



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, MO 65203

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Open Meeting Notice

CHA Board of Commissioners Meetings

Date: Wednesday, August 25, 2021

Time: 5:30 p.m.

Place: Oak Towers, Oak Room 700 N. Garth Ave.

- I. Call to Order/Introductions
- II. Roll Call
- III. Adoption of Agenda
- IV. Approval of July 20, 2021 Minutes, June 22, 2021 Board Retreat Minutes, Open Meeting Minutes and Closed Meeting Minutes of the CHA Board of Commissioners
- V. Public Comment (Limited to 5 minutes per speaker)

RESOLUTIONS

- VI. **Resolution 2873:** Resolution Approving an update to the Columbia Housing Authority's Mission, Vision and Values.
- VII. **Resolution 2874:** Resolution Approving a job description for the Emergency Housing Voucher Services Coordinator position and an Update to CHA Personnel Policy Appendix 1 – Organizational Chart as it relates to Family Self Sufficiency Coordinators (2), PBV Specialist (1), Assistant Housing Manager (1), Family Development Coordinators (2), Youth Community Coalition Coordinator (1) and Maintenance Worker I (1).
- VIII. **Resolution 2875:** Resolution Approving an Employee Performance Review Policy.
- IX. **Resolution 2876:** Resolution Authorizing the Current CEO and Executive Director as the Registered Agent with the Missouri Secretary of State Office.
- X. **Resolution 2877:** Resolution authorizing the submission of a Family Self Sufficiency Grant application to the U.S. Department of Housing and Urban Development.
- XI. **Resolution 2878:** Resolution authorizing the submission of a Resident Opportunities Self-Sufficiency Service Coordinator Grant application to the Department of Housing and Urban Development.
- XII. **Resolution 2879:** Resolution to adopt revisions to PHA Policy pertaining to Columbia Housing Authorities waitlist preferences listed in the Admissions and Continued Occupancy Policy (ACOP) and the Section 8 Housing Choice Voucher Administrative Plan (Admin Plan).

REPORTS

- XIII. CHA Strategic Planning Update
- XIV. Affordable Housing Initiative Report
- XV. COVID-19 Agency Policy Update
- XVI. Monthly Management Reports for Modernization & Maintenance Report, Public Housing & Affordable Housing Properties, Section 8 Housing Choice Voucher Program, Human Services, and Safety.
- XVII. June Financial Report
- XVIII. Current Events

PUBLIC AND COMMISSIONER COMMENT

- XIX. Public Comment (Limited to 5 minutes per speaker)
- XX. Commissioner Comment
- XXI. Adjournment

If you wish to participate in the meeting and require specific accommodations or services related to disability, please contact Ms. Charline Johns, Executive Assistant at (573) 443-2556, extension 1122 or TTY Relay 800.735.2966, at least one working day prior to the meeting. You can contact Ms. Johns by email at the following address: www.columbiaha.info@gmail.com

Media Contact: Randy Cole, CEO
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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.



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HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI BOARD OF COMMISSIONERS MEETING July 20, 2021 MEETING MINUTES

I. Call to Order:

The Board of Commissioners of the Housing Authority of the City of Columbia, Missouri (CHA) met in open session on July 20, 2021, in the Oak Room of the Oak Towers, 700 N. Garth Ave., Columbia, Missouri 65203. Mr. Hutton, Chair, called the meeting to order at 5:30 p.m.

II. Roll Call:

Present: Bob Hutton, Chair Commissioner
Robin Wenneker, Vice Chair Commissioner
Steve Calloway, Commissioner

Excused: Rigel Oliveri, Commissioner

CHA Staff: Randy Cole, CEO
Rick Hess, Director of Housing Programs
Erin Friesz, Director of Human Services
Laura Lewis, Director of Affordable Housing Operations
Mary Harvey, Director of Finance
Jeanette Nelson, Human Resources Manager
Tammy Matondo, Housing Development Coordinator

Guest: Pat Fowler, Council Member

Ms. Fowler shared a story of an interaction that she experienced with Mr. Hutton. Ms. Fowler shared that she saw Mr. Hutton scraping ice at the Columbia College and asked what he was doing. Ms. Fowler explained that Mr. Hutton stated that his staff had been out there for 2-3 days and it was now his turn. Ms. Fowler noted that this encounter has never left her because of his caring and awareness that he had for the individuals that he worked with.

Ms. Fowler shared a story about Mr. Cole and explained a weatherization training that she had at the Central Missouri Community Action Agency (CMCA) where Mr. Cole had assisted her and her students with the University to learn how to change outlets and examine water heaters. Ms. Fowler shared that Mr. Cole helped to make a makeshift water heater for the University students.

Ms. Fowler stated that these were experiences with CHA's Board Chair and the CEO.

III. Adoption of Agenda:

Mr. Hutton called for a motion to approve the agenda. Ms. Wenneker asked if there were any items on the agenda that would need to be moved up. Mr. Cole reported that the Columbia Community Land Trust Inquiry for Partnership could be moved up. A motion was made by Ms. Wenneker to approve the agenda as amended and second by Mr. Calloway. All Commissioners voted "aye". Mr. Hutton declared the agenda adopted.

IV. Approval of June 22, 2021 Board Retreat, Open and Closed Meeting Minutes:

Mr. Hutton requested to table the minutes from the Board Retreat, open and closed meeting of June 22, 2021 after speaking with Ms. Wenneker and Mr. Cole. Mr. Cole agreed.

V. Public Comment.

There were no public comments.

REPORTS

VI. Columbia Community Land Trust Inquiry for Partnership

Mr. Cole presented a power point presentation of Columbia Community Land Trust (CCLT) Inquiry for potential partnership with the Columbia Housing Authority. Mr. Cole reported that he was approached by City of Columbia Community Development staff and CCLT Board members a few weeks ago regarding the feasibility of the CHA providing administrative functions for the CCLT. Mr. Cole explained that the CCLT was an independent 501c3 organization, that is still under the City's corporate structure as a supporting subsidiary, so they don't file 990, but is its own separate 501c3.

Mr. Cole reported that the request was to explore the feasibility of assuming the CCLT as another entity under the CHA's corporate structure and providing management services. Providing this service would include a fee or on-going administrative funds and potentially capital funds for the development of affordable housing. Mr. Cole shared that from his perspective this could potentially align with CHA Affordable Housing Development activities including an additional revenue source. Mr. Cole reported that when he was still working at the City, he remembers CHA asking for a line item budget from the City. Mr. Cole stated that he liked that suggestion, and this could show that CHA would be providing a service for specific budgetary amount and could align CHA's overall strategy.

Mr. Cole explained that a Community Land Trust (CLT) is typically a 501c3 organization with the mission of creating and stewarding permanently affordable housing and that most CLTs include homeownership properties where the structure is sold to income eligible buyers and the land is held in trust by the CLT through a 99-year ground lease. Mr. Cole state that the homes are then resold to income eligible buyers at a price that remains affordable. Mr. Cole reported that most CLT's also include rental properties, Low Income Housing Tax Credit (LIHTC) developed properties, Commercial Space, Community Gardens or other land and space used for a public good. For example, Beyond Housing out of St. Louis, MO has a grocery store, movie theatre and bank and is in a neighborhood near Ferguson, MO which doesn't have a lot of amenities. They use their CLT to attract amenities to the neighborhood along with affordable housing.

Mr. Cole reported that the original vision for CHA was for the Columbia Community Housing Trust to serve in this role with additional homeownership opportunities. After having many conversations with Mr. Steinhaus, previous CHA CEO, the Rental Assistance Demonstration (RAD) Program diverted CHA's attention to renovating and converting public housing and the City staff took the lead on starting a Community Land Trust organization. Mr. Cole explained that currently the Columbia Community Land Trust has an independent board appointed by the City Council which has 3 business and community leaders, 3 CDBG eligible neighborhood representatives, 3 CCLT homeowners and 1 City Council Liaison, a non-voting position that should represent the interests of the collective City Council.

Mr. Cole shared that he anticipates that they will have 20 occupied affordable homes (homeownership) by Spring of 2021. They currently have 12 now and 3 under contract on North Eighth St. The City also allocated \$100,000 in the FY 2021 City Budget for acquisition for the Columbia Community Land Trust that has not been expended yet with approximately \$125,000 in the bank as of March 1, 2021. Mr. Cole reported that they have about \$625,000 in total assets, 3 annual donors informally committed to donating on-going and about \$100,000 in annual private donations raised.

Mr. Cole explained that the goals for strategic alignment with CHA are to expand the continuum of affordable housing provided with additional homeownership capacity, and an additional mechanism to obtain City HOME funds along with the CHA currently receiving funding for the Tenant Based Rental Assistance (TBRA) Program and HOME funds for redevelopment activities. This potential partnership also supports CHA's "draft" vision of being the community's leading affordable housing provider. Potential alignment with the Family Self-Sufficiency Program and Section 8 Homeownership Assistance Program and could help align additional staff and development capacity if CCLT efforts aligned with CHA affordable housing development initiative: Kinney Point, Providence Walkway and Park Ave.

Mr. Cole shared critical questions that he would want to consider such as:

- How might this merger or combining of organizational roles impact the CCLT and CHA?
*Wouldn't want this to divert CHA off its mission or core functions.
- What are the current on-going staffing duties needed to maintain current CCLT operations?
*We want this to be a valued addition.
- How do we ensure CHA is getting a "net" positive in capacity rather than an additional set of duties that may detract from CHA's own goals?
- What level of baseline funding is needed to ensure staffing and management costs are adequately covered?
- How can we align the CCLT's next 5-year goals with the CHA's redevelopment efforts?
- How will the CCLT Board structure be assumed within the CHA corporate structure?
*Most CCLT Boards step back and are incorporated into the existing corporate structure.
- What are the implications for its bylaws, 501c3, etc...?

Mr. Cole explained that the CHA Board should determine their level of interest in this potential merger of operations, its basic priorities, and values prior to connecting with the CCLT Board. If there is interest in proceeding at some point there would need to be a joint meeting to take a deeper dive into feasibility, and any barriers for both entities.

Ms. Wenneker inquired as to whether Ms. Fowler was here on behalf of the Board or City Council. Ms. Fowler reported that she is attending the meeting as a liaison member of Council and does not have an official role but wanted to attend to listen to the presentation. Ms. Wenneker shared that she was confused as to why no one from the Board was in attendance. Mr. Cole reported that he spoke with City staff and their Board and felt that it would be good to discuss this without the Board present. Ms. Wenneker asked Mr. Cole if he would be able to explain the possible government structures because she believed after speaking with some of the City Board members, they may have understood this to be more of a partnership. Mr. Cole reported that the easiest option would be for the CCLT Board to go completely away and then assumed under the CHA Board. Mr. Cole reported that the City provides 90% of the CCLT funds so they are City influenced but they are their own entity. The other option would be that they are kept as an Advisory Board and take care of some of the monthly duties but believes that this could get messy. Ms. Wenneker shared that her concern would be also fiduciary responsibility not just financial because they could make a set of decisions that could impact the integrity of the Housing Authority.

Mr. Hutton inquired as to who's idea was it to merge. Mr. Cole reported that it started back at a Council work session back in March and shared that he had spoken with Mr. Steinhaus about it for years. Mr. Cole explained that the City staff called him a few weeks prior feeling the need to move on this because their agreement to staff the land trust ends December 31. Mr. Cole reported that the City would staff it until it was sustainable and is no longer a startup organization. Ms. Wenneker asked would it be the CHA Board's responsibility or is it for the City Council to recognize and ensure that the individuals know that their work was meaningful and not just shoved aside. Mr. Cole reported that he believes that it requires a very direct and candid conversation. Mr. Calloway shared that he believes that the mission that is suggested is the right thing to do or pursue and the idea of aligning affordable housing opportunities is a great idea. Mr. Calloway shared that when you take out the cost of the land and individuals just have to worry about the cost of the structure, believes that this is helping break down barriers and creating opportunities for people such as jobs and shopping.

Mr. Hutton reported that he believes that this is something that should be considered but not without a promise and was on the Council when this was formed but at the time believed that it was a conflict with the Housing Authority. Ms. Fowler reported that the City Council purchases services from Non-For Profits and wonders would it be an option for the land trust to maintain its independence and use a contract for services through the Housing Authority that they could provide in order for them to build more owner occupied houses for this transition. Ms. Wenneker shared that she is concerned about offering contracted services but is very interested in honoring the fact that they care about this in the community and concerned about setting CHA up to be seen in a bad light. Mr. Calloway shared that he did not know much about the City Board and what their vision and constraint of what they would want to see be done at the next level.

Mr. Cole shared that he believes that they should talk more as a Board to establish whether they want to go through with considering a partnership. Ms. Wenneker inquired as to whether it would be a good idea to speak with CHA's attorney prior to discussing this again. Mr. Cole agreed. Mr. Hutton asked that the Board come up with their own proposal to present what they would be willing to accept. Ms. Fowler noted that there were several opportunities for the City to explore within the community.

VII. CHA Strategic Planning Update

Mr. Cole reported that at the last meeting there was internal engagement presented to the board and CHA is now starting some external engagement. CHA staff attended the Columbia Apartment Association meeting on July 14, 2021 to gain more feedback on how CHA can strengthen partnerships with property managers and refine operations. Mr. Cole shared that Ms. Edwards and Mr. Hess did a great job explaining the Section 8 Housing Choice Voucher Program basic guidelines and answered several questions. Mr. Cole shared that he believed the overall feedback was very positive and a landlord shared that he felt CHA Section 8 participants had been lower risk and more cooperative than the fair market renters due to the extra screenings and support the program provides. Mr. Cole reported that CHA will be working to identify potential changes that may assist CHA's relationships with property managers and increase their participation, while also keeping in mind, HUD policy, CHA policy and the interests of residents.

Mr. Cole reported that he also had a CHA Strategic Planning Funders Roundtable, with Boone County Community Services Department, City of Columbia Division of Human Services, City of Columbia Housing Programs Division, Heart of Missouri United Way and Veterans United to be held on July 30, 2021 to give an opportunity for himself and key senior staff to obtain feedback from local funders on CHA's organization strengths, weakness and potential opportunities for alignment with local funders. Ms. Wenneker inquired about what did funders entail. Mr. Cole reported that this was organizations that conduct regular grant processes.

Mr. Cole reported he has circulated a new "draft" mission, vision, and values to staff at various levels and this has provided additional opportunity for feedback that has resulted in further refinement of CHA's draft mission, vision and values. Mr. Cole explained that the significant changes from the initial draft include combining integrity and accountability, moving these to the top and reframing the integrity description to say what we value rather than what we "do not" value. There was discussion and feedback made by Board members suggesting that the vision statement may want to be more summarized.

VIII. CHA Employee Performance Reviews Report

Mr. Cole reported that he worked with Ms. Nelson to provide a draft policy to present to the Board in order to obtain feedback with regards to the policy as well as implementation to add to the personnel policy. Ms. Wenneker inquired to senior staff about their thoughts on the performance reviews. Ms. Friesz reported that she has been doing them and is sure to make clear that it is not necessarily tied to an increase in pay, but more so for goals to be set and accomplished and has received positive feedback from staff. Ms. Lewis shared that she agrees with Ms. Friesz and believes it would be good for everyone. Ms. Harvey stated that she believes that every department will have different measures of how things should be completed.

Mr. Hutton inquired about the wording of the probationary period and believes that it may need to be more clarity for employees and the Board. Mr. Cole suggested that the new process be implemented in stages to ensure proper performance review training for supervisors and to ensure good calibration of ratings across departments. The CEO recommends his review along with department directors for any available agency wide FY 2022 Cost of Living Adjustment (COLA) be implemented. There was a discussion and feedback given regarding merit increases and how they could possibly be implemented.

IX. Affordable Housing Initiative Report

Mr. Cole reported that CHA's Developer Consultant RFP was opened on July 11, 2021 by posting in the paper as well as working with the Missouri Workforce Housing Association Executive Director to circulate CHA's RFP to all their members and staff. Mr. Cole reported that he has worked with the CHA Board Chair to develop a Scoring Committee that includes 2 CHA Board Members, local community representatives and a CHA resident. Mr. Cole reported that he had connected with a firm, TDA Consulting, to explore the potential of assisting CHA in ensuring CHA's interest is looked after in the selection of a firm. Mr. Cole shared that this firm has assisted the City of Columbia in developing HOME Rental Project Underwriting criteria, as well as with formulation of COVID response program criteria in FY 2020. Mr. Cole explained that TDA consults several City jurisdictions, PHA's and state housing finance agencies with developing multi-family project underwriting criteria and ensuring the use of public resources are maximized.

X. Monthly Management Reports for the Modernization and Maintenance Department, Housing Choice Voucher Programs, Public Housing & Affordable Housing Properties, Human Services, Safety and Monthly Financials.

Modernization and Maintenance Department:

Mr. Cole stated that Mr. Willingham was unable to make it but has reported that everything is on track to move everyone back into the Administration Building by November 1, 2021. Mr. Cole reported that CenturyLink and Mediacom are still in the construction phase at both locations and are waiting for materials to arrive that are on back order.

Public Housing and Affordable Housing Properties:

Ms. Lewis reported that occupancy is up from last month with fewer people moving out, with rents being collected and receiving more financial aid through the SAFHR program. Ms. Lewis reported that Downtown AMP 1 are getting units turnover and moving individuals in.

Housing Choice Voucher Programs:

Mr. Cole reported that a more comprehensive report would be given at the next months meeting. Mr. Cole shared that all staff positions have been filled and believes that productivity will increase within the program. Mr. Hess reported that they will present what the Housing Ambassador role will look like. Mr. Hess shared that with adding the additional position they have been able to divide the caseloads up from about 300 participants per case specialist to about 250 per case specialist. Mr. Hess reported that his replacement, Conner Mills will start on August 2, 2021 and after training him will allow him to go and work with the Housing Choice Voucher program to get

them where CHA needs them to be. Mr. Cole reported that Jewell Kelly, Housing Choice Voucher Specialist was rehired and had been with CHA for almost 15 years and has lots of experience.

Human Services:

Ms. Friesz reported that in June, ForColumbia, provided CHA locations with volunteers to help out at the Bear Creek Family Site with the share shelf and clean up the community and passed out basic needs supplies and have a barbecue for the residents. Ms. Friesz reported that there was a Vaccine Clinic held at Bear Creek that had 4 residents and 2 community members to receive the COVID-19 Vaccine and a second round was held were the 4 residents received their second vaccine and 7 others received their first. Ms. Friesz shared that Moving Ahead Program held a painting class for parents and Danni Turner, CHALIS Service Coordinator, completed her certification of Mindfulness Substance Abuse Facilitation.

Mr. Calloway inquired as to who the COVID-19 policy would fall under. Mr. Cole reported that in reference to staff it would fall under himself and Ms. Nelson, in reference to residents it would fall under the Human Services Department. Mr. Calloway noted that he is very concerned about COVID-19 worries about what the future of CHA's efforts are going to look like. Mr. Calloway inquired about what it would look like for staff and residents of CHA.

Safety:

Mr. Cole reported that Don Hawkins, Safety Officer is filling in as acting Safety Director and is doing a great job with the assistance of Mr. Hess and Tara Thomason, Safety Officer. Mr. Cole shared that interviews are currently being scheduled for applicants. Ms. Wenneker inquired as to whether the applicants were internal or external. Mr. Cole reported that all applicants are external. Mr. Calloway inquired about the report system for Safety. Mr. Hess reported that it is a monthly spreadsheet with graphs. Mr. Cole reported that he believes that there should be a safety report ready by next month's meeting. Mr. Hutton stated that it's critical that you don't miss any reporting. Mr. Hess reported that because not all agency has a Safety Department it is not believed to be a required report that has to be submitted. Mr. Calloway shared that he believes that it is valuable, but does it outweigh the effort. Mr. Hess discussed the professional software Automated Law Enforcement Incident Report (ALEIR) that does stores and tracks all the reporting that is done. Mr. Calloway inquired as to whether this software would easily convert into the new software. Mr. Hess explained that the two software were separate and would not be used together.

Monthly Financials:

Ms. Harvey reviewed highlights from the May 2021 Unaudited Financial Reports noting that all programs are doing well and have managed to keep the numbers up rather than going down.

XI. Public Comment

There was no public comment.

XII. Commissioner Comment

There was no commissioner comment.

XIII. Adjournment

Mr. Hutton made a motion to adjourn the meeting. Second by Ms. Wenneker. Mr. Hutton called the meeting adjourned at 7:00 p.m.

Bob Hutton, Chair

Date

Randy Cole, Chief Executive Officer

Date

Certification of Public Notice

I, Randy Cole, Chief Executive Officer of the Housing Authority of the City of Columbia, Missouri, do hereby certify that on July 15, 2021, I posted public notice of the July 20, 2021 Board of Commissioners Meeting and distributed copies of the notice and agenda to the Board of Commissioners and the local media. The meeting notice and agenda was also distributed to the public upon request.

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

Randy Cole, Chief Executive Officer

Date



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**HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI
BOARD OF COMMISSIONERS MEETING
June 22, 2021 BOARD RETREAT MEETING MINUTES
*Revised***

I. Call to Order:

The Board of Commissioners of the Housing Authority of the City of Columbia, Missouri (CHA) met in open session on June 22, 2021, in the Varsity Room of the Courtyard by Marriott, 3301 Lemone Industrial Blvd., Columbia, Missouri 65201. Mr. Hutton, Chair, called the meeting to order at 3:25 p.m.

II. Roll Call:

Present: Bob Hutton, Chair Commissioner
Robin Wenneker, Vice Chair Commissioner
Steve Calloway, Commissioner
Rigel Oliveri Commissioner

CHA Staff: Randy Cole, CEO
Charline Johns, Executive Assistant
Rick Hess, Director of Housing Programs
Erin Friesz, Director of Human Services
Greg Willingham, Director of Maintenance and Modernization
Laura Lewis, Director of Affordable Housing Operations
Mark Brotemarkle, Director of Safety
Mary Harvey, Director of Finance
Jeanette Nelson, Human Resources Manager
Tawanda Edwards, Housing Choice Voucher Manager
Tammy Matondo, Housing Development Coordinator

Mr. Hutton thanked everyone for being able to join and turned the floor over to Mr. Cole to open the discussion of CEO and CHA Board Communication.

III. CEO and CHA Board Communication

Mr. Cole reviewed highlights from a power point presentation stating considerations for the CEO, Board Members and CHA Senior staff regarding the flow of communication. Mr. Cole explained that he finds it beneficial for Board Members to have access to Senior staff, however requested that communication primarily flow through the CEO. Mr. Cole stated he is supportive of providing CHA Board members with one-on-one access when a more detailed discussion is needed, however he would like to be looped in on the parameters of the discussion. Mr. Calloway shared that his inquiring of staff came in the process of approving the account payables batches. Mr.

