



# Housing Authority of the City of Columbia, Missouri

---

201 Switzler Street, Columbia MO 65203

Office: (573) 443-2556 ♦ Fax: (573) 443-0051 ♦ TTY: (800) 735-2966 ♦ www.ColumbiaHA.com

## Open Meeting Notice

### CHA Board of Commissioners Meetings

**Date:** Wednesday, October 12, 2022

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

**Place:** This will be a virtual meeting held through the Zoom video conferencing application. To receive an invitation to participate in the meeting, send an email request to: [mbetz@columbiaha.com](mailto:mbetz@columbiaha.com) at least four (4) hours prior to the start of the meeting.

- I. Call to Order/Introductions
- II. Roll Call
- III. Adoption of Agenda
- IV. Approval of September 8, 2022 and September 19, 2022, Open Meeting Minutes
- V. Public Comment (Limited to 5 minutes per speaker)

#### PUBLIC HEARINGS

- VI. FY 2023-2027 PHA Plan and Annual Plan
- VII. Proposed CHA Budget-FY 2023: January 1, 2023 – December 31, 2023
  - A. LIHTC Property Budget Presentation
  - B. Board Discussion
  - C. Public Comment
  - D. Continuation of Public Hearing to November 9, 2022-PHA Budget and Agency Wide Budget

#### RESOLUTIONS

- VIII. **Resolution 2910:** Resolution to Approve Submission of the PHA Annual Plan, Five Year Plan, Revisions to the CHA's Public Housing Admissions and Continued Occupancy Plan (ACOP), revisions to the CHA's Section 8 Housing Choice Voucher Administrative Plan and PHA Certifications of Compliance Statements for Fiscal Year Beginning January 1, 2023 and Ending December 31, 2023.
- IX. **Resolution 2911:** A Resolution to Approve the Submission of the FY 2023 Budgets for the following Limited Partnerships of the Low-Income Housing Tax Credit Properties Managed by the Columbia Housing Authority: The Mid-Missouri Veterans Housing Development Group, LP; Stuart Parker Housing Development Group, LP; Bear Creek Housing Development Group, LP; Oak Towers Housing Development Group, LP; Bryant Walkway Housing Development Group, LP; and Bryant Walkway II Housing Development Group, LP.

#### REPORTS

- X. Affordable Housing Development, Public Housing & Affordable Housing Properties, Section 8 Housing Choice Voucher Program, Resident Services and Safety.
- XI. August Financial Report

**XII.** Current Events

**PUBLIC AND COMMISSIONER COMMENT**

**XIII.** Public Comment (Limited to 5 minutes per speaker)

**XIV.** Commissioner Comment

**XV.** Adjournment

If you wish to participate in the meeting and require specific accommodations or services related to disability, please contact Ms. Michelle Betz, Executive Assistant at (573) 443-2556, extension 1122 or TTY Relay 800.735.2966, at least one working day prior to the meeting. You can contact Ms. Betz by email at the following address: [info@columbiaha.com](mailto:info@columbiaha.com)

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



# Housing Authority of the City of Columbia, Missouri

---

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

## HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI BOARD OF COMMISSIONERS MEETING September 7, 2022 MEETING MINUTES

### I. Call to Order:

The Board of Commissioners of the Housing Authority of the City of Columbia, Missouri (CHA) met in open session on September 7, 2022, in the Training Room of the Columbia Housing Authority Administration Building, 201 Switzler St., Columbia, Missouri 65203. Mr. Hutton, Chair, called the meeting to order at 5:30 p.m.

### II. Roll Call:

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

CHA Staff: Randy Cole, CEO  
Michelle Betz, Executive Assistant  
Tawanda Edwards, Director of Housing Programs  
Laura Lewis, Director of Affordable Housing Operations  
Debbi Simmons, Chief Financial Officer  
Tammy Matondo, Housing Development Coordinator

### III. Adoption of Agenda:

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

### IV. Approval of September 7, 2022 Open Meeting Minutes:

Mr. Hutton called for a motion to approve the minutes from the open meeting of September 7, 2022. Mr. Hutton noted that this was a regular meeting. A motion was made by Ms. Wenneker and second by Mr. Hutton. All Commissioners voted “aye” and Mr. Hutton declared the motion approved.

### V. Public Comment.

There was no public comment.

## RESOLUTIONS

**VI. Resolution 2904: Authorizing the Submission of a FSS Grant application to the U.S. Department of HUD.**

Mr. Cole stated we are requesting an amount up to \$128,050. Mr. Cole stated the application is due by Oct 7<sup>th</sup> and it will help fund two full time Family Self Sufficiency Coordinators positions.

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

Mr. Hutton called for a motion to approve Resolution 2904 as presented. A motion was made by Mr. Calloway. Second by Ms. Rahn. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Wenneker, Hutton, Oliveri, Calloway, Rahn

No: None

**VII. Resolution 2905: Authorizing the Submissions of a CoC Grant Renewal Application to the Dept. of HUD, through the MO Balance of State CoC application process, to provide rental housing assistance to homeless persons w/disabilities.**

Mr. Cole reported this is a grant renewal application and that we are requesting an amount up to \$465,000. Mr. Cole stated there are two due dates, Sept 20<sup>th</sup> we must apply to the regional COC and Oct 10<sup>th</sup> we send this to HUD.

Mr. Calloway inquired about the Missouri Balance of State, Mr. Cole explained in detail about the Missouri Balance of State and Ms. Wenneker inquired about the amount we would receive. Mr. Calloway inquired about what is the competition based on, Ms. Edwards explained how it is the ability to distribute the funds.

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

Mr. Hutton called for a motion to approve Resolution 2905 as presented. A motion was made by Ms. Wenneker. Second by Ms. Rahn. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Wenneker, Hutton, Oliveri, Calloway, Rahn

No: None

**VIII. Resolution 2906: Authorizing the Housing Authority of the City of Columbia, Missouri to submit a Rental Assistance Demonstration Program (RAD) application for the "Park Avenue Apartments".**



Mr. Cole report this is the Rental Assistance Demonstration (RAD) program application for Park Avenue that will be submitted to HUD. It is a requirement for us to be able to convert the Public Housing to Section 8 Project Based Vouchers.

Mr. Hutton asked, if we don't receive the funding will the RAD approval get rescinded? Ms. Matondo stated there is an expiration date, but we would have another opportunity to apply again.

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

Mr. Hutton called for a motion to approve Resolution 2906 as presented. A motion was made by Ms. Wenneker. Second by Ms. Rahn. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Wenneker, Hutton, Oliveri, Calloway, Rahn

No: None

**IX. Resolution 2907: Authorizing the Housing Authority of the City of Columbia, Missouri to draft and publicize a request for proposals for up to 24 Project Based Vouchers to be used in Housing for Homeless households and those at risk of homelessness within the City of Columbia, MO.**

Mr. Cole reviewed the Request for Proposal (RFP) for the 24 project-based vouchers to be utilized for Kinney Point.

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

Mr. Hutton called for a motion to approve Resolution 2907 as presented. A motion was made by Ms. Rahn. Second by Ms. Wenneker. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Wenneker, Hutton, Oliveri, Calloway, Rahn

No: None

**X. Resolution 2908: Authorizing changes to the job description, salary ranges, and Appendix 3 Range and Salary Plan to the CHA Personnel Policy.**

Mr. Cole reviewed the salary range for the Housing Choice Voucher (HCV) Specialist.

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

Mr. Hutton called for a motion to approve Resolution 2908 as presented. A motion was made by Mr. Calloway. Second by Ms. Oliveri. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Wenneker, Hutton, Oliveri, Calloway, Rahn

No: None

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

**Housing Operations:**

Mr. Cole reviewed highlights from the Property Management Report for July 2022 and from the Housing Choice Voucher Program Report.

Mr. Calloway inquired about the Property Management Report, the cost of AMP1 being restored compared to other units like Oak Towers and Paquin Towners being restored. Ms. Lewis explained how the towers are efficiency apartments or one-bedroom apartments and are easier to turnover, while AMP 1 are family sites up to 4 bedrooms with more damage and takes longer to turnover.

Mr. Calloway inquired about the HCV Vouchers and individuals looking to find a place. Ms. Edwards explained how the HCV Vouchers work and how Mr. Steven Reifsteck is our Housing Ambassador and how he has a list of properties that accept Sec 8 and does Landlord recruitment.

**Safety:**

Mr. Cole shared that there were 41 CHA Safety Department Reports in July and 201 Joint Communication Logs for July. Safety had 4 new residents move in meetings and did 4 different activities. Mr. Cole stated they have a part-time Safety position open.

**XII. Financial Report**

Mr. Cole reviewed highlights from the July Financial report sharing that the revenues are higher than expenditures and net gains of the HCV is \$59,059 and Public Housing is \$46,181 and LIHTC \$84,380 above budget.

Ms. Wenneker asked what does EPC stand for and Ms. Simmons responded with Energy Performance Contract.

**XIII. Budget Policy Report**

Mr. Cole shared how he went to a Budget Policy Training and how they had a good Budget Policy example and how it would be a good framework for us.

Mr. Cole reported how Senior Staff met and reviewed the 1-year plan and 5-year plan. Ms. Simmons met with the Directors one on one for a series of meetings and then met with Mr. Cole. First draft of the budge will go to the board Oct. 12, along with a resolution for the LIHTC budget.

**XIV. Current Events**

Mr. Cole reported that CHA was mentioned in new articles.

**XV. Public Comment**

There was no public comment.

**XVI. Commissioner Comment**

There was no commissioner comment.

**XVII. Adjournment**

Mr. Hutton called for a motion to adjourn the meeting. A motion was made by Ms. Rahn. Second by Ms. Wenneke. Mr. Hutton called the meeting adjourned at 6:45 pm.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

---

**Certification of Public Notice**

I, Randy Cole, Chief Executive Officer of the Housing Authority of the City of Columbia, Missouri, do hereby certify that on September 6, 2022, I posted public notice of the September 8, 2022 Board of Commissioners Meeting and distributed copies of the notice and agenda to the Board of Commissioners and the local media. The meeting notice and agenda was also distributed to the public upon request.

The complete agenda packet was available for review at all CHA offices during regular business hours and posted on the CHA web site at: [www.ColumbiaHA.com](http://www.ColumbiaHA.com).

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

\_\_\_\_\_  
Date





# Housing Authority of the City of Columbia, Missouri

---

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

## HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI BOARD OF COMMISSIONERS MEETING September 19, 2022 SPECIAL MEETING MINUTES

### I. Call to Order:

The Board of Commissioners of the Housing Authority of the City of Columbia, Missouri (CHA) met in open session via virtual meeting held through Zoom video conferencing application on September 19, 2022, Columbia Housing Authority Administration Building, 201 Switzler St., Columbia, Missouri 65203. Ms. Wenneker, Vice Chair, called the meeting to order at 1:00 p.m.

### II. Roll Call:

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

CHA Staff: Randy Cole, CEO

Excused: Bob Hutton, Chair Commissioner

### III. Adoption of Agenda:

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

### IV. Adoption of September 10, 2022 Open Meeting Minutes:

Ms. Wenneker called for a motion to approve the minutes from the open meeting of September 10, 2022. A motion was made by Ms. Rahn and second by Ms. Oliveri. All Commissioners voted "aye" and Ms. Wenneker declared the motion approved.

### V. Public Comment.

There were no public comments.

## RESOLUTIONS

- I. **Resolution 2904: An amendment to Resolution 2904 authorizing the submission of a Family Self Sufficiency Grant application to the U.S. Department of Housing and Urban Development.**

Mr. Cole reviewed highlights from PowerPoint presentation and took questions from Commissioners. Discussion was had.

Ms. Wenneker called for further discussion and there was none.

Ms. Wenneker called for a motion to approve Resolution 2904 as presented. A motion was made by Mr. Calloway and second by Ms. Rahn. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Rahn, Oliveri, Calloway, Wenneker

No: None

**VI. Public Comment**

There was no public comment.

**VII. Resolution 2909: A Resolution Authorizing the Housing Authority of the City of Columbia, Missouri to Submit an Application for Funding for the Park Avenue Affordable Housing Development to the Missouri Housing Development Commission and Certifying that the Information Being Provided is Correct, Complete and Accurate and in Compliance with all Applicable Regulations.**

Ms. Wenneker called for a motion to approve Resolution 2909 as presented. A motion was made by Ms. Oliveri and second by Ms. Rahn. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Rahn, Oliveri, Calloway, Wenneker

No: None

**VIII. Adjournment**

Ms. Wenneker called for a motion to adjourn the meeting. A motion was made by Ms. Oliveri. Second by Ms. Rahn. Ms. Wenneker called the meeting adjourned at 1:08 p.m.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

---

**Certification of Public Notice**

I, Randy Cole, Chief Executive Officer of the Housing Authority of the City of Columbia, Missouri, do hereby certify that on September 16, 2022, I posted public notice of the September 19, 2022 Board of Commissioners Meeting and distributed copies of the notice and agenda to the Board of Commissioners and the local media. The meeting notice and agenda was also distributed to the public upon request.

The complete agenda packet was available for review at all CHA offices during regular business hours and posted on the CHA web site at: [www.ColumbiaHA.com](http://www.ColumbiaHA.com).

---

Randy Cole, Chief Executive Officer

---

Date





<b>Streamlined Annual PHA Plan</b> <i>(High Performer PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 03/31/2024
--	---	---

**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, including changes to these policies, 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.** The 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 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, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 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 exceed 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> <b>PHA Name:</b> Housing Authority of the City of Columbia, Missouri__ <b>PHA Code:</b> MO-007 _____  <b>PHA Type:</b> <input checked="" type="checkbox"/> High Performer  <b>PHA Plan for Fiscal Year Beginning:</b> (01/2023): _____  <b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)  <b>Number of Public Housing (PH) Units</b> <u>120</u> _____ <b>Number of Housing Choice Vouchers (HCVs)</b> <u>2,018 (Includes HCV, VASH, RAD PBV, EHV and Mainstream)</u>  <b>Total Combined</b> <u>2,018</u>  <b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission         </p> <p> <b>Availability of Information.</b> 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> <b>The Columbia Housing Authority (CHA) maintains a copy of the draft FY 2023 PHA Plan (5-year and annual) for public inspection at the reception desk of its Administration building at 201 E. Switzler. A copy of CHA's ACOP and Section 8 Administration Plan is also available in this same location, as well as maps and annual budgets of each of its properties. Each of these documents are also posted on CHA's website to view electronically. CHA staff provided copies of the FY 2023 PHA Plan (5-year and annual) to each member of the CHA Resident Advisory Board and will review the document with the RAB on September 29, 2023 to answer questions and take input.</b> </p> <p> <input type="checkbox"/> <b>PHA Consortia:</b> (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: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 15%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 25%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">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:																	
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:																											

**B. Plan Elements**

**B.1 Revision of Existing 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) If the PHA answered yes for any element, describe the revisions for each element below:

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

**Statement of Housing Needs and Strategy for Addressing Housing Needs.**

Housing needs in terms of demand for CHA housing have increased this past year with 1,015 households on the Public Housing & PBV waitlist and 755 HCV Housing Choice Voucher Program waiting list as of September 2022. Of all PBV and HCV waitlist households, 90% have extremely low incomes at or below 30% AMI. CHA opened the HCV waiting list in fall of 2021 and the waitlist is open on an on-going basis. 679 households applied for housing during FY 2022 thus far. This represents a 39% increase thus far in HCV applicants from 2021. CHA has experienced a trend in increased demand for housing services due to market pressures and rents continuing to rise. Columbia experienced an average increase in rent of 10% compared to last year. Historical numbers of applicants for the Housing Choice Voucher Program are below:

Number of Housing Choice Voucher Program Applicants							
Year	2008	2010	2012	2015	2018	2021	2022
# Applicants	1,000	1,200	1,500	1,115	931	490	679

The demand for efficiency and one-bedroom housing units remains high with 527 total FY 2022 applicants qualifying for an efficiency or one-bedroom unit. Most of these 802 Public Housing/PBV and HVC applicants are single person households. The 2020-2024 Consolidated Plan documents a continued high need for affordable housing for low and extremely low-income families, elderly housing, and housing for persons with disabilities. The number of disabled households on the Public Housing and PBV waiting list remains high, representing 25.24% of all applicants. Black/African American households continue to make up a disproportionate number of housing applicants at 62%.

CHA continues to work with its local CoC collaborative to assist in meeting increasing demands needs to address homelessness. There are currently 177 households on Boone County’s prioritization list for homeless households. 100 of these households are single adult households. CHA has been working with local partners to accept referrals and get eligible households into housing. CHA is also including updates to its admissions policies as a part of this plan, which will include extending the time allowed for voucher participants to search for housing to 120 days. CHA is implementing this change to assist voucher holders with identifying available housing.

Columbia Housing Authority periodically closes the public housing waiting list and stops filling units in CHA properties slated for renovation under the Rental Assistance Demonstration (RAD) program. The CHA stops filling vacancies at these sites to have sufficient vacant units to relocate families on-site while renovations to their homes are completed. Once properties are renovated, many families are removed from the waiting list to fill the newly renovated units. As a result, the number of families on the CHA Public Housing waiting often does not reflect the number of families typically on our Public Housing & PBV waiting lists.

CHA intends to continue to apply for funding to renovate its remaining 120 units of public housing and to expand its portfolio of affordable housing units. In FY 2022, CHA intends to remove 2 of its waitlist preferences at it pertains to households that are working, and Veterans. CHA is removing these preferences to help encourage Veterans to apply to its VASH program vouchers and to provide housing stability as an initial goal to assist families seeking employment. These changes will also assist CHA staff in moving through the waitlist more efficiently and ensure full utilization of vouchers.

<p><b>B.2</b></p>	<p><b>New Activities.</b></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 checked="" type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input checked="" type="checkbox"/> <input 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 Rental Assistance or Project-Based Vouchers 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 checked="" type="checkbox"/> <input 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><b><u>Demolition and/or Disposition</u></b></p> <ul style="list-style-type: none"> <li>The CHA may undertake demolition activities with regards to its 120 remaining public housing units and replace with new units under the RAD program.</li> </ul> <p><b><u>Conversion of Public Housing to Project-Based Assistance under RAD.</u></b></p> <ul style="list-style-type: none"> <li>The CHA has converted 597 Public Housing units under the RAD program. The CHA will apply for Low-Income Housing Tax Credit (LIHTC) funding in FY 2023 to renovate or replace portions of its remaining 120 public housing units using the RAD program. If LIHTC funding is awarded, construction would be expected to start in 2024 and be completed in 2026.</li> </ul> <p><b><u>Units with Approved Vacancies for Modernization</u></b></p> <ul style="list-style-type: none"> <li>In association with the Public Housing units being renovated through the RAD program, the CHA will continue to seek approval through the RAD application process to allow units to be approved vacancies for modernization.</li> <li>Units held vacant for replacement under the RAD program will also be approved vacancies for modernization.</li> </ul> <p><b><u>Project Based Vouchers</u></b></p> <ul style="list-style-type: none"> <li>The CHA may provide a projected and approximate 24 Project Based Vouchers to an affordable housing project in the central city neighborhood area to assist in meeting growing needs for affordable housing for housing insecure populations and may also allocate 10 additional in late 2023 or early 2024. CHA anticipates the project sources to include low-income housing tax credits, HOME, Federal Home Loan Bank and tax-exempt housing bonds.</li> </ul>
<p><b>B.3</b></p>	<p><b>Progress Report.</b> Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p><b>PHA Goal: Renovate CHA’s remaining public housing and expand CHA’s affordable housing portfolio through additional development.</b></p> <ul style="list-style-type: none"> <li>In FY 2022, CHA was awarded \$2 million in HOME ARP funding from the City of Columbia for the development of the Kinney Point Apartments, as well as a \$1.3 million donation from the Veterans United Foundation. CHA has since submitted a 4% LIHTC application to MHDC and plans to begin construction in FY 2023.</li> <li>In FY 2022, CHA was awarded \$2 million in City ARPA and \$5 million in County ARPA to fund the redevelopment of 70 Park Avenue Apartments. CHA will be submitting a LIHTC application in September of 2022 to fund the remaining project costs.</li> <li>In FY 2022, CHA was awarded \$50,000 in City CDBG funds and \$88,000 in Columbia Public Schools Funding to help expand CHA’s Moving Ahead Program.</li> </ul> <p><b>PHA Goal: Expand the continuum of affordable housing services and partnerships with local organizations.</b></p> <ul style="list-style-type: none"> <li>In FY 2022, CHA was awarded a \$50,000 donation to help finance the construction of one new single family affordable home to be sold to a Family Self-Sufficiency Program graduate.</li> <li>In FY 2022, CHA was awarded 25 additional Mainstream Vouchers. CHA was also awarded \$100,000 in City of Columbia HOME funds to continue to operate its tenant based rental assistance program.</li> <li>In FY 2022, CHA conducted a training for all local Continuum of Care agencies regarding CHA voucher program policies and procedures.</li> </ul> <p><b>PHA Goal: Identify policies and procedures to ensure maximum utilization of CHA voucher programs and properties.</b></p> <ul style="list-style-type: none"> <li>In FY 2022, CHA completed training and hiring of new HCV staff including a new Department Director. The Department has been increasing lease-ups in each voucher program throughout 2022.</li> <li>In FY 2022, CHA staff conducted an annual review and update of its ACOP and Admin policies and plans.</li> <li>In FY 2022, CHA held a landlord event in conjunction with its local continuum of care members which also included a community fund for landlord recruitment and incentives.</li> <li>In FY 2022, CHA conducted a review of positions for remaining public housing management and prepared a staffing plan to assist with future relocation duties.</li> </ul> <p><b>PHA Goal: Ensure CHA Safety Officers foster a safe and supportive environment for CHA housing units.</b></p> <ul style="list-style-type: none"> <li>The CHA continues to employ three (3) full-time Safety Officers and one (1) part-time Safety Officer.</li> <li>In FY 2022, CHA Safety staff refined CHA safety reporting processes through its software.</li> </ul>

