



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, MO 65203

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Resident Advisory Board

Open Meeting Notice

CHA Resident Advisory Board Meeting Agenda

Date: Thursday, September 5, 2019

Time: 5:00 p.m.

Place: Paquin Tower Community Room, 1201 Paquin Street

- I. Call to Order and Introductions: Laura Lewis, Director of Public Housing Operations
- II. Approval of Meeting Agenda
- III. Approval of August 1, 2019 Meeting Minutes
- IV. Review of the 1st Draft of the FYE2020 PHA Plan
- V. Review of the 1st Draft of the FYE2020 PHA Budget
- VI. Discussion of Future Meeting Topics
- VII. Schedule of Next Meeting – To Be Determined
- VIII. Adjournment

*** RAB Members needing transportation assistance should call Renota Jenkins at (573) 443-2556 ext. 1121 before 12:00 Noon on Tuesday September 3, 2019.**

A light meal will be available for RAB members at 4:45 p.m.

If you wish to participate in the meeting and require specific accommodations or services related to disability, please contact Ms. Renota Jenkins, Receptionist at (573) 443-2556, extension 1121, or (800) 735-2966 (TTY) at least one working day prior to the meeting.

Media Contact: Phil Steinhaus, CEO

Phone: (573) 443-2556

E-mail: ColumbiaHA.info@gmail.com

A complete agenda packet is available for review at all CHA offices during regular business hours and posted on the CHA web site at: www.ColumbiaHA.com.

“It is the mission of the CHA Resident Advisory Board to facilitate positive communication and understanding among residents and administrators of CHA in order to create opportunities to continually improve affordable housing and the environment of the community.”



Resident Advisory Board Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, MO 65203
Office: (573) 443-2556 ♦ TTY: Relay 800-735-2966 ♦ Fax Line: (573) 443-0051 ♦ www.ColumbiaHA.com

August 1, 2019 Meeting Minutes

The Resident Advisory Board (RAB) met on Thursday, August 1, 2019 at Paquin Towers in the Community Room beginning at 5:00 p.m.

RAB Members Present: Carmen Harms, Catherine Lynch, Cheryl Wade-Coleman, David Dollens, Ellen Stockton, Linda M. Mitchell, Max Wilkey, Mike Bishop, Becky Blackwell, Charles Logan, Tom VanBooven, Ruthy Chatman, Sandra Spencer, Jama Rahn.

Guests Present: Rick Hess – Director of Asset Management

Present from CHA: Laura Lewis – Director of Affordable Housing Operations

I. Call to Order and Introductions:

Ms. Lewis called the meeting to order at 5:00 P.M. and introduced Rick Hess as tonight's guest.

II. Approval of Agenda:

Mrs. Lewis called for a motion to approve the meeting agenda. A motion was made by Ms. Sandra Spencer, second by Ms. Ellen Stockton. All members voted "Aye" and Mrs. Lewis declared the agenda adopted.

III. Approval of June 6, 2019 Meeting Minutes:

Mrs. Laura Lewis called for a motion to approve the minutes from the open meeting of June 6, 2019. A motion was made by Ms. Ellen Stockton, second by Ms. Ruthy Chatman. Mrs. Lewis asked the members if they had any additions or corrections that were needed, hearing none. All members voted "Aye" and Mrs. Lewis declared the minutes approved.

IV. Review of the 2020 Draft of the PHA Plan:

Mr. Hess introduced himself and explained the purpose of the Annual PHA Plan. Mr. Hess shared that the PHA Plan is in place, so HUD can be aware of what our housing authority is currently doing and what our future plans are. Mr. Hess explained what each section of the PHA Plan meant and its purpose.

Mr. Hess went into detail about the accomplishments the Columbia Housing Authority has made over the last three years. Mr. Hess talked about the 597 newly renovated units that have been completed out of 717 units. Mr. Hess also spoke about the Providence Walkway application for 34+ units that would be torn down and then rebuilt.

Mr. Hess was asked by a RAB member about the installation of security cameras at Paquin Towers. Mr. Hess explained the higher level of security the new cameras will provide and closed with answering a question about the estimated timeline for completion of all renovations.

- V. Discussion of Future Meeting Topics:** Ms. Lewis informed the RAB members that there will be a possible visit from Greg Willingham of the Columbia Housing Authority Modernization and Systems Specialist Department to discuss the Capital Funds part of the PHA Plan.
- VI. Schedule of Next Meeting: September 5, 2019 at 5:00 PM**
- VII. Adjournment:** Ms. Laura Lewis called for a motion to adjourn the meeting. A motion was made by Ms. Ruthy Chatman. Second by Ms. Becky Blackwell. Ms. Laura Lewis called the meeting adjourned at 6:00 P.M.

Respectfully submitted,

Renota Jenkins, Receptionist/Clerk
Columbia Housing Authority

Streamlined Annual PHA Plan <i>(High Performer PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																										
A.1	<p> PHA Name: <u>Housing Authority of the City of Columbia, Missouri</u> PHA Code: <u>MO-007</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/01/2020</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>120</u> Number of Housing Choice Vouchers (HCVs) <u>1,807 (Includes 150 VASH & 597 RAD PBV)</u> Total Combined <u>1,927</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </p> <p> <input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below) </p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
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B. Annual Plan Elements

B.1 Revision of PHA Plan Elements.

(a) Have the following PHA Plan elements been revised by the PHA since its last **Annual PHA Plan** submission?