Cole reported that he did have a minor concern with that process due to his background with the City, and knowledge of certain provisions of the Sunshine Law. Mr. Cole explained that CHA falls under the Sunshine Law and that under his previous employer, the City of Columbia, it discouraged a quorum of Board Members starting an email chain because of the increased potential for discussing CHA business or policy, which could potentially violate meeting notification requirements included within the Missouri Sunshine Law. Mr. Cole indicated that he believed it is good for Board Members to have additional discussion among members, however he recommended working to minimize the potential to violate the Sunshine Law by having a quorum of board members communicating without notice. Mr. Cole recommended that he continue to blind copy all Board Members in any emails that he sends out to avoid everyone replying in a chain email. Ms. Wenneker shared that if Mr. Cole was to blind copy everyone, they would only see his response and not everyone else's. Mr. Cole shared that he would manage the responses of each Board Member and reshare responses with everyone in an additional Blind Copy email to ensure each board member has access to the same information. Mr. Hutton inquired as to what the Sunshine Law stated regarding communication between the Board. Mr. Cole referred to page six (6) of the copies of excerpts from the Sunshine Law printout included in the packet. Mr. Cole reported that a formal meeting notice is required whenever a quorum is present, and public business is discussed. This includes telephone conferences and internet chat sessions, as well as meetings, or a series of meetings and this could be exposed to having an unnoticed meeting. Ms. Wenneker noted that this is certainly a quorum issue but also just being conscience of what is put in writing as well.

IV. Mission, Vision and Values Discussion

Mr. Cole explained that he would like to re-examine the mission statement of CHA. Mr. Cole stated it currently includes aspects of all three and he prefers the mission, vision, and values to be separate and more succinct. Mr. Cole reported that he has met with CHA staff and has started a smaller working group to accomplish this. Mr. Cole explained that re-examining CHA's Mission, Vision and Values will help provide more direction to the organization, keep staff's work focused to the mission of CHA, define CHA's core values, and help inform CHA goals. Mr. Cole also felt this could help define CHA's brand, as well as create additional buy-in from CHA staff, board members and community partners. Mr. Cole felt this could also create additional accountability in ensuring staff's work is furthering the mission of CHA.

Mr. Hutton asked if CHA currently had an official mission statement. Mr. Cole reported that CHA currently does and believes that the current statement incorporates some of CHA's values and a vision, however it may be too long. Mr. Cole indicated that the CHA's mission should be who we serve, what CHA does and its impact on the community. Mr. Cole indicated the vision should be CHA's purpose, what we are striving for and what CHA wants to achieve. Mr. Cole indicated the values should be CHA's core ethics and principles. Mr. Cole reported that he conducted an employee engagement survey. He also indicated he held a Senior staff work session where staff were instructed to write their hopes and fears as CHA goes through a time of transition. Mr. Cole further explained his desire in getting the Boards' engagement on this effort, as well as staff at all levels. Mr. Cole also described this as an opportunity to gain further buy-in from funders and other external stakeholders.

Mr. Cole shared the draft mission statement crafted by a CHA staff team. Mr. Cole indicated the draft was formed by interpreting feedback from a senior staff work session. The draft mission

statement was provided as, “Provide quality affordable housing with supportive and economic resources to eligible households in Columbia, Boone County.” Mr. Cole indicated that the draft vision statement was formulated from the senior staff work session and aligned directly with staff feedback on their “hopes” for CHA. Mr. Cole stated the desire to be the leading agency in Columbia providing affordable housing. The draft vision statement read “CHA is our community’s leading affordable housing provider with a diverse and expanding portfolio of safe, energy efficient and affordable housing options connected to supportive programs, resources and partnerships fostering stability and upward mobility.” Ms. Wenneker shared that she believed that the part about the leading agency was more of a vision and some of the other things were more of the how.

Mr. Cole reviewed the drafts of Values and reported that Ms. Nelson did lots of research and found some from other housing authorities as well as other staff:

Commitment: We are committed to excellence. We are committed to our staff in the belief that working at the Columbia Housing Authority must be fulfilling. We live up to our commitments – we do what we say we are going to do.

Integrity: We act honestly and ethically in all aspects of our business.

Mr. Cole reported that the accountability piece was very important to Mr. Brotemarkle as well as other staff and wanted to include respect for residents as well as staff and allowed to have balance between both of those items. Diversity, equity and inclusion was important to have for the organization.

Safety: Creating partnerships with CHA residents, CHA staff and other stakeholders to ensure protection and value of all.

Ms. Oliveri suggested that Mr. Cole add “committed to the residents” with the Commitment value. Ms. Wenneker shared that she liked that safety was utilized from the mission statement and believed that each of the definitions should reference staff and residents. Mr. Calloway shared that when he thinks about accountability he thinks about the Board and one of the things that they are responsible for and suggested maybe including stewardship. Mr. Hutton inquired as to whether Mr. Calloway was thinking that should be added as a value. Mr. Calloway stated that he would be ok with combining stewardship with accountability. Ms. Oliveri agreed.

Mr. Cole reported that each of the values came from every individual’s input. Mr. Calloway asked about how we could reflect these values for potential residents. Ms. Oliveri suggested that they add respect for the community but was also weary of what the broader Columbia population may think. Mr. Cole suggested that it could state “we have respect for CHA residents, prospective residents and participants.” The Board acknowledged the CHA’s ability to compile all the information within just a few weeks.

V. Employee Engagement Survey Results

Mr. Cole reported the employee engagement survey indicated that many CHA employees feel strongly about the importance of diversity, equity, and inclusion. He also stated that most staff feel their job responsibilities and job description are clear, most employees are proud to work at

CHA, most staff understand the mission of CHA and most staff feel personally connected to their work and its impact on our residents. The survey also indicated that most employees would recommend CHA as a great place to work. Mr. Cole noted that these were positive survey results that stuck out to him.

Mr. Cole reported the survey also indicated some potential areas of improvement. These areas included the need for more performance reviews, supervisor feedback, and professional development. There were also lower scores as it related to employees being fairly compensated for their work, as well as treating residents with respect. There was also a lower score as it related to coworkers taking accountability for their work. Ms. Wenneker inquired as to the policy of giving performance reviews. Mr. Cole reported they are required once per year according to an employee's start date. Ms. Wenneker asked if he believed this lower score was due to all supervisors not doing them or some supervisors just not doing them. Mr. Hutton asked if performance reviews had been done every year. Ms. Nelson reported that they had not. Mr. Hutton reported that he believed Mr. Cole should review the instrument that is used to conduct the annual performance reviews and each Commissioner indicated a desire to require regular annual performance reviews. Staff and Commissioners discussed employee benefits and insurance packages.

VI. Resident Survey Results – CHA Programs and Services

Mr. Cole reviewed highlights from the Resident Surveys, noting some of the highest awareness of CHA programs, which included the Section 8 Program, Public Housing, and Independent Living Coordinators. Resident responses regarding the lowest awareness of CHA programs included the Youth Community Coalition, Moneysmart Program and Shelter Plus Care Vouchers for Homeless Populations. Mr. Cole also reviewed highlights of the highest scores as it relates to Performance of CHA Operations, which indicated a positive view of CHA's ability to connect residents with housing.

VII. Stakeholder Engagement Plan

Mr. Cole explained that he would like to engage external stakeholders to obtain feedback on the direction of CHA by having 2-3 roundtable discussions with funders, Non-Profit partners, Columbia Apartment Associations, Property Managers, Central City Neighborhood Associations and Business and Community Leaders. CHA Board Members indicated support for this approach.

VIII. Strategic Priorities Discussion

Mr. Cole indicated what he viewed as current strategic priorities of CHA:

- Affirming mission, vision, and values
- Strengthening partnerships and brand CHA as being the lead affordable housing provider
- Increasing CHA web presence
- Procuring a developer consultant to assist with LIHTC applications
- Rehab or redevelop the remaining 120 units and additional CHA Properties
- Additional collaboration with homelessness service provider (Emergency Housing Vouchers, City HOME funds, ARP funds)
- Growing the CHA Family Self-Sufficiency Program

- Implement performance reviews for CHA staff tied to annual pay increase
- Develop annual staff training and professional development opportunities

Mr. Hutton inquired whether there was any other funding outside of LIHTC to fund projects. Mr. Hess explained that before CHA was going after 9% LIHTC but could consider going after 4%. Mr. Hutton asked was there a particular order that CHA would go in to obtain funding. Mr. Cole reported that hiring a developer consultant would help with that process. Mr. Cole explained a desire to prioritize gaining local funding and support prior to submitting an application to MHDC for LIHTC funding.

IX. Adjournment

Mr. Hutton called for a motion to adjourn the meeting. A motion was made by Ms. Oliveri. Second by Mr. Calloway. Mr. Hutton called the meeting adjourned at 4:30 PM.

Bob Hutton, Chair

Date

Randy Cole, Chief Executive Officer

Date

Certification of Public Notice

I, Randy Cole, Chief Executive Officer of the Housing Authority of the City of Columbia, Missouri, do hereby certify that on June 19, 2021, I posted public notice of the June 22, 2021 Board of Commissioners Meeting and distributed copies of the notice and agenda to the Board of Commissioners and the local media. The meeting notice and agenda was also distributed to the public upon request.

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

Randy Cole, Chief Executive Officer

Date



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, MO 65203
Office: 573.443.2556 ♦ TTY Relay 800.735.2966 ♦ Fax: 573.443.0051 ♦ www.ColumbiaHA.com

**HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI
BOARD OF COMMISSIONERS MEETING
June 22, 2021 MEETING MINUTES
*Revised***

I. Call to Order:

The Board of Commissioners of the Housing Authority of the City of Columbia, Missouri (CHA) met in open session on June 22, 2021, in the Varsity Room of the Courtyard by Marriott, 3301 Lemone Industrial Blvd., Columbia, Missouri 65201. Mr. Hutton, Chair, called the meeting to order at 6:00 p.m.

II. Roll Call:

Present: Bob Hutton, Chair Commissioner
Robin Wenneker, Vice Chair Commissioner
Steve Calloway, Commissioner
Rigel Oliveri Commissioner

CHA Staff: Randy Cole, CEO
Charline Johns, Executive Assistant
Rick Hess, Director of Housing Programs
Erin Friesz, Director of Human Services
Greg Willingham, Director of Maintenance and Modernization
Laura Lewis, Director of Affordable Housing Operations
Mark Brotemarkle, Director of Safety
Mary Harvey, Director of Finance
Jeanette Nelson, Human Resources Manager
Tawanda Edwards, Housing Choice Voucher Manager
Tammy Matondo, Housing Development Coordinator

Guest: Renita Duncan, CPA Partner, Rubin Brown
Alisha Barnum, Manager, Rubin Brown

III. Adoption of Agenda:

Mr. Hutton called for a motion to approve the agenda. A motion was made by Mr. Calloway and second by Ms. Oliveri. All Commissioners voted "aye". Mr. Hutton declared the agenda adopted.

IV. Approval of May 18, 2021 Open Meeting Minutes:

Mr. Hutton called for a motion to approve the minutes from the open meeting of May 18, 2021. A motion was made by Mr. Calloway and second by Mr. Hutton. All Commissioners voted “aye”, and Mr. Hutton declared the motion approved.

V. Public Comment.

There were no public comments.

RESOLUTIONS

VI. Resolution 2868: A Resolution to Appoint a CHA Assisted Housing Resident to the CHA Formal Hearing Panel.

Mr. Hutton called for further discussion and there was none.

Mr. Hutton called for a motion to approve Resolution 2868 as presented. A motion was made by Ms. Wenneker. Second by Mr. Hutton. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Calloway, Hutton, Wenneker, Oliveri

No: None

VII. Resolution 2869: A Resolution to Appoint Members of the Resident Advisory Board for FY2021.

Ms. Wenneker inquired as to whether any bylaws or rules would need to be changed due to having appointed more than twenty (20) members for the Resident Advisory Board. Mr. Cole reported that they would not need to amend any bylaws or rules.

Mr. Hutton called for further discussion and there was none.

Mr. Hutton called for a motion to approve Resolution 2869 as presented. A motion was made by Ms. Wenneker. Second by Ms. Oliveri. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Calloway, Hutton, Wenneker, Oliveri

No: None

VIII. Resolution 2872: A Resolution Authorizing the Submission of an Application for Community Development Block Grant (CDBG) Funding up to \$63,000 to the City of Columbia to Make Improvements to the J.W. Blind Boone Community Center and Moore Walkway Playground Equipment.

Mr. Cole reported that CHA staff identified several improvements that are needed at the J.W. Blind Boone Center to ensure a safe and healthy facility, which included upgrading flooring, fire

suppression systems, burglar alarm and security cameras. CHA staff also identified the need to upgrade playground equipment at the Moore Walkway Playground.

Mr. Hutton called for further discussion and there was none.

Mr. Hutton called for a motion to approve Resolution 2872 as presented. A motion was made by Mr. Hutton. Second by Ms. Oliveri. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Calloway, Hutton, Wenneker, Oliveri

No: None

IX. Resolution 2867: A Resolution to Accept the Audited Financial Statements of the Housing Authority of the City of Columbia, Missouri for Fiscal Year Ending December 31, 2020.

Ms. Duncan reviewed highlights from the Report to Governance on the Results of the Annual Audit. Ms. Duncan reported that a clean unmodified opinion was issued on the Authority's financial statements for the year ending December 31, 2020 with all blended components such as CHALIS, CCHT and all development groups. Ms. Duncan reported there were no difficulties encountered in dealing with management related to the performance of the audit. Ms. Duncan explained that professional standards require them to accumulate all known and likely misstatements identified during the audit other than those that are trivial and communicate them to the appropriate level of management, noting there were no corrected or uncorrected misstatements noted during the audit.

Ms. Barnum reported that there weren't any significant changes since 2019 but noted that Capital assets, net decreased approximately \$2 million due to annual depreciation expense in the current year exceeding current year additions. Ms. Barnum indicated there was a significant decrease in accounts payable of approximately \$847 thousand due to the timing of outstanding construction invoices. Debt decreased by approximately \$8.4 million due to the construction of Bryant Walkway. Capital contributions increased by \$6.4 million in line with tax credit investors. Ms. Barnum reported that housing assistance payments increased due to COVID and some tenants may have lost their jobs.

Ms. Duncan reviewed the remaining engagement timeline with a target completion date of July 30, 2021 and due date of September 30, 2021. Mr. Calloway inquired as to what are the additional items that are needed to complete the single audit. Ms. Duncan reported that with the Section 8 Program, they have requested sixty (60) files and are waiting for them to get them back to us. Ms. Duncan reported that they are still receiving the requested documents from CHA staff. Mr. Calloway inquired about documentation that is needed for the auditors. Ms. Harvey indicated that Ms. Edwards is working to get the documentation requested back to the auditors.

Mr. Hutton called for further discussion and there was none.

Mr. Hutton called for a motion to approve Resolution 2867 as presented. A motion was made by Ms. Wenneker. Second by Mr. Calloway. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Calloway, Hutton, Wenneker, Oliveri

No: None

X. Resolution 2870: A Resolution Authorizing the CEO to Execute an Agreement between CHA and Yardi for the Implementation of Program and Accounting Software.

Ms. Harvey reported that CHA's current software provider, HAB Inc., was acquired by another company in 2019. The new owner of HAB Inc. has continued to support the HAB Inc. software with a reduced capacity since its purchase. Ms. Harvey indicated that CHA has struggled with some aspects of the HAB Inc. software since expanding to Low-Income Housing Tax Credit (LIHTC) projects. Ms. Harvey explained that the Yardi system appears to have a clearer workflow and references have commented on its ease of training and use. CHA staff anticipates that the clearer workflow will make training easier, which will increase productivity by bringing new staff up to speed more quickly.

Mr. Hutton called for further discussion and there was none.

Mr. Hutton called for a motion to approve Resolution 2870 as presented. A motion was made by Ms. Wenneker. Second by Ms. Oliveri. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Calloway, Hutton, Wenneker, Oliveri

No: None

XI. Resolution 2871 – As Amended: A Resolution Authorizing Changes to Job Descriptions, Salary Ranges, Appendix 1 – Organizational Chart and Appendix 3 Range and Salary Plan to the Personnel Policy.

Mr. Cole reported that the proposed resolution would approve new job descriptions for the Housing Ambassador, Housing Operations Manager, Systems Administrator and Compliance and Asset Manager positions. The resolution also would approve changes in reporting duties within the Appendix 1 – Organizational chart for the LIHTC Compliance Specialist position, one Family Self-Sufficiency position and one of CHA's Project Based Voucher Specialist positions. Approval of this resolution would include converting one Project Based Voucher Specialist position to a Housing Choice Voucher Specialist position and maintain its current reporting duties.

Mr. Cole indicated the Housing Ambassador position had been previously approved by the Board prior to him becoming CEO. CHA staff envision this position as playing a key role in becoming a liaison between CHA, prospective CHA Residents and local property managers. Mr. Cole recommended a Systems Administrator position to take on IT duties including but not limited to; acting as a liaison to cloud provider, setting up user ID and passwords on multiple systems,

conducting user maintenance to HUD's REAC System, acting as liaison to phone and copier 3rd party entities, assisting with IT/audio/visual maintenance, troubleshooting daily onsite needs and assisting the Director of Maintenance and Modernization as needed as well as CHA website maintenance to help ensure the CHA website is up to date.

Mr. Cole explained that the Intake Coordinator, Project Based Voucher Specialists and Housing Operations Manager are changes that are related to help match the changes made to Ms. Lewis' and Mr. Hess' positions. CHA staff anticipates that the changes will assist with reducing the duration in turnover time that occurs when a move in and move out occurs on a specific unit. The proposed change will move one of the PBV Specialist and converts the other PBV Specialist to an HCV Specialist. This change was identified to also address the current higher staffing needs in the HCV Programs vs. Affordable Housing Operations.

Mr. Cole indicated that the Housing Operations Manager position would upgrade on LIHTC Compliance Specialist to the Housing Operations Manager. Mr. Cole explained that this position would supervise the remaining LIHTC Compliance Specialist and take on a broader role managing and maintaining on-going file compliance across all properties.

Mr. Cole recommended upgrading the Housing Development Coordinator position to the Compliance and Asset Manager. Mr. Cole indicated the Housing Development Coordinator position previously reported to the Director of Asset Management, however this position often worked directly with the previous CEO and given the dynamics and the assumption of a portion of the previous Director of Asset Management duties, the CEO is recommending the upgrade of this position and having it report directly to the CEO.

Mr. Calloway inquired as to what the budget impact would be for the position changes. Ms. Harvey reported that a few of the position's changes had not been discussed with her in great detail so she would be unable to give input into what the budget impact would be at this time. Mr. Cole reported that some of the changes were just in reporting not necessarily pay grades. Ms. Harvey reported that the only position that had been discussed with her was the Systems Administrator position. Mr. Cole apologized for the disconnect and indicated that this should be tabled until he and Ms. Harvey are able to discuss the positions further.

Mr. Hutton called for a motion to amend the Resolution 2871 to remove Housing Operations Manager and Compliance and Asset Management positions. A Motion was made by Mr. Calloway. Second by Ms. Wenneker. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Calloway, Hutton, Wenneker, Oliveri

No: None

Mr. Hutton called for a motion to approve Resolution 2871 – As Amended as presented. A motion was made by Mr. Calloway. Second by Ms. Oliveri. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Calloway, Hutton, Wenneker, Oliveri

No: None

XII. Monthly Management Reports for the Modernization and Maintenance Department, Housing Choice Voucher Programs, Public Housing & Affordable Housing Properties, Human Services, Safety and Monthly Financials.

Modernization and Maintenance Department:

Mr. Hutton inquired about the \$67,500 in Construction Changes Orders 1-5 Architect were. Mr. Willingham reported that the Construction – (5) Change Orders are only \$13,080 and the document was printed incorrectly. Mr. Hutton thanked Mr. Willingham for the clarification of the error. Mr. Willingham indicated that the interior renovations started February 15 and 90% of the interior work has been completed. New Addition – Footings, Stem Wall, Sub-Grade, Sub-Base, Termite Treatment, Plumbing, Floor Slab, Wall Framing, Wall Sheathing, Trusses, Roofing Decking and Underlayment completed. The New and Old addition are now water-tight, and the Electrical Contractor started the rough in of all electrical on June 14. High Voltage wiring and Freon Lines were Installed to provide air-conditioning back to the South Wing of the Administration Building on June 16.

Housing Choice Voucher Programs:

Mr. Hess explained that within this report there were not many changes from the previous month. Mr. Hess indicated that Ms. Edwards, Housing Choice Voucher Manager has been working to get staff trained and up to speed although, not in numbers, they are beginning to see positive change that should continue exponentially over the next several months as we become fully staffed and trained. Mr. Hess is excited about obtaining full recovery of the department. Mr. Hess commended the CHA employees who have unselfishly contributed to this effort and their teammates who assumed more duties during their absence.

Public Housing and Affordable Housing Properties:

Ms. Lewis reported the most significant item they are working is moving an Intake Coordinator to the Affordable Housing side of operations to focus on getting all CHA properties back up to 98%-100% occupancy. Ms. Lewis indicated that uncollected rents for May decreased from last month which means more tenants were able to pay rent in May or enter into repayment agreements. Mr. Calloway inquired as to whether there was a sense of how the occupancy will be affected with individual's income changes. Ms. Lewis reported that she believed that occupancy would improve now with individuals being more comfortable with moving now.

Human Services:

Ms. Friesz reported that in May, the Human Services Department provided a total of 14,559 units of service to CHA Households participating in their various Programs. Service Coordinators have been busy meeting with families to provide support to achieving household goals. Ms. Friesz indicated that Service Coordinators are working on getting sharing shelves set up for each property. Ms. Friesz reported that the Moving Ahead Program Learning Pod has ended and will start Summer Programming.

Safety:

Mr. Brotemarkle reported that that in May there were an average number of Safety call for service with only a couple minor issues of concern. Mr. Brotemarkle indicated that property damage incidents have went up and were likely caused by juveniles in the area. Ms. Martin, Human Services Coordinator has been addressing these concerns with parents and school staff with increased parental supervision, school involvement and law enforcement attention in the worst cases. Mr. Brotemarkle reported that CHA may consider direction to residents about supervising their children to ensure they are not acting inappropriately to disrupt the peace enjoyment of the premises by others.

Mr. Calloway inquired about the status of medical marijuana and potentially being an issue with the residents. Mr. Brotemarkle reported that he is unsure about how CHA would want to address the issue with the increase of reports of marijuana use within the properties. Ms. Lewis explained that even if a Safety officer was to catch someone smoking marijuana on the property that individual would then have to be given a lease termination by the property manager and then be given a hearing. Ms. Lewis indicated that in that hearing most people would not lose their housing for smoking marijuana, she stated that they would be educated about the smoking policy and give them the opportunity to make changes and find other options. Mr. Hutton shared that he believed that a policy had been brought to Board regarding the medical marijuana policy last year sometime. Mr. Cole indicated that he would search for the previous policy that was brought to the Board with the previous CEO.

