



Agenda

Housing Authority of the City of Kansas City, Kansas

Special Meeting

Thursday, October 19, 2023
11:30 a.m.

Mary L. Flunder Lodge
Campus of KCKCC

- I. Roll Call
- II. Approval of the Minutes
Regular Board Meeting September 21, 2023
(Pages 1—7)
- III. Approval of the Minutes
Special Board Meeting September 28, 2023
(Pages 8—9)
- IV. Executive Director's Report
(Pages 10—26)
- V. Public Comments
Contact Jackie Randle at jrandle@kckha.org or (913) 281-3300 in advance of the meeting to be placed on the agenda to speak. Comments will have a time limit determined by the Chairman.
- VI. Committee Reports
- VII. New Business Consent Items:
 - Resolution No. 2023-33 Certifications of Compliance with PHA Plan and Related Regulations
(Pages 27—30)
 - Resolution No. 2023-34 Approving Revised and New Job Descriptions
(Pages 31—32)
 - Resolution No. 2023-35 Authority to Accept the Bid and Authorize a Contract for the Modernization of Elevator Equipment at K1-55 Vaughn Dale Tower located at 420 Park Street, Bonner Springs, Kansas with MEI Total Elevator Solutions
(Pages 33—36)
- VIII. Resolution No. 2023-36 Authorize Acceptance of the Bid and Contract

For Interior Modernization of 4019 and 4021
Lloyd, Belrose Manor and 2410 Elmwood,
Chalet Manor with Tailor Made Exteriors, LLC
(Pages 37—40)

Resolution No. 2023-37 Approving Creation of the Kansas City, Kansas
Housing Authority Housing Choice Voucher
Landlord Motivation and Relief Program
(Pages 41—43)

Resolution No. 2023-38 Authority to Declare and Authorize Retroactive
Approval to Repair two Domestic Water
Heaters at Westgate Towers, 6100 Leavenworth
Road in Kansas City, Kansas with Johnson
with Johnson Controls
(Pages 44—45)

IX. New Discussion Consent Items: None

X. Adjournment

Lunch will be served at 11 a.m. for Board members.

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

Thursday, September 21, 2023
12:30 p.m.

Boardroom
Main Office

On the 21st day of September 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
Jacques Barber, Commissioner
Hazel Davis, Commissioner
Raul Escarcega, Commissioner
P. Anne McDonald, Commissioner
J.D. Rios, Commissioner
Chandra Ward, Commissioner
Linda Warner, Commissioner

ABSENT:

Rev. Jimmie L. Banks, Vice-Chairman
Carla Whiteside-Hicks, Commissioner
Pastor Roderick McConnell, Commissioner

ALSO, PRESENT:

Andrea Tapia, Executive Director/CEO
Worku Alem, Director of Finance
Anwar Crockett, Assistant Director of Housing Operations
Stephanie Drake, Human Resources Officer
Cherrie Escobar, Director of Section 8
Jen Garrison, IT Administrator
Gerald Glavin, Director of Contract Administration
Susan Martin, Modernization/504 Coordinator
Solomon McKennon, Asst. Director of Finance
Jacqueline D. Randle, Executive Services Manager
Elaine Stroud, Director of Housing Operations

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

Commissioner Rios called for approval of the minutes of August 17, 2023. Commissioner McDonald seconded the motion, and the following vote was recorded:

AYES: Davis, Escarcega, McDonald, Rios, Ward, Warner, Watkins

NAYS: None

ABSENT: Banks, Whiteside-Hicks, McConnell

ABSTAIN: Barber

Motion carried.

Connecting for Success Graduate

Glenda Jefferson introduced Bianca Hampton, a graduate of the Connecting for Success program. Ms. Hampton said she is a mother of five. She told the Board she met Ms. Jefferson when Ms. Jefferson was her Property Manager. Ms. Hampton said she was introduced to Connecting for Success by Ms. Jefferson and Ms. Sutton and they explained the program to her. She continued with the program and as a result was able to enroll in a real estate class, took a phlebotomy class and received a job interview at KCI airport and now works in security. Ms. Hampton said she really appreciates Connecting for Success and the other programs she has been introduced to through the Housing Authority. She thanked everyone for their help and support, further stating she could not have done it without the help she received.

Ms. Tapia congratulated Ms. Hampton for her success and told the Board Ms. Hampton is participating in the Family Self-Sufficiency program. Ms. Jefferson explained Connecting for Success is a 10-day program that provides job training and mock interviews, and they also provide clothing for interviews. Ms. Jefferson stated two residents graduated September 1, 2023 and one graduates on tomorrow. Ms. Tapia shared that six months ago, she and Ms. Jefferson were talking, and Ms. Jefferson said she wanted to be a counselor. Later Ms. Jefferson made a decision to become a Life Coach. Ms. Jefferson said Ms. Tapia followed up with her on becoming a Life Coach. Ms. Jefferson told the Board she took an 18-week class and is certified to be a Life Coach. She thanked Ms. Tapia for encouraging her. Commissioner Escarcega asked how he would contact Ms. Jefferson; she provided him with her card. Commissioner Barber commented it is wonderful to hear these success stories. Ms. Jefferson added Connecting for Success is always open, and students can return for additional assistance.

Executive Director's Report

- Ms. Tapia said there are 1,096 HCV and 27 VASH vouchers leased and 237 voucher holders searching for a place to rent. There are 415 applicants left on the 2021 waitlist. The goal is to pull these individuals by the end of the year, and about 84 percent have no income. We met with HUD on August 25, 2023 to discuss the lack of voucher lease-ups. HUD provided suggestions we have already tried, which will be discussed more during the Board retreat. Ms. Tapia mentioned there was a staffing shortage, but HCV will be fully staffed October 2, 2023. Project Based Vouchers (PBV) were discussed. Commissioner Rios asked why developers were resistant to PBVs. Ms. Tapia explained some developers are resistant to PBVs because there are many things which they have to follow such as Housing Quality Inspections. This could be difficult for landlords and developers. There are limits to how much can be charged for rents. Developers want the market rate and may not get it under PBV. On a positive note, Ms. Tapia shared a developer could get 30—60 days of rent when the unit is empty. For others they may not want to be subject to HQS inspections, paperwork, and be limited to how much you can charge for rent, and this may not be a good fit. Commissioner Rios suggested it did not make good business sense if there are more requirements and developers cannot get market rate rents. Ms. Tapia said we are in the business of providing subsidized housing and a developer may not want those PBVs, but we may want PBVs as a Housing Authority. She noted it may not be good for an outside developer, but it would be for the Housing Authority. The Chairman then suggested developers could have a percentage of their units in our program. He said it would not have to be all or nothing. Commissioner Rios noted that was an interesting angle of which he had not thought. He agreed to share this thinking. Ms. Tapia ended this part of the discussion talking about avoiding high concentrations of poverty and sustainability of housing for low-income families.
- Ms. Tapia said there are 980 applicants on the public housing waitlist and 45 participants have ended their participation. As of April, the occupancy rate is 94 per cent for public housing. Last month there were 106 evictions. Some committed criminal activities, could not pay their rent, or refused to pay rent, did not respond to annual recertifications which is HUD mandated, and some passed away on the program. Commissioner Rios noted there is quite a difference between lease violations and becoming self-sufficient. He would like to see the number of Public Housing residents that became self-sufficient. Ms. Tapia said she would include Section 8 resident as well.
- Ms. Tapia said we received notification from HUD that we are one of the high-performance Public Housing Agencies nationwide because of occupancy. She added we are hoping to continue to build our occupancy.
- We are closer to being fully staffed in the maintenance department. We have 65 maintenance staff budgeted and there are 62 positions filled. Ms. Drake did a mass interview, and the lobby was full. Mr. Purduski and Mr. White interviewed all day. Six new employees were hired, and more are

pending. Mr. Drake said the hiring event was from 11am—1pm. Commissioner Barber asked if we knew where the most recent new hires live. He was wondering if removing the residency requirement has had an effect on hiring. Ms Drake noted they are mostly from Wyandotte County. Ms. Tapia said we will continue to utilize the contractors until we can get back on our feet. Ms. Tapia also stated we need two Property Managers and three Assistant Property Managers to assist the managers.

- We have \$82,087.80 in repayment agreements which means individuals have entered into an agreement to pay the debts owed. Ms. Tapia noted the debts owed was close to \$200,000 when she was hired. We have a balance of debts owed of approximately \$98,489.23 which Mr. Alem confirmed.
- Ms. Tapia said the board retreat would take place at the Mary A. Flunder Lodge on the campus of the Kansas City, Kansas Community College, the same place it was held last year. We anticipate having the Directors give an overview of their departments. There will be a strategic planning session as well. We are currently working on the agenda. Mr. Tapia asked if the Board would mark their calendars and plan to attend.
- Lastly, Ms. Tapia said she has been collaborating with Commissioner McDonald on the 501(c)3. Commissioner McDonald said a decision will need to be made on whether we want a foundation or an association and what that will look like. She would like to talk with Ms. Tapia and/or Chairman Watkins before filing out the form.

Public Comments

Chairman Watkins called for public comments. There were no public comments.