	<ul style="list-style-type: none"> <li>In FY 2022, CHA Safety Staff continued responding to Safety calls, and expanded reporting to include positive interactions and events conducted with residents including BBQs, RAB meetings and other events.</li> </ul> <p><b>PHA Goal: Promote and expand programs providing supportive and economic resources.</b></p> <ul style="list-style-type: none"> <li>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 has also expanded the number of children served to 103 children. Moving Ahead is a state-licensed program.</li> <li>The CHA currently receives funding from the Boone County Children’s Services fund support the Moving Ahead Program to families with children.</li> <li>The CHA also receives funding from the Boone County Children’s Services fund to provide the Healthy Homes Connection program to families with children participating in CHA’s Housing Choice Voucher Program. This program addresses the mental health needs of children and promotes emotionally healthy families.</li> <li>In FY 2022, CHA was awarded \$50,000 in City CDBG funds and \$88,000 in Columbia Public Schools Funding to help expand CHA’s Moving Ahead Program, which included facility renovation/expansion and increases in Map Assistants and MAP Assistant pay.</li> <li>The CHA employs two Family Self-Sufficiency Coordinators serving CHA assisted households. There are currently 115 families participating in the Family Self-Sufficiency program.</li> <li>In FY 2022, CHA updated its FSS Action Plan to align with new HUD regulations.</li> </ul> <p><b>PHA Goal: Promote organizational policies to increase efficiency and capacity of CHA operations.</b></p> <ul style="list-style-type: none"> <li>CHA adopted a new employee performance pay policy that ties the completion of employee cost of living adjustments (COLA) to the completion of a performance review.</li> <li>CHA completed an employee engagement survey in late 2021 and plans to complete an additional survey in spring of 2023.</li> <li>CHA has identified additional training needs for supervisors, HCV Specialists, Maintenance staff and property management staff, and is budgeting funds for these priorities as a part of the FY 2023 budget process.</li> </ul>
<b>B.4.</b>	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p> <p>The 2021-2025 Capital Fund Program Five-Year Action Plan was submitted via HUD’s EPIC (Energy and Performance Information Center) “Activity Planning Module”. HUD approved the 2021-2025 Capital Fund Program Five-Year Action Plan through EPIC on June 28, 2021.</p>
<b>B.5</b>	<p><b>Most Recent Fiscal Year Audit.</b></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><b>C. Other Document and/or Certification Requirements.</b></p>	
<b>C.1</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N  <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) 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>
<b>C.2</b>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD-50077-SL</a>, <i>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>
<b>C.3</b>	<p><b>Civil Rights Certification/Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</b></p> <p><a href="#">Form 50077-ST-HCV-HP</a>, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i> must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>C.4</b>	<p><b>Challenged Elements.</b> If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.</p>

	<p>(a) Did the public challenge any elements of the Plan?  Y N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>		
<b>D.</b>	<b>Affirmatively Furthering Fair Housing (AFFH).</b>		
<b>D.1</b>	<p><b>Affirmatively Furthering Fair Housing.</b></p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <table border="1" data-bbox="180 659 1451 1108"> <tr> <td data-bbox="180 659 1451 699"><b>Fair Housing Goal:</b></td> </tr> <tr> <td data-bbox="180 699 1451 1108"></td> </tr> </table>	<b>Fair Housing Goal:</b>	
<b>Fair Housing Goal:</b>			

**Instructions for Preparation of Form HUD-50075-HP  
Annual Plan for High Performing PHAs**

**A. PHA Information.** All PHAs must complete this section. (24 CFR §903.4)

**A.1** Include the full **PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type,** and the **Availability of Information,** specific location(s) of all information relevant to the public hearing and proposed PHA Plan. (24 CFR §903.23(4)(e))

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

**B. Plan Elements.**

**B.1 Revision of Existing PHA Plan Elements.** PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

**Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR §5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR §903.7(a).

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(a)(2)(i)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA’s reasons for choosing its strategy. (24 CFR §903.7(a)(2)(ii))

**Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions.** Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. (24 CFR §903.7(b)) Describe the PHA’s procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. (24 CFR §903.7(b)) A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. (24 CFR §903.7(b)) Describe the unit assignment policies for public housing. (24 CFR §903.7(b))

**Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. (24 CFR §903.7(c))

**Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. (24 CFR §903.7(d))

**Homeownership Programs.** A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. (24 CFR §903.7(k)) and 24 CFR §903.12(b).

**Safety and Crime Prevention (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. (24 CFR §903.7(m)(5))

**Pet Policy.** Describe the PHA’s policies and requirements pertaining to the ownership of pets in public housing. (24 CFR §903.7(n))

**Substantial Deviation.** PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

**Significant Amendment/Modification.** PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the ‘Sample PHA Plan Amendment’ found in Notice PIH-2012-32 REV-3, successor RAD Implementation Notices, or other RAD Notices.

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2. (24 CFR §903.23(b))

**B.2 New Activities.** If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

**HOPE VI.** 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD’s website at: [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/ph/hope6](https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6). (Notice PIH 2011-47)

**Mixed Finance Modernization or Development.** 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD’s website at: [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/ph/hope6/mfph#4](https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6/mfph#4)

**Demolition and/or Disposition.** With respect to public housing only, describe any public housing development(s), or portion of a public housing development projects, owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition approval under section 18 of the 1937 Act (42 U.S.C. 1437p); and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA’s last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. Approval of the PHA Plan does not constitute approval of these activities. See guidance on HUD’s website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm). (24 CFR §903.7(h))

**Conversion of Public Housing under the Voluntary or Mandatory Conversion programs.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

**Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to Project-Based Assistance or Project-Based Vouchers under RAD. See additional guidance on HUD’s website at: [Notice PIH 2012-32 REV-3, successor RAD Implementation Notices, and other RAD notices.](#)

**Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations and describe how project-basing would be consistent with the PHA Plan.

**Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with 24 CFR §990.145(a)(1).

**Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

**B.3 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(r)(1))

**B.4 Capital Improvements.** PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR §903.7 (g)). To comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan in EPIC and the date that it was approved. PHAs can reference the form by including the following language in the Capital Improvement section of the appropriate Annual or Streamlined PHA Plan Template: “See Capital Fund 5 Year Action Plan in EPIC approved by HUD on XX/XX/XXXX.”

**B.5 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. (24 CFR §903.7(p))

## C. Other Document and/or Certification Requirements

**C.1 Resident Advisory Board (RAB) comments.** If the RAB had comments on the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

**C.2 Certification by State of Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

**C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of §§ 903.7(o)(1) and 903.15(d) and: (i) examines its programs or proposed programs; (ii) identifies any fair housing issues and contributing factors within those programs, in accordance with 24 CFR 5.154; or 24 CFR 5.160(a)(3) as applicable (iii) specifies actions and strategies designed to address contributing factors, related fair housing issues, and goals in the applicable Assessment of Fair Housing consistent with 24 CFR 5.154 in a reasonable manner in view of the resources available; (iv) works with jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; (v) operates programs in a manner consistent with any applicable consolidated plan under 24 CFR part 91, and with any order or agreement, to comply with the authorities specified in paragraph (o)(1) of this section; (vi) complies with any contribution or consultation requirement with respect to any applicable AFH, in accordance with 24 CFR 5.150 through 5.180; (vii) maintains records reflecting these

analyses, actions, and the results of these actions; and (viii) takes steps acceptable to HUD to remedy known fair housing or civil rights violations. impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o)).

**C.4 Challenged Elements.** If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

#### **D. Affirmatively Furthering Fair Housing.**

##### **D.1 Affirmatively Furthering Fair Housing.**

The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) ... Strategies and actions must affirmatively further fair housing ...." Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless, the PHA will address its obligation to affirmatively further fair housing by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

---

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. 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.

Public reporting burden for this information collection is estimated to average 7.02 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.



<b>5-Year PHA Plan (for All PHAs)</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires: 03/31/2024</b>
---	---	--

**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.** The **Form HUD-50075-5Y** is to be completed once every 5 PHA fiscal years by all PHAs.

<b>900 A.</b>	<b>PHA Information.</b>																																				
<b>A.1</b>	<p><b>PHA Name:</b> Housing Authority of the City of Columbia, Missouri _____ <b>PHA Code:</b> MO007 _____</p> <p><b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): 01/01/2022 ____</p> <p><b>The Five-Year Period of the Plan (i.e. 2019-2023):</b> 2022-2026 ____</p> <p><b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p><b>Availability of Information.</b> 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 on 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 websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><b>The Columbia Housing Authority (CHA) maintains a copy of the draft FY 2022 PHA Plan (5-year and annual) for public inspection at the reception desk of its Administration building at 201 E. Switzler. A copy of CHA’s ACOP and Section 8 Administration Plan is also available in this same location, as well as maps and annual budgets of each of its properties. Each of these documents are also posted on CHA’s website to view electronically. CHA staff provided copies of the FY 2022 PHA Plan (5-year and annual) to each member of the CHA Resident Advisory Board and reviewed the document with the RAB on August 19, 2022 to answer questions and take input.</b></p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.)</p> <table border="1" data-bbox="212 1234 1469 1866"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>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> <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:																							
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:																																					

<b>B.</b>	<b>Plan Elements.</b> Required for <u>all</u> PHAs completing this form.
<b>B.1</b>	<p><b>Mission.</b> State the PHA’s mission for serving the needs of low-income, very low-income, and extremely low-income families in the PHA’s jurisdiction for the next five years.</p> <p><u>CHA Mission:</u> Provide quality affordable housing opportunities with supportive and economic resources to eligible households in Columbia, Boone County.</p> <p><u>CHA Vision:</u> To be our community’s leading affordable housing provider with a diverse and expanding portfolio of safe, energy-efficient and affordable housing options connected to supportive resources that foster stability and upward mobility.</p> <p><u>CHA Values:</u></p> <p><b>Integrity:</b> We act honestly and ethically in all aspects of our organization. We will continue to strengthen our policies and standards to best serve our mission.</p> <p><b>Accountability:</b> We are responsible, committed, and answerable to each other, to those we serve and to those who have entrusted us with resources.</p> <p><b>Respect:</b> We have respect for CHA residents, CHA staff and community partners by giving dignity and value to all.</p> <p><b>Diversity, Equity, and Inclusion:</b> We are committed to diversity, equity and inclusion in our staff, board, and services to residents. We recognize and value everyone’s life experience, perspective, and culture.</p> <p><b>Safety:</b> We establish partnerships with CHA residents, CHA staff and other stakeholders to help create and maintain a safe environment.</p>

**B.2**

**Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years.

**PHA Goal: Renovate CHA's remaining public housing and expand CHA's affordable housing portfolio through additional development.**

- Apply for low-income housing tax credits to renovate or replace its remaining 120 public housing units and develop additional units of affordable housing.
- Apply to the Affordable Housing Assistance Program through the Federal Home Loan Bank of Des Moines to renovate or replace its remaining 120 public housing units and develop additional units of affordable housing.
- Apply for CDBG and HOME funding from the City of Columbia to renovate remaining units and develop additional units of affordable housing.
- Request American Recovery Plan Act funding distributed through the U.S. Treasury from the City of Columbia and Boone County.
- Utilize the HUD's Rental Assistance Demonstration (RAD) program to renovate and replace its remaining 120 units of public housing.

**PHA Goal: Expand the continuum of affordable housing services and partnerships with local organizations.**

- Add permanently affordable housing into CHA's portfolio through its Community Housing Trust Program and explore a potential partnership with the Columbia Community Land Trust.
- Apply for tenant-based rental assistance vouchers from the City of Columbia and any available HUD programs including VASH vouchers, mainstream vouchers, Continuum of Care vouchers, Emergency Housing Vouchers (EHV) or HCV vouchers should they become available.
- Strengthen partnerships with homeless service providers to assist homeless individuals identify affordable housing units or special voucher programs.

**PHA Goal: Identify policies and procedures to ensure maximum utilization of CHA voucher programs and properties.**

- Monitor HCV payment standards to maximize HCV participant choices in assisted housing.
- Identify improvements and efficiencies in managing CHA waitlists and preferences.
- Conduct regular staff training and review of the CHA Administration Plan and Admissions and Continued Occupancy Policy (ACOP).
- Expand Section 8 landlord participant outreach and education through the Housing Ambassador position.
- Identify potential incentives and policies to attract and retain Section 8 landlords.
- Review the efficiency and effectiveness of current Section 8 inspections process.
- Continually review staffing allocations to CHA properties to ensure effective management and maximum financial performance.

**PHA Goal: Ensure CHA Safety Officers foster a safe and supportive environment for CHA housing units.**

- Continue to employ Safety Officers to respond to resident safety concerns and to document criminal activity on CHA properties.
- Work proactively to foster positive relationships between CHA Safety Officers and CHA residents by:
  - Attending and participating in Resident Advisory Board (RAB) meetings.
  - Making daily connections with CHA residents in addition to responding to calls for service.
  - Collecting regular feedback from CHA residents on CHA Safety needs through formalized events or strategies.
- Work closely with the Columbia Police Department to respond to criminal activity on CHA properties.
- Work closely with the Columbia Fire Department and EMS personnel to respond to medical emergencies on CHA properties.
- Issue trespass warnings to the following populations:
  - Persons engaged in illegal activities on CHA properties.
  - Persons without a permanent address to prevent them from establishing residency status.
  - Residents engaged in serious lease violations related to the violation of CHA's Crime-Free Housing Addendum.
- Monitor security cameras on CHA properties to identify persons engaged in criminal activity and/or lease violations.
- Add security cameras on CHA properties in strategic locations and as funding allows.
- Issue monthly reports to the Board of Commissioners regarding the department's activities on CHA properties during the past month.

**PHA Goal: Promote and expand programs providing supportive and economic resources.**

- Provide Family Self-Sufficiency Coordinators, Resident Services Coordinators to assist residents living in CHA assisted housing.
  - Employ two Family Self-Sufficiency Coordinators with a target of 75 assisted households per Coordinator.
- Continue and expand the Moving Ahead After-School & Summer Program, Healthy Homes Connection, and Independent Living Programs.
- Continue and expand financial literacy and credit counseling programs, Opportunity Gardens Program, property-based share shelves, and the Annie Fisher Food Pantry.
- Identify partnerships to connect CHA residents to vocational training, employment, educational and entrepreneurial programs.
- Identify partnerships to increase access and expanded hours of childcare for CHA residents.
- Continue and expand Independent Living Services and Support, 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.
- Increase online presence through social media.
  - Create online communities for property residents and/or program participants
  - Promote programs and resources to residents

**PHA Goal: Promote organizational policies to increase efficiency and capacity of CHA operations.**

- Rebuild CHA website to improve accessibility of information to CHA participants, partners, and employees.
- Review and update CHA procurement policies and conduct procurement training for staff.
- Formulate final draft of CHA budget policies and procedures.

<p><b>B.3</b></p>	<p><b>Progress Report.</b> Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p><b>PHA Goal: Renovate CHA’s remaining public housing and expand CHA’s affordable housing portfolio through additional development.</b></p> <ul style="list-style-type: none"> <li>• In FY 2022, CHA was awarded \$2 million in HOME ARP funding from the City of Columbia for the development of the Kinney Point Apartments, as well as a \$1.3 million donation from the Veterans United Foundation. CHA has since submitted a 4% LIHTC application to MHDC and plans to begin construction in FY 2023.</li> <li>• In FY 2022, CHA was awarded \$2 million in City ARPA and \$5 million in County ARPA to fund the redevelopment of 70 Park Avenue Apartments. CHA will be submitting a LIHTC application in September of 2022 to fund the remaining project costs.</li> <li>• In FY 2022, CHA was awarded \$50,000 in City CDBG funds and \$88,000 in Columbia Public Schools Funding to help expand CHA’s Moving Ahead Program.</li> </ul> <p><b>PHA Goal: Expand the continuum of affordable housing services and partnerships with local organizations.</b></p> <ul style="list-style-type: none"> <li>• In FY 2022, CHA was awarded a \$50,000 donation to help finance the construction of one new single family affordable home to be sold to a Family Self-Sufficiency Program graduate.</li> <li>• In FY 2022, CHA was awarded 25 additional Mainstream Vouchers. CHA was also awarded \$100,000 in City of Columbia HOME funds to continue to operate its tenant based rental assistance program.</li> <li>• In FY 2022, CHA conducted a training for all local Continuum of Care agencies regarding CHA voucher program policies and procedures.</li> </ul> <p><b>PHA Goal: Identify policies and procedures to ensure maximum utilization of CHA voucher programs and properties.</b></p> <ul style="list-style-type: none"> <li>• In FY 2022, CHA completed training and hiring of new HCV staff including a new Department Director. The Department has been increasing lease-ups in each voucher program throughout 2022.</li> <li>• In FY 2022, CHA staff conducted an annual review and update of its ACOP and Admin policies and plans.</li> <li>• In FY 2022, CHA held a landlord event in conjunction with its local continuum of care members which also included a community fund for landlord recruitment and incentives.</li> <li>• In FY 2022, CHA conducted a review of positions for remaining public housing management and prepared a staffing plan to assist with future relocation duties.</li> </ul> <p><b>PHA Goal: Ensure CHA Safety Officers foster a safe and supportive environment for CHA housing units.</b></p> <ul style="list-style-type: none"> <li>• The CHA continues to employ three (3) full-time Safety Officers and one (1) part-time Safety Officer.</li> <li>• In FY 2022, CHA Safety staff refined CHA safety reporting processes through its software.</li> <li>• In FY 2022, CHA Safety Staff continued responding to Safety calls, and expanded reporting to include positive interactions and events conducted with residents including BBQs, RAB meetings and other events.</li> </ul> <p><b>PHA Goal: Promote and expand programs providing supportive and economic resources.</b></p> <ul style="list-style-type: none"> <li>• 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 has also expanded the number of children served to 103 children. Moving Ahead is a state-licensed program.</li> <li>• The CHA currently receives funding from the Boone County Children’s Services fund support the Moving Ahead Program to families with children.</li> <li>• The CHA also receives funding from the Boone County Children’s Services fund to provide the Healthy Homes Connection program to families with children participating in CHA’s Housing Choice Voucher Program. This program addresses the mental health needs of children and promotes emotionally healthy families.</li> <li>• In FY 2022, CHA was awarded \$50,000 in City CDBG funds and \$88,000 in Columbia Public Schools Funding to help expand CHA’s Moving Ahead Program, which included facility renovation/expansion and increases in Map Assistants and MAP Assistant pay.</li> <li>• The CHA employs two Family Self-Sufficiency Coordinators serving CHA assisted households. There are currently 115 families participating in the Family Self-Sufficiency program.</li> <li>• In FY 2022, CHA updated its FSS Action Plan to align with new HUD regulations.</li> </ul> <p><b>PHA Goal: Promote organizational policies to increase efficiency and capacity of CHA operations.</b></p> <ul style="list-style-type: none"> <li>• CHA adopted a new employee performance pay policy that ties the completion of employee cost of living adjustments (COLA) to the completion of a performance review.</li> <li>• CHA completed an employee engagement survey in late 2021 and plans to complete an additional survey in spring of 2023.</li> <li>• CHA has identified additional training needs for supervisors, HCV Specialists, Maintenance staff and property management staff, and is budgeting funds for these priorities as a part of the FY 2023 budget process.</li> </ul>
<p><b>B.4</b></p>	<p><b>Violence Against Women Act (VAWA) Goals.</b> Provide a statement of the PHA’s goals, activities, objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>The CHA will continue to implement and enforce the Violence Against Women Act. Please refer to Attachment – Violence Against Women Act – CHA Annual Plan and Five-Year Plan.</p>
<p><b>C.</b></p>	<p><b>Other Document and/or Certification Requirements.</b></p>

<p><b>C.1</b></p>	<p><b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>A Significant Amendment or Modification shall be defined as a substantial change in CHA’s plan or policies that fundamentally changes the mission, goals, or objectives of the PHA Plan, are inconsistent with its approved Annual Plan and which require formal approval by the Board of Commissioners.</p> <p>A Substantial Deviation/Modification includes a major deviation from CHA policies. This definition does not include changes in organizational structure, changes in CHA’s Administrative Plan or Admissions and Continued Occupancy Policy resulting from HUD guidance, HUD-imposed regulations, or minor policy changes unless such regulation or HUD guidance requires a significant amendment to the Annual Plan.</p> <p>For the purposes of the Capital Fund Program, a proposed demolition, disposition, homeownership, Capital Fund financing, development, or mixed-finance proposal are considered significant amendments to the CFP 5-Year Action Plan.</p> <p>Likewise, participation in the Rental Assistance Demonstration (RAD) program and the conversion of public housing subsidies to Project-Based Vouchers and the renovation and/or replacement of Public Housing units under the RAD program will be considered a significant amendment to the PHA Annual Plan and 5-Year Plan.</p> <p>The following are not considered significant amendments to the PHA 5-Year Plan.</p> <ol style="list-style-type: none"> <li>1. The transfer of work projects, from one grant year to another in the Capital Fund Program (fungibility), which are included in the approved Capital Fund Program 5-Year Action Plan;</li> <li>2. The transfer of funds in the Capital Fund Program from one line item to another within the same grant year budget;</li> <li>3. Additional work projects funded by the Capital Fund Program not included in the 5-Year Action Plan, which have been deemed to be emergencies;</li> <li>4. Policy changes resulting from HUD or other federal agency mandates, regulations, or directives; and</li> <li>5. Any changes in the Housing Choice Voucher Administrative Plan or Public Housing Admissions and Continued Occupancy Policy, which are not specifically described in the HUD PHA 5-Year and Annual Plan or required PHA Plan elements.</li> </ol>
<p><b>C.2</b></p>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan?</p> <p>Y   N  <input checked="" type="checkbox"/>   <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
<p><b>C.3</b></p>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD-50077-SL</a>, <i>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>
<p><b>C.4</b></p>	<p><b>Required Submission for HUD FO Review.</b></p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y   N  <input type="checkbox"/>   <input checked="" type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>

**D. Affirmatively Furthering Fair Housing (AFFH).**

**D.1**

**Affirmatively Furthering Fair Housing. (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)**

**Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.**

Fair Housing Goal:
Fair Housing Goal:

## Instructions for Preparation of Form HUD-50075-5Y - 5-Year PHA Plan for All PHAs

### A. PHA Information. All PHAs must complete this section. (24 CFR § 903.4)

**A.1** Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **Five-Year Period** that the Plan covers, i.e. 2019-2023, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table.

