



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, MO 65203

Office: (573) 443-2556 ♦ TTY: (573) 875-5161 ♦ Fax Line: (573) 443-0051 ♦ www.ColumbiaHA.com

Resident Advisory Board

Open Meeting Notice

CHA Resident Advisory Board Meeting Agenda

Date: Thursday, September 6, 2018

Time: 5:00 p.m.

Place: Paquin Tower Community Room, 1201 Paquin Street

- I. Call to Order and Introductions: Laura Lewis, Director of Public Housing Operations
- II. Approval of Meeting Agenda
- III. Approval of August 2, 2018 Meeting Minutes
- IV. Implementation of the Alternative Mobility Policy for the Housing Choice Voucher Program
- V. Presentation of the FYE2019 Annual Plan and Five-Year Plan
- VI. Presentation of the FYE2019 Annual Budget
- VII. Discussion of Future Meeting Topics
- VIII. Schedule of Next Meeting – Thursday, October 4 @ 5:00 p.m.
- IX. Adjournment

**** RAB Members needing transportation assistance should call Charline Johns at (573) 443-2556 ext. 1121 before 12:00 Noon on Wednesday, September 5, 2018
A light meal will be available for RAB members at 4:45 p.m.***

If you wish to participate in the meeting and require specific accommodations or services related to disability, please contact Ms. LaShonda Eniade, Executive Assistant at (573) 443-2556, extension 1122, or (800) 735-2966 (TTY) at least one working day prior to the meeting.

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

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

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



Resident Advisory Board Housing Authority of the City of Columbia, Missouri

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August 2, 2018 Meeting Minutes

The Resident Advisory Board (RAB) met on Thursday, August 2, 2018, at Paquin Towers in the Community Room beginning at 5:00 p.m.

RAB Members Present: Esther Garay, Ellen Stockton, Tom Van Booven, Martin Andrews, Don Foster, Francis Robinson, Shonda White, Ruthy Chatman, Julie Cullum, Jeffrey Brittell

Guests Present: Mark Brotemarkle, Director of Safety – CHA Parking Policy

Present from CHA: Laura Lewis – Director of Affordable Housing
Charline Johns – Receptionist/Clerk
Erin Friesz – Resident Services Coordinator

I. Call to Order and Introductions:

Ms. Lewis called the meeting to order at 5:00 P.M.

II. Approval of Agenda:

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

III. Approval of July 12, 2018 Meeting Minutes:

Ms. Lewis called for a motion to approve the minutes from the open meeting of July 12, 2018. A motion was made by Ms. Stockton. Second by Mr. Andrews. All members voted “Aye” and Ms. Lewis declared the motion approved.

IV. Review of the 2018 CHA Parking Policy:

Ms. Lewis stated Mr. Brotemarkle would be the guest speaker and he would be present later in the meeting. Ms. Lewis opened the discussion regarding the CHA Parking Policy by letting the residents know that the policy would not be implemented until after it has been open for 45 days for comments and then Mr. Steinhaus will present it to the CHA Board of Commissioners for approval. Ms. Lewis then opened the floor to residents who had any comments or concerns regarding the parking policy and procedures. Ms. Garay had concerns about residents parking in the guests parking spaces located in the front of the building at Oak Towers. Ms. Lewis stated with all the construction that is taking place there, that could possibly be interfering with the current parking policy being enforced at this time.

Mr. Van Booven also had concerns about college students parking on the property at Paquin Towers. Ms. Lewis stated the new parking policy would help combat all of the parking violators by issuing tickets and towing unauthorized vehicles. Ms. Lewis advised the residents to never confront a parking violator. The resident should instead contact their site manager and/or Safety Officers. Ms. Garay suggested that

they have a resident meeting at Oak Towers for the new residents to get a better understanding of how the policies and procedures go there. Ms. Lewis stated that they will be scheduling a meeting in the near future at Oak Towers for that purpose.

Ms. Lewis also suggested to the residents that they should think about coming together and setting up a Tenant Association at their perspective sites. Mr. Foster talked about the things that were once provided through the tenant association at Oak Towers such as “The Store”, where residents were able to purchase snacks and other things of their choice. Ms. Garay stated that she wouldn’t mind running something of that sort at Oak Towers. Ms. Lewis again suggested they try to gather other residents who they feel would enjoy participating in a resident association. Mr. Van Booven stated that some residents were seen going into the dumpsters and was concerned about whether or not that was allowed. Ms. Lewis advised the residents to never go into the dumpsters to retrieve things. Ms. Lewis advised them that bedbugs were once again active in Columbia and we would like to keep CHA free of them. If they were to see individuals doing so to contact their site managers to let them know.

Mr. Brotemarkle arrived and was introduced by Ms. Lewis to the residents as the Director of Safety for the Columbia Housing Authority. Ms. Lewis stated that she had went over the CHA Parking Policy with the residents prior to his arrival. Mr. Brotemarkle opened the floor for any questions and/ or concerns regarding the policy. Mr. Van Booven had concerns about people following residents into the building after dark. Mr. Brotemarkle advised him that he should contact safety and wait until they arrive so that they could safely escort them into the building to ensure that they don’t gain access to the building. Ms. Garay had concerns about the ADA accessible doors delay when closing. Fearing that someone may get in while the doors are slowly closing. Mr. Brotemarkle explained that the delay was to ensure that our handicap and/or disabled residents will safely and easily have enough time to get in and out the way of the doors. Ms. Lewis thanked Mr. Brotemarkle for coming to the meeting to discuss the parking policy and to answer the resident questions and concerns.

V. Discussion of Future Meeting Topics:

Ms. Lewis informed the residents that Mr. Steinhaus will be the guest speaker of the next two meeting in which they will discuss the budget and PHA Plan

VI. Schedule of Next Meeting: Thursday, September 6, 2018 at 5:00 p.m.

VII. Adjournment: Ms. Lewis called for a motion to adjourn the meeting. A motion was made by Ms. Stockton. Second by Mr. Foster. Ms. Lewis called the meeting adjourned at 6:00 PM.

Respectfully submitted,

Charline Johns

Charline Johns, Receptionist/Clerk
Columbia Housing Authority



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To: Resident Advisory Board

From: Andrea Tapia, Director of Housing Programs

Date: September 6, 2018

RE: Implementation of the Alternative Mobility Policy for the Housing Choice Voucher Program

One of the key features of the Project-Based Voucher (PBV) program is the mobility component. If a family has elected to terminate their assisted lease any time after the first year of occupancy and in accordance with program requirements, the PHA must offer the family the opportunity for continued tenant-based rental assistance, in the form of either assistance under the Section 8 Housing Choice Voucher (HCV) Program or other comparable tenant-based rental assistance.

As a result of the CHA's participation in Rental Assistance Demonstration (RAD) program all of the renovated public housing units have now been converted to Project-Based Voucher (PBV) assisted units. As such, residents living in renovated public housing units, are now able to request a regular Tenant-Based Housing Choice Voucher after one year of residency. If these PBV residents request a Tenant-Based Voucher after one year, they automatically go to the top of the Tenant-Based Voucher waiting list and will be offered the next available voucher.

This will result in less families on the regular Tenant-Based Voucher waiting list being offered a Housing Choice Voucher each month. The CHA normally issues 7-10 Housing Choice Vouchers each month as a result of voucher turnover.

HUD recognizes the importance for Public Housing Authorities (PHA) to still be able to issue Tenant-Based Vouchers to address specific housing needs and priorities of the community. Therefore, HUD has established an alternative requirement for PHA's converting public housing units to Project-Based Voucher assisted units.

The Alternative Mobility policy provides that an eligible voucher agency would not be required to provide more than three-quarters (75%) of its turnover vouchers in any single year to a resident with a Project-Based Voucher in a RAD converted property.

The Columbia Housing Authority is recommending adopting this policy to allow for a better balance in the issuing of Tenant-Based Housing Choice Vouchers between residents in a Project-Based Voucher assisted unit and families on the Tenant-Based Housing Choice Voucher waiting list.

Proposed Policy

The Columbia Housing Authority will use the Alternative Mobility Policy that provides that an eligible voucher agency would not be required to provide more than three-quarters of its turnover voucher in a single year to the resident of RAD converted Covered Projects.

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

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

Definitions.

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

A.	PHA Information.																										
A.1	<p> PHA Name: <u>Housing Authority of the City of Columbia, Missouri</u> PHA Code: <u>MO-007</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/01/2019</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>120</u> Number of Housing Choice Vouchers (HCVs) <u>1,807 (Includes 150 VASH & 597 RAD PBV)</u> Total Combined <u>1,927</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </p> <p> <input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below) </p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
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B. Annual Plan Elements

B.1 Revision of PHA Plan Elements.

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

Y N

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

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

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

Statement of Housing Needs and Strategy for Addressing Housing Needs.

Housing needs have remained high during the past year with 518 households on the Public Housing and Project-Based Voucher (PBV) waiting list and 207 households on the HCV Housing Choice Voucher Program waiting list. Of these households, 86% of Public Housing and PBV and 93% of HCV applicants have extremely low incomes at or below 30% AMI. The HCV waiting list was open for one week in June 2015 and over 1,100 households applied for housing. This represents a 27% decrease in applicants as compared to November 2012. However, this number far exceeds the number of families the CHA will be able to serve through this program in the next two years. We plan to open the HCV waiting list in October 2018 for one week. Between 1,000 and 1,500 families will apply for assistance. Historical numbers of applicants for the Housing Choice Voucher Program are below:

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

The demand for efficiency and one-bedroom housing units remains high with 81% of Public Housing and PBV applicants and 28% of HCV applicants being eligible to receive assistance for this size of housing unit. Most of these 281 applicants are single person households. The 2015-2019 Consolidated Plan documents a continued high need for elderly housing and housing for persons with disabilities. The number of disabled families on the Public Housing and PBV waiting list (193) remains high, representing 37% of all applicants. Black/African American households continue to make up a disproportionate number of housing applicants. (Public Housing and PBV Family Sites: 52% and HCV Housing Choice Voucher Program: 66%)

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

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

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

Strategy for Addressing Housing Needs

The Columbia Housing Authority strategy for addressing housing needs remains relatively unchanged from the CHA's FYE2018 PHA Plan.

- The CHA is continuing to implement its Strategic Plan for its Affordable Housing Initiative which has as its main focus, the revitalization of all of the CHA's 717 units of Public Housing stock through the HUD Rental Assistance Demonstration (RAD) program and developing new affordable housing including the Patriot Place Apartments, completed in April 2016.

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

- In FYE2017 the CHA added a preference for U.S. Military Veterans for our waiting lists to receive housing assistance.
- In FYE2017 the CHA added a preference for families living in CHA public housing being converted under the RAD program to allow them to be temporarily relocated to other public housing units while their unit was being renovated.

	<ul style="list-style-type: none"> In FYE2017 the CHA added a preference to the Project-Based Voucher waiting list for families living in CHA public housing that will allow the CHA to relocate families in public housing to newly renovated Project-Based Voucher units. All of these changes were approved by the Resident Advisory Board and the CHA Board of Commissioners. <p>Financial Resources</p> <ul style="list-style-type: none"> The CHA has converted 597 Public Housing units under the HUD Rental Assistance Demonstration (RAD) program during FYE2016 and FYE2017. As a result the public housing operating subsidies and capital funds for these housing units have been converted to long-term Project-Based Voucher contract funding. As a result of the conversion of 597 Public Housing units under the HUD RAD program, the CHA changed its fiscal year for FYE2017 from October 1 – September 30 to a fiscal year from January 1 – December 31. This has improved the financial reporting for the Columbia Housing Authority and aligned its accounting and budgeting cycle with the fiscal years of the public housing units which were renovated with Low-Income Housing Tax Credits. Low-Income Housing Tax Credits require accounting and budgeting cycles based on the calendar year of January 1 – December 31. The requested change in the Columbia Housing Authority’s fiscal year resulted in a lengthened accounting and budgeting cycle for FYE2017 (October 1, 2016 to December 31, 2017). Following this budget cycle, the CHA’s fiscal year for 2018 is now from January 1, 2018 – December 31, 2018. This same accounting and budget cycle will continue in subsequent years. <p>Significant Amendment</p> <ul style="list-style-type: none"> The CHA’s participation in the HUD Rental Assistance Demonstration (RAD) program is considered a significant amendment to the PHA plan. This was included as a significant amendment to the PHA plan last year and is included in this year’s plan as well. [Attachment PHA Plan Amendment R - HUD RAD]
<p>B.2</p>	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA’s current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <p>Demolition and/or Disposition</p> <ul style="list-style-type: none"> The CHA is planning to donate the childcare center located at 403 Park Avenue to the Columbia Public School District. The CHA owns the building and the school district owns the land underneath the center. The center is currently being used to provide a Head Start early education program and a Title I preschool. <p>Conversion of Public Housing to Project-Based Assistance under RAD.</p> <ul style="list-style-type: none"> The CHA has converted 597 Public Housing units under the RAD program by the end of FYE2017. The CHA has applied for Low-Income Housing Tax Credit funding in FYE2018 in order to convert an additional 50 Public Housing units under RAD. If funding is awarded, construction would be expected to start in late 2019 or early 2020. <p>Units with Approved Vacancies for Modernization</p> <ul style="list-style-type: none"> In association with the Public Housing units being renovated through the RAD program, the CHA has and will continue to have units that are approved vacancies for modernization. These units will be occupied as soon as renovations are complete.
<p>B.3</p>	<p>Progress Report.</p> <p>Provide a description of the PHA’s progress in meeting its Mission and Goals described in the PHA 5-Year Plan. (FYE2016-FYE2020)</p> <p>I. PHA Goal: Expand the supply of assisted housing</p> <ul style="list-style-type: none"> The CHA applied for and received 25 Project-Based VASH Vouchers and utilized these vouchers as permanent rent assistance for Veterans participating in the HUD-VASH program. These 25 Project-Based VASH Vouchers enabled the CHA to leverage Low-Income Housing Tax Credit funding and other public and private funding sources to construct 25 one-bedroom apartments for homeless Veterans known as the Patriot Place Apartments. The CHA partnered with the Truman VA on this project and the first Veterans were moved into the apartments on April 11, 2016. The Patriot Place Apartments are 100% occupied. In FYE2017, the CHA applied for 42 Shelter Plus Care vouchers and received continued funding to provide housing with supportive services for homeless persons with disabilities. In FYE2016, CHA applied for and received HOME funding from the City of Columbia to assist with the renovation of the Stuart Parker Apartments and the Oak Towers Apartments.

- In FYE2017, CHA applied for and was recommended for HOME funding from the City of Columbia to assist with the renovation of the Bryant Walkway Apartments II.
- In FYE2018, CHA applied for and was recommended for HOME funding from the City of Columbia to assist with the renovation of the Providence Walkway Apartments.
- The CHA applied for and received AHAP funding from the Federal Home Loan Bank of Des Moines to assist with the development of the Patriot Place Apartments and the renovation of the Stuart Parker Apartments with Paquin Tower, the Bear Creek Apartments, and Oak Towers.
- In FYE2017, the CHA applied for AHAP funding from the Federal Home Loan Bank of Des Moines to assist with the renovation of the Bryant Walkway Apartments and Bryant Walkway Apartments II. Funding was not awarded for these projects.
- The CHA converted 597 units of Public Housing under the RAD program during FYE2017. Renovation of 360 of these units was completed in FYE2017. The renovation of the Oak Towers Apartments (147 units) was completed in September of 2018.
- The CHA was awarded 9% Low-Income Housing Tax Credit funding in December 2016 to renovate 54 public housing units referred to as the Bryant Walkway Apartments. Renovation of these apartments started in January 2018.
- The CHA was awarded 4% Low-Income Housing Tax Credit funding and tax-exempt bonds in December 2016 to renovate 36 public housing units referred to as the Bryant Walkway Apartments II. Renovation of these apartments started in early 2018.
- The CHA submitted an application for 9% Low-Income Housing Tax Credit funding to the Missouri Housing Development Commission in March 2018 to renovate 50 public housing units referred to as the Providence Walkway Apartments.
- The CHA is planning to convert its remaining 70 Public Housing units under the RAD program in the next three years. Depending on the Missouri Housing Development Commission's allocation of Low-Income Housing Tax Credits in FYE2019, the CHA may submit an application to renovate or replace some or all of these 70 final Public Housing units.
- The CHA has expanded the number of families participating in our Public Housing and Housing Choice Voucher Program Family Self-Sufficiency programs.

II. PHA Goal: Improve the quality of assisted housing

- The CHA provides monthly management reports for all departments to the CHA Board of Commissioners on a monthly basis for the purpose of informing the Board and tracking the performance of management operations.
- The CHA has implemented the transition to a paperless record-keeping system during FYE2015 and FYE2016.
- As noted previously, the CHA will have converted 597 units of Public Housing under the RAD program by the end of FYE2017. In addition, the CHA is planning to convert its remaining 120 Public Housing units under the RAD program in the next five years. The CHA submitted an application for 9% Low-Income Housing Tax Credit funding to the Missouri Housing Development Commission in March 2018 to renovate 50 public housing units referred to as the Providence Walkway Apartments. These 50 units are included in the aforementioned 120 public housing units to be renovated.

III. PHA Goal: Increase assisted housing choices

- The CHA increased its payment standards for the Housing Choice Voucher Program to match 100% of the HUD established Fair Market Rent for the Boone County, Missouri MSA.
- The CHA has added additional VASH vouchers in partnership with the Truman VA. The CHA currently administers 125 VASH Tenant-Based Vouchers and 25 VASH Project-Based Vouchers.

IV. PHA Goal: Provide an improved living environment

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

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

- The CHA is partnering with the Columbia Public School District to provide adult education classes at the CHA's J.W. "Blind" Boone Community Center.
- The CHA has expanded the Moving Ahead Program to provide a full-day program for 5 weeks during the summer in addition to the after-school program provided during the regular school year. The CHA has also expanded the number of children served to 100 children. Moving Ahead is a state-licensed program.
- The CHA currently receives funding from the Boone County Children's Services fund to provide the Healthy Homes Connection program to families with children participating in our Housing Choice Voucher Program. This program addresses the mental health needs of children and promotes emotionally healthy families.

	<ul style="list-style-type: none"> The CHA employs two Family Self-Sufficiency Coordinators serving CHA assisted households. There are currently 119 families participating in the Family Self-Sufficiency program. The CHA offers a free FDIC Money Smart program five times a year. The ten-week class covers a variety of topics including budgeting, repairing poor credit histories, and the homeownership process. <p>VI. PHA Goal: Ensure equal opportunity and affirmatively further fair housing</p> <ul style="list-style-type: none"> CHA staff have participated in fair housing training in the past year. CHA will collaborate with the City of Columbia update their plan for affirmatively furthering fair housing. CHA has partnered with the City of Columbia to provide fair housing training to those living in CHA properties. <p>VII. Coordinate activities of CHA Low-Income Services, Inc. (CHALIS)</p> <ul style="list-style-type: none"> The CHALIS staff have conducted and expanded activities with the three main goals: <ul style="list-style-type: none"> Helping youth succeed in school and in life; <p><i>Expanded programs include:</i> Moving Ahead After-School Program, Moving Ahead Summer Program, Going Places Teen Program, MAP for Mental Health, Healthy Homes Connection, Teen Outreach Program, and activities of the Youth Community Coalition.</p> Supporting families working toward self-sufficiency; and <p><i>Expanded programs include:</i> Family Self-Sufficiency Program, Resident Services Coordination, Healthy Homes Connection, Money Smart Financial Literacy, computer labs, Opportunity Gardens Program, Edible Landscaping, and the Annie Fisher Food Pantry.</p> Assisting seniors and persons with disabilities to live independently. <p><i>Expanded programs include:</i> Resident Services Coordination, transportation assistance for shopping and medical appointments, Annie Fisher Food Pantry & Share Shelves, Opportunity Gardens, Parks and Recreation Adaptive Recreation programs, fitness centers, computer centers, Buddy System, Nutrition and Meal programs, and Health Clinics.</p>
<p>B.4. Most Recent Fiscal Year Audit.</p>	<p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>Other Document and/or Certification Requirements.</p>	
<p>C.1</p>	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p>C.2</p>	<p>Civil Rights Certification.</p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p>C.3</p>	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>

C.4	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
D	<p>Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>
D.1	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD:</p> <p>The 2018-2022 “Capital Fund Program Five-Year Action Plan” was submitted via HUD’s EPIC (Energy and Performance Information Center) “Activity Planning Module”. HUD approved the 2018-2022 Capital Fund Program Five-Year Action Plan through EPIC on August 8, 2018.</p>

Attachment R – Rental Assistance Demonstration (RAD)

CHA Plan Amendment (adopted October 16, 2018)

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

RAD was designed by HUD to assist in addressing the capital needs of public housing by providing PHAs with access to private sources of capital to repair and preserve its affordable housing assets. Please be aware that upon conversion, CHA’s Capital Fund Budget will be reduced by the pro rata share of Public Housing Developments converted as part of the Demonstration, and that CHA may also borrow funds to address their capital needs. CHA has contributed and/or will be contributing Capital Funds in the amount of \$2,417,638 and Operating Reserves in the amount of \$1,573,231 towards the conversions. The CHA currently has debt under an Energy Performance Contract for the remaining Public Housing properties and will be working with Ameresco, our Energy Performance Contracting provider, to address outstanding debt ratios, which will be paid off prior to or upon the closings of each remaining project.

