



Agenda

Housing Authority of the City of Kansas City, Kansas

Regular Meeting

Thursday, September 15, 2022
12 noon

Administrative Office
1124 N. 9th Street

- I. Roll Call
- II. Swearing-in Ceremony
- III. Approval of the Minutes
Special Board Meeting August 18, 2022
(Pages 1—7)
- IV. Executive Director's Report
(Pages 8—33)
- V. Public Comments
Contact Jackie Randle at 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.
- VI. Committee Reports
- VII. New Business Consent Items:
 - Resolution No. 2022-25 Authorize Acceptance of the Bid submitted and Authorize a Contract for HVAC Improvements at K1-54 Scattered Site 10 Family Development located in Kansas City, Kansas with AAIM Services, LLC
(Pages 34—37)
 - Resolution No. 2022-26 Authorize Staff to Procure Services from Qualified Realtors to Assist in the Marketing of K1-51 Juniper Gardens Family Development to Prospective Buyers
(Pages 38—39)
 - Resolution No. 2022-27 Authorizing Collection Loss—Write-Offs
(Pages 40—41)
- VIII. New Business Discussion Items:

- IX. Resolution No. 2022-28 A Resolution Authorizing the Kansas City,
Kansas Housing Authority to Amend the
Administrative Plan for the Section 8 Housing
Choice Voucher Program Chapter 5: Briefings
and Voucher Issuance
(Pages 42—43)
- X. Executive Session
- XI. Adjournment

Lunch will be served at noon for Board members.

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

Thursday, August 18, 2022
12:30 p.m.

Held Electronically
via Zoom

On the 18th day of August 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
Rev. Jimmie L. Banks, Vice-Chairman
Hazel Davis, Commissioner
Jacques Barber, Commissioner
Raul Escarcega, Commissioner
Rachel Jefferson, Commissioner
LaDora Lattimore, Commissioner
Chandra Ward, Commissioner
Linda Warner, Commissioner

ABSENT: P. Anne McDonald, Commissioner
J.D. Rios, 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, Self-Sufficiency 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, Family Self-Sufficiency Coordinator
Nebyu Tilahun, Director of Finance
Paul Grahovac, New Business Development/LEED AP

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

Chairman Watkins called for approval of the minutes of July 21, 2022.

Commissioner Warner made the motion to approve the minutes of July 21, 2022. Commissioner Escarcega seconded the motion, and the following vote was recorded:

AYES: Banks, Barber, Davis, Escarcega, Jefferson, Lattimore, Ward, Warner, Watkins
NAYS: None
ABSENT: McDonald, Rios
ABSTAIN: None

Motion carried.

Executive Director's Report

- Ms. Tapia noted that rental leases ups have decreased. She advised that we have hired two individuals to get the leases back up. There are also some units under mod. There are 1,122 participants on the waiting list. There was one property that was missing, so there should have been about 1,000 on the previous list.
- Ms. Tapia further noted the Housing Choice Voucher staff has completed 95 annual reexaminations for the month of July 2022. Staff completed 58 interims, six change of units, 25 new admissions and one person has ported into our agency.
- It is time for our Family Self-Sufficiency (FSS) renewal which is due October 3, 2022. An email was sent to HUD for our public housing residents to participate in the program. Currently the program is only for Housing Choice Voucher (HCV) participants. Ms. Tapia advised that last year we received \$63,200 in program funds which go toward the salary for the FSS Coordinator. The previous year we received \$62,312. All the funds were not expended in 2019, but they were expended in 2020 and we anticipate expending all the funds this year. Additional staff would be hired if we receive additional funds for the public housing program. The grant is renewable annually and it is usually increased. Funding would be increased if another staff person is hired.
- Ms. Tapia noted we are going through our CARES Act Monitoring Review. HUD is looking at how those funds were spent. We are in the process of this review right now. We expended all the funds. Mr. Tilahun added that we spent \$1.2 million for Public Housing and \$354,000 for Section 8.
- Our annual KCKHA audit will take place August 29—September 2, 2022. The auditors will review all program files, human resources files and finance files. We hope to have a report and presentation for the October board meeting.
- The Nelrod Company is in the process of conducting a salary study. They have reached out to several staff members to interview them. This should

be done by November 2022. We have submitted other positions to them, such as HR, and they will provide job descriptions for us. Chairman Banks asked if positions were eliminated that we are no longer using, and Ms. Tapia noted that was correct. Chairman Banks asked what would be required from a budgetary standpoint once they are finished. Ms. Tapia explained that once Nelrod is finished, we will review their suggestions with the Board and Finance Committee and see how this works with our budget. The salary study will all be taken in consideration for the annual budget in terms of increases and/or decreases.

- Ms. Tapia noted that we now have a card that we provide to participants who receive utility assistance payments. This will allow instant access to the money on the card. There will not be fees from check cashing places. They will not have to worry about cards not arriving on time, getting lost in the mail or arriving late. The cards went out this week. The final check goes out in September. Money will go on the card in October. This will be a safely feature for the Housing Authority as checks contain routing and account numbers.
- We are working with CBIZ on our health insurance coverage. Ms. Tapia reminded the Board that the increase for last year was 10.9 percent. We have spent the last year thinking of ways to get our insurance coverage reduced. Information was sent out to staff to educate them on the importance of health benefits. Commissioner Lattimore asked about the percentage the agency pays for healthcare and Ms. Tapia noted that the agency pays 80 percent, and the employee pays 20 percent. The housing authority pays 75 percent for dependents. CBIZ did a really good job of reviewing our options, but there was an increase due to the limited number of employees participating in the program.
- The Capital Fund certification was submitted on August 12, 2022. HUD wants to know was the data submitted correct. Everything was listed in the data base. This concluded Ms. Tapia's report.
- Chairman Watkins asked if there were any further questions. Commissioner Escarcega asked how the debit cards were secured. Ms. Tapia explained that we sent out a notice saying the cards would be mailed and asked that if anyone did not receive their card before October, to notify us. Residents have the option of having the card mailed or picked up from our office. Commissioner Barber asked would they receive the funds from the card each month. Ms. Tapia noted that was correct and the card could be used like any other debit card.

Public Comments

Chairman Watkins called for public comments. Mr. Paul Grahovac, Business Development Executive and Attorney provided comments.

No other comments were received.

Committee Reports

Bylaws

Commissioner Barber stated that he had some draft language that he had intended to provide to the Board today, but things have come up that need to be reviewed before doing so. He asked the Board if they want to focus on Commissioner's attendance at meetings or should consideration be given to Commissioner behavior. Vice-Chairman Banks stated that attendance is a criterion, but confidentiality should be kept and any Board member that violates that would be subject to censor, and it should be a basis of recommending termination. Commissioner Lattimore noted that majority rules and what goes on in a board meeting is public information. She stated Executive Session is confidential and Board members must have a Code of Ethics in terms of how to conduct themselves as Commissioners. Commissioner Warner asked that there be a way for someone to recuse themselves of matters that present a conflict of interest. She would like to see some guidance on this in the bylaws and the Board was in agreement. Chairman Watkins reinforced that comments from the Board be referred to the Executive Director so that no one is misquoted by the media. Chairman Watkins asked that Code of Ethics be put on the agenda for October.

Finance

Chairman Watkins noted there has not been a Finance Committee meeting and he would get with Commissioner McDonald on scheduling a meeting.

Personnel

Vice-Chairman Banks noted the Personnel Committee met today. They are coming to the conclusion for improving the agency's performance appraisal process. Ms. Tapia has provided a draft for the committee's review. In attendance was Commissioners Warner, Davis, Barber, Chairman Watkins, Ms. Tapia, and himself. The draft was reviewed, and they discussed when it would be rolled out. Ms. Tapia noted the committee did a wonderful job and she cannot wait for the Board to review it.

Ms. Tapia added there was a Finance Committee meeting in July to introduce the new committee members and get them caught up on how our finance processes work.

Development

Commissioner Warner stated the Development Committee met on August 3, 2022. Present at the meeting were Commissioners Jefferson and Rios, Chairman Watkins, Ms. Tapia, and herself. They discussed the condition of KCKHA properties, the challenges of upkeep of those properties and repairs at Chalet Manor. They will take a broader look at all the properties, the opportunity for RAD conversion, and low energy housing tax credits. Commissioner Warner explained they are seeking a broader understanding of what the opportunities are for the properties. She shared that Commissioner Jefferson emailed items for the Committee to read and study together. Also, they plan to meet twice a month for the months of September, October, and November.

Resident Participation

Ms. Tapia noted that Ta'Nae Locke, Resident Service Coordinator, was hired to assist Ms. Davis-Mays under the ROSS grant. She started August 8, 2022. Ms. Davis-Mays noted in the chat that the Resident Participation Committee did not meet. However, she has met individually with several resident councils.

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

Chairman Watkins noted that Ms. Randle sent out the committee appointments today and any questions should be directed to him.

The Chairman stated he would like to meet in person next month for the regularly scheduled KCKHA Board meeting. Lunch will be ready for Board members at noon and the meeting will start promptly at 12:30 p.m. He noted that strategic planning will take place on Thursday, October 20, 2022, our regular board meeting day. Commissioner Lattimore asked if there would be a virtual option and Chairman Watkins noted he would try to make that possible. Vice-Chairman Banks questioned when the offices would re-open to the public. Chairman Watkins indicated a decision would be made on re-opening soon.

