



**MANHATTAN HOUSING  
AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
In-Person @ Groesbeck Room  
Manhattan Public Library  
Jan 28<sup>th</sup> - 5:30 P.M.**

*\*Video Recording of the Meeting  
will be available online after the  
meeting as technology permits.*

Live public comment during the meeting will be permitted at the discretion of the Board Chair. Written public comments may be submitted by emailing the Executive Director at [Estabrook@mhaks.org](mailto:Estabrook@mhaks.org) or calling the Executive Director at (785) 776-8588 Ext. 308.

Written Public comments must be submitted by 5:00 pm on Tuesday prior to the scheduled meeting, to be communicated to the Commission prior to the meeting for their consideration.

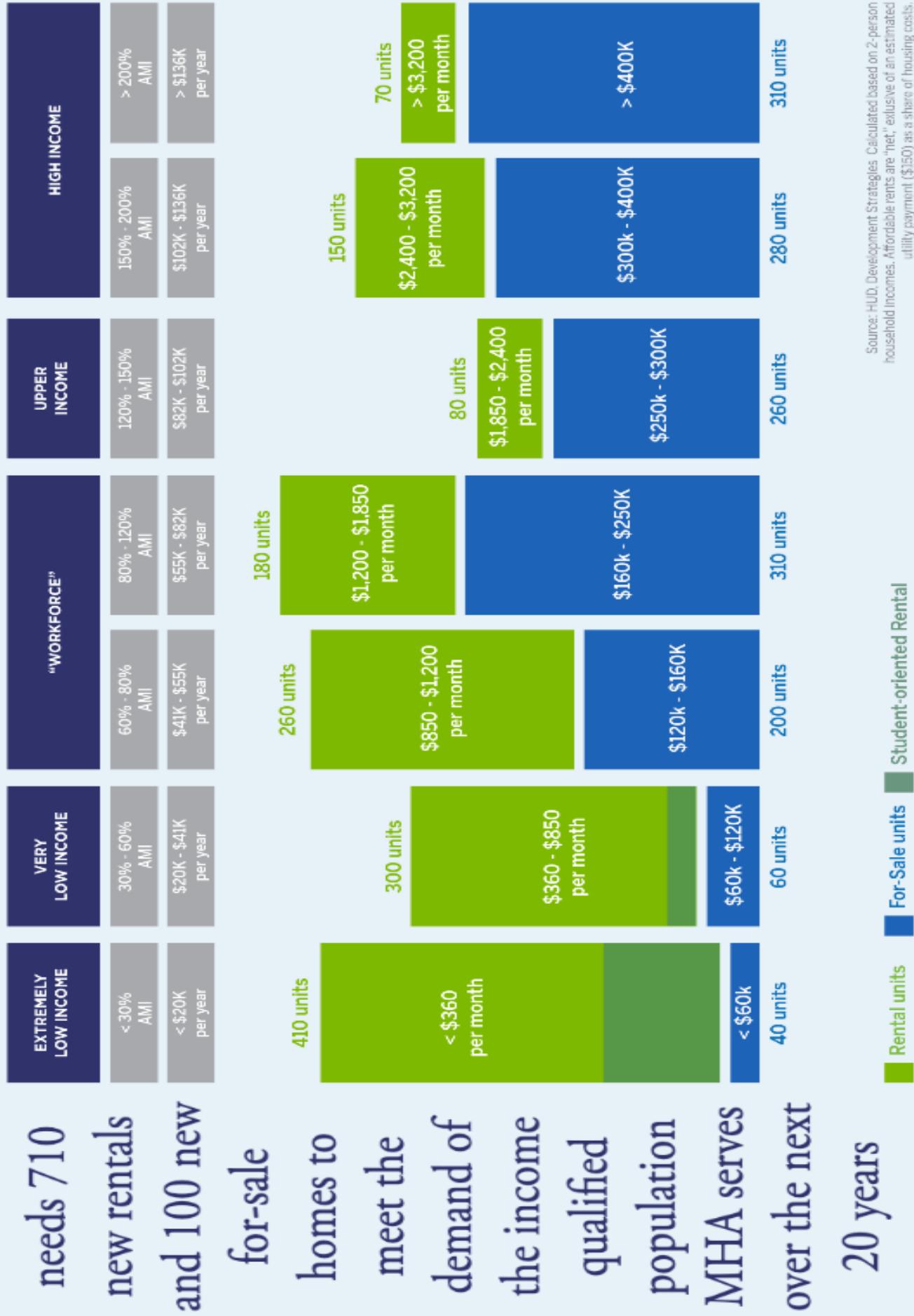
Previous Board Meeting information is available on our website: [www.MHAKS.com](http://www.MHAKS.com)  
A recording will be made available on MHA's social media and website after the meeting.



It is our policy to provide individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of our services, programs, and activities. In order for us to provide a reasonable accommodation, we ask that you request what assistance is desired by contacting the Manhattan Housing Authority, 300 North 5<sup>th</sup> Street (P.O. Box 1024), Manhattan, Kansas, 66505-1024, or call (785) 776-8588 (or 1-800-766-3777 TTD Kansas Relay Center). We are here to assist you.

# Manhattan

20-Year Demand Summary (2,000 to 3,600 units of net new demand)



**MANHATTAN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**January 28<sup>th</sup> , 2026**

Manhattan, KS 66502



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**AGENDA**

<b>TOPIC</b>	<b>Approx. Time</b>
1. <b><u>CALL TO ORDER</u></b> 1.1. Roll Call	- 5:30 PM
2. <b><u>PUBLIC COMMENT</u></b> 2.1 Open Forum 2.2 Humanitarian Award	- 5:35 PM
3. <b><u>APPROVAL OF MINUTES</u></b> 3.1 Regular Board Meeting Minutes	- 5:40 PM
4. <b><u>FINANCIAL REPORTS</u></b> 4.1 CFO Report 4.2 Budget Tracking	- 5:50 PM
5. <b><u>EXECUTIVE DIRECTOR REPORT</u></b>	- 6:00 PM
6. <b><u>COMMISSIONER COMMENTS</u></b>	- 6:10PM
7. <b><u>NEW BUSINESS</u></b>	- 6:15PM
8. <b><u>Executive Session</u></b>	-6:15 PM
9. <b><u>ADJOURNMENT</u></b>	

