



# Housing Authority of the City of Columbia, Missouri

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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, April 12, 2023

**Time:** 4:00 p.m. – Columbia Housing Authority Regular Meeting & Planning Retreat (Open Session)

**Place:** Kinney Point Facility-7 E. Sexton

- I. Call to Order/Introductions
- II. Roll Call
- III. Adoption of Agenda
- IV. Approval of March 8, 2023, Open and Closed Meeting Minutes
- V. Special Item: Recognition of CHA Residents
- VI. Public Comment (Limited to 5 minutes per speaker)

### **PUBLIC HEARINGS**

### **RESOLUTIONS**

### **REPORTS**

- VII. Agency-Wide Audit Update, Rubin Brown
- VIII. February Financial Report, FY 2022 Cashflow Calculations, Safety Cost Allocations
- IX. Director Reports: Affordable Housing Programs, Affordable Housing Operations, Resident Services, Safety
- X. Current Events

### **PUBLIC AND COMMISSIONER COMMENT**

- XI. Public Comment (Limited to 5 minutes per speaker)
- XII. Commissioner Comment
- XIII. Adjournment

### **CHA Board of Commissioners Planning Retreat-Immediately Following the Regular Meeting**

- **Retreat Overview: 10 min**
- **CHA Affordable Housing Development: Kinney Point, Park Avenue, Providence Walkway: 30 min**
- **Moving Ahead Program 20 Year Anniversary Plans: 30 min**
- **CHA Personnel Procedures Update: 15 min**
- **CHA Website Update: 10 min**

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: [www.columbiaha.info@gmail.com](mailto:www.columbiaha.info@gmail.com)

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

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



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## HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI BOARD OF COMMISSIONERS MEETING March 8, 2023 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 March 8, 2023, 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 6:17 p.m.

### II. Roll Call:

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

CHA Staff: Randy Cole, CEO  
Michelle Betz, Executive Assistant  
Dana Harris, HR Manager  
Laura Lewis, Director of Affordable Housing Operations  
Justin Anthony, Director of Resident Services  
Tawanda Edwards, Director of Housing Programs  
Linda Edwards, Accountant  
Mary Harvey, Director of Finance  
Debbi Simmons, Accountant

### III. Adoption of Agenda:

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

### IV. Approval of February 1, 2023 Open Meeting Minutes:

Mr. Hutton called for a motion to approve the minutes from the open meeting of February 1, 2023. Mr. Hutton noted that this was a regular meeting. A motion was made by Ms. Wenneker and second by Ms. Oliveri. All Commissioners voted "aye" and Mr. Hutton declared the motion approved.

## REPORTS

### V. CHA FY2022 Year-End Report

Mr. Cole reviewed highlights on the FY2022 Year-End Report. Mr. Cole explained that CHA served 2,181 households including 4,591 persons with Affordable Housing. He also noted there were 142 lease ups with a net gain of 23. Mr. Cole provided the following additional highlights: 40 additional vouchers awarded to CHA, CHA decreased its number of units vacant over 60 days from 96 in FY2021 to 43 in FY2022, 40% increase in participation from 2021-2022 in the Moving Ahead Program (MAP), 152 participants, 48 new enrollees in 2022 in Family Self-Sufficiency (FSS) Program, staff assisted in obtaining \$80,000 in rent rebates through Services for Independent Living (ILP), CHA received approximately \$27 million in funding commitments from the City of Columbia, Boone County, Veterans United Foundation, and the Missouri Housing Development Commission in FY2022 and the Safety Department continued to respond to calls at each property in 2022.

### VI. FY2022 Unaudited Financial Statements

Mr. Cole reviewed highlights on the FY2022 Unaudited Financial Statements that the total YTD revenues are a little lower than the total YTD expenditures. HCV administrative fees earned are \$141,464 higher than budget, AMP 1 revenue is \$180,668 higher than budget and LIHTC revenue is \$92,288 above budget. HCV operating expenses are \$37,803 under budget, AMP 1 operating expenses are \$40,4389 over budget and LIHTC operating expenses are \$32,595 under budget.

### VII. CHA FY2023 January Financial Statement

Mr. Cole reviewed highlights from the January Financial report sharing that the revenues are a little lower than expenditures and net loss of the HCV is \$23,083 above budget and Public Housing is \$80,822 under budget and LIHTC \$37,173 above budget.

Mr. Cole reviewed highlights from the January CHALIS Financial report. The CHALIS Financial report will be given each month in our monthly reports.

### VIII. Affordable Housing Development and Compliance, Public Housing & Affordable Housing Properties, Housing Programs, Safety and Resident Services

#### Affordable Housing Development Report:

Mr. Cole shared that CHA staff held its first resident engagement meeting for Providence Walkway and Trinity residents on March 3, 2023. The event was well attended with 15 residents in attendance.

Mr. Cole shared the estimated timeline for Kinney Point.

#### Housing Operations:

Mr. Cole reviewed highlights from the Property Management Report for January 2023 and from the Housing Choice Voucher Program Report.

**Safety:**

Mr. Cole shared that there were 37 CHA Safety Department Reports in January and 189 Joint Communication Logs for January. Safety had 5 new residents move in meetings. Mr. Forck completed the Trespass list review, originally there were approximately 900 on the list and now there are 230 on the trespassed list.

**Resident Services:**

Mr. Cole reviewed highlights from the ROSS Program, FSS Program, Healthy Home Connections Program with County funding, Independent Living Program and Moving Ahead Program (MAP).

**IX. Public Comment**

There was no public comment.

**X. Commissioner Comment**

There was no commissioner comment.

**XI. Adjournment**

Mr. Hutton called for a motion to adjourn the meeting. A motion was made by Ms. Oliveri. Second by Mr. Calloway. Mr. Hutton called the meeting adjourned at 7:06 pm.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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**Certification of Public Notice**

I, Randy Cole, Chief Executive Officer of the Housing Authority of the City of Columbia, Missouri, do hereby certify that on March 6, 2023, I posted public notice of the March 8, 2023, Board of Commissioners Meeting and distributed copies of the notice and agenda to the Board of Commissioners and the local media. The meeting notice and agenda was also distributed to the public upon request.

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

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

\_\_\_\_\_  
Date





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## Closed Meeting Notice

### CHA Board of Commissioners Meetings

Date: Wednesday, April 12, 2023

Time: 4:30 p.m.

Place: Kinney Point Community Facility, 7 E. Sexton, Columbia, MO 65203

\* The meeting will begin immediately following the adjournment of the meeting of the Columbia Housing Authority Board of Commissioners and CHA Low-Income Services Meeting (CHALIS) which begins at 4:00 p.m.

**CLOSED SESSION PURSUANT TO SECTION 610.021 (1) RSMo. - Pertaining to legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.**

**CLOSED SESSION PURSUANT TO SECTION 610.021 (2) RSMo. – Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor.**

- I. Call to Order
- II. Roll Call Vote to Go Into Closed Session Pursuant to Section 610.021 (2) RSMo. – Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor.
- III. Roll Call Vote to Go Into Closed Session Pursuant to Section 610.021 (1) RSMo. – Pertaining to legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.
- III. Roll Call Vote to End Closed Session
- IV. Adjournment







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Department Source: Finance

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: April 12, 2023

Re: February 2023 Unaudited Financial Reports

## Executive Summary

### Financial Highlights for YTD February 2023

- Total YTD revenues are \$2,855,806
- Total YTD expenses are \$2,982,868
- YTD Net Gain/(Loss) for
  - HCV \$28,402 above budget.
  - Public Housing is \$9,817 above budget.
  - LIHTC is \$27,762 above budget.

## Discussion

### Revenues

- HCV administrative fees earned are on budget.
- HCV HAP revenue is \$138,540 under budget.
- AMP 1 revenue is \$50,669 above budget.
- LIHTC revenue is \$12,240 above budget.
- Agency Administration is \$31,019 above budget. This includes \$34,000 in annual Capital Fund management fees.

### Expenses

- HCV operating expenses are \$8,696 under budget.
- HCV HAP expenses are \$163,357 under budget.
- AMP 1 operating expenses are \$6,719 over budget.
- LIHTC operating expenses are \$19,390 under budget.
- Agency Administration expenses are \$2,593 above budget.

## Suggested Commission Action

Read and review this report.





Columbia Housing Authority  
201 Switzler Street  
Columbia, MO 65203

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

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

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

**February 28, 2023**

Fiscal Year End  
December 2023  
Month 2 of 12

as submitted by:

Mary Harvey, Director of Finance  
Housing Authority of the City of Columbia, MO

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

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
HUD PHA Operating Grants - HAP	\$ 817,543	\$ 886,813	\$ (69,270)	\$ 1,635,086	\$ 1,773,626	(138,540)	-8%
HUD Admin Fees Earned	98,882	99,158	(276)	198,055	198,315	(260)	0%
<b>Total Fee Revenue</b>	<b>916,425</b>	<b>985,971</b>	<b>(69,546)</b>	<b>1,833,141</b>	<b>1,971,942</b>	<b>(138,800)</b>	<b>-7%</b>
Investment Income - Unrestricted	2,202	417	1,785	4,540	834	3,706	445%
Fraud Recovery - HAP	198	100	98	326	200	126	0%
Fraud Recovery - Admin	198	100	98	326	200	126	0%
Other Revenue	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 919,021</b>	<b>\$ 986,588</b>	<b>\$ (67,566)</b>	<b>\$ 1,838,332</b>	<b>\$ 1,973,175</b>	<b>\$ (134,843)</b>	<b>-7%</b>
Administrative Salaries	25,863	27,863	(2,001)	54,424	55,726	(1,302)	-2%
Auditing Fees	-	3,333	(3,333)	1,409	6,667	(5,258)	-79%
Management Fee	19,872	20,728	(856)	39,732	41,456	(1,724)	-4%
Book-keeping Fee	12,420	12,955	(535)	24,833	25,910	(1,077)	-4%
Advertising and Marketing	-	42	(42)	-	83	(83)	-100%
Employee Benefit contributions - Administrative	7,580	9,320	(1,740)	15,720	18,639	(2,919)	-16%
Office Expenses	6,412	4,842	1,570	17,170	9,684	7,486	77%
Training & Travel	-	367	(367)	-	733	(733)	-100%
Other Administrative Expenses	5,018	7,336	(2,319)	14,875	14,673	202	1%
<b>Total Operating - Administrative</b>	<b>77,164</b>	<b>86,786</b>	<b>(9,622)</b>	<b>168,162</b>	<b>173,571</b>	<b>(5,409)</b>	<b>-3%</b>
Total Tenant Services	155	-	155	335	-	335	
Total Utilities	1,089	862	228	1,743	1,724	20	1%
Bldg. Maintenance	2,299	1,367	931	3,683	2,735	949	35%
Insurance Premiums	1,310	1,182	128	3,210	2,365	845	36%
Other General Expenses	538	551	(13)	1,076	1,102	(26)	-2%
<b>Total Operating Expenses</b>	<b>\$ 82,555</b>	<b>\$ 90,748</b>	<b>\$ (8,193)</b>	<b>\$ 178,209</b>	<b>\$ 181,496</b>	<b>\$ (3,287)</b>	<b>-2%</b>
<b>Excess of Operating Revenue over Operating Expenses</b>	<b>\$ 836,467</b>	<b>\$ 895,840</b>	<b>\$ (59,373)</b>	<b>\$ 1,660,123</b>	<b>\$ 1,791,680</b>	<b>\$ (131,556)</b>	<b>-7%</b>
Homeownership	3,886	4,236	(350)	7,747	8,472	(725)	-9%
Portable Housing Assistance Payments	17,430	9,450	7,980	34,848	18,900	15,948	84%
S8 FSS Payments	15,684	12,167	3,517	29,671	24,333	5,338	22%
VASH Housing Assistance Payments	54,978	62,430	(7,452)	107,935	124,860	(16,925)	-14%
All Other Vouchers Housing Assistance Payments	729,517	807,035	(77,518)	1,447,077	1,614,069	(166,993)	-10%
<b>Total Housing Assistance Payments</b>	<b>821,495</b>	<b>895,317</b>	<b>(73,822)</b>	<b>1,627,278</b>	<b>1,790,635</b>	<b>(163,357)</b>	<b>-9%</b>
Depreciation Expense	1,701	1,701	-	3,399	3,399	-	
<b>Total Expenses</b>	<b>\$ 905,751</b>	<b>\$ 987,766</b>	<b>\$ (82,015)</b>	<b>\$ 1,808,885</b>	<b>\$ 1,975,530</b>	<b>\$ (166,644)</b>	<b>-8%</b>
<b>Net Gain (Loss)</b>	<b>\$ 13,271</b>	<b>\$ (1,179)</b>	<b>\$ 14,449</b>	<b>\$ 29,447</b>	<b>\$ (2,354)</b>	<b>\$ 31,801</b>	

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

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Tenant Rental Revenue	\$ 34,796	\$ 26,836	\$ 7,961	\$ 69,485	\$ 53,671	\$ 15,814	29%
Vacancy Loss	(2,033)	(1,427)	(606)	(6,405)	(2,854)	(3,552)	124%
Net Tenant Rental Revenue	32,764	25,409	7,355	63,080	50,818	12,262	24%
Tenant Revenue - Other	287	799	(512)	273	1,599	(1,326)	-83%
<b>Total Tenant Revenue</b>	<b>33,051</b>	<b>26,208</b>	<b>6,843</b>	<b>63,352</b>	<b>52,416</b>	<b>10,936</b>	<b>21%</b>
HUD PHA Operating Grants	105,704	38,517	67,187	105,704	77,033	28,671	37%
Capital Fund Grants	25,527	25,527		51,054	51,054	-	
<b>Total Grant Revenue</b>	<b>131,231</b>	<b>64,044</b>	<b>67,187</b>	<b>156,758</b>	<b>128,087</b>	<b>28,671</b>	<b>22%</b>
Investment Income - Unrestricted	4,678	338	4,341	9,031	675	8,356	1238%
Fraud Recovery	-	-	-	-	-	-	0%
Other Revenue	6,993	4,338	2,656	9,206	8,675	531	6%
<b>Total Revenue</b>	<b>\$ 175,953</b>	<b>\$ 94,927</b>	<b>\$ 81,026</b>	<b>\$ 240,523</b>	<b>\$ 189,853</b>	<b>\$ 50,669</b>	<b>27%</b>
Administrative Salaries	2,454	5,001	(2,547)	9,957	10,003	(46)	0%
Auditing Fees	-	400	(400)	488	800	(312)	-39%
Management Fee	5,476	5,524	(48)	10,952	11,049	(97)	-1%
Book-keeping Fee	848	855	(8)	1,695	1,710	(15)	-1%
Advertising and Marketing	-	-	-	-	-	-	
Employee Benefit contributions - Administrative	1,232	1,759	(527)	3,921	3,518	404	11%
Office Expenses	1,173	984	190	2,648	1,967	681	35%
Legal Expense	-	125	(125)	-	250	(250)	-100%
Training & Travel	-	333	(333)	-	667	(667)	-100%
Other	690	428	262	1,536	855	681	80%
<b>Total Operating - Administrative</b>	<b>11,872</b>	<b>15,409</b>	<b>(3,537)</b>	<b>31,197</b>	<b>30,818</b>	<b>379</b>	<b>1%</b>
Asset Management Fee	1,200	1,200	-	2,400	2,400	-	0%
<b>Total Tenant Services</b>	<b>213</b>	<b>924</b>	<b>(711)</b>	<b>416</b>	<b>1,848</b>	<b>(1,432)</b>	<b>-77%</b>

