



## Kansas City, Kansas Housing Authority

1124 North Ninth Street

Kansas City, Kansas 66101-2197

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

[www.kckha.org](http://www.kckha.org)

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To: Board of Commissioners  
From: Andrea Tapia, Director/CEO  
Date: April 18, 2024  
Re: Executive Director Report

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### Safety Department

#### Public Safety Personnel

On March 27, 2024, KCKHA welcomed new Safety Officer, Connie Worrell. Connie comes to us from the Kansas City, Missouri Housing Authority, where she served as a Public Safety Officer. We are pleased to have Officer Worrell as part of our KCKHA family.

#### Property Safety

KCKHA's Public Safety Department has begun the process of assessing our properties for areas that pose a safety risk to our residents. One area of concern was the lack of lighting in our parking lots and other dark areas on property. Officer Kump is working with BPU to add additional light to those areas. Another area of concern is the unauthorized parking of vehicles on our properties. Officer Kump and Officer Worrell have begun installing new *Unauthorized Parking* signs on our properties. These signs will function as a deterrent for individuals who are abandoning their vehicles or leaving vehicles in an unacceptable condition that is not in compliance with State/City laws. Those not in compliance will receive a tagged warning on their vehicle allowing them the opportunity to remove the vehicle or make any necessary changes to ensure it is in compliance with State or City law. Officer Kump understands there are instances when more time is needed to fix or remove the vehicle and he is willing to allow additional time to those that request it.



## Safety & Resident Advisory Board

Public Safety staff attended the Resident Advisory Board (RAB) meeting and answered questions regarding safety concerns at various developments. RAB members were also informed of the roles and responsibilities of Public Safety. Officer Worrell was introduced to the attendees.

## IT Department

KCKHA's Information Technology (IT) helpdesk ticketing system is in full swing. IT is able to track the progress of help tickets in a dashboard that shows IT the status of all tickets whether they are open, in progress, closed or on hold tickets.

Open tickets mean the ticket has come into IT's inbox and the work has not been completed. In progress means just that, IT has communicated with the requestor and either need more information or are waiting for confirmation that the issue is resolved. IT will use the On hold category for tickets that may be a duplicate of something that has not been resolved yet, or if they are unable to proceed because of other factors. IT will not close a ticket if it is not resolved; continuous evaluation will occur until a determination has been made to proceed or not. IT is also able to assign a date for completion and notifications will be shown if the due date has passed.

This tool is working out extremely well for IT's needs at this time. *(Below are a few screenshots to show what information a new ticket can capture, what the ticket dashboard looks like, and a graphical report of how often we are utilizing the remote assistance tool these past 30 days).*

### Tickets

| Open (8)   | In Progress (10)  | On Hold (12)   | Closed (114)  |
|--|---|--|---|
| <b>#188</b><br>Dayana Civil<br>Update on Work Phone<br>4/4/2024 9:25 AM                      | <b>#190</b><br>Stephanie Drake<br>how to Save an email in folder<br>Email<br>4/4/2024 10:14 AM  | <b>#183</b><br>Elaine Stroud<br>calendar still down<br>Email<br>4/4/2024 7:27 AM             | <b>#191</b><br>Diana Bara<br>PO<br>Software               |
| <b>#186</b><br>Angelica Vazquez<br>"job handing" pop up<br>4/4/2024 8:50 AM                  | <b>#182</b><br>Stephanie Drake<br>New hire Emily Kinsinger Administrative Assistant/<br>Dispatcher<br>Onboarding Activities<br>4/3/2024 3:20 PM | <b>#178</b><br>Elaine Stroud<br>lost calendar again<br>Email<br>4/3/2024 7:58 AM             | <b>#189</b><br>Alexander<br>Cameras<br>Security Training  |
| <b>#177</b><br>Mara Amiga<br>plaza towers / camera outage<br>4/3/2024 7:36 AM                | <b>#168</b><br>Pam Batchelor<br>EMILY KISSINGER - NEW PHONE IN MAINT DISPATCH<br>Onboarding Activities<br>4/2/2024 7:50 AM                      | <b>#176</b><br>Jen Garrison<br>printer request<br>Printer<br>4/2/2024 4:43 PM                | <b>#187</b><br>Stephanie I<br>Maler<br>Software           |
| <b>#169</b><br>Angelica Vazquez<br>unable to answer incoming phone calls<br>4/2/2024 9:03 AM | <b>#145</b><br>Anwar Crockett<br>FW workorder<br>Software<br>3/26/2024 3:58 PM  | <b>#173</b><br>Elaine Stroud<br>my calendar is gone in outlook<br>Email<br>4/2/2024 12:26 PM | <b>#185</b><br>Robert Run<br>Cameras<br>Security Training |
| <b>#157</b><br>Heather Broady<br>Bethany Park Towers Cameras<br>3/28/2024 11:55 AM           | <b>#143</b><br>Elaine Stroud<br>having Outlook issues<br>Email<br>3/26/2024 12:43 PM  | <b>#158</b><br>Elaine Stroud<br>Outlook down again.<br>Email<br>3/29/2024 12:20 PM           | <b>#184</b><br>Janet Rahn<br>Email in HD<br>Email         |
| <b>#152</b><br>Cherre Escobar<br>Printer billing codes in H&B<br>3/27/2024 11:14 AM          |   |  |   |

| Helpdesk  |                    | Helpdesk  |                    | helpdesk@cocha.org                              |                    | For                          |                  | Add new ticket |  |
|---|--------------------|---|--------------------|---|--------------------|------------------------------|------------------|----------------|--|
| Tickets   |                    |   |                    |   |                    |                              |                  |                |  |
| Open (8)  |                    | In Progress (12)  |                    | On Hold (13)                                    |                    | Closed (114)                 |                  |                |  |
| #188  | 4/4/2024 9:25 AM   | #190  | 4/4/2024 10:14 AM  | #183  | 4/4/2024 7:21 AM   | #191                         | 4/4/2024 9:26 PM |                |  |
| Dayana Civil<br>Update on Work Phone                      |                    | Stephanie Drake<br>How to Save an email in folder                                   |                    | Elaine Stroud<br>calendar still down            |                    | Diana Barahona<br>PO         |                  |                |  |
| #186  | 4/4/2024 8:52 AM   | #182  | 4/3/2024 12:0 PM   | #178  | 4/3/2024 1:58 AM   | #189                         | 4/4/2024 9:34 AM |                |  |
| Angelica Vazquez<br>"job handling" pop up                 |                    | Stephanie Drake<br>New hire Emily Kirsinger Administrative Assistant/<br>Dispatcher |                    | Elaine Stroud<br>lost calendar again            |                    | Alexander Kump<br>Cameras    |                  |                |  |
| #177  | 4/3/2024 7:38 AM   | #168  | 4/1/2024 1:50 AM   | #176  | 4/3/2024 4:43 PM   | #187                         | 4/4/2024 9:09 AM |                |  |
| Maria Almaga<br>pizza towers / camera outage              |                    | Fam Batscheur<br>EMILY KISSINGER - NEW PHONE IN MAINT DISPATCH                      |                    | Jen Garrison<br>printer request                 |                    | Stephanie Drake<br>ID Maker  |                  |                |  |
| #169  | 4/3/2024 9:53 AM   | #145  | 3/26/2024 3:58 PM  | #173  | 4/2/2024 11:24 PM  | #185                         | 4/4/2024 1:07 AM |                |  |
| Angelica Vazquez<br>unable to answer incoming phone calls |                    | Amar Endcott<br>1W. workstation   |                    | Elaine Stroud<br>my calendar is gone in outlook |                    | Robert Purdusi<br>Cameras    |                  |                |  |
| #157  | 3/24/2024 11:55 AM | #143  | 3/24/2024 12:43 PM | #158  | 3/28/2024 12:22 PM | #184                         | 4/4/2024 8:17 AM |                |  |
| Heather Broady<br>Bethany Park Towers Cameras             |                    | Elaine Stroud<br>having Outlook issues  |                    | Elaine Stroud<br>Outlook down again             |                    | Janel Rainey<br>Email in H&B |                  |                |  |
| #152  | 3/17/2024 11:18 AM |   |                    |   |                    |                              |                  |                |  |
| Cherie Escobar<br>Printer billing codes in H&B            |                    |   |                    |   |                    |                              |                  |                |  |

