

# 2010 ANNUAL REPORT

Stutsman County Housing Authority



Board of Commissioners

Kelly Krein, Chairperson

Allen Falk, Vice-chairperson

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Carolyn Tomlin-Cichos, Commissioner

Wade Williams, Commissioner

Dave Klein, Executive Director

August 10, 2010





**Stutsman County  
Housing Authority**

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August 10, 2010

Stutsman County Housing Authority endured many changes during the 2010 fiscal year. SCHA suffered an enormous loss when Cheryl Wegner passed away in February. Cheryl developed many programs, relationships, and policies during her 34 years at SCHA. The SCHA Board of Directors banded together to cover many aspects to ensure everything ran smooth. Alicia Bryant joined the staff to assist with managing clientele reviews and inspections. Janine Haug stepped in to assist as a consultant once a week until a permanent director came aboard. The SCHA Board conducted two extensive searches and hired an executive director at the end of April. I joined SCHA starting June 1, 2010.

Since January, SCHA has seen a dramatic increase in application requests from out-of-state residents. The rise in applications created a need for the board to implement preferences. Applicants must provide specific documentation at the time of application in order to claim these preferences.

- Victims of Domestic Violence
- Individuals or families residing within Stutsman & Logan Counties (processed in the following order)
  - Elderly and disabled households
  - Families with minor children
  - Singles
- Non-residents of Stutsman & Logan Counties (processed in the following order)
  - Elderly and disabled households
  - Families with minor children
  - Singles

SCHA estimates applications requests were in the several hundred between January and July from out-of-county households. Applicants requested and received differ greatly however, the amount received created a lengthy waiting list. The current waiting list is over 150 applicants, with an estimated waiting time of 3-5 months for local preference, and 12-18 months for non-county residents. Our office is playing an integral role during the recent migration of various ethnic groups to Jamestown. We have worked with local groups to help those in need, educate the public, and help provide transition services.

All of this is happening during an extremely tight housing market in Jamestown and the surrounding area. Recent and future economic developments are causing a tight market, low vacancy rate, and increased rent costs. SCHA is committed to helping families reside here, and helping the area grow.

A handwritten signature in black ink, appearing to read 'DK', with a long horizontal flourish extending to the right.

Dave Klein  
Executive Director

## **MISSION STATEMENT**

*It is the mission of the Stutsman County Housing Authority to provide safe, affordable housing opportunities for persons with low and moderate income and to promote economic self-sufficiency of families.*

## **SCOPE OF OPERATIONS**

The Stutsman County Housing Authority (SCHA) was established as a quasi-county entity on March 6, 1968. The Stutsman County Commission appoints a five-member Board of Commissioners. This report covers the fiscal year July 1, 2009 to June 30, 2010.

Through an Annual Contribution Contract with the U.S. Department of Housing and Urban Development (HUD), the SCHA administers the Section 8 Housing Choice Voucher Program. In fiscal year 2010, SCHA assisted area families providing \$1,125,211 in assistance.

The agency provided \$13,175 in rental assistance for persons utilizing a single-room occupancy program. In addition, SCHA assisted 124 families in the region with \$22,752 in security deposits through a state grant.

The Stutsman County Housing Authority is actively involved in networking with other local agencies to provide quality service to our clients and to prevent abuse and fraud of the program. The agency provides technical assistance to other housing authorities in the nine county region.

## INCOME LIMITS AND RENTS

To be eligible for rental assistance, a household's income must not exceed 50% of the median income as established by the federal government. Effective October 21, 1999, federal regulations mandated that 75% of all new admissions must be in the exceptionally low-income category (less than 30% of median income).

Stutsman County			Logan County		
<i>Family size</i>	<i>Exc. Low (30%)</i>	<i>Very Low</i>	<i>Family size</i>	<i>Exc. Low (30%)</i>	<i>Very Low</i>
<i>1 person</i>	\$12,600	\$21,000	<i>1 person</i>	\$11,750	\$19,600
<i>2 persons</i>	\$14,400	\$24,000	<i>2 persons</i>	\$13,400	\$22,400
<i>3 persons</i>	\$16,200	\$27,000	<i>3 persons</i>	\$15,100	\$25,200
<i>4 persons</i>	\$17,950	\$29,950	<i>4 persons</i>	\$16,750	\$27,950
<i>5 persons</i>	\$19,400	\$32,350	<i>5 persons</i>	\$18,100	\$30,200

After a family has been determined eligible for the rental assistance, their portion of the rent obligation is determined by federal regulations. In the voucher program, the subsidy is the difference between 30% of the adjusted gross income and the applicable payment standard. If the rent exceeds the payment standard at the time of initial certification or at any move to a new unit, the family may pay the difference up to a limit of 40% of the adjusted gross income.