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

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Water	\$ 2,176	\$ 2,609	\$ (432)	\$ 4,512	\$ 5,218	\$ (706)	-14%
Electricity	1,532	1,310	222	3,282	2,620	661	25%
Gas	2,088	752	1,336	2,088	1,504	584	39%
Sewer	2,228	2,581	(353)	4,540	5,163	(622)	-12%
<b>Total Utilities</b>	<b>8,025</b>	<b>7,252</b>	<b>772</b>	<b>14,422</b>	<b>14,505</b>	<b>(83)</b>	<b>-1%</b>
Maintenance - Labor	14,000	18,118	(4,118)	32,981	36,237	(3,256)	-9%
Maintenance - Materials & Other	7,620	5,317	2,303	14,102	10,634	3,468	33%
Maintenance and Operations Contracts	6,975	8,268	(1,293)	13,119	16,536	(3,417)	-21%
Employee Benefit Contributions - Maintenance	4,326	5,774	(1,448)	9,362	11,547	(2,185)	-19%
<b>Total Maintenance</b>	<b>32,921</b>	<b>37,477</b>	<b>(4,556)</b>	<b>69,564</b>	<b>74,954</b>	<b>(5,390)</b>	<b>-7%</b>
<b>Total Protective Services</b>	<b>2,747</b>	<b>3,039</b>	<b>(292)</b>	<b>5,720</b>	<b>6,078</b>	<b>(357)</b>	<b>-6%</b>
<b>Total Insurance Premiums</b>	<b>4,947</b>	<b>4,662</b>	<b>285</b>	<b>14,506</b>	<b>9,324</b>	<b>5,183</b>	<b>56%</b>
Other General Expenses	3,100	-	3,100	9,600	-	9,600	#DIV/0!
Payments in Lieu of Taxes	2,841	1,816	1,025	5,233	3,632	1,602	44%
Bad debt - Tenant Rents	(662)	393	(1,056)	(692)	787	(1,479)	-188%
<b>Total Other General Expenses</b>	<b>5,279</b>	<b>2,209</b>	<b>3,070</b>	<b>14,141</b>	<b>4,418</b>	<b>9,723</b>	<b>220%</b>
Interest on Notes Payable	468	226	241	468	453	15	3%
<b>Total Operating Expenses</b>	<b>\$ 67,671</b>	<b>\$ 72,399</b>	<b>\$ (4,727)</b>	<b>\$ 152,834</b>	<b>\$ 144,798</b>	<b>\$ 8,036</b>	<b>6%</b>
<b>Excess of Operating Revenue over Operating Expen:</b>	<b>\$ 108,281</b>	<b>\$ 22,528</b>	<b>\$ 85,754</b>	<b>\$ 87,689</b>	<b>\$ 45,056</b>	<b>\$ 42,633</b>	<b>95%</b>
Extraordinary Maintenance	-	500	(500)	-	1,000	(1,000)	-100%
Depreciation Expense	13,716	13,875	(159)	27,432	27,750	(318)	-1%
<b>Total Expenses</b>	<b>\$ 81,387</b>	<b>\$ 86,774</b>	<b>\$ (5,386)</b>	<b>\$ 180,266</b>	<b>\$ 173,548</b>	<b>\$ 6,719</b>	<b>4%</b>
<b>Net Gain (Loss)</b>	<b>\$ 94,565</b>	<b>\$ 8,153</b>	<b>\$ 86,412</b>	<b>\$ 60,256</b>	<b>\$ 16,306</b>	<b>\$ 43,951</b>	<b>270%</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	\$ 75,350	\$ 75,510	\$ (160)	\$ 151,380	\$ 151,020	\$ 360	0%
Rental Subsidies	87,240	87,080	160	173,800	174,160	(360)	0%
Vacancy Loss	(5,211)	(3,658)	(1,552)	(9,923)	(7,317)	(2,607)	36%
Net Rental Revenue	157,379	158,932	(1,552)	315,257	317,863	(2,607)	-1%
Tenant Revenue - Other	680	1,069	(388)	1,070	2,138	(1,068)	-50%
<b>Total Tenant Revenue</b>	<b>158,060</b>	<b>160,000</b>	<b>(1,941)</b>	<b>316,327</b>	<b>320,001</b>	<b>(3,674)</b>	<b>-1%</b>
Investment Income - Unrestricted	8,958	1,890	7,068	17,086	3,779	13,307	352%
Other Revenue	7,506	7,410	96	15,655	14,820	835	6%
<b>Total Revenue</b>	<b>\$ 174,523</b>	<b>\$ 169,300</b>	<b>\$ 5,223</b>	<b>\$ 349,067</b>	<b>\$ 338,600</b>	<b>\$ 10,467</b>	<b>3%</b>
Administrative Salaries	9,986	12,513	(2,527)	18,967	25,025	(6,058)	-24%
Auditing Fees	844	1,150	(306)	2,839	2,300	539	23%
Property Management Fee	10,804	10,045	759	20,475	20,089	385	2%
Asset Management Fees	769	1,122	(353)	1,891	2,244	(353)	-16%
Advertising and Marketing	-	8	(8)	-	17	(17)	-100%
Employee Benefit contributions - Administrative	3,015	3,701	(686)	6,472	7,402	(930)	-13%
Office Expenses	1,392	2,210	(818)	4,170	4,419	(249)	-6%
Legal Expense	1,200	208	992	1,200	416	785	189%
Training & Travel	-	194	(194)	-	387	(387)	-100%
Other	671	696	(25)	1,085	1,392	(306)	-22%
<b>Total Operating - Administrative</b>	<b>28,680</b>	<b>31,846</b>	<b>(3,165)</b>	<b>57,099</b>	<b>63,691</b>	<b>(6,592)</b>	<b>-10%</b>
<b>Total Tenant Services</b>	<b>8,786</b>	<b>9,648</b>	<b>(862)</b>	<b>16,380</b>	<b>19,295</b>	<b>(2,915)</b>	<b>-15%</b>
Water	5,129	5,545	(416)	10,614	11,091	(477)	-4%
Electricity	10,075	12,863	(2,788)	22,470	25,726	(3,256)	-13%
Gas	1,976	1,503	474	3,609	3,005	604	20%
Sewer	3,728	4,110	(382)	7,713	8,220	(507)	-6%
<b>Total Utilities</b>	<b>\$ 20,908</b>	<b>\$ 24,021</b>	<b>\$ (3,112)</b>	<b>\$ 44,406</b>	<b>\$ 48,041</b>	<b>\$ (3,636)</b>	<b>-8%</b>



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

	Current Month			Year to Date			Percent of						
		Budget	Variance		Budget	Variance	Variance						
Maintenance - Labor	\$	13,287	\$	13,717	\$	(430)	\$	27,587	\$	27,434	\$	154	1%
Maintenance - Materials & Other		9,676		6,704		2,972		17,575		13,408		4,167	31%
Maintenance and Operations Contracts		13,987		9,557		4,430		21,447		19,113		2,334	12%
Employee Benefit Contributions - Maintenance		4,623		4,780		(157)		9,383		9,561		(178)	-2%
<b>Total Maintenance</b>		<b>41,572</b>		<b>34,758</b>		<b>6,814</b>		<b>75,992</b>		<b>69,515</b>		<b>6,476</b>	<b>9%</b>
<b>Total Insurance Premiums</b>		<b>7,242</b>		<b>6,729</b>		<b>513</b>		<b>20,319</b>		<b>13,458</b>		<b>6,862</b>	<b>51%</b>
Other General Expenses		771		-		771		1,290		-		1,290	
Taxes		4,571		4,859		(288)		9,143		9,718		(575)	-6%
Bad debt - Tenant Rents		(141)		800		(941)		(191)		1,600		(1,791)	-112%
<b>Total Other General Expenses</b>		<b>5,201</b>		<b>5,659</b>		<b>(458)</b>		<b>10,241</b>		<b>11,318</b>		<b>(1,077)</b>	<b>-10%</b>
Interest of Mortgage (or Bonds) Payable		16,345		20,967		(4,622)		32,690		41,933		(9,243)	-22%
Interest on Notes Payable (Seller Financing)		20,967		16,345		4,622		41,933		32,690		9,244	28%
Amortization of Loan Costs		2,274		2,274		(0)		4,548		4,549		(1)	0%
<b>Total Interest Expense and Amortization Cost</b>		<b>39,585</b>		<b>39,586</b>		<b>(0)</b>		<b>79,171</b>		<b>79,171</b>		<b>(1)</b>	<b>0%</b>
<b>Total Operating Expenses</b>	\$	<b>151,975</b>	\$	<b>152,245</b>	\$	<b>(270)</b>	\$	<b>303,608</b>	\$	<b>304,490</b>	\$	<b>(882)</b>	<b>0%</b>
<b>Excess of Operating Revenue over Operating Expenses</b>	\$	<b>22,548</b>	\$	<b>17,055</b>	\$	<b>5,493</b>	\$	<b>45,459</b>	\$	<b>34,110</b>	\$	<b>11,349</b>	<b>33%</b>
Extraordinary Maintenance		-		-		-		-		-		-	
Depreciation Expense		53,610		53,610		(0)		107,225		107,221		4	0%
<b>Total Expenses</b>	\$	<b>205,585</b>	\$	<b>205,855</b>	\$	<b>(271)</b>	\$	<b>410,833</b>	\$	<b>411,711</b>	\$	<b>(878)</b>	<b>0%</b>
<b>Net Gain (Loss)</b>	\$	<b>(31,062)</b>	\$	<b>(36,555)</b>	\$	<b>5,494</b>	\$	<b>(61,766)</b>	\$	<b>(73,111)</b>	\$	<b>11,345</b>	<b>-16%</b>

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

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Tenant Rental Revenue	\$ 18,605	\$ 17,859	\$ 746	\$ 36,130	\$ 35,718	\$ 412	1%
Rental Subsidies	28,605	30,780	(2,175)	58,290	61,560	(3,270)	-5%
Vacancy Loss	(3,455)	(1,459)	(1,996)	(6,039)	(2,918)	(3,121)	107%
Net Rental Revenue	<b>43,755</b>	<b>47,180</b>	<b>(3,425)</b>	<b>88,381</b>	<b>94,360</b>	<b>(5,979)</b>	<b>-6%</b>
Tenant Revenue - Other	-	762	(762)	4,525	1,523	3,002	197%
<b>Total Tenant Revenue</b>	<b>43,755</b>	<b>47,942</b>	<b>(4,187)</b>	<b>92,906</b>	<b>95,883</b>	<b>(2,977)</b>	<b>-3%</b>
Investment Income - Unrestricted	1,590	522	1,068	3,351	1,045	2,306	221%
Other Revenue	1,795	2,258	(463)	3,899	4,517	(618)	-14%
<b>Total Revenue</b>	<b>\$ 47,140</b>	<b>\$ 50,722</b>	<b>\$ (3,582)</b>	<b>\$ 100,155</b>	<b>\$ 101,444</b>	<b>\$ (1,289)</b>	<b>-1%</b>
Administrative Salaries	2,592	3,115	(522)	5,168	6,229	(1,061)	-17%
Auditing Fees	650	883	(233)	2,183	1,767	417	24%
Property Management Fee	2,547	2,961	(414)	5,020	5,921	(902)	-15%
Asset Management Fees	746	1,021	(275)	(223)	2,043	(2,265)	-111%
Advertising and Marketing	-	4	(4)	-	8	(8)	-100%
Employee Benefit contributions - Administrative	768	935	(167)	1,519	1,869	(351)	-19%
Office Expenses	362	999	(637)	1,658	1,999	(340)	-17%
Legal Expense	-	42	(42)	-	83	(83)	-100%
Training & Travel	-	65	(65)	-	129	(129)	-100%
Other	126	204	(78)	369	408	(38)	-9%
<b>Total Operating - Administrative</b>	<b>7,791</b>	<b>10,228</b>	<b>(2,437)</b>	<b>15,695</b>	<b>20,456</b>	<b>(4,761)</b>	<b>-23%</b>
<b>Total Tenant Services</b>	<b>1,471</b>	<b>3,121</b>	<b>(1,650)</b>	<b>2,943</b>	<b>6,242</b>	<b>(3,300)</b>	<b>-53%</b>
Water	1,853	1,559	294	3,737	3,118	618	20%
Electricity	683	812	(129)	1,462	1,623	(162)	-10%
Gas	733	337	396	1,575	674	901	134%
Sewer	1,480	1,289	190	2,982	2,579	404	16%
<b>Total Utilities</b>	<b>\$ 4,749</b>	<b>\$ 3,997</b>	<b>\$ 752</b>	<b>\$ 9,756</b>	<b>\$ 7,994</b>	<b>\$ 1,762</b>	<b>22%</b>