# Open Forum

*The Open Forum item is an opportunity for members of the public to provide input and feedback regarding programs and services of the Manhattan Housing Authority.*

*The Public Comment Policy must be adhered to by anyone wishing to comment. To review the Policy, visit [www.mhaks.com](http://www.mhaks.com) or contact the Manhattan Housing Authority at (785) 776-8588.*

*Items of a personal, individual or confidential nature should not be addressed during the Open Forum and should be addressed directly with Manhattan Housing Authority management.*

# Minutes

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS**  
**REGULAR MEETING**  
**Riley County Senior Center**  
**December 17, 2025**  
**5:30 p.m.**

**Members Present:** Janis Clare Galitzer, Chair  
Lifie Olsen, Vice Chair  
Kennedy Clark  
John Matta  
Brad Claussen  
Matiullah Shinwari

**Members Absent:** Lorenza Lockett

**Staff Present:** Aaron Estabrook, Executive Director  
Patrick O'Neil, Assistant Executive Director

**Guests:** None

**I. CALL TO ORDER**

Chairperson Galitzer called the meeting to order at 5:33 p.m.

**ROLL CALL**

Chairperson Galitzer – present  
Vice Chairperson Olsen – present  
Commissioner Matta – present  
Commissioner Claussen – present  
Commissioner Clark – present  
Commissioner Lockett – absent  
Commissioner Shinwari - present

Six (6) commissioners present during roll call.

**II. PUBLIC COMMENT**

No public comments.

**III. APPROVAL OF MINUTES**

Vice Chair Olsen moved to approve the minutes of the November 17, 2025, Regular Meeting as presented; Commissioner Claussen seconded. There being no further discussion, Chairperson Galitzer called for a roll call vote; motion carried 6-0.

Commissioner Name	Aye	Nay	Abstain	Absent
Galitzer	X			
Olsen	X			
Matta	X			
Clark	X			
Claussen	X			
Lockett				X
Shinwari	X			

#### **IV. FINANCIAL REPORTS**

Commissioner Matta moved to approve the financial reports as presented; Vice Chair Olsen seconded. Mr. O'Neil reviewed the financial reports for the Board. Vice Chair Olsen requested that staff review other possible investment options the Housing Authority may have for reserve funds that may yield higher dividends than current interest rates. Staff will provide updates at a later date. There being no further discussion, Chairperson Galitzer called for a roll call vote. Roll call vote carried 6-0.

Commissioner Name	Aye	Nay	Abstain	Absent
Galitzer	X			
Olsen	X			
Matta	X			
Clark	X			
Claussen	X			
Lockett				X
Shinwari	X			

#### **V. EXECUTIVE DIRECTOR REPORT**

Mr. Estabrook reviewed the Executive Director report included in the Board packet. Staff reports and other information presented included:

- Occupancy – Alyssa Boley
- Maintenance – Geoff Mamer
- Housing Choice Voucher – Karen Martinez
- FHI/YouthBuild – Megan Dominguez

Mr. Estabrook provided the following additional updates:

- The Section 18 application for demolition/disposition of Carlson Plaza was approved shortly before the December 17, 2025, meeting. Mr. Estabrook will be working on the next step in the process, which will be disposing of the property to the Housing MHK non-profit entity.
- The Sunflower Flats project is progressing; unfortunately, the tax credit investor lowered their rate to \$0.76, after previously offering \$0.82. This change will require KHRC approval; a meeting has been scheduled with KHRC for December 18, 2025. The closing date is anticipated to be December 30, 2025, but may have to be postponed. The HAP contract transfer from Garden Grove I & II is still under legal review. An extension to the FEMA grant for demolition of Garden Grove will be requested by the City of Manhattan.
- Federal funding for housing programs will expire January 31, 2026, without approval of a full budget or continuing resolution to avert a government shutdown.
- The Housing Authority is reviewing bids from multiple vendors for the Emergency Capital Fund grant to replace Apartment Towers elevators.
- The Housing Authority received a grant from the Greater Manhattan Community Foundation to create a Tenant Leadership Academy for MHA & MART residents. Several instructors have agreed to participate, and the Housing Authority is currently taking applications of interest from residents.
- The Housing Authority received a notification of substantial default from HUD regarding the current recovery agreement. Mr. Estabrook has responded to HUD and the Housing Authority will take all actions required by the notification to ensure compliance with the recovery agreement.

#### **VI. COMMISSIONER COMMENTS**

Chairperson Galitzer thanked Commissioner Matta for his service on the Board of Commissioners. Commissioner Matta's tenure on the Board of Commissioners will end December 31, 2025, with a replacement to be named by the City Commission in January.

## VII. NEW BUSINESS

### a. 2026 Operating Budget – Resolution No. 121725-A

Commissioner Matta moved to approve Resolution No. 121725-A, approving the 2026 Operating Budgets for Public Housing, Housing Choice Voucher (HCV), FHI Apartments LP, and YouthBuild; Vice Chair Olsen seconded. Mr. O’Neil explained that the budget utilized a proration factor of 89% for Public Housing Operating Subsidy in anticipation of expected cuts in federal funding. The Housing Authority will monitor Congressional action and will revise the budgets as necessary once final funding levels have been enacted. Due to expected funding cuts, the Public Housing budget has only a small net cash flow of \$1,681.00. There being no further discussion, Chairperson Galitzer called for a roll call vote. Motion carried 6-0.

Commissioner Name	Aye	Nay	Abstain	Absent
Galitzer	X			
Olsen	X			
Matta	X			
Clark	X			
Claussen	X			
Lockett				X
Shinwari	X			

### b. Revised Security Deposit Schedule – Resolution No. 121725-B: Commissioner Claussen moved to approve Resolution No. 121725-B, approving the Revised Security Deposit Schedule for Public Housing and LIHTC units; Commissioner Matta seconded. Mr. O’Neil explained that security deposits were last revised in 2009. Increases in material and labor costs have caused unit turnover expenses to frequently exceed security deposits held on behalf of tenants, leaving many residents with outstanding balances after move-out. The Housing Authority allows residents to make installment payments for security deposits, with a minimum of one-fourth of deposit paid at lease signing. New tenants of both Public Housing and LIHTC units may also receive assistance in paying security deposits from programs like TBRA. There being no further discussion, Chairperson Galitzer called for a roll call vote. Motion carried 6-0.

