



# Agenda

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

### Special Meeting

Thursday, May 19, 2022  
12:30 p.m.

Held Electronically  
via Zoom

- I. Roll Call
- II. Approval of the Minutes  
Special Board Meeting April 21, 2022  
(Pages 1—9)
- III. Executive Director's Report  
(Pages 10—32)
- IV. Public Comments  
Contact Jackie Randle at [jrandle@kckha.org](mailto:jrandle@kckha.org) or (913) 281-3300 in advance of the meeting to be placed on the agenda to speak. Comments will have a time limit determined by the Chairman.
- V. Committee Reports
- VI. New Business Consent Items:
  - Resolution No. 2022-16  
Authority to Accept the Bid and Authorize a Contract for Lead-Based Paint Assessment and Inspection, and Associated Work, for 14 Kansas City, Kansas Housing Authority Family Developments, in Kansas City, Kansas with Professional Environmental Engineers, Inc.  
(Pages 33—36)
  - Resolution No. 2022-17  
Approve 2022 Annual Utility Allowance Schedule Rate Changes Effective June 2022  
(Page 37—38)
  - Resolution No. 2022-18  
Approving Submittal of the Section 8 Management Assessment Program (SEMAP) Certification for FYE ended March 31, 2022  
(Page 39—40)
- VII. New Business Discussion Items: None
- VIII. Executive Session
- IX. Adjournment

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

Thursday, April 21, 2022  
12:30 p.m.

Held Electronically  
via Zoom

On the 21st day of April 2022 at 12:30 p.m. the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in special 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  
Hazel Davis, Commissioner  
Raul Escarcega, Commissioner  
LaDora Lattimore, Commissioner  
P. Anne McDonald, Commissioner  
Chandra Ward, Commissioner

**ABSENT:**

Rev. Jimmie L. Banks, Vice-Chairman  
Rachel Jefferson, Commissioner  
J.D. Rios, Commissioner  
Linda Warner, Commissioner

**ALSO, PRESENT:**

Andrea Tapia, Executive Director/CEO  
Worku Alem, Asst. Director of Finance  
Cherrie Escobar, Director of Section 8  
Mark Hatchett, Asst. Director of Housing Operations-HM  
Sharron Davis-Mays, Social Services Coordinator  
Matthew Parker, 504 Coordinator  
Jacqueline D. Randle, Executive Services Manager  
Anthony J. Shomin, Director of Contract Administration  
Elaine Stroud, Director of Housing Operations  
Chenaye Sutton, Self-Sufficiency Coordinator  
Nebyu Tilahun, Director of Finance  
Jeff Conway Unified Government Attorney

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

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Chairman Watkins than introduced Unified Government's attorney, Jeff Conway who has been assigned to us by City Hall. Mr. Conway noted that his role is to be

supportive. He added that he will need to get up to speed and then be able to help in any way he can. Chairman Watkins noted that this Board has needed to talk with the Ethic Administrator so we may need to consult with Mr. Conway sooner than later.

Chairman Watkins called for approval of the minutes of March 17, 2022. Commissioner Barber made the motion to approve the minutes of March 17, 2022. Commissioner McDonald seconded the motion, and the following vote was recorded:

AYES: Barber, Davis, Escarcega, Lattimore, McDonald, Ward, Watkins

NAYS: None

ABSENT: Banks, Jefferson, Rios, Warner

ABSTAIN: None

Motion carried.

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### **Executive Director's Report**

- Ms. Tapia greeted everyone to the Board meeting. She advised that next week we will have training on Davis-Bacon Labor Standards and Section 3 on April 26<sup>th</sup> and 27<sup>th</sup>. Staff will attend on the 26<sup>th</sup> and contractors will attend on the 27<sup>th</sup>. HUD will put the training on free of charge.
- Ms. Tapia shared that staff met with the Board of Public Utilities (BPU) and that our agency pays over \$2 Million in utility bills and we have over 600 BPU accounts. The meeting was held to discuss better ways of paying these bills and capturing additional information for reporting to HUD. She noted that BPU was happy to sit down and discuss how to make processing payments easier.
- Ms. Tapia thanked the Board for providing a 4 percent Cost of Living Adjustment (COLA) to the staff. She shared that she received emails from staff thanking her for the increase in COLA as it meant a lot to our staff. Ms. Tapia acknowledged this is a small portion toward the increase in goods and services, but it shows appreciation to staff for their hard work. Ms. Tapia thanked the Board for voting on the increase. The increase was effective April 1, 2022.
- The next item was the Salary Study which Ms. Tapia noted has not been done in over 10 years. We put out an RFP and are reviewing the responses. Ms. Tapia stated we are reviewing those proposals and once a decision is made on who we will go with, the Board will be made aware.
- Ms. Tapia advised that we are using HAB software to process our work which is software used by Housing Authorities. The software is going through an interface. The HAB Software Manager, Matt Moore, has scheduled a meeting with us to discuss going from HAB to MRI. The

software was being under-utilized before Ms. Tapia arrived and we are currently using 65-75 percent of its capacity. We were at 50 percent. Mr. Moore will come in May to talk about those changes and what the interface looks like.

- Ms. Tapia noted that we have been looking at the performance appraisals. She explained that new employees were on probation for the first six months, and they would receive a one to three percent salary increase. This would occur again after one year of employment. We are changing that process and are working with the Personnel Committee to come up with a new process for the performance appraisals to be sure we are capturing what needs to be captured. We have determined the process should be task specific. Ms. Tapia noted she is meeting with each Director to have a better performance appraisal. She stated she is working with the Personnel Committee to make this a better process.

Chairman Barber asked about the Salary Study. He asked what kind of challenges have been identified with the current pay schedule. Ms. Tapia stated that we do not have a competitive wage. Often, we have completed the interview process and extended the offer, and it has not been high enough for our applicants to accept. Several are not applying because it is not a competitive wage. She noted it is an applicant's market and they have the room to negotiate. We are not competitive. We have had no-calls and no-shows for job interviews in our Section 8 department. She concluded that the market is competitive, and applicants have more options for obtaining work.

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### **Public Comments**

Chairman Watkins called for public comments. Ms. Randle indicated there were no public comments.

### **Committee Reports**

#### **Bylaws**

Commissioner Barber noted the current issue is discipline for fellow commissioners, specifically removal if it came to that, primarily for those who continually miss meetings. He noted that our Executive Director has identified some statutes which address this matter. Commissioner Barber indicted the statutes are on point. He stated that Commissioner McDonald has talked with the ethics person at the UG who will be speaking with the city attorney. He further stated that one of the UG attorneys has been assigned to help with this. This matter has not come up with UG to anyone's knowledge. Commissioner Barber noted we need to talk to the UG about a process for handling this. The statute says a commissioner can be removed by the Mayor or the UG Board after a hearing. It

is not clear as to who would hold the hearing, and this would need to be worked out with the UG. He noted we would eventually come up with a process to present to our Board for approval. He asked that the Board stay tuned. Commissioner McDonald noted she has not gotten back with Ruth and hopes to do so today or tomorrow.

Commissioner Lattimore offered as a point of clarification, the Housing Authority retained an attorney, but it is good that we have an attorney from the UG, because it would be free. She asked was there any reason for this. Chairman Watkins noted that we had a couple of board members that had trouble making consistent meetings. The Board wanted to know if there was a way of going to the UG commissioners to see if there was a mechanism to remove board members that were not engaged. We are now working with the UG to see what the best route would be. Commissioner Lattimore asked Mr. Conway would he be the liaison between the Housing Authority Board and the Unified Government. Mr. Conway answered that he did not want to be intrusive and would be more of a resource. Commissioner Lattimore asked Commissioner Barber would he and Commissioner McDonald be working with UG attorneys or would it filter through Mr. Conway. She is trying to understand the roles, responsibilities, and processes. Commissioner Barber noted that since we have Mr. Conway as a resource, we should make the use of this valuable resource. This matter requires close work with the UG, and we will seek advice from Mr. Conway as we flush out this issue and come up with a process. Chairman Watkins asked that this work be done in committee. He asked would Commissioner Lattimore be interested in serving on the Bylaws committee. Commissioner Lattimore asked to think about it and noted that her question was answered.

### **Finance**

Commissioner McDonald noted there was no report this month. They have not met. She will be getting with Mr. Tilahun next month to set something up.

### **Personnel**

Ms. Tapia noted the Personnel Committee met to go over the Performance Appraisal. She was present along with Rev. Banks and Commissioner Warner.

### **Resident Participation**

Commissioner Barber noted there was reference to the Learning Club in Ms. Davis-Mays' report. Chairman Watkins noted the Learning Club is an after-school program that works with our students living in public housing. Ms. Tapia read from Ms. Davis-Mays' comments that they mailed out over 2,000 letters for the nominations and utilized the Learning Club to help with the mailings.

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

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Chairman Watkins shared that he is in the process of reworking the committees. He talked to Commissioner Escarcega last week and enjoyed getting to know him better. He will be reaching out to other Commissioners in the coming weeks.

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**New Business Consent Items:**

Chairman Watkins called for a vote on the consent agenda consisting of Resolution Nos. 2022-08 to 2022-14. Commissioner McDonald made the motion to approve Resolution Nos. 2022-08 to 2022-14. Commissioner Ward seconded the motion, and the following vote was recorded:

AYES: Barber, Davis, Escarcega, Lattimore, McDonald, Ward, Watkins

NAYS: None

ABSENT: Banks, Jefferson, Rios, Warner

ABSTAIN: None

Motion carried.

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Resolution No. 2022-08, authorizing the disposal of scrap metal.

This resolution authorizes the disposal of 20 ranges and 22 refrigerators which are identified by manufacturer serial numbers and PHA decal numbers. The value will be determined by scrap metal weight.

