



630 S Minnesota Ave • Sioux Falls, SD 57104-4825

Phone (605) 332-0704 • TTY (605) 332-0256

FAX (605) 339-9305 • Email sfhrc@siouxfallshousing.org

SIOUX FALLS HOUSING AND REDEVELOPMENT COMMISSION
REGULAR MEETING

630 S. MINNESOTA AVE, SIOUX FALLS, SD

~~TUESDAY~~, NOVEMBER 18, 2015 7:30 AM
Wednesday

A G E N D A

1. CALL TO ORDER/ROLL CALL
2. APPROVAL OF MINUTES OF SEPTEMBER 29, 2015 (Motion)
3. MONTHLY REPORTS: (Motion)
 - a. Financial
 - b. Occupancy
 - c. Family Self-Sufficiency
4. SEMAP CERTIFICATION RESOLUTION (Motion)
5. STRATEGIC PLANNING UPDATE (Stan Quy & Carol Bower) (Information)
6. HEALTH INSURANCE RENEWAL (Information/motion?)
7. PUBLIC HOUSING CONSTRUCTION UPDATE (Information)
8. PROPOSED FAIR MARKET RENTS (Information)
9. EXECUTIVE DIRECTOR'S REPORT
 - a. Staffing update
10. OTHER BUSINESS (as needed)

Next meeting date:

NOTICE: Upon Request, accommodations for meetings will be provided for persons with disabilities. Please contact the office at 332-0704 (Voice) or 332-0256 (TDD) 24 hours in advance of the meeting.

Sioux Falls Housing and Redevelopment Commission
630 S. Minnesota, Sioux Falls, SD
Regular Meeting
September 29, 2015

Commissioners

Present: William Earley, John Peckham, and James Wiederrich

Commissioners

Absent: Jeremy Keckler and James Beddow

Others

Present: Shireen Ranschau, Dianne Hovdestad, Vernon Kreun, Lisa Bartell,
Donna Rollag, and Paul Hess

CALL TO ORDER/ROLL CALL

The meeting was called to order at 7:30 a.m. by Chairperson Earley.

APPROVAL OF MINUTES OF AUGUST 25, 2015

Chairperson Earley called for a motion to approve the minutes of the August 25, 2015 meeting. Commissioner Peckham made a motion to approve the Minutes. Commissioner Wiederrich seconded the motion. The motion passed, Yeses, 3, Noes, 0.

FINANCIAL REPORT

Vernon presented the Financial Report for the month ending August 31, 2015. Vernon said the Mod Rehab shows a \$4,800 payback owed to HUD. We received funding greater than what was paid out. All other accounts are current and collected. The income statement for the miscellaneous programs shows the administrative fees are ahead by \$7,000. There is a Y-T-D gain of \$2,519 mainly due to the Mod Rehab program. We receive half of any collection loss that is recovered.

Vernon reviewed the Public Housing program. We are under budget in the maintenance wages, benefits, materials and contracts accounts because we have not yet hired a maintenance technician. We do have a positive gain of \$25,267.

Vernon said we continue to have one vacancy for South Sycamore Estates. Total revenue is on target but we are over budget at 108% for total expenses. There is a Y-T-D gain of \$29,772 and a negative cash flow of \$5,934 due to replacement reserve and mortgage payments.

Vernon reviewed the financials for the Housing Choice Voucher program. He noted the (Due To)From SFHRC in the amount of (\$255,076) which is the amount the program owes to the general fund. The income statement shows we are at 89% of the budget for revenue. The shortfall is represented by a fund transfer which came out of the net restricted assets. There is a Y-T-D loss in the amount of \$66,106 which is less than what was budgeted.

Vernon reviewed the income statement for the FSS program. Total expenses are under budget because we did not have an FSS Coordinator in place.

Vernon reviewed the general operating financials. The income statement shows total revenue and total expenses are below budget. There is a Y-T-D gain of \$86,940.

