



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia MO 65203

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

Open Meeting Notice

CHA Board of Commissioners Meetings

Date: Wednesday, September 13, 2023

Time: 5:30 p.m. – Columbia Housing Authority Regular Meeting

Place: CHA Administration Building, 201 Switzler

- I. Call to Order/Introductions
- II. Roll Call
- III. Adoption of Agenda
- IV. Approval of August 23, 2023, Open Meeting Minutes, August 23, 2023, Closed Meeting Minutes
- V. Public Comment (Limited to 5 minutes per speaker)

PUBLIC HEARINGS

- VI. Amendment to the FY 2023 PHA Plan to Include RAD Conversion of Park Avenue

RESOLUTIONS

- VII. **Resolution 2929:** To Amend the FY 2023 PHA Plan to Include RAD Conversion of the Park Avenue Apartments.
- VIII. **Resolution 2930:** To Approve Updates and Amendments to the Columbia Housing Authority's Procurement Policy.
- IX. **Resolution 2931:** To Authorize the Housing Authority of the City of Columbia, Missouri to Apply for Funding for the Providence Walkway Apartments Affordable Housing Development to the Missouri Housing Development Commission and Certifying that the Information Being Provided is Correct, Complete and Accurate and in Compliance with all Applicable Regulations

REPORTS

- X. Affordable Housing Development Report: Kinney Point, Park Avenue, and Providence Walkway
- XI. Director Reports: Safety Report and Security Camera Status Update
- XII. Current Events

PUBLIC AND COMMISSIONER COMMENT

- XIII. Public Comment (Limited to 5 minutes per speaker)
- XIV. Commissioner Comment
- XV. Adjournment

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

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

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



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HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI BOARD OF COMMISSIONERS MEETING August 23, 2023, BOARD MEETING MINUTES

I. Call to Order:

The Board of Commissioners of the Housing Authority of the City of Columbia, Missouri (CHA) met in open session on August 23, 2023, in the Training Room of the Columbia Housing Authority Administration Building, 201 Switzler St., Columbia, Missouri 65203. Mr. Hutton, Chair, called the meeting to order at 5:33 p.m.

II. Roll Call:

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

CHA Staff: Randy Cole, CEO
Michelle Betz, Executive Assistant
Dana Harris, HR Manager
Laura Lewis, Director of Affordable Housing Operations
Justin Anthony, Director of Resident Services
Tawanda Edwards, Director of Housing Programs
Jeff Forck, Director of Safety
Tim Koske, Chief Financial Officer

Guest: Renita Duncan, RubinBrown – By Zoom
Tanner Sutton, RubinBrown – By Zoom

III. Adoption of Agenda:

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

IV. Approval of July 12, 2023, Open Meeting Minutes:

Mr. Hutton called for a motion to approve the amended minutes from the open meeting of July 12, 2023. Mr. Hutton noted that this was a regular meeting. A motion was made by Mr. Hutton

and second by Mr. Calloway. All Commissioners voted “aye” and Mr. Hutton declared the motion approved.

V. Approval of August 8, 2023 Closed Meeting Minutes:

Mr. Hutton called for a motion to approve the minutes from the closed meeting of August 8, 2023. A motion was made by Mr. Calloway and second by Ms. Rahn. All Commissioners voted “aye” and Mr. Hutton declared the motion approved.

VI. Public Comment.

There were no public comments.

RESOLUTIONS

Mr. Cole stated that Ms. Duncan will review the audits within the first three resolutions that pertain to the Agency Wide Audit, the Single Audit and the LIHTC Audits. The financial audit must be uploaded to the HUD system before September 30, 2023, and that is something that RubinBrown will do.

Ms. Duncan stated all the audits are unmodified or clean reports, there are no findings. The Agency Wide report, the auditor’s opinion is a clean audit opinion but looking at 2022 report compared to last year you will see there is a change. The change explains there is a new auditor standard related to leases, it would require everyone to treat leases differently. The accounting team had to identify those leases and RubinBrown worked with the team to implement those standards. Ms. Duncan shared there is no impact on the bigger picture.

Ms. Duncan shared that because CHA spends more than \$750,000 in Federal Funds a single audit is a requirement. With the single audit there are programs they must test, and Section 8 is one they test every time and every other year they will have to test a second program.

Mr. Sutton shared in the single audit report there are 2 areas they look at: one is the internal controls on financial statements, and there were no findings over the internal controls. On the Federal awards RubinBrown tested the HCV and Public Housing programs, they ran 26 different tests on the programs and there was 1 finding within the HCV program. Mr. Sutton shared the finding was when an individual is terminated or leaves the program, a specific form is to be submitted within a certain time frame. RubinBrown found one instance where the form was not submitted and with this finding being the lowest type of find, it is not required to be reported to HUD.

Mr. Sutton reported on the Management Corrective Action Plan which is probably the most important part of the audit. Any viewer can look at this report and see there are findings, and they can also see what the management’s response is. Management has already provided a response and how they plan to correct the finding going forward with a completion date of 08/10/2023 which management has already implemented the changes.

Ms. Duncan reported that the audit submissions to the Federal Audit Clearing Housing is underway, and they will certify with the REAC submission.

Mr. Hutton asked about the timeline with the 2022 audits, Ms. Duncan responded with the LIHTC audits are not finished until March 31 and we have to wait for investors to approve the financial statements; and if we submit it too early it can be really cumbersome on the team. The agency wide starts in April and is always completed by the deadline which is in June.

Mr. Calloway inquired about Redstone. Mr. Cole responded with Red Stone is the primary investor on our LIHTC projects, we have to seek their approval to access funds to invest in the property or replace of major things or capital improvements for the year.

Mr. Calloway inquired about Mr. Steinhaus's name being taken off report and replaced with Redstone. Mrs. Duncan stated she did not have information on this, and Mr. Koske stated it's like housekeeping, just needed to clean it up. Mr. Cole and Ms. Duncan responded they would look into this.

VII. Resolution 2923: A Resolution to Accept the Audited Financial Statements of the Mid-Missouri Veterans Housing Development Group, LP, the Stuart Parker Housing Development Group, LP, the Bear Creek Housing Development Group, LP, the Oak Towers Housing Development Group, LP, the Bryant Walkway Housing Development Group, LP, and the Bryant Walkway II Housing Development Group, LP for Calendar Year Ending December 31, 2022.

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

Mr. Hutton called for a motion to approve Resolution 2923 as presented. A motion was made by Mr. Calloway. Second by Ms. Wenneker. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Wenneker, Hutton, Oliveri, Calloway, Rahn

No: None

VIII. Resolution 2924: To Accept the Audited Financial Statements of the Housing Authority of the City of Columbia, Missouri for Fiscal Year Ending December 31, 2022.

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

Mr. Hutton called for a motion to approve Resolution 2924 as presented. A motion was made by Mr. Calloway. Second by Ms. Wenneker. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Wenneker, Hutton, Oliveri, Calloway, Rahn

No: None

IX. Resolution 2925: To Accept the Single Audit Report of the Housing Authority of the City of Columbia, Missouri for Fiscal Year Ending December 31, 2022.

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

Mr. Hutton called for a motion to approve Resolution 2925 as presented. A motion was made by Mr. Calloway. Second by Ms. Wenneker. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Wenneker, Hutton, Oliveri, Calloway, Rahn

No: None

Mr. Cole shared that CHA is rebidding the audit firm. Mr. Hutton asked when would we want this selected by and Mr. Koske shared the bidding closes September 15, 2023. Mr. Cole shared we would like to get a new firm or go back to RubinBrown before the end of the year. We usually do a 3-year agreement with an option to extend 2 years and with Rubinbrown we have extended beyond 2 years.

- X. Resolution 2926:** To Adopt Revisions to the FY 2023 Columbia Housing Authority Agency-Wide Budget Including Component Financial Units and Budgets for the Columbia Housing Authority's Low-Income Housing Tax Credit Properties.

Mr. Cole stated this is a proposed budget amendment that is significant in size, increasing revenue assumptions closer to actuals.

Mr. Cole shared the request for additional budget expenditure on specific line items; the additional positions, Housing Development Coordinator, Homeless Outreach Coordinator, PBV Specialist, and Intake Specialist. It would increase the front-line HCV, Maintenance and Property Management positions, it would impact about 36 positions.

Mr. Hutton asked how much the increase in revenue is, Mr. Cole stated the total estimated revenue increase is \$772,326 with a total requested expenditure increase of \$433,541. We also project in operations increase by \$168,844.

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

Mr. Hutton called for a motion to approve Resolution 2926 as presented. A motion was made by Mr. Hutton. Second by Ms. Rahn. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Wenneker, Hutton, Oliveri, Calloway, Rahn

No: None

- XI. Resolution 2927:** Authorizing the Chief Executive Officer to Execute the Appropriate Documents and Agreements with First Mid Bank for Banking and Depository Services for the Columbia Housing Authority.

Mr. Cole shared CHA issued an RFP for Bank Services on Friday April 14, 2023. The RFP was advertised on the CHA website and through the Columbia Daily Tribune. The following banking institutions submitted proposals: Central Bank of Boone County, First Mid Bank and Commerce Bank. After the finance department and Mr. Cole met with each institution, CHA staff filled out a

review and evaluation for all proposals. Mr. Cole stated that CHA staff determined First Mid Bank to have most beneficial to CHA.

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

Mr. Hutton called for a motion to approve Resolution 2927 as presented. A motion was made by Mr. Calloway. Second by Ms. Oliveri. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Wenneker, Hutton, Oliveri, Calloway, Rahn

No: None

- XII. Resolution 2928:** Authorizing the Submission of a Continuum of Care Grant Renewal Application to the Department of Housing and Urban Development, Through the Missouri Balance of State Continuum of Care Application Process, to Provide Rental Housing Assistance to Homeless Persons with Disabilities and Authorizing the Execution of all Applicable Grant Contract Award Agreements and the Implementation of the Program as Described in the Grant application.

Mr. Cole reviewed the renewal grant application for Continuum of Care (CoC) grant funds. CoC typically supports over 60 vouchers per year for chronically homeless population receive supportive services.

