

# SEPTEMBER BCACHA BOARD PACKET

Mallory VanDercar

BCACHA

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## Summary Page

### Items Included in this Packet

#### **Executive Director Update**

Will follow in a separate email.

#### **Report on Programs**

The report outlines several updates: The Continuum of Care (CoC) application process is open, with a focus on renewing the Permanent Supportive Housing (PSH) grant for the CHOIS project. The Housing Choice Voucher (HCV) program is facing a funding shortfall, prompting regular meetings with HUD to explore solutions. Additionally, the Rent Café Landlord Portal has been successfully launched, enhancing payment processes for landlords. The Family Self-Sufficiency (FSS) Program received approximately 332 backpacks and school supplies to provide to local students, with distribution of all supplies nearly complete.

#### **Report on Properties**

This report provides information related to the status of the Waste and Water Project, REAC Inspections, and rent increases for BCACHA owned properties.

#### **Funding Report Tracker**

The Funding Report Tracker provides details on grants and funds that BCACHA has applied for, has been approved for, or has received. This also provides details on the source of the funds and the use for the funds. This report is updated as funds are received and the most up to date version is provided with each Board Packet.

#### **FY25 Budget**

BCACHA seeks approval of the FY25 budget in September. Included in this packet is a summary of budget adjustments made since the August 2024 board meeting.

#### **Debt Write Offs**

Each year, Boise City / Ada County Housing Authorities reviews past tenant accounts and requests Board approval to write off outstanding debts based on a variety of situations, such as: the former tenant has passed away, moved to assisted living, owes less than \$100, has been incarcerated for a long sentence, and similar circumstances.

## Business/ Action Items and Historical Timelines for September Agenda

### **Consideration for approval of FY2025 Boise City Housing Authority and Ada County Housing Authority Budgets**

The BCACHA budgets were presented during the August Board Meeting. Follow up questions from the presentation were addressed via email on August 19, 2024.

### **Consideration for Approval to Write Off FY2024 Uncollectable Debts**

This is an annually occurring topic that is reported and discussed during each September Board meeting. Please also review the corresponding memo in this packet.

### **Consideration for approval of FY2025 Property and Liability Insurance**

This is an annually occurring topic that is reported and discussed during each September Board meeting. As addressed in the August Board meeting and August Executive Director's written report, major incidents that occurred within FY24 resulted in the previous carrier declining to renew their coverage. Property insurance rates are on a dramatic rise already, so BCACHA estimated that rates would double for FY25. Agency broker Moreton and Co. has assisted BCACHA in the search for a new carrier.

## Glossary of Terms and Acronyms

For more general Acronyms: <https://www.hud.gov/about/acronyms>

**50058** – Form used to generate reports on families who participate in Public Housing or Section 8 rental subsidy programs.

**W9** – a form used to pay an individual or entity for tax purposes.

**ACH** – Automated Clearinghouse. An example of direct deposit.

**ACOP** – Administrative and continued occupancy Policy

**Applicant** – An individual or family who is not yet on our any of our programs, but has submitted an application or is on a waiting list.

**BCACHA** – Boise City Ada County Housing Authority.

**CFR** – Code of Federal Regulations.

**CFP** – Capital Fund Program

**CHOIS** – Coordinated Housing Options and Individualized Services. Provides rental assistance and case management services to homeless and disabled individuals and families.

**EIV** – Enterprise Income Verification. Contains Tenant data on their benefits/income.

**EFT** – Electronic Funds Transfer. An example of direct deposit.

**FMR** – Fair Market Rate.

**FSS** – Family Self-Sufficiency. Program designed to assist individuals and families to obtain employment. Participants will work toward reducing dependence on welfare programs and improving financial stability.

**FSS Escrow Account** – An account maintained by the PHA that grows as the earnings of the participant increases. This is a tax free savings account that participants will receive after achieving their 5-year goal.

**HA** – Housing Authority

**HAP** – Housing Assistance Payment.

**HCV** – Housing Choice Voucher also referred to as Section 8. The voucher allows participants to pay approximately 30% of their income for rent and utilities.

