



Oklahoma City Housing Authority

BOARD PACK

for

Regular Meeting of the Board of Commissioners -

Wednesday, February 28, 2024

9:00 AM (CST)

Held at:

Default Location

1700 NE 4th Street, Board Room

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AGENDA



REGULAR MEETING OF THE BOARD OF COMMISSIONERS -

Name:	Oklahoma City Housing Authority
Date:	Wednesday, February 28, 2024
Time:	9:00 AM to 11:00 AM (CST)
Location:	Default Location, 1700 NE 4th Street, Board Room
Board Members:	Alex Yaffe, Annette Jacobi, Lillie Swope, Rocky Chavez, Wayland Cubit
Attendees:	Adelola Taiwo, Alana Facello, Ben Steffer, Carol Rattigan, Charles Parks, Darcy Raines, David Calvert, Debi Martin, Frank Miller, Greg Shinn, Heather Hintz, Julia Davidoff, Kassy Malone, Kevin Bradbury, Lacy McClain, Laura Gregory, Marc Edwards, Mark Gillett, Matt Greeson, Matt Mills, Nikki Nice, Paula Churchill, Richard Marshall, Rick Toney, Spencer Matheny, Steve Holmquist, Tabitha Pope, Thomas Henderson, Trish Bryant, Patricia Alexander

1. Opening Meeting/Call to Order

1.1 Announcement

Patricia Alexander

Announcement of Filing of Meeting Notice and Posting of Agenda in Accordance with the Oklahoma Open Meeting Act.

1.2 Roll Call

Patricia Alexander

2. Citizens to be Heard

3. Consent Docket

3.1 Minutes of Regular Meeting of January 24, 2024

Rocky Chavez

Supporting Documents:

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4. Action Items

4.1 Annual Review of Utility Allowance Schedule Public Housing

Frank Miller

Supporting Documents:

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4.2 OCHA Core Operating Statements: Mission, Vision, and Values

Mark Gillett

Supporting Documents:

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4.3 Section 8 Management Assessment Program (SEMAP) Certification

Richard Marshall

Supporting Documents:

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4.4 Annual Review of Utility Allowance Schedule-HCV

Richard Marshall

Supporting Documents:

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4.4.b	OCHA Res 8-24 (HCV Utility Allowance Schedule) (01980080x7A25A).docx	42
4.4.c	Utility Allowance HCVs.doc2024sched.docx	45
4.4.d	Uden Memo 11.29.23.docx	48

4.5 OCHA and CEC Public Comment Policy

Mark Gillett

Supporting Documents:

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4.5.c	Policy Citizens to be Heard(1).pdf	54
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4.6 Consulting Firm for Development Consulting Services

Greg Shinn

Supporting Documents:

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Supporting Documents:

4.6.b	Res. OCHA No. 10-24 (Contract with Consultant) (01980788-2).docx	57
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5. Information Report

5.1 Write Offs

Thomas Henderson

Supporting Documents:

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5.2 Scattered Site Dispositions

Kassy Malone

5.3 Choice Neighborhood Initiative

Kassy Malone

6. Report of Legal Counsel

6.1 Lawsuits

Heather Hintz, Marc Edwards

6.2 Legal Request

Heather Hintz, Marc Edwards

7. Reports of the Executive Director

7.1 Financial Report

Mark Gillett

Supporting Documents:

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7.2 Six Months Summary of Operations

Mark Gillett

Supporting Documents:

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8. New Business

8.1 New Business

"New Business" means "any matter not known about or which could not have been reasonably foreseen prior to the time of the posting" of this agenda, 25 O.S. 2021, § 311(A)(10).

9. Comments

10. Adjournment

10.1 Adjournment

Next meeting: Board of Commissioners Meeting - Mar 27, 2024, 9:00 AM

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE
OKLAHOMA CITY HOUSING AUTHORITY

January 24, 2024

The Board of Commissioners of the Oklahoma City Housing Authority met on Wednesday, January 24, 2024 at 9:00 a.m.

The Agenda for this meeting was filed with the Secretary of State and City Clerk for the 2024 meetings on November 16, 2023. A copy of the agenda was posted at 1700 and 1800 Northeast Fourth Street on January 22, 2024 at 7:17 p.m. in accordance with Oklahoma Open Meeting Statutes, posted on the Authority's general website www.ochanet.org as required by Section 3106.2 of Oklahoma Statute Titles 74, and written notice via the Agenda was delivered to each Commissioner on January 22, 2024.

Item 1, Meeting was called to order by Chair Rocky Chavez, who presided.

Item 1.1, Announcement of Filing of Meeting Notice and Posting of the Agenda in Accordance with the Oklahoma Open Meeting Act, was announced by Patricia Alexander.

Item 1.2, Patricia Alexander, Executive Office Administrator performed roll call, those present were as follows:

PRESENT: Rocky Chavez, Chair
Annette Wisk Jacobi, Vice Chair
Wayland Cubit
Alex Yaffe
Lillie Swope attended by phone

ABSENT: None

Item 2. Citizens to be heard.

Item 2.1 Kiri Williams came before the Board to discuss the condition of apartments on NE 26th, 27th, 28th, and 29th. Mr. Williams stated the apartments were a haven for the homeless population and expressed concern about safety in the area as a result. He inquired about the timeline to demolish the units.

Item 3, Consent Docket was introduced by Chair Chavez which included:

Item 3.1, Minutes of the Regular Meeting of the Board of Commissioners for December 20, 2023.

1/24/2024

1.

8

Motion: Jacobi. Second: Cubit.

AYES: Jacobi, Cubit, Chavez. NAYES: None. Alex Yaffe abstained.

The following Action items were introduced by Chair Chavez:

Item 4.1, Resolution No. 1-24 approving Amendment No. 3 -Janitorial Services

Motion: Jacobi. Second: Yaffe

AYES: Jacobi, Cubit, Yaffe, Chavez NAYES: None

Item 4.2, Resolution No. 2-24 approving Landscaping, Fencing, Lighting AMP 111 McGuire and Jeltz

Motion: Cubit. Second: Jacobi.

AYES: Jacobi, Cubit, Yaffe, Chavez. NAYES: None.

Item 4.3, Resolution No. 3-24 approving Stockyards/Rotary Park CNI-Urban Desing Associates, LTD.

Motion: Jacobi. Second: Yaffe.

AYES: Jacobi, Cubit, Yaffe, Chavez. NAYES: None.

Item 4.4, Resolution No. 4-24 Executive Session Proposed to discuss and potentially vote on personnel actions related to Executive Director terms of employment, compensation and performance evaluation process.

Motion: Cubit. Second: Jacobi.

AYES: Jacobi, Cubit, Yaffe, Chavez. NAYES: None.

Item 4.5, Proposed Vote to Resolve into Executive Session

Motion: Jacobi. Second: Cubit.

AYES: Jacobi, Cubit, Yaffe, Chavez. NAYES: None.

Item 4.6, Vote to Reconvene into Regular Session

Motion: Jacobi. Second: Cubit.

AYES: Jacobi, Cubit, Yaffe, Chavez NAYES: None.

4.7 Discussion and/or Vote on Matters Within Proposed Executive Session

Motion: Yaffe. Second: Jacobi.

AYES: Jacobi, Cubit, Yaffe, Chavez. NAYES: None.

Item 5. Information Report.

There were none.

Item 6. Report of Legal Counsel

Item 6.1, Lawsuits.

Marc Edwards stated there was nothing to report.

Item 6.2, Legal Requests.

Marc Edwards stated there was nothing to report.

Item 7, Reports of the Executive Director. Mark W. Gillett stated the Financial Statements and Six Months Summary of Operation slides were emailed to them and shown on the screen as he discussed.

Item 8. New Business.

There were none.

Item 9. Comments.

There were none.

Item 10. Adjournment.

Item 10.1 Adjournment.

Motion: Jacobi Second: Yaffe

AYES: Jacobi, Cubit, Yaffe, Chavez. NAYES: None.

This meeting adjourned at 9:31a.m.

The next meeting of this Board will convene at 9:00 a.m. CDST February 28, 2024, at the Oklahoma City Housing Authority Central Office, 1700 Northeast Fourth Street, Oklahoma City, Oklahoma.

Mark W. Gillett, Secretary

ATTEST:

Rocky Chavez, Chair



MEMORANDUM

Date

February 28, 2024

TO: Chair and Members of the Board of Commissioners

FROM: Executive Director

SUBJECT: Annual Review of Utility Allowance Schedule
Public Housing

DISCUSSION: The Department of Housing and Urban Development (HUD) requires the Utility Allowance Schedule for Public Housing be reviewed annually.

The review, conducted in November, 2023, revealed there was not a change of more than 10% in a utility rate since the last time the Allowance was revised. The Utility Allowance Schedule is Supplement III of the Supplemental Postings of the Admission and Continued Occupancy Policy.

Staff recommends maintaining the Utility Allowance Schedule at the same rate for the calendar year 2024.

RECOMMENDATION: Adopt the attached resolution approving the Recommended Revision to the Supplemental Postings, Supplement III, Utility Allowance Schedule, for Public Housing, effective March 1, 2024.

Respectfully submitted,

A handwritten signature in blue ink, which appears to read "Mark W. Gillett", is positioned above the printed name and title.

Mark W. Gillett
Executive Director

MWG:MM:FM:cr

attachments:

Resolution No. 05-24
Recommended
Revision

RESOLUTION NO. 5-24

RESOLUTION APPROVING ANNUAL REVIEW OF AND RECOMMENDED REVISION
TO PUBLIC HOUSING UTILITY ALLOWANCE SCHEDULE, SUPPLEMENTAL
POSTINGS SUPPLEMENT III

WHEREAS, the Oklahoma City Housing Authority (the “Authority”) is a public body corporate created pursuant to the Oklahoma Housing Act, 63 O.S. § 1051, et seq. (the “Act”), authorized to exercise its powers pursuant to resolution of the City Council of the City of Oklahoma City; and

WHEREAS, the United States Department of Housing and Urban Development (“HUD”) requires the Authority to review its Utility Allowance Schedule for Public Housing (“Utility Allowance Schedule”) annually; and

WHEREAS, the Authority staff’s review, conducted in November 2023, revealed that there was not a change of more than 10% in utility rates since the last revision of the Utility Allowance Schedule made in 2023; and

WHEREAS, Authority staff therefore recommends adoption of the Utility Allowance Schedule for 2024 as reflected in the attached memorandum, without a change in rates, which will be Supplement III of the Supplemental Postings of the Admissions and Continued Occupancy Policy, to be effective March 1, 2024.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Oklahoma City Housing Authority that the annual review of Utility Allowance Schedule for Public Housing is hereby approved; and

BE IT FURTHER RESOLVED that the proposed the Utility Allowance Schedule reflected in the attached memorandum, which will be Supplement III of the Supplemental Postings of the Admissions and Continued Occupancy Policy, is hereby approved, to be effective March 1, 2024.

ADOPTED this 28th day of February, 2024.

OKLAHOMA CITY HOUSING AUTHORITY

By _____
Rocky Chavez, Chairman

I, Mark W. Gillett, Secretary of the Board of Commissioners of the Oklahoma City Housing Authority, certify that the foregoing Resolution No. 5-24 was duly adopted at a regular meeting of the Board of Commissioners of the Oklahoma City Housing Authority, held at 1700 NE 4th St, Oklahoma City, Oklahoma 73117 on the 28th day of February, 2024; that said meeting was held in accordance with the By-Laws of the Oklahoma City Housing Authority and the Oklahoma Open Meeting Act; that a quorum was present at all times during said meeting; and that the resolution was duly adopted by a majority of those Commissioners present.

Secretary

	AYE	NAY	NOT PRESENT
LILLIE SWOPE			
ANNETTE WISK JACOBI			
ROCKY CHAVEZ			
WAYLAND CUBIT			
ALEX YAFFE			

Recommended Revision

Supplement III



 ALLOWANCES FOR TENANT-FURNISHED UTILITIES & OTHER SERVICES

Effective Date March 1, 2024
 Property Will Rogers (OK 2-1)
 Location Oklahoma City, OK

TABLE 1: MONTHLY UTILITY ALLOWANCES

Unit Type	Electricity
0 Bedroom	\$30.00
1 Bedroom	\$30.00
2 Bedroom	\$31.00
3 Bedroom	\$34.00

TABLE 2: MONTHLY UTILITY CONSUMPTION

Unit Type	Electricity (kWh)
0 Bedroom	137
1 Bedroom	134
2 Bedroom	145
3 Bedroom	169

TABLE 3: COMBINED MONTHLY UTILITY ALLOWANCES

Unit Type	Current
0 Bedroom	\$30.00
1 Bedroom	\$30.00
2 Bedroom	\$31.00
3 Bedroom	\$34.00

Recommended Revision

Supplement III



 ALLOWANCES FOR TENANT-FURNISHED UTILITIES & OTHER SERVICES

Effective Date March 1, 2024

Property Oak Grove (OK 2-7)

Location Oklahoma City, OK

TABLE 1: MONTHLY UTILITY ALLOWANCES

Unit Type	Electricity
1 Bedroom	\$69.00
2 Bedroom Flat	\$87.00
2 Bedroom Townhome	\$90.00
3 Bedroom Flat	\$107.00
3 Bedroom Townhome	\$109.00
4 Bedroom	\$124.00
5 Bedroom	\$145.00

TABLE 3: COMBINED MONTHLY UTILITY ALLOWANCES

Unit Type	Current
1 Bedroom	488
2 Bedroom Flat	672
2 Bedroom Townhome	699
3 Bedroom Flat	878
3 Bedroom Townhome	915
4 Bedroom	1074
5 Bedroom	1315

Recommended Revision

Supplement III



 ALLOWANCES FOR TENANT-FURNISHED UTILITIES & OTHER SERVICES

Effective Date March 1, 2024

Property Ambassador Courts (OK 2-12)

Location Oklahoma City, OK

TABLE 1: MONTHLY UTILITY ALLOWANCES

Unit Type	Electricity
1 Bedroom	\$90.00
2 Bedroom	\$109.00
3 Bedroom	\$129.00
4 Bedroom	\$145.00
5 Bedroom	\$164.00

TABLE 2: MONTHLY UTILITY CONSUMPTION

Unit Type	Electricity (kWh)
1 Bedroom	644
2 Bedroom	848
3 Bedroom	1058
4 Bedroom	1227
5 Bedroom	1432

TABLE 3: COMBINED MONTHLY UTILITY ALLOWANCES

Unit Type	Current
1 Bedroom	\$90.00
2 Bedroom	\$109.00
3 Bedroom	\$129.00
4 Bedroom	\$145.00
5 Bedroom	\$164.00

Recommended Revision

Supplement III



 ALLOWANCES FOR TENANT-FURNISHED UTILITIES & OTHER SERVICES

Effective Date March 1, 2024

Property Fred Factory (OK 2-14)

