



Agenda

Housing Authority of the City of Kansas City, Kansas

Special Meeting

Thursday, February 18, 2021
12:30 p.m.

Held Electronically
via Zoom

- I. Roll Call
- II. Approval of the Minutes
Special Board Meeting January 21, 2021
(Pages 1—8)
- III. Executive Director's Report
(Pages 9—26)
- IV. Committee Reports
- V. New Business Consent Item:

Resolution No. 2021-01 Approving the Job Description of
Family Self-Sufficiency Specialist
(Page 27—30)
- VI. Executive Session
- VII. Adjournment

**NOTICE OF SPECIAL BOARD MEETING
TO THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF KANSAS CITY, KANSAS**

Notice is hereby given that a special meeting of the Board of Commissioners of the Housing Authority of the City of Kansas City, Kansas will take place at 12:30 p.m. on Thursday, February 18, 2021 due to the COVID-19. The meeting will be held via Zoom on your wireless device. Meeting ID is 955 0451 6054, Password 037129. If you do not have access to a wireless device, you can call in at 1(346) 248-7799 or 1(669) 900-6833.

The agenda will consist of the following:

- I. Roll Call
- II. Approval of the Minutes
Special Board Meeting January 21, 2021
- III. Executive Director's Report
- IV. Committee Reports
- V. New Business Consent Item:

Resolution No. 2021-01 Approving the Job Description of Family Self-Sufficiency Specialist
- VI. Executive Session
- VII. Adjournment

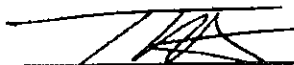
Witness my hand this 11th day of February 2021

Matthew T. Watkins, Chairman

CERTIFICATE OF SERVICE OF NOTICE

I, Thomas M. Scott, the duly appointed, qualified interim Secretary of the Housing Authority of the City of Kansas City, Kansas, DO HEREBY CERTIFY that on the 11th day of February 2021. I served a true copy of the foregoing Notice of Special Meeting on each Commissioner of the Housing Authority of the City of Kansas City, Kansas.

Witness my hand this 11th day of February 2021.



Thomas M. Scott, Executive Director/CEO

Special Meeting February 18, 2021

WAIVER OF REGULAR NOTICE OF AND CONSENT TO SPECIAL MEETING

We, the undersigned Commissioners of the Housing Authority of the City of Kansas City, Kansas do hereby accept service of the NOTICE OF SPECIAL MEETING waiving any and all irregularities in such service and in such Notice and consent and agree that said Board of Commissioners of said Housing Authority shall meet at the time and place named in such Notice and for the purpose stated therein.

Matthew T. Watkins, Chair

Rev. Jimmie L. Banks, Vice-Chair

Jacques Barber

Broderick Crawford

Rachel Jefferson

P. Anne McDonald

John D. Rios

Timothy J. Rhodes

Denise Tomasic

Cardelia Walker

Linda Warner

Charles Wilson

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

Thursday, January 21, 2021
12:30 p.m.

Held Electronically
Via Zoom

On the 21st day of January 2021 at 12:30 p.m. the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in special session via Zoom due to the coronavirus pandemic. 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
P. Anne McDonald, Commissioner
*John D. Rios, Commissioner
Denise Tomasic, Commissioner
Linda Warner, Commissioner

ABSENT:

Rev. Jimmie L. Banks, Vice-Chairman
Timothy J. Rhodes, Commissioner
Cardelia Walker, Commissioner
Charles Wilson, Commissioner

ALSO, PRESENT:

Thomas M. Scott, Executive Director/CEO
Cherrie Escobar, Director of Section 8
Gerald Glavin, Asst. Director of Housing Operations-FM
Sharron Davis-Mays, Self-Sufficiency Coordinator
Jacqueline D. Randle, Executive Services Manager
Caroline Rogers, Director of Finance
Anthony J. Shomin, Director of Contract Administration
Elaine Stroud, Director of Housing Operations
Nebyu Tilahun, Assistant Director of Finance
Kendra Tyler, Asst. Director of Housing Operations-HM

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

Chairman Watkins called for approval of the minutes. Commissioner Warner made the motion to approve the minutes of December 17, 2020. Commissioner Barber seconded the motion and the following vote was recorded:

AYES: Barber, Crawford, Jefferson, McDonald, Tomasic, Warner, Watkins

NAYS: None

ABSENT: Banks, Rhodes, Rios, Walker, Wilson

ABSTAIN: None

Motion carried.

Executive Director's Report

- Mr. Scott asked the Board to turn to page 11 in the board packet where we are showing a 45.83 percent delinquency ratio. This is due to the \$53,907.47 which was written off being included in the delinquency ratio. The actual delinquency ratio is 39 percent. We refunded \$11,592 based on the retro rent re-calculation and will continue to work on this.
- Bonner Springs Housing Authority is presenting on Monday evening to its City Council meeting to have the Kansas City, Kansas Housing absorb them. Next month there will be a resolution authorizing our Board to accept them as the first step in this process. There will still need to be a legal opinion on the transfer of ownership since KCKHA was created by the government at that time. We may need a signature from the Unified Government on this process.
- There is no staff out due to COVID-19 and no residents have reported having COVID-19 at this time.
- The Department of Enforcement Center at HUD has picked back up its audit for the period June 1, 2016—May 31, 2019. This was the time the previous Executive Director was at the Housing Authority. Mr. Scott noted the time frame represents the day he left and the day he returned to the agency. Board members may get a phone call asking for information. We have been working with them for nine months or better. HUD will be asking for information so they can complete the review and close this out.
- The Kansas City Star article last week was considerably inaccurate regarding Juniper Gardens. The brother and sister in the article, specifically the sister, is not an active leaseholder with the Housing Authority. The information she provided was not correct. That household did not go to any of the four meetings provided by CVR, the relocation company.
- Next up was Jerry Glavin who provided pictures of the new maintenance facility for the Board to review and he provided commentary on the slides as they appeared on the screen.

Chairman Watkins asked when the maintenance staff would be relocated. Mr. Glavin noted they are moving things in slowly, with March 1st being the target date to be moved in. Commissioner Warner asked about security at the maintenance facility. Mr. Glavin explained there are cameras all around the building and a gate

that locks. There are also cameras adjacent to the Schlage football field. The gate will be locked each night. Mr. Scott added there is also a security system.