**HIP** – Housing Information Portal.

**HoH** – Head of Household.

**HOPE** – Homeownership and Opportunity for People Everywhere.

**HOTMA** - Housing Opportunity through Modernization Act

- This Act creates non-discretionary changes to how the agency processes eligibility related to income and assets, as well as changes inspection standards and policies for households who become over-income.

**HQS** – Housing Quality Standards.

**HUD** – U.S Department of Housing and Urban Development.

**Live-In Aide** - A person who lives with an elderly or disabled person(s) and who: (1) Is determined by the PHA to be essential to the care and well-being of the person(s), (2) Is not obligated to support the person(s), (3) Would not be living in the unit except to provide necessary supportive services.

**Market Rate Housing** – Apartments that are NOT Subsidized and can be rented out to the general public. These rentals are typically at or below market rate. Apartment Complexes include Vine Terrace, Shoreline North, Nez Perce, Liberty Park, and Hobbler Place.

**MTCS** – Multifamily Tenant Characteristics System

**NSPIRE:** National Standard for Physical Inspection of Real Estate

- This is the new inspection standard that BCACHA properties will be inspected under.

**OVW** – Office on Violence Against Women – Transitional housing program that provides temporary housing for victims of domestic violence, sexual assault, and/or stalking.

**Participant** – An Individual or family that is on program.

**PH** – Public Housing

**PHA** – Public Housing Agency

**PIC** – Public and Indian Housing Information Center.

**PIH** – Public and Indian Housing.

**Portability/Port** – Process in which participants in the HCV program can transfer their voucher to another jurisdiction.

**REAC** – Real Estate Assessment Center. Created by HUD to Centralize Portfolio assessment information.

**RFTA** – Request for Tenancy Approval.

**SSA** – Social Security Administration.

**SSI** – Supplemental Security income.

**SSN** – Social Security Number.

**TANF** – Temporary Assistance for Needy Families.

**TIN** – Taxpayer Identification Number.

**TRACS** – Tenant Rental Assistance Certification System.

**TTP** – Total Tenant Payment.

**Utility Allowance** - The HA maintains a utility allowance schedule for all participant paid utilities (except telephone), for cost of participant-supplied refrigerators and ranges, and for other participant paid housing services (e.g., trash collection). The utility allowance schedule is determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality.

**VAMC** – Veterans Affairs Medical Center.

**VASH** – Veterans Affairs Supportive Housing. Provides Rental Assistance to homeless veterans.

**VAWA** – Violence against Women’s Act.

**Voyager** – YARDI’s Property Management Software Program.

**YARDI** – Property Management Software.

**AGENDA**

BOISE CITY HOUSING AUTHORITY COMMISSIONERS  
ADA COUNTY HOUSING AUTHORITY COMMISSIONERS  
SHORELINE PLAZA, INC. DIRECTORS  
AFFORDABLE HOUSING SOLUTIONS, INC. DIRECTORS

**MEETING OF THE BOARD OF COMMISSIONERS  
AND DIRECTORS**

Wednesday, September 11, 2024 at 4:00 p.m.  
Housing Authority Office – 1001 S. Orchard Street Boise, Idaho

**I. ROLL CALL**

**II. CONSENT AGENDA (ACTION ITEM)**

All items with an asterisk (\*) are considered to be routine by the Board and will be enacted by one motion. There will be no separate discussion on these items unless a Board member or citizen so requests, in which case the item will be removed from the general order of business and considered in its normal sequence. The vote on the Consent Agenda will be by roll call vote.

A. Minutes, Resolutions and Routine Matters

1. \* Board of Commissioners Meeting Minutes August 14, 2024 (ACTION ITEM)

**III. REPORTS**

- A. Chairman's Report
- B. Executive Director's Report

**IV. BUSINESS**

- A. Consideration for Approval of the Fiscal Year 2025 Boise City Housing Authority Budget – BCHA Resolution No. 09-2024 (ACTION ITEM)
- B. Consideration for Approval of the Fiscal Year 2025 Ada County Housing Authority Budget – ACHA Resolution No. 05-2024 (ACTION ITEM)
- C. Consideration for Approval to Write Off the Fiscal Year 2024 Uncollectable Debts Owed (ACTION ITEM)
- D. Consideration for Approval of 2024 Property and Liability Insurance (ACTION ITEM)