Monthly Financials:

Ms. Harvey reviewed highlights from the April 2021 Unaudited Financial Reports noting that all programs are doing well, with no problems to report at this time.

XIII. Current Events

Mr. Hutton inquired as to how many families were assisted at the Bear Creek Community Clinic. Mr. Cole reported that he believed six (6) residents attended. Ms. Friesz reported that four (4) residents received vaccines and four (4) stated that they were interested after the clinic was over. Mr. Cole clarified that there were four (4) residents and two (2) individuals in the community. Mr. Calloway inquired as to whether CHA provided residents with additional information regarding the vaccines. Ms. Friesz reported that the Human Services Department does provide residents with informationally flyers and education.

XIV. Public Comment

There was no public comment.

XV. Commissioner Comment

There was no commissioner comment.

XVI. Adjournment

Mr. Hutton called for a motion to adjourn the meeting. A motion was made by Ms. Wenneker. Second by Ms. Oliveri. Mr. Hutton called the meeting adjourned at 7:55 p.m.

Bob Hutton, Chair

Date

Randy Cole, Chief Executive Officer

Date

Certification of Public Notice

I, Randy Cole, Chief Executive Officer of the Housing Authority of the City of Columbia, Missouri, do hereby certify that on June 18, 2021, I posted public notice of the June 22, 2021 Board of Commissioners Meeting and distributed copies of the notice and agenda to the Board of Commissioners and the local media. The meeting notice and agenda was also distributed to the public upon request.

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

Randy Cole, Chief Executive Officer

Date



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

Office: 573.443.2556 ♦ TTY Relay 800.735.2966 ♦ Fax: 573.443.0051 ♦ www.ColumbiaHA.com

Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: August 25, 2021

Re: Resolution #2873 Approving an Update to the Columbia Housing Authority's Mission, Vision, and Values

Executive Summary

Approval of the proposed resolution would adopt an updated mission, vision and values for the Columbia Housing Authority (CHA).

Discussion

CHA staff and the CHA board engaged in an effort to update the organization's mission, vision and values. CHA staff utilized the following inputs for formulating the new mission, vision, and values:

- CHA Resident Survey
- Employee engagement survey
- Senior staff work session
- Mission, Vision and Values Staff Team
- Input from local funding partners
- Input from Central City Neighborhood Associations
- Resident Advisory Board (RAB)

The CHA Board of Commissioners also provided direct feedback and recommended revisions at its June planning retreat and July 20th regular board meeting. The CEO recommends approving the final draft.

Suggested Commission Action

Approve the resolution adopting an updated mission, vision, and values statement for the Columbia Housing Authority.



Housing Authority of the City of Columbia, Missouri

Board Resolution

RESOLUTION #2873

To Approve an Update to the Columbia Housing Authority's Organizational Mission, Vision and Values.

WHEREAS, the Columbia Housing Authority (CHA) identified the need update its organizational mission, vision and values through a strategic planning process involving CHA Board Members, CHA staff, CHA residents and community partners; and

WHEREAS, CHA staff incorporated CHA Board Member recommended revisions resulting from its annual planning retreat, and July 20, 2021 regular board meeting; and

WHEREAS, the updated CHA Mission, Vision and Values shall be as follows:

Mission: Provide quality affordable housing opportunities with supportive and economic resources to eligible households in Columbia, Boone County.

Vision: To be our community's leading affordable housing provider with a diverse and expanding portfolio of safe, energy efficient and affordable housing options connected to supportive resources and partnerships that foster stability and upward mobility.

Values:

Integrity: We act honestly and ethically in all aspects of our organization and will continue to strengthen our policies and standards to best serve our mission.

Accountability: We are responsible, committed, and answerable to each other, those we serve and those who have entrusted us with resources to carry out our mission.

Respect: We have respect for CHA residents, CHA staff and community partners by giving dignity and value to all.

Diversity, Equity, and Inclusion: We are committed to diversity, equity and inclusion in our staff, board, and services to residents. We recognize and value everyone's life experience, perspective, and culture.

Safety: We establish partnerships with CHA residents, CHA staff and other stakeholders to help create a safe environment.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Columbia, Missouri, hereby adopts Resolution 2873 adopting an updated organizational mission, vision, and values.

Bob Hutton, Chair

Randy Cole, Secretary

Adopted August 25, 2021



Housing Authority of the City of Columbia, Missouri

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Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: August 25, 2021

Re: Resolution #2874 Approving the Job Descriptions for the Emergency Housing Voucher Services Coordinator and Updates to Appendix 1 – Organizational Chart to the CHA Personnel Policy

Executive Summary

Approval of the attached resolution will approve a job description for Emergency Housing Voucher Services Coordinator position and changes in reporting duties within the Appendix 1 – Organizational chart for Family Self Sufficiency Coordinators (2), Project Based Voucher (PBV) Specialist (1), Assistant Housing Manager (1), Maintenance Worker (1), Family Development Coordinators (2 part-time), and Youth Community Coalition Coordinator (1).

Discussion

The proposed resolution provides additions and changes to staff reporting relationships and duties with the goals of operational efficiency of LIHTC properties, strategic alignment, and maintaining clear reporting relationships.

Emergency Housing Voucher Services Coordinator

The CHA was awarded 51 Emergency Housing Vouchers through the American Recovery Plan Act. Along with funding for vouchers, additional funding was made available for staffing and supportive services. Adopting the resolution would approve a part-time Emergency Housing Voucher Services Coordinator position to assist with coordinating services provided to populations served with Emergency Housing Vouchers. This position would be located within the Resident Services Department and work closely with the Housing Ambassador and Special Programs Specialist.

Family Self-Sufficiency (FSS) Coordinators

The FSS Coordinators were historically located within the Resident Services Department, however they were moved to the Housing Programs Department more recently. Approval of the resolution would move the FSS Coordinators back to the Resident Services Department. CHA staff feel this structural change would more strategically align a services-oriented program to a services-oriented department. This move would also allow the Housing Programs Department to more narrowly focus on getting the Section 8 Program leased up to CHA's desired level.

Assistant Housing Manager, Project Based Voucher Specialist Maintenance Worker

Approval of the attached resolution would combine the Bryant Walkway and Downtown CHA properties, remove the Housing Manager II of Bryant Walkway, and replace with an Assistant



Columbia

Housing Authority

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Housing Manager. Approval of the resolution would also move 1 Maintenance Worker from Elleta Boulevard to the Downtown Public Housing and eliminate the remaining Project Based Voucher Specialist position. Bryant Walkway and Elleta Boulevard were financially underperforming; however, the Director of Housing Operations, Director of Maintenance and Modernization and the Finance Director identified these potential cost saving actions to improve financial performance.

Approval of the resolution also eliminates 2 part-time Family Development Coordinators and the Youth Community Coalition Coordinator positions.

Suggested Commission Action

Adopt the resolution to approve the Job Descriptions for the Emergency Housing Voucher Services Coordinator and Updates to Appendix 1 – Organizational Chart to the CHA Personnel Policy



Board Resolution

RESOLUTION #2874

Approving the Job Description for the Emergency Housing Voucher Services Coordinator position and changes to Appendix 1 – Organizational Chart to the CHA Personnel Policy.

WHEREAS, the Housing Authority of the City of Columbia, Missouri maintains job descriptions, Appendix 1- Organizational chart and Salary Plan to the CHA Personnel Policy to help foster effective and efficient operations of CHA; and

WHEREAS, the Board of Commissioners has reviewed the proposed job description, and range of pay for the Emergency Housing Voucher Services Specialist position and recognizes the need for a staff person to assist with the implementation of supportive services for Emergency Housing Voucher participants; and

WHEREAS, the Board of Commissioners has reviewed Appendix 1-Organizational Chart showing the change in reporting duties for the Emergency Housing Voucher Services Specialist, Project Based Voucher (PBV) Specialist, two Family Self-Sufficiency Coordinators, one Assistant Housing Manager, two Family Development Coordinators, one Youth Community Coalition Coordinator and one Maintenance Worker in order to redistribute workload and reporting duties as recommended by the Chief Executive Officer to maximize efficiency in CHA-wide operations to achieve high performance results; and

WHEREAS, the Board of Commissioners has reviewed the corresponding revised Appendices 1 to the Personnel Policy; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Columbia, Missouri hereby adopts Resolution 2874 creating a new Emergency Housing Voucher Service Coordinator, and adopts the corresponding revisions to the CHA Personnel Policy including the job descriptions, Appendix 1 - Personnel Organization Chart, and Appendix 3 - Range and Salary Plan, effective August 25, 2021, as attached hereto and made a part hereof.

Bob Hutton, Chairman

Randy Cole, Secretary

Adopted August 25, 2021



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, MO 65203

Office: 573.443.2556 ♦ TTY Relay 800.735.2966 ♦ Fax: 573.443.0051 ♦ www.ColumbiaHA.com

Services Coordinator

Department/Division: Human Services

Starting Salary: \$19-23/hour, Range A, CHA Salary and Range Plan

Part time: Average 20 hours a week

Application Deadline: Open until filled

Starting Date: As soon as possible

Summary of Position: This is a part time, temporary position with primary responsibility for linking Emergency Housing Voucher Households with supportive health and human services provided by public agencies or private practitioners within the general community. This is a task-based, grant-based position and hours may vary depending on work flow. Although the project may last up to 2 years, the position may not be needed for that long. Work hours are flexible but will require a set amount of hours during normal business hours (8 am- 5 pm).

Partial Listing of Minimum Qualifications: Associate Degree (or currently pursuing a college degree) in human services, education, counseling, psychology, or related field; experience working with a diverse population, families, the elderly and persons with disabilities. Prefer a minimum of two years' experience in social services with demonstrable computer skills; bondable and insurable; possess a valid Missouri driver's license (prefer Class E or higher); able to work evenings and weekends; able to obtain and maintain a bank account for the purpose of receiving direct deposit of payroll; able to pass a pre-employment drug screen and background check.

Position Description

EMERGENCY HOUSING VOUCHER SERVICE COORDINATOR

Reports to: Director of Human Services

Summary of Position:

This is a part time, temporary position with primary responsibility for linking Emergency Housing Voucher Households with supportive health and human services provided by public agencies or private practitioners within the general community. This is a task-based, grant-based position and hours may vary depending on work flow. Although the project may last up to 2 years, the position may not be needed for that long. Work hours are flexible but will require a set amount of hours during normal business hours (8 am- 5 pm).

Major Duties and Responsibilities:

The EHV Service Coordinator will perform major duties which help reduce barriers to employment and job training for residents in order to increase the number of residents who access employment readiness, skills training, financial management, and asset building programs and ultimately, to increase the number of residents who are employed.

The Service Coordinator will:

- Act as a liaison between the Emergency Housing Voucher Household and local service providers.
- Provide general case management, which includes intake, assessment, education, and referral of residents to service providers in the community.
- Coordinate and oversee the delivery of services, ensuring services are provided on a regular, ongoing, and satisfactory basis.
- Monitor the ongoing provision of services including supportive services from community agencies and keep the case management and provider agency current with progress of the resident.
- Track and report the progress of activities.
- Evaluate the overall success of activities.
- Provide direct social work and related services to EHV Households to assist them in maintaining their housing and welfare during times of personal or family crisis or at other appropriate times.
- Coordinate crisis intervention services for residents and provide for the coordination of community resources and community intervention teams.
- Attend and assist as needed in monthly Resident Association meetings and the Resident Advisory Board.
- Perform other duties as required by grants or assigned by the Director of Human Services.

Required Knowledge, Skills, and Abilities:

- Employee must exercise tact, confidentiality, and judgment in working with residents and in effecting solutions to complex personal and family problems.
- Must be able to implement, without supervision, continuing assignments requiring the organization of material, the preparation of reports, and execute independent decision making within the guidelines of policies and procedures.
- Must be able to establish and maintain effective working relationships with superiors, associates,

administrators and the general public, as well as the ability to work with a diverse population, including but not limited to families, the elderly and persons with disabilities.

- Must be able to express oneself effectively both orally and in writing and to prepare clear, concise, comprehensive reports and effective and accurate correspondence.
- Must be able to gain the cooperation of community groups, agencies and other governmental agencies.
- Must possess knowledge of social services in the community to serve as a referral resource for CHA residents.
- Must be able to utilize computer hardware and software necessary to meet the general responsibilities of the position.
- Must be able and desire to work in a team atmosphere.
- Must possess knowledge of social work, counseling and problem solving techniques.

Education and Experience:

- Associate degree (or currently pursuing a college degree) in human services, education, counseling, psychology, or related field; experience working with a diverse population, families, the elderly and persons with disabilities.
- Working knowledge of computers and software systems.
- Experience in service coordination and leading crisis intervention teams.
- Experience in the coordination of community and volunteer services.

Special Requirements:

- Must be bondable and insurable.
- Must have a valid Missouri driver license, prefer Class E or higher.
- Must be able to work evenings and weekends as required.
- Must be able to obtain and maintain a bank account.
- Must be able to pass a pre-employment drug screen
- Must be able to pass a pre-employment background check

Employee Signature



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, MO 65203
Office: (573) 443-2556 ♦ TTY: (573) 875-5161 ♦ Fax Line: (573) 443-0051 ♦ www.ColumbiaHA.com

Objective

Columbia Housing Authority recognizes that some employees may need or want to hold additional jobs outside their employment with the company. Employees of the CHA are permitted to engage in outside work or hold other jobs, subject to certain restrictions based on reasonable business concerns.

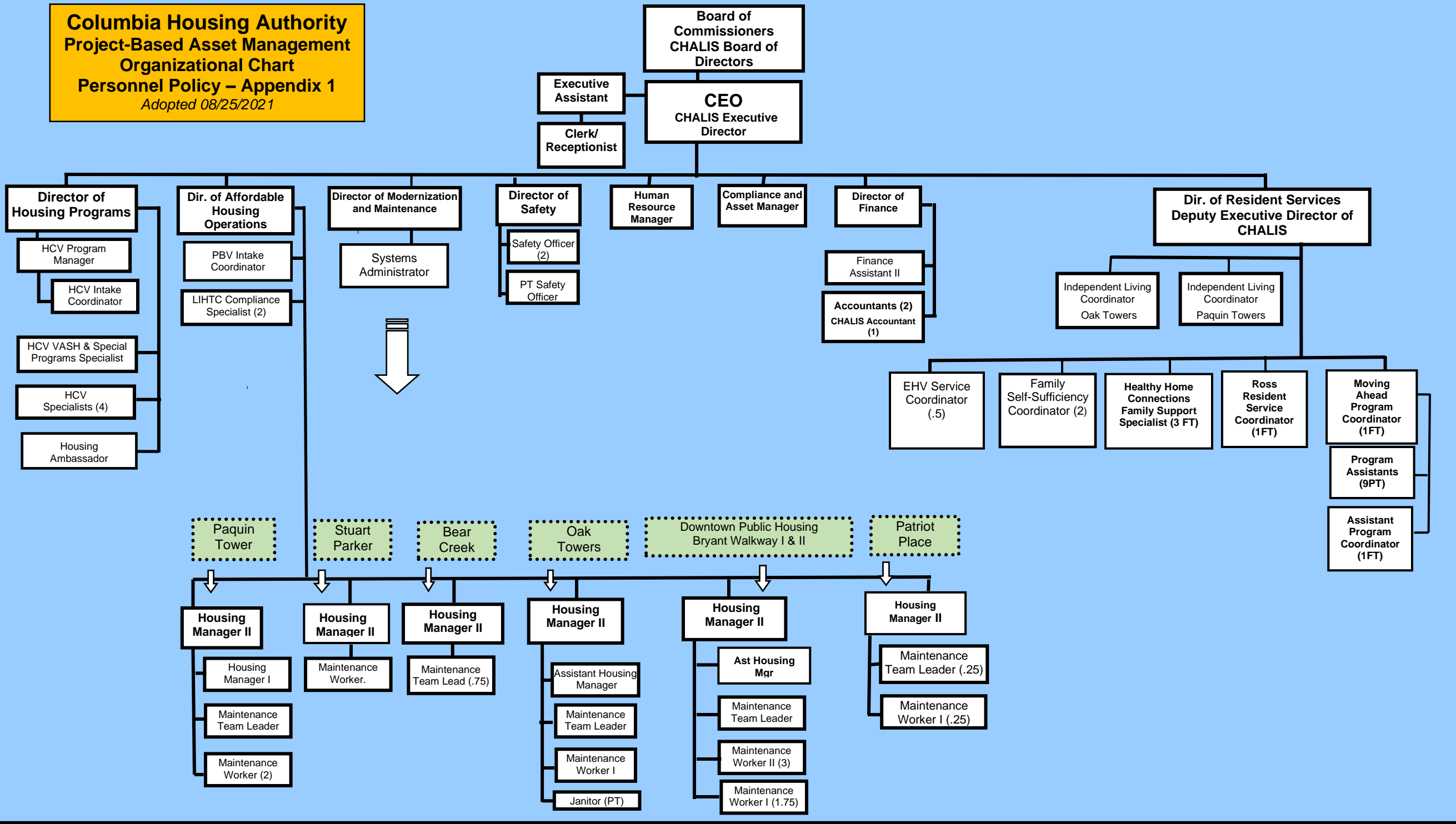
Procedures

Columbia Housing Authority applies this policy consistently and without discrimination to all employees, and in compliance with all applicable employment and labor laws and regulations. The following rules for outside employment apply to all employees notifying their supervisors or managers in writing of their intent to engage in outside employment:

- Work-related activities and conduct away from the Columbia Housing Authority must not compete with, conflict with, or compromise the company's interests or adversely affect job performance and the ability to fulfill all responsibilities to the CHA. Employees are prohibited from performing any services for customers of the CHA that are normally performed by the Columbia Housing Authority. This prohibition also extends to the unauthorized use of any company tools or equipment and the unauthorized use or application of any company confidential information. In addition, employees may not solicit or conduct any outside business during work time for the CHA.
- Columbia Housing Authority employees must carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems at CHA, the employee will be asked to discontinue the outside employment, and the employee may be subject to the normal disciplinary procedures for dealing with the resulting job-related problem(s).
- Employees may not use paid sick leave to perform work for another employer.
- If an employee's outside employment presents a conflict of interest with CHA, as defined in the Conflict of Interest Policy, or if such outside employment has any potential for negative impact or misrepresentation of CHA, the employee will be asked to terminate the outside employment.
- Fraudulent use of company sick leave or an employee's refusal to comply with the Columbia Housing Authority's reasonable request to terminate outside employment may result in immediate termination of employment.
- Employees shall not solicit funds or favors from businesses or the general public for the purpose of gaining sponsorship for outside of CHA sponsored activities.

Employee Signature: _____ Date: _____

Columbia Housing Authority
Project-Based Asset Management
Organizational Chart
Personnel Policy – Appendix 1
Adopted 08/25/2021





Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: August 25, 2021

Re: Resolution #2875 Approving Revisions to CHA's Performance Review Policy

Executive Summary

This memo summarizes the final draft of the CHA Employee Performance Review policy to incorporate into the Columbia Housing Authority (CHA) Personnel Policies. The CHA CEO is seeking CHA Board of Commissioner approval of the attached policy.

Discussion

The CHA Board and CEO desire to have CHA employee performance reviews conducted on an annual basis and to be required as a part of receiving any annual COLA or merit increase as noted in the CHA Personnel Policy. The attached draft document includes annual performance review policies to be included within the CHA Personnel Policies Section VII. Compensation Plan. The attached policy includes updates from CHA Commissioner feedback at the July 20, 2021 meeting.

The proposed policy includes requiring annual performance reviews be completed for each CHA employee in September and October of each calendar year. The CEO and HR Manager prefer the time of all reviews be conducted within specific timeframes to increase feasibility and capacity to maintain and enforce annual compliance of this policy. The proposed policy separates supervisory reviews from non-supervisory reviews and maintains a schedule for having non-supervisory reviews completed by September 30th each year and supervisory employee reviews being completed by October 31, 2021.

The proposed policy also includes a requirement for a 60-day probationary review to be completed for all new hires going forward. New employees with a probationary review falling after May 31st will not be required to have an additional annual review until the following fiscal year performance review cycle.

The proposed policy includes a framework to allow for performance reviews and goal setting to be completed in a collaborative manner. The proposed policy includes requiring each employee to work with their supervisor to develop 3 to 7 goals to be completed for the next review period, and for the goals to appropriately align with position duties and agency mission. The CEO desires that this new process be implemented in stages to ensure proper performance review training for supervisors and to ensure good calibration of ratings across departments. To achieve this goal, the CEO recommends connecting performance review completion requirements for the CEO and department directors for any available agency wide FY 2022 COLA to be implemented. The CEO desires implementing performance reviews



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in leadership positions first to model the desired approach to be implemented agency wide. The CEO and HR Manager desire to provide agency wide performance review training in early FY 2022, and full implementation across the agency for fall of FY 2022 (FY 2023 budgetary planning cycle).

Suggested Commission Action

Approve the attached resolution adopting the Employee Performance Review Policy.



Housing Authority of the City of Columbia, Missouri

Board Resolution

RESOLUTION #2875

To Approve Revisions to the Columbia Housing Authority's Personnel Policy Section VII. Compensation Plan 3. Pay Increases and 5. Performance Reviews – Requirements for Annual Employee Performance Reviews.

WHEREAS, The Columbia Housing Authority (CHA) values the importance of conducting annual employee evaluations for both the benefit of the organization and each individual employee; and

WHEREAS, The CHA Personnel Policy Section VII. Compensation Plan, 3 Pay Increases stipulates that annual Cost-of-Living Adjustments (COLA) are contingent upon the completion of an employee performance review; and

WHEREAS, The CHA Personnel Policy Section VII. Compensation Plan, 5 Performance Reviews provides a required schedule for completing probationary and annual performance reviews, as well as framework for conducting reviews and setting goals.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Columbia, Missouri hereby adopts Resolution 2875 approving revisions to the CHA's Personnel Policy Section VII. Compensation Plan 3 and 5 Performance Reviews.

Bob Hutton, Chair

Phil Steinhaus, Secretary

Adopted August 25, 2021

VII. COMPENSATION PLAN

3. Pay Increases.

Pay increases are based upon Cost-Of-Living Adjustments (COLA) and/or Merit Increases determined from an employee's probationary or annual performance review, based on work performance. All CHA employees must have a completed probationary or annual performance review completed in order to qualify for any Cost-Of-Living Adjustment (COLA) and/or Merit Increase. Pay increases are authorized based upon the final scores recommendation of the employee's annual performance, annual COLA and Merit Increase budget available supervisor and with the approval of the Chief Executive Officer.