**RESOLUTION NO. 2022-08—AUTHORITY TO DISPOSE OF SCRAP METAL.**

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Resolution No. 2022-09, authorizing the request for proposals for Section 8 Housing Choice Voucher (HCV) Inspections.

This resolution authorizes approval to request proposals to conduct residential property inspections in accordance with Federal Housing Quality Standards (HQS) for the Section 8 Housing Choice Voucher (HCV) Program and Project Based

Voucher Program. The Kansas City, Kansas Housing Authority administers the rental assistance programs in Wyandotte County (Kansas). The U.S. Department of HUD regulations require an HQS inspection of each subsidized unit. The HCV program is seeking approval to request proposals to contract with a firm to follow HUD's HQS standards. Previous HQS inspections were performed by one certified employee of the Housing Authority. This employee is no longer with the agency and with increased fiscal responsibility and additional technical duties, it is warranted to seek a firm to deliver inspection services.

RESOLUTION NO. 2022-09—AUTHORITY TO REQUEST PROPOSALS FOR SECTION 8 HOUSING CHOICE VOUCHER (HCV) INSPECTIONS

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Resolution No. 2022-10, approving title change from Security Monitor to Wyandotte Towers Booth Monitor.

This resolution changes the job title of Security Monitor to Wyandotte Towers Booth Monitor to reflect the duties of the position more accurately.

RESOLUTION NO. 2022-10—RESOLUTION CHANGING JOB TITLE OF SECURITY MONITOR TO WYANDOTTE TOWERS BOOTH MONITOR.

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Resolution No. 2022-11, authorizing an increase in the security deposit.

This resolution raises the dwelling unit security deposit to \$200 in accordance with 24 CFR 966.5. The public had 45-days to make comments on the proposed change. Public notices were posted on the Housing Authority website, Housing Authority sites and its main office, Unified Government locations and public libraries in Kansas City, Kansas. No comments were received.

RESOLUTION NO. 2022-11—RESOLUTION RAISING THE DWELLING UNIT SECURITY DEPOSIT TO \$200

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Resolution No. 2022-12, authorizing absolute preferences to Chapter 4: Applications, Waiting List and Tenant Selection of KCKHA Admissions and Continued Occupancy Policy.

This resolution designates an absolute preference for verified KCKHA supportive service partners who are fleeing domestic violence and those who meet HUD's definition for homelessness. An absolute preference targets vulnerable

populations in our community. The public had 45-days to make comments on the proposed change. Public notices were posted on the Housing Authority website, Housing Authority sites and its main office, Unified Government locations and public libraries in Kansas City, Kansas. No comments were received.

RESOLUTION NO. 2022-12—RESOLUTION ADDING ABSOLUTE PREFERENCES TO CHAPTER 4: APPLICATIONS, WAITING LIST AND TENANT SELECTION OF KCKHA ADMISSIONS AND CONTINUED OCCUPANCY POLICY.

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Resolution No. 2022-13, accepting the bid authorizing a contract for interior modernization for Phase 3 at Plaza Towers in Kansas City, Kansas with Infinity Group, LLC.

This resolution authorizes a contract with Infinity Group LLC for interior modernization at Plaza Towers for Phase 3 of the work being done at that location. The work will consist of plumbing and electrical updates, new kitchen cabinets and bath vanities, new countertops, new interior doors, new flooring and windows, ceiling and wall repair and painting, some interior wall rearrangement and new hardware. The Invitation to Bid was published in the usual publications and online. The bid was mailed directly to 178 general contractors and Section 3 contractors. Four contractors picked up plans. The Pre-bid conference was held on May 9, 2022, via Zoom. Contractors were given an opportunity to view vacant units at Plaza Towers on March 11, 2022. Bids were opened on March 20, 2022. Only one contractor, Infinity Group, LLC bid the project and HUD regulations require that the staff and architect conduct a cost analysis. This bid was compared to the two previous phases, and it was determined this is a reasonable bid due to the amount of additional work required. The architect and staff believe the price would come back higher if it were rebid. Therefore, the architect and staff are recommending acceptance of the responsive bid submitted by Infinity Group, LLC with a base bid of \$2,398,348 for interior modernization Phase 3, consisting of floors 1, 2 and 3 at Plaza Towers, plus any additional work established in the bid documents.

RESOLUTION NO. 2022-13, AUTHORITY TO ACCEPT THE BID AND AUTHORIZE A CONTRACT FOR INTERIOR MODERNIZATION FOR PHASE 3 (FLOORS 1, 2 AND 3) AT PLAZA TOWERS LOCATED AT 1200 NORTH 75<sup>TH</sup> PLACE IN KANSAS CITY, KANSAS WITH INFINITY GROUP, LLC.

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Resolution No. 2022-14, authorizing the job description of Resident Service Coordinator.



This resolution authorizes the job description for Resident Service Coordinator. The Resident Opportunities and Self-Sufficiency (ROSS) grant was awarded to the Kansas City, Kansas Housing Authority to hire and maintain Resident Service Coordinators to assist residents of Public Housing with supportive services and empowerment activities. Residents will be able to increase their income, reduce or eliminate welfare assistance, achieve, or make progress toward achieving economic independence and housing self-sufficiency or elderly and disabled families will be helped to improve their living conditions and enable residents to age-in-place. Senior management has determined the annual salary for this grant funded position will be \$29,700 annually.

**RESOLUTION NO. 2022-14—AUTHORIZING THE JOB DESCRIPTION OF  
RESIDENT SERVICE COORDINATOR.**

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**New Business Discussion Items:**

Resolution No. 2022-15, authoring a change to the order of application for resident payments, was introduced.

Ms. Tapia noted this is a change to the ACOP. We are asking that the rent and the security deposit be paid first and then everything else second. She noted that when an individual makes a payment it initially goes to the debt owed and not the rent which appears to HUD that we are not collecting our rents. Ms. Tapia gave an example of an individual having \$400 in rent due and \$425 in debts owed. The \$400 would go toward debts owed and only \$25 toward the rent due. This makes it look like the rent is not being collected. She stated that we want to do this in reverse and have the payment applied to the rent first and the rest will go toward the debt. We want to make sure payments are going toward the rent first and debt second. Chairman Watkins asked if this was a best practice and Ms. Tapia indicated it is. She explained that also under the current arrangement, the tenant would incur a late fee on the rent. Commissioner Barber noted that he assumed there was a good reason for proposing this and he understands the rationale. He asked is there a potential for us to have additional write-offs as uncollected debt and what position does this put us in with HUD. Ms. Tapia noted there would be a write-off either way. She explained that we do not want it to look like we are not collecting our rents. It would look worst if we are not collecting rent and putting the money toward other debts. Mr. Tilahun further explained that we are only changing the order of how we receive payments, and this should not increase the write-offs. Commissioner Barber noted his concern that uncollected debt would put us in a bad light with HUD. He now understands the most important debt is rent. Commissioner McDonald added this was discussed with the Finance Committee and consensus was that this is the prudent thing to do.

Commissioner Barber made the motion to approve Resolution No. 2022-15. Commissioner Ward seconded the motion, and the following vote was recorded:

AYES: Barber, Davis, Escarcega, Lattimore, McDonald, Rios, Ward, Watkins

NAYS: None

ABSENT: Banks, Jefferson, Rios, Warner

ABSTAIN: None

Motion Carried.

RESOLUTION NO. 2022-15—RESOLUTION CHANGING THE ORDER OF APPLICATION OF RESIDENT PAYMENTS, CHAPTER 8: LEASING AND INSPECTIONS OF KCKHA ADMISSIONS AND CONTINUED OCCUPANCY POLICY.

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Commissioner Lattimore asked to make a couple of observations. She said that the Executive Director is a gold mine, and she has heard so much about her in the community. It has been rewarding to see how she operates. Ms. Tapia is thorough and sensitive to the needs of people residing in public housing and that is needed. Ms. Tapia is engaging within the community and that is why Friends of Yates recognized her as one of the Women of Distinction. Commissioner Lattimore congratulated Ms. Tapia on her great work. Ms. Tapia expressed appreciation. Lastly, Commissioner Lattimore went on to say that she has been quite and is getting reacquainted to the business of the Housing Authority and the Board will be hearing more from her. Chairman Watkins thanked Commissioner Lattimore noting he would look forward to hearing more from her and that he appreciates her input.

Chairman Watkins called for the meeting to adjourn.

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Matthew T. Watkins, Chairman

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Andrea Tapia, Executive Director/CEO



## Kansas City, Kansas Housing Authority

1124 North Ninth Street  
Kansas City, Kansas 66101-2197  
(913) 281-3300 FAX (913) 279-3428 TTY (800) 766-3777  
[www.kckha.org](http://www.kckha.org)

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To: Board of Commissioners  
From: Andrea Tapia, Director/CEO  
Date: May 19, 2022  
Re: Executive Director's Report

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### Administration

I had the pleasure of beginning my employment with the Kansas City, Kansas Housing Authority (KCKHA) one year ago on May 20, 2021, and the staff and community have been so welcoming.

During the past year KCKHA has made several organizational changes such as: acquiring 50 additional public housing units; personnel policies changes; staff trainings; HUD program funded additions and increased community partnerships. These changes were successful because of the hard work and dedication of the KCKHA staff and support of the Board of Commissioners.

I look forward to many more years of service with KCKHA and the opportunity to serve our community.

### Housing and Urban Development's Office of Davis-Bacon Labor Standards (DBLS)

On April 26th and 27th, KCKHA hosted the Region VII Davis-Bacon Labor Standards and Section 3 training for PHA staff and local contractors. We were pleased to have Mr. Ulysses Clayborn, HUD Regional Administrator, provide an introduction and words of encouragement.