Related agenda documents are available for public review by visiting:

<https://bcacha.org/about/board-of-commissioners/>

**Zoom access:**



<https://us06web.zoom.us/j/88928007182?pwd=DRHcgmwRHWalWyzfBqSYSrzJoG4rLY.1>

Meeting ID: 889 2800 7182

Passcode: 187091

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**AGENDA**

BOISE CITY HOUSING AUTHORITY COMMISSIONERS  
ADA COUNTY HOUSING AUTHORITY COMMISSIONERS  
SHORELINE PLAZA, INC. DIRECTORS  
AFFORDABLE HOUSING SOLUTIONS, INC. DIRECTORS

**MEETING OF THE BOARD OF COMMISSIONERS  
AND DIRECTORS**

Wednesday, August 14, 2024 at 4:00 p.m.  
Housing Authority Office – 1001 S. Orchard Street Boise, Idaho

**V. ROLL CALL**

**VI. CONSENT AGENDA (ACTION ITEM)**

All items with an asterisk (\*) are considered to be routine by the Board and will be enacted by one motion. There will be no separate discussion on these items unless a Board member or citizen so requests, in which case the item will be removed from the general order of business and considered in its normal sequence. The vote on the Consent Agenda will be by roll call vote.

A. Minutes, Resolutions and Routine Matters

2. \* Board of Commissioners Meeting Minutes July 10, 2024 (ACTION ITEM)
3. \* Board of Commissioners Meeting Minutes July 23, 2024 (ACTION ITEM)

**VII. REPORTS**

- C. Chairman's Report
- D. Executive Director's Report

**VIII. BUSINESS**

- E. FY2025 Budget Review (for Board Approval at September 2024 Board Meeting)

EXECUTIVE SESSION Per Idaho Code §74-206 (1)(b) & (d) to consider a personnel matter and records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code.

Related agenda documents are available for public review by visiting:

<https://bcacha.org/about/board-of-commissioners/>

**Zoom access:**

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/85097105321?pwd=an8ZyWlC9WU4aEwdkHxlewCc59s0GK.1>

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**BOISE CITY HOUSING AUTHORITY  
ADA COUNTY HOUSING AUTHORITY, SHORELINE INC.  
AND AFFORDABLE HOUSING SOLUTIONS, INC.**

MEETING OF THE BOARD OF  
COMMISSIONERS AND DIRECTORS

**TIME AND PLACE OF MEETING:**

Chair Julianne Donnelly Tzul called the meeting to order at 4:00 p.m., on Wednesday, July 10, 2024. The meeting was held at the Boise City Ada County Housing Authorities' Board Room, 1001 S Orchard Street, Boise ID 83705, and via Zoom link.

**I. ROLL CALL**

**Commissioners present:** Chair Julianne Donnelly Tzul, Commissioner Kent Rock  
Commissioner Tim Flaherty, Commissioner Marty Jacobs, Ex-Officio Commissioner Kathy  
Corless

**Commissioners absent:** Vice Chair Vila, Commissioner Buffy Jones, Commissioner Paulsen

**Others present:** Ada County Deputy Attorney Nichole Solberg, Ada County Deputy Attorney  
Ammon Taylor, City Attorney Christine Dodd, Executive Director Deanna Watson, Deputy  
Director Jillian Patterson, IT and Operations Administrator Ron Barstow, and Administrative  
Services Manager Mallory VanDercar

**II. CONSENT AGENDA**

Commissioner Flaherty moved that the board approve the Consent Agenda. Commissioner  
Jacobs seconded the motion. A roll call vote was taken:

Chair Donnelly Tzul	Aye
Commissioner Jacobs	Aye
Commissioner Flaherty	Aye
Commissioner Rock	Aye

The motion passed by roll call vote.

**III. REPORTS**

**A. Chairman's Report**

Chair Donnelly Tzul began by noting the brevity of the agenda and acknowledged that there will be a notable amount of information covered regarding the budget. Ms. Donnelly Tzul shared that she appreciated the Board feedback related to meeting structure and efforts to implement the requested changes are underway. Related to the budget, Ms. Donnelly Tzul noted that the budget presentation is today, with the action item being the following meeting,

allowing time to review and ask questions. Ms. Donnelly Tzul noted that there will not be a presentation on the ongoing YMCA project in August as the project is still too fluid to share updates.

