



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, May 21, 2025

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 2985:** Authorizing the Chief Executive Officer to Execute Operating Loans from the CHA Affordable Housing Development, LLC to Bear Creek, Stuart Parker and Bryant Walkway II for Unreimbursed FY 2024 Safety Costs.
- VIII. **Resolution 2986:** Authorizing an Amendment to Housekeeping Provisions within the Columbia Housing Authority's Tenant Lease.

REPORTS

- IX. **Special Report:** Draft CHA Operational Plan on Interactions with ICE and Immigration Enforcement
- X. **Department Reports:** Finance, Affordable Housing Development, Facilities and Modernization, Public Housing & Affordable Housing Properties, Section 8 Housing Choice Voucher Program, Resident Services, Safety, Human Resources.
- XI. Current Events

PUBLIC AND COMMISSIONER COMMENT

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

If you wish to participate in the meeting and require specific accommodation or services related to disability, please contact Darcie Hamilton, Director of Affordable Housing Development at (573) 443-2556, extension 7035 or TTY Relay 800.735.2966, at least one working day prior to the meeting. You can contact Darcie 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 April 16, 2025, 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 April 16, 2025, 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 5:34 p.m.

Staff from the Audit Firm Rubin Brown, Tanner Sutton, Renita Duncan, and Brandi Lawyer were introduced. Mr. Cole shared that a Chief Financial Officer had been selected and would start in May. Mr. Cole shared that several interviews were conducted including one with Board Chair Bob Hutton. CHA staff also worked with consulting firm CPS to interview the candidate and perform appropriate background and credit checks.

II. Roll Call:

Present: Bob Hutton, Chair
Robin Wenneker
Rigel Oliveri, Commissioner-Via Zoom
Steve Calloway, Commissioner

CHA Staff: Randy Cole, CEO
Caitlin Hammons, Director of Resident Services
Debbi Simmons, Senior Accountant
Kendra Jackson, Director of Housing Programs
Darcie Hamilton, Director of Affordable Housing Development

Public: Tanner Sutton, Rubin Brown
Renita Duncan, Rubin Brown
Brandi Lawyer, Rubin Brown-Via Zoom

III. Adoption of Agenda:

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

IV. Approval of the Minutes

Approval of March 19, 2025 Open Meeting Minutes:

Mr. Hutton called for a motion to approve the minutes from the open meeting that occurred on March 19, 2025. A motion was made by Mr. Calloway. A second motion was made by Ms. Oliveri. Ms. Wenneker abstained. All other Commissioners voted “aye” and Mr. Hutton declared the motion approved.

V. Commissioner Comment

None.

VI. Public Comment

None.

SPECIAL ITEM

VII. Rubin Brown LIHTC and Agencywide Audit Update

Ms. Duncan begins and shares that the agency wide audit had started in the past week and Rubin Brown staff were onsite at CHA. Ms. Lawyer then gives an overview of the Low-Income Housing Tax Credit (LIHTC) audits. Ms. Lawyer shares that the six LIHTC audits were due on March 31st and all had clear unmodified opinions and tax returns completed.

Mr. Calloway inquired about the “net loss” throughout the reports and asks if the organization is “okay”. Mr. Lawyer explains that the cash flow statement shows the cash flow of the organization. Ms. Duncan adds that the cash flow statement shows that cash into the organization is flowing positively and can cover its expenses and is therefore considered healthy. Ms. Duncan indicated to the board that no whistleblower reports or notices of fraud were brought to her.

Discussion is had about audit requirements and the audit of the Section 8 program and Mr. Sutton shares that the audit process has been smooth with CHA staff. Mr. Cole later provided graphs of audit data indicating a decrease in cash on each property resulting from insurance, maintenance and other inflationary costs.

Public Hearings

VIII. PHA Plan Amendment for Blind Boone Apartments and Providence Walkway RAD Conversion

Mr. Cole shares that the PHA Plan Amendment hearing is a requirement of the RAD process. A 45-day notice is required and had been run as well as consultation with the Resident Advisory Board (RAB). Mr. Hutton opened the hearing at 5:14 p.m. There were no public comments. Mr. Hutton closed the hearing at 5:15 p.m.

RESOLUTIONS

IX. Resolution 2978: Approving an Amendment to the PHA Plan and RAD Conversion of the Providence Walkway Apartments and the Blind Boone Apartments.

Mr. Hutton called for a Motion to approve Resolution 2978. A motion was made by Ms. Wenneker. A second motion was made by Ms. Oliveri. Upon Roll Call the following vote was recorded.

Yes: Oliveri, Wenneker, Hutton, Calloway

X. Resolution 2979: Accepting the Audited Financial Statements of the Mid-Missouri Veterans Housing Development Group, LP, the Stuart Parker Housing Development Group, LP, the Bear Creek Housing Development Group, LP, the Oak Towers Housing Development Group, LP, the

Bryant Walkway Housing Development Group, LP, and the Bryant Walkway II Housing Development Group, LP for Calendar Year Ending December 31, 2024.

Mr. Cole reviews charts detailing the cash flow and net cash for each entity.

Mr. Hutton called for a Motion to approve Resolution 2979. A motion was made by Ms. Wenneker. A second motion was made by Mr. Calloway. Upon Roll Call the following vote was recorded.

Yes: Oliveri, Wenneker, Hutton, Calloway

XI. Resolution 2980: Approving the Job Descriptions and Updates to Appendix 1 – Organizational Chart and Appendix 3 – Range and Salary Plan to the CHA Personnel Policy.

Mr. Cole explained that Resolution 2980 is a resolution to update several job descriptions with description and pay updates. Mr. Cole gives an overview of the job descriptions and the organization chart changes.

Mr. Hutton called for a Motion to approve Resolution 2980. A motion was made by Mr. Calloway. A second motion was made by Ms. Wenneker. Upon Roll Call the following vote was recorded.

Yes: Oliveri, Wenneker, Hutton, Calloway

XII. Resolution 2981: Approval of Annual Certification of MHAPCI Member Compliance with the Requirements for Liability Coverage for Directors and Officers.

Mr. Cole reviewed Resolution 2981 explaining that the certifications are required by MHAPCI for the board and staff.

Ms. Hammons arrived at 6:37 p.m.

Mr. Hutton called for a Motion to approve Resolution 2981. A motion was made by Ms. Wenneker. A second motion was made by Mr. Hutton. Upon Roll Call the following vote was recorded.

Yes: Oliveri, Wenneker, Hutton, Calloway

XIII. Resolution 2982: To Approve the Submission of Applications to the City of Columbia's FY 2025 Community Development Block Grant (CDBG) and HOME Investment Partnerships Program for the Tenant Based Rental Assistance Program.

Mr. Cole shared that the Resolution would be to approve the submission of applications to the City of Columbia for CDBG and HOME funds. Mr. Cole shared that staff intended to apply for \$200,000 in HOME funds for Tenant Based Rental Assistance and potentially funding for backpay with CDBG-CV funds.

Mr. Hutton called for a Motion to approve Resolution 2982. A motion was made by Mr. Hutton. A second motion was made by Ms. Wenneker. Upon Roll Call the following vote was recorded.

Yes: Oliveri, Wenneker, Hutton, Calloway

REPORTS

XIV. Department Reports: Finance, Affordable Housing Development, Facilities and Modernization, Public Housing & Affordable Housing Properties, Section 8 Housing Choice Voucher Program, Resident Services, Safety, Human Resources

Finance

Mr. Cole reviewed the finance report noting significant costs associated with insurance across properties and the wait for funding to be released. Discussion is had about funding for voucher programs. Ms. Oliveri discussed nationwide funding challenges for the Section 8 program in relation to housing needs.

Affordable Housing Development

Ms. Hamilton reviewed the report sharing updates on the ongoing development projects.

Facilities and Modernization

Mr. Cole reviewed the Facilities and Modernization report sharing that Mr. Anthony discussed obtaining temporary occupancy as units complete at Kinney Point and Park Avenue with the City of Columbia Planning Department.

Public Housing & Affordable Housing Operations

Mr. Cole reviewed the Public Housing & Affordable Housing report noting that the occupancy rate was at 98%.

Section 8 Housing Choice Voucher Program

Ms. Jackson reviewed the Section 8 Housing Choice Voucher Program.

Resident Services

Ms. Hammons reviewed the Resident Services Report highlighting events.

Safety

Mr. Cole reviewed the Safety Report sharing that the month did not have events out of the ordinary.

Human Resources

Mr. Cole reviewed the Human Resources Report and shared that there was only one open position.

XV. Current Events

Mr. Cole reviewed the current events for April and May.

PUBLIC AND COMMISSIONER COMMENT

XVI. Public Comment

None.

XVII. Adjournment

Mr. Hutton called for a motion to adjourn the meeting. A motion was made by Ms. Wenneker. Seconded by Mr. Calloway. Mr. Hutton called the meeting adjourned at 7:44 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 April 11, 2025, I posted public notice of the April 16, 2025, Board of Commissioners Meeting and distributed copies of the notice and agenda to the Board of Commissioners and the local media. The meeting notice and agenda was also distributed to the public upon request.

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

Randy Cole, Chief Executive Officer

Date



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HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI BOARD OF COMMISSIONERS MEETING May 8, 2025, 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 May 8, 2025, virtually via Zoom. Mr. Hutton, Chair, called the meeting to order at 2:01 p.m.

II. Roll Call:

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

CHA Staff: Randy Cole, CEO
Darcie Hamilton, Director of Affordable Housing Development

III. Adoption of Agenda:

Mr. Hutton called for a motion to approve the agenda with an amendment to remove the Approval of the Minutes as there were no minutes to approve. A motion was made by Ms. Wenneker and a second by Ms. Oliveri. All Commissioners voted “aye”. Mr. Hutton declared the agenda adopted as amended.

IV. Approval of the Minutes

None, removed from the agenda.

V. Commissioner Comment

None.

VI. Public Comment

None.

RESOLUTIONS

- VII. **Resolution 2983: Authorizing the Incumbency Certificate of the Housing Authority of the City of Columbia for the Park Avenue Apartments project and Associated Partnership Certified Resolution of the Housing Authority of the City of Columbia, Missouri Authorizing it to Enter into transactions to Develop the Park Avenue Apartments Project.**

Mr. Cole reviews Resolution 2983 and 2984 explaining that Resolution 2983 is an Incumbency Certificate and Resolution of the Housing Authority of the City of Columbia. The certificate verifies the identities and positions of the Board and staff and confirms the authority to execute documents. The certificate also authorizes transactions pertaining to Park Avenue Housing Development Group, LP, a Missouri limited partnership, Park Avenue Housing GP, LLC, a Missouri limited liability company, and CHA Affordable Housing Development, LLC, a Missouri limited liability company. Transactions include the sale of land from CHA to the partnership, construction and associated financing and authorizes the Board Chair and CEO to sign off on associated documents.

Mr. Cole goes on to explain that Resolution 2984 is an Incumbency certificate and Associated Resolution for CHA Affordable Housing Development, LLC. The Housing Authority of the City of Columbia, Missouri, as the sole member directs CHA Affordable Housing Development, LLC to enter into the development agreement with Park Avenue Housing Development Group, LP. It also authorizes the Board Chair and CEO to sign the development Agreement.

Mr. Hutton called for a Motion to approve Resolution 2983. A motion was made by Ms. Wenneker. A second motion was made by Mr. Calloway. Upon Roll Call the following vote was recorded.

Yes: Hutton, Wenneker, Calloway, Oliveri

VIII. Resolution 2984: Authorizing the Incumbency Certificate of CHA Affordable Housing Development, LLC for the Park Avenue Apartments project and Associated Partnership and Associated Limited Liability Company Resolution.

Mr. Hutton called for a Motion to approve Resolution 2984. A motion was made by Mr. Calloway. A second motion was made by Ms. Wenneker. Upon Roll Call the following vote was recorded.

Yes: Hutton, Wenneker, Calloway, Oliveri

PUBLIC AND COMMISSIONER COMMENT

IX. Public Comment

None.

X. Adjournment

Mr. Hutton called for a motion to adjourn the meeting. A motion was made by Ms. Oliveri. Seconded by Mr. Hutton. Mr. Hutton called the meeting adjourned at 2:08 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 May 7, 2025, I posted public notice of the May 8, 2025, Board of Commissioners Meeting and distributed copies of the notice and agenda to the Board of Commissioners and the local media. The meeting notice and agenda was also distributed to the public upon request.

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

Randy Cole, Chief Executive Officer

Date



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Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: May 21, 2025

Re: Resolution 2985: Authorizing the Chief Executive Officer to Execute Operating Loans from the CHA Affordable Housing Development, LLC to Bear Creek and Bryant Walkway II.

Executive Summary

This memo provides an overview of recommended loans from the CHA Affordable Housing Development LLC to Bear Creek and Bryant Walkway II to cover unreimbursed Safety costs from FY 2024.

Discussion

The Amended and Restated Partnership Agreements for Bear Creek and Bryant Walkway II, Section 11.03(b), require the General Partner to cover fees for security services at the respective apartment complexes. These payments are treated as a priority return of capital to the General Partner for both partnership accounting and federal income tax purposes and are reflected accordingly in the General Partner's Capital Account.

Additionally, the Agreements authorize reimbursement of these security service expenses to the General Partner entities, based on the priority of distributions from the prior year's final, and investor-approved net cash flow.

CHA staff is requesting approval to authorize operating loans from CHA Affordable Housing Development, LLC (AHD) to the General Partner entities to cover unreimbursed FY 2024 security services costs:

- Bear Creek Housing GP, LLC: \$24,935.29
- Bryant Walkway II GP, LLC: \$3,390.51

AHD currently holds sufficient funds to issue these loans, with a balance of \$296,141.47 as of May 12, 2025. These unreimbursed costs are currently owed to the CHA General Fund. By executing these loans, the owed funds will be restored to the General Fund.

Approval is requested to proceed with the issuance and implementation of the proposed operating loans.

Recommended Commission Action

Approve Resolution 2985 authorizing operating loans from CHA Affordable Housing Development to Bear Creek Housing GP, LLC and Bryant Walkway II GP, LLC.



Housing Authority of the City of Columbia, Missouri

Board Resolution

RESOLUTION 2985

Authorizing the Chief Executive Officer to Execute Operating Loans from the CHA Affordable Housing Development, LLC to Bear Creek and Bryant Walkway II.

WHEREAS, The Columbia Housing Authority (CHA) is the sole member of CHA Affordable Housing Development, LLC; and

WHEREAS, The CHA Board of Commissioners also serves as the Board of Directors for the CHA's 501(c)3 nonprofit organization, Columbia Community Housing Trust (CCHT); and

WHEREAS, The CCHT is the sole member of Bear Creek Housing GP, LLC and Bryant Walkway II Housing GP, LLC; and

WHEREAS, The Amended and Restated Partnership Agreements for Bear Creek and Bryant Walkway II, in Section 11.03(b), require the General Partner to pay fees for the security services provided at the Apartment Complex; the General Partner agrees and acknowledges that the payment of the such security services fees will be taken into account for Partnership accounting and federal income tax purposes as a priority return of capital to the General Partner and will be reflected as such in the General Partner's Capital Account; and

WHEREAS, The Amended and Restated Partnership Agreements for Bear Creek and Bryant Walkway II maintain reimbursement of Security Services to each General Partner entity according to assigned priority in distributions from the previous year's final investor approved net cashflow, and

WHEREAS, the Bear Creek Housing GP, LLC maintains \$24,935.29 in unreimbursed security services costs from FY 2024, and

WHEREAS, the Bryant Walkway II GP, LLC maintains \$3,390.51 in unreimbursed security services costs from FY 2024, and

WHEREAS, The CHA Affordable Housing Development, LLC maintains sufficient funds (\$296,141.47 balance as of May 12, 2025) to issue operating loans for Bear Creek Housing GP, LLC and Bryant Walkway II Housing GP, LLC; and

WHEREAS, The CHA Board of Commissioners authorizes an operating loan to Bear Creek Housing GP, LLC from CHA Affordable Housing Development, LLC for \$24,935.29, at zero percent interest, to be repaid upon distribution therefore to such LLC pursuant to Section 11.03(b) of the Limited and Restated Partnership Agreement; and

WHEREAS, The CHA Board of Commissioners authorizes an operating loan to Bryant Walkway II Housing GP, LLC from CHA Affordable Housing Development, LLC for \$3,390.51, at zero percent interest, to be repaid upon distribution therefor to such LLC pursuant to Section 11.03(b) of the Limited and Restated Partnership Agreement; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Columbia, Missouri, being the sole member of CHA Affordable Housing Development, LLC, hereby adopts Resolution 2985 authorizing the Chief Executive Officer to issue operating loans from CHA Affordable Housing Development, LLC of \$24,935.29 to Bear Creek Housing GP, LLC and \$3,390.51 to Bryant Walkway II Housing GP, LLC, and to execute such documents and take such other actions as are appropriate to issue such loans.

Bob Hutton, Chair

Randy Cole, Secretary
Adopted May 21, 2025



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Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: May 21, 2025

Re: Resolution 2986: Approving the Updates to CHA Tenant Lease Provisions for Tenant Housing Keeping Requirements.

Executive Summary

This memo provides an overview of recommended changes to CHA lease provisions as it relates to tenant compliance with housekeeping requirements.

Discussion

The CHA staff is seeking approval to update lease provisions as it relates to housekeeping requirements for CHA tenants. Currently, termination due to housekeeping violations cannot be enforced, unless there are 3 violations within a 6-month window. CHA staff desires to update this provision to only allow for 1 violation within a 12-month period.

A vast majority of CHA residents maintain sufficient housekeeping standards; however, staff does attend to repeated violations due to housekeeping on some units of a monthly basis, and there are limitations on staff's ability to enforce expectations due to current provisions. CHA staff values 2nd chances and the flexibility to work with residents to grow their ability to maintain good housekeeping standards, however staff feels additional tools to assist in housekeeping are warranted.

The CHA Resident Advisory Board (RAB) also convened on April 25, 2025, to discuss proposed housekeeping provision changes. RAB members expressed unanimous support for the changes and increased attention to housekeeping. RAB members expressed the need to proceed in order to assist with minimizing potential infestations of neighboring units in violation.

The current lease provision is as follows:

Maintain the Resident's unit in a clean, neat and debris free condition, so as to not cause the Resident's unit to require three (3) Housekeeping Inspections within six (6) consecutive months; it being understood that three (3) failed Housekeeping Inspections within any period of six (6) consecutive months shall be considered to be a Major Breach of this Lease, which may result in Lease termination and eviction;

CHA staff recommend the provision to be updated as follows:

Maintain the Resident's unit in a clean, neat and debris free condition, so as to not cause the Resident's unit to require more than one (1) housekeeping Inspection within twelve (12) consecutive months; it being understood that a second failed Housekeeping Inspection within any period of twelve (12) consecutive months shall be considered to be a Major Breach of this Lease, which may result in Lease termination and eviction;



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A sample lease is included within this packet and denotes the recommended changes to housekeeping provisions on page 9 of 20 and is denoted with track changes. Approval of the attached resolution would authorize updates to housekeeping standards on all CHA leases.

Recommended Commission Action

Approve Resolution 2986 authorizing updates to lease provisions related to housekeeping standards.



Housing Authority of the City of Columbia, Missouri

Oak Towers Housing Development Group, LP – Housing Operations

201 Switzler Street, Columbia MO 65203

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

PROPERTY EXAMPLE APARTMENTS LEASE AGREEMENT

1. PARTIES AND PREMISES: The parties to this Lease are Columbia Housing, referred to as “CHA” or “Landlord”, and _____ the occupying family, referred to as the "Resident" or “Tenant”. The Landlord leases to the Resident a 0 -bedroom unit located at _____ referred to as "the Premises."

The Columbia Housing Authority, referred to as “CHA” or “Landlord” is the Management Agent for the property and acts in the capacity as the Landlord on behalf of the owner, PROPERTY EXAMPLE Housing Development Group, LP and the General Partner, PROPERTY EXAMPLE Housing GP, LLC.

The Premises leased are for the exclusive use and occupancy of the Resident and the Resident’s household consisting of the following named persons who will live in the premises:

Name	Date of Birth	Social Security #	Relationship
RESIDENT NAME	00/00/0000	***-**-0000	SELF
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The premises shall not be occupied or used as a residence by any persons other than Resident and those persons named above, without the Landlord's written consent, unless otherwise permitted by the following provisions of this lease.

Any additions to the household members listed above require the advance written approval of the Landlord. This includes live-in aides and foster children or adults, but excludes natural births, adoptions and court awarded custody. The Landlord shall approve the additions if the addition will not require the family to transfer to a larger size unit and if the addition is determined eligible. Exceptions due to medical needs or other extenuating circumstances, including reasonable accommodation, will be made on a case-by-case basis. Resident shall report any additions or deletions in the household to the Landlord within ten (10) days.

2. LEASE TERM: This Lease shall run for one year beginning on _____ and ending on _____. This lease may renew automatically for additional terms of one year each, unless terminated as provided by this Lease.

3. RENTAL PAYMENT: Resident shall pay as rent to Landlord during the term of this lease monthly installments in the sum of _____ (\$.00). If this Lease begins on a day other than the first day of the month, the first month's rent shall be \$(0.00).

Rents are determined in accordance with regulations of the U.S. Department of Housing and Urban Development, the Internal Revenue Service, policies of the Missouri Housing Development Commission and local policy as contained in the adopted Administrative Plan for the Housing Choice Voucher Program. The rent to owner is subject to change during the term of the lease. This rent is based on the income and other information reported by Resident.

Monthly rent installments are due and payable in advance on the First day of each calendar month. Rent will be considered delinquent if full payment is not received by the Fifth day (5 days later) of the month. All payments due under the provisions of this lease are to be paid at – or mailed by first class mail to – the Management Agent’s Administrative office at:

**PROPERTY EXAMPLE Housing Development Group LP
c/o Columbia Housing Authority
201 Switzler Street
Columbia, MO 65203**

Make checks or money orders payable to **PROPERTY EXAMPLE Housing Development Group LP**

The PROPERTY EXAMPLE Housing Development LP does not accept cash or credit card payments.

The PROPERTY EXAMPLE Housing Development LP only accepts personal checks, cashier’s checks or money orders only, made payable to **PROPERTY EXAMPLE Housing Development Group LP**. Cash payments, credit cards, and second party checks will not be accepted.

4. SECURITY DEPOSIT/CONDITION OF DWELLING UNIT AT END OF LEASE: Resident agrees to pay and deposit with Landlord the sum of \$ 0.00 as a Security Deposit to be used solely upon termination of the lease as payment for amounts due under this lease.

The PROPERTY EXAMPLE Housing Development Group, LP prefers that the full Security Deposit be paid in full in advance on the first day of this term. However, prospective Residents may request to pay their Security Deposit in monthly installments. An initial down payment of two-hundred dollars (\$150.00) is required prior to Resident occupying the unit. No family will occupy a unit until the initial down payment on the Security Deposit has been paid to the Landlord.

If a Security Deposit Installment Payment Schedule is approved, the resident must make regular payments as outlined in the payment schedule below. Failure to make payments in accordance with the Installment Payment Schedule will result in the termination of the resident’s lease and their eviction from the property. Installment payments shall be calculated based on household income. The installment payments will be calculated to be paid in full over a twelve (12) month period and set at an amount that will not cause the monthly rent and installment payment to exceed 40% of the household’s adjusted monthly income. A minimum installment payment of \$25.00 is required.

