



# Agenda

## *Housing Authority of the City of Kansas City, Kansas*

### **Regular Meeting**

Thursday, January 16, 2020  
12 noon

Administration Office  
1124 N. 9<sup>th</sup> Street

- I. Roll Call
- II. Approval of the Minutes  
Regular Board Meeting December 19, 2019  
(Pages 1—5)
- III. Executive Director's Report  
(Pages 6—22)
- IV. Committee Reports
- V. New Business Consent Item:
  - A. Resolution No. 2020-01 Authorize the Declaration of an  
Emergency to Evaluate, Design, Repair,  
Replace and Upgrade the Agency's  
Computing System and Retroactively  
Authorize the Executive Director to  
Execute a Contract to Evaluate, Design,  
Repair, Replacement and Upgrade of the  
Computing System with Converge One  
(Pages 23—24)
- VI. New Business Discussion Item:
  - A. Resolution No. 2020-02 Approving the Family Self-Sufficiency  
Program Action Plan  
(Pages 25—38)
- VII. Adjournment

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF KANSAS CITY, KANSAS**

Thursday, December 19, 2019  
12 noon

Administrative Office  
1124 N. 9<sup>th</sup> Street

On the 19<sup>th</sup> day of December 2019 at 1:00 p.m. the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in regular session. The meeting was called to order by Chairman Watkins, and upon roll call, the following members of the body were present:

Matthew T. Watkins, Chairman  
Jacques Barber, Commissioner  
Broderick Crawford, Commissioner  
Rachel Jefferson, Commissioner (via conference call)  
P. Anne McDonald, Commissioner  
Timothy J. Rhodes, Commissioner (via conference call)  
Cardelia Walker, Commissioner  
Charles Wilson, Commissioner

**ABSENT:**

Rev. Jimmie L. Banks, Vice-Chairman  
Don Jolley, Commissioner  
Denise Tomasic, Commissioner  
Linda Warner, Commissioner

**ALSO PRESENT:**

Thomas M. Scott, Executive Director/CEO  
Cherrie Escobar, Director of Section 8  
Gerald Glavin, Asst. Director of Facilities Management  
Sharron Davis-Mays, Self-Sufficiency Coordinator  
Benice Meeks, Assistant Director of Finance  
Jacqueline D. Randle, Executive Services Manager  
Caroline Rogers, Director of Finance  
Anthony J. Shomin, Director of Facilities Management  
Kendra Tyler, Asst. Director of Housing Management  
J. Michael Stephens, Accountant

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Chairman Watkins called the meeting to order and roll call was taken.

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## Executive Director's Report

- Mr. Scott provided the Board with written reports found in the board packet. He entertained questions from the Board. He indicated that a lot would be covered in the Personnel and Finance committee reports later in the meeting. (Commissioner Barber arrived in person and Commissioner Rhodes came on the phone.)
- Commissioner McDonald commended Section 8 on having 1,291 units leased, the highest this year. There was also something about a delinquency ratio of 30 per cent for tenants behind on rent. She questioned the average delinquency ratio. Mr. Scott noted that the delinquent rent process was changed when the minimum rent went from \$25 to \$50 which extended the process to five months. Those owing \$50 could then be delinquent for five months before we took them to court, this changed in the last three months. As a result, there should be an improvement in the delinquency rate. We are also engaging the onsite managers to do more *Walk and Talks* to try to get residents help before they become delinquent.
- The new phone system will be installed on January 16, 2020. Some pre-wiring has already taken place in four locations. One component switch has not come in; everything else is in the Executive Director's office. A final meeting on the data upgrades will take place tomorrow at 9 a.m. The AOS engineer that was previously with us for 20 years will review the equipment. Converge One (formerly AOS) will be the provider. Converge One also works with the Unified Government and the KCK Police Department. All our equipment was at end of life.

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With a quorum now present, Chairman Watkins called for a vote on the minutes. Commissioner McDonald made a motion to approve the minutes of November 21, 2019. Commissioner Crawford seconded the motion and the following vote was recorded:

AYES: Barber, Crawford, Jefferson, Rhodes, McDonald, Walker, Watkins, Wilson

NAYS: None

ABSENT: Banks, Jolly, Tomasic, Warner

ABSTAIN: None

Motion carried.

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## Committee Reports

Chairman Watkins called for committee reports.

### Personnel

Chairman Watkins indicated that the Personnel committee met. Vice-Chairman Banks chairs this committee. A decision was made to hire HCap, a professional hiring firm, to fill a senior finance position, Director of Housing Management and the Executive Director positions. HCap will vet and bring the candidates forward. Scott added that the performance evaluation form will be looked at in January. He expects it to be a lengthy process. Commissioner Crawford asked where the job requirements could be found. Mr. Scott indicated that job posting will be published in NAHRO AND PHADA. This information will be distributed to Board members once he meets with HCap.

Mr. Scott informed the Board that Bonner Springs Housing Authority (BSHA) reached out to us several years ago about the possibility of absorbing its units, and the Kansas City, Kansas Housing Authority did not do anything at that time. BSHA reached out to us again in June of this year. BSHA will meet again in January and want to know if we are still interested in absorbing that agency. They have approximately 50 units and 30 are in a three-story elevator building. The units are located south of Lyons Parks near the ball field. Mr. Scott indicated the units could be absorbed, especially with the reduction at Juniper Gardens. He asked the Board for a *yay or nay* to absorb the units. Commissioner Barber asked about the condition of the property. Mr. Scott noted he has a list of capital improvements and REAC scores, but will need to walk the property again. BSHA has close to \$300,000 in reserves which needs to be used or will go by the wayside, if not used. We would want to lay out a capital improvement plan to expend these funds before the transfer of the property. Commissioner Crawford asked about the current occupancy. Mr. Scott indicated they were full in June. He just received another email today. Commissioner Rhodes asked if Bonner Springs was separate from Edwardsville and Mr. Scott indicated it was a separate municipality. We have some Section 8 in Edwardsville. Commissioner McDonald asked if we would need more staff to operate the units in Bonners Springs. Mr. Scott noted there is one part-time manager and one full-time maintenance person currently there. He is not sure how unit turnover is being handled. Commissioner McDonald asked if we would need to take action in January. Mr. Scott noted they just need a *yay or nay* from our Board. The entire process would take some time. Watkins noted he is in favor of having a further reach out west. Mr. Scott indicated that BSHA's Section 8 program was absorbed in 2012. There is no cost other than the legal transfer and it would provide more units for us. The three-story building may be a candidate for tax credit activity. The Board was in agreement to expressing an interest in absorbing the units with Bonner Springs Housing Authority.

### Bylaws

No report.

### Finance

Commissioner McDonald indicated they met and everyone has a copy of the agenda and minutes as prepared for the meeting on December 18, 2019. She indicated there was a brief discussion about the audit and that Mr. Stephens is present to further expand on this. There was a lot of discussion about finance department goals, what could be done to streamline processes and update procedures to give them more control over their work. The new maintenance facility was discussed. Staff was asked to go out and take photographs of the property. The building should be done by June. There was a discussion on payroll changes and how we could go to paying staff in arrears. It was already mentioned that a recruiter has been hired.

### Inclusion and Public Information

Commissioner Warner was not present and they did not meet.

### Development and Improvement

Commissioner Rhodes indicated the Development and Improvement committee has not met, but plan to meet to discuss the maintenance facility.

### Resident Participation

Commissioner Wilson indicated the Resident Participation committee has not met. Chairman Watkins noted that he attended the annual PHRC (Public Housing Resident Council) meeting put on by Ms. Davis-Mays. He thanked Ms. Davis-May for putting on the luncheon and all she does for the agency.

### Executive Committee

Did not meet.

### CHIG

Chairman Watkins indicated that CHIG has not met since the last meeting in October. A meeting is scheduled for January 2020.

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### **New Business Consent Item**

Resolution No. 2019-22, PHA Certifications of Compliance with PHA Plans and Related Regulations including required Civil Rights Certification.

This information was presented to the Board last month and voted on today.

Commissioner Rhodes made a motion to approve Resolution No. 2019-22. Commissioner Barber seconded the motion and the following vote was recorded:

AYES: Barber, Crawford, Jefferson, McDonald, Rhodes, Walker, Watkins, Wilson

NAYS: None

ABSENT: Banks, Jolley, Tomasic, Warner

ABSTAIN: None

Motion carried.