## **B. Executive Director's Report**

Executive Director Deanna Watson followed up on her written report. Ms. Watson shared that the agency has not received information related to the FYI voucher request and noted that at the state level based on numbers from Department of Health and Welfare, only a small number of potentially eligible youth were identified. It is theorized that not demonstrating a high need may have resulted in not receiving the funding. There was a conversation related to the specifics of the FYI vouchers, noting that as a special purpose voucher, they have their own waiting list that is not part of the lottery.

Ms. Watson noted that there was a USA Today article discussing the Section 8 program, and how it is becoming more difficult for voucher holders to connect to available units. BCACHA has a higher success rate than the national average, but it is important to note the difficulty households face. She shared that a link to this article will be provided to all board members following the meeting.

Ms. Watson shared that she participated with a group that met with Senator Risch and Senator Crapo to tour New Path and Valor Pointe. This group also met at City Hall after the tours.

Ms. Watson discussed the shortfall status. She noted that the shortfall issue is growing across the nation, impacting around one-third of all housing authorities. The agency has not been able to issue new vouchers due to this status.

## **IV. BUSINESS**

### **F. FY2025 Budget Review (for Board Approval at September 2024 Board Meeting)**

Ms. Patterson presented the FY25 BCACHA budget. She began by noting that in September the board will be asked to approve the agency budget. Ms. Patterson shared that the budget is prepared by staff with information being provided to the accounting department, noting that the numbers presented are estimates. Some of the numbers will change between now and final approval after the agency completes the formal review. She clarified that after approval, there may be requests for amendments throughout the fiscal year. She noted that the agency is used to working off a projected budget, requiring midyear adjustments. Estimates are based on historical trends, including the previous year's costs. The agency is working with HUD on the funding shortfall which includes a two-year estimate, which aids in the accuracy of these projections.

She shared that the operating income is increasing by almost 10% due to revenue from an emergency grant and utilizing funds from a capital program, however these funds are program specific. Operating income includes rental subsidies, rental assistance, as well as subsidies and grants, administrative fees, dwelling rent, non-dwelling rent, interest income, tenant income, cell towers, and management fees. The housing authority has estimated a

3% salary increase, noting that this is a standard amount compared to other similar agencies in Idaho. There will be an additional 2% merit increase that would be effective in March 2025 and will be performance based. This is an area that is noted with caution as it will depend on HUD funding, although board members shared sentiment that this should not be adjusted if possible. Ms. Patterson noted that grant-funded employees do not always receive a COLA at the same time as other staff, but their salary adjustments are requested within the grant funding. The board discussed the cost of employee benefits, noting that the cost of the Public Employee Retirement System of Idaho (PERSI) factors into the higher-than-average employer costs. Areas of note include this being a pension program and contributes to the desirability and longevity of employment at the housing authority.

Ms. Patterson also noted that the payroll budget includes four vacant positions that are anticipated to be filled prior to FY25. Of those vacancies, one is a new supportive housing specialist position which would specifically assist with families facing homelessness. The total salary budget shows an 8% increase, and the employee benefits constitute 40% of the salary budget.

Tenant services, utilities, maintenance, and protective services are factored into the budget with utilities being expected to increase by 5%.

One significant area of note is the cost of insurance. Ms. Patterson shared that due to previous year's events, the agency has been told to prepare for this cost to double, estimating \$520,000. The current insurance will expire September 30<sup>th</sup>. Moreton and Company is out to bid for new coverage for the housing authority, and BCACHA anticipates requesting board approval for the new insurance during the September Board meeting. There was discussion related to the potential benefit of self-insuring. The housing authority will explore this option and share their findings with the board. It was noted that outside of the observed incidents, the cost of insurance premiums are rising for all businesses.

Ms. Watson also shared that the risk management and safety staff member for Moreton and Company conducted a tour of BCACHA properties to provide feedback to reduce risk in the future.

