



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

To: CHA Board of Commissioners

From: Phil Steinhaus, CEO

Date: November 30, 2018

RE: December 4, 2018 CHA Board Meeting Agenda & Materials

Enclosed is the agenda packet for the CHA Board meeting next Tuesday. Included in the packet are staff memos and information related to each resolution. Also included are the agenda packets for the CHALIS and CCTH meetings. Please note the following:

CHA BOARD AGENDA ITEMS

- **CHA Computer Network Issues:** Enclosed is an update on our computer network issues.

Resolutions

- **Resolution 2801:** To approve an application to HUD for the Family Self-Sufficiency program.

BOARD REPORTS

- **Affordable Housing Initiative:** Enclosed is an update on the CHA Affordable Housing Initiative.
- **CHA Management Reports:** Due to computer network issues we only have a report on the Housing Choice Voucher programs.
- **Closed Session:** We will go into closed session to discuss the purchase of real estate.
- **Current Events:** A report on current events distributed at the meeting.
- **Annual CEO Evaluation:** We will discuss the annual evaluation of the CEO.

CHALIS and CCTH Agendas

- These two meetings deal with the review of the IRS 990 forms.

Please contact me if you have any questions or need additional information about any of the items on the meeting agenda.

Please note: Box dinners will be available for Commissioners at 5:00 p.m.



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

Open Meeting Notice

CHA Board of Commissioners Meeting

Date: Tuesday, December 4, 2018

Time: 5:30 p.m.

Place: Columbia Housing Authority, 201 Switzler Street

Following the open meeting, the CHA Board of Commissioners will go into Closed Session Pursuant to Section 610.021 (2) RSMo. - Pertaining to the leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor.

- I. Call to Order/Introductions
- II. Roll Call
- III. Adoption of Agenda
- IV. Approval of October 16, 2018 Open Meeting Minutes
- V. Recognition of Achievement
- VI. Public Comment (Limited to 5 minutes per speaker)
- VII. Report on CHA Computer Network Issues

RESOLUTIONS:

- VIII. **Resolution 2801:** To Approve 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 in the Amount of \$105,807.

REPORTS

- IX. Affordable Housing Initiative Report
- X. Discussion Regarding the Renovation of the Providence Walkway Apartments
- XI. Monthly Management Report Housing Choice Voucher Programs.
- XII. Current Events
- XIII. Preparation for the Evaluation of the CEO

PUBLIC AND COMMISSIONER COMMENT

- XIV. Public Comment (Limited to 5 minutes per speaker)

XV. Commissioner Comment

XVI. Adjournment

CLOSED SESSION PURSUANT TO SECTION 610.021 (2) RSMo. - Pertaining to the leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor.

If you wish to participate in the meeting and require specific accommodations or services related to disability, please contact Ms. LaShonda Eniade, Executive Assistant at (573) 443-2556, extension 1122, at least one working day prior to the meeting. (Email: www.columbiaha.com/contact Administration)

Media Contact: Phil Steinhaus, CEO
Phone: (573) 443-2556
E-mail: www.ColumbiaHA.com Contact Us Administration

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.



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 October 16, 2018 MEETING MINUTES

I. Call to Order:

The Board of Commissioners of the Housing Authority of the City of Columbia, Missouri met in open session on September 18, 2018, in the Training Room of the Columbia Housing Authority (CHA) Administration Building, 201 Switzler St., Columbia, Missouri 65203. Mr. Bob Hutton, Chair called the meeting to order at 5:30 p.m.

II. Roll Call:

Present: Bob Hutton, Chair
Robin Wenneker, Vice Chair
Rigel Oliveri, Commissioner
John French, Commissioner

CHA Staff: Phil Steinhaus, CEO
LaShonda Wallace, Executive Assistant
Andrea Tapia, Director of Housing Programs
Laura Lewis, Director of Affordable Housing Operations
Mary Harvey, Director of Finance

Excused: Max Lewis, Commissioner

Guest: Tom Kayser

III. Adoption of Agenda:

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

IV. Approval of September 18, 2018 Open Meeting Minutes:

Mr. Hutton called for a motion to approve the minutes from the open meeting of September 18, 2018. A motion was made by Mr. French and second by Ms. Oliveri. All Commissioners voted "aye" and Mr. Hutton declared the motion approved.

V. Approval of September 18, 2018 Closed Meeting Minutes:

Mr. Hutton called for a motion to approve the minutes from the open meeting of September 18, 2018. A motion was made by Mr. French and second by Ms. Oliveri. All Commissioners voted "aye" and Mr. Hutton declared the motion approved.

VI. Recognition of Achievement: None

VII. Public Comment.

RESOLUTIONS:

VIII. Resolution 2798: A Resolution to Approve the CHA Employee Benefits Package for FYE January 1, 2019 through December 31, 2019.

Mr. Steinhaus announced to the Board that Mr. Tom Kayser from Sundvold Financial, will be going over the health insurance renewal rates for 2019.

Mr. Kayser explained there will be a 2.28% rate increase in health insurance for 2019, deductible will be raised to \$2,000, and net impact to employees is minimal. Mr. Kayser explained after the \$2,000 deductible is met, all medical expenses will be covered because there is not a coinsurance.

He noted that Principal currently covers our Dental, Short Term Disability, Long Term Disability and Life Insurance. Dental increased 3.5%; Long Term Disability increased 14.9%; and Life insurance increased 9.8%. No increases for short term disability or voluntary life.

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

Mr. Hutton called for a motion to approve **Resolution 2798** as presented. A motion was made by Ms. Wennker. Second by Mr. French. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Wenneker, French, Hutton, Oliveri

No: None

IX. Resolution 2799: To Approve the Submission of the PHA Annual Plan, Operation Fund Budgets, and PHA Certifications of Compliance Statement For the Fiscal Year Beginning January 1, 2019 and Ending December 31, 2019 to The Department of Housing and Urban Development.

A. Proposed CHA Budget – FYE January 1, 2019 – December 31, 2019

1. Budget Presentation

Mr. Steinhaus reviewed the assumptions and changes to the budget. Those assumptions are as follows:

- A 2% COLA effective January 1, 2019 for all employees except for Grant funded employees. Grant employee salaries are based on their individual grant award.
- On the first draft, employee health insurance January 1, 2019 renewal was estimated with an 8.8 increase. Based on the options proposed for 2019's renewal the increase has been reduced to 2.8%

- On the first draft, Workers Comp Insurance was based on a rate of 2.2% of salaries. CHA's MOD rate has dropped from .91 to .72 reducing our rate from 2.2% to 1.9% of salaries. 2% inflation factor for expenses.

Mr. Steinhaus stated CHA has been awarded 14 mainstream vouchers for 2019 and 7 more VASH vouchers. Housing Assistance Payments (HAP) was increased by \$43,789 due to the additional vouchers received. He noted that inspection cost was also increased due to the additional vouchers. CHA is looking to donating, 403 Park Avenue, to the school district, and the \$3,000/year rent for the facility has been removed from the 2019 budget.