We received Davis-Bacon training from HUD representatives Anthony Jennings and Denise Polk. We also received Apprenticeship training from Ms. Shonda Atwater, Director of the Kansas Department of Commerce, and Section 3 training from Mr. Enrique Shaw, HUD Supervisory Management Analyst/Office of Field Policy.

The following are monthly reports provided by staff:

- A. Statement of Funds

Executive Director's Report  
Page 2 of 2

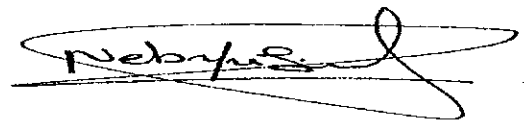
- B. Delinquency Report
- C. Disbursements of \$1,000
- D. Operating Receipt and Expenditures
- E. Maintenance Report
- F. Occupancy Report
- G. Monthly Move-outs and Move-ins
- H. Modernization Report
- I. Resident Initiative Report
- J. Section 8 Utilization Report

**Kansas City, Kansas Housing Authority**  
**Statement of Funds Available**  
**For the Period Ended April 30, 2022**

Description	Rate <sup>(a)</sup>	Maturity Date	Amount	Bank
General Fund Account	0.015%		\$675,035.69	Liberty
Payroll Account	0.00%		\$9,916.03	Liberty
ACH Pymt Account	0.00%		\$32,124.64	Liberty
Rent Depository Account	0.00%		4,956,365.44	Bank of Labor
Rent Bank Deposit Accounts	0.019%		\$217,987.65	Various
Homeless Prevention Program	0.049%		5,496.96	Bank of Labor
Sponsorship Program	0.019%		19,749.33	Bank of Labor
Section 8 Checking	0.00%		331,952.70	Bank of Labor
EPC Replacement Reserve Acct	0.015%		\$38,871.82	Liberty
Family Self Sufficiency	0.019%		\$27,724.79	Bank of Labor
KCKHA Debt Service Account			\$1,016,000.88	Deutsche Bank
CD#120245349	0.030%	09/01/22	\$500,000.00	Bank of Labor

(a) Represents Rates as of May 13, 2022 provided by Banks.

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

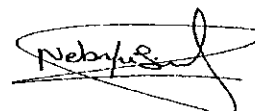


Nebyu Tilahun  
Director of Finance

**Kansas City, Kansas Housing Authority**  
**Delinquency in Accounts Receivable**  
**For the Month of March 31, 2022**

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	<b>Rent &amp; Other Charges</b>	<b>Repayment Agreements</b>	<b>Net Total</b>
Accounts Receivable (Amounts Delinquent)	\$194,883.95	(\$53,494.37)	\$141,389.58
Total Charges to Tenants for Month			\$442,942.19
Delinquency Ratio			31.92%
Petitioned to Court			<u>19</u>
Praecipes Issued			<u>19</u>
Evictions			<u>8</u>
Pending Evictions			<u>0</u>



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Nebyu Tilahun  
Director of Finance

<b>Kansas City, Kansas Housing Authority</b>	
Payments Over \$1,000.00	
For The Month of APRIL '22	
<b>*CONTRACTS*</b>	
<b>*MAINTENANCE COSTS*</b>	
American Textile Mills Inc.	\$1,029.12
CINTAS CORPORATION No. 2	\$1,121.24
DAVID ALLEN HENDERSON DBA	\$1,355.00
DAVID ALLEN HENDERSON DBA	\$1,295.00
DAVID ALLEN HENDERSON DBA	\$1,295.00
Delta Innovative Services	\$1,050.19
Design Mechanical, Inc.	\$4,318.00
Design Mechanical, Inc.	\$3,276.00
Home Depot Pro-SupplyWorks	\$1,951.17
KEMPKES CONTRACTORS, LLC	\$4,260.00
KEMPKES CONTRACTORS, LLC	\$2,575.00
KEMPKES CONTRACTORS, LLC	\$1,472.00
LAWRENCE PEST CONTROL COMPANY, INC	\$2,225.00
LAWRENCE PEST CONTROL COMPANY, INC	\$1,552.50
Martin Mechanical Corporation	\$1,911.50
McCray Lumber & Millwork	\$1,439.18
MEI TOTAL ELEVATOR SOLUTIONS	\$5,977.15
MIDWEST BED BUG SERVICES	\$20,602.97
MIDWEST BED BUG SERVICES	\$1,050.00
National Fire Suppression	\$1,776.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$2,490.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$2,320.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$1,970.00
Precision Plumbing & Construct, Inc	\$1,294.50
PRESTO-X	\$1,800.00
SOS Pest Control	\$1,350.00
SUTTON REMODELING, LLC	\$2,700.00
Vestals Welding & Fabrication	\$5,000.00
Virginia Tile Company	\$1,332.74
Waste Management	\$5,058.52
WM Corporate Services, Inc as Payment Ag	\$1,456.67

	<b>*MISCELLANEOUS*</b>	
	American Express	\$2,512.67
	AT&T	\$1,307.06
	ConvergeOne, Inc	\$1,800.00
	ENTERPRISE FM TRUST	\$5,261.77
	Evans & Mullinix, P.A.	\$5,606.00
	Lockton Companies	\$13,714.35
	Malic Horn	\$2,479.00
	MASTERCARD	\$1,915.68
	MRI Software LLC (HAB, INC)	\$2,043.44
	NATIONAL BUSINESS FURNITURE, LLC	\$3,086.10
	OFFICE ESSENTIALS, INC	\$2,798.40
	ONLINE INFORMATION SERVICES, INC	\$1,322.50
	PayLease, LLC	\$3,125.89
	PHADA	\$5,200.00
	Time Warner Cable	\$1,324.47
	U.S BANK EQUIPMENT FINANCE	\$3,279.96
	WILLIAM W. HUTTON ATTORNEY AT LAW	\$2,100.00
	<b>*MODERNIZATION*</b>	
	Johnson Controls Inc.	\$149,426.46
	MEI TOTAL ELEVATOR SOLUTIONS	\$55,122.90
	Sherwin-Williams Co	\$2,206.75
	Spartan Ram Jack	\$74,642.40
	Stanion Wholesale Elec. Co.	\$1,743.00
	<b>*PAYROLL COSTS*</b>	
	AFLAC PREMIUM HOLDING	\$2,879.54
	AFLAC PREMIUM HOLDING	\$2,838.32
	Blue Cross Blue Shield Of KC	\$101,666.99
	Colonial Life & Accident Ins	\$3,436.86
	Colonial Life & Accident Ins	\$3,436.86
	Delta Dental	\$4,337.18
	Kansas Public Employ Ret Syst	\$30,522.24
	Kansas Public Employ Ret Syst	\$29,735.17
	Nationwide Retirement Solution	\$2,260.00
	Nationwide Retirement Solution	\$2,235.00
	Paytient Technologies, Inc	\$1,129.17

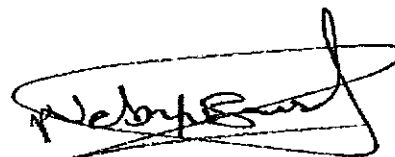


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**Kansas City, Kansas Housing Authority**  
**Operating Receipts and Expenditures**  
**For Periods Ending March 31, 2022 and April 30, 2022**

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The April Operating Statement, along with the Unaudited Balance Sheet and Operating Statement the fiscal year end March 31, 2022, will be presented to the board as a handout at its Annual Meeting on June 16, 2022.

A handwritten signature in black ink, appearing to read "Nebyu Tilahun", enclosed within a large, stylized oval or loop.

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Nebyu Tilahun, CPA  
Director of Finance

**KANSAS CITY, KANSAS HOUSING AUTHORITY  
MAINTENANCE REPORT  
FOR THE MONTH OF APRIL 2022**

**CUSTOMER SERVICE & SATISFACTION SURVEY - APRIL 2022**

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
04/01/22	165	20	185	9	9	0	11
04/04/22	117	22	139	9	9	0	13
04/07/22	146	18	164	8	8	0	10
04/08/22	117	17	134	2	2	0	15
04/11/22	133	19	152	5	5	0	14
04/12/22	114	12	126	2	2	0	10
04/13/22	180	18	198	8	8	0	10
04/18/22	154	13	167	6	6	0	7
04/19/22	179	20	199	5	5	0	15
04/21/22	181	23	204	6	6	0	17
04/22/22	155	23	178	9	9	0	14
04/25/22	80	7	87	3	3	0	4
04/26/22	86	11	97	2	2	0	9
04/28/22	153	19	172	6	6	0	13
04/29/22	148	9	157	2	2	0	7
<b>TOTAL</b>	<b>2,108</b>	<b>251</b>	<b>2,359</b>	<b>82</b>	<b>76</b>	<b>0</b>	<b>196</b>
				(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 33% of the service work orders completed
- (b) No Response 78% of the service work orders completed
- (c) Favorable Response 93% 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	39	69	108
Units in Mod	11	29	40
Juniper in Mod	163	0	163
Fire Units	0	0	0
Defer Maint	6	1	7
Rentable Units	33	68	101
Move-Ins	6	13	19
Move-Outs	11	13	24
Units Available	14	18	32

