



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, August 7, 2024

Time: 5:30 p.m.

Place: Columbia Housing Authority, 201 Switzler St.

- I. Call to Order/Introductions
- II. Roll Call
- III. Adoption of Agenda
- IV. Approval of Minutes
- V. Commissioner Comment
- VI. Public Comment (Limited to 5 minutes per speaker)

RESOLUTIONS

- VII. **Resolution 2959:** A Resolution to Authorize the Chief Executive Officer to Execute the Appropriate Documents and Agreements with Professional Contractors & Engineers (PCE) for Renovations to the Columbia Housing Authority's Blind Boone Community Facility.

REPORTS

- VIII. September CHA Board Retreat Planning Discussion
- IX. CHA Marketing, Outreach and Education Draft Request for Proposal
- X. **Department Reports:** Finance Report, Housing Voucher Programs, Affordable Housing Operations, Facilities and Modernization, Safety, Affordable Housing Development and Compliance, Human Resources, and Resident Services
- XI. Paquin and Oak Towers Food Resource Update
- XII. Current Events
- XIII. Public Comment (Limited to 5 minutes per speaker)
- XIV. Adjournment

If you wish to participate in the meeting and require specific accommodations or services related to disability, please contact Darcie Hamilton, Housing Development Coordinator at (573) 443-2556, extension 7035 or TTY Relay 800.735.2966, at least one working day prior to the meeting. You can also contact Ms. Hamilton by email at the following address: dhamilton@columbiaha.com

Media Contact: Randy Cole, CEO

Phone: (573) 443-2556

E-mail: rcole@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 July 3, 2024, 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 July 3, 2024, 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
Robin Wenneker, Vice Chair
Steve Calloway, Commissioner
Olivia Sinclair, Commissioner

Excused: Rigel Oliveri, Commissioner

CHA Staff: Randy Cole, CEO
Justin Anthony, Director of Facilities and Modernization
Tammy Matondo, Director of Affordable Housing Development and Compliance
Caitlin Hammons, Director of Resident Services
Tawanda Edwards, Director of Housing Programs
Kendra Jackson, Housing Ambassador
Christina Heilman, Director of Finance
Darcie Hamilton, Housing Development Coordinator

III. Adoption of Agenda:

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

IV. Approval of the Minutes

Approval of June 20, 2024 Open Meeting Minutes:

Mr. Hutton called for a motion to approve the minutes from the open meeting that occurred on June 20, 2024 with amendments. The amendments noted were under the "Adoption of the Agenda" section. A motion was made by Mr. Calloway. A second motion was made by Ms. Wenneker. All other Commissioners voted "aye" and Mr. Hutton declared the motion approved.

V. Commissioner Comment

Mr. Hutton welcomes the new CHA commissioner Olivia Sinclair.

Ms. Wenneker shares that she was excited to see the publicity for the Moving Ahead Program and Michaela Flores.

VI. Public Comment

There were no comments from the public.

REPORTS

VII. Department Reports: Finance Report, Affordable Housing Development and Compliance, Safety, Facilities and Modernization, Human Resources

Finance

Mr. Cole reviews the provided report to the commission and notes the revenues and expenses. Mr. Cole notes that the vacancy rate has decreased and shares that in future reports the vacancy loss will also likely decrease. Mr. Cole introduces Ms. Heilman, the Director of Finance, and shares that she will likely be presenting future reports.

Affordable Housing Development and Compliance

Mr. Cole shares that the dry closing for the Kinney Point Development was completed on June 28th and explains that the complete financial closing will occur after the Columbia City Council considers and approves amendments to the HOME ARP Agreement and related loan documents. Mr. Cole shares that the documents will have final considerations at the July 15th City Council meeting. Mr. Cole goes on to review the Park Avenue and Providence Walkway developments. He shares that progress has been made in the RAD Resource system on Park Avenue. Discussion is then had about the Providence Walkway Development application for 4 percent tax credit funding. Mr. Cole shares that a concept review was had with the City of Columbia to review the Providence Walkway development. The concept review went well with few questions or concerns. Mr. Cole shares that CHA had their documents to the developer consultant and will meet the application deadline of July 10th. The deadline was extended due to the holiday. Mr. Calloway requests information about zoning requirements and historic districts that CHA may be subject to. Mr. Cole discusses the process of reviews through offices in the city and the State Historic preservation that have been completed.

Safety

Mr. Cole shared that the report has stayed consistent with previous months and that there were no major concerns. Mr. Cole also spoke to safety's activities with residents and other CHA operations.

Facilities and Modernization

Mr. Anthony reviews the Facilities and Modernization report and highlights the work completed on Paquin and Oak towers. Mr. Anthony details the repairs and maintenance work completed on Paquin Towers including repairs on the heat exchanger and cooling towers as well as a future leak repair. Discussion is had about other repairs to be completed at other property sites.

Human Resources

Mr. Cole shares that at this time there are no open positions and discusses the upcoming all-staff barbeque that will take place on July 31st. Discussion is also had about internet speed increases the property sites.

VIII. Schedule of Investor Asset Management Fees

Mr. Cole shares that this report is in response to Mr. Calloway’s questions previously. Mr. Cole explains that the report is intended to provide background information and context and discusses the highlights of the report. Discussion is had about some of the required reports and how those are graded as well as the relationship that CHA has with investors and its ability to make requests as needed. Mr. Cole explains that the limited partnership agreement outlines the expectations for each project. Further discussion is had about the structure of some of the projects and which properties require bonds.

IX. Resident Services Extended Programs Update

Mr. Cole discusses the Extended Programs meetings that he and Ms. Hammons both attend for afterschool and summer school providers organized by Columbia Public Schools. Mr. Cole shares that the meetings began in May and reviews the topics from each of the meetings.

X. Current Events

Mr. Cole reviews the current events provided in the report. He shares that Ms. Jackson will be attending and presenting at the meeting with the Columbia Apartment Association. Ms. Jackson shares that at the meetings she intends to rebuild and build new relationships with landlords and property managers in the community, answer their questions and address any concerns that they may have regarding working with the Section 8 Housing Choice Voucher program.

XI. Public Comment

Mr. Cole provides a draft calendar for the 2025 year for the commission to review. He proposes moving the meetings to the 3rd Wednesday of the month to better align with finance reporting. This will allow staff to be able to provide more recent reports to the commission at each meeting.

XII. Adjournment

Mr. Hutton called for a motion to adjourn the meeting. A motion was made by Ms. Wenneker. Seconded by Ms. Sinclair. Mr. Hutton called the meeting adjourned at 6:45 pm.

Bob Hutton, Chair

Date

Randy Cole, Chief Executive Officer

Date

Certification of Public Notice

I, Randy Cole, Chief Executive Officer of the Housing Authority of the City of Columbia, Missouri, do hereby certify that on July 1, 2024, I posted public notice of the July 3, 2024, 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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201 Switzler Street, Columbia, Missouri 65203

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

Department Source: Director of Facilities and Modernization

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: August 7, 2024

Re: **Resolution 2959**: Authorizing the Chief Executive Officer to execute the appropriate documents and agreements with Professional Contractors and Engineers for contractor services for the Columbia Housing Authority for Blind Boone Renovations.

Executive Summary

The Columbia Housing Authority (CHA) solicited bids for renovations to the exterior drainage and kitchen for the Blind Boone Community building under the FY 2023 CDBG grant funding process. Approval of the resolution authorizes the CHA CEO to execute documents necessary to proceed with the work.

Discussion

The CHA issued a Request for Proposals (RFP) for Contractor Services for outdoor drainage renovations and kitchen upgrades on Monday, June 17, 2024. The project will increase outdoor play area by approximately 1,500 square feet and alleviate drainage issues. The project will upgrade the electrical service to the kitchen and add upgraded plumbing fixtures. The RFP was advertised on the CHA web site and through the Columbia Daily Tribune. Proposals were due no later than 10:00 a.m. on Monday, July 15th, 2024.

The following General contractors submitted proposals:

- Professional Contractors and Engineers (PCE)

Selection Process

The proposals submitted were evaluated by CHA personnel. The evaluation included a review and evaluation of all responsive proposals. The proposals were evaluated for adherence to RFP guidelines, cost, and services to be provided. Only one Bid was received with a base bid price of \$49,667.

Approval of the attached resolution authorizes the CHA CEO to enter into an agreement with PCE for renovations to the Blind Boone Community Center. CHA and the contractor will work to complete the project in a manner to allow for the continuity of afterschool and summer school programming activities between the summer and fall sessions.

Recommended Commission Action

Adopt Resolution 2959 authorizing the Chief Executive Officer to execute the appropriate documents and agreements with Professional Contractors and Engineers for contractor services for the Columbia Housing Authority.



Housing Authority of the City of Columbia, Missouri

Board Resolution

RESOLUTION #2959

A Resolution to Authorize the Chief Executive Officer to Execute the Appropriate Documents and Agreements with Professional Contractors and Engineers for Contractor Services for the Columbia Housing Authority

WHEREAS, The Columbia Housing Authority requested proposals from qualified Business' to perform Contractor services; and

WHEREAS, One proposal was received, reviewed and evaluated based on adherence to RFP guidelines, cost and services to be provided; and

WHEREAS, The Columbia Housing Authority desires to award a contract to the responsive and responsible business that is most advantageous to the Columbia Housing Authority in providing Contractor services; and

WHEREAS, After reviewing the proposals for Contractor services that were received, CHA staff recommends formally awarding the contract to Professional Contractors and Engineers to provide the Columbia Housing Authority's contractor service for Renovations of the Blind Boone community center.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Columbia, Missouri hereby adopts Resolution 2959 authorizing the Chief Executive Officer to execute the appropriate documents and agreements with Professional Contractors and Engineers for Contractor services for the Columbia Housing Authority.

Bob Hutton, Chair

Randall Cole, Secretary

Adopted August 7, 2024



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Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: August 7, 2024

Re: September Columbia Housing Authority (CHA) Board Retreat Planning Discussion

Executive Summary

This memo provides a summary of recommended plans for a September CHA Board of Commissioners Retreat and Planning Discussion.

Discussion

The CHA Board of Commissioners typically holds one annual Board Retreat meeting in conjunction with a regular CHA Board of Commissioner meeting to conduct more in-depth discussion and analysis of the short-term and long-term strategic plans of the Columbia Housing Authority (CHA). CHA staff recommends consideration of holding a Board Retreat work session the same evening of the September 4, 2024, meeting. The timing of holding the retreat will allow for consideration of budget priorities for FY 2025 and the Annual PHA Plan. Recommended topics for board consideration are as follows:

- CHA Financial Operations Overview and Analysis.
- Marketing and Branding of CHA.
- Affordable Housing Development Update.
- Housing Ambassador Overview.
- Moving Ahead Program Update.

Previous Retreat topics included as follows:

2023:

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

2022:

- Retreat Overview and CHA Strategic Priorities
- CHA Affordable Housing Development: Kinney Point and Park Avenue
- 2021 CHA Owned Property Cashflow Calculations and Financial Performance
- Section 8 Update and 2-Year Tool
- Resident Advisory Board (RAB) and Resident Engagement
- CHA IT and Security Updates
- Family Self-Sufficiency Program
- Moving Ahead Program
- CHA Compensation and Pay Grade Overview and Priorities



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2021:

- CEO and CHA Board Communication
- Mission, Vision and Values Discussion
- Employee Engagement Survey Results
- Resident Survey Results
- Stakeholder Engagement Plan
- CHA Strategic Priorities Discussion

Recommended Commission Action

Review and consider any additional topics to plan for discussing at a Board Retreat.



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Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: August 7, 2024

Re: CHA Marketing and Branding Request for Proposal

Executive Summary

This memo provides a summary of a draft marketing and branding request for proposal for the Columbia Housing Authority.

Discussion

A draft Marketing and Branding Request for Proposal (RFP) is included in the agenda packet. The CHA Board of Commissioners previously expressed an interest in increasing marketing and branding efforts of the Columbia Housing Authority (CHA) for the furtherment of its mission. CHA provides a multitude of affordable housing programs, resources and supportive services that serve a diversity of program participants. CHA as a corporation has a significant focus on operations given its duties and responsibilities as defined by federal, state and local laws ordinances and organizational by-laws. CHA also continues to undergo significant transformation through RAD Conversion, expansion of affordable housing and growth of programs and supportive services. CHA staff recommends seeking outside assistance to further increase its capacity to promote CHA programs, as well as the needs of residents and program participants.

The draft RFP includes pricing quotations on branding efforts, as well as a logo review, website redevelopment, and marketing material development. A draft of the RFP is attached

Recommended Commission Action

Review and provide any considerations to include within the draft RFP.

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REQUEST FOR PROPOSALS

MARKETING SERVICES

Small Dollar Purchase Competitive Proposals Accepted Until

Monday, September 9, 2024 @ 5:00 p.m. Central Time

PROPOSALS RECEIVED AFTER THIS DATE AND TIME WILL NOT BE CONSIDERED

The Columbia Housing Authority stands as a cornerstone institution committed to fostering affordable housing and empowering vulnerable households throughout Columbia and Boone County. Amidst a period of remarkable growth, transformation, and expansion, our organization has secured over \$30 million in investments earmarked for the next 3-5 years.

Columbia Housing Authority is accepting proposals for marketing services to assist in branding and outreach efforts to assist with a continued period of transformation. Qualified applicants must be qualified firms experienced in non-profit marketing functions including press releases, strategic communications, graphic design, website-development, branding, marketing material development, and stakeholder engagement.

Proposals will be reviewed and evaluated on the criteria defined in the "EVALUATION AND SELECTION CRITERIA" section of the Request for Proposals (RFP) packet. A contract will be awarded to a responsive and responsible firm, which is most advantageous to this CHA service need.

CHA reserves the right to reject all proposals and to waive any informality in the solicitation. CHA is prohibited from making an award to firms (including their subcontractors) or individuals that are debarred from receiving awards from the U.S. Government.

An RFP packet will be provided upon request or may be obtained at CHA's Admin Building - 201 Switzler Street / Columbia, MO 65203. Questions regarding the specifications should be directed to Darcie Hamilton at (573) 443-2556 ext. 7035.

The Columbia Housing Authority is an equal opportunity employer.

SECTION 1

STATEMENT OF WORK

1.1 BACKGROUND

The Columbia Housing Authority (CHA) serves as the public housing authority (PHA) for both the City of Columbia, Missouri, and Boone County. Established in 1956 under the Missouri Housing Authorities Law (Chapter 99 RSMO), CHA operates as an independent municipal corporation. Its primary function is the administration of the federally subsidized Section 8 rental assistance program, which offers rental subsidies to eligible families renting approved housing units from private owners. This program is funded through federal resources.

Additionally, CHA owns and manages approximately 750 affordable housing units, currently undergoing conversion from public housing to Low-Income Housing Tax Credit (LIHTC) properties. To support its mission, CHA maintains various for-profit and non-profit subsidiary entities, leveraging diverse resources.

Notably, CHA is undergoing a significant period of growth and transformation, by transitioning its public housing units into non-public housing. CHA was the first public housing authority in the state to undertake this effort. Moreover, the organization has expanded its supportive services and programming for residents, including after-school and summer school programs, case management, family self-sufficiency initiatives, services for veterans, basic needs assistance, transportation services, and support for elderly and disabled residents.

Currently, CHA is undertaking a comprehensive renovation and expansion project worth over \$30 million across its existing housing portfolio. It is also venturing into homeownership programming and further expanding its range of programs and services. With a well-established reputation and recognized as a top-tier public housing authority, CHA is actively seeking proficient third-party expertise to augment its visibility within the community and enhance public understanding of its diverse programming and profound impact on the community. The desired support encompasses comprehensive rebranding analysis, potentially leading to a strategic name alteration that accurately reflects CHA's evolving role and expanded offerings.

1.2 OBJECTIVE AND SCOPE OF WORK

CHA wishes to enter into a one-year contract, with an additional two one-year extensions, with a qualified marketing firm to assist with marketing and strategic rebranding efforts. This will encompass formulation of press releases, strategic communications, graphic design, website-development, branding, marketing material development, and stakeholder engagement.

1. Community engagement of a diverse group of stakeholders to conduct an analysis of current brand, as well as the feasibility analysis and plan for conducting a comprehensive rebranding effort.
2. Should a decision be made to move forward with a rebranding effort, the desired marketing firm would assist in the formation and implementation of a comprehensive rebranding effort.
3. On-going assistance in strategic communications and press releases.
4. On-going assistance in graphic design and the development of marketing materials.
5. On-going assistance in website development and update of existing content.

1.3 CONTRACTOR REQUIREMENTS

- It is desired that the supervising staff have at least five years' experience in marketing with a proven track record of success in high level projects.
- It is desired that members of the marketing team have experience in formulation of press releases, fundraising, strategic communications, graphic design, website development, branding, stakeholder engagement and the development of marketing materials.
- It is imperative that the marketing team can develop and maintain an excellent working relationship with CHA residents, CHA Board Members, public officials, and CHA staff.
- It is preferred that the marketing team be available to begin assisting CHA with services by October 1, 2024.

1.4 CONTRACT PERIOD & CONDITIONS

The initial contract will be a one-year, fixed rate, contract with two, one-year renewal options. The conditions of each renewal are negotiable, but renewal rates may not exceed 5.0% of the previous contract rates. CHA has sole discretion to accept or deny negotiated renewal options.

1.5 REQUIREMENT COMPENSATION

Contractor compensation will be based on hourly rates specified for specific marketing activities. If funding or program requirements result in a modification of marketing services, CHA will only be obligated to compensate for the actual services rendered. However, a change in services is not presently anticipated for the contract period.

1.6. INSURANCE REQUIREMENTS

Prior to performing services and for the duration of the contract, the contractor and each subcontractor shall furnish CHA certificates of insurance showing that the following insurance is in force that will insure all operations under this contract. All insurance shall be carried with companies that are financially responsible and authorized to do business in Missouri. CHA shall be designated as additionally insured on these policies:

- Worker's Compensation, in accordance with the State of Missouri's Workers' Compensation laws, for all employees engaged under this contract.
- Commercial and General Liability, coverage with bodily injury and property damage limits of not less than \$500,000.
- Automobile Liability coverage with bodily injury and property damage limits of not less than \$500,000 per occurrence for all vehicles uses in conjunction with this contract.
- Error and Omissions insurance coverage with a limit of not less than \$500,000 per occurrence.

