



*Growing Communities One Family At A Time
For More Than 70 Years*

Delmonize Smith, Ph.D.
Chairman

James Bolte
Vice Chairman

Leon D. Fountain
Commissioner

Delvin L. Sullivan
Commissioner

Shaquila Willie
Commissioner

Antonio McGinnis, Sr.
Executive Director/CEO

REGULAR
BOARD MEETING
of the
HUNTSVILLE HOUSING AUTHORITY
MARCH 21, 2022
12:00 P.M.
(Virtual)

REGULAR MEETING

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES: February 21, 2022

OLD BUSINESS

NEW BUSINESS

Financial Services

1. Act on a Resolution Approving Budget Revision No. 1 for Fiscal Year Ending March 31, 2022.
2. Act on Resolution Approving Budget for Fiscal Year End March 31, 2023.
3. Act on a Resolution Approving Quarterly Charge-Offs for the Period Ending March 31, 2022.
4. Presentation of Cumulative Low-Income Housing Finance Report for the Period Ended January 31, 2022.

Public Housing Operations

1. Act on a Resolution for the Approval of the Utility Allowance Schedule and the Revision of the Flat Rent Schedule for Public Housing.
2. Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into a Contract for Security Guard Services at Johnson Towers and Todd Towers.



Assisted Housing (To be presented by Turkessa Coleman-Lacey)

1. Act on a Resolution Approving a Revision to the Housing Choice Voucher Program Administrative Plan.

Human Resources

1. Act on a Resolution for Approval to Amend Huntsville Housing Authority's Personnel Policy Manual, Revising Policy No. E-06, Substance Abuse.

Real Estate Development

1. Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into a Master Development Agreement with The Michaels Group Organization.
2. Act on a Resolution for the Approval for Disposal of Vacant Land at Derrick Street Properties.
3. Act on Resolution Authorizing the Submission of a Disposition Application to the Special Applications Center at HUD for the Sale of Excess Land at Gateway Place.
4. Presentation on the Formation of the Advisory Committee with Industry Leaders to Review Pro-forma from The Michaels Group Organization.

EXECUTIVE DIRECTOR/CEO COMMENTS

PUBLIC COMMENTS

COMMISSIONER COMMENTS

ADJOURNMENT





MINUTES
BOARD MEETING
of the
HUNTSVILLE HOUSING AUTHORITY
FEBRUARY 21, 2022
12:00 P.M.
(Virtual)

Delmonize Smith, Ph.D.
Chairman

James Bolte
Vice Chairman

Leon D. Fountain
Commissioner

Delvin L. Sullivan
Commissioner

Shaquila Willie
Commissioner

Antonio McGinnis, Sr.
Executive Director/CEO

1. CALL TO ORDER

Chairman Smith called the meeting to order at 12:01 p.m.

2. ROLL CALL

Chairman Smith took the roll of the Board of Commissioners and the following commissioners were present:

Delmonize Smith
James Bolte
Delvin L. Sullivan

Also present were Antonio McGinnis, Executive Director/CEO, Richard Raleigh, Attorney, and several members of the HHA staff.

3. APPROVAL OF MINUTES OF THE DECEMBER 20, 2021 BOARD OF COMMISSIONERS MEETING.

Chairman Smith stated that the minutes of the Board of Commissioners meeting for December 20, 2021, had been transcribed and circulated prior to the meeting. (A copy of which is attached hereto). He asked if there were any corrections, additions, changes, or deletions, there were none.

Vice Chairman Bolte moved to approve the minutes of the December 20, 2021, Huntsville Housing Authority Board of Commissioners Meeting. The motion was



seconded by Commissioner Sullivan and the minutes were approved by unanimous voice vote.

3. OLD BUSINESS

There was no old business to be considered.

4. NEW BUSINESS

(Note: referenced resolutions attached hereto).

Financial Services

- A. Presentation by Mrs. Teresa Wade-Chase, Director of Finance/CFO, of Cumulative Low-Income Housing Finance Report for the Period Ending December 31, 2021.

Assisted Housing

- B. Presentation by Mrs. Paula Bingham, Director of Assisted Housing, regarding Resolution of Approval a New Utility Allowance Schedule for the Housing Choice Voucher Program.

Vice Chairman Bolte moved to approve the resolution as circulated. The motion was seconded by Commissioner Sullivan and approved by unanimous voice vote.

- C. Presentation by Mrs. Paula Bingham, Director of Assisted Housing, regarding Resolution of Approval on Revised Payment Standards for the Housing Choice Voucher Program.

Commissioner Sullivan moved to approve the resolution as circulated. The motion was seconded by Vice Chairman Bolte and approved by unanimous voice vote.

Public Housing Operations

- D. Presentation by Mrs. Terry Boyd, Director of Public Housing Operations, regarding Resolution Ratifying the Purchase of Appliances and Plumbing Fixtures for Various Sites.

Commissioner Sullivan moved to approve the resolution as circulated. The motion was seconded by Vice Chairman Bolte and approved by unanimous voice vote.



Development

- E. Presentation by Mr. Michael Norment, Development/Maintenance Manager, regarding Resolution Authorizing the Executive Director/CEO/Contracting Officer to Purchase Equipment for Lawn Care Services at Various Sites.

Vice Chairman Bolte moved to approve the resolution as circulated. The motion was seconded by Commissioner Sullivan and approved by unanimous voice vote.

5. EXECUTIVE DIRECTOR/CEO COMMENTS

- A. Executive Director briefly updated the Board on the CNI Grant that has been submitted for approval. Updates regarding the redevelopment of Sparkman Homes with the Michaels Group. He pointed out the participants of the Leadership Academy Program that joined the meeting today. He did express his excitement on the Leadership Academy.

6. PUBLIC COMMENTS

There were no public comments.

7. COMMISSIONER COMMENTS

Chairman Smith, discussed the desirer for a presentation on the Strategic Plan in the March board meeting. Vice Chairman Bolte applaud the HHA staff on the continuation on taken care of the residents and financials. Commissioner Sullivan commended everyone on a job well done on the company maintaining its high standards.

8. ADJOURNMENT

Chairman Smith asked if there was any further business to come before the Board. There being no further business to come before the board, the meeting was adjourned at 1:00 p.m.



Dr. Delmonize Smith, Chairman

Attest

Antonio McGinnis, Secretary



HUNTSVILLE HOUSING AUTHORITY

Board of Commissioners' Meeting Agenda Item Control Document

Date: March 7, 2022

HHA Staff Representative: Teresa Wade-Chase, Director of Finance/CFO

Department: Financial Services

Board of Commissioners' Meeting (Date): March 21, 2022, at 12:00 p.m. (VIRTUAL)

Board Agenda Item(s):

1. Act on a Resolution Approving Budget Revision No. 1 for Fiscal Year Ending March 31, 2022.
2. Act on a Resolution Approving Budget for Fiscal Year End March 31, 2023.
3. Act on a Resolution Approving Quarterly Charge-Offs for the Period Ending March 31, 2022.
4. Presentation of Cumulative Low-Income Housing Finance Report for the Period Ended January 31, 2022.

Date/Time/Place of Board of Commissioners' Committee Meeting:

Approved by: _____ / _____
Antonio McGinnis, Sr. Date
Executive Director/CEO/Contracting Officer

Department's Committee's Certification:

We have reviewed the above-referenced Board of Commissioners' agenda items, together with the related and supportive documents, and have found them satisfactory. We further concur with the Staff's recommendation to place them on the approved, final agenda to be presented to the Board for appropriate action with respect to the adoption of the resolution(s) approving and/or authorizing the execution of the said action(s).

HHA Board Committee Member: Chairman Dr. Delmonize Smith Date: 3/21/2022

HHA Board Committee Member: Vice Chairman James Bolte Date: 3/21/2022

HHA Staff Member:  Date: 03-21-2022

HUNTSVILLE HOUSING AUTHORITY

REQUEST FOR BOARD ACTION

**To Approve the Project-Based Low-Rent Public Housing Operating Budget
Revision No. 1 for Fiscal Year Ending March 31, 2022**

March 21, 2022

INTRODUCTION

HUD requires the Board of Commissioners to approve the Project-Based Low-Rent Public Housing Operation Budget. We are revising the original budget to more accurately align actual and projected costs to budget amounts.

PURPOSE/OBJECTIVE

The purpose of this request is to obtain approval for the FYE 03/31/2022 Project-Based Low-Rent Public Housing Operating Budget Revision.

JUSTIFICATION/DESCRIPTION

HUD requires Board of Commissioners' approval.

ECONOMIC IMPACT

The revised budget reflects a Net Increase in Unrestricted Net Position \$1,857,481 compared to a Net Increase in Unrestricted Net Position \$57,062 in the original budget.


ATTACHMENTS

FYE 03/31/2022 Project-Based Low-Rent Public Housing Operating Budget Revision.

RECOMMENDATION

The Executive Director/CEO recommends approval of the FYE 03/31/2022 Project-Based Low-Rent Public Housing Operating Budget Revision.

Antonio McGinnis, Sr.
Executive Director/CEO


Teresa Wade-Chase
Director of Finance

Date


Date

Huntsville Housing Authority
Combined Budget for COCC and Sites
FYE March 31, 2022 Budget Revision #1
Operating Budget

	Revision #1 Budget 3/31/2022	Original Budget 3/31/2022	Budget Variance Favorable(Unfavorable)	Variance Percentage	
Revenue					
Tenant Rental Revenue	2,698,527.00	2,572,944.00	125,583.00	4.88%	
Other Tenant Charges	59,871.00	35,497.00	24,374.00	68.66%	
Operating Subsidy	7,765,274.00	7,363,086.00	402,188.00	5.46%	
HUD PHA Operating Grant-CFP	784,729.00	756,392.00	28,337.00	3.75%	
Interest Income	19,174.00	0.00	19,174.00	0.00%	
Investment Income Restricted	542,621.00	0.00	542,621.00	0.00%	
Section 8 Rental Income	12,000.00	12,000.00	0.00	0.00%	
Management Fees - Public Housing	868,324.00	868,324.00	0.00	0.00%	
Bookkeeping Fees - PH & HCV	270,090.00	270,090.00	0.00	0.00%	
Asset Management Fees - PH	181,560.00	181,560.00	0.00	0.00%	
Service Fee Revenue	289,177.00	299,177.00	(10,000.00)	-3.34%	
Management Fees - Capital Fund	427,360.00	427,360.00	0.00	0.00%	
Management Fees - Section 8	242,208.00	242,208.00	0.00	0.00%	
Management Fees - 360 Properties	52,666.00	52,666.00	0.00	0.00%	
Other Income	557,326.00	203,887.00	353,439.00	0.00%	
Gain On Disposition of Fixed Assets	1,353,432.00	0.00	1,353,432.00	0.00%	
Inter-AMP Transfer In	0.00	0.00	0.00	0.00%	
Total Revenue	16,124,339.00	13,285,191.00	2,839,148.00	21.37%	(1)
Expenses:					
Administration:					
Administrative Salaries	2,273,104.00	2,168,875.00	(104,229.00)	-4.81%	
Employee Benefits - Administrative	916,142.00	849,306.00	(66,836.00)	-7.87%	
Audit Fees	35,200.00	34,000.00	(1,200.00)	-3.53%	
Management Fees	913,061.00	868,323.00	(44,738.00)	-5.15%	
Bookkeeping Fees	115,260.00	118,710.00	3,450.00	2.91%	
Advertising and Marketing	9,127.00	5,242.00	(3,885.00)	-74.11%	
Office Expense	520,800.00	417,923.00	(102,877.00)	-24.62%	
Legal	80,358.00	100,000.00	19,642.00	19.64%	
Training and Travel	57,682.00	36,647.00	(21,035.00)	-57.40%	
Other Administrative Costs	144,313.00	154,123.00	9,810.00	6.37%	
Total Administration	5,065,047.00	4,753,149.00	(311,898.00)	-6.56%	(2)
Asset Management Fee	181,560.00	181,560.00	0.00	0.00%	
Tenant Services:					
Salaries	113,922.00	109,027.00	(4,895.00)	-4.49%	
Relocation	1,300.00	0.00	(1,300.00)	0.00%	
Employee Benefits - Tenant Services	75,794.00	75,428.00	(366.00)	-0.49%	
Other/Funding/Travel and Training	35,599.00	28,401.00	(7,198.00)	-25.34%	
Total Tenant Services	226,615.00	212,856.00	(13,759.00)	-6.46%	(3)

Huntsville Housing Authority
Combined Budget for COCC and Sites
FYE March 31, 2022 Budget Revision #1
Operating Budget

	Revision #1 Budget 3/31/2022	Original Budget 3/31/2022	Budget Variance Favorable(Unfavorable)	Variance Percentage	
Utilities:					
Other Utilities	130,755.00	119,297.00	(11,458.00)	-9.60%	
Water	390,038.00	415,639.00	25,601.00	6.16%	
Electric	397,066.00	379,291.00	(17,775.00)	-4.69%	
Gas	52,569.00	50,983.00	(1,586.00)	-3.11%	
Sewage	572,726.00	611,821.00	39,095.00	6.39%	
Total Utilities	1,543,154.00	1,577,031.00	33,877.00	2.15%	
Maintenance:					
Labor - Maintenance	1,523,847.00	1,620,615.00	96,768.00	5.97%	
Employee Benefits - Maintenance	739,671.00	812,001.00	72,330.00	8.91%	
Materials	1,587,310.00	1,118,967.00	(468,343.00)	-41.85%	
Contract Costs	1,155,509.00	1,005,969.00	(149,540.00)	-14.87%	
Total Maintenance	5,006,337.00	4,557,552.00	(448,785.00)	-9.85%	(4)
Protective Services:					
Protective Services Contract Costs	307,937.00	237,986.00	(69,951.00)	-29.39%	(5)
Total Protective Services	307,937.00	237,986.00	(69,951.00)		
General Expenses:					
Insurance	1,173,504.00	1,173,273.00	(231.00)	-0.02%	
Other General Expenses	383,348.00	380,905.00	(2,443.00)	-0.64%	
Payment In Lieu of Taxes	105,640.00	53,817.00	(51,823.00)	-96.29%	(6)
Total General Expenses	1,662,492.00	1,607,995.00	(54,497.00)	-3.39%	
Other:					
Collection Loss (Bad Debt Expense)	100,000.00	100,000.00	0.00	0.00%	
Extraordinary Maintenance	0.00	0.00	0.00	0.00%	
Extraordinary Items	0.00	0.00	0.00	0.00%	
Casualty Loss	9,037.00	0.00	(9,037.00)	0.00%	(7)
Interest Mort or Bonds Payable	0.00	0.00	0.00	0.00%	
Amortization of Bond Issue Costs	0.00	0.00	0.00	0.00%	
COCC Transfer to Section 8	0.00	0.00	0.00	0.00%	
Inter AMP Transfer Out	0.00	0.00	0.00	0.00%	
Loss Disposition of Fixed Assets	0.00	0.00	0.00	0.00%	
Total Other	109,037.00	100,000.00	(9,037.00)	-9.04%	
Total Expenses	14,102,179.00	13,228,129.00	(874,050.00)	-6.61%	
Net Income/Loss	2,022,160.00	57,062.00	1,965,098.00	0.00%	
Capital Assets Addition	164,679.00		164,679.00	0.00%	(8)
Increase/Decrease in Unrestricted Net Position	1,857,481.00	57,062.00	1,800,419.00	0.00%	

**Huntsville Housing Authority
Combined Budget for COCC and Sites
FYE March 31, 2022 Budget Revision #1
Operating Budget**

	Revision #1 Budget 3/31/2022	Original Budget 3/31/2022	Budget Variance Favorable(Unfavorable)	Variance Percentage
Increase in Net Postion 03/31/22	1,857,481.00			
Investment Income Restricted	542,621.00			
Gain on Sale of Land	1,353,432.00			
Total Council Court Excluded	1,896,053.00			
Revised Budget FY 03312022	(38,572.00)			
Original Budget FY 03312022	57,062.00			
Favorable(Unfavorable)	(95,634.00)			

Explanations of FYE 03/31/2022 Budget Revision #1

- (1) **Total Revenue** – The total revenue increase of 21.37% is due to the Gain on Disposition of Fixed Assets in the amount of \$1,353,432.00 and Investment Income Restricted for the repayment of expenses incurred for Stoneridge Villas.
- (2) **Total Administration** – The Total Administration increase of 6.56% is explained by increase in administrative salaries and benefits, office expenses, and travel and training. Administrative contracts are expensed on the office expense line and HHA entered into contracts for standard operating procedures, strategic planning, and employee empowerment classes. These contracts were not included in the original budget.
- (3) **Total Tenant Services** – Total Tenant Services Other/Funding/Travel and Training line item increased due virtual training classes and Huntsville Housing Authority Board of Commissioner training.
- (4) **Total Maintenance** – The Total Maintenance increase is explained by approved purchase of stoves and refrigerators for Northwoods and Todd Tower residents (\$204,014), seven heating and cooling replacements for Stone Manor (\$43,000), Todd Tower balcony repair (\$22,700) and an overall increase in materials to service residents. The increase in Maintenance Contract Costs is explained by Cowart Construction, LLC completing various site repairs for Butler Terrace, Johnson Towers and LRPatton (\$113,000)
- (5) **Protective Service Contract-** The increase in this line item is explained by 24-hour security for Johnson and Todd Towers.
- (6) **Payment in Lieu of Taxes** – Payment in Lieu of Taxes was understated in the original approved budget. The revised budget is the amount that was paid for calendar year 2021 and the 2022 taxes are estimated to be the same.
- (7) **Casualty Loss** – Lincoln Park had one casualty loss for FYE 03/31/22.
- (8) **Capital Asset Additions** – The Asset Additions are new roof for the maintenance shop, truck purchase, and four zero turn mowers.

PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 06/30/2022)

Public reporting burden for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: **Huntsville Housing Authority**

PHA Code: **AL047**

PHA Fiscal Year Beginning: **April 1,2021**

Board Resolution Number: **2022-05**

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

☐ Operating Budget approved by Board resolution on:

☐ Operating Budget submitted to HUD, if applicable, on:

☒ Operating Budget revision approved by Board resolution on:

03/21/2022

☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, 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 and 3802)

Print Board Chairperson's Name:	Signature:	Date: 03/21/2022
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HUNTSVILLE HOUSING AUTHORITY

REQUEST FOR BOARD ACTION

**To Approve the Project-Based Low-Rent Public Housing Operating Budget
for Fiscal Year Ending March 31, 2023**

March 21, 2022

INTRODUCTION

HUD requires the Board of Commissioners to approve the Project-Based Low-Rent Public Housing Operation Budget

PURPOSE/OBJECTIVE

The purpose of this request is to obtain approval for the FYE 03/31/2023 Project-Based Low-Rent Public Housing Operating Budget.

JUSTIFICATION/DESCRIPTION

HUD requires Board of Commissioners' approval.

ECONOMIC IMPACT

The budget reflects a Net Decrease in Unrestricted Net Position \$71,387

ATTACHMENTS


FYE 03/31/2023 Project-Based Low-Rent Public Housing Operating Budget.

RECOMMENDATION

The Executive Director/CEO recommends approval of the FYE 03/31/2023 Project-Based Low-Rent Public Housing Operating Budget

Antonio McGinnis, Sr.
Executive Director/CEO

Date



Teresa Wade-Chase
Director of Finance



Date

Huntsville Housing Authority
Combined Budget for COCC and Sites
FYE March 31, 2023
Operating Budget

	Budget 3/31/2023	Revision #1 Budget 3/31/2022	Budget Variance Favorable(Unfavorable)	Variance Percentage	
Revenue					
Tenant Rental Revenue	2,806,464.00	2,698,527.00	107,937.00	4.00%	
Other Tenant Charges	59,271.00	59,871.00	(600.00)	-1.00%	
Operating Subsidy	6,803,290.00	7,765,274.00	(961,984.00)	-12.39%	(1)
HUD PHA Operating Grant-CFP	1,435,807.00	784,729.00	651,078.00	82.97%	(2)
Interest Income	19,174.00	19,174.00	0.00	0.00%	
Investment Income Restricted	0.00	0.00	0.00	0.00%	
Section 8 Rental Income	12,000.00	12,000.00	0.00	0.00%	
Management Fees - Public Housing	1,009,463.00	868,324.00	141,139.00	16.25%	(3)
Bookkeeping Fees - PH & HCV	270,900.00	270,090.00	810.00	0.30%	
Asset Management Fees - PH	165,480.00	181,560.00	(16,080.00)	-8.86%	(4)
Service Fee Revenue	611,558.00	289,177.00	322,381.00	111.48%	(5)
Management Fees - Capital Fund	434,786.00	427,360.00	7,426.00	1.74%	
Management Fees - Section 8	243,936.00	242,208.00	1,728.00	0.71%	
Management Fees - 360 Properties	52,666.00	52,666.00	0.00	0.00%	
Other Income	325,147.00	557,326.00	(232,179.00)	0.00%	
Gain On Disposition of Fixed Assets	0.00	0.00	0.00	0.00%	
Inter-AMP Transfer In	0.00	0.00	0.00	0.00%	
Total Revenue	14,249,942.00	14,228,286.00	21,656.00	0.15%	
	14,249,942.00				
Expenses:	0.00				
Administration:					
Administrative Salaries	2,313,647.00	2,273,104.00	(40,543.00)	-1.78%	
Employee Benefits - Administrative	878,275.00	916,142.00	37,867.00	4.13%	
Audit Fees	35,200.00	35,200.00	0.00	0.00%	
Management Fees	1,009,465.00	913,061.00	(96,404.00)	-10.56%	(3)
Bookkeeping Fees	118,440.00	115,260.00	(3,180.00)	-2.76%	
Advertising and Marketing	8,602.00	9,127.00	525.00	5.75%	
Office Expense	501,939.00	520,800.00	18,861.00	3.62%	
Legal	71,158.00	80,358.00	9,200.00	11.45%	
Training and Travel	57,682.00	57,682.00	0.00	0.00%	
Other Administrative Costs	141,947.00	144,313.00	2,366.00	1.64%	
Total Administration	5,136,355.00	5,065,047.00	(71,308.00)	-1.41%	
Asset Management Fee	165,480.00	181,560.00	16,080.00	8.86%	(4)
Tenant Services:					
Salaries	150,085.00	113,922.00	(36,163.00)	-31.74%	
Relocation	0.00	1,300.00	1,300.00	0.00%	
Employee Benefits - Tenant Services	81,777.00	75,794.00	(5,983.00)	-7.89%	
Other/Funding/Travel and Training	33,699.00	35,599.00	1,900.00	5.34%	
Total Tenant Services	265,561.00	226,615.00	(38,946.00)	-17.19%	(6)

Huntsville Housing Authority
Combined Budget for COCC and Sites
FYE March 31, 2023
Operating Budget

	Budget 3/31/2023	Revision #1 Budget 3/31/2022	Budget Variance Favorable(Unfavorable)	Variance Percentage	
Utilities:					
Other Utilities	130,755.00	130,755.00	0.00	0.00%	
Water	371,002.00	390,038.00	19,036.00	4.88%	
Electric	381,556.00	397,066.00	15,510.00	3.91%	
Gas	40,874.00	52,569.00	11,695.00	22.25%	
Sewage	546,994.00	572,726.00	25,732.00	4.49%	
Total Utilities	1,471,181.00	1,543,154.00	71,973.00	4.66%	
Maintenance:					
Labor - Maintenance	1,746,642.00	1,523,847.00	(222,795.00)	-14.62%	(7)
Employee Benefits - Maintenance	810,393.00	739,671.00	(70,722.00)	-9.56%	(7)
Materials	1,424,225.00	1,587,310.00	163,085.00	10.27%	
Contract Costs	1,138,703.00	1,155,509.00	16,806.00	1.45%	
Total Maintenance	5,119,963.00	5,006,337.00	(113,626.00)	-2.27%	
Protective Services:					
Protective Services Contract Costs	340,000.00	307,937.00	(32,063.00)	-10.41%	(8)
Total Protective Services	340,000.00	307,937.00	(32,063.00)		
General Expenses:					
Insurance	1,196,024.00	1,173,504.00	(22,520.00)	-1.92%	
Other General Expenses	411,125.00	383,348.00	(27,777.00)	-7.25%	
Payment In Lieu of Taxes	105,640.00	105,640.00	0.00	0.00%	
Total General Expenses	1,712,789.00	1,662,492.00	(50,297.00)	-3.03%	
Other:					
Collection Loss (Bad Debt Expense)	100,000.00	100,000.00	0.00	0.00%	
Extraordinary Maintenance	0.00	0.00	0.00	0.00%	
Extraordinary Items	0.00	0.00	0.00	0.00%	
Casualty Loss	10,000.00	9,037.00	(963.00)	0.00%	
Interest Mort or Bonds Payable	0.00	0.00	0.00	0.00%	
Amortization of Bond Issue Costs	0.00	0.00	0.00	0.00%	
COCC Transfer to Section 8	0.00	0.00	0.00	0.00%	
Inter AMP Transfer Out	0.00	0.00	0.00	0.00%	
Loss Disposition of Fixed Assets	0.00	0.00	0.00	0.00%	
Total Other	110,000.00	109,037.00	(963.00)	-0.88%	
Total Expenses	14,321,329.00	14,102,179.00	(219,150.00)	-1.55%	
Net Income/Loss	(71,387.00)	126,107.00	(197,494.00)	0.00%	
Capital Assets Addition	0.00	164,679.00	164,679.00	100.00%	
Increase/Decrease in Unrestricted Net Position	(71,387.00)	(38,572.00)	(32,815.00)	0.00%	

Huntsville Housing Authority Budget Explanations for FYE 03/31/23

- (1) **Operating Subsidy** – The decrease in operating subsidy is explained by a \$358,936 decrease in Asset Repositioning Fees for Sparkman Homes and Butler Terrace Addition. These two developments were approved for demolition. The remaining of the decrease is explained by an increase in formula income. The detailed explanation of this calculation is explained in detail on the BDO Finance Email dated February 15,2022. (page2)
- (2) **HUD PHA Operating Grant** – The HUD PHA operating Grant CFP is budgeted for an increase to offset the decrease in Operating Subsidy. The Capital Fund 2020 drawdown amount is \$935,807 and The Capital Fund 2021 drawdown amount will be \$500,000 if required. In prior fiscal years, the Capital Fund drawdown was only taken from one available grant.
- (3) **Management Fees Public Housing and Management Fee Expense** – The increase in Management Fees Public Housing is primarily due to the COCC being able to earn pro-rated Property Management Fees for the demolished units at Sparkman Homes and the Butler Terrace units to be demolished. This increase in revenue for COCC results in an unfavorable variance in expense for Public Housing.
- (4) **Asset Management Revenue and Asset Management Fees Expense** – The decrease in these line items is due to the approved demolition of Butler Terrace Addition. Once a development has been approved for demolition it can no longer incur Asset Management Fees. The only fees that can be incurred are Management Fees at a pro-rated rate for a three-year period.
- (5) **Service Fee Revenue** – The Service Revenue increase is explained by the budget revenue from Lawncare Services being completed by the Business Activity Fund. The Todd Towers and Johnson Towers are budgeted to be charged for Trash Truck and Sweeper Truck services. The elderly sites were not charged these fees in previous years.
- (6) **Total Tenant Services** – The Total Tenant Services increase is explained by the ROSS Services FSS Coordinator Grant administration line being fully exhausted by June 2022. The salaries and benefits for these employees will be expensed to public housing.
- (7) **Maintenance Labor and Employee Benefits**- The increase in Maintenance Labor and Employee Benefits is explained by the onboarding of ten part-time lawncare crew members and filling open positions within the maintenance department.
- (8) **Protective Services** – The budgeted 24-Hour Security for the senior properties is \$200,000 and the Huntsville Police Services Contract at \$140,000

CY2022 Operating Subsidy Decreases

The operating subsidy calculations were due to HUD yesterday. We have seen the majority of PHAs experiencing a significant reduction of subsidy this year as compared to last year. The primary reason for the reduction in subsidy is due to increased formula income.

The subsidy a PHA will receive is based on formula expenses less formula income. So, the higher the formula income, the lower the subsidy. Formula income is the latest reported dwelling rental income as reported on the Financial Data Schedule (FDS). This year HUD used the FY2020 FDS, because that is the latest FDS that has been submitted and typically approved by HUD. HUD takes the dwelling rental income, then divides the dwelling rental income by unit months leased, then that number is multiplied by a dwelling rental inflation factor to obtain an average rental income per unit month (PUM). The [CY2021 inflation factor](#) ranged from -7.5% to a -11.25% depending on fiscal year end. CY2021 really experienced a deflation factor. The [CY2022 inflation factor](#) ranged from 3.38% to 5.01%.

From the table below, the increase in the dwelling rental inflation factor was having a substantial impact on overall decrease of operating subsidy year to year. For example, a 3/31 fiscal year end could have experienced a 16.26% reduction in subsidy.

Fiscal Year	CY2021	CY2022	Change
3/31	-11.25%	5.01%	16.26%
6/30	-10.00%	4.47%	14.47%
9/30	-8.75%	3.93%	12.68%
12/31	-7.5%	3.38%	10.88%

PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 06/30/2022)

Public reporting burden for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: **Huntsville Housing Authority**

PHA Code: **AL047**

PHA Fiscal Year Beginning: **April 1, 2022**

Board Resolution Number: **2022-06**

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☒ Operating Budget approved by Board resolution on: **03/21/2022**
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, 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 and 3802)

Print Board Chairperson's Name:	Signature:	Date: 03/21/2022
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HUNTSVILLE HOUSING AUTHORITY

REQUEST FOR BOARD ACTION

Act on a Resolution Authorizing Quarterly Charge-Offs for the Period Ending March 31, 2022

March 21, 2022

INTRODUCTION

The Huntsville Housing Authority (HHA) has on its books \$7,036.85 owed by former residents who vacated December 1, 2021 through March 31, 2022.

PURPOSE/OBJECTIVE

The purpose of this request is to obtain approval to charge-off \$7,036.85 as collection losses for the quarter ending March 31, 2022.

JUSTIFICATION/DESCRIPTION

This action is necessary to remove uncollectible accounts from HHA's books.

ECONOMIC IMPACT

The economic impact is an expense in the amount of \$7,036.85; however, this amount is subject to partial recovery through the collection process. The breakdown of the charge-offs is as follows:

Rent	\$ 4,956.20
Maintenance Charges	\$ 626.65
Court Costs	\$ 386.00
Late Charges	\$ 960.00
Bulk Cable	\$ 108.00

ALTERNATIVES

Not Applicable.


ATTACHMENTS

Quarterly Charge-Offs

RECOMMENDATIONS

The Executive Director/CEO recommends that the aforesaid accounts in the amount of \$7,036.85 be charged off as collection losses on the books of Huntsville Housing Authority.

Antonio McGinnis, Sr.
Executive Director/CEO



Teresa Wade-Chase
Director of Finance

Date



Date

ACTION TAKEN: _____

Uncollectible Accounts
For the Quarter Ending March 31, 2022
FYE March 31, 2022

Project	Rent	Maintenance Charges	Court Costs	Late Charges	Retroactive Rent	Returned Check	Utility Charge	Bulk Cable	Gross Balance	Number Accounts
002 Butler Terrace	-	-	-	-	-	-	-	-	-	0
004 Butler Terrace Addition	-	-	-	-	-	-	-	-	-	0
006 Northwoods	145.00	371.65	-	25.00	-	-	-	-	541.65	3
008 Johnson Towers	1,069.00	-	-	185.00	-	-	-	-	1,254.00	4
010 Searcy Homes	-	-	-	-	-	-	-	-	-	0
011 Todd Towers	1,394.00	-	-	200.00	-	-	-	108.00	1,702.00	3
014 L. R. Patton Apartments	17.00	255.00	-	125.00	-	-	-	-	397.00	1
016 Scattered Sites	214.00	-	-	25.00	-	-	-	-	239.00	1
019 Stone Manor	599.00	-	-	50.00	-	-	-	-	649.00	1
051 Brookside	354.40	-	-	125.00	-	-	-	-	479.40	2
052 Lincoln Park	1,163.80	-	386.00	225.00	-	-	-	-	1,774.80	4
3/31/2022 Quarterly Total	4,956.20	626.65	386.00	960.00	-	-	-	108.00	7,036.85	19
12/31/2021 Quarterly Total	10,024.70	2,507.96	1,134.00	1,508.00	2,060.00	-	-	180.00	17,414.66	33
9/30/2021 Quarterly Total	15,400.80	11,490.85	3,082.00	1,204.00	13,390.00	-	-	90.00	44,657.65	33
6/30/2021 Quarterly Total	9,326.00	1,172.00	314.00	450.00	-	-	28.00	18.00	11,308.00	9
3/31/2022 YTD TOTAL	39,707.70	15,797.46	4,916.00	4,122.00	15,450.00	-	28.00	396.00	80,417.16	94
3/31/2021 Total	19,870.00	3,715.25	1,292.00	1,224.00	2,003.00	-	-	146.00	28,250.25	40
3/31/2021 Total Additional	15,202.40	3,086.74	700.00	1,200.00	398.00	-	-	144.00	20,731.14	14
12/31/2020 Total	17,053.00	3,738.35	-	925.00	236.00	-	-	108.00	22,060.35	33
9/30/2020 Total	9,136.00	2,587.05	2,062.00	225.00	336.00	-	-	198.00	14,544.05	26
6/30/2020 Total	10,513.60	718.80	982.00	281.00	4,847.00	-	-	144.00	17,486.40	22
	71,775.00	13,846.19	5,036.00	3,855.00	7,820.00	-	-	740.00	103,072.19	135

Other Comparative Data					
Chg Off 12/31/21	Chg Off 09/01/21	Chg Off 06/30/21			
Vacated	Vacated	Vacated	03/31/22 YTD Total	03/31/21 YTD Total	03/31/21 Monthly Average
12/1/2021 thru 2/28/2022	9/1/2021 thru 11/30/2021	6/1/2021 thru 8/31/2021	4/1/2021 thru 5/31/2021		
Charge Offs	7,036.85	17,414.66	44,657.65	11,308.00	8,589.35
Rent Roll	957,646.00	695,532.94	680,423.00	448,191.00	232,664.93
	0.73%	2.50%	6.56%	2.52%	
			2.89%	3.69%	3.69%

DEC-MARCH	DEPT-NOV 2021	JUNE-AUG	APRIL-MAY
5536.43	6,701.59	13,423.19	19,317.39
Collections 2021			

HUNTSVILLE HOUSING AUTHORITY

**RESOLUTION AUTHORIZING QUARTERLY CHARGE-OFFS
FOR PERIOD ENDING MARCH 31, 2022**

RESOLUTION NO. 2022-07

WHEREAS, Huntsville Housing Authority (HHA) has on its books certain balances owed by former residents in the various low-income developments operated by HHA for the period ending March 31, 2022, in the amount of \$7,036.85:

Rent	\$ 4,956.20
Maintenance Charges	\$ 626.65
Court Costs	\$ 386.00
Late Charges	\$ 960.00
Bulk Cable	\$ 108.00

WHEREAS, HHA has made and is making reasonable effort to collect said balances; and

WHEREAS, March is the last month of the fiscal year and all vacates should be reflected in the charge-offs; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority that the aforesaid accounts in the amount of \$ 7,036.85 and any amounts related to vacates after this date and before April 1, 2022 be charged off as collection losses on the books of HHA.