5. ~~Anniversary Dates.~~

~~The first day of the month following hire date is the Anniversary Date for performance reviews.~~

5. Performance Reviews.

All CHA employees are required to have a probationary period review and annual performance review to qualify for an annual Cost-Of-Living Adjustment (COLA) and/or Merit Increase. Reviews must be completed on the most current probationary review or performance review form as approved by the CEO.

Annual performance reviews shall occur within September and October of each calendar year. Non-supervisory reviews shall be completed and submitted to CHA HR Manager no later than September 30th of each calendar year, and cover employee performance from October 1st of the preceding fiscal year through August 31st of the current fiscal year.

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Supervisory reviews shall be completed and submitted to the CHA HR Manager no later than October 31st of each calendar and cover employee performance from October 1st of the preceding fiscal year through August 31st of the current fiscal year.

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A Probationary review shall be completed for all new CHA hires within 60 days beginning employment at CHA. New hires with an acceptable probationary performance review conducted after May 31st will not be required to have an additional performance review until the following fiscal year performance review cycle. Employees with a probationary review occurring prior to May 31st must also have an annual review completed.

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Performance reviews shall be conducted in a collaborative manner between the supervisor and the employee. Both the supervisor and the employee shall complete an evaluation form, resulting in a self-evaluation score and a supervisor score. Both copies shall be submitted to HR as a packet and the supervisor's score shall be determined as the final score. Any disagreement on scoring may be noted by the employee and appealed to the CEO. Both the supervisor and the employee will be required to identify a minimum of 3 and maximum of 7 goals to be evaluated upon for the next year. The supervisor is responsible for ensuring goals are achievable, appropriate for the position and directed towards furthering the mission of CHA.



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Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: August 25, 2021

Re: Resolution #2876 Authorizing Naming the Current CEO and Executive Director as the Registered Agent with the Missouri Secretary of State Office

Executive Summary

Approval of the proposed resolution would authorize naming the current CEO and Executive Director as the Registered Agent with the Missouri Secretary of State Office.

Discussion

The Columbia Housing Authority needs to update naming the current CEO and Executive Director as the Registered Agent with the Missouri Secretary of State Office for the following CHA entities:

- CHA Low-Income Services, Inc.
- Columbia Community Housing Trust
- Mid-Missouri Veterans Housing Development Group, LP
- Mid-Missouri Veterans Housing GP, LLC
- Bear Creek Housing Development Group, LP
- Bear Creek Housing GP, LLC, Oak Towers Housing Development Group, LP
- Oak Towers Housing GP, LLC
- Stuart Parker Housing Development Group, LP
- Stuart Parker Housing GP, LLC
- Bryant Walkway Housing Development Group, LP
- Bryant Walkway Housing GP, LLC
- Bryant Walkway II Housing Development Group, LP
- Bryant Walkway II Housing GP, LLC
- CHA Affordable Housing Development Corporation, LLC

Approval of the attached resolution would authorize the new CEO and Executive Director to be the Registered Agent with the Missouri Secretary of State.

Suggested Commission Action

Approve the resolution naming the current CEO and Executive Director as the Registered Agent with the Missouri Secretary of State Office.



Housing Authority of the City of Columbia, Missouri

Board Resolution

RESOLUTION #2876

To Authorize Naming the Current CEO and Executive Director as the Registered Agent with the Missouri Secretary of State Office

WHEREAS, The following entities require a registered agent to be appointed for the Missouri Secretary of State's Office certification:

Non-Profits - CHA Low-Income Services, Inc. and Columbia Community Housing Trust

LIHTC entities - Mid-Missouri Veterans Housing Development Group, LP, Mid-Missouri Veterans Housing GP, LLC, Bear Creek Housing Development Group, LP, Bear Creek Housing GP, LLC, Oak Towers Housing Development Group, LP, Oak Towers Housing GP, LLC, Stuart Parker Housing Development Group, LP, Stuart Parker Housing GP, LLC, Bryant Walkway Housing Development Group, LP, Bryant Walkway Housing GP, LLC, Bryant Walkway II Housing Development Group, LP, Bryant Walkway II Housing GP, LLC and

Developer - CHA Affordable Housing Development Corporation, LLC; and

WHEREAS, The current registered agent for these entities, Mr. Phil Steinhaus, has retired from Columbia Housing Authority;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Columbia, Missouri, hereby adopts Resolution 2876 authorizing the change in registered agent for the above-mentioned entities to the current CEO and Executive Director, Mr. Randy Cole.

BE IT FURTHER RESOLVED that Resolution also authorizes any filings applicable to complete this change.

Bob Hutton, Chair

Randy Cole, Secretary

Adopted August 25, 2021



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Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: August 25, 2021

Re: Resolution #2877 Authorizing the Submission of a Family Self Sufficiency Grant Application to the U.S. Department of Housing and Urban Development.

Executive Summary

Approval of the proposed resolution would authorize the CHA Director of Human Services to submit a grant application for the HUD Family Self Sufficiency Grant to fund the continuation of two full-time Family Self Sufficiency Coordinator positions for FY 2022.

Discussion

Family Self-Sufficiency (FSS) is a program that enables HUD-assisted families to increase their earned income and reduce their dependency on welfare assistance and rental subsidies.

Public Housing Agencies (PHAs) work in collaboration with a Program Coordinating Committee (PCC) to secure commitments of public and private resources for the operation of the FSS program, to develop the PHA's FSS Action Plan (the FSS policy framework), and to implement the program.

Once an eligible family is selected to participate in the program, the PHA, and the head of each participating family execute an FSS Contract of Participation that specifies the rights and responsibilities of both parties. The term of the FSS contract is generally 5 years, but it may be extended for another 2 years by the PHA for good cause.

The FSS contract also incorporates the family's Individual Training and Services Plan (ITSP). The ITSP is the document that records the plan for the family. That is, the series of intermediate and long-term goals and the steps the family needs to take – and the services and resources they may need to access – to achieve those goals.

The CHA's Family Self-Sufficiency grant application will fund the continuation of two full-time Family Self-Sufficiency Coordinator positions for 2022.

Suggested Commission Action

Approve Resolution authorizing the submission of a Family Self-Sufficiency Grant application to the U.S. Department of Housing and Urban Development to fund two full-time Family Self-Sufficiency Coordinator positions at the Columbia Housing Authority.



Housing Authority of the City of Columbia, Missouri

Board Resolution

RESOLUTION #2877

To Approve the Submission of a Family Self-Sufficiency Grant Application to the U.S. Department of Housing and Urban Development to Fund a Full-Time Family Self-Sufficiency Coordinator Position at the Columbia Housing Authority.

WHEREAS: Family Self-Sufficiency (FSS) is a program that enables HUD-assisted families to increase their earned income and reduce their dependency on welfare assistance and rental subsidies; and

WHEREAS: Public Housing Agencies (PHAs) work in collaboration with a Program Coordinating Committee (PCC) to secure commitments of public and private resources for the operation of the FSS program, to develop the PHA's FSS Action Plan (the FSS policy framework), and to implement the program; and

WHEREAS: Once an eligible family is selected to participate in the program, the PHA, and the head of each participating family execute a FSS Contract of Participation that specifies the rights and responsibilities of both parties. The term of the FSS contract is generally 5 years, but it may be extended for another 2 years by the PHA for good cause; and

WHEREAS: The FSS contract also incorporates the family's individual training and services plan (ITSP). The ITSP is the document that records the plan for the family; and

WHEREAS: The CHA's Family Self-Sufficiency grant application will fund the continuation of two full-time Family Self-Sufficiency Coordinator positions for 2022.

THEREFORE BE IT RESOLVED that the Board of Commissioners of the Columbia Housing Authority hereby adopts Resolution 2877 authorizing the submission of a Family Self-Sufficiency Grant application to the U.S. Department of Housing and Urban Development to fund two full-time Family Self-Sufficiency Coordinator positions at the Columbia Housing Authority.

BE IT FURTHER RESOLVED, that if the application be approved, this Resolution 2877 authorizes the execution of the Contract Award Agreement and related documents.

Bob Hutton, Chair

Randy Cole, Secretary

Adopted August 25, 2021



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: August 25, 2021

Re: Resolution #2878 Authorizing the Submission of a Resident Opportunities Self Sufficiency Service (ROSS) Coordinator Grant Application to the U.S. Department of Housing and Urban Development.

Executive Summary

Approval of the proposed resolution would authorize the CHA Director of Human Services to submit a grant application for the HUD Resident Opportunities & Self Sufficiency Service Coordinator Grant to fund the continuation of one full time ROSS Service Coordinator.

Discussion

Housing and Urban Development (HUD) organized the Resident Opportunities Self-Sufficiency (ROSS) Service Coordinator program to assist residents of Public and Indian Housing make progress towards economic self-sufficiency. Self-sufficiency is an individual's ability to support their household by maintaining financial, housing, and personal/family stability. To achieve self-sufficiency, an individual must move along a continuum toward economic independence and stability; such movement is facilitated by the achievement of personal goals.

HUD's ROSS Service Coordinator Program provides funding for a Service Coordinator to assess the needs of residents and determine the critical needs they identify as barriers to achieving economic self-sufficiency. The ROSS-SC will build partnerships and coordinate with local providers to ensure that program participants have access to needed supportive services. The ROSS-SC may also coordinate education and/or community events to help residents achieve economic independence and stability.

ROSS Service Coordinator duties include:

- General case management (intake, assessment, education, and referral)
- Coordinate and oversee delivery of services
- Coordinate and sponsor educational events (i.e., life skills, etc.)
- Assist in creating a resident group to promote efforts and network
- Facilitate self-help groups
- Monitor, track, evaluate and report outcomes

CHA's request will be for three years to fund the ROSS Service Coordinator's salary, benefits, training, and administrative costs.



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Suggested Commission Action

Approve Resolution 2878 to authorize the submission of a Resident Opportunities Self Sufficiency Grant application to the U.S. Department of Housing and Urban Development to fund two full-time Family Self-Sufficiency Coordinator positions at the Columbia Housing Authority.



Board Resolution

RESOLUTION 2878

To Authorize the Submission of a Resident Opportunities Self-Sufficiency Service Coordinator Grant Application to the Department of Housing and Urban Development to Promote the Development of Local Strategies to Coordinate the Use of Assistance Under the Public Housing Program With Public and Private Resources, for Supportive Services and Resident Empowerment Activities.

WHEREAS, Housing and Urban Development's (HUD's) Resident Opportunities Self-Sufficiency (ROSS) Service Coordinator program is designed to assist residents make progress toward economic self-sufficiency through maintaining financial, housing, and personal/family stability facilitated by the achievement of personal goals; and

WHEREAS, The ROSS Service Coordinator program provides grant funding to hire a Service Coordinator to assess the needs of residents and link them to supportive services that enable participants to move a long a continuum towards economic independence and stability; and

WHEREAS, the Housing Authority of the City of Columbia, Missouri, is seeking funding for three years to pay for a ROSS Service Coordinator's salary, benefits, training, and administrative costs;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Columbia, Missouri hereby adopts Resolution 2878 authorizing the Chief Executive Officer to prepare and submit documents requesting funds to cover salary, benefits, training, and administrative costs over three years for the ROSS Service Coordinator to implement self-sufficiency activities pursuant to the aforementioned program.

BE IT FURTHER RESOLVED that if the Resident Opportunity & Self Sufficiency Service Coordinator grant application should be approved, Resolution 2878 also authorizes the execution of all applicable grant contract award agreements and the implementation of the programs and projects as described in the grant application.

Bob Hutton, Chair

Randy Cole, Secretary

Adopted August 25, 2021



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

Office: 573.443.2556 ♦ TTY Relay 800.735.2966 ♦ Fax: 573.443.0051 ♦ www.ColumbiaHA.com

Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: August 25, 2021

Re: Resolution #2879: To adopt revisions to PHA Policy pertaining to Columbia Housing Authorities waitlist preferences listed in the Admissions and Continued Occupancy Policy (ACOP) and the Section 8 Housing Choice Voucher Administrative Plan (Admin Plan).

Executive Summary

Revisions to PHA Policies in both the ACOP and Admin Plan regarding removing certain local preferences. To maximize the number of individuals and families with securing affordable housing, CHA staff have found the removal of the "Working Families" and "Veterans" preferences would allow for a more efficient application and placement process.

Discussion

Approving the attached resolution will revise the CHA's waitlist preferences by removing the "Working Families" and "Veterans" preferences and to make these revisions effective August 26, 2021. These revisions are recommended by CHA staff to improve CHA's ability to increase lease ups to the Section 8 Program and improve efficiency of moving through our waitlists. These changes were recommended for consideration from the HUD Field Office Representative and supported by CHA's Resident Advisory Board (RAB).

Summary of Revisions for the ACOP:

CURRENT POLICY:

4-III.B. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use.

Local Preferences [24 CFR 960.206]

PHAs are permitted to establish local preferences and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan and must be based on local housing needs and priorities that can be documented by generally accepted data sources [24 CFR 960.206(a)].

PHA Policy

The PHA will use the following local preference:

In order to bring higher income families into public housing, the PHA will establish a



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preference for “working” families, where the head, spouse, cohead, or sole member is employed at least 20 hours per week. As required by HUD, families where the head and spouse, or sole member is a person age 62 or older, or is a person with disabilities, will also be given the benefit of the working preference [24 CFR 960.206(b)(2)].

RAD Relocation Preference: In order to facilitate the rehabilitation of public housing units under the Rental Assistance Demonstration (RAD) program, residents whose units are undergoing rehabilitation and who are required to relocate for a period of time after the RAD closing and/or after their unit's conversion to Project Based Voucher will receive a preference of 35 points on the public housing wait list to ensure their timely admission to the public housing program so they may relocate to a vacant, non-converting public housing unit during rehabilitation. When an appropriate rehabilitated unit is ready for occupancy, the resident will use their Right of Return under RAD to end participation in the public housing program, move out of the public housing unit, begin participation in the project based voucher program and move in the RAD unit. (Resolution 2678)

PROPOSED UPDATED POLICY:

4-III.B. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use.

Local Preferences [24 CFR 960.206]

PHAs are permitted to establish local preferences and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan and must be based on local housing needs and priorities that can be documented by generally accepted data sources [24 CFR 960.206(a)].

PHA Policy

The PHA will use the following local preferences:

RAD Relocation Preference: In order to facilitate the rehabilitation of public housing units under the Rental Assistance Demonstration (RAD) program, residents whose units are undergoing rehabilitation and who are required to relocate for a period of time after the RAD closing and/or after their unit's conversion to Project Based Voucher will receive a preference of 35 points on the public housing wait list to ensure their timely admission to the public housing program so they may relocate to a vacant, non-converting public housing unit during rehabilitation. When an appropriate rehabilitated unit is ready for occupancy, the resident will use their Right of Return under RAD to end participation in the public housing program, move out of the public housing unit, begin participation in the project based voucher program



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and move in the RAD unit. (Resolution 2678)

Summary of Revisions for the Admin Plan:

CURRENT POLICY:

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

PHA Policy

The PHA will use the following local preferences:

Working Family Preference: In order to assist as many families as possible in assisted housing, the PHA will establish a preference for “working” families, where the head, spouse, co-head, or sole member is employed at least 20 hours per week with verification and a history of 60 days of employment at the time they are pulled from the Waiting List. As required by HUD, families where the head and spouse, or sole member is a person age 62 or older, or is a person with disabilities, they will also be given the benefit of the working preference [24 CFR 960.206(b)(2)].

Homeless Veterans' Preference: In order to address the problem of homelessness among veterans, CHA will establish a preference for “homeless veterans”, where the head, spouse, co-head or sole member is a homeless veteran of the United States Military. Applicants must submit a copy of their certificate of release or discharge from active duty (DD214), showing they have been honorably discharged in order to receive a preference. Honorably discharged homeless veterans will receive the same 25 points given to working families, the elderly and persons with disabilities, plus an additional 5 points, for a total of no more than 30 points on the wait list. (Resolution 2645)

Public Housing Residence Preference: In order to provide comparable replacement housing for Public Housing Residents that are being displaced by Public Housing renovations, the CHA will establish a preference for Public Housing



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Residents, living in CHA Public Housing properties, who are listed as the Head of Household. Public Housing Residents will be required to provide a proof of tenancy in order to receive a preference. Normal HCV eligibility policies will apply (Chapter 3). (Resolution 2669)

Public Housing Residents will receive the same 25 points given to working families, elderly and persons with disabilities, plus an additional 10 points, for a total of no more than 35 points on the waitlist. Temporary Relocation: Absolute preference may be given to PBV residents temporarily relocated to vacant CHA Public Housing units due to rehabilitation of their units. Residents returning back to a renovated site will be given absolute preference and considered for a Project-Based Voucher ahead of all applicants on the PBV waitlist. (Resolution 2748)

Public Housing Residents: Absolute preference may be given to any approved applicant on a Columbia Housing Authority (CHA) administered Project-Based Vouchers waiting list if that applicant currently resides on a CHA public housing property that has received Low-Income Tax Credit reservations through the Missouri Housing Development Commission. (Resolution 2748)

811 Mainstream Voucher Preference: The target population for the 811 mainstream voucher program is non-elderly (18-62 years of age) with disabilities, extremely low-income (30% AML) who are transitioning out of institutional or other segregated settings, at serious risk of institutionalization, homeless or at risk of becoming homeless. Individuals who meet the 811 Mainstream Voucher program eligibility criteria will receive 35 points on the HCV waitlist. (Resolution 2808)

PROPOSED UPDATED POLICY:

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

PHA Policy

The PHA will use the following local preferences:

Public Housing Residence Preference: In order to provide comparable replacement



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housing for Public Housing Residents that are being displaced by Public Housing renovations, the CHA will establish a preference for Public Housing Residents, living in CHA Public Housing properties, who are listed as the Head of Household. Public Housing Residents will be required to provide a proof of tenancy in order to receive a preference. Normal HCV eligibility policies will apply (Chapter 3). (Resolution 2669)

Temporary Relocation: Absolute preference may be given to PBV residents temporarily relocated to vacant CHA Public Housing units due to rehabilitation of their units. Residents returning back to a renovated site will be given absolute preference and considered for a Project-Based Voucher ahead of all applicants on the PBV waitlist. (Resolution 2748)

Public Housing Residents: Absolute preference may be given to any approved applicant on a Columbia Housing Authority (CHA) administered Project-Based Vouchers waiting list if that applicant currently resides on a CHA public housing property that has received Low-Income Tax Credit reservations through the Missouri Housing Development Commission. (Resolution 2748)

811 Mainstream Voucher Preference: The target population for the 811 mainstream voucher program is non-elderly (18-62 years of age) with disabilities, extremely low-income (30% AMI) who are transitioning out of institutional or other segregated settings, at serious risk of institutionalization, homeless or at risk of becoming homeless. Individuals who meet the 811 Mainstream Voucher program eligibility criteria will receive 35 points on the HCV waitlist. (Resolution 2808)

Suggested Commission Action

Adopt Resolution 2879 approving revision to the Admissions and Continued Occupancy Policy and the Section 8 Housing Choice Voucher Administrative Plan by removing the "Working Families" and "Veterans" preferences and to make these revisions effective August 26, 2021.



Housing Authority of the City of Columbia, Missouri

Board Resolution

RESOLUTION #2879

To Adopt Revisions to the Public Housing Admissions and Continued Occupancy Policy (ACOP) and the Section 8 Housing Choice Voucher Program Administrative Plan (Administrative Plan) Related to the PHA Policy Local Preferences and Making These Revisions Effective August 26, 2021.

WHEREAS: The Housing Authority of the City of Columbia, Missouri, adopted the current version of the Public Housing ACOP on August 18, 2015 by Resolution 2678 and the Administrative Plan on March 19, 2019 by Resolution 2808; and

WHEREAS: The program operations of the Public Housing Program are governed by established, written policies called the Admissions and Continued Occupancy Policy and the program operations of the Columbia Housing Authority's Section 8 Housing Choice Voucher Program are governed by established, written policies called the Administrative Plan which both ensures the Columbia Housing Authority (CHA) is in compliance with HUD regulations while also spelling out other specific policies adopted by CHA in order to provide safe, affordable housing in a fair manner to all persons ; and

WHEREAS: The CHA Resident Advisory Board (RAB) has also been involved in the review and revision process and has been afforded every opportunity to provide input and feedback on the revision to the current CHA ACOP and Administrative Plan; and

WHEREAS: the required 45 day public notice and comment period has been provided regarding the proposed revisions to the ACOP and Administrative Plan and that copies of the proposed ACOP and Administrative Plan have been made available at the CHA Administrative Offices at 201 Switzler Street, Columbia, MO and all other CHA Public Housing Management and Resident Services offices at CHA's Downtown family site, Oak Towers, Paquin Tower, and the Bear Creek family site; and

WHEREAS: All comments by the Resident Advisory Board and public comments have been given due consideration when making the recommended policy change; and

WHEREAS, the Chief Executive Officer recommends that the revised Columbia Housing Authority's Public Housing Admissions and Continued Occupancy Policy and Section 8 Housing Choice Voucher Program Administrative Plan be adopted,

THEREFORE BE IT RESOLVED that the Board of Commissioners of the Columbia Housing Authority hereby adopts Resolution 2879 approving the attached revisions to the Columbia Housing Authority's Public Housing Admissions and Continued Occupancy Policy and Section 8 Housing Choice Voucher Program Administrative Plan attached hereto and made a part hereof effective August 26, 2021.

Bob Hutton, Chair

Randy Cole, Secretary

Adopted August 25, 2021



Columbia

Housing Authority

Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

Office: 573.443.2556 ♦ TTY Relay 800.735.2966 ♦ Fax: 573.443.0051 ♦ www.ColumbiaHA.com

Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: August 25, 2021

Re: CHA Strategic Planning Update

Executive Summary

This memo is a brief update on actions taken by CHA staff with regards to the Columbia Housing Authority's (CHA) mission, vision, values, and overall strategic direction for the next 5-year and 1-year PHA Plan planning period.

Discussion

CHA staff hosted a Strategic Planning Funders Roundtable held July 30th from 11:30 a.m. to p.m. This meeting served as an opportunity for the CEO and CHA senior staff to obtain feedback from local funders on our organizational strengths, weakness, and potential opportunities for alignment with our local funders. Local funders in attendance included: the Boone County Community Services Department, City of Columbia Division of Human Services, City of Columbia Housing Programs Division, and Veterans United. CHA staff also followed up individually with United Way staff.

A summary of feedback regarding CHA's organizational strengths, weaknesses, opportunities, and threats is as follows:

Strengths

- Financial and capital assets of CHA.
- Dedicated and competent staff.
- Significant level of trust with local funders.