Mr. Steinhaus added that CHA-Low Income Services was not included in the budget last month. He went over each grant and where their supporting services come from.

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

2. Board Discussion

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

3. Public Hearing

Mr. Hutton opened the public hearing for comment. There was no public comment. Mr. Hutton closed the public hearing.

B. Proposed FYE2019 CHA Annual Plan and Five Year Plan

1. FYE2019 CHA Annual Plan and Five Year Plan Presentation

Mr. Steinhaus stated there is an amendment to the Rental Assistance Demonstration (RAD) Program. Mr. Steinhaus stated CHA did not receive Low-Income Housing Tax Credit funding this year for the renovation of the Providence Walkway Apartments and will reapply for LIHTC funding next year.

Mr. Steinhaus noted that there were no changes to the plan since the September CHA Board meeting. He asked if the Board wanted him to review the plan again. The Board expressed that they did not feel there was a need to review the plan again.

2. Board Comment

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

3. Public Hearing

Mr. Hutton opened the public hearing for comment. There was no public comment. Mr. Hutton closed the public hearing.

C. Board Discussion and Vote

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

Mr. Hutton called for a motion to approve Resolution 2799 as presented. A motion was made by Ms. Wennker. Second by Mr. French. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Wenneker, French, Hutton, Oliveri

No: None

- X. Resolution 2800:** To approve a Revision of the Section 8 Housing Choice Voucher (HCV) Program Administrative Plan to Implement the Alternative Mobility Policy for the Housing Choice Voucher Program.

Mr. Steinhaus stated The Alternative Mobility policy is to limit 75% of its HCV vouchers in any single year to residents with a Project-Based Voucher in a RAD converted property.

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

Mr. Hutton called for a motion to approve **Resolution 2800** as presented. A motion was made by Ms. Oliveri. Second by Ms. Wenneker. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Wenneker, French, Hutton, Oliveri

No: None

REPORTS

- XI. Affordable Housing Initiative Report.**

Mr. Steinhaus stated that the renovation of Oak Towers is complete and the ribbon cutting was a success. He noted that the renovation of the Bryant Walkway II Apartments is coming along and is estimated to be completely done by the end of 2018. Bryant Walkway I is coming along, construction has started on the Northside of the property. Mr. Steinhaus shared Providence Walkway did not get funded and CHA will be resubmitting an application in 2019.

Mr. Steinhaus asked if there was any further discussion about the Affordable Housing Initiative report and there was none.

- XII. Monthly Management Reports for Public Housing and Affordable Housing Properties, Housing Choice Voucher Programs, Human Services, and Safety.**

Mr. Steinhaus stated there is more turnover than usual at Paquin Tower and the goal is to get the units filled within 60 days. The Housing Choice Voucher program has more attrition than lease up due to a number of reasons. Ms. Tapia explained attrition could be from participants abandoning their units, being evicted, passing away, or becoming self-sufficient. Mr. Steinhaus stated the Continuum of Care current voucher in lease are 62 and the target number is 58. Mr. Steinhaus

shared that Human Services has a nice story on a participant of Healthy Home Connections (HHC). HHC staff helped the participant with getting a special nipple for her infant son who has a swallowing difficulties. She also received help with getting scrubs for her new dream job at Boone Hospital. Mr. Steinhaus added the Moving Ahead Program will be having a 15 year celebration October 25, 2018 and will take place at the Blind Boone Center. Mr. Steinhaus shared that safety has been working with new residents and educating them on possible lease violations. Oak Towers has been having some issues; possibly from new residents not yet acclimated to their new environment. Mr. Steinhaus shared Patriot Place has a few issues going on the property and CHA has been working on getting it resolved.

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

XIII. Financial Report:

Mr. Steinhaus shared some properties are over budget and some properties are under budget. Ms. Harvey reviewed the budget with the Board.

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

XIV. Current Events

Mr. Steinhaus noted that the CHA was featured in a few news articles.

XV. Public Comment

There was no public comment.

XVI. Commissioner Comment

There was no commissioner comment.

XVII. 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 7:00 p.m.

Bob Hutton, Chair

Date

Phil Steinhaus, Chief Executive Officer

Date

Certification of Public Notice

I, Phil Steinhaus, Chief Executive Officer of the Housing Authority of the City of Columbia, Missouri, do hereby certify that on October 12, 2018, I posted public notice of the October 16, 2018 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.

Phil Steinhaus, Chief Executive Officer

Date



Housing Authority of the City of Columbia, Missouri

Board Staff Memo

To: CHA Board of Commissioners

From: Phil Steinhaus, CEO

Date: December 4, 2018

RE: CHA Computer Network Issues

On Wednesday, November 7, 2018, our network provider, LANIT Services, was attacked by a new computer virus called the RYUK virus. It took their whole network down for all their clients, including the Columbia Housing Authority (CHA). The virus was stopped initially by our anti-virus software, but then it attacked in a different way and started encrypting files. If encryption did not work, the virus started reformatting drives, thus erasing files. Unfortunately, the virus made it through to our back-up servers and we have not been able to recover our encrypted and deleted files. There is no known cure for this virus at this time.

LANIT did a hard shut down of the network on Wednesday evening to prevent any further damage.

We were without computer access until Wednesday, November 14, 2018. At that time we had limited access to email. Email issues still persist with some CHA staff still unable to access their email. Past email were restored except for the time period from November 5-9, 2018.

It seems that the virus attacked our largest server first which contained our shared "H" drive and everyone's personal "U" drive. Fortunately, the "F" server which contained our Housing Management Software (HMS) data was not attacked as it is a smaller server. The attack occurred very quickly, in a matter of minutes, and LANIT assures us that no data was downloaded, only encrypted or deleted, so fortunately we did not have a data breach. Unfortunately, all of our scanned files from our File Vision program were on the "H" drive and have not been recovered.

There still is a possibility that we can recover some of our lost files. LANIT has been focused on resolving everyone's email issues first and our hope is that we will know something about our files in the coming week.

All our payroll data is kept on the Paylocity server, so that data is secure.

We strongly believed that LANIT had a good backup system in place with appropriate redundancies, so we are extremely dismayed that this event occurred.

We are in the process of switching to a new network provider, 43Tc, which is a local company with 8 employees. LANIT only had two employees maintaining their network. Costs for the new service are slightly higher than what we were paying to LANIT, about \$1,000 per month. The CHA will be on the Microsoft cloud and utilize the Microsoft 365 program.

Matt and Julie McDermott, from 43Tc will attend the meeting to answer any questions about their services and their ability to protect our data and personal information in the further detail.