SECTION 2

INSTRUCTIONS TO PROPOSERS

2.1 Preparation of Proposers

Proposers are expected to examine the objectives and scope of work, the proposed contract terms and conditions, and all instructions. Failure to do so will be at the Proposer's risk.

2.2 Pre-Proposal Conference

CHA will hold a Pre-Proposal Conference on August 15, 2024 from 1pm to 2pm, 201 Switzler Columbia, MO 65203. A zoom link can be provided upon request.

2.3 Questions

Any prospective proposer desiring an explanation or interpretation of the solicitation, statement of work, etc., must request it in writing by Wednesday, August 23, 2024 by 5:00 p.m. Central Time. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective proposer concerning a solicitation will be furnished promptly to all other prospective proposers as an amendment of the solicitation if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective proposers.

All questions shall be submitted in writing (mail, fax, e-mail) and should be addressed to:

Darcie Hamilton, Housing Development Coordinator
Columbia Housing Authority / 201 Switzler Street / Columbia, MO 65203

Fax: 573.443.0051 / E-mail: Dhamilton@columbiaha.com

2.4 Contact Policy

Contact regarding the RFP is not permitted between proposers and anyone other than CHA's Chief Executive Officer (Randy Cole) or Housing Development Coordinator (Darcie Hamilton) from the issuance of this solicitation until a contract is signed and executed. Information obtained from an unauthorized officer, agent, or employee of CHA or any other person shall not affect the risks or obligations assumed by the contractor or relieve him from fulfilling any of the conditions of the contract for the purpose of this project. Additionally such contact may disqualify the contractor from participation in the solicitation process.

2.5 Amendments to Solicitation

If the solicitation is amended, then all terms and conditions, which are not modified, remain unchanged.

- Proposers shall acknowledge receipt of any amendments to this solicitation by:
 - (1) Signing and returning the amendment by mail or fax (CHA must receive the signed acknowledgement(s) prior to the proposal deadline).
 - (2) Identifying the amendment number and date in the space provided for this purpose on the "Proposal Agreement" form.

2.6 Proposal Submission Requirements & Required Forms

See "Section 5"

2.7 Time for Receiving Proposals

Proposals received prior to the closing date and time will remain unopened and secured until the established proposal opening date and time. No proposal received after the established closing date and time (**Monday, September 9, 2024 @ 5:00 p.m. CT**) will be considered.

2.8 Proposal Submission

- To be eligible for consideration, **a sealed proposal package** [one (1) original, clearly identified as containing documents with original signatures, and five (5) copies, identical to the original] **must be submitted** to CHA **by Monday, September 9, 2024 @ 5:00 p.m. Central Time to the following address:**

**Columbia Housing Authority / 201 Switzler Street / Columbia, MO 65203
Attn: Darcie Hamilton, Housing Development Coordinator**

- To assure your proposal arrives properly and to prevent opening by unauthorized individuals, **your proposal must be identified** on the envelope or package **as follows:**

**REQUEST FOR PROPOSAL
Marketing Services
Due: Monday, September 9, 2024 @ 5:00 p.m. Central Time**

2.9 Late Submissions, Modifications, and Withdrawal of Offers

- Proposals received after the September 9, 2024 5pm deadline will not be considered.
- Notwithstanding this provision, a late modification of an otherwise successful offer that makes its term more favorable to the CHA will be considered at any time it is received and may be accepted.
- No proposal shall be withdrawn for a period of Sixty (60) days subsequent to the opening of the proposals without written consent of CHA.

2.10 Evaluation of Proposals

CHA will strive to complete the review and negotiation processes and award a contract within thirty (30) days after the scheduled opening of proposals. See "Section 3" of this solicitation for "Evaluation and Selection Criteria".

2.11 Responsibility of Prospective Contractor

- CHA shall award a contract only to a responsible prospective contractor who is able to perform successfully under the terms and conditions of the contract. To be determined responsible, a prospective contractor must:
 - Have adequate financial resources to perform the contract, or the ability to obtain them.
 - Have a satisfactory performance record.
 - Have a satisfactory record of integrity and business ethics.
 - Have a satisfactory record of compliance with public policy (i.e. Equal Employment Opportunity).
 - Have not been suspended, debarred, or otherwise determined to be ineligible for award of Contracts by the U.S. Government. Current lists of ineligible contractors are available for inspection.
- Before an offer is considered for award, the contractor may be requested by CHA to submit a statement or other documentation regarding any of the foregoing requirements. Failure by the proposer to provide additional information may render the proposer ineligible for award.

2.12 Qualifications of Prospective Contractor

CHA may make such reasonable investigations as deemed proper and necessary to determine the ability of the contractor to perform the services and the contractor shall furnish to CHA all such information and data for this purpose as may be requested. CHA reserves the right to inspect the contractor's physical facilities (if applicable) prior to award to satisfy questions regarding the contractor's capabilities. CHA further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such contractor is not properly qualified to carry out the obligations of the contract and to provide the services described therein.

2.13 Negotiations with Selected Proposer

Once the evaluation process is complete, CHA will negotiate with the highest ranked proposer. The negotiations may include clarifying the specific statement of work, establishing the performance period, and determining the final cost of the statement of work. If CHA and the highest ranked contractor fail to reach an agreement, CHA may negotiate with the next highest ranked proposer, unless CHA determines that it is in their best interest to re-solicit for these services.

2.14 Contract Award

A contract will be awarded to the most responsive and responsible firm, which is most advantageous to CHA's programs, provided the proposal complies with all conditions of the RFP. CHA reserves the right to reject any and all proposals and to waive any informality in the solicitation. CHA is prohibited from making an award to firms (including their subcontractors) or individuals that are debarred from receiving awards from the U.S. Government.

2.15 Service of Protest

Any protest against the award of a contract pursuant to this solicitation shall be served on the CHA by obtaining written and dated acknowledgement of receipt from CHA at the address shown on the cover of this solicitation. The determination of CHA with regard to such protest or to proceed to award notwithstanding such protest shall be final unless the protestor makes an appeal.

2.16 Notice of Award

All proposers will be notified by mail of CHA's selection. The successful proposer will be issued a Notice of Award. Within ten (10) business days, the proposer shall provide the following documentation:

- Certificates of insurance showing that the following insurance is in force that will insure all operations under this contract. All insurance shall be carried with companies that are financially responsible and authorized to do business in Missouri. CHA shall be designated as additionally insured on these policies:
 - Worker's Compensation, in accordance with the State of Missouri's Workers' Compensation laws, for all employees engaged under this contract.
 - Commercial and General Liability, coverage with bodily injury and property damage limits of not less than \$500,000.
 - Automobile Liability coverage with bodily injury and property damage limits of not less than \$500,000 per occurrence for all vehicles uses in conjunction with this contract.
 - Error and Omissions insurance coverage with a limit of not less than \$500,000 per occurrence.
- Evidence of all the appropriate professional licenses and certificates as required.

If the selected proposer fails to provide the required information, the Notice of Award becomes invalid. CHA may choose to award a contract to the next highest ranked proposer or CHA may choose to re-solicit for the service.

The contract terms, except those subject to negotiation, will be in accordance with those provided in this solicitation. Changes in the basic terms of the contract are not acceptable.

2.17 Commencement of Work

The awarded marketing team shall have scheduling set and be ready to begin the actual work by October 1, 2024.

2.18 Cost of Producing Proposal

The costs of producing the proposal are the responsibility of the proposer. CHA will not reimburse any cost incurred to produce and to respond to this solicitation, to participate in an oral presentation, or to participate in negotiations.

2.19 Public Records

Proposers acknowledge that CHA is a political subdivision of the State of Missouri and is, therefore, required to comply with Missouri's Sunshine Laws. If a proposal includes proprietary data, trade secrets, or information the proposer wishes to exempt from public disclosure, the proposer must specifically label each page containing such data, secrets, or information as follows:

"PRIVILEGED AND CONFIDENTIAL - PROPRIETARY INFORMATION"

To the extent permitted by law, information labeled by the proposer as proprietary will be used by CHA only for purposes related to, or arising out of, the (a) evaluation of proposals, (b) selection of an proposer pursuant to the RFP process, and (c) negotiation and execution of a contract, if any, with the proposer selected.

Neither a proposal, in its entirety, nor a cost proposal will be considered confidential and/or proprietary. Any proposal marked as such will be deemed non-responsive and eliminated from further consideration.

SECTION 3

EVALUATION AND SELECTION PROCESS

3.1 EVALUATION AND SELECTION PROCEDURES

- The Selection Committee will individually perform initial assessments of all proposals to determine which firms are responsive and qualified to provide the required services, thus creating a “short list” of qualified firms. The “Initial Evaluation” form will be used for this stage of evaluation.
- The Selection Committee will use the “Proposal Evaluation” form to individually score the qualified firms (the “short list”). Scores may also include narratives of evaluation rationale.
- The “Proposal Evaluation” forms will be combined, and the firms will be collectively ranked according to the summation of the scores. The Selection Committee will meet to discuss the results and proceed as follows:
 - The Selection Committee will invite key personnel from the highest ranked firm to conduct a comprehensive presentation (or phone conference) with the Committee.
 - If, after the presentation, the Committee continues to agree that this firm is most qualified to provide the required services, a negotiations process will follow.
 - The negotiations may include clarifying the specific statement of work, establishing the performance period, and determining the final cost of the statement of work. If CHA and the highest ranked proposer fail to reach an agreement, CHA may negotiate with the next highest ranked proposer, unless CHA determines that it is in their best interest to re-solicit for these services.
 - If there is not a significant gap between top ranking firms, with the Selection Committee's consensus, more than one firm may be invited to present comprehensive proposals.
 - As a result of these presentations the Selection Committee will determine which firm is most qualified to provide the required services, and a negotiations process will follow.
 - The negotiations may include clarifying the specific statement of work, establishing the performance period, and determining the final cost of the statement of work. If CHA and the highest ranked proposer fail to reach an agreement, CHA may negotiate with the next highest ranked proposer, unless CHA determines that it is in their best interest to re-solicit for these services.

3.2 EVALUATION AND SELECTION CRITERIA

CHA will evaluate each proposal based upon a weighted evaluation system. Each category listed will be evaluated and assigned a total score. Each proposal shall be evaluated only on the criteria listed:

Business Capabilities: **60 points**

Qualifications and experience of principals

1. Qualifications and experience of associates or employees in working with non-profit and public sector. **(1-10 points)**
2. Capability to provide services by October 1, 2024 **(1-10 points)**
3. Experience in rebranding efforts with a diversity of stakeholders. **(1-10 points)**
4. Experience in graphic design and the development of marketing materials. **(1-10 points)**
5. Experience in strategic communications and press releases. **(1-10 points)**
6. Experience and training in website development. **(1-10 points)**

Costs: **35 Points**

References: **5 Points**

Total Points Possible: 100 Points

Each respondent is cautioned that it is their responsibility to address information related to the Evaluation Factors outlined below, during the question and answer conference. CHA is under no obligation to solicit such information if it is not included within the respondent's presentation.

INITIAL EVALUATION

Services Requested: Marketing Services

Firm Evaluated: _____

The purpose of this Initial Panel Assessment is to review all proposals and develop a "short list" of the firms that appear to possess and demonstrate the greatest potential of being able to provide the professional services required of the project. Such determination shall be a result of an initial evaluation assisted by the questions below. A firm must demonstrate a superior ability to perform all the services required with substantiating evidence - all furnished in a clear and concise manner in the original proposal. The Panel shall endeavor to eliminate those proposals that are obviously unqualified to provide the required services, thus creating a "short list" of the most qualified firms. The firms that qualify for the "short list" shall be intensely evaluated and ranked according to the scoring results of the "Proposal Evaluation".

PROPOSAL SCREENING CRITERIA

Letter of Intent? **Yes No**

Comprehensive qualifications statement focusing on the "Statement of Work"? **Yes No**

List of relevant references? **Yes No**

Complete and signed firm fixed cost "Proposal Agreement" form? **Yes No**

Complete "Certifications and Representation of Offerors" form? **Yes No**

Certified "Certification Regarding Debarment and Suspensions" form? **Yes No**

Complete and Notarized "Non-Collusive Affidavit" form? **Yes No**

Sufficient documentation to substantiate each of the required evaluation criteria? **Yes No**

This firm qualifies for the "short list" and further evaluation **Yes No**

If this firm does not qualify for the "short list", it is critical to write a short narrative on the reasons for this determination. Please use the space below:

Evaluator: _____

Evaluator's Signature: _____ Date: _____

PROPOSAL EVALUATION

Services Requested: Marketing Services

Firm Evaluated: _____

EVALUATION CRITERIA	WEIGHT (W)	SCORE (S)	TOTAL (T)
Qualifications & Experience of Associates or Employees	10%		
Capacity to Provide Services by October 1, 2024	10%		
Experience in rebranding efforts with a diversity of stakeholders.	10%		
Experience in graphic design and the development of marketing materials.	10%		
Experience in strategic communications and press releases.	10%		
Experience and training in website development.	10%		
Costs	35%		
References	5%		
Certifications and Representation Form (HUD-5369-C)	Mandatory	Yes No ->	Unqualified
Certification Regarding Debarment and Suspensions (HUD 2992)	Mandatory	Yes No ->	Unqualified
Non-Collusion Affidavit, notarized	Mandatory	Yes No ->	Unqualified
Proposal Agreement Form	Mandatory	Yes No ->	Unqualified
CHA Evaluator:	GRAND:		

Score scale: 1 – 10, with 10 being the highest

Weight (W) x Score (S) = Total

Comments: _____

Comments Continued on Back? Yes No

Evaluator's Signature: _____ Date: _____

SECTION 4

CONTRACT CLAUSES

(not necessarily inclusive)

APPROPRIATIONS

In the event funds are not appropriated by CHA for the services in any fiscal year or insufficient funds exist to purchase the services, the contract shall expire upon the expenditure of previously appropriated funds or the end of the current fiscal year, whichever occurs first, with no further obligations owed to or by either party.

ASSIGNMENT/SUBCONTRACTING

The contractor shall not assign or subcontract this agreement, its obligations or rights hereunder to any party, company, partnership, incorporation or person without the prior written specific consent of the CEO of CHA. CHA may terminate the subsequent contract if assignment or subcontracting is done without approval.

DOCUMENTS, BOOKS AND RECORDS

The contractor shall maintain all documents, accounting records and other evidence pertaining to the services provided under this contract and make such materials available at all reasonable times during the contract period and for three years (and as required by Federal law and/or regulations) from the date of the final payment under this agreement. This shall be for inspection by CHA or by any other governmental entity or agency participating in the funding of this agreement, or any authorized agents thereof. Copies of said records will be furnished by the contractor if requested. Such records shall include those documents and accounting records that represent the contractor's costs of delivering the services governed by this agreement.

COMPLIANCE WITH ALL LAWS

The contractor is assumed to be familiar with and agrees to observe and comply with all federal, state and local laws, statutes, ordinances, and regulations in any manner affecting the provision of services, and all instructions and prohibitive orders issued regarding this work.

CONFIDENTIALITY OF DATA, PROPERTY RIGHTS IN PRODUCTS, AND COPYRIGHT PROHIBITION

The contractor agrees that all information, data, findings, recommendations, proposals, et cetera by whatever name described and in whatever form secured, developed, written or produced by the contractor in furtherance of this contract shall be the property of CHA. The contractor shall take such action as is necessary under law to preserve such property rights of CHA while such property is within the control and/or custody of the contractor. By this contract, the contractor specifically waives and/or releases to CHA any cognizable right of the contractor to copyright, license, patent or otherwise use such information, data, findings, recommendations, proposals, et cetera.

The contractor understands and agrees that data, materials, and information disclosed to contractor may contain confidential and protected data. Therefore, the contractor promises and assures that data, material, and information gathered, based upon or disclosed to the contractor for the purpose of this contract, will not be disclosed to others or discussed with other parties without the prior written consent of CHA.

DEFAULT

If the contractor fails to perform or comply with any provision of this contract or the terms or conditions of any documents referenced and made a part hereof, CHA may terminate this contract, in whole or in part, and may consider such failure or noncompliance a breach of contract. CHA expressly retains all its rights and remedies provided by law in case of such breach, and no action by CHA shall constitute a waiver of any such rights or remedies. In the event of termination for default, CHA reserves the right to purchase its requirements elsewhere, with or without competitive bidding, as circumstances dictate, subject to applicable rules and regulations.

Should the contractor default be due to a failure to perform or because of a request for a price increase, CHA reserves the right to remove the contractor from its proposal list for twenty-four months.

GOVERNING LAW

This contract shall be governed by the laws of the State of Missouri (and all applicable Federal statutes and standards including HUD regulations) and all obligations of the parties are performable in Boone County, Missouri. The Circuit Court of Boone County, Missouri shall have exclusive and concurrent jurisdiction of any disputes, which arise hereunder.

INDEMNIFICATION/HOLD HARMLESS

The contractor shall indemnify, defend, save and hold harmless, CHA, its officers, agents and employees from all suits, claims, actions or damages of any nature brought because of, arising out of, or due to breach of the agreement by contractor, its agent, or employees, or due to any negligent act or occurrence or any omission or commission of contractor, its agents or employees.

INDEPENDENT CONTRACTOR

The contractor shall acknowledge that it and its employees serve as independent contractors and that CHA shall not be responsible for any payment, insurance or incurred liability resulting from entering into a contract with CHA.

INTEREST OR MEMBERS, OFFICERS OR EMPLOYEES AND FORMER MEMBERS, OFFICERS OR EMPLOYEES

No member, officer, or employee of CHA, no member of the governing body of the locality in which the project is situated, no member of the governing body in which CHA was activated and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project shall during his tenure or for one year thereafter have any interest, direct or indirect, in this contract, agreement or the proceeds thereof.

INVOICING

All invoicing shall be mailed to:

Columbia Housing Authority / Accounts Payable / 201 Switzler Street / Columbia, MO 65203

NON-DISCRIMINATION AND NON-CONFLICT STATEMENT

The contractor agrees that no person on the grounds of disability, age, race, color, religion, sex, sexual orientation, or national origin shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this agreement, or in the employment practices of the contractor. The contractor shall, upon request, show proof of such non-discrimination and shall post it in a conspicuous place available to all employees and applicants. The contractor covenants that it complies with the Fair Wage and Hour Laws, the National Labor Relations Act, and other federal, state, and local employment laws as applicable. The contractor covenants that it does not engage in any illegal employment practices.

