



# Housing Authority of the City of Columbia, Missouri

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201 Switzler Street, Columbia, MO 65203

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

## Open Meeting Notice

### CHA Board of Commissioners Meetings

**Date:** Wednesday, July 13, 2022

**Time:** 5:30 p.m.

**Place:** Columbia Housing Authority, 201 Switzler St.

- I. Call to Order/Introductions
- II. Roll Call
- III. Adoption of Agenda
- IV. Approval of June 8, 2022, Open Meeting Minutes
- V. Public Comment (Limited to 5 minutes per speaker)

#### **PUBLIC HEARINGS**

#### **RESOLUTIONS**

- VI. **Resolution 2899:** A Resolution Approving the Job Descriptions and Salary Range for Director of Affordable Housing Development and Compliance, LIHTC Compliance Manager, Systems Administrator 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**

- VII. CEO Updates: CHA Logo Final Draft
- VIII. Human Resources: Personnel Policy Recommendations Report
- IX. Public Housing & Affordable Housing Properties, Section 8 Housing Choice Voucher Program, and Safety.
- X. May Financial Report
- XI. Current Events

#### **PUBLIC AND COMMISSIONER COMMENT**

- XII. Public Comment (Limited to 5 minutes per speaker)
- XIII. Commissioner Comment
- XIV. 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](mailto:www.columbiaha.info@gmail.com)

**Media Contact:** Randy Cole, CEO  
Phone: (573) 443-2556  
E-mail: [www.columbiaha.info@gmail.com](mailto: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](http://www.ColumbiaHA.com).



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## HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI BOARD OF COMMISSIONERS MEETING June 8, 2022 MEETING MINUTES

### I. Call to Order:

The Board of Commissioners of the Housing Authority of the City of Columbia, Missouri (CHA) met in open session on June 8, 2022, in the Training Room of the Columbia Housing Authority Administration Building, 201 Switzler St., Columbia, Missouri 65203. Mr. Hutton, Chair, called the meeting to order at 5:30 p.m.

### II. Roll Call:

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

CHA Staff: Randy Cole, CEO  
Charline Johns, Executive Assistant  
Tawanda Edwards, Director of Housing Programs  
Laura Lewis, Director of Affordable Housing Operations  
Debbi Simmons, Chief Financial Officer  
Tammy Matondo, Housing Development Coordinator  
Conner Mills, Systems Administrator

### 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. Rahn. All Commissioners voted "aye". Mr. Hutton declared the agenda adopted.

### IV. Approval of June 1, 2022 Open Meeting Minutes:

Mr. Hutton called for a motion to approve the minutes from the open meeting of June 1, 2022. Mr. Hutton noted that this was a special meeting. A motion was made by Mr. Hutton and second by Ms. Oliveri. All Commissioners voted "aye" and Mr. Hutton declared the motion approved.

### V. Public Comment.

There were no public comments.

## RESOLUTIONS

**VI. Resolution 2896: Authorizing the Submission of a Community Development Block Grant(CDBG) Application for the Columbia Housing Authority's Blind Boone Facility.**

Mr. Cole reported that CHA intended to apply for CDBG funds to assist with renovations that include significant kitchen upgrades, flooring, painting, exterior drainage, cabinetry and kitchen equipment. Mr. Calloway inquired about the building current shape and asked if the building was in a good state to put the suggested upgrades in. Mr. Cole explained that the building was indeed dated but is in good shape to receive the needed upgrades for the property.

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

Mr. Hutton called for a motion to approve Resolution 2896 as presented. A motion was made by Mr. Calloway. Second by Ms. Oliveri. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Oliveri, Rahn, Hutton, Calloway

No: None

**VII. Resolution 2897: Authorizing the Submission of a \$100,000 HOME Grant Application for the Renovation of Two Units at Bear Creek.**

Mr. Cole reported that 1306 and 1308 Elleta Blvd. currently houses Central Missouri Community Action's (CMCA) Early Head Start program. Mr. Cole stated that CHA staff plans to convert the space from day care facility(two housing units combined), back to two, two-bedroom, fully accessible units and are currently exploring an alternative site that could assist CMCA with Head Start and Early Head Start Programming space. Mr. Hutton stated that very little residents currently utilize the facility. Mr. Cole stated that there is a very high demand on the waitlist with 38 of children of CHA residents that would qualify.

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

Mr. Hutton called for a motion to approve Resolution 2897 as presented. A motion was made by Mr. Calloway. Second by Ms. Rahn. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Oliveri, Rahn, Wenneker, Hutton, Calloway

No: None

**VIII. Resolution 2898: Authorizing the Submission of a \$100,000 HOME Grant Application to the City of Columbia to Provide a Two-Year Tenant-Based Rental Assistance (TBRA) Program for Homeless and Housing Insecure Populations.**

Mr. Cole reported that CHA staff anticipate that they can serve 15-15 households annually with \$100,000 in HOME TBRA funding. Mr. Hutton asked if this was essentially a renewal. Mr. Cole agreed.

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

Mr. Hutton called for a motion to approve Resolution 2898 as presented. A motion was made by Mr. Calloway. Second by Ms. Rahn. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Oliveri, Rahn, Wenneker, Hutton, Calloway

No: None

**IX. CEO updates: Performance Reviews, IT Security Updates, CHA Logo drafts.**

Mr. Cole shared that all CHA staff were asked to formulate 3-5 goals for reviews to be held in September 2022 for non-supervisory employees and October 2022 for Supervisors. Mr. Cole reported that 95% successful goal submission by employees by the May 20<sup>th</sup> deadline. Mr. Calloway asked if there had been discussion of an evaluation software that would track employees progress. Mr. Cole shared that they have not but will get with Ms. Nelson, Human Resources Manager to look into the possibility.

Mr. Mills reviewed highlights from a power-point presentation on IT Security Training and shared that there was a 40-45% completion in just one week. Mr. Mills shared that there are 53 workstations in use by staff currently, 90% domain joined compared to 0% in 2021, 11 workstations were upgraded in 2021, 42 are at or below base specifications of 8 GB RAM & under 6 years of service and 28 individual office printers remain in service compared to 60 in 2021.

Mr. Mills presented several logo drafts for Board Members to review and decided that modifications should be made and sent to the Board via email prior to the next CHA Board of Commissioners meeting.

**X. Monthly Management Reports for Public Housing and Affordable Housing Properties, Housing Choice Voucher Programs and Safety.**

**Public Housing and Affordable Housing Properties:**

Mr. Cole reported that in April, 16 families moved in and 12 families moved out, leaving an overall occupancy average of 97%. Ms. Lewis shared that they have hired a new property manager, Kendale Carter, who has 9-10 years of property management knowledge. Mr. Calloway inquired about the standard capacity of a property manager. Ms. Lewis reported that 150 units is the ideal but they have hired an assistant manager to assist Mr. Carter with the property management.

**Housing Choice Voucher Programs:**

Mr. Cole reviewed highlights from the Housing Programs Department and shared that CHA staff will be hosting a Landlord Engagement Event on July 8, 2022 at Oak Towers to recruit new landlords, update current CHA landlords.

**Safety:**

Mr. Cole reviewed highlights from the Safety Department Report.

**Maintenance and Modernization:**

Mr. Cole reported that Oak Towers had a boiler that went down and Mr. Willingham, Director of Maintenance and Modernization cleared his day so that he could figure out a temporary, safe fix to make repairs so that the residents would not have to go without hot water for an extended period of time. Mr. Cole shared that he was very pleased to know that CHA staff would go above and beyond to get that completed and thanked both Mr. Willingham and Fred Doll, Maintenance Team Leader.

**XI. April 2022 Financial Report**

Mr. Cole reported that the Audit is almost complete and will have a zoom invite sent to the Board by June 30, 2022 for an approval meeting.

**XII. Public Comment**

There was no public comment.

**XIII. Commissioner Comment**

There was no commissioner comment.

**XIV. Adjournment**

Mr. Hutton called for a motion to adjourn the meeting. A motion was made by Ms. Oliveri. Second by Ms. Rahn. Mr. Hutton called the meeting adjourned at 6:27 p.m.

\_\_\_\_\_  
Bob Hutton, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Randy Cole, Chief Executive Officer

\_\_\_\_\_  
Date

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**Certification of Public Notice**

I, Randy Cole, Chief Executive Officer of the Housing Authority of the City of Columbia, Missouri, do hereby certify that on June 7, 2022 I posted public notice of the June 8, 2022 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](http://www.ColumbiaHA.com).

\_\_\_\_\_  
Randy Cole, Chief Executive Officer

\_\_\_\_\_  
Date



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Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: July 13, 2022

Re: Resolution Approving the Job Descriptions and Salary range for the director of Affordable Housing Development and Compliance, LIHTC Compliance Manager, LIHTC Specialist, Systems Administrator, Executive Assistant and Human Resource and Support Service Manager and Approving Related Updates to Appendix 1 – Organizational Chart and Appendix 3 – Range and Salary Plan to the CHA Personnel Policy

## Executive Summary

Approval of the attached resolution will approve new job descriptions for the Housing Operations Manager, Systems Administrator and Compliance and Asset Manager positions. The resolution also approves changes in reporting duties within the Appendix 1 – Organizational chart for the LIHTC Compliance Specialist position, one Family Self-Sufficiency position and one of CHA's Project Based Voucher Specialist positions. Approval of the resolution also includes converting one Project Based Voucher Specialist position to a Housing Choice Voucher Specialist position and maintaining its current reporting duties.

## Discussion

The proposed resolution provides additions and changes to staff reporting relationships and duties with the goals of operational efficiency, alignment with CHA 5-Year Strategic Plan and ensuring effective reporting relationships. The renovation of CHA's remaining 120 units of public housing and development of additional affordable housing are important priorities highlighted in CHA's 5-Year Strategic Plan. The CEO is recommending a new Director position and realignment of staff that would create a department dedicated to overseeing renovation and redevelopment efforts, as well as on-going reporting and compliance requirements. The CEO is also recommending moving the Systems Administrator position and front office staff to be under the supervision of the Human Resource and Support Services Manager to align related job functions/positions more closely. CHA staff is seeking Commission approval of these changes to further align CHA's staffing structure with the strategic direction of CHA and to increase strategic alignment of staff functions/roles.

### Director of Affordable Housing Development and Compliance

The CEO is recommending regrading the Housing Coordinator position to the Director of Affordable Housing Development and Compliance. This recommended change includes moving CHA's two LIHTC Specialists positions to be supervised by this position and to create a department dedicated to new development and on-going compliance. The renovation of CHA's remaining 120 units of public housing and development of additional affordable housing is an important priority within CHA's current 5-year Strategic Plan. The CHA CEO is also recommending this change to ensure a clear allocation of duties and responsibilities as it





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relates to ensuring on-going reporting and compliance as it relates to LIHTC properties, investors, HUD, and the Missouri Housing Development Commission (MHDC).

## Low-Income Housing Tax Credit (LIHTC) Compliance Manager and LIHTC Specialist

The CEO is recommending reclassifying one of the LIHTC Specialist positions to the position of LIHTC Compliance Manager. This action is being recommended to ensure there are clearly defined reporting and role duties as it relates to on-going compliance and reports for CHA owned properties. The CEO also recommends moving the other LIHTC Specialist to report to the Director of Affordable Housing Development and Compliance to further clarify the role of a team dedicated to meeting on-going compliance requirements.

## Systems Administrator

The Systems Administrator position has been critical to assisting CHA improve its network reliability, upgrade of equipment and cyber security. The CEO is recommending moving the Systems Administrator position reporting to the Human Resources and Support Services Manager to further align internal service functions.

## Human Resource and Support Services Manager and Executive Assistant

The CEO is recommending changing the title and adding supervisor duties to the Human Resource Manager. This change is recommended to further align related duties and roles as it relates to HR and the Systems Administrator. The CEO is also recommending this change obtain additional administrative support for supervising front office staff. The CEO anticipates maintaining a direct working relationship with the Executive Assistant, but also obtaining additional supervisory support as it relates to the operations of the front office.

### Suggested Commission Action

Approve the resolution amending the Job Descriptions and Salary range for the Director of Affordable Housing Development and Compliance, LIHTC Compliance Manager, LIHTC Specialist, Systems Administrator, Human Resource and Support Services Manager and Approving Related Updates to Appendix 1 – Organizational Chart and Appendix 3 – Range and Salary Plan to the CHA Personnel Policy



Board Resolution

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**RESOLUTION #2899**

**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 descriptions, and range of pay for the Director of Affordable Housing Development and Compliance, LIHTC Compliance Manager, LIHTC Specialist, Systems Administrator, and Human Resource and Support Service Manager and recognizes the need for amending positions 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 Appendix 1-Organizational Chart showing the changes in reporting duties associated with the positions of Director of Affordable Housing Development and Compliance, LIHTC Manager, LIHTC Specialist, Human Resource and Support Services Manager, Systems Administrator and Executive Assistant in order to redistribute workload and reporting duties as recommended by the Chief Executive Officer to maximize efficiency in CHA-wide operations to achieve high performance results; and

WHEREAS, the Board of Commissioners has reviewed the corresponding revised Appendices 1 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 Development and Compliance, LIHTC Manager, LIHTC Specialist, Systems Administrator, Executive Assistant and Human Resource and Support Services 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 July 13, 2022, as attached hereto and made a part hereof.

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Bob Hutton, Chairman

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Randy Cole, Secretary

Adopted July 13, 2022



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## DIRECTOR OF AFFORDABLE HOUSING DEVELOPMENT AND COMPLIANCE

**DEPARTMENT/DIVISION:** Affordable Housing Development and Compliance  
**REPORTS TO:** Chief Executive Officer  
**POSTING:** Internal and External  
**DATE OF POSTING:**

SALARY RANGE	MINIMUM	MAXIMUM
<b>ANNUAL:</b>	<b>\$47,476.00</b>	<b>\$80,000.00</b>
<b>MONTHLY:</b>	<b>\$3,956.33</b>	<b>\$6,666.67</b>
<b>BI-WEEKLY:</b>	<b>\$1,826.26</b>	<b>\$3,076.92</b>
<b>HOURLY:</b>	<b>\$22.83</b>	<b>\$38.46</b>

**STARTING SALARY:** As Shown Above, Plus Excellent Fringe Benefit Package  
**APPLICATION DEADLINE:**  
**STARTING DATE:** As Soon As Possible

**POSITION SUMMARY:** This is a director level position that is performed under the direction of the Chief Executive Officer. This position is responsible for project management and oversight in all stages of affordable housing renovation and development from planning and funding applications thru occupancy. This position also oversees the (1) administration of the Capital Fund Program and related programs, (2) solicitation and establishment of administrative contracts, and (3) procurement associated with housing renovations and redevelopment.

**PARTIAL LISTING OF MINIMUM QUALIFICATIONS:** A substantial combination of education and/or experience in project management including but not limited to: A bachelor's degree from an accredited college or university with major course work in project management (or a related field); and/or; Project management experience, preferably in housing development. Experience working with Low-Income Housing Tax Credits, Federal Home Loan Bank, HOME Investment Partnerships, Community Development Block Grant (CDBG) funding, tax-exempt bonds and the administration and operation of affordable housing is a plus.

Must be bondable and insurable; possess a valid Missouri driver's license; willing to travel overnight for training or attendance at conferences/workshops as directed; must be able to attend evening meetings as required; able to obtain and maintain a bank account for the purpose of receiving direct deposit of payroll; able to pass a drug screen and background check.

**A copy of the complete position description is attached.**

Employment applications are available at the CHA Administration Building, 201 Switzler Street or on the web at [www.columbiaha.com](http://www.columbiaha.com) > Job & Bid Opportunities

For accommodations related to disability please call (573) 443-2556, ext. 1120 or Contact Us though the CHA web site at [www.columbiaha.com](http://www.columbiaha.com) > Contact Us > Department > Jobs/Human Resources

The Housing Authority of the City of Columbia, Missouri is an Equal Opportunity Employer.



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## Position Description

### Director of Affordable Housing Development and Compliance

**Reports To:** Chief Executive Officer

**Summary of Position:** This position involves managing complex projects, supervising compliance staff and working with internal and external partners to renovate and develop new CHA owned affordable housing units.

This is a director level position that is performed under the direction of the Chief Executive Officer. This position is responsible for assisting with project management, supervision of compliance staff, investigating development opportunities and oversight in all stages of affordable housing renovation and development from planning and funding applications thru occupancy. This position also manages the (1) administration of the Capital Fund Program and related programs, (2) solicitation and establishment of administrative contracts, and (3) procurement of related renovation and redevelopment services.

#### **Detailed Duties and Responsibilities Include:**

Conducts project management and oversight of all stages of development for both the revitalization of CHA housing stock and affordable housing opportunities throughout the community which includes working with CHA staff and all contracted parties in moving a project from initial conception through the predevelopment, development, financing, and construction phases to final closing, lease up, occupancy and/or sale to a first-time homebuyer.

- Manages the evaluation of potential development sites and feasibility analyses related to property acquisitions in acquire real estate as necessary.
- Manages the processing of applications for approval through the HUD Special Application Center (if applicable to a project).
- Formulates applications necessary for financing from conventional and public sources (such as Missouri Housing Development Commission).
- Manages the implementation and administration of tenant relocation plans in partnership with the Director of Maintenance and Modernization and Director of Affordable Housing Operations.
- Manages the preparation of financial proformas and monitoring of development and construction budgets with consultation from the Chief Financial Officer, CHA Developer Consultant, Director of Modernization and Maintenance and Chief Executive Officer.
- Manages the preparation, updating and adherence to project schedules.
- Oversees the bid and qualification processes in selecting service contractors, general contractors and subcontractors with consultant from the Director of Modernization and Maintenance.

- Monitors contract compliance.
- Coordinates the construction process including meeting lender and governmental requirements and processing of pay applications and loan disbursement requests.
- Conducts due diligence tasks to safeguard the organization's investments and corporate integrity.
- Performs outreach duties and public relations work as needed, including attending community meetings.
- Meets with and reports to the Chief Executive Officer on a regular basis to discuss issues associated with all ongoing projects.
- Conducts processing, and maintaining all reporting, budgeting, and financials of the Capital Fund Program and related programs while ensuring that funds requested and advanced from HUD or other funding sources are as covered in agreements for the receipt of such funds.
- Manages the solicitation and establishment of administrative contracts for renovation and redevelopment activities, keeping within appropriate procurement activities.
- Works with Director of Housing Programs and Director of Affordable Housing Operations to develop a plan for expanding homeownership opportunities for CHA participants.
- Oversees the LIHTC Compliance Manager and ensures required monthly and annual low-income tax credit (LIHTC) reporting is completed timely and accurately for the Missouri Housing Development Commission (MHDC), and Investors.
- Coordinate annual updates of CHA Administrative policies and plans, as well as policy updates by HUD to ensure effective and compliant administration and operation of CHA housing programs and properties.
- Perform other related duties as assigned by the Chief Executive Officer.

**Required Knowledge, Skills, and Abilities:**

Is highly organized, detail-oriented, and able to manage multiple tasks efficiently.

Has good problem solving skills with an ability to evaluate and improve the efficiency and effectiveness of operations.

Has good oral and written communication skills with the ability to maintain effective working relationships with fellow employees, department heads, professional contacts and the general public.

Is efficient with modern office practices, procedures, and computer equipment with the ability to setup, install, analyze and problem solve both computer hardware, software, and network issues.