Security Deposit Installment Payment Schedule

Month												
Amount	\$ 150											

Approved By:

Management Signature

Printed Name

Date

I agree to the Security Deposit Installment Payment Schedule listed above. I understand that each installment must be made on a monthly basis at the same time my rent is due. I understand that failure to make payments in accordance with the Installment Payment Schedule listed above will result in the termination of my housing lease and my eviction from the property.

Resident's Signature

Printed Name

Date

The Security Deposit shall be held by the Landlord as security for the performance by Resident of all of Resident's obligations under this Lease including, but not limited to, Resident's obligation to pay rent and to properly maintain and clean and not damage the Premises.

The Security Deposit shall not bear interest. If, at the end of the Lease Term or earlier termination of this Lease, Resident has performed all of Resident's duties under this Lease, then the Security Deposit shall be refunded to Resident, without interest. If Resident defaults in performance of any of Resident's duties under Lease (including, but not limited to, payment of Rent), or has not performed all of Resident's duties under this Lease at the end or termination of the Lease Term of this Lease, then the Security Deposit shall be applied to any Rents or sums due from Resident to Landlord and to any costs incurred by Landlord performing Resident's duties under this Lease including restoring the Premises to its original move-in condition excepting normal wear and tear at the time the Resident vacates the Premises. Restoring the Premises to its original move-in condition includes normal cleaning of the Premises including the stove, refrigerator, counters, cabinets, floors, closets, bathrooms, and removing Resident possessions and Resident-caused trash and debris from the yard. Following a move-out inspection for damages beyond normal wear and tear, the balance of the Security Deposit, if any, shall then be refunded by Landlord to Resident.

If the Security Deposit is inadequate to pay any unpaid rent or sum due Landlord, or to cause to be performed any duties of Resident to Landlord, or to repair any damages caused to the Premises by Resident, then Resident shall remain responsible to Landlord for any deficiency. An itemized statement of any rent or damage charges deducted from the Security Deposit, and of any refund due Resident, shall be forwarded to Resident at Resident's last known address within thirty (30) days after Resident returns possession of the Premises to Landlord. Resident shall advise Landlord of Resident's forwarding address when Resident vacates the Premises.

Resident shall, at the end of the Lease Term or earlier termination of the Lease Term, return the Premises and all of its appliances and equipment to Landlord in a clean, neat, and dirt- and debris-free condition, and in at least as good a condition as existed at the beginning of the Lease, normal wear and tear excepted. Resident shall be responsible to Landlord for any damage caused the Premises or any parts of the Premises, or any of its equipment or appliances, by Resident, Resident's family, Resident's dependents, guests, invitees or visitors.

5. PET DEPOSIT: It is agreed that Resident may have one pet in accordance with the Landlord Animal and Pet Ownership Policy incorporated herein by reference. (Attachment 4) Any pet must be registered with the Landlord in accordance with said Policy. In view of Resident's keeping of a pet, as described above, Resident shall deposit with Landlord an additional Security Deposit, as a part of the Security Deposit to be held, used and administered under paragraph 4 of this Lease. Such additional deposit may be referred to as the "Pet Deposit." Such Pet Deposit is required to cover any additional damages to the Premises that might be caused by the pet properly registered with the Landlord. The Resident must pay the amount of \$100.00

to the Landlord as a Pet Deposit before the pet may be on the premises or allowed to move into the residence. The Pet Deposit may be refunded if the pet is removed from the Premises and a unit inspection by Landlord documents no pet-related damages. No pet deposit is required for documented service animals.

Resident agrees not to allow any other pet(s), including pets belonging to visitors, to be on the Premises at any time. Resident agrees to abide by the Landlord's Animal and Pet Ownership Policy, incorporated here by reference, and understands that the pet will not be allowed on the Landlord's property until the Pet Deposit (indicated below) has been paid in full and documentation of current vaccinations, spaying/neutering and licensing are given to the Landlord. The Pet Deposit of \$100.00 will be paid as follows: (check applicable payment option)

<i>Please indicate Pet Deposit Payment Option Below. (Check Option and Initial)</i>	
	Paid in full in advance before the first day of pet's arrival in the unit; or
	Paid in monthly installments of \$_____ .00 per month prior to the pet's arrival. The pet may move in upon receipt of the final payment of the down payment of \$100.00.
<i>Initial</i>	<i>In all instances the pet deposit must be paid in full and documentation of current vaccinations, spaying/neutering and licensing must be given to the Landlord before the pet is allowed on the premises.</i>

6. COURT COSTS AND ATTORNEY FEES: In the event legal proceedings are required to recover possession of the Premises, and if judgment is entered against Resident in favor of Landlord in such proceedings, court costs and reasonable attorney's fees may be awarded at the discretion of the Court.

7. UTILITIES: Landlord shall provide the following utilities for the PROPERTY EXAMPLE Apartments as described below. Provision of utilities by the Landlord as described below is a part of this lease agreement but the Landlord shall not be liable for the failure to provide utility service if the failure to provide the utility service is beyond the Landlord's control:

- **Residents of the PROPERTY EXAMPLE Apartments:** Landlord agrees to furnish water in reasonable quantities, sewer, and trash service. Resident agrees to obtain electric and gas services in Resident's name from local utility companies prior to moving into the leased Premises, and to maintain such utilities while residing in the leased unit. If the Resident fails to purchase and furnish these utilities for the Premises, Resident will be liable for and will be charged for any damage or maintenance resulting from the failure to maintain sufficient heat to prevent freezing of water pipes, failure to provide a continuous supply of water for operation of the sewage systems, and failure to properly clean and maintain the inside of the premises as well as the outside of the premises and the yard

No window air conditioning units will be allowed in any unit in the PROPERTY EXAMPLE Apartments.

The Utility Allowance Schedule for Resident Paid Utilities is posted in the Landlord's Management Offices. Utility allowances will be reviewed at least annually. The Schedule of Utility Allowances is not subject to the Grievance Procedure.

8. RENT RECERTIFICATIONS: Annually as established on the anniversary of their move-in date, the Resident agrees to provide updated information regarding income, employment, assets, expenses, family composition, and other necessary information to determine rent, eligibility and appropriate dwelling type and size for Resident's family. Annual recertifications will be done for both the Low-Income Housing Tax

Credit and Project-Based Voucher Programs. Residents relocated as a result of the Rental Assistance Demonstration (RAD) program conversion will retain their previous public housing annual recertification date. The reexamination process will begin approximately one hundred twenty (120) days in advance of the established anniversary date. Determinations will be made in accordance with the approved Administrative Plan posted in the Management Office and incorporated herein by reference. Any rent that is changed as a result of the annual reexamination will become effective on the established anniversary date.

The Landlord shall verify the information supplied by the Resident and use the verified information to calculate the amount of the Resident's rent.

If the Resident is reporting no income, the Landlord will schedule special rent reviews each month. Residents reporting zero income must submit Zero Income Certification Forms each month until a regular income source is established.

9. INTERIM RENT ADJUSTMENTS: Residents must report to the Landlord and their Section 8 Project-Based Housing Choice Voucher Program Specialist within ten (10) calendar days, any of the following changes in household circumstances that occur between annual rent recertifications:

- a. A member has been added to the family through birth, adoption, or court-awarded custody; or
- b. A household member has become a full-time student; or
- c. A household member is leaving or has left; or
- d. An adult member of the household obtains employment; or
- e. Any change in household income more than \$100.00 per month.

Residents must report changes in income, household composition or expenses to the Project-Based Voucher Program Specialist to request interim adjustments in accordance with the Administrative Plan. The Project-Based Voucher Program Specialist shall verify the information provided by the Resident to determine if a decrease or increase in their portion of rent is warranted.

10. EFFECTIVE DATE OF RENT CHANGE: The Landlord shall inform the Resident of any annual changes in the monthly rent. This amount shall be stipulated on the lease at the time the lease is renewed.

The Project-Based Voucher Program Specialist shall give the Resident written notice of any change in the calculation of the Resident's required payment of their share of the monthly rent (Total Tenant Payment). The notice shall be signed by the Project-Based Voucher Program Specialist, state the new amount the Resident is required to pay, the annual and adjusted income amounts that were used to calculate the Resident's rent, and the effective date of the new rental amount.

- a. Rent Decreases: The Project-Based Voucher Program Specialist shall process rent decreases so that the lowered rent amount becomes effective on the first day of the following month.
- b. Rent Increases: Rent increases are effective on the first day of the month following 30 days of the date of the change in income.

Once the rental rate is established, it shall remain in effect until the effective date of the next annual recertification, unless another interim recertification and change is warranted.

11. RESIDENT OBLIGATION TO REPAY: Residents who pay rent based on income shall reimburse the Section 8 Project-Based Voucher program Landlord for the difference between the rent that was paid and the rent that should have been charged if the following circumstances occur:

- a. Resident does not submit rent review information by the date specified in the Project-Based Voucher

Program Specialist's request; or

- b. Resident submits false information at Admission or at annual, special, or interim reviews.
- c. It is found that Resident has misrepresented to the Project-Based Voucher Program Specialist the facts upon which Resident's rent is based, so that the rent Resident is paying is less than Resident should have been charged. If this is found, then the increase in rent will be made retroactive as stated in the Administrative Plan.

Resident is not required to reimburse the Landlord for undercharges caused solely by the Project-Based Voucher Program Specialist's failure to follow U.S. Department of Housing and Urban Development's procedures for computing rent.

12. OCCUPANCY: The Resident shall use the Premises as a private dwelling for Resident and the persons named in this Lease, and shall not permit its use for any other purpose without the written permission of the Landlord.

The Resident **shall**:

- a. Not permit any persons other than those listed on this lease to reside at the Premises for more than seven (7) consecutive days and nights without obtaining the prior written approval of the Landlord or a total of thirty (30) days in any twelve-month period (see Section 14.k);
- b. Not permit any homeless person or person without a permanent address to stay overnight or bring personal possessions onto the property in such a manner as to create a situation where they might establish residency or create a situation of "tenancy in sufferance."
 - Persons who cannot provide documentation of a permanent address are considered homeless and at risk of establishing residency as a tenant in sufferance. Documentation of a permanent address would include a current lease or utility bill in the person's name or similar proof of permanent residency.
 - Residents who desire to have visitors who do not have a permanent address should contact the CHA Safety Department at 573-449-1991 prior to the person coming onto any CHA managed property to request written permission to allow the person onto CHA managed property. Permission will only be granted in exceptional circumstances.
 - Persons without a permanent address will also be screened for prior involvement in criminal activity.
- c. Not sublet or assign the unit, or any part of the unit;
- d. Not engage in or permit unlawful activities in the unit, in the common areas, or on the property grounds;
- e. Not act or allow household members or guests to act in a manner that will disturb the rights or comfort of neighbors;
- f. Not permit any member of the household, a guest, or another person under Resident's control to engage in any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the Premises by other residents or Authority employees;
- g. Not permit any member of the household, a guest, or another person under Resident's control to engage in any activity listed on the CHA Crime Free Housing Addendum;
- h. Use washers and dryers only in dwelling units with proper utility hook-ups;
- i. Not install dishwashers or garbage disposals in dwelling units unless authorized in writing by the Columbia Housing Authority (CHA).

- j. Not permit any member of the household, a guest, or another person under the Resident's control to engage in any violent or drug-related criminal activity or any other violations of the Crime-Free Housing Addendum (Addendum B), on or off the Premises.

With the written permission of the Landlord, the Resident can incidentally use the Premises for legally permissible income-producing purposes so long as the business does not infringe on the rights of other Residents. All such business-related uses of the Premises must meet all zoning requirements and the Resident must have the proper business licenses.

The Resident has the right to exclusive use and occupancy of the Premises, which includes reasonable accommodation of the Resident's guests, visitors and, with the consent of the Landlord, foster children and/or adults and the live-in care giver of the Resident's family. For purposes of this subpart, the term guest means a person who has his or her own permanent legal address. With the consent of the Landlord, a foster child or a live-in aide may reside in the unit. Live-in aide means a person that resides with an elderly person or a person with a disability, and who is determined to be essential to the care and well-being of the person, is not obligated for the support of the person, and would not be living in the unit except to provide the necessary supportive services.

Landlord has adopted reasonable policies as contained in the Administrative Plan concerning residence by a foster child or a live-in aide, and defining the circumstances in which Landlord consent will be given or denied. Under such policies, the factors considered by the Landlord may include:

- (1) Whether the addition of a new occupant may necessitate a transfer of the family to another unit, and whether such units are available.
- (2) CHA's obligation to make reasonable accommodations for persons with a disability. A non-disabled family living in a unit that contains accessible features for persons with disabilities may be required to move when there is an eligible family with a disability on the waiting list, or may request a transfer to a non-accessible unit when one becomes available.

13. CONDITION OF DWELLING: By signing this Lease and the Unit Inspection Report, the Resident acknowledges that the Premises are safe, clean and in good condition, and that all appliances and equipment in the Premises are in good working order as described on the Unit Inspection Report. This report, signed by both the Resident and Landlord, is attached to this Lease as Attachment 1.

At the time of move out, the Landlord shall complete another inspection of the Premises. When the Resident notifies the Landlord of intent to vacate, the Landlord shall advise the Resident of their opportunity to participate in the move-out inspection.

All Premises and the equipment provided by Landlord shall be inspected on an annual basis or more often if CHA has reason to believe that the property and Premises are not being taken care of properly.

14. RESIDENT OBLIGATIONS. The Resident agrees to:

- a. Provide timely and accurate statements of income, assets, expenses and family composition at Admission, Interim, Special or Annual Recertifications in the Project-Based Voucher Program;
- b. Provide timely and accurate statements of income, assets, family composition and student status for the Low Income Housing Tax Credit Program at Admission, Special or Annual Recertifications;
- c. Inform Landlord of changes in student status at any time during residency;
- d. Attend all scheduled reexamination interviews and to cooperate in the verification process in all programs;

- e. Not furnish false or misleading information during the application or review process for all programs;
- f. Maintain supportive services in households where required. Families who complete the Family Self-Sufficiency (FSS) program may continue in the unit;
- g. Comply with the Section 8 Project-Based Voucher Program Statement of Family Responsibility;
- h. Abide by the State law that requires all juveniles under 16 years of age to attend school on a regular basis, unless graduated or emancipated;
- i. Voluntarily move within thirty (30) days of written notification if, in CHA's judgment, the Resident's self-reliance has deteriorated beyond the point where the scope of services offered by CHA or other health and human service agencies can assist the Resident in maintaining himself/herself;
- j. Advise Landlord if resident will be absent from the unit for more than fourteen (14) consecutive days;
- k. Move to an appropriate size unit if Landlord determines that the size of the dwelling unit is no longer appropriate to the Resident's needs. Resident will be given a reasonable time in which to move;
- l. Not permit any person, other than the owner of such wheelchair, to operate a wheelchair while in any common areas of any CHA managed premises;
- m. Pay reasonable charges for the repair of damages other than normal wear and tear to the Premises, development buildings, facilities or common areas caused by the Resident, Resident's household, guests or visitors and to do so within fourteen (14) days after the receipt of the Landlord's itemized statement of the repair charges. The Maintenance Standardized Charges is posted in the Landlord's office. If the item is not listed on the Schedule, the Resident shall be charged the actual cost the Landlord incurred;
- n. Reimburse Landlord for any bank charges to the PROPERTY EXAMPLE Housing Development Group, LP for insufficient funds checks or bank withdrawals authorized by Resident. All insufficient funds checks or bank withdrawals authorized by Resident will be assessed an additional \$15.00 insufficient funds charge upon each occurrence. Payment to CHA shall be made by the last day of the month in which the insufficiency occurred;
- o. Reimburse Landlord for late fees incurred due to late payment of rent;
- p. Keep the Premises and any other areas assigned for the Resident's exclusive use in a clean and safe condition; this includes keeping any yard space, steps, porch, balconies, and patios free of hazards, trash, litter and debris;
- q. Use all appliances, fixtures and equipment in a safe manner and only for the purposes for which they are intended;
- r. Allow Landlord to enter the unit for annual, special and housekeeping inspections after receiving 48 hours' notice of entry; allow Landlord to enter the unit for complaint inspections after receiving 24 hours' notice of entry;
- s. Not litter the grounds or common areas of the property; to store on the exterior of the unit only furniture that is designed for outdoor use, such as a BBQ grills or bicycles that are in working order, and to keep these items in a neat and orderly manner behind the leased unit.
 - (1) BBQ grills should not be placed within 10 feet of the building while in use or until the grill has completely cooled down and all fire and coals have been extinguished.
 - (2) Children's toys and bicycles should be placed in an orderly manner behind the leased unit. Playground equipment placed on property must be in safe and working condition with all parts in place.
 - (3) If a third notification from Landlord to Resident of a violation of the provisions of this subsection 14.t. is required, the violation shall be considered a major breach and violation of

the Lease, and Landlord may, as a result of such violation, initiate proceedings to terminate this Lease in accordance with paragraphs 21 and 22 of this Lease;

- t. Not place swimming pools 24 inches and/or taller on the property. All pools less than 24 inches tall shall be drained immediately after use and removed from the yard.
- u. Give the Landlord prompt notice of any defects in the plumbing, fixtures, appliances, heating equipment or any other part of the unit or related facilities;
- v. Keep or maintain any vehicle on the Premises in operating and safe condition (no major oil or fluid leaks);
- w. Maintain a valid license plate, inspection sticker, and Landlord parking permit on Resident's vehicle. Vehicles on Premises without Landlord parking permits will be towed at owner's expense. Landlord parking permits can be revoked after notice has been given. Vehicles without a Landlord parking permit, or displaying a permit that has been revoked, or a vehicle not in operating condition or safe condition in the judgment of the Landlord will be towed at owner's expense within a reasonable period of time after notice by Landlord;
- x. Not work on or repair vehicles on Landlord parking lots or streets;
- y. Not park on any Landlord lawn area; remove garbage and other waste from the Premises in a clean and safe manner including proper bagging of trash before depositing in trash chutes where applicable; and agrees not to store trash bags and garbage behind the leased unit;
- z. Not smoke or allow smoking in dwelling units, within 25 feet of playgrounds and/or in common areas in accordance with Addendum C, the Smoke-Free Housing Addendum, incorporated by reference to this lease;
- aa. Maintain the Resident's unit in a clean, neat and debris free condition, so as to not cause the Resident's unit to require ~~three (3) Housekeeping Inspections within six (6) consecutive months; it being understood that three (3) failed Housekeeping Inspections within any period of six (6) consecutive months~~ more than one (1) housekeeping inspection within twelve (12) consecutive months; it being understood that a second failed Housekeeping Inspection within any period of twelve (12) consecutive months shall be considered to be a Major Breach of this Lease, which may result in Lease termination and eviction;
- bb. Keep Resident's dwelling unit in good condition or in a condition which does not present any danger or hazard or nuisance or risk to the health or safety of Resident or a member of Resident's household, or to residents of other dwelling units, or to any guests; it being understood and agreed that Resident shall promptly notify CHA of any observed need for repairs to the dwelling unit or any other CHA property, and of any unsafe or unsanitary conditions of any dwelling unit or other CHA property;
- cc. Not install dishwashers or garbage disposals without the prior written authority of CHA;
- dd. Not tamper with or dismantle smoke detectors/carbon monoxide (CO) detectors that are installed for the protection of Resident or of Resident's dwelling unit, and which are required by federal regulations and local ordinances;
 - (1) The first (1st) offense of tampering with a smoke detector/CO detector shall result in a \$50.00 fine.
 - (2) The second (2nd) offense of tampering with a smoke detector/CO detector shall be considered to be a Major Breach and violation of this Lease which may result in Lease termination and eviction.
- ee. Not use recreational equipment in any common areas of any CHA property, development or premises, unless authorized in writing by CHA;

- ff. Use only curtains or blinds in good repair as window coverings and to not place blankets, sheets, trash bags, aluminum foil, cardboard or any other items not designed as window coverings over windows without express written permission of CHA management. If a third notification from Landlord to Resident of a violation of the provisions of this subsection 14hh is required, the violation shall be considered a major breach and violation of the Lease, and Landlord may, as a result of such violation, initiate proceedings to terminate this Lease in accordance with paragraphs 21 and 22 of this Lease;
- gg. Not undertake, or permit Resident or family or guests to undertake any hazardous acts or do anything that will damage the property;
- hh. Not destroy, deface, damage or remove any part of the Premises, common areas, or property grounds;
- ii. Not use, park or permit to be used or parked any recreation vehicles or trailers, including vehicles that are towed by another vehicle, on CHA property, without prior written authorization from the Site Manager and the Director of Safety;
- jj. Not park or permit to be parked any vehicle on any PROPERTY EXAMPLE parking lot, without a resident parking permit; it being understood that CHA will issue one (1) parking permit for one (1) vehicle for each adult (over the age of 18) Resident or member of Resident's household;
- kk. Not give accommodation to boarders or lodgers, nor allow a former resident of the Landlord who has been terminated or evicted to occupy the unit for any period of time after being notified by the Landlord that they are not allowed to do so;
- ll. Not allow individuals on the CHA trespass list entry into the leased unit or on PROPERTY EXAMPLE property after being notified that they are not allowed on the Premises;
- mm. Not permit any homeless person or person without a permanent address to stay overnight or bring personal possessions onto the property in such a manner as to create a situation where they might establish residency or create a situation of "tenancy in sufferance."
 - (1) Persons who cannot provide documentation of a permanent address are considered homeless and at risk of establishing residency as a tenant in sufferance. Documentation of a permanent address would include a current lease or utility bill in the person's name or similar proof of permanent residency.
 - (2) Affordable Housing Residents who desire to have visitors who do not have a permanent address should contact the CHA Safety Department at 573-449-1991 prior to the person coming onto CHA property to request written permission to allow the person onto CHA property. Permission will only be granted in exceptional circumstances.
 - (3) Persons without a permanent address will also be screened for prior involvement in criminal activity during the past five (5) years.
- nn. Conduct himself/herself and cause other persons on the premises with Resident's consent to conduct themselves in a manner which will not be disturbing to Resident's neighbors' peaceful enjoyment of their property and in a manner that will be conducive to maintaining the development in a decent, safe and sanitary condition;
- oo. Ensure that the Resident, all members of the household and guests do not engage in:
 - (1) Any criminal activity that threatens the health or safety, or right to peaceful enjoyment of the Landlord's housing premises by other Residents or employees of Landlord, to include, but not limited to threats to other residents or staff, peace disturbance arrest, arrest of trespassers that the resident has been informed are not allowed on the property, sexual molestation, debauchery of a minor, prostitution and other similar or related sexual misconduct, and any crime listed on the Crime Free Housing Addendum; or

- (2) Any drug-related criminal activity, misdemeanor or felony, on or off the Premises. Any criminal activity in violation of the preceding sentence shall be cause for termination of the lease, and for eviction from the unit. The term "drug-related criminal activity" means the illegal manufacture, sale, distribution, use or possession of a controlled substance or drug paraphernalia, or the possession with intent to manufacture, sell, or distribute a controlled substance or drug paraphernalia. The term controlled substance means any substance real or imitation as defined by city, state, and federal laws; or
- (3) Intentionally, knowingly or recklessly carry any deadly weapon on or about their person or display a deadly weapon in connection with a verbal or nonverbal threat of bodily harm, or shooting, throwing any object at, or otherwise damaging any property through the intentional, unintentional, reckless, careless or negligent use of any deadly weapon (with "deadly weapon" including, but not being limited to, any firearm, club, explosive, other form of weapon, knife, knuckles, BB pellets or pellet guns); not abuse alcohol to the point of interfering with the health, safety or right to peaceful enjoyment of the premises by other residents or Landlord.