The contractor covenants that it has no public or private interest and shall not acquire directly or indirectly any interest that would conflict in any manner with the provision or performance of its services. The contractor warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of CHA as wages, compensation or gifts in exchange for acting as an officer, agent, employee, or consultant to contractor in connection with any work contemplated or performed relative to the agreement.

PAYMENT

Invoices received by CHA Accounting Department the first few days of the month will normally be paid by the 15th of the month if in accordance with all requirements outlined herein.

PROTESTS

A protestor must exhaust all administrative remedies with CHA before pursuing a protest with any federal agency. The protests shall be in writing outlining the circumstances and data relative to the matter of protest. The written protest is to be submitted to the CEO during the proposal period or within forty-eight hours following the opening of the proposals. CHA will consider the protest and seek to resolve the dispute by obtaining staff input and, if needed, consultants and legal counsel. The protestor will be advised as soon as possible in writing as to the action taken.

REMEDIES

CHA shall have all rights and remedies afforded under the U.C.C. and Missouri law in contract and in tort, including but not limited to rescission, incidental, consequential and compensatory damages and reasonable attorney's fees.

SEVERABILITY

If any provision of this contract is declared illegal, void or unenforceable, the remaining provisions shall not be affected but shall remain in force and effect.

TERMINATION

CHA may terminate this agreement, in part or in whole, for its convenience or the failure of the contractor to fulfill contractual obligations. CHA shall terminate by delivering to the contractor a written Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice the contractor shall:

1. Immediately discontinue all services affected (unless the notice directs otherwise).
2. Deliver to CHA all information, papers, reports and other materials accumulated or generated in performing the contract, whether completed or in progress.

If the termination is for the convenience of CHA, CHA shall only be liable for payment for services rendered before the effective date of the termination.

If the termination is due to the failure of the contractor to fulfill its obligations under the contract, CHA may:

1. Require the contractor to deliver any work described in the Notice of Termination.
2. Take over and prosecute the same to completion by contract or otherwise and the contractor shall be liable for an additional cost incurred by CHA.
3. Withhold any payments to the contractor for purpose of set-off or partial payment, as the case may be, of amounts owed by CHA to the contractor.

TITLE VI OF THE CIVIL RIGHTS ACT

Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) "Nondiscrimination in Federally Assisted Programs" states that "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

It is the policy of CHA that all its services and activities be administered in conformance with the requirements of Title VI.

**SECTION 5
PROPOSAL SUBMISSION REQUIREMENTS
& REQUIRED FORMS**

5.1 Proposal Submission Requirements

A proposal must be submitted as prescribed by CHA in this Request for Proposal (RFP), and an individual authorized to execute contracts for the Company must sign proposal forms in order to be accepted.

Failure to include any of the following information may result in rejection of the proposal:

- A Letter of Intent, followed by a comprehensive “qualifications” statement which portrays a detailed representation of your firm’s ability to administer the requirements of this contract including, but not limited to, the following:
 - Company History: Provide narrative of your firm’s history years in business including examples of contract work performed, composition of your firm (number of staff), etc.
 - Specific Contract Experience: Provide a list of all relevant contracts that support your firm’s past marketing experience to demonstrate your firm’s ability to best fulfill the requirements of this RFP. Include all of the following for contracts most similar to CHA’s Statement of Work:
 - (1) business name, (2) address, (3) contact, (4) phone #, (5) fax #, (6) contract amount, (7) date began, (8) date ended, (9) a complete and compressive description of services rendered.
 - Marketing Team Qualifications: Name and list qualifications of all staff that will be assigned to this contract. Include the capacity or their roles and details of similar work in which they have been directly involved while being specific about the types and numbers of projects performed.
 - Understanding and Approaches (Phase I and Phase II):

Phase I: Describe your company’s approach for conducting an assessment and feasibility analysis of current brand, as well as an analysis of rebranding strategies and goals.

Phase II: Describe your company’s approach to a comprehensive rebranding effort.
 - Implementation Challenges: Based on your experience, discuss any potential problems that may be encountered with this type of work, and your team’s approach in managing/minimizing these issues.
 - Success Stories: Boast your accomplishments through examples of successful implementation of marketing and rebranding efforts. Include examples of successful efforts.

5.2 Required Forms

- A completed "Proposal Agreement" form which includes a firm fixed cost proposal. Your cost proposal may include pricing scenarios for other services not specifically requested if additional needs arise during the contract period.
- A completed "Certifications and Representation of Proposers" form (HUD-5369-C)
- A completed "Certification Regarding Debarment and Suspensions" form (HUD 2992)
- A completed "Non-Collusive Affidavit" form for Prime Consultant.

“Cost Proposal”
&
“Proposal Agreement”

COST PROPOSAL

Offerors must complete the following information and submit it with their proposal.

This cost proposal shall be a “Firm Fixed Cost” per month, which is inclusive of ALL marketing and related services. This cost will be fixed for a period of one year from the contract date.

Rebranding Analysis:

Provide a firm price based upon a proposed plan to engage the community in partnership with CHA staff involving local funders, public officials, CHA Board Members, assess current brand and potential rebranding feasibility analysis and provide recommendation based upon an analysis. Please attach a proposed plan, along with pricing below.

Firm Fixed Price: \$ _____
(amount in numbers)

DOLLARS

(amount in words)

Rebrand, Logo Refresh, Branding Materials, Web Site Redevelopment

If a decision to move forward with rebranding, provide a firm price based upon the plan to engage the CHA Board, staff, residents, and community partners. Attach a proposed plan, along with a firm fixed price below. Please attach a proposed plan, along with pricing below.

Firm Fixed Price: \$ _____
(amount in numbers)

DOLLARS

(amount in words)

Strategic Communication and Press Release Development

CHA anticipates time and consultation needed to develop communication strategy regarding the organization, and alignment with local funders.

Strategic Communication and Press Release Cost per Hour: \$ _____
(amount in numbers)

DOLLARS

(amount in words)

Marketing Material Development

CHA anticipates time needed to develop marketing materials for a series of events including 1-page overviews, event invitations, yearend report template and other materials.

Marketing Material Cost per Hour: \$ _____
(amount in numbers)

DOLLARS

(amount in words)

PROPOSAL AGREEMENT

By signing below:

- We have thoroughly examined the Statement of Work and Basic Requirements, and being familiar with the existing conditions, hereby agrees to furnish all services, equipment, tools, licenses and fees to offer the services as stipulated and set forth herein.
- We agree that this Proposal may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for the receipt of Proposals.

By signing below, the representatives of this firm hereby certify that:

- The Proposal is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation, and is not submitted in conformity with any agreement or rules of any group, association or corporation.
- We have not directly or indirectly induced or solicited any other firm to put in a false or sham proposal.
- We have not solicited or induced any person, firm or corporation to refrain from offering.
- We have not sought by collusion or otherwise to obtain for themselves any advantage over any other firm or over the CHA.
- We will not discriminate against any employee or applicant for employment because of race, creed, color or national origin in connection with the performance of work.

By signing below, the representatives of this firm declare that:

- We received addenda _____ through _____.
- We had an opportunity to visit and research the existing conditions of CHA facilities and have a general understanding of the requirements of the requested services.
- We have carefully prepared this proposal, and the cost of the services required is accurate.
- All information submitted in this proposal is correct and it contains no falsified records.

Respectfully submitted by:

_____ Firm

_____ Address

_____ City State Zip

() x - () ()
Phone Fax Other

Name: _____ Title: _____

Signature: _____ Dated this _____ day of _____, 20__

Contact: _____ Title: _____

() x - () ()
Phone Fax Other

Web Page: _____ E-Mail Address: _____

“Certifications and Representation of Offerors”

Prime and all levels of
Sub-Contractors

HUD-5369-C

"Certification Regarding Debarment & Suspensions"

Prime and all levels of
Sub-Contractors

HUD 2992

“Non-Collusive Affidavit”

NON-COLLUSION AFFIDAVIT

State of: _____ County of: _____, being duly sworn,
deposes and says that:

1. He/she is (Owner, Partner, Officer, Representative, or Agent) of _____
_____, the offeror that has submitted the attached proposal;
2. He is fully informed respecting the preparation and contents of the attached bid and all pertinent circumstances respecting such bid;
3. Such proposal is genuine and is not a collusive or sham proposal;
4. Neither the said offeror nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other offeror, firm or person to submit a collusive or sham proposal in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by other offeror, firm or person to fix the price or prices in the attached bid or any other offeror, or to fix any overhead, profit or cost element of the proposal price of the other offeror, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Owner or any person interested in the proposed contract;
5. The price or prices quoted in the attached proposal are fair and proper, and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the offeror or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

Signed: _____ Title: _____

Subscribed and sworn to before me this ____ day of _____, 20 ____

_____ My commission expires: _____



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: August 7, 2024

Re: Year to date financials through June 30, 2024

Executive Summary

Please find income statements for the CHA entities through June 30, 2024.

Discussion

Entity-wide revenues through June 30, 2024, are \$8,622,640, including Housing Assistance Payment (HAP) revenue. Entity-wide expenses through June 30, 2024, including Housing Assistance Payments (HAP), but excluding depreciation was \$9,327,394. The Entity-Wide Revenue and Expense Summary shows positive Excess Operating Revenue over Operating Expenses for almost all of CHA. There was negative Excess Operating Revenue over Operating Expenses in the following entities, along with additional information:

- Public Housing (\$42,407)
 - CHA continues to not fill vacancies under HUD's formal Commitment to Enter into Housing Payments (CHAP) due to planned renovation activities at Park Avenue and Providence Walkway, thereby reducing revenue collected in the short-term. The public housing account maintains over \$1 million in operating reserves to assist with operations and capital improvements through renovation efforts.
- Affordable Housing Development (\$57,846)
 - Expenses exceeded revenues through June 30th in this account, however this will change significantly the remainder of the calendar year. CHA anticipates over \$160,000 in Affordable Housing Development revenue upon closing on the Kinney Point project. Additional funds through the Central Office Cost Center were also transferred to the AH Development account in June to reimburse a portion of funds owed, therefore the AH Development account will maintain a balance of approximately \$100,000 prior to the Kinney Point closing.
- Central Office Cost Center (\$55,364)
 - Expenses exceeded revenues through June 30th in this account, however 2023 waterfall distributions to the COCC were remaining due through June for repayment of 2023 Security Services. Approximately \$116,635 in security services was paid out in June 2024. CHA's 2024 capital fund award has not yet been drawn down, which also includes revenue to the COCC. An additional \$35,000 in fee revenue will be drawn to the COCC upon drawing CHA's capital fund in late July or early August.
- LIHTC Properties
 - Oak Towers, Patriot Place, Bear Creek, and Stuart Parker each maintain positive Excess Operating Revenue over Operating Expenses through the year to date. Oak Tower maintained the highest level through June 30, 2024, with its Excess Operating Revenue over Operating Expense exceeding its budgeted amount by \$5,721.



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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- Each of the LIHTC properties experienced higher than anticipated vacancy loss through June 30, 2024, with Stuart Parker experiencing (65,412) in vacancy losses with only (\$23,075) budgeted through June. CHA experienced a significant number of move outs from late winter through early spring, however it experienced an increase in occupancy from May through June, therefore these metrics should improve.
- The expenditure of Maintenance Contracts for the Bryant Walkway development is also slightly over budget and will continue to be monitored.
- Reserve agreements are being reviewed and expenditures are being pulled to submit to the reserves.
- Housing Choice Voucher (HCV)
 - HCV expenses exceed revenues by (\$49,156) greater than budgeted however HCV still maintains a significant unrestricted net position in administrative fees of over \$400,000. Also, \$67,000 was just requested from HUD as additional income for the vouchers utilized.
- CHALIS
 - Additional expenses were spent in June to close out a grant, and \$45,000 was received in July for the VU grant.
- Administration
 - CHA continues to be under budget in administrative expenses through June 30, 2024. Revenues were budgeted at \$582,525, however revenues were \$531,576. Total expenses budgeted were \$808,130, and actual expenses were \$798,087. CHA Administration experienced a \$30,428 net gain through June 30, 2024.

Recommended Commission Action

Review and consider the report.

Columbia Housing Authority
Administration Revenue and Expense Summary

	CHA Affordable Housing Development	CHA Business Activities	CHA Central Office Cost Center	Total Adminstration	Year to Date Budget	Budget Variance		
Management Fee	\$ -	\$ -	\$ 150,362	\$ 150,362	\$ 181,982	\$ (31,619)		-17%
Asset Management Fee	-	-	7,200	7,200	7,200	-		0%
Book Keeping Fee	-	-	79,905	79,905	87,870	(7,965)		-9%
Fee Revenue	-	-	237,467	237,467	277,052	\$ (39,584)		-14%
Interest Income	1,970	3,522	11,108	16,600	8,317	8,284		100%
Investment Income	7,752	394,481	-	402,233	278,098	124,135		45%
Other Revenue	-	190,673	6	190,679	202,952	(12,273)		-6%
Total Revenue	\$ 9,722	\$ 588,677	\$ 248,581	\$ 846,980	\$ 766,418	\$ 80,562		11%
Administrative Salaries	41,614	148,169	170,372	360,156	403,707	(43,551)		-11%
Auditing Fees	-	1,527	2,556	4,084	8,500	(4,416)		-52%
Advertising and Marketing	1,990	-	1,668	3,658	138	3,521		2560%
Employee Benefits - Admin.	13,428	35,738	35,428	84,594	84,351	243		0%
Office Expenses	2,955	6,547	40,856	50,358	53,330	(2,972)		-6%
Legal Expense	-	-	9,815	9,815	1,750	8,065		461%
Training & Travel	153	-	6,134	6,287	18,250	(11,963)		-66%
Other	201	1,750	10,672	12,624	12,500	124		1%
Total Operating - Administration	60,342	193,732	277,502	531,576	582,525	(50,949)		-9%
Water	-	460	177	637	625	12		2%
Electricity	-	2,337	1,164	3,501	2,950	551		19%
Gas	-	1,181	271	1,453	1,875	(422)		-23%
Sewer	-	300	77	377	350	27		8%
Total Utilities	-	4,279	1,689	5,968	5,800	168		3%
Maintenance - Labor	-	-	-	-	-	-		
Maintenance - Materials	-	17	662	679	3,275	(2,596)		-79%
Maint Contracts, Miscellaneous	-	75	75	149	4,250	(4,101)		-96%
Maint Contracts-Trash Removal	-	626	-	626	625	1		0%
Maint Contracts-Heating & Cooling	-	-	-	-	-	-		
Maint Contracts-Snow Removal	-	-	-	-	-	-		
Maint Contracts-Elevators	-	-	-	-	-	-		
Maint Contracts-Landscape & Grounds	525	51	2,004	2,581	4,000	(1,419)		-35%
Maint Contracts-Unit Turnaround	-	-	-	-	-	-		
Maint Contracts-Electrical	-	-	-	-	-	-		
Maint Contracts-Plumbing	-	60	-	60	-	60		
Maint Contracts-Extermination	-	-	-	-	-	-		
Maint Contracts-Janitorial	-	1,775	1,775	3,551	4,350	(799)		-18%
Maintenance Contracts	525	2,587	3,854	6,967	13,225	(6,258)		-47%
Employee Benefits - Maint.	-	-	-	-	-	-		
Total Maintenance	525	2,605	4,516	7,646	16,500	(8,854)		-54%
Total Insurance Premiums	877	9,219	4,149	14,245	8,386	5,859		70%
Total Other Expenses	5,823	52,200	16,090	74,113	38,957	35,156		90%
Interest of Bonds Payable	-	153,335	-	153,335	144,712	8,623		6%
Interest on Notes Payable	-	11,204	-	11,204	11,250	(46)		0%
Total Interest/Amortization	-	164,539	-	164,539	155,962	8,577		5%
Total Operating Expenses	\$ 67,568	\$ 426,573	\$ 303,946	\$ 798,087	\$ 808,130	\$ (10,044)		-1%
Excess of Operating Revenue over Operating Expenses	\$ (57,846)	\$ 162,103	\$ (55,364)	\$ 48,893	\$ (41,713)	\$ 90,606		-217%
Depreciation Expense	-	17,868	597	18,465	13,623	4,842		36%
Total Expenses	\$ 67,568	\$ 444,441	\$ 304,543	\$ 816,551	\$ 821,753	\$ (5,202)		-1%
Net Gain (Loss)	\$ (57,846)	\$ 144,236	\$ (55,961)	\$ 30,428	\$ (55,336)	\$ 85,764		-155%