ADOPTED THIS 21st DAY OF MARCH, 2022

SEAL

Dr. Delmonize Smith, Chairman

Attest:

Antonio McGinnis, Sr., Executive Director/CEO

Huntsville Housing Authority
Combined BAF, COCC AND PH COMBINED
FYE March 31, 2022
YEAR TO DATE AS OF JANUARY 31, 2022

	Annual Budget	Actual YTD	Budget YTD	Variance Favorable (Unfavorable)	Variance Percentage
Revenue					
Tenant Rental Revenue	2,698,527.00	2,217,604.85	2,248,772.50	(31,167.65)	-1.39%
Other Tenant Charges	59,871.00	53,096.00	49,892.70	3,203.30	6.42%
Operating Subsidy	7,765,274.00	6,634,653.00	6,471,061.60	163,591.40	2.53%
HUD PHA Operating Grant-CFP	784,729.00	670,926.10	653,940.70	16,985.40	2.60%
Interest Income	19,174.00	21,270.66	15,978.10	5,292.56	33.12%
Investment Income Restricted	542,621.00	542,621.36	452,184.20	90,437.16	20.00%
Section 8 Rental Income	12,000.00	10,000.00	10,000.00	0.00	0.00%
Management Fees - Public Housing	868,324.00	798,667.65	723,603.30	75,064.35	10.37%
Bookkeeping Fees - PH & HCV	270,090.00	223,762.50	225,075.00	(1,312.50)	-0.58%
Asset Management Fees - Public Hous	181,560.00	151,300.00	151,300.00	0.00	0.00%
Service Fee Revenue	289,177.00	236,059.50	240,980.80	(4,921.30)	-2.04%
Management Fees - Capital Fund	427,360.00	356,133.40	356,133.30	0.10	0.00%
Management Fees - Section 8	242,208.00	207,612.45	201,840.00	5,772.45	2.86%
Management Fees - 360 Properties	52,666.00	42,571.36	43,888.30	(1,316.94)	-3.00%
Other Income	557,326.00	459,403.73	464,438.30	(5,034.57)	-1.08%
Gain On Disposition of Fixed Assets	1,353,432.00	1,353,432.00	1,127,860.00	225,572.00	20.00%
Inter-AMP Transfer In	0.00	0.00	0.00	0.00	0.00%
Total Revenue	16,124,339.00	13,979,114.56	13,436,948.80	542,165.76	4.03%
Expenses:					
Administration:					
Administrative Salaries	2,273,104.00	1,806,001.89	1,894,253.20	88,251.31	4.66%
Compensated Absences	0.00	0.00	0.00	0.00	0.00%
Employee Benefits - Administrative	916,142.00	719,543.39	763,451.80	43,908.41	5.75%
Audit Fees	35,200.00	35,200.00	29,333.34	(5,866.66)	-20.00%
Management Fees	913,061.00	805,652.10	760,884.30	(44,767.80)	-5.88%
Bookkeeping Fees	115,260.00	98,370.00	96,050.00	(2,320.00)	-2.42%
Advertising and Marketing	9,127.00	8,943.74	7,605.68	(1,338.06)	-17.59%
Office Expense	520,800.00	429,845.98	434,000.30	4,154.32	0.96%
Legal	80,358.00	62,178.25	66,964.80	4,786.55	7.15%
Training and Travel	57,682.00	53,275.69	48,068.50	(5,207.19)	-10.83%
Other Administrative Costs	144,313.00	110,741.32	120,260.30	9,518.98	7.92%
Total Administration	5,065,047.00	4,129,752.36	4,220,872.22	91,119.86	2.16%
Asset Management Fee	181,560.00	151,300.00	151,300.00	0.00	0.00%
Tenant Services:					
Salaries	113,922.00	101,024.43	94,935.00	(6,089.43)	-6.41%
Relocation	1,300.00	1,300.00	1,083.30	(216.70)	-20.00%
Employee Benefits - Tenant Services	75,794.00	56,212.23	63,161.80	6,949.57	11.00%
Other/Funding/Travel and Training	35,599.00	20,229.72	29,665.83	9,436.11	31.81%
Total Tenant Services	226,615.00	178,766.38	188,845.93	10,079.55	5.34%

Huntsville Housing Authority
Combined BAF, COCC AND PH COMBINED
FYE March 31, 2022
YEAR TO DATE AS OF JANUARY 31, 2022

	Annual Budget	Actual YTD	Budget YTD	Variance Favorable (Unfavorable)	Variance Percentage
Utilities:					
Other Utilities	130,755.00	107,109.72	108,962.60	1,852.88	1.70%
Water	390,038.00	308,149.78	325,031.70	16,881.92	5.19%
Electric	397,066.00	320,684.74	330,888.60	10,203.86	3.08%
Gas	52,569.00	39,332.81	43,807.40	4,474.59	10.21%
Sewage	572,726.00	456,394.42	477,271.80	20,877.38	4.37%
Total Utilities	1,543,154.00	1,231,671.47	1,285,962.10	54,290.63	4.22%
Maintenance:					
Labor - Maintenance	1,523,847.00	1,222,707.92	1,269,872.50	47,164.58	3.71%
Employee Benefits - Maintenance	739,671.00	586,842.39	616,392.50	29,550.11	4.79%
Materials	1,587,310.00	985,615.86	1,315,687.50	330,071.64	25.09%
Contract Costs	1,155,509.00	979,795.89	962,924.30	(16,871.59)	-1.75%
Total Maintenance	5,006,337.00	3,774,962.06	4,164,876.80	389,914.74	9.36%
Protective Services:					
Protective Services Contract Costs	307,937.00	239,098.38	256,614.10	17,515.72	6.83%
Total Protective Services	307,937.00	239,098.38	256,614.10	17,515.72	6.83%
General Expenses:					
Insurance	1,173,504.00	1,012,361.48	977,804.79	(34,556.69)	-3.53%
Other General Expenses	383,348.00	216,624.00	319,456.60	102,832.60	32.19%
Payment In Lieu of Taxes	105,640.00	0.00	88,033.10	88,033.10	100.00%
Total General Expenses	1,662,492.00	1,228,985.48	1,385,294.49	156,309.01	11.28% (1)
Other:					
Collection Loss (Bad Debt Expense)	100,000.00	42,255.49	65,333.32	23,077.83	35.32%
Extraordinary Maintenance	0.00	0.00	0.00	0.00	0.00%
Extraordinary Items	0.00	0.00	0.00	0.00	0.00%
Casualty Loss	9,037.00	(14,810.00)	(14,810.00)	0.00	0.00%
Interest Mort or Bonds Payable	0.00	0.00	0.00	0.00	0.00%
Amortization of Bond Issue Costs	0.00	0.00	0.00	0.00	0.00%
COCC Transfer to Section 8	0.00	0.00	0.00	0.00	0.00%
Inter AMP Transfer Out	0.00	0.00	0.00	0.00	0.00%
Loss Disposition of Fixed Assets	0.00	0.00	0.00	0.00	0.00%
Total Other	109,037.00	27,445.49	50,523.32	23,077.83	45.68% (2)
Total Expenses	14,102,179.00	10,961,981.62	11,704,288.96	742,307.34	6.34%
Net Income/Loss	2,022,160.00	3,017,132.94	1,732,659.84	1,284,473.10	74.13%
Capital Assets Addition	164,679.00	118,666.00	137,232.50	18,566.50	13.53%
Increase/Decrease in Unrestricted Net Position	1,857,481.00	2,898,466.94	1,595,427.34	(1,303,039.60)	-81.67%

Huntsville Housing Authority Explanations for FYE 01/31/22

- (1) **Total General Expenses** – Payment in Lieu of Taxes expense is booked in March of each year. This line item is expected to be in line with budget.

- (2) **Other-** Collection Loss continues to be offset by be under budget due to MIS Collections. The final quarter of the fiscal year will result in higher write off of accounts and should be in line with budget. Casualty Loss credit \$14,810 is due to insurance proceeds and will be offset by the expense incurred to repair the unit.

Huntsville Housing Authority

Board of Commissioners' Meeting Agenda Item Control Document

Date: 3/3/2022

HHA Staff Representatives: Terry Boyd, Director of Public Housing Operations

Department: Public Housing Operations

Board of Commissioners' Meeting (Date): March 21, 2022

Board Agenda Item(s):

1. Act on a Resolution for the Approval of the Utility Allowance Schedule and the Revision of the Flat Rent Schedule for Public Housing.
2. Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into a Contract for Security Guard Services at Johnson Towers and Todd Towers.

Date/Time/Place of Board of Commissioners' Committee Meeting: March 15, 2022

Approved by: _____ / _____
Antonio McGinnis, Sr. Date
Executive Director/CEO

Board Agenda Topic (Narrative): _____

Extract from Minutes of Committee Meeting: _____

Specimen copy of the HHA attorney's opinion relative to the form, content and legality of the proposed agenda item(s), if applicable (*attached*). Yes / No (*circle one*)

Housing Management Committee's Certification:

We have reviewed the above-referenced Board of Commissioners' agenda items, together with the related and supportive documents, and have found them satisfactory. We further concur with the staff's recommendation to place them on the approved, final agenda to be presented to the Board for appropriate action with respect to the adoption of the resolution(s) approving and/or authorizing the execution of the said action(s).

HHA Board Committee Member: Chairman Dr. Delmonize Smith Date: 3/21/2022

HHA Board Committee Member: Vice Chairman James Bolte Date: 3/21/2021

HHA Staff Member: TS Boyd Date: 3/17/22

Huntsville Housing Authority

REQUEST FOR BOARD ACTION

Act on a Resolution Approving the Revision to the Utility Allowance and Flat Rent Schedules for Public Housing

March 21, 2022

INTRODUCTION

A resolution is being submitted requesting the approval of revisions to the Utility Allowances and Flat Rents for the Public Housing program.

PURPOSE/OBJECTIVE

HHA must review at least annually the basis on which utility allowances have been established and must revise the allowances if any category changes by 10% or more in order to adhere to the standards for establishing utility allowances that are contained in 24 CFR 965.505.

In addition, under federal regulations PHAs are required to establish flat rents at no less than 80 percent of the applicable Fair Market Rent (FMR). In metropolitan areas, HUD defines Small Areas using ZIP Codes within the metropolitan area. The Huntsville, AL MSA consists of the following counties: Limestone County, AL; and Madison County, AL. All information here applies to the entirety of the Huntsville, AL MSA.).

The U.S. Department of Housing and Urban Development (HUD) annually estimates FMRs for Office of Management and Budget (OMB) defined metropolitan areas, some HUD defined subdivisions of OMB metropolitan areas and each nonmetropolitan county. 42 USC 1437f requires FMRs be posted at least 30 days before they are effective and that they are effective at the start of the federal fiscal year. Fair Market Rents, as defined in 24 CFR 888.113 are estimates of 40th percentile gross rents for standard quality units within a metropolitan area or nonmetropolitan county. Furthermore, for public housing households that pay for their own utilities directly to the utility company, HUD has instructed that PHAs calculate the new flat rent by deducting the utility allowance amount from 80 percent of FMR.

HUD issued new 2022 FMRs and Small Area Fair Market Rents (SAFMRs). HHA established new flat rents based upon PIH 2021-27 (HA) guidance from HUD.

JUSTIFICATION/DESCRIPTION

Energy Consulting, Inc. conducted a utility survey for Huntsville and Madison County for 2022. Since their last update in March, 2021, electric allowances have increased about 9% to 13%,

Huntsville Housing Authority

depending on usage; gas allowances have increased by about 5% to 12%, depending on usage; water allowances have not changed and sewer allowances have not changed.

Since a category has changed by at least 10%, federal regulations require an update. The revisions to utility allowances are necessary in order to update the Public Housing Utility Allowance Schedule for tenant-furnished utilities. Utility rates did not change by more than 10% in any area in 2021, so the rates were not changed for 2021.

Under current federal regulations, PHAs are required to establish flat rents at no less than 80 percent of the fair market rent (FMR). If the current flat rent is below the threshold, a PHA will need to revise its flat rent schedule to at least 80 percent of FMR. HUD issued new FMRs and Small Area Fair Market Rents (SAFMRs). HHA established new flat rents based upon the 2022 guidance from HUD.

ECONOMIC IMPACT

The increase in utility allowances will cause a reduction in rent payments by the tenant. The increase in utility allowances will have an offsetting decrease in rental revenue received by the HHA of the same amount.

Due to the small number of public housing residents that choose the flat rent option (53 families or 4% of public housing households), the economic impact of the revised flat rent schedule will be minimal.

ALTERNATIVES

None.

ATTACHMENTS

Utility Allowances and Flat rents 2022
FY2022 Fair Market Rent Documentation System
FY2022 Small Area FMRs for Huntsville, AL MSA
Energy Consulting, Inc.- Update of Tenant Utility Allowances – February 8, 2022

Huntsville Housing Authority

RECOMMENDATION

The Executive Director/CEO recommends the approval the revision of the Utility Allowances and Flat Rent Schedules for public housing, effective May 1, 2022.

Antonio McGinnis, Sr.
Executive Director/CEO



Terry Boyd
Director of Public Housing

Date: _____

Date: _____

Action Taken: _____

		Old	New	Utility	Old	New	Flat
		2021	2022	Allowance	Flat	Flat	Rent
Location	BR Size			Increase	2021	2022	Increase
002	1	94	104	10	402	546	144
Butler	2	109	121	12	475	649	174
Terrace	3	126	140	14	658	880	222
	4	148	165	17	876	1,068	193
	5	162	181	19	1,016	1,256	240
006	1	82	90	8	456	620	164
Northwoods	2	94	103	9	542	737	195
	3	105	116	11	745	994	249
	4	123	137	14	992	1,203	211
	5	134	150	16	1,147	1,460	313
006	1	88	95	6	453	615	162
Northwoods	2	102	109	7	536	731	195
Addition	3	116	123	7	741	987	246
	4	141	150	9	981	1,190	209
	5	148	164	16	1,135	1,446	311
Former Units	1	82	90	8	456	620	164
006 to 007	2	94	103	9	542	737	195
(see list of addresses)	3	105	116	11	745	994	249
	4	123	137	14	992	1,203	211
	5	134	150	16	1,147	1,460	313
010	1	74	83	9	480	767	287
Searcy	2	87	101	14	563	909	346
Homes	3	102	119	17	771	1,221	450
	4	122	142	20	1,015	1,468	453
	5	135	158	23	1,171	1,693	522
014	1	128	137	9	368	546	178
L.R. Patton	3	170	181	11	614	880	266
016	2	165	178	11	486	674	188
Meadow Hills	3	206	208	2	663	922	259
9021 Mahogany 018	2	84	98	12	653	904	251
	3	102	116	14	883	1,214	331
Wind Trace 020	2	68	129	61	516	641	125
Cotton Row II(21) 4923&25	2	125	136	11	508	704	196
Cotton Row III(22) 4907&29	2	125	136	11	508	704	196
Condos-Stepping Stone	2	132	143	11	621	887	266
and Stones Throw (23)	2	132	143	11	621	887	266
019	1	71	82	11	554	758	204
Stone Manor	2	100	119	19	639	881	242
	3	123	143	20	633	1,187	554
051	1	80	91	11	416	559	143
Brookside	2	91	103	12	493	667	174
	3	102	116	14	682	904	222
052	1	85	95	10	449	756	306
Lincoln	2	101	110	9	595	900	305
Park	3	116	125	9	812	1,215	403
	4	128	147	19	1,096	1,483	367
	5	142	163	21	1,266	1,689	423
008	0	N/A	N/A	N/A	424	580	136
Johnson Towers	1	N/A	N/A	N/A	496	650	154
	2	N/A	N/A	N/A	584	770	186
	3	N/A	N/A	N/A	784	1,020	236
011	0	N/A	N/A	N/A	472	730	258
Todd Towers	1	N/A	N/A	N/A	552	850	298
	2	N/A	N/A	N/A	648	1,010	362
	3	N/A	N/A	N/A	872	1,340	468

February 8, 2022

Huntsville Housing Authority
Attn: Ms. Terry Boyd, Director of Public Housing Operations
P.O. Box 486
Huntsville, AL 35804-0486

Subject: Executive Summary - **Update** of Tenant Utility Allowances

Dear Ms. Boyd:

We have completed this year's utility allowance study and are sending this report for your review. Since our last update in March of 2021, utility allowances have changed as follows:

Huntsville electric allowances have increased about +9% to +13%, depending on usage.
Huntsville gas allowances have increased about +5% to +12%, depending on usage.
Huntsville water allowances have not changed.
Huntsville sewer allowances have not changed.
Huntsville garbage allowance has not changed.