Bylaws

Commissioner Barber said the Bylaws Committee did not meet and there is no report for this month. He indicated he has seen the emails but has been out of town the past month.

Finance

Commissioner McDonald said the Finance Committee did not meet but they hope to meet before the retreat to have up-date numbers to present to the Board.

Inclusion and Public Information

Chairman Watkins noted Commissioner Whiteside-Hicks is not present due to her being out of town on a business trip. He shared Commissioner Whiteside-Hicks has agreed to chair the Inclusion and Public Information Committee.

Personnel

Chairman Watkins stated he did not believe the Personnel Committee met.

Development

Commissioner Warner provided a written report. She said the Development Committee met twice this month on September 6, 2023 and September 20, 2023. The main work has been on the RFP for development and revitalization services. We received an RFP from Fulson Housing Group lead by Matt Fulson who is very experienced with housing redevelopment. His partner is Eric McMahon who has talked with the Board about RAD. Mr. McMahon leads Select Development and will partner with the Fulson Housing Group. They provided us with the only proposal received to date. Commissioner Warner said it is a solid and extensive proposal which has been reviewed and scored by the Development Committee. The committee requested additional feedback, and it was received. The RFP was extended another 15 days and we reached out to other developers. That RFP will close on Friday and to-date no additional proposals have been received. Commissioner Warner said the proposal will be discussed further at the next meeting.

There are 31 residents remaining at Juniper Gardens, 18 have applied for housing at Seldin Development. This will leave 10 or 12 residents at Juniper Gardens. Commissioner McDonald is working on the 501(c)3 application. The committee is recommending naming the 501(c)3 Dotte Development Low-Income Services. She said the reason for low-income services is because we will be providing services like family self-sufficiency and this umbrella will allow us to get funding from grants needed for families to get up on their feet.

We received an appraisal for the former Connecting for Good property (community center on Third Street). An appraisal was needed in order to give the property to Village Initiatives. We will need to continue the disposition process.

Commissioner Warner said Ms. Tapia shared about the complexities of 504 and ADA accommodations which often architects do not understand. Ms. Tapia has been working with Mark English and Steve Moore, experts on the subject, who will be doing training with our staff October 10, 2023.

We received two responses for the RFP which went out for security services. Hopefully, something will be in place by mid-October once the scoring takes place.

Ms. Tapia noted she reached out to Kansas City, Missouri and spoke with them about how they are doing in-house safety.

Resident Participation

Ms. Tapia noted there has been a Resident Advisory Board (RAB) meeting and there will be another one in October. This information is posted on our website. The meetings are held monthly at Wyandotte Towers.

The following committees did not meet: Bylaws, Executive, Inclusion and Public Information and Personnel.

New Business Consent Items

Chairman Watkins asked if anyone would like to pull any items from the consent agenda. There being none, Commissioner Rios made a motion to approve Resolution Nos. 2023-29—2023-31. Commissioner Barber seconded the motion, and the following vote was recorded:

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

NAYS: None

ABSENT: Banks, McConnell, Whiteside-Hicks

ABSTAIN: None

Motion carried.

Resolution No. 2023-29, recognizing Rachel Jefferson for her valuable service to the Housing Authority of the City of Kansas City, Kansas

This resolution recognizes Rachel Jefferson who was appointed by the Unified Government Board of Commissioners on June 29, 2017 to serve on the Kansas City, Kansas Housing Authority Board. Ms. Jefferson served faithfully until her resignation August 17, 2023. This resolution thanks Rachel Jefferson for her valuable service to the staff, residents, and citizens of this community.

RESOLUTION NO. 2023-29—RECOGNIZING RACHEL JEFFERSON FOR HER VALUABLE SERVICE TO THE HOUSING AUTHORITY OF THE CITY OF KANSAS CITY, KANSAS.

Resolution No. 2023-30, authorizing a collection loss write-off.

The Kansas City, Kansas Housing Authority's Finance Department submits a collection loss write-off twice annually in March and September. This write-off consists of uncollectible dwelling rent and other charges made up of maintenance charges, retroactive rents, and court fees. The U.S. Department of Housing and Urban Development (HUD) allows for the write-off of uncollected tenant receivables when the tenant has vacated the unit. The list consisting of aged, vacated tenants' account balances is eligible to be written off in accordance with HUD guidelines. Board approval is required to write off these charges.

RESOLUTION NO. 2023-30—COLLECTION LOSS WRITE-OFF.

Resolution No. 2023-31, authorizing the disposal of Housing Authority property consisting of fleet vehicles.

This resolution authorizes the disposal of three Housing Authority vehicles identified by VIN numbers. These vehicles have become obsolete. Disposal of these vehicles require board approval. Staff is recommending the vehicles be auctioned online with Purple Wave Online Auction.

RESOLUTION NO.2023-31—AUTHORIZING THE DISPOSAL OF HOUSING AUTHORITY PROPERTY CONSISTING OF FLEET VEHICLES.

Chairman Watkins noted Ms. Tapia's review is due, He said he would circulate the review and asked if Board members would return their comments to him. He then asked the Board to be ready for the retreat in October.

Chairman Watkins called for adjournment, and it passed unanimously.

Matthew T. Watkins, Chairman

Andrea Tapia, Executive Director/CEO

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

Thursday, September 28, 2023
12:00 noon

Boardroom
Main Office

On the 28th day of September 2023 at 12:30 noon the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in special session. The meeting was called to order by Chairman Watkins, and upon roll call, the following members of the body were present:

Matthew T. Watkins, Chairman
Hazel Davis, Commissioner
Raul Escarcega, Commissioner
Carla Whiteside-Hicks, Commissioner
P. Anne McDonald, Commissioner
J.D. Rios, Commissioner
Linda Warner, Commissioner

ABSENT:

Rev. Jimmie L. Banks, Vice-Chairman
Jacques Barber, Commissioner
Pastor Roderick McConnell
Chandra Ward, Commissioner

ALSO, PRESENT:

Andrea Tapia, Executive Director/CEO
Jacqueline D. Randle, Executive Services Manager

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

Ms. Tapia said an RFP for Development and Consulting Services was due September 1, 2023. One proposal was received so the RFP was extended to September 21, 2023. No additional proposals were received. The one proposal received was from Fulson Group. They are a consulting and development group which works with Housing Authorities and other agencies on low-income housing tax credits, RAD and all of those things. They are working with Select Development. Ms. Tapia noted Eric McMahon was here earlier this year to go over RAD. Commissioner Rios noted he was here in March 2023. The Development Committee and full Board had an opportunity to review the proposal and references. Ms. Tapia asked the Board to approve Fulson Group as the Developer and Revitalization Consultants for the Kansas City, Kansas Housing Authority.

Commissioner Rios added he appreciated getting the references. He said for the future, references should be included in the original package as they are part of the scoring. He reminded the Board that Eric met with both the Development Committee and the Board and provided follow-up answers to the Development Committee. Commissioner Rios said Eric was timely and detailed with his answers. He said this is an important action prior to the strategic planning.

With this being said, Commissioner Rios made a motion to approve Resolution No. 2023-32. Commissioner McDonald seconded the motion.

Commissioner Escarcega asked was the vote unanimous among the Development Committee. Chairman Watkins said that was correct, he did not really see Commissioner Rios' scoring, but they were all in agreement as these folks are the best in the region. He has worked with several of these groups, and the Fulson Group provided a full response. Commissioner Warner added the Fulson Group has impeccable credentials, and she is pleased with the proposal. The following vote was recorded:

AYES: Davis, Escarcega, McDonald, Rios, Warner, Watkins, Whiteside-Hicks

NAYS: None

ABSENT: Banks, Barber, McConnell, Ward

ABSTAIN: None

Motion carried.

Chairman Watkins called for adjournment, and it passed unanimously.

Matthew T. Watkins, Chairman

Andrea Tapia, Executive Director/CEO



Kansas City, Kansas Housing Authority
 1124 North Ninth Street
 Kansas City, Kansas 66101-2197
Main (913) 281-3300 Fax (913) 279-3428 TTY (800)766-3777
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To: Board of Commissioners
 From: Andrea Tapia, Director/CEO
 Date: October 19, 2023
 Re: Executive Director's Report

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 1,095 HCV and 28 VASH vouchers that are leased with 214 voucher holders searching for a place to rent, and 19 new voucher holders who have leased up. During the month of September 2023, 15 individuals ended participation in the program. The attached chart shows exit dates, and reason for exiting the program. The September 2023, Housing Assistance Payments (HAP) paid to the landlords totaled \$910,745.