The following deductions are allowed in the rental assistance program:

- \$400 per elderly or disabled household
- \$480 per minor child
- An exemption for medical expenses incurred by an elderly/disabled household in excess of 3% of gross family income
- The cost of child care expenses incurred to allow a parent to work or attend school

Market rates (rent plus utilities) are set by HUD each October, and authorized by the SCHA Board. The board sets the payment standards between 90% and 110% of the HUD market rate. The following payment standards are used for determining rental subsidies in the Voucher Program.

Stutsman County		Logan County	
<i>Size</i>	<i>Rate</i>	<i>Size</i>	<i>Rate</i>
<i>1 bedroom</i>	\$433	<i>1 bedroom</i>	\$433
<i>2 bedroom</i>	\$518	<i>2 bedroom</i>	\$518
<i>3 bedroom</i>	\$717	<i>3 bedroom</i>	\$717
<i>4 bedroom</i>	\$910	<i>4 bedroom</i>	\$910

## ANNUAL ACTIVITY – VOUCHER PROGRAM

### STUTSMAN COUNTY HOUSING AUTHORITY Annual Activity Report FY 2010

Month	New admissions	Continue lease	Ports	Terminations	Port out	Vouchers	% Used
<i>July</i>	12	430	18	18	0	478	97%
<i>August</i>	9	421	19	14	0	463	94%
<i>September</i>	13	415	16	14	1	459	93%
<i>October</i>	10	418	16	8	0	452	91%
<i>November</i>	11	409	17	14	0	451	91%
<i>December</i>	9	409	16	9	0	443	90%
<i>January</i>	8	409	17	8	0	442	89%
<i>February</i>	11	416	17	0	0	444	90%
<i>March</i>	2	407	17	19	0	445	90%
<i>April</i>	11	402	15	7	2	437	88%
<i>May</i>	19	405	14	9	1	448	91%
<i>June</i>	21	407	13	17	1	459	93%
<i>Totals</i>	136	4,948	195	137	5	5,421	
<i>Averages</i>	11	412	16	11	0	452	91%

## **HOME TENANT BASED RENTAL ASSISTANCE PROGRAM**

Security and utility deposit only

The Stutsman County Housing Authority entered into an agreement with the North Dakota Department of Commerce to administer \$30,000 of HOME funds in fiscal year 2010. The grant program's purpose is to assist very low income households obtain affordable housing by providing security and utility deposit monies. In an effort to maximize the use of the program, SCHA cooperates with the Housing Authorities of Barnes, Dickey, Foster, Griggs, LaMoure, Logan, Ransom and Wells counties to provide area-wide access. As of June 30, 2010, SCHA assisted 124 households with \$22,752 in security deposit grants.

The primary target population consisted of individuals or families who were ready to move and find rental units. A second target population was those households who were threatened with becoming homeless.

Program regulations require the funds be used for security and utility deposits only, paid directly to the landlord. The assistance is in the form of a grant of up to \$200 and can be access only one time in a 24-month period by any household member. All rental units are required to pass the minimum Housing Quality Standards inspection conducted by the local housing authority.

## FINANCIAL DATA SCHEDULE

The following information is the unaudited information prepared by SCHA's auditors. All information displayed in the following charts is preliminary, and SCHA expects the final audited report by December. During fiscal year 2010, SCHA added \$24,840 to their unrestricted net assets (administrative reserves), and used \$22,971 from the restricted net assets (housing reserves).



