



President and CEO
Dontrelle Young Foster

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

Board of Commissioners
D. G. Pantazis, Jr., Chairman
DeJuana L. Thompson, Vice-Chairperson
Anthony C. Hood, Commissioner
Abra A. Barnes, Commissioner


August 7, 2023

Mr. D.G. Pantazis, Jr., Chairman
Ms. DeJuana L. Thompson, Vice-Chairperson
Mr. Anthony C. Hood, Commissioner
Ms. Abra A. Barnes, Commissioner
Birmingham, AL 35233

NOTICE OF THE REGULAR MEETING

Notice is hereby given that the regular session of the Board of Commissioners of the Housing Authority of the Birmingham District is scheduled for **1:30 p.m.** Thursday, **August 17, 2023**, at the George W. McCoy Facility, located at 1301 25th Avenue North, Birmingham, Alabama 35204. The meeting will be live-streamed via Zoom. To access the meeting, go to HABD.org for more information.

Sincerely,


Dontrelle Young Foster
President/CEO

DYF: ab



President and CEO
Dontrelle Young Foster

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

Board of Commissioners
D. G. Pantazis, Jr., Chairman
DeJuana L. Thompson, Vice-Chairperson
Anthony C. Hood, Commissioner
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Regular Board of Commissioners Meeting
George W. McCoy Building
1301 25th Avenue North
Birmingham, AL 35204

Thursday, August 17, 2023
1:30 p.m.
Agenda

- I. Call to Order**
- II. Roll Call**
- III. Adoption of Agenda**
- IV. Consent Agenda**
 - a. Approval of Minutes, Regular Meeting, July 20, 2023
 - b. President/CEO's Report
 - c. Resolution 2023 -12665 - Approval of Charge-Offs for Period Ended July 31, 2023
- V. Old Business**
- VI. New Business**
- VII. Finance and Accounting**
 1. Presentation of Cumulative Low-Income Housing Finance Report for Period Ended July 31, 2023
- VIII. Rental Assistance Programs**
 1. Approval of Section Eight Management Program (SEMAP) Certification

Board Agenda
August 17, 2023
Page 2

IX. Human Resources

1. Approval to Revise the Human Resources Policy: Travel Policy

X. Presentation of Person(s) Desiring to Speak before the Board of Commissioners

XI. Executive Session

XII. Adjournment

**MINUTES OF REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT
HELD ON JULY 20, 2023**

The Commissioners of the Housing Authority of the Birmingham District met in a regular session on July 20, 2023, at the George W. McCoy Facility located in Birmingham, Alabama. The meeting was called to order by Chairman Pantazis, and upon roll call, those present and absent were as follows:

PRESENT:

D.G. Pantazis, Jr., Chairman
DeJuana L. Thompson, Vice-Chair
Abra A. Barnes, Commissioner

ABSENT:

Anthony C. Hood, Commissioner

ALSO, PRESENT:

Dontrelle Young Foster, President/CEO
Christie French, General Counsel
Ken Foreman, Director of Community Safety
Calandra Jefferson-Mitchell, Director of Human Resources
Melanie Baker, Interim Chief Financial Officer
Nicole Earle, Chief Real Estate Officer
Larry Williams, Senior Vice President of Operations/Programs
Kangi Drake, Director of Rental Assistance Programs
Kelleigh Gamble, VP of Strategic Initiatives
Denita Bearden, Chief Administrative Officer
Annette Monroe, Community
Mike Carpenter, BLOC Global Group
Meagan Holland, Director of Public Relations
Toraine Clausell, Director of IT Infrastructure & Operations
Alicia Bibbs, Executive Office Coordinator

Chairman Pantazis declared a quorum was present.

Chairman Pantazis acknowledged the adoption of the agenda. The agenda was adopted as presented.

Chairman Pantazis acknowledged the approval of the consent agenda and asked if any items needed to be removed. There were no objections to the consent agenda, and upon motion by Vice Chair Thompson and seconded by Commissioner Barnes, the consent agenda was approved.

- a. The Minutes of the Regular Meeting on June 15, 2023, were approved.
- b. The President/CEO's Report was accepted.
- c. The Cumulative Low-Income Housing Financial Report for the period ending June 30, 2023, was accepted.
- d. Resolution 12660-2023 – RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to charge off, as of June 30, 2023, the following resident accounts, which were up to 30 days old or more and considered uncollectible.

Elyton Village, Ala. 1-1-----	\$ 2,173.00
Southtown Court, Ala.1-4R-----	0.00
Marks Village, Ala.1-6 -----	1,267.00
Smithfield Court, Ala. 1-9-----	0.00
Tom Brown Village, Ala.1-10-----	746.00
Morrell Todd Homes, Ala.1-11-----	124.00
Collegeville Center, Ala.1-13-----	0.00
Harris Homes, Ala. 1-14-----	10,951.00
North Birmingham Homes, Ala.1-16-----	796.00
Cooper Green Homes, Ala.1-17-----	1,156.07
Kimbrough Homes, Ala.1-18-----	18,193.00
Benjamin Green Village, Ala.1-23-----	0.00
Roosevelt City, Ala. 1-30-----	0.00
Freedom Manor Ala 1-21-----	6,875.00
Mason City I Ala 1-40-----	0.00
Mason City III Ala 1-42-----	0.00
Tuxedo I Ala 1-34 -----	548.50
Tuxedo II Ala 1-35-----	0.00
	\$42,829.57

When called upon, the following voted as indicated:

<u>YEA</u>	<u>NAY</u>	<u>ABSTAINED</u>
Chairman Pantazis		
Vice Chair Thompson		
Commissioner Barnes		

Chairman Pantazis indicated that said motion carried.

Executive Session

Chairman Pantazis acknowledged the executive session. Attorney French indicated that the subject matter was appropriate under Alabama Code 36-25A-7 for an executive session. Upon motion by

Commissioner Barnes and seconded by Vice Chair Thompson, the Board went into executive session for approximately 1 hour and would reconvene at the call of the chair.

When called upon, the following voted as indicated:

<u>YEA</u>	<u>NAY</u>	<u>ABSTAINED</u>
Chairman Pantazis		
Vice Chair Thompson		
Commissioner Barnes		

Chairman Pantazis indicated that said motion carried.

After the executive session, Chairman Pantazis called the meeting back to order.

Old Business

Chairman Pantazis acknowledged old business. Ms. Kangi Drake, Director of Rental Assistance Programs, gave a brief update on Call Center Services for the Rental Assistance Programs Department. Ms. Drake indicated that an executed contract between HABD and Gilson Software Solutions was received on June 27, 2023. Both parties have been in communication to obtain the required information to proceed. Twenty customer service representatives were specifically assigned to this project. The first go-live call is scheduled with staff to discuss critical information of what to expect once the Call Center goes live and set a clear timeframe and anticipated date of when services will be implemented. Once the go-live call is completed, a meeting with the Director of Public Relations will be held to assist with an implementation plan as to how the information will be shared with program participants.