### B. Plan Elements.

**B.1 Mission.** State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years. (24 CFR § 903.6(a)(1))

**B.2 Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. (24 CFR § 903.6(b)(1))

**B.3 Progress Report.** Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. (24 CFR § 903.6(b)(2))

**B.4 Violence Against Women Act (VAWA) Goals.** Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. (24 CFR § 903.6(a)(3)).

### C. Other Document and/or Certification Requirements.

**C.1 Significant Amendment or Modification.** Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the 'Sample PHA Plan Amendment' found in Notice PIH-2012-32, REV 2.

#### C.2 Resident Advisory Board (RAB) comments.

(a) Did the public or RAB have comments?

(b) If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR § 903.17(b), 24 CFR § 903.19)

#### C.3 Certification by State or Local Officials.

Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan.

#### C.4 Required Submission for HUD FO Review.

Challenged Elements.

(a) Did the public challenge any elements of the Plan?

(b) If yes, include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

### D. Affirmatively Furthering Fair Housing.

**(Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)**

**D.1 Affirmatively Furthering Fair Housing.** The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) ... Strategies and actions must affirmatively further fair housing ...." Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D.; nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

---

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average 1.64 hours per year per response or 8.2 hours per response every five years, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.





## Housing Authority of the City of Columbia, Missouri

---

201 Switzler Street, Columbia MO 65203

Office: (573) 443-2556 ♦ Fax: (573) 443-0051 ♦ TTY: (800) 735-2966 ♦ [www.ColumbiaHA.com](http://www.ColumbiaHA.com)

### **FY 2023-2027 5-Year PHA Plan and Annual Plan**

**January 1, 2023 – December 31, 2023**

## **Certification Attachments**

1. Form HUD-50077-ST-HCV-HP, PHA Certification of Compliance with Plans and Related Regulations
2. Resident Advisory Board (RAB) Comments
3. Form HUD-5007-SL, Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan
4. Form HUD-50071, Certification of Payments to Influence Federal Transactions
5. Challenged Elements
6. Deconcentration of Poverty Policy
7. Drug Free Workplace Certification
8. Violence Against Women Act (VAWA) Compliance

**Certifications of Compliance with  
PHA Plan and Related Regulations  
(Standard, Troubled, HCV-Only, and  
High Performer PHAs)**

**U.S. Department of Housing and Urban Development**  
Office of Public and Indian Housing  
**OMB No. 2577-0226**  
**Expires 3/31/2024**

**PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations  
including PHA Plan Elements that Have Changed**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the   X   5-Year and/or   X   Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning   FY2023  , in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments (AI) to Fair Housing Choice, or Assessment of Fair Housing (AFH) when applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.
7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For PHA Plans that include a policy for site-based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2011-65);

- The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing; and
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(o)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
  10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
  11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
  12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
  13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
  14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
  15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
  16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
  17. The PHA will keep records in accordance with 2 CFR 200.333 and facilitate an effective audit to determine compliance with program requirements.
  18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
  19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
  20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
  21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
  22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Housing Authority of the City of Columbia\_\_\_\_  
 PHA Name

MO007\_\_\_\_\_  
 PHA Number/HA Code

Annual PHA Plan for Fiscal Year 2023

5-Year PHA Plan for Fiscal Years 2023 - 2027

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

Name of Executive Director	Randall Cole	Name Board Chairman	Bob Hutton
Signature	Date	Signature	Date

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.



# Resident Advisory Board 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 Comments

### Regarding the CHA FY 2023 Annual Plan and the FY 2023-2027 Five-Year Plan

The Resident Advisory Board (RAB) met on September 29, 2022, to review the CHA FY2023 Annual Plan and Five-Year Plan. CHA staff provided an overview of both plans and provided an in-depth review of the 5-Year Plan Goals given the goals are the primary driver of the organizational activities. CHA staff also provided an overview of CHA's overall organization and budget.

RAB members asked several questions as it pertained to the differences between the 5-Year Plan and 1-Year Plan. RAB members were also in agreement with the plans as submitted and were supportive of the 5-Year goals. RAB members voiced support to renovate CHA's remaining 120 units of public housing, and the need for more affordable housing. RAB members also expressed support for growing activities to be held at CHA housing sites for residents.

Attested,

 President, CHA Resident Advisory Board  
Michael Goodman

"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."

**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan or  
State Consolidated Plan  
(All PHAs)**

**U. S Department of Housing and Urban Development**

Office of Public and Indian Housing

OMB No. 2577-0226

**Expires 2/29/2016**

**Certification by State or Local Official of PHA Plans  
Consistency with the Consolidated Plan or State Consolidated Plan**

I, De'Carlton Seewood, the City Manager  
*Official's Name* *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Housing Authority of the City of Columbia  
*PHA Name*

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of

Impediments (AI) to Fair Housing Choice of the

City of Columbia  
*Local Jurisdiction Name*

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State Consolidated Plan and the AI.

The PHA includes activities and goals that are identified within the City of Columbia's 2020-2024 Consolidated Plan, as well as its Analysis of Impediments to Fair Housing Choice, Fair Housing Task Force Report.

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

Name of Authorized Official

De'Carlton Seewood

Title

City Manager

Signed by:

*De'Carlton Seewood*

DS  
*TS*

Date

9/30/2022

8564D3D77F5D430...

# Certification of Payments to Influence Federal Transactions

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

Public reporting burden for this information collection is estimated to average 30 minutes. This includes the time for collecting, reviewing, and reporting data. The information requested is required to obtain a benefit. This form is used to ensure federal funds are not used to influence members of Congress. There are no assurances of confidentiality. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number.

Applicant Name

Housing Authority of the City of Columbia

Program/Activity Receiving Federal Grant Funding

Capital Fund, Operating Subsidy, PHA Plans

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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

Name of Authorized Official

Randall Cole

Title

Chief Executive Officer

Signature

Date (mm/dd/yyyy)



## Housing Authority of the City of Columbia, Missouri

---

201 Switzler Street, Columbia MO 65203

Office: (573) 443-2556 ♦ Fax: (573) 443-0051 ♦ TTY: (800) 735-2966 ♦ [www.ColumbiaHA.com](http://www.ColumbiaHA.com)

October 12, 2022

# Challenged Elements

There are no challenged elements of the FY 2023 PHA Annual Plan or the Five Year Plan.

Attested to by:

Randy Cole, CEO  
Columbia Housing Authority



## **Units Designated for Elderly or Disabled Families [24 CFR 945]**

The PHA may designate projects or portions of a public housing project specifically for elderly or disabled families. The PHA must have a HUD-approved allocation plan before the designation may take place.

Among the designated developments, the PHA must also apply any preferences that it has established. If there are not enough elderly families to occupy the units in a designated elderly development, the PHA may allow near-elderly families to occupy the units [24 CFR 945.303(c)(1)]. Near-elderly family means a family whose head, spouse, or cohead is at least 50 years old, but is less than 62 [24 CFR 5.403].

If there are an insufficient number of elderly families and near-elderly families for the units in a development designated for elderly families, the PHA must make available to all other families any unit that is ready for re-rental and has been vacant for more than 60 consecutive days [24 CFR 945.303(c)(2)].

The decision of any disabled family or elderly family not to occupy or accept occupancy in designated housing shall not have an adverse affect on their admission or continued occupancy in public housing or their position on or placement on the waiting list. However, this protection does not apply to any family who refuses to occupy or accept occupancy in designated housing because of the race, color, religion, sex, disability, familial status, or national origin of the occupants of the designated housing or the surrounding area [24 CFR 945.303(d)(1) and (2)].

This protection does apply to an elderly family or disabled family that declines to accept occupancy, respectively, in a designated project for elderly families or for disabled families, and requests occupancy in a general occupancy project or in a mixed population project [24 CFR 945.303(d)(3)].

### PHA Policy

The PHA has designated housing. The PHA developments with designated housing are as follows:

Paquin Tower at 1201 Paquin Street, Columbia, Missouri – Mixed Population (Elderly and Persons with Disabilities).

Oak Towers at 700 N Garth Avenue, Columbia, Missouri – Elderly & Near Elderly

## **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 (federal poverty level or 30 percent of median income, whichever number is higher).

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*

#### **Order of Selection [24 CFR 960.206(e)]**

The PHA system of preferences may select families either according to the date and time of application or by a random selection process.

#### PHA Policy

Families will be selected from the waiting list based on preference. Among applicants with the same preference, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the PHA.

When selecting applicants from the waiting list, the PHA will match the characteristics of the available unit (unit size, accessibility features, unit type) to the applicants on the waiting lists. The PHA will offer the unit to the highest ranking applicant who qualifies for that unit size or type, or that requires the accessibility features.

By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application or higher preference status.

Factors such as deconcentration or income mixing and income targeting will also be considered in accordance with HUD requirements and PHA policy.

# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Housing Authority of the City of Columbia

Program/Activity Receiving Federal Grant Funding

Capital Fund; Operating Subsidy; PHA Plans

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

**2. Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

All public housing developments located in City of Columbia, Boone County, Missouri.

AMP1-MO007-1,2,3 Downtown sites/Park Ave., North fifth, Fisher Walkway, Moore Walkway, Providence Walkway, Trinity Place, Boone Drive, and Switzler Streets.

All RAD converted housing units located in the City of Columbia, Boone County, Missouri.

Oak Towers, 700 North Garth (formerly MO007-4, Bear Creek, Elleta Boulevard (formerly MO007-5), Paquin Tower, 1201 Paquin Street (formerly MO007-7), Stuart Parker Apts. (formerly MO007-1), Bryant Walkway Apts., Allen St., Park Ave., Bryant St. and Bryant Walkway, & Bryant Walkway II Apts.-LaSalle Pl. & Pendleton Walkway. (formerly MO007-3).

Check here  if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Randall Cole

Title

Chief Executive Officer

Signature

X

Date



# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, MO 65203

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

## 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 5380 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 5380 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 5380, 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-5382, 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.





# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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

Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: October 12, 2022

Re: Resolution 2910 Consideration of the FY 2023-2027 Columbia Housing Authority 5-Year and Annual PHA Plan

## Executive Summary

The Columbia Housing Authority is required to submit a PHA Plan consisting of a 5-Year Plan and the Annual Plan to qualify for annual programs funded through the U.S. Department of Housing and Urban Development. The PHA Plan is a comprehensive guide to public housing agency (PHA) policies, programs, operations, and strategies for meeting local housing needs and goals. Public Housing Authorities are also required to provide a 45-day notice for public input, as well as opportunities for the Columbia Housing Authority's Resident Advisory Board to provide comment.

## Discussion

CHA staff advertised a public notice on August 28th, 2022, notifying the public and CHA residents that public comment will be accepted on the 5-year and 1-year PHA Plan at the CHA Board of Commissioner's October 12th meeting. This notice was advertised again on October 6, 2022.

Direct notice and drafts of the 5-year and Annual PHA Plans were also provided to CHA's Resident Advisory Board (RAB) members and a RAB meeting was held on September 29, 2022, to accept input on the draft 5-year and Annual PHA Plans. CHA staff answered several questions pertaining to items within both the 5-Year and Annual Plans and accepted feedback on the PHA Goals Section of the plan. RAB members were supportive of the draft plans and highlighted the need to renovate CHA's remaining public housing units and expand the number of affordable housing units. CHA residents also expressed a desire to continue and expand activities held on site for CHA residents.

Approval of the PHA 5-Year and Annual Plan also includes the approval of updates to the Public Housing Admissions and Continued Occupancy Plan (ACOP), updates to the Section 8 Housing Choice Voucher Administrative Plan. These plans help guide implementation of CHA policy for serving residents through public and housing and voucher programs. The updates to these plans include aligning to new HUD regulations and further aligning CHA policy with best practices. CHA staff reviewed each substantive policy change with members of the RAB. RAB members were supportive of the changes. The substantive changes to the Public Housing Admissions and Continued Occupancy Plan (ACOP), and the Section 8 Housing Choice Voucher Administrative Plan are as follows:

### **Administrative Plan Updates**

Each year Nan McKay offers changes to the ADMIN PLAN based on HUD updates. This year across all chapter's wording was changed from she/he or him/her to they/their.



# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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

## **Chapter 5, Plan Briefings and Voucher Issuance:**

- Notification sent to families of their eligibility of assistance and invitation to a briefing will be sent by first class mail only.
- The PHA Policy initial voucher term of 60 days was updated to extend it to 120 days.
- The family must submit a Request for Tenancy Approval and proposed lease within the 120-day period unless the PHA grants an extension.

## **Chapter 9, General Leasing Policies:**

- The owner of the property to be leased must submit the Request for Tenancy on behalf of the family.
- Regarding Security Deposits, previous PHA policy stated the owner was allowed to collect a deposit equal to one month's contract rent and the Housing Assistance Payments (HAP) Contract was modified to state this. This PHA policy has been updated to say the following to reflect the HAP Contract guidelines: "The PHA may prohibit the owner from collecting a security deposit in excess of private market practice, or in excess of amounts charged by the owner to unassisted tenants."

## **Chapter 14, Program Integrity:**

- Changes to wording of PHA Policy regarding Preventing Errors and Program Abuse to follow the wording of CHA's ACOP Policy. This now reads: "The PHA anticipates that the vast majority of families and PHA employees intend to and will comply with program requirements and make reasonable efforts to avoid errors."
- Subsidy Under or Over Payments PHA Policy changes which will now reflect the same wording as CHA's ACOP Policy: Any decreases in tenant rent will become effective retroactively to the first of the month in which the error was discovered.

## **Public Housing Admissions and Continued Occupancy Policy (ACOP) Updates**

### **Chapter 13, Lease Terminations:**

- When a tenant chooses to terminate the lease, a notice must now be signed by the head of household. A notice signed by the spouse or cohead will not be accepted without the head of household's signature.
- Leases provide that a PHA may evict a family when the PHA determines that a household member is illegally using a drug or that a pattern of illegal use of a drug interferes with the health, safety or right to peaceful enjoyment of the premises by other residents. PHA policy has been updated to state that a pattern of illegal drug use means more than one incident of any use of illegal drugs during the previous twelve months. (This policy previously stated six months.)
- CHA will terminate housing assistance for anyone using medical marijuana on CHA property. This updated added "on CHA property" as that was not previously specified.
- PHAs must establish standards that allow termination of tenancy if the PHA determines that a household member has engaged in abuse or pattern of abuse of alcohol that threatens the health safety or right to peaceful enjoyment of the premises by other residents. PHA policy has been updated to state that the pattern of alcohol abuse means more than one incident of any such abuse of alcohol during the previous 12 months. (This policy previously stated six months.)



# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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

- The PHA will rely on over-income limits. These numbers will be updated annually after HUD publishes new income limits for the year. These limits will be effective for all annual and interim reexaminations once these policies have been adopted.

Family Size	1	2	3	4	5	6	7	8
Over-Income Limit	\$49,300	\$56,350	\$63,400	\$70,400	\$76,050	\$81,700	\$87,300	\$92,950

This public hearing is to accept comment and obtain final Commission consideration of the 5-Year and Annual PHA Plans. HUD regulations require CHA to submit its 5-Year and Annual PHA Plan to HUD prior to 75 days before the commencement of CHA's next fiscal year. Upon Commission approval, CHA staff will submit the plan to HUD prior to October 18, 2022.

### Suggested Commission Action

Approve the attached resolution authorizing the submission of CHA's FY 2023-2027 5-Year PHA Plan and Annual Plan.







# Housing Authority of the City of Columbia, Missouri

## Board Resolution

---

### RESOLUTION #2910

**A Resolution to Approve the Submission of the PHA Annual Plan, Five-Year Plan, Updates to the CHA's Public Housing Admissions and Continued Occupancy Plan (ACOP), Updates to the CHA's Section 8 Housing Choice Voucher Administrative Plan and PHA Certifications of Compliance Statement For the Fiscal Year Beginning January 1, 2023 and Ending December 31, 2023 to the Department of Housing and Urban Development.**

WHEREAS, the Housing Quality and Work Responsibility Act of 1998 requires each housing authority to submit Public Housing Authority (PHA) Plans to the Department of Housing and Urban Development (HUD) on an annual basis; and

WHEREAS, the Housing Authority of the City of Columbia, Missouri, has developed an Annual Plan including for the fiscal year beginning January 1, 2023 and ending December 31, 2023; and

WHEREAS, the Housing Authority of the City of Columbia, Missouri, has developed a Five-Year Plan for the fiscal year beginning January 1, 2023 and ending December 31, 2027; and

WHEREAS, public notice regarding the availability of the proposed PHA Annual Plan and Operating Fund for public review has been posted and advertised for the required 45-day public comment period; and

WHEREAS, the Resident Advisory Board of the housing authority has reviewed and provided comments on the PHA Annual Plan and PHA Five-Year Plan and corresponding updates to the Public Housing Admissions and Continued Occupancy Plan (ACOP) and Section 8 Housing Choice Voucher Administrative Plan; and

WHEREAS, a public hearing was held on October 12, 2022 to receive comments from residents and the general public; and

WHEREAS, the Housing Authority of the City of Columbia, Missouri certifies that the housing authority is in compliance with the PHA Plan, Five-Year Plan and related regulations; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Columbia, Missouri, does hereby adopt the Resolution approving the submission of the PHA Annual Plan, the PHA Five-Year Plan, Operating Fund Budgets, and PHA Certifications of Compliance Statement for the Fiscal Year beginning January 1, 2023 and ending December 31, 2023 to the Department of Housing and Urban Development, a copy of which is attached hereto and made a part hereof.

---

Bob Hutton, Chair

---

Randy Cole, Secretary

Adopted October 12, 2022





# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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

Department Source: Finance

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: October 12, 2022

Re: Resolution 2911 Authorizing Submission of FY 2023 Budgets for the following Limited Partnerships of the Low-Income Housing Tax Credit Properties Managed by the Columbia Housing Authority: The Mid-Missouri Veterans Housing Development Group, LP; Stuart Parker Housing Development Group, LP; Bear Creek Housing Development Group, LP; Oak Towers Housing Development Group, LP; Bryant Walkway Housing Development Group, LP; and Bryant Walkway II Housing Development Group, LP.

## Executive Summary

Approval of Resolution 2911 authorizes the CEO of the Columbia Housing Authority to submit FY 2023 Budgets for the following Limited Partnerships of the Low-Income Housing Tax Credit Properties Managed by the Columbia Housing Authority: The Mid-Missouri Veterans Housing Development Group, LP; Stuart Parker Housing Development Group, LP; Bear Creek Housing Development Group, LP; Oak Towers Housing Development Group, LP; Bryant Walkway Housing Development Group, LP; and Bryant Walkway II Housing Development Group, LP.

## Discussion

### Acronyms in this Report

LIHTC – Low-Income Housing Tax Credit Program

OCAF – Operating Cost Adjustment Factor

HUD – U.S. Department of Housing and Urban Development

PBV – Project-Based Voucher Program

There are several assumptions built into this budget that may change as we receive additional information. For all properties the basic assumptions are as follows:

- A \$1.00 COLA effective January 2023. This does not include grant employees. Grant employee salaries are based on their individual grant award. Once grant awards are identified in October 2022, CHA will work to implement COLA in alignment with CHA policy for all employees.
- Employee health and dental insurance – the January 2023 renewal is estimated with a 10% increase for health insurance and a 5% increase for dental insurance.
- Retirement expenses are calculated at 6% of salaries.
- Workers Comp Insurance is calculated at a rate of 2% of salaries.
- 3% inflation factor for administrative materials and 5% for Maintenance materials
- 2% increase for maintenance contracts except a 10% increase for extermination services.
- Property Insurance is based on a 5% increase in rates.
- 2% inflation factor for Utilities.



# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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

## Revenue

### Gross Potential Rent

- Is based on the current rents with a 2% Operating Cost Adjustment Factor (OCAF), effective on each property's annual. The 2023 OCAF will be announced by HUD later this year. If the OCAF is released before the November Board meeting, the final budget will reflect the 2023 OCAF.

### Vacancy Losses

- Range from 1% to 2%.

### Other Income

- Laundry Income is estimated based on the past 12 months income.
- Work Order income is estimated based on historical data.

## Administrative Expenses

### Administrative Staff

- Two full-time Tax Credit Certification Specialists are shared across the six LIHTC properties.
- Stuart Parker w/Paquin Tower has: A Housing Manager II and an Assistant Housing Manager are split 85% to Paquin Tower and 15% to Section 8's PBV program; A second Housing Manager II works at the Stuart Parker family site and is also split between Stuart Parker and the Section 8's PBV program.
- Bear Creek and Patriot Place has: A Housing Manager II that is split with Patriot Place. Salary and benefits are split 65% to Bear Creek, 20% to Patriot Place and 15% to Section 8's PBV program
- Oak Towers has: A Housing Manager II and an Assistant Housing Manager that are split 85% to Oak Towers and 15% to Section 8's PBV program.
- The two Bryant Walkway projects share one Housing Manager II and one Assistant Housing Manager with AMP 1. They are split 23% to Bryant Walkway, 13% to Bryant Walkway II, 57% to AMP 1 and 7% to Section 8's PBV program.

### Other Administrative Expenses

- Management Fees are based on a percentage of each property's tenant revenue, as stated in their respective Management Agreements, as follows:  
Stuart Parker, Oak Towers, and the two Bryant Walkway projects – 6%  
Bear Creek – 5% from operations and 1% from net cash flow (if available)  
Patriot Place – 5%



# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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

- Staff training includes the annual certification cost for four employees who must hold LIHTC certifications to perform their duties. It also includes required trainings for public housing and all LIHTC management staff, as well as training to increase the productivity of CHA staff, as needed.

## Resident Services Expenses

### Resident Services Staff:

- Two full time Resident Services Coordinators - one at Oak Towers and one at Paquin Towers.
- Three Resident Services Coordinators that are also funded by the County Healthy Home Connections grant – one will also serve the Stuart Parker residents, one will serve the Bear Creek residents, and the other will serve the residents of the two Bryant Walkway locations. These services are provided via contract agreements with CHA Low-Income Services (CHALIS) staff and the cost is reflected on the Tenant Services line.
- A full time Resident Services Coordinator for the Family units that is shared with the ROSS Grant that serves the AMP 1 public housing residents.
- A part-time employee that works 20 hours per week at the Downtown Food Bank is split between Downtown; the two Bryant Walkway locations; and the family units of Stuart Parker.