Weaknesses

- Lack of public awareness of programs, capacity, and resources.
- Housing units create a high concentration of poverty.
- Connection to Urban Renewal and historical policy impacting racial and social injustice.
- Lack of landlords participating in Section 8 Program.
- Lack of participation in Functional Zero Task Force and branding of impact on homeless populations.

Opportunities

- Growing our community's affordable housing stock.
- Growing supportive services provided to CHA residents.
- Human Rights Commission ordinance to protect Section 8 participants from discrimination.



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- Columbia Community Land Trust and large potential to expand housing units.
- Increased federal funding for CDBG and HOME.
- HOME American Recovery Plan Act funding.
- Opportunity to become a housing counseling agency.
- Expansion of Family Self-Sufficiency Program.
- Providing expanded child-care services to CHA residents.

Threats

- Competition for tax credits through MHDC.
- Political history of CHA.
- Growing divide in our local and national economy.

Much of the themes provided from the local funders' group coincides with needs and priorities identified by CHA staff, as well as CHA Board members at the CHA Planning Retreat. The CEO will be working to incorporate common themes in the CHA 5-Year and 1-Year Plans.

One specific weakness regarding public awareness of programs and services was also consistent with other informal feedback obtained through local elected officials and leaders. The CEO would like to explore the process of procuring a firm to update our logo. The CEO envisions conducting a process that includes a specific and very deliberate engagement of CHA staff members and CHA Board members to ensure buy-in for the process and a quality product. The CHA CEO also plans to obtain further information regarding costs of implementation prior to starting this endeavor.

Suggested Commission Action

Review and consider the report, provide any feedback related to potential CHA logo update.



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Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: August 25, 2021

Re: Affordable Housing Initiative Update

Executive Summary

This memo is a brief update on actions taken by CHA staff with regards to the Columbia Housing Authority's (CHA) Affordable Housing Initiative of renovating its remaining 120 units of public housing and expanding additional affordable housing units.

Discussion

CHA staff hosted a Roundtable held on August 2nd from 11:30 a.m. to 1 p.m. in Oak Towers. This meeting the CEO, Director of Affordable Housing Operations, Housing Development Coordinator, VAC Executive Director, CMCA Executive Director, United Way Executive Director, Deputy City Manager, County Commissioner and First Mid Bank President. This meeting served as an opportunity for the CHA CEO to provide a framework for the City and County to invest American Recovery Plan Act funding into affordable housing efforts.

There was significant excitement and support for the concepts discussed. Both the County Commissioner and Deputy City Manager expressed the need to submit a formal letter on requests for funds. The CHA CEO followed up with gaining CHA Board approval of an approach to the letter. The letter was submitted to the City on Monday August 16th and a presentation was provided at the City Council meeting. The CEO will be submitting a letter to the County the week of August 23rd.

CHA staff will be hosting 2nd Ward Council Member, Andrea Waner, and 6th Ward Council Member, Betsy Peters on Thursday August 26th for a tour of CHA properties. CHA staff will likely extend the invitation to other Council Members and Commissioners that may want to attend. Dr. Brian Yearwood of Columbia Public Schools will also be in attendance.

The CHA's Developer RFP closed on August 18, 2021 and 3 proposals were received. CHA staff will be working to organize materials and an agenda for the Scoring Committee to be held on August 30, 2021. CHA staff anticipates providing a finalist for CHA Board consideration at its September 22nd meeting.

Suggested Commission Action

Review and consider the report.



Housing Authority of the City of Columbia, Missouri

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To: All CHA Staff

From: Randy Cole, CEO

Date: August 10, 2021

RE: Columbia Housing Authority (CHA) Staff-COVID-19 Safety Measures

The CHA CEO is committed to maintaining a safe environment for our employees, CHA residents and program participants. Currently, most of the state of Missouri is classified as being an area of high transmission for COVID-19. This rate of transmission is driven by vaccine rates below the national average and the presence of the more readily transmissible Delta variant of COVID-19. On July 27th, 2021 the Centers for Disease Control published updated recommendations for protecting people from infection with the Delta variant and curtailing its spread. Being vaccinated continues to be the best means of protecting individuals from the most serious forms of disease caused by COVID-19. The CDC also recommends that, in areas of substantial or high transmission, that everyone wear a mask when indoors in a public location.

Beginning Wednesday, August 11, 2021 CHA will implement the following practices:

- Masks are required to be worn by everyone in:
 - Any CHA facility lobby, meeting room or indoor space where employees are meeting with CHA residents or the public and cannot maintain 6 feet of social distance.
- Unvaccinated individuals are required to wear masks when indoors at any CHA building (masks may be removed if alone in an office).
- Masks are optional for vaccinated individuals in hallways or meetings with other CHA employees.
- Masks are optional to vaccinated CHA maintenance staff making repairs on CHA resident units.

CHA continues to follow current guidelines regarding quarantine and isolation. If an unvaccinated employee has a known exposure to a person with COVID-19 symptoms or a person who has tested positive for COVID-19, they should take the following precautions:

- Stay home until 10 days after the last exposure. Maintain social distance (at least 6 feet) from others at all times.

- Quarantine period can be reduced to 7 days if a negative COVID-19 test result is obtained from a test administered on day 5, or later, of the quarantine period.
- Monitor for the development of symptoms
- Avoid contact with people at higher risk for severe illness from COVID-19

CHA employees with COVID-19, who have symptoms consistent with COVID-19, or have been directed to care for themselves at home may discontinue isolation and return to work under the following conditions:

- At least 10 days have passed since symptom onset AND
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications AND
- COVID-19 symptoms have improved.

The following applies to fully vaccinated CHA employees:

If they've been exposed to someone who has COVID-19, they do not need to stay away from others and be quarantined (unless they are experiencing symptoms consistent with COVID-19 infection)

They should still watch out for symptoms of COVID-19. If they are experiencing any of those symptoms they should stay home and away from others and get tested for the virus.

CHA encourages everyone to be vaccinated. Vaccination is the best way to stop the transmission of the virus, to protect the health of our community, as well as the health of CHA residents, CHA employees, and their families. If you have not been vaccinated, you can find local vaccination providers at this link: <https://www.vaccines.gov/search/>.



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Department Source: Modernization
To: CHA Board of Commissioners
From: CEO & Staff
CHA Board of Commissioners Meeting Date: August 25, 2021
Re: CHA Office Expansion & Renovations Update

Executive Summary

This report provides a brief overview of CHA Office Expansion & Renovations Project.

Discussion

Interior Renovations - Started February 15 and 98% of the interior work has been completed. (1) Office on the north wing is scheduled to be completed by the end of August. (8) employees have been relocated to the south wing and all the South Wing offices are now fully occupied. (11) new desks have been installed and (4) Offices on the North Wing have been painted and cleaned. The Finance Department were relocated to the North Wing Offices as of August 6.

New Addition – Roofing, Gutters, Wall Insulation, Drywall and Wall Texturing completed. Mechanical closet Painted and ready for the New HVAC Equipment.

- Heating & Cooling Equipment Installation scheduled to start August 19
- Attic Insulation scheduled for August 20
- Window Glass installation scheduled for August 23
- Painters to start Interior Painting on August 23
- Planning to Install New Desk in the New Addition by Mid-October 2021
- Project is on Schedule to be Fully Completed by November 2021

Projected Costs

Projected Project Budget	\$721,400
Construction – Base Bid	\$7,300
Construction – Alternate Bid	\$13,080
Construction – Changes Orders 1-5	\$67,500
Civil Engineer design	\$40,000
Civil Engineer Construction	\$13,573
New Security System	\$7,850
New Security Camera System	\$7,125
New Irrigation System	\$8,895
Furniture & Equipment	\$63,936
Rent/Relocation/Permits/Misc.	\$31,000
Total Project Cost	\$981,659

Available Sources

HCV Administration Fee Reserves	\$120,000
HCV CARES Act	\$257,500
CHA Business Activity	\$104,159
CHA Affordable Housing Development	\$500,000
Total Funding Sources	\$981,659





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Suggested Commission Action

Review and consider the report.



Columbia

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Department Source: Affordable Housing Operations

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: August 25, 2021

Re: Affordable Housing Report-CHA Public Housing and LIHTC

Executive Summary

This report provides a summary of statistics for CHA Public Housing and LIHTC units for the month of July.

Discussion

In July, 16 families moved in and 14 families moved out. Occupancy for July averaged 96.62% which is up from the June average of 95.54%. There were 23 vacant units as of July 31 and of those only 7 had been vacant over 60 days (the goal is to have no units vacant over 60 days). Three requests for vouchers and 18 intents to vacate were submitted by participants. 16 terminations were issued for reasons other than non-payment. Uncollected rents for July decreased slightly from last month's totals. Overall, the properties are doing well and showing improvement each month.

Suggested Commission Action

Review and consider the monthly report.

Property Management Report for JULY 2021

Property	Total units	Occupancy % for July 2021	Current Occupancy (8-17-21)	YTD Occupancy % (Jan -July)	#Vacant units under 0-60 days	#Vacant units over 61 +	Request for voucher	Move-ins (July)	Move-outs (July)	Unit restores (July)	Avg. cost per restore	Billed to tenant at move out	Total work orders	Total \$ Amount billed
Amp 1 - PH	120	91.90%	95.00%	85.00%	2	3	N/A	4	3	2	\$984.92	\$50.35	55	\$50.35
Bear Creek	76	96.18%	96.05%	96.26%	2	1	0	2	1	1	\$1,394.67	\$403.27	35	\$499.01
Oak Tower	147	98.06%	97.95%	97.88%	3	0	2	3	2	2	\$575.00	\$427.04	57	\$603.03
Paquin Tower	200	96.96%	94.00%	97.28%	7	1	0	3	6	7	\$433.68	\$600.76	95	\$770.50
Stuart Parker	84	97.46%	100.00%	95.08%	1	0	0	3	0	1	511.5	\$237.98	17	\$267.98
BWW	54	97.73%	96.20%	92.06%	0	1	1	1	1	0	N/A	N/A	23	\$526.14
BWWII	36	97.14%	97.20%	97.27%	0	1	0	0	0	0	N/A	N/A	3	\$0.00
Patriot Place	25	97.54%	92.00%	98.11%	1	0	N/A	0	1	1	\$630.44	\$240.44	5	\$240.44

Property	Total units	TARS uncollected 30	delinquent 31-60	delinquent 61-90	delinquent 90+	# rpymnt agrmnts	rpymnt in default	# Accts. deposit due June 2021	total Security deposit due June 2021	# Accts. with deposit due July 2021	Total security deposit due July 2021	# Non-pymnt termination issued July	# other termination issued July	# Intent to vacate July
Amp 1 - PH	120	\$656.96	\$653.69	\$0.00	\$512.68	4	1	24	\$9,400.73	26	\$10,897.97	0	2	2
Bear Creek	76	\$480.01	\$84.00	\$913.75	\$1.23	1	0	16	\$3,650.51	16	\$3,795.51	0	2	1
Oak Tower	147	\$1,811.82	\$653.26	\$932.75	\$2,203.62	3	0	13	\$4,234.98	15	\$5,118.25	0	5	7
Paquin Tower	200	\$4,733.96	\$1,372.00	\$337.00	\$4,150.09	4	1	23	\$4,938.79	20	\$4,856.22	2	3	5
Stuart Parker	84	\$1,726.93	\$0.00	\$0.00	\$5,752.52	0	0	14	\$2,988.80	16	\$3,557.80	0	4	1
BWW	54	\$2,335.07	\$0.00	\$0.00	\$0.00	0	0	7	\$1,214.50	10	\$2,355.00	0	0	1
BWWII	36	\$0.00	\$0.00	\$0.00	\$239.00	1	1	1	\$157.00	1	\$157.00	0	0	0
Patriot Place	25	\$639.12	\$0.00	\$0.00	\$0.50	1	1	N/A	N/A	N/A	N/A	0	0	1



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Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: August 25, 2021

Re: Housing Choice Vouchers & Related Programs

Executive Summary

Since our last report on June 22, 2021, CHA Housing Managers have assumed PBV voucher management roles for CHA properties, therefore one PBV position was eliminated and one position was reclassified to a Housing Choice Voucher (HCV) Specialist. This additional position increased CHA's HCV Specialists from three to four and reduced the caseload of each Specialist by approximately 25%. CHA staff anticipates the decrease in caseload to increase data/file management accuracy and facilitate timely schedules for performing necessary clientele milestones such as annual recertifications.

CHA filled the "System Administrator" position to assume all IT functions and related procurement for CHA. This position will be in the Modernization and Maintenance Department and will relieve the Housing Programs Director of the remaining duties associated with being the Director of Asset Management, allowing full focus on Director of Housing Programs duties.

CHA also filled its "Affordable Housing Ambassador" position, to assist families and individuals with matching a voucher to an available lease. To date, the Housing Ambassador has completed the following:

- Attended individual and mass HCV briefings for new voucher recipients to connect participants to services.
- Served over 20 families and/or individuals.
- Meets directly with participants to identify individual needs unique to their situation such as housing accommodations, access/transportation to employment and/or education, etc. Also educates participants on ways to be successful in their search including how to communicate with potential landlords.
- Accompanies the participant, if and as needed, with viewing their protentional home and meeting the landlord.
- Successfully leased five participants who are now in their new homes.
- Attended two monthly Columbia Apartment Association (CAA) meeting (and will continue to attend) to network with current and prospective landlords to promote our programs and identify barriers that current programs landlords encounter or that cause apprehension with prospective landlords.
- Connected with over 20 landlords.



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- Signed up three new landlords to our HCV program.
- Assisted five landlords with issue resolution.
- Compiled a substantial list of available rental units that he updates weekly to share with participants.
- Contacted MU marketing and is meeting via Zoom on Friday, 8/19, with the potential of partnering with Interns to assist with Ambassador efforts,
- Is working with a graphic designer on notices and flyers to promote the program, and
- Is working with the new Systems Administrator, on designing a promotional webpage and implementing a texting service that will enable list serve announcement with pertinent home searching information - which has the potential to have a very positive impact on our entire voucher system.

Discussion

Housing Choice Voucher (HCV) Program

The attached HCV Program Report is all contingent on the number of vouchers leased, which is the primary measurement of this program's success. The Housing Programs Department is significantly behind; however, is making good progress to make up for deficits experienced over the last 18 to 24 months.

Continuum of Care (COC) Program

CHA continues to provide Continuum of Care Program vouchers to the most vulnerable chronically homeless individuals within our community. There has been an increase in homeless individuals and families needing safe, decent, and sanitary housing as of date the CHA currently has 46 households receiving COC program assistance, and our target is 66. Over the next few months, CHA will be working to reach its target of 66.

Mainstream Vouchers

Mainstream Vouchers are reserved for the disabled that are not elderly. CHA has been awarded 19 Mainstream Vouchers. We currently have 15 vouchers leased and six vouchers issued - looking for homes. We are anticipated all 19 vouchers will be fully leased by the end of September.

Veteran Affairs Supportive Housing (VASH) Program

VA has shown an increase in providing chronically homeless Veterans within our community the opportunity to receive program subsidy. The VA has worked hard to utilize the remaining



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VASH vouchers to provide housing for the community's homeless veterans. As of date we have 125 households receiving VASH program assistance - 102 HCV + 23 PBV (Patriot Place).

Tenant-Based Rental Assistance (TBRA) Program

CHA currently has 14 participants on this program and our target is 18. We have three vouchers issued - looking for homes.

Suggested Commission Action

Review and consider the report.

Section 8 - Housing Choice Voucher (HCV) Program - Monthly Management Report

July 31, 2021

HOUSING CHOICE VOUCHER (HCV)																											
Month	Funds Available Through the End of the Calendar Year	Project Monthly Funds Available	Average Tenant Payment	Average HAP Payment	Total HAP Payment (includes Actual & Anticipated)	HAP Over/(Under) Authorized	Current Vouchers in Lease	Total Vouchers Available per Month	YTD Vouchers Leased	Target Number of Vouchers	Number of Vouchers Over/Under Authorized	YTD Number of Vouchers Over/(Under) Authorized	Newly Leased this Month	Current Vouchers (Looking)	Utilization		YTD Utilization		Funding	Vouchers	Funding	Vouchers	ATTRITION RATE				
															Vouchers	Funding	Vouchers	Funding					Percent of Total Vouchers Leased	Average YTD Attrition	Percent of Total Vouchers Leased		
Jan-21	\$ 7,909,344	\$ 659,112	\$ 183.02	\$ 565	\$ 607,971	\$ (51,141)	1,076	1,212	1,076	1,175	(99)	(99)	9	9	89%	92%	89%	92%					7	0.7%	7	0.7%	
Feb-21	\$ 7,301,373	\$ 663,761	\$ 188.92	\$ 565	\$ 602,204	\$ (112,698)	1,066	1,212	2,142	1,186	(120)	(219)	4	18	88%	91%	88%	91%					3	0.3%	5	0.5%	
Mar-21	\$ 6,699,169	\$ 669,917	\$ 186.58	\$ 553	\$ 595,756	\$ (74,161)	1,077	1,212	3,219	1,226	(149)	(368)	10	17	89%	89%	89%	91%					7	0.6%	6	0.5%	
Apr-21	\$ 6,103,413	\$ 678,157	\$ 189.89	\$ 555	\$ 595,822	\$ (82,335)	1,073	1,212	4,292	1,240	(167)	(534)	11	43	89%	88%	89%	90%					9	0.8%	7	0.6%	
May-21	\$ 5,507,591	\$ 688,449	\$ 174.93	\$ 554	\$ 589,946	\$ (98,503)	1,065	1,212	5,357	1,268	(203)	(738)	3	14	88%	86%	88%	89%					6	0.6%	6	0.6%	
Jun-21	\$ 4,917,645	\$ 702,521	\$ 188.52	\$ 555	\$ 589,763	\$ (112,758)	1,062	1,212	6,419	1,299	(237)	(974)	10	38	88%	84%	88%	88%					11	1.0%	7	0.7%	
Jul-21	\$ 4,327,882	\$ 721,314	\$ 187.04	\$ 561	\$ 592,947	\$ (128,366)	1,057	1,212	7,476	1,332	(275)	(1,249)	7	63	87%	82%	88%	87%					4	0.4%	7	0.6%	

The purpose of this Management Report is to provide an overview of the Section 8 Housing Choice Voucher program. The report provides information on budget and voucher utilization as well as program trends and statistics.

Funds Available Through The End of the Year: The funds available through the end of the year is the projected amount of funding remaining for the Section 8 program. This is a projected number because the actual number is subject to change depending upon what HUD actually authorizes on a monthly basis.

Projected monthly funds available: This is the projected amount of funding the program will have available for that month.

Average Tenant Payment: Based upon our total tenant payments and our total number of vouchers, this is the average amount each tenant will pay out of pocket for rent.

Average Housing Assistance Payment (HAP) Per Voucher: This is the average HAP per voucher under lease for the current month based upon the total HAP for the current month divided by the number of vouchers under lease.

Total Housing Assistance Payment (HAP): This is the actual and anticipated amount of HAP paid out for that month.

Housing Assistance Payment (HAP) Over/Under Authorized: This amount HAP that is over or under authorized based on the current monthly budget and average HAP payment per voucher.

Current Vouchers in Lease: This is the number of current vouchers in lease for the Section 8 program on the last day of the month.

Total vouchers available = 1132

Target Number of Vouchers: target number of vouchers the program should have in lease for that particular month based upon the current monthly budget and average HAP payment per voucher.

Number Vouchers Over/Under Authorized: This is the number of vouchers the program has over authorized or under authorized for that particular month based upon the target number of vouchers.

Newly Leased This Month: This is the number of new vouchers that have been utilized to lease up within this month.

Current Vouchers Looking: This is the current numbers of vouchers that have been issued and the voucher holder is searching for a unit.

Homeownership: Current number of homeownership vouchers

Family Self Sufficiency Participants (FSS): Current number of participants involved in the Section 8 Family Self Sufficiency Program.

Section 8 - RAD Project Based Voucher (RAD-PBV) Program - Monthly Management Report

July 31, 2021

RAD PROJECT BASED VOUCHER (RAD-PBV)																							
Month	Funds Available Through the End of the Calendar Year	Project Monthly Funds Available	Average Tenant Payment	Total HAP Payment (includes Actual & Anticipated)	HAP Over/(Under) Authorized	Current Vouchers in Lease	Total Vouchers Available per Month	YTD Vouchers Leased	Target Number of Vouchers	Number of Vouchers Over/Under Authorized	YTD Number of Vouchers Over/(Under) Authorized	Newly Leased this Month	Current Vouchers (Looking)	Utilization		YTD Utilization		ATTRITION RATE					
														Vouchers	Funding	Vouchers	Funding	Percent of Total Vouchers Leased	Average YTD Attrition	Percent of Total Vouchers Leased			
Jan-21	\$ 2,300,000	\$ 191,667	\$ 236.34	\$ 196,457	4,791	579	597	579	597	(18)	(18)	21	-	97.0%	102.5%	97.0%	102.5%	13	2.2%	13	2.2%		
Feb-21	\$ 2,103,543	\$ 191,231	\$ 242.40	\$ 196,256	5,024	575	597	1,154	597	(22)	(40)	17	-	96.3%	102.6%	96.6%	102.6%	5	0.9%	9	1.6%		
Mar-21	\$ 1,907,287	\$ 190,729	\$ 238.38	\$ 195,661	4,932	576	597	1,730	597	(21)	(61)	12	-	96.5%	102.6%	96.6%	102.6%	5	0.9%	8	1.3%		
Apr-21	\$ 1,711,626	\$ 190,181	\$ 202.03	\$ 197,992	7,811	576	597	2,306	597	(21)	(82)	8	-	96.5%	104.1%	96.6%	103.0%	9	1.6%	8	1.4%		
May-21	\$ 1,513,635	\$ 189,204	\$ 225.26	\$ 199,722	10,518	570	597	2,876	597	(27)	(109)	11	-	95.5%	105.6%	96.3%	103.5%	8	1.4%	8	1.4%		
Jun-21	\$ 1,313,912	\$ 187,702	\$ 199.98	\$ 199,920	12,218	567	597	3,443	597	(30)	(139)	17	-	95.0%	106.5%	96.1%	104.0%	5	0.9%	8	1.3%		
Jul-21	\$ 1,113,993	\$ 185,665	\$ 197.92	\$ 201,449	15,784	578	597	4,021	597	(19)	(158)	12	-	96.8%	108.5%	96.2%	104.6%	6	1.0%	7	1.3%		

The purpose of this Management Report is to provide an overview of the Section 8 Housing Choice Voucher program. The report provides information on budget and voucher utilization as well as program trends and statistics. Funds Available Through The End of the Year: The funds available through the end of the year is the projected amount of funding remaining for the Section 8 program. This is a projected number because the actual number is subject to change depending upon what HUD actually authorizes on a monthly basis.