Next, for old business, Mr. Larry Williams gave a brief update on Rev. Morrell Todd Homes. Mr. Williams stated that things were going very well at Todd Homes. Engagement with the residents continues with conversations over pizza. Discussions with the focus group concerning community safety were very well received. A follow-up meeting was held to inform the residents of upgrades to the units and safety measures that were put in place. A meeting with Resident Council is scheduled next week to discuss any other concerns.

New Business

For new business, Commissioner Barnes stated that she had the privilege of attending the Homeownership Seminar and thought it was very informative and well put together. The residents were appreciative of the information that was provided. Thanks to Ms. Drake, Mr. Gamble, and Ms. Holland for doing a great job.

Next for new business, President Foster briefly highlighted the President's Report that was provided in the board packet. President Foster also thanked the commissioners for attending the Homeownership Seminar and the staff for a successful event.

Finance and Accounting

1. **Approval of Award of Contract for Professional Auditing Services**

Chairman Pantazis presented the Approval of the Award of Contract for Professional Auditing Services. The Chief Financial Officer, Ms. Melanie Baker indicated that the purpose of the request was to obtain Board approval to award a contract to Rubino & Company, Chartered. A Request for Proposal (RFP) was posted and email to 73 contractors and individuals with 20 viewers. Four (4) contractors/individuals submitted proposals in response to the RFP, Aprio, LLP, Clifton Larson Allen, LLP, Rubino & Company, Chartered, and Berman Hopkins, CPA’s LLP all were deemed responsible and responsive. The proposals were evaluated and Rubino & Company, Chartered received an overall score of 92 points a responsive and responsible offer. Ms. Baker noted that Rubino and Company had previous experience with larger housing agencies and their time line for audit completion was flexible, which was not the case presented by the other respondents. Management recommended to award a contract to Rubino & Company, Chartered, to provide financial auditing services for HABD, with an option to renew for up to five years. Upon motion by Vice-Chair Thompson and seconded by Commissioner Barnes, the following resolution was adopted:

RESOLUTION NO. 12661

WHEREAS the Commissioners of the Housing Authority of the Birmingham District have reviewed the following audit firm for the fiscal year ending June 30, 2023, with an option to renew for up to five years.

WHEREAS the proposed audit firm is necessary for the efficient and economical support of the operation of the programs of the agency for the purpose of serving low-income families, elderly, and the disable.

WHEREAS the Rubino & Company, Chartered firm selected is professional in that it includes sources for a reasonable and secure audit of financial statements and reserves so that the agency can adequately cover all proposed expenditures.

NOW THEREFORE, BE IT RESOLVED, that the Rubino & Company, Chartered Audit Firm selected for fiscal year ending June 30, 2023 is hereby approved by the Board of Commissioners of the Housing Authority of the Birmingham District and the Chief Executive Officer is hereby authorized to take any and all necessary operating actions to maintain fiscal and operational efficiency of the Housing Authority.

When called upon, the following voted as indicated:

YEA

NAY

ABSTAINED

Chairman Pantazis
Vice Chair Thompson
Commissioner Barnes

Chairman Pantazis indicated said motion carried.

Property Operations

1. Approval of Award of Contract for Lawn Care Services

Chairman Pantazis presented the Approval of Award of Contract for Lawn Care Services. The Senior VP of Operations and Programs, Mr. Larry Williams indicated that the purpose of the request was to provide Lawn Care/Landscaping Maintenance services at Elyton Village, Smithfield Court, vacant lot, and vacant daycare lots. An invitation for Bid (IFB) was issued. Six (6) contractors submitted bids in response to the IFB and all were deemed responsible and responsive. The bids were reviewed and R. C. Lawn Care Services, and Henley-Young submitted the lowest responsive and responsible bids for the housing communities and administrative buildings. The services included but not limited to mowing the grass, pruning, shearing, trimming and debris removal. R.C. Lawn Care Service would provide primary services for Elyton Village and Smithfield Court. Henley-Young would provide backup services for properties listed on the contract assignment sheet. Upon motion by Commissioner Barnes and seconded by Vice Chair Thompson, the following resolution was adopted:

RESOLUTION NO. 12662

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorize to execute required documents for Lawn Care/Landscaping Maintenance services for R. C. Lawn Care Service and Henley-Young.

When called upon, the following voted as indicated:

YEA

NAY

ABSTAINED

Chairman Pantazis
Vice Chair Thompson
Commissioner Barnes

Chairman Pantazis indicated that said motion carried.

2. Approval to Revise the 2023 Public Housing Utility Allowances Schedule

Chairman Pantazis presented the Approval to Revise the 2023 Public Housing Utility Allowances Schedule. Mr. Williams indicated that the purpose of the Board action was to obtain approval to implement revisions of the Housing Authority of the Birmingham District’s Public Housing Utility Allowance payments for tenant-purchased utilities in compliance with federal regulations. The 24 CFR 982.517 states that a Public Housing Authority (PHA) must review the schedule of utility allowances each year and revise the allowance for a utility category if there has been a change of 10% or more in utility

rates. Since the last utility allowance update, there have been changes in the utility rates and therefore approval is requested to implement the new 2023 Utility Allowances Schedule for Public Housing. Upon motion Commissioner Barnes and seconded by Vice Chair Thompson, the following resolution was adopted:

RESOLUTION NO. 12663

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District authorizing the President/CEO to approve and implement new utility allowances for the HABD Public Housing Programs.

When called upon, the following voted as indicated:

YEA

Chairman Pantazis
Vice Chair Thompson
Commissioner Barnes

NAY

ABSTAINED

Chairman Pantazis indicated that said motion carried.

Presentation of Person(s) Desiring to Speak before the Board

There were no presentations of persons desiring to speak before the Board.

There was no further business to come before the Board; upon motion, the meeting was duly adjourned.

Chairman

ATTEST:

Secretary



President and CEO
Dontrelle Young Foster

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

Board of Commissioners
D. G. Pantazis, Jr., Chairman
DeJuana L. Thompson, Vice-Chairperson
Anthony C. Hood, Commissioner
Abra A. Barnes, Commissioner

To: HABD Board of Commissioners

From: Dontrelle Young Foster 

Subject: President/CEO's Report

Date: August 17, 2023

1. On July 26th, we welcomed U.S. Department of Housing and Urban Development Secretary Marcia Fudge to Birmingham to announce that we have been awarded \$50M Choice Neighborhoods Implementation grant- the first in the state of Alabama and the largest award in HABD's history.
2. On July 28th, The District 5 Community Health Fair was held at the Smithfield Court Community Center. Thank you to Councilor Darrell O'Quinn for helping bring the Health Fair to Smithfield Court. Free health screenings, food, and resources were provided by Live HealthSmart Alabama, University of Alabama at Birmingham Mobile Market, Childcare Resources, and BirthWell Partners: Community Doula Project.
3. On July 19th, Samford University hosted our YouthBuild participants on campus to learn more about degree programs and scholarship opportunities.
4. On July 26th- July 29th, HABD Leadership attended the National Urban League Annual Conference. The National Urban League conference featured a number of interesting and valuable sessions aimed at better engaging with the Birmingham community, our residents and participants, and employees. Examples of sessions attended include a forum on restorative justice that prompted staff to consider how HABD policies deny formerly incarcerated individuals opportunities for housing, an energizing discussion on strategies to better support the health of black men which currently have the lowest life expectancy in America, and an illuminating session that focused on how the workplace is changing, and what technology, culture improvements, and physical design choices can impact productivity and the employee experience.
5. The Tom Brown Community Center partnered with Nelle's Child Development Foundation and Reasonable Automotive to host a two-day back-to-school giveaway. Youth residents were able to receive free haircuts and styles, food, and school supplies. Assurance Wireless also supported by assisting residents who qualify with their free cell phone program.
6. Todd Homes Summer Campers attended the Next Level Basketball Camp and had an opportunity to learn new basketball and leadership skills before the end of Summer Camp and returning to school.