Mr. Scott added that Housing Authority staff met with CVR (the relocation company for Juniper Gardens) and had a candid meeting with them about having local people meet with the community which we want to happen immediately. CVR has a list and we have provided recommendations. Commissioner Jefferson asked would these people be paid and would they be working with other local groups. Mr. Shomin noted he understands from CVR is that this is a paid position which was posted on Indeed and a couple of other websites. Commissioner Jefferson asked would they provide reporting. Mr. Shomin indicated we meet every two weeks and are updated at that time. Mr. Scott noted that we expect this process to include all the local neighborhood groups. Commissioner Jefferson noted she would hope so, as we have paid CVR a lot of money, which she would like to see come back to the community.

Commissioner Crawford asked had a decision been made regarding YouthBuild. Mr. Scott indicated that a decision has not been made at this time. He noted that YouthBuild has been very successful and KCKHA has been a part of them from the beginning. The maintenance facility may have room to work them into the building. He added that we are dealing with the Energy Performance Contract and how it will affect the agency. Mr. Scott said he believes there is opportunity here for YouthBuild. They both agreed that YouthBuild is a good program for the youth. Commissioner Rios asked about YouthBuild's relationship with United Way. Mr. Scott advised that it is different than originally established when United Way was the flow through on the grant. YouthBuild has since been transferred to the Department of Labor. YouthBuild's grant was not approved IN 2019 and we have not had a conversation with United Way, we have had a conversation with YouthBuild.

Commissioner Jefferson asked if we would want to schedule a meeting in February or March to have the conversation. Mr. Scott suggested holding off on this conversation as this is a real estate matter. He asked that we discuss this further in Executive Session.

Chairman Watkins asked if there were any further questions. Commissioner Barber questioned if HUD was giving us consideration due to the moratorium on rent payments. Mr. Scott noted that was correct. He expects the moratorium to be extended. We will begin doing repayment agreements to reduce the delinquency rate. Ms. Stroud is working on this. Commissioner Barber asked to keep the Board informed and we do not want to throw people out. He just wants to make sure HUD is making allowances for this. Mr. Scott advised that we would provide information to the residents for rental assistance programs.

Committee Reports

Finance

Commissioner McDonald provided a written report. The Finance Committee met on January 6, 2021. Those in attendance were Commissioners Rhodes and Watkins, and staff members Scott, Tilahun and Rogers. An update of Juniper Gardens was provided and there was discussion about Bonner Springs. A disposition plan has been prepared for Juniper Gardens and HUD is expected to approve it by the end of February. A timeline was created to show the first move out occurring around May 1, 2021. This will affect our federal subsidy. The PHA will receive subsidy for another six months and then the repositioning fee will begin at a 75 percent proration rate for one year and a 50 percent proration rate for the second year. The housing authority could receive the subsidy for two years if operating costs stop prior to the subsidy ending. There are still some unresolved issues with the energy audit and Johnson Controls and how it will affect Juniper Gardens. Staff will investigate this in greater detail. Ms. Rogers provided a PowerPoint presentation to supplement the review of the financials for the Juniper Gardens closure. The removal of Juniper Gardens will affect both the federal subsidy and Capital Funds. The COCC could lose \$190,000 which would partially be offset by the addition of Bonner Springs PHA. That amount is expected to be \$47,000. The Capital Fund loss could be as much as \$681,000 although that would not occur until 2022 or 2023. Bonner Springs is ready to transfer their units to Kansas City, but may be pushed back to the second quarter of 2021. Bonner Springs has 50 units which are 99 per cent occupied. The complete report will be submitted to the Board via email.

Personnel

Chairman Watkins noted the Personnel Committee met and he was in attendance with Commissioners Banks, Warner, Barber and Walker, along with Mr. Scott. Commissioner Warner noted that they talked about the Executive Director position. The most recent candidate did not work out; and they are back to their search. She indicated they are looking at a more targeted approach. They are looking for someone in the Midwest with strong leadership skills.

CHIG

Chairman Watkins noted that the CHIG board met earlier this week. There are 105 occupied units out of 126 units at Delaware Highland Assisted Living facility. Occupancy should increase with the vaccine rollout. He expressed that staff at DHAL has done an incredible job to keep COVID-19 out of the building. The 15-year tax credit compliance period is ending sometime between September and November and it will roll into private ownership under the CHIG umbrella. Commissioner Warner asked if there was a plan on the vaccine. Mr. Scott offered

that the vaccinations will be take place on January 26, 2021 and February 15, 2021. Walgreen's will come to the DHAL site to provide the shots. Staff has already been vaccinated, but some have decided not to take the vaccine. He expects some residents to not take the shot as well. We have provided educational programming onsite. Commissioner Barber asked for more information on the ending of the tax credit compliance and how it will affect us. Mr. Scott noted the tax credits expires in September 2021. After that time CHIG will exercise a one-year right of refusal, between now and that time we will issue a letter of our intent to acquire the property because CHIG is a 501(c)3. This negotiation has been taking place for about two years and are streamlined for the ownership transfer to take place. We are one of the highest performing tax credit properties anywhere. There are several operational agreements that must be reviewed. There are five different LLCs that will have to be resolved. An attorney is looking at this right now and it should be a smooth transition. Another development group out of MHEG is willing to take over the debt which in minimal compared to the value of the property.

The following committees did not meet: Bylaws, Inclusion and Public Information, Development, Resident Participation and Executive.

Director Presentations

Director presentations were provided in the following order: Anthony Shomin, Elaine Stroud, Cherrie Escobar, and Caroline Rogers.

Anthony Shomin—Director of Contract Administration

- Modernization Department has administered 17 improvement contracts from five Capital Fund Programs. Included were HVAC improvements, furnaces, and air conditioner replacement at three family sites; HVAC improvement air handler replacement at Glanville and Rosedale Towers and elevator modernization contracts that ended at Wyandotte, Plaza and Westgate Towers.
- Currently there are two elevator modernizations contracts ongoing at Douglas Heights and the modernization contract for Rosedale Towers will begin as soon the equipment is delivered.
- The first phase of interior modernization at Scattered Sites K1-15, consisted of five houses and was completed in 2020. The second phase that will bid in February 2021 and will be for nine additional houses.
- The interior modernization at Plaza Towers, Phase I for floors 7 and 8 was completed this week. Phase II for floors 4, 5 and 6 has been bid and awarded. The work will start in February 2021.
- Fire alarm panel replacement was completed at Bethany, Douglas Heights, Glanville, and Westgate Towers.