Ability to learn and ensure adherence to the following:

- Laws, legal codes, government regulations, executive orders, and agency rules applicable to responsibilities.

- HUD regulations and CHA administrative policies governing finance, budgeting, procurement, and contracting procedures.
- The administration of low-income housing tax credits.
- Comfortable with the applications of math and statistics.
- Understands the principles of funding affordable housing and project underwriting.

**Minimum Qualifications:**

A substantial combination of education and/or experience in project management:

- A bachelor's degree from an accredited college or university with major course work in project management (or a related field); and/or
- Project management experience, preferably in housing development.
- Experience working with Low-Income Housing Tax Credits and the administration and operation of affordable housing is a plus.

**Special Requirements:**

- Must be bondable and insurable.
- Must be able to interface effectively with all levels of management.
- Must be willing to travel for job related activities with occasionally overnight stays.
- Must have a current Missouri driver license.
- Must be able to obtain and/or maintain a bank account for the purpose of receiving pay by direct deposit.
- Must have an excellent work history and attendance record.
- Must be able to pass a pre-employment background check.
- Must be able to pass a pre-employment drug screen.

I have reviewed the position description and understand the requirements and duties of the position.

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Employee Signature

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Date



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## Low-Income Housing Tax Credit (LIHTC) Compliance Manager

**DEPARTMENT/DIVISION:** Affordable Housing Development and Compliance  
**REPORTS TO:** Director of Affordable Housing Development and Compliance  
**POSTING:** Internal and External

SALARY RANGE	MINIMUM	MAXIMUM
<b>ANNUAL:</b>	<b>\$40,560.00</b>	<b>\$56,160.00</b>
<b>MONTHLY:</b>	<b>\$3,380.00</b>	<b>\$4,680.00</b>
<b>BI-WEEKLY:</b>	<b>\$1,560.00</b>	<b>\$2,160.00</b>
<b>HOURLY:</b>	<b>\$19.50</b>	<b>\$27.00</b>

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

**Position Summary:** Low-Income Housing Tax Credit (LIHTC) Compliance Manager will oversee coordination of on-going LIHTC reporting and compliance requirements for CHA owned property. Duties will include ensuring on-going compliance of CHA owned property files, training of staff and timely and accurate submission of LIHTC reporting to the Missouri Housing Development Commission (MHDC) for all CHA owned properties. The LIHTC Compliance Manager will assist in reviewing tenant files to ensure files are organized/properly maintained. Provide direct feedback to the Director of Housing Operations in the audit of tenant files. Review documentation for the preparation and rental of vacant units. Complete projects as assigned. This position will also assist and support the Director of Affordable Housing and Compliance with planning efforts to ensure on-going compliance with projects involving conversion of public housing units to LIHTC/HOME/Section 8 Project Based Vouchers and any other new development projects.

**Partial Listing of Minimum Qualifications:**

- Minimum 3 years acquisition / rehab LIHTC experience
- Must have HCCP or similar LIHTC program certification, or be able to obtain within 90 days of hire
- Must possess HOME Program Compliance Certification, or be able to attain within 90 days of hire
- Must have minimum 3 years' experience with HUD Project-Based Section 8 program
- High school graduate, some college preferred.
- HOME Fund experience preferred.
- HUD HCV program experience a plus.

**A copy of the complete position description is attached.**

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or on the web at [www.columbiaha.com](http://www.columbiaha.com) > Job & Bid Opportunities

For accommodations related to disability please call (573) 443-2556, ext. 1120 or Contact Us though the CHA  
web site at [www.columbiaha.com](http://www.columbiaha.com) > Contact Us > Department > Jobs/Human Resources

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## Position Description

### Low-Income Housing Tax Credit (LIHTC) Compliance Manager

**Reports To:** Director of Housing Operations

#### Summary of Position:

The Low-Income Housing Tax Credit (LIHTC) Compliance Manager will oversee coordination of on-going LIHTC reporting and compliance requirements for CHA owned property. The LIHTC Compliance Manager will work with acquisition/rehab projects to convert existing public housing units to LIHTC/HOME/Section 8 Project Based Vouchers. Demonstrates a positive, professional, and client-oriented attitude about the company with coworkers, tenants, and the public whether contact is by mail, telephone or in person. Constantly strives for improvements in work process and results to better meet tenant's expectations. Establishes and maintains collaborative working relationships between departments, with coworkers and particularly with other member of a project team. Prepares for team meetings in advance and can act as chairperson for the meeting. The LIHTC Compliance Manager will review tenant files to ensure files are organized/properly maintained. Provide feedback to the Director of Housing Operations in the audit of tenant files. Review documentation for the preparation and rental of vacant units. Complete projects as assigned.

#### Major Duties and Responsibilities Include:

- Work with property managers in the gathering of the required documentation to pre-certify existing tenants prior to acquisition.
- Complete certification of existing tenants upon acquisition.
- Maintain tenant file documentation through-out the project rehab and recertify tenants prior to moving them into a rehabbed unit.
- Income qualify for LIHTC applicants for initial move-in and prepare move-in documents for Property Managers.
- Work closely with agency's Tax Credit Compliance consultant, Director of Affordable Housing Development and Compliance, and the Director of Housing Operations on Tax Credit and compliance issues.
- Enter new resident information into Housing Management Software (HMS) and paperless File Vision software systems and create new resident files.
- Coordinate annual LIHTC recertification process for tenant recerts and CHA employee training for LIHTC.
- Create all annual reporting documents for syndicators and government agencies.
- Prepare files for state Housing Finance Agency (HFA) inspections.
- Review all state HFA Inspection reports with LIHTC team.



- Complete yearly audit of Tax Credit tenant files to ensure full compliance.
- Keep informed of tax credit regulations and changing policies.
- Work with the Director of Affordable Housing Development and Compliance, and the Director of Housing Operations to implement compliance procedures and regulations.
- Advise Rental Housing Staff on updated compliance procedures and regulatory requirements.
- Review rent rolls/lease expiration reports to determine if leases were completed prior to the expiration date.
- Review tenant files/lease expiration reports to determine if lease renewal notices were sent to tenants accordingly.
- Perform other duties as assigned by the Director of Affordable Housing Development and Compliance.

**Required Knowledge, Skills, and Abilities:**

- Knowledge of counseling and problem solving techniques.
- Must be able to communicate well, both orally and in writing, with CHA staff, residents, landlords and the general public.
- Knowledge of the practices, procedures and policies of CHA and Federal regulations governing the provision and oversight of the Section 8 program.
- Ability to implement, without supervision, continuing assignments requiring the organization of material, the preparation of reports and the making of decisions within the framework of policies and procedures.
- Ability to utilize computer hardware and software required to meet the general responsibilities of the position.
- Ability to make mathematic computations with speed and accuracy.

**Education and Experience:**

- Minimum 3 years acquisition / rehab LIHTC experience
- Must possess LIHTC-Affordable Housing Compliance, or similar Certification, or must be able to attain within 90 days of hire
- Must possess HOME Program Compliance Certification or be able to attain within 90 days of hire
- Must have minimum 3 years' experience with HUD HCV programs
- High school graduate, some college preferred.
- HOME Fund experience preferred.
- Project Based Section 8 program experience a plus.
- A minimum of two years' experience with computers and software systems.

**Special Requirements:**

- Must be bondable and insurable.
- Must have or obtain a valid Missouri driver's 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 be able to pass a pre-employment drug screen.
- Must be able to pass a pre-employment background check.

All CHA Staff are responsible for supporting a "one agency" perspective while acting as advocates for their work units. The LIHTC Compliance Manager supports the organization as a whole by:

- Implementing organization-wide goals and cross-department projects and objectives;
- Offering input and feedback to long range, strategic and budget planning processes;
- Maintaining both a department and an organization-wide perspective when considering information, issues and challenges;
- Modeling the agency's service orientation with all public, elected or funding agency representatives; and
- Conducting business through cross-department participation and review, two-way communication, and accountability.

Benefits: 90% of Employee Health Insurance paid, 40% of dependent health insurance paid; 50% of Employee & Dependent dental insurance paid; Life and LTD insurance; 10 days paid vacation, retirement plan with up to 6% employer matching contribution.

We are an equal opportunity/affirmative action employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status or any other characteristic protected by law.

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Employee

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Date



# 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](http://www.ColumbiaHA.com)

## Low-Income Housing Tax Credit (LIHTC) Compliance Specialist

**DEPARTMENT/DIVISION:** Affordable Housing Development and Compliance  
**REPORTS TO:** Director of Affordable Housing Development and Compliance  
**POSTING:** Internal and External

SALARY RANGE	MINIMUM	MAXIMUM
<b>ANNUAL:</b>	<b>\$32,136.00</b>	<b>\$43,680.00</b>
<b>MONTHLY:</b>	<b>\$2,472.00</b>	<b>\$3,360.00</b>
<b>BI-WEEKLY:</b>	<b>\$1,236.00</b>	<b>\$1,680.00</b>
<b>HOURLY:</b>	<b>\$15.45</b>	<b>\$21.00</b>

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

**Position Summary:** Low-Income Housing Tax Credit (LIHTC) Compliance Specialist will work with acquisition/rehab projects to convert existing public housing units to LIHTC/HOME/Section 8 Project Based Vouchers. Specialist will be responsible for the LIHTC compliance during the rehab of remaining CHA public housing properties. Specialist will assist in reviewing tenant files to ensure files are organized/properly maintained. Assist Director of Housing Operations in the audit of tenant files. Review documentation for the preparation and rental of vacant units. Complete projects as assigned.

**Partial Listing of Minimum Qualifications:**

- Minimum 3 years acquisition / rehab LIHTC experience
- Must have HCCP or similar LIHTC program certification, or be able to obtain within 90 days of hire
- Must possess HOME Program Compliance Certification, or be able to attain within 90 days of hire
- Must have minimum 3 years' experience with HUD Project-Based Section 8 program
- High school graduate, some college preferred.
- HOME Fund experience preferred.
- HUD HCV program experience a plus.

**A copy of the complete position description is attached.**

Employment applications are available at the CHA Administration Building, 201 Switzler Street  
or on the web at [www.columbiaha.com](http://www.columbiaha.com) > Job & Bid Opportunities

For accommodations related to disability please call (573) 443-2556, ext. 1120 or Contact Us though the CHA  
web site at [www.columbiaha.com](http://www.columbiaha.com) > Contact Us > Department > Jobs/Human Resources

The Housing Authority of the City of Columbia, Missouri is an Equal Opportunity Employer.



# Housing Authority of the City of Columbia, Missouri

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201 Switzler Street, Columbia, MO 65203

Office: 573.443.2556 ♦ TTY Relay 800.735.2966 ♦ Fax: 573.443.0051 ♦ [www.ColumbiaHA.com](http://www.ColumbiaHA.com)

## Position Description

### Low-Income Housing Tax Credit (LIHTC) Compliance Specialist

**Reports To:** Director of Affordable Housing Development and Compliance

#### Summary of Position:

The LIHTC Compliance Specialist will work with acquisition/rehab projects to convert existing public housing units to LIHTC/HOME/Section 8 Project Based Vouchers. Specialist will be responsible for the LIHTC compliance during the rehab of 360 units scheduled in phases over the next two years. Demonstrates a positive, professional and client-oriented attitude about the company with coworkers, tenants, and the public whether contact is by mail, telephone or in person. Constantly strives for improvements in work process and results to better meet tenant's expectations. Establishes and maintains collaborative working relationships between departments, with coworkers and particularly with other member of a project team. Prepares for team meetings in advance, and can act as chairperson for the meeting. Specialist will assist in reviewing tenant files to ensure files are organized/properly maintained. Assist Director of Housing Operations in the audit of tenant files. Review documentation for the preparation and rental of vacant units. Complete projects as assigned.

#### Major Duties and Responsibilities Include:

- Work with property managers in the gathering of the required documentation to pre-certify existing tenants prior to acquisition.
- Complete certification of existing tenants upon acquisition.
- Submit completed TIC to Director of Housing Operations for review prior to submission to contracted compliance agency.
- Maintain tenant file documentation through-out the project rehab and recertify tenants prior to moving them into a rehabbed unit.
- Income qualify applicants for initial move-in and prepare move-in documents for Property Managers.
- Work closely with agency's Tax Credit Compliance consultant and the Director of Housing Operations on Tax Credit and compliance issues.
- Enter new resident information into Housing Management Software (HMS) and paperless File Vision software systems and create new resident files
- Coordinate annual LIHTC recertification process
- Create all annual reporting documents for syndicators and government agencies
- Prepare files for state Housing Finance Agency (HFA) inspections
- Review all state HFA Inspection reports with LIHTC team

- Work with Director of Housing Operations to complete yearly audit of Tax Credit tenant files to ensure full compliance
- Keep informed of tax credit regulations and changing policies.
- Work with Director of Housing Operations to implement compliance procedures and regulations
- Advise Rental Housing Staff on updated compliance procedures and regulatory requirements Sign all documents with resident prior to lease/certification and recertification deadline.
- Review rent rolls/lease expiration reports to determine if leases were completed prior to the expiration date.
- Review tenant files/lease expiration reports to determine if lease renewal notices were sent to tenants accordingly
- Prepare & expedite all annual lease renewals for all tenants - Send lease renewal notices 120/90/60/30 days in advance with applicable rent increase.

**Required Knowledge, Skills, and Abilities:**

- Knowledge of counseling and problem solving techniques.
- Must be able to communicate well, both orally and in writing, with CHA staff, residents, landlords and the general public.
- Knowledge of the practices, procedures and policies of CHA and Federal regulations governing the provision and oversight of the Section 8 program.
- Ability to implement, without supervision, continuing assignments requiring the organization of material, the preparation of reports and the making of decisions within the framework of policies and procedures.
- Ability to utilize computer hardware and software required to meet the general responsibilities of the position.
- Ability to make mathematic computations with speed and accuracy.

**Education and Experience:**

- Minimum 3 years acquisition / rehab LIHTC experience
- Must possess LIHTC-Affordable Housing Compliance, or similar Certification, or must be able to attain within 90 days of hire
- Must possess HOME Program Compliance Certification or be able to attain within 90 days of hire
- Must have minimum 3 years' experience with HUD HCV programs
- High school graduate, some college preferred.
- HOME Fund experience preferred.
- Project Based Section 8 program experience a plus.
- A minimum of two years' experience with computers and software systems.

**Special Requirements:**

- Must be bondable and insurable.
- Must have or obtain a valid Missouri driver’s license.
- Must attain Housing Choice Voucher Specialist certification within one year of employment.
- 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 be able to pass a pre-employment drug screen.
- Must be able to pass a pre-employment background check.

All CHA Staff are responsible for supporting a “one agency” perspective while acting as advocates for their work units. The Resident Services Coordinator supports the organization as a whole by:

- Implementing organization-wide goals and cross-department projects and objectives;
- Offering input and feedback to long range, strategic and budget planning processes;
- Maintaining both a department and an organization-wide perspective when considering information, issues and challenges;
- Modeling the agency’s service orientation with all public, elected or funding agency representatives; and
- Conducting business through cross-department participation and review, two-way communication, and accountability.

Benefits: 90% of Employee Health Insurance paid, 40% of dependent health insurance paid; 50% of Employee & Dependent dental insurance paid; Life and LTD insurance; 10 days paid vacation, retirement plan with up to 6% employer matching contribution.

We are an equal opportunity/affirmative action employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status or any other characteristic protected by law.

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Employee

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Date



# 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](http://www.ColumbiaHA.com)

## **Position Description** **Systems Administrator**

**Reports To: Human Resource and Support Services Manager**

**Pay Range: \$32,136 - \$43,680 yearly**

\$15.45 - \$21.00 hourly

Plus, Fringe Benefits Package

### **Summary of Position:**

This is a midlevel skilled position that is performed under the direction of the Human Resource Manager. This position is responsible for working with our IT partners to support workstation users, servers, and maintain our website. This also includes all contract and procurement for IT needs. This position will assist in the coordination of IT related activities and policies in accordance with HUD regulations and CHA policies. This position must be customer service oriented, have effective verbal and communication, provide pro-active work, and proficient with Microsoft Excel.

### **Major Duties and Responsibilities Include:**

- Serving as liaison with the Cloud Provider for system updates and improvements, first-line issue resolution, and establishing new user set up and processing terminations,
- Purchasing, updating, and customizing desktop and laptop computers and purchasing related components such as monitors, printers, for user application,
- Setting up workstations to accommodate new or rearranged offices,
- Replacing computers and components as necessary,
- Providing first-line computer and component issue analysis and technical support to end users,
- Developing and monitoring a preventive maintenance plan for computer upkeep,
- Maintaining shared drive securities & data/file management,
- Serving as liaison with Internet, VoIP, and cell phone system providers that includes VoIP phone user setups and first-line analysis of related issues,
- Serving as liaison with copy machine and printer maintenance contracts and providing and pertinent information to vendors such as periodical usage counts,
- Processing all IT system, modernization, and related invoicing for accounts payable,
- Processing HUD REAC/WASS user maintenance,
- Creating and maintaining user guides and manuals for pertinent CHA operations,
- Basic development and maintenance of CHA's website,
- Assisting Director of Modernization and Maintenance in system maintenance for security cameras and card key systems,
- Coordinating planning and implementation efforts involved with CHA operational database conversion.
- Coordinating CHA IT security training and implementation of additional security measures.



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## Required Knowledge, Skills, and Abilities:

- Ability to evaluate and improve the efficiency and effectiveness of operations,
- Ability to complete necessary research and investigations,
- Thorough knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar,
- Expert knowledge of modern office practices and procedures and of office machines and computer systems,
- Ability to maintain effective working relationships with employees, department heads, vendors, and the public, in a tactful and courteous manner,
- Must have an excellent work history and attendance record,
- Ability to develop and maintain records that fully reflects the inspections performed and the results thereof and the ability to provide concise written and oral reports,
- Ability to manage an IT preventive maintenance plan,
- Requires an extensive knowledge of the principles, practices, tools, and materials used in the maintenance of IT systems,
- Ability to follow written and oral instructions.
- Ability to lift or move up to 75 pounds.

## Qualifications

- Either three (3) years of experience or combined education and experience that supports the understanding and proficiency in performing IT and related procurement services.
- Must be proficient with Microsoft Excel.

## Special Requirements:

- Must be bondable, insurable and have no felony criminal convictions.
- Must be able to interface effectively with all levels of management.
- Must be willing to travel for occasional training or attendance at conferences/workshops.
- Must have a current Missouri driver license.
- Must be able to obtain and/or maintain a bank account for the purpose of receiving pay by direct deposit.
- Must be able to pass a pre-employment drug screen and background check.

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Employee Signature

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Date





# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, MO 65203

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## EXECUTIVE ASSISTANT

**DEPARTMENT/DIVISION:** CHA Administration

SALARY RANGE	MINIMUM	MAXIMUM
<b>ANNUAL:</b>	<b>\$ 28,412.80</b>	<b>\$ 41,600.00</b>
<b>MONTHLY:</b>	<b>\$ 2,185.60</b>	<b>\$ 3,200.00</b>
<b>BI-WEEKLY:</b>	<b>\$ 1,092.80</b>	<b>\$ 1,600.00</b>
<b>HOURLY:</b>	<b>\$ 13.66</b>	<b>\$ 20.00</b>

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

**POSITION SUMMARY:** This is a highly-skilled administrative professional and office management position providing support to the Chief Executive Officer, other staff, and the CHA Board of Commissioners. This position demands exceptional organizational skills, computer proficiency, extensive knowledge of office procedures, and attention to detail. Duties include supervising the front desk and reception, understanding and explaining the CHA's housing programs and procedures, general clerical, project-based work, creating, updating, and maintaining files and records, setting up and coordinating meetings, scheduling hearings, recording and transcribing minutes, supervising support staff, and researching and purchasing office furniture and supplies.