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

Mr. Hutton called for a motion to approve Resolution 2928 as presented. A motion was made by Ms. Rahn. Second by Mr. Calloway. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Wenneker, Hutton, Oliveri, Calloway, Rahn

No: None

REPORTS

XIII. Maintenance Department Update

Mr. Cole reported that CHA had scheduled a second interview for the Director of Maintenance and refilled a vacant maintenance position for Downtown. Every other week on Mondays, Mr. Cole, Mr. Anthony, and Ms. Lewis meet with the Maintenance Crew at each of the property sites. Mr. Cole, Justin and Laura had a luncheon for the family site maintenance staff at Kinney Point on August 16th. They discussed what are the strengths, weaknesses/opportunities for improvement, negative impacts, improving teamwork across departments and how CHA leadership can best support the team.

XIV. June Financials

Mr. Koske reviewed highlights from the June Financial report sharing that the revenues are a little lower than expenditures and the HCV is \$4,205 above budget and Public Housing is \$216,913 above budget and LIHTC \$109,171 above budget.

XV. Director Reports: Safety, Resident Services, Affordable Housing Development and Compliance Affordable Housing Programs, Affordable Housing Operations, and Human Resources.

Safety:

Mr. Forck shared that there were 52 CHA Safety Department Reports in June and 249 Joint Communication Logs for June. The Safety department had 18 lease violations, 9 trespass person's, 1 weapons offense, 1 search warrant and 7 welfare checks. Safety had 5 new residents move in meetings. Safety obtained the video from 225 Trinity for CPD in reference to a homicide. Safety assisted CPD with service of search warrant at 325 Trinity, two CHA residents were arrested. Safety worked with the Department of health and Senior Service to obtain an in-home service for a resident at Paquin Towers.

Resident Services:

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

Affordable Housing Development Report:

Mr. Cole stated Fulson Housing Group and a representative from Red Stone were on site August 9, 2023, to tour CHA property and discuss CHA's upcoming Kinney Point and Park Avenue projects. The City Council approved the PD Plan for Kinney Point on August 7, 2023, incorporating 10 additional units funded through MO DED ARPA. The final plat for Kinney Point is scheduled to go before the City Council on October 2, 2023, which will finalize zoning action. The original closing was planned for October but has been pushed to November/December due to the City change on plat and MHDC staffing change.

Mr. Cole reported that CHA staff is working with Crockett Engineering and City staff to resolve water line placement and broader upgrades. CHA staff is working to submit the RAD financing Plan HUD system prior to October 7, 2023 which will facilitate a February 4, 2024 RAD conversion with the HUD system.

Housing Choice Vouchers & Special Program:

Ms. Edwards reviewed highlights from the Housing Choice Voucher Program, Emergency Housing Vouchers, Continuum of Care, HUD VASH Vouchers, Mainstream Vouchers and Tenant Based Rental Assistance report for June 2023.

Ms. Edwards shared that CHA currently has 1,151 applicants seeking program subsidy. CHA added 8 new lease ups for the month and there are 118 voucher holders searching for homes. There were 6 attritions for a gain of 2 new participants for the month of June.

Ms. Edwards shared that HUD VASH program currently has 123 receiving VASH program assistance 98 HCV + 25 Patriot Place. CHA has 16 new vouchers searching for homes and 4 referrals on hand pending.

Ms. Edwards shared that Mainstream Vouchers; CHA has 31 vouchers leased with 9 voucher holders searing for homes.

Ms. Edwards shared that Continuum of Care Program; CHA had 41 households receiving COC assistance. CHA had 17 voucher holders searching for homes, and Special Programs Specialist has requested an additional 10 referrals.

Ms. Edwards shared that Emergency Housing Vouchers Program; CHA currently has 51 Emergency Housing Vouchers with 35 leased and 20 vouchers searching for homes.

Affordable Housing Operations Report:

Ms. Lewis reviewed highlights from the Property Management Report for the month of June 2023, noting 8 families moved in and 11 families moved out or transferred units (2 households transferred, 1 passed away, 2 household moved in with family, 1 was terminated, 3 households moved to the private sector and 2 households transferred to Section 8.) leaving an overall occupancy average of 97.58%.

Ms. Lewis shared out of 622 LIHTC/PBV units, 16 were vacant as of June 30, 2023, which is an overall occupancy rate of 97.40%. Of the 16 vacant LIHTC/PBV units, 3 were vacant over 60 days. Amp 1 had 16 vacant units which is an occupancy rate of 86.70% (4 requests for vouchers and 13 intents to vacate and 4 terminations were issued for reasons other than non-payment.

Human Resources:

Ms. Harris reported CHA has 60 full-time and 16 part-time employees. Our new hires consist of 2 HCV Specialist, Housing Intake Coordinator, HHC Family Support Specialist and Maintenance II. On August 28 CHA will be onboarding Accountant, Housing Development Coordinator and PBV Specialist.

Ms. Harris shared the new CHA website has had 2.5k visitors in the past month. We have purchased 8 new workstation's for employees and installed with the help of 43Tc.

XVI. Public Comment

There was no public comment.

XVII. Commissioner Comment

There was no commissioner comment.

Mr. Hutton called for a motion to adjourn the meeting. A motion was made by Ms. Oliveri. Second by Ms. Wenneker. Mr. Hutton called the meeting adjourned at 8:06 p.m.

Bob Hutton, Chair

Date

Randy Cole, Chief Executive Officer

Date

Certification of Public Notice

I, Randy Cole, Chief Executive Officer of the Housing Authority of the City of Columbia, Missouri, do hereby certify that on August 21, 2023, I posted public notice of the August 23, 2023, Board of Commissioners Meeting and distributed copies of the notice and agenda to the Board of Commissioners and the local media. The meeting notice and agenda was also distributed to the public upon request.

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

Randy Cole, Chief Executive Officer

Date



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HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI BOARD OF COMMISSIONERS MEETING August 23, 2023, CLOSED MEETING MINUTES

I. Call to Order:

The Board of Commissioners of the Housing Authority of the City of Columbia, Missouri (CHA) met in closed session on August 23, 2023, at the CHA Administration Building. Mr. Hutton, Chair, called the meeting to order at 8:15 p.m.

The following Commissioners and Staff were present for the closed session:

Present: Bob Hutton, Chair Commissioner
 Robin Wenneker, Vice Chair Commissioner - Via Zoom
 Steve Calloway, Commissioner
 Jama Rahn, Commissioner

Absent: Rigel Oliveri

CHA Staff: Randy Cole, CEO

II. Adoption of Agenda:

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

III. Adoption of Minutes

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

IV. Roll Call:

Mr. Hutton asked for a motion and a roll call to go into CLOSED SESSION PURSUANT TO SECTION 610.021(2) RSMo. – Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor

Yes: Hutton, Wenneker, Oliveri, Calloway, Rahn

No: None

Discussion:

The CHA Board of Commissioners and the CEO discussed leasing, purchase or sale of real estate. The CEO provided updates and status and answered questions of the CHA Board of Commissioners.

Mr. Hutton called for a motion to go out of closed meeting. Mr. Calloway made a motion to go out of closed session. A second was made by Ms. Rahn. Upon a roll call vote, the motion was passed by unanimous vote as follows:

Yes: Hutton, Wenneker, Oliveri, Calloway, Rahn

No: None

V. Adjournment

Mr. Hutton called for a motion to adjourn the meeting. A motion was made by Ms. Wenneker. Second by Mr. Calloway. Mr. Hutton called the meeting adjourned at 8:00 p.m.

Bob Hutton, Chair

Date

Randy Cole, Chief Executive Officer

Date

Certification of Public Notice

I, Randy Cole, Chief Executive Officer of the Housing Authority of the City of Columbia, Missouri, do hereby certify that on August 21, 2023, I posted public notice of the August 23, 2023, Closed Board of Commissioners Meeting and distributed copies of the notice and agenda to the Board of Commissioners and the local media. The meeting notice and agenda was also distributed to the public upon request.

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

Randy Cole, Chief Executive Officer

Date



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Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: September 13, 2023

Re: **Public Hearing:** Amending the FY 2023 PHA Plan to Include the RAD Conversion of Park Avenue Apartments.

Executive Summary

CHA is required to conduct a public hearing to amend its FY 2023 PHA Plan (5-year and annual plan). The proposed amendment to CHA's FY 2023 PHA Plan incorporates the RAD Conversion of 70 units on Park Avenue. CHA received funding awards in December 2022 and is required to amend and update its current PHA Plan as part of RAD Conversion.

Discussion

The PHA Plan includes both a 5-year plan and annual plan for public housing authority operations. The Columbia Housing Authority's (CHA) FY 2023 PHA Plan (5-Year and annual) was approved by the CHA Board of Commissioners on October 12, 2022. The U.S. Department of Housing and Urban Development (HUD) requires PHA's to include a statement regarding any significant amendments or modifications to the 5-Year Plan. CHA provided a statement in its FY 2023 PHA Plan in accordance with requirements set forth by HUD, which also included a statement noting the participation in the Rental Assistance Demonstration (RAD) Program triggering the need to conduct a significant amendment to the plan.

Section C.1, paragraph 4 of CHA's PHA Plan (5-Year) states, "Likewise, participation in the Rental Assistance Demonstration (RAD) program and the conversion of public housing subsidies to Project-Based Vouchers and the renovation and/or replacement of Public Housing units under the RAD program will be considered a significant amendment to the PHA Annual Plan and 5-Year Plan."

The Housing Authority of the City of Columbia, Missouri is proposing an amendment its 5-Year and Annual PHA Plan to incorporate plans for conversion of 70 units of public housing to Project Based Vouchers (PBV) as result of a successful Low-Income Housing Tax Credit (LIHTC) application. CHA plans to convert 70 public housing units at Park Avenue to PBV in accordance with Notice H-2019-9 PIH 2019-23 (HA). Upon conversion to PBV, the Housing Authority of the City of Columbia will adopt the resident rights, participation, waiting list and grievance procedures listed in Notice H-2019-9 PIH 2019-23 (HA). The project also includes the addition of 9 market rate units for a total of 79 units.

CHA staff has conducted a 45-day notice period from July 23, 2023, through September 5, 2023, as required by HUD notification regulations. CHA staff also conducted an informational meeting with the CHA Resident Advisory Board (RAB) on July 27, 2023. RAB members expressed continued support for CHA's Park Avenue project and other CHA redevelopment efforts.



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Recommended Commission Action

Open the public hearing and accept any public comments.

