



# 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)

## Resident Advisory Board

### Open Meeting Notice

### CHA Resident Advisory Board Meeting Agenda

**Date: Thursday, January 31, 2019**

**Time: 5:00 p.m.**

**Place: Paquin Tower Community Room, 1201 Paquin Street**

- I. Call to Order and Introductions: Laura Lewis, Director of Public Housing Operations
- II. Approval of Meeting Agenda
- III. Approval of October 4, 2018 Meeting Minutes
- IV. Presentation of 811 Mainstream Vouchers
- V. Presentation of proposed revisions to Transfer Policy
- VI. 2019 Applications for RAB
- VII. Discussion of Future Meeting Topics
- VIII. Schedule of Next Meeting – TBA
- IX. Adjournment

***\* RAB Members needing transportation assistance should call Charline Johns at (573) 443-2556 ext. 1121 before 12:00 Noon on Wednesday, January 30, 2019  
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. Charline Johns, Executive Assistant at (573) 443-2556, extension 1122, or (800) 735-2966 (TTY) at least one working day prior to the meeting.

**Media Contact:** Phil Steinhaus, CEO

Phone: (573) 443-2556

E-mail: [ColumbiaHA.info@gmail.com](mailto: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).

“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.”



# Resident Advisory Board 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 Line: (573) 443-0051 ♦ [www.ColumbiaHA.com](http://www.ColumbiaHA.com)

## October 4, 2018 Meeting Minutes

The Resident Advisory Board (RAB) met on Thursday, October 4, 2018 at Paquin Towers in the Community Room beginning at 5:00 p.m.

**RAB Members Present:** Darrell Black, Stephanie Scott, Shavon Walls, Esther Garay, Anna Estevez, Julie Cullum, Ruthy Chatman, Martin Andrews, Ellen Stockton, Tom Van Booven, Linda Mitchell, Max Wilkey, Cathy Lynch and Lora Craig

**Guests Present:** Phil Steinhaus – Chief Executive Officer

**Present from CHA:** Laura Lewis – Director of Affordable Housing Operations  
Charline Johns – Receptionist/Clerk

### I. Call to Order and Introductions:

Mr. Steinhaus called the meeting to order at 5:00 P.M. Mr. Steinhaus introduced himself and called the meeting to order.

### II. Approval of Agenda:

Mr. Steinhaus called for a motion to approve the agenda. A motion was made by Ms. Stockton. Second by Ms. Estevez. All members voted “Aye” and Mr. Steinhaus declared the agenda adopted.

### III. Approval of September 6, 2018 Meeting Minutes:

Mr. Steinhaus called for a motion to approve the minutes from the open meeting of September 6, 2018. A motion was made by Ms. Stockton. Second by Ms. Estevez. Mr. Steinhaus asked the members if they had any additions or corrections that were needed, hearing none. All members voted “Aye” and Mr. Steinhaus declared the minutes approved.

### IV. Presentation of the FYE2019 Annual Plan and Five-Year Plan:

Mr. Steinhaus stated that CHA residents would be getting a 2% Cost of Living Adjustment. All CHA employees would also be getting a 2% raise. Ms. Lynch stated asked Mr. Steinhaus “How will taxes for CHA be affected?” after stating she had saw Mr. Steinhaus on the news. Mr. Steinhaus stated that tariffs imposed by President Trump which causes the prices of materials to go up. Makes it more expensive to build affordable housing.

**V. Presentation of the FYE2019 Annual Budget:**

Mr. Steinhaus that the tariffs would hurt CHA's budget not CHA's residents. Providence Walkway did not get funded predicting a 10% vacancy loss.

**VI. Presentation of Appreciation Awards:**

Mr. Steinhaus called for Ms. Lewis to come forward and presented awards to RAB Members that were present as Mr. Steinhaus took pictures with them.

**VII. Schedule of Next Meeting:** Thursday, January 31, 2019 @ 5:00 P.M.

**VIII. Adjournment:** Mr. Steinhaus called for a motion to adjourn the meeting. A motion was made by Ms. Stockton. Second by Ms. Chatman. Mr. Steinhaus called the meeting adjourned at 6:00 P.M.

Respectfully submitted,

*Charline Johns*

Charline Johns, Receptionist/Clerk  
Columbia Housing Authority



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To: Resident Advisory Board

From: Andrea Tapia, Director of Housing Programs

Date: January 31, 2019

RE: Proposed Revision to the Housing Choice Voucher Administrative Plan: Revising the Housing Choice Voucher Waitlist Preferences to include 811 Mainstream Voucher preference.

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On September 5, 2018, the Columbia Housing Authority (CHA) was awarded fourteen 811 Mainstream Vouchers. These vouchers provide housing to individuals and/or families who are 18-62 years of age with disabilities, extremely low- income who are transitioning out of institutional or other segregated settings, or at risk of institutionalization, homelessness or risk of being homeless.

Because HUD requires all 811 Mainstream Voucher applicants to be added to the Housing Choice Voucher waitlist, the CHA will need to establish a preference for those on the current waitlist who may be considered eligible to receive 811 mainstream voucher program assistance. The CHA proposes a preference score of 35 for those who meet the eligibility criteria for 811 Mainstream Voucher program assistance.

