



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: Randy Cole, CEO

Date: May 14, 2021

RE: May 18, 2021 CHA Board Meeting Agenda & Materials

Enclosed is the agenda packet for the CHA Board meeting next Tuesday, May 18, 2021. Included in the packet are staff memos and information related to each resolution. Please note the following:

CHA BOARD AGENDA ITEMS

- **CEO Transition Update:** Discussion of CEO's transition thus far.

RESOLUTIONS

- **Resolution 2864:** To Authorize the Submission of the 2021 Capital Fund Program's 5-Year Action Plan for Submission in the "Activity Planning" Module of HUD's "Energy and Performance Information Center" (EPIC) System.
- **Resolution 2865:** To Authorize the Acceptance of a Funding Award for Fifty-One (51) Emergency Housing Vouchers to the U.S. Department of Housing and Urban Development.
- **Resolution 2866:** A Resolution Approving the Job Descriptions and Salary Range for the Housing Choice Voucher Program Manager, Director of Affordable Housing Operations, and Human Resource Manager and Approving Related Updates to Appendix 1 – Organizational Chart and Appendix 3 – Range and Salary Plan to the CHA Personnel Policy.

BOARD REPORTS

- **Affordable Housing Initiative:** Enclosed is an update on the CHA Affordable Housing Initiative.
- **Administration Building Expansion Report:** A progress report on planning for the expansion of the administration building.
- **Coronavirus (COVID-19) Response Report:** A report on the CHA's continuing response to the COVID-19 pandemic.
- **Paquin Tower and Oak Towers Television and Internet Wiring Update:** A report on the progress of the television and wiring at Paquin Tower and Oak Towers.
- **CHA Management Reports:** Public Housing & Affordable Housing Properties, Housing Choice Voucher Program, Human Services, and Safety.
- **CHA Public Housing Operating Subsidy Submission:** A summary of our operating subsidy submission.
- **CHA Financial Report:** Enclosed is the unaudited financial report for March 2021.
- **Annual Energy Performance Contract (EPC) Report Presentation**
- **Current Events:** A report on current events is enclosed.

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



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Open Meeting Notice

CHA Board of Commissioners Meetings

Date: Tuesday, May 18, 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 April 20, 2021 Open Meeting Minutes of the CHA Board of Commissioners
- V. Public Comment (Limited to 5 minutes per speaker)
- VI. CEO Transition Update

RESOLUTIONS

- VII. **Resolution 2864: To Authorize the Submission of the 2021 Capital Fund Program's 5-Year Action Plan for Submission in the "Activity Planning" Module of HUD's "Energy and Performance Information Center" (EPIC) System.**
- VIII. **Resolution 2865: To Authorize the Acceptance of a Funding Award for Fifty-One (51) Emergency Housing Vouchers to the U.S. Department of Housing and Urban Development.**
- IX. **Resolution 2866: A Resolution Approving the Job Descriptions and Salary Range for the Housing Choice Voucher Program Manager, Director of Affordable Housing Operations, and Human Resource Manager and Approving Related Updates to Appendix 1 – Organizational Chart and Appendix 3 – Range and Salary Plan to the CHA Personnel Policy.**

REPORTS

- X. Affordable Housing Initiative Report
- XI. Administration Building Expansion Update
- XII. Coronavirus (COVID-19) Response Report
- XIII. Paquin Tower and Oak Towers Television and Internet Wiring Update
- XIV. Monthly Management Reports for Public Housing & Affordable Housing Properties, Section 8 Housing Choice Voucher Program, Human Services, and Safety.
- XV. March Financial Report

XVI. Annual Energy Performance Contract Report

XVII. Current Events

PUBLIC AND COMMISSIONER COMMENT

XVIII. Public Comment (Limited to 5 minutes per speaker)

XIX. Commissioner Comment

XX. 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
Phone: (573) 443-2556
E-mail: www.columbiaha.info@gmail.com

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



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

I. Call to Order:

The Board of Commissioners of the Housing Authority of the City of Columbia, Missouri (CHA) met via virtual meeting held through Zoom video conferencing application on April 20, 2021, in the Board Room of the Columbia Housing Authority Administration Building, 201 Switzler St., Columbia, Missouri 65203. Mr. Hutton, Chair, called the meeting to order at 5:45 p.m.

II. Roll Call:

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

Excused: Max Lewis, Commissioner

CHA Staff: Andrea Tapia, Interim CEO
Charline Johns, Executive Assistant
Erin Friesz, Director of Human Services
Debbi Simmons, Accountant
Rick Hess, Director of Asset Management
ElTonya Rhoades, Family Self-Sufficiency Coordinator
Ashley Allen, Family Self-Sufficiency Coordinator

Guest: Bill Gawrych, CPA, CGMA – Rubin Brown
LaKrisha Parker, Family Self-Sufficiency Graduate
LaTamera Nelson & family, Family Self-Sufficiency Graduate

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 March 23 & 24, 2021 Closed Meeting Minutes:

Mr. Hutton made a motion to approve the minutes from the closed meeting of March 23 & 24, 2021. Second by Ms. Oliveri. All Commissioners voted “aye”, and Mr. Hutton declared the motion approved.

V. Approval of April 1, 2021 Open Meeting Minutes

Mr. Hutton called for a motion to approve the minutes from the open meeting of April 1, 2021. Mr. Hutton noted that this meeting was open to the public. A motion was made by Mr. Calloway and second by Mr. Hutton. All Commissioners voted “aye”, and Mr. Hutton declared the motion approved.

VI. Recognition of Achievement:

Ms. Tapia reported that there were two recognition of achievement recipient’s for the month of April and turned the floor over to Ms. Rhoades. Ms. Rhoades introduced Ms. Ashley Allen as the new Family Self-Sufficiency Program Coordinator and shared that she would begin assisting her with the Family Self-Sufficiency (FSS) caseloads.

Ms. Rhoades shared that Ms. Parker enrolled in the FSS Program in November 2019 and she is currently employed at the Neighborhoods by Tiger Place. Ms. Rhoades reported that Ms. Parker has increased her annual household income from \$24,356 to \$44,832. Ms. Rhoades stated that Ms. Parker has experienced a very short time on the program because of increasing her income so quickly, bringing her Housing Assistance Payment (HAP) to \$0 and maintained that for six months granting her graduation from the program. Ms. Rhoades shared that Ms. Parker had escrowed \$1,801.81. Ms. Parker thanked the FSS Program for everything it has done for her and her family. Mr. Hutton congratulated Ms. Parker on her accomplishments on behalf of the Board.

Ms. Rhoades shared that Ms. Nelson enrolled in the FSS Program in March 2015 and has overcome many barriers in order to become self-sufficient. Ms. Rhoades reported that Ms. Nelson is employed at the University of Missouri and has increased her income from \$22,205 to \$38,600. Ms. Rhoades explained that Ms. Nelson has made many sacrifices and has learn to make purchases on items that are only affordable for her. Ms. Rhoades explained that Ms. Nelson has learned to budget and has incorporated a savings into her budget. Ms. Rhoades shared a brief excerpt from Ms. Nelson that she wanted to share with the Board. Mr. Hutton congratulated Ms. Nelson on all of her accomplishments on behalf of the Board.

VII. Public Comment.

There were no public comments.

VIII. Presentation of the 2020 Financial LIHTC Audit Presentation Bear Creek, Bryant Walkway, Bryant Walkway II, Mid-Missouri Veterans, Oak Towers and Stuart Parker Housing Development Groups LP.

Mr. Gawrych thanked the Board and staff for the opportunity to perform the audits each year. Mr. Hutton shared that he did not believe it was necessary for Mr. Gawrych to go through each individual report unless he felt the need to.

Mr. Gawrych reported that all six of the financial statement have an unqualified, clean opinion that were presented and uploaded into Missouri Housing Development Commissions (MHDC) portal and are complete along with the tax returns that have been submitted on behalf of all of the partnerships to the IRS. Mr. Gawrych stated that each one of them represent Columbia

Housing Authority as the general partner along with several limited partners. Mr. Gawrych explained that those partnerships are designed for the Low-Income Housing Tax Credits (LIHTC) that are generated over the 10-year credit period.

Mr. Gawrych reported that each property is in good standing, have a lot of cash available and are making all of their debt payments as well as generating a lot of positive cash flow. Mr. Gawrych shared that there are no issues to point out and no fraud has been identified noting that they are not particularly looking for any.

Mr. Hutton asked if any Board members had any questions at this time. Ms. Wenneker inquired as to whether there was any key information that needed to be shared with the Board. Mr. Gawrych explained that there was nothing in particular to point out but noted that with each property there is a significant amount of liability from a long-term perspective in the form mortgages. Ms. Wenneker asked if he could walk the Board through the Compliance Audit that is scheduled soon. Mr. Gawrych shared that the Compliance Audit of the major programs of CHA will be handled by Renita Duncan, who has been sending out documents to staff in order to begin that Audit.

Mr. Calloway inquired as to whether there was an adversarial aspect with the financial audits within the properties in relation to the Board. Mr. Gawrych explained that the relationship between the auditors and clients from an external perspective is independent. Mr. Gawrych shared that rather than being adversarial they are skeptical, skeptical of the information that auditors obtain. Mr. Gawrych stated that they do like to be friendly auditors but do maintain professional skepticism with clients regarding audits. Mr. Calloway shared that he always look for the GAAP when reviewing the financial audits and was able to find it at least four times in the Bear Creek Housing Development Group LP LIHTC Audit that he reviewed. Mr. Gawrych stated that GAAP stood for Generally Accepted Accounting Principles and will also see GAAS which is Generally Accepted Auditing Standards.

Ms. Simmons reported that CHA has been learning over the past few years with Mr. Gawrych only needing CHA to adjust one entry this year. Ms. Simmons noted that in the Bryant Walkway and Bryant Walkway II Audits, CHA had to do additional compliance testing this year.

Mr. Hutton thanked Mr. Gawrych on behalf of the Board. Mr. Gawrych thanked the Board for having him and exited the zoom meeting. Mr. Calloway inquired as to how often a bid would have to go out in search of new auditors. Ms. Simmons reported that CHA has three-year contracts for professional services and then it is open to renewal for another two years. Mr. Hutton reported that CHA is required to change auditors regardless of the quality of work according to the Boards By-Laws.

Ms. Wenneker asked how the compliance audit would work with Ms. Tapia's time restraint and the timing. Ms. Tapia reported that the Housing Manager that is working with her to complete the compliance audits has began submitting the documentation that Rubin Brown has requested. Ms. Tapia also shared that the auditors also have the ability to access files through file vision if they needed to. Ms. Tapia explained that the compliance audit is due mid-June but that is only if there are no findings that need to be corrected. Ms. Tapia noted that as Ms. Simmons stated CHA is learning and getting better at reporting correctly.

IX. Affordable Housing Initiative Report.

Ms. Tapia reported that as noted on the second page of the Affordable Housing Initiative Report that there has been no significant activity from March-April 2021 since Mr. Steinhaus' retirement.

X. Administration Building Expansion and Renovations Update.

Ms. Tapia reported that Ms. Nelson and Mr. Hess have already been moved into their new offices as she reviewed the photos of interior offices. Ms. Tapia reported that a new corridor has been installed by Mr. Cole's office. Ms. Tapia explained that painters will be painting all old and new door jams over the weekend so that employees will not be exposed to these fumes.

Ms. Tapia reported that CHA staff has had several meetings regarding the furniture that will be placed in the offices and will be provided with mockups soon. Mr. Hutton asked had Ms. Tapia received any input on the potential cost of new furniture. Ms. Tapia reported that they have not received a potential cost. Mr. Hutton stated that the \$30,000 that is in the budget may not be adequate.

XI. Paquin Tower and Oak Towers Television and Internet Wiring Update.

Ms. Tapia reported that UHF & VHF antennas have been installed by CHA staff and we are now injecting (24) Over the Air Local Channels into Oak Towers and Paquin Tower as of March 31st. Prizm Bulk TV was disconnected on Wednesday, March 31, 2021. Ms. Tapia explained that Patch Panels have arrived for Paquin Tower and these will be installed in every phone closet for the new phone and data wiring. Estimated completion date for everything at Paquin Tower is scheduled for April 23, 2021. Ms. Tapia shared that CenturyLink and Mediacom are now in the construction phase at both locations and they are both waiting on utility pole and wiring permits for both buildings before installation starts.

Mr. Hutton asked were the 24 local channels at no cost to the tenants. Ms. Tapia confirmed that was correct.

XII. Financial Report and FYE 2020 Net Cash Flow Calculation and Waterfall Distribution.

Ms. Simmons reported that because CHA's insurance brokers did such a good job at getting health insurance coverage, they were able to get one month of insurance premiums for free. Ms. Simmons noted that ass open positions have been filled and reviewed the highlights from the Section 8 HCV Program and the housing properties losses and surpluses. Mr. Calloway asked what the fiscal year for CHA was. Ms. Simmons reported that it was the calendar year.

Ms. Simmons reviewed highlights from the 2020 Net Cash Flow Calculation and Waterfall Distribution.

XIII. Monthly Management Reports for Public Housing and Affordable Housing Properties, Housing Choice Voucher Programs, Resident Service, and Safety.

Ms. Tapia reviewed highlights from the Monthly Management Report noting that staff has done a great job with keeping the units filled for the month of March.

Ms. Tapia reported that the total amount of applications for the Section 8 Housing Choice Voucher Program received was 501, which is less than the 982 that CHA received in 2018. Ms. Tapia shared that staff was surprised that CHA did not receive a great deal of applications; however, we understand the hesitance people may have had concerning participating in the application process during the COVID pandemic. Ms. Tapia noted that many households received stimulus payments, and many may have believed subsidy assistance is not needed for their household at this time. Ms. Tapia recommended that CHA open the Section 8 Housing Choice Voucher waitlist again, later this year when people may feel a little more comfortable. Ms. Tapia noted that landlord participation may increase due to the fact that during the pandemic, Housing Assistance Payments (HAP) were guaranteed payments to the landlords.

Mr. Calloway inquired as to out of the 501 new applicants how many will receive a voucher. Ms. Tapia explained the eligibility process of the applicants and placement on the waitlist. Ms. Tapia noted that only about 35% of the new applicants will move further in the eligibility process. Ms. Tapia reported that she recommended that the waitlist be opened again because it is better to have a larger waitlist due to the fact that not every applicant will be found eligible to receive a voucher after they have gone through the eligibility process and lease up.

Ms. Tapia reported that CHA has added two new hires to the Housing Choice Voucher team, Ms. Shay Johnson, New Intake Coordinator and Ashley Allen, New Family Self-Sufficiency Coordinator. Ms. Tapia reported that the FSS Program is staying steady at 122 participants with 77 of them escrowing at this time. Ms. Tapia explained that CHA is happy to see that there has been no significant decrease in the area of employment and escrowing from participants during the pandemic. Ms. Tapia reported that there is \$246,849.49 in the escrow balance. Mr. Calloway inquired on what the interest rate was for the escrow accounts. Ms. Tapia and Ms. Simmons reported that they were not certain what the percent of interest was but would be able to send it to them once they have it.

Ms. Tapia reviewed highlights from the Continuum of Care (COC) Program, 811 Mainstream Vouchers and Veterans Affairs Supportive Housing (VASH) Program. Mr. Hutton asked was the VA fully staffed now. Ms. Tapia reported that they are, and it seems that they are attempting to cycle new veterans rather than recycling the veterans as they have in the past.

Ms. Friesz reviewed highlights from her Human Services Report noting that 18,082 units of service was provided to 2,245 individuals. Ms. Friesz shared that staff have been doing training regarding trauma informed awareness. Ms. Friesz reported that The Crossing had received \$650,000 in funds to assist families in the community. Ms. Wenneker asked of how much of the funding would go directly to the utility companies. Ms. Friesz reported that she believed that about \$250,000 of that would go directly to the utility companies and if families are needing assistance they are referred to other agencies and help them find resources.

Ms. Tapia reported that CHA Safety has completed 75 reports, 5 Check the Welfare, 4 Assist resident/Medical. In March 2021, between 2300 and 0700 hours, there were 12 law enforcement calls and 10 medical dispatched calls with, CHA Safety responding to 3 calls.

Ms. Tapia explained that meetings with site managers and other department Directors is being done to improve communication and to make sure there is an understanding of Safety's main goal is to help residents maintain housing and by working to reduce criminal activity. Ms. Tapia referred the Board to the ALEIR (Automated Law Enforcement Incident Report) call report. Mr. Calloway inquired about whether CHA had any transportation services for Paquin Tower and Oak Towers. Ms. Friesz shared that there are no current transportation services contracted with CHA.

XIV. Current Events

There were no current events.

XV. Public Comment

There was no public comment.

XVI. Commissioner Comment

Mr. Calloway inquired about the formal request from Mr. Lewis requesting a replacement for his seat on the Board. Mr. Hutton shared that he is unsure. Ms. Tapia reported that CHA is still seeking applicants to fill the position. Ms. Wenneker shared that because Mr. Lewis' term had already ended and was simply serving on an expired term, so he would not need to formally resign from the seat. Ms. Friesz reported that the previous candidate assumed this position dealt with the formal hearing panel, who makes decisions on other residents' housing situations. Ms. Friesz stated that they are attempting to reach back out to him in hopes that he would reapply.

Mr. Hutton reported that they would hope that the prospective candidate would be willing to serve on the Board while at the same time qualified. Mr. Calloway asked whether there are opportunities for CHA to take on some of the new legislations that are being passed. Ms. Tapia shared that CHA staff is excited about possibly considering these opportunities after looking over what could possibly be best for CHA.

Ms. Tapia shared that she loves what she does here at CHA and for the opportunity she has had with CHA. Ms. Tapia stated that she will miss attending the Board Meetings as well as all of the staff and participants. Mr. Hutton thanked Ms. Tapia for all of her accomplishments during her time with CHA and wishes her well in her endeavors. Ms. Wenneker shared that she has always appreciated Ms. Tapia's professionalism and knowledge.

Mr. Hutton asked if the May Meeting would be held in person rather than via Zoom. Mr. Hutton reported that the Training Room was currently being used for storage during the renovations and the Board Room would not have the adequate amount of space in order to social distance. Ms. Tapia suggested that they hold the Board Meeting at Oak Towers.

Board members discussed the possibility of presenting Mr. Steinhaus with a plaque for the Administration Building.

XVII. Adjournment

Mr. Hutton called for a motion to adjourn the meeting. A motion was made by Mr. Calloway. Second by Ms. Oliveri. Mr. Hutton called the meeting adjourned at 7:47 PM.

Bob Hutton, Chair

Date

Andrea Tapia, Interim Chief Executive Officer

Date

Certification of Public Notice

I, Andrea Tapia, Interim Chief Executive Officer of the Housing Authority of the City of Columbia, Missouri, do hereby certify that on April 16, 2021, I posted public notice of the April 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.

Andrea Tapia, Interim Chief Executive Officer

Date



Housing Authority of the City of Columbia, Missouri

Board Resolution Staff Memo

To: Board of Commissioners

From: Randy Cole, CEO

Date: May 18, 2021

RE: **Resolution 2864:** A Resolution to Approve the 2021 Capital Fund Program's 5-Year Action Plan for Submission in the "Activity Planning" Module of HUD's "Energy and Performance Information Center" (EPIC) System.

On February 23, 2021, HUD released the 2021 Capital Fund Program (CFP) allocations with the following requirements:

- Hold a public hearing to cover the new work items proposed for the FFY 2021 CFP grant.
 - This Board meeting satisfies this requirement.
- Have on file a copy of a Board Resolution approving the PHA's CFP 5-Year Action Plan (attached).
- Enter the Board approved CFP 5-Year Action Plan in the "Activity Planning" module of HUD's EPIC system.
- Submit the following to our HUD Field Office:
 - Proof of a public hearing – agenda and roster.
 - Our current "Significant Amendment to the PHA Plan" (on file).
 - An executed copy of form HUD-50077-CR "Civil Rights Certification" (signing tonight).

As CHA had under 250 public housing units as of July 1, 2018 (120), CHA is designated a "small" PHA and may transfer 100% of the Capital Funds to its public housing operating funds.

- 24 CFR § 905.314(l)(2) **Small PHAs.** A PHA with less than 250 units, that is not designated as troubled under PHAS, may use up to 100 percent of its annual Capital Fund grant for activities that are eligible under the Operating Fund.

So, for all five years of attached 5-Year Action Plan, we have only two budget line items; "1406 Operations" and "1410 Administration" (that we use to administer the CFP). Years 2-5 of this Plan are "projections" based on our current status. If we are awarded future projects, projections will be updated accordingly. The funds transferred to PHA Operations will be held in the PHA Operating Reserves to be applied to future RAD projects as needed.

CHA was awarded \$280,614.00 of 2021 CFP funding.

CEO Recommendation: Adopt Resolution 2864 approving the 2021 Capital Fund Program's 5-Year Action Plan for submission in the "Activity Planning" module of HUD's "Energy and Performance Information Center" (EPIC) System.

2021 Capital Fund

**Capital Fund Program
(CFP) Amendment
To The Consolidated Annual Contributions
Contract (form HUD-53012)**

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

Whereas, (Public Housing Authority) Housing Authority of the City of Columbia, MO (herein called the "PHA") and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions Contract(s) ACC(s) Number(s) (On File) MO007 dated (On File)

Whereas, in accordance with Section 235 of Public Law 116-6, Division H, Title II,

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out development, capital and management activities at existing public housing projects in order to ensure that such projects continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ 280,614.00 for Fiscal Year 2021 to be referred to under Capital Fund Grant Number MO36P00750121
PHA Tax Identification Number (TIN): On File DUNS Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number 56 On File

Now Therefore, the ACC(s) is (are) amended as follows:

- The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for development, capital and management activities of PHA projects. This CFP Amendment is a part of the ACC(s).
- The PHA must carry out all development, capital and management activities in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Part 905 (the Capital Fund Final rule) as well as other applicable HUD requirements, except that the limitation in section 9(g)(1) of the Act is increased such that of the amount of CFP assistance provided for under this CFP amendment only, the PHA may use no more than 25 percent for activities that are eligible under section 9(e) of the Act only if the PHA's HUD-approved Five Year Action Plan provides for such use; however, if the PHA owns or operates less than 250 public housing dwelling units, such PHA may continue to use the full flexibility in section 9(g)(2) of the Act.
- The PHA has a HUD-approved Capital Fund Five Year Action Plan and has complied with the requirements for reporting on open grants through the Performance and Evaluation Report. The PHA must comply with 24 CFR 905.300 of the Capital Fund Final rule regarding amendment of the Five Year Action Plan where the PHA proposes a Significant Amendment to the Capital Fund Five Year Action Plan.
- For cases where HUD has approved a Capital Fund Financing Amendment to the ACC, HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee within 3 days of the due date.
- Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the Act and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.
- Subject to the provisions of the ACC(s) and paragraph 3, and to assist in development, capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.

- The PHA shall continue to operate each public housing project as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for each public housing project or portion thereof and for a period of forty years after the last distribution of CFP assistance for development activities for each public housing project and for a period of ten years following the last payment of assistance from the Operating Fund to each public housing project. Provided further that, no disposition of any project covered by this amendment shall occur unless approved by HUD.
- The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this CFP Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.
- Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s).
(mark one) : Yes No
- The PHA is required to report in the format and frequency established by HUD on all open Capital Fund grants awarded, including information on the installation of energy conservation measures.
- If CFP assistance is provided for activities authorized pursuant to agreements between HUD and the PHA under the Rental Assistance Demonstration Program, the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements. For total conversion of public housing projects, no disposition or conversion of any public housing project covered by these terms and conditions shall occur unless approved by HUD. For partial conversion, the PHA shall continue to operate each non-converted public housing project as low-income housing in accordance with paragraph 7.
- CFP assistance provided as an Emergency grant or a Safety and Security grant shall be subject to a 12 month obligation and 24 month expenditure time period. CFP assistance provided as a Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period. The start date shall be the date on which such funding becomes available to the PHA for obligation. The PHA must record the Declaration(s) of Trust within 60 days of the effective date or HUD will recapture the grant funding.

