



Agenda

Housing Authority of the City of Kansas City, Kansas

Special Meeting

Thursday, May 11, 2023
11am

Boardroom
1124 N. 9th Street

- I. Roll Call
- II. Approval of the Minutes
Regular Board Meeting April 20, 2023
(Pages 1—8)
- III. Executive Director's Report
(Pages 10—30)
- IV. 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.
- V. Committee Reports
- VI. New Business Consent Items:
 - Resolution No. 2023-19 Approve 2023 Annual Utility Allowance
Schedule Rate Changes effective June 2023
(Pages 31 —36)
 - Resolution No. 2023-20 Approving Submittal of the Section 8
Management Assessment Program Certification
for FYE March 31, 2023
(Pages 37—42)
 - Resolution No. 2023-21 Authorize the Revision to the Personnel Policy
(Pages 43—45)
- VII. New Business Discussion Items:
 - Resolution No. 2023-22 Authorize Acceptance of the Proposal
Submitted and Authorize a Contract to Provide
External Audit Services with Marcum LLP
(Pages 46—48)

Resolution No. 2023-23 Authorize Board Approval to Pursue a 501(c)(3)
Status for the Kansas City, Kansas Housing
Authority
(Pages 49—50)

VIII. Adjournment

Lunch will be served at noon for Board members.

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

Thursday, April 20, 2023
12:30 p.m.

Boardroom
Main Office

On the 20th day of April 2023 at 12:30 p.m. the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in regular session. The meeting was called to order by Chairman Watkins, and upon roll call, the following members of the body were present:

*Matthew T. Watkins, Chairman
Rev. Jimmie L. Banks, Vice-Chairman
Jacques Barber, Commissioner (via Zoom)
*Hazel Davis, Commissioner
Carla Whiteside-Hicks, Commissioner
Pastor Roderick McConnell, Commissioner
P. Anne McDonald, Commissioner
J.D. Rios, Commissioner (via Zoom)
Linda Warner, Commissioner

ABSENT: Raul Escarcega, Commissioner
Rachel Jefferson, Commissioner
Chandra Ward, Commissioner

ALSO, PRESENT: Andrea Tapia, Executive Director/CEO
Worku Alem, Director of Finance/Incoming
Anwar Crockett, Asst. Director of Housing Operations-HM
Cherrie Escobar, Director of Section 8
John Jefferson, Senior Maintenance Mechanic
Susan Martin, 504 Coordinator
Jacqueline D. Randle, Executive Services Manager
Anthony J. Shomin, Director of Contract Administration
Elaine Stroud, Director of Housing Operations
Nebyu Tilahun, Director of Finance/Outgoing

Vice-Chairman Banks called the meeting to order and roll call was taken.

Vice-Chairman Banks called for approval of the minutes of March 16, 2023. Commissioner Rios made the motion to approve the minutes. Commissioner McDonald seconded the motion, and the following vote was recorded:

AYES: Banks, Barber, Whiteside-Hicks, McConnell, McDonald, Rios, Warner
NAYS: None
ABSENT: Davis, Escarcega, Jefferson, Ward, Watkins
ABSTAIN: None

Motion carried.

Executive Director's Report

- Ms. Tapia welcomed everyone. She announced today was Mr. Tilahun's last day as Director of Finance for the Housing Authority. Mr. Tilahun thanked the Board for an opportunity to work at the agency. Ms. Tapia introduced Mr. Worku Alem, Assistant Director of Finance, had accepted the position of Director of Finance. Mr. Alem said he was happy to be in the position and has learned a lot from Mr. Tilahun.
- Ms. Tapia shared the PHAs score was 84.11 and has increased to 96.65 percent but is technically 98 percent when you include units provided to the resident associations. She said HUD sent a letter giving the agency kudos for the increase. Ms. Tapia gave kudos to staff for their hard work. She noted the goal is to become a high performer. Vice-Chairman Banks questioned why it took a crisis to get us to this point and would the improvements be included in our new processes? Ms. Tapia noted we were not being consistent, and we were low in staff. Outside help was hired to help turn units, we worked together as team with Resident Selection and Maintenance to insure an effective process. Ms. Tapia further explained our Property Managers will be more involved going forward. We are training the managers to understand what it means to be a Property Manager. Managers are being held accountable to provide reports every Friday. *Managers are walking the properties and notifying maintenance of deficiencies. Commissioner Davis arrived.* Vice-Chairman Banks asked if the process changes would make it into the performance appraisals? Ms. Tapia noted process changes are already in the performance appraisals.
- Ms. Tapia noted we are doing resident surveys as part of the appraisal system. She said these surveys are at each site and are available at the front desk of the main office. She went over the questions on the survey. Vice-Chairman Banks noted it is good to incentivize people by putting names in a drawing and they get some type of token to increase the response level. Commissioner McDonald noted that could not be done anonymously. Ms. Tapia noted it could be done by site. Commissioner

McConnell suggested this would not be a problem and he agreed it was a good idea to offer incentives. He then began to discuss bicycles in the hallways. Vice-Chairman Banks stopped the conversation and suggested coming back to this at the proper time as Ms. Tapia is providing her report. Ms. Tapia said we have received several of the surveys back with positive results.

- Ms. Tapia provided the Board with a sign-in sheet for Wyandotte Towers which guests are asked to sign-in at the monitor's booth. From March 1, 2023 to April first the Booth Monitors logged in 214 visitors. Visitor names are verified with their IDs, and they must say who they are there to visit. She noted it is a lease violation to sneak people in the building without signing in. Vice-Chairman Banks asked what is a zero-tolerance event? Ms. Tapia explained it goes to court and the judge makes the ruling on whether to support the eviction or not. Commissioner Warner noted it is stronger if they are warned prior to eviction. Commissioner McConnell noted this happen daily. He said they do crack in the stairwell constantly and this is why he fights for security. He shared an incident where a brick was left in the stairwell and used to prop open the door. Vice-Chairman Banks noted we get the jest, lets move on.
- Ms. Tapia noted we are turning units a lot quicker. She showed before and after pictures to the Board. Mr. Jefferson noted the severity of how much an individual smokes would determine how much Kiltz would be used. Ms. Stroud noted some of the smoking occurred before the smoking ban was in place. Vice-Chairman Banks asked about the frequency of inspections. Ms. Tapia advised the frequency has increased, and managers are reporting weekly. We should no longer be surprised by the condition of the units. Commissioner Rios asked how long does this work take? Ms. Tapia noted it would depend on how much work needed to be done, but it generally takes 30-60 days. Commissioner McConnell said the work done on the fourth floor of Wyandotte Towers looks professional and he gives it a thumbs up.
- HUD has recognized the Housing Authority to spotlight us for Section 3 training. They asked Section 3 individuals and contractors to give a statement. The training starts on April 17, 2023 and will be provided to the Board later. The spotlight will be sent to HUD in Washington, D.C. Ms. Tapia advised one of the Section 3 participants worked as a Booth Monitor and is now a Property Manager. *Chairman Watkins arrived.* Commissioner Rios gave congratulations and appreciation to the Section 3 staff as this is a nice and important recognition for the entire staff to get our Housing Authority to the level we want to reach.
- Currently, there are 1,140 vouchers leased, 210 voucher holders searching for a place to rent and 11 have leased up during the month of March. We have 19 individuals which have exited the program. The HCV staff is working on getting more landlords and housing stock on the program. Ms. Tapia said a benefit for landlords being on the Section 8 program was their

subsidies continued during the moratorium, and they did not have to worry about not being paid. HUD covered housing subsidies for those who lost their jobs and continues to do so.

Public Comments

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

Commissioner Warner asked if anyone had seen the MPR new report on Housing Choice Vouchers coming out of Topeka which was published yesterday? The vouchers are not being used. Ms. Tapia said vouchers never go used, they cycle through. If someone leaves the program the voucher is available for someone else. If someone is issued a voucher and cannot find housing, that voucher is issued to someone else. Ms. Tapia noted it is a complex program and there is not a simple explanation as to why a voucher is not used by the person it is issued to at that time. Commissioner McConnell asked what does the voucher do? Ms. Tapia explained a voucher supplies subsidy to the landlord and the renter pays the difference. She further explained that vouchers are used in the private sector. Ms. Tapia explained Commissioner McConnell lives in public housing, and he could apply for Section 8 once the list is open. She noted we are looking to open the wait list this year. Vice-Chairman Banks asked when the last time was, we had a new Commissioner orientation as there are at least three new board members. Ms. Tapia noted she has had orientation with new board members except for Commissioner McConnell. She invited him to come over for his orientation.

Committee Reports

Bylaws

Commissioner Barber said the Bylaws Committee met. He had hoped there would be a proposal this month, but a couple of other points came up and they did not want to rush and make quick decisions without fully working them out. They will meet again and hopefully have something ready by the next meeting.

Finance

Commissioner McDonald said the Finance Committee did not meet.

Personnel

Vice-Chairman Banks said the Personnel Committee did not meet.

Development

Commissioner Warner supplied minutes from the Development Committee meeting held April 12, 2023. She said Eric McMahon of ND Consulting Group gave a presentation on the HUD Rental Assistance Demonstration (RAD) program. Mr. McMahon provided a written synopsis and told the committee how the agency could apply for funding. He shared pros and cons for developing RAD projects using LIHTC. A budget breakdown and income over a five-year period was provided. Commissioner Warner said bringing in someone knowledgeable would be beneficial and that the whole Board would hear more about this in May.

Resident Participation

Chairman Watkins asked would anyone be coordinating the Resident Councils now Ms. Davis-May has retired. Ms. Tapia noted Ms. Chenaye Sutton would be in the role. They will be doing the RAB (Resident Advisory Board) meetings in May or June.

Ms. Tapia said everyone has an updated resource listing which Ms. Janell Rainey has prepared. The contact persons are updated and will be verified quarterly. Our staff and those coming into the office will have access to this resource.

