



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, MO 65203

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

Resident Advisory Board

Open Meeting Notice CHA Resident Advisory Board Meeting Agenda

Date: Thursday, April 5, 2018

Time: 5:00 p.m. *

Place: Paquin Tower Community Room, 1201 Paquin Street

- I. Call to Order and Introductions: Laura Lewis, Director of Affordable Housing Operations
- II. Approval of Meeting Agenda
- III. Approval of October 5, 2017 Meeting Minutes
- IV. Review of the Purpose of the Resident Advisory Board
- V. Proposed Lease Change Related to Housekeeping Violations
- VI. Review of the 2018 PHA Annual Plan and Five Year Plan
- VII. Discussion of Future Meeting Topics
- VIII. Schedule of Next Meeting – Thursday, May 3, 2018 @ 5:00 p.m.
- IX. Adjournment

*** RAB Members needing transportation assistance should call Tasha Hannigan at (573) 443-2556 ext. 1121 before 12:00 Noon on Wednesday, April 4, 2018**

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

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

Media Contact: Phil Steinhaus, CEO
Phone: (573) 443-2556
E-mail: columbiaha.info@gmail.com

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

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



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September 7, 2017 Meeting Minutes

The Resident Advisory Board (RAB) met on Thursday, September 7, 2017, in the Paquin Tower Community Room beginning at 5:04 p.m.

RAB Members Present: Tracy Smith, Mike Bishop, Tom Van Booven, Martin Andrews, Esther Garay, Ellen Stockton, David Dollens, David Schroer, Robert Moses, Ruthy Chatman, Mary Lou Smart, Kevin Smith, Fred Smith, Cathy Lynch, and Julie Cullum.

Guests Present: No Guests were present.

Present from CHA: CEO Phil Steinhaus, Laura Lewis, April Steffensmeier, Melissa Laudenslager.

- I. **Call to Order and Introductions:** Phil Steinhaus, Chief Executive Officer at Columbia Housing Authority (CHA), opened the meeting, and introduced Mrs. Laura Lewis, Ms. April Steffensmeier, and Ms. Melissa Laudenslager.
- II. **Approval of Meeting Agenda:** Mr. Phil Steinhaus called for the motion to approve meeting agenda this was made by Ms. Ellen Stockton, and Second by Ms. Esther Garay; everyone voted "Aye" and the agenda was adopted.
- III. **Approval of August 3, 2017 Meeting Minutes:** Mr. Steinhaus announced approval in the minutes of August 3, 2017, meeting, RAB members had no objections. Mr. Steinhaus called for a motion to approve the meeting minutes, and Motion to approve the minutes was made by Ms. Ellen Stockton and Second by Mrs. Esther Garay, everyone voted "Aye" and the minutes was adopted.
- IV. **Proposed Revisions of the Section 8 Housing Choice Voucher Program Administrative Plan related to the Administration of Project-Based Vouchers:**
CEO Mr. Phil Steinhaus, presented the Proposed changes to the Administration of Project-Based Vouchers (PBV). Mr. Steinhaus explained the participants of the PBV program may terminate their lease at any time after the first year of occupancy. If the family terminates the lease in accordance with the requirements of the PHA, than PHA is required to offer the family for continued tenant-based assistance, in the form of a voucher or other comparable tenant-based rental assistance. Mr. Steinhaus continued to address the policies and procedures for the issuance of Housing Choice Vouchers. He mentioned the PHA must give the family an oral briefing and briefing packet, and family be notified Via first class mail. Families that fail to attend a

scheduled briefing will be scheduled for another briefing. Families that fail to attend the second scheduled briefing appointment will be withdrawn from the waiting list, and will have to reapply when the wait list reopens. He said removing their name from a waiting list for failure to attend two scheduled briefing appointments is not an option.

- V. Review of FYE2018 PHA Annual Plan and Five-Year Plan:** CEO Mr. Phil Steinhaus addressed the PHA Plan elements that have been revised, one is the statement of Housing Needs and Strategy for addressing Housing needs, than the financial resources and significant amendment/modifications. Mr. Steinhaus explained how the Housing needs have remained high during the past year. The demand for efficiency and one-bedroom housing units remains high. Mr. Steinhaus explained how CHA converted the Housing units under the Rental Assistance Demonstration (RAD) program. The PHA intend to undertake new activities related to the Fiscal Year. Those activities is the conversion of Public Housing to Project-Based Assistance under RAD, Project-Based Vouchers, and units with Approved Vacancies for Modernization. Mr. Phil Steinhaus continued to explain the PHA Goal. Those goals are to expand the supply of assisted housing, improve the quality of assisted housing, to increase the assisted housing choices, provide an improved living environment. To promote self-sufficiency and asset development of assisted households, and to ensure equal opportunity and affirmatively further fair housing.
- VI. Review of the FYE2018 Budget:** CEO Mr. Phil Steinhaus said we will go over the Budget on the next meeting.
- VII. Discussion of Future Meeting Topics:** Mrs. Tapia stated each year a fiscal calendar is provided for the RAB members and the general public. The 2016-2017 calendar serves as advance notice of the scheduled RAB meetings and the scheduled CHA Board of Commissioners meetings
- VIII. Schedule of Next Meeting:** Thursday, March 1, 2018 at 5:00 p.m.
- IX. Adjournment:** Mr. Phil Steinhaus called for a motion to adjourn the meeting. Motion made by Mr. Tracy Smith Second by Mr. David Schroer. Meeting adjourned at 5:48 pm

Respectfully submitted,

Melissa Laudenslager, Receptionist/Clerk
Columbia Housing Authority



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2018 RAB Meeting Calendar

Regularly scheduled RAB meetings.

- April 5, 2018
- May 3, 2018
- June 7, 2018
- July 12, 2018 (Moved back one week due to the 4th of July holiday.)
- August 2, 2018
- September 6, 2018
- October 4, 2018

Meetings scheduled as needed between November 2018 and April 2019

Resident Advisory Board - PHA Plans

Forming the Resident Advisory Board

What is required?

The Resident Advisory Board (RAB) provides the PHA and the residents with a forum for sharing information about the Agency's Annual Plan. Section 511 of the United States Housing Act and the regulations in 24 CFR part 903 require that PHAs establish one or more Resident Advisory Board(s) (RAB) as part of the PHA Plan process. RAB membership is comprised of individuals who reflect and represent the residents assisted by the PHA. The role of the RAB is to assist the PHA in developing the PHA Plan and in making any significant amendment or modification to the Plan.

What is the role of the RAB?

The main role of the RAB is to make recommendations in the development of the PHA Plan. In order to facilitate collaboration, PHAs should encourage the RAB's participation from the inception of the planning process. PHAs are also required to request input from the RAB for any significant amendment or modification to the PHA Plan.

When should the RAB be appointed?

The RAB should be appointed well in advance of the date that the PHA Plan is due to HUD to ensure effective resident participation in the development of the plan.

Who can participate on the RAB?

If a jurisdiction-wide resident council is in place that complies with tenant participation regulations at 24 CFR Part 964, the PHA must appoint this group or its representatives as the Resident Advisory Board. If the PHA does not have a jurisdiction-wide resident council, then it should appoint resident councils or their representatives to serve as one or more of the RABs. A PHA may require that the resident councils choose a limited number of representatives to serve as RAB members.