The parties have executed this CFP Amendment, and it will be effective on February 23, 2021. This is the date on which CFP assistance becomes available to the PHA for obligation.

U.S. Department of Housing and Urban Development By <u>/s/ Robert E. Mulderig</u> Date: 02/23/2021	PHA (Executive Director or authorized agent) By <u>[Signature]</u> Date: <u>5/12/21</u>
Title <u>Deputy Assistant Secretary, Office of Public Hsg Investments</u>	Title <u>Chief Executive Director</u>

CAPITAL FUND PROGRAM / 5-Year Action Plan

AS OF:	* 120 PH UNITS *	* 84 PH UNITS *	* 84 PH UNITS *	* 84 PH UNITS *	
	YEAR 1	YEAR 2	YEAR 3	YEAR 4	
	23-Feb-21	23-Feb-22	23-Feb-23	23-Feb-24	
	2020 (501-21)	2021 (501-22)	2022 (501-22)	2023 (501-13)	
	23-Feb-23	23-Feb-24	23-Feb-25	23-Feb-26	
	Actual	Projected	Projected	Projected	
				Projected	
1406.000	Operations	\$252,553.00	\$176,787.80	\$176,787.80	\$176,787.80
Totals:	1406 OPERATIONS	\$252,553.00	\$176,787.80	\$176,787.80	\$176,787.80
	<i>May apply 100% funding to 1406:</i>				
1410.000	Management Fees	\$28,061.00	\$19,642.00	\$19,642.00	\$19,642.00
Totals:	1410 ADMINISTRATION	\$28,061.00	\$19,642.00	\$19,642.00	\$19,642.00
		28,061.40	19,642.98	19,642.98	19,642.98
Totals:	1430 FEES & COSTS	\$0.00	\$0.00	\$0.00	\$0.00
Totals:	1450 SITE IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00
Totals:	1465 NON-DWELLING STRUCTURES	\$0.00	\$0.00	\$0.00	\$0.00
Totals:	1475 NON-DWELLING EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00
1503.000	RAD Investment Activity (Operations)				
Totals:	1503 RAD OPERATIONS	\$0.00	\$0.00	\$0.00	\$0.00
1504.000	RAD Invest Activity (Development)				
Totals:	1504 RAD DEVELOPMENT	\$0.00	\$0.00	\$0.00	\$0.00
		14,030.70	9,821.49	9,821.49	9,821.49
	BUDGET TOTALS:	\$280,614.00	\$196,429.80	\$196,429.80	\$196,429.80
	HUD ALLOCATION:	\$280,614.00	\$196,429.80	\$196,429.80	\$196,429.80
	DIFFERENCE:	\$0.00	\$0.00	\$0.00	\$0.00

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

Housing Authority of the City of Columbia, MO

MO-007

PHA Name

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official: **Mr. Bob Hutton**

Title: **Chair of the Board of Commissioners**

Signature:

Date: **May 18, 2021**



Housing Authority of the City of Columbia, Missouri

Board Resolution

RESOLUTION #2864

To Approve the 2021 Capital Fund Program's 5-Year Action Plan for Submission in the "Activity Planning" Module of HUD's "Energy and Performance Information Center" (EPIC) System.

WHEREAS, On February 23, 2021, HUD released the 2021 Capital Fund Program (CFP) allocations with the following requirements:

- Hold a public hearing to cover the new work items proposed for the FFY 2021 CFP grant.
 - This Board meeting satisfies this requirement.
- Have on file a copy of a Board Resolution approving the PHA's CFP 5-Year Action Plan.
- Enter the Board approved CFP 5-Year Action Plan in the "Activity Planning" module of HUD's EPIC system.
- Submit the following to our HUD Field Office:
 - Proof of a public hearing – agenda and roster.
 - Our current "Significant Amendment to the PHA Plan".
 - An executed copy of form HUD-50077-CR "Civil Rights Certification"; and

WHEREAS, CHA had under 250 public housing units as of July 1, 2018 (120), CHA is designated a "small" PHA and may transfer 100% of the Capital Funds to its public housing operating funds; and

WHEREAS, 24 CFR § 905.314(l)(2) Small PHAs. A PHA with less than 250 units, that is not designated as troubled under PHAS, may use up to 100 percent of its annual Capital Fund grant for activities that are eligible under the Operating Fund; and

WHEREAS, all five years of attached 5-Year Action Plan, we have only two budget line items; "1406 Operations" and "1410 Administration" (that we use to administer the CFP). Years 2-5 of this Plan are "projections" based on our current status. If we are awarded future projects, projections will be updated accordingly. The funds transferred to PHA Operations will be held in the PHA Operating Reserves to be applied to future RAD projects as needed; and

WHEREAS, CHA was awarded \$280,614.00 of 2021 CFP funding; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Columbia, Missouri, hereby adopts Resolution 2864 approving the 2021 Capital Fund Program's 5-Year Action Plan for submission in the "Activity Planning" module of HUD's "Energy and Performance Information Center" (EPIC) System.

Bob Hutton, Chair

Randy Cole, Secretary

Adopted May 18, 2021



Housing Authority of the City of Columbia, Missouri

Board Resolution Staff Memo

To: Board of Commissioners

From: Randy Cole, CEO

Date: May 22, 2021

RE: **Resolution 2865:** To Authorize the Acceptance of a Funding Award for Fifty-One Emergency Housing Vouchers to the U.S. Department of Housing and Urban Development.

Section 3202 of the American Recovery Act approved and signed into law in March of 2021 authorized \$5 billion in funding to the U.S. Department of Housing and Urban Development (HUD) for Emergency Housing Vouchers. Funds are to be awarded to public housing authorities in accordance with public housing agency capacity, geographic diversity and among public housing agencies administering the Housing Choice Voucher Program. CHA staff were notified on May 10, 2021 of an award of \$296,748 in rental assistance funds for 51 Emergency Housing Vouchers. Emergency Housing Vouchers under this funding allocation are intended to assist individuals and families who are (1) homeless, (2) at risk of homelessness, (3) fleeing, or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking, or (4) recently homeless.

Funding eligibility includes \$296,748 to fund 51 vouchers, as well as an additional preliminary fee amount per unit allocation accepted, Placement/Issuance Reporting Fee based upon date(s) of HAP contracts put in place, an on-going Administrative Fee and a service fee. Staff current estimates the preliminary fee, Placement/Issuance Reporting Fee and On-going Administrative Fee to provide \$66,036 in funding to cover HCV Specialist staffing costs. This number is estimated as follows:

Preliminary fee.....	\$20,400
Placement/Issuance Reporting Fees:	\$15,100
<u>On-going Administrative Fee.....</u>	<u>\$30,536</u>
Total	\$66,036

CHA staff is in the process of filling HCV positions and procuring training for in mid to late June and is planning to be at a higher capacity by July 1. CHA staff is considering recommending the additional \$66,036 in funding be used to hire a temporary HCV position to assist with the additional vouchers, however CHA staff intends to re-examine capacity over the next 60 days to ensure the additional temporary staffing is needed. If additional temporary staffing is determined unnecessary, CHA staff will recommend utilizing the additional funding to assist in maintaining current HCV staffing levels.

The Emergency Housing Vouchers funding award also includes \$178,500 in additional funding for services. CHA staff is recommends considering utilizing CHALIS to implement funding services for vouchers participant households and to assist in covering costs of the Housing Ambassador position. The City of Columbia is allocating \$77,000 in general revenue to cover Housing Ambassador position costs for 1-year and staff recommends considering utilizing a similar of funds from the \$178,500 to cover an additional

year for the Housing Ambassador position. The remainder of the \$178,500 would be utilized for direct services to CHA Emergency Housing Voucher household participants. CHA staff will bring a detailed planned budget for administration, housing vouchers and services as part of approving an amendment to CHA's Administrative Plan.

CEO Recommendation: Adopt Resolution 2865 authorizing the acceptance of a funding award for fifty-one Emergency Housing Vouchers to the U.S. Department of Housing and Urban Development.



Board Resolution

RESOLUTION #2865

To Authorize the Submission of Accepting Funding for Fifty-One Emergency Housing Vouchers to the U.S. Department of Housing and Urban Development.

WHEREAS, The American Rescue Plan of 2021 have made approximately \$5,000,000,000 available for new Emergency Housing Vouchers to assist individuals and families who are homeless, at risk of homelessness, fleeing, or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking, or recently homeless non-elderly persons with disabilities; and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) is awarding funding for Emergency Housing Vouchers to public housing authorities in accordance with public housing agency capacity, geographic diversity and among public housing agencies administering the Housing Choice Voucher Program; and

WHEREAS, the Columbia Housing Authority administers the Housing Choice Voucher Program successfully and is the City of Columbia's largest affordable housing provider; and

WHEREAS, HUD Notice PIH 2021-15 (HA) requires that PHAs partner with the Continuum of Care (CoC) or other homeless or victim services providers to assist qualifying families through a direct referral process; and

WHEREAS, the Columbia Housing Authority (CHA) is an active member of the Functional Zero Task Force whose goal is to eliminate chronic and Veteran homelessness in our community; and

WHEREAS, the acceptance of funding includes housing assistance and supportive services for fifty-one (51) Housing Choice Vouchers would fund additional vouchers that would be connected with supportive services from the member agencies of the Functional Zero Task Force; and

WHEREAS, the City of Columbia's Analysis of Impediments to Fair housing Choice Report and City Council adoption of resolution R87-19 identifies providing housing and supportive services for individuals and families suffering from homelessness as a high priority for our community; and

WHEREAS, the acceptance of fifty-one additional Emergency Housing Vouchers funded through the American Recovery Plan will help reduce homelessness in our community.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Columbia, Missouri, hereby adopts Resolution 2865 authorizing the Chief Executive Officer (CEO) to accept funding for fifty-one Emergency Housing Vouchers to the U.S. Department of Housing and Urban Development in the amount of \$296,748.

BE IT FURTHER RESOLVED that if the Emergency Housing Voucher submission should be approved, resolution 2865 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 May 18, 2021



Housing Authority of the City of Columbia, Missouri

Board Resolution Staff Memo

To: Board of Commissioners

From: Randy Cole, CEO

Date: May 14, 2021

RE: **Resolution 2866:** A Resolution approving job descriptions and salary range for the Housing Choice Voucher Program Manager, Director of Affordable Housing Operations, and Human Resource Manager and Approving Related Updates to Appendix 1 - Organizational Chart and Appendix 3 – Range and Salary Plan to the CHA Personnel Policy.

The Columbia Housing Authority (CHA) Chief Executive officer (CEO) is recommending approval of updated job descriptions and pay ranges for the Housing Choice Voucher Program Manager and Director of Affordable Housing Operations to align with current roles, duties and strategic CHA staffing needs. The CEO is also recommending a change in the Human Resource Manager position to move supervisory reporting duties to the CHA CEO.

Director of Affordable Housing Operations

The CEO is recommending the Director of Affordable Housing Operations job description be amended to move supervisory reporting duties to the CEO and upgrade the pay range from Grade F to Grade G. This upgrade in salary range will match other CHA Director level positions. The CEO is recommending these changes to help clarify roles and responsibilities between the new Director of Housing Programs position and the Director of Affordable Housing Operations. The CEO feels this initial structural change will help empower both the Director of Affordable Housing Operations and Director of Housing Programs to maintain or increase accountability and empowerment of respective departments and supervisory responsibilities. This change will also help the new Director of Affordable Housing Programs more closely focus on immediate needs of HCV Programs.

Housing Choice Voucher Programs Manager

The CEO is recommending the Housing Choice Voucher Programs Manager be upgraded from Range E to Range F and to formally add supervisory duties of intake staff. This structure and supervisory duties have been previously discussed, however not formally implemented. The CEO is recommending these changes to ensure the HCV Programs Manager's pay range is reflective of this position's responsibilities and is fully empowered to supervise intake staff. The U.S. Department of Housing and Urban Development (HUD) Field Office Representative for CHA and a representative of CHA's annual audit firm indicated that spreading additional duties out from the new Housing Programs Director position would be a positive change to assist with maintaining and/or increasing on-going program production and compliance.

Human Resource Manager

The CEO is recommending the Human Resource Manager position description be amended to change the Human Resource Manager's supervisor from the Director of Finance to the CEO. The CEO recommends this change due to the Human Resource Manager's role and responsibilities more directly relating to the work of the CEO.

Each of the changes have been discussed, reviewed, and agreed to internally by the Human Resource Manager, Finance Director and CEO in terms of reporting duties, grant compliance and budget. The CEO has also received an indication from both the CHA Audit Firm representative and the HUD Field Office representative that these are positive changes.

CEO Recommendation: Adopt Resolution 2866 approving the updated job descriptions and salary range for the positions of Housing Choice Voucher Program Manager, Director of Affordable Housing Operations, and Human Resource Manager and approving related updates to Appendix 1 - Organizational Chart and Appendix 3 – Range and Salary Plan to the CHA Personnel Policy.



Board Resolution

RESOLUTION #2866

To Authorize changes to job descriptions, salary ranges, Appendix 1 – Organizational Chart and Appendix 3 Range and Salary Plan 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 amended job description and range of pay for the Director of Affordable Housing Operations and recognizes the need for amending the position of Director of Affordable Housing Operations 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 proposed amended job description and range of pay for the Housing Choice Voucher Programs Manager and recognizes the need for amending the position of Housing Choice Voucher Programs Manager 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 proposed amended job description and for the Human Resource Manager and recognizes the need for amending the position of Human Resource Manager 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 and 3 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 the amended positions of Director of Affordable Housing Operations, Housing Choice Voucher Program Manager, Human Resource Manager and adopts the corresponding revisions to the CHA Personnel Policy including the job descriptions, Appendix 1 - Personnel Organization Plan, and Appendix 3 - Range and Salary Plan, effective May 18, 2021, as attached hereto and made a part hereof.

Bob Hutton, Chairman

Randy Cole, Secretary

Adopted May 18, 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: 573.449-3165 ♦ www.ColumbiaHA.com

Position Description

Housing Choice Voucher Program Manager

Reports To: Chief Operations Officer

Salary Range: \$32, 136.00 to \$43, 680.00

SUMMARY OF POSITION: Performs administrative work of considerable difficulty involving technical and program support, review and process all request for tenancy approval, scheduling of initial inspections, provide support for applicants seeking affordable housing, acting landlord liaison, provide additional support for Intake Coordinator, and other needed responsibilities within the Housing Choice Voucher Department.

MAJOR DUTIES AND RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

- Review and processing of Request for Tenancy Approval
- Scheduling of Initial Inspections
- Landlord Liaison; provide assistance to current landlords and new landlords
- Adhere to Federal, State, and Local laws and regulations pertaining to program requirements
- Maintain effective communication with landlords and families
- Deal with sensitive, confidential such as client files
- Ensure that program participants and landlords are seen in a timely manner and are provided excellent customer service
- Coordinate special projects as needed
- Perform other duties as assigned.
- Supervision of Intake staff.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to apply HUD and CHA policies and procedures to consistently produce timely and accurate results;
- Advanced knowledge of HCV program requirements as reflected in HUD regulations, handbooks, notices, forms, guides and HCV program policies and procedures;
- Advanced knowledge of non-program federal requirements that affect income and rent determinations, including Fair Housing/Equal Opportunity, fraud/program abuse, and employment practices;
- Advanced knowledge of HUD performance standards (SEMAP indicators) and CHA performance standards as they relate to income and rent determination;
- Ability to read, interpret, apply, and make sound judgments independently in accordance with HUD regulations, references, rules, policies, and guidelines;

- Excellent time management, organizational, interpersonal, communications, research, analysis and problem-solving skills are essential.
- Excellent computer skills and the ability to make error-free mathematical computations and routinely complete detailed documents accurately are essential.

EDUCATION AND EXPERIENCE:

- Required: high school diploma or its equivalent; Preferred: bachelor's degree in social service, business or public administration or related field
- Minimum of four years experience with subsidized housing programs, preferably with increasingly responsible experience in administering housing programs or property management, including supervision and/or lead experience, or equivalent related experience and education
- A minimum of four years of experience with computers and software systems.

SPECIAL REQUIREMENTS:

- Must be bondable and insurable.
- Must have a valid Missouri driver license.
- Must be willing to travel overnight a minimum of 15 days annually for training or attendance at conferences/workshops.
- Must be able to obtain and maintain a bank account.
- Must possess an industry-related certification exam for Section 8 Housing Choice Vouchers.



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, MO 65203

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Position Description

DIRECTOR OF AFFORDABLE HOUSING OPERATIONS

Pay Grade: G

REPORTS TO: Chief Executive Officer

SALARY RANGE: \$47,476 - \$80,000

SUMMARY OF POSITION: This is an advanced managerial and administrative position that is performed under the direction of the Director of Housing Programs. Responsible to plan, direct and coordinate CHA's affordable housing programs in the area of Public Housing Management, Program Administration, and Intake. Major work activities include (1) directly or indirectly supervising all managerial employees in the Affordable Housing Division of CHA; (2) directing management operations of CHA's housing programs including leasing and tenant services; (3) performing quality control audits to monitor indicators under the Public Housing Assessment System (PHAS) to achieve high performance designation; and (4) working cooperatively with the Director of Housing Maintenance and Modernization to plan and direct the Housing Program.

Performs administrative, managerial and supervisory work of considerable difficulty involving technical leadership and support, resource management, scheduling, quality control, teambuilding, and other leadership responsibilities within the Affordable Housing Division. Directors share responsibilities for implementing agency-wide objectives and directives through programs and practices. Directors are responsible for supporting a "one agency" perspective while acting as advocates for their work units. Directors support the Central Office Cost Center as they:

- Implement organization-wide goals and cross-department projects and objectives
- Offer input and feedback to long range, strategic and budget planning processes
- Maintain both department and organization-wide perspectives when considering information, issues and challenges
- Conduct business through cross-department participation and review, two-way communication and accountability

Compliance

- Review tenant files using random sampling for all sites throughout the year
- Review lease enforcement, including timely issuing of warning letters, lease terminations and unlawful detainer lawsuits
- Investigate regulated activities to detect violation of program regulations.
- Prepare correspondence, reports of inspections or investigations, and recommendations as requested by the Chief Executive Officer or Board of Commissioners.
- Conduct in-house audits for quality control purposes to review the work of various departments and individuals in the performance of specific program operations.

- Evaluate effectiveness of current collection policies and procedures.
- Ensure all Management records are available for the annual fiscal audit.

Policy work to be performed under the direction of the Director of Housing Programs:

- Develop, plan, organize, and administer CHA policies and procedures to ensure programmatic and operational objectives are met.
- Administer, interpret, and explain policies, rules, regulations, and laws to organizations and individuals under authority of CHA policy or applicable legislation.
- Review and analyze legislation, laws, and public policy and recommend changes to promote and support interests of CHA and special populations.
- Evaluate findings of investigations, reviews, and studies to formulate policies and techniques and recommend improvements for personnel actions, programs, or business services.
- Assist in the preparation of grant applications to federal, state and local agencies and other organizations as appropriate.

Provision of Managerial Support

- Oversee manager preparation of Affordable Housing Board report
- Prepare, review, and submit reports concerning activities, expenses, budget, government statutes and rulings, and other items affecting business or program services.
- Works with Director of Housing Maintenance and Managers to plan for and administer site
- Works with Managers and Director of Maintenance to budget.
- Trains managers in Affordable Housing regulations, procedures and policies
- Trains managers in lease enforcement and customer service
- Trains managers in managerial skills
- Fields questions from managers and researches answers
- Reviews and edits manager writing
- Counsels managers on interpersonal communications and staff management
- Conducts regular management meetings
- Implements corrective action plan to solve problems.
- Directs and coordinates activities of workers to ensure continuing operations and acceptable personal productivity.
- Establishes and maintains comprehensive and current record keeping system of activities and operational procedures for the Affordable Housing Division.
- Develops, directs, and coordinates hiring, training, and evaluation of assigned staff, as well as recommending disciplinary action as appropriate.
- Actively monitor the collection and deposit of all rental income, including the collection on delinquent accounts and evictions as necessary.
- Oversee risk management; complete monthly property walkthrough inspections and provide report with findings. Responsible for establishing and enforcing related policies and procedures, respond to

emergencies.

- Implement effective financial strategy, including budgeting, cost control, forecasted expenditures and revenue improvement; develop yearly operating budgets/forecasts.
- Prepare and execute effective sales and marketing plan.
- Ensure all rental agreement and property rules are enforced by all members of the staff.
- Assists with the preparation of an overall annual financial plan and program operating budgets as requested by the Chief Executive Officer.

Grievance Process

- Conducts informal hearings for terminations, denials and adverse decisions
- Writes up decisions for informal hearings
- Participates in Formal Hearings
- Testifies in court for eviction actions or other proceedings as required.

Customer Service Support

- Sets tone for treatment of residents
- Helps oversee resident education - pest control, housekeeping, caring for unit, finances
- Handles complaints
- Interacts with Resident Associations as requested

Outreach

- Finds opportunities in community for outreach
- Assists in maintaining content on Web site and other social media
- Participates in activities to promote agency and expand services, and provides technical assistance in conducting of conferences, seminars, and workshops.
- Plans, promotes, organizes, and coordinates programs and maintains cooperative working relationships among public and agency participants.
- Consults with staff and others in government, business, and private organizations to discuss issues, coordinate activities, and resolve problems.
- Attends and participates with MONAHRO activities as time allows, building a strong network with other public housing agencies.

Performs other related duties as assigned by the Chief Executive Officer or Board of Commissioners.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Thorough knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.

- Knowledge of laws, local codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Expert knowledge of HUD programs regulations covering the various housing programs administered by CHA.
- Expert knowledge of modern office practices and procedures and of modern office machines, and computer systems.
- Ability to examine records, reports, and documents to establish facts and detect discrepancies.
- Ability to evaluate and improve the efficiency and effectiveness of operations.
- Ability to successfully direct and evaluate subordinate personnel and to establish effective working relationships with the public and fellow employees.
- Strong financial, organizational, analytical and decision-making skills. Ability to understand and interpret an income and expense statement.
- Ability to complete necessary research and investigations.
- Ability to prepare and present oral and written reports and presentations.
- Excellent communication, management, and interpersonal skills.
- Must have an excellent work history and attendance record.

MINIMUM QUALIFICATIONS

- Bachelor's Degree from an accredited college or university with major course work in business or public administration, social work, education or related field; or equivalent combination of education and experience to meet the required knowledge, skills and abilities.
- 5+ years of experience as a property manager with proven achievements preferred.
- A minimum of five (5) years of increasingly responsible experience in program administration with direct involvement in management of one or more program areas.
- Must have obtained Public Housing Manager and LIHTC certification, or possess the ability to obtain said certifications within six months of employment.

SPECIAL REQUIREMENTS:

- Must be bondable, insurable and have no record of felony criminal convictions.
- Must be willing to travel overnight for a minimum of 15 days annually for training or attendance at conferences/workshops.
- Must have a valid Missouri driver's license.
- Must be able to pass a pre-employment drug screen and background check.