Location Oklahoma City, OK

TABLE 1: MONTHLY UTILITY ALLOWANCES

Unit Type	Electricity	Natural Gas
1 Bedroom	\$32.00	\$52.00
2 Bedroom	\$33.00	\$59.00
3 Bedroom	\$36.00	\$66.00
4 Bedroom	\$40.00	\$74.00
5 Bedroom	\$43.00	\$77.00

TABLE 2: MONTHLY UTILITY CONSUMPTION

Unit Type	Electricity (kWh)	Natural Gas (Therms)
1 Bedroom	147	25.0
2 Bedroom	161	31.0
3 Bedroom	187	37.0
4 Bedroom	213	43.0
5 Bedroom	243	46.0

TABLE 3: COMBINED MONTHLY UTILITY ALLOWANCES

Unit Type	Current
1 Bedroom	\$84.00
2 Bedroom	\$92.00
3 Bedroom	\$102.00
4 Bedroom	\$114.00
5 Bedroom	\$120.00

Recommended Revision

Supplement III



 ALLOWANCES FOR TENANT-FURNISHED UTILITIES & OTHER SERVICES

Effective Date March 1, 2024

Property Scattered Sites (OK 2-84)

Location Oklahoma City, OK

TABLE 1: MONTHLY UTILITY ALLOWANCES

Unit Type	Electricity	Natural Gas	Water	Sewer	Trash
2 Bedroom	\$35.00	\$66.00	\$25.00	\$16.00	\$24.00
4 Bedroom	\$41.00	\$82.00	\$33.00	\$23.00	\$24.00

TABLE 2: MONTHLY UTILITY CONSUMPTION

Unit Type	Electricity (kWh)	Natural Gas (Therms)	Water (kGal)
2 Bedroom	171	31.0	1.92
4 Bedroom	215	42.0	3.93

TABLE 3: COMBINED MONTHLY UTILITY ALLOWANCES

Unit Type	Current
2 Bedroom	\$166.00
4 Bedroom	\$203.00

Recommended Revision

Supplement III



 ALLOWANCES FOR TENANT-FURNISHED UTILITIES & OTHER SERVICES

Effective Date March 1, 2024

Property Scattered Sites

Location Oklahoma City, OK

TABLE 1: MONTHLY UTILITY ALLOWANCES

Unit Type	Electricity	Natural Gas	Water	Sewer	Trash
1 Bedroom	\$33.00	\$52.00	\$22.00	\$14.00	\$25.00
2 Bedroom	\$35.00	\$59.00	\$25.00	\$19.00	\$25.00
3 Bedroom	\$37.00	\$71.00	\$30.00	\$24.00	\$25.00
4 Bedroom	\$40.00	\$72.00	\$34.00	\$29.00	\$25.00
5 Bedroom	\$44.00	\$76.00	\$39.00	\$33.00	\$25.00

TABLE 2: MONTHLY UTILITY CONSUMPTION

Unit Type	Electricity (kWh)	Natural Gas (Therms)	Water (kGal)
1 Bedroom	156	25.0	0.96
2 Bedroom	171	31.0	1.92
3 Bedroom	188	41.0	3.06
4 Bedroom	215	42.0	3.93
5 Bedroom	246	45.0	4.80

TABLE 3: COMBINED MONTHLY UTILITY ALLOWANCES

Unit Type	Current
1 Bedroom	\$ 146.00
2 Bedroom	\$ 163.00
3 Bedroom	\$ 187.00
4 Bedroom	\$ 200.00
5 Bedroom	\$ 217.00

Recommended Revision

Supplement III



ALLOWANCES FOR TENANT-FURNISHED UTILITIES & OTHER SERVICES

Effective Date March 1, 2024

Property Scattered Sites All Electric Unit (OK 2-35)

Location Oklahoma City, OK

TABLE 1: MONTHLY UTILITY ALLOWANCES

Unit Type	Electricity	Water	Sewer	Trash
3 Bedroom	\$142.00	\$30.00	\$24.00	\$25.00

TABLE 2: MONTHLY UTILITY CONSUMPTION

Unit Type	Electricity (kWh)	Water (kGal)
3 Bedroom	1194	3.06

TABLE 3: COMBINED MONTHLY UTILITY ALLOWANCES

Unit Type	Current
3 Bedroom	\$ 221.00

Recommended Revision

Supplement III



ALLOWANCES FOR TENANT-FURNISHED UTILITIES & OTHER SERVICES

Effective Date March 1, 2024

Property Reding Senior Center (OK 2-23)

Location Oklahoma City, OK

TABLE 1: MONTHLY UTILITY ALLOWANCES

Unit Type	Electricity
1 Bedroom	\$86.00
2 Bedroom	\$129.00

TABLE 2: MONTHLY UTILITY CONSUMPTION

Unit Type	Electricity (kWh)
1 Bedroom	597
2 Bedroom	1056

TABLE 3: COMBINED MONTHLY UTILITY ALLOWANCES

Unit Type	Current
1 Bedroom	\$86.00
2 Bedroom	\$129.00

Recommended Revision

Supplement III



ALLOWANCES FOR TENANT-FURNISHED UTILITIES & OTHER SERVICES

Effective Date March 1, 2024

Property Wyatt F. Jeltz (OK 2-25)

Location Oklahoma City, OK

TABLE 1: MONTHLY UTILITY ALLOWANCES

Unit Type	Electricity
1 Bedroom	\$40.00
2 Bedroom	\$43.00

TABLE 2: MONTHLY UTILITY CONSUMPTION

Unit Type	Electricity (kWh)
1 Bedroom	218
2 Bedroom	242

TABLE 3: COMBINED MONTHLY UTILITY ALLOWANCES

Unit Type	Current
1 Bedroom	\$40.00
2 Bedroom	\$43.00

Recommended Revision

Supplement III



ALLOWANCES FOR TENANT-FURNISHED UTILITIES & OTHER SERVICES

Effective Date March 1, 2024

Property Hillcrest Senior Center (OK 2-29)

Location Oklahoma City, OK

TABLE 1: MONTHLY UTILITY ALLOWANCES

Unit Type	Electricity
1 Bedroom	\$40.00
2 Bedroom	\$43.00

TABLE 2: MONTHLY UTILITY CONSUMPTION

Unit Type	Electricity (kWh)
1 Bedroom	220
2 Bedroom	243

TABLE 3: COMBINED MONTHLY UTILITY ALLOWANCES

Unit Type	Current
1 Bedroom	\$40.00
2 Bedroom	\$43.00

Recommended Revision

Supplement III



ALLOWANCES FOR TENANT-FURNISHED UTILITIES & OTHER SERVICES

Effective Date March 1, 2024

Property Reding Annex (OK 2-81)

Location Oklahoma City, OK

TABLE 1: MONTHLY UTILITY ALLOWANCES

Unit Type	Electricity
1 Bedroom	\$33.00

TABLE 2: MONTHLY UTILITY CONSUMPTION

Unit Type	Electricity (kWh)
1 Bedroom	156

TABLE 3: COMBINED MONTHLY UTILITY ALLOWANCES

Unit Type	Current
1 Bedroom	\$33.00



MEMORANDUM

Date

February 28, 2024

TO: Chair and Members of the Board of Commissioners

FROM: Executive Director

SUBJECT: OCHA Core Operating Statements: Mission, Vision and Values

DISCUSSION: Through collaborative efforts with our Board of Commissioners, senior staff, and executive leadership, we've crafted mission, vision, and values statements embodying our commitment to becoming the city's premier provider of affordable housing. These statements reflect our dedication to inclusive communities, high standards, and employee empowerment.

The proposed statements stand as a testament to our unwavering commitment to service and integrity. They will guide our decisions and actions as we strive to enhance the lives of our residents and fulfill our role as a catalyst for positive change in our community.

RECOMMENDATION: Adopt the attached resolution approving OCHA Core Operating Statements: Mission, Vision, and Values.

Respectfully submitted,

Mark W. Gillett
Executive Director

MWG:pa

Attachments:

Resolution No. 06-24

RESOLUTION NO. 6-24

RESOLUTION APPROVING AND ADOPTING OKLAHOMA CITY HOUSING
AUTHORITY CORE OPERATING STATEMENTS: MISSION, VISION AND VALUES

WHEREAS, the Oklahoma City Housing Authority (the “Authority”) is a public body corporate created pursuant to the Oklahoma Housing Act, 63 O.S. § 1051, et seq. (the “Act”), authorized to exercise its powers pursuant to resolution of the City Council of the City of Oklahoma City; and

WHEREAS, through the collaborative efforts of the Board of Commissioners, senior staff, and executive leadership, there has been crafted a mission, vision, and values statements embodying the Authority’s commitment to becoming the City of Oklahoma City's premier provider of affordable housing; and

WHEREAS, these statements reflect the dedication of the Authority’s Board of Commissioners, senior staff, and executive leadership to inclusive communities, high standards, and employee empowerment, stand as a testament to the Authority’s unwavering commitment to service and integrity, and will serve to guide Authority decisions and actions as it strives to enhance the lives of Authority residents and fulfill its role as a catalyst for positive change in our community; and

WHEREAS, accordingly, it is recommended the Resolution be adopted.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Oklahoma City Housing Authority that the collaboratively prepared and recommended Core Operating Statements: Mission, Vision, and Values is hereby adopted and approved.

ADOPTED this 28th day of February, 2024.

OKLAHOMA CITY HOUSING AUTHORITY

By _____

Rocky Chavez, Chairman

I, Mark W. Gillett, Secretary of the Board of Commissioners of the Oklahoma City Housing Authority, certify that the foregoing Resolution No. 6-24 was duly adopted at a regular meeting of the Board of Commissioners of the Oklahoma City Housing Authority, held at 1700 NE 4th St, Oklahoma City, Oklahoma 73117 on the 28th day of February, 2024; that said meeting was held in accordance with the By-Laws of the Oklahoma City Housing Authority and the Oklahoma Open Meeting Act; that a quorum was present at all times during said meeting; and that the resolution was duly adopted by a majority of those Commissioners present.

Secretary

	AYE	NAY	NOT PRESENT
LILLIE SWOPE			
ANNETTE WISK JACOBI			
ROCKY CHAVEZ			
WAYLAND CUBIT			
ALEX YAFFE			

OCHA

FINAL: Mission, Vision, Values

Updated: 11/13/2023

OCHA's Purpose: (how we define and focus our work)

OCHA's purpose is to advance equity and inclusion for people with low, moderate, and middle incomes by providing affordable housing and housing assistance that exceeds the standards and expectations for subsidized housing by being accessible to everyone, delivered through quality environments, and with opportunities to access supportive services.

Mission: (what we do – and how we can describe it to others in a simple way)

Transforming lives through a place to call home

Vision: (what results from our success – the world we are trying to create by our work)

Our vision is for OCHA to be the **leading provider** of inclusive affordable housing with support services that will empower and equip individuals and families to flourish.

Values: (what is at the core of our approach)

Customer Care

Earning and preserving the respect of our community, which includes employees, clients, and community partners. Our customer's **trust** is paramount, and it is at the center of everything we do. We actively listen to client's needs and to the perspective of colleagues as we provide solutions that add value. We exceed expectations. By consistently delivering exceptional experiences, we not only earn trust but build long-term relationships that endure.

Diversity and Belonging

Diversity is essential to recognizing and celebrating the myriad of differences among individuals in the customers we serve, the colleagues we work with, and the public who cares. Belonging is the environment we create and the **hospitality** we extend that gives people the feeling that they are valued, included, and accepted for who they are. Diversity and belonging are our

commitment to promoting an inclusive and equitable workplace, residences, and services where people’s perspectives and identities are recognized and valued. We acknowledge the richness of diverse experiences and backgrounds and actively work to eliminate the barriers to full participation, ensuring that every individual’s potential is unlocked, their voices heard, and the “transformed life” we strive for in our mission is achieved.

Pursue Excellence

Provide exceptional housing that reflects expertise. We provide “gold standard” housing. We are dedicated to delivering **quality** without compromise. We do this by continuously improving, learning, and being open to feedback. These three behaviors make us resilient and sustainable in a changing environment. Quality is not just a goal; it’s a mindset that believes that all of us can grow and change to meet new demands. Quality builds trust, and we are unwavering in our commitment to delivering the best.

Uncompromising Integrity

There is a moral code for everyone on our team. We treat each other and our clients with respect, we are **honest**, and we follow through with our promises. We value the cooperation and teamwork that arises when individuals with diverse talents and backgrounds come together. By fostering a culture of collaboration, we strengthen individual and collective integrity and achieve shared goals more effectively.

Authentic Connection

We prioritize creating genuine and meaningful connections with clients, community partners, and colleagues. We believe in open and honest communication, actively listening to understand the needs and perspectives of others. By forging authentic connections, we build trust and mutual respect, which are the foundation of **long-lasting relationships** and the synergy that lets us work as a team.

Behaviors: (what others see, our values in action)

- **Listening** – seeking to understand and connect with what others are communicating
- **Learning** – possessing knowledge, seeking feedback and education for improvement
- **Positivity** – maintaining an attitude of hope, potential, and “can do.”
- **Accountability** – people count on me, knowing and doing what is expected of me
- **Empathy and Care** – approach every interaction with empathy and care. Strive to understand other people’s unique challenges and perspectives and go the extra mile to support their success – whether that’s a client or a colleague. We create a supportive and inclusive environment where everyone feels valued and heard.

- **Inclusion and Acceptance** – we extend hospitality to people and make space for their thoughts, feelings, perspectives, and differences. We accept people as they are rather than as we would like them to be, check our biases, and acknowledge the richness of diverse backgrounds. We understand that it is through relationships and positive experiences that people can experience the safety to grow and change.



MEMORANDUM

Date

February 28, 2024

TO: Chair and Members of the Board of Commissioners

FROM: Executive Director

SUBJECT: Section 8 Management Assessment Program (SEMAP) Certification

DISCUSSION: The Department of Housing and Urban Development (HUD) established SEMAP to objectively measure public housing agency performance in fourteen (14) key Section 8 Tenant-Based Assistance Program areas. The maximum points available under SEMAP are 135.

It takes 90% to be rated a "High Performer". Staff anticipates a score of 135 or 100% and a "High Performer" rating for 2023.

RECOMMENDATION: Adopt the attached resolution approving electronic submission of the Section 8 Management Assessment Program (SEMAP) Certification.

Respectfully submitted,

A handwritten signature in blue ink that reads "Mark W. Gillett".