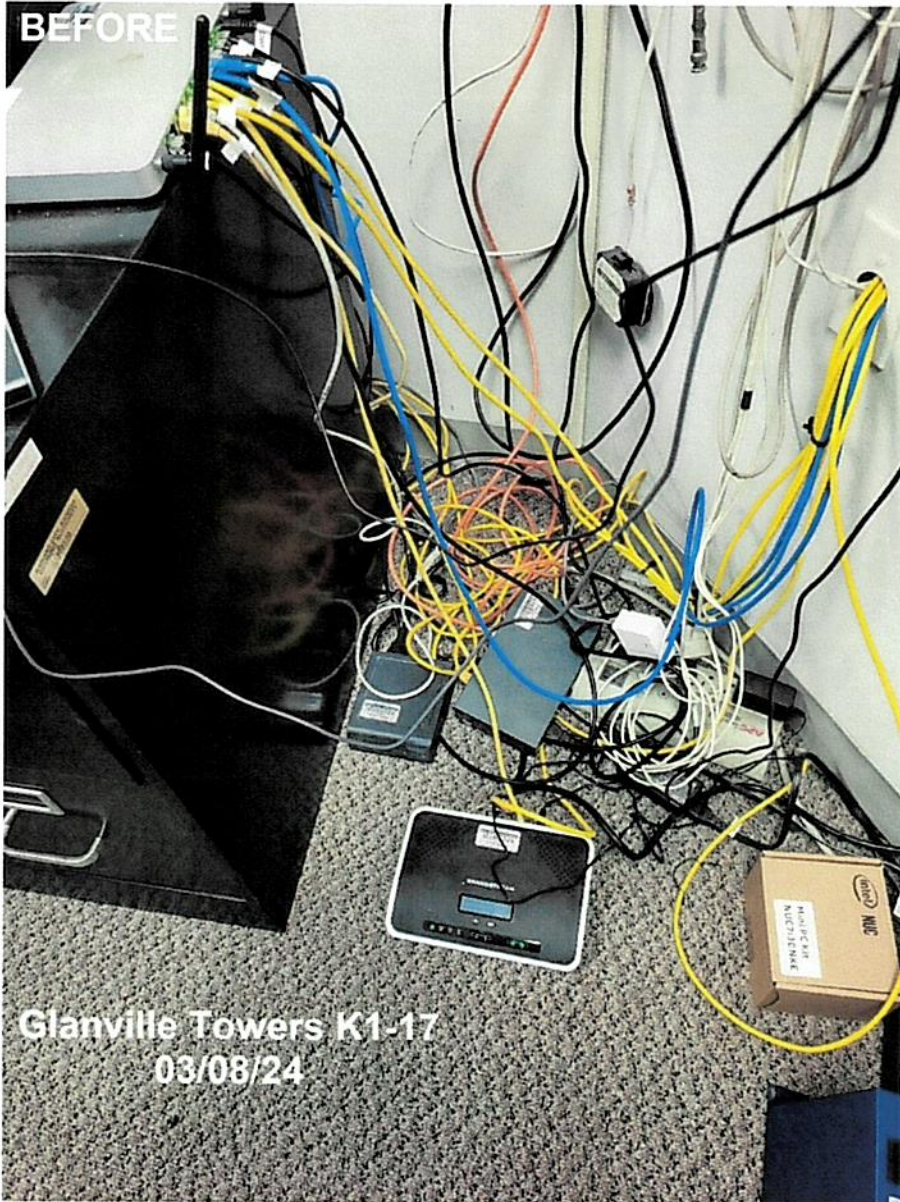
### Secured Equipment

Our project for securing our network equipment at all locations is in full progress. Glanville Towers was our second completed project, and the results of our efforts are extraordinary. Our monitoring shows that after we have completed the clean-up and organization of the network equipment, the Glanville Meraki VPN device has not dropped connection a single time since the project was completed. Before we would have several alerts per week from the Meraki dashboard that the device at Glanville Towers had dropped and restarted its connection.

We are enormously proud of this project and how it turned out. Our network hardware is now secure, and we can properly monitor performance and assess needs and issues quickly. We have reduced other workplace hazards and now have a clean, organized functional space. See the transformation below.

Glanville Towers Before:

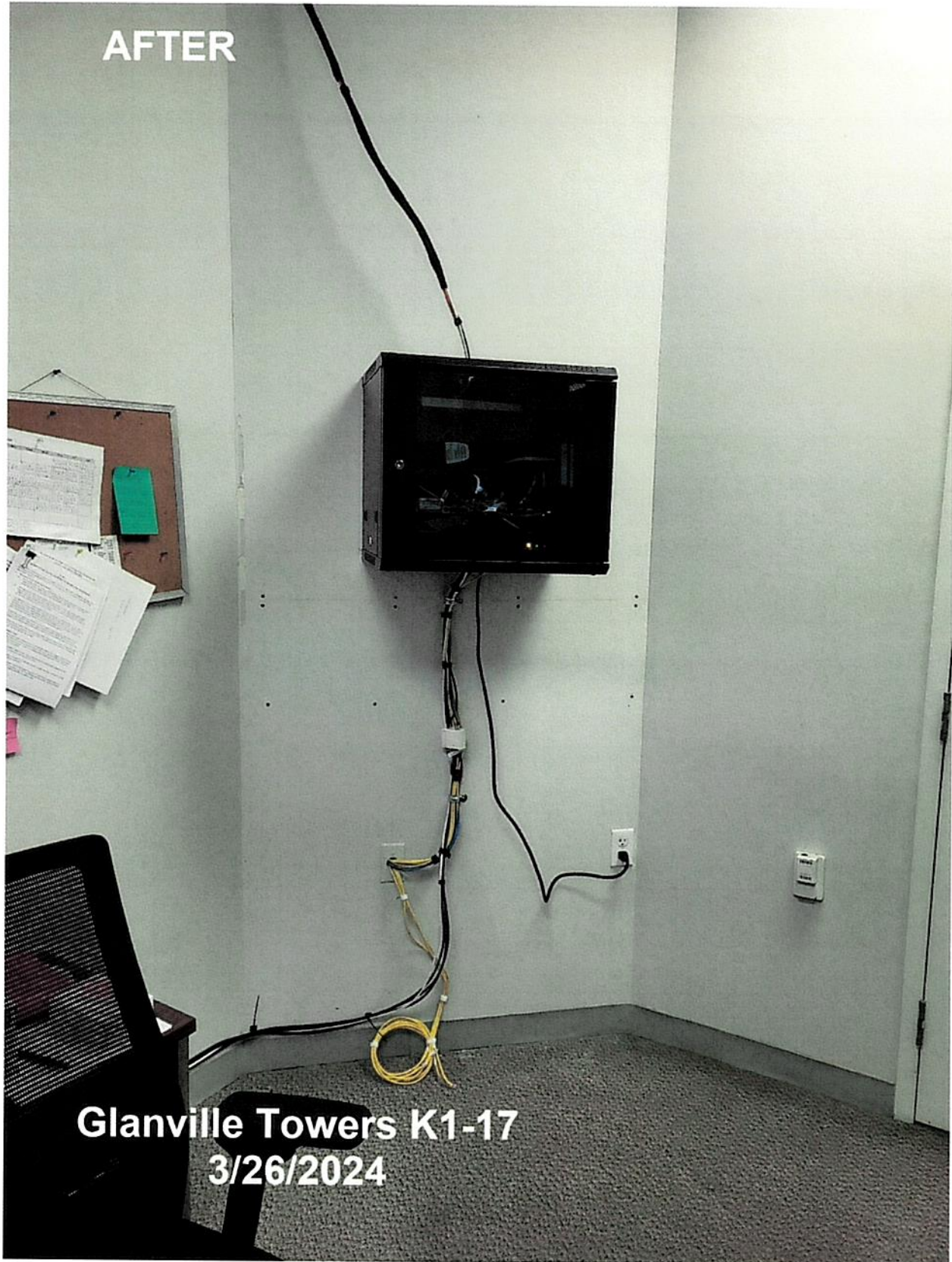




Glanville Towers K1-17  
03/08/24



**AFTER**



**Glanville Towers K1-17**  
**3/26/2024**

## Human Resources

### New Hires

KCKHA is happy to announce that during the month of March, 2024 we had six new hires, 1- Maintenance Aide, 2- Maintenance Mechanics, 1- Public Safety Officer, 1- Property Manager and 1- Assistant Property Manager. It is always exciting to watch our organization grow and to welcome new employees to our family.

### Staff Training

KCKHA has partnered with the Nelrod Consortium. This partnership provides weekly online training classes for KCKHA staff. The weekly classes are one hour long and provide training ranging from HUD guidance to agency operations. The partnership also includes a resource toolbox that provides technical assistance and guidance for:

- Researching regulations
- PIH Notice references
- Federal Register inquiries
- Occupancy related issues
- Salary studies
- GPNA/Energy Audits
- Utility allowance studies
- Rent Reasonableness Systems/Studies
- Well-written and customized policies and procedures developed customized to agency needs and compliant with HUD and other federal requirements.
- Utilization of a three-tier process for easy implementation including approved policies, procedures manuals, and simple step-by-step guides.



**The Nelrod Consortium**

A Partnership in the Consortium provides access to a powerful network full of hundreds of agencies utilizing shared resources resulting in compliant operations and informed staff.

**Your Partnership Includes**

- Training Webinars
- Resource Toolbox
- The Brief Case Newsletter

**Your Partnership Includes**

Training Webinars  
Live Thursday Webinars for the entire staff. Watch recorded versions up to 30 days for free.