Where there are no resident councils that comply with the tenant participation regulations, then the PHA must appoint one or more RABs or board members as needed to adequately reflect and represent the residents assisted by the PHA. The PHA should give adequate notice of its intentions to the residents and encourage the residents to form resident councils that comply with the tenant participation regulations. PHAs have discretion in determining the method of appointment of RABs, as long as a PHA ensures that its RAB or RABs reflect and represent all the residents assisted by the PHA.

What about Section 8 recipients?

Because Section 8 residents do not have resident councils, PHAs with a significant sized tenant based assistance program must ensure that Section 8 residents are adequately represented or that reasonable efforts are made to secure their participation in the RAB. A significant sized tenant based assistance program is one where at least 20 percent of the total PHA's households receive tenant-based assistance.

Section 8-only PHAs are not exempt from the RAB requirement and must also appoint one or more RABs that adequately represent the population served. Given that there are no resident councils that comply with the tenant-participation regulations under the tenant-based assistance program, Section 8-only PHAs have discretion in the RAB appointment process. Participation in a RAB is limited to residents that are assisted under federally assisted public housing and the Section 8 tenant-based program.

How many RABs are required?

PHAs that do not have a jurisdiction-wide RC have discretion to determine the number of RABs that they may appoint. PHAs are required to institute at least one RAB; the number of RABs beyond that number will depend on the size and the complexity of the PHA or its developments. In deciding the number of RABs to be established, a PHA should consider how adequate representation of its entire resident population can be provided.

How does the PHA fix the term of service?

There is no fixed term for membership on a RAB. A PHA has discretion to establish its own policy regarding the duration of the appointments. In determining the tenure to be adopted, PHAs may consider the number of RABs and the number of residents who volunteered to serve. Greater RAB participation may be realized by rotating residents' tenure.

What if the PHA cannot establish a RAB?

If, after making all possible endeavors, a PHA is not successful in establishing a RAB, it may appoint all of the agency's assisted residents as members of the RAB. The PHA must notify all of its members that they have been appointed as members and inform them of their role and responsibilities regarding the development of the PHA Plan. The PHA must also provide residents with notification of meetings (at least 48 hours in advance) and provide copies of any materials for review.

Encouraging Participation in the RAB

Residents who volunteer to be part of the RAB can be excellent partners to the PHA during the development of the PHA Plan. Although PHAs are expected to make a significant effort to ensure adequate resident representation in the Resident Advisory Boards, securing participation by residents during the planning process may pose a challenge for some PHAs.

How can a PHA encourage residents to take advantage of the RAB opportunity?

Personal appeals are one strategy. Executive Directors may be more likely to get commitments from residents if they personally request their participation. Residents might also be hesitant to volunteer to work with a Resident Advisory Board if they do not really understand their role as a member of the RAB. The PHA provide adequate information to all residents regarding the RAB. The PHA should inform residents of the purpose and role of the RAB, as well as practical information such as the time commitment required. The PHA should make clear to residents and Section 8 participants that the partnership between the residents and the PHA is of benefit to both parties. The residents are provided with an opportunity to voice their concerns so that their needs are addressed and they can become involved in the planning process. The PHA also gains essential information from the residents about the improvements that need to be made at the agency's developments and residents' self-sufficiency needs. This information helps the PHA to set priorities for capital improvements and advises resident services programming.

PHA's Responsibility to the RAB

What are the PHAs' Responsibilities?

PHAs have the responsibility to ensure that the RAB can adequately serve its function including:

- PHAs must give the RABs sufficient time to review and make recommendations on the Plan. RABs will be able to contribute best if they are provided with adequate information regarding the PHA's programs and the policies included in the Five-Year and Annual PHA Plan.
- The PHAs should give RABs advance notice of meetings scheduled to discuss areas of the Plan (generally, at least 48 hours, or more depending on the meeting agenda).
- RABs should also be provided with any existing documents that would assist them to make productive recommendations during the working meetings.
- PHAs should provide the RABs with reasonable means to carry out their functions such as making available a meeting place for discussing programs with the residents. RABs should also have access to any other communication tools such as a telephone, writing material, or computers that may facilitate their contacts with other resident households or to obtain further information on the programs.

- *At what stage in the planning process must PHAs involve the RABs?*
The role of the RABs is to assist and make recommendations regarding the development of the PHA Plan and any significant amendments or modifications to it. RABs should be involved in the planning process as soon as it is feasible and must be given sufficient time to fully participate in the process so that they can carry out their proper role and provide representation that is meaningful and relevant to the development of the Plan. The PHA and the RAB should develop a reasonable timetable to promote participation, including adequate notice of meetings. To facilitate productive meetings, PHAs may do preliminary work prior to involving the RABs, such as gathering and compiling data and materials to help residents participate in the process, including some initial recommendations. A PHA must consider the recommendations of the RABs and make revisions to drafts or to the Plan which it deems appropriate.

Public Notice and Comment Period Requirements

The PHA governing body is required to convene a public hearing to discuss their Five-Year and/or Annual Plan and to prompt comments from the public regarding their proposed activities. PHAs must consider, in consultation with the RABs, all the comments received at the public hearing.

PHAs are required to carry out the following steps at least forty-five (45) days prior to the scheduled public hearing:

- Publish a notice indicating that a public hearing to present the Plan and further public comments will be held including time, date and location. The notice should also indicate where the Plan and pertaining documents will be available for their review. The documents should be maintained at an accessible place such as the PHA's central office.
- Conduct outreach activities to promote comprehensive participation in the public hearing.

Any significant amendment or modification to the plan is subject to the public hearing and RABs' assessment requirements.

Incorporating Comments into the Plan

PHAs are required to consider the RAB's recommendations to the Plan but are not required to agree with them. The recommendations received must be submitted by the PHAs as a required attachment to the Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. It is prudent for PHAs to acknowledge those recommendations that conform to the programs and the mission of the PHA. If the RABs do not provide recommendations to the Plan, the PHA must document that in the attached narrative.

Announcement of Membership of the RAB

PHAs must provide an attachment to the PHA Plan listing the members of its Resident Advisory Board(s). If the number of participants is too large to reasonably list, then the attachment should include a list of the organizations represented on the RAB or other description sufficient to identify how members were chosen.

RAB Notification of Plan Process

To ensure that the RAB is fully engaged in the full plan process, PHAs are required to promptly provide a copy of the HUD award letter (identifying formula share allocations for Capital Fund and Drug Elimination Programs), plan approval letter and at least one copy of the approved plan to each RAB.



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To: Members of the CHA Resident Advisory Board

From: Laura Lewis, Director of Affordable Housing Operations

Date: April 5, 2018

RE: Proposed Lease Change Related to Housekeeping Violations

As the Columbia Housing Authority (CHA) has been renovating our aging public housing properties, we have had to temporarily relocate residents from their homes while the renovations were being completed. During the relocation process, we observed a number of serious housekeeping violations that were unhealthy and unsanitary for the resident and caused damages beyond normal wear and tear to CHA properties.

Our current lease contains the following language regarding housekeeping violations:

14. RESIDENT OBLIGATIONS. The Resident agrees to:
- z. Maintain the Resident's unit in a clean, neat and debris free condition, so as to not cause the Resident's unit to require three (3) Housekeeping Inspections within six (6) consecutive months; it being understood that three (3) failed Housekeeping Inspections within any period of six (6) consecutive months shall be considered to be a Major Breach of this Lease, which may result in Lease termination and eviction;

It has been our experience that the six (6) consecutive months' time frame is not long enough to prevent repeated housekeeping violations. Poor housekeeping puts the health of the resident at risk and also affects the health and welfare of other residents by creating favorable situations for pest infestation. It also damages CHA property beyond normal wear and tear.