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

	Public Housing Projects	Affordable Housing Projects	Housing Choice Vouchers	FSS Forfeitures	Mainstream Vouchers	Emergency Housing Vouchers	Continuum of Care Vouchers	TBRA Vouchers	ROSS Grants	CHALIS	Columbia Community Housing Trust	Affordable Housing General Partners	Affordable Housing Development	CHA Business Activities	CHA Central Office	Subtotal	ELIM	Total
Tenant Rental Revenue	\$ 203,380	\$ 1,124,170	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,131	\$ 7,380	\$ -	\$ -	\$ -	\$ -	\$ 1,351,061	\$ -	\$ 1,351,061
Rental Subsidies		1,198,432	-	-	-	-	-	-	-	-	-	-	-	-	-	1,198,432	(1,198,432)	-
Vacancy Loss	(59,474)	(144,432)	-	-	-	-	-	-	-	-	-	-	-	-	-	(203,906)		(203,906)
Net Rental Revenue	143,906	2,178,170	-	-	-	-	-	-	-	16,131	7,380	-	-	-	-	2,345,587	(1,198,432)	1,147,155
Tenant Revenue - Other	2,940	17,059	-	-	-	-	-	-	-	-	-	-	-	-	-	19,999		19,999
Total Tenant Revenue	146,845	2,195,230	-	-	-	-	-	-	-	16,131	7,380	-	-	-	-	2,365,586	(1,198,432)	1,167,154
HUD PHA Operating Grants	231,324	-	5,354,020	29,266	-	-	-	-	87,622	-	-	-	-	-	-	5,702,232	-	5,702,232
HUD Voucher Admin Fees	-	-	625,184	-	14,635	27,090	10,558	-	-	-	-	-	-	-	-	677,467	-	677,467
Management Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	150,362	150,362	(150,362)	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,200	(7,200)	-
Book Keeping Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	79,905	79,905	(79,905)	-
Total Fee Revenue	231,324	-	5,979,204	29,266	14,635	27,090	10,558	-	87,622	-	-	-	-	-	237,467	6,617,167	(237,467)	6,379,699
Other Government Grants	-	-	-	-	-	-	-	-	-	461,401	-	-	-	-	-	461,401	-	461,401
Interest Income	33,600	108,097	13,067	350	1,871	1,869	1,492	1,160	-	1,174	32,352	-	9,722	3,522	11,108	219,384	-	219,384
Investment Income	-	-	-	-	-	-	-	-	-	-	-	-	-	394,481	-	394,481	(394,481)	-
Fraud Recovery	877	-	2,744	-	-	-	-	-	-	-	-	-	-	-	-	3,621	-	3,621
Other Revenue	41,363	81,051	959	-	-	-	-	-	-	40,283	-	188,992	-	190,673	6	543,327	(152,615)	390,712
Gain/Loss on Sale of Capital Assets	669	-	-	-	-	-	-	-	-	-	-	-	-	-	-	669	-	669
Total Revenue	\$ 454,678	\$ 2,384,377	\$ 5,995,973	\$ 29,617	\$ 16,506	\$ 28,959	\$ 12,050	\$ 1,160	\$ 87,622	\$ 518,989	\$ 39,732	\$ 188,992	\$ 9,722	\$ 588,677	\$ 248,581	\$ 10,605,635	\$ (1,982,995)	\$ 8,622,640
Administrative Salaries	34,212	139,877	296,135	-	749	1,461	6,226	1,041	-	33,258	-	-	41,614	148,169	170,372	873,114	-	873,114
Auditing Fees	3,952	28,400	25,215	-	-	-	-	-	-	1,240	258	-	-	1,527	2,556	63,149	-	63,149
Management Fee	28,886	131,849	117,732	-	-	3,744	-	-	-	750	623	-	-	-	-	283,584	(283,584)	-

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

	Public Housing Projects	Affordable Housing Projects	Housing Choice Vouchers	FSS Forfeitures	Mainstream Vouchers	Emergency Housing Vouchers	Continuum of Care Vouchers	TBRA Vouchers	ROSS Grants	CHALIS	Columbia Community Housing Trust	Affordable Housing General Partners	Affordable Housing Development	CHA Business Activities	CHA Central Office	Subtotal	ELIM	Total	
LIHTC Asset																			
Mgmt	3,983	37,040	73,583	-	-	2,340	-	-	-	-	-	-	-	-	-	116,945	(79,905)	37,040	
Advertising and Marketing	-	-	4,050	-	-	-	-	-	-	378	-	-	1,990	-	1,668	8,087	-	8,087	
Employee	12,835	39,039	81,213	-	219	164	716	117	-	6,391	-	-	13,428	35,738	35,428	225,289	-	225,289	
Office Expenses	14,595	41,372	38,697	-	13	270	1,187	102	2,770	10,062	-	3,172	2,955	6,547	40,856	162,596	-	162,596	
Legal Expense	-	5,862	-	-	-	-	-	-	-	-	-	-	-	-	9,815	15,677	-	15,677	
Training & Travel	2,392	6,938	6,559	600	-	-	35	-	250	6,906	-	-	153	-	6,134	29,967	-	29,967	
Other	2,066	14,242	50,828	73	1,010	1,244	2,301	332	44	6,283	68	524	201	1,750	10,672	91,639	-	91,639	
Total Operating - Admin.	102,921	444,619	694,012	673	1,990	9,222	10,465	1,592	3,064	65,268	949	3,696	60,342	193,732	277,502	1,870,046	(363,489)	1,506,556	
Asset Management Fee	7,200	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,200	(7,200)	-	
Salaries	924	46,130	-	-	-	-	-	-	57,855	250,495	-	-	-	-	-	355,404	-	355,404	
Employee Benefit	133	15,538	-	-	-	-	-	-	19,384	50,626	-	-	-	-	-	85,680	-	85,680	
Tenant Services -	216	43,594	661	1,827	-	-	-	990	-	118,724	-	-	-	-	-	166,011	-	166,011	
Total Tenant Services	1,273	105,262	661	1,827	-	-	-	990	77,239	419,845	-	-	-	-	-	607,095	-	607,095	
Water	15,519	84,936	530	-	-	-	-	-	-	-	-	-	-	460	177	101,622	-	101,622	
Electricity	14,481	158,083	3,491	-	-	-	-	-	-	-	-	-	-	2,337	1,164	179,556	-	179,556	
Gas	7,130	20,709	814	-	-	-	-	-	-	-	-	-	-	1,181	271	30,106	-	30,106	
Sewer	14,103	61,099	232	-	-	-	-	-	-	-	-	-	-	300	77	75,811	-	75,811	
Total Utilities	51,232	324,828	5,067	-	-	-	-	-	-	-	-	-	-	4,279	1,689	387,096	-	387,096	
Maintenance - Labor	112,677	179,096	-	-	-	-	-	-	-	-	-	-	-	-	-	291,773	-	291,773	
Maintenance - Materials	45,868	159,840	-	-	-	-	-	-	-	200	-	740	-	17	662	207,327	-	207,327	
Maintenance - Contracts	54,649	217,068	5,555	-	-	-	-	-	-	-	-	-	525	2,587	3,854	284,238	(6,977)	277,261	
Employee Benefits - Maint.	29,782	61,094	-	-	-	-	-	-	-	-	-	-	-	-	-	90,876	-	90,876	
Total Maintenance Services	242,976	617,097	5,555	-	-	-	-	-	-	200	-	740	525	2,605	4,516	874,214	(6,977)	867,238	
Protective Services - Labor	16,410	5,035	-	-	-	-	-	-	-	-	-	71,792	-	-	-	93,237	-	93,237	
Employee Benefit	5,118	1,570	-	-	-	-	-	-	-	-	-	22,393	-	-	-	29,081	-	29,081	
Total Protective Services	21,528	6,605	-	-	-	-	-	-	-	-	-	94,185	-	-	-	122,318	-	122,318	

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

	Public Housing Projects	Affordable Housing Projects	Housing Choice Vouchers	FSS Forfeitures	Mainstream Vouchers	Emergency Housing Vouchers	Continuum of Care Vouchers	TBRA Vouchers	ROSS Grants	CHALIS	Columbia Community Housing Trust	Affordable Housing General Partners	Affordable Housing Development	CHA Business Activities	CHA Central Office	Subtotal	ELIM	Total
Property Insurance	36,090	176,124	2,493	-	-	-	-	-	-	1,931	526	-	-	6,399	831	224,393	-	224,393
Liability Insurance	4,201	-	3,914	-	-	-	-	-	-	2,496	159	-	-	(201)	-	10,570	-	10,570
Workmen's Compensation	2,675	6,256	4,870	-	11	22	93	16	953	4,543	-	1,196	678	2,391	2,783	26,486	-	26,486
All Other Insurance	2,603	13,645	-	-	-	-	-	-	-	2,438	-	640	199	630	534	20,689	-	20,689
Total Insurance Premiums	45,568	196,025	11,277	-	11	22	93	16	953	11,408	685	1,836	877	9,219	4,149	282,139	-	282,139
Other General Expenses	339	9,068	4,895	-	-	442	-	-	-	-	500	1,607	2,210	41,002	1,874	61,936	(12,416)	49,520
Compensated Absences	15,037	46,003	29,475	-	-	-	-	-	5,662	19,092	-	7,924	3,613	11,198	14,216	152,220	-	152,220
Payments in Lieu of Taxes	9,077	75,404	-	-	-	-	-	-	-	1,613	738	-	-	-	-	86,833	-	86,833
Bad debt - Tenant Rents	(66)	10,432	-	-	-	-	-	-	-	-	-	-	-	-	-	10,367	-	10,367
Total Other Expenses	24,387	140,907	34,370	-	-	442	-	-	5,662	20,705	1,238	9,531	5,823	52,200	16,090	311,355	(12,416)	298,939
Interest of Mortgage Payable	-	157,056	-	-	-	-	-	-	-	-	-	631	-	153,335	-	311,022	-	311,022
Interest on Notes Payable	-	245,033	-	-	-	-	-	-	-	-	-	-	-	11,204	-	256,237	-	256,237
Amortization of Loan Costs	-	41,905	-	-	-	-	-	-	-	-	-	-	-	-	-	41,905	-	41,905
Total	-	443,994	-	-	-	-	-	-	-	-	-	631	-	164,539	-	609,164	(394,481)	214,683
Total Operating Expenses	\$ 497,084	\$ 2,279,337	\$ 750,942	\$ 2,500	\$ 2,002	\$ 9,686	\$ 10,558	\$ 2,597	\$ 86,917	\$ 517,426	\$ 2,872	\$ 110,619	\$ 67,568	\$ 426,573	\$ 303,946	\$ 5,070,627	\$ (784,563)	\$ 4,286,063
Excess of Operating	\$ (42,407)	\$ 105,040	\$ 5,245,031	\$ 27,116	\$ 14,504	\$ 19,274	\$ 1,492	\$ (1,437)	\$ 705	\$ 1,563	\$ 36,860	\$ 78,374	\$ (57,846)	\$ 162,103	\$ (55,364)	\$ 5,535,009	\$ (1,198,432)	\$ 4,336,577
Housing Assistance Payments	-	-	5,406,650	-	144,102	241,024	290,722	69,176	-	-	-	-	-	-	-	6,151,673	(1,198,432)	4,953,241
Depreciation Expense	86,465	887,611	10,777	-	-	-	-	-	-	9,442	1,696	-	-	17,868	597	1,014,455	-	1,014,455
Total Expenses	\$ 583,549	\$ 3,255,037	\$ 6,168,369	\$ 2,500	\$ 146,104	\$ 250,709	\$ 301,280	\$ 71,773	\$ 86,917	\$ 526,868	\$ 4,568	\$ 110,619	\$ 67,568	\$ 444,441	\$ 304,543	\$ 12,324,844	\$ (1,982,995)	\$ 10,341,849
Net Gain (Loss)	\$ (128,871)	\$ (870,660)	\$ (172,396)	\$ 27,116	\$ (129,598)	\$ (221,750)	\$ (289,230)	\$ (70,612)	\$ 705	\$ (7,879)	\$ 35,164	\$ 78,374	\$ (57,846)	\$ 144,236	\$ (55,961)	\$ (1,719,209)	\$ -	\$ (1,719,209)

Housing Choice Voucher Program
Unaudited Revenue Expense Budget Comparison

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
HUD PHA Operating Grants - HAP	\$ 916,648	\$ 963,414	\$ (46,766)	\$ 5,354,020	\$ 5,780,487	(426,467)	-7%
HUD Admin Fees Earned	104,956	116,723	(11,767)	625,184	700,336	(75,152)	-11%
Total Fee Revenue	1,021,604	1,080,137	(58,533)	5,979,204	6,480,823	(501,619)	-8%
Investment Income - Unrestricted	1,501	1,667	(166)	13,067	10,000	3,067	31%
Fraud Recovery - HAP	502	100	402	1,372	600	772	0%
Fraud Recovery - Admin	502	100	402	1,372	600	772	0%
Other Revenue	-	-	-	959	-	959	
Total Revenue	\$ 1,024,109	\$ 1,082,004	\$ (57,895)	\$ 5,995,973	\$ 6,492,023	\$ (496,049)	-8%
Administrative Salaries	49,199	53,119	(3,919)	296,135	318,711	(22,576)	-7%
Auditing Fees	4,586	3,035	1,551	25,215	18,210	7,006	38%
Management Fee	19,512	21,524	(2,012)	117,732	129,144	(11,412)	-9%
Book-keeping Fee	12,195	13,453	(1,258)	73,583	80,715	(7,133)	-9%
Advertising and Marketing	-	42	(42)	4,050	250	3,800	1520%
Employee Benefit contributions - Administrative	14,130	12,182	1,949	81,213	73,091	8,123	11%
Office Expenses	4,457	7,651	(3,194)	38,697	45,908	(7,211)	-16%
Training & Travel	66	667	(601)	6,559	4,000	2,559	64%
Other Administrative Expenses	10,753	8,469	2,285	50,828	50,812	16	0%
Total Operating - Administrative	114,899	120,140	(5,241)	694,012	720,840	(26,828)	-4%
Total Tenant Services	12	-	12	661	-	661	
Total Utilities	924	854	70	5,067	5,123	(56)	-1%
Bldg. Maintenance	1,095	1,301	(206)	5,555	7,808	(2,254)	-29%
Insurance Premiums	1,868	1,763	105	11,277	10,577	700	7%
Other General Expenses	4,828	539	4,290	34,370	3,231	31,139	964%
Total Operating Expenses	\$ 123,627	\$ 124,597	\$ (970)	\$ 750,942	\$ 747,579	\$ 3,363	0%
Excess of Operating Revenue over Operating Expenses	\$ 900,482	\$ 957,407	\$ (56,925)	\$ 5,245,031	\$ 5,744,444	\$ (499,412)	-9%
Homeownership	3,511	3,906	(395)	20,456	23,433	(2,977)	-13%
Portable Housing Assistance Payments	22,179	20,244	1,935	140,850	121,465	19,385	16%
S8 FSS Payments	17,608	12,167	5,441	92,007	73,000	19,007	26%
VASH Housing Assistance Payments	55,687	55,629	58	350,811	333,774	17,038	5%
All Other Vouchers Housing Assistance Payments	827,350	1,157,008	(329,658)	4,802,526	6,942,047	(2,139,520)	-31%
Total Housing Assistance Payments	926,335	1,248,953	(322,618)	5,406,650	7,493,718	(2,087,068)	-28%
Depreciation Expense	1,796	1,796	-	10,777	10,777	-	
Total Expenses	\$ 1,051,757	\$ 1,375,346	\$ (323,588)	\$ 6,168,369	\$ 8,252,074	\$ (2,083,705)	-25%
Net Gain (Loss)	\$ (27,649)	\$ (293,342)	\$ 265,693	\$ (172,396)	\$ (1,760,052)	\$ 1,587,656	-90%

AMP 1 - Downtown
Unaudited Revenue Expense Budget Comparison

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Tenant Rental Revenue	\$ 34,214	\$ 34,613	\$ (399)	\$ 203,380	\$ 207,677	\$ (4,297)	-2%
Vacancy Loss	(12,947)	(3,631)	(9,316)	(59,474)	(21,788)	(37,687)	173%
Net Tenant Rental Revenue	21,267	30,982	(9,715)	143,906	185,889	(41,984)	-23%
Tenant Revenue - Other	-	583	(583)	2,940	3,500	(560)	-16%
Total Tenant Revenue	21,267	31,565	(10,298)	146,845	189,389	(42,544)	-22%
HUD PHA Operating Grants	48,357	42,336	6,020	231,324	254,019	(22,695)	-9%
Capital Fund Grants	-	29,634	(29,634)	-	486,621	(486,621)	-100%
Total Grant Revenue	48,357	71,970	(23,614)	231,324	740,640	(509,316)	-69%
Investment Income - Unrestricted	5,042	4,515	527	33,600	27,092	6,508	24%
Fraud Recovery	100	-	100	877	-	877	0%
Other Revenue	5,609	4,579	1,030	41,363	27,476	13,887	51%
Total Revenue	\$ 80,375	\$ 112,630	\$ (32,255)	\$ 454,678	\$ 984,597	\$ (529,920)	-54%
Administrative Salaries	5,243	5,696	(453)	34,212	34,175	37	0%
Auditing Fees	2,072	1,250	822	3,952	7,500	(3,548)	-47%
Management Fee	4,678	8,806	(4,128)	28,886	52,838	(23,951)	-45%
Book-keeping Fee	645	810	(165)	3,983	4,860	(878)	-18%
Advertising and Marketing	-	-	-	-	-	-	-
Employee Benefit contributions - Administrative	2,024	2,009	15	12,835	12,054	782	6%
Office Expenses	1,537	1,907	(370)	14,595	11,441	3,153	28%
Legal Expense	-	125	(125)	-	750	(750)	-100%
Training & Travel	-	625	(625)	2,392	3,750	(1,358)	-36%
Other	180	508	(328)	2,066	3,047	(981)	-32%
Total Operating - Administrative	16,378	21,736	(5,357)	102,921	130,414	(27,493)	-21%
Asset Management Fee	1,200	1,200	-	7,200	7,200	-	0%
Tenant Services - Salaries	-	240	(240)	924	1,442	(518)	-36%
Cares Act - COVID-19 Expenses	-	-	-	-	-	-	-
Employee Benefit Contributions - Tenant Services	-	18	(18)	133	111	23	20%
Tenant Services - Other	-	350	(350)	216	2,100	(1,884)	-90%
Total Tenant Services	-	609	(609)	1,273	3,652	(2,379)	-65%

AMP 1 - Downtown
Unaudited Revenue Expense Budget Comparison

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Water	\$ 2,801	\$ 2,453	\$ 348	\$ 15,519	\$ 14,715	\$ 803	5%
Electricity	1,113	1,677	(563)	14,481	10,060	4,421	44%
Gas	(329)	1,023	(1,352)	7,130	6,137	994	16%
Sewer	2,371	2,432	(61)	14,103	14,589	(486)	-3%
Total Utilities	5,955	7,584	(1,628)	51,232	45,501	5,731	13%
Maintenance - Labor	19,338	20,196	(858)	112,677	121,173	(8,496)	-7%
Maintenance - Materials & Other	12,860	6,284	6,576	45,868	37,702	8,166	22%
Maintenance and Operations Contracts	6,842	10,061	(3,219)	54,649	60,368	(5,719)	-9%
Employee Benefit Contributions - Maintenance	2,926	4,332	(1,406)	29,782	25,992	3,789	15%
Total Maintenance	41,966	40,872	1,094	242,976	245,235	(2,259)	-1%
Total Protective Services	3,696	4,142	(446)	21,528	24,853	(3,325)	-13%
Total Insurance Premiums	7,577	7,798	(220)	45,568	46,787	(1,219)	-3%
Other General Expenses	29	-	29	339	-	339	
Payments in Lieu of Taxes	1,235	2,340	(1,105)	9,077	14,040	(4,963)	-35%
Bad debt - Tenant Rents	(337)	474	(811)	(66)	2,842	(2,908)	-102%
Total Other General Expenses	2,496	2,814	(317)	24,387	16,882	7,505	44%
Interest on Notes Payable	-	1,818	(1,818)	-	10,907	(10,907)	-100%
Total Operating Expenses	\$ 79,270	\$ 88,572	\$ (9,302)	\$ 497,084	\$ 531,430	\$ (34,346)	-6%
Excess of Operating Revenue over Operating Expen:	\$ 1,106	\$ 24,058	\$ (22,953)	\$ (42,407)	\$ 453,167	\$ (495,574)	-109%
Extraordinary Maintenance	-	500	(500)	-	3,000	(3,000)	-100%
Depreciation Expense	14,411	13,875	536	86,465	83,250	3,215	4%
Total Expenses	\$ 93,680	\$ 102,947	\$ (9,266)	\$ 583,549	\$ 617,680	\$ (34,131)	-6%
Net Gain (Loss)	\$ (13,305)	\$ 9,683	\$ (22,989)	\$ (128,871)	\$ 366,917	\$ (495,788)	-135%

