

BOARD OF COMMISSIONERS



Finance Committee Meeting
August 17, 2017



Creating Dynamic Communities Where People Thrive

BOARD OF COMMISSIONERS

Chairman Morris A. Stribling, DPM	Vice-Chairman Charles R. Muñoz	Commissioner Thomas F. Adkisson	Commissioner Francesca Caballero	Commissioner Charles Clack	Commissioner Marie R. McClure	Commissioner Jessica Weaver
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Finance Committee

Thomas F. Adkisson, Chair; Jessica Weaver, Member; Francesca Caballero, Member

President and CEO

David Nisivoccia

**San Antonio Housing Authority
Finance Committee Meeting or
**Special Board Meeting
3:30 p.m., Thursday, August 17, 2017**

The Board of Commissioners will convene for a Committee, or Special Board meeting, at the Central Office of the San Antonio Housing Authority, 818 S. Flores St., San Antonio, TX, 78204, for discussion on the following matters:

1. Meeting called to order
2. Consideration and appropriate action regarding Resolution 5745, authorizing the award of a contract for banking and related services to Frost Bank; for a period of two years with the option to renew up to three additional one-year terms (Steven Morando, Director of Procurement and General Services; Diana Kollodziej Fiedler, Director of Finance and Accounting)
3. Consideration and appropriate action regarding Resolution 5746, in support of the Fourth Amendment to the Housing Authority of the City of San Antonio Employees' Money Purchase Pension Plan and Trust Restated, effective January 1, 2013 (Muriel Rhoder, Chief Administrative Officer)
4. Consideration and appropriate action regarding Resolution 5747, adopting the San Antonio Housing Authority Internal Audit Plan for 2017-2018 (Muriel Rhoder, Chief Administrative Officer; Patrick Zacchini, Director of Internal Audit)
5. Update and discussion regarding the Quarterly Financial Report for the San Antonio Housing Authority (Ed Hinojosa, Chief Financial Officer; Diana Kollodziej Fiedler, Director of Finance and Accounting)
6. Adjournment

**** Note:** If a quorum of the Board of Commissioners attends the Committee Meeting, this meeting becomes a Special Meeting of the Board, but no Board action will be taken other than recommendations to the full Board, unless the full Board is present.

"Pursuant to § 30.06, Penal Code, (trespass by holder license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not attend this meeting with a concealed handgun."

"Pursuant to § 30.07, Penal Code, (trespass by holder license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not attend this meeting with a handgun that is carried openly."

**BOARD OF COMMISSIONERS
Finance Committee****RESOLUTION 5745, AUTHORIZING THE AWARD OF A CONTRACT FOR BANKING AND RELATED SERVICES TO FROST BANK; FOR A PERIOD OF TWO YEARS WITH THE OPTION TO RENEW UP TO THREE ADDITIONAL ONE-YEAR TERMS**

David Nisivoccia
President and CEO



Steven Morando
Director of Procurement
and General Services



Diana Kolodziej Fiedler
Director of Finance and
Accounting

REQUESTED ACTION:

Consideration and appropriate action regarding Resolution 5745, authorizing the award of a contract for banking and related services to Frost Bank; for a period of two years with the option to renew up to three additional one-year terms.

FINANCIAL IMPACT:

Frost Bank charges SAHA for services and bank related activity that occurs within its account(s). To avoid the actual outlay of funds to pay these service fees, SAHA is required to maintain compensating balances in its consolidated accounts that will cover the cost of services, which is tracked and calculated by the bank through Account Analysis. Historically, SAHA has maintained more than the required compensating balance amount and did not have to pay the fees. It is anticipated that the consolidated balances will continue to be adequate to cover bank fees and charges in the future.

Until now, SAHA's pricing dates back approximately 10 years. For the upcoming contract period, Frost Bank is offering a bottom-line pricing discount of 45% on non-balance related items and will not charge an Account Analysis fee for the first three (3) months of the new contract period.

SUMMARY:

SAHA requires the services of a financial institution to provide traditional banking and related services for SAHA and its affiliated entities to include, but not limited to: general account services, depository services, disbursement reconciliation, general ACH services, information services, investment/custody services, lockbox services, paper disbursement services, and wire and other funds transfers.

On April 3, 2017, SAHA issued a "Request For Proposals" (RFP) #1608-946-25-4552 for Banking Services, which closed on May 5, 2017. The RFP was published on the SAHA website, Electronic State Business Daily (ESBD), La Prensa, the Heartbeat, posted on NAHRO, Public Purchase and direct solicited to 17 financial institutions. One proposal was received in response to this solicitation: Frost Bank. This response was evaluated on the following criteria: qualifications and experience, capability to meet requirements and features, transition plan and training, strength and creditworthiness and security, cost, and strength of the Section 3 and

SWMBE plans. Based on the above, Frost Bank has been deemed to be both responsive and responsible and is recommended for contract award.

Frost Bank was founded in 1868 and is the banking subsidiary of Cullen/Frost Bankers, Inc. a financial holding company headquartered in San Antonio, Texas, with assets of \$30.2 billion, as of December 31, 2016. This financial institution is primarily engaged in commercial and consumer banking through more than 120 financial centers across Texas to include: Austin, Corpus Christi, Dallas, Fort Worth, Houston, the Permian Basin, Rio Grande Valley, and San Antonio regions. SAHA is currently doing business with Frost Bank. Additionally, they have serviced the following housing authorities: Boerne Housing Authority, City of Gregory Housing Authority, Galveston Housing Authority, Housing Authority of Arlington Texas, Housing Authority of Bexar County, Housing Authority of the City of Corpus Christi, McAllen Housing Authority, Midland County Housing Authority, San Marcos Housing Authority, and Willacy County Housing Authority. Their governmental clients in San Antonio include: San Antonio Water System, UT Health Science Center, and University Health System.

Contract oversight will be provided by Diana Fiedler, Director of Finance and Accounting, who will monitor the vendor's adherence to contract requirements and performance.

STRATEGIC OBJECTIVE:

Transform core operations to be a high performing and financially strong organization.

ATTACHMENTS:

Resolution 5745
Company Profile
Tabulation
Ad List

**San Antonio Housing Authority
Resolution 5745**

RESOLUTION 5745, AUTHORIZING THE AWARD OF A CONTRACT FOR BANKING AND RELATED SERVICES TO FROST BANK; FOR A PERIOD OF TWO YEARS WITH THE OPTION TO RENEW UP TO THREE ADDITIONAL ONE-YEAR TERMS

WHEREAS, on April 3, 2017, SAHA issued a "Request For Proposals" (RFP) #1608-946-25-4552 for Banking Services, which closed on May 5, 2017; and

WHEREAS, a total of one proposal was received in response to the RFP; and

WHEREAS, Frost Bank has been deemed to be both responsive and responsible and is recommended for contract award; and

WHEREAS, Frost Bank charges SAHA for services and bank related activity that occurs within its account(s). To avoid the actual outlay of funds to pay these service fees, SAHA is required to maintain compensating balances in its consolidated accounts that will cover the cost of services, which is tracked and calculated by the bank through Account Analysis. Historically, SAHA has maintained more than the required compensating balance amount and did not have to pay the fees. It is anticipated that the consolidated balances will continue to be adequate to cover bank fees and charges in the future.

Until now, SAHA's pricing dates back approximately 10 years. For the upcoming contract period, Frost Bank is offering a bottom-line pricing discount of 45% on non-balance related items and will not charge an Account Analysis fee for the first three months of the new contract period; and

WHEREAS, staff requests the Board of Commissioners authorize the President and CEO, or designee, to execute all documents associated with this contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of SAHA hereby:

- 1) Approves Resolution 5745, authorizing the award of a contract for banking and related services to Frost Bank; for a period of two years with the option to renew up to three additional one-year terms.
- 2) Authorizes the President and CEO, or designee, to execute all necessary documents associated with this contract.

Passed and approved the 7th day of September 2017.

**Morris A. Stribling, DPM
Chair, Board of Commissioners**

Attested and approved as to form:

**David Nisivoccia
President and CEO**

Frost Bank Company Profile

Frost Bank was founded in 1868 and is the banking subsidiary of Cullen/Frost Bankers, Inc. a financial holding company headquartered in San Antonio, Texas with assets of \$30.2 billion as of December 31, 2016. This financial institution is primarily engaged in commercial and consumer banking through more than 120 financial centers across Texas to include: Austin, Corpus Christi, Dallas, Fort Worth, Houston, the Permian Basin, Rio Grande Valley, and San Antonio regions. They will be providing the SAHA required services to include but not limited to: general account services, depository services, disbursement reconciliation, general ACH services, information services, investment/custody services, lockbox services, paper disbursement services, and wire and other funds transfers.

Frost Bank is currently SAHA's primary bank. We also contracted with their insurance group, Frost HR Consulting for a short term assignment related to a Benefits Consulting project. Additionally, they have serviced the following housing authorities: Boerne Housing Authority, City of Gregory Housing Authority, Galveston Housing Authority, Housing Authority of Arlington Texas, Housing Authority of Bexar County, Housing Authority of the City of Corpus Christi, McAllen Housing Authority, Midland County Housing Authority, San Marcos Housing Authority, and Willacy County Housing Authority. Their governmental clients in San Antonio include: San Antonio Water System, UT Health Science Center, and the University Health System.

**Scoring Matrix
Banking Services
1608-946-25-4552**

Criterion Description	Max Points Weight	Frost Bank
Qualifications and Experience:	1-5 15%	
Rater 1		4.00
Rater 2		4.00
Rater 3		5.00
Total Score		13.00
Average Score		4.33
Weighted Score		0.65
Capability to meet Requirments and Features:	1-5 20%	
Rater 1		4.00
Rater 2		4.00
Rater 3		4.00
Total Score		12.00
Average Score		4.00
Weighted Score		0.80
Transition Plan and Training:	1-5 10%	
Rater 1		4.00
Rater 2		3.00
Rater 3		5.00
Total Score		12.00
Average Score		4.00
Weighted Score		0.40
Strength and Credit Worthiness:	1-5 15%	
Rater 1		4.00
Rater 2		4.00
Rater 3		5.00
Total Score		13.00
Average Score		4.33
Weighted Score		0.65
Price proposal:	1-5 20%	
Total Score		5.00
Weighted Score		1.10
Strength of the Section 3 plans:	1-5 10%	
Rater 1		2.00
Rater 2		2.00
Rater 3		2.00
Total Score		6.00
Average Score		2.00
Weighted Score		0.20
Strength of the S/W/MBE plans:	1-5 10%	
Rater 1		2.00
Rater 2		2.00
Rater 3		2.00
Total Score		6.00
Average Score		2.00
Weighted Score		0.20
Section 3 Preference: A firm may qualify for Section 3 status for up to an additional 5 points.#		
Category I: As detailed in Attachment D	5 (.25)	
Category II: As detailed in Attachment D	4 (.2)	
Category III: As detailed in Attachment D	3 (.15)	
Category IV: As detailed in Attachment D	2 (.1)	
Tota Weighted Score		4.00