Resource Toolbox  
Resource Toolbox to help with various operational needs. Experts with solutions you can count on.

The Brief Case Newsletter (coming soon)  
Features include answers to Partner questions, articles on amazing things you're doing, and fun exercises/challenges for the whole staff.

**Join Hundreds of Partners Today!**

[www.nelrod.com/consortium](http://www.nelrod.com/consortium)  
[info@nelrod.com](mailto:info@nelrod.com)  
817-922-9000

**Resource Toolbox**  
Your Resource Toolbox is equipped with tested pros that have years of knowledge you can trust. When you need the right tool for the job, click open your toolbox. It's easy, affordable, and trustworthy.

- Professional Training Services
- Salary Studies Personnel Policies
- Utility Allowance Studies
- Reasonable Rent Determinations
- Policies Annual/5-Year Plans
- On Demand Training
- Energy Audit & Needs Assessments
- Comprehensive Technical Assistance

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**Safety Committee**

The Safety Committee met to discuss the Emergency Action Plan of the agency. We focused on immediate staff needs: the ordering of First Aid Kits and Biohazard kits to place in office areas and vehicles. We also asked that all employees update their emergency contact information. We discussed implementing a status check-in/out reporting system and implementing drill systems for severe weather, fire, bomb threat, active shooter, and toxic chemicals.

We are in the planning process for updating the agencies Employee Assistance Program (EAP) manual. The next Safety Committee meeting is scheduled for April 25, 2024.

## 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 1,137 HCV and 27 VASH vouchers that are leased with 72 voucher holders searching for a place to rent, and 12 new voucher holders who have leased up. There are 27 voucher holders who have ported to other Housing Authorities. During the month of March 2024, nine individuals ended participation in the program. The attached chart shows exit dates, and reason for exiting the program. March 4-5<sup>th</sup>, the HCV staff called in 81 families for eligibility interviews, which exhausted the 2021 waitlist. Fifty-eight families responded and on March 28<sup>th</sup> a voucher briefing was held for 10 families. HCV is now preparing the 2023 waitlist for selection and will start by pulling 100 families. March Housing Assistance Program (HAP) totaled \$1,049,609. In 2023, HCV collected \$16,841.15 in repayment funds.

| Effective Date                                | Move IN   | Move OUT  | Bdrms | EOP Reason             | Project Name                    |
|---|-----------|-----------|-------|------------------------|---------------------------------|
| S8 - EOP - Report                             |           |           |       |                        |                                 |
| From: 03/01/2024 Thru: 03/31/2024             |           |           |       |                        |                                 |
| Programs: All      Projects: All              |           |           |       |                        |                                 |
| Processed Records: 9      Selected Records: 9 |           |           |       |                        |                                 |
| Order By: Tenant Name                         |           |           |       |                        |                                 |
| 3/31/2024                                     | 3/3/2023  | 3/31/2024 | 2     | S8-Fraud               | Voucher HCV                     |
| 3/31/2024                                     | 2/1/2019  | 3/31/2024 | 1     | S8-Request off Program | Voucher HCV                     |
| 3/31/2024                                     | 9/1/2017  | 3/31/2024 | 1     |                        | Voucher PB - Delaware Highlands |
| 3/31/2024                                     | 8/1/2023  | 3/31/2024 | 1     | S8-Request off Program | Voucher PB - Delaware Highlands |
| 3/31/2024                                     | 4/15/2011 | 3/31/2024 | 2     | S8-Illness/Deceased    | Voucher HCV                     |
| 3/31/2024                                     | 8/25/2022 | 3/31/2024 | 1     | S8-Illness/Deceased    | Voucher HCV                     |
| 3/31/2024                                     | 6/2/2018  | 3/31/2024 | 1     | S8-Request off Program | Voucher PB - Delaware Highlands |
| 3/31/2024                                     | 6/1/2021  | 3/31/2024 | 1     | S8-Request off Program | Voucher PB - Delaware Highlands |
| 3/31/2024                                     | 8/19/2003 | 3/31/2024 | 1     | S8-Illness/Deceased    | Voucher HCV                     |

### **Staff Training**

On March 18, 2024, HCV staff attended Nan McKay’s HOTMA Summit, in Houston, Texas. Staff is looking forward to discussing some of what they learned about the HOTMA changes with the Board of Commissioners.

## Housing Operations

### **Property Management Supervision & Weekly reporting**

The Public Housing waitlist currently has 1,078 applicants. There were 3 participants whose program participation ended. As of March, KCKHA’s public housing has maintained an occupancy rate of 92 percent. Many of the vacancies are due to tenants vacating for reasons ranging from lease violations to becoming self-sufficient.

The following are monthly reports provided by staff:

- A. Statement of Funds



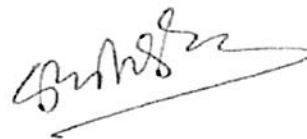
- B. Delinquency Report
- C. Disbursements of \$1,000
- D. Operating Receipt and Expenditures
- E. Maintenance Report
- F. Occupancy Report
- G. Monthly Move-outs and Move-ins
- H. Modernization Report
- I. Resident Initiative Report
- J. Section 8 Utilization Report

**Kansas City, Kansas Housing Authority  
Statement of Funds Available  
For the Period Ended MARCH 31, 2024**

| Description                  | Rate <sup>(a)</sup> | Maturity Date | Amount         | Bank               |
|------------------------------|---------------------|---------------|----------------|--------------------|
| General Fund Account         | 0.15%               |               | \$515,631.08   | Liberty            |
| Payroll Account              | 0.00%               |               | \$5,220.57     | Liberty            |
| ACH Pymt Account             | 0.00%               |               | \$286,517.62   | Liberty            |
| Rent Depository Account      | 0.00%               |               | \$9,589,383.39 | Bank of Labor      |
| Rent Bank Deposit Accounts   | 0.019%              |               | \$283,175.50   | Various Rent Banks |
| Homeless Prevention Program  | 0.049%              |               | 5,526.41       | Bank of Labor      |
| Sponsorship Program          | 0.019%              |               | 20,319.58      | Bank of Labor      |
| Section 8 Checking           | 0.00%               |               | 2,593,882.95   | Bank of Labor      |
| EPC Replacement Reserve Acct | 0.15%               |               | \$38,983.78    | Liberty            |
| Family Self Sufficiency      | 0.019%              |               | \$118,132.10   | Bank of Labor      |
| KCKHA Debt Service Account   |                     |               | \$932,494.54   | Deutsche Bank      |
| CD#120245349                 | 5.00%               | 03/01/25      | \$500,000.00   | Bank of Labor      |

(a) Represents Rates as of April 11, 2024 provided by Banks.

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



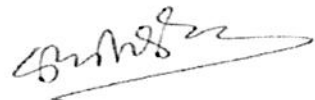
Worku Alem  
Director of Finance



**Kansas City, Kansas Housing Authority  
 Delinquency in Accounts Receivable  
 For the Month of March 31, 2024**

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|   | <u>Rent &amp;<br/>Other Charges</u> | <u>Repayment<br/>Agreements</u> | <u>Net<br/>Total</u> |
|---|-------------------------------------|---------------------------------|----------------------|
| Accounts Receivable<br>(Amounts Delinquent) | \$150,893.39                        | (\$60,348.30)                   | \$90,545.09          |
| Total Charges to Tenants for Month          |                                     |                                 | \$452,420.34         |
| Delinquency Ratio                           |                                     |                                 | 20.01%               |
| Petitioned to Court                         |                                     |                                 | <u>19</u>            |
| Praecipes Issued                            |                                     |                                 | <u>16</u>            |
| Evictions                                   |                                     |                                 | <u>7</u>             |
| Pending Evictions                           |                                     |                                 | <u>2</u>             |