Attachment M – PHA Plan Amendment #1: Rental Assistance Demonstration (RAD) Conversion and Project Based Vouchers

The Housing Authority of the City of Columbia, Missouri is amending its 5-Year and Annual PHA Plan to incorporate plans for conversion of 70 units of public housing to Project Based Vouchers (PBV) as result of a successful Low-Income Housing Tax Credit (LIHTC) application. CHA plans to convert 70 public housing units at Park Avenue to PBV in accordance with Notice H-2019-9 PIH 2019-23 (HA). Upon conversion to PBV, the Housing Authority of the City of Columbia will adopt the resident rights, participation, waiting list and grievance procedures listed in Notice H-2019-9 PIH 2019-23 (HA). These resident rights, participation, waiting list and grievance procedures are appended to this Attachment. Additionally, the Housing Authority of City of Columbia is currently compliant with all fair housing and civil rights requirements and is not under a Voluntary Compliance Agreement. The project will also include the addition of 9 market rate units for a total of 79 units.

RAD was designed by HUD to assist in addressing the capital needs of public housing by providing public housing authorities (PHAs) with access to private sources of capital to repair and preserve its affordable housing assets. Please be aware that upon conversion, the 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 the CHA may also borrow funds to address their capital needs. The CHA will also be contributing Capital Fund Operating Reserves in the amount of up to \$700,000 towards the conversion.

The Housing Authority currently has debt under an Energy Performance Contract that will be working with Ameresco, our Energy Performance Contracting provider, to address outstanding debt issues, which will be paid off with the conversion of Park Avenue.

Please find specific information related to the RAD Conversion of Park Avenue Public Housing Development below:

<u>Development Name:</u> Jesse Wrench	<u>Development ID:</u> MO007001	<u>Conversion Type</u> Project-Based Vouchers	<u>Transfer of Assistance:</u> N/A
<u>Number of Units:</u> 70	<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> \$700,000
<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	20	24	+4
Two Bedroom	30	35	+5
Three Bedroom	16	16	No change
Four Bedroom	4	4	No change

5-Year PHA Plan (for All PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 03/31/2024
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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. The **Form HUD-50075-5Y** is to be completed once every 5 PHA fiscal years by all PHAs.

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

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

B.2

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

D. Affirmatively Furthering Fair Housing (AFFH).

D.1

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

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

Fair Housing Goal:

Fair Housing Goal:

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

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

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

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

B. Plan Elements.

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

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

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

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

C. Other Document and/or Certification Requirements.

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

C.2 Resident Advisory Board (RAB) comments.

(a) Did the public or RAB have comments?

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

C.3 Certification by State or Local Officials.

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

C.4 Required Submission for HUD FO Review.

Challenged Elements.

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

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

D. Affirmatively Furthering Fair Housing.

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

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

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

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

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

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



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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

Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: September 13, 2023

Re: **Resolution 2929**. Amending the FY 2023 PHA Plan to Include the RAD Conversion of Park Avenue Apartments.

Executive Summary

Approval of this resolution will incorporate the RAD Conversion of 70 units on Park Avenue. CHA received funding awards in 2022 and is required to amend and update its current PHA Plan as part of RAD Conversion.

Discussion

Approval of the attached resolution would authorize an amendment to the Columbia Housing Authority's (CHA) 5-Year and Annual PHA Plan to incorporate plans for conversion of 70 units of public housing to Project Based Vouchers (PBV) as result of a successful Low-Income Housing Tax Credit (LIHTC) application. CHA plans to convert 70 public housing units at Park Avenue to PBV in accordance with Notice H-2019-9 PIH 2019-23 (HA). Upon conversion to PBV, the Housing Authority of the City of Columbia will adopt the resident rights, participation, waiting list and grievance procedures listed in Notice H-2019-9 PIH 2019-23 (HA). The project also includes the addition of 9 market rate units for a total of 79 units.

CHA staff has conducted a 45-day notice period from July 23, 2023, through September 5, 2023, as required by HUD notification regulations. CHA staff also conducted an informational meeting with the CHA Resident Advisory Board (RAB) on July 27, 2023. RAB members expressed continued support for CHA's Park Avenue project and other CHA redevelopment efforts.

Recommended Commission Action

Staff Recommendation: Adopt Resolution 2929 approving an amendment to the FY 2023 PHA Plan, 5-Year and Annual Plan.



Housing Authority of the City of Columbia, Missouri

Board Resolution

RESOLUTION #2929

A Resolution to Amend the Columbia Housing Authority's PHA Annual Plan for Fiscal Year Beginning January 1, 2023 and Ending December 31, 2023, Related to Rental Assistance Demonstration Program and the RAD Conversion of the Park Avenue Apartments and Submission to the Department of Housing and Urban Development.

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

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

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

WHEREAS, the Housing Authority of the City of Columbia, Missouri, has developed an Amendment to the PHA Plan pertaining to the Rental Assistance Demonstration (RAD) Conversion of 70 units of public housing to Project Based Vouchers (PBV) on Park Avenue; and

WHEREAS, the post-conversion number of units at the Park Avenue Apartments is planned to be 79 with 70 PBV units and 9 market rate units; and

WHEREAS, the amendment to the PHA Plan also includes the allotment of up to \$700,000 in Capital Fund/Operating Reserve to be included in the project financing plan; and

WHEREAS, the Park Avenue Apartments project received an award of Low-Income Housing Tax Credits and local American Rescue Plan Act (ARPA) funding from the City of Columbia and the County of Boone to finance the development of the project; and

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

WHEREAS, the Resident Advisory Board (RAB) of the housing authority has reviewed and provided supportive comments on the Amendment to the PHA Annual Plan; and

WHEREAS, a public hearing was held on September 13, 2023, to receive comments from residents and the public; and

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



Housing Authority of the City of Columbia, Missouri

Board Resolution

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

Bob Hutton, Chair

Randy Cole, Secretary

Adopted September 13, 2023

Attachment M – PHA Plan Amendment #1: Rental Assistance Demonstration (RAD) Conversion and Project Based Vouchers

The Housing Authority of the City of Columbia, Missouri is amending its 5-Year and Annual PHA Plan to incorporate plans for conversion of 70 units of public housing to Project Based Vouchers (PBV) as result of a successful Low-Income Housing Tax Credit (LIHTC) application. CHA plans to convert 70 public housing units at Park Avenue to PBV in accordance with Notice H-2019-9 PIH 2019-23 (HA). Upon conversion to PBV, the Housing Authority of the City of Columbia will adopt the resident rights, participation, waiting list and grievance procedures listed in Notice H-2019-9 PIH 2019-23 (HA). These resident rights, participation, waiting list and grievance procedures are appended to this Attachment. Additionally, the Housing Authority of City of Columbia is currently compliant with all fair housing and civil rights requirements and is not under a Voluntary Compliance Agreement. The project will also include the addition of 9 market rate units for a total of 79 units.

RAD was designed by HUD to assist in addressing the capital needs of public housing by providing public housing authorities (PHAs) with access to private sources of capital to repair and preserve its affordable housing assets. Please be aware that upon conversion, the 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 the CHA may also borrow funds to address their capital needs. The CHA will also be contributing Capital Fund Operating Reserves in the amount of up to \$700,000 towards the conversion.

The Housing Authority currently has debt under an Energy Performance Contract that will be working with Ameresco, our Energy Performance Contracting provider, to address outstanding debt issues, which will be paid off with the conversion of Park Avenue.

Please find specific information related to the RAD Conversion of Park Avenue Public Housing Development below:

<u>Development Name:</u> Jesse Wrench	<u>Development ID:</u> MO007001	<u>Conversion Type</u> Project-Based Vouchers	<u>Transfer of Assistance:</u> N/A
<u>Number of Units:</u> 70	<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> \$700,000
<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	20	24	+4
Two Bedroom	30	35	+5
Three Bedroom	16	16	No change
Four Bedroom	4	4	No change

5-Year PHA Plan (for All PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 03/31/2024
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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. The **Form HUD-50075-5Y** is to be completed once every 5 PHA fiscal years by all PHAs.

900 A.	PHA Information.																																				
A.1	<p>PHA Name: Housing Authority of the City of Columbia, Missouri _____ PHA Code: MO007 _____</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): 01/01/2022 ____</p> <p>The Five-Year Period of the Plan (i.e. 2019-2023): 2022-2026 ____</p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan 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 on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>The Columbia Housing Authority (CHA) maintains a copy of the draft FY 2022 PHA Plan (5-year and annual) for public inspection at the reception desk of its Administration building at 201 E. Switzler. A copy of CHA’s ACOP and Section 8 Administration Plan is also available in this same location, as well as maps and annual budgets of each of its properties. Each of these documents are also posted on CHA’s website to view electronically. CHA staff provided copies of the FY 2022 PHA Plan (5-year and annual) to each member of the CHA Resident Advisory Board and reviewed the document with the RAB on August 19, 2022 to answer questions and take input.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.)</p> <table border="1" data-bbox="212 1234 1469 1866"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
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B.	Plan Elements. Required for <u>all</u> PHAs completing this form.
B.1	<p>Mission. State the PHA’s mission for serving the needs of low-income, very low-income, and extremely low-income families in the PHA’s jurisdiction for the next five years.</p> <p><u>CHA Mission:</u> Provide quality affordable housing opportunities with supportive and economic resources to eligible households in Columbia, Boone County.</p> <p><u>CHA Vision:</u> To be our community’s leading affordable housing provider with a diverse and expanding portfolio of safe, energy-efficient and affordable housing options connected to supportive resources that foster stability and upward mobility.</p> <p><u>CHA Values:</u></p> <p>Integrity: We act honestly and ethically in all aspects of our organization. We will continue to strengthen our policies and standards to best serve our mission.</p> <p>Accountability: We are responsible, committed, and answerable to each other, to those we serve and to those who have entrusted us with resources.</p> <p>Respect: We have respect for CHA residents, CHA staff and community partners by giving dignity and value to all.</p> <p>Diversity, Equity, and Inclusion: We are committed to diversity, equity and inclusion in our staff, board, and services to residents. We recognize and value everyone’s life experience, perspective, and culture.</p> <p>Safety: We establish partnerships with CHA residents, CHA staff and other stakeholders to help create and maintain a safe environment.</p>

B.2

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

D. Affirmatively Furthering Fair Housing (AFFH).

D.1

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

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

Fair Housing Goal:

Fair Housing Goal:

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

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

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

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

B. Plan Elements.

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

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

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

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

C. Other Document and/or Certification Requirements.

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

C.2 Resident Advisory Board (RAB) comments.

(a) Did the public or RAB have comments?