HOUSING AUTHORITY OF STUTSMAN COUNTY, NORTH DAKOTA  
FINANCIAL DATA SCHEDULE  
June 30, 2010

Line Item No.	Description	Voucher	HOME 14.239	Mod Rehab	Elimination	Totals
<b>Balance Sheet</b>						
111	Cash-unrestricted	38,049	-	25,920	-	63,969
113	Cash-other restricted	134,180	-	-	-	134,180
100	<b>Total Cash</b>	<b>172,229</b>	<b>-</b>	<b>25,920</b>	<b>-</b>	<b>198,149</b>
124	Account receivable - other government	14,658	-	-	-	14,658
128	Fraud recovery	5,831	-	-	-	5,831
120	Total receivables, net of allowance for doubtful accounts	20,289	-	-	-	20,289
150	<b>Total Current Assets</b>	<b>192,518</b>	<b>-</b>	<b>25,920</b>	<b>-</b>	<b>218,438</b>
164	Furniture, equipment and machinery - administration	51,347	-	-	-	51,347
168	Accumulated depreciation	(43,246)	-	-	-	(43,246)
160	Total capital assets, net of accumulated depreciation	8,101	-	-	-	8,101
180	<b>Total Non-current Assets</b>	<b>8,101</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,101</b>
190	<b>Total Assets</b>	<b>200,619</b>	<b>-</b>	<b>25,920</b>	<b>-</b>	<b>226,539</b>
312	Accounts payable <= 90 days	1,702	-	-	-	1,702
331	Accounts payable - HUD PHA Programs	-	-	11,379	-	11,379
310	<b>Total Current Liabilities</b>	<b>1,702</b>	<b>-</b>	<b>11,379</b>	<b>-</b>	<b>13,081</b>
354	Accrued compensated absences- Non-current	8,266	-	169	-	8,435
350	<b>Total Non-current liabilities</b>	<b>8,266</b>	<b>-</b>	<b>169</b>	<b>-</b>	<b>8,435</b>
300	<b>Total Liabilities</b>	<b>9,968</b>	<b>-</b>	<b>11,548</b>	<b>-</b>	<b>21,516</b>
508.1	Invested in capital assets, net of related debt	8,101	-	-	-	8,101
511.1	Restricted Net Assets	134,180	-	-	-	134,180
512.1	Unrestricted Net Assets	48,370	-	14,372	-	62,741
513	<b>Total Equity/Net Assets</b>	<b>190,650</b>	<b>-</b>	<b>14,372</b>	<b>-</b>	<b>205,022</b>
600	<b>Total Liabilities and Equity/Net assets</b>	<b>200,619</b>	<b>-</b>	<b>25,920</b>	<b>-</b>	<b>226,539</b>