Mark W. Gillett
Executive Director

MWG:CP:pa

Attachments:

Resolution No. 07-24
Certification

RESOLUTION NO. 7-24

RESOLUTION APPROVING SECTION 8 MANAGEMENT ASSESSMENT PROGRAM
CERTIFICATION AND AUTHORIZING SUBMISSION TO THE U.S. DEPARTMENT OF
HOUSING AND URBAN DEVELOPMENT

WHEREAS, the Oklahoma City Housing Authority (the “Authority”) is a public body corporate created pursuant to the Oklahoma Housing Act, 63 O.S. § 1051, et seq. (the “Act”), authorized to exercise its powers pursuant to resolution of the City Council of the City of Oklahoma City; and

WHEREAS, the United States Department of Housing and Urban Development (“HUD”) has established the Section 8 Management Assessment Program (“SEMAP”) to measure the performance, in 14 key areas, of public housing agencies that administer Section 8 Housing Choice Voucher programs; and

WHEREAS, HUD uses information from the SEMAP Certification to assess the management capabilities and deficiencies in public housing agencies, and a SEMAP score of 90% or more of the maximum points available, which maximum is 135, under the scoring system results in a “High Performer” rating; and

WHEREAS, Authority staff has prepared a SEMAP Certification for the 2023 fiscal year, and based on the information within that document anticipates a score of 135 or 100% of the maximum available points, which would result in a “High Performer” rating for 2023; and

WHEREAS, the Authority is required to submit the 2023 SEMAP Certification within 60 days after the end of its fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Oklahoma City Housing Authority that the Section 8 Housing Choice Voucher Program Management Assessment Program Certification prepared by staff for 2023 is hereby approved; and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to submit the SEMAP Certification to HUD electronically through the appropriate online channels.

ADOPTED this 28th day of February, 2024.

OKLAHOMA CITY HOUSING AUTHORITY

By _____
Rocky Chavez, Chairman

I, Mark W. Gillett, Secretary of the Board of Commissioners of the Oklahoma City Housing Authority, certify that the foregoing Resolution No. 7-24 was duly adopted at a regular meeting of the Board of Commissioners of the Oklahoma City Housing Authority, held at 1700 NE 4th St, Oklahoma City, Oklahoma 73117 on the 28th day of February, 2024; that said meeting was held in accordance with the By-Laws of the Oklahoma City Housing Authority and the Oklahoma Open Meeting Act; that a quorum was present at all times during said meeting; and that the resolution was duly adopted by a majority of those Commissioners present.

Secretary

	AYE	NAY	NOT PRESENT
LILLIE SWOPE			
ANNETTE WISK JACOBI			
ROCKY CHAVEZ			
WAYLAND CUBIT			
ALEX YAFFE			

Oklahoma City Housing Authority
Section Eight Management Assessment Program (SEMAP)
Certification 2023

<u>Indicator</u>	<u>Possible Points</u>	<u>Projected Points</u>	<u>Verification Method</u>
1. Selection for the Waiting List.....	15	15	IA audit
2. Reasonable Rent.....	20	20	IA audit
3. Determination of Adjusted Income.....	20	20	IA audit
4. Utility Allowance Schedule.....	5	5	IA audit
5. HQS Quality Control Inspections.....	5	5	IA audit
6. HQS Enforcement.....	10	10	IA audit
7. Expanding Housing Opportunities.....	5	5	IA audit
8. Payment Standards.....	5	5	SEMAP Cert
9. Annual Reexaminations.....	10	10	MTCS Report (PIC)
10. Correct Tenant Rent Calculations.....	5	5	MTCS Report (PIC)
11. Pre-contract HQS Inspections.....	5	5	MTCS Report (PIC)
12. Annual HQS Inspections.....	10	10	MTCS Report (PIC)
13. Lease-up.....	20	20	Year-end statement
14. Family Self-Sufficiency Enrollment.....	N/A	N/A	MTCS Report (PIC)
Total Points.....	135	135	

PIC mandatory reporting rate.....95%

OCHA reporting rate as of December 31, 2023.....100%

SEMAP Ratings: High Performer 90% and above
Standard Rating 60% to 89%
Troubled Rating 60% and less

OCHA (Projected) SEMAP Rating.....100%.....HIGH PERFORMER

Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0215
(exp. 02/29/2020)

Public reporting burden for this collection of information is estimated to average 12 hours 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 conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Instructions Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
Oklahoma City Housing Authority	12/31/2023	02/21/2024

Check here if the PHA expends less than \$300,000 a year in Federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

- Selection from the Waiting List.** (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes No

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes No
- Reasonable Rent.** (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response At least 98% of units sampled 80 to 97% of units sampled Less than 80% of units sampled
- Determination of Adjusted Income.** (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response At least 90% of files sampled 80 to 89% of files sampled Less than 80% of files sampled
- Utility Allowance Schedule.** (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes No
- HQS Quality Control Inspections.** (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes No
- HQS Enforcement.** (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response At least 98% of cases sampled Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).
Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes No

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes No

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes No

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes No

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes No

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes No

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes No

Enter current FMRs and payment standards (PS)

0-BR FMR <u>775</u>	1-BR FMR <u>821</u>	2-BR FMR <u>1061</u>	3-BR FMR <u>1353</u>	4-BR FMR <u>1536</u>
PS <u>853</u>	PS <u>903</u>	PS <u>1118</u>	PS <u>1488</u>	PS <u>1690</u>

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes No

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes No

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes No

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes No

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response Yes No

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

c. Portability: If you are the Initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b + c divided by a)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program .

Check here if not applicable

PHA Response Yes No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Deconcentration Bonus Indicator (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;

or

- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes No If yes, attach completed deconcentration bonus Indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

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, 3802)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) 02/21/2024

Date (mm/dd/yyyy) 02/21/2024

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) _____

PHA Name _____

Principal Operating Area of PHA _____
(The geographic entity for which the Census tabulates data)

Special Instructions for State or regional PHAs Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

1990 Census Poverty Rate of Principal Operating Area _____

Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) _____ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- _____ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- _____ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).
- Is line c 50% or more? Yes No

- 2) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- _____ c. Number of Section 8 families with children who moved during the last completed PHA FY.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes No

- 3) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- _____ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes No

If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.

See instructions above concerning bonus points for State and regional PHAs.

SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION

HUD 52648 CONTINUED

ADDITIONAL PAYMENT STANDARDS

Oklahoma City Housing Authority PHA FY Ending 12/31/2023 Submission Date 02/21/2024

8. Additional Payment Standards

0-BR FMR 775 1-BR FMR 821 2-BR FMR 1061 3-BR FMR 1353 4-BR FMR 1536

PS 930 PS 985 PS 1219 PS 1624 PS 1843



MEMORANDUM

Date

February 28, 2024

TO: Chair and Members of the Board of Commissioners

FROM: Executive Director

SUBJECT: Annual Review of Utility Allowance Schedules-HCV

DISCUSSION: The Department of Housing and Urban Development requires the Utility Allowance Schedules for Housing Choice Voucher Program be reviewed annually.

The schedules currently in effect have been reviewed and determined revision to the water service rates is necessary.

Effective February 1, 2024, it is recommended that utility allowance schedule for water service rates be increased ten (10%) percent due to the rate increase of more than ten (10%) percent per gallon rate.

RECOMMENDATION: Adopt the attached resolution approving revision to the Utility Allowance Schedules – Housing Choice Voucher Program.

Respectfully submitted,

Mark W. Gillett
Executive Director

MWG:pa

Attachments:

Resolution No. 08-24
Utility Allowance Schedules

RESOLUTION NO. 8-24

RESOLUTION APPROVING ANNUAL PROPOSED REVISIONS TO THE UTILITY ALLOWANCE SCHEDULES-HOUSING CHOICE VOUCHER PROGRAM

WHEREAS, the Oklahoma City Housing Authority (the “Authority”) is a public body corporate created pursuant to the Oklahoma Housing Act, 63 O.S. § 1051, et seq. (the “Act”), authorized to exercise its powers pursuant to resolution of the City Council of the City of Oklahoma City; and

WHEREAS, the United States Department of Housing and Urban Development requires the Authority to review its Utility Allowance Schedule for the Housing Choice Voucher Program (“Utility Allowance Schedule”) annually; and

WHEREAS, Authority staff has reviewed the Utility Allowance Schedule and determined that a revision to the water service rates allowance is necessary, specifically, to be increased by 10% due to a rate increase of more than 10% per gallon; and

WHEREAS, Authority staff recommends revising the Utility Allowance Schedule to reflect a change in the water service rate allowance of 10%, as to the Administrative Plan, Housing Choice Voucher, to become effective February 1, 2024.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Oklahoma City Housing Authority that the annual review of Utility Allowance Schedule for the Housing Choice Voucher Program is hereby acknowledged; and

BE IT FURTHER RESOLVED that the proposed upward revision of 10% to the water service rates allowance, as shown on the attached revised Utility Allowance Schedules - Housing Choice Voucher Program is hereby approved, to become effective February 1, 2024.

ADOPTED this 28th day of February, 2024.

OKLAHOMA CITY HOUSING AUTHORITY

By _____

Rocky Chavez, Chairman

I, Mark W. Gillett, Secretary of the Board of Commissioners of the Oklahoma City Housing Authority, certify that the foregoing Resolution No. 8-24 was duly adopted at a regular meeting of the Board of Commissioners of the Oklahoma City Housing Authority, held at 1700 NE 4th St, Oklahoma City, Oklahoma 73117 on the 28th day of February, 2024; that said meeting was held in accordance with the By-Laws of the Oklahoma City Housing Authority and the Oklahoma Open Meeting Act; that a quorum was present at all times during said meeting; and that the resolution was duly adopted by a majority of those Commissioners present.

Mark W. Gillett, Secretary

	AYE	NAY	NOT PRESENT
LILLIE SWOPE			
ANNETTE WISK JACOBI			
ROCKY CHAVEZ			
WAYLAND CUBIT			
ALEX YAFFE			

APPENDIX I

UTILITY ALLOWANCE SCHEDULE

Effective February 1, 2024
Detached, Duplex, Single Family Home

Utility or Service	Monthly Dollar Allowances						
	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR	6-BR
HEATING							
a. Natural Gas	23.00	26.00	34.00	37.00	43.00	50.00	58.00
b. Bottle Gas	54.00	61.00	72.00	80.00	88.00	98.00	101.00
c. Oil							
d. Electric	18.00	22.00	28.00	35.00	39.00	42.00	45.00
AIR CONDITIONING	5.00	6.00	8.00	9.00	11.00	14.00	16.00
COOKING							
a. Natural Gas	7.00	8.00	8.00	10.00	10.00	11.00	13.00
b. Electric	4.00	6.00	7.00	8.00	11.00	13.00	14.00
c. Bottle Gas	14.00	16.00	18.00	19.00	21.00	22.00	24.00
OTHER ELECTRIC LIGHTING, REFRIGERATION, ETC.							
	11.00	13.00	15.00	17.00	19.00	20.00	22.00
WATER HEATING							
a. Natural Gas	10.00	13.00	16.00	20.00	23.00	24.00	26.00
b. Electric	10.00	13.00	17.00	20.00	24.00	27.00	31.00
c. Bottle Gas	26.00	29.00	32.00	35.00	37.00	38.00	40.00
d. Oil							
TOTAL ELECTRIC UNIT	48.00	60.00	75.00	89.00	104.00	116.00	128.00
WATER	17.00	19.00	22.00	24.00	25.00	27.00	28.00
(INCREASE)	19.00	21.00	24.00	26.00	27.00	30.00	31.00
SEWER	11.00	13.00	15.00	21.00	24.00	26.00	28.00
TRASH COLLECTION	18.00	18.00	18.00	18.00	18.00	18.00	18.00
RANGE	3.00	3.00	3.00	3.00	3.00	3.00	3.00
REFRIGERATOR	3.00	3.00	3.00	3.00	3.00	3.00	3.00

PROPOSED INCREASES AND DECREASES IN UTILITY ALLOWANCE 2023

APPENDIX II

UTILITY ALLOWANCE SCHEDULE

February 1, 2024

Low-Rise/High-Rise Apartment, Rowhouse, Townhouse

Utility or Service	Monthly Dollar Allowances					
	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR
HEATING						
a. Natural Gas	19.00	24.00	29.00	32.00	38.00	46.00
b. Bottle Gas						
c. Oil						
d. Electric	15.00	19.00	24.00	29.00	33.00	36.00
AIR CONDITIONING	4.00	6.00	7.00	8.00	11.00	12.00
COOKING						
a. Natural Gas	7.00	8.00	8.00	10.00	10.00	11.00
b. Electric	4.00	6.00	7.00	8.00	11.00	13.00
c. Bottle Gas						
OTHER ELECTRIC LIGHTING, REFRIGERATION, ETC.	11.00	14.00	16.00	17.00	18.00	20.00
WATER HEATING						
a. Natural Gas	10.00	13.00	16.00	20.00	23.00	24.00
b. Electric	10.00	13.00	17.00	20.00	24.00	27.00
c. Bottle Gas						
d. Oil						
TOTAL ELECTRIC UNIT	44.00	58.00	71.00	82.00	97.00	108.00
WATER	17.00	19.00	22.00	24.00	25.00	27.00
(INCREASE)	19.00	21.00	24.00	26.00	27.00	30.00
SEWER	11.00	13.00	15.00	21.00	24.00	26.00
TRASH COLLECTION	18.00	18.00	18.00	18.00	18.00	18.00
RANGE	3.00	3.00	3.00	3.00	3.00	3.00
REFRIGERATOR	3.00	3.00	3.00	3.00	3.00	3.00

PROPOSED INCREASES AND DECREASES IN UTILITY ALLOWANCE 2023

APPENDIX III

UTILITY ALLOWANCE SCHEDULE

Effective February 1, 2024
Mobile Home

Utility or Service	Monthly Dollar Allowances					
	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR
HEATING						
a. Natural Gas	26.00	32.00	40.00	44.00	53.00	62.00
b. Bottle Gas	58.00	66.00	78.00	85.00	98.00	107.00
c. Oil						
d. Electric	22.00	25.00	33.00	39.00	45.00	48.00
AIR CONDITIONING	5.00	6.00	8.00	10.00	13.00	15.00
COOKING						
a. Natural Gas	7.00	8.00	8.00	10.00	10.00	11.00
b. Electric	4.00	6.00	7.00	8.00	11.00	13.00
c. Bottle Gas	14.00	16.00	18.00	19.00	21.00	22.00
OTHER ELECTRIC LIGHTING, REFRIGERATION, ETC.	11.00	14.00	16.00	17.00	18.00	20.00
WATER HEATING						
a. Natural Gas	10.00	13.00	16.00	20.00	23.00	24.00
b. Electric	10.00	13.00	17.00	20.00	24.00	27.00
c. Bottle Gas	26.00	29.00	32.00	35.00	37.00	38.00
d. oil						
TOTAL ELECTRIC UNIT	52.00	64.00	81.00	94.00	111.00	123.00
WATER	17.00	19.00	22.00	24.00	25.00	27.00
(INCREASE)	19.00	21.00	24.00	26.00	27.00	30.00
SEWER	11.00	13.00	15.00	21.00	24.00	26.00
TRASH COLLECTION	18.00	18.00	18.00	18.00	18.00	18.00
RANGE	3.00	3.00	3.00	3.00	3.00	3.00
REFRIGERATOR	3.00	3.00	3.00	3.00	3.00	3.00

PROPOSED INCREASE AND DECREASES IN UTILITY ALLOWANCE 2023



MEMORANDUM

Date

November 29, 2023

TO: Richard Marshall, Director Housing Choice Voucher Program

FROM: Barry Uden, Housing Inspector Supervisor

SUBJECT: Annual Utility Allowance Review

The three utility companies and several propane suppliers have been contacted regarding utility rate changes. The following is the current data from those sources.