The new lease language would extend the time period to one (1) year as follows:

14. RESIDENT OBLIGATIONS. The Resident agrees to:
- z. Maintain the Resident's unit in a clean, neat and debris free condition, so as to not cause the Resident's unit to require three (3) Housekeeping Inspections within twelve (12) consecutive months; it being understood that three (3) failed Housekeeping Inspections within any period of twelve (12) consecutive months shall be considered to be a Major Breach of this Lease, which may result in Lease termination and eviction;

CHA Recommendation: Vote to support the proposed change in the CHA's leases to address serious lease violations related to poor housekeeping.

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

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

Definitions.

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

A.	PHA Information.																										
A.1	<p> PHA Name: <u>Housing Authority of the City of Columbia, Missouri</u> PHA Code: <u>MO-007</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/01/2018</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>120</u> Number of Housing Choice Vouchers (HCVs) <u>1,800 (Includes 143 VASH & 597 RAD PBV)</u> Total Combined <u>1,920</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </p> <p> <input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below) </p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 20%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 20%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 30%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 15%;">PH</th> <th style="width: 15%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
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Lead PHA:																											

B. Annual Plan Elements

B.1 Revision of PHA Plan Elements.

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

Y N

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

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

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

Statement of Housing Needs and Strategy for Addressing Housing Needs.

Housing needs have remained high during the past year with 374 households on the Public Housing and Project-Based Voucher (PBV) waiting list and 431 households on the HCV Housing Choice Voucher Program waiting list. Of these households, 87% of Public Housing and PBV and 83% of HCV applicants have extremely low incomes at or below 30% AMI. The HCV waiting list was open for one week in June 2015 and over 1,100 households applied for housing. This represents a 27% decrease in applicants as compared to November 2012. However, this number far exceeds the number of families the CHA will be able to serve through this program in the next two years. Historical numbers of applicants for the Housing Choice Voucher Program are below:

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

The demand for efficiency and one-bedroom housing units remains high with 76% of Public Housing and PBV applicants and 48% of HCV applicants being eligible to receive assistance for this size of housing unit. Most of these 281 applicants are single person households. The 2015-2019 Consolidated Plan documents a continued high need for elderly housing and housing for persons with disabilities. The number of disabled families on the Public Housing and PBV waiting list (113) remains high, representing 36% of all applicants. Black/African American households continue to make up a disproportionate number of housing applicants. (Public Housing and PBV Family Sites: 56% and HCV Housing Choice Voucher Program: 67%)

It is worth noting that the Columbia Housing Authority stopped taking new applications in March 2015 and quit moving new residents into the CHA properties being renovated under the Rental Assistance Demonstration (RAD) program. The CHA stopped filling vacancies at these sites in order to have enough vacant units to relocate families on-site while renovations to their homes are completed. The waiting list was reopened in 2016. As a result, the number of families on the CHA Public Housing waiting lists does not accurately reflect the larger number of families who would ordinarily be added to our Public Housing & PBV waiting lists during this time period.

Significant increases in utility costs make it more difficult for low income households to secure and maintain their housing. Poor energy efficiency of low-income housing puts families at financial risk often leading unpaid utility bills and loss of housing. In turn, low-income families with large debts owed to utility companies are unable to get utilities turned on in their names without paying off their debt to the utility companies. This often forces families to move significant distances outside of their current utility provider's service area.

The City of Columbia's 2015-2019 Consolidated Plan for the Community Development Block Grant and HOME Investment Partnerships Program provides significant documentation of the housing needs in Columbia and the surrounding Boone County MSA. **[Exhibit A]**

Strategy for Addressing Housing Needs

The Columbia Housing Authority strategy for addressing housing needs remains relatively unchanged from the CHA's FYE2017 PHA Plan.

- The CHA is continuing to implement its Strategic Plan for its Affordable Housing Initiative which has as its main focus, the revitalization of all of the CHA's 719 units of Public Housing stock through the HUD Rental Assistance Demonstration (RAD) program and developing new affordable housing including the Patriot Place Apartments, completed in April 2016.

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions

- In FYE2017 the CHA added a preference for U.S. Military Veterans for our waiting lists to receive housing assistance.
- In FYE2017 the CHA added a preference for persons living in CHA public housing being converted under the RAD program to allow them to be temporarily relocated to other public housing units while their unit was being renovated.
- All of these changes were approved by the Resident Advisory Board and the CHA Board of Commissioners.

	<p><u>Financial Resources</u></p> <ul style="list-style-type: none"> The CHA has converted 597 Public Housing units under the HUD Rental Assistance Demonstration (RAD) program during FYE2016 and FYE2017. As a result the public housing operating subsidies and capital funds for these housing units have been converted to long-term Project-Based Voucher contract funding. As a result of the conversion of 597 Public Housing units under the HUD RAD program, the CHA changed its fiscal year for FYE2017 from October 1 – September 30 to a fiscal year from January 1 – December 31. This has improved the financial reporting for the Columbia Housing Authority and aligned its accounting and budgeting cycle with the fiscal years of the Public Housing units which were renovated with Low-Income Housing Tax Credits. Low-Income Housing Tax Credits require accounting and budgeting cycles based on the calendar year of January 1 – December 31. The requested change in the Columbia Housing Authority’s fiscal year resulted in a lengthened accounting and budgeting cycle for FYE2017 (October 1, 2016 to December 31, 2017). Following this budget cycle, the CHA’s fiscal year for 2018 will be from January 1, 2018 – December 31, 2018. This same accounting and budget cycle will continue in subsequent years. <p><u>Significant Amendment</u></p> <ul style="list-style-type: none"> The CHA’s participation in the HUD Rental Assistance Demonstration (RAD) program is considered a significant amendment to the PHA plan. This was included as a significant amendment to the PHA plan last year and is included in this year’s plan as well. [Attachment]
<p>B.2</p>	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA’s current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <p><u>Conversion of Public Housing to Project-Based Assistance under RAD.</u></p> <ul style="list-style-type: none"> The CHA has converted 597 Public Housing units under the RAD program by the end of FYE2017. The CHA anticipates applying for Low-Income Housing Tax Credit funding in FYE2017 in order to convert an additional 50 Public Housing units under RAD in FYE2018. <p><u>Units with Approved Vacancies for Modernization</u></p> <ul style="list-style-type: none"> In association with the Public Housing units being renovated through the RAD program, the CHA has and will continue to have units that are approved vacancies for modernization. These units will be occupied as soon as renovations are complete.
<p>B.3</p>	<p>Progress Report.</p> <p>Provide a description of the PHA’s progress in meeting its Mission and Goals described in the PHA 5-Year Plan. (FYE2016-FYE2020)</p> <p>I. PHA Goal: Expand the supply of assisted housing</p> <ul style="list-style-type: none"> The CHA applied for and received 25 Project-Based VASH Vouchers and utilized these vouchers as permanent rent assistance for Veterans participating in the HUD-VASH program. These 25 Project-Based VASH Vouchers enabled the CHA to leverage Low-Income Housing Tax Credit funding and other public and private funding sources to construct 25 one-bedroom apartments for homeless Veterans known as the Patriot Place Apartments. The CHA partnered with the Truman VA on this project and the first Veterans were moved into the apartments on April 11, 2016. The Patriot Place Apartments are 100% occupied. In FYE2017, the CHA applied for 42 Shelter Plus Care vouchers and received continued funding to provide housing with supportive services for homeless persons with disabilities. In FYE2016, CHA applied for and received HOME funding from the City of Columbia to assist with the renovation of the Stuart Parker Apartments and the Oak Towers Apartments. In FYE2017, CHA applied for and was recommended for HOME funding from the City of Columbia to assist with the renovation of the Bryant Walkway Apartments II. The CHA applied for and received AHAP funding from the Federal Home Loan Bank of Des Moines to assist with the development of the Patriot Place Apartments and the renovation of the Stuart Parker Apartments with Paquin Tower, the Bear Creek Apartments, and Oak Towers. In FYE2017, the CHA applied for AHAP funding from the Federal Home Loan Bank of Des Moines to assist with the renovation of the Bryant Walkway Apartments and Bryant Walkway Apartments II.