Vernon reviewed the income statement for the Consolidated account. We are \$78,000 ahead of budget with a Y-T-D gain of \$111,714. Discussion followed.

OCCUPANCY REPORT

Dianne presented the Occupancy Report. She said we have issued 145 vouchers from the beginning of the year as of yesterday. There are 39 voucher holders still searching for units. They are having a tough time finding an apartment because the market is tight and rents have escalated. She is processing 15 applications for Dakotabilities clients as their voucher can provide rental assistance in group homes. For the VASH program, we can lease up to 114 tenants. We have four vacancies in Public Housing which includes the house which had the fire and another house that was abandoned. Also, there are two other vacancies. South Sycamore Estates has one vacancy.

A motion was made by Commissioner Wiederrich to accept the monthly reports. Commissioner Peckham seconded the motion. The motion passed, Yeses, 3, Noes, 0.

FISCAL YEAR 2016 BUDGET

Vernon presented the Fiscal Year 2016 Budget. He reviewed the budget assumptions: revenues and expenses. He noted changes in the budget for next year. Vernon then reviewed individual budgets for each program.

There is a Y-T-D loss of \$18,219 in the Consolidated budget. This is due to the Housing Choice Voucher program and repairs to Public Housing Units. Reserves will be used to cover the Public Housing deficit.

Commissioner Wiederrich made a motion to approve the Fiscal Year Budget for 2016. Commissioner Peckham seconded the motion. The motion passed, Yeses, 3, Noes, 0.

TRAVEL REQUESTS

Shireen is requesting approval for two travel requests:

The first request is for Lisa Bartell, FSS Coordinator, and Theresa Lucus, FSS Administrative Assistant, to attend the Family Self-Sufficiency training in Springfield, Illinois, on November 17-19, 2015. Estimated costs were discussed.

The second request is to approve for up to four Housing Specialists to attend the Housing Choice Voucher training in either Denver, Colorado, on October 26-30, 2015 or in Atlanta, Georgia on November 16-20, 2015. The location depends on air fare costs and the timing of getting the three new hires on board. Estimated travel costs were discussed. Commissioner Wiederrich made a motion to approve both requests as amended. Commissioner Peckham seconded the motion. The motion passed, Yeses, 3, Noes, 0.

PUBLIC HOUSING BIDDING STATUS

The bid opening for the Public Housing repairs is this morning at 10:00 a.m. Once we have the bids, the architect will review them. Shireen will then contact the Commissioners with a list of the contractors and their bids with a recommendation. We want to get started on the repairs right away with the house with fire damage taking priority. We have an approximate cost of \$186,000 for all repairs. Discussion followed.

Shireen gave an update on the house at 2023 S. Grange Avenue. She met with the Property Maintenance Appeals Board and asked for an extension to the previous extension deadline of August 31. The Appeals Board denied the extension. Discussion followed.

HOUSING CHOICE VOUCHER ADMIN STUDY

Dianne was one of the 8 members of the Housing Choice Voucher Administrative Fee Study advisory group. The main purpose of the study was to measure the costs of operating a high-performing and efficient HCV program and to develop a new administrative fee formula. Dianne explained the primary research questions and results. The study looked at 60 authorities including two in South Dakota, Brookings and Aberdeen. Discussion followed.

STRATEGIC PLANNING UPATE

The consultants from The Organizational Leadership Edge, Stan Quy and Carol Brower, will be in Sioux Falls on October 7, 8, and 9. Appointments are being made for SFHRC and AHS Board members to be interviewed. Mr. Quy will also interview ten community leaders. Surveys will be given to staff, and mailed to tenants of SFHRC and AHS owned properties along with randomly selected voucher holders. The planning process will take at least five months with the consultants coming to Sioux Falls every month. Discussion followed.