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

C.3 Certification by State or Local Officials.

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

C.4 Required Submission for HUD FO Review.

Challenged Elements.

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

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

D. Affirmatively Furthering Fair Housing.

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

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

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

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

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

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



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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

Department Source: Finance

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: September 13, 2023

Re: **Resolution 2930**. To Amend the Columbia Housing Authority (CHA) Procurement Policy to reference the correct section of the Code of Federal Regulation (CFR) for CHA's procurement policy and to increase the Columbia Housing Authority threshold for small purchases from \$100,000 to \$250,000.

Executive Summary

Approval of the resolution would authorize updates to CHA's procurement policy, in accordance with results of the June HUD Comprehensive Monitoring.

Discussion

CHA's current procurement policy cites 24 CFR 85.36 as the compliance authority for CHA procurement and policies, however changes to federal regulations removed 24 CFR 85.36, and PHAs are required to operate under 24 CFR 200.318 for procurement standards. This required change was noted as part of the June HUD Comprehensive Monitoring report, and staff is seeking approval to update this policy accordingly.

HUD staff also noted that CHA's small dollar threshold for purchases was still at \$100,000 and most PHAs have raised their small dollar purchase thresholds to \$250,000 in accordance with new federal thresholds noted at 24 CFR 200.318. Approving a new \$250,000 small dollar threshold would increase the threshold of purchase for requiring sealed bids to \$250,000. CHA would still be required to document competitive bidding and pricing for any purchase over \$10,000. CHA would continue to justify reasonable costs and competition through obtaining a minimum of three bids, however sealed bids would only be required for purchases over \$250,000.

Recommended Commission Action

Staff Recommendation: Adopt Resolution 2930 Authorizing the Chief Executive Officer to execute the requested changes to the CHA procurement policy.



Housing Authority of the City of Columbia, Missouri

Board Resolution

RESOLUTION 2930

A Resolution to change the Columbia Housing Authority (CHA) Procurement Policy to reference the correct section of the Code of Federal Regulation (CFR) for our procurement policy. Also, to raise the Columbia Housing Authority threshold for small purchases from \$100,000 to \$250,000.

WHEREAS, the current version of the CHA procurement policy was last updated on November 19, 2019 via resolution 2836;

WHEREAS, the current version of the CHA procurement policy currently cites **24 CFR 85.36** as the compliance authority for CHA;

WHEREAS, the CHA procurement policy will be updated per advice of Housing and Urban Development to reference **24 CFR 200.318**.

WHEREAS, the current version of the CHA procurement policy currently has a small purchase threshold of \$100,000, to wit under that amount a reasonable number of quotes must be obtained;

WHEREAS, the CHA procurement policy will be updated in accordance with new allowable thresholds noted by staff of the U.S. Department of Housing and Urban Development to raise the small purchase threshold to the level of \$250,000.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Columbia, Missouri, hereby adopts Resolution 2930 ratifying the changes aforementioned to the CHA procurement policy.

Bob Hutton, Chair

Randy Cole, Secretary

Adopted September 13, 2023

HOUSING AUTHORITY
OF THE CITY OF COLUMBIA
MISSOURI

PROCUREMENT POLICY

Updated November 19, 2019

Adopted by Board Resolution 2836

This Procurement Policy complies with the terms of the Annual Contributions Contract (ACC) between Columbia Housing Authority (CHA) and HUD; Federal Regulations at ~~24 CFR 85.36~~ **24CFR 200.318**; the procurement standards of the Procurement Handbook for PHAs, HUD **Handbook 7460.8, Rev 2**; and applicable State and Local laws.

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**PROCUREMENT POLICY
HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI**

General Provisions

General

CHA shall: (1) provide for a procurement system of quality and integrity; (2) provide for the fair and equitable treatment of all persons or firms involved in purchasing by CHA; (3) ensure that supplies and services (including construction) are procured efficiently, effectively, and at the most favorable prices available to CHA; (4) promote competition in contracting; and (5) assure that CHA purchasing actions are in full compliance with applicable Federal standards, HUD regulations, State, and local laws.

Application

This Procurement Policy applies to all procurement actions of the Authority, regardless of the source of funds, except as noted under “exclusions,” below. However, nothing in this Policy shall prevent CHA from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with the law. When both HUD and non-Federal grant funds are used for a project, the work to be accomplished with the funds should be separately identified prior to procurement so that appropriate requirements can be applied, if necessary. If it is not possible to separate the funds, HUD procurement regulations shall be applied to the total project. If funds and work can be separated and work can be completed by a new contract, then regulations applicable to the source of funding may be followed.

Definition

The term “procurement,” as used in this Policy, includes the procuring, purchasing, leasing, or renting of: (1) goods, supplies, equipment, and materials, (2) construction and maintenance; consultant services, (3) Architectural and Engineering (A/E) services, (4) Social Services, and (5) other services.

Exclusions

This policy does not govern Federal and State “Low-Income Housing Tax Credits” or HUD’s “Rental Assistance Demonstration” programs (see Addenda 1 & 1a). This policy also does not govern administrative fees earned under the Section 8 Housing Choice Voucher programs (Tenant or Project Based), the award of vouchers under the Section 8 program, the execution of landlord Housing Assistance Payments contracts under that program, or non-program income, e.g., fee-for-service revenue under **24 CFR Part 990**. These excluded areas are subject to applicable State and local requirements.

Changes in Laws and Regulations

In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall, to the extent inconsistent with these Policies, automatically supersede these Policies.

Public Access to Procurement Information

Most procurement information that is not proprietary is a matter of public record and shall be available to the public to the extent provided in Missouri’s Sunshine Law.

Ethics in Public Contracting

General

CHA hereby establishes this code of conduct regarding procurement issues and actions and shall implement a system of sanctions for violations. This code of conduct, etc., is consistent with applicable Federal, State, or local law.

Conflicts of Interest

No employee, officer, Board member, or agent of CHA shall participate directly or indirectly in the selection, award, or administration of any contract if a conflict of interest, either real or apparent, would be involved. This type of conflict would be when one of the persons listed below has a financial or any other type of interest in a firm competing for the award:

- A. An employee, officer, Board member, or agent involved in making the award;
- B. His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister);
- C. His/her partner; or
- D. An organization which employs or is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

Gratuities, Kickbacks, and Use of Confidential Information

No officer, employee, Board member, or agent shall ask for or accept directly or indirectly; favors, gifts, gratuities, or other things of value from any contractor, potential contractor, or party to any subcontract which might influence or appear to influence purchasing decisions, and shall not knowingly use confidential information for actual or anticipated personal gain.

Prohibition Against Contingent Fees

Contractors wanting to do business with CHA must not hire a person to solicit or secure a contract for a commission, percentage, brokerage, or contingent fee, except for bona fide established commercial selling agencies.

Procurement Planning

Planning is essential to managing the procurement function properly. Hence, CHA will periodically review its record of prior purchases, as well as future needs, to: find patterns of procurement actions that could be performed more efficiently or economically; maximize competition and competitive pricing among contracts and decrease CHA's procurement costs; reduce CHA administrative costs; ensure that supplies and services are obtained without any need for re-procurement, e.g., resolving bid protests; and minimize errors that occur when there is inadequate lead time. Consideration should be given to storage, security, and handling requirements when planning the most appropriate purchasing actions.

Purchasing Methods

Petty Cash Purchases

Purchases under \$100 may be handled through the use of a petty cash account. Petty Cash Accounts may be established in an amount sufficient to cover small purchases made during a reasonable period, e.g., one month. For all Petty Cash Accounts, CHA shall ensure that security is maintained and only authorized individuals have access to the account. These accounts should be reconciled and replenished periodically.

Small Purchases (Simplified Acquisition Threshold)

For any amounts above the Petty Cash ceiling, but not exceeding ~~\$100,000~~ \$250,000, CHA may use small purchase procedures. Under small purchase procedures, CHA shall obtain a reasonable number of quotes (preferably three); however, for purchases of less than \$10,000, also known as Micro-Purchases, only one quote is required provided the quote is considered reasonable. To the greatest extent feasible, and to promote competition, small purchases should be distributed among qualified sources. Quotes may be obtained orally (either in person or by phone), by fax, in writing, or through e-procurement. Award shall be made to the qualified vendor that provides the best value to CHA. If award is to be made for reasons other than lowest price, documentation shall be provided in the contract file.

Bid Splitting Prohibited

CHA shall not break down requirements aggregating more than the small purchase threshold (or the Micro Purchase threshold) into several purchases that are less than the applicable threshold merely to: (1) permit use of the small purchase procedures or (2) avoid any requirements that applies to purchases that exceed the Micro Purchase threshold.

Sealed Bids

Sealed bidding shall be used for all contracts that exceed the small purchase threshold and that are not competitive proposals or non-competitive proposals, as these terms are defined in this document. Under sealed bids, the PHA publicly solicits bids and awards a firm fixed-price contract (lump sum or unit price) to the responsible bidder whose bid, conforming with all the material terms and conditions of the IFB, is the lowest in price. Sealed bidding is the preferred method for procuring construction, supply, and non-complex service contracts that are expected to exceed ~~\$100,000~~ \$250,000.

- A. **Conditions for Using Sealed Bids.** CHA shall use the sealed bid method if the following conditions are present: a complete, adequate, and realistic statement of work, specification, or purchase description is available; two or more responsible bidders are willing and able to compete effectively for the work; the contract can be awarded based on a firm fixed price; and the selection of the successful bidder can be made principally on the lowest price.
- B. **Solicitation and Receipt of Bids.** An IFB is issued which includes the specifications and all contractual terms and conditions applicable to the procurement, and a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the solicitation. The IFB must state the time and place for both receiving the bids and the public bid opening. All bids received will be date and time-stamped and stored **unopened** in a secure place until the public bid opening. A bidder may withdraw the bid at any time prior to the bid opening.

- C. **Bid Opening and Award.** Bids shall be opened publicly. All bids received shall be recorded on an abstract (tabulation) of bids, and then made available for public inspection. If equal low bids are received from responsible bidders, selection shall be made by drawing lots or other similar random method. The method for doing this shall be stated in the IFB. If only one responsive bid is received from a responsible bidder, award shall **not** be made unless the price can be determined to be reasonable, based on a cost or price analysis.
- D. **Mistakes in Bids.** Correction or withdrawal of bids may be permitted, where appropriate, before bid opening by written or telegraphic notice received in the office designated in the IFB prior to the time set for bid opening. After bid opening, corrections in bids may be permitted only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made. All decisions to allow correction or withdrawal of a bid shall be supported by a written determination signed by the Contracting Officer. After bid opening, changes in bid prices or other provisions of bids prejudicial to the interest of CHA or fair competition shall not be permitted.