**Advertisement List
Solicitation # 1608-946-25-4552
Banking Services**

Entity	Contact Name	Email	Method of Contact(Specify)
LiftFund	Celina Pena	cpena@acciontexas.org info@liftfund.com	
African American Chamber of Commerce of San Antonio	Lou Miller	blackchamber@aol.com	
Alamo Asian American Chamber of Commerce	Elva Adams	elva.adams@wellsfargo.com	
Alamo City Black Chamber Of Commerce	Bede Ramcharan	info@alamocitychamber.org	
American Council of Engineering Companies - San Antonio (ACEC-SA)	Anne Whittington	anne@acectx.org	
American Institute of Architects	Paula	paula@aiaa.org	
American Subcontractors Association		Contact@asasanantonio.org	
Associated Builders and Contractors S. Texas Chapter	Steve Schultz	steve@abcsouthtexas.org	
Builders Exchange	Jeannette Olguin	jeannette@virtualbx.com	
CDC News		plans@cdcnews.com	
CFMA	Tommy Wallace	wallacet@zhi.com kimr@avacpa.com	
Chinese Chamber of Commerce	Jerry Jin	jerry.jin@gsaccc.org jing.hao@gsaccc.org	
Goodwill Industries	Clark Mosely	cmosley@goodwillsa.org maguilar@goodwillsa.org	
Greater San Antonio Builders Association	Becky Oliver	oliverpub@aol.com	
The San Antonio Chamber of Commerce	Julie Oltersdorf	julieo@sachamber.org	
Hispanic Contractors Association de San Antonio	Clarissa Perez Dave Sanchez	exdir@hcadesa.org admin@hcadesa.org dave@hcadesa.org	
I Square Foot Plan Room		agcquoin@isqft.com saprojects@isqft.com	
IEC	Julie Howard	jhoward@iecsanantonio.com rvasquez@iecsanantonio.com	
MACB	Maria Monita	info@macb-sa.org	
MCA-SMACNA	Bob Pisors	mca-smacna@mca-smacna.org bob.pisors@mca-smacna.org	
Minority Business Council	Hector Garcia	hector@hegarciaacpa.com	
National Alliance of Craftsmen Association	Victor Landa	arvelasquez01@yahoo.com	

Advertisement List
Solicitation # 1608-946-25-4552
Banking Services

Entity	Contact Name	Email	Method of Contact(Specify)
National Association of Women in Construction (NAWIC)	Sandee Morgan	nawicerin@gmail.com nawicsatx@gmail.com	
NAWBO San Antonio	Madeline Slay	Madeline@masarchitecture.com	
Plumbing Heating Cooling Contractors Association	Heidi Timble	Heidi@phcc-sanantonio.org	
Professional Engineers in Private Practice	Diane Hoskins	bexarpepp@sbcglobal.net	
Real Estate Council of San Antonio	Martha Mangum	martham@reccsanantonio.com	
SAABE	Melodie	mg.assoc.mgmt@gmail.com	
San Antonio Board of Realtors	Suzanne	Suzanne@sabor.com	
SA Chapter of the Associated General Contractors	Dana Marsh	dmarsh@sanantonioagc.org	
San Antonio Hispanic Chamber of Commerce	Ramiro Cavazos	ramiroc@sahcc.org mariyaf@sahcc.org	
San Antonio Masonry Contractors Association	Debbie Mason	samca@satx.rr.com	
San Antonio Women's Chamber of Commerce	Cindy Libera	admin@sawomenschamber.org	
South Central Regional Certification Agency	Ross Mitchell	rmitchell@sctrca.org souber@sctrca.org	
South San Antonio Chamber of Commerce	Tom Shaw	events@southsachamber.org	
Southwest Minority Supplier Diversity Council	Robert Casas	smsdc@smsdc.org	
Surety Association of South Texas, Inc.	Jim Swindle	jim@alamobonds.com	
Texas Society of Professional Engineers	Laura Campa	meghan@tspe.org jennifer@tspe.org	
Texas Veteran's Commission			
TIBH Industries	Robert Olivo	robertolivo@tibh.org	
UTSA Minority Business Center	Orestes Hubbard	orestes.hubbard@utsa.edu jennifer.mort@utsa.edu	
UTSA Procurement Technical Assistance Center	Terri Williams	ptac@utsa.edu	
West San Antonio Chamber of Commerce	Gabe Farias	gfarias@westsachamber.org julie@westsachamber.org	
Women's Business Center	Brittany Sharnsky	businesscenter@liftfund.com bsharnsky@liftfund.com	

**Advertisement List
Solicitation # 1608-946-25-4552
Banking Services**

Entity	Contact Name	Email	Method of Contact(Specify)
Women's Business Enterprise	Avery Smith	bids@wbea-texas.org	
NAHRO	Web Site	http://nahro.economicengine.com	
Public Purchase	Web Site	www.publicpurchase.com	
Texas ESBD	Web Site	https://portal.cpa.state.tx.us/	
North San Antonio Chamber of Commerce	Web Site	https://northsachamber.chambermaster.com	
	HUBS on CMBL		
None Listed	8/2/16		
	Reference &	CMBL Vendors	
Wells Fargo	Michael Kountze	Michael.Kountze@wellsfargo.com	
Bank of America	Kathaleen F. Smith	kathaleen.ford-smith@baml.com	
BOKF dba Bank of Texas	Anne-Marie Hansen	ahansen@bankoftexas.com	
JP Morgan Chase Bank	Brenda Pollard	brenda.a.pollard@jpmorgan.com	
US Bank	Kristine Dirstine	prepaid@usbank.com	
Key Bank	Susan Tordaro	stordaro@key.com	
Citi Bank	Trish Stoker	Patricia.A.Stoker@citi.com	
Frost Bank	Mark O'Leary	moleary@frosthrconsulting.com	
Frost Bank	Tiffany Terrell	tiffany.terrell@frostbank.com	
Vantage Bank	Alan D Burton Noah Garcia	alan.burton@vantagebank.com noah.garcia@vantagebank.com	
Frost Bank	Elsa Arias	earias@frostbank.com	
Texas Bankers Assoc.		tba@texasbankers.com	
American Banker's Assoc.		custserv@aba.com	
Raymond James	Phil Hartigan	Phil.Hartigan@raymondjames.com	
Accenture	Thomas Pettit	Thomas.Pettit@accenture.com	
BBVA Compass	Martin Morales	martin.morales@bbvacompass.com	
BLAYLOCK BEAL VAN	Gail Schaeffer	gschaeffer@brv-llc.com	
UBS Financial Services	Larry Burns	larry.burns@ubs.com	

BOARD OF COMMISSIONERS
Finance Committee

RESOLUTION 5746, IN SUPPORT OF THE FOURTH AMENDMENT TO THE HOUSING AUTHORITY OF THE CITY OF SAN ANTONIO EMPLOYEES' MONEY PURCHASE PENSION PLAN AND TRUST RESTATED, EFFECTIVE JANUARY 1, 2013



David Nisivoccia
President and CEO



Muriel Rhoder
Chief Administrative Officer

REQUESTED ACTION:

Consideration and approval regarding Resolution 5746, in support of the Fourth Amendment to the Housing Authority of the City of San Antonio Employees' Money Purchase Pension Plan and Trust Restated, effective January 1, 2013.

FINANCIAL IMPACT:

Minimal.

SUMMARY:

On February 28, 2013, the Board of Commissioners approved the restatement of the Housing Authority of the City of San Antonio Employees' Money Purchase Pension Plan and Trust (Plan), generally effective January 1, 2013; and Section 9.1.a of the Plan provides that the Plan may be amended by the Housing Authority at any time, provided that any amendment which affects the rights, duties, or responsibilities of the Trustee of the Plan may be made only with the Trustee's written consent.

The changes recommended are to amend the Employer Contribution Formula and the Base Contribution made on behalf of any Participant who is hired or rehired by the Employer on or after July 1, 2017, to 7% of the total Compensation of such Participant.

STRATEGIC OBJECTIVE:

Invest in our greatest resource – our employees – and establish a track record for integrity, accountability, collaboration and strong customer service.

ATTACHMENTS:

Resolution 5746
Certification of the Fourth Amendment through Resolution 5746

SAN ANTONIO HOUSING AUTHORITY
Resolution 5746

RESOLUTION 5746, IN SUPPORT OF THE FOURTH AMENDMENT TO THE HOUSING AUTHORITY OF THE CITY OF SAN ANTONIO EMPLOYEES' MONEY PURCHASE PENSION PLAN AND TRUST RESTATED, EFFECTIVE JANUARY 1, 2013

WHEREAS, on February 28, 2013, the Board of Commissioners (the "Commissioners") approved the restatement of the Housing Authority of the City of San Antonio Employees' Money Purchase Pension Plan and Trust (the "Plan"), generally effective January 1, 2013; and

WHEREAS, Section 9.1.a of the Plan provides that the Plan may be amended by the Housing Authority at any time, provided that any amendment which affects the rights, duties, or responsibilities of the Trustee of the Plan may be made only with the Trustee's written consent; and

WHEREAS, the restated Plan has been amended three times; and

WHEREAS, the Commissioners wish to amend Section 5.3.b.2 of the Plan, Employer Contributions, to provide that the Base Contribution made on behalf of any Participant who is hired or rehired by the Employer on or after July 1, 2017, shall be 7% of the total Compensation of such Participant.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of SAHA hereby:

- 1) Approves Resolution 5746 amending and restating Plan Section 5.3.b.2. of the Housing Authority of City of San Antonio Employees' Money Purchase Pension Plan and Trust as Restated, effective January 1, 2013, as hereby amended, and as previously amended, and is hereby ratified and confirmed.

Passed and approved the 7th day of September 2017.

Morris A. Stribling, DPM
Chair, Board of Commissioners

Attested and approved as to form:

David Nisivoccia
President and CEO

**HOUSING AUTHORITY OF THE CITY OF SAN ANTONIO
EMPLOYEES' MONEY PURCHASE PENSION PLAN AND TRUST
Restated Effective January 1, 2013**

FOURTH AMENDMENT

WHEREAS, on February 28, 2013, the Board of Commissioners (the "Commissioners") approved the restatement of the *Housing Authority of the City of San Antonio Employees' Money Purchase Pension Plan and Trust* (the "Plan"), generally effective January 1, 2013; and

WHEREAS, Section 9.1.a. of the Plan provides that the Plan may be amended by the Housing Authority at any time, provided that any amendment which affects the rights, duties, or responsibilities of the Trustee of the Plan may be made only with the Trustee's written consent; and

WHEREAS, the restated Plan has been amended three times; and

WHEREAS, the Commissioners desire to amend the Plan to establish a new Employer Contribution formula with respect to Participants who are hired or rehired on or after July 1, 2017; and

WHEREAS, on September 7, 2017, the Commissioners adopted Resolution No. 5746, amending and restating Plan Section 5.3.b.2 as set out below.

NOW, THEREFORE, the Housing Authority of the City of San Antonio, in accordance with the provisions of the Plan pertaining to amendments thereof, hereby amends the Plan, effective July 1, 2017, to provide as follows:

Plan Section 5.3.b.2 is amended and restated in its entirety to read as follows:

5.3.b.2 Employer Contributions: The Employer Contribution (including the amount by which Forfeitures are used to reduce the Employer Contribution) shall be allocated to the Employer Contribution Account of each Participant eligible to share in allocations for a Plan Year, as follows: (A) 10% of the total Compensation of such Participant (the "Base Contribution"), plus (B) 5.7% of the Excess Compensation of such Participant (the "Excess Contribution"). Effective for Compensation earned on or after July 9, 2000, however, the Employer Contribution (including the amount by which Forfeitures are used to reduce the Employer Contribution) shall be allocated to the Employer Contribution Account of each Participant eligible to share in allocations for a Plan Year, as follows: (A) 11% of the total Compensation of such Participant (the "Base Contribution"), plus (B) 5.7% of the Excess Compensation of such Participant (the "Excess Contribution"). (Notwithstanding the above, however, no portion of the Employer Contribution shall be allocated to a Participant's Employer Contribution Account to the extent such allocation would result in an excess annual addition under Code Section 415 with respect to such Participant. Furthermore, the Base Contribution made on behalf of

any Participant who is hired or rehired by the Employer on or after July 1, 2017, shall be 7% of the total Compensation of such Participant.)

Except as hereby amended, the Housing Authority of City of San Antonio Employees' Money Purchase Pension Plan and Trust as Restated, effective January 1, 2013, and subsequently amended, is hereby ratified and confirmed.

EXECUTED this 7th day of September, 2017.