- Y N
- Statement of Housing Needs and Strategy for Addressing Housing Needs.
 - Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
 - Financial Resources.
 - Rent Determination.
 - Homeownership Programs.
 - Safety and Crime Prevention.
 - Pet Policy.
 - Substantial Deviation.
 - Significant Amendment/Modification

(b) The PHA must submit its Deconcentration Policy for Field Office Review.

(c) If the PHA answered yes for any element, describe the revisions for each element below:

Statement of Housing Needs and Strategy for Addressing Housing Needs.

Housing needs have remained high during the past year with 482 households on the Public Housing and Project-Based Voucher (PBV) waiting list and 931 households on the HCV Housing Choice Voucher Program waiting list. Of these households, 80% of Public Housing and PBV and 86% of HCV applicants have extremely low incomes at or below 30% AMI. The HCV waiting list was open for one week in October 2018 and 933 households applied for housing. This represents a 20% decrease in applicants as compared to June 2015. However, this number far exceeds the number of families the CHA will be able to serve through this program in the next two years. We plan to open the HCV waiting list in sometime in 2022 for one week. Between 8,00 and 1,000 families will apply for assistance. Historical numbers of applicants for the Housing Choice Voucher Program are below:

Number of Housing Choice Voucher Program Applicants					
Year	2008	2010	2012	2015	2018
# Applicants	1,000	1,200	1,500	1,115	931

The demand for efficiency and one-bedroom housing units remains high with 89% of Public Housing and PBV applicants and 50% of HCV applicants being eligible to receive assistance for this size of housing unit. Most of these 281 applicants are single person households. The 2015-2019 Consolidated Plan documents a continued high need for elderly housing and housing for persons with disabilities. The number of disabled families on the Public Housing and PBV waiting list (112) remains high, representing 26% of all applicants. Black/African American households continue to make up a disproportionate number of housing applicants. (Public Housing and PBV Family Sites: 52% and HCV Housing Choice Voucher Program: 66%)

The public engagement process of the 2020-2024 Consolidated Plan consistently identified the need for affordable housing as a high priority.

The Affordable Housing Focus Group identified the following needs & benefits of Affordable Housing:

- a. Stable housing = stable people. Safety, self-reliance, health & employment all identified as benefits of affordable housing. Revitalizing communities & increased accountability also cited as benefits.
- b. Stability in education, sense of safety & belonging. Improved health outcomes, improved grades. Access to healthy foods, & activities. Community & shared child care opportunity.
- c. Stability increases from renting, increased net worth, equity, appreciated assets. Greater neighborhood cohesiveness. Provides pathway to self-sufficiency.

Other needs and benefits identified are:

- 1.) Stable housing is good for children (less changing of schools & increased family stability);
- 2.) Families are more safe, able to focus on goals, & have access to services.
- 3.) persons with disabilities need affordable & accessible housing; &
- 4.) Need to preserve affordable housing in the central city.

The Neighborhood Congress identified the following needs & priorities:

- 1.) Affordable housing is a major issue in COMO, people priced out of the market;
- 2.) Over 15,000 cost burdened renters;
- 3.) Greatest number served is the renovation of public housing;
- 4.) Need for energy efficiency identified;
- 5.) Affordable housing is a huge problem with 252 homeless & 13,800 cost burdened;
- 6.) Low-cost rentals nearly impossible to find;
- 7.) Need to increase affordable housing stock & rehab more central city homes;
- 8.) Need affordable housing near employment centers; &