## **Current Policy**

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

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

### **PHA Policy**

The PHA will use the following local preference:

In order to assist as many families as possible in assisted housing, the PHA will establish a preference for “working” families, where the head, spouse, cohead, or sole member is employed at least 20 hours per week with verification and a history of 60 days of employment at the time they are pulled from the Waiting List. As required by HUD, families where the head and spouse,

or sole member is a person age 62 or older, or is a person with disabilities, they will also be given the benefit of the working preference [24 CFR 960.206(b)(2)]. Homeless Veterans Preference: In order to address the problem of homelessness among veterans, CHA will establish a preference for “homeless veterans”, where the head, spouse, co-head or sole member is a homeless veteran of the United States military. Applicants must submit a copy of their certificate of release or discharge from active duty (DD214), showing they have been honorably discharged in order to receive a preference. Honorably discharged homeless veterans will receive the same 25 points given to working families, the elderly and persons with disabilities, plus an additional 5 points, for a total of no more than 30 points on the waitlist.

## **Proposed Changes**

### **PHA Policy**

The PHA will use the following local preference:

In order to assist as many families as possible in assisted housing, the PHA will establish a preference for “working” families, where the head, spouse, cohead, or sole member is employed at least 20 hours per week with verification and a history of 60 days of employment at the time they are pulled from the Waiting List.

As required by HUD, families where the head and spouse, or sole member is a person age 62 or older, or is a person with disabilities, they will also be given the benefit of the working preference [24 CFR 960.206(b)(2)].

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

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



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To: Resident Advisory Board

From: Andrea Tapia, Director of Housing Programs

Date: January 31, 2019

RE: Proposed Revision to the Public Housing Admission and Continue Occupancy Policy (ACOP). Revising Chapter 12 Transfer Policy Section 12.II.B. Occupancy Standard Transfers

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HUD allows Public Housing Authorities (PHA) to establish transfer policies in any manner that is reasonable and that does not conflict with any other HUD established occupancy regulations or affirmative housing goals.

The Columbia Housing Authority (CHA) understands transferring families is a very costly process, both for the PHA and for the families. By establishing a policy that allows the PHA to permit a resident to transfer within or between PHA developments and PHA housing programs; when necessary to comply with occupancy standards; or when it will help accomplish the Affirmative Housing goals of the PHA.

## **Proposed Policy Revision**

### **Occupancy Standards Transfers**

The PHA may require a resident to move when a reexamination indicates that there has been a change in family composition, and the family is either overcrowded or over-housed according to PHA policy [24 CFR 960.257(a)(4)]. On some occasions, the PHA may initially place a resident in an inappropriately sized unit at lease-up, where the family is over-housed, to prevent vacancies. The public housing lease must include the tenant's agreement to transfer to an appropriately sized unit based on family composition [24 CFR 966.4(c)(3)].

### **PHA Policy**

The PHA may require or permit resident transfers, within and/or between PHA public housing developments and programs when the family size has changed, and the family is now too large (overcrowded) or too small (over-housed) for the unit occupied.

For purposes of the transfer policy, overcrowded and over-housed are defined as follows:

Overcrowded: the number of household members exceeds the maximum number of persons allowed for the unit size in which the family resides, according to the chart in Section 5-I.B.

Over-housed: the family no longer qualifies for the bedroom size in which they are living based on the PHA's occupancy standards as described in Section 5-I.B.

The PHA may also transfer a family who was initially placed in a unit in which the family was over-housed to a unit of an appropriate size based on the PHA's occupancy standards, when the PHA determines there is a need for the transfer.

The PHA may elect not to transfer an over-housed family in order to prevent vacancies.

A family that is required to move because of family size will be advised by the PHA that a transfer is necessary and that the family has been placed on the transfer list.

Families that request and are granted an exception to the occupancy standards (for either a larger or smaller size unit) in accordance with the policies in Section 5-I.C. will only be required to transfer if it is necessary to comply with the approved exception.

## **Current Policy**

### **PHA Policy**

#### **Occupancy Standards Transfers**

The PHA may require a resident to move when a reexamination indicates that there has been a change in family composition, and the family is either overcrowded or over-housed according to PHA policy [24 CFR 960.257(a)(4)]. On some occasions, the PHA may initially place a resident in an inappropriately sized unit at lease-up, where the family is over-housed, to prevent vacancies. The public housing lease must include the tenant's agreement to transfer to an appropriately sized unit based on family composition [24 CFR 966.4(c)(3)].

### **PHA Policy**

The PHA will transfer a family when the family size has changed, and the family is now too large (overcrowded) or too small (over-housed) for the unit occupied.

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Over-housed: the family no longer qualifies for the bedroom size in which they are living based on the PHA's occupancy standards as described in Section 5-I.B.

The PHA may also transfer a family who was initially placed in a unit in which the family was over-housed to a unit of an appropriate size based on the PHA's occupancy standards, when the PHA determines there is a need for the transfer.

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