EMPLOYER

HOUSING AUTHORITY OF THE
CITY OF SAN ANTONIO

By:

David Nisivoccia
President/Chief Executive Officer

**BOARD OF COMMISSIONERS
Finance Committee**

**RESOLUTION 5747, ADOPTING THE SAN ANTONIO HOUSING AUTHORITY INTERNAL
AUDIT PLAN FOR 2017-2018**

 _____	 _____	 _____
David Nisivoccia President and CEO	Muriel Rhoder Chief Administrative Officer	Patrick Zacchini Director of Internal Audit

REQUESTED ACTION:

Consideration and appropriate action regarding Resolution 5747, adopting the San Antonio Housing Authority Internal Audit Plan for 2017-2018.

FINANCIAL IMPACT:

None.

SUMMARY:

The 2017-2018 Internal Audit Plan is a risk-based plan developed to determine the priorities of the Internal Audit department are consistent with the Definition of Internal Auditing, the Code of Ethics, the International Standards for the Professional Practice of Internal Auditing (Standards), and the San Antonio Housing Authority's (Housing Authority's) strategic goals. Standard 2020, entitled Communication and Approval, requires the chief audit executive (CAE – Director of Internal Audit) to communicate the internal audit activity's plans and resource requirements to senior management and the Board for review and approval. The Housing Authority Internal Audit Plan is defined in the Housing Authority Internal Audit Charter and included as part of the comprehensive internal audit program established pursuant to the Housing Authority Internal Audit Policy. Final approval of the Internal Audit Plan for 2017-2018 resides with the Board of Commissioners. Internal audit activities align with the Housing Authority's strategic goal to transform core operations to be a high performing and financially strong organization.

Standard 2010, entitled Planning, requires the internal audit plan to be based on a documented risk assessment, undertaken at least annually, with input from senior management and the Board. The Housing Authority CAE issued risk assessment surveys to the members of the Board of Commissioners, the Board's attorney, and to each member of senior management and multiple operational personnel. The results of these surveys were tabulated to identify the significant risk areas, which were then included as proposed engagements for the 2017-2018 internal audit plan.

Additionally, in accordance with the approved Internal Audit Charter, at least twice a year, the Audit Committee will meet separately with the CAE to provide a status report on operations and to discuss any matters that the Audit Committee or the CAE believes should be discussed privately. The Internal Audit Charter requires the CAE to communicate any significant deviation from the approved internal audit plan to the Audit Committee, CEO, and Legal and Compliance Officer, or equivalent, through periodic activity reports. This update provides the required communication.

- Internal Audit Plan Status – through FY 2016-2017 Quarter 4
- Summary of Management's Corrective Actions

Management Corrective Action plans are input to a spreadsheet to allow for easier tracking of the status of the action items. This spreadsheet is attached and includes one tab for all open corrective actions. Corrective actions have been highlighted red, yellow, or green, to signify an action that is behind schedule, approaching a deadline in the next 30 days, has a deadline over 30 days out, or completed, respectively.

STRATEGIC OBJECTIVE:

Transform core operations to be a high performing and financially strong organization.

ATTACHMENTS:

Resolution 5747

PowerPoint: Internal Audit Plan 2017-2018

PowerPoint: Internal Audit Update – 8-17-17

Attachment – Status of Management Corrective Actions – 8-17-17

**SAN ANTONIO HOUSING AUTHORITY
Resolution 5747**

RESOLUTION 5747, ADOPTING SAN ANTONIO HOUSING AUTHORITY INTERNAL AUDIT PLAN FOR 2017-2018.

WHEREAS, internal auditing is an independent, objective, assurance, and consulting activity designed to add value and improve the San Antonio Housing Authority (Housing Authority) operations; and

WHEREAS, internal auditing helps the Housing Authority accomplish its mission by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes; and

WHEREAS, internal auditing serves as a resource for identifying opportunities for best practices and efficiencies; and

WHEREAS, internal audit activities align with the Housing Authority's strategic goal to transform core operations to be a high performing and financially strong organization; and

WHEREAS, 2017-2018 internal audit plan is a risk-based plan developed to determine the priorities of the internal audit activity consistent with the Definition of Internal Auditing, the Code of Ethics, the International Standards for the Professional Practice of Internal Auditing (Standards) and the Housing Authority's strategic goals; and

WHEREAS, Standard 2020, entitled Communication and Approval, requires the chief audit executive (CAE – Director of Internal Audit) to communicate the internal audit activity's plans and resource requirements to senior management and the board for review and approval; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of SAHA hereby:

- 1) Approves Resolution 5747, adopting the San Antonio Housing Authority Internal Audit Plan for 2017-2018, as attached to this Resolution.

Passed and approved the 7th day of September 2017.

Morris A. Stribling, DPM
Chair, Board of Commissioners

Attested and approved as to form:

David Nisivoccia
President and CEO



SAHA | **SAN ANTONIO**
HOUSING AUTHORITY
Opportunity Lives Here

Internal Audit Plan 2017-2018

Presentation to Finance Committee
August 17, 2017

Objective and Background

■ Objective

- Review the proposed SAHA Internal Audit Plan for adoption to set the priorities for the internal audit function for Fiscal Year 2017-2018

■ Background

- The Internal Audit Department adheres to The Institute of Internal Auditors, Inc. (The IIA), Definition of Internal Auditing and the Code of Ethics, as documented in the approved SAHA Internal Audit Policy and Internal Audit Charter
- IIA Standard 2010, entitled Planning, requires the internal audit plan to be based on a documented risk assessment, undertaken at least annually, with input from senior management and the Board
- IIA Standard 2020, entitled Communication and Approval, requires the chief audit executive (CAE), i.e., SAHA's Director of Internal Audit, to communicate the internal audit activity's plans and resource requirements to senior management and the Board for review and approval

Process for Developing the 2017-2018 Internal Audit Plan

- ❑ **Risk Assessment Survey conducted**
- ❑ **Key variables assessed:**
 - ❑ Staff time used in the process
 - ❑ Public disclosure implications
 - ❑ Aligns well with the strategic objectives
 - ❑ Increased Senior Management/Commissioner interest over prior year
 - ❑ Recent changes in personnel/procedures
 - ❑ Internal and external compliance requirements
- ❑ **Took into account oversight provided by the following:**
 - ❑ Independent Financial and Compliance Audit
 - ❑ Compliance Activities
 - ❑ Regulatory Audits and Reviews
 - ❑ Other Third Party Reviews
- ❑ **Risk Coverage:**

High Risk	100%	Moderate Risk	15%
Sensitive Risk	30%	Low Risk	5%

Process for Developing the 2017-2018 Internal Audit Plan, cont'd.

- **Risk Assessment Surveys completed by staff**
- **Risk Assessment Surveys completed by the Board of Commissioners**
- **Risk Assessment Methodology same as that used for the Fiscal Year 2016-2017 Audit Plan**
- **Results of the Risk Assessment Surveys shared with the Finance Committee and the Board of Commissioners, along with the proposed Internal Audit Plan for the fiscal year**

Risk Assessment Survey Results

Board of Commissioners Top 10 Business Process Risks

Asset Management

- Financing/refinancing of real estate assets
- Evaluation process for rehabilitation or re-purposing of critical and non-critical real estate assets
- Process for overseeing performance of mixed-financed assets
- Implementation of Five-Year Capital Plan

Community Development Initiatives (CDI)

- Move to Work (MTW) Program operations
- Family Self-Sufficiency (FSS) programs and services
- Jobs Plus grant program operations; report-out

Construction Services and Sustainability

- Planning, development and design of retrofit or modernization projects with architectural and engineering firms for capital improvement projects at Public Housing (PH) and Beacon Communities properties
- Management of capital improvement retrofit or modernization construction contracts for PH and Beacon Communities

Development Services and Neighborhood Revitalization

- Construction of new developments managed by third parties

Risk Assessment Survey Results

Business Processes	BoC	Exec	Ops/Staff
Asset Management - Financing/refinancing of real estate; evaluation for rehabilitation/repurposing of real estate; performance of mixed finance assets	X	X	X
Assisted Housing Programs - Eligibility and admissions processes, including resident intake; recertifications; inspections		X	X
Community Development Initiatives (CDI) - Education Investment Foundation (EIF) fundraising and awards processes; ROSS and FSS grants; grant administration; Jobs Plus	X	X	X
Construction Services and Sustainability - Planning, development and contract management for capital improvements, retrofit, modernization of Public Housing and Beacon Communities; Grant management	X	X	
Development Services and Neighborhood Revitalization - Third party managed construction; capital planning for new developments	X	X	
Finance and Accounting - Budget process; paperless accounts payable system; refinancing	X	X	X
Human Resources - Review and update, streamline processes for recruiting, onboarding, performance management		X	X
Information Technology - Cyber security; disaster preparedness and recovery	X	X	X
Procurement - Operational and maintenance items, services procurement	X	X	
Public Housing - Resident intake; property maintenance; inspections	X	X	X
Safety and Security - Responsiveness to increased crime at properties; fire prevention, protection and response		X	

Internal Audit Plan for 2017-2018

1st Qtr. (July - Sept.)	2nd Qtr. (Oct. - Dec.)	3rd Qtr. (Jan. - March)	4th Qtr. (April - June)
Internal Audits: <ul style="list-style-type: none"> • CDI Grants, including FSS, ROSS, Jobs Plus, Hope VI, Byrne Grant • DPUY Funds 	Internal Audits: <ul style="list-style-type: none"> • Housing programs eligibility and admissions processes, including resident intake • Procurement processes and reporting 	Internal Audits: <ul style="list-style-type: none"> • Procurement processes and reporting, continued. • DPUY Funds, follow-up 	Internal Audits: <ul style="list-style-type: none"> • Human Resources • Travel and Entertainment
Monthly Compliance Reviews: <ul style="list-style-type: none"> • Assisted Housing Programs • Beacon Communities • Mixed Income Properties • Public Housing 	Monthly Compliance Reviews: <ul style="list-style-type: none"> • Assisted Housing Programs • Beacon Communities • Mixed Income Properties • Public Housing 	Monthly Compliance Reviews: <ul style="list-style-type: none"> • Assisted Housing Programs • Beacon Communities • Mixed Income Properties • Public Housing 	Monthly Compliance Reviews: <ul style="list-style-type: none"> • Assisted Housing Programs • Beacon Communities • Mixed Income Properties • Public Housing
Control Self-Assessments: <ul style="list-style-type: none"> • CSA - Data Collection and Maintenance 	Control Self-Assessments: <ul style="list-style-type: none"> • CSA - Data Collection and Maintenance • CSA - Fleet, including corrective action plans 	Control Self-Assessments: <ul style="list-style-type: none"> • CSA - Data Collection and Maintenance • CSA - Family Self-Sufficiency 	Control Self-Assessments: <ul style="list-style-type: none"> • CSA - Move-to-Work Program reporting

Internal Audit also participates in various committees throughout the organization to provide guidance on appropriate internal controls.

Questions?