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

Consent Agenda

Chairman Watkins asked if anyone would like to pull items from the consent agenda, Resolution Nos. 2023-16—2023-18. There being none, he called for a vote on the consent agenda items. Commissioner Rios made a motion to approve Resolution Nos. 2023-16—2023-18. Commissioner McDonald seconded the motion, and the following vote was recorded:

AYES: Banks, Barber, Davis, Lattimore, McConnell, McDonald, Rios, Warner, Watkins

NAYS: None

ABSENT: Escarcega, Jefferson, Ward

ABSTAIN: None

Motion carried.

Resolution No. 2023-16, authorizing acceptance of the proposal submitted and authorize a contract for pest control services for treatment of all housing authority properties with Predator Termite and Pest Control, LLC.

The Kansas City, Kansas Housing Authority needs pest control services to be conducted on a quarterly basis. Treatment will take place in dwelling units, community centers, office buildings, high-rise lobbies, basements, hallways, laundry room and stairwells. The procurement policy was followed, and a request was made for a two-year contract and prices were requested for years three, four and five. The Request for Proposals (RFP) was mailed to 40 pest control companies. A pre-proposal conference took place on February 22, 2023 to explain procedures and answer questions. Three proposals were received on March 8, 2023. The firms are Lawrence Pest Control Company, Mission, Kansas; Predator Termite and Pest Control Company, LLC, Bonner Springs, Kansas and Smithereen Pest Management, Kansas City, Missouri. Proposals were received and scored by staff. The two-year contract will not exceed \$75,000. However, if the contract is extended the additional three, four or five years it will exceed \$75,000 requiring board approval. Staff is recommending acceptance of the proposal submitted by Predator Termite and Pest Control Company, LLC in the amount of \$5,680 per quarter for an annual cost of \$22,720 per year for years one and two, and at the discretion of the Housing Authority to extend the contract for up to three additional years at the following cost: \$5,964 per quarter or \$23,856 for year three; \$6,243 per quarter or \$24,972 for year four and \$6,327 per quarter or \$25,308 for year five. The total contract price for all five years would be \$119,176.

RESOLUTION NO. 2023-16—AUTHORIZE ACCEPTANCE OF THE PROPOSAL SUBMITTED AND AUTHORIZE A CONTRACT FOR PEST CONTROL SERVICES FOR TREATMENT OF ALL HOUSING AUTHORITY PROPERTIES WITH PREDATOR TERMITE AND PEST CONTROL, LLC.

Resolution No. 2023-17, authorizing acceptance of the proposal submitted and authorize a contract to provide new printer and copier equipment with a maintenance and servicing plan through GFI.

The existing printers and copiers are eight years old and have reached or exceeded their life expectancy. The Kansas City Kansas Housing Authority is proposing entering a contract for new equipment. Staff has followed the procurement policy and is looking to replace the old equipment with similar new equipment. The Request for Proposal (RFP) requests a servicing plan to include all maintenance, parts, labor, color and black toner, preventive maintenance, and emergency on-site calls. There are allowances for the number of color and black and white copies per month and a cost for overages. The intent is to enter a three-year contract with the possibility for an added two one-year periods at the discretion of the Housing Authority. The RFP went out to 24 printer and copier companies and was placed on the agency's website. A pre-proposal conference was held on February 16, 2023 to explain procedures and answer questions. The proposals were due February 23, 2023. Eight firms submitted proposals. There are: 360 Documents, Shawnee, Kansas; All Copy Product, Lenexa, Kansas; GFI Digital, Kansas City, Kansas; Harris Technologies, St. Louis, Missouri; MARCO, Jefferson City, Missouri; Midwest Office Technologies, Kansas City, Kansas; Premier Printing, Weston, Missouri and Toshiba, Lee's Summit, Missouri. Proposals were scored by staff. All proposals exceed the \$75,000 threshold and require board approval. Staff is recommending the proposal submitted by GFI Digital. The proposal allows for 75,000 black and white copies and 2,000 color copies per month. Overages are invoiced at .008 per copy for black and white, and .055 for color. This would be a three-year contract with the option to extend the contract for two additional one-year terms at the discretion of the Housing Authority for \$2,278 per month for the three-year term.

RESOLUTION NO. 2023-17—AUTHORIZE ACCEPTANCE OF THE PROPOSAL SUBMITTED AND AUTHORIZE A CONTRACT TO PROVIDE NEW PRINTER AND COPIER EQUIPMENT WITH A MAINTENANCE AND SERVICING PLAN THROUGH GFI .

Resolution No. 2023-18—Authorizing a revision to the job description for Assistant Director of Finance.

This resolution authorizes a revision to the Assistant Director of Finance job description to detail the duties of the position more accurately. This position will support the Director of Finance with the management of the Finance department. Duties will include, but are not limited to, general ledger accountability, financial reporting, financial profitability analysis, monitoring grants and other special projects as assigned. The position was evaluated during the salary comparability study and determined to range from \$76,617—\$112,515 annually.

RESOLUTION NO. 2023-18—AUTHORIZING A REVISION TO THE JOB
DESCRIPTION FOR ASSISTANT DIRECTOR OF FINANCE.

Chairman Watkins called for adjournment, and it passed unanimously.

Motion carried.

Matthew T. Watkins, Chairman

Andrea Tapia, Executive Director/CEO

*Arrived after roll call.

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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

To: Board of Commissioners
From: Andrea Tapia, Director/CEO
Date: May 11, 2023
Re: Executive Director's Report

Property Management Supervision & Weekly reporting

The Public Housing waitlist currently has 635 applicants. There were 26 participants whose program participation ended. As of April, KCKHA's public housing has maintained an occupancy rate of 97%. Many of the vacancies are due to tenants vacating for reasons ranging from lease violations to becoming self-sufficient. In April, KCKHA had one family leave the program as a first-time homebuyer.

The implementation of the Property Management Reports has shown to be effective in increasing productivity and quality of work. We will continue with the submission of weekly reporting as it has proven to be beneficial to both the staff and agency.

Housing Choice Voucher Program

The Housing Choice Voucher (HCV) Program continues to work towards increasing voucher issuance and lease up of vouchers. Currently there are 1,104 HCV and 29 VASH vouchers that are leased with 212 voucher holders searching for a place to rent, and 16 new voucher holders who have leased up. During the month of April 2023, 13 individuals exited the program. The attached chart shows exit dates, and reasons for exiting the program.

Currently KCKHA has approximately 290 landlords participating in our HCV program. The April 2023 Housing assistance payments paid to the landlords totaled \$855,927.

HCV currently has 587 applicants on the waitlist. We anticipate opening the waiting list sometime during the Summer of 2023.

Effective Date	Bdrms	EOP Reason	Project Name
S8 - EOP - Report			
From: 04/01/2023			
Thru: 04/30/2023			
Programs: All			
Projects: All			
Processed Records: 13	Records: 13		

Order By: Tenant Name			
4/30/2023	1	S8-Request off Program	Voucher PB - Delaware Highlands
4/30/2023	2	S8-Request off Program	Voucher HCV
4/30/2023	2	S8-Fail to comply w/Recert - HQS	Voucher HCV
4/30/2023	3	S8-Fail to comply w/Recert - HQS	Voucher HCV
4/30/2023	2	S8-Fail to comply w/Recert - HQS	Voucher HCV
4/30/2023	2	S8-Outgoing Absorbed	Voucher HCV
4/30/2023	2	S8-Zero HAP/Over Income	Voucher HCV
4/30/2023	3	S8-Request off Program	Voucher HCV
4/30/2023	3	S8-Zero HAP/Over Income	Voucher HCV
4/30/2023	2	S8-Skipped	Voucher HCV
4/30/2023	2	S8-Skipped	Voucher PB-Eileen's Place
4/30/2023	2	S8-Request off Program	Voucher HCV
4/30/2023	1	S8-Illness/Deceased	Voucher HCV

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 APRIL 30, 2023

Description	Rate ^(a)	Maturity Date	Amount	Bank
General Fund Account	0.15%		\$489,448.76	Liberty
Payroll Account	0.00%		\$7,046.14	Liberty
ACH Pymt Account	0.00%		\$1,733.85	Liberty
Rent Depository Account	0.00%		\$5,731,983.67	Bank of Labor
Rent Bank Deposit Accounts	0.019%		\$238,626.44	Various Rent Banks
Homeless Prevention Program	0.049%		5,508.70	Bank of Labor
Sponsorship Program	0.019%		20,273.90	Bank of Labor
Section 8 Checking	0.00%		718,380.06	Bank of Labor
EPC Replacement Reserve Acct	0.15%		\$38,930.01	Liberty
Family Self Sufficiency	0.019%		\$77,299.66	Bank of Labor
KCKHA Debt Service Account			\$1,036,105.04	Deutsche Bank
CD#120245349	3.50%	09/01/23	\$500,000.00	Bank of Labor

(a) Represents Rates as of May 5, 2023 provided by Banks.

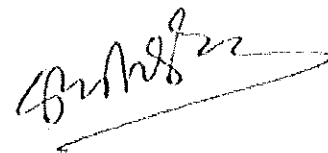
Note: Amounts reflect balances from month-end statements. Reconciliation of outstanding checks will adjust account balances, accordingly.