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

	Current Month			Year to Date			Percent of Variance		
	Current Month	Budget	Variance	Year to Date	Budget	Variance	Budget	Variance	Percent of Variance
Maintenance - Labor	\$ 2,734	\$ 3,005	\$ (272)	\$ 5,702	\$ 6,010	\$ (308)			-5%
Maintenance - Materials & Other	3,289	2,638	651	5,720	5,276	445			8%
Maintenance and Operations Contracts	8,841	6,361	2,480	12,747	12,721	26			0%
Employee Benefit Contributions - Maintenance	1,007	1,078	(71)	2,045	2,157	(112)			-5%
<b>Total Maintenance</b>	<b>15,870</b>	<b>13,082</b>	<b>2,788</b>	<b>26,214</b>	<b>26,164</b>	<b>50</b>			<b>0%</b>
<b>Total Insurance Premiums</b>	<b>5,492</b>	<b>5,079</b>	<b>413</b>	<b>15,400</b>	<b>10,158</b>	<b>5,242</b>			<b>52%</b>
Other General Expenses	258	-	258	387	-	387			
Property Taxes	1,735	1,791	(55)	3,471	3,582	(111)			-3%
Bad debt - Tenant Rents	-	306	(306)	-	612	(612)			-100%
<b>Total Other General Expenses</b>	<b>1,994</b>	<b>2,097</b>	<b>(103)</b>	<b>3,858</b>	<b>4,194</b>	<b>(336)</b>			<b>-8%</b>
Interest of Mortgage (or Bonds) Payable	3,375	6,714	(3,339)	6,755	13,427	(6,672)			-50%
Interest on Notes Payable (Seller Financing)	6,714	3,487	3,227	13,427	6,974	6,453			93%
Amortization of Loan Costs	1,664	1,664	-	3,328	3,328	-			0%
<b>Total Interest Expense and Amortization Cost</b>	<b>11,752</b>	<b>11,864</b>	<b>(112)</b>	<b>23,510</b>	<b>23,728</b>	<b>(219)</b>			<b>-1%</b>
<b>Total Operating Expenses</b>	<b>\$ 49,119</b>	<b>\$ 49,468</b>	<b>\$ (349)</b>	<b>\$ 97,376</b>	<b>\$ 98,937</b>	<b>\$ (1,561)</b>			<b>-2%</b>
<b>Excess of Operating Revenue over Operating Expenses</b>	<b>\$ (1,979)</b>	<b>\$ 1,254</b>	<b>\$ (3,232)</b>	<b>\$ 2,780</b>	<b>\$ 2,507</b>	<b>\$ 272</b>			<b>11%</b>
Extraordinary Maintenance	-	-	-	-	-	-			
Depreciation Expense	18,775	18,774	1	37,544	37,549	(5)			0%
<b>Total Expenses</b>	<b>\$ 67,894</b>	<b>\$ 68,243</b>	<b>\$ (349)</b>	<b>\$ 134,920</b>	<b>\$ 136,486</b>	<b>\$ (1,566)</b>			<b>-1%</b>
<b>Net Gain (Loss)</b>	<b>\$ (20,754)</b>	<b>\$ (17,521)</b>	<b>\$ (3,233)</b>	<b>\$ (34,764)</b>	<b>\$ (35,041)</b>	<b>\$ 277</b>			<b>-1%</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	\$ 44,154	\$ 48,510	\$ (4,356)	\$ 89,617	\$ 97,020	\$ (7,403)	-8%
Rental Subsidies	46,867	42,511	4,356	92,425	85,022	7,403	9%
Vacancy Loss	(2,268)	(2,276)	7	(4,732)	(4,551)	(181)	4%
Net Rental Revenue	<b>88,753</b>	<b>88,745</b>	<b>7</b>	<b>177,310</b>	<b>177,491</b>	<b>(181)</b>	<b>0%</b>
Tenant Revenue - Other	847	273	574	2,064	545	1,518	278%
<b>Total Tenant Revenue</b>	<b>89,599</b>	<b>89,018</b>	<b>581</b>	<b>179,374</b>	<b>178,036</b>	<b>1,337</b>	<b>1%</b>
Investment Income - Unrestricted	2,581	659	1,922	5,364	1,318	4,046	307%
Other Revenue	1,818	1,700	118	3,390	3,401	(10)	0%
<b>Total Revenue</b>	<b>\$ 93,999</b>	<b>\$ 91,377</b>	<b>\$ 2,622</b>	<b>\$ 188,127</b>	<b>\$ 182,754</b>	<b>\$ 5,373</b>	<b>3%</b>
Administrative Salaries	5,843	7,520	(1,676)	12,166	15,039	(2,874)	-19%
Auditing Fees	906	1,233	(328)	3,044	2,467	578	23%
Property Management Fee	5,447	5,443	4	10,928	10,886	41	0%
Asset Management Fees	746	1,038	(292)	1,784	2,076	(292)	-14%
Advertising and Marketing	-	4	(4)	-	8	(8)	-100%
Employee Benefit contributions - Administrative	1,347	2,299	(952)	2,883	4,598	(1,715)	-37%
Office Expenses	914	1,071	(157)	2,415	2,142	273	13%
Legal Expense	135	141	(6)	155	282	(127)	-45%
Training & Travel	-	164	(164)	-	328	(328)	-100%
Other	401	236	164	525	473	53	11%
<b>Total Operating - Administrative</b>	<b>15,739</b>	<b>19,149</b>	<b>(3,410)</b>	<b>33,901</b>	<b>38,299</b>	<b>(4,398)</b>	<b>-11%</b>
Tenant Services - Salaries	3,528	3,813	(285)	7,434	7,627	(192)	-3%
Employee Benefit Contributions - Tenant Services	1,107	1,176	(69)	2,369	2,352	18	1%
Tenant Services - Other	1,177	2,307	(1,130)	1,977	4,615	(2,638)	-57%
<b>Total Tenant Services</b>	<b>5,813</b>	<b>7,297</b>	<b>(1,484)</b>	<b>11,780</b>	<b>14,593</b>	<b>(2,813)</b>	<b>-19%</b>
Water	1,468	1,639	(170)	3,000	3,277	(277)	-8%
Electricity	7,349	8,848	(1,498)	15,719	17,695	(1,976)	-11%
Gas	984	780	204	2,101	1,559	542	35%
Sewer	926	1,091	(164)	1,901	2,181	(280)	-13%
<b>Total Utilities</b>	<b>\$ 10,728</b>	<b>\$ 12,357</b>	<b>\$ (1,629)</b>	<b>\$ 22,722</b>	<b>\$ 24,713</b>	<b>\$ (1,991)</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	\$ 8,427	\$ 8,207	\$ 220	\$ 16,855	\$ 16,415	\$ 441	3%
Maintenance - Materials & Other	1,922	2,905	(983)	4,595	5,811	(1,216)	-21%
Maintenance and Operations Contracts	8,218	8,402	(184)	14,798	16,804	(2,006)	-12%
Employee Benefit Contributions - Maintenance	2,339	2,660	(321)	4,699	5,319	(621)	-12%
<b>Total Maintenance</b>	<b>20,906</b>	<b>22,174</b>	<b>(1,268)</b>	<b>40,947</b>	<b>44,348</b>	<b>(3,401)</b>	<b>-8%</b>
Property Insurance	2,352	3,092	(740)	7,649	6,185	1,464	24%
Workmen's Compensation	331	391	(60)	685	782	(97)	-12%
All Other Insurance	206	75	132	484	149	334	224%
<b>Total Insurance Premiums</b>	<b>2,889</b>	<b>3,558</b>	<b>(669)</b>	<b>8,817</b>	<b>7,115</b>	<b>1,702</b>	<b>24%</b>
Other General Expenses	219	-	219	371	-	371	
Taxes	2,286	2,430	(144)	4,572	4,859	(288)	-6%
Bad debt - Tenant Rents	-	303	(303)	-	605	(605)	-100%
<b>Total Other General Expenses</b>	<b>2,505</b>	<b>2,732</b>	<b>(227)</b>	<b>4,942</b>	<b>5,464</b>	<b>(522)</b>	<b>-10%</b>
Interest of Mortgage (or Bonds) Payable	5,528	9,215	(3,687)	11,055	18,430	(7,375)	-40%
Interest on Notes Payable (Seller Financing)	9,215	5,701	3,515	18,430	11,401	7,029	62%
Amortization of Loan Costs	1,568	1,568	-	3,136	3,136	-	0%
<b>Total Interest Expense and Amortization Cost</b>	<b>16,312</b>	<b>16,484</b>	<b>(172)</b>	<b>32,622</b>	<b>32,967</b>	<b>(346)</b>	
<b>Total Operating Expenses</b>	<b>\$ 74,891</b>	<b>\$ 83,750</b>	<b>\$ (8,859)</b>	<b>\$ 155,731</b>	<b>\$ 167,500</b>	<b>\$ (11,769)</b>	<b>-7%</b>
<b>Excess of Operating Revenue over Operating Expenses</b>	<b>\$ 19,108</b>	<b>\$ 7,627</b>	<b>\$ 11,481</b>	<b>\$ 32,396</b>	<b>\$ 15,254</b>	<b>\$ 17,142</b>	<b>112%</b>
Extraordinary Maintenance	-	-	-	-	-	-	
Depreciation Expense	33,434	40,528	(7,094)	66,867	81,056	(14,189)	-18%
<b>Total Expenses</b>	<b>\$ 108,325</b>	<b>\$ 124,278</b>	<b>\$ (15,954)</b>	<b>\$ 222,599</b>	<b>\$ 248,556</b>	<b>\$ (25,957)</b>	<b>-10%</b>
<b>Net Gain (Loss)</b>	<b>\$ (14,326)</b>	<b>\$ (32,901)</b>	<b>\$ 18,575</b>	<b>\$ (34,471)</b>	<b>\$ (65,802)</b>	<b>\$ 31,331</b>	<b>-48%</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	\$ 8,448	\$ 8,321	\$ 127	\$ 16,187	\$ 16,642	\$ (454)	-3%
Rental Subsidies	8,127	8,750	(623)	16,963	17,500	(537)	-3%
Vacancy Loss	(1,043)	(335)	(707)	(1,432)	(671)	(762)	114%
Net Rental Revenue	<b>15,532</b>	<b>16,735</b>	<b>(1,203)</b>	<b>31,718</b>	<b>33,471</b>	<b>(1,753)</b>	<b>-5%</b>
Tenant Revenue - Other	-	125	(125)	-	250	(250)	-100%
<b>Total Tenant Revenue</b>	<b>15,532</b>	<b>16,860</b>	<b>(1,328)</b>	<b>31,718</b>	<b>33,721</b>	<b>(2,003)</b>	<b>-6%</b>
Investment Income - Unrestricted	543	147	395	1,135	295	840	285%
Other Revenue	-	200	(200)	216	400	(184)	-46%
<b>Total Revenue</b>	<b>\$ 16,075</b>	<b>\$ 17,208</b>	<b>\$ (1,133)</b>	<b>\$ 33,068</b>	<b>\$ 34,416</b>	<b>\$ (1,347)</b>	<b>-4%</b>
Administrative Salaries	823	972	(149)	1,627	1,943	(316)	-16%
Auditing Fees	522	708	(186)	1,753	1,417	336	24%
Property Management Fee	777	838	(61)	1,597	1,676	(79)	-5%
Asset Management Fees	769	1,037	(268)	1,803	2,074	(272)	-13%
Employee Benefit contributions - Administrative	241	292	(50)	476	583	(107)	-18%
Office Expenses	354	349	5	722	698	24	3%
Legal Expense	-	17	(17)	-	33	(33)	-100%
Training & Travel	-	20	(20)	-	41	(41)	-100%
Other	97	65	32	139	129	9	7%
<b>Total Operating - Administrative</b>	<b>3,583</b>	<b>4,301</b>	<b>(719)</b>	<b>8,116</b>	<b>8,603</b>	<b>(487)</b>	<b>-6%</b>
Water	215	194	21	430	389	41	11%
Electricity	777	1,026	(249)	1,642	2,052	(410)	-20%
Gas	888	452	437	2,008	903	1,104	122%
Sewer	149	149	0	299	299	0	0%
<b>Total Utilities</b>	<b>\$ 2,029</b>	<b>\$ 1,821</b>	<b>\$ 208</b>	<b>\$ 4,379</b>	<b>\$ 3,643</b>	<b>\$ 736</b>	<b>20%</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	\$ 910	\$ 1,002	\$ (92)	\$ 1,897	\$ 2,004	\$ (106)	-5%
Maintenance - Materials & Other	412	510	(98)	3,756	1,021	2,735	268%
Maintenance and Operations Contracts	3,846	1,762	2,084	5,373	3,524	1,849	52%
Employee Benefit Contributions - Maintenance	336	360	(23)	682	719	(38)	-5%
<b>Total Maintenance</b>	<b>5,505</b>	<b>3,634</b>	<b>1,871</b>	<b>11,708</b>	<b>7,268</b>	<b>4,440</b>	<b>61%</b>
<b>Total Protective Services</b>	<b>522</b>	<b>645</b>	<b>(122)</b>	<b>1,088</b>	<b>3,869</b>	<b>(2,781)</b>	<b>-72%</b>
<b>Total Insurance Premiums</b>	<b>1,001</b>	<b>1,067</b>	<b>(66)</b>	<b>2,973</b>	<b>2,133</b>	<b>840</b>	<b>39%</b>
Other General Expenses	61	-	61	231	-	231	
Taxes	580	616	(36)	1,160	1,233	(73)	-6%
Bad debt - Tenant Rents	-	157	(157)	-	315	(315)	-100%
<b>Total Other General Expenses</b>	<b>641</b>	<b>774</b>	<b>(132)</b>	<b>1,391</b>	<b>1,547</b>	<b>(156)</b>	<b>-10%</b>
Interest of Mortgage (or Bonds) Payable	700	-	700	1,403	-	1,403	#DIV/0!
Amortization of Loan Costs	681	681	(0)	1,361	1,361	(0)	0%
<b>Total Interest Expense and Amortization Cost</b>	<b>1,380</b>	<b>1,381</b>	<b>(0)</b>	<b>2,764</b>	<b>2,761</b>	<b>3</b>	<b>0%</b>
<b>Total Operating Expenses</b>	<b>\$ 14,662</b>	<b>\$ 13,643</b>	<b>\$ 1,019</b>	<b>\$ 32,418</b>	<b>\$ 29,864</b>	<b>\$ 2,554</b>	<b>9%</b>
<b>Excess of Operating Revenue over Operating Expenses</b>	<b>\$ 1,413</b>	<b>\$ 3,565</b>	<b>\$ (2,152)</b>	<b>\$ 650</b>	<b>\$ 4,551</b>	<b>\$ (3,901)</b>	<b>-86%</b>
Extraordinary Maintenance	-	-	-	-	-	-	
Depreciation Expense	10,277	10,277	0	20,554	20,554	0	0%
<b>Total Expenses</b>	<b>\$ 33,034</b>	<b>\$ 29,215</b>	<b>\$ 3,819</b>	<b>\$ 72,107</b>	<b>\$ 61,008</b>	<b>\$ 11,099</b>	<b>18%</b>
<b>Net Gain (Loss)</b>	<b>\$ (16,959)</b>	<b>\$ (12,007)</b>	<b>\$ (4,952)</b>	<b>\$ (39,038)</b>	<b>\$ (26,592)</b>	<b>\$ (12,446)</b>	<b>47%</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	\$ 14,387	\$ 10,656	\$ 3,731	\$ 27,943	\$ 21,312	\$ 6,631	31%
Rental Subsidies	16,654	20,520	(3,866)	34,139	41,040	(6,901)	-17%
Vacancy Loss	(1,774)	(933)	(841)	(2,578)	(1,866)	(712)	38%
Net Rental Revenue	<b>29,267</b>	<b>30,243</b>	<b>(976)</b>	<b>59,504</b>	<b>60,486</b>	<b>(982)</b>	<b>-2%</b>
Tenant Revenue - Other	-	167	(167)	-	333	(333)	-100%
<b>Total Tenant Revenue</b>	<b>29,267</b>	<b>30,410</b>	<b>(1,143)</b>	<b>59,504</b>	<b>60,820</b>	<b>(1,315)</b>	<b>-2%</b>
Investment Income - Unrestricted	412	221	191	819	443	376	85%
Other Revenue	14	114	(100)	14	227	(213)	-94%
<b>Total Revenue</b>	<b>\$ 29,694</b>	<b>\$ 30,745</b>	<b>\$ (1,051)</b>	<b>\$ 60,337</b>	<b>\$ 61,489</b>	<b>\$ (1,152)</b>	<b>-2%</b>
Administrative Salaries	3,631	3,121	510	7,176	6,243	933	15%
Auditing Fees	906	1,233	(328)	3,044	2,467	578	23%
Property Management Fee	1,756	1,826	(70)	3,570	3,653	(82)	-2%
Asset Management Fees	725	725	(0)	1,449	1,449	(0)	0%
Advertising and Marketing	-	4	(4)	-	8	(8)	-100%
Employee Benefit contributions - Administrative	934	992	(57)	1,866	1,983	(117)	-6%
Office Expenses	447	352	94	960	704	255	36%
Legal Expense	-	25	(25)	-	50	(50)	-100%
Training & Travel	-	50	(50)	-	100	(100)	-100%
Other	79	119	(41)	246	239	7	3%
<b>Total Operating - Administrative</b>	<b>8,477</b>	<b>8,448</b>	<b>29</b>	<b>18,312</b>	<b>16,896</b>	<b>1,416</b>	<b>8%</b>
<b>Total Tenant Services</b>	<b>1,018</b>	<b>2,250</b>	<b>(1,232)</b>	<b>2,032</b>	<b>4,501</b>	<b>(2,469)</b>	<b>-55%</b>
Water	917	879	37	1,902	1,759	143	8%
Electricity	167	383	(216)	345	765	(420)	-55%
Gas	89	151	(62)	89	302	(213)	-70%
Sewer	871	860	11	1,796	1,720	76	4%
<b>Total Utilities</b>	<b>\$ 2,044</b>	<b>\$ 2,273</b>	<b>\$ (229)</b>	<b>\$ 4,132</b>	<b>\$ 4,546</b>	<b>\$ (414)</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
Maintenance - Labor	\$ 2,625	\$ 2,852	\$ (226)	\$ 5,432	\$ 5,703	\$ (271)	-5%
Maintenance - Materials & Other	588	972	(385)	1,527	1,945	(417)	-21%
Maintenance and Operations Contracts	1,575	2,520	(945)	3,134	5,040	(1,905)	-38%
Employee Benefit Contributions - Maintenance	977	1,057	(80)	1,975	2,114	(139)	-7%
<b>Total Maintenance</b>	<b>5,764</b>	<b>7,400</b>	<b>(1,636)</b>	<b>12,068</b>	<b>14,801</b>	<b>(2,733)</b>	<b>-18%</b>
<b>Total Insurance Premiums</b>	<b>3,085</b>	<b>3,157</b>	<b>(73)</b>	<b>9,062</b>	<b>6,314</b>	<b>2,747</b>	<b>44%</b>
Other General Expenses	16	-	16	16	-	16	
Property Taxes	1,526	1,574	(49)	3,051	3,149	(97)	-3%
Bad debt - Tenant Rents	-	130	(130)	-	261	(261)	-100%
<b>Total Other General Expenses</b>	<b>1,542</b>	<b>1,705</b>	<b>(163)</b>	<b>3,067</b>	<b>3,409</b>	<b>(342)</b>	<b>-10%</b>
Interest of Mortgage (or Bonds) Payable	632	1,268	(636)	1,271	2,536	(1,265)	-50%
Interest on Notes Payable	1,268	647	621	2,536	1,293	1,243	
Amortization of Loan Costs	526	526	0	1,053	1,053	0	0%
<b>Total Interest Expense and Amortization Cost</b>	<b>2,426</b>	<b>2,441</b>	<b>(15)</b>	<b>4,859</b>	<b>4,882</b>	<b>(22)</b>	<b>0%</b>
<b>Total Operating Expenses</b>	<b>\$ 24,356</b>	<b>\$ 27,675</b>	<b>\$ (3,319)</b>	<b>\$ 53,532</b>	<b>\$ 55,349</b>	<b>\$ (1,817)</b>	<b>-3%</b>
<b>Excess of Operating Revenue over Operating Expenses</b>	<b>\$ 5,338</b>	<b>\$ 3,070</b>	<b>\$ 2,268</b>	<b>\$ 6,805</b>	<b>\$ 6,140</b>	<b>\$ 665</b>	<b>11%</b>
Extraordinary Maintenance	-	-	-	-	-	-	
Depreciation Expense	24,641	24,812	(171)	49,283	49,624	(341)	-1%
<b>Total Expenses</b>	<b>\$ 48,997</b>	<b>\$ 52,487</b>	<b>\$ (3,489)</b>	<b>\$ 102,815</b>	<b>\$ 104,973</b>	<b>\$ (2,158)</b>	<b>-2%</b>
<b>Net Gain (Loss)</b>	<b>\$ (19,304)</b>	<b>\$ (21,742)</b>	<b>\$ 2,438</b>	<b>\$ (42,478)</b>	<b>\$ (43,484)</b>	<b>\$ 1,006</b>	<b>-2%</b>