S8 - EOP - Report			
From: 09/01/2023 Thru: 09/30/2023			
Programs: All Projects: All			
Processed Records: 15 Selected Records: 15			
9/30/2023	2	S8-Left Owing Money	Voucher HCV
9/30/2023	3	S8-Repayment	Voucher HCV
9/30/2023	2	S8-Fail to comply w/Recert - HQS	Voucher HCV
9/30/2023	2	S8-Request off Program	Voucher HCV
9/30/2023	1	S8-Fail to comply w/Recert - HQS	Voucher HCV
9/30/2023	1	S8-Request off Program	Voucher PB - Delaware Highlands
9/30/2023	3	S8-Request off Program	Voucher HCV
9/30/2023	1	S8-Request off Program	Voucher PB - Delaware Highlands
9/30/2023	1	S8-Request off Program	Voucher HCV
9/30/2023	2	S8-Zero HAP/Over Income	Voucher HCV
9/30/2023	3	S8-Failure to maintain Utilities	Voucher HCV
9/30/2023	1	S8-Request off Program	Voucher PB - Delaware Highlands

9/30/2023	1	S8-Illness/Deceased	Voucher HCV
9/30/2023	2	S8-Left Owing Money	Voucher HCV
9/30/2023	2	S8-Illness/Deceased	Voucher VASH

Property Management Supervision & Weekly reporting

The Public Housing waitlist currently has 802 applicants. There were 29 participants whose program participation ended. As of September, KCKHA's public housing has maintained an occupancy rate of 96%. Many of the vacancies are due to tenants vacating for reasons ranging from lease violations to becoming self-sufficient.

Fair Housing and Accessibility Training

On October 10, 2023, E&A Team Inc., provided Fair Housing and Accessibility training to KCKHA staff. KCKHA welcomed Scott Moore and Mark English as the training instructors. Scott Moore, is widely recognized as a national expert in ADA and fair housing law, and is a former Senior Trial Attorney and Deputy Chief with the Civil Rights Division of the U. S. Department of Justice in Washington, D.C. Mark English, is one of the nation's leading training specialist regarding accessibility issues that involve ADA, Section 504, and the Fair Housing Amendments Act.

Staff were provided training that focused on the Uniform Accessibility Standard, 504 Compliance and the Fair Housing Act and ADA accessibility requirements for multifamily housing.

The following are monthly reports provided by staff:

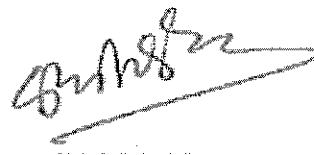
- A. Statement of Funds
- B. Delinquency Report
- C. Disbursements of \$1,000
- D. Operating Receipt and Expenditures
- E. Maintenance Report
- F. Occupancy Report
- G. Monthly Move-outs and Move-ins
- H. Modernization Report
- I. Resident Initiative Report (not provided)
- J. Section 8 Utilization Report

Kansas City, Kansas Housing Authority
Statement of Funds Available
For the Period Ended SEPTEMBER 30, 2023

Description	Rate ^(a)	Maturity Date	Amount	Bank
General Fund Account	0.15%		\$565,435.47	Liberty
Payroll Account	0.00%		\$1,705.94	Liberty
ACH Pymt Account	0.00%		\$283.71	Liberty
Rent Depository Account	0.00%		\$4,791,434.32	Bank of Labor
Rent Bank Deposit Accounts	0.019%		\$312,469.72	Various Rent Banks
Homeless Prevention Program	0.049%		5,516.76	Bank of Labor
Sponsorship Program	0.019%		20,294.27	Bank of Labor
Section 8 Checking	0.00%		357,648.58	Bank of Labor
EPC Replacement Reserve Acct	0.15%		\$38,954.65	Liberty
Family Self Sufficiency	0.019%		\$91,266.06	Bank of Labor
KCKHA Debt Service Account			\$310,840.54	Deutsche Bank
CD#120245349	3.50%	03/01/24	\$500,000.00	Bank of Labor

(a) Represents Rates as of October 16, 2023 provided by Banks.

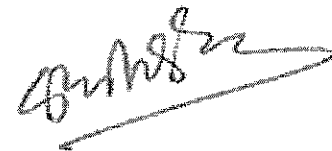
Note: Amounts reflect balances from month-end statements. Reconciliation of outstanding checks will adjust account balances, accordingly.



Worku Alem
Director of Finance

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

	Rent & Other Charges	Repayment Agreements	Net Total
Accounts Receivable (Amounts Delinquent)	\$176,825.50	(\$72,448.72)	\$104,376.78
 Total Charges to Tenants for Month			 \$480,956.97
 Delinquency Ratio			 21.70%
 Petitioned to Court			 <u>50</u>
 Praecipes Issued			 <u>29</u>
 Evictions			 <u>14</u>
 Pending Evictions			 <u>0</u>



Worku Alem
Director of Finance

Kansas City, Kansas Housing Authority	
Payments Over \$1,000.00	
For The Month of SEPTEMBER '23	
CONTRACTS	
MAINTENANCE COSTS	
Arrow Cold Control	\$1,986.04
BAILEY INDUSTRIAL CLEANING	\$5,220.00
Booney's Lawn Service	\$8,900.00
CALHOUN LAWN CARE, LLC	\$14,300.00
Carpet Corner Inc.	\$2,969.21
CE WATER MANAGEMENT	\$1,895.00
Clifford Power System Inc	\$1,127.72
Collaterallink LLC dba Appraisalytics	\$1,500.00
Crime Scene Cleaners, Inc	\$1,232.91
DAVID ALLEN HENDERSON DBA	\$4,905.00
DAVID ALLEN HENDERSON DBA	\$3,610.00
Design Mechanical, Inc.	\$3,627.50
Designing Success, Inc	\$3,960.00
DOUG'S AUTO REPAIR	\$1,121.23
F & C REMODELING & CLEANING SERVICE	\$7,000.00
Ferguson Enterprises, LLC.	\$7,831.77
GE APPLIANCES, A HAIR COMPANY	\$1,758.00
Gold Star Flooring & More, Inc	\$1,835.00
Grainger	\$2,119.14
H.D. Supply	\$11,035.21
H.D. Supply	\$1,548.50
James Hanson dba Jim's Services	\$4,420.00
John Ripley Window Washing	\$1,100.00
Johnson Controls Inc.	\$11,030.05
Johnson Controls Inc.	\$7,374.14
Klemp Electric Mach. Co. Inc.	\$1,730.26
Klemp Electric Mach. Co. Inc.	\$1,385.32
Klemp Electric Mach. Co. Inc.	\$1,146.60
Lowes	\$4,052.86
McCray Lumber & Millwork	\$3,142.37
McCRIGHT & ASSOCIATES, LLC	\$4,862.50
MEI TOTAL ELEVATOR SOLUTIONS	\$8,984.33
MIDWEST BED BUG SERVICES	\$3,750.00
MOMAR INC	\$2,488.32
National Fire Suppression	\$10,485.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$6,060.00

OSCAR'S MAINTENANCE SERVICE CORP, LLC	\$2,630.00
Pest Control Supplies	\$1,066.41
QUALITY PLUMBING, INC	\$2,034.35
Royal Tree Service	\$1,700.00
Sherwin-Williams Co	\$4,751.74
Smallwood Locksmiths, Inc	\$1,178.73
SOS Pest Control	\$5,400.00
Stanion Wholesale Elec. Co.	\$8,261.78
Steamatic Of Kansas City Inc.	\$1,670.00
Vestals Welding & Fabrication	\$1,765.00
Vestals Welding & Fabrication	\$1,765.00
W CARTER & ASSOCIATES GLAZING, LLC	\$1,279.00
Waste Management	\$4,933.16
MISCELLANEOUS	
AT&T	\$13,327.35
AT&T	\$1,162.04
Carahsoft Technology Corporation	\$9,434.77
ConvergeOne, Inc	\$9,000.00
ENTERPRISE FM TRUST	\$13,558.31
GOTO TECHNOLOGIES USA, INC	\$2,001.96
H Duff	\$1,250.00
Housing Insurance Serv. Inc.	\$1,184.00
MASTERCARD	\$8,208.30
McClatchy Company, LLC	\$1,170.69
PayLease, LLC	\$3,473.46
REPUBLIC BUSINESS CREDIT	\$13,544.82
REPUBLIC BUSINESS CREDIT	\$13,977.66
REPUBLIC BUSINESS CREDIT	\$5,529.94
Robert Half International, Inc	\$4,136.00
U.S BANK EQUIPMENT FINANCE	\$2,278.00
Verizon Wireless	\$2,296.58
MODERNIZATION	
Centurion Moving & Storage	\$4,850.00
CVR Associates, Inc	\$18,282.19
CVR Associates, Inc	\$18,097.66
Davidson & Associates Inc.	\$16,824.05
Kansas City Winnelson Co.	\$1,470.59
SGI	\$25,345.00