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

Development #1a

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

Development #1b

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

Development #2

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

Development #3

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

Development #4

<u>Name of Development:</u> Bryant Walkway Apartments	<u>PIC Development ID:</u> MO007000001	<u>Conversion Type:</u> Project-Based Vouchers	<u>Transfer of Assistance:</u> Yes Only the 2 Four-Bedroom Units (New Construction of 2 Four-Bedroom Units)
<u>Number of Units:</u> 54	<u>Pre-RAD Unit Type:</u> Family Housing	<u>Post-RAD Unit Type:</u> Family Housing	<u>Capital Fund/Operating Reserve Allotment Towards Development:</u> \$600,000
<u>Bedroom Type</u>	<u>Number of Units Pre-Conversion</u>	<u>Number of Units Post-Conversion</u>	<u>Change in Number of Units</u>
One Bedroom	11	11	0
Two Bedroom	27	27	0
Three Bedroom	14	14	0
Four Bedroom	2	2	0

Development #5

<u>Name of Development:</u> Bryant Walkway Apartments II	<u>PIC Development ID:</u> MO007000001	<u>Conversion Type:</u> Project-Based Vouchers	<u>Transfer of Assistance:</u> N/A
<u>Number of Units:</u> 36	<u>Pre-RAD Unit Type:</u> Family Housing	<u>Post-RAD Unit Type:</u> Family Housing	<u>Capital Fund/Operating Reserve Allotment Towards Development:</u> \$690,000
<u>Bedroom Type</u>	<u>Number of Units Pre-Conversion</u>	<u>Number of Units Post-Conversion</u>	<u>Change in Number of Units</u>
One Bedroom	26	26	0
Two Bedroom	6	6	0
Three Bedroom	4	4	0
Four Bedroom	0	0	0

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

<u>Name of Development:</u> Providence Walkway Apartments	<u>PIC Development ID:</u> MO007000001	<u>Conversion Type:</u> Project-Based Vouchers	<u>Transfer of Assistance:</u> N/A
<u>Number of Units:</u> 50	<u>Pre-RAD Unit Type:</u> Family Housing	<u>Post-RAD Unit Type:</u> Family Housing	<u>Capital Fund/Operating Reserve Allotment Towards Development:</u> \$183,104
<u>Bedroom Type</u>	<u>Number of Units Pre-Conversion</u>	<u>Number of Units Post-Conversion</u>	<u>Change in Number of Units</u>
One Bedroom	7	7	0
Two Bedroom	19	19	0
Three Bedroom	14	14	0
Four Bedroom	10	10	0

Development #7 (awarded a HUD RAD Multi-Phase Reservation)

<u>Name of Development:</u> Park Avenue Apartments	<u>PIC Development ID:</u> MO007000001	<u>Conversion Type:</u> Project-Based Vouchers	<u>Transfer of Assistance:</u> Probably (In planning stage - TOAs not yet determined)
<u>Number of Units:</u> 70	<u>Pre-RAD Unit Type:</u> Family Housing	<u>Post-RAD Unit Type:</u> Family Housing	<u>Capital Fund/Operating Reserve Allotment Towards Development:</u> \$294,976
<u>Bedroom Type</u>	<u>Number of Units Pre-Conversion</u>	<u>Number of Units Post-Conversion</u>	<u>Change in Number of Units</u>
One Bedroom	20	20	0
Two Bedroom	34	34	0
Three Bedroom	12	12	0
Four Bedroom	4	4	0

CHA Plan Amendment

CHA Funding Contributions

Funding Source	PROJECT								Totals
	SP/PT	BC	OT	BWW	BWWII	PWW	Park	Un-Allocated	
Capital Fund Program (CFP)	Allocation	Allocation	Allocation	Allocation	Allocation	Allocation	Allocation	Un-Allocated	Allocation
MO36P007501-12	\$ 558,195.12	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 558,195.12
MO36P007501-13	\$ 423,811.34	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 423,811.34
MO36P007501-14	\$ 150,782.54	\$ 422,786.36	\$ 24,285.00	\$ -	\$ -	\$ -		\$ -	\$ 597,853.90
MO36P007501-15	\$ -	\$ 167,213.64	\$ 105,715.00	\$ -	\$ -	\$ -		\$ -	\$ 272,928.64
MO36P007501-16	\$ -	\$ -	\$ -	\$ 50,000.00	\$ 52,526.73	\$ -		\$ -	\$ 102,526.73
MO36P007501-17	\$ -	\$ -	\$ -	\$ 100,000.00	\$ 184,242.00	\$ -		\$ -	\$ 284,242.00
MO36P007501-18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83,104.35		\$ -	\$ 83,104.35
MO36P007501-19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,488.20	\$ -	\$ 47,488.20
MO36P007501-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,488.20	\$ -	\$ 47,488.20
Total CFP Funding:	\$ 1,132,789.00	\$ 590,000.00	\$ 130,000.00	\$ 150,000.00	\$ 236,768.73	\$ 83,104.35	\$ 94,976.40	\$ -	\$ 2,417,638.48
Operating Reserves (OR)	Allocation	Allocation	Allocation	Allocation	Allocation	Allocation	Allocation	Un-Allocated	Allocation
MO007000001	\$ -	\$ -	\$ -	\$ 450,000.00	\$ 453,231.27	\$ 100,000.00	\$ 200,000.00	\$ -	\$ 1,203,231.27
MO007000002	\$ -	\$ 120,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000.00
MO007000003	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MO007000004	\$ 250,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000.00
Total OR Funding:	\$ 250,000.00	\$ 120,000.00	\$ -	\$ 450,000.00	\$ 453,231.27	\$ 100,000.00	\$ 200,000.00	\$ -	\$ 1,573,231.27
Total CHA Contribution:	\$ 1,382,789.00	\$ 710,000.00	\$ 130,000.00	\$ 600,000.00	\$ 690,000.00	\$ 183,104.35	\$ 294,976.40	\$ -	\$ 3,990,869.75
<i>LIHTC Proforma Sources and Uses:</i>	<i>\$ 1,382,789.00</i>	<i>\$ 710,000.00</i>	<i>\$ 130,000.00</i>	<i>\$ 600,000.00</i>	<i>\$ 690,000.00</i>	<i>\$ -</i>	<i>\$ -</i>		<i>\$ 3,512,789.00</i>
<i>Test - Must = \$ 0.00:</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ (183,104.35)</i>	<i>\$ (294,976.40)</i>	<i>\$ -</i>	<i>\$ (478,080.75)</i>

SP/PT = Stuart Parker / Paquin Tower Apartments (284 units)

BC = Bear Creek Apartments (76 units)

OT = Oak Towers Apartments (147 units)

BWW = Bryant Walkway Apartments (54 units)

BWWII = Bryant Walkway Apartments II (36 units)

PWW = Providence Walkway Apartments (50 units)

Park = Park Avenue Apartments II (70 units)



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

**Office of Public and Indian Housing
Office of Housing**

Special Attention of:

Public Housing Agencies
Public Housing Hub Office Directors
Public Housing Program Center Directors
Multifamily HUB Directors
Multifamily Program Center Directors
Regional and Field Office Directors
Regional Administrators
Performance Based Contract Administrators

Notice PIH-2012-32 (HA) H-2017-03,
REV-3,

Issued: January 12, 2017

Expires: This Notice remains in effect
until amended, superseded, or
rescinded.

SUBJECT: Rental Assistance Demonstration – Final Implementation, Revision 3

Purpose

This revised notice (Notice) provides program instructions for the Rental Assistance Demonstration (RAD or Demonstration), including eligibility and selection criteria.

Background

RAD is authorized by the Consolidated and Further Continuing Appropriations Act of 2012 ([Pub. L. No. 112-55](#), approved November 18, 2011), as amended by the Consolidated Appropriations Act, 2014 (Pub. L. No. 113-76, approved January 17, 2014), the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. No. 113-235, approved December 6, 2014), and Division L, Title II, Section 237 of the Consolidated Appropriations Act (Pub. L. No. 114-113, enacted December 18, 2015), collectively, the “RAD Statute.”

NOTE: The following is only

Section 1.6.C – PBV Resident Rights and Participation

-and-

Section 1.6.D – PBV: Other Miscellaneous Provisions

of this PIH Notice

1.6 Special Provisions Affecting Conversions to PBVs

C. PBV Resident Rights and Participation

- 1. No Rescreening of Tenants upon Conversion.** Pursuant to the RAD Statute, at conversion, current households cannot be excluded from occupancy at the Covered Project based on any rescreening, income eligibility, or income targeting. With respect to occupancy in the Covered Project, current households in the Converting Project will be grandfathered for application of any eligibility criteria to conditions that occurred prior to conversion but will be subject to any ongoing eligibility requirements for actions that occur after conversion.¹ Post-conversion, the tenure of all residents of the Covered Project is protected pursuant to PBV requirements regarding continued occupancy unless explicitly modified in this Notice (e.g., rent phase-in provisions). For example, a unit with a household that was over-income at time of conversion would continue to be treated as an assisted unit. Thus, 24 CFR § 982.201, concerning eligibility and targeting of tenants for initial occupancy, will not apply for current households. Once the grandfathered household moves out, the unit must be leased to an eligible family. MTW agencies may not alter this requirement. Further, so as to facilitate the right to return to the assisted property, this provision shall apply to current public housing residents of the Converting Project that will reside in non-RAD PBV units or non-RAD PBRA units placed in a project that contain RAD PBV units or RAD PBRA units. Such families and such contract units will otherwise be subject to all requirements of the applicable program, specifically 24 CFR § 983 for non-RAD PBV units and the PBRA requirements governing the applicable contract for non-RAD PBRA units.²
- 2. Right to Return.** See section 1.4.A.5(ii) and the RAD Fair Housing, Civil Rights, and Relocation Notice regarding a resident's right to return.
- 3. Renewal of Lease.** Since publication of the PIH Notice 2012-32 Rev 1, the regulations under 24 CFR part 983 have been amended requiring Project Owners to renew all leases upon lease expiration, unless cause exists. MTW agencies may not alter this requirement.
- 4. Phase-in of Tenant Rent Increases.** If a tenant's monthly rent increases by more than the greater of 10 percent or \$25 purely as a result of conversion, the rent increase will be phased in over 3 or 5 years. To implement this provision, HUD is specifying alternative requirements for section 3(a)(1) of the Act, as well as 24 CFR § 983.3 (definition of "total tenant payment" (TTP)) to the extent necessary to allow for the phase-in of tenant rent increases. A PHA must create a policy setting the length of the phase-in period at three years, five years or a combination depending on circumstances. For example, a PHA may create a policy that uses a three year phase-in for smaller increases in rent and a five year

¹ These protections (as well as all protections in this Notice for current households) also apply when a household is relocated to facilitate new construction or repairs following conversion and subsequently returns to the Covered Project.

² For non-RAD PBV households, applicable program requirements includes the requirement that any admission to the project must be initially eligible for a HAP payment at admission to the program, which means their TTP may not exceed the gross rent for the unit at that time.

phase-in for larger increases in rent. This policy must be in place at conversion and may not be modified after conversion.

The method described below explains the set percentage-based phase-in a Project Owner must follow according to the phase-in period established. For purposes of this section “Calculated PBV TTP” refers to the TTP calculated in accordance with regulations at 24 CFR §5.628 and the “most recently paid TTP” refers to the TTP recorded on line 9j of the family’s most recent HUD Form 50058. If a family in a project converting from Public Housing to PBV was paying a flat rent immediately prior to conversion, the PHA should use the flat rent amount to calculate the phase-in amount for Year 1, as illustrated below.

Three Year Phase-in:

- Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion – 33% of difference between most recently paid TTP or flat rent and the Calculated PBV TTP
- Year 2: Year 2 Annual Recertification (AR) and any Interim Recertification (IR) prior to Year 3 AR – 50% of difference between most recently paid TTP and the Calculated PBV TTP
- Year 3: Year 3 AR and all subsequent recertifications – Full Calculated PBV TTP³

Five Year Phase in:

- Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion – 20% of difference between most recently paid TTP or flat rent and the Calculated PBV TTP
- Year 2: Year 2 AR and any IR prior to Year 3 AR – 25% of difference between most recently paid TTP and the Calculated PBV TTP
- Year 3: Year 3 AR and any IR prior to Year 4 AR – 33% of difference between most recently paid TTP and the Calculated PBV TTP
- Year 4: Year 4 AR and any IR prior to Year 5 AR – 50% of difference between most recently paid TTP and the Calculated PBV TTP
- Year 5 AR and all subsequent recertifications – Full Calculated PBV TTP

Please Note: In either the three year phase-in or the five-year phase-in, once the Calculated PBV TTP is equal to or less than the previous TTP, the phase-in ends and tenants will pay full TTP from that point forward. MTW agencies must also implement a three or five-year phase-in for impacted residents, but may alter the terms above as long as it establishes a written policy setting forth the alternative terms.

³ For example, where a resident’s most recently paid TTP is \$100, but the Calculated PBV TTP is \$200 and remains \$200 for the period of the resident’s occupancy, (i.e. no changes in income) the resident would continue to pay the same rent and utilities for which it was responsible prior to conversion. At the first recertification following conversion, the resident’s contribution would increase by 33% of \$100 to \$133. At the second AR, the resident’s contribution would increase by 50% of the \$66 differential to the standard TTP, increasing to \$166. At the third AR, the resident’s contribution would increase to \$200 and the resident would continue to pay the Calculated PBV TTP for the duration of their tenancy.

- 5. Family Self Sufficiency (FSS) and Resident Opportunities and Self Sufficiency Service Coordinator (ROSS-SC) programs.** Public Housing residents that are currently FSS participants will continue to be eligible for FSS once their housing is converted under RAD. The PHA may continue to use any FSS funds already awarded to serve those FSS participants who live in units converted by RAD. At the completion of the FSS grant, PHAs should follow the normal closeout procedures outlined in the grant agreement. If the PHA continues to run an FSS program that serves PH and/or HCV participants, the PHA will continue to be eligible (subject to NOFA requirements) to apply for FSS funding and may use that funding to serve PH, HCV and/or PBRA participants in its FSS program. Due to the program merger between PH FSS and HCV FSS that took place pursuant to the FY14 Appropriations Act (and was continued in the subsequent Appropriation Acts), no special provisions are required to continue serving FSS participants that live in public housing units converting to PBV under RAD.

However, PHAs should note that there are certain FSS requirements (e.g., escrow calculation and escrow forfeitures) that apply differently depending on whether the FSS participant is a participant under the HCV program or a public housing resident, and PHAs must follow such requirements accordingly. All PHAs will be required to administer the FSS program in accordance with FSS regulations at 24 CFR part 984, the participants' contracts of participation, and the alternative requirements established in the "Waivers and Alternative Requirements for the FSS Program" Federal Register notice, published on December 29, 2014, at 79 FR 78100.⁴ Further, upon conversion to PBV, already escrowed funds for FSS participants shall be transferred into the HCV escrow account and be considered TBRA funds, thus reverting to the HAP account if forfeited by the FSS participant.

For information on FSS PIC reporting requirements for RAD conversions, see Notice PIH 2016-08 at <http://portal.hud.gov/hudportal/documents/huddoc?id=pih2016-08.pdf>.

Current ROSS-SC grantees will be able to finish out their current ROSS-SC grants once their housing is converted under RAD. However, once the property is converted, it will no longer be eligible to be counted towards the unit count for future ROSS-SC grants, nor will its residents be eligible to be served by future ROSS-SC grants, which, by statute, can only serve public housing residents. At the completion of the ROSS-SC grant, PHAs should follow the normal closeout procedures outlined in the grant agreement. Please note that ROSS-SC grantees may be a non-profit or local Resident Association and this consequence of a RAD conversion may impact those entities.

- 6. Resident Participation and Funding.** In accordance with Attachment 1B, residents of Covered Projects with assistance converted to PBV will have the right to establish and operate a resident organization for the purpose of addressing issues related to their living environment and be eligible for resident participation funding.

⁴ The funding streams for the PH FSS Program and the HCV FSS Program were first merged pursuant to the FY 2014 appropriations act. As a result, PHAs can serve both PH residents and HCV participants, including PBV participants, with FSS funding awarded under the FY 2014 FSS Notice of Funding Availability (FSS NOFA) and any other NOFA under which the combination of funds remains in the applicable appropriations act. For PHAs that had managed both programs separately and now have a merged program, a conversion to PBV should not impact their FSS participants.

7. Resident Procedural Rights. The following items must be incorporated into both the Section 8 Administrative Plan and the Project Owner’s lease, which includes the required tenancy addendum, as appropriate. Evidence of such incorporation may be requested by HUD for purposes of monitoring the program.

- i. **Termination Notification.** HUD is incorporating additional termination notification requirements to comply with section 6 of the Act for public housing projects that convert assistance under RAD. In addition to the regulations at 24 CFR § 983.257 related to Project Owner termination of tenancy and eviction (which MTW agencies may not alter) the termination procedure for RAD conversions to PBV will require that PHAs provide adequate written notice of termination of the lease which shall be :
 - a. A reasonable period of time, but not to exceed 30 days:
 - i. If the health or safety of other tenants, Project Owner employees, or persons residing in the immediate vicinity of the premises is threatened; or
 - ii. In the event of any drug-related or violent criminal activity or any felony conviction;
 - b. Not less than 14 days in the case of nonpayment of rent; and
 - c. Not less than 30 days in any other case, except that if a State or local law provides for a shorter period of time, such shorter period shall apply.
- ii. **Grievance Process.** Pursuant to requirements in the RAD Statute, HUD is establishing additional resident procedural rights to comply with section 6 of the Act.

For issues related to tenancy and termination of assistance, PBV program rules require the Project Owner to provide an opportunity for an informal hearing, as outlined in 24 CFR § 982.555. RAD will specify alternative requirements for 24 CFR § 982.555(b) in part, which outlines when informal hearings are not required, to require that:

- a. In addition to reasons that require an opportunity for an informal hearing given in 24 CFR § 982.555(a)(1)(i)-(vi),⁵ an opportunity for an informal hearing must be given to residents for any dispute that a resident may have with respect to a Project Owner action in accordance with the individual’s lease or the contract administrator in accordance with RAD PBV requirements that adversely affect the resident’s rights, obligations, welfare, or status.
 - i. For any hearing required under 24 CFR § 982.555(a)(1)(i)-(vi), the contract administrator will perform the hearing, as is the current standard in the program. The hearing officer must be selected in accordance with 24 CFR § 982.555(e)(4)(i).
 - ii. For any additional hearings required under RAD, the Project Owner will perform the hearing.
- b. There is no right to an informal hearing for class grievances or to disputes between residents not involving the Project Owner or contract administrator.

⁵ § 982.555(a)(1)(iv) is not relevant to RAD as the tenant-based certificate program has been repealed.

- c. The Project Owner gives residents notice of their ability to request an informal hearing as outlined in 24 CFR § 982.555(c)(1) for informal hearings that will address circumstances that fall outside of the scope of 24 CFR § 982.555(a)(1)(i)-(vi).
- d. The Project Owner provides opportunity for an informal hearing before an eviction.

Current PBV program rules require that hearing procedures must be outlined in the PHA's Section 8 Administrative Plan.

- 8. Earned Income Disregard (EID).** Tenants who are employed and are currently receiving the EID exclusion at the time of conversion will continue to receive the EID after conversion, in accordance with regulations at 24 CFR § 5.617. Upon the expiration of the EID for such families, the rent adjustment shall not be subject to rent phase-in, as described in Section 1.6.C.4; instead, the rent will automatically rise to the appropriate rent level based upon tenant income at that time.

Under the Housing Choice Voucher program, the EID exclusion is limited only to persons with disabilities (24 CFR § 5.617(b)). In order to allow all tenants (including non-disabled persons) who are employed and currently receiving the EID at the time of conversion to continue to benefit from this exclusion in the PBV project, the provision in 24 CFR § 5.617(b) limiting EID to disabled persons is waived. The waiver, and resulting alternative requirement, apply only to tenants receiving the EID at the time of conversion. No other tenant (e.g., tenants that move into the property following conversion or tenants who at one time received the EID but are not receiving the EID exclusion at the time of conversion due to loss of employment) is covered by this waiver.

- 9. Jobs Plus.** Jobs Plus grantees awarded FY14 and future funds that convert the Jobs Plus target projects(s) under RAD will be able to finish out their Jobs Plus period of performance at that site unless significant relocation and/or change in building occupancy is planned. If either is planned at the Jobs Plus target project(s), HUD may allow for a modification of the Jobs Plus work plan or may, at the Secretary's discretion, choose to end the Jobs Plus program at that project.

- 10. When Total Tenant Payment Exceeds Gross Rent.** Under normal PBV rules, the PHA may select an occupied unit to be included under the PBV HAP Contract only if the unit's occupants are eligible for housing assistance payments (24 CFR § 983.53(c)). Also, a PHA must remove a unit from the contract when no assistance has been paid for 180 days because the family's TTP has risen to a level that is equal to or greater than the contract rent, plus any utility allowance, for the unit (i.e., the Gross Rent) (24 CFR § 983.258). Since the rent limitation under this Section of the Notice may result in a family's TTP equaling or exceeding the gross rent for the unit, for residents living in the Converting Project prior to conversion and who will return to the Covered Project after conversion, HUD is waiving both of these provisions and requiring that the unit for such families be placed on and/or remain under the HAP Contract when TTP equals or exceeds the Gross Rent. Further, HUD is establishing the alternative requirement that until such time that the family's TTP falls below the gross rent, the rent to the owner for the unit will equal the lesser of (a) the family's TTP, less the Utility Allowance, or (b) any applicable

maximum rent under LIHTC regulations. When the family's TTP falls below the gross rent, normal PBV rules shall apply. As necessary to implement this alternative provision, HUD is waiving the provisions of Section 8(o)(13)(H) of the Act and the implementing regulations at 24 CFR § 983.301 as modified by Section 1.6.B.5 of this Notice.⁶ In such cases, the resident is considered a participant under the program and all of the family obligations and protections under RAD and PBV apply to the resident. Likewise, all requirements with respect to the unit, such as compliance with the HQS requirements, apply as long as the unit is under HAP Contract. The PHA is required to process these individuals through the Form 50058 submodule in PIC.