Competitive Proposals

Unlike sealed bidding, the competitive proposal method permits: consideration of technical factors other than price; discussion with offerors concerning offers submitted; negotiation of contract price or estimated cost and other contract terms and conditions; revision of proposals before the final contractor selection; and the withdrawal of an offer at any time up until the point of award. Award is normally made on the basis of the proposal that represents the best overall value to the PHA, considering price and other factors, e.g., technical expertise, past experience, quality of proposed staffing, etc., set forth in the solicitation and not solely the lowest price.

- A. **Conditions for Use.** Where conditions are not appropriate for the use of sealed bidding, competitive proposals may be used. Competitive proposals are the preferred method for procuring professional services that will exceed the small purchase threshold.
- B. **Form of Solicitation.** Other than A/E services, competitive proposals shall be solicited through the issuance of a RFP. The RFP shall clearly identify the importance and relative value of each of the evaluation factors as well as any subfactors and price. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established **before** the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors, and the contents of their proposals until after award. CHA may assign price a specific weight in the evaluation criteria or CHA may consider price in conjunction with technical factors; in either case, the method for evaluating price shall be established in the RFP.
- C. **Evaluation.** The proposals shall be evaluated only on the criteria stated in the RFP. Where not apparent from the evaluation criteria, CHA shall establish an Evaluation Plan for each RFP. Generally, all RFPs shall be evaluated by an appropriately appointed Evaluation Committee. The Evaluation Committee shall be required to disclose any potential conflicts of interest and to sign a Non-Disclosure statement. An Evaluation Report, summarizing the results of the evaluation, shall be prepared prior to award of a contract.

- D. **Negotiations.** Negotiations shall be conducted with all offerors who submit a proposal determined to have a reasonable chance of being selected for award, unless it is determined that negotiations are not needed with any of the offerors. This determination is based on the relative score of the proposals as they are evaluated and rated in accordance with the technical and price factors specified in the RFP. These offerors shall be treated fairly and equally with respect to any opportunity for negotiation and revision of their proposals. No offeror shall be given any information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal. A common deadline shall be established for receipt of proposal revisions based on negotiations. Negotiations are exchanges (in either competitive or sole source environment) between the PHA and offerors that are undertaken with the intent of allowing the offeror to revise its proposal. These negotiations may include bargaining. Bargaining includes persuasion, alteration of assumptions and positions, give-and-take, and may apply to price, schedule, technical requirements, type of contract or other terms of a proposed contract. When negotiations are conducted in a competitive acquisition, they take place after establishment of the competitive range and are called discussions. Discussions are tailored to each offeror's proposal, and shall be conducted by the contracting officer with each offeror within the competitive range. The primary object of discussions is to maximize CHA's ability to obtain best value, based on the requirements and the evaluation factors set forth in the solicitation. The contracting officer shall indicate to, or discuss with, each offeror still being considered for award, significant weaknesses, deficiencies, and other aspects of its proposal (such as cost, price, technical approach, past performance, and terms and conditions) that could, in the opinion of the contracting officer, be altered or explained to enhance materially the proposer's potential for award. The scope and extent of discussions are a matter of the contracting officer's judgment. The contracting officer may inform an offeror that its price is considered by the PHA to be too high, or too low, and reveal the results of the analysis supporting that conclusion. It is also permissible to indicate to all offerors the cost or price that the government's price analysis, market research, and other reviews have identified as reasonable. "Auctioning" (revealing one offeror's price in an attempt to get another offeror to lower their price) is prohibited.
- E. **Award.** After evaluation of the revised proposals, if any, the contract shall be awarded to the responsible firm whose technical approach to the project, qualifications, price and/or any other factors considered, are most advantageous to CHA provided that the price is within the maximum total project budgeted amount established for the specific property or activity.
- F. **A/E Services.** CHA must contract for A/E services using Qualifications Based Selections (QBS) procedures, utilizing a RFQ. Sealed bidding shall not be used for A/E solicitations. Under QBS procedures, competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method. QBS procedures **shall not** be used to purchase other types of services, though architectural/engineering firms are potential sources.

Noncompetitive Proposals

- A. **Conditions for Use.** Procurement by noncompetitive proposals (sole-source) may be used **only** when the award of a contract is not feasible using small purchase procedures, sealed bids, cooperative purchasing, or competitive proposals, **and** if one of the following applies:
1. The item is available only from a single source, based on a good faith review of available sources;

2. An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to CHA, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any of the other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary simply to meet the emergency;
 3. HUD authorizes the use of noncompetitive proposals; or
 4. After solicitation of a number of sources, competition is determined inadequate.
- B. **Justification.** Each procurement based on noncompetitive proposals shall be supported by a written justification for the selection of this method. The justification shall be approved in writing by the responsible Contracting Officer. Poor planning or lack of planning is not justification for emergency or sole-source procurements. The justification, to be included in the procurement file, should include the following information:
1. Description of the requirement;
 2. History of prior purchases and their nature (competitive vs. noncompetitive);
 3. The specific exception in ~~24 CFR 85.36(d)(4)(i)(A) through (D)~~ 24 CFR 200.318 which applies;
 4. Statement as to the unique circumstances that require award by noncompetitive proposals;
 5. Description of the efforts made to find competitive sources (advertisement in trade journals or local publications, phone calls to local suppliers, issuance of a written solicitation, etc.);
 6. Statement as to efforts that will be taken in the future to promote competition for the requirement;
 7. Signature by the Contracting Officer's supervisor (or someone above the level of the Contracting Officer); and
 8. Price Reasonableness. The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing an analysis, as described in this Policy.

Cooperative Purchasing/Intergovernmental Agreements

CHA may enter into State and/or local cooperative or intergovernmental agreements to purchase or use common supplies, equipment, or services. The decision to use an interagency agreement instead of conducting a direct procurement shall be based on economy and efficiency. If used, the interagency agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions. CHA may use Federal or State excess and surplus property instead of purchasing new equipment and property if feasible and if it will result in a reduction of project costs. The goods and services obtained under a cooperative purchasing agreement must have been procured in accordance with ~~24 CFR 85.36~~ 24 CFR 200.318.

Independent Cost Estimate (ICE)

For all purchases above the Micro Purchase threshold, CHA shall prepare an ICE prior to solicitation. The level of detail shall be commensurate with the cost and complexity of the item to be purchased.

Cost and Price Analysis

CHA shall require assurance that, before entering into a contract, the price is reasonable, in accordance with the following instructions.

Petty Cash and Micro Purchases

No formal cost or price analysis is required. Rather, the execution of a contract by the Contracting Officer (through a Purchase Order or other means) shall serve as the Contracting Officer's determination that the price obtained is reasonable, which may be based on the Contracting Officer's prior experience or other factors.

Small Purchases

A comparison with other offers shall generally be sufficient determination of the reasonableness of price and no further analysis is required. If a reasonable number of quotes is not obtained to establish reasonableness through price competition, the Contracting Officer shall document price reasonableness through other means, such as prior purchases of this nature, catalog prices, the Contracting Officer's personal knowledge at the time of purchase, comparison to the ICE, or any other reasonable basis.

Sealed Bids

The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, and when the bid received is substantially more than the ICE, and where CHA cannot reasonably determine price reasonableness, CHA must conduct a cost analysis, consistent with federal guidelines, to ensure that the price paid is reasonable.

Competitive Proposals

The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, CHA must compare the price with the ICE. For competitive proposals where prices cannot be easily compared among offerors, where there is not adequate competition, or where the price is substantially greater than the ICE, CHA must conduct a cost analysis, consistent with Federal guidelines, to ensure that the price paid is reasonable.

Contract Modifications

A cost analysis, consistent with federal guidelines, shall be conducted for all contract modifications for projects that were procured through Sealed Bids, Competitive Proposals, or Non-Competitive Proposals, or for projects originally procured through Small Purchase procedures and the amount of the contract modification will result in a total contract price in excess of \$25,000.

Solicitation and Advertising

Method of Solicitation

- A. **Petty Cash and Micro Purchases.** CHA may contact only one source if the price is considered reasonable.
- B. **Small Purchases.** Quotes may be solicited orally, through fax, or by any other reasonable method.
- C. **Sealed Bids and Competitive Proposals.** Solicitation must be done publicly. CHA must use one or more following solicitation methods, provided that the method employed provides for meaningful competition.

1. Advertising in newspapers or other print mediums of local or general circulations.
2. Advertising in various trade journals or publications (for construction).
3. E-Procurement. CHA may conduct its public procurements through the Internet using e-procurement systems. However, all e-procurements must otherwise be in compliance with ~~24 CFR 85.36~~ 24 CFR 200.318, State and local requirements, and the Authority's procurement policy.

Time Frame

For purchases of more than \$25,000, the public notice should run not less than once each week for two consecutive weeks.

Advertising Content

Notices/advertisements should state, at a minimum, the place, date, and time that the bids or proposals are due, the solicitation number, a contact who can provide a copy of, and information about, the solicitation, and a brief description of the needed items(s).

Time Period for Submission of Bids

A minimum of 30 days shall generally be provided for preparation and submission of sealed bids and 15 days for competitive proposals. However, CHA's Chief Executive Officer may allow for a shorter period under extraordinary circumstances.

Cancellation of Solicitations

- A. An IFB, RFP, or other solicitation may be cancelled before bids/offers are due if:
 1. The supplies, services or construction is no longer required;
 2. The funds are no longer available;
 3. Proposed amendments to the solicitation are of such magnitude that a new solicitation would be best; or
 4. Other similar reasons.
- B. A solicitation may be cancelled and all bids or proposals that have already been received may be rejected if:
 1. The supplies or services (including construction) are no longer required;
 2. Ambiguous or otherwise inadequate specifications were part of the solicitation;
 3. All factors of significance to CHA were not considered;
 4. Prices exceed available funds and it would not be appropriate to adjust quantities to come within available funds;
 5. There is reason to believe that bids or proposals may not have been independently determined in open competition, may have been collusive, or may have been submitted in bad faith; or
 6. For good cause of a similar nature when it is in the best interest of CHA.
- C. The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request.