16

**Kansas City, Kansas Housing Authority
Operating Income and Expenditure
For the Period Ended August 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				\$2,206,481.08	45%	\$4,934,708.00	\$29,484.64					\$2,206,481.08	45%	\$4,934,708
Fraud Recovery Income												\$29,484.64		
Interest Income	\$515.95	369%	\$140.00	\$4,430.96	515%	\$860.00						\$4,946.91	495%	\$1,000
Tenant Income				\$139,475.43								\$139,475.43		
Transfer from CFP														\$1,031,654
Other Income	\$322,399.91			\$116,258.34	34%	\$344,460.00	\$10,779.19					\$449,437.44	130%	\$344,460
Fee for Services - COCC	\$809,727.28	41%	\$1,957,265.00							\$29,346.88	\$37,178.78	\$809,727.28	41%	\$1,957,265
Grant Income												\$66,525.66		
Management Fees												\$1,006,213.98	37%	\$2,689,665
Total Operating Income	\$1,006,213.98	37%	\$2,689,665.00	\$2,466,645.81	39%	\$6,311,682.00	\$40,263.83			\$29,346.88	\$37,178.78	\$4,712,292.42	43%	\$10,938,752
Operating Subsidy	\$2,138,857.12	46%	\$4,647,070.00	\$4,240,786.50	42%	\$10,137,661.00	\$392,906.00	43%	\$911,273.00			\$4,240,786.50	42%	\$10,137,661
Section 8 Admin Fees												\$392,906.00	43%	\$911,273
Total Operating Receipts	\$2,138,857.12	46%	\$4,647,070.00	\$6,707,432.31	41%	\$16,449,343.00	\$433,169.83	48%	\$911,273.00	\$29,346.88	\$37,178.78	\$9,345,984.92	42%	\$22,007,686
OPERATING EXPENSES:														
Administrative Salaries	\$470,835.00	35%	\$1,327,545.00	\$439,306.52	31%	\$1,406,207.00	\$112,195.04	31%	\$360,254.00	\$20,096.55	\$26,971.70	\$1,069,404.81	35%	\$3,094,006
Management Fees				\$876,499.98	57%	\$1,549,910.00	\$129,714.00	45%	\$289,533.00			\$1,006,213.98	55%	\$1,839,443
Other Admin Expenses	\$80,876.27	29%	\$280,649.00	\$176,218.84	41%	\$431,908.00	\$15,135.08	12%	\$126,088.00			\$272,230.19	32%	\$838,645
Tenant Services														
Tenant Services Salaries				\$2,918.93								\$2,918.93		\$16,554
Resident Assoc Expenses					1%	\$24,785.00						\$220.46	1%	\$24,785
Other Expenses														
Total Utilities	\$18,810.75	41%	\$45,546.00	\$1,219,199.09	41%	\$2,991,573.00						\$1,238,009.82	41%	\$3,037,119
Management Salaries	\$435,581.50	34%	\$1,282,985.00	\$693,527.24	34%	\$2,025,449.00	\$1,620.41	63%	\$2,584.00			\$1,129,108.74	34%	\$3,308,434
Materials	\$192,836.87	35%	\$545,754.00	\$345,811.77	46%	\$738,129.00						\$540,269.05	41%	\$1,306,467
Fee for Services - COCC				\$809,727.28	41%	\$1,957,265.00						\$809,727.28	41%	\$1,957,265
Other Maint Contracts	\$101,778.49	83%	\$123,248.00	\$897,323.70	37%	\$2,408,627.00	\$51,641.03	102%	\$50,474.00			\$1,050,743.22	41%	\$2,582,349
Other Security Expense						\$208,853.00								\$208,853
Insurance	\$59,031.33	50%	\$118,334.00	\$312,259.08	46%	\$681,978.00	\$12,908.38	50%	\$24,756.00			\$384,198.79	47%	\$826,068
Terminal Leave Payments														
Employee Benefit Contributions	\$287,838.72	31%	\$921,768.00	\$390,357.53	30%	\$1,285,450.00	\$38,137.65	30%	\$127,204.00	\$9,250.33	\$10,207.08	\$735,791.31	32%	\$2,334,422
Collection Losses	(\$173.25)			(\$13,003.64)	-16%	\$82,740.00						(\$13,176.89)	-16%	\$82,740
Interest Expense				\$207,477.50	42%	\$498,062.00						\$207,477.50	42%	\$498,062
Other General Expense	\$912.26	54%	\$1,680.00	\$4,008.49	132%	\$3,041.00	\$5,831.62	53%	\$11,000.00			\$10,752.37	68%	\$15,721
Total Routine Expenses	\$1,648,327.92	33%	\$4,647,509.00	\$6,361,852.77	39%	\$16,330,531.00	\$367,183.21	37%	\$992,893.00	\$29,346.88	\$37,178.78	\$8,443,889.56	38%	\$21,970,933
COVID														
Casualty Losses - Net				(\$50,000.00)								(\$50,000.00)		
Total Operating Expenses	\$1,648,327.92	33%	\$4,647,509.00	\$6,311,852.77	39%	\$16,330,531.00	\$367,183.21	37%	\$992,893.00	\$29,346.88	\$37,178.78	\$8,393,889.56	38%	\$21,970,933
Prior Year Adjustments														
Total Operating Expenditures	\$1,648,327.92	33%	\$4,647,509.00	\$6,311,852.77	39%	\$16,330,531.00	\$367,183.21	37%	\$992,893.00	\$29,346.88	\$37,178.78	\$8,393,889.56		\$21,970,933
Gain/(Loss) from Operations	\$490,529.20		(\$439.00)	\$395,579.54		\$118,812.00	\$65,986.62		(\$81,620.00)			\$952,095.36		\$36,753

*** August is the 1st month of the Fiscal Year Ending March 31st
*** Percentage 41.67% or 572th of this year



Worku Alem, Director of Finance

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

CUSTOMER SERVICE & SATISFACTION SURVEY - September 2023

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
09/01/23	50	14	64	1	1	0	13
09/05/23	100	24	124	2	2	0	22
09/06/23	48	10	58	1	1	0	9
09/07/23	125	17	142	2	2	0	15
09/11/23	108	13	121	3	3	0	10
09/12/23	86	18	104	3	3	0	15
09/13/23	59	12	71	2	2	0	10
09/14/23	112	12	124	3	3	0	9
09/15/23	139	23	162	2	2	0	21
09/18/23	182	28	210	6	6	0	22
09/19/23	165	27	192	4	4	0	23
09/20/23	64	10	74	2	2	0	8
09/21/23	53	16	69	3	3	0	13
09/22/23	62	22	84	5	5	0	17
09/25/23	156	31	187	8	8	0	23
09/26/23	141	33	174	7	7	0	26
09/27/23	89	20	109	5	5	0	15
09/28/23	81	13	94	3	3	0	10
09/29/23	86	23	109	4	4	0	19
	1,906	366	2,272	66	66	0	300
			(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 18% of the service work orders completed
- (b) No Response 82% of the service work orders completed
- (c) Favorable Response 100% of the residents contacted
- (d) Unfavorable 0% of the residents contacted

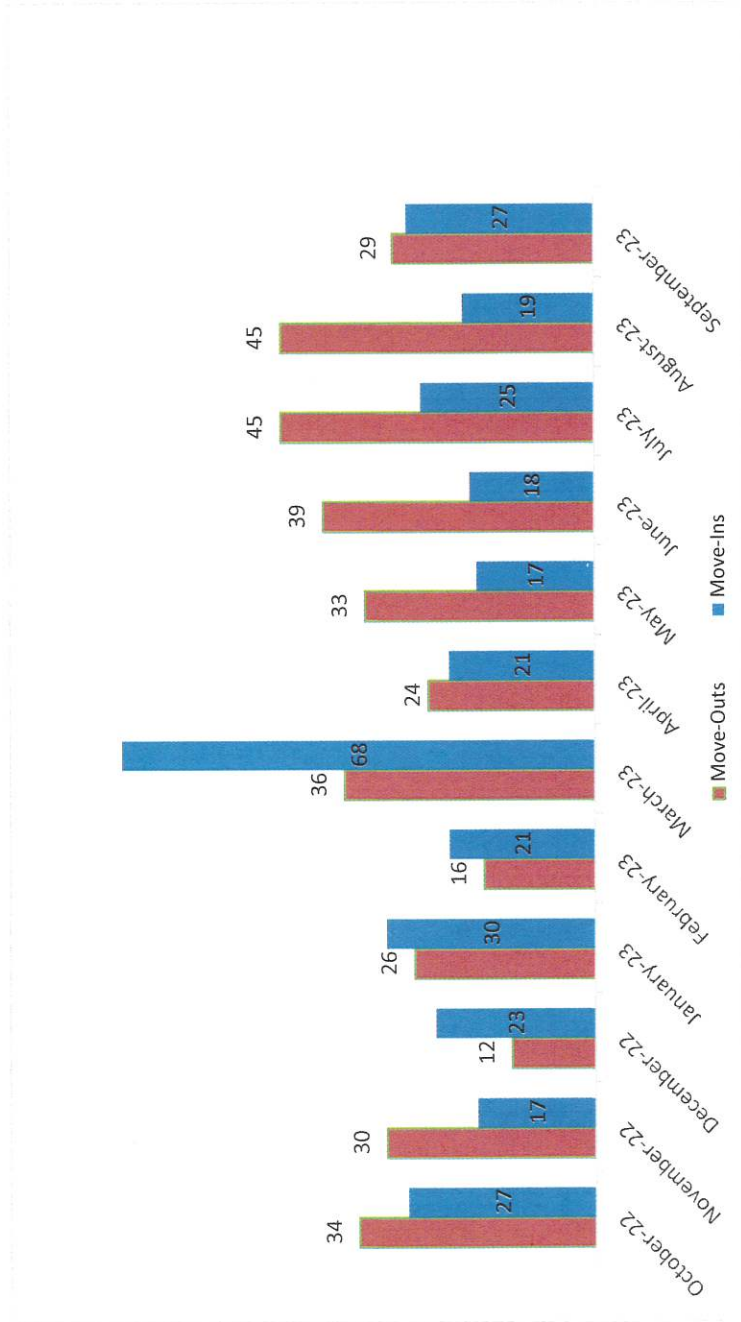
* Unfavorable responses result in a second work order being generated to resolve problem, followed up by a call from the Clerk Dispatcher.