Oklahoma Gas and Electric Company (OG&E); electric utility customer per month fees have not changed from when the last revision was made in October 2014. Customer per month fees is currently thirteen dollars (\$13.00). The per kWh rates have changed from six dollars and eighty cents (\$6.80) per kWh in October 2014 to six dollars and eight-five cents (\$6.85) per kWh in October 2023, an increase of approximately one (1%) percent. This is less than ten (10%) percent occurring since the last revision of the utility allowance for electric in 2014.

- I recommend no change in the utility allowance schedule for the electric rates.

The City of Oklahoma City Waste and Water Utilities; has an increase in water cost per 1000 gallons since The Oklahoma City Housing Authority's last revision in October 2018. The cost per thousand gallons in October 2018 was two dollars and ninety-four cents (\$2.94). The cost as of October 2023 is three dollars and twenty-eight cents (\$3.28) with an increase of approximately twelve (12%) percent.

The city of Oklahoma City also charges a monthly EPA fee of five dollars and sixty-nine cents (\$5.69) as of October 2022 which has not changed from the last revision of the utility allowance for water in 2018.

The meter rate from the last revision period of October 2018 was fifteen dollars and four cents (\$15.04). The meter rate for October 2023 is eighteen dollars and thirty-eight cents (\$18.38) an increase of approximately twenty-two (22%) percent.

After reviewing our current allowance for water service using the City of Oklahoma City's monthly average usage per bedroom size, being the majority of the water bill is per gallon there has been an increase of approximately twelve (12%) percent occurring in the water rates, the monthly EPA fee having no change and there has been an increase of twenty-two (22%) percent on the one time meter rate, since the last revision of the utility allowance for water service.

- I recommend the utility allowance schedule for water service rates be increased ten (10%) percent due to the rate increase of more than ten (10%) percent per gallon rate.

Sewer disposal fees have increased approximately seven (7%) percent from the last revision period of October 2020, from four dollars and sixty-five cents (\$4.65) per 1000 gallons, to four dollars and eighty-eight cents (\$4.97) per 1000 gallons in October 2023.

After reviewing our current allowance for sewer disposal fees using the City of Oklahoma City's monthly average usage per bedroom size, there has not been an increase or decrease of ten (10%) percent or greater occurring since the last revision in October 2020.

- I recommend there be no change in the utility allowance schedule for sewer disposal rates.

Trash service has increased from the last revision made in October 2019 from twenty-three dollars and forty-five cents (\$23.45) to twenty-four dollars and eighty-seven cent (\$24.87) as of October 2023, an increase of approximately six (6%) percent. This is an increase of less than ten (10%) occurring since the last revision of the utility allowance for trash services in October 2019.

- I recommend there be no change in the utility allowance schedule for trash service.

Oklahoma Natural Gas Company (ONG); anticipates the price of natural gas will continue to fluctuate in cost this winter and in the upcoming year. The average cost of gas for the last revision period of November 2021 to October 2022 was nine dollars and forty cents (\$9.40) per dekatherm. The average cost of gas for the period of November 2022 to October 2023 was six dollars and eighty-seven cents (\$6.87) per dekatherm, a decrease of two dollar and fifty-three cents (\$2.53) or approximately twenty-seven (27%) percent decrease.

The service charge and delivery fee for Rate Choice A has changed from sixteen dollars and ninety-eight cents (\$16.98) in October 2022 to twenty-one dollars and thirty-eight cents (\$21.38) as of October 2023 an increase of approximately twenty-six (26%) percent and the delivery fee has changed from four dollars and twenty-eight cents (\$4.28) per dekatherm from the last revision in October 2022 to four dollars and twenty-eight cents (\$4.28) in October 2023 which has not changed from the last revision of the utility allowance for gas.

ONG also allows their customers the "Voluntary Fixed Price Plan"; Rate Choice B. The service charge rate for Rate Choice B has changed from thirty-four dollars and eighty-three cents (\$34.83) in October 2022 to thirty-nine dollars and twenty-three cents (\$39.23) as of October 2023 with an increase of approximately thirteen (13%) percent. There is no delivery fee for Rate Choice B.

In October 2022, the last revision of the utility allowance, the plan price was approximately four dollars and fifty-four cents (\$4.54) per dekatherm. In October 2023 the plan price is approximately eight dollars and sit-one cents (\$8.61) this is a decrease of approximately forty-nine (49%) percent.

- Due to the continual fluctuation of natural gas rates, the decrease in the price per dekatherm and the delivery cost and the increase on the service charge, I recommend no change in the utility allowance schedule for the natural gas.

From local area propane suppliers; the price of propane continues to fluctuate greatly in cost from summer to winter based on supply and demand. The average cost of propane in October 2021 was two dollar and fifty-eight cents (\$2.58) per gallon. The current average cost of propane in November 2023 is two dollar and eighty cents (\$2.80) per gallon. This is an increase of twenty-two cents (\$.22) per gallon or approximately nine (9%) percent since the last revision in 2021.

- I recommend no change in the utility allowance schedule for bottled gas (propane).

In summary, it is my recommendation that we revise our current utility schedules to reflect the increase in the cost of water service. No other revisions recommended.

Barry Uden
Housing Inspector Supervisor

cc: Charles Parks
Assistant Director, Housing Choice Voucher Program



MEMORANDUM

Date

February 28, 2024

TO: Chair and Members of the Board of Commissioners

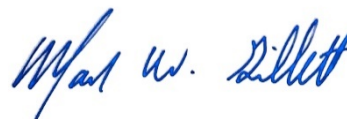
FROM: Executive Director

SUBJECT: OCHA and CEC Public Comment Policy

DISCUSSION: Board meetings for Oklahoma City Housing Authority and Community Enhancement Corporation are open to the public. The proposed policy specifies procedures for an individual to follow prior to the meeting and time limits allotted for general public comments and agenda items. The Policy also delineates at what point during the meetings the floor is open to the public.

RECOMMENDATION: Adopt the attached resolution approving OCHA and CEC Public Comment Policy.

Respectfully submitted,



Mark W. Gillett
Executive Director

MWG:pa

Attachments:

Resolution No. 09-24
Citizens To Be Heard Form

RESOLUTION NO. 9-24

RESOLUTION APPROVING AND ADOPTING A POLICY FOR PUBLIC COMMENTS AT
OPEN MEETINGS FOR THE OKLAHOMA CITY HOUSING AUTHORITY AND ITS
INSTRUMENTALITY THE COMMUNITY ENHANCEMENT CORPORATION

WHEREAS, the Oklahoma City Housing Authority (the “Authority”) is a public body corporate created pursuant to the Oklahoma Housing Act, 63 O.S. § 1051, et seq. (the “Act”), authorized to exercise its powers pursuant to resolution of the City Council of the City of Oklahoma City; and

WHEREAS, the Community Enhancement Corporation (“CEC”) is an Oklahoma not-for-profit corporation created by, and is a component unit and instrumentality of the Authority to further its purposes and objectives in providing affordable housing to Oklahoma City; and

WHEREAS, Board meetings for the Authority and the CEC are open to the public, and the Authority and CEC desire to adopt a policy concerning public comment at such meetings; and

WHEREAS, the proposed policy specifies procedures for individuals to follow prior to public meetings and allots time limits for general public comments and agenda items; and

WHEREAS, the proposed policy also delineates at what point during the meetings the floor shall be open to the public; and

WHEREAS, Authority and CEC staff recommend adoption of the proposed public comment policy set out in the attachment to the Memorandum appended hereto.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Oklahoma City Housing Authority that the Public Comment Policy for the Authority and its instrumentality the Community Enhancement Corporation, as set out in more detail in the attached and incorporated February 28, 2024 Memorandum from the Executive Director, is hereby approved and adopted, to be effective immediately.

ADOPTED this 28th day of February, 2024.

OKLAHOMA CITY HOUSING AUTHORITY

By _____

Rocky Chavez, Chairman

I, Mark W. Gillett, Secretary of the Board of Commissioners of the Oklahoma City Housing Authority, certify that the foregoing Resolution No. 9-24 was duly adopted at a regular meeting of the Board of Commissioners of the Oklahoma City Housing Authority, held at 1700 NE 4th St, Oklahoma City, Oklahoma 73117 on the 28th day of February, 2024; that said meeting was held in accordance with the By-Laws of the Oklahoma City Housing Authority and the Oklahoma Open Meeting Act; that a quorum was present at all times during said meeting; and that the resolution was duly adopted by a majority of those Commissioners present.

Secretary

	AYE	NAY	NOT PRESENT
LILLIE SWOPE			
ANNETTE WISK JACOBI			
ROCKY CHAVEZ			
WAYLAND CUBIT			
ALEX YAFFE			

Oklahoma City Housing Authority

AND

Community Enhancement Corporation Public Comment Policy

Meetings are open to the public.

Public general comments will be heard during the agenda item "Citizens to be Heard". The public must register to speak at least 24 hours before the board meeting. For those wishing to provide general public comment, you are required to submit the below form via email to citizencomment@ochanet.org or by contacting 405-239-7551 ext. 219. An electronic presentation, emailed to citizencomment@ochanet.org or handouts can be provided. Speaking time will be limited to 5 minutes. Board Members will not interact with speakers during the meeting.

For statements from the public regarding items on the agenda, the public must register to speak at least 24 hours before the board meeting, you are required to submit a form listing the agenda item you wish to discuss via email to citizencomment@ochanet.org or by contacting 405-239-7551 ext. 219. An electronic presentation, emailed to citizencomment@ochanet.org or handouts can be provided. Public statements regarding an agenda item will occur immediately after staff presentation and Board Member questions. Speaking time will be limited to 3 minutes. Board Members may ask questions of presenter and/or staff.

The Chair has discretion regarding all public comment and may say no to the request because of lack of time, relevancy to the Commission, etc.

CITIZENS TO BE HEARD
BEFORE THE BOARD OF COMMISSIONERS AND/OR DIRECTORS OF THE
OKLAHOMA CITY HOUSING AUTHORITY/COMMUNITY ENHANCEMENT CORP.

NAME: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL ADDRESS: _____

REASON FOR APPEARING:

DATE: _____

Please return this completed form to citizencomment@ochanet.org at least 24 hours before the Board Meeting.



MEMORANDUM

Date

February 28, 2024

TO: Chair and Members of the Board of Commissioners

FROM: Executive Director

SUBJECT: Consulting Firm for Development Consulting Services

DISCUSSION: On February 22, 2024, the Oklahoma City Housing Authority (OCHA) and Community Enhancement Corporation (CEC) released a written solicitation for Development Consulting Services and potential Development Partner. Due to recent staffing transitions and multiple projects in the pipeline, OCHA/CEC seeks to expedite the solicitation and selection process. The deadline for responses is 2:00 p.m. Monday, March 4, 2024.

Anticipated costs for services are typically deferred until successful completion of projects and paid at closing.

Staff recommends Board authorization of OCHA/CEC to negotiate and execute a contract with the respondent most advantageous to OCHA/CEC.

RECOMMENDATION: Adopt the attached resolution approving authorization of OCHA/CEC to negotiate and execute a contract with a consulting firm.

Respectfully submitted,

Mark W. Gillett
Executive Director

MWG:GS:mm

Attachments:

Resolution No. 10-24

RESOLUTION NO. 10-24

RESOLUTION AUTHORIZING AND APPROVING NEGOTIATION, AWARD AND EXECUTION OF AGREEMENT WITH MOST ADVANTAGEOUS RESPONDENT TO SOLICITATION FOR DEVELOPMENT CONSULTING SERVICES AND POTENTIAL DEVELOPMENT PARTNER

WHEREAS, the Oklahoma City Housing Authority (the “Authority”) is a public body corporate created pursuant to the Oklahoma Housing Act, 63 O.S. § 1051, et seq. (the “Act”), authorized to exercise its powers pursuant to resolution of the City Council of the City of Oklahoma City; and

WHEREAS, on February 22, 2024, the Authority and the Community Enhancement Corporation (“CEC”) released a written solicitation for Development Consulting Services and potential Development Partner; and

WHEREAS, the deadline for responses to the solicitation is 2:00 p.m. Monday, March 4, 2024; and

WHEREAS, due to recent staffing transitions and multiple projects in the pipeline, the Authority and CEC desire to expedite the solicitation and selection process; and

WHEREAS, anticipated costs for services under such consulting contracts are typically deferred until successful completion of projects and paid at closing; and

WHEREAS, given the exigencies and importance of the need for engagement of such a consultant, Authority and CEC staff recommend authorizing negotiation and execution of a contract with the respondent determined to be most advantageous, once the deadline for responses has passed.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Oklahoma City Housing Authority that the Executive Director and senior staff are authorized to negotiate, award and execute a contract with that respondent to the written solicitation for Development Consulting Services and potential Development Partner that is determined to be most advantageous in providing such services; and,

BE IT FURTHER RESOLVED that the Executive Director and senior staff shall be empowered to execute any document necessary to facilitate the negotiation, award and execution of the contract.

ADOPTED this 28th day of February, 2024.

OKLAHOMA CITY HOUSING AUTHORITY

By _____

Rocky Chavez, Chairman

I, Mark W. Gillett, Secretary of the Board of Commissioners of the Oklahoma City Housing Authority, certify that the foregoing Resolution No. 10-24 was duly adopted at a regular meeting of the Board of Commissioners of the Oklahoma City Housing Authority, held at 1700 NE 4th St, Oklahoma City, Oklahoma 73117 on the 28th day of February, 2024; that said meeting was held in accordance with the By-Laws of the Oklahoma City Housing Authority and the Oklahoma Open Meeting Act; that a quorum was present at all times during said meeting; and that the resolution was duly adopted by a majority of those Commissioners present.

Mark W. Gillett, Secretary

	AYE	NAY	NOT PRESENT
LILLIE SWOPE			
ANNETTE WISK JACOBI			
ROCKY CHAVEZ			
WAYLAND CUBIT			
ALEX YAFFE			

Accounts Receivable Write-Offs

Year Ended December 31, 2023

	<u>Write-Off</u> <u>2023</u>	<u>Write-Off</u> <u>2022</u>
<u>TOTAL</u>	\$448,998.21	\$465,619.00
Rent/Retrorent	\$298,155.31	
Maintenance	\$61,360.84	
Legal	\$21,345.63	
Other	\$68,136.43	



MEMORANDUM

Date

February 28, 2024

TO: Chair and Members of the Board of Commissioners

FROM: Executive Director

SUBJECT: Financial Statements – January 2024

Attached are January 2024 unaudited financial statements for the Central Office Cost Center (COCC), Public Housing (PH), and Housing Choice Voucher (HCV) Programs.