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Internal Audit Update

**Presentation to Finance Committee
August 17, 2017**

Internal Audit Plan Status

2015-2016 Internal Audit Plan Annual Audits

- ❑ Capital Improvements at Public Housing and Beacon Communities
 - ▶ Draft final report being routed

2016-2017 Internal Audit Plan

Annual Audits

- ❑ Grant Administration – in progress
- ❑ Housing Programs Eligibility and Admissions Processes – included in the Internal Audit Plan for 2017-2018

Monthly Compliance Audits (4th Quarter)

- ❑ Assisted Housing Program - 1,047 resident files audited through the end of the fiscal year
- ❑ Beacon Communities - 9 properties for the quarter
- ❑ Public Housing - 5 properties for the quarter

Compliance Audits

Issued reports for 14 Properties in the 4th Quarter - Significant Deficiencies noted:

Beacon Communities - 9 properties

- ❑ Incorrect rent calculations - two findings
- ❑ Income verification documentation was over 120 days old at the time of recertification (all verification of income must be dated no earlier than 120 days prior to the annual recertification) - one finding
- ❑ Criminal history request not approved - two findings
- ❑ Waitlist report had personal identifying information that was not redacted - two findings


Public Housing - 5 properties

- ❑ Incorrect rent calculations - two findings
- ❑ No verification of child support income - two findings

***Corrective Action Plans* to address the significant deficiencies were provided by management**

Status of Management Corrective Actions

19 open corrective action items; zero are new this quarter

 *Of the 19 open items, 4 are “best practice” items*

100% of open corrective action items are on target for completion

Activities in Support of Strategic Goals – FY 2016-2017 Quarter 4

Strategic Goal: Transform core operations to be a high performing and financially strong organization

- **Human Resources File Review** – all recommendations have been finalized

Strategic Goal: Empower and equip families to improve their quality of life and achieve economic stability

- Reviewed six **Family Self-Sufficiency escrow** requests for payout

Status of Third Party Audits

HUD Field Monitoring of Continuum of Care Program

- ❑ A monitoring review of the Continuum of Care Program was conducted by local and headquarters staff from the Office of Special Needs Assistance Programs
- ❑ Status – HUD’s General Counsel has replied to SAHA regarding administrative project costs, indicating they are not allowed. SAHA has refunded these costs (\$2,527.88)

Housing Authority of the City of San Antonio Employee’s Money Purchase Pension Plan

- ❑ The audit is still in progress

Financial and Compliance Audit for the Housing Authority of the City of San Antonio

- ❑ The audit is still in progress

Questions?

Status of Management Corrective Action Plans (8-17-17)

Plan Year	Final Report Date	Audit Title	Finding Type	Finding / Observation Number	Finding / Observation Description	Management's Corrective Action Plan	Original Estimated Completion Date	Revised Estimated Completion Date	Status	Officer	Comments
2012-2013	9/9/2013	Recruiting, Selection, and Onboarding	Best Practice	3	Develop standard dates for the hiring process that takes into account each step of the process to allow for better tracing of timelines between each step	Track the progress on major hires and prepare a summary report for each at the conclusion of the process; and in partnership with Internal Audit and Executives, convene briefings designed to consider policy and procedure changes	12/31/2013	6/30/2018	In Progress	MLR	Item is included in PlanBase.
2013-2014	11/25/2013	Audit of Compliance - Quarterly - Non-Profit - Homestead	Best Practice	2	The Rent Roll is maintained as a manual spreadsheet. Incorrect HAP amounts are listed and HAP tenants are not identified (as noted by Findings 9 and 10 above). This manual process provides a greater chance of errors and omissions.	The Non Profit portfolio is very diverse with many different requirements that our current software is not capable of supporting. Since the current software for Non Profit is inadequate, Management has been meeting with the Information Technology Department to identify software that would be beneficial to the Non Profit properties and integrate with the Agency's existing processes and systems. This software would be beneficial for the Non Profit Department and greatly enhance the performance of our properties and would also assist in supporting our programs.	FY 2014-2015	12/31/17	In progress	EH	Property Management Software approved by the BoC in November 2014. Property Management Software to go out through the Request for Proposals process again.
2013-2014	11/25/2013	Audit of Compliance - Quarterly - Non-Profit - Homestead	Internal Control Deficiency	9	The Rent Roll dated July 10, 2013, does not list the all tenants as receiving subsidy (HAP Payments).	The Rent Roll is a manual form so all information has to be entered with another process other than what our computer system is capable of handling. At this time, Non Profit Property Management has to run a HAP payment report from Landlords Corner and manually enter the information into the Rent Roll Report. The Property Managers have been trained to pull the report monthly and update the Rent Roll, as needed. Non Profit is currently working with Information Technology to identify a computer system/application that will meet the needs of the Non Profit properties and integrate with the Agency's current computer applications.	FY 2014-2015	12/31/2017	In progress	EH	Property Management Software approved by the BoC in November 2014. Property Management Software to go out through the Request for Proposals process again.
2013-2014	11/25/2013	Audit of Compliance - Quarterly - Non-Profit - Homestead	Internal Control Deficiency	10	The tenant rent subsidy amount listed on the Rent Roll does not match the tenant rent subsidy amount as per the HAP Contract (4 of 18)	The Rent Roll is a manual form so all information has to be entered with another process other than what our computer system is capable of handling. At this time, Non Profit Property Management has to run a HAP payment report from Landlords Corner and manually enter the information into the Rent Roll Report. The Property Managers have been trained to pull the report monthly and update the Rent Roll, as needed. Non Profit is currently working with Information Technology to identify a computer system/application that will meet the needs of the Non Profit properties and integrate with the Agency's current computer applications.	FY 2014-2015	12/31/2017	In progress	EH	Property Management Software approved by the BoC in November 2014. Property Management Software to go out through the Request for Proposals process again.

Status of Management Corrective Action Plans (8-17-17)

Plan Year	Final Report Date	Audit Title	Finding Type	Finding / Observation Number	Finding / Observation Description	Management's Corrective Action Plan	Original Estimated Completion Date	Revised Estimated Completion Date	Status	Officer	Comments
2013-2014	9/23/2015	Audit of Contract Compliance, Procurement Audit Follow-up and Procurement Processes for the Construction of New Developments	Best Practice	5	A listing for all purchases made during the scope period was requested from Procurement. The listing provided was incomplete. Further research determined that currently, there is not a central listing, which reflects all purchases made within a given time frame or "as of" date.	Procurement will work with the IT department to develop a program to utilize JDE to pull data in categories to distinguish formal contract/agreement, one-time non-contract purchase orders and other small dollar purchases. Currently the system is limited on what can be provided in the format that is needed. Additionally, Procurement will maintain a log for purchases less than \$2,000.	10/31/2015	12/31/2017	In Progress	MLR	Procurement is working with IT on a solution.
2013-2014	10/5/2015	Audit of Records Retention	Internal Control Deficiency	1	Agency email communications are currently being retained indefinitely, and could be subject to e-discovery requirements.	Emails have been retained since an incident arose where Commissioners lost emails that had been sent to their agency email accounts. At this point, we will work with the Interim President and CEO to ensure that the email record retention policy will hereinafter be followed.	12/31/2015	12/31/2017	In Progress	MLR	Records Retention is waiting on an email retention system. Google Unlimited has been procured.
2013-2014	10/5/2015	Audit of Records Retention	Best Practice	1	Finance and Accounting budget records, titled Budget Working Papers, were withheld from the most recent document destruction and were requested to be retained permanently.	The Records Disposition Schedules (RDS) will be revised to be more specific in order to meet each department's needs. We will meet with department directors and records liaisons from each department before January 2016 to establish the needs of each department and will draft a more specific RDS based on these meetings before July 1, 2016. The updated RDS will adopt guidelines that are in accordance with HUD rules and regulations so long as they are not shorter than state requirements in which case the state requirements will prevail.	12/31/2015	10/31/2017	In Progress	MLR	A Records Coordinator is currently in the hiring process.
2014-2015	8/13/2015	Special Programs Audit	Significant Deficiency	2	Utilization of multiple Special Programs is under 90%.	VASH, HSV and Set Aside utilization at 90% by the 2nd quarter of FY 2015-2016.	12/31/2015	12/31/2017	In progress	DN	VASH - 89.59%; Set-aside-84% - December 2016 VASH - 84.71%; Set-aside - 76.50% - July 2017
2014-2015	03/30/2017	Audit of the Resident and Program Participant Termination Process - Public Housing	Significant Deficiency	1	On file could not be located and was not available for review. In addition, an inventory of the property's resident files was not available for review during the course of the audit.	The Public Housing department will develop an End of Participation (EOP) checklist to organize documents in a logical order to facilitate terminating occupancy and auditing by community managers. The checklist will be developed by March 1, 2017. Effective July 1, 2017, Assistant Directors will audit 1% of EOP files	07/01/2017	12/31/2017	In Progress	EH	

Status of Management Corrective Action Plans (8-17-17)

Plan Year	Final Report Date	Audit Title	Finding Type	Finding / Observation Number	Finding / Observation Description	Management's Corrective Action Plan	Original Estimated Completion Date	Revised Estimated Completion Date	Status	Officer	Comments
2014-2015	03/30/2017	Audit of the Resident and Program Participant Termination Process - <u>Public Housing</u>	Other Internal Control Deficiency	2	Termination paperwork could not be located in five of the 68 files reviewed.	The Public Housing department will develop an End of Participation (EOP) checklist to organize documents in a logical order to facilitate terminating occupancy and auditing by community managers. The checklist will be developed by March 1, 2017. Effective July 1, 2017, Assistant Directors will audit 1% of terminated files.	07/01/2017	12/31/2017	In Progress	EH	
2014-2015	03/30/2017	Audit of the Resident and Program Participant Termination Process - <u>Public Housing</u>	Other Internal Control Deficiency	3	For seven of the 68 files tested, the residents were terminated through eviction; however, the eviction authorization could not be located in the respective residents' file.	The Public Housing department will develop an End of Participation (EOP) checklist to organize documents in a logical order to facilitate terminating occupancy and auditing by community managers. The checklist will be developed by March 1, 2017. Effective July 1, 2017, Assistant Directors will audit 1% of EOP files.	07/01/2017	12/31/2017	In Progress	EH	
2014-2015	03/30/2017	Audit of the Resident and Program Participant Termination Process - <u>Public Housing</u>	Other Internal Control Deficiency	4	Five exceptions related to <i>Debts Owed to a Public Housing Agency</i> were noted.	The corrective action plan to address errors in the intake process, including checking for outstanding debts, was implemented in 2014 and extended through 2015. The files pulled have move out dates during this file conversion transition. The Public Housing department will develop an End of Participation (EOP) checklist to organize documents in a logical order to facilitate terminating occupancy and auditing by community managers. The checklist will be developed by March 1, 2017. Effective July 1, 2017, Assistant Directors will audit 1% of EOP files. An EOP Standard Operating Procedure will be developed by March 1, 2017 to address EIV reporting and reporting outstanding debt to third party collection agency. The EOP SOP will be added to the 2017 Manager and CSS training plan.	07/01/2017	12/31/2017	In Progress	EH	
2014-2015	03/30/2017	Audit of the Resident and Program Participant Termination Process - <u>Public Housing</u>	Other Internal Control Deficiency	5	The <i>Account Closeout</i> Form could not be located in 15 of the 68 files reviewed.	The Public Housing department will develop an End of Participation (EOP) checklist to organize documents in a logical order to facilitate terminating occupancy and auditing by community managers. The checklist will be developed by March 1, 2017. Effective July 1, 2017, Assistant Directors will audit 1% of EOP files.	07/01/2017	12/31/2017	In Progress	EH	

Status of Management Corrective Action Plans (8-17-17)