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

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Tenant Rental Revenue	\$ 8,899	\$ 5,929	\$ 2,970	\$ 16,955	\$ 11,858	\$ 5,097	43%
Rental Subsidies	10,087	13,140	(3,053)	21,017	26,280	(5,263)	-20%
Vacancy Loss	(914)	(571)	(343)	(698)	(1,141)	443	-39%
Net Rental Revenue	<b>18,072</b>	<b>18,498</b>	<b>(426)</b>	<b>37,274</b>	<b>36,997</b>	<b>278</b>	<b>1%</b>
Tenant Revenue - Other	-	167	(167)	-	333	(333)	
<b>Total Tenant Revenue</b>	<b>18,072</b>	<b>18,665</b>	<b>(593)</b>	<b>37,274</b>	<b>37,330</b>	<b>(56)</b>	<b>0%</b>
Investment Income - Unrestricted	317	142	175	612	284	327	115%
Other Revenue	-	42	(42)	-	83	(83)	-100%
<b>Total Revenue</b>	<b>\$ 18,389</b>	<b>\$ 18,849</b>	<b>\$ (459)</b>	<b>\$ 37,886</b>	<b>\$ 37,698</b>	<b>\$ 188</b>	<b>0%</b>
Administrative Salaries	1,670	2,071	(401)	3,208	4,143	(934)	-23%
Auditing Fees	906	1,233	(328)	3,044	2,467	578	0%
Property Management Fee	1,084	1,119	(35)	2,236	2,239	(2)	0%
Asset Management Fees	725	725	(0)	1,449	1,449	(0)	0%
Advertising and Marketing	-	4	(4)	-	8	(8)	-100%
Employee Benefit contributions - Administrative	432	658	(226)	849	1,315	(466)	-35%
Office Expenses	128	171	(43)	461	341	120	35%
Legal Expense	-	13	(13)	-	25	(25)	-100%
Training & Travel	-	33	(33)	-	67	(67)	-100%
Other	40	89	(49)	116	179	(62)	-35%
<b>Total Operating - Administrative</b>	<b>4,985</b>	<b>6,116</b>	<b>(1,131)</b>	<b>11,365</b>	<b>12,232</b>	<b>(868)</b>	<b>-7%</b>
<b>Total Tenant Services</b>	<b>614</b>	<b>1,370</b>	<b>(756)</b>	<b>1,225</b>	<b>2,739</b>	<b>(1,514)</b>	<b>-55%</b>
Water	1,327	572	755	1,803	1,143	659	58%
Electricity	47	177	(129)	70	353	(283)	-80%
Gas	-	96	(96)	-	191	(191)	-100%
Sewer	714	631	83	1,190	1,262	(72)	-6%
<b>Total Utilities</b>	<b>\$ 2,088</b>	<b>\$ 1,475</b>	<b>\$ 613</b>	<b>\$ 3,063</b>	<b>\$ 2,949</b>	<b>\$ 114</b>	<b>4%</b>

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

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Maintenance - Labor	\$ 883	\$ 951	\$ (67)	\$ 1,833	\$ 1,901	\$ (68)	-4%
Maintenance - Materials & Other	255	400	(145)	286	800	(514)	-64%
Maintenance and Operations Contracts	3,485	1,671	1,814	4,298	3,343	956	29%
Employee Benefit Contributions - Maintenance	341	352	(11)	692	705	(12)	-2%
<b>Total Maintenance</b>	<b>4,965</b>	<b>3,374</b>	<b>1,591</b>	<b>7,109</b>	<b>6,748</b>	<b>361</b>	<b>5%</b>
<b>Total Insurance Premiums</b>	<b>1,955</b>	<b>1,845</b>	<b>111</b>	<b>5,755</b>	<b>3,690</b>	<b>2,065</b>	<b>56%</b>
Other General Expenses	128	-	128	128	-	128	
Property Taxes	1,047	1,080	(33)	2,094	2,161	(67)	-3%
Bad debt - Tenant Rents	-	75	(75)	-	149	(149)	-100%
<b>Total Other General Expenses</b>	<b>1,175</b>	<b>1,155</b>	<b>20</b>	<b>2,222</b>	<b>2,310</b>	<b>(88)</b>	<b>-4%</b>
Interest on Notes Payable	2,676	-	2,676	5,351	-	5,351	#DIV/0!
Amortization of Loan Costs	271	271	0	542	542	0	0%
<b>Total Interest Expense and Amortization Cost</b>	<b>2,946</b>	<b>2,946</b>	<b>0</b>	<b>5,893</b>	<b>5,893</b>	<b>0</b>	
<b>Total Operating Expenses</b>	<b>\$ 18,729</b>	<b>\$ 18,281</b>	<b>\$ 448</b>	<b>\$ 36,632</b>	<b>\$ 36,561</b>	<b>\$ 71</b>	<b>0%</b>
<b>Excess of Operating Revenue over Operating Expenses</b>	<b>\$ (339)</b>	<b>\$ 568</b>	<b>\$ (907)</b>	<b>\$ 1,254</b>	<b>\$ 1,136</b>	<b>\$ 117</b>	<b>10%</b>
Extraordinary Maintenance	-	-	-	-	-	-	
Depreciation Expense	11,974	11,974	0	23,948	23,948	0	
<b>Total Expenses</b>	<b>\$ 30,702</b>	<b>\$ 30,254</b>	<b>\$ 448</b>	<b>\$ 60,580</b>	<b>\$ 60,509</b>	<b>\$ 71</b>	<b>0%</b>
<b>Net Gain (Loss)</b>	<b>\$ (12,313)</b>	<b>\$ (11,406)</b>	<b>\$ (907)</b>	<b>\$ (22,694)</b>	<b>\$ (22,811)</b>	<b>\$ 117</b>	<b>-1%</b>

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

	Total Adminstration	Year to Date Budget	Budget Variance	
Management Fee	\$ 85,548	\$ 58,897	\$ 26,651	45%
Asset Management Fee	2,400	2,400	-	0%
Book Keeping Fee	27,045	28,520	(1,475)	-5%
<b>Fee Revenue</b>	<b>114,993</b>	<b>89,817</b>	<b>\$ 25,176</b>	<b>28%</b>
Interest Income	2,480	3,167	(687)	-22%
Investment Income	134,897	123,782	11,115	9%
Other Revenue	63,799	68,386	(4,586)	-7%
<b>Total Revenue</b>	<b>\$ 316,170</b>	<b>\$ 285,151</b>	<b>\$ 31,019</b>	<b>11%</b>
Administrative Salaries	127,789	138,090	(10,300)	-7%
Auditing Fees	3,434	1,500	1,934	129%
Advertising and Marketing	36	138	(101)	-74%
Employee Benefits - Admin.	28,683	37,923	(9,240)	-24%
Office Expenses	23,567	16,136	7,431	46%
Legal Expense	-	83	(83)	-100%
Training & Travel	1,747	1,000	747	75%
Other	7,045	3,205	3,840	120%
<b>Total Operating - Administration</b>	<b>192,301</b>	<b>198,074</b>	<b>(5,773)</b>	<b>-3%</b>
Water	157	137	21	15%
Electricity	869	918	(49)	-5%
Gas	628	267	361	136%
Sewer	124	57	67	116%
<b>Total Utilities</b>	<b>1,779</b>	<b>1,379</b>	<b>400</b>	<b>29%</b>
<b>Total Maintenance</b>	<b>6,108</b>	<b>2,215</b>	<b>3,893</b>	<b>176%</b>
<b>Total Insurance Premiums</b>	<b>6,030</b>	<b>5,870</b>	<b>160</b>	<b>3%</b>
<b>Total Other Expenses</b>	<b>12,986</b>	<b>12,969</b>	<b>16</b>	<b>0%</b>
<b>Total Interest/Amortization</b>	<b>55,668</b>	<b>53,500</b>	<b>2,168</b>	<b>4%</b>
<b>Total Operating Expenses</b>	<b>\$ 274,871</b>	<b>\$ 274,008</b>	<b>\$ 863</b>	<b>0%</b>
<b>Excess of Operating Revenue over Operating Expenses</b>	<b>\$ 41,298</b>	<b>\$ 11,143</b>	<b>\$ 30,155</b>	<b>271%</b>
Depreciation Expense	6,271	4,541	1,730	38%
<b>Total Expenses</b>	<b>\$ 281,143</b>	<b>\$ 278,549</b>	<b>\$ 2,593</b>	<b>1%</b>
<b>Net Gain (Loss)</b>	<b>\$ 35,027</b>	<b>\$ 6,602</b>	<b>\$ 28,425</b>	<b>431%</b>

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

	Public Housing Projects	Affordable Housing Projects	Housing Choice Vouchers	FSS Forfeitures	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	\$ 69,485	\$ 338,212	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,272	\$ 2,460	\$ -	\$ -	\$ -	\$ -	\$ 415,429	\$ -	\$ 415,429
Rental Subsidies		396,634	-	-	-	-	-	-	-	-	-	-	-	-	-	396,634	(396,634)	-
Vacancy Loss	(6,405)	(25,402)	-	-	-	-	-	-	-	-	-	-	-	-	-	(31,807)		(31,807)
Net Rental Revenue	63,080	709,444	-	-	-	-	-	-	-	5,272	2,460	-	-	-	-	780,256	(396,634)	383,621
Tenant Revenue - Other	273	7,658	-	-	-	-	-	-	-	-	-	-	-	-	-	7,931		7,931
<b>Total Tenant Revenue</b>	<b>63,352</b>	<b>717,102</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,272</b>	<b>2,460</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>788,187</b>	<b>(396,634)</b>	<b>391,552</b>
HUD PHA																		
Operating Grants	105,704	-	1,635,086	-	19,807	61,811	66,653	-	29,830	-	-	-	-	-	-	1,918,891	-	1,918,891
HUD Voucher																		
Admin Fees		-	198,055	-	-	-	-	-	-	-	-	-	-	-	-	198,055	-	198,055
Capital Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Management																		
Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	85,548	85,548	(85,548)	-
Asset																		
Management Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,400	2,400	(2,400)	-
Book Keeping Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	27,045	27,045	(27,045)	-
<b>Total Fee Revenue</b>	<b>105,704</b>	<b>-</b>	<b>1,833,141</b>	<b>-</b>	<b>19,807</b>	<b>61,811</b>	<b>66,653</b>	<b>-</b>	<b>29,830</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>114,993</b>	<b>2,231,939</b>	<b>(114,993)</b>	<b>2,116,946</b>
Other																		
Government Grants	-	-	-	-	-	-	-	22,493	-	133,919	-	-	-	-	-	156,412	-	156,412
Interest Income	9,031	28,365	4,540	-	-	-	-	-	-	142	12,805	-	3,791	571	701	59,945	-	59,945
Investment Income	-	-	-	-	-	-	-	-	-	-	-	-	-	132,315	-	132,315	(132,315)	-
Fraud Recovery	-	-	651	-	-	-	-	-	-	-	-	-	-	-	-	651	-	651
Other Revenue	9,206	23,174	-	-	-	-	-	-	-	11,613	50,000	-	-	63,799	-	157,792	(29,669)	128,124
Gain/Loss on Sale of Capital Assets	2,175	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,175	-	2,175
<b>Total Revenue</b>	<b>\$ 189,469</b>	<b>\$ 768,641</b>	<b>\$ 1,838,332</b>	<b>\$ -</b>	<b>\$ 19,807</b>	<b>\$ 61,811</b>	<b>\$ 66,653</b>	<b>\$ 22,493</b>	<b>\$ 29,830</b>	<b>\$ 150,947</b>	<b>\$ 65,265</b>	<b>\$ -</b>	<b>\$ 3,791</b>	<b>\$ 196,685</b>	<b>\$ 115,693</b>	<b>\$ 3,529,417</b>	<b>\$ (673,611)</b>	<b>\$ 2,855,806</b>
Administrative																		
Salaries	9,957	48,312	54,424	-	601	595	2,205	487	-	8,419	-	-	12,973	57,237	57,580	252,788	-	252,788
Auditing Fees	488	15,908	1,409	-	-	-	-	-	-	(411)	19	-	-	(200)	3,634	20,847	-	20,847
Management Fee	10,952	43,825	39,732	-	-	828	-	-	-	250	237	-	-	-	-	95,824	(95,824)	-

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

	Public Housing Projects	Affordable Housing Projects	Housing Choice Vouchers	FSS Forfeitures	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
LIHTC Asset Mgmt	1,695	8,154	24,833	-	-	518	-	-	-	-	-	-	-	-	-	35,199	(27,045)	8,154
Advertising and Marketing	-	-	-	-	-	-	-	-	-	70	-	-	-	-	36	107	-	107
Employee Office Expenses	3,921	14,066	15,720	-	140	74	370	60	-	1,374	-	-	3,376	13,036	12,271	64,407	-	64,407
Legal Expense	2,648	10,387	17,170	-	5	99	306	32	219	3,001	1	-	265	10,027	13,275	57,434	-	57,434
Training & Travel	-	1,355	-	-	-	-	-	-	-	-	-	-	-	-	-	1,355	-	1,355
Other	-	-	-	-	-	-	-	-	225	522	-	-	-	953	794	2,494	-	2,494
Other	1,536	2,481	14,875	-	118	115	432	210	71	3,486	1,698	394	38	2,231	4,776	32,460	-	32,460
<b>Total Operating - Admin.</b>	<b>31,197</b>	<b>144,488</b>	<b>168,162</b>	<b>-</b>	<b>864</b>	<b>2,227</b>	<b>3,312</b>	<b>789</b>	<b>515</b>	<b>16,712</b>	<b>1,954</b>	<b>394</b>	<b>16,651</b>	<b>83,284</b>	<b>92,367</b>	<b>562,915</b>	<b>(122,869)</b>	<b>440,046</b>
<b>Asset Management Fee</b>	<b>2,400</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,400</b>	<b>(2,400)</b>	<b>-</b>
Salaries	386	16,526	-	-	-	-	-	-	24,157	74,835	-	-	-	-	-	115,905	-	115,905
Employee	30	4,869	-	-	-	-	-	-	7,168	11,563	-	-	-	-	-	23,629	-	23,629
Tenant Services -	-	12,964	335	600	-	650	-	-	-	28,937	-	-	-	-	-	43,485	-	43,485
<b>Total Tenant Services</b>	<b>416</b>	<b>34,360</b>	<b>335</b>	<b>600</b>	<b>-</b>	<b>650</b>	<b>-</b>	<b>-</b>	<b>31,325</b>	<b>115,335</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>183,019</b>	<b>-</b>	<b>183,019</b>
Water	4,512	21,485	144	-	-	-	-	-	-	-	12	-	-	110	48	26,310	-	26,310
Electricity	3,282	41,707	1,067	-	-	-	-	-	-	-	30	-	-	513	356	46,955	-	46,955
Gas	2,088	9,383	440	-	-	-	-	-	-	-	-	-	-	482	147	12,539	-	12,539
Sewer	4,540	15,882	93	-	-	-	-	-	-	-	12	-	-	93	31	20,650	-	20,650
<b>Total Utilities</b>	<b>14,422</b>	<b>88,457</b>	<b>1,743</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>54</b>	<b>-</b>	<b>-</b>	<b>1,198</b>	<b>581</b>	<b>106,455</b>	<b>-</b>	<b>106,455</b>
Maintenance - Labor	32,981	59,308	-	-	-	-	-	-	-	-	-	-	-	-	-	92,288	-	92,288
Maintenance - Materials	14,102	33,459	-	-	-	-	-	-	-	111	-	170	-	252	621	48,716	-	48,716
Maintenance - Contracts	13,119	61,797	3,683	-	-	-	-	-	-	12,091	9	-	-	3,577	1,658	95,934	(6,977)	88,957
Employee Benefits - Maint.	9,362	19,475	-	-	-	-	-	-	-	-	-	-	-	-	-	28,837	-	28,837
<b>Total Maintenance</b>	<b>69,564</b>	<b>174,038</b>	<b>3,683</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,201</b>	<b>9</b>	<b>170</b>	<b>-</b>	<b>3,829</b>	<b>2,279</b>	<b>265,775</b>	<b>(6,977)</b>	<b>258,799</b>
Protective Services - Labor	4,567	856	-	-	-	-	-	-	-	-	-	23,123	-	-	-	28,547	-	28,547
Employee	1,153	231	-	-	-	-	-	-	-	-	-	5,797	-	-	-	7,181	-	7,181
<b>Total Protective Services</b>	<b>5,720</b>	<b>1,088</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>28,919</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>35,727</b>	<b>-</b>	<b>35,727</b>