RESOLUTION NO. 2019-22—PHA CERTIFICATIONS OF COMPLIANCE WITH  
PHA PLANS AND RELATED REGULATIONS INCLUDING REQUIRED CIVIL  
RIGHTS CERTIFICATION

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Chairman Watkins introduced Mike Stephens with Citrin Cooperman, the firm hired to audit the Housing Authority's financial records for the period ending March 31, 2019. While this is Mr. Stephen's first audit with this agency, he has been an auditor since 1985. He then conducted a PowerPoint presentation and provided a handout to the Board. The primary audit was of the Kansas City, Kansas Housing Authority. The Board thanked Mr. Stephens for his presentation.

Chairman Watkins thanked Ms. Rogers and her staff for their hard work. Mr. Scott then had staff members introduce themselves to Commissioner Crawford. Chairman Watkins wished the entire staff a happy holiday and with that the board meeting was adjourned.

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Matthew T. Watkins, Chairman

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Thomas M. Scott, Executive Director/CEO

## Executive Director's Report

January 16, 2020

1. The following monthly reports:
  - A. Statement of Funds
  - B. Delinquency Report
  - C. Disbursements over \$1,000
  - D. Operating Receipts and Expenditures
  - E. Maintenance Report
  - F. Occupancy Report
  - G. Modernization Report
  - H. Resident Initiative Report
  - I. Section 8 Utilization Report
  - J. Monthly Move-in and Move-outs

/s/ Thomas M. Scott

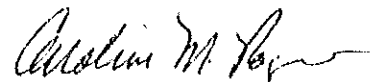
Thomas M. Scott  
Executive Director/CEO

**Kansas City, Kansas Housing Authority**  
**Statement of Funds Available**  
**For the Period Ended DECEMBER 31, 2019**

Description	Rate <sup>(a)</sup>	Maturity Date	Amount	Bank
General Fund Account	0.15%		\$87,556.94	Liberty
Payroll Account	0.00%		\$3,966.92	Liberty
ACH Pymt Account	0.15%		\$28,005.96	Liberty
Rent Depository Account	0.00%		\$1,279,064.60	Bank of Labor
Rent Bank Deposit Accounts	0.70%		\$83,935.48	Various
Homeless Prevention Program	0.90%		\$5,630.77	Bank of Labor
Sponsorship Program	0.50%		\$19,672.55	Bank of Labor
Section 8 Checking	0.00%		\$55,137.95	Bank of Labor
EPC Replacement Reserve Acct	0.15%		\$38,736.28	Liberty
KCKHA Debt Service Account			\$584,667.08	Deutsche Bank
CD#120245349	1.80%	08/26/20	\$500,000.00	Bank of Labor

(a) Represents Rates as of January 10, 2020 provided by Banks.

Note: Amounts reflect balances from month-end statements. Reconciliation of outstanding checks will adjust account balances, accordingly.

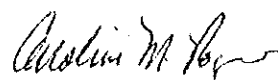


Caroline M. Rogers  
 Director of Finance

**Kansas City, Kansas Housing Authority**  
**Delinquency in Accounts Receivable**  
**For the Month of Dec 2019**

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	<b>Rent &amp; Other Charges</b>	<b>Repayment Agreements</b>	<b>Net Total</b>
Accounts Receivable (Amounts Delinquent)	\$230,305.46	(\$115,549.88)	\$114,755.58
 Total Charges to Tenants for Month			 \$461,678.47
 Delinquency Ratio			 24.86%
 Petitioned to Court			 <u>23</u>
 Praecipes Issued			 <u>21</u>
 Evictions			 <u>12</u>
 Pending Evictions			 <u>0</u>



Caroline Rogers  
Director of Finance

*Schedule C - Expenses Over \$1,000*  
**Kansas City, Kansas Housing Authority**  
 Payments Over \$1,000.00  
 For The Month of DECEMBER'19

**\*MAINTENANCE COSTS\***

American Water Treatment, Inc	\$1,912.33
Bluelinx Corporation	\$3,134.57
Bluelinx Corporation	\$1,383.81
Booney's Lawn Service	\$2,625.00
Carpet Corner Inc.	\$2,356.65
Carpet Corner Inc.	\$1,937.00
Dormakaba USA INC	\$1,289.54
Ferguson Enterprises Inc.	\$1,858.49
Ferguson Enterprises Inc.	\$1,086.59
H.D. Supply	\$2,996.85
Home Depot Pro-SupplyWorks	\$3,709.38
Home Depot Pro-SupplyWorks	\$2,002.38
Keiths Transmission & Sales	\$1,850.00
Martin Mechanical Corporation	\$14,086.00
Martin Mechanical Corporation	\$4,388.00
Olney Sales Inc.	\$2,835.00
Oscars Maintenance Service Corp, LLC	\$4,860.00
Oscars Maintenance Service Corp, LLC	\$1,950.00
PDQ Supply Inc.	\$1,060.50
Predator Termite & Pest Contr	\$1,100.00
PRESTO-X	\$1,350.00
Riback Supply Company	\$4,467.33
Sherwin-Williams Co	\$5,341.11
Sherwin-Williams Co	\$1,174.75
Smallwood Locksmiths, Inc	\$2,172.85
Staco Electric Construction Co.	\$1,100.00
Stanion Wholesale Elec. Co.	\$3,100.80
Stanion Wholesale Elec. Co.	\$3,034.20
Stanion Wholesale Elec. Co.	\$1,618.09
Stanion Wholesale Elec. Co.	\$1,559.53
Strasser Hardware	\$1,257.21
Ted Systems LLC	\$1,519.30
Victory Ford Inc.	\$2,878.25
Waste Management	\$8,862.08

**\*MISCELLANEOUS\***

All Makes Machine Inc.	\$2,323.00
American Express	\$4,191.16
AT&T	\$8,385.92
AT&T	\$2,090.79
Enterprise FM Trust	\$4,690.93
Evans & Mullinix, P.A.	\$10,176.50

*Schedule C - Expenses Over \$1,000*  
**Kansas City, Kansas Housing Authority**  
 Payments Over \$1,000.00  
 For The Month of DECEMBER'19

GFI Digital	\$5,355.00
GFI Digital	\$5,355.00
HCAP Sarch	\$20,000.00
Iron Mountain	\$1,387.51
Johnson Controls Inc.	\$61,390.00
Kinkos Fedex	\$2,986.75
Lockton Companies	\$14,094.75
MRI Software LLC (HAB, INC)	\$2,269.57
Office Essentials, Inc	\$1,700.50
Online Information Services Inc	\$1,504.50
Robert Purduski	\$1,644.23
Scott & Associates, LLC	\$12,650.00
Scott & Associates, LLC	\$12,500.00
Wex Bank dba Wright Express FSC	\$4,213.78

**\*MODERNIZATION\***

AAIM Services, LLC	\$79,177.41
Frye Construction Co. Inc.	\$206,910.00
McConnell & Associates	\$6,464.00
Mccray Millwork	\$1,532.61
Minnesota Elevator Inc	\$2,723.76

**\*PAYROLL COSTS\***

AETNA	\$103,592.28
AFLAC Premium Holding	\$2,367.14
AFLAC Premium Holding	\$2,367.14
Colonial Life & Accident Ins	\$3,880.58
Colonial Life & Accident Ins	\$3,880.58
Delta Dental	\$4,744.49
Kansas Payment Center	\$1,936.87
Kansas Payment Center	\$1,756.41
Kansas Payment Center	\$1,388.57
Kansas Public Employ Ret Syst	\$32,738.41
Kansas Public Employ Ret Syst	\$31,785.95
Kansas Public Employ Ret Syst	\$30,651.89
Nationwide Retirement Solution	\$10,952.86
Nationwide Retirement Solution	\$2,374.90
UMB Health Savings Acct.	\$3,564.13
UMB Health Savings Acct.	\$3,564.13
W.H. Griffin, Trustee	\$3,294.40
W.H. Griffin, Trustee	\$3,217.74
William W. Hutton, Attorney at Law	\$2,800.00

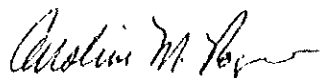
*Schedule C - Expenses Over \$1,000*  
**Kansas City, Kansas Housing Authority**  
 Payments Over \$1,000.00  
 For The Month of DECEMBER'19

**\*INTERBANK TRANSFERS\***

Liberty Gen Fund to Payroll Transfers	\$180,000.00
Liberty Gen Fund to Payroll Transfers	\$179,300.00
Liberty Gen Fund to ACH Transfers	\$37,700.00
Liberty Gen Fund to ACH Transfers	\$38,200.00
Liberty Gen Fund to ACH Transfers	\$1,644.23
Liberty Gen Fund to ACH Transfers	\$1,504.50
Liberty Gen Fund to ACH Transfers	\$2,164.09
Liberty Gen Fund to ACH Transfers	\$1,765.41
Liberty Gen Fund to ACH Transfers	\$5,000.00
Bank of Labor Gen Fund to Liberty Gen Fund	\$500,000.00
Bank of Labor Gen Fund to Liberty Gen Fund	