**Kansas City, Kansas Housing Authority  
April 2022 (Rentable Units) Occupancy Report**

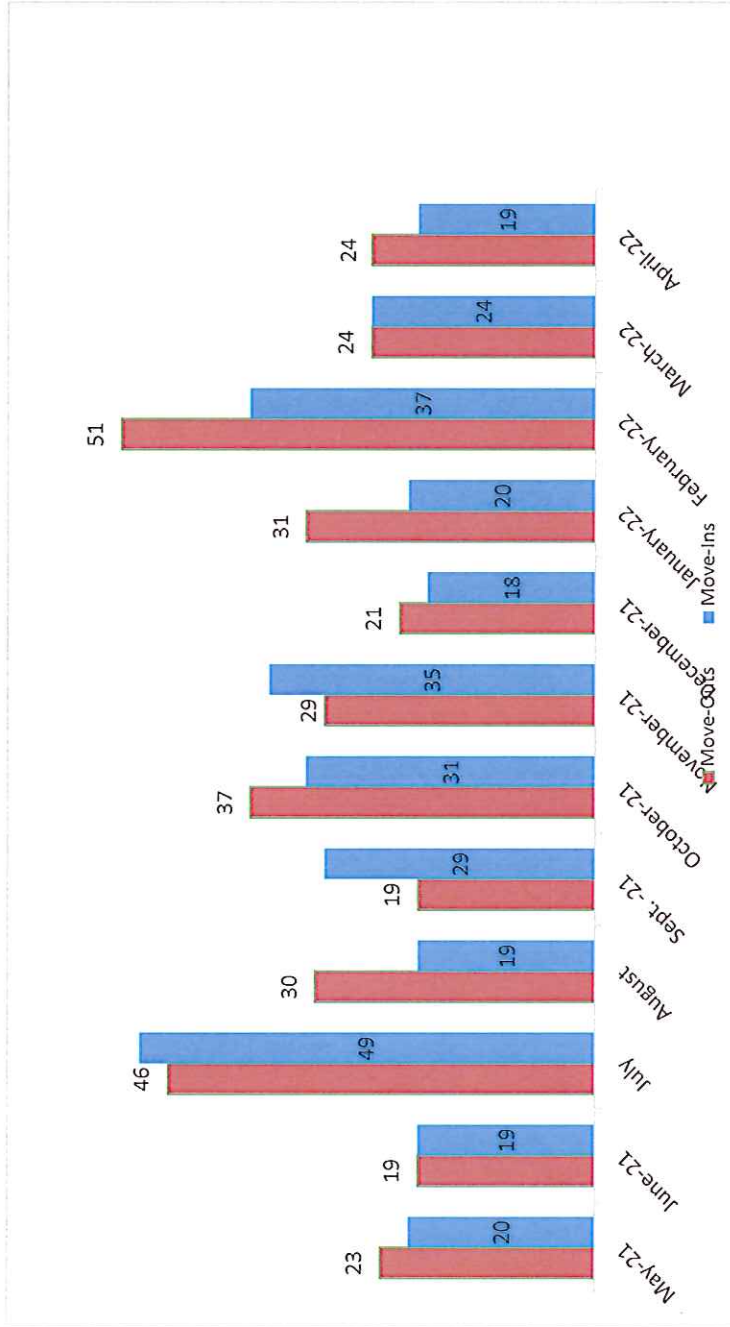
PROJECT	TOTAL UNITS	OCCUPIED UNITS	VACANT UNITS	HUD APPROVED SPECIAL USE UNITS	UNITS IN MOD	% OCCUPIED CURRENT	% OCCUPIED PRIOR
K1-1 *M(7) D(12) JUNIPER GARDENS	265	90	-	12	163	100%	43%
K1-2 D(1) ST. MARGARETS PARK	100	96	2	1	1	98%	96%
K1-3 D(1) CYRUS K. HOLIDAY	60	55	3	1	1	95%	98%
K1-4*M(1) D(8) WYANDOTTE TOWERS	302	261	29	6	6	90%	97%
K1-5*M(2) D(1) BELROSE MANOR	90	86	1	1	2	99%	94%
K1-6 Elderly DOUGLAS HEIGHTS	101	93	6	-	2	94%	98%
K1-6 D(3) Family DOUGLAS HEIGHTS	99	90	5	3	1	95%	92%
K1-7 D(1) SCATTERED SITES	24	18	3	2	1	88%	96%
K1-9 D(1) SCATTERED SITES	30	30	-			100%	90%
K1-10 *M(2) SCATTERED SITES	42	37	2		3	95%	88%
K1-11 M(1) D(1) GRANDVIEW PARK	40	37	2	1		95%	90%
K1-12 D(2) CHALET MANOR	66	56	4	2	4	94%	89%
K1-13 WELBORN VILLA	80	78	-	-	2	100%	96%
K1-14 BETHANY PARK TOWERS	153	144	6	-	3	96%	98%
K1-15 *M(6) SCATTERED SITES	20	11	-	-	9	100%	100%
K1-17*M(1) GLANVILLE TOWERS	108	101	5		2	95%	98%
K1-18 ROSEDALE TOWERS	122	120	2	-		98%	97%
K1-20 D(1) WESTGATE TOWERS	163	157	4	1	1	98%	94%
K1-21 D(1) SCATTERED SITES	8	7	1			88%	100%
K1-22 WESTGATE VILLA	20	19	1			95%	95%
K1-23 D(1) SCATTERED SITES	38	36	2			95%	97%
K1-24 M(18) PLAZA TOWERS	115	82	5		28	96%	100%
K1-25 D(1) SCATTERED SITES	12	9	2	1		83%	100%

## REPORT F

# Kansas City, Kansas Housing Authority April 2022 Occupancy Report

PROJECT	TOTAL UNITS	OCCUPIED UNITS	VACANT UNITS	HUD APPROVED SPECIAL USE UNITS	UNITS IN MOD	% OCCUPIED CURRENT	% OCCUPIED PRIOR
K1-1 *M(7) D(12) JUNIPER GARDENS	265	90	163	12		38%	43%
K1-2 D(1) ST. MARGARETS PARK	100	96	3	1		97%	96%
K1-3 D(1) CYRUS K. HOLIDAY	60	55	4	1	-	93%	98%
K1-4*M(1) D(8) WYANDOTTE TOWERS	302	267	29	6	-	90%	97%
K1-5*M(2) D(1) BELROSE MANOR	90	86	3	1		97%	94%
K1-6 Elderly DOUGLAS HEIGHTS	101	93	8	-	-	92%	98%
K1-6 D(3) Family DOUGLAS HEIGHTS	99	90	6	3		94%	92%
K1-7 D(1) SCATTERED SITES	24	18	4	2		83%	96%
K1-9 D(1) SCATTERED SITES	30	30	-			100%	90%
K1-10 *M(2) SCATTERED SITES	42	37	5			88%	88%
K1-11 M(1) D(1) GRANDVIEW PARK	40	37	2	1	-	95%	90%
K1-12 D(2) CHALET MANOR	66	56	8	2		88%	89%
K1-13 WELBORN VILLA	80	78	2	-		98%	96%
K1-14 BETHANY PARK TOWERS	153	144	9	-		94%	98%
K1-15 *M(8) SCATTERED SITES	20	9	-	-	11	100%	100%
K1-17*M(1) GLANVILLE TOWERS	108	100	8		-	93%	98%
K1-18 ROSEDALE TOWERS	122	120	2	-		98%	97%
K1-20 D(1) WESTGATE TOWERS	163	157	5	1		97%	94%
K1-21 D(1) SCATTERED SITES	8	8	-			100%	100%
K1-22 WESTGATE VILLA	20	19	1			95%	95%
K1-23 D(1) SCATTERED SITES	38	36	2			95%	97%
K1-24 M(18) PLAZA TOWERS	115	81	5		29	96%	100%
K1-25 D(1) SCATTERED SITES	12	9	2	1		83%	100%

(\*) Modernization units





## **MODERNIZATION AND DEVELOPMENT REPORT**

### **May 2022**

#### **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.

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; K1-57 Plaza Tower Interior Modernization Phase 1 (Floors 7 and 8).

#### **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.

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, v and Glanville Towers, and K1-57 Westgate Tower Fire Alarm Panel Replacement.

#### **K1-20 CHILLER REPLACEMENT**

Bids were received on August 18<sup>th</sup>, 2021, for this project. The Board authorized the award of a contract at the September 16<sup>th</sup>, 2021, meeting to Johnson Controls Inc, in the amount of \$314,876.00 for replacement of two chillers. Staff held a pre-construction meeting with the contractor on October 11<sup>th</sup>, 2021. A Notice to proceed was issued on March 1<sup>st</sup>, 2022. Preliminary work and demolition began on March 2, 2022. Chillers and associated equipment have been installed. Startup of system is nearing completion. Training on the new chillers is scheduled for May 10<sup>th</sup>, 2022.



## **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. Architectural and Engineering Services, for the preparation of building plans and specifications, for the 2019 improvement projects, have been awarded.

The following project are complete: KCKHA Thomas M. Scott Maintenance Facility.

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

Bids were received on November 10<sup>th</sup>, 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 8<sup>th</sup>, 2020. A Notice to Proceed was issued on Feb 3<sup>rd</sup>, 2021. Work on the 6<sup>th</sup> and 5<sup>th</sup> Floor are complete. 4<sup>th</sup> floor is substantial complete. Punch list items are underway with completion scheduled for May 6, 2022.

### **K1-57 PLAZA TOWER RELOCATION**

Bids were received for relocation services for Floors 4, 5, and 6 at Plaza Tower on June 11<sup>th</sup>, 2021. Bids were solicited from 10 moving companies. One bid was received. Since only one bid was received a cost analysis was completed of the one bid. It compares with the phase one moving contract with a slight increase in price. Since the low bid amount is below the threshold of \$75,000, Board of Commissioners approval is not required. A contract was awarded to Coleman Worldwide Moving Services, in the amount of \$25,333.74. The relocation of residents from the 5<sup>th</sup> floor to the 6<sup>th</sup> floor was completed on July 15, 2021. The relocation of residents from the 4<sup>th</sup> floor to the 5<sup>th</sup> floor was completed on October 22, 2021. Relocation of residents to the 4<sup>th</sup> floor was completed on February 22<sup>nd</sup>, 2022.