Plan Year	Final Report Date	Audit Title	Finding Type	Finding / Observation Number	Finding / Observation Description	Management's Corrective Action Plan	Original Estimated Completion Date	Revised Estimated Completion Date	Status	Officer	Comments
2014-2015	03/30/2017	Audit of the Resident and Program Participant Termination Process - <u>Public Housing</u>	Other Internal Control Deficiency	8	Four exceptions related to <i>Abandoned Notice to Vacate</i> , <i>NTO</i> or <i>Notice to Vacate</i> were noted.	The Public Housing department will develop an End of Participation (EOP) checklist to organize documents in a logical order to facilitate terminating occupancy and auditing by community managers. The checklist will be developed by March 1, 2017. Effective July 1, 2017, Assistant Directors will audit 1% of EOP files.	07/01/2017	12/31/2017	In Progress	EH	
2014-2015	03/30/2017	Audit of the Resident and Program Participant Termination Process - <u>Public Housing</u>	Other Internal Control Deficiency	9	Six exceptions related to <i>Move-Out Inspections</i> were noted.	The Public Housing department will develop an End of Participation (EOP) checklist to organize documents in a logical order to facilitate terminating occupancy and auditing by community managers. The checklist will be developed by March 1, 2017. Effective July 1, 2017, Assistant Directors will audit 1% of EOP files.	07/01/2017	12/31/2017	In Progress	EH	
2014-2015	03/30/2017	Audit of the Resident and Program Participant Termination Process - <u>Public Housing</u>	Other Internal Control Deficiency	10	For four of the 68 files reviewed, it was noted that the Elite system print-out of the <i>Tenant Notes</i> was not a complete printout, which would be notes through termination date.	Public Housing has a pending item to remove Elite Tenant Notes from the Resident File, approved by the current Audit Director.	07/01/2017	12/31/2017	In Progress	EH	
2014-2015	03/30/2017	Audit of the Resident and Program Participant Termination Process - <u>Public Housing</u>	Other Internal Control Deficiency	11	For seven of the 68 files reviewed, it was noted that file documents were not in order according to the resident file checklist.	The Public Housing department will develop an End of Participation (EOP) checklist to organize documents in a logical order to facilitate terminating occupancy and auditing by community managers. The checklist will be developed by March 1, 2017. Effective July 1, 2017, Assistant Directors will audit 1% of EOP files.	07/01/2017	12/31/2017	In Progress	EH	
2014-2015	03/30/2017	Audit of the Resident and Program Participant Termination Process - <u>Public Housing</u>	Other Internal Control Deficiency	12	For seven of the 68 files reviewed, it was noted that some file documents were not securely fastened.	The Public Housing department will develop an End of Participation (EOP) checklist to organize documents in a logical order to facilitate terminating occupancy and auditing by community managers. The checklist will be developed by March 1, 2017. Effective July 1, 2017, Assistant Directors will audit 1% of EOP files.	07/01/2017	12/31/2017	In Progress	EH	
2014-2015	03/30/2017	Audit of the Resident and Program Participant Termination Process - <u>Public Housing</u>	Other Internal Control Deficiency	13	One of the 68 files reviewed was not stamped "Confidential."	The Public Housing department will develop an End of Participation (EOP) checklist to organize documents in a logical order to facilitate terminating occupancy and auditing by community managers. The checklist will be developed by March 1, 2017. Effective July 1, 2017, Assistant Directors will audit 1% of EOP files.	07/01/2017	12/31/2017	In Progress	EH	

MEMORANDUM

To: Finance Committee

From: David Nisivoccia, President and CEO 

Presented by: Ed Hinojosa, Chief Financial Officer
Diana Kollodziej Fiedler, Director of Finance and Accounting

RE: Update and discussion regarding the Quarterly Financial Report for the San Antonio Housing Authority

SUMMARY:

The Quarterly Financial Report for the San Antonio Housing Authority for the fiscal year ended June 30, 2017, is attached. The results of operations for the fiscal year ended June 30, 2017, reflect a surplus before non-cash items of \$11 million.

Total Operating Revenue was approximately \$24.2 million below budget, due to unfavorable variances of \$2.5 million in tenant revenue, \$2.1 million in Grants revenue, and \$19.8 million in Section 8 Housing Assistance Payment (HAP) Revenue. The \$2.5 million unfavorable variance in tenant revenue was due to lower Public Housing rental income than budgeted, higher than expected vacancies at the Cottage Creek and Woodhill Apartments, and higher than anticipated loss to lease adjustments for the Converse Ranch I and II Apartments. Section 8 HAP Revenue ended the period below budget by \$19.8 million. SAHA's HAP funding for the months of August, September, and part of October was reduced by the amount of funds reported to HUD as Housing Choice Voucher reserves, which were subsequently transitioned to HUD-Held Funds.

Total Operating Expenses ended the period \$8.4 million below budget, due primarily to favorable variances of \$6.7 million in Section 8 HAP Expense, \$1.8 million in Salaries and Benefits, and \$2.6 million in Other Expenses. Salaries and Benefits expense ended the period \$1.8 million below budget due to favorable variances in the majority of sectors, with the largest variances resulting from vacant positions in Central Office, Beacon, and Section 8. Ordinary Maintenance and Operations ended the period \$2.7 million over budget due to unfavorable variances in Public Housing and Beacon, with the most significant variances occurring in plumbing repairs, HVAC parts, painting services, and other maintenance contract costs. Expenditures included in Other Expenses were \$2.6 million lower than expected due to favorable variances realized in consulting and legal fees, insurance costs, and other contract costs.

The Comparative Balance Sheet reflects an overall decrease in Total Net Position of \$3.1 million from June 30, 2016, to June 30, 2017. Total Assets decreased \$2.5 million due to a decrease of \$6.5 million in Fixed Assets, offset by a \$4 million increase in Other Non-Current Assets. The \$6.5 million decrease in Fixed Assets resulted primarily from the routine recording

SAN ANTONIO HOUSING AUTHORITY**August 17, 2017**

of depreciation. Partially offsetting the decrease in Fixed Assets was the capitalization of Capital Fund Program Public Housing projects. The increase of \$4 million in Other Non-Current Assets, resulted primarily from execution of a \$1.9 million MTW Loan and a \$1.3 million RHFF Loan between Wheatley Senior, LP and San Antonio Housing Facility Corporation. Additionally, a Pre-Development Loan of \$702,000 was executed between Wheatley Senior, LP and the San Antonio Housing Authority. Total Liabilities increased by \$483,000 due to the refinance of Castle Point, which resulted in new debt of \$4 million and the refinance of Cottage Creek/Courtland Heights which resulted in a net addition of debt totaling \$1.4 million. The decreases were partially offset by scheduled debt payments totaling \$3.3 million, amortization of deferred ground leases totaling \$1 million, and a reduction in trade payables of \$893,000.

PROPOSED ACTION:

None.

FINANCIAL IMPACT:

None at this time.

ATTACHMENTS:

Financial Performance Report
Cash and Investment Summary
Grants Report

**San Antonio Housing Authority
Financial Performance Report
As of June 30, 2017
(UNAUDITED)**

Condensed Statement of Revenue and Expenses
(For the Fiscal Year Ended 6/30/2017)

	ACTUAL 6/30/2017	BUDGET 6/30/2017	Variance	%	Highlights Section
Operating Revenue					
Tenant Revenue	\$ 28,856,414	\$ 31,404,011	\$ (2,547,597)	-8.11%	I(a)(1)
Grants	49,700,275	51,814,035	(2,113,760)	-4.08%	I(a)(2)
HAP Revenue	76,450,607	96,265,517	(19,814,910)	-20.58%	I(a)(3)
Miscellaneous Revenue	3,225,239	2,968,783	256,456	8.64%	
Total Operating Revenue	\$ 158,232,535	\$ 182,452,346	\$ (24,219,811)	-13.27%	
Operating Expenses					
Salaries and Benefits	\$ 31,990,386	\$ 33,762,110	\$ (1,771,724)	-5.25%	I(b)(1)
Ordinary Maintenance & Operations	12,970,928	10,310,659	2,660,269	25.80%	I(b)(2)
Utilities	6,776,249	6,762,492	13,756	0.20%	
Other Expenses	10,559,470	13,197,157	(2,637,687)	-19.99%	I(b)(3)
HAP Expense	89,414,256	96,113,326	(6,699,070)	-6.97%	I(a)(2)
Total Operating Expenses	\$ 151,711,288	\$ 160,145,745	\$ (8,434,456)	-5.27%	
Net Operating Income	\$ 6,521,246	\$ 22,306,601	\$ (15,785,355)	-70.77%	
Non-Operating Income (Expenses)					
Interest Expense	\$ (2,882,107)	\$ (2,495,348)	\$ (386,759)	15.50%	
Interest Income	2,020,706	1,596,358	424,348	26.58%	
Other Income (Expenses)	5,368,568	(3,815,171)	9,183,739	-240.72%	
Total Non-Operating Income (Expenses)	\$ 4,507,167	\$ (4,714,161)	\$ 9,221,328	-195.61%	
Surplus (Deficit) Before Non-Cash Items	\$ 11,028,413	\$ 17,592,440	\$ (6,564,027)	-37.31%	
Non-Cash Items					
Depreciation & Amortization	\$ (14,799,838)	\$ (13,607,098)	\$ (1,192,740)	8.77%	
Non-Operating Income (Expense)	658,022	(7,955,191)	8,613,213	-108.27%	
Total Non-Cash Items	\$ (14,141,816)	\$ (21,562,289)	\$ 7,420,473	-34.41%	
Change in Net Position	\$ (3,113,403)	\$ (3,969,849)	\$ 856,446	-21.57%	I(c)(1)

**San Antonio Housing Authority
Financial Performance Report
As of June 30, 2017
(UNAUDITED)**

Comparative Balance Sheet

	6/30/2017	6/30/2016	Increase (Decrease)	%	Highlights Section
Assets					
Current Assets	\$ 83,071,282	\$ 83,128,170	\$ (56,889)	-0.07%	
Fixed Assets	188,222,169	194,686,934	(6,464,765)	-3.32%	
Other Non-Current Assets	68,962,430	64,943,892	4,018,537	6.19%	
Total Assets	\$ 340,255,880	\$ 342,758,997	\$ (2,503,116)	-0.73%	II(a)
Deferred Outflows of Resources					
Deferred Losses on Refunding	\$ 1,050,249	\$ 1,177,227	\$ (126,978)	-10.79%	
Total Assets and Deferred Outflows Of Resources	\$ 341,306,130	\$ 343,936,224	\$ (2,630,095)	-0.76%	
Liabilities					
Current Liabilities	\$ 14,679,443	\$ 16,303,119	\$ (1,623,676)	-9.96%	
Non-Current Liabilities	71,924,529	69,817,540	2,106,990	3.02%	
Total Liabilities	\$ 86,603,972	\$ 86,120,659	\$ 483,314	0.56%	II(b)
Net Position					
Net Investment in Capital Assets	\$ 123,621,893	\$ 132,206,799	\$ (8,584,906)	-6.49%	
Restricted Net Position	30,521,509	23,910,556	6,610,952	27.65%	
Unrestricted Net Position	100,558,756	101,698,211	(1,139,455)	-1.12%	
Total Net Position	\$ 254,702,158	\$ 257,815,566	\$ (3,113,408)	-1.21%	II(c)
Total Liabilities and Net Position	\$ 341,306,130	\$ 343,936,224	\$ (2,630,095)	-0.76%	

San Antonio Housing Authority
Financial Performance Report
As of June 30, 2017
(UNAUDITED)

HIGHLIGHTS

The results of operations for the fiscal year ended June 30, 2017, reflect a surplus before non-cash items of \$11 million, which was \$6.6 million below budget. Total Operating Revenue was below budget by \$24.2 million and Total Operating Expenses were below budget by \$8.4 million.

Total Assets and Deferred Outflows of Resources decreased by \$2.6 million and Total Liabilities increased by \$483,000. Presented below are explanations, which summarize the results of operations and changes in financial condition.

I. Income Statement

Total Operating Revenue was below budget by \$24.2 million and Total Operating Expenses were below budget by \$8.4 million.

(a) Operating Revenue

- (1) Tenant Revenue was approximately \$2.5 million lower than anticipated for the period. Public Housing rental income was \$1.1 million less than budgeted. For the Beacon segment, vacancies at the Cottage Creek and Woodhill Apartments exceeded the budget by \$700,000. Cottage Creek and Woodhill had fiscal year-to-date occupancy of 85% and 87%, respectively. Additionally, there was an unfavorable variance of approximately \$277,000 in loss to lease adjustments for the Converse Ranch I and II Apartments and a non-cash charge of \$288,000 to the allowance for the development fees receivable account.
- (2) Grants revenue was approximately \$2.1 million lower than expected, due to an unfavorable variance in the Capital Funds sector, which was affected by the timing of Choice grant expenditures.
- (3) Section 8 Housing Assistance Payment Revenue ended the period below budget by \$19.8 million and Section 8 Housing Assistance Payment Expense ended the period below budget by \$6.7 million. Actual HAP Expense of \$89.4 million exceeded actual HAP Revenue of \$76.4 million and the \$13 million deficit was funded by SAHA's Section 8 reserves.