- The CHA will have converted 597 units of Public Housing under the RAD program during FYE2017. Renovation of 360 of these units will be completed in FYE2017. The renovation of the Oak Towers Apartments (147 units) will be complete in the spring of 2018.
- The CHA was awarded 9% Low-Income Housing Tax Credit funding in December 2016 to renovate 54 public housing units referred to as the Bryant Walkway Apartments. Renovation of these apartments will start in early 2018.
- The CHA was awarded 4% Low-Income Housing Tax Credit funding and tax-exempt bonds in December 2016 to renovate 36 public housing units referred to as the Bryant Walkway Apartments II. Renovation of these apartments will start in early 2018.
- The CHA is planning to submit an application for 9% Low-Income Housing Tax Credit funding to the Missouri Housing Development Commission during the next credit allocation round to renovate 50 public housing units referred to as the Providence Walkway Apartments.
- The CHA is planning to convert its remaining 120 Public Housing units under the RAD program in the next five years. This number includes the 50 Providence Walkway Apartments.
- The CHA has expanded the number of families participating in our Public Housing and Housing Choice Voucher Program Family Self-Sufficiency programs.

II. PHA Goal: Improve the quality of assisted housing

- The CHA provides monthly management reports for all departments to the CHA Board of Commissioners on a monthly basis for the purpose of informing the Board and tracking the performance of management operations.
- The CHA has implemented the transition to a paperless record-keeping system during FYE2015 and FYE2016.
- As noted previously, the CHA will have converted 597 units of Public Housing under the RAD program by the end of FYE2017. In addition, the CHA is planning to convert its remaining 120 Public Housing units under the RAD program in the next five years. The CHA will also submit an application for 9% Low-Income Housing Tax Credit funding to the Missouri Housing Development Commission during the next credit allocation round to renovate 50 public housing units referred to as the Providence Walkway Apartments. These 50 units are included in the aforementioned 120 public housing units to be renovated.

III. PHA Goal: Increase assisted housing choices

- The CHA increased its payment standards for the Housing Choice Voucher Program to match 100% of the HUD established Fair Market Rent for the Boone County, Missouri MSA.
- The CHA has added additional VASH vouchers in partnership with the Truman VA. The CHA currently administers 118 VASH Tenant-Based Vouchers and 25 VASH Project-Based Vouchers.

IV. PHA Goal: Provide an improved living environment

- The CHA continues to employ the public housing security improvements stated in our five-year plan. Monthly Safety Department reports document the actions of our Safety Officers and the incidents occurring on our properties.
- Criminal activity has significantly decreased on all CHA properties, and is at an all-time low. This has been accomplished through a combination of expanded Family Self-Sufficiency, Independent Living, and Family Support services provided to our Public Housing residents and Housing Choice Voucher Program participants along with enforcement of our Lease Addendum for Crime-Free Housing and the services provided by our Safety Department. This has resulted in a significant improvement in the living environment and quality of life for the families being served by the CHA.
- Oak Towers continues to be designated for the elderly, age 55 and up. Paquin Tower is designated for persons with disabilities and the elderly.

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

- The CHA is partnering with the Columbia Public School District to provide adult education classes at the CHA's J.W. "Blind" Boone Community Center.
- The CHA has expanded the Moving Ahead Program to provide a full-day program for 5 weeks during the summer in addition to the after-school program provided during the regular school year.
- The CHA received funding from the Boone County Children's Services fund in FYE2016 to provide the Healthy Homes Connection program to families with children participating in our Housing Choice Voucher Program. This program addresses the mental health needs of children and promotes emotionally healthy families.
- The CHA employs two Family Self-Sufficiency Coordinators serving CHA assisted households. There are currently 115 families participating in the Family Self-Sufficiency program.
- The CHA offers a free FDIC Money Smart program four times a year. The ten-week class covers a variety of topics including budgeting, repairing poor credit histories, and the homeownership process.
- The CHA offers the Powered by Moms program which focused on improving the parenting skills of moms with preschool children. The program also focused on early childhood development and positive health outcomes for preschool children.
- The CHA offers the REWARD employment program that provides job placement services that includes a subsidy to employers for the first six weeks of employment as an enticement to hire our residents.

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

D	Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).
D.1	Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD: See HUD Form 50075.2 as submitted with the PHA Plan for the Housing Authority of the City of Columbia for the Fiscal Year beginning October 1, 2016 and approved by Ms. Janis Murray of the HUD St. Louis Field Office on 09/12/2016 for Mr. Daniel Sherrod.



Housing Authority of the City of Columbia, Missouri

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Violence Against Women Act (VAWA)

CHA Goals and Objectives; Programs and Activities; and Policies

CHA Goals and Objectives

It is the goal of the CHA to provide for the health and safety of all residents and to act quickly to respond to all acts of violence occurring within our neighborhoods. The CHA has the following goals in responding to domestic violence and violence against women:

- CHA Safety Staff will respond immediately to all reports of domestic violence and immediately notify Police, Public Housing Managers and Resident Services of such acts of violence and request appropriate protections and services.
- CHA Safety Staff, Housing Managers and Resident Services will work with the Police and True North (the local domestic violence shelter) to provide for the immediate safety and protection of any victim of domestic violence, dating violence, sexual assault or stalking and assist them with locating safe shelter, medical services, counseling services, and other health and social services.
- The CHA will act quickly to remove the violent offender/domestic violence perpetrator from CHA property through arrest, trespass warning, or eviction and use all legal methods (including lease bifurcation) to prevent the offender from future acts of violence toward their victim and other public housing residents.
- The CHA considers domestic violence as high priority transfer request and will make every effort to transfer a resident of public housing, Low-Income Housing Tax Credit/Project-Based Voucher (LIHTC/PBV) property, or HOME Program resident who is a confirmed victim of domestic violence as soon as possible to another appropriate housing unit in a safer location.
- The CHA will assist all Section 8 Housing Choice Voucher Program participants and others in CHA-administered tenant-based rental assistance programs who are confirmed victims of domestic violence (and willing to relocate) to move to other appropriate rental housing in a safer location as soon as possible, including utilizing portability vouchers where possible and/or appropriate.