Consent Agenda

Chairman Watkins asked for a vote on the consent agenda. It was asked that Resolution No. 2022-23 be pulled for discussion. Vice-Chairman Banks made a motion to approve Resolution No. 2022-24. Commissioner Barber seconded the motion, and the following vote was recorded:

AYES: Banks, Barber, Davis, Escarcega, Jefferson, Lattimore, Ward, Warner, Watkins

NAYS: None

ABSENT: McDonald, Rios
ABSTAIN: None

Motion carried.

Resolution No. 2022-24, Authorizing the Kansas City, Kansas Housing Authority to Apply for the 2022 Family Self-Sufficiency Coordinator Program (FSS) Grant.

This resolution requests authorization to apply for the Family Self-Sufficiency Coordinator Program (FSS) grant for FY2022. The FSS grant will provide salaries and training for the FSS Coordinator to assist families in the Housing Choice Voucher and Public Housing programs. This will help families move toward independence and self-sufficiency. Families will participate in a five-year Contract of Participation to help them reach their goals.

RESOLUTION NO. 2022-24—AUTHORIZING THE KANSAS CITY, KANSAS HOUSING TO APPLY FOR THE 2022 FAMILY SELF-SUFFICIENCY COORDINATOR PROGRAM (FSS) GRANT.

Discussion Agenda

Resolution No. 2022-23, Authority to Award the Bid and Authorize a Contract for Section 8 Housing Choice Voucher (HCV) Housing Quality Standards (HQS) Inspections with McCright and Associates.

Ms. Tapia noted that our Section 8 units need to be inspected and the previous inspector is no longer with us. Inspection services were put out for bid and McCright and Associates provided this agency with a bid. McCright and Associates will keep a data base we can use when our auditors come. Ms. Tapia went over the services provided by McCright and Associates, and noted the cost was comparable to what we would pay our own inspector. She asked the Board for approval of McCright and Associates to provide inspections services. Commissioner Lattimore asked would this be temporary until we could hire someone to be part of staff. Ms. Tapia noted this would be a three-year contract with an option to extend the contract two more years. McCright and Associates would follow HUD guidelines and would provide what we do not have currently. Commissioner Lattimore questioned that historically what we are basing this on. Ms. Tapia noted, while not speaking on the individual, historically there were instances where no one showed up to do the inspection. We would have to determine if the inspector did not show up or if the individual was not home. Using McCright and Associates will provide us with a record of what occurred. Failed inspections will go directly to McCright and Associates, and they will be able to go over why it failed. Ms. Tapia explained that this will be a more effective way of doing business. Vice-Chairman Banks asked if we received references and Ms.

Tapia noted we did. Vice-Chairman Banks asked about the appeal process and Ms. Tapia noted the appeal process would be at the discretion of the Director. All agreed the goal was to provide affordable, safe, and healthy housing. Commissioner Warner questioned if we had held out on doing inspections due to not having an inspector on staff. Ms. Tapia stated the Director and staff have continued to conduct inspections in the absences of an inspector. She further noted that we are out of compliance if the units are not inspected within 364 days. New tenant units must also be inspected. Commissioner Barber indicated we want to have the units inspected to be held to a certain standard. He is very much in favor of utilizing McCright and Associates to do inspections. Commissioner Warner asked could there be additional fees. Ms. Tapia noted there could be additional fees if there are additional inspections requested.

Vice-Chairman Banks made a motion to approve Resolution No. 2022-23. Commissioner Warner seconded the motion, and the following vote was recorded:

AYES: Banks, Barber, Davis, Escarcega, Jefferson, Lattimore, Ward, Warner, Watkins

NAYS: None

ABSENT: McDonald, Rios

ABSTAIN: None

Motion carried.

RESOLUTION NO. 2022-23—AUTHORITY TO AWARD THE BID AND AUTHORIZE A CONTRACT FOR SECTION 8 HOUSING CHOICE VOUCHER (HCV) HOUSING QUALITY STANDARDS (HQS) INSPECTION WITH MCCRIGHT AND ASSOCIATES.

Vice-Chairman Banks asked that strategic planning and other items be put on the agenda for the retreat. Chairman Watkins agreed and asked the Board to submit additional items for the agenda. Ms. Randle will send out a calendar invitation for the Board Retreat October 20, 2022. Everyone indicated they were onboard for the retreat.

Chairman Watkins adjourned the meeting and it pass unanimously.

Matthew T. Watkins, Chairman

Andrea Tapia, Executive Director/CEO



Kansas City, Kansas Housing Authority

1124 North Ninth Street

Kansas City, Kansas 66101-2197

Main (913) 281-3300 **Fax** (913) 279-3428 **TTY** (800)766-3777

www.kckha.org

To: Board of Commissioners
From: Andrea Tapia, Director/CEO
Date: September 15, 2022
Re: Executive Director's Report

Housing Choice Voucher Program

The Housing Choice Voucher program staff completed 116 annual reexaminations during the month of August 2022. The staff also completed 61 interims, 6 change of units, 23 new admissions, 122 voucher holders looking for housing, 3 port outs and 13 individuals who ended participation in the HCV program.

Citrin Cooperman

During the week of August 29 through September 2, 2022, Auditors from Citrin Cooperman conducted an onsite audit of Program files, HR files, and some Finance files. The Auditors also conducted exit interviews with a few KCKHA staff to discuss their views of KCKHA as a whole. Citrin will complete the review of finance and begin preparation of the audit report for the KCKHA Board of Commissioners.

The Auditors anticipate completing the audit sometime in September, and we have asked the Auditors to be prepared to present to the Board in October.

Salary Study

Nelrod has interviewed staff and gathered additional information and has begun the process of finalizing job descriptions and salaries, based upon industry standards. Nelrod anticipates the completion of the study by November 2022.

Community Engagement

Bureau of Family Health

I met with Ms. Connie Neuhofer, a Support Specialist and Drew Duncan, Section Chief for the Bureau of Family Health, through the Kansas Department of Health and Environment. The Bureau of Family Health focuses on addressing social determinants of health. They know that housing stability and health services are critical components and bridging the gap will help to create successful housing and health related outcomes. The program includes Newborn

Screening (hearing, heart and blood spot) as well as Maternal Mortality research. The Bureau recognizes Maternal Mortality disparities occur and they are hopeful that partnering with KCKHA will provide support and insight as they continue their efforts to reduce the gaps in health outcomes.

The following are monthly reports provided by staff:

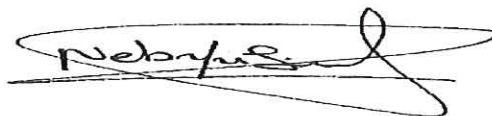
- A. Statement of Funds
- B. Delinquency Report
- C. Disbursements of \$1,000
- D. Operating Receipt and Expenditures
- E. Maintenance Report
- F. Occupancy Report
- G. Monthly Move-outs and Move-ins
- H. Modernization Report
- I. Resident Initiative Report
- J. Section 8 Utilization Report
- K. Family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

Kansas City, Kansas Housing Authority
Statement of Funds Available
For the Period Ended August 31, 2022

Description	Rate ^(a)	Maturity Date	Amount	Bank
General Fund Account	0.015%		\$113,585.60	Liberty
Payroll Account	0.00%		\$10,401.77	Liberty
ACH Pymt Account	0.00%		\$3,445.57	Liberty
Rent Depository Account	0.00%		6,199,536.09	Bank of Labor
Rent Bank Deposit Accounts	0.019%		\$127,418.27	Various Rent Banks
Homeless Prevention Program	0.049%		5,497.86	Bank of Labor
Sponsorship Program	0.019%		20,251.83	Bank of Labor
Section 8 Checking	0.00%		438,803.71	Bank of Labor
EPC Replacement Reserve Acct	0.015%		\$38,891.62	Liberty
Family Self Sufficiency	0.019%		\$53,023.17	Bank of Labor
KCKHA Debt Service Account			\$207,221.04	Deutsche Bank
CD#120245349	1.30%	03/01/23	\$500,000.00	Bank of Labor

(a) Represents Rates as of September 8, 2022 provided by Banks.

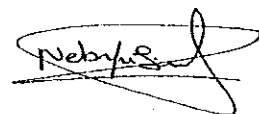
Note: Amounts reflect balances from month-end statements. Reconciliation of outstanding checks will
adjust account balances, accordingly.