Since an allowance category has changed by at least 10%, the HUD register does require an update. When implemented, the total dollar changes would range from increases of +\$6 to +\$16 per month, depending on bedroom type.

The proposed allowances were based on number of bedrooms as specified by HUD: electric in kWh's and gas in ccf's for cooking, water heating, and other small appliances to include lights, refrigerator, etc., as well as gallons of water (see pages 4 - 16). Comfort heating energy is the only utility that we calculate and it is based on the following exposed areas: attic, wall, windows, doors and floor to include thermal values of insulation, storm windows, etc; as well as local **average** NOAA weather data. Thermostats were set at 68F for winter calculations. Current utility rates including all applicable taxes and fuel adjustments (page 17), were used to arrive at the monthly average dollar amounts for each utility supplier.

Should you have any questions regarding this report, please give me a call. Thank you for using us as your energy consultant. We do appreciate your business.

Best regards,


Matt Lewis

Tenant Utility Allowance & Consumption for Utilities

Huntsville Housing Authority
P.O. Box 486
Huntsville, AL 35804

Executive Director: Ms. Terry Boyd, Director of Public Housing Operations

Projects Evaluated

47-03 Butler Terrace (HP, Elec WH, Gas cook)
47-05A Brookside (HP)
47-05B Lincoln Park (HP, Gas WH/cook)
47-06 Norwoods (HP, Gas WH/cook UNO)
47-07A Northwood Addition (Gas Ht/WH/cook UNO)
47-10 Searcy Homes (TE w/HP)
47-14 & 15 L.R. Patton (HP, Gas WH/cook UNO)
47-16 Meadow Hill Houses (TE w/ HP)
47-19 Stone Manor (TE w/ elec furnaces)
47-20 Windtrace (TE w/HP)
47-21 Cotton Row (TE w/ HP)
47-23 Stones Throw & Stepping Stone (TE w/ HP)
47-18 9021 Mahogany Row (TE w/ HP)



Date Revised: February 2, 2022

Projects Evaluated:

- 1 47-03 Butler Terrace (HP, Elec WH, Gas cook)
- 2 47-05A Brookside (HP)
- 3 47-05B Lincoln Park (HP, Gas WH/cook)
- 4 47-06 Norwoods (HP, Gas WH/cook UNO)
- 5 47-07A Northwood Addition (Gas Ht/WH/cook UNO)
- 6 47-10 Searcy Homes (TE w/HP)
- 7 47-14 & 15 L.R. Patton (HP, Gas WH/cook UNO)
- 8 47-16 Meadow Hill Houses (TE w/ HP)
- 9 47-19 Stone Manor (TE w/ elec furnaces)
- 10 47-20 Windtrace (TE w/HP)
- 11 47-21 Cotton Row (TE w/ HP)
- 12 47-23 Stones Throw & Stepping Stone (TE w/ HP)
- 13 47-18 9021 Mahogany Row (TE w/ HP)



PUBLIC HOUSING DWELLING UNITS

METHODOLOGY FOR ESTABLISHING TENANT ALLOWANCE FOR UTILITIES

GENERAL:

Tenant allowance for PHA-Furnished Utilities and Tenant-Purchased Utilities are estimated by bedroom type, for each of the following dwelling-unit types: 1) stand alone house (single story); 2) attached, single story (includes duplex, triplex and row houses); 3) attached, two stories or more; and 4) attached, townhouse (up-stairs & down-stairs in the same dwelling unit). Utility usage's have been established to approximate a reasonable consumption level by a conservative household of modest circumstances consistent with the requirement of a safe, sanitary, and healthful living environment. Every effort has been made to comply fully with Federal Register 24 CFR, Part 965, and Subpart E.

ENERGY:

Building load, or thermal envelop heat loss information, comfort heating equipment efficiency, and energy for comfort heating are calculated using well founded engineering procedures as outlined in the Air Conditioning Contractors of America's (ACCA Manual J, Seven Edition), Manual S (Residential Equipment Selection); and American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) handbooks. This information along with the hourly weather data for a test reference year (typical year) is used to calculate the air conditioning and heating energy allowance. This information along with the energy for other usage (see page 4) in the dwelling unit for: a) base electrical load (includes lighting, refrigerator, iron, and other small electrical appliances), b) water heating (adjusted to reflect showerhead's flow rate), and c) cooking is then used in calculating the estimated monthly applicable energy usage.

WATER & SEWER:

Water consumption is based on HUD data (adjusted to reflect showerhead's flow rate, and water closet's gallons per flush) and is based on the number of bedrooms in the dwelling unit. See page 4. HUD regulations state that the average person takes 263 ten-minute showers annually, and flushes the water closet five times daily.

GARBAGE:

The allowance for this service is based on local rates or as provided by the housing authority.

OTHER RELEVANT FACTORS AFFECTING ENERGY ALLOWANCES INCLUDE:

- 1) The highest (worst case) calculated heat loss for each type of construction based on bedroom type, and dwelling-unit type.
- 2) The annual energy utilization efficiency (AFUE) rating for fossil fuel heating systems or the heating seasonal performance factor (HSPF) for electric heating systems and seasonal energy efficiency ratio (SEER) for electric cooling systems.

If the tenant pays the local utility company directly, current utility rates were utilized (to include all taxes, applicable fuel adjustments, and applicable rate adjustments) to estimate the monthly bills (rounded off to the nearest dollar amount) for each utility service.

ANNUAL Water and Energy Usage Not Including Comfort Heating

47-03 Butler Terrace (HP, Elec WH, Gas cook)

Base Load: Includes standard lighting, Energy Star refrigerator, iron, TV, radio, & other small appliances.

Electric (kWh)	Number of Bedrooms						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
	1,436	2,156	2,876	3,596	4,676	5,396	6,116

Water Heating: Energy usage is based on the number of bedrooms in the dwelling unit and allows for bathing, shaving, shampoos, food preparation and dishwashing for occupants.

Bedrooms	Electric (kWh)	N'Gas (ccf)	B'Gas (gals)	Oil (gals)	Electric, En Star Listed (kWh)
0 BR	2,037	126	138	102	1,477
1 BR	2,850	176	193	143	1,820
2 BR	3,663	227	247	184	2,163
3 BR	4,477	276	302	224	2,507
4 BR	5,698	352	384	285	3,227
5 BR	6,511	402	439	325	3,571
6 BR	7,324	453	494	366	3,914

Cooking: Includes surface units and oven.

Bedrooms	Electric (kWh)	N'Gas (ccf)	B'Gas (gals)
0 BR	660	48	53
1 BR	924	67	74
2 BR	1,188	86	95
3 BR	1,452	106	116
4 BR	1,884	134	147
5 BR	2,112	154	168
6 BR	2,376	173	189

Water: Includes 1.6 gals/flush water closets & 3.25 gals/min. showerheads,

Units	Number of Bedrooms						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Gals (1000)	32.34	57.07	77.21	93.34	109.48	125.62	145.25
CCF	43.23	76.30	103.22	124.79	146.36	167.94	194.19

Note: Showerheads with flow-rate at 3.26 gallons per minute (gpm) or higher is equal to bathtub usage.

ANNUAL Water and Energy Usage Not Including Comfort Heating

47-05A Brookside (HP)

Base Load: Includes fluorescent lighting, Energy Star refrigerator, iron, TV, radio, & other small appliances.

Electric (kWh)	Number of Bedrooms						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
	1,800	2,520	3,240	3,960	5,040	5,760	6,480

Water Heating: Energy usage is based on the number of bedrooms in the dwelling unit and allows for bathing, shaving, shampoos, food preparation and dishwashing for occupants.

Bedrooms	Electric (kWh)	N'Gas (ccf)	B'Gas (gals)	Oil (gals)
0 BR	1,594	102	111	84
1 BR	1,965	127	140	108
2 BR	2,335	154	168	131
3 BR	2,706	179	196	154
4 BR	3,484	231	252	198
5 BR	3,855	257	280	221
6 BR	4,225	283	308	244

Cooking: Includes surface units and oven.

Bedrooms	Electric (kWh)	N'Gas (ccf)	B'Gas (gals)
0 BR	660	48	53
1 BR	924	67	74
2 BR	1,188	86	95
3 BR	1,452	106	116
4 BR	1,884	134	147
5 BR	2,112	154	168
6 BR	2,376	173	189

Water: Includes 3.25 gals/flush water closets & 1.7 gals/min. showerheads,

Units	Number of Bedrooms						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Gals (1000)	31.28	54.96	74.04	89.12	104.19	119.27	137.85
CCF	41.82	73.47	98.98	119.14	139.30	159.46	184.29

Note: Showerheads with flow-rate at 3.26 gallons per minute (gpm) or higher is equal to bathtub usage.

ANNUAL Water and Energy Usage Not Including Comfort Heating

47-05B Lincoln Park (HP, Gas WH/cook)

Base Load: Includes lighting, refrigerator, iron, TV, radio, & other small appliances.

Electric (kWh)	Number of Bedrooms						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
	1,800	2,520	3,240	3,960	5,040	5,760	6,480

Water Heating: Energy usage is based on the number of bedrooms in the dwelling unit and allows for bathing, shaving, shampoos, food preparation and dishwashing for occupants.

Bedrooms	Electric (kWh)	N'Gas (ccf)	B'Gas (gals)	Oil (gals)
0 BR	2,037	126	138	102
1 BR	2,850	176	193	143
2 BR	3,663	227	247	184
3 BR	4,477	276	302	224
4 BR	5,698	352	384	285
5 BR	6,511	402	439	325
6 BR	7,324	453	494	366

Cooking: Includes surface units and oven.

Bedrooms	Electric (kWh)	N'Gas (ccf)	B'Gas (gals)
0 BR	660	48	53
1 BR	924	67	74
2 BR	1,188	86	95
3 BR	1,452	106	116
4 BR	1,884	134	147
5 BR	2,112	154	168
6 BR	2,376	173	189

Water: Includes 2.25 gals/flush water closets & 3.25 gals/min. showerheads,

Units	Number of Bedrooms						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Gals (1000)	33.53	59.45	80.78	98.10	115.43	132.75	153.58
CCF	44.82	79.48	107.99	131.15	154.31	177.48	205.32

Note: Showerheads with flow-rate at 3.26 gallons per minute (gpm) or higher is equal to bathtub usage.

ANNUAL Water and Energy Usage Not Including Comfort Heating

47-06 Norwoods (HP, Gas WH/cook UNO)

Base Load: Includes lighting, refrigerator, iron, TV, radio, & other small appliances.

Electric (kWh)	Number of Bedrooms						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
	1,800	2,520	3,240	3,960	5,040	5,760	6,480

Water Heating: Energy usage is based on the number of bedrooms in the dwelling unit and allows for bathing, shaving, shampoos, food preparation and dishwashing for occupants.

Bedrooms	Electric (kWh)	N'Gas (ccf)	B'Gas (gals)	Oil (gals)
0 BR	1,594	102	111	84
1 BR	1,965	127	140	108
2 BR	2,335	154	168	131
3 BR	2,706	179	196	154
4 BR	3,484	231	252	198
5 BR	3,855	257	280	221
6 BR	4,225	283	308	244

Cooking: Includes surface units and oven.

Bedrooms	Electric (kWh)	N'Gas (ccf)	B'Gas (gals)
0 BR	660	48	53
1 BR	924	67	74
2 BR	1,188	86	95
3 BR	1,452	106	116
4 BR	1,884	134	147
5 BR	2,112	154	168
6 BR	2,376	173	189

Water: Includes 3.25 gals/flush water closets & 1.7 gals/min. showerheads,

Units	Number of Bedrooms						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Gals (1000)	31.28	54.96	74.04	89.12	104.19	119.27	137.85
CCF	41.82	73.47	98.98	119.14	139.30	159.46	184.29

Note: Showerheads with flow-rate at 3.26 gallons per minute (gpm) or higher is equal to bathtub usage.

ANNUAL Water and Energy Usage Not Including Comfort Heating

47-07A Northwood Addition (Gas Ht/WH/cook UNO)

Base Load: Includes lighting, refrigerator, iron, TV, radio, & other small appliances.

Electric (kWh)	Number of Bedrooms						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
	1,800	2,520	3,240	3,960	5,040	5,760	6,480

Water Heating: Energy usage is based on the number of bedrooms in the dwelling unit and allows for bathing, shaving, shampoos, food preparation and dishwashing for occupants.

Bedrooms	Electric (kWh)	N'Gas (ccf)	B'Gas (gals)	Oil (gals)
0 BR	1,752	110	121	91
1 BR	2,279	144	158	120
2 BR	2,807	180	196	150
3 BR	3,334	214	234	179
4 BR	4,270	274	299	229
5 BR	4,797	308	336	258
6 BR	5,325	343	374	288

Cooking: Includes surface units and oven.

Bedrooms	Electric (kWh)	N'Gas (ccf)	B'Gas (gals)
0 BR	660	48	53
1 BR	924	67	74
2 BR	1,188	86	95
3 BR	1,452	106	116
4 BR	1,884	134	147
5 BR	2,112	154	168
6 BR	2,376	173	189

Water: Includes 3 gals/flush water closets & 2.25 gals/min. showerheads.

Units	Number of Bedrooms						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Gals (1000)	32.27	56.94	77.00	93.07	109.14	125.21	144.78
CCF	43.14	76.12	102.95	124.43	145.91	167.39	193.55

Note: Showerheads with flow-rate at 3.26 gallons per minute (gpm) or higher is equal to bathtub usage.

Page 8

ANNUAL Water and Energy Usage Not Including Comfort Heating

47-10 Searcy Homes (TE w/HP)

Base Load: Includes lighting, refrigerator, iron, TV, radio, & other small appliances.

Electric (kWh)	Number of Bedrooms						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
	1,800	2,520	3,240	3,960	5,040	5,760	6,480

Water Heating: Energy usage is based on the number of bedrooms in the dwelling unit and allows for bathing, shaving, shampoos, food preparation and dishwashing for occupants.

Bedrooms	Electric (kWh)	N'Gas (ccf)	B'Gas (gals)	Oil (gals)
0 BR	1,594	102	111	84
1 BR	1,965	127	140	108
2 BR	2,335	154	168	131
3 BR	2,706	179	196	154
4 BR	3,484	231	252	198
5 BR	3,855	257	280	221
6 BR	4,225	283	308	244

Cooking: Includes surface units and oven.

Bedrooms	Electric (kWh)	N'Gas (ccf)	B'Gas (gals)
0 BR	660	48	53
1 BR	924	67	74
2 BR	1,188	86	95
3 BR	1,452	106	116
4 BR	1,884	134	147
5 BR	2,112	154	168
6 BR	2,376	173	189

Water: Includes 3 gals/flush water closets & 1.7 gals/min. showerheads,

Units	Number of Bedrooms						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Gals (1000)	30.82	54.04	72.66	87.29	101.91	116.53	134.65
CCF	41.21	72.25	97.14	116.69	136.24	155.79	180.01

Note: Showerheads with flow-rate at 3.26 gallons per minute (gpm) or higher is equal to bathtub usage.

ANNUAL Water and Energy Usage Not Including Comfort Heating

47-14 & 15 L.R. Patton (HP, Gas WH/cook UNO)

Base Load: Includes lighting, refrigerator, iron, TV, radio, & other small appliances.

Electric (kWh)	Number of Bedrooms						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
	1,800	2,520	3,240	3,960	5,040	5,760	6,480

Water Heating: Energy usage is based on the number of bedrooms in the dwelling unit and allows for bathing, shaving, shampoos, food preparation and dishwashing for occupants.

Bedrooms	Electric (kWh)	N'Gas (ccf)	B'Gas (gals)	Oil (gals)
0 BR	1,594	102	111	84
1 BR	1,965	127	140	108
2 BR	2,335	154	168	131
3 BR	2,706	179	196	154
4 BR	3,484	231	252	198
5 BR	3,855	257	280	221
6 BR	4,225	283	308	244

Cooking: Includes surface units and oven.

Bedrooms	Electric (kWh)	N'Gas (ccf)	B'Gas (gals)
0 BR	660	48	53
1 BR	924	67	74
2 BR	1,188	86	95
3 BR	1,452	106	116
4 BR	1,884	134	147
5 BR	2,112	154	168
6 BR	2,376	173	189

Water: Includes 3.25 gals/flush water closets & 1.7 gals/min. showerheads,

Units	Number of Bedrooms						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Gals (1000)	31.28	54.96	74.04	89.12	104.19	119.27	137.85
CCF	41.82	73.47	98.98	119.14	139.30	159.46	184.29

Note: Showerheads with flow-rate at 3.26 gallons per minute (gpm) or higher is equal to bathtub usage.