- Security camera improvements were completed at Glanville, Rosedale, and Plaza Towers.
- The OIG environmental review audit was completed in 2020 on all housing authority properties except Wyandotte and Bethany Towers which have active remediation concerns and issues.
- The Thomas M. Scott maintenance facility received its Certificate of Occupancy.
- In 2021 the disposition application should be approved and the start of the relocation of residents at Juniper Gardens.
- The physical needs assessment will be completed for the agency in 2021. This will show where improvements are needed and will help with repositioning housing authority properties.

Elaine Stroud—Director of Housing Operations

- The focus today is on Housing Management and payment issues.
- There is no clear indication of additional funding from Congress and what state agencies will administer the funding. We are prepared to get this information to the residents when it is received.
- We have been contactless for months and will need to begin knocking on doors again to talk about payment options. We are working with residents to get them caught up on their rent.
- The focus is on getting rent repayment agreements in place and getting a better understanding of funding, so COVID money will be used to help people pay rent.

Cherrie Escobar—Director of Section 8

- The Section 8 team is actively working on the Wait List. There are approximately 780 applicants remaining on the Wait List.
- COVID-19 has slowed many of the processes in the Section 8 department such as the Wait List, but Section 8 staff and its participants are finding ways to work past this.
- Inspections are picking back up and the Inspector is back in the field every day.
- Back in November HUD began allowing video inspections. In February we will begin using this process, especially at the Delaware Highlands Assisted Living facility.
- There is an emphasis on increasing our landlord participation. There are currently about 300 active landlords in our program. With Juniper Gardens relocation and pulling from the existing Wait List, there is a demand in our area for Section 8 housing. We plan to do more outreach to expand the number of landlords in our program.
- They will continue to work diligently on tenant and landlord retention.

Commissioner Barber asked what the Inspector looks for. Ms. Escobar noted the Inspector will look to make sure the electrical outlets are working, and there are no missing cover plates. Whatever is in the unit needs to be in good working conditions which is safe and sanitary. No broken windows, tripping hazards, the water must be running, and the toilet must be working, etc. Mr. Scott added there is an HQS protocol that we must followed for Section 8 properties which differs from the UPCS for public housing. He indicated there is a checklist like Ms. Escobar is stating.

Caroline Rogers—Director of Finance

- Finance staff is working on the operating subsidy that will be submitted in March.
- They are working on the operating budget for submission in March as well.
- HUD is offering free finance training offered through Nan McKay which will help us maximize our PHAS scores and operating procedures. There are four days scheduled next week for this training. The training will consist of four hours each day.

Commissioner McDonald asked what type of progress had been made with automating processes. Mr. Scott explained that a lot has to do with the software, and it is extremely expensive to get what we would like to have. Our current software provider was purchased last year by MRI and they have planned to upgrade a lot of these processes by the first of this year. Finance has done a tremendous job with what we have. We are in the process of evaluating the new MRI software because it is already in place. He noted it would take about six months to train staff for efficiency if we change. We cannot afford the software we want but are looking at the next best thing and will have a decision by mid-year.

Mr. Scott mentioned that Cherrie (Escobar), Nebyu (Tilahun) and other staff are working on the agency website along with a website developer and we will have the initial website put together soon and we should be able to preview this for the February board meeting. We hope to get this out before then so the Board can provide written comments. If not, we will get it out in time for the March meeting. It is a completely new website that is easy to access for staff and residents.

Commissioner Barber asked Ms. Mays what response she is receiving from the residents regarding the Zoom meetings. He asked if residents are utilizing the technology. Ms. Mays indicated we had a Zoom meeting last month that was not well attended due to the holidays. However, the meeting held in September with the PHRC had 75 percent in attendance. Some were on the telephone and teleconferenced in. Some residents work with their phones, some use computers and some call in on their phones. She noted that meetings generally are well received. Chairman Watkins noted that he missed the Christmas dinner. Ms. Davis stated there was no dinner due to COVID-19.

Executive Session

At the Chairman's request, Commissioner Crawford made the motion to go into Executive Session for 15 minutes to discuss a real estate issue. Commissioner Rios seconded the motion and the following vote was recorded:

AYES: Barber, Crawford, Jefferson, McDonald, Rios, Tomasic, Warner, Watkins

NAYS: None

ABSENT: Banks, Rhodes, Walker, Wilson

ABSTAIN: None

Motion carried.

Executive session began at 1:31 p.m. Mr. Scott was present during Executive Session.

Chairman Crawford made a motion to return to Special Session. Commissioner Rios seconded the motion and the following vote was recorded:

AYES: Barber, Crawford, Jefferson, McDonald, Rios, Tomasic, Warner, Watkins

NAYS: None

ABSENT: Banks, Rhodes, Walker, Wilson

ABSTAIN: None

Motion carried.

Executive session ended at 1:46 p.m.

Chairman Watkins then called for the meeting to adjourn and it passed unanimously.

Matthew T. Watkins, Chairman

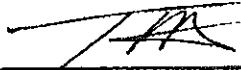
Thomas M. Scott, Executive Director/CEO

*Arrived after roll call.

Executive Director's Report

February 18, 2021

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. Monthly Move outs and Move-Ins
 - H. Modernization Report
 - I. Resident Initiative Report
 - J. Section 8 Utilization Report



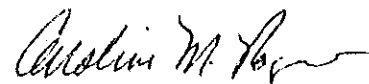
Thomas M. Scott
Executive Director/CEO

Kansas City, Kansas Housing Authority
Statement of Funds Available
For the Period Ended January 31, 2021

Description	Rate ^(a)	Maturity Date	Amount	Bank
General Fund Account	0.15%		\$828,331.15	Liberty
Payroll Account	0.00%		\$48,572.72	Liberty
ACH Pymt Account	0.15%		\$2,940.21	Liberty
Rent Depository Account	0.00%		2,293,264.23	Bank of Labor
Rent Bank Deposit Accounts	0.70%		\$69,580.18	Various
Homeless Prevention Program	0.90%		5,614.27	Bank of Labor
Sponsorship Program	0.50%		19,744.66	Bank of Labor
Section 8 Checking	0.00%		637,917.28	Bank of Labor
EPC Replacement Reserve Acct	0.15%		\$38,799.21	Liberty
KCKHA Debt Service Account			\$689,041.58	Deutsche Bank
CD#120245349	0.15%	02/26/21	\$500,000.00	Bank of Labor

(a) Represents Rates as of February 11, 2021 provided by Banks.