Worku Alem
 Director of Finance

**Kansas City, Kansas Housing Authority
Delinquency in Accounts Receivable
For the Month of April 30, 2023**

	Rent & Other Charges	Repayment Agreements	Net Total
Accounts Receivable (Amounts Delinquent)	\$223,698.71	(\$93,528.45)	\$130,170.26
Total Charges to Tenants for Month			\$467,648.15
Delinquency Ratio			27.84%
Petitioned to Court			<u>15</u>
Praecipes Issued			<u>15</u>
Evictions			<u>10</u>
Pending Evictions			<u>2</u>



Worku Alem
Director of Finance

Kansas City, Kansas Housing Authority	
Payments Over \$1,000.00	
For The Month of APRIL '23	
CONTRACTS	
MAINTENANCE COSTS	
CALHOUN LAWN CARE, LLC	\$7,050.00
Carpet Corner Inc.	\$1,872.10
CE WATER MANAGEMENT	\$1,925.00
CINTAS CORPORATION No. 2	\$1,341.28
CINTAS FIRE	\$2,979.62
CINTAS FIRE	\$1,173.69
Crime Scene Cleaners, Inc	\$1,363.72
DAVID ALLEN HENDERSON DBA	\$4,395.00
DAVID ALLEN HENDERSON DBA	\$1,805.00
DAVID ALLEN HENDERSON DBA	\$1,295.00
Design Mechanical, Inc.	\$2,021.00
F & C REMODELING & CLEANING SERVICE	\$3,575.00
Ferguson Enterprises, LLC.	\$4,890.21
Ferguson Enterprises, LLC.	\$2,406.76
H.D. Supply	\$8,353.88
H.D. Supply	\$2,039.57
H.D. Supply	\$1,135.65
H.D. Supply	\$1,101.89
Home Depot Pro-SupplyWorks	\$5,439.42
Home Depot Pro-SupplyWorks	\$1,885.14
Johnson Controls Inc.	\$20,179.94
Johnson Controls Inc.	\$17,223.66
KEMPKES CONTRACTORS, LLC	\$7,400.00
KEMPKES CONTRACTORS, LLC	\$5,400.00
KEMPKES CONTRACTORS, LLC	\$1,845.00
LAWRENCE PEST CONTROL COMPANY, INC	\$5,465.00
Lowes	\$1,624.65
McCray Lumber & Millwork	\$1,208.20
McCRIGHT & ASSOCIATES, LLC	\$18,068.00
MEI TOTAL ELEVATOR SOLUTIONS	\$6,547.64
National Fire Suppression	\$8,010.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$3,960.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$1,880.00
Plumb Supply Company, LNX	\$1,645.23
Precision Plumbing & Construct, Inc	\$14,038.00
Property Plus Construction	\$5,500.00

Property Plus Construction	\$3,500.00
Rew Materials Inc.	\$2,025.36
Sherwin-Williams Co	\$20,741.46
Sherwin-Williams Co	\$1,393.86
SOS Pest Control	\$1,800.00
STACO ELECTRIC CONSTRUCTION CO	\$2,222.00
Stanion Wholesale Elec. Co.	\$8,641.24
STEVENS SERVICE LLC	\$5,220.00
Strasser Hardware	\$1,483.66
THRIVE HOMES, LLC	\$1,680.00
Waste Management	\$5,086.65
MISCELLANEOUS	
Arturo Garza	\$1,130.00
Charter Communications	\$1,513.35
Equifax Workforce Solutions LLC	\$4,118.49
Evans & Mullinix, P.A.	\$3,109.00
Marvin Floyd	\$5,000.00
MASTERCARD	\$4,248.81
Nan McKay & Associates Inc.	\$1,100.00
OFFICE ESSENTIALS, INC	\$3,171.32
ONLINE INFORMATION SERVICES, INC	\$1,617.86
Postmaster	\$5,000.00
Robert Half International, Inc	\$3,528.98
SUTTON REMODELING, LLC	\$14,490.00
United States Treasury	\$16,592.80
WILLIAM W. HUTTON ATTORNEY AT LAW	\$1,750.00
MODERNIZATION	
Davidson & Associates Inc. (Contractor payment for Scattered Sites 10 - Structural Upgrade)	\$12,874.40
H.D. Supply (Supplies-Shower Bars and Sinks - Plaza Tower Interior Modernization)	\$1,756.24
Infinity Group LLC - (Contractor payment for Plaza Tower Phase 3 Interior Modernization)	\$307,164.60
Tailor Made Exteriors, LLC - (Contractor payment for Scattered Sites 15 Interior Modernization)	\$103,446.94

[illegible]

Kansas City, Kansas Housing Authority
Operating Income and Expenditure
For the Period Ended March 31, 2023

	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	ROSS YR TO DATE	TOTAL YR TO DATE	%	TOTAL BUDGET
OPERATING INCOME:														
Dwelling Rent				\$5,040,420.62	103%	\$4,906,135.00						\$5,040,420.62	103%	\$4,906,135
Fraud Recovery Income				\$3,979.46	485%	\$820.00	\$81,681.00					\$81,681.00		\$81,681.00
Interest Income	\$1,471.57	775%	\$190.00	\$3,979.46	485%	\$820.00						\$5,451.03	540%	\$1,010
Tenant Income	\$894.66			\$3,979.46	120%	\$260,674.00						\$3,979.46	120%	\$260,674
Transfer from CFP	\$697,366.00	96%	\$724,169.00	\$77.74	0%	\$1,097,012.00						\$972.40		\$1,097,012
Other Income	\$1,776,114.20	112%	\$1,580,215.00	\$139,843.17	330%	\$42,408.00	\$6,502.55					\$843,711.72	110%	\$766,577
Fee for Services - COCC												\$1,776,114.20	112%	\$1,580,215
Grant Income	\$1,888,014.71	107%	\$1,771,135.00							\$61,856.92	\$44,745.96	\$106,602.88		
Management Fees	\$4,363,861.14	107%	\$4,075,709.00	\$5,497,168.67	87%	\$6,307,049.00	\$88,183.55			\$61,856.93	\$44,745.96	\$106,602.88	107%	\$1,771,135
Total Operating Income				\$10,534,764.00	115%	\$9,199,789.00	\$864,841.00	101%	\$856,733.00	\$10,534,764.00		\$10,534,764.00	115%	\$9,199,789
Operating Subsidy												\$864,841.00	101%	\$856,733
Section 8 Admin Fees												\$864,841.00		\$856,733
Total Operating Receipts	\$4,363,861.14	107%	\$4,075,709.00	\$16,031,932.67	105%	\$15,506,838.00	\$953,024.55	111%	\$856,733.00	\$61,856.93	\$44,745.96	\$21,455,421.24	105%	\$20,439,280
OPERATING EXPENSES:														
Administrative Salaries	\$1,063,751.72	102%	\$1,046,838.00	\$1,179,256.22	92%	\$1,283,465.00	\$237,608.42	70%	\$411,663.00	\$41,886.94	\$33,001.99	\$2,605,505.29	95%	\$2,741,966
Management Fees	\$226,408.56	99%	\$228,199.00	\$1,611,816.71	101%	\$1,597,338.00	\$276,198.00	93%	\$296,750.00			\$1,888,014.71	100%	\$1,894,088
Other Admin Expenses				\$362,871.78	86%	\$422,055.00	\$62,512.51	91%	\$68,550.00			\$651,792.85	91%	\$713,804
Tenant Services														
Tenant Services Salaries	\$55,519.05	109%	\$50,728.00	\$52,485.34	18%	\$25,233.00						\$52,485.34	18%	\$25,233
Resident Assoc Expenses				\$4,451.86	27%	\$16,830.00						\$4,451.86	27%	\$16,830
Other Expenses				\$4,591.69								\$4,591.69		
Total Utilities														
Maintenance Salaries	\$183,481.61	89%	\$1,332,240.00	\$3,508,076.45	121%	\$2,900,853.00						\$3,563,595.50	121%	\$2,951,581
Maint Materials	\$565,052.29	620%	\$91,188.00	\$1,671,360.06	97%	\$1,721,375.00	\$2,771.82	24%	\$11,691.00			\$2,854,841.67	93%	\$3,053,615
Fee for Services - COCC	\$183,612.82	122%	\$150,018.00	\$655,552.38	75%	\$875,543.00						\$1,223,376.49	125%	\$978,422
Other Maint Contracts				\$1,776,114.20	112%	\$1,580,215.00						\$1,776,114.20	112%	\$1,580,215
Other Security Expense				\$2,089,872.40	128%	\$1,638,954.00	\$54,610.53	159%	\$34,430.00			\$2,328,095.75	128%	\$1,923,382
Insurance	\$125,986.53	118%	\$106,995.00	\$75,244.65	36%	\$208,748.00						\$75,244.65	36%	\$211,248
Terminial Leave Payments	\$708,187.38	81%	\$877,135.00	\$592,681.40	98%	\$606,156.00	\$37,238.98	139%	\$26,753.00			\$755,906.91	102%	\$739,904
Employee Benefit Contributions				\$1,038,360.03	88%	\$1,184,811.00	\$98,950.12	65%	\$151,775.00	\$28,832.24	\$11,745.97	\$1,886,073.74	85%	\$2,213,721
Collection Losses				\$153,986.29	76%	\$201,556.00						\$153,986.29	76%	\$201,556
Interest Expense				\$506,974.68	89%	\$566,464.00						\$506,974.68	89%	\$566,464
Other General Expense	\$5,412.90			\$23,032.05	10282%	\$224.00	\$26,074.10	237%	\$11,001.00			\$54,519.05	486%	\$11,225
Total Routine Expenses	\$4,117,412.86	106%	\$3,885,841.00	\$15,306,728.19	103%	\$14,829,800.00	\$845,964.48	84%	\$1,012,613.00	\$70,719.18	\$44,745.96	\$20,385,570.67	103%	\$19,728,254
COVID														
Casualty Losses - Net	(\$73,545.34)			(\$788.00)								(\$74,333.34)		
Total Operating Expenses	\$4,043,867.52	104%	\$3,885,841.00	\$15,305,940.19	103%	\$14,829,800.00	\$845,964.48	84%	\$1,012,613.00	\$70,719.18	\$44,745.96	\$20,311,237.33	103%	\$19,728,254
Prior Year Adjustments														
Total Operating Expenditures	\$4,043,867.52	104%	\$3,885,841.00	\$15,305,940.19	103%	\$14,829,800.00	\$845,964.48	84%	\$1,012,613.00	\$70,719.18	\$44,745.96	\$20,311,237.33		\$19,728,254
Gain/(Loss) from Operations	\$319,993.62		\$189,868.00	\$725,992.48		\$677,038.00	\$107,060.07		(\$155,880.00)	(\$8,862.25)		\$1,144,183.91		\$711,026