**\*UTILITIES COSTS\***

Board Of Public Utilities	\$76,082.63
Board Of Public Utilities	\$58,551.85
Board Of Public Utilities	\$39,036.74
Board Of Public Utilities	\$34,202.40
Kansas Gas Service	\$13,762.40
Kansas Gas Service	\$12,775.76
Kansas Gas Service	\$7,298.39
Kansas Gas Service	\$5,540.17



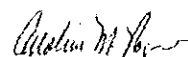
Caroline M. Rogers  
 Director of Finance

**Kansas City, Kansas Housing Authority**  
**Operating Receipts and Expenditures**  
**For Period Ending November 30, 2019**

	CEN OFFICE YR TO DATE	% 8%	CEN OFFICE BUDGET	PUBLIC HSG YR TO DATE	% 8%	PUBLIC HSG BUDGET	SECTION 8 YR TO DATE	% 8%	SECTION 8 BUDGET
<b>OPERATING INCOME:</b>									
Dwelling Rent				\$3,389,910.42	67%	\$5,052,098.00			
Fraud Recovery Income							\$107,549.30		
Interest Income	\$2,996.48	216%	\$1,390.00	\$5,396.64	87%	\$6,200.00			\$20.00
Tenant Income				\$264,177.67	83%	\$318,090.00			
Other Income	\$528,046.15	113%	\$469,242.00	\$65,812.28	6%	\$1,056,053.00	\$2,959.78		
Fee for Services - COCC	\$801,817.17	34%	\$2,385,276.00						
Management Fees	\$1,205,623.36	66%	\$1,838,931.00						
Total Operating Income	\$2,538,483.16	54%	\$4,694,839.00	\$3,725,297.01	58%	\$6,432,441.00	\$110,509.08	#####	\$20.00
Operating Subsidy				\$5,547,739.00	74%	\$7,489,377.00			
Prior Year Subsidy									
Section 8 Admin Fees							\$488,579.00	57%	\$863,666.00
<b>Total Operating Receipts</b>	<b>\$2,538,483.16</b>	<b>54%</b>	<b>\$4,694,839.00</b>	<b>\$9,273,036.01</b>	<b>67%</b>	<b>\$13,921,818.00</b>	<b>\$599,088.08</b>	<b>69%</b>	<b>\$863,686.00</b>
<b>OPERATING EXPENSES:</b>									
Administrative Salaries	\$511,187.46	52%	\$984,158.00	\$764,018.95	83%	\$923,521.00	\$199,597.28	67%	\$296,750.00
Management Fees				\$1,009,121.86	67%	\$1,498,208.00	\$196,501.50	58%	\$340,724.00
Other Admin Expenses	\$146,604.44	53%	\$278,119.00	\$201,050.50	66%	\$302,576.00	\$26,880.94	66%	\$40,632.00
<b>Tenant Services</b>									
Resident Assoc Expenses				\$8,507.23	33%	\$25,457.00			
Other Expenses				\$8,962.15	53%	\$16,955.00			
<b>Total Utilities</b>	<b>\$27,092.76</b>	<b>54%</b>	<b>\$50,255.00</b>	<b>\$1,622,814.23</b>	<b>64%</b>	<b>\$2,551,312.00</b>			
Maintenance Salaries	\$818,000.52	49%	\$1,678,428.00	\$1,057,735.84	87%	\$1,213,293.00			
Maint Materials	\$392,237.40	76%	\$519,096.00	\$107,248.94	45%	\$237,928.00	\$1,037.25	53%	\$1,966.00
Fee for Services - COCC				\$801,817.17	34%	\$2,385,276.00			
Other Maint Contracts	\$266,504.60	159%	\$167,142.00	\$787,416.42	74%	\$1,069,411.00	\$20,939.83	469%	\$4,468.00
Security Salaries									
Other Security Expense	\$19,528.92	21%	\$93,379.00	\$63,998.26	33%	\$192,439.00			
Insurance	\$90,730.45	74%	\$123,400.00	\$353,754.82	68%	\$522,181.00	\$15,775.67	68%	\$23,259.00
Terminal Leave Payments									
Employee Benefit Contributions	\$580,498.22	60%	\$972,731.00	\$612,842.86	79%	\$780,649.00	\$69,484.83	64%	\$108,413.00
Collection Losses				\$149,508.51	108%	\$138,440.00	\$48,061.06		
Interest Expense				\$404,488.33	68%	\$596,652.00			
Other General Expense	(\$10,028.48)			\$429.15	10%	\$4,142.00	\$8,193.31	47%	\$17,250.00
Total Routine Expenses	\$2,842,356.29	58%	\$4,866,708.00	\$7,953,715.22	64%	\$12,458,440.00	\$586,471.67	70%	\$833,462.00
<b>Extraordinary Maintenance</b>									
Depreciation Expense									
Contracts									
Casualty Losses - Net									
<b>Total Operating Expenses</b>	<b>\$2,842,356.29</b>	<b>58%</b>	<b>\$4,866,708.00</b>	<b>\$7,953,715.22</b>	<b>64%</b>	<b>\$12,458,440.00</b>	<b>\$586,471.67</b>	<b>70%</b>	<b>\$833,462.00</b>
Prior Year Adjustments									
<b>Total Operating Expenditures</b>	<b>\$2,842,356.29</b>	<b>58%</b>	<b>\$4,866,708.00</b>	<b>\$7,953,715.22</b>	<b>64%</b>	<b>\$12,458,440.00</b>	<b>\$586,471.67</b>	<b>70%</b>	<b>\$833,462.00</b>
<b>Gain/(Loss) from Operations</b>	<b>(\$303,873.13)</b>		<b>(\$171,869.00)</b>	<b>\$1,319,320.79</b>		<b>\$1,463,378.00</b>	<b>\$12,616.41</b>		<b>\$30,224.00</b>

\*\*\* November is the 8th month of the Fiscal Year Ending March 31st

\*\*\* Percentage 66.67% or 8/12th of the year



Caroline Rogers  
 Director of Finance

**KANSAS CITY, KANSAS HOUSING AUTHORITY  
MAINTENANCE REPORT  
FOR THE MONTH OF DECEMBER 2019**

**CUSTOMER SERVICE & SATISFACTION SURVEY - DECEMBER 2019**

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
12/03/19	101	15	73	6	6	0	9
12/04/19	183	10	92	3	3	0	7
12/05/19	44	5	49	2	2	0	3
12/10/19	80	14	94	3	3	0	11
12/11/19	101	24	125	5	5	0	19
12/12/19	129	14	143	5	5	0	9
12/13/19	48	14	62	7	7	0	7
12/16/19	28	10	38	5	5	0	5
12/17/19	131	12	143	6	6	0	6
12/18/19	28	13	41	2	2	0	11
12/19/19	69	13	82	3	3	0	10
12/23/19	58	14	72	3	3	0	11
12/27/19	46	16	62	4	4	0	12
12/30/19	62	21	83	6	6	0	15
	1,108	195	1,159	60 (a)	60 (c)	0 (d)	135 (b)

These percentages are based on work orders completed in occupied units only and does not include work orders for vacant unit preparation.

- (a) Residents Contacted 44% of the service work orders completed
- (b) No Response 56% of the service work orders completed
- (c) Favorable Response 100% of the residents contacted
- (d) Unfavorable 0% of the residents contacted

\* Unfavorable responses result in a second work order being generated to resolve problem, followed up by a call from the Clerk Dispatcher.