Housing Authority of the City of Columbia, Missouri

Board Resolution Staff Memo

To: CHA Board of Commissioners

From: Phil Steinhaus, CEO

Date: December 4, 2018

RE: **Resolution 2801:** To Approve 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 in the Amount of \$105,807.

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 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.

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 2019. The amount of the request is \$105,807.

CEO Recommendation: Approve Resolution 2801 to 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 in the amount of \$105,807.



Housing Authority of the City of Columbia, Missouri

Board Resolution

RESOLUTION 2801

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 in the amount of \$105,807.

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 2019. The amount of the request is \$105,807.

THEREFORE BE IT RESOLVED that the Board of Commissioners of the Columbia Housing Authority hereby adopts Resolution 2801 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 in the amount of \$105,807.

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

Bob Hutton, Chair

Phil Steinhaus, Secretary

Adopted December 4, 2018



Board Report Staff Memo

To: Board of Commissioners
From: Phil Steinhaus, CEO
Date: December 4, 2018
RE: Affordable Housing Initiative Report

The following is a current status report for the Columbia Housing Authority’s (CHA) Affordable Housing Initiative which includes any significant activity for the past month. All Affordable Housing Initiative reports and information (current and archived) are on our website at www.ColumbiaHA.com, under “What We Do” / “Affordable Housing Initiative”.

Recent Activity (October - November 2018)

Patriot Place – Apartments for Veterans

The Veterans living at the Patriot Place Apartments greatly appreciate the quality of the apartments and the supportive services provided on-site by the Truman VA.

Stuart Parker Apartments with Paquin Tower

All of the buildings in the Stuart Parker Apartments are complete and we have moved Low-Income Housing Tax Credit (LIHTC) qualified residents into all vacant units.

All the work has been completed at Paquin Tower and all vacant units filled with LIHTC qualified residents.

Bear Creek Apartments

All of the buildings in the Bear Creek Apartments are complete and we have moved LIHTC qualified residents into all vacant units.

Oak Towers

The renovations of Oak Towers are complete and the building is fully occupied.

Bryant Walkway Apartments

Building 16 – New Construction at 304 McBaine

Building is completed. Rain garden is installed and certified. One side of duplex is occupied.

Building 15

Almost complete, including seeding and straw, turns over 12-07.

Building 14

Completed and occupied.

Building 13

Completed and ready to occupy.

Building 12

Insulated, drywall stocked, hangs 11-30, siding completed, porch railing completed, gutters installed.

Building 11

Dry walled, starting taping now, siding completed, and porch rail 11-30.

Building 10

Dry walled and taped, paints 12-03, floors 12-05, siding completed.

Building 6

Abated, demoed, underground plumbing in, and inspected, sewer tapped, concrete slab poured on 11-29, framing start on 11-30.

Building 7

Abated, demoed, underground plumbing going in now.

Building 3

Inspected roughs and insulated, drywall stocked on 11-29, , hangs next week, siding start 11-30

Building 2

Rough inspects on 11-30, insulate 12-03

Building 1

Finishing rough-ins, installing final upper windows 11-29, insulate 12- 13.

Bryant Walkway II**Building 7**

Building 7 is currently occupied.

Building 6

Building 6 is currently occupied.

Building 5

Building 5 is currently occupied.

Building 4

Building 4 is currently occupied.

Building 9

Has turned over and has occupancy.

Building 8

Building 8 is in the finish stage, with cabinets, interior doors, and all finishes being put in. We will have this building finished and ready for occupancy in two weeks.

Building 3

This building has the asbestos and demo finished. We have also finished the underground plumbing. The electrical, plumbing, and HVAC rough component installation has been completed. The insulation and drywall have been installed, and the drywall mud finish coat is all done. Paint has been put on the walls and the flooring is nearly finished being put down. Building 3 is running about a week behind building 8 for finishes.

Building 2

This building has had the asbestos and demo work done and the underground plumbing work is done. Electrical, plumbing, and HVAC rough are finished, and the insulation is being installed. The insulation and drywall have been installed, and the drywall mud finish coat is being put on. Paint will happen next week as well as flooring.

Building 1

This building has the asbestos and demo work done and the underground plumbing is finished. The electrical, plumbing and HVAC rough is being done right now. All of the interior wiring, pipes, and duct work should be completed this week, and we are getting it insulated and ready for drywall next week.

Providence Walkway Apartments

We submitted an application for 9% Low-Income Housing Tax Credits to the Missouri Housing Development Commission on March 13, 2018 to renovate the Providence Walkway Apartments. The MHDC has issued a Qualified Allocation Plan that only includes federal Low-Income Housing Tax Credit (LIHTC) funding. This will result in fewer units of affordable housing build across the state and make the application process much more competitive.

The MHDC finally met on Friday, October 5, 2018 and adopted the staff recommendations for funding. Unfortunately our application for the Providence Walkway Apartments was not funded. We will be reexamining the project and be prepared to resubmit and application for low-income housing tax credits during the next funding round which will probably be in the fall of 2019.

We have also submitted an application to the Federal Home Loan Bank of Des Moines for funding for the Providence Walkway Apartments through their Affordable Housing Program. Applications were due May 31, 2018 with awards announced in December 2018.

An application to the City of Columbia for \$100,000 in HOME Rental Production funding was submitted in April 2018. The Community Development Commission recommended full funding of our application. The

City Council approved the commission's recommendation. The funds will be available in the summer of 2019.