Commissioner Jacobs motioned to enter executive session Per Idaho Code §74-206 (1)(b) & (d) to consider a personnel matter and records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code. Commissioner Rock seconded the motion. A roll call vote was taken:

Chair Donnelly Tzul	Aye
Commissioner Jacobs	Aye
Commissioner Flaherty	Aye
Commissioner Rock	Aye

**The Board entered Executive Session at 4:54 p.m.**

**Commissioner Rock motioned to exit executive session at 5:39 p.m. The motion was seconded by Commissioner Flaherty.**

**Commissioner Flaherty motioned to Adjourn the meeting at 5:40 p.m. The motion was seconded by Commissioner Rock.**

**Documents provided as part of this meeting include:**

- BCACHA 7/10/2024 Board Minutes
- BCACHA 7/23 Special Board Minutes
- Executive Director Update Memo
- Funding Report
- Report on Programs

Respectfully submitted,

Deanna L. Watson, Executive Director \_\_\_\_\_

Julianne Donnelly Tzul, Chair \_\_\_\_\_

Executive Director's Report

Will follow in a separate email.



## Report on Properties

### **Waste and Water Project**

Initial Project planning is happening with CSHQA for Capital Plaza. CSHQA will be assisting with the procurement and bidding process due to the technical complexity of the project and ensure minimal impact on resident life.

Finalizing of contract with CSHQA for Franklin Plaza is in process. We aim to bid this project concurrently to Capital to ensure consistency on the project details and complexities.

### **REAC (Real Estate Assessment Center) Inspections**

Follow up repairs for Nez Perce and Vine Terrace from prior REAC inspections have been completed. Additional training and other processes have been implemented, including a more robust inspection system with details on deficiencies to ensure units are within the new NSPIRE (National Standard for Physical Inspection of Real Estate) protocol. Additionally, working on a better staffing format to ensure coverage for both inspections and daily work requirements.

Preparations for a REAC inspection at Liberty Park on September 30, 2024, are underway.

### **Rent Increases**

BCACHA owned property residents have been notified of a 5% rent increase effective 11/1/24. Most resident's rents were increased an average of \$58.

The rents are still affordable for families who may not qualify for the Section 8 voucher program, or other similar assistance programs but may find rents in the Treasure Valley unaffordable based on their household income.

Following an analysis of the utility charges for Malad Mobile home park, the City of Boise requested an increase of \$20 a month to each lot's sewer fee to ensure the initially forecasted gap will be covered next year.

Funding Report

Source	Date	Amount	Status	Program	Staff	Use
DOJ- OVW Transitional Housing	10/1/2022	\$500,000	Funded	Ada OVW Program	Jillian Patterson	HAP / Operations / Supportive Services
HUD- CPD Continuum of Care Permanent Supportive Housing	8/1/2023	\$1,026,213	Funded	Ada COC Program	Jillian Patterson	HAP / Operations / Supportive Services
MF Service Coordinator	12/15/2023	\$83,561	Partially Funded	Multifamily Service Coordinator Grant	Marissa Henderson	Fund I FTE Service Coordinator position to assist 80 residents of Shoreline Plaza. Funding is dispersed several times throughout the year
HUD - FSS Coordinator	1/1/2024	\$179,898	Funded	Boise HCV Program	Jillian Patterson	Fund 2 FTE FSS Coordinator positions
HUD - FSS Coordinator	1/1/2024	\$179,898	Funded	Ada HCV Program	Jillian Patterson	Fund 2 FTE FSS Coordinator positions
HUD - Operating Subsidy	1/1/2024	\$327,310	Funded	Boise Low Rent Public Housing	Diana Meo	Operating Funds for Capital Plaza and Franklin Plaza
HUD - Operating Subsidy	1/1/2024	\$15,444	Funded	Ada Low Rent Public Housing	Diana Meo	Operating Funds for 10 scattered sites
HUD - Section 8 Emergency Housing Vouchers Subsidy	1/1/2024	\$45,224	<i>Pending HUD Budget</i>	Boise HCV Program	Annette Sampson/Diana Meo	HAP / Operations
HUD - Section 8 HCV Subsidy	1/1/2024	\$971,631	<i>Pending HUD Budget</i>	Boise HCV Program	Annette Sampson/Diana Meo	HAP / Operations
HUD - Section 8 HCV Subsidy	1/1/2024	\$610,862	<i>Pending HUD Budget</i>	Ada HCV Program	Annette Sampson/Diana Meo	HAP / Operations