	Family	Elderly	Total
Total Vacancy	127	55	182
Units in Mod	14	20	34
Fire Units	6	0	6
Rentable Units	107	35	142
Move-Ins	8	18	26
Move-Outs	21	22	43
Units Available	1	1	2
Units Readied in DEC	9	16	25

## December 2019 Occupancy Report

PROJECT	TOTAL UNITS	OCCUPIED UNITS	VACANT UNITS	% OCCUPIED CURRENT	% OCCUPIED PRIOR
K1-1 *M(7) D(12) JUNIPER GARDENS	265	179	86	68%	69%
K1-2 D(1) ST. MARGARETS PARK	100	95	5	95%	98%
K1-3 D(1) CYRUS K. HOLIDAY	60	59	1	98%	97%
K1-4*M(1) D(8) WYANDOTTE TOWERS	302	291	11	96%	97%
K1-5*M(2) D(1) BELROSE MANOR	90	87	3	97%	98%
K1-6 Elderly DOUGLAS HEIGHTS	101	100	1	99%	96%
K1-6 D(3) Family DOUGLAS HEIGHTS	99	96	3	97%	95%
K1-7 D(1) SCATTERED SITES	24	23	1	96%	100%
K1-9 D(1) SCATTERED SITES	30	29	1	97%	100%
K1-10 *M(2) SCATTERED SITES	42	34	8	81%	86%
K1-11 M(1) D(1) GRANDVIEW PARK	40	32	8	80%	90%
K1-12 D(2) CHALET MANOR	66	63	3	95%	95%
K1-13 WELBORN VILLA	80	80	-	100%	100%
K1-14 BETHANY PARK TOWERS	153	149	4	97%	97%
K1-15 *M(6) SCATTERED SITES	20	14	6	70%	70%
K1-17*M(1) GLANVILLE TOWERS	108	102	6	94%	97%
K1-18 ROSEDALE TOWERS	122	119	3	98%	99%
K1-20 D(1) WESTGATE TOWERS	163	154	9	94%	95%
K1-21 D(1) SCATTERED SITES	8	7	1	88%	88%
K1-22 WESTGATE VILLA	20	19	1	95%	95%
K1-23 D(1) SCATTERED SITES	38	37	1	97%	100%
K1-24 M(18) PLAZA TOWERS	115	95	20	83%	83%
K1-25 D(1) SCATTERED SITES	12	12	-	100%	100%
Sub-Total before Adjustments	2,058	1,876	182	91%	92%
Less: # of Deprogrammed Units	35				
Less: # of Units Under Modernization	40		40		
Total Units Available for Occupancy	1,983	1,841	142	93%	94%

(\*) Modernization units

## **MODERNIZATION AND DEVELOPMENT REPORT JANUARY 2020**

### **CAPITAL FUND PROGRAM 2013**

The funding amount for this program is \$2,404,182. The public hearing and final budget were presented to the residents on December 5, 2012. The Capital Fund Program 2013 was approved at the December 20, 2012 board meeting. Approval of the 2013 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. Architect and engineering firms have been selected to complete work under this program. All work has been completed.

The following projects are completed: K1-7 Scattered Sites Exterior Repair, Painting, and Gutter Replacement (3 Buildings), K1-21 Scattered Sites HVAC Replacement, K1-14 Bethany Park Tower Retaining Wall Replacement, K1-6HR Douglas Heights High Rise, K1-24 Bethany Park Tower, K1-18 Rosedale Tower, K1-24 Plaza Tower Surge Suppression, K1-14 Bethany Park Tower Domestic Water Pump Booster. K1-9 Scattered sites parking lot improvements. K1-23 Scattered Sites exterior repair, painting and lighting. K1-20 Westgate Tower Interior Modernization (Phase III, Floors 4, 5 and 6).

All funds in the 2013 Capital Fund Program have been obligated and expended. This program is being prepared for close-out.

### **CAPITAL FUND PROGRAM 2014**

The funding amount for this program is \$2,735,146.00. The public hearing and final budget were presented to the residents on December 4, 2013. The Capital Fund Program 2014 was approved at the December 19, 2013 Board Meeting. Approval of the 2014 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. A/E firms have been selected. Construction plan preparation is complete and all work has been completed.

The following project is complete: K1-4 Wyandotte Tower Carpet Replacement; K1-20 Westgate Tower Interior Modernization Phase IV, Floors 1, 2 & 3, and K1-54 Scattered Sites (15) Playground Improvements.

All funds in the 2014 Capital Fund Program have been obligated and expended. This program is being prepared for close-out.

### **CAPITAL FUND PROGRAM 2015**

The funding amount for this program is \$2,783,028.00. The public hearing and final budget were presented to the residents on December 3, 2014. The Capital Fund Program 2015 was approved at the December 18, 2014 Board Meeting. Approval of the 2015 Capital Fund Program Plan by HUD was received. The ACC Amendment was

received from HUD and executed by the Housing Authority and submitted to HUD. A/E firms have been selected.

The following project is complete: K1-57 Westgate Tower (20), Window Improvement; K1-54 Scattered Sites (23), HVAC Improvements.

#### **K1-57 WESTGATE VILLA CENTRAL AIR CONDITIONER HVAC REPLACEMENT**

Bids were due on June 12<sup>th</sup>, 2019 for this project. Five contractors bid on this project. Bids ranged in price from \$59,695.00 to \$109,877. The low bid of \$59,695.00 was submitted by Southtown Glass, Inc. dba SGI. Since this amount is below the threshold of \$75,000 requiring Board approval, staff has awarded a contract for HVAC Improvement at Westgate Villa to SGI, in the amount of \$59,695.00. A pre-construction meeting was held on July 16, 2019. Notice to Proceed was issued on September 6<sup>th</sup>, 2019. Work has begun and is progressing well, 12 units are completed. Weather is delaying completion of the project. Work has restarted and nearing completion.

#### **2015 EMERGENCY SAFETY AND SECURITY GRANT**

The Housing Authority applied for and was awarded an Emergency Safety and Security Grant. The funding amount for this grant is \$250,000.00. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. This funding will be used for security camera improvements at four of our tower developments: Wyandotte Tower, Bethany Park Tower, Douglas Heights, and Westgate Tower.

The following project is complete: K1-55, Wyandotte Tower, K1-56 Bethany Park Tower and Douglas Heights High-rise, and K1-57, Westgate Tower Security Camera Improvement.

All funds in the 2015 Emergency Safety and Security Grant have been obligated and expended. This program is being prepared for close-out.

#### **CAPITAL FUND PROGRAM 2016**

The funding amount for this program is \$2,910,265.00. The public hearing and final budget were presented to the residents on December 2<sup>nd</sup>, 2015. The Capital Fund Program 2016 was approved at the December 17<sup>th</sup>, 2015 Board meeting. Approval of the 2016 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. Architect and engineering firms have been selected to complete work under this program.

The following project is complete: K1-56 Rosedale Tower Fire Sprinkler Improvement, K1-57 Westgate Tower Parking Lot Improvement, and K1-56 Glanville Tower Common Area HVAC Improvement.

#### **K1-57 WESTGATE TOWER AND PLAZA TOWER ELEVATOR MODERNIZATION**

Bids were due on August 29<sup>th</sup>, 2018 for this project. Only one bid was received and therefore a bid analysis is required and the bid must be approved by HUD. Staff has reviewed the bid. The bid and our analysis have been submitted to HUD for consideration. HUD has reviewed and approved the single bid. The Board authorized the contract for this project at its October 2018 meeting to Minnesota Elevator Inc. in the amount of \$962,322.00. A pre-construction meeting was held on October 19, 2018. Notice to Proceed was issued on May 1, 2019. Plaza Tower passenger and freight elevator are now complete. Westgate Tower passenger and freight elevator are complete. Final paper work, and close out documents have been submitted for close out of this project.

#### **CAPITAL FUND PROGRAM 2017**

The funding amount for this program is \$3,024,938.00. The public hearing and final budget were presented to the residents on December 7<sup>th</sup>, 2016. The Capital Fund Program 2017 was approved at the December 15<sup>th</sup>, 2016 Board meeting. Approval of the 2017 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. Architect and engineering firms have been selected to complete work under this program.

#### **K1-55 WYANDOTTE TOWER ELEVATOR MODERNIZATION**

The Board authorized this as an emergency repair at the August 2018 Board Meeting and awarded a modernization contract to Minnesota Elevator Inc., in the amount of \$501,545.00. Minnesota Elevator Inc. has completed an assessment of the equipment needed and has ordered the equipment. Work began on November 30, 2018. Work on both elevators is complete and has been accepted. Final paperwork and close out of this project have been submitted for final closeout.

#### **K1-57 PLAZA TOWER - RELOCATION - FLOORS 6, 7, and 8**

Bids were received on January 24, 2019, for the moving of residents from dwelling units on the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> floors of Plaza Tower. This is the first phase of interior modernization of Plaza Tower. Residents will be moved within Plaza Tower during this project. The apparent responsive low bidder is Coleman Worldwide Moving with a total bid of \$21,561.45. Five companies bid on this project. Bids ranged in price from \$21,561.45 to \$47,685.00. Since the contract amount is below the threshold of \$75,000 requiring Board of Commissioners approval. Staff awarded a contract to Coleman Worldwide Moving, in the amount of \$21,561.45. All residents have been moved off of the 8<sup>th</sup> Floor.

