



## MEMORANDUM

**Date:** November 27, 2017  
**To:** Housing Authority Commissioners  
**From:** Kate Goldfine, Administrative Services Officer  
**Subject:** FY 2017/18 First Quarter Financial Report

This memo provides a summary of Housing Authority expenditures and funding sources for the first quarter of the fiscal year, July 1, 2017 – September 30, 2017.

**Expenditures**

Below please find a table showing approved budget, including carryover committed budget from prior years; actual expenditures through September 30, 2017; committed funds, including carryover commitments from prior years; and the dollar amount and percent of remaining budget.

	<u>\$ Budget</u>	<u>Expended through 9/30/17</u>	<u>Committed Funds</u>	<u>\$ Remaining</u>	<u>% Remaining</u>
<b>Administration / Overhead</b>	5,178,439	1,045,735	42,827	4,089,877	79%
<b>Housing Assistance Payments</b>	22,440,000	5,145,713	0	17,294,287	77%
<b>Loan Activity</b>	10,186,512	1,967,824	5,113,414	3,105,274	30%
<b>Subrecipient Funding</b>	437,084	3,141	32,859	401,084	92%
<b>Projects</b>	3,001,993	91,522	0	2,910,471	97%
<b>TOTAL</b>	<b>41,244,028</b>	<b>8,253,935</b>	<b>5,189,100</b>	<b>27,800,993</b>	<b>67%</b>

Administration / Overhead includes salaries, benefits, services and supplies for Housing and Community Services staff assigned to the Housing Authority, plus City-wide overhead for expenses such as building use, City Attorney and Finance Department support, and IT costs. The commitments represent contracts with the Housing Authority's financial audit firm and Disability Services and Legal Center for the Housing Accessibility Modification Program.

Housing Assistance Payments are rental subsidy paid directly to landlords for the Authority's Housing Choice Voucher clients.

Loan Activity is loans to developers for affordable housing production, rehabilitation, conversion and preservation. The budget includes carryover from prior years for committed projects including Benton Veteran's House, Crossings on Aston, and Papago Court rehabilitation. Expenses are for Benton Veteran's House, Papago Court rehabilitation project, and the Lantana project.

Subrecipient funding is primarily Federal HOPWA funding budgeted to Face to Face, which was committed in early October so does not appear on this report. It also includes funding committed to Fair Housing Advocates of Northern California for federally-mandated fair housing services.

Projects include \$2.7M for the City Council's Housing Action Plan, which they have committed to Acacia Village, Benton Veteran's House, Harris Village, and Athena Housing Associates. It also includes CDBG Public Services funding to the Homeless Service Center and Family Support Centers operated by Catholic Charities; and funds for the Housing Choice Voucher Program Family Self Sufficiency Program Incentives and HUD-VASH (veterans) security deposits.

## FY 2017/18 Housing Authority First Quarter Financial Report

### Funding Sources

Below please find a table showing approved (expected) funding sources, including revenue and transfers; FY 17/18 revenue/transfers received through September 30, 2017; the dollar amount difference between approved and received revenue/transfers; and the % of revenue/transfers received through September 30, 2017.

	<u>\$ Budget</u>	<u>Received through</u> <u>9/30/17</u>	<u>\$ Difference</u>	<u>% Received</u>
<b>Cost Recovery</b>	1,308,170	303,970	-1,004,200	23%
<b>Federal Grants (CDBG, HOME, HOPWA)</b>	2,219,490	972,835	-1,246,655	44%
<b>Property Rental</b>	8,164	4,299	-3,865	53%
<b>Housing Impact Fee</b>	650,000	793,185	143,185	122%
<b>Compliance Monitoring Fees</b>	119,500	25,086	-94,414	21%
<b>Loan Repayments</b>	67,000	161,516	94,516	241%
<b>Transfers In</b>	881,287	881,287	0	100%
<b>Federal Grants- Housing Choice Vouchers (including Port In)</b>	25,085,032	5,807,702	-19,277,330	23%
<b>Other- Housing Choice Vouchers</b>	10,000	4,163	-5,837	42%
	<b>30,348,643</b>	<b>8,954,043</b>	<b>-21,394,600</b>	<b>30%</b>

Cost recovery represents the amount of expenses in administrative fund 2120 that is reimbursed by the Housing Choice Voucher Program and Housing Trust.

Federal Grants (CDBG, HOME, and HOPWA) are utilized by the Housing Trust to provide loans to developers (CDBG and HOME) and a grant to Face to Face to provide services for persons living with HIV/AIDs and their families.

Property rental is solely comprised of the rent paid by the tenant in the Housing Authority-owned property at Brookwood Ave.

The Housing Impact Fee is the fee paid by housing developers for the impacts their development has on infrastructure and in-lieu of providing affordable housing in their market-rate housing developments. The Housing Authority budgeted to receive \$650,000 annually and already received \$793,185 through the first quarter of the fiscal year, meaning there will be more funds than expected for loan activity in the following year.

Compliance monitoring fees were established by the Housing Authority in 2012 to recover costs related to monitoring regulatory agreements, housing allocation plan, bond compliance, Density Increase Program, and Mobilehome ordinance.

Loan repayments come from developers who have received Housing Authority loans in prior years. The Housing Authority budgeted to receive \$67,000 annually and already received \$161,516 through the first quarter of the fiscal year, meaning there will be more funds than expected for loan activity in the following year.

Transfers In represent City General Fund Real Property Transfer Tax funded allotted annually to the Housing Authority per City Council Policy 000-48.

Federal Grants (Housing Choice Vouchers) is funding from HUD to the Housing Authority to administer the Housing Choice Voucher and Mod Rehab programs, including administrative allowance and rental subsidy for Santa Rosa clients and clients who port-in to Santa Rosa from other housing jurisdictions.

Other- Housing Choice Vouchers represents restitution reimbursements from clients who underpaid their portion of the rent and are required to make up these payments to the Housing Authority.