*** March is the 12th month of the Fiscal Year Ending March 31st
 *** Percentage 100% or 12/12th of the year

Worku Alem, Director of Finance

**KANSAS CITY, KANSAS HOUSING AUTHORITY
MAINTENANCE REPORT
FOR THE MONTH OF APRIL 2023**

CUSTOMER SERVICE & SATISFACTION SURVEY - APRIL 2023

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
04/03/23	167	16	183	3	3	0	13
04/05/23	80	14	94	2	2	0	12
04/06/23	84	14	98	3	3	0	11
04/10/23	174	22	196	4	4	0	18
04/11/23	65	14	79	3	3	0	11
04/12/23	157	19	176	3	3	0	16
04/13/23	151	21	172	3	3	0	18
04/14/23	74	10	84	1	1	0	9
04/17/23	196	28	224	6	6	0	22
04/18/23	105	20	125	4	4	0	16
04/19/23	138	13	151	2	2	0	11
04/20/23	84	14	98	6	6	0	8
04/21/23	38	4	42	2	2	0	2
04/24/23	184	28	212	6	6	0	22
04/25/23	166	19	185	7	7	0	12
04/26/23	134	18	152	6	6	0	12
04/27/23	175	21	196	6	6	0	15
04/28/23	145	17	162	5	5	0	12
	2,317	312	2,629	72	72	0	240

(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 23% of the service work orders completed
- (b) No Response 77% 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	27	27	54
Units in Mod	27	40	67
Juniper in Mod	198	0	198
Fire Units	0	0	0
Defer Maint	0	0	0
Rentable Units	27	27	54
Move-Ins	6	15	21
Move-Outs	16	8	24
Units Available	6	10	16

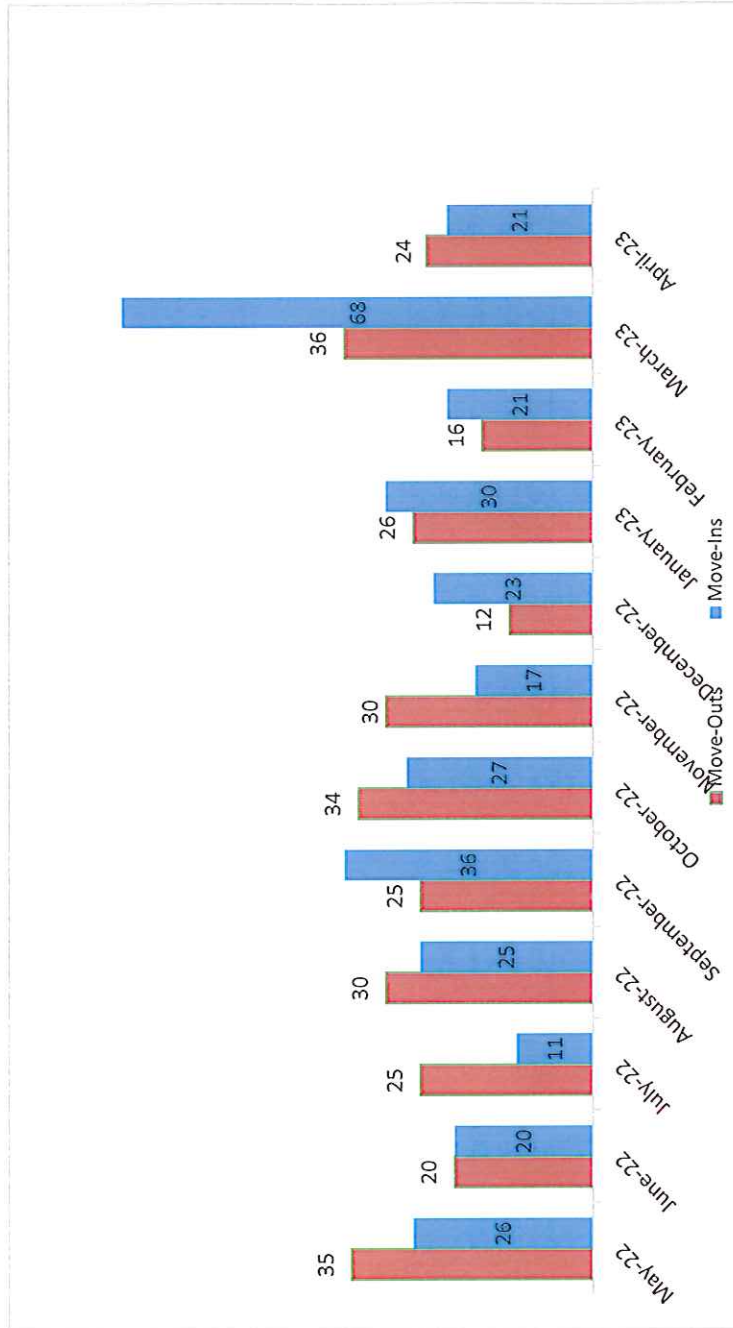
REPORT F

Kansas City, Kansas Housing Authority

April 2023 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	55	-	12	198	100%	100%
K1-2 D(1) ST. MARGARETS PARK	100	98	1	1		99%	100%
K1-3 D(1) CYRUS K. HOLIDAY	60	52	1	1	6	98%	100%
K1-4*M(1) D(8) WYANDOTTE TOWERS	302	287	9	6	-	97%	97%
K1-5*M(2) D(1) BELROSE MANOR	90	81	6	1	2	93%	96%
K1-6 Elderly DOUGLAS HEIGHTS	101	99	2	-	-	98%	98%
K1-6 D(3) Family DOUGLAS HEIGHTS	99	91	5	3		95%	98%
K1-7 D(1) SCATTERED SITES	24	22	-	2		100%	96%
K1-9 D(1) SCATTERED SITES	30	29	-		1	100%	100%
K1-10 *M(2) SCATTERED SITES	42	37	3		2	93%	93%
K1-11 M(1) D(1) GRANDVIEW PARK	40	34	4	1	1	90%	93%
K1-12 D(2) CHALET MANOR	66	49	-	2	15	100%	100%
K1-13 WELBORN VILLA	80	80	-	-		100%	99%
K1-14 BETHANY PARK TOWERS	153	152	1	-		99%	98%
K1-15 *M(6) SCATTERED SITES	20	14	-	-	6	100%	100%
K1-17*M(1) GLANVILLE TOWERS	108	101	7		-	94%	94%
K1-18 ROSEDALE TOWERS	122	109	3	-	10	98%	98%
K1-20 D(1) WESTGATE TOWERS	163	158	4	1		98%	96%
K1-21 D(1) SCATTERED SITES	8	8	-			100%	100%
K1-22 WESTGATE VILLA	20	20	-			100%	95%
K1-23 D(1) SCATTERED SITES	38	36	2			95%	95%
K1-24 M(18) PLAZA TOWERS	115	84	1		30	99%	99%
K1-25 D(1) SCATTERED SITES	12	10	1	1		92%	100%
AMP 58 Bonner Springs (absorbed 7/1/21)	50	46	4	-		92%	92%
Total Units Available for Occupancy	2,108	1,752	54	31	271	97%	97%

(*) Modernization units



MODERNIZATION AND DEVELOPMENT REPORT **May, 2023**

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. This program is being prepared for close out.

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 \$4,718,488.00. The public hearing and final budget were presented to the residents on December 6th, 2017. The Capital Fund Program 2018 was approved at the December 21st, 2017, Board meeting. HUD is in the process of reviewing the 2018 Capital Fund Plan. There is a new process regarding the ACC Amendment and currently the Housing Authority is working with HUD through the new process for its approval. Architectural and Engineering Services, for the preparation of building plans and specifications, for the 2018 improvement projects, have been awarded.

The following projects are complete: K1-55 Wyandotte Tower Underground Storage Tank Removal; K1-56 and K1-57 Glanville, Rosedale, and Plaza Towers Security Camera Improvements; K1-54 Scattered Site 7 HVAC Improvement; K1-53 Chalet Manor HVAC Improvement; and K1-56 Douglas Heights High Ride, v and Glanville Towers, K1-57 Westgate Tower Fire Alarm Panel Replacement, and K1-20 Westgate Tower Chiller Replacement.

CAPITAL FUND PROGRAM 2019

The funding amount for this program is \$4,914,294.00. 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 project are complete: KCKHA Thomas M. Scott Maintenance Facility, K1-54 Scattered Site (15) Interior Modernization Phase 2, K1-57 Plaza Tower Interior

Modernization Phase 2 (floors 4, 5, and 6), and K1-54 Maintenance Facility Metal Roof Retrofit.

K1-57 PLAZA TOWER RELOCATION

All relocations for Phase 3 Interior Modernization have been completed. However, one handicapped resident will need to be moved back to a handicapped unit once it is completed, in this final phase.

K1-54 SCATTERED SITES 15 EROSION REPAIR 4515 PARKVIEW AVENUE

Bids were received on March 31st, 2023, for erosion repair at 4515 Parkview Avenue. The repair work is to shore up an exposed footing and build a retaining wall to hold back the soil. A contract was awarded to Tailor Made Exteriors, in the amount of \$34,907.61. Work is to begin soon.

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. Assessments and inspections are complete. This program is being prepared for close out.

CAPITAL FUND PROGRAM 2020

The funding amount for this program is \$5,288,808.00. 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, and K1-52 and K1-53 Foundation Repair and Stabilization.

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 has approved 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. The Board authorized a contract for relocation services, at its 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. Meetings with Juniper Gardens residents was held on February 24th and 27th, 2023. Relocation has begun. Of the 69 residents that will require relocation, 11 have been moved from Juniper Gardens to other housing.

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 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 \$250,802.88. Pre-construction meeting was held on March 10, 2022. Notice to Proceed was issued May 27, 2022. This project is substantially complete. Punchlist items are being addressed. Awaiting final paperwork to close out this project.

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.

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 is nearly complete. A punch list inspection of the 3rd floor was completed. Contractor is working on punch list items to complete the 3rd Floor. 2nd floor demo, framing, rough-in electrical and plumbing, fire sprinkler installation, drywall installation, entry and interior door installation, and painting is complete. 2nd floor - cabinet installation, finish plumbing, finish electrical, finish carpentry, and floor installation is underway. 1st Floor work has begun and is progressing well.