Nebyu Tilahun
Director of Finance

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

	Rent & Other Charges	Repayment Agreements	Net Total
Accounts Receivable (Amounts Delinquent)	\$167,377.81	(\$62,972.69)	\$104,405.12
Total Charges to Tenants for Month			\$443,744.26
Delinquency Ratio			23.53%
Petitioned to Court			<u>33</u>
Praecipes Issued			<u>21</u>
Evictions			<u>15</u>
Pending Evictions			<u>6</u>



Nebyu Tilahun
Director of Finance

Kansas City, Kansas Housing Authority	
Payments Over \$1,000.00	
For The Month of AUGUST '22	
CONTRACTS	
MAINTENANCE COSTS	
Ace Imagewear	\$1,079.16
BAILEY INDUSTRIAL CLEANING	\$5,590.00
BAILEY INDUSTRIAL CLEANING	\$4,760.00
Booney's Lawn Service	\$5,840.00
BUILDING ENVELOPE SOLUTIONS, LLC	\$2,075.00
CALHOUN LAWN CARE, LLC	\$7,350.00
CALHOUN LAWN CARE, LLC	\$7,350.00
DAVID ALLEN HENDERSON DBA	\$2,345.00
DAVID ALLEN HENDERSON DBA	\$2,195.00
DAVID ALLEN HENDERSON DBA	\$2,045.00
DAVID ALLEN HENDERSON DBA	\$1,795.00
DAVID ALLEN HENDERSON DBA	\$1,795.00
DORMAKABA USA INC	\$2,664.13
DOUG'S AUTO REPAIR	\$4,262.47
DOUG'S AUTO REPAIR	\$1,394.88
Ferguson Enterprises, LLC.	\$2,387.85
Ferguson Enterprises, LLC.	\$2,438.59
FSP, LLC	\$1,965.00
GE APPLIANCES,A HAIER COMPANY	\$6,025.00
GE APPLIANCES,A HAIER COMPANY	\$5,950.00
GE APPLIANCES,A HAIER COMPANY	\$1,230.00
Gold Star Flooring & More, Inc	\$2,665.00
Grainger	\$1,040.84
H.D. Supply	\$3,286.35
H.D. Supply	\$1,726.31
Home Depot Pro-SupplyWorks	\$2,802.42
Home Depot Pro-SupplyWorks	\$1,691.68
James Hanson dba Jim's Services	\$3,675.00
Johnson Controls Inc.	\$1,841.30
Johnstone Supply Co.	\$6,302.40
Johnstone Supply Co.	\$1,618.83
KANSAS FENCING,INC	\$2,205.00
KEMPKE CONTRACTORS, LLC	\$11,185.00
KEMPKE CONTRACTORS, LLC	\$9,190.00
KEMPKE CONTRACTORS, LLC	\$4,635.00
KEMPKE CONTRACTORS, LLC	\$3,845.00

Klemp Electric Mach. Co. Inc.	\$1,410.82
Lees Printing Company, INC	\$1,230.93
Lowes	\$2,580.59
Martin Mechanical Corporation	\$3,851.86
Martin Mechanical Corporation	\$1,795.09
MEI TOTAL ELEVATOR SOLUTIONS	\$5,495.13
National Fire Suppression	\$1,416.00
Olney Sales Inc.	\$9,651.00
Olney Sales Inc.	\$3,643.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$4,210.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$2,180.00
PDQ Supply Inc.	\$2,477.50
Plumb Supply Company, LNX	\$2,553.56
REPUBLIC SERVICES #468	\$2,267.27
REPUBLIC SERVICES #468	\$2,040.85
Sherwin-Williams Co	\$2,158.67
SOS Pest Control	\$1,800.00
STACO ELECTRIC CONSTRUCTION CO	\$1,113.18
Stanion Wholesale Elec. Co.	\$5,832.99
SUNBELT RENTALS, INC	\$3,247.51
SUNBELT RENTALS, INC	\$1,292.89
SUTTON REMODELING, LLC	\$7,077.00
SUTTON REMODELING, LLC	\$5,916.00
SUTTON REMODELING, LLC	\$1,800.00
Trugreen Chemlawn	\$1,015.57
UPCS Services DBA Focus on Housing	\$4,214.10
Virginia Tile Company	\$1,157.22
Waste Management	\$5,538.43
MISCELLANEOUS	
Amazon Capital Services, inc	\$1,191.27
American Express	\$5,002.48
AT&T	\$10,353.39
AT&T	\$9,401.00
ConvergeOne, Inc	\$3,241.80
Deutsche Bank Trust Co. Americ	\$1,200.00
ENTERPRISE FM TRUST	\$5,261.77
Equifax Workforce Solutions LLC	\$2,129.23
Evans & Mullinix, P.A.	\$6,475.00
MASTERCARD	\$5,096.86
MRI Software LLC (HAB, INC)	\$3,124.66
ONLINE INFORMATION SERVICES, INC	\$2,099.50
ONLINE INFORMATION SERVICES, INC	\$1,439.50

PayLease, LLC	\$2,860.68
Postmaster	\$5,000.00
U.S BANK EQUIPMENT FINANCE	\$3,351.38
Verizon Wireless	\$2,260.70
WEX BANK DBA WRIGHT EXPRESS FSC	\$7,378.71
WILLIAM W. HUTTON ATTORNEY AT LAW	\$2,975.00
MODERNIZATION	
Davidson & Associates Inc.(For Scattered Sites 15)	\$5,073.48
Davidson & Associates Inc.(For Westgate Tower)	\$2,786.00
Ferguson Enterprises, LLC.(Plaza Tower Phase3)	\$1,612.01
H.D. Supply (Plaza Tower P.3)	\$3,111.30
HEARTLAND FOUNDATIONS SOLUTIONS LLC (For Scattered Site 7)	\$15,061.07
Hernly Environmental, Inc (For Rosedale and Glanville Tower)	\$6,435.00
Johnson Controls Inc. (For Westgate Tower)	\$33,701.37
MEI TOTAL ELEVATOR SOLUTIONS (For Bethany Tower)	\$98,064.95
Plumb Supply Company, LNX (Plaza Tower Phase 3)	\$2,724.55
Reeves-Wiedeman Company (Plaza Tower Phase 3)	\$3,015.00
Tompkins Associates Inc d/b/a (For Security Access Towers)	\$2,746.90
PAYROLL COSTS	
AFLAC PREMIUM HOLDING	\$2,939.50
Blue Cross Blue Shield Of KC	\$102,651.36
Colonial Life & Accident Ins	\$3,453.12
Delta Dental	\$4,495.30
Kansas Public Employ Ret Syst	\$33,498.63
Kansas Public Employ Ret Syst	\$33,068.20
Nationwide Retirement Solution	\$2,422.00
Nationwide Retirement Solution	\$2,422.00

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Kansas City, Kansas Housing Authority
Operating Income and Expenditure
For the Period Ended July 31, 2022

	CEN OFFICE YR TO DATE	%	CEN OFFICE BUDGET	PUBLIC HSG YR TO DATE	%	PUBLIC HSG BUDGET	SECTION 8 YR TO DATE	%	SECTION 8 BUDGET	FSS YR TO DATE	TOTAL YR TO DATE	%	TOTAL BUDGET
OPERATING INCOME:													
Dwelling Rent				\$1,632,024.11	33%	\$4,906,135.00					\$1,632,024.11	33%	\$4,906,135.00
Fraud Recovery Income							\$20,424.23				\$20,424.23		
Interest Income	\$556.86	293%	\$190.00			\$820.00					\$556.86	55%	\$1,010.00
Tenant Income				\$110,389.27	42%	\$260,674.00					\$110,389.27	42%	\$260,674.00
Transfer from CFP						\$1,097,012.00							\$1,097,012.00
Other Income	\$239,158.51	33%	\$724,169.00	\$58,672.93	138%	\$42,408.00	\$5,972.44				\$303,803.88	40%	\$766,577.00
Fee for Services - COCC	\$590,470.59	37%	\$1,580,215.00								\$590,470.59	37%	\$1,580,215.00
FSS Grant Income										\$20,827.57			
Management Fees	\$630,252.01	36%	\$1,771,135.00								\$630,252.01	36%	\$1,771,135.00
Total Operating Income	\$1,460,437.77	36%	\$4,075,709.00	\$1,801,086.31	29%	\$6,307,049.00	\$26,396.67			\$20,827.57	\$5,308,748.32	32%	\$10,382,758.00
Operating Subsidy				\$3,762,984.00	41%	\$9,199,789.00					\$3,762,984.00	41%	\$9,199,789.00
Section 8 Admin Fees									\$856,733.00		\$310,671.00	36%	\$856,733.00
Total Operating Receipts	\$1,460,437.77	36%	\$4,075,709.00	\$5,564,070.31	36%	\$15,506,838.00	\$337,067.67	39%	\$856,733.00	\$20,827.57	\$7,382,403.32	36%	\$20,439,280.00
OPERATING EXPENSES:													
Administrative Salaries	\$515,627.46	30%	\$1,046,838.00	\$329,303.26	26%	\$1,283,465.00	\$95,731.43	23%	\$411,663.00	\$12,410.12	\$751,072.27	27%	\$2,741,966.00
Management Fees				\$537,159.01	34%	\$1,597,338.00	\$95,093.00	31%	\$296,750.00		\$630,252.01	33%	\$1,894,088.00
Other Admin Expenses	\$80,928.33	35%	\$228,199.00	\$71,398.33	17%	\$422,055.00	\$14,053.06	21%	\$68,550.00		\$166,379.72	23%	\$718,804.00
Tenant Services													
Tenant Services Salaries				\$17,285.54							\$17,285.54		
Resident Assoc Expenses				\$2,486.87	10%	\$25,233.00					\$2,486.87	10%	\$25,233.00
Other Expenses				\$400.00	2%	\$16,830.00					\$400.00	2%	\$16,830.00
Total Utilities	\$15,641.34	27%	\$50,728.00	\$757,569.97	26%	\$2,900,853.00					\$771,211.31	26%	\$2,951,581.00
Maintenance Salaries	\$350,560.61	26%	\$1,332,240.00	\$465,454.48	27%	\$1,721,375.00					\$816,015.09	27%	\$3,053,615.00
Maint Materials	\$117,276.20	129%	\$91,188.00	\$197,188.37	23%	\$875,543.00	\$1,227.10	10%	\$11,691.00		\$315,691.67	32%	\$978,422.00
Fee for Services - COCC				\$590,470.39	37%	\$1,580,215.00					\$590,470.39	37%	\$1,580,215.00
Other Maint Contracts	\$18,668.69	12%	\$150,018.00	\$513,816.52	31%	\$1,638,934.00	\$16,061.99	47%	\$34,430.00		\$548,547.20	30%	\$1,823,382.00
Other Security Expense			\$2,500.00	\$75,244.65	36%	\$208,748.00					\$75,244.65	36%	\$211,248.00
Insurance	\$43,738.14	41%	\$106,993.00	\$152,415.50	25%	\$606,156.00	\$7,388.41	28%	\$26,753.00		\$203,542.05	28%	\$759,904.00
Terminal Leave Payments													
Employee Benefit Contributions	\$214,821.93	24%	\$877,135.00	\$303,354.69	26%	\$1,184,811.00	\$30,951.34	20%	\$151,775.00	\$8,417.45	\$557,545.41	25%	\$2,213,721.00
Collection Losses				(\$6,535.42)	-3%	\$201,556.00					(\$6,535.42)	-3%	\$201,556.00
Interest Expense				\$133,515.18	24%	\$566,464.00					\$133,515.18	24%	\$566,464.00
Other General Expense	\$1,524.23			\$3,342.86	1492%	\$224.00	\$4,466.11	41%	\$11,001.00		\$9,333.20	83%	\$11,225.00
Total Routine Expenses	\$1,154,786.93	30%	\$3,885,841.00	\$4,143,870.20	28%	\$14,829,800.00	\$262,972.44	26%	\$1,012,613.00	\$20,827.57	\$5,582,457.14	28%	\$19,728,254.00
COVID													
Casualty Losses - Net				(\$788.00)							(\$788.00)		
Total Operating Expenses	\$1,154,786.93	30%	\$3,885,841.00	\$4,143,082.20	28%	\$14,829,800.00	\$262,972.44	26%	\$1,012,613.00	\$20,827.57	\$5,581,669.14	28%	\$19,728,254.00
Prior Year Adjustments													
Total Operating Expenditures	\$1,154,786.93	30%	\$3,885,841.00	\$4,143,082.20	28%	\$14,829,800.00	\$262,972.44	26%	\$1,012,613.00	\$20,827.57	\$5,581,669.14		\$19,728,254.00
Gain/(Loss) from Operations	\$305,650.84		\$189,868.00	\$1,420,988.11		\$677,038.00	\$74,095.23		(\$155,880.00)		\$1,800,734.18		\$711,026.00