Commissioner Name	Aye	Nay	Abstain	Absent
Galitzer	X			
Olsen	X			
Matta	X			
Clark	X			
Claussen	X			
Lockett				X
Shinwari	X			

### c. 2025 Operating Budget Revision – Resolution No. 121725-C

Commissioner Matta moved to approve Resolution No. 121725-C, adopting the 2025 Revised Operating Budget; Vice Chair Olsen seconded. Mr. O’Neil explained that the Housing Authority used conservative estimates of HCV administrative fees when creating the 2025 Operating Budget, allocating minimal administrative contract expenses that are shared by Public Housing and HCV to the HCV program. Due to higher-than-expected administrative fee revenue, a larger percentage of these expenses may be allocated to the HCV program to be more in line with the

actual usage. The 2026 Operating Budget also reflects this higher allocation of 15% to the HCV program. There being no further discussion, Chairperson Galitzer called for a roll call vote. Motion carried 6-0.

Commissioner Name	Aye	Nay	Abstain	Absent
Galitzer	X			
Olsen	X			
Matta	X			
Clark	X			
Claussen	X			
Lockett				X
Shinwari	X			

## **VIII. EXECUTIVE SESSION**

### **a. 2025 Executive Director Evaluation**

Vice Chairperson Olsen moved to table the 2025 Executive Director Evaluation until January 28, 2026, Regular Board Meeting; Commissioner Matta seconded. There being no further discussion, Chairperson Galitzer called for a roll call vote. Motion carried 6-0-0.

Commissioner Name	Aye	Nay	Abstain	Absent
Galitzer	X			
Olsen	X			
Matta	X			
Clark	X			
Claussen	X			
Lockett				X
Shinwari	X			

## **IX. ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:36 p.m.

Respectfully Submitted,

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Janis Clare Galitzer, Chair

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Aaron Estabrook, Executive Director

# Financial Reports

## Included:

- CFO Monthly Summary / Report
- MHA Budget Tracking Sheets
- Fee Accounting updates

## AED/CFO REPORT – JANUARY 2026

### 2025 BUDGET PROGRESS REPORTS

Bedrock Financial Consultants (BFC) has provided the Financial Report Package through December 31, 2025. These reports include the following:

- 2025 Operating Budget (Actual & Budgeted)
- MHA Balance Sheet
- MHA Financial Assessment Sub-system (FASS) Scoring Report
- MHA Management Assessment Sub-system (MASS) Scoring Report

### BUDGET

On January 20, 2026, Congress released the FY 2026 Transportation, Housing and Urban Development (T-HUD) appropriations bill. This bill must still be passed by both chambers of Congress, but it is expected to be approved with minimal changes. Although HUD's overall funding has increased from the previous year, the Public Housing Operating Subsidy fund is reduced by \$789 million. If approved in its current form, this bill will represent a significant reduction in the Housing Authority's operating revenue for the coming year. We will continue to monitor progress on the funding bill and adjust our 2026 budget accordingly.

### FASS/MASS SCORING

The total FASS score as of December 31, 2025, is 24.1 out of a possible 25, with MASS score of 16.0 out of 25. These scores may be subject to change with year-end closeout.

### 2025 YEAR END CLOSE-OUT, UNAUDITED FDS SUBMISSION AND FYE 12/31/2025 AUDIT

Staff are working closely with BHC on year-end closeout in preparation for completing the Housing Authority's unaudited FDS submission to HUD, which is due by February 28, 2026. We have signed the FYE 12/31/2025 engagement letter with Novogradac to ensure that audit work can begin immediately following acceptance of the unaudited FDS submission.

### HOUSING CHOICE VOUCHER (HCV)

MHA dispersed approximately \$132,000.00 in Housing Assistance Payments (HAP) and utility reimbursement payments (URP) in January 2026. This assistance was provided to 210 families (60 HUD-VASH, 4 Family Unification Program, 146 regular vouchers).

### TENANT BASED RENTAL ASSISTANCE (TBRA) GRANT

2024 TBRA Grant (Refugees): The 2024 TBRA grant assisted one refugee family in January 2026 for a total of \$803.00.

MHA has begun accepting and processing applications for the 2026 TBRA security deposit-only grant. These funds are available to any income-qualified applicant for security deposit assistance in Manhattan, Ogden, St. George, and Wamego.

### OFFLINE UNIT REPORT

The offline unit report is attached. Three units (8H & 6A Apartment Towers, 1341 Flint Hills Place) have been placed back in service since the last report. One Apartment Towers unit (6H) is ready for occupancy and will be placed back in service one day prior to scheduled move-in. The two remaining offline Apartment Towers units (9G & 8E) are expected to be ready for occupancy in late January/early February. Two units (1004 Pottawatomie Court & 3511 Hudson Circle) are in the process of unit turnover and are expected to be ready for occupancy by mid-February.