15. LANDLORD OBLIGATIONS. The Landlord agrees to:

- a. Maintain the Premises and the property in decent, safe and sanitary condition;
- b. Comply with requirements of applicable building codes, housing codes materially affecting health and safety, and U.S. Department of Housing and Urban Development regulations;
- c. Make necessary repairs to the Premises;
- d. Maintain the common grounds in a reasonably safe condition, however, Landlord cannot be held responsible for inclement weather conditions which may result in safety hazards beyond control of the Landlord;
- e. Maintain in good and safe working order and condition electrical, plumbing, sanitary, heating, ventilating, and other facilities and appliances, including elevators, supplied or required to be supplied by the Landlord;
- f. Provide and maintain appropriate receptacles and facilities for the deposit of garbage, rubbish, and other waste removed from the Premises by the Resident;
- g. Supply running water and reasonable amounts of hot water and heat at appropriate times of the year (according to local customs and usage) except where heat or hot water is generated by an installation within the exclusive control of the Resident and supplied by a direct utility connection;
- h. Notify the Resident of the specific grounds for any proposed adverse action by CHA. (Such adverse action includes, but is not limited to, a proposed lease termination, transfer of the Resident to another unit, imposition of charges for maintenance and repair, or for excess consumption of utilities.)

When CHA is required to afford the Resident the opportunity for a hearing under the CHA grievance procedure for a grievance concerning a proposed adverse action:

- (1) The notice of proposed adverse action shall inform the Resident of the right to request such hearing. In the case of a lease termination, a notice of lease termination in accordance with Section 22 of the lease shall constitute adequate notice of proposed adverse action.
- (2) In the case of a proposed adverse action other than a proposed lease termination, CHA shall not take the proposed action until the time for the Resident to request a grievance hearing has expired, and (if a hearing was timely requested by the Resident) the grievance process has been completed.

The above provisions of this Section 15 notwithstanding, and any provisions of this Lease notwithstanding, Resident, members of Resident's household and Resident's guests are completely responsible for their own safety with respect to accumulations of snow, ice, water and other weather related conditions. While CHA will make a reasonable effort to remove or treat excessive accumulations of snow, ice, water and other related conditions on main walkways, of which such accumulations it has actual notice and reasonable time to remove or treat same, in due course, CHA shall not be responsible for injury to persons or damages to property caused by any such accumulations or other weather related conditions on CHA property, and Resident agrees that such shall be the case on behalf of Resident and all members of Resident's household and Resident's guests.

16. UNINHABITABLE PREMISES. If the Premises are rendered uninhabitable, regardless of cause:

- a. The Resident shall immediately notify the Landlord.
- b. The Landlord shall be responsible for repair of the unit within a reasonable time. If the Resident, household members or guests caused the damage, the reasonable cost of the repairs shall be charged to the Resident.
- c. The Landlord shall offer standard alternative accommodations, if available, when necessary repairs cannot be made within a reasonable time. Landlord is not required to offer Resident other accommodations if the hazardous condition was caused by the Resident, a member of Resident's household or guests. If the Landlord determines that the Premises are uninhabitable because of imminent danger to life, health, and safety of the Resident and alternative accommodations are refused by the Resident, this Lease shall be terminated.
- d. The Landlord shall make a provision for rent abatement in proportion to the seriousness of the damage and loss in value if repairs are not made within a reasonable time. No abatement of rent shall occur if the Resident rejects the alternative accommodations or if the Resident, Resident's household, or guests caused the damage.

17. RESTRICTION ON ALTERATIONS: The Resident shall not do any of the following without first obtaining the Landlord's written permission. Failure to obtain written permission may result in assessment of charges for damages:

- a. Dismantle, change or remove any part of the appliances, fixtures or equipment in the Premises. This includes hand-held shower heads, faucet aerators, compact fluorescent & LED light bulbs and other energy-efficient devices.
- b. Dismantle, change or remove any part of the smoke detector(s) and/or carbon monoxide detector(s) in the Premises.
- c. Paint or install wallpaper or contact paper in the Premises.
- d. Attach awnings or window guards in the Premises.
- e. Attach or place any fixtures, signs, or fences on the building(s), the common areas, or the property grounds.
- f. Attach any shelves, screen doors, or other permanent improvements in the Premises.
- g. Install or alter carpeting, resurface floors or alter woodwork.
- h. Install dishwashers, ceiling fans, heaters, garbage disposals, or air conditioners in the Premises.
- i. Place any aerials, antennas, satellite or TV dishes or other electrical, television, telephone, or cable service connections on the Premises.
- j. Install additional or different locks or gates on any doors or windows of the Premises.
- k. Operate a business as an incidental use in the Premises.

- I. Store or keep flammable or hazardous materials which are not designated by the manufacturer for use and/or storage inside the dwelling upon the Premises.

18. ACCESS BY LANDLORD: The Landlord shall provide 48 hour (two days) advance written notice to the Resident of intent to enter the Premises for the purpose of performing routine inspections and preventive maintenance, monthly pest extermination or to show the Premises for re-renting. The notice shall specify the date, estimated time, and purpose for the entry. The Resident shall permit the Landlord, Landlord's agents, or other persons when accompanied by the Landlord, to enter the Premises for these purposes. In the event that the Resident and all adult members of the household are absent from the Premises at the time of entry, the Landlord shall leave a card stating the date, time and name of the person entering the Premises and the purpose of the visit.

The Landlord may enter the Premises at any time without advance notice when there is reasonable cause to believe an emergency exists. Resident notice to Landlord for repairs shall be deemed authorization by Resident for Landlord to enter the leased premises without prior notice to make necessary repairs.

A work order request for repairs to a unit provides implies consent of entry and does not require prior written notice to the resident.

19. SIZE OF DWELLING: The Resident understands that the Landlord assigns Premises according to the Occupancy Standards published in its Administrative Plan. The Occupancy Standards consider the type (such as Premises designed for the elderly or handicapped) and size of the Premises required by the number of household members. If the Resident is or becomes eligible for a different type or bedroom-size unit and an appropriate unit under Landlord's transfer procedures becomes available, the Resident shall be given a reasonable period of time to move and a new lease will be signed. The time to move shall not exceed thirty (30) days unless an unusual hardship condition exists.

If the Landlord determines that a Resident must transfer to another unit based on family composition, the Landlord shall notify the Resident. The Resident may ask for an explanation stating the specific grounds of the determination, and if the Resident does not agree with the determination, the Resident may request a hearing in accordance with the Landlord's Grievance Procedures. A non-disabled family living in a unit that contains accessible features for persons with disabilities may be required to move when there is an eligible family with a disability on the waiting list or transfer list. If the Resident fails to move to the designated Premises within the notice period specified by the Landlord, the Landlord may terminate this lease.

20. ACCOMMODATION OF PERSONS WITH DISABILITIES: Resident may, at any time during the tenancy, request reasonable accommodation of for a household member with a disability, including reasonable accommodations so that the resident can meet lease requirements or other requirements of tenancy.

21. LEASE TERMINATION BY LANDLORD: Any termination of this Lease shall be carried out in accordance with U.S. Department of Housing and Urban Development regulations, IRS regulations, State and local law, and the terms of this Lease. The Landlord shall not terminate or refuse to renew the Lease other than for serious or repeated violation of material terms of the Lease, such as, but not limited to, the following:

- a. Failure to provide timely and accurate statements of income, assets, expenses and family composition at Admission, Interim, Special or Annual Recertifications;
- b. Failure to provide timely and accurate statements of income, assets, family composition and student status for the Low Income Housing Tax Credit Program at Admission, Special or Annual Recertifications;
- c. Failure to inform Landlord of changes in student status at any time during residency;
- d. Failure to attend scheduled reexamination interviews or to cooperate in the verification process;

- e. Furnishing false or misleading information during the application or review process;
- f. Failure to maintain supportive services in households where required;
- g. Failure to comply with the Section 8 Project-Based Housing Choice Voucher Program Statement of Family Responsibility;
- h. Termination of assistance to the family under the Section 8 Project-Based Housing Choice Voucher Program by the CHA;
- i. Resident's self-reliance has deteriorated beyond the point where the scope of services offered by the Authority and/or other health and human service agencies can assist the Resident in maintaining himself/herself;
- j. Assignment or subleasing of the premises or providing accommodation for boarders or lodgers;
- k. Use of the premises for purposes other than solely as a premises for the Resident and Resident's household as identified in this Lease, or permitting its use for any other purpose without the written permission of the Landlord;
- l. Failure to abide by necessary and reasonable rules made by the Landlord for the benefit and wellbeing of the housing development and the Residents;
- m. Failure to comply with the CHA Animal and Pet Ownership Policy;
- n. Nonpayment of rent or other charges due under the Lease (i.e. work orders, utilities), or repeated chronic late payment of rent (three times in a twelve month period);
- o. Fail to reimburse Landlord for late fees incurred due to late payment of rent;
- p. Breach of the terms of a repayment agreement entered into with CHA;
- q. Failure to pay reasonable charges for the repair of damages to the premises, property buildings, facilities or common areas;
- r. Failure to abide by applicable building and housing codes materially affecting health or safety;
- s. Failure to allow the exterminator into the unit for the monthly treatment for pest control or failure to comply with requirements for pest control treatment;
- t. Failure to allow CHA staff into the unit to complete annual, special or housekeeping inspections after receiving 48 hour notification;
- u. Failure to allow inspection of the premises;
- v. Failure to ensure the smoke detector and/or carbon monoxide detector is operational at all times;
- w. Failure to dispose of garbage, waste and rubbish in a safe and sanitary manner;
- x. Failure to maintain any yard space, steps, porch, balconies, or patios by keeping them free of hazards, trash, litter and debris;
- y. Failure to use electrical, plumbing, sanitary, heating, ventilating, air conditioning and other equipment, including elevators, in a safe manner;
- z. Failure to comply with the CHA Pest Control Policy;
- aa. Failure to comply with the CHA Smoke Free Housing Policy (Addendum C);
- bb. Acts of destruction, defacement or removal of any part of the premises, or failure to cause guests to refrain from such acts;
- cc. Failure to abide by the CHA Parking Policy;

- dd. Allowing individuals who have been terminated or evicted to occupy the unit for any period of time;
- ee. Permitting any homeless person or person without a permanent address to stay overnight or bring personal possessions onto the property in such a manner as to create a situation where they might establish residency or create a situation of “tenancy in sufferance.”
 - 1) Persons who cannot provide documentation of a permanent address are considered homeless and at risk of establishing residency as a tenant in sufferance. Documentation of a permanent address would include a current lease or utility bill in the person’s name or similar proof of permanent residency.
 - 2) Affordable Housing Residents who desire to have visitors who do not have a permanent address should contact the CHA Safety Department at 573-449-1991 prior to the person coming onto CHA property to request written permission to allow the person onto CHA property. Permission will only be granted in exceptional circumstances.
 - 3) Persons without a permanent address will also be screened for prior involvement in criminal activity during the past five (5) years.
- ff. Allowing individuals on the CHA trespass list entry into the unit or on the property after being informed they are not allowed on the premises;
- gg. Any activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other Residents or employees of the Authority, including activities listed on the Crime Free Housing Addendum;
- hh. Any violent or drug-related criminal activity on or off the premises;
- ii. Alcohol abuse that the Landlord determines interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents or Landlord;
- jj. Determination that a family member has knowingly permitted an ineligible non-citizen not listed on the lease to permanently reside in their housing unit;
- kk. Determination or discovery that a resident is a registered sex offender;
- ll. Determination or discovery that any household member has been convicted of the manufacture or production of methamphetamine in federally assisted housing.
- mm. Determination or discovery that a Resident or member of the Resident household is fleeing to avoid prosecution, or custody or confinement after conviction, for a crime, or attempt to commit a crime, that is a felony under the laws of the place from which the individual flees, or violating a condition of probation or parole imposed under federal or state law;
- nn. Any other good cause.
- oo. Breach of or failure to perform in accordance with any of the provisions of this Lease Agreement, all of which such provisions are material and are of the essence of this Lease.

The Landlord enforces the Lease in accordance with the Violence Against Women Reauthorization Act of 2013 (VAWA), which gives CHA the explicit authority to bifurcate a lease, or to remove a household member from a lease, “in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others, without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant.” The Violence against Women Act of 2013 explicitly prohibits Public Housing Authorities from considering incidents of actual or threatened domestic violence, dating violence, sexual assault or stalking as “other good cause” for terminating the tenancy or occupancy rights of the victim of such violence [24 CFR 5.2005(c)(1)]. The Landlord will pursue all such terminations in

accordance with the policies outlined in the Administrative Plan, and as prescribed by HUD. The Resident agrees to abide by the VAWA policies.

If this lease is terminated in accordance with Sections 21 and 22 of this Lease, then Resident shall immediately vacate the Premises and shall peaceably deliver possession of the Premises to the Landlord, in the condition required by this Lease, together with all keys therefor, and shall remove from the Premises all other persons occupying the Premises and Resident's possessions. Landlord shall be permitted to immediately enter into possession of the Premises subject to Section 28. The Security Deposit, if any, shall be applied by Landlord in the manner described in Section 4 of this Lease, and the balance, if any, shall be refunded to Resident within thirty (30) days after Resident returns possession of the Premises to Landlord, provided that if the Security Deposit is not adequate to pay for Resident's duties and obligations to Landlord, Resident will remain obligated to Landlord for the deficiency.

22. NOTICE OF LEASE TERMINATION: The Notice to Vacate required by State or local law may be combined with or run concurrently with a Notice of Lease Termination required by this lease. The Notice of Lease Termination from the Landlord shall be either personally delivered to the Resident or to an adult member of the Resident's family residing in the premises, or sent to the Resident by First Class Mail, properly addressed, postage pre-paid. The Landlord shall give adequate written notice of termination of the Lease as follows:

- a. A reasonable period of time, but not to exceed 30 days:
 - 1) If the health or safety of other residents, PHA employees, or persons residing in the immediate vicinity of the premises is threatened; or
 - 2) In the event of any drug-related or violent criminal activity or any felony conviction;
- b. Fourteen days in the case of nonpayment of rent or security deposit installment payments; and
- c. Thirty days in any other case, except that if a State or local law provides for a shorter period of time, such shorter period shall apply.

The notice shall specify the date the Lease shall be terminated; state the grounds for termination with enough detail for the Resident to prepare a defense; and advise the Resident of the right to reply as he or she may wish, to examine the Landlord's documents directly relevant to the termination or eviction, to use the Grievance Policy to contest the termination, and/or to defend the action in court. The Landlord shall rely solely on the grounds stated in the Notice of Lease Termination in the event eviction action is initiated.

Either of the following types of criminal activity by the Resident, any member of the household, a guest, or visitor, shall be a violation of a material term of the lease and cause for termination, and CHA shall notify the local post office that the individual or family is no longer residing there as required by HUD regulations:

- a. Any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the CHA's housing premises by other residents or employees of CHA;
- b. Any drug-related criminal activity on or off CHA's housing premises.
- c. Any violation of the Crime-Free Housing Addendum (Addendum C).

23. LEASE TERMINATION BY RESIDENT: The Resident shall give the Landlord a 60-day written notice before moving from the premises. This written notice must include two full rental periods. A rental period is defined as one full calendar month from the first day of the month to the last day of the month. If the Resident does not give the full 60-day notice, the Resident shall be liable for rent to the end of the notice period or to the date the Premises are re-rented, whichever date comes first.

24. TERMINATION OF LEASE UPON DEATH OR INCAPACITY OF RESIDENT: Upon the death of the Resident, or if there is more than one Resident, upon the death of all Residents, the Landlord shall conduct a home visit to determine if anyone is residing in the unit. Once the Landlord has confirmed the death of the Head of Household (HOH) of a single member household - documented by Obituary, Death Record, or other information obtained – Landlord shall end Resident's participation in the Project-Based Voucher Program effective as of the date of death listed in the Enterprise Income Verification (EIV) Deceased Tenants Report or the date on which the family or designee of the deceased tenant's estate returns the keys and signs a notice to vacate; or the date the lease was terminated; or the date the Landlord legally regains possession of the unit, whichever occurs first.

The Landlord may grant the designated personal representative of the Resident's estate a maximum of fourteen (14) days to remove the Resident's belongings and return possession of the unit to CHA unless the rent has been paid for the month in which the death occurs, in advance of the date of death. In those instances, the family or designee of the deceased tenant's estate should be allotted time through the end of the month in which the rent has been paid, or fourteen consecutive days from the date the PHA is notified of the death, whichever is greater.

If possession of the unit is not returned to CHA within the allotted time frame, CHA may go to court to regain possession and may end Resident's participation in the Project-Based Voucher Program on the date possession is regained. The termination of a Lease under this section shall not relieve the Resident's estate from liability either for payment of rent or other amounts owed prior to or during the allotted time frame, for court costs incurred in regaining possession of the unit, or for the payment of amounts necessary to restore the premises to their condition at the beginning of the Resident's occupancy, normal wear and tear excepted.

If during the term of this Lease the Resident, by reason of physical or mental impairment, is no longer able to comply with the material provisions of this Lease and the Landlord cannot make a reasonable accommodation to enable the Resident to comply with the Lease, then actions to terminate the lease shall be taken.

25. RESIDENT'S PERSONAL PROPERTY: The personal property of the Resident, members of the household, guests, or other persons claiming through the Resident, shall be placed on the leased premises or on any other part of the premises at the sole risk of Resident, members of the household, guests, or other persons owning the same. The Landlord shall not be liable for the loss, fire, damage, destruction, theft or any injury to such property. Resident is encouraged to obtain Renter's Insurance coverage on such personal property. Landlord does not provide storage for any personal property in buildings, garages or on parking lots.

26. PROPERTY ABANDONMENT: If the Resident and Resident's family are absent from the premises for fourteen (14) consecutive days during the lease term or any renewal period without notice of such absence to the Landlord, the leased unit may be deemed to be abandoned. Investigation by Landlord shall be documented to confirm the reasonable appearance of Resident's abandonment in that all or most of Resident's property has been removed, mail service has been forwarded, lack of phone or utilities service, and/or neighbor's knowledge that the Resident has vacated.

The Landlord will make reasonable efforts to secure the premises against vandalism and attach a notice of entry to the door of the abandoned unit. If there is no response to this notice after ten (10) days, or if all the Resident's possessions have been removed, Landlord will take possession of the unit.

If Resident fails to remove from Resident's dwelling unit, at the conclusion of the Lease Term, or upon the legal termination of the Lease or the Lease Term, any personal Property of Resident or of the members of Resident's family or household, then CHA may remove and dispose of such property, in accordance with

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prescribed orders from the 13th Circuit Court of Boone County, Missouri. In this event, the CHA shall have no liability, obligation or responsibility to Resident or the members of Resident's household for the disposition of such property.

27. DELIVERY OF NOTICES:

- a. Notice by Landlord: Any notice from the Landlord shall be in writing and either personally delivered to the Resident or to an adult member of the Resident's family residing in the premises, or sent to the Resident by first-class mail or may be affixed to the front door of Resident's dwelling unit, if no one appears to be present in the dwelling unit. If the resident is visually impaired or has a disability which precludes providing a written notice, notices shall be in accessible format.
- b. Notice by Resident: Any notice to the Landlord shall be in writing, and either personally delivered to the Landlord at the Landlord's Office, or sent to Landlord by first-class mail, postage pre-paid and addressed to: The Columbia Housing Authority, 201 Switzler Street, Columbia MO 65203. If the resident is visually impaired or has a disability which precludes providing a written notice, notices shall be in accessible format.

28. GRIEVANCES: All disputes concerning the obligations of the Resident shall be resolved in accordance with the Grievance Procedures policy adopted by Landlord, which shall be posted in a conspicuous manner in the Management Offices. The Grievance Procedures are incorporated herein by reference as Attachment 2.

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

- a. In addition to reasons that require an opportunity for an informal hearing given in 24 CFR Section 982.555(a)(1)(i)-(vi), an opportunity for an informal hearing must be given to residents for any dispute that a resident may have with respect to a Project Owner action in accordance with the individual's requirements that adversely affect the resident's rights, obligations, welfare, or status.
 - 1) For any hearing required under 24 CFR Section 982.555(a)(1)(i)-(vi), the contract administrator will perform the hearing, as is the current standard in the program. The hearing officer must be selected in accordance with 24 CFR Section 982.555(e)(4)(i).
 - 2) For any additional hearings required under RAD, the Project Owner will perform the hearing.
- b. There is no right to an informal hearing for class grievances or to disputes between residents not involving the Project Owner or contract administrator.
- c. The Project Owner gives residents notice of their ability to request an informal hearing as outlined in 24 CFR Section 982.555(c)(1) for informal hearings that will address circumstances that fall outside of the scope of 24 CFR Section 982.555(a)(1)(i)-(vi).
- d. The Project Owner provides opportunity for an informal hearing before an eviction.

When the CHA is required to afford the Resident the opportunity for a hearing in accordance with the CHA's Grievance Procedure for a grievance concerning the lease termination, the tenancy shall not terminate (even if any notice to vacate under State or local law has expired) until the time for the Resident to request a grievance hearing has expired, and (if a hearing was timely requested by the Resident) the grievance process has been completed.

Before the Landlord shall schedule a Formal Grievance Hearing for any grievance concerning the amount of rent the Landlord claims is due, the Resident must first bring his or her rent account current by paying to the Landlord an amount equal to the amount of rent due and payable as of the first of the month preceding the month in which the act or failure to act took place. After the hearing is scheduled, the Resident shall continue to deposit this same monthly rent amount into the Landlord's escrow account until the complaint is resolved by the decision of the hearing officer or panel.

When the Landlord is not required to afford the resident the opportunity for a hearing under the Landlord's Grievance Procedure for a grievance concerning the lease termination, and the Landlord has decided to exclude such grievance from the Landlord's Grievance Procedure, the notice of lease termination under Section 22 shall:

- a. State that the resident is not entitled to a grievance hearing on the termination.
- b. Specify the judicial eviction procedure to be used by the Landlord for eviction of the resident, and state that HUD has determined that this eviction procedure provides the opportunity for a hearing in a court that contains the basic elements of due process as defined in HUD regulations.
- c. State whether the eviction is for a criminal activity or drug-related criminal activity.

29. DISCRIMINATION PROHIBITED: The Landlord shall not discriminate based upon race, color, creed, religion, national origin, gender, gender identity, sexual orientation, marital status, age, handicap or disability, familial status, or recipients of public assistance and shall comply with all nondiscrimination requirements of Federal, State and local law.

30. PROVISIONS FOR MODIFICATIONS: Modification of the Lease shall be accomplished by a written rider executed by both parties except for the posting of policies, rules, and regulations incorporated herein by reference. Where a conflict exists between provisions between this lease and policies incorporated herein by reference, the provisions of this lease will prevail.