	<p>9.) Highest need - poor, single mothers & persons with disabilities.</p> <p>The Infrastructure groups identified the following needs & priorities:</p> <ol style="list-style-type: none"> 1.) Have a program in place so funds can be paired up with other sources for example-fixing city sewers & also fixing INI issue; 2.) Focus monies in low-income neighborhoods, elderly citizens, fixed income, focus on people who cannot help themselves, preserving homes, and neighborhoods-strengthen neighborhoods and community; 3.) Shortage of affordable housing; 4.) Sanitary sewer-focus on areas of need; & 5.) Environmental concerns- sanitary sewer and aging infrastructure. <p>It is worth noting that the Columbia Housing Authority periodically closes the public housing waiting list and quits filling units in CHA properties slated for renovation under the Rental Assistance Demonstration (RAD) program. The CHA stops filling vacancies at these sites in order to have enough vacant units to relocate families on-site while renovations to their homes are completed. Once properties are renovated, a large number of families are pulled off the waiting list to fill the newly renovated units. As a result, the number of families on the CHA Public Housing waiting lists does not always accurately reflect the larger number of families who would ordinarily be on our Public Housing & PBV waiting lists.</p> <p>Significant increases in utility costs make it more difficult for low income households to secure and maintain their housing. Poor energy efficiency of low-income housing puts families at financial risk often leading to unpaid utility bills and loss of housing. In turn, low-income families with large debts owed to utility companies are unable to get utilities turned on in their names without paying off their debt to the utility companies. This often forces families to move significant distances outside of their current utility provider's service area.</p> <p>The City of Columbia's 2015-2019 Consolidated Plan for the Community Development Block Grant and HOME Investment Partnerships Program provides significant documentation of the housing needs in Columbia and the surrounding Boone County MSA. [Exhibit A]</p> <p>Strategy for Addressing Housing Needs</p> <p>The Columbia Housing Authority strategy for addressing housing needs remains relatively unchanged from the CHA's FYE2019 PHA Plan with the added Significant Amendments of: 1.) plans to acquire property for developing affordable housing; and 2.) Plans to demolish the Providence Walkway Apartments and replace them with new apartments.</p> <ul style="list-style-type: none"> • The CHA is continuing to implement its Strategic Plan for its Affordable Housing Initiative which has as its main focus, the revitalization of all of the CHA's 717 units of Public Housing stock through the HUD Rental Assistance Demonstration (RAD) program and developing new affordable housing including the Patriot Place Apartments, completed in April 2016. • Significant Amendments to the FY2019 PHA plan included the following and are incorporated into this year's plan: <ol style="list-style-type: none"> 1.) The CHA will acquire property for developing new affordable housing or the replacement of current public housing stock. 2.) The CHA will demolish the Providence Walkway Apartments and replace these public housing units with new apartments. All residents living in the Providence Walkway Apartments are guaranteed the right to return to the property and will be temporarily relocated for less than one year. <p><u>Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions</u></p> <ul style="list-style-type: none"> • In FYE2017 the CHA added a preference for U.S. Military Veterans for our waiting lists to receive housing assistance. • In FYE2017 the CHA added a preference for families living in CHA public housing being converted under the RAD program to allow them to be temporarily relocated to other public housing units while their unit was being renovated. • In FYE2017 the CHA added a preference to the Project-Based Voucher waiting list for families living in CHA public housing that will allow the CHA to relocate families in public housing to newly renovated Project-Based Voucher units. • All of these changes were approved by the Resident Advisory Board and the CHA Board of Commissioners. <p><u>Financial Resources</u></p> <ul style="list-style-type: none"> • The CHA has converted 597 Public Housing units under the HUD Rental Assistance Demonstration (RAD) program during FYE2016 and FYE2017. As a result the public housing operating subsidies and capital funds for these housing units have been converted to long-term Project-Based Voucher contract funding. • As a result of the conversion of 597 Public Housing units under the HUD RAD program, the CHA changed its fiscal year for FYE2017 from October 1 – September 30 to a fiscal year from January 1 – December 31. This has improved the financial reporting for the Columbia Housing Authority and aligned its accounting and budgeting cycle with the fiscal years of the public housing units which were renovated with Low-Income Housing Tax Credits. Low-Income Housing Tax Credits require accounting and budgeting cycles based on the calendar year of January 1 – December 31. • The requested change in the Columbia Housing Authority's fiscal year resulted in a lengthened accounting and budgeting cycle for FYE2017 (October 1, 2016 to December 31, 2017). Following this budget cycle, the CHA's fiscal year for 2018 is now from January 1, 2018 – December 31, 2018. This same accounting and budget cycle will continue in subsequent years. <p><u>Significant Amendment</u></p> <ul style="list-style-type: none"> • The CHA's participation in the HUD Rental Assistance Demonstration (RAD) program is considered a significant amendment to the PHA plan. This was included as a significant amendment to the PHA plan last year and is included in this year's plan as well. [Attachment PHA Plan Amendment R - HUD RAD]
<p>B.2</p>	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p>

- Mixed Finance Modernization or Development.
- Demolition and/or Disposition.
- Conversion of Public Housing to Tenant Based Assistance.
- Conversion of Public Housing to Project-Based Assistance under RAD.
- Project Based Vouchers.
- Units with Approved Vacancies for Modernization.
- Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.

Demolition and/or Disposition

- The CHA is planning to donate the childcare center located at 403 Park Avenue to the Columbia Public School District. The CHA owns the building and the school district owns the land underneath the center. The center is currently being used to provide a Head Start early education program and a Title I preschool.

Conversion of Public Housing to Project-Based Assistance under RAD.

- The CHA has converted 597 Public Housing units under the RAD program by the end of FYE2017. The CHA will apply for Low-Income Housing Tax Credit funding in FYE2019 in order to convert an additional 34 Public Housing units under RAD. If funding is awarded, construction would be expected to start in late 2020 or early 2021.

Units with Approved Vacancies for Modernization

- In association with the Public Housing units being renovated through the RAD program, the CHA has and will continue to have units that are approved vacancies for modernization. These units will be occupied as soon as renovations are complete.

B.3 Progress Report.

Provide a description of the PHA’s progress in meeting its Mission and Goals described in the PHA 5-Year Plan. (FYE2015-FYE2019)