#### **K1-54 SCATTERED SITES (15) INTERIOR MODERNIZATION**

Bids were received on April 24, 2019, for the interior modernization of 5 houses in this development. This is the first phase of interior modernization at this development. Upon completion residents from other houses will be relocated to these units and then these houses will be scheduled for interior modernization. The Board authorized the award of

a contract at the May 2019 meeting to Frye Construction Co., Inc., in the amount of \$229,900.00. Pre-construction meeting was held on May 23<sup>rd</sup>, 2019. Notice to proceed was issued on June 20<sup>th</sup>, 2019. Work on these 5 houses has reached substantial completion. Punch list items have been completed. Final paperwork have been submitted for close out.

#### **K1-56 ROSEDALE TOWER AIR HANDLER REPLACEMENT**

Bids were received on June 12<sup>th</sup>, 2019 for this project. Three contractors bid on this project. Bids ranged in price from \$42,350.00 to \$71,000.00. The low bid of \$42,350.00 was submitted by Anderson Mechanical LLC. Since this amount is below the threshold of \$75,000 requiring Board approval, staff has awarded a contract for air handler replacement at Rosedale Tower to Anderson Mechanical LLC, in the amount of \$42,350.00. A pre-construction meeting was held on July 12<sup>th</sup>, 2019. Notice to proceed will be issued when all required paperwork is received and the equipment is ready to be installed. Equipment has been ordered and is expected to be delivered the first week of December 2019. Installation will begin upon arrival of equipment. Waiting on contractor to submit request for Notice to Proceed.

#### **K1-57 PLAZA TOWER INTERIOR MODERNIZATION PHASE 1 (Floors 7 and 8)**

Bids were received on July 15<sup>th</sup>, 2019 and revised bids were received on August 2<sup>nd</sup>, 2019 for this project. The Board authorized the award of a contract, at the August 2019 meeting, to Construction Management Service, Inc., in the amount of \$1,807,376.30. Pre-construction meeting was held on August 23<sup>rd</sup>, 2019. Notice to proceed was issued on September 11<sup>th</sup>, 2019. Work has begun with the 8<sup>th</sup> floor demolition completed. Erection of the personnel and material hoist is complete. Framing is complete, rough in of the fire sprinkler piping is complete, rough-in electrical and plumbing has begun. Installation of the replacement windows is underway.

#### **K1-53 CHALET MANOR SLOPE STABILIZATION**

Bids were received on October 2<sup>nd</sup>, 2019 for this project. The Board authorized the award of a contract at the Octobers 2019 meeting to BC Hardscapes LLC, in the amount of \$320,992.00. Pre-construction meeting was held on November 5<sup>th</sup>, 2019. Notice to proceed is pending until all required paperwork is completed. Construction documents have been submitted to the Unified Government, awaiting permit to begin construction.

#### **CAPITAL FUND PROGRAM 2018**

The funding amount for this program is \$4,676,183.00. The public hearing and final budget were presented to the residents on December 6<sup>th</sup>, 2017. The Capital Fund Program 2018 was approved at the December 21<sup>st</sup>, 2017 Board meeting. HUD is in the process of reviewing the 2018 Capital Fund Plan. There is a new process regarding the ACC Amendment and currently the Housing Authority is working with HUD through the new process for its approval. Architectural and Engineering Services, for the preparation of building plans and specifications, for the 2018 improvement projects, have been awarded.

**K1-56 AND K1-57 GLANVILLE, ROSEDALE AND PLAZA TOWERS SECURITY  
CAMERA IMPROVEMENTS**

Bids were received on July 24<sup>th</sup>, 2019 for this project. The Board authorized the award of a contract at the August 2019 meeting to American Digital Security, LLC, in the amount of \$202,823.74. Pre-construction meeting was held on September 13<sup>th</sup>, 2019. Notice to proceed was issued on December 16, 2019. Project has started, installation of conduit is underway.

**CAPITAL FUND PROGRAM 2019**

The funding amount for this program is \$4,889,781.00. The public hearing and final budget were presented to the residents on December 5<sup>th</sup>, 2018. The Capital Fund Program 2019 was approved at the December 20<sup>st</sup>, 2018 Board meeting. Staff has submitted all required documents to HUD for acceptance of this funding. Request for Proposals for Architect and Engineering, for the preparation of plans and specification for the 2019 projects, will be prepared in January 2020 for responses in February 2020.

## RESIDENT INITIATIVE REPORT

JANUARY 2020

SUBMITTED BY SHARRON DAVIS-MAYS

SELF-SUFFICIENCY COORDINATOR

On December 4, 2019 I participated in the EnVison Center summit at the U.S. Dept. of HUD Region VII field office. There were an approximately 50 community partners in attendance. Our Executive Director, Thomas Scott and Kansas City, Missouri Housing Authority Executive Director, Ed Lowndes were panelists. Mr. Scott acknowledged our partners and stressed that serving residents is what we do to help those with lower socioeconomic incomes. Our partners were supportive of this event and happy to assist us with this venture. In addition, Mrs. Wadhams with HUD Headquarters, in Washington D. C. was present and she was impressed with the community partners that attended the summit on the Kansas side of the event.

On December 4, 2019 the PHRC (Public Housing Resident Council) held its end of the year event at Bethany Park Towers. There were a total of 40 in attendance. Chairman Matthew Watkins and Thomas Scott were guest speakers. Fred Brisco from the HUD field office was in attendance. Jeremy Witt, Delaware Highlands Assisted Living, and his staff provided a presentation. Mr. Brisco informed me that he was amazed with how we interacted with our residents.

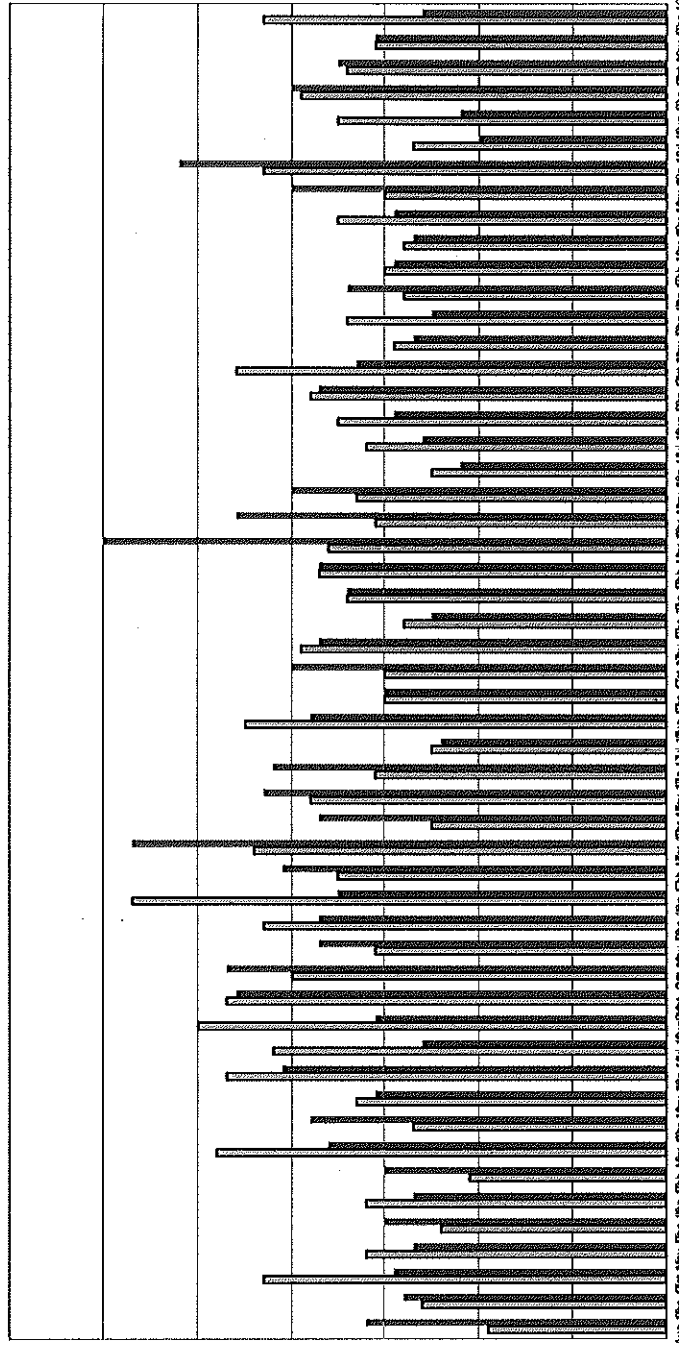
Therese Duke provided entertainment for the program. She was given a few offers to come and sing at Delaware Highlands Assisted Living facility.