ATTACHMENTS TO THE LEASE: The Resident certifies that he/she has received a copy of this Lease and the following Attachments to this Lease, and understands that these Attachments are part of this Lease.

- ADDENDUM "A" - Schedule of Rent Changes and Renewal of Lease
- ADDENDUM "B" – Crime Free Housing Lease Addendum
- ADDENDUM "C" – Smoke-Free Housing Lease Addendum
- ADDENDUM "D" – Resident Pest Control Lease Addendum
- Low-Income Housing Tax Credit Lease Addendum - Exhibit O
- Project-Based Voucher Program Lease Addendum
- Rental Assistance Demonstration (RAD) Program Rider
- HOME Program Lease Addendum
- ATTACHMENT 1 - Unit Inspection Report
- ATTACHMENT 2 - Grievance Procedure posted and incorporated herein by reference
- ATTACHMENT 3 – Administrative Plan posted and incorporated herein by reference
- ATTACHMENT 4 - Animal and Pet Ownership Policy posted and incorporated herein by reference

IN WITNESS WHEREOF, the parties have executed this Lease Agreement this ____, day of _____
202 at Columbia, Missouri.

Columbia Housing Authority
201 Switzler Street, Columbia, MO 65203

Housing Manager

Resident

Head of Household

Spouse, Co-head or Other Adult

Other Adult

Other Adult

Other Adult

Other Adult

Conservator or Guardian

ADDENDUM "A"

SCHEDULE OF RENT CHANGES AND RENEWAL OF LEASE

The monthly rental rate on the leased Premises as adjusted by reason of changes provided in Section 10 above is as follows:

Resident Portion of Monthly Rent	Section 8 PBV Portion of Monthly Rent	Total Monthly Rent Amount	Effective Date of Change in Rent	Resident Signature	Landlord Signature

ADDENDUM “B”
LEASE ADDENDUM FOR CRIME-FREE HOUSING

All persons living in federally assisted housing deserve to live in safe and crime-free neighborhoods, free from violent and drug-related criminal activity and other crimes that threaten their health, safety, and peaceful enjoyment of their dwelling.

Therefore, in consideration of the execution or renewal of the lease of the dwelling unit identified in the lease, the owners and tenants agree as follows:

The **tenant**, any **members of the tenant’s household**, or any **guest** or other person under the tenant’s control **shall not engage** in the commission of any criminal acts and/or conspiracy or attempt to commit any criminal acts **on or off their leased premises at any time**. Criminal activity threatens everyone in the community and engagement in such activity creates an unsafe environment for everyone regardless of where the crime occurs.

The prohibited criminal acts are outlined below as defined in the Revised Statutes of Missouri (RSMo) and/or similar offenses defined in Chapter 16 Code of Offenses of the Code of Ordinances of the City of Columbia, Missouri. Such offenses include but are not limited to the following criminal acts as defined in the aforementioned criminal codes of the State of Missouri and the City of Columbia, Missouri:

1. **ALL VIOLENT CRIMINAL ACTIVITY** and crimes of violence including but not limited to the following criminal offenses and/or violations as defined in RSMo Chapter 565 Offenses Against the Person:

- Murder
- Kidnapping
- Stalking
- Manslaughter
- Felonious Restraint
- Invasion of Privacy
- Unlawful Endangerment
- False Imprisonment
- Violation of the Infant’s Protection Act
- Domestic Assault
- Elder Abuse
- Assault
- Harassment
- Vulnerable Person Abuse
- Tampering with a Prescription or a Drug Prescription Order

2. **ALL DRUG-RELATED CRIMINAL ACTIVITY**, drug and solvent related offenses and other offenses including but not limited to the following drug and solvent related offenses and/or violations as defined in RSMo Chapter 195 Drug Regulations and RSMo Chapter 578 Miscellaneous Offenses. “Drug-related criminal activity” means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use, of a controlled substance (as defined in Section 102 of the Controlled Substance Act 21 & U.S.C. 802).

- Possession of a Controlled Substance
- Trafficking Drugs
- Unlawful Use of Drug Paraphernalia
- Unlawful Endangerment of Property
- Distribution, Delivery, Manufacture or Production of a Controlled Substance
- Fraudulently Attempting to Obtain a Controlled Substance
- Possession of an Imitation Controlled Substance
- Delivery or Manufacture of an Imitation Controlled Substance
- Creation of a Controlled Substance
- Possession of Anhydrous Ammonia
- Inhalation or Inducing Others to Inhale Solvent Fumes
- Possession, Purchase, Selling or Transferring Solvents to Cause Certain Reactions

3. **ALL SEXUAL OFFENSES** and pornography and related offenses including but not limited to the following criminal offenses and/or violations as defined in RSMo Chapter 566 Sexual Offenses, RSMo Chapter 573 Pornography and Related Offenses as well as indecent exposure as defined in Chapter 16 City Code of Ordinances:

- Forcible Rape
- Attempted Forcible Rape
- Statutory Rape
- Enticement of a Child
- Trafficking for the Purpose of Slavery
- Sexual Exploitation of a Child
- Promoting Child Pornography
- Trafficking for the Purpose of Sexual Exploitation
- Sexual Assault
- Forcible Sodomy
- Statutory Sodomy
- Promoting Obscenity
- Sexual Trafficking of a Child
- Promoting on-line sexual solicitation
- Possession of Child Pornography
- Child Molestation
- Deviate Sexual Assault
- Sexual Misconduct

4. **ALL CRIMES OF ROBBERY, ARSON, BURGLARY**, and other related offenses including but not limited to the following criminal offenses and/or violations as defined in RSMo Chapter 569 Robbery, Arson, Burglary and Related Offenses:

- Robbery
- Arson
- Knowingly Burning or Exploding
- Reckless Burning or Exploding
- Negligent Burning or Exploding
- Tampering
- Property Damage
- Trespass in the First Degree
- Burglary
- Possession of Burglar's Tools

5. **ALL CRIMES OF FELONY STEALING** and other related criminal offenses including but not limited to the following criminal offenses and/or violations as defined in RSMo Chapter 570 Stealing and Related Offenses:

- Felony Stealing
- Stealing, Third Offense
- Felony Receiving Stolen Property
- Forgery
- Felony Identity Theft
- Trafficking in Stolen Identities

6. **ALL CRIMES OF ARMED CRIMINAL ACTION**, unlawful use of weapons, and other related weapon offenses including but not limited to the following criminal offenses and/or violations as defined in RSMo Chapter 571 Weapons Offenses.

- Armed Criminal Action
- Unlawful Use of Weapons
- Defacing Firearm
- Possession of Firearm Unlawful for Certain Persons
- Unlawful Possession of an Explosive Weapon
- Unlawful Transfer of Weapons
- Transfer of Concealable Firearms
- Possession of a Defaced Firearm

7. **ALL CRIMES AGAINST THE PUBLIC ORDER** including rioting, peace disturbance, unlawful assembly, refusal to disperse, and other offenses including but not limited to the following criminal offenses and/or violations as defined in RSMo Chapter 574 Offenses Against the Public Order:
 - Unlawful Assembly
 - Refusal to Disperse
 - Institutional Vandalism
 - Rioting
 - Money Laundering
 - Making a Terrorist Threat
 - Promoting Civil Disorder in the First Degree
8. **ALL CRIMES OF PROSTITUTION** and other related offenses including but not limited to the following criminal offenses and/or violations as defined in RSMo Chapter 567 Prostitution:
 - Prostitution
 - Patronizing Prostitution
 - Promoting Prostitution
9. **ALL CRIMES OF DOMESTIC ASSAULT**, violations of protective orders, stalking, abandonment of a child, endangering the welfare of a child, and abuse of a child and other offenses including but not limited to the following criminal offenses and/or violations as defined in RSMo Chapters 455 Abuse-Adults and Children, 565 Offenses against the Person, and 568 Offenses against the Family:
 - Violation of Full or ex parte order of protection, abuse or stalking
 - Domestic Assault
 - Harassment
 - Felonious Restraint
 - Elder Abuse
 - Vulnerable Person Abuse
 - Stalking
 - Abandonment of a Child
 - Endangering the Welfare of a Child
 - Trafficking in Children
 - Promoting or Using a Child in a Sexual Performance
10. **ALL CRIMINAL STREET GANG ACTIVITY** and other offenses including but not limited to the following criminal offenses and/or violations as defined in RSMo 578 Miscellaneous Offenses:
 - Participating knowingly in criminal street gang activities
 - Crimes committed to promote or assist criminal conduct by gang members
11. **CHRONIC AND PERSISTANT DWI** and all felony offenses of aggravated, chronic, persistent and prior offenders involving drug or alcohol-related intoxication-related traffic offenses as defined in the RSMo Chapter 577 Section 577.023
12. **ANIMAL ABUSE** and all felony offenses involving animal fighting and animal abuse and neglect in RSMo Chapter 578.

The tenant, any member of the tenant's household, or a guest or other person under the tenant's control shall not engage in any act intended to facilitate criminal activity, including violent or drug-related criminal activity, at any location.

The tenant or members of the household will not permit the dwelling unit to be used for or to facilitate criminal activity, including violent or drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household or a guest.

VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL VIOLATION OF THE LEASE AND GOOD CAUSE FOR TERMINATION OF TENANCY.

A single violation of any of the provisions of this Crime-Free Lease Addendum shall be deemed a serious violation and a material noncompliance with the lease. It is understood and agreed that a single violation shall be good cause for termination of the lease. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by preponderance of the evidence.

In case of conflict between the provisions of this Crime-Free Housing Addendum and any other provisions of the lease, the provisions of this addendum shall govern.

This Crime-Free Lease Addendum is incorporated into the attached lease, executed or renewed this day, between Owner and Tenant.

Tenant

Date

Owner/Landlord

Date

LEASE ADDENDUM "C"
Smoke Free Housing Lease Addendum

1. **Purpose of Smoke-Free Policy.** The purpose of the Smoke-Free policy is to protect everyone's right to choose whether or not to smoke and to protect the interiors of buildings from damage caused by smoking. Smoking is not allowed inside any CHA-owned property, within a certain distance from public exterior entrances and around playgrounds. This policy will take effect agency-wide May 1, 2015. Failure of any resident to follow the smoke-free policy will be considered a lease violation.
2. **Definition of Smoking.** The term "smoking" means inhaling, exhaling, breathing or carrying any lighted cigar, cigarette, hookah, e-cigarette or other tobacco product, incense or similar lighted product in any manner in any form.
3. **The CHA to promote Smoke-Free Policy.** "No Smoking" signs will be posted in the lobbies, in the entrances to the buildings, on the stairwell doors and across from the elevator doors at the high rises. "No Smoking" signs will be posted at the playgrounds and common areas. Smoke Free Building signs will be affixed to family site townhomes.
4. **Smoking Areas.** Smoking outside the buildings is limited to at least 20 feet away from public entrances and will be marked at each high rise and common area. At family sites, residents are asked to be considerate of open windows and doors when choosing where to smoke outside. Signage will be posted prohibiting smoking within 25 feet of playgrounds.
5. **Resident to Promote Smoke-Free Floors Policy and to Alert Management of Violations. Resident shall inform Resident's guests of the Smoke-Free policy.** If residents smell smoke in any place in the smoke-free areas, they are encouraged to report this to the Site Manager as soon as possible and identify the location. Management will seek the specific source of the smoke and take appropriate action.
6. **The CHA Not a Guarantor of Smoke-Free Environment.** The CHA's adoption of a smoke-free living environment and the efforts to designate CHA property as smoke-free, do not make the CHA or any of its managing agents the guarantor of the resident's health or of the smoke-free condition of the resident's unit and the common areas. However, the CHA will take reasonable steps to enforce the smoke-free terms of its leases. The CHA is not required to take steps in response to smoking unless the CHA knows of said smoking or has been given written notice of said smoking.
7. **Other Residents are Third-Party Beneficiaries of Resident's Agreement.** The Resident agrees that the other residents in CHA-owned properties are the third-party beneficiaries of the Resident's smoke-free addendum agreements with the CHA. (In layman's terms, this means that the Resident's commitments in a lease addendum are made to the other residents as well as to the CHA.) A resident may sue another resident for an injunction to prohibit smoking or for damages, but does not have the right to evict another resident. Any suit between residents herein shall not create a presumption that the CHA breached any lease addendum.
8. **Effect of Breach and Right to Terminate Lease.** A breach of this Lease Addendum shall give each party all the rights contained herein, as well as the rights in the lease. A material breach of this

addendum shall be a material breach of the lease and grounds for immediate termination of the lease by the CHA.

9. **Violation of Smoke-Free Policy.** A resident household will be determined to be in violation of the policies if:

- Staff witnesses a tenant, tenant's guest, family member, service provider or other person smoking or using incense inside a CHA-owned property.
- Staff witnesses a lighted smoking product in an ashtray or other receptacle inside a CHA-owned property.
- Damages to the interior of CHA-owned property that are the result of burns, nicotine stains and/or ashes caused by smoking products.
- Repeated reports to staff of violations of this policy by third parties.
- Clogged plumbing caused by a smoking product or products.

10. **Notification of Violation of Lease.** Violation notices will be issued in accordance with the HUD-approved lease as follows:

- **First Offense:** Staff will send the resident a gentle reminder of the smoking ban, including a copy of the lease addendum, and inform the resident of the smoking cessation resources the agency has available.
- **Second Offense:** A mandatory fine of \$50.00 would be charged to the tenant's account and staff will send the resident a notice of a mandatory conference to discuss the policy and repeated violations. Property management and resident services staff will be present to assist the resident in developing strategies to help them comply with the policy in order to safeguard their housing. If the resident fails to attend the conference, he/she will receive a lease violation notice per CHA policy.
- **Third Offense:** Staff will send a 30-day notice of termination of housing – with option to remedy, information on the grievance policy and information on smoking cessation materials
- If resident does not comply, CHA will proceed with eviction.

CHA will work closely with the Resident Services Coordinator and the Boone County/Columbia Health Department throughout the enforcement process, referring those residents who would like extra assistance in finding services to organizations as applicable.

11. **Disclaimer by the CHA.** The resident acknowledges that the CHA's adoption of a smoke-free living environment and the efforts to designate the specific locations as smoke-free do not in any way change the standard of care that the CHA or managing agent would have to a resident household to render buildings and premises designated as smoke-free any safer, more habitable, or improved in air quality standards than any other rental premises. The CHA specifically disclaims any implied or express warranties that the building, common areas or resident's premises will have any higher or improved air quality standards than any other rental property. The CHA cannot and does not warranty or promise that the rental premises or common areas will be free from secondhand smoke. Resident acknowledges that the CHA's ability to police, monitor, or enforce the agreements of this addendum is dependent in significant part on voluntary compliance by Resident and Resident's guests. Residents with respiratory ailments, allergies or any other physical or mental condition relating to smoke are put on notice that the CHA does not assume

any higher duty of care to enforce this addendum than any other landlord obligation under the lease.

12. New residents will be given a copy of the smoking policy. After review, the resident will sign the form and signed copy will be scanned into the resident's file.
13. Upon adoption of this policy, all current residents of properties covered by this policy will be given a copy of the policy. After review, the resident will sign the form and return it to the Manager's office, where it will be scanned into the tenant's file and returned to the tenant.

**HOUSING AUTHORITY OF THE
CITY OF COLUMBIA, MISSOURI**
201 Switzler Street
Columbia, MO 65203

Housing Manager

RESIDENT :

Head of Household

Spouse or Co-Head

Other Adult

Other Adult



PROPERTY EXAMPLE Housing Development Group, LP

An Affordable Housing Property Managed by the Columbia Housing Authority

201 Switzler Street, Columbia, MO 65203

Office: 573.443.2556 ♦ TTY Relay 800.735.2966 ♦ Fax: 573.441-0206 ♦ www.ColumbiaHA.com

ADDENDUM "D"

Resident Pest Control Lease Addendum

Cockroaches and bed bugs are the two most common pests in CHA housing. Infestations of either pest can cause health problems. Children in low-income families are more likely to suffer from asthma than other children and one of the biggest triggers of asthma is cockroaches. Bedbugs cause both children and adults to suffer from itchy allergic reactions and loss of sleep. CHA practices Integrated Pest Management (IPM), a method of pest control which prevents and treats pest infestations by combining:

- Good housekeeping
- Regular pest inspections
- Quick reporting of pest sightings
- Minimal use of pesticides
- Prompt communication between residents, management and the pest control company

Older methods of pest control relied on heavy use of chemical pesticides which we now know can cause health problems for residents, especially infants, children and persons with respiratory ailments. If residents practice good housekeeping to prevent pests and quickly notify their managers at the first sign of bugs or rodents, we can get rid of pests using fewer chemicals. The whole system depends on each partner – resident, manager and pest control professional – doing their part. This addendum specifically lists the actions residents need to take to protect their families from pest infestations and to support treatment if pest infestations occur. These actions will be considered "requirements for pest control treatment" as addressed in the lease, section 21.s:

"21. LEASE TERMINATION BY LANDLORD: Any termination of this Lease shall be carried out in accordance with U.S. Department of Housing and Urban Development regulations, State and local law, and the terms of this Lease. The Landlord shall not terminate or refuse to renew the Lease other than for serious or repeated violation of material terms of the Lease, such as, but not limited to, the following:

S. failure to allow the exterminator into the unit for the monthly treatment for pest control or failure to comply with requirements for pest control treatment;"

Pest control is a health issue and failure to perform these actions will be considered lease violations. CHA managers will not come every day to see if residents are feeding and watering cockroaches. Cockroaches will come every day to see if they are feeding and watering cockroaches!

Prevention

Resident agrees to perform the following actions to help prevent pest infestation:

- Keep sink and counters free from dirty dishes (daily)
- Keep kitchen trash containers covered

- Report any water leaks to maintenance immediately
- Keep clothing and bedding off floors – don't pile up clothes or bedding
- Clean up food and drinks daily – don't feed the bugs
- Follow the 50% rule: only bring in half as much furniture and items as the unit will hold
- Have managers or maintenance check any used furniture for bugs *before* you bring it inside
- Run second-hand clothes through a hot dryer for 25 minutes before taking it inside
- Do not bring *anything* taken from a dumpster, the curb or otherwise set out for trash into your home
- Allow pest control staff into your home to inspect for bed bugs and roaches when notified at least 48 hours in advance (you do not have to be home for this)
- Report any pests you see to management immediately
- If mattress covers are installed on your mattresses, *do not remove them!*
- Do not allow friends or family who have bed bugs to come inside your home until after they have been treated for bed bugs
- These prevention actions are not new to the lease; see sections 14a, 14s, 14aa and 14bb.

"I understand that I am required to take these actions as my contribution to pest control. I understand that my failure to perform these actions will be considered a serious lease violation and my housing may be at risk. I understand and will do my part to keep my home pest-free."

Resident's Signature

Date

Treatment

If you do experience an infestation of pests, CHA and our pest control company will quickly arrange treatment. CHA will pay for the pest control treatment, but you have to help make that treatment a success.

Resident agrees to perform the following actions to assist with pest control treatments:

- Do not enter other CHA apartments and common areas until after your treatment
- Follow the directions from the pest control company to prepare for treatment
- Realize that the pest control company and/or CHA will photograph the infestation and existing condition of the apartment. Logs, documents and pictures will be kept on file to track the process to eliminate bed bugs or roaches in your apartment.
- Let Resident Services or your manager know as soon as possible if you need assistance
- If you have to do laundry as part of treatment, seal laundry in plastic bags to transport to the Laundromat. Keep clean clothes separate from dirty clothes. *If you mingle dirty and clean laundry, CHA will not pay for your laundry.*
- CHA will provide money to run clean clothes through the dryer. You are responsible for the costs of doing your dirty laundry. You are also responsible for the costs of any dry cleaning.
- Place any items you want to throw away in sealed plastic garbage bags and take them to the dumpster

- *Do not* drag mattresses out of your unit; we will encase them in bed-bug proof covers that prevent bugs living inside the mattress from escaping.
- *Do not* remove CHA-installed mattress covers from mattresses. You will be charged for replacement of the mattress cover if it is missing or damaged after it has been installed. The bed covers for twin size cost \$62.47, full/double size \$64.95, queen size \$74.95 and king size \$84.95 each. **If you have box springs all of these need to be multiplied by 2. So a twin with both mattress and box springs will have two covers for a total of \$124.94.** These amounts are estimates at the time of the signing of this addendum; resident will pay actual CHA cost for the mattress covers.
- Be ready on time the day of treatment. If the pest control company refuses to treat because you are not ready, you shall be charged the rescheduling fee (\$125.00).
- Allow the pest control company into your home at the time and date of treatment.

"I understand that I am required to take these actions as my contribution to pest control. I understand that my failure to perform these actions will be considered a serious lease violation and my housing may be at risk. I understand and will do my part to keep my home pest-free."

Resident's Signature

Date

I have read and understood this Resident Pest Control Addendum. I agree to follow these procedures and take any other actions that the Columbia Housing Authority decides are necessary to control and prevent my residence and other housing authority properties from infestation by bed bugs and other pests. I understand that as Head of Household I am responsible under the lease for the actions of other household members, guests and visitors.

I agree to cooperate with my CHA property manager and maintenance staff, the resident services staff and the pest control company staff in properly treating my residence for beg bugs and other pest infestations. I agree that it is my responsibility to help maintain my residence in a manner to prevent future infestations. I hold CHA harmless of any damages to personal property as a result of the pest control treatment. I understand that CHA strongly encourages residents to purchase renter's insurance to protect their belongings.

I understand that failing to take the Prevention and Treatment actions above may result in the termination of my housing lease and the loss of my housing assistance.

Resident's Signature

Date

Property Manager's Signature

Date

(Note: Print, sign and attach current LIHTC, HOME and Project-Based Voucher Program lease addenda, RAD PBV Lease Rider and Section 8 Project-Based Voucher Program Statement of Family Responsibility to lease.



Housing Authority of the City of Columbia, Missouri

Board Resolution

RESOLUTION 2986

Authorizing the Chief Executive Officer New Standardized Housekeeping Provisions for CHA Tenant Leases.

WHEREAS, The Columbia Housing Authority (CHA) updates tenant lease provisions and policies from time to time to ensure effective and efficient operations; and

WHEREAS, The CHA's tenant lease provisions for housekeeping exist to help ensure a safe and healthy living environment for participants and to maintain quality affordable housing; and

WHEREAS, The CHA Resident Advisory Board (RAB) provides CHA residents and program participants the opportunity to review and provide comments on CHA operations and policies, and

WHEREAS, The CHA Board of Commissioners desire increased housekeeping standards for CHA residents, while also maintaining services available to residents to assist with cleaning and other household basic needs; and

WHEREAS, The CHA RAB voted unanimously on April 25, 2025, in support of updated CHA tenant lease provisions regarding housekeeping requirements.

WHEREAS, The CHA Board of Commissioners authorizes updating standardized tenant lease language to allow for only one housekeeping violation within a one year period prior to a more significant enforcement action; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Columbia, Missouri, hereby adopts Resolution 2986 authorizing updated standardized tenant lease provisions for housekeeping and to execute such documents and take such other actions as are appropriate for existing and new CHA tenants.