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

	Public Housing Projects	Affordable Housing Projects	Housing Choice Vouchers	FSS Forfeitures	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
Property Insurance Liability	11,135	58,521	664	-	-	-	-	-	-	517	146	-	-	559	251	71,794	-	71,794
Insurance	1,529	-	1,511	-	-	-	-	-	-	1,217	23	-	-	2,813	-	7,093	-	7,093
Workmen's Compensation	897	2,351	1,034	-	9	9	33	7	455	1,569	-	435	249	1,064	1,090	9,203	-	9,203
All Other Insurance	945	1,455	-	-	-	-	-	-	-	896	-	232	72	(140)	72	3,532	-	3,532
<b>Total Insurance Premiums</b>	<b>14,506</b>	<b>62,327</b>	<b>3,210</b>	<b>-</b>	<b>9</b>	<b>9</b>	<b>33</b>	<b>7</b>	<b>455</b>	<b>4,199</b>	<b>169</b>	<b>667</b>	<b>321</b>	<b>4,296</b>	<b>1,413</b>	<b>91,622</b>	<b>-</b>	<b>91,622</b>
Other General Expenses	9,600	2,423	1,076	-	-	186	-	-	-	-	-	-	-	12,986	-	26,271	(12,416)	13,855
Payments in Lieu of Taxes	5,233	23,490	-	-	-	-	-	-	-	527	246	-	-	-	-	29,496	-	29,496
Bad debt - Tenant Rents	(692)	(191)	-	-	-	-	-	-	-	-	-	-	-	-	-	(884)	-	(884)
<b>Total Other Expenses</b>	<b>14,141</b>	<b>25,722</b>	<b>1,076</b>	<b>-</b>	<b>-</b>	<b>186</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>527</b>	<b>246</b>	<b>-</b>	<b>-</b>	<b>12,986</b>	<b>-</b>	<b>54,883</b>	<b>(12,416)</b>	<b>42,467</b>
Interest of Mortgage Payable	-	53,173	-	-	-	-	-	-	-	-	-	202	-	51,903	-	105,278	-	105,278
Interest on Notes Payable	468	81,678	-	-	-	-	-	-	-	-	-	-	-	3,765	-	85,910	-	85,910
Amortization of Loan Costs	-	13,967	-	-	-	-	-	-	-	-	-	-	-	-	-	13,967	-	13,967
<b>Total</b>	<b>468</b>	<b>148,818</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>202</b>	<b>-</b>	<b>55,668</b>	<b>-</b>	<b>205,156</b>	<b>(132,315)</b>	<b>72,841</b>
<b>Total Operating Expenses</b>	<b>\$ 152,834</b>	<b>\$ 679,297</b>	<b>\$ 178,209</b>	<b>\$ 600</b>	<b>\$ 873</b>	<b>\$ 3,073</b>	<b>\$ 3,345</b>	<b>\$ 796</b>	<b>\$ 32,294</b>	<b>\$ 148,973</b>	<b>\$ 2,433</b>	<b>\$ 30,353</b>	<b>\$ 16,972</b>	<b>\$ 161,260</b>	<b>\$ 96,640</b>	<b>\$ 1,507,952</b>	<b>\$ (276,977)</b>	<b>\$ 1,230,975</b>
<b>Excess of Operating</b>	<b>\$ 36,635</b>	<b>\$ 89,344</b>	<b>\$ 1,660,123</b>	<b>\$ (600)</b>	<b>\$ 18,934</b>	<b>\$ 58,738</b>	<b>\$ 63,307</b>	<b>\$ 21,697</b>	<b>\$ (2,464)</b>	<b>\$ 1,974</b>	<b>\$ 62,831</b>	<b>\$ (30,353)</b>	<b>\$ (13,180)</b>	<b>\$ 35,425</b>	<b>\$ 19,053</b>	<b>\$ 2,021,465</b>	<b>\$ (396,634)</b>	<b>\$ 1,624,831</b>
Housing Assistance Payments	-	-	1,627,278	-	21,030	48,986	63,376	22,493	-	-	-	-	-	-	-	1,783,163	(396,634)	1,386,529
Depreciation Expense	27,432	305,421	3,399	-	-	-	-	-	-	3,146	560	-	-	6,074	197	346,229	-	346,229
<b>Total Expenses</b>	<b>\$ 180,266</b>	<b>\$ 1,003,852</b>	<b>\$ 1,808,885</b>	<b>\$ 600</b>	<b>\$ 21,903</b>	<b>\$ 52,059</b>	<b>\$ 66,722</b>	<b>\$ 23,289</b>	<b>\$ 32,294</b>	<b>\$ 152,119</b>	<b>\$ 2,993</b>	<b>\$ 30,353</b>	<b>\$ 16,972</b>	<b>\$ 167,334</b>	<b>\$ 96,837</b>	<b>\$ 3,656,479</b>	<b>\$ (673,611)</b>	<b>\$ 2,982,868</b>
<b>Net Gain (Loss)</b>	<b>\$ 9,202</b>	<b>\$ (235,211)</b>	<b>\$ 29,447</b>	<b>\$ (600)</b>	<b>\$ (2,096)</b>	<b>\$ 9,752</b>	<b>\$ (69)</b>	<b>\$ (796)</b>	<b>\$ (2,464)</b>	<b>\$ (1,172)</b>	<b>\$ 62,271</b>	<b>\$ (30,353)</b>	<b>\$ (13,180)</b>	<b>\$ 29,351</b>	<b>\$ 18,856</b>	<b>\$ (127,062)</b>	<b>\$ -</b>	<b>\$ (127,062)</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: Finance

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: April 12, 2023

Re: LIHTC 2022 Cash Flow Distributions

## Executive Summary

CHA and its subordinate entities receive cash flow distributions based upon the performance of CHA-owned properties. Accrued security service costs are paid first, followed by payments to investors, and then CHA entities and accounts. There was \$634,043 in LIHTC surplus cash distributions from FY 2022. This number was \$693,192 for FY 2021. CHA receives distributions from Patriot Place, Bear Creek, Oak Towers and Stuart Parker developments each spring, while the Bryant Walkway distributions are received later in the summer and after Missouri Housing Development Commission (MHDC) approval.

### Recap of LIHTC Surplus Cash Distributions

Description	Patriot Place	Bear Creek	Oak Towers	Stuart Parker	Bryant Walkway	Bryant Walkway II	Totals
Security Services reimbursements		23,663	45,411	85,147	26,487	11,763	192,471
Asset Management fees paid to Limited Partners	14,753	14,242	8,696	8,957		8,442	55,090
Deferred Developer Fee paid to CHA Affordable Housing		73,116					73,116
MHDC HOME Loan principal payment (paid to MHDC)						5,190	5,190
Seller Financing interest, paid to CHA Business Activities			99,487	168,571		3,892	271,951
CCHT AHAP Loan principal	21,379						21,379
CCHT MFH Loan principal	7,898						7,898
Equity distributions (to Special LP and State LP)	416		5,236			1,297	6,949
<b>Total Surplus Cash distribution</b>	<b>44,446</b>	<b>111,020</b>	<b>158,830</b>	<b>262,676</b>	<b>26,487</b>	<b>30,585</b>	<b>634,043</b>

*Bryant Walkway and Bryant Walkway disbursements still pending MHDC approval.*

## Discussion



# Housing Authority of the City of Columbia, Missouri

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Bryant Walkway was the only property that didn't have sufficient cash flow to reimburse for security services. Balance remaining after disbursement will be \$6,873.

Balance of Bear Creek developer fees after disbursement is \$54,426.

CHA Business Activities received 60% of the \$459,885 in seller financing interest charged for 2022.

## Suggested Commission Action

Review and consider the report.



# Housing Authority of the City of Columbia, Missouri

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Department Source: Finance

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: April 12, 2023

Re: Change in allocations of Safety Expenses

## Executive Summary

CHA staff reviewed the actual safety reports over the past five years and compared it to the allocation of safety costs per property. CHA staff has identified budgetary allocation changes as it relates to current CHA safety cost allocations to further align safety calls and time spent at each property. CHA's 5-year safety call per property as compared to the current budget allocation is as follows:

Property	5-Year Call Ave. (2018-2022)	Current Allocation Budgeted	Proposed Allocation Change
Bear Creek	8.0%	10.2%	8.2%
Bryant Walkway	3.0%	12.3%	3.0%
Downtown	17.6%	16.1%	17.6%
Oak Tower	22.8%	19.8%	22.8%
Paquin Tower	36.5%	38.2%	43.0%
Stuart Parker	6.3%		
Patriot Place	5.4%	3.4%	5.4%

## Discussion

	Bear Creek	Bryant Walkway	Bryant Walkway II	Downtown	Oak Towers	Stuart Parker Paquin	Patriots Place	Total
<b>2023 Budget Allocation</b>	<b>10.2%</b>	<b>7.5%</b>	<b>4.8%</b>	<b>16.1%</b>	<b>19.8%</b>	<b>38.2%</b>	<b>3.4%</b>	
Salaries	18,006	13,240	8,473	28,421	34,953	67,435	6,002	176,530
FICA/MEDICARE	1,378	1,013	649	2,175	2,674	5,159	460	13,508
Employee-Health Ins.	2,441	1,795	1,149	3,852	4,737	9,139	814	23,927
Employee-Retirement	1,081	795	509	1,706	2,098	4,047	361	10,597
W/C	361	265	170	568	700	1,349	120	3,533
Protective services supplies	200	156	100	312	294	568	100	1,730
Vehicle fuel and repairs	240	192	120	386	480	912	82	2,412
	<b>23,707</b>	<b>17,456</b>	<b>11,170</b>	<b>37,420</b>	<b>45,936</b>	<b>88,609</b>	<b>7,939</b>	<b>232,237</b>



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	<b>Bear Creek</b>	<b>Bryant Walkway</b>	<b>Bryant Walkway II</b>	<b>Downtown</b>	<b>Oak Towers</b>	<b>Stuart Parker Paquin</b>	<b>Patriots Place</b>	<b>Total</b>
<b>Amended 2023 Budget Allocation</b>	<b>8.2%</b>	<b>2.0%</b>	<b>1.0%</b>	<b>17.6%</b>	<b>22.8%</b>	<b>43.0%</b>	<b>5.4%</b>	
Salaries	14,475	3,531	1,765	31,069	40,249	75,908	9,533	176,530
FICA/MEDICARE	1,108	270	135	2,377	3,080	5,808	729	13,508
Employee-Health Ins.	1,962	479	239	4,211	5,455	10,289	1,292	23,927
Employee-Retirement	869	212	106	1,865	2,416	4,557	572	10,597
W/C	290	71	35	622	806	1,519	191	3,533
Protective services supplies	142	35	17	304	394	744	93	1,730
Vehicle fuel and repairs	198	48	24	425	550	1,037	130	2,412
	<b>19,043</b>	<b>4,645</b>	<b>2,322</b>	<b>40,874</b>	<b>52,950</b>	<b>99,862</b>	<b>12,541</b>	<b>232,237</b>
<b>Net Change to 2023 Budget</b>	<b>(4,664)</b>	<b>(12,811)</b>	<b>(8,848)</b>	<b>3,453</b>	<b>7,014</b>	<b>11,253</b>	<b>4,602</b>	<b>(0)</b>

Suggested Commission Action

Review and consider budgetary allocation of Safety Expenses.



# 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: April 12, 2023

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 February 2023.

## Discussion

In February, eight (8) families moved in and fourteen (14) families moved out. Of the fourteen (14) families that moved out, two (2) households transferred within the same property, two (2) households were terminated, three (3) passed away, three (3) moved to nursing homes, three (3) households abandoned their units and one (1) family moved to Section 8. Out of 742 units there were twenty-eight (28) vacant as of February 28, 2023 which is an overall occupancy rate of 96.2%. Eight (8) of the vacant units are located in Amp. 1 where CHA is no longer filling vacancies so we may utilize the vacant units for relocation of Park Avenue tenants once CHA closes on Park Avenue. In considering removing Amp. 1 from the occupancy count, because CHA is not filling units as they become vacant, the LIHTC/PBV properties have an occupancy rate of 97.1%. Fourteen (14) units were vacant over 60 days, seven of these are Amp. 1 units. Two (2) requests for vouchers and eleven (11) intents to vacate were submitted by participants. Two (2) terminations were issued for reasons other than non-payment. Management is working with our tenants, with past due balances, to enter into repayment agreements.

## Suggested Commission Action

Review and consider the monthly report.