**PARTIAL LISTING OF MINIMUM QUALIFICATIONS:** High school diploma or its equivalent, including or supplemented by courses in business administration, secretarial science, or office management. Duties require professional verbal and written communication skills and the ability to type 60 wpm. Visibility of work requires attention to detail, excellent organizational skills, and discretion with confidential information. Good communication skills and ability to work independently are essential. Computer literacy with the ability to learn new software applications; bondable and insurable; possess a valid Missouri driver's license; willing to travel overnight for training or attendance at conferences/workshops as directed; able to attend evening meetings as required; able to obtain and maintain a bank account for the purpose of receiving direct deposit of payroll; able to pass a drug screen and background check.

**A copy of the complete position description is attached.**

Employment applications are available at the CHA Administration Building, 201 Switzler Street or on the web at [www.columbiaha.com](http://www.columbiaha.com).

For accommodations related to disability please call (573) 443-2556, ext. 1120 or (573) 875-5161 (TTY).

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



# 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](http://www.ColumbiaHA.com)

## Position Description

### EXECUTIVE ASSISTANT

**REPORTS TO:** Human Resource and Support Services Manager

**SUMMARY OF POSITION:** This is a highly-skilled professional secretarial and office management position providing support to the Chief Executive Officer, other staff, and the CHA Board of Commissioners. This position demands exceptional organizational skills, computer proficiency, extensive knowledge of office procedures, and attention to detail. Duties include supervising the front desk and reception, understanding and explaining the CHA's housing programs and procedures, general clerical, project-based work, creating, updating, and maintaining files and records, setting up and coordinating meetings, scheduling hearings, recording and transcribing minutes, supervising support staff, and researching and purchasing office furniture and supplies.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Interact daily with the Chief Executive Officer to assist in the functioning of the CEO office
- Act as liaison between CHA and the Board of Commissioners
- Schedule and organize meetings and hearings, record and transcribe minutes
- Answer all CHA incoming telephone lines during standard business hours (8:00 a.m. to 5:00 p.m.) on an as-needed basis
- Route calls to appropriate staff, answer general questions, receive complaints and requests on an as-needed basis
- Prepare or assist in the preparation, calculation, keying, proofreading, and recording of statistical and financial data
- Distribute all incoming mail and process outgoing mail in the absence of the receptionist
- Maintain and update reference manuals
- Maintain office machine supplies and purchase and inventory supplies as necessary
- Maintain Termination and Court Logs
- Meet and greet visitors, the general public, tenants, and public officials in a courteous and professional manner
- Maintain and update established files and records as needed and/or requested
- Maintain a neat and orderly work environment in the administrative office
- Perform other duties as assigned by the Chief Executive Officer and/or designee

### **REQUIRED KNOWLEDGE AND SKILLS:**

- Knowledge of current business practices, including office management, filing and arithmetic
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
- Able to express oneself effectively both orally and in writing and to prepare clear, concise, comprehensive reports and effective and accurate correspondence
- Knowledge of the practices, procedures, systems, and policies of the Housing Authority and ability to interpret them concisely and accurately to the public and employees
- Able to implement, without supervision, continuing assignments requiring the organization of materials, preparation of reports and maintenance of established filing systems
- Be able to establish and maintain effective working relationships with superiors, associates, administrators and the general public, as well as the ability to work with a diverse population, including but not limited to families, the elderly, and persons with disabilities
- Able to word process accurately at 60 wpm and use other office equipment competently
- Exercise tact, confidentiality, and judgment in working with residents and employees
- Be highly organized and dependable
- Able to manage multiple projects in a timely and effective manner
- Possess the ability and desire to work in a team atmosphere
- Possess an excellent work history and attendance record

### **EDUCATION/EXPERIENCE:**

- High School diploma or its equivalent, including or supplemented by courses in business administration, secretarial science, office management or equivalent combination of education and experience. Minimum 2 years' experience and/or training in clerical & secretarial functions including word processing, operation of standard office equipment and record maintenance. Ability to type at least 40 words per minute.

### **SPECIAL REQUIREMENTS:**

- Must be bondable and insurable
- Must have a valid Missouri driver's license with an excellent driving record
- Must be willing to travel overnight for training or attendance at conferences/workshops as requested by the Chief Executive Officer
- Must be able to attend evening meetings as required
- Must be able to obtain and maintain a bank account for the purpose of receiving direct deposit of payroll
- Must be able to pass a criminal background check and drug screen

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Employee Signature

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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](http://www.ColumbiaHA.com)

## Human Resource and Support Services Manager

**DEPARTMENT/DIVISION:** Administration/ 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:**

**STARTING DATE:**

REPORTS TO: Chief Executive Officer

### SUMMARY OF POSITION:

This is an advanced managerial and administrative position that is performed under the direction of the Chief Executive Officer (CEO).

This position is for all of CHA's Human Resource Management, Payroll and Support Services staffing positions.

Basic requirements of this position are attention to detail, organization skills, supervisory skills, interpersonal skills, and the ability to work with minimal supervision in the completion of multiple complex tasks. The ability to supervise, direct and oversee tasks and operations for Support staff. This employee performs a variety of professional tasks relating to the administration of CHA's employee benefits, payroll, 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.

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Employment applications are available at 201 Switzler Street or on the web at [www.columbiaha.com](http://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.

- Assists employees with regular retirement disbursement forms and assists with requests for disability coverage.
- Processes and monitors workers compensation and unemployment claims.
- 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.
- Process any garnishments or child support notifications as instructed by court orders for withholdings.
- Work with Finance department to assist their needs for labor allocations associated with payroll.
- 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 Bank of America program for qualified credit card purchasers, assisting with card issues as needed.
- Oversee, manage, provide instruction and guidance for the Systems Administrator, Executive Assistant and Receptionist positions.
- Coordinate and organize staff wide events.
- Performs other duties as assigned by the 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, customer service and leadership 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).
- Prior experience in supervision of staff.

#### 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

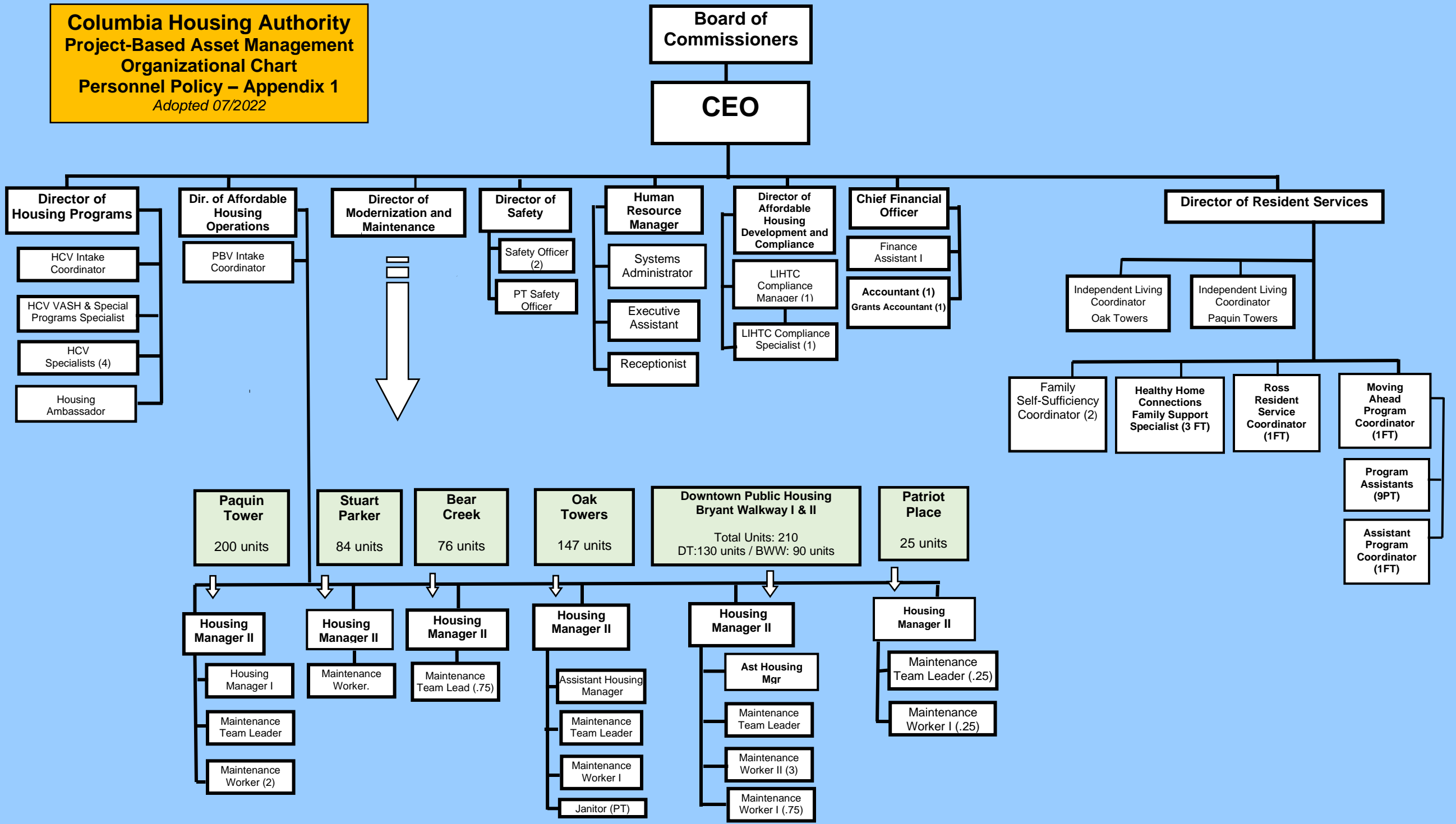
#### SPECIAL REQUIREMENTS:

- 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 07/2022*





# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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

Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: July 13, 2022

Re: CEO Updates: CHA Final Logo Draft

## Executive Summary

This memo outlines current Columbia Housing Authority (CHA) updates as it pertains to CHA's final draft of its update to the logo.

## Discussion

### Logo Update

The CHA IT Administrator has coordinated formulating drafts of an updated CHA logo. The IT Administrator has worked with a team of CHA staff with creative skills and expertise in design and formulated a few draft logos and formats. Drafts were presented at CHA's May 18<sup>th</sup> all staff training session, allowing for all staff to comment on the designs. Two specific designs emerged from staff feedback, and the IT Administrator submitted these drafts to a design professional for further refinement. The initial drafts were reviewed by the CHA Board of Commissioners at the June 8, 2022, meeting, and further direction was provided by the board including adding a multi-family dwelling to depict the diversity of housing options CHA offers. The IT Administrator has added the multi-family dwelling to the logo and received further professional feedback that has been incorporated into the logo. CHA staff recommends moving forward with the final draft logo and setting a date for official announcement mid-August.

## Suggested Commission Action

Review and consider the report and approve moving forward with implementing the draft logo.



Columbia  
HOUSING AUTHORITY



Columbia  
HOUSING AUTHORITY



# Columbia

## HOUSING AUTHORITY



**Conner Mills**  
SYSTEMS ADMINISTRATOR

cmills@columbiaha.com  
573.443.2556 x 1252  
573.881.3501

COLUMBIAHA.COM  
201 Switzler St. Columbia, MO 65203





**Columbia**

**Housing Authority**

# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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

Department Source: Human Resources

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: July 13, 2022

Re: Personnel Policy Recommendations Report

## Executive Summary

This memo outlines a recommendation for updates to CHA Personnel Policy as it relates to employee resignations, notice of resignation and use of approved leave during staffing transitions.

## Discussion

CHA staff formulated this report and formulated draft changes to CHA Personnel Policies to assist in facilitating effective transitions in employment. The attached recommended policy changes outline notification requirements for both supervisory and non-supervisory positions, as well as expectations of attendance during transition periods. CHA staff formulated this report to bring this need to the attention of the board and obtain any desired feedback from the board. CHA staff anticipates incorporating board feedback received at the July 13<sup>th</sup> meeting and bringing back a formal resolution for final consideration of desired changes in CHA Personnel Policies.

## Suggested Commission Action

Review and consider the report.

# Proposed changes to Personnel Policy July 2022

## IV. Employment Procedures:

### **E. Resignations:**

Currently Reads: 1. An employee desiring to terminate his or her employment submits a written, signed resignation at least two weeks in advance of the effective date. Failure to submit such notification deprives the employee of separation benefits. Payment for any accrued annual leave will be included in the employee's final paycheck following the effective date of the written, signed resignation.

Suggested Change: 1. Any non-supervisory or Director titled employee desiring to terminate his or her employment is required to submit a written, signed resignation at least two weeks in advance of the effective date. All Supervisory or Director titled employees are required to submit a written, signed resignation at least four weeks in advance of the effective date.

Failure to submit such notification or full fill the required two or four week notice, deprives the employee of separation benefits. Upon completion of required notice, payment for any accrued annual leave will be included in the employee's final paycheck following the effective date of the written, signed resignation.

Also note: XIV. Emergency Leave

D. #7 = call in sick time requirements for last two weeks of termination.

## XI. Holidays

### **#13.**

Currently Reads: Two Floating Holidays for permanent full-time employees, to be taken within the calendar year. These days are available to employees upon hire, do not roll over into the following calendar year and are therefore lost if not used.

Suggested Change: Two Floating Holidays for permanent full-time employees, to be taken within the calendar year. These days are available to employees upon hire, do not roll over into the following calendar year and are therefore lost if not used. Floating Holiday time cannot be used for last 2 days of employment upon resignation of employment.

## XII. Annual Leave

Suggested Change: Add in item "I" to read: Annual leave time, may not be used for time off during final two week resignation from employment, without prior approval from CEO ( Chief Executive Officer).



# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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

Department Source: Affordable Housing Operations

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: July 13, 2022

Re: Affordable Housing Report-CHA Public Housing and LIHTC

## Executive Summary

This report provides a summary of statistics for CHA Public Housing and LIHTC units for the month of May 2022.

## Discussion

In May, eleven (11) families moved in and fifteen (15) families moved out. Of the fifteen (15) families that moved out Five (5) transferred to Section 8, four (4) were terminated/evicted, three (3) went to a nursing home, and three (3) moved to the private sector. Out of 742 units there were 20 vacant as of May 31, 2022 which is an overall occupancy average of 97%. Five (5) units were vacant over 60 days. Five (5) requests for vouchers and twelve (12) intents to vacate were submitted by participants. Six (6) terminations were issued for reasons other than non-payment. Uncollected rents for May increased by \$1087.94 from April totals. We have about 26 tenants that we know of applying for rental assistance through the SAFHR Program.

## Suggested Commission Action

Review and consider the monthly report.



## Property Management Report for May 2022

Property	Total units	Occupancy % for May	Occupancy (as of 5/31/22)	YTD Occupancy (1/1-5/31/2022)	#Vacant units under 0-60 days	#Vacant units over 61 days	Request for voucher	Move-ins (May)	Move-outs (May)	Unit restores (May)	Avg. cost per restore	Billed to tenant at move out	Total work orders	Total \$ Amount billed
Amp 1 - PH	120	94.48%	95.58%	93.92%	3	2	N/A	1	3	2	\$1,375.89	\$1,088.65	57	\$1,118.74
Bear Creek	76	97.07%	96.00%	97.35%	2	1	2	0	3	2	\$519.49	\$14,481.03	41	\$14,926.29
Oak Tower	147	97.69%	97.95%	97.00%	3	0	1	2	0	1	\$589.00	\$0.00	73	\$70.99
Paquin Tower	200	98.32%	98.00%	97.04%	4	0	0	5	6	3	\$513.65	\$913.69	87	\$1,704.37
Stuart Parker	84	98.31%	97.61%	96.98%	1	1	0	1	2	0	N/A	\$377.17	23	\$393.34
BWW	54	92.41%	94.44%	95.69%	2	1	1	2	1	3	\$627.66	N/A	21	\$268.83
BWWII	36	100.00%	100.00%	93.21%	0	0	1	0	0	0	N/A	N/A	8	\$30.00
Patriot Place	25	100.00%	100.00%	98.51%	0	0	0	0	0	0	N/A	N/A	13	\$15.60

Property	Total units	TARS uncollected for May	delinquent 31-60	delinquent 61-90	delinquent 90+	# rpymnt agrmnts	rpymnt in default	# Accts. with deposit due (May)	total Security deposit due (May)	# Accts. with deposit due (April)	Total security deposit due (April)	# Non-pymnt termination issued in May	# other termination issued in May	# Intent to vacate submitted for May
Amp 1 - PH	120	\$4,537.87	\$681.00	\$102.98	\$180.92	1	0	30	\$13,212.83	31	\$12,573.85	0	1	1
Bear Creek	76	\$832.31	\$37.78	\$0.00	\$0.00	1	0	10	\$2,841.23	13	\$3,257.44	3	3	2
Oak Tower	147	\$3,454.00	\$555.00	\$398.56	\$456.15	3	0	18	\$5,339.69	19	\$5,893.52	1	0	6
Paquin Tower	200	\$3,709.30	\$388.00	\$50.00	\$78.86	0	0	28	\$7,630.69	31	\$9,594.30	2	0	1
Stuart Parker	84	\$3,640.15	\$693.31	\$6.49	\$5,410.36	1	0	7	\$1,074.00	12	\$1,905.45	1	1	0
BWW	54	\$2,048.00	\$890.00	\$505.00	\$265.00	0	0	8	\$1,619.50	8	\$1,745.50	0	1	1
BWWII	36	\$789.20	\$0.00	\$0.00	\$0.00	0	0	1	\$173.00	1	\$233.00	0	0	1
Patriot Place	25	\$1,318.93	\$0.00	\$0.00	\$0.00	0	0	N/A	N/A	N/A	N/A	0	0	0

**Affordable Housing Terminations Report - FY2022**

	<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
<b>Month of January 2022</b>									
Downtown - AMP 1	0	0	0	0	0	0	0	0	0
Oak Tower	0	0	0	0	0	0	0	0	0
Bear Creek	1	0	0	1	2	0	0	0	2
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	6	0	0	0	6	5	0	0	1
Bryant Walkway	0	1	0	0	1	0	0	0	1
Bryant Walkway II	0	0	0	0	0	0	1	0	0
<b>MONTHLY TOTAL</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>9</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>4</b>
<b>Month of February 2022</b>									
Downtown - AMP 1	0	0	0	0	0	0	0	0	0
Oak Tower	0	1	0	0	1	0	0	1	1
Bear Creek	0	0	1	0	1	2	0	0	1
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	3	0	1	1	5	3	0	0	2
Bryant Walkway	0	0	0	0	0	0	1	0	0
Bryant Walkway II	0	0	0	0	0	0	0	0	0
<b>MONTHLY TOTAL</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>7</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>4</b>
<b>Month of March 2022</b>									
Downtown - AMP 1	0	0	0	0	0	0	0	0	0
Oak Tower	0	2	0	1	3	2	1	1	0
Bear Creek	2	0	0	2	4	4	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	3	1	0	2	6	2	2	0	2
Bryant Walkway	0	1	0	0	0	0	0	0	0
Bryant Walkway II	0	0	0	0	0	0	0	0	0
<b>MONTHLY TOTAL</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>5</b>	<b>13</b>	<b>8</b>	<b>3</b>	<b>1</b>	<b>2</b>
<b>Month of April 2022</b>									
Downtown - AMP 1	0	0	0	0	0	0	0	0	0
Oak Tower	0	0	0	0	0	0	3	1	0
Bear Creek	0	0	0	0	0	0	0	1	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	5	0	0	0	5	4	0	0	1
Bryant Walkway	0	0	0	0	0	0	0	0	0
Bryant Walkway II	0	0	0	0	0	0	0	0	0
<b>MONTHLY TOTAL</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Month of May 2022</b>									
Downtown - AMP 1	0	1	0	0	1	0	0	0	1
Oak Tower	6	0	0	0	6	0	0	0	6
Bear Creek	2	2	0	0	4	1	0	0	3
Patriot Place	0	0	0	0	0	0	0	0	0
Stuart Parker - Downtown	0	1	0	0	1	0	0	0	1
Stuart Parker - Paquin Tower	2	0	0	0	2	2	0	0	0
Bryant Walkway	0	1	0	0	1	1	0	0	0
Bryant Walkway II	0	0	0	0	0	0	0	0	0
<b>MONTHLY TOTAL</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>11</b>



# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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

Department Source: HCV Programs  
To: CHA Board of Commissioners  
From: CEO & Staff  
CHA Board of Commissioners Meeting Date: July 13, 2022  
Re: Housing Choice Vouchers & Special Programs

## Executive Summary

This memo provides a report of May Housing Choice Voucher (HCV) and Special Program activities.