CHA Programs and Activities

- The CHA currently has a Memorandum of Understanding (MOU) with True North to mutually refer potential clients to each other. CHA utilizes a variety of housing assistance programs to best meet the needs of clients needing housing with supportive services, including Continuum of Care housing vouchers and Project-Based housing vouchers. True North provides supportive services to clients desiring domestic violence therapy and advocacy supports.
- The CHA has an informal referral agreement with True North for intake, assessment and service referral of all residents living in CHA properties (public housing & LIHTC/PBV), HOME Program residents and Section 8 tenants who report being victims of domestic violence, dating violence, sexual assault or stalking, utilizing the 50066 form or other third party documentation.

- CHA Resident Services provides immediate assistance and service referral to all victims of domestic violence, dating violence, sexual assault or stalking by a licensed clinical social worker.

CHA Policies

The CHA has completed a full review and revision of its Public Housing Admissions and Continued Occupancy Policy (ACOP), Public & LIHTC/PBV Housing Leases, and Section 8 Housing Choice Voucher Program Administrative Plan.

The CHA Admissions and Continued Occupancy Policy (ACOP) provides for Public Housing residents who are victims of domestic violence, dating violence, sexual assault or stalking to be considered as high priority housing transfer requests based on the conditions listed below.

Section 8 Housing Choice Voucher Program Administrative Plan provides that Section 8 tenants and others in CHA administered Tenant-Based and Project-Based rental assistance programs, which are confirmed victims of domestic violence, dating violence, sexual assault or stalking, must also meet the conditions below to be considered as high priority transfer requests for their housing voucher to allow them to secure safer housing.

- The victim of domestic violence, dating violence, sexual assault or stalking may complete a HUD Form 50066 and name their abuser if it is safe to do so and known to the victim. If the victim chooses not to complete the HUD Form 50066, they may submit third party documentation regarding the incident.
- All victims of domestic violence, dating violence, sexual assault or stalking may go to True North for assessment and confirmation by The Women’s Shelter that an act of domestic violence has occurred.

The CHA Public Housing & LIHTC/PBV Leases includes the following additional lease provisions to provide for the protection of victims of domestic violence:

The Landlord enforces the Lease in accordance with the Violence Against Women Reauthorization Act of 2013 (VAWA), which gives CHA the explicit authority to bifurcate a lease, or to remove a household member from a lease, “in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others, without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant.” The Landlord will pursue all such terminations in accordance with the policies outlined in the ACOP, and as prescribed by HUD. The Resident agrees to abide by the VAWA policies.

The CHA Public Housing Admissions and Continued Occupancy Policy (ACOP) and the CHA Housing Choice Voucher Administrative Plan (Admin) provide the following VAWA protection:

PROHIBITION AGAINST TERMINATING TENANCY OF VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

The Violence against Women Reauthorization Act of 2013 (VAWA), provides that “criminal activity directly relating to domestic violence, dating violence, sexual assault or stalking, engaged in by a member of a tenant’s household or any affiliated individual, shall not be cause for termination of the tenancy or occupancy rights, if the tenant or immediate family member of the tenant’s family is the victim or threatened victim of that abuse.” VAWA further provides that incidents of actual or threatened domestic violence, dating violence, or stalking may not be construed either as serious or repeated violations of the lease by the victim of such violence or as good cause for terminating the tenancy or occupancy rights of

the victim of such violence.

VAWA does not limit the PHA's authority to terminate the tenancy of any tenant if the PHA can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property.

Likewise, both programs offer similar VAWA protections. The following excerpt is from the Public Housing ACOP. Mirror language pertinent to the Section 8 Housing Choice Voucher program is found in the Administrative Plan.

Victim Documentation

PHA Policy

When a tenant family is facing lease termination because of the actions of a tenant, household member, or affiliated individual and a tenant or immediate family member of the tenant's family claims that she or he is the victim of such actions and that the actions are related to domestic violence, dating violence, or stalking, the PHA will require the individual to submit documentation affirming that claim.

The individual may satisfy the PHA's request by providing any one of the following three forms of documentation [24 CFR 5.2007(b)]:

- (1) A completed and signed HUD-approved certification form (HUD-50066, Certification of Domestic Violence, Dating Violence, or Stalking), which must include the name of the perpetrator only if the name of the perpetrator is safe to provide and is known to the victim
- (2) A federal, state, tribal, territorial, or local police report or court record
- (3) Documentation signed by a person who has assisted the victim in addressing domestic violence, dating violence, sexual assault or stalking, or the effects of such abuse. This person may be an employee, agent, or volunteer of a victim service provider; an attorney; or a medical professional. Acceptable documentation also includes a record of an administrative agency, and documentation from a mental health professional. The person signing the documentation must attest under penalty of perjury to the person's belief that the incidents in question are bona fide incidents of abuse. The victim must also sign the documentation.

The PHA may not require third-party documentation (forms 2 and 3) in addition to certification (form 1), except as specified below under "Conflicting Documentation," nor may it require certification in addition to third-party documentation [VAWA final rule].

PHA Policy

Any request for documentation of domestic violence, dating violence, sexual assault or stalking will specify a deadline of 14 business days following receipt of the request, will describe the three forms of acceptable documentation, will provide explicit instructions on where and to whom the documentation must be submitted, and will state the consequences for failure to submit the documentation or request an extension in writing by the deadline.

The PHA may, in its discretion, extend the deadline for 10 business days. Any extension granted by the PHA will be in writing.

The PHA also reserves the right to waive these victim verification requirements and accept only a self-certification from the victim if the PHA deems the victim's life to be in imminent danger.

Once a victim has completed certification requirements, the PHA will continue to assist the victim and may use bifurcation as a tool to remove a perpetrator from assistance. Owners will be notified of their legal obligation to continue housing the victim, while using lease bifurcation to remove the perpetrator from a unit. The PHA will make all best efforts to work with victims of domestic violence before terminating the victim's assistance.

In extreme circumstances when the PHA can demonstrate an actual and imminent threat to other participants or those employed at or providing service to the property if the participant's (including the victim's) tenancy is not terminated, the PHA will bypass the standard process and proceed with the immediate termination of the family's assistance.

Terminating or Evicting a Perpetrator of Domestic Violence

Although VAWA provides protection from termination for victims of domestic violence, it does not provide protection for perpetrators. In fact, VAWA gives the PHA the explicit authority to bifurcate a lease, or to remove a household member from a lease, "in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others, without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant." This authority supersedes any local, state, or other federal law to the contrary. However, if the PHA chooses to exercise this authority, it must follow any procedures prescribed by HUD or by applicable local, state, or federal law for eviction, lease termination, or termination of assistance [Pub.L. 109-271].

PHA Policy

When the actions of a tenant or other family member result in a determination by the PHA to terminate the family's lease and another family member claims that the actions involve criminal acts of physical violence against family members or others, the PHA will request that the victim submit the above required certification and supporting documentation in accordance with the stated time frame. If the certification and supporting documentation are submitted within the required time frame or any approved extension period, the PHA will either: a) bifurcate the lease in order to evict or terminate the occupancy rights of the perpetrator or b) require that the family provide documentation that the perpetrator is successfully undergoing rehabilitation or treatment. If the family elects the second option, the PHA will require the perpetrator to submit evidence of his or her current participation in counseling or other treatment. The documentation must be signed by an employee or agent of a domestic violence service provider or by a medical or other knowledgeable professional from whom the perpetrator is receiving assistance in addressing the abuse. The signer must attest under penalty of perjury to his or her belief that the rehabilitation is progressing successfully. The victim and perpetrator must also sign or attest to the documentation. The documentation must be submitted within 10 days of the PHA's request.