- D. A notice of cancellation shall be sent to all bidders/offerors solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any resolicitation or future procurement of similar items.
- E. If all otherwise acceptable bids received in response to an IFB are at unreasonable prices an analysis should be conducted to see if there is a problem in either the specifications or CHA's cost estimate. If both are determined adequate and if only one bid is received and the price is unreasonable, the Contracting Officer may cancel the solicitation and either
 - 1. Re-solicit using an RFP; or
 - 2. Complete the procurement by using the competitive proposal method. The Contracting Officer must determine, in writing, that such action is appropriate, must inform all bidders of CHA's intent to negotiate, and must give each bidder a reasonable opportunity to negotiate.
- F. If problems are found with the specifications, CHA should cancel the solicitation, revise the specifications and resolicit using an IFB.

Credit (or Purchasing) Cards

Credit card usage should follow the rules for all other small purchases. For example, the Contracting Officer may use a credit card for Micro Purchases without obtaining additional quotes provided the price is considered reasonable. However, for amounts above the Micro Purchase level, the Contracting Officer would generally need to have obtained a reasonable number of quotes before purchasing via a credit card.

When using credit cards, CHA should adopt reasonable safeguards to assure that they are used only for intended purposes (for instance, limiting the types of purchases or the amount of purchases that are permitted with credit cards).

Bonding Requirements

The standards under this section apply to construction contracts that exceed \$25,000. There are no bonding requirements for small purchases or for competitive proposals. CHA may require bonds in these latter circumstances when deemed appropriate; however, non-construction contracts should generally not require bid bonds.

- A. Bid Bonds. For construction contracts exceeding \$25,000, offerors shall be required to submit a bid guarantee from each bidder equivalent to 5% of the bid price.
- B. Performance and Payment Bonds. For construction contracts exceeding \$25,000, the successful bidder shall furnish an assurance of completion. This assurance may be any one of the following four:
 - 1. A performance and payment bond in a penal sum of 100% of the contract price; or
 - 2. Separate performance and payment bonds, each for 50 % or more of the contract price; or
 - 3. A 20 % cash escrow; or
 - 4. A 25 % irrevocable letter of credit.

- C. These bonds must be obtained from guarantee or surety companies acceptable to the U. S. Government and authorized to do business in the State where the work is to be performed. Individual sureties shall not be considered. U. S. Treasury Circular Number 570 lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the States in which the company is licensed to do business. Use of companies on this circular is mandatory.

CONTRACTOR QUALIFICATIONS AND DUTIES

Contractor Responsibility

PHAs shall not award any contract until the prospective contractor, i.e., low responsive bidder, or successful offeror, has been determined to be responsible. A responsible bidder/offeror must:

- A. Have adequate financial resources to perform the contract, or the ability to obtain them;
- B. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the bidder's/offeror's existing commercial and governmental business commitments;
- C. Have a satisfactory performance record;
- D. Have a satisfactory record of integrity and business ethics;
- E. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
- F. Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and,
- G. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended, debarred or under a HUD-imposed "Limited Denial of Participation" (LDP).

If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official contract file, and the prospective contractor shall be advised of the reasons for the determination.

Suspension and Debarment

Contracts shall not be awarded to debarred, suspended, or ineligible contractors. Contractors may be suspended, debarred, or determined to be ineligible by HUD in accordance with HUD regulations (**24 CFR Part 24**) or by other Federal agencies, e.g., Dept of Labor for violation of labor regulations, when necessary to protect housing authorities in their business dealings.

Vendor Lists

All interested businesses shall be given the opportunity to be included on vendor mailing lists. Any lists of persons, firms, or products which are used in the purchase of supplies and services (including construction) shall be kept current and include enough sources to ensure competition.

Contract Pricing Arrangements

Contract Types

Any type of contract which is appropriate to the procurement and which will promote the best interests of CHA may be used, **provided the cost -plus-a-percentage-of-cost and percentage-of-construction-cost methods are not used**. All solicitations and contracts shall include the clauses and provisions necessary to define the rights and responsibilities of both the contractor and CHA.

For all cost reimbursement contracts, CHA must include a written determination as to why no other contract type is suitable. Further, the contract must include a ceiling price that the contractor exceeds at its own risk.

Options

Options for additional quantities or performance periods may be included in contracts, provided that:

- A. The option is contained in the solicitation;
- B. The option is a unilateral right of the Authority;
- C. The contract states a limit on the additional quantities and the overall term of the contract;
- D. The options are evaluated as part of the initial competition;
- E. The contract states the period within which the options may be exercised;
- F. The options may be exercised only at the price specified in or reasonably determinable from the contract; and
- G. The options may be exercised only if determined to be more advantageous to CHA than conducting a new procurement.

Contract Clauses

All contracts should identify the contract pricing arrangement as well as other pertinent terms and conditions, as determined by CHA.

Additionally, the forms HUD-5369, 5369-A, 5369-B, 5370, 5370-C, and 51915-A , which contain all HUD-required clauses and certifications for contracts of more than \$25,000, as well as any forms/clauses as required by HUD for small purchases, and any pertinent forms or clauses required by the Federal Acquisition Regulation (FAR) or by the State of Missouri (such as the Federal Work Authorization Program) shall be used in all corresponding solicitations and contracts issued by this Authority.

Contract Administration

CHA shall maintain a system of contract administration designed to ensure that contractors perform in accordance with their contracts. These systems shall provide for inspection of supplies, services, or construction, as well as monitoring contractor performance, status reporting on major projects including construction contracts, and similar matters. For cost-reimbursement contracts, costs are allowable only to the extent that they are consistent with the cost principles in **HUD Handbook 2210.18**.

Specifications

General

All specifications shall be drafted so as to promote overall economy for the purpose intended and to encourage competition in satisfying CHA needs. Specifications shall be reviewed prior to issuing any solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicative items. Function or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. For equipment purchases, a lease versus purchase analysis should be performed to determine the most economical form of procurement.

Limitation

The following types of specifications shall be avoided:

- A. geographic restrictions not mandated or encouraged by applicable Federal law (except for A/E contracts, which may include geographic location as a selection factor if adequate competition is available);
- B. brand name specifications (unless the specifications list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use).

Nothing in this procurement policy shall preempt any State licensing laws. Specifications shall be reviewed to ensure that organizational conflicts of interest do not occur.

Appeals and Remedies

General

It is CHA policy to resolve all contractual issues informally and without litigation. Disputes will not be referred to HUD unless all administrative remedies have been exhausted. When appropriate, a mediator may be used to help resolve differences.

Informal Appeals Procedure

CHA shall adopt an informal bid protest/appeal procedure for contracts of \$25,000 or less. Under these procedures, the bidder/contractor may request to meet with the appropriate Contract Officer.

Formal Appeals Procedure

A formal appeals procedure shall be established for solicitations/contracts of more than \$25,000.

- A. **Bid Protest.** Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Policy. Any protest against a solicitation must be received before the due date for the receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days after the contract receives notice of the contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant.

- B. **Contractor Claims.** All claims by a contractor relating to performance of a contract shall be submitted in writing to the Contracting Officer for a written decision. The contractor may request a conference on the claim. The Contracting Officer's decision shall inform the contractor of its appeal rights to the next higher level of authority in CHA. Contractor claims shall be governed by the Changes clause in the form **HUD-5370**.

Assistance to Small and Other Businesses

Required Efforts

Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968 (as amended in 1994), all feasible efforts shall be made to ensure that small and minority-owned businesses, women's business enterprises, and other individuals or firms located in or owned in substantial part by persons residing in the area of CHA are used when possible. Such efforts shall include, but shall not be limited to:

- A. Including such firms, when qualified, on solicitation mailing lists;
- B. Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
- C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
- D. Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
- E. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
- F. Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in **24 CFR Part 135** (so-called Section 3 businesses); and
- G. Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

Goals shall be established periodically for participation by small businesses, minority-owned businesses, women-owned business enterprises, labor surplus area businesses, and Section 3 business concerns in CHA prime contracts and subcontracting opportunities.

The following goals have been established for Section 3 business concerns. (For more information on the monitoring and compliance requirements of Section 3, please refer to CHA's Section 3 Policy.)

- A. CHA will establish standards for structuring and awarding contracts that provide incentives for full participation in the provisions of Section 3 and for enforcing the Section 3 contract provisions, which may include 15% of points awarded on RFP/RFQ or X factor determination on sealed bids.;
- B. All Section 3 covered contracts will include the "Section 3 clause" as required by 24 CFR 134.38;
- C. When contracts are less than \$100,000 in value and the list of certified resident owned businesses and previous contracting experience indicates that qualified resident owned businesses are available to successfully complete the contract, the Contracting Officer may limit the invitation for bids to certified, qualified resident owned businesses according to the provisions of 24 CFR Part 963;

- D. When goods and/or services to be contracted for are less than \$100,000 and the contract was procured through solicitation or sealed bids, the Contracting Officer may award the contract to a responding qualified, certified resident owned business if the quotation from the business under consideration is no more than 10% greater than the lowest responsive offer;

Definitions

1. A **small business** is defined as a business that is: independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in **13 CFR Part 121** should be used to determine business size.
2. A **minority-owned business** is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.
3. A **women's business enterprise** is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who control and operate the business.
4. A "**Section 3 business concern**", as defined under **24 CFR Part 135**, is as a business concern that is 51% owned by Section 3 residents, or 30% of whose permanent full time employees are Section 3 residents or have been within the past three years.
5. A **Qualified Section 3 Resident** is any individual who (1) meets the low-income or very low-income criteria, (2) is 18 years of age or older, (3) is a resident in good standing of public housing, whose name appears on the lease, or is a resident of the surrounding community.
6. A **labor surplus area business** is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the Department of Labor (DOL) in **20 CFR Part 654**, Subpart A, and in the list of labor surplus areas published by the Employment and Training Administration.

Board Approval of Procurement Actions

Other than approval of this Procurement Policy, approval by the Board of Commissioners is not required for any procurement action, as permitted under State and local law. Rather, it is the responsibility of the Chief Executive Officer to ensure that all procurement actions are conducted in accordance with the policies contained herein.

Delegation of Contracting Authority

While the Chief Executive Officer is responsible for ensuring that CHA's procurements comply with this Policy, the Chief Executive Officer shall delegate all procurement authority as is necessary and appropriate to conduct the business of the Agency (**Attachment 1**).