	Family	Elderly	Total
Total Vacancy	46	70	116
Units in Mod	37	41	78
Juniper in Mod	223	0	223
Fire Units	3	0	3
Defer Maint	0	0	0
Rentable Units	43	70	113
Move-Ins	12	15	27
Move-Outs	11	18	29
Units Available	6	11	17

REPORT F

**Kansas City, Kansas Housing Authority
August 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	30	-	12	223	100%	100%
K1-2 D(1) ST. MARGARETS PARK	100	93	6	1		94%	94%
K1-3 D(1) CYRUS K. HOLIDAY	60	50	3	1	6	95%	95%
K1-4 *M(1) D(8) WYANDOTTE TOWERS	302	269	27	6	-	91%	91%
K1-5 *M(2) D(1) BELROSE MANOR	90	83	4	1	2	96%	92%
K1-6 Elderly DOUGLAS HEIGHTS	101	94	7	-	-	93%	94%
K1-6 D(3) Family DOUGLAS HEIGHTS	99	82	14	3		86%	88%
K1-7 D(1) SCATTERED SITES	24	18	6	2		75%	79%
K1-9 D(1) SCATTERED SITES	30	24	3		3	90%	91%
K1-10 *M(2) SCATTERED SITES	42	39	1		2	98%	95%
K1-11 M(1) D(1) GRANDVIEW PARK	40	34	4	1	1	90%	88%
K1-12 D(2) CHALET MANOR	66	49	-	2	15	100%	98%
K1-13 WELBORN VILLA	80	80	-	-		100%	100%
K1-14 BETHANY PARK TOWERS	153	142	11	-		93%	93%
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%	97%
K1-20 D(1) WESTGATE TOWERS	163	151	11	1		93%	93%
K1-21 D(1) SCATTERED SITES	8	8	-			100%	100%
K1-22 WESTGATE VILLA	20	19	1			95%	95%
K1-23 D(1) SCATTERED SITES	38	37	1			97%	95%
K1-24 M(18) PLAZA TOWERS	115	82	3		30	97%	100%
K1-25 D(1) SCATTERED SITES	12	10	1	1		92%	92%
AMP 58 Bonner Springs (absorbed 7/1/21)	50	47	3	-		94%	92%
Total Units Available for Occupancy	2,108	1,663	116	31	298	94%	94%



MODERNIZATION AND DEVELOPMENT REPORT - October 2023

CAPITAL FUND PROGRAM 2018

The funding amount for this program is \$4,718,488.00.

Completed Projects:

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 replacement.

K1-53 Chalet Manor HVAC replacement

K1-56 Douglas Heights High Rise, Bethany and Glanville Towers, and K1-57 Westgate Tower Fire Alarm Panel Replacement.

K1-20 Westgate Tower Chiller replacement.

Upcoming Projects:

None

CAPITAL FUND PROGRAM 2019

The funding amount for this program is \$4,914,294.00.

Completed Projects:

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.

2019 LEAD-BASED PAINT GRANT – Completed

Ongoing Projects/Progress:

K1-54 SCATTERED SITES 15 EROSION REPAIR 4515 PARKVIEW AVENUE

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. Tailor Made has requested Notice to Proceed for July 19, 2023.

Upcoming Projects:

None

CAPITAL FUND PROGRAM 2020

The funding amount for this program is \$5,288,808.00.

Completed Projects:

K1-6 Douglas Heights Elevator Modernization
K1-52 and K1-53 Foundation Repair and Stabilization.

Ongoing Projects/Progress:

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 and contractor was notified to have project completed in 30 days.

Upcoming Projects:

None

CAPITAL FUND PROGRAM 2021

The funding amount for this program is \$5,485,060.00.

Completed Projects:

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

Ongoing Projects/Progress:

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 complete and accepted. 2nd floor work is complete, and first floor is nearly complete.

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 for August 28, 2023 and all required paperwork is turned in.

Upcoming Projects:

None

CAPITAL FUND PROGRAM 2022

The funding amount for this program is \$6,843,959.00.

Completed Projects:

K1-53 Chalet Manor Emergency Window Repair.
K1-54 Scattered Sites 10 HVAC Replacement
K1-58 Vaughn Dale Bonner Springs Structural Repair

New Projects:

K1-12 Chalet Manor Exterior Repair
K1-18 Rosedale Tower Interior Modernization
K1-58 Bonner Springs Elevator Modernization – Bids received, awaiting Board approval.
K1-55 Finance Office Remodel
K1-All Parking Lot Improvements
K1-14 & K1-4 Wyandotte Tower Domestic Hot Water Boilers (2) ea
K1-3, K1-6 Select Site Improvements – Bid Received, awaiting Board approval.

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 and awarded.

Section 8 Housing Choice Voucher Program Monthly Management Report

September 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	Funding	YTD Utilization		Monthly Attrition	Percent of Total Vouchers Leased	Average YTD Attrition	
																		Vouchers	Funding				
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%	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%	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%	66.7%	102.0%	13	1.2%	19	1.7%
25 May	\$715,545	\$715,545	\$ 256	\$ 771	\$ 882,489	\$ 166,944	1,116	1,655	25,169	1,655	(539)	(539)	12	15	226	67.4%	105.2%	67.4%	105.2%	6	0.5%	19	1.7%
June	\$863,210	\$863,210	\$ 250	\$ 776	\$ 898,264	\$ 35,054	1,111	1,655	25,099	1,655	(544)	(544)	11	16	269	67.1%	107.1%	67.1%	107.1%	14	1.3%	17	1.5%
July	\$921,345	\$921,345	\$ 248	\$ 792	\$ 896,350	\$ (24,995)	1,096	1,655	26,265	1,655	(559)	(559)	16	13	223	66.2%	106.8%	66.2%	106.8%	12	1.1%	17	1.6%
August	\$929,911	\$929,911	\$ 251	\$ 796	\$ 907,312	\$ (22,599)	1,096	1,655	26,195	1,655	(559)	(559)	16	13	237	66.2%	108.1%	66.2%	108.1%	17	1.6%	18	1.6%
September	\$938,761	\$938,761	\$ 254	\$ 816	\$ 910,745	\$ (28,016)	1,095	1,655	27,360	1,655	(560)	(560)	19	17	214	66.2%	108.5%	66.2%	108.5%	15	1.4%	18	1.6%

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

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

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

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

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

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

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

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

Total vouchers available

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

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

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

Current Vouchers Looking: This is the current numbers of vouchers that have been issued and the voucher holder is searching for a unit. =214

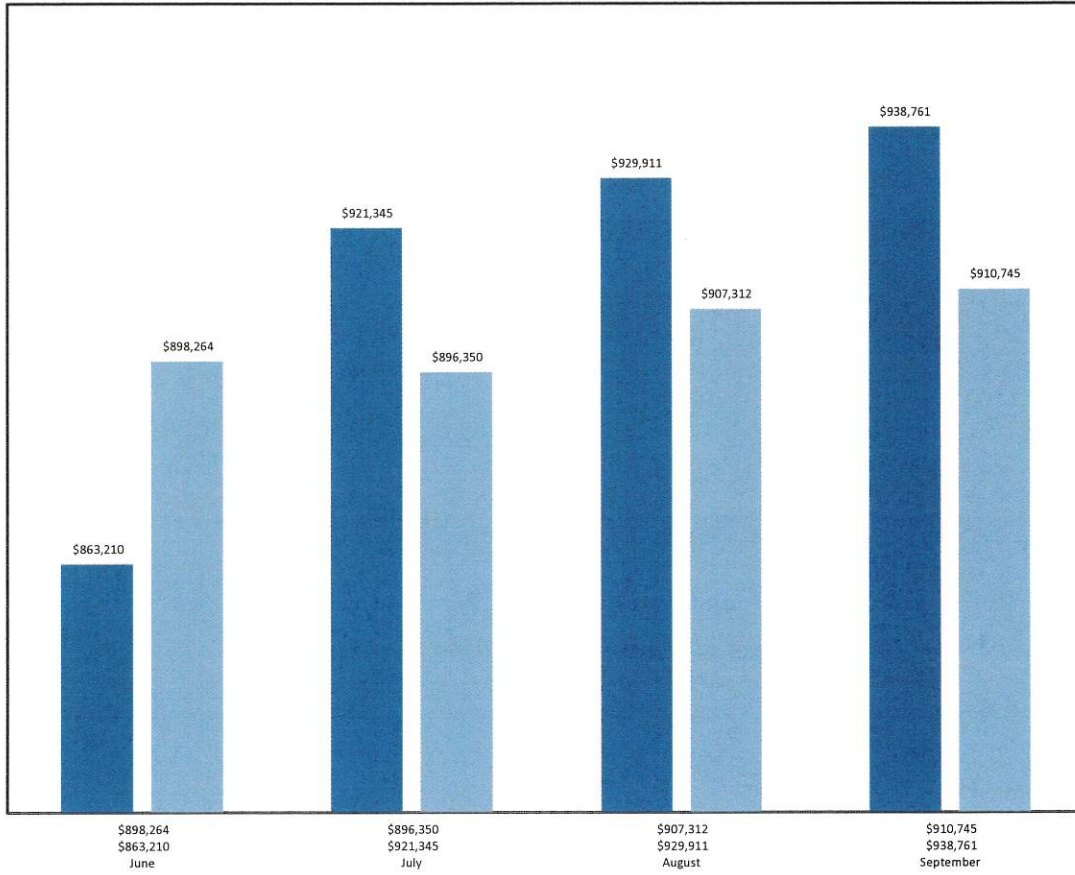
Homeownership: Current number of homeownership vouchers =6