I. PHA Goal: Expand the supply of assisted housing

- The CHA applied for and received 25 Project-Based VASH Vouchers and utilized these vouchers as permanent rent assistance for Veterans participating in the HUD-VASH program. These 25 Project-Based VASH Vouchers enabled the CHA to leverage Low-Income Housing Tax Credit funding and other public and private funding sources to construct 25 one-bedroom apartments for homeless Veterans known as the Patriot Place Apartments. The CHA partnered with the Truman VA on this project and the first Veterans were moved into the apartments on April 11, 2016. The Patriot Place Apartments are 100% occupied.
- In FYE2015-FYE2019, the CHA applied for 42 Continuum of Care vouchers through the Balan of State Continuum of Care and received continued funding to provide housing with supportive services for homeless persons with disabilities.
- In FYE2016, CHA applied for and received HOME funding from the City of Columbia to assist with the renovation of the Stuart Parker Apartments and the Oak Towers Apartments.
- In FYE2017, CHA applied for and received HOME funding from the City of Columbia to assist with the renovation of the Bryant Walkway Apartments II.
- In FYE2019, CHA applied for and was recommended for HOME funding from the City of Columbia to assist with the renovation of the Providence Walkway Apartments.
- The CHA applied for and received AHAP funding from the Federal Home Loan Bank of Des Moines to assist with the development of the Patriot Place Apartments and the renovation of the Stuart Parker Apartments with Paquin Tower, the Bear Creek Apartments, and Oak Towers.
- In FYE2017, the CHA applied for AHAP funding from the Federal Home Loan Bank of Des Moines to assist with the renovation of the Bryant Walkway Apartments and Bryant Walkway Apartments II. Funding was not awarded for these projects.
- The CHA converted 597 units of Public Housing under the RAD program during FYE2017. Renovation of 360 of these units was completed in FYE2017. The renovation of the Oak Towers Apartments (147 units) was completed in September of 2018.
- The CHA was awarded 9% Low-Income Housing Tax Credit funding in December 2016 to renovate 54 public housing units referred to as the Bryant Walkway Apartments. Renovation of these apartments started in January 2018 and were completed in August 2019.
- The CHA was awarded 4% Low-Income Housing Tax Credit funding and tax-exempt bonds in December 2016 to renovate 36 public housing units referred to as the Bryant Walkway Apartments II. Renovation of these apartments started in early 2018 and were completed in December 2018.
- The CHA submitted an application for 9% Low-Income Housing Tax Credit funding to the Missouri Housing Development Commission in March 2018 to renovate 50 public housing units referred to as the Providence Walkway Apartments. The application was not funded. The CHA will submit a new application in FYE2019 to demolish and replace 34 units of public housing known as the Providence Walkway Apartments.

- The CHA is planning to convert its remaining 86 Public Housing units under the RAD program in the next four years. Depending on the Missouri Housing Development Commission's allocation of Low-Income Housing Tax Credits in FYE2020, the CHA may submit an application to renovate or replace some or all of these 86 final Public Housing units.
- The CHA has expanded the number of families participating in our Public Housing and Housing Choice Voucher Program Family Self-Sufficiency programs.

II. PHA Goal: Improve the quality of assisted housing

- The CHA provides monthly management reports for all departments to the CHA Board of Commissioners on a monthly basis for the purpose of informing the Board and tracking the performance of management operations.
- The CHA has implemented the transition to a paperless record-keeping system during FYE2015 and FYE2016.
- The CHA employs 2.5 FTE Resident Service Coordinators to provide resource and referral to our public housing and PBV assisted households.
- The Truman VA provides a full time social worker stationed at the Patriot Place Apartments to provide supportive services to the Veterans living there.
- As noted previously, the CHA will have converted 597 units of Public Housing under the RAD program by the end of FYE2017. In addition, the CHA is planning to convert its remaining 120 Public Housing units under the RAD program in the next five years. The CHA submitted an application for 9% Low-Income Housing Tax Credit funding to the Missouri Housing Development Commission in March 2018 to renovate 50 public housing units referred to as the Providence Walkway Apartments. These 50 units are included in the aforementioned 120 public housing units to be renovated. This application was not funded, and the CHA has scaled down the application for FYE2019 to demolish and replace 34 units of public housing known as the Providence Walkway Apartments. The CHA plans to replace the remaining 86 units of public housing in future years.

III. PHA Goal: Increase assisted housing choices

- The CHA increased its payment standards for the Housing Choice Voucher Program to match 100% of the HUD established Fair Market Rent for the Boone County, Missouri MSA.
- The CHA has added additional VASH vouchers in partnership with the Truman VA. The CHA currently administers 125 VASH Tenant-Based Vouchers and 25 VASH Project-Based Vouchers.
- In 2018 the CHA applied for and received fourteen 811 vouchers which provide housing assistance to persons that are homeless or at risk of becoming homeless, and persons with disabilities in institutional or segregated facilities.
- In 2019 the CHA applied for HOME funding for Tenant-Based Rental Assistance from the City of Columbia and was recommended to receive a recommendation to receive \$83,000 in funding in FYE2020.

IV. PHA Goal: Provide an improved living environment

- The CHA continues to employ the public housing security improvements as stated in our five-year plan. Monthly Safety Department reports document the actions of our Safety Officers and the incidents occurring on our properties.
- Criminal activity has significantly decreased on all CHA properties, and is at an all-time low. This has been accomplished through a combination of expanded Family Self-Sufficiency, Independent Living, and Family Support services provided to our Public Housing and Project-Based Voucher residents and Housing Choice Voucher Program participants along with enforcement of our Lease Addendum for Crime-Free Housing and the services provided by our Safety Department. This has resulted in a significant improvement in the living environment and quality of life for the families being served by the CHA.
- Oak Towers continues to be designated for the elderly, age 55 and older. Paquin Tower is designated for persons with disabilities and the elderly age 55 and older.
- The CHA plans to add additional security cameras at Oak Towers and Paquin Tower in FYE2019.
- The CHA has multiple partnerships with community agencies that provide a variety of services and support to our residents. A short list of agencies include Big Brothers/Big Sisters, Love, Inc., Columbia Center for Urban Agriculture, Services for Independent Living, the Food Bank, Parks and Recreation, and many others.

V. PHA Goal: Promote self-sufficiency and asset development of assisted households

- The CHA is partnering with the Columbia Public School District to provide adult education classes at the CHA's J.W. "Blind" Boone Community Center.
- The CHA has expanded the Moving Ahead Program to provide a full-day program for 5 weeks during the summer in addition to the after-school program provided during the regular school year. The CHA has also expanded the number of children served to 100 children. Moving Ahead is a state-licensed program.
- The CHA currently receives funding from the Boone County Children's Services fund to provide the Healthy Homes Connection program to families with children participating in our Housing Choice Voucher Program. This program addresses the mental health needs of children and promotes emotionally healthy families.
- The CHA employs two Family Self-Sufficiency Coordinators serving CHA assisted households. There are currently 123 families participating in the Family Self-Sufficiency program.