Bob Hutton, Chair

Randy Cole, Secretary
Adopted May 21, 2025



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

To: All CHA Employees

From: CEO and Directors

Date: May 21, 2025

Subject: Draft-CHA Operational Plan on Interactions with ICE and Immigration Enforcement

Overview

As federal immigration enforcement activities increase across the country, the Columbia Housing Authority (CHA) acknowledges the potential for more frequent interactions between employees, residents, and federal immigration authorities, including Immigration and Customs Enforcement (ICE). This operational policy outlines CHA's approach to these interactions and provides clear guidance for staff to ensure legal compliance, resident support, and workplace safety.

Core Values

CHA's operational response is grounded in the following core principles:

- **Legal Compliance:** Full adherence to federal, state, and local laws, as well as applicable CHA Personnel Policy and employee fiduciary responsibilities.
- **Resident Rights:** Protection of resident privacy, civil rights, and access to accurate information.
- **Respectful Collaboration:** Maintaining professionalism and lawful cooperation with federal, state, and local law enforcement agencies.
- **Employee Safety and Wellness:** Prioritizing the safety, security, and well-being of all CHA staff.

Pre-Enforcement Preparedness

1. Resident Education and Legal Support

CHA Resident Services will distribute Know Your Rights materials and provide multilingual resources, including referrals to local legal aid organizations.

2. Training on Warrants and Legal Requests

CHA Directors will receive training to distinguish between:

- Judicial Warrants (signed by a judge, required for lawful entry or search), and
- Administrative Warrants (issued by ICE, which do not grant entry rights to private places without consent).

3. Confidentiality of Resident Information

All staff must comply with the Privacy Act and relevant confidentiality laws, ensuring no resident or applicant data is collected, shared, or retained improperly. No information shall be released without a valid judicial order or legal obligation.

4. Private Property Signage and Office Access

Site managers must ensure private property signage is posted in a manner to designate spaces off limits to the public and non-CHA representatives. Access to CHA participant files and documents by outside entities including law enforcement entities requires a valid judicial order.

5. After-Hours Notification Protocol

On-call Maintenance staff shall make efforts to immediately inform the Director of Facilities and Modernization, Director of Safety, other Director, or CEO if enforcement actions are observed or reported outside of regular business hours (8:00 a.m. – 5:00 p.m.).

CHA Operational Plans During Enforcement Interactions

1. Immediate Response Protocol

In the event of an enforcement interaction:

- Remain calm, courteous, and professional.
- Immediately notify your Department Director, another Director, or the CEO.
- Employees shall not physically intervene in any enforcement actions.
- Do not grant access or release any information without review and approval by a director or the CEO.
- On-duty Safety staff and Directors shall make efforts to document the officers' names, badge numbers, and agencies requesting information or entry.

2. Warrant Verification

Only trained Directors may review and validate any presented warrant. Entry to CHA facilities or access to documents must not be granted unless a valid judicial order is confirmed.

3. Non-Retaliation Assurance

Employees will not be subject to disciplinary action for decisions made in good faith during interactions with law enforcement officials—particularly in circumstances involving perceived or actual threats of enforcement.

Final Note

This policy is designed to support CHA employees in navigating sensitive and often high-pressure situations while upholding the rights of CHA residents, partnering with law enforcement entities and fulfilling the legal obligations of the Authority. For questions or additional guidance, please contact your Department Director or the CEO.



Housing Authority of the City of Columbia, Missouri

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Department Source: Finance

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: January 15, 2025

Re: Year to date financials through November 30, 2025

Executive Summary

This report includes financial statements for the CHA entities for the first quarter of FY 2025 January 1, 2025 thru March 31, 2025.

Discussion

Financial Report Summary

Year-to-Date (YTD) through March 31, 2025

Key Financial Highlights:

- **Total Revenues:** \$4,751,896
- **Total Expenditures:** \$5,376,903
- **Net Loss (Including Depreciation and Amortization):** (\$625,007)
- **Net Income (Before Depreciation, Amortization):** (\$104,944)

A summary of core CHA funds is as follows:

Public Housing Fund

- Total net gain/loss was (\$82,304). This amount will improve in the second quarter, as HUD released FY 2025 capital fund awards on May 13, 2025. CHA will draw down \$361,604 in the second quarter, which will improve the net gain/loss. Occupancy is also running significantly lower due to planned RAD conversion and renovation efforts. AMP 1 Utilities are 40% over budget and staff are reviewing both costs and budget assumptions. Further information will be provided at the meeting.

Affordable Housing Development

- Total net gain/loss was (\$28,525). CHA will receive additional revenue totaling approximately \$200,000 upon closing at Park Avenue, and additional funds will be received as upon lease up and stabilization at the Kinney Point project, totaling approximately \$238,000.

Central Office Cost Center

- Total net gain/loss was (\$22,340). An additional \$36,604 in revenue will be received in 2nd quarter for admin fees associated with the capital fund draw down, which will improve net gain/loss. The COCC account balance is sufficient at \$300,068.31 as of 5/16/25. Staff will continue to monitor COCC administrative cost allocations.



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LIHTC Properties

LIHTC properties are performing sufficiently in terms of revenues and expenses. Stuart Parker, Patriot Place and Bryant Walkway II are performing well; however, some expenses have impacted BWW and Oak Towers. CHA staff continue to monitor expenses on all LIHTC properties monthly. Insurance costs continue to be the most significant challenge. A summary of LIHTC property performance is as follows:

Property	Revenue Variance Under Budget	Expense Variance Over Budget	Operating Revenue Over Operating Expense-Variance
Stuart Parker	Vacancy loss: (15,175) Total Revenue: (2,482)	Total Utilities: 3,363	\$25,825
Bear Creek	*	Other Administrative: \$1,227	\$28,068
Oak	*	Legal: \$706 Electricity: \$4,002 Maint. Labor: 7,140 Maint. Materials & Other: \$3,128 Insurance: \$16,162	(16,433)
MMV (Patriot)	*	Office Expense: \$709 Gas: \$954 Maint. Materials & Other: \$288 Insurance: \$3,837	\$169
BWW	Vacancy loss: (5,785)	Legal Expense: \$220 Water: \$506 Maint. Oper. Contracts: \$1,972 Insurance: \$9,100	(\$19,633)
BWWII	*	Water: \$1,718 Sewer: \$1,771 Insurance: \$3,667	(\$46)

Housing Choice Voucher (HCV)

- The HCV fund had a net gain/loss of (\$109,579) in the first quarter of FY 2025. This is a result of HUD calculating Housing Assistance Payments (HAP) based on previous months' costs, while CHA has been experiencing increases as it moves forward. HAP specific expenditures exceeded HAP revenues by (\$89,288.85) YTD through March 31; however, CHA has not been issuing vouchers and projects this number to trend downward to (\$22,189.99) for through May 31, 2025.
- HCV earned \$337,580 in Administrative Fees and there were \$358,405 in Total Operating Expenses. A true up of 2024 fees is anticipated to be received in 2nd quarter of 2025, which will narrow or eliminate this gap, however staff will continue to monitor.
- CHA has no current plans to open its waitlist until 2027 due to high voucher utilization rates, increasing costs, and decreasing attrition rates.

CHALIS

- Resident Services has maintained continued success in maintaining or increasing revenues while managing expenses.
- CHALIS currently maintains excess operating revenues over expenses of (\$12,337) through first quarter, and grant reimbursements were in the process to narrow this gap.



Housing Authority of the City of Columbia, Missouri

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Administration

- Total YTD Revenue - \$481,748, and budget is \$513,660.
- Total YTD Expenses - \$450,997 and budget is \$474,014

Recommended Commission Action

Review and consider the report.



Housing Authority of the City of Columbia, Missouri

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MONTHLY FINANCIAL STATEMENTS

(unaudited)

March 31, 2025

Fiscal Year End
December 2025
Month 3 of 12

as submitted by:

Debbi Simmons, Senior Accountant
Housing Authority of the City of Columbia, MO

Columbia Housing Authority Entity Wide Revenue and Expense Summary																				
	Public Housing Projects	Affordable Housing Projects	Housing Choice Vouchers	FSS Forfeitures	Mainstream Vouchers	Emergengy Housing Vouchers	Continuum of Care Vouchers	TBRA Vouchers	ROSS Grants	CHALIS	Columbia Communtty Housing Trust	Affordable Housing General Partners	Affordable Housing Development	CHA Business Activities	CHA Central Office	Subtotal	ELIM	Total		
Tenant Rental																				
Revenue	\$ 124,308	\$ 586,341	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,999	\$ 3,690	\$ -	\$ -	\$ -	\$ -	\$ 724,338	\$ -	\$ 724,338		
Rental Subsidies		633,636	-	-	-	-	-	-	-	-	-	-	-	-	-	633,636	(633,636)	-		
Vacancy Loss	(45,388)	(59,068)	-	-	-	-	-	-	-	-	-	-	-	-	-	(104,456)		(104,456)		
Net Rental	78,920	1,160,909	-	-	-	-	-	-	-	9,999	3,690	-	-	-	-	1,253,518	(633,636)	619,882		
Revenue																				
Tenant Revenue - Other	649	8,518	-	-	-	-	-	-	-	-	-	-	-	-	-	9,167		9,167		
Total Tenant Revenue	79,569	1,169,427	-	-	-	-	-	-	-	9,999	3,690	-	-	-	-	1,262,685	(633,636)	629,049		
HUD PHA																				
Operating Grants	108,386	-	2,958,371	1,443	82,297	96,176	68,959	-	50,922	-	-	-	-	-	-	3,366,553	-	3,366,553		
HUD Voucher																				
Admin Fees		-	337,580	-	5,723	7,041	-	-	-	-	-	-	-	-	-	350,344	-	350,344		
Management Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	76,536	76,536	(76,536)	-		
Asset																				
Management Fee		-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,600	(3,600)	-		
	-														3,600					
Book Keeping Fee		-	-	-	-	-	-	-	-	-	-	-	-	-	40,868	40,868	(40,868)	-		
Total Fee Revenue	108,386	-	3,295,951	1,443	88,020	103,217	68,959	-	50,922	-	-	-	-	-	121,004	3,837,901	(121,004)	3,716,897		
Other																				
Government Grants		-	-	-	-	-	-	15,920	-	196,049	-	-	-	-	-	211,970	-	211,970		
	-																			
Interest Income	15,802	42,222	4,835	288	1,123	922	290	116	-	347	3,656	-	7,968	4,239	2,756	84,564	-	84,564		
Investment																				
Income	-	-	-	-	-	-	-	-	-	-	-	-	-	195,031	-	195,031	(195,031)	-		
Fraud Recovery	-	-	1,208	-	-	-	-	-	-	-	-	-	-	-	-	1,208	-	1,208		
Other Revenue	10,582	46,523	-	-	-	-	-	-	-	6,234	2,520	-	-	149,750	1,000	216,609	(108,401)	108,208		
Gain/Loss on Sale of Capital Assets		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Revenue	\$ 214,339	\$ 1,258,171	\$ 3,301,993	\$ 1,731	\$ 89,143	\$ 104,139	\$ 69,249	\$ 16,037	\$ 50,922	\$ 212,629	\$ 9,866	\$ -	\$ 7,968	\$ 349,020	\$ 124,760	\$ 5,809,967	\$ (1,058,071)	\$ 4,751,896		
Administrative																				
Salaries	14,882	66,462	141,315	-	405	524	-	150	-	13,539	-	-	26,702	74,465	84,180	422,624	-	422,624		
Auditing Fees	1,301	22,550	12,536	-	-	-	-	-	-	1,061	235	-	-	1,141	2,477	41,300	-	41,300		
Management Fee	13,992	70,490	60,900	-	-	1,644	-	-	-	375	214	-	-	-	-	147,615	(147,615)	-		

Columbia Housing Authority Entity Wide Revenue and Expense Summary																		
	Public Housing Projects	Affordable Housing Projects	Housing Choice Vouchers	FSS Forfeitures	Mainstream Vouchers	Emergengy Housing Vouchers	Continuum of Care Vouchers	TBRA Vouchers	ROSS Grants	CHALIS	Columbia Communtiy Housing Trust	Affordable Housing General Partners	Affordable Housing Development	CHA Business Activities	CHA Central Office	Subtotal	ELIM	Total
LIHTC Asset																		
Mgmt	1,778	18,161	38,063	-	-	1,028	-	-	-	-	-	-	-	-	-	59,028	(40,868)	18,161
Advertising and																		
Marketing	-	-	-	-	-	-	-	-	-	188	-	-	-	153	-	341	-	341
Employee	6,724	20,926	37,149	-	116	59	-	17	-	(952)	-	-	5,954	19,242	20,131	109,364	-	109,364
Office Expenses	5,912	17,627	12,556	-	10	139	-	28	494	4,937	1	29	875	3,760	19,157	65,523	-	65,523
Legal Expense	568	2,504	-	-	-	-	-	-	-	-	-	-	-	-	7,438	10,509	-	10,509
Training & Travel	-	-	2,977	-	-	-	-	-	-	3,859	-	-	150	676	1,686	9,349	-	9,349
Other	4,235	7,537	29,171	36	651	682	-	99	47	2,769	33	180	1,895	55,133	3,190	105,658	-	105,658
Total Operating - Admin.	49,392	226,257	334,666	36	1,181	4,075	-	294	541	25,775	482	209	35,577	154,569	138,258	971,313	(188,483)	782,830
Asset Management Fee	3,600	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,600	(3,600)	-
Salaries	530	25,907	-	-	-	-	-	-	34,943	130,365	-	-	-	-	-	191,745	-	191,745
Employee Benefit	105	9,008	-	-	-	-	-	-	11,168	32,005	-	-	-	-	-	52,286	-	52,286
Tenant Services -	216	8,448	357	-	-	-	-	-	-	22,529	-	-	-	-	-	31,550	-	31,550
Total Tenant Services	852	43,363	357	-	-	-	-	-	46,111	184,899	-	-	-	-	-	275,582	-	275,582
Water	7,503	42,605	165	-	-	-	-	-	-	-	20	-	-	227	55	50,575	-	50,575
Electricity	11,069	81,385	1,686	-	-	-	-	-	-	-	42	-	-	1,132	562	95,875	-	95,875
Gas	7,144	10,239	687	-	-	-	-	-	-	-	232	-	-	963	229	19,493	-	19,493
Sewer	6,600	30,115	87	-	-	-	-	-	-	-	26	-	-	158	29	37,015	-	37,015
Total Utilities	32,315	164,344	2,625	-	-	-	-	-	-	-	319	-	-	2,480	875	202,958	-	202,958
Maintenance -																		
Labor	62,585	101,265	-	-	-	-	-	-	-	-	-	-	-	-	-	163,850	-	163,850
Maintenance -																		
Materials	11,754	53,133	-	-	-	-	-	-	-	-	161	1,011	-	-	675	66,734	-	66,734
Maintenance																		
Contracts	25,311	96,518	1,332	-	-	-	-	-	-	1,841	34	-	-	757	504	126,297	(16,950)	109,347
Employee																		
Benefits - Maint.	18,551	32,559	-	-	-	-	-	-	-	-	-	-	-	-	-	51,110		51,110
Total Maintenance	118,202	283,475	1,332	-	-	-	-	-	-	1,841	195	1,011	-	757	1,179	407,991	(16,950)	391,041
Protective																		
Services - Labor	9,957	2,737	-	-	-	-	-	-	-	-	-	42,498	-	-	-	55,192	-	55,192
Employee Benefit	2,836	800	-	-	-	-	-	-	-	-	-	12,170	-	-	-	15,805	-	15,805
Total Protective Services	12,792	3,537	-	-	-	-	-	-	-	-	-	54,668	-	-	-	70,997	-	70,997

Columbia Housing Authority Entity Wide Revenue and Expense Summary																		
	Public Housing Projects	Affordable Housing Projects	Housing Choice Vouchers	FSS Forfeitures	Mainstream Vouchers	Emergengy Housing Vouchers	Continuum of Care Vouchers	TBRA Vouchers	ROSS Grants	CHALIS	Columbia Communtiy Housing Trust	Affordable Housing General Partners	Affordable Housing Development	CHA Business Activities	CHA Central Office	Subtotal	ELIM	Total
Property Insurance Liability	21,554	162,792	1,246	-	-	-	-	-	-	-	263	-	-	415	415	186,686	-	186,686
Workmen's Compensation All Other Insurance	2,398	-	1,957	-	-	-	-	-	-	1,309	80	-	-	3,915	-	9,659	-	9,659
	1,511	3,548	2,433	-	6	8	-	2	609	2,388	-	724	434	1,252	1,405	14,321	-	14,321
	1,640	3,218	-	-	-	-	-	-	-	1,522	-	-	124	248	781	7,534	-	7,534
Total Insurance Premiums	27,103	169,558	5,637	-	6	8	-	2	609	5,219	342	724	558	5,830	2,602	218,200	-	218,200
Other General Expenses Compensated Absences Payments in Lieu of Taxes Bad debt - Tenant Rents	137	2,700	3,338	-	-	763	-	-	-	-	-	407	-	20,372	366	28,082	(20,372)	7,710
	6,625	24,562	10,451	-	-	-	-	-	3,661	6,232	-	2,670	359	3,632	3,523	61,715	-	61,715
	4,660	38,725	-	-	-	-	-	-	-	1,000	369	-	-	-	-	44,754	-	44,754
	(300)	(200)	-	-	-	-	-	-	-	-	-	-	-	-	-	(500)	-	(500)
Total Other Expenses	11,123	65,787	13,789	-	-	763	-	-	3,661	7,232	369	3,076	359	24,003	3,889	134,051	(20,372)	113,680
Interest of Mortgage Payable Interest on Notes Payable Amortization of Loan Costs	-	76,318	-	-	-	-	-	-	-	-	-	324	-	74,500	-	151,142	-	151,142
	-	122,517	-	-	-	-	-	-	-	-	-	-	-	5,560	-	128,076	-	128,076
	-	20,953	-	-	-	-	-	-	-	-	-	-	-	-	-	20,953	-	20,953
Total	-	219,787	-	-	-	-	-	-	-	-	-	324	-	80,060	-	300,171	(195,031)	105,140
Total Operating Expenses	\$ 255,379	\$ 1,176,109	\$ 358,405	\$ 36	\$ 1,187	\$ 4,846	\$ -	\$ 296	\$ 50,922	\$ 224,966	\$ 1,708	\$ 60,012	\$ 36,493	\$ 267,700	\$ 146,803	\$ 2,584,863	\$ (424,436)	\$ 2,160,428
Excess of Operating	\$ (41,040)	\$ 82,063	\$ 2,943,588	\$ 1,694	\$ 87,955	\$ 99,293	\$ 69,249	\$ 15,740	\$ -	\$ (12,337)	\$ 8,158	\$ (60,012)	\$ (28,525)	\$ 81,320	\$ (22,043)	\$ 3,225,104	\$ (633,636)	\$ 2,591,468
Extraordinary Maintenance Housing Assistance Payments Depreciation Expense	-	12,534	-	-	-	-	-	-	-	-	-	-	-	-	-	12,534	-	12,534
	-	-	3,047,660	-	82,808	124,011	68,363	15,624	-	-	-	-	-	-	-	3,338,466	(633,636)	2,704,831
	41,265	440,818	5,507	-	-	-	-	-	-	4,722	844	-	-	5,658	297	499,110	-	499,110
Total Expenses	\$ 296,644	\$ 1,629,461	\$ 3,411,572	\$ 36	\$ 83,996	\$ 128,857	\$ 68,363	\$ 15,920	\$ 50,922	\$ 229,688	\$ 2,552	\$ 60,012	\$ 36,493	\$ 273,358	\$ 147,100	\$ 6,434,974	\$ (1,058,071)	\$ 5,376,903
Net Gain (Loss)	\$ (82,304)	\$ (371,289)	\$ (109,579)	\$ 1,694	\$ 5,147	\$ (24,718)	\$ 886	\$ 116	\$ -	\$ (17,059)	\$ 7,314	\$ (60,012)	\$ (28,525)	\$ 75,662	\$ (22,340)	\$ (625,007)	\$ -	\$ (625,007)

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	\$ 1,011,784	\$ 924,128	\$ 87,656	\$ 2,958,371	\$ 2,772,384	185,987	7%
HUD Admin Fees Earned	109,661	123,498	(13,837)	337,580	370,495	(32,915)	-9%
Total Fee Revenue	1,121,445	1,047,626	73,819	3,295,951	3,142,879	153,072	5%
Investment Income - Unrestricted	1,584	2,200	(616)	4,835	6,599	(1,764)	-27%
Fraud Recovery - HAP	185	231	(46)	604	693	(89)	0%
Fraud Recovery - Admin	185	231	(46)	604	693	(89)	0%
Other Revenue	(614)	273	(887)	-	818	(818)	-100%
Total Revenue	\$ 1,122,784	\$ 1,050,560	\$ 72,224	\$ 3,301,993	\$ 3,151,681	\$ 150,312	5%
Administrative Salaries	45,558	60,810	(15,252)	141,315	182,429	(41,114)	-23%
Auditing Fees	4,179	4,063	116	12,536	12,189	347	3%
Management Fee	20,448	21,605	(1,157)	60,900	64,815	(3,915)	-6%
Book-keeping Fee	12,780	12,264	516	38,063	36,791	1,271	3%
Advertising and Marketing	-	83	(83)	-	250	(250)	-100%
Employee Benefit contributions - Administrative	10,835	17,705	(6,870)	37,149	53,114	(15,965)	-30%
Office Expenses	3,928	7,446	(3,518)	12,556	22,338	(9,782)	-44%
Training & Travel	1,779	333	1,446	2,977	1,000	1,977	198%
Other Administrative Expenses	9,926	9,167	760	29,171	27,500	1,671	6%
Total Operating - Administrative	109,432	133,475	(24,043)	334,666	400,426	(65,760)	-16%
Total Tenant Services	107	111	(5)	357	334	23	
Total Utilities	896	929	(34)	2,625	2,787	(162)	-6%
Bldg. Maintenance	444	1,028	(584)	1,332	3,083	(1,751)	-57%
Insurance Premiums	2,005	1,172	833	5,637	3,515	2,122	60%
Other General Expenses	907	796	112	3,338	2,387	951	40%
Compensated Absences	2,176	-	2,176	10,451	-	10,451	
Other General Expenses	3,083	796	2,288	13,789	2,387	11,401	478%
Total Operating Expenses	\$ 115,967	\$ 137,511	\$ (21,544)	\$ 358,405	\$ 412,532	\$ (54,127)	-13%
Excess of Operating Revenue over Operating Expenses	\$ 1,006,817	\$ 913,050	\$ 93,767	\$ 2,943,588	\$ 2,739,149	\$ 204,439	7%
Homeownership	3,854	3,945	(91)	12,628	11,834	794	7%
Portable Housing Assistance Payments	29,063	23,710	5,354	96,063	71,129	24,934	35%
S8 FSS Payments	18,860	15,488	3,372	54,847	46,463	8,384	18%
VASH Housing Assistance Payments	73,903	59,053	14,850	218,524	177,160	41,365	23%
All Other Vouchers Housing Assistance Payments	909,100	808,208	100,892	2,665,597	2,424,623	240,975	10%
Total Housing Assistance Payments	1,034,781	910,403	124,378	3,047,660	2,731,208	316,452	12%
Depreciation Expense	1,841	1,841	-	5,507	5,507	-	
Total Expenses	\$ 1,152,589	\$ 1,049,754	\$ 102,834	\$ 3,411,572	\$ 3,149,247	\$ 262,325	8%
Net Gain (Loss)	\$ (29,805)	\$ 806	\$ (30,611)	\$ (109,579)	\$ 2,434	\$ (112,013)	-4602%