Family Self Sufficiency Participants (FSS): Current number of participants involved in the Section 8 Family Self Sufficiency Program . =47 enrolled (HCV 36)

September 2023

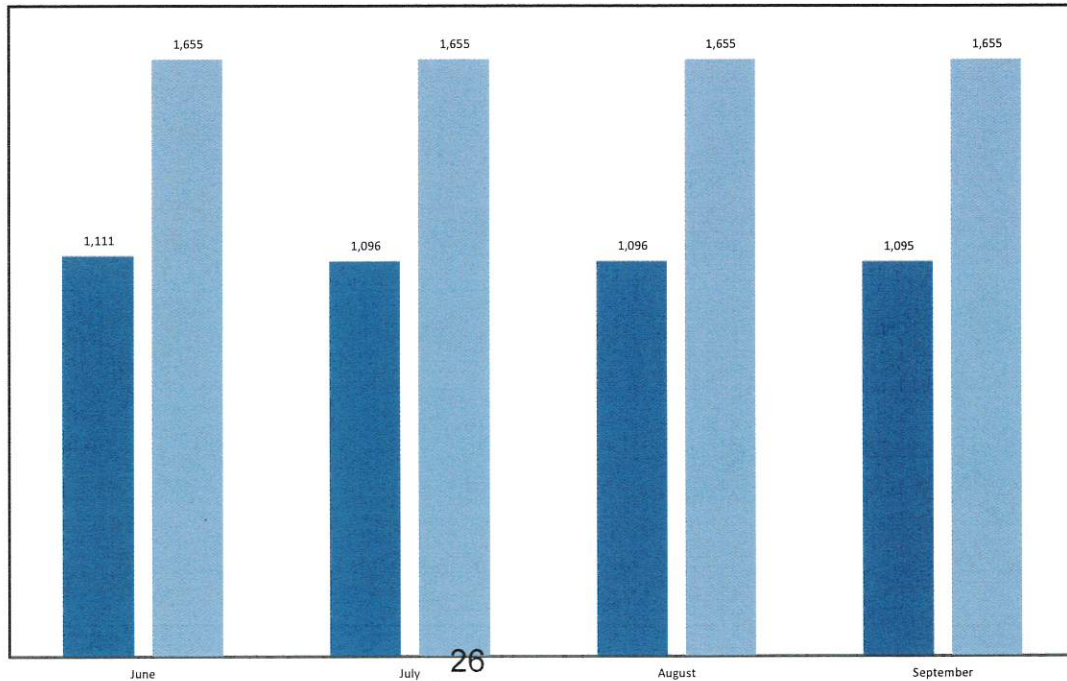
Section 8 Monthly Housing Assistance Payments

■ HAP Payments



Section 8 Vouchers In-Lease and Target Leasing Rate

■ In-Lease ■ Target



RESOLUTION NO. 2023-33

Certifications of Compliance with PHA Plan and Related Regulations
(Standard, Troubled, HCV-Only, and High Performer PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 3/31/2024

PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations including PHA Plan Elements that Have Changed

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year and/or X Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning 2024, in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments (AI) to Fair Housing Choice, or Assessment of Fair Housing (AFH) when applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.
7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For PHA Plans that include a policy for site-based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2011-65);

- The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing; and
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(o)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
 10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
 11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
 12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
 13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
 14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
 15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
 16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
 17. The PHA will keep records in accordance with 2 CFR 200.333 and facilitate an effective audit to determine compliance with program requirements.
 18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
 19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
 20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
 21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
 22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Kansas City, Kansas Housing Authority
PHA Name

KS001
PHA Number/HA Code

X Annual PHA Plan for Fiscal Year 2024

_____ 5-Year PHA Plan for Fiscal Years 20____ - 20_____

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **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).

Name of Executive Director

Andrea Tapia

Signature

Date 10-19-2023

Name Board Chairman

Matthew T. Watkins

Signature

Date 10-19-2023

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year 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. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Kansas City, Kansas Housing Authority
Board of Commissioner's Meeting
October 19, 2023

New Business Consent Item: Certifications of Compliance with PHA Plans and Related Regulations

Resolution No. 2023-33

Background:

Every January Housing Authorities are required to submit an Annual Plan reporting the progress of the last fiscal year and stating the goals for the next fiscal year. The Annual Plan was put out for resident, Resident Advisory Board (RAB) Resident Council, and public review and/or comment on August 31, 2023. The RAB comments from the September 6, 2023 RAB staff presentation of the Annual Plan are attached in the FY2024 Annual Plan.

Current Issue:

The plan is due for submission no later than January 15, 2024.

Board Action:

Approve Resolution No. 2023-33, if appropriate.

RESOLUTION NO. 2023-34

APPROVING REVISED AND NEW JOB DESCRIPTIONS

WHEREAS the Kansas City, Kansas Housing Authority will periodically make revisions to existing job descriptions to reflect the duties of those positions more accurately; and

WHEREAS new job descriptions become necessary as the need arises for certain specialized duties not found in existing job descriptions; and

WHEREAS it is in the best interest of the Housing Authority to make revisions and create new job descriptions to run a more efficient agency; and

WHEREAS the following positions were reviewed and determined to need revisions: Administrative Manager/Front Desk, Assistant Director of Housing Operations-Facilities Management, Assistant Property Manager, Property Manager, and User Support Analysis.; and

WHEREAS the following positions were determined to be necessary to conduct the business of the agency: Director of Public Safety and Executive Assistant to the CEO.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Kansas City, Kansas, the revised and new job descriptions are hereby approved.

NOW, THEREFORE, BE IT FURTHER RESOLVED the Board of Commissioners does hereby approve Resolution No, 2023-34.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Chairman/CEO

Kansas City, Kansas Housing Authority
Board of Commissioner's Meeting
October 19, 2023

New Business Consent Item: Approving Revised and new Job Descriptions

Resolution No. 2023-34

Background:

Periodically the Kansas City, Kansas Housing Authority makes updates to its job descriptions to more accurately reflect the work performed in each position. In some instances, new job descriptions are created.

We are revising the Administrative Manager/Front Desk to clearly define the responsibilities of this position. This position will be a resource for assisting staff and the Executive Director. The Assistant Director of Housing Operations-Facilities Management position has been revised to include best safety practices and play a substantial role in assisting the Director of Housing Operations in the day-to-day operation of the Maintenance Department. The Property Manager job description has been revised to delineate the various duties associated with property management as the position has become more complex with reporting requirements. Along with this, we are revising the Assistant Property Manager position to bring it up to date with the numerous reporting requirements and to provide a back up to the Property Managers. Lastly, the User Support Analysis position was revised to stay current with the rapidly changing technology field. This position also tracks and organizes our inventory to provide good quality control.

The Executive Assistant to the CEO is a new position that will provide focused administrative support to the Executive Director and Board of Commissioners. The Director of Public Safety is a new position that is being added to promote and provide safety and security for our residents as well as our staff.

Current Issue:

Recent changes to staff have necessitated the need to revise and add new job descriptions. The following job descriptions have been revised: Administrative Manager/Front Desk, Assistant Director of Housing Operations, Assistant Property Manager, Property Manager, and User Support Analysis. The following job descriptions have been added: Director of Public Safety and Executive Assistant to the CEO.

Board Action:

Approve Resolution No. 2023-24, if appropriate.

RESOLUTION NO. 2023-35

**AUTHORITY TO ACCEPT THE BID AND AUTHORIZE A CONTRACT FOR THE
MODERNIZATION OF ELEVATOR EQUIPMENT AT K1-58 VAUGHN DALE TOWER
LOCATED AT 420 PARK STREET, BONNER SPRINGS, KANSAS WITH
MEI TOTAL ELEVATOR SOLUTIONS**

WHEREAS elevator modernization is needed at K1-58 Vaughn Dale; and

WHEREAS bids for elevator modernization were solicited and received on October 4
2023; and

WHEREAS one bid was received from:

MEI Total Elevator Solutions

Mankato, Minnesota

WHEREAS the bid was opened and tabulated by the architect and Kansas City Kansas
Housing Authority staff; and

WHEREAS the staff and architect have evaluated the bid submitted and are recom-
mending acceptance of the bid submitted by MEI Total Elevator Solutions for elevator
modernization at K1-58 Vaughn Dale in the amount of \$306,613.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Hous-
ing Authority of Kansas City, Kansas that the bid submitted by MEI Total Elevator Solu-
tions for elevator modernization at K1-58 Vaughn Dale in the amount of \$306,613 is
hereby accepted.