Month	Year	Units	HAP
January	2017	1464	878,579
February	2017	1474	883,557
March	2017	1462	891,001
April	2017	1475	887,533
May	2017	1456	899,588
June	2017	1460	877,833
July	2017	1442	887,292
August	2017	1429	888,224
September	2017	1420	882,076
October	2017	1420	881,400
November	2017	1417	874,988
December	2017	1392	863,642
January	2018	1368	849,606
February	2018	1368	850,991
March	2018	1356	828,727
April	2018	1339	820,358
May	2018	1331	809,349
June	2018	1318	797,744
July	2018	1316	814,451
August	2018	1301	796,631
September	2018	1300	814,111
October	2018	1297	806,749
November	2018	1276	800,140
December	2018	1268	801,111
January	2019	1267	813,586
February	2019	1267	827,427
March	2019	1258	823,463
April	2019	1242	819,093
May	2019	1242	817,235
June	2019	1243	832,844
July	2019	1247	822,948
August	2019	1246	828,420
September	2019	1247	835,832
October	2019	1254	835,543
November	2019	1260	831,453
December	2019	1291	851,950
January	2020	1303	861,759

Report J  
Kansas City, Kansas Housing Authority  
Move-Ins and Move-Outs - July 2015 -December 2019

Chart Title

Month	Move-Outs	Move-Ins
Aug-15	19	32
Sep-15	26	28
Oct-15	43	29
Nov-15	32	27
Dec-15	24	30
Jan-16	32	27
Feb-16	21	30
Mar-16	48	36
Apr-16	27	38
May-16	33	31
Jun-16	47	41
Jul-16	42	26
Aug-16	50	31
Sept-16	47	46
Oct-16	40	47
Nov-16	31	37
Dec-16	43	37
Jan-17	57	35
Feb-17	35	41
Mar-17	44	57
Apr-17	25	37
May-17	38	43
Jun-17	31	42
Jul-17	25	24
Aug-17	45	38
Sep-17	30	30
Oct-17	30	40
Nov-17	39	37
Dec-17	28	25
Jan-18	34	34
Feb-18	37	37
Mar-18	36	60
Apr-18	31	46
May-18	33	40
Jun-18	25	22
Jul-18	32	26
Aug-18	35	29
Sep-18	38	37
Oct-18	46	33
Nov-18	29	27
Dec-18	34	25
Jan-19	28	34
Feb-19	30	29
Mar-19	28	27
Apr-19	35	29
May-19	30	40
Jun-19	43	52
Jul-19	27	20
Aug-19	35	22
Sep-19	39	40
Oct-19	34	35
Nov-19	31	31
Dec-19	43	26



Kansas City, Kansas Housing Authority  
Board of Commissioner's Meeting  
January 16, 2020

New Business Consent Item: Authorize the declaration of an emergency to evaluate, design, repair, replace and upgrade the agency's computing system and retroactively authorize the Executive Director to execute a contract to evaluate, design, repair, replacement and upgrade of the computing system with Converge One.

Resolution No. 2020-01

**Background:**

The Kansas City Kansas Housing Authority's computing system hardware and software are in dire need of a complete system analysis, evaluation, replacement, and upgrade. The current system has all existing hardware at the end of life with no means of technical or part support through the manufacturer. The operating system software for all existing hardware servers reaches end of life in January 2020. Consequently, due to the age of equipment, lack of manufacturer support, and the dire need to upgrade this equipment, it is more efficient and effective to perform a complete replacement of all hardware and software and upgrade all systems to the latest technology.

**Current Issue:**

Due to the immediate and dire need for our computing system, the Kansas City Kansas Housing Authority has asked Converge One, the Housing Authority's IT (Information Technology) provider in the past, who knows the age and condition of our equipment, to assist in the design of a virtualized computing system which will be easy to manage, easy to support and provide suitable performance for the Housing Authority computing systems.

After Converge One's analysis of the existing computing systems, it has been determined that immediate replacement and upgrades are needed to all systems, since end of life for hardware has been reached, and end of life for the software systems is scheduled for January 2020.

Due to the time it would take to procure a new computing system following our procurement policy (a minimum 90 days), and the possibility of a risk of a failure of our existing systems in the meantime. Staff asked Converge One for its recommendation on a new computing system with an estimate of cost.

Converge One has made its recommendation for the replacement of the old computing systems, for a fixed cost of \$146,236.89, with ongoing monthly charges of \$1,186.80 for the Microsoft 365 business software, and any additional services needed at an hourly rate of \$175. Since this is in line with recent estimates to provide analysis, and anticipated costs to replace and upgrade our existing systems. Staff is requesting that the existing computing system be declared an emergency and request retroactive authorization of the Executive Director to execute a contract with Converge One for the replacement and upgrade of our computing system.

Attached is a resolution that will declare the computing system replacement an emergency and retroactively authorize the Executive Director to execute a contract with Converge One for the computing system replacement in the amount of \$146,236.89 with ongoing monthly charges of \$1,186.80 for the Microsoft 365 business software, and any additional services needed at an hourly rate of \$175.

Staff recommends approval of this resolution.

**Board Action:**

23

Approve Resolution No. 2020-01, if appropriate.

## **RESOLUTION NO. 2020-01**

**AUTHORIZE THE DECLARATION OF AN EMERGENCY TO EVALUATE, DESIGN, REPAIR, REPLACE AND UPGRADE THE AGENCY'S COMPUTING SYSTEM AND RETROACTIVELY AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT TO EVALUATE, DESIGN, REPAIR, REPLACEMENT AND UPGRADE OF THE COMPUTING SYSTEM  
WITH CONVERGE ONE**

**WHEREAS**, the existing computing system hardware has reached its end of life, and is no longer supported, and the current software systems reaches end of life in January of 2020 and will no longer be supported; and

**WHEREAS**, after analysis of the existing systems, it has been determined that it would be more effective and efficient to replace the total system as opposed to upgrading the existing systems; and

**WHEREAS**, due to the devastating effect a failure of either of these systems would have on the Housing Authority operations, the replacement of these systems should be considered an emergency; and

**WHEREAS**, the Housing Authority has consulted with Converge One, a past provider of services for these systems, and familiar with the age and condition of our equipment, to assess the equipment, and make recommendations on new equipment and software upgrades; and

**WHEREAS**, Converge One has completed its assessment of the equipment and has designed a system to replace the computing system at a fixed cost of \$146,236.89 with a monthly recurring cost of \$1,186.80 for the Microsoft 365 business software, with any additional services to be charged at \$175 an hour.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of Kansas City, Kansas declares the replacement of the computing systems an emergency and retroactively authorizes the Executive Director to execute a contract for the replacement of the computing systems, with Converge One, in the amount of \$146,236.89 with a monthly recurring cost of \$1,186.80 for the Microsoft 365 business software, with any additional services to be charged at \$175 an hour.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board of Commissioners does hereby approve Resolution No. 2020-01.

Kansas City, Kansas Housing Authority  
Board of Commissioner's Meeting  
January 16, 2020

New Business Discussion Item: Approving the Family Self-Sufficiency Program Action Plan

Resolution No. 2020-02

**Background:**

The Kansas City Kansas Housing Authority received a federal grant in the amount of \$62,312 to implement a Family Self-Sufficiency Program. The design of the Family Self-Sufficiency Program is to assist participants on the Housing Choice Voucher program and enable them to become self-reliant and no longer require assistance from the Housing Choice Voucher Program.

**Current Issue:**

The participants on the Housing Choice Voucher Program need assistance with training, education and employment. These tools will enable participants to compete for high paying jobs. The Kansas City, Kansas Housing Authority will work with community partners to help the Housing Choice Voucher Participants obtain their goals.

Staff recommends approval of this resolution.

**Board Action:**

Approve Resolution No. 2020-02, if appropriate.

**RESOLUTION NO. 2020-02**

**APPROVING THE FAMILY SELF-SUFFICIENCY PROGRAM  
ACTION PLAN**

**WHEREAS**, the Kansas City, Kansas Housing Authority (KCKHA) has received a federal grant in the amount of \$62,312 to implement a Family Self-Sufficiency Program; and

**WHEREAS**, the Family Self-Sufficiency Program will assist eligible Housing Choice Voucher participants with training, education, employment and money management; and

**WHEREAS**, the KCKHA has developed a Family Self-Sufficiency Action Plan outlining the requirements and objectives of its Family Self-Sufficiency Program and is prepared to implement the program.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Kansas City, Kansas approves the Family Self-Sufficiency Program Action Plan for implementation February 1, 2020.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board of Commissioners does hereby approve Resolution No. 2020-02.