The COCC, PH, and HCV programs had net year-to-date increases and/or (decreases) in retained earnings of (\$108,197.08), \$132,260.24, and (\$407,958.32) respectively.

Respectfully submitted,

Mark W. Gillett
Executive Director

MWG:TH:pc

Attachments:

January 2024 Financial Statements

OKLAHOMA CITY HOUSING AUTHORITY
Central Office Cost Center
INCOME STATEMENT
For the period of January 2024

	Period to Date	Year to Date
INCOME		
FEES		
Maint Fee For Service	67,548.09	67,548.09
Bookkeeping Fees	32,114.10	32,114.10
Property Mgmt Fees	169,963.41	169,963.41
Asset Management Fees	27,110.00	27,110.00
CFP Mgmt Fees	68,793.36	68,793.36
Resident Services Fees	16,849.00	16,849.00
TOTAL FEES	382,377.96	382,377.96
OTHER INCOME		
Investment Income	4,034.27	4,034.27
Lease Income	5,601.75	5,601.75
Misc Income - Other	75.50	75.50
Misc Income - Vending	1,258.40	1,258.40
TOTAL OTHER INCOME	10,969.92	10,969.92
TOTAL INCOME	393,347.88	393,347.88
EXPENSES		
ADMINISTRATIVE EXPENSES		
Administrative Salaries	200,680.23	200,680.23
Compensated Absences	231.70	231.70
Staff Training	2,659.00	2,659.00
Travel	12,002.89	12,002.89
Accounting Fees	17.20	17.20
Auditing Fees	527.42	527.42
Other Professional Fees	12,439.00	12,439.00
EBC - Admin	51,554.82	51,554.82
Miscellaneous - Admin	59,970.71	59,970.71
TOTAL ADMINISTRATIVE EXPENSES	340,082.97	340,082.97
UTILITY EXPENSES		
Water	185.04	185.04
Electricity	2,102.85	2,102.85
Other Utilities	150.36	150.36
TOTAL UTILITY EXPENSES	2,438.25	2,438.25
MAINTENANCE AND OPERATIONS EXPENSES		
Maintenance Salaries	72,060.44	72,060.44
Materials	12,972.11	12,972.11
Maintenance Agreements - Equipment	19,046.56	19,046.56
Vehicle Mileage	84.53	84.53

OKLAHOMA CITY HOUSING AUTHORITY
Central Office Cost Center
INCOME STATEMENT
For the period of January 2024

	Period to Date	Year to Date
OCHA Vehicle Repairs	464.30	464.30
Janitorial - Contracts	2,418.75	2,418.75
Miscellaneous - Contracts	538.02	538.02
Leased Vehicles	148.34	148.34
Garbage & Trash Removal - Contracts	39.73	39.73
EBC - Maintenance	18,209.75	18,209.75
TOTAL M & O EXPENSES	125,982.53	125,982.53
SECURITY EXPENSES		
Alarm Services	144.85	144.85
TOTAL SECURITY EXPENSES	144.85	144.85
INSURANCE EXPENSES		
Workers Comp Insurance	13,705.97	13,705.97
Property Insurance	777.33	777.33
Vehicle Insurance	10,640.53	10,640.53
General Liability Insurance	10,641.92	10,641.92
TOTAL INSURANCE EXPENSES	35,765.75	35,765.75
DEPRECIATION EXPENSE		
Depreciation Expense	9,705.61	9,705.61
TOTAL DEPRECIATION EXPENSES	9,705.61	9,705.61
TOTAL EXPENSES	514,119.96	514,119.96
Operating Transfer In	15,075.00	15,075.00
Operating Transfer Out	-2,500.00	-2,500.00
CHANGE TO RETAINED EARNINGS	-108,197.08	-108,197.08
Depreciation Add-Back		
NET INCOME	-108,197.08	-108,197.08

OKLAHOMA CITY HOUSING AUTHORITY
Public Housing
INCOME STATEMENT
For the period of January 2024

	Period to Date	Year to Date
INCOME		
TENANT INCOME		
Dwelling Rent	495,056.31	495,056.31
Retro Rent	2,184.00	2,184.00
URP - PH	-82.00	-82.00
TOTAL TENANT INCOME	497,158.31	497,158.31
OPERATING SUBSIDY - PH		
Operating Subsidy - PH	1,084,249.00	1,084,249.00
TOTAL OPERATING SUBSIDY - PH	1,084,249.00	1,084,249.00
OTHER INCOME		
Tenant Damages	17,216.42	17,216.42
Misc Tenant Charges	29,094.06	29,094.06
Cleaning/Misc Tenant Chgs Clearing Acct	3.00	3.00
Misc Income - Other	472.00	472.00
TOTAL OTHER INCOME	46,785.48	46,785.48
TOTAL INCOME	1,628,192.79	1,628,192.79
EXPENSES		
ADMINISTRATIVE EXPENSES		
Administrative Salaries	16,007.96	16,007.96
Compensated Absences	2,217.27	2,217.27
Staff Training	790.00	790.00
Accounting Fees	55.12	55.12
Auditing Fees	2,452.92	2,452.92
EBC - Admin	5,256.72	5,256.72
Office Supplies	10,769.44	10,769.44
Postage	3,313.41	3,313.41
Dues & Registrations	170.00	170.00
Telephone	22,374.75	22,374.75
Miscellaneous - Admin	6,440.75	6,440.75
Court Costs	4,559.04	4,559.04
Bookkeeping Fees - Admin	18,052.50	18,052.50
Property Management Fees	138,715.41	138,715.41
Asset Management Fees - Admin	27,110.00	27,110.00
Resident Services Fees	16,849.00	16,849.00
TOTAL ADMINISTRATIVE EXPENSES	275,134.29	275,134.29
TENANT SERVICES EXPENSES		
Tenant Services Salaries	99,625.40	99,625.40
Resident Participation Expenses	21,621.53	21,621.53

OKLAHOMA CITY HOUSING AUTHORITY
Public Housing
INCOME STATEMENT
For the period of January 2024

	Period to Date	Year to Date
EBC - Tenant Services	27,234.53	27,234.53
TOTAL TENANT SERVICES EXPENSES	148,481.46	148,481.46
UTILITY EXPENSES		
Water	46,328.25	46,328.25
Electricity	73,010.37	73,010.37
Gas	30,426.00	30,426.00
Other Utilities	45,919.93	45,919.93
TOTAL UTILITY EXPENSES	195,684.55	195,684.55
MAINTENANCE AND OPERATIONS EXPENSES		
Maintenance Salaries	125,236.96	125,236.96
Materials	83,505.48	83,505.48
Maintenance Agreements - Equipment	16,291.66	16,291.66
Vehicle Mileage	119.25	119.25
HVAC Repair - Contracts	7,966.80	7,966.80
Elevator Repair	3,640.00	3,640.00
Unit Turnaround	4,995.00	4,995.00
Landscaping & Grounds	5,594.00	5,594.00
Plumbing - Contracts	17,567.72	17,567.72
Electrical Contracts	13,196.59	13,196.59
Extermination - Contracts	15,682.40	15,682.40
Janitorial - Contracts	15,462.80	15,462.80
Miscellaneous - Contracts	36,331.43	36,331.43
Fee For Service	808.56	808.56
Contract Labor	4,083.75	4,083.75
Leased Vehicles	99.89	99.89
Garbage & Trash Removal - Contracts	20,971.77	20,971.77
EBC - Maintenance	37,450.40	37,450.40
TOTAL M & O EXPENSES	409,004.46	409,004.46
SECURITY EXPENSES		
Security Salaries	121,693.59	121,693.59
Security Misc Maint Materials	240.00	240.00
Alarm Services	787.28	787.28
EBC - Security	30,576.72	30,576.72
TOTAL SECURITY EXPENSES	153,297.59	153,297.59
INSURANCE EXPENSES		
Workers Comp Insurance	11,689.74	11,689.74
Property Insurance	60,856.09	60,856.09
Vehicle Insurance	6,636.16	6,636.16

OKLAHOMA CITY HOUSING AUTHORITY
Public Housing
INCOME STATEMENT
For the period of January 2024

	Period to Date	Year to Date
General Liability Insurance	17,424.36	17,424.36
Boiler & Machinery Insurance	1,554.51	1,554.51
TOTAL INSURANCE EXPENSES	98,160.86	98,160.86
OTHER GENERAL EXPENSES		
Payments in Lieu of Taxes	12,581.11	12,581.11
Bad Debt Expense - Tenants	52,000.00	52,000.00
TOTAL OTHER GENERAL EXPENSES	64,581.11	64,581.11
HOUSING ASSISTANCE PAYMENTS		
URP - PH Payments	32,631.00	32,631.00
TOTAL HOUSING ASSIST PMTS	32,631.00	32,631.00
DEPRECIATION EXPENSE		
Depreciation Expense	95,350.66	95,350.66
Depreciation Expense - Mod	122,584.89	122,584.89
Depr Expense - 2016 CFP	55.89	55.89
Depr Expense - 2017 CFP	12.89	12.89
Depr Expense - 2018 CFP	2,745.70	2,745.70
TOTAL DEPRECIATION EXPENSES	220,750.03	220,750.03
NON-OPERATING ITEMS		
Interest on Notes & Bonds Payable	5,567.09	5,567.09
Gain or Loss on Disposal of F/A	150.00	150.00
TOTAL NON-OPERATING ITEMS	5,717.09	5,717.09
TOTAL EXPENSES	1,603,442.44	1,603,442.44
Operating Transfer In		
Operating Transfer Out	-15,075.00	
CHANGE TO RETAINED EARNINGS	9,675.35	9,675.35
Depreciation Add-Back	122,584.89	122,584.89
NET INCOME	132,260.24	132,260.24

OKLAHOMA CITY HOUSING AUTHORITY
FSS Coordinator
INCOME STATEMENT
For the period of January 2024

	Period to Date	Year to Date
INCOME		
Grant Income	4,411.09	4,411.09
TOTAL INCOME	4,411.09	4,411.09
EXPENSES		
ADMINISTRATIVE EXPENSES		
Administrative Salaries	3,501.75	3,501.75
EBC - Admin	869.44	869.44
Miscellaneous - Admin	31.79	31.79
TOTAL ADMINISTRATIVE EXPENSES	4,402.98	4,402.98
MAINTENANCE AND OPERATIONS EXPENSES		
Maintenance Agreements - Equipment	8.11	8.11
TOTAL M & O EXPENSES	8.11	8.11
TOTAL EXPENSES	4,411.09	4,411.09
NET INCOME	0.00	0.00

OKLAHOMA CITY HOUSING AUTHORITY
ROSS 2021
INCOME STATEMENT
For the period of January 2024

	Period to Date	Year to Date
INCOME		
Grant Income	10,635.08	10,635.08
TOTAL INCOME	10,635.08	10,635.08
EXPENSES		
ADMINISTRATIVE EXPENSES		
Administrative Salaries	6,244.53	6,244.53
EBC - Admin	1,428.97	1,428.97
Office Supplies	2,312.00	2,312.00
Telephone	267.51	267.51
Miscellaneous - Admin	96.69	96.69
TOTAL ADMINISTRATIVE EXPENSES	10,349.70	10,349.70
MAINTENANCE AND OPERATIONS EXPENSES		
Maintenance Agreements - Equipment	151.76	151.76
Vehicle Mileage	133.62	133.62
TOTAL M & O EXPENSES	285.38	285.38
TOTAL EXPENSES	10,635.08	10,635.08
NET INCOME	0.00	0.00

OKLAHOMA CITY HOUSING AUTHORITY
All Housing Choice Voucher Program
INCOME STATEMENT
For the period of January 2024

	Period to Date	Year to Date
INCOME		
Fraud Recovery - S8	8,682.13	8,682.13
FSS Forfeiture	2,120.08	2,120.08
Admin Fees - S8	237,851.00	237,851.00
HAP Income	2,404,995.00	2,404,995.00
TOTAL INCOME	2,653,648.21	2,653,648.21
EXPENSES		
ADMINISTRATIVE EXPENSES		
Administrative Salaries	108,840.54	108,840.54
Compensated Absences	-474.43	-474.43
Staff Training	7,585.00	7,585.00
Accounting Fees	73.80	73.80
Auditing Fees	2,645.40	2,645.40
EBC - Admin	28,122.10	28,122.10
Office Supplies	7,360.82	7,360.82
Postage	9,083.00	9,083.00
Telephone	7,534.25	7,534.25
Miscellaneous - Admin	8,735.53	8,735.53
FSS Expense	42.43	42.43
Bookkeeping Fees - Admin	13,122.00	13,122.00
Property Management Fees	29,160.00	29,160.00
TOTAL ADMINISTRATIVE EXPENSES	221,830.44	221,830.44
UTILITY EXPENSES		
Water	71.96	71.96
Electricity	716.88	716.88
Other Utilities	57.76	57.76
TOTAL UTILITY EXPENSES	846.60	846.60
MAINTENANCE AND OPERATIONS EXPENSES		
Materials	795.30	795.30
Maintenance Agreements - Equipment	22,558.91	22,558.91
Landscaping & Grounds	246.41	246.41
Plumbing - Contracts	164.28	164.28
Electrical Contracts	164.28	164.28
Extermination - Contracts	32.24	32.24
Janitorial Contracts - CARES Act	980.25	980.25
Miscellaneous - Contracts	375.04	375.04
Fee For Service	127.99	127.99
Contract Labor	7,889.08	7,889.08
Leased Vehicles	178.17	178.17

OKLAHOMA CITY HOUSING AUTHORITY
All Housing Choice Voucher Program
INCOME STATEMENT
For the period of January 2024

	Period to Date	Year to Date
TOTAL M & O EXPENSES	33,511.95	33,511.95
SECURITY EXPENSES		
Alarm Services	117.86	117.86
TOTAL SECURITY EXPENSES	117.86	117.86
INSURANCE EXPENSES		
Workers Comp Insurance	3,387.08	3,387.08
Property Insurance	368.32	368.32
Vehicle Insurance	1,401.63	1,401.63
General Liability Insurance	2,647.14	2,647.14
TOTAL INSURANCE EXPENSES	7,804.17	7,804.17
OTHER GENERAL EXPENSES		
Port-Out Admin Fee	1,052.41	1,052.41
TOTAL OTHER GENERAL EXPENSES	1,052.41	1,052.41
HOUSING ASSISTANCE PAYMENTS		
Occupied Units - HAP	2,726,614.00	2,726,614.00
Port-Out HAP/URP Payments	36,036.00	36,036.00
HAP URP	52,650.00	52,650.00
HAP FSS Escrow - S8	5,584.00	5,584.00
HAP Agreement Expense Recovery	-8,682.12	-8,682.12
TOTAL HOUSING ASSIST PMTS	2,812,201.88	2,812,201.88
DEPRECIATION EXPENSE		
Depreciation Expense	3,007.26	3,007.26
TOTAL DEPRECIATION EXPENSES	3,007.26	3,007.26
TOTAL EXPENSES	3,080,372.57	3,080,372.57
NET INCOME	-426,724.36	-426,724.36