### **K1-54 SCATTERED SITES (15) INTERIOR MODERNIZATION PHASE 2**

Bids were received on April 7<sup>th</sup>, 2021, for this project. The Board authorized the award of a contract at the April 15<sup>th</sup>, 2021, meeting to Taylor Made Exteriors, LLC, in the amount of \$633,236.46 for interior modernization of 9 houses. Staff held a pre-construction meeting with the contractor on April 28<sup>th</sup>, 2021. Notice to Proceed was issued on July 1<sup>st</sup>, 2021. This project is nearing completion on 8 of the 9 buildings. On May 2<sup>nd</sup>, 2022, the contractor began substantial completion punch list for 8 of the 9 buildings. The remaining building is the ADA unit, which is being converted for handicapped accessibility. This building requires more ADA modifications, which are not completed at this time.

#### **K1-54 MAINTENACE FACILITY METAL ROOF RETROFIT**

Bids were received on August 24th, 2021, for a metal roof retrofit repair at the KCKHA Maintenance Facility. The Board authorized the award of a contract at the September 16th, 2021, meeting to Western Waterproofing Co. Inc., DBA Great Plains Roofing & Sheetmetal in the amount of \$107,400.00. The pre-construction meeting with the contractor was held on October 18<sup>th</sup>, 2021. Material has been ordered, and work will begin upon delivery of material. Material shipments have been delayed; contractor has informed the HA that delivery of material is anticipated for June of 2022.

#### **CAPITAL FUND PROGRAM 2019 LEAD-BASED PAINT GRANT**

The funding amount for this grant is \$519,960.00. These grant funds are to be used for the identification, remediation and/or elimination of lead-based paint hazards in Housing Authority family developments that house children up to 6 years of age. The implementation of this grant was delayed due to Covid. The first step is a lead-based paint assessment and inspection of family developments. On the Board agenda this month, is authorization for acceptance and entering into a contract for this lead-based paint assessment and inspection at 14 housing authority family developments.

#### **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 4<sup>th</sup>, 2019. The Capital Fund Program 2020 was approved at the December 19<sup>th</sup>, 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.

The following project is complete: Douglas Heights Elevator Modernization

#### **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 16<sup>th</sup>, 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 has

performed surveys of each resident to determine their needs and wants. Actual relocations cannot be started until the Disposition Application is approved by HUD. HUD has notified the Housing Authority that its application has been turned down, pending the submission of additional information. A Physical Needs Reassessment was completed on September 28<sup>th</sup>, 2021. The Physical Needs Reassessment final report has been received and submitted. The Disposition Application has been resubmitted to Special Application Center (SAC) and is currently being reviewed for approval. Minor modifications to the Physical Needs Reassessment were requested. The revised Physical Needs Reassessment was submitted to SAC on February 18<sup>th</sup>, 2022. SAC has been in communication with the Housing Authority regarding the energy performance contract debt repayment for Juniper Gardens. Information has been submitted to SAC for review.

#### **K1-52 and K1-53 FOUNDATION REPAIR AND STABILIZATION**

A Request for Proposal for foundation repair and stabilization on three public housing buildings was prepared, and proposals were received on March 31<sup>st</sup>, 2021. The Board authorized the award of a contract at the May 2021 meeting, to Spartan Installation and Repair, LLC, dba Ram Jack Foundation Repair and Waterproofing, in the amount of \$82,936.00. Pre-construction meeting was held on June 2<sup>nd</sup>, 2021. Notice to Proceed was issued on August 18<sup>th</sup>, 2021. Foundation stabilization is complete at Chalet Manor, Belrose Manor, and Scattered Sites 10. Concrete repair/patching and backfilling is complete at Chalet Manor and Belrose Manor. Scattered Site #10 (Ohio St) requires completion of punch list items prior to acceptance.

#### **K1-54(7) SCATTERED SITES RETAINING WALL REPAIR**

Bids were received on January 12, 2022, for the repair of a retaining wall that has failed at approximately 5<sup>th</sup> Street and Cleveland Avenue. The Board authorized the award of a contract, at the February 2022 meeting, to Heartland Foundation Solutions, in the amount of \$205,802.88. Pre-construction meeting was held on March 10, 2022. Notice to Proceed will be issued when all required paperwork is submitted. Contractor is working with the Unified Government to obtain the building permit.

#### **CAPITAL FUND PROGRAM 2021**

The funding amount for this program is \$5,485,060.00. The public hearing and final budget were presented to the residents on December 2<sup>nd</sup>, 2020. The Capital Fund Program 2021 was approved at the December 17<sup>th</sup>, 2020, Board meeting. Staff has submitted the necessary paperwork to HUD. HUD has accepted and approved this grant for implementation. Staff is preparing an invitation to bid for environmental testing of the various projects, when this is complete a request for proposals will be prepared for Architectural and Engineering services to prepare plans for the various projects.

## RESIDENT INITIATIVE REPORT

MAY 2022

SUBMITTED BY SHARRON DAVIS-MAYS

SELF-SUFFICIENCY COORDINATOR

The Public Housing Resident Council did not meet for the month of April. However, individual resident councils met with me in person and by telephone.

On April 5, 2022, Young Women on the Move held its orientation at St. Margaret's Park. There was a total of 14 youth in attendance. The program is innovative and empowering for youth, both male and female, ages 12—19.

On April 7, 2022, the Executive Director and I participated in a software demonstration by Tracking At-A-Glance (TAAG). TAAG assists the Resident Opportunity and Self-Sufficiency Program with case management, budgeting, training, and education for public housing residents. The software also assists with reports the U.S. Department of Housing and Urban Development (HUD) requires all Housing Authorities to report on optional standards for success module that tracks all the data elements and generates the required spreadsheets with the HUD codes. In addition, TAAG provides a comprehensive needs assessment that tracks initial needs creating a baseline and current needs to show resident progress.

On April 9, 2022, I attended the 2022 KC Regional Climate Action Summit. The event was held at Johnson County Community College. The event highlighted climate topics, and local climate action, including a model framework that municipalities can adopt for guidance on planning a more sustainable lens with a regional net zero emission target goal of 2050.

On April 16, 2022, St. Margaret's Park Resident Association held an Easter Egg Hunt for the children. There were 72 youth that participated and 14 parents that assisted with the event.

On April 22, 2022, the Resident Service Coordinator position was posted. This position will provide orientation, assessment, enrollment and case management services for Resident Opportunity and Self-Sufficiency (ROSS) residents residing in Public Housing.

On April 26, 2022, I attended the Davis-Bacon Labor Standards and Section 3 Training. The U.S. Department of Housing and Urban Development Region VII were the trainers for this program. The Kansas Department of Commerce was also there and presented on the topic of apprenticeship. Mr. Ulysses Clayborn, HUD Regional Administrator, gave greetings and introductions for this event.

On April 28, 2022, I met with Mr. Peter Frick of Humana Insurance. Mr. Frick wants to meet with the residents to advise them of Humana's Medicare Plan. I advised Mr. Frick that the Resident Association can invite him to its meetings. I told Mr. Frick that when I have my next in-person Public Housing Resident meeting, I would invite his group to attend.

## Section 8 Housing Choice Voucher Program Monthly Management Report

April 2022

Section 8	Funds Available Through the End of the Calendar Year	Projected Monthly Funds Available	Average Tenant Payment	Average HAP Payment Per Voucher	Total HAP Payment (includes Actual & Anticipated)	HAP Over/Under Authorized	Current Vouchers in Lease	Total Vouchers available/month	YTD vouchers leased	Target Number Of Vouchers	Number Vouchers Over/Under Authorized	YTD Number Vouchers Over/Under Authorized	Newly Leased This Month	Unit to Unit Moves or Owner Changes	Current Vouchers Looking	Vouchers Utilization	Funding	Vouchers YTD Utilization	Funding	Attrition Rate			
																				Monthly Attrition	Percent of Total Vouchers Leased	Average YTD Attrition	Average YTD Attrition
January	\$10,187,632	\$880,053	\$ 240	\$ 708	\$ 851,643	\$ (18,410)	1,216	1,642	9,829	1,642	(426)	(426)	6	8	34	74.1%	102.7%	74.1%	102.7%	14	1.2%	18	1.4%
February	\$9,307,579	\$891,597	\$ 244	\$ 707	\$ 849,257	\$ (42,340)	1,209	1,642	11,038	1,642	(433)	(433)	3	10	75	73.6%	101.2%	73.6%	101.2%	10	0.8%	15	1.2%
March	\$8,415,982	\$892,260	\$ 247	\$ 706	\$ 855,049	\$ (37,211)	1,194	1,642	12,232	1,642	(448)	(448)	4	17	98	72.7%	101.9%	72.7%	101.9%	13	1.1%	15	1.3%
April	\$7,523,722	\$892,260	\$ 253	\$ 707	\$ 853,036	\$ (39,224)	1,169	1,642	13,401	1,642	(473)	(473)	4	6	83	71.2%	101.7%	71.2%	101.7%	12	1.0%	15	1.3%

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

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

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

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

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

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

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

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

**Total vouchers available**

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

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

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

**Current Vouchers Looking:** This is the current number of vouchers that have been issued and the voucher holder is searching for a unit. =83