Projected monthly funds available: This is the projected amount of funding the program will have available for that month.

Average Tenant Payment: Based upon our total tenant payments and our total number of vouchers, this is the average amount each tenant will pay out of pocket for rent.

Average Housing Assistance Payment (HAP) Per Voucher: This is the average HAP per voucher under lease for the current month based upon the total HAP for the current month divided by the number of vouchers under lease.

Total Housing Assistance Payment (HAP): This is the actual and anticipated amount of HAP paid out for that month.

Housing Assistance Payment (HAP) Over/Under Authorized: This amount HAP that is over or under authorized based on the current monthly budget and average HAP payment per voucher.

Current Vouchers in Lease: This is the number of current vouchers in lease for the Section 8 program on the last day of the month.

Total vouchers available = 1132

Target Number of Vouchers: target number of vouchers the program should have in lease for that particular month based upon the current monthly budget and average HAP payment per voucher.

Number Vouchers Over/Under Authorized: This is the number of vouchers the program has over authorized or under authorized for that particular month based upon the target number of vouchers.

Newly Leased This Month: This is the number of new vouchers that have been utilized to lease up within this month.

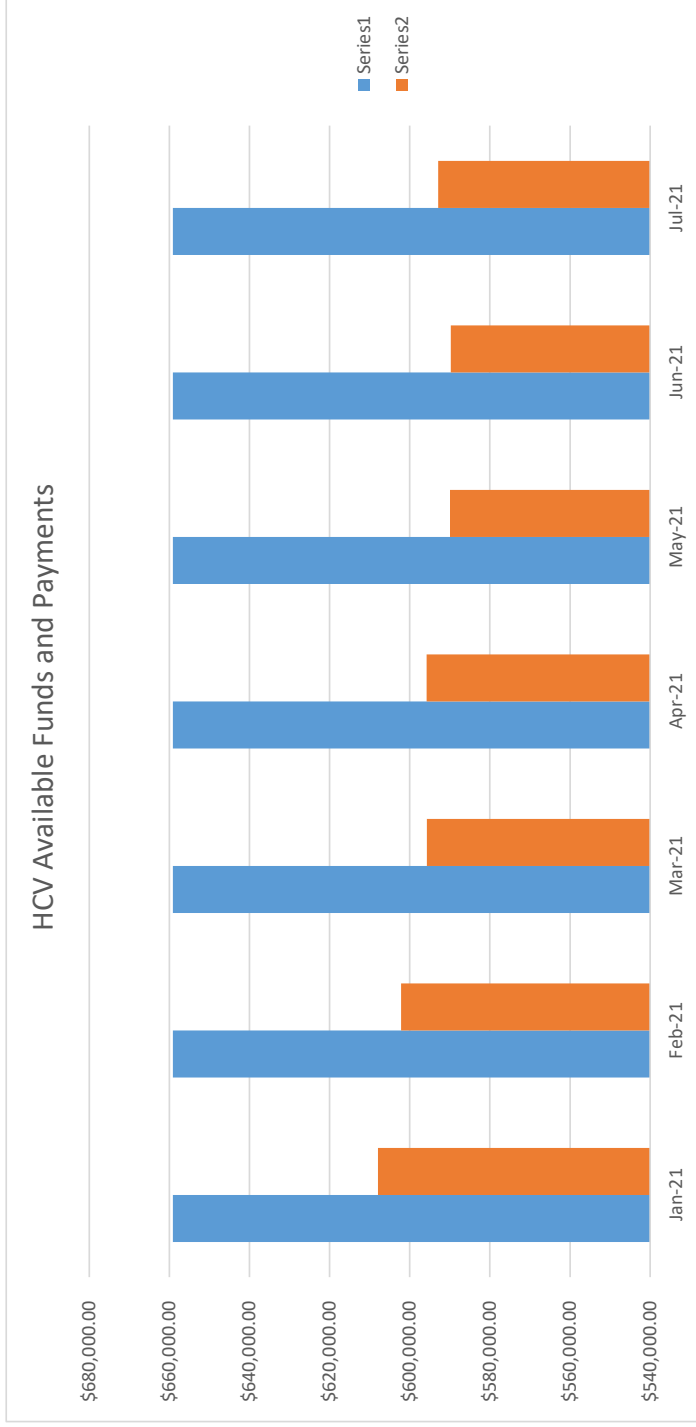
Current Vouchers Looking: This is the current numbers of vouchers that have been issued and the voucher holder is searching for a unit.

Homeownership: Current number of homeownership vouchers

Family Self-Sufficiency Participants (FSS): Current number of participants involved in the Section 8 Family Self-Sufficiency Program.

Section 8 - Housing Choice Voucher (HCV) Program - Monthly Management Report

July 2021





Columbia

Housing Authority

Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

Office: 573.443.2556 ♦ TTY Relay 800.735.2966 ♦ Fax: 573.443.0051 ♦ www.ColumbiaHA.com

Department Source: Human Services

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: August 25, 2021

Re: Monthly Human Services Report

Executive Summary

The Human Services Department Staff assist CHA Residents and Program Participants in achieving self-sufficiency, through self-efficacy, by reducing internal and external barriers.

Discussion

During the Month of July, the Human Services Department provided a total of 10,686 units of service to 2,592 CHA Programs Participants. Including distributing 7,129 pounds of food through Annie Fisher Food Pantry and Bear Creek Share Shelf.

MAP Family Development Hosted a Mental Health Educational Program for MAP families, featuring Ms. Tasca Toalson, a licensed counselor.

Healthy Home Connections Family Development coordinated Microgreen Kit distribution to 35 families- this program encourages parent/child interaction, as well as educate the benefits of edible gardens and nutritional importance.

CHA Collaborated with City/County PHHS & Powerhouse Community Development for programs at Bear Creek Family Sites- COVID-19 Vaccine Clinic & Summer Feeding programs.

Human services staff continued increasing knowledge and skills through various trainings and contributed to community meetings/events/programs.

Suggested Commission Action

Read and review Monthly Report.



JULY 2021

It is the mission of the Human Services Department to assist CHA Residents and program participants in achieving self-sufficiency, through self-efficacy, by reducing internal and external barriers.

Basic Needs

2,021 Units

Assistance with food, clothing, shelter, toiletries, diapers, etc.

Removing Barriers

1,650 Units

Assistance with anything that stands in the way of maintaining or sustaining the household.

Household Development

317 Units

Assistance with anything that moves a household towards self reliance; job, educational, budgeting, financial counseling, community connections, parent education, etc.

Health & Wellness

1,713 Units

Assistance with obtaining insurance, health care provision, trainings, welfare checks, etc.

More Than Makin' It



Presents:



GUEST SPEAKER

Tasca Tolson, CIT
Heriford House, CIT

"Tasca comes to us with a wealth of information and skills. Tasca specializes in anger management but also likes to work with individuals and couples. Tasca has a background in working with troubled youth through the Division of Youth Services"

For more details, contact
The Heriford House
(573) 639-1094

THURSDAY
JULY 22

TIME:
5:30-6:30PM

LOCATION:
THE BLIND
BOONE CENTER

IN
COLLABORATION
WITH:



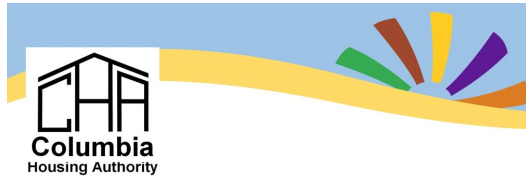
FAMILY & COMMUNITY DEVELOPMENT ACTIVITIES JULY 2021

MICROGEENS GROWING KIT GIVEAWAY

Microgreens are a nutrient powerhouse! Since they can grow inside, they are excellent for the cold weather months. Come pick up your free kit!



Sponsored by Healthy Home Connections & Columbia Center for Urban Agriculture. Healthy Home Connections is a program of Columbia Housing Authority Low Income Services, supported with funding from:



COVID-19 Vaccine

Thursday, July 15th, 2021, 4 to 7 p.m.

Bear Creek Office
1109 A Elleta Blvd

Johnson and Johnson and Pfizer vaccines available.

You may also get your second shot or your first.

Hosted by: City of Columbia/Boone County Public Health & Human Services and CHA



Independent Living Coordinators assist in all ways-crafts and delivery of senior boxes



Moving Ahead Program teens participated in Columbia Art League's Educational Art Series, thru a partnership between CAL & MAP.



Housing Authority of the City of Columbia, Missouri

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Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Mary Harvey, Director of Finance

CHA Board of Commissioners Meeting Date: August 24, 2021

Re: June 2021 Unaudited Financial Reports

Executive Summary

Monthly financial reports for review.

Housing Choice Vouchers housing assistance payments has increased to 8% under budget.

Because Bear Creek and Bryant Walkway began the year with more current liabilities than current assets, they have a negative cash flow. Both projects began the year about \$40,000 in the red. Currently there is not enough positive 2021 cash flow after debt service and replacement reserves for these two projects to get out of the red. Until they are out of the red, there is no cash flow to pay for safety services or deferred developer fees.

To help reduce administrative costs at Bryant Walkway, management changes are planned to split the Bryant Walkway manager with AMP 1. To help reduce costs at Bear Creek one of the maintenance staff will be reassigned to AMP 1. AMP 1 staff will assist with unit restorations and work orders at Bear Creek as needed.

Discussion

Section 8-Housing Choice Voucher Program

Admin Fee revenue earned is 4% (\$19,854) under budget and \$38,402 higher than last year to date.

Administrative Expenses are 7% (\$36,625) under budget and \$26,770 higher than last year to date. Salaries and benefits are \$10,728 below budget due to vacant positions.

Total Operating Expenses are 8% (\$40,076) under budget and \$5,625 higher than last year to date.

Administration has a year to date net gain of \$20,887 before depreciation.

HUD PHA Operating Grants – HAP (Housing Assistance Payments) are 7% (\$367,863) under budget and \$403,881 higher than last year to date.

Total Housing Assistance Payments are 8% (\$406,175) under budget and \$322,714 higher than last year to date.



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AMP 1-Downtown

Total Tenant Revenue is 20% (\$24,198) higher than budget and \$9,834 less than last year to date. The average tenant rent has increased from \$218.87 for January 2021 to \$253.63 for June 2021.

HUD's PHA Operating grant disbursements are 43% (\$67,252) higher than budget and \$41,736 higher than last year to date.

Total Revenue is 35% (\$101,559) higher than budget and \$12,374 higher than last year to date.

Administrative expenses are 8% (\$7,356) over budget and \$23,391 higher than last year to date.

Total Utilities are 2% (\$738) over budget and \$2,395 higher than last year to date. Due to the colder than normal winter, Gas is \$3,395 over budget and \$4,047 higher than last year to date.

Total Maintenance expenses are 12% (\$20,527) over budget and \$11,248 higher than last year to date. Due to a high number of vacant units, outside contractors have been paid \$8,835 to date to assist in unit restorations.

Total Operating Expenses are 7% (\$26,073) over budget and \$9,081 higher than last year to date.

AMP 1 has a year to date net loss of \$21,976 before depreciation and debt services payments, but \$280,614 in Capital Funds for operations will be drawn later in the year.

Stuart Parker Housing Development Group, LP

Total Revenue is 9% (\$81,541) higher than budget and \$74,844 higher than last year to date due to \$57,928 in insurance reimbursements.

Administrative expenses are 4% (\$6,828) under budget and \$2,646 higher than last year to date.

Total Utilities are 9% (\$10,623) over budget and \$20,538 higher than last year to date.

Total Maintenance expenses are 5% (\$11,494) under budget and \$2,269 higher than last year to date.



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Stuart Parker Housing Development Group, LP (continued)

Total Operating Expenses are 1% (\$13,167) under budget and \$18,892 higher than last year to date.

Casualty Losses paid to date are \$62,843.

Stuart Parker has a net gain of \$392,293 before debt service, depreciation, and replacement reserve deposits. Estimated cash flow after debt service, replacement reserves and property improvements is \$224,215 which would be used to reimburse the General Partner for safety services and pay down seller finance interest payable.

Bear Creek Housing Development Group, LP

Total Revenue is \$84 higher than budget and \$7,733 higher than last year to date.

Administrative expenses are \$176 under budget and \$2,457 less than last year to date.

Total Utilities are 3% (\$758) under budget and \$910 higher than last year to date.

Total Maintenance expenses are 2% (\$1,527) over budget and \$10,683 higher than last year to date.

Total Operating Expenses are \$805 over budget and \$14,399 higher than last year to date.

Bear Creek has a net gain of \$72,954 before debt service, depreciation, and replacement reserve deposits. Because Bear Creek ended the year with more current liabilities than current assets it has a negative cash flow. Currently there is no estimated positive cash flow after debt service and replacement reserves.

To help reduce costs at Bear Creek one of the maintenance staff will be reassigned to AMP 1. AMP 1 staff will assist with unit restorations and work orders at Bear Creek as needed. In addition to cutting operating costs a request from replacement reserves has been made to cover \$25,000 in roofing replacements made last year and \$6,000 in heat pump made this year to date.

Oak Towers Housing Development Group, LP

Total Revenue is 1% (\$6,236) higher than budget and \$3,535 higher than last year to date.

Administrative expenses are 6% (\$6,619) under budget and \$21,358 higher than last year to date.



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Oak Towers Housing Development Group, LP (continued)

Total Utilities are 5% (\$3,330) under budget and \$2,154 higher than last year to date.

Total Maintenance expenses are 13% (\$14,248) over budget and \$18,105 higher than last year to date. Costs for bedbug treatments have increased resulting in exterminations being \$10,492 over the year to date budget.

Total Operating Expenses are 4% (\$19,063) over budget and \$49,927 higher than last year to date.

Oak Towers has a net gain of \$146,853 before debt service, depreciation, and replacement reserve deposits. Estimated cash flow after debt service, replacement reserves and property improvements is \$50,401 which would be used to reimburse the General Partner for safety services and seller financing interest payable.

Mid-Missouri Veterans Housing Development Group, LP (Patriot Place)

Total Revenue is 1% (\$1,118) under budget and \$2,450 less than last year to date.

Total Administrative expenses are 14% (\$3,515) under budget and \$3,978 less than last year to date.

Total Utilities are 6% (\$681) under budget and \$444 less than last year to date.

Total Maintenance expenses are 18% (\$4,745) under budget and \$8,467 less than last year to date.

Total Operating Expenses are 10% (\$8,679) under budget and \$13,180 less than last year to date.

Patriot Place has a net gain of \$29,423 before debt service, depreciation, and replacement reserve deposits. Estimated cash flow after debt service and replacement reserves is \$15,205 which would be used to pay loan principle due to Columbia Community Housing Trust.

Bryant Walkway Housing Development Group, LP

Total Revenue is 5% (\$8,696) under budget and \$3,328 less than last year to date.

Total Administrative expenses are 7% (\$3,669) under budget and \$3,454 less than last year to date.



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Bryant Walkway Housing Development Group, LP (continued)

Total Utilities are 12% (\$1,805) under budget and \$95 higher less than last year to date.

Total Maintenance expenses are 7% (\$2,881) under budget and \$2,039 higher than last year to date.

Total Operating Expenses are 2% (\$2,671) under budget and \$23,083 less than last year to date.

Bryant Walkway has a net gain of \$25,029 before debt service, depreciation, and replacement reserve deposits. Because Bryant Walkway ended the year with more current liabilities than current assets it has a negative cash flow. Currently there is no estimated positive cash flow after debt service and replacement reserves.

To help reduce administrative costs at Bryant Walkway, management changes are planned to split the Bryant Walkway manager with AMP 1.

Bryant Walkway II Housing Development Group, LP

Total Revenue is 1% (\$914) under budget and \$1,410 higher than last year to date.

Total Administrative expenses are 4% (\$1,302) under budget and \$2,642 less than last year to date.

Total Utilities are 19% (\$2,033) under budget and \$55 less than last year to date.

Total Maintenance expenses are 2% (\$404) over budget and \$361 higher than last year to date.

Total Operating Expenses are 4% (\$4,343) under budget and \$32,833 less than last year to date.

Bryant Walkway has a net gain of \$29,865 before debt service, depreciation, and replacement reserve deposits. Estimated cash flow after debt service and replacement reserves is \$8,184 which would be used to reimburse the General Partner for safety services.



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CHA Administration

Total Revenue is 1% (\$7,854) under budget.

Total Operating Expenses are 2% (\$15,413) over budget.

CHA's total administration has a year to date net gain of \$48,810 before depreciation.

Suggested Commission Action

Board to review and comment on any questions regarding the monthly financial position of the agency when presented during the board meeting.



Columbia Housing Authority
201 Switzler Street
Columbia, MO 65203

HOUSING AUTHORITY
of the City of Columbia, Missouri

Office: (573) 443-2556
TTY: (573) 875-5161
Fax Line: (573) 443-0051

MONTHLY
FINANCIAL STATEMENTS
(unaudited)

June 30, 2021

Fiscal Year End
December 2021
Month 6 of 12

as submitted by:

Mary Harvey, Director of Finance & Human Resources
Housing Authority of the City of Columbia, MO

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Housing Choice Voucher Program
Unaudited Revenue Expense Budget Comparison

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
HUD PHA Operating Grants - HAP	\$ 815,004	\$ 867,251	\$ (52,247)	\$ 4,835,642	\$ 5,203,505	(367,863)	-7%
HUD Admin Fees Earned	85,367	88,801	(3,434)	512,952	532,806	(19,854)	-4%
Total Fee Revenue	900,371	956,052	(55,681)	5,348,594	5,736,311	(387,717)	-7%
Investment Income - Unrestricted	223	500	(277)	1,517	3,000	(1,483)	-49%
Fraud Recovery - HAP	13	100	(88)	528	600	(73)	0%
Fraud Recovery - Admin	13	100	(88)	272	600	(328)	0%
FSS Forfeitures	-	917	(917)	8,985	5,500	3,485	
Total Revenue	\$ 900,619	\$ 957,669	\$ (57,050)	\$ 5,359,792	\$ 5,746,011	\$ (386,219)	-7%
Administrative Salaries	22,795	25,331	(2,536)	145,128	151,984	(6,856)	-5%
Auditing Fees	3,261	2,917	344	19,566	17,500	2,066	12%
Management Fee	19,524	20,669	(1,145)	118,440	124,014	(5,574)	-4%
Book-keeping Fee	12,203	12,918	(716)	74,025	77,509	(3,484)	-4%
Advertising and Marketing	-	167	(167)	1,243	1,000	243	24%
Employee Benefit contributions - Administrative	7,152	8,483	(1,331)	47,026	50,898	(3,872)	-8%
Office Expenses	1,308	2,085	(777)	7,843	12,510	(4,667)	-37%
Training & Travel	-	1,000	(1,000)	-	6,000	(6,000)	-100%
Other Administrative Expenses	12,924	12,750	174	68,019	76,500	(8,481)	-11%
Total Operating - Administrative	79,167	86,319	(7,152)	481,290	517,915	(36,625)	-7%
Total Tenant Services	10	-	10	90	-	90	
Total Utilities	133	693	(560)	2,101	4,160	(2,059)	-49%
Bldg. Maintenance	1,011	795	216	4,396	4,770	(374)	-8%
Insurance Premiums	973	1,181	(208)	5,977	7,086	(1,108)	-16%
Other General Expenses	(1,051)	-	(1,051)	-	-	-	
Total Operating Expenses	\$ 80,243	\$ 88,988	\$ (8,746)	\$ 493,854	\$ 533,930	\$ (40,076)	-8%
Excess of Operating Revenue over Operating Expenses	\$ 820,376	\$ 868,680	\$ (48,304)	\$ 4,865,937	\$ 5,212,081	\$ (346,143)	-7%
Total Housing Assistance Payments	774,584	859,867	(85,283)	4,753,030	5,159,205	(406,175)	-8%
Depreciation Expense	190	-	190	1,144	-	1,144	
Total Expenses	\$ 855,017	\$ 948,856	\$ (93,839)	\$ 5,248,028	\$ 5,693,135	\$ (445,107)	-8%
Net Gain (Loss)	\$ 45,602	\$ 8,813	\$ 36,789	\$ 111,764	\$ 52,876	\$ 58,888	

AMP 1 - Downtown
Unaudited Revenue Expense Budget Comparison

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Tenant Rental Revenue	\$ 30,301	\$ 20,220	\$ 10,081	\$ 169,244	\$ 121,320	\$ 47,924	40%
Vacancy Loss	(3,413)	(1,011)	(2,402)	(30,513)	(6,066)	(24,447)	403%
Net Tenant Rental Revenue	26,888	19,209	7,679	138,730	115,254	23,476	20%
Tenant Revenue - Other	1,497	507	990	3,762	3,041	721	24%
Total Tenant Revenue	28,385	19,716	8,669	142,492	118,295	24,198	20%
HUD PHA Operating Grants	47,925	25,833	22,092	222,252	155,000	67,252	43%
Total Grant Revenue	47,925	25,833	22,092	222,252	155,000	67,252	43%
Investment Income - Unrestricted	367	1,163	(795)	2,293	6,976	(4,683)	-67%
Fraud Recovery	100	-	100	1,142	-	1,142	0%
Other Revenue	1,305	2,263	(958)	9,879	13,579	(3,700)	-27%
Total Revenue	\$ 78,082	\$ 48,975	\$ 29,107	\$ 395,409	\$ 293,850	\$ 101,559	35%
Administrative Salaries	3,550	4,056	(506)	20,824	24,333	(3,509)	-14%
Auditing Fees	331	434	(103)	2,019	2,603	(584)	-22%
Management Fee	5,185	6,085	(900)	34,164	36,510	(2,346)	-6%
Book-keeping Fee	803	441	362	5,288	2,646	2,642	100%
Advertising and Marketing	-	-	-	-	-	-	
Employee Benefit contributions - Administrative	976	1,236	(260)	5,363	7,416	(2,054)	-28%
Office Expenses	589	645	(57)	2,739	3,873	(1,133)	-29%
Legal Expense	-	152	(152)	-	909	(909)	-100%
Training & Travel	25	303	(277)	870	1,816	(946)	-52%
Other	863	1,620	(758)	25,918	9,722	16,196	167%
Total Operating - Administrative	12,320	14,972	(2,651)	97,185	89,829	7,356	8%
Asset Management Fee	1,200	1,200	-	8,400	8,400	-	0%
Total Tenant Services	453	1,121	(668)	2,865	6,724	(3,859)	-57%