7. Marks Village/Campus of Hope:

1. Alethia House provided free HIV and PREP testing for residents.
 2. Yellow Hammer Ministries provided backpacks, food, and other supplies for youth residents.
 3. UAB's Live HealthSmart conducted a survey of the residents of Marks Village and the broader community of Eastlake. The survey asked participants about practicing healthy eating habits and other health disparities in the community. Participants were given a \$25 visa card for completing the survey and over 100 residents participated.
8. The Office of Constituent Concerns (OCC) received the following concerns. Eight (8) concerns for Rental Assistance Programs and Section 8. Two (2) concerns for Intake regarding housing assistance. We had a 100% completion rate for the period.

DYF/

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT
Board of Commissioners' Meeting
Agenda Item
Control Document

HABD Staff Representative: Melanie Baker, Interim CFO

Date: Tuesday August 8, 2023

Department Finance and Accounting

Board of Commissioners' Meeting Date: Thursday August 17, at 1:30 pm

Board Agenda Item(s):

1. The July Financial Statements
2. The July Charge-off's, Presenter Mr. Larry Williams
3. Contract Register

Board of Commissioners' Committee Meeting Date/Time: Finance Committee Tuesday August 8, at 9:00 am

Approved by: Dontrelle Young Foster / 8/4/23
Dontrelle Young Foster / Date
President/CEO/Contracting Officer

Duration of Presentation: 20 Minutes

Board Agenda Topic (Narrative):

Extract from Minutes of Committee Meeting:

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

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).

HABD Board Committee Member: Chairman Pantazis Date: 08/08/2023

HABD Board Committee Member: Commissioner Barnes Date: 08/08/2023

HABD Staff Member: Melanie Baker, Interim CFO Date: 08/08/2023

Property AMPS= 101 104 106 109 110 111 113 114 116 117 118 123 130

Budget Comparison

Period = Jul 2023

Book = Accrual

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses										
300000-000	INCOME									
311900-000	Total Rental Income	517,739.45	522,228.00	-4,488.55	-0.86	517,739.45	522,228.00	-4,488.55	-0.86	3,133,368.00
312900-000	Total Other Tenant Income	17,293.14	15,450.00	1,843.14	11.93	17,293.14	15,450.00	1,843.14	11.93	92,700.00
349900-000	TOTAL GRANT INCOME	2,310,325.00	2,493,354.00	183,029.00	1.26	2,310,325.00	2,493,354.00	183,029.00	1.26	14,960,124.00
369900-000	TOTAL OTHER INCOME	0.00	180.49	-180.49	-100.00	0.00	180.49	-180.49	-100.00	1,082.94
399900-000	TOTAL INCOME	2,845,357.59	3,031,212.49	-185,493.92	0.94	2,845,357.59	3,031,212.49	-185,493.92	0.94	18,187,274.94
400000-000 EXPENSES										
410000-000 ADMINISTRATIVE EXPENSES										
419900-000	TOTAL ADMINISTRATIVE EXPENSES	459,091.73	720,677.00	261,585.27	36.30	459,091.73	720,677.00	261,585.27	36.30	4,324,062.00
420000-000 TENANT SERVICES										
429900-000	TOTAL TENANT SERVICES EXPENSES	100,063.82	144,833.00	44,769.18	30.91	100,063.82	144,833.00	44,769.18	30.91	868,998.00
430000-000 UTILITY EXPENSES										
431000-000	Water	71,078.89	179,558.00	108,479.11	60.41	71,078.89	179,558.00	108,479.11	60.41	1,077,348.00
432000-000	Electricity	125,386.06	160,086.00	34,699.94	21.68	125,386.06	160,086.00	34,699.94	21.68	960,516.00
433000-000	Gas	1,736.67	30,489.00	28,752.33	94.30	1,736.67	30,489.00	28,752.33	94.30	182,934.00
434000-000	Garbage/Trash Removal	0.00	37,000.00	37,000.00	100.00	0.00	37,000.00	37,000.00	100.00	222,000.00
439000-000	Sewer	191,527.18	359,675.00	168,147.82	46.75	191,527.18	359,675.00	168,147.82	46.75	2,158,050.00
439900-000	TOTAL UTILITY EXPENSES	389,728.80	766,808.00	377,079.20	49.18	389,728.80	766,808.00	377,079.20	49.18	4,600,848.00
440000-000 MAINTENANCE AND OPERATIONAL EXPENSES										
440099-000 General Maint Expense										
441900-000	Total General Maint Expense	226,125.35	390,223.00	164,097.65	42.05	226,125.35	390,223.00	164,097.65	42.05	2,341,338.00
442900-000	Total Materials	20,037.70	107,916.00	87,878.30	81.43	20,037.70	107,916.00	87,878.30	81.43	647,496.00
443900-000	Total Contract Costs	11,850.00	243,583.00	231,733.00	95.14	11,850.00	243,583.00	231,733.00	95.14	1,461,498.00
449900-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	258,013.05	741,722.00	483,708.95	65.21	258,013.05	741,722.00	483,708.95	65.21	4,450,332.00
450000-000 GENERAL EXPENSES										
451020-000	Property Insurance	163,170.00	149,576.00	-13,594.00	100.00	163,170.00	149,576.00	-13,594.00	100.00	897,456.00
451050-000	WORKERS COMPENSATION	9,961.69	0.00	-9,961.69	N/A	9,961.69	0.00	-9,961.69	N/A	0.00
457000-000	Bad Debt-Tenant Rents	104,396.01	47,015.00	-57,381.01	24.67	104,396.01	47,015.00	-57,381.01	24.67	282,090.00
458000-000	Security/Law Enforcement	0.00	137,234.00	137,234.00	100.00	0.00	137,234.00	137,234.00	100.00	823,404.00
458300-000	Protective Services	0.00	29,736.00	29,736.00	100.00	0.00	29,736.00	29,736.00	100.00	178,416.00
459000-000	Other General Expense	1,873.78	5,002.00	3,128.22	62.54	1,873.78	5,002.00	3,128.22	62.54	30,012.00