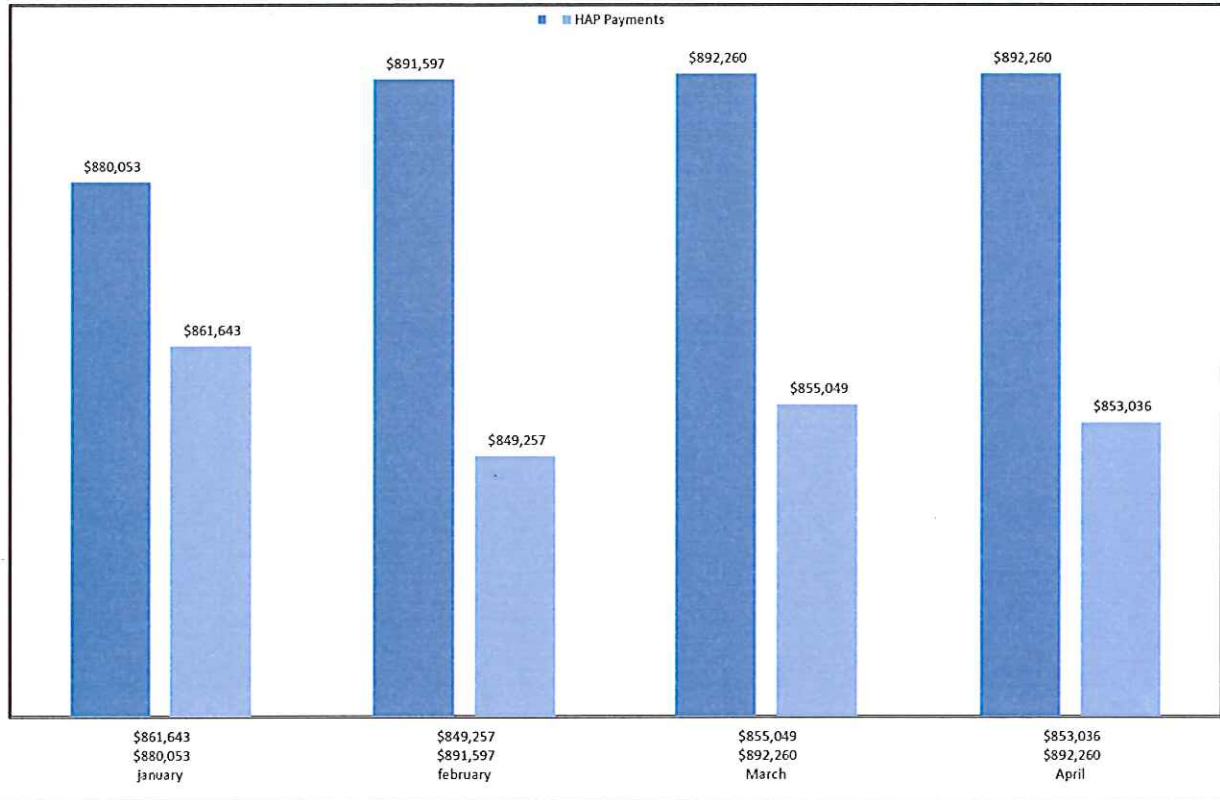
**Homeownership:** Current number of homeownership vouchers =4

**Family Self Sufficiency Participants (FSS):** Current number of participants involved in the Section 8 Family Self Sufficiency Program. =36 enrolled, grant requested 25, grant allows for 74

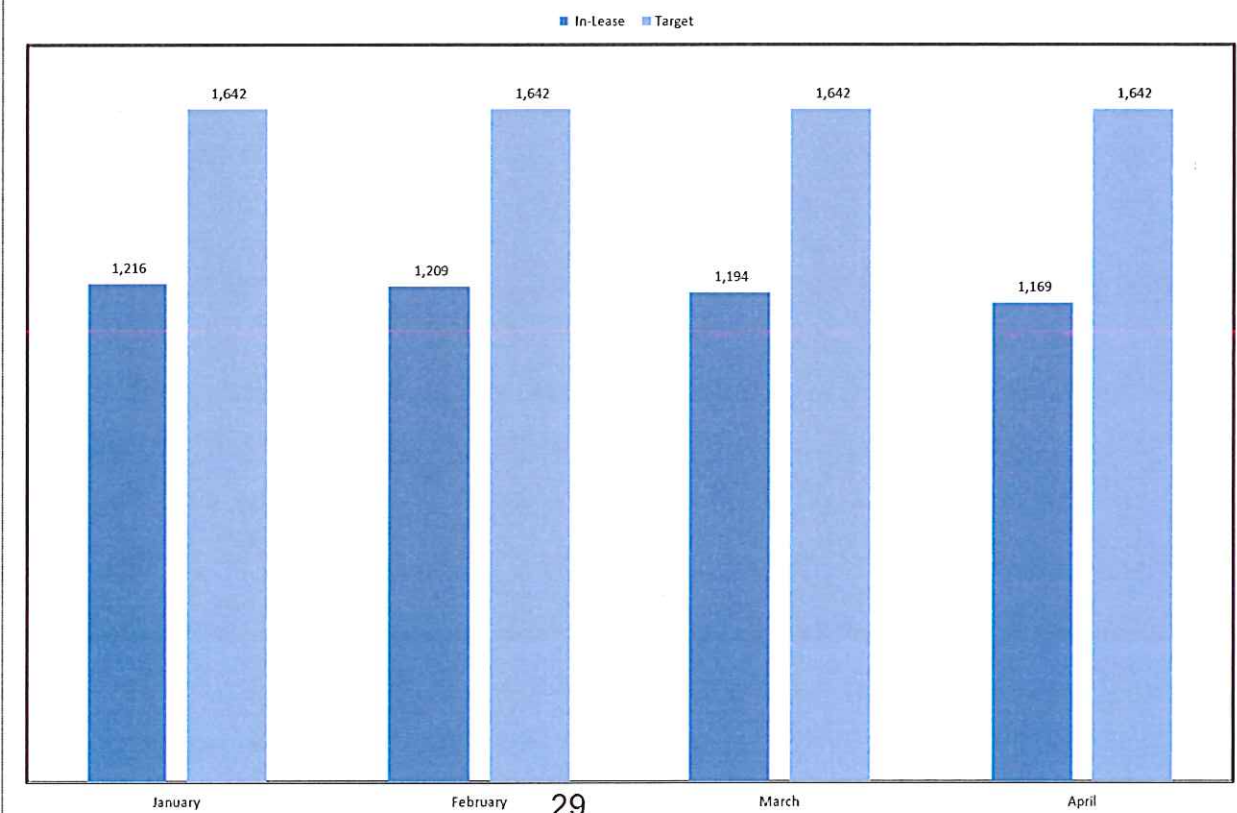
Section 8 Housing Choice Voucher Program Monthly Management Report

April 2022

Section 8 Monthly Housing Assistance Payments



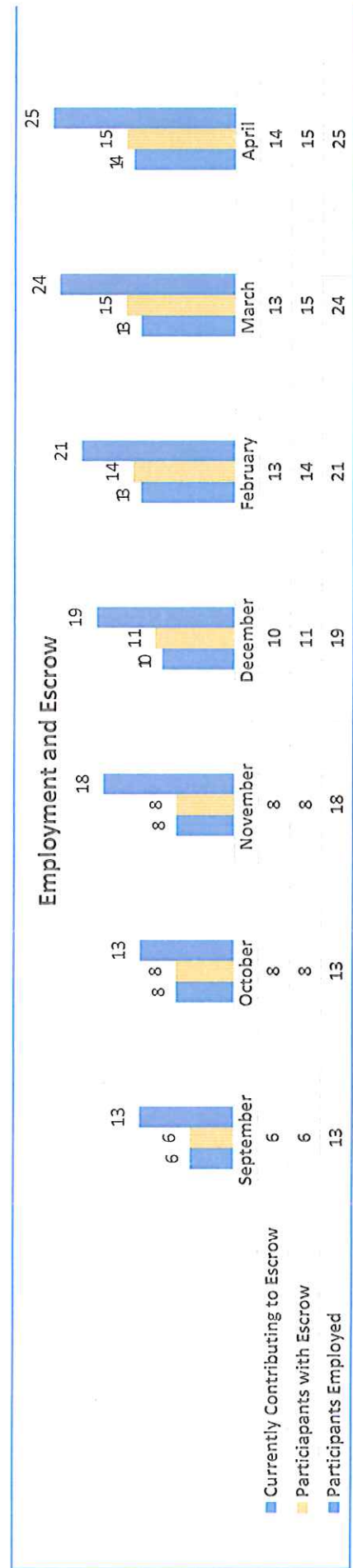
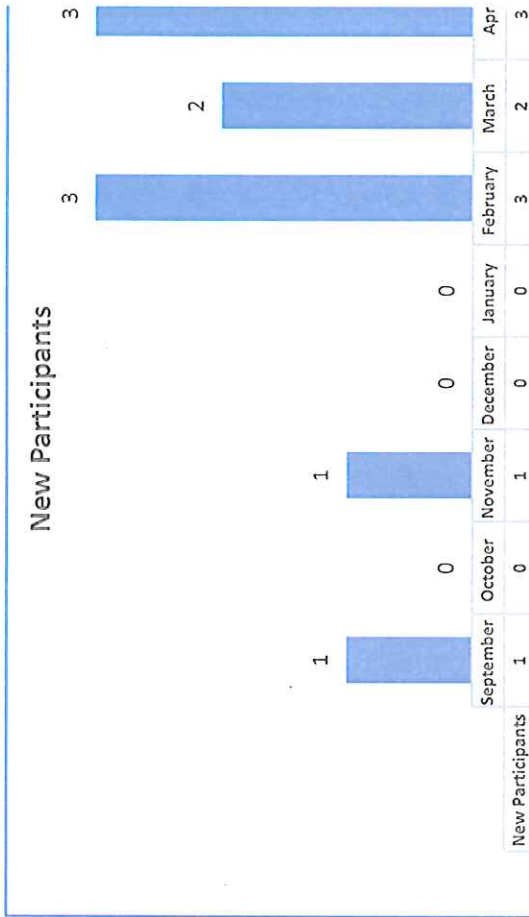
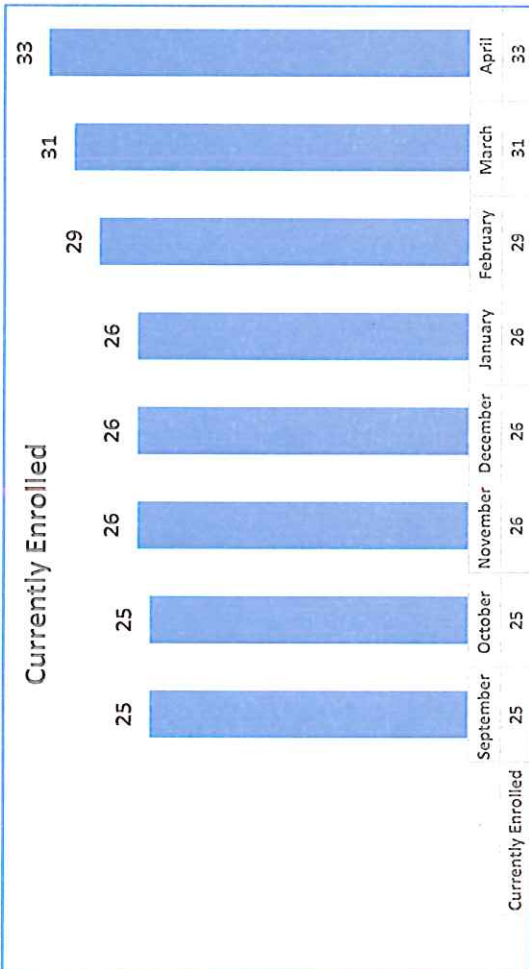
Section 8 Vouchers In-Lease and Target Leasing Rate