	<ul style="list-style-type: none"> The CHA offers a free FDIC Money Smart program five times a year. The ten-week class covers a variety of topics including budgeting, repairing poor credit histories, and the homeownership process. <p>VI. PHA Goal: Ensure equal opportunity and affirmatively further fair housing</p> <ul style="list-style-type: none"> CHA staff have participated in fair housing training in the past year. CHA will collaborate with the City of Columbia update their plan for affirmatively furthering fair housing. CHA has partnered with the City of Columbia to provide fair housing training to those living in CHA properties. <p>VII. Coordinate activities of CHA Low-Income Services, Inc. (CHALIS)</p> <ul style="list-style-type: none"> The CHALIS staff have conducted and expanded activities with the three main goals: <ul style="list-style-type: none"> Helping youth succeed in school and in life; <p><i>Expanded programs include:</i> Moving Ahead After-School Program, Moving Ahead Summer Program, Going Places Teen Program, MAP for Mental Health, Healthy Homes Connection, Teen Outreach Program, and activities of the Youth Community Coalition.</p> Supporting families working toward self-sufficiency; and <p><i>Expanded programs include:</i> Family Self-Sufficiency Program, Resident Services Coordination, Healthy Homes Connection, Money Smart Financial Literacy, computer labs, Opportunity Gardens Program, Edible Landscaping, and the Annie Fisher Food Pantry.</p> Assisting seniors and persons with disabilities to live independently. <p><i>Expanded programs include:</i> Resident Services Coordination, transportation assistance for shopping and medical appointments, Annie Fisher Food Pantry & Share Shelves, Opportunity Gardens, Parks and Recreation Adaptive Recreation programs, fitness centers, computer centers, Buddy System, Nutrition and Meal programs, and Health Clinics.</p>
<p>B.4. Most Recent Fiscal Year Audit.</p>	<p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
Other Document and/or Certification Requirements.	
<p>C.1</p>	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</p> <p><i>Form 50077-ST-HCV-HP, Certification of Compliance with PHA Plans and Related Regulations, must be submitted by the PHA as an electronic attachment to the PHA Plan.</i></p>
<p>C.2</p>	<p>Civil Rights Certification.</p> <p><i>Form 50077-ST-HCV-HP, Certification of Compliance with PHA Plans and Related Regulations, must be submitted by the PHA as an electronic attachment to the PHA Plan.</i></p>
<p>C.3</p>	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
<p>C.4</p>	<p>Certification by State or Local Officials.</p> <p><i>Form HUD 50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan.</i></p>

D	Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).
D.1	Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD: The 2018-2022 “Capital Fund Program Five-Year Action Plan” was submitted via HUD’s EPIC (Energy and Performance Information Center) “Activity Planning Module”. HUD approved the 2018-2022 Capital Fund Program Five-Year Action Plan through EPIC on August 8, 2018.

Instructions for Preparation of Form HUD-50075-HP Annual Plan for High Performing PHAs

A. PHA Information. All PHAs must complete this section.

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Inventory**, **Number of Public Housing Units and or Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. ([24 CFR §903.23\(4\)\(e\)](#))

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

B. Annual Plan.

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. ([24 CFR §903.7\(a\)\(1\)](#)) and 24 CFR §903.12(b). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#)) and 24 CFR §903.12(b).

Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions. Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. ([24 CFR §903.7\(b\)](#)) Describe the PHA’s procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. ([24 CFR §903.7\(b\)](#)) A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. ([24 CFR §903.7\(b\)](#)) Describe the unit assignment policies for public housing. ([24 CFR §903.7\(b\)](#))

Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

Rent Determination. A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

Homeownership Programs. A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. ([24 CFR §903.7\(k\)](#)) and 24 CFR §903.12(b).

Safety and Crime Prevention (VAWA). A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. ([24 CFR §903.7\(m\)\(5\)](#))

Pet Policy. Describe the PHA’s policies and requirements pertaining to the ownership of pets in public housing. ([24 CFR §903.7\(n\)](#))

Substantial Deviation. PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

Significant Amendment/Modification. PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency public housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan); or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD’s website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#))

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

Hope VI. 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

Mixed Finance Modernization or Development. 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

Demolition and/or Disposition. Describe any public housing projects owned by the PHA and subject to ACCs (including name, project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD’s website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(h))

Conversion of Public Housing. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

Project-Based Vouchers. Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(r)(1))

B.4 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. (24 CFR §903.7(p))

C. Other Document and/or Certification Requirements

C.1 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 SM-HP.

C.2 Civil Rights Certification. Form HUD-50077 SM-HP, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))

C.3 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

C.4 Certification by State or Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15)

D. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR 903.7 (g))

D.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: “See HUD Form 50075.2 approved by HUD on XX/XX/XXXX.”

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 16.64 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. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.