**LIPH Income Statement**  
1/1/25-12/31/25

<b>STANDARD BUDGET FORMAT</b>		<b>Actual</b>	<b>Budget</b>	<b>% of Budget</b>	<b>PUC</b>
1	Dwelling Rental	482,038	423,194	114%	
2	Other Income - Tenant	34,740	2,000	1737%	
	<b>Total Tenant Revenue</b>	<b>516,778</b>	<b>425,194</b>	<b>122%</b>	
3	HUD Operating Subsidy	895,924	846,395	106%	
4	Interest on Investments	19,857	1,800	1103%	
5	Other Income - Non Tenant	85,490	136,000	63%	
	<b>Total Other Revenue</b>	<b>1,001,271</b>	<b>984,195</b>	<b>102%</b>	
6	CFP Operating Grants	361,728	287,327	126%	
	<b>Total CFP Grants</b>	<b>361,728</b>	<b>287,327</b>	<b>126%</b>	
	<b>TOTAL OPERATING INCOME</b>	<b>1,879,776</b>	<b>1,696,716</b>	<b>111%</b>	
8	Administrative Salary & Benefits	223,412	265,703	84%	1,106.00
9	Accounting Audit	50,953	18,500	275%	252.24
10	Advertising	-	500	0%	-
11	Office Expense	50,947	62,940	81%	252.21
12	Legal Expense	8,284	8,000	104%	41.01
13	Training Expense	1,808	5,000	36%	8.95
14	Professional Services	19,495	100,500	19%	96.51
15	Other Admin Expense	3,298	5,000	66%	16.32
	<b>Total Administrative Expense</b>	<b>358,196</b>	<b>466,143</b>	<b>77%</b>	<b>1,773.25</b>
27	<b>Total Tenant Services Expense</b>	<b>5,020</b>	<b>3,500</b>	<b>143%</b>	<b>24.85</b>
16	Water	56,520	42,000	135%	279.80
17	Electricity	98,863	85,000	116%	489.42
18	Gas	11,996	12,000	100%	59.39
19	Sewer	86,721	70,000	124%	429.31
	<b>Total Utilities Expense</b>	<b>254,099</b>	<b>209,000</b>	<b>122%</b>	<b>1,257.92</b>
20	Maintenance Salary & Benefits	253,762	258,096	98%	1,256.25
21	Materials	81,107	68,000	119%	401.52
22	Maint & Operations Contracts	246,862	127,800	193%	1,222.09
	<b>Total Maintenance Expense</b>	<b>581,731</b>	<b>453,896</b>	<b>128%</b>	<b>2,879.86</b>
23	Insurance (combined)	97,017	129,500	75%	480.28
24	PILOT	-	30,000	0%	-
25	Collection Losses	25,692	-	#DIV/0!	127.19
28	Interest Expense	48,544	246,008		
26	Other General Expense	11,301	38,000		55.95
29	Transfers Out	96,459	54,072		
	<b>Total Other General Expense</b>	<b>279,014</b>	<b>497,580</b>	<b>56%</b>	<b>1,381.26</b>
	<b>TOTAL OPERATING EXPENSES</b>	<b>1,478,060</b>	<b>1,630,119</b>	<b>91%</b>	<b>7,317.13</b>
	<b>NET OPERATING INCOME/ (LOSS)</b>	<b>401,716</b>	<b>66,597</b>		
	<b>Principal Portion of Debt Service</b>	<b>173,907</b>			
	<b>Net Cash Flow</b>	<b>227,809</b>			

Manhattan Housing Authority LIPH Balance Sheet 12/31/2025		
Line Item	Description	Balance
111	Cash - Unrestricted	343,675
113	Cash - Restricted	-
114	Cash - Tenant Security Deposits	-
<b>100</b>	<b>Total Cash</b>	<b>343,675</b>
122	Accounts Receivable - HUD	-
125	Accounts Receivable - Miscellaneous	22,336
126	Accounts Receivable - Tenants	44,201
128	Fraud Recovery	-
<b>120</b>	<b>Total Receivables</b>	<b>66,537</b>
131	Investments - Unrestricted	-
142	Prepaid Expenses	32,207
143	Inventories	6,787
144	Interprogram Due From	105,945
<b>150</b>	<b>Total Current Assets</b>	<b>144,940</b>
161	Land	-
162	Buildings	17,429,506
163	Furniture, Equipment, & Machinery - Dwellings	175,414
164	Furniture, Equipment, & Machinery - Administration	382,663
165	Leasehold Improvements	434,436
166	Accumulated Depreciation	(10,835,122)
<b>160</b>	<b>Total Capital Assets, Net</b>	<b>7,586,896</b>
174	Other Assets	157,857
<b>180</b>	<b>Total Non-Current Assets</b>	<b>157,857</b>
<b>290</b>	<b>Total Assets and Deferred Outflow of Resources</b>	<b>8,299,904</b>
312	Accounts Payable	62,079
321	Accrued Payroll	15,104
322	Accrued Compensated Absences - Current	6,673
325	Accrued Interest Payable	1,841
333	Accounts Payable - Other Government	-
341	Tenant Security Deposits	37,075
342	Unearned Revenues	15,193
343	Current Portion of Long-Term Debt	60,869
345	Other Current Liabilities	2,466
347	Interprogram Due To	(12,880)
<b>310</b>	<b>Total Current Liabilities</b>	<b>188,421</b>
351	Long-Term Debt	1,843,501
354	Accrued Compensated Absences - Non-current	6,673
357	Accrued Pension and OPEB	573,862
<b>350</b>	<b>Total Non-Current Liabilities</b>	<b>2,424,036</b>
<b>300</b>	<b>Total Liabilities</b>	<b>2,612,458</b>
<b>513</b>	<b>Total Equity</b>	<b>5,687,446</b>
<b>600</b>	<b>Total Liabilities and Net Position</b>	<b>8,299,904</b>
		-

**Manhattan Housing Authority**  
**LIPH FASS Scoring**  
**12/31/2025**

**Quick Ratio**

Current Assets	548,364
Current Liabilities	127,553

<b>Quick Ratio</b>	<b>4.30</b>
<b>Score</b>	<b>12.0</b>

**How Quick Ratio is Scored**

QR < 1.0	0
QR = 1.0	7.2
1.0 < QR < 2.0	7.2 to 12
QR >= 2.0	12

**Debt Service Coverage Ratio**

Operating Income	401,716
Debt Service	173,907

<b>DSCR</b>	<b>2.3</b>
<b>Score</b>	<b>2</b>

**How the DSCR is Scored**

DSCR < 1.0	0
>+1.0 but < 1.25	1
DSCR >= 1.25	2
No DEBT AT ALL	2

**Months Expendable Net Asset Ratio**

Current Assets Less Current Liabilities	420,811
Average Monthly Operating Expenses	123,172

<b>MENAR</b>	<b>3.4</b>
<b>Score</b>	<b>10.1</b>

**Total FASS**

Quick Ratio	12.0
MENAR	10.1
DSCR	2

<b>Score</b>	<b>24.1</b>
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**How the MENAR is Scored**