Following conversion, 24 CFR § 983.53(d) applies, and any new families referred to the RAD PBV project must be initially eligible for a HAP payment at admission to the program, which means their TTP may not exceed the gross rent for the unit at that time. Further, a PHA must remove a unit from the contract when no assistance has been paid for 180 days. If units are removed from the HAP contract because a new admission's TTP comes to equal or exceed the gross rent for the unit and if the project is fully assisted, HUD is imposing an alternative requirement that the PHA must reinstate the unit after the family has vacated the property. If the project is partially assisted, the PHA may substitute a different unit for the unit on the HAP contract in accordance with 24 CFR §983.207 or, where "floating" units have been permitted, Section 1.6.B.10 of this Notice.

11. Under-Occupied Unit. If a family is in an under-occupied unit under 24 CFR § 983.260 at the time of conversion, the family may remain in this unit until an appropriate-sized unit becomes available in the Covered Project. When an appropriate sized unit becomes available in the Covered Project, the family living in the under-occupied unit must move to the appropriate-sized unit within a reasonable period of time, as determined by the administering Voucher Agency. In order to allow the family to remain in the under-occupied unit until an appropriate-sized unit becomes available in the Covered Project, 24 CFR § 983.260 is waived. MTW agencies may not modify this requirement.

D. PBV: Other Miscellaneous Provisions

1. Access to Records, Including Requests for Information Related to Evaluation of Demonstration. PHAs and the Project Owner must cooperate with any reasonable HUD request for data to support program evaluation, including but not limited to project financial statements, operating data, Choice-Mobility utilization, and rehabilitation work. Please see Appendix IV for reporting units in Form HUD-50058.

⁶ For example, a public housing family residing in a property converting under RAD has a TTP of \$600. The property has an initial Contract Rent of \$500, with a \$50 Utility Allowance. Following conversion, the residents is still responsible for paying \$600 in tenant rent and utilities.

2. **Additional Monitoring Requirement.** The Owner must submit to the administering PHA and the PHA's Board must approve the operating budget for the Covered Project annually in accordance with HUD requirements.⁷
3. **Davis-Bacon Act and Section 3 of the Housing and Urban Development Act of 1968 (Section 3).** This section has been moved to 1.4.A.13 and 1.4.A.14.
4. **Establishment of Waiting List.** 24 CFR § 983.251 sets out PBV program requirements related to establishing and maintaining a voucher-wide, PBV program-wide, or site-based waiting list from which residents for the Covered Project will be admitted. These provisions will apply unless the project is covered by a remedial order or agreement that specifies the type of waiting list and other waiting list policies. The PHA shall consider the best means to transition applicants from the current public housing waiting list, including:
 - i. Transferring an existing site-based waiting list to a new site-based waiting list.
 - ii. Transferring an existing site-based waiting list to a PBV program-wide or HCV program-wide waiting list.
 - iii. Transferring an existing community-wide public housing waiting list to a PBV program-wide or HCV program-wide waiting list, an option particularly relevant for PHAs converting their entire portfolio under RAD.
 - iv. Informing applicants on a community-wide public housing waiting list how to transfer their application to one or more newly created site-based waiting lists.

For any applicants on the public housing waiting list that are likely to be ineligible for admission to a Covered Project converting to PBV because the household's TTP is likely to exceed the RAD gross rent, the PHA shall consider transferring such household, consistent with program requirements for administration of waiting lists, to the PHA's remaining public housing waiting list(s) or to another voucher waiting list, in addition to transferring such household to the waiting list for the Covered Project.

To the extent any wait list relies on the date and time of application, the applicants shall have priority on the wait list(s) to which their application was transferred in accordance with the date and time of their application to the original waiting list.

If the PHA is transferring assistance to another neighborhood and, as a result of the transfer of the waiting list, the applicant would only be eligible for a unit in a location which is materially different from the location to which the applicant applied, the PHA must notify applicants on the wait-list of the transfer of assistance, and on how they can apply for residency at other sites.

If using a site-based waiting list, PHAs shall establish a waiting list in accordance with 24 CFR § 903.7(b)(2)(ii)-(iv) to ensure that applicants on the PHA's public housing community-wide waiting list have been offered placement on the Covered Project's initial

⁷ For PBV conversions that are not FHA-insured, a future HUD notice will describe project financial data that may be required to be submitted by a PBV owner for purposes of monitoring and evaluation, given that PBV projects do not submit annual financial statements to HUD/REAC.

waiting list. In all cases, PHAs have the discretion to determine the most appropriate means of informing applicants on the public housing community-wide waiting list given the number of applicants, PHA resources, and admissions requirements of the projects being converted under RAD. A PHA may consider contacting every applicant on the public housing waiting list via direct mailing; advertising the availability of housing to the population that is less likely to apply, both minority and non-minority groups, through various forms of media (e.g., radio stations, posters, newspapers) within the marketing area; informing local non-profit entities and advocacy groups (e.g., disability rights groups); and conducting other outreach as appropriate. Any activities to contact applicants on the public housing waiting list must be conducted in accordance with the requirements for effective communication with persons with disabilities at 24 CFR § 8.6 and with the obligation to provide meaningful access for persons with limited English proficiency (LEP).⁸

A PHA must maintain any site-based waiting list in accordance with all applicable civil rights and fair housing laws and regulations.

To implement this provision, HUD is specifying alternative requirements for 24 CFR § 983.251(c)(2). However, after the initial waiting list has been established, the PHA shall administer its waiting list for the Covered Project in accordance with 24 CFR § 983.251(c).

- 5. Mandatory Insurance Coverage.** The Covered Project shall maintain at all times commercially available property and liability insurance to protect the project from financial loss and, to the extent insurance proceeds permit, promptly restore, reconstruct, and/or repair any damaged or destroyed project property.
- 6. Agreement Waiver.** This section has been moved to 1.6.B.8.
- 7. Future Refinancing.** Project Owners must receive HUD approval for any refinancing or restructuring of secured debt during the HAP Contract term to ensure the financing is consistent with long-term preservation of the Covered Project. With respect to any financing contemplated at the time of conversion (including any permanent financing which is a conversion or take-out of construction financing), such consent may be evidenced through the RCC.
- 8. Administrative Fees for Public Housing Conversions During the Year of Conversion.** For the remainder of the Calendar Year in which the HAP Contract becomes effective (i.e., the “year of conversion”), RAD PBV projects will be funded with public housing funds. For example, if the project’s assistance converts effective July 1, 2015, the public housing ACC between the PHA and HUD will be amended to reflect the number of units under HAP Contract, but will be for zero dollars, and the RAD PBV HAP Contract will be funded with public housing money for July through December 2015. Since TBRA is not the source of funds, PHAs should not report leasing and expenses into VMS during this period, and PHAs will not receive S-8 administrative fee funding for converted units during this time.

PHAs operating HCV program typically receive administrative fees for units under a HAP

⁸ For more information on serving persons with LEP, please see HUD’s Final guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (72 FR 2732), published on January 22, 2007.

Contract, consistent with recent appropriation act references to “section 8(q) of the [United States Housing Act of 1937] and related appropriations act provisions in effect immediately before the Quality Housing and Work Responsibility Act of 1998” and 24 CFR § 982.152(b). During the year of conversion mentioned in the preceding paragraph, these provisions are waived. PHAs will not receive Section 8 administrative fees for PBV RAD units during the year of conversion.

After the year of conversion, the Section 8 ACC will be amended to include Section 8 funding that corresponds to the units covered by the Section 8 ACC. At that time, the regular Section 8 administrative fee funding provisions will apply.

- 9. Choice-Mobility.** One of the key features of the PBV program is the mobility component, which provides that if the family has elected to terminate the assisted lease at any time after the first year of occupancy in accordance with program requirements, the PHA must offer the family the opportunity for continued tenant-based rental assistance, in the form of either assistance under the voucher program or other comparable tenant-based rental assistance.

If as a result of participation in RAD a significant percentage of the PHA’s HCV program becomes PBV assistance, it is possible for most or all of a PHA’s turnover vouchers to be used to assist those RAD PBV families who wish to exercise mobility. While HUD is committed to ensuring mobility remains a cornerstone of RAD policy, HUD recognizes that it remains important for the PHA to still be able to use tenant-based vouchers to address the specific housing needs and priorities of the community. Therefore, HUD is establishing an alternative requirement for PHAs where, as a result of RAD, the total number of PBV units (including RAD PBV units) under HAP Contract administered by the PHA exceeds 20 percent of the PHA’s authorized units under its HCV ACC with HUD.

The alternative mobility policy provides that an eligible voucher agency would not be required to provide more than three-quarters of its turnover vouchers in any single year to the residents of Covered Projects. While a voucher agency is not required to establish a voucher inventory turnover cap, if such a cap is implemented, the voucher agency must create and maintain a waiting list in the order in which the requests from eligible households were received. In order to adopt this provision, this alternative mobility policy must be included in an eligible PHA’s administrative plan.

To effectuate this provision, HUD is providing an alternative requirement to Section 8(o)(13)(E) of the Act and 24 CFR § 983.261(c). Please note that this alternative requirement does not apply to PBVs entered into outside of the context of RAD. MTW agencies may not alter this requirement.

- 10. Reserve for Replacement.** The Project Owner shall establish and maintain a replacement reserve in an interest-bearing account to aid in funding extraordinary maintenance and repair and replacement of capital items in accordance with applicable regulations. The reserve must be built up to and maintained at a level determined by HUD to be sufficient to meet projected requirements. For FHA transactions, Replacement Reserves shall be maintained in accordance with the FHA Regulatory Agreement. For all other transactions, Replacement Reserves shall be maintained in a bank account or similar instrument, as approved by HUD, where funds will be held by the Project Owner or mortgagee and may be drawn from the reserve account and used subject to HUD guidelines.

RAD FHEO Accessibility and Relocation Plan Checklist

The following checklist is required to be submitted to the RAD Transaction Manager prior to, or concurrent with, submission of the Financing Plan.

PHA Name: Housing Authority of the City of Columbia, Missouri

PHA Code: MO007

PIC Project Number: MO007000003 Total Number of Units: 147

Proposed Number of Units to be Converted: 147

PHA Contact Person: Rick Hess Email: RHess@ColumbiaHA.com Phone: (573) 554-7001

Date Completed: June 13, 2016

Section I: Threshold Questions

Please check the appropriate box for the following threshold questions:

Question	Yes	No
Will the conversion of assistance impact current accessibility?	Yes	
Will the conversion of assistance result in off-site temporary relocation for any resident that will last for more than 60 days or include the transfer of assistance to another site?		No

If you answered no to both of the above questions, please skip the remaining sections of this checklist and sign the bottom of the form. In all other cases, please complete the relevant section of the checklist. For example, if you answered yes to the first question, please complete Section II, Accessibility.

Section II: Accessibility

- a. Please describe how the conversion of assistance will impact accessibility. Additionally, please indicate the number of units to be converted and the units that will be accessible.

There are currently no accessible units of the 147 units being rehabbed. CHA is converting 8 units (see Section II, c.) to accessible units.

RAD FHEO Accessibility and Relocation Plan Checklist

- b. Please provide the following waiting list and occupancy data for accessible units. If the units are currently vacant, please provide the data for the most recent occupants of the project.

Bedroom Size	0	1	2	3	4	5	Other	Total
1. Number of persons on waiting list who have requested mobility accessible units								Not Tracked
2. Number of persons on waiting list who have requested vision and/or hearing accessible units								Not Tracked
3. Number of mobility accessible units occupied by tenants with disabilities who require the features of the unit								Not Tracked
4. Number of hearing/vision accessible units occupied by tenants with disabilities who require the features of the unit								Not Tracked

- c. Please provide the distribution of all wheelchair and other accessible units that will be available in the project after RAD conversion.

Bedroom Size	0	1	2	3	4	5	Other	Total
1. All units	77	70						147
2. Total units with project-based rental assistance	0	0						0
3. Mobility accessible units	0	8						8
4. Vision and/or Hearing accessible units	0	8						8
*5. (Total Accessible Units)	0	8						8

Section III: Relocation Plan

- a. Please explain any plans for the relocation of current residents, including the number of residents that will need to relocate, whether the relocation is temporary or permanent and, if temporary, the expected duration of the relocation, the type and location (including census tract) of the replacement housing, how the housing qualifies as a comparable unit as defined by the URA and 49 CFR 24.2(a)(6), and the method of determining which families will be subject to such long-term temporary relocation.

Please see the attached Relocation Plan for relocation details addressing all above.

RAD FHEO Accessibility and Relocation Plan Checklist

- b. List the civil rights characteristics (race, national origin, familial status, and/or disability, etc.) of the residents to be transferred off-site for greater than 60 days or permanently relocated due to a transfer of assistance, as a result of the proposed conversion

White	African American	Asian	Hispanic	American Indian and Alaska Native	Native Hawaiian and Other Pacific Islander	Other (e.g., Families with Children; Disabled Individuals, etc.)

Please describe :

- c. The type of housing counseling or services provided to affected families.

See the Relocation Plan.

- d. Describe the likely housing market areas/communities where tenants will relocate through HCV assistance or other HUD assistance programs, including whether they are relocated to an area of higher opportunity, areas (e.g., areas with better schools, employment, transportation opportunities), and the extent of improved housing choices and opportunities under the relocation plan.”

See the Relocation Plan.

Rick Hess / Director of Asset Mgt. Name/Title June 13, 2016 Date

 Signature

The signature above indicates that (1) I am legally authorized to represent the agency in this matter, (2) all information provided in this checklist is true and accurate, (3) no resident shall be permanently and involuntarily relocated as a result of any conversion action associated with RAD, (4) the PHA will maintain compliance with Section 504 of the Rehabilitation Act of 1973, and HUD’s two (2%) and five (5%) percent accessibility requirements, (5) any relocation lasting under 60 days shall comply with all civil rights and fair housing requirements, including Section 504 of the Rehabilitation Act of 1973, (6) any relocation performed shall comply with Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) and its implementing regulations (49 CFR Part 24), and (7) if the proposed relocation was to be for less than 60 days and something changes requiring a period of temporary relocation longer than 60 days, I shall fill out this form again with the additional details.

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RELOCATION PLAN
Oak Towers Apartments

*Prepared by the Columbia Housing Authority
August 21, 2015*

TABLE OF CONTENTS

Project Summary.....	1-2
Resident Return and Re-Occupancy Policies	3-6
Summary of Moving Costs	6
Temporary Moves.....	6
Permanent Moves.....	6
Temporary Relocation Assistance.....	6-7
Permanent Relocation Assistance	7
Appeal Process	7-8
Relocation Budget.....	8
Resident Notices and Meeting Flyer	9-12
Certification.....	13

CHA RELOCATION PLAN: OAK TOWERS APARTMENTS

PROJECT SUMMARY

The Columbia Housing Authority (CHA) will convert the Oak Towers Apartments from HUD Section 9 Public Housing operating subsidy and capital fund program assistance to the U.S. Department of Housing and Urban Development's Project-Based Section 8 Housing Choice Voucher (PBV) program. The Oak Tower Apartments consists of 147 high rise units of housing located in downtown Columbia, MO.

The maintenance costs for this aging property, has continued to rise, necessitating major rehabilitation. Under CHA's redevelopment plan, Oak Towers Apartments will be preserved as affordable housing with Project Based Voucher (PBV) HAP contracts, with a minimum term of 15 years, with required renewal if funding is available. Through the new HUD RAD program, CHA is able to leverage Low Income Housing Tax Credits administered in Missouri by the Missouri Housing Development Commission (MHDC) to attract major capital funding for rehabilitation of aging public housing properties. Tax exempt bonds and conventional financing are also being utilized.

Property Description

Oak Towers Apartments is a 7-story high rise building containing 147 units of efficiency and 1-bedroom apartments targeted to persons with mental and physical disabilities, and seniors aged 62 and older that qualify for 50% Annual Median Income. Oak Towers Apartments was constructed in 1973 and is comprised of a reinforced concrete structure on a full basement foundation. Although it has been well maintained, the building is over 40 years old and is in need of renovation to improve the quality and condition of the building for its tenants.

Characteristics of Households

Residents of Oak Towers Apartments are elderly and disabled individuals who are very low-income (97%), with 111 households at 30% of Median Income, 28 households at 50% of Median Income, 4 households at 80% of Median Income, and 1 resident not low income. Males make up the majority at 46%, while 54% of residents are females. People with disabilities are 54%. The racial composition is: White 56%, African American 44%, Asian 0% and Hispanic/Latinos make up 1.3% of residents.

Renovations Planned

Building renovations and improvements will include:

- Parking lot repairs – replace Asphalt Replacement, parking lot concrete and snow melt system
- New LED lighting, exterior
- Paint, exterior
- Elevator upgrades
- Trash Chutes – clean, new doors, sprinkler heads

- Boiler Room Backflow Preventers
- Drop Ceilings – replace ceiling grids and tiles
- Exit and Emergency Lights – replace
- Floor Tile – new laminate flooring
- Paint - hallways, door jams and door frames
- Bathroom upgrades
- Plumbing upgrades
- Kitchen – replace cabinets, sink, faucet, range and refrigerator
- Apartment doors – replace door, locks, hardware and signage
- Lighting – interior
- Smoke detectors- new and add additional
- Paint apartments – interior
- Floor tile - interior

Current Occupancy and Relocations Required

Of 147 total units, an estimated 126 will be anticipated to be occupied at the close. There will be an estimated 21 vacant units throughout the building reserved for relocating approximately 21 residents from the second floor where construction activities will start for a total of 42 temporary moves. These residents will move two times, first to a temporary, comparable, restored unit, and then back to a renovated unit. No residents will be required to move off site from the Oak Towers Apartments as an adequate number of comparable units will be available. There are an estimated 126 residents that will only move once, directly into their renovated apartment. These 126 one-time internal moves are being treated as permanent “transfers” rather than temporary or permanent moves. This relocation strategy reduces undue hardship on residents since most will move only once.

Construction and Relocation Schedule

Resident relocations will not commence before the closing date for MHDC and HUD RAD final approval, tentatively expected by October, 2016. Residents will begin receiving their relocation/transfer notices after the RAD Conversion Commitment (RCC) is received. Residents will receive not less than a 30-day notice prior to their required moving dates. There will be 21 residents on the 2nd floor that will be moved to temporary units where they will stay for between 2-10 months, until a renovated permanent unit is available. The remaining 126 residents will be transferred floor-by-floor, during the construction phase, directly into a renovated unit on the finished floors directly below their current floor.

Construction will proceed in a floor-by-floor approach, starting with the 2nd floor and working upwards to the 7th floor with renovations to the common areas and the units on each floor completed in about 4-6 weeks per floor. Construction will begin mid-October, 2016 and will be completed in about 12 months, or by September 2017.

RESIDENT RETURN AND RE-OCCUPANCY POLICIES

This plan guides relocation activities at Oak Towers Apartments to assure that CHA meets regulations established through both the Uniform Relocation Act (URA) of 1970, and RAD PIH Notice 2014-17.

CHA's goal and intent is to minimize adverse impacts of relocation activities on residents. CHA is committed to the following objectives:

- Relocation notices are delivered in accordance with state, federal and local regulations.
- Residents receive at least a 30-day notice of their move dates.
- Residents receive one-on-one assistance by a Relocation Coordinator to identify and address family needs and preferences as part of the relocation planning.
- Special needs of residents are considered, including disability, transportation, language, and other barriers, as well as the health/mental health of residents.
- Replacement units are in safe, sanitary and decent condition.
- Temporary units have comparable amenities and features to original units, including ADA assistive equipment and devices and the bedroom size needed to accommodate the household.
- Residents have the right to return, with no re-screening or increase in rent.
- Health and social services received by or needed by residents continue seamlessly during the relocation process and referrals to needed services are provided.
- Residents have no out-of-pocket expense as result of the required relocations.
- Transportation is arranged for children/youth displaced that become displaced from their usual bus routes.

Return and Re-occupancy Policies

Criteria used to determine re-occupancy priority for residents at Oak Towers Apartments are:

- All residents will be allowed to return as soon as an appropriately sized, renovated unit is available.
- Residents will be prioritized by "date out of the original unit," to a renovated unit before 12 months to avoid permanent relocation status.
- Residents who are over-housed prior to the conversion will be moved to the appropriately sized, comparable renovated unit as per HUD guidelines.
- Residents with physical disabilities will be prioritized to ADA accessible renovated units.
- Residents with school-age children will be prioritized to renovated units where children can attend the same schools as before the relocation.
- Residents on Public Housing wait lists, and the tenant-based Section 8 wait list, will be given opportunity to be placed on new Project Based Voucher wait lists for these units.

Last Resort Housing Measures

There is no anticipated lack of comparable replacement dwellings available to residents, and as such, there is no anticipated need for implementing last resort housing measures, as defined by

HUD 49 CFR 24.404). If such measures are required, CHA will adhere to the rules as defined by the URA and HUD regulations.

Resident Notices and Meetings

The information regarding the CHA's Affordable Housing Initiative and plans for renovating aging public housing properties will be posted on the CHA web site, and presented to the Board of Commissioners each month. Resident notices will be distributed to affected households to inform residents of progress during the RAD conversion and to assure residents of their rights under RAD and the Uniform Relocation Act (URA) during the relocation. Residents of OakTowers Apartments will receive a general information notice (GIN) at the time of the HUD CHAP issuance. The GIN letters will be hand-delivered with signatures collected. A resident meeting will be scheduled to provide residents opportunity to learn about RAD through a Power Point presentation, relocation assistance available and the relocation timeline and construction schedule. Prior to relocating residents, all affected households will receive relocation notices informing them of their temporary or permanent unit assignment and their scheduled move date. These relocation notices will be hand-delivered with signatures collected, at least 30 days prior to scheduled move dates

Resident Eligibility for Relocation Assistance

All residents of the Oak Towers Apartments are eligible for relocation assistance, unless they are in eviction status, are unauthorized boarders and lodgers, or cannot document their immigration status.

Residents on the HCV Waiting List Post-RAD (2015)

Some residents of Oak Towers Apartments applied for Tenant-Based Housing Choice Vouchers when the HCV wait list was opened in June 2015. It is anticipated that a few could move to the top of the waiting list in coming months and will be issued a voucher. CHA will inform all residents on wait lists of their options and allow them to make housing decisions based on their family needs.