HUD - Section 8 Mainstream Subsidy	1/1/2024	\$51,375	<i>Pending HUD Budget</i>	Boise HCV Program	Annette Sampson/Diana Meo	HAP / Operations
HUD - Section 8 Mainstream Subsidy	1/1/2024	\$26,839	<i>Pending HUD Budget</i>	Ada HCV Program	Annette Sampson/Diana Meo	HAP / Operations
Youth Homeless Demonstration Program Grants	2/26/2024	\$1,174,533.00	Funded	CHOIS	Jillian Patterson	
HUD - Emergency Capital Fund	4/12/2024	\$2,074,759.00	<i>Pending</i>	Low Rent Public Housing	Marissa Henderson	Replacement of aged and failing water lines serving residents of Capitol Plaza.
Local Government	TBD	\$50,000		Agency	Deanna Watson	Fund Financial Consultant
HUD - Capital Fund	5/13/2024	\$34,446.00	<i>Pending</i>	Ada Low Rent Public Housing	Marissa Henderson	Modernization funds for our Acquisition duplexes
HUD - Capital Fund	5/13/2024	\$348,491.00	<i>Pending</i>	Boise Low Rent Public Housing	Marissa Henderson	Modernization funds for our Capitol & Franklin Plazas
LRPH Service Coordinator	6/1/2024	\$234,060	<i>Pending</i>	Residential Opportunity Self Sufficiency Program	Marissa Henderson	Fund 1 FTE Service Coordinator position to assist 160 residents of Capitol and Franklin Plaza for 3 years
Foster Youth to Independence Grant	6/17/2024	10 vouchers	<i>Not selected</i>	Ada HCV Program	Jillian Patterson/Tawna Gulbis	Provides 10 vouchers to youth aging out of the foster system or former foster youth 18-21 at risk of becoming homeless

## Debt Write Offs

TO: BC/ACHA Board of Commissioners  
 DATE: September 11, 2024  
 FROM: Jillian Patterson, Deputy Director  
 SUBJECT: Uncollectable Accounts

Staff requests the Board’s approval to remove the following past tenant accounts from our records as uncollectible. This action is necessary due to the circumstances listed below and requires formal approval during the September 11, 2024, Board Meeting.

Tenant	Claim Date	Rent	Other	Total	Action
<b>CAPITAL</b>					
t0011948	2/12/2024	\$22.00	\$0.00	\$22.00	Deceased
<b>Total Low Rent Boise City</b>		\$22.00	\$0.00	\$22.00	
<b>NEZ PERCE</b>					
t0011164	9/20/2023	\$606.00	\$250.00	\$856.00	Deceased
t0000057	2/28/2024	\$6,134.66	\$0.00	\$6,134.66	Deceased
<b>Total Nez Perce</b>		\$6,740.66	\$250.00	\$6,990.66	
<b>SHORELINE NORTH</b>					
t0014198	2/9/2024	\$5.17	\$0.00	\$5.17	Deceased
<b>Total Shoreline North</b>		\$5.17	\$0.00	\$5.17	
<b>CHOIS</b>					
t0014590	11/30/2023		\$236.00	\$236.00	Long-term incarceration
t0014587	9/30/2023		\$208.00	\$208.00	Evicted for failure to pay rent
t0014361	4/30/2024		\$657.00	\$657.00	Failure to pay rent
t0014596	10/31/2023		\$175.00	\$175.00	Assisted living
<b>Total CHOIS</b>		\$0.00	\$0.00	\$1,276.00	
<b>Grand Total</b>		\$6,767.83	\$250.00	\$8,293.83	

**Note:** The CHOIS program serves chronically homeless, disabled individuals. These amounts are charged based on income and are not rent payments on Housing Authority-owned units.

FY2025 Budget

TO: BC/ACHA Board of Commissioners  
DATE: September 11, 2024  
FROM: Jillian Patterson, Deputy Director  
SUBJECT: Resolutions to Approve the Fiscal Year 2025 Boise City & Ada County Housing Authorities Budget

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Please find below a summary of the budget adjustments made since our August presentation. These changes have been made to ensure the budget aligns more closely with estimated financials and organizational priorities.