East Park Avenue Apartments and the Fisher Walkway Apartments

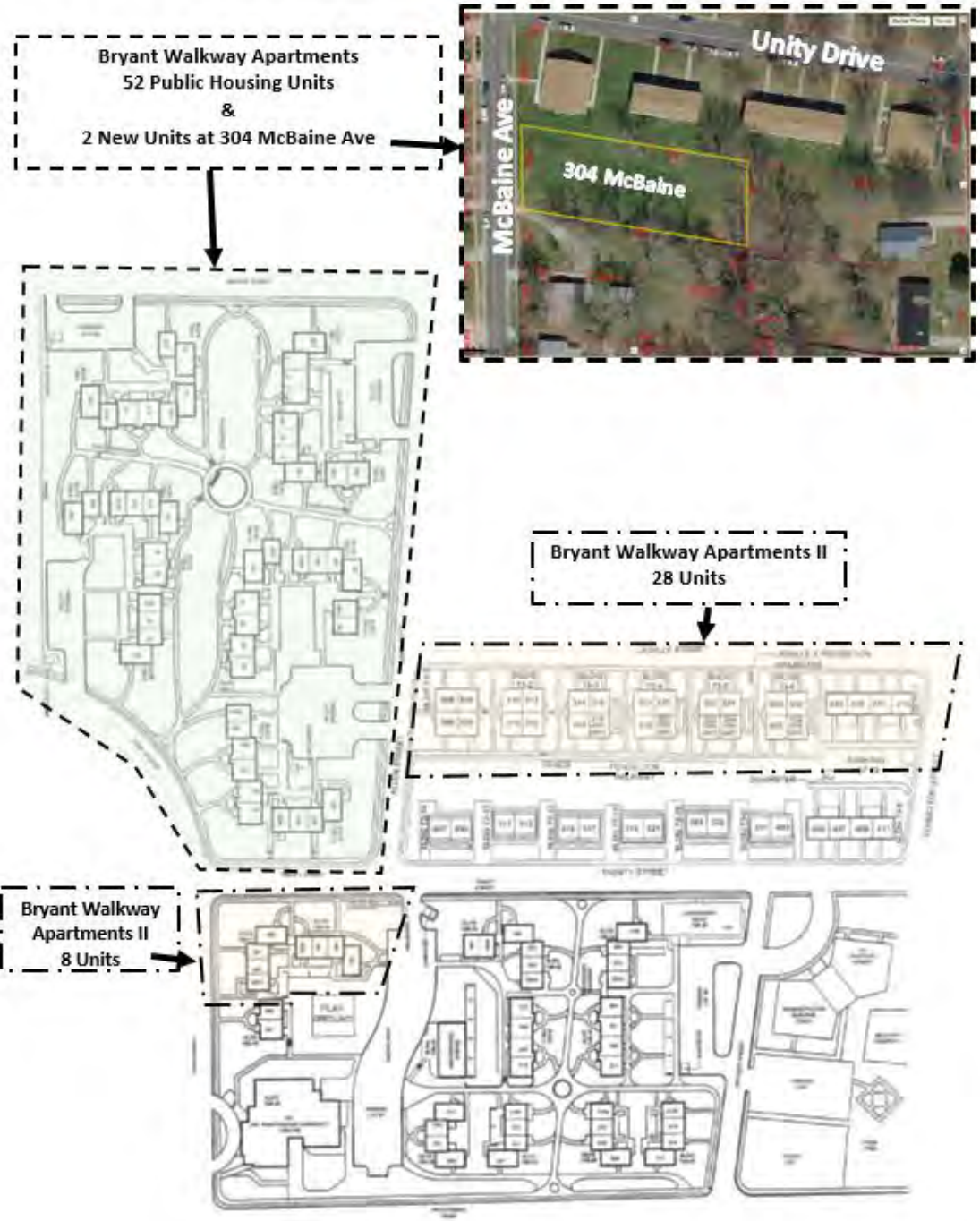
As a result of Congress approving an increase the cap on the number of RAD units nationwide from 185,000 to 225,000, the CHA was issued a multiphase RAD award for our remaining 120 public housing units to be renovated. This includes our Providence Walkway Apartments (50 units), East Park Avenue Apartments (40 units), and Fisher Walkway Apartments (30 units). The multiphase award was issued on April 26, 2017. The award reserves RAD conversion authority for these final 120 units of public housing.

We have initiated a strategic planning process for the renovation or redevelopment of the East Park Avenue and Fisher Walkway Apartments. This will be an on-going planning process during 2018 and 2019 and will involve community input at some point in the process. This strategic planning process will also include discussions with other property owners, strategic community partners, and governmental agencies.

Bryant Walkway Apartments and Bryant Walkway Apartments II

1

| Two proposed renovation projects | Number of Units | LIHTC Funding |
|----------------------------------|-----------------|---------------|
| Bryant Walkway Apartments | 54 Units | 9% LIHTC |
| Bryant Walkway Apartments II | 36 Units | 4% LIHTC |





AIA[®] Document G711[™] – 1972

Architect's Field Report

| | | | |
|---|---|------------------------------------|--|
| PROJECT: <i>(Name and address)</i> Bryant Walkway Apartments Bryant II Walkway & McBaine St. | | FIELD REPORT NUMBER: 18 | OWNER: <input checked="" type="checkbox"/> |
| CONTRACT: | | ARCHITECT'S PROJECT NUMBER: | ARCHITECT: <input checked="" type="checkbox"/> |
| | | | CONSULTANT: <input checked="" type="checkbox"/> |
| | | | FIELD: <input type="checkbox"/> |
| DATE 11/28/18 | TIME 9:30 | WEATHER Cloudy | TEMP. RANGE 20 degrees |
| EST. % OF COMPLETION 89% | CONFORMANCE WITH SCHEDULE (+,-) | | |
| WORK IN PROGRESS see below | PRESENT AT SITE CHA : Phil Steinhaus, Greg Willingham EM Harris: Charles Gottlieb, Hans Larsen, | | |
| OBSERVATIONS see below | Don Buchmueller | | |
| ITEMS TO VERIFY see below | Simon Associates: Jody Miller | | |
| INFORMATION OR ACTION REQUIRED see below | ND Consulting: Tracy Perotti | | |
| ATTACHMENTS Photos | Wallace: Ernie Hegger | | |
| | Natura Consulting: Tom Robbins | | |
| REPORT BY: Jody Miller | | | |

Building 8 - Flooring is installed. Cabinets and doors are onsite and will be installed this week. Owner punch list is planned for 12/10.

Building 3 - Flooring installation is starting today with completion anticipated at the end of the week. During the onsite inspection, it was observed that the slab is sunk 1"-2" below the exterior wall framing along the north exterior wall in the northeast. The gap increases in depth toward the center of the wall. It was discussed that polyjacking had been done in that unit and that the slab had been stabilized. EM Harris will prepare a price to add leveling compound to the slab for CHA to review.

Building 2 - Drywall is hung and being finished this week. Painting is scheduled to start Friday.

Building 1 - Drywall is scheduled to start this week.
Exterior work is scheduled for completion on all buildings this week.