Resident Return Policies

The permanent, involuntary displacement of residents previously assisted by public housing subsidy is prohibited. Any individual or family temporarily relocated due to rehabilitation or construction shall have a right to return to the project. Further, PIH Notice 2012-32 Rev.2 states that no households assisted by public housing subsidy can be displaced or made to permanently relocate as part of the conversion, nor will they be subject to a rent increase as a result of the conversion.

Specific Protections for Public Housing residents affected by the RAD conversion include:

- No Re-screening of Tenants upon Conversion. At conversion, current households are not subject to rescreening, income eligibility, or income targeting provisions.
- Right to Return. Any residents temporarily relocated to facilitate rehabilitation or construction will have a right to return to the development once rehabilitation or construction is completed.

- Renewal of Lease. All leases will be renewed upon lease expiration, unless cause exists.
- Phase-in of Tenant Rent Increases. If a tenant's monthly rent increases by more than greater of 10 percent, or \$25 purely as a result of conversion, the rent increase will be phased in over 3 years, which may be extended to 5 years.
- Public Housing Family Self Sufficiency (PH FSS) and Resident Opportunities and Self Sufficiency Service Coordinator (ROSS-SC) programs. Current PH FSS participants will continue to be eligible for FSS once their housing is converted under RAD. Current ROSS-SC grantees will be able to finish out their current ROSS-SC grants once their housing is converted under RAD.
- Resident Participation and Funding. Residents of covered projects converting assistance to Project Based Vouchers will have the right to establish and operate a resident organization for the purpose of addressing issues related to their living environment and be eligible for resident participation funding.
- Resident Choice and Mobility. The RAD program enhances the choice and mobility of residents living in the converted Public Housing units. Project-Based Vouchers (PBV) allow residents to move from converted Public Housing development, with continued housing assistance after living in the converted unit for one year. Once this residency requirement is met, the resident will be issued a HCV once one becomes available, if they choose not to renew their lease. The resident can use their voucher anywhere in Columbia and Boone County and may also "port-out" to another Public Housing Authority with their voucher and continue to receive housing assistance through the new Public Housing Authority.

Replacement Housing in a Comparable Unit

In accordance with the URA and 49 CFR 24.2(a)(6), all resident who are temporarily moved to another unit, will be relocated to a comparable unit, owned by the CHA. Comparable units will be comparable per public housing standards, having appropriate bedroom size to accommodate the resident's household, and meet HUD's definition of safe, decent and sanitary housing.

Residents with disabilities will be offered a comparable replacement unit that contains accessible features comparable to the housing from which they have been displaced or relocated. If they have paid for the acquisition and/or installation of accessible features in the housing from which they are relocated, CHA will ensure that their replacement housing contains comparable accessible features, including acquiring and/or installing comparable accessible features.

Records Maintained

The following records to be maintained include compliance documents for reporting relocation activities to HUD RAD and the MHDC:

- Copies of GIN and relocation notices delivered to Tenants
- Signature forms showing proof of delivery of notices
- Tenant relocation meeting presentations, handouts and sign-in sheets
- Documentation of Tenants evicted for cause
- Documentation of Tenants on the Tenant-Based HCV wait list

- Documentation of Tenants “over-income” after rehabilitation
- Documentation for tenants that choose to leave voluntarily
- Signed Tenant Notices (FIN 310)
- Relocation Packet/List of Topics for Resident Interviews
- Relocation Plans, timelines and other tools
- Construction timelines
- HQS Inspection documents
- Final List of tenants occupying property

CHA will maintain records for three years per the latest of:

- Payments for relocation and acquisition for the project have been made;
- The date the project was completed; or
- The date by which all issues resulting from litigations, negotiation, audit, or other actions have been resolved.

SUMMARY OF MOVING COSTS

Moving costs will include packing supplies, professional moving services, replacement cost of resident belongings due to breakage or loss, utility transfer fees and deposits and translation/interpretation services. The CHA will pay for all reasonable relocation-related moving costs on behalf of residents. Packing and moving assistance will be provided by a professional, contracted moving company, or by CHA employees, at no cost to residents.

TEMPORARY MOVES

There are an estimated 21 residents from the 2nd and 3rd floors where construction activities will begin that will be relocated temporarily (under 12 months) to a comparable, restored unit in the building, until they can be moved to a renovated permanent unit.

PERMANENT TRANSFERS

There are 126 residents that will only need to move once directly into a renovated unit. These 126 one-time moves are being considered by the CHA as a permanent “transfer” within the building, rather than a temporary or permanent relocation. Since these internal transfers of unit are required to complete building renovations, these residents will receive relocation assistance.

PERMANENT MOVES

In the event there are a couple of residents over income for LIHTC certification at the time of project close, the relocation budget includes a one-time \$7,200 rental assistance payment, plus relocation and housing locator assistance for an estimated 2 potential one-way moves for residents that may choose to voluntarily relocate permanently from the project.

TEMPORARY RELOCATION/TRANSFER ASSISTANCE

All households that are temporarily relocating or transferring direct to a renovated unit will be provided with the following relocation assistance at no expense to residents:

1. Relocation Advisory assistance provided by a Relocation Coordinator
2. Moving services provided free of charge to residents to include:
 - Packing, crating, uncrating and unpacking of personal property for elderly and persons with disabilities and all other residents, upon request
 - Moving Kits (e.g., markers, packing material, boxes and tape) will be provided at no charge for residents preferring to pack their own belongings
 - Moving of personal property to temporary unit and back to renovated unit by a CHA contracted moving company or by CHA staff.
3. Disconnecting, dismantling, removing, reassembling, and reinstalling relocated household appliances and other personal property as long as they have been installed with the approval of management and in compliance with the lease
4. Replacement value of property lost, stolen or damaged where insurance covering such loss, theft or damage is not reasonably available
5. Reinstallation and payment of utility transfer fees for electric, gas, cable, Internet and phone accounts, as well as utility deposits, (if deposit is required at the temporary relocation unit).
6. Changes of address processing by Relocation Coordinator
7. Additional supports for residents who are elderly, disabled, or have special health needs, or communication barriers

PERMANENT RELOCATION ASSISTANCE

There are no permanent relocations of residents required or planned.

APPEAL PROCESS

In accordance with 49 CFR 24.10, If an affected household disagrees with the CHA's decision as to the household's eligibility to receive relocation assistance, the amount of a relocation payment, or the adequacy of a comparable replacement dwelling offered to a resident, the resident may file a written appeal. If a resident disagrees with CHA's decision regarding their eligibility to receive relocation assistance, payment of costs for relocation, or adequacy of a comparable replacement dwelling, the resident may file a written appeal within 60 days after they receive written notification of the CHA's determination on their claim. A resident has a right to be represented by legal counsel or other representative in connection with his or her appeal, but solely at their own expense. CHA will permit a resident to inspect and copy all materials pertinent to his or her appeal, except materials which are classified as confidential by the CHA. CHA will charge 10 cents per page for copies.

In deciding an appeal, CHA shall consider all pertinent justification and other material submitted by the resident, and all other available information that is needed to ensure a fair and full review of the appeal. Promptly after receipt of all information submitted by a resident in support of an appeal, the CHA shall make written determination on the appeal, including an explanation of the basis on which the decision was made, and furnish the resident a copy. If the full relief requested is not granted, the CHA shall advise the resident of his or her right to seek judicial review. In the case of properties involving HOME funds, the resident may also appeal the review decision to the HUD Field Office (or State in the case of a unit of general local government funded by the State) before seeking judicial review. The CEO or his or her authorized designee shall conduct the review of the appeal. However, the official shall not have been directly involved in the action appealed. (49 CFR 24.10)

RELOCATION BUDGET

A relocation budget of \$100,000 has been allocated. The relocation costs associated with Oak Towers Apartments include a portion of the salary/benefits of the relocation project manager and relocation coordinator, supplies, contractual services, and other.



Housing Authority

Affordable Housing Initiative

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

May 14, 2015

RE: CHA Plans to Renovate Your Public Housing Residence – General Information Notice

Dear Resident:

We are planning to make significant improvements to the home you currently live in as part of the Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program. The Columbia Housing Authority (CHA) plans to begin making renovations that will require that you to relocate to a newly renovated apartment at Oak Towers. The CHA will pay for all costs and you will be given at least a 30-day notice before you are required to move.

All 200 public housing apartments in the Oak Towers will be renovated between the dates of September 2015 - September 2016. The plan is to begin renovations on the 2nd floor and proceed with renovations on a floor-by floor basis.

We will begin by relocating 2nd Floor residents to other available apartments in Oak Towers. Once renovations are complete on the second floor, we will move residents from the 3rd floor down to the 2nd floor and begin renovations to the 3rd floor. This process will be repeated on a floor-by floor basis until we reach the 15th floor and all apartments have been renovated. We anticipate that it will take 6-8 weeks to renovate each floor.

I regret the inconvenience of having to relocate you during the renovation process, but I am sure you agree that significant improvements are needed to improve the quality and livability of Oak Towers. At CHA we are committed to improving the quality of life of our residents.

This General Information Notice does not mean that you should make plans to move at this time.

Also, this is not a notice of eligibility for relocation assistance. You will be contacted by our CHA Relocation Coordinator, Ms. Katie Howard who will answer all your questions and guide you through the relocation process.

Temporary Relocation During Renovations

The renovation of your home will require that you be moved down one floor to a newly renovated apartment. (Second floor residents will be relocated to vacant units on other floors.) If for some reason your temporary relocation lasts more than one year, you will be contacted and offered permanent relocation assistance as a displaced person under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). This assistance would be in addition to any assistance you may receive in connection with temporary relocation and will not be reduced by the amount of any temporary relocation assistance you have already received. ***No permanent relocation of any residents is planned at this time.***

CHA Relocation Coordinator

In the near future, you will be contacted by the **CHA Relocation Coordinator** who will meet with you personally to keep you informed of your planned relocation date and determine what assistance you will need in packing up your belongings and moving to your new home. The CHA Relocation Coordinator will inform you of what assistance you will receive during the relocation process. The CHA Relocation Coordinator is Ms. Katie Howard. Her office is in the CHA Administration Building located at 201 Switzler Street. You may call 573-443-2556, ext. 1110, or send an email to khoward@columbiaha.com to make an appointment to meet with Ms. Howard.



Ms. Katie Howard



Rent Payments

The amount of your rent payments will continue to be based on your income. You should not experience any change in the amount of rent you pay unless you have a change in income.

You must continue to pay your rent and meet other requirements specified in your lease. If you fail to do so, CHA may have cause for your eviction. If you choose to move, or if you are evicted, prior to receiving a formal notice of relocation eligibility, you may become ineligible to receive relocation assistance. It is very important for you to contact the CHA Relocation Coordinator before making any moving plans.

I realize that this is a lot of information and that you may have many questions and concerns.

Relocation Information Meetings

Please join me on one of the following dates at Oak Towerss for a general informational meeting about the plans to temporarily relocate you from your home while we make these much needed renovations.

- **Wednesday, June 3, 2015 - 1:30-2:30 pm**
- **Wednesday, June 3, 2015 - 6:30-7:30 pm**



For your convenience, we are holding two meetings, one during the afternoon, and one in the evening. Both meetings will be held at **Oak Towerss**. Please contact ElTonya Rhoades at 573-443-2556, ext. 1122 if you need transportation or accommodation for a disability.

Thank you for your patience and understanding as we move forward making significant improvements to your home.

Sincerely,

A handwritten signature in black ink, which appears to read "Phil Steinhaus".

Phil Steinhaus, CEO



Housing Authority

Affordable Housing Initiative

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

Date

Resident Name

Street Address

City, State, Zip Code

Re: 30-day Notice of Move Date and Unit Assignment

Dear Resident:

The property you currently occupy is participating in the HUD Rental Assistance Demonstration (RAD) program. On [date], the Columbia Housing Authority (CHA) notified you of plans to rehabilitate the property you currently occupy at [address]. HUD issued the RAD Conversion Commitment (RCC) to CHA on [date] and committed federal financial assistance to the project. We anticipate beginning construction activities in [month].

In order to complete the renovations needed on each floor, CHA will need to relocate you to another temporary unit for 2-11 months. The CHA has assigned your temporary unit and has scheduled your moving date: [For internal transfers: "In order to complete the renovations needed on each floor, you will be transferred to a renovated unit in Oak Towers Apartments. This new unit will be your permanent home and you will not have to move again. The CHA has assigned your permanent unit and has scheduled your moving date:]

- **YOUR MOVE HAS BEEN SCHEDULED FOR:** [insert date at least 30 days after the date of this notice].
- **THE LOCATION OF YOUR TEMPORARY [OR PERMANENT] UNIT IS:** [insert address of the unit].

You are eligible for relocation assistance. Relocation assistance available at no cost to you includes:

1. Relocation advisory assistance by the Relocation Coordinator
2. Packing and moving services:
 - Packing, crating, uncrating and unpacking of personal property, upon request
 - Moving Kits (e.g., markers, packing material, boxes and tape) provided at no cost
 - Moving of personal property to temporary unit and back to renovated unit by a CHA contracted moving company or by CHA employees
3. Disconnecting, dismantling, removing, reassembling, and reinstalling relocated household appliances and other personal property as long as they have been installed with the approval of management and in compliance with the lease
4. Replacement value of property lost, stolen or damaged where insurance covering such loss, theft or damage is not reasonably available
5. Reinstallation and payment of utility transfer fees for electric, gas, cable, Internet and phone accounts, as well as utility deposits (if deposit is required).

6. Changes of address processing by the Relocation Coordinator
7. Extra support for our elderly residents, residents with disabilities and residents with language and other communication barriers requiring translation/interpretation
8. Transportation for school-age children/youth displaced from their usual bus route

Upon completion of the renovations, CHA will also pay the costs to move you back to a renovated unit as soon as a unit becomes available. [For transfers this statement is deleted.]

If your temporary relocation exceeds one year and you qualify as a “displaced person” under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), you may be eligible for further relocation assistance and payments under URA.

If you have any questions about this notice and your eligibility for relocation assistance, please contact me at 573-443-2556, ext. 1110, or khoward@columbiaha.com. I can help you plan and prepare for your move and ensure that you preserve your eligibility for any relocation payments to which you may be entitled. Your housing property manager can also help you through this process.

This letter is important to you and should be retained.

Sincerely,

Katie Howard
Relocation Coordinator

Please Plan to Attend

Oak Towers Apartments Relocation Information Meeting

You are invited to attend a Relocation Information Meeting to learn about improvements planned to your home and to discuss plans to relocate you temporarily while CHA renovates your apartment.

Please contact ElTonya Rhoades at 573-443-2556, ext. 1122 if you need transportation or other accommodation for a disability in order to participate.

DAY?, DATE?

Location??

6:30-7:30 PM TIME??



201 Switzler Street
Columbia, MO 65203
(573) 443-2556
www.columbiaha.com



CERTIFICATION

The URA (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR part 24, apply to acquisition of real property and displacement of persons from real property occurring as a direct result of acquisition, rehabilitation or demolition of real property, for a project that receives federal financial assistance, including Section 8 PBV assistance or PBRA. For purposes of the URA, the term "project" is defined at 49 CFR 24.2(a)(22).

By submission of this plan, CHA hereby certifies that URA requirements will be implemented in compliance with all applicable fair housing and civil rights laws, including but not limited to, Title VI of the Civil Rights Act of 1964 Section 504 of the Rehabilitation Act of 1973, and the obligation to affirmatively further fair housing.

Pursuant to Title VI, CHA will take reasonable steps that ensure meaningful access to programs and activities by persons who, as a result of national origin, have limited English proficiency (LEP).

No resident will be subject to a permanent involuntary displacement. Any family temporarily relocated due to rehabilitation or construction shall have a right to return to the project.

No households will be displaced or made to permanently relocate as part of the conversion, nor will they be subject to a rent increase as a result of the conversion.



Phil Steinhaus, CEO



Date

RAD FHEO Accessibility and Relocation Plan Checklist

The following checklist is required to be submitted to the RAD Transaction Manager prior to, or concurrent with, submission of the Financing Plan.

PHA Name: Housing Authority of the City of Columbia, Missouri

PHA Code: MO007 Project Name: Bryant Walkway Apartments

PIC Project Number: MO007000001 Total Number of Units: 210

Proposed Number of Units to be Converted: 54

PHA Contact Person: Rick Hess Email: RHess@ColumbiaHA.com Phone: (573) 554-7001

Date Completed: February 1, 2017

Section I: Threshold Questions

Please check the appropriate box for the following threshold questions:

Question	Yes	No
Will the conversion of assistance impact current accessibility?	Yes	
Will the conversion of assistance result in off-site temporary relocation for any resident that will last for more than 60 days or include the transfer of assistance to another site?	Yes	

If you answered no to both of the above questions, please skip the remaining sections of this checklist and sign the bottom of the form. In all other cases, please complete the relevant section of the checklist. For example, if you answered yes to the first question, please complete Section II, Accessibility.

Section II: Accessibility

- a. Please describe how the conversion of assistance will impact accessibility. Additionally, please indicate the number of units to be converted and the units that will be accessible.

There is currently 0 accessible units of the 54 units being substantially rehabbed. CHA is converting 3 one-bedroom units (see Section II, c.) to accessible units.

RAD FHEO Accessibility and Relocation Plan Checklist

- b. Please provide the following waiting list and occupancy data for accessible units. If the units are currently vacant, please provide the data for the most recent occupants of the project.

Bedroom Size	0	1	2	3	4	5	Other	Total
1. Number of persons on waiting list who have requested mobility accessible units								Not Tracked
2. Number of persons on waiting list who have requested vision and/or hearing accessible units								Not Tracked
3. Number of mobility accessible units occupied by tenants with disabilities who require the features of the unit								Not Tracked
4. Number of hearing/vision accessible units occupied by tenants with disabilities who require the features of the unit								Not Tracked

- c. Please provide the distribution of all wheelchair and other accessible units that will be available in the project after RAD conversion.

Bedroom Size	0	1	2	3	4	5	Other	Total
1. All units		11	27	14	2			54
2. Total units with project-based rental assistance		0	0	0	0			0
3. Mobility accessible units		3	0	0	0			3
4. Vision and/or Hearing accessible units		3	0	0	0			3
*5. (Total Accessible Units)		3	0	0	0			3

Section III: Relocation Plan

- a. Please explain any plans for the relocation of current residents, including the number of residents that will need to relocate, whether the relocation is temporary or permanent and, if temporary, the expected duration of the relocation, the type and location (including census tract) of the replacement housing, how the housing qualifies as a comparable unit as defined by the URA and 49 CFR 24.2(a)(6), and the method of determining which families will be subject to such long-term temporary relocation.

Please see the attached "Relocation Plan – BWW" for relocation details addressing all above.

RAD FHEO Accessibility and Relocation Plan Checklist

- b. List the civil rights characteristics (race, national origin, familial status, and/or disability, etc.) of the residents to be transferred off-site for greater than 60 days or permanently relocated due to a transfer of assistance, as a result of the proposed conversion

White	African American	Asian	Hispanic	American Indian and Alaska Native	Native Hawaiian and Other Pacific Islander	Other (e.g., Families with Children; Disabled Individuals, etc.)

Please describe :


- c. The type of housing counseling or services provided to affected families.

See the Relocation Plan.

- d. Describe the likely housing market areas/communities where tenants will relocate through HCV assistance or other HUD assistance programs, including whether they are relocated to an area of higher opportunity, areas (e.g., areas with better schools, employment, transportation opportunities), and the extent of improved housing choices and opportunities under the relocation plan.”

See the relocation Plan.

Rick Hess / Director of Asset Mgt. Name/Title February 1, 2017 Date

 Signature

The signature above indicates that (1) I am legally authorized to represent the agency in this matter, (2) all information provided in this checklist is true and accurate, (3) no resident shall be permanently and involuntarily relocated as a result of any conversion action associated with RAD, (4) the PHA will maintain compliance with Section 504 of the Rehabilitation Act of 1973, and HUD’s two (2%) and five (5%) percent accessibility requirements, (5) any relocation lasting under 60 days shall comply with all civil rights and fair housing requirements, including Section 504 of the Rehabilitation Act of 1973, (6) any relocation performed shall comply with Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) and its implementing regulations (49 CFR Part 24), and (7) if the proposed relocation was to be for less than 60 days and something changes requiring a period of temporary relocation longer than 60 days, I shall fill out this form again with the additional details.

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RELOCATION PLAN
Bryant Walkway Apartments

Prepared by the Columbia Housing Authority
August 25, 2016
-DRAFT-

TABLE OF CONTENTS

Project Summary.....	1-2
Resident Return and Re-Occupancy Policies.....	2-5
Summary of Moving Costs	5
Temporary Moves.....	6
Permanent Moves.....	6
Temporary Relocation Assistance	6
Permanent Relocation Assistance.....	7
Appeal Process.....	7
Relocation Budget.....	8
Resident Notices and Meeting Flyer	9-14
Certification.....	15

CHA RELOCATION PLAN: BRYANT WALKWAY APARTMENTS

PROJECT SUMMARY

The Columbia Housing Authority (CHA) will convert the Bryant Walkway Apartments located on Park Avenue, Trinity, Bryant, and Allen Streets in Columbia, Missouri from HUD Section 9 Public Housing operating subsidy and capital fund program assistance to the U.S. Department of Housing and Urban Development's Project-Based Section 8 Housing Choice Voucher (PBV) program. The Bryant Walkway Apartments consists of 54 units of scattered site, 1-, 2-, 3-, and 4-bedroom units located in downtown Columbia, Missouri. The property targets very low- income family households of one to six persons that earn less than 50% of AMI and qualify for housing assistance.