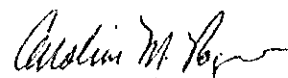
Note: Amounts reflect balances from month-end statements. Reconciliation of outstanding checks will adjust account balances, accordingly.



Caroline M. Rogers
Director of Finance

**Kansas City, Kansas Housing Authority
Delinquency in Accounts Receivable
For the Month of January 2021**

	Rent & Other Charges	Repayment Agreements	Net Total
Accounts Receivable (Amounts Delinquent)	\$241,018.52	(\$63,112.25)	\$177,906.27
 Total Charges to Tenants for Month *			 \$423,672.34
 Delinquency Ratio			 41.99%
 Petitioned to Court			 <u>3</u>
 Praecipies Issued			 <u>3</u>
 Evictions			 <u>3</u>
 Pending Evictions			 <u>0</u>



Caroline Rogers
Director of Finance

Kansas City, Kansas Housing Authority

Payments Over \$1,000.00

For The Month of JANUARY '21

MAINTENANCE COSTS

American Indain Enterprise & Business	\$1,120.00
American Water Treatment, Inc	\$1,050.00
Carpet Corner Inc.	\$6,408.64
CINTAS CORPORATION No. 2	\$1,109.87
CITRIN COOPERMAN & COMPANY	\$1,500.00
Crime Scene Cleaners, Inc	\$3,828.75
Design Mechanical, Inc.	\$1,592.25
Johnstone Supply Co.	\$5,836.50
Kansas City Winnelson Co.	\$1,186.74
Kansas Golf and Turf, Inc	\$6,598.00
MEI TOTAL ELEVATOR SOLUTIONS	\$4,984.27
National Fire Suppression	\$7,750.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$1,470.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$1,470.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$2,640.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$2,640.00
Plumb Supply Company, LNX	\$1,008.87
Precision Plumbing & Construct, Inc	\$6,191.50
ROYAL TREE SERVICE	\$2,450.00
Sherwin-Williams Co	\$1,384.24
Sherwin-Williams Co	\$1,734.09
SOS Pest Control	\$1,350.00
Stanion Wholesale Elec. Co.	\$1,157.10
Stanion Wholesale Elec. Co.	\$2,113.48
Strasser Hardware	\$1,789.64
SUTTON REMODELING, LLC	\$1,690.00
SUTTON REMODELING, LLC	\$2,300.00
Waste Management	\$10,579.91

MISCELLANEOUS

American Express	\$2,361.93
AT&T	\$1,022.68
AT&T	\$2,728.82
AT&T	\$2,941.15
AT&T	\$6,215.56
AT&T	\$6,600.54
Commercial Concepts Furnishings	\$6,048.65
ConvergeOne, Inc	\$1,400.00
ConvergeOne, Inc	\$3,785.06
ConvergeOne, Inc	\$6,032.98
ENTERPRISE FM TRUST	\$5,261.77
Kansas Public Employ Ret System	\$1,170.00
Lewis Brisbois Bisgaard & Smith LLP	\$4,025.00
New Directions	\$1,873.02
PayLease, LLC	\$3,251.70
Postmaster	\$5,000.00
SCOTT & ASSOCIATES, LLC	\$8,200.00
SCOTT & ASSOCIATES, LLC	\$11,700.00
Stephen Williams	\$2,326.38
Talx Corporation	\$1,298.72
U.S BANK EQUIPMENT FINANCE	\$2,804.11
Verizon Wireless	\$2,125.53
WILLIAM W. HUTTON ATTORNEY AT LAW	\$1,225.00

MODERNIZATION

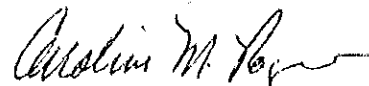
Archetype Design Group Inc	\$6,095.83
Commercial Concepts Furnishings	\$6,954.30
Construction Managment Services, Inc	\$387,200.39
CVR Associates, Inc	\$10,039.44
D&M Installations	\$2,038.00
Davidson & Associates Inc.	\$10,017.00
Fire & Security Solutions	\$50,556.60
Stanion Wholesale Elec. Co.	\$1,530.00
Stanion Wholesale Elec. Co.	\$1,831.56
Tailor Made Exteriors, LLC	\$46,072.31
WSKF ARCHITECTS, INC	\$1,752.50

PAYROLL COSTS

Blue Cross Blue Shield Of KC	\$93,529.78
Delta Dental	\$4,695.40
Kansas Payment Center	\$1,109.57
Kansas Payment Center	\$1,109.57
Kansas Public Employ Ret System	\$32,036.19
Kansas Public Employ Ret System	\$33,392.20
Nationwide Retirement Solution	\$2,510.00
Nationwide Retirement Solution	\$2,510.00
UMB HEALTH SAVINGS ACCT	\$1,130.00
UMB HEALTH SAVINGS ACCT	\$1,130.00

***UTILITIES**

Atmos Energy	\$2,610.65
Atmos Energy	\$3,059.87
Board Of Public Utilities	\$58,992.47
Board Of Public Utilities	\$71,663.39
Board Of Public Utilities	\$103,636.09
Constellation New Energy-Gas	\$9,457.84
Kansas Gas Service	\$7,963.80
Kansas Gas Service	\$10,753.82
Kansas Gas Service	\$18,570.40



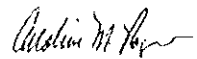
Caroline M. Rogers
Director of Finance

Kansas City, Kansas Housing Authority
Operating Receipts and Expenditures
For Period Ending December 31, 2020