Building 1 Bathroom



Building 1 Exterior



Building 1 Interior



Building 2 Bathroom



Building 2 Bedroom



Building 2 Exterior



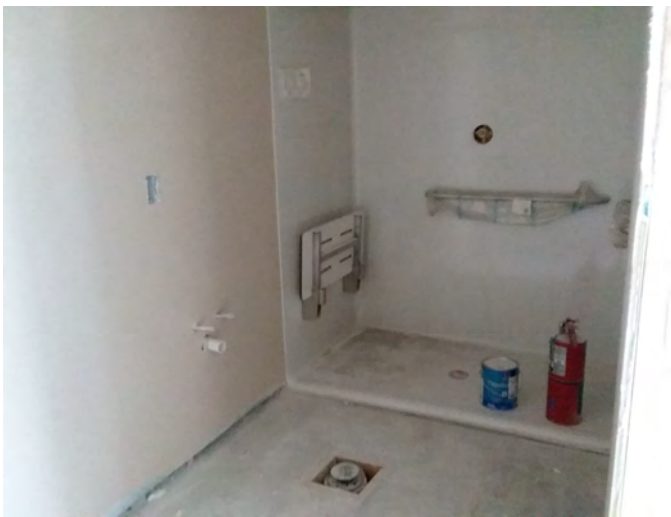
Building 2 Hallway



Building 2 Living Room



Building 3 Bathroom



Building 3 Bedroom



Building 3 Kitchen



Building 3 Living Room Offset



Building 3 Living Room Offset



Building 8 A Unit Laundry



Building 8 A Unit Living Room



Building 8 B Unit Bathroom



Building 8 B Unit Bedroom



Building 8 B Unit Interior



Building 8 C Unit Living Room



Building 8 C Unit Mech Closet & Hallway



Building 8 C_D Unit Radon Fan



Building 8 D Unit Bathroom



Building 8 D Unit Kitchen



Building 8 Rear Exterior



Building 8 Water Hydrant Relocation





AIA[®] Document G711[™] – 1972

Architect's Field Report

| | | |
|--|---|--|
| PROJECT: <i>(Name and address)</i> Bryant Walkway Apartments Bryant Walkway & McBaine St. CONTRACT: | FIELD REPORT NUMBER: 20 ARCHITECT'S PROJECT NUMBER: | OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONSULTANT: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> |
| DATE 11/14/18 | TIME 9:30 | WEATHER Partly Cloudy TEMP. RANGE 24 degrees |
| EST. % OF COMPLETION 56% | CONFORMANCE WITH SCHEDULE (+,-) | |
| WORK IN PROGRESS see below | PRESENT AT SITE CHA : Phil Steinhaus, Greg Willingham EM Harris: Charles Gottlieb, Dan Edwards, | |
| OBSERVATIONS see below | Don Buchmueller Simon Associates: Jody Miller | |
| ITEMS TO VERIFY see below | | |
| INFORMATION OR ACTION REQUIRED | | |
| ATTACHMENTS Photos | | |
| REPORT BY: Jody Miller | | |

- Buildings 14 and 16 are complete and occupied.
- Building 13 - Punch list generated this week.
- Building 15 - Drywall is taped and painted. Flooring is in progress. HVAC is installed. Front sidewalk is graded for change in design as discussed last week.
- Building 10 - Insulation and drywall is in progress. Cabinets have been delivered.
- Building 11 - Windows are installed. Cabinets have been delivered.
- Building 12 - Siding is installed, rough-ins are complete. Insulation is in progress.
- Building 3 - Rough-ins are complete. Windows and doors are installed.
- Building 2 - Rough electrical will be complete this week. Will insulate next week. Windows are installed.
- Building 1 - Mechanical rough-ins are complete. Front porch and stairs are built.
- Buildings 6 and 7 - Asbestos abatement is complete. Interior demolition and concrete removal are in progress.
- Many buildings are scheduled for completion in December. CHA plans to move residents in January.
- Building 15 mechanical closet exhaust roof vent is positioned directly below the building gutter. Discussion with the HVAC installer indicated that required clearances from windows and intake vents limit the location of the exhaust vent with no possibility of relocating. A screen will be installed on the vent to prevent gutter leaves from blocking the exhaust.