Worku Alem  
 Director of Finance

|  |  |             |
|--|--|-------------|
| <b>Kansas City, Kansas Housing Authority</b> |  |             |
| Payments Over \$1,000.00                     |  |             |
| For The Month of MARCH '24                   |  |             |
|  |  |             |
| <b>*CONTRACTS*</b>                           |  |             |
|  |  |             |
|  |  |             |
| <b>*MAINTENANCE COSTS*</b>                   |  |             |
|  |  |             |
|  |  |             |
| Buck Roofing & Construction, LLC             |  | \$1,420.00  |
| Carahsoft Technology Corporation             |  | \$4,574.29  |
| Carpet Corner Inc.                           |  | \$4,958.67  |
| CE WATER MANAGEMENT                          |  | \$1,605.00  |
| CEI Electrical & Mechanical                  |  | \$1,260.85  |
| CINTAS CORPORATION No. 2                     |  | \$1,620.75  |
| CINTAS FIRE                                  |  | \$5,676.27  |
| CINTAS FIRE                                  |  | \$3,195.63  |
| Clifford Power System Inc                    |  | \$1,173.04  |
| COOL HEAT KC, LLC                            |  | \$1,373.00  |
| DAVID ALLEN HENDERSON DBA                    |  | \$2,590.00  |
| DAVID ALLEN HENDERSON DBA                    |  | \$1,295.00  |
| DAVID ALLEN HENDERSON DBA                    |  | \$1,295.00  |
| DAVID ALLEN HENDERSON DBA                    |  | \$1,295.00  |
| Design Mechanical, Inc.                      |  | \$1,235.00  |
| DORMAKABA USA INC                            |  | \$2,641.25  |
| F & C REMODELING & CLEANING SERVICE          |  | \$6,660.00  |
| F & C REMODELING & CLEANING SERVICE          |  | \$1,535.00  |
| GE APPLIANCES,A HAIER COMPANY                |  | \$4,102.00  |
| Gold Star Flooring & More, Inc               |  | \$1,548.00  |
| H.D. Supply                                  |  | \$16,475.57 |
| James Hanson dba Jim's Services              |  | \$1,900.00  |
| John Ripley Window Washing                   |  | \$1,100.00  |
| Johnson Controls Inc.                        |  | \$19,946.95 |
| Kenton Brothers Locksmiths, Inc              |  | \$1,190.00  |
| Kevind D. Marshall Jr dba Next               |  | \$2,874.66  |
| McCRIGHT & ASSOCIATES, LLC                   |  | \$27,453.55 |
| MEI TOTAL ELEVATOR SOLUTIONS                 |  | \$24,785.28 |
| National Fire Suppression                    |  | \$7,961.88  |
| Olney Sales Inc.                             |  | \$6,321.00  |
| OSCARS MAINTENANCE SERVICE CORP, LLC         |  | \$2,490.00  |
| OSCARS MAINTENANCE SERVICE CORP, LLC         |  | \$2,440.00  |
| OSCARS MAINTENANCE SERVICE CORP, LLC         |  | \$2,415.00  |

|                                    |              |
|------------------------------------|--------------|
| POE MAN LAWN SERVICE               | \$2,750.00   |
| PRESTO-X                           | \$2,250.00   |
| QUALITY PLUMBING, INC              | \$6,960.00   |
| QUALITY PLUMBING, INC              | \$3,720.00   |
| REPUBLIC SERVICES #468             | \$3,018.82   |
| Smallwood Locksmiths, Inc          | \$2,257.35   |
| SOS Pest Control                   | \$1,800.00   |
| SUPER PAINTERS KC, LLC             | \$19,200.00  |
| SUTTON REMODELING, LLC             | \$2,700.00   |
| SUTTON REMODELING, LLC             | \$1,950.00   |
| SUTTON REMODELING, LLC             | \$1,700.00   |
| SUTTON REMODELING, LLC             | \$1,600.00   |
| Vestals Welding & Fabrication      | \$1,700.00   |
| W CARTER & ASSOCIATES GLAZING, LLC | \$1,370.00   |
| Waste Management                   | \$1,515.80   |
|                                    |              |
|                                    |              |
|                                    |              |
| <b>*MISCELLANEOUS*</b>             |              |
|                                    |              |
| AT&T                               | \$15,631.88  |
| ConvergeOne, Inc                   | \$1,443.75   |
| ENTERPRISE FM TRUST                | \$15,480.76  |
| Evans & Mullinix, P.A.             | \$13,407.00  |
| OFFICE ESSENTIALS, INC             | \$2,978.99   |
| ONLINE INFORMATION SERVICES, INC   | \$1,412.04   |
| PayLease, LLC                      | \$3,963.69   |
| PayLease, LLC                      | \$3,578.94   |
| Postmaster                         | \$5,000.00   |
| Verizon Wireless                   | \$4,133.64   |
| WEX BANK DBA WRIGHT EXPRESS FSC    | \$10,550.06  |
| WILLIAM W. HUTTON ATTORNEY AT LAW  | \$1,400.00   |
| WILLIAM W. HUTTON ATTORNEY AT LAW  | \$1,400.00   |
|                                    |              |
|                                    |              |
|                                    |              |
| <b>*MODERNIZATION*</b>             |              |
|                                    |              |
| American Asbestos Abatement, LLC   | \$153,209.24 |
| Appreciate Property Management     | \$1,300.00   |
| AT&T                               | \$7,456.00   |
| BELTMANN GROUP, INC                | \$3,586.75   |
| Carpet Corner Inc.                 | \$10,087.84  |



|                                     |              |
|-------------------------------------|--------------|
| Centurion Moving & Storage          | \$2,349.97   |
| Davidson & Associates Inc.          | \$3,869.58   |
| EcoSafe Environmental Services, Inc | \$22,200.00  |
| H.D. Supply                         | \$7,226.49   |
| Hernly Environmental, Inc           | \$4,025.00   |
| Johnson Controls Inc.               | \$194,151.94 |
| Johnson Controls Inc.               | \$86,830.68  |
| L. F. (Juniper Move-out)            | \$1,000.00   |
| MEI TOTAL ELEVATOR SOLUTIONS        | \$185,515.00 |
| Omnigo Software, LLC                | \$8,079.50   |
| S. S. (Juniper Move-out)            | \$1,200.00   |
| Sherwin-Williams Co                 | \$2,889.79   |
| Tailor Made Exteriors, LLC          | \$38,066.53  |
| THOMAS RICHARD REHORN, III P.A.     | \$2,079.00   |
| WSKF ARCHITECTS, INC                | \$13,131.63  |
|                                     |              |
|                                     |              |
|                                     |              |
| <b>*PAYROLL*</b>                    |              |
|                                     |              |
| AFLAC PREMIUM HOLDING               | \$3,402.96   |
| Blue Cross Blue Shield Of KC        | \$107,352.28 |
| Blue Cross Blue Shield Of KC        | \$104,516.60 |
| Colonial Life & Accident Ins        | \$3,562.88   |
| Delta Dental                        | \$4,608.60   |
| Kansas Payment Center               | \$1,544.42   |
| Kansas Payment Center               | \$1,544.42   |
| Kansas Public Employ Ret Syst       | \$39,024.68  |
| Nationwide Retirement Solution      | \$2,557.00   |
| Nationwide Retirement Solution      | \$2,507.00   |
| Nationwide Retirement Solution      | \$2,457.00   |
| Paytient Technologies, Inc          | \$1,930.05   |
|                                     |              |
|                                     |              |
|                                     |              |
| <b>*UTILITIES*</b>                  |              |
|                                     |              |
| Atmos Energy                        | \$5,791.33   |
| Atmos Energy                        | \$2,966.31   |
| Atmos Energy                        | \$2,008.04   |
| Board Of Public Utilities           | \$236,765.68 |
| City of Bonner Springs              | \$3,153.39   |
| City of Bonner Springs              | \$2,238.98   |
| Constellation New Energy-Gas        | \$18,354.54  |