### Other Resident Services Expenses:

- Resident participation funds are budgeted at \$25 per unit.

## Utility Expenses

- Utility Expenses are based on the past 12 month's expenses times the inflation factors.

## Maintenance Expenses

### Maintenance Staff:

- Stuart Parker w/Paquin Tower has four full-time maintenance staff
- Bear Creek and Patriot Place have one maintenance employee that is split 75% to Bear Creek and 25% to Patriot Place
- Oak Towers has two full time maintenance staff and one part-time janitorial employee.
- The two Bryant Walkway properties share one maintenance staff that is split 75% to Bryant Walkway I and 25% to Bryant Walkway II.

### Other Maintenance Expenses

- Maintenance materials are based on annualized 2022 expenses with a 5% inflation factor.
- Maintenance contracts are based on annualized 2022 expenses with a 2% inflation factor, except for a 10% increase for extermination services which will be rebid shortly.
- Bear Creek – aging heater units need replacement; the Heating and Cooling Maintenance budget includes \$5,000 for replacing a portion of these units.



# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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

- Bear Creek – the Misc. Maintenance Contract budget includes \$5,000 for poly jacking to build up slabs to prevent sinking.
- Oak Towers and Paquin Towers Elevator Maintenance Contracts budgets includes funds for additional repair – Oak \$5,000, Paquin \$5,000

## **Other Planned Maintenance Projects:**

- Oak Towers – replace stucco veneer, remove carpet and install VCT tile in exercise room, replace several heat pumps, purchase lobby furniture – total estimate \$45,000
- Paquin Tower – replace 3-4 heat pumps, add an expansion tank to the geothermal system, seal and stripe the parking lot, updating geothermal software – total estimate \$51,000
- Stuart Parker – replace heating and cooling system in the Unity laundry facility – total estimate \$5,000

## **Insurance Expenses**

- The Property and Liability insurance are based on a 5% rate increase.

## **Other General Expenses**

- Property Taxes are based on 2022's estimated tax assessments with a 3% increase.
- Bad Debt Expense is based on each project's average write-offs over the last 3 years

## Suggested Commission Action

Approve the attached resolution authorizing the submission of CHA's FY 2023 LIHTC Budgets.

**Housing Authority of the City of Columbia, Missouri**  
**Low-Income Housing Tax Credit Budgets**  
**January 1, 2023 - December 31, 2023**  
**FIRST DRAFT 10/12/2022**

Description	Bryant Walkway	Bryant Walkway II	Bear Creek	Oak Towers	Stuart Parker / Paquin	Patriots Place	TOTAL LIHTC
Gross Potential Rent	373,098	228,222	573,086	1,092,252	1,951,080	201,175	4,418,913
Vacancy Loss- Rent	(3,731)	(4,564)	(11,462)	(10,923)	(19,511)	(2,012)	(52,203)
Loss to Lease	(7,462)	(2,282)	(5,731)	(16,384)	(24,389)	(2,012)	(58,260)
Other Income - Cable							-
Non-Dwelling Rentals			21,540		56,275		77,815
Other Income							-
Laundry Income			3,500	19,886	29,900	1,400	54,686
Other Income-Work Orders	2,000	2,000	9,139	3,272	12,825	1,500	30,736
<b>Total Tenant Revenue</b>	<b>363,905</b>	<b>223,376</b>	<b>590,072</b>	<b>1,088,103</b>	<b>2,006,180</b>	<b>200,051</b>	<b>4,471,687</b>
Other Fees (Fees for Service)	1,362	500	2,060	517	2,745	1,000	8,184
<b>Total Fee Revenue</b>	<b>1,362</b>	<b>500</b>	<b>2,060</b>	<b>517</b>	<b>2,745</b>	<b>1,000</b>	<b>8,184</b>
Investment income - unrestricted	1,633	1,353	3,303	3,304	12,658	834	23,085
Investment income - restricted	1,022	353	2,964	4,602	10,016	935	19,892
Other Revenue							-
<b>Total Other Revenue</b>	<b>2,655</b>	<b>1,706</b>	<b>6,267</b>	<b>7,906</b>	<b>22,674</b>	<b>1,769</b>	<b>42,977</b>
<b>TOTAL REVENUE</b>	<b>367,922</b>	<b>225,582</b>	<b>598,399</b>	<b>1,096,526</b>	<b>2,031,599</b>	<b>202,820</b>	<b>\$ 4,522,848</b>
Administrative salaries	37,456	24,855	37,376	90,236	149,436	11,660	351,019
FICA/MEDICARE	2,866	1,902	2,860	6,904	11,432	892	26,856
Employee-Health Ins.	7,406	4,909	6,667	16,660	26,086	2,080	63,808
Employee-Retirement	2,247	1,491	2,243	5,414	8,966	700	21,061
Auditing fees	14,800	14,800	10,600	14,800	13,800	8,500	77,300
Management Fees-CHA BA	21,916	13,433	35,528	65,317	120,536	10,053	266,783
Management Fees-Other	8,696	8,696	8,957	8,957	9,226	9,226	53,758
Trustee Fee	-	-	3,300	3,500	4,240	3,180	14,220
Advertising and Marketing	50	50	50	50	100	50	350
Office Supplies	694	247	980	1,035	2,169	200	5,325
Telephone	1,386	671	1,133	3,930	7,155	2,929	17,204
Postage	447	225	1,025	475	1,531	161	3,864
Computer/IT Expense	1,559	825	8,654	7,062	15,059	840	33,999
Memberships & Dues	140	80	200	350	600	60	1,430
Office Furniture	1,500	-	266	515	994	88	3,363
Legal Expense	300	150	500	1,691	2,493	200	5,334
Staff Training	600	400	775	1,965	2,324	244	6,308
Sundry, Miscellaneous	884	592	1,545	1,957	4,064	655	9,697
Professional Services (compliance)	549	480	900	878	4,286	120	7,213
<b>Total Operating-Administrative</b>	<b>103,497</b>	<b>73,806</b>	<b>123,559</b>	<b>231,696</b>	<b>384,497</b>	<b>51,838</b>	<b>968,893</b>
Tenant services - salaries	2,964	1,872	-	45,760	56,234	-	106,830
FICA/MEDICARE	227	144	-	3,501	4,302	-	8,174
Employee-Health Ins.	-	-	-	8,583	8,607	-	17,190
Employee-Retirement	178	112	-	2,746	3,374	-	6,410
Computer Labs				2,125	2,487		4,612
Resident Participation Funds	1,350	900	1,900	3,675	7,100		14,925
Tenant Services	11,252	6,787	17,899	11,680	33,872	250	81,740
<b>Total Tenant Services</b>	<b>15,971</b>	<b>9,815</b>	<b>19,799</b>	<b>78,070</b>	<b>115,976</b>	<b>250</b>	<b>239,881</b>

**Housing Authority of the City of Columbia, Missouri**  
**Low-Income Housing Tax Credit Budgets**  
**January 1, 2023 - December 31, 2023**  
**FIRST DRAFT 10/12/2022**

Description	Bryant Walkway	Bryant Walkway II	Bear Creek	Oak Towers	Stuart Parker / Paquin	Patriots Place	TOTAL LIHTC
Water	10,551	6,860	18,709	19,664	66,545	2,332	124,661
Sewer	10,322	7,571	15,472	13,087	49,317	1,792	97,561
Electricity	4,590	2,118	9,740	106,171	154,356	12,311	289,286
Gas	1,813	1,146	4,044	9,356	18,030	5,420	39,809
<b>Total Utilities</b>	<b>27,276</b>	<b>17,695</b>	<b>47,965</b>	<b>148,278</b>	<b>288,248</b>	<b>21,855</b>	<b>551,317</b>

Maintenance - Labor	34,219	11,407	36,062	98,489	164,601	12,021	356,799
FICA/MEDICARE	2,618	873	2,759	7,535	12,592	920	27,297
Employee-Health Ins.	8,742	2,914	8,751	20,167	38,131	2,917	81,622
Employee-Retirement	2,054	685	2,164	5,910	9,877	722	21,412
Maintenance - Materials	10,451	4,430	28,833	32,994	75,032	5,565	157,305
Maint.-Tools & Equipment	150	100	800	1,000	3,000	500	5,550
Maint.-Gasoline	1,067	268	2,021	869	2,416	60	6,701
Maint. - Misc Contracts	1,947	1,545	23,804	10,012	13,894	11,641	62,843
Maint.-Trash Removal Contracts	10,066	7,964	14,750	26,730	33,532	4,728	97,770
Maint.-Heating & Cooling Contracts	1,000	500	16,211	7,282	4,000	1,000	29,993
Maint.-Snow Removal Contracts				500		1,500	2,000
Maint.-Elevator Maintenance Contracts				16,329	14,945		31,274
Maint.-Landscape/Grounds Contracts	7,421	4,781	8,971	2,876	15,505	2,469	42,023
Maint.- Electrical Contracts	150	100	250	991	1,000	100	2,591
Maint.- Plumbing Contracts	150	200	591	3,932	500	100	5,473
Maint.- Extermination Contracts	5,738	3,784	9,020	30,342	21,243	906	71,033
Maint.-Vehicles & Equipment	3,765	1,182	2,729	2,330	10,060	200	20,266
<b>Total Maintenance</b>	<b>89,538</b>	<b>40,733</b>	<b>157,716</b>	<b>268,288</b>	<b>420,328</b>	<b>45,349</b>	<b>1,021,952</b>

Protective services - Labor						6,097	6,097
FICA/MEDICARE						467	467
Employee-Health Ins.						886	886
Employee-Retirement						366	366
Protective services supplies						100	100
<b>Total Protective Services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,916</b>	<b>7,916</b>

Property Insurance	35,831	21,173	58,471	37,107	71,526	12,007	236,115
Workmen's Compensation	1,493	763	1,469	4,690	7,406	596	16,417
All other Insurance	562	202	1,008	895	1,799	196	4,662
<b>Total Insurance Premiums</b>	<b>37,886</b>	<b>22,138</b>	<b>60,948</b>	<b>42,692</b>	<b>80,731</b>	<b>12,799</b>	<b>257,194</b>



**Housing Authority of the City of Columbia, Missouri**  
**Low-Income Housing Tax Credit Budgets**  
**January 1, 2023 - December 31, 2023**  
**FIRST DRAFT 10/12/2022**

Description	Bryant Walkway	Bryant Walkway II	Bear Creek	Oak Towers	Stuart Parker / Paquin	Patriots Place	TOTAL LIHTC
Amortized Loan Cost	626	525	15,642	10,171	11,404	6,323	44,691
Taxes	18,891	12,965	21,491	29,154	58,308	7,396	148,205
Bad debt - tenant rents	1,565	894	3,673	3,632	9,600	1,887	21,251
Interest Expense payable from cash flow	15,215	32,108	80,562	110,583	251,598		490,066
Interest Expense-Mortgage	7,758	-	41,842	68,406	196,137	8,398	322,541
<b>Total Other General Expenses</b>	<b>44,055</b>	<b>46,492</b>	<b>163,210</b>	<b>221,946</b>	<b>527,047</b>	<b>24,004</b>	<b>1,026,754</b>
<b>Total Operating Expenses</b>	<b>318,223</b>	<b>210,679</b>	<b>573,197</b>	<b>990,970</b>	<b>1,816,827</b>	<b>164,012</b>	<b>\$ 4,073,907</b>
<b>Excess Revenue Over Operating Expenditures</b>	<b>49,699</b>	<b>14,903</b>	<b>25,202</b>	<b>105,556</b>	<b>214,772</b>	<b>38,808</b>	<b>\$ 448,941</b>
Amortization of Tax Credit Fees	5,691	2,724	4,323	8,645	15,888	1,845	39,116
Depreciation expense	297,743	143,685	225,293	486,336	643,325	123,324	1,919,706
<b>Total Other</b>	<b>303,434</b>	<b>146,409</b>	<b>229,616</b>	<b>494,981</b>	<b>659,213</b>	<b>125,169</b>	<b>1,958,822</b>
<b>Excess (Deficiency) of Revenue Over (Under) Expenditures</b>	<b>(253,735)</b>	<b>(131,506)</b>	<b>(204,414)</b>	<b>(389,425)</b>	<b>(444,441)</b>	<b>(86,361)</b>	<b>\$ (1,509,881)</b>
Principal Payments	(5,298)	-	(38,393)	(59,014)	(70,000)	(11,333)	(184,038)
Replacement Reserve Deposits	(24,921)	(16,719)	(38,914)	(69,520)	(99,511)	(9,157)	(258,742)
Replacement Reserve Withdrawals	-		10,000	45,000	56,000		111,000
Operating Reserves Deposits							-
Operating Reserves Withdrawals							-
<b>Total other financing sources (uses)</b>	<b>(24,921)</b>	<b>(16,719)</b>	<b>(28,914)</b>	<b>(24,520)</b>	<b>(43,511)</b>	<b>(9,157)</b>	<b>(147,742)</b>
Land Purchases							-
Dwelling Building Enhancements	-			35,000	43,000		78,000
Non-Dwelling Building Enhancements					13,000		13,000
Furniture & Equip.-Dwelling				10,000			10,000
Furniture & Equipment-Non-Dwelling							-
Furniture & Equipment-Administrative Purchases							-
504 Enhancements, Dwelling							-
Infrastructure Purchases							-
Vehicles & Maint. Equipment							-
<b>Total Fixed Asset Additions</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>45,000</b>	<b>56,000</b>	<b>-</b>	<b>\$ 101,000</b>
<b>Cash Flow After Debt Service</b>	<b>44,017</b>	<b>39,513</b>	<b>66,356</b>	<b>110,233</b>	<b>321,729</b>	<b>37,047</b>	<b>618,896</b>
<b>Security Services to be paid from cash flow</b>							
Salaries	13,449	8,607	18,291	35,505	68,500		144,352
FICA/MEDICARE	1,029	659	1,400	2,717	5,241		11,046
Employee-Health Ins.	1,954	1,250	2,657	5,157	9,948		20,966
Employee-Retirement	807	517	1,098	2,131	4,110		8,663
W/C	269	173	366	711	1,370		2,889
Protective services supplies	156	100	200	294	568		1,318
<b>Security Services paid from cash flow</b>	<b>17,664</b>	<b>11,306</b>	<b>24,012</b>	<b>46,515</b>	<b>89,737</b>		<b>189,234</b>
Projected Interest Expense payable from cash flow		13,638		32,277	244,575		290,490





# Housing Authority of the City of Columbia, Missouri

## Board Resolution

### RESOLUTION #2911

**A Resolution to Approve the Submission of the FY 2023 Budgets for the following Limited Partnerships of the Low-Income Housing Tax Credit Properties Managed by the Columbia Housing Authority: The Mid-Missouri Veterans Housing Development Group, LP; Stuart Parker Housing Development Group, LP; Bear Creek Housing Development Group, LP; Oak Towers Housing Development Group, LP; Bryant Walkway Housing Development Group, LP; and Bryant Walkway II Housing Development Group, LP.**

WHEREAS, The Columbia Housing Authority (CHA) is the management agent for the following low-income housing tax credit properties: The Mid-Missouri Veterans Housing Development Group, LP; Stuart Parker Housing Development Group, LP; Bear Creek Housing Development Group, LP; Oak Towers Housing Development Group, LP; Bryant Walkway Housing Development Group, LP; and Bryant Walkway II Housing Development Group, LP.; and

WHEREAS, As the Management Agent, the CHA is responsible for developing and submitting the annual budgets for these properties to the Missouri Housing Development Commission and the federal and state tax credit investors; and

WHEREAS, The Board of Commissioners of the Columbia Housing Authority is also the Board of Directors of the Columbia Community Housing Trust, which is the sole member of the General Partnership of each of the Limited Partnerships whose budgets are being approved; and

WHEREAS, A number of budget assumptions have been presented to the CHA Board which include the annual Cost of Living Adjustment, employee health insurance costs, retirement expenses, insurance costs, and inflations factors.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Columbia, Missouri does hereby adopt the Resolution approving the submission of the FY 2023 budgets for the following limited partnerships of the low-income housing tax credit properties managed by the Columbia Housing Authority: the Mid-Missouri Veterans Housing Development Group, LP; Stuart Parker Housing Development Group, LP; Bear Creek Housing Development Group, LP; Oak Towers Housing Development Group, LP; Bryant Walkway Housing Development Group, LP; and Bryant Walkway II Housing Development Group, LP as attached hereto and made a part hereof.

---

Bob Hutton, Chair

---

Randall Cole, Secretary

Adopted October 12, 2022





# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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

Department Source: Affordable Housing Development and Compliance

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: October 12, 2022

Re: Affordable Housing Development Report

## Executive Summary

This report provides an overview of CHA's Affordable Housing Development upcoming activities.

## Discussion

Affordable Housing Development Upcoming Activities:

### October 2022

- Meeting with Crockett Engineering to discuss Park Avenue items including site design, Planning and Zoning with the City; Site plans for Providence Walkway & Trinity Apartments
- Submission of RAD Application for Park Avenue
- Pre-Conditional Reservation Checklist Submission for Kinney Point by October 30, 2022
- RFP for Kinney Point Project Based Vouchers

### December 2022

- Missouri Housing Development Commission announces approved developments for financing on December 9, 2022
- Environmental submission due diligence for Kinney Point due by December 23, 2022

### January 2023

- Firm Submission Due Diligence for Kinney Point due by January 15, 2023
- City of Columbia authorization to release funds for Kinney Point. Developer stated this is needed by the end of January 2023. City of Columbia has not yet resubmitted HOME ARP allocation plan for HUD approval.

### March 2023

- Anticipated closing of Kinney Point

## Suggested Commission Action

Review and consider the report.





# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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

Department Source: Affordable Housing Operations

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: October 12, 2022

Re: Affordable Housing Report – CHA Public Housing, Project Based Vouchers and LIHTC

## Executive Summary

This report provides a summary of statistics for CHA Public Housing, Project Based Vouchers and LIHTC units for the month of August 2022.

## Discussion

In August, eleven (11) families moved in and ten (10) families moved out. Of the ten (10) families that moved out, one (1) moved to Section 8, two (2) households were terminated and three (3) families moved to the private sector, one (1) moved to a nursing home, two (2) moved in with family and one (1) abandoned their unit. Out of 742 units there were sixteen (16) vacant as of August 31, 2022 which is an overall occupancy of 97.8%. This is a slight increase from July occupancy rate of 97.3%. Five (5) units were vacant over 60 days. Five (5) requests for vouchers and thirteen (13) intents to vacate were submitted by participants. One (1) termination was issued for reasons other than non-payment. Uncollected rents for August increased from July totals by \$615.24. We have approximately 15 participants waiting on their rental assistance from the SAFHR program and approximately 30 in the process of applying for the rental assistance.

## Suggested Commission Action

Review and consider the monthly report.