	CEN OFFICE YR TO DATE	%	CEN OFFICE BUDGET	PUBLIC HSG YR TO DATE	%	PUBLIC HSG BUDGET	SECTION 8 YR TO DATE	%	SECTION 8 BUDGET
OPERATING INCOME:									
Dwelling Rent				\$3,493,516.18	69%	\$5,047,070.00			
Fraud Recovery Income							\$78,556.45		
Interest Income	\$898.78	62%	\$1,460.00	\$3,822.67	44%	\$8,780.00			
Tenant Income				\$199,399.65	51%	\$390,712.00			
Transfer from CFP	\$1,958.60			\$1,047,436.59	103%	\$1,018,928.00			
Other Income	\$590,244.47	121%	\$489,554.00	\$79,150.35	84%	\$94,077.00	\$1,772.79		
Fee for Services - COCC	\$437,749.33	29%	\$1,500,087.00						
Management Fees	\$1,531,648.04	84%	\$1,828,145.00						
Total Operating Income	\$2,562,499.22	67%	\$3,819,246.00	\$4,823,325.44	74%	\$6,559,567.00	\$80,329.24		
Operating Subsidy				\$6,520,159.92	84%	\$7,763,316.00			
Section 8 Admin Fees							\$769,736.83	99%	\$777,301.00
Total Operating Receipts	\$2,562,499.22	67%	\$3,819,246.00	\$11,343,485.36	79%	\$14,322,883.00	\$850,066.07	109%	\$777,301.00
OPERATING EXPENSES:									
Administrative Salaries	\$675,765.57	70%	\$959,077.00	\$769,488.32	70%	\$1,096,386.00	\$252,882.83	82%	\$309,206.00
Management Fees				\$1,306,072.04	86%	\$1,514,196.00	\$225,576.00	72%	\$313,950.00
Other Admin Expenses	\$136,033.08	67%	\$202,958.00	\$218,646.84	67%	\$324,678.00	\$38,426.90	93%	\$41,231.00
Tenant Services									
Tenant Services Salaries				\$11,753.41					
Resident Assoc Expenses				\$972.83	4%	\$26,046.00			
Other Expenses				\$35,579.52	204%	\$17,402.00			
Total Utilities	\$29,835.68	58%	\$51,658.00	\$1,911,353.20	68%	\$2,827,169.00			
Maintenance Salaries	\$330,655.91	26%	\$1,262,794.00	\$1,742,247.79	110%	\$1,580,154.00			
Maint Materials	\$304,259.94	212%	\$143,450.00	\$189,498.02	28%	\$683,095.00	\$989.11	57%	\$1,737.00
Fee for Services - COCC				\$437,749.33	29%	\$1,500,087.00			
Other Maint Contracts	\$308,193.92	137%	\$224,744.00	\$937,771.34	77%	\$1,214,085.00	\$21,318.50	199%	\$10,687.00
Security Salaries									
Other Security Expense	\$666.29	27%	\$2,500.00	\$93,474.45	57%	\$164,235.00			
Insurance	\$93,520.77	86%	\$108,252.00	\$402,333.25	72%	\$555,162.00	\$17,111.34	71%	\$23,983.00
Terminal Leave Payments									
Employee Benefit Contributions	\$548,128.93	69%	\$798,175.00	\$763,732.90	79%	\$961,508.00	\$76,462.07	69%	\$111,078.00
Collection Losses				\$224,031.42	53%	\$425,500.00			
Interest Expense				\$432,395.31	72%	\$596,652.00			
Other General Expense	\$2,360.91			\$803.92	67%	\$1,198.00	\$7,783.61	71%	\$11,000.00
Total Routine Expenses	\$2,429,421.00	65%	\$3,753,608.00	\$9,477,903.89	70%	\$13,487,553.00	\$640,550.36	78%	\$822,872.00
Extraordinary Maintenance									
COVID	\$125,143.66			\$89,235.90			\$46,245.77		
Casualty Losses - Net				(\$92,120.81)					
Total Operating Expenses	\$2,554,564.66	68%	\$3,753,608.00	\$9,475,018.98	70%	\$13,487,553.00	\$686,796.13	83%	\$822,872.00
Prior Year Adjustments									
Total Operating Expenditures	\$2,554,564.66	68%	\$3,753,608.00	\$9,475,018.98	70%	\$13,487,553.00	\$686,796.13	83%	\$822,872.00
Gain/(Loss) from Operations	\$7,934.56		\$65,638.00	\$1,868,466.38		\$835,330.00	\$163,269.94		(\$45,571.00)

*** December is the 9th month of the Fiscal Year Ending March 31st

*** Percentage 75.0% or 9/12th of the year



Caroline Rogers
 Director of Finance

**KANSAS CITY, KANSAS HOUSING AUTHORITY
MAINTENANCE REPORT
FOR THE MONTH OF JANUARY 2021**

CUSTOMER SERVICE & SATISFACTION SURVEY - JANUARY 2021

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
01/04/21	59	10	69	4	4	0	6
01/05/21	41	4	45	2	2	0	2
01/06/21	41	8	49	2	2	0	6
01/07/21	48	14	62	5	5	0	9
01/11/21	71	10	81	5	5	0	5
01/13/21	67	12	79	6	6	0	6
01/14/21	63	9	72	4	4	0	5
01/18/21	48	10	58	3	3	0	7
01/20/21	85	9	94	3	3	0	6
01/21/21	111	10	121	3	3	0	7
01/26/21	41	12	53	4	4	0	8
01/27/21	64	8	72	3	3	0	5
01/28/21	32	9	41	3	3	0	6
01/29/21	77	24	101	8	8	0	16
TOTAL	848	149	997	55	55	0	94
				(a)	(c)	(d)	(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 37% of the service work orders completed
- (b) No Response 63% 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.