If the PHA can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if the tenant's tenancy is not terminated, the PHA will bypass the standard process and proceed with the immediate termination of the family's lease.

CHA Lease Termination Notice and Notice to Vacate

The CHA Lease Termination Notice and Notice to Vacate includes the following language regarding the protections provided by VAWA:

The CHA enforces the Lease in accordance with the Violence Against Women Reauthorization Act of 2013 (VAWA), which gives CHA the explicit authority to bifurcate a lease, or to remove a household member from a lease, "in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a Resident or lawful occupant and who engages in criminal acts of physical violence against family members or others, without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also a Resident or lawful occupant." The CHA will pursue all such terminations in accordance with the policies outlined in the ACOP, and as prescribed by HUD. The Resident will abide by the VAWA policies.

When a Resident family is facing lease termination because of the actions of a Resident, household member, guest, or other person under the Resident's control and a Resident or immediate family member of the Resident's family claims that she or he is the victim of such actions and that the actions are related to domestic violence, dating violence, sexual assault or stalking, the PHA will require the individual to submit documentation affirming that claim.

The documentation must include two elements:

- A. A signed statement by the victim that provides the name of the perpetrator and certifies that the incidents in question are bona fide incidents of actual or threatened domestic violence, dating violence, or stalking; and
- B. One of the following:
 1. A police or court record documenting the actual or threatened abuse; or
 2. A statement signed by an employee, agent, or volunteer of a victim service provider; an attorney; a medical professional; or another knowledgeable professional from whom the victim has sought assistance in addressing the actual or threatened abuse. The professional must attest under penalty of perjury that the incidents in question are bona fide incidents of abuse, and the victim must sign or attest to the statement.

The required certification and supporting documentation must be submitted to the PHA within 14 days after the individual claiming victim status receives a request for such certification.

The Resident understands that this Termination Notice is considered the request for any certification for VAWA purposes and that the 14 days are ended as of (insert date.)

The Resident must request the certification form prior to the 14 day deadline. This 14-day deadline may be extended at the PHA's discretion. If the individual does not provide the required certification and supporting documentation within 14 days, or the approved extension period, the PHA may proceed with assistance termination.

The PHA also reserves the right to waive these victim verification requirements and accept only a self-certification from the victim if the PHA deems the victim's life to be in imminent danger.

Once a victim has completed certification requirements, the PHA will continue to assist the victim and may use bifurcation as a tool to remove a perpetrator from assistance. The PHA will make all best efforts

to work with victims of domestic violence before terminating the victim's assistance.

In extreme circumstances when the PHA can demonstrate an actual and imminent threat to other participants or those employed at or providing service to the property if the participant's (including the victim's) tenancy is not terminated, the PHA will bypass the standard process and proceed with the immediate termination of the family's assistance.

PHA Confidentiality Requirements

All information provided to the PHA regarding domestic violence, dating violence, or stalking, including the fact that an individual is a victim of such violence or stalking, must be retained in confidence and may neither be entered into any shared data base nor provided to any related entity, except to the extent that the disclosure (a) is requested or consented to by the individual in writing, (b) is required for use in an eviction proceeding, or (c) is otherwise required by applicable law.

Deconcentration of Poverty and Income-Mixing [24 CFR 903.1 and 903.2]

The PHA's admission policy must be designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. A statement of the PHA's deconcentration policies must be included in its annual plan [24 CFR 903.7(b)].

The PHA's deconcentration policy must comply with its obligation to meet the income targeting requirement [24 CFR 903.2(c)(5)].

Developments subject to the deconcentration requirement are referred to as 'covered developments' and include general occupancy (family) public housing developments. The following developments are not subject to deconcentration and income mixing requirements: developments operated by a PHA with fewer than 100 public housing units; mixed population or developments designated specifically for elderly or disabled families; developments operated by a PHA with only one general occupancy development; developments approved for demolition or for conversion to tenant-based public housing; and developments approved for a mixed-finance plan using HOPE VI or public housing funds [24 CFR 903.2(b)].

Steps for Implementation [24 CFR 903.2(c)(1)]

To implement the statutory requirement to deconcentrate poverty and provide for income mixing in covered developments, the PHA must comply with the following steps:

Step 1. The PHA must determine the average income of all families residing in all the PHA's covered developments. The PHA may use the median income, instead of average income, provided that the PHA includes a written explanation in its annual plan justifying the use of median income.

PHA Policy

The PHA will determine the average income of all families in all covered developments on an annual basis.

Step 2. The PHA must determine the average income (or median income, if median income was used in Step 1) of all families residing in each covered development. In determining average income for each development, the PHA has the option of adjusting its income analysis for unit size in accordance with procedures prescribed by HUD.

PHA Policy

The PHA will determine the average income of all families residing in each covered development (not adjusting for unit size) on an annual basis.

Step 3. The PHA must then determine whether each of its covered developments falls above, within, or below the established income range (EIR), which is from 85% to 115% of the average family income determined in Step 1. However, the upper limit must never be less than the income at which a family would be defined as an extremely low income family (30% of median income).

Step 4. The PHA with covered developments having average incomes outside the EIR must then determine whether or not these developments are consistent with its local goals and annual plan.

Step 5. Where the income profile for a covered development is not explained or justified in the annual plan submission, the PHA must include in its admission policy its specific policy to provide for deconcentration of poverty and income mixing.

Depending on local circumstances the PHA's deconcentration policy may include, but is not limited to the following:

- Providing incentives to encourage families to accept units in developments where their income level is needed, including rent incentives, affirmative marketing plans, or added amenities
- Targeting investment and capital improvements toward developments with an average income below the EIR to encourage families with incomes above the EIR to accept units in those developments
- Establishing a preference for admission of working families in developments below the EIR
- Skipping a family on the waiting list to reach another family in an effort to further the goals of deconcentration
- Providing other strategies permitted by statute and determined by the PHA in consultation with the residents and the community through the annual plan process to be responsive to local needs and PHA strategic objectives

A family has the sole discretion whether to accept an offer of a unit made under the PHA's deconcentration policy. The PHA must not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under the PHA's deconcentration policy [24 CFR 903.2(c)(4)].

If, at annual review, the average incomes at all general occupancy developments are within the EIR, the PHA will be considered to be in compliance with the deconcentration requirement and no further action is required.

PHA Policy

For developments outside the EIR the PHA will take the following actions to provide for deconcentration of poverty and income mixing:

Increase advertising in local media

Monitor waiting list closely

Conduct outreach through area social service agencies by in-services and communication through PHA staff

Promote marketing of PHA's public housing developments

Attachment R – Rental Assistance Demonstration (RAD)

CHA Plan Amendment (adopted October 16, 2017)

The Housing Authority of the City of Columbia, Missouri (CHA) is amending its 5-Year and Annual PHA Plan because we have been successful applicants in HUD’s Rental Assistance Demonstration (RAD) program. As a result, the CHA will be converting to Project Based Vouchers under the guidelines of PIH Notice 2012-32, REV-1 (July 7, 2012) and any successor Notices. Upon conversion to Project Based Vouchers, the Authority will adopt the resident rights, participation, waiting list and grievance procedures listed in Section 1.6.C & 1.6.D of PIH Notice 2012-32, REV-3 (January 12, 2017). These resident rights, participation, waiting list and grievance procedures are appended to this Attachment. Additionally, CHA is currently compliant with all fair housing and civil rights requirements and is not under a Voluntary Compliance Agreement.