## Property Management Report for August 2022

Property	Total units	Occupancy % for Aug	Occupancy (as of 8/31/22)	YTD Occupancy (1/1-8/31/22)	#Vacant units under 0-60 days	#Vacant units over 61 days	Request for voucher	Move-ins (Aug)	Move-outs (Aug)	Unit restores (Aug)	Avg. cost per restore	Billed to tenant at move out	Total work orders	Total \$ Amount billed
Amp 1 - PH	120	95.00%	95.80%	94.18%	1	4	N/A	1	2	3	\$1,825.28	\$654.61	53	\$718.15
Bear Creek	76	98.38%	98.70%	97.36%	1	0	1	1	2	1	\$884.00	\$948.85	34	\$1,008.73
Oak Tower	147	98.26%	98.00%	97.38%	3	0	2	2	2	2	\$409.04	\$124.00	71	\$160.46
Paquin Tower	200	98.51%	98.50%	97.38%	3	0	1	4	1	5	\$692.45	\$10.99	98	\$87.37
Stuart Parker	84	97.50%	97.60%	97.10%	1	1	1	1	0	0	N/A	\$739.12	18	\$764.36
BWW	54	97.31%	96.30%	96.07%	2	0	0	1	2	2	\$1,025.00	\$155.56	25	\$155.56
BWWII	36	100.00%	100.00%	95.80%	0	0	0	0	0	0	N/A	\$0.00	15	\$0.00
Patriot Place	25	98.58%	100.00%	98.56%	0	0	N/A	1	1	0	N/A	\$0.00	7	\$0.00

Property	Total units	TARS uncollected for Aug	delinquent 31-60	delinquent 61-90	delinquent 90+	# rpymnt agrmnts	rpymnt in default	# Accts. with deposit due (July)	total Security deposit due (July)	# Accts. with deposit due (Aug)	Total security deposit due (Aug)	# Non-pymnt termination issued in August	# other termination issued in August	# Intent to vacate submitted for Aug
Amp 1 - PH	120	\$11,586.72	\$7,061.76	\$2,959.79	\$1,153.92	1	1	30	\$12,013.11	33	\$14,648.11	0	1	4
Bear Creek	76	\$2,920.84	\$757.00	\$695.32	\$862.36	0	0	12	\$3,856.23	12	\$3,487.23	0	0	1
Oak Tower	147	\$5,058.21	\$2,563.00	\$1,241.44	\$756.25	6	0	17	\$5,236.48	23	\$8,705.08	0	0	3
Paquin Tower	200	\$347.68	\$0.00	\$1,864.25	\$16.09	1	0	29	\$6,901.00	29	\$7,386.00	2	0	5
Stuart Parker	84	\$4,459.13	\$1,332.00	\$220.96	\$5,324.28	3	0	8	\$1,684.00	9	\$1,846.00	0	0	0
BWW	54	\$2,808.41	\$2,345.14	\$988.83	\$670.00	1	0	11	\$2,683.50	12	\$2,933.50	0	0	0
BWWII	36	\$536.01	\$1,994.61	\$0.00	\$0.00	0	0	0	\$0.00	0	\$0.00	0	0	0
Patriot Place	25	\$198.03	\$953.65	\$21.08	\$0.00	0	0	N/A	N/A	N/A	N/A	0	0	0

**Affordable Housing Terminations Report - FY2022**

	<i>Failure to Pay</i>	<i>Criminal</i>	<i>Unauthorized Guest</i>	<i>Other</i>	Total Termination Notices	Total Suspended Terminations	Total Vacated Units	Total Unlawful Detainers	Total Unresolved Terminations
<b>Month of January 2022</b>									
Downtown - AMP 1	0	0	0	0	0	0	0	0	0
Oak Tower	0	0	0	0	0	0	0	0	0
Bear Creek	1	0	0	1	2	0	0	0	2
Patriot Place	0	0	0	0	0	0	0	0	0
Stuart Parker - Downtown	0	0	0	0	0	0	0	0	0
Stuart Parker - Paquin Tower	6	0	0	0	6	5	0	0	1
Bryant Walkway	0	1	0	0	1	0	0	0	1
Bryant Walkway II	0	0	0	0	0	0	1	0	0
<b>MONTHLY TOTAL</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>9</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>4</b>
<b>Month of February 2022</b>									
Downtown - AMP 1	0	0	0	0	0	0	0	0	0
Oak Tower	0	1	0	0	1	0	0	1	1
Bear Creek	0	0	1	0	1	2	0	0	1
Patriot Place	0	0	0	0	0	0	0	0	0
Stuart Parker - Downtown	0	0	0	0	0	0	0	0	0
Stuart Parker - Paquin Tower	3	0	1	1	5	3	0	0	2
Bryant Walkway	0	0	0	0	0	0	1	0	0
Bryant Walkway II	0	0	0	0	0	0	0	0	0
<b>MONTHLY TOTAL</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>7</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>4</b>
<b>Month of March 2022</b>									
Downtown - AMP 1	0	0	0	0	0	0	0	0	0
Oak Tower	0	2	0	1	3	2	1	1	0
Bear Creek	2	0	0	2	4	4	0	0	0
Patriot Place	0	0	0	0	0	0	0	0	0
Stuart Parker - Downtown	0	0	0	0	0	0	0	0	0
Stuart Parker - Paquin Tower	3	1	0	2	6	2	2	0	2
Bryant Walkway	0	1	0	0	0	0	0	0	0
Bryant Walkway II	0	0	0	0	0	0	0	0	0
<b>MONTHLY TOTAL</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>5</b>	<b>13</b>	<b>8</b>	<b>3</b>	<b>1</b>	<b>2</b>
<b>Month of April 2022</b>									
Downtown - AMP 1	0	0	0	0	0	0	0	0	0
Oak Tower	0	0	0	0	0	0	3	1	0
Bear Creek	0	0	0	0	0	0	0	1	0
Patriot Place	0	0	0	0	0	0	0	0	0
Stuart Parker - Downtown	0	0	0	0	0	0	0	0	0
Stuart Parker - Paquin Tower	5	0	0	0	5	4	0	0	1
Bryant Walkway	0	0	0	0	0	0	0	0	0
Bryant Walkway II	0	0	0	0	0	0	0	0	0
<b>MONTHLY TOTAL</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Month of May 2022</b>									
Downtown - AMP 1	0	1	0	0	1	0	0	0	1
Oak Tower	6	0	0	0	6	0	0	0	6
Bear Creek	2	2	0	0	4	1	0	0	3
Patriot Place	0	0	0	0	0	0	0	0	0
Stuart Parker - Downtown	0	1	0	0	1	0	0	0	1
Stuart Parker - Paquin Tower	2	0	0	0	2	2	0	0	0
Bryant Walkway	0	1	0	0	1	1	0	0	0
Bryant Walkway II	0	0	0	0	0	0	0	0	0
<b>MONTHLY TOTAL</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>11</b>
<b>Month of June 2022</b>									
Downtown - AMP 1	0	0	0	0	0	0	0	0	0
Oak Tower	4	0	0	1	5	1	0	0	4
Bear Creek	4	0	1	0	5	5	0	1	0
Patriot Place	0	0	0	0	0	0	0	0	0
Stuart Parker - Downtown	0	0	0	0	0	0	0	1	0
Stuart Parker - Paquin Tower	0	0	0	1	1	0	0	0	1
Bryant Walkway	0	0	0	0	0	0	0	0	0
Bryant Walkway II	0	1	0	0	1	1	0	0	0
<b>MONTHLY TOTAL</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>12</b>	<b>7</b>	<b>0</b>	<b>2</b>	<b>5</b>
<b>Month of July 2022</b>									
Downtown - AMP 1	0	0	0	0	0	0	0	0	0
Oak Tower	0	1	0	0	1	0	1	0	0
Bear Creek	4	0	0	1	5	4	0	0	1
Patriot Place	0	0	0	1	1	0	0	0	1
Stuart Parker - Downtown	0	0	0	0	0	0	1	0	0
Stuart Parker - Paquin Tower	2	0	0	0	2	2	0	0	0
Bryant Walkway	0	0	0	0	0	0	0	0	0
Bryant Walkway II	0	0	0	0	0	0	0	0	0
<b>MONTHLY TOTAL</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>9</b>	<b>6</b>	<b>2</b>	<b>0</b>	<b>2</b>



# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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

Department Source: HCV Programs

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: October 12, 2022

Re: Housing Choice Vouchers & Special Programs

## Executive Summary

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

## Discussion

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

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

The attached HCV Program Report is contingent on the number of vouchers leased, which is the primary measurement of this program's success. The Housing Programs Department continues to have a need of increasing lease ups; however, staff continues to make progress. CHA added 7 new lease ups in August. There were 8 attritions for a gain of 0 new participants. As of August, CHA had 123 voucher holders searching for homes. Available rental units remain our most significant challenge.

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

Termination/Non-Compliance – 1

Took self-off Program – 1

Termination/Damages – 2

Ported to other PHA – 1

Zero HAP (6 Months) - 3

### **Veteran Affairs Supportive Housing (VASH) Program**

The VA has shown an increase in providing chronically homeless Veterans within our community the opportunity to receive program subsidy. The VA is experiencing staffing transitions, however, continues to work towards utilizing the remaining VASH vouchers in providing housing for the community's homeless veterans. As of August 31, 2022, we have 117 households receiving VASH program assistance - 92 HCV + 24 PBV (Patriot Place). We currently have 19 HCV VASH new voucher holders searching for homes.

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

Deceased - 2

### **Mainstream Vouchers**



# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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

Mainstream Vouchers are reserved for non-elderly disabled individuals. CHA has been awarded 19 Mainstream Vouchers. As of August 31, 2022, we have 17 vouchers leased with 3 voucher holders searching for a home. CHA has been awarded an additional 25 mainstream vouchers that become available October 1, 2022. Intake Coordinator has began identifying qualified applicants to fast track the lease up process.

## **Mainstream Move Out Reasons:**

N/A

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

CHA continues to provide Continuum of Care Program vouchers to the most vulnerable chronically homeless individuals within our community. Each year we see an increase in homeless individuals and families needing safe, decent, and sanitary housing. As of August 31, we had 67 households receiving COC program assistance, and our target is 70. The applicants must be added to the waitlist through the BCCEH via a “coordinated entry” system as prescribed by the MO Balance of State, Continuum of Care. As the applicants are homeless, there are often additional barriers such as locating individuals for processing. CHA currently has 14 voucher holders looking for homes.

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

Nursing Home – 1

Took Self Off Program - 1

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

CHA currently has 51 Emergency Housing Vouchers with 35 leased and 38 others with vouchers and looking for housing. Just as required with the CoC program, the applicants must be added to the waitlist through the Boone County Coalition to End Homelessness (BCCEH) via a “coordinated entry” system as prescribed by the MO Balance of State, Continuum of Care. The BCCEH has made great strides to connect these vouchers with families that better meet the criteria for the EHV voucher program. As of August 31, 2022, there were 34 households receiving EHV program assistance with 24 voucher holders searching for a home.

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

N/A

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

CHA currently has 19 participants on this program and our target to utilize remaining funding is 24. The “Target Number of Vouchers” can be a little deceiving due to the factors in the “target” calculation: (1) remaining



# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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

funding available (2) remaining number of months, and (5) the current month's HAP payment, but the current month's HAP payment is not consistent as the amount of security deposits and adjustments paid fluctuates from month to month. Special Program Specialist to pulled 15 applicants from the waitlist, 11 families were determined eligible, 3 families completed the intake process.

As this funding is through December 31, 2022, CHA still has 3 months to make monthly adjustments in maintaining a desired number of vouchers leased to expend all funding.

**Move Out Reasons:**

N/A

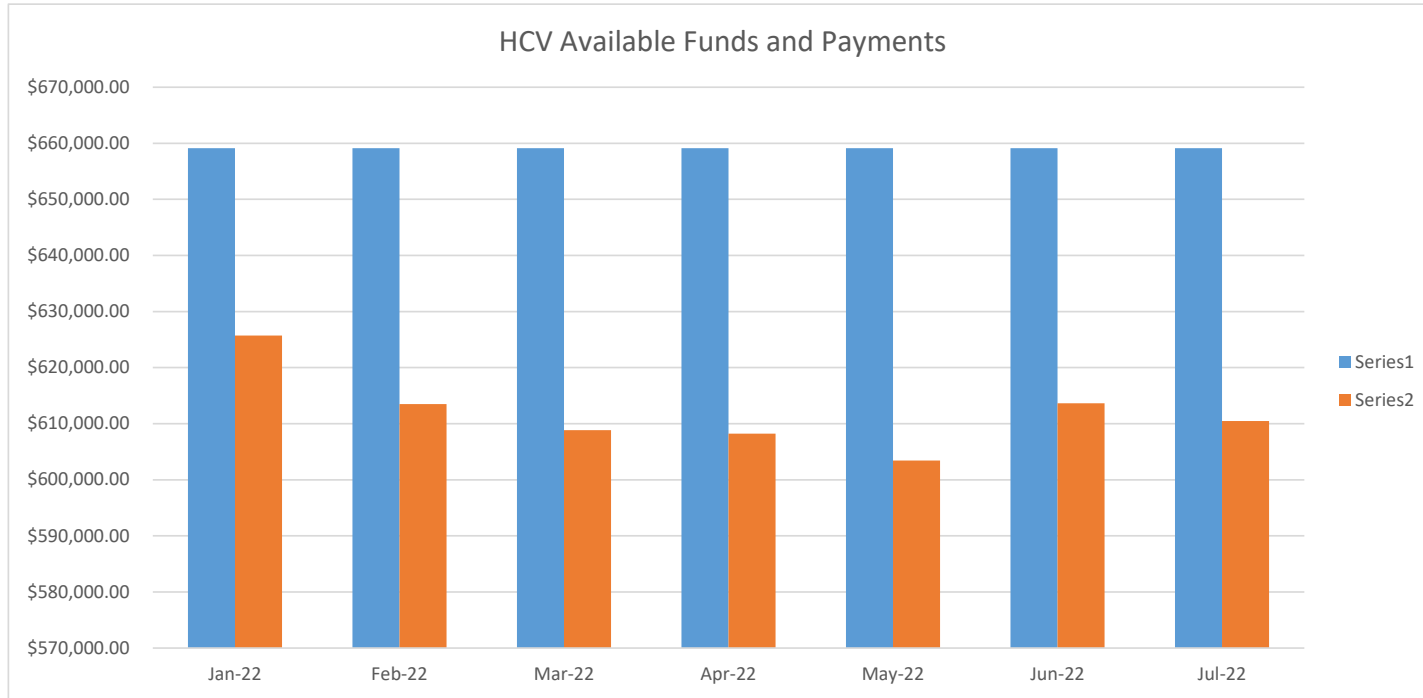
Suggested Commission Action

Review and consider Report



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

**August 2022**









# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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

Department Source: Resident Services

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: October 12, 2022

Re: Monthly Resident Services Report

## Executive Summary

This report summarizes the Resident Services Department’s activities for September 2022.

## Discussion

### **ROSS Service Coordinator Program (ROSS) – Serving Active ROSS Participants in Public Housing**

CHA completed the previous three-year ROSS grant on May 31 and began a new three-year grant term on June 1 (6/1/22-5/31/25). CHA has new staff assigned to this program, and HUD has been assisting with training and guidance. The ROSS “participant” count resets to zero with the beginning of each grant term. CHA is required to have 50 or more participants by October 31, 2022, and as of 10/6, we need approximately 10 more to fulfill this requirement to become a participant, a resident must live in public housing and staff must have conducted a “needs assessment” with this resident thus developing a plan for success. The primary focus areas of CHA’s ROSS program are “Employment Services”, “Financial Literacy”, and “Health and Wellness”. As this is a “Service Coordination” position, the objective is to identify the needs and goals and coordinate with social service organizations as resources for achieving the needs.

<b>Participants</b>	
Total Households that Qualify for ROSS	118
Total ROSS Participants (as of Oct 6, 2022)	Approximately 40
New as of Last Report (August 10, 2022)	Approximately 10
Engaged	60+

### **Family Self Sufficiency Program (FSS) – Serving Active FSS Participants from all CHA Housing Programs**

On September 21, 2020, HUD published a “Proposed Rule” with proposed alterations to the HUD FSS Program. On May 17, 2022, HUD published the “Final Rule” for the HUD FSS Program. The effective date of the rule is June 16, 2022, with a compliance date of November 14, 2022, when all FSS operations shall abide by changes adopted by this final rule.

All FSS Programs were required to update their “FSS Action Plans” to reflect the new regulations, submit the revised plan to HUD and obtain HUD’s approval of the revised plan prior to enrolling new participants under



# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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

these new regulations. As the Board approved in the August 10 meeting, CHA submitted the revised Plan to HUD on August 12 for review and approval and received HUD’s letter of approval on September 30.

Staff was not able to recruit participants from June 16 – September 30 (the date of HUD approval of our FSS Action Plan), thus our participant numbers became stagnant or slightly reduced with exits and graduates.

The FSS coordinators are responsible for recruiting and assisting in retaining participants for the FSS program. FSS coordinators are responsible for maintaining contact with the participants to ensure they are fulfilling their obligations and meeting their established goals. The coordinators work very closely with social service agencies within the community to assist with basic needs, removing barriers, health and wellness and household development.

**September Highlights:** CHA had a graduate who received an escrow payment of \$18,000. An escrow audit was completed for all HCV FSS participants. The team began the process of converting current participants to the new Plan and CHA had its first participant enroll under the new Plan. Three FSS participants exited from the program to enroll in ROSS as these residents were better suited for ROSS program at this time, and one participant's housing lease was terminated, which resulted in her termination from the FSS program.

<b>Participants</b>	
Current Participants (as of 9/30/22)	124
New Enrolls (in September)	1
Exits (in September)	4
Graduates (in September)	1
Employed (as of 9/30/22)	54
With Escrow (as of 9/30/22)	27
Graduated (year to date)	11

## **Healthy Home Connections Program (HHC) - Serving Families with Children 19 and Under, PBV & HCV**

Our fairly new HHC/ILP is making good progress, continuously improving all aspects of the program both in services and program administration. Please see the attached “**2022-10 1a Data Tracking, HCV, ILP, PBV, Units of Service**” & “**2022-10 1b Data Tracking, HCV, ILP, PBV, Funding**” for our annual program tracking.

<b>HHC Participants</b>	
Total PBV Residents (as of September 30)	144
Total HCV Participants (as of September 30)	487
Total Qualified Families (as of September 30)	631
Units of Service provided (in September)	2,373
Unduplicated Services (in September)	60



# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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

## **Independent Living Program (ILP) – Serving 55 & Over and Persons with Disabilities, PBV & HCV – Excluding Paquin Tower & Oak Towers**

Our fairly new HHC/ILP is making good progress, continuously improving all aspects of the program both in services and program administration. Please see the attached “2022 Data Tracking, HCV, ILP, PBV – Master” for our annual program tracking.

<b>ILP Participants (HCV &amp; PBV)</b>	
Total PBV Residents (as of September 30)	81
Total HCV Participants (as of September 30)	406
Total Qualified Families (as of September 30)	487
Units of Service provided (in September)	1,833
Unduplicated Services (in September)	17

## **Independent Living Program (ILP) + Serving 55 & Over and Persons with Disabilities Paquin Tower & Oak Towers only + all other Residents at the Towers**

**September Highlights, PAQUIN:** Assisted with recertification for snap benefits: obtained income verification documents for recertification to maintain housing, completed forms to assist with In-home service agencies including calling agencies to advocate for residents in obtaining assistance and service. Offered a much-needed nailcare clinic, a Labor Day BBQ, food trucks, senior/veteran boxes, pancakes breakfasts, as well as craft, coloring, and bingo sessions. Reached out to the Health Department, Ellis Fichel, Salvation Army, and The Crossing to plan upcoming events. Salvation Army is now bringing bread 2x per month.

**September Highlights, OAK:** Offered a much-needed nailcare clinic, food trucks, senior/veteran boxes, pancakes breakfasts, coffee, doughnuts as well as craft and bingo sessions. Introduced an “Eat Smart, Be Healthy” skill building group. Referred new move-ins to Love Columbia and other community organizations for furniture & household items, and assisted tenants in applying for, and maintaining, benefits such as food stamps and SSI.

<b>ILP Participants (Towers)</b>	
Total Qualified Individuals (as of Sept 30)	347
Units of Service provided (in September)	1,031
Unduplicated Services (year to date)	337



# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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

## Food Distribution

The Annie Fisher Food Pantry continues to do very well and has been fortunate with many donations from the Food Bank, Target, and Olive Garden. Most recently, Powerhouse has been a major contributor in such areas as meats and cleaning supplies.

Our management and resident services team at Bear Creek continues to serve residents through their “Share Shelf” (goods include food, clothing, infant supplies, cleaning supplies etc.), which has been a great service.

The Food Bank also provides a food truck once a month to both Oak and Paquin Towers that is also a great service that complements many other food programs that the Tower Resident Services staff coordinate. Resident Services has been promoting the Bryant WW & Stuart residents to participate in these distributions.

Location (September)	People / Household Served	Pounds of Food
Annie Fisher Food Pantry	605/264	~6,750
Bear Creek Share Shelf	Stats not collected	n/a
Oak Towers	103/103	3,072
Paquin Towers	85/85	4,857

## Moving Ahead Program (MAP) Afterschool and Summer Program for Students and their Parents

September was a busy month as Resident Services had several position vacancies to fill to prepare for the MAP afterschool program. MAP has also increased its enrollment from about 70 to about 100 with the addition of a fifth class, the Teen Center, which isn’t quite to full capacity as we have plans for construction that will open the area to allow for more students. CHA was awarded ESSER III funding through Columbia Public Schools that will fund a share of the Teen Center construction as well as increase parttime MAP salaries.

Please see the attached “2022-10 1c Data Tracking, MAP, Units of Service” & “2022-10 1d Data Tracking, MAP, Funding” for our annual program tracking.

Participants – Out of School	(Boone County, City of Columbia, United Way)
Total Unduplicated Students (as of Sept 30)	144
Active Students (in September)	114
Units of Service Provided (in September)	4,274

Development Programs	(Boone County)
Units of Services Provided, Support Groups	208
Units of Services Provided, Family Education	14
Units of Services Provided, Family Develop	53



# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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

## Suggested Commission Action

Read and review Monthly Report.





# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia MO 65203

Office: 573.443.2556 Fax: 573.443.0051 TTY: 800.735.2966

www.ColumbiaHA.com

Department Source: Safety

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: October 12, 2022

Re: Safety Report

## Executive Summary

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

## Discussion

	January	February	March	April	May	June	July	August	September	October	November	December
	2022	2022	2022	2022	2022	2022	2022	2022	2021	2021	2021	2021
Bear Creek	5	1	5	6	4	4	5	9	4	9	1	3
Bryant Walk	4	3	2	2	2	1	2	3	5	4	5	4
Downtown	12	5	6	7	4	2	6	9	14	11	6	6
Oak Towers	13	16	13	14	10	12	7	6	8	16	23	17
Patriot Place	0	1	3	0	3	2	4	5	4	3	0	3
Paquin Towers	24	24	26	14	10	10	13	15	29	26	34	20
Stuart Parker	2	0	3	1	0	1	4	7	3	3	3	3
misc							0		4	5		
<b>Total</b>	60	50	58	44	33	32	41	45	71	77	72	56

### Yearly Totals for CHA Safety Reports

### Joint Communications Log for August 2022

	January	February	March	April	May	June	July	August	September	October	November	December
	2022	2022	2022	2022	2022	2022	2022	2022	2022	2021	2021	2021
Columbia Police Response	94	86	91	98	91	85	93	94		92	95	113
Columbia Police Reports	15	11	14	11	10	13	16	17		12	11	22
Fire/Ems	105	61	93	79	90	74	92	80		104	95	117
<b>Total</b>	214	158	198	188	191	172	201	191	0	208	201	252

### Safety Department New Resident Move in meetings

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

### Safety Department other activities:

Blind Boone Center BBQ for kids

Oak Towers BBQ

Burrell's Crises Center Tour

## Suggested Commission Action

Review and consider Report.







# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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

Department Source: Finance

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: October 12, 2022

Re: August 2022 Unaudited Financial Reports

## Executive Summary

### Financial Highlights for YTD August 2022

- Total YTD revenues are \$11,973,159
- Total YTD expenditures are \$11,776,033
- YTD Net Gain/(Loss) for HCV is \$88,090 above budget, Public Housing is \$19,498 above budget, LIHTC is \$73,234 above budget.

## Discussion

### Revenues

- HCV – Admin Fees are \$95,319 or 14% above budget YTD. HUD increased the pro-ration rate from 84% to 88% in April.
- AMP 1 – the draw for HUD Operating grant funds was missed in August. Two draws were submitted in September to bring us up to date to our total authorized amount.
- Administration Management fees are \$18,814 under budget YTD mainly because the Capital Fund grant funds have not yet been drawn.

### Expenses

#### AMP 1

- Maintenance Contracts exceeds budget for the month due to flooring and ceiling work done at two units on Park Ave - \$2,725 – and tree work completed on Trinity Place - \$2,795.