Employee Signature

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

Human Resource Manager

DEPARTMENT/DIVISION: Finance and Human Resources

POSTING: Internal and External

Salary Range	Minimum	Maximum
Annual	\$40,560.00	\$56,160.00
Monthly	3,380.00	4,680.00
Weekly	780.00	1,080.00
Hourly	19.50	27.00

STARTING SALARY: As Shown Above, Plus Excellent Fringe Benefit Package

APPLICATION DEADLINE: Applications Due By Monday, October 30, 2017

STARTING DATE: As Soon As Possible

REPORTS TO: Chief Executive Officer

SUMMARY OF POSITION:

This is a professional position for all of CHA's Human Resource Management.

Basic requirements of this position are attention to detail, organization skills, interpersonal skills, and the ability to work with minimal supervision in the completion of multiple complex tasks. This employee performs a variety of professional tasks relating to the administration of CHA's employee benefits, records, training and other personnel services. Must be able to maintain strict confidentiality.

MAJOR DUTIES AND RESPONSIBILITIES INCLUDE:

- Process payroll on a bi-weekly basis using payroll software for CHA and CHALIS
- Processes employee benefit enrollment and changes, problem resolution and acts as a resource for benefits questions.
- Coordinates meeting of new enrollees with retirement representative bi-annually.
- Assists employees with regular retirement disbursement forms, and assists with requests for disability coverage.
- Processes and monitors workers compensation and unemployment claims.

Employment applications are available at 201 Switzler Street or on the web at www.columbiaha.com

For accommodations related to disability please call 573.443.2556 ext. 1120 or TTY Relay 800.735.2966

The Housing Authority of the City of Columbia, Missouri Is an equal opportunity employer.

- Coordinates the employment process, including advertisement of vacant positions, interview and selection procedures; reviews and edit job descriptions written by others, interview materials, previews applicants for minimum requirements, checks references and responds to benefit questions.
- New employee orientation and processes all required new hire documentation, including all background checks, drug testing, benefit forms, verification of valid driver's license and compliance with e-verify program.
- Maintains employee permanent personnel files.
- Maintains and distributes employee performance evaluation schedule.
- Plans employee meetings including preparing or copying handouts and coordinating location and any food or refreshments to be provided.
- Advises Senior Staff on disciplinary actions and terminations.
- Performs exit interviews, verifies return of all CHA equipment and keys and provides exiting employee with all required COBRA and retirement information. Follows up and monitors the payment for any continued insurance coverage under COBRA.
- Collects and compiles wage and benefits information for salary surveys requested for Board of Commissioners presentations.
- Serves as the agency's lead staff person on matters involving persons with disabilities and other protected classes.
- Coordinates compliance with the ADA, FMLA, INS, EEO, USERRA, HIPAA, COBRA and FLSA laws including preparing and submitting any required reporting.
- Recommends revisions and makes updates to the Personnel Policy.
- Maintain employee information in payroll software.
- Forward any garnishments or child support notifications to Payroll Company to post for withholdings.
- Prepare complex spreadsheets to allocate all payroll and employee benefits costs based on funding source for journal entry to general ledger.
- Assists with professional development of CHA employees by helping managers with the assessment of training needs and coordination of training for their employees.
- Assist staff in making their travel arrangements and processes all necessary documentation and authorizations.
- Administers the Pro-Card program for qualified credit card purchasers.
- Performs other duties as assigned by the Director of Finance & Human Resources or CEO.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent written and oral communication skills.
- Superior knowledge of contemporary office practices, procedures and equipment including fax, telephone, and copy machine.
- Excellent interpersonal and customer service skills.
- Superior ability to organize workload and manage multiple tasks to meet deadlines.

- Ability to prepare and process employee requisitions.
- Ability to establish and maintain an effective personnel record keeping system.
- Demonstrate ability to make independent judgments and provide knowledgeable evaluations and opinions to all levels within the organization.
- Considerable knowledge of the principles, theories and practices of public human resource management.
- Considerable knowledge of research methods and practices, including statistical analysis and the ability to prepare analyses and reports for management.
- Ability to communicate complex ideas effectively, both orally and in writing.
- Considerable knowledge of state and federal employment laws relevant to proper human resource management.
- Considerable knowledge of employee benefits.

EDUCATION AND EXPERIENCE:

- Required: Bachelors in Human Resource Management or Business Administration, or five years of experience managing a human resource department working with employee benefits and other employee records.
- Considerable knowledge of general office procedures and processes considerable knowledge of computer operations/applications and those specific to human resources.
- Five years of experience with word processing & spreadsheet software. Must be able to do complex spreadsheets for allocations of payroll costs and analysis of wage surveys.
- Human Resource Professional Certification from HRCI (PHR) and/or from SHRM (SHRM-CP).

PREFERRED EDUCATION AND EXPERIENCE:

- Advanced Human Resource Professional Certification from HRCI (SPHR) and/or from SHRM (SHRM SCP).
- Master's Degree in Human Resource Management or Business Administration

SPECIAL REQUIREMENTS:

- Must have a valid Missouri driver's license.
- Must be bondable and insurable.
- Must be able to interface effectively with all levels of management.
- Must be willing to travel overnight for a minimum of 15 days annually for training or attendance at conferences/workshops.
- Must be able obtain and maintain a bank account.
- Must be able to pass a pre-employment drug screen and pre-employment background check.

**Columbia Housing Authority
Project-Based Asset Management
Organizational Chart
Personnel Policy – Appendix 1
Adopted 2020-12-23**

CENTRAL OFFICE
COST CENTER

Board of Commissioners

Executive Assistant
Clerk/ Receptionist
CEO

CHALIS
Organizational Chart continued on page 2

Board of Directors
Executive Director
Dir. of Resident Services
Deputy Executive Dir. of CHALIS

Director of Housing Programs
Dir. of Affordable Housing Operations
Director of Modernization and Maintenance
Director of Finance
Human Resource Manager
Director of Asset Management

HCV Program Manager

Accountants (2)
Finance Assistant II

Housing Development Coordinator

Dir. of Human Services
Deputy Executive Director of CHALIS

Intake Coordinators (2)

Paquin Tower
Stuart Parker
Bear Creek
Oak Towers
Downtown Public Housing
Bryant Walkway I & II
Patriot Place

HCV VASH & Special Programs Specialist
HCV/ PBV Specialists
PBV Voucher Specialists
PH Family Self-Sufficiency
Section 8 Intake Specialist

Director of Safety
Safety Officer
Safety Officer
PT Safety Officer

Housing Manager II

Housing Manager II

Housing Manager II

Housing Manager II

Housing Manager II

Housing Manager II

Housing Manager II

LIHTC Compliance Specialists (2)

Housing Manager I
Maintenance Team Leader
Maintenance Worker
Maintenance Worker

Maintenance Worker

Maintenance Team Lead (.75)
Maintenance Worker I (.75)

Housing Manager I
Maintenance Team Leader
Maintenance Worker I
Janitor (PT)

Maintenance Team Leader
Maintenance Worker II
Maintenance Worker II
Maintenance Worker I

Maintenance Worker II

Maintenance Team Leader (.25)
Maintenance Worker I (.25)

Independent Living Coordinator
Family Resident Services Coord.

HOUSING CHOICE VOUCHER PROGRAMS

- ❖ Section 8 Shelter + Care Project-Based VASH
- ❖ Section 8 Homeownership

Front Line Services

Front Line Services



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: Board of Commissioners
From: Randy Cole, CEO
Date: May 18, 2021
RE: Affordable Housing Initiative Report

The following is a current status report for the Columbia Housing Authority’s (CHA) Affordable Housing Initiative that 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”.

To date the Columbia Housing Authority has renovated 597 units of public housing and constructed 25 new units for homeless Veterans.

Completed projects are as follows:

Project Name	Designation	# Units	Completion Date
Patriot Place Apartments	New Housing for Homeless Veterans	25	April 2016
Stuart Parker Apartments	Renovated Public Housing	84	September 2017
Paquin Tower Apartments	Renovated Public Housing	200	September 2017
Bear Creek Apartments	Renovated Public Housing	76	October 2017
Oak Towers Apartments	Renovated Public Housing	147	October 2018
Bryant Walkway II Apartments	Renovated Public Housing	36	December 2018
Bryant Walkway Apartments	Renovated Public Housing	54	September 2019

Total Completed Affordable Housing Projects to Date:

622

Purpose of this Report

This report is designed to communicate to two audiences: 1.) CHA’s Board of Commissioners; and 2.) the general public, media, and other interested parties. The most recent activity is included first in this report without a lot of background information as CHA’s Board of Commissioners are well informed on this subject and has been receiving reports on a monthly basis. Recent activity is then followed by a project summary report that provides the general public, media, and others a more detailed report that includes a great deal of background information on our current projects.

Recent Activity (April-May 2021)

The CHA CEO and additional CHA staff met with ND Consulting and EM Harris, the consultant and general contractor for all previous LIHTC projects. The affordable housing team was contracted over eight years ago and does not currently have an existing agreement for services in place, therefore the CHA CEO is recommending soliciting a Request for Proposal (RFP) for a Developer Consultant to satisfy HUD procurement requirements. It is estimated that an RFP process will take approximately two months. Our Director of Asset Management will be preparing and administering this RFP.

Previous LIHTC Application(s)

Our three previous LIHTC applications for the Providence Walkway area, one renovation followed by two new construction, were not selected for reservation by the Missouri Housing Development Commission (MHDC).

MHDC's Qualified Allocation Plan (QAP) for the allocation of 9% and 4% low-income housing tax credits (LIHTC) has changed over the past three years to focus on a more objective points system for awarding tax credits as opposed to the more subjective evaluation process previously employed. CHA's most recent application, the Kinney Point project, missed the funding threshold for tax credits by 10 points. CHA staff previously expressed concerns to MHDC regarding the lack of an award of 10 additional points for serving underserved populations with incomes at or below 30% of the Median Family Income, due to CHA having Project-Based Vouchers attached to its properties.

Current Project Progress

With changes in leadership, additional attention needed on CHA's Housing Choice Voucher Programs, the construction of additional offices at our Administration Building (resulting in several key staff working from a temporary location), and the resoliciting for an affordable housing consulting team, the CHA CEO has determined that it is in the best interest of CHA to bypass this year's LIHTC application and focus on strengthening internal operations. The internal affordable housing team will continue to meet periodically in planning for the 2022 LIHTC application and addressing any other affordable housing issues or opportunities that may arise.

Strategic Planning Process Master Plan Development and Modifications

CHA staff will revise our current master plan as we position for the 2022 LIHTC application. These are our remaining public housing properties and possibly the groupings for our future projects:

- | | |
|--|------------------|
| 1. Providence Walkway & Trinity Place..... | 50 Units |
| 2. East Park Avenue..... | 40 Units |
| 3. West Park Avenue..... | 30 Units |
| Total..... | 120 Units |

There are the three main considerations in future LIHTC projects, although there are many other factors considered in determining the most favorable plans:

1. Does the project achieve an optimal size?
 - Projects that are too small have high administrative costs and lower returns.
 - Projects that exceed 50 units are too large and costly to be competitive for LIHTC funding.

2. Can the project be completed and filled within the 24-month LIHTC funding window?
3. What is the magnitude of temporary relocation of current residents?

Within our strategic plan, we will also pursue the production of additional affordable housing beyond the current renovation and/or replacement of our existing public housing units.

It is worth noting that, barring an influx of additional gap funding, 9% low-income housing tax credits will be required for all remaining phases of the master plan.

Rental Assistance Demonstration (RAD) Program

CHA received a HUD RAD “Commitment to Enter into a Housing Assistance Payments Contract” (CHAP) for the Kinney Point project on August 6, 2020; however, since our the Kinney Point project application for LIHTC funding was not approved, this CHAP has been rescinded and we will be required to submit a new RAD CHAP application for our next LIHTC application. Fortunately, the cap on RAD units has been lifted therefore our application will in all likelihood be approved.

MHDC Low-Income Housing Tax Credits

The Missouri Housing Development Commission (MHDC) approved a Qualified Allocation Plan (QAP) for the low-income housing tax credit program for 2020 that reinstated the state low-income housing tax credit program along with federal low-income housing tax credits. The 2020 LIHTC program included both federal and state low-income housing tax credits. The state LIHTC funding was capped at 70% of the federal LIHTC cap. We expect to see the 2021 QAP in late summer for an anticipated September 2021 application with notice of award in December 2021.

In attempt to strengthen our application in this very competitive selection process, we intend to advocate for:

- Developers with Project-Based Vouchers or Housing Choice Vouchers attached to their properties awarded 10 points in the scoring system for serving underserved populations with incomes at or below 30% of the MFI, and
- An increase in the development limit for one-bedroom units. There is a high demand for one-bedroom units in Columbia and the development limit for this size of unit does not consider the higher square footage cost per unit over a two- or three-bedroom unit.



Housing Authority of the City of Columbia, Missouri

Board Staff Memo

To: CHA Board of Commissioners

From: Greg Willingham, Director of Modernization

Date: May 18, 2021

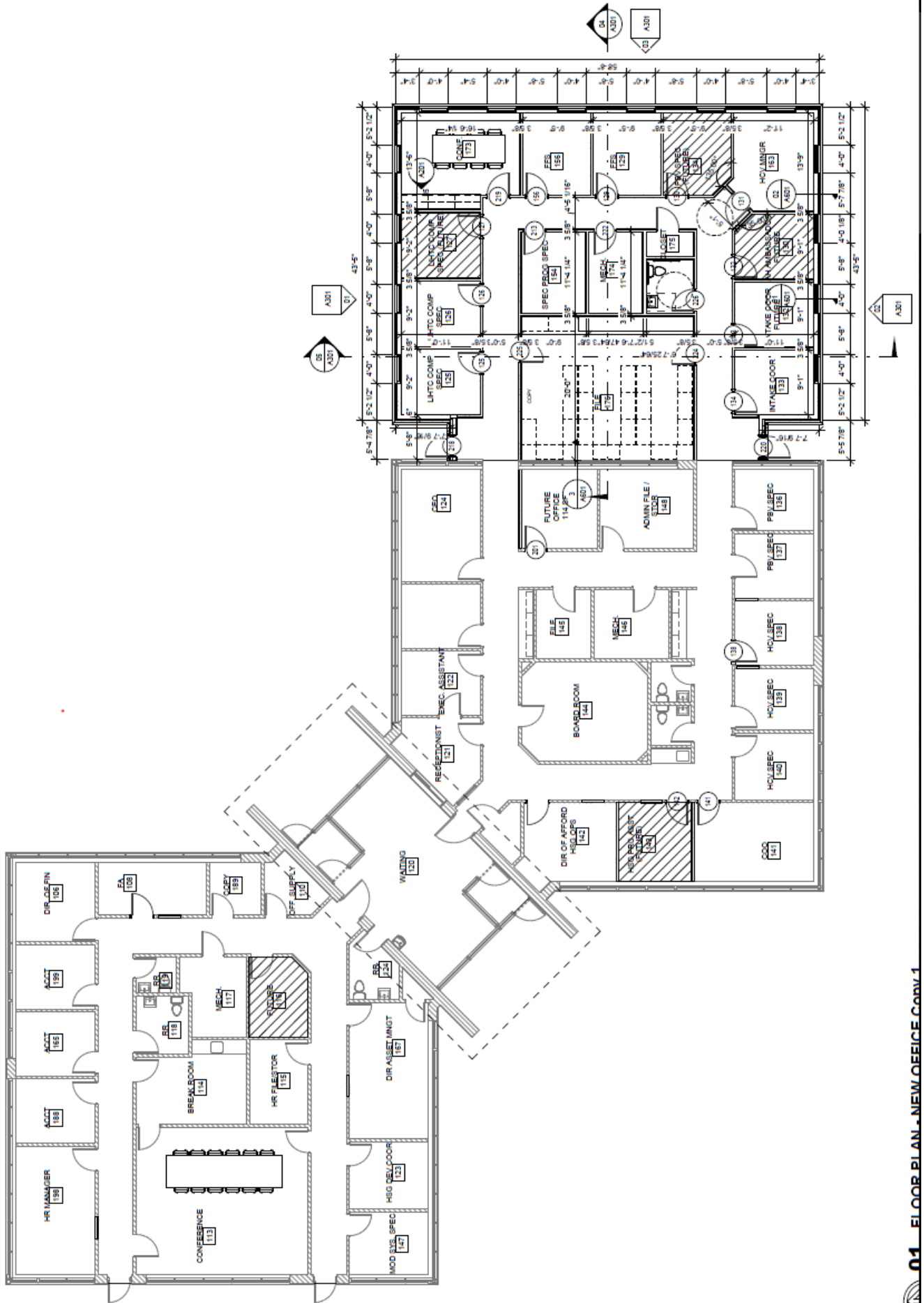
RE: CHA Office Expansion & Renovations Update

Work on the interior offices started Monday, February 15 & 90% of the interior work is completed. New Addition - Footings & Stem Walls completed. Subgrade and Subbase have all been compacted and tested. Base material installed and the termite treatment was completed May 11. The Slab & Stem wall insulation has been installed, vapor barrier and reinforcing steel was completed on May 12. Slab floor was poured on Thursday May 13. Framing scheduled to start Monday May 17.

- Eight (8) Offices have been completed inside.
- Four (4) Offices remaining to be completed inside.
- New Door frames painted and doors have been rehung.
- Painters have completed painting all the interior door jams.
- Drywall have been installed in the old window openings and painted.
- New Vinyl Wall Base and Wall Paper installed in the hallways .

Projected Project Budget

Construction – Base Bid	\$721,400
Construction – Alternate Bid	\$7,300
Construction – Changes Orders #1-#4	\$8,630
Architect	\$67,500
Civil Engineer design	\$40,000
Civil Engineer Construction	\$11,200
New Security System	\$7,850
New Irrigation System	\$8,895
Furniture & Equipment	\$40,000
Rent/Relocation/Permits/Misc.	\$31,000
Total Project Cost	\$ 963,755













Housing Authority of the City of Columbia, Missouri

Board Staff Memo

To: CHA Board of Commissioners
 From: Randy Cole, CEO
 Date: May 18, 2021
 RE: Administration Office Space Funding Report

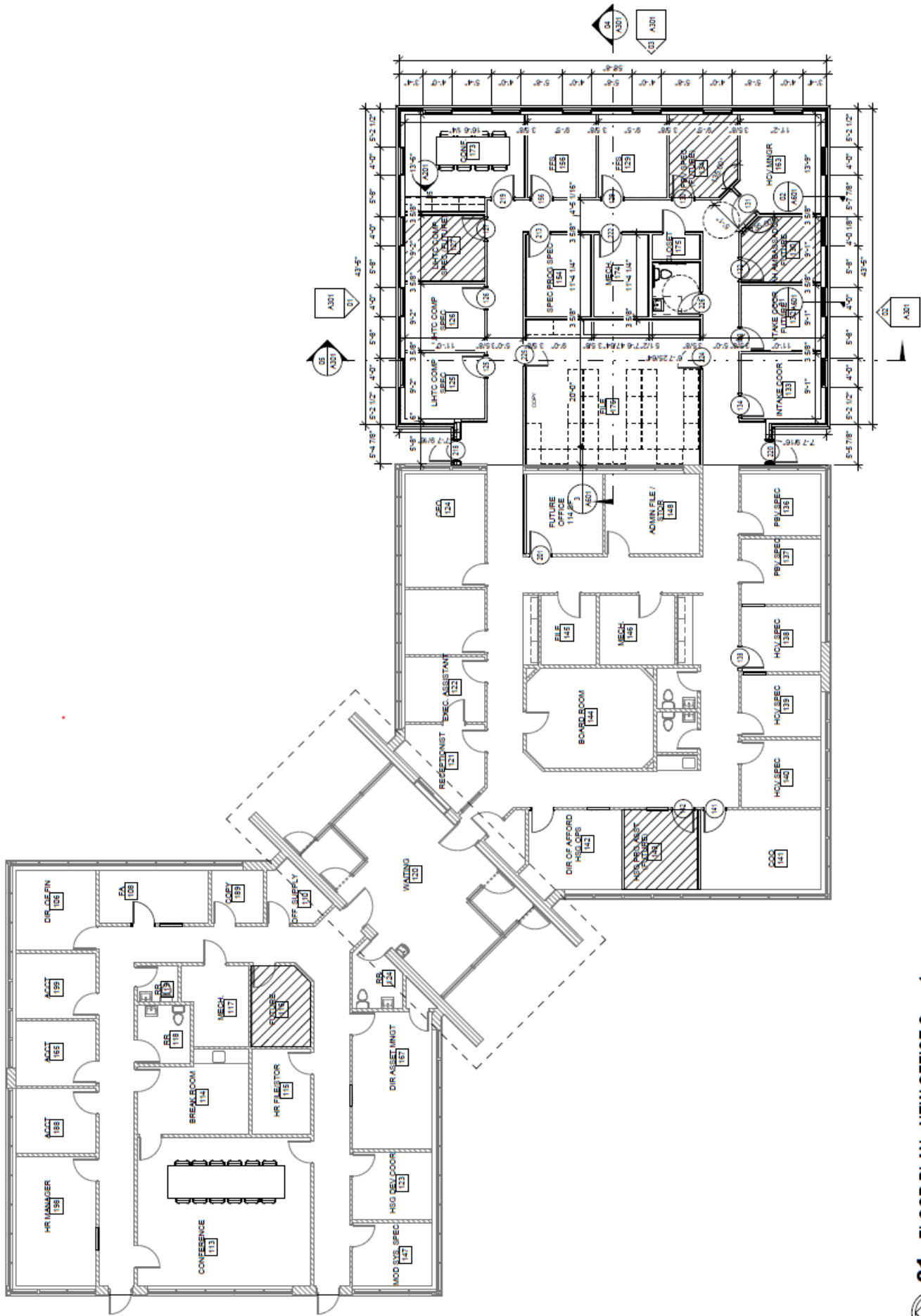
Base Bid was \$721,400, design alternatives have increased the estimated cost of the project to \$737,330.

The total projected project budget also includes fees for the architect, civil engineer and owner costs bringing the total projected cost to \$963,755.

Projected Project Budget	
Construction – Base Bid	\$721,400
Construction – Alternate Bid	7,300
Construction – Changes Orders #1-#4	8,630
Architect	67,500
Civil Engineer design	40,000
Civil Engineer Construction	11,200
New Security System	7,850
New Irrigation System	8,895
Furniture & Equipment	40,000
Rent/Relocation/Permits/Misc.	31,000
Total Project Cost	\$ 963,755

Available Funding Sources:

- **HCV Administration Fee Reserves**
\$100,000
- **HCV CARES Act**.....200,000
- **CHA Business Activities**100,000
 Available cash on hand. CHA Business Activities will need to borrow the remaining project costs from CHA Affordable Housing Development.
- **CHA Affordable Housing Development**563,755
 CHA Affordable Housing Development currently has up to \$800,000 available cash on hand to lend to CHA Business Activities.
- **Total**.....\$963,755





Staff Memo

To: CHA Board of Commissioners

From: Randy Cole, CEO

Date: May 18, 2021

RE: Update to CHA COVID-19 Operational Requirements

Due to the lower number of COVID-19 cases reported in Boone County and related expiring of the current health, our current office restrictions, safety precautions, and operational plans will be modified from previous restrictions.

CHA Updated and Modified COVID-19 Requirements:

- All Directors and Supervisors shall continue to encourage employees to remain home when exhibiting cold or flu like symptoms associated with COVID-19.
- The front lobby to the Administration Building will now be open to the public and both current and prospective CHA participants beginning Monday, May 17th.
- General mask requirements are no longer in place for CHA properties. Staff shall respectfully wear a mask when requested by current or prospective CHA program participants or CHA staff that requests you to do so.
- In general, staff shall create a friendly and supportive environment where other CHA staff, or current or prospective CHA program participants can feel comfortable requesting a staff member to wear a mask.
- CHA staff shall make reasonable efforts to request if residents want staff to wear a mask when entering a CHA unit.
- CHA Directors and Supervisors should ensure to maintain a supply of disposable masks to assist employees with being prepared to meet a resident or fellow staff member request to wear a mask.
- CHA staff are no longer eligible for CHA sponsored emergency sick leave pay that was previously allowed resulting from the COVID-19 Pandemic. Staff are still allowed CHA-ESL pay of 4hrs to complete their COVID-19 Vaccination.
- The Moving Ahead Program shall continue to wear masks when overseeing children in CHA programs.