AMP 1 - Downtown
Unaudited Revenue Expense Budget Comparison

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Water	\$ 1,428	\$ 2,287	\$ (859)	\$ 11,741	\$ 13,722	\$ (1,982)	-14%
Electricity	886	1,325	(439)	8,910	7,950	961	12%
Gas	(2,591)	851	(3,442)	8,498	5,103	3,395	67%
Sewer	1,355	2,331	(976)	12,352	13,988	(1,636)	-12%
Total Utilities	1,079	6,794	(5,715)	41,501	40,763	738	2%
Maintenance - Labor	13,962	13,827	136	80,580	82,960	(2,380)	-3%
Maintenance - Materials & Other	6,727	3,975	2,752	35,416	23,850	11,566	48%
Maintenance and Operations Contracts	12,038	5,680	6,358	50,096	34,080	16,016	47%
Employee Benefit Contributions - Maintenance	3,839	4,611	(772)	22,992	27,668	(4,676)	-17%
Total Maintenance	36,566	28,093	8,473	189,084	168,558	20,527	12%
Total Protective Services	2,873	2,891	(19)	17,267	17,348	(81)	0%
Total Insurance Premiums	4,154	4,242	(89)	25,086	25,453	(367)	-1%
Other General Expenses	7,287	2,841	4,446	21,355	17,045	4,310	25%
Payments in Lieu of Taxes	2,475	1,242	1,233	11,912	7,450	4,462	60%
Bad debt - Tenant Rents	(1,156)	473	(1,629)	(4,032)	2,840	(6,872)	-242%
Total Other General Expenses	8,606	4,556	4,050	29,234	27,335	1,899	7%
Interest on Notes Payable	399	478	(79)	2,731	2,870	(139)	-5%
Total Operating Expenses	\$ 67,650	\$ 64,347	\$ 3,303	\$ 413,353	\$ 387,280	\$ 26,073	7%
Excess of Operating Revenue over Operating Expenses	\$ 10,432	\$ (15,372)	\$ 25,804	\$ (17,944)	\$ (93,430)	\$ 75,486	-81%
Extraordinary Maintenance	-	500	(500)	-	3,000	(3,000)	-100%
Depreciation Expense	13,523	12,365	1,158	81,137	74,191	6,946	9%
Debt Principal Payment	1,579	1,835	(256)	29,883	11,012	18,871	171%
Total Expenses	\$ 86,784	\$ 79,047	\$ 7,736	\$ 528,405	\$ 475,483	\$ 52,922	11%
Net Gain (Loss)	\$ (8,701)	\$ (30,072)	\$ 21,371	\$ (132,996)	\$ (181,633)	\$ 48,637	-27%

Stuart Parker Housing Development Group, LP
Unaudited Revenue Expense Budget Comparison

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Tenant Rental Revenue	\$ 70,776	\$ 65,403	\$ 5,372	\$ 421,979	\$ 392,421	\$ 29,558	8%
Rental Subsidies	84,246	89,619	(5,372)	508,153	537,711	(29,558)	-5%
Vacancy Loss	(6,421)	(6,201)	(221)	(25,551)	(37,205)	11,654	-31%
Net Rental Revenue	148,601	148,821	(221)	904,581	892,927	11,654	1%
Tenant Revenue - Other	366	1,400	(1,034)	17,338	8,400	8,938	
Total Tenant Revenue	148,966	150,221	(1,255)	921,919	901,327	20,592	2%
Investment Income - Unrestricted	604	1,264	(660)	3,781	7,584	(3,803)	-50%
Other Revenue	7,078	6,788	290	105,481	40,729	64,752	159%
Total Revenue	\$ 156,648	\$ 158,273	\$ (1,626)	\$ 1,031,181	\$ 949,640	\$ 81,541	9%
Administrative Salaries	12,868	12,587	281	75,586	75,519	67	0%
Auditing Fees	1,117	1,117	(0)	6,700	6,700	(0)	0%
Property Management Fee	9,171	9,421	(249)	57,583	56,523	1,059	2%
Asset Management Fees	1,078	1,078	0	6,502	6,468	34	1%
Advertising and Marketing	-	8	(8)	-	50	(50)	-100%
Employee Benefit contributions - Administrative	3,007	4,125	(1,118)	17,136	24,747	(7,611)	-31%
Office Expenses	919	996	(77)	5,917	5,978	(60)	-1%
Legal Expense	257	233	24	731	1,400	(669)	-48%
Training & Travel	44	306	(262)	588	1,838	(1,250)	-68%
Other	451	1,273	(822)	9,288	7,635	1,653	22%
Total Operating - Administrative	28,912	31,143	(2,231)	180,030	186,858	(6,828)	-4%
Total Tenant Services	6,540	9,577	(3,037)	58,720	57,464	1,256	2%
Water	6,809	4,050	2,758	31,130	24,302	6,828	28%
Electricity	15,513	12,348	3,165	72,375	74,087	(1,712)	-2%
Gas	204	1,099	(895)	6,341	6,597	(255)	-4%
Sewer	4,465	2,906	1,559	23,197	17,436	5,762	33%
Total Utilities	\$ 26,991	\$ 20,403	\$ 6,587	\$ 133,043	\$ 122,420	\$ 10,623	9%

Stuart Parker Housing Development Group, LP
Unaudited Revenue Expense Budget Comparison

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Maintenance - Labor	\$ 10,388	\$ 12,798	\$ (2,410)	\$ 72,979	\$ 76,785	\$ (3,807)	-5%
Maintenance - Materials & Other	3,915	5,126	(1,210)	31,769	30,753	1,016	3%
Maintenance and Operations Contracts	15,701	12,337	3,365	69,365	74,020	(4,656)	-6%
Employee Benefit Contributions - Maintenance	2,850	4,798	(1,948)	24,740	28,788	(4,047)	-14%
Total Maintenance	32,855	35,058	(2,203)	198,852	210,346	(11,494)	-5%
Total Insurance Premiums	5,933	5,969	(35)	35,777	35,812	(35)	0%
Other General Expenses	219	-	219	2,163	-	2,163	#DIV/0!
Taxes	5,021	5,021	-	30,123	30,123	-	0%
Bad debt - Tenant Rents	(490)	1,505	(1,995)	181	9,031	(8,850)	-98%
Total Other General Expenses	4,749	6,526	(1,777)	32,466	39,154	(6,688)	-17%
Interest of Mortgage (or Bonds) Payable	16,697	16,697	0	100,181	100,181	0	0%
Interest on Notes Payable (Seller Financing)	20,955	20,967	(12)	125,799	125,799	0	0%
Amortization of Loan Costs	2,274	2,274	(0)	13,644	13,646	(2)	0%
Total Interest Expense and Amortization Cost	39,926	39,938	(12)	239,624	239,626	(1)	0%
Total Operating Expenses	\$ 145,905	\$ 148,613	\$ (2,709)	\$ 878,513	\$ 891,680	\$ (13,167)	-1%
Excess of Operating Revenue over Operating Expenses	\$ 10,743	\$ 9,660	\$ 1,083	\$ 152,669	\$ 57,960	\$ 94,708	163%
97200 Casualty Losses - Non-capitalized	18,337	-	18,337	62,843	-	62,843	
Depreciation Expense	65,653	66,497	(844)	393,919	398,984	(5,065)	-1%
Funding Replacement Reserves from Operations	7,758	7,313	445	47,897	93,101	(45,204)	-49%
Total Expenses	\$ 237,653	\$ 222,424	\$ 15,230	\$ 1,383,172	\$ 1,383,764	\$ (592)	0%
Net Gain (Loss)	\$ (81,006)	\$ (64,150)	\$ (16,855)	\$ (351,990)	\$ (434,124)	\$ 82,133	-19%

Bear Creek Housing Development Group, LP
Unaudited Revenue Expense Budget Comparison

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Tenant Rental Revenue	\$ 16,755	\$ 12,776	\$ 3,979	\$ 99,631	\$ 76,656	\$ 22,975	30%
Rental Subsidies	29,187	32,766	(3,579)	171,471	196,595	(25,124)	-13%
Vacancy Loss	(2,116)	(1,366)	(749)	(6,370)	(8,198)	1,827	-22%
Net Rental Revenue	43,826	44,176	(349)	264,732	265,053	(322)	0%
Tenant Revenue - Other	433	615	(182)	6,019	3,688	2,331	63%
Total Tenant Revenue	44,259	44,790	(531)	270,751	268,742	2,009	1%
Investment Income - Unrestricted	173	386	(213)	937	2,314	(1,377)	-59%
Other Revenue	(317)	2,571	(2,888)	14,876	15,425	(549)	-4%
Total Revenue	\$ 44,115	\$ 47,747	\$ (3,632)	\$ 286,564	\$ 286,480	\$ 84	0%
Administrative Salaries	3,913	3,246	667	22,922	19,474	3,448	18%
Auditing Fees	858	858	0	5,150	5,150	0	0%
Property Management Fee	2,114	2,817	(703)	14,198	16,900	(2,702)	-16%
Asset Management Fees	978	979	(0)	5,871	5,871	(0)	0%
Advertising and Marketing	-	4	(4)	-	25	(25)	-100%
Employee Benefit contributions - Administrative	1,282	1,092	191	7,061	6,550	511	8%
Office Expenses	402	387	14	1,976	2,323	(347)	-15%
Legal Expense	-	65	(65)	135	390	(255)	-65%
Training & Travel	39	131	(92)	321	788	(466)	-59%
Other	216	452	(236)	2,372	2,712	(339)	-13%
Total Operating - Administrative	9,802	10,030	(228)	60,006	60,182	(176)	0%
Asset Management Fee	-	-	-	-	-	-	#DIV/0!
Total Tenant Services	1,731	1,608	123	10,248	9,650	598	6%
Water	929	1,559	(630)	9,090	9,354	(264)	-3%
Electricity	808	761	47	4,261	4,566	(305)	-7%
Gas	(69)	333	(403)	1,403	2,001	(597)	-30%
Sewer	745	1,284	(540)	8,114	7,707	407	5%
Total Utilities	\$ 2,412	\$ 3,938	\$ (1,526)	\$ 22,868	\$ 23,627	\$ (758)	-3%

Bear Creek Housing Development Group, LP
Unaudited Revenue Expense Budget Comparison

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Maintenance - Labor	\$ 6,172	\$ 5,295	\$ 877	\$ 33,411	\$ 31,770	\$ 1,641	5%
Maintenance - Materials & Other	4,402	1,835	2,567	16,619	11,010	5,609	51%
Maintenance and Operations Contracts	2,624	4,300	(1,676)	20,352	25,798	(5,446)	-21%
Employee Benefit Contributions - Maintenance	1,938	1,832	107	10,714	10,990	(276)	-3%
Total Maintenance	15,136	13,261	1,874	81,096	79,569	1,527	2%
Total Insurance Premiums	4,364	4,329	35	26,105	25,975	130	0%
Other General Expenses	219	-	219	1,214	-	1,214	
Property Taxes	1,906	1,906	-	11,436	11,436	-	0%
Bad debt - Tenant Rents	-	312	(312)	-	1,871	(1,871)	-100%
Total Other General Expenses	2,125	2,218	(93)	12,650	13,307	(657)	-5%
Interest of Mortgage (or Bonds) Payable	3,424	3,595	(172)	21,502	21,570	(68)	0%
Interest on Notes Payable (Seller Financing)	6,748	6,714	35	40,490	40,281	209	
Amortization of Loan Costs	1,664	1,664	-	9,983	9,983	-	0%
Total Interest Expense and Amortization Cost	11,836	11,972	(137)	71,975	71,834	141	0%
Total Operating Expenses	\$ 47,405	\$ 47,357	\$ 48	\$ 284,947	\$ 284,143	\$ 805	0%
Excess of Operating Revenue over Operating Expenses	\$ (3,290)	\$ 390	\$ (3,680)	\$ 1,617	\$ 2,337	\$ (721)	-31%
Extraordinary Maintenance	-	-	-	638	-	638	
Depreciation Expense	18,775	18,636	139	112,647	111,814	833	1%
Debt Principal Payment	3,018	3,091	(73)	18,446	3,091	15,355	497%
Funding Replacement Reserves from Operations	3,094	2,867	227	18,612	35,611	(17,000)	-48%
Total Expenses	\$ 72,292	\$ 71,951	\$ 341	\$ 435,290	\$ 434,659	\$ 631	0%
Net Gain (Loss)	\$ (28,177)	\$ (24,204)	\$ (3,973)	\$ (148,726)	\$ (148,179)	\$ (547)	0%

Oak Towers Housing Development Group, LP
Unaudited Revenue Expense Budget Comparison

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Tenant Rental Revenue	\$ 38,329	\$ 38,399	\$ (70)	\$ 231,897	\$ 230,394	\$ 1,503	1%
Rental Subsidies	48,429	48,359	70	288,651	290,154	(1,503)	-1%
Vacancy Loss	(1,278)	(2,169)	891	(8,821)	(13,013)	4,192	-32%
Net Rental Revenue	85,481	84,589	891	511,727	507,535	4,192	1%
Tenant Revenue - Other	117	284	(167)	2,423	1,703	720	42%
Total Tenant Revenue	85,597	84,873	724	514,150	509,238	4,912	1%
Investment Income - Unrestricted	227	804	(577)	1,460	4,824	(3,364)	-70%
Other Revenue	2,014	1,804	210	15,511	10,823	4,688	43%
Total Revenue	\$ 87,838	\$ 87,481	\$ 358	\$ 531,120	\$ 524,884	\$ 6,236	1%
Administrative Salaries	7,742	7,799	(57)	45,337	46,791	(1,454)	-3%
Auditing Fees	1,200	1,200	-	7,200	7,200	-	0%
Property Management Fee	5,101	5,201	(100)	31,352	31,203	149	0%
Asset Management Fees	995	995	(0)	5,971	5,971	(0)	0%
Advertising and Marketing	-	4	(4)	-	25	(25)	-100%
Employee Benefit contributions - Administrative	2,348	2,546	(199)	13,661	15,279	(1,618)	-11%
Office Expenses	511	588	(76)	3,185	3,527	(342)	-10%
Legal Expense	-	67	(67)	-	400	(400)	-100%
Training & Travel	-	195	(195)	167	1,167	(1,001)	-86%
Other	232	1,100	(869)	4,676	6,603	(1,927)	-29%
Total Operating - Administrative	18,129	19,694	(1,565)	111,548	118,167	(6,619)	-6%
Asset Management Fee	-	-	-	-	-	-	#DIV/0!
Total Tenant Services	4,579	5,461	(882)	40,351	32,768	7,583	23%
Water	1,508	1,559	(51)	8,565	9,353	(787)	-8%
Electricity	10,468	8,687	1,780	50,155	52,124	(1,969)	-4%
Gas	18	583	(565)	3,445	3,498	(53)	-2%
Sewer	934	1,021	(87)	5,607	6,129	(522)	-9%
Total Utilities	\$ 12,927	\$ 11,851	\$ 1,076	\$ 67,773	\$ 71,103	\$ (3,330)	-5%

Oak Towers Housing Development Group, LP
Unaudited Revenue Expense Budget Comparison

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Maintenance - Labor	\$ 7,810	\$ 7,956	\$ (146)	\$ 47,176	\$ 47,733	\$ (557)	-1%
Maintenance and Operations Contracts	6,910	5,767	1,143	42,826	34,600	8,226	24%
Employee Benefit Contributions - Maintenance	2,461	2,546	(85)	14,799	15,276	(477)	-3%
Total Maintenance	20,935	18,039	2,896	122,481	108,234	14,248	13%
Total Insurance Premiums	3,035	3,023	12	18,185	18,140	45	0%
Other General Expenses	150	-	150	8,855	-	8,855	
Taxes	2,510	2,510	-	15,062	15,062	-	0%
Bad debt - Tenant Rents	(40)	230	(270)	13	1,383	(1,370)	-99%
Total Other General Expenses	2,621	2,741	(120)	23,930	16,444	7,485	46%
Interest of Mortgage (or Bonds) Payable	5,587	5,867	(280)	35,080	35,202	(121)	0%
Interest on Notes Payable (Seller Financing)	8,898	9,287	(389)	55,492	55,720	(228)	0%
Amortization of Loan Costs	2,510	2,510	-	2,510	2,510	-	0%
Total Interest Expense and Amortization Cost	16,995	17,664	(669)	93,082	93,432	(350)	
Total Operating Expenses	\$ 79,220	\$ 78,473	\$ 747	\$ 477,350	\$ 458,286	\$ 19,063	4%
Excess of Operating Revenue over Operating Expenses	\$ 8,618	\$ 9,008	\$ (390)	\$ 53,771	\$ 66,598	\$ (12,827)	-19%
Extraordinary Maintenance	-	-	-	-	-	-	
Depreciation Expense	40,520	40,520	-	243,119	243,119	-	0%
Debt Principal Payment	4,632	4,751	(119)	28,360	4,751	23,608	
Funding Replacement Reserves from Operations	5,492	5,393	98	33,012	63,621	(30,608)	
Total Expenses	\$ 129,864	\$ 129,137	\$ 726	\$ 781,840	\$ 769,777	\$ 12,063	2%
Net Gain (Loss)	\$ (42,025)	\$ (41,657)	\$ (369)	\$ (250,720)	\$ (244,893)	\$ (5,827)	2%

Mid-Missouri Veterans Housing Development Group, LP
Unaudited Revenue Expense Budget Comparison

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Tenant Rental Revenue	\$ 7,319	\$ 6,100	\$ 1,219	\$ 42,162	\$ 36,600	\$ 5,562	15%
Rental Subsidies	8,806	9,875	(1,069)	52,963	59,250	(6,287)	-11%
Vacancy Loss	(273)	(320)	47	(828)	(1,917)	1,089	-57%
Net Rental Revenue	15,852	15,656	197	94,297	93,933	364	0%
Tenant Revenue - Other	-	48	(48)	400	286	114	40%
Total Tenant Revenue	15,852	15,703	149	94,697	94,219	478	1%
Investment Income - Unrestricted	50	209	(159)	282	1,255	(973)	-78%
Other Revenue	330	354	(24)	1,499	2,122	(623)	-29%
Total Revenue	\$ 16,232	\$ 16,266	\$ (34)	\$ 96,478	\$ 97,596	\$ (1,118)	-1%
Administrative Salaries	678	949	(271)	3,972	5,694	(1,722)	-30%
Auditing Fees	688	688	-	4,125	4,125	-	0%
Property Management Fee	753	803	(50)	4,754	4,817	(63)	-1%
Asset Management Fees	990	990	0	5,938	5,938	0	0%
Employee Benefit contributions - Administrative	125	322	(197)	750	1,932	(1,182)	-61%
Office Expenses	294	234	60	1,328	1,402	(74)	-5%
Legal Expense	-	40	(40)	-	237	(237)	-100%
Training & Travel	-	14	(14)	33	86	(52)	-61%
Other	11	79	(68)	316	475	(160)	-34%
Total Operating - Administrative	3,539	4,122	(583)	21,216	24,732	(3,515)	-14%
Water	186	245	(58)	1,180	1,467	(287)	-20%
Electricity	1,297	1,051	246	5,340	6,303	(963)	-15%
Gas	148	345	(196)	2,835	2,068	767	37%
Sewer	137	184	(47)	905	1,102	(197)	-18%
Total Utilities	\$ 1,768	\$ 1,823	\$ (55)	\$ 10,260	\$ 10,941	\$ (681)	-6%

Mid-Missouri Veterans Housing Development Group, LP
Unaudited Revenue Expense Budget Comparison

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Maintenance - Labor	\$ 2,057	\$ 1,765	\$ 292	\$ 11,137	\$ 10,590	\$ 547	5%
Maintenance - Materials & Other	144	671	(527)	1,737	4,028	(2,291)	-57%
Maintenance and Operations Contracts	936	1,443	(507)	5,680	8,658	(2,979)	-34%
Employee Benefit Contributions - Maintenance	661	611	51	3,642	3,664	(22)	-1%
Total Maintenance	3,799	4,490	(691)	22,196	26,941	(4,745)	-18%
Total Protective Services	607	608	(2)	3,645	3,651	(5)	0%
Total Insurance Premiums	908	915	(7)	5,419	5,488	(68)	-1%
Other General Expenses	3	-	3	496	-	496	#DIV/0!
Taxes	637	637	-	3,821	3,821	-	0%
Bad debt - Tenant Rents	-	25	(25)	-	150	(150)	-100%
Total Other General Expenses	640	662	(22)	4,317	3,971	346	9%
Interest of Mortgage (or Bonds) Payable	717	753	(36)	4,509	4,520	(11)	0%
Amortization of Loan Costs	681	681	(0)	4,084	4,084	(0)	0%
Total Interest Expense and Amortization Cost	1,398	1,434	(36)	8,593	8,604	(11)	0%
Total Operating Expenses	\$ 12,658	\$ 14,054	\$ (1,396)	\$ 75,647	\$ 84,326	\$ (8,679)	-10%
Excess of Operating Revenue over Operating Expenses	\$ 3,574	\$ 2,212	\$ 1,362	\$ 20,831	\$ 13,270	\$ 7,561	57%
Extraordinary Maintenance	-	-	-	-	-	-	
Depreciation Expense	10,277	10,277	0	61,662	61,662	0	0%
Debt Principal Payment	875	891	(16)	5,320	891	4,429	497%
Funding Replacement Reserves from Operations	738	700	38	4,389	8,380	(3,991)	-48%
Total Expenses	\$ 24,549	\$ 25,922	\$ (1,374)	\$ 147,018	\$ 155,259	\$ (8,241)	-5%
Net Gain (Loss)	\$ (8,317)	\$ (9,656)	\$ 1,340	\$ (50,540)	\$ (57,663)	\$ 7,123	-12%

Bryant Walkway Housing Development Group, LP
Unaudited Revenue Expense Budget Comparison

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Tenant Rental Revenue	\$ 10,333	\$ 9,369	\$ 964	\$ 63,595	\$ 56,214	\$ 7,381	13%
Rental Subsidies	19,259	20,269	(1,010)	113,957	121,613	(7,656)	-6%
Vacancy Loss	(1,916)	(593)	(1,323)	(11,773)	(3,557)	(8,216)	231%
Net Rental Revenue	27,676	29,045	(1,369)	165,779	174,270	(8,491)	-5%
Tenant Revenue - Other	41	122	(81)	1,306	732	574	
Total Tenant Revenue	27,717	29,167	(1,450)	167,084	175,002	(7,918)	-5%
Investment Income - Unrestricted	439	134	305	520	804	(284)	-35%
Other Revenue	178	277	(98)	1,165	1,659	(494)	
Total Revenue	\$ 28,334	\$ 29,577	\$ (1,243)	\$ 168,769	\$ 177,465	\$ (8,696)	-5%
Administrative Salaries	3,013	3,030	(17)	17,649	18,180	(530)	-3%
Auditing Fees	1,200	1,200	-	7,200	7,200	-	
Property Management Fee	1,630	1,767	(137)	10,051	10,599	(549)	-5%
Asset Management Fees	683	683	(0)	4,098	4,098	(0)	0%
Advertising and Marketing	-	4	(4)	-	25	(25)	-100%
Employee Benefit contributions - Administrative	984	1,011	(27)	5,421	6,068	(647)	-11%
Office Expenses	273	461	(188)	1,546	2,764	(1,218)	-44%
Legal Expense	-	25	(25)	-	151	(151)	-100%
Training & Travel	29	73	(44)	249	438	(189)	-43%
Other	67	241	(174)	1,087	1,447	(360)	-25%
Total Operating - Administrative	7,878	8,495	(617)	47,302	50,971	(3,669)	-7%
Total Tenant Services	1,077	1,223	(146)	6,732	7,338	(606)	-8%
Water	881	1,024	(143)	4,828	6,141	(1,313)	-21%
Electricity	511	502	10	2,579	3,009	(430)	-14%
Gas	(122)	143	(265)	1,665	859	806	94%
Sewer	818	946	(129)	4,811	5,678	(866)	-15%
Total Utilities	\$ 2,088	\$ 2,615	\$ (526)	\$ 13,882	\$ 15,687	\$ (1,805)	-12%