*** July is the 4th month of the Fiscal Year Ending March 31st
 *** Percentage 33% or 412m of the year

Nebyu Tilahun, Director of Finance

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

CUSTOMER SERVICE & SATISFACTION SURVEY - AUGUST 2022

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
08/01/22	78	14	92	5	5	0	9
08/02/22	77	10	87	4	4	0	6
08/03/22	66	13	79	2	2	0	11
08/04/22	59	9	68	3	3	0	6
08/05/22	88	17	105	5	5	0	12
08/08/22	67	15	82	3	3	0	12
08/09/22	56	10	66	2	2	0	8
08/10/22	62	11	73	3	3	0	8
08/11/22	71	13	84	4	4	0	9
08/15/22	48	9	57	2	2	0	7
08/16/22	85	13	98	3	3	0	10
08/17/22	90	15	105	4	4	0	11
08/18/22	108	16	124	5	5	0	11
08/19/22	117	9	126	3	3	0	6
08/22/22	66	10	76	2	2	0	8
08/23/22	122	12	134	6	6	0	6
08/25/22	88	10	98	3	3	0	7
08/28/22	60	10	70	3	3	0	7
08/30/22	50	8	58	4	4	0	4
08/31/22	146	15	161	3	3	0	12
	1,604	239	1,843	69	69	0	170
				(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 29% of the service work orders completed
- (b) No Response 71% 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	67	78	145
Units in Mod	11	30	41
Juniper in Mod	173	0	173
Fire Units	0	0	0
Defer Maint	17	2	19
Rentable Units	50	79	126
Move-Ins	7	18	25
Move-Outs	15	15	30
Units Available	16	19	35

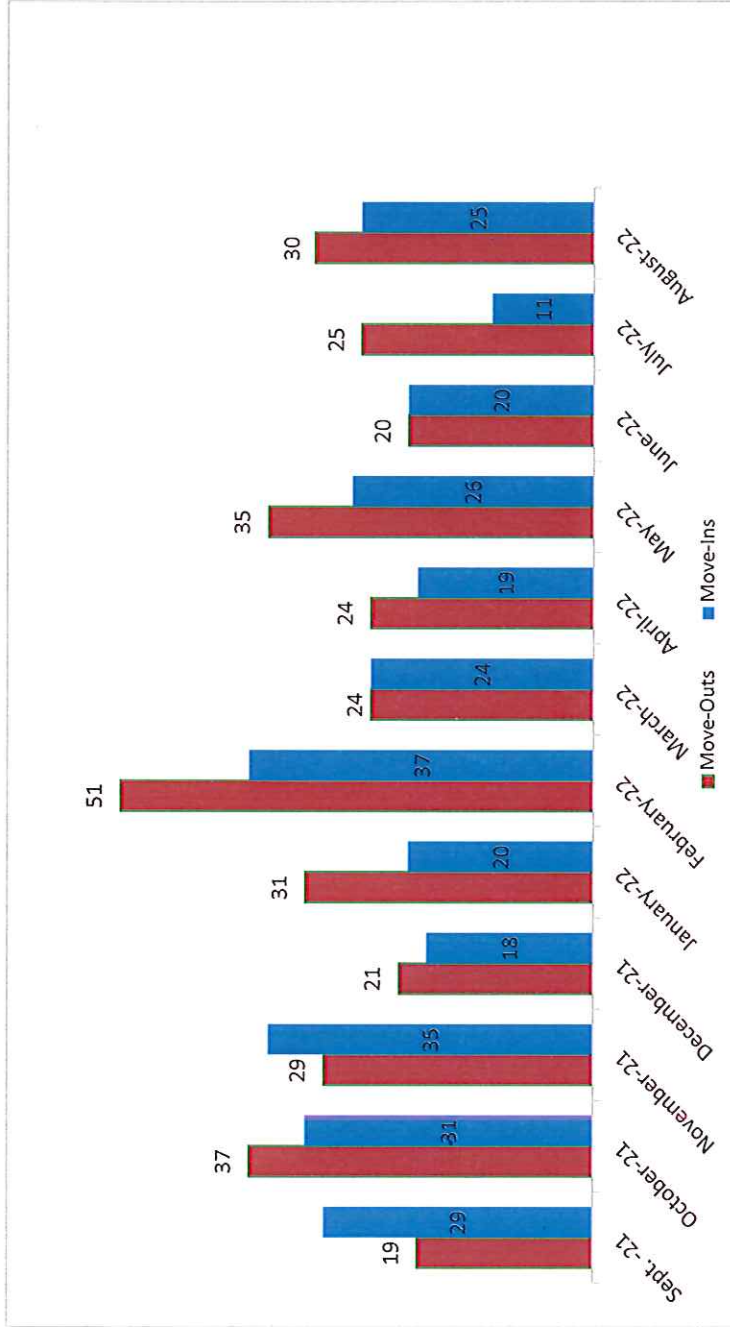
**Kansas City, Kansas Housing Authority
August 2022 (Rentable Units) Occupancy Report**

PROJECT	TOTAL UNITS	OCCUPIED UNITS	VACANT UNITS	HUD APPROVED SPECIAL USE UNITS	UNITS IN MOD/Defer red	% OCCUPIED CURRENT	% OCCUPIED PRIOR
K1-1 *M(7) D(12) JUNIPER GARDENS	265	80	-	12	173	100%	100%
K1-2 D(1) ST. MARGARETS PARK	100	91	6	1	2	94%	93%
K1-3 D(1) CYRUS K. HOLIDAY	60	54	2	1	3	97%	95%
K1-4*M(1) D(8) WYANDOTTE TOWERS	302	262	25	6	9	92%	92%
K1-5*M(2) D(1) BELROSE MANOR	90	84	2	1	3	98%	98%
K1-6 Elderly DOUGLAS HEIGHTS	101	93	7	-	1	93%	93%
K1-6 D(3) Family DOUGLAS HEIGHTS	99	90	4	3	2	96%	97%
K1-7 D(1) SCATTERED SITES	24	22	1	-	1	96%	92%
K1-9 D(1) SCATTERED SITES	30	30	-			100%	100%
K1-10 *M(2) SCATTERED SITES	42	38	1		3	98%	93%
K1-11 M(1) D(1) GRANDVIEW PARK	40	36	3	1		93%	95%
K1-12 D(2) CHALET MANOR	66	52	-	2	12	100%	100%
K1-13 WELBORN VILLA	80	78	2	-	-	98%	100%
K1-14 BETHANY PARK TOWERS	153	146	5	-	2	97%	97%
K1-15 *M(6) SCATTERED SITES	20	9	-	-	11	100%	100%
K1-17*M(1) GLANVILLE TOWERS	108	101	6		1	94%	95%
K1-18 ROSEDALE TOWERS	122	113	5	-	4	96%	98%
K1-20 D(1) WESTGATE TOWERS	163	152	7	1	3	96%	98%
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%	95%
K1-24 M(18) PLAZA TOWERS	115	84	1		30	99%	97%
K1-25 D(1) SCATTERED SITES	12	7	2	1	2	83%	83%