Kansas City, Kansas Housing Authority

# Family Self-Sufficiency Program

Action Plan

Davis-Mays, Sharron



2020

## **OVERVIEW**

The purpose of the Family Self-Sufficiency (FSS) Program administered by the Kansas City, Kansas Housing Authority is to promote economic independence and self-sufficiency through the use of housing assistance under the Housing Choice Voucher Program, (formerly known as Section 8). The objective is to reduce the dependency of low-income families on welfare assistance and on the Housing Choice Voucher Program (HCV).

The FSS Program is administered by the KCKHA's Self-Sufficiency staff, working in collaboration with the Program Coordinating Committee representing key community institutions, many who are involved providing direct services to FSS Participants. The Housing Authority provides office space and training space at 915 Washington Blvd.

Each FSS participant signs a Contract of Participation, which includes interim, short term and long term goals. A major incentive of the program is the establishment of a FSS escrow account which can be used to purchase a car, purchase a home or used for educational expenses, etc.

### **GOALS AND OBJECTIVES FOR THE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM FOR THE KANSAS CITY, KANSAS HOUSING AUTHORITY**

#### **GOALS**

1. Enable a minimum of 25 families to become economically and socially independent through the coordination and delivery of existing community services.
2. To help with the alleviation of the societal and individual barriers that causes dependency.
3. To provide mixture of creativity, flexibility, and accountability for both the families and service providers.

#### **OBJECTIVES**

1. Improve the coordination of both planning and delivery of services to participants of the FSS Program with the commitment to make families self sufficient.
2. Implement a Case Management system to identify needs, planning a delivery of services to FSS families based on the family's commitment to become self- sufficient.
3. Document the implementation of services to be used for future planning of a broad-based FSS Program.
4. Establish inter-agency partnership to achieve high quality comprehensive service delivery to all members of a family with long term results. Assess the accountability

of the family, the case management, and the agencies and entities providing services and resources.

The family objective will be to achieve the following:

1. Elevate itself from the status of dependency to that of self-reliance and growth towards the goal of self-sufficiency.
2. Achieve a greater level of self-discipline, self-esteem.
3. Demonstrate commitment and accountability to a personal action plan which will be customized for the FSS family in which both goals and barriers are assessed.

The Kansas City, Kansas Housing Authority will compile a list of all Housing Choice Voucher participants. The list will include both minority and non-minority groups. In accordance with KCKHA, the equal opportunities of the Kansas City Kansas Unified Government and the Federal Government there will be no discrimination on account of race, color, age, handicap, creed, familial status or national origin.

In addition the overall goal of the Family Self-Sufficiency Program is to assist unemployed or underemployed, low income individuals and families in making the transition from public assistance to productive employment and economic self-sufficiency.

#### **PROGRAM SIZE**

In accordance with the Kansas City Kansas Housing Authority application approval, the Housing Authority will operate a minimum program size of 25 FSS slots. These FSS slots will consist of 25 Housing Choice Vouchers.

#### **ELIGIBLE FAMILIES**

Eligible families are selected as follows:

- FSS participants will be selected without regard to race, color, religion, creed, age, gender, sexual orientation, gender identity, sex, disability, familiar status, or national origin.
- Should the Kansas City, Kansas Housing Authority (KCKHA) have more eligible applicants than the number of available openings in the FSS Program, a waiting list will be established. Placement on the waiting list will be chronological according to the date stamp on the full application.
- When openings in the program occur, the FSS Coordinator will begin contacting FSS applicants on the FSS waiting list to notify them of the opening and inquire about their continued interest in the FSS Program.

## **INELIGIBLE APPLICANTS**

- Previous terminated FSS participants will be denied participation for two years from their termination date and must provide an explanation of why they were previously unsuccessful and how their circumstances have changed since their FSS Program termination.
- Applicants may not owe debts to KCKHA and must be in good standing as determined by their Housing Choice Voucher Program Specialist.
- Applicants who have successfully graduated from the KCKHA'S FSS Program or another's Public Housing Authority' FSS Program will **not** be eligible to participant in the KCKHA FSS Program.

## **INCENTIVES FOR FSS FAMILY PARTICIPATION**

- The Kanas City, Kansas Housing Authority shall establish a plan to offer incentives to participating FSS families. The plan will be the establishment of an escrow savings account.

## **INITIAL CONTACT WITH POTENTIAL PARTICIPANTS**

The Kansas City, Kansas Housing Authority will invite all Housing Choice Voucher participants to participate in the FSS Program. The Housing Authority will prepare a flyer that will be mailed out in all the annual rectification packets and will be posted on the bulletin boards in the lobby. In addition, a presentation will be given at each briefing session.

## **FSS WAITLIST PROCEDURES**

FSS enrollment is continuous if slots are available in the program. The FSS service coordinator shall initiate and maintain a FSS waitlist when the program is at capacity. When program slots are not available, referred individuals will be placed on the FSS waitlist in the order in which the referral or inquiry is received (i.e. date of receipt). Individuals on the waiting list will be contacted in the order in which they were added to the waitlist to enroll when program slots become available. Individuals will be removed from the waiting list if they enroll in the program, decline the slot, or are non-responsive to multiple outreach attempts. KCKHA will not maintain an exact limit on the number of slots available on the FSS waiting list; however KCKHA may temporarily close the FSS waiting list if it becomes so large that the waiting list significantly outnumbered anticipated available slots.

## **FSS ACTIVITIES AND SUPPORTIVE SERVICES**

KCKHA's FSS program enables participants to build financial assets while working toward educational, professional and personal goals such as:

- Reducing debt/improving credit
- Earning a post-secondary degree or GED
- Enhancing job related skills
- Starting a new career/job
- Starting a business
- Becoming a homeowner

FSS participation generally lasts five years, during this time the FSS Coordinator will work directly with participants to set and monitor their personal goals, as well provide coaching to empower participants as they work to achieve these goals. In addition to coaching and direct services, participants benefit from the FSS savings account which enables them to build financial assets. When participants meet goals and graduate from the program, they are eligible to receive a payout of the monies accrued in escrow throughout the duration of the program.

### **FSS Activities and Support Services**

The FSS service provider delivers both direct services coordination and referrals to local public and private resources.

#### *Educational/Training*

- FSS Coordinators make referral for adult literacy and GED preparation courses if participants did not complete their high school diploma or GED, and/ or need additional literacy courses prior to entering or advancing in the workforce.
- Participants who have completed their high school diploma or GED are encouraged to enroll in college or other post-secondary education and job training opportunities.
- FSS Coordinators encourage participants to attend digital literacy courses or training to advance their computer and/ or other technological skills.

#### *Employment Services*

- FSS Coordinators assist participants with career planning, employment preparation soft-skills, placement, and job retention support.

- FSS participants are referred to external partners and services within the community (i.e.) Workforce Partnership, and other community-based workforce services.

#### *Financial Strength/Assets Building*

- FSS Coordinators provide one-on-one coaching or group financial and education opportunities on topics including household budgeting, credit repair and maintenance, tax preparation and filing, banking, savings, investment and retirement planning.

#### *Homeownership*

- FSS coordinators provide referrals to KCKHA's Housing Choice Voucher homeownership program.

#### *Support Services*

- FSS Coordinators provide referrals for services including child care, workplace clothing, transportation, or housing stability assistance (i.e. utility and weatherization programs).
- FSS Coordinators utilize coaching techniques and tools to assist participants in goal setting and working toward achievement of these personal goals.

#### *Participant Engagement*

Regular outreach and engagement activities (i.e. home visits, office visits, telephone check-ins) are scheduled with participants to review and/or adjust the ITSP (individual training service plan), document progress toward goals and of the participant and the progress made toward FSS goals. FSS Coordinator will attempt to engage each participant at least once each quarter of the calendar year; some participants may need individual assistance more than once a quarter.

### **CONTRACT OF PARTICIPATION (COP)**

At enrollment, participants enter into a Contract for Participation (COP) with KCKHA. The purpose of the COP is to state the rights and responsibilities of the participant and the KCKHA, the resources and supportive services to be provided to the family, and the activities to be completed by the participant (i.e. FSS goals listed in the ITSP). KCKHA utilizes a COP that varies from the standard HUD COP (*form HUD-52650*).

## **Establishment of the COP**

The COP is effective the first day of the month after execution. The completion date of the COP is five years from the effective date, during which the participant will engage in activities to meet the FSS goals. If the participant needs additional time to complete the FSS goals, they may be approved by the KCKHA for a contract extension of no more than two years.

The COP will provide for the Kansas City, Kansas Housing Authority to terminate or withhold FSS supportive services for participating families. If the family fails to comply with the Family Obligation requirements of the Housing Choice Voucher Program, the family will be terminated from the FSS Program and will forfeit any escrow account funds. Families who are terminated from the FSS Program have the right to appeal. Request for the appeal must be made within ten (10) days of notice of termination from the FSS Program.