## Discussion

### **Housing Choice Voucher (HCV) Program**

The attached HCV Program Report is contingent on the number of vouchers leased, which is the primary measurement of this program's success. The Housing Programs Department continues to have a need of increasing lease ups; however, staff continues to make tremendous progress. CHA added 14 new lease ups in May. There were 9 attritions for a net of 5 new participants. As of May, CHA had 127 voucher holders searching for homes. Available rental units remain our most significant challenge.

#### **HCV Move Out Reasons:**

Termination/Unauthorized Guest - 1  
Termination/Non-Compliance - 1  
Took self-off Program - 2  
Deceased - 2  
Termination/Criminal - 1  
Moved without notifying the CHA - 1  
Termination/Damages - 1

### **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 recently experienced staffing transitions, however, continues to work towards utilizing the remaining VASH vouchers in providing housing for the community's homeless veterans. As of May 31, 2022, we have 115 households receiving VASH program assistance - 90 HCV + 25 PBV (Patriot Place). We currently have 13 HCV VASH new voucher holders searching for homes.

#### **HUD VASH Move Out Reasons:**

None



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## **Mainstream Vouchers**

Mainstream Vouchers are reserved for non-elderly disabled individuals. CHA has been awarded 19 Mainstream Vouchers. We currently have all 18 vouchers leased. As of May 31, 2022, we have one family searching for a new home. We have submitted a request to HUD for an additional 30 Mainstream Vouchers, pending approval.

### **Mainstream Move Out Reasons:**

Lease non-renewal/ searching - 1

## **Continuum of Care (CoC) Program**

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 May 31, we had 62 households receiving COC program assistance, and our target is 68. The applicants must be added to the waitlist through the BCCEH via a “coordinated entry” system as prescribed by the MO Balance of State, Continuum of Care. As the applicants are homeless, there are often additional barriers such as locating individuals for processing. We currently have 25 voucher holders looking for homes.

### **Continuum of Care (CoC)**

Termination/Criminal – 1

Took Self off Program - 1

## **Emergency Housing Vouchers (EHV) Program**

CHA currently has 51 Emergency Housing Vouchers with 21 leased and 41 others with vouchers and looking for housing. Just as required with the CoC program, the applicants must be added to the waitlist through the Boone County Coalition to End Homelessness (BCCEH) via a “coordinated entry” system as prescribed by the MO Balance of State, Continuum of Care. As the admission to this program is wider in scope than the CoC program, we are working with the HUD Field Office and the Balance of State to allow a more diverse choice of applicants in hopes to accelerate lease ups. The BCCEH has made great strides to connect these vouchers with families that better meet the criteria for the EHV voucher program.

### **Emergency Housing Vouchers (EHV)**

Termination/Criminal - 1

## **Tenant-Based Rental Assistance (TBRA) Program**



**Columbia**

**Housing Authority**

# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

Office: 573.443.2556 ♦ TTY Relay 800.735.2966 ♦ Fax: 573.443.0051 ♦ [www.ColumbiaHA.com](http://www.ColumbiaHA.com)

CHA currently has 18 participants on this program and our target to utilize remaining funding is 24. The “Target Number of Vouchers” can be a little deceiving due to the factors in the “target” calculation: (1) remaining funding available (2) remaining number of months, and (5) the current month’s HAP payment, but the current month’s HAP payment is not consistent as the amount of security deposits and adjustments paid fluctuates from month to month. Special Program Specialist to pull an additional 15 families from the waitlist to meet our target of 24 leased vouchers.

As this funding is through December 31, 2022, we still have 6 months to make monthly adjustments in maintaining a desired number of vouchers leased to expend all funding.

**Move Out Reasons:**

No move outs.

Suggested Commission Action

Review and consider the report.

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

May 31, 2022

HOUSING CHOICE VOUCHER = HCV + VASH + MAINSTREAM + PORT-INS																			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-22	\$ 7,909,344	\$ 659,112	\$ 193.09	\$ 585	\$ 625,732	\$ (33,380)	1,069	1,212	1,069	1,131	(62)	(62)	12	88	88%	95%	88%	95%	10	0.9%	10	0.9%
Feb-22	\$ 7,283,612	\$ 662,147	\$ 194.45	\$ 572	\$ 613,487	\$ (82,039)	1,072	1,212	2,141	1,166	(94)	(156)	6	81	88%	93%	88%	94%	-	0.0%	5	0.5%
Mar-22	\$ 6,670,125	\$ 667,012	\$ 199.86	\$ 574	\$ 608,854	\$ (58,159)	1,060	1,212	3,201	1,173	(113)	(268)	15	104	87%	91%	88%	93%	8	0.8%	6	0.6%
Apr-22	\$ 6,061,271	\$ 673,475	\$ 170.65	\$ 570	\$ 608,236	\$ (65,239)	1,067	1,212	4,268	1,196	(129)	(397)	23	114	88%	90%	88%	92%	4	0.4%	6	0.5%
May-22	\$ 5,453,035	\$ 681,629	\$ 206.69	\$ 564	\$ 603,435	\$ (78,195)	1,069	1,212	5,337	1,227	(158)	(555)	14	127	88%	89%	88%	92%	9	0.8%	6	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

**May 31, 2022**

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-22	\$ 2,300,000	\$ 191,667	\$ 205.20	\$ 333	\$ 198,733	\$ 7,066	569	597	569	597	(28)	(28)	11	-	95.3%	103.7%	95.3%	103.7%	6	1.1%	6	1.1%
Feb-22	\$ 2,101,267	\$ 191,024	\$ 206.68	\$ 335	\$ 199,806	\$ 8,782	573	597	1,142	597	(24)	(52)	7	-	96.0%	104.6%	95.6%	104.1%	3	0.5%	5	0.8%
Mar-22	\$ 1,901,461	\$ 190,146	\$ 211.04	\$ 336	\$ 200,417	\$ 10,271	575	597	1,717	597	(22)	(74)	17	-	96.3%	105.4%	95.9%	104.6%	12	2.1%	7	1.2%
Apr-22	\$ 1,701,044	\$ 189,005	\$ 189.60	\$ 338	\$ 201,536	\$ 12,531	578	597	2,295	597	(19)	(93)	12	-	96.8%	106.6%	96.1%	105.1%	6	1.0%	7	1.2%
May-22	\$ 1,499,508	\$ 187,439	\$ 214.73	\$ 339	\$ 202,263	\$ 14,825	582	597	2,877	597	(15)	(108)	10	-	6=+H49/I49	107.9%	76.9%	105.6%	11	1.9%	8	1.3%

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

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

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

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

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

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

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

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

**Total vouchers available** = 1132

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

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

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

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

**Homeownership:** Current number of homeownership vouchers

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





## Section 8 - Tenant Based Rental Assistance - Monthly Management Report

**May 31, 2022**

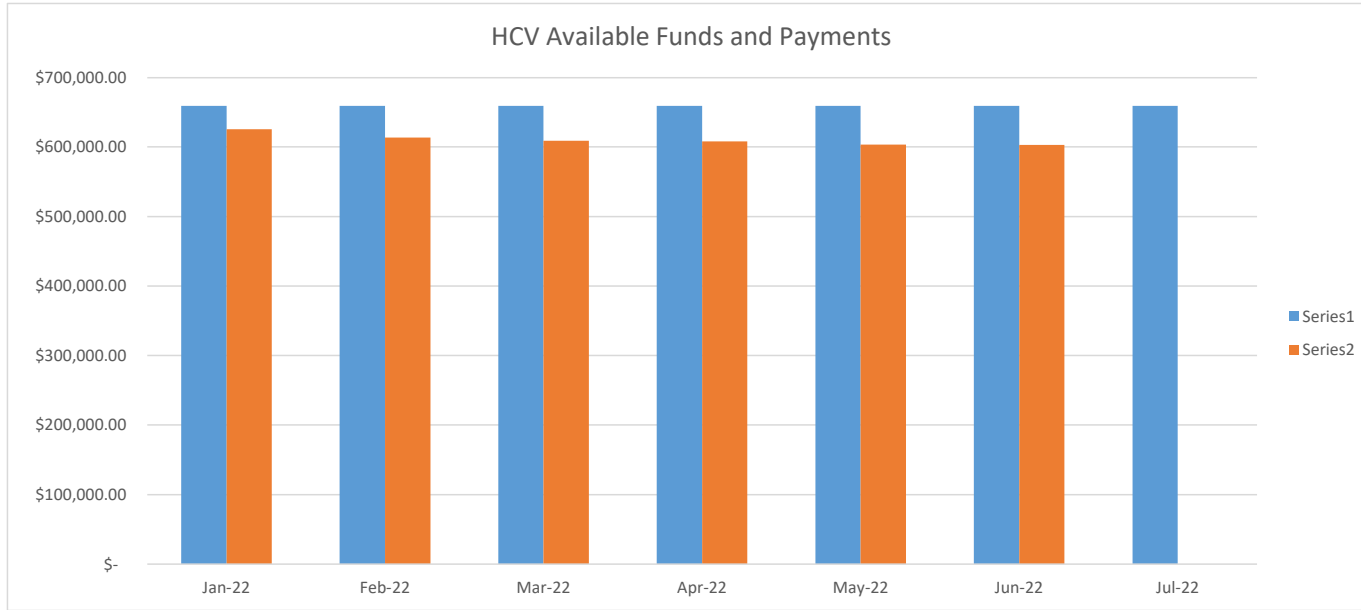
### Tenant Based Rental Assistance (TBRA)

Month	Funds Available Through December 31, 2022	Projected Monthly Funds Available	Average Tenant Payment	Ave. HAP Payments + Deposits/Adjustments	Total Request (TRA+UAP+Dep/A dj)	HAP s Over/(Under) Authorized	Current Vouchers in Lease	Target Number of Vouchers	Number of Vouchers Over/(Under) Authorized	Vouchers Issued
Jan-21	\$ 285,000	\$ 11,875	\$ 189.00	\$ 692	\$ 692	\$ (11,183)	1	17	(16)	9
Feb-21	\$ 284,308	\$ 12,361	\$ 176.17	\$ 438	\$ 438	\$ (11,923)	1	28	(27)	0
Mar-21	\$ 283,870	\$ 12,903	\$ 169.38	\$ 1,374	\$ 2,748	\$ (10,155)	2	9	(7)	6
Apr-21	\$ 281,122	\$ 13,387	\$ 158.00	\$ 680	\$ 2,720	\$ (10,667)	4	20	(16)	0
May-21	\$ 278,402	\$ 13,920	\$ 158.22	\$ 694	\$ 8,334	\$ (5,586)	12	20	(8)	0
Jun-21	\$ 270,068	\$ 14,214	\$ 152.17	\$ 718	\$ 9,332	\$ (4,883)	13	20	(7)	4
Jul-21	\$ 260,737	\$ 14,485	\$ 146.07	\$ 1,148	\$ 16,079	\$ 1,593	14	13	1	3
Aug-21	\$ 244,658	\$ 14,392	\$ 152.31	\$ 594	\$ 8,320	\$ (6,071)	14	24	(10)	0
Sep-21	\$ 236,338	\$ 14,771	\$ 135.86	\$ 842	\$ 12,626	\$ (2,145)	15	18	(3)	2
Oct-21	\$ 223,712	\$ 14,914	\$ 135.86	\$ 636	\$ 10,174	\$ (4,740)	16	23	(7)	2
Nov-21	\$ 213,538	\$ 15,253	\$ 132.32	\$ 687	\$ 13,048	\$ (2,205)	19	22	(3)	0
Dec-21	\$ 200,490	\$ 15,422	\$ 142.71	\$ 1,201	\$ 25,224	\$ 9,801	21	13	8	0
Jan-22	\$ 175,266	\$ 14,605	\$ 127.55	\$ 739	\$ 15,515	\$ 910	21	20	1	0
Feb-22	\$ 159,751	\$ 14,523	\$ 118.37	\$ 606	\$ 12,125	\$ (2,398)	20	24	(4)	0
Mar-22	\$ 147,626	\$ 14,763	\$ 110.07	\$ 706	\$ 13,409	\$ (1,354)	19	21	(2)	0
Apr-22	\$ 134,217	\$ 14,913	\$ 116.08	\$ 618	\$ 11,124	\$ (3,789)	18	24	(6)	1
May-22	\$ 123,093	\$ 15,387	\$ 157.50	\$ 568	\$ 9,083	\$ (6,304)	16	27	(11)	3
Jun-22										
Jul-22										
Aug-22										
Sep-22										
Oct-22										
Nov-22										
Dec-22										



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

## May 2022



HCV	Monthly Budget	HAP Payments
Jan-22	\$ 659,112.00	\$ 625,731.82
Feb-22	\$ 659,112.00	\$ 613,487.29
Mar-22	\$ 659,112.00	\$ 608,853.92
Apr-22	\$ 659,112.00	\$ 608,236.03
May-22	\$ 659,112.00	\$ 603,434.67
Jun-22	\$ 659,112.00	\$ 602,759.54
Jul-22	\$ 659,112.00	\$ -
Aug-22	\$ 659,112.00	\$ -
Sep-22	\$ 659,112.00	\$ -
Oct-22	\$ 659,112.00	\$ -
Nov-22	\$ 659,112.00	\$ -
Dec-22	\$ 659,112.00	\$ -



**Columbia**

**Housing Authority**

# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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

Department Source: Safety

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: July 13, 2022

Re: Safety Report

## Executive Summary

This report provides a brief overview of Safety Department Activity May 1, 2022 thru May 31, 2022

## Discussion

### Columbia Housing Authority Safety Department took 33 reports.

	January 2022	February 2022	March 2022	April 2022	May 2022	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021
Bear Creek	5	1	5	6	4	2	2	0	4	9	1	3
Bryant Walk	4	3	2	2	2	10	3	6	5	4	5	4
Downtown	12	5	6	7	4	9	12	16	14	11	6	6
Oak Towers	13	16	13	14	10	24	15	8	8	16	23	17
Patriot Place	0	1	3	0	3	5	1	3	4	3	0	3
Paquin Towers	24	24	26	14	10	34	36	25	29	26	34	20
Stuart Parker	2	0	3	1	0	6	8	5	3	3	3	3
misc						17	3		4	5		
<b>Total</b>	60	50	58	44	33	107	80	63	71	77	77	55

### Yearly Totals for CHA Safety Reports

Year	2016	2017	2018	2019	2020	2021	2022
<b>Safety Reports</b>	445	629	793	813	626	831	250

### Joint Communications Log for May 2022

	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	October 2021	November 2021	December 2021
Columbia Police Response	94	86	91	98	91					92	95	113
Columbia Police Reports	15	11	14	11	10					12	11	22
Fire/Ems	105	61	93	79	90					104	95	117
<b>Total</b>	214	158	198	188	191					208	201	252



# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

Office: 573.443.2556 ♦ TTY Relay 800.735.2966 ♦ Fax: 573.443.0051 ♦ [www.ColumbiaHA.com](http://www.ColumbiaHA.com)

## **Safety Department New Resident Move in meetings**

6 New residents move in meetings by S.O. Forck

## **Safety Department other activities:**

5-13-2022 616 Park Ave neighborhood appreciation event

Review and consider Report



# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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

Department Source: Finance

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: July 13, 2022

Re: May 2022 Unaudited Financial Reports

## Executive Summary

### Financial Highlights for YTD May 2022

- Total YTD revenues are \$7,889,120
- Total YTD expenditures are \$7,267,259
- YTD Net Gain/(Loss) for HCV is \$68,885 above budget, Public Housing is \$26,804 below budget, and LIHTC is \$62,540 above budget.

## Discussion

### Revenues

- HCV - Admin Fees earned are \$59,152 or 13% above budget YTD. HUD increased the pro-ration rate from 84% to 88% in April
- AMP 1 – actual HUD Operating grant funds received and earned exceeds the budget by \$22,280 or 13% YTD; HUD adjusted the monthly allotment based on a comparison of the amount appropriated by Congress and the interim eligibility determined by the 2022 Operating Subsidy submissions. A proration factor of 104.08% was used.

### Expenses

- HCV
- Inspection costs and background checks are under budget YTD
- LIHTC
- Extraordinary Maintenance for Paquin Towers includes \$16,479 for repairs to the cooling tower; this cost will be replenished from replacement reserves.
- Administration
- Management fees are \$12,255 under budget YTD mainly because the Capital Fund grant funds have not yet been drawn

## Suggested Commission Action

Read and review this report.