Property AMPS= 101 104 106 109 110 111 113 114 116 117 118 123 130

Budget Comparison

Period = Jul 2023

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
459001-000 MIXED FIN OPER FEES	0.00	14,167.00	14,167.00	100.00	0.00	14,167.00	14,167.00	100.00	85,002.00
459900-000 TOTAL GENERAL EXPENSES	279,401.48	382,730.00	103,328.52	87.65	279,401.48	382,730.00	103,328.52	87.65	2,296,380.00
470000-000 HOUSING ASSISTANCE PAYMENTS									
471506-000 FSS Escrow Payments	7,568.00	0.00	-7,568.00	N/A	7,568.00	0.00	-7,568.00	N/A	0.00
479900-000 TOTAL HOUSING ASSISTANCE PAYMENTS	7,568.00	0.00	-7,568.00	N/A	7,568.00	0.00	-7,568.00	N/A	0.00
500000-000 NON-OPERATING ITEMS									
521100-000 OPERATING TRANSFER IN CAPITAL	-214,451.00	-239,475.00	25,024.00	N/A	-214,451.00	-239,475.00	25,024.00	N/A	1,436,850.00
599900-000 TOTAL NON-OPERATING ITEMS	-214,451.00	-239,475.00	25,024.00	-100.00	-214,451.00	-239,475.00	25,024.00	-100.00	-1,436,850.00
800000-000 TOTAL EXPENSES	1,279,415.88	2,517,295.00	1,237,879.12	49.88	1,279,415.88	2,517,295.00	1,237,879.12	49.88	16,540,620.00
900000-000 NET INCOME	1,565,941.71	513,917.49	1,052,385.20	249.88	1,565,941.71	513,917.49	1,052,385.20	249.88	1,646,654.94

ADDITIONAL INFORMATION

DEBT SERVICE ON ENGERY CONTRACT	268,705.00
CASH FLOW	1,297,236.71

TUXEDO, PARK PLACE, GLENBROOK PASS THROUGH OPERATING SUBSIDY	423,941.85
MIXED FINANCE OPEATING SUBSIDY PYMTS	159,158.80
NET	264,783.05



HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

August 17,2023

RESOLUTION

RESOLVED by the Commissioners of the Housing Authority of The Birmingham District that the President/CEO is hereby authorized to charge-off as July 31, 2023 the following resident accounts, which are up to 30 days old and considered uncollectible, detailed as per attached sheet.

Development	No.	Amount
Elyton	ALA 1-1	12007.27
Southtown	ALA 1-4	0.00
Marks Village	ALA 1-6	32,834.00
Smithfield Court	ALA 1-9	0.00
Tom Brown Village	ALA 1-10	0.00
Morrell Todd	ALA 1-11	6,499.77
Collegeville Center	ALA 1-13	0.00
Harris Homes	ALA 1-14	8,271.00
North Birmingham Homes	ALA 1-16	13,888.33
Cooper Green Homes	ALA 1-17	26,204.20
Kimbrough Homes	ALA 1-18	0.00
Benjamin Greene	ALA 1-23	0.00
Roosevelt City	ALA 1-30	307.00
Freedom Manor	ALA 1-21	0.00
Mason City I	ALA 1-40	0.00
Mason City III	ALA 1-42	0.00
Tuxedo I	ALA 1-34	0.00
Tuxedo II	ALA 1-35	4,384.44
Total		104,396.01

Disclosure Note: HUD regulations allow all vacated account balances that are in excess of 30 days to be charged off. Approval of these charge-offs by the Board of Commissioners enables the Authority to turn these vacated accounts over for collection. All accounts with balances that are \$200.00 or more are turned over for collection.

**TENANTS ACCOUNTS CHARGED TO COLLECTION LOSS
(TO BE CHARGED OFF AS OF AUGUST 17, 2023)**

FOR PERIOD ENDED JULY 31, 2023

Development Name	No. of Tenants per Site	Rent Amount	Late Fees	Maintenance Charges	Legal Fees	Retro Rent	Less Security Deposit	Fees Incurred after Issuance of WRIT	Total	Previous Month
Elyton AL 1-1	5	11,832.27	-	850.00	-	-	(675.00)	-	12,007.27	2,173.00
Southtown AL 1-4R	0	-	-	-	-	-	-	-	-	-
Marks Village AL 1-6	10	18,094.00	-	14,740.00	-	-	-	-	32,834.00	1,267.00
Smithfield Court AL 1-9	0	-	-	-	-	-	-	-	-	-
Tom Brown AL 1-10	0	-	-	-	-	-	-	-	-	746.00
Morell Todd AL 1-11	8	4,544.77	-	1,955.00	-	-	-	-	6,499.77	124.00
Collegeville AL 1-13	0	-	-	-	-	-	-	-	-	-
Harris Homes AL 1-14	3	7,599.00	-	672.00	-	-	-	-	8,271.00	10,951.00
North Birmingham AL 1-16	6	11,828.33	-	2,060.00	-	-	-	-	13,888.33	796.00
Cooper Green AL 1-17	3	26,033.20	-	321.00	-	-	(150.00)	-	26,204.20	1,156.07
Kimbrough AL1-18	0	-	-	-	-	-	-	-	-	18,193.00
Benjamin Greene AL 1-23	0	-	-	-	-	-	-	-	-	-
Roosevelt City AL 1-30	1	382.00	-	-	-	-	(75.00)	-	307.00	-
Tuxedo Court I AL-134	0	-	-	-	-	-	-	-	-	548.50
Tuxedo Court II AL-135	3	4,384.44	-	-	-	-	-	-	4,384.44	-
Mason City Homes III AL-142	0	-	-	-	-	-	-	-	-	-
Freedom Manor AL-621	0	-	-	-	-	-	-	-	-	6,875.00
Grand Total	39	84,698.01	-	20,598.00	-	-	(900.00)	-	104,396.01	42,829.57