ANNUAL Water and Energy Usage Not Including Comfort Heating

47-16 Meadow Hill Houses (TE w/ HP)

Base Load: Includes lighting, refrigerator, iron, TV, radio, & other small appliances.

Electric (kWh)	Number of Bedrooms						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
	1,800	2,520	3,240	3,960	5,040	5,760	6,480

Water Heating: Energy usage is based on the number of bedrooms in the dwelling unit and allows for bathing, shaving, shampoos, food preparation and dishwashing for occupants.

Bedrooms	Electric (kWh)	N'Gas (ccf)	B'Gas (gals)	Oil (gals)
0 BR	1,894	118	129	96
1 BR	2,565	160	176	132
2 BR	3,235	203	222	167
3 BR	3,905	245	268	201
4 BR	4,984	313	341	257
5 BR	5,654	355	388	292
6 BR	6,324	398	434	327

Cooking: Includes surface units and oven.

Bedrooms	Electric (kWh)	N'Gas (ccf)	B'Gas (gals)
0 BR	660	48	53
1 BR	924	67	74
2 BR	1,188	86	95
3 BR	1,452	106	116
4 BR	1,884	134	147
5 BR	2,112	154	168
6 BR	2,376	173	189

Water: Includes 1.6 gals/flush water closets & 2.75 gals/min. showerheads,

Units	Number of Bedrooms						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Gals (1000)	31.02	54.44	73.26	88.08	102.90	117.73	136.05
CCF	41.47	72.78	97.94	117.76	137.57	157.39	181.88

Note: Showerheads with flow-rate at 3.26 gallons per minute (gpm) or higher is equal to bathtub usage.

ANNUAL Water and Energy Usage Not Including Comfort Heating

47-19 Stone Manor (TE w/ elec furnaces)

Base Load: Includes lighting, refrigerator, iron, TV, radio, & other small appliances.

Electric (kWh)	Number of Bedrooms						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
	1,800	2,520	3,240	3,960	5,040	5,760	6,480

Water Heating: Energy usage is based on the number of bedrooms in the dwelling unit and allows for bathing, shaving, shampoos, food preparation and dishwashing for occupants.

Bedrooms	Electric (kWh)	N'Gas (ccf)	B'Gas (gals)	Oil (gals)
0 BR	2,037	126	138	102
1 BR	2,850	176	193	143
2 BR	3,663	227	247	184
3 BR	4,477	276	302	224
4 BR	5,698	352	384	285
5 BR	6,511	402	439	325
6 BR	7,324	453	494	366

Cooking: Includes surface units and oven.

Bedrooms	Electric (kWh)	N'Gas (ccf)	B'Gas (gals)
0 BR	660	48	53
1 BR	924	67	74
2 BR	1,188	86	95
3 BR	1,452	106	116
4 BR	1,884	134	147
5 BR	2,112	154	168
6 BR	2,376	173	189

Water: Includes 1.6 gals/flush water closets & 3.25 gals/min. showerheads,

Units	Number of Bedrooms						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Gals (1000)	32.34	57.07	77.21	93.34	109.48	125.62	145.25
CCF	43.23	76.30	103.22	124.79	146.36	167.94	194.19

Note: Showerheads with flow-rate at 3.26 gallons per minute (gpm) or higher is equal to bathtub usage.

ANNUAL Water and Energy Usage Not Including Comfort Heating

47-20 Windtrace (TE w/HP)

Base Load: Includes lighting, refrigerator, iron, TV, radio, & other small appliances.

Electric (kWh)	Number of Bedrooms						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
	1,800	2,520	3,240	3,960	5,040	5,760	6,480

Water Heating: Energy usage is based on the number of bedrooms in the dwelling unit and allows for bathing, shaving, shampoos, food preparation and dishwashing for occupants.

Bedrooms	Electric (kWh)	N'Gas (ccf)	B'Gas (gals)	Oil (gals)
0 BR	1,823	114	125	93
1 BR	2,422	152	167	126
2 BR	3,021	191	209	158
3 BR	3,620	229	251	190
4 BR	4,627	294	320	243
5 BR	5,226	332	362	275
6 BR	5,825	371	404	307

Cooking: Includes surface units and oven.

Bedrooms	Electric (kWh)	N'Gas (ccf)	B'Gas (gals)
0 BR	660	48	53
1 BR	924	67	74
2 BR	1,188	86	95
3 BR	1,452	106	116
4 BR	1,884	134	147
5 BR	2,112	154	168
6 BR	2,376	173	189

Water: Includes 1.6 gals/flush water closets & 2.5 gals/min. showerheads,

Units	Number of Bedrooms						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Gals (1000)	30.36	53.13	71.29	85.45	99.62	113.78	131.44
CCF	40.59	71.03	95.31	114.24	133.18	152.11	175.73

Note: Showerheads with flow-rate at 3.26 gallons per minute (gpm) or higher is equal to bathtub usage.

ANNUAL Water and Energy Usage Not Including Comfort Heating

47-21 Cotton Row (TE w/ HP)

Base Load: Includes lighting, refrigerator, iron, TV, radio, & other small appliances.

Electric (kWh)	Number of Bedrooms						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
	1,800	2,520	3,240	3,960	5,040	5,760	6,480

Water Heating: Energy usage is based on the number of bedrooms in the dwelling unit and allows for bathing, shaving, shampoos, food preparation and dishwashing for occupants.

Bedrooms	Electric (kWh)	N'Gas (ccf)	B'Gas (gals)	Oil (gals)
0 BR	1,823	114	125	93
1 BR	2,422	152	167	126
2 BR	3,021	191	209	158
3 BR	3,620	229	251	190
4 BR	4,627	294	320	243
5 BR	5,226	332	362	275
6 BR	5,825	371	404	307

Cooking: Includes surface units and oven.

Bedrooms	Electric (kWh)	N'Gas (ccf)	B'Gas (gals)
0 BR	660	48	53
1 BR	924	67	74
2 BR	1,188	86	95
3 BR	1,452	106	116
4 BR	1,884	134	147
5 BR	2,112	154	168
6 BR	2,376	173	189

Water: Includes 1.6 gals/flush water closets & 2.5 gals/min. showerheads.

Units	Number of Bedrooms						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Gals (1000)	30.36	53.13	71.29	85.45	99.62	113.78	131.44
CCF	40.59	71.03	95.31	114.24	133.18	152.11	175.73

Note: Showerheads with flow-rate at 3.26 gallons per minute (gpm) or higher is equal to bathtub usage.

ANNUAL Water and Energy Usage Not Including Comfort Heating

47-23 Stones Throw & Stepping Stone (TE w/ HP)

Base Load: Includes lighting, refrigerator, iron, TV, radio, & other small appliances.

Electric (kWh)	Number of Bedrooms						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
	1,800	2,520	3,240	3,960	5,040	5,760	6,480

Water Heating: Energy usage is based on the number of bedrooms in the dwelling unit and allows for bathing, shaving, shampoos, food preparation and dishwashing for occupants.

Bedrooms	Electric (kWh)	N'Gas (ccf)	B'Gas (gals)	Oil (gals)
0 BR	1,594	102	111	84
1 BR	1,965	127	140	108
2 BR	2,335	154	168	131
3 BR	2,706	179	196	154
4 BR	3,484	231	252	198
5 BR	3,855	257	280	221
6 BR	4,225	283	308	244

Cooking: Includes surface units and oven.

Bedrooms	Electric (kWh)	N'Gas (ccf)	B'Gas (gals)
0 BR	660	48	53
1 BR	924	67	74
2 BR	1,188	86	95
3 BR	1,452	106	116
4 BR	1,884	134	147
5 BR	2,112	154	168
6 BR	2,376	173	189

Water: Includes 3.25 gals/flush water closets & 1.7 gals/min. showerheads.

Units	Number of Bedrooms						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Gals (1000)	31.28	54.96	74.04	89.12	104.19	119.27	137.85
CCF	41.82	73.47	98.98	119.14	139.30	159.46	184.29

Note: Showerheads with flow-rate at 3.26 gallons per minute (gpm) or higher is equal to bathtub usage.

ANNUAL Water and Energy Usage Not Including Comfort Heating

47-18 9021 Mahogany Row (TE w/ HP)

Base Load: Includes lighting, refrigerator, iron, TV, radio, & other small appliances.

Electric (kWh)	Number of Bedrooms						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
	1,800	2,520	3,240	3,960	5,040	5,760	6,480

Water Heating: Energy usage is based on the number of bedrooms in the dwelling unit and allows for bathing, shaving, shampoos, food preparation and dishwashing for occupants.

Bedrooms	Electric (kWh)	N'Gas (ccf)	B'Gas (gals)	Oil (gals)
0 BR	2,037	126	138	102
1 BR	2,850	176	193	143
2 BR	3,663	227	247	184
3 BR	4,477	276	302	224
4 BR	5,698	352	384	285
5 BR	6,511	402	439	325
6 BR	7,324	453	494	366

Cooking: Includes surface units and oven.

Bedrooms	Electric (kWh)	N'Gas (ccf)	B'Gas (gals)
0 BR	660	48	53
1 BR	924	67	74
2 BR	1,188	86	95
3 BR	1,452	106	116
4 BR	1,884	134	147
5 BR	2,112	154	168
6 BR	2,376	173	189

Water: Includes 3.25 gals/flush water closets & 3.25 gals/min. showerheads.

Units	Number of Bedrooms						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Gals (1000)	35.36	63.11	86.27	105.42	124.58	143.73	166.39
CCF	47.27	84.37	115.33	140.94	166.55	192.16	222.44

Note: Showerheads with flow-rate at 3.26 gallons per minute (gpm) or higher is equal to bathtub usage.

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Utility Monthly Rate Tables

Electricity: Huntsville Utilities (www.hsvutil.org, 866-478-8845)

Gas: " " " "

Water: City of Huntsville (256-883-3719)

Sewer: " " "

Garbage: City of Huntsville (256-883-3965)

Electricity:

Service Charge: \$ 13.17
Base Allowance: 0 kWh

\$ 0.09982 per kWh for the first 1400 kWh

\$ 0.10818 per kWh for all over 1400 kWh

Fuel Adj: included in above rate

Rate Adj: none

Tax Rate: 4.00%

Gas:

Customer Charge: \$ 10.00

Base Allowance: 0 ccf

\$ 1.0220 per ccf for all usage

Purchase Gas: included in above rate

Tax Rate: 4.00%

Water

Tax Rate: 4.00%
Minimum Bill: \$ 12.34
Units: gals
Maximum Bill: N/A

	Water Rates	
	\$/1,000 Gal	Next Step
Min Bill Amt	n/a	-
Rate Step 1	\$ 1.33	3,000
Rate Step 2	\$ 1.71	3,000
Rate Step 3	\$ 1.91	6,000
Rate Step 4	\$ 3.01	99,999
Rate Step 5		

Sewer

Tax Rate: 0.00%
Minimum Bill: n/a
Units: gals
Maximum Bill: N/A

	Sewer Rates	
	\$/1,000 Gal	Breakpoint
Min Bill Amt	n/a	-
Rate Step 1	\$ 4.83	9,999
Rate Step 2		
Rate Step 3		
Rate Step 4		
Rate Step 5		

Garbage Rate: \$ 16.50

Garbage Tax Rate : 0.00%

HEAT LOSS AREAS BY PROJECT BY BEDROOM TYPE

Outside Design Temperature (F) = Winter 27, Summer 94
Inside Design Temperature (F) = Winter 68, Summer 78
Air Infiltration (Air Change /Hr): Winter = .8 Summer = .4

Huntsville Housing Authority										
HEAT LOSS AREAS BY PROJECT BY BEDROOM TYPE										
Project #	Bldg Type	BR Type	Glass		Other Doors (SqFt)	Net Walls (SqFt)	Attic (SqFt)	Floors		Heated Area (Sq.Ft.)
			Windows (Sq.Ft.)	Doors (Sq.Ft.)				Slab (Linear Ft.)	C. Space (Sq.Ft.)	
47-10	2	1	60	0	38	255	584	44	0	584
Searcy Homes	2	2	77	0	38	574	792	86	0	792
"	2	3	105	0	38	666	987	101	0	987
"	1	4	139	0	38	1,529	721	78	0	1,442
"	1	5	178	0	38	1,093	1,466	164	0	1,466
47-11	HR	0	40	0	20	388	384	0	0	384
Todd Towers	HR	1	40	0	20	476	560	0	0	560
"	HR	2	40	0	20	308	805	0	0	805
"	HR	3	40	0	20	716	1,056	0	0	1,056
L.R. Patton 47-14	2	3	65	0	40	678	977	98	0	977
"	4	3	75	0	40	972	558	68	0	1,166
L.R. Patton Add 47-15	3	1	51	0	40	518	663	76	0	663
47-16 Meadow Hills	1	3	110	0	40	1,002	1,100	144	0	1,100
	1	2	86	0	40	834	864	120	0	864
Mahogany Row	new in 2010									
47-18	TH 4	2	84	37	20	931	528		528	1,056
" (bottom)	5	2	82	60	20	554	na		1,026	1,026
" (top)	TH 4	3	82	60	20	1,066	1,419		0	1,419
Stone Manor	new in 2010									
47-19	bot 5	1	6	44		216	na	40	0	611
" (bottom & middle)	5	2	29	74		352	na	47	0	893
" 2A (top)	5	2	29	74		352	1,007		0	1,007
" 2B (top)	5	2	29	74		340	917		0	917
" 2C (bottom)	5	2	29	74		504	na	47	0	1,117
" 3A (bottom & top)	5	3	43	74		501	1,064		0	1,064
" 3B (bottom)	5	3	43	74		561	na	63	0	1,224
" 3C (bottom)	5	3	43	74		532	na	68	0	1,324
47-20										
Windtrace	2	2	45	0	60	590	733	87	0	733
Cotton Row	TH 4	2	21	0	100	1052	479	74	0	987
47-21										
47-22										
Cotton Row	TH 4	2	21	40	60	1052	479	74	0	987
Cotton Row A&D	TH 4	2	16	20	60	1052	479	74	0	870
Cotton Row B&C	TH 4	2	16	20	60	1052	479	74	0	1074
47-23										
1043 Stones Throw	5	2	169	55	20	908	0	144	0	1176
1061 Stones Throw	5	2	169	55	20	940	0	148	0	1152
1155 Old Mon 4G	5	2	108	65	20	528	0	90	0	858
1155 Old Mon 5I	5	2	109	65	20	302	983	0	128	983
1155 Old Mon 5J	TH 4	2	207	65	20	732	850	0	850	
1155 Old Mon 7A	5	2	108	65	20	480	0	84	0	



FY2022 SMALL AREA FMRs FOR HUNTSVILLE, AL MSA

In metropolitan areas, HUD defines Small Areas using ZIP Codes within the metropolitan area. Using ZIP codes as the basis for FMRs provides tenants with greater ability to move into "Opportunity Neighborhoods" with jobs, public transportation, and good schools. They also provide for multiple payment standards within a metropolitan area, and they are likely to reduce need for extensive market area rent reasonableness studies. Lastly, HUD hopes that setting FMRs for each ZIP code will reduce overpayment in lower-rent areas.

The Huntsville, AL MSA consists of the following counties: Limestone County, AL; and Madison County, AL. All information here applies to the entirety of the Huntsville, AL MSA.