EXECUTIVE DIRECTOR'S REPORT

Staffing Update: Lisa Bartell will work part time as the FSS Coordinator and part time as a Housing Specialist until the new Housing Specialists are hired. Shireen received 30 applications for these three positions and will start interviewing next week. The maintenance technician position was advertised previously but the wages were too low. The job description has been revised and she will re-advertise now that the wage has increased. Discussion followed.

Shireen said the SDHDA Annual Housing Conference will be held on October 27 and October 28 in Pierre. Commissioner Wiedderich suggested changing the date of our next meeting to Monday, October 26, 2015. This was approved.

OTHER BUSINESS

The next meeting is scheduled for October 26, 2015.

The meeting was adjourned.

Occupancy Report
Calendar Year 2015

	NOV 2015	OCT 2015	SEP 2015	AUG 2015	JUL 2015	JUN 2015	MAY 2015	APR 2015	MAR 2015	FEB 2015	JAN 2015	CY 2015	CY2014
Section 8 Vouchers Combined Utilization (1,863)	1,802 96.73%	1,794 96.30%	1,789 96.03%	1,781 95.60%	1,766 94.79%	1,761 94.52%	1,751 93.99%	1,774 95.94%	1,738 94.00%	1,731 93.62%	1,723 93.19%	94.97%	88.58%
Portable Vouchers administered by SFHRC (numbers vary)	0	0	0	0	0	0	0	0	0	0	0	0	6
Veterans Affairs Supportive Housing (VASH) Combined Utilization (114)	105 92.11%	104 91.23%	101 88.60%	97 85.09%	95 83.33%	95 83.33%	96 84.21%	99 99.00%	98 98.00%	98 98.00%	97 97.00%	90.90%	95.33%
Waiting List (Combined)	3,479	3,425	3,298	3,166	3,148	3,337	3,388	3,618	3,624	3,696	3,703	3,444	3,693
Shelter Plus Care 53	49 92.45%	47 88.68%	49 92.45%	48 90.57%	48 90.57%	46 86.79%	48 90.57%	45 84.91%	44 83.02%	45 84.91%	44 83.02%	87.99%	91.51%
Bright Future Vouchers (numbers vary)	21	19	23	22	19	20	19	17	20	16	17	19	19
Tri State Help (HOPWA) (numbers vary) HOPWA Waiting List Minnehaha County Other Counties	34 38 19	33 39 19	32 37 18	32 33 19	33 33 18	36 32 19	38 26 17	40 25 20	37 24 19	37 32 18	34 32 20	35	34
Public Housing (25)	22 88.00%	22 88.00%	21 84.00%	22 88.00%	22 88.00%	22 88.00%	22 88.00%	22 88.00%	22 88.00%	22 88.00%	22 88.00%	87.64%	94.67%
South Sycamore Estates (16)	15 93.75%	15 93.75%	15 93.75%	15 93.75%	15 93.75%	15 93.75%	15 93.75%	15 93.75%	15 93.75%	16 100.00%	15 93.75%	94.32%	100.00%

DATE: November 12, 2015

MEMO TO: Sioux Falls Housing & Redevelopment Commissioners

FROM: Shireen Ranschau 

SUBJECT: Information regarding agenda items

Agenda item 3a: Financial monthly report

Vern has been working on getting books closed and preparation for the annual financial audit. He will hand out the year end, 9/30/2015, financial report. It was not ready to include with the agenda packet.

Agenda item 5: Strategic Planning Update

Stan Quy and Carol Bower will both be in Sioux Falls Nov. 17 & 18. I asked them to provide an update on where they are at in the planning process. They will provide some preliminary results from the interviews with community leaders and staff surveys.

Agenda item 6: Health Insurance Renewal

We received the premium notice for renewal of health insurance with Sanford Health Plan. Vern and I are meeting with the insurance agent prior to the meeting so we will be able to provide you with information and explain the available options.