# Family Self-Sufficiency At A Glance - April 2022

Month	September	October	November	December	January	February	March	April
Currently Enrolled	25	25	25	26	26	26	29	31
New Participants	1	1	0	1	0	0	3	2
Exited	0	0	1	0	0	0	0	0
Ported	0	0	0	0	1	0	0	0
Graduated	0	0	0	0	0	0	0	0
Participants Employed	13	13	13	18	19	21	21	24
Participants with Escrow	6	6	8	8	11	12	14	15
Currently Contributing to Escrow	6	6	8	8	10	11	13	13
Total Escrow Balance	\$3,609	\$6,162	\$8,715	\$11,985	\$15,205	\$19,468	\$27,724	\$32,429
Monthly Escrow Balance	\$1,783	\$2,767	\$3,377	\$4,094	\$4,044	\$4,326	\$3,892	\$4,705
Appts with Participants	1	2	2	3	3	2	4	4
Initial Appts	1	0	1	0	0	1	3	2
SSI Only	3	3	3	3	3	3	3	3
TANF	1	1	1	1	1	1	1	1
Credit Pulled/Reviewed	0	0	0	0	0	0	0	0
Interim Withdrawals	0	0	0	0	0	0	0	0
Money Dispersed	0	0	0	0	0	0	0	0





# Great Things Are Happening in Family Self-Sufficiency

## Client Success Stories

Participant, Ms. Cunningham began the program without employment. She has 3 children all under 6 years old. She worked hard to put her resume together and find a job. She is now working and earning nearly \$50,000/yr and more than a thousand dollars in monthly escrow!

Participant, Ms. Barnes joined FSS less than a month ago. She has never entered into the workforce. She was referred to Connections to Success, a wonderful community partner, for help in skill building. She completed the 10-day Personal and Professional Development training! Her next goal is to find employment.



Participant, P. Sanders participated in our Financial Literacy Workshops. She has been working hard on her goal to repair her credit, live by a budget, and save for a down payment. She is 10 points away from being approved for a mortgage loan. She is about to complete her goal of preparing for homeownership!

*Good things are coming*

Three participants will begin a credential training program with KCKCC, and Workforce Partnership.

More outreach efforts are scheduled that include presentation of the program to potential partners.

The Program Coordinating Committee met May 12 to focus on securing resources and service providers for FSS.



Six apple trees, 2 pear trees, and 2 cherry trees were donated.



One of our very own residents got involved with the work!

## Community Garden and Helping Hands

The Giving Grove, from KCMO, donated trees and Donnelly College students planted the trees and garden for residents.

The project was coordinated by Richard Mabion



Radishes, onions, beets, potatoes, swiss chards, red butterhead lettuce, and herbs were planted.



## RESOLUTION NO. 2022-16

AUTHORITY TO ACCEPT THE BID AND AUTHORIZE A CONTRACT FOR LEAD-BASED PAINT ASSESSMENT AND INSPECTION, AND ASSOCIATED WORK,  
FOR 14 KANSAS CITY KANSAS HOUSING AUTHORITY FAMILY DEVELOPMENTS,  
IN KANSAS CITY, KANSAS, WITH PROFESSIONAL ENVIRONMENTAL ENGINEERS, INC.

**WHEREAS** the Kansas City Kansas Housing Authority was granted a Lead-Based Paint Grant in 2019 for the detection, remediation, and elimination of lead-based paint hazards; and

**WHEREAS** bids for lead-based paint assessments and inspections for 14 Kansas City Kansas Housing Authority family developments were solicited and received on April 27<sup>th</sup>, 2022; and

**WHEREAS** bids were received from;

Bay Hill Environmental  
Hernly Environmental, Inc.  
Intertek-Professional Services Industries, Inc.  
New Horizons Enterprises, LLC  
Professional Environmental Engineers, Inc.  
Terracon Consultants, Inc.

Cherry Hill, New Jersey  
Lawrence, Kansas  
Kansas City, Kansas  
Kansas City, Missouri  
St. Louis, Missouri  
Lenexa, Kansas, MO.

**WHEREAS** the bids were opened and tabulated by Kansas City Kansas Housing Authority staff; and

**WHEREAS** the staff is recommending acceptance of the responsive low bid submitted by Professional Environmental Engineers, Inc. in the amount of \$77,921.68, for lead-based paint assessments and inspections, at 14 Kansas City Kansas Housing Authority family developments, plus any additional amounts for additional associated work, per the unit prices established in the bid documents.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the bid submitted by Professional Environmental Engineers, Inc. in the amount of \$77,921.68 for lead-based paint assessments and inspections at 14 Kansas City Kansas Housing Authority family developments, plus any additional amounts for additional associated work, per the unit prices established in the bid documents, is hereby accepted.

**BE IT RESOLVED** that the Housing Authority of Kansas City, Kansas is authorized to enter into a contract with Professional Environmental Engineers, Inc. in the amount of \$77,921.68 for lead-based paint assessments and inspections at 14 Kansas City Kansas Housing Authority family developments, plus any additional amounts for additional associated work, per the unit prices established in the bid documents.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board of Commissioners does hereby approve Resolution Number 2022-16.

X

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Matthew T. Watkins  
Chairman

X

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Andrea Tapia  
Executive Director/CEO

KANSAS CITY KANSAS HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
May 19, 2022

**New Business Consent Item:** Authority to accept the bid and authorize a Contract for Lead-Based Paint Assessments and Inspection and associated work at 14 family developments for the Kansas City Kansas Housing Authority, in Kansas City, Kansas with Professional Environmental Engineers, Inc.

Resolution Number No. 2022-16

**Background:**

The Kansas City Kansas Housing Authority was granted a lead-based paint grant in 2019. The amount of the grant was \$519,960. This grant funding is to be used for testing, inspection, remediation and/or elimination of lead-based paint hazards in family developments that have, or could have, children under 6 years of age. The Housing Authority developments eligible for this grant are: Juniper Gardens, St. Margaret's Park, Belrose Manor, Grandview Park, Cyrus K. Holiday, Douglas Heights Family, Chalet Manor, Scattered Sites 7, 9, 10, 15, 21, 23 and 25. All of these developments were built prior to 1978 and therefore could have lead-based paint.

**Current Issue:**

Staff following our procurement policy has prepared an Invitation to Bid to hire an environmental firm to perform lead-based paint assessments and inspections of these developments. The invitation to bid also requests a cost, that in the event lead-based paint is found, the successful firm will prepare plans and specifications for the remediation or elimination of the lead-based paint threat. The Housing Authority will then use these plans to hire a contractor to remediate or remove the lead-based paint threat. After the lead-based paint threat is either remediated or eliminated, the Invitation to Bid requests a cost to retest the area to verify that the lead-based paint hazard has either been remediated or eliminated.

The Invitation to Bid was advertised in the Kansas City Star, The Call, and Dos Mundos. The Invitation to Bid was posted on the Housing Authority's website. Also, the Invitation to Bid was mailed directly to 70 Environmental Contractors.

The Invitation to Bid requested questions regarding this project to be submitted by April 20<sup>th</sup>, 2022. All questions would be answered in an Addendum to the Invitation to Bid. Two Addendums were issued for this project.