Columbia Housing Authority  
201 Switzler Street  
Columbia, MO 65203

**HOUSING AUTHORITY**  
**of the City of Columbia, Missouri**

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

**MONTHLY**  
**FINANCIAL STATEMENTS**  
*(unaudited)*

**May 31, 2022**

Fiscal Year End  
December 2022  
Month 5 of 12

as submitted by:

Debbi Simmons, CFO  
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	\$ 819,997	\$ 810,885	\$ 9,112	\$ 4,037,370	\$ 4,054,423	(17,053)	0%
HUD Admin Fees Earned	99,756	87,739	12,017	497,848	438,696	59,152	13%
<b>Total Fee Revenue</b>	<b>919,753</b>	<b>898,624</b>	<b>21,129</b>	<b>4,535,218</b>	<b>4,493,119</b>	<b>42,099</b>	<b>1%</b>
Investment Income - Unrestricted	428	500	(72)	2,084	2,500	(416)	-17%
Fraud Recovery - HAP	79	100	(22)	1,238	500	738	0%
Fraud Recovery - Admin	79	100	(22)	1,018	500	518	0%
71500 Other Revenue	4,672	-	4,672	4,672	-	4,672	
FSS Forfeitures	-	917	(917)	2,915	4,583	(1,669)	-36%
<b>Total Revenue</b>	<b>\$ 925,009</b>	<b>\$ 900,240</b>	<b>\$ 24,769</b>	<b>\$ 4,547,144</b>	<b>\$ 4,501,202</b>	<b>\$ 45,942</b>	<b>1%</b>
Administrative Salaries	24,563	26,810	(2,247)	122,752	134,051	(11,299)	-8%
Auditing Fees	3,579	3,333	246	16,845	16,667	178	1%
Management Fee	19,872	20,021	(149)	98,856	100,105	(1,249)	-1%
Book-keeping Fee	12,420	12,513	(93)	61,785	62,566	(781)	-1%
Advertising and Marketing	-	167	(167)	200	833	(633)	-76%
Employee Benefit contributions - Administrative	10,389	8,390	1,999	43,023	41,952	1,071	3%
Office Expenses	7,109	4,980	2,129	29,863	24,900	4,963	20%
Training & Travel	-	542	(542)	1,100	2,708	(1,608)	-59%
Other Administrative Expenses	11,237	9,688	1,549	33,253	48,440	(15,186)	-31%
<b>Total Operating - Administrative</b>	<b>89,170</b>	<b>86,444</b>	<b>2,725</b>	<b>407,676</b>	<b>432,221</b>	<b>(24,545)</b>	<b>-6%</b>
Total Tenant Services	-	-	-	427	-	427	
Total Utilities	691	620	71	4,324	3,100	1,224	39%
Bldg. Maintenance	1,059	1,439	(380)	6,148	7,195	(1,047)	-15%
Insurance Premiums	993	1,348	(355)	4,962	6,739	(1,777)	-26%
Other General Expenses	382	467	(84)	2,937	2,333	604	26%
<b>Total Operating Expenses</b>	<b>\$ 92,295</b>	<b>\$ 90,318</b>	<b>\$ 1,977</b>	<b>\$ 426,474</b>	<b>\$ 451,589</b>	<b>\$ (25,115)</b>	<b>-6%</b>
<b>Excess of Operating Revenue over Operating Expenses</b>	<b>\$ 832,715</b>	<b>\$ 809,923</b>	<b>\$ 22,792</b>	<b>\$ 4,120,671</b>	<b>\$ 4,049,614</b>	<b>\$ 71,057</b>	<b>2%</b>
Homeownership	4,325	4,236	89	21,034	21,180	(146)	-1%
Portable Housing Assistance Payments	6,821	9,450	(2,629)	42,314	47,250	(4,936)	-10%
S8 FSS Payments	12,171	12,500	(329)	72,415	62,500	9,915	16%
VASH Housing Assistance Payments	50,270	62,430	(12,160)	251,930	312,150	(60,220)	-19%
All Other Vouchers Housing Assistance Payments	733,926	724,430	9,496	3,671,207	3,622,150	49,057	1%
<b>Total Housing Assistance Payments</b>	<b>807,513</b>	<b>813,046</b>	<b>(5,533)</b>	<b>4,058,900</b>	<b>4,065,230</b>	<b>(6,330)</b>	<b>0%</b>
Depreciation Expense	1,701	-	1,701	8,502	-	8,502	
<b>Total Expenses</b>	<b>\$ 901,509</b>	<b>\$ 903,364</b>	<b>\$ (1,855)</b>	<b>\$ 4,493,876</b>	<b>\$ 4,516,819</b>	<b>\$ (22,942)</b>	<b>-1%</b>
<b>Net Gain (Loss)</b>	<b>\$ 23,501</b>	<b>\$ (3,123)</b>	<b>\$ 26,624</b>	<b>\$ 53,268</b>	<b>\$ (15,616)</b>	<b>\$ 68,885</b>	



**AMP 1 - Downtown**  
**Unaudited Revenue Expense Budget Comparison**

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Tenant Rental Revenue	\$ 29,051	\$ 26,836	\$ 2,215	\$ 143,964	\$ 134,178	\$ 9,786	7%
Vacancy Loss	(2,328)	(1,427)	(901)	(17,109)	(7,134)	(9,976)	140%
Net Tenant Rental Revenue	26,723	25,409	1,314	126,854	127,044	(190)	0%
Tenant Revenue - Other	2,042	542	1,500	4,652	2,712	1,940	72%
<b>Total Tenant Revenue</b>	<b>28,765</b>	<b>25,951</b>	<b>2,814</b>	<b>131,506</b>	<b>129,756</b>	<b>1,750</b>	<b>1%</b>
HUD PHA Operating Grants	56,586	34,874	21,712	196,650	174,370	22,280	13%
Capital Fund Grants	-	-	-	-	-	-	-
<b>Total Grant Revenue</b>	<b>56,586</b>	<b>34,874</b>	<b>21,712</b>	<b>196,650</b>	<b>174,370</b>	<b>22,280</b>	<b>13%</b>
Investment Income - Unrestricted	995	338	658	5,645	1,688	3,957	234%
Fraud Recovery	-	-	-	-	-	-	0%
Other Revenue	2,162	3,063	(901)	13,448	15,316	(1,868)	-12%
<b>Total Revenue</b>	<b>\$ 88,508</b>	<b>\$ 64,226</b>	<b>\$ 24,282</b>	<b>\$ 347,248</b>	<b>\$ 321,130</b>	<b>\$ 26,118</b>	<b>8%</b>
Administrative Salaries	4,780	4,000	781	18,681	19,998	(1,317)	-7%
Auditing Fees	327	400	(73)	1,785	2,000	(215)	-11%
Management Fee	5,573	5,524	48	27,719	27,622	97	0%
Book-keeping Fee	863	855	8	4,290	4,275	15	0%
Advertising and Marketing	-	-	-	28	-	28	-
Employee Benefit contributions - Administrative	3,106	1,349	1,757	6,487	6,747	(260)	-4%
Office Expenses	1,436	975	462	5,520	4,874	647	13%
Legal Expense	-	125	(125)	-	625	(625)	-100%
Training & Travel	-	358	(358)	-	1,792	(1,792)	-100%
Other	419	820	(401)	2,733	4,100	(1,367)	-33%
<b>Total Operating - Administrative</b>	<b>16,503</b>	<b>14,406</b>	<b>2,097</b>	<b>67,243</b>	<b>72,032</b>	<b>(4,789)</b>	<b>-7%</b>
Asset Management Fee	1,200	1,200	-	6,000	6,000	-	0%
<b>Total Tenant Services</b>	<b>638</b>	<b>1,193</b>	<b>(555)</b>	<b>6,484</b>	<b>5,964</b>	<b>520</b>	<b>9%</b>

**AMP 1 - Downtown**  
**Unaudited Revenue Expense Budget Comparison**

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Water	\$ 2,161	\$ 2,597	\$ (436)	\$ 11,626	\$ 12,983	\$ (1,357)	-10%
Electricity	1,560	1,431	129	6,073	7,156	(1,083)	-15%
Gas	654	1,039	(385)	5,777	5,194	583	11%
Sewer	2,243	2,461	(217)	12,308	12,303	5	0%
<b>Total Utilities</b>	<b>6,618</b>	<b>7,527</b>	<b>(910)</b>	<b>35,784</b>	<b>37,637</b>	<b>(1,853)</b>	<b>-5%</b>
Maintenance - Labor	17,758	17,477	282	78,158	87,384	(9,226)	-11%
Maintenance - Materials & Other	7,240	5,733	1,507	28,534	28,665	(131)	0%
Maintenance and Operations Contracts	22,194	7,564	14,630	52,997	37,822	15,175	40%
Employee Benefit Contributions - Maintenance	4,220	5,721	(1,501)	21,890	28,605	(6,716)	-23%
<b>Total Maintenance</b>	<b>51,413</b>	<b>36,495</b>	<b>14,917</b>	<b>181,580</b>	<b>182,477</b>	<b>(898)</b>	<b>0%</b>
<b>Total Protective Services</b>	<b>2,794</b>	<b>2,976</b>	<b>(182)</b>	<b>14,049</b>	<b>14,880</b>	<b>(831)</b>	<b>-6%</b>
<b>Total Insurance Premiums</b>	<b>4,769</b>	<b>4,404</b>	<b>365</b>	<b>23,573</b>	<b>22,020</b>	<b>1,553</b>	<b>7%</b>
Other General Expenses	620	1,857	(1,237)	34,193	9,283	24,910	268%
Payments in Lieu of Taxes	-	1,788	(1,788)	6,313	8,942	(2,628)	-29%
Bad debt - Tenant Rents	(30)	389	(419)	1,439	1,947	(508)	-26%
<b>Total Other General Expenses</b>	<b>590</b>	<b>4,034</b>	<b>(3,445)</b>	<b>41,945</b>	<b>20,172</b>	<b>21,774</b>	<b>108%</b>
Interest on Notes Payable	294	351	(56)	1,730	1,754	(24)	-1%
<b>Total Operating Expenses</b>	<b>\$ 84,819</b>	<b>\$ 72,587</b>	<b>\$ 12,231</b>	<b>\$ 378,389</b>	<b>\$ 362,936</b>	<b>\$ 15,453</b>	<b>4%</b>
<b>Excess of Operating Revenue over Operating Expen:</b>	<b>\$ 3,689</b>	<b>\$ (8,361)</b>	<b>\$ 12,051</b>	<b>\$ (31,141)</b>	<b>\$ (41,806)</b>	<b>\$ 10,665</b>	<b>-26%</b>
Extraordinary Maintenance	-	500	(500)	12,497	2,500	9,997	400%
Depreciation Expense	13,829	13,523	306	69,145	67,614	1,532	2%
<b>Total Expenses</b>	<b>\$ 124,589</b>	<b>\$ 86,610</b>	<b>\$ 37,979</b>	<b>\$ 485,973</b>	<b>\$ 433,050</b>	<b>\$ 52,923</b>	<b>12%</b>
<b>Net Gain (Loss)</b>	<b>\$ (36,081)</b>	<b>\$ (22,384)</b>	<b>\$ (13,697)</b>	<b>\$ (138,724)</b>	<b>\$ (111,920)</b>	<b>\$ (26,804)</b>	<b>24%</b>

**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	\$ 72,056	\$ 71,047	\$ 1,010	\$ 361,471	\$ 355,233	\$ 6,239	2%
Rental Subsidies	86,073	87,080	(1,007)	429,174	435,400	(6,226)	-1%
Vacancy Loss	(2,792)	(3,558)	766	(24,593)	(17,789)	(6,804)	38%
Net Rental Revenue	155,337	154,569	768	766,052	772,843	(6,792)	-1%
Tenant Revenue - Other	1,320	1,117	203	4,395	5,583	(1,187)	-21%
<b>Total Tenant Revenue</b>	<b>156,657</b>	<b>155,685</b>	<b>972</b>	<b>770,447</b>	<b>778,426</b>	<b>(7,979)</b>	<b>-1%</b>
Investment Income - Unrestricted	1,367	501	867	7,795	2,503	5,292	211%
Other Revenue	7,407	7,054	353	42,217	35,270	6,946	20%
<b>Total Revenue</b>	<b>\$ 165,432</b>	<b>\$ 163,240</b>	<b>\$ 2,192</b>	<b>\$ 820,459</b>	<b>\$ 816,200</b>	<b>\$ 4,259</b>	<b>1%</b>
Administrative Salaries	10,081	12,548	(2,467)	51,544	62,738	(11,194)	-18%
Auditing Fees	1,150	1,117	33	5,750	5,583	167	3%
Property Management Fee	9,853	9,765	88	48,498	48,823	(324)	-1%
Asset Management Fees	1,100	1,100	-	5,499	5,499	-	0%
Advertising and Marketing	-	8	(8)	-	42	(42)	-100%
Employee Benefit contributions - Administrative	2,651	4,119	(1,468)	13,074	20,593	(7,519)	-37%
Office Expenses	5,241	2,443	2,798	14,257	12,216	2,041	17%
Legal Expense	-	172	(172)	1,200	862	338	39%
Training & Travel	-	167	(167)	321	834	(513)	-61%
Other	944	539	405	4,044	2,694	1,350	50%
<b>Total Operating - Administrative</b>	<b>31,019</b>	<b>31,977</b>	<b>(958)</b>	<b>144,186</b>	<b>159,883</b>	<b>(15,697)</b>	<b>-10%</b>
<b>Total Tenant Services</b>	<b>9,039</b>	<b>9,605</b>	<b>(566)</b>	<b>45,527</b>	<b>48,023</b>	<b>(2,496)</b>	<b>-5%</b>
Water	5,195	5,258	(63)	25,374	26,289	(915)	-3%
Electricity	11,200	12,597	(1,397)	55,694	62,983	(7,289)	-12%
Gas	1,360	1,087	273	8,479	5,434	3,045	56%
Sewer	3,993	3,840	153	20,266	19,198	1,068	6%
<b>Total Utilities</b>	<b>\$ 21,747</b>	<b>\$ 22,781</b>	<b>\$ (1,034)</b>	<b>\$ 109,813</b>	<b>\$ 113,904</b>	<b>\$ (4,091)</b>	<b>-4%</b>

**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	\$	13,834	\$	13,052	\$	782	\$	68,054	\$	65,262	\$	2,792	4%
Maintenance - Materials & Other		5,628		5,848		(219)		28,391		29,238		(847)	-3%
Maintenance and Operations Contracts		9,602		10,352		(750)		41,231		51,760		(10,529)	-20%
Employee Benefit Contributions - Maintenance		4,509		4,978		(469)		22,334		24,892		(2,557)	-10%
<b>Total Maintenance</b>		<b>33,574</b>		<b>34,230</b>		<b>(656)</b>		<b>160,010</b>		<b>171,151</b>		<b>(11,142)</b>	<b>-7%</b>
<b>Total Insurance Premiums</b>		<b>6,361</b>		<b>6,188</b>		<b>173</b>		<b>31,802</b>		<b>30,940</b>		<b>862</b>	<b>3%</b>
Other General Expenses		324		-		324		2,128		-		2,128	
Taxes		4,717		4,717		-		23,587		23,587		-	0%
Bad debt - Tenant Rents		-		1,993		(1,993)		4,011		9,964		(5,953)	-60%
<b>Total Other General Expenses</b>		<b>5,041</b>		<b>6,710</b>		<b>(1,669)</b>		<b>29,726</b>		<b>33,551</b>		<b>(3,825)</b>	<b>-11%</b>
Interest of Mortgage (or Bonds) Payable		16,534		16,534		(0)		82,672		82,672		(0)	0%
Interest on Notes Payable (Seller Financing)		20,553		20,967		(414)		104,419		104,833		(414)	0%
Amortization of Loan Costs		2,274		2,274		(0)		11,370		11,372		(2)	0%
<b>Total Interest Expense and Amortization Cost</b>		<b>39,361</b>		<b>39,775</b>		<b>(414)</b>		<b>198,461</b>		<b>198,876</b>		<b>(416)</b>	<b>0%</b>
<b>Total Operating Expenses</b>	\$	<b>146,142</b>	\$	<b>151,266</b>	\$	<b>(5,123)</b>	\$	<b>719,524</b>	\$	<b>756,328</b>	\$	<b>(36,804)</b>	<b>-5%</b>
<b>Excess of Operating Revenue over Operating Expenses</b>	\$	<b>19,290</b>	\$	<b>11,974</b>	\$	<b>7,315</b>	\$	<b>100,935</b>	\$	<b>59,872</b>	\$	<b>41,063</b>	<b>69%</b>
Extraordinary Maintenance		16,479		-		16,479		24,887		-		24,887	
Depreciation Expense		58,956		65,653		(6,697)		294,781		328,266		(33,485)	-10%
<b>Total Expenses</b>	\$	<b>221,577</b>	\$	<b>216,919</b>	\$	<b>4,658</b>	\$	<b>1,039,192</b>	\$	<b>1,084,594</b>	\$	<b>(45,402)</b>	<b>-4%</b>
<b>Net Gain (Loss)</b>	\$	<b>(56,145)</b>	\$	<b>(53,679)</b>	\$	<b>(2,467)</b>	\$	<b>(218,733)</b>	\$	<b>(268,394)</b>	\$	<b>49,661</b>	<b>-19%</b>

**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	\$ 14,350	\$ 15,902	\$ (1,551)	\$ 73,863	\$ 79,508	\$ (5,646)	-7%
Rental Subsidies	31,592	30,780	812	155,847	153,900	1,947	1%
Vacancy Loss	(462)	(1,401)	939	(3,463)	(7,003)	3,539	-51%
Net Rental Revenue	<b>45,480</b>	<b>45,281</b>	<b>199</b>	<b>226,247</b>	<b>226,406</b>	<b>(159)</b>	<b>0%</b>
Tenant Revenue - Other	1,260	1,129	131	3,233	5,646	(2,413)	-43%
<b>Total Tenant Revenue</b>	<b>46,741</b>	<b>46,410</b>	<b>330</b>	<b>229,480</b>	<b>232,052</b>	<b>(2,572)</b>	<b>-1%</b>
Investment Income - Unrestricted	367	126	241	2,175	632	1,543	244%
Other Revenue	2,007	2,679	(672)	10,659	13,397	(2,739)	-20%
<b>Total Revenue</b>	<b>\$ 49,115</b>	<b>\$ 49,216</b>	<b>\$ (101)</b>	<b>\$ 242,313</b>	<b>\$ 246,081</b>	<b>\$ (3,768)</b>	<b>-2%</b>
Administrative Salaries	2,504	3,035	(530)	12,761	15,173	(2,412)	-16%
Auditing Fees	883	858	25	4,417	4,292	125	3%
Property Management Fee	2,437	2,945	(508)	12,007	14,727	(2,721)	-18%
Asset Management Fees	1,000	1,000	-	4,998	4,998	-	0%
Advertising and Marketing	-	4	(4)	-	21	(21)	-100%
Employee Benefit contributions - Administrative	705	1,031	(326)	3,612	5,155	(1,543)	-30%
Office Expenses	2,947	783	2,164	6,083	3,916	2,167	55%
Legal Expense	46	25	21	260	125	135	108%
Training & Travel	-	45	(45)	86	223	(136)	-61%
Other	231	124	106	813	621	192	31%
<b>Total Operating - Administrative</b>	<b>10,753</b>	<b>9,850</b>	<b>903</b>	<b>45,036</b>	<b>49,250</b>	<b>(4,214)</b>	<b>-9%</b>
<b>Total Tenant Services</b>	<b>1,511</b>	<b>1,650</b>	<b>(139)</b>	<b>7,923</b>	<b>8,250</b>	<b>(326)</b>	<b>-4%</b>
Water	1,335	1,829	(494)	7,106	9,145	(2,039)	-22%
Electricity	669	826	(157)	3,423	4,132	(709)	-17%
Gas	179	233	(53)	2,035	1,163	872	75%
Sewer	1,161	1,523	(362)	6,071	7,615	(1,544)	-20%
<b>Total Utilities</b>	<b>\$ 3,344</b>	<b>\$ 4,411</b>	<b>\$ (1,067)</b>	<b>\$ 18,635</b>	<b>\$ 22,055</b>	<b>\$ (3,420)</b>	<b>-16%</b>