AGENDA ITEM 4

MEMO TO: SFHRC COMMISSIONERS

FROM: Dianne Hovdestad, Deputy Director

DATE: November 10, 2015

SUBJECT: Section 8 Management Assessment Program Certification

Attached please find the Section 8 Management Assessment Program Certification form and accompanying Resolution for fiscal year 2015. The purpose of this assessment is to allow HUD to measure a Public Housing Authority's (PHA) performance in the administration of the Section 8 Housing Choice Voucher program. HUD will issue a score based on the PHA's responses on this Certification form.

I am requesting that the Commission adopt the attached Resolution so staff can meet the submission deadline, which is November 29, 2015.

RESOLUTION NO.

WHEREAS, the Sioux Falls Housing and Redevelopment Commission, a Public Housing Authority, administers and operates a Section 8 Housing Choice Voucher Program and Family Self-Sufficiency Program; and

WHEREAS, the United States Department of Housing and Urban Development requires Public Housing Authorities to submit form HUD-52646 "Section 8 Management Assessment Program (SEMAP) Certification", which certifies to Sioux Falls Housing and Redevelopment Commission's performance in key Section 8 tenant-based assistance areas;

NOW THEREFORE BE IT RESOLVED, that the Sioux Falls Housing and Redevelopment Commission hereby approves the Section 8 Management Assessment Program Certification form completed for fiscal year ending September 30, 2015.

DATED THIS 18th DAY OF NOVEMBER, 2015

Chairperson

ATTEST:

Secretary

Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0215
(exp. 11/30/2016)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Instructions Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name Sioux Falls Housing & Redevelopment Commission	For PHA FY Ending (mm/dd/yyyy) 09/30/2015	Submission Date (mm/dd/yyyy)
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Check here if the PHA expends less than \$300,000 a year in Federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

- Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes No

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes No

- Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response At least 98% of units sampled 80 to 97% of units sampled Less than 80% of units sampled

- Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response At least 90% of files sampled 80 to 89% of files sampled Less than 80% of files sampled

- Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes No

- HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes No

- HQS Enforcement. (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response At least 98% of cases sampled Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes No

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes No

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes No

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes No

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes No

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes No

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes No

Enter current FMRs and payment standards (PS)

0-BR FMR <u>481</u>	1-BR FMR <u>565</u>	2-BR FMR <u>711</u>	3-BR FMR <u>1000</u>	4-BR FMR <u>1177</u>
PS <u>529</u>	PS <u>621</u>	PS <u>782</u>	PS <u>1100</u>	PS <u>1294</u>

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes No

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes No

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes No

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes No

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response Yes No

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b + c divided by a)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response

Yes

No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Deconcentration Bonus Indicator (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;

or

- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response

Yes

No

If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy)

Date (mm/dd/yyyy)

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

AGENDA ITEM 8

Sioux Falls MSA (Minnehaha, Lincoln, Turner, McCook Counties) Fair Market Rents *

	0 bdrm	1 bdrm	2 bdrm	3 bdrm	4 bdrm
10/1/2015	\$ 459	\$ 586	\$ 736	\$ 1,003	\$ 1,204
10/1/2014	\$ 481	\$ 565	\$ 711	\$ 1,000	\$ 1,177
10/1/2013	\$ 514	\$ 604	\$ 760	\$ 1,069	\$ 1,258
10/1/2012	\$ 461	\$ 541	\$ 681	\$ 958	\$ 1,127
10/1/2011	\$ 499	\$ 525	\$ 670	\$ 875	\$ 968

(proposed)

* Fair Market Rents include the cost of all utilities (heat, electricity, water/sewer & trash collection)

Rent range and average rents from SDMHA Rental Survey 7/15/2015:

Conventional	\$450 - \$625	\$450-\$1500	\$475-1900	\$693-\$2500	\$773-\$1500
		\$ 620	\$ 755	\$ 940	\$ 988
Tax Credit		\$538-\$730	\$590-\$765	\$746-\$865	\$838-\$900
		\$ 507	\$ 853	\$ 698	\$ 666