AMP 1 - Downtown
Unaudited Revenue Expense Budget Comparison

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Tenant Rental Revenue	\$ 41,777	\$ 30,529	\$ 11,248	\$ 124,308	\$ 91,586	\$ 32,722	36%
Vacancy Loss	(17,776)	(10,871)	(6,905)	(45,388)	(32,613)	(12,775)	39%
Net Tenant Rental Revenue	24,001	19,658	4,343	78,920	58,973	19,947	34%
Tenant Revenue - Other	209	500	(291)	649	1,500	(851)	-57%
Total Tenant Revenue	24,210	20,158	4,052	79,569	60,473	19,096	32%
HUD PHA Operating Grants	36,129	37,167	(1,038)	108,386	111,500	(3,114)	-3%
Capital Fund Grants	-	30,227	(30,227)	-	90,680	(90,680)	-100%
Total Grant Revenue	36,129	67,393	(31,265)	108,386	202,180	(93,794)	-46%
Investment Income - Unrestricted	5,090	5,417	(327)	15,802	16,250	(448)	-3%
Fraud Recovery	-	83	(83)	-	250	(250)	0%
Other Revenue	755	5,125	(4,370)	10,582	15,375	(4,793)	-31%
Gain or Loss on Sale of Capital Assets	-	-	-	-	-	-	-
Total Revenue	\$ 66,183	\$ 98,176	\$ (31,993)	\$ 214,339	\$ 294,528	\$ (80,189)	-27%
Administrative Salaries	4,533	6,427	(1,894)	14,882	19,282	(4,400)	-23%
Auditing Fees	434	1,313	(879)	1,301	3,938	(2,637)	-67%
Management Fee	4,664	8,250	(3,586)	13,992	24,750	(10,758)	-43%
Book-keeping Fee	593	597	(5)	1,778	1,792	(15)	-1%
Advertising and Marketing	-	-	-	-	-	-	-
Employee Benefit contributions - Administrative	2,049	2,429	(380)	6,724	7,287	(563)	-8%
Office Expenses	2,765	1,150	1,615	5,912	3,450	2,462	71%
Legal Expense	284	83	201	568	250	318	127%
Training & Travel	-	354	(354)	-	1,063	(1,063)	-100%
Other	1,687	417	1,270	4,235	1,250	2,985	239%
Total Operating - Administrative	17,009	21,020	(4,011)	49,392	63,061	(13,668)	-22%
Asset Management Fee	1,200	1,200	-	3,600	3,600	-	0%
Tenant Services - Salaries	186	478	(291)	530	1,433	(903)	-63%
Employee Benefit Contributions - Tenant Services	44	164	(120)	105	493	(388)	-79%
Tenant Services - Other	-	350	(350)	216	1,050	(834)	-79%
Total Tenant Services	230	992	(762)	852	2,976	(2,125)	-71%

AMP 1 - Downtown
Unaudited Revenue Expense Budget Comparison

	Current Month		Budget		Variance		Year to Date		Budget		Variance		Percent of Variance
Water	\$	2,234	\$	2,328	\$	(94)	\$	7,503	\$	6,983	\$	520	7%
Electricity		3,449		2,172		1,277		11,069		6,516		4,552	70%
Gas		3,193		1,070		2,123		7,144		3,209		3,935	123%
Sewer		2,095		2,115		(20)		6,600		6,346		254	4%
Total Utilities		10,971		7,685		3,286		32,315		23,055		9,261	40%
Maintenance - Labor		20,066		20,170		(105)		62,585		60,510		2,075	3%
Maintenance - Materials & Other		4,472		5,083		(612)		11,754		15,250		(3,496)	-23%
Maintenance and Operations Contracts		5,636		9,375		(3,739)		25,311		28,125		(2,814)	-10%
Employee Benefit Contributions - Maintenance		6,354		5,256		1,098		18,551		15,767		2,784	18%
Total Maintenance		36,527		39,884		(3,357)		118,202		119,652		(1,450)	-1%
Total Protective Services		4,290		4,526		(236)		12,792		13,579		(787)	-6%
Total Insurance Premiums		11,116		10,001		1,114		27,103		30,004		(2,901)	-10%
Other General Expenses		90		42		49		137		125		12	9%
Compensated Absences		1,456		-		1,456		6,625		-		6,625	
Payments in Lieu of Taxes		1,303		2,284		(981)		4,660		6,853		(2,193)	-32%
Bad debt - Tenant Rents		(300)		417		(717)		(300)		1,250		(1,550)	-124%
Total Other General Expenses		2,549		2,743		(194)		11,123		8,228		2,895	35%
Interest on Notes Payable		-		-		-		-		-		-	
Total Operating Expenses	\$	83,892	\$	88,052	\$	(4,159)	\$	255,379	\$	264,155	\$	(8,776)	-3%
Excess of Operating Revenue over Operating Expens:	\$	(17,709)	\$	10,124	\$	(27,833)	\$	(41,040)	\$	30,373	\$	(71,413)	-235%
Extraordinary Maintenance		-		-		-		-		-		-	
Depreciation Expense		13,855		14,411		(556)		41,265		43,232		(1,968)	-5%
Total Expenses	\$	97,747	\$	102,462	\$	(4,715)	\$	296,644	\$	307,387	\$	(10,744)	-3%
Net Gain (Loss)	\$	(31,564)	\$	(4,286)	\$	(27,277)	\$	(82,304)	\$	(12,859)	\$	(69,445)	540%

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	\$	87,588	\$	84,336	\$	3,252	\$	259,461	\$	253,007	\$	6,454	3%
Rental Subsidies		92,350		90,908		1,443		280,353		272,723		7,631	3%
Vacancy Loss		(10,494)		(4,310)		(6,184)		(28,104)		(12,929)		(15,175)	117%
Net Rental Revenue		169,444		170,933		(1,489)		511,710		512,800		(1,090)	0%
Tenant Revenue - Other		1,147		1,178		(31)		4,265		3,535		730	21%
Total Tenant Revenue		170,591		172,112		(1,520)		515,975		516,335		(360)	0%
Investment Income - Unrestricted		8,129		10,629		(2,501)		24,045		31,888		(7,843)	-25%
Other Revenue		8,898		8,240		658		30,440		24,719		5,721	23%
Total Revenue	\$	187,618	\$	190,981	\$	(3,363)	\$	570,460	\$	572,942	\$	(2,482)	0%
Administrative Salaries		9,291		10,311		(1,020)		28,281		30,934		(2,653)	-9%
Auditing Fees		1,183		3,751		(2,568)		3,550		11,254		(7,704)	-68%
Property Management Fee		10,766		10,430		336		32,547		31,291		1,256	4%
Asset Management Fees		1,169		1,190		(21)		3,507		3,571		(64)	-2%
Advertising and Marketing		-		8		(8)		-		25		(25)	-100%
Employee Benefit contributions - Administrative		1,900		3,248		(1,348)		8,384		9,743		(1,360)	-14%
Office Expenses		2,144		2,123		21		6,793		6,370		423	7%
Legal Expense		-		429		(429)		729		1,288		(559)	-43%
Training & Travel		-		500		(500)		-		1,500		(1,500)	-100%
Other		569		666		(97)		1,336		1,997		(661)	-33%
Total Operating - Administrative		27,023		32,658		(5,635)		85,127		97,974		(12,847)	-13%
Total Tenant Services		8,277		8,568		(291)		22,108		25,704		(3,596)	-14%
Water		6,911		6,602		309		20,844		19,806		1,038	5%
Electricity		11,424		13,474		(2,049)		42,230		40,422		1,809	4%
Gas		1,252		1,464		(212)		4,087		4,392		(305)	-7%
Sewer		4,722		4,477		246		14,251		13,430		821	6%
Total Utilities	\$	24,309	\$	26,016	\$	(1,707)	\$	81,412	\$	78,049	\$	3,362	4%

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	\$	17,973	\$	15,388	\$	2,585	\$	52,728	\$	46,163	\$	6,566	14%
Maintenance - Materials & Other		7,310		11,126		(3,816)		23,555		33,377		(9,822)	-29%
Maintenance and Operations Contracts		10,644		15,530		(4,886)		37,930		46,590		(8,660)	-19%
Employee Benefit Contributions - Maintenance		6,061		5,514		548		17,405		16,541		864	5%
Total Maintenance		41,988		47,557		(5,569)		131,618		142,670		(11,052)	-8%
Total Insurance Premiums		32,357		27,086		5,272		69,752		81,257		(11,504)	-14%
Other General Expenses		433		758		(325)		1,299		2,275		(976)	-43%
Compensated Absences		1,418		-		1,418		10,805		-		10,805	
Taxes		5,000		5,000		-		15,000		15,000		-	0%
Bad debt - Tenant Rents		-		833		(833)		-		2,500		(2,500)	-100%
Total Other General Expenses		6,852		6,592		260		27,104		19,775		7,329	37%
Interest of Mortgage (or Bonds) Payable		15,906		15,906		-		47,719		47,719		-	0%
Interest on Notes Payable (Seller Financing)		20,967		20,966		0		62,900		62,899		0	0%
Amortization of Loan Costs		2,275		2,274		0		6,824		6,823		1	0%
Total Interest Expense and Amortization Cost		39,147		39,147		0		117,442		117,441		1	0%
Total Operating Expenses	\$	179,953	\$	187,623	\$	(7,670)	\$	534,563	\$	562,870	\$	(28,307)	-5%
Excess of Operating Revenue over Operating Expenses	\$	7,665	\$	3,357	\$	4,307	\$	35,897	\$	10,072	\$	25,825	256%
Extraordinary Maintenance		-		-		-		3,820		-		3,820	
Depreciation Expense		53,285		53,610		(325)		159,854		160,831		(977)	-1%
Total Expenses	\$	233,238	\$	241,234	\$	(7,996)	\$	698,237	\$	723,701	\$	(25,464)	-4%
Net Gain (Loss)	\$	(45,620)	\$	(50,253)	\$	4,633	\$	(127,778)	\$	(150,760)	\$	22,982	-15%

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	\$	20,974	\$	20,400	\$	574	\$	65,593	\$	61,200	\$	4,393	7%
Rental Subsidies		31,268		31,894		(626)		91,133		95,682		(4,549)	-5%
Vacancy Loss		(1,375)		(2,625)		1,250		(2,585)		(7,875)		5,290	-67%
Net Rental Revenue		50,867		49,669		1,198		154,141		149,007		5,134	3%
Tenant Revenue - Other		-		338		(338)		419		1,013		(593)	-59%
Total Tenant Revenue		50,867		50,007		860		154,561		150,020		4,541	3%
Investment Income - Unrestricted		1,940		1,842		98		5,415		5,525		(110)	-2%
Other Revenue		2,225		2,828		(603)		6,616		8,485		(1,869)	-22%
Total Revenue	\$	55,032	\$	54,677	\$	355	\$	166,592	\$	164,030	\$	2,563	2%
Administrative Salaries		1,183		2,773		(1,590)		4,555		8,318		(3,764)	-45%
Auditing Fees		1,183		1,004		179		3,550		3,012		538	18%
Property Management Fee		2,655		2,557		97		8,056		7,672		383	5%
Asset Management Fees		1,067		1,084		(17)		3,201		3,251		(50)	-2%
Advertising and Marketing		-		-		-		-		-		-	
Employee Benefit contributions - Administrative		568		880		(312)		2,155		2,641		(486)	-18%
Office Expenses		572		896		(323)		2,342		2,688		(346)	-13%
Legal Expense		-		42		(42)		-		125		(125)	-100%
Training & Travel		-		-		-		-		-		-	
Other		1,532		292		1,240		2,102		875		1,227	140%
Total Operating - Administrative		8,760		9,527		(767)		25,960		28,581		(2,621)	-9%
Total Tenant Services		351		268		83		1,073		804		269	33%
Water		1,727		2,792		(1,065)		5,648		8,376		(2,728)	-33%
Electricity		505		1,037		(532)		2,140		3,111		(970)	-31%
Gas		645		558		86		1,959		1,674		284	17%
Sewer		1,309		2,128		(819)		4,266		6,383		(2,118)	-33%
Total Utilities	\$	4,185	\$	6,515	\$	(2,329)	\$	14,012	\$	19,544	\$	(5,532)	-28%

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

	Current Month		Budget		Variance		Year to Date		Budget		Variance		Percent of Variance
Maintenance - Labor	\$	3,153	\$	3,231	\$	(78)	\$	7,169	\$	9,694	\$	(2,525)	-26%
Maintenance - Materials & Other		815		2,892		(2,077)		4,544		8,675		(4,131)	-48%
Maintenance and Operations Contracts		6,158		7,074		(916)		13,809		21,223		(7,414)	-35%
Employee Benefit Contributions - Maintenance		995		1,216		(220)		2,875		3,647		(772)	-21%
Total Maintenance		11,121		14,413		(3,291)		28,397		43,239		(14,842)	-34%
Total Insurance Premiums		10,812		9,785		1,028		22,817		29,354		(6,537)	-22%
Other General Expenses		58		50		8		151		150		1	1%
Compensated Absences		161		-		161		4,027		-		4,027	
Property Taxes		1,950		1,950		(0)		5,849		5,850		(0)	0%
Bad debt - Tenant Rents		-		83		(83)		-		250		(250)	-100%
Total Other General Expenses		2,169		2,083		86		10,028		6,250		3,778	60%
Interest of Mortgage (or Bonds) Payable		3,226		3,139		87		9,397		9,417		(20)	0%
Interest on Notes Payable (Seller Financing)		6,714		6,714		-		20,141		20,141		-	0%
Amortization of Loan Costs		1,664		1,664		-		4,991		4,991		-	0%
Total Interest Expense and Amortization Cost		11,603		11,516		87		34,529		34,549		(20)	0%
Total Operating Expenses	\$	49,002	\$	54,107	\$	(5,105)	\$	136,815	\$	162,320	\$	(25,505)	-16%
Excess of Operating Revenue over Operating Expenses	\$	6,030	\$	570	\$	5,460	\$	29,777	\$	1,709	\$	28,068	1642%
Extraordinary Maintenance		-		-		-		-		-		-	
Depreciation Expense		18,807		18,774		33		56,415		56,323		92	0%
Total Expenses	\$	67,809	\$	72,881	\$	(5,072)	\$	193,230	\$	218,643	\$	(25,414)	-12%
Net Gain (Loss)	\$	(12,777)	\$	(18,205)	\$	5,427	\$	(26,638)	\$	(54,614)	\$	27,976	-51%

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

	Current Month		Budget		Variance		Year to Date		Budget		Variance		Percent of Variance
Tenant Rental Revenue	\$	52,453	\$	52,561	\$	(108)	\$	157,481	\$	157,684	\$	(203)	0%
Rental Subsidies		48,340		46,897		1,443		144,898		140,690		4,208	3%
Vacancy Loss		(4,613)		(4,764)		151		(15,363)		(14,291)		(1,072)	8%
Net Rental Revenue		96,180		94,694		1,486		287,016		284,082		2,933	1%
Tenant Revenue - Other		923		673		250		2,682		2,020		662	33%
Total Tenant Revenue		97,104		95,367		1,736		289,698		286,102		3,595	1%
Investment Income - Unrestricted		2,920		3,472		(553)		9,027		10,417		(1,390)	-13%
Other Revenue		2,523		2,928		(405)		8,420		8,784		(364)	-4%
Total Revenue	\$	102,546	\$	101,768	\$	779	\$	307,145	\$	305,304	\$	1,842	1%
Administrative Salaries		5,571		8,291		(2,721)		17,966		24,873		(6,907)	-28%
Auditing Fees		1,183		1,942		(758)		3,550		5,825		(2,275)	-39%
Property Management Fee		5,974		5,764		210		17,822		17,291		531	3%
Asset Management Fees		1,084		1,101		(18)		3,599		3,304		295	9%
Advertising and Marketing		-		8		(8)		-		25		(25)	-100%
Employee Benefit contributions - Administrative		2,080		2,315		(235)		6,399		6,945		(546)	-8%
Office Expenses		2,298		1,975		323		5,189		5,925		(736)	-12%
Legal Expense		-		167		(167)		1,207		500		706	141%
Training & Travel		-		250		(250)		-		750		(750)	-100%
Other		924		708		216		1,667		2,125		(458)	-22%
Total Operating - Administrative		19,114		22,521		(3,407)		57,399		67,564		(10,165)	-15%
Total Tenant Services		6,582		7,481		(899)		19,798		22,444		(2,646)	-12%
Water		1,764		1,803		(39)		5,330		5,409		(79)	-1%
Electricity		8,807		9,609		(802)		32,828		28,826		4,002	14%
Gas		824		644		181		1,442		1,931		(489)	-25%
Sewer		1,069		1,089		(19)		3,121		3,266		(145)	-4%
Total Utilities	\$	12,464	\$	13,144	\$	(680)	\$	42,721	\$	39,431	\$	3,290	8%

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	\$ 8,805	\$ 7,030	\$ 1,775	\$ 28,231	\$ 21,091	\$ 7,140	34%
Maintenance - Materials & Other	5,573	4,017	1,556	15,179	12,051	3,128	26%
Maintenance and Operations Contracts	8,612	9,160	(548)	26,920	27,479	(559)	-2%
Employee Benefit Contributions - Maintenance	3,021	2,702	319	6,509	8,106	(1,597)	-20%
Total Maintenance	26,011	22,909	3,102	76,839	68,728	8,111	12%
Property Insurance	15,174	3,730	11,444	27,098	11,190	15,908	142%
Workmen's Compensation	375	-	375	1,014	-	1,014	
All Other Insurance	299	552	(253)	897	1,657	(760)	-46%
Total Insurance Premiums	15,848	4,282	11,566	29,009	12,847	16,162	126%
Other General Expenses	370	500	(131)	659	1,501	(843)	-56%
Compensated Absences	893	-	893	4,658	-	4,658	
Taxes	2,500	2,500	-	7,500	7,500	-	0%
Bad debt - Tenant Rents	-	83	(83)	-	250	(250)	-100%
Total Other General Expenses	3,762	3,084	679	12,817	9,251	3,566	39%
Interest of Mortgage (or Bonds) Payable	5,307	5,166	141	15,455	15,498	(43)	0%
Interest on Notes Payable (Seller Financing)	9,215	9,215	(0)	27,646	27,646	(0)	0%
Amortization of Loan Costs	1,568	1,568	(0)	4,704	4,704	(0)	0%
Total Interest Expense and Amortization Cost	16,090	15,949	141	47,805	47,848	(43)	0%
Total Operating Expenses	\$ 99,872	\$ 89,371	\$ 10,501	\$ 286,388	\$ 268,113	\$ 18,275	7%
Excess of Operating Revenue over Operating Expenses	\$ 2,675	\$ 12,397	\$ (9,722)	\$ 20,757	\$ 37,190	\$ (16,433)	-44%
Extraordinary Maintenance	2,005	-	2,005	3,375	-	3,375	
Depreciation Expense	31,261	40,528	(9,267)	93,782	121,584	(27,802)	-23%
Total Expenses	\$ 133,138	\$ 129,899	\$ 3,238	\$ 383,546	\$ 389,697	\$ (6,152)	-2%
Net Gain (Loss)	\$ (30,591)	\$ (28,131)	\$ (2,460)	\$ (76,401)	\$ (84,394)	\$ 7,993	-9%

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	\$	10,981	\$	9,646	\$	1,335	\$	32,713	\$	28,939	\$	3,774	13%
Rental Subsidies		7,344		8,301		(958)		22,262		24,904		(2,642)	-11%
Vacancy Loss		(415)		(467)		51		(811)		(1,400)		589	-42%
Net Rental Revenue		17,910		17,481		429		54,164		52,443		1,721	3%
Tenant Revenue - Other		476		83		393		643		250		393	
Total Tenant Revenue		18,386		17,564		822		54,807		52,693		2,114	4%
Investment Income - Unrestricted		605		673		(68)		1,785		2,020		(235)	-12%
Other Revenue		196		302		(106)		997		905		92	10%
Total Revenue	\$	19,187	\$	18,539	\$	648	\$	57,590	\$	55,618	\$	1,972	4%
Administrative Salaries		424		938		(513)		1,562		2,813		(1,252)	-44%
Auditing Fees		1,183		330		853		3,550		991		2,559	258%
Property Management Fee		929		882		47		2,790		2,646		144	5%
Asset Management Fees		1,081		1,370		(289)		3,242		4,109		(867)	-21%
Employee Benefit contributions - Administrative		194		298		(104)		731		893		(162)	-18%
Office Expenses		505		271		234		1,522		813		709	87%
Legal Expense		-		63		(63)		284		188		97	51%
Training & Travel		-		33		(33)		-		100		(100)	-100%
Other		231		292		(60)		326		875		(549)	-63%
Total Operating - Administrative		4,547		4,476		71		14,007		13,428		579	4%
Total Tenant Services		18		51		(33)		110		152		(43)	-28%
Water		330		300		30		987		900		87	10%
Electricity		1,000		1,159		(158)		3,252		3,476		(224)	-6%
Gas		572		458		114		2,327		1,373		954	69%
Sewer		216		199		17		645		597		48	8%
Total Utilities	\$	2,118	\$	2,116	\$	3	\$	7,212	\$	6,347	\$	865	14%

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

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Variance
Maintenance - Labor	\$ 1,050	\$ 1,077	\$ (27)	\$ 2,587	\$ 3,231	\$ (644)	-20%
Maintenance - Materials & Other	1,842	888	954	2,951	2,663	288	11%
Maintenance and Operations Contracts	545	1,907	(1,362)	3,276	5,720	(2,444)	-43%
Employee Benefit Contributions - Maintenance	334	405	(71)	978	1,216	(237)	-20%
Total Maintenance	3,771	4,276	(505)	9,792	12,829	(3,037)	-24%
Total Protective Services	1,228	1,389	(161)	3,537	4,166	(629)	-15%
Total Insurance Premiums	4,482	1,568	2,914	8,542	4,705	3,837	82%
Other General Expenses	73	92	(18)	148	275	(127)	-46%
Compensated Absences	90	-	90	1,454	-	1,454	
Taxes	625	625	-	1,875	1,875	-	0%
Bad debt - Tenant Rents	-	333	(333)	-	1,000	(1,000)	-100%
Total Other General Expenses	788	1,050	(262)	3,477	3,150	327	10%
Interest of Mortgage (or Bonds) Payable	662	675	(13)	1,929	2,025	(96)	-5%
Amortization of Loan Costs	681	681	0	2,042	2,042	0	0%
Total Interest Expense and Amortization Cost	1,343	1,356	(13)	3,971	4,067	(96)	-2%
Total Operating Expenses	\$ 18,295	\$ 16,282	\$ 2,013	\$ 50,647	\$ 48,845	\$ 1,803	4%
Excess of Operating Revenue over Operating Expenses	\$ 892	\$ 2,258	\$ (1,365)	\$ 6,942	\$ 6,773	\$ 169	2%
Extraordinary Maintenance	-	-	-	4,950	-	4,950	
Depreciation Expense	10,321	10,277	44	30,963	30,831	132	0%
Total Expenses	\$ 28,616	\$ 26,559	\$ 2,057	\$ 86,561	\$ 79,676	\$ 6,885	9%
Net Gain (Loss)	\$ (9,429)	\$ (8,019)	\$ (1,409)	\$ (28,971)	\$ (24,058)	\$ (4,913)	20%