(b) Operating Expenses

- (1) The Salaries and Benefits expense line item ended the period \$1.8 million below budget. Central Office, Beacon, and Section 8 accounted for the largest variances, which resulted from a number of vacant positions.
- (2) The Ordinary Maintenance and Operations expense line item ended the period \$2.7 million over budget, primarily due to unfavorable variances in Public Housing and Beacon. For Public Housing, significant variances arose from plumbing repairs and other maintenance contract costs. For Beacon, the most significant variances occurred in HVAC parts, painting services, and other maintenance contract costs.

San Antonio Housing Authority
Financial Performance Report
As of June 30, 2017
(UNAUDITED)

- (3) The Other Expenses line item was below budget by \$2.6 million. The Capital Funds sector had the largest impact on the favorable variance in Other Expenses. Consulting fees were \$1.4 million below budget due to the Wheatley redevelopment incurring less consulting fees than budgeted. Other significant favorable variances for the Other Expenses category included \$175,000 in insurance costs, \$157,000 in training costs, \$195,000 in legal fees, and \$202,000 in protective services.

(c) Summary of Changes in Net Position

- (1) Change in Net Position ended the period with an \$856,000 favorable variance, largely due to the favorable variance in Total Non-Operating Income. The \$9.2 million favorable variance in Total Non-Operating Income was due to receipt of insurance proceeds totaling \$8.7 million, with the majority of proceeds associated with the 2016 hailstorm claim.

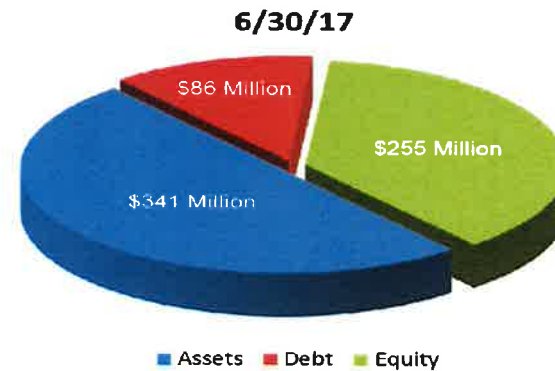
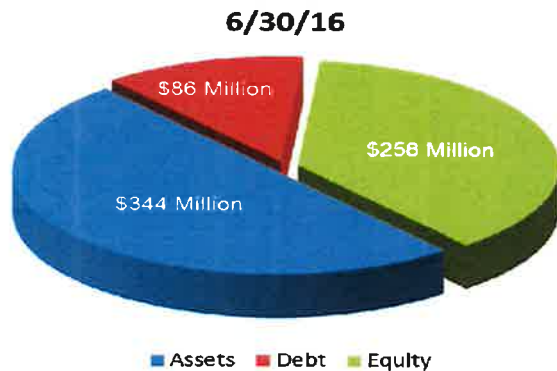
II. Balance Sheet

Total Assets and Deferred Outflows of Resources decreased by \$2.6 million. Total Liabilities increased by \$483,000 and Total Net Position decreased by \$3.1 million.

- (a) Total Assets decreased by \$2.5 million, or 0.73%, due to a decrease of \$6.5 million in Fixed Assets, offset by a \$4 million increase in Other Non-Current Assets. The \$6.5 million decrease in Fixed Assets resulted primarily from the routine recording of depreciation. Partially offsetting the decrease in Fixed Assets was the capitalization of Capital Fund Program Public Housing projects. The increase of \$4 million in Other Non-Current Assets resulted primarily from execution of a \$1.9 million MTW Loan and a \$1.3 million RHFF Loan between Wheatley Senior, LP and San Antonio Housing Facility Corporation. Additionally, a Pre-Development Loan of \$702,000 was executed between Wheatley Senior, LP and the San Antonio Housing Authority.
- (b) Total Liabilities increased by \$483,000, or 0.56%, due to the refinance of Castle Point, which resulted in new debt of \$4 million and the refinance of Cottage Creek/Courtland Heights, which resulted in a net addition of debt totaling \$1.4 million. The decreases were partially offset by scheduled debt payments totaling \$3.3 million, amortization of deferred ground leases totaling \$1 million, and a reduction in trade payables of \$893,000.
- (c) Total Net Position decreased by \$3.1 million, or 1.21%, as a result of operations.

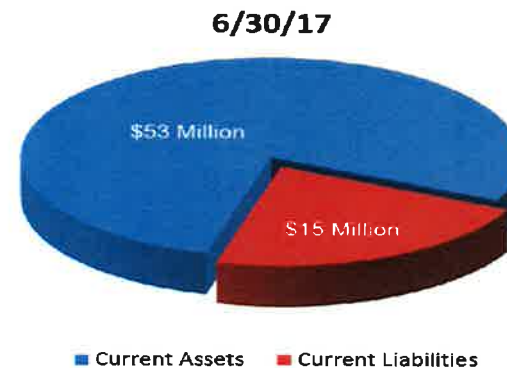
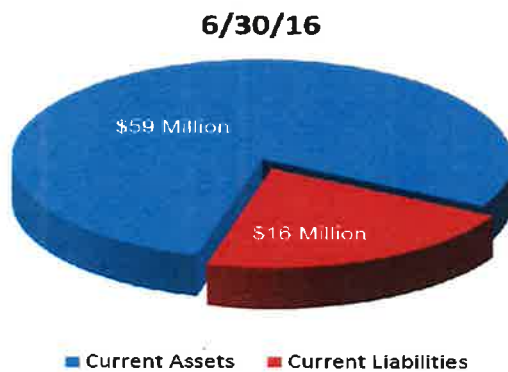
SAHA maintained strong financial and liquidity positions

Financial Strength



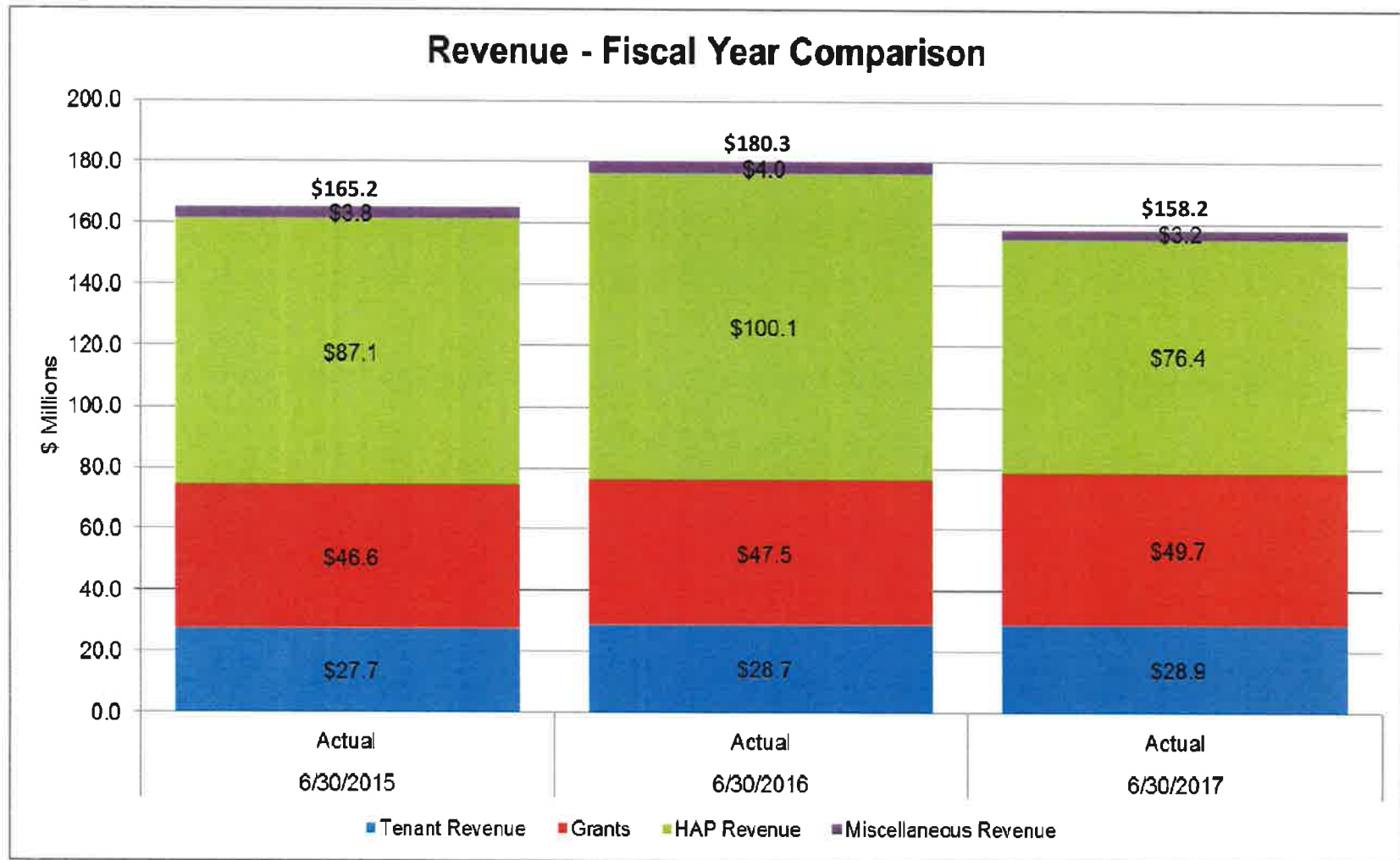
The debt-to-equity ratio remained steady with only a slight increase from 0.33 to 0.34, indicating that SAHA has maintained a strong long-term solvency position.