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

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Tenant Rental Revenue	\$ 81,265	\$ 81,803	\$ (538)	\$ 496,092	\$ 490,818	\$ 5,274	1%
Rental Subsidies	89,749	89,125	624	529,992	534,750	(4,758)	-1%
Vacancy Loss	(7,391)	(3,846)	(3,545)	(65,412)	(23,075)	(42,337)	183%
Net Rental Revenue	163,623	167,082	(3,459)	960,672	1,002,493	(41,821)	-4%
Tenant Revenue - Other	1,172	733	439	7,476	4,400	3,076	70%
Total Tenant Revenue	164,795	167,816	(3,021)	968,148	1,006,893	(38,745)	-4%
Investment Income - Unrestricted	10,023	8,917	1,106	63,145	53,500	9,645	18%
Other Revenue	7,474	7,706	(232)	47,035	46,237	798	2%
Total Revenue	\$ 182,292	\$ 184,438	\$ (2,147)	\$ 1,078,328	\$ 1,106,630	\$ (28,302)	-3%
Administrative Salaries	8,590	9,708	(1,119)	55,079	58,250	(3,171)	-5%
Auditing Fees	4,322	3,573	750	12,967	21,437	(8,470)	-40%
Property Management Fee	10,357	10,531	(174)	60,759	63,188	(2,428)	-4%
Asset Management Fees	1,167	1,156	11	7,000	6,935	65	1%
Advertising and Marketing	-	4	(4)	-	25	(25)	-100%
Employee Benefit contributions - Administrative	2,386	2,257	129	14,991	13,544	1,448	11%
Office Expenses	2,110	3,154	(1,044)	18,260	18,926	(666)	-4%
Legal Expense	242	125	117	4,345	750	3,595	479%
Training & Travel	-	304	(304)	3,265	1,827	1,439	79%
Other	408	625	(217)	3,232	3,750	(518)	-14%
Total Operating - Administrative	29,582	31,438	(1,856)	179,898	188,631	(8,733)	-5%
Total Tenant Services	8,578	10,857	(2,279)	50,479	65,142	(14,662)	-23%
Water	7,961	6,087	1,875	43,162	36,521	6,642	18%
Electricity	19,390	12,721	6,669	84,628	76,326	8,302	11%
Gas	1,005	1,773	(768)	8,528	10,638	(2,109)	-20%
Sewer	5,097	4,146	951	29,978	24,873	5,105	21%
Total Utilities	\$ 33,454	\$ 24,726	\$ 8,727	\$ 166,297	\$ 148,358	\$ 17,939	12%

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

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Maintenance - Labor	\$ 12,714	\$ 15,832	\$ (3,117)	\$ 79,766	\$ 94,989	\$ (15,223)	-16%
Maintenance - Materials & Other	23,012	10,125	12,887	89,941	60,750	29,191	48%
Maintenance and Operations Contracts	15,060	10,454	4,606	82,107	62,725	19,382	31%
Employee Benefit Contributions - Maintenance	5,026	4,655	371	30,883	27,929	2,954	11%
Total Maintenance	55,812	41,066	14,747	282,697	246,393	36,304	15%
Total Insurance Premiums	20,490	24,897	(4,407)	93,807	149,382	(55,575)	-37%
Other General Expenses	1,556	-	1,556	6,012	-	6,012	
Taxes	4,892	4,892	-	29,349	29,349	-	0%
Bad debt - Tenant Rents	(32)	842	(874)	2,531	5,049	(2,519)	-50%
Total Other General Expenses	8,329	5,733	2,596	58,660	34,398	24,262	71%
Interest of Mortgage (or Bonds) Payable	16,141	16,141	(0)	96,844	96,844	(0)	0%
Interest on Notes Payable (Seller Financing)	20,967	20,967	0	125,799	125,799	0	0%
Amortization of Loan Costs	2,275	2,274	0	13,647	13,646	1	0%
Total Interest Expense and Amortization Cost	39,382	39,382	0	236,290	236,289	1	0%
Total Operating Expenses	\$ 195,627	\$ 178,099	\$ 17,528	\$ 1,068,128	\$ 1,068,593	\$ (465)	0%
Excess of Operating Revenue over Operating Expenses	\$ (13,335)	\$ 6,339	\$ (19,674)	\$ 10,199	\$ 38,037	\$ (27,838)	-73%
Extraordinary Maintenance	8,851	-	8,851	25,875	-	25,875	
Depreciation Expense	53,344	53,610	(266)	320,372	321,663	(1,291)	0%
Total Expenses	\$ 257,821	\$ 231,709	\$ 26,112	\$ 1,414,375	\$ 1,390,256	\$ 24,120	2%
Net Gain (Loss)	\$ (75,530)	\$ (47,271)	\$ (28,259)	\$ (336,047)	\$ (283,626)	\$ (52,422)	18%

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

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Tenant Rental Revenue	\$ 24,482	\$ 18,972	\$ 5,510	\$ 120,759	\$ 113,834	\$ 6,925	6%
Rental Subsidies	27,682	31,269	(3,587)	179,705	187,612	(7,907)	-4%
Vacancy Loss	(5,377)	(1,507)	(3,870)	(19,492)	(9,044)	(10,448)	116%
Net Rental Revenue	46,787	48,734	(1,947)	280,972	292,403	(11,430)	-4%
Tenant Revenue - Other	-	1,042	(1,042)	1,406	6,250	(4,844)	-78%
Total Tenant Revenue	46,787	49,775	(2,988)	282,378	298,653	(16,275)	-5%
Investment Income - Unrestricted	1,678	1,667	11	11,330	10,000	1,330	13%
Other Revenue	2,781	2,220	561	16,084	13,320	2,764	21%
Total Revenue	\$ 51,246	\$ 53,662	\$ (2,417)	\$ 309,793	\$ 321,973	\$ (12,180)	-4%
Administrative Salaries	2,325	2,593	(268)	15,311	15,556	(245)	-2%
Auditing Fees	1,157	956	201	3,470	5,736	(2,266)	-40%
Property Management Fee	2,468	3,120	(652)	14,898	18,719	(3,821)	-20%
Asset Management Fees	1,153	1,052	101	6,456	6,313	143	2%
Advertising and Marketing	-	4	(4)	-	25	(25)	-100%
Employee Benefit contributions - Administrative	765	729	36	4,828	4,374	454	10%
Office Expenses	652	884	(231)	4,686	5,301	(616)	-12%
Legal Expense	-	42	(42)	-	250	(250)	-100%
Training & Travel	-	81	(81)	733	489	245	50%
Other	192	146	46	1,747	875	872	100%
Total Operating - Administrative	8,712	9,606	(895)	52,128	57,638	(5,510)	-10%
Total Tenant Services	1,471	1,793	(321)	8,828	10,756	(1,929)	-18%
Water	3,165	2,047	1,118	16,264	12,279	3,985	32%
Electricity	1,088	737	351	6,040	4,422	1,618	37%
Gas	(40)	404	(444)	3,251	2,426	826	34%
Sewer	2,262	1,569	694	12,394	9,413	2,981	32%
Total Utilities	\$ 6,475	\$ 4,757	\$ 1,718	\$ 37,950	\$ 28,540	\$ 9,410	33%

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

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Maintenance - Labor	\$ 2,781	\$ 3,325	\$ (543)	\$ 16,904	\$ 19,947	\$ (3,043)	-15%
Maintenance - Materials & Other	5,211	2,875	2,336	20,927	17,250	3,677	21%
Maintenance and Operations Contracts	8,144	5,585	2,560	40,908	33,509	7,400	22%
Employee Benefit Contributions - Maintenance	1,094	1,148	(54)	6,909	6,885	24	0%
Total Maintenance	17,230	12,932	4,299	85,648	77,591	8,057	10%
Total Insurance Premiums	7,893	8,973	(1,080)	32,943	53,838	(20,895)	-39%
Other General Expenses	55	-	55	383	-	383	
Property Taxes	1,857	1,857	(0)	11,142	11,142	(0)	0%
Bad debt - Tenant Rents	-	324	(324)	-	1,943	(1,943)	-100%
Total Other General Expenses	2,177	2,181	(4)	15,697	13,085	2,612	20%
Interest of Mortgage (or Bonds) Payable	(116)	3,418	(3,534)	19,840	20,509	(669)	-3%
Interest on Notes Payable (Seller Financing)	6,714	6,714	0	40,281	40,281	0	0%
Amortization of Loan Costs	1,664	1,664	-	9,983	9,983	-	0%
Total Interest Expense and Amortization Cost	8,261	11,795	(3,534)	70,103	70,773	(669)	-1%
Total Operating Expenses	\$ 52,220	\$ 52,037	\$ 183	\$ 303,298	\$ 312,221	\$ (8,923)	-3%
Excess of Operating Revenue over Operating Expenses	\$ (974)	\$ 1,625	\$ (2,599)	\$ 6,495	\$ 9,752	\$ (3,257)	-33%
Extraordinary Maintenance	1,375	-	1,375	29,584	-	29,584	
Depreciation Expense	18,775	18,774	1	112,644	112,647	(3)	0%
Total Expenses	\$ 72,370	\$ 70,811	\$ 1,559	\$ 445,526	\$ 424,867	\$ 20,659	5%
Net Gain (Loss)	\$ (21,124)	\$ (17,149)	\$ (3,975)	\$ (135,733)	\$ (102,894)	\$ (32,839)	32%

Oak Towers Housing Deelopment Group, LP
Unaudited Revenue Expense Budget Comparison

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Tenant Rental Revenue	\$ 48,711	\$ 49,818	\$ (1,107)	\$ 309,183	\$ 298,907	\$ 10,276	3%
Rental Subsidies	47,085	45,977	1,107	265,587	275,863	(10,276)	-4%
Vacancy Loss	(2,876)	(2,395)	(481)	(33,075)	(14,369)	(18,706)	130%
Net Rental Revenue	92,920	93,400	(481)	541,695	560,401	(18,706)	-3%
Tenant Revenue - Other	1,009	792	217	3,758	4,750	(992)	-21%
Total Tenant Revenue	93,928	94,192	(264)	545,453	565,151	(19,698)	-3%
Investment Income - Unrestricted	3,048	2,667	381	20,628	16,000	4,628	29%
Other Revenue	3,164	2,067	1,098	14,887	12,400	2,487	20%
Total Revenue	\$ 100,140	\$ 98,925	\$ 1,215	\$ 580,968	\$ 593,551	\$ (12,583)	-2%
Administrative Salaries	5,540	6,218	(678)	35,758	37,308	(1,549)	-4%
Auditing Fees	2,237	1,849	388	6,712	11,096	(4,384)	-40%
Property Management Fee	5,787	5,776	11	33,575	34,653	(1,078)	-3%
Asset Management Fees	1,078	1,069	9	6,650	6,416	234	4%
Advertising and Marketing	-	4	(4)	-	25	(25)	-100%
Employee Benefit contributions - Administrative	1,921	1,873	48	12,278	11,238	1,040	9%
Office Expenses	1,627	1,933	(306)	11,111	11,597	(486)	-4%
Legal Expense	81	125	(45)	1,173	750	423	56%
Training & Travel	-	158	(158)	1,825	945	879	93%
Other	368	292	77	5,666	1,750	3,916	224%
Total Operating - Administrative	18,639	19,296	(657)	114,747	115,777	(1,030)	-1%
Total Tenant Services	5,409	6,845	(1,436)	35,863	41,073	(5,209)	-13%
Water	1,776	2,044	(268)	10,503	12,267	(1,764)	-14%
Electricity	12,063	8,878	3,185	55,973	53,268	2,706	5%
Gas	696	996	(300)	3,749	5,978	(2,229)	-37%
Sewer	1,033	1,232	(199)	6,341	7,394	(1,052)	-14%
Total Utilities	\$ 15,569	\$ 13,151	\$ 2,418	\$ 76,566	\$ 78,905	\$ (2,339)	-3%

Oak Towers Housing Deelopment Group, LP
Unaudited Revenue Expense Budget Comparison

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Maintenance - Labor	\$ 8,379	\$ 9,455	\$ (1,076)	\$ 56,062	\$ 56,731	\$ (669)	-1%
Maintenance - Materials & Other	(3,960)	3,192	(7,152)	18,402	19,150	(748)	-4%
Maintenance and Operations Contracts	8,079	10,564	(2,485)	50,220	63,382	(13,162)	-21%
Employee Benefit Contributions - Maintenance	1,617	2,120	(503)	11,882	12,719	(837)	-7%
Total Maintenance	14,115	25,330	(11,215)	136,566	151,982	(15,416)	-10%
Property Insurance	2,588	3,391	(803)	10,739	20,346	(9,607)	-47%
Workmen's Compensation	270	290	(20)	1,906	1,740	166	10%
All Other Insurance	236	214	22	3,788	1,286	2,502	195%
Total Insurance Premiums	3,094	3,895	(801)	16,433	23,372	(6,939)	-30%
Other General Expenses	32	-	32	1,183	-	1,183	
Taxes	2,446	2,446	0	14,675	14,675	0	0%
Bad debt - Tenant Rents	-	321	(321)	(257)	1,928	(2,184)	-113%
Total Other General Expenses	3,532	2,767	765	28,867	16,602	12,265	74%
Interest of Mortgage (or Bonds) Payable	(189)	5,365	(5,555)	32,557	32,192	365	1%
Interest on Notes Payable (Seller Financing)	9,215	9,215	(0)	55,291	55,292	(0)	0%
Amortization of Loan Costs	1,568	1,568	(0)	9,408	9,408	(0)	0%
Total Interest Expense and Amortization Cost	10,594	16,149	(5,555)	97,256	96,891	365	
Total Operating Expenses	\$ 70,952	\$ 87,434	\$ (16,482)	\$ 506,298	\$ 524,601	\$ (18,303)	-3%
Excess of Operating Revenue over Operating Expenses	\$ 29,188	\$ 11,492	\$ 17,697	\$ 74,670	\$ 68,950	\$ 5,721	8%
Extraordinary Maintenance	6,427	-	6,427	6,427	-	6,427	
Depreciation Expense	31,139	40,528	(9,389)	186,834	243,168	(56,334)	-23%
Total Expenses	\$ 108,517	\$ 127,962	\$ (19,444)	\$ 699,559	\$ 767,769	\$ (68,211)	-9%
Net Gain (Loss)	\$ (8,377)	\$ (29,036)	\$ 20,659	\$ (118,590)	\$ (174,218)	\$ 55,628	-32%

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

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Tenant Rental Revenue	\$ 10,290	\$ 9,491	\$ 799	\$ 56,743	\$ 56,944	\$ (201)	0%
Rental Subsidies	8,035	8,139	(103)	48,707	48,831	(124)	0%
Vacancy Loss	(792)	(353)	(439)	(2,623)	(2,116)	(508)	24%
Net Rental Revenue	17,533	17,277	256	102,827	103,659	(833)	-1%
Tenant Revenue - Other	175	-	175	469	-	469	
Total Tenant Revenue	17,708	17,277	431	103,296	103,659	(364)	0%
Investment Income - Unrestricted	552	583	(31)	4,040	3,500	540	15%
Other Revenue	630	383	247	1,460	2,300	(840)	-37%
Total Revenue	\$ 18,890	\$ 18,243	\$ 647	\$ 108,795	\$ 109,459	\$ (664)	-1%
Administrative Salaries	775	864	(89)	5,393	5,186	207	4%
Auditing Fees	380	315	66	1,141	1,887	(746)	-40%
Property Management Fee	917	883	34	5,138	5,298	(160)	-3%
Asset Management Fees	1,330	792	538	7,979	4,751	3,228	68%
Employee Benefit contributions - Administrative	255	243	12	1,695	1,458	237	16%
Office Expenses	150	405	(256)	2,009	2,432	(423)	-17%
Legal Expense	-	42	(42)	264	250	14	6%
Training & Travel	-	27	(27)	282	161	121	75%
Other	215	154	61	1,372	925	447	48%
Total Operating - Administrative	4,022	3,729	293	25,273	22,372	2,901	13%
Total Tenant Services	-	8	(8)	-	50	(50)	-100%
Water	300	369	(69)	1,748	2,214	(466)	-21%
Electricity	1,662	1,037	624	6,750	6,225	526	8%
Gas	168	496	(327)	2,667	2,975	(308)	-10%
Sewer	190	213	(22)	1,160	1,277	(117)	-9%
Total Utilities	\$ 2,321	\$ 2,115	\$ 206	\$ 12,325	\$ 12,690	\$ (365)	-3%

