

HOUSING AUTHORITY OF THE CITY OF FLAGSTAFF

3481 N. FANNING DRIVE, P.O. BOX 2098, FLAGSTAFF, AZ 86003
(928) 526-0002 / FAX (928) 526-3734



NOTICE OF REGULAR MEETING

FLAGSTAFF HOUSING AUTHORITY

Pursuant to A.R.S 38-431.02, as amended, notice is hereby given to the general public that the BOARD OF COMMISSIONERS OF THE FLAGSTAFF HOUSING AUTHORITY will hold a Regular Meeting open to the public on the 23rd day of March, 2015 at 10:00 a.m. The Meeting will be held in the Conference Room of the Flagstaff Housing Authority, 3481 N. Fanning Dr., Flagstaff, AZ.

Attached hereto and incorporated herein by this reference is the Agenda of items to be considered, discussed or decided at said meeting.

For special accommodations, please call (928) 526-0002x213 prior to the scheduled meeting time.

DATED this 18th day of March, 2015

BY Michael A. Gouhin
Michael A. Gouhin
Secretary

Date and Time of Posting: _____

Initials of Person Posting: _____

Flagstaff Housing Authority does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

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FLAGSTAFF HOUSING AUTHORITY BOARD AGENDA

Agenda for a Regular Meeting of the Flagstaff Housing Authority Board of Commissioners to be held MONDAY, March 23, 2015 at 10:00 a.m. The meeting will be held in the Conference Room of the Flagstaff Housing Authority, 3481 N. Fanning Dr., Flagstaff, AZ.

NOTICE OF OPTION TO ENTER INTO EXECUTIVE SESSION

Executive Session. Pursuant to A.R.S.38-431.02, notice is hereby given to the board of Commissioners and to the general public that, at this regular meeting, the Board of Commissioners may vote to go into executive session, which will be closed to the public, for legal advice, discussion and/or consultation with the Housing Authority of the City of Flagstaff's attorney(s) for legal advice on any item on this Agenda, pursuant to A.R.S 38-431.03(A)(3). No legal action shall be taken in executive session.

1. Call to Order
2. Roll Call
Chair Pamela Harris ___ Vice-Chair Sandi Flores ___
Mayor Jerry Nabours ___ Al White ___
Sarah Benatar ___ David Hirsch ___
3. Approval of the Minutes of the February 18, 2015 Regular Meeting.
4. Public Comments
5. Board Member Comments
6. Old Business
7. New Business

Resolution 11-15, Resolution Accepting the FY2015 Capital Fund Program Grant
Resolution 12-15, Resolution to Accompany the PHA 5-Year and Annual Plan
8. Staff Reports
 - a. Finance Report – Deborah Beals

Flagstaff Housing Authority does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

- b. Section 8 Housing Programs Report – Ellen Ishii
- c. Public Housing/Clark Homes Report – Kurt Aldinger
- d. Flagstaff Police Department – Office Kelly Brown
- e. ROSS – Kurt Aldinger
- f. Resident Council – Dione Paul
- g. Maintenance Report – Jesse Dominguez
- h. Deputy Housing Director – Sarah Darr
- i. Executive Director Report – Michael Gouhin

9. Adjourn

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MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE CITY OF FLAGSTAFF HOUSING AUTHORITY

The Regular Meeting of the Board of Commissioners of the City of Flagstaff Housing Authority was called to order at 10:06 a.m. on February 18, 2015 by Chairperson Pamela Harris. The meeting was held in the Siler Homes Board Room.

Roll Call:	Present	Absent
Pamela Harris, Chairperson	X	
Sandi Flores, Vice Chairperson (Excused)		X
Mayor Jerry Nabours, Member	X	
Sarah Benatar, Member (telephonic)	X	
Al White, Member	X	
Dave Hirsch (Excused)		X
Resident Member - Vacant		

Others:

Michael A. Gouhin, Executive Director
Deborah Beals, Finance Manager
Ellen Ishii, Section 8 Manager
Kurt Aldinger, Public Housing/Clark Homes Manager (Excused)
Jesse Dominguez, Maintenance Manager
Officer Kelly Brown, Flagstaff Police Department
Sarah Darr, Deputy Housing Director (Excused)
Mark Landsiedel, Community Development Director

APPROVAL OF MINUTES:

The Minutes of the January 21, 2015 Regular Meeting were presented for approval. Al White moved, seconded by Jerry Nabours, that the Minutes be approved. Approved.

PUBLIC COMMENTS

BOARD MEMBER COMMENTS

Jerry Nabours asked about the status of filling the resident board position. There has been no response and the Mayor can now appoint someone from the community.