OKLAHOMA CITY HOUSING AUTHORITY
5 Year Mainstream
INCOME STATEMENT
For the period of January 2024

	Period to Date	Year to Date
INCOME		
Admin Fees - S8	21,843.00	21,843.00
HAP Income	143,659.00	143,659.00
TOTAL INCOME	165,502.00	165,502.00
EXPENSES		
ADMINISTRATIVE EXPENSES		
Administrative Salaries	5,949.79	5,949.79
Compensated Absences	-26.51	-26.51
Accounting Fees	5.10	5.10
Auditing Fees	147.84	147.84
EBC - Admin	1,559.74	1,559.74
Postage	507.63	507.63
Telephone	421.06	421.06
Miscellaneous - Admin	62.69	62.69
Bookkeeping Fees - Admin	896.40	896.40
Property Management Fees	1,992.00	1,992.00
TOTAL ADMINISTRATIVE EXPENSES	11,515.74	11,515.74
UTILITY EXPENSES		
Electricity	40.06	40.06
TOTAL UTILITY EXPENSES	40.06	40.06
MAINTENANCE AND OPERATIONS EXPENSES		
Materials	7.62	7.62
Maintenance Agreements - Equipment	1,125.89	1,125.89
Landscaping & Grounds	1.24	1.24
Plumbing - Contracts	0.83	0.83
Electrical Contracts	0.83	0.83
Miscellaneous - Contracts	20.96	20.96
Fee For Service	2.35	2.35
Leased Vehicles	9.96	9.96
TOTAL M & O EXPENSES	1,169.68	1,169.68
INSURANCE EXPENSES		
Workers Comp Insurance	189.30	189.30
Property Insurance	20.58	20.58
Vehicle Insurance	78.33	78.33
General Liability Insurance	147.94	147.94
TOTAL INSURANCE EXPENSES	436.15	436.15
HOUSING ASSISTANCE PAYMENTS		

OKLAHOMA CITY HOUSING AUTHORITY
5 Year Mainstream
INCOME STATEMENT
For the period of January 2024

	Period to Date	Year to Date
Occupied Units - HAP	141,695.00	141,695.00
HAP URP	187.00	187.00
TOTAL HOUSING ASSIST PMTS	141,882.00	141,882.00
TOTAL EXPENSES	155,043.63	155,043.63
NET INCOME	10,458.37	10,458.37

OKLAHOMA CITY HOUSING AUTHORITY
Mod Rehab Program
INCOME STATEMENT
For the period of January 2024

	Period to Date	Year to Date
EXPENSES		
ADMINISTRATIVE EXPENSES		
Administrative Salaries	283.86	283.86
Compensated Absences	-1.27	-1.27
Accounting Fees	2.36	2.36
Auditing Fees	7.05	7.05
EBC - Admin	74.44	74.44
Postage	24.22	24.22
Telephone	20.08	20.08
Miscellaneous - Admin	2.98	2.98
Bookkeeping Fees - Admin	43.20	43.20
Property Management Fees	96.00	96.00
TOTAL ADMINISTRATIVE EXPENSES	552.92	552.92
UTILITY EXPENSES		
Electricity	1.91	1.91
TOTAL UTILITY EXPENSES	1.91	1.91
MAINTENANCE AND OPERATIONS EXPENSES		
Materials	0.36	0.36
Maintenance Agreements - Equipment	53.71	53.71
Landscaping & Grounds	0.75	0.75
Plumbing - Contracts	0.50	0.50
Electrical Contracts	0.50	0.50
Miscellaneous - Contracts	1.00	1.00
Fee For Service	0.39	0.39
Leased Vehicles	0.48	0.48
TOTAL M & O EXPENSES	57.69	57.69
INSURANCE EXPENSES		
Workers Comp Insurance	9.03	9.03
Property Insurance	0.98	0.98
Vehicle Insurance	3.74	3.74
General Liability Insurance	7.06	7.06
TOTAL INSURANCE EXPENSES	20.81	20.81
HOUSING ASSISTANCE PAYMENTS		
Occupied Units - HAP	1,514.00	1,514.00
TOTAL HOUSING ASSIST PMTS	1,514.00	1,514.00
TOTAL EXPENSES	2,147.33	2,147.33
NET INCOME	-2,147.33	-2,147.33

OKLAHOMA CITY HOUSING AUTHORITY
Emergency Housing Vouchers
INCOME STATEMENT
For the period of January 2024

	Period to Date	Year to Date
INCOME		
Admin Fees - S8	2,812.00	2,812.00
HAP Income	37,463.00	37,463.00
TOTAL INCOME	40,275.00	40,275.00
EXPENSES		
ADMINISTRATIVE EXPENSES		
Administrative Salaries	851.59	851.59
Compensated Absences	-3.80	-3.80
Accounting Fees	0.07	0.07
Auditing Fees	21.16	21.16
EBC - Admin	223.25	223.25
Postage	72.66	72.66
Telephone	39.39	39.39
Miscellaneous - Admin	8.97	8.97
TOTAL ADMINISTRATIVE EXPENSES	1,213.29	1,213.29
UTILITY EXPENSES		
Electricity	5.73	5.73
TOTAL UTILITY EXPENSES	5.73	5.73
MAINTENANCE AND OPERATIONS EXPENSES		
Materials	1.08	1.08
Maintenance Agreements - Equipment	182.03	182.03
Miscellaneous - Contracts	3.00	3.00
Leased Vehicles	1.43	1.43
TOTAL M & O EXPENSES	187.54	187.54
INSURANCE EXPENSES		
Workers Comp Insurance	27.09	27.09
Property Insurance	2.95	2.95
Vehicle Insurance	11.22	11.22
General Liability Insurance	21.18	21.18
TOTAL INSURANCE EXPENSES	62.44	62.44
HOUSING ASSISTANCE PAYMENTS		
Occupied Units - HAP	27,381.00	27,381.00
HAP URP	970.00	970.00
TOTAL HOUSING ASSIST PMTS	28,351.00	28,351.00
TOTAL EXPENSES	29,820.00	29,820.00
NET INCOME	10,455.00	10,455.00

OKLAHOMA CITY HOUSING AUTHORITY
Community Development Block Grant
INCOME STATEMENT
For the period of January 2024

	Period to Date	Year to Date
INCOME		
Grant Income	94,408.00	94,408.00
TOTAL INCOME	94,408.00	94,408.00
EXPENSES		
MAINTENANCE AND OPERATIONS EXPENSES		
Miscellaneous - Contracts	94,408.00	94,408.00
TOTAL M & O EXPENSES	94,408.00	94,408.00
TOTAL EXPENSES	94,408.00	94,408.00
NET INCOME	0.00	0.00

OKLAHOMA CITY HOUSING AUTHORITY
Inasmuch Grant
INCOME STATEMENT
For the period of January 2024

	Period to Date	Year to Date
INCOME		
Grant Income	3,960.00	3,960.00
TOTAL INCOME	3,960.00	3,960.00
EXPENSES		
ADMINISTRATIVE EXPENSES		
Other Professional Fees	3,960.00	3,960.00
TOTAL ADMINISTRATIVE EXPENSES	3,960.00	3,960.00
TOTAL EXPENSES	3,960.00	3,960.00
NET INCOME	0.00	0.00



MEMORANDUM

Date

February 28, 2024

TO: Chair and Members of the Board of Commissioners

FROM: Executive Director

SUBJECT: Six Months Summary

A detailed analysis of the attached Six Months Summary of Operations will be included in the Secretary's Report at the Board meeting.

Respectfully submitted,

Mark W. Gillett
Executive Director

MWG:pa



Oklahoma City Housing Authority

Six-Months Summary of Operations

August, 2023 – January, 2024



Income Statement

	2023	2024
	<u>Actual YTD</u>	<u>Actual YTD</u>
Central Office Cost Center Net Income <Loss>	\$ 86,502.72	\$ <108,197.08>
Public Housing Net Income <Loss>	\$ 169,733.60	\$ 132,260.24
Sec 8 Mod. Rehab Net Income <Loss>	\$ 309.96	\$ <2,147.33>
Sec 8 – 5 Yr. Mainstream Vouchers Net Income <Loss>	\$ 2,821.49	\$ 10,458.37
 Sec 8 HC Voucher:		
Net Admin Fee Income <Loss>	\$ 23,587.62	\$ <19,517>
Net HAP Income <Loss>	\$ 86,147.25	\$ <407,207>
Net Income <Loss>	\$ 109,734.87	\$ <426,724>



Six-Month Summary

Public Housing

The following four slides contain six-month summary information on:

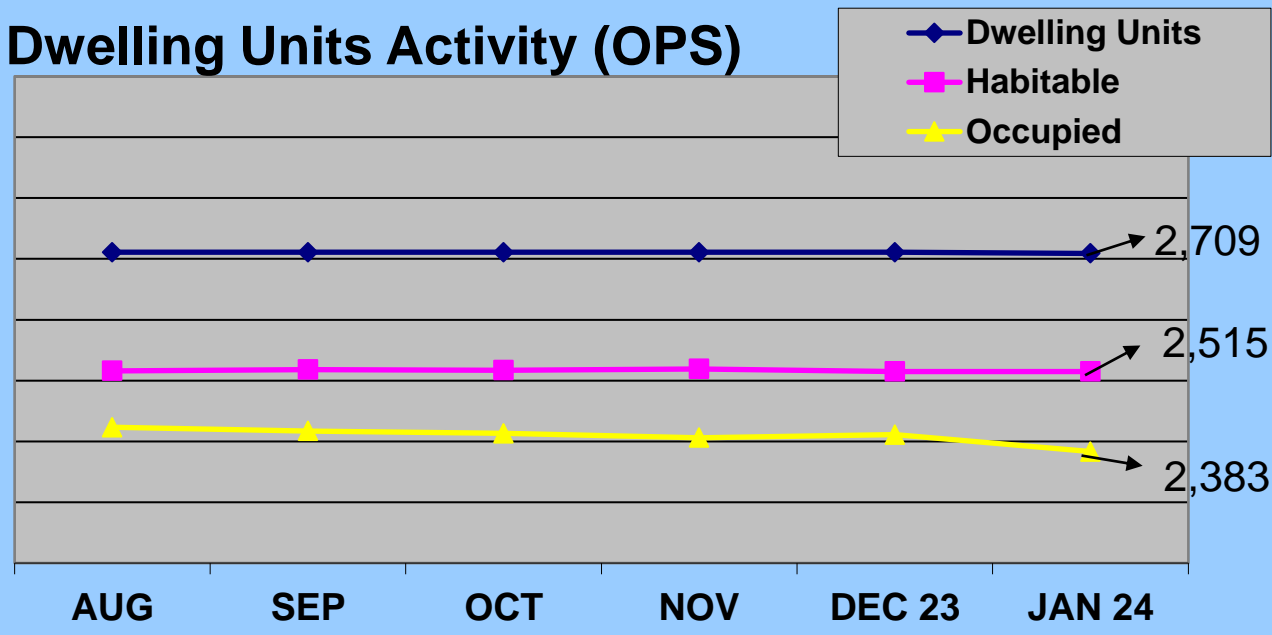
- Dwelling Unit Activity August, 2023 – January, 2024
- Collections Activity August, 2023 – January, 2024



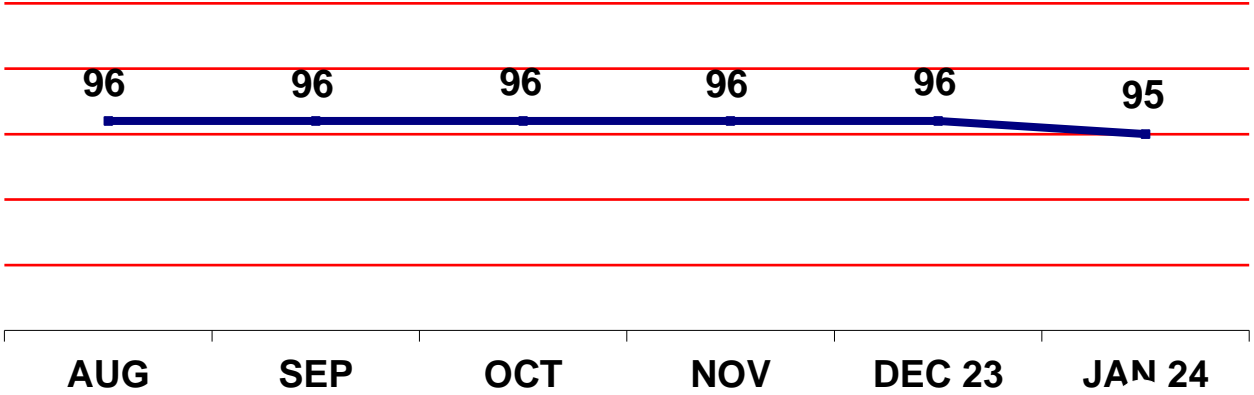
Six-Month Summary

PUBLIC HOUSING

DWELLING UNIT ACTIVITY (OPS)