#### Mid-Missouri Veterans

- Maintenance materials – materials were purchased to repair steps leading to the second floor that were cracking and broken - \$4,330.

## Suggested Commission Action

Read and review this report.



## Housing Authority of the City of Columbia, Missouri

---

201 Switzler Street, Columbia MO 65203

Office: (573) 443-2556 ♦ Fax: (573) 443-0051 ♦ TTY: (800) 735-2966 ♦ [www.ColumbiaHA.com](http://www.ColumbiaHA.com)

# MONTHLY FINANCIAL STATEMENTS

*(unaudited)*

## August 31, 2022

Fiscal Year End  
December 2022  
Month 8 of 12

as submitted by:

Debbi Simmons, CFO  
Housing Authority of the City of Columbia, MO

## INDEX

### **Revenue & Expense Budget Comparisons**

Housing Choice Voucher	Page 1
Public Housing – AMP 1 Downtown	Page 2
Stuart Parker Housing Development Group, LP	Page 4
Bear Creek Housing Development Group, LP	Page 6
Oak Towers Housing Development Group, LP	Page 8
Mid-Missouri Veterans Housing Development Group, LP	Page 10
Bryant Walkway Housing Development Group, LP	Page 12
Bryant Walkway II Housing Development Group, LP	Page 14
CHA Administration	Page 16
Entity Wide Revenue & Expense Summary	Page 17

**Housing Choice Voucher Program**  
**Unaudited Revenue Expense Budget Comparison**

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
HUD PHA Operating Grants - HAP	\$ 825,967	\$ 810,885	\$ 15,082	\$ 6,439,492	\$ 6,487,077	(47,585)	-1%
HUD Admin Fees Earned	99,697	87,739	11,958	797,232	701,913	95,319	14%
<b>Total Fee Revenue</b>	<b>925,664</b>	<b>898,624</b>	<b>27,041</b>	<b>7,236,724</b>	<b>7,188,990</b>	<b>47,734</b>	<b>1%</b>
Investment Income - Unrestricted	618	500	118	3,981	4,000	(19)	0%
Fraud Recovery - HAP	183	100	83	2,051	800	1,251	0%
Fraud Recovery - Admin	-	100	(100)	1,018	800	218	0%
71500 Other Revenue	-	-	-	4,672	-	4,672	
FSS Forfeitures	-	917	(917)	4,378	7,333	(2,956)	-40%
<b>Total Revenue</b>	<b>\$ 926,465</b>	<b>\$ 900,240</b>	<b>\$ 26,225</b>	<b>\$ 7,252,824</b>	<b>\$ 7,201,923</b>	<b>\$ 50,901</b>	<b>1%</b>
Administrative Salaries	26,394	26,810	(416)	196,760	214,481	(17,721)	-8%
Auditing Fees	3,579	3,333	246	27,584	26,667	917	3%
Management Fee	19,824	20,021	(197)	158,472	160,168	(1,696)	-1%
Book-keeping Fee	12,390	12,513	(123)	99,045	100,105	(1,060)	-1%
Advertising and Marketing	-	167	(167)	200	1,333	(1,133)	-85%
Employee Benefit contributions - Administrative	7,021	8,390	(1,370)	64,600	67,123	(2,523)	-4%
Office Expenses	5,325	4,980	345	54,538	39,840	14,698	37%
Training & Travel	68	542	(473)	1,413	4,333	(2,921)	-67%
Other Administrative Expenses	12,215	9,688	2,527	62,786	77,503	(14,717)	-19%
<b>Total Operating - Administrative</b>	<b>86,817</b>	<b>86,444</b>	<b>372</b>	<b>665,398</b>	<b>691,554</b>	<b>(26,156)</b>	<b>-4%</b>
Total Tenant Services	64	-	64	732	-	732	
Total Utilities	995	620	375	7,275	4,960	2,315	47%
Bldg. Maintenance	1,140	1,439	(299)	9,949	11,511	(1,563)	-14%
Insurance Premiums	1,027	1,348	(320)	7,946	10,783	(2,837)	-26%
Other General Expenses	488	467	21	4,197	3,733	464	12%
<b>Total Operating Expenses</b>	<b>\$ 90,531</b>	<b>\$ 90,318</b>	<b>\$ 213</b>	<b>\$ 695,498</b>	<b>\$ 722,542</b>	<b>\$ (27,044)</b>	<b>-4%</b>
<b>Excess of Operating Revenue over Operating Expenses</b>	<b>\$ 835,934</b>	<b>\$ 809,923</b>	<b>\$ 26,011</b>	<b>\$ 6,557,326</b>	<b>\$ 6,479,382</b>	<b>\$ 77,945</b>	<b>1%</b>
Homeownership	4,262	4,236	26	33,820	33,888	(68)	0%
Portable Housing Assistance Payments	8,245	9,450	(1,205)	63,731	75,600	(11,869)	-16%
S8 FSS Payments	12,546	12,500	46	109,168	100,000	9,168	9%
VASH Housing Assistance Payments	53,385	62,430	(9,045)	404,899	499,440	(94,541)	-19%
All Other Vouchers Housing Assistance Payments	729,887	724,430	5,457	5,869,000	5,795,440	73,560	1%
<b>Total Housing Assistance Payments</b>	<b>808,325</b>	<b>813,046</b>	<b>(4,721)</b>	<b>6,480,618</b>	<b>6,504,368</b>	<b>(23,750)</b>	<b>0%</b>
Depreciation Expense	1,701	-	1,701	13,605	-	13,605	
<b>Total Expenses</b>	<b>\$ 900,557</b>	<b>\$ 903,364</b>	<b>\$ (2,806)</b>	<b>\$ 7,189,721</b>	<b>\$ 7,226,910</b>	<b>\$ (37,189)</b>	<b>-1%</b>
<b>Net Gain (Loss)</b>	<b>\$ 25,908</b>	<b>\$ (3,123)</b>	<b>\$ 29,031</b>	<b>\$ 63,103</b>	<b>\$ (24,986)</b>	<b>\$ 88,090</b>	

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

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Tenant Rental Revenue	\$ 32,303	\$ 26,836	\$ 5,468	\$ 239,473	\$ 214,685	\$ 24,789	12%
Vacancy Loss	(1,737)	(1,427)	(310)	(23,674)	(11,414)	(12,260)	107%
Net Tenant Rental Revenue	30,567	25,409	5,158	215,800	203,271	12,529	6%
Tenant Revenue - Other	15	542	(527)	6,409	4,339	2,069	48%
<b>Total Tenant Revenue</b>	<b>30,582</b>	<b>25,951</b>	<b>4,630</b>	<b>222,208</b>	<b>207,610</b>	<b>14,598</b>	<b>7%</b>
HUD PHA Operating Grants	-	34,874	(34,874)	295,738	278,991	16,746	6%
Capital Fund Grants	-	-	-	-	-	-	-
<b>Total Grant Revenue</b>	<b>-</b>	<b>34,874</b>	<b>(34,874)</b>	<b>295,738</b>	<b>278,991</b>	<b>16,746</b>	<b>6%</b>
Investment Income - Unrestricted	2,142	338	1,804	10,543	2,701	7,842	290%
Fraud Recovery	-	-	-	-	-	-	0%
Other Revenue	2,859	3,063	(204)	49,722	24,506	25,216	103%
<b>Total Revenue</b>	<b>\$ 35,582</b>	<b>\$ 64,226</b>	<b>\$ (28,644)</b>	<b>\$ 578,211</b>	<b>\$ 513,808</b>	<b>\$ 64,403</b>	<b>13%</b>
Administrative Salaries	3,384	4,000	(616)	32,045	31,996	49	0%
Auditing Fees	327	400	(73)	2,765	3,200	(435)	-14%
Management Fee	5,573	5,524	48	44,292	44,195	97	0%
Book-keeping Fee	863	855	8	6,855	6,840	15	0%
Advertising and Marketing	-	-	-	28	-	28	-
Employee Benefit contributions - Administrative	1,522	1,349	172	9,736	10,795	(1,059)	-10%
Office Expenses	1,196	975	221	9,003	7,798	1,205	15%
Legal Expense	-	125	(125)	70	1,000	(930)	-93%
Training & Travel	556	358	197	650	2,867	(2,216)	-77%
Other	189	820	(631)	3,414	6,560	(3,146)	-48%
<b>Total Operating - Administrative</b>	<b>13,608</b>	<b>14,406</b>	<b>(799)</b>	<b>108,859</b>	<b>115,251</b>	<b>(6,392)</b>	<b>-6%</b>
Asset Management Fee	1,200	1,200	-	9,600	9,600	-	0%
<b>Total Tenant Services</b>	<b>245</b>	<b>1,193</b>	<b>(948)</b>	<b>7,018</b>	<b>9,543</b>	<b>(2,525)</b>	<b>-26%</b>

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

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Water	\$ 2,424	\$ 2,597	\$ (172)	\$ 19,077	\$ 20,773	\$ (1,696)	-8%
Electricity	(568)	1,431	(2,000)	8,169	11,450	(3,281)	-29%
Gas	(103)	1,039	(1,142)	6,907	8,311	(1,404)	-17%
Sewer	2,325	2,461	(136)	19,398	19,685	(287)	-1%
<b>Total Utilities</b>	<b>4,077</b>	<b>7,527</b>	<b>(3,450)</b>	<b>53,551</b>	<b>60,219</b>	<b>(6,668)</b>	<b>-11%</b>
Maintenance - Labor	18,798	17,477	1,322	130,930	139,815	(8,884)	-6%
Maintenance - Materials & Other	1,383	5,733	(4,350)	42,666	45,865	(3,198)	-7%
Maintenance and Operations Contracts	12,948	7,564	5,384	80,549	60,515	20,034	33%
Employee Benefit Contributions - Maintenance	4,970	5,721	(751)	36,976	45,769	(8,793)	-19%
<b>Total Maintenance</b>	<b>38,100</b>	<b>36,495</b>	<b>1,604</b>	<b>291,121</b>	<b>291,963</b>	<b>(842)</b>	<b>0%</b>
<b>Total Protective Services</b>	<b>2,721</b>	<b>2,976</b>	<b>(255)</b>	<b>21,874</b>	<b>23,808</b>	<b>(1,934)</b>	<b>-8%</b>
<b>Total Insurance Premiums</b>	<b>4,872</b>	<b>4,404</b>	<b>468</b>	<b>38,170</b>	<b>35,232</b>	<b>2,938</b>	<b>8%</b>
Other General Expenses	56	1,857	(1,801)	34,371	14,853	19,518	131%
Payments in Lieu of Taxes	2,337	1,788	548	14,998	14,307	691	5%
Bad debt - Tenant Rents	220	389	(169)	2,755	3,115	(360)	-12%
<b>Total Other General Expenses</b>	<b>2,613</b>	<b>4,034</b>	<b>(1,422)</b>	<b>52,123</b>	<b>32,275</b>	<b>19,849</b>	<b>61%</b>
Interest on Notes Payable	290	351	(61)	2,558	2,807	(249)	-9%
<b>Total Operating Expenses</b>	<b>\$ 67,725</b>	<b>\$ 72,587</b>	<b>\$ (4,863)</b>	<b>\$ 584,875</b>	<b>\$ 580,698</b>	<b>\$ 4,177</b>	<b>1%</b>
<b>Excess of Operating Revenue over Operating Expen:</b>	<b>\$ (32,142)</b>	<b>\$ (8,361)</b>	<b>\$ (23,781)</b>	<b>\$ (6,665)</b>	<b>\$ (66,890)</b>	<b>\$ 60,225</b>	<b>-90%</b>
Extraordinary Maintenance	-	500	(500)	12,497	4,000	8,497	212%
Depreciation Expense	14,577	13,523	1,055	111,382	108,182	3,200	3%
<b>Total Expenses</b>	<b>\$ 82,302</b>	<b>\$ 86,610</b>	<b>\$ (4,308)</b>	<b>\$ 737,785</b>	<b>\$ 692,880</b>	<b>\$ 44,905</b>	<b>6%</b>
<b>Net Gain (Loss)</b>	<b>\$ (46,720)</b>	<b>\$ (22,384)</b>	<b>\$ (24,336)</b>	<b>\$ (159,574)</b>	<b>\$ (179,072)</b>	<b>\$ 19,498</b>	<b>-11%</b>

**Stuart Parker Housing Development Group, LP**  
**Unaudited Revenue Expense Budget Comparison**

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Tenant Rental Revenue	\$ 72,857	\$ 71,047	\$ 1,811	\$ 577,901	\$ 568,372	\$ 9,529	2%
Rental Subsidies	85,272	87,080	(1,808)	687,131	696,640	(9,509)	-1%
Vacancy Loss	(2,931)	(3,558)	627	(31,575)	(28,463)	(3,112)	11%
Net Rental Revenue	155,198	154,569	630	1,233,457	1,236,549	(3,092)	0%
Tenant Revenue - Other	914	1,117	(202)	9,191	8,933	258	3%
<b>Total Tenant Revenue</b>	<b>156,113</b>	<b>155,685</b>	<b>427</b>	<b>1,242,648</b>	<b>1,245,482</b>	<b>(2,834)</b>	<b>0%</b>
Investment Income - Unrestricted	3,620	501	3,120	15,732	4,005	11,728	293%
Other Revenue	8,374	7,054	1,320	65,871	56,433	9,439	17%
<b>Total Revenue</b>	<b>\$ 168,107</b>	<b>\$ 163,240</b>	<b>\$ 4,867</b>	<b>\$ 1,324,251</b>	<b>\$ 1,305,919</b>	<b>\$ 18,332</b>	<b>1%</b>
Administrative Salaries	10,793	12,548	(1,755)	82,341	100,381	(18,040)	-18%
Auditing Fees	1,150	1,117	33	9,200	8,933	267	3%
Property Management Fee	9,669	9,765	(96)	78,206	78,116	90	0%
Asset Management Fees	1,100	1,100	-	8,798	8,798	-	0%
Advertising and Marketing	-	8	(8)	-	67	(67)	-100%
Employee Benefit contributions - Administrative	2,866	4,119	(1,252)	21,461	32,949	(11,488)	-35%
Office Expenses	2,338	2,443	(105)	20,627	19,545	1,082	6%
Legal Expense	-	172	(172)	1,455	1,379	75	5%
Training & Travel	-	167	(167)	321	1,335	(1,013)	-76%
Other	80	539	(459)	5,130	4,310	820	19%
<b>Total Operating - Administrative</b>	<b>27,996</b>	<b>31,977</b>	<b>(3,981)</b>	<b>227,539</b>	<b>255,813</b>	<b>(28,274)</b>	<b>-11%</b>
<b>Total Tenant Services</b>	<b>9,350</b>	<b>9,605</b>	<b>(254)</b>	<b>72,350</b>	<b>76,836</b>	<b>(4,486)</b>	<b>-6%</b>
Water	6,989	5,258	1,731	44,739	42,062	2,677	6%
Electricity	18,347	12,597	5,751	107,199	100,773	6,426	6%
Gas	1,449	1,087	363	12,882	8,695	4,187	48%
Sewer	4,743	3,840	903	33,592	30,717	2,876	9%
<b>Total Utilities</b>	<b>\$ 31,528</b>	<b>\$ 22,781</b>	<b>\$ 8,748</b>	<b>\$ 198,412</b>	<b>\$ 182,246</b>	<b>\$ 16,166</b>	<b>9%</b>

**Stuart Parker Housing Development Group, LP**  
**Unaudited Revenue Expense Budget Comparison**

	Current Month		Budget		Variance		Year to Date		Budget		Variance		Percent of Variance
Maintenance - Labor	\$	13,979	\$	13,052	\$	927	\$	108,780	\$	104,419	\$	4,360	4%
Maintenance - Materials & Other		9,511		5,848		3,663		50,556		46,781		3,775	8%
Maintenance and Operations Contracts		7,481		10,352		(2,871)		70,569		82,815		(12,246)	-15%
Employee Benefit Contributions - Maintenance		4,697		4,978		(281)		36,166		39,827		(3,661)	-9%
<b>Total Maintenance</b>		<b>35,668</b>		<b>34,230</b>		<b>1,438</b>		<b>266,070</b>		<b>273,842</b>		<b>(7,772)</b>	-3%
<b>Total Insurance Premiums</b>		<b>6,386</b>		<b>6,188</b>		<b>198</b>		<b>50,881</b>		<b>49,504</b>		<b>1,377</b>	3%
Other General Expenses		640		-		640		3,544		-		3,544	
Taxes		4,717		4,717		-		37,739		37,739		-	0%
Bad debt - Tenant Rents		2,883		1,993		890		4,619		15,943		(11,323)	-71%
<b>Total Other General Expenses</b>		<b>8,240</b>		<b>6,710</b>		<b>1,530</b>		<b>45,903</b>		<b>53,682</b>		<b>(7,779)</b>	-14%
Interest of Mortgage (or Bonds) Payable		16,534		16,534		(0)		132,275		132,275		(0)	0%
Interest on Notes Payable (Seller Financing)		20,967		20,967		0		167,732		167,732		0	0%
Amortization of Loan Costs		2,274		2,274		(0)		18,192		18,195		(3)	0%
<b>Total Interest Expense and Amortization Cost</b>		<b>39,775</b>		<b>39,775</b>		<b>(0)</b>		<b>318,199</b>		<b>318,202</b>		<b>(3)</b>	0%
<b>Total Operating Expenses</b>	\$	<b>158,944</b>	\$	<b>151,266</b>	\$	<b>7,678</b>	\$	<b>1,179,354</b>	\$	<b>1,210,125</b>	\$	<b>(30,771)</b>	-3%
<b>Excess of Operating Revenue over Operating Expenses</b>	\$	<b>9,163</b>	\$	<b>11,974</b>	\$	<b>(2,811)</b>	\$	<b>144,898</b>	\$	<b>95,795</b>	\$	<b>49,103</b>	51%
Extraordinary Maintenance		-		-		-		31,867		-		31,867	
Depreciation Expense		58,956		65,653		(6,697)		471,649		525,225		(53,576)	-10%
<b>Total Expenses</b>	\$	<b>217,900</b>	\$	<b>216,919</b>	\$	<b>981</b>	\$	<b>1,682,870</b>	\$	<b>1,735,350</b>	\$	<b>(52,480)</b>	-3%
<b>Net Gain (Loss)</b>	\$	<b>(49,793)</b>	\$	<b>(53,679)</b>	\$	<b>3,886</b>	\$	<b>(358,618)</b>	\$	<b>(429,431)</b>	\$	<b>70,813</b>	-16%



**Bear Creek Housing Development Group, LP**  
**Unaudited Revenue Expense Budget Comparison**

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Tenant Rental Revenue	\$ 14,664	\$ 15,902	\$ (1,237)	\$ 120,270	\$ 127,213	\$ (6,944)	-5%
Rental Subsidies	32,546	30,780	1,766	251,070	246,240	4,830	2%
Vacancy Loss	(1,359)	(1,401)	41	(8,705)	(11,204)	2,499	-22%
Net Rental Revenue	<b>45,851</b>	<b>45,281</b>	<b>570</b>	<b>362,635</b>	<b>362,249</b>	<b>385</b>	<b>0%</b>
Tenant Revenue - Other	1,178	1,129	49	19,888	9,034	10,854	120%
<b>Total Tenant Revenue</b>	<b>47,029</b>	<b>46,410</b>	<b>619</b>	<b>382,523</b>	<b>371,283</b>	<b>11,240</b>	<b>3%</b>
Investment Income - Unrestricted	885	126	759	4,181	1,011	3,169	313%
Other Revenue	2,164	2,679	(515)	17,072	21,435	(4,364)	-20%
<b>Total Revenue</b>	<b>\$ 50,078</b>	<b>\$ 49,216</b>	<b>\$ 862</b>	<b>\$ 403,775</b>	<b>\$ 393,730</b>	<b>\$ 10,045</b>	<b>3%</b>
Administrative Salaries	2,656	3,035	(378)	20,362	24,276	(3,914)	-16%
Auditing Fees	883	858	25	7,067	6,867	200	3%
Property Management Fee	2,460	2,945	(486)	19,979	23,563	(3,584)	-15%
Asset Management Fees	1,000	1,000	-	8,068	7,997	71	1%
Advertising and Marketing	-	4	(4)	-	33	(33)	-100%
Employee Benefit contributions - Administrative	715	1,031	(316)	5,733	8,247	(2,514)	-30%
Office Expenses	632	783	(151)	7,950	6,265	1,684	27%
Legal Expense	46	25	21	484	200	284	142%
Training & Travel	-	45	(45)	86	356	(270)	-76%
Other	58	124	(66)	1,114	994	120	12%
<b>Total Operating - Administrative</b>	<b>8,450</b>	<b>9,850</b>	<b>(1,400)</b>	<b>70,843</b>	<b>78,800</b>	<b>(7,956)</b>	<b>-10%</b>
<b>Total Tenant Services</b>	<b>1,546</b>	<b>1,650</b>	<b>(104)</b>	<b>12,335</b>	<b>13,199</b>	<b>(865)</b>	<b>-7%</b>
Water	1,596	1,829	(233)	12,351	14,633	(2,282)	-16%
Electricity	1,013	826	187	6,530	6,611	(81)	-1%
Gas	618	233	385	3,102	1,861	1,242	67%
Sewer	1,250	1,523	(273)	10,151	12,184	(2,033)	-17%
<b>Total Utilities</b>	<b>\$ 4,478</b>	<b>\$ 4,411</b>	<b>\$ 67</b>	<b>\$ 32,134</b>	<b>\$ 35,288</b>	<b>\$ (3,154)</b>	<b>-9%</b>