Building 2 - Front Exterior



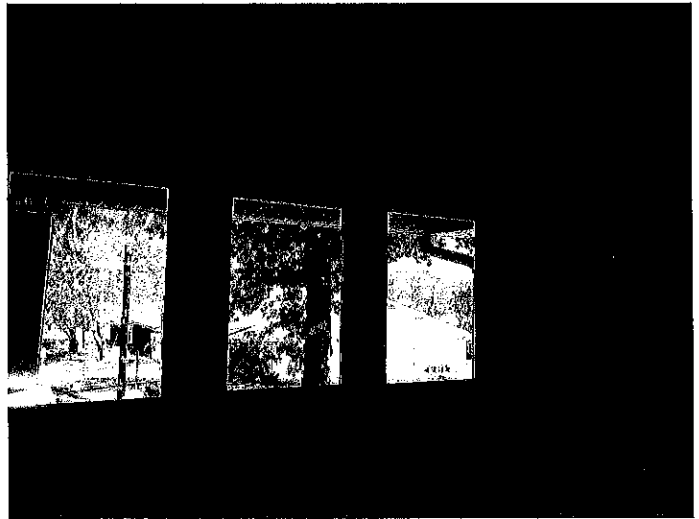
Building 10 - Front Exterior



Building 11 A Unit Interior



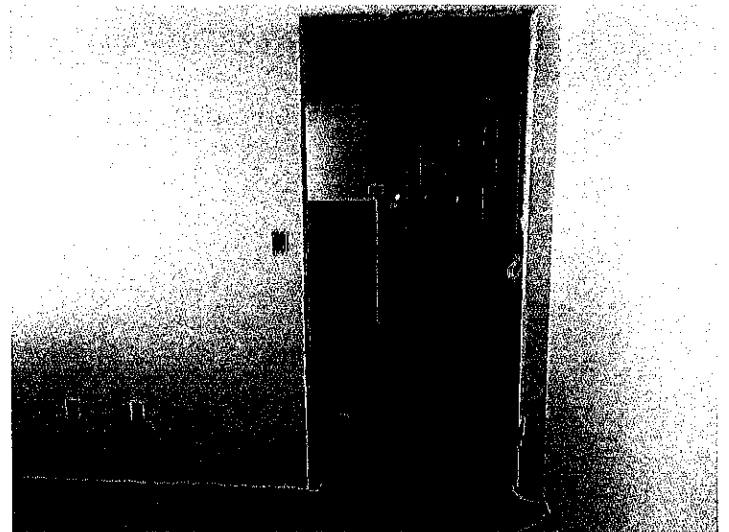
Building 12 D Unit Bedroom Windows



Building 14 A Unit Bathroom



Building 15 A Unit Interior



Building 10 & 13 Front Exterior



Building 3 E Unit 1st Floor



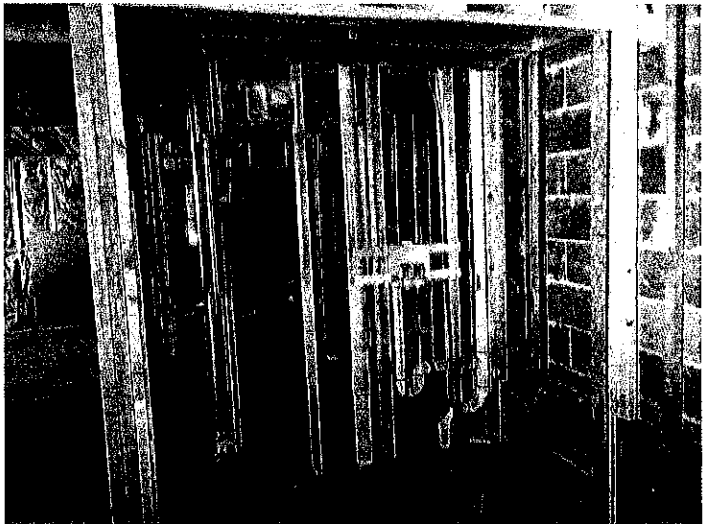
Building 3 E Unit Mechanical Closets



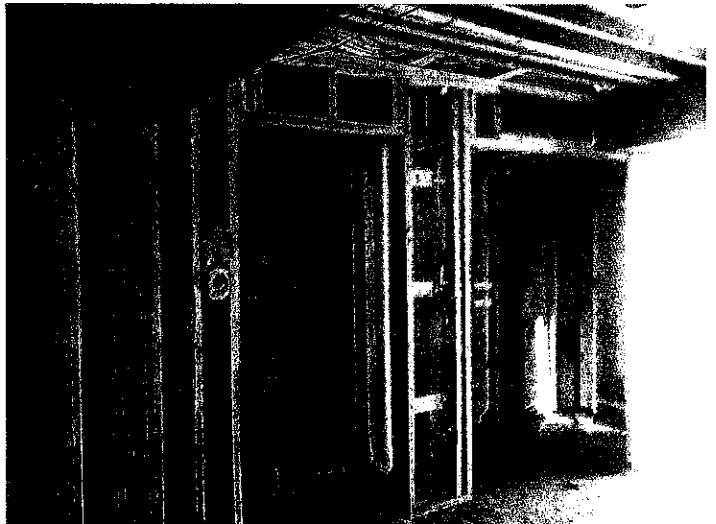
Building 3 Front Exterior



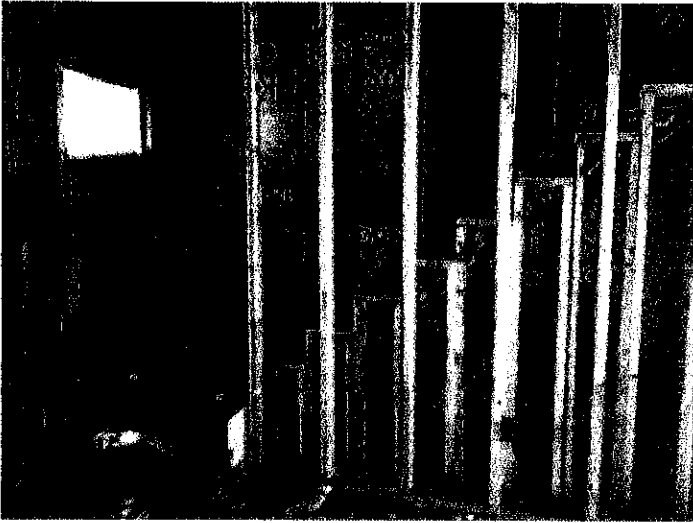
Building 11 A Unit Laundry



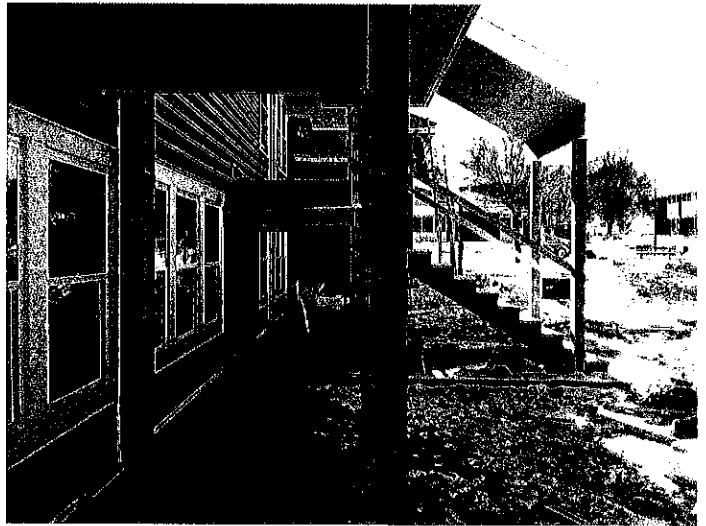
Building 11 B Laundry and Storage Closets