K1-54 SCATTERED SITES 15 INTERIOR MODERNIZATION PHASE 3 (4529, 4545, 4551, AND 4555 OAK AVENUE, AND 4515 AND 4543 PARKVIEW AVENUE)

A bid was received on December 20th, 2022, for the final phase of interior modernization for the last 6 houses at this development. The Board authorized the award of a contract at the January 19th, 2023, meeting, to Taylor Made Exteriors LLC, in the amount of

\$470,448.97. Asbestos abatement is required in two of the houses. Asbestos abatement bids were received on March 13th, 2023, and awarded to Jacobson Asbestos Company, in the amount of \$11,350.00. Asbestos abatement is complete. A pre-construction meeting was held on February 9th project. A Notice to Proceed was issued on March 22nd, 2023. Work has begun and is progressing well. Demolition is completed. Electrical rough-in, plumbing rough-in, and carpentry work has begun and is progressing well. VCT flooring installation is scheduled to begin as soon as material is delivered.

K1-56 GLANVILLE TOWER ELEVATOR MODERNIZATION

A bid was received on December 20th, 2022, for this project. The Board authorized the award of a contract at the January 19th 2023 meeting, to MEI Total Elevator Solutions, in the amount of \$834,481.00. A pre-construction meeting was held on February 9th project. Equipment has been ordered and is expected in June of 2023. A Notice to Proceed will be issued when the equipment is expected to arrive.

CAPITAL FUND PROGRAM 2022

The funding amount for this program is \$6,843,959.00. The public hearing and final budget were presented to the residents on December 8th, 2021. The Capital Fund Program 2022 was approved at the December 16th, 2021, 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. Plans are being prepared for the projects in this program.

The following project is complete: K1-53 Chalet Manor Emergency Window Repair.

K1-54 SCATTERED SITES 10 HVAC REPLACEMENT

Bids were received on August 31, 2022, for the replacement of furnaces and air conditioning equipment at Scattered Sites 10 family development. The Board authorized the award of a contract, at the September 15th, 2022 meeting, to AAIM Services Inc, in the amount of \$451,000.00. A pre-construction meeting was held on September 30th, 2022. Notice to Proceed was issued on January 3, 2023. All furnaces and air conditioners have been installed. The project is complete. Awaiting submission of final paperwork to close out this project.

K1-58 VAUGHN DALE BONNER SPRINGS STRUCTURAL REPAIR

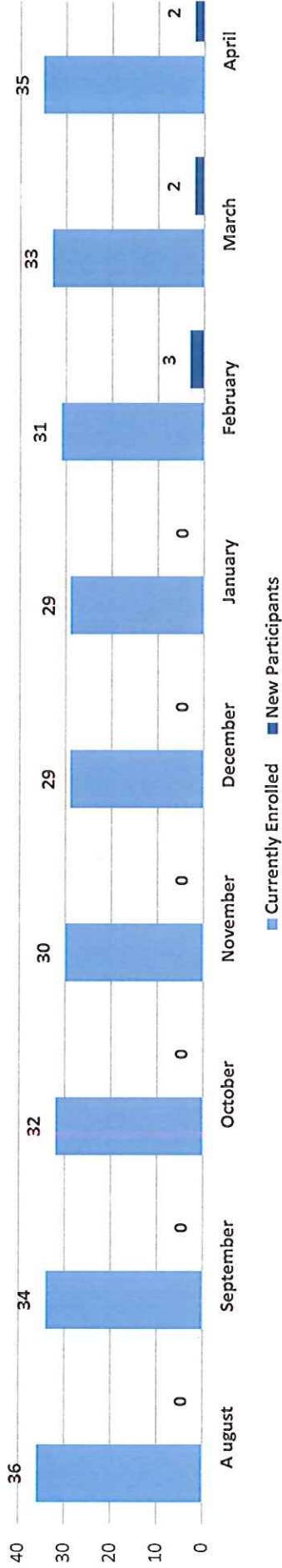
Bids were received on March 22nd, 2023, for structural repair needed in the 30 unit, three story building in Bonner Springs. Southtown Glass Inc., doing business as SGI, is the low bidder with a bid of \$25,345.00. Award of a contract is awaiting the completion of the required HUD environmental review. HUD is reviewing who should sign the environmental review: The Unified Government of Wyandotte County Kansas City Kansas, or City of Bonner Springs. Work will begin as soon as the environmental review is signed and approved by HUD.

CAPITAL FUND PROGRAM 2023

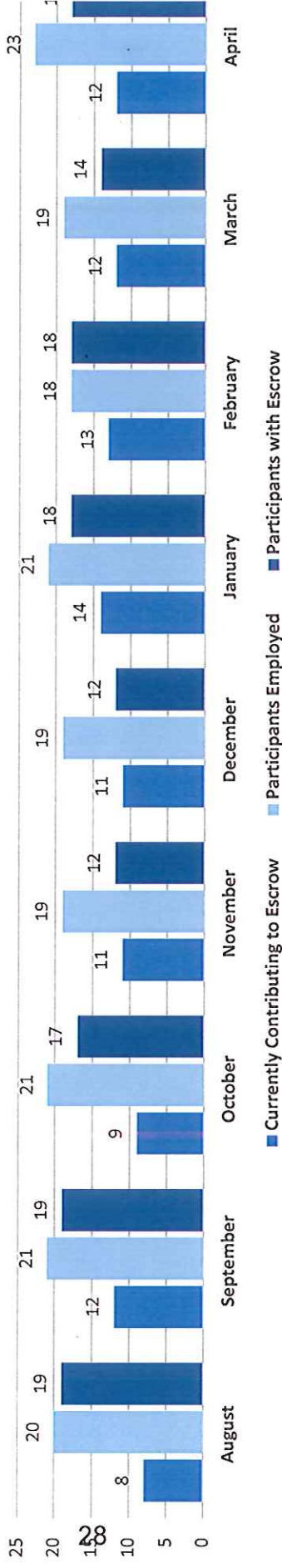
The funding amount for this program is \$6,890,000.00. The public hearing and final budget were presented to the residents on December 7th, 2022. The Capital Fund Program 2023 was approved at the January 19th, 2023, Board meeting. Staff is in the process of submitting the necessary paperwork to HUD.

Family Self-Sufficiency Dashboard At a Glance - April 2023

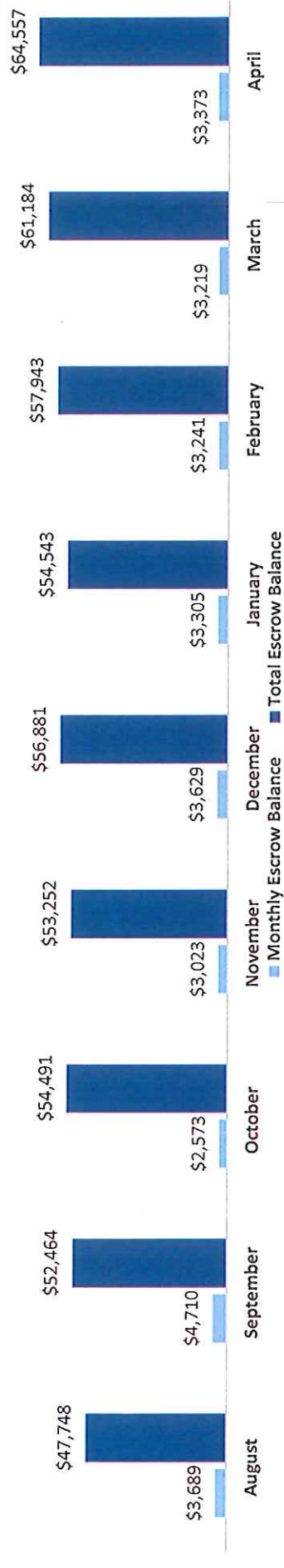
PARTICIPANTS ENROLLED



EMPLOYMENT AND ESCROW



ESCROW BALANCE



GREAT THINGS ARE HAPPENING IN FAMILY SELF-SUFFICIENCY AND RESIDENT SERVICES

The Resident Opportunities & Self-Sufficiency Program

Planting the seeds for self-sufficiency



Ross Coordinator,
Ta'Nae Locke is
explaining the benefits
the program has to offer
Residents.



Give away prize for the
Spring Cleaning
workshop scheduled for
May 25.



Resident Services-What We Do

- Bring community to the residents through activities and events
- Guide residents make progress toward self-sufficiency
- Coordinate support services for the residents when needed
- Help the elderly and those with disabilities maintain independence



Participant, J. Holland, owns a balloon business, called JEM Balloons. JEM stands for the first letter her children's name and her name. She has an amazing talent and can shape her balloons into anything! She is currently working on a horse for a birthday party.



Participant, R. Mahan, a Licensed Clinical Social Worker, has her sights set on studying for the exam to receive her Licensed Master Social Worker. She loves to write short stories and is currently working on writing a movie script.



Participant, K. Betts, has shown so much growth in the 3 weeks of being in the program. She says this program lit a fire under her. She started making changes the first day. She was provided in-service help to put her resume together. Her goal is to find a job providing excellent customer service.