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	\$	14,888	\$	17,239	\$	(2,351)	\$	42,987	\$	51,716	\$	(8,728)	-17%
Rental Subsidies		19,459		17,165		2,294		60,054		51,494		8,559	17%
Vacancy Loss		(3,461)		(1,157)		(2,304)		(9,256)		(3,471)		(5,785)	167%
Net Rental Revenue		30,886		33,246		(2,360)		93,785		99,739		(5,954)	-6%
Tenant Revenue - Other		153		437		(284)		431		1,312		(881)	-67%
Total Tenant Revenue		31,039		33,684		(2,645)		94,215		101,051		(6,835)	-7%
Investment Income - Unrestricted		306		844		(537)		1,008		2,531		(1,523)	-60%
Other Revenue		-		375		(375)		49		1,126		(1,077)	-96%
Total Revenue	\$	31,345	\$	34,903	\$	(3,558)	\$	95,272	\$	104,708	\$	(9,435)	-9%
Administrative Salaries		2,688		3,569		(880)		9,672		10,706		(1,034)	-10%
Auditing Fees		1,183		713		470		3,550		2,140		1,410	66%
Property Management Fee		1,874		1,856		18		5,665		5,569		96	2%
Asset Management Fees		769		769		-		2,306		2,306		0	0%
Advertising and Marketing		-		6		(6)		-		19		(19)	-100%
Employee Benefit contributions - Administrative		738		795		(57)		2,124		2,384		(260)	-11%
Office Expenses		455		459		(4)		1,217		1,376		(160)	-12%
Legal Expense		284		21		263		284		64		220	341%
Training & Travel		-		58		(58)		-		175		(175)	-100%
Other		170		212		(42)		1,903		636		1,266	199%
Total Operating - Administrative		8,161		8,458		(297)		26,720		25,375		1,345	5%
Total Tenant Services		46		202		(156)		137		607		(470)	-77%
Water		1,388		1,278		110		4,339		3,833		506	13%
Electricity		200		552		(352)		934		1,657		(724)	-44%
Gas		83		260		(177)		252		781		(530)	-68%
Sewer		1,134		1,078		55		3,516		3,235		281	9%
Total Utilities	\$	2,805	\$	3,169	\$	(364)	\$	9,041	\$	9,508	\$	(467)	-5%

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	\$	2,513	\$	3,095	\$	(581)	\$	7,888	\$	9,284	\$	(1,396)	-15%
Maintenance - Materials & Other		3,295		1,764		1,531		5,083		5,292		(209)	-4%
Maintenance and Operations Contracts		3,593		2,714		880		10,114		8,142		1,972	24%
Employee Benefit Contributions - Maintenance		1,151		1,262		(111)		3,591		3,787		(195)	-5%
Total Maintenance		10,553		8,835		1,718		26,676		26,505		172	1%
Total Insurance Premiums		13,698		5,928		7,771		26,883		17,783		9,100	51%
Other General Expenses		213		83		130		334		250		84	34%
Compensated Absences		809		-		809		2,598		-		2,598	
Property Taxes		1,667		1,667		-		5,000		5,000		-	0%
Bad debt - Tenant Rents		(200)		644		(844)		(200)		1,931		(2,131)	-110%
Total Other General Expenses		2,489		2,394		95		7,732		7,181		550	8%
Interest of Mortgage (or Bonds) Payable		605		617		(12)		1,818		1,851		(33)	-2%
Interest on Notes Payable		1,268		1,268		-		3,804		3,804		-	0%
Amortization of Loan Costs		526		526		0		1,579		1,579		0	0%
Total Interest Expense and Amortization Cost		2,399		2,411		(12)		7,201		7,234		(33)	0%
Total Operating Expenses	\$	40,152	\$	31,397	\$	8,755	\$	104,389	\$	94,192	\$	10,198	11%
Excess of Operating Revenue over Operating Expenses	\$	(8,807)	\$	3,505	\$	(12,312)	\$	(9,117)	\$	10,516	\$	(19,633)	-187%
Extraordinary Maintenance		-		-		-		389		-		389	
Depreciation Expense		21,756		24,812		(3,056)		65,267		74,436		(9,169)	-12%
Total Expenses	\$	61,908	\$	56,209	\$	5,699	\$	170,045	\$	168,627	\$	1,418	1%
Net Gain (Loss)	\$	(30,563)	\$	(21,307)	\$	(9,256)	\$	(74,773)	\$	(63,920)	\$	(10,853)	17%

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	\$	9,281	\$	9,697	\$	(416)	\$	28,107	\$	29,092	\$	(984)	-3%
Rental Subsidies		11,733		10,602		1,131		34,935		31,806		3,128	10%
Vacancy Loss		(804)		(1,090)		286		(2,948)		(3,270)		322	-10%
Net Rental Revenue		20,210		19,209		1,001		60,094		57,628		2,466	4%
Tenant Revenue - Other		35		116		(81)		77		349		(272)	-78%
Total Tenant Revenue		20,245		19,325		920		60,171		57,976		2,194	4%
Investment Income - Unrestricted		326		664		(337)		939		1,991		(1,052)	-53%
Other Revenue		-		25		(25)		-		76		(76)	-100%
Total Revenue	\$	20,572	\$	20,014	\$	557	\$	61,110	\$	60,043	\$	1,067	2%
Administrative Salaries		1,312		1,628		(316)		4,427		4,884		(457)	-9%
Auditing Fees		1,183		476		708		3,550		1,427		2,123	0%
Property Management Fee		1,215		1,144		71		3,610		3,433		178	5%
Asset Management Fees		769		769		-		2,306		2,306		0	0%
Advertising and Marketing		-		-		-		-		-		-	
Employee Benefit contributions - Administrative		393		411		(19)		1,133		1,234		(101)	-8%
Office Expenses		270		301		(30)		565		902		(337)	-37%
Legal Expense		-		43		(43)		-		129		(129)	-100%
Training & Travel		-		42		(42)		-		125		(125)	-100%
Other		39		129		(90)		203		388		(184)	-48%
Total Operating - Administrative		5,181		4,942		239		15,795		14,827		968	7%
Total Tenant Services		46		126		(79)		137		377		(240)	-64%
Water		1,555		1,202		353		5,323		3,605		1,718	48%
Electricity		-		253		(253)		-		758		(758)	-100%
Gas		87		171		(84)		173		513		(341)	-66%
Sewer		1,278		849		429		4,317		2,546		1,771	70%
Total Utilities	\$	2,920	\$	2,474	\$	445	\$	9,813	\$	7,423	\$	2,390	32%

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	\$	842	\$	1,032	\$	(190)	\$	2,661	\$	3,095	\$	(434)	-14%
Maintenance - Materials & Other		699		1,043		(344)		1,784		3,129		(1,345)	-43%
Maintenance and Operations Contracts		1,269		2,918		(1,649)		4,469		8,755		(4,286)	-49%
Employee Benefit Contributions - Maintenance		384		421		(36)		1,201		1,262		(62)	-5%
Total Maintenance		3,194		5,413		(2,219)		10,114		16,240		(6,126)	-38%
Total Insurance Premiums		6,827		2,963		3,864		12,556		8,889		3,667	41%
Other General Expenses		50		42		8		109		125		(16)	-12%
Compensated Absences		293		-		293		1,020		-		1,020	
Property Taxes		1,167		1,167		-		3,500		3,500		-	0%
Bad debt - Tenant Rents		-		183		(183)		-		550		(550)	-100%
Total Other General Expenses		1,510		1,392		118		4,630		4,175		455	11%
Interest on Notes Payable		2,676		2,676		0		8,027		8,027		0	0%
Amortization of Loan Costs		271		271		0		812		812		0	0%
Total Interest Expense and Amortization Cost		2,946		2,946		0		8,839		8,839		0	0%
Total Operating Expenses	\$	22,624	\$	20,257	\$	2,367	\$	61,884	\$	60,771	\$	1,113	2%
Excess of Operating Revenue over Operating Expenses	\$	(2,053)	\$	(243)	\$	(1,810)	\$	(774)	\$	(728)	\$	(46)	6%
Extraordinary Maintenance		-		-		-		-		-		-	
Depreciation Expense		11,512		11,974		(462)		34,536		35,921		(1,385)	-4%
Total Expenses	\$	34,136	\$	32,231	\$	1,906	\$	96,420	\$	96,692	\$	(272)	0%
Net Gain (Loss)	\$	(13,565)	\$	(12,216)	\$	(1,348)	\$	(35,310)	\$	(36,649)	\$	1,339	-4%

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	Percent of Variance
Management Fee	\$ -	\$ -	\$ 76,536	\$ 76,536	\$ 100,456	\$ (23,919)	-24%
Asset Management Fee	-	-	3,600	3,600	3,600	-	0%
Book Keeping Fee	-	-	40,868	40,868	39,765	1,102	3%
Fee Revenue	-	-	121,004	121,004	143,821	\$ (22,817)	-16%
Interest Income	4,090	4,239	2,756	11,085	10,897	188	2%
Investment Income	3,878	195,031	-	198,909	199,100	(191)	0%
Other Revenue	-	149,750	1,000	150,750	159,842	(9,092)	-6%
Gain or Loss on Sale of Capital Assets	-	-	-	-	-	-	-
Total Revenue	\$ 7,968	\$ 349,020	\$ 124,760	\$ 481,748	\$ 513,660	\$ (31,912)	-6%
Administrative Salaries	26,702	74,465	84,180	185,348	233,575	(48,228)	-21%
Auditing Fees	-	1,141	2,477	3,617	4,463	(845)	-19%
Advertising and Marketing	-	153	-	153	625	(472)	-76%
Employee Benefits - Admin.	5,954	19,242	20,131	45,326	66,894	(21,569)	-32%
Office Expenses	875	3,760	19,157	23,791	30,094	(6,303)	-21%
Legal Expense	-	-	7,438	7,438	5,888	1,550	26%
Training & Travel	150	676	1,686	2,513	4,750	(2,237)	-47%
Other	1,895	55,133	3,190	60,219	7,102	53,117	748%
Total Operating - Administration	35,577	154,569	138,258	328,404	353,391	(24,987)	-7%
Water	-	227	55	282	328	(46)	-14%
Electricity	-	1,132	562	1,694	1,803	(109)	-6%
Gas	-	963	229	1,192	748	444	59%
Sewer	-	158	29	187	194	(7)	-4%
Total Utilities	-	2,480	875	3,355	3,074	282	9%
Maintenance - Labor	-	-	-	-	-	-	-
Maintenance - Materials	-	-	675	675	785	(111)	-14%
Maint Contracts, Miscellaneous	-	-	60	60	991	(931)	-94%
Maint Contracts-Trash Removal	-	313	-	313	323	(9)	-3%
Maint Contracts-Heating & Cooling	-	-	-	-	-	-	-
Maint Contracts-Snow Removal	-	-	-	-	-	-	-
Maint Contracts-Elevators	-	-	-	-	-	-	-
Maint Contracts-Landscape & Grounds	-	-	-	-	1,584	(1,584)	-100%
Maint Contracts-Unit Turnaround	-	-	-	-	-	-	-
Maint Contracts-Electrical	-	-	-	-	-	-	-
Maint Contracts-Plumbing	-	-	-	-	31	(31)	-
Maint Contracts-Extermination	-	-	-	-	-	-	-
Maint Contracts-Janitorial	-	444	444	888	1,996	(1,108)	-56%
Maintenance Contracts	-	757	504	1,261	4,925	(3,664)	-74%
Employee Benefits - Maint.	-	-	-	-	-	-	-
Total Maintenance	-	757	1,179	1,936	5,710	(3,774)	-66%
Total Insurance Premiums	558	5,830	2,602	8,990	6,559	2,432	37%
Other General Expenses	-	20,372	366	20,737	22,245	(1,507)	-7%
Compensated Absences	359	3,632	3,523	7,514	-	7,514	-
Total Other Expenses	359	24,003	3,889	28,251	22,245	6,007	27%
Interest of Bonds Payable	-	74,500	-	74,500	77,434	(2,934)	-4%
Interest on Notes Payable	-	5,560	-	5,560	5,602	(42)	-1%
Total Interest/Amortization	-	80,060	-	80,060	83,036	(2,976)	-4%
Total Operating Expenses	\$ 36,493	\$ 267,700	\$ 146,803	\$ 450,997	\$ 474,014	\$ (23,017)	-5%
Excess of Operating Revenue over Operating Expenses	\$ (28,525)	\$ 81,320	\$ (22,043)	\$ 30,752	\$ 39,646	\$ (8,894)	-22%
Depreciation Expense	-	5,658	297	5,955	9,322	(3,367)	-36%
Total Expenses	\$ 36,493	\$ 273,358	\$ 147,100	\$ 456,952	\$ 483,336	\$ (26,384)	-5%
Net Gain (Loss)	\$ (28,525)	\$ 75,662	\$ (22,340)	\$ 24,797	\$ 30,324	\$ (5,528)	-18%



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
To: CHA Board of Commissioners
From: CEO & Staff
CHA Board of Commissioners Meeting Date: May 21, 2025
Re: Affordable Housing Development

Executive Summary

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

Discussion

Affordable Housing Development

Kinney Point:

- 8th Construction draw meeting occurred on May 1st.
- Buildings 7-11 are expected to be completed and ready for lease up by June-July 1st. The development team is working with the property management team to attach project-based vouchers to the units and create an application for HOME-ARP eligibility.
- Planning for a June informational meeting with partnering organizations to assist in the referral of eligible tenant households.
- The Development Team continues working with Assured Partners to obtain quotes for permanent coverage for the completed units.

Park Avenue:

- A draft closing package was submitted to HUD on April 30th. Comments from HUD's attorney were received on May 7th. The Development team submitted responses to HUD's attorney on May 13th.
- Contractor EM Harris opened an RFP for subcontractors on April 9th to provide updated pricing and meet procurement requirements of the City and County ARPA funding, the RFP closed on April 30th. The development team is waiting on finalized bid numbers.
- The development team is preparing to close between May 30th and June 9th.

Providence Walkway:

- The CHA Development team met with Rosemann Architects, EM Harris and Fulson Housing Group on May 13th to continue to finalize architectural plans for Providence Walkway and Blind Boone Apartments.
- 95% Bid Sets are to be completed by May 16th.
- The development team requested a waiver from MHDC to extend Firm Submission to July 15th to allow for time to receive construction bid documents and update the Firm pricing.
- The development team continues to work on Firm Submission and RAD Resource documents with a projected closing in the first quarter of 2026.

Blind Boone Apartments:

- 100% Bid Sets are to be completed by May 23rd.
- Firm Submission currently scheduled for June 30th however, staff will need to request a waiver for extension due to the Architectural, Civil and Construction Bid timelines.



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- The development team continues to work on Firm Submission and RAD Resource documents with a projected closing in the first or second quarter of 2026.

207 Lynn

- One offer has been received and accepted by CHA pending formal approval of the CCHT Board of Commissioners at the May 21st meeting. CHA staff has determined that the buyer is eligible pending final review of closing documents.
- The closing date for the sale is currently scheduled for June 6th.

Recommended Commission Action

Review and consider the report.



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Department Source: Modernization

To: CHA Board of Commissioners

From: CEO & Staff

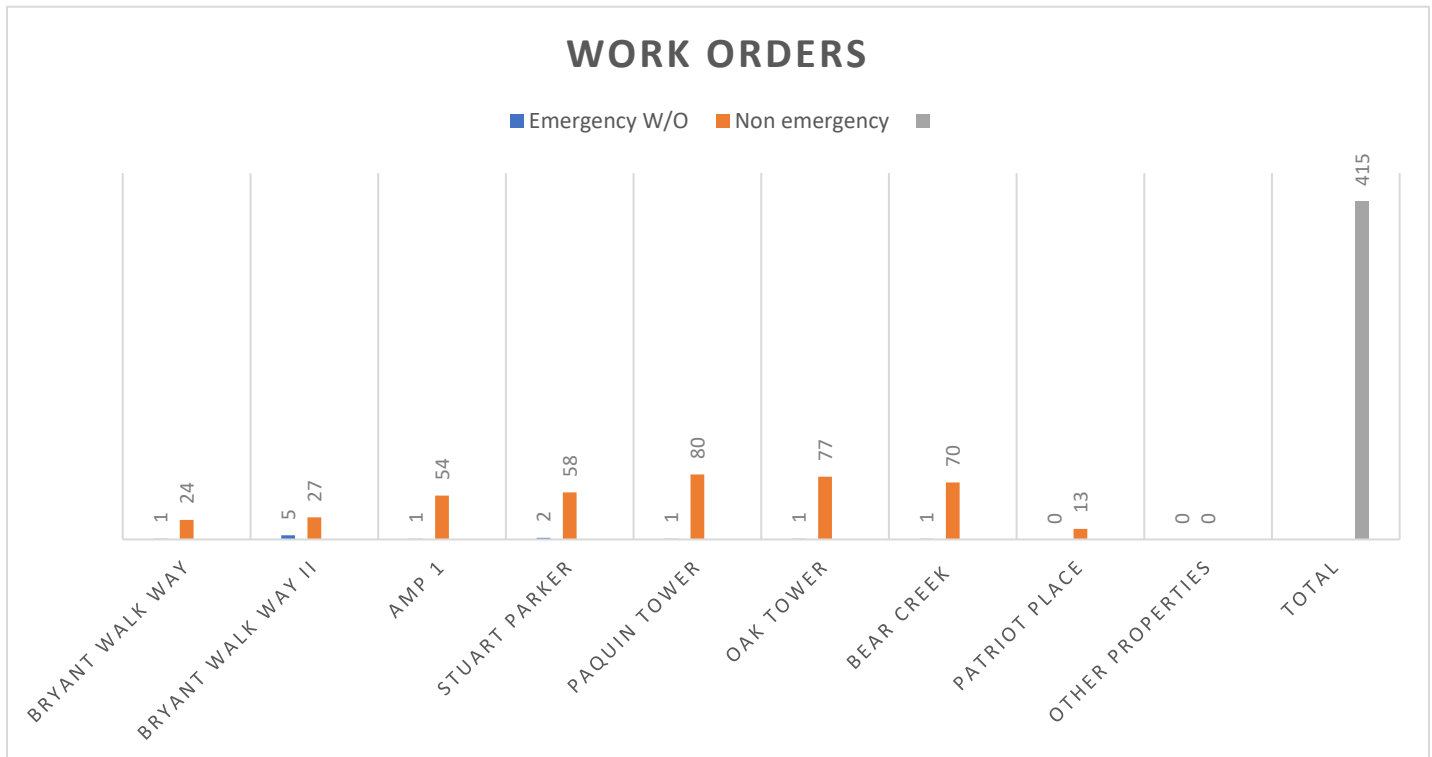
CHA Board of Commissioners Meeting Date: May 21, 2025

Re: Facilities and Modernization Monthly Report

Executive Summary

This report provides a summary of work orders for March 2025.

Discussion



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

Maintenance

- Work orders increased slightly.
- Staff are working overtime to turn AMP 1 vacant units for Park Avenue relocation.

Modernization

- Rehabilitation of 27 Bryant Walkway started.
- Kinney Point solar panel installation is nearing completion.
- Staff continue to get bids on 1116/1118 Elleta for fire rehabilitation.

- Ai painting plus is slated to start painting Patriot Place the first week of June.

Development Construction

- *Kinney Point*
 - Sidewalks have begun as well as finish grading for buildings 1,7-9.
 - Framing is ongoing on Building 2 and 3.
- *Park Avenue*
 - Staff and the General Contractor continue working on refining timelines.
- *Providence Walkway/Boone Apartments*
 - Staff continue to work with the general contractor and architect on timelines and plans.

Recommended Commission Action

Review and consider the report.



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Department Source: Affordable Housing Operations

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: May 21, 2025

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 March 2025.

Discussion

In March, fifteen (15) families moved in or transferred units, and twelve (12) families moved out or transferred units. Of the twelve (12) families that moved out or transferred units, three (3) households were transfers, two (2) tenants passed away, two (2) tenants were terminated, four (4) households moved to the private sector and one (1) family purchased a home. Out of 622 LIHTC/PBV units there were thirteen (13) vacant as of March 31, 2025, which is an overall occupancy rate of 98%. This is an increase from 97% occupancy on February 28, 2025. Of the thirteen (13) vacant LIHTC/PBV units, one (1) was vacant over 60 days. As of 3/31/2025 Amp. 1 had forty-five (45) vacant units, which is an occupancy rate of 63.8%. Seven (7) intents to vacate were submitted by participants. Twenty-five (25) non-payment terminations were issued, and six (6) terminations were issued for reasons other than non-payment.

Recommended Commission Action

Review and consider the monthly report.

Property Management Report for March 2025

Property	Total units	Occupancy for March 2024	Occupancy for March 2025	Occupancy as of 5/13/2025	#Vacant units ≤ 60 days as of 3/31/25	#Vacant units > 61 days as of 3/31/25	Move-in March 2025	Move-outs March 2025	Rent unpaid for March 2025	Rents delinquent 31-60	Rents delinquent 61-90	Rents delinquent 90+	Retro Rents (repayment agreements)
Amp 1 - PH	120	73%	63%	63%	4	41	0	4	\$4,322.25	\$5,637.26	\$2,400.00	\$ 3,189.47	(6) \$4466.88
Bear Creek	76	87%	97%	97%	2	0	0	2	\$8,053.99	\$4,602.96	\$0.00	\$ 2,106.53	(8) \$6522.33
Oak Tower	147	98%	97%	99%	3	1	3	1	\$7,314.97	\$2,448.97	\$1,323.70	\$ 501.40	(15) \$4961.49
Paquin Tower	200	94%	98%	98%	5	0	9	5	\$3,455.68	\$7,268.26	\$231.08	\$ 2,519.22	(20) \$9406.64
Stuart Parker	84	94%	100%	96%	0	0	0	0	\$3,744.93	\$1,809.00	\$1,786.00	\$ 14,920.84	(8) \$9298.04
BWW	54	94%	98%	96%	1	0	2	0	\$4,475.06	\$2,390.88	\$811.00	\$ 6,909.79	(6) \$2526.15
BWWII	36	94%	100%	100%	0	0	0	0	\$870.58	\$497.25	\$346.68	\$ 1,074.87	(4) \$1232.85
Patriot Place	25	92%	100%	100%	0	0	1	0	\$2,142.00	\$733.00	\$733.00	\$694.65	(1) \$1023.00



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Department Source: Director of Affordable Housing Operations

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: May 21, 2025

Re: Affordable Housing Operations Compliance Reporting

Executive Summary

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

Discussion

Affordable Housing Operations- Description of Report and On going Compliance

MHDC Vacancy/VAWA - Monthly occupancy percentage, total number of move in and move out and any VAWA transfer request

MHDC Utility Allowance- Quarterly update/enter utility allowances for non tower LITHC properties

MHDC Down Unit Status- Monthly status update on progress and condition of uninhabitable units (3 units- Fire)

UMB Bank- Quarterly for properties with bonds- each units move in, move out, transfer, recertification reported

MHDC Exhibit A (COL/AOC)- Annual certification for all properties- each units move in, move out, transfer & recertification reported

MHDC Exhibit Z- Annual certification for properties with Service Enriched Housing (resident services, food pantry,)

IRS 8703 Annual owners certification for properties with bonds- total number of move in and move out reported

MHDC Exhibit H- Annual certification for HOME funded units- each units move in, move out, transfer, recertification reported

MHDC Exhibit K- Annual owners certification for HOME funded units certifying units are in compliance

MHDC Exhibit AHAP-35- Annual owner certification of compliance and each units move in, move out, transfer and recertification reported. This is exclusive to Mid Missouri Veterans (Patriot), initially received a donation as part of tax credits- July 31, 2026 will be the end of 10 year compliance period.