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

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Maintenance - Labor	\$ 926	\$ 1,108	\$ (182)	\$ 5,713	\$ 6,649	\$ (936)	-14%
Maintenance - Materials & Other	383	704	(321)	7,229	4,225	3,004	71%
Maintenance and Operations Contracts	(4,065)	2,404	(6,468)	10,613	14,422	(3,809)	-26%
Employee Benefit Contributions - Maintenance	364	383	(18)	2,314	2,295	19	1%
Total Maintenance	(2,391)	4,599	(6,990)	25,868	27,591	(1,723)	-6%
Total Protective Services	1,134	1,258	(124)	6,605	7,549	(943)	-12%
Total Insurance Premiums	1,030	1,310	(280)	5,955	7,860	(1,905)	-24%
Other General Expenses	22	-	22	325	-	325	
Taxes	621	621	-	3,723	3,723	-	0%
Bad debt - Tenant Rents	-	166	(166)	1,990	997	993	100%
Total Other General Expenses	804	787	17	7,985	4,720	3,265	69%
Interest of Mortgage (or Bonds) Payable	(22)	674	(696)	4,095	4,043	52	1%
Amortization of Loan Costs	681	681	0	4,084	4,084	0	0%
Total Interest Expense and Amortization Cost	658	1,355	(696)	8,179	8,127	52	1%
Total Operating Expenses	\$ 7,578	\$ 15,160	\$ (7,582)	\$ 92,191	\$ 90,959	\$ 1,232	1%
Excess of Operating Revenue over Operating Expenses	\$ 11,313	\$ 3,083	\$ 8,230	\$ 16,605	\$ 18,500	\$ (1,895)	-10%
Extraordinary Maintenance	5,285	-	5,285	5,285	-	5,285	
Depreciation Expense	10,277	10,277	0	61,662	61,662	0	0%
Total Expenses	\$ 23,140	\$ 25,437	\$ (2,297)	\$ 159,138	\$ 152,621	\$ 6,517	4%
Net Gain (Loss)	\$ (4,249)	\$ (7,194)	\$ 2,945	\$ (50,343)	\$ (43,162)	\$ (7,180)	17%

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

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Tenant Rental Revenue	\$ 14,063	\$ 15,885	\$ (1,822)	\$ 84,350	\$ 95,309	\$ (10,959)	-11%
Rental Subsidies	18,596	16,828	1,767	111,604	100,970	10,634	11%
Vacancy Loss	(2,612)	(981)	(1,631)	(15,420)	(5,889)	(9,531)	162%
Net Rental Revenue	30,047	31,732	(1,685)	180,534	190,390	(9,856)	-5%
Tenant Revenue - Other	-	292	(292)	3,232	1,750	1,482	85%
Total Tenant Revenue	30,047	32,023	(1,977)	183,766	192,140	(8,374)	-4%
Investment Income - Unrestricted	2,088	542	1,547	5,011	3,250	1,761	54%
Other Revenue	68	75	(7)	1,585	450	1,135	252%
Total Revenue	\$ 32,203	\$ 32,640	\$ (437)	\$ 190,362	\$ 195,840	\$ (5,478)	-3%
Administrative Salaries	3,058	3,370	(313)	19,547	20,223	(676)	-3%
Auditing Fees	822	679	143	2,466	4,076	(1,610)	-40%
Property Management Fee	1,814	2,672	(858)	10,813	16,034	(5,221)	-33%
Asset Management Fees	746	-	746	4,478	-	4,478	
Advertising and Marketing	-	4	(4)	-	25	(25)	-100%
Employee Benefit contributions - Administrative	516	473	43	3,347	2,837	510	18%
Office Expenses	445	552	(107)	2,983	3,311	(327)	-10%
Legal Expense	-	42	(42)	81	250	(170)	-68%
Training & Travel	-	58	(58)	651	348	303	87%
Other	151	92	59	1,276	550	726	132%
Total Operating - Administrative	7,551	7,942	(391)	45,641	47,652	(2,011)	-4%
Total Tenant Services	920	1,147	(228)	6,473	6,885	(412)	-6%
Water	1,276	1,135	141	7,444	6,810	634	9%
Electricity	1,106	356	750	3,218	2,138	1,081	51%
Gas	379	203	176	1,517	1,216	301	25%
Sewer	1,032	1,015	17	6,282	6,087	195	3%
Total Utilities	\$ 3,792	\$ 2,709	\$ 1,084	\$ 18,462	\$ 16,251	\$ 2,211	14%

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

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Maintenance - Labor	\$ 2,415	\$ 3,184	\$ (769)	\$ 15,438	\$ 19,104	\$ (3,666)	-19%
Maintenance - Materials & Other	1,328	1,463	(135)	14,452	8,775	5,677	65%
Maintenance and Operations Contracts	(2,805)	2,771	(5,576)	18,134	16,625	1,509	9%
Employee Benefit Contributions - Maintenance	1,111	1,040	71	6,820	6,241	579	9%
Total Maintenance	2,049	8,457	(6,408)	54,844	50,745	4,100	8%
Total Insurance Premiums	5,922	5,175	747	32,151	31,050	1,100	4%
Other General Expenses	68	-	68	831	-	831	
Property Taxes	1,632	1,632	0	9,794	9,794	0	0%
Bad debt - Tenant Rents	(150)	138	(288)	5,067	828	4,239	512%
Total Other General Expenses	1,971	1,770	200	19,791	10,622	9,170	86%
Interest of Mortgage (or Bonds) Payable	616	617	(1)	3,721	3,702	19	1%
Interest on Notes Payable	1,268	1,268	-	7,608	7,608	-	0%
Amortization of Loan Costs	526	526	0	3,159	3,159	0	0%
Total Interest Expense and Amortization Cost	2,411	2,411	(1)	14,487	14,468	19	0%
Total Operating Expenses	\$ 24,616	\$ 29,612	\$ (4,996)	\$ 191,849	\$ 177,672	\$ 14,177	8%
Excess of Operating Revenue over Operating Expenses	\$ 7,588	\$ 3,028	\$ 4,559	\$ (1,487)	\$ 18,168	\$ (19,656)	-108%
Extraordinary Maintenance	5,810	-	5,810	7,970	-	7,970	
Depreciation Expense	22,871	24,812	(1,941)	137,226	148,872	(11,645)	-8%
Total Expenses	\$ 53,297	\$ 54,424	\$ (1,127)	\$ 337,045	\$ 326,543	\$ 10,502	3%
Net Gain (Loss)	\$ (21,094)	\$ (21,784)	\$ 690	\$ (146,684)	\$ (130,703)	\$ (15,980)	12%

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

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Tenant Rental Revenue	\$ 9,528	\$ 9,619	\$ (91)	\$ 57,042	\$ 57,713	\$ (670)	-1%
Rental Subsidies	10,452	10,394	58	62,838	62,366	472	1%
Vacancy Loss	(1,550)	(600)	(950)	(8,409)	(3,603)	(4,806)	133%
Net Rental Revenue	18,430	19,413	(983)	111,471	116,475	(5,004)	-4%
Tenant Revenue - Other	-	100	(100)	718	600	118	20%
Total Tenant Revenue	18,430	19,513	(1,083)	112,189	117,075	(4,886)	-4%
Investment Income - Unrestricted	1,463	417	1,046	3,942	2,500	1,442	58%
Other Revenue	-	42	(42)	-	250	(250)	-100%
Total Revenue	\$ 19,893	\$ 19,971	\$ (78)	\$ 116,132	\$ 119,825	\$ (3,694)	-3%
Administrative Salaries	1,362	1,518	(156)	8,789	9,108	(318)	-3%
Auditing Fees	548	453	95	1,644	2,718	(1,074)	0%
Property Management Fee	1,106	1,173	(67)	6,665	7,040	(374)	-5%
Asset Management Fees	746	746	-	4,478	4,478	-	0%
Advertising and Marketing	-	4	(4)	-	25	(25)	-100%
Employee Benefit contributions - Administrative	286	270	16	1,900	1,619	281	17%
Office Expenses	217	306	(88)	2,324	1,834	490	27%
Legal Expense	-	42	(42)	-	250	(250)	-100%
Training & Travel	-	39	(39)	182	231	(50)	-21%
Other	103	92	12	949	550	399	73%
Total Operating - Administrative	4,369	4,642	(273)	26,931	27,852	(921)	-3%
Total Tenant Services	552	704	(152)	3,619	4,223	(604)	-14%
Water	1,575	1,000	575	5,815	6,001	(186)	-3%
Electricity	611	189	422	1,473	1,133	340	30%
Gas	99	119	(20)	997	715	282	39%
Sewer	1,066	836	229	4,944	5,019	(75)	-1%
Total Utilities	\$ 3,352	\$ 2,145	\$ 1,207	\$ 13,229	\$ 12,867	\$ 362	3%

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

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Maintenance - Labor	\$ 812	\$ 1,061	\$ (250)	\$ 5,213	\$ 6,368	\$ (1,155)	-18%
Maintenance - Materials & Other	(6,288)	325	(6,613)	8,889	1,950	6,939	356%
Maintenance and Operations Contracts	1,421	2,123	(702)	15,085	12,741	2,344	18%
Employee Benefit Contributions - Maintenance	372	355	17	2,287	2,129	158	7%
Total Maintenance	(3,684)	3,865	(7,549)	31,474	23,188	8,286	36%
Total Insurance Premiums	2,529	2,588	(59)	14,736	15,530	(794)	-5%
Other General Expenses	24	-	24	333	-	333	
Property Taxes	1,120	1,120	0	6,722	6,722	0	0%
Bad debt - Tenant Rents	-	78	(78)	1,102	470	632	135%
Total Other General Expenses	1,306	1,199	107	9,906	7,191	2,715	38%
Interest on Notes Payable	2,676	2,676	0	16,054	16,054	0	0%
Amortization of Loan Costs	271	271	0	1,625	1,625	0	0%
Total Interest Expense and Amortization Cost	2,946	2,946	0	17,679	17,679	0	0%
Total Operating Expenses	\$ 11,370	\$ 18,088	\$ (6,719)	\$ 117,573	\$ 108,529	\$ 9,044	8%
Excess of Operating Revenue over Operating Expenses	\$ 8,523	\$ 1,883	\$ 6,641	\$ (1,441)	\$ 11,296	\$ (12,738)	-113%
Extraordinary Maintenance	6,900	-	6,900	12,948	-	12,948	
Depreciation Expense	11,479	11,974	(495)	68,873	71,843	(2,970)	-4%
Total Expenses	\$ 29,748	\$ 30,062	\$ (314)	\$ 199,394	\$ 180,372	\$ 19,022	11%
Net Gain (Loss)	\$ (9,855)	\$ (10,091)	\$ 236	\$ (83,262)	\$ (60,546)	\$ (22,716)	38%



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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

Department Source: HCV Programs

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: August 7, 2024

Re: Housing Choice Vouchers & Special Programs

Executive Summary

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

Discussion

Housing Choice Voucher (HCV) Program

This memo provides a report of the Housing Choice Voucher (HCV) and Special Program activities. The attached HCV Program Report is contingent on the number of vouchers leased, which is the primary measurement of this program's success. According to the HUD field office, the CHA intake coordinator has decreased to 5 voucher issuances per month. This reflects the HCV team's hard work with increasing lease ups and inflation in rent over the last year. CHA added 15 new HCV lease ups for the month. There were 15 attritions for a gain of 0 new participants for the month of June. As of June 30, 2024, CHA had 66 voucher holders searching for homes.

HCV EOP Reasons:

Purchased a home -1

Port Absorbed – 3

Voucher Expired/Failed to lease up - 2

Took Self Off Program –3

Terminated/ Non-Compliance – 1

Deceased – 1

Terminated/Criminal – 1

Terminated/Vacated unit without notifying CHA - 1

Zero HAP - 2

Veteran Affairs Supportive Housing (VASH) Program

The VA has shown an increase in providing chronically homeless Veterans within our community the opportunity to receive program subsidy. The VA continues to work towards utilizing the remaining VASH vouchers in providing housing for the community's homeless veterans. As of June 30, 2024, there are 121 households receiving VASH program assistance - 97 HCV + 24 PBV (Patriot Place). CHA currently has 31 HCV VASH voucher holders searching for homes.

HUD VASH EOP Reasons:

N/A



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Mainstream Vouchers

Mainstream Vouchers are reserved for non-elderly disabled individuals. CHA has been awarded 49 Mainstream Vouchers. As of June 30, 2024, CHA has 36 vouchers leased with 6 voucher holders searching for a home.

Mainstream EOP Reasons:

N/A

Continuum of Care (CoC) Program

CHA continues to provide Continuum of Care Program vouchers to the most vulnerable chronically homeless individuals within our community. Each year CHA experiences an increase in homeless individuals and families needing safe, decent, and sanitary housing. As of June 30, 2024, CHA had 76 households receiving COC program assistance.

The applicants must be added to the waitlist through the BCCEH via a “coordinated entry” system as prescribed by the MO Balance of State, Continuum of Care. As the applicants are homeless, there are often additional barriers such as locating individuals for processing. There are currently 26 voucher holders searching for homes. CHA has not requested additional referrals due to funding and the current number of leased families.

Continuum of Care (CoC) EOP Reasons:

Termination/Non-Compliance - 1

Emergency Housing Vouchers (EHV) Program

CHA currently has 49 Emergency Housing Vouchers with 53 leased and 1 other with vouchers looking for housing. Just as required with the CoC program, the applicants must be added to the waitlist through the Boone County Coalition to End Homelessness (BCCEH) via a “coordinated entry” system as prescribed by the MO Balance of State, Continuum of Care. CHA is no longer accepting referrals for Emergency Housing Vouchers.

Emergency Housing Vouchers (EHV) Program EOP Reasons:

N/A

Tenant-Based Rental Assistance (TBRA) Program

CHA currently has 11 participants leased on this program. The “Target Number of Vouchers” can be misleading due to the factors in the “target” calculation: (1) remaining funding available (2) remaining number of months, and (3) the current month’s HAP payment.

Much like CoC and EHV, TBRA applicants must be referred to CHA from local agencies and receive supportive services to be eligible for assistance.

Move Out Reasons:

N/A

Recommended Commission Action

Review and consider the report.

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

June 30, 2024

HOUSING CHOICE VOUCHER = HCV + VASH + MAINSTREAM + PORT-INS																			ATTRITION RATE			
Month	Funds Available Through the End of the Calendar Year	Project Monthly Funds Available	Average Tenant Payment	Average HAP Payment	Total HAP Payment (Includes Actual & Anticipated)	HAP Over/(Under) Authorized	Current Vouchers in Lease	Total Vouchers Available per Month	YTD Vouchers Leased	Target Number of Vouchers	Number of Vouchers Over/Under Authorized	YTD Number of Vouchers Over/(Under) Authorized	Newly Leased this Month	Current Vouchers (Looking)	Vouchers	Funding	Vouchers	Funding	Monthly Attrition	Percent of Total Vouchers Leased	Average YTD Attrition	Percent of Total Vouchers Leased
															Utilization		YTD Utilization					
Jan-24	\$ 7,909,344	\$ 659,112	\$ 224.49	\$ 643	\$ 690,689	\$ 31,577	1,074	1,212	1,074	1,020	54	54	19	151	89%	105%	89%	105%	7	0.7%	7	0.7%
Feb-24	\$ 7,218,655	\$ 656,241	\$ 216.18	\$ 656	\$ 715,394	\$ 90,729	1,090	1,212	2,164	991	99	153	13	112	90%	109%	89%	107%	13	1.2%	10	0.9%
Mar-24	\$ 6,503,261	\$ 650,326	\$ 212.53	\$ 655	\$ 698,276	\$ 47,950	1,066	1,212	3,230	985	81	234	8	130	88%	107%	89%	107%	13	1.2%	11	1.0%
Apr-24	\$ 5,804,985	\$ 644,998	\$ 211.97	\$ 671	\$ 708,662	\$ 63,664	1,056	1,212	4,286	949	107	341	14	106	87%	110%	88%	108%	19	1.8%	13	1.2%
May-24	\$ 5,096,323	\$ 637,040	\$ 210.87	\$ 678	\$ 713,355	\$ 76,314	1,052	1,212	5,338	923	129	469	11	110	87%	112%	88%	109%	12	1.1%	13	1.2%
Jun-24	\$ 4,382,968	\$ 626,138	\$ 211.96	\$ 692	\$ 717,170	\$ 91,031	1,037	1,212	6,375	883	154	623	20	103	86%	115%	88%	110%	15	1.4%	13	1.2%

The purpose of this Management Report is to provide an overview of the Section 8 Housing Choice Voucher program. The report provides information on budget and voucher utilization as well as program trends and statistics.

Funds Available Through The End of the Year: The funds available through the end of the year is the projected amount of funding remaining for the Section 8 program. This is a projected number because the actual number is subject to change depending upon what HUD actually authorizes on a monthly basis.

Projected monthly funds available: This is the projected amount of funding the program will have available for that month.

Average Tenant Payment: Based upon our total tenant payments and our total number of vouchers, this is the average amount each tenant will pay out of pocket for rent.

Average Housing Assistance Payment (HAP) Per Voucher: This is the average HAP per voucher under lease for the current month based upon the total HAP for the current month divided by the number of vouchers under lease.

Total Housing Assistance Payment (HAP): This is the actual and anticipated amount of HAP paid out for that month.

Housing Assistance Payment (HAP) Over/Under Authorized: This amount HAP that is over or under authorized based on the current monthly budget and average HAP payment per voucher.

Current Vouchers in Lease: This is the number of current vouchers in lease for the Section 8 program on the last day of the month.

Total vouchers available = 1132

Target Number of Vouchers: target number of vouchers the program should have in lease for that particular month based upon the current monthly budget and average HAP payment per voucher.

Number Vouchers Over/Under Authorized: This is the number of vouchers the program has over authorized or under authorized for that particular month based upon the target number of vouchers.

Newly Leased This Month: This is the number of new vouchers that have been utilized to lease up within this month.

Current Vouchers Looking: This is the current numbers of vouchers that have been issued and the voucher holder is searching for a unit.

Homeownership: Current number of homeownership vouchers

Family Self Sufficiency Participants (FSS): Current number of participants involved in the Section 8 Family Self Sufficiency Program.

