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# HANCOCK METROPOLITAN HOUSING AUTHORITY

## BOARD OF COMMISSIONERS

Regular Meeting

April 24, 2025

The Family Center Conference Room 119

ROLL CALL: Attendance record sign in sheet.

1. Chairperson Doug West call of order-comments:
2. Minutes:
3. Financial Discussion
4. Directors Report
5. Old Business
6. New Business
7. Next meeting date:
8. Adjourn



**Hancock Metropolitan Housing Authority**

**Board Minutes-Regular Meeting March 27, 2025, at The Family Center, conference room 118. Doug West called to order HMHA's Board Meeting at 8:30 am**

**Roll Call:**

**Doug West, Dionne Kinninger and Rob Fox were in attendance. (Casey Ricker was also in attendance). Dow Campbell and Donna Ruse were absent from the meeting.**

**Minutes:**

**(Doug West) asked the Board for approval of the minutes. (Rob Fox) proposed a motion with (Dionne Kinninger) seconding. Motion voted and carried minutes can be filed for audit.**

**Financial Update**

**A. Financials Admin and HAP**

- A. Monthly HAP received \$286,070 for HCV; Mainstream HAP received \$14,774
- B. Expended \$288,051 for HCV and \$15,983 for Mainstream
- C. NRA as of February 28, 2025, \$22,972
- D. February HCV Admin Fee was \$40,047, Mainstream Admin received \$0 MS
- E. P/L of \$3,420.40 YTD \$1,584.22

**Hancock Metropolitan Housing Authority  
Income Statement  
February 2025**

	Current Month	Current Monthly Budget	Current vs Monthly Budget	YTD Actual	YTD Budget	Variance Actual vs YTD Budget	YTD Total Annual Budget
<b>Revenues</b>							
HCCIL Management Fee	\$ 360.00	\$ 360.00	\$ 0.00	\$ 720.00	\$ 720.00	\$ 0.00	\$ 4,320.00
Voucher ADMIN Fee - HUD	40,047.00	38,151.54	1,895.46	79,309.00	76,303.08	3,005.92	457,818.42
A/R HCCIL Management Fee	300.00	0.00	300.00	600.00	0.00	600.00	55,086.00
MS Voucher Admin Fee	0.00	4,590.50	(4,590.50)	0.00	9,181.00	(9,181.00)	15,000.00
HUD Tenant/LL Repayment \$	3,557.00	1,250.00	2,307.00	4,095.00	2,500.00	1,595.00	0.00
Coordinating Fee "CAC"	0.00	26.67	(26.67)	0.00	53.34	(53.34)	320.00
<b>Total Revenue</b>	<b>\$ 44,264.00</b>	<b>\$ 44,378.71</b>	<b>\$ (114.71)</b>	<b>\$ 84,724.00</b>	<b>\$ 88,757.42</b>	<b>\$ (4,033.42)</b>	<b>\$ 532,544.42</b>
<b>Expenses</b>							
Admin Salaries	25,036.96	25,462.00	425.04	50,073.92	50,924.00	850.08	305,543.98
Travel / Meal Expense	0.00	100.00	100.00	0.00	200.00	200.00	1,200.00
Vehicle Expense	61.49	116.67	55.18	61.49	233.34	171.85	1,400.00
Subcontract Labor	442.99	358.33	(84.66)	799.31	716.66	(82.65)	4,300.00
Misc/Discretionary	0.00	50.00	50.00	0.00	100.00	100.00	600.00
Office Rent	1,904.08	1,670.32	(233.76)	3,808.16	3,340.64	(467.52)	20,043.80
Utility Expense - Phone	158.97	458.33	299.36	405.90	916.66	510.76	5,500.00
Utility Expense- Network	129.99	233.33	103.34	259.98	466.66	206.68	2,800.00
Audit	0.00	875.00	875.00	0.00	1,750.00	1,750.00	10,500.00
Accounting Expense	0.00	250.00	250.00	600.00	500.00	(100.00)	3,000.00
Bank Service Fees	150.89	146.83	(4.06)	285.28	293.66	8.38	1,762.00
Contract Cost	163.25	216.67	53.42	753.45	433.34	(320.11)	2,600.00
Employee Policy Procedure	60.00	0.00	(60.00)	60.00	0.00	(60.00)	0.00
Insurance Exp.	0.00	687.50	687.50	1,038.00	1,375.00	337.00	8,250.00
Health Insurance	5,566.92	5,574.53	7.61	11,133.84	11,149.06	15.22	66,894.36
Employee Benefits	4,144.75	4,134.55	(10.20)	8,088.04	8,269.10	181.06	49,614.54
Education Expense	0.00	125.00	125.00	0.00	250.00	250.00	1,500.00
Advertising	0.00	25.00	25.00	0.00	50.00	50.00	300.00
Maintenance/Cleaning	0.00	100.00	100.00	0.00	200.00	200.00	1,200.00
Office Supplies	254.69	416.67	161.98	685.48	833.34	147.86	5,000.00
Postage	440.00	520.83	80.83	480.00	1,041.66	561.66	6,250.00
Square Reader Fee	21.26	16.67	(4.59)	33.35	33.34	(0.01)	200.00
Membership & Subscriptions	232.00	152.08	(79.92)	927.00	304.16	(622.84)	1,825.00
Technical Support	1,927.14	916.67	(1,010.47)	3,342.14	1,833.34	(1,508.80)	11,000.00
HAPPY Tech Support	0.00	1,583.33	1,583.33	0.00	3,166.66	3,166.66	19,000.00
HAP Financial Errors	0.00	0.00	0.00	8.00	0.00	(8.00)	0.00
HUD PORT-Outs ADMIN Paid Out	148.22	100.00	(48.22)	296.44	200.00	(96.44)	1,200.00
<b>Total Expenses</b>	<b>\$ 40,843.60</b>	<b>\$ 44,290.31</b>	<b>\$ 3,446.71</b>	<b>\$ 83,139.78</b>	<b>\$ 88,580.62</b>	<b>\$ 5,440.84</b>	<b>\$ 531,483.68</b>
<b>Net Income (Loss)</b>	<b>\$ 3,420.40</b>	<b>\$ 88.40</b>	<b>\$ 3,332.00</b>	<b>\$ 1,584.22</b>	<b>\$ 176.80</b>	<b>\$ 1,407.42</b>	<b>\$ 1,060.74</b>