## Property Management Report for February 2023

Property	Total units	Occupancy % for Feb	Occupancy (on 2/28/23)	YTD Occupancy as of 2/28/23	#Vacant units under 0-60 days as of 2/28/23	#Vacant units over 61 days as of 2/28/23	Request for voucher	Move-ins (Feb)	Move-outs (Feb)	Unit restores (Feb)	Avg. cost per restore	Billed to tenant at move out	Total work orders	Total \$ Amount billed
Amp 1 - PH	120	93.90%	93.27%	94.40%	1	7	N/A	0	1	0	N/A	\$420.39	51	\$600.89
Bear Creek	76	92.10%	92.10%	92.17%	3	3	0	1	0	1	\$936.00	N/A	50	\$1,497.18
Oak Tower	147	98.93%	97.27%	99.14%	4	0	2	0	4	1	\$649.27	\$380.07	57	\$826.70
Paquin Tower	200	98.16%	97.00%	98.26%	6	0	0	4	9	5	\$805.63	\$565.02	98	\$633.96
Stuart Parker	84	99.44%	100.00%	99.11%	0	0	0	1	0	0	N/A	N/A	23	\$183.14
BWW	54	96.29%	96.29%	96.29%	0	2	0	0	0	1	In process	\$0.00	15	\$52.15
BWWII	36	94.44%	94.44%	94.44%	0	2	0	0	0	1	\$933.80	\$0.00	9	\$91.90
Patriot Place	25	95.71%	100.00%	93.76%	0	0	0	2	0	1	\$1,352.00	N/A	6	\$0.00

Property	Total units	TARS uncollected for Feb	delinquent 60	delinquent 61-90	delinquent 90+	# rpymnt agrmnts	rpymnt in default	# Accts. with deposit due (Feb)	total Security deposit due (Feb)	# Accts. with deposit due (Jan)	Total security deposit due (Jan)	# Non-pymnt termination issued in February	# other termination issued in February	# Intent to vacate submitted for Feb
Amp 1 - PH	120	\$4,037.28	\$5,471.81	\$2,548.58	\$6,512.19	5	0	23	\$8,436.87	26	\$10,140.09	0	0	2
Bear Creek	76	\$4,047.87	\$2,017.00	\$538.75	\$258.88	2	1	11	\$3,078.90	8	\$2,470.90	0	1	0
Oak Tower	147	\$7,308.24	\$2,556.78	\$969.85	\$387.83	7	1	20	\$4,435.01	18	\$4,467.27	4	0	7
Paquin Tower	200	\$1,987.96	\$0.00	\$0.00	\$1,608.44	3	0	18	\$6,109.00	17	\$4,787.00	3	1	2
Stuart Parker	84	\$5,213.41	\$1,376.67	\$534.35	\$5,258.95	3	0	7	\$1,709.49	7	\$1,383.49	0	0	0
BWW	54	\$4,055.00	\$1,505.00	\$1,692.00	\$876.14	1	0	13	\$3,019.00	12	\$2,688.00	0	0	0
BWWII	36	\$1,531.30	\$466.00	\$1,895.41	\$1,098.00	3	0	2	\$550.00	3	\$902.00	0	0	0
Patriot Place	25	\$102.03	\$0.00	\$0.00	\$0.00	0	0	N/A	N/A	N/A	N/A	0	0	0

**Affordable Housing Terminations Report - FY2023**

	<i>Failure to Pay</i>	<i>Criminal</i>	<i>Unauthorized Guest</i>	<i>Other</i>	<b>Total Termination Notices</b>	<b>Total Suspended Terminations</b>	<b>Total Vacated Units</b>	<b>Total Unlawful Detainers</b>	<b>Total Unresolved Terminations</b>
<b>Month of January 2023</b>									
Downtown - AMP 1	4	0	0	1	5	4	0	0	1
Oak Tower	0	0	0	3	0	3	0	0	0
Bear Creek	2	0	0	0	0	2	0	0	0
Patriot Place	0	0	0	0	0	0	0	0	0
Stuart Parker - Downtown	0	0	0	1	1	1	0	0	0
Stuart Parker - Paquin Tower	8	0	1	0	9	8	0	0	1
Bryant Walkway	0	0	0	2	0	1	0	0	1
Bryant Walkway II	0	0	0	0	0	0	0	0	0
<b>MONTHLY TOTAL</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>15</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>3</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: April 12, 2023

Re: Housing Choice Vouchers & Special Programs

## Executive Summary

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

## Discussion

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

This memo provides a report of the 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 currently has 1,045 applicants seeking program subsidy. CHA added 9 new lease ups for the month. There were 14 attritions for a gain of 0 new participants. As of February 28, 2023, CHA had 104 voucher holders searching for homes. Available affordable rental units remains as the most significant barrier.

On January 18, 2023, CHA submitted a request to HUD to increase the Payment Standard for the remainder of 2023 to ensure families can find safe, decent housing. CHA received approval on March 16, 2023, to increase the current payment standards to 120%. Changes were made effective immediately for new applicants and current movers. All participants payment standard will be updated during their 2023 annual recertification. The goal is to take the financial burden from families that may be renting a unit outside of the current payment standard and increase the HAP portion CHA pays monthly.

### **HCV EOP Reasons:**

Took self-off Program– 4

Zero HAP Due to Increased Income (6 Months) – 3

Deceased - 1

Termination/Non-Compliance – 3

Abandoned Unit - 1

Termination/Damages – 1

Termination – Eviction Non-Payment- 1

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

The VA has shown an increase in providing chronically homeless Veterans within our community the opportunity to receive program subsidy. The VA continues to work towards utilizing the remaining VASH vouchers in providing housing for the community's homeless veterans. As of February 28, 2023, there are 122 households



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receiving VASH program assistance - 97 HCV + 25 PBV (Patriot Place). CHA currently has 12 HCV VASH new voucher holders searching for homes and 4 referrals on hand pending briefing and voucher issuance.

## **HUD VASH EOP Reasons:**

N/A

## **Mainstream Vouchers**

Mainstream Vouchers are reserved for non-elderly disabled individuals. CHA has been awarded 49 Mainstream Vouchers. As of February 28, 2023, CHA has 23 vouchers leased with 19 voucher holders searching for a home. CHA was awarded an additional 30 vouchers effective November 1, 2022. Intake Coordinator is working to identify eligible families to receive a Mainstream voucher.

## **Mainstream EOP 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 CHA experiences an increase in homeless individuals and families needing safe, decent, and sanitary housing. As of February 28, 2023, CHA had 52 households receiving COC program assistance. As with all our voucher programs, a lack of affordable housing remains as the most significant barrier.

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. There are currently 7 voucher holders searching for homes. Special Programs Specialist has requested an additional 10 referrals from the coordinated entry team. Voucher issuance pending acceptance and completed referral information from coordinated Entry team.

## **Continuum of Care (CoC) EOP Reasons:**

N/A

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

CHA currently has 51 Emergency Housing Vouchers with 35 leased and 16 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.

EHVs cannot be reissued after September 23, 2023. After this date, PHAs cannot reissue vouchers that have turned over. This provision does not impact existing families and their continued assistance. The funds appropriated for the EHV program are available for obligation by HUD until September 30, 2030.. Special Programs Specialist is working diligently to lease the 51 vouchers allocated to CHA.



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## **Emergency Housing Vouchers (EHV) Program EOP Reasons:**

N/A

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

CHA currently has 16 participants on this program and the target to utilize remaining funding is 16. The “Target Number of Vouchers” can be misleading due to the factors in the “target” calculation: (1) remaining funding available (2) remaining number of months, and (5) the current month’s HAP payment.

In December 2022, CHA received an extension for our current TBRA funding through June 2023 from the City of Columbia. CHA is on track to utilize the remaining funds by the end of the extension period.

## **Move Out Reasons:**

N/A

Recommended Commission Action

Review and consider Report









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

**February 28, 2023**

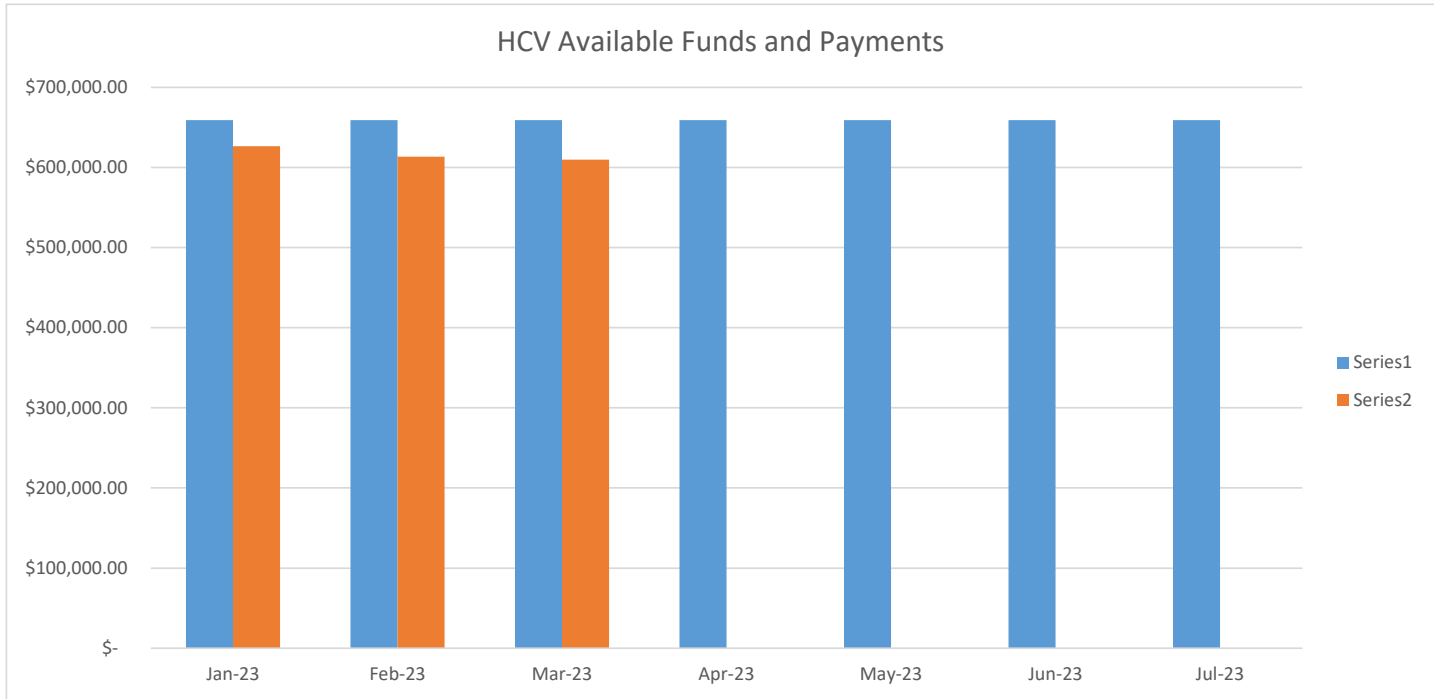
Tenant Based Rental Assistance (TBRA)											
Month	Funds Available Through December 31, 2022	Projected Monthly Funds Available	Average Tenant Payment	Ave. HAP Payments + Deposits/Adjustment	Total Request (TRA+UAP+Dep/Adj)	HAP s Over/(Under) Authorized	Current Vouchers in Lease	Target Number of Vouchers	Number of Vouchers Over/(Under) Authorized	Vouchers Issued	
Jan-21	\$ 285,000	\$ 11,875	\$ 189.00	\$ 692	\$ 692	\$ (11,183)	1	17	(16)	9	
Feb-21	\$ 284,308	\$ 12,361	\$ 176.17	\$ 438	\$ 438	\$ (11,923)	1	28	(27)	0	
Mar-21	\$ 283,870	\$ 12,903	\$ 169.38	\$ 436	\$ 873	\$ (12,030)	2	30	(28)	6	
Apr-21	\$ 282,997	\$ 13,476	\$ 158.00	\$ 680	\$ 2,720	\$ (10,756)	4	20	(16)	0	
May-21	\$ 280,277	\$ 14,014	\$ 158.22	\$ 694	\$ 8,334	\$ (5,680)	12	20	(8)	0	
Jun-21	\$ 271,943	\$ 14,313	\$ 152.17	\$ 574	\$ 7,457	\$ (6,856)	13	25	(12)	4	
Jul-21	\$ 264,487	\$ 14,694	\$ 146.07	\$ 1,148	\$ 16,079	\$ 1,385	14	13	1	3	
Aug-21	\$ 248,408	\$ 14,612	\$ 152.31	\$ 594	\$ 8,320	\$ (6,292)	14	25	(11)	0	
Sep-21	\$ 240,088	\$ 15,005	\$ 135.86	\$ 717	\$ 10,751	\$ (4,255)	15	21	(6)	2	
Oct-21	\$ 229,337	\$ 15,289	\$ 135.86	\$ 636	\$ 10,174	\$ (5,115)	16	24	(8)	2	
Nov-21	\$ 219,163	\$ 15,654	\$ 132.32	\$ 687	\$ 13,048	\$ (2,606)	19	23	(4)	0	
Dec-21	\$ 206,115	\$ 15,855	\$ 142.71	\$ 1,112	\$ 23,349	\$ 7,494	21	14	7	0	
Jan-22	\$ 182,766	\$ 15,230	\$ 127.55	\$ 739	\$ 15,515	\$ 285	21	21	0	0	
Feb-22	\$ 167,251	\$ 15,205	\$ 118.37	\$ 606	\$ 12,125	\$ (3,080)	20	25	(5)	0	
Mar-22	\$ 155,126	\$ 15,513	\$ 110.07	\$ 607	\$ 11,534	\$ (3,979)	19	26	(7)	0	
Apr-22	\$ 143,592	\$ 15,955	\$ 116.08	\$ 618	\$ 11,124	\$ (4,831)	18	26	(8)	1	
May-22	\$ 132,468	\$ 16,558	\$ 157.50	\$ 568	\$ 9,083	\$ (7,475)	16	29	(13)	3	
Jun-22	\$ 123,385	\$ 17,626	\$ 158.31	\$ 690	\$ 12,426	\$ (5,200)	18	26	(8)	2	
Jul-22	\$ 110,959	\$ 18,493	\$ 161.87	\$ 608	\$ 10,951	\$ (7,542)	18	30	(12)	3	
Aug-22	\$ 100,008	\$ 20,002	\$ 173.57	\$ 637	\$ 11,457	\$ (8,545)	18	31	(13)	3	
Sep-22	\$ 88,551	\$ 22,138	\$ 133.71	\$ 668	\$ 12,031	\$ (10,107)	18	33	(15)	3	
Oct-22	\$ 76,520	\$ 25,507	\$ 134.14	\$ 671	\$ 11,402	\$ (14,105)	17	38	(21)	3	
Nov-22	\$ 65,118	\$ 32,559	\$ 131.14	\$ 434	\$ 6,941	\$ (25,618)	16	75	(59)	2	
Dec-22	\$ 58,177	\$ 11,635	\$ 109.73	\$ 751	\$ 12,018	\$ 383	16	15	1	3	





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

**February 2023**







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Department Source: Resident Services

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: April 12, 2023

Re: Monthly Resident Services Report

## Executive Summary

This report summarizes the Resident Services Department’s activities for March 2023.

## Discussion

The CHA Resident Services Department continued to provide supportive services in each of the separate programs corresponding properties or populations served. Updated data on services provided and populations served is provided in the tables below:

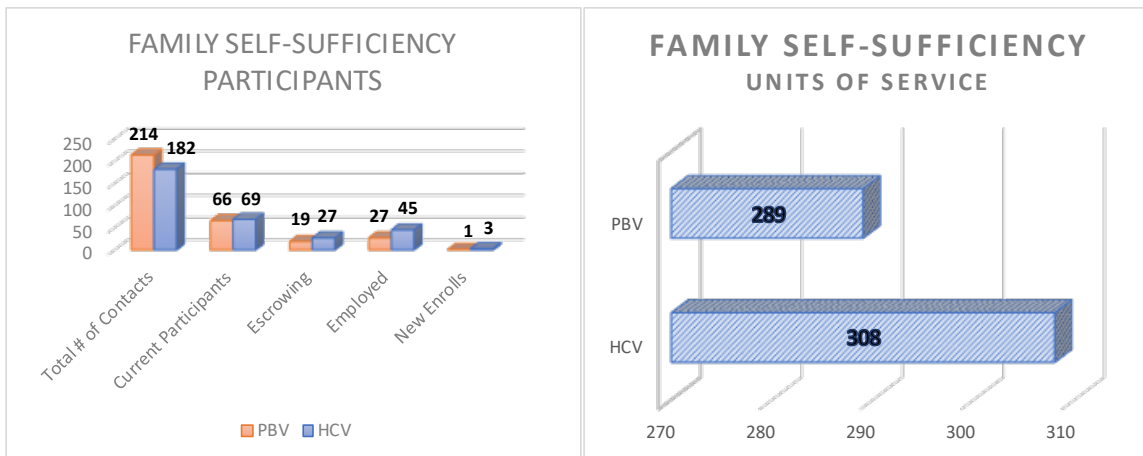
### **ROSS Service Coordinator Program (ROSS) – Serving Active ROSS Participants in Public Housing**

The ROSS Service Coordinator submitted the final report for the previous 3-year ROSS grant in February 2023. The ROSS Service Coordinator continues to meet with residences and build relationships for the potential future AMP 1 conversion. Kevin Keith will take over the role of ROSS coordinator in April of 2023.

Total Households that Qualify for ROSS	118
Total ROSS Participants	51
New as of Last Report	11

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

In March, FSS had 4 new enrollments and two exits from the program (neither graduated). The FSS coordinators continue to update participants to the new contracts and are also conducting an internal audit to ensure we follow the new auto exit rules from HUD. Additionally, the FSS coordinators are working to re-establish the HCV homeownership program.