OLD BUSINESS

NEW BUSINESS

Flagstaff Housing Authority does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

STAFF REPORTS:

- A. FINANCE REPORT – Deborah Beals presented a new format for discussion. The report will be provided quarterly instead of monthly. Considerable discussion was held on the HCV program and its funding. A separate report will be provided at the April meeting explaining the HCV detail.
- B. SECTION 8 HOUSING REPORT – Ellen Ishii reported on the FMR problem; opening the Section 8 waiting list on March 17 & 19.
- C. PUBLIC HOUSING/CLARK HOMES REPORT – Kurt Aldinger - Excused
- D. FLAGSTAFF POLICE DEPT. – Officer Kelly Brown gave a verbal report.
- E. ROSS – Kurt Aldinger - Excused
- F. RESIDENT COUNCIL REPORT – Dione Paul no report.
- G. MAINTENANCE REPORT - Jesse Dominguez - Excused
- H. DEPUTY HOUSING DIRECTOR REPORT – Sarah Darr - Excused
- I. EXECUTIVE DIRECTOR REPORT – Michael Gouhin reported on the 5 Year PHA Plan; proposed energy audit; and status of the Siler roof bids.

There being no further business Pamela Harris adjourned the meeting at 11:18 a.m.

Pamela Harris, Chairperson

Michael A. Gouhin, Secretary

Date

The full text of the meeting was recorded on tape and is stored in the Housing Authority vault.

CITY OF FLAGSTAFF HOUSING AUTHORITY STAFF SUMMARY REPORT

To: FHA Board of Commissioners
From: Michael A. Gouhin, Executive Director
Meeting Date: March 23, 2015

TITLE: Consideration of Resolution 11-15, Resolution Accepting HUD's FY2015 Capital Fund Program Grant

RECOMMENDED ACTION: Adopt Resolution 11-15

ACTION SUMMARY

- **Policy Decision of Reason for Action:**

The Quality Housing and Work Responsibility Act of 1998 (QHWRA) requires a Board Resolution to be on file accepting the FY2015 Capital Fund Program Grant in the amount of \$357,680.00

- **Financial Impact:**

10% of the grant is for administration and 20% is for public housing operations which will support the public housing operating budget. The balance of the grant is for management improvements and capital improvements.

- **Has there been a previous Board decision on this topic?**

Yes. The Capital Fund Grant is an annual grant provided by HUD.

- **Options:** Adopt Resolution 11-15, Resolution Accepting HUD's FY2015 Capital Fund Program Grant in the amount of \$357,680.00



Section Director

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RESOLUTION 11-15

RESOLUTION ACCEPTING THE FY2015 CAPITAL FUND PROGRAM GRANT

WHEREAS, the Quality Housing and Work Responsibility Act of 1998 (QHWRA) requires a Board Resolution to be on file accepting the FY2015 Capital Fund Program Grant in the amount of \$357,680.00.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE FLAGSTAFF HOUSING AUTHORITY AS FOLLOWS:

SECTION 1: That the Board of Commissioners accept the FY2015 Capital Fund Program Grant in the amount of \$357,680.00 that will be effective April 13, 2015.

Moved, seconded by _____, that Resolution 11-15 be adopted.

The following vote was tabulated:

Pamela Harris
Sandi Flores
Jerry Nabours
Sarah Benatar
Al White
Dave Hirsch

Passed and adopted by the Board of Commissioners of the Flagstaff Housing Authority this 23rd day of March, 2015.

Pamela Harris
Chairperson

Michael A. Gouhin
Secretary

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CITY OF FLAGSTAFF HOUSING AUTHORITY

FY2015 CAPITAL FUND PROGRAM BUDGET

AZ20P00650115

MANAGEMENT IMPROVEMENTS:

Operations – 20% of Grant	\$ 71,536
Management Improvements (Software IT Agreements)	\$ 25,000
Administration – 10% of Grant	\$ 35,768

PHYSICAL IMPROVEMENTS:

AZ006000001

Upgrade Deteriorated Waterlines at Brannen Homes	\$ 49,500
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AZ006000002

Siler Homes Office Mandatory ADA Improvements	\$ 69,500
Replace/Paint Siding	\$ 60,000
Repair/Replace Parking Lot at Dortha, East, Lockett	\$ 46,376

TOTAL BUDGET	\$357,680
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CITY OF FLAGSTAFF HOUSING AUTHORITY STAFF SUMMARY REPORT

To: CFHA Board of Commissioners
From: Michael A. Gouhin, Executive Director
Meeting Date: March 23, 2015

**TITLE: PHA Certifications of Compliance with PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA 5-Year and Annual Plan**