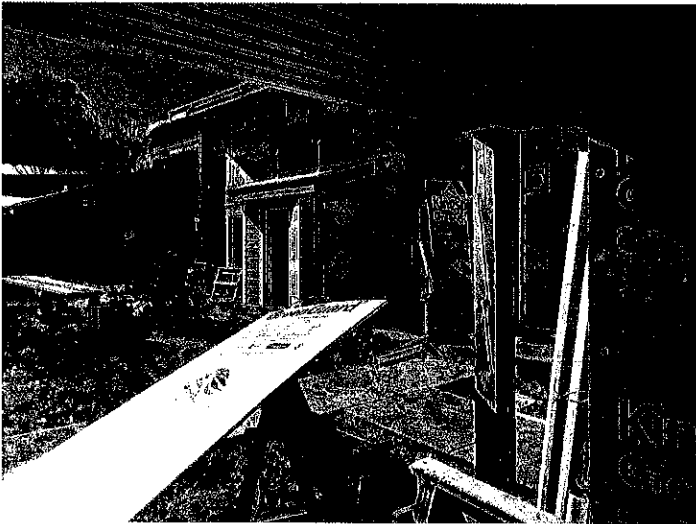
Building 11 B Unit Stair Re-Framing



Building 11 Front Exterior



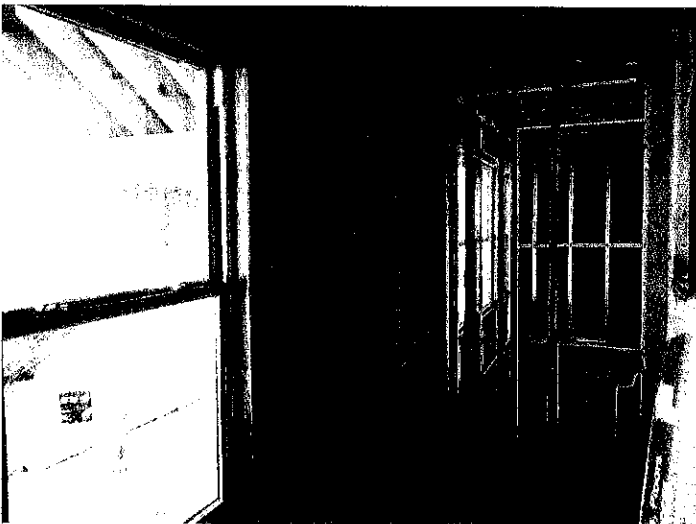
Building 11 Rear Exterior



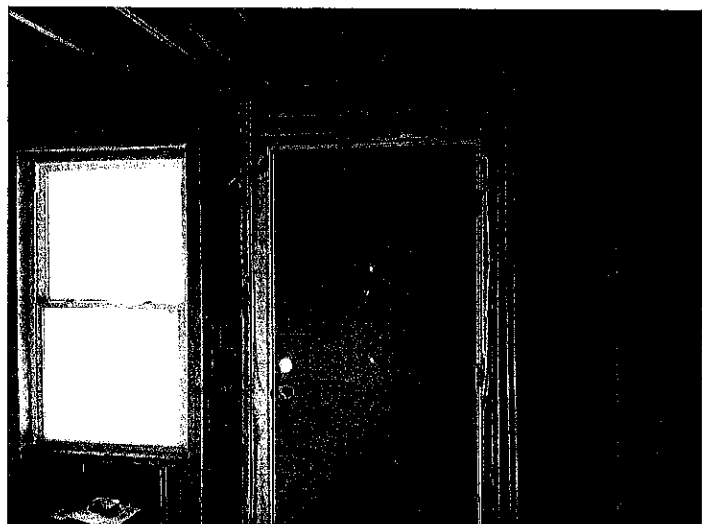
Building 12 C Unit Insulation Install



Building 12 C Unit Interior



Building 12 C Unit Replacement Framing at Termite Damaged Exterior Wall



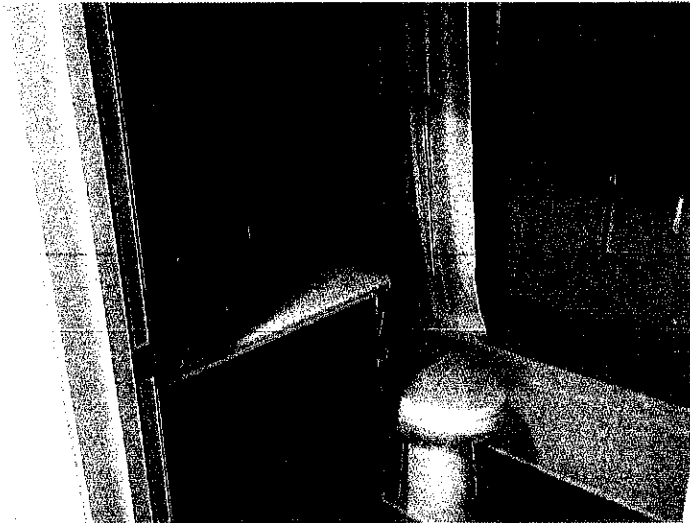
Building 12 D Unit Interior



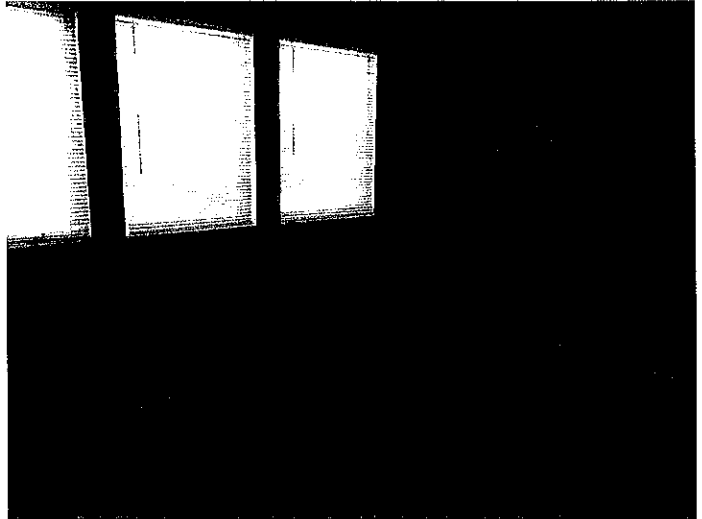
Building 12 Front Exterior



Building 13 2nd Floor Bath



Building 13 Bedroom



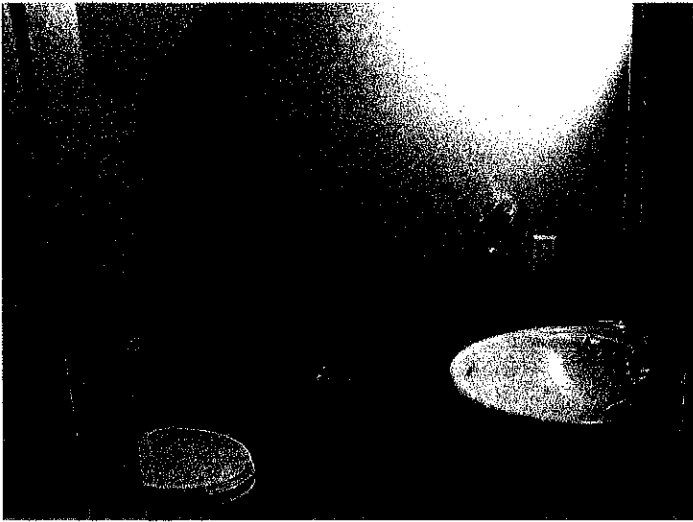
Building 13 E Unit 1st Floor



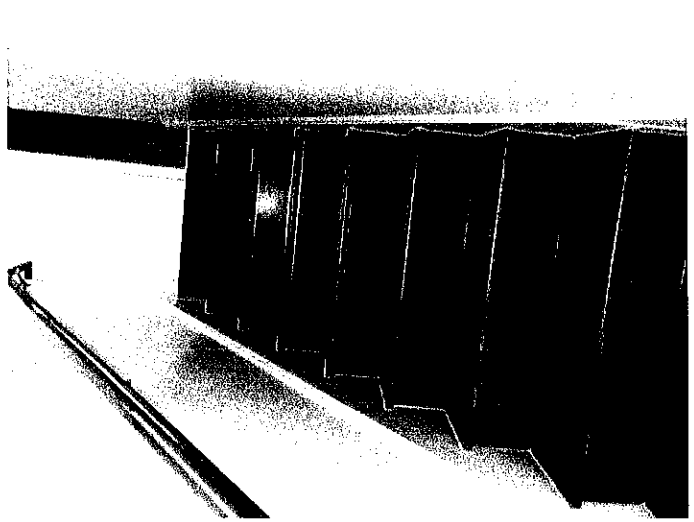
Building 13 Front Exterior



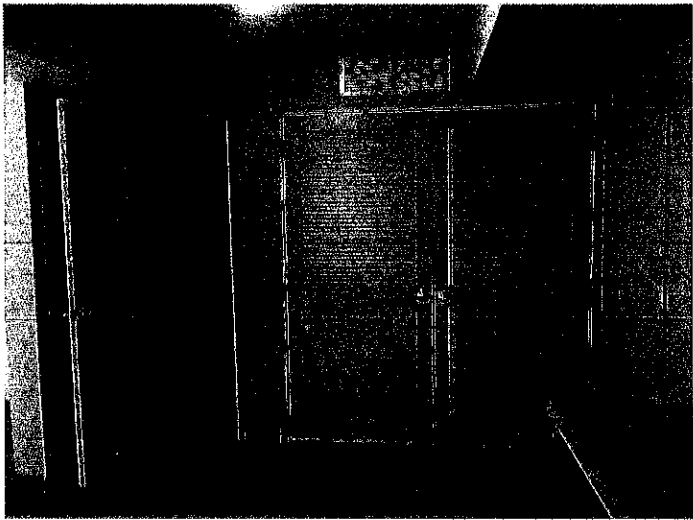
Building 13 Half Bath



Building 13 Refinished Stair



Building 13 View of Half Bath and Laundry Closet



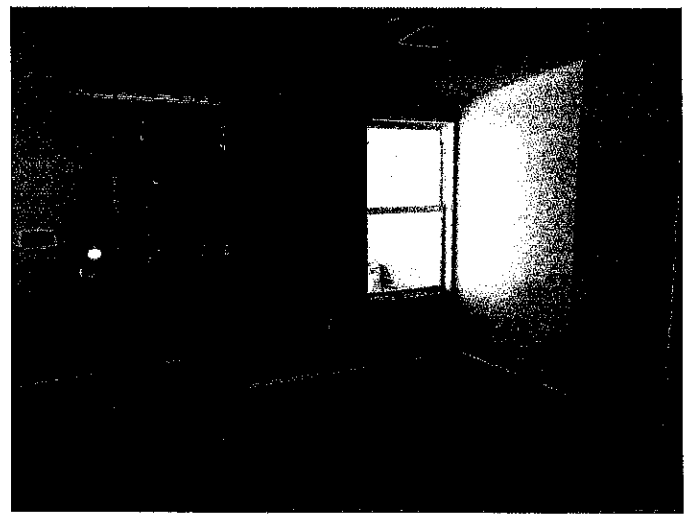
Building 14 Front Exterior



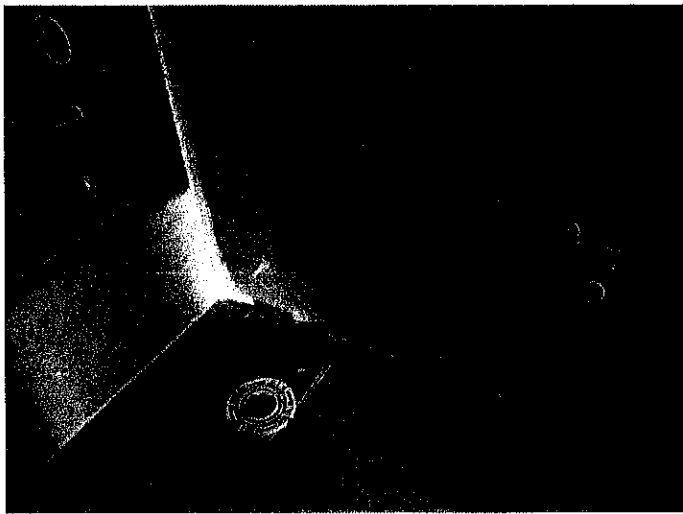
Building 14 Front Exterior - 2



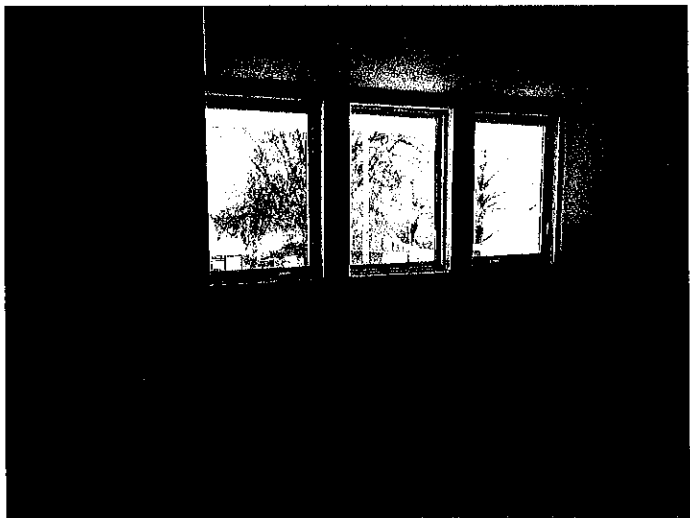
Building 15 A Unit Living Room Front Door



Building 15 B Unit Bathroom



Building 15 B Unit Bedroom



Building 15 B Unit Mechanical Closet



Building 15 Mechanical Closet



Building 14 & 15 Front Exterior



Building 14 & 15 Rear Exterior





Housing Authority of the City of Columbia, Missouri

Board Report Staff Memo

To: Board of Commissioners

From: Andrea Tapia, Director of Housing Programs

Date: December 2018

RE: Housing Program Summary

Housing Choice Voucher Program

The Housing Choice program has seen no significant change in program policy or program organization. The staff has done an outstanding job not losing pace while companywide computer issues are being addressed.

Housing Choice Voucher 2018 Waitlist Results

The final count on the number of applications received during the weeklong HCV waitlist opening is 932. We anticipated a small number of applicants based upon the number of PBV participants that now have the opportunity to request HCV vouchers after one year of residency (and in good standing) as a PBV participant.

811 Mainstream Vouchers