## B. 2025 Funding Update Review

2024 HMHA expended \$3,400,308 in HCV HAP with a unit month lease of 7,271 PUC \$467.65 Based on past funding, we normally get a 2% inflation factor built in the previous year HAP baseline. Projected 2025 funding stands at \$3,381,606, reduction of \$18,702



PRINCIPAL DEPUTY ASSISTANT SECRETARY  
FOR PUBLIC AND INDIAN HOUSING

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-5000

December 6, 2024

Dear Executive Directors and PHA Board Chairs,

I am writing to emphasize the critical importance of careful and diligent planning and management of your Housing Choice Voucher (HCV) program in Calendar Year (CY) 2025. As you are aware, a fundamental principle of the HCV program is to manage within your budget. HUD has limited funds to address public housing agencies (PHAs) HCV funding shortfalls and additional funding is not guaranteed in any given year. In other words, your agency should not rely on additional funds from HUD beyond what is provided in renewal funding when planning your HCV leasing and funding utilization for CY 2025.

Over the past two years, PHAs have experienced an unprecedented increase in voucher Housing Assistance Payment (HAP) costs, which most PHAs to date have been able to address through a combination of existing program reserves and new funding. As a result, many PHAs will enter 2025 with very limited program reserves, and the availability and amount of future shortfall funding from HUD is uncertain. While HUD expects that voucher costs will soon stabilize, it is critical that PHAs prioritize careful leasing and funding utilization decision-making, both now and throughout CY 2025, to ensure that families currently assisted are not placed at risk of termination due to funding shortfalls.

The Department has evaluated CY 2025 funding scenarios under the draft Senate and House bills that were recently passed by their respective committees. Typically, HUD provides HCV HAP renewal funding between 99-100% HAP proration each year. Based on HUD's most recent projections, the draft Senate fiscal year (FY) 2025 bill would provide funding at an estimated 97.5% HAP proration and estimated 93.3% Administrative Fee (AF) proration. The draft House bill provides an estimated 88.59% HAP proration with an estimated 100% AF proration. (Although the House bill proposes a slightly lower amount for AF than the Senate's, it yields a higher proration because the proposed HAP funding is significantly lower and will support fewer vouchers and would therefore represent more AF funding per voucher.)