Item	Project	Original	Final Budget
Rental Revenue	All Market Units	\$2,466,963	\$2,588,658
Flood Insurance	Shoreline Plaza, Inc.	\$8,146	\$4,073
	Shoreline North, LLC	\$3,942	\$2,274
Payroll Budget (Salary & Benefits)	Includes 3% COLA & 3% Merit	\$4,500,229	\$4,510,020
Property & Liability	All Programs	\$748,700	TBD
Elevator Expense	High Rises	\$18,610	\$20,066
Office Supplies	All Programs	\$20,000	\$33,725
Capital Items	All Programs	\$4,305,765	\$4,076,265

**Rental Revenue – All Market Units; Increase: \$121,695**

The increase in rental revenue for all market units is largely due to revised projections in properties such as Nez Perce, Vine Street, North Liberty Street, and Shoreline North.

**Flood Insurance – Shoreline Plaza, Inc. & Shoreline North, LLC; Decrease \$4,073 and \$1,668**

These adjustments reflect more accurate risk levels, leading to lower insurance expenses for both properties.

**Payroll Budget (Includes 3% COLA and 3% Merit); Increase: \$9,791**

The slight increase in the payroll budget and benefits is attributed to the finalization of salary adjustments for staff, including a 3% Cost of Living Adjustment (COLA) and 3% merit-based increases. These adjustments were necessary to remain competitive in the job market and to retain key personnel.

**Property & Liability Insurance – All Programs; Final: TBD**

The budget for property and liability insurance is currently under review. The budget estimated premiums would likely double compared to FY24. We are waiting for final quotes from insurance providers to confirm any changes in coverage costs or policy terms. Should the final figures show a significant increase, we may propose a budget adjustment for Board approval.

**Elevator Expense – High Rises; Increase \$1,456**

Elevator maintenance expenses have increased slightly due to the need for more extensive repairs and routine maintenance. The aging infrastructure of the high rises necessitated additional work to ensure safety and compliance with regulatory standards.

**Office Supplies – All Programs; Increase \$13,725**

The office supplies budget was adjusted upward to account for increased demand across all programs. This includes the purchase of new equipment and other operational necessities that were underestimated in the original budget.

**Capital Items – All Programs; Decrease \$229,500**

The reduction in the capital items budget reflects the postponement of certain capital projects. This adjustment allows for better allocation of resources towards higher-priority needs.

**RECOMMENDATION**

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Staff recommends the BC/ACHA Board of Commissioners approve the proposed Budget and authorize its submission to HUD.

**BUDGET RESOLUTIONS**

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- I. BCHA Resolution 09-2024 – Approval of the Fiscal Year 2025 Boise City Housing Authority Budget
  
- II. ACHA Resolution 01-2024 – Approval of the Fiscal Year 2025 Ada County Housing Authority Budget

**PHA Board Resolution**  
Approving Operating Budget

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026  
(exp. 07/31/2019)

**Public reporting burden** for this collection of information is estimated to average **10 minutes 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. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Boise City Housing Authority

PHA Code: ID013

PHA Fiscal Year Beginning: 10/1/2024

Board Resolution Number: 09-2024

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on: 09/11/2024
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Julianne Donnelly Tzul	Signature:	Date:
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**PHA Board Resolution**  
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PHA Name: Ada County Housing Authority

PHA Code: ID021

PHA Fiscal Year Beginning: 10/1/2024

Board Resolution Number: 05-2024

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on: 09/11/2024
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
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Print Board Chairperson's Name: Julianne Donnelly Tzul	Signature:	Date:
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**HOUSING AUTHORITY FY 25  
BUDGET AMTS - Final**