**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	\$ 2,790	\$ 2,869	\$ (79)	\$ 14,817	\$ 14,343	\$ 474	3%
Maintenance - Materials & Other	1,490	2,916	(1,426)	7,947	14,581	(6,634)	-45%
Maintenance and Operations Contracts	7,446	4,400	3,046	27,320	21,998	5,322	24%
Employee Benefit Contributions - Maintenance	1,009	1,057	(47)	5,156	5,283	(127)	-2%
<b>Total Maintenance</b>	<b>12,735</b>	<b>11,241</b>	<b>1,494</b>	<b>55,240</b>	<b>56,206</b>	<b>(966)</b>	<b>-2%</b>
<b>Total Insurance Premiums</b>	<b>4,873</b>	<b>4,417</b>	<b>456</b>	<b>24,386</b>	<b>22,083</b>	<b>2,302</b>	<b>10%</b>
Other General Expenses	397	-	397	791	-	791	
Property Taxes	1,791	1,791	-	8,955	8,955	-	0%
Bad debt - Tenant Rents	7	302	(295)	7	1,508	(1,501)	-100%
<b>Total Other General Expenses</b>	<b>2,195</b>	<b>2,093</b>	<b>103</b>	<b>9,753</b>	<b>10,463</b>	<b>(710)</b>	<b>-7%</b>
Interest of Mortgage (or Bonds) Payable	3,674	3,487	187	17,426	17,434	(8)	0%
Interest on Notes Payable (Seller Financing)	6,297	6,748	(452)	33,151	33,742	(591)	-2%
Amortization of Loan Costs	1,664	1,664	-	8,319	8,319	-	0%
<b>Total Interest Expense and Amortization Cost</b>	<b>11,635</b>	<b>11,899</b>	<b>(264)</b>	<b>58,896</b>	<b>59,495</b>	<b>(599)</b>	<b>-1%</b>
<b>Total Operating Expenses</b>	<b>\$ 47,046</b>	<b>\$ 45,560</b>	<b>\$ 1,486</b>	<b>\$ 219,869</b>	<b>\$ 227,801</b>	<b>\$ (7,932)</b>	<b>-3%</b>
<b>Excess of Operating Revenue over Operating Expenses</b>	<b>\$ 2,069</b>	<b>\$ 3,656</b>	<b>\$ (1,587)</b>	<b>\$ 22,444</b>	<b>\$ 18,280</b>	<b>\$ 4,164</b>	<b>23%</b>
Extraordinary Maintenance	-	-	-	6,737	-	6,737	
Depreciation Expense	18,775	18,774	1	93,869	93,872	(3)	0%
<b>Total Expenses</b>	<b>\$ 65,821</b>	<b>\$ 64,335</b>	<b>\$ 1,486</b>	<b>\$ 320,475</b>	<b>\$ 321,673</b>	<b>\$ (1,198)</b>	<b>0%</b>
<b>Net Gain (Loss)</b>	<b>\$ (16,706)</b>	<b>\$ (15,118)</b>	<b>\$ (1,588)</b>	<b>\$ (78,162)</b>	<b>\$ (75,592)</b>	<b>\$ (2,570)</b>	<b>3%</b>

**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	\$ 39,920	\$ 40,012	\$ (92)	\$ 208,652	\$ 200,060	\$ 8,592	4%
Rental Subsidies	48,602	48,510	92	233,958	242,550	(8,592)	-4%
Vacancy Loss	(1,853)	(2,213)	360	(15,379)	(11,065)	(4,314)	39%
Net Rental Revenue	<b>86,669</b>	<b>86,309</b>	<b>360</b>	<b>427,231</b>	<b>431,545</b>	<b>(4,314)</b>	<b>-1%</b>
Tenant Revenue - Other	365	331	34	2,193	1,654	539	33%
<b>Total Tenant Revenue</b>	<b>87,034</b>	<b>86,640</b>	<b>395</b>	<b>429,424</b>	<b>433,198</b>	<b>(3,775)</b>	<b>-1%</b>
Investment Income - Unrestricted	482	195	287	2,557	973	1,584	163%
Other Revenue	1,838	1,745	94	12,199	8,723	3,477	40%
<b>Total Revenue</b>	<b>\$ 89,354</b>	<b>\$ 88,579</b>	<b>\$ 776</b>	<b>\$ 444,180</b>	<b>\$ 442,893</b>	<b>\$ 1,287</b>	<b>0%</b>
Administrative Salaries	6,148	7,481	(1,333)	25,641	37,407	(11,766)	-31%
Auditing Fees	1,233	1,200	33	6,167	6,000	167	3%
Property Management Fee	5,332	5,303	29	26,501	26,515	(14)	0%
Asset Management Fees	1,016	1,016	-	5,082	5,082	-	0%
Advertising and Marketing	-	4	(4)	-	21	(21)	-100%
Employee Benefit contributions - Administrative	1,452	2,500	(1,047)	7,853	12,498	(4,645)	-37%
Office Expenses	1,107	1,392	(285)	6,008	6,959	(951)	-14%
Legal Expense	-	42	(42)	952	208	744	357%
Training & Travel	-	63	(63)	167	317	(151)	-47%
Other	261	243	18	1,323	1,217	106	9%
<b>Total Operating - Administrative</b>	<b>16,550</b>	<b>19,245</b>	<b>(2,695)</b>	<b>79,693</b>	<b>96,225</b>	<b>(16,531)</b>	<b>-17%</b>
Tenant Services - Salaries	3,759	3,640	119	17,706	18,200	(494)	-3%
Employee Benefit Contributions - Tenant Services	1,153	1,166	(13)	5,620	5,828	(208)	-4%
Tenant Services - Other	1,241	1,478	(237)	6,186	7,392	(1,205)	-16%
<b>Total Tenant Services</b>	<b>6,153</b>	<b>6,284</b>	<b>(131)</b>	<b>29,513</b>	<b>31,420</b>	<b>(1,907)</b>	<b>-6%</b>
Water	1,498	1,499	(1)	7,155	7,496	(341)	-5%
Electricity	7,450	8,836	(1,386)	39,636	44,181	(4,545)	-10%
Gas	838	551	286	4,571	2,756	1,814	66%
Sewer	1,000	974	26	5,259	4,872	387	8%
<b>Total Utilities</b>	<b>\$ 10,787</b>	<b>\$ 11,861</b>	<b>\$ (1,074)</b>	<b>\$ 56,621</b>	<b>\$ 59,305</b>	<b>\$ (2,685)</b>	<b>-5%</b>

**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	\$ 6,330	\$ 8,114	\$ (1,784)	\$ 33,595	\$ 40,569	\$ (6,974)	-17%
Maintenance - Materials & Other	7,864	2,713	5,151	16,452	13,567	2,885	21%
Maintenance and Operations Contracts	11,803	7,676	4,127	37,538	38,380	(841)	-2%
Employee Benefit Contributions - Maintenance	1,990	2,642	(652)	9,959	13,212	(3,253)	-25%
<b>Total Maintenance</b>	<b>27,987</b>	<b>21,145</b>	<b>6,842</b>	<b>97,544</b>	<b>105,727</b>	<b>(8,183)</b>	<b>-8%</b>
Property Insurance	2,945	2,687	258	14,725	13,435	1,290	10%
Workmen's Compensation	309	385	(76)	1,462	1,924	(462)	-24%
All Other Insurance	71	68	3	355	341	14	4%
<b>Total Insurance Premiums</b>	<b>3,325</b>	<b>3,140</b>	<b>185</b>	<b>16,542</b>	<b>15,700</b>	<b>842</b>	<b>5%</b>
Other General Expenses	901	-	901	3,266	-	3,266	
Taxes	2,359	2,359	-	11,794	11,794	-	0%
Bad debt - Tenant Rents	-	295	(295)	(60)	1,473	(1,533)	-104%
<b>Total Other General Expenses</b>	<b>3,259</b>	<b>2,653</b>	<b>606</b>	<b>15,000</b>	<b>13,267</b>	<b>1,733</b>	<b>13%</b>
Interest of Mortgage (or Bonds) Payable	6,001	5,701	300	28,470	28,503	(32)	0%
Interest on Notes Payable (Seller Financing)	8,799	9,215	(417)	45,659	46,076	(417)	-1%
Amortization of Loan Costs	1,568	1,568	-	7,840	7,840	-	0%
<b>Total Interest Expense and Amortization Cost</b>	<b>16,367</b>	<b>16,484</b>	<b>(116)</b>	<b>81,970</b>	<b>82,419</b>	<b>(449)</b>	
<b>Total Operating Expenses</b>	<b>\$ 84,428</b>	<b>\$ 80,813</b>	<b>\$ 3,616</b>	<b>\$ 376,883</b>	<b>\$ 404,063</b>	<b>\$ (27,180)</b>	<b>-7%</b>
<b>Excess of Operating Revenue over Operating Expenses</b>	<b>\$ 4,926</b>	<b>\$ 7,766</b>	<b>\$ (2,840)</b>	<b>\$ 67,297</b>	<b>\$ 38,831</b>	<b>\$ 28,466</b>	<b>73%</b>
Extraordinary Maintenance	749	-	749	5,263	-	5,263	
Depreciation Expense	40,528	40,591	(63)	202,640	202,954	(314)	0%
<b>Total Expenses</b>	<b>\$ 125,706</b>	<b>\$ 121,403</b>	<b>\$ 4,302</b>	<b>\$ 584,786</b>	<b>\$ 607,017</b>	<b>\$ (22,231)</b>	<b>-4%</b>
<b>Net Gain (Loss)</b>	<b>\$ (36,351)</b>	<b>\$ (32,825)</b>	<b>\$ (3,527)</b>	<b>\$ (140,606)</b>	<b>\$ (164,123)</b>	<b>\$ 23,517</b>	<b>-14%</b>



**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	\$ 8,006	\$ 7,638	\$ 369	\$ 39,525	\$ 38,188	\$ 1,338	4%
Rental Subsidies	8,119	8,750	(631)	41,100	43,750	(2,650)	-6%
Vacancy Loss	(13)	(328)	315	(413)	(1,639)	1,226	-75%
Net Rental Revenue	<b>16,112</b>	<b>16,060</b>	<b>52</b>	<b>80,212</b>	<b>80,298</b>	<b>(87)</b>	<b>0%</b>
Tenant Revenue - Other	396	90	306	622	450	172	38%
<b>Total Tenant Revenue</b>	<b>16,508</b>	<b>16,150</b>	<b>358</b>	<b>80,834</b>	<b>80,749</b>	<b>85</b>	<b>0%</b>
Investment Income - Unrestricted	100	38	62	617	189	428	227%
Other Revenue	138	287	(149)	2,178	1,435	744	52%
<b>Total Revenue</b>	<b>\$ 16,746</b>	<b>\$ 16,474</b>	<b>\$ 271</b>	<b>\$ 83,629</b>	<b>\$ 82,372</b>	<b>\$ 1,257</b>	<b>2%</b>
Administrative Salaries	1,197	948	249	6,015	4,741	1,274	27%
Auditing Fees	708	688	21	3,542	3,438	104	3%
Property Management Fee	832	822	10	4,151	4,109	41	1%
Asset Management Fees	1,011	1,011	-	5,057	5,057	-	0%
Employee Benefit contributions - Administrative	275	324	(49)	1,399	1,621	(222)	-14%
Office Expenses	409	328	81	1,735	1,642	93	6%
Legal Expense	-	17	(17)	-	83	(83)	-100%
Training & Travel	-	15	(15)	33	74	(41)	-55%
Other	44	47	(3)	259	235	25	11%
<b>Total Operating - Administrative</b>	<b>4,478</b>	<b>4,204</b>	<b>274</b>	<b>22,191</b>	<b>21,020</b>	<b>1,171</b>	<b>6%</b>
Water	187	210	(23)	886	1,049	(163)	-16%
Electricity	892	999	(107)	4,114	4,996	(882)	-18%
Gas	257	364	(107)	3,492	1,820	1,673	92%
Sewer	139	159	(20)	756	797	(41)	-5%
<b>Total Utilities</b>	<b>\$ 1,476</b>	<b>\$ 1,732</b>	<b>\$ (256)</b>	<b>\$ 9,248</b>	<b>\$ 8,662</b>	<b>\$ 586</b>	<b>7%</b>

**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	\$ 930	\$ 956	\$ (26)	\$ 4,939	\$ 4,781	\$ 158	3%
Maintenance - Materials & Other	1,660	596	1,064	3,277	2,980	297	10%
Maintenance and Operations Contracts	2,947	1,109	1,838	6,704	5,547	1,156	21%
Employee Benefit Contributions - Maintenance	340	352	(13)	1,769	1,761	7	0%
<b>Total Maintenance</b>	<b>5,876</b>	<b>3,014</b>	<b>2,863</b>	<b>16,688</b>	<b>15,070</b>	<b>1,619</b>	<b>11%</b>
<b>Total Protective Services</b>	<b>573</b>	<b>633</b>	<b>(60)</b>	<b>2,950</b>	<b>3,164</b>	<b>(214)</b>	<b>-7%</b>
<b>Total Insurance Premiums</b>	<b>1,018</b>	<b>920</b>	<b>98</b>	<b>5,096</b>	<b>4,600</b>	<b>496</b>	<b>11%</b>
Other General Expenses	47	-	47	158	-	158	
Taxes	598	598	-	2,992	2,992	-	0%
Bad debt - Tenant Rents	-	153	(153)	-	767	(767)	-100%
<b>Total Other General Expenses</b>	<b>646</b>	<b>752</b>	<b>(106)</b>	<b>3,150</b>	<b>3,759</b>	<b>(609)</b>	<b>-16%</b>
Interest of Mortgage (or Bonds) Payable	766	727	39	3,637	3,635	2	0%
Amortization of Loan Costs	681	681	(0)	3,403	3,403	(0)	0%
<b>Total Interest Expense and Amortization Cost</b>	<b>1,447</b>	<b>1,408</b>	<b>39</b>	<b>7,040</b>	<b>7,038</b>	<b>2</b>	<b>0%</b>
<b>Total Operating Expenses</b>	<b>\$ 15,513</b>	<b>\$ 12,662</b>	<b>\$ 2,851</b>	<b>\$ 66,363</b>	<b>\$ 63,312</b>	<b>\$ 3,051</b>	<b>5%</b>
<b>Excess of Operating Revenue over Operating Expenses</b>	<b>\$ 1,233</b>	<b>\$ 3,812</b>	<b>\$ (2,579)</b>	<b>\$ 17,266</b>	<b>\$ 19,060</b>	<b>\$ (1,794)</b>	<b>-9%</b>
Extraordinary Maintenance	-	-	-	-	-	-	
Depreciation Expense	10,277	10,277	0	51,385	51,385	0	0%
<b>Total Expenses</b>	<b>\$ 25,790</b>	<b>\$ 22,939</b>	<b>\$ 2,851</b>	<b>\$ 117,748</b>	<b>\$ 114,697</b>	<b>\$ 3,051</b>	<b>3%</b>
<b>Net Gain (Loss)</b>	<b>\$ (9,044)</b>	<b>\$ (6,465)</b>	<b>\$ (2,579)</b>	<b>\$ (34,120)</b>	<b>\$ (32,325)</b>	<b>\$ (1,794)</b>	<b>6%</b>

**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	\$ 9,362	\$ 9,746	\$ (385)	\$ 43,115	\$ 48,732	\$ (5,618)	-12%
Rental Subsidies	20,974	20,520	454	108,565	102,600	5,965	6%
Vacancy Loss	(1,944)	(908)	(1,036)	(5,171)	(4,540)	(631)	14%
Net Rental Revenue	<b>28,392</b>	<b>29,358</b>	<b>(966)</b>	<b>146,509</b>	<b>146,792</b>	<b>(283)</b>	<b>0%</b>
Tenant Revenue - Other	26	186	(160)	987	929	58	6%
<b>Total Tenant Revenue</b>	<b>28,418</b>	<b>29,544</b>	<b>(1,126)</b>	<b>147,496</b>	<b>147,721</b>	<b>(225)</b>	<b>0%</b>
Investment Income - Unrestricted	89	66	23	412	332	80	24%
Other Revenue	-	145	(145)	1,435	725	710	98%
<b>Total Revenue</b>	<b>\$ 28,507</b>	<b>\$ 29,756</b>	<b>\$ (1,248)</b>	<b>\$ 149,342</b>	<b>\$ 148,778</b>	<b>\$ 564</b>	<b>0%</b>
Administrative Salaries	2,237	2,298	(61)	9,327	11,491	(2,164)	-19%
Auditing Fees	1,233	1,200	33	6,167	6,000	167	3%
Property Management Fee	1,724	1,781	(57)	8,746	8,907	(161)	-2%
Asset Management Fees	704	704	-	3,518	3,518	-	0%
Advertising and Marketing	-	4	(4)	-	21	(21)	-100%
Employee Benefit contributions - Administrative	469	782	(312)	2,187	3,909	(1,722)	-44%
Office Expenses	249	455	(206)	2,040	2,274	(234)	-10%
Legal Expense	-	25	(25)	-	125	(125)	-100%
Training & Travel	-	58	(58)	77	292	(215)	-74%
Other	132	110	22	637	550	87	16%
<b>Total Operating - Administrative</b>	<b>6,748</b>	<b>7,417</b>	<b>(669)</b>	<b>32,697</b>	<b>37,086</b>	<b>(4,388)</b>	<b>-12%</b>
<b>Total Tenant Services</b>	<b>893</b>	<b>1,259</b>	<b>(366)</b>	<b>5,153</b>	<b>6,293</b>	<b>(1,141)</b>	<b>-18%</b>
Water	1,433	968	465	4,913	4,838	75	2%
Electricity	317	470	(154)	1,715	2,351	(636)	-27%
Gas	69	195	(126)	1,064	974	91	9%
Sewer	1,473	923	550	4,950	4,615	334	7%
<b>Total Utilities</b>	<b>\$ 3,291</b>	<b>\$ 2,556</b>	<b>\$ 735</b>	<b>\$ 12,642</b>	<b>\$ 12,778</b>	<b>\$ (136)</b>	<b>-1%</b>