**Bear Creek Housing Development Group, LP**  
**Unaudited Revenue Expense Budget Comparison**

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Maintenance - Labor	\$ 3,166	\$ 2,869	\$ 298	\$ 23,790	\$ 22,949	\$ 840	4%
Maintenance - Materials & Other	1,168	2,916	(1,748)	19,615	23,329	(3,715)	-16%
Maintenance and Operations Contracts	3,466	4,400	(934)	42,082	35,197	6,885	20%
Employee Benefit Contributions - Maintenance	1,060	1,057	3	8,268	8,453	(185)	-2%
<b>Total Maintenance</b>	<b>8,860</b>	<b>11,241</b>	<b>(2,381)</b>	<b>93,755</b>	<b>89,929</b>	<b>3,825</b>	<b>4%</b>
<b>Total Insurance Premiums</b>	<b>4,520</b>	<b>4,417</b>	<b>104</b>	<b>38,292</b>	<b>35,333</b>	<b>2,959</b>	<b>8%</b>
Other General Expenses	819	-	819	2,263	-	2,263	
Property Taxes	1,791	1,791	-	14,327	14,327	-	0%
Bad debt - Tenant Rents	-	302	(302)	7	2,413	(2,406)	-100%
<b>Total Other General Expenses</b>	<b>2,610</b>	<b>2,093</b>	<b>517</b>	<b>16,598</b>	<b>16,741</b>	<b>(143)</b>	<b>-1%</b>
Interest of Mortgage (or Bonds) Payable	3,759	3,487	272	27,932	27,895	37	0%
Interest on Notes Payable (Seller Financing)	6,714	6,748	(35)	53,708	53,987	(279)	-1%
Amortization of Loan Costs	1,664	1,664	-	13,310	13,310	-	0%
<b>Total Interest Expense and Amortization Cost</b>	<b>12,136</b>	<b>11,899</b>	<b>237</b>	<b>94,950</b>	<b>95,192</b>	<b>(242)</b>	<b>0%</b>
<b>Total Operating Expenses</b>	<b>\$ 42,600</b>	<b>\$ 45,560</b>	<b>\$ (2,961)</b>	<b>\$ 358,906</b>	<b>\$ 364,482</b>	<b>\$ (5,576)</b>	<b>-2%</b>
<b>Excess of Operating Revenue over Operating Expenses</b>	<b>\$ 7,479</b>	<b>\$ 3,656</b>	<b>\$ 3,823</b>	<b>\$ 44,869</b>	<b>\$ 29,248</b>	<b>\$ 15,621</b>	<b>53%</b>
Extraordinary Maintenance	13,108	-	13,108	20,633	-	20,633	
Depreciation Expense	18,775	18,774	1	150,194	150,195	(1)	0%
<b>Total Expenses</b>	<b>\$ 74,483</b>	<b>\$ 64,335</b>	<b>\$ 10,148</b>	<b>\$ 529,734</b>	<b>\$ 514,677</b>	<b>\$ 15,056</b>	<b>3%</b>
<b>Net Gain (Loss)</b>	<b>\$ (24,404)</b>	<b>\$ (15,118)</b>	<b>\$ (9,286)</b>	<b>\$ (125,959)</b>	<b>\$ (120,947)</b>	<b>\$ (5,011)</b>	<b>4%</b>

**Oak Towers Housing Development Group, LP**  
**Unaudited Revenue Expense Budget Comparison**

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Tenant Rental Revenue	\$ 41,169	\$ 40,012	\$ 1,157	\$ 333,175	\$ 320,096	\$ 13,079	4%
Rental Subsidies	47,353	48,510	(1,157)	375,001	388,080	(13,079)	-3%
Vacancy Loss	(1,174)	(2,213)	1,039	(20,817)	(17,705)	(3,113)	18%
Net Rental Revenue	<b>87,348</b>	<b>86,309</b>	<b>1,039</b>	<b>687,359</b>	<b>690,471</b>	<b>(3,113)</b>	<b>0%</b>
Tenant Revenue - Other	74	331	(257)	3,409	2,646	763	29%
<b>Total Tenant Revenue</b>	<b>87,422</b>	<b>86,640</b>	<b>783</b>	<b>690,768</b>	<b>693,117</b>	<b>(2,350)</b>	<b>0%</b>
Investment Income - Unrestricted	1,200	195	1,005	5,275	1,556	3,719	239%
Other Revenue	2,336	1,745	592	18,274	13,956	4,318	31%
<b>Total Revenue</b>	<b>\$ 90,958</b>	<b>\$ 88,579</b>	<b>\$ 2,379</b>	<b>\$ 714,318</b>	<b>\$ 708,629</b>	<b>\$ 5,688</b>	<b>1%</b>
Administrative Salaries	4,896	7,481	(2,586)	43,178	59,851	(16,674)	-28%
Auditing Fees	1,233	1,200	33	9,867	9,600	267	3%
Property Management Fee	5,155	5,303	(148)	42,317	42,425	(108)	0%
Asset Management Fees	1,016	1,016	-	8,131	8,131	-	0%
Advertising and Marketing	-	4	(4)	-	33	(33)	-100%
Employee Benefit contributions - Administrative	1,914	2,500	(585)	12,718	19,997	(7,279)	-36%
Office Expenses	1,381	1,392	(11)	9,785	11,134	(1,349)	-12%
Legal Expense	-	42	(42)	1,127	333	794	238%
Training & Travel	-	63	(63)	167	507	(341)	-67%
Other	106	243	(138)	1,852	1,947	(96)	-5%
<b>Total Operating - Administrative</b>	<b>15,702</b>	<b>19,245</b>	<b>(3,543)</b>	<b>129,140</b>	<b>153,959</b>	<b>(24,820)</b>	<b>-16%</b>
Tenant Services - Salaries	3,865	3,640	225	28,802	29,120	(318)	-1%
Employee Benefit Contributions - Tenant Services	1,167	1,166	1	9,054	9,325	(271)	-3%
Tenant Services - Other	1,266	1,478	(212)	10,251	11,827	(1,575)	-13%
<b>Total Tenant Services</b>	<b>6,298</b>	<b>6,284</b>	<b>14</b>	<b>48,108</b>	<b>50,272</b>	<b>(2,164)</b>	<b>-4%</b>
Water	2,086	1,499	586	13,287	11,993	1,294	11%
Electricity	10,831	8,836	1,994	73,228	70,690	2,538	4%
Gas	867	551	316	7,104	4,410	2,694	61%
Sewer	1,296	974	322	9,073	7,795	1,278	16%
<b>Total Utilities</b>	<b>\$ 15,079</b>	<b>\$ 11,861</b>	<b>\$ 3,218</b>	<b>\$ 102,692</b>	<b>\$ 94,889</b>	<b>\$ 7,803</b>	<b>8%</b>

**Oak Towers Housing Development Group, LP**  
**Unaudited Revenue Expense Budget Comparison**

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Maintenance - Labor	\$ 8,264	\$ 8,114	\$ 150	\$ 59,136	\$ 64,911	\$ (5,775)	-9%
Maintenance - Materials & Other	1,040	2,713	(1,673)	22,763	21,707	1,056	5%
Maintenance and Operations Contracts	5,863	7,676	(1,813)	61,197	61,407	(210)	0%
Employee Benefit Contributions - Maintenance	3,809	2,642	1,167	18,059	21,139	(3,080)	-15%
<b>Total Maintenance</b>	<b>18,976</b>	<b>21,145</b>	<b>(2,170)</b>	<b>161,155</b>	<b>169,164</b>	<b>(8,009)</b>	<b>-5%</b>
Property Insurance	2,945	2,687	258	23,560	21,496	2,064	10%
Workmen's Compensation	323	385	(61)	2,491	3,078	(587)	-19%
All Other Insurance	71	68	3	568	545	23	4%
<b>Total Insurance Premiums</b>	<b>3,339</b>	<b>3,140</b>	<b>200</b>	<b>26,619</b>	<b>25,119</b>	<b>1,500</b>	<b>6%</b>
Other General Expenses	52	-	52	3,469	-	3,469	
Taxes	2,359	2,359	-	18,870	18,870	-	0%
Bad debt - Tenant Rents	3,834	295	3,539	3,759	2,357	1,402	60%
<b>Total Other General Expenses</b>	<b>6,244</b>	<b>2,653</b>	<b>3,591</b>	<b>26,098</b>	<b>21,227</b>	<b>4,871</b>	<b>23%</b>
Interest of Mortgage (or Bonds) Payable	6,143	5,701	442	45,635	45,604	31	0%
Interest on Notes Payable (Seller Financing)	9,215	9,215	(0)	73,722	73,722	(0)	0%
Amortization of Loan Costs	1,568	1,568	-	12,544	12,544	-	0%
<b>Total Interest Expense and Amortization Cost</b>	<b>16,926</b>	<b>16,484</b>	<b>442</b>	<b>131,900</b>	<b>131,870</b>	<b>30</b>	
<b>Total Operating Expenses</b>	<b>\$ 82,564</b>	<b>\$ 80,813</b>	<b>\$ 1,752</b>	<b>\$ 625,712</b>	<b>\$ 646,500</b>	<b>\$ (20,788)</b>	<b>-3%</b>
<b>Excess of Operating Revenue over Operating Expenses</b>	<b>\$ 8,394</b>	<b>\$ 7,766</b>	<b>\$ 628</b>	<b>\$ 88,606</b>	<b>\$ 62,129</b>	<b>\$ 26,476</b>	<b>43%</b>
Extraordinary Maintenance	-	-	-	5,263	-	5,263	
Depreciation Expense	40,528	40,591	(63)	324,225	324,727	(502)	0%
<b>Total Expenses</b>	<b>\$ 123,092</b>	<b>\$ 121,403</b>	<b>\$ 1,689</b>	<b>\$ 955,200</b>	<b>\$ 971,227</b>	<b>\$ (16,027)</b>	<b>-2%</b>
<b>Net Gain (Loss)</b>	<b>\$ (32,134)</b>	<b>\$ (32,825)</b>	<b>\$ 690</b>	<b>\$ (240,882)</b>	<b>\$ (262,597)</b>	<b>\$ 21,715</b>	<b>-8%</b>

**Mid-Missouri Veterans Housing Development Group, LP**  
**Unaudited Revenue Expense Budget Comparison**

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Tenant Rental Revenue	\$ 8,791	\$ 7,638	\$ 1,153	\$ 65,409	\$ 61,100	\$ 4,309	7%
Rental Subsidies	7,784	8,750	(966)	64,941	70,000	(5,059)	-7%
Vacancy Loss	(734)	(328)	(406)	(1,957)	(2,623)	666	-25%
Net Rental Revenue	<b>15,841</b>	<b>16,060</b>	<b>(218)</b>	<b>128,393</b>	<b>128,477</b>	<b>(84)</b>	<b>0%</b>
Tenant Revenue - Other	15	90	(75)	2,638	721	1,918	266%
<b>Total Tenant Revenue</b>	<b>15,856</b>	<b>16,150</b>	<b>(293)</b>	<b>131,031</b>	<b>129,198</b>	<b>1,833</b>	<b>1%</b>
Investment Income - Unrestricted	254	38	216	1,181	302	879	291%
Other Revenue	234	287	(53)	2,763	2,295	468	20%
<b>Total Revenue</b>	<b>\$ 16,344</b>	<b>\$ 16,474</b>	<b>\$ (131)</b>	<b>\$ 134,976</b>	<b>\$ 131,795</b>	<b>\$ 3,181</b>	<b>2%</b>
Administrative Salaries	829	948	(119)	8,633	7,585	1,048	14%
Auditing Fees	708	688	21	5,667	5,500	167	3%
Property Management Fee	805	822	(17)	6,690	6,575	115	2%
Asset Management Fees	1,011	1,011	-	8,091	8,091	-	0%
Employee Benefit contributions - Administrative	223	324	(102)	2,092	2,594	(502)	-19%
Office Expenses	484	328	155	2,972	2,627	345	13%
Legal Expense	-	17	(17)	-	133	(133)	-100%
Training & Travel	-	15	(15)	33	118	(85)	-72%
Other	31	47	(16)	342	375	(33)	-9%
<b>Total Operating - Administrative</b>	<b>4,091</b>	<b>4,204</b>	<b>(113)</b>	<b>34,521</b>	<b>33,632</b>	<b>888</b>	<b>3%</b>
Water	223	210	13	1,528	1,679	(151)	-9%
Electricity	1,414	999	414	8,346	7,993	353	4%
Gas	180	364	(184)	4,037	2,911	1,126	39%
Sewer	152	159	(7)	1,197	1,275	(79)	-6%
<b>Total Utilities</b>	<b>\$ 1,969</b>	<b>\$ 1,732</b>	<b>\$ 237</b>	<b>\$ 15,108</b>	<b>\$ 13,859</b>	<b>\$ 1,250</b>	<b>9%</b>

**Mid-Missouri Veterans Housing Development Group, LP**  
**Unaudited Revenue Expense Budget Comparison**

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Maintenance - Labor	\$ 1,053	\$ 956	\$ 97	\$ 7,924	\$ 7,650	\$ 274	4%
Maintenance - Materials & Other	4,454	596	3,858	7,903	4,767	3,135	66%
Maintenance and Operations Contracts	879	1,109	(231)	11,719	8,876	2,843	32%
Employee Benefit Contributions - Maintenance	353	352	1	2,805	2,818	(13)	0%
<b>Total Maintenance</b>	<b>6,738</b>	<b>3,014</b>	<b>3,725</b>	<b>30,351</b>	<b>24,111</b>	<b>6,240</b>	<b>26%</b>
<b>Total Protective Services</b>	<b>518</b>	<b>633</b>	<b>(115)</b>	<b>4,440</b>	<b>5,062</b>	<b>(622)</b>	<b>-12%</b>
<b>Total Insurance Premiums</b>	<b>1,012</b>	<b>920</b>	<b>92</b>	<b>8,130</b>	<b>7,360</b>	<b>770</b>	<b>10%</b>
Other General Expenses	21	-	21	206	-	206	
Taxes	598	598	-	4,787	4,787	-	0%
Bad debt - Tenant Rents	-	153	(153)	-	1,227	(1,227)	-100%
<b>Total Other General Expenses</b>	<b>619</b>	<b>752</b>	<b>(133)</b>	<b>4,994</b>	<b>6,015</b>	<b>(1,021)</b>	<b>-17%</b>
Interest of Mortgage (or Bonds) Payable	783	727	56	5,826	5,815	10	0%
Amortization of Loan Costs	681	681	(0)	5,445	5,445	(0)	0%
<b>Total Interest Expense and Amortization Cost</b>	<b>1,464</b>	<b>1,408</b>	<b>56</b>	<b>11,271</b>	<b>11,261</b>	<b>10</b>	<b>0%</b>
<b>Total Operating Expenses</b>	<b>\$ 16,410</b>	<b>\$ 12,662</b>	<b>\$ 3,748</b>	<b>\$ 108,959</b>	<b>\$ 101,300</b>	<b>\$ 7,660</b>	<b>8%</b>
<b>Excess of Operating Revenue over Operating Expenses</b>	<b>\$ (66)</b>	<b>\$ 3,812</b>	<b>\$ (3,878)</b>	<b>\$ 26,017</b>	<b>\$ 30,496</b>	<b>\$ (4,479)</b>	<b>-15%</b>
Extraordinary Maintenance	-	-	-	-	-	-	
Depreciation Expense	10,277	10,277	0	82,216	82,216	0	0%
<b>Total Expenses</b>	<b>\$ 26,687</b>	<b>\$ 22,939</b>	<b>\$ 3,748</b>	<b>\$ 191,175</b>	<b>\$ 183,516</b>	<b>\$ 7,659</b>	<b>4%</b>
<b>Net Gain (Loss)</b>	<b>\$ (10,343)</b>	<b>\$ (6,465)</b>	<b>\$ (3,878)</b>	<b>\$ (56,199)</b>	<b>\$ (51,721)</b>	<b>\$ (4,479)</b>	<b>9%</b>

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

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Tenant Rental Revenue	\$ 12,884	\$ 9,746	\$ 3,138	\$ 79,660	\$ 77,971	\$ 1,688	2%
Rental Subsidies	16,947	20,520	(3,573)	162,523	164,160	(1,637)	-1%
Vacancy Loss	(1,524)	(908)	(616)	(10,310)	(7,264)	(3,046)	42%
Net Rental Revenue	<b>28,307</b>	<b>29,358</b>	<b>(1,051)</b>	<b>231,873</b>	<b>234,867</b>	<b>(2,995)</b>	<b>-1%</b>
Tenant Revenue - Other	-	186	(186)	1,467	1,487	(20)	-1%
<b>Total Tenant Revenue</b>	<b>28,307</b>	<b>29,544</b>	<b>(1,237)</b>	<b>233,340</b>	<b>236,354</b>	<b>(3,014)</b>	<b>-1%</b>
Investment Income - Unrestricted	202	66	135	1,347	531	815	153%
Other Revenue	-	145	(145)	1,547	1,159	387	33%
<b>Total Revenue</b>	<b>\$ 28,509</b>	<b>\$ 29,756</b>	<b>\$ (1,247)</b>	<b>\$ 236,233</b>	<b>\$ 238,045</b>	<b>\$ (1,812)</b>	<b>-1%</b>
Administrative Salaries	1,780	2,298	(518)	15,895	18,386	(2,491)	-14%
Auditing Fees	1,233	1,200	33	9,867	9,600	267	3%
Property Management Fee	1,694	1,781	(87)	13,899	14,251	(352)	-2%
Asset Management Fees	704	704	-	5,628	5,628	-	0%
Advertising and Marketing	-	4	(4)	-	33	(33)	-100%
Employee Benefit contributions - Administrative	732	782	(50)	3,777	6,255	(2,478)	-40%
Office Expenses	525	455	70	3,395	3,638	(243)	-7%
Legal Expense	-	25	(25)	-	200	(200)	-100%
Training & Travel	224	58	166	301	467	(166)	-36%
Other	42	110	(68)	892	880	12	1%
<b>Total Operating - Administrative</b>	<b>6,933</b>	<b>7,417</b>	<b>(484)</b>	<b>53,653</b>	<b>59,337</b>	<b>(5,684)</b>	<b>-10%</b>
<b>Total Tenant Services</b>	<b>1,007</b>	<b>1,259</b>	<b>(252)</b>	<b>8,060</b>	<b>10,069</b>	<b>(2,009)</b>	<b>-20%</b>
Water	1,021	968	53	7,052	7,741	(689)	-9%
Electricity	1,191	470	721	3,980	3,762	218	6%
Gas	75	195	(120)	1,301	1,558	(257)	-17%
Sewer	922	923	(1)	6,849	7,385	(536)	-7%
<b>Total Utilities</b>	<b>\$ 3,208</b>	<b>\$ 2,556</b>	<b>\$ 653</b>	<b>\$ 19,181</b>	<b>\$ 20,445</b>	<b>\$ (1,264)</b>	<b>-6%</b>

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

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Maintenance - Labor	\$ 2,797	\$ 2,715	\$ 82	\$ 21,885	\$ 21,721	\$ 165	1%
Maintenance - Materials & Other	1,771	717	1,054	7,406	5,736	1,670	29%
Maintenance and Operations Contracts	2,223	2,814	(591)	17,619	22,511	(4,892)	-22%
Employee Benefit Contributions - Maintenance	989	1,035	(46)	7,919	8,279	(361)	-4%
<b>Total Maintenance</b>	<b>7,780</b>	<b>7,281</b>	<b>499</b>	<b>54,829</b>	<b>58,247</b>	<b>(3,418)</b>	<b>-6%</b>
<b>Total Insurance Premiums</b>	<b>2,977</b>	<b>2,726</b>	<b>251</b>	<b>23,840</b>	<b>21,809</b>	<b>2,031</b>	<b>9%</b>
Other General Expenses	82	-	82	282	-	282	
Property Taxes	1,574	1,574	-	12,594	12,594	-	0%
Bad debt - Tenant Rents	74	127	(53)	3,244	1,016	2,228	219%
<b>Total Other General Expenses</b>	<b>1,730</b>	<b>1,701</b>	<b>28</b>	<b>16,120</b>	<b>13,610</b>	<b>2,510</b>	<b>18%</b>
Interest of Mortgage (or Bonds) Payable	644	647	(3)	5,182	5,172	10	0%
Interest on Notes Payable	1,268	-	1,268	10,143	-	10,143	
Amortization of Loan Costs	526	526	0	4,212	4,211	0	0%
<b>Total Interest Expense and Amortization Cost</b>	<b>2,438</b>	<b>1,173</b>	<b>1,265</b>	<b>19,537</b>	<b>9,383</b>	<b>10,153</b>	<b>108%</b>
<b>Total Operating Expenses</b>	<b>\$ 26,073</b>	<b>\$ 24,113</b>	<b>\$ 1,961</b>	<b>\$ 195,220</b>	<b>\$ 192,902</b>	<b>\$ 2,318</b>	<b>1%</b>
<b>Excess of Operating Revenue over Operating Expenses</b>	<b>\$ 2,435</b>	<b>\$ 5,643</b>	<b>\$ (3,208)</b>	<b>\$ 41,013</b>	<b>\$ 45,143</b>	<b>\$ (4,130)</b>	<b>-9%</b>
Extraordinary Maintenance	-	-	-	3,459	-	3,459	
Depreciation Expense	24,812	24,812	(0)	198,495	198,495	(0)	0%
<b>Total Expenses</b>	<b>\$ 50,885</b>	<b>\$ 48,925</b>	<b>\$ 1,961</b>	<b>\$ 397,174</b>	<b>\$ 391,397</b>	<b>\$ 5,777</b>	<b>1%</b>
<b>Net Gain (Loss)</b>	<b>\$ (22,377)</b>	<b>\$ (19,169)</b>	<b>\$ (3,207)</b>	<b>\$ (160,941)</b>	<b>\$ (153,353)</b>	<b>\$ (7,589)</b>	<b>5%</b>