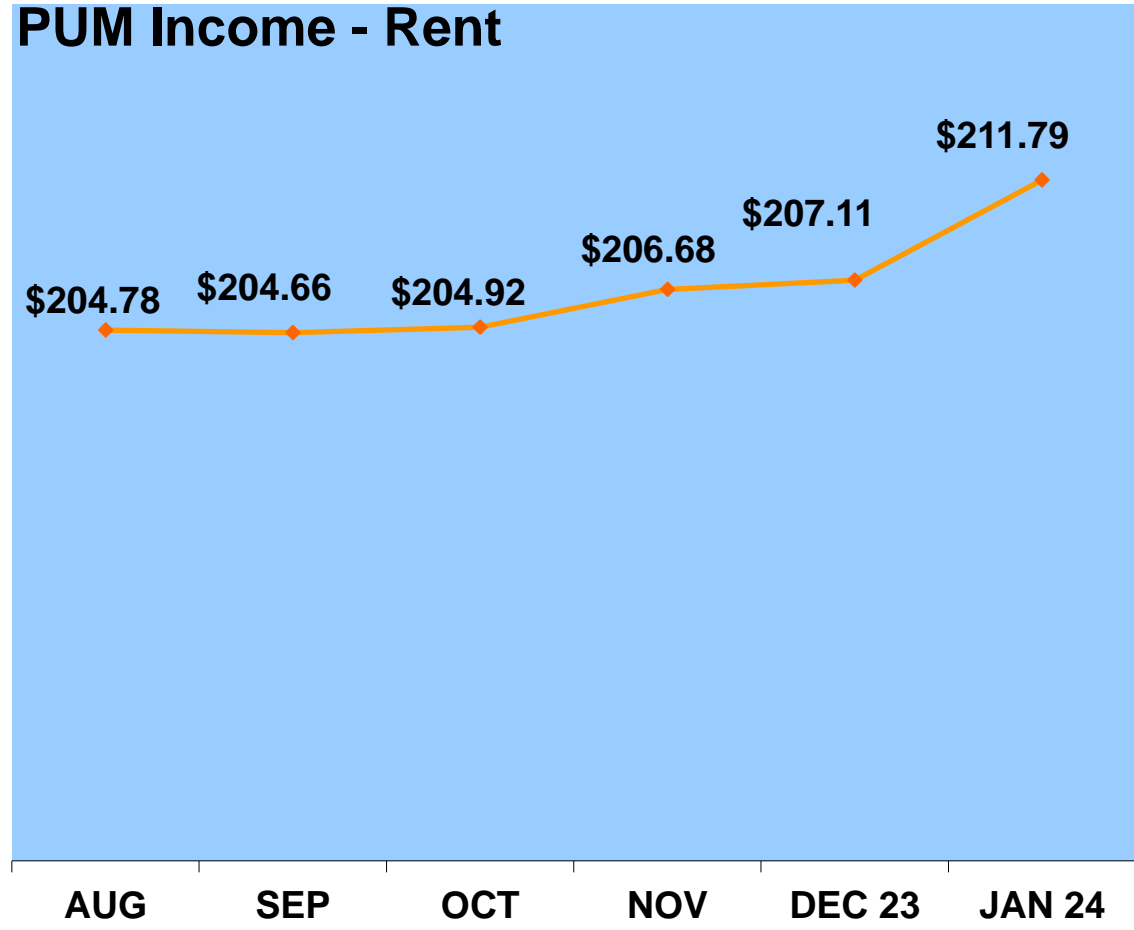
Occupancy Percentile





Six-Month Summary
PUBLIC HOUSING

**COLLECTIONS
(FIN/OPS)**



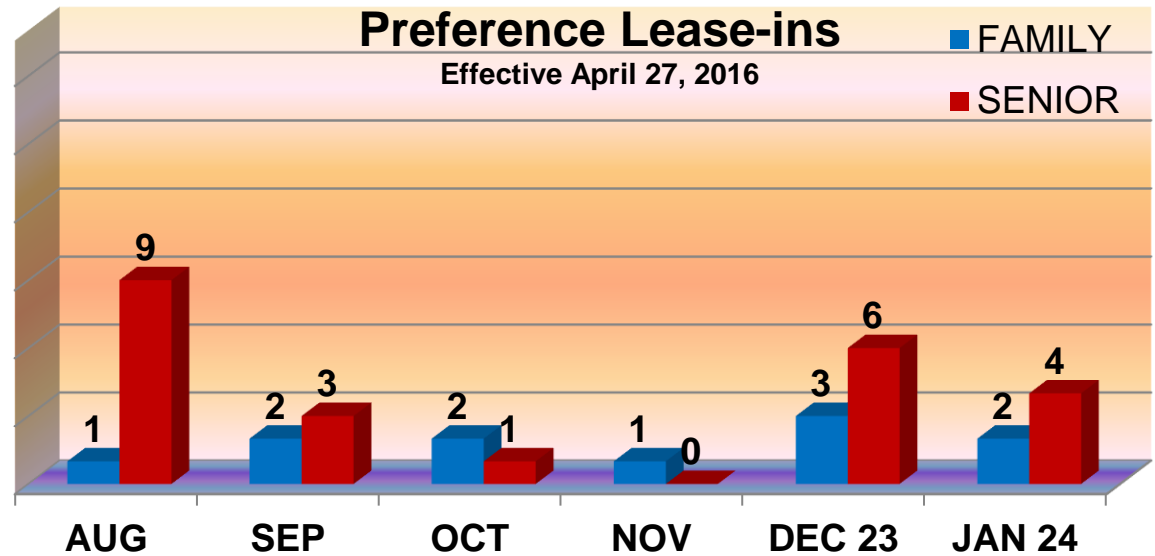
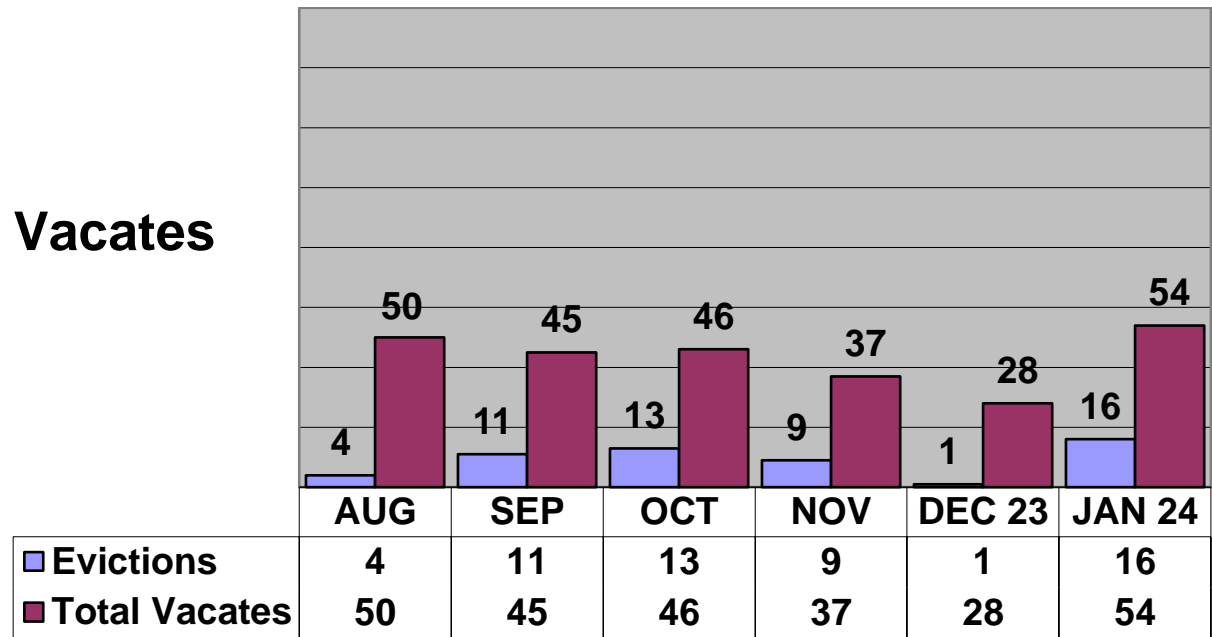


Six-Month Summary

PUBLIC HOUSING

DWELLING UNIT ACTIVITY (OPS)

Vacates



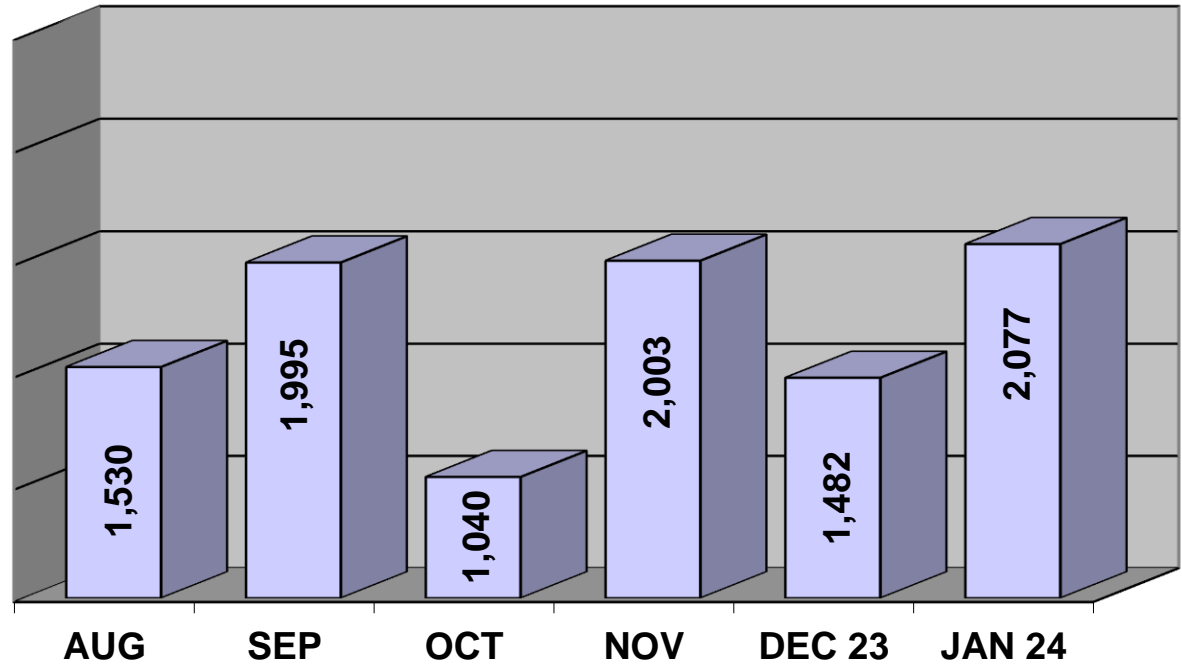


Six-Month Summary

PUBLIC HOUSING

DWELLING UNIT ACTIVITY (OPS)

Work Orders Performed





Six-Month Summary

Housing Choice Voucher Program

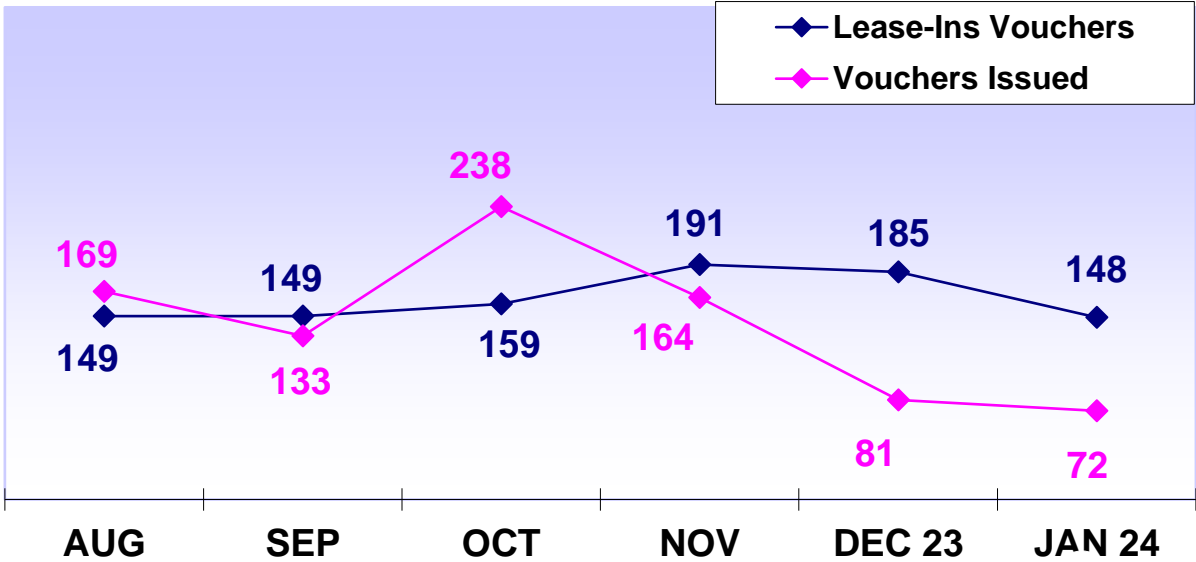
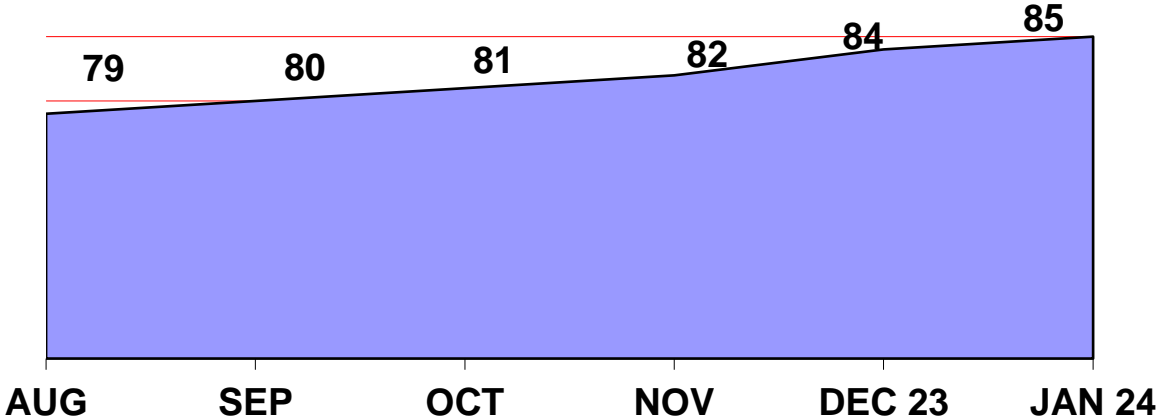
The following two slides contain six-month summary information on:

- Occupancy August, 2023 – January, 2024
- Voucher Activity August, 2023 – January, 2024
- Program Utilization August, 2023 – January, 2024