**Kansas City, Kansas Housing Authority
August 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	80	173	12		35%	36%
K1-2 D(1) ST. MARGARETS PARK	100	91	8	1		92%	91%
K1-3 D(1) CYRUS K. HOLIDAY	60	54	5	1	-	92%	92%
K1-4*M(1) D(8) koi9o	302	264	32	6	-	89%	89%
K1-5*M(2) D(1) BELROSE MANOR	90	84	5	1		94%	98%
K1-6 Elderly DOUGLAS HEIGHTS	101	93	8	-	-	92%	87%
K1-6 D(3) Family DOUGLAS HEIGHTS	99	90	6	3		94%	93%
K1-7 D(1) SCATTERED SITES	24	20	2	2		92%	88%
K1-9 D(1) SCATTERED SITES	30	30	-			100%	100%
K1-10 *M(2) SCATTERED SITES	42	36	6			86%	86%
K1-11 M(1) D(1) GRANDVIEW PARK	40	36	3	1	-	93%	95%
K1-12 D(2) CHALET MANOR	66	52	12	2		82%	86%
K1-13 WELBORN VILLA	80	78	2	-		98%	99%
K1-14 BETHANY PARK TOWERS	153	145	8	-		95%	94%
K1-15 *M(6) SCATTERED SITES	20	9	-	-	11	100%	100%
K1-17*M(1) GLANVILLE TOWERS	108	101	7		-	94%	93%
K1-18 ROSEDALE TOWERS	122	115	7	-		94%	94%
K1-20 D(1) WESTGATE TOWERS	163	152	10	1		94%	96%
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	85	1		29	99%	98%
K1-25 D(1) SCATTERED SITES	12	7	4	1		67%	67%

Kansas City, Kansas Housing Authority
The Last 12 Months



MODERNIZATION AND DEVELOPMENT REPORT **September 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 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; K1-57 Plaza Tower Interior Modernization Phase 1 (Floors 7 and 8).

This program is being prepared for close out.

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 Rise, v and Glanville Towers, K1-57 Westgate Tower Fire Alarm Panel Replacement and K1-20 HVAC Chiller Replacement.

This program is being prepared for close out.

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.

The following projects are complete: KCKHA Thomas M. Scott Maintenance Facility, K1-57 Plaza Tower Interior Modernization Phase 2 (Floors 4, 5, and 6), K1-57 Plaza Tower Relocation, K1-54 Scattered Sites 15 Interior Modernization Phase 2, and K1-54 Maintenance Facility Roof Retrofit.

This program is being prepared for close out.

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. The Board authorized the award of a contract at the May 19th, 2022, meeting to Professional Environmental Engineers, Inc., in the amount of \$77,921.68 for a lead-based paint assessment and inspection at 14 housing authority family developments. Juniper Gardens, St Margaret's Park, Belrose Manor and Grandview Park lead based paint assessments and inspections have been completed. Douglas Heights is next and tentatively will begin on September 12, 2022.

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.

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 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 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 28th, 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 18th, 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. SAC, the Local HUD office, and Housing Authority staff have met to discuss the energy performance contract debt repayment, a revised HUD approval letter for the energy performance contract, anticipated start dates for relocation and the disposition of Juniper Gardens. It appears that the disposition application approval from HUD will be soon.

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 31st, 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 2nd, 2021. Notice to Proceed was issued on August 18th, 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) required punch list repairs have been completed. Final paperwork is all that remains for close out of this project.

K1-54 SCATTERED SITES (7) RETAINING WALL REPAIR

Bids were received on January 12, 2022, for the repair of a retaining wall that has failed at approximately 5th 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 was issued May 27, 2022. Temporary fencing has been installed, and a building permit was issued on June 28th, 2022. Project has started, demolition of the old retaining wall is complete. Soil testing is underway and will be completed soon. Construction of the wall will commence after the soil testing, and the delivery of the wall blocks.

K1-54 SCATTERED SITES (10) HVAC REPLACEMENT

Bids were received on August 31st, 2022, for the replacement of furnace and air conditioner equipment at Scattered Site 10. This will be on the agenda for the September 15th, 2022, Board Meeting for consideration.

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 2nd, 2020. The Capital Fund Program 2021 was approved at the December 17th, 2020, Board meeting. Staff has submitted the necessary paperwork to HUD. HUD has accepted and approved this grant for implementation. Staff has procured environmental testing of the various projects, and Architectural and Engineering services to prepare plans for the various projects. These will get underway soon.

K1-57 PLAZA TOWER INTERIOR MODERNIZATION PHASE 3 (Floors 1, 2, & 3)

Bids were received on March 30th, 2022, for this project. The Board authorized the award of a contract at the April 22nd, 2022 meeting, to Infinity Group LLC, in the amount of \$2,398,348.00. Pre-construction meeting was held on May 3rd, 2022. A Notice to Proceed was issued on May 16th, 2022. Work on 3rd floor has commenced with demolition of that floor complete. 3rd floor framing, and rough-in electrical has been completed. 2nd floor demo is nearing completion. A change order to replace existing copper plumbing in the apartments for Phase 3 has been accepted, and this plumbing work is nearing completion.

RESIDENT INITIATIVE REPORT

SEPTEMBER 2022

SUBMITTED BY SHARRON DAVIS-MAYS

SELF-SUFFICIENCY COORDINATOR

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

August 3, 2022, I attended the Rosedale Towers Resident Association meeting. The residents were interested in Robert Rules of Order and how the election process worked for their council. They also had questions regarding their funding from HUD.

August 4, 2022, was the last day for the Kids on Campus summer program. Some of the youth were sad that the camp was ending. They wanted to come back to camp before school started. Douglas Heights was the only camp on site. At the other sites the youth were bused to the Kansas City, Kansas Community College. Seventy-nine youth that were enrolled in the Summer Camp.



Kids on Campus – Last Day of Camp

August 8, 2022, the Resident Service Department welcomed Ta'Nae Locke as its new Resident Service Coordinator. She is a graduate of Tennessee State University. Ms. Locke brings several years of case-management experience.

August 9 and 10, 2022, PCs for People held pop up shops at Douglas Heights Family site to get families enrolled in its Wi-Fi program. This outreach helps our Resident Opportunity and Self-Sufficiency Program with digital inclusion.

August 11, 2022, Douglas Heights High-Rise held its nomination meeting to start the election process for new officers of its Resident Association.

August 13, 2022, Kansas City Dream Center along with other community partners held a backpack give-away at St. Margaret's Park family site. One hundred seventy-nine adults and youth were served. Kansas State Extension, Family Conservancy, and Catholic Charities provided help with this event.



Resident participating in back-to-school drive.



**Mr. & Mrs. Heath – Resident Leaders.
Sitting in the shade, chaperoning the event.**

On August 16, 2022, The Learning Club started its afterschool tutoring program. There were 13 youth in attendance.



**Students receiving help
from their tutors.**



August 20, 2022, Grace Tabernacle Church of God in Christ youth, accompanied by their youth sponsors, passed out flyers at Douglas Heights Family Development. There were eight youth and five sponsors. This was a community service project for the youth to obtain community service hours.



Grace Tabernacle Church of God and Christ, youth and sponsors gathered at Douglas Heights Community Center, along with Mrs. Sharron Davis-Mays (Self Sufficiency Coordinator).

August 24, 2022, Rosedale Towers held its nomination event. This event was the first part of the election process to elect new resident council members.

Also, on August 24, 2022, PCs for People held a pop-up shop at Bethany Park Towers. A total of 40 residents signed up for Wi-Fi and purchased re-furbished computers. This event assisted the ROSS program with its digital inclusion program.

Section 8 Housing Choice Voucher Program Monthly Management Report

August 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	Over/Under Authorized	YTD Number Vouchers 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
March	\$8,415,982	\$892,260	\$ 247	\$ 706	\$ 855,702	\$ (36,558)	1,194	1,642	12,232	1,642	(448)	(448)	4	17	98	72.7%	102.0%	72.7%	102.0%	13	1.1%	15
April	\$7,523,722	\$892,260	\$ 253	\$ 707	\$ 856,294	\$ (35,966)	1,169	1,642	13,401	1,642	(473)	(473)	4	6	83	71.2%	102.1%	71.2%	102.1%	12	1.0%	15
May	\$6,631,462	\$893,812	\$ 259	\$ 706	\$ 856,599	\$ (27,213)	1,191	1,642	14,592	1,642	(451)	(451)	21	6	82	72.5%	103.3%	72.5%	103.3%	19	1.6%	16
June	\$5,737,650	\$840,492	\$ 260	\$ 707	\$ 864,919	\$ 24,427	1,212	1,642	15,804	1,642	(430)	(430)	15	8	108	73.8%	103.1%	73.8%	103.1%	15	1.2%	16
July	\$4,897,158	\$866,395	\$ 260	\$ 710	\$ 852,761	\$ (13,634)	1,213	1,642	17,017	1,642	(429)	(429)	15	6	107	73.9%	101.6%	73.9%	101.6%	15	1.2%	17
August	\$4,030,763	\$874,896	\$ 262	\$ 718	\$ 868,901	\$ (5,995)	1,207	1,642	18,224	1,642	(435)	(435)	20	11	122	73.5%	103.6%	73.5%	103.6%	13	1.1%	18

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 numbers of vouchers that have been issued and the voucher holder is searching for a unit. =122