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

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Maintenance - Labor	\$ 2,637	\$ 2,715	\$ (78)	\$ 13,547	\$ 13,575	\$ (29)	0%
Maintenance - Materials & Other	417	717	(300)	3,369	3,585	(216)	-6%
Maintenance and Operations Contracts	3,725	2,814	911	11,170	14,070	(2,899)	-21%
Employee Benefit Contributions - Maintenance	981	1,035	(54)	4,943	5,175	(231)	-4%
<b>Total Maintenance</b>	<b>7,760</b>	<b>7,281</b>	<b>479</b>	<b>33,029</b>	<b>36,405</b>	<b>(3,376)</b>	<b>-9%</b>
<b>Total Insurance Premiums</b>	<b>2,981</b>	<b>2,726</b>	<b>255</b>	<b>14,888</b>	<b>13,631</b>	<b>1,258</b>	<b>9%</b>
Other General Expenses	26	-	26	146	-	146	
Property Taxes	1,574	1,574	-	7,871	7,871	-	0%
Bad debt - Tenant Rents	-	127	(127)	3,170	635	2,535	399%
<b>Total Other General Expenses</b>	<b>1,601</b>	<b>1,701</b>	<b>(101)</b>	<b>11,187</b>	<b>8,506</b>	<b>2,681</b>	<b>32%</b>
Interest of Mortgage (or Bonds) Payable	647	647	1	3,248	3,233	15	0%
Interest on Notes Payable	1,268	-	1,268	6,340	-	6,340	
Amortization of Loan Costs	526	526	0	2,632	2,632	0	0%
<b>Total Interest Expense and Amortization Cost</b>	<b>2,442</b>	<b>1,173</b>	<b>1,269</b>	<b>12,219</b>	<b>5,865</b>	<b>6,355</b>	<b>108%</b>
<b>Total Operating Expenses</b>	<b>\$ 25,715</b>	<b>\$ 24,113</b>	<b>\$ 1,602</b>	<b>\$ 121,817</b>	<b>\$ 120,564</b>	<b>\$ 1,253</b>	<b>1%</b>
<b>Excess of Operating Revenue over Operating Expenses</b>	<b>\$ 2,792</b>	<b>\$ 5,643</b>	<b>\$ (2,851)</b>	<b>\$ 27,526</b>	<b>\$ 28,214</b>	<b>\$ (688)</b>	<b>-2%</b>
Extraordinary Maintenance	-	-	-	3,459	-	3,459	
Depreciation Expense	24,812	24,812	(0)	124,059	124,060	(0)	0%
<b>Total Expenses</b>	<b>\$ 50,527</b>	<b>\$ 48,925</b>	<b>\$ 1,602</b>	<b>\$ 249,335</b>	<b>\$ 244,623</b>	<b>\$ 4,712</b>	<b>2%</b>
<b>Net Gain (Loss)</b>	<b>\$ (22,020)</b>	<b>\$ (19,169)</b>	<b>\$ (2,851)</b>	<b>\$ (99,993)</b>	<b>\$ (95,845)</b>	<b>\$ (4,147)</b>	<b>4%</b>

**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	\$ 7,730	\$ 5,377	\$ 2,353	\$ 37,171	\$ 26,883	\$ 10,288	38%
Rental Subsidies	10,744	13,140	(2,396)	55,199	65,700	(10,501)	-16%
Vacancy Loss	(187)	(556)	369	(7,027)	(2,778)	(4,249)	153%
Net Rental Revenue	<b>18,287</b>	<b>17,961</b>	<b>326</b>	<b>85,343</b>	<b>89,806</b>	<b>(4,463)</b>	<b>-5%</b>
Tenant Revenue - Other	30	77	(47)	2,446	383	2,063	
<b>Total Tenant Revenue</b>	<b>18,317</b>	<b>18,038</b>	<b>279</b>	<b>87,789</b>	<b>90,189</b>	<b>(2,399)</b>	<b>-3%</b>
Investment Income - Unrestricted	90	60	30	446	302	144	48%
Other Revenue	-	42	(42)	213	208	4	2%
<b>Total Revenue</b>	<b>\$ 18,407</b>	<b>\$ 18,140</b>	<b>\$ 267</b>	<b>\$ 88,448</b>	<b>\$ 90,699</b>	<b>\$ (2,251)</b>	<b>-2%</b>
Administrative Salaries	1,401	1,438	(37)	5,864	7,189	(1,325)	-18%
Auditing Fees	1,233	1,200	33	6,167	6,000	167	0%
Property Management Fee	1,099	1,085	14	5,153	5,424	(271)	-5%
Asset Management Fees	704	704	-	3,518	3,518	-	0%
Advertising and Marketing	-	4	(4)	-	21	(21)	-100%
Employee Benefit contributions - Administrative	287	491	(204)	1,335	2,453	(1,118)	-46%
Office Expenses	149	228	(79)	1,002	1,139	(137)	-12%
Legal Expense	-	13	(13)	131	63	68	109%
Training & Travel	-	27	(27)	21	137	(115)	-84%
Other	91	44	47	595	221	374	169%
<b>Total Operating - Administrative</b>	<b>4,963</b>	<b>5,233</b>	<b>(269)</b>	<b>23,785</b>	<b>26,163</b>	<b>(2,379)</b>	<b>-9%</b>
<b>Total Tenant Services</b>	<b>536</b>	<b>772</b>	<b>(236)</b>	<b>3,114</b>	<b>3,861</b>	<b>(747)</b>	<b>-19%</b>
Water	645	633	12	2,692	3,167	(474)	-15%
Electricity	-	188	(188)	803	940	(137)	-15%
Gas	-	54	(54)	951	268	683	255%
Sewer	728	610	118	3,100	3,048	52	2%
<b>Total Utilities</b>	<b>\$ 1,373</b>	<b>\$ 1,485</b>	<b>\$ (111)</b>	<b>\$ 7,547</b>	<b>\$ 7,423</b>	<b>\$ 123</b>	<b>2%</b>

**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	\$ 882	\$ 905	\$ (23)	\$ 4,575	\$ 4,525	\$ 49	1%
Maintenance - Materials & Other	70	538	(467)	948	2,689	(1,740)	-65%
Maintenance and Operations Contracts	2,202	1,536	666	6,774	7,681	(907)	-12%
Employee Benefit Contributions - Maintenance	331	345	(14)	1,716	1,725	(9)	-1%
<b>Total Maintenance</b>	<b>3,486</b>	<b>3,324</b>	<b>162</b>	<b>14,013</b>	<b>16,620</b>	<b>(2,607)</b>	<b>-16%</b>
<b>Total Insurance Premiums</b>	<b>1,888</b>	<b>1,756</b>	<b>132</b>	<b>9,428</b>	<b>8,780</b>	<b>648</b>	<b>7%</b>
Other General Expenses	-	-	-	17	-	17	
Property Taxes	1,080	1,080	-	5,402	5,402	-	0%
Bad debt - Tenant Rents	-	72	(72)	2,115	361	1,754	486%
<b>Total Other General Expenses</b>	<b>1,080</b>	<b>1,153</b>	<b>(72)</b>	<b>7,535</b>	<b>5,763</b>	<b>1,772</b>	<b>31%</b>
Interest on Notes Payable	2,676	2,676	0	13,378	13,378	0	0%
Amortization of Loan Costs	271	271	0	1,354	1,354	0	0%
<b>Total Interest Expense and Amortization Cost</b>	<b>2,946</b>	<b>2,946</b>	<b>0</b>	<b>14,732</b>	<b>14,732</b>	<b>0</b>	
<b>Total Operating Expenses</b>	<b>\$ 16,273</b>	<b>\$ 16,669</b>	<b>\$ (396)</b>	<b>\$ 80,153</b>	<b>\$ 83,343</b>	<b>\$ (3,189)</b>	<b>-4%</b>
<b>Excess of Operating Revenue over Operating Expenses</b>	<b>\$ 2,134</b>	<b>\$ 1,471</b>	<b>\$ 663</b>	<b>\$ 8,295</b>	<b>\$ 7,356</b>	<b>\$ 938</b>	<b>13%</b>
Extraordinary Maintenance	-	-	-	3,065	-	3,065	
Depreciation Expense	13,459	13,459	0	67,293	67,293	0	
<b>Total Expenses</b>	<b>\$ 29,731</b>	<b>\$ 30,127</b>	<b>\$ (396)</b>	<b>\$ 150,512</b>	<b>\$ 150,636</b>	<b>\$ (124)</b>	<b>0%</b>
<b>Net Gain (Loss)</b>	<b>\$ (11,324)</b>	<b>\$ (11,987)</b>	<b>\$ 663</b>	<b>\$ (62,064)</b>	<b>\$ (59,937)</b>	<b>\$ (2,127)</b>	<b>4%</b>

**Columbia Housing Authority**  
**Administration Revenue and Expense Summary**

	Total Adminstration	Year to Date Budget	Budget Variance	
Management Fee	\$ 127,139	\$ 139,394	\$ (12,255)	-9%
Asset Management Fee	6,000	6,000	-	0%
Book Keeping Fee	66,428	66,841	(413)	-1%
<b>Fee Revenue</b>	<b>199,567</b>	<b>212,235</b>	<b>\$ (12,668)</b>	<b>-6%</b>
Interest Income	5,723	4,569	1,154	25%
Investment Income	339,692	319,599	20,093	6%
Other Revenue	176,826	157,978	18,848	12%
<b>Total Revenue</b>	<b>\$ 721,808</b>	<b>\$ 694,381</b>	<b>\$ 27,427</b>	<b>4%</b>
Administrative Salaries	358,405	339,523	18,881	6%
Auditing Fees	6,370	3,750	2,620	70%
Advertising and Marketing	338	427	(90)	-21%
Employee Benefits - Admin.	81,999	88,050	(6,051)	-7%
Office Expenses	44,948	43,383	1,566	4%
Legal Expense	10,375	833	9,542	1145%
Training & Travel	6,595	2,500	4,095	164%
Other	7,455	8,012	(557)	-7%
<b>Total Operating - Administration</b>	<b>516,484</b>	<b>486,479</b>	<b>30,006</b>	<b>6%</b>
Water	163	400	(237)	-59%
Electricity	1,648	1,500	148	10%
Gas	952	500	452	90%
Sewer	119	80	39	49%
<b>Total Utilities</b>	<b>2,883</b>	<b>2,480</b>	<b>403</b>	<b>16%</b>
<b>Total Maintenance</b>	<b>7,168</b>	<b>4,313</b>	<b>2,855</b>	<b>66%</b>
<b>Total Insurance Premiums</b>	<b>14,564</b>	<b>14,562</b>	<b>2</b>	<b>0%</b>
<b>Total Other Expenses</b>	<b>32,057</b>	<b>30,626</b>	<b>1,431</b>	<b>5%</b>
Interest of Bonds Payable	132,205	134,105	(1,900)	-1%
Interest on Notes Payable	8,236	-	8,236	
<b>Total Interest/Amortization</b>	<b>140,442</b>	<b>134,105</b>	<b>6,337</b>	<b>5%</b>
<b>Total Operating Expenses</b>	<b>\$ 713,597</b>	<b>\$ 672,564</b>	<b>\$ 41,033</b>	<b>6%</b>
<b>Excess of Operating Revenue over Operating Expenses</b>	<b>\$ 8,211</b>	<b>\$ 21,817</b>	<b>\$ (13,606)</b>	<b>-62%</b>
Depreciation Expense	11,163	2,967	8,197	276%
<b>Total Expenses</b>	<b>\$ 726,529</b>	<b>\$ 675,530</b>	<b>\$ 50,999</b>	<b>8%</b>
<b>Net Gain (Loss)</b>	<b>\$ (4,721)</b>	<b>\$ 18,850</b>	<b>\$ (23,571)</b>	<b>-125%</b>

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

	Public Housing Projects	Affordable Housing Projects	Housing Choice Vouchers	Mainstream Vouchers	Emergency Housing 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	\$ 143,964	\$ 763,796	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,345	\$ 6,150	\$ -	\$ -	\$ -	\$ -	\$ 925,255	\$ -	\$ 925,255
Rental Subsidies	-	1,023,844	-	-	-	-	-	-	-	-	-	-	-	-	1,023,844	(1,023,844)	-
Vacancy Loss	(17,109)	(56,047)	-	-	-	-	-	-	-	-	-	-	-	-	(73,156)	-	(73,156)
Net Rental Revenue	126,854	1,731,593	-	-	-	-	-	-	11,345	6,150	-	-	-	-	1,875,942	(1,023,844)	852,098
Tenant Revenue - Other	4,652	13,876	-	-	-	-	-	-	-	-	-	-	-	-	18,528	-	18,528
<b>Total Tenant Revenue</b>	<b>131,506</b>	<b>1,745,470</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,345</b>	<b>6,150</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,894,471</b>	<b>(1,023,844)</b>	<b>870,627</b>
HUD PHA Operating Grants	196,650	-	4,037,370	44,004	19,897	142,525	-	75,516	-	-	-	-	-	-	4,515,962	-	4,515,962
HUD Voucher Admin Fees	-	-	497,848	-	-	-	-	-	-	-	-	-	-	-	497,848	-	497,848
Capital Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Management Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	127,139	127,139	(127,139)	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	6,000	6,000	(6,000)	-
Book Keeping Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	66,428	66,428	(66,428)	-
<b>Total Fee Revenue</b>	<b>196,650</b>	<b>-</b>	<b>4,535,218</b>	<b>44,004</b>	<b>19,897</b>	<b>142,525</b>	<b>-</b>	<b>75,516</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>199,567</b>	<b>5,213,376</b>	<b>(199,567)</b>	<b>5,013,809</b>
Other Government Grants	-	-	-	-	-	-	60,054	-	260,617	-	-	-	-	-	320,671	-	320,671
Interest Income	5,645	14,000	2,084	-	-	-	-	-	159	3,524	-	9,049	3,083	1,223	38,767	-	38,767
Investment Income	-	-	-	-	-	-	-	-	-	-	-	-	332,060	-	332,060	(332,060)	-
Fraud Recovery	-	-	2,256	-	-	-	-	-	-	-	-	-	-	-	2,256	-	2,256
Other Revenue	13,448	68,901	7,586	517	-	-	-	-	24,356	1,301,000	175,919	-	153,976	22,849	1,768,553	(125,564)	1,642,989
Gain/Loss on Sale of Capital Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 347,248</b>	<b>\$ 1,828,371</b>	<b>\$ 4,547,144</b>	<b>\$ 44,521</b>	<b>\$ 19,897</b>	<b>\$ 142,525</b>	<b>\$ 60,054</b>	<b>\$ 75,516</b>	<b>\$ 296,477</b>	<b>\$ 1,310,674</b>	<b>\$ 175,919</b>	<b>\$ 9,049</b>	<b>\$ 489,119</b>	<b>\$ 223,639</b>	<b>\$ 9,570,154</b>	<b>\$ (1,681,034)</b>	<b>\$ 7,889,120</b>
Administrative Salaries	18,681	111,152	122,752	30	1,424	1,524	460	-	25,825	-	-	22,027	197,860	138,518	640,253	-	640,253
Auditing Fees	1,785	32,208	16,845	-	-	-	-	-	1,757	29	-	-	1,908	4,462	58,994	-	58,994
Management Fee	27,719	105,055	98,856	-	564	-	-	-	750	366	-	-	-	-	233,310	(233,310)	-
Bookkeeping/LIHTC Asset Mgmt	4,290	27,671	61,785	-	353	-	-	-	-	-	-	-	-	-	94,098	(66,428)	27,671
Advertising and Marketing	28	-	200	-	-	-	-	-	141	-	-	-	169	169	706	-	706
Employee Benefits - Admin.	6,487	29,460	43,023	4	194	513	63	-	3,463	-	-	7,242	44,432	30,325	165,205	-	165,205
Office Expenses	5,520	31,125	29,863	398	1,072	2,374	390	646	4,111	-	-	1,253	20,133	23,562	120,448	-	120,448
Legal Expense	-	2,542	-	-	-	-	-	-	-	-	-	-	3,463	6,913	12,917	-	12,917
Training & Travel	-	705	1,100	-	-	-	-	-	94	-	-	-	2,918	3,678	8,494	-	8,494
Other	2,733	7,670	33,253	256	194	1,468	76	1,339	6,591	3,957	453	127	2,660	4,668	65,447	-	65,447
<b>Total Operating - Admin.</b>	<b>67,243</b>	<b>347,589</b>	<b>407,676</b>	<b>689</b>	<b>3,802</b>	<b>5,879</b>	<b>989</b>	<b>1,984</b>	<b>42,732</b>	<b>4,352</b>	<b>453</b>	<b>30,649</b>	<b>273,541</b>	<b>212,294</b>	<b>1,399,873</b>	<b>(299,738)</b>	<b>1,100,135</b>
Asset Management Fee	6,000	-	-	-	-	-	-	-	-	-	-	-	-	-	6,000	(6,000)	-
Tenant Services - Salaries	1,378	41,483	-	-	-	-	-	56,573	155,604	-	-	-	-	-	255,038	-	255,038
Employee Benefit - Tenant Serv.	105	12,514	-	-	-	-	-	15,884	38,327	-	-	-	-	-	66,830	-	66,830
Tenant Services - Other	5,000	37,234	427	-	18,248	-	-	-	60,094	-	-	-	-	-	121,003	-	121,003
<b>Total Tenant Services</b>	<b>6,484</b>	<b>91,230</b>	<b>427</b>	<b>-</b>	<b>18,248</b>	<b>-</b>	<b>-</b>	<b>72,457</b>	<b>254,025</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>442,871</b>	<b>-</b>	<b>442,871</b>
Water	11,626	48,127	245	-	-	-	-	-	-	-	-	-	82	82	60,161	-	60,161
Electricity	6,073	105,384	2,472	-	-	-	-	-	-	-	-	-	824	824	115,577	-	115,577
Gas	5,777	20,593	1,428	-	-	-	-	-	-	-	-	-	476	476	28,751	-	28,751
Sewer	12,308	40,401	179	-	-	-	-	-	-	-	-	-	60	60	53,007	-	53,007
<b>Total Utilities</b>	<b>35,784</b>	<b>214,505</b>	<b>4,324</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,441</b>	<b>1,441</b>	<b>257,496</b>	<b>-</b>	<b>257,496</b>