Construction of these properties was completed in 1963. The maintenance costs for these aging properties, has continued to rise, necessitating major rehabilitation of these units. Under CHA's redevelopment plan, Bryant Walkway Apartments will be preserved as affordable housing with Project Based Voucher (PBV) HAP contracts, with a minimum term of 15 years, with required renewal if funding is available. Through the new HUD RAD program, CHA is able to leverage Low Income Housing Tax Credits administered in Missouri by the Missouri Housing Development Commission (MHDC), to attract major capital funding for rehabilitation of aging public housing properties. Tax exempt bonds and conventional financing are being utilized for the renovations.

Property Description

The Bryant Walkway Apartments consist of 16 buildings, containing a total of 54 units with a unit configuration of: 11 one-bedroom, 25 two-bedroom, 16 three-bedroom and 2 four-bedroom units. In addition to community space and Resident Services, the project site also offers a laundry facility, on-site management, an office, off-street parking and outdoor recreational and congregate space for residents. Construction was completed in 1963. The maintenance cost has continued to rise, necessitating major rehabilitation in order to preserve this 50 year old property.

Characteristics of Households

The target populations for Bryant Walkway Apartments include low and very low-income households. The current composition of households includes 60% with a female Head of Household with 40% male Head of Household. The elderly make up about 13% Head of Household. People with disabilities are about 29% Head of Household. The racial composition is approximately: White 28%, African American 66%, Asian 0%, Native Hawaiian/Pacific Islander 0%, other/declined 4%. Hispanic/Latinos make up 2% of residents. Youth age 18 and younger make up 49% of the population. 78% of all households have income at or less than 30% of the MFI, 11% at or below 50% MFI, and 9% at or below 80% MFI.

Major Renovations Planned

As part of the 2013 Strategic Planning process, a physical conditions assessment was completed and the assessment determined that it would be more cost effective to make major renovations to these units rather than demolish and build new units. The proposed renovations for Bryant Walkway Apartments include:

- Replace existing interior and exterior wood framing and damaged subfloor of the two- story buildings.
- Masonry exteriors will be tuck pointed and vinyl exteriors will be replaced.

- All windows, entry doors, interior doors, storm doors, and patio doors and frames will be replaced.
- Unit finishes will be upgraded, including new carpet and vinyl flooring, replacement of second floor drywall ceilings, and walls will be patched and painted.
- Bathrooms sinks, bathtubs, and toilets will be replaced along with accessories including medicine cabinet, toilet paper holders, and shower rods.
- New wiring, heating and cooling and plumbing updates;
- Kitchens will be completely upgraded with new sinks and cabinetry along with new Energy Star rated appliances including refrigerators, electric ranges, and range hoods.
- All water heaters and HVAC units will be replaced.
- All interior and exterior lighting will be replaced.
- Site work also includes upgrading utility systems, landscaping, and repaving parking areas.
- 11 ADA Units will be added
- All ADA Units will have garbage disposals and dishwashers
- Phone, cable and internet connections will be added to living rooms and bedrooms.

Construction and Relocation Schedule

Construction will start by renovating a group of 3-4 adjacent buildings on the property, then proceeding to another group of 3-4 adjacent buildings, until all buildings have been rehabilitated. The project will be completed in about 18 months. The majority of residents will be required to move to a temporary unit for 9-10 months, before being moved back to a renovated unit. Some residents may be moved direct to a renovated unit. Relocations will not commence before the closing date for MHDC and RAD final approval, anticipated to occur by October 2017, after which time relocation and construction activities will commence.

Current Occupancy and Relocations Required

Residents of Bryant Walkway Apartments must be temporarily relocated to complete renovations. At the time of construction, of 52 units, there will be an estimated 41 occupied units and 11 vacant units, since prior to the project the CHA will stop filling vacancies to reserve units for residents to be relocated.

RESIDENT RETURN AND RE-OCCUPANCY POLICIES

This plan guides relocation activities at Bryant Walkway Apartments to assure that CHA meets regulations established through both the Uniform Relocation Act (URA) of 1970, and RAD PIH Notice 2014-17.

CHA's goal and intent is to minimize adverse impacts of relocation activities on residents. CHA is committed to the following objectives:

- Relocation notices are delivered in accordance with state, federal and local regulations.
- Residents receive at least a 30-day notice of their move dates.
- Residents receive one-on-one assistance by a Relocation Coordinator to identify and address family needs and preferences as part of the relocation planning.
- Special needs of residents are considered, including disability, transportation, language, and other barriers, as well as the health/mental health of residents.
- Replacement units are in safe, sanitary and decent condition.

- Temporary units have comparable amenities and features to original units, including ADA assistive equipment and devices and the bedroom size needed to accommodate the household.
- Residents have the right to return, with no re-screening or increase in rent.
- Health and social services received by or needed by residents continue seamlessly during the relocation process and referrals to needed services are provided.
- Residents have no out-of-pocket expense as result of the required relocations.
- Transportation is arranged for children/youth displaced that become displaced from their usual bus routes.

Return and Re-occupancy Policies

Criteria used to determine re-occupancy priority for residents at Bryant Walkway Apartments are:

- All residents will be allowed to return as soon as an appropriately sized, renovated unit is available.
- Residents will be prioritized by “date out of the original unit,” to a renovated unit before 12 months to avoid permanent relocation status.
- Residents who are over-housed prior to the conversion will be moved to the appropriately sized, comparable renovated unit as per HUD guidelines.
- Residents with physical disabilities will be prioritized to ADA accessible renovated units.
- Residents with school-age children will be prioritized to renovated units where children can attend the same schools as before the relocation.
- Residents on Public Housing wait lists, and the tenant-based Section 8 wait list, will be given opportunity to be placed on new Project Based Voucher wait lists for these units.

Last Resort Housing Measures

There is no anticipated lack of comparable replacement dwellings available to residents, and as such, there is no anticipated need for implementing last resort housing measures, as defined by HUD 49 CFR 24.404). If such measures are required, CHA will adhere to the rules as defined by the URA and HUD regulations.

Resident Notices and Meetings

The information regarding the CHA’s Affordable Housing Initiative and plans for renovating aging public housing properties will be posted on the CHA web site, and presented to the Board of Commissioners each month. Resident notices will be distributed to affected households to inform residents of progress during the RAD conversion and to assure residents of their rights under RAD and the Uniform Relocation Act (URA) during the relocation. Residents of Bryant

Walkway Apartments will receive a general information notice (GIN) at the time of the HUD CHAP issuance. The GIN letters will be hand-delivered with signatures collected. A resident meeting will be scheduled to provide residents opportunity to learn about RAD through a Power Point presentation, relocation assistance available and the relocation timeline and construction schedule. Prior to relocating residents, all affected households will receive relocation notices informing them of their temporary or permanent unit assignment and their scheduled move date. These relocation notices will be hand-delivered with signatures collected, at least 30 days prior to scheduled move dates.

Resident Eligibility for Relocation Assistance

All residents of the Bryant Walkway Apartments are eligible for relocation assistance, unless they are in eviction status, are unauthorized boarders and lodgers, or cannot document their immigration status.

Residents on the HCV Waiting List Post-RAD (2015)

Some residents of Bryant Walkway Apartments applied for Tenant-Based Housing Choice Vouchers when the HCV wait list was opened in June 2015. It is anticipated that a few could move to the top of the waiting list in coming months and will be issued a voucher. CHA will inform all residents on wait lists of their options and allow them to make housing decisions based on their family needs.

Resident Return Policies

The permanent, involuntary displacement of residents previously assisted by public housing subsidy is prohibited. Any individual or family temporarily relocated due to rehabilitation or construction shall have a right to return to the project. Further, PIH Notice 2012-32 Rev.2 states that no households assisted by public housing subsidy can be displaced or made to permanently relocate as part of the conversion, nor will they be subject to a rent increase as a result of the conversion.

Specific Protections for Public Housing residents affected by the RAD conversion include:

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

Replacement Housing in a Comparable Unit

In accordance with the URA and 49 CFR 24.2(a)(6), all resident who are temporarily moved to another unit, will be relocated to a comparable unit, owned by the CHA. Comparable units will be comparable per public housing standards, having appropriate bedroom size to accommodate the resident's household, and meet HUD's definition of safe, decent and sanitary housing.

Residents with disabilities will be offered a comparable replacement unit that contains accessible features comparable to the housing from which they have been displaced or relocated. If they have paid for the acquisition and/or installation of accessible features in the housing from which they are relocated, CHA will ensure that their replacement housing contains comparable accessible features, including acquiring and/or installing comparable accessible features.

Records Maintained

The following records to be maintained include compliance documents for reporting relocation activities to HUD RAD and the MHDC:

- Copies of GIN and relocation notices delivered to Tenants
- Signature forms showing proof of delivery of notices
- Tenant relocation meeting presentations, handouts and sign-in sheets
- Documentation of Tenants evicted for cause
- Documentation of Tenants on the Tenant-Based HCV wait list
- Documentation of Tenants "over-income" after rehabilitation
- Documentation for tenants that choose to leave voluntarily
- Signed Tenant Notices (FIN 310)
- Relocation Packet/List of Topics for Resident Interviews
- Relocation Plans, timelines and other tools
- Construction timelines
- HQS Inspection documents
- Final List of tenants occupying property

CHA will maintain records for three years per the latest of:

- Payments for relocation and acquisition for the project have been made;
- The date the project was completed; or
- The date by which all issues resulting from litigations, negotiation, audit, or other actions have been resolved.

SUMMARY OF MOVING COSTS

Moving costs will include packing supplies, professional moving services, replacement cost of resident belongings due to breakage or loss, utility transfer fees and deposits and translation/interpretation services. The CHA will pay for all reasonable relocation-related moving costs on behalf of residents. Packing and moving assistance will be provided by a professional, contracted moving company, or by CHA employees, at no cost to residents.

TEMPORARY MOVES

Of 52 units, there will be an estimated 11 vacancies and 41 occupied units. An estimated 31 households will need to move temporarily to another unit of public housing for 9-10 months, until a renovated unit is available, for a total of 62 internal moves.

PERMANENT TRANSFERS

Of 52 units, there will be an estimated 11 vacancies and 41 occupied units. An estimated 5 households will be required to move only once, directly into a renovated unit, for a total of 5 one-time permanent transfers.

PERMANENT MOVES

Of 56 units, there will be an estimated 11 vacancies and 41 occupied units. There will be an estimated 5 households that may voluntarily choose to relocate permanently, including those on the 2015 HCV Wait List, and any resident over-income for LIHTC certification who are offered incentives to move from the property. In summary, 5 one-way permanent external moves of residents are planned for those who voluntarily leave the project.

TEMPORARY RELOCATION ASSISTANCE

All households that are temporarily relocating or transferring direct to a renovated unit will be provided with the following relocation assistance at no expense to residents:

1. Relocation Advisory assistance provided by a Relocation Coordinator
2. Moving services provided free of charge to residents to include:
 - Packing, crating, uncrating and unpacking of personal property for elderly and persons with disabilities and all other residents, upon request
 - Moving Kits (e.g., markers, packing material, boxes and tape) will be provided at no charge for residents preferring to pack their own belongings
 - Moving of personal property to temporary unit and back to renovated unit by a CHA contracted moving company or by CHA staff.
3. Disconnecting, dismantling, removing, reassembling, and reinstalling relocated household appliances and other personal property as long as they have been installed with the approval of management and in compliance with the lease
4. Replacement value of property lost, stolen or damaged where insurance covering such loss, theft or damage is not reasonably available
5. Reinstallation and payment of utility transfer fees for electric, gas, cable, Internet and phone accounts, as well as utility deposits, (if deposit is required at the temporary relocation unit).
6. Changes of address processing by Relocation Coordinator
7. Additional supports for residents who are elderly, disabled, or have special health needs, or communication barriers.

PERMANENT RELOCATION ASSISTANCE

There are no permanent relocations of residents required or planned.

APPEAL PROCESS

In accordance with 49 CFR 24.10, If an affected household disagrees with the CHA's decision as to the household's eligibility to receive relocation assistance, the amount of a relocation payment, or the adequacy of a comparable replacement dwelling offered to a resident, the resident may file a written appeal. If a resident disagrees with CHA's decision regarding their eligibility to receive relocation assistance, payment of costs for relocation, or adequacy of a comparable replacement dwelling, the resident may file a written appeal within 60 days after they receive written notification of the CHA's determination on their claim. A resident has a right to be represented by legal counsel or other representative in connection with his or her appeal, but solely at their own expense. CHA will permit a resident to inspect and copy all materials pertinent to his or her appeal, except materials which are classified as confidential by the CHA. CHA will charge 10 cents per page for copies.

In deciding an appeal, CHA shall consider all pertinent justification and other material submitted by the resident, and all other available information that is needed to ensure a fair and full review of the appeal. Promptly after receipt of all information submitted by a resident in support of an appeal, the CHA shall make written determination on the appeal, including an explanation of the basis on which the decision was made, and furnish the resident a copy. If the full relief requested is not granted, the CHA shall advise the resident of his or her right to seek judicial review. In the case of properties involving HOME funds, the resident may also appeal the review decision to the HUD Field Office (or State in the case of a unit of general local government funded by the State) before seeking judicial review. The CEO or his or her authorized designee shall conduct the review of the appeal. However, the official shall not have been directly involved in the action appealed. (49 CFR 24.10)

RELOCATION BUDGET

A relocation budget of \$72,900 has been allocated. The costs associated with Bryant Walkway Apartments are as follows:

Moving Expenses	Units	Cost per unit	
Movers	54	\$500.00	\$27,000.00
Utility hook up	54	\$125.00	\$6,750.00
Apartment security deposits (One month rent)	54	\$500.00	<u>\$27,000.00</u>
			\$60,750.00
Staff Costs			
CHA	20%		<u>\$12,150.00</u>
		Total	\$72,900



Affordable Housing Initiative

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

[date]

Resident Name

Address

City, State Zip

RE: **General Information Notice** – CHA Plans to Renovate Public Housing Units Located on Bryant Walkway, Allen Walkway, Allen Street, LaSalle Street, Pendleton Walkway, and Trinity Place.

Dear [resident name]:

The CHA is applying for funding to make major renovations to the apartments located on Bryant Walkway, Allen Walkway, Allen Street, LaSalle Street, Pendleton Walkway, and Trinity Place. (See enclosed map of the area to be renovated.) ***This area will now be referred to as the Bryant Walkway Apartments.*** If funding is received by the CHA for this project, major renovations will occur in the Bryant Walkway area beginning in the Fall of 2017 and be completed two years later in the Fall of 2019.

We will learn if we received funding to make the renovations in December 2016. You will be notified at that time whether we will be proceeding with the project. If we proceed with the project, relocation of residents is not expected to occur until the Fall of 2017. Everyone will be given plenty of notice and informed of our plans along the way.

You are receiving this notice because your apartment is located in this area and will be renovated as part of the HUD Rental Assistance Demonstration (RAD) program. If funded, our plan is to completely renovate the housing units in the Bryant Walkway area. All 70 apartments will be renovated along with common areas.

These renovations will require you to be relocated temporarily to other available CHA apartments for 6-10 months. The CHA will pay for all costs for moving you from your current apartment, and for moving you back into a fully renovated apartment once construction is complete. You will be given at least a 30-day written notice before your move dates. We hope to be able to move some residents directly from their current units to a newly renovated apartment.

I regret the inconvenience of having to relocate your household during the renovation process, but I am sure you agree that after almost 60 years, significant improvements are needed to bring our apartments in the Bryant Walkway area up to modern standards. At CHA we are committed to improving the quality of life for our residents.

This General Information Notice does not mean that you should make plans to move at this time.

Also, this is not a notice of eligibility for relocation assistance. If the project is funded, you will be contacted by our CHA Relocation Coordinator, Ms. Christina Borrett who will answer all your questions and guide you through the relocation process. This will not occur until January 2017.

Calendar of Important Dates:

- Funding Application Submitted.....September 2016
- Funding Awards Announced December 2016
- Relocation Begins (if the project is funded).....September 2017
- Project CompletionSeptember 2019

Temporary Relocation during Renovations

The renovation of your apartment may require that you be temporarily relocated for up to 10 months. If for some reason your temporary relocation lasts for more than one year, you will be contacted and offered permanent relocation assistance as a displaced person under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). This assistance would be in addition to any assistance you may receive in connection with temporary relocation, and will not be reduced by the amount of any temporary relocation assistance you have already received. ***No permanent relocation of any residents is planned at this time.***

CHA Relocation Coordinator

If the project is funded in December 2016, you will be contacted by the **CHA Relocation Coordinator, Ms. Christina Borrett**, who will meet with you personally to keep you informed of your planned relocation date and determine what assistance you will need in packing up your belongings and moving to your temporary home. The CHA Relocation Coordinator will inform you of what assistance you will receive during the relocation process. Ms. Borrett’s office is located in the CHA Administration Building located at 201 Switzler Street. You may call (573) 443-2556, ext. 1212, or send an email to cborrett@columbiaha.com to make an appointment to meet with Ms. Christina Borrett.



Rent Payments

The amount of your rent payment will continue to be based on your income. You should not experience any change in the amount of rent you pay unless you have a change in income.

You must continue to pay your rent and meet other requirements specified in your lease. If you fail to do so, CHA may have cause for your eviction. If you choose to move, or if you are evicted, prior to receiving a formal notice of relocation eligibility, you may become ineligible to receive relocation assistance. It is very important for you to contact the CHA Relocation Coordinator before making any moving plans.

I realize that this is a lot of information and that you may have many questions and concerns.

Relocation Information Meeting

Please join me on **August 3, 2016, at 6:30 p.m., at the Blind Boone Community Center** for a general information session about our plans to renovate the Bryant Walkway Apartments and learn about the process to temporarily relocate you from your home while we make these much needed renovations.



Please contact ElTonya Rhoades at (573) 443-2556, ext. 1122 if you need accommodation for a disability to attend this meeting. Thank you for your patience and understanding as we move forward with plans for making significant improvements to your home.

Sincerely,



Phil Steinhaus, CEO

General Information Notice Requirements

Although there are no permanent relocations planned, this General Information Notice is required by HUD and also serves to inform you of your potential rights under the RAD program and a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). If for any reason you must be permanently relocated, you may become eligible for relocation assistance and payments under the URA, including:

1. Relocation advisory services that include referrals to replacement properties, help in filing payment claims and other necessary assistance to help you successfully relocate;
2. At least 90 days' advance written notice of the date you will be required to move;
3. Payment for moving expenses; and
4. Payments to enable you to rent a similar replacement home.

NOTE: Aliens (non-U.S. Citizens) who are not lawfully present in the United States are not eligible for URA relocation assistance, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined at 49 CFR 24.208(h). All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an immigrant lawfully present in the United States. As a resident of a property participating in RAD, **you have the right to return to the project after the project is complete.** You will be able to lease and occupy a public housing unit in the converted project when rehabilitation is complete.

If for any reason you must be permanently relocated, you will not be required to move until you are given at least 30-day advance written notice of any required move and at least one comparable replacement dwelling has been made available to you. You will then be provided reasonable assistance necessary to complete and file any required claim to receive a relocation payment. If you feel that your eligibility for assistance is not properly considered, you will also have the right to appeal a determination on your eligibility for relocation assistance.

The renovation of your apartment will not require permanent relocation.

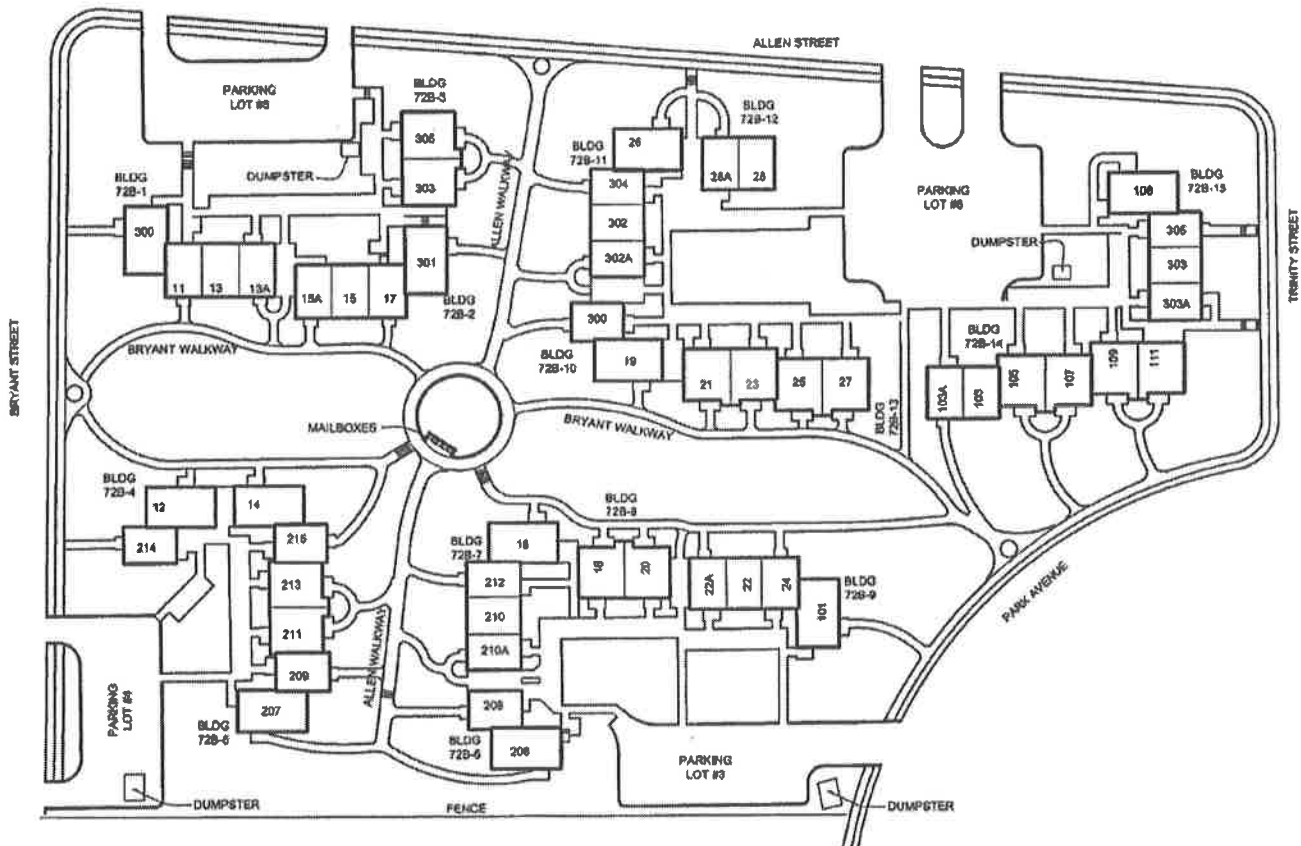
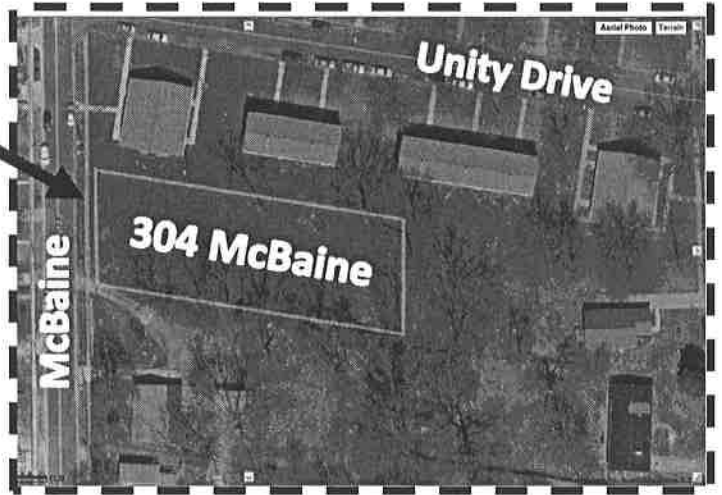


Affordable Housing Initiative

Housing Authority

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

**Bryant Walkway Apartments
52 Public Housing Units
&
2 New Units at 304 McBaine Ave**



Please Plan to Attend

Bryant Walkway Apartments

(Bryant Walkway, Allen Walkway, Bryant St, Allen St, 101-111 Park Ave, 318-306 Pendleton Walkway, 306-316 LaSalle St and 303A-317 Trinity St.