	No. Accts Charged Off Prior Year	Amount of Charge Off Prior Year	No. Accts Charged off Current Year	Amount of Charge Off Current Year	Amount Collected by HABD General Counsel	No. Accts Charged Sent for Collection	Amount Sent for Collection	Amount Intercepted by MIS System	Net Amount
February 2022	30	39,347.83	41	89,143.74	1,302.07	41	89,143.74	225.49	87,616.18
March 2022	39	38,582.11	25	31,217.40	15,148.04	25	31,217.40	41,444.63	(25,375.27)
April 2022	26	29,284.38	25	27,526.51	1,420.67	25	27,526.51	9,494.45	16,611.39
May 2022	10	5,184.99	22	20,155.15	3,197.46	22	20,155.15	8,072.67	8,885.02
June 2022	28	26,295.97	7	7,158.57	6,846.46	7	7,158.57	48,913.65	(48,601.54)
July 2022	25	27,414.52	42	86,272.96	3,431.00	42	86,272.96	3,245.97	79,595.99
August 2022	14	8,007.07	30	60,973.64	2,536.26	30	60,973.64	2,695.48	55,741.90
September 2022	22	30,571.45	23	33,390.07	10,073.04	22	33,390.07	910.72	22,406.31
October 2022	17	18,584.00	30	41,691.41	1,799.60	17	41,691.41	414.71	39,477.10
November 2022	10	24,781.58	25	62,676.13	1,026.00	25	62,676.13	594.23	61,055.90
December 2022	23	18,805.22	19	21,076.91	1,857.60	19	21,076.91	659.06	18,560.25
January 2023	34	69,597.59	62	94,617.31	783.43	62	94,617.31		93,833.88
February 2023	41	89,143.74	32	54,328.81	6,895.87	32	54,328.81	4,156.28	43,276.66
March 2023	25	31,217.40	19	37,872.40	8,261.13	19	37,872.40		29,611.27
April 2023	25	27,526.51	20	50,123.94	2,267.33	20	50,123.94		47,856.61
May 2023	22	20,155.15	20	59,180.13		20	59,180.13		59,180.13
June 2023	7	7,158.57	25	42,829.57		25	42,829.57		42,829.57
July 2023	42	86,272.96	39	104,396.01					104,396.01
Running Year Total		597,931.04	506	924,630.66	66,845.96	453	820,234.65	120,827.34	736,957.36

Dontrelle Young-Foster
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

Approval of Section Eight Management Assessment Program (SEMAP) Certification for Fiscal Year Ended June 30, 2023

August 17, 2023

INTRODUCTION

The Housing Authority of the Birmingham District's (HABD) annual certification for the Section Eight Management Assessment Program (SEMAP) for fiscal year end June 30, 2023 has been prepared in accordance with the Final Rules published in the Federal Register on September 10, 1998 by the Department of Housing and Urban Development (HUD). The annual submission of SEMAP certification is a monitoring tool used by HUD to determine how well a PHA has administered its Section Eight Housing Choice Voucher Program during the assessed fiscal year.

HUD will determine HABD's SEMAP score for fiscal year end June 30, 2023 by using information provided by HABD on the SEMAP certification form and additional external information tracked by HUD in the Public Housing Information Center (PIC) system.

PURPOSE AND OBJECTIVE

The purpose of this request is to comply with HUD's regulatory requirement that any PHA administering a Section Eight Housing Choice Voucher Program annually submits a SEMAP certification.

DESCRIPTION AND JUSTIFICATION

As required, HABD submits self-certifying information for the first eight indicators under SEMAP. If applicable, information to determine if the Authority qualifies for the SEMAP deconcentration bonus is submitted as well.

POLICY IMPACT

This action is consistent with HABD policy and complies with federal regulations.

ECONOMIC IMPACT/FUNDING SOURCE

Not Applicable

ATTACHMENTS

- SEMAP Certification form HUD-52648

ALTERNATIVES

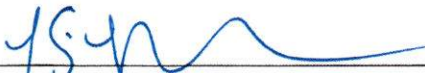
There are no alternatives since this is a requirement of HUD.

RECOMMENDATIONS

The President/CEO recommends adoption of this Resolution.

CERTIFICATION

The requested action is in conformance with all legal, policy and regulatory requirements.



KANGI DRAKE
Director of Rental Assistance Programs



SETH EMBRY
Chief of Policy and Government Affairs



DONTRELLE YOUNG FOSTER
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2023-12667

Resolution approving the Section Eight Management Assessment Program (SEMAP) Certification for fiscal year end June 30, 2023.

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the Chairman is authorized to execute required documents for the submission of the HABD Section Eight Management Assessment Program (SEMAP) to HUD.

RESOLVED FURTHER that the predicated internal audit results hereby certify to 82% Standard rating.

RESOLVED FURTHER that the President/CEO is authorized to attest to the submission of the HABD Section Eight Management Assessment Program (SEMAP) documents as referenced above.

Adopted this 17th day of August 2023

Attest:

Chairperson

Dontrelle Young Foster, Secretary

(Seal)

SEMAP COMPARATIVE VIEW OF SCORING

	FYE 2018	FYE 2019	FYE 2023
TOTAL SCORE	125/135	125/135	110/135
PERCENTAGE	93%	93%	82%
RATING	High Performer	High Performer	Standard Performer

First Seven SEMAP Indicators verified by agency (PHA)

I.	Selection from the Waiting List	15/15	15/15	15/15
II.	Reasonable Rent	20/20	20/20	20/20
III.	Determination of Adjusted Income	15/20	20/20	20/20
IV.	Utility Allowance Schedule*	5/5	5/5	5/5
V.	HQS Quality Control Inspection	5/5	5/5	0/5
VI.	HQS Enforcement	10/10	0/10	10/10
VII.	Expanding Housing Opportunities	5/5	5/5	5/5
VIII.	Payment Standards	5/5	5/5	5/5

Last six SEMAP Indicators are verified through PIC

IX.	Annual Reexaminations	10/10	10/10	0/10
X.	Correct Tenant Rent Calculations	5/5	5/5	5/5
XI.	Precontract HQS Inspections	5/5	5/5	5/5
XII.	Annual HQS Inspections	10/10	10/10	0/10
XIII.	Lease-Up	15/20	20/20	20/20
XIV.	Family Self Sufficiency Enrollment	N/A	N/A	N/A

Bonus: Deconcentration Points	0/5	0/5	0/5
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Total:	125/135	125/135	110/135
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HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT
Board of Commissioners' Meeting
Agenda Item
Control Document

HABD Staff Representative: Seth Embry, Chief of Policy and Government Affairs

Date: August 8, 2023

Department Human Resources

Board of Commissioners' Meeting Date: Thursday, August 17, 2023 at 1:30 p.m.

Board Agenda Item(s):

1. Revision to the HABD Travel Policy

Board of Commissioners' Committee Meeting Date/Time: Human Resources, Tuesday, August 8, 2023, at 2:00 p.m.

Approved by: Dontrelle Young Foster, 8/4/23
Dontrelle Young Foster, President/CEO/Contracting Officer Date

Duration of Presentation: 10 Minutes

Board Agenda Topic (Narrative): Currently, the HABD Human Resources Policy contains the agency policy on how authorization for business travel is approved and expenses are advances or reimbursed to the employee, Board members, and others traveling on behalf of HABD. That policy is not comprehensive, and is out of date. A clear and compliant travel policy is essential for HABD, and the proposed revisions and creation of a standalone policy fulfill those requirement.

Extract from Minutes of Committee Meeting:

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

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).

HABD Board Committee Member: Vice Chair Thompson Date: 8/8/2023

HABD Board Committee Member: Commissioner Hood Date: 8/8/2023

HABD Staff Member: Seth Embry Date: 8/8/2023

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

APPROVAL OF REVISION OF TRAVEL POLICY

August 17, 2023

INTRODUCTION

At times, HABD employees, members of the Board of Commissioners, or others acting on behalf of HABD travel on official business. Often this travel is to attend conferences, seminars, and other events that are relevant to duties, responsibilities, and professional development. The effective oversight of travel approval and expenses depends on a policy that is clear and compliant.