Bryant Walkway Housing Development Group, LP
Unaudited Revenue Expense Budget Comparison

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Maintenance - Labor	\$ 2,698	\$ 2,662	\$ 37	\$ 16,253	\$ 15,971	\$ 283	2%
Maintenance - Materials & Other	832	620	213	4,619	3,717	901	24%
Maintenance and Operations Contracts	2,772	2,820	(48)	13,437	16,919	(3,481)	-21%
Employee Benefit Contributions - Maintenance	978	1,012	(34)	5,488	6,072	(584)	-10%
Total Maintenance	7,280	7,113	167	39,797	42,678	(2,881)	-7%
Total Insurance Premiums	2,657	2,652	5	15,937	15,912	25	0%
Other General Expenses	-	-	-	38	-	38	
Compensated Absences	-	-	-	-	-	-	#DIV/0!
Property Taxes	1,675	1,675	-	10,053	10,053	-	0%
Bad debt - Tenant Rents	-	232	(232)	-	1,395	(1,395)	-100%
Total Other General Expenses	1,675	1,908	(232)	10,090	11,447	(1,357)	-12%
Interest of Mortgage (or Bonds) Payable	660	661	(1)	3,978	3,964	14	0%
Amortization of Loan Costs	526	526	0	3,159	3,159	0	0%
Total Interest Expense and Amortization Cost	2,454	1,187	1,267	14,744	7,123	7,621	107%
Total Operating Expenses	\$ 25,111	\$ 25,193	\$ (82)	\$ 148,485	\$ 151,156	\$ (2,671)	-2%
Excess of Operating Revenue over Operating Expenses	\$ 3,224	\$ 4,385	\$ (1,161)	\$ 20,285	\$ 26,309	\$ (6,025)	-23%
Extraordinary Maintenance	-	-	-	-	-	-	
Depreciation Expense	24,812	24,812	(0)	148,871	148,872	(0)	0%
Debt Principal Payment	427	427	(1)	2,544	427	2,116	
Funding Replacement Reserves from Operations	1,622	1,575	47	9,829	14,175	(4,346)	
Total Expenses	\$ 51,972	\$ 52,007	\$ (35)	\$ 309,729	\$ 314,630	\$ (4,901)	-2%
Net Gain (Loss)	\$ (23,637)	\$ (22,429)	\$ (1,208)	\$ (140,959)	\$ (137,165)	\$ (3,795)	3%

Bryant Walkway II Housing Development Group, LP
Unaudited Revenue Expense Budget Comparison

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Tenant Rental Revenue	\$ 4,802	\$ 3,846	\$ 956	\$ 33,233	\$ 23,075	\$ 10,159	44%
Rental Subsidies	13,312	14,297	(985)	75,451	85,785	(10,334)	-12%
Vacancy Loss	(168)	(363)	195	(2,446)	(2,177)	(269)	12%
Net Rental Revenue	17,946	17,780	166	106,238	106,682	(444)	0%
Tenant Revenue - Other	615	131	484	779	786	(7)	
Total Tenant Revenue	18,561	17,911	650	107,017	107,468	(451)	0%
Investment Income - Unrestricted	295	186	109	465	1,118	(652)	-58%
Other Revenue	-	48	(48)	480	291	189	
Total Revenue	\$ 18,856	\$ 18,146	\$ 710	\$ 107,962	\$ 108,876	\$ (914)	-1%
Administrative Salaries	1,228	1,220	8	7,192	7,320	(128)	-2%
Auditing Fees	1,200	1,200	-	7,200	7,200	-	0%
Property Management Fee	1,068	1,078	(9)	6,405	6,465	(61)	-1%
Asset Management Fees	683	683	(0)	4,098	4,098	(0)	0%
Advertising and Marketing	-	4	(4)	-	25	(25)	-100%
Employee Benefit contributions - Administrative	387	412	(25)	2,158	2,472	(314)	-13%
Office Expenses	124	153	(29)	578	918	(340)	-37%
Legal Expense	-	13	(13)	-	75	(75)	-100%
Training & Travel	18	60	(42)	131	360	(229)	-64%
Other	81	109	(28)	521	653	(131)	-20%
Total Operating - Administrative	4,790	4,931	(141)	28,282	29,585	(1,302)	-4%
Total Tenant Services	653	751	(98)	4,188	4,504	(315)	-7%
Water	599	615	(15)	3,975	3,687	287	8%
Electricity	349	243	105	1,064	1,460	(396)	-27%
Gas	(37)	358	(395)	543	2,148	(1,605)	-75%
Sewer	620	615	5	3,370	3,690	(320)	-9%
Total Utilities	\$ 1,531	\$ 1,831	\$ (300)	\$ 8,952	\$ 10,985	\$ (2,033)	-19%

Bryant Walkway II Housing Development Group, LP
Unaudited Revenue Expense Budget Comparison

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Maintenance - Labor	\$ 914	\$ 887	\$ 27	\$ 5,502	\$ 5,324	\$ 179	3%
Maintenance - Materials & Other	531	534	(3)	1,665	3,203	(1,538)	-48%
Maintenance and Operations Contracts	1,724	1,432	292	10,461	8,592	1,868	22%
Employee Benefit Contributions - Maintenance	344	337	7	1,919	2,025	(106)	-5%
Total Maintenance	3,513	3,191	323	19,547	19,143	404	2%
Total Insurance Premiums	1,700	1,697	2	10,195	10,184	11	0%
Other General Expenses	6	-	6	34	-	34	
Compensated Absences	-	-	-	-	-	-	#DIV/0!
Property Taxes	1,150	1,150	-	6,899	6,899	-	0%
Bad debt - Tenant Rents	-	73	(73)	-	439	(439)	-100%
Total Other General Expenses	1,155	1,223	(68)	6,933	7,338	(405)	-6%
Interest on Notes Payable	2,079	2,793	(714)	16,054	16,756	(702)	-4%
Amortization of Loan Costs	271	271	0	1,625	1,625	0	0%
Total Interest Expense and Amortization Cost	2,350	3,063	(714)	17,679	18,381	(702)	
Total Operating Expenses	\$ 15,691	\$ 16,686	\$ (995)	\$ 95,776	\$ 100,119	\$ (4,343)	-4%
Excess of Operating Revenue over Operating Expenses	\$ 3,164	\$ 1,460	\$ 1,705	\$ 12,187	\$ 8,757	\$ 3,429	39%
Extraordinary Maintenance	-	-	-	-	-	-	
Depreciation Expense	13,459	13,459	(0)	80,752	80,754	(2)	
Funding Replacement Reserves from Operations	927	983	(56)	5,627	8,100	(2,473)	
Total Expenses	\$ 30,077	\$ 31,128	\$ (1,051)	\$ 182,155	\$ 188,973	\$ (6,818)	-4%
Net Gain (Loss)	\$ (11,221)	\$ (12,982)	\$ 1,761	\$ (74,192)	\$ (80,097)	\$ 5,904	-7%

Columbia Housing Authority
Administration Revenue and Expense Summary

	Total Administration	Year to Date Budget	Budget Variance	
Management Fee	\$ 152,604	\$ 160,524	\$ (7,920)	-5%
Asset Management Fee	8,400	7,200	1,200	17%
Book Keeping Fee	79,313	80,155	(843)	-1%
Front Line Service Fee	-	-	-	#DIV/0!
Fee Revenue	240,317	247,880	\$ (7,563)	-3%
Interest Income	3,800	8,303	(4,502)	-54%
Investment Income	412,312	395,509	16,803	4%
Other Revenue	202,843	215,435	(12,591)	-6%
Total Revenue	\$ 859,272	\$ 867,126	\$ (7,854)	-1%
Administrative Salaries	418,620	416,297	2,323	1%
Auditing Fees	4,576	6,500	(1,924)	-30%
Advertising and Marketing	501	150	351	234%
Employee Benefits - Admin.	99,105	105,725	(6,621)	-6%
Office Expenses	19,319	10,098	9,222	91%
Legal Expense	413	1,500	(1,088)	-73%
Training & Travel	271	3,000	(2,729)	-91%
Other	31,715	37,200	(5,485)	-15%
Total Operating - Administration	574,520	580,470	(5,949)	-1%
Water	278	835	(557)	-67%
Electricity	2,235	3,600	(1,365)	-38%
Gas	1,228	1,240	(12)	-1%
Sewer	160	180	(20)	-11%
Total Utilities	3,900	5,855	(1,955)	-33%
Total Maintenance	8,784	9,025	(241)	-3%
Total Insurance Premiums	17,184	13,821	3,363	24%
Total Other Expenses	51,461	36,411	15,050	41%
Interest of Bonds Payable	161,273	161,273	-	0%
Interest on Notes Payable	11,461	11,461	-	0%
Total Interest/Amortization	172,734	172,734	-	0%
Total Operating Expenses	\$ 830,729	\$ 818,316	\$ 12,413	2%
Excess of Operating Revenue over Operating Expenses	\$ 28,544	\$ 48,810	\$ (20,267)	-42%
Depreciation Expense	6,745	3,560	3,185	
Total Expenses	\$ 837,474	\$ 821,876	\$ 15,598	2%
Net Gain (Loss)	\$ 21,798	\$ 45,250	\$ (23,452)	-52%

**Columbia Housing Authority
Entity Wide Revenue and Expense Summary**

	Public Housing Projects	Affordable Housing Projects	Housing Choice Vouchers	HCV CARES ACT	Mainstream Vouchers	Continuum of Care Vouchers	TBRA Vouchers	ROSS Grants	CHALIS	Columbia Community Housing Trust	Affordable Housing General Partners	Affordable Housing Development	CHA Business Activities	CHA Central Office	Subtotal	ELIM	Total
Tenant Rental Revenue	\$ 169,244	\$ 892,497	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 13,614	\$ 3,680	\$ -	\$ -	\$ -	\$ -	\$ 1,079,035	\$ -	\$ 1,079,035
Rental Subsidies		1,210,646	-		-	-	-	-	-	-	-	-	-	-	1,210,646	(1,210,646)	-
Vacancy Loss	(30,513)	(55,790)	-		-	-	-	-	-	-	-	-	-	-	(86,303)		(86,303)
Net Rental Revenue	138,730	2,047,353	-		-	-	-	-	13,614	3,680	-	-	-	-	2,203,378	(1,210,646)	992,732
Tenant Revenue - Other	3,762	28,265	-		-	-	-	-	-	1	-	-	-	-	32,028		32,028
Total Tenant Revenue	142,492	2,075,618	-	-	-	-	-	-	13,614	3,681	-	-	-	-	2,235,405	(1,210,646)	1,024,760
HUD PHA Operating Grants	222,252	-	4,835,642		37,297	194,543	-	78,132	-	-	-	-	-	-	5,367,866	-	5,367,866
HUD Voucher Admin Fees		-	512,952		-	-	-	-	-	-	-	-	-	-	512,952	-	512,952
Capital Grants	239,589	-	-		-	-	-	-	-	-	-	-	-	-	239,589	-	239,589
Management Fee		-	-		-	-	-	-	-	-	-	-	-	152,604	152,604	(152,604)	-
Asset Management Fee		-	-		-	-	-	-	-	-	-	-	-	8,400	8,400	(8,400)	-
Book Keeping Fee		-	-		-	-	-	-	-	-	-	-	-	79,313	79,313	(79,313)	-
Total Fee Revenue	461,841	-	5,348,594	-	37,297	194,543	-	78,132	-	-	-	-	-	240,317	6,360,724	(240,317)	6,120,407
Other Government Grants	-	-	-	38,270	-	-	-	-	401,039	-	-	-	-	-	439,308	-	439,308
Interest Income	2,293	7,446	1,517		-	-	-	-	199	411	-	7,302	1,191	521	20,880	-	20,880
Investment Income												27,708	403,086	-	430,793	(430,793)	-
Fraud Recovery	1,142	-	800		-	-	-	-	-	-	-	-	-	-	1,942		1,942
Other Revenue	9,879	139,011	8,985		-	-	-	-	63,939	675	124,768	2,693	182,666	20,177	552,793	(26,192)	526,601
Gain/Loss on Sale of Capital Assets	17,350	-	-		-	-	-	-	-	-	-	-	-	-	17,350		17,350
Total Revenue	\$ 634,998	\$ 2,222,075	\$ 5,359,896	\$ 38,270	\$ 37,297	\$ 194,543	\$ -	\$ 78,132	\$ 478,791	\$ 4,767	\$ 124,768	\$ 37,703	\$ 586,943	\$ 261,015	\$ 10,059,196	\$ (1,907,948)	\$ 8,151,248
Administrative Salaries	20,824	172,658	145,128		91	505	-	-	20,811	-	-	264,694	560,995	188,410	1,374,116	-	1,374,116
Auditing Fees	2,019	37,575	19,566		-	-	-	-	2,187	20	8,100	1,260	7,635	2,240	80,602	-	80,602
Management Fee	58,123	124,342	118,440		-	-	-	-	-	-	-	-	-	-	300,905	(152,604)	148,301
Bookkeeping/LIHTC Asset Mgmt	5,288	32,477	74,025		-	-	-	-	-	-	-	-	-	-	111,789	(79,313)	32,477
Advertising and Marketing	-	-	1,243		-	-	-	-	871	-	-	1,218	380	311	4,023	-	4,023
Employee Benefits - Admin.	5,363	46,187	47,026		10	142	-	-	4,309	-	-	64,130	155,538	42,202	364,906	-	364,906
Office Expenses	2,739	14,531	7,843		-	163	-	152	4,607	373	-	3,538	17,022	12,274	63,243	-	63,243
Legal Expense		866	-		-	-	-	-	-	-	-	38	-	375	1,279	-	1,279
Training & Travel	870	1,489	-		-	-	-	2,016	3,045	-	-	94	146	271	7,930	-	7,930
Other	25,918	18,260	68,019		-	756	-	11,569	22,054	834	277	6,115	46,751	17,404	217,955	-	217,955
Total Operating - Admin.	121,144	448,384	481,290	-	101	1,566	-	13,737	57,882	1,227	8,377	341,086	788,467	263,487	2,526,748	(231,917)	2,294,831
Asset Management Fee	8,400	-	-		-	-	-	-	-	-	-	-	-	-	8,400	(8,400)	-
Tenant Services - Salaries	2,500	45,853	-	14,010	-	-	-	50,350	256,008	-	-	-	-	-	368,721	-	368,721
CARES Act Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Employee Benefit - Tenant Serv.	19	11,277	-	1,299	-	-	-	13,094	51,417	-	-	-	-	-	77,277	-	77,277
Tenant Services - Other	174	63,110	90	22,960	-	-	-	-	94,461	-	-	-	400	1,746	182,942	-	182,942
Total Tenant Services	2,865	120,240	90	38,270	-	-	-	63,443	401,886	-	-	-	400	1,746	628,940	-	628,940
Water	11,741	58,768	150		-	-	-	-	-	62	-	205	1,204	98	72,227	-	72,227
Electricity	8,910	135,774	1,203		-	-	-	-	-	110	-	840	4,853	791	152,481	-	152,481
Gas	8,498	16,233	662		-	-	-	-	-	193	-	350	2,076	433	28,445	-	28,445
Sewer	12,352	46,003	86		-	-	-	-	-	81	-	58	334	57	58,972	-	58,972
Total Utilities	41,501	256,778	2,101	-	-	-	-	-	-	446	-	1,453	8,468	1,379	312,125	-	312,125

**Columbia Housing Authority
Entity Wide Revenue and Expense Summary**

	Public Housing Projects	Affordable Housing Projects	Housing Choice Vouchers	HCV CARES ACT	Mainstream Vouchers	Continuum of Care Vouchers	TBRA Vouchers	ROSS Grants	CHALIS	Columbia Community Housing Trust	Affordable Housing General Partners	Affordable Housing Development	CHA Business Activities	CHA Central Office	Subtotal	ELIM	Total
Maintenance - Labor	80,580	177,059	-	-	-	-	-	-	-	-	-	-	-	-	257,640	-	257,640
Maintenance - Materials	35,416	74,169	-	-	-	-	-	-	595	49	488	43	1,721	911	113,392	-	113,392
Maintenance Contracts	50,096	162,120	4,396	-	-	-	-	-	-	-	-	-	-	-	216,612	-	216,612
Employee Benefits - Maint.	22,992	61,301	-	-	-	-	-	-	-	-	-	-	-	-	84,293	(26,192)	58,100
Total Maintenance	189,084	474,649	4,396	-	-	-	-	-	595	49	488	43	1,721	911	671,936	(26,192)	645,744
Protective Services - Labor	13,377	2,825	-	-	-	-	-	-	-	-	66,884	-	-	-	83,086	-	83,086
Protective Services - Other	473	99	-	-	-	-	-	-	-	-	2,352	-	-	-	2,924	-	2,924
Employee Benefit Contributions	3,418	722	-	-	-	-	-	-	-	-	17,088	-	-	-	21,228	-	21,228
Total Protective Services	17,267	3,645	-	-	-	-	-	-	-	-	86,325	-	-	-	107,238	-	107,238
Property Insurance	18,654	101,842	-	-	-	-	-	-	879	311	-	710	1,313	402	124,111	-	124,111
Liability Insurance	2,625	-	3,253	-	-	-	-	-	1,916	40	-	-	-	124	7,958	-	7,958
Workmen's Compensation	2,212	7,707	2,724	-	2	10	-	952	5,231	-	1,264	5,173	10,790	3,561	39,625	-	39,625
All Other Insurance	1,596	2,069	-	-	-	-	-	-	1,525	-	400	434	28,321	-	34,344	-	34,344
Total Insurance Premiums	25,086	111,617	5,977	-	2	10	-	952	9,550	350	1,664	6,318	40,424	4,087	206,037	-	206,037
Other General Expenses	21,355	12,800	-	-	-	-	-	-	-	-	-	1,086	136,618	8,614	180,473	-	180,473
Compensated Absences	-	-	-	-	-	-	-	-	-	-	-	9,638	30,920	-	40,558	-	40,558
Payments in Lieu of Taxes	11,912	77,393	-	-	-	-	-	-	1,361	346	-	-	-	-	91,012	-	91,012
Bad debt - Tenant Rents	(4,032)	193	-	-	-	-	-	-	-	-	-	-	-	-	(3,839)	-	(3,839)
Total Other Expenses	29,234	90,386	-	-	-	-	-	-	1,361	346	-	10,724	167,538	8,614	308,204	-	308,204
Interest of Mortgage Payable	-	165,250	-	-	-	-	-	-	-	-	1,618	-	589,127	-	755,996	-	755,996
Interest on Notes Payable	2,731	245,443	-	-	-	-	-	-	632	-	-	-	35,101	-	283,906	-	283,906
Amortization of Loan Costs	-	35,004	-	-	-	-	-	-	-	-	-	-	-	-	35,004	-	35,004
Total Interest/Amortization	2,731	445,697	-	-	-	-	-	-	632	-	-	-	624,228	-	1,074,906	(430,793)	644,112
Total Operating Expenses	\$ 437,312	\$ 1,951,397	\$ 493,854	\$ 38,270	\$ 103	\$ 1,576	\$ -	\$ 78,132	\$ 471,907	\$ 2,418	\$ 96,853	\$ 359,625	\$ 1,631,245	\$ 280,224	\$ 5,844,534	\$ (697,303)	\$ 5,147,231
Excess of Operating Revenue over Operating Expenses	\$ 197,686	\$ 270,678	\$ 4,866,041	\$ -	\$ 37,194	\$ 192,967	\$ -	\$ -	\$ 6,884	\$ 2,348	\$ 27,915	\$ (321,922)	\$ (1,044,302)	\$ (19,209)	\$ 4,214,662	\$ (1,210,646)	\$ 3,004,016
Extraordinary Maintenance	-	638	-	-	-	-	-	-	-	-	-	-	-	-	638	-	638
Housing Assistance Payments	-	-	4,753,030	-	192,967	192,967	20,513	-	-	-	-	-	-	-	5,159,477	(1,210,646)	3,948,832
Depreciation Expense	81,137	1,040,970	1,144	-	-	-	-	255	8,707	1,696	-	-	19,188	-	1,153,097	-	1,153,097
Total Expenses	\$ 522,481	\$ 3,055,848	\$ 5,248,028	\$ 38,270	\$ 193,070	\$ 194,543	\$ 20,513	\$ 78,387	\$ 480,614	\$ 4,114	\$ 96,853	\$ 359,625	\$ 1,650,434	\$ 280,224	\$ 12,224,622	\$ (1,907,948)	10,316,674
Net Gain (Loss)	\$ 112,517	\$ (833,773)	\$ 111,868	\$ -	\$ (155,773)	\$ -	\$ (20,513)	\$ (255)	\$ (1,823)	\$ 652	\$ 27,915	\$ (321,922)	\$ (1,063,490)	\$ (19,209)	\$ (2,165,426)	\$ -	\$ (2,165,426)



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, MO 65203

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Closed Meeting Notice

CHA Board of Commissioners Meetings

Date: Wednesday, August 25, 2021

Time: 5:30 p.m.*

Place: Oak Towers - Oak Room, 700 N. Garth Ave., Columbia, MO 65203

*** The meeting will begin immediately following the adjournment of the meeting of the Columbia Housing Authority Board of Commissioners and CHALIS Board of Directors Meeting which begins at 5:30 p.m.**

CLOSED SESSION PURSUANT TO SECTION 610.021 (3) RSMo. - Pertaining to the hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.

- I. Call to Order
- II. Roll Call Vote to Go Into Closed Session to Discuss Legal Matters Pursuant to Section 610.021 (3) RSMo. - Pertaining to the hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.
- III. Roll Call Vote to End Closed Session
- IV. Adjournment