PROJECT	Total Revenue	Total Admin	Tenant Service	Utility Expense	Maint Expense	Protective Service	Total General	Total Operations	HAP / Leasing	Non-Routine	Deprec Expense	Total Expense	Profit/Loss	Profit minus Deprec	HAP Transfer	Reserve Transfer	Transfer to Reserve	Capital Expend	Bond/Note Payment	Net Deficit Surplus
<b>Boise 5</b>																				
Shoreline Plaza	931,195	212,798	1,000	47,826	137,697	18,195	280,913	698,429	0	0	79,352	777,781	153,414	232,766	0	0	50,835	25,675	69,285	86,971
Nez Perce	334,416	62,999	0	15,933	85,195	175	98,792	263,094	0	0	35,736	298,830	35,586	71,322	0	0	13,848	13,825	26,540	17,109
Vine Street	492,229	91,334	0	37,282	126,675	165	153,446	408,902	0	0	52,251	461,153	31,076	83,327	0	9,673	21,599	26,775	44,626	(0)
North Liberty Street	687,912	120,888	0	34,719	159,800	270	224,544	540,221	0	0	62,137	602,358	85,554	147,691	0	0	27,311	27,175	64,287	28,918
Shoreline North	644,947	83,254	0	23,076	76,768	4,925	200,897	388,920	0	0	159,101	548,021	96,926	256,027	0	0	21,604	76,600	73,700	84,123
<b>Low Rent Programs</b>																				
Boise City Low Rent	4,666,295	513,039	4,000	125,054	251,379	29,816	444,303	1,367,592	0	0	280,713	1,648,305	3,017,990	3,298,703	0	246,277	0	3,544,980	0	0
Ada County Low Rent	135,500	29,030	250	7,867	19,976	10	29,216	86,348	0	0	25,973	112,321	23,179	49,152	0	10,933	0	60,085	0	(0)
<b>Housing Choice Vouchers</b>																				
Boise City Vouchers	12,956,409	1,364,577	900	0	2,653	0	440,904	1,809,034	11,175,577	0	2,267	12,986,878	(30,469)	(28,202)	0	68,202	0	40,000	0	0
Ada County Vouchers	8,447,760	910,717	600	0	1,484	0	296,199	1,209,000	7,340,757	0	23,509	8,573,266	(125,506)	(101,997)	0	135,797	0	33,800	0	0
<b>Local Programs</b>																				
Rent to Own (Hobblers)	493,220	42,060	0	2,853	41,583	60	59,146	145,702	0	0	77,595	223,297	269,923	347,518	0	0	0	86,650	0	260,868
Allumbaugh House	169,086	54,385	0	32,511	89,582	3,060	51,150	230,688	0	20,000	91,967	342,655	(173,569)	(81,602)	0	181,102	0	99,500	0	0
AHS, Inc.	530	3,135	0	0	0	0	0	3,135	0	0	86	3,221	(2,691)	(2,605)	0	0	0	0	0	(2,605)
Orchard Office	269,803	37,171	0	22,966	73,905	1,570	51,704	187,316	0	0	125,820	313,136	(43,333)	82,487	0	0	0	10,000	0	72,487
Ada General Fund	288,289	82,016	19,500	3,229	7,709	0	35,254	147,708	132,863	0	7,030	287,601	688	7,718	0	23,482	0	31,200	0	(0)
Local General Fund	47,950	2,788	0	0	1,280	0	4,926	8,994	0	0	27,710	36,704	11,246	38,956	0	0	0	0	0	38,956
Shoreline Admin Fund	228,200	407,658	0	0	11,339	0	150,788	569,785	0	0	0	569,785	(341,585)	(341,585)	0	341,585	0	0	0	0
Dorothy Duplex	62,063	2,539	0	14,705	8,156	0	8,138	33,538	0	0	1,012	34,550	27,513	28,525	0	0	0	0	0	28,525
<b>Continuum of Care Program</b>																				
CoC (CHOIS)	1,350,373	525,455	0	0	226	0	41,760	567,441	830,110	0	16,497	1,414,048	(63,675)	(47,178)	0	47,178	0	0	0	(0)
<b>Total all projects</b>	<b>32,206,177</b>	<b>4,545,843</b>	<b>26,250</b>	<b>368,021</b>	<b>1,095,407</b>	<b>58,246</b>	<b>2,572,080</b>	<b>8,665,847</b>	<b>19,479,307</b>	<b>20,000</b>	<b>1,068,756</b>	<b>29,233,910</b>	<b>2,972,267</b>	<b>4,041,023</b>	<b>0</b>	<b>1,064,229</b>	<b>135,197</b>	<b>4,076,265</b>	<b>278,438</b>	<b>615,352</b>