HOUSING AUTHORITY OF STUTSMAN COUNTY, NORTH DAKOTA  
FINANCIAL DATA SCHEDULE  
Year Ended June 30, 2010

Line Item No.	Description	Voucher	HOME 14,239	Mod Rehab	Elimination	Totals
<b>Income Statement</b>						
70600-010	Housing assistance payments	1,125,211	n/a	n/a	n/a	1,125,211
70600-020	Ongoing administrative fees earned	243,838	n/a	n/a	n/a	243,838
70600	HUD PHA operating grants	1,369,049	25,610	20,482	-	1,415,141
71100-020	Administrative Fee	277	n/a	n/a	n/a	277
71100	Investment income - unrestricted	277	-	23	-	300
71400-010	Housing Assistance Payment	4,090	n/a	n/a	n/a	4,090
71400-020	Administrative Fee	4,090	n/a	n/a	n/a	4,090
71400	Fraud recovery	8,180	-	-	-	8,180
72000-010	Housing Assistance Payment	1,137	n/a	n/a	n/a	1,137
72000	Investment income - restricted	1,137	-	-	-	1,137
70000	<b>Total Revenue</b>	<b>1,378,643</b>	<b>25,610</b>	<b>20,505</b>	<b>-</b>	<b>1,424,758</b>
91100	Administrative salaries	123,463	-	2,519	-	125,973
91200	Auditing fees	3,112	-	64	-	3,175
91500	Employee benefit contributions - administrative	42,218	-	844	-	43,062
91600	Office Expenses	11,760	-	240	-	12,000
91800	Travel	5,971	-	-	-	5,971
91900	Other	29,085	-	472	-	29,557
91000	<b>Total Operating-Administrative</b>	<b>215,599</b>	<b>-</b>	<b>4,140</b>	<b>-</b>	<b>219,738</b>
93200	Electricity	2,378	-	-	-	2,378
93000	<b>Total Utilities</b>	<b>2,378</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,378</b>
94200	Ordinary maintenance and operations - materials and other	925	-	-	-	925
94000	<b>Total Maintenance</b>	<b>925</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>925</b>
96120	Liability Insurance	1,372	-	-	-	1,372
96100	<b>Total insurance Premiums</b>	<b>1,372</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,372</b>
96200	Other general expenses	-	23,282	-	-	23,282
96210	Compensated absences	3,778	-	77	-	3,855
96000	<b>Total Other General Expenses</b>	<b>3,778</b>	<b>23,282</b>	<b>77</b>	<b>-</b>	<b>27,137</b>
96900	<b>Total Operating Expenses</b>	<b>224,052</b>	<b>23,282</b>	<b>4,217</b>	<b>-</b>	<b>251,550</b>
97000	<b>Excess Revenue Over Operating Expenses</b>	<b>1,154,592</b>	<b>2,328</b>	<b>16,288</b>	<b>-</b>	<b>1,173,208</b>
97300-050	All Other	1,153,409	n/a	n/a	n/a	1,153,409
97300	Housing assistance payments	1,153,409	-	13,175	-	1,153,409
97400	Depreciation expense	1,641	-	-	-	1,641
90000	<b>Total Expenses</b>	<b>1,379,102</b>	<b>23,282</b>	<b>17,392</b>	<b>-</b>	<b>1,406,600</b>
10010	Operating transfer in	2,328	-	-	-	2,328
10020	Operating transfer out	-	(2,328)	-	-	(2,328)
10100	<b>Total other financing sources (uses)</b>	<b>2,328</b>	<b>(2,328)</b>	<b>-</b>	<b>-</b>	<b>-</b>
10000	<b>Excess (Deficiency) of Revenue Over (Under) Expenses</b>	<b>1,870</b>	<b>-</b>	<b>3,113</b>	<b>-</b>	<b>18,158</b>
11030	Beginning equity	188,781	-	11,258	-	200,039
11170-001	Administrative Fee Equity- Beginning Balance	31,630	n/a	n/a	n/a	31,630
11170-010	Administrative Fee Revenue	243,838	n/a	n/a	n/a	243,838
11170-040	Investment Income	277	n/a	n/a	n/a	277
11170-045	Fraud Recovery Revenue	4,090	n/a	n/a	n/a	4,090
11170-050	Other Revenue	2,328	n/a	n/a	n/a	2,328
11170-051	Transfer in	-	n/a	n/a	n/a	-
11170-060	Total Admin Fee Revenues	260,533	n/a	n/a	n/a	260,533
11170-080	Total Operating Expenses	224,052	n/a	n/a	n/a	224,052
11170-090	Depreciation	1,641	n/a	n/a	n/a	1,641
11170-110	Total Expenses	225,693	n/a	n/a	n/a	225,693
11170-002	Net Administrative Fee	24,840	n/a	n/a	n/a	24,840
11170-003	Administrative Fee Equity- Ending Balance	56,470	n/a	n/a	n/a	56,470
11170	<b>Administrative Fee Equity</b>	<b>56,470</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>56,470</b>
11180-001	Housing Assistance Payments Equity - Beginning Balance	167,161	n/a	n/a	n/a	167,161
11180-010	Housing Assistance Payment Revenues	1,125,211	n/a	n/a	n/a	1,125,211
11180-015	Fraud Recovery Revenue	4,090	n/a	n/a	n/a	4,090
11180-025	Investment Income	1,137	n/a	n/a	n/a	1,137
11180-030	Total HAP Revenues	1,130,438	n/a	n/a	n/a	1,130,438
11180-060	Housing Assistance Payments	1,163,409	n/a	n/a	n/a	1,163,409
11180-100	Total Housing Assistance Payments Expenses	1,163,409	n/a	n/a	n/a	1,163,409
11180-002	Net Housing Assistance Payments	(22,971)	n/a	n/a	n/a	(22,971)
11180-003	Housing Assistance Payments Equity-Ending Balance	134,180	n/a	n/a	n/a	134,180
11180	<b>Housing Assistance Payments</b>	<b>134,180</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>134,180</b>
11190-210	Total ACC HCV Units	5,928	n/a	n/a	n/a	5,928
11190	Unit Months Available	5,928	-	144	-	6,072
11210	Unit Months Leased	5,263	-	144	-	5,407

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## **SCHA INFORMATION**

Stutsman County Housing Authority  
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### **Employees:**

Dave Klein, Executive Director  
Linda Griffith  
Cel Schlafman  
Alicia Bryant

### **Board members:**

Kelly Krein, Chairperson  
Allen Falk  
Carolyn Tomlin-Cichos  
Sandy Bendewald  
Wade Williams