PURPOSE AND OBJECTIVE

The purpose of this request is to obtain Board approval to revise the Travel Policy which is currently contained in the Human Resources Policy. The revised policy will be a standalone policy, and will include procedures as a reference (this board action only seeks approval to revise the policy).

The objective of the policy is to ensure the efficient, reasonable, and fair expense of Agency funds for staff and Board travel.

This travel policy applies to PHA employees, Board members, and other approved individuals traveling on HABD business regardless of the funding source. This policy covers both local and out of town travel, with an emphasis on policies and procedures associated with out-of-town travel.

This policy implements best practices and regulations of both the Federal government and the state of Alabama.

DESCRIPTION AND JUSTIFICATION

After a review of the current Travel Policy by HABD staff, it was determined that updates and some revisions were needed. All recommended changes as a result of additions, deletions, or modifications are to improve guidelines for effectively managing agency travel. As a summary, some key revisions include:

- Clarifying the distinction between local and out of area travel
- Updating the per diem policy for trips outside Jefferson County that are not overnight
- Clarifying when a traveler may depart and return
- Adding limits on baggage costs and outlining a policy for combining personal and business travel

POLICY IMPACT

Implementation of a comprehensive policy will assure HABD is in compliance with federal and state regulations, and that operations reflect best practices.

ECONOMIC IMPACT/FUNDING SOURCE

This policy creates no direct economic impact. Travel budgets are approved as a part of the Operating Budget.

ATTACHMENTS

Revised Travel Policy. Red text indicates additions from the prior policy and procedure, red strikethrough indicates deletions.

ALTERNATIVE

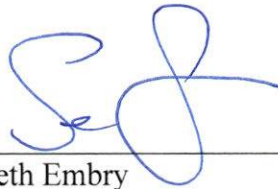
None

RECOMMENDATION

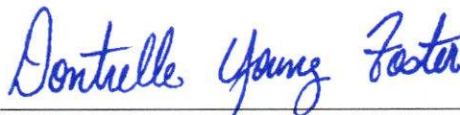
The President/CEO recommends adoption of this Resolution.

CERTIFICATION

The requested action is in conformance with all legal, policy and regulatory requirements.



Seth Embry
Chief of Policy and Government Affairs



Dontrelle Young Foster
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2023-12668

Resolution Approving the Revision of the Travel Policy

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to revise the travel policy and to make any minor changes to correct grammatical or other errors or improve clarity.

Adopted this 17th day of August 2023

Attest:

Chairperson

Dontrelle Young Foster, Secretary

(Seal)



Travel Policy and Procedures

Background

At times, HABD employees, members of the Board of Commissioners (further referred to as "Board" or "Board members"), or others acting on behalf of HABD travel away from HABD on official business. Often this travel is to attend conferences, seminars, and other events that are relevant to their duties, responsibilities, and professional development. Trainings, conferences, meetings, and other enrichment events are often good opportunities for individuals to gain the skills and information needed to carry out their duties. When travel is properly authorized, HABD will advance or reimburse eligible expenses in accordance with this policy.

Purpose

The purpose of this policy is to ensure the efficient, reasonable, and fair expense of Agency funds for staff and Board travel.

This travel policy applies to PHA employees, Board members, and other approved individuals traveling on HABD business regardless of the funding source. This policy covers both local and out of town travel, with an emphasis on policies and procedures associated with out-of-town travel.

This policy implements best practices and regulations of both the Federal government and the state of Alabama.

Policy

Section 1: Overview

All travel must be approved by the President/CEO or ~~COO~~ or Designee. ~~Anticipated travel~~ ~~Travel~~ expenditures are approved by the Board of Commissioners as part of the Annual Operating Budget or such revisions as may be allowed by the Board upon request and recommendation of the President/CEO.

~~Commissioners and employees~~ All travelers are advanced or reimbursed for actual expenses and transportation costs expected to be incurred or incurred for travel on HABD business. Advanced travel costs shall be approved by the President/CEO ~~or COO~~ or Designee and based on reasonable estimates of anticipated costs.

Travel status begins when the approved traveler employee or Board member leaves the agency, their residence or other authorized location to go directly to their destination. Travel status ends when the approved traveler returns to HABD, their residence, or other authorized location after completing the business activity.

~~The traveler is responsible for complying with the travel policy and procedures, ensuring that both their travel arrangements and claim for reimbursement meet HABD's rules and have been approved by the appropriate official.~~

~~Reimbursement shall be based on the costs incurred for travel by privately owned vehicle at the mileage rate comparable to local public practice as determined by the Board of Commissioners.~~

~~Travel by airplane is used when reasonably feasible to do so in relation to the distance to be traveled. Airline travel must be approved by the President/CEO or COO or Designee.~~

Employees are expected to:

- Exercise good judgement and make decisions in the best financial interest of HABD,
- Spend the agency's money carefully and judiciously,



Travel Policy and Procedures

- Use the most direct and most economical transportation, taking into consideration travel time, absence from the HABD, and convenience, and
- Report all expenses and advances promptly and accurately with required documentation.

Travelers who do not comply with this travel policy may be subject to:

- Delay or withholding of reimbursement,
- Required reimbursement to the Agency, and
- Disciplinary action in accordance with HABD's Human Resources Policy Manual.

Acceptable Expenses

Approved travelers are required to minimize expenses. All expenses, other than the daily per diem allowance, must be itemized and supported by appropriate documentation (original receipts).

Section 2: Transportation

~~The greatest economics of travel cost and time is the prime factor in selection of the method of travel. The following are approved:~~

- ~~a. Air or other common carrier (tourist rate only); taxi, airport~~

~~CREDIT CARD AND PURCHASE CARD USE~~

- ~~a. HABD auto (gas, oil, etc.);~~
- ~~b. Travelers who use their personal automobiles will be reimbursed the standard mileage rate as established by the Internal Revenue Service, plus tolls and parking costs. If an HABD-owned vehicle is used, tolls and parking will be reimbursed. If two (2) or more persons travel in the same automobile, only one person shall be reimbursed for mileage. Employees are encouraged to use HABD-owned vehicles when available.~~

Payment for transportation will be made on the basis of reasonable costs. All common carrier travel at the expense of HABD shall be limited to coach at the expense of HABD. If it is necessary to purchase transportation en route, the traveler should use his/her personal credit card or cash. En route purchases such as early departure changes or emergency airline ticket changes should be claimed on the Travel Expense Statement and may require additional justification before reimbursement.

When a traveler wishes to utilize a mode of transportation other than that preferred by HABD, the President/CEO has the discretion to approve expenses that are not greater than what would have been paid under HABD's policy.

Local Travel

Travel expenses associated with the use of a personal vehicle are allowable when an HABD vehicle is not available, including to conduct routine HABD business within the Jefferson County area. Examples of routine local travel include a property manager traveling to/from the agency's properties, central office, bank, and courts. Routine local travel to conduct HABD business does not require prior approval from the President/CEO but is subject to the oversight of the employee's supervisor and Department Head.