MENAR < 1.0	0
MENAR = 1.0	6.5
1.0 < MENAR < 4.0	6.6 to 11.0
MENAR >= 4.0	11

**Manhattan Housing Authority**  
**LIPH MASS Scoring**  
**12/31/2025**

**Tenant Accounts Receivable**

TAR	44,201
Tenant Revenue	516,778

<b>TAR</b>	<b>8.6%</b>
<b>Score</b>	<b>-</b>

**How TAR is Scored**

<1.5%	5
>=1.5% but <2.5%	2
>=2.5%	0

**Occupancy**

UML	1588
UMA	1632

<b>Occupancy</b>	<b>97.3%</b>
<b>Score</b>	<b>12</b>

**How Occupancy is Scored**

>= 98%	16
98% > but >= 96	12
96% > but >= 94%	8
94% > but >= 92%	4
92% > but >= 90	1
< 90	0

**Accounts Payable**

Accounts Payable	62,079
Average Monthly Operating Expenses	123,172

<b>Accounts Payable</b>	<b>0.50</b>
<b>SCORE</b>	<b>4</b>

**Total MASS**

TAR	-
AP	4
Occupancy	12

<b>Score</b>	<b>16</b>
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**How AP is Scored**

<0.75	4
>=0.75 but <1.5	2
>=1.5	0

FHI PUBLIC HOUSING	BR SIZE	MO DATE	CURRENT DATE	DAYS VACANT	OFFLINE EXPIRATION	NOTES
1354	4	9/30/2024	1/20/2026	477	10/7/2026	Full paint, carpet replacement, sheetrock repair.
1348	4	7/31/2024	1/20/2026	538	10/7/2026	Full paint, full carpet & linoleum replacement. Unit was previously TC unit.
1349	3	1/31/2025	1/20/2026	354	12/31/2025	Unit currently in turnover.
APARTMENT TOWERS	BR SIZE	MO DATE	CURRENT DATE	TURNOVER DAYS	OFFLINE EXPIRATION	NOTES
9-G	0	5/31/2024	1/20/2026	599	12/31/2025	Unit near ready; applicant assigned, will be placed in service day before MI.
6-H	0	8/31/2025	1/20/2026	142	5/31/2026	Unit ready for occupancy; will be placed online at time of move-in.
8-E	0	10/31/2025	1/20/2026	81	6/30/2026	Unit being repaired by contractor under insurance claim.
BAEHR PLACE	BR SIZE	MO DATE	CURRENT DATE	TURNOVER DAYS	OFFLINE EXPIRATION	NOTES
1300	3	4/8/2025	1/20/2026	287	4/30/2026	Contents emptied - requires subflooring repair in upstairs
POTTAWATOMIE COURT	BR SIZE	MO DATE	CURRENT DATE	TURNOVER DAYS	OFFLINE EXPIRATION	NOTES
1004	3	8/31/2024	1/20/2026	507	9/21/2026	Sheetrock repair & painting in process.
1012	3	10/31/2025	1/20/2026	81	8/31/2026	Need contents emptied after storage; unit has extensive drywall damage
HUDSON CIRCLE	BR SIZE	MO DATE	CURRENT DATE	TURNOVER DAYS	OFFLINE EXPIRATION	NOTES
3511	2	6/3/2025	1/20/2026	231	2/28/2026	Concrete/floor repair complete. Ready for unit turnover

# Executive Director Report

- Occupancy Report – *Aaron Estabrook*
- MHA Programs Report - *Alyssa Boley*
- Maintenance Report – *Geoff Mamer*
- YouthBuild & Public Housing – *Megan Dominguez*
- Voucher / New Programs Report – *Karen Martinez*



# Manhattan Housing Authority

December 2025

## MHA Property Occupancy Rate:

Pottawatomie Court 93% (26/28)

Baehr Place 95% (19/20)

Hudson Circle 100% (19/19)

Apartment Towers 95% (83/88)

**MHA Overall 95% (147/155)**

**Flint Hills Place Overall 91% (53/58)**

*\*Carlson Plaza Vacated (47/47)*

## Current Wait List

**Public Housing** 306 – 1 BR

262 – 2 BR

189 – 3 BR

79 – 4 BR

**Housing Choice Voucher Program** (994 on waitlist) closed to new applications 24+ mth wait

**Offline Units are Units that are undergoing modernization or pending litigation. These are units that take more than 30 days to turn over due to outside circumstances.**

<u>MHA Property</u>	<u># of Units</u>
Pottawatomie Court	1
Baehr Place	1
Hudson Circle	1
Apartment Towers	4
<u>Flint Hills Place</u>	4

## Executive Director's Update – Jan 2026

### Carlson Plaza – Section 18 Disposition – Sunflower Crossing

- Sec 18 application approved.
- Nine percent LIHTC application submitted on 1/16/26.
- New building will be called Sunflower Crossing

### Sunflower Flats Senior Housing

- Transitioning PRAC to RAD (in partnership with National Church Residences).
- Closing is scheduled for Jan 30th
- Target: Groundbreaking by Mid-February with Senator Moran
- There was a change of Guarantor

### Federal Budget & Program Risks

- Federal FY2026 budget proposes up to **15% cut** to HUD's Public Housing program.
- MHA continues advocacy through NAHRO, KS NAHRO, and federal representatives.

### New Staff

- K-State Intern is working on planning for Flint Hills Place
- Two Job Corps students are working for Maintenance as Work Based Learning opportunities.

### Fire Sprinkler System

- We are working with OSE to prepare a schedule and design for the new sprinkler system

### New Computers

- MHA Staff will be receiving new laptops throughout 2026

### Elevator Repairs

- MHA is contracting with Otis to replace both elevators in 2026

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### Grant Applications –2025

#### **HOME TBRA Grant #2 (KHRC) (AWARDED \$100K)**

- **Amount Requested:** \$400,000
- **Purpose:** Assist with **rental deposits** for low-income families, expanding access to private market units.

#### **Emergency Capital Needs Grant (HUD) (AWARDED \$605K)**

- **Amount Requested:** \$605,000
- **Purpose:** Fund critical elevator repairs at Apartment Towers.
- **Status:** Submitted; includes maintenance logs and resident impact documentation.

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### Tenant Leadership Academy – 2026 (Awarded \$12K)

- 8 week leadership program for youth, seniors, and refugee families.
- Teaches: tenant rights, financial literacy, community organizing, and civic engagement.
- **Budget:** \$12,000 (includes stipends, childcare, admin, and graduation event).
- Graduates will help lead future tenant councils and resident advisory boards.