**Kansas City, Kansas Housing Authority  
Operating Income and Expenditure  
For the Period Ended February 29, 2024**

|                                 | CEN OFFICE<br>YR TO DATE | %     | CEN OFFICE<br>BUDGET | PUBLIC HSG<br>YR TO DATE | %     | PUBLIC HSG<br>BUDGET | SECTION 8<br>YR TO DATE | %    | SECTION 8<br>BUDGET | FSS<br>YR TO DATE | %    | FSS<br>BUDGET   | ROSS<br>YR TO DATE | %    | ROSS<br>BUDGET  | TOTAL<br>YR TO DATE | %    | TOTAL<br>BUDGET |  |
|---------------------------------|--------------------------|-------|----------------------|--------------------------|-------|----------------------|-------------------------|------|---------------------|-------------------|------|-----------------|--------------------|------|-----------------|---------------------|------|-----------------|--|
| <b>OPERATING INCOME:</b>        |                          |       |                      |                          |       |                      |                         |      |                     |                   |      |                 |                    |      |                 |                     |      |                 |  |
| Dwelling Rent                   | \$4,835,162.31           | 98%   | \$4,934,708.00       | \$4,835,162.31           | 98%   | \$4,934,708.00       | \$54,473.44             |      | \$54,473.44         | \$4,835,162.31    | 98%  | \$4,934,708.00  | \$4,835,162.31     | 98%  | \$4,934,708.00  | \$4,835,162.31      | 98%  | \$4,934,708.00  |  |
| Fraud Recovery Income           | \$14,191.70              | 1650% | \$860.00             | \$14,191.70              | 1650% | \$860.00             |                         |      |                     | \$54,473.44       |      | \$54,473.44     | \$54,473.44        |      | \$54,473.44     | \$54,473.44         |      | \$54,473.44     |  |
| Interest Income                 | \$291,587.07             |       |                      | \$291,587.07             |       |                      |                         |      |                     | \$291,587.07      |      | \$291,587.07    | \$291,587.07       |      | \$291,587.07    | \$291,587.07        |      | \$291,587.07    |  |
| Tenant Income                   | \$334,393.91             |       |                      | \$334,393.91             |       |                      |                         |      |                     | \$334,393.91      |      | \$334,393.91    | \$334,393.91       |      | \$334,393.91    | \$334,393.91        |      | \$334,393.91    |  |
| Transfer from CFP               | \$19,190.28              |       |                      | \$19,190.28              |       |                      |                         |      |                     | \$19,190.28       |      | \$19,190.28     | \$19,190.28        |      | \$19,190.28     | \$19,190.28         |      | \$19,190.28     |  |
| Other Income                    | \$1,614,365.18           | 82%   | \$1,957,265.00       | \$1,614,365.18           | 82%   | \$1,957,265.00       | \$10,779.19             |      | \$10,779.19         | \$1,614,365.18    | 82%  | \$1,957,265.00  | \$1,614,365.18     | 82%  | \$1,957,265.00  | \$1,614,365.18      | 82%  | \$1,957,265.00  |  |
| Fee for Services - COCC         |                          |       |                      |                          |       |                      |                         |      |                     |                   |      |                 |                    |      |                 |                     |      |                 |  |
| Gain/Loss - Disp. Property      |                          |       |                      |                          |       |                      |                         |      |                     |                   |      |                 |                    |      |                 |                     |      |                 |  |
| Grant Income                    | \$2,712,240.33           |       |                      | \$2,712,240.33           |       |                      |                         |      |                     | \$66,810.27       |      | \$66,810.27     | \$66,810.27        |      | \$66,810.27     | \$66,810.27         |      | \$66,810.27     |  |
| Management Fees                 |                          |       |                      |                          |       |                      |                         |      |                     |                   |      |                 |                    |      |                 |                     |      |                 |  |
| Total Operating Income          | \$1,793,070.74           | 67%   | \$2,689,665.00       | \$8,010,136.19           | 127%  | \$6,311,682.00       | \$65,252.63             |      | \$65,252.63         | \$95,933.12       |      | \$95,933.12     | \$95,933.12        |      | \$95,933.12     | \$1,793,070.74      | 67%  | \$2,689,665.00  |  |
| Operating Subsidy               |                          |       |                      | \$9,793,136.00           | 97%   | \$10,137,661.00      | \$878,671.00            | 96%  | \$911,273.00        | \$9,793,136.00    | 97%  | \$10,137,661.00 | \$9,793,136.00     | 97%  | \$10,137,661.00 | \$9,793,136.00      | 97%  | \$10,137,661.00 |  |
| Section 8 Admin Fees            |                          |       |                      | \$17,803,272.19          | 108%  | \$16,449,343.00      | \$943,923.63            | 104% | \$911,273.00        | \$17,803,272.19   | 108% | \$16,449,343.00 | \$17,803,272.19    | 108% | \$16,449,343.00 | \$17,803,272.19     | 108% | \$16,449,343.00 |  |
| <b>Total Operating Receipts</b> | \$3,782,156.60           | 81%   | \$4,647,070.00       | \$17,803,272.19          | 108%  | \$16,449,343.00      | \$943,923.63            | 104% | \$911,273.00        | \$66,810.27       |      | \$66,810.27     | \$66,810.27        |      | \$66,810.27     | \$3,782,156.60      | 81%  | \$4,647,070.00  |  |
| <b>OPERATING EXPENSES:</b>      |                          |       |                      |                          |       |                      |                         |      |                     |                   |      |                 |                    |      |                 |                     |      |                 |  |
| Administrative Salaries         | \$1,125,075.68           | 85%   | \$1,327,545.00       | \$1,054,612.71           | 75%   | \$1,406,207.00       | \$271,872.25            | 75%  | \$360,254.00        | \$1,125,075.68    | 85%  | \$1,327,545.00  | \$1,125,075.68     | 85%  | \$1,327,545.00  | \$1,125,075.68      | 85%  | \$1,327,545.00  |  |
| Management Fees                 | \$207,700.72             | 74%   | \$280,649.00         | \$1,555,307.24           | 100%  | \$1,549,910.00       | \$337,763.50            | 82%  | \$289,533.00        | \$207,700.72      | 74%  | \$280,649.00    | \$207,700.72       | 74%  | \$280,649.00    | \$207,700.72        | 74%  | \$280,649.00    |  |
| Other Admin Expenses            |                          |       |                      | \$472,291.07             | 109%  | \$431,908.00         | \$80,644.98             | 64%  | \$126,088.00        |                   |      |                 |                    |      |                 |                     |      |                 |  |
| <b>Tenant Services</b>          | \$51,387.01              | 113%  | \$45,546.00          | \$2,918.93               | 21%   | \$16,554.00          |                         |      |                     | \$51,387.01       | 113% | \$45,546.00     | \$51,387.01        | 113% | \$45,546.00     | \$51,387.01         | 113% | \$45,546.00     |  |
| Tenant Services Salaries        |                          |       |                      | \$3,484.52               | 8%    | \$24,785.00          |                         |      |                     |                   |      |                 |                    |      |                 |                     |      |                 |  |
| Resident Assoc Expenses         |                          |       |                      | \$2,075.09               | 8%    | \$24,785.00          |                         |      |                     |                   |      |                 |                    |      |                 |                     |      |                 |  |
| Other Expenses                  |                          |       |                      |                          |       |                      |                         |      |                     |                   |      |                 |                    |      |                 |                     |      |                 |  |
| <b>Cost Utilities</b>           | \$51,387.01              | 113%  | \$45,546.00          | \$2,918.93               | 21%   | \$16,554.00          |                         |      |                     | \$51,387.01       | 113% | \$45,546.00     | \$51,387.01        | 113% | \$45,546.00     | \$51,387.01         | 113% | \$45,546.00     |  |
| Maintenance Salaries            | \$1,028,126.51           | 80%   | \$1,282,985.00       | \$1,692,224.90           | 84%   | \$2,025,449.00       | \$271,872.25            | 75%  | \$360,254.00        | \$1,028,126.51    | 80%  | \$1,282,985.00  | \$1,028,126.51     | 80%  | \$1,282,985.00  | \$1,028,126.51      | 80%  | \$1,282,985.00  |  |
| Maint Materials                 | \$482,690.18             | 88%   | \$545,754.00         | \$894,655.40             | 118%  | \$758,129.00         | \$2,365.83              | 92%  | \$2,584.00          | \$482,690.18      | 88%  | \$545,754.00    | \$482,690.18       | 88%  | \$545,754.00    | \$482,690.18        | 88%  | \$545,754.00    |  |
| Fee for Services - COCC         | \$240,074.39             | 195%  | \$123,248.00         | \$2,174,970.32           | 90%   | \$2,408,627.00       | \$80,394.29             | 159% | \$50,474.00         | \$240,074.39      | 195% | \$123,248.00    | \$240,074.39       | 195% | \$123,248.00    | \$240,074.39        | 195% | \$123,248.00    |  |
| Other Maint Contracts           |                          |       |                      | \$86,498.76              | 41%   | \$208,853.00         |                         |      |                     |                   |      |                 |                    |      |                 |                     |      |                 |  |
| Other Security Expense          |                          |       |                      | \$729,591.48             | 107%  | \$681,978.00         | \$30,285.64             | 118% | \$25,756.00         |                   |      |                 |                    |      |                 |                     |      |                 |  |
| Insurance                       | \$137,130.91             | 116%  | \$118,334.00         | \$910,160.31             | 71%   | \$1,285,450.00       | \$90,226.25             | 71%  | \$127,204.00        | \$137,130.91      | 116% | \$118,334.00    | \$137,130.91       | 116% | \$118,334.00    | \$137,130.91        | 116% | \$118,334.00    |  |
| Terminal Lease Payments         |                          |       |                      | \$52,436.80              | 63%   | \$82,740.00          |                         |      |                     |                   |      |                 |                    |      |                 |                     |      |                 |  |
| Employee Benefit Contributions  | \$672,123.16             | 73%   | \$921,768.00         | \$456,450.50             | 92%   | \$498,062.00         |                         |      |                     |                   |      |                 |                    |      |                 |                     |      |                 |  |
| Collection Losses               |                          |       |                      | \$7,837.09               | 258%  | \$3,041.00           | \$14,627.30             | 133% | \$11,000.00         |                   |      |                 |                    |      |                 |                     |      |                 |  |
| Interest Expense                |                          |       |                      |                          |       |                      |                         |      |                     |                   |      |                 |                    |      |                 |                     |      |                 |  |
| Other General Expense           | \$3,977.73               | 237%  | \$1,680.00           | \$14,777,411.86          | 90%   | \$16,330,531.00      | \$808,180.04            | 81%  | \$992,893.00        | \$3,977.73        | 237% | \$1,680.00      | \$3,977.73         | 237% | \$1,680.00      | \$3,977.73          | 237% | \$1,680.00      |  |
| Total Routine Expenses          | \$3,888,123.88           | 84%   | \$4,647,509.00       | \$14,410,203.01          | 88%   | \$16,330,531.00      | \$808,180.04            | 81%  | \$992,893.00        | \$3,888,123.88    | 84%  | \$4,647,509.00  | \$3,888,123.88     | 84%  | \$4,647,509.00  | \$3,888,123.88      | 84%  | \$4,647,509.00  |  |
| COVID                           |                          |       |                      |                          |       |                      |                         |      |                     |                   |      |                 |                    |      |                 |                     |      |                 |  |
| Casualty Losses - Net           |                          |       |                      |                          |       |                      |                         |      |                     |                   |      |                 |                    |      |                 |                     |      |                 |  |
| <b>Total Operating Expenses</b> | \$3,888,123.88           | 84%   | \$4,647,509.00       | \$14,410,203.01          | 88%   | \$16,330,531.00      | \$808,180.04            | 81%  | \$992,893.00        | \$3,888,123.88    | 84%  | \$4,647,509.00  | \$3,888,123.88     | 84%  | \$4,647,509.00  | \$3,888,123.88      | 84%  | \$4,647,509.00  |  |
| Prior Year Adjustments          |                          |       |                      |                          |       |                      |                         |      |                     |                   |      |                 |                    |      |                 |                     |      |                 |  |
| Total Operating Expenditures    | \$3,888,123.88           | 84%   | \$4,647,509.00       | \$14,410,203.01          | 88%   | \$16,330,531.00      | \$808,180.04            | 81%  | \$992,893.00        | \$3,888,123.88    | 84%  | \$4,647,509.00  | \$3,888,123.88     | 84%  | \$4,647,509.00  | \$3,888,123.88      | 84%  | \$4,647,509.00  |  |
| Gain/(Loss) from Operations     | (\$105,967.28)           |       | (\$439.00)           | \$3,393,069.18           |       | \$118,812.00         | \$135,743.59            |      | (\$81,620.00)       | (\$105,967.28)    |      | (\$439.00)      | (\$105,967.28)     |      | (\$439.00)      | \$3,393,069.18      |      | (\$81,620.00)   |  |