Out of Area Travel

Ground Transportation



Travel Policy and Procedures

The traveler will be reimbursed for the actual cost of ground transportation. Ground transportation options include HABD vehicles, car rental, public transportation, taxis, ride sharing service, and personal vehicle. Any other form of ground transportation must be approved by the President/CEO. Proper documentation, including original receipts, are required for all reimbursements unless otherwise approved by the President/CEO. Expenses for ground transportation during a trip must be reasonable and incurred in a manner to safe and efficient transportation for the traveler.

HABD Vehicles

HABD vehicles are the preferred mode of ground transportation. Employees must comply with the Fleet Policy and are encouraged to utilize HABD vehicles when available. Travelers are eligible to be reimbursed for fuel, tolls, and parking costs when driving HABD-owned vehicles.

Personal Vehicles

Travel expenses associated with the use of a personal vehicle are reimbursed at the standard IRS mileage rate and must be properly documented using the Travel Expense Statement. Mileage will be computed starting at the employee's point of business departure to their point of business destination and back. "Point of business departure" is defined as the employee's home, if the trip began outside of the Agency's normal hours of operation, or the assigned workstation, if the trip began during work hours.

Up to 50 miles of "around and about town" mileage can be added to the Travel Expense Statement without additional documentation. Requesting reimbursement for more than 50 miles of "around and about town" miles must be justified with a memo which details the trips, reasons for the trips, and miles driven. Total mileage must be documented on the Travel Expense Statement.

Taxis and App-Based Ride Sharing Services

Travelers should choose the ride type/class most economical and suitable for the number of persons travelling, except that travelers are not obligated to share rides with persons selected randomly by the service/app.

Travelers will be reimbursed for the actual costs of travel associated with business travel such as transportation from home/office to airport and return, transportation to/from business place, and transportation to/from where meals are taken. A tip, not to exceed 20% of the fare (up to a maximum of \$5), is allowed. A receipt for the fare charged must be submitted with the expense report.

HABD will not reimburse travelers for any expense associated with downloading or utilizing an app on a personal cellular device.

Rental Cars

Rental cars are generally the most expensive mode of transportation and should be used when the nature of the trip is such that the use of local transportation (i.e., taxis or shared ride service) is not practical or would be more expensive. An original receipt is required for reimbursement. When a rental car is used, it should be shared to the maximum extent possible by employees traveling together on HABD business.

Travelers are restricted to standard or full-size vehicles, unless free upgrades are provided by the rental agency. HABD will prepay or reimburse travelers for daily rental fees, mileage fees, fuel, parking, tolls, and authorized insurance charges. Car rentals at a destination must be pre-approved by the President/CEO or Designee.

An employee on approved travel is covered by HABD's insurance policy when driving a rental car for the travel duration and should not purchase additional liability insurance unless required by state law.



Travel Policy and Procedures

However, if the travelers choose to take any personal time at either end of the trip, that time is not covered by HABD's insurance policy.

Air Travel

HABD will prepay transportation fees for commercial air travel. The most direct flight should be booked taking into consideration travel time, expense, absence from the agency, and convenience. To optimize cost savings for the housing authority, where possible, the traveler should make flight reservations 21 days in advance of the flight. The President/CEO retains the discretion to approve travel arrangements with less notice. Insurance on flights should not be purchased.

Travelers should book non-refundable coach class unless it is more economical to book a refundable or open ticket. Travelers have the option to personally pay for the price difference between coach class and an upgraded class, seating position, or other amenities. These additional expenses must be paid directly by the traveler and not by HABD on a reimbursement basis.

If upgraded travel is necessary as a reasonable accommodation, the traveler must obtain a physician's order and obtain approval from the President/CEO or Designee prior to booking the flight.

Section 3: Travel Expenses Per Diem

~~A per diem allowance for meals will be given to travelers who travel for business purposes outside of the Jefferson County area and the official travel exceeds 12 hours. HABD traveler must use the meal per diem rates that are published by the U.S. General Services Administration (GSA) for the Continental United States (CONUS). The meal per diem rates vary by city location and are published on the GSA website.~~

~~This allowance covers both meal and tip cost. If the traveler uses less than the per diem allowance, he/she does not have to refund HABD or submit meal receipts. If the traveler spends more than the allowance, the reimbursement will not exceed the GSA per diem rate.~~

~~The GSA page showing the city of destination's meal per diem rate must be printed and attached to the Travel Authorization Request form.~~

Per diem is an allowance for lodging, meals, and incidental expenses. HABD adopts the rates established by the U.S. General Services Administration (GSA) to reimburse travelers for subsistence expenses incurred while on official travel within the continental U.S., which includes the 48 contiguous states and the District of Columbia. The U.S. Department of Defense and U.S. Department of State establish rates for travel in non-foreign areas outside of the continental U.S. and foreign areas, respectively.

Per diem is a flat-rate allowance intended to cover costs for meals and incidental expenses. A traveler will not be required to submit receipts for these items, nor will they be allowed to claim any extra expense related to them. A traveler will receive the full daily per diem, as outlined above, regardless of actual expenses. Travelers can find the per diem rate for travel destinations at www.gsa.gov/perdiem.

The rate for lodging does not include taxes, while the rate for Meals and Incidental Expenses (M&IE) does include both taxes and tips. Therefore, no gratuity can be claimed by travelers.

Travelers are eligible for per diem for trips outside of Jefferson County. Trips with a duration of less than eight hours are not eligible for travel allowance. For trips that are longer than eight hours, but not



Travel Policy and Procedures

overnight, the traveler shall be paid a meal allowance of \$20.00, unless meals are provided as part of the meeting/event. Overnight trips are eligible for full allowance/reimbursement for meals and lodging.

Lodging

When possible, HABD will prepay lodging expenses. Reimbursements for lodging accommodations will be made on the basis of reasonable costs incurred not to exceed actual cost of single occupancy, plus applicable taxes and fees.

Travelers should utilize government rates whenever possible. When travelling to a conference or other event with special hotel rates, the host hotel may be used at the event rate. The traveler may choose a less-expensive hotel than the conference or host hotel provided that the choice of hotel will not substantially increase transportation costs. Lodging costs that exceed the conference/government rate must be justified in writing and approved by the President/CEO prior to travel.

Tips for bellhop and maid services are included in per diem for M&IE (\$5 per day) and will not be reimbursed as a travel-related expense.

HABD will not reimburse a traveler where the lodging is with friends or relatives.

Original documentation (hotel bill or receipt) indicating costs have been paid in full must be submitted for reimbursement.

Departure and Return

A traveler may request to depart home base one day before the start of the event for which the individual is traveling and to return to home base one day after the event concludes. Unless approved by the President/CEO, no additional travel days are permitted for Agency business.

If afterhours or weekend travel is necessary, refer to HABD's Human Resources Policy Manual regarding compensation for time used for official travel.