**RECOMMENDED ACTION: Adopt Resolution 12-15, Resolution to Accompany the PHA
Annual Plan**

ACTION SUMMARY

- **Policy Decision of Reason for Action: Adoption of Resolution 12-15 will provide approval of the Flagstaff Housing Authority's (FHA) Annual Plan and authorize its submission to the United States Department of Housing and Urban Development (HUD) for the fiscal year beginning July 1, 2015. The Annual Plan has to be submitted by April 17, 2015; and if it is not submitted by April 17, 2015 CFHA will be sanctioned by HUD.**
- **Financial Impact: Each year HUD provides Capital Funds to be used for operations, management improvements, administration, physical improvements to the public housing units and grounds, and maintenance equipment.**
- **Has there been a previous Board decision on this topic? Yes, the Board of Commissioners has to approve the Plan annually.**
- **Options: Adopt Resolution 12-15, Resolution to Accompany the PHA Annual Plan.**



Section Director

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RESOLUTION 12-15

RESOLUTION TO ACCOMANY THE PHA 5-YEAR AND ANNUAL PLAN

WHEREAS, the Quality Housing and Work Responsibility Act of 1998 (QHWRA) requires the submission of a 5-Year and Annual Plan for the fiscal years 2015-2019; and

WHEREAS, the QHWRA requires the Board of Commissioners to approve the submission of the 5-Year and Annual Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE FLAGSTAFF HOUSING AUTHORITY AS FOLLOWS:

SECTION 1: The 5-Year and Annual Plan was prepared in accordance with the regulations.

SECTION 2: The HUD PHA Plans Template contains all of the required information.

SECTION 3: That the Chairperson be authorized to sign the form HUD-50077, PHA Certifications of Compliance with the PHA Plan and Related Regulations: Board Resolution to Accompany the PHA 5-Year and Annual Plan.

Moved, seconded by _____, that Resolution 12-15 be adopted.

The following vote was tabulated:

Pamela Harris
Sandi Flores
Jerry Nabours
Sarah Benatar
Al White
Dave Hirsch

Passed and adopted by the Board of Commissioners of the Flagstaff Housing Authority the 23rd day of March, 2015.

Pamela Harris
Chairperson

Michael A. Gouhin
Secretary

**PHA Certifications of Compliance
with PHA Plans and Related
R e g u l a t i o n s**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 08/30/2011

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA 5- Year and Annual PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X 5-Year and/or Annual PHA Plan for the PHA fiscal year beginning, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

FLAGSTAFF HOUSING AUTHORITY
 PHA Name _____

AZ006
 PHA Number/HA Code _____

5-Year PHA Plan for Fiscal Years 2015- 2019

Annual PHA Plan for Fiscal Years 20 - 20

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official PAMELA HARRIS	Title CHAIRPERSON
Signature	Date

FHA HOUSING PROGRAMS

Prepared for: Michael A Gouhin, Executive Director
 Prepared by: Kurt Aldinger, Public Housing Manager
 March 17, 2015

I. FHA Low-Income Public Housing (LIPH), 265 Combined FHA Units
 As of March 17, 2015, HUD Public Information Center (PIC) Delinquency Reporting Rate: 100%

A. Flagstaff Housing West (FHW) Occupancy – 1 Brannen Circle (137 Units)

Total #	Lease-Up	# Unit Turn-Over	Turn-Over
Leased:	Rate:	as of March 17, 2015:	Rate:
135	99%	19	63 Avg days

Flagstaff Housing West properties consist of Brannen Homes (127 units), Crestview Street (6 units), W. Cedar Avenue (2 units) and Verde Street (2 units).

Flagstaff Housing West (FHW) Applicant Waiting Lists:

<u>FHW</u>	<u>1Brm</u>	<u>2Brm</u>	<u>3Brm</u>	<u>4Brm</u>	<u>Total</u>
March 17, 2015	184	236	85	22	527

B. East Flagstaff Housing (EFH) Occupancy – 3481 N Fanning Drive (128 Units)

Total #	Lease-Up	# Unit Turn-Over	Turn-Over
Leased:	Rate:	as of March 17, 2015	Rate:
128	100%	27	43 Avg days

East Flagstaff Housing consist of Siler Homes (99), Steves Blvd (1), Lockett Road (4), Alta Vista (2), Main Street (12), Center Street (4), Dortha Ave (5).

East Flagstaff Housing (EFH) Applicant Waiting Lists:

<u>EFH</u>	<u>2Brm</u>	<u>3Brm</u>	<u>4Brm</u>	<u>5Brm</u>	<u>Total</u>
March 17, 2015	244	88	14	13	349

All figures since July 1, 2014. 687 Households removed from Waiting List; 44 of these were interviewed, but did not move in