Section 8 Housing Choice Voucher Program Monthly Management Report

April 2023

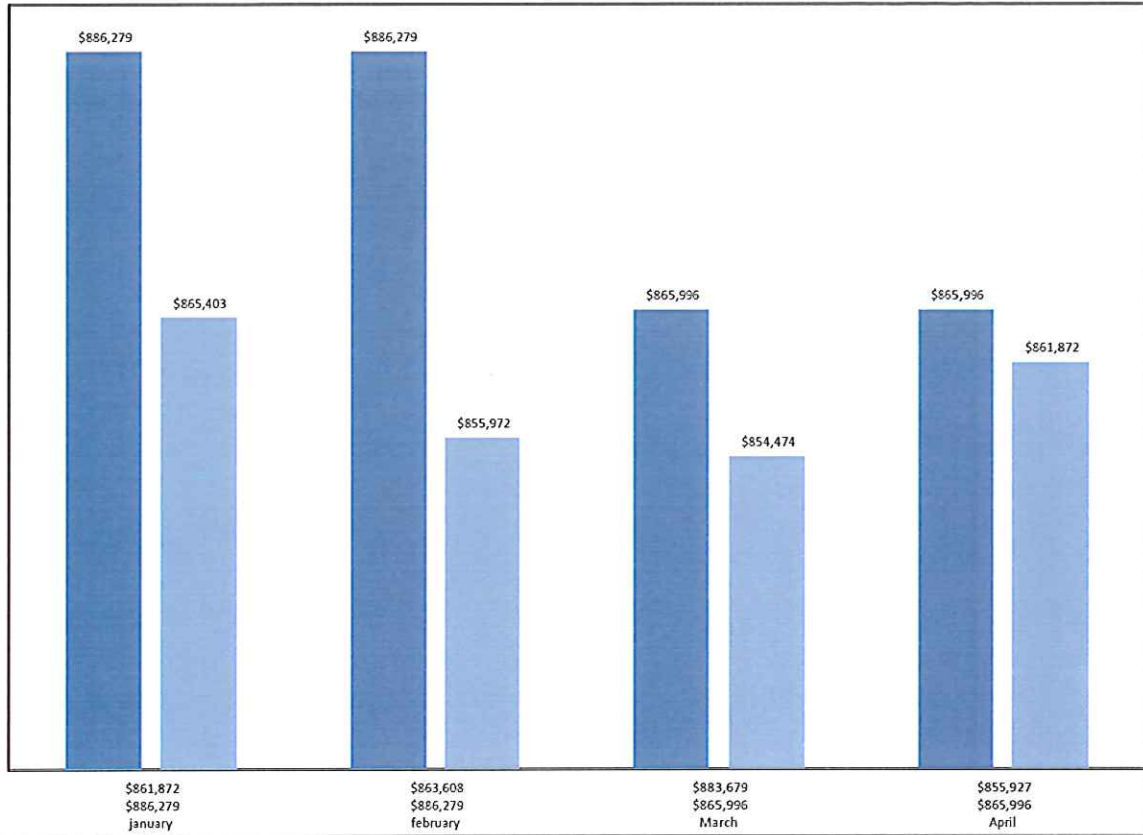
HOUSING CHOICE VOUCHER (HCV)																						
Section 8	Funds Available Through the End of the Calendar Year	Projected Monthly Funds Available	Average Tenant Payment	Average HAP Payment Per Voucher	Total HAP Payment (includes Actual & Anticipated)	HAP Over/Under Authorized	Current Vouchers in Lease	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	YTD Utilization		ATTRITION RATE			
																	Funding	Vouchers	Funding	Vouchers	Monthly Attrition	Percent of Total Vouchers Leased
January	\$886,279	\$886,279	\$ 275	\$ 727	\$ 861,872	\$ (24,407)	1,151	1,655	22,905	1,655	(504)	(504)	12	12	157	69.5%	102.7%	21	1.8%	21	1.8%	
February	\$886,279	\$886,279	\$ 271	\$ 733	\$ 863,608	\$ (22,671)	1,146	1,655	22,884	1,655	(509)	(509)	9	9	190	69.2%	102.9%	16	1.4%	37	3.2%	
March	\$865,996	\$865,996	\$ 264	\$ 742	\$ 883,679	\$ 17,683	1,148	1,655	24,053	1,655	(507)	(507)	11	29	209	69.4%	105.3%	19	1.7%	19	1.7%	
April	\$865,996	\$865,996	\$ 260	\$ 758	\$ 855,927	\$ (10,069)	1,104	1,655	23,988	1,655	(551)	(551)	16	52	212	66.7%	102.0%	13	1.2%	19	1.7%	

Section 8 Housing Choice Voucher Program Monthly Management Report

April 2023

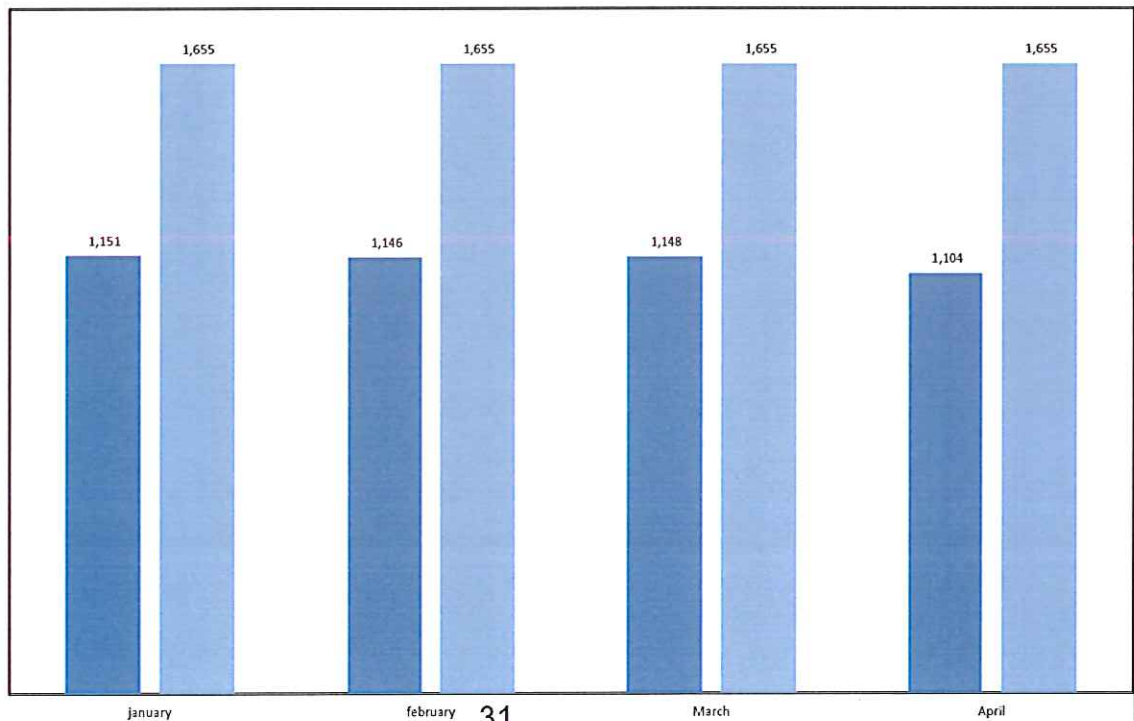
Section 8 Monthly Housing Assistance Payments

■ HAP Payments



Section 8 Vouchers In-Lease and Target Leasing Rate

■ In-Lease ■ Target



RESOLUTION NO. 2023-19

**APPROVE 2023 ANNUAL UTILITY ALLOWANCE
SCHEDULE RATE CHANGES EFFECTIVE JUNE 2023**

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 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, 2023.

NOW, THEREFORE, BE IT FURTHER RESOLVED the Board of Commissioners does hereby approve Resolution No. 2023-19.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

Kansas City, Kansas Housing Authority
Board of Commissioner's Meeting
May 11, 2023

New Business Consent Item: Approve 2023 Annual Utility Allowance Schedule Rate Changes effective June 2023

Resolution No. 2023-19

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. 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/townhomes, 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 2023 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. 2023-19, if Appropriate.

Utility Allowance Schedule

See Public Reporting and Instructions on back.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval
No. 25577-0169
exp.7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy): 06/01/2023

Locality: **Housing Authority of the City of Kansas City, KS**

Unit Type: **Multi-Family (High-Rise/Low-Rise/Garden/Apartment/Row House/Townhouse)**

Utility or Service:	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
Heating						
a. Natural Gas (avg)	\$18.00	\$21.00	\$24.00	\$26.00	\$29.00	\$32.00
b. Bottle Gas/Propane						
c. Electric	\$20.00	\$24.00	\$32.00	\$40.00	\$48.00	\$56.00
d. Electric Heat Pump	\$18.00	\$21.00	\$25.00	\$28.00	\$31.00	\$34.00
e. Oil						
Cooking						
a. Natural Gas (avg)	\$4.00	\$4.00	\$7.00	\$8.00	\$11.00	\$12.00
b. Bottle Gas/Propane						
c. Electric	\$6.00	\$7.00	\$10.00	\$12.00	\$16.00	\$18.00
Other Electric & Cooling						
Other Electric (Lights & Appliances)	\$21.00	\$25.00	\$35.00	\$44.00	\$54.00	\$64.00
Air Conditioning	\$9.00	\$11.00	\$15.00	\$19.00	\$23.00	\$27.00
Water Heating						
a. Natural Gas (avg)	\$8.00	\$9.00	\$13.00	\$17.00	\$22.00	\$26.00
b. Bottle Gas/Propane						
c. Electric	\$14.00	\$17.00	\$21.00	\$26.00	\$30.00	\$35.00
d. Oil						
Water, Sewer, Trash Collection						
Water	\$76.00	\$77.00	\$87.00	\$95.00	\$103.00	\$111.00
Sewer	\$55.00	\$56.00	\$67.00	\$78.00	\$88.00	\$99.00
Trash Collection	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00
Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other--specify: Monthly Charges						
Electric Charge \$24.62	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Natural Gas Charge \$20.23 (avg)	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Actual Family Allowances			Utility or Service		per month cost	
To be used by the family to compute allowance. Complete below for the actual unit rented.			Heating		\$	
			Cooking		\$	
Name of Family			Other Electric		\$	
			Air Conditioning		\$	
			Water Heating		\$	
			Water		\$	
Address of Unit			Sewer		\$	
			Trash Collection		\$	
			Range / Microwave		\$	
			Refrigerator		\$	
			Other		\$	
			Other		\$	
Number of Bedrooms			Total		\$	



Utility Allowance Schedule

See Public Reporting and Instructions on back.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval
No. 25577-0169
exp.7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy): 06/01/2023