Bids were opened on April 27<sup>th</sup>, 2022. Six contractors bid on this project:

Bay Hill Environmental	Cherry Hill, New Jersey
Hernly Environmental, Inc.	Lawrence, Kansas
Intertek-Professional Services Industries, Inc.	Kansas City, Kansas
New Horizons Enterprises, LLC	Kansas City, Missouri
Professional Environmental Engineers, Inc.	St. Louis, Missouri
Terracon Consultants, Inc.	Lenexa, Kansas

The apparent low bidder was Professional Environmental Engineers, Inc., with a responsive low bid totaling \$111,126.68. Low bidder is to be determined by the sum of the costs for: a lead-based paint assessment, a lead-based paint inspection, preparation of plans and specifications for all 14 developments, 100 hours of retesting and reinspection's of the 14 developments, costs for 300 samples for each, dust wipe, soil, and paint chip samples. Professional Environmental Engineers, Inc. submitted a bid for the 14 developments to conduct a lead-based paint assessment of \$56,813; a lead-based paint inspection of \$21,108.68; preparation of plans and

specifications of \$18,760; perform retesting and reinspection for lead-based paint clearance for 100 hours at \$7,200 and costs for 300 samples of dust wipes at \$2,415; soil samples at \$2,415 and Paint Chip samples at \$2,415 for a total bid of \$111,126.68. The costs for plans and specifications, retesting and reinspection, additional dust wipe samples, soil samples, and paint chips samples will be invoiced, as needed, on the actual amount of each needed, per the unit prices for each, established in the bid documents. The total bids ranged in price from \$111,126.69 to \$371,460 (See attached bid tab sheet).

Professional Environmental Engineers, Inc. has been in business since 1997. The Housing Authority has no previous experience with this contractor. The staff has checked references with positive comments received. There is \$519,960 in the 2019 Capital Fund Lead-Based Paint Grant budgeted for this project.

Professional Environmental Engineers, Inc. and its principal do not appear on the List of Parties Excluded from Federal Procurement or Nonprocurement Programs. The principals are:

Filippe Cade	President
Carolyn Green	CEO
Jenny Powers	CEO
Robert Loudon	Vice President
William Pietroburgo	Vice President

The Kansas City Kansas Housing Authority's procurement policy requires that all contracts in excess of \$75,000 must be approved by the Board of Commissioners of the Housing Authority.

Therefore, the staff is recommending acceptance of the responsive low bid submitted by Professional Environmental Engineers, Inc. and authorize a contract in the amount of \$77,921.68 for lead-based paint assessments and inspection at Kansas City Kansas Housing Authority family developments, plus any additional amounts for additional work, per the unit prices established in the bid documents.

Attached is a resolution that will authorize the acceptance of the bid and authorize a contract with Professional Environmental Engineers, Inc. in the amount of \$77,921.68 for lead-based paint assessments and inspection at Kansas City Kansas Housing Authority family developments, plus any additional amounts for additional work, per the unit prices established in the bid documents.

Staff recommends approval of this resolution.

**Board Action:**

Approve Resolution No. 2022-16, if appropriate.

Invitation To Bid Lead Based Paint Assessment and Inspection

	Lead Risk		Lead	Plans and		Retesting &		Water Sample	Paint chip	Totals	B,C,D,E,F,G,H,I
	Assessment	Inspection		Specification	Reinspections	Wipe Sample	Soil Sample				
Professional Environmental Engineers, Inc.	\$56,813.00	\$21,108.68		\$18,760.00	\$7,200.00	\$2,415.00	\$2,415.00	\$0.00	\$2,415.00	\$111,126.68	
New Horizon Enterprises, LLC	\$124,350.00			\$19,600.00	\$9,500.00	\$3,085.00	\$3,085.00	\$0.00	\$3,085.00	\$162,705.00	
Intertek-Professional Service Industries, Inc.	\$54,181.00	\$42,071.00		\$40,992.00	\$10,166.67	\$9,000.00	\$6,150.00	\$0.00	\$5,400.00	\$167,960.67	
Bay Hill Environmental	\$67,944.00	\$90,294.00		\$22,350.00	\$44,700.00	\$6,000.00	\$6,000.00	\$0.00	\$6,000.00	\$243,288.00	
Terracon Consultants, Inc.	\$188,250.00			\$98,000.00	\$11,000.00	\$2,580.00	\$3,795.00	\$0.00	\$3,375.00	\$307,000.00	
Hernly Environmental, Inc.				\$362,460.00		\$3,000.00	\$3,000.00	\$0.00	\$3,000.00	\$371,460.00	



## **RESOLUTION 2022-17**

### **APPROVE 2022 ANNUAL UTILITY ALLOWANCE SCHEDULE RATE CHANGES EFFECTIVE JUNE 2022**

**WHEREAS** HUD requires housing authorities to provide utility allowance schedules that are necessary to cover residents' reasonable utility costs, and such utility allowances are applied against their Total Tenant Payment (TTP) calculation to determine the net monthly rent amount; and

**WHEREAS** HUD requires housing authorities annually to review and adjust its utility allowance schedules, and revise its utility rates if and when increased by 10% or more; and

**WHEREAS** KCKHA is responsible for establishing and maintaining a utility allowance schedule that provides reasonable allowances for tenant-paid utilities. The consumption and utility rates being proposed are provided by obtaining new rate schedules from Johnson Controls and Board of Public Utilities.

**BE IT RESOLVED** that the Board of Commissioners of the Kansas City, Kansas Housing Authority (KCKHA) adopts the attached revised utility allowance schedules for the Section 8 Housing Choice Voucher Program to reflect the rate changes as detailed, effective June 1, 2022.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** the Board of Commissioners does hereby approve Resolution No. 2022-17.

**X**

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Matthew T. Watkins  
Chairman

**X**

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Andrea Tapia  
Executive Director/CEO

Kansas City, Kansas Housing Authority  
Board of Commissioner's Meeting  
May 19, 2022

**New Business Consent Item:** Approve 2022 Annual Utility Allowance Schedule Rate  
Changes effective June 2022

Resolution No. 2022-17

**Background:**

As required by HUD each year Public Housing Agencies (PHAs) review the utility allowances to determine if any adjustment needs to be made. PHAs provide a utility allowance for residents who pay their own utility costs to help pay for "*reasonable and conservative*" utility usage. The resident's rent is then reduced by the utility allowance amount. The analysis is based on HUD approved methodology. The Kansas City, Kansas Housing Authority (KCKHA) Section 8 Housing Choice Voucher Program creates allowances for each bedroom size for the following unit types: detached houses, duplexes, row/town-homes, and manufactured mobile homes.

Also, the KCKHA can approve a higher utility allowance if requested as a reasonable accommodation (24 CFR 982.517). For example, a household in which a family member uses extensive medical equipment – such as lifts or monitors – may make a request for an increase in the electricity allowance.

**Current Issue:**

**Section 8 Housing Choice Voucher**

Housing authorities are required to review utility allowances annually and revise their schedules before the end of the year, if there is a change greater than 10% per 24 CFR § 965.507(b). The proposed 2022 rates are applied to the consumption for each utility then added together to determine the cumulative rate change. The consumption and utility rates being proposed for the Section 8 Housing Choice Voucher Program are provided by obtaining new rate schedules from Johnson Controls and Board of Public Utilities.

**Board Action:**

Approve Resolution No. 2022-17, if appropriate.

## **RESOLUTION 2022-18**

### **APPROVING SUBMITTAL OF THE SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION FOR FYE ENDED MARCH 31, 2022**

**WHEREAS** the U.S. Department of Housing and Urban Development requires the Kansas City, Kansas Housing Authority to submit a Section 8 Management Assessment Program (SEMAP) Certification for the Fiscal Year ended March 31, 2022; and

**WHEREAS** the U.S. Department of Housing and Urban Development requires that the Board of Commissioners of the Kansas City, Kansas Housing Authority approve the SEMAP Certification for submission to HUD; and

**BE IT RESOLVED** the SEMAP Certification has been completed and must be submitted no later than the May 31, 2022 deadline.

**BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of Kansas City, Kansas, authorizes staff to submit the Section 8 Management Assessment Program Certification for the Fiscal Year ended March 31, 2022 to HUD.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board of Commissioners does hereby approve Resolution No. 2022-18.

**X**

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Matthew T. Watkins  
Chairman

**X**

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Andrea Tapia  
Executive Director/CEO



KANSAS CITY KANSAS HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
May 19, 2022

**New Business Consent Item:** Approving submittal of the Section 8 Management Assessment Program (SEMAP) Certification for FYE ended March 31, 2022

Resolution Number 2022-18

**Background:**

Section 8 Management Assessment Program (SEMAP) is a self-assessment of how a Section 8 program is functioning. SEMAP enables HUD to identify capabilities and deficiencies related to the administration of the Section 8 program. There are 13 Indicators on which assess the Section 8 program. Each Indicator has a point value and there is a total of 135 points possible.

HUD has three performance categories. Those categories are: High Performer- 90% or above, Standard Performer- 61-89%, or Troubled Performer- 60% or below.

**Current Issue:**

Attached is the SEMAP Certification for the FYE 03-31-22. HUD requires the certification to be submitted no later than 60 days after the end of the fiscal year, which would be by the close of business (COB) on May 31, 2022 for our agency. Upon approval of the attached resolution, the certification will be submitted electronically to HUD. From the results of our self-audit, we expect to earn the following number of points in each category.

Indicator #	Category	Maximum Points Possible	KCKHA Expected Points
Indicator 1	Selection from Waiting List	15	15
Indicator 2	Reasonable Rent	20	20
Indicator 3	Determination of Adjusted Income	20	20
Indicator 4	Utility Allowance Schedule	5	5
Indicator 5	HQS Quality Control Inspections	5	5
Indicator 6	HQS Enforcement	10	10
Indicator 7	Expanding Housing Opportunities	5	5
Indicator 8	Payment Standards	5	5
Indicator 9	Annual Reexaminations	10	10
Indicator 10	Correct Tenant Rent Calculations	5	5
Indicator 11	Pre-Contract HQS Inspections	5	5
Indicator 12	Annual HQS Inspections	10	10
Indicator 13	Lease-Up	20	0
	TOTAL	135	115

**Board Action:**

Approve Resolution 2022-18, if appropriate.