You are invited to attend one of the upcoming Relocation Information Meetings to discuss plans to relocate you temporarily while The Columbia Housing Authority renovates your apartment. Please contact EITonya Rhoades at 573-443-2556, ext. 1122 if you need transportation or other accommodation for a disability in order to participate.

- **WEDNESDAY, AUGUST 3, 2016– 6:30-7:30 pm**
Blind Boone Community Center , 301 N. Providence Rd.



201 Switzler Street
Columbia, MO 65203
(573) 443-2556
www.columbiaha.com



CERTIFICATION

The URA (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR part 24, apply to acquisition of real property and displacement of persons from real property occurring as a direct result of acquisition, rehabilitation or demolition of real property, for a project that receives federal financial assistance, including Section 8 PBV assistance or PBRA. For purposes of the URA, the term "project" is defined at 49 CFR 24.2(a)(22).

By submission of this plan, CHA hereby certifies that URA requirements will be implemented in compliance with all applicable fair housing and civil rights laws, including but not limited to, Title VI of the Civil Rights Act of 1964 Section 504 of the Rehabilitation Act of 1973, and the obligation to affirmatively further fair housing.

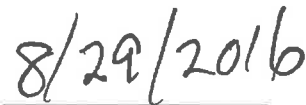
Pursuant to Title VI, CHA will take reasonable steps that ensure meaningful access to programs and activities by persons who, as a result of national origin, have limited English proficiency (LEP).

No resident will be subject to a permanent involuntary displacement. Any family temporarily relocated due to rehabilitation or construction shall have a right to return to the project.

No households will be displaced or made to permanently relocate as part of the conversion, nor will they be subject to a rent increase as a result of the conversion.



Phil Steinhaus, CEO



Date

RAD FHEO Accessibility and Relocation Plan Checklist

The following checklist is required to be submitted to the RAD Transaction Manager prior to, or concurrent with, submission of the Financing Plan.

PHA Name: Housing Authority of the City of Columbia, Missouri

PHA Code: MO007 Project Name: Bryant Walkway Apartments II

PIC Project Number: MO007000001 Total Number of Units: 210

Proposed Number of Units to be Converted: 36

PHA Contact Person: Rick Hess Email: RHess@ColumbiaHA.com Phone: (573) 554-7001

Date Completed: February 1, 2017

Section I: Threshold Questions

Please check the appropriate box for the following threshold questions:

Question	Yes	No
Will the conversion of assistance impact current accessibility?	Yes	
Will the conversion of assistance result in off-site temporary relocation for any resident that will last for more than 60 days or include the transfer of assistance to another site?	Yes	

If you answered no to both of the above questions, please skip the remaining sections of this checklist and sign the bottom of the form. In all other cases, please complete the relevant section of the checklist. For example, if you answered yes to the first question, please complete Section II, Accessibility.

Section II: Accessibility

- a. Please describe how the conversion of assistance will impact accessibility. Additionally, please indicate the number of units to be converted and the units that will be accessible.

There is currently 2 accessible units of the 36 units being substantially rehabbed. CHA is converting 5 one-bedroom units (see Section II, c.) to accessible units.

RAD FHEO Accessibility and Relocation Plan Checklist

- b. Please provide the following waiting list and occupancy data for accessible units. If the units are currently vacant, please provide the data for the most recent occupants of the project.

Bedroom Size	0	1	2	3	4	5	Other	Total
1. Number of persons on waiting list who have requested mobility accessible units								Not Tracked
2. Number of persons on waiting list who have requested vision and/or hearing accessible units								Not Tracked
3. Number of mobility accessible units occupied by tenants with disabilities who require the features of the unit								Not Tracked
4. Number of hearing/vision accessible units occupied by tenants with disabilities who require the features of the unit								Not Tracked

- c. Please provide the distribution of all wheelchair and other accessible units that will be available in the project after RAD conversion.

Bedroom Size	0	1	2	3	4	5	Other	Total
1. All units		26	6	4				54
2. Total units with project-based rental assistance		0	0	0				0
3. Mobility accessible units		5	0	0				5
4. Vision and/or Hearing accessible units		5	0	0				5
*5. (Total Accessible Units)		5	0	0				5

Section III: Relocation Plan

- a. Please explain any plans for the relocation of current residents, including the number of residents that will need to relocate, whether the relocation is temporary or permanent and, if temporary, the expected duration of the relocation, the type and location (including census tract) of the replacement housing, how the housing qualifies as a comparable unit as defined by the URA and 49 CFR 24.2(a)(6), and the method of determining which families will be subject to such long-term temporary relocation.

Please see the attached “Relocation Plan – BWWII” for relocation details addressing all above.

RAD FHEO Accessibility and Relocation Plan Checklist

- b. List the civil rights characteristics (race, national origin, familial status, and/or disability, etc.) of the residents to be transferred off-site for greater than 60 days or permanently relocated due to a transfer of assistance, as a result of the proposed conversion

White	African American	Asian	Hispanic	American Indian and Alaska Native	Native Hawaiian and Other Pacific Islander	Other (e.g., Families with Children; Disabled Individuals, etc.)

Please describe :

- c. The type of housing counseling or services provided to affected families.

See the Relocation Plan.

- d. Describe the likely housing market areas/communities where tenants will relocate through HCV assistance or other HUD assistance programs, including whether they are relocated to an area of higher opportunity, areas (e.g., areas with better schools, employment, transportation opportunities), and the extent of improved housing choices and opportunities under the relocation plan.”

See the Relocation Plan.

Rick Hess / Director of Asset Mgt. Name/Title February 1, 2017 Date

 Signature

The signature above indicates that (1) I am legally authorized to represent the agency in this matter, (2) all information provided in this checklist is true and accurate, (3) no resident shall be permanently and involuntarily relocated as a result of any conversion action associated with RAD, (4) the PHA will maintain compliance with Section 504 of the Rehabilitation Act of 1973, and HUD’s two (2%) and five (5%) percent accessibility requirements, (5) any relocation lasting under 60 days shall comply with all civil rights and fair housing requirements, including Section 504 of the Rehabilitation Act of 1973, (6) any relocation performed shall comply with Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) and its implementing regulations (49 CFR Part 24), and (7) if the proposed relocation was to be for less than 60 days and something changes requiring a period of temporary relocation longer than 60 days, I shall fill out this form again with the additional details.

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RELOCATION PLAN
Bryant Walkway Apartments II

*Prepared by the Columbia Housing Authority
August 23, 2016
-DRAFT-*

TABLE OF CONTENTS

Project Summary.....	1-2
Resident Return and Re-Occupancy Policies.....	2-5
Summary of Moving Costs.....	6
Temporary Moves.....	6
Permanent Moves.....	6
Temporary Relocation Assistance.....	6-7
Permanent Relocation Assistance.....	7
Appeal Process.....	7
Relocation Budget.....	8
Resident Notices and Meeting Flyer.....	9-14
Certification.....	15

CHA RELOCATION PLAN: BRYANT WALKWAY APARTMENTS II

PROJECT SUMMARY

The Columbia Housing Authority (CHA) will convert the Bryant Walkway Apartments II located on LaSalle Street, Pendleton Walkway, Trinity Place, Park Avenue, and Boone Drive in Columbia, Missouri from HUD Section 9 Public Housing operating subsidy and capital fund program assistance to the U.S. Department of Housing and Urban Development's Project-Based Section 8 Housing Choice Voucher (PBV) program. The Bryant Walkway Apartments II consists of 36 units of 1-, & 2-bedroom units located in downtown Columbia, Missouri. The property targets very low- income family households of one to six persons that earn less than 50% of AMI and qualify for housing assistance.

Construction of these properties was completed in 1963. The maintenance costs for these aging properties, has continued to rise, necessitating major rehabilitation of these units. Under CHA's redevelopment plan, Bryant Walkway Apartments II will be preserved as affordable housing with Project Based Voucher (PBV) HAP contracts, with a minimum term of 15 years, with required renewal if funding is available. Through the new HUD RAD program, CHA is able to leverage Low Income Housing Tax Credits administered in Missouri by the Missouri Housing Development Commission (MHDC), to attract major capital funding for rehabilitation of aging public housing properties. Tax exempt bonds and conventional financing are being utilized for the renovations.

Property Description

Bryant Walkway Apartments II consists of scattered site, 1-, and 2-bedroom units targeted to low income individuals and families. The 36-unit site has a total of 6 single-story buildings, and 3- two story buildings, and offers 30 one-bedroom units, 6 two-bedroom units. Construction was completed in 1963. The maintenance cost has continued to rise, necessitating major rehabilitation in order to preserve this 50 year old property.

Characteristics of Households

The target populations for Bryant Walkway Apartments II include low and very low-income households. The current composition of households includes 69% with a female Head of Household with 31% male Head of Household. The elderly make up about 13% Head of Household. People with disabilities are about 44% Head of Household. The racial composition is approximately: White 10%, African American 84%, Native American/Alaska Native 2%, Asian 2%, Native Hawaiian/Pacific Islander 0%, other/declined 0%. Hispanic/Latinos make up 0% of residents. Youth age 18 and younger make up 29% of the population. 81% of all households have income at or less than 30% of the MFI, 16% at or below 50% MFI, and 3% at or below 80% MFI.

Major Renovations Planned

As part of the 2013 Strategic Planning process, a physical conditions assessment was completed and the assessment determined that it would be more cost effective to make major renovations to these units rather than demolish and build new units. The proposed renovations for Bryant Walkway Apartments II include:

- Kitchen upgrades, including new cabinets, refrigerators, range and range hoods;
- ADA Units will receive dishwasher and garbage disposals;
- Bathroom updates, including new vanities, showers, tubs, ventilation fans and lighting;
- New wiring, heating and cooling and plumbing updates, replace HVAC in 31 units;
- New flooring, doors, and windows, and new mini-blinds;
- Replace water heaters;
- Phone, cable and internet connections in living room and bedrooms.

Construction and Relocation Schedule

Construction will start by renovating a group of 3-4 adjacent buildings on the property, then proceeding to another group of 3-4 adjacent buildings, until all buildings have been rehabilitated. The project will be completed in about 18 months. The majority of residents will be required to move to a temporary unit for 2-6 months, before being moved back to a renovated unit. Some residents may be moved direct to a renovated unit. Relocations will not commence before the closing date for MHDC and RAD final approval, anticipated to occur by October 2017, after which time relocation and construction activities will commence.

Current Occupancy and Relocations Required

Residents of Bryant Walkway Apartments II must be temporarily relocated to complete renovations. At the time of construction, of 36 units, there will be an estimated 30 occupied units and 6 vacant units, since prior to the project the CHA will stop filling vacancies to reserve units for residents to be relocated.

RESIDENT RETURN AND RE-OCCUPANCY POLICIES

This plan guides relocation activities at Bryant Walkway Apartments II to assure that CHA meets regulations established through both the Uniform Relocation Act (URA) of 1970, and RAD PIH Notice 2014-17.

CHA's goal and intent is to minimize adverse impacts of relocation activities on residents. CHA is committed to the following objectives:

- Relocation notices are delivered in accordance with state, federal and local regulations.
- Residents receive at least a 30-day notice of their move dates.
- Residents receive one-on-one assistance by a Relocation Coordinator to identify and address family needs and preferences as part of the relocation planning.
- Special needs of residents are considered, including disability, transportation, language, and other barriers, as well as the health/mental health of residents.
- Replacement units are in safe, sanitary and decent condition.
- Temporary units have comparable amenities and features to original units, including ADA assistive equipment and devices and the bedroom size needed to accommodate the household.
- Residents have the right to return, with no re-screening or increase in rent.

- Health and social services received by or needed by residents continue seamlessly during the relocation process and referrals to needed services are provided.
- Residents have no out-of-pocket expense as result of the required relocations.
- Transportation is arranged for children/youth displaced that become displaced from their usual bus routes.

Return and Re-occupancy Policies

Criteria used to determine re-occupancy priority for residents at Bryant Walkway Apartments II are:

- All residents will be allowed to return as soon as an appropriately sized, renovated unit is available.
- Residents will be prioritized by “date out of the original unit,” to a renovated unit before 12 months to avoid permanent relocation status.
- Residents who are over-housed prior to the conversion will be moved to the appropriately sized, comparable renovated unit as per HUD guidelines.
- Residents with physical disabilities will be prioritized to ADA accessible renovated units.
- Residents with school-age children will be prioritized to renovated units where children can attend the same schools as before the relocation.
- Residents on Public Housing wait lists, and the tenant-based Section 8 wait list, will be given opportunity to be placed on new Project Based Voucher wait lists for these units.

Last Resort Housing Measures

There is no anticipated lack of comparable replacement dwellings available to residents, and as such, there is no anticipated need for implementing last resort housing measures, as defined by HUD 49 CFR 24.404). If such measures are required, CHA will adhere to the rules as defined by the URA and HUD regulations.

Resident Notices and Meetings

The information regarding the CHA’s Affordable Housing Initiative and plans for renovating aging public housing properties will be posted on the CHA web site, and presented to the Board of Commissioners each month. Resident notices will be distributed to affected households to inform residents of progress during the RAD conversion and to assure residents of their rights under RAD and the Uniform Relocation Act (URA) during the relocation. Residents of Bryant Walkway Apartments will receive a general information notice (GIN) at the time of the HUD CHAP issuance. The GIN letters will be hand-delivered with signatures collected. A resident meeting will be scheduled to provide residents opportunity to learn about RAD through a Power Point presentation, relocation assistance available and the relocation timeline and construction schedule. Prior to relocating residents, all affected households will receive relocation notices informing them of their temporary or permanent unit assignment and their scheduled move date. These relocation notices will be hand-delivered with signatures collected, at least 30 days prior to scheduled move dates.

Resident Eligibility for Relocation Assistance

All residents of the Bryant Walkway Apartments II are eligible for relocation assistance, unless they are in eviction status, are unauthorized boarders and lodgers, or cannot document their immigration status.

Residents on the HCV Waiting List Post-RAD (2015)

Some residents of Bryant Walkway Apartments II applied for Tenant-Based Housing Choice Vouchers when the HCV wait list was opened in June 2015. It is anticipated that a few could move to the top of the waiting list in coming months and will be issued a voucher. CHA will inform all residents on wait lists of their options and allow them to make housing decisions based on their family needs.

Resident Return Policies

The permanent, involuntary displacement of residents previously assisted by public housing subsidy is prohibited. Any individual or family temporarily relocated due to rehabilitation or construction shall have a right to return to the project. Further, PIH Notice 2012-32 Rev.2 states that no households assisted by public housing subsidy can be displaced or made to permanently relocate as part of the conversion, nor will they be subject to a rent increase as a result of the conversion.

Specific Protections for Public Housing residents affected by the RAD conversion include:

- No Re-screening of Tenants upon Conversion. At conversion, current households are not subject to rescreening, income eligibility, or income targeting provisions.
- Right to Return. Any residents temporarily relocated to facilitate rehabilitation or construction will have a right to return to the development once rehabilitation or construction is completed.
- Renewal of Lease. All leases will be renewed upon lease expiration, unless cause exists.
- Phase-in of Tenant Rent Increases. If a tenant's monthly rent increases by more than greater of 10 percent, or \$25 purely as a result of conversion, the rent increase will be phased in over 3 years, which may be extended to 5 years.
- Public Housing Family Self Sufficiency (PH FSS) and Resident Opportunities and Self Sufficiency Service Coordinator (ROSS-SC) programs. Current PH FSS participants will continue to be eligible for FSS once their housing is converted under RAD. Current ROSS-SC grantees will be able to finish out their current ROSS-SC grants once their housing is converted under RAD.
- Resident Participation and Funding. Residents of covered projects converting assistance to Project Based Vouchers will have the right to establish and operate a resident organization for the purpose of addressing issues related to their living environment and be eligible for resident participation funding.
- Resident Choice and Mobility. The RAD program enhances the choice and mobility of residents living in the converted Public Housing units. Project-Based Vouchers (PBV) allow residents to move from converted Public Housing development, with continued housing assistance after living in the converted unit for one year. Once this residency requirement is met, the resident will be issued a HCV once one becomes available, if they choose not

to renew their lease. The resident can use their voucher anywhere in Columbia and Boone County and may also “port-out” to another Public Housing Authority with their voucher and continue to receive housing assistance through the new Public Housing Authority.

Replacement Housing in a Comparable Unit

In accordance with the URA and 49 CFR 24.2(a)(6), all resident who are temporarily moved to another unit, will be relocated to a comparable unit, owned by the CHA. Comparable units will be comparable per public housing standards, having appropriate bedroom size to accommodate the resident’s household, and meet HUD’s definition of safe, decent and sanitary housing.

Residents with disabilities will be offered a comparable replacement unit that contains accessible features comparable to the housing from which they have been displaced or relocated. If they have paid for the acquisition and/or installation of accessible features in the housing from which they are relocated, CHA will ensure that their replacement housing contains comparable accessible features, including acquiring and/or installing comparable accessible features.

Records Maintained

The following records to be maintained include compliance documents for reporting relocation activities to HUD RAD and the MHDC:

- Copies of GIN and relocation notices delivered to Tenants
- Signature forms showing proof of delivery of notices
- Tenant relocation meeting presentations, handouts and sign-in sheets
- Documentation of Tenants evicted for cause
- Documentation of Tenants on the Tenant-Based HCV wait list
- Documentation of Tenants “over-income” after rehabilitation
- Documentation for tenants that choose to leave voluntarily
- Signed Tenant Notices (FIN 310)
- Relocation Packet/List of Topics for Resident Interviews
- Relocation Plans, timelines and other tools
- Construction timelines
- HQS Inspection documents
- Final List of tenants occupying property

CHA will maintain records for three years per the latest of:

- Payments for relocation and acquisition for the project have been made;
- The date the project was completed; or
- The date by which all issues resulting from litigations, negotiation, audit, or other actions have been resolved.

SUMMARY OF MOVING COSTS

Moving costs will include packing supplies, professional moving services, replacement cost of resident belongings due to breakage or loss, utility transfer fees and deposits and translation/interpretation services. The CHA will pay for all reasonable relocation-related moving costs on behalf of residents. Packing and moving assistance will be provided by a professional, contracted moving company, or by CHA employees, at no cost to residents.

TEMPORARY MOVES

Of 36 units, there will be an estimated 6 vacancies and 30 occupied units. An estimated 19 households will need to move temporarily to another unit of public housing for 6-10 months, until a renovated unit is available, for a total of 38 internal moves.

PERMANENT TRANSFERS

Of 36 units, there will be an estimated 6 vacancies and 30 occupied units. An estimated 8 households will be required to move only once, directly into a renovated unit, for a total of 8 one-time permanent transfers.

PERMANENT MOVES

Of 36 units, there will be an estimated 6 vacancies and 30 occupied units. There will be an estimated 3 households that may voluntarily choose to relocate permanently, including those on the 2015 HCV Wait List, and any resident over-income for LIHTC certification who are offered incentives to move from the property. In summary, 3 one-way permanent external moves of residents are planned for those who voluntarily leave the project.

TEMPORARY RELOCATION ASSISTANCE

All households that are temporarily relocating or transferring direct to a renovated unit will be provided with the following relocation assistance at no expense to residents:

1. Relocation Advisory assistance provided by a Relocation Coordinator
2. Moving services provided free of charge to residents to include:
 - Packing, crating, uncrating and unpacking of personal property for elderly and persons with disabilities and all other residents, upon request
 - Moving Kits (e.g., markers, packing material, boxes and tape) will be provided at no charge for residents preferring to pack their own belongings
 - Moving of personal property to temporary unit and back to renovated unit by a CHA contracted moving company or by CHA staff.
3. Disconnecting, dismantling, removing, reassembling, and reinstalling relocated household appliances and other personal property as long as they have been installed with the approval of management and in compliance with the lease

4. Replacement value of property lost, stolen or damaged where insurance covering such loss, theft or damage is not reasonably available
5. Reinstallation and payment of utility transfer fees for electric, gas, cable, Internet and phone accounts, as well as utility deposits, (if deposit is required at the temporary relocation unit).
6. Changes of address processing by Relocation Coordinator
7. Additional supports for residents who are elderly, disabled, or have special health needs, or communication barriers.