Further, and in accordance with this delegation of authority, the Chief Executive Officer shall, where necessary, establish operational procedures (such as a procurement manual or purchasing procedures) to implement this Policy (**Attachment 4**). The Chief Executive Officer shall also establish a system of sanctions for violations of the ethical standards prescribed in **Handbook 7460.8 Rev 2, Ch.4.7**, consistent with Federal, State, or local law (**Attachment 2**).

Documentation and Retention

CHA must maintain records sufficient to detail the significant history of each procurement action. These records **shall** include, but **shall not** necessarily be limited to, the following:

- A. Rationale for the method of procurement (if not self-evident);
- B. Rationale of contract pricing arrangement (also if not self-evident);
- C. Reason for accepting or rejecting the bids or offers;
- D. Basis for the contract price (as prescribed in **Handbook 7460.8 Rev 2, Ch.10.1**);
- E. A copy of the contract documents awarded or issued and signed by the Contracting Officer;
- F. Basis for contract modifications; and
- G. Related contract administration actions.

The level of documentation should be commensurate with the value of the procurement.

Records are to be retained for a period of three years after final payment and all matters pertaining to the contact are closed.

Disposition of Surplus Property

Property no longer necessary for CHA's purposes (non-real property) shall be transferred, sold, or disposed of in accordance with applicable Federal, state, and local laws and regulations as outlined in CHA's Disposition Policy (**Attachment 3**).

Funding Availability

Before initiating any contract, CHA shall ensure that there are sufficient funds available to cover the anticipated cost of the contract or modification.

Sample Documents

The appendices attached to HUD's **Handbook 7460.8 Rev 2** offer sample documents that may be customized to meet CHA's procurement needs.

Self-Certification

CHA self-certifies that this Procurement Policy, and CHA's procurement system, complies with all applicable Federal regulations and, as such, CHA is exempt from prior HUD review and approval of individual procurement action.

DOCUMENT REFERENCES

As the following documents are periodically updated (especially the forms), they are not attached to this policy. Most of the documents listed may be accessed at:

- Client Information and Policy System (HUDCLIPS)
 - <http://www.nls.gov/offices/adm/hudclips/>
-

Code of Federal Regulations

- ~~24 CFR Part 85~~ [24 CFR Part 200.318](#) – Administrative Requirements for Grants and Cooperative Agreements
 - ~~24 CFR Part 85.36~~ – Procurement
- 24 CFR Part 990 – The Public Housing Operating Fund Program
- 24 CFR Part 135 – Section 3
- 13 CFR Part 121 – Small Businesses
- 20 CFR Part 654 – Labor Surplus Area Business
- 24 CFR Part 24 – Government Debarment and Suspension

HUD Handbooks

- 7460.8 Rev 2, Dated 2/2007 – Procurement Handbook for Public Housing Agencies
- 2210.18, Dated 12/1990 – Governing Cost Reimbursement Contracts

HUD Forms

- 5369 – Instructions to Bidders for Construction Contracts
- 5369A – Representations, Certifications, and Other Statements of Bidders
- 5369B – Instructions to Offerors for Non-Construction Contracts
- 5370 – General Conditions of the Contract for Construction
- 5370C – General Conditions of the Contract for Non-Construction
- 51915A – Contract Provisions Required by State Law

Other

- “Missouri Sunshine Law” – located at: <http://ago.mo.gov/sunshinelaw/>
- Federal Acquisition Regulation – FAR Case 2007-013, Employment Eligibility Verification
- Missouri Revised Statutes, Chapter 285, Section 285.530 (Federal Work Authorization Program)
- Columbia Housing Authority’s “Section 3 Policy”
- Columbia Housing Authority’s “Federal Labor Standards Policy”

HOUSING AUTHORITY
OF THE CITY OF COLUMBIA
MISSOURI

PROCUREMENT POLICY

DELEGATION OF PROCUREMENT AUTHORITY

ATTACHMENT 1

HOUSING AUTHORITY
OF THE CITY OF COLUMBIA
MISSOURI

PROCUREMENT POLICY

SANCTIONS FOR VIOLATIONS OF ETHICAL STANDARDS

ATTACHMENT 2

HOUSING AUTHORITY
OF THE CITY OF COLUMBIA
MISSOURI

PROCUREMENT POLICY

DISPOSITION POLICY

ATTACHMENT 3

HOUSING AUTHORITY
OF THE CITY OF COLUMBIA
MISSOURI

PROCUREMENT POLICY

PURCHASING PROCEDURES

ATTACHMENT 4

IN THE WORKS

HOUSING AUTHORITY
OF THE CITY OF COLUMBIA
MISSOURI
PROCUREMENT POLICY

**Mixed-Finance Development /
Low-Income Housing Tax Credits /
Rental Assistance Demonstration Programs**
(Procurement Guidelines)

ADDENDUM 1

HOUSING AUTHORITY
OF THE CITY OF COLUMBIA
MISSOURI
PROCUREMENT POLICY

Mixed-Finance Development

(Procurement Guidelines)

ADDENDUM 1a



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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

Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: September 13, 2023

Re: **Resolution 2931**: Authorizing the Submission of an Application for Funding for the Providence Walkway Apartments to the Missouri Housing Development Commission.

Executive Summary

The Columbia Housing Authority (CHA) intends to submit an application for low-income housing tax credit (LIHTC) funding to the Missouri Housing Development Commission (MHDC). Approval of the attached resolution would authorize the CHA CEO to submit the application and execute any applicable contract award agreements to implement the project.

Discussion

The Columbia Housing Authority (CHA) applied for \$3 million in City of Columbia American Rescue Plan Act (ARPA) funding to cover costs associated with the redevelopment of CHA's Providence Walkway Apartments. A local commitment of funding provides CHA the opportunity to have a feasible and competitive application to MHDC for LIHTC funding. Applications are due Friday, September 22, 2023, and CHA anticipates receiving a commitment of local funding from the City of Columbia prior to September 22, 2023. Approval of the attached resolution authorizes the CHA CEO to submit the application and execute any applicable contract award agreements to implement the project.

Recommended Commission Action

Approve the resolution authorizing the CHA CEO to Submit a LIHTC Application to MHDC for the Providence Walkway Apartments development.



Housing Authority of the City of Columbia, Missouri

Board Resolution

RESOLUTION #2931

A Resolution Authorizing the Housing Authority of the City of Columbia, Missouri to Submit an Application for Funding for the Providence Walkway Apartments Affordable Housing Development to the Missouri Housing Development Commission and Certifying that the Information Being Provided is Correct, Complete and Accurate and in Compliance with all Applicable Regulations

WHEREAS, The RAD Program is authorized by the Consolidated and Further Continuing Appropriations Act of 2012 (Public Law 112-55, approved November 18, 2011). "Notice H-2019-9 PIH 2019-23 (HA)" is the latest version of this program; and

WHEREAS, The RAD Program allows Public Housing Authorities (PHAs) to convert from public housing subsidies into a long-term, Section 8 Project-Based Voucher Program that provides a stable and predictable annual subsidy; and

WHEREAS, Stable and predictable revenues allow the CHA to apply for Low-Income Housing Tax Credits and other sources of financing to fund public housing renovations; and

WHEREAS, The Housing Authority of the City of Columbia, Missouri (Columbia Housing Authority or CHA) FY 2022-2026 Strategic Plan includes preserving expanding CHA's affordable housing portfolio in the City of Columbia, Missouri; and

WHEREAS, The CHA owns land west of Providence Road and on Park Avenue, Trinity and Switzler Street in the City of Columbia and has applied for \$3 million in City of Columbia American Rescue Plan Act (ARPA) funding for the development of affordable housing at Providence Walkway; and

WHEREAS, The CHA is preparing an application for funding to the Missouri Housing Development Commission (MHDC) to fill the remaining funding gap to provide financial support that includes the demolition of 52 public housing units and redevelopment of 59 affordable housing units at Providence Walkway; and

WHEREAS, The CHA certifies that, to the best of our knowledge, all of the information in this application and all supporting documentation is correct, complete and accurate; and

WHEREAS, The CHA also certifies that the figures and the statements contained in the funding application being submitted to the MHDC to obtain a capital advance or mortgage loan under the State Housing Act of Missouri, Chapter 215 R.S.Mo. 1994, is true and correct to the best of our knowledge; and

WHEREAS, The CHA certifies that the information being submitted in the application for a mortgage loan and/or tax credits is true, and that the MHDC is fully authorized to verify said information through credit reports, deposit verifications, reference checks and through any other means they determine necessary; and

WHEREAS, The CHA also certifies that should CHA receive HOME funds as any part of our funding award, CHA agrees to comply with 24 CFR 135 ("Section 3"), and agree to give, to the greatest extent feasible and consistent with existing Federal, State and local laws and regulations, job training,

employment, contracting and other economic opportunities to Section 3 residents and Section 3 business concerns; and

WHEREAS, The CHA further certifies that if MHDC approves and executes a conditional reservation for HOME funds for this application, CHA will submit a Section 3 plan to demonstrate the ability and willingness to train and employ Section 3 residents and contract with Section 3 business concerns to the greatest extent feasible for economic opportunities that may be generated in connection with the HOME-assisted project; and

WHEREAS, The CHA hereby certifies that it has read and agree to abide by the MHDC "Standards of Conduct" which requires that, if an Interested Party (as such term is defined in the Standards of Conduct) which has submitted a proposal, application, bid or response to a solicitation, request, notice or invitation to do so, for a competitive matter pending before the Commission desires to communicate with a commissioner or employee after the published response deadline for the purpose of lobbying the Interested Party's proposal, application, bid or response, the Interested Party (including anyone acting at its direction or on its behalf) may do so only by complying with the disclosure policy set forth in the Standards of Conduct; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Columbia, Missouri, hereby adopts Resolution 2931 authorizing the submission of an application for funding for the Providence Walkway Apartments Affordable Housing development to the Missouri Housing Development Commission and certifying that the information being provided is correct, complete, and accurate and in compliance with all applicable regulations.

BE IT FURTHER RESOLVED that if the funding application being submitted to the Missouri Housing Development Commission for the Providence Walkway Apartments should be approved, Resolution 2931 also authorizes the execution of all applicable contract award agreements and the implementation of all aspects of the development of the Providence Walkway Apartments Affordable Housing Development as described in the application.