**Item 3: Plan for Implementation and Completion of Demolition and Disposition –  
Carlson Plaza  
HUD SAC Application #: DDA0012928**

Pursuant to HUD Special Applications Center approval of Section 18 Demolition for Carlson Plaza (Application #DDA0012928), Manhattan Housing Authority (MHA) submits the following plan for implementation and completion of demolition, coordinated with disposition and redevelopment activities.

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**A. Project Overview and Repositioning Strategy**

Carlson Plaza is a former public housing property that was vacated due to severe physical deterioration, including asbestos-containing materials, mold, and other conditions rendering rehabilitation infeasible. HUD approval of Section 18 demolition reflects the determination that continued operation as public housing is not viable.

MHA intends to reposition the property through **Section 18 demolition and disposition**, followed by redevelopment by **Housing MHK Fund**, a nonprofit affiliate entity. Housing MHK Fund is pursuing **9% Low-Income Housing Tax Credits (LIHTC)** and related financing to fund demolition and construction of replacement affordable housing on the site.

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**B. Disposition to Housing MHK Fund**

MHA plans to dispose of the Carlson Plaza property to Housing MHK Fund in accordance with HUD-approved Section 18 disposition requirements. The disposition will:

- Transfer ownership following HUD approval and satisfaction of applicable conditions;
- Ensure continued affordability through LIHTC regulatory agreements and related use restrictions; and
- Support redevelopment consistent with HUD housing and community development objectives.

The disposition will be structured to allow Housing MHK Fund to assume responsibility for demolition, site preparation, and redevelopment activities.

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**C. Procurement and Demolition Responsibility**

Following disposition, **Housing MHK Fund will be responsible for procurement and execution of demolition activities**, funded through LIHTC equity and associated development financing. Demolition procurement will comply with applicable federal, state, and local requirements, including environmental and safety regulations.

MHA will retain documentation demonstrating that demolition activities are carried out in accordance with the approved Section 18 plan and applicable HUD requirements.

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#### **D. Environmental and Safety Compliance**

Demolition will be conducted in full compliance with all applicable environmental and safety requirements, including:

- Completion and/or confirmation of required environmental reviews;
- Proper asbestos and hazardous materials abatement;
- Compliance with OSHA standards and local safety regulations; and
- Coordination with appropriate regulatory agencies.

All required clearances will be obtained prior to commencement of demolition.

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#### **E. Demolition Sequencing and Timeline**

The anticipated demolition sequence includes:

1. HUD approval of Section 18 disposition;
2. Transfer of property to Housing MHK Fund;
3. Completion of asbestos and hazardous materials abatement;
4. Structural demolition and debris removal; and
5. Site stabilization in preparation for redevelopment.

Demolition timing will be coordinated with the LIHTC application and award schedule and completed within a reasonable timeframe following disposition and financing closings.

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#### **F. Resident and Community Coordination**

Carlson Plaza has been fully vacated, and all former residents were relocated prior to SAC approval. MHA and Housing MHK Fund will coordinate with local stakeholders to ensure appropriate communication regarding demolition and redevelopment activities.

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#### **G. Post-Demolition Site Management and Redevelopment**

Following demolition, Housing MHK Fund will proceed with redevelopment of the site subject to LIHTC requirements, local approvals, and any additional HUD approvals as applicable. Redevelopment activities will provide replacement affordable housing and advance long-term portfolio sustainability.

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#### **H. Documentation and HUD Coordination**

MHA will maintain documentation related to disposition approval, demolition completion, and redevelopment coordination and will provide such documentation to HUD upon request.

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This plan is submitted in satisfaction of Item 3 of HUD's Notice of Substantial Default and reflects MHA's coordinated approach to demolition, disposition, and redevelopment of Carlson Plaza.

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## **Comprehensive Schedule of Actions to Improve PHAS Performance**

Manhattan Housing Authority (MHA) has developed a Comprehensive Schedule of Actions designed to address the deficiencies contributing to the Public Housing Assessment System (PHAS) designation of substantial default and to achieve a minimum overall PHAS score of 60. The schedule identifies specific corrective actions, responsible parties, interim milestones, and completion deadlines and is structured to support sustained compliance and performance improvement across all PHAS indicators.

The Comprehensive Schedule of Actions focuses on the following core areas:

### **A. Financial Management and Reporting (PHAS Financial Indicator)**

MHA will implement corrective actions to ensure timely, accurate, and compliant financial reporting. Actions include reconciliation of financial statements, strengthening internal controls, improving documentation practices, and ensuring compliance with HUD financial reporting requirements. Specific tasks include:

- Review and correction of prior reporting deficiencies;
- Monthly financial close procedures with defined timelines;
- Engagement of qualified financial technical assistance to support compliance and reporting accuracy; and
- Ongoing monitoring to ensure sustained improvement.

Milestones include completion of corrective entries, submission of compliant financial reports, and establishment of routine reporting controls.

### **B. Property Management Operations (PHAS Management and Physical Indicators)**

MHA will implement operational improvements to strengthen property management practices, improve physical condition oversight, and enhance resident services. Actions include:

- Standardization of property management procedures;
- Strengthening work order tracking and preventive maintenance practices;
- Review and enhancement of inspection protocols to ensure compliance with HUD standards; and
- Staff training and accountability measures tied to property performance.

Milestones include implementation of revised procedures, documented inspections, and measurable improvements in maintenance response times and inspection outcomes.

### **C. Governance and Administrative Oversight**

MHA will reinforce governance and administrative oversight to ensure clarity of roles, accountability, and compliance with HUD requirements. Actions include:

- Review of policies and procedures to ensure alignment with HUD regulations;
- Improved documentation of Board oversight and management decision-making; and
- Regular internal performance reviews tied to PHAS indicators.

Milestones include adoption or revision of policies, documented Board engagement, and establishment of routine performance reporting.

### **D. Repositioning Strategy Coordination**

The Comprehensive Schedule of Actions is coordinated with MHA's Evaluation of Repositioning Options to ensure long-term sustainability of the housing portfolio. Actions include alignment of operational improvements with repositioning timelines and ensuring that properties under evaluation remain compliant and adequately managed during transition periods.