RAD was designed by HUD to assist in addressing the capital needs of public housing by providing PHAs with access to private sources of capital to repair and preserve its affordable housing assets. Please be aware that upon conversion, CHA’s Capital Fund Budget will be reduced by the pro rata share of Public Housing Developments converted as part of the Demonstration, and that CHA may also borrow funds to address their capital needs. CHA has contributed and/or will be contributing Capital Funds in the amount of \$2,439,681 and Operating Reserves in the amount of \$1,273,108 towards the conversions. The CHA currently has debt under an Energy Performance Contract for the remaining Public Housing properties and will be working with Ameresco, our Energy Performance Contracting provider, to address outstanding debt ratios, which will be paid off prior to or upon the closings of each remaining project.

Below, please find specific information related to the Public Housing Developments selected for RAD:

Development #1a

<u>Name of Development:</u>	<u>PIC Development ID:</u>	<u>Conversion Type:</u>	<u>Transfer of Assistance:</u>
Stuart Parker Apartments	MO007000001	Project-Based Vouchers	N/A
<u>Number of Units:</u>	<u>Pre-RAD Unit Type:</u>	<u>Post-RAD Unit Type:</u>	<u>Capital Fund/Operating Reserve Allotment Towards Development:</u>
84	Family Housing	Family Housing	\$1,382,789
<u>Bedroom Type</u>	<u>Number of Units Pre-Conversion</u>	<u>Number of Units Post-Conversion</u>	<u>Change in Number of Units</u>
One Bedroom	32	32	0
Two Bedroom	36	36	0
Three Bedroom	16	16	0

Development #1b

<u>Name of Development:</u> Paquin Tower Apartments	<u>PIC Development ID:</u> MO007000004	<u>Conversion Type:</u> Project-Based Vouchers	<u>Transfer of Assistance:</u> N/A
<u>Number of Units:</u> 200	<u>Pre-RAD Unit Type:</u> Mixed Population	<u>Post-RAD Unit Type:</u> Mixed Population	<u>Capital Fund/Operating Reserve Allotment Towards Development:</u> See Stuart Parker
<u>Bedroom Type</u>	<u>Number of Units Pre-Conversion</u>	<u>Number of Units Post-Conversion</u>	<u>Change in Number of Units</u>
Efficiency	141	141	0
One Bedroom	57	57	0
Two Bedroom	2	2	0

Development #2

<u>Name of Development:</u> Bear Creek Apartments	<u>PIC Development ID:</u> MO007000002	<u>Conversion Type:</u> Project-Based Vouchers	<u>Transfer of Assistance:</u> N/A
<u>Number of Units:</u> 76	<u>Pre-RAD Unit Type:</u> Family Housing	<u>Post-RAD Unit Type:</u> Family Housing	<u>Capital Fund/Operating Reserve Allotment Towards Development:</u> \$710,000
<u>Bedroom Type</u>	<u>Number of Units Pre-Conversion</u>	<u>Number of Units Post-Conversion</u>	<u>Change in Number of Units</u>
One Bedroom	12	12	0
Two Bedroom	20	18	-2
Three Bedroom	36	36	0
Four Bedroom	10	10	0

Development #3

<u>Name of Development:</u> Oak Tower Apartments	<u>PIC Development ID:</u> MO007000003	<u>Conversion Type:</u> Project-Based Vouchers	<u>Transfer of Assistance:</u> N/A
<u>Number of Units:</u> 147	<u>Pre-RAD Unit Type:</u> Elderly & Near Elderly	<u>Post-RAD Unit Type:</u> Elderly	<u>Capital Fund/Operating Reserve Allotment Towards Development:</u> \$130,000
<u>Bedroom Type</u>	<u>Number of Units Pre-Conversion</u>	<u>Number of Units Post-Conversion</u>	<u>Change in Number of Units</u>
Efficiency	84	77	0
One Bedroom	63	70	0

Development #4

<u>Name of Development:</u> Bryant Walkway Apartments	<u>PIC Development ID:</u> MO007000001	<u>Conversion Type:</u> Project-Based Vouchers	<u>Transfer of Assistance:</u> Yes Only the 2 Four-Bedroom Units (New Construction of 2 Four-Bedroom Units)
<u>Number of Units:</u> 54	<u>Pre-RAD Unit Type:</u> Family Housing	<u>Post-RAD Unit Type:</u> Family Housing	<u>Capital Fund/Operating Reserve Allotment Towards Development:</u> \$600,000.00
<u>Bedroom Type</u>	<u>Number of Units Pre-Conversion</u>	<u>Number of Units Post-Conversion</u>	<u>Change in Number of Units</u>
One Bedroom	11	11	0
Two Bedroom	27	27	0
Three Bedroom	14	14	0
Four Bedroom	2	2	0

Development #5

<u>Name of Development:</u> Bryant Walkway Apartments II	<u>PIC Development ID:</u> MO007000001	<u>Conversion Type:</u> Project-Based Vouchers	<u>Transfer of Assistance:</u> N/A
<u>Number of Units:</u> 36	<u>Pre-RAD Unit Type:</u> Family Housing	<u>Post-RAD Unit Type:</u> Family Housing	<u>Capital Fund/Operating Reserve Allotment Towards Development:</u> \$690,000.00
<u>Bedroom Type</u>	<u>Number of Units Pre-Conversion</u>	<u>Number of Units Post-Conversion</u>	<u>Change in Number of Units</u>
One Bedroom	26	26	0
Two Bedroom	6	6	0
Three Bedroom	4	4	0
Four Bedroom	0	0	0

Development #6 (applied for, but not yet awarded a HUD RAD CHAP)

<u>Name of Development:</u> Providence Walkway Apartments	<u>PIC Development ID:</u> MO007000001	<u>Conversion Type:</u> Project-Based Vouchers	<u>Transfer of Assistance:</u> N/A
<u>Number of Units:</u> 50	<u>Pre-RAD Unit Type:</u> Family Housing	<u>Post-RAD Unit Type:</u> Family Housing	<u>Capital Fund/Operating Reserve Allotment Towards Development:</u> \$200,000.00
<u>Bedroom Type</u>	<u>Number of Units Pre-Conversion</u>	<u>Number of Units Post-Conversion</u>	<u>Change in Number of Units</u>
One Bedroom	7	7	0
Two Bedroom	19	19	0
Three Bedroom	14	14	0
Four Bedroom	10	10	0

CHA Plan Amendment
CHA Funding Contributions

	PROJECT						
Funding Source	SP/PT	BC	OT	BWW	BWWII	UA	Totals

	SP/PT	BC	OT	BWW	BWWII		Total
Capital Fund Program (CFP)	Allocation	Allocation	Allocation	Allocation	Allocation	Un-Allocated	Allocation
MO36P007501-12	\$ 558,195.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 558,195.12
MO36P007501-13	\$ 423,811.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 423,811.34
MO36P007501-14	\$ 150,782.54	\$ 422,786.36	\$ 24,285.00	\$ -	\$ -	\$ -	\$ 597,853.90
MO36P007501-15	\$ -	\$ 167,213.64	\$ 105,715.00	\$ -	\$ -	\$ -	\$ 272,928.64
MO36P007501-16	\$ -	\$ -	\$ -	\$ 123,658.00	\$ -	\$ -	\$ 123,658.00
MO36P007501-17	\$ -	\$ -	\$ -	\$ -	\$ 263,234.00	\$ -	\$ 263,234.00
Total CFP Funding:	\$ 1,132,789.00	\$ 590,000.00	\$ 130,000.00	\$ 123,658.00	\$ 263,234.00	\$ -	\$ 2,239,681.00