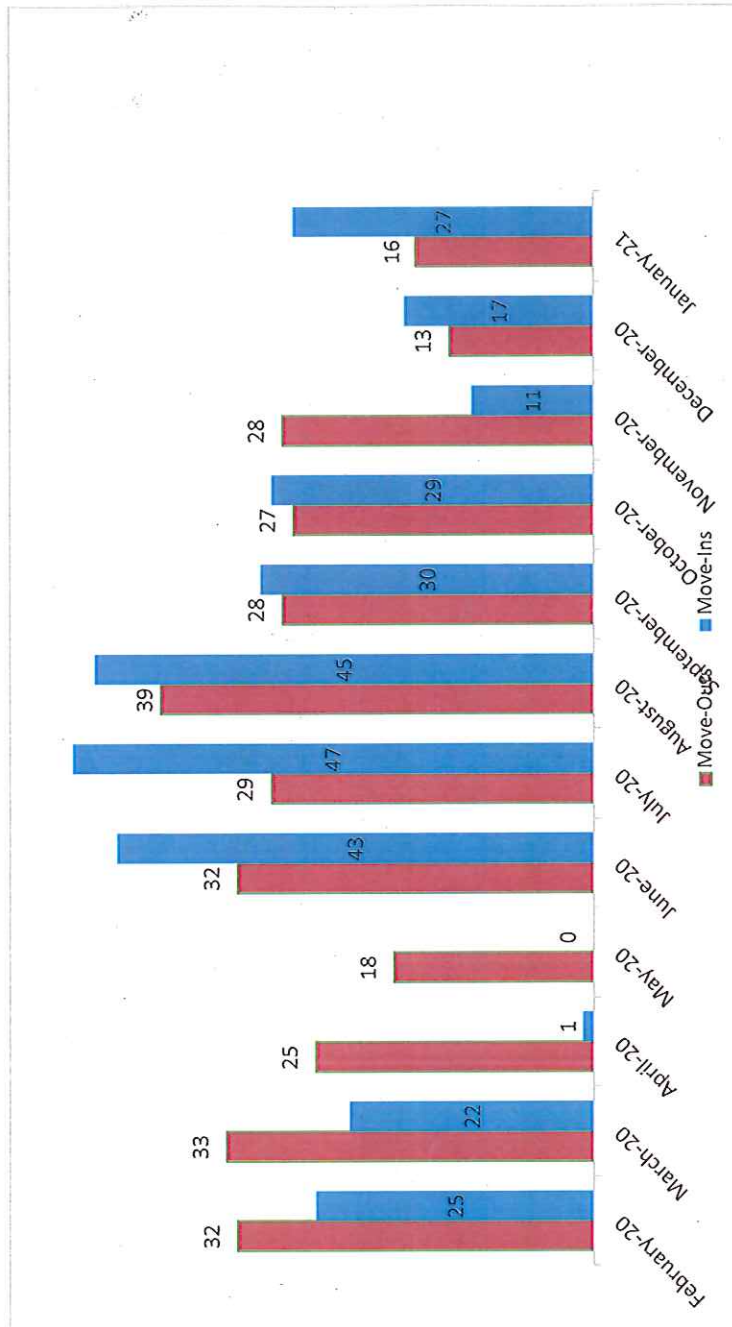
	Family	Elderly	Total
Total Vacancy	28	56	84
Units in Mod	10	25	35
Juniper in Mod	125	0	125
Fire Units	0	0	0
Defer Maint	4	1	5
Rentable Units	24	55	79
Move-Ins	8	19	27
Move-Outs	7	9	16
Units Available	11	28	39

**Kansas City, Kansas Housing Authority
January 2021 Occupancy Report**

PROJECT	TOTAL UNITS	OCCUPIED UNITS	VACANT UNITS	UNITS IN MOD	% OCCUPIED CURRENT	% OCCUPIED PRIOR
K1-1 *M(7) D(12) JUNIPER GARDENS	265	140	-	125	100%	99%
K1-2 D(1) ST. MARGARETS PARK	100	99	1		99%	96%
K1-3 D(1) CYRUS K. HOLIDAY	60	58	2	-	97%	93%
K1-4*M(1) D(8) WYANDOTTE TOWERS	302	284	18	-	94%	93%
K1-5*M(2) D(1) BELROSE MANOR	90	84	6		93%	94%
K1-6 Elderly DOUGLAS HEIGHTS	101	92	8	-	91%	90%
K1-6 D(3) Family DOUGLAS HEIGHTS	99	94	5		95%	98%
K1-7 D(1) SCATTERED SITES	24	23	1		96%	92%
K1-9 D(1) SCATTERED SITES	30	28	2		93%	90%
K1-10 *M(2) SCATTERED SITES	42	39	3		93%	95%
K1-11 M(1) D(1) GRANDVIEW PARK	40	37	2	1	95%	95%
K1-12 D(2) CHALET MANOR	66	62	4		94%	92%
K1-13 WELBORN VILLA	80	77	3		96%	95%
K1-14 BETHANY PARK TOWERS	153	144	9		94%	92%
K1-15 *M(6) SCATTERED SITES	20	11	-	9	100%	100%
K1-17*M(1) GLANVILLE TOWERS	108	105	3	-	97%	97%
K1-18 ROSEDALE TOWERS	122	121	1		99%	98%
K1-20 D(1) WESTGATE TOWERS	163	153	10		94%	94%
K1-21 D(1) SCATTERED SITES	8	8	-		100%	100%
K1-22 WESTGATE VILLA	20	20	-		100%	100%
K1-23 D(1) SCATTERED SITES	38	37	1		97%	97%
K1-24 M(18) PLAZA TOWERS	115	86	4	25	97%	94%
K1-25 D(1) SCATTERED SITES	12	11	1		92%	92%
Sub-Total before Adjustments	2,058	1,813	84	160	96%	95%
Less: # HUD Approved Special Use Units	31	31	-			
Total Units Available for Occupancy	2,027	1,782	84	160	96%	95%

(*) Modernization units

Kansas City, Kansas Housing Authority
The Last 12 Months



MODERNIZATION AND DEVELOPMENT REPORT **February 2021**

CAPITAL FUND PROGRAM 2013

The funding amount for this program is \$2,404,182.00. 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. The Actual Modernization Cost Certificate has been submitted to HUD to close this program.

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. The Actual Modernization Cost Certificate has been submitted to HUD to close this program.

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 projects are complete: K1-57 Westgate Tower (20), Window Improvement; K1-54 Scattered Sites (23), HVAC Improvements; K1-57 Westgate Villa HVAC Central Air Conditioning Replacement.

All funds in the 2015 Capital Fund Program Grant have been obligated and nearly expended. This program is being prepared for close-out.