PERMANENT RELOCATION ASSISTANCE

There are no permanent relocations of residents required or planned.

APPEAL PROCESS

In accordance with 49 CFR 24.10, if an affected household disagrees with the CHA's decision as to the household's eligibility to receive relocation assistance, the amount of a relocation payment, or the adequacy of a comparable replacement dwelling offered to a resident, the resident may file a written appeal. If a resident disagrees with CHA's decision regarding their eligibility to receive relocation assistance, payment of costs for relocation, or adequacy of a comparable replacement dwelling, the resident may file a written appeal within 60 days after they receive written notification of the CHA's determination on their claim. A resident has a right to be represented by legal counsel or other representative in connection with his or her appeal, but solely at their own expense. CHA will permit a resident to inspect and copy all materials pertinent to his or her appeal, except materials which are classified as confidential by the CHA. CHA will charge 10 cents per page for copies.

In deciding an appeal, CHA shall consider all pertinent justification and other material submitted by the resident, and all other available information that is needed to ensure a fair and full review of the appeal. Promptly after receipt of all information submitted by a resident in support of an appeal, the CHA shall make written determination on the appeal, including an explanation of the basis on which the decision was made, and furnish the resident a copy. If the full relief requested is not granted, the CHA shall advise the resident of his or her right to seek judicial review. In the case of properties involving HOME funds, the resident may also appeal the review decision to the HUD Field Office (or State in the case of a unit of general local government funded by the State) before seeking judicial review. The CEO or his or her authorized designee shall conduct the review of the appeal. However, the official shall not have been directly involved in the action appealed. (49 CFR 24.10)

RELOCATION BUDGET

A relocation budget of \$48,600 has been allocated. The costs associated with Bryant Walkway Apartments II are as follows:

Moving Expenses	Units	Cost per unit	
Movers	36	\$500.00	\$18,000.00
Utility hook up	36	\$125.00	\$4,500.00
Apartment security deposits (one month rent)	36	\$500.00	<u>\$18,000.00</u>
			\$40,500
Staff Costs			
CHA		20%	<u>\$8,100.00</u>
		Total	\$48,600



Affordable Housing Initiative

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

[date]

Resident Name

Address

City, State Zip

RE: **General Information Notice** – CHA Plans to Renovate Public Housing Units Located on LaSalle Street and Pendleton Walkway as well as several units on Trinity Place and Park Avenue.

Dear [resident name]:

The CHA is applying for funding to make major renovations to the apartments located on LaSalle Street and Pendleton Walkway as well as several units on Trinity Place and Park Avenue.. (See enclosed map of the area to be renovated.) If funding is received by the CHA for this project, major renovations will occur to your housing unit beginning in the Fall of 2017 and be completed in the summer of 2019.

We will learn if we received funding to make the renovations in December 2016. You will be notified at that time whether we will be proceeding with the project. If we proceed with the project, relocation of residents is not expected to occur until the Fall of 2017. Everyone will be given plenty of notice and informed of our plans along the way.

Your are receiving this notice because your apartment is located in this area and will be renovated as part of the HUD Rental Assistance Demonstration (RAD) program. If funded, our plan is to completely renovate the housing units in this area. 36 apartments will be renovated as part of this project.

These renovations will require you to be relocated temporarily to other available CHA apartments for 6-10 months. The CHA will pay for all costs for moving you from your current apartment, and for moving you back into a fully renovated apartment once construction is complete. You will be given at least a 30-day written notice before your move dates. We hope to be able to move some residents directly from their current units to a newly renovated apartment.

I regret the inconvenience of having to relocate your household during the renovation process, but I am sure you agree that after almost 60 years, significant improvements are needed to bring your apartment up to modern standards. At CHA we are committed to improving the quality of life for our residents.

This General Information Notice does not mean that you should make plans to move at this time.

Also, this is not a notice of eligibility for relocation assistance. If the project is funded, you will be contacted by our CHA Relocation Coordinator, Ms. Christina Borrett who will answer all your questions and guide you through the relocation process. This will not occur until January 2017.

Calendar of Important Dates:

- Funding Application Submitted..... September 2016
- Funding Awards Announced December 2016
- Relocation Begins (if the project is funded)..... September 2017
- Project Completion September 2019

Temporary Relocation during Renovations

The renovation of your apartment may require that you be temporarily relocated for up to 10 months. If for some reason your temporary relocation lasts for more than one year, you will be contacted and offered permanent relocation assistance as a displaced person under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). This assistance would be in addition to any assistance you may receive in connection with temporary relocation, and will not be reduced by the amount of any temporary relocation assistance you have already received. ***No permanent relocation of any residents is planned at this time.***

CHA Relocation Coordinator

If the project is funded in December 2016, you will be contacted by the **CHA Relocation Coordinator, Ms. Christina Borrett**, who will meet with you personally to keep you informed of your planned relocation date and determine what assistance you will need in packing up your belongings and moving to your temporary home. The CHA Relocation Coordinator will inform you of what assistance you will receive during the relocation process. Ms. Borrett’s office is located in the CHA Administration Building located at 201 Switzler Street. You may call (573) 443-2556, ext. 1212, or send an email to cborrett@columbiaha.com to make an appointment to meet with Ms. Christina Borrett.



Rent Payments

The amount of your rent payment will continue to be based on your income. You should not experience any change in the amount of rent you pay unless you have a change in income.

You must continue to pay your rent and meet other requirements specified in your lease. If you fail to do so, CHA may have cause for your eviction. If you choose to move, or if you are evicted, prior to receiving a formal notice of relocation eligibility, you may become ineligible to receive relocation assistance. It is very important for you to contact the CHA Relocation Coordinator before making any moving plans.

I realize that this is a lot of information and that you may have many questions and concerns.

Relocation Information Meeting

Please join us on Wednesday, **August 24, 2016, at 6:30 p.m., at the CHA Administration Building, 201 Switzler Street** for a general information session about our plans to renovate your apartment and learn about the process to temporarily relocate you from your home while we make these much needed renovations.



Please contact Christina Borrett at (573) 443-2556, ext. 1212 if you need accommodation for a disability to attend this meeting. Thank you for your patience and understanding as we move forward with plans for making significant improvements to your home.

Sincerely,



Phil Steinhaus, CEO

General Information Notice Requirements

Although there are no permanent relocations planned, this General Information Notice is required by HUD and also serves to inform you of your potential rights under the RAD program and a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). If for any reason you must be permanently relocated, you may become eligible for relocation assistance and payments under the URA, including:

1. Relocation advisory services that include referrals to replacement properties, help in filing payment claims and other necessary assistance to help you successfully relocate;
2. At least 90 days' advance written notice of the date you will be required to move;
3. Payment for moving expenses; and
4. Payments to enable you to rent a similar replacement home.

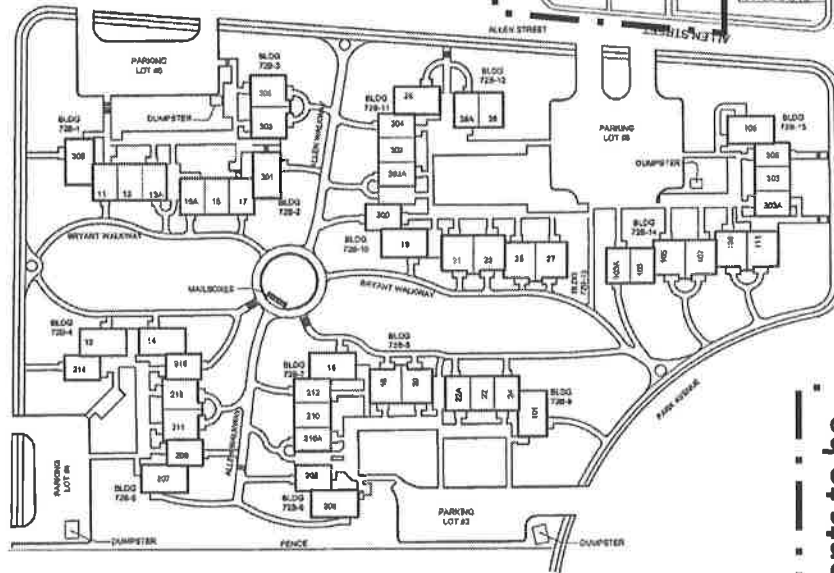
NOTE: Aliens (non-U.S. Citizens) who are not lawfully present in the United States are not eligible for URA relocation assistance, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined at 49 CFR 24.208(h). All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an immigrant lawfully present in the United States. As a resident of a property participating in RAD, **you have the right to return to the project after the project is complete.** You will be able to lease and occupy a public housing unit in the converted project when rehabilitation is complete.

If for any reason you must be permanently relocated, you will not be required to move until you are given at least 30-day advance written notice of any required move and at least one comparable replacement dwelling has been made available to you. You will then be provided reasonable assistance necessary to complete and file any required claim to receive a relocation payment. If you feel that your eligibility for assistance is not properly considered, you will also have the right to appeal a determination on your eligibility for relocation assistance.

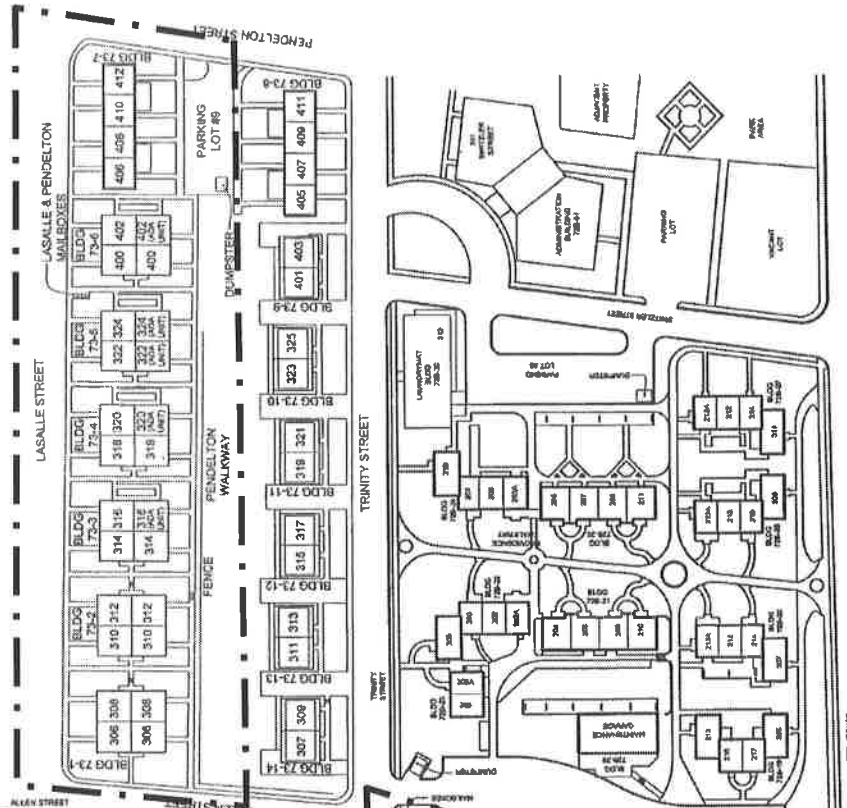
The renovation of your apartment will not require permanent relocation.

Proposed Public Housing Renovation Project
36 Units to be Renovated
Refer to the Map Below

Apartments to be Renovated
28 Units



Apartments to be Renovated
8 Units



Please Plan to Attend

Bryant Walkway Apartments

**(201-203A Park Ave, Pendleton Walkway, LaSalle St and 300-302A
Trinity St.**

Relocation Information Meetings

You are invited to attend one of the upcoming Relocation Information Meetings to discuss plans to relocate you temporarily while The Columbia Housing Authority renovates your apartment. Please contact Christinia Borrett at 573-443-2556, ext. 1212 if you need transportation or other accommodation for a disability in order to participate.

- **WEDNESDAY, AUGUST 24TH, 2016– 6:30-7:30 pm**
CHA Administration Building, 201 Switzler Street



201 Switzler Street
Columbia, MO 65203
(573) 443-2556
www.columbiaha.com



CERTIFICATION

The URA (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR part 24, apply to acquisition of real property and displacement of persons from real property occurring as a direct result of acquisition, rehabilitation or demolition of real property, for a project that receives federal financial assistance, including Section 8 PBV assistance or PBRA. For purposes of the URA, the term "project" is defined at 49 CFR 24.2(a)(22).

By submission of this plan, CHA hereby certifies that URA requirements will be implemented in compliance with all applicable fair housing and civil rights laws, including but not limited to, Title VI of the Civil Rights Act of 1964 Section 504 of the Rehabilitation Act of 1973, and the obligation to affirmatively further fair housing.

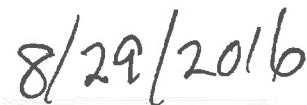
Pursuant to Title VI, CHA will take reasonable steps that ensure meaningful access to programs and activities by persons who, as a result of national origin, have limited English proficiency (LEP).

No resident will be subject to a permanent involuntary displacement. Any family temporarily relocated due to rehabilitation or construction shall have a right to return to the project.

No households will be displaced or made to permanently relocate as part of the conversion, nor will they be subject to a rent increase as a result of the conversion.



Phil Steinhaus, CEO



Date



Housing Authority of the City of Columbia, Missouri

Budget Report - Staff Memo

To: CHA Resident Advisory Board

From: Phil Steinhaus

Date: August 31, 2018

RE: First Draft of Budget for Fiscal Year of January 1, 2019 – December 31, 2019

Acronyms in this Report

RAD – Rental Assistance Demonstration Program

LIHTC – Low-Income Housing Tax Credit Program

HAP – Housing Assistance Payments

HCV – Housing Choice Voucher Program (Section 8)

PBV – Project-Based Voucher Program

COCC – CHA Central Office Cost Center

CHA BA – CHA Business Activities

CHA AHD – CHA Affordable Housing Development

MHDC – Missouri Housing Development Commission

FSS – Family Self-Sufficiency

There are a number of assumptions built into this budget that may change as we receive additional information. For all programs the basic assumptions are as follows:

- A 2% COLA effective January 1, 2019.
- Employee health insurance January 1, 2019 renewal is estimated with an 8.8 increase. This was the guaranteed maximum increase for the 2nd year of a two year contract.
- Retirement expenses are calculated at 6% of salaries.
- Workers Comp Insurance is based on a rate of 2.2% of salaries.
- 2% inflation factor for expenses.

Public Housing - Downtown

Revenue

Gross Potential Rent

- For Public Housing's 120 Units the Gross Potential Rent is based on the current average rents of each unit size with 100% occupancy. Public Housing tenants' rents are based on 30% of their eligible income. The remaining cost of operating public housing units is subsidized from a HUD Operating Subsidy grant.

Vacancy Loss

- Downtown's Vacancy Loss is budgeted at 10%.

Non-Dwelling Rental Income

- Rent for use of the Blind Boone Community Center
- Rent for the Head Start program use of the Park Avenue Community Building.

- Two dwelling units taken off-line during the Bryant Walkway RAD conversion that are being rented without HUD subsidies.

Laundry & Work Order income are estimated based on historical data.

The Public Housing Operating Subsidy funding is based on the 2018 subsidy eligibility estimated with a 2% inflation factor and pro-rated at 85%.

The Capital Fund grant income is based on 10% of estimated 2019 Capital Fund grant transferred to operations.

Administrative Expenses

- Administrative salaries:
Downtown has one Public Housing Manager to manage the 120 Public Housing units. 8% of the full-time Intake Specialist charged to public housing.
- Management Fees are based on 90% occupancy:
Management fees are \$45.49 per month per unit leased.
Bookkeeping fees are \$7.50 per month per unit leased.
- Computer IT expense includes an additional \$1,000 to replace computers if needed.
- All other administrative expenses are based on the year to date expenses.
- Office Supplies were increased 5% due to expected increases in materials.

Resident Services Expenses

- Resident services salaries are based on:
A part-time employee that works 20 hours per week at the Downtown Food Bank is split between Downtown; the Bryant Walkway projects; and the family units of Stuart Parker.
- Computer labs expenses are based on historical cost of providing a computer labs at the Blind Boone Center. This cost is split between Downtown; the Bryant Walkway projects; and the family units of Stuart Parker
- Resident participation funds are budgeted at \$21.25 x 120 units.

Utility Expenses

- Utility Expenses are based on the year to date expenses.

Maintenance Expenses

- Downtown has four maintenance staff.
- Maintenance materials have been increased 10%, due to expected increases in building materials.
- Maintenance expenses are based on the year to date expenses.

Protective Services

Protective service expenses are split between the seven properties.

- Protective Services has 1 Safety Director; 2 full-time and 1 part-time Safety Officer.

Insurance Expenses

- The Property and Liability insurance are based on Downtown's assets with a 2% increase in property values and 4% increase in rates.

Other Operating Expenses

- Public Housing's P.I.L.O.T. (Payment In Lieu Of Taxes) is calculated by subtracting the utility expenses from the rental income and then multiplying by 10%.

Low-Income Tax Credit Properties

Revenue

Gross Potential Rent is based on an estimated rent increase of 1.8% from the properties 2018 rents. The rent increases are budgeted to be effective January 2019 for Stuart Parker/Paquin and Oak Towers; June 2019 for Bear Creek and Patriot Place; December 2019 for Bryant Walkway and Bryant Walkway II.

The HAP contracts for the project based vouchers will pay the full rent on vacant units for up to 60 days.

Loss to Lease is the difference of the increased rents from their effective date until the tenants' leases are renewed.

Non-Dwelling Rentals are based on the leases between the properties and the Housing Authority.

Basic cable services are available at Oak Towers and Paquin Towers for \$15/month.

All other revenue is based on historical data.

Administrative Staff

- One full-time Tax Credit Certification Specialist is shared across the six LIHTC properties.
- Stuart Parker w/Paquin Tower has:
A Housing Manager II that is split 85% to Paquin Tower and 15% to Section 8's PBV program;
A full-time Assistant Housing Manager that works at Paquin Tower
A full-time Housing Manager II that works two days a week at Stuart Parker family site.
- Bear Creek has a full-time Housing Manager II that works three days a week at Bear Creek.
- Oak Towers has:
A full-time Housing Manager II that is split 74% to Oak Towers and 11% to Section 8's PBV program.
A full-time Assistant Housing Manager.
- Patriot Place
The full-time Housing Manager II from Oak Towers is split 15% to Patriot Place.
- The two Bryant Walkway projects share one Housing Manager II. She is split 75% to Bryant Walkway and 25% to Bryant Walkway II.

Resident Service Staff

- A Resident Services Coordinator works three days a week at Paquin Towers and two days a week at Oak Towers.

- A full-time Family Resident Services Coordinator works part-time with families at Stuart Parker and Bear Creek. She also serves the families Downtown and the two Bryant Walkway projects under a HUD ROSS Resident Services grant.

Maintenance Staff

- Stuart Parker w/Paquin Tower has four maintenance staff. Three work at Paquin Towers and the fourth works at the 84 family units of Stuart Parker.
- Bear Creek and Patriot Place share two maintenance staff. This staff averages 1 day a week at Patriot Place.
- Oak Towers has two full-time maintenance staff and a part-time janitor.
- The two Bryant Walkway projects share one maintenance staff person. They are split 75% to Bryant Walkway and 25% to Bryant Walkway II.

Administrative Expenses

- Computer IT expense includes additional funds to replace computers if needed.
- All other administrative expenses are based on the year to date expenses.
- Office Supplies were increased 5% due to expected increases in materials.

Resident Services

The following services are provided to residents and paid from the Resident Services budget.

- Computer Labs are available for residents use at Oak Towers, Paquin Tower and the Blind Boone Community Center.
- Basic Cable services at Oak Towers and Paquin Tower.
- Resident Participation and Resident Association programs.
- Transportation services are provided by Services for Independent Living at Oak Towers and Paquin Tower. The cost of transportation is included with Tenant Services – Programs along with other tenant services.

Maintenance Expenses

- Maintenance materials have been increased 10%, due to expected increases in building materials.
- Maintenance expenses are based on the year to date expenses with the exception of the Bryant Walkway projects that are in construction. The average cost per unit for Bear Creek was used to estimate the cost per unit for these two projects.

Collection Losses

The estimate of collection losses includes the projects year to date losses of vacated tenants plus the over 60 days past due balance of active tenants.

Replacement Reserves

All LIHTC projects are required annually to transfer funds to a Replacement Reserve account. The use of funds in the Reserve Accounts have to be approved by MHDC and the Limited Partners prior to their release.

Cash Flow After Debt Service

- Any remaining cash flow after debt service will be used to pay for Deferred Protective Services, Deferred Developer Fees, Seller Financing due to CHA or other loans.

Housing Choice Voucher Rental Assistance Programs

Revenues

- Administrative Fees earned are budgeted for an average of 981 HCV vouchers; 100 VASH vouchers and 622 Project Based Vouchers (PBV) prorated at 77%.
- Housing Assistance Payment revenue is based on 2018 estimated expenditures with a 2% inflation factor, prorated to 99%.

Expenditures

- Administrative salaries are based on 7.2 employees. This includes a portion of the Intake Coordinator and the LIHTC property managers that are managing the PBV vouchers for their projects.
- Administrative expenses are based on historical costs.

Continuum of Care Rental Assistance Program

A Voucher Specialist is budgeted for 10 hours/week for the Continuum of Care caseload. The monthly average assistance per voucher is budgeted for \$541.86 and the average vouchers leased is budgeted at 64 vouchers per month. All direct program expenses are reimbursed by the grant.