Huntsville, AL MSA Advisory Small Area FMRs By Unit Bedrooms					
ZIP Code	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
<u>35610</u>	\$540	\$630	\$760	\$990	\$1,250
<u>35611</u>	\$540	\$630	\$740	\$990	\$1,250
<u>35612</u>	\$540	\$630	\$740	\$990	\$1,250
<u>35613</u>	\$640	\$750	\$890	\$1,180	\$1,420
<u>35614</u>	\$560	\$660	\$780	\$1,030	\$1,250
<u>35615</u>	\$630	\$740	\$880	\$1,160	\$1,390
<u>35620</u>	\$580	\$680	\$810	\$1,070	\$1,290
<u>35647</u>	\$540	\$630	\$740	\$990	\$1,250
<u>35649</u>	\$770	\$900	\$1,070	\$1,410	\$1,700
<u>35652</u>	\$580	\$640	\$830	\$1,030	\$1,300
<u>35671</u>	\$540	\$630	\$740	\$990	\$1,250
<u>35739</u>	\$690	\$800	\$950	\$1,260	\$1,510
<u>35741</u>	\$770	\$900	\$1,070	\$1,420	\$1,700
<u>35742</u>	\$540	\$630	\$740	\$990	\$1,250
<u>35748</u>	\$540	\$630	\$740	\$990	\$1,250
<u>35749</u>	\$900	\$1,050	\$1,250	\$1,660	\$1,990
<u>35750</u>	\$640	\$740	\$880	\$1,170	\$1,400
<u>35756</u>	\$970	\$1,130	\$1,340	\$1,780	\$2,130
<u>35757</u>	\$840	\$990	\$1,170	\$1,550	\$1,860
<u>35758</u>	\$740	\$860	\$1,020	\$1,350	\$1,620

Huntsville, AL MSA Advisory Small Area FMRs By Unit Bedrooms

ZIP Code	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
<u>35759</u>	\$910	\$1,060	\$1,260	\$1,670	\$2,010
<u>35760</u>	\$600	\$700	\$830	\$1,100	\$1,320
<u>35761</u>	\$660	\$770	\$910	\$1,210	\$1,450
<u>35762</u>	\$660	\$780	\$920	\$1,220	\$1,460
<u>35763</u>	\$800	\$930	\$1,110	\$1,470	\$1,880
<u>35773</u>	\$700	\$820	\$970	\$1,290	\$1,540
<u>35776</u>	\$540	\$630	\$740	\$990	\$1,250
<u>35801</u>	\$730	\$850	\$1,010	\$1,340	\$1,610
<u>35802</u>	\$720	\$840	\$1,000	\$1,330	\$1,590
<u>35803</u>	\$710	\$840	\$990	\$1,310	\$1,580
<u>35804</u>	\$660	\$780	\$920	\$1,220	\$1,460
<u>35805</u>	\$560	\$650	\$770	\$1,020	\$1,250
<u>35806</u>	\$740	\$870	\$1,030	\$1,370	\$1,640
<u>35807</u>	\$660	\$780	\$920	\$1,220	\$1,460
<u>35808</u>	\$970	\$1,140	\$1,350	\$1,790	\$2,150
<u>35809</u>	\$660	\$780	\$920	\$1,220	\$1,460
<u>35810</u>	\$610	\$720	\$850	\$1,130	\$1,350
<u>35811</u>	\$650	\$760	\$900	\$1,190	\$1,430
<u>35812</u>	\$660	\$780	\$920	\$1,220	\$1,460
<u>35813</u>	\$660	\$780	\$920	\$1,220	\$1,460
<u>35814</u>	\$660	\$780	\$920	\$1,220	\$1,460
<u>35815</u>	\$660	\$780	\$920	\$1,220	\$1,460
<u>35816</u>	\$610	\$710	\$840	\$1,110	\$1,340
<u>35824</u>	\$740	\$860	\$1,020	\$1,350	\$1,620
<u>35896</u>	\$710	\$840	\$990	\$1,320	\$1,580

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FY 2022 FAIR MARKET RENT DOCUMENTATION SYSTEM

The FY 2022 Huntsville, AL MSA FMRs for All Bedroom Sizes

Final FY 2022 & Final FY 2021 FMRs By Unit Bedrooms					
Year	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
FY 2022 FMR	\$647	\$757	\$897	\$1,189	\$1,428
FY 2021 FMR	\$589	\$690	\$821	\$1,089	\$1,387

The Huntsville, AL MSA consists of the following counties: Limestone County, AL; and Madison County, AL. All information here applies to the entirety of the Huntsville, AL MSA.

Fair Market Rent Calculation Methodology

Show/Hide Methodology Narrative

Fair Market Rents for metropolitan areas and non-metropolitan FMR areas are developed as follows:

1. 2015-2019 5-year American Community Survey (ACS) estimates of 2-bedroom adjusted standard quality gross rents calculated for each FMR area are used as the new basis for FY2022 provided the estimate is statistically reliable. For FY2022, the test for reliability is whether the margin of error for the estimate is less than 50% of the estimate itself and whether the ACS estimate is based on at least 100 survey cases. HUD does not receive the exact number of survey cases, but rather a categorical variable known as the count indicator indicating a range of cases. An estimate based on at least 100 cases corresponds to a count indicator of 4 or higher.

If an area does not have a reliable 2015-2019 5-year, HUD checks whether the area has had at least minimally reliable estimate in any of the past 3 years, or estimates that meet the 50% margin of error test described above. If so, the FY2022 base rent is the average of the inflated ACS estimates.

If an area has not had a minimally reliable estimate in the past 3 years, the estimate State for the area's corresponding metropolitan area (if applicable) or State non-metropolitan area is used as the basis for FY2022.

2. HUD calculates a recent mover adjustment factor by comparing a 2019 1-year 40th percentile recent mover 2-bedroom rent to the 2015-2019 5-year 40th percentile adjusted standard quality gross rent. If either the recent mover and non-recent mover rent estimates are not reliable, HUD uses the recent mover adjustment for a larger geography. For metropolitan areas, the order of geographies examined is: FMR Area, Entire Metropolitan Area (for Metropolitan Sub-Areas), State Metropolitan Portion, Entire State, and Entire US; for non-metropolitan areas, the order of geographies examined is: FMR Area, State Non-Metropolitan Portion, Entire State, and Entire US. The recent mover adjustment factor is floored at one.
3. HUD calculates the appropriate recent mover adjustment factor between the 5-year data and the 1-year data.
4. In order to calculate rents that are "as of" 2020, HUD calculates the relevant (regional or local) change in gross rent Consumer Price Index (CPI) from annual 2019 to annual 2020.
5. To further inflate rents from 2020 to FY2022, HUD uses a "trend factor" based on the forecast of gross rent changes through FY2022.
6. HUD multiplies the base rent by the recent mover factor, the gross rent CPI, and the trend factor to produce a rent that is "as of" the current fiscal year.

9. The FY2022 FMR must not be below 90% of the FY2021 FMR.

	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
FY2021 FMR	\$589	\$690	\$821	\$1,089	\$1,387
FY2021 floor	\$531	\$621	\$739	\$981	\$1,249
FY 2022 FMR	\$647	\$757	\$897	\$1,189	\$1,428
Use FY2021 floor for FY2022?	No	No	No	No	No

Final FY2022 Rents for All Bedroom Sizes for Huntsville, AL MSA

The following table shows the Final FY 2022 FMRs by bedroom sizes.

Final FY 2022 FMRs By Unit Bedrooms					
	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
Final FY 2022 FMR	\$647	\$757	\$897	\$1,189	\$1,428

The FMRs for unit sizes larger than four bedrooms are calculated by adding 15 percent to the four bedroom FMR, for each extra bedroom. For example, the FMR for a five bedroom unit is 1.15 times the four bedroom FMR, and the FMR for a six bedroom unit is 1.30 times the four bedroom FMR. FMRs for single-room occupancy units are 0.75 times the zero bedroom (efficiency) FMR.

Permanent link to this page: http://www.huduser.gov/portal/datasets/fmr/fmrs/FY2022_code/2022summary.odn?&year=2022&fmrtype=Final&cbsasub=METRO26620M26620

Select a different area

Press below to select a different county within the same state (same primary state for metropolitan areas):

Autauga County, AL
 Baldwin County, AL
 Barbour County, AL
 Bibb County, AL
 Blount County, AL

Select a new county

Press below to select a different state:

Select a new state

Select a Final FY 2022 Metropolitan FMR Area:

Huntsville, AL MSA

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7. FY2022 FMRs are then compared to a State minimum rent, and any area whose preliminary FMR falls below this value is raised to the level of the State minimum.
8. HUD calculates "bedroom ratios" and multiplies these by the two-bedroom rent to produce preliminary FMRs for unit sizes other than two bedrooms.
9. FY2022 FMRs may not be less than 90% of FY2021 FMRs. Therefore, HUD applies "floors" based on the prior year's FMRs.

The results of the Fair Market Rent Step-by-Step Process

1. The following are the 2019 American Community Survey 5-year 2-Bedroom Adjusted Standard Quality Gross Rent estimate and margin of error for Huntsville, AL MSA.

Area	ACS ₂₀₁₉ 5-Year 2-Bedroom Adjusted Standard Quality Gross Rent	ACS ₂₀₁₉ 5-Year 2-Bedroom Adjusted Standard Quality Gross Rent Margin of Error	Ratio	Sample Size Category	Result
Huntsville, AL MSA	\$749	\$19	$\frac{\$19}{\$749}=0.025$	6	$0.025 < .5$ $6 \geq 4$ Use ACS ₂₀₁₉ 5-Year Huntsville, AL MSA 2-Bedroom Adjusted Standard Quality Gross Rent

Since the ACS₂₀₁₉ Margin of Error Ratio is less than .5, the ACS₂₀₁₉ Huntsville, AL MSA value is used for the estimate of 2-Bedroom Adjusted Standard Quality Gross Rent:

Area	FY2022 Base Rent
Huntsville, AL MSA	\$749

2. A recent mover adjustment factor is applied based on the smallest area of geography which contains Huntsville, AL MSA and has an ACS₂₀₁₉ 1-year Adjusted Standard Quality Recent-Mover estimate with a Margin of Error Ratio that is less than .5.

Area	ACS ₂₀₁₉ 1-Year Adjusted Standard Quality Recent-Mover Gross Rent	ACS ₂₀₁₉ 1-Year Adjusted Standard Quality Recent-Mover Gross Rent Margin of Error	Ratio	Sample Size Category	Result
Huntsville, AL MSA – 2 Bedroom	\$844	\$45	0.053	3	$3 < 4$ Do Not Use ACS ₂₀₁₉ 1-Year Huntsville, AL MSA 2-Bedroom Adjusted Standard Quality Recent-Mover Gross Rent
Huntsville, AL MSA – All Bedroom	\$863	\$38	0.044	6	$0.044 < .5$ $6 \geq 4$ Use ACS ₂₀₁₉ 1-Year Huntsville, AL MSA All Bedroom Adjusted Standard Quality Recent-Mover Gross Rent

The smallest area of geography which contains Huntsville, AL MSA and has an ACS₂₀₁₉ 1-year Adjusted Standard Quality Recent-Mover estimate with a Margin of Error Ratio that is less than .5 and with a sufficient number of

sample cases is Huntsville, AL MSA.

3. The calculation of the relevant Recent-Mover Adjustment Factor for Huntsville, AL MSA is as follows:

ACS ₂₀₁₉ 5-Year Area	ACS ₂₀₁₉ 5-Year 40th Percentile Adjusted Standard Quality Gross Rent	ACS ₂₀₁₉ 1-Year 40th Percentile Adjusted Standard Quality Recent-Mover Gross Rent
Huntsville, AL MSA – All Bedroom	\$775	\$863

Area	Ratio	Recent-Mover Adjustment Factor
Huntsville, AL MSA	$\$863 / \$775 = 1.114$	$1.1135 \geq 1.0$ Use calculated Recent-Mover Adjustment Factor of 1.1135

4. The calculation of the relevant CPI Update Factors for Huntsville, AL MSA is as follows: HUD updates the 2019 intermediate rent with the ratio of the annual 2020 local or regional CPI to the annual 2019 local or regional CPI to establish rents as of 2020.

	Update Factor	Type
CPI Update Factor	1.0292	Region CPI

5. The calculation of the Trend Factor is as follows: HUD forecasts the change in national gross rents from 2020 to 2022 for each CPI area and Census Region. This makes Fair Market Rents "as of" FY2022.

Trend Factor	Trend Factor Type
1.0453	Region

6. The FY 2022 2-Bedroom Fair Market Rent for Huntsville, AL MSA is calculated as follows:

Area	ACS ₂₀₁₉ 5-Year Estimate	Recent-Mover Adjustment Factor	Annual 2019 to 2020 CPI Adjustment	Trending 1.0453 to FY2022	FY 2022 2-Bedroom FMR
Huntsville, AL MSA	\$749	1.11355	1.02916	1.04530	$\$749 * 1.11355 * 1.02916 * 1.04530 = \897

7. In keeping with HUD policy, the preliminary FY 2022 FMR is checked to ensure that it does not fall below the state minimum.

Area	Preliminary FY2022 2-Bedroom FMR	FY 2022 Alabama State Minimum	Final FY2022 2-Bedroom FMR
Huntsville, AL MSA	\$897	\$705	$\$897 \geq \705 Use Huntsville, AL MSA FMR of \$897

8. Bedroom ratios are applied to calculate FMRs for unit sizes other than two bedrooms.

Click on the links in the table to see how the bedroom ratios are calculated.

FY 2022 FMRs By Unit Bedrooms					
	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
FY 2022 FMR	\$647	\$757	\$897	\$1,189	\$1,428

Huntsville Housing Authority

ACT ON A RESOLUTION FOR APPROVAL OF THE UTILITY ALLOWANCE SCHEDULE AND THE REVISION OF THE FLAT RENT SCHEDULE FOR PUBLIC HOUSING

RESOLUTION NO. 2022-08

WHEREAS, The United States Department of Housing and Urban Development's (HUD) federal regulations and the Huntsville Housing Authority's (HHA) Admissions and Continued Occupancy Policy (ACOP) require HHA to conduct an annual review of the utility allowance schedule; and

WHEREAS, if the review of the utility allowance schedule determines that a change of 10% or more exists in any category since the last annual review, HHA will revise its utility allowance schedule accordingly; and

WHEREAS, HUD and federal regulations require PHAs to establish flat rents at no less than 80 percent of the applicable Fair Market Rent (FMR); and

WHEREAS, HUD issued new FMRs and Small Area Fair Market Rents (SAFMRs) for 2022; and

WHEREAS, in order to comply with federal regulations and its ACOP, HHA has revised the utility allowance, and the flat rent schedules for public housing to implement the new schedules to be effective May 1, 2022.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Huntsville Housing Authority, that the Executive Director/CEO is authorized to revise the utility allowances, and the flat rent schedule for public housing, effective May 1, 2022 and further resolves that the Executive Director/CEO is hereby directed to operate in accordance with the revised allowances and schedules as approved.

ADOPTED THIS 21st DAY OF MARCH 2022

Dr. Delmonize Smith, Chairperson

SEAL

Attest:

Antonio McGinnis, Sr., Executive Director, CEO

**HUNTSVILLE HOUSING AUTHORITY
REQUEST FOR BOARD ACTION**

**Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to
Enter into a Contract for Security Guard Services
at Johnson Towers and The Todd**

March 21, 2022

INTRODUCTION

Huntsville Housing Authority issued a Request for Proposals (RFP) to interested qualified companies to provide security guard services at Johnson Towers and Todd Towers.

PURPOSE/OBJECTIVE

To improve the overall security of the tenants and premises at Johnson Towers and Todd Towers.

JUSTIFICATION/DESCRIPTION

An RFP was issued on January 20, 2022 requesting proposals from qualified vendors to provide security guard services at Johnson Towers and Todd Towers. Services for Johnson Towers were requested for 24-hours per day, 7 days a week for a total of 168 hours per week. Services for Todd Towers were requested for 12 hour shifts from Monday through Thursday with 24-hour shifts from Friday through Sunday for a total of 120 per week. The hours will be negotiated to meet the budget restrictions.

The proposals were due on February 17, 2022. Four proposals were received, two were deemed non-responsive due to not completing and submitting all the required documents and not providing the appropriate number of proposals.

The highest rated proposer, was **Securitas Security Services**. It proposed a cost of \$21.64 per hour. Holiday rates were quoted at \$31.87 per hour.

The table below details the acceptable bids and the scores for the acceptable bidders:

RFP NO. 2022-01 Security Guard Services

Evaluation Criteria	AVERAGE SCORES		
	Possible Points	SECURITY ENGINEERS	SECURITAS SECURITY SERVICES
Demonstrated Understanding of the Requirement	15	10	14
Technical Approach	10	6	9
Technical Capabilities	15	10	13
Demonstrated Experience	15	11	13
Overall Appearance of Proposal	10	9	10
Compensation	35	35	30
TOTAL	100	81	89

ECONOMIC IMPACT

The total annual cost for services will not exceed \$200,000.00. The contract is for a period of one year, with four one-year exercisable options, for a maximum contract term of five years.

ALTERNATIVES

None.

ATTACHMENTS

None.

RECOMMENDATION

The Executive Director/CEO/Contracting Officer recommends entering into a contract with **Securitas Security Services** to provide security guard services for Johnson Towers and The Todd for a maximum term of five years.

Antonio McGinnis, Sr.
Executive Director/CEO

 3/17/22

Terry Boyd
Director of Public Housing

Date

Date

ACTION TAKEN: _____

Huntsville Housing Authority

ACT ON A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR/CEO/CONTRACTING OFFICER TO ENTER INTO A CONTRACT FOR SECURITY GUARD SERVICES AT JOHNSON TOWERS AND TODD TOWERS

RESOLUTION NO. 2022-09

WHEREAS, Huntsville Housing Authority issued a Request for Proposals to interested qualified companies to provide security guard services at Johnson Towers and Todd Towers; and

WHEREAS, the following proposals were received:
RFP NO. 2022-01 Security Guard Services

Evaluation Criteria	AVERAGE SCORES		
	Possible Points	SECURITY ENGINEERS	SECURITAS SECURITY SERVICES
Demonstrated Understanding of the Requirement	15	10	14
Technical Approach	10	6	9
Technical Capabilities	15	10	13
Demonstrated Experience	15	11	13
Overall Appearance of Proposal	10	9	10
Compensation	35	35	30
TOTAL	100	81	89

WHEREAS, **Securitas Security Services** was deemed the most responsive and responsible proposer;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Huntsville Housing Authority that the Executive Director/CEO is authorized to enter into a contract with **Securitas Security Services** for the provision of security guard services at Johnson Towers and Todd Towers in an amount not to exceed \$200,000.00.