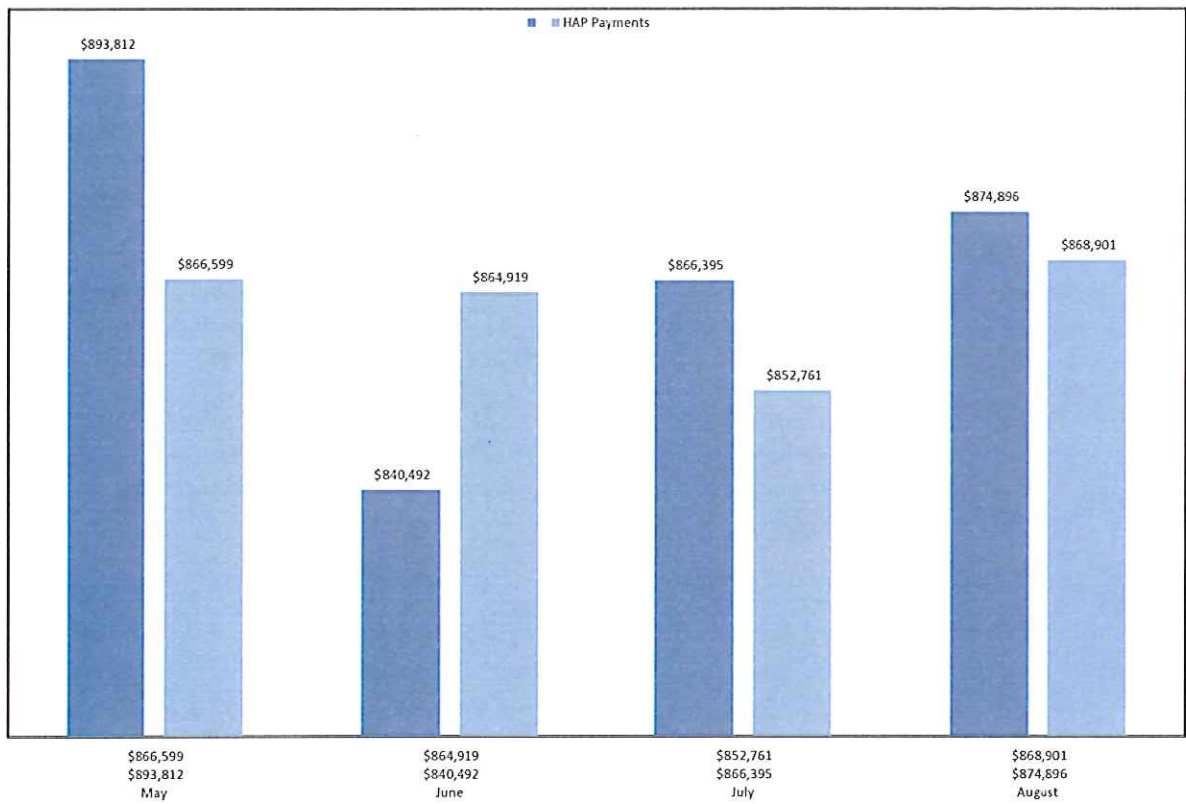
Homeownership: Current number of homeownership vouchers =4

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

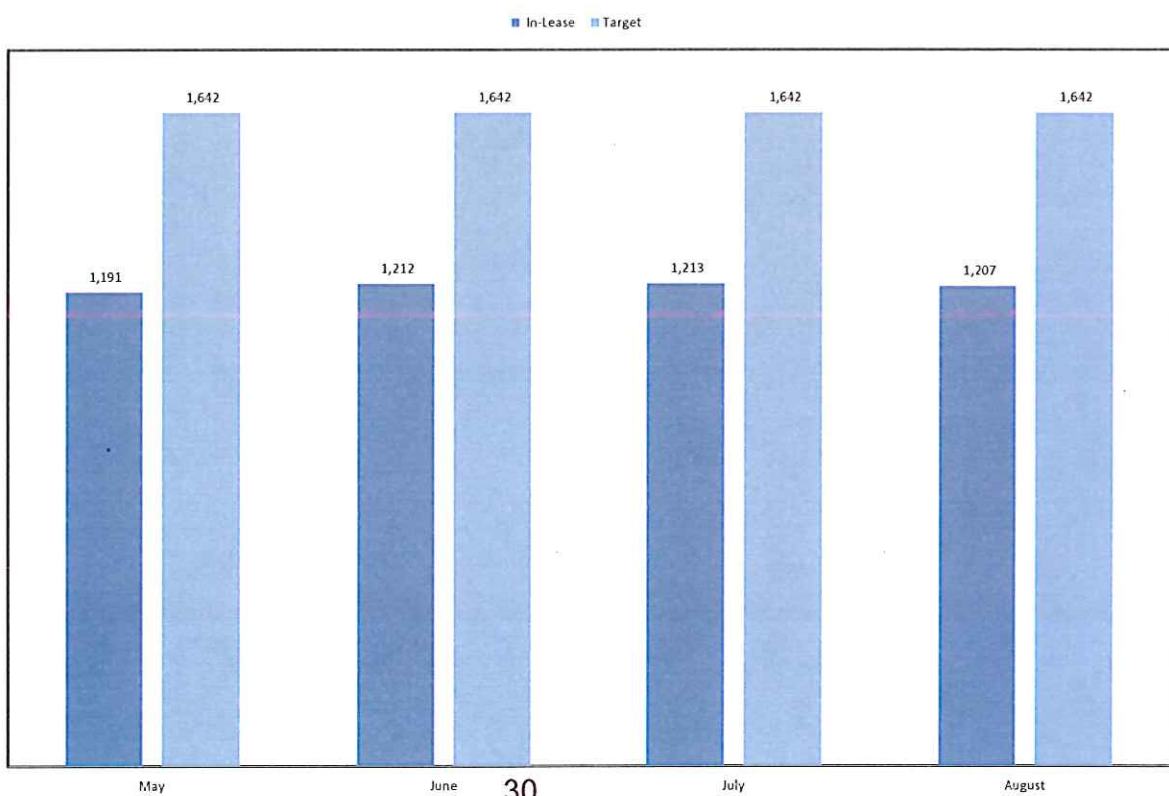
Section 8 Housing Choice Voucher Program Monthly Management Report

August 2022

Section 8 Monthly Housing Assistance Payments



Section 8 Vouchers In-Lease and Target Leasing Rate

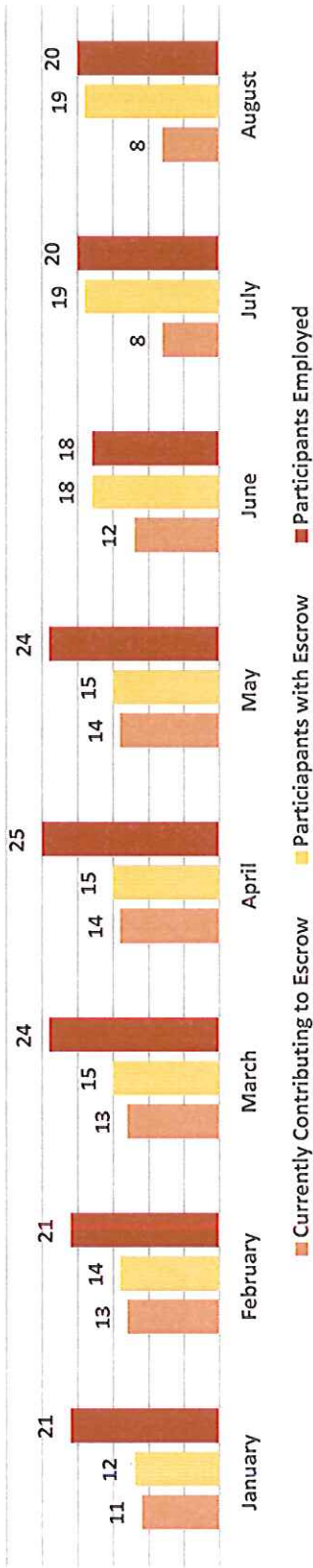


Family Self-Sufficiency At A Glance-August 2022

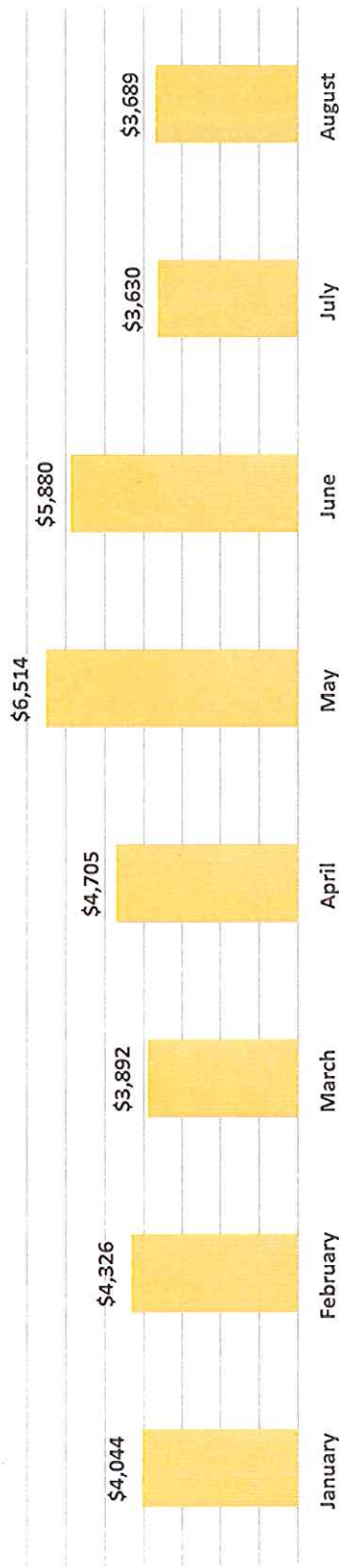
Month	January	February	March	April	May	June	July	August
Currently Enrolled	26	29	31	33	35	36	36	36
New Participants	0	3	2	3	3	1	0	0
Exited	0	0	0	4	0	0	0	0
Ported	0	0	0	0	0	0	0	0
Graduated	0	0	0	0	0	0	0	0
Participants Employed	21	21	24	25	24	18	20	20
Participants with Escrow	12	14	15	15	15	18	19	19
Currently Contributing to Escrow	11	13	13	14	14	12	8	8
Total Escrow Balance	\$ 15,205	\$ 19,468	\$ 27,724	\$ 32,429	\$ 38,943	\$ 40,428	\$ 44,059	\$ 47,748
Monthly Escrow Balance	\$ 4,044	\$ 4,326	\$ 3,892	\$ 4,705	\$ 6,514	\$ 5,880	\$ 3,630	\$ 3,689
Appts with Participants	2	4	5	4	8	15	18	13
Initial Appts	1	3	2	4	2	1	0	0
SSI Only	3	3	3	3	3	3	3	3
TANF	1	1	1	0	0	0	0	0
Credit Pulled/Reviewed	0	0	0	2	0	1	1	0
Interim Withdrawls	0	0	0	0	0	0	0	0
Money Dispersed	0	0	0	0	0	0	0	0