### **E. Monitoring, Reporting, and Accountability**

MHA will track progress against the Comprehensive Schedule of Actions through defined benchmarks and internal monitoring. Progress updates will be documented and made available to HUD upon request. The schedule assigns responsibility for each task and establishes clear deadlines to ensure accountability.

The Comprehensive Schedule of Actions will be fully implemented in accordance with HUD's requirements and submitted as a detailed schedule document, including tasks, subtasks, deadlines, and milestones, no later than February 9, 2026. MHA is committed to adhering to the schedule and achieving a PHAS overall score of at least 60 within the applicable assessment period.

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### **Item 1: Comprehensive Schedule of Actions to Improve PHAS Performance**

Manhattan Housing Authority (MHA) submits the following Comprehensive Schedule of Actions to address PHAS deficiencies and achieve an overall PHAS score of at least 60. The schedule identifies corrective actions, subtasks, responsible parties, milestones, and

deadlines and is designed to support sustained compliance and performance improvement.

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### Comprehensive Schedule of Actions

PHAS Area	Task	Subtask	Responsible Party	Milestone	Target Completion
Financial Management	Correct prior reporting deficiencies	Review and reconcile prior financial statements and FDS submissions	Executive Director / Finance Consultant	Reconciled statements completed	March 31, 2026
Financial Management	Strengthen internal controls	Establish monthly close procedures and documentation standards	Finance Consultant	Written close procedures adopted	April 15, 2026
Financial Management	Improve reporting accuracy	Implement monthly financial review and variance analysis	Executive Director	First compliant monthly review completed	April 30, 2026
Property Management	Standardize operations	Update property management policies and procedures	Executive Director / Property Mgmt Staff	Revised procedures issued	March 15, 2026
Property Management	Improve maintenance oversight	Implement work order tracking and preventive maintenance schedule	Property Manager	Maintenance tracking system operational	March 31, 2026
Physical	Strengthen	Conduct	Property	First internal	April 30,

Condition	inspection readiness	internal inspections aligned with HUD standards	Manager	inspection cycle completed	2026
Staff Capacity	Training and accountability	Provide targeted staff training on PHAS-related requirements	Executive Director / TA Provider	Training sessions completed	May 31, 2026
Governance	Enhance oversight	Review and update key policies; document Board oversight	Executive Director / Board of Commissioners	Policies adopted by Board	April 30, 2026
Repositioning operations Coordination with portfolio strategy	Align	Coordinate operational actions with repositioning evaluations	Executive Director	Alignment memo completed	May 15, 2026
Monitoring & Reporting	Ongoing compliance tracking	Establish quarterly internal PHAS progress reviews	Executive Director	First quarterly review completed	June 30, 2026

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MHA will monitor progress against this schedule on an ongoing basis and maintain documentation to demonstrate completion of tasks and milestones. The Authority is committed to adhering to this schedule and implementing all corrective actions necessary to improve PHAS sub-indicator scores and achieve an overall PHAS score of at least 60.

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## **Item 2: Evaluation of Repositioning Options for All Remaining Public Housing Properties**

Pursuant to the Notice of Substantial Default dated December 19, 2025, Manhattan Housing Authority (MHA) has completed an Evaluation of Repositioning Options for all remaining public housing properties. The purpose of this evaluation is to identify the most appropriate long-term strategy for each property to ensure regulatory compliance, physical and financial sustainability, and housing stability for residents.

This evaluation considers all HUD-authorized repositioning pathways, including Rental Assistance Demonstration (RAD), Section 18 Demolition and/or Disposition, Voluntary Conversion, and Required Conversion, as well as continued operation as public housing where appropriate. Each property was evaluated individually, recognizing that repositioning decisions must be property-specific and responsive to physical condition, market context, resident impacts, and long-term feasibility.

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### **Portfolio Overview**

MHA's remaining public housing portfolio consists of a mix of aging multifamily and scattered-site properties with varying capital needs, operating performance, and redevelopment potential. Several properties face long-term capital challenges that cannot be sustainably addressed through the public housing operating and capital fund programs alone, necessitating evaluation of alternative subsidy and ownership structures.

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### **Evaluation Framework**

For each property, MHA evaluated the following criteria:

**1. Physical Condition and Capital Needs**

Assessment of building age, deferred maintenance, environmental conditions, and estimated capital requirements relative to available public housing funding.

**2. Financial Performance and Sustainability**

Review of operating subsidy adequacy, expense trends, and long-term viability under continued public housing operations versus alternative subsidy platforms.

**3. Market Conditions and Feasibility**

Evaluation of local rental market strength, voucher utilization capacity, and feasibility of tenant-based or project-based assistance.

#### **4. Resident Impacts and Protections**

Consideration of resident stability, relocation requirements, tenant protections, and continuity of assistance under each repositioning option.

#### **5. Regulatory and Programmatic Considerations**

Analysis of HUD approval requirements, statutory eligibility, administrative capacity, and alignment with HUD policy objectives.

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### **Property-Specific Repositioning Evaluation**

#### **Carlson Plaza**

Carlson Plaza has already received HUD Special Applications Center approval for Section 18 Demolition (Application #DDA0012928). Due to severe physical deterioration, environmental hazards, and infeasible rehabilitation costs, continued operation as public housing is not viable. Section 18 demolition is the appropriate repositioning strategy, with replacement housing addressed through redevelopment and alternative subsidy mechanisms. A demolition implementation plan will be submitted separately in accordance with HUD timelines.

#### **Apartment Towers**

Apartment Towers was evaluated for continued public housing operation, RAD conversion, and Section 18 disposition. While the property remains occupied and operational, long-term capital needs and elevator modernization requirements indicate that continued public housing operation may not be sustainable without substantial reinvestment. RAD conversion is identified as a viable repositioning option to leverage private capital while preserving affordability and minimizing resident displacement. Further analysis and HUD coordination are recommended.

#### **Scattered-Site Family Housing (Pottawatomi Court, Baehr Place, Hudson Circle, Flint Hills Place)**

These properties were evaluated collectively due to similar unit configurations and operating characteristics. While physical conditions vary, capital needs and management inefficiencies associated with scattered-site public housing present long-term challenges. Section 18 disposition combined with tenant-based voucher assistance is identified as a viable option for certain units, while retention as public housing or RAD conversion may be appropriate for others, subject to further property-specific analysis and resident consultation.