Housing Authority of the City of Columbia, Missouri

Budget Report - Staff Memo

To: Board of Commissioners / RAD

From: Phil Steinhaus

Date: August 30, 2019

RE: First Draft of Budget for Fiscal Year of January 1, 2020 – December 31, 2020

Acronyms in this Report

RAD – Rental Assistance Demonstration Program

LIHTC – Low-Income Housing Tax Credit Program

HAP – Housing Assistance Payments

HCV – Housing Choice Voucher Program (Section 8)

PBV – Project-Based Voucher Program

COCC – CHA Central Office Cost Center

FSS – Family Self-Sufficiency

There are several assumptions built into this budget that may change as we receive additional information. For all programs the basic assumptions are as follows:

- A 3% COLA effective January 1, 2020. This does not include grant employees. Grant employee salaries are based on their individual grant award.
- Employee health insurance January 1, 2020 renewal is estimated with a 10% increase. If the renewal comes in higher than 10%, the COLA will be reduced.
- Retirement expenses are calculated at 6% of salaries.
- Workers Comp Insurance is based on current rate of 1.9% of salaries.
- 2% inflation factor for Administrative and Maintenance expenses with the exceptions of:
 1. Property Insurance is based on a 2% increase in property replacement values and a 3% increase in rates.
 2. A 5% increase has been budgeted for both Janitorial and Landscaping/Grounds.
- 2% inflation factor for Utilities except for Water which has a 5% inflation factor due to increased summer rates.

Housing Choice Voucher Rental Assistance Programs

Revenues

- Administrative Fees earned are budgeted for an average of 958 HCV vouchers (including Homeownership & Port-Out vouchers); 90 VASH vouchers and 622 Project Based Vouchers (PBV) prorated at 80%.
- Housing Assistance Payment revenue is based on 2019 estimated expenditures with a 2% inflation factor, prorated to 99%.

Housing Choice Voucher Rental Assistance Programs (continued)

Expenditures

- Administrative salaries are based on 8.2 employees. An additional staff person has been added due to increased workloads. This includes a portion of the Intake Coordinator and the LIHTC property managers that are managing the PBV vouchers for their projects.
- Administrative expenses were increased based on the increased staff.
- Inspections were based on year to date expenses with a 3% inflation factor.
- HAP expenses are based on year to date average monthly HAP for each voucher type increased .5% for inflation. HAP expenses are budgeted for more than HAP revenue because of an excess of HAP funds awarded in 2019 that were not spent.

Continuum of Care Rental Assistance Program

A Voucher Specialist is budgeted for 10 hours/week for the Continuum of Care caseload. The monthly average assistance per voucher is budgeted for \$587.50 and the average vouchers leased is budgeted at 55 vouchers per month. All direct program expenses are reimbursed by the grant.

Public Housing - Downtown

Revenue

Gross Potential Rent

- For Public Housing's 120 Units the Gross Potential Rent is based on the current average rents of each unit size.

Vacancy Losses

- The property has averaged a 7% vacancy rate, but in anticipation of the need for vacant units when the 34 units of Providence Walkway are converted to a LIHTC property, no vacated units will be re-leased. Vacancy Losses are budgeted for 18% based on the annual average of vacated units.

Non-Dwelling Rental Income

- Rent for use of the Blind Boone Community Center
- Rent for the Head Start program use of the Park Avenue Community Building.
- Two dwelling units taken off-line during the Bryant Walkway RAD conversion that are being rented without HUD subsidies.

Other Income

- Laundry Income is estimated based on the past 12 months income. Though AMP 1's occupancy will go down in preparation of Providence Walkway's RAD conversion, the Bryant Walkway projects that were in rehab are now fully occupied.
- Work Order income is estimated based on historical data.

Public Housing – Downtown (continued)

Revenue

The Public Housing Operating Subsidy funding is based on the 2019 subsidy eligibility estimated with a 2% inflation factor and pro-rated at 85%.

The Capital Fund grant income is based on a 2% inflation factor of the 2019 Capital Fund grant award. 10% of this grant will be used for the COCC Capital Fund management fees.

Administrative Expenses

- Administrative salaries:
Downtown has one Public Housing Manager to manage the 120 Public Housing units. 8% of the full-time Intake Specialist is charged to public housing.
- Management Fees are based on 82% occupancy:
Management fees are \$45.49 per month per unit leased.
Bookkeeping fees are \$7.50 per month per unit leased.

Resident Services Expenses

- Resident services salaries are based on:
A part-time employee that works 20 hours per week at the Downtown Food Bank is split between Downtown; the Bryant Walkway projects; and the family units of Stuart Parker.
- Computer lab expenses are based on historical cost of providing a computer lab at the Blind Boone Center times a 2% inflation factor. This cost is split between Downtown; the Bryant Walkway projects; and the family units of Stuart Parker.
- Resident participation funds are budgeted at \$25 x 120 units.

Utility Expenses

- Utility Expenses are based on the past 12 month's expenses times the inflation factors. Gas and Electricity were also increased with the expectation that the vacated units will not be reoccupied.

Maintenance Expenses

- Downtown has four maintenance staff which work overtime to restore units when necessary. The budget includes overtime based on the year to date payroll costs.
- Maintenance materials are budgeted based on 2018 expenses with a 2% inflation factor because AMP 1 had a larger than normal number of unit restorations due to tenants relocating back to the Bryant Walkway units.
- The unit restorations contract costs are for the unit restorations completed by maintenance staff from the other properties which are then billed to AMP 1.

Protective Services

Protective service expenses are split between the seven properties.

- Protective Services has 1 Safety Director; 1 full-time and 2 part-time Safety Officers.

Public Housing – Downtown (continued)

Insurance Expenses

- The Property and Liability insurance are based on Downtown's assets with a 2% increase in property values and 3% rate increase.