\*\*\* February is the 11th month of the Fiscal Year Ending March 31st  
 \*\*\* Percentage 91.67% or 11/2th of the year



Worku Alem, Director of Finance



**KANSAS CITY, KANSAS HOUSING AUTHORITY  
MAINTENANCE REPORT  
FOR THE MONTH OF MARCH 2024**

**CUSTOMER SERVICE & SATISFACTION SURVEY - MARCH 2024**

| Date     | Vacant Unit Work Orders | Service Work Orders | Work Orders Closed | Residents Contacted | Favorable | Unfavorable | No Response |
|----------|-------------------------|---------------------|--------------------|---------------------|-----------|-------------|-------------|
| 03/01/24 | 98                      | 26                  | 124                | 6                   | 6         | 0           | 20          |
| 03/04/24 | 169                     | 17                  | 186                | 2                   | 2         | 0           | 15          |
| 03/05/24 | 82                      | 25                  | 107                | 4                   | 4         | 0           | 21          |
| 03/07/24 | 175                     | 41                  | 216                | 9                   | 9         | 0           | 32          |
| 03/08/24 | 57                      | 17                  | 74                 | 6                   | 6         | 0           | 11          |
| 03/11/24 | 47                      | 14                  | 61                 | 4                   | 4         | 0           | 10          |
| 03/12/24 | 103                     | 21                  | 124                | 4                   | 4         | 0           | 17          |
| 03/13/24 | 138                     | 24                  | 162                | 9                   | 9         | 0           | 15          |
| 03/14/24 | 180                     | 30                  | 210                | 3                   | 3         | 0           | 27          |
| 03/15/24 | 98                      | 15                  | 113                | 1                   | 1         | 0           | 14          |
| 03/18/24 | 156                     | 23                  | 179                | 5                   | 5         | 0           | 18          |
| 03/19/24 | 106                     | 15                  | 121                | 3                   | 3         | 0           | 12          |
| 03/21/24 | 38                      | 14                  | 52                 | 3                   | 3         | 0           | 11          |
| 03/22/24 | 116                     | 22                  | 138                | 2                   | 2         | 0           | 20          |
| 03/25/24 | 174                     | 27                  | 201                | 6                   | 6         | 0           | 21          |
| 03/26/24 | 110                     | 15                  | 125                | 3                   | 3         | 0           | 12          |
| 03/27/24 | 53                      | 12                  | 65                 | 10                  | 10        | 0           | 2           |
| 03/28/24 | 88                      | 16                  | 104                | 6                   | 6         | 0           | 10          |
|          | 1,988                   | 374                 | 2,362              | 86                  | 86        | 0           | 288         |
|          |                         |                     |                    | (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                      45% of the service work orders completed
- (b) No Response                                55% of the service work orders completed
- (c) Favorable Response                      100% of the residents contacted
- (d) Unfavorable                                0% of the residents contacted

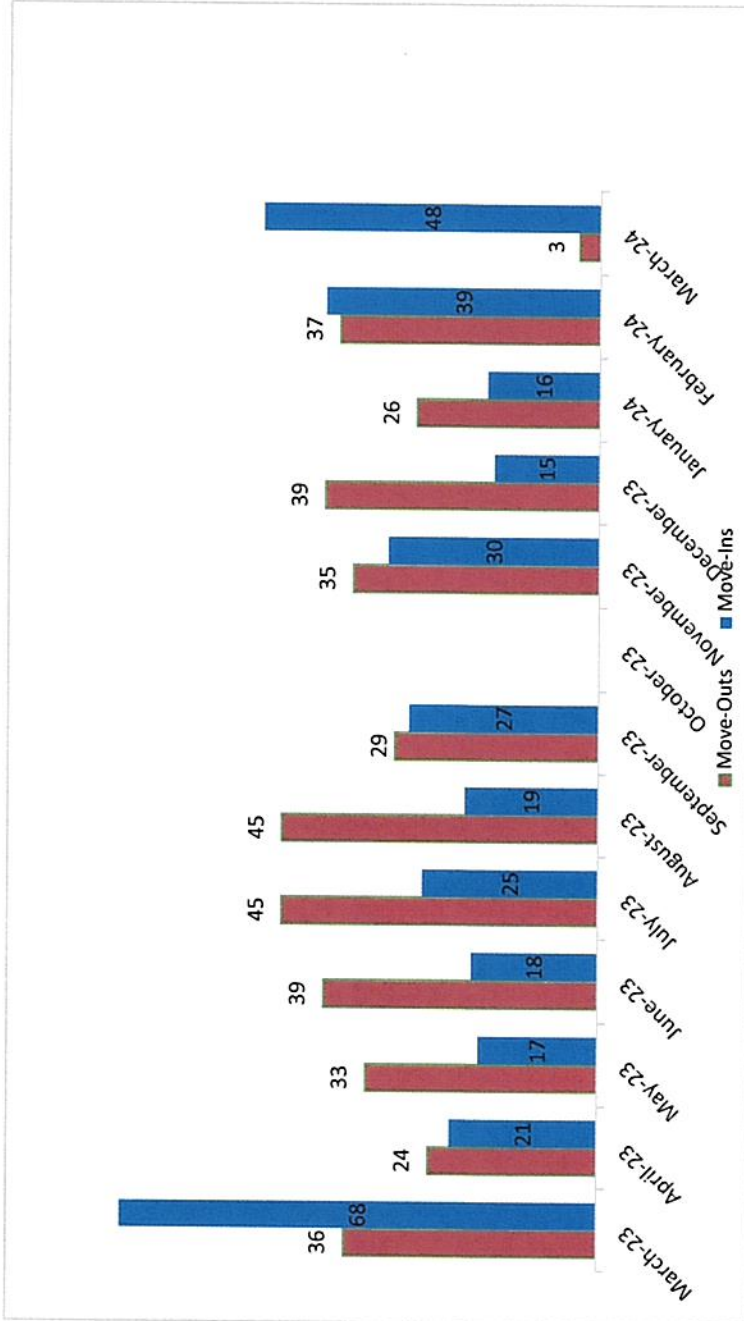
\* Unfavorable responses result in a second work order being generated to resolve problem, followed up by a call from the Clerk Dispatcher.

|                 | <b>Family</b> | <b>Elderly</b> | <b>Total</b> |
|-----------------|---------------|----------------|--------------|
| Total Vacancy   | 39            | 65             | 104          |
| Units in Mod    | 42            | 26             | 68           |
| Fire Units      | 3             | 0              | 3            |
| Defer Maint     | 0             | 0              | 0            |
| Rentable Units  | 36            | 65             | 101          |
| Move-Ins        | 15            | 33             | 48           |
| Move-Outs       | 1             | 2              | 3            |
| Units Available | 7             | 20             | 27           |