Please reach out to your supervisor, Department Director, or directly to the CEO if you have current concerns with these updated COVID-19 Operational Requirements, or if concerns arise as we move forward. These Updated COVID-19 Operational Requirements may change as we move forward in the coming weeks and months.



Housing Authority of the City of Columbia, Missouri

Board Staff Memo

To: CHA Board of Commissioners

From: Greg Willingham, Director of Modernization

Date: May 18, 2021

RE: Paquin Tower and Oak Towers Television and Internet Wiring Update

At Paquin Tower, all of the RG6 (coax wiring) for Mediacom and the Cat6 phone & data wiring has been installed to every apartment. All residents that currently have CenturyLink phone and internet services are all active and operating at this time.

- Patch Panels at Paquin Tower have been installed in every phone closet for the new phone and data wiring.
- CenturyLink and Mediacom are now in the construction phase at both locations and they are both waiting on utility pole permits and interior work at both buildings has started.
- CenturyLink will be using the existing Fiber that is currently in place at Paquin Tower and at Oak Towers.
- Mediacom has installed their drop wiring inside and MDU panels at Oak Towers in the lobby closet. Mediacom started installing the drop lines into Paquin Tower from outside on May 11
- It will still be about 45 days before Mediacom and CenturyLink complete their installation of the new fiber services to the new wiring at both Buildings.
- UHF & VHF antennas have been installed by CHA staff and we are now injecting (24) Over the Air Local Channels into Oak Towers and Paquin Tower as of March 31st. Prizm Bulk TV was disconnected on Wednesday March 31.
- Work at Oak Towers installing the Cat6 & RG6 started on May 11, 2021.

Property Management Report for April 2021

Property	Total units	Occupancy % for April	Current Occupancy (as of 5/6/21)	YTD Occupancy % (1/21-4/21)	#Vacant units under 0-60 days	#Vacant units over 61 days	Request for voucher	Move-ins (April)	Move-outs (April)	Unit restores (April)	Avg. cost per restore	Billed to tenant at move out	Total work orders	Total \$ Amount billed
Amp 1 - PH	120	86.63%	88%	92.37%	4	10	N/A	5	1	1	\$ 977.89	\$ -	47	\$ 1,000.00
Bear Creek	76	95.78%	96.05%	96.30%	3	1	2	1	0	1	Not complete	\$ 807.18	38	\$ 1,809.14
Oak Tower	147	98.63%	97.95%	98.13%	3	0	1	2	5	5	\$ 597.35	\$ 104.08	59	\$ 259.08
Paquin Tower	200	96.88%	95%	97.89%	10	1	1	1	8	14	\$ 398.96	\$ 1,661.06	85	\$ 1,841.61
Stuart Parker	84	93.53%	95.23%	94.39%	3	1	2	4	1	0	N/A	\$ 318.65	13	\$ 324.04
BWW	54	91.29%	91.29%	90.34%	1	3	6	1	1	1	\$ 1,008.00	\$ 70.00	6	\$ -
BWWII	36	97%	100.00%	97.20%	0	1	0	0	0	0	N/A	N/a	16	1514.76 Fire damage
Patriot Place	25	100%	100%	99.60%	0	0	0	0	0	N/A	N/A	N/A	2	\$ 40.00

Property	Total units	TARS uncollected for April	delinquent 31-60	delinquent over 60 days	delinquent over 90 days	# rpymnt agrmnts	rpymnt in default	# Accts. with deposit due (April)	total Security deposit due (April)	# Accts. with deposit due (March)	Total security deposit due (March)	# Non-pymnt termination issued	# other termination issued	# Intent to vacate
Amp 1 - PH	120	\$ 164.50	\$ 727.50	\$ 102.00	\$ -	4	1	22	\$8,493.05	25	\$ 10,391.32	0	0	2
Bear Creek	76	\$ 2,375.96	\$ 675.00	\$ 663.00	\$ 973.00	1	0	17	\$3,320.86	22	\$ 4,762.86	0	1	2
Oak Tower	147	\$ 3,296.97	\$ 747.25	\$ 65.00	\$ 2,313.82	\$ 6.00	1	12	\$2,867.20	19	\$ 5,014.34	0	0	4
Paquin Tower	200	\$ 7,172.60	\$ 7,203.87	\$ 910.57	\$ 477.03	7	3	20	\$5,189.05	19	\$ 5,306.82	0	2	5
Stuart Parker	84	\$ 3,062.36	\$ 205.00	\$ 20.00	\$ 5,841.41	1	0	18	\$4,021.40	17	\$ 1,925.36	0	0	2
BWW	54	\$ 3,049.47	\$ -	\$ -	\$ -	0	0	4	\$ 357.00	6	\$ 1,063.00	0	0	6
BWWII	36	\$ 364.00	\$ 371.00	\$ -	\$ 15.00	1	0	2	\$ 78.51	4	\$ 171.22	0	0	0
Patriot Place	36	549.02	285.00	0.00	0.00	1	0	N/A	N/A	N/A	N/A	0	0	1

Affordable Housing Terminations Report - FY2021

	<i>Failure to Pay</i>	<i>Criminal</i>	<i>Unauthorized Guest</i>	<i>Other</i>	Total Termination Notices	Total Suspended Terminations	Total Vacated Units	Total Unlawful Detainers	Total Unresolved Terminations
Month of January 2021									
Downtown - AMP 1	0	0	0	0	0	0	0	0	0
Oak Tower	1	0	0	0	1	1	1	0	0
Bear Creek	0	0	0	0	0	0	0	0	0
Patriot Place	0	0	0	0	0	0	0	0	0
Stuart Parker - Downtown	0	0	0	0	0	0	0	0	0
Stuart Parker - Paquin Tower	1	0	0	1	2	0	1	0	0
Bryant Walkway	0	0	0	0	0	0	0	0	0
Bryant Walkway II	0	0	0	0	0	0	0	0	0
MONTHLY TOTAL	0	0	0	1	3	1	2	0	0
Month of February 2021									
Downtown - AMP 1	0	0	0	0	0	0	0	0	0
Oak Tower	0	0	0	3	3	0	0	0	3
Bear Creek	0	0	0	0	0	0	1	0	0
Patriot Place	0	0	0	0	0	0	0	0	0
Stuart Parker - Downtown	0	0	0	0	0	0	0	0	0
Stuart Parker - Paquin Tower	0	0	0	0	0	0	0	1	0
Bryant Walkway	0	0	0	0	0	0	0	0	0
Bryant Walkway II	0	0	0	0	0	0	0	0	0
MONTHLY TOTAL	0	0	0	3	3	0	1	1	3
Month of March 2021									
Downtown - AMP 1	0	0	1	0	1	0	0	0	1
Oak Tower	2	2	0	0	4	0	0	0	4
Bear Creek	0	0	0	0	0	0	0	0	0
Patriot Place	0	0	0	1	1	0	0	0	1
Stuart Parker - Downtown	0	0	0	0	0	0	0	0	0
Stuart Parker - Paquin Tower	11	4	0	3	18	1	0	0	17
Bryant Walkway	7	0	0	0	7	6	0	0	1
Bryant Walkway II	2	0	0	0	2	1	0	0	1
MONTHLY TOTAL	22	6	1	4	33	8	0	0	25
Month of April 2021									
Downtown - AMP 1	0	1	0	0	1	0	0	0	1
Oak Tower	0	0	0	0	0	0	0	0	0
Bear Creek	0	1	0	0	1	1	0	0	0
Patriot Place	0	0	0	0	0	0	0	0	0
Stuart Parker - Downtown	0	0	0	0	0	0	0	0	0
Stuart Parker - Paquin Tower	0	0	1	1	2	0	0	0	2
Bryant Walkway	0	1	0	0	1	0	0	0	1
Bryant Walkway II	0	0	0	0	0	0	0	0	0
MONTHLY TOTAL	0	3	0	1	5	1	0	0	4



Housing Authority of the City of Columbia,

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

To: CHA Board of Commissioners
From: Randy Cole, CEO
Date: May 18, 2021
RE: Housing Choice Voucher Programs Report

Housing Choice Voucher Program

The Housing Choice Voucher Programs is going through staffing changes, refilling positions, and reporting structure changes. As of May 14, 2021, CHA is still in the process of hiring 1 vacant housing specialist position and the Director of Housing Programs position. Staff anticipates having all positions filled by mid-June. The HCV Program vouchers were underutilized in FY 2020 and that trend has continued thus far in 2021. The CHA CEO, Director of Affordable Housing and Housing Choice Voucher Program Manager hosted a meeting with all housing staff at Oak Tower on Friday May 14, 2021. The intent of this meeting is to communicate staffing changes, production goals of more fully utilizing vouchers and identify training and staff support needs. The CHA CEO is also meeting with Nan McKay training representative to begin obtaining pricing for onsite training to assist in standardizing HCV Specialist knowledge, training new HCV Specialist and providing training for the new Director of Housing Programs.

Housing Choice Voucher Team New Hires

The HCV team will be welcoming the following two new HCV Program Specialists:

- **Monette Jordan:** Monette comes to us with extensive customer service experience and is excited about being able to give to the community. Her first day will be Monday, May 24, 2021.
- **Devona Jackson:** Devona comes to us with management and customer service experience and is excited to help the community. Devona will be working as CHA’s Special Programs Specialist. Her first day will be Tuesday, June 1, 2021.

We are excited to have Monette and Devona as a part of our team and look forward to them sharing their expertise with our organization.

Family Self-Sufficiency (FSS) Program

Family Self-Sufficiency Program	April 2021
FSS Participants	120
Graduates	2
New Applicants	1
Number of Participants Escrowing	76
Number of Participants Employed	67
Total Escrow Balance	255,247.37

Continuum of Care (COC) Program

The CHA continues to provide Continuum of Care Program vouchers to the most vulnerable chronically homeless individuals within our community. Each year we see an increase in homeless individuals and families needing safe, decent, and sanitary housing as of date the CHA still has 53 households receiving COC program assistance.

811 Mainstream Vouchers

The CHA has been awarded nineteen 811 Mainstream Vouchers and we continue to have 12 of those vouchers leased. We will continue to identify applicants on our 2018 HCV waitlist that are eligible to receive 811 Mainstream Voucher subsidy. The opening of the 2021 HCV waitlist will allow the CHA to further identify applicants who are eligible for 811 Mainstream program assistance.

Veteran Affairs Supportive Housing (VASH) Program

The 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 VASH vouchers to provide housing for the community's homeless veterans. As of date we have 98 households receiving VASH program assistance.

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

April 30, 2021

HOUSING CHOICE VOUCHER (HCV)																				ATTRITION RATE			
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	Vouchers	Funding	Vouchers	Funding	Monthly Attrition	Percent of Total Vouchers Leased	Average YTD Attrition	Percent of Total Vouchers Leased	
															Utilization		YTD Utilization						
Jan-20	\$ 7,909,344	\$ 659,112	\$ 183	\$ 566	\$ 611,770	\$ (47,342)	1,081	1,212	1,081	1,172	(91)	(91)	9	9	89%	93%	89%	93%	7	0.6%	7	0.6%	
Feb-20	\$ 7,297,574	\$ 663,416	\$ 189	\$ 566	\$ 606,081	(104,677)	1,071	1,212	2,152	1,182	(111)	(203)	4	18	88%	91%	89%	92%	3	0.3%	5	0.5%	
Mar-20	\$ 6,691,493	\$ 669,149	\$ 187	\$ 553	\$ 599,282	(69,867)	1,084	1,212	3,236	1,224	(140)	(343)	10	17	89%	90%	89%	91%	7	0.6%	6	0.5%	
Apr-20	\$ 6,092,211	\$ 676,912	\$ 190	\$ 554	\$ 598,350	(78,562)	1,080	1,212	4,316	1,240	(160)	(503)	11	43	89%	88%	89%	91%	9	0.8%	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

April 30, 2021

RAD PROJECT BASED VOUCHER (RAD-PBV)																		ATTRITION RATE					
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	Vouchers	Funding	Vouchers	Funding	Monthly Attrition	Percent of Total Vouchers Leased	Average YTD Attrition	Percent of Total Vouchers Leased	
															Utilization		YTD Utilization						
Jan-20	\$ 2,300,000	\$ 191,667	\$ 236.34	\$ 329	\$ 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-20	\$ 2,103,543	\$ 191,231	\$ 242.40	\$ 328	\$ 195,918	4,686	576	597	1,155	597	(21)	(39)	17		96.5%	102.5%	96.7%	102.5%	5	0.9%	9	1.6%	
Mar-20	\$ 1,907,625	\$ 190,763	\$ 238.38	\$ 328	\$ 195,661	4,898	576	597	1,731	597	(21)	(60)	12		96.5%	102.6%	96.6%	102.5%	5	0.9%	8	1.3%	
Apr-20	\$ 1,711,964	\$ 190,218	\$ 202.03	\$ 329	\$ 196,697	6,479	579	597	2,310	597	(18)	(78)	8	1	97.0%	103.4%	96.7%	102.7%	9	1.6%	8	1.4%	

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.

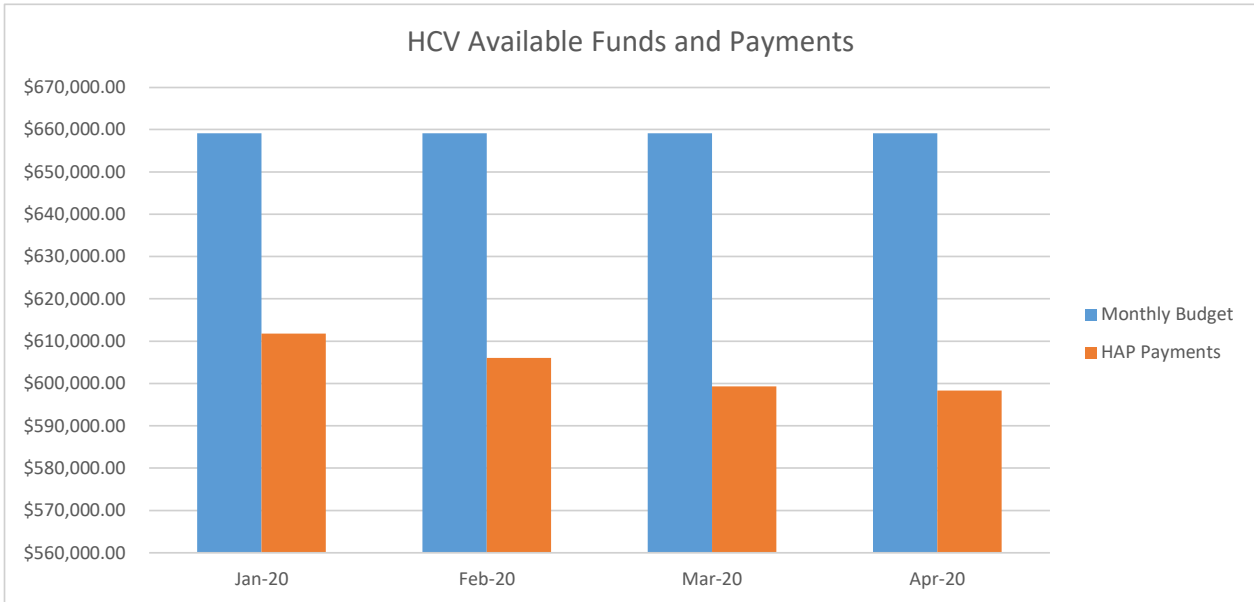
Current Vouchers Looking: This is the current numbers of vouchers that have been issued and the voucher holder is searching for a unit.

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

April 2021





6,207 contacts

2,368 individuals

Spring

April Showers brought

11,059 Hours

Human Services Staff

- Basic Needs- 1,355 UOS
- Removing Barriers- 1,774 UOS
- Health & Wellness- 1,594 UOS
- Household Development- 700 UOS

**17,055 lbs
food
distributed**

Human Services Staff, Roni Martin has been selected to represent the community in the Heart of Missouri United Way's Equity Advisory Council. Roni will contribute her unique perspectives and experiences to help advance equity within the community. The Equity Advisory Council will make recommendations for strategic investments (grants), awareness building, advocacy, and engagement to create more equitable communities.



"I just wanted to thank God for you-He sent you to me for a reason and he knew that I needed someone to help me along the way. Thank you for being here for me."

-Bear Creek Resident

Human Services Staff worked diligently helping residents get caught up with bills, including rent owed to CHA. We've helped 8 households apply through two rent arrears assistance programs (Missouri ERAP & SAFHR) to get over \$9,848 worth of overdue rent paid.

Trainings attended

by Human Services Staff:

- Trust-Based Relational Intervention**
- Diversity, Equity and Inclusion**
- Trauma Informed Mindfulness for Helping Professionals**
- Trauma Informed Mindfulness with Teens**
- Harassment**
- Respect in Workplace**
- Creating Healthy Boundaries**
- Hoarding Disorder**
- Cluttering Management**
- Mental Health 101**
- Recognizing and Supporting Victims of Domestic Violence**
- Wellness Mindful Movements**
- Creating Healthy Boundaries**



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

To: CHA Board of Commissioners

From: Randy Cole, CEO

Mark Brotemarkle, Director of Safety

Date: May 12, 2021

RE: Monthly Safety Department Report for April 2021

Law Enforcement calls for service totaled 101. 40 of the law enforcement calls were for paper service, follow up or duplicate entries, or medical issues. With the previously mentioned law enforcement calls and 911 calls with no case number drawn removed, there were only 61 calls for law enforcement on CHA property an average number of calls with, 13 case numbers drawn by law enforcement.

EMS and Fire are shown being dispatched 89 times, but with Fire and Medics being dispatched to almost all medical calls together, there were only 52 calls for medical and fire for April. 15 of the "medical" calls were at family sites, 17 were at Oak Towers, 15 were at Paquin Tower, 4 at Patriot Place. The number of medical calls in the month of April were average. Medical calls remain very consistent from month to month.

Columbia Housing Authority Safety completed 74 reports, 8 Check Welfare, 1 Assist resident/Medical.

In April 2021, between 2300 and 0700 hours, there were 13 law enforcement and 13 medical dispatched calls with, CHA Safety responding to 2 calls.

Columbia Housing Authority Safety investigated 14 Trespassing incidents, 3 taking place at Oak Towers, 4 at Paquin Tower and 1 at Stuart Parker, 5 at Bryant Walkway. These have gone up a little. Identifying unauthorized guests is likely our best way to keep criminal activity off Columbia Housing Authority property.

The Safety Department found an increase in Disturbances and property crimes which is unusual. Property damage incidents went up and were likely caused by one or a few juveniles living in the area of the incidents. We show a significant number of animal complaints, four of the five are from one apartment's barking dogs.

We had one child abuse resulting in the death of an infant by a care provider.

Meetings with Site Mangers and other department directors is being done to improve communication and to make sure there is an understanding, Safety's main goal is to help residents maintain their housing, followed by working to reduce criminal activity, violence and drugs, so residents can live peacefully and raise their children in neighborhoods where criminal activity, drugs and violence are not normalized.

The Safety Department will continue to follow up on reported and on-view investigations to deter criminal behavior on Columbia Housing Authority property.

Columbia Housing Authority, Missouri
SAFETY STATISTICS - APRIL 2021 REPORT

DESCRIPTION ("Uniform Crime Report" Items Bolded)	DT (1)	SP (2)	BW (3)	Future	BC	OT	PT	PP	COMMON AREAS	TOTAL ALL PROPS
911 Check									1	1
Administrative Details										0
Alarm										0
Animal Complaints/Bites			1				4			5
Arrest Non-resident/Controlled Sub										0
Arrest Resident/Controlled Substance										0
Arrest Non-Resident										0
Arrest/Resident										0
Assist Site Manager (or other staff)										0
Assault										0
Assault/Adult Abuse										0
Assault/Felony (aggravated assault)										0
Assist Resident/Medical							1			1
Check Subject/FI										0
Check Welfare						4	1	2	1	8
Child Abuse/Neglect										0
Civil Matter							1			1
Controlled Substance Investigation										0
Controlled Substance Invest/S-W										0
Death Investigation						2				2
Death Investigation/Homicide					1					1
Disturbance, Peace	1		1		1		1			4
Fire										0
Fire/Arson			1							1
Fire/Smoke/Fire Alarm						1				1
Follow-up Reports										0
Graffiti										0
Harassment										0
Informational Report	1	1				2	2			6
Juvenile Delinquency										0
Lease Violation							2			2
Lockout	1	1				1	4			7
Maintenance Problems					1					1
Miscellaneous (other)						1				1
Noise Complaint					1		2			3
Property Crime/Auto Theft			1							1
Property Crime/Burglary										0
Property Crime/Larceny			1		1	1	1			4
Property Crimes/Other										0
Property Damage	2		1						1	4
Robbery Offense										0
Sexual Assault										0
Sexual Assault/Rape										0
Stationary Patrol/Surveillance										0
Suspicious Activity			2							2
Threat to Self										0
Ticket Vehicle/CHA			2		1					3
Ticket Vehicle/Tow										0
Trespass Person/Arrest			1							1
Trespass Person/Investigate	1		2			1	3	1		8

Columbia Housing Authority, Missouri
SAFETY STATISTICS - APRIL 2021 REPORT

DESCRIPTION ("Uniform Crime Report" Items Bolded)	DT (1)	SP (2)	BW (3)	Future	BC	OT	PT	PP	COMMON AREAS	TOTAL ALL PROPS
Trespass Person/Warning Issued			2			2	1			5
Unsecured Door(s)									1	1
Vice Crime										0
Vice Crime/Gambling										0
Weapons Offense										0
Weapons Offense/Arrest										0
Weapons Offense/Shots Fired										0
TOTALS:	6	2	15	0	6	15	23	3	4	74

FOOT PATROL (HOURS)	DT (1)	SP (2)	BW (3)	Future	BC	OT	PT	PP	COMMON AREAS	TOTAL ALL PROPS
CHA Safety Staff										0

Training Hours (CHA Safety Staff)										0
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REPORTS GENERATED (CHA Safety)	DT (1)	SP (2)	BW (3)	Future	BC	OT	PT	PP	COMMON AREAS	TOTAL ALL PROPS
Initial Report	6	2	15		6	15	23	3	4	74
Follow-Up Report										0
TOTALS:	6	2	15	0	6	15	23	3	4	74

TRESPASS REVIEW	DT (1)	SP (2)	BW (3)	Future	BC	OT	PT	PP	COMMON AREAS	TOTAL ALL PROPS
Files Reviewed									60	60
Trespass Appeal									1	1
Names Removed from Trespass List									49	49

[Common Areas]

Non-residential areas such as the Administration Building & BBCC

DT (1)	Downtown (120 units)
SP (2)	Stuart Parker (84 units)
BW (3)	Bryant WW & Bryant WW II (90 units)
FUTURE	Next Conversion

BC	Bear Creek (76 units)
OT	Oak Towers (147 units)
PT	Paquin Tower (200 Units)
PP	Patriot Place (25 units)

[DT (1)] "Downtown": All downtown property that has not been converted to PBV - Excludes the following:

[SP (2)] "Stuart Parker" - Streets: Unity, Lincoln, Worley, Oak & Hicks

[BW (3)] "Bryant WW & Bryant WW II" - Streets: Allen, Allen WW, Bryant, Bryant WW, Park, Trinity, Lasalle & Pendleton

[FUTURE] Next conversion (most likely Providence WW)

Law Enforcement Call on CHA Properties

April 2021

Call Date	Call Time	Event ID	Case Number	Nature	Numerics	Street	APT	Site	Agency
04/01/2021	11:21:13	2021078067		FOLLOW UP	1205	ELLETA BLVD		BC	CPD
04/03/2021	4:55:01	2021079671	2104030004	10D CHEST PAIN	1008	ELLETA BLVD		BC	BHC
04/04/2021	12:18:20	2021080707		113D1 PHYS DIST	1025	ELLETA BLVD		BC	CPD
04/11/2021	21:15:54	2021087597		911 CHK	1004	ELLETA BLVD		BC	CHA
04/11/2021	23:27:24	2021087661	2021003367	114D3W PHYS DOMSTC	1210	ELLETA BLVD		BC	CPD
04/12/2021	2:25:21	2021087741		FOLLOW UP	1210	ELLETA BLVD		BC	CPD
04/13/2021	15:07:49	2021089234		911 CHK	1003	ELLETA BLVD		BC	CPD
04/14/2021	12:54:20	2021090035		103A3 LOST PROPERTY	1108	ELLETA BLVD		BC	CPD
04/15/2021	12:42:06	2021091019		911 CHK	1302	ELLETA BLVD		BC	CPD
04/15/2021	12:47:35	2021091028		911 CHK	1027	ELLETA BLVD		BC	CPD
04/16/2021	11:18:08	2021091967		PRKNG VIOL	1216	ELLETA BLVD		BC	CPD
04/17/2021	15:38:08	2021093063		130B2 PAST VEH THEFT	1004	ELLETA BLVD		BC	CPD
04/18/2021	11:16:02	2021093729	2021003590	DEATH INVEST	1003	ELLETA BLVD		BC	CPD
04/18/2021	20:32:16	2021094055		FOLLOW UP	1003	ELLETA BLVD		BC	CPD
04/19/2021	7:37:20	2021094326		FOLLOW UP	1004	ELLETA BLVD		BC	CPD
04/21/2021	12:43:19	2021096406	2021003670	INFO	1003	ELLETA BLVD		BC	CPD
04/22/2021	14:09:51	2021097407		INFO	1202	ELLETA BLVD		BC	CPD
04/22/2021	14:49:31	2021097452		SERVE PAPERS	1300	ELLETA BLVD		BC	BCSD
04/22/2021	17:05:52	2021097586		FOLLOW UP	1004	ELLETA BLVD		BC	CPD
04/26/2021	6:41:09	2021100437		FOLLOW UP	1004	ELLETA BLVD		BC	CPD
04/26/2021	16:48:33	2021100929		ABND VEH	1007	ELLETA BLVD		BC	CPD
04/27/2021	10:29:59	2021101529		FOLLOW UP	1004	ELLETA BLVD		BC	CPD
04/28/2021	12:59:16	2021102635		SERVE PAPERS	1300	ELLETA BLVD		BC	BCSD
04/30/2021	10:45:55	2021104500		SERVE PAPERS	1015	ELLETA BLVD		BC	BCSD
04/30/2021	11:18:21	2021104522		SERVE PAPERS	1201	ELLETA BLVD		BC	BCSD

Call Date	Call Time	Event ID	Case Number	Nature	Numerics	Street	APT	Site	Agency
04/01/2021	21:35:28	2021078576		FOLLOW UP	210	ALLEN WALKWAY		BWW	CPD
04/04/2021	11:06:55	2021080653		129C3 SUSP VEH	412	LASALLE PL		BWW	CPD
04/05/2021	19:02:34	2021081882	2021003167	111C1W	316	LASALLE PL		BWW	CPD
04/08/2021	14:39:04	2021084586		FOLLOW UP	308	TRINITY PL		BWW	CPD
04/09/2021	14:37:57	2021085496		FOLLOW UP	410	LASALLE PL		BWW	CPD
04/09/2021	16:23:05	2021085598		TRESPASS SUBJ	308	LASALLE PL		BWW	CPD
04/12/2021	22:14:03	2021088605		129C1 SUSP PRSN	305	ALLEN WALKWAY		BWW	CPD

Law Enforcement Call on CHA Properties

April 2021

04/13/2021	18:19:53	2021089371		113D2 VRBL DIST	28	ALLEN ST		BWW	CPD
04/14/2021	13:59:19	2021090104		107D1W URGENT ASST	213	ALLEN WALKWAY		BWW	CPD
04/14/2021	20:10:14	2021090466		SUSP INCIDENT	316	PENDLETON WALKWAY		BWW	CPD
04/16/2021	11:58:00	2021092015		SERVE PAPERS	17	BRYANT WALKWAY		BWW	BCSD
04/17/2021	21:25:12	2021093329	2021003575	TRESPASS SUBJ	210	ALLEN WALKWAY		BWW	CPD
04/19/2021	5:35:18	2021094287		127D2 SUICIDAL SUBJ	305	ALLEN WALKWAY		BWW	CPD
04/19/2021	13:47:34	2021094748		911 CHK	301	TRINITY PL		BWW	CPD
04/19/2021	20:52:33	2021095111		DISTURBANCE	300	TRINITY PL		BWW	CPD
04/20/2021	7:41:27	2021095351		911 CHK	301	TRINITY PL		BWW	CPD
04/21/2021	19:10:12	2021096742		111D1W	322	LASALLE PL		BWW	CPD
04/21/2021	20:20:29	2021096789		ASST CITIZEN (POLICE)	317	TRINITY PL		BWW	CPD
04/22/2021	11:40:26	2021097248		FOLLOW UP	322	LASALLE PL		BWW	CPD
04/22/2021	12:24:41	2021097289		DISTURBANCE	305	ALLEN WALKWAY		BWW	CPD
04/22/2021	12:38:10	2021097298		ABND VEH	406	LASALLE PL		BWW	CPD
04/22/2021	13:01:31	2021097325		FOLLOW UP	305	ALLEN WALKWAY		BWW	CPD
04/22/2021	17:17:35	2021097594		FOLLOW UP	322	LASALLE PL		BWW	CPD
04/23/2021	3:06:49	2021097925		DISTURBANCE	201	PARK AVE		BWW	CPD
04/28/2021	10:19:35	2021102476		132A1 ABND VEH	322	LASALLE PL		BWW	CPD
04/29/2021	8:03:22	2021103344		122O2 MISC INFO	305	ALLEN WALKWAY		BWW	CPD
04/29/2021	8:34:48	2021103366		FOLLOW UP	305	ALLEN WALKWAY		BWW	CPD

Call Date	Call Time	Event ID	Case Number	Nature	Numerics	Street	APT	Site	Agency
04/07/2021	16:32:58	2021083747	2021003238	122B1 MISC INFO	311	MOORE WALKWAY		DT	CPD
04/09/2021	9:05:17	2021085162		SERVE PAPERS	308	PARK AVE		DT	BCSD
04/12/2021	18:35:35	2021088432		CHK SUBJ	615	PARK AVE		DT	CPD
04/13/2021	13:49:45	2021089149		ABND VEH	400	PARK AVE		DT	CPD
04/13/2021	15:16:27	2021089239		FOLLOW UP	400	PARK AVE		DT	CPD
04/16/2021	13:49:23	2021092116	2021003526	111B1 PAST	609	PARK AVE		DT	CPD
04/19/2021	14:46:22	2021094822		TRESPASS SUBJ	205	PROVIDENCE WALKWAY		DT	CPD
04/19/2021	15:36:33	2021094867		911 CHK	403	TRINITY PL		DT	CPD
04/19/2021	15:56:29	2021094889		TRESPASS SUBJ	205	PROVIDENCE WALKWAY		DT	CPD
04/19/2021	21:38:43	2021095136	2021003632	114D1 PHYS DOMSTC	210	PROVIDENCE WALKWAY		DT	CPD
04/28/2021	8:12:03	2021102362		ABND VEH	518	PARK AVE		DT	CPD
04/28/2021	8:23:07	2021102374		ABND VEH	306	PARK AVE		DT	CPD
04/28/2021	15:45:24	2021102768		108D2 SUSP PCKG	309	FISHER WALKWAY		DT	CPD

Law Enforcement Call on CHA Properties

April 2021

04/30/2021	21:36:03	2021105040		129C1 SUSP PRSN	400	PARK AVE		DT	CPD
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Call Date	Call Time	Event ID	Case Number	Nature	Numerics	Street	APT	Site	Agency
04/09/2021	18:29:41	2021085715	2021003312	9E CARDIAC ARREST	700	N GARTH AVE	818	OT	CPD
04/14/2021	19:44:48	2021090442		ASST AMBULANCE	700	N GARTH AVE		OT	CPD
04/15/2021	11:31:30	2021090942		FOLLOW UP	700	N GARTH AVE	219	OT	CPD
04/15/2021	19:26:10	2021091349		FOLLOW UP	700	N GARTH AVE	219	OT	CPD
04/16/2021	11:59:26	2021092019		FOLLOW UP	700	N GARTH AVE	219	OT	CPD
04/16/2021	12:36:15	2021092043	2104160021	ASSIST CITIZEN (MEDIC)	700	N GARTH AVE	219	OT	BCJC
04/19/2021	18:21:22	2021095013		911 CHK	700	N GARTH AVE		OT	CPD
04/21/2021	14:20:36	2021096479		911 CHK	700	N GARTH AVE		OT	CPD
04/22/2021	10:36:15	2021097190	2021003697	9B CARDIAC ARREST	700	N GARTH AVE	207	OT	CPD
04/27/2021	12:53:10	2021101671		133D1 TRESPASS	700	N GARTH AVE	413	OT	CPD

Call Date	Call Time	Event ID	Case Number	Nature	Numerics	Street	APT	Site	Agency
04/29/2021	21:20:11	2021104033		ASST OFFICER	2112	E BUSINESS LOOP 70	209	PP	CPD

Call Date	Call Time	Event ID	Case Number	Nature	Numerics	Street	APT	Site	Agency
04/02/2021	12:53:47	2021079041		130B1 PAST THEFT	1201	PAQUIN ST		PT	CPD
04/03/2021	23:06:01	2021080382		INFO	1201	PAQUIN ST	1208	PT	CPD
04/10/2021	3:41:57	2021086079		113B2 PEACE DIST	1201	PAQUIN ST		PT	CPD
04/16/2021	23:55:50	2021092591		113D1 PHYS DIST	1201	PAQUIN ST	804	PT	CPD
04/17/2021	0:05:24	2021092599		113B4 CIVIL MATTER	1201	PAQUIN ST		PT	CPD
04/21/2021	15:32:43	2021096557		TRESPASS SUBJ	1201	PAQUIN ST	506	PT	CPD
04/22/2021	0:57:58	2021096949		105B4 BARKING DOG	1201	PAQUIN ST	1411	PT	CPD
04/22/2021	14:13:36	2021097410		119B2 PAST HARASSMENT	1201	PAQUIN ST	807	PT	CPD
04/23/2021	14:46:40	2021098335		SUSP INCIDENT	1201	PAQUIN ST	1411	PT	CPD
04/23/2021	21:26:09	2021098635		129C1 SUSP PRSN	1201	PAQUIN ST		PT	CPD
04/24/2021	0:14:58	2021098751		FOLLOW UP	1201	PAQUIN ST	1411	PT	CPD
04/25/2021	13:36:37	2021099908		114D2 VRBL DOMSTC	1201	PAQUIN ST	1313	PT	CPD
04/27/2021	13:44:06	2021101736		FOLLOW UP	1201	PAQUIN ST	1410	PT	CPD
04/28/2021	22:10:59	2021103078		ASST AMBULANCE	1201	PAQUIN ST	304	PT	CPD
04/29/2021	11:26:29	2021103504		FOLLOW UP	1201	PAQUIN ST		PT	CPD
04/29/2021	17:00:30	2021103839		CHK SUBJ	1201	PAQUIN ST	213	PT	CHA
04/30/2021	15:51:32	2021104785		125D1 URGENT CHK	1201	PAQUIN ST	705	PT	CPD

Law Enforcement Call on CHA Properties

April 2021

Call Date	Call Time	Event ID	Case Number	Nature	Numerics	Street	APT	Site	Agency
04/07/2021	16:15:44	2021083731		FOLLOW UP	204	LINCOLN DR		SP	CPD
04/07/2021	17:53:01	2021083829		FOLLOW UP	204	LINCOLN DR		SP	CPD
04/09/2021	14:06:32	2021085467		SERVE PAPERS	215	UNITY DR		SP	BCSD
04/15/2021	14:35:34	2021091124		SERVE PAPERS	215	UNITY DR		SP	BCSD
04/17/2021	16:48:13	2021093111		911 CHK	201	UNITY DR	A	SP	CPD
04/23/2021	2:19:49	2021097912		911 CHK	209	HICKS DR		SP	CPD
04/29/2021	16:36:44	2021103812	2021003971	107D1 URGENT ASST	211	UNITY DR		SP	CPD

Fire and Medical Calls on CHA Properties

April 2021

Call Date	Call Time	Event ID	Case Number	Nature	Numerics	Street	APT	Site	Agency
04/03/2021	4:58:46	2021079672	2103499	10D CHEST PAIN	1008	ELLETA BLVD		BC	CFD

Call Date	Call Time	Event ID	Case Number	Nature	Numerics	Street	APT	Site	Agency
04/01/2021	19:56:18	2021078498	2103463	71B VEH FIRE	210	ALLEN WALKWAY		BWW	CFD
04/08/2021	12:22:34	2021084470	2104080021	12A SEIZURE	15	BRYANT WALKWAY		BWW	BHC
04/08/2021	12:25:12	2021084475	2103736	12A SEIZURE	15	BRYANT WALKWAY		BWW	CFD
04/09/2021	16:27:02	2021085603	2104090036	EMS RESPONSE UNSTABLE	308	LASALLE PL		BWW	UHC
04/19/2021	6:19:35	2021094297	2104190009	EMS RESPONSE	305	ALLEN WALKWAY		BWW	UHC
04/25/2021	6:35:14	2021099648	2104250007	26A SICK PRSN	314	PENDLETON WALKWAY		BWW	UHC

Call Date	Call Time	Event ID	Case Number	Nature	Numerics	Street	APT	Site	Agency
04/04/2021	12:01:43	2021080692	2104040021	6D BREATHING PROB	617	PARK AVE		DT	BHC
04/04/2021	12:02:56	2021080695	2103556	6D BREATHING PROB	617	PARK AVE		DT	CFD
04/09/2021	10:59:26	2021085252	2103767	5307 ASSIST CITIZEN	615	PARK AVE		DT	CFD
04/09/2021	11:22:30	2021085270	2104090014	17A4 FALL	617	PARK AVE		DT	UHC
04/09/2021	11:23:54	2021085273	2103768	17A4 FALL	617	PARK AVE		DT	CFD
04/19/2021	21:50:47	2021095142	2104190059	EMS RESPONSE	210	PROVIDENCE WALKWAY		DT	UHC
04/27/2021	5:43:15	2021101325	2104270009	31C FAINTING	308	PARK AVE		DT	UHC
04/27/2021	5:45:05	2021101326	2104433	31C FAINTING	308	PARK AVE		DT	CFD
04/29/2021	8:44:39	2021103370	2104290010	17A3 FALL	504	PARK AVE		DT	UHC

Call Date	Call Time	Event ID	Case Number	Nature	Numerics	Street	APT	Site	Agency
04/08/2021	19:17:26	2021084814	2104080038	10D CHEST PAIN	700	N GARTH AVE	601	OT	UHC
04/08/2021	19:20:37	2021084817	2103753	10D CHEST PAIN	700	N GARTH AVE	601	OT	CFD
04/09/2021	18:28:09	2021085714	2104090043	9B CARDIAC ARREST	700	N GARTH AVE	818	OT	UHC
04/09/2021	18:29:42	2021085716	2103787	9E CARDIAC ARREST	700	N GARTH AVE	818	OT	CFD
04/11/2021	14:01:12	2021087281	2104110020	31D FAINTING	700	N GARTH AVE	417	OT	UHC
04/11/2021	14:03:22	2021087283	2103859	31D FAINTING	700	N GARTH AVE	417	OT	CFD
04/14/2021	19:48:43	2021090445	2103972	EMS RESPONSE	700	N GARTH AVE		OT	CFD
04/14/2021	19:48:47	2021090446	2104140036	EMS RESPONSE	700	N GARTH AVE		OT	UHC
04/19/2021	3:57:46	2021094277	2104190006	26A SICK PRSN	700	N GARTH AVE	207	OT	UHC
04/19/2021	8:38:31	2021094385	2104190013	6C BREATHING PROB	700	N GARTH AVE	813	OT	BHC
04/19/2021	8:41:55	2021094388	2104139	6C BREATHING PROB	700	N GARTH AVE	813	OT	CFD
04/20/2021	8:58:18	2021095401	2104200005	6D BREATHING PROB	700	N GARTH AVE	620	OT	UHC

CHA Safety Department Reports

April 2021

ALEIR Number	Call Date	Call Time	Nature	Numerics	Street	APT	SITE	Safety Officer	CPD CAD-RPT #
20210189	4/12/2021	18:31	Disturbance Persons	1117	Elleta Blvd	B	bc	Don Hawkins	
20210198	4/18/2021	14:30	Death Investigation/Homicide	1003	Elleta Blvd		bc	Kevin Keith	2021-003590
20210203	4/20/2021	11:59	Property Crimes/Larceny	1109	Elleta Blvd	B	bc	Don Hawkins	
20210219	4/25/2021	15:46	Disturbance Peace Music/Television	1201	Elleta Blvd		bc	Kevin Keith	
20210226	4/28/2021	17:24	Ticket Vehicle/CHA	1015	Elleta Blvd		bc	Tara Thomason	
20210165.1	4/2/2021	15:37	Trespass Person Warning Issued	210	Allen Walkway		bww	Tara Thomason	
20210175	4/5/2021	18:55	Property Damage	316	LaSalle Place		bww	Don Hawkins	2021-003167
20210182	4/9/2021	16:23	Trespass Person Warning Issued	308	LaSalle Place		bww	Don Hawkins	2021085598
20210193	4/14/2021	20:35	Suspicious Activity	316	Pendelton Walkway		bww	Don Hawkins	2021090466
20210196	4/17/2021	20:36	Suspicious Activity	300	Allen Walkway		bww	Kevin Keith	
20210197	4/17/2021	21:15	Trespass Person/Arrest	210	Allen Walkway		bww	Kevin Keith	2021-003575
20210210	4/21/2021	19:10	Property Crimes/Larceny	322	LaSalle Place		bww	Tara Thomason	2021096742
20210212	4/22/2021	12:24	Disturbance Persons	305	Allen Walkway		bww	Don Hawkins	2021097289
20210221	4/26/2021	15:13	Animal Complaints/Bites	304	Trinity Place		bww	Don Hawkins	
20210223	4/27/2021	9:53	Property Crimes/Auto Theft	15	Bryant Walkway		bww	Don Hawkins	2021-003783
20210228	4/29/2021	8:03	Trespass Person Investigation	305	Allen Walkway		bww	Mark Brotemarkle	
20210229	4/26/2021	10:00	Ticket Vehicle/CHA	304	Bryant Street		bww	Don Hawkins	
20210230	4/29/2021	8:03	Trespass Person Investigation	305	Allen Walkway		bww	Don Hawkins	2021103344
20210231	4/26/2021	10:30	Ticket Vehicle/CHA		Bryant Walkway		bww	Don Hawkins	
20210194	4/15/2021	20:00	Property Damage	609	Park Avenue		dt	Don Hawkins	2021-003526
20210200	4/18/2021	18:05	Trespass Person Investigation	205	Providence Walkway		dt	Mark Brotemarkle	
20210202	4/20/2021	21:08	Information Report	308	Park Avenue		dt	Kevin Keith	
20210222	4/26/2021	17:18	Property Damage	508	Park Avenue		dt	Don Hawkins	
20210235	4/30/2021	18:59	Lock out	310	Fisher Walkway		dt	Tara Thomason	
20210170	4/3/2021	14:45	Check Welfare	700	Garth Avenue North	413	ot	Kevin Keith	
20210171	4/4/2021	18:00	Check Welfare	700	Garth Avenue North	211	ot	Mark Brotemarkle	
20210177	4/6/2021	9:09	Trespass Person Investigation	700	Garth Avenue North	602	ot	Don Hawkins	
20210184	4/10/2021	13:20	Information Report	700	Garth Avenue North	516	ot	Tara Thomason	
20210188	4/11/2021	11:21	Check Welfare	700	Garth Avenue North	809	ot	Mark Brotemarkle	
20210192	4/15/2021	7:01	Death Investigation	700	Garth Avenue North	219	ot	Mark Brotemarkle	
20210199	4/18/2021	12:00	Lock out	700	Garth Avenue North	709	ot	Kevin Keith	
20210204	4/19/2021	16:18	Information Report	700	Garth Avenue North		ot	Don Hawkins	
20210211	4/22/2021	10:35	Death Investigation	700	Garth Avenue North	207	ot	Don Hawkins	2021-003697
20210215	4/24/2021	13:45	Check Welfare	700	Garth Avenue North	315	ot	Mark Brotemarkle	

CHA Safety Department Reports

April 2021

20210216	4/25/2021	19:45	Fire/Smoke/Fire Alarm Sounding	700	Garth Avenue North	205	ot	Mark Brotemarkle	
20210218	4/25/2021	13:45	Miscellaneous/Other	700	Garth Avenue North	618	ot	Kevin Keith	
20210220	4/26/2021	15:04	Trespass Person Warning Issued	700	Garth Avenue North	413	ot	Don Hawkins	
20210224	4/27/2021	12:51	Trespass Person Warning Issued	700	Garth Avenue North	413	ot	Don Hawkins	2021-016671
20210233	4/30/2021	13:11	Check Welfare	2112	Business Loop 70 E	101	pp	Tara Thomason	
20210169	4/3/2021	3:04	Lock out	1201	Paquin Street	409	pt	Mark Brotemarkle	
20210172	4/4/2021	17:45	Animal Complaints/Bites	1201	Paquin Street	1411	pt	Mark Brotemarkle	
20210173	4/5/2021	10:50	Assist Resident/Medical	1201	Paquin Street	709	pt	Mark Brotemarkle	
20210174	4/5/2021	17:47	Lock Out	1201	Paquin Street	901	pt	Don Hawkins	
20210178	4/6/2021	18:24	Disturbance Peace Music/Television	1201	Paquin Street	205	pt	Kevin Keith	
20210180	4/8/2021	12:24	Lease Violation	1201	Paquin Street	1514	pt	Tara Thomason	
20210181	4/9/2021	15:00	Lease Violation	1201	Paquin Street	502	pt	Don Hawkins	
20210183	4/9/2021	19:27	Trespass Person Warning Issued	1201	Paquin Street	201	pt	Don Hawkins	
20210186	4/10/2021	15:14	Civil Matter	1201	Paquin Street	1514	pt	Kevin Keith	
20210195	4/16/2021	17:30	Lock out	1201	Paquin Street	1403	pt	Don Hawkins	
20210201	4/19/2021	19:00	Disturbance Peace Music/Television	1201	Paquin Street	1314	pt	Kevin Keith	
20210205	4/20/2021	14:23	Animal Complaints/Bites	1201	Paquin Street	1411	pt	Don Hawkins	2021096949
20210206	4/21/2021	10:26	Animal Complaints/Bites	1201	Paquin Street	1411	pt	Don Hawkins	
20210207	4/20/2021	17:59	Trespass Person Investigation	1201	Paquin Street	506	pt	Don Hawkins	2021096557
20210207.1	4/23/2021	12:20	Trespass Person Investigation	1201	Paquin Street	506	pt	Mark Brotemarkle	
20210208	4/21/2021	14:55	Trespass Person Investigation	1201	Paquin Street	506	pt	Tara Thomason	
20210209	4/21/2021	15:15	Animal Complaints/Bites	1201	Paquin Street	1411	pt	Don Hawkins	
20210213	4/21/2021	10:33	Information Report	1201	Paquin Street	1411	pt	Mark Brotemarkle	
20210214	4/23/2021	14:46	Information Report	1201	Paquin Street	1411	pt	Don Hawkins	2021098335
20210217	4/25/2021	13:36	Disturbance Persons	1201	Paquin Street	1313	pt	Kevin Keith	
20210225	4/28/2021	14:25	Lock out	1201	Paquin Street	312	pt	Tara Thomason	
20210227	4/25/2021	21:00	Check Welfare	1201	Paquin Street	1402	pt	Tara Thomason	
20210179	4/7/2021	14:21	Trespass Person Investigation	220	Lincoln Drive	B	sp	Don Hawkins	2021083638
20210236	4/30/2021	21:00	Information Report		Unity Drive		sp	Tara Thomason	
20210187	4/14/2021	16:30	Property Damage	301	Providence Road North		com	Mark Brotemarkle	
20210191	4/14/2021	19:03	Alarm	301	Providence Road North		com	Tara Thomason	2021090417
20210234	4/30/2021	15:10	Check Welfare	211	Boone Drive		com	Tara Thomason	2021104755