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. The Actual Modernization Cost Certificate has been submitted to HUD to close this program.

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 2nd, 2015. The Capital Fund Program 2016 was approved at the December 17th, 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 are 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 29th, 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 with our analysis has 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. All elevator work at both towers is now complete. Final paperwork is being prepared to close out 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 7th, 2016. The Capital Fund Program 2017 was approved at the December 15th, 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.

The following projects are complete: K1-54 Scattered Sites (15) Interior Modernization Phase 1; K1-56 Rosedale Tower Air Handler Replacement; K1-55 Wyandotte Tower Elevator Modernization; K1-53 Chalet Manor Slope Stabilization; K1-53 Douglas Heights HVAC Replacement; K1-57 Plaza Tower Relocation-Floors 6, 7, and 8.

K1-54 SCATTERED SITES (15) RELOCATION

Bids have been received for the relocation of the residents of 6 houses in preparation for Phase 2, of Interior Modernization. The low bidder, a Friend with a Truck, has entered into a contract in the amount of \$5,700.00 to move these 6 residents. Relocation of these 6 residents occurred March 9th & 10th and is now complete.

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

Bids were received on July 15th, 2019 and revised bids were received on August 2nd, 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 23rd, 2019. Notice to proceed was issued on September 11th, 2019. All work is completed and accepted. Awaiting the submission of final paperwork to close out this project.

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 6th, 2017. The Capital Fund Program 2018 was approved at the December 21st, 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.

The following projects are complete: K1-55 Wyandotte Tower Underground Storage Tank Removal; K1-56 and K1-57 Glanville, Rosedale, and Plaza Towers Security

Camera Improvements; K1-54 Scattered Site 7 HVAC Improvement; K1-53 Chalet Manor HVAC Improvement; and K1-56 Douglas Heights High Ride, Bethany and Glanville Towers, and K1-57 Westgate Tower Fire Alarm Panel Replacement.

K1-55, K1-56, AND K1-57 WYANDOTTE, BETHANY PARK, DOUGLAS HEIGHTS, GLANVILLE, ROSEDALE, WESTGATE, AND PLAZA TOWERS - SECURITY ENTRY ACCESS EQUIPMENT IMPROVEMENT

Bids were received on September 16, 2020 for this project. Three bids were received. The apparent low bidder is Kenton Brothers, Inc. with a bid of \$43,834.33. The architect and the consultant have reviewed the bids and are recommending acceptance of the Kenton Brothers, Inc. bid. Since the low bid amount is below the threshold of \$75,000, Board of Commissioners approval is not required. A contract was awarded to Kenton Brothers Inc. in the amount of \$43,834.33. A Notice to Proceed was issued on January 25, 2021. Work has begun in Plaza Towers and Rosedale Tower.

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 5th, 2018. The Capital Fund Program 2019 was approved at the December 20st, 2018 Board meeting. Staff has submitted all required documents to HUD for acceptance of this funding. Architectural and Engineering Services, for the preparation of building plans and specifications, for the 2019 improvement projects, have been awarded.

KCKHA MAINTENACE FACILITY - 1300 MEADOWLARK LANE

Bids were received on June 6th, 2018 for this project. The Board authorized the award of a contract at the June 2018 meeting to Allison and Alexander, Inc., in the amount of \$2,814,730.00. Pre-construction meeting was held on July 13th, 2018. Notice to Proceed was issued on September 27th, 2018. Construction was suspended on January 8th, 2019. Construction was restarted in November of 2019. All work is now completed and accepted. Awaiting the submission of final paperwork to close out this project.

ROSEDALE TOWER – ELEVATOR MODERNIZATION

The Board of Commissioners, at the December 17, 2020 Board Meeting, declared the repair and modernization of the Elevators at Rosedale Tower an emergency. Currently one elevator at the tower is unrepairable due to lack of replacement parts. Minnesota Elevator, Inc., our current service provider for elevator service and repair, prepared a cost of modernization of the elevators at Rosedale Tower. The price was compared to recent elevator modernization contracts and is acceptable. A contract, in the amount of \$370,601.00 was awarded to MEI for this elevator modernization. An assessment of equipment needed has been completed, and equipment has been ordered. Work to begin as soon as the equipment arrives.

CAPITAL FUND PROGRAM 2020

The funding amount for this program is \$5,259,500.00. The public hearing and final budget were presented to the residents on December 4th, 2019. The Capital Fund Program 2020 was approved at the December 19th, 2019 Board meeting. Staff has submitted all required documents to HUD for acceptance of this funding. The Capital Fund Program 2020 projects has been submitted to the Unified Government, for the environmental review of the projects in this program. Environmental review is complete, and the Request for Release of Funds has been requested and received. Projects can now begin.

K1-56 DOUGLAS HEIGHTS ELEVATOR MODERNIZATION

The Board authorized this as an emergency repair at the July 2020 Board Meeting and awarded a modernization contract to Minnesota Elevator Inc., in the amount of \$494,487.00. Minnesota Elevator Inc. has completed an assessment of the equipment needed and has ordered the equipment. Work began on September 1st, 2020 and is progressing well. Work is progressing well at Douglas Heights; the expectation is now for completion in March of 2021.

K1-57 PLAZA TOWER INTERIOR MODERNIZATION PHASE 2 (Floors 4, 5 and 6)

Bids were received on November 10th, 2020 for this project. The Board authorized the award of a contract at the November 2020 meeting, to Infinity Group LLC, in the amount of \$2,238,310.00. Pre-construction meeting was held on December 8th, 2020. A Notice to Proceed was issued on Feb 3rd, 2021. Work has begun on the 6th Floor. Existing electrical panels have been removed and demolition is underway.

JUNIPER GARDENS DISPOSITION APPLICATION AND RELOCATION

At HUD's determination and request, the Housing Authority has been instructed that, due to the vacancy rate, Juniper Gardens meets the required conversion regulations and must be removed from the Housing Authority's public housing inventory. The Housing Authority has completed and submitted a Disposition Application to HUD for approval. HUD is reviewing our disposition application. Since removal from inventory requires the current residents at Juniper Gardens to be relocated. The Housing Authority prepared a Request for Proposals for Relocation Services to counsel the residents, find suitable housing for relocation of residents, and to assist the Housing Authority in the relocation of the Juniper Gardens residents. Six Proposals were received and evaluated by staff. Staff recommended entering into a contract with CVR Associates. The Board authorized a contract for relocation services, at the meeting held on July 16th, 2020, to CVR Associates, in the amount of \$230,000.00. Resident meetings have been held with the residents, to explain the relocation process and to answer questions. CVR is currently performing surveys of each resident to determine their needs and wants. Approximately 97 surveys have been completed. Actual relocations cannot be started until the Disposition Application is approved by HUD.