Section 8 - RAD Project Based Voucher (RAD-PBV) Program - Monthly Management Report

June 30, 2024

RAD PROJECT BASED VOUCHER (RAD-PBV)																		ATTRITION RATE					
Month	Funds Available Through the End of the Calendar Year	Project Monthly Funds Available	Average Tenant Payment	Average HAP Payment	Total HAP Payment (Includes Actual & Anticipated)	HAP Over/(Under) Authorized	Current Vouchers in Lease	Total Vouchers Available per Month	YTD Vouchers Leased	Target Number of Vouchers	Number of Vouchers Over/(Under) Authorized	YTD Number of Vouchers Over/(Under) Authorized	Newly Leased this Month	Current Vouchers (Looking)	Vouchers	Funding	Vouchers	Funding	Monthly Attrition	Percent of Total Vouchers Leased	Average YTD Attrition	Percent of Total Vouchers Leased	
																Utilization		YTD Utilization					
Jan-24	\$ 2,300,000	\$ 191,667	\$ 237.01	\$ 324	\$ 193,579	\$ 1,912	564	597	564	597	(33)	(33)	9	-	94.5%	101.0%	94.5%	101.0%	2	0.4%	2	0.4%	
Feb-24	\$ 2,106,421	\$ 191,493	\$ 231.30	\$ 325	\$ 193,771	\$ 2,279	565	597	1,129	597	(32)	(65)	7	-	94.6%	101.2%	94.6%	101.1%	6	1.1%	4	0.7%	
Mar-24	\$ 1,912,650	\$ 191,265	\$ 229.03	\$ 330	\$ 196,918	\$ 5,653	567	597	1,696	597	(30)	(95)	8	-	95.0%	103.0%	94.7%	101.7%	12	2.1%	7	1.2%	
Apr-24	\$ 1,715,732	\$ 190,637	\$ 230.23	\$ 328	\$ 195,520	\$ 4,883	561	597	2,257	597	(36)	(131)	9	-	94.0%	102.6%	94.5%	101.9%	9	1.6%	7	1.3%	
May-24	\$ 1,520,212	\$ 190,026	\$ 228.94	\$ 339	\$ 202,463	\$ 12,436	562	597	2,819	597	(35)	(166)	16	-	94.1%	106.5%	94.4%	102.8%	7	1.2%	7	1.3%	
Jun-24	\$ 1,317,749	\$ 188,250	\$ 229.58	\$ 332	\$ 198,356	\$ 10,106	571	597	3,390	597	(26)	(192)	13	-	95.6%	105.4%	94.6%	103.3%	4	0.7%	7	1.2%	

The purpose of this Management Report is to provide an overview of the Section 8 Housing Choice Voucher program. The report provides information on budget and voucher utilization as well as program trends and statistics.

Funds Available Through The End of the Year: The funds available through the end of the year is the projected amount of funding remaining for the Section 8 program. This is a projected number because the actual number is subject to change depending upon what HUD actually authorizes on a monthly basis.

Projected monthly funds available: This is the projected amount of funding the program will have available for that month.

Average Tenant Payment: Based upon our total tenant payments and our total number of vouchers, this is the average amount each tenant will pay out of pocket for rent.

Average Housing Assistance Payment (HAP) Per Voucher: This is the average HAP per voucher under lease for the current month based upon the total HAP for the current month divided by the number of vouchers under lease.

Total Housing Assistance Payment (HAP): This is the actual and anticipated amount of HAP paid out for that month.

Housing Assistance Payment (HAP) Over/Under Authorized: This amount HAP that is over or under authorized based on the current monthly budget and average HAP payment per voucher.

Current Vouchers in Lease: This is the number of current vouchers in lease for the Section 8 program on the last day of the month.

Total vouchers available = 1132

Target Number of Vouchers: target number of vouchers the program should have in lease for that particular month based upon the current monthly budget and average HAP payment per voucher.

Number Vouchers Over/Under Authorized: This is the number of vouchers the program has over authorized or under authorized for that particular month based upon the target number of vouchers.

Newly Leased This Month: This is the number of new vouchers that have been utilized to lease up within this month.

Current Vouchers Looking: This is the current numbers of vouchers that have been issued and the voucher holder is searching for a unit.

Homeownership: Current number of homeownership vouchers

Family Self Sufficiency Participants (FSS): Current number of participants involved in the Section 8 Family Self Sufficiency Program.

Section 8 - Tenant Based Rental Assistance - Monthly Management Report

June 30, 2024

Tenant Based Rental Assistance (TBRA)											
Month	Funds Available Through June 30, 2025	Projected Monthly Funds Available	Average Tenant Payment	Ave. HAP Payments + Deposits/Adjustment \$	Total Request (TRA+UAP+Dep/Adj)	HAP s Over/(Under) Authorized	Current Vouchers in Lease	Target Number of Vouchers	Number of Vouchers Over/(Under) Authorized	Vouchers Issued	
May-23	\$ 100,000	\$ 10,000	\$ 137.85	\$ 687	\$ 4,811	\$ (5,189)	7	15	(8)	3	
Jun-23	\$ 95,189	\$ 10,577	\$ 147.93	\$ 751	\$ 11,263	\$ 686	15	14	1	1	
Jul-23	\$ 83,926	\$ 10,491	\$ 129.38	\$ 725	\$ 10,878	\$ 387	15	14	1	1	
Aug-23	\$ 73,048	\$ 10,435	\$ 176.69	\$ 687	\$ 10,301	\$ (134)	15	15	(0)	1	
Sep-23	\$ 62,747	\$ 10,458	\$ 191.42	\$ 703	\$ 9,841	\$ (617)	14	15	(1)	1	
Oct-23	\$ 52,906	\$ 10,581	\$ 146.08	\$ 745	\$ 9,685	\$ (896)	13	14	(1)	2	
Nov-23	\$ 43,221	\$ 10,805	\$ 146.08	\$ 815	\$ 10,595	\$ (210)	13	13	(0)	3	
Dec-23	\$ 32,626	\$ 10,875	\$ 167.77	\$ 790	\$ 11,054	\$ 178	14	14	0	5	
Jan-24	\$ 21,572	\$ 10,786	\$ 66.29	\$ 725	\$ 11,603	\$ 817	16	15	1	2	
Feb-24	\$ 99,969	\$ 9,997	\$ 58.00	\$ 1,191	\$ 13,103	\$ 3,106	11	8	3	1	
Mar-24	\$ 86,866	\$ 9,652	\$ 51.56	\$ 1,128	\$ 11,276	\$ 1,624	10	9	1	0	
Apr-24	\$ 75,590	\$ 9,449	\$ 160.30	\$ 994	\$ 9,936	\$ 487	10	10	0	3	
May-24	\$ 65,654	\$ 9,379	\$ 102.25	\$ 989	\$ 9,886	\$ 507	10	9	1	2	
Jun-24	\$ 55,768	\$ 9,295	\$ 86.20	\$ 1,246	\$ 13,702	\$ 4,407	11	7	4	2	
					\$ 13,189		11				
					\$		0				
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In May 2023, one grant period funding was completed and another began. A \$100,000 grant authorized by the City is now being utilized through December 31, 2023.

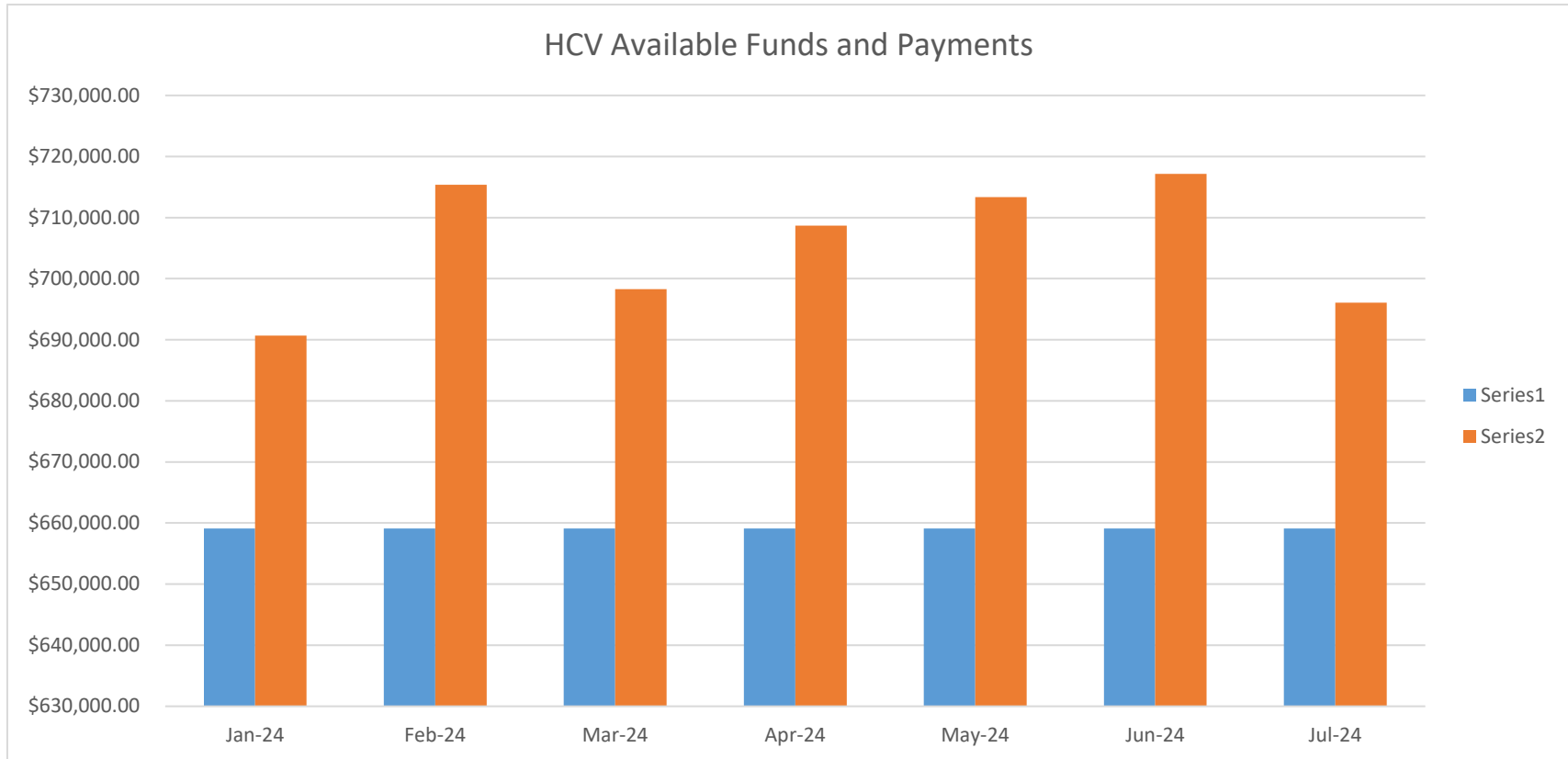
The \$100,000 grant period was extended and all funds were spent as of February 2024.

In February 2024, new grant funding was awarded by the City in the amount of \$90,000 for housing assistance expenses. This funding is available through June 30, 2025.

The \$90,000 has been added to the funds available column in February 2024 above.

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

June 2024





Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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

Department Source: Affordable Housing Operations

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: August 7, 2024

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

Executive Summary

This report provides a summary of statistics for CHA Public Housing, Project Based Vouchers and LIHTC units for the month of June 2024.

Discussion

In June, fifteen (15) families moved in or transferred units, and eight (8) families moved out or transferred units. Of the eight (8) families that moved out or transferred units, two (2) households transferred units, one (1) household was terminated, three (3) households moved to the private sector and two (2) tenants passed away. Out of 622 LIHTC/PBV units there were eighteen (18) vacant as of June 30, 2024, which is an overall occupancy rate of 97.10%. This is an increase from 94.40% occupancy on April 30, 2024. Of the eighteen (18) vacant LIHTC/PBV units, four (4) were vacant over 60 days. As of 6/30/2024 Amp. 1 had thirty-six (36) vacant units, which is an occupancy rate of 69.7%. Twelve (12) intents to vacate were submitted by participants. Three (3) terminations were issued for reasons other than non-payment.

Recommended Commission Action

Review and consider the monthly report.

Property Management Report for June 2024

Property	Total units	Occupancy for June 30, 2023	Occupancy for June 30, 2024	Occupancy as of 7/23/2024	#Vacant units under 0-60 days as of 6/30/2024	#Vacant units over 61 days as of 6/30/2024	Move-in June 2024	Move-outs June 2024	Rent unpaid for June 2024	Rents delinquent 31-60	Rents delinquent 61-90	Rents delinquent 90+
Amp 1 - PH	120	86.60%	69.70%	69.70%	2	34	N/A	2	\$810.10	\$333.39	\$1,161.00	\$3,048.19
Bear Creek	76	97.40%	97.40%	98.70%	1	1	3	0	\$7,189.64	\$1,641.36	\$0.00	\$2,375.86
Oak Tower	147	98.60%	98.00%	96.60%	2	1	2	0	\$3,006.13	\$1,477.42	\$843.77	\$2,265.41
Paquin Tower	200	97.00%	95.00%	98.50%	8	2	2	3	\$3,016.68	\$1,671.33	\$265.62	\$1,790.42
Stuart Parker	84	98.80%	98.80%	98.80%	1	0	2	1	\$7,203.88	\$2,726.00	\$2,327.00	\$8,682.88
BWW	54	96.30%	98.10%	98.10%	1	0	3	1	\$3,758.40	\$237.00	\$231.00	\$3,866.37
BWWII	36	88.90%	100.00%	100.00%	0	0	2	0	\$888.37	\$137.00	\$0.00	\$468.58
Patriot Place	25	100.00%	96.00%	88.00%	1	0	1	1	\$1,404.02	\$1,893.65	\$0.00	\$7.26



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: Modernization

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: August 7, 2024

Re: Modernization Monthly Report

Executive Summary

This report provides a summary of work orders and total labor hours for June 2024.

Discussion

Property	Emergency W/O	NON Emergency W/O	Total W/O	Total Labor Hours
AMP 1	1	45	46	132.84
Bear Creek	0	53	53	140.00
Bryant WWII	0	20	20	25.50
Bryant WWI	0	32	32	42.66
Oak Towers	0	76	76	83.44
Paquin Tower	0	91	91	171.25
Patriot Place	0	8	8	6.03
Stuart Parker	0	32	32	55.10
Total all Properties	1	357	358	656.82

A summary of further Facilities and Modernization activities is as follows:

- Total work orders increased by 39 for the month of June.
- 87 total HVAC related work orders during the month of June.
- The first phase of well field work at Paquin Tower has been completed. Flynn Well Drilling did not locate the leak but did identify four valves that are not functioning and required replacement so isolation of the two loops can occur.
- The Request for Proposals for renovations at Blind Boone has closed. One bid has been received from PCE.
- Planning has begun for renovations at Bear Creek with Rosman Architects.
- Stairs at Patriot Place are being evaluated for replacement.

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: August 7, 2024

Re: Safety Report

Executive Summary

This report provides a summary of June 2024, Safety Department reports and calls.

Discussion

Yearly Totals for CHA Safety Report:

	January	February	March	April	May	June	July	August	September	October	November	December
	2024	2024	2023	2024	2024	2024	2023	2023	2023	2023	2023	2023
Bear Creek	4	8	7	4	4	6	2	4	7	3	1	7
Bryant Walk	3	4	4	4	4	4	4	1	3	3	0	0
Downtown	13	6	5	6	7	2	6	3	10	10	9	9
Oak Towers	10	8	10	9	5	7	6	4	10	3	5	6
Patriot Place	1	4	4	1	6	1	1	2	1	5	5	2
Paquin Towers	21	18	15	15	10	11	9	17	17	19	24	24
Stuart Parker	1	2	0	3	1	2	2	6	3	0	1	1
misc									0	0		
Total	53	50	45	48	37	33	30	33	51	43	45	48

CHA Safety most notable reports:

Animal bite	1
Check Welfare	4
Peace disturbances	7
Lease violations	4
Trespass person	6

Joint Communications log:

	January	February	March	April	May	June	July	August	September	October	November	December
	2024	2024	2023	2024	2024	2024	2023	2023	2022	2023	2023	2023
Columbia Police Response	106	133	82	94	118	131	129	122	134	122	111	118
Columbia Police Reports	12	13	13	12	14	12	12	16	19	14	5	17
Fire/Ems	85	96	106	110	63	84	100	103	87	98	86	92
Total	203	242	201	216	195	227	241	241	240	234	202	227

Safety Department New Resident Move in:

- 17

Safety Department other activities:

- Annie Fisher Food Pantry hours for June: 24
 - Jeff Forck 8
 - Tara Thomason 8
 - Kevin Keith 8
- Moving Ahead Program pick up from School hours: 6
 - Kevin Keith 6

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: Affordable Housing Development and Compliance

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: August 7, 2024

Re: Affordable Housing Development and Compliance Report

Executive Summary

This report provides an update of CHA's Affordable Housing Development activities and on-going compliance activities.

Discussion

Affordable Housing Development

Kinney Point:

- Kinney Point successfully closed on July 22nd.
- Pre-Construction Meeting to be held Wednesday, July 31st at the Kinney Point Community Center.
- EM Harris has entered into a lease agreement with CHA beginning August 1 and continuing for the duration of Kinney Point construction period.

Park Avenue:

- Firm Submission was submitted May 17, there has been limited follow up requests by MHDC, with no outstanding follow ups to date.
- CHA staff submitted "Site and Neighborhood Standards Assessment" for HUD Fair Housing and Equal Opportunity (FHEO) review and approval on June 25th. FHEO staff indicated there should be an answer the week of July 29th. A concept call will be scheduled at that time with the RAD office to move the RAD process forward.
- CHA staff is also conducting regular monthly calls with contracted County ARPA staff.
- Biweekly calls with Red Stone will commence August 8th.

Providence Walkway:

- MHDC 4% rolling application was submitted on July 9th, and all follow up requests have been submitted to MHDC. It is unknown at this time when the announcement for funding for this round of rolling applications will be but is anticipated to occur at the September MHDC Meeting as the new round of competitive applications are due in September.

Blind Boone Apartments:

- The architect firm, Rosemann and Associates, met with CHA staff on July 24th to discuss a site plan for the remaining public housing units, while the architects work on a site plan, CHA staff and FHG will work together for this application. CHA staff and Fulson Housing Group met July 29th to discuss the next round of competitive applications which are due September 18th.