Family Self-Sufficiency Dashboard Glance - August 2022

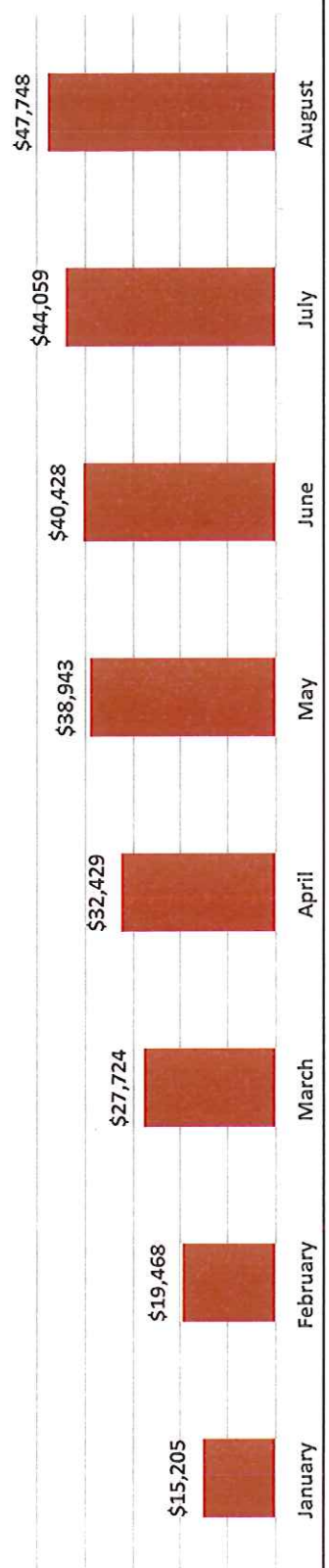
EMPLOYMENT AND ESCROW



MONTHLY ESCROW BALANCE



TOTAL ESCROW BALANCE



Great Things Are Happening In Family Self-Sufficiency

An expression of admiration to community partner...



"I continue to be amazed at how much we can accomplish when we lock arms together and work towards a common goal."

~Desiree Monize, Executive Director/CEO



KCK Housing Choice Voucher
at Impact KCK

33



Established new partnership
with Heartland 180



Life Navigator talking with
an FSS Client



Lunch served for clients
at Impact KCK

Remarkable. Extraordinary. Creditable. Impressive. These are just a few words to describe the Avenue of Life program. This program continuously impacts the community in many different ways. They operate with a "together we can" mindset as the driving inspiration behind their community development effort called *Collective Impact*. In 2015, Impact KCK began as an initiative with 52 partner agencies working together to stabilize families facing hunger and homelessness. A true mission to "break the cycle of poverty through community development!"

Just recently, two Family Self-Sufficiency participants were referred to the program after facing a tremendous challenge affecting their housing stability and hindering them from moving forward with their FSS goals. These clients were genuinely embraced with outreach arms by the Avenue of Life team and matched with a Life Navigator. A comprehensive assessment was completed to assess what their greatest need was and an action plan was created to start addressing that need. The FSS participants will receive assistance in finding housing and financial assistance to help with rent deposit and turning on utilities. Other provisions include a gas card, clothing items, groceries, and toiletries, along with learning what tools to use for self-preservation.

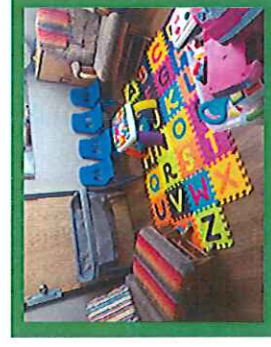
What a pleasure it has been getting to see, firsthand, the depth of compassion the team at Avenue of Life has for families in the community!



Salon station in facility



FSS client participating in Saturday workshop



Daycare room in facility

RESOLUTION NUMBER 2022-25

AUTHORIZE ACCEPTANCE OF THE BID SUBMITTED AND AUTHORIZE A CONTRACT FOR
HVAC IMPROVEMENTS AT K1-54 SCATTERED SITE 10 FAMILY DEVELOPMENT
LOCATED IN KANSAS CITY, KANSAS WITH AAIM SERVICES, LLC

WHEREAS HVAC improvements are needed at Scattered Site 10 Family Development; and

WHEREAS bids for HVAC improvements at Scattered Sites 10 Family Development were solicited and received on August 31, 2022; and

WHEREAS bids were received from:

AAIM Services, LLC
Taylor Made Exteriors LLC
The Wilson Group

Cummings, Kansas
Lee's Summit, Missouri
Greenwood, Missouri; and

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

WHEREAS low bidder was to be determined by the sum of the base bid, plus Alternate A – the cost to supply and install security cages for outside air conditioning condensers; and

WHEREAS the staff and the architect are recommending acceptance of the responsive low bid submitted by AAIM Services, LLC and authorize a contract in the amount of the base bid of \$429,000 plus Alternate A of \$22,000 for a total bid of \$451,000 for HVAC improvements at Scattered Sites 10 Family Development.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the bid submitted by AAIM Services, LLC in the amount of the base bid of \$429,000 plus Alternate A of \$22,000 for a total bid of \$451,000 for HVAC improvements at Scattered Sites 10 Family Development is hereby accepted.

BE IT FURTHER RESOLVED that the Housing Authority of Kansas City, Kansas is authorized to enter a contract with AAIM Services, LLC in the amount of the base bid of \$429,000 plus Alternate A of \$22,000 for a total bid of \$451,000 for HVAC Improvements at Scattered Sites 10 Family Development.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Commissioners does hereby approve Resolution No. 2022-25.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

New Business Consent Item: Authorize Acceptance of the Bid submitted and Authorize a Contract for HVAC Improvements at K1-54 Scattered Site 10 Family Development located in Kansas City, Kansas with AAIM Services LLC

Resolution No. 2022-25

Background:

The individual heating and air conditioning equipment for each of the 42 dwelling units at Scattered Site 10 Family Development are reaching the end of its expected life and are in need of replacement. The air conditioning equipment is the R-22 Freon refrigerant coolant system, which the R-22 Freon refrigerant is no longer being manufactured and is difficult to obtain to maintain this equipment. Therefore, replacement to the newer R-410 coolant system is proposed.

Current Issue:

Staff following our procurement policy has hired an architect, and the architect has prepared plans. The plans would demolish and remove the existing equipment and replace it with new equipment.

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 web site and mailed to contractors reporting services. Also, the Invitation to Bid was mailed directly to 173 General Contractors, 71 HVAC Companies, which includes Section 3 Contractors. Nine contractors picked up plans for this project.

A Pre-bid conference was held on August 24, 2022, to answer questions. Contractors were given an opportunity to visit Scattered Site 10 Family Development on August 25, 2022, to view the existing furnaces and air conditioning equipment.

Bids were opened on August 31, 2022, at 2:00 pm. Three Contractors bid on this project:

AAIM Services, LLC	Cummings, Kansas
Taylor Made Exteriors LLC	Lee's Summit, Missouri
The Wilson Group	Greenwood, Missouri

Low bidder was to be determined by the sum of the base bid, plus Alternate A – the cost to supply and install security cages around the outside air conditioner condenser.

AAIM Services, LLC is the apparent responsive low bidder with a base bid of \$429,000 plus Alternate A of \$22,000 for a total bid of \$451,000. Base bids plus Alternates A and B ranged in price from \$451,000 to \$1,036,356. (See attached bid tab sheet).

AAIM Services, LLC has been in business for seven years. The Housing Authority has previous experience with this contractor with satisfactory results. The architect and staff have checked references with positive comments received. There is \$451,000 in the 2020 Capital Fund Program budgeted for this project. The architect's estimate for the base bid for this work is

\$422,898, and the architect's estimate for Alternate A, to supply and install security cages, is \$25,200 for a total estimate of \$448,098.

AAIM Services, LLC and its principal do not appear on the List of Parties Excluded from Federal Procurement or Nonprocurement Programs. The principal is:

Morgan Kane

Owner

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

Therefore, the staff and architect are recommending acceptance of the responsive low bid submitted by AAIM Services, LLC and authorize a contract in the amount of the base bid of \$429,000 plus Alternate A of \$22,000 for a total bid of \$451,000 for HVAC improvements at Scattered Sites 10 Family Development.