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Month	Compliance Reports Due Year-to Date	Status
January	1/10 MHDC Vacancy/VAWA Report all LIHTC properties 1/10 MHDC Utility Allowance Bear Creek, Bryant Walkway I, II 1/10 MHDC Down Unit Status Bear Creek, Bryant Walkway I 1/20 UMB Bank 4th Quarter Bond Reports All properties 1/31 MHDC Exhibit A (COL/AOC) Bear Creek-Stuart Parker/Paquin	Complete Complete Complete Complete Complete Complete
February	2/10 MHDC Vacancy/VAWA Report all LIHTC properties. 2/10 MHDC Down Unit Status Bear Creek, Bryant Walkway I	Complete Complete
March	3/10 MHDC Vacancy/VAWA Report all LIHTC properties. 3/10 MHDC Down Unit Status Bear Creek, Bryant Walkway I 3/31 MHDC Exhibit Z Bear Creek, Stuart Parker/Paquin 3/31 IRS 8703 Certification for bond projects. 3/31 MHDC Exhibit H McBaine Townhomes 3/31 MHDC Exhibit K McBaine Townhomes	Complete Complete Complete Complete Complete Complete
April	4/10 MHDC Vacancy/VAWA Report all LIHTC properties 4/10 MHDC Utility Allowance Bear Creek, Bryant Walkway I, II 4/10 MHDC Down Unit Status Bear Creek, Bryant Walkway I 4/20 UMB Bank 1st Quarter Bond Reports All properties 4/30 MHDC Exhibit A (COL/AOC) Bryant Walkway II and Oak 4/30 MHDC Exhibit K Bryant Walkway II	Complete Complete Complete Complete Complete Complete
May	5/10 MHDC Vacancy/VAWA Report all LIHTC properties 5/10 MHDC Down Unit Status Bear Creek, Bryant Walkway I	Complete Complete
June	6/10 MHDC Vacancy/VAWA Report all LIHTC properties 6/10 MHDC Down Unit Status Bear Creek, Bryant Walkway I 6/30 MHDC Exhibit Z Oak, Bryant Walkway II	
July	7/10 MHDC Vacancy/ VAWA Report all LIHTC properties. 7/10 MHDC Down Unit Status Bear Creek, Bryant Walkway I 7/20 UMB Bank 2nd Quarter Bond Reports All properties 7/31 MHDC Exhibit A (COL/AOC) Bryant Walkway I 7/31 MHDC Exhibit K Bryant Walkway I 7/31 MHDC Exhibit AHAP-35 Mid Missouri Veteran's (Patriot)	
August	8/10 MHDC Vacancy/VAWA Report all LIHTC properties. 8/10 MHDC Down Unit Status Bear Creek, Bryant Walkway I	
September	9/10 MHDC Vacancy/VAWA Report all LIHTC properties 9/10 MHDC Utility Allowance Bear Creek, Bryant Walkway I, II	



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	9/10 MHDC Down Unit Status Bear Creek, Bryant Walkway I 9/30 MHDC Exhibit Z Bryant Walkway I	
October	10/10 MHDC Vacancy/VAWA Report all LIHTC properties. 10/10 MHDC Down Unit Status Bear Creek, Bryant Walkway I 10/20 UMB Bank 3rd Quarter Report All properties 10/31 MHDC Exhibit A (COL/AOC) Mid Missouri Veterans (Patriot)	
November	11/10 MHDC Vacancy/VAWA Report all LIHTC properties 11/10 MHDC Down Unit Status Bear Creek, Bryant Walkway I	
December	12/10 MHDC Vacancy/VAWA Report all LIHTC Prop. 12/10 MHDC Down Unit Status Bear Creek, Bryant Walkway I 12/10 MHDC Utility Allowance Bear Creek, Bryant Walkway I, II 12/31 MHDC Exhibit Z Mid Missouri Veterans (Patriot)	

Recommended Commission Action

Review and consider the report.



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Department Source: HCV Programs

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: May 21, 2025

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. There were 0 vouchers issued within the month, due to full voucher utilization. CHA added 23 program to program exchange and 1 new HCV lease up for the month. There were 3 attritions for a gain of 21 new participants for the month of March. As of March 31, 2025, CHA still maintained 20 voucher holders searching for homes from issuances occurring in 2025.

HCV EOP Reasons:

Port Out – 1

Zero Hap – 1

Terminated/Non-Payment- 1

Veteran Affairs Supportive Housing (VASH) Program

The VA has shown an increase in providing chronically homeless Veterans within the community the opportunity to receive program subsidy. The VA continues to work towards utilizing the remaining VASH vouchers by providing housing for the community's homeless veterans. As of March 31, 2025, there are 118 households receiving VASH program assistance including 93 HCV + 25 PBV (Patriot Place). CHA currently has 17 HCV VASH voucher holders searching for homes.

HUD VASH EOP Reasons:

Removed Self- Purchased Home-1

Mainstream Vouchers

Mainstream Vouchers are reserved for non-elderly disabled individuals. CHA has been awarded 49 Mainstream Vouchers. As of March 31, 2025, CHA has 39 vouchers leased with 3 voucher holders searching for a home.

Mainstream EOP Reasons: Port-Out-2



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Continuum of Care (CoC) Program

CHA continues to provide Continuum of Care Program vouchers to the most vulnerable chronically homeless individuals within the community. Each year CHA experiences an increase in homeless individuals and families needing safe, decent, and sanitary housing. As of March 31, 2025, CHA had 18 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. There are currently 3 voucher holders searching for a home. CHA has not requested additional referrals due to funding and the current number of leased families. CHA did receive its funding award and grant agreement for the next years’ CoC programming expenses to begin in May of 2025.

Continuum of Care (CoC) EOP Reasons:

Terminated-Transfer from COC to HCV Program -24

Emergency Housing Vouchers (EHV) Program

CHA currently has 43 Emergency Housing Vouchers leased and 2 others 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:

Terminated/Eviction-1

Tenant-Based Rental Assistance (TBRA) Program

CHA currently has 5 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

March 31, 2025

[illegible]

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 = 1212

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

March 31, 2025

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-25	\$ 2,300,000	\$ 191,667	\$ 292.51	\$ 351	\$ 209,555	\$ 17,888	583	597	583	597	(14)	(14)	6	-	97.7%	109.3%	97.7%	109.3%	11	1.9%	11	1.9%
Feb-25	\$ 2,090,445	\$ 190,040	\$ 292.90	\$ 353	\$ 210,744	\$ 20,704	578	597	1,161	597	(19)	(33)	7	-	96.8%	110.9%	97.2%	110.1%	8	1.4%	10	1.6%
Mar-25	\$ 1,879,701	\$ 187,970	\$ 294.39	\$ 350	\$ 208,877	\$ 20,907	579	597	1,740	597	(18)	(51)	15	-	97.0%	111.1%	97.2%	110.4%	8	1.4%	9	1.6%
Apr-25	\$ 1,670,824	\$ 185,647		\$ 328	\$ 195,520	\$ 9,873	561	597	2,301	597	(36)	(87)		-	94.0%	105.3%	96.4%	109.2%		0.0%	7	1.2%
May-25	\$ 1,475,303	\$ 184,413		\$ 339	\$ 202,463	\$ 18,050	562	597	2,863	597	(35)	(122)		-	94.1%	109.8%	95.9%	109.3%		0.0%	5	0.9%
Jun-25	\$ 1,272,841	\$ 181,834		\$ 332	\$ 198,356	\$ 16,521	571	597	3,434	597	(26)	(148)		-	95.6%	109.1%	95.9%	109.3%		0.0%	5	0.8%
Jul-25	\$ 1,074,485	\$ 179,081		\$ 334	\$ 199,194	\$ 20,114	580	597	4,014	597	(17)	(165)		-	97.2%	111.2%	96.1%	109.5%		0.0%	4	0.7%
Aug-25	\$ 875,291	\$ 175,058		\$ 338	\$ 202,027	\$ 26,969	584	597	4,598	597	(13)	(178)		-	97.8%	115.4%	96.3%	110.3%		0.0%	3	0.6%
Sep-25	\$ 673,263	\$ 168,316		\$ 330	\$ 196,724	\$ 28,408	590	597	5,188	597	(7)	(185)		-	98.8%	116.9%	96.6%	111.0%		0.0%	3	0.5%
Oct-25	\$ 476,539	\$ 158,846		\$ 341	\$ 203,866	\$ 45,019	587	597	5,775	597	(10)	(195)		-	98.3%	128.3%	96.7%	112.7%		0.0%	3	0.5%
Nov-25	\$ 272,674	\$ 136,337		\$ 343	\$ 204,769	\$ 68,432	591	597	6,366	597	(6)	(201)		-	99.0%	150.2%	96.9%	116.1%		0.0%	2	0.4%
Dec-25	\$ 67,905	\$ 67,905		\$ 348	\$ 207,821	\$ 139,916	586	597	6,952	597	(11)	(212)		-	98.2%	306.0%	97.0%	132.0%		0.0%	2	0.4%

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.



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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

Department Source: Resident Services

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: May 21st, 2025

Re: Monthly Resident Services Report

Executive Summary

This report summarizes the Resident Services Department's activities for March 2025.

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:

Resident Services March 2025 Highlights:

- The Moving Ahead Program completed and was awarded grant funding for summer meals through the Summer Food Service Program (SFSP).
- The Family Self-Sufficiency team welcomed the third Family Self-Sufficiency (FSS) Coordinator to expand program capacity and support for participating families.
- Independent Living Coordinators partnered with Services for Independent Living (SIL) to expand shuttle services at Paquin and Oak Towers, increasing resident access to destinations such as Walmart and the Central Food Bank.
- Secured \$2,500 in funding from the Horizon Housing Foundation (HHF) to provide spring meals for the residents at Paquin and Oak Towers.
- Moving Ahead staff, along with two of the program's high school students, attended the Missouri Afterschool Network Leadership Conference in St. Paul, Minnesota.
- The Healthy Home Connections team secured donations of cleaning supplies and hygiene products from Unilever to support resident needs.
- Moving Ahead offered full day programming during spring break to assist working parents with childcare.
- The ROSS Service Coordinator organized a basketball league focused on sportsmanship for the youth at Amp I, with weekly practices every Wednesday evening.

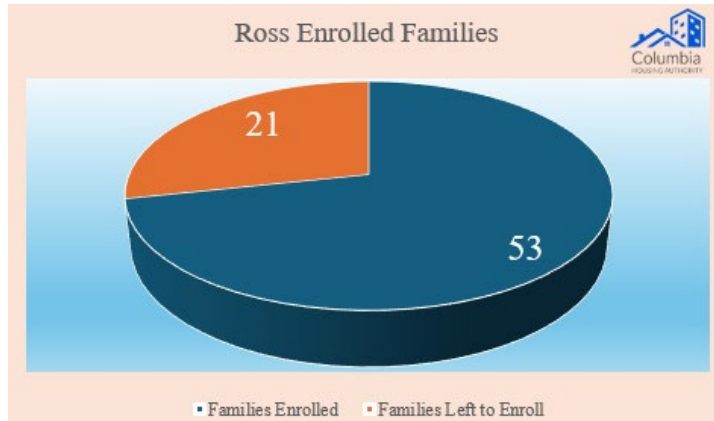


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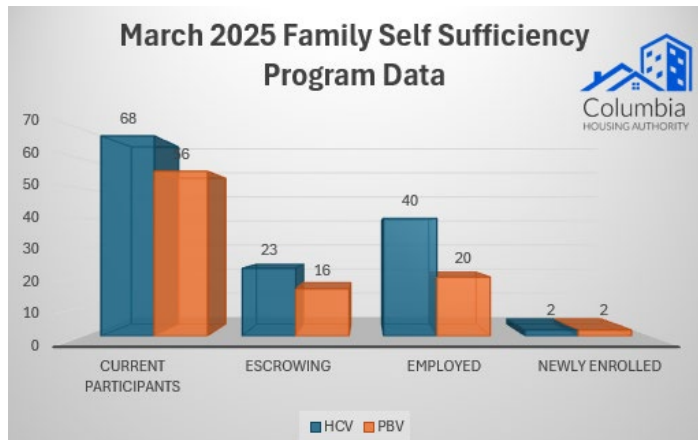
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ROSS Service Coordinator Program (ROSS) – Serving Active ROSS Participants in Public Housing



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



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



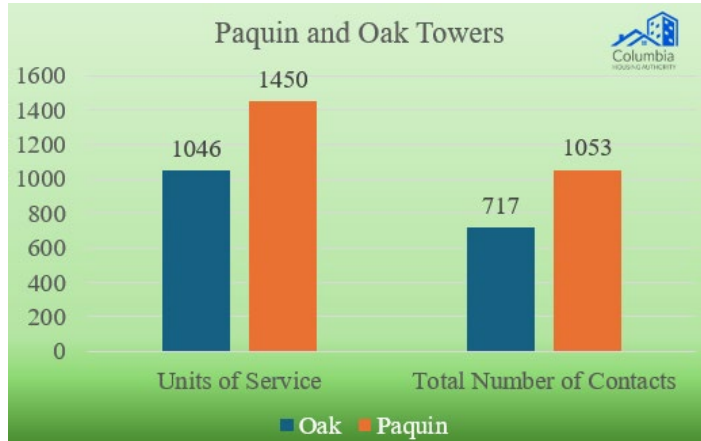


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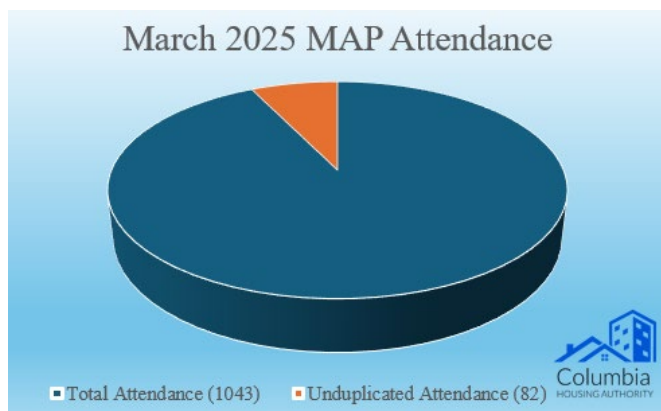
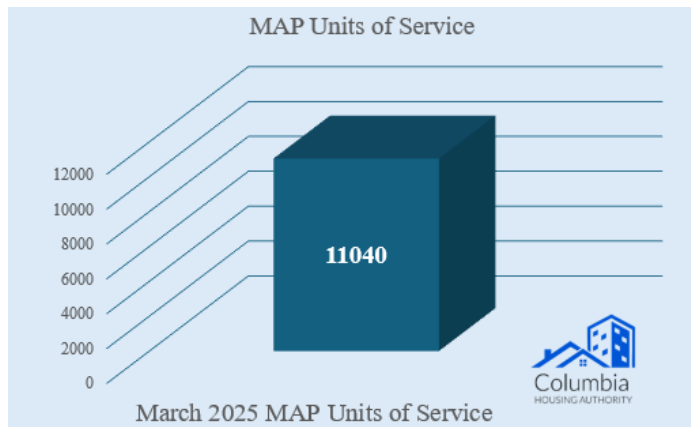
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Independent Living Program (ILP) – Serving 55 & Over and Persons with Disabilities, All sites



Moving Ahead Program (MAP) - Afterschool and Summer Program



Recommended Commission Action

Review and consider the report.



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Department Source: Safety

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: May 21, 2025

Re: Safety Report

Executive Summary

This report provides a summary of March 2025, Safety Department reports and calls.

Discussion

Yearly Totals for CHA Safety Report:

	January	February	March	April	May	June	July	August	September	October	November	December
	2025	2025	2025	2024	2024	2024	2024	2024	2024	2024	2024	2024
Bear Creek	1	3	2	4	4	6	3	4	2	1	21	10
Bryant Walk	4	9	9	4	4	4	4	7	4	6	3	1
Downtown	1	11	9	6	7	2	4	8	4	10	5	4
Oak Towers	16	7	3	9	5	7	8	6	13	7	7	8
Patriot Place	4	4	0	1	6	1	2	1	0	1	1	2
Paquin Towers	18	13	10	15	10	11	18	16	15	8	8	23
Stuart Parker	0	7	7	3	1	2	11	3	4	3	1	2
misc												
Total	44	54	40	48	37	33	50	41	42	36	46	50

CHA Safety most notable reports:

- Lease Violations: 5
- Trespass Warnings: 3 0 arrest
- Information reports 8
- Check Welfare 3
- Death Investigations 1
- Parking ticket tow 3 0 tow
- Disturbance/persons 7
- Weapon violations 1 juvenile with pocketknife

Joint Communications log:

	January	February	March	April	May	June	July	August	September	October	November	December
	2025	2025	2025	2024	2024	2024	2024	2024	2024	2024	2024	2024
Columbia Police Response	92	67	86	94	118	131	227	115	135	162	135	147
Columbia Police Reports	8	11	25	12	14	12	15	15	11	17	8	16
Fire/Ems	102	113	81	110	63	84	84	106	94	131	102	88
Total	202	191	192	216	195	227	326	236	240	293	245	251

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: May 21, 2025

Re: Human Resources Monthly Report

Executive Summary

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

Discussion

Current Open Positions:

- Family Self Sufficiency Coordinator – Offer Made
- PBV/LIHTC Specialist
- MAP Assistant/Teacher (4 openings) – 3 offers have been made

May Staff Anniversary's and New Hires:

- April 29th: Mary Ann Gelina - New Hire (Housing Development Coordinator)
- May 3rd: Randy Cole – 4 Years (Chief Executive Officer)
- May 5th: David Steffes – New Hire (Chief Financial Officer)
- May 16th: Allan German – 3 Years (Maintenance Mechanic II)
- May 18th: Zach Marquez – 2 Years (MAP Staff)
- May 20th: Bo Bowman – 1 Year (Receptionist)
- May 29th: Charline Johns – 7 Years (Special Programs Specialist)

HR Activities:

- Attended MO Employers Conference in Camdenton
- Updated CHA Sick Time Policy in accordance with Proposition A
- Payroll System Audit – Deductions, Leave Accrual Rates, Salary Range and Job Title
- Purge of HCV and Affordable Housing documents in Oak Tower Basement - approximately 235 boxes worth of documents were destroyed and removed.

I.T. Activities:

- Renewing Fortinet security equipment and developing replacement plan for 2026 and 2027
- Recreated MAP Summer Application web form and posted to website
- EIV Re-Certifications and annual security awareness training completed for all EIV users.

Payroll, Over-time, Vacation, Sick by Payroll

To provide additional data to the CEO and CHA Board of Commissioners, the HR report will include gross pay, overtime expenses, as well as hours authorized for overtime, sick and vacation leave for each payroll to date for the fiscal year. The additional data is to identify trends and potential areas of focus or process improvement. A supplemental report is attached.



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Part-time Sick Leave Update

On Nov. 5, 2024, Missouri voters approved Proposition A, providing changes to the state's minimum wage and paid sick time benefits to employees. The legislation provided that beginning May 1, 2025, employees accrue and are entitled to earn paid sick time at the rate of at least one hour of earned paid sick time for every thirty hours of work, and may use earned paid sick time, subject to the limits and terms under sections 290.600 through 290.642 of Missouri law. Both the Missouri House of Representatives and Senate passed legislation on May 15, 2025, that rescinds these requirements.

CHA staff did undertake efforts to plan for meeting compliance with the policy passed in November of 2024, including communication to staff. CHA leadership developed a formula for all part time CHA employees to accrue 56 hours per year and allow for 80 hours to roll over each year. CHA relies heavily on part time employees for the Moving Ahead Program. The CHA CEO will be recommending proceeding with the development and incorporation of part-time employee sick leave benefits into CHA's personnel policies, to maintain a competitive benefits package and support CHA part time employees and is planning to develop a part time sick leave policy and resolution for the June meeting.

Recommended Commission Action

Review and consider the report.

	1/3/2025	1/17/2025	1/31/2025
Gross Wages	\$134,726.19	\$137,008.76	\$136,532.72
Over Time Amount	\$4,504.01	\$5,235.27	\$2,754.46
Total Over Time (Hours)	122.75	145.5	75.75
Total Sick Time Used (Hours)	176	166.29	175.83
Total Vacation and Floating Holiday Used (Hours)	614.5	325.21	242.26

	2/14/2025	2/28/2025	3/14/2025
Gross Wages	\$144,055.72	\$146,781.60	\$138,378.29
Over Time Amount	\$3,478.81	\$4,819.11	\$5,942.39
Total Over Time (Hours)	89.75	126.75	158.75
Total Sick Time Used (Hours)	264.95	188.22	116.33
Total Vacation and Floating Holiday Used (Hours)	352.72	215	279.23

	3/28/2025	4/11/2025	4/25/2025
Gross Wages	\$136,127.30	\$137,995.19	\$142,109.64
Over Time Amount	\$4,303.58	\$4,302.17	\$4,730.11
Total Over Time (Hours)	117.5	111.5	135.75
Total Sick Time Used (Hours)	142.5	335.5	252.25
Total Vacation and Floating Holiday Used (Hours)	241.92	249.25	271.5

	5/9/2025
Gross Wages	\$144,502.62
Over Time Amount	\$7,921.41
Total Over Time (Hours)	232
Total Sick Time Used (Hours)	169.75
Total Vacation and Floating Holiday Used (Hours)	178



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Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: May 21, 2025

Re: Current Events

Executive Summary

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

Discussion

5/14: Chamber Leadership Columbia-Local Government Day-Randy and Caitlin

5/14: Housing and Community Development Commission Meeting. TBRA Funds. Randy, Kendra, Charline

5/15: Monthly Performance Metrics and Teamwork Meeting-HCV and Finance

5/19-5/20: Chamber Leadership Planning Retreat. Randy

5/21: CHA Board of Commissioners Meeting

5/26-5/30: Randy Out.

6/2-6/10: Potential Park Avenue Closing. Darcie, Randy, Debbi, David

6/11: All staff training: Fiduciary Responsibilities, IT Training, Leave Policy, Gas Card Implementation.

6/11: MHDC Development and Underwriting Committee Meeting. Randy

6/12: United Way Give 5 Speaker. Randy

6/18: Columbia Board of Realtors Leadership Academy, CHA presentation. Randy

6/26: Annual Chamber Celebration. CHA sponsor and table. CHA Board Members.

7/16: CHA Board of Commissioners Meeting. Annual Meeting.

Recommended Commission Action

Review and consider the report.