## **Individual Training and Services Plan (ITSP) Development**

In conjunction with the COP, the participant completes an ITSP that establishes the final and interim goals for participation in the program. These goals enable KCKHA, the FSS Coordinator and the participant to measure the participant's progress. The ITSP is a component of the COP and thus an obligation of the participant to complete. The ITSP may be modified by the participant and the FSS Coordinator to reflect changes in employment and financial education activities as detailed; however most interim goals will vary by participant depending on their individual needs.

### *ITSP Required Goal-Free of Welfare Assistance*

To successfully complete the program all household members must be independent from welfare assistance during the last 12 months of the COP. The FSS provider shall inform each participant of this requirement regardless of whether anyone in the household is receiving welfare assistance at the time of COP implementation and include this as a mandatory goal in the ITSP.

The KCKHA requires a signed verification in a format approved by the KCKHA from the participant and utilizes its system of record to determine if the participant's household meets this requirement.

### *ITSP Required Goal-Employment Requirement*

FSS participants are required to maintain 12 months of continuous employment during the last 12 months of the COP to be considered for successful completion and graduation from the program.

KCKHA requires one or more of the following forms of verification to determine if the participant meets this requirement.

- KCKHA employment verification form
- Employer offer letter (that includes hire date) and current paystubs
- Employer letter verifying current employment and hire date
- Paystub that includes hire date
- W-2 or 1099 tax forms
- Self-employment tax forms

Participants who experience a lapse in employment history due to unexpected termination may still be considered to meet the employment requirement on a case-by-case basis. However, for those participants with a requirement to complete 12 months of continuous employment, new employment must be attained within 90-days of the initial termination, to maintain compliance with the employment requirement.

#### *ITSP Interim Goals*

Participants may also include other educational, professional, or personal goals in the ITSP, including:

- Reducing debt/improving credit;
- Educational advancement (i.e. GED or post –secondary);
- Obtaining employment;
- Career advancement;
- Starting a business; and/or
- Homeownership.

Unlike the required goals, interim goals may be modified at any time during participation. Interim goals must also be accomplished to successfully complete the program. Completion of these goals will be verified in a manner similar to the required interim goals through the use of verification forms, etc.

#### **COP Completion**

By regulation, the COP is considered complete, and participation in the FSS program is concluded, when one of the following occurs:

- The FSS participant/household has fulfilled the obligations of the COP (including completing all of the required and self-identified ITSP goals) on or before the expiration of the contract term including any extensions thereof; or

- *(for HCV households only)* 30% of the monthly adjusted income of the FSS household equals or exceeds the published existing housing Fair Market Rent (FMR) for the size of the unit for which the FSS family qualifies based on KCKHA's occupancy standards. The COP will be considered completed and the participation in the FSS program concluded on this basis even though the COP term, including any extension thereof, has not expired, and the family members who have ITSP's have not completed all the activities set forth in their plan.
- All successful FSS completers must reside in a household that is compliant with the lease and/or obligations of the Public Housing or Housing Choice Voucher programs, and may not owe rent to the KCKHA or private landlord. Upon successful completion of the FSS program, participants are invited to a graduation ceremony hosted by the KCKHA's FSS Program staff.

## **COP Termination**

The COP is automatically terminated if:

- The household's housing subsidy assistance is terminated due to non-compliance.
- The head of household FSS participant leaves the household without requesting to successfully complete the program prior to leaving and/or transfers head of household status to another household member.
- If the non-head of household FSS participant leave the household without requesting to successfully complete the program prior to leaving.

The COP may be terminated before the expiration of the contract term due to the following:

- The participant and KCKHA agree to terminate the contract.
- KCKHA determines that the participant has not fulfilled their responsibilities under this contract including; not achieving or providing documentation to support achievement of the goals outlined in the ITSP.
- The participant voluntarily withdraws from the FSS program.
- An act occurs that is inconsistent with the purpose of the FSS program.
- The household ports-out to another PHA.
- Other actions permitted in accordance with the HUD requirements.

If the COP is terminated or incomplete the participant will forfeit FSS savings earned during participation. Termination of the COP will not affect eligibility for housing subsidy; FSS households exiting the program due to unsuccessful completion will retain the right to occupancy according to the HCV Administrative Plan.

## **Modifications to the COP**

If an error is found on the COP (i.e. start date/end date) the modification is initialed by the staff in making the adjustment, a case note is entered into the participant file, and the participant is notified of the change in writing and provided a new copy of the COP.

## **EXTENSION OF CONTRACT TERM**

The KCKHA at its discretion may extend the COP up to two (2) additional years because of circumstance beyond the family's control, such as a serious illness or involuntary loss of employment. Termination of employment for non-performance by the head of the household is not justification for a contract extension.

## **FSS SAVINGS ACCOUNT**

One of the primary incentives of FSS program participation is the opportunity to build financial assets through the FSS savings account. When participants meet goals and graduate from the program, they are eligible to receive a payout of the monies accrued throughout the duration of the participation. KCKHA maintains FSS savings funds in an interest-bearing depository account.

Escrow credits are based on increase of *earned* income. Earned income includes:

- The full amount before payroll deductions of wages, salaries, overtime pay, commissions, tips bonuses, fees and other compensations for personal services.
- Net income from the operation of a business or profession.
- Military pay that is normally included in the annual income definition.

KCKHA provides an annual report to the participant on the FSS savings account including, but no limited to:

- Balance at the beginning of the reporting period.
- Amount credited during the period.
- Any deductions made from the account.
- Amount of interest earned on the account.
- Total in the account at the end of the reporting period.

## **ESTABLISHMENT OF FSS ACCOUNT**

The KCKHA shall deposit the FSS account funds of all families participating in the FSS program into a single depository account. The KCKHA will deposit the account funds in one or more of the HUD approved investments.

The total of the combined FSS account funds will be supported in the KCKHA accounting records by the subsidiary ledger showing the balance applicable to each family. During the term of the COP, the KCKHA shall credit periodically, but no less than annually, to each family's FSS account. The amount of the credit determined in accordance to rules and regulations.

### **FSS CREDIT COMPUTATIONS**

The amount of the escrow account credit varies. The credit shall be computed as follows:

1. Thirty percent (30%) of current monthly adjusted income less the family rent, which is obtained by disregarding any increases in earned income (as defined in 24CFR 984.305) from the effective date of the Contract of Participation.
2. The current family rent less the family rent at the time of the effective date of the Contract of Participation.

The credit will be calculated and made based on the HUD approved median income for the Kansas City, Kansas Housing Authority as follows:

- The amount of the escrow credit is affected by the income limit of the family.
- To determine the amount of the credit, the KCKHA compares the family's adjusted annual income with the KCKHA income limits.
- If the family's adjusted annual income exceeds the low-income limit, there will be **no FSS credit**.

### **INTERIM DISBURSEMENT OF FUNDS**

The KCKHA does not allow for partial disbursements.

### **HOUSING CHOICE VOUCHER PORTABILITY**

A FSS Program participant may request to be approved for a move outside the KCKHA jurisdiction after being admitted into the KCKHA's FSS Program. The participant will be transferred the FSS Program of the receiving Housing Authority, if the Housing Authority has an operating FSS Program. At that point in time, the KCKHA will terminate its Contract of Participation with the FSS participant. The receiving Housing Authority will enter into a new COP with the participant. Once the FSS participant is absorbed into the receiving Housing Authority's FSS Program, the FSS escrow will be transferred to the receiving PHA.

If a FSS participant ports-out to a PHA that does not have a FSS Program, then all monies in the FSS escrow account will be forfeited.

## **GRIEVANCE AND HEARING PROCEDURES**

A FSS Program participant may request a grievance hearing to determine whether the Housing Authority's decision to terminate participation in the FSS program is substantiated. The hearing is conducted by the KCKHA's designated hearing officer and follows all protocol and procedures afforded by the KCKHA's regulation governing grievance procedures. The KCKHA Executive Director may overrule the decision of the hearing officers regardless of the outcome.

## **PROGRAM COORDINATING COMMITTEE (PCC)**

A key component of FSS Program is the establishment of the Program Coordinating Committee (PCC). The PCC will give guidance to the program by addressing individual development, resources, and barriers for families in their quest to become self-sufficient. The PCC will consist of the following agencies:

- Department of Children and Families
- Family Conservancy
- Village Initiative
- Liberty Bank
- K-State Extension
- Workforce Partnership
- NAACP
- Youth Build
- Kanas City, Kansas Community College
- ThYve
- Connection to Success
- NBC Community Development
- Friends of Yates