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

	Public Housing Projects	Affordable Housing Projects	Housing Choice Vouchers	Mainstream Vouchers	Emergency Housing 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	78,158	139,526	-	-	-	-	-	-	-	-	-	-	-	-	217,684	-	217,684
Maintenance - Materials	28,534	60,384	-	-	-	-	-	-	1,463	499	498	-	122	546	92,046	-	92,046
Maintenance Contracts	52,997	130,738	6,148	-	-	-	-	-	10,786	1,200	786	-	1,969	4,530	209,155	(6,977)	202,178
Employee Benefits - Maint.	21,890	45,877	-	-	-	-	-	-	-	-	-	-	-	-	67,767	-	67,767
<b>Total Maintenance</b>	<b>181,580</b>	<b>376,525</b>	<b>6,148</b>	-	-	-	-	-	<b>12,249</b>	<b>1,699</b>	<b>1,284</b>	-	<b>2,091</b>	<b>5,077</b>	<b>586,652</b>	<b>(6,977)</b>	<b>579,675</b>
Protective Services - Labor	11,353	2,382	-	-	-	-	-	-	-	-	56,805	-	-	-	70,539	-	70,539
Protective Services - Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Employee Benefit Contributions	2,696	568	-	-	-	-	-	-	-	-	13,485	-	-	-	16,749	-	16,749
<b>Total Protective Services</b>	<b>14,049</b>	<b>2,950</b>	-	-	-	-	-	-	-	-	<b>70,290</b>	-	-	-	<b>87,288</b>	-	<b>87,288</b>
Property Insurance	17,708	94,695	-	-	-	-	-	-	754	85	-	-	146	146	113,534	-	113,534
Liability Insurance	2,330	-	2,630	-	-	-	-	-	1,731	36	-	-	-	-	6,726	-	6,726
Workmen's Compensation	2,082	5,596	2,332	1	27	29	9	1,075	3,447	-	1,079	419	3,769	2,632	22,497	-	22,497
All Other Insurance	1,454	1,850	-	-	-	-	-	-	1,362	-	358	111	7,230	111	12,475	-	12,475
<b>Total Insurance Premiums</b>	<b>23,573</b>	<b>102,141</b>	<b>4,962</b>	<b>1</b>	<b>27</b>	<b>29</b>	<b>9</b>	<b>1,075</b>	<b>7,294</b>	<b>121</b>	<b>1,437</b>	<b>530</b>	<b>11,145</b>	<b>2,889</b>	<b>155,232</b>	-	<b>155,232</b>
Other General Expenses	34,193	6,507	2,937	-	-	-	-	-	285	-	142	-	31,534	523	76,121	(12,416)	63,705
Payments in Lieu of Taxes	6,313	60,601	-	-	-	-	-	-	908	492	-	-	-	-	68,314	-	68,314
Bad debt - Tenant Rents	1,439	9,243	-	-	-	-	-	-	-	-	-	-	-	-	10,683	-	10,683
<b>Total Other Expenses</b>	<b>41,945</b>	<b>76,351</b>	<b>2,937</b>	-	-	-	-	-	<b>1,193</b>	<b>492</b>	<b>142</b>	-	<b>31,534</b>	<b>523</b>	<b>155,117</b>	<b>(12,416)</b>	<b>142,701</b>
Interest of Mortgage Payable	-	135,453	-	-	-	-	-	-	-	-	1,597	-	132,205	-	269,255	-	269,255
Interest on Notes Payable	1,730	202,947	-	-	-	-	-	-	-	-	-	-	8,236	-	212,914	-	212,914
Amortization of Loan Costs	-	34,918	-	-	-	-	-	-	-	-	-	-	-	-	34,918	-	34,918
<b>Total Interest/Amortization</b>	<b>1,730</b>	<b>373,318</b>	-	-	-	-	-	-	-	-	<b>1,597</b>	-	<b>140,442</b>	-	<b>517,087</b>	<b>(332,060)</b>	<b>185,027</b>
<b>Total Operating Expenses</b>	<b>\$ 378,389</b>	<b>\$ 1,584,609</b>	<b>\$ 426,474</b>	<b>\$ 689</b>	<b>\$ 22,077</b>	<b>\$ 5,908</b>	<b>\$ 998</b>	<b>\$ 75,516</b>	<b>\$ 317,492</b>	<b>\$ 6,663</b>	<b>\$ 75,203</b>	<b>\$ 31,179</b>	<b>\$ 460,194</b>	<b>\$ 222,224</b>	<b>\$ 3,607,616</b>	<b>\$ (657,191)</b>	<b>\$ 2,950,425</b>
<b>Excess of Operating Revenue over Operating Expenses</b>	<b>\$ (31,141)</b>	<b>\$ 243,762</b>	<b>\$ 4,120,671</b>	<b>\$ 43,832</b>	<b>\$ (2,180)</b>	<b>\$ 136,617</b>	<b>\$ 59,056</b>	<b>\$ -</b>	<b>\$ (21,015)</b>	<b>\$ 1,304,011</b>	<b>\$ 100,716</b>	<b>\$ (22,130)</b>	<b>\$ 28,925</b>	<b>\$ 1,415</b>	<b>\$ 5,962,538</b>	<b>\$ (1,023,844)</b>	<b>\$ 4,938,695</b>
Extraordinary Maintenance	12,497	43,411	-	-	-	-	-	-	-	-	-	-	-	-	55,908	-	55,908
Housing Assistance Payments	-	-	4,058,900	38,971	31,901	136,617	59,056	-	-	-	-	-	-	-	4,325,445	(1,023,844)	3,301,601
Depreciation Expense	69,145	834,028	8,502	-	-	-	-	107	7,256	1,412	-	-	11,115	49	931,614	-	931,614
<b>Total Expenses</b>	<b>\$ 485,973</b>	<b>\$ 2,462,049</b>	<b>\$ 4,493,876</b>	<b>\$ 39,660</b>	<b>\$ 53,978</b>	<b>\$ 142,525</b>	<b>\$ 60,054</b>	<b>\$ 75,623</b>	<b>\$ 324,748</b>	<b>\$ 8,075</b>	<b>\$ 75,203</b>	<b>\$ 31,179</b>	<b>\$ 471,309</b>	<b>\$ 224,041</b>	<b>\$ 8,948,293</b>	<b>\$ (1,681,034)</b>	<b>7,267,259</b>
<b>Net Gain (Loss)</b>	<b>\$ (138,724)</b>	<b>\$ (633,678)</b>	<b>\$ 53,268</b>	<b>\$ 4,861</b>	<b>\$ (34,081)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (107)</b>	<b>\$ (28,271)</b>	<b>\$ 1,302,599</b>	<b>\$ 100,716</b>	<b>\$ (22,130)</b>	<b>\$ 17,810</b>	<b>\$ (402)</b>	<b>\$ 621,861</b>	<b>\$ -</b>	<b>\$ 621,861</b>



# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: July 13, 2022

Re: Current event items related to the Columbia Housing Authority.

## Executive Summary

This memo provides a summary of current events related to the Columbia Housing Authority.

## Discussion

- June 9, 2022: Planning and Zoning Meeting approval for Kinney Point.
- June 22, 2022: Meeting with Mayor Barbara Buffaloe
- June 30, 2022: Resident Advisory Board Meeting: Homeless Planning Partners
- July 5, 2022: Meeting with 2<sup>nd</sup> Ward Council Member Andrea Waner
- July 5, 2022: Redevelopment Meeting with Matt Fulson
  - Final items for submission of Kinney Point
  - Park Avenue
    - Architectural concepts
    - Resident Meeting late July
- July 13, 2022: MHDC Meeting: next funding priorities
  - Additional credits
  - Permanent supportive housing
- July 18, 2022: Council Meeting: Kinney Point Zoning Approval\*
- July 21, 2022: Meeting with Matthew Lue and Matt Fulson

## Suggested Commission Action

Review the memo and provide any considerations for current events.

# Homeless community lists hopes for new Columbia center

- [BY JOHN BELFONTE](#)
- 22 hrs ago

Thirteen members of Columbia's homeless community offered insight into their desires for a new community homeless center at a meeting Tuesday hosted by Wilkes Boulevard United Methodist Church.

Brad Bryan, church pastor and executive director of Turning Point, led the discussion to gauge what homeless community members said they want and need, which will help direct the planning of the new shelter.

Bryan said that the shelter can't just be another soup kitchen or overnight shelter, which Columbia already has. It needs to be focused on people trying to make the transition from homelessness into stable housing.

Many members of the homeless community said Turning Point on Wilkes Boulevard is too far away to meet the needs of everyone scattered throughout the city. They advocated for a more centrally accessible location and a shuttle that can bring people to Turning Point, rather than everyone having to walk or find their own transportation to and from.

They also requested Turning Point offer more services at more accessible times. Turning Point connects homeless people with representatives from services like Compass Health, Burrell Mental Health and Veterans Affairs. The issue is that these representatives are only at Wilkes church once a week, for a restricted time, Bryan said.

"Knowing a majority of our folks are going to come through the doors of this place on a daily basis, we would like to build into this program access to the resources they need," he

said. "Which includes resources for recovering addicts, resources for mental health, financial and governmental resources like social security, cell phone vouchers, and more."

Bryan said accessibility and security are two main issues that remain at the forefront of the homeless community's concerns.

"Accessibility is really high on the list," Bryan said. "We've been here at Wilkes Boulevard for several years and there is not an option other than stairs to get into the building."

He said making the new location handicap accessible would open their doors to more homeless people in Columbia. The shuttle would help fulfill the same purpose.

Under ground rules for the event, participants were only identified by first names. A participant who identified himself as John pointed out the need for increased security for individuals and for their items on the property. Many advocated for personal lockers, but the consensus was to, at least, provide a location where everyone could store their belongings.

Others expressed desires for the shelter that include:

- Showers.
- Free laundry.
- Useable mailing address.
- On-site storage.
- Charging stations.
- Recovery and support meetings.
- Day care and childcare.
- Job application and placement assistance.
- More space for couples and families.

- Organized social and recreational events.
- Health and safety for pets.
- Emergency overnight shelter.
- Clearly outlined set of rules for those while staying at the shelter.

Bryan said he hopes the shelter will be completed in two years. The new shelter is expected to be funded through a public/private partnership, meaning grants from the city will supplement financing provided by local organizations and sponsors.

“We’ll never be able to equal the need of what it takes to run this place,” he said.

“Partnerships with churches, scholarships, boards, benevolence funds and all of those things will be vital to operating costs moving forward.”

# Boone Impact Group switches focus to housing crisis

- BY JOHN BELFONTE
- Jun 23, 2022

Boone Impact Group is funding a pilot program to increase access to affordable housing for the Boone County Coalition to End Homelessness, according to a release from the city Thursday.

Boone Impact Group has, until now, been focused on direct disaster response, the release said. Because the pandemic magnified poverty and inequity throughout the city, worsening issues like affordable housing and homelessness, the group will transition to long-term recovery, the release said.

The Housing Stability Program is based on successful programs in other communities and is designed to alleviate perceived financial risks in leasing to vulnerable tenants using housing vouchers, the release said. The goal is to increase the number of landlords willing to lease housing to those in the homeless community, Entry Specialist for the Coalition Jessica Macy said in the release.

She said there are currently 180 people experiencing homelessness throughout the city seeking housing, 97 of which have access to housing vouchers. However, they are unable to find landlords that will accept those vouchers.

The program is a partnership between tenants, property owners and managers, the housing authority and the coalition. Boone Impact Group is a collaboration between local funders and partners.

A local participating landlord said in the release, "I've always avoided (taking vouchers) for 12 years. I'm willing to give (this program) a try."

The landlord said they were interested in helping people find stable housing but is only willing to give it a try with the coalition's new support.

Columbia Housing Authority CEO Randy Cole said in the release the Columbia Housing Authority has over 100 program participants searching for housing. Typically, 30 or fewer will successfully identify an available and eligible unit in our market, he said.

# Community Leaders Randy Cole and Dave Griggs Honored with Chamber of Commerce Awards

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by Amari Bell

Friday, June 24th 2022

Both Randy Cole and Dave Diggs were honored at the Chamber of Commerce Annual Membership Dinner for their service and leadership to the Columbia community at the Atrium on Tenth.

The Chamber of Commerce awarded the two with the Outstanding Citizen of the Year Award and Columbia Chamber Legacy Award.

Randy Cole was honored with the Outstanding Citizen of the Year award. Cole is the CEO of the Columbia Housing Authority.

Cole was recognized for his innovation and accomplishments in improving the availability and quality of affordable housing in Columbia, the Chamber of Commerce stated in a release.

Dave Griggs was honored with the Columbia Chamber of Legacy Award. Griggs was the Boone County Commissioner and was the owner of Dave Griggs Flooring America.

Griggs received the award in recognition of his lifetime of positive impact on the community, through his public service, involvement in civic projects, and leadership in organizations such as the Chamber, REDI, and



the American Heart Association, the Chamber of Commerce stated in a release.

The **Outstanding Citizen of the Year Award** is given annually to an individual who has dedicated a great amount of their time and talents to give back to the Columbia community over the past year. The Outstanding Citizen is someone who has made significant contributions to the momentum and dynamics of the community, gone above and beyond to help others and has contributed a great deal to the Chamber of Commerce and other local organizations.

The **Columbia Chamber Legacy Award** is given annually to an individual or organization who has gone above and beyond, over a span of many years, to serve the community and help others. The award recognizes an outstanding contribution to the growth and health of Columbia, and particularly the Columbia Chamber of Commerce, leaving a legacy that will have a positive impact for generations to come.

# Housing commission will decide allocation for federal grants

- BY JOHN BELFONTE
- Jun 30, 2022

Wednesday's housing commission meeting revealed more of the same: nonprofit organizations asking for more money than the commission has to offer.

During the past two meetings, 12 organizations presented 18 proposals and asked for around \$3.3 million in federal grant funding from the commission. The commission allocates money from two separate federal grants, The Community Development Block Grant (CDBG) and The Home Investment Partnerships Program (HOME).

However, city staff estimates that only \$1 million in CDBG funds and \$600,000 in HOME funds will be available for allocation. The \$1.6 million available is only half of what the organizations are requesting.

Central Missouri Community Action requested the entirety of the HOME fund, \$600,000, for its project, which would leave no funding for other organizations. The Voluntary Action Center requested almost half of the CDBG fund.

Public project requests:

- **Community Development Department Neighborhood Services:**

\$38,000 in CDBG funding for code enforcement in the neighborhood response team area.

- **City of Columbia Public Works:**

\$224,500 in CDBG funding for a sidewalk on Oakland Gravel Road.

- **City of Columbia Homeowner Rehab Program:**

\$250,000 in CDBG funding for inspections, appraisals and engineering for 10 properties.

- **City of Columbia Homeownership Assistance Program:**

\$200,000 in HOME funding to provide closing costs and down payments for low-income, first-time homeowners.

- **Services for Independent Living:**

\$95,000 in CDBG funding to provide home repairs and modifications for seniors, veterans and people with disabilities.

- **Job Point Vocational and Education Services:**

\$130,000 in CDBG funding to provide job training to low-income people.

- **Columbia Center for Urban Agriculture:**

\$140,000 in CDBG funding to support construction of a new \$2.5 million welcome center.

- **Voluntary Action Center:**

\$400,000 in CDBG funding for the development of an Opportunity Campus (a 24-hour homeless services center).

- **Great Circle:**

\$38,000 in CDBG funding to replace HVAC units and driveway repairs on its Bearfield campus.

- **Love Columbia:**

\$200,000 in CDBG funding for the construction of a new duplex to house unsheltered families.

- **Central Missouri Community Action Women's Business Center:**

\$150,000 in CDBG funding for small-business assistance for low-income, minority women entrepreneurs, as well as a micro loan for four to 15 entrepreneurs.

- **Central Missouri Community Action:**

\$600,000 in HOME funding to support the development of an affordable housing community with 17-18 units between Providence Road and North Fourth Street.

- **The Food Bank (Central Pantry):**

\$199,000 in CDBG funding to assist in the relocation and renovation of Central Pantry's new location at the former Moser's Grocery on Business Loop 70.

- **Columbia Housing Authority:**

\$70,000 in CDBG funding to renovate the JW "Blind" Boone Center.

- **Columbia Housing Authority:**

\$100,000 in HOME funding to renovate two buildings in the Bear Creek community.

- **Columbia Housing Authority:**

\$100,000 in HOME funding for Tenant Based Rental Assistance, a program created to provide rental housing and support services to those identified as "at-risk" community members.

- **Columbia Housing Authority:**

\$20,000 in HOME funding to support construction of an affordable housing unit at 207 Lynn St.

- **Fun City Youth Academy:**

\$242,000 in CDBG funding for the acquisition of a property that would allow Fun City to start an after-school program.

After the proposals, Commissioner Mitchell Ritter said, "We always have double the amount of proposals that we do funding to go around."

Commissioners Rebecca Shaw and Barbara Jefferson urged for more comprehensive outreach systems to ensure all nonprofits and community members are aware of the funding that the commission has to allocate.

“Nonprofits arise all the time,” Shaw said. “I just wonder how the city makes it accessible and clear to people.”

Community Development Director Tim Teddy said nonprofits are identified through an updated email list. The city also holds a workshop once every year to spread information about the funding it has and which organizations can propose to access the funds.

Shaw asked how the city identifies new nonprofits and whether there was an obvious way to access information on the city’s website about the commission.

“I think it’s a matter of perspective,” Teddy said. “We don’t see it from that other perspective — as someone who is trying to find out where funding opportunities are.”

Jefferson said: “We’ve got time to look at how to do things different (as a commission), because evidently, we’re not doing it well enough.”

The commission will meet again July 20 to give its funding recommendations to the City Council.

COLUMBIA DAILY TRIBUNE

# Columbia Housing Authority seeks parking plan update for Kinney Point housing complex



**Charles Dunlap**

Columbia Daily Tribune



The Columbia City Council in February awarded \$2 million of HOME-ARP funds to the Columbia Housing Authority, allowing it to construct an affordable housing complex known as Kinney Point at the northeast corner of Garth Avenue and Sexton Road.

HOME-ARP stands for HOME Investment Partnerships American Rescue Plan Program.

The housing authority is returning to the council this month with a major amendment to the development plan approved last winter and its statement of intent.

A first reading of the bill is expected Tuesday, with further discussion and possible approval likely at the July 18 council meeting.

The housing authority seeks to conduct stormwater drainage improvements "to ensure that all stormwater leaving the site has no greater impact upon the surrounding residential development than exist today," a staff memo notes.

"The improvements shown will in fact help to mitigate current stormwater issues," the memo noted.

The other significant change is a design exception to reduce the number of off-street parking spots at the property from 68 to 40. The Universal Development Code requires 68 spaces based on the proposed bedroom mixture of the 24-unit complex.

The housing authority is requesting the reduction based on several factors, including:

- A previous staff report did not note the proposed bedroom mixture, and information for the parking space waiver was based on single-family dwellings. Kinney Point is a multi-family complex.
- Likelihood of low personal car ownership rates among residents and less reliance on personal vehicles due to Kinney Point's location to public transportation.
- Overflow parking availability at the neighboring Oak Tower property of approximately 10 spaces.
- The housing authority could go to 50 spaces, but that would require removal of several trees, which is not desired by current neighbors or future residents, the memo noted.

The city seeks to promote non-motorized transportation, such as bicycles, and increased use of public transportation, staff wrote in the memo. There will be bike storage at the property and it is two blocks from the city's Gold bus route.

Following public comments and commission discussion, the city's Planning and Zoning Commission signed off on a recommendation June 9 that the city council approve the amended plan. The vote there was 7-0, with two abstentions.

One speaker was concerned about traffic congestion because of the reduced parking, while two others spoke in support of the plan, the staff memo noted.





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# Columbia Housing Authority set to discuss new affordable housing complex with city council

- [Ryan Williams, KOMU 8 Reporter](#)

COLUMBIA - The Columbia Housing Authority is planning to meet with city council again regarding Kinney Point, the city's future affordable housing complex.

The housing authority was awarded \$2 million in February by the Columbia City Council to create Kinney Point, which will be located at the intersection of Garth Avenue and Sexton Road. It will have 24 units.

The housing authority is returning to the council this month with a major amendment to Kinney's development plan. This meeting will be conducted on July 18, though the first reading is expected to take place Tuesday night.

Columbia Housing Authority CEO Randy Cole believes Kinney Point could be a catalyst for the community to start addressing the homelessness issues Columbia faces.

"This is a project that will unite our community," Cole said. "What we have going for the council is an amendment that matches the design concepts that we have worked with the neighborhood and other community partners on. It has gained support and that is what we have planned for the second meeting of July."

The goal of the amendment being put forth to the council is to limit the number of parking spaces Kinney Point will have from 68 to 40, although the universal development code requires 68 spaces because of its bedroom mixture.

However, old staff reports did not take note of the proposed bedroom mixture. Kinney Point is a multi-family complex, but its parking space waiver information was based on single-family dwellings. This is why the housing authority is requesting parking spot reductions.

There are a few other reasons to limit parking at Kinney Point. The likelihood of residents having personal vehicles is low, so there is not much need. Overflow parking at neighboring complex Oak Tower equates to 10 spaces. Also, if Kinney Point was to add as much as 50 spaces, trees would have to be cut down, which would certainly displease those who live in the area.

Cole said he would like to thank the council for their generous donation and he looks forward to the construction of Kinney Point.

Tuesday's meeting will feature a first reading of the project. It starts at 7 p.m. in City Hall council chambers.