ADOPTED THIS 21st DAY OF MARCH 2022

SEAL

Dr. Delmonize Smith, Chairperson

Attest:

Antonio McGinnis, Sr., Executive Director, CEO

HUNTSVILLE HOUSING AUTHORITY

**Board of Commissioners' Meeting
Agenda Item
Control Document**

Date: March 7, 2022

HHA Staff Representative: Turkessa Coleman-Lacey, Deputy Executive Director

Department: Financial Services

Board of Commissioners' Meeting (Date): March 21, 2022, at 12:00 p.m. (VIRTUAL)

Board Agenda Item(s):

1. Act on a Resolution Approving a Revision to the Housing Choice Voucher Program Administrative Plan.

Date/Time/Place of Board of Commissioners' Committee Meeting:

Approved by: _____ / _____
Antonio McGinnis, Sr. Date
Executive Director/CEO/Contracting Officer

Department's Committee's Certification:

We have reviewed the above-referenced Board of Commissioners' agenda items, together with the related and supportive documents, and have found them satisfactory. We further concur with the Staff's recommendation to place them on the approved, final agenda to be presented to the Board for appropriate action with respect to the adoption of the resolution(s) approving and/or authorizing the execution of the said action(s).

HHA Board Committee Member: Chairman Dr. Delmonize Smith Date: 3/21/2022

HHA Board Committee Member: Vice Chairman James Bolte Date: 3/21/2022

HHA Staff Member: Turkessa Coleman-Lacey Date: 3-15-2022

HUNTSVILLE HOUSING AUTHORITY

REQUEST FOR BOARD ACTION

Approval of Revisions to the Administrative Plan for the Housing Choice Voucher Program

March 21, 2022

INTRODUCTION

Act on a resolution approving revisions to the Administrative Plan for the Housing Choice Voucher (HCV) Program, specifically relating to the Homeownership and Interim Reexaminations.

PURPOSE/OBJECTIVE

The purpose of this request is to revise Part II: Interim Reexaminations (24 CFR 982.516)- Chapter 11-II. B: Changes in Family and Household Composition, Chapter 11-II.C: Changes Affecting Income or Expenses-Family Initiated Interim Reexaminations and Part VII: Homeownership (24 CFR 982.627); Chapter 15-VII.B-Family Eligibility. Huntsville Housing Authority (HHA) must revise the current policies in order to maintain continuous compliance as mandated by HUD.

JUSTIFICATION/DESCRIPTION

HHA's adopted Administrative Plan for HCV Program exist to help staff determine eligibility for admission and continued participation in the program. This plan must be revised as needed for compliance. The proposed revisions are as follows:

Part II: Interim Reexaminations (24 CFR 982.516); Chapter 11-II.B. and II.C.

Revised HHA Policy

HHA will conduct interim reexaminations of income and/or family composition at annual reexaminations. HHA will only conduct an interim reexamination if there's a decrease in income.

Part II: Interim Reexaminations (24 CFR 982.516); Chapter 11-II.C: Changes Affecting Income or Expenses-Family Initiated Interim Reexaminations

Revised HHA Policy

HHA will conduct interim reexaminations at annual reexaminations. Families are required to report all increases in earned income, including new employment, during their annual reexamination. HHA will only conduct an interim reexamination if there's a decrease in income. Families are not required to report any other changes in income

Part VII: Homeownership (24 CFR 982.627); Chapter 15-VII.B-Family Eligibility.

Revised HHA Policy

The family can be a current Family Self-Sufficiency (FSS) program participant or a graduate, an HCV program participant or Public Housing (PH) program participant.

IMPACT

The impact of streamlining the Interim Reexamination process includes the decrease in administrative practices, which reduces administrative cost.

The impact of expanding homeownership opportunities for all of HHA's families include the principal that Homeownership provides a family with a stable environment to live and raise their children; Homeownership increases a family's stake in the community. When a family owns their own home, they build equity and accumulate wealth, which helps the family live their dream of homeownership and improves the economy by increasing the family's purchasing power.

ALTERNATIVES

None

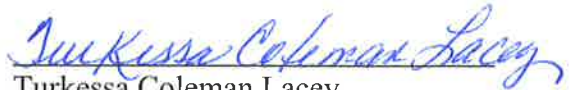
ATTACHMENTS

None

RECOMMENDATION

The Executive Director/CEO recommends the approval of the revision to the Administrative Plan for the Housing Choice Voucher Program.

Antonio McGinnis, Sr.
Executive Director/CEO


Turkessa Coleman Lacey
Deputy Executive Director

Date: _____

Date: 3-15-2022

Huntsville Housing Authority

**APPROVAL OF REVISIONS TO THE
ADMINISTRATIVE PLAN
FOR THE HOUSING CHOICE VOUCHER PROGRAM**

RESOLUTION NO. 2022-10

WHEREAS, Huntsville Housing Authority (HHA) has adopted an Administrative Plan for the Housing Choice Voucher (HCV) Program; and

WHEREAS, the United States Department of Housing and Urban Development (HUD) has mandated that housing authorities must develop expanded, clear and orderly procedures to govern administration of the Housing Choice Voucher Program; and

WHEREAS, the Administrative Plan states HHA policy on matters for which the HHA has discretion to establish local policies in accordance with HUD requirements; and

WHEREAS, HHA has revised the Housing Choice Voucher Program Administrative Plan in order to comply with policies for the administration of the HCV Program that have been mandated by HUD and are in accordance with industry standards;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Huntsville Housing Authority hereby adopts the revision to the Housing Choice Voucher Program Administrative Plan and further resolves that the Executive Director/CEO is hereby directed to operate in accordance with the revised plan as adopted.

ADOPTED THIS 21st DAY OF MARCH, 2022

SEAL

Dr. Delmonize Smith, Chairman

Attest:

Antonio McGinnis, Sr., Executive Director/CEO

HUNTSVILLE HOUSING AUTHORITY

Board of Commissioners' Meeting Agenda Item Control Document

Date: March 14, 2022

HHA Staff Representative: Carol J. Jones, Director of Human Resources

Department: Human Resources

Board of Commissioners' Meeting (Date): March 21, 2022, at 12:00 noon – (Virtual) Board Meeting

Board Agenda Item(s):

1. Act on a Resolution for Approval to Amend Huntsville Housing Authority's Personnel Policy Manual, Revising Policy No. E-06, Substance Abuse.

Approved by: _____ / _____
Antonio L. McGinnis, Sr. Date
Executive Director/CEO

Department's Committee Certification:

We have reviewed the above-referenced Board of Commissioners' agenda item, together with the related and supportive documents, and have found them satisfactory. We further concur with the Staff's recommendation to place them on the approved, final agenda to be presented to the Board for appropriate action with respect to the adoption of the resolution(s) approving and/or authorizing the execution of the said action(s).

HHA Board Committee Member Commissioner Delvin L. Sullivan / 03/15/2022
Signature Date

HHA Board Committee Member Commissioner Shaquille Willie / 03/15/2022
Signature Date

HHA Staff Member Carol J. Jones / 03/14/2022
Signature Date

HUNTSVILLE HOUSING AUTHORITY

REQUEST FOR BOARD ACTION

Act on a Resolution for Approval to Amend Huntsville Housing Authority's Personnel Policy Manual, Revising Policy No. E-06, Substance Abuse

March 21, 2022

INTRODUCTION

HHA's Personnel Policy No. E-06, Substance Abuse, needs to be amended to clarify the wording and to define terms, for example, "Reasonable Suspicion." Also, the testing procedures have been outlined so that employees can know step by step the process that Huntsville Housing Authority will use.

PURPOSE/OBJECTIVE

The purpose of this request is to obtain Board approval to amend HHA's Personnel Policy Manual, Revising Policy No. E-06, Substance Abuse.

JUSTIFICATION/DESCRIPTION

Companies who use pre-employment drug and alcohol tests use them to determine if a prospective hire uses illicit substances or abuse prescription medication. Many employers have found that pre-employment testing drastically reduces their candidate pool and may exclude valuable employees. Testing guidelines are changing in order to capture the valuable employees.

HHA has expanded its procedures for drug and alcohol testing so that the process is clear to applicants and also to employees. The reasons are outlined in this revised policy, but they are not all-inclusive.

ECONOMIC IMPACT

Minimal.


ATTACHMENT

Personnel Policy No. E-06. Substance Abuse.

RECOMMENDATION

The Executive Director/CEO recommends that the amendment to HHA's Personnel Policy Manual, Policy No. E-06, Substance Abuse, be adopted.

Antonio L. McGinnis, Sr.
Executive Director/CEO



Carol J. Jones
Director of Human Resources

Date: _____

Date: 03/15/2022

ACTION TAKEN: _____

HUNTSVILLE HOUSING AUTHORITY Personnel Policy	DATE ISSUED 05/10/99	DATE EFFECTIVE 03/21/2022 10/19/2012	POLICY NO. E-06
	SUPERSEDES PRIOR HHA POLICY E-06	DATED 10/19/2022 05/10/99	PAGE 1 OF 10

TITLE

SUBSTANCE ABUSE

I. This memorandum rescinds any previous publications covering the same material.

II. PURPOSE

The Huntsville Housing Authority (HHA) has as part of its mission to ~~provide decent, safe and sanitary housing for low and moderate income citizens of Huntsville, Alabama, and to provide assistance to residents in keeping their community clean and free of drugs.~~ **develop and preserve a high standard of safe, affordable housing for qualifying individuals and families, free from discrimination.** HHA believes housing is a basic need and the foundation for a successful life. HHA operates in a large measure through the instrumentality of a staff whose relationship with program participants and members of the community are highly important and critical to carrying out HHA's mission. Those relationships must be reliable, trustworthy, courteous and a source of encouragement for participants. It is wholly inconsistent with HHA's mission for those relationships to be compromised by HHA staff members whose actions may be influenced by alcohol or illegal drug use.

With the foregoing in mind, HHA has established this policy to prevent substance abuse in its workplace.

III. POLICY

A. WHAT IS PROHIBITED

HHA's substance abuse policy is designed to comply with all appropriate federal and state laws. This policy prohibits the use and/or possession and/or distribution of illegal drugs and/or alcoholic beverages and/or the illegal or improper use of otherwise legal and/or prescription drugs on or in all workplace premises, vehicles, on-site locations or otherwise while on duty or at the time of testing. This prohibition includes, but is not limited to, the manufacture, distribution dispensation, possession, ~~or use or presence in an employee's system~~ of illegal drugs and/or alcohol. Illegal drugs are defined as drugs made illegal by federal or state law or otherwise legal and/or prescription drugs used illegally or improperly. The prohibition against alcoholic beverage includes ingestion whatsoever of beer, wine, or liquor while on duty or any improper blood alcohol level while on duty or while present on HHA premises and/or work sites at the time of testing.

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B. CERTAIN SAFETY-SENSITIVE EMPLOYEES

Employees in safety-sensitive positions, such as drivers of motorized vehicles who are subject to state or federal regulations under the DOT or ALDOT or employees that warrant special considerations are subject to drug and/or alcohol testing under the following circumstances:

1. On a random basis without advance notice;
2. "Near Miss" or Post-Accident Testing as defined below:

~~Following a near miss or the actual occurrence of any reportable workplace injury or accident, including, but not limited to, any injury for which an employee may seek workers' compensation benefits and/or any accident which involves property damage or injury to any person involved in the accident;~~

3. Following a ~~an employee's~~ documented and successful completion of a drug and/or alcohol rehabilitation program; ~~and~~
4. "Reasonable Suspicion" testing as defined below; and
5. Otherwise as may be mandated by state or federal laws.

ALL EMPLOYEES

All employees of HHA are subject to drug and/or alcohol testing under the following circumstances:

1. Following a near miss or the actual occurrence of any reportable workplace injury or accident, including, but not limited to, any injury for which an employee may seek workers' compensation benefits and/or any accident which involves property damage or injury to any person involved in the accident.

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2. Testing Based on Reasonable Suspicion:

“Reasonable Suspicion” as defined under this policy, should be understood to mean:

- a. Behavior of an employee that indicates that employee is on the job and is impaired by the use of illegal drugs, the illegal use of otherwise legal drugs, and/or alcohol.
- b. Before an employee may be tested based on “Reasonable Suspicion,” two or more supervisory or management employees of HHA, at least one of whom is in the direct chain of supervision of the employee, must agree that such testing is appropriate.
- c. “Reasonable Suspicion” must be based on a reasonable belief that an employee uses illegal drugs, based on specific, observable facts, as described below:

(1) Such a belief may be based upon, among other things:

- (a) Observable phenomena (for example odors, smell of alcohol, etc., as explained below), such as direct observation of:
 - (i) The use or possession of illegal drugs or alcohol; or
 - (ii) The physical symptoms of being under the influence of drugs or alcohol;
 - (iii) A pattern of abnormal conduct or erratic behavior;
 - (iv) Examples of such observable phenomena include, but are not limited to:
 - ((a)) Odors (smell of alcohol, body odor, or urine).

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((b)) Movements (unsteady, fidgety, dizzy).

((c)) Eyes (dilated, constricted or watery eyes, or involuntary eye movements).

((d)) Face flushed, sweating, confused or blank look).

((e)) Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).

((f)) Emotions (argumentative, agitated, irritable, drowsy).

((g)) Actions (yawning, twitching).

((h)) Inactions (sleeping, unconscious, no reaction to questions).

(b) Arrest for a conviction of drug-related offense, or the identification as the focus of a criminal investigation into illegal drug possession use or trafficking;

(c) Information that is either provided by a reliable and credible source or is independently corroborated.

(d) Evidence that an employee has tampered with a drug test; or

(e) Temperature of the urine specimen is outside the range of 32-38 degrees Centigrade or 90-100 degrees Fahrenheit.

(2) The fact that an employee had a confirmed positive test for the use of illegal drugs or alcohol, or has undergone a period of rehabilitation or treatment, will not in and of itself, be grounds for testing on the basis of reasonable suspicion.

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C. TESTING PROCEDURES

~~All employees of HHA are subject to drug and/or alcohol testing under the following circumstances:~~

~~Following the observation of any employee's behavior that creates a reasonable suspicion that such employee is under the influence or in possession of drugs and/or alcohol on HHA premises, work sites or otherwise while on duty.~~

Employees subject to breath and/or alcohol testing will be transported to Huntsville Hospital's Occupational Health Group or other such facility designated by HHA and will be directed to provide breath and/or urine specimens, as appropriate. Breath specimens will be tested by trained technicians using federally-approved breath/alcohol testing devices capable of producing printed results that identify the employee. If an employee's breath alcohol concentration is .04 or more, a second breath specimen will be tested approximately 20 minutes later. The results of the second test will be determinative. Alcohol test may, however, be a breath, blood, or saliva test, at the company's discretion. For purposes of the policy, test results generated by law enforcement or medical providers may be considered by the company as work rule violations.

Urine specimens may be provided in private unless the employee appears to be submitting altered, adulterated, or substitute specimens. Collected specimens will be sent to a federally-certified laboratory and tested for evidence of marijuana, cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone, methaqualone, and propoxyphene use. The laboratory will screen all specimens and confirm all positive screens. There must be a chain of custody from the time specimens are collected through testing and storage.

The laboratory will transmit all positive drug test results to a Medical Review Officer (MRO) retained by HHA who will offer individuals with positive results as opportunity to rebut or explain the results. Individuals with positive test results may also ask the MRO to have their split specimen sent to another federally-certified laboratory to be tested at the employee's own expense. Such requests must be made within 72 hours of notice of test results. If the second facility fails to find any evidence of drug use in the split specimen, the employee will be treated as passing the test. In no event should a positive

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test result be communicated to HHA until such time that the MRO has confirmed the test to be positive.

D. COMMUNICATION OF TEST RESULTS

HHA shall establish procedures to ensure the confidentiality of all test results. All information involving testing, counseling, rehabilitation, treatment or discipline of an individual employee or applicant shall be treated as confidential, medical information. HHA will establish a custodian for test results and policy document retention, and HHA will retain only the following information in separate employee medical files:

1. That the employee submitted to a drug and alcohol screening test;
2. The date of such test;
3. The location of such test;
4. The name of the laboratory performing the test; and
5. Whether the test was positive, negative, adulterated, unreadable or not authentic.

Such information shall be accessible only to the custodian of the records, authorized testing laboratory personnel and other persons designated by the Executive Director/CEO of HHA who need to know the information contained in the test.

E. DISCIPLINE

1. Employee compliance with this program is a condition of continued employment with HHA. A violation of this program, a failure or refusal to cooperate or participate fully, or failure or refusal to sign any required document or to submit to a test or search is grounds for discipline, up to and including discharge. Discipline may include an unpaid suspension for up to thirty (30) days, a demotion to an available position, or dismissal. At the sole discretion of the Executive Director/CEO of HHA, any discipline may be conditioned upon referral for

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counseling or rehabilitation as provided under this program. HHA may take into account one or more of the following factors in determining appropriate discipline: the circumstances giving rise to any alcohol or controlled substance test, the nature of the illegal drug or alcohol use, the employee's prior use of alcohol or controlled substances while employed by HHA and prior counseling by HHA, the employee's length of service and work history with HHA, and the employee's job duties and responsibilities.

2. Drivers. In addition to the discipline in the foregoing paragraph, drivers subject to testing may be subject to disqualification and suspension or revocation of licenses, registrations, or certifications in accordance with applicable Federal Highway Administration and Department of Transportation rules and regulations.