Baggage

HABD will reimburse baggage fees charged by commercial carriers based upon the duration of travel. For trips that last two nights/three days, HABD will reimburse a traveler the actual cost for one checked bag. For trips that last three nights/four days to six nights/seven days, HABD will reimburse a traveler the actual cost for two checked bags. For trips that last longer than seven days, HABD will reimburse a traveler the actual cost for two checked bags plus the actual cost of laundry service.

If a traveler is entitled to reimbursement for two checked bags (i.e. if a trip lasts three nights/four days or longer), but instead chooses to check one overweight bag, HABD will reimburse the actual cost of the overweight fee provided that it does not exceed the cost of checking a second bag.

Tips for skycaps or baggage handlers are included in per diem for M&IE and will not be reimbursed as a travel-related expense.

Leave Taken with Official Travel

Travelers may desire to take annual leave or make a personal trip before or after official travel. In such cases, HABD will reimburse a traveler for costs incurred as if the personal trip were not included. HABD will pay for the lesser of the transportation costs for the desired travel days or the round-trip cost of transportation for the dates that would have been approved for official travel. Documentation supporting the expense and required comparison must be submitted along with the Travel Voucher.



Travel Policy and Procedures

Registration Fees

Actual cost of the fee for conferences, seminars, etc. is allowed. All registration fees will be prepaid by HABD unless otherwise authorized by the President/CEO or Designee.

Miscellaneous Expenses

The following are reimbursable expenses when traveling on HABD business:

- a. Use of computers, printers, fax machines, and scanners, including internet connection fees (when the traveler does not have an HABD-issued laptop with working Wi-Fi)
- b. Official business telephone calls.

The following are examples of expenditures that are not reimbursable. The list is not exhaustive, but travelers should generally expect items unrelated to official business to be ineligible for reimbursement:

- a. Fines and tickets for traffic violations and personal misconduct
- b. Expenses related to a travel companion of the approved traveler
- c. Entertainment, amusement, and social activities. Social activities related to the official purpose of the trip are permitted if included in the registration fee or approved as part of the Travel Advance Statement,
- d. Personal incidentals (toiletries, hair salons, etc.),
- e. Valet or options other than self-parking unless it is:
 - a. The only option available,
 - b. No more costly than self-parking, or
 - c. Justified due to medical, safety, or other documented reasons.

Procedures

It is the responsibility of the approved traveler to make all arrangements. To secure the most economical fares and rates, sufficient planning must be done in advance of the travel date, and should be completed 21 days in advance of travel.

The Travel Advance Statement (Travel Voucher) is the official document used to request prepayment of eligible travel related expenses. A travel voucher requests that advance payments be made to secure registration, lodging, transportation, and per diem. Only one travel voucher will be prepared for each trip.

All travel requests must be submitted on the Travel Voucher and approved by the appropriate Director or Vice President and the President/CEO or Designee. In considering requests and opportunities for travel, staff should consider the relevance and quality of the conference/event, expense, time away from the office, status of critical tasks, and employee performance among other factors in determining which staff to approve for travel. The conference schedule provides guidance for each to assist Directors and Department heads in determining which staff may be most appropriate.

Approved Travel Vouchers must be submitted to Finance for processing.

Employees seeking to attend conferences must submit a Conference Attendance Request form with the completed Advance Travel Expense form to the Chief of Policy and Government Affairs. Approval of travel indicates that the requested travel is necessary and reasonable to meet the goals of HABD and that funds are available in the respective approved budget.

The Finance Department determines whether funds are available in the respective approved budget.



Travel Policy and Procedures

Travel Vouchers must be submitted no later than 30 days prior to the conference registration deadline/hotel cutoff date for out of area events, unless otherwise approved by the President/CEO.

Completing the Travel Voucher

All payments necessary to secure reservations will be paid in advance of the travel date. To facilitate this process, disclosure of appropriate vendor names, addresses, and required amounts must be made on the Travel Voucher. All requests for payments by check to secure reservations will be included in the regular accounts payable check run each week, when the completed and approved Travel Voucher is received in the Finance Department on or before Tuesday at 5:00 pm.

The GSA webpage showing the city of destination per diem rate must be printed and attached to the Travel Advance Statement.

In the event reservations can only be guaranteed by credit card, the following information must be provided on the Travel Voucher: name and telephone number of the party to be contacted; reservation/payment confirmation number; and deadline for securing the reservation. The completed and approved Travel Voucher must be received in the Finance Department 10 business days prior to the confirmation deadline date to allow sufficient processing time for confirmation with the HABD credit card. The President/CEO or Designee must approve exceptions to this requirement.

Travelers can request travel advances utilizing the Travel Voucher. Advances can include per diem, any balance of lodging expense, anticipated mileage (not to include "around town" mileage), and up to \$30 for ground transportation, unless reserved ground transportation is documented. Advances will be provided by check to the approved traveler no earlier than the Friday one week before the scheduled departure date if the approved Travel Voucher is received in Finance on or before Tuesday at 5:00 pm.

Travel Expense Statement

The Travel Expense Statement is an official document used to summarize eligible travel related expenditures after the travel has occurred. A Travel Expense Statement includes all prepaid travel related expenses, as well as any eligible expenditures incurred during travel that have not been prepaid by HABD. Eligible items reflected on the Travel Expense Statement will be reimbursed to the individual incurring the expenses. All eligible expenditures require receipts to be reimbursed except the per diem allowance and personal vehicle mileage. Travel Expense Statements need to be closed out within 30 days of the end of travel date.

Within thirty days after the ending travel date, a completed Travel Expense Statement, properly documenting all eligible expenses, will be submitted to and approved by the appropriate Director or Vice President. Proper documentation is defined to include original receipts. Upon approval, the Director or Vice President will submit the Travel Expense Statement, along with supporting documents to the Finance Department for review to determine compliance with travel procedures. The President/CEO or Designee will approve all travel expenditures prior to reimbursement of funds.

Delinquent or incomplete Travel Expense Statements will be referred to the Director or Vice President that approved the travel for further action. Travelers must address any deficiencies within 10 business days. Failure to comply may result in expenses not being reimbursed or travel privileges being suspended. The Director or Vice President may provide an extension for good cause. The Director or Vice President will deny approval of any expense or reimbursement request not properly documented by the traveler.



Travel Policy and Procedures

If anticipated travel is cancelled, a completed Travel Expense Statement must be submitted as above. The related travel narrative should detail the circumstances resulting in the cancellation.

The amount due HABD, as computed on the Travel Expense Statement, will be returned to the Finance Department with the completed Travel Expense Statement. The amount due to the traveler for reimbursements will be included in the regular accounts payable check run, when the completed and President/CEO- approved Travel Expense Statement is received in Finance on or before Tuesday at 5:00 pm.

Along with the Travel Expense Statement (or 30 days after the approved travel if no Travel Expense Statement is due), staff will submit a travel narrative stating the purpose of the travel and the benefit gained to HABD. A copy of the narrative will be submitted to the Chief of Policy and Government Affairs.