	SP/PT	BC	OT	BWW	BWWII		Total
Operating Reserves (OR)	Allocation	Allocation	Allocation	Allocation	Allocation	Un-Allocated	Allocation
MO007000001	\$ -	\$ -	\$ -	\$ 476,342.00	\$ 426,766.00	\$ -	\$ 903,108.00
MO007000002	\$ -	\$ 120,000.00	\$ -	\$ -	\$ -	\$ -	\$ 120,000.00
MO007000003	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MO007000004	\$ 250,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000.00
Total OR Funding:	\$ 250,000.00	\$ 120,000.00	\$ -	\$ 476,342.00	\$ 426,766.00	\$ -	\$ 1,273,108.00

	SP/PT	BC	OT	BWW	BWWII		Total
	Allocation	Allocation	Allocation	Allocation	Allocation	Un-Allocated	Allocation
Total CHA Contribution:	\$ 1,382,789.00	\$ 710,000.00	\$ 130,000.00	\$ 600,000.00	\$ 690,000.00	\$ -	\$ 3,512,789.00
<i>LIHTC Proforma Sources and Uses:</i>	\$ 1,382,789.00	\$ 710,000.00	\$ 130,000.00	\$ 600,000.00	\$ 690,000.00	\$ -	\$ 3,512,789.00
<i>Test - Must = \$ 0.00:</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

- SP/PT = Stuart Parker / Paquin Tower Apartments (284 units)
- BC = Bear Creek Apartments (76 units)
- OT = Oak Towers Apartments (147 units)
- BWW = Bryant Walkway Apartments (54 units)
- BWWII = Bryant Walkway Apartments II (36 units)
- UA = Unallocated



Affordable Housing Initiative

Affordable ❖ Accessible ❖ Energy-Efficient ❖ Healthy ❖ Safe ❖ Well-Maintained

Rental Assistance Demonstration (RAD) Program Overview

July 16, 2013

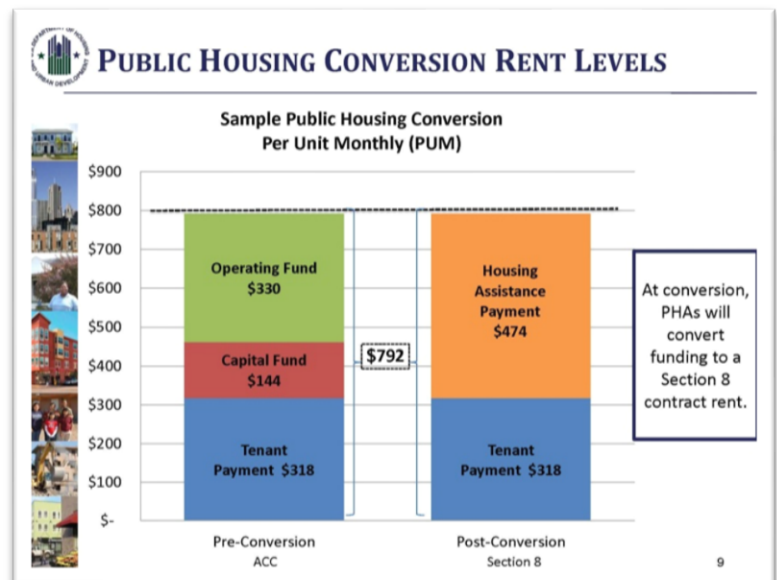
- RAD allows Public Housing Authorities (PHAs) to convert public housing subsidies into a long-term, Project-Based Section 8 rental assistance subsidy.
- Public housing subsidies are unpredictable and fluctuate annually due to federal budget cuts.
- Project-Based Section 8 Vouchers provide a stable and predictable annual subsidy.
- Stable and predictable revenues allow the CHA to apply for Low-Income Housing Tax Credits and other sources of financing to fund public housing renovations.
- RAD will lock in FYE2012 public housing funding levels and convert them to Project-Based Voucher subsidies.
- The initial RAD contract will be for a period of at least 15 years (up to 20 years upon approval).
- At expiration of the initial contract, a voucher renewal contract will be issued.
- Each project with a Project-Based Voucher (PBV) contract will also carry a concurrent renewable RAD Use Agreement that will be recorded superior to other liens on the property. This ensures the property will continue to serve low-income families.
- All RAD conversions require: 1.) A Physical Condition Assessment; 2.) Green Building and Energy Efficiency; 3.) Compliance with the Uniform Relocation Assistance Act (URA); and 4.) Renovations must meet Accessibility Requirements.
- RAD conversions can be staged in phases in order to address the needs of multiple properties.
- Sample Conversion Rent Levels:

The combination of the Operating Fund, Capital Fund, and Tenant Payment for each Public Housing unit will be equal to the Housing Assistance Payment and the Tenant Payment for the Project-Based Voucher.

(Example on Right)

- Resident Protections are guaranteed by the RAD Program.

(See Reverse Side)



RAD Protections for Public Housing Residents

This is a brief summary of RAD protections for Public Housing Residents affected by a RAD conversion:

- **No Re-screening of Tenants upon Conversion.** Pursuant to the RAD statute, at conversion, current households are not subject to rescreening, income eligibility, or income targeting provisions.
- **Right to Return.** Any residents that may need to be temporarily relocated to facilitate rehabilitation or construction will have a right to return to the development once rehabilitation or construction is completed.
- **Renewal of Lease.** Under RAD, the PHA must renew all leases upon lease expiration, unless cause exists.
- **Phase-in of Tenant Rent Increases.** If a tenant's monthly rent increases by more than the greater of 10 percent or \$25 purely as a result of conversion, the rent increase will be phased in over 3 years, which a PHA may extend to 5 years.
- **Public Housing Family Self Sufficiency (PH FSS) and Resident Opportunities and Self Sufficiency Service Coordinator (ROSS-SC) programs.** Current PH FSS participants will continue to be eligible for FSS once their housing is converted under RAD. Current ROSS-SC grantees will be able to finish out their current ROSS-SC grants once their housing is converted under RAD.
- **Resident Participation and Funding.** Residents of covered projects converting assistance to PBVs will have the right to establish and operate a resident organization for the purpose of addressing issues related to their living environment and be eligible for resident participation funding.
- **Resident Choice and Mobility.** One of the major benefits of the RAD program is that the program greatly enhances the choice and mobility of Residents living in the converted Public Housing units. Depending on whether the converted units are Project-Based Vouchers (PBV) or Project-Based Rental Assistance (PBRA), residents can move out of the converted Public Housing development with housing assistance after living there for one or two years. Once this residency requirement has been met, the Resident will be issued a Section 8 Housing Choice Voucher if they choose not to renew their lease. The Resident can use their voucher anywhere in Columbia and Boone County and may also "port-out" to another PHA with their voucher and continue to receive housing assistance through the new PHA.