Six-Month Summary
 HOUSING CHOICE
 VOUCHER
 PROGRAM

Occupancy Percentile End of Month





Six-Month Summary

HOUSING CHOICE VOUCHER PROGRAM

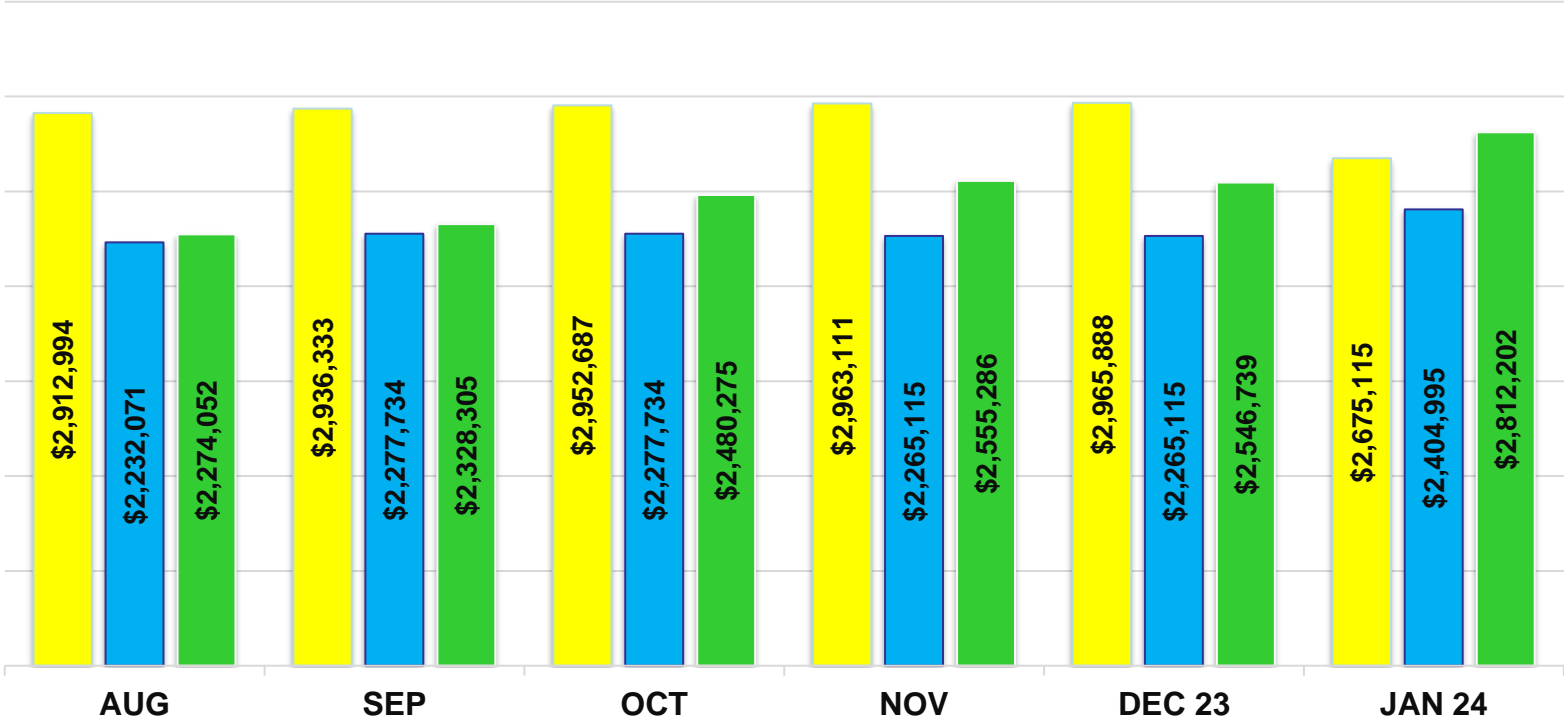
<u>Voucher Type</u>	<u>Authorized</u>	<u>Leased</u>	<u>Percentage</u>
Project-Based Voucher	623	545	87%
VA Supportive Hsg	311	216	69%
5-Year Mainstream	281	244	87%
Near Elderly/Disabled	250	196	78%
Family Reunification	61	52	85%
Housing Choice Vouchers	3,475	3,298	95%
<u>Total Vouchers</u>	<u>5,001</u>	<u>4,250</u>	<u>85%</u>
Emergency Vouchers	36	38	106%
(Not counted, separate program)			



Six-Month Summary

HOUSING CHOICE VOUCHER PROGRAM

■ Available HAP ■ HAP Income ■ HAP Expense





Six-Month Summary

Personnel

The following slide contains six-month summary information on:

- Total Employee Positions August, 2023 – January, 2024
 Filled and Vacant



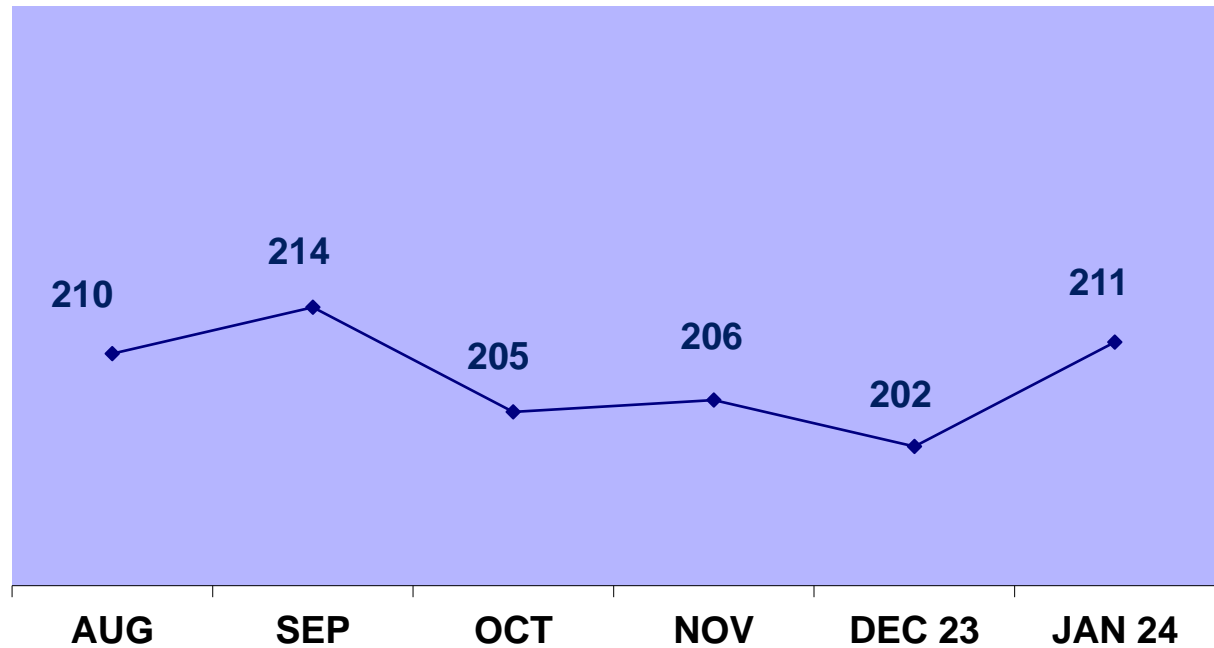
Six-Month Summary

PERSONNEL
(ADMIN.)

**Total Current
Vacancies**

31

Total Employee Positions Filled





Six-Month Summary

Security

The following three slides contains six-month summary information on:

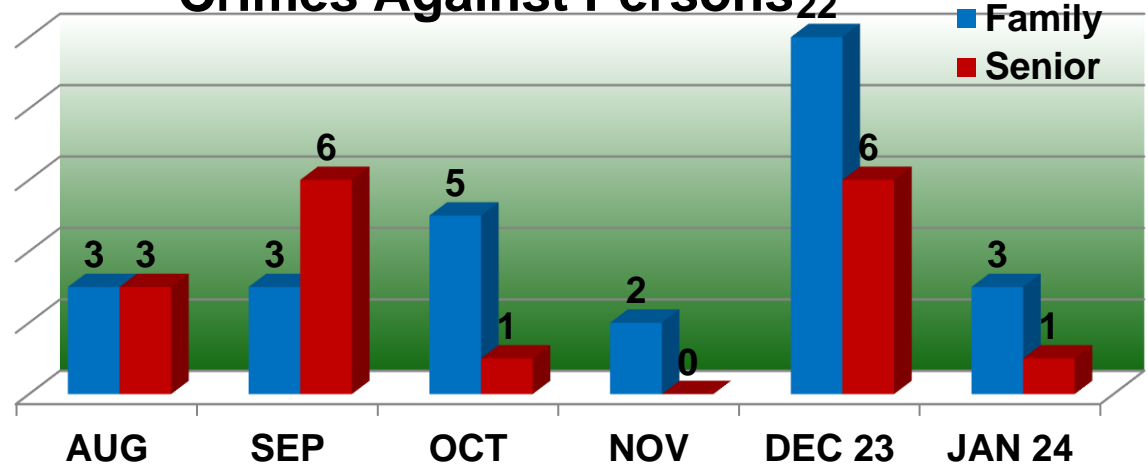
- Crimes Against Persons August, 2023 – January, 2024
- Crimes Against Property August, 2023 – January, 2024
- Drug Offenses August, 2023 – January, 2024
- Fires August, 2023 – January, 2024
- Lease Violations August, 2023 – January, 2024



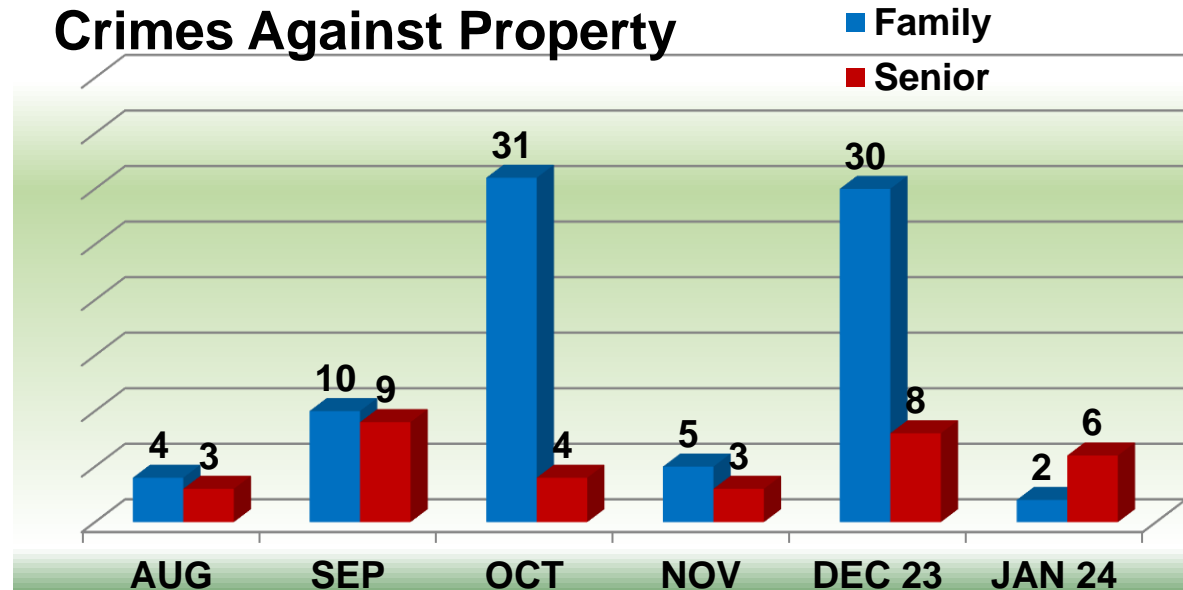
Six-Month Summary

SECURITY ACTIVITY (SEC.)

Crimes Against Persons²²



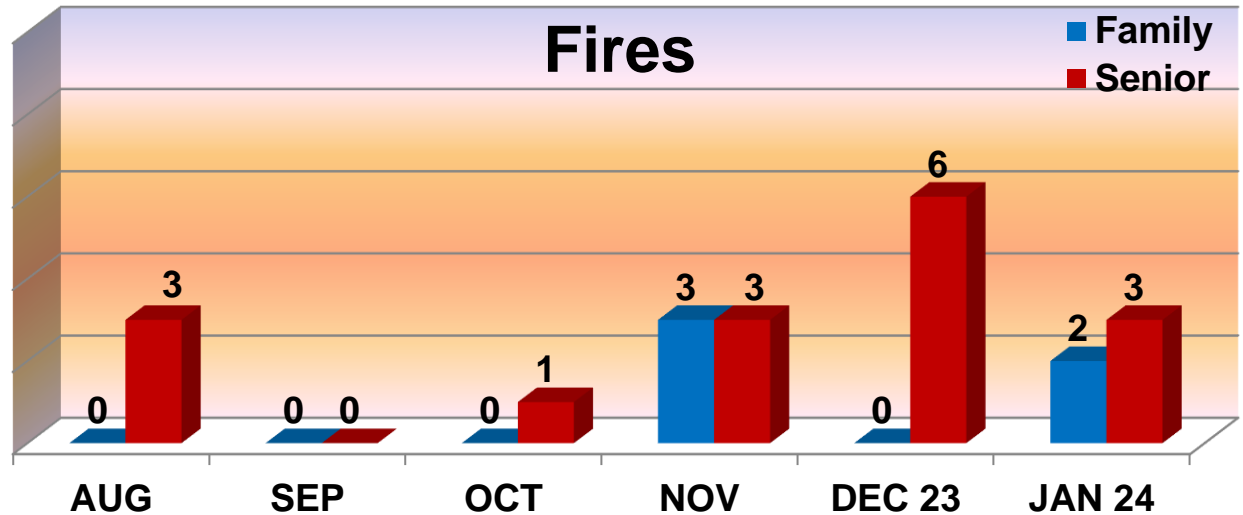
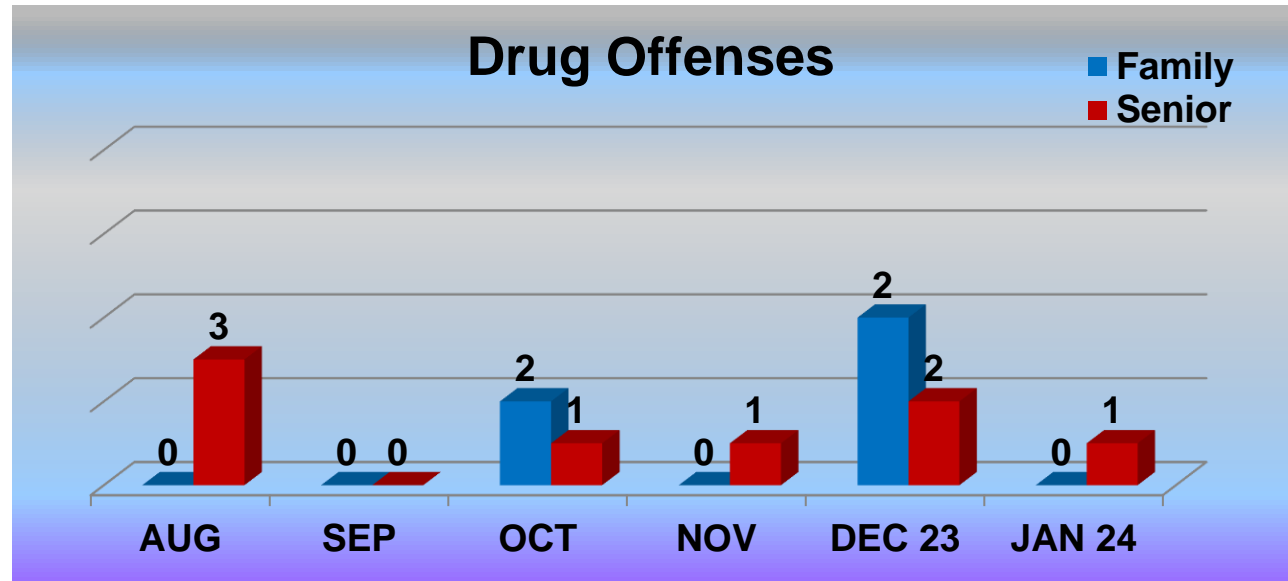
Crimes Against Property





Six-Month Summary

SECURITY ACTIVITY (SEC.)





Six-Month Summary

SECURITY
ACTIVITY (SEC.)