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## **Preliminary Repositioning Conclusions**

Based on this evaluation, MHA concludes that:

- Section 18 demolition is the appropriate repositioning strategy for Carlson Plaza;
- RAD conversion merits further development for Apartment Towers;
- A mixed repositioning approach, including Section 18 disposition, RAD conversion, and limited retention as public housing, is appropriate for scattered-site properties.

These conclusions are preliminary and intended to guide further HUD coordination, resident engagement, and formal application processes as required.

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## **Next Steps**

MHA will:

- Coordinate with HUD to confirm acceptable repositioning pathways for each property;
- Conduct required resident consultation and engagement;
- Prepare and submit formal HUD applications as applicable; and
- Align repositioning actions with the Comprehensive Schedule of Actions to ensure continued compliance and PHAS improvement.

This Evaluation of Repositioning Options is submitted in satisfaction of Item 2 of HUD's Notice of Substantial Default and reflects MHA's commitment to sustainable portfolio management and resident stability.



Jan 20<sup>th</sup>, 2026

**To:** MHA Board of Commissioners  
**From:** Geoff Mamer, Maintenance Supervisor

**Re: Maintenance Department Update**

### **Executive Summary**

- 78 routine work orders completed (100% closure rate).
- 10 unit turnovers successfully completed and delivered.
- Annual HUD inspection completed; resulted in 134 work orders and 27 life & safety findings — all life & safety violations corrected within 24 hours.
- No open emergencies or carryover work orders into January.

### **Work Order Summary**

- Routine Work Orders Completed: 78
  - Plumbing: 18 | Electrical: 12 | HVAC: 15 | Appliances: 9 General Repairs: 14 | Other: 10
- Average Response/Completion Time: [e.g., 1.8 days]

### **Unit Turnovers**

- Units Turned Over: 10 (all approved and ready for occupancy)

### **Annual HUD Inspection (Completed December 2025)**

- Total Findings/Work Orders Generated: 134 (all sites)
- Life & Safety Findings: 27
- Resolution Status: All 27 life & safety items corrected within 24 hours of inspection findings.
- Remaining Non-Life/Safety Items: In progress or scheduled per HUD guidelines (no immediate risks)

### **Additional Notes**

- Winter weather preparations completed (snow/ice protocols)

### **January Priorities**

- Monitor weather-related requests.
- Maintain aggressive turnover pace.
- Continue HUD inspection work orders.

**Overall Assessment: December was highly productive with full routine work order closure, successful turnovers, and rapid resolution of all HUD life & safety findings.**

*Respectfully,*

***Geoff Mamer***

Facilities Maintenance Supervisor

Manhattan Housing Authority

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**January 21, 2026**

**TO:** MHA Board of Commissioners

**From:** Alyssa Boley, Deputy Programs Director

**Re:** Monthly Update MHA Programs

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**Occupancy Updates:**

Move ins- 4

Move outs- 2

Applicants in process- 7

Homeless Preferences in progress- 7

**Other business:**

I have verified Homeless Preferences for the one bedroom waiting list. I can house ten under the homeless preference for Public Housing. Currently we have 153 people on the one bedroom wait list that have indicated homeless on their application. I have not began to verify other bedroom sizes since we currently do not have any ready to go, or the ones we do have I already have applicants or transfers setup for.

I held tenant meetings for outstanding rent balances the week of January 5<sup>th</sup>. I am hopeful that meeting with residents in person will help them find local resources to help with rental assistance and we can setup a payment agreement for the remaining balance to be paid within one year.

Thank you,

Alyssa Boley, PBV

**To: MHA Board of Commissioners**

**From: Karen Martinez, HCV Director**

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**Subject: Voucher Program Updates – January 2026**

Dear Board Members,

I am writing to provide an update on the status and progress of the Housing Choice Voucher (HCV) Program. Below is a summary of key activities and program updates as of **January 21, 2026**.

**Housing Choice Voucher (HCV) Issuance and Utilization**

Purge letters were issued to waiting list applicants with a 15-day response deadline of **February 2, 2026**. Following the purge process, the agency plans to begin issuing approximately **six (6) vouchers per month** to support continued utilization and program stability.

**HUD-VASH Program**

All HUD-VASH vouchers have been issued. There are currently **five (5) pending move-ins**, indicating steady progress toward full utilization.

**Family Unification Program (FUP)A**

I received **one (1) referral**, and am awaiting return of the application and documentation.

**Other Program Activities**

I continued work on the following tasks:

- Conducting Rent Reasonableness Reviews.
- Updating and expanding the landlord list in collaboration with HUD-VASH partner **Katelyn Gantenbein**.
- Preparing documentation and materials for **SEMAP** review.

Please let me know if the Board would like additional details or a more in-depth discussion on any of these items.

Respectfully submitted,

**Karen Martinez**

To: MHA Board of Commissioners  
From: Megan Dominguez, Flint Hills Property Manager

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Dear Board Members,

This month, Flint Hills focused on public housing move-ins, preparation for upcoming tax credit unit turnovers, and continued planning for the Leadership Academy. Staff also maintained ongoing follow-up and support with current YouthBuild participants. Below is an overview of current activities and updates.

#### Property Management Update

- Flint Hills Place Tax Credit Units: Maintenance has begun adding tax credit units to the turnover list. I currently have one applicant ready for move-in once the unit is available, with two additional applicants on standby.
- Flint Hills Place Public Housing Units: We had three public housing move-ins this month!
- Leadership Academy: We currently have 21 applicants for the Leadership Academy. The program is scheduled to begin on February 10 and will run for eight weeks. Outreach and coordination efforts are ongoing to ensure participants are prepared for the program start.

#### YouthBuild Program

- Participant Follow-Up: Staff continue to maintain regular follow-up with current YouthBuild participants to support engagement, address individual needs, and assist with education, training, and employment-related goals.

Best regards,

Megan Dominguez  
Flint Hills Property Manager

# Commissioners Comments

*The Commissioners Comments item is an opportunity for Commissioners to share community information and/or provide relevant public comments.*

# New Business

# Adjournment

*\*The Next Regular Meeting is  
scheduled for 5:30 pm on the  
4<sup>th</sup> Wednesday of next Month*