RESIDENT INITIATIVE REPORT

FEBRUARY 2021

SUBMITTED BY SHARRON DAVIS-MAYS

SELF-SUFFICIENCY COORDINATOR

The Public Housing Resident Council (PHRC) meetings are being held by Zoom and by conference call due to COVID-19. However, presidents of each resident council have been given the approval to resume their resident council meetings with the understanding that each resident must wear a mask to attend the meetings.

On January 5, 2021 I met with Liza Abney from the U.S. Dept. of HUD regarding the status of the Family Self-Sufficiency Program. The Housing Authority is pursuing all efforts to enroll eighteen additional participants to fulfill the twenty-five slots the grant requires us to have.

On January 6, 2021 I participated in an EnVision Center meeting with K.C. Tech. This group provided information on how our residents and participants can benefit from technical training.

From January 11-15, 2021 I participated in a virtual workshop hosted by HUD on agency development and grant writing. During the five-day training other topics were taught such as critical basics and boards, strategic planning, performance planning, financial management, how to read a Notice of Funding Availability (NOFA), and review of HUD's place-based initiatives.

On January 22, 2021 the Southwest Regional Council of the National Association of Housing and Redevelopment Officials offered scholarships to children of KCKHA staff graduating from high school or currently in college. This was the first time that Southwest NAHRO has offered scholarships for children of staff. Several staff have informed me that their children are applying for these scholarships. The deadline to apply for the scholarships is March 26, 2021. If the child is a graduating high school senior, he/she could win a \$1,000 scholarship. If the child is currently in college, he/she could win two \$500 scholarships.

On January 27, 2021 the Family Self-Sufficiency (FSS) Program Coordinating Committee (PCC)/community partners held its quarterly meeting. I gave an update on the FSS Program. The meeting transitioned into the community partners meeting. The University of Kansas TRIO program wants to try and get residents into their program that want to obtain postsecondary education as well as career and technical education. Economic Opportunity Foundation (EOF) informed us that their agency provides utility assistance as well and help on rent. These were the only partners that had information to provide for the committee.

Month	Year	Units	HAP
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
February	2020	1315	879,867
March	2020	1312	890,644
April	2020	1320	885,542
May	2020	1324	897,186
June	2020	1311	887,334
July	2020	1298	860,706
August	2020	1284	852,643
September	2020	1271	854,329
October	2020	1258	835,809
November	2020	1253	845,197
December	2020	1249	828,751
January	2021	1257	829,008
February	2021	1251	845,144

Resolution No. 2021-01

Approving the Job Description of
Family Self-Sufficiency Specialist

WHEREAS, the Kansas City Kansas Housing Authority was awarded the Family Self-Sufficiency Grant (FSS) to increase economic opportunity for HUD-assisted families on the Housing Choice Voucher Program (HCV); and

WHEREAS, the Family Self-Sufficiency Specialist will help to develop local strategies to connect participating families to public and private resources to increase their earned income and financial empowerment; and

WHEREAS, in addition, the Family Self-Sufficiency Specialist will assist the Section 8 Department in communicating to HCV voucher holders and to HCV landlords the available programs to provide opportunities for voucher holder self-sufficiency; and

WHEREAS, this position was evaluated by senior management, was determined to be part-time, and valued at \$20 an hour.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the Family Self-Sufficiency Specialist job description be approved at the rate of \$20 an hour.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Commissioners of the Housing Authority of Kansas City, Kansas does hereby approve Resolution No. 2021-01.



Title: Family Self-Sufficiency Specialist

FLSA Status: Non-Exempt

Part-time

Position subject to Grant Funding.

BRIEF DESCRIPTION:

Market the Family Self-Sufficiency (FSS) Program to the Housing Choice Voucher (HCV) participants and landlords. Provide orientation, assessment, enrollment, and case management services supporting participant's goals toward economic self-sufficiency. Provide services in accordance with HUD regulations and the Kansas City, Kansas Housing Authority's Administrative Plan. May also include a range of activities related to providing customer service to participants, owners, and other stakeholders. Will work with property management and HCV management staff to market to new move-ins and counsel families at risk of eviction. Provide excellent customer service to participants, landlords, co-workers, clients, and community partners. Perform other duties as assigned.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	L	Provide case management to FSS participants. Conduct outreach to enroll new participants, which includes presenting at HCV briefings, interview applicants and participants, create documents, and maintain FSS case files. Execute FSS contracts with new participants. Assist participants to develop short- and long-term goals to ensure participants have clearly stated outcomes that are timely.	35%
2	L	Act as liaison with property management and HCV management to identify potential FSS families and provide assistance to those families on the program in risk of eviction. Make presentations at rental assistance orientation meetings. Will clarify regulations and policies for FSS participants and/or refer them to the appropriate HCV staff. Provide ongoing training to appropriate Housing Authority staff assisting with FSS program participants.	30%
3	L	Provide needs assessment and job placement of participants. Work with education, training, social service, and employment resources throughout the community. Link and refer FSS	20%



		participants to services and resource providers. Monitor participants progress toward goal achievement, enforce the terms of the FSS contract, and reassess goals with families quarterly and revise as necessary.	
4	L	Establish participant escrow account when participant's earned income increases. Receive and respond accurately and professionally to customer inquiries/concerns received via telephone, email or mail utilizing all available resources and program knowledge; researching and exploring answers.	15%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Over one year up to and including three years.
Supervision	Work requires monitoring HCV participants to assist them with becoming self-sufficient.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	Receives Direction: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/project level budget and expenditures. Will assist HCV participants in opening escrow accounts and provide guidance with maintaining and growing such accounts.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions, and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Driver's License, MS Office Software, accounting software, good time management and interpersonal skills.