Attached is a resolution that will authorize the acceptance of the bid and authorize a contract with AAIM Services, LLC for HVAC improvements at Scattered Site 10 Family Development in the amount of \$451,000.

Staff recommends approval of this resolution.

Board Action:

Approve Resolution No. 2022-25, if appropriate.



DAVIDSON & ASSOCIATES, INC.
ARCHITECTURE, ENGINEERING, PLANNING, DESIGN/BUILD, ENERGY & CONSTRUCTION MANAGEMENT
FINAL BID TABULATION SHEET

PROJECT I OF THE FY2022 CAPITAL FUND PROGRAM
K1-54 SCATTERED SITES (10) HVAC REPLACEMENT
CONTRACT 22-09-54 (10) 2:00 PM CDT, AUGUST 31, 2022
KCKHA (VIA ZOOM CALL)

(*Note Columns 5 and 6 information required within three (3) business days to KCKHA modernization office)

COMPANY NAME (Column 1)	ACKNOWLEDGE ADDENDUM NO. 1 (Column 2)	COMPLETED BID FORM (Column 3)	COMPLETED BID BOND (Column 4)	CURRENT UG OCCUPATIONAL LICENSE, NON- COLLUSIVE AFFIDAVIT, PREVIOUS PARTICIPATION CERTIFICATE (Column 5)	REPRESENTATIONS CERTIFICATIONS & OTHER STATEMENTS, CONTRACTOR'S QUALIFICATION STATEMENT (Column 6)	TOTAL BASE BID (\$) (Column 7)	ADD. ALT. NO. 1 (\$) (Column 8)	TOTAL BASE BID PLUS ADD ALT. NO. 1 (\$) (Column 9)	HVAC Supplier /SEER rating & Furnace Efficiency % / Schedule Provided
27 TaylorMade Exteriors	Yes	Yes	Yes	Yes	Yes	\$698,095.97	\$38,220.00	\$736,315.97	Daikin / 17.2 / 96% / Yes
AAIM Services	Yes	Yes	Yes	To be provided after 3 business days	To be provided after 3 business days	\$429,000.00	\$22,000.00	\$451,000	Lennox/ 18 /96%/ No schedule / Two Options given want Option 1
The Wilson Group	No	Yes, except acknowledging addendum No. 1	Yes	Not required since not lowest and best bid	Not required since not lowest and best bid	\$998,055.00	\$38,302.00	\$1,036,056. 00	Luxaire (JCI/York) SEER 19 / Schedule Provided

Our estimate was \$ 422,897.72 for base bid and additional \$ 25,200 for the add alternate No. 1 for a total of \$ 445,098 approximately.

DAVIDSON & ASSOCIATES, INC.
WWW.DAVIDSONASSOCIATESINC.COM

12701 EL MONTE STREET
LEAWOOD, KS 66209-2312

(T) 913.271.6859

RESOLUTION NUMBER 2022-26

AUTHORIZE STAFF TO PROCURE SERVICES FROM QUALIFIED REALTORS TO ASSIST IN THE MARKETING OF K1-51 JUNIPER GARDENS FAMILY DEVELOPMENT TO PROSPECTIVE BUYERS

WHEREAS the Kansas City Kansas Housing Authority (KCKHA) has submitted a disposition application for the disposal of K1-51 Juniper Gardens to Housing and Urban Development (HUD); and

WHEREAS if this Disposition Application is approved, staff would request to be authorized to procure a realtor service to assist in the marketing of K1-51 Juniper Gardens to prospective buyers.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that once the Disposition Application for K1-51 Juniper Gardens is approved by HUD, staff shall be authorized to procure a realtor service to assist with marketing the property to prospective buyers

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Commissioners does hereby approve Resolution No. 2022-26.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

New Business Consent Item: Authorize Staff to Procure Services from Qualified Realtors to Assist in the Marketing of K1-51 Juniper Gardens Family Development to Prospective Buyers

Resolution Number No. 2022-26

Background:

A Disposition Application has been submitted to Housing and Urban Development (HUD) for the approval to dispose of the K1-51 Juniper Gardens from the Kansas City Kansas Housing Authority's (KCKHA) inventory of developments. HUD is currently reviewing this application for approval. Once approved, it will be necessary to start marketing this property for sale to prospective buyers. Since this is a very large parcel of land and development, staff would like to procure a realtor service to assist in the marketing of the property to prospective buyers. This would be accomplished by preparing a Request for Proposal (RFP) from realtors who have experience in the marketing of developments similar to Juniper Gardens. Responses to this RFP would be evaluated on experience in the successful marketing of developments similar to Juniper Gardens. The successful realtor would market Juniper Gardens to generate a list of prospective buyers. Once this list is established, KCKHA would prepare another RFP for the sale of Juniper Gardens to this list of prospective buyers. Responses to this RFP would be evaluated on price, community benefit, and other criteria yet to be determined, to maximize the benefit for the KCKHA. It is anticipated that the realtor service would be compensated, at the successful closing of the sale of Juniper Gardens, through a commission on the sale of the property.

Current Issue:

Since this is the first time KCKHA has undertaken a disposition of a development and an undertaking of this magnitude. Staff would like for the Board of Commissioners to authorize its plan for disposing the Juniper Gardens Development. Staff would accomplish this, by following our procurement policy, and preparing an RFP for realtor services to actively market the Juniper Gardens Development to create a list of prospective buyers for KCKHA. This prospective list of buyers would be asked to respond to an RFP and prepare proposals to purchase Juniper Gardens. It is anticipated that the start of this process to procure a realtor service will start when the disposition application is approved by HUD. The marketing of Juniper Gardens, by the realtor service, would occur during the relocation of the residents. Attached is a resolution that will authorize staff to procure services from qualified realtors to assist in the marketing of K1-51 Juniper Gardens Family Development to prospective buyers.

Staff recommends approval of this resolution.

Board Action:

Approve Resolution No. 2022-26, if appropriate.

RESOLUTION NO. 2022-27

COLLECTION LOSS WRITE-OFFS

WHEREAS the aged, vacated tenants' accounts balances have been reviewed and certain balances have been determined to be uncollectible; and

WHEREAS HUD requires that all write-offs be approved by the Board of Commissioners by resolution.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the total amount of \$182,898.76 be written off as a collection loss, as summarized by project on the attached schedule.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Commissioners does hereby approve Resolution No. 2022-27.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

Kansas City, Kansas Housing Authority
Board of Commissioner's Meeting
September 15, 2022

New Business Consent Item: Authorizing Collection Loss – Write-Offs

Resolution No. 2022-27

Background:

The Kansas City Kansas Housing Authority (KCKHA) Finance Department submits for Board approval collection loss write-offs twice a year, in March and September, on uncollectible dwelling rent and other charges. Other charges include maintenance charges, retroactive rent charges (due to unreported income) and court fees assessed during the current fiscal year. The Housing and Urban Development (HUD) allows for the write-off of uncollected tenant receivables only when the tenant has vacated the premises.

Current Issue:

Staff has reviewed and prepared the list of aged vacated tenants' accounts balances that are eligible to be written-off. These balances have been determined to be uncollectible in accordance with HUD regulations and can be included as part of the write-offs which requires Board of Commissioners approval by resolution.

Board Action:

Approve Resolution No. 2022-27, if appropriate.

RESOLUTION NO. 2022-28

A RESOLUTION AUTHORIZING THE KANSAS CITY, KANSAS HOUSING AUTHORITY TO AMEND THE ADMINISTRATIVE PLAN FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM CHAPTER 5: BRIEFINGS AND VOUCHER ISSUANCE

WHEREAS staff is recommending the revisions of initial voucher term of 120 calendar days to the KCKHA Administrative Plan; and

WHEREAS staff is recommending the revision of submitting a Request for Tenancy Approval and proposed lease within 120 calendar days to the KCKHA Administrative Plan; and

WHEREAS staff is recommending the revision to approve two 30-day extensions upon written request from the family to the KCKHA Administrative Plan.

BE IT RESOLVED by the Board of Commissioners of the Kansas City, Kansas Housing Authority to approve the revisions reflected in the necessary amendments by Board Resolution.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Commissioners does hereby approve Resolution No. 2022-28.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

New Business Discussion Item: A Resolution Authorizing the Kansas City, Kansas Housing Authority to Amend the Administrative Plan for the Section 8 Housing Choice Voucher Program Chapter 5: Briefings and Voucher Issuance

Resolution No. 2022-28

Background:

When a family is selected from the waiting list, or when a participant family wants to move to another unit, the Housing Authority issues a Housing Choice Voucher form HUD-52646. The voucher is the family's authorization to search for housing. It includes the date of voucher issuance and the date of expiration. The Kansas City, Kansas Housing Authority has the option to designate an initial term of a voucher beyond the minimum of 60 calendar days.

Current Issue:

The demand for a voucher continues to vastly outweigh the supply of affordable housing available in our jurisdiction. Providing an extended search period when families need more time to find units meeting program requirements may encourage families to utilize the voucher. Providing an extended search period will allow families the additional time to search for high-opportunity areas. The proposed changes will strengthen the operations of the Section 8 Housing Choice Voucher program.

A copy of the full chapter, with the proposed changes, was provided to all Board members prior to the September 15, 2022, Board meeting.

Chapter 05 Briefings and Voucher Issuance
Pages 5-15 to 5-16

Board Action:

Approve Resolution No. 2022-28, if appropriate.