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

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Tenant Rental Revenue	\$ 8,208	\$ 5,377	\$ 2,831	\$ 61,186	\$ 43,013	\$ 18,173	42%
Rental Subsidies	10,266	13,140	(2,874)	86,606	105,120	(18,514)	-18%
Vacancy Loss	(126)	(556)	430	(7,472)	(4,444)	(3,028)	68%
Net Rental Revenue	<b>18,348</b>	<b>17,961</b>	<b>387</b>	<b>140,320</b>	<b>143,689</b>	<b>(3,369)</b>	<b>-2%</b>
Tenant Revenue - Other	-	77	(77)	4,006	613	3,393	
<b>Total Tenant Revenue</b>	<b>18,348</b>	<b>18,038</b>	<b>310</b>	<b>144,326</b>	<b>144,302</b>	<b>24</b>	<b>0%</b>
Investment Income - Unrestricted	140	60	80	1,137	483	655	136%
Other Revenue	-	42	(42)	447	333	113	34%
<b>Total Revenue</b>	<b>\$ 18,488</b>	<b>\$ 18,140</b>	<b>\$ 348</b>	<b>\$ 145,910</b>	<b>\$ 145,118</b>	<b>\$ 792</b>	<b>1%</b>
Administrative Salaries	1,168	1,438	(270)	10,059	11,503	(1,443)	-13%
Auditing Fees	1,233	1,200	33	9,867	9,600	267	0%
Property Management Fee	1,115	1,085	30	8,559	8,678	(119)	-1%
Asset Management Fees	704	704	-	5,628	5,628	-	0%
Advertising and Marketing	-	4	(4)	-	33	(33)	-100%
Employee Benefit contributions - Administrative	466	491	(24)	2,331	3,925	(1,593)	-41%
Office Expenses	286	228	58	1,713	1,823	(109)	-6%
Legal Expense	-	13	(13)	131	100	31	31%
Training & Travel	127	27	99	148	219	(71)	-32%
Other	33	44	(11)	703	353	350	99%
<b>Total Operating - Administrative</b>	<b>5,132</b>	<b>5,233</b>	<b>(101)</b>	<b>39,140</b>	<b>41,861</b>	<b>(2,721)</b>	<b>-7%</b>
<b>Total Tenant Services</b>	<b>608</b>	<b>772</b>	<b>(165)</b>	<b>4,878</b>	<b>6,178</b>	<b>(1,300)</b>	<b>-21%</b>
Water	899	633	266	4,780	5,067	(286)	-6%
Electricity	682	188	494	2,018	1,505	513	34%
Gas	30	54	(23)	1,012	429	583	136%
Sewer	765	610	155	5,039	4,877	162	3%
<b>Total Utilities</b>	<b>\$ 2,376</b>	<b>\$ 1,485</b>	<b>\$ 892</b>	<b>\$ 12,849</b>	<b>\$ 11,877</b>	<b>\$ 972</b>	<b>8%</b>

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

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Maintenance - Labor	\$ 947	\$ 905	\$ 42	\$ 7,383	\$ 7,241	\$ 143	2%
Maintenance - Materials & Other	32	538	(506)	1,081	4,302	(3,220)	-75%
Maintenance and Operations Contracts	1,406	1,536	(130)	11,185	12,289	(1,105)	-9%
Employee Benefit Contributions - Maintenance	349	345	4	2,751	2,760	(9)	0%
<b>Total Maintenance</b>	<b>2,734</b>	<b>3,324</b>	<b>(590)</b>	<b>22,400</b>	<b>26,592</b>	<b>(4,192)</b>	<b>-16%</b>
<b>Total Insurance Premiums</b>	<b>1,886</b>	<b>1,756</b>	<b>130</b>	<b>15,096</b>	<b>14,047</b>	<b>1,049</b>	<b>7%</b>
Other General Expenses	-	-	-	4,597	-	4,597	
Property Taxes	1,080	1,080	-	8,643	8,643	-	0%
Bad debt - Tenant Rents	-	72	(72)	2,115	577	1,538	266%
<b>Total Other General Expenses</b>	<b>1,080</b>	<b>1,153</b>	<b>(72)</b>	<b>15,355</b>	<b>9,221</b>	<b>6,135</b>	<b>67%</b>
Interest on Notes Payable	2,676	2,676	0	21,406	21,405	0	0%
Amortization of Loan Costs	271	271	0	2,166	2,166	0	0%
<b>Total Interest Expense and Amortization Cost</b>	<b>2,946</b>	<b>2,946</b>	<b>0</b>	<b>23,572</b>	<b>23,571</b>	<b>0</b>	
<b>Total Operating Expenses</b>	<b>\$ 16,762</b>	<b>\$ 16,669</b>	<b>\$ 94</b>	<b>\$ 133,291</b>	<b>\$ 133,348</b>	<b>\$ (57)</b>	<b>0%</b>
<b>Excess of Operating Revenue over Operating Expenses</b>	<b>\$ 1,726</b>	<b>\$ 1,471</b>	<b>\$ 255</b>	<b>\$ 12,619</b>	<b>\$ 11,770</b>	<b>\$ 849</b>	<b>7%</b>
Extraordinary Maintenance	-	-	-	3,065	-	3,065	
Depreciation Expense	13,459	13,459	0	107,670	107,669	0	
<b>Total Expenses</b>	<b>\$ 30,221</b>	<b>\$ 30,127</b>	<b>\$ 94</b>	<b>\$ 244,025</b>	<b>\$ 241,017</b>	<b>\$ 3,008</b>	<b>1%</b>
<b>Net Gain (Loss)</b>	<b>\$ (11,733)</b>	<b>\$ (11,987)</b>	<b>\$ 255</b>	<b>\$ (98,115)</b>	<b>\$ (95,899)</b>	<b>\$ (2,216)</b>	<b>2%</b>

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

	Total Adminstration	Year to Date Budget	Budget Variance	
Management Fee	\$ 204,216	\$ 223,030	\$ (18,814)	-8%
Asset Management Fee	9,600	9,600	-	0%
Book Keeping Fee	106,808	106,945	(138)	0%
<b>Fee Revenue</b>	<b>320,624</b>	<b>339,575</b>	<b>\$ (18,951)</b>	<b>-6%</b>
Interest Income	11,128	7,310	3,818	52%
Investment Income	544,944	511,359	33,585	7%
Other Revenue	274,829	252,765	22,063	9%
<b>Total Revenue</b>	<b>\$ 1,151,524</b>	<b>\$ 1,111,009</b>	<b>\$ 40,514</b>	<b>4%</b>
Administrative Salaries	554,539	543,237	11,302	2%
Auditing Fees	9,058	6,000	3,058	51%
Advertising and Marketing	565	683	(118)	-17%
Employee Benefits - Admin.	129,293	140,880	(11,587)	-8%
Office Expenses	68,750	69,413	(662)	-1%
Legal Expense	22,628	1,333	21,294	1597%
Training & Travel	9,870	4,000	5,870	147%
Other	11,513	12,819	(1,306)	-10%
<b>Total Operating - Administration</b>	<b>806,217</b>	<b>778,366</b>	<b>27,851</b>	<b>4%</b>
Water	491	640	(149)	-23%
Electricity	3,171	2,400	771	32%
Gas	994	800	194	24%
Sewer	194	128	66	52%
<b>Total Utilities</b>	<b>4,850</b>	<b>3,968</b>	<b>882</b>	<b>22%</b>
<b>Total Maintenance</b>	<b>12,089</b>	<b>6,900</b>	<b>5,189</b>	<b>75%</b>
<b>Total Insurance Premiums</b>	<b>22,937</b>	<b>23,299</b>	<b>(362)</b>	<b>-2%</b>
<b>Total Other Expenses</b>	<b>51,177</b>	<b>49,001</b>	<b>2,176</b>	<b>4%</b>
Interest of Bonds Payable	211,667	214,568	(2,901)	-1%
Interest on Notes Payable	15,159	-	15,159	
<b>Total Interest/Amortization</b>	<b>226,827</b>	<b>214,568</b>	<b>12,259</b>	<b>6%</b>
<b>Total Operating Expenses</b>	<b>\$ 1,124,096</b>	<b>\$ 1,076,102</b>	<b>\$ 47,994</b>	<b>4%</b>
<b>Excess of Operating Revenue over Operating Expenses</b>	<b>\$ 27,427</b>	<b>\$ 34,907</b>	<b>\$ (7,480)</b>	<b>-21%</b>
Extraordinary Maintenance	-	-	-	
Casualty Losses Non-capitalized	1,769	-	1,769	
Housing Assistance Payments	(50)	-	(50)	
97350 HAP Portability-In	-	-	-	
Depreciation Expense	18,179	4,747	13,433	283%
97500 Fraud Losses	-	-	-	
Capital Outlays	-	-	-	
<b>Total Expenses</b>	<b>\$ 1,143,994</b>	<b>\$ 1,080,849</b>	<b>\$ 63,146</b>	<b>6%</b>
<b>Net Gain (Loss)</b>	<b>\$ 7,529</b>	<b>\$ 30,161</b>	<b>\$ (22,631)</b>	<b>-75%</b>

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

	Public Housing Projects	Affordable Housing Projects	Housing Choice Vouchers	Mainstream Vouchers	Emergency Housing Vouchers	Continuum of Care Vouchers	TBRA Vouchers	ROSS Grants	CHALIS	Columbia Community Housing Trust	Affordable Housing General Partners	Affordable Housing Development	CHA Business Activities	CHA Central Office	Subtotal	ELIM	Total
Tenant Rental Revenue	\$ 239,473	\$ 1,237,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,421	\$ 9,840	\$ -	\$ -	\$ -	\$ -	\$ 1,507,335	\$ -	\$ 1,507,335
Rental Subsidies	-	1,627,273	-	-	-	-	-	-	-	-	-	-	-	-	1,627,273	(1,627,273)	-
Vacancy Loss	(23,674)	(80,837)	-	-	-	-	-	-	-	-	-	-	-	-	(104,510)	-	(104,510)
Net Rental Revenue	215,800	2,784,036	-	-	-	-	-	-	20,421	9,840	-	-	-	-	3,030,097	(1,627,273)	1,402,825
Tenant Revenue - Other	6,409	40,599	-	-	-	-	-	-	-	-	-	-	-	-	47,008	-	47,008
<b>Total Tenant Revenue</b>	<b>222,208</b>	<b>2,824,636</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,421</b>	<b>9,840</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,077,105</b>	<b>(1,627,273)</b>	<b>1,449,833</b>
HUD PHA Operating Grants	295,738	-	6,439,492	69,028	50,703	248,486	-	118,436	-	-	-	-	-	-	7,221,882	-	7,221,882
HUD Voucher Admin Fees	-	-	797,232	-	-	-	-	-	-	-	-	-	-	-	797,232	-	797,232
Capital Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Management Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	204,216	204,216	(204,216)	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	9,600	9,600	(9,600)	-
Book Keeping Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	106,808	106,808	(106,808)	-
<b>Total Fee Revenue</b>	<b>295,738</b>	<b>-</b>	<b>7,236,724</b>	<b>69,028</b>	<b>50,703</b>	<b>248,486</b>	<b>-</b>	<b>118,436</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>320,624</b>	<b>8,339,739</b>	<b>(320,624)</b>	<b>8,019,115</b>
Other Government Grants	-	-	-	-	-	-	95,190	-	493,559	-	-	-	-	-	588,749	-	588,749
Interest Income	10,543	28,853	3,981	-	-	-	-	-	471	10,379	-	14,478	6,135	2,041	76,882	-	76,882
Investment Income	-	-	-	-	-	-	-	-	-	-	-	-	533,416	-	533,416	(533,416)	-
Fraud Recovery	-	-	3,069	-	-	-	-	-	-	-	-	-	-	-	3,069	-	3,069
Other Revenue	49,722	105,974	9,049	517	-	-	-	-	41,294	1,357,970	206,468	-	252,065	22,763	2,045,823	(210,312)	1,835,511
Gain/Loss on Sale of Capital Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 578,211</b>	<b>\$ 2,959,463</b>	<b>\$ 7,252,824</b>	<b>\$ 69,545</b>	<b>\$ 50,703</b>	<b>\$ 248,486</b>	<b>\$ 95,190</b>	<b>\$ 118,436</b>	<b>\$ 555,745</b>	<b>\$ 1,378,189</b>	<b>\$ 206,468</b>	<b>\$ 14,478</b>	<b>\$ 791,617</b>	<b>\$ 345,429</b>	<b>\$ 14,664,784</b>	<b>\$ (2,691,625)</b>	<b>\$ 11,973,159</b>
Administrative Salaries	32,045	180,468	196,760	30	2,001	2,618	640	-	33,889	-	-	35,620	296,905	222,015	1,002,990	-	1,002,990
Auditing Fees	2,765	51,533	27,584	-	-	-	-	-	3,011	34	-	-	3,235	5,823	93,985	-	93,985
Management Fee	44,292	169,651	158,472	-	1,452	-	-	-	1,000	476	-	-	-	-	375,343	(375,343)	-
Bookkeeping/LIHTC Asset Mgmt	6,855	44,344	99,045	-	908	-	-	-	-	-	-	-	-	-	151,152	(106,808)	44,344
Advertising and Marketing	28	-	200	-	-	-	-	-	606	-	-	-	169	396	1,399	-	1,399
Employee Benefits - Admin.	9,736	48,112	64,600	4	273	879	87	-	4,205	-	-	11,119	70,644	47,531	257,190	-	257,190
Office Expenses	9,003	46,441	54,538	412	1,592	2,870	428	2,088	8,116	-	105	1,692	32,779	34,279	194,344	-	194,344
Legal Expense	70	3,196	-	-	-	-	-	-	-	-	-	-	9,589	13,039	25,894	-	25,894
Training & Travel	650	1,056	1,413	-	-	-	-	-	251	-	-	-	4,149	5,721	13,241	-	13,241
Other	3,414	10,034	62,786	404	357	1,818	133	1,755	29,493	3,991	523	200	4,328	6,985	126,222	-	126,222
<b>Total Operating - Admin.</b>	<b>108,859</b>	<b>554,835</b>	<b>665,398</b>	<b>850</b>	<b>6,583</b>	<b>8,185</b>	<b>1,288</b>	<b>3,843</b>	<b>80,572</b>	<b>4,501</b>	<b>628</b>	<b>48,630</b>	<b>421,797</b>	<b>335,789</b>	<b>2,241,759</b>	<b>(482,151)</b>	<b>1,759,608</b>
Asset Management Fee	9,600	-	-	-	-	-	-	-	-	-	-	-	-	-	9,600	(9,600)	-
Tenant Services - Salaries	1,813	66,714	-	-	-	-	-	87,344	291,692	-	-	-	-	-	447,563	-	447,563
Employee Benefit - Tenant Serv.	139	19,767	-	-	-	-	-	25,589	67,546	-	-	-	-	-	113,041	-	113,041
Tenant Services - Other	5,066	59,396	732	-	44,765	-	-	-	136,348	-	-	-	-	-	246,307	-	246,307
<b>Total Tenant Services</b>	<b>7,018</b>	<b>145,877</b>	<b>732</b>	<b>-</b>	<b>44,765</b>	<b>-</b>	<b>-</b>	<b>112,933</b>	<b>495,586</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>806,912</b>	<b>-</b>	<b>806,912</b>
Water	19,077	83,737	736	-	-	-	-	-	-	-	-	-	245	245	104,041	-	104,041
Electricity	8,169	201,300	4,757	-	-	-	-	-	-	-	-	-	1,586	1,586	217,397	-	217,397
Gas	6,907	29,438	1,491	-	-	-	-	-	497	497	-	-	497	497	38,830	-	38,830
Sewer	19,398	65,901	291	-	-	-	-	-	-	-	-	-	97	97	85,785	-	85,785
<b>Total Utilities</b>	<b>53,551</b>	<b>380,376</b>	<b>7,275</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,425</b>	<b>2,425</b>	<b>446,053</b>	<b>-</b>	<b>446,053</b>

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

	Public Housing Projects	Affordable Housing Projects	Housing Choice Vouchers	Mainstream Vouchers	Emergency Housing Vouchers	Continuum of Care Vouchers	TBRA Vouchers	ROSS Grants	CHALIS	Columbia Community Housing Trust	Affordable Housing General Partners	Affordable Housing Development	CHA Business Activities	CHA Central Office	Subtotal	ELIM	Total
Maintenance - Labor	130,930	228,898	-	-	-	-	-	-	-	-	-	-	-	-	359,828	-	359,828
Maintenance - Materials	42,666	109,323	-	-	-	-	-	-	2,902	499	929	-	213	1,035	157,567	-	157,567
Maintenance Contracts	80,549	214,371	9,949	-	-	-	-	-	-	-	-	-	-	-	304,868	(6,977)	297,892
Employee Benefits - Maint.	36,976	75,968	-	-	-	-	-	-	-	-	-	-	-	-	112,944	-	112,944
<b>Total Maintenance</b>	<b>291,121</b>	<b>628,560</b>	<b>9,949</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,902</b>	<b>499</b>	<b>929</b>	<b>-</b>	<b>213</b>	<b>1,035</b>	<b>935,207</b>	<b>(6,977)</b>	<b>928,231</b>
Protective Services - Labor	17,527	3,540	-	-	-	-	-	-	-	-	88,064	-	-	-	109,131	-	109,131
Protective Services - Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Employee Benefit Contributions	4,347	900	-	-	-	-	-	-	-	-	21,784	-	-	-	27,030	-	27,030
<b>Total Protective Services</b>	<b>21,874</b>	<b>4,440</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>109,847</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>136,161</b>	<b>-</b>	<b>136,161</b>
Property Insurance	28,652	150,787	-	-	-	-	-	-	1,206	136	-	-	234	234	181,249	-	181,249
Liability Insurance	3,727	-	4,208	-	-	-	-	-	2,770	57	-	-	-	-	10,762	-	10,762
Workmen's Compensation	3,464	9,113	3,738	1	38	50	12	1,660	6,186	-	1,673	677	5,651	4,218	36,481	-	36,481
All Other Insurance	2,326	2,959	-	-	-	-	-	-	2,179	-	572	178	11,568	178	19,960	-	19,960
<b>Total Insurance Premiums</b>	<b>38,170</b>	<b>162,859</b>	<b>7,946</b>	<b>1</b>	<b>38</b>	<b>50</b>	<b>12</b>	<b>1,660</b>	<b>12,341</b>	<b>193</b>	<b>2,245</b>	<b>855</b>	<b>17,452</b>	<b>4,630</b>	<b>248,452</b>	<b>-</b>	<b>248,452</b>
Other General Expenses	34,371	14,361	4,197	-	167	-	-	-	285	9,943	444	-	50,674	503	114,944	(32,208)	82,736
Payments in Lieu of Taxes	14,998	96,961	-	-	-	-	-	-	2,042	984	-	-	-	-	114,985	-	114,985
Bad debt - Tenant Rents	2,755	13,744	-	-	-	-	-	-	-	-	-	-	-	-	16,500	-	16,500
<b>Total Other Expenses</b>	<b>52,123</b>	<b>125,067</b>	<b>4,197</b>	<b>-</b>	<b>167</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,327</b>	<b>10,927</b>	<b>444</b>	<b>-</b>	<b>50,674</b>	<b>503</b>	<b>246,429</b>	<b>(32,208)</b>	<b>214,221</b>
Interest of Mortgage Payable	-	216,849	-	-	-	-	-	-	-	-	1,996	-	211,667	-	430,513	-	430,513
Interest on Notes Payable	2,558	326,711	-	-	-	-	-	-	-	-	-	-	15,159	-	344,428	-	344,428
Amortization of Loan Costs	-	55,869	-	-	-	-	-	-	-	-	-	-	-	-	55,869	-	55,869
<b>Total Interest/Amortization</b>	<b>2,558</b>	<b>599,428</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,996</b>	<b>-</b>	<b>226,827</b>	<b>-</b>	<b>830,809</b>	<b>(533,416)</b>	<b>297,392</b>
<b>Total Operating Expenses</b>	<b>\$ 584,875</b>	<b>\$ 2,601,442</b>	<b>\$ 695,498</b>	<b>\$ 850</b>	<b>\$ 51,552</b>	<b>\$ 8,235</b>	<b>\$ 1,301</b>	<b>\$ 118,436</b>	<b>\$ 593,729</b>	<b>\$ 16,120</b>	<b>\$ 116,089</b>	<b>\$ 49,485</b>	<b>\$ 719,389</b>	<b>\$ 344,381</b>	<b>\$ 5,901,382</b>	<b>\$ (1,064,352)</b>	<b>\$ 4,837,030</b>
<b>Excess of Operating Revenue over Operating Expenses</b>	<b>\$ (6,665)</b>	<b>\$ 358,021</b>	<b>\$ 6,557,326</b>	<b>\$ 68,695</b>	<b>\$ (849)</b>	<b>\$ 240,251</b>	<b>\$ 93,890</b>	<b>\$ -</b>	<b>\$ (37,984)</b>	<b>\$ 1,362,069</b>	<b>\$ 90,379</b>	<b>\$ (35,007)</b>	<b>\$ 72,228</b>	<b>\$ 1,047</b>	<b>\$ 8,763,402</b>	<b>\$ (1,627,273)</b>	<b>\$ 7,136,129</b>
Extraordinary Maintenance	12,497	64,287	-	-	-	-	-	-	-	-	-	-	-	-	76,784	-	76,784
Housing Assistance Payments	-	-	6,480,618	60,771	91,553	240,251	93,890	-	-	-	-	-	-	(50)	6,967,033	(1,627,273)	5,339,760
Depreciation Expense	111,382	1,334,448	13,605	-	-	-	-	171	11,609	2,264	-	-	17,781	399	1,491,659	-	1,491,659
<b>Total Expenses</b>	<b>\$ 737,785</b>	<b>\$ 4,000,178</b>	<b>\$ 7,189,721</b>	<b>\$ 61,621</b>	<b>\$ 143,105</b>	<b>\$ 248,486</b>	<b>\$ 95,190</b>	<b>\$ 118,607</b>	<b>\$ 605,338</b>	<b>\$ 18,384</b>	<b>\$ 116,089</b>	<b>\$ 49,485</b>	<b>\$ 737,170</b>	<b>\$ 346,499</b>	<b>\$ 14,467,657</b>	<b>\$ (2,691,625)</b>	<b>\$ 11,776,033</b>
<b>Net Gain (Loss)</b>	<b>\$ (159,574)</b>	<b>\$ (1,040,715)</b>	<b>\$ 63,103</b>	<b>\$ 7,924</b>	<b>\$ (92,402)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (171)</b>	<b>\$ (49,593)</b>	<b>\$ 1,359,805</b>	<b>\$ 90,379</b>	<b>\$ (35,007)</b>	<b>\$ 54,447</b>	<b>\$ (1,070)</b>	<b>\$ 197,126</b>	<b>\$ -</b>	<b>\$ 197,126</b>