Fire and Medical Calls on CHA Properties

April 2021

04/20/2021	9:00:46	2021095403	2104173	6D BREATHING PROB	700	N GARTH AVE	620	OT	CFD
04/22/2021	10:34:50	2021097188	2104220019	9B CARDIAC ARREST	700	N GARTH AVE	207	OT	UHC
04/22/2021	10:36:15	2021097191	2104242	9B CARDIAC ARREST	700	N GARTH AVE	207	OT	CFD
04/23/2021	9:32:29	2021098086	2104230009	10D CHEST PAIN	700	N GARTH AVE	214	OT	UHC
04/23/2021	9:33:58	2021098090	2104286	10D CHEST PAIN	700	N GARTH AVE	214	OT	CFD
04/23/2021	14:04:50	2021098300	2104230019	26C SICK PRSN	700	N GARTH AVE		OT	UHC
04/23/2021	14:07:29	2021098304	2104295	26C SICK PRSN	700	N GARTH AVE		OT	CFD
04/24/2021	1:31:46	2021098797	2104240003	17A3 FALL	700	N GARTH AVE	817	OT	UHC
04/24/2021	19:47:19	2021099347	2104337	52C SMK ALRM	700	N GARTH AVE	205	OT	CFD
04/25/2021	23:37:40	2021100307	2104250044	6D BREATHING PROB	700	N GARTH AVE	620	OT	BHC
04/25/2021	23:39:18	2021100308	2104383	6D BREATHING PROB	700	N GARTH AVE	620	OT	CFD
04/26/2021	9:49:38	2021100568	2104260019	17B FALL	700	N GARTH AVE		OT	UHC
04/26/2021	9:51:46	2021100572	2104393	17B FALL	700	N GARTH AVE		OT	CFD
04/27/2021	12:48:33	2021101664	2104270025	26A SICK PRSN	700	N GARTH AVE	819	OT	UHC
04/28/2021	14:01:41	2021102688	2104280025	6D BREATHING PROB	700	N GARTH AVE		OT	UHC
04/28/2021	14:02:47	2021102689	2104478	6D BREATHING PROB	700	N GARTH AVE		OT	CFD
04/28/2021	19:34:10	2021102982	2104280039	26C SICK PRSN	700	N GARTH AVE	421	OT	UHC
04/28/2021	19:36:21	2021102983	2104488	26C SICK PRSN	700	N GARTH AVE	421	OT	CFD

Call Date	Call Time	Event ID	Case Number	Nature	Numerics	Street	APT	Site	Agency
04/02/2021	10:47:04	2021078944	2104020013	17D FALL	2112	E BUSINESS LOOP 70	101	PP	UHC
04/02/2021	10:49:58	2021078946	2103471	17D FALL	2112	E BUSINESS LOOP 70	101	PP	CFD
04/06/2021	13:16:15	2021082607	2104060024	17A4 FALL	2112	E BUSINESS LOOP 70	212	PP	BHC
04/06/2021	13:18:38	2021082611	2103647	17A4 FALL	2112	E BUSINESS LOOP 70	212	PP	CFD
04/11/2021	23:34:06	2021087665	2104110030	17A2 FALL	2112	E BUSINESS LOOP 70	212	PP	BHC
04/11/2021	23:37:19	2021087667	2103875	17A2 FALL	2112	E BUSINESS LOOP 70	212	PP	CFD
04/12/2021	3:41:56	2021087760	2104120003	17A2 FALL	2112	E BUSINESS LOOP 70	212	PP	UHC
04/12/2021	3:44:05	2021087761	2103877	17A2 FALL	2112	E BUSINESS LOOP 70	212	PP	CFD
04/30/2021	9:39:59	2021104430	210430011	10D CHEST PAIN	2112	E BUSINESS LOOP 70		PP	BHC
04/30/2021	9:42:01	2021104431	2104534	10D CHEST PAIN	2112	E BUSINESS LOOP 70		PP	CFD

Call Date	Call Time	Event ID	Case Number	Nature	Numerics	Street	APT	Site	Agency
04/01/2021	11:13:39	2021078058	2104010011	10C CHEST PAIN	1201	PAQUIN ST	508	PT	BHC
04/01/2021	11:16:01	2021078061	2103444	10C CHEST PAIN	1201	PAQUIN ST	508	PT	CFD
04/02/2021	17:14:54	2021079293	2104020031	EMS RESPONSE	1201	PAQUIN ST	314	PT	BHC

Fire and Medical Calls on CHA Properties

April 2021

04/02/2021	17:32:12	2021079312	2103484	EMS RESPONSE	1201	PAQUIN ST	314	PT	CFD
04/05/2021	10:55:43	2021081375	2104050008	26A SICK PRSN	1201	PAQUIN ST	709	PT	BHC
04/07/2021	15:19:57	2021083679	2104070029	21D HEMORRHAGE	1201	PAQUIN ST	709	PT	UHC
04/07/2021	15:21:18	2021083681	2103703	21D HEMORRHAGE	1201	PAQUIN ST	709	PT	CFD
04/07/2021	16:26:10	2021083736	2104070041	EMS RESPONSE	1201	PAQUIN ST		PT	UHC
04/08/2021	18:36:33	2021084775	2104080036	6D BREATHING PROB	1201	PAQUIN ST	509	PT	UHC
04/08/2021	18:38:31	2021084779	2103750	6D BREATHING PROB	1201	PAQUIN ST	509	PT	CFD
04/09/2021	4:42:59	2021085060	2104090005	1A ABDOMINAL PAIN	1201	PAQUIN ST	G2	PT	UHC
04/09/2021	4:45:07	2021085061	2103761	1A ABDOMINAL PAIN	1201	PAQUIN ST	G2	PT	CFD
04/09/2021	7:33:24	2021085099	2104090010	17A2 FALL	1201	PAQUIN ST		PT	UHC
04/09/2021	7:35:21	2021085102	2103762	17A2 FALL	1201	PAQUIN ST		PT	CFD
04/09/2021	13:48:12	2021085449	2104090022	6D BREATHING PROB	1201	PAQUIN ST		PT	BHC
04/09/2021	13:49:33	2021085451	2103779	6D BREATHING PROB	1201	PAQUIN ST		PT	CFD
04/13/2021	1:28:32	2021088670	2104130002	31C FAINTING	1201	PAQUIN ST	812	PT	UHC
04/13/2021	1:29:59	2021088671	2103914	31C FAINTING	1201	PAQUIN ST	812	PT	CFD
04/14/2021	12:30:01	2021090004	2104140010	17B FALL	1201	PAQUIN ST	1310	PT	UHC
04/14/2021	12:31:27	2021090005	2103954	17B FALL	1201	PAQUIN ST	1310	PT	CFD
04/17/2021	21:17:26	2021093316	210417037	2A2 SPIDER BITE	1201	PAQUIN ST	606	PT	BHC
04/23/2021	17:18:00	2021098446	210423028	10D CHEST PAIN	1201	PAQUIN ST	801	PT	UHC
04/23/2021	17:19:49	2021098447	2104301	10D CHEST PAIN	1201	PAQUIN ST	801	PT	CFD
04/28/2021	0:41:12	2021102217	210428002	6D BREATHING PROB	1201	PAQUIN ST	802	PT	UHC
04/28/2021	0:42:56	2021102219	2104460	6D BREATHING PROB	1201	PAQUIN ST	802	PT	CFD
04/28/2021	22:28:48	2021103087	210428030	EMS RESPONSE	1201	PAQUIN ST	304	PT	BHC

Call Date	Call Time	Event ID	Case Number	Nature	Numerics	Street	APT	Site	Agency
04/05/2021	23:15:41	2021082065	2104050054	6D BREATHING PROB	200	LINCOLN DR		SP	UHC
04/05/2021	23:17:04	2021082066	2103619	6D BREATHING PROB	200	LINCOLN DR		SP	CFD
04/11/2021	19:32:32	2021087506	2104110032	18C HEADACHE	208	UNITY DR	B	SP	UHC
04/11/2021	19:34:53	2021087508	2103868	18C HEADACHE	208	UNITY DR	B	SP	CFD
04/23/2021	2:20:53	2021097914	2104230001	5C BACK PAIN	209	HICKS DR		SP	UHC
04/23/2021	2:23:21	2021097915	2104280	5C BACK PAIN	209	HICKS DR		SP	CFD



Housing Authority of the City of Columbia, Missouri

Monthly Financial Reports Staff Memo

To: Board of Commissioners

From: Mary Harvey, Director of Finance

Date: May 18, 2021

RE: March 2021 Unaudited Financial Reports

Section 8-Housing Choice Voucher Program

Admin Fee revenue earned is 7% (\$11,997) higher than budget and \$53,617 higher than last year to date.

Administrative Expenses are 10% (\$26,107) under budget and \$7,072 higher than last year to date. Salaries and benefits are \$13,407 below budget due to vacant positions.

Total Operating Expenses are 10% (\$27,218) under budget and \$5,928 higher than last year to date.

Administration has a year to date net gain of \$15,392 before depreciation.

HUD PHA Operating Grants – HAP (Housing Assistance Payments) are 9% (\$239,089) under budget and \$139,231 higher than last year to date.

Total Housing Assistance Payments are 8% (\$209,238) under budget and \$217,417 higher than last year to date.

AMP 1-Downtown

Total Tenant Revenue is 11% (\$6,432) higher than budget and \$16,211 less than last year to date. The average tenant rent has increased from \$218.87 for January 2021 to \$248.86 for March 2021.

HUD's PHA Operating grant disbursements are 21% (\$16,033) higher than budget and \$10,545 less than last year to date.

Total Revenue is 16% (\$24,046) higher than budget and \$30,765 less than last year to date.

Administrative expenses are 21% (\$9,403) under budget and \$18,075 higher than last year to date.

Total Utilities are 46% (\$9,411) over budget and \$10,384 higher than last year to date. Due to the colder than normal winter, Gas is \$7,336 over budget and \$7,466 higher than last year to date.

Total Maintenance expenses are 2% (\$1,464) over budget and \$7,058 less than last year to date.

Total Operating Expenses are 11% (\$21,764) under budget and \$21,438 less than last year to date.

AMP 1-Downtown (continued)

AMP 1 has a year to date net loss of \$43,833 before depreciation and debt services payments, but \$280,614 in Capital Funds for operations will not be drawn until later in the year.

Stuart Parker Housing Development Group, LP

Total Revenue is 17% (\$79,861) higher than budget and \$77,891 higher than last year to date due to \$57,928 in insurance reimbursements.

Administrative expenses are 5% (\$5,012) under budget and \$763 less than last year to date.

Total Utilities are 9% (\$5,629) over budget and \$9,730 higher than last year to date.

Total Maintenance expenses are 5% (\$5,586) less than budget and \$5,128 less than last year to date.

Total Operating Expenses are \$1,203 under budget and \$10,379 higher than last year to date.

Casualty Losses paid to date are \$17,000.

Stuart Parker has a net gain of \$229,863 before debt service, depreciation, and replacement reserve deposits. Estimated cash flow after debt service and replacement reserves is \$155,798 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 \$566 higher than budget and \$2,436 higher than last year to date.

Administrative expenses are 3% (\$835) under budget and \$1,653 less than last year to date.

Total Utilities are 2% (\$207) higher than budget and \$609 higher than last year to date.

Total Maintenance expenses are 7% (\$2,841) under budget and \$2,698 higher than last year to date.

Total Operating Expenses are 2% (\$3,529) under budget and \$2,908 higher than last year to date.

Bear Creek has a net gain of \$40,594 before debt service, depreciation, and replacement reserve deposits. Estimated cash flow after debt service and replacement reserves is \$14,599 which would be used to reimburse the General Partner for safety services and pay down on the developer fees payable.

Oak Towers Housing Development Group, LP

Total Revenue is 2% (\$3,954) higher than budget and \$606 higher than last year to date.

Administrative expenses are 7% (\$4,141) under budget and \$9,687 higher than last year to date.

Total Utilities are 2% (\$804) under budget and \$761 higher than last year to date.

Oak Towers Housing Development Group, LP (continued)

Total Maintenance expenses are 2% (\$1,04,3) under budget and \$3,096 higher than last year to date.

Total Operating Expenses are 4% (\$9,827) over budget and \$26,879 higher than last year to date.

Oak Towers has a net gain of \$74,143 before debt service, depreciation, and replacement reserve deposits. Estimated cash flow after debt service and replacement reserves is \$30,985 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% (\$606) less than budget and \$2,644 less than last year to date.

Total Administrative expenses are 16% (\$1,932) under budget and \$2,637 less than last year to date.

Total Utilities are 2% (\$124) over budget and \$76 higher than last year to date.

Total Maintenance expenses are 10% (\$1,324) under budget and \$1,439 less than last year to date.

Total Operating Expenses are 4% (\$1,728) under budget and \$2,619 less than last year to date.

Patriot Place has a net gain of \$12,051 before debt service, depreciation, and replacement reserve deposits. Estimated cash flow after debt service and replacement reserves is \$5,904 which would be used to pay loan principle due to Columbia Community Housing Trust.

Bryant Walkway Housing Development Group, LP

Total Revenue is 4% (\$3,607) under budget and \$2,721 less than last year to date.

Total Administrative expenses are 9% (\$2,392) under budget and \$1,402 less than last year to date.

Total Utilities are 7% (\$537) under budget and \$555 less than late year to date.

Total Maintenance expenses are 14% (\$3,087) under budget and \$10 less than last year to date.

Total Operating Expenses are 4% (\$687) under budget and \$27,363 less than last year to date.

Bryant Walkway has a net gain of \$19,845 before debt service, depreciation, and replacement reserve deposits. Estimated cash flow after debt service and replacement reserves is \$12,188 which would be used to reimburse the General Partner for safety services.

Bryant Walkway II Housing Development Group, LP

Total Revenue is \$191 under budget and \$1,101 less than last year to date.

Total Administrative expenses are 6% (\$882) under budget and \$2,333 less than last year to date.

Total Utilities are 34% (\$1,851) under budget and \$384 less than last year to date.

Total Maintenance expenses are 1% (\$60) under budget and \$1,057 less than last year to date.

Total Operating Expenses are 7% (\$3,290) under budget and \$25,118 less than last year to date.

Bryant Walkway has a net gain of \$16,073 before debt service, depreciation, and replacement reserve deposits. Estimated cash flow after debt service and replacement reserves is \$4,934 which would be used to reimburse the General Partner for safety services.

CHA Administration

Total Revenue is 6% (\$7,633) under budget.

Total Operating Expenses are 2% (\$9,013) over budget.

CHA's total administration has a year to date net gain of \$16,540 before depreciation.



Columbia Housing Authority
201 Switzler Street
Columbia, MO 65203

HOUSING AUTHORITY
of the City of Columbia, Missouri

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MONTHLY
FINANCIAL STATEMENTS
(unaudited)

March 31, 2021

Fiscal Year End
December 2021
Month 3 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	\$ 796,127	\$ 867,251	\$ (71,124)	\$ 2,362,663	\$ 2,601,752	(239,089)	-9%
HUD Admin Fees Earned	120,751	88,801	31,950	286,356	266,403	19,953	7%
Total Fee Revenue	916,878	956,052	(39,174)	2,649,019	2,868,155	(219,136)	-8%
Investment Income - Unrestricted	291	500	(209)	817	1,500	(683)	-46%
Fraud Recovery - HAP	25	100	(75)	260	300	(40)	0%
Fraud Recovery - Admin	25	100	(75)	260	300	(40)	0%
FSS Forfeitures	735	917	(182)	4,124	2,750	1,374	
Total Revenue	\$ 917,954	\$ 957,669	\$ (39,715)	\$ 2,654,376	\$ 2,873,006	\$ (218,629)	-8%
Administrative Salaries	28,949	25,331	3,618	73,133	75,992	(2,859)	-4%
Auditing Fees	2,831	2,917	(85)	8,494	8,750	(256)	-3%
Management Fee	19,560	20,669	(1,109)	59,268	62,007	(2,739)	-4%
Book-keeping Fee	12,225	12,918	(693)	37,043	38,755	(1,712)	-4%
Advertising and Marketing	743	167	576	1,243	500	743	149%
Employee Benefit contributions - Administrative	7,780	8,483	(703)	17,816	25,449	(7,633)	-30%
Office Expenses	865	2,085	(1,220)	3,412	6,255	(2,843)	-45%
Training & Travel	-	1,000	(1,000)	-	3,000	(3,000)	-100%
Other Administrative Expenses	13,359	12,750	609	32,442	38,250	(5,808)	-15%
Total Operating - Administrative	86,312	86,319	(7)	232,850	258,957	(26,107)	-10%
Total Tenant Services	60	-	60	60	-	60	
Total Utilities	284	693	(410)	1,285	2,080	(795)	-38%
Bldg. Maintenance	606	795	(190)	2,219	2,385	(166)	-7%
Insurance Premiums	1,089	1,181	(92)	2,990	3,543	(553)	-16%
Other General Expenses	180	-	180	342	-	342	
Total Operating Expenses	\$ 88,531	\$ 88,988	\$ (457)	\$ 239,747	\$ 266,965	\$ (27,218)	-10%
Excess of Operating Revenue over Operating Expenses	\$ 829,423	\$ 868,680	\$ (39,257)	\$ 2,414,629	\$ 2,606,040	\$ (191,411)	-7%
Total Housing Assistance Payments	790,863	859,867	(69,005)	2,370,365	2,579,602	(209,238)	-8%
Depreciation Expense	109	-	109	332	-	332	
Total Expenses	\$ 879,503	\$ 948,856	\$ (69,353)	\$ 2,610,444	\$ 2,846,568	\$ (236,124)	-8%
Net Gain (Loss)	\$ 38,451	\$ 8,813	\$ 29,639	\$ 43,933	\$ 26,438	\$ 17,495	

AMP 1 - Downtown
Unaudited Revenue Expense Budget Comparison

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Tenant Rental Revenue	\$ 29,341	\$ 20,220	\$ 9,121	\$ 82,468	\$ 60,660	\$ 21,808	36%
Vacancy Loss	(7,207)	(1,011)	(6,196)	(17,378)	(3,033)	(14,345)	473%
Tenant Revenue - Other	160	507	(347)	489	1,520	(1,031)	-68%
Total Tenant Revenue	22,294	19,716	2,579	65,579	59,147	6,432	11%
HUD PHA Operating Grants	32,869	25,833	7,036	93,533	77,500	16,033	21%
Total Grant Revenue	32,869	25,833	7,036	93,533	77,500	16,033	21%
Investment Income - Unrestricted	407	1,163	(756)	1,261	3,488	(2,228)	-64%
Fraud Recovery	564	-	564	842	-	842	0%
Other Revenue	1,872	2,263	(391)	5,856	6,790	(933)	-14%
Total Revenue	\$ 61,906	\$ 48,975	\$ 12,932	\$ 170,971	\$ 146,925	\$ 24,046	16%
Administrative Salaries	3,691	4,056	(364)	10,305	12,167	(1,861)	-15%
Auditing Fees	421	434	(13)	1,263	1,301	(38)	-3%
Management Fee	4,894	6,085	(1,191)	14,199	18,255	(4,056)	-22%
Book-keeping Fee	758	441	317	2,198	1,323	875	66%
Advertising and Marketing	-	-	-	-	-	-	#DIV/0!
Employee Benefit contributions - Administrative	986	1,236	(250)	2,246	3,708	(1,462)	-39%
Office Expenses	287	645	(358)	1,299	1,936	(637)	-33%
Legal Expense	-	152	(152)	-	455	(455)	-100%
Training & Travel	25	303	(277)	820	908	(88)	-10%
Other	20,669	1,620	19,049	21,987	4,861	17,126	352%
Total Operating - Administrative	31,733	14,972	16,761	54,317	44,915	9,403	21%
Asset Management Fee	1,200	1,200	-	3,600	3,600	-	0%
Tenant Services - Salaries	412	377	35	1,145	1,132	13	1%
Employee Benefit Contributions - Tenant Services	32	52	(20)	88	155	(67)	-43%
Tenant Services - Other	22	692	(669)	139	2,075	(1,936)	-93%
Total Tenant Services	466	1,121	(655)	1,372	3,362	(1,990)	-59%

AMP 1 - Downtown
Unaudited Revenue Expense Budget Comparison

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Water	\$ 2,063	\$ 2,287	\$ (225)	\$ 6,659	\$ 6,861	\$ (202)	-3%
Electricity	1,345	1,325	20	5,932	3,975	1,957	49%
Gas	3,493	851	2,642	9,888	2,552	7,336	287%
Sewer	2,210	2,331	(121)	7,314	6,994	320	5%
Total Utilities	9,110	6,794	2,316	29,792	20,382	9,411	46%
Maintenance - Labor	14,354	13,827	528	39,743	41,480	(1,737)	-4%
Maintenance - Materials & Other	6,843	3,975	2,868	12,779	11,925	854	7%
Maintenance and Operations Contracts	6,673	5,680	993	23,475	17,040	6,435	38%
Employee Benefit Contributions - Maintenance	3,989	4,611	(623)	9,745	13,834	(4,089)	-30%
Total Maintenance	31,858	28,093	3,765	85,742	84,279	1,464	2%
Total Protective Services	2,987	2,891	96	8,081	8,674	(593)	-7%
Total Insurance Premiums	4,243	4,242	1	12,650	12,726	(76)	-1%
Other General Expenses	13,870	2,841	11,029	14,014	8,522	5,492	64%
Payments in Lieu of Taxes	1,941	1,242	699	5,301	3,725	1,576	42%
Bad debt - Tenant Rents	(587)	473	(1,060)	(1,554)	1,420	(2,974)	-209%
Total Other General Expenses	15,224	4,556	10,668	17,761	13,667	4,093	30%
Interest on Notes Payable	533	478	55	1,489	1,435	54	4%
Total Operating Expenses	\$ 97,354	\$ 64,347	\$ 33,008	\$ 214,804	\$ 193,040	\$ 21,764	11%
Excess of Operating Revenue over Operating Expenses	\$ (35,448)	\$ (15,372)	\$ (20,076)	\$ (43,833)	\$ (46,115)	\$ 2,282	-5%
Extraordinary Maintenance	-	500	(500)	-	1,500	(1,500)	-100%
Depreciation Expense	13,523	12,365	1,158	40,568	37,096	3,473	9%
Debt Principal Payment	1,812	1,835	(23)	3,573	5,506	(1,933)	-35%
Total Expenses	\$ 112,689	\$ 79,047	\$ 33,642	\$ 258,945	\$ 237,141	\$ 21,804	9%
Net Gain (Loss)	\$ (50,782)	\$ (30,072)	\$ (20,710)	\$ (87,974)	\$ (90,217)	\$ 2,243	-2%