BE IT FURTHER RESOLVED that the Housing Authority of Kansas City, Kansas is au-
thorized to enter a contract with MEI Total Elevator Solutions for elevator modernization
at K1-58 Vaughn Dale in the amount of \$306,613.00.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Commissioners
does hereby approve Resolution No. 2023-35.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

Kansas City, Kansas Housing Authority
Board of Commissioner's Meeting
October 19, 2023

New Business Consent Item: Authority to Accept the Bid and Authorize a Contract for the Modernization of Elevator Equipment at K1-58 Vaughn Dale Tower located at 420 Park Street, Bonner Springs, Kansas with MEI Total Elevator Solutions

Resolution No. 2023-35

Background:

The elevator at K1-58 Vaughn Dale is the original hydraulic driven elevator in Bonner Springs and was installed 1969 and maintained by Kone Elevators and Escalators. This contract was in place when Kansas City, Kansas Housing Authority obtained Bonner Springs Housing Authority.

Current Issue:

Due to the equipment being obsolete and its age, it was determined the need for modernization. Staff has hired an architect, and the architect has prepared plans. The plans would replace all elevator equipment with nonproprietary equipment and bring the elevator equipment up to 2019 code currently being enforced by the Kansas State Fire Marshal.

An Invitation to Bid was then prepared, advertised in the Kansas City Star, Dos Mundos and The Call newspapers, posted on the Housing Authority's website, and mailed directly to 11 elevator companies and 191 general contractors. A Pre-Bid conference was held on September 14, 2023 to answer questions and give contractors an opportunity to view the elevators at Vaughn Dale in Bonner Springs, Kansas.

Bids were opened on October 4, 2023. Four interested bidders picked up plans and attended the Pre-Bid meeting and one bid was received:

MEI Total Elevator Solutions

Mankato, MN

MEI Total Elevator Solutions submitted a base bid in the amount of \$306,613.

MEI Total Elevator Solutions has been in business since 1971. The Housing Authority has previous experience with this contractor with satisfactory results. There is \$200,000 in the 2021 Capital Fund Program for elevator modernization at Vaughn Dale and \$150,000 in the 2021 Capital Fund Program budgeted for Interior Modernization at Vaughn Dale that will be used for this project.

MEI Total Elevator Solutions and its principal do not appear on the List of Parties Excluded from Federal Procurement or Non-procurement Programs. The principals are:

Rick Lowenberg	President
Dave Grosland	CFO
John Romnes	CEO
Ron Romnes	Executive VP

Since only one bid was received, HUD Regulations and Housing Authority's Procurement Policy require a cost analysis be conducted of the bid. Tompkins Architect and Design estimated the project to be between \$280,000 and \$320,000. After review of the breakdown of the bid and costs for similar elevator work in the area, and an analysis provided by MEI, it has determined that the bid for the elevator modernization at Vaughn Dale is reasonable.

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

Therefore, the staff and the architect are recommending acceptance of the responsive, bid submitted by MEI Total Elevator Solutions and authorizing a contract in the amount of the base bid of \$306,613.

Attached is a resolution that will authorize the acceptance of the bid and authorize a contract with MEI Total Elevator Solutions, for elevator modernization at K1-58 Vaughn Dale in the amount of the base bid of \$306,613.

Staff recommends approval of this resolution.

Board Action:

Approve Resolution No. 2023-35, if appropriate.



Tompkins Architects
612 NW Kay Dr.
Lee's Summit, Missouri 64063
Phone: (816) 525-9833
Fax: (816) 524-9005
Web: www.TomArch.com

BID TAB SHEET

Kansas City Kansas Housing Authority

BID FOR: 23-07-58 (BS) Elevator Modernizations

BID DATE: October 4, 2023 BID TIME: 3:00 p.m. BUDGET: \$350,000.00

CONTRACTOR	Add 1	Bid Bond	BASE BID		NOTES
Minnesota Elevator Inc. (MEI) 1144 Booth Steet Kansas City, Kansas 661203	Yes	Yes	\$306,613.00		We estimated the original project between \$200,000 and \$250,000. When it was discovered that we needed a new casing for the piston, we had to increase our estimate to \$280,000 to \$320,000. We we learned that the State of Kansas was requiring using the latest Elevator Codem, these requirements increased our estimate from \$320,000 to \$350,000.

We recommend accepting the low BID of Minnesota Elevator, Inc. in the amount of \$306,613.00 for this work on this project. Minnesota Elevator has completed a number of projects for the Housing Authority in the past and they are highly recommended.

Recommended:

by: James E. Tompkins, Architect

Date: 10/6/2023

RESOLUTION NO. 2023-36

**AUTHORIZE ACCEPTANCE OF THE BID AND CONTRACT FOR INTERIOR
MODERNIZATION OF 4019 AND 4021 LLOYD, BELROSE MANOR AND
2410 ELMWOOD, CHALET MANOR WITH TAILOR MADE EXTERIORS, LLC**

WHEREAS interior modernization is needed and justified at 4019 and 4021 Lloyd, Belrose Manor and 2410 Elmwood, Chalet Manor; and

WHEREAS one contractor bid the project:

Tailor Made Exteriors, LLC

Lee's Summit, Missouri; and

WHEREAS a cost analysis was completed due to there being only one bid, and it was determined it was in the best interest of the Housing Authority to proceed with this bidder.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the bid submitted by Tailor Made Exteriors, LLC in the amount of \$246,427 for interior modernization of 4019 and 4021 Lloyd, Belrose Manor and 2410 Elmwood, Chalet Manor is hereby accepted.

BE IT FURTHER RESOLVED the Kansas City, Kansas Housing Authority is authorized to enter into a contract with Tailor Made Exteriors, LLC in the amount of \$246,427 for interior modernization of 4019 and 4021 Lloyd, Belrose Manor and 2410 Elmwood, Chalet Manor.

NOW, THEREFORE, BE IT FURTHER RESOLVED the Board of Commissioners does hereby approve Resolution No, 2023-34.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

Kansas City, Kansas Housing Authority
Board of Commissioner's Meeting
October 19, 2023

New Business Consent Item: Authorize Acceptance of the Bid and Contract for Interior Modernization of 4019 and 4021 Lloyd, Belrose Manor and 2410 Elmwood, Chalet Manor with Tailor Made Exteriors, LLC.

Resolution No. 2023-36

Background:

The interior units of 4019 and 4021 Lloyd, Belrose Manor and 2410 Elmwood, Chalet Manor need modernization. Units have been unoccupied for some time due to foundation structure failure. Interior modernization work will consist of sheetrock removal and replacement, floors, cabinets, and doors for a complete renovation.

Current Issue:

Architect James Tompkins was contracted to prepare plans for this project.

Following the KCKHA Procurement Policy, an Invitation to Bid was advertised in Dos Mundos, KC Star, and The Call, placed on the KCKHA web site, mailed to 179 general contractors which included Section 3 contractors. Six general contractor requested project plans.

A Pre-Bid conference was held in the main office boardroom with the general contractors. Mr. Tompkins and Housing Authority staff answered questions regarding this project and set a time for a site visit to see the units.

The bid opening was held at 2 p.m. on October 4, 2023. KCKHA received one bid for the project: Tailor Made Exteriors LLC; Lee Summit, Missouri submitted a bid of \$246,427.

Tailor Made Exteriors, LLC (TME) has been in business for 20 years. KCKHA has previous experience with this contractor with good results. Architect and KCKHA staff have checked references with positive comments. Funding for this project will come out of the Capital Fund Program building improvements 2022 and 2023. Architect's estimate for this work is \$260,000.

Since only one bid was received, HUD regulations and KCKHA Procurement Policy require a cost analysis be conducted of this bid. KCKHA requested a breakdown of bid of TME with a similar renovation project compared to 4019 and 4021 Lloyd, Belrose Manor and 2410 Elmwood, Chalet Manor. After review of breakdown bid and cost for other similar projects in the area, staff spoke with TME and determined this bid is reasonable.

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

Therefore, KCKHA staff and architect James Tompkins are recommending acceptance of the responsive bid submitted by Tailor Made Exteriors, LLC and authorizing a contract in the amount of \$246,427.

The attached resolution will authorize the acceptance of the bid and authorize a contract with TME for remodel and renovation of 4019 and 4021 Lloyd, Belrose Manor and 2410 Elmwood, Chalet Manor in the amount of \$246,427.

KCKHA staff recommends approval of this resolution.

Board Action:

Approve Resolution No. 2023-36, if appropriate.



Tompkins Architects
612 NW Kay Dr.
Lee's Summit, Missouri 64063
Phone: (816) 525-9833
Fax: (816) 524-9005
Web: www.TomArch.com

BID TAB SHEET

BID FOR: 23-11-52,53 Select Interior/Exterior Modernizations

Kansas City Kansas Housing Authority

BID DATE: October 4, 2023 BID TIME: 2:00 p.m.