F. CRIMINAL CONVICTIONS

As a condition of employment, each employee who is convicted of any violation occurring in the workplace of any criminal drug statute shall notify HHA no later than five (5) days after such conviction. A conviction for these purposes includes a guilty plea or a plea of nolo contendere. An employee so convicted shall be disciplined up to and including discharge. HHA shall report all such convictions to applicable federal agencies as required by the Drug-Free Workplace Act of 1988 within ten (10) days of learning of such conviction.

Employees who have been referred for alcohol or substance abuse counseling or rehabilitation shall cooperate and participate fully in their rehabilitation.

G. CONFORMITY WITH THE AMERICANS WITH DISABILITIES ACT

The provisions of this policy are designed to conform to the Americans With Disabilities Act (ADA). The ADA will be used as a guideline in the implementation and administration of this policy.

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H. DENIAL OF WORKERS' COMPENSATION BENEFITS

1. No workers' compensation benefits will be paid to an employee who refuses to submit or cooperate with a test as required by this policy.
2. A positive drug or alcohol test will result in the presumption of impairment for the purposes of workers' compensation benefits.
3. An employee who suffers a workplace injury and tests positive for drugs or alcohol may be denied workers' compensation benefits pursuant to the Workers' Compensation Laws of the State of Alabama.

I. AT-WILL AFFIRMATION

Nothing in this policy shall be understood to create a contract of employment or a guarantee of employment. Employment with HHA is strictly at-will and such employment may be terminated by HHA or the employee at any time, with or without cause, reason, excuse, or justification.

- IV. Attached to this policy are the Consent of Release of Liability and Last Chance Assistance Agreement forms.

HUNTSVILLE HOUSING AUTHORITY
SUBSTANCE ABUSE POLICY AND PROGRAM

CONSENT AND RELEASE OF LIABILITY

Name of Employee or Applicant (Please Print)

Last	First	Middle
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I understand that, in accordance with the HHA policy of providing and maintaining a safe and healthful working environment for all employees, as a condition of employment, I may be required to undergo a controlled substance and alcohol screening test.

I hereby state my willingness and give my consent to undergoing a controlled substance or alcohol screening test. ***I fully understand and accept the condition that any false answers, failure to cooperate, attempted or actual adulteration, contamination, or substitution of the sample or willful omission by me will be sufficient grounds for my discharge, regardless when discovered.***

I hereby authorize the release of the results of my evaluation to management of HHA and its physicians and to such health insurers and health care evaluating groups as HHA may from time-to-time contract with to provide employee health benefits or evaluation for health care.

I release HHA, its employees, its elected and appointed officials, departments heads, administrators and supervisors, medical and professional representatives, and testing facility from any and all claims or causes of action resulting from this examination and test and any decisions resulting therefrom.

Witness

Signature

Date: _____

Date: _____

HUNTSVILLE HOUSING AUTHORITY
SUBSTANCE ABUSE POLICY AND PROGRAM
LAST CHANCE ASSISTANCE AGREEMENT

Name of Employee (Please Print)

_____	_____	_____
Last	First	Middle

1. I promise to fully cooperate and participate in the counseling/rehabilitation program approved by HHA in accordance with instructions and requirements of program administrators. I understand that my leave to continue in a counseling or rehabilitation program may be reviewed on a weekly basis.
2. I authorize counseling or rehabilitation representatives to confer with the HHA Administrator regarding my attendance, progress and suitability for return to active employment, including the disclosure of medical/psychiatric evaluations of me.
3. I understand that, if I am allowed to return to active employment, I must meet all HHA standards of conduct and job performance required of any employee, and that I will be subject to the same disciplinary rules and procedures.
4. I understand and agree that if required, I will willingly submit to unscheduled controlled substance and alcohol testing at any time, and that a positive test result, refusal to take such a test as requested, failure to sign any required document, failure to cooperate in test procedures and with collection or test personnel, or any actual or attempted adulteration, contamination, or substitution of the sample will result in dismissal from my employment. I agree that unscheduled testing may be required of me for up to one year following the date of my return to work or completion of the counseling or rehabilitation program, whichever is later.
5. I understand and agree that my future employment depends in part upon remaining free of controlled substances and alcohol abuse for the entire duration of my continued employment, and that this "LAST CHANCE" opportunity afforded me by HHA is conditioned accordingly. Such conditions, including those above, are recognized to be in addition to HHA's right to alter my employment relationship at-will and for reasons not set forth above.

Signature

Date: _____

APPROVED BY:

Title: _____

Date: _____

Huntsville Housing Authority

**RESOLUTION FOR APPROVAL TO AMEND HUNTSVILLE HOUSING
AUTHORITY'S PERSONNEL POLICY MANUAL,
REVISING POLICY NO. E-06, SUBSTANCE ABUSE**

RESOLUTION NO. 2022-11

WHEREAS, Huntsville Housing Authority desires to amend its Personnel Policy Manual; and

WHEREAS, it has been determined that Policy No. E-06, Substance Abuse, needs to be amended to clarify the wording and to define terms, for example, "Reasonable Suspicion"; and to outline the drug and alcohol testing procedures so that applicants and employees can know step by step the process that Huntsville Housing Authority will use.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority meeting in regularly scheduled session this 21st day of March, that this amendment to the Personnel Policy Manual be adopted.

ADOPTED THIS 21st DAY OF MARCH 2022

SEAL

Dr. Delmonize Smith, Chairman

Attest:

Antonio L. McGinnis, Sr., Secretary

HUNTSVILLE HOUSING AUTHORITY

Board of Commissioners' Meeting Agenda Item Control Document

Date: March 10, 2022

HHA Staff Representative: Andreas Smith, Director of Real Estate Development

Department: Real Estate

Board of Commissioners' Meeting (Date): March 21, 2022, at 12:00 p.m. (VIRTUAL)

Board Agenda Item(s):

1. Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into a Master Development Agreement with The Michaels Group Organization.
2. Act on a Resolution for the Approval for Disposal of Vacant Land at Derrick Street Properties.
3. Act on Resolution Authorizing the Submission of a Disposition Application to the Special Applications Center at HUD for the Sale of Excess Land at Gateway Place.
4. Presentation on the Formation of the Advisory Committee with Industry Leaders to Review Pro-forma from The Michaels Group Organization.

Date/Time/Place of Board of Commissioners' Committee Meeting:

Approved by: _____ / _____
Antonio McGinnis, Sr. Date
Executive Director/CEO/Contracting Officer

Department's Committee's Certification:

We have reviewed the above-referenced Board of Commissioners' agenda items, together with the related and supportive documents, and have found them satisfactory. We further concur with the Staff's recommendation to place them on the approved, final agenda to be presented to the Board for appropriate action with respect to the adoption of the resolution(s) approving and/or authorizing the execution of the said action(s).

HHA Board Committee Member: Chairman Dr. Delmonize Smith Date: 3/21/2022

HHA Board Committee Member: Vice Chairman James Bolte Date: 3/21/2022

HHA Staff Member:  Date: 03/15/2022

HUNTSVILLE HOUSING AUTHORITY

REQUEST BOARD ACTION

ACT ON RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR/ CEO/CONTRACTING OFFICER TO ENTER INTO A MASTER DEVELOPMENT AGREEMENT WITH THE MICHAELS GROUP ORGANIZATION

March 21, 2022

INTRODUCTION

The Huntsville Housing Authority (HHA) seeks board approval to enter into a master development agreement with the Michaels Group Organization.

PURPOSE/OBJECTIVE

To move forward with the master development agreement with the Michaels Group Organization.

JUSTIFICATION/DESCRIPTION

In June 2020 RFP No. 2020-16 Sparkman Homes Developer was issued. The HHA received 7 proposals from interested developers. Of those 7 developers 5 firms were identified as a result of the first evaluation. The Evaluation Committee conducted interviews with all 5 firms at which time they were invited to submit their Best and Final offer. After receiving the Best and Final offers, the two highest ranked firms from the original evaluation results were invited to present their plan to HHA's Board of Commissioners. After the second evaluation results were tallied, The Michaels Development Company I, L.P. was the top ranked firm.

ECONOMIC IMPACT

None.


ATTACHMENTS

None.

RECOMMENDATION

The Executive Director/CEO/Contracting Officer recommends that this resolution be approved.

Antonio McGinnis, Sr.
Executive Director/CEO



Andreas J. Smith
Director of Real Estate Development

Date: _____

Date: 03/15/2022

ACTION TAKEN: _____

Huntsville Housing Authority

**ACT ON A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR/
CEO/CONTRACTING OFFICER TO ENTER INTO A MASTER DEVELOPMENT
AGREEMENT WITH THE MICHAELS GROUP ORGANIZATION**

RESOLUTION NO. 2022-12

WHEREAS, the Huntsville Housing Authority is requesting approval to enter into a master development agreement with the Michaels Group Organization; and

WHEREAS, Both Parties HHA and TMO have agreed in principle to work collaboratively in the development of final plan over the next 120 days.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Huntsville Housing Authority that the Executive Director/CEO be authorized to sign and submit the Master Development Agreement to the Michaels Group Organization.

ADOPTED THIS 21st DAY OF MARCH 2022

SEAL

Dr. Delmonize Smith, Chairperson

Attest:

Antonio McGinnis, Sr., Executive Director, CEO

**HUNTSVILLE HOUSING AUTHORITY
REQUEST FOR BOARD ACTION**

**ACT ON A RESOLUTION FOR THE APPROVAL FOR DISPOSAL OF VACANT
LAND AT DERRICK STREET PROPERTIES.**

March 21, 2022

INTRODUCTION

The Huntsville Housing Authority (HHA) seeks board approval to dispose of the excess, unused lots at Derrick Street. The Huntsville Housing Authority has determined we have no future use for the land.

PURPOSE/OBJECTIVE

To move forward with the sale of (2) lots located at Derrick Street Properties.

JUSTIFICATION/DESCRIPTION

These two parcels do not fall under HUD's jurisdiction. Therefore, the Executive Director/ Contracting Officer seeks a quick disposition of these parcels through a Board Resolution.

ECONOMIC IMPACT

None.

ALTERNATIVES

None.


ATTACHMENTS

Parcel Identification.

RECOMMENDATION


The Executive Director/CEO/Contracting Officer recommends that this resolution be approved.

Antonio McGinnis, Sr.
Executive Director/CEO



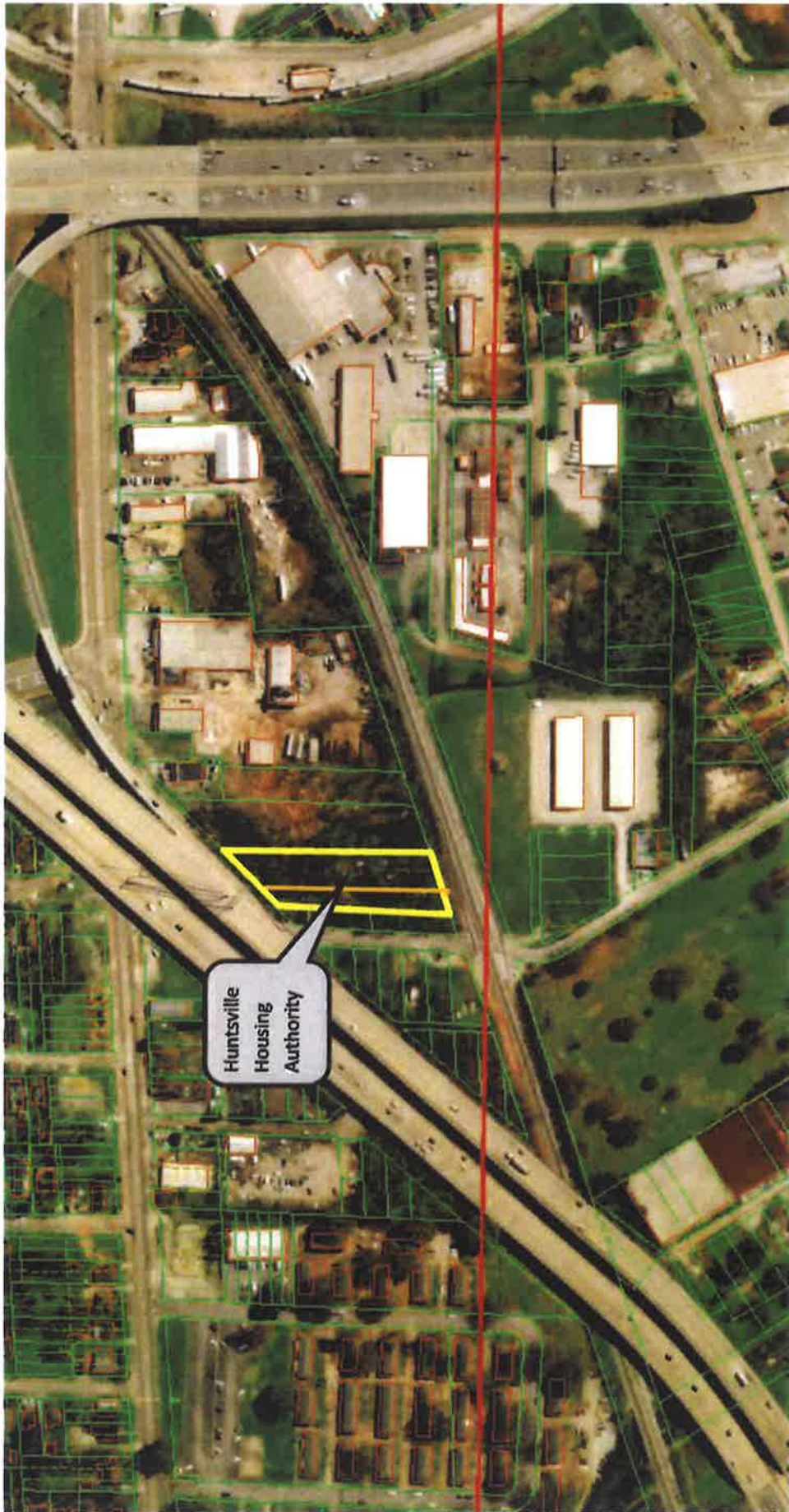
Andreas Smith
Director of Real Estate Development

Date



Date

ACTION TAKEN: _____



Huntsville Housing Authority Owned Parcels: Pin # 141429 and Pin # 137153

Huntsville Housing Authority

**ACT ON A RESOLUTION FOR THE APPROVAL FOR DISPOSAL OF VACANT
LAND AT DERRICK STREET PROPERTIES**

RESOLUTION NO. 2022-13

WHEREAS, the Huntsville Housing Authority is requesting approval to dispose of the two lots located at Derrick Street as we have no future use for it; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Huntsville Housing Authority that the Executive Director/CEO be authorized the approval for disposal of vacant land at Derrick Street properties.

ADOPTED THIS 21st DAY OF MARCH 2022

SEAL

Dr. Delmonize Smith, Chairperson

Attest:

Antonio McGinnis, Sr., Executive Director, CEO

**HUNTSVILLE HOUSING AUTHORITY
REQUEST FOR BOARD ACTION**

**ACT ON A RESOLUTION AUTHORIZING THE SUBMISSION OF A DISPOSITION
APPLICATION TO THE SPECIAL APPLICATIONS CENTER AT HUD FOR THE
SALE OF EXCESS LAND AT GATEWAY PLACE**

March 21, 2022

INTRODUCTION

The Huntsville Housing Authority (HHA) seeks board approval to submit an application to HUD requesting approval to dispose of the excess, unused land at our Gateway Place Development. The Huntsville Housing Authority has determined we have no future use for the land.

PURPOSE/OBJECTIVE

To move forward with the sale of the excess land.

JUSTIFICATION/DESCRIPTION

The Special Application Center requires evidence of specific authorization of any PHA disposition request (Form HUD-52860) through a Board Resolution.

ECONOMIC IMPACT

None.

ALTERNATIVES

None.


ATTACHMENTS

Parcel Identification.

RECOMMENDATION


The Executive Director/CEO/Contracting Officer recommends that this resolution be approved.

Antonio McGinnis, Sr.
Executive Director/CEO



Andreas Smith
Director of Real Estate Development

Date



Date

ACTION TAKEN: _____

Huntsville Housing Authority

**ACT ON A RESOLUTION AUTHORIZING THE SUBMISSION OF A DISPOSITION
APPLICATION TO THE SPECIAL APPLICATIONS CENTER AT HUD FOR THE
SALE OF EXCESS LAND AT GATEWAY PLACE**

RESOLUTION NO. 2022-14

WHEREAS, the Huntsville Housing Authority is requesting approval to submit a disposition application for the excess land at our Gateway Place development as we have no future use for it; and

WHEREAS, HUD requires that any PHA seeking approval for disposition of public housing property maintain specific authorization to submit an application evidenced by a Board Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Huntsville Housing Authority that the Executive Director/CEO be authorized the submission of a disposition application to the special applications center at HUD for the sale of excess land at Gateway Place.

ADOPTED THIS 21st DAY OF MARCH 2022

SEAL

Dr. Delmonize Smith, Chairperson

Attest:

Antonio McGinnis, Sr., Executive Director, CEO