**Kansas City, Kansas Housing Authority  
March 2024 Occupancy Report**

| PROJECT                                    | TOTAL UNITS  | OCCUPIED UNITS | VACANT UNITS | HUD APPROVED SPECIAL USE UNITS | UNITS IN MOD | % OCCUPIED CURRENT | % OCCUPIED PRIOR |
|--|--------------|----------------|--------------|--------------------------------|--------------|--------------------|------------------|
| K1-2 D(1)<br>ST. MARGARETS PARK            | 100          | 94             | 5            | 1                              |              | 95%                | 91%              |
| K1-3 D(1)<br>CYRUS K. HOLIDAY              | 60           | 50             | 3            | 1                              | 6            | 95%                | 95%              |
| K1-4*M(1) D(8)<br>WYANDOTTE TOWERS         | 302          | 258            | 38           | 6                              | -            | 87%                | 83%              |
| K1-5*M(2) D(1)<br>BELROSE MANOR            | 90           | 83             | 4            | 1                              | 2            | 96%                | 96%              |
| K1-6 Elderly<br>DOUGLAS HEIGHTS            | 101          | 96             | 5            | -                              | -            | 95%                | 89%              |
| K1-6 D(3) Family<br>DOUGLAS HEIGHTS        | 99           | 87             | 9            | 3                              |              | 91%                | 88%              |
| K1-7 D(1)<br>SCATTERED SITES               | 24           | 21             | 1            | 2                              |              | 96%                | 96%              |
| K1-9 D(1)<br>SCATTERED SITES               | 30           | 25             | 2            |                                | 3            | 93%                | 90%              |
| K1-10 *M(2)<br>SCATTERED SITES             | 42           | 37             | 3            |                                | 2            | 93%                | 88%              |
| K1-11 M(1) D(1)<br>GRANDVIEW PARK          | 40           | 33             | 5            | 1                              | 1            | 88%                | 80%              |
| K1-12 D(2)<br>CHALET MANOR                 | 66           | 49             | -            | 2                              | 15           | 100%               | 100%             |
| K1-13<br>WELBORN VILLA                     | 80           | 77             | 3            | -                              |              | 96%                | 96%              |
| K1-14<br>BETHANY PARK TOWERS               | 153          | 146            | 7            | -                              |              | 95%                | 90%              |
| K1-15 *M(6)<br>SCATTERED SITES             | 20           | 14             | -            | -                              | 6            | 100%               | 100%             |
| K1-17*M(1)<br>GLANVILLE TOWERS             | 108          | 104            | 4            |                                | -            | 96%                | 94%              |
| K1-18<br>ROSEDALE TOWERS                   | 122          | 109            | 1            | -                              | 12           | 99%                | 95%              |
| K1-20 D(1)<br>WESTGATE TOWERS              | 163          | 155            | 7            | 1                              |              | 96%                | 94%              |
| K1-21 D(1)<br>SCATTERED SITES              | 8            | 8              | -            |                                |              | 100%               | 100%             |
| K1-22<br>WESTGATE VILLA                    | 20           | 20             | -            |                                |              | 100%               | 100%             |
| K1-23 D(1)<br>SCATTERED SITES              | 38           | 37             | 1            |                                |              | 97%                | 92%              |
| K1-24 M(18)<br>PLAZA TOWERS                | 115          | 85             | -            |                                | 30           | 100%               | 99%              |
| K1-25 D(1)<br>SCATTERED SITES              | 12           | 11             | -            | 1                              |              | 100%               | 100%             |
| AMP 58<br>Bonner Springs (absorbed 7/1/21) | 50           | 44             | 6            | -                              |              | 88%                | 88%              |
| <b>Total Units Available for Occupancy</b> | <b>1,843</b> | <b>1,643</b>   | <b>104</b>   | <b>19</b>                      | <b>77</b>    | <b>94%</b>         | <b>92%</b>       |





**MODERNIZATION AND DEVELOPMENT REPORT – April 2024**

**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  
K1-54 SCATTERED SITES 15 EROSION REPAIR 4515 PARKVIEW AVENUE

**Upcoming Projects:**

None

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**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.  
K1-54(7) Scattered Sites Retaining Wall Repair

**Ongoing Projects/Progress:**

None

**Upcoming Projects:**

None

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**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) The contract with Infinity was terminated April 9<sup>th</sup>, 2024. Efforts are underway to procure a contractor to complete the project.

**K1-56 GLANVILLE TOWER ELEVATOR MODERNIZATION**

MEI has completed all of the original scopes of work for the elevator modernization. Closeout documents are all that remains.

**Upcoming Projects:**

None

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**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  
K1-14 & K1-4 Wyandotte Towers Domestic Boilers (2)  
K1-7 Retaining Wall Repair  
K1-20 Westgate DHW Boiler Replacement  
K1-15 Erosion Control  
K1-15 Interior Modernization and Repairs Phase 3  
K1-54 (15) Scattered sites Asbestos Abatement

**Ongoing Projects/Progress:**

**New Projects:**

K1-12 Chalet Manor Exterior Repair – Bidding is completed, waiting on board approval.  
K1-3, K1-6 Select Site Improvements – Project has been awarded, should start in early May.  
K1-18 Rosedale Towers Interior Modernization- Project is delayed due to overbid.  
K1-18 Rosedale Towers, replace smoke detector heads, project ready to start, plans are underway on implementation.

**Upcoming Projects:**

K1-55 Wyandotte Towers Main Door Replacement  
K1-55 Repair Gillispie Elevator

**Projects in progress:**

K1-All Parking Lot Improvements – Work has started at Wyandotte Tower, and Plaza Towers & Belrose Family Site- completion expected mid-May.  
K1-All Parking Lot Phase II Improvements-this project is out for bid for Rosedale Towers and Douglas Heights  
K1- 58 Vaughn Dale Elevator Modernization- Project has reached substantial completion, contractor is preparing closeout documents.  
K1-52 & K1-53 Select Interior and Exterior Modernization, NTP issued 1/2/2024 progressing as scheduled.  
K1-12 1635-1641 Birch St Emergency Roof Replacement – Project has been completed.

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**CAPITAL FUND PROGRAM 2023**

The funding amount for this program is \$6,890,000.00.

**New Projects:**

K1-52 St. Margaret's Park- HVAC Improvements Phase I  
K1-All

# Resident Opportunities and Self-Sufficiency

Prepared by Glenda Jefferson

Total enrolled :69  
New Participants Enroll: 1

Referrals made to Community Partner  
Catholic Charities: 1  
Salvation Army :1  
Workforce Partnership: 2

Education Through Workshops

K-State Extension  
Guest Speaker: Hortencia Dominguez

- Macular Degeneration
- Attendance: 9

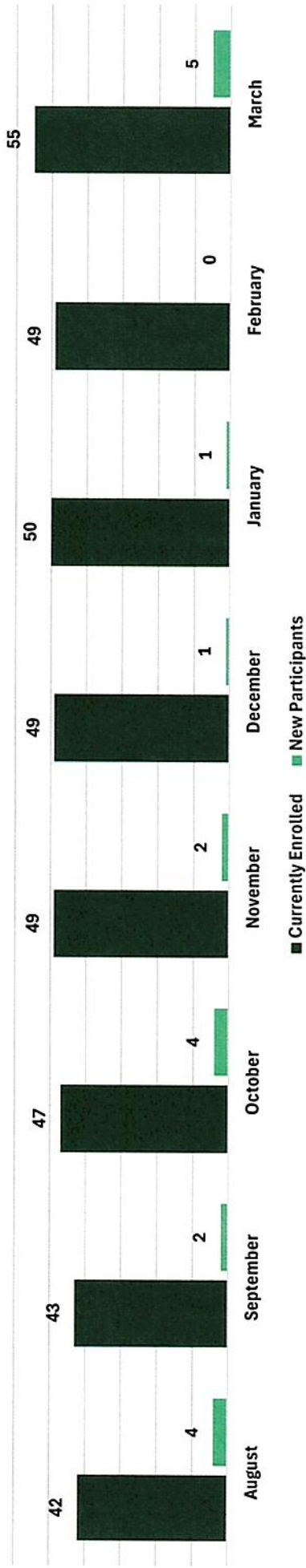
Guest Speaker: Chiquita Miller

- Housekeeping
- Attendance: 4
- Residents received a bucket of cleaning supplies.