BUDGET: \$260,000.00

CONTRACTOR	Add 1	Bid Bond	BASE BID		NOTES
Tailor Made Exteriors, LLC 1610 SE Hamblen Road Lee's Summit, Missouri 645081	Yes	Yes	\$246,427.00		For our estimate of the Budget, we used \$100 per SF for the apartments to be Abated and \$50 per SF for the apartment that did not need to be abated.

We recommend accepting the low BID of Tailor Made Exteriors, LLC in the amount of \$246,427.00 for this work on this project. Tailor Made Exteriors, LLC has completed a number of projects for the Housing Authority in the past and they are highly recommended.

Recommended:

Date: 10/6/2023

by: James E. Tompkins, Architect

RESOLUTION NO. 2023-37

**APPROVING CREATION OF THE KANSAS CITY, KANSAS HOUSING AUTHORITY
HOUSING CHOICE VOUCHER LANDLORD MOTIVATION AND RELIEF PROGRAM**

WHEREAS the Kansas City, Kansas Housing Authority had identified a current shortage of affordable housing stock in Wyandotte County; and

WHEREAS there is a need to incentivize landlord participation in the HCV program to increase voucher lease-ups; and

WHEREAS the Landlord Motivation and Relief Program will help provide the funding needed to encourage landlord participation.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Kansas City, Kansas, will allow the creation and funding for the Landlord Motivation and Relief Program, with funds from the Central Office Cost Center in the amount of \$25,000 is hereby approved.

NOW, THEREFORE, BE IT FURTHER RESOLVED the Board of Commissioners does hereby approve Resolution No, 2023-37.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Chairman/CEO

Kansas City, Kansas Housing Authority
Board of Commissioner's Meeting
October 19, 2023

New Business Consent Item: Approving creation of the Kansas City, Kansas Housing Authority Housing Choice Voucher Landlord Motivation and Relief Program

Resolution No. 2023-37

Background:

The current shortage of affordable rental housing units makes it difficult for voucher recipients to find or keep an affordable housing rental unit in Kansas City, Kansas. Monetary incentives and relief payments may encourage new reluctant landlords or retain landlords to participate in the HCV program or may mitigate perceived risk of being an HCV landlord. The existence of an incentive program can acknowledge the importance of landlord participation.

Current Issue:

KCKHA has had a difficult time utilizing all of the housing choice vouchers issued to applicants for the rental subsidy program. KCKHA has discussed with outside community agencies and with the KCKHA Board of Commissioners ways to remove the most common barriers applicants face. The lack of landlord participation is one of the most common barriers identified. This will serve to mitigate that barrier.

The Landlord Motivation and Relief Program will utilize funds from the Central Office Cost Center in the amount of \$25,000 to financially incentivize landlords to participate and supply affordable rental housing units for the Housing Choice Voucher program and/or retain participation with the voucher program. This Landlord Motivation and Relief Program will begin on January 1, 2024, and will end upon fund depletion or December 31, 2024, whichever comes first.

Landlord Motivation Payment:

Offers a financial reward to the landlord for joining the program starting January 2024 as a new landlord or for adding new units to the program. Landlords will receive a motivational payment of \$500 one-time only, per approved unit.

To qualify a landlord must:

- Be a landlord who has not been active in the program previously for a period of 24 months or longer.
- Be an existing landlord providing a new unit to the program.

- Complete and submit a Landlord Motivation Payment Form within 60 days of a full 12-month lease execution starting on or after January 1, 2024.
- Provide the 12-month term or longer fully executed lease agreement.
- Provide the signed Housing Assistance Payment Contract

Landlord Motivation Payments will not be paid to landlords executing a transfer in units with the same owner and or management nor due to a lease renewal or change.

Landlord Relief Payment:

While voucher tenants are no more likely than any other tenant to cause landlord distress, the landlord relief payment can be used to ease a landlord for program-related losses due to vacancy or repairs to a unit above and beyond normal wear and tear.

Landlords can claim to receive a relief payment of \$500 for direct program related matters such as:

- ☐ Loss of rent due to vacancy that may be caused by a delay in processing to move a voucher family in,
- ☐ Lease-breaks of an existing voucher tenant,
- ☐ Landlords can claim to receive a relief payment of up to a \$1,000 for damage repairs beyond normal wear and tear upon move out or eviction.

To qualify a landlord must:

- Complete and submit a Landlord Relief Payment Form within 30 days of the executed HAP contract for initial lease up delays explaining the loss of rent.

Or

- Complete and submit a Landlord Relief Payment Form within 30 days of the tenant vacating for damages along with evidence that damage repair exceeds normal wear and tear with photos and repair estimates and/or receipts. Landlord Relief payments are one time only payments, per unit. The maximum payable amount will not exceed \$2,000 total per unit.

Board Action:

Approve Resolution No. 2023-37, if appropriate.

RESOLUTION NO. 2023-38

AUTHORITY TO DECLARE AND AUTHORIZE RETROACTIVE APPROVAL TO REPAIR TWO DOMESTIC WATER HEATERS AT WESTGATE TOWERS, 6100 LEAVENWORTH ROAD IN KANSAS CITY, KANSAS, WITH JOHNSON CONTROLS

WHEREAS the Housing Authority has been informed of A serious and eminent situation regarding the Domestic Water Boilers #1 and #2 at Westgate Towers, 6100 Leavenworth Road; and

WHEREAS the Domestic Water Boilers at Westgate Towers, 6100 Leavenworth Road have exceeded their expected useful life and are in immediate need of replacement; and

WHEREAS the Housing Authority, in an effort to maintain water service, must act quickly and is requesting a variance in its Procurement Policy, and to declare the replacement of the domestic water boilers #1 and #2 an emergency; and

WHEREAS the Housing Authority has had a previous business relationship with Johnson Controls and is familiar with the equipment and understands the Housing Authority's needs; and

WHEREAS Johnson Controls has estimated the replacement of the Domestic Water Boiler #1 and #2 replacement in the amount of \$77,560.88; and

WHEREAS staff is recommending the Domestic Water Boilers #1 and #2 be declared an emergency, requests a variance in the Housing Authority's Procurement Policy, and authorize retroactive approval of entering into a contract for the Domestic Water Boilers #1 and #2 repair and replacement with Johnson Control, in the amount of \$77,560.88.

BE IT RESOLVED the Board of Commissioners of the Housing Authority of Kansas City, Kansas declares the Domestic Water Boilers #1 and #2 an emergency and authorizes a variance in the Kansas City Kansas Housing Authority's Procurement Policy to allow for replacement of the Domestic Water Boilers #1 and #2.

BE IT RESOLVED that the Board of Commissioners authorizes retroactive approval of entering into a contract for the replacement of Domestic Water Boilers #1 and #2 at Westgate Towers.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Commissioners does hereby approves Resolution No. 2023-38.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

Kansas City Kansas Housing Authority
Board of Commissioners Meeting
October 19, 2023

New Business Consent Item: Authority to Declare and Authorize Retroactive Approval to Repair Two Domestic Water Heaters at Westgate Towers, 6100 Leavenworth Road in Kansas City, Kansas with Johnson Controls

Resolution Number No. 2023-38

Background:

The Domestic Water Boilers #1 and #2 at K1-57 Westgate Towers are reaching the end of their expected life and are in urgent need of replacement. There are two boilers at this site, and one is non-functioning and the other is working at 50 percent capacity. Repair cost would exceed their value and therefore recommend replacement of both boilers #1 and #2 is proposed.

Current Issue:

Due to the current situation with the water boilers at K1-57 Westgate Towers boilers #1 and #2 are at or beyond their expected service of life. Water from the heating water system has been dripping (leak is scheduled for repair) onto the boilers and has damaged multiple components.

Boiler #1 is inoperable and has been locked out. The water jacket failed, and the burner cabinet had standing water in it. Repair costs would exceed unit replacement. Boiler #2 is operating at roughly 50 percent capacity. Water ran into electrical and burnt up electrical components. Repair costs would exceed unit replacement.

It is recommended that both boilers be replaced to ensure reliable operation and adequate domestic hot water capacity for the facility. Staff consulted with our maintenance and agreed to the urgency and possible health and safety issues that would arise should the remaining boiler fail.

Johnson Controls' quote to replace Domestic Water Boilers #1 and #2 consists of: the removal and disposal of existing units, provide and install new Laars NTV399 units, modify piping and flue pipe as needed and reconnect existing controls to new units. There is funding in the 2021 Capital Fund Program for this project.

The staff is requesting a variance to our Procurement Policy to declare Domestic Water Boilers #1 and #2 replacement an emergency and authorize the retroactive approval of the contract with Johnson Controls in the amount of \$77,560.88.

Staff has procured a bid through *Sourcwell* in accordance with the Johnson Controls contract # 070121-JHN. *Sourcwell* is a cooperative purchasing program that manages procurement and solicitation of competitive bids. *Sourcwell* follows the competitive contracting law process to solicit, evaluate, and award cooperative purchasing contracts for goods and services.

Staff recommends approval of this resolution.

Board Action:

Approve Resolution No. 2023-38, if appropriate.