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	\$ 70,999	\$ 65,403	\$ 5,595	\$ 213,647	\$ 196,210	\$ 17,437	9%
Rental Subsidies	84,023	89,619	(5,595)	251,419	268,856	(17,437)	-6%
Vacancy Loss	(4,245)	(6,201)	1,956	(11,251)	(18,603)	7,351	-40%
Net Rental Revenue	150,777	148,821	1,956	453,815	446,463	7,351	2%
Tenant Revenue - Other	12,531	1,400	11,131	14,039	4,200	9,839	
Total Tenant Revenue	163,308	150,221	13,086	467,854	450,663	17,190	4%
Investment Income - Unrestricted	727	1,264	(537)	2,133	3,792	(1,659)	-44%
Other Revenue	64,569	6,788	57,781	84,695	20,365	64,330	316%
Total Revenue	\$ 228,603	\$ 158,273	\$ 70,330	\$ 554,681	\$ 474,820	\$ 79,861	17%
Administrative Salaries	13,582	12,587	995	37,612	37,760	(148)	0%
Auditing Fees	1,117	1,117	-	3,350	3,350	-	0%
Property Management Fee	10,149	9,421	728	29,011	28,262	749	3%
Asset Management Fees	1,078	1,078	0	3,268	3,234	34	1%
Advertising and Marketing	-	8	(8)	-	25	(25)	-100%
Employee Benefit contributions - Administrative	3,087	4,125	(1,038)	7,687	12,374	(4,686)	-38%
Office Expenses	592	996	(404)	1,429	2,989	(1,560)	-52%
Legal Expense	-	233	(233)	-	700	(700)	-100%
Training & Travel	44	306	(262)	178	919	(741)	-81%
Other	4,009	1,273	2,736	5,884	3,818	2,066	54%
Total Operating - Administrative	33,657	31,143	2,514	88,417	93,429	(5,012)	-5%
Total Tenant Services	12,246	9,577	2,669	35,574	28,732	6,842	24%
Water	5,098	4,050	1,048	14,509	12,151	2,359	19%
Electricity	10,168	12,348	(2,180)	37,208	37,043	165	0%
Gas	1,242	1,099	143	3,946	3,298	648	20%
Sewer	3,927	2,906	1,021	11,175	8,718	2,458	28%
Total Utilities	\$ 20,436	\$ 20,403	\$ 32	\$ 66,839	\$ 61,210	\$ 5,629	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	\$ 11,991	\$ 12,798	\$ (807)	\$ 37,920	\$ 38,393	\$ (472)	-1%
Maintenance - Materials & Other	6,327	5,126	1,202	18,365	15,377	2,989	19%
Maintenance and Operations Contracts	12,853	12,337	517	32,944	37,010	(4,066)	-11%
Employee Benefit Contributions - Maintenance	4,517	4,798	(281)	10,356	14,394	(4,037)	-28%
Total Maintenance	35,689	35,058	631	99,587	105,173	(5,586)	-5%
Total Insurance Premiums	5,983	5,969	14	17,909	17,906	3	0%
Other General Expenses	647	-	647	1,420	-	1,420	#DIV/0!
Taxes	5,021	5,021	-	15,062	15,062	-	0%
Bad debt - Tenant Rents	11	1,505	(1,494)	11	4,516	(4,505)	-100%
Total Other General Expenses	5,678	6,526	(848)	16,492	19,577	(3,085)	-16%
Interest of Mortgage (or Bonds) Payable	16,697	16,697	0	50,091	50,090	0	0%
Interest on Notes Payable (Seller Financing)	20,969	20,967	2	62,907	62,900	7	0%
Amortization of Loan Costs	2,273	2,274	(1)	6,821	6,823	(2)	0%
Total Interest Expense and Amortization Cost	39,939	39,938	1	119,818	119,813	5	0%
Total Operating Expenses	\$ 153,627	\$ 148,613	\$ 5,014	\$ 444,637	\$ 445,840	\$ (1,203)	0%
Excess of Operating Revenue over Operating Expenses	\$ 74,976	\$ 9,660	\$ 65,316	\$ 110,044	\$ 28,980	\$ 81,064	280%
97200 Casualty Losses - Non-capitalized	17,000	-	17,000	17,000	-	17,000	
Depreciation Expense	65,598	66,497	(899)	196,793	199,492	(2,699)	-1%
Funding Replacement Reserves from Operations	8,212	7,313	899	23,974	93,101	(69,127)	-74%
Total Expenses	\$ 244,438	\$ 222,424	\$ 22,014	\$ 682,404	\$ 738,432	\$ (56,028)	-8%
Net Gain (Loss)	\$ (15,835)	\$ (64,150)	\$ 48,316	\$ (127,723)	\$ (263,612)	\$ 135,889	-52%

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	\$ 16,554	\$ 12,776	\$ 3,778	\$ 49,939	\$ 38,328	\$ 11,611	30%
Rental Subsidies	28,478	32,766	(4,288)	85,157	98,297	(13,140)	-13%
Vacancy Loss	(666)	(1,366)	700	(2,878)	(4,099)	1,221	-30%
Net Rental Revenue	44,366	44,176	190	132,218	132,527	(308)	0%
Tenant Revenue - Other	2,051	615	1,436	2,206	1,844	362	20%
Total Tenant Revenue	46,417	44,790	1,627	134,424	134,371	54	0%
Investment Income - Unrestricted	170	386	(216)	472	1,157	(685)	-59%
Other Revenue	3,345	2,571	774	8,911	7,712	1,198	16%
Total Revenue	\$ 49,932	\$ 47,747	\$ 2,185	\$ 143,806	\$ 143,240	\$ 566	0%
Administrative Salaries	4,089	3,246	844	11,371	9,737	1,634	17%
Auditing Fees	858	858	-	2,575	2,575	-	0%
Property Management Fee	2,429	2,817	(388)	7,045	8,450	(1,405)	-17%
Asset Management Fees	978	979	(0)	2,935	2,936	(0)	0%
Advertising and Marketing	-	4	(4)	-	13	(13)	-100%
Employee Benefit contributions - Administrative	1,306	1,092	214	3,154	3,275	(121)	-4%
Office Expenses	196	387	(191)	601	1,162	(561)	-48%
Legal Expense	-	65	(65)	135	195	(60)	-31%
Training & Travel	39	131	(92)	157	394	(237)	-60%
Other	517	452	65	1,284	1,356	(72)	-5%
Total Operating - Administrative	10,414	10,030	384	29,256	30,091	(835)	-3%
Total Tenant Services	2,161	1,608	552	4,934	4,825	109	2%
Water	1,587	1,559	28	4,455	4,677	(222)	-5%
Electricity	570	761	(191)	2,350	2,283	67	3%
Gas	142	333	(192)	1,049	1,000	49	5%
Sewer	1,373	1,284	88	4,166	3,853	313	8%
Total Utilities	\$ 3,672	\$ 3,938	\$ (266)	\$ 12,020	\$ 11,813	\$ 207	2%

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	\$ 6,529	\$ 5,295	\$ 1,234	\$ 16,970	\$ 15,885	\$ 1,085	7%
Maintenance - Materials & Other	4,146	1,835	2,311	6,375	5,505	870	16%
Maintenance and Operations Contracts	2,503	4,300	(1,796)	9,029	12,899	(3,870)	-30%
Employee Benefit Contributions - Maintenance	1,985	1,832	153	4,570	5,495	(925)	-17%
Total Maintenance	15,163	13,261	1,901	36,944	39,784	(2,841)	-7%
Total Insurance Premiums	4,374	4,329	45	13,056	12,988	68	1%
Other General Expenses	355	-	355	646	-	646	
Property Taxes	1,906	1,906	-	5,718	5,718	-	0%
Bad debt - Tenant Rents	-	312	(312)	-	935	(935)	-100%
Total Other General Expenses	2,261	2,218	43	6,364	6,653	(289)	-4%
Interest of Mortgage (or Bonds) Payable	3,925	3,595	330	10,732	10,785	(53)	0%
Interest on Notes Payable (Seller Financing)	6,748	6,714	35	20,245	20,141	105	
Amortization of Loan Costs	1,664	1,664	-	4,991	4,991	-	0%
Total Interest Expense and Amortization Cost	12,337	11,972	365	35,968	35,917	51	0%
Total Operating Expenses	\$ 50,382	\$ 47,357	\$ 3,024	\$ 138,542	\$ 142,071	\$ (3,529)	-2%
Excess of Operating Revenue over Operating Expenses	\$ (450)	\$ 390	\$ (840)	\$ 5,264	\$ 1,169	\$ 4,095	350%
Extraordinary Maintenance	638	-	638	638	-	638	
Depreciation Expense	18,774	18,636	138	56,323	55,907	416	1%
Debt Principal Payment	2,981	3,091	(110)	5,954	3,091	2,863	93%
Funding Replacement Reserves from Operations	3,186	2,867	319	9,309	35,611	(26,302)	-74%
Total Expenses	\$ 75,961	\$ 71,951	\$ 4,010	\$ 210,767	\$ 236,681	\$ (25,914)	-11%
Net Gain (Loss)	\$ (26,029)	\$ (24,204)	\$ (1,825)	\$ (66,960)	\$ (93,441)	\$ 26,481	-28%

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	\$ 38,978	\$ 38,399	\$ 579	\$ 115,745	\$ 115,197	\$ 548	0%
Rental Subsidies	47,780	48,359	(579)	144,529	145,077	(548)	0%
Vacancy Loss	(1,839)	(2,169)	330	(5,231)	(6,507)	1,276	-20%
Net Rental Revenue	84,919	84,589	330	255,043	253,767	1,276	1%
Tenant Revenue - Other	75	284	(209)	808	851	(43)	-5%
Total Tenant Revenue	84,994	84,873	121	255,851	254,619	1,233	0%
Investment Income - Unrestricted	284	804	(520)	848	2,412	(1,564)	-65%
Other Revenue	1,474	1,804	(330)	9,697	5,411	4,285	79%
Total Revenue	\$ 86,752	\$ 87,481	\$ (729)	\$ 266,396	\$ 262,442	\$ 3,954	2%
Administrative Salaries	8,092	7,799	293	22,500	23,396	(896)	-4%
Auditing Fees	1,200	1,200	-	3,600	3,600	-	0%
Property Management Fee	5,304	5,201	103	15,608	15,602	7	0%
Asset Management Fees	995	995	(0)	2,985	2,986	(0)	0%
Advertising and Marketing	-	4	(4)	-	13	(13)	-100%
Employee Benefit contributions - Administrative	2,386	2,546	(161)	5,692	7,639	(1,947)	-25%
Office Expenses	400	588	(188)	1,530	1,764	(234)	-13%
Legal Expense	-	67	(67)	-	200	(200)	-100%
Training & Travel	-	195	(195)	-	584	(584)	-100%
Other	2,022	1,100	922	3,027	3,301	(274)	-8%
Total Operating - Administrative	20,398	19,694	704	54,942	59,083	(4,141)	-7%
Total Tenant Services	8,616	5,461	3,155	24,866	16,384	8,482	52%
Water	1,518	1,559	(41)	4,259	4,676	(417)	-9%
Electricity	7,337	8,687	(1,350)	25,959	26,062	(103)	0%
Gas	-	583	(583)	1,705	1,749	(44)	-3%
Sewer	1,023	1,021	2	2,825	3,064	(239)	-8%
Total Utilities	\$ 9,879	\$ 11,851	\$ (1,972)	\$ 34,748	\$ 35,552	(804)	-2%

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	\$ 8,380	\$ 7,956	\$ 425	\$ 23,706	\$ 23,867	\$ (161)	-1%
Maintenance - Materials & Other	2,614	1,771	843	5,841	5,313	528	10%
Maintenance and Operations Contracts	5,641	5,767	(125)	17,502	17,300	202	1%
Employee Benefit Contributions - Maintenance	2,528	2,546	(18)	6,026	7,638	(1,612)	-21%
Total Maintenance	19,164	18,039	1,125	53,074	54,117	(1,043)	-2%
Total Insurance Premiums	3,054	3,023	31	9,090	9,070	20	0%
Other General Expenses	7,522	-	7,522	7,850	-	7,850	
Taxes	2,510	2,510	-	7,531	7,531	-	0%
Bad debt - Tenant Rents	153	230	(78)	153	691	(539)	-78%
Total Other General Expenses	10,185	2,741	7,445	15,534	8,222	7,312	89%
Interest of Mortgage (or Bonds) Payable	6,403	5,867	536	17,505	17,601	(96)	-1%
Interest on Notes Payable (Seller Financing)	9,319	9,287	32	27,957	27,860	97	0%
Amortization of Loan Costs	2,510	2,510	-	2,510	2,510	-	0%
Total Interest Expense and Amortization Cost	18,232	17,664	569	47,972	47,971	1	
Total Operating Expenses	\$ 89,529	\$ 78,473	\$ 11,056	\$ 240,225	\$ 230,398	\$ 9,827	4%
Excess of Operating Revenue over Operating Expenses	\$ (2,777)	\$ 9,008	\$ (11,785)	\$ 26,171	\$ 32,044	\$ (5,873)	-18%
Extraordinary Maintenance	-	-	-	-	-	-	
Depreciation Expense	40,520	40,520	-	121,559	121,559	-	0%
Debt Principal Payment	4,576	4,751	(175)	9,139	4,751	4,387	
Funding Replacement Reserves from Operations	5,498	5,393	105	16,514	63,621	(47,106)	
Total Expenses	\$ 140,122	\$ 129,137	\$ 10,985	\$ 387,437	\$ 420,330	\$ (32,892)	-8%
Net Gain (Loss)	\$ (53,371)	\$ (41,657)	\$ (11,714)	\$ (121,041)	\$ (157,888)	\$ 36,846	-23%

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	\$ 7,084	\$ 6,100	\$ 984	\$ 20,690	\$ 18,300	\$ 2,390	13%
Rental Subsidies	8,716	9,875	(1,159)	26,710	29,625	(2,915)	-10%
Vacancy Loss	(136)	(320)	184	(430)	(959)	529	-55%
Net Rental Revenue	15,664	15,656	9	46,970	46,967	4	0%
Tenant Revenue - Other	-	48	(48)	360	143	217	152%
Total Tenant Revenue	15,664	15,703	(39)	47,330	47,110	221	0%
Investment Income - Unrestricted	53	209	(156)	155	628	(473)	-75%
Other Revenue	228	354	(126)	707	1,061	(354)	-33%
Total Revenue	\$ 15,945	\$ 16,266	\$ (321)	\$ 48,192	\$ 48,798	\$ (606)	-1%
Administrative Salaries	709	949	(240)	1,971	2,847	(876)	-31%
Auditing Fees	688	688	-	2,063	2,063	-	0%
Property Management Fee	737	803	(66)	2,344	2,408	(65)	-3%
Asset Management Fees	990	990	0	2,969	2,969	0	0%
Employee Benefit contributions - Administrative	129	322	(193)	361	966	(605)	-63%
Office Expenses	192	234	(42)	588	701	(113)	-16%
Legal Expense	-	40	(40)	-	119	(119)	-100%
Training & Travel	-	14	(14)	-	43	(43)	-100%
Other	68	79	(11)	139	238	(99)	-42%
Total Operating - Administrative	3,512	4,122	(610)	10,434	12,366	(1,932)	-16%
Water	190	245	(54)	565	734	(169)	-23%
Electricity	795	1,051	(255)	2,503	3,152	(649)	-21%
Gas	450	345	105	2,091	1,034	1,057	102%
Sewer	147	184	(37)	436	551	(115)	-21%
Total Utilities	\$ 1,583	\$ 1,823	\$ (241)	\$ 5,595	\$ 5,470	\$ 124	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
Maintenance - Labor	\$ 2,176	\$ 1,765	\$ 411	\$ 5,657	\$ 5,295	\$ 361	7%
Maintenance - Materials & Other	373	671	(298)	1,338	2,014	(676)	-34%
Maintenance and Operations Contracts	1,759	1,443	316	3,596	4,329	(733)	-17%
Employee Benefit Contributions - Maintenance	678	611	67	1,556	1,832	(276)	-15%
Total Maintenance	4,986	4,490	496	12,146	13,470	(1,324)	-10%
Total Protective Services	631	608	22	1,706	1,825	(119)	-7%
Total Insurance Premiums	911	915	(4)	2,711	2,744	(33)	-1%
Other General Expenses	424	-	424	477	-	477	#DIV/0!
Taxes	637	637	-	1,910	1,910	-	0%
Bad debt - Tenant Rents	1,162	25	1,137	1,162	75	1,087	1449%
Total Other General Expenses	2,222	662	1,560	3,549	1,985	1,564	79%
Interest of Mortgage (or Bonds) Payable	823	753	70	2,252	2,260	(8)	0%
Amortization of Loan Costs	681	681	(0)	2,042	2,042	(0)	0%
Total Interest Expense and Amortization Cost	1,504	1,434	70	4,294	4,302	(8)	0%
Total Operating Expenses	\$ 15,348	\$ 14,054	\$ 1,294	\$ 40,435	\$ 42,163	\$ (1,728)	-4%
Excess of Operating Revenue over Operating Expenses	\$ 597	\$ 2,212	\$ (1,615)	\$ 7,757	\$ 6,635	\$ 1,122	17%
Extraordinary Maintenance	-	-	-	-	-	-	
Depreciation Expense	10,277	10,277	0	30,831	30,831	0	0%
Debt Principal Payment	867	891	(24)	1,731	891	840	94%
Funding Replacement Reserves from Operations	720	700	20	2,163	8,380	(6,217)	-74%
Total Expenses	\$ 25,812	\$ 25,922	\$ (110)	\$ 73,761	\$ 82,265	\$ (8,505)	-10%
Net Gain (Loss)	\$ (9,866)	\$ (9,656)	\$ (210)	\$ (25,569)	\$ (33,467)	\$ 7,899	-24%

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	\$ 11,302	\$ 9,369	\$ 1,933	\$ 32,490	\$ 28,107	\$ 4,383	16%
Rental Subsidies	18,290	20,269	(1,979)	56,286	60,806	(4,521)	-7%
Vacancy Loss	(2,415)	(593)	(1,822)	(5,617)	(1,779)	(3,838)	216%
Net Rental Revenue	27,178	29,045	(1,867)	83,159	87,135	(3,976)	-5%
Tenant Revenue - Other	85	122	(37)	734	366	368	
Total Tenant Revenue	27,263	29,167	(1,904)	83,893	87,501	(3,607)	-4%
Investment Income - Unrestricted	18	134	(116)	46	402	(356)	-89%
Other Revenue	449	277	172	779	830	(51)	
Total Revenue	\$ 27,729	\$ 29,577	\$ (1,848)	\$ 84,718	\$ 88,732	\$ (4,014)	-5%
Administrative Salaries	3,149	3,030	119	8,755	9,090	(334)	-4%
Auditing Fees	1,200	1,200	-	3,600	3,600	-	
Property Management Fee	1,644	1,767	(122)	4,990	5,300	(310)	-6%
Asset Management Fees	683	683	(0)	2,049	2,049	(0)	0%
Advertising and Marketing	-	4	(4)	-	13	(13)	-100%
Employee Benefit contributions - Administrative	1,002	1,011	(9)	2,438	3,034	(596)	-20%
Office Expenses	193	461	(267)	576	1,382	(806)	-58%
Legal Expense	-	25	(25)	-	76	(76)	-100%
Training & Travel	29	73	(44)	115	219	(104)	-48%
Other	314	241	73	570	724	(154)	-21%
Total Operating - Administrative	8,214	8,495	(281)	23,093	25,485	(2,392)	-9%
Total Tenant Services	1,072	1,223	(151)	3,189	3,669	(480)	-13%
Water	750	1,024	(274)	2,324	3,071	(747)	-24%
Electricity	425	502	(76)	1,256	1,505	(249)	-17%
Gas	307	143	164	1,369	430	940	219%
Sewer	767	946	(180)	2,358	2,839	(480)	-17%
Total Utilities	\$ 2,248	\$ 2,615	\$ (367)	\$ 7,307	\$ 7,844	\$ (537)	-7%

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	\$ 3,061	\$ 2,662	\$ 400	\$ 8,212	\$ 7,985	\$ 227	3%
Maintenance - Materials & Other	730	620	110	2,100	1,859	241	13%
Maintenance and Operations Contracts	2,080	2,820	(740)	5,578	8,459	(2,882)	-34%
Employee Benefit Contributions - Maintenance	1,025	1,012	13	2,363	3,036	(673)	-22%
Total Maintenance	6,897	7,113	(217)	18,252	21,339	(3,087)	-14%
Total Insurance Premiums	2,667	2,652	15	7,968	7,956	12	0%
Other General Expenses	37	-	37	38	-	38	
Compensated Absences	-	-	-	-	-	-	#DIV/0!
Property Taxes	1,675	1,675	-	5,026	5,026	-	0%
Bad debt - Tenant Rents	-	232	(232)	-	697	(697)	-100%
Total Other General Expenses	1,713	1,908	(195)	5,064	5,724	(660)	-12%
Interest of Mortgage (or Bonds) Payable	664	661	3	1,994	1,982	12	1%
Amortization of Loan Costs	526	526	0	1,579	1,579	0	0%
Total Interest Expense and Amortization Cost	2,458	1,187	1,271	7,377	3,561	3,816	107%
Total Operating Expenses	\$ 25,268	\$ 25,193	\$ 75	\$ 72,250	\$ 75,578	\$ (3,328)	-4%
Excess of Operating Revenue over Operating Expenses	\$ 2,461	\$ 4,385	\$ (1,924)	\$ 12,468	\$ 13,155	\$ (687)	-5%
Extraordinary Maintenance	-	-	-	-	-	-	
Depreciation Expense	24,812	24,812	(0)	74,436	74,436	(0)	0%
Debt Principal Payment	422	427	(5)	843	427	416	
Funding Replacement Reserves from Operations	1,239	1,575	(336)	4,820	14,175	(9,356)	
Total Expenses	\$ 51,741	\$ 52,007	\$ (266)	\$ 152,348	\$ 164,616	\$ (12,268)	-7%
Net Gain (Loss)	\$ (24,012)	\$ (22,429)	\$ (1,582)	\$ (67,630)	\$ (75,884)	\$ 8,253	-11%