Bob Hutton, Chair

Randy Cole, Secretary

Adopted September 13, 2023



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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

Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: September 13, 2023

Re: Affordable Housing Development and Compliance Report

Executive Summary

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

Discussion

CHA staff have been working with several important deadlines for each of CHA's affordable housing development priorities. CHA's Park Avenue project has a firm submission deadline of September 15, 2023, Kinney Point has a firm submission deadline of September 18, 2023, and CHA's Providence Walkway LIHTC application to the Missouri Housing Development Commission (MHDC) is due September 22, 2023. A summary of recent and current efforts by each project is as follows.

Kinney Point:

- The final plat for Kinney Point is scheduled to go before the City Council on October 2, 2023, which will be the final zoning action for Kinney Point.
- CHA staff provided City staff final information on September 6, 2023, to incorporate within the Kinney Point HOME ARP agreement to before City Council.
- Fulson Housing Group is working with the Builder EM Harris to begin obtaining bids to get firm pricing prior to closing.
- MHDC staff is working to complete HUD subsidiary layering requirements and AHAP requirements for converting Housing Choice Vouchers to Project Based Vouchers for Kinney Point.
- CHA staff worked the week of September 4-8th to complete the Fair Housing Marketing Plan, Management & Maintenance Plan, Property Information sheet, and final services plan and budget.
- CHA staff also reviewed and provided responses to our investor, Red Stone, regarding proposed investor terms. CHA utilized a 3rd party firm, TDA Consulting, to assist in reviewing and requesting additional terms for CHA including increasing management and maintenance fees, as well as cash flow distributions.

Park Avenue:

- CHA staff is working to submit the RAD financing Plan within the HUD system prior to October 7, 2023, which will facilitate a Feb. 4th RAD conversion date within the HUD system. Additional focus is being directed towards this task the week of September 11-15th.
- CHA staff worked the week of September 4-8th to complete the Fair Housing Marketing Plan, Management & Maintenance Plan, Property Information sheet, and final services plan and budget.
- CHA staff is also currently working on finalizing the relocation plan for Park Avenue, stage 2.
- Firm submission items are due to MHDC on September 15, 2023.



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Providence Walkway:

- The City Council will have final consideration of HCDC recommendations of \$320,000 in CDBG and \$150,000 in HOME funds for Providence Walkway at their September 18th meeting.
- The CHA Board Chair provided public comment seeking support from the City Council of funding recommendations for Providence Walkway.
- City ARPA application decisions for Providence Walkway may be finalized the week of September 11th. CHA will need Council support for the project prior to the September 22nd submission deadline, which means CHA should seek a Resolution of support for the September 4th or 18th City Council meeting.
- CHA staff is continuing to work to submit the CHAP for Providence Walkway to allow for additional vacancies to be utilized for relocation. CHA staff anticipates this being submitted by the end of September.
- The VA has indicated support for the project and CHA is working on a partnership for set-aside units.
- CHA has received letters of support from local leaders and has also notified all required officials.
- CHA has sent a request for required zoning letter from City Planning staff.
- CHA staff have compiled necessary site photos.
- MHDC staff conducted a preservation site visit on September 8th.
- CHA staff is working with architect to complete design characteristics sheet.
- CHA CEO is finalizing project narratives.
- Providence Walkway application is due September 22, 2023, and CHA CEO will be out of town September 19-21st, therefore CHA staff have a completion target date of September 18th.

Recommended Commission Action

Review and consider the report.



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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

Department Source: Safety

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: September 13, 2023

Re: Safety Report and Supplemental Camera Status Report

Executive Summary

This report provides a summary of July’s Safety Department reports and calls, as well as a status update on the effectiveness and condition of cameras across CHA properties.

Discussion

Yearly Totals for CHA Safety Reports:

	January	February	March	April	May	June	July	August	September	October	November	December	
	2023	2023	2023	2023	2023	2023	2023	2022	2022	2022	2022	2022	
Bear Creek	3	3	7		6	6	4	2	9	5	3	1	3
Bryant Walk	4	1	4		3	6	5	4	3	3	1	1	1
Downtown	4	3	5		5	5	8	6	9	13	4	4	4
Oak Towers	11	15	10		14	9	7	6	6	9	7	3	8
Patriot Place	0	1	4		2	8	9	1	5	2	3	3	0
Paquin Towers	13	15	15		15	19	14	9	15	11	14	8	12
Stuart Parker	2	1	0		1	7	5	2	7	1	4		1
misc										0	0		
Total	37	39	45		46	60	52	30	45	44	36	20	29

Joint Communications log:

	January	February	March	April	May	June	July	August	September	October	November	December	
	2023	2023	2023	2023	2023	2023	2023	2022	2022	2022	2022	2022	
Columbia Police Response	92	94	82		129	121	122	129	94	108	90	87	92
Columbia Police Reports	6	5	13		16	16	12	12	17	11	14	12	13
Fire/Ems	91	93	106		67	97	115	100	80	77	72	60	105
Total	189	192	201		212	234	249	241	191	196	176	159	210

8 Lease Violations

5 trespass person reports with 15 trespass warnings issued

5 check Welfare

3 assaults

Safety Department New Resident Move

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

Safety Department other activities:

July 6th, BBQ Paquin Towers for July 4th celebration.

July 7th, BBQ for Patriot Place. 75% resident turnout.

Status of CHA Security Cameras:

This additional status report is intended to inform the CHA Board of Commissioners on staff conversations pertaining to improving the capacity of cameras on CHA property. CHA staff are discussing short-term and long-term improvements to CHA cameras, costs, timing, and other operational planning considerations.

CHA's Safety staff desire increased capacity of security cameras to provide coverage for all CHA buildings, parking lots, and reasonable coverage of common areas. CHA Safety staff utilize cameras to protect and investigate activity pertaining to CHA property and its tenants. CHA staff utilizes cameras to investigate illegal activity to support maintaining a safe environment where staff and residents feel safe on property or their homes. Videos are only viewable by CHA staff with a direct interest in the incident being investigated, any law enforcement agency requesting it, and any outside agency with a court subpoena.

Currently CHA utilizes Alarm Communication for installing Digital watchdog cameras at CHA locations. A summary of the status and estimated an estimated grade (A-F) of cameras on CHA properties is below

Paquin Towers: 1201 Paquin
Score: A **Installed:** 2020 **Number of Cameras:** 48 cameras
Remote Access: Yes **User Friendly:** Yes **Downloadable for investigation:** Yes
Plan to remedy: None
Priority: None

Oak Towers: 700 N Garth Ave
Score: A- **Installed:** 2020 **Number of Cameras:** 40
Remote Access: Yes, but slow/Solution increase Oak Towers internet speed when contract is due for renewal.
User Friendly: Yes **Downloadable for investigation:** Yes
Plan to remedy: None
Priority: None

Blind Boone Center 301 N Providence
Score: A- **Installed:** 2023 **Number of Cameras:** 16
Remote Access: Yes, but slow/Solution increase internet speed when contract is due for renewal.
User Friendly: Yes **Downloadable for investigation:** Yes
Waiting for the installation of 6 additional cameras in fall 2023.
Priority: Medium

Admin. Building: 201 Switzler
Score: B **Installed:** 2022 **Number of Cameras:** 11
Remote Access: NO **User Friendly:** Yes **Downloadable for investigation:** Yes
Plan to remedy: Working with Alarm communication to obtain remote access. Then the score will be an A
Priority: Medium

Patriot Place 2112 Business Loop 70 E
Score: B- **Installed:** 2016 **Number of Cameras:** 9
Remote Access: NO **User Friendly:** Yes **Downloadable for investigation:** Yes
Plan to remedy: Working with Alarm communication to obtain remote access. Then the score will be an B. The current cameras are not well placed for investigation purposes. We need to add additional 10 Cameras. Estimated cost between \$25,000 and \$30,000).
Priority: Low

Trinity laundry Corner of Trinity and Switzler
Score: D **Installed:** Unk **Number of Cameras:** 10
Remote Access: NO **User Friendly:** No **Downloadable for investigation:** No
Plan to remedy: Working with Alarm communication to obtain remote access. Then the score will be an D+. Long term plan is solved with Providence Walkway renovations.
Priority: Low

Stuart Parker: 225 Unity
Score: F **Installed:** Unkn **Number of Cameras:** 16
Remote Access: NO **User Friendly:** No **Downloadable for investigation:** No
Plan to remedy: Working with Alarm communication to obtain remote access. Then the score will be a D+. Need updated equipment and additional cameras and increase internet speed.

Estimate to replace current camera equipment and add additional 8 cameras. \$36,000 to \$100,000.

If CHA changes and utilizes "Simply Safe" model system, cost \$15,000 to \$25,000.

- Disadvantage:** Less quality than we currently have at other sites.
Different operating system than we have at other sites.
Less durable
- Advantage:** Less upfront cost
Can afford to replace system twice for cost of current system.

Priority: High 2nd
High concern area

Bear Creek: 1105 Elleta
Score: F **Installed:** Unk **Number of Cameras:** 12
Remote Access: Yes **User Friendly:** No **Downloadable for investigation:** No
Remote access is slow because of internet speed, not useable as is.
Plan to remedy: Increase internet speed at site for remote viewing would increase score to D+. Need updated equipment and additional cameras.

Estimate to replace current camera equipment and add additional 40 cameras. \$200,000 to \$250,000.

If we change and go with "Simply Safe" model system, it will cost \$20,000 to \$25,000.

- Disadvantage:** Less quality than we currently have at other sites.
Different operating system than we have at other sites.
Less durable
- Advantage:** Less upfront cost
Can afford to replace system twice for cost of current system.

Priority: High 1st
Highest concern area

Future Developments:

All future development camera plans are to use the current provider, if possible, remote viewing anywhere with WiFi access, keep the same operating system, and quality.

Kinney Point Development:

Add 40 cameras during construction. The home station will be 7 E Sexton. Developer is obtaining costs. Cost estimate between \$100,000 and \$150,000.

Park Ave Development:

Add 47 cameras during construction. Unknow home station, depending on the developer ideas. Developer will be obtaining costs.

Estimated Cost between \$150,000 and \$200,000.

Providence Walkway Development:

25 cameras on the east side of Trinity. Home station is 211 Boone Drive.

15 Cameras and 5 poles added on Pendleton Walkway to cover the walkway area and between properties on LaSalle.

10 Cameras added to cover the front of (west side) of the apartments.

Not provided to developer yet. Estimated cost unkown

Recommended Commission Action

Review and consider Report