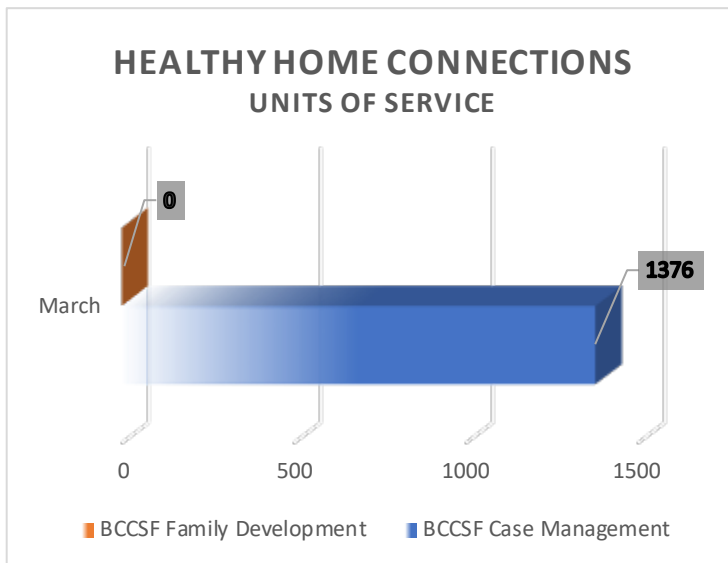
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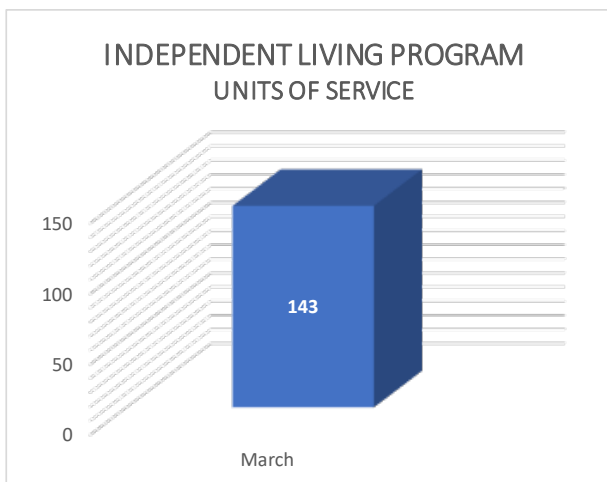
## **Healthy Home Connections Program (HHC) - Serving Families with Children 19 and Under, PBV & HCV**

HHC specialists continue to improve their number of case management units produced. We continue to have an open dialogue with the county on defining the service CHA is providing and they are buying. With the transfer of one HHC specialist, CHA will be operating as a two-person team. With the HHC program being a voluntary program and approximately 94 of the HHC families being actively involved with FSS program, it is questionable if we have the willing participants to justify three full time employees. HHC did not have any family development opportunities in March.



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

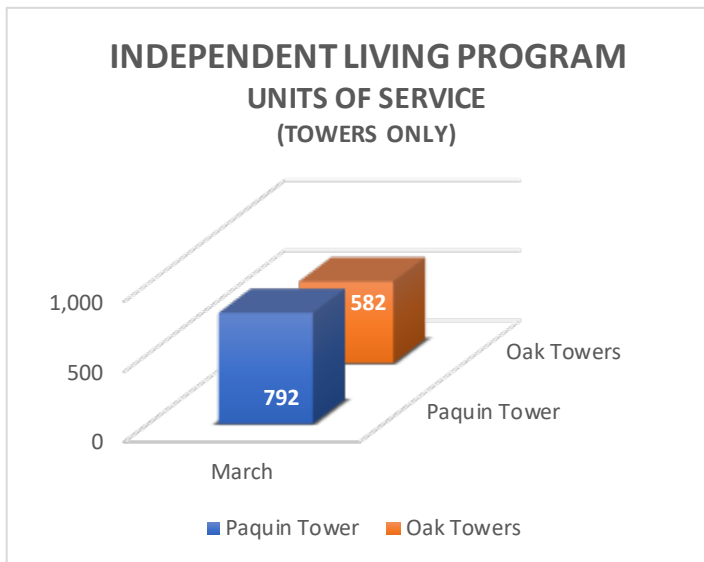
CHA continues to see most ILP units served at the towers, and are seeing a need among all CHA locations.



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

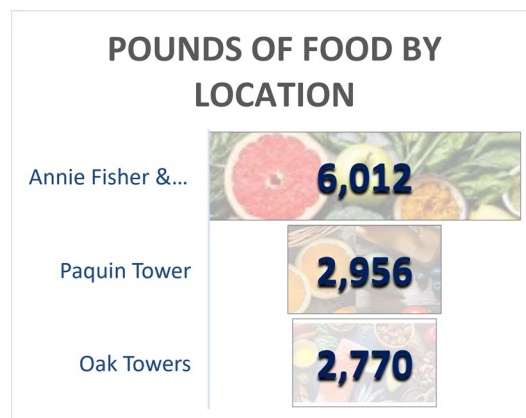
**Paquin Tower** had multiple community engagement opportunities in March including Arts, crafts, bingo, a potluck for St. Patrick’s Day and a biscuits and gravy breakfast with Randy. Paquin also had 10 residents participate in their foot clinic.

**Oak Towers** had multiple community engagement opportunities in March including Arts, crafts, bingo, a pancake breakfast, coffee and donuts and a spaghetti event. In addition to the mentioned opportunities, Oak facilitated a United HealthCare retention meeting and had 11 tenants participating in a nailcare clinic.



## **Food Distribution**

The Annie Fisher food pantry continues to be a large support to our tenants. Paquin Tower and Oak Towers continue to have senior boxes and monthly food trucks.





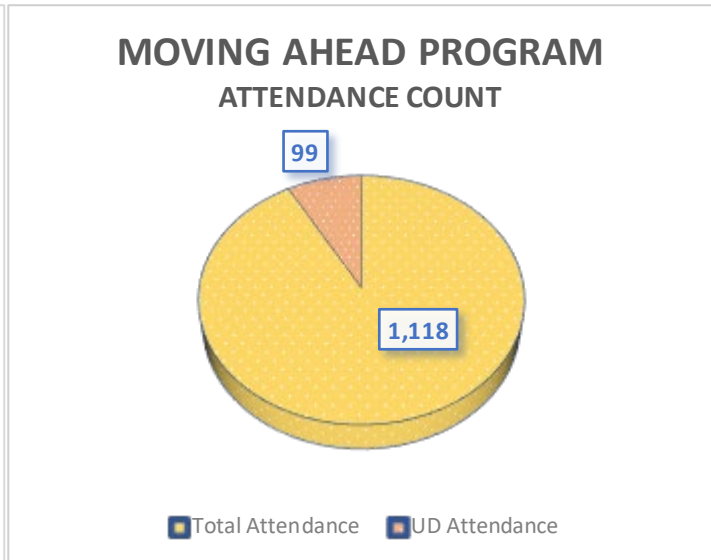
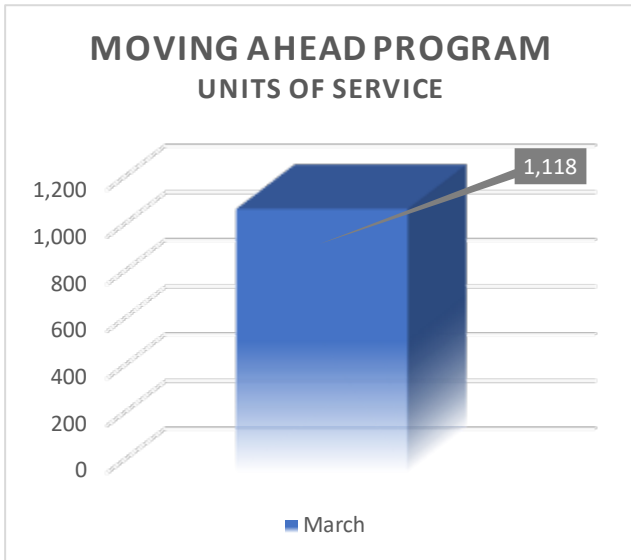
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## **Moving Ahead Program (MAP) Afterschool and Summer Program for Students and their Parents**

MAP used the 7 Sexton building for added programing space in March. MAP also partnered with local agencies for a free book fair. MAP continues to prepare for the possible new 21<sup>st</sup> Century grant application and continue to prepare for their license inspection. MAP is also working on a 20 Year celebration in May.



Recommended Commission Action

Read and review Monthly Report.



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Department Source: Safety

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: April 12, 2023

Re: Safety Report

## Executive Summary

This report provides a summary of February Safety Department reports and calls.

## Discussion

### Yearly Totals for CHA Safety Reports

	January	February	March	April	May	June	July	August	September	October	November	December
	2023	2023	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022
Bear Creek	3	3	5	6	4	4	5	9	5	3	1	3
Bryant Walk	4	1	2	2	2	1	2	3	3	1	1	1
Downtown	4	3	6	7	4	2	6	9	13	4	4	4
Oak Towers	11	15	13	14	10	12	7	6	9	7	3	8
Patriot Place	0	1	3	0	3	2	4	5	2	3	3	0
Paquin Towers	13	15	26	14	10	10	13	15	11	14	8	12
Stuart Parker	2	1	3	1	0	1	4	7	1	4		1
misc							0		0	0		
<b>Total</b>	37	39	58	44	33	32	41	45	44	36	20	29

### Joint Communications Log for January 2023

	January	February	March	April	May	June	July	August	September	October	November	December
	2023	2023	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022
Columbia Police Response	92	94	91	98	91	85	93	94	108	90	87	92
Columbia Police Reports	6	5	14	11	10	13	16	17	11	14	12	13
Fire/Ems	91	93	93	79	90	74	92	80	77	72	60	105
<b>Total</b>	189	192	198	188	191	172	201	191	196	176	159	210

### Safety Department New Resident Move

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

### Safety Department other activities:

Assisted a Housing Manager with feeding a residents abandoned cat for a two weeks , until placement for the pet could be found.

Recommended Commission Action

Review and consider Report



# Columbia Housing Authority aims to expand affordable housing project

by Ciara Tate

Thursday, February 2nd 2023





*The City of Columbia contributed \$2 million through HOME-ARP funds to the Kinney project last year, which will bring 24 new energy-efficient housing units to the area and impact more than 400 individuals. (KRCG 13/ Ciara Tate)*

Columbia — The Columbia Housing Authority is on track for its five-year strategic plan which aims to renovate and expand its affordable housing.

According to Como.gov 35% of Columbia residents are living in low-income households.

The CHA and other agencies are hoping to lower the percentage starting with the newest developments.

The Kinney Point Affordable Housing Project and the Kinney Point Resource Center, are named after Marvin Kinney, the first African American commissioner in Columbia. Kinney dedicated over 22 years to advocating on behalf of public housing residents.

“Just seeing his kindness and his time on the board was all volunteer he did not get paid to do it he just did from the kindness of his heart to help the residents of Columbia,” said Nadia Gresham, Marvin Kinney’s granddaughter.

Nadia Gresham, a Columbia resident says Kinney Point Affordable Housing will provide help for those in need, especially as rent continues to increase, which is what her grandfather would have wanted.

According to Cole the agency also purchased the adjoining property at 7 E Sexton Road which is a 4,200-square-foot facility that will be used as a resource center for the residents.

“When we purchased this adjoining property last fall because we felt it would be strategic to have additional land to put additional units on in the future down the road but it also had a nice community facility that will serve as great space for our residents,” said Cole





# Community center property at Kinney Point receives grant for roof, HVAC upgrades



**Charles Dunlap**  
Columbia Daily Tribune



The Columbia Housing Authority is making progress toward its Kinney Point groundbreaking this summer.

A portion of the low-income housing development will be a community center in a structure at 7 E. Sexton Road already on the property.

The housing authority purchased the property from City of Refuge in the fall as that organization prepared its own move to Garth Avenue and Walnut

Street. Other land at Garth Avenue and Sexton Road for the new 24-unit development was a separate purchase by the housing authority.

Kinney Point construction expected to start by May, says Columbia Housing Authority

The housing authority announced this week it had received an additional \$50,000 grant from Veterans United Foundation, which will go toward a roof replacement and heating, ventilation and air conditioning upgrades for the community center space.

Some interior improvements already were done by City of Refuge before the housing authority purchased the building, said Randy Cole, housing authority CEO.

"The building is in really good shape," he said. "The roof is a little bit aged and a couple of the HVAC units could be upgraded to make them more energy efficient. We plan to make the space really nice for when we utilize it for our residents."

The housing authority is in the middle of a bid process, so it likely will about two to three months before upgrades happen, Cole said.



Further grants will be sought for other building improvements, he added.

There already are plans on how to use the space even before Kinney Point officially breaks ground.

"It is a really nice space. There is a really big kitchen inside and a really nice open room that our resident services and Moving Ahead program staff are really excited about to do programming with families and youth," Cole said.

Moving Ahead is an after-school and summer tutoring program from the housing authority.

"We also see it as an opportunity to partner with another local nonprofit, or a few, for additional programming for youth and utilizing that space as well," Cole said.

The space also can serve as a location for Kinney Point property management and the selected construction company once the groundbreaking nears, he added.

The space potentially could be used for neighborhood and other nonprofit programming even through construction. The Oak Towers property managed by the housing authority is adjacent to the Kinney Point property.

Kinney Point will bring a 24-unit affordable housing complex near Garth and Sexton in Columbia

"We have a couple meetings planned even before the site is in full gear," Cole said. "We are going to start opening it up and utilizing it for some of our needs, but then also our partner's needs."

This includes the fair and inclusive housing workgroup of Boone County's Upward Mobility Action Plan. That group plans to meet in the space Feb. 14 in regard to affordable housing efforts, Cole said.

Kinney Point is supported through a separate \$1.3 million grant from Veterans United Foundation, \$2 million HOME-American Rescue Plan funds from the City of Columbia, \$3 million in low-income housing tax credits from the Missouri Housing Development Commission and \$1 in housing authority funds.

The housing authority is in the process of closing on the Garth and Sexton property in anticipation of the late May to early summer groundbreaking.



# Columbia and Boone County want to collaborate on ARPA funding. Here is what was discussed



[Charles Dunlap](#)

Columbia Daily Tribune



Columbia and Boone County leaders took steps Tuesday toward collaboration on American Rescue Plan Act Funding.

The joint meeting was a chance for the Columbia City Council and Boone County Commission to share their process for selecting which proposals in which to allocate ARPA funds.

**More:** [Focus group input received by Columbia City Council on ARPA](#)

The county commission is accepting funding applications through March 31 and will start its selection process through April and May, providing the first set of awards in June.

Some funds already have been allocated by the city and it is in the process of receiving letters of intent and funding proposal requests on topics of community violence interventions, homelessness, mental health access and workforce development/support. Applications for the latter three are being accepted through Feb. 17.

## What allocations already have happened

The county commission has roughly \$18 million of the \$35 million it received left to allocate.

Of the county's ARPA fund, \$10 million is going directly back to the county due to COVID-19 pandemic revenue losses. Another \$5 million is going toward the Columbia Housing Authority for its low-income housing development projects. The other roughly \$2 million [went toward the Boone County Nature School](#) and extraordinary expenses for Boone County Jail operations.

The county also has started listening sessions with municipalities to get community feedback for ARPA funding. A big issue is an infrastructure, including roads, water and sewer and broadband access.

The City of Columbia split its \$25.2 ARPA fund into two pots. The first half was selected by the council, while the second half received a public input process for community priorities. Community and council priorities mostly have aligned.



Coverage You Can  
Count On

# CHA receives additional funds for Kinney Point affordable housing

- [Maelisha Bocclair, KOMU 8 Digital Producer](#)
- Mar 27, 2023

COLUMBIA - The Columbia Housing Authority (CHA) has received a \$3 million award from the Missouri Department of Economic Development (DED) for additional affordable housing at Kinney Point.

In a press release Monday, CHA said this additional funding will help it meet the continued demand for more affordable housing, while providing community space to serve CHA families and youth in the area.

Kinney Point will consist of 24 new, energy efficient affordable housing units of varying sizes. It's anticipated to directly impact over 400 individuals throughout the next 25 years.



Rendering of Kinney Point homes  
Columbia Housing Authority

The housing will also have supportive services and community resource center spaces.

CHA was previously awarded federal low-income housing tax credits, as well as a [Veterans United Foundation grant](#), for the construction of the affordable housing project.

The housing authority recently purchased an adjoining property, with 4,200 square feet and additional vacant land that they will use as a resource center for CHA youth and families. They will also create 10 additional affordable housing units on the vacant land.