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	\$ 5,394	\$ 3,846	\$ 1,548	\$ 16,947	\$ 11,537	\$ 5,410	47%
Rental Subsidies	12,720	14,297	(1,577)	37,395	42,892	(5,497)	-13%
Vacancy Loss	(252)	(363)	111	(963)	(1,089)	126	-12%
Net Rental Revenue	17,862	17,780	82	53,379	53,341	38	0%
Tenant Revenue - Other	152	131	21	164	393	(229)	
Total Tenant Revenue	18,014	17,911	103	53,543	53,734	(191)	0%
Investment Income - Unrestricted	38	186	(148)	103	559	(456)	-82%
Other Revenue	-	48	(48)	-	145	(145)	
Total Revenue	\$ 18,052	\$ 18,146	\$ (94)	\$ 53,646	\$ 54,438	\$ (792)	-1%
Administrative Salaries	1,283	1,220	63	3,568	3,660	(92)	-3%
Auditing Fees	1,200	1,200	-	3,600	3,600	-	0%
Property Management Fee	1,081	1,078	3	3,185	3,233	(48)	-1%
Asset Management Fees	683	683	(0)	2,049	2,049	(0)	0%
Advertising and Marketing	-	4	(4)	-	13	(13)	-100%
Employee Benefit contributions - Administrative	394	412	(18)	978	1,236	(258)	-21%
Office Expenses	87	153	(66)	205	459	(254)	-55%
Legal Expense	-	13	(13)	-	38	(38)	-100%
Training & Travel	18	60	(42)	73	180	(107)	-59%
Other	129	109	20	253	326	(74)	-23%
Total Operating - Administrative	4,875	4,931	(55)	13,910	14,792	(882)	-6%
Total Tenant Services	663	751	(88)	1,934	2,252	(318)	-14%
Water	401	615	(214)	1,320	1,844	(523)	-28%
Electricity	160	243	(84)	380	730	(350)	-48%
Gas	65	358	(292)	422	1,074	(651)	-61%
Sewer	462	615	(153)	1,519	1,845	(326)	-18%
Total Utilities	\$ 1,088	\$ 1,831	\$ (742)	\$ 3,642	\$ 5,492	(1,851)	-34%

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	\$ 1,035	\$ 887	\$ 148	\$ 2,779	\$ 2,662	\$ 118	4%
Maintenance - Materials & Other	393	534	(141)	661	1,601	(940)	-59%
Maintenance and Operations Contracts	3,030	1,432	1,598	5,240	4,296	944	22%
Employee Benefit Contributions - Maintenance	361	337	23	831	1,012	(181)	-18%
Total Maintenance	4,819	3,191	1,629	9,511	9,572	(60)	-1%
Total Insurance Premiums	1,703	1,697	6	5,097	5,092	5	0%
Other General Expenses	29	-	29	29	-	29	
Compensated Absences	-	-	-	-	-	-	#DIV/0!
Property Taxes	1,150	1,150	-	3,449	3,449	-	0%
Bad debt - Tenant Rents	-	73	(73)	-	220	(220)	-100%
Total Other General Expenses	1,179	1,223	(44)	3,478	3,669	(191)	-5%
Interest on Notes Payable	2,795	2,793	2	8,385	8,378	7	0%
Amortization of Loan Costs	271	271	0	812	812	0	0%
Total Interest Expense and Amortization Cost	3,066	3,063	2	9,197	9,190	7	
Total Operating Expenses	\$ 17,393	\$ 16,686	\$ 707	\$ 46,769	\$ 50,059	\$ (3,290)	-7%
Excess of Operating Revenue over Operating Expenses	\$ 659	\$ 1,460	\$ (801)	\$ 6,876	\$ 4,379	\$ 2,497	57%
Extraordinary Maintenance	-	-	-	-	-	-	
Depreciation Expense	13,459	13,459	(0)	40,376	40,377	(1)	
Debt Principal Payment	-	-	-	-	-	-	
Funding Replacement Reserves from Operations	927	983	(56)	2,754	8,100	(5,346)	
Total Expenses	\$ 31,779	\$ 31,128	\$ 651	\$ 89,900	\$ 98,536	\$ (8,637)	-9%
Net Gain (Loss)	\$ (13,727)	\$ (12,982)	\$ (744)	\$ (36,254)	\$ (44,098)	\$ 7,844	-18%

Columbia Housing Authority
Administration Revenue and Expense Summary

	CHA Affordable Housing Development	CHA Business Activities	CHA Central Office Cost Center	Total Adminstration	Year to Date Budget	Budget Variance	
Management Fee	\$ -	\$ 62,183	\$ 73,467	\$ 135,650	\$ 143,517	\$ (7,866)	-5%
Asset Management Fee	-	-	3,600	3,600	3,600	-	0%
Book Keeping Fee	-	-	39,240	39,240	40,078	(838)	-2%
Front Line Service Fee	-	-	-	-	-	-	#DIV/0!
Fee Revenue	-	62,183	116,307	178,490	187,194	\$ (8,704)	-5%
Interest Income	1,086	441	281	1,808	4,151	(2,343)	-56%
Investment Income	5,070	202,066	-	207,137	197,755	9,382	5%
Other Revenue	-	27,047	20,177	47,224	44,463	2,761	6%
Total Revenue	\$ 6,156	\$ 291,738	\$ 136,765	\$ 434,659	\$ 433,563	\$ 1,096	0%
Administrative Salaries	54,030	62,689	90,220	206,939	208,148	(1,209)	-1%
Auditing Fees	-	1,577	1,577	3,155	3,250	(95)	-3%
Advertising and Marketing	-	190	311	501	75	426	568%
Employee Benefits - Admin.	11,888	14,324	18,805	45,017	52,863	(7,845)	-15%
Office Expenses	573	3,394	3,268	7,234	5,049	2,185	43%
Legal Expense	-	-	375	375	750	(375)	-50%
Training & Travel	-	-	241	241	1,500	(1,259)	-84%
Other	1,322	6,976	9,500	17,798	18,600	(802)	-4%
Total Operating - Administration	67,812	89,151	124,297	281,260	290,235	(8,975)	-3%
Water	13	79	50	142	418	(276)	-66%
Electricity	97	583	372	1,052	1,800	(748)	-42%
Gas	103	615	393	1,111	620	491	79%
Sewer	8	46	29	82	90	(8)	-8%
Total Utilities	220	1,322	845	2,387	2,928	(541)	-18%
Total Maintenance	344	2,319	3,050	4,738	4,513	225	5%
Total Insurance Premiums	1,083	5,858	1,968	8,909	6,911	1,999	29%
Total Other Expenses	-	25,673	8,486	34,159	18,206	15,954	88%
Interest of Bonds Payable	-	80,579	-	80,579	80,579	-	0%
Interest on Notes Payable	-	5,736	-	5,736	5,736	-	0%
Total Interest/Amortization	-	86,315	-	86,315	86,315	-	0%
Total Operating Expenses	\$ 69,461	\$ 210,638	\$ 138,996	\$ 418,119	\$ 409,106	\$ 9,013	2%
Excess of Operating Revenue over							
Operating Expenses	\$ (63,305)	\$ 81,100	\$ (2,231)	\$ 16,540	\$ 24,457	\$ (7,917)	-32%
Depreciation Expense	-	3,370	-	3,370	1,780	1,590	
Total Expenses	\$ 69,461	\$ 214,008	\$ 138,996	\$ 421,489	\$ 410,886	\$ 10,603	3%
Net Gain (Loss)	\$ (63,305)	\$ 77,730	\$ (2,231)	\$ 13,170	\$ 22,677	\$ (9,507)	-42%

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	\$ 82,468	\$ 449,458	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,807	\$ 3,045	\$ -	\$ -	\$ -	\$ -	\$ 541,778	\$ -	\$ 541,778
Rental Subsidies		601,496	-	-	-	-	-	-	-	-	-	-	-	-	601,496	(601,496)	-
Vacancy Loss	(17,378)	(26,369)	-	-	-	-	-	-	-	-	-	-	-	-	(43,747)	-	(43,747)
Net Rental Revenue	65,090	1,024,585	-	-	-	-	-	-	6,807	3,045	-	-	-	-	1,099,527	(601,496)	498,031
Tenant Revenue - Other	489	18,311	-	-	-	-	-	-	-	224	-	-	-	-	19,024	-	19,024
Total Tenant Revenue	65,579	1,042,896	-	-	-	-	-	-	6,807	3,269	-	-	-	-	1,118,551	(601,496)	517,055
HUD PHA Operating Grants	93,533	-	2,362,663	-	19,659	96,356	-	24,965	-	-	-	-	-	-	2,597,177	-	2,597,177
HUD Voucher Admin Fees		-	286,356	-	-	-	-	-	-	-	-	-	-	-	286,356	-	286,356
Capital Grants	239,589	-	-	-	-	-	-	-	-	-	-	-	-	-	239,589	-	239,589
Management Fee	-	-	-	-	-	-	-	-	-	-	-	-	62,183	463,498	525,681	(525,681)	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	21,600	21,600	(3,600)	18,000
Book Keeping Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	231,668	231,668	(231,668)	-
Total Fee Revenue	333,122	-	2,649,019	-	19,659	96,356	-	24,965	-	-	-	-	62,183	716,765	3,902,071	(760,949)	3,141,122
Other Government Grants	-	-	-	20,750	-	-	-	-	176,573	-	-	-	-	-	197,324	-	197,324
Interest Income	1,261	3,755	817	-	-	-	-	-	71	200	-	6,299	4,941	2,735	20,078	-	20,078
Investment Income	-	-	-	-	-	-	-	-	-	-	-	23,552	4,232,894	-	1,256,446	(1,256,446)	-
Fraud Recovery	842	-	520	-	-	-	-	-	-	-	-	-	-	-	1,362	-	1,362
Other Revenue	5,856	104,787	4,124	-	-	-	-	-	15,123	675	124,768	2,693	27,047	75,375	360,449	(26,192)	334,256
Gain/Loss on Sale of Capital Assets	3,900	-	-	-	-	-	-	-	-	-	-	-	-	-	3,900	-	3,900
Total Revenue	\$ 410,560	\$ 1,151,439	\$ 2,654,480	\$ 20,750	\$ 19,659	\$ 96,356	\$ -	\$ 24,965	\$ 198,574	\$ 4,144	\$ 124,768	\$ 32,544	\$ 1,327,065	\$ 794,874	\$ 6,860,180	\$ (2,645,083)	\$ 4,215,098
Administrative Salaries	10,305	85,776	73,133	-	35	85	-	-	11,841	-	-	211,264	500,934	471,714	1,365,086	-	1,365,086
Auditing Fees	1,263	18,788	8,494	-	-	-	-	-	1,213	-	-	1,260	6,876	7,111	45,005	-	45,005
Management Fee	38,158	62,183	59,268	-	-	-	-	-	-	-	-	-	-	-	159,609	(525,681)	(366,072)
Mgmt	2,198	16,255	37,043	-	-	-	-	-	-	-	-	-	-	-	55,495	(39,240)	16,255
Advertising and Marketing	-	-	1,243	-	-	-	-	-	1,030	-	-	1,218	380	1,144	5,015	-	5,015
Employee Benefits - Admin.	2,246	20,310	17,816	-	3	26	-	-	2,197	-	-	51,208	137,769	112,597	344,172	-	344,172
Office Expenses	1,299	4,927	3,412	-	-	130	-	-	2,201	347	-	3,142	14,339	15,712	45,510	-	45,510
Legal Expense	-	135	-	-	-	-	-	-	-	-	-	-	-	1,650	1,785	-	1,785
Training & Travel	820	522	-	-	-	-	-	-	299	1,808	-	94	146	1,446	5,134	-	5,134
Other	21,987	11,155	32,442	-	-	241	-	1,986	5,244	813	136	5,544	41,308	54,190	175,045	-	175,045
Total Operating - Admin.	78,276	220,053	232,850	-	37	482	-	2,285	25,534	1,160	136	273,730	701,752	665,563	2,201,857	(564,921)	1,636,936
Asset Management Fee	3,600	-	-	-	-	-	-	-	-	-	-	-	-	-	3,600	(3,600)	-
Tenant Services - Salaries	1,145	22,624	-	6,271	-	-	-	18,374	99,945	-	-	-	-	7,686	156,045	-	156,045
CARES Act Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Employee Benefit - Tenant Serv.	88	5,002	-	586	-	-	-	5,526	20,596	-	-	-	-	1,187	32,985	-	32,985
Tenant Services - Other	139	42,871	60	13,893	-	-	-	-	40,799	-	-	-	-	1,959	99,721	-	99,721
Total Tenant Services	1,372	70,497	60	20,750	-	-	-	23,900	161,340	-	-	-	-	10,832	288,751	-	288,751
Water	6,659	27,432	76	-	-	-	-	-	-	252	-	192	1,129	724	36,464	-	36,464
Electricity	5,932	69,656	567	-	-	-	-	-	-	394	-	731	4,198	2,702	84,179	-	84,179
Gas	9,888	10,583	598	-	-	-	-	-	-	511	-	339	2,010	1,338	25,266	-	25,266
Sewer	7,314	22,479	44	-	-	-	-	-	-	363	-	51	292	188	30,732	-	30,732
Total Utilities	29,792	130,149	1,285	-	-	-	-	-	-	1,521	-	1,313	7,629	4,951	176,641	-	176,641

**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	39,743	90,925	-	-	-	-	-	-	-	-	-	-	-	-	130,668	-	130,668
Maintenance - Materials	12,779	34,833	-	-	-	-	-	-	281	408	205	43	1,681	2,807	53,038	-	53,038
Maintenance Contracts	23,475	73,888	2,219	-	-	-	-	-	-	-	-	-	-	-	99,583	-	99,583
Employee Benefits - Maint.	9,745	25,703	-	-	-	-	-	-	-	-	-	-	-	-	35,447	(26,192)	9,255
Total Maintenance	85,742	225,350	2,219	-	-	-	-	-	281	408	205	43	1,681	2,807	318,737	(26,192)	292,544
Protective Services - Labor	6,634	1,401	-	-	-	-	-	-	-	-	33,171	-	-	-	41,206	-	41,206
Protective Services - Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Employee Benefit Contributions	1,447	305	-	-	-	-	-	-	-	-	7,233	-	-	-	8,985	-	8,985
Total Protective Services	8,081	1,706	-	-	-	-	-	-	-	-	40,404	-	-	-	50,191	-	50,191
Property Insurance	9,326	50,921	-	-	-	-	-	-	440	564	-	710	1,112	1,112	64,185	-	64,185
Liability Insurance	1,312	-	1,627	-	-	-	-	-	958	69	-	-	-	372	4,338	-	4,338
Workmen's Compensation	1,088	3,875	1,364	-	1	2	-	347	2,111	-	627	4,163	9,654	9,040	32,273	-	32,273
All Other Insurance	923	1,034	-	-	-	-	-	-	762	-	200	372	24,574	-	27,866	-	27,866
Total Insurance Premiums	12,650	55,830	2,990	-	1	2	-	347	4,271	633	827	5,246	35,341	10,525	128,662	-	128,662
Other General Expenses	14,014	10,460	342	-	-	-	-	-	-	-	-	1,086	119,444	26,301	171,648	-	171,648
Compensated Absences	-	-	-	-	-	-	-	-	-	-	-	9,638	30,920	26,436	66,994	-	66,994
Payments in Lieu of Taxes	5,301	38,696	-	-	-	-	-	-	681	211	-	-	-	-	44,888	-	44,888
Bad debt - Tenant Rents	(1,554)	1,326	-	-	-	-	-	-	-	-	-	-	-	-	(229)	-	(229)
Total Other Expenses	17,761	50,482	342	-	-	-	-	-	681	211	-	10,724	150,364	52,737	283,301	-	283,301
Interest of Mortgage Payable	-	82,573	-	-	-	-	-	-	-	-	1,266	-	508,434	-	592,273	-	592,273
Interest on Notes Payable	1,489	123,297	-	-	-	-	-	-	312	-	-	-	29,376	-	154,474	-	154,474
Amortization of Loan Costs	-	18,756	-	-	-	-	-	-	-	-	-	-	-	-	18,756	-	18,756
Total Interest/Amortization	1,489	224,626	-	-	-	-	-	-	312	-	-	-	537,809	-	765,503	(1,256,446)	(490,943)
Total Operating Expenses	\$ 238,763	\$ 978,694	\$ 239,747	\$ 20,750	\$ 38	\$ 483	\$ -	\$ 26,532	\$ 192,418	\$ 3,933	\$ 41,571	\$ 291,057	\$ 1,434,576	\$ 747,415	\$ 4,217,244	\$ (1,851,159)	\$ 2,366,085
Excess of Operating Revenue over Operating Expenses	\$ 171,797	\$ 172,745	\$ 2,414,733	\$ -	\$ 19,621	\$ 95,873	\$ -	\$ (1,567)	\$ 6,156	\$ 212	\$ 83,197	\$ (258,513)	\$ (107,511)	\$ 47,459	\$ 2,642,936	\$ (793,924)	\$ 1,849,013
Extraordinary Maintenance	-	638	-	-	-	-	-	-	-	-	-	-	-	-	638	-	638
Housing Assistance Payments	-	-	2,370,365	-	96,341	96,341	2,003	-	-	-	-	-	-	-	2,565,051	(601,496)	1,963,555
Depreciation Expense	40,568	520,318	332	-	-	-	-	126	4,354	2,966	-	-	15,813	-	584,478	-	584,478
Total Expenses	\$ 279,332	\$ 1,515,250	\$ 2,610,444	\$ 20,750	\$ 96,379	\$ 96,825	\$ 2,003	\$ 26,658	\$ 196,772	\$ 6,899	\$ 41,571	\$ 291,057	\$ 1,450,389	\$ 747,415	\$ 7,383,011	\$ (2,452,655)	4,930,356
Net Gain (Loss)	\$ 131,229	\$ (363,812)	\$ 44,037	\$ -	\$ (76,720)	\$ (468)	\$ (2,003)	\$ (1,693)	\$ 1,802	\$ (2,754)	\$ 83,197	\$ (258,513)	\$ (123,324)	\$ 47,459	\$ (522,831)	\$ (192,428)	\$ (715,258)



Housing Authority of the City of Columbia, Missouri

Board Memo

To: Board of Commissioners

From: Mary Harvey, Director of Finance and Human Resources

Date: April 20, 2020

RE: Energy Performance Contract Report for CY2020

The attached Energy Performance Contract (EPC) Savings Report from Ameresco verifies energy savings of \$83,397 for CY2020 for the CHA's installed Energy Conservation Measures (ECM's) on the remaining 120 units of AMP 1. A Financial Summary is on page 2 of Ameresco's report.

- Total Program Savings were \$83,397
- Total Costs were \$43,092.95
- Net Savings were \$40,304.05

At least 75% of total savings must be used towards debt payment and EPC contract fees. Based on the results of this test, an additional \$19,454.80 of the excess savings was used to pay down the EPC Loan Principal on 3/17/21.

For managing the EPC the Central Office Cost Center (COCC) received the remaining excess savings of \$20,152.02.

The Savings Summary is reported in Table 3 on page 5 of the attached report.

All water savings are based on a frozen rolling base established from a three year average of water consumption prior to the improvements being made.

Water savings for AMP 1 was \$46,279.

Electric and gas savings are split between Add-On Subsidy Savings and Resident Utility Allowance Savings.

Add-On Subsidy savings are for project paid gas and electric utilities. For AMP 1 there were electrical improvements made to the common areas of the project. There were no Gas improvements made to the common areas of the project.

Add-On Subsidy Electric savings for AMP 1 was \$2,945.

Resident paid utility savings are based on the decrease in the resident's utility bills that is passed back to the AMP 1 through a decrease in the resident's utility allowance.

Resident Utility Allowance Savings for AMP 1 were \$6,948 for electric and \$27,225 for gas. The large amount of savings for gas is due to the heat pumps that were installed as part of the energy performance upgrades.



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Housing Authority of the City of Columbia, Missouri

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Current Events for April 2021

Current Events

Current event items related to the CHA Affordable Housing Initiative are included in the Board Report from the CEO.

- Human Services Director, Erin Friesz, continues to participate in Zoom meetings with staff from the Columbia Public Schools and other youth service providers to discuss how we as a community can respond to learning needs of our students.
- CHA is in the process of filling one position for Housing Choice Voucher Specialist and recently filled another Housing Choice Voucher Specialist position.
- CHA staff has completed interviews for Director of HCV Programs.
- CHA staff met with staff from Burrell Behavioral Health to discuss possible partnership opportunities, including onsite assessments.
- Randy Cole intends to attend a first ward public engagement meeting organized by First Ward Council Member Fowler on Saturday, May 15th from 1-3pm regarding American Rescue Plan funding.

On-Going Community Committees and Task Forces

- Randy Cole currently serves on the Cradle to Career Alliance Board.
- Erin Friesz is participating in the Brighter Beginnings committee of the Cradle to Career Alliance. The committee is focusing on birth to Kindergarten child development.
- Andrea Tapia and Catherine Cole were previous members of the Functional Zero Task Force whose goal is to end chronic and Veteran homelessness in Columbia and Boone County. CHA staff attendance at these meetings is critical to operation of Continuum of Care (COC) Program funding and will likely be of similar importance with the potential award of Emergency Housing Vouchers through the American Rescue Plan. Randy Cole will be attending these meeting in the near term until the Director of HCV Programs position is filled.

There was one media article from the past month that included the CHA.

May: Movers & Shakers

APRIL 28, 2021



This April, celebrate with the business professionals in our community who are moving up, moving around, and gaining new experiences and opportunities.

Randy Cole

The Columbia Housing Authority Board of Commissioners has appointed Randy Cole as the new CEO of the Columbia Housing Authority. Randy has served as the housing programs manager for the City of Columbia since 2011 and has extensive experience in developing and facilitating affordable housing programs. He was also recognized by the Columbia Business Times in the 20 under 40 class of 2019 and received the Missourian Progress Award for Civic Engagement in 2020. His new duties will include oversight of the administrative and professional responsibilities of the CHA.

Eric Kaup

Missouri Employers Mutual has appointed Eric Kaup to its Agents' Advisory Council. Eric is the president of Naught-Naught Agency in Columbia. He began his career with Benchmark Insurers in 2003 and has

more than 18 years of experience. The Agents' Advisory Council is a group of 17 producers who bring issues to the table on producers' behalf and advise MEM on different marketing strategies.

Betty Schuster

Columbia Insurance Group has announced that Betty Schuster will become chair of its board of directors. Betty will make history as the first female board chair in the organization's 147-year history, although she has served as a director for CIG since 1997 and chaired several other boards in the community. She is also the owner of Schuster Financial Services LLC, a personal finance company, and has served as an agent with Principal Financial Group since 1987.

Burrell Behavioral Health

Burrell Behavioral Health has marked several milestones with its central Missouri staff, including hiring 14 new employees. Mat Gass, president of the Central Region, recently celebrated 10 years in the position, overseeing staff and operations in ten counties. Danielle Rackers, Nancy Pulliam, Raven Eckhoff, and Lisa Fox all celebrated their five-year anniversaries, as well.

Dr. Garima Singh, the chief medical officer for Burrell, was recently named a fellow of the American Psychiatric Association, an honor for only a select few members of the association meant to reflect dedication to the APA and the psychiatric profession.

Rachel Ballew has been promoted to talent acquisition specialist and will be focusing on recruitment efforts for Burrell's Central Region. Rachel joined Burrell in 2020 as an administrative assistant before serving as an associate human resources business partner.

Courtney Johnson, community mental health liaison, successfully completed her licensed clinical social worker license last month while Sarah Davis, youth community support specialist supervisor, met full licensure requirements and has become a licensed professional counselor.

Morgan Neale

Morgan Neale will be recommended to the Columbia Board of Education to become the principal at West Boulevard Elementary School for the 2021-2022 school year, taking over from interim principal Tyler Simmons. After beginning as a music education teacher in Kansas City, Morgan has accrued more than 18 years of experience in education at both the elementary and middle school level. She has served as the assistant principal at Rock Bridge Elementary School since 2017.

Brooklynne Fogle

Cayce Dermatology welcomed their newest physician assistant, Brooklynne Fogle. A graduate of the University of Texas — Arlington, Brooklynne earned a Master of Physician Assistant Studies degree at Stephens College in Columbia. She is also certified by the National Commission of Certification of Physician Assistants and licensed with the Missouri Board of Healing Arts.