Other General Expenses

- Other General Expenses are expenses expected in preparation of the RAD conversion.
- Payment in lieu of taxes is calculated on 10% of Tenant Revenue less utility expenses.
- Bad Debt is based on the projects year to date rate of 2.4% of tenant revenue written-off.
- Extraordinary Maintenance is budgeted for larger maintenance repairs that may be needed due to the age of the property.

Other Financing Sources (Uses)

- 90% of the Capital Funds will be placed in reserves for the RAD conversion of the Providence Walkway units.
- AMP 1 has several aging maintenance vehicles that are scheduled for replacement.

CHA Central Office Cost Center (COCC) & CHA Business Activities (CHA BA)

HUD requires the Housing Authority to report the revenue and expenses from the federal HUD programs separately from the revenue and expenses from other non-federal programs.

The COCC budget reflects the revenue and expenses from managing the HCV and Public Housing programs.

The CHA BA budget reflects the non-federal revenue and expenses from managing the LIHTC projects.

Revenue

CHA Business Activities

- The Housing Authority has guaranteed non-dwelling leases with the LIHTC properties, which are then sub-leased by the Housing Authority. Non-dwelling leases are budgeted for \$110,380, \$67,822 is passed on to the LIHTC projects and expenses under Other General Expenses
- LIHTC management fees are estimated to be \$242,795.
- Investment Income includes interest earned from LIHTC seller financing.

Central Office Cost Center (COCC)

Management and bookkeeping Fees from Downtown and the HCV programs are estimated to be \$475,076.

Expenses

CHA administrative staff and administrative expenses are allocated based on the staff working for each program.

CHA BA's administrative salaries and benefits includes an estimate of LIHTC staff bonuses based on an estimate of LIHTC cash flow disbursements.

Housing Authority of the City of Columbia, Missouri
Housing Voucher Program Budgets
Fiscal Year January 1, 2020 - December 31, 2020
FIRST DRAFT

	Housing Choice Vouchers Administration	HCV Housing Assistance Payments	Continuum of Care	Total Housing Assistance Programs
Grant Revenue				
Housing Assistance Revenue		8,946,440	384,228	9,330,668
FSS Escrow Forfeitures		10,000		10,000
Administrative Fees Earned	978,851		22,681	1,001,532
Total Grant Revenue	978,851	8,956,440	406,909	10,342,200
Other Revenue				
Investment income - unrestricted	9,000	3,000		12,000
Fraud recovery-unrestricted	1,200			1,200
Fraud recovery-restricted		1,200		1,200
Total Revenue	989,051	8,960,640	406,909	10,356,600
Administrative Expenditures				
Administrative Salaries	297,051		13,000	310,051
FICA/MEDICARE	22,725		995	23,720
Employee-Health Ins.	63,952		3,444	426
Employee-Retirement	17,824		780	18,604
Auditing fees	25,000			25,000
Management Fee	236,220			236,220
Bookkeeping Fees	147,638			147,638
Advertising and Marketing	300			300
Office Supplies	6,885		368	7,253
Telephone	4,950			4,950
Postage	6,700		325	7,025
Computer/IT Expense	28,000			28,000
Memberships & Dues	500			500
Office Equipment/Furniture	1,300			1,300
Sundry, Miscellaneous	18,151		175	18,326
Staff Training	10,000			10,000
Travel	1,000		-	1,000
Port-Out Admin Fees	7,000			7,000
Inspections & Utility Updates	72,000		3,350	75,350
Total Administrative Expenditures	967,196	-	22,437	989,633
Total Utilities	3,925			
Total Maintenance	6,600			
Insurance				
Liability Insurance	1,360			1,360
Workmen's Compensation	5,644		247	5,891
All other Insurance	4,326			4,326
Total Insurance Premium	11,330	-	247	11,577
Total Operating Expenditures	\$ 989,051	\$ -	\$ 22,684	\$ 1,011,735
Excess Revenue Over Operating Expenditures				
	\$ -	\$ 8,960,640	\$ 384,225	\$ 9,344,865
Housing Assistance Payments				
		9,077,518	384,225	9,461,743
FSS Escrow Deposits		120,000		120,000
Depreciation expense	-			-
Total Expenditures	\$ 989,051	\$ 9,197,518	\$ 406,909	\$ 10,593,478
Excess (Deficiency) of Revenue Over (Under) Expenditures				
	-	(236,878)	-	(236,878)
Beginning Balance of operating cash & H				
	240,000	490,000	-	730,000
Ending Balance of operating cash & H				
	240,000	253,122	-	493,122

Housing Authority of the City of Columbia, Missouri
Project Budgets January 1, 2020 - December 31, 2020
First Draft 9/1/2019

Public Housing Properties

Description	Downtown
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Gross Potential Rent	396,125
Vacancy Loss- Rent	(71,303)
FSS Loss - Rent	20,262
Other Income - Cable	
Non-Dwelling Rentals	15,050
Other Income	2,852
Laundry Income	11,076
Other Income-Work Orders	13,359
Total Tenant Revenue	387,422

HUD PHA operating grant	483,755
Capital grants	244,381
Net Operating & Capital Grants	728,136

Investment Income	17,973
Other revenue (Fees for Service)	10,115
Total Other Revenue	28,088

TOTAL REVENUE **\$ 1,143,646**

Administrative salaries	40,302
FICA/MEDICARE	3,084
Employee-Health Ins.	8,270
Employee-Retirement	2,418
Auditing fees	5,000
Management Fees	57,222
Management Fees CFP	24,438
Book-Keeping Fee	8,856
Advertising and Marketing	100
Office Supplies	1,350
Telephone	4,000
Postage	1,025
Computer/IT Expense	5,000
Memberships & Dues	500
Legal Expense	1,500
Staff Training	2,300
Travel	
Sundry, Miscellaneous	4,500
Professional Services	-
Total Operating-Administrative	169,865
Per Unit Month	118