The DED funding will go directly to the Columbia Community Housing Trust (CCHT), CHA's nonprofit affordable housing development entity. CCHT has been utilized on previous projects such as CHA's Patriot Place Apartments.



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Department Source: Affordable Housing Development and Compliance

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: April 12, 2023

Re: Affordable Housing Development-CHA Board Retreat

## Executive Summary

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

## Discussion

CHA staff held the first meeting for Providence Walkway and Trinity residents on March 3, 2022. This first meeting informed residents of the intent to renovate 52 units and served as a forum to obtain resident input on design elements and amenities included as a part of redevelopment. The residents in attendance mentioned dishwashers, laundry mat with reloadable card system instead of quarter driven machines and maintaining the one-way street. Residents indicated a significant level of positive feedback as it relates to having new, high quality and energy efficient housing. Several residents also discussed a desire for more cameras. As previously discussed, CHA staff will take these suggestions to the architect for initial plans once an architect is chosen. CHA staff have prompted Fulson Housing Group for the need to identify an architect soon to proceed with the next steps (CHAP, City full ARPA Application, MHDC Application). CHA staff notified Fulson Housing Group that Wallace Architects, Design Alliance and Simon and Associates each expressed interest in previous efforts and each demonstrated the ability to meet the needs of the project. Once initial architectural plan concepts are completed, a second meeting will be scheduled to show the residents the new plan and receive feedback on the designs. These meetings are required to be completed before applying for a CHAP from HUD. Having a CHAP in place prior to future funding rounds through MHDC as well as the city and county could potentially help secure awards.

It is also important to maintain progress with CHA's Kinney Point project towards the construction phase prior to the Providence Walkway due date to demonstrate capacity to complete additional work. It is anticipated MHDC will have 2023 LIHTC applications due in September 2023. CHA does continue to recognize the need to add additional staff for this process within the Development, Maintenance, LIHTC and Operations, and will provide recommendations closer to the closing date, and as additional cash flow becomes available.

On March 22, 2023, CHA was notified by the Missouri Department of Economic Development it was awarded \$3 million for an additional 10 – 1-bedroom units on the property adjacent to Kinney Point. CHA staff held a Ridgeway Neighborhood meeting on March 29, 2023, to provide draft plans for the additional 10 units at 7 E. Sexton and obtain feedback. All comments were positive from this meeting. Neighborhood residents indicated they believed the design fit well with the neighborhood and were pleased with the one-bedroom unit configurations as this is a great need for the community. Neighborhood residents also commented that they believed the 25-foot setback was excessive as it did not match the other existing homes, therefore CHA staff will be modifying the setbacks to 15 foot as a part of an amendment to the PD Plan. CHA staff met with City planning staff on Thursday, April 6<sup>th</sup>, and staff indicated a 15 ft setback as a reasonable project design element to include for consideration of approval. CHA staff anticipate City Planning and Zoning Commissioner



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consideration of an amendment to the Kinney Point PD Plan at its second meeting in June. MHDC also confirmed adding the 10 additional units to the Kinney Point project will not require committee approval and will only require updating Firm Submission items. Firm Submission for Kinney Point is currently June 30, this can be submitted at any time up to the deadline date.

CHA Staff will also be attending a local workshop on April 13, 2023, for the DED grant award. This workshop will include grant management for compliance and finance, as well as a timeline of next steps to formally access MO DED funding.

Please view updated project timelines below.

## **Anticipated Timeline for Kinney Point:**

Now – June 2023: Preparation & Submission of Firm Submission Material.

1. The items needed for Firm Submission have been listed on a form the Fulson & CHA have been following since our award last Fall. This checklist can also be distributed to the larger group, if interested.

May - July 2023:

1. MHDC will review items submitted to receive the Firm Commitment for the deal's LIHTC Allocation
2. The HOME ARPA Agreement & Related Documentation, Limited Partnership Agreement, and Related Documents with Tax Credit Investor will all need to be finalized prior to development close.
3. Initial Closing of Construction Loan, Tax Credits, and Acquisition of Property by the limited partnership will take place, which will open the path to begin construction.

July - December 2023:

1. Notice to Proceed will be Issued to General Contractor.
2. General Contractor will commence their pre-order of required building materials.
3. Construction of 24 units will begin (12/13-month construction period).
  - **Construction work will commence in this order: Site Work, Footings & Slabs, Framing, Dry In, Utility Rough In, Drywall & Doors, Exterior Finishes, Interior Finishes, Finish Plumbing, Finish Electrical, Finish HVAC, Flooring & Appliances, Landscaping & Grounds.**
4. Initiate Preliminary Marketing & Lease Up Activities.
5. Obtain Certificate of Substantial Completion. Construction completion equity will be paid to the project.

January – March 2025:



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1. Once the property has been stabilized for 90 days (90% occupied), LIHTC equity will pay into the project as well as permanent debt (Legacy Bank) which will allow the construction loan to be paid off.
2. Concurrently, the individual 8609s will be issued, which will unlock the final equity payment. *These forms are issued to each building of an affordable housing project. They are what allows the owner and project to obtain a housing credit allocation from the housing credit agency.*

## Anticipated Timeline for Park Avenue:

April 17, 2023:

1. City of Columbia, City Council, final consideration of ARPA funding agreement for Park Avenue.

Now – June 2023:

1. Boone County, final consideration of ARPA funding agreement for Park Avenue.

July – August 2023:

1. MHDC will review items submitted to receive the Firm Commitment for the deal's LIHTC Allocation
2. The ARPA Agreement & Related Documentation, Limited Partnership Agreement, and Related Documents with Tax Credit Investor will all need to be finalized prior to development close.
3. Initial Closing of Construction Loan, Tax Credits, and Acquisition of Property by the limited partnership will take place, which will open the path to begin construction.

August 2023 - April 2025:

1. Notice to Proceed will be Issued to General Contractor.
2. General Contractor will commence their pre-order of required building materials.
3. Demolition/Construction of 79 units will begin (18-month construction period).
  - **Construction work will commence in this order: Demolition of existing buildings, Site Work, Footings & Slabs, Framing, Dry In, Utility Rough In, Drywall & Doors, Exterior Finishes, Interior Finishes, Finish Plumbing, Finish Electrical, Finish HVAC, Flooring & Appliances, Landscaping & Grounds.**
4. Initiate Preliminary Marketing & Lease Up Activities.
5. Obtain Certificate of Substantial Completion. Construction completion equity will be paid to the project.

April – June 2025:

1. Once the property has been stabilized for 90 days (90% occupied), LIHTC equity will pay into the project as well as permanent debt (Legacy Bank) which will allow the construction loan to be paid off.
2. Concurrently, the individual 8609s will be issued, which will unlock the final equity payment. *These forms are issued to each building of an affordable housing project. They are what allows the owner and project to obtain a housing credit allocation from the housing credit agency.*



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Review and consider the report.





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Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: April 12, 2023

Re: Moving Ahead Program 20-Year Anniversary

## Executive Summary

This report provides a summary of dates, times and activities as it relates to the Moving Ahead Program's 20 Year Anniversary.

## Discussion

FY 2023 is the Moving Ahead Program's 20 Year Anniversary. In order to celebrate this milestone. CHA staff is planning the following activities in the month of May.

May 22<sup>nd</sup>: Community Resource Fair

- 3:00-4:00pm: Student Arrival and Free Time
- 4:00-5:00pm: Community Resource Fair
- 5:00-5:30pm: Pizza Party
- 5:30-6:30pm: MAP Student Awards

May 23<sup>rd</sup>: Community Arts Showcase

- 3:00-3:30pm: Student Arrival and Free Time
- 3:30-4:30pm: Community Performances
- 4:30-5:00pm: MAP Testimonials
- 5:30-6:30pm: BBQ and Dinner Time

May 24<sup>th</sup>: Mayorial Proclamation and MAP Family Fun Fair

- 10:00-10:30am: Mayoral Proclamation
- 3:00-3:30pm: Student Arrival and Free Time
- 4:00-6:30pm: Food Trucks, Bounce House, Face Painting, Fun Games and more

Moving Ahead Program staff will be in attendance at the CHA Board of Commissioners Retreat to provide an overview and further details. CHA staff will also consider any additional input on events and activities for the week to celebrate the Moving Ahead Program.

## Recommended Commission Action

Review and consider the report.





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Department Source: Human Resources

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: April 12, 2023

Re: HR Report

## Executive Summary

This report serves as a recommendation for a few additions and edits to CHA's Personnel Policy handbook, all of which would further strengthen CHA's ability to support its employees.

## Discussion

### Current Policy

#### II. Organization

##### D. Board of Commissioners.

In no event shall employees, individually, collectively, or through their chosen representatives, contact members of the Board of Commissioners to discuss problems or complaints, except for accusations of sexual harassment directed against the Chief Executive Officer. Contacting the Board of Commissioners for any reason other than accusations of sexual harassment, if taken without knowledge and consent of the Chief Executive Officer, may be cause for dismissal or disciplinary action.

### Proposed Policy Change

Proposal to expand reasons in which it is deemed acceptable for CHA staff to reach out to the Board of Commissioners, that also align with standards of conduct for all CHA employees.

#### *II. Organization*

##### *D. Board of Commissioners.*

*In no event shall employees, individually, collectively, or through their chosen representatives, contact members of the Board of Commissioners to initiate a discussion regarding CHA business matters except for apparent violations of CHA policy or HUD policy involving sexual harassment, discrimination, fraud, bribery, nepotism, conflict of interest, illegal use of drugs, or alcohol usage on CHA property by the Chief Executive Officer. Contacting the Board of Commissioners for any reason other than apparent violations of CHA or HUD policy as stated if taken without knowledge and consent of the Chief Executive Officer, may be cause for dismissal or disciplinary action.*

### Current Policy

#### XXII. Annual Leave

##### C. Mandatory Vacation

It is a common control that employees working in positions that deal with financial records, personnel, payroll, purchasing, or inventory are required to take vacation over extended periods in



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order to create the opportunity to surface activities which might otherwise remain undetected. Therefore, staff members who work in the above noted roles, or staff that determine tenant or voucher participant assistance are required to take one vacation period of no less than five consecutive working days each fiscal year.

During this five consecutive vacation day period the employee on vacation shall limit their direct contact with the housing Authority to communication through their Department Director or other Senior Staff person. It is recognized that some Senior Staff and Managers may wish to read and respond to email during this time period. All employees are notified that their email, voice mail, postal mail, and other forms of correspondence and communication will be monitored during this time period.

## **Proposed Policy Change**

It is recommended that CHA modify this policy. Employees are already encouraged to take paid time off when their accrued vacation hours are at/close to their accrual limit. Several employees only receive 10 days of paid vacation time per year. If CHA enforces the above policy, we are in essence controlling how those employees are using half of their allotted annual vacation time. Additionally, if an employee uses their accrued vacation time in small increments, it is likely that they will not have an entire 5-day week accrued at one time to even be able to enforce the above policy.

Proposal to change the Anti-Fraud Policy to include tools for supervision, which were formerly being addressed by the mandatory vacation policy.

## *Appendix 4*

### *Guidelines for Handling a Report of Suspected Fraud, Theft, Waste, or Abuse*

*Upon a suspicion of fraud, the Chief Executive Officer may elect to place the employee on suspension, pending the outcome of an internal investigation.*

## **Current Policy**

### XIV. Emergency Leave

#### A. Policy

Regular Full-Time Employees may, with the written approval of their department head, be given a total maximum of eighty (80) hours with pay every twelve (12) months, charged against the employee's sick leave accrual, specifically for:

#### 1. Death.

Attending the funeral of his or her spouse, children, stepchildren, parents, stepparents, siblings, step- siblings, grandparents, grandchildren, first aunt or uncle, immediate in-laws, or members of the immediate household having permanently resided under the same roof. Emergency Leave due to death is limited to forty (40) hours. Leave for this provision beyond forty (40) hours is charged against accrued Annual Leave.

## **Proposed Policy Change**



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Proposal to change XIV.A.1 above to include a paid bereavement policy (instead of using sick time.)

*XIV.A.1. All regular full-time and part-time employees are eligible for bereavement leave. Following the death of an immediate family member grants the employee up to three days (up to employee's normal scheduled hours) of paid bereavement leave. Bereavement days do not have to be taken consecutively, but all days requested must be taken within 30 calendar days of first date of leave. Immediate family is defined as: spouse or domestic partner, children (biological, adopted, foster, in legal custody of employee, or step-), parents (biological, adopted, foster, step-, -in law, or adult in loco parentis to employee), siblings (biological, adopted, foster, step-, -in law), grandparents, and grandchildren. All other non-immediate family bereavement leave requests will grant the employee one day of paid leave. Bereavement leave requiring out-of-state travel will grant the employee two additional days of paid leave, but will require verification, to supervisor or HR, prior to a request for paid out-of-state travel being permitted. CHA will also allow employees to take four hours of paid bereavement leave to attend the funeral of any current or retired CHA employees.*

*Employees must notify their supervisor as soon as possible of the need for bereavement leave and the expected duration of their absence. The employee may be required to provide documentation such as a death certificate or obituary notice.*

*Bereavement leave will be paid at the employee's normal base rate of pay. Bereavement leave will not count towards overtime. Only the Chief Executive Officer may approve bereavement requests outside of the scope of this policy outlined above.*

*Proposal to include paid Administrative Leave when employees experience a traumatic event as a result of their duties/position at CHA.*

*XIV.A.4. In the event that an employee is witness or subject to a traumatic or distressing event in the workplace, only the Chief Executive Officer may authorize that employee to take paid Administrative Leave away from work. Standard Administrative Leave will include the rest of the workday that the event occurred and one additional day of paid leave. Direct supervisors may grant the employee additional time off in accordance with other leave policies, but only the Chief Executive Officer may grant or extend Administrative Leave.*

## **Current Policy**

### V. Standards of Conduct

#### A. Professional Conduct

##### 10. Arrive at work on time.

### XIII. Sick Leave

#### D. Requesting Sick Leave

4. An employee who is absent due to sickness informs his or her immediate supervisor in the two (2) hour span of the beginning of the employee's work shift (one hour before to one hour after the scheduled start time). CHA denies pay for the period of absence if this reporting requirement is not satisfied unless the employee is unable to comply with the requirement.



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## Proposed Policy Change

The two excerpts above are the only mentions of an attendance policy. Proposal to expand on an actual attendance policy to include job abandonment and include a timekeeping policy.

*VIII. Work Hours (Change to Work Hours & Attendance) All employees must inform their supervisor of an unexpected absence within a two-hour span of the beginning of the employee's work shift (one hour before to one hour after the scheduled start time.) Any employee who fails to notify the supervisor of an absence or tardiness in accordance with this policy will be subject to disciplinary action.*

*Employees who are absent for three consecutive, scheduled workdays without notifying their supervisor or HR will be presumed to have abandoned/resigned their position and will be separated from employment.*

*VII.C.5. Hourly employees are required to record their actual time worked within the CHA-authorized timekeeping system. Employees must clock in just prior to beginning work and must clock out just prior to concluding work, to include clocking out for meal breaks. Failure to clock in or out in real time must result in the employee submitting a "missed punch request" for their immediate supervisor to review and approve. At the end of each pay period, employees must review and approve their timesheets, followed by their supervisor's review and approval as well. Both approvals (employee and supervisor) are necessary for processing payroll. These approvals must be completed no later than 12 p.m. every other Monday (the week of pay day.)*

*Employees may not clock another employee in or out (other than their direct subordinates.) Doing so will be considered timekeeping fraud. Employees may not conduct personal business while clocked in, such as running personal errands or leaving the work site for non-work-related reasons. Doing so is considered time theft. Employees determined to have committed timekeeping fraud or time theft will be subject to disciplinary action up to termination.*

*While hourly employees record their actual time worked in real time, it will be reflected on the employee's timecard and paid in quarter-hour increments with a seven-minute cut-off. Meaning, seven minutes before or after a quarter hour will round back to that quarter. Example: Clocking in/out between 2:53-3:07 will automatically round to 3:00, clocking in/out between 3:08-3:22 will automatically round to 3:15, and so on. (The timekeeping system will do this automatically. Employees should enter their actual time in/out and let the system do the rounding of time.)*

Recommended Commission Action



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Review and consider report.