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On-going Compliance

Year to date monthly compliance reporting is as follows:

Month	Compliance Reports Due Year-to Date	Status
January	1/10 MHDC Vacancy Report all LIHTC properties	Complete
	1/10 MHDC VAWA report all LIHTC properties	Complete
	1/15 Dec. Redstone occupancy report	Complete
	1/15 Sugar Creek/Gard. 4th quarter occupancy report	Complete
	1/20 Bond projects 4th quarter reports	Complete
	Insurance certificates out to investors	Complete
	1/31 MHDC Bear Creek-Stuart Parker/Paquin COL/AOC	Complete
1/31 DED ARPA Federal Expenditures Reporting	Complete	
February	MMVH – FHLB annual certification	Complete
	2/10 MHDC Vacancy Report all LIHTC Prop.	Complete
	2/10 MHDC VAWA Report all LIHTC Prop.	Complete
2/15 Red Stone Jan Occup. Rep.	Complete	
March	3/1 DED Quarterly Report	Complete
	3/10 MHDC Vacancy Report all LIHTC Prop.	Complete
	3/10 MHDC VAWA Report to all LIHTC Prop.	Complete
	3/15 Red Stone Feb Occup. Rep.	Complete
	3/31 IRS 8703 Certification for bond projects.	Complete
3/31 MHDC Quarterly Utility Allowance Rep.	Complete	
April	4/10 MHDC Vacancy Report all LIHTC Prop.	Complete
	4/10 MHDC VAWA Report all LIHTC Prop.	Complete
	4/15 Red Stone March Occupancy Rep.	Complete
	4/15 Sugar Creek/Gard 1st Quarter Occupancy Rep.	Complete
	4/20 Bond projects 1st Qtr Rep.	Complete
4/30 BWW II and Oak COL/AOC due	Complete	
May	5/10 MHDC Vacancy Report all LIHTC Prop.	Complete
	5/10 MHDC VAWA Report all LIHTC Properties	Complete
	5/15 Red Stone April Occupancy Report	Complete
	Cap. Fund Action Plan with ACC Amendment	Complete
June	Oak Tower – FHLB annual certification	Complete
	6/1 DED Quarterly Report	Complete
	6/10 MHDC Vacancy Report all LIHTC Prop.	Complete
	6/10 MHDC VAWA Report all LIHTC Prop.	Complete
6/15 Red Stone May Occupancy Report	Complete	
July	7/10 MHDC Vacancy Rep all LIHTC Prop.	Complete
	7/10 MHDC VAWA Report all LIHTC Prop.	Complete
	7/15 Red Stone June Occupancy Report	Complete
	7/15 Sugar Creek/Gard. 2nd Quarter Occupancy Report	Complete
	1/20 Bond projects 2nd Qtr Rep.	Complete
	7/5-8/25 PIC Cert of Units	Complete
7/31 BWW COL/AOC	Complete	
August	8/10 MHDC Vacancy Report all LIHTC Prop.	
	8/10 MHDC VAWA Report all LIHTC Prop.	
	8/15 Red Stone July Occupancy Report	
	8/29 SPPT – FHLB annual certification	
September	BC – FHLB annual certification	



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	<p>9/1 DED Quarterly Report 9/10 MHDC Vacancy Report all LIHTC Prop. 9/10 MHDC VAWA Report all LIHTC Prop. 9/15 Red Stone August Occupancy Report 9/30 MHDC Quarterly Utility Allowance Rep.</p>	
October	<p>10/10 MHDC Vacancy Report all LIHTC Prop. 10/10 MHDC VAWA Report all LIHTC Prop. 10/15 Red Stone Sept. Occupancy Report 10/15 Sugar Creek/Gard 3rd Qtr. Occup. 10/20 Bond projects 3rd Qtr. Report 10/31 Patriot COL/AOC</p>	
November	<p>11/10 MHDC VAWA Report all LIHTC Prop. 11/15 Red Stone Oct. Occupancy Report</p>	
December	<p>12/1 DED Quarterly Report 12/10 MHDC Vacancy Report all LIHTC Prop. 12/10 MHDC VAWA Report all LIHTC Prop. 12/15 Red Stone Nov. Occupancy Report 12/31 MHDC Quarterly Utility Allow. Report 12/31 MHDC Prop. Mgt. Certification</p>	

Recommended Commission Action

Review and consider the report.



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Department Source: Human Resources

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: August 7, 2024

Re: Human Resources Monthly Report

Executive Summary

This report provides a monthly account of Human Resources and I.T. functions.

Discussion

August Staff Anniversary's:

- 8/16: Jeff Forck = 3yrs
- 8/28: Kara Vaughn = 1yr
- 8/28: Darcie Hamilton = 1yr
- 8/31: Matthew Unser = 4yrs
- 8/31: Tammy Matondo = 9yrs

HR Activities:

- Updating Personnel Policy Handbook
- Working on Salary Budget spreadsheet with Finance dept for 2025
- Updating Range and Salary Plan to include Resident Services and MAP
- August 28th - all staff BBQ
- August 6-9, SHRM conference (Jeanette)

I.T. Activities:

- Working with 43TC on computer upgrades

Recommended Commission Action

Review and consider the report.



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Department Source: Resident Services

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: August 7th, 2024

Re: Monthly Resident Services Report

Executive Summary

This report summarizes the Resident Services Department's activities for June 2024.

Discussion

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

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

- During June the ROSS coordinator conducted the needs assessments required for annual reporting. The Resident Services team also started gathering resident surveys from each property. These surveys will determine what areas of need will be emphasized in the upcoming ROSS grant application.

June 2024 Ross Family Enrollments



■ Total Eligible Families (83) ■ Enrolled Families (56) ■ Not enrolled (27)



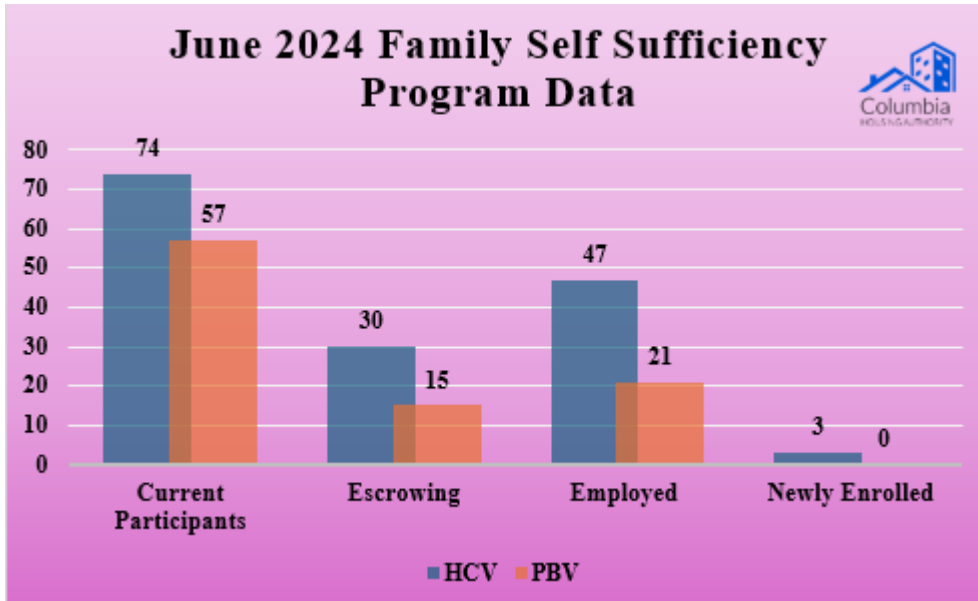
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Family Self Sufficiency Program (FSS) – Serving Active FSS Participants from all CHA Housing Programs

During the month of June, coordinators enrolled three new participants to the program. Coordinators worked with ProsperU to schedule one-on-one services for FSS participants. There was one FSS graduation and that family was able to take home almost \$17,000. This brings the annual graduation take home total to over \$66,000!



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

In the month of June, HHC Staff hosted a “Beat the Heat” event at Bear Creek where they provided families with summer safety resources. They were joined by the Boone County Fire Protection District and Compass Health. The new Family Support Specialist was hired, and she started working on July 1st. The team also obtained funding from the Horizon Housing Foundation to fund a back-to-school event for Stuart Parker and the Bryant Walkways. The specialists closed out the month by updating all their tracking systems to prepare for interim reporting for the Boone County Children’s Services Fund. Units were lower than average this month due to position vacancies.

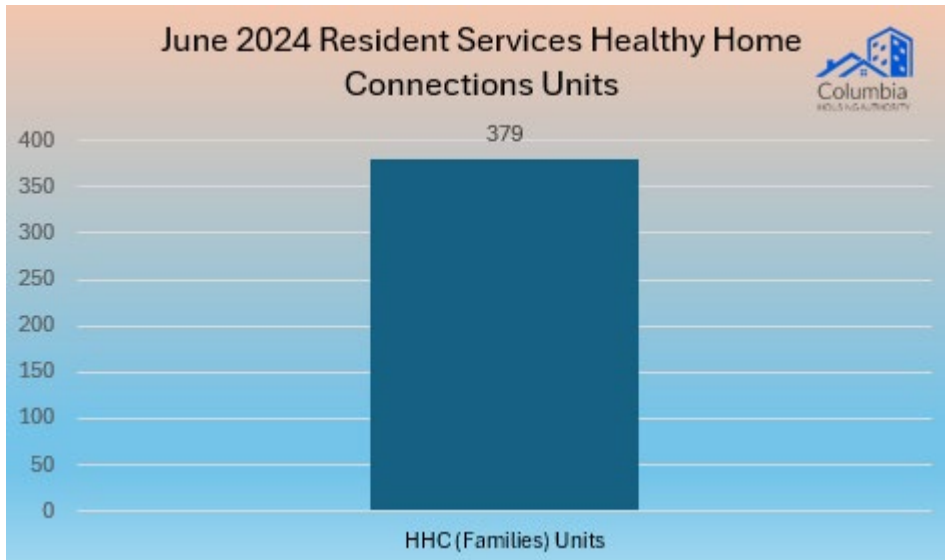




Housing Authority of the City of Columbia, Missouri

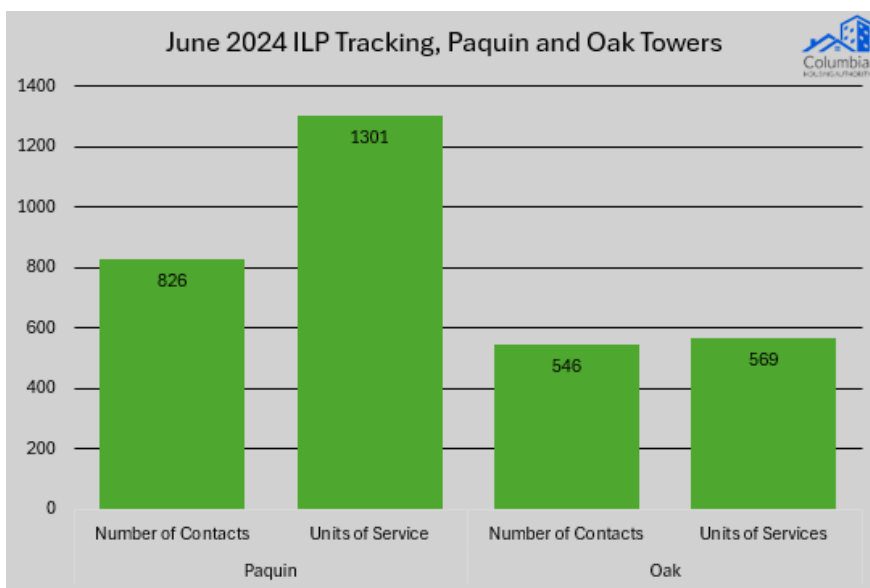
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Independent Living Program (ILP) – Serving 55 & Over and Persons with Disabilities, All sites

In the month of June, the independent living coordinators have facilitated the following resident engagement activities: Foot clinics, craft groups, bingo, color groups, and pancake and doughnut breakfasts. The staff also helped clients with food deliveries from the food pantry, rent rebates with SIL, and government assistance documentation.





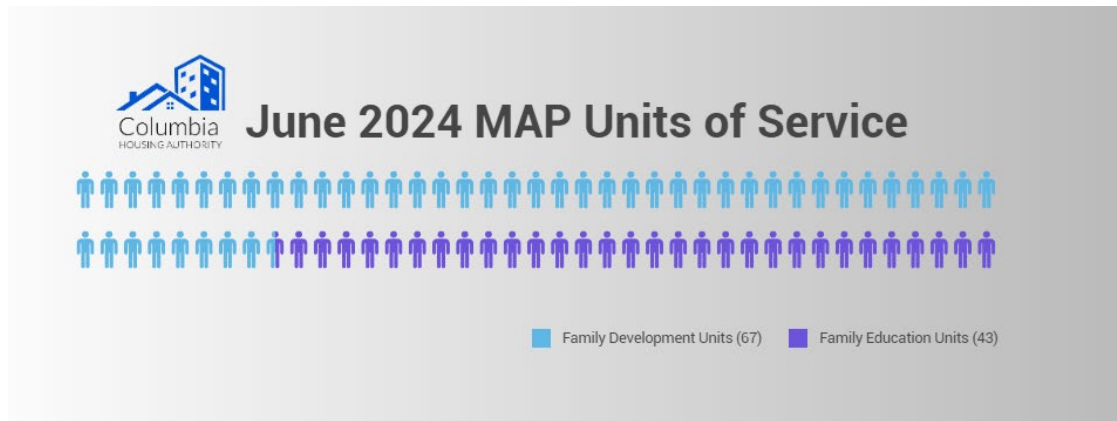
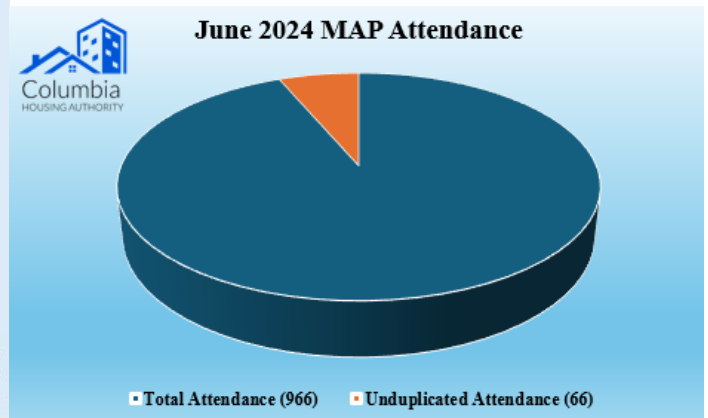
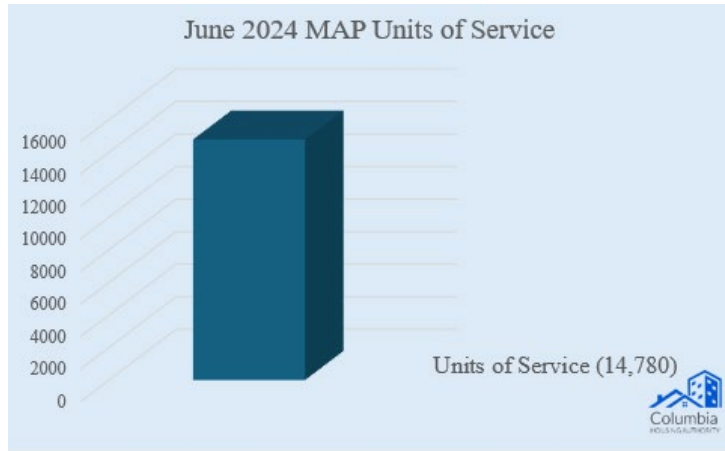
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Moving Ahead Program (MAP) - Afterschool and Summer Program for Students and their Parents

June was the start of summer programming for Moving Ahead. The team was able to take the students to the Kansas City Science Center and the Kansas City Zoo! Enrollment was at full capacity at the beginning of the month, so remaining students were added to the waitlist. By the end of the month, staff was able to start pulling students from the waitlist to enroll.





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Recommended Commission Action

Review and consider the report.



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Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: August 7, 2024

Re: Resident Services Paquin and Oak Towers Food Resources Update

Executive Summary

This memo provides an update regarding Food Access at Paquin and Oak Towers.

Discussion

The Food Bank of Central and Northeast Missouri provides food access to CHA residents through a variety of means. Over 100,000 lbs. of food were provided to CHA residents in partnership with the Food Bank in FY 2023. Food is provided through the Annie Fisher Food Pantry, food truck delivery at Paquin and Oak Towers, and other share shelves at CHA properties. The Food Bank historically has delivered fresh produce and proteins to Paquin and Oak Towers on a once per month basis via food truck delivery. The Food Bank recently implemented a change in operations that included discontinuing the delivery of food to Paquin and Oak Towers via food truck. The discontinuation of food trucks was replaced with the delivery of "Market Boxes," and utilization of its new market to ensure continued access to food.

CHA staff received a formal letter from Paquin Towers residents expressing concern regarding the change in operations and discontinuation of the food trucks that began in July. CHA staff met individually with Paquin residents to understand concerns and work with the Food Bank to identify potential solutions.

CHA staff had a productive meeting with Food Bank staff on July 23rd to discuss resident concerns and opportunities for improvements in the process through the transition. CHA staff also discussed offering to pay the Food Bank a fee to cover delivery costs as an option and is exploring other food truck and delivery option costs from local grocers, vendors, and community partners. The feasibility of temporarily relocating the Annie Fisher Food Pantry to Paquin Tower to bring the food resources closer to Paquin Tower is also being explored by CHA staff.

Recommended Commission Action

Review and consider the report.



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Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: August 7, 2024

Re: Current Events

Executive Summary

This memo provides a summary of both recent and future current events.

Discussion

The following is a list of recent and future current events and activities associated with the Columbia Housing Authority:

7/25: Kinney Point Groundbreaking Ceremony.

7/26 Moving Ahead Big Surf Water Park Trip

7/31: CoMo Gives Registration Due

7/31: Interim Reports Due (HHC, MAP County, MAP City, ILP)

7/31: Moving Ahead Trip St. Louis Science Center

8/1: Moving Ahead Back to School BBQ

8/7: CHA Tour for 2nd Ward Council Member, Lisa Meyer.

8/8: CHA & VA Meeting to Discuss more VASH Vouchers.

8/9: Lunch with Dr. Yearwood.

8/9: October Housing Summit Planning Meeting with City Staff

8/15: Food Bank Market Boxes Delivery to Paquin and Oak Towers

8/16: Partnership Meeting with Burrell

8/16: CHA-City Update Meeting with Director of Housing

8/20: CHA Tour for Chamber Chairperson, Adonica Coleman and 1st Ward Candidate Valerie Carroll

8/28: CHA Staff Appreciation BBQ. CHA Board Members Invited to Attend.

9/6: CHA Board of Commissioners Meeting and Potential Strategic Planning Retreat.

Recommended Commission Action

Review and consider the report.