The CHA will begin the issuance of 811 Vouchers in January 2019. We have met with several community members to discuss the best approach to ensuring the 811 vouchers are being utilized by individuals who meet HUD's guidelines of eligibility. We look forward to this new program and the access to services and resources that will be afforded to individuals that receive 811 voucher assistance.

Project Based- Vouchers & Affordable Housing Programs

Staff are currently preparing for a December site visit and file review from MHDC. As with all site visits and file reviews, the staff work diligently to ensure all information and units are ready for review.

Property Management

The affordable housing staff continues to work hard filling vacant units and maintaining a high occupancy rate.

Family Self-Sufficiency Program

On October 31, 2018, HUD released the 2018 Family Self-Sufficiency (FSS) NOFA for Grant Renewal Modification with a deadline grant submission date of November 30, 2018. The modification was completed and submitted on November 29, 2018 and the CHA requested funding in the amount of \$105,807.00, for the two current FSS positions. HUD anticipates the funding awards will be announced sometime during the month of December 2018.

| FSS Program | November 2018 |
|----------------------------------|----------------------|
| FSS Participants | 102 |
| Graduates | 1 |
| New Applicants | 1 |
| Number of Participants Escrowing | 76 |
| Number of Participants Employed | 85 |
| Total Escrow Balance | \$238,881.84 |

Continuum of Care Program (COC)

The Continuum of Care program has seen a significant increase in voucher issuance this past year. The Coordinated Entry process has begun to operate in a more conducive and productive manner and allows all agencies the opportunity to house chronically homeless and disabled individuals quickly.

Veteran's Affairs Supportive Housing (VASH)

The Veteran's Administration staff continues to work hard housing homeless veterans here in Columbia. Finding housing can be a difficult task for this most vulnerable homeless population; however, the CHA continues to provide the support needed to ensure the administrative process goes as smoothly as possible and all veterans are housed quickly.