Asset Management Fee	14,400
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Housing Authority of the City of Columbia, Missouri
Project Budgets January 1, 2020 - December 31, 2020
First Draft 9/1/2019

Description	Downtown
Tenant services - salaries	3,706
FICA/MEDICARE	284
Employee-Health Ins.	-
Employee-Retirement	222
TV Cable Services & Computer Labs	6,800
Resident Participation Funds	3,000
Tenant Services - Programs	1,200
Total Tenant Services	15,212

Water	28,476
Sewer	29,111
Electricity	21,835
Gas	13,312
Total Utilities	92,734

Maintenance - Labor	160,614
FICA/MEDICARE	12,287
Employee-Health Ins.	31,849
Employee-Retirement	9,637
Maintenance - Materials	37,260
Maint.-Tools & Equipment	2,500
Maint.-Gasoline	6,200
Maint. - Misc Contracts	16,000
Maint.-Trash Removal Contracts	25,000
Maint.-Heating & Cooling Contracts	1,600
Maint.-Snow Removal Contracts	
Maint.-Elevator Maintenance Contracts	
Maint.-Landscape/Grounds Contracts	24,000
Maint.- Unit Turnaround / Restoration	12,000
Maint.- Electrical Contracts	1,200
Maint.- Plumbing Contracts	2,400
Maint.- Extermination Contracts	15,000
Maint. - Janitorial Contracts	4,800
Maint.-Vehicles & Equipment	6,500
Total Maintenance	368,847

Protective services - Labor	26,255
FICA/MEDICARE	2,009
Employee-Health Ins.	2,558
Employee-Retirement	1,576
Protective services supplies	600
Total Protective Services	32,998

Property Insurance	36,713
Liability Insurance	3,825
Workmen's Compensation	4,387
All other Insurance	3,877
Total Insurance Premiums	48,802

Housing Authority of the City of Columbia, Missouri
Project Budgets January 1, 2020 - December 31, 2020
First Draft 9/1/2019

Description	Downtown
Other General Expenses	45,000
Amortized Loan Cost	
Payments in lieu of taxes	23,209
Bad debt - tenant rents	8,671
Extra Ordinary Maintenance	22,926
Interest Expense	8,962
Total Other General Expenses	108,768
<hr/>	
Total Operating Expenses	\$ 851,626
<hr/>	
Excess Revenue Over Operating Expenditures	292,020
<hr/>	
Housing Assistance Payments	
Depreciation expense	158,976
Total Other	158,976
<hr/>	
Principal payments on EPC Loan	23,786
Excess (Deficiency) of Revenue Over (Under) Expenditures	268,234
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Capital Fund Reserves	220,000
Equipment Replacement	48,234
Total Other Financing Sources/Uses	268,234
<hr/>	
Cash Flow After Debt Service	-
<hr/>	

Housing Authority of the City of Columbia, Missouri

Agency Wide Budgets - Revised 2/19/2019

Fiscal Year January 1, 2019 - December 31, 2019

Description	CHA Business Activities	Central Office Cost Center
Non-Dwelling Rentals	110,380	
Other Income	6,125	-
Total tenant revenue	116,505	-
Management Fees PHA		57,222
Management Fees CFP		24,438
Management Fees HCV		236,220
Mgmt Fees CHALIS & Component Units	238,225	
Asset Management Fee		14,400
Book-Keeping Fees PHA		8,856
Book-Keeping Fees HCV		147,638
Developer Fees		
Total Fee Revenue	238,225	488,774
Investment income - unrestricted	99,586	4,800
Investment income - restricted	374,345	
Other revenue		15,000
Total Other Revenue	473,931	19,800
Total Revenue	828,661	508,574
Administrative salaries	264,042	332,465
FICA/MEDICARE	20,200	25,434
Employee-Health Ins.	49,485	45,837
Employee-Retirement	15,843	19,948
Auditing Fees	12,000	6,000
Advertising and Marketing	100	100
Office Supplies	1,000	2,500
Telephone	2,600	4,880
Publications		825
Postage	300	2,000
Computer/IT Expense	14,000	28,000
Memberships & Dues	1,000	2,150
Legal Expense	1,000	3,000
Staff Training	3,000	4,000
Travel		2,000
Sundry, Miscellaneous	3,034	9,593
Total Operating-Administrative	387,604	488,732
Total Utilities	3,925	3,925
Total Maintenance	7,200	7,200
Property Insurance	1,940	800
Liability Insurance	6,150	1,200
Workmen's Compensation	5,017	6,317
All other Insurance	1,490	400
Total Insurance Premiums	14,597	8,717

Housing Authority of the City of Columbia, Missouri
Agency Wide Budgets - Revised 2/19/2019
 Fiscal Year January 1, 2019 - December 31, 2019

Description	CHA Business Activities	Central Office Cost Center
Other General Expenses	67,822	
Total Operating Expenses	481,148	508,574
Excess Revenue Over Operating Expenses	347,513	-
Total Expenses	\$ 481,148	\$ 508,574
Net Operating Income/(Loss)	\$ 347,513	\$ -
Operating/Replacement Reserves	347,513	
Debt Payments & Replacement Reserves		
Cash Flow After Debt Service	-	-