Financial Liquidity

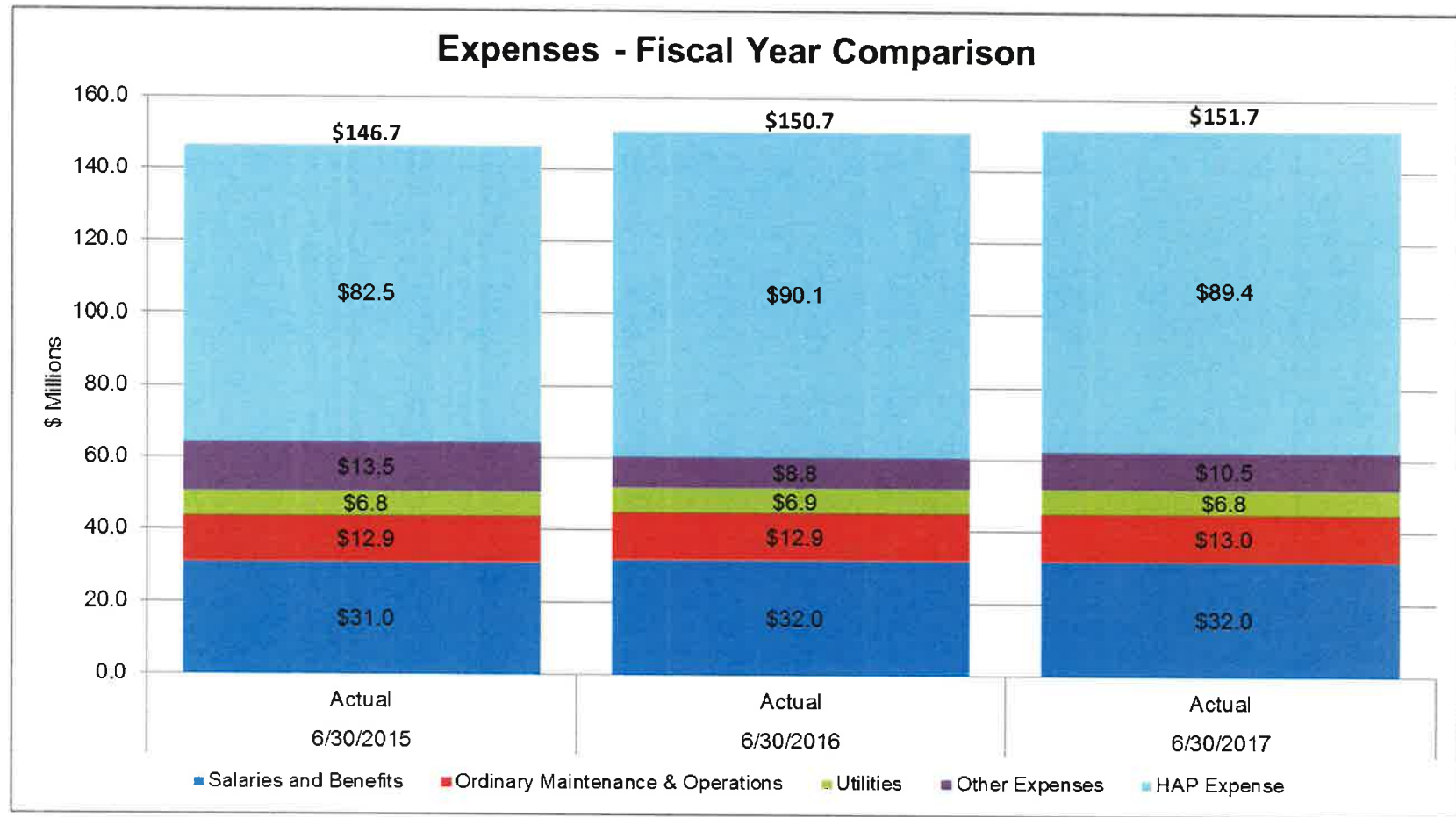


The current ratio decreased from 3.69 to 3.53 due to a decrease in unrestricted cash and investments. The ratio remains an indicator of SAHA's strong capacity to meet its short-term financial commitments.

Total revenue for June 2017 was 12% lower compared to June 2016, due primarily to Section 8 HAP Revenue. Due to HUD strengthening its cash management procedures, the Authority was required to use Section 8 reserve funds to disburse Housing Assistance Payments for August, September, and a portion of October.



Total expenses for June 2017 were slightly higher compared to June 2016. The Other Expenses category was \$1.7 million higher compared to the previous year, due to contract costs related to Wheatley redevelopment and a \$600,000 contribution for development of the Good Samaritan Veterans Outreach and Transition Center.



Summary of Major Changes in Cash and Investment Balance
For the Quarterly Period Ending June 30, 2017

Overall, the cash and investment balance increased by \$4 million over the previous quarter primarily due to the receipt of \$1.8 million in Section 8 HUD held funds. In addition to this, the agency also received, \$735 thousand in casualty insurance proceeds, \$600 thousand from a legal settlement, and \$512 thousand in cash distributions from tax credit partnerships.

Bank Held Cash

Unrestricted Cash

- **Public Housing** – There is a net cash increase of approximately \$696 thousand primarily due to positive results for operations and the reclassification of \$1.5 million in previously restricted insurance claim proceeds as mentioned below in **Bank Held Cash – Restricted Cash – Public Housing**. The program also saw a net cash decrease of approximately \$2 million resulting from intercompany reimbursement to related parties, and transferred out \$384 thousand to restricted cash for FSS Escrow accounts.
- **Development Activities under SAHFC** – There is a net cash increase of approximately \$504 thousand primarily due to the transfer out of construction funds in connection with the Wheatley Senior development project.
- **Other Unrestricted Cash** – There is a net cash increase of approximately \$3.4 million primarily due to an increase in the collection of intercompany balances due from the Public Housing, Non-Profit, and Central Office Cost Center programs.

Restricted Cash

- **Public Housing** – There is a net cash increase of approximately \$1.6 million primarily due to a transfer in of \$2 million for a matured T-Note, as referenced below in **Investments at Various Banks – Restricted Investments – Mirasol Settlement Funds**. The program also received \$600 thousand in legal settlement funds, transferred in \$384 thousand from **Public Housing Unrestricted Cash** for FSS Escrow accounts, and collected \$119 thousand in proceeds from land sales. In addition to this, the program also saw a net cash decrease of \$1.5 million due to the reclassification insurance claim proceeds from restricted to **Bank Held Cash – Unrestricted Cash – Public Housing**.

Investments at Various Banks

Restricted Investments

- **Mirasol Settlement Funds** – There is a net decrease of approximately \$2 million primarily due to the maturity of a \$2 million T-Note as described above in **Bank Held Cash – Restricted Cash – Public Housing**.

**San Antonio Housing Authority
Cash and Investment Summary
June 30, 2017**

	Balance 3/31/2017	Deposits	Withdrawals	Balance 6/30/2017
Bank-Held Cash:				
Unrestricted Cash:				
Central Office Cost Center	6,223,016	4,311,384	3,868,789	6,667,581
Public Housing	8,019,851	20,730,843	20,034,937	8,715,558
Section 8	4,070,511	33,252,100	32,976,400	4,346,211
MTW Preservation and Expansion Funds	394,648	7,490,850	7,819,148	66,148
Central Office- Health Insurance	538,304	1,354,665	1,158,274	734,696
Homeownership	3,811	63,459	67,184	88
Properties Unrestricted Operating Cash	680,356	2,142,157	2,076,669	745,844
Properties under SAHFC	6,188,502	2,153,350	1,697,131	6,664,720
Foundation Corporation	28,626	108,178	131,128	3,675
Capital Fund Program	346	3,174,792	3,175,138	-
Development Activities under SAHFC	504,103	1,578,788	2,082,861	-
Other Unrestricted Cash	6,135,313	33,424,225	30,035,114	9,524,424
Restricted Cash:				
Central Office Cost Center	-	-	-	-
Development Activities under SAHFC	-	-	-	-
Public Housing	5,047,834	7,878,734	6,266,106	6,670,462
Section 8- FSS Escrow	1,309,061	131,999	53,640	1,387,410
Project Based Properties	3,147,180	40,240	118,759	3,088,641
Facility Corp	4,436,067	29,226	55,814	4,409,669
Capital Funds	2,462,208	208	78,462	2,383,952
Endowment Trust	192,659	1,113	33,869	159,803
Non-Profit-Other Restricted	3,385,845	56,883	390,913	3,053,816
Sub-Total:	62,776,186	117,924,746	112,088,148	58,602,795
Investments at Various Banks				
Unrestricted Investments at Various Banks:				
Section 8	-	-	-	-
Central Office Cost Center	-	-	-	-
MTW Preservation and Expansion	-	-	-	-
Sunshine Plaza Apts, Inc.	799,740	1,449	-	801,189
Restricted Investments at Various Banks:				
Central Office Cost Center	-	-	-	-
Mirasol Settlement Funds	7,989,167	11,974	2,003,978	6,007,163
Non-Profit	-	-	-	-
Restricted Funds Required by Lenders	3,134,175	1,587,789	1,459,453	3,262,511
Capital Funds	-	-	-	-
Sub-Total:	11,933,082	1,601,211	3,483,431	10,070,662
Total Cash & Investments:	\$ 64,709,278	\$ 119,525,958	\$ 115,561,579	\$ 68,673,657

**San Antonio Housing Authority
Investment Value
June 30, 2017**

Investment	Maturity Date	Book Value		Market Value	
		3/31/2017	6/30/2017	3/31/2017	6/30/2017
PH-Mirasol T-Note 912828XP0	July 31, 2017	3,000,222	3,000,222	3,001,650	3,007,008
Sunshine T-Note 912828TM2	August 31, 2017	799,740	799,740	799,887	801,189
PH-Mirasol T-Note 912828TW0	October 31, 2017	2,999,012	2,999,396	3,006,280	3,000,156


**San Antonio Housing Authority
Cash Held for Properties Managed by SAHA**


Cash Held for Properties Managed by SAHA:	3/31/2017	Deposits	Withdrawals	6/30/2017
	Cash from Tax-Credit Partnerships	\$ 5,265,730	\$ 1,166,762	\$ 1,209,093
Cash from Third Party Properties	14,488	18,029	14,105	18,412
Total Cash Held for Properties Managed by SAHA:	\$ 5,280,218	\$ 1,184,791	\$ 1,223,198	\$ 5,241,811

**San Antonio Housing Authority
Collateralization
June 30, 2017**

	Total Deposits	Deposits Covered by FDIC	Deposits Covered by Collateral	Pledged Collateral
Frost National Bank	\$ 52,056,369	\$ 500,000	\$ 52,056,369	\$ 61,020,171
Bank of New York - Castlepoint	\$ -	\$ -	\$ -	\$ -
Bank of New York - Castlepoint	\$ 66,000	\$ 66,000	\$ -	\$ -
Bank of New York - Castlepoint	\$ -	\$ -	\$ -	\$ -
Bank of New York - Encanta Villa	\$ 124,000	\$ 124,000	\$ -	\$ -
Bank of New York - Encanta Villa	\$ 150,000	\$ 150,000	\$ -	\$ -
Bank of New York - Encanta Villa	\$ 15,091	\$ 15,091	\$ -	\$ -
Bank of New York - Woodhill	\$ 44,954	\$ 44,954	\$ -	\$ -
Bank of New York - Woodhill	\$ 47	\$ -	\$ -	\$ -
Bank of New York - Woodhill	\$ 46,623	\$ 46,623	\$ -	\$ -
Bank of New York - Woodhill	\$ 2,104,481	\$ 250,000	\$ -	\$ -
Bank of New York - Woodhill	\$ 278,501	\$ 250,000	\$ -	\$ -
Bank of New York - Woodhill	\$ 16,655	\$ 16,655	\$ -	\$ -
Bank of New York - Woodhill	\$ 163,428	\$ 163,428	\$ -	\$ -
Bank of New York - Sendero	\$ 54,972	\$ 54,972	\$ -	\$ -
Bank of New York - Sendero	\$ 2,765	\$ 2,765	\$ -	\$ -
Bank of New York - Converse Ranch II	\$ 242,191	\$ 242,191	\$ -	\$ -
Greystone - Converse Ranch I	\$ 512,006	\$ 250,000	\$ -	\$ -
Walker & Dunlop - Bella Claire	\$ 92,978	\$ 92,978	\$ -	\$ -
Walker & Dunlop - SAHFC	\$ 353,229	\$ 250,000	\$ -	\$ -
Bank of New York - Springhill I & II, Courtland	\$ -	\$ -	\$ -	\$ -
	\$ 56,324,267	\$ 2,519,654	\$ 52,056,369	\$ 61,020,171

FDIC has made permanent the standard coverage - all funds in noninterest-bearing accounts are fully insured up to \$250,000. The accompanying Cash and Investment Summary Report has been prepared in accordance with the compliance requirements of the Texas Public Funds Investment Act, Chapter 2256. As the Investment Officer for the San Antonio Housing Authority I certify that all investments in our portfolio comply with the investment strategy expressed in SAHA's Investment Policy dated April 14, 2016 and with the relevant provisions of the State of Texas, Government Code, Chapter 2256, Public Funds Investment.