ROSS GRANTS

CHA currently has a ROSS Resident Services Coordinator grant that provides funding for a Resident Services Coordinator for the Downtown and the Bryant Walkway tenants.

A FSS Coordinator grant provides funding for two FSS Coordinators that serve Public Housing; PBV; and HCV participants.

CHA Low-Income Services (CHALIS)

A summary of CHALIS's budget of its social service programs shall be provided in the final draft.

Columbia Community Housing Trust (CCHT)

The Columbia Community Housing Trust (CCHT) has two rental properties which have maintained full occupancy.

The Housing Authority's Central Office Cost Center (COCC) has been split into three programs.

The COCC earns its admin fees from the Public Housing and HCV programs. The budget reflects allocating the non-federal revenue earned from managing the LIHTC credit projects to the CHA Business Activities (CHA BA) and the Developer revenue and their related costs of these projects from the COCC to CHA Affordable Housing Development (CHA AHD).

Revenue

CHA Affordable Housing Development

Based on construction schedules, the CHA Affordable Housing Development is projected to earn \$372,078 in developer fees in 2019.

CHA Business Activities

- The Housing Authority has guaranteed non-dwelling leases with the LIHTC properties, which are then sub-leased by the Housing Authority. The non-dwelling sub-leases total \$107,981 of which \$67,872 is paid to the LIHTC projects.
- LIHTC management fees are estimated to be \$372,078.

Central Office Cost Center (COCC)

Management and bookkeeping Fees from Downtown and the HCV programs are estimated to be \$243,222.

Expenses

Expenses are based on Actual Salaries and employee benefits are allocated based on the staff working for each program.

Other operating costs are based on the historical COCC expenses had have been split between the COCC, CHA Business Activities and CHA Affordable Housing Development based on the staff working for each program.

Housing Authority of the City of Columbia, Missouri

12 Month Project Budgets / January 1, 2019 - December 31, 2019

First Draft - 8/31/2018

Public Housing Properties

Description	Downtown
Gross Potential Rent	371,294
Vacancy Loss- Rent	(41,066)
FSS Loss - Rent	(14,002)
Other Income - Cable	
Non-Dwelling Rentals	28,980
Other Income	600
Laundry Income	9,984
Other Income-Work Orders	8,323
Total Tenant Revenue	364,113
HUD PHA operating grant	415,676
Capital grants	27,136
Net Operating & Capital Grants	\$ 442,812
Investment Income	8,841
Other revenue (Fees for Service)	4,006
Total Other Revenue	12,847
TOTAL REVENUE	\$ 819,772
Administrative salaries	37,928
FICA/MEDICARE	2,902
Employee-Health Ins.	7,912
Employee-Retirement	2,276
Auditing fees	7,000
Management Fees	62,804
Management Fees CFP	13,568
Book-Keeping Fee	9,720
Advertising and Marketing	300
Office Supplies	1,331
Telephone	4,277
Postage	936
Computer/IT Expense	4,862
Memberships & Dues	250
Legal Expense	356
Staff Training	2,150
Travel	
Sundry, Miscellaneous	4,545
Total Operating-Administrative	\$ 163,117
Asset Management Fee	14,400

Low-Income Housing Tax Credit Properties

Description	Bryant Walkway	Bryant Walkway II	Bear Creek	Oak Towers	Stuart Parker / Paquin	Patriots Place
Gross Potential Rent	346,668	213,072	523,630	996,156	1,780,644	184,800
Vacancy Loss- Rent	(3,467)	(2,131)				(2,772)
Loss to Lease	(6,933)	(4,261)	(10,473)	(14,942)	(26,710)	(3,696)
Other Income - Cable				19,200	26,803	
Non-Dwelling Rentals			19,200		48,672	
Other Income			-	2,400	4,800	100
Laundry Income			3,063	16,572	32,191	1,971
Other Income-Work Orders			300	1,200	10,000	800
Total Tenant Revenue	336,268	206,680	535,720	1,020,586	1,876,400	181,203
HUD PHA operating grant						
Capital grants						
Net Operating & Capital Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investment Income	1,200	2,400	3,600	4,800	6,000	2,400
Other revenue (Fees for Service)	2,400	-	6,000	1,370	1,440	-
Total Other Revenue	3,600	2,400	9,600	6,170	7,440	2,400
TOTAL REVENUE	\$ 339,868	\$ 209,080	\$ 545,320	\$ 1,026,756	\$ 1,883,840	\$ 183,603
Administrative salaries	30,771	11,418	33,658	71,274	92,999	7,749
FICA/MEDICARE	2,354	874	2,575	5,453	7,115	593
Employee-Health Ins.	6,802	2,661	7,203	21,500	21,761	2,202
Employee-Retirement	1,846	685	2,019	4,276	5,580	465
Auditing fees	8,000	8,000	8,500	12,875	12,500	7,895
Management Fees-COCC	20,146	12,389	26,489	61,071	111,755	8,701
Management Fees-Other	7,725	7,725	7,957	7,957	8,195	8,195
Trustee Fee		3,000	3,300	3,500	4,240	3,180
Advertising and Marketing	225	75	120	700	1,050	50
Office Supplies	387	249	525	2,553	1,539	703
Telephone	1,993	866	1,855	2,917	4,443	2,116
Postage	330	212	448	504	1,089	155
Computer/IT Expense	2,508	1,029	4,789	8,568	12,679	628
Memberships & Dues						
Legal Expense	518	333	703	703	1,539	703
Staff Training	1,135	415	2,285	4,150	4,850	460
Travel						
Sundry, Miscellaneous	1,412	908	1,916	2,291	1,958	320
Total Operating-Administrative	\$ 86,152	\$ 50,838	\$ 104,342	\$ 210,292	\$ 293,292	\$ 44,115

Housing Authority of the City of Columbia, Missouri

12 Month Project Budgets / January 1, 2019 - December 31, 2019

First Draft - 8/31/2018

Description	Downtown	Description	Bryant Walkway	Bryant Walkway II	Bear Creek	Oak Towers	Stuart Parker / Paquin	Patriots Place
Tenant services - salaries	3,595	Tenant services - salaries	2,276	1,441	832	15,981	27,369	
FICA/MEDICARE	276	FICA/MEDICARE	175	111	64	1,223	2,094	
Employee-Health Ins.	-	Employee-Health Ins.	1,668	1,061	2,275	3,184	7,354	
Employee-Retirement	216	Employee-Retirement	137	86	50	959	1,642	
TV Cable Services & Computer Labs	2,573	TV Cable Services & Computer Labs	1,158	772		20,794	29,546	
Resident Participation Funds	2,550	Resident Participation Funds	1,148	765	1,615	3,124	6,035	
Tenant Services - Programs		Tenant Services - Programs			1,900	9,573	15,125	
Total Tenant Services	9,210	Total Tenant Services	6,562	4,236	6,736	54,838	89,165	-
Water	25,499	Water	5,085	3,390	19,033	11,220	39,694	2,354
Sewer	26,529	Sewer	4,789	3,192	16,167	12,240	33,628	2,217
Electricity	16,571	Electricity	6,138	4,092	8,638	100,347	154,255	15,652
Gas	8,796	Gas	2,667	2,639	3,754	6,715	15,744	4,169
Total Utilities	77,395	Total Utilities	18,679	13,313	47,592	130,522	243,321	24,392
Maintenance - Labor	154,390	Maintenance - Labor	29,740	9,914	62,717	85,859	142,017	15,680
FICA/MEDICARE	11,811	FICA/MEDICARE	2,276	759	4,798	6,569	10,865	1,200
Employee-Health Ins.	30,475	Employee-Health Ins.	7,660	2,554	14,330	14,980	33,434	3,583
Employee-Retirement	9,264	Employee-Retirement	1,785	595	3,764	5,152	8,522	941
Maintenance - Materials	50,711	Maintenance - Materials	10,827	7,218	15,238	14,000	42,940	2,000
Maint.-Tools & Equipment	1,200	Maint.-Tools & Equipment	178	118	250	600	2,919	250
Maint.-Gasoline	5,104	Maint.-Gasoline	684	456	962	300	467	120
Maint. - Misc Contracts	8,000	Maint. - Misc Contracts	2,969	1,980	4,179	12,436	14,452	2,798
Maint.-Trash Removal Contracts	25,931	Maint.-Trash Removal Contracts	10,881	7,254	15,314	17,136	37,367	4,590
Maint.-Heating & Cooling Contracts	3,000	Maint.-Heating & Cooling Contracts	1,336	891	1,880	3,963	6,592	236
Maint.-Snow Removal Contracts	-	Maint.-Snow Removal Contracts						1,084
Maint.-Elevator Maintenance Contracts	-	Maint.-Elevator Maintenance Contracts				6,382	6,382	
Maint.-Landscape/Grounds Contracts	24,000	Maint.-Landscape/Grounds Contracts	7,117	4,744	10,016	1,316	12,087	1,362
Maint.- Unit Turnaround / Restoration	-	Maint.- Unit Turnaround / Restoration Contracts					12,000	-
Maint.- Electrical Contracts	1,200	Maint.- Electrical Contracts	426	284	600	600	3,450	200
Maint.- Plumbing Contracts	4,800	Maint.- Plumbing Contracts	1,544	2,058	4,345	600	2,000	200
Maint.- Extermination Contracts	16,820	Maint.- Extermination Contracts	10,516	7,011	14,800	11,995	31,758	1,795
Maint. - Janitorial Contracts	4,200	Maint. - Janitorial Contracts						
Maint.-Vehicles & Equipment	11,918	Maint.-Vehicles & Equipment	1,384	923	1,948	972	734	93
Total Maintenance	362,824	Total Maintenance	89,323	46,760	155,141	182,860	367,986	36,132
Public Housing Properties		Low-Income Tax Credit Properties						
Protective services - Labor	24,480	Protective services - Labor						5,170
FICA/MEDICARE	1,873	FICA/MEDICARE						396
Employee-Health Ins.	3,646	Employee-Health Ins.						770
Employee-Retirement	1,469	Employee-Retirement						311
Protective services supplies	600	Protective services supplies						100
Total Protective Services	32,068	Total Protective Services	-	-	-	-	-	6,747

Housing Authority of the City of Columbia, Missouri

12 Month Project Budgets / January 1, 2019 - December 31, 2019

First Draft - 8/31/2018

Description	Downtown	Description	Bryant Walkway	Bryant Walkway II	Bear Creek	Oak Towers	Stuart Parker / Paquin	Patriots Place
Property Insurance	35,225	Property Insurance	16,116	10,759	29,641	48,043	47,445	7,786
Liability Insurance	3,542	Liability Insurance	2,461	1,640	3,463	6,322	9,500	2,613
Workmen's Compensation	4,849	Workmen's Compensation	1,382	502	2,139	3,809	5,773	630
All other Insurance	4,865	All other Insurance	1,097	731	1,544	5,930	2,436	294
Total Insurance Premiums	48,481	Total Insurance Premiums	21,056	13,632	36,787	64,104	65,154	11,323
Other general expenses	45,000	Other general expenses	20,000	5,000				
Amortized Loan Cost	-	Amortized Loan Cost			6,805	8,365	11,404	6,323
Payments in lieu of taxes	25,283	Taxes	15,402	7,242	31,200	29,355	65,231	8,278
Bad debt - tenant rents	5,246	Bad debt - tenant rents	500	200	5,933	2,744	13,821	7,191
Extra Ordinary Maintenance	4,000							
Interest Expense	8,962	Interest Expense	8,051	20,515	45,605	70,322	205,236	9,932
Total Other General Expenses	88,491	Total Other General Expenses	43,953	32,957	89,543	110,786	295,692	31,724
Total Operating Expenses	795,986	Total Operating Expenses	265,724	161,736	440,140	753,401	1,354,610	154,433
Excess Revenue Over Operating Expenditures	\$ 23,786	Excess Revenue Over Operating Expenditures	\$ 74,143	\$ 47,343	\$ 105,180	\$ 273,355	\$ 529,230	\$ 29,170
Extraordinary maintenance		Extraordinary maintenance						
Housing Assistance Payments		Amortization of Tax Credit Fees	4,006	1,644	5,321	8,645	15,698	1,845
Depreciation expense	158,976	Depreciation expense	26,250	26,250	221,099	160,797	697,403	123,324
Total Other	158,976	Total Other	30,256	27,894	226,420	169,442	713,101	125,169
Principal payments on EPC Loan	23,786	Principal Payments	5,005	-	34,630	57,460	65,000	9,801
Excess (Deficiency) of Revenue Over (Under) Expenditures	0	Excess (Deficiency) of Revenue Over (Under) Expenditures	\$ 69,138	\$ 47,343	\$ 70,550	\$ 215,895	\$ 464,230	\$ 19,369
CFP transfer into Operating		Replacement Reserves	23,490	15,300	34,574	61,005	88,414	8,195
CFP transfer out to Operating		Total other financing sources (uses)	23,490	15,300	34,574	61,005	88,414	8,195
Total other financing sources (uses)	-	Cash Flow After Debt Service	45,648	32,043	35,976	154,890	375,816	11,174
Cash Flow After Debt Service	\$ 0							
		Security Services paid from cash flow						
		Salaries	11,404	7,298	15,509	30,106	58,083	
		FICA/MEDICARE	872	558	1,186	2,303	4,443	
		Employee-Health Ins.	1,699	1,087	2,310	4,484	8,651	
		Employee-Retirement	684	438	931	1,806	3,485	
		W/C	285	182	388	753	1,452	
		Protective services supplies	108	72	152	294	568	
			15,053	9,636	20,476	39,746	76,682	
		Cash Flow After Security Services	30,596	22,408	15,500	115,144	299,133	11,174

Housing Authority of the City of Columbia, Missouri
12 Month Housing Voucher Program Budgets
Fiscal Year January 1, 2019 - December 31, 2019
First Draft - 8/31/2018

	Housing Choice Vouchers Administration	HCV Housing Assistance Payments	Continuum of Care	Total Housing Assistance Programs
Grant Revenue				
Housing Assistance Revenue		9,080,000	416,148	9,496,148
FSS Escrow Forfeitures		6,000		6,000
Administrative Fees Earned	937,520		21,114	958,634
Total Grant Revenue	937,520	9,086,000	437,262	10,460,782
Other Revenue				
Investment income - unrestricted	4,000			4,000
Fraud recovery-unrestricted	1,200			1,200
Fraud recovery-restricted		1,200		1,200
Total Revenue	942,720	9,087,200	437,262	10,467,182
Administrative Expenditures				
Administrative Salaries	244,460		10,659	255,119
FICA/MEDICARE	18,702		816	19,518
Employee-Health Ins.	61,251		1,706	426
Employee-Retirement	14,668		640	15,308
Auditing fees	20,000			20,000
Management Fee	243,384			243,384
Bookkeeping Fees	152,115			152,115
Advertising and Marketing	2,400			2,400
Office Supplies	5,400		600	6,000
Telephone	4,140			4,140
Postage	7,500		240	7,740
Computer/IT Expense	25,000			25,000
Memberships & Dues	600			600
Office Equipment Maintenance	1,350			1,350
Sundry, Miscellaneous	23,258		120	23,378
Legal Expense				-
Staff Training	2,000			2,000
Travel			120	120
Port-Out Admin Fees	8,000			8,000
Inspections & Utility Updates	86,983		6,000	92,983
Total Administrative Expenditures	921,211	-	20,901	942,112

Housing Authority of the City of Columbia, Missouri
12 Month Housing Voucher Program Budgets
Fiscal Year January 1, 2019 - December 31, 2019
First Draft - 8/31/2018

Description	Housing Choice Vouchers Administration	HCV Housing Assistance Payments	Continuum of Care	Total Housing Assistance Programs
Water	700			
Electricity	2,000			
Gas	600			
Sewer	150			
Total Utilities	3,450			
Maintenance - Materials	1,270			
Maint.- Garbage and Trash Removal	500			
Maint.- Landscape & Grounds Contract	600			
Maint. - Janitorial Contracts	3,400			
Maint. - Misc Contracts	2,400			
Total Maintenance	8,170			
Insurance				
Liability Insurance	700			700
Workmen's Compensation	4,889		213	5,102
All other Insurance	4,300			4,300
Total Insurance Premium	9,889	-	213	10,102
Total Operating Expenditures	\$ 942,720	\$ -	\$ 21,114	\$ 963,834
Excess Revenue Over Operating Expenditures	\$ -	\$ 9,087,200	\$ 416,148	\$ 9,503,348
Housing Assistance Payments		8,966,639	416,148	9,382,787
FSS Escrow Deposits		120,561		120,561
Depreciation expense	-			-
Total Expenditures	\$ 942,720	\$ 9,087,200	\$ 437,262	\$ 10,467,182
Excess (Deficiency) of Revenue Over (Under) Expenditures	-	-	-	-

Housing Authority of the City of Columbia, Missouri

Program Budgets

Fiscal Year January 1, 2019 - December 31, 2019

First Draft - 8/31/2018

Description	ROSS Grants	CHALIS	Columbia Community Housing Trust	CHA Affordable Housing Development	CHA Business Activities	Central Office Cost Center
Net tenant rental revenue		\$ 25,800	\$ 14,640			
Non-Dwelling Rentals			-		107,981	
Total tenant revenue	-	25,800	14,640	-	107,981	-
Other Federal Grants		314,751				
HUD PHA operating grants	175,956					
Total Federal Grants	175,956	314,751	-	-		-
Management Fees PHA						62,804
Management Fees CFP						13,568
Management Fees HCV						243,384
Mgmt Fees CHALIS & Component Units			-		243,222	
Asset Management Fee						14,400
Book-Keeping Fees PHA						9,720
Book-Keeping Fees HCV						152,115
Developer Fees			-	372,078		
Total Fee Revenue	-	-	-	372,078	243,222	495,991
Other Grants/Income		942,392		-		
Investment income - unrestricted			2,400	600	160	3,000
Other revenue					1,200	15,000
Total Other Revenue	-	942,392	2,400	600	1,360	18,000
Total Revenue	\$ 175,956	\$1,282,943	\$ 17,040	\$ 372,678	\$ 352,563	\$ 513,991
Administrative salaries		41,600	-	254,379	181,106	341,075
FICA/MEDICARE		3,182	-	19,460	13,855	26,092
Employee-Health Ins.		8,813	-	35,575	33,845	48,888
Employee-Retirement		2,496	-	15,263	10,866	20,465
Auditing Fees		-	-	2,500	5,000	5,000
Management Fees-COCC		1,500	1,171			
Advertising and Marketing		100	-	120	120	120
Office Supplies	5,000	5,488	-	1,000	1,000	2,200
Telephone	360	480	-	3,364	2,246	4,880
Publications			-			825
Postage	-	144	12	250	250	2,124
Computer/IT Expense	660	8,626	-	2,150	9,535	21,020
Memberships & Dues		-	-	1,000	500	500
Office Equipment & Maintenance Contracts	-	357	-			
Legal Expense			-	1,200		
Staff Training	1,000	18,380	-	2,000	1,500	4,000
Travel	1,000	12,382	-	2,400		
Sundry, Miscellaneous	3,980	43,230	130	9,222	5,245	12,707
Port-Out Admin Fees						
Total Operating-Administrative	12,000	146,778	1,313	349,883	265,068	489,896
Tenant services - salaries	122,991	585,263	-	-		
FICA/MEDICARE	9,409	44,773	-	-		
Employee-Health Ins.	21,471	48,780	-	-		

Housing Authority of the City of Columbia, Missouri

Program Budgets

Fiscal Year January 1, 2019 - December 31, 2019

First Draft - 8/31/2018

Description	ROSS Grants	CHALIS	Columbia Community Housing Trust	CHA Affordable Housing Development	CHA Business Activities	Central Office Cost Center
Employee-Retirement	7,379	25,449	-	-		
Tenant Services - Other	-	388,398	-			
Total Tenant Services	161,250	1,092,663	-	-	-	-
Water		-		700	700	700
Electricity		-		2,000	2,000	2,000
Gas		-		600	600	600
Sewer		-		150	150	150
Total Utilities	-	-	-	3,450	3,450	3,450
Maintenance - Materials		1,800	520	1,270	1,270	1,270
Maintenance- Trash Removal Contracts		-	-	500	500	500
Maintenance- Snow Removal Contracts		750	-			
Maintenance- Landscape & Grounds Contracts		1,200	540	3,100	600	600
Maint.- Unit Turnaround/Restoration Contracts		800	-			
Maintenance- Extermination Contracts		300	210			
Maintenance - Janitorial Contracts		-	-	3,400	3,400	3,400
Maintenance - Misc Contracts		240	600	2,400	2,400	2,400
Maintenance-Vehicles		-	-	600	600	600
Total Maintenance	-	5,090	1,870	11,270	8,770	8,770
Property Insurance		-	520		300	2,800
Liability Insurance		2,913	112	2,107	1,997	1,200
Workmen's Compensation	2,706	18,806	-	5,596	3,984	7,504
All other Insurance		-	45	372	1,122	372
Total Insurance Premiums	2,706	21,719	678	8,076	7,403	11,876
Other general expenses		-	-		67,872	
Payments in lieu of taxes		2,580	1,464			
Total Other General Expenses	-	2,580	1,464	-	67,872	-
Total Operating Expenses	\$ 175,956	\$1,268,830	\$ 5,325	\$ 372,678	\$ 352,563	\$ 513,991
Excess Revenue Over Operating Expenses	\$ -	\$ 14,113	\$ 11,715	\$ (0)	\$ (0)	\$ (0)
Depreciation expense		17,412	850			
Total Other	-	17,412	850	-	-	-
Total Expenses	\$ 175,956	\$1,286,242	\$ 6,175	\$ 372,678	\$ 352,563	\$ 513,991
Net Operating Income/(Loss)	\$ -	\$ (3,299)	\$ 10,865	\$ (0)	\$ (0)	\$ (0)