Locality: **Housing Authority of the City of Kansas City, KS**

Unit Type: **Semi-Detached/Duplex**

Utility or Service:	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
Heating						
a. Natural Gas (avg)	\$25.00	\$29.00	\$32.00	\$36.00	\$38.00	\$41.00
b. Bottle Gas/Propane						
c. Electric	\$30.00	\$35.00	\$45.00	\$55.00	\$64.00	\$74.00
d. Electric Heat Pump	\$22.00	\$26.00	\$30.00	\$34.00	\$38.00	\$42.00
e. Oil						
Cooking						
a. Natural Gas (avg)	\$4.00	\$4.00	\$7.00	\$8.00	\$11.00	\$12.00
b. Bottle Gas/Propane						
c. Electric	\$6.00	\$7.00	\$10.00	\$12.00	\$16.00	\$18.00
Other Electric & Cooling						
Other Electric (Lights & Appliances)	\$27.00	\$32.00	\$44.00	\$56.00	\$68.00	\$81.00
Air Conditioning	\$9.00	\$11.00	\$18.00	\$26.00	\$33.00	\$41.00
Water Heating						
a. Natural Gas (avg)	\$11.00	\$12.00	\$17.00	\$22.00	\$28.00	\$33.00
b. Bottle Gas/Propane						
c. Electric	\$18.00	\$21.00	\$26.00	\$32.00	\$38.00	\$44.00
d. Oil						
Water, Sewer, Trash Collection						
Water	\$76.00	\$77.00	\$87.00	\$95.00	\$103.00	\$111.00
Sewer	\$55.00	\$56.00	\$67.00	\$78.00	\$88.00	\$99.00
Trash Collection	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00
Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other--specify: Monthly Charges						
Electric Charge \$24.62	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Natural Gas Charge \$20.23 (avg)	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Actual Family Allowances			Utility or Service		per month cost	
To be used by the family to compute allowance. Complete below for the actual unit rented.			Heating		\$	
			Cooking		\$	
Name of Family			Other Electric		\$	
			Air Conditioning		\$	
Address of Unit			Water Heating		\$	
			Water		\$	
			Sewer		\$	
			Trash Collection		\$	
			Range / Microwave		\$	
			Refrigerator		\$	
Number of Bedrooms			Other		\$	
			Other		\$	
			Total		\$	



Utility Allowance Schedule

See Public Reporting and Instructions on back.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval
No. 25577-0169
exp.7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy): 06/01/2023

Locality: **Housing Authority of the City of Kansas City, KS**

Unit Type: **Single-Family (Detached House)**

Utility or Service:	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
	Monthly Dollar Allowances					
Heating						
a. Natural Gas (<i>avg</i>)	\$26.00	\$30.00	\$34.00	\$38.00	\$42.00	\$45.00
b. Bottle Gas/Propane						
c. Electric	\$47.00	\$55.00	\$64.00	\$73.00	\$82.00	\$91.00
d. Electric Heat Pump	\$26.00	\$30.00	\$36.00	\$40.00	\$44.00	\$49.00
e. Oil						
Cooking						
a. Natural Gas (<i>avg</i>)	\$4.00	\$4.00	\$7.00	\$8.00	\$11.00	\$12.00
b. Bottle Gas/Propane						
c. Electric	\$6.00	\$7.00	\$10.00	\$12.00	\$16.00	\$18.00
Other Electric & Cooling						
Other Electric (Lights & Appliances)	\$31.00	\$37.00	\$51.00	\$65.00	\$80.00	\$94.00
Air Conditioning	\$7.00	\$8.00	\$19.00	\$29.00	\$39.00	\$50.00
Water Heating						
a. Natural Gas (<i>avg</i>)	\$11.00	\$12.00	\$17.00	\$22.00	\$28.00	\$33.00
b. Bottle Gas/Propane						
c. Electric	\$18.00	\$21.00	\$26.00	\$32.00	\$38.00	\$44.00
d. Oil						
Water, Sewer, Trash Collection						
Water	\$76.00	\$77.00	\$87.00	\$95.00	\$103.00	\$111.00
Sewer	\$55.00	\$56.00	\$67.00	\$78.00	\$88.00	\$99.00
Trash Collection	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00
Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other--specify: Monthly Charges						
Electric Charge \$24.62	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Natural Gas Charge \$20.23 (avg)	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Actual Family Allowances			Utility or Service		per month cost	
			Heating		\$	
To be used by the family to compute allowance. Complete below for the actual unit rented.			Cooking		\$	
			Other Electric		\$	
Name of Family			Air Conditioning		\$	
			Water Heating		\$	
Address of Unit			Water		\$	
			Sewer		\$	
			Trash Collection		\$	
			Range / Microwave		\$	
			Refrigerator		\$	
			Other		\$	
			Other		\$	
Number of Bedrooms			Other		\$	
			Total		\$	



Utility Allowance Schedule

See Public Reporting and Instructions on back.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval
No. 25577-0169
exp.7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy): 06/01/2023

Locality: **Housing Authority of the City of Kansas City, KS**

Unit Type: **Mobile Home**

Utility or Service:	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
Heating						
a. Natural Gas (avg)	\$22.00	\$26.00	\$29.00	\$33.00	\$36.00	\$38.00
b. Bottle Gas/Propane						
c. Electric	\$49.00	\$58.00	\$60.00	\$62.00	\$63.00	\$65.00
d. Electric Heat Pump	\$22.00	\$26.00	\$30.00	\$34.00	\$38.00	\$42.00
e. Oil						
Cooking						
a. Natural Gas (avg)	\$4.00	\$4.00	\$7.00	\$8.00	\$11.00	\$12.00
b. Bottle Gas/Propane						
c. Electric	\$6.00	\$7.00	\$10.00	\$12.00	\$16.00	\$18.00
Other Electric & Cooling						
Other Electric (Lights & Appliances)	\$31.00	\$37.00	\$51.00	\$65.00	\$80.00	\$94.00
Air Conditioning	\$9.00	\$10.00	\$17.00	\$24.00	\$32.00	\$39.00
Water Heating						
a. Natural Gas (avg)	\$11.00	\$12.00	\$17.00	\$22.00	\$28.00	\$33.00
b. Bottle Gas/Propane						
c. Electric	\$18.00	\$21.00	\$26.00	\$32.00	\$38.00	\$44.00
d. Oil						
Water, Sewer, Trash Collection						
Water	\$76.00	\$77.00	\$87.00	\$95.00	\$103.00	\$111.00
Sewer	\$55.00	\$56.00	\$67.00	\$78.00	\$88.00	\$99.00
Trash Collection	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00
Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other--specify: Monthly Charges						
Electric Charge \$24.62	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Natural Gas Charge \$20.23 (avg)	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Actual Family Allowances			Utility or Service		per month cost	
To be used by the family to compute allowance. Complete below for the actual unit rented.			Heating		\$	
			Cooking		\$	
Name of Family			Other Electric		\$	
			Air Conditioning		\$	
			Water Heating		\$	
			Water		\$	
Address of Unit			Sewer		\$	
			Trash Collection		\$	
			Range / Microwave		\$	
			Refrigerator		\$	
			Other		\$	
			Other		\$	
Number of Bedrooms			Total		\$	



RESOLUTION NO. 2023-20

**APPROVING SUBMITTAL OF THE SECTION 8 MANAGEMENT ASSESSMENT PROGRAM
CERTIFICATION FOR FYE MARCH 31, 2023**

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, 2023; 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

WHEREAS the SEMAP Certification has been completed and must be submitted no later than the May 31, 2023 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, 2023 to HUD.

NOW, THEREFORE, BE IT FURTHER RESOLVED the Board of Commissioners does hereby approve Resolution No. 2023-20.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

Kansas City, Kansas Housing Authority
Board of Commissioner's Meeting
May 11, 2023

New Business Consent Item: Approve submittal of the Section 8 Management Assessment Program (SEMAP) Certification for the Fiscal Year ended March 31, 2023

Resolution Number 2023-20

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 03-31-23. 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, 2023 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 2023-20, if Appropriate.

Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0215
(exp. 02/29/2020)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Instructions Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
The Housing Authority of Kansas City Kansas	03/31/2023	05/11/2023

Check here if the PHA expends less than \$300,000 a year in Federal awards ☐

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1. Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes ☒ No ☐

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes ☒ No ☐

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes ☒ No ☐

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response ☒ At least 98% of units sampled ☐ 80 to 97% of units sampled ☐ Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response ☒ At least 90% of files sampled ☐ 80 to 89% of files sampled ☐ Less than 80% of files sampled

4. Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes ☒ No ☐

5. HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes ☒ No ☐

6. HQS Enforcement. (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response ☒ At least 98% of cases sampled ☐ Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 982.301(b)(4) and (b)(12)).

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable ☐

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes ☒ No ☐

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes ☒ No ☐

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes ☒ No ☐

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes ☒ No ☐

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes ☒ No ☐

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes ☒ No ☐

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes ☒ No ☐

Enter current FMRs and payment standards (PS)

0-BR FMR	885	1-BR FMR	1002	2-BR FMR	1164	3-BR FMR	1530	4-BR FMR	1777
PS	885	PS	1102	PS	1280	PS	1683	PS	1955

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes ☒ No ☐

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes ☒ No ☐

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes ☒ No ☐

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes ☒ No ☐

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response Yes ☐ No ☒

- 14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable ☒

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b + c divided by a)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable ☒

PHA Response

Yes ☐

No ☐

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Deconcentration Bonus Indicator (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;
- or
- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response

Yes ☐

No ☒

If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) _____

Date (mm/dd/yyyy) _____

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) _____

PHA Name _____

Principal Operating Area of PHA _____
(The geographic entity for which the Census tabulates data)

Special Instructions for State or regional PHAs Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

1990 Census Poverty Rate of Principal Operating Area _____

Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) _____ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- _____ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- _____ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).
- Is line c 50% or more? Yes ☐ No ☐

- 2) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- _____ c. Number of Section 8 families with children who moved during the last completed PHA FY.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes ☐ No ☐

- 3) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- _____ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes ☐ No ☐

If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.