# PIHAAlert

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**March 12, 2025**

## GENERAL NEWS

### House Passes Continuing Resolution to Prevent Government Shutdown

Yesterday the U.S. House of Representatives passed a [stopgap bill](#) to temporarily fund the federal government until September 30. The bill, known as a continuing resolution (CR), would prevent a government shutdown on March 14, 2025, when current funding for the federal government ends. Overall, the CR keeps funding for HUD programs at FY 2024 levels; however, it includes additional spending for some key programs:

- \$32.041 billion for the Housing Choice Voucher program (an increase from \$28.491 billion in FY 2024). It also includes an additional \$4 billion in advance appropriations from FY 24, totaling 36.041 billion.
- \$32.145 billion for HCV contract renewal funding (\$3.654 billion more than the FY 24 enacted level).
- The CR would also allow HUD to utilize unused funds from Tenant Protection Vouchers (TPVs), HCV administrative fees, and incremental special purpose vouchers to cover any potential shortfalls costs.
- The resolution also increases allocations for the Project-Based Rental Assistance (PBRA), Section 202, and Section 811 programs.

**HMHA budgeted Admin fees at the 2024 levels of \$71.17 for the first 7200 UML and \$66.41 for those 7201 and above UML at 86%**

**2025 Admin Fee Rates First \$73.37 and \$68.47 that is a 3.1% increase from last year.**

*(Doug West) asked the Board for approval of Financials. (Rob Fox) proposed a motion with (Dionne Kinninger) seconding. Motion voted and carried, Financials will be filed for audit*



## Directors Report

### A. Waiting List

- A. We pulled 20 families from the waiting list in March. We currently have 15 families with an outstanding voucher.
- B. HMHA's waiting list will be opening on April 8, 2025, at noon. I've included a flyer in the packet.
- C. HMHA Admin Plan revisions with HOTMA inclusions will need Board approval.

*(Doug West) asked the Board for approval of the Admin Plan revisions. (Dionne Kinninger) proposed a motion with (Rob Fox) seconding. Motion voted and carried, HMHA Admin Plan will be updated with the revisions on HMHA website and office copies.*

### D. Stats Report

<b>Statistics Report</b>					
<b>Agency:</b> 1 - Hancock Metropolitan Housing Authority					
<b>Waiting List:</b> 1 - HCV 1					
<b>Status:</b> Waiting for Assistance, Active					
<b>TOTALS</b>					
Applicants on the HCV 1 List	68				
Families with Children	16	23.53%			
Elderly Families	25	36.76%			
Families with Disabilities	42	61.76%			
<b>TOTALS BY INCOME PERCENTAGE</b>		<b>TOTALS BY ETHNICITY</b>			
Extremely Low Income	48	70.59%	Hispanic	1	1.47%
Very Low Income	13	19.12%	Non-Hispanic	66	97.06%
Low Income	0	0.00%			
Over Income Limit	0	0.00%			
Incomplete Income Data	7	10.29%			
<b>TOTALS BY RACIAL GROUP</b>					
Amer. Indian/Alaska Native	1	1.47%	Native Hawaiian/Pac. Island	1	1.47%
Asian	0	0.00%	White	53	77.94%
Black/African American	10	14.71%			
<b>TOTALS BY PREFERENCE</b>					
Targeted Preference			Sixth Preference		
First Preference			Seventh Preference		
Second Preference	27		Eighth Preference		
Third Preference			Ninth Preference		
Fourth Preference			Tenth Preference		
Fifth Preference					



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Extremely Low Income means an annual household income that is 30% or less of area median income based on HUD determined guidelines adjusted for family size.

**B. UML Update**

As of February 28, 2025, HMHA is currently assisting 595 HCV families plus 75 Mainstream for a total of 670 total households per unit cost of subsidy \$484.12

**C. SEMAP was submitted on February 27, 2025**

**D. Next Meeting April 24, 2025, at 8:30am at The Family Center room 118**

Dionne Kinninger made a motion to adjourn at 9:26am

Respectfully,



Robert Fox  
April 24, 2025



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