Diana K. Fiedler, CPA
Investment Officer, Director of Finance and Accounting


Ed Hinojosa Jr.
CFO

Footnotes:

- * Includes Mirasol Settlement Funds (Original Settlement Amount is \$12.7 million)

GRANTS REPORT AS OF June 30, 2017

Grant Number	Obligation End Date	Expenditure End Date	Amount to be Obligated by End Date	LOCCS Authorized	Cumulative PHA Obligated	Unobligated Amount	CAPITAL GRANTS			LOCCS Disbursement
							Obligation Percentage	Cumulative GL PHA Expended	Expended Percentage	
Capital Fund Program (CFP)										
Capital Projects at various PH Properties										
TX59E006501-15	06/07/16	06/07/17	\$ 225,000.00	\$ 250,000.00	\$ 250,000.00	\$ -	100%	\$ 250,000.00	100%	\$ 250,000.00 (1)
*Major Project: Cassiano										
TX59P006501-10	07/14/12	07/14/14	\$ 8,770,114.80	\$ 9,744,572.00	\$ 9,744,572.00	\$ -	100%	\$ 9,744,572.00	100%	\$ 9,744,572.00 (1)
*Major Project: Marie McGuire										
TX59P006501-11	08/02/13	08/02/15	\$ 7,336,199.70	\$ 8,151,333.00	\$ 8,151,333.00	\$ -	100%	\$ 8,151,333.00	100%	\$ 8,151,333.00 (1)
*Major Projects: Blanco, Marie McGuire, Westway										
TX59P006501-12	03/11/14	03/11/16	\$ 6,669,297.00	\$ 7,410,330.00	\$ 7,410,330.00	\$ -	100%	\$ 7,410,330.00	100%	\$ 7,410,330.00 (1)
*Major Projects: Fair Avenue, South San, Sun Park										
TX59P006501-13	09/08/15	09/08/17	\$ 6,472,918.80	\$ 7,192,132.00	\$ 7,192,132.00	\$ -	100%	\$ 7,192,132.00	100%	\$ 7,192,132.00 (1)
*Major Projects: Lewis Chatham, Jewett Circle, Westway										
TX59P006501-14	05/12/16	05/12/18	\$ 6,564,698.10	\$ 7,294,109.00	\$ 7,294,109.00	\$ -	100%	\$ 7,041,363.81	97%	\$ 6,744,200.59
*Major Projects: Westway, Charles Andrews, Cassiano Homes										
TX59P006501-15	04/12/17	04/12/19	\$ 6,785,826.30	\$ 7,539,807.00	\$ 7,539,807.00	\$ -	100%	\$ 4,757,493.12	63%	\$ 4,661,135.84 (2)
*Major Projects: Charles Andrews, HB Gonzalez										
TX59P006501-16	04/12/18	04/12/20	\$ 7,024,842.00	\$ 7,805,380.00	\$ 5,250,681.91	\$ 2,554,698.09	67%	\$ 2,657,573.92	34%	\$ 2,472,983.10 (3)
*Major Projects: Westway, WC White										
Replacement Housing Factor Funds (RHF)										
Funding for the replacement of PH units demolished or sold										
TX59R006501-09	10/29/15	07/29/17	\$ 82,676.70	\$ 91,863.00	\$ 91,863.00	\$ -	100%	\$ 91,863.00	100%	\$ 91,863.00 (1)
*Project: Wheatley Courts CNI Transformation Project										
TX59R006501-10	10/29/15	10/29/17	\$ 324,261.90	\$ 360,291.00	\$ 360,291.00	\$ -	100%	\$ 360,291.00	100%	\$ 360,291.00 (1)
*Project: Wheatley Courts CNI Transformation Project										
TX59R006501-11	10/29/15	10/29/17	\$ 595,331.10	\$ 661,479.00	\$ 661,479.00	\$ -	100%	\$ 661,479.00	100%	\$ 661,479.00 (1)
*Project: Wheatley Courts CNI Transformation Project										
TX59R006501-12	10/29/15	10/29/17	\$ 468,692.10	\$ 520,769.00	\$ 520,769.00	\$ -	100%	\$ 520,769.00	100%	\$ 520,769.00 (1)
*Project: Wheatley Courts CNI Transformation Project										
TX59R006501-13	09/08/15	09/08/17	\$ 494,237.70	\$ 549,153.00	\$ 549,153.00	\$ -	100%	\$ 549,153.00	100%	\$ 549,153.00 (1)
*Project: Wheatley Courts CNI Transformation Project										
TX59R006501-14	05/12/16	05/12/18	\$ 477,295.20	\$ 530,328.00	\$ 530,328.00	\$ -	100%	\$ 530,328.00	100%	\$ 530,328.00 (1)
*Project: Wheatley Courts CNI Transformation Project										
TX59R006501-15	04/12/17	04/12/19	\$ 289,272.60	\$ 321,414.00	\$ 321,414.00	\$ -	100%	\$ 321,414.00	100%	\$ 321,414.00 (1)
*Project: Wheatley Courts Phase II Senior Allocation Project										
TX59R006502-06	10/29/13	07/29/14	\$ 2,347,632.90	\$ 2,608,481.00	\$ 2,608,481.00	\$ -	100%	\$ 2,608,481.00	100%	\$ 2,608,481.00 (1)
*Project: Sutton II										
TX59R006502-08	10/29/13	10/29/15	\$ 2,334,010.50	\$ 2,593,345.00	\$ 2,593,345.00	\$ -	100%	\$ 2,593,345.00	100%	\$ 2,593,345.00 (1)
*Projects: Converse Ranch II, Pin Oak II, Sutton II, Wheatley Courts CNI Transformation Project										
TX59R006502-09	10/29/13	10/29/15	\$ 1,267,288.20	\$ 1,408,098.00	\$ 1,408,098.00	\$ -	100%	\$ 1,408,098.00	100%	\$ 1,408,098.00 (1)
*Project: San Juan III										
TX59R006504-09	10/29/13	10/29/15	\$ 1,007,375.40	\$ 1,119,306.00	\$ 1,119,306.00	\$ -	100%	\$ 1,119,306.00	100%	\$ 1,119,306.00 (1)
*Projects: San Juan III, Wheatley Courts CNI Transformation Project										
TX59R006502-10	10/29/13	10/29/15	\$ 1,629,651.60	\$ 1,810,724.00	\$ 1,810,724.00	\$ -	100%	\$ 1,810,724.00	100%	\$ 1,810,724.00 (1)
*Projects: San Juan III, Wheatley Courts CNI Transformation Project										
TX59R006502-11	08/02/13	08/02/15	\$ 383,153.40	\$ 425,726.00	\$ 425,726.00	\$ -	100%	\$ 425,726.00	100%	\$ 425,726.00 (1)
*Projects: San Juan III, Wheatley Courts CNI Transformation Project										
TX59R006502-12	03/11/14	03/11/16	\$ 69,245.10	\$ 76,939.00	\$ 76,939.00	\$ -	100%	\$ 76,939.00	100%	\$ 76,939.00 (1)
*Project: Wheatley Courts CNI Transformation Project										
TX59R006502-13	09/08/15	09/08/17	\$ 76,401.00	\$ 84,890.00	\$ 84,890.00	\$ -	100%	\$ 84,890.00	100%	\$ 84,890.00 (1)
*Project: Wheatley Courts CNI Transformation Project										
TX59R006502-14	05/12/16	05/12/18	\$ 71,152.20	\$ 79,058.00	\$ 79,058.00	\$ -	100%	\$ 79,058.00	100%	\$ 79,058.00 (1)
*Project: Wheatley Courts CNI Transformation Project										
TX59R006502-15	04/12/17	04/12/19	\$ 72,028.80	\$ 80,032.00	\$ 80,032.00	\$ -	100%	\$ 80,032.00	100%	\$ 80,032.00 (1)
*Project: Wheatley Courts Phase II Senior Allocation Project										
TX59R006502-16	04/12/18	04/12/20	\$ 72,545.40	\$ 80,606.00	\$ 80,606.00	\$ -	100%	\$ 80,606.00	100%	\$ 80,606.00 (1)
*Project: Wheatley Courts Phase II Senior Allocation Project										
Urban Revitalization Program (URP)										
Choice Neighborhood Grant										
TX6J006CNG12	09/30/19	N/A		\$ 29,750,000.00	\$ 19,284,066.55	\$ 10,465,933.45	65%	\$ 16,399,741.88	55%	\$ 15,796,985.56
*Implementation grant for Wheatley Neighborhood										

(1) These grants are expended and disbursed at 100% however, HUD still requests monthly updates in eLOCCS.
 (2) A portion of the 2015 CFP grant contains DDTF funding of \$220,088. DDTF funds are fully expended.
 (3) A portion of the 2016 CFP grant contains DDTF funding of \$932,561. DDTF funding totaling \$725,171.55 (87%) has been expended.

GRANTS REPORT AS OF June 30, 2017

HUD - PROGRAM GRANTS						
Grant Number	Effective Date	Expenditure End Date	LOCCS Authorized	PROGRAM GRANTS Grant expenditure is not progressing as planned.		
				Cumulative Expended	Expended Percentage	LOCCS Disbursement
Special Needs Assistance Program (SNAP) Funding for housing and supportive services on a long-term basis for homeless persons with disabilities						
TX0233LJ6001507	07/01/16	06/30/17	\$ 811,950.00	\$ 877,195.58	108%	\$ 809,331.23 (4)
TX0252L6J001602	06/01/17	05/31/18	\$ 110,192.00	\$ 11,198.87	10%	\$ -
TX0233L6J001608	07/01/17	06/30/18	\$ 811,950.00	\$ -	0%	\$ -
Resident Opportunities & Self Sufficiency (ROSS) Funding for Family Self Sufficiency (FSS) Coordinators						
TX006RPS072A016 2015 ROSS Service Coordinators	05/10/16	09/30/19	\$ 637,068.00	\$ 144,918.87	23%	\$ 137,887.30
TX006FSH593A016 PH & HCV Combined FSS 2016	01/01/17	12/31/17	\$ 807,673.00	\$ 444,506.46	55%	\$ 408,037.90
Jobs Plus Funding for PHAs to develop locally-based approaches to increase earnings and advance employment outcomes for Public Housing residents						
TX006FJP000815 Jobs Plus - Cassiano	06/06/16	09/30/22	\$ 2,700,000.00	\$ 567,267.07	21%	\$ 530,505.53

NON-HUD - PROGRAM GRANTS							
Grant Number	Performance Date	Award Amount	Cumulative Expended	Remaining to Expend	Reimbursement Received	Expended Percentage	
Department of Justice Improve safety at Whealley Neighborhood							
Byrne Criminal Justice	10/01/12 - 09/30/17	\$ 600,000.00	\$ 519,536.70	\$ 80,463.30	\$ 500,000.00	87%	
Annie E. Casey Foundation Whealley Courts Family Support Services Caseworker (Eastside Jobs Plus)							
SAHA 2015 Jobs Plus East	01/01/15 - 12/31/15	\$ 146,604.00	\$ 110,801.86	\$ 35,802.14	\$ 109,373.62	76%	
SAHA 2016 Jobs Plus East	01/01/16 - 12/31/16	\$ 202,474.00	\$ 178,593.49	\$ 23,880.51	\$ 176,788.23	88%	
SAHA 2017 Jobs Plus East		\$ -	\$ 107,126.27	\$ -	\$ -	0%	(5)
Alamo Colleges Health Professions Opportunity Grant (HPOG)							
HPOG Grant	09/30/16 - 09/29/17	\$ 102,758.00	\$ 46,400.55	\$ 56,357.45	\$ -	45%	
New York Mayor's Fund Continuation of evidence-based services initiated under the Social Innovation Fund Grant							
Continuation of Services	10/01/16 - 03/31/18	\$ 170,000.00	\$ 12,228.14	\$ 157,771.86	\$ 170,000.00	7%	

(4) Authorized MTW funds have been transferred to cover the overexpenditure amount of \$65,245.58

(5) A renewal for the SAHA 2017 Jobs Plus East Grant is currently being negotiated and has not been approved or executed.

GRANTS REPORT AS OF June 30, 2017

LIST OF GRANT APPLICATIONS						
Grant Name	Award Amount	Date Submitted	Match Amount	Term of the Grant	Application Status	Description
ROSS for Education	\$249,348	09/29/16	N/A	N/A	Pending	ROSS for Education
Emergency Safety & Security Grant	\$250,000	03/31/17	N/A	N/A	Pending	HUD Emergency Safety & Security
Best Buy Community Grant	\$10,000	05/19/17	N/A	N/A	Pending - Notification Date September 2017	Best Buy Community Grant
Responsive Grant	\$209,000	05/29/17	N/A	N/A	Pending	Responsive Grant