See instructions above concerning bonus points for State and regional PHAs.

RESOLUTION NO. 2023-21

AUTHORIZE THE REVISION TO THE PERSONNEL POLICY

WHEREAS the Kansas City, Kansas Housing Authority (KCKHA) has a legal obligation to provide a work environment where harassment and bullying is not tolerated; and

WHEREAS it is necessary to periodically review and update the Personnel Policy; and

WHEREAS it is important for the Housing Authority to put into place policies and provide training to prevent bullying and harassment towards participants and staff; and

WHEREAS KCKHA seeks to revise its Personnel Policy, Section 1.5 Discrimination, Harassment or Coercion to include bullying.

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Kansas City, Kansas authorizes this revision of its Personnel Policy.

NOW, THEREFORE, BE IT FURTHER RESOLVED the Board of Commissioners does hereby approve Resolution No. 2023-21.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

Kansas City, Kansas Housing Authority
Board of Commissioner's Meeting
May 11, 2023

New Business Consent Item: Authorize Revision to the Personnel Policy

Resolution No. 2023-21

Background:

As an employer, the Kansas City, Kansas Housing Authority (KCKHA) has a legal obligation to provide a work environment where harassment and bullying is not tolerated. It is important for Housing Authorities to consider putting into place policies and providing training to prevent bullying and harassment towards participants and staff. KCKHA would like to revise Section 1.5 Discrimination, Harassment or Coercion of the KCKHA Personnel Policy to include bullying.

Current Issue:

The personnel policy does not have a clear policy to address bullying. This resolution would incorporate the following additions to Section 1.5 Discrimination, Harassment, or Coercion (by adding Bullying).

~~1.5 Discrimination, Harassment or Coercion~~ Discrimination, Harassment, Coercion or Bullying

Bullying

The KCKHA defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others. Such behavior violates the Housing Authority's policies, which ensures all residents, employees, guests, and community participants are treated with dignity and respect.

Examples

Bullying may be intentional or unintentional. However, it must be noted that when an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration unless action is taken to correct the bullying. As in sexual harassment, it is the effect of the behavior on the individual that is important. The Housing Authority considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing, or maligning a person or his or her family, persistent name calling that is hurtful, insulting or humiliating, using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault, damage to a person's living or work area, or property.
- **Gesture bullying:** Nonverbal threatening gestures; glances that can convey threatening messages.

- **Exclusion:** Socially or physically excluding or disregarding a person in Housing Authority related activities.

In addition, the following examples may constitute or contribute to evidence of bullying:

- Persistent singling out of one person.
- Shouting or raising voice at an individual in public or in private.
- Using verbal or obscene gestures.
- Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Ignoring or interrupting an individual at meetings.
- Public reprimands.
- Repeatedly accusing someone of errors that cannot be documented.
- Deliberately interfering with mail and other communications.
- Spreading rumors and gossip regarding individuals.
- Deliberately excluding an individual or isolating him or her from Housing Authority activities, such as meetings.
- Unwanted physical contact, physical abuse, or threats of abuse to an individual or an individual's property (defacing or marking up property).

All Housing Authority employees have a responsibility to come forward and report offensive or other improper behavior they believe may constitute harassment. Most incidents of harassment can be effectively addressed with a minimum of disruption to the affected person and the Housing Authority if promptly reported. Failure to report harassment or other improper conduct on a timely basis may make it difficult for the Housing Authority to take effective corrective action.

If you believe you have been harassed by an employee, supervisor, agent, vendor, resident, or other participant in an activity at the Housing Authority, or if you have witnessed such harassment, you should promptly report the facts of the incident, and names of the individuals involved, to your immediate supervisor, the Human Resource Manager, or to the Executive Director/CEO.

Violations or suspected violations of company policy may also be submitted through our Anonymous Online Reporting Tool, the link for this tool may be found on our website at: <http://www.kckha.org/HR>. Whenever possible, KCKHA will make every effort to maintain confidentiality during an investigation.

While it may take a short time for the Housing Authority to review and investigate reports of harassment, employees may inquire about the status of their report at any time by contacting the KCKHA manager to whom the initial report was made.

Board Action:

Approve Resolution No. 2023-21, if Appropriate.

RESOLUTION NUMBER NO. 2023-22

**AUTHORIZE ACCEPTANCE OF THE PROPOSAL SUBMITTED
AND AUTHORIZE A CONTRACT TO PROVIDE EXTERNAL
AUDIT SERVICES WITH MARCUM LLP**

WHEREAS it is the intention of the Housing Authority to change the external auditor every four years; and

WHEREAS a Request for Proposal for new external audit services was solicited and received on April 5, 2023; and

WHEREAS a proposal was received from:

Marcum LLP

Providence, Rhode Island; and

WHEREAS the audit firm has considerable experience and expertise in financial auditing and reporting in the public housing industry and knows the HUD program compliance requirements, uniform financial reporting standards and REAC submissions; and

WHEREAS the proposed two-year contract for external audit service would exceed \$75,000 and require Board approval; and

WHEREAS staff is recommending acceptance of the proposal submitted by Marcum LLP for the external audit services.

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Kansas City, Kansas authorizes entering a contract with Marcum LLP for external audit services. The contract will be for a two-year term with annual auditing fees of \$47,000 and \$50,000 respectively for FYE 2023 and 2024, with the option to extend for an additional two, one-year terms, at the discretion of the Housing Authority is hereby accepted.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Commissioners does hereby approve Resolution No. 2023-22.

New Business Discussion Item: Authorize acceptance of the proposal submitted and authorize a contract to provide external audit services with Marcum LLP.

Resolution Number No. 2023-22

Background:

This resolution authorizes Board approval to hire an external auditor to audit Kansas City, Kansas Housing Authority (KCKHA) financial statements. Citrin Cooperman & Company, LLP has been our Auditor since 2019. It is the intention of the Housing Authority to change the external auditor every four years.

Current Issue:

KCKHA's fiscal year is from April 1st to March 31st. The previous auditor, Citrin Cooperman & Company, LLP will not be available to audit our books going forward.

HUD's Uniform Financial Reports Standard (UFRS) rule (24 CFR Part 5, Subpart H) requires all public housing agencies (PHAs) to submit year-end financial data electronically to HUD that are prepared in accordance with Generally Accepted Accounting Principles (GAAP). The audit reports include financial and compliance audits in accordance with Government Auditing Standards and Single Audit Act Amendment of 1996 Title 2 U.S. CFR Part 200 (Uniform Guidance).

Engaging an external auditor ensures that our financial reporting meets the highest standards of quality, accuracy and integrity and demonstrates to our stakeholders that we are committed to maintaining the highest level of financial transparency.

In addition, external auditors can also provide valuable insights and recommendations for improving our financial processes and controls which can help us identify and mitigate financial risks and inefficiencies.

Staff following our procurement policy has prepared a Request for Proposal for new external audit services. The intent of the proposal is to enter a two-year contract with the option to renew for additional years on a year-by-year basis at the discretion of the Housing Authority.

The Request for Proposal (RFP) was advertised in the Kansas City Star, Dos Mundos, and The Call newspapers, and posted on the Housing Authority's website.

Proposals were to submitted on April 5, 2023 at 4:00 pm. We received a proposal from Marcum LLP; Providence, Rhode Island in the amount of \$47,000 and \$50,000 respectively for FYE 2023 and 2024. This bid includes an option to extend the contract for an additional two, one-years terms, at the discretion of the Housing Authority.

The firm has considerable experience and expertise in financial auditing and reporting in the public housing industry and knows the HUD program compliance requirements, uniform financial reporting standards and REAC submissions.

Staff is recommending acceptance of the proposed new external audit service contract submitted by Marcum LLP. The proposal will exceed the \$75,000 threshold which requires Board of Commissioner approval.

Attached is a resolution that will authorize the acceptance of the proposal and authorize a contract with Marcum LLP for the external audit services.

Staff recommends approval of this resolution.

Board Action:

Approve Resolution No. 2023-22, if Appropriate.

RESOLUTION NO. 2023-23

**AUTHORIZE BOARD APPROVAL TO PURSUE A 501(c)3 STATUS
FOR THE KANSAS CITY, KANSAS HOUSING AUTHORITY**

WHEREAS the Kansas City, Kansas Housing Authority seeks approval to pursue 501(c)(3) status to acquire funding and charitable activities that provide economic relief to its residents and programs; and

WHEREAS issuance of 501(c)3 would benefit residents living in public housing; and

WHEREAS 501(c)3 status would enhance KCKHA's ability to provide additional programming and the management of grants that fund numerous services and training.

BE IT RESOLVED that the Board of Commissioners of the Kansas City, Kansas Housing Authority authorizes approval to pursue a 501(c)(3) status for the Kansas City, Kansas Housing Authority.

NOW, THEREFORE, BE IT FURTHER RESOLVED the Board of Commissioners does hereby approve Resolution No. 2023-23.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

Kansas City, Kansas Housing Authority
Board of Commissioner Meeting
May 11, 2023

New Business Discussion Item: Authorizing Board Approval to Pursue a 501 (c)(3) status for the Kansas City, Kansas Housing Authority

Resolution No. 2023-23

Background:

The Kansas City, Kansas Housing Authority is seeking Board Approval to pursue a 501 (c)3 status to pursue funding and charitable activities that provide economic relief to our residents and program participants.

Current Issue:

The Kansas City, Kansas Housing Authority (KCKHA) has two grant funded self-sufficiency programs that provide program funds to cover Coordinator salaries. These programs lack funds that can be used to remove barriers, implementation of additional programming, and are restricted according to the grant's guidelines.

The 501 (c)(3) enhances KCKHA's ability to provide additional programming and management of grants that fund programs such as: supportive employment services, parenting support and training, financial literacy training, home ownership training, afterschool and summer programming for students in grades K-8, positive youth development programming for high school age children, community-wide substance abuse prevention programming and community-wide capacity-building activities designed to strengthen neighborhood programming and practices to support positive youth development.

Board Action:

Approve Resolution No. 2023-23, if Appropriate.