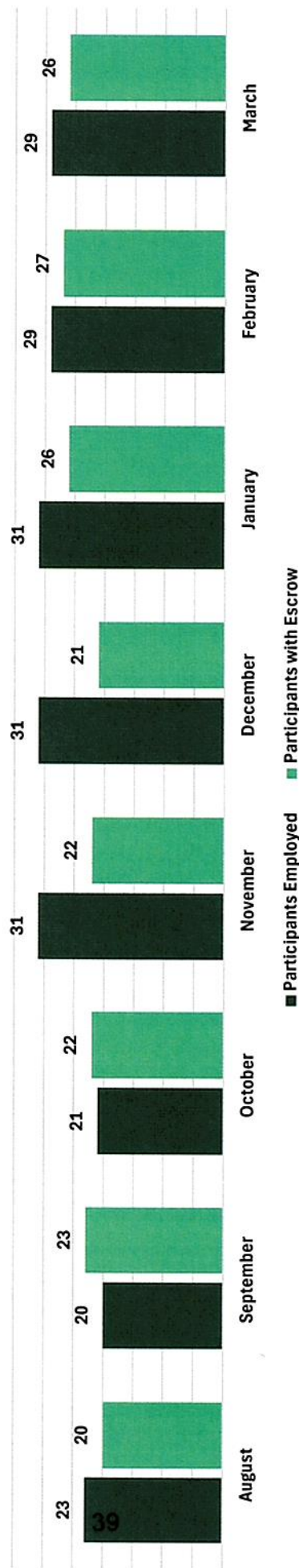
Community Partners:  
PCs for People  
Donnelly College  
The Family Conservancy  
Crossline Community Outreach  
The Learning Club  
K-State Research and Extension  
Workforce Partnership  
Salvation Army  
Connections To Success  
Catholic Charities

Resident Services help families advance towards Self-Sufficiency through goals that best fit their needs.

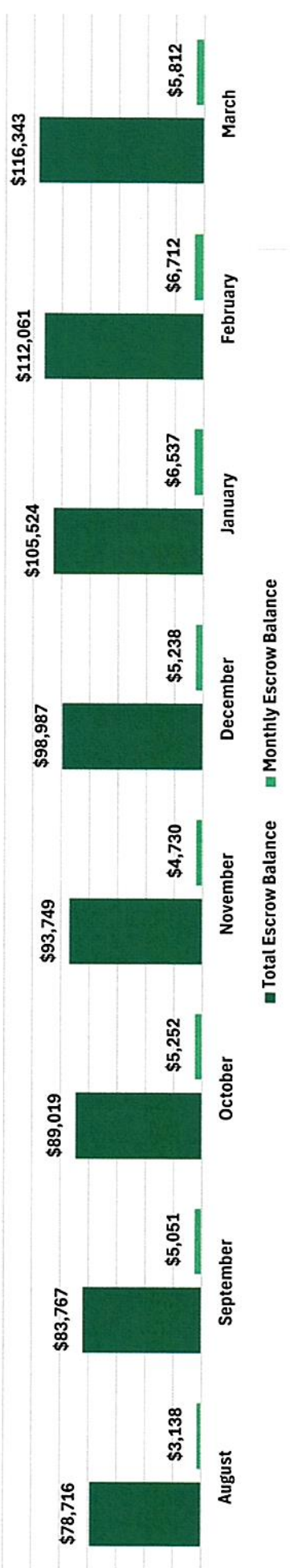
### PARTICIPANTS ENROLLED



### EMPLOYMENT AND ESCROW



### ESCROW BALANCE

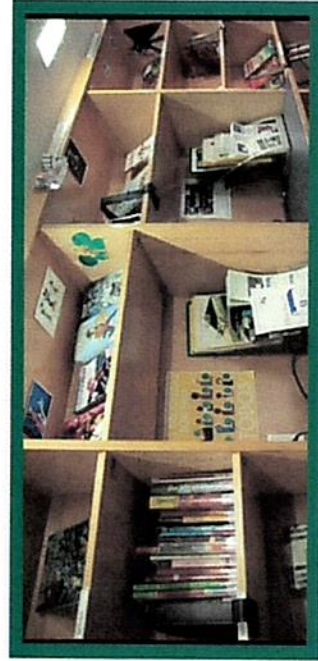
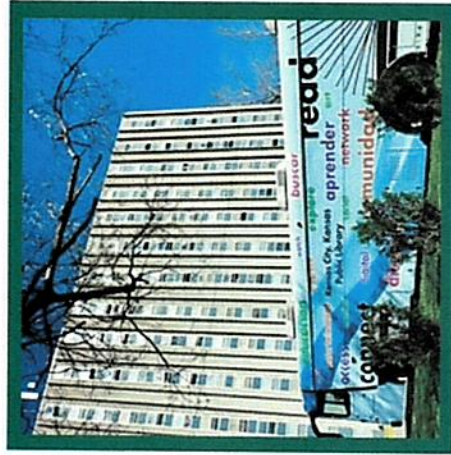


**FAMILY SELF-SUFFICIENCY PROGRAM SUMMARY - March 2024**

| Month                            | August    | September | October     | November  | December  | January    | February   | March      |
|----------------------------------|-----------|-----------|-------------|-----------|-----------|------------|------------|------------|
| Currently Enrolled               | 42        | 43        | 47          | 49        | 49        | 50         | 49         | 55         |
| New Participants                 | 4         | 2         | 4           | 2         | 1         | 1          | 0          | 5          |
| Exited                           | 0         | 0         | 0           | 0         | 1         | 0          | 1          | 1          |
| Ported                           | 0         | 0         | 0           | 0         | 0         | 0          | 0          | 0          |
| Graduated                        | 0         | 1         | 0           | 0         | 0         | 0          | 0          | 0          |
| Participants Employed            | 23        | 20        | 21          | 31        | 31        | 31         | 29         | 29         |
| Participants with Escrow         | 20        | 23        | 22          | 22        | 21        | 26         | 27         | 26         |
| Currently Contributing to Escrow | 12        | 14        | 16          | 17        | 16        | 18         | 18         | 17         |
| Total Escrow Balance             | \$ 78,716 | \$ 83,767 | \$ 89,019   | \$ 93,749 | \$ 98,987 | \$ 105,524 | \$ 112,061 | \$ 116,343 |
| Monthly Escrow Balance           | \$ 3,138  | \$ 5,051  | \$ 5,252    | \$ 4,730  | \$ 5,238  | \$ 6,537   | \$ 6,712   | \$ 5,812   |
| Appts with Participants          | 15        | 21        | 20          | 14        | 13        | 10         | 18         | 17         |
| Initial Appts                    | 4         | 2         | 4           | 2         | 1         | 1          | 0          | 5          |
| SSI Only                         | 4         | 4         | 4           | 4         | 4         | 5          | 5          | 6          |
| TANF                             | 0         | 2         | 2           | 2         | 3         | 3          | 3          | 3          |
| Credits Pulled/Reviewed          | 1         | 2         | 3           | 1         | 0         | 1          | 2          | 1          |
| Interim Withdrawals              | 0         | 0         | 0           | 0         | 0         | 0          | 0          | 0          |
| Money Dispersed                  | 0         | 0         | \$ 7,286.11 | 0         | 0         | 0          | 0          | 0          |

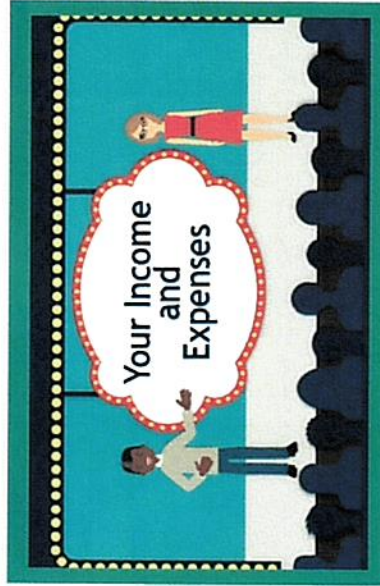
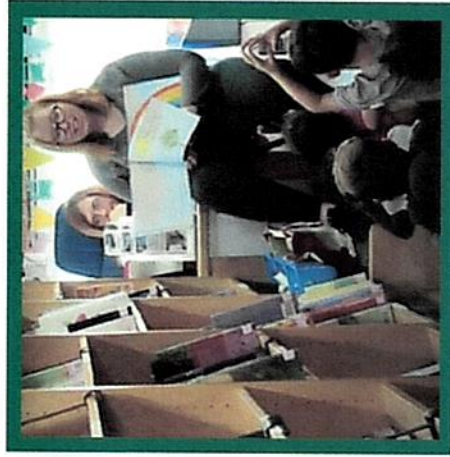


## GREAT THINGS ARE HAPPENING IN FAMILY SELF-SUFFICIENCY AND RESIDENT SERVICES



Back by popular demand!

KCK Mobile Library will be seen at 6 of our property sites, including family sites and high rises. The mobile library holds close to 8,000 books, a computer station, and the ability to renew library cards. Story time is a favorite activity!



How Money Smart Are You? is a suite of 14 games and related resources about everyday financial topics. Participants receive a certificate and earned FSS credit when completed.



Focused on their Money Smart assignments, FSS participants worked on writing out their financial goals, filling out a spending diary (to track what they spent in a week), writing April bills due & amount on a calendar, and preparing their April spending plan.





## Section 8 Housing Choice Voucher Program Monthly Management Report

March 2024

| 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 | Utilization | Vouchers | Funding | YTD Utilization | Vouchers | Funding | Percent of Total Vouchers Leased | Monthly Attrition | Attrition Rate | Average YTD Attrition | Average YTD Attrition |
|-----------|--|-----------------------------------|------------------------|---------------------------------|---|---------------------------|---------------------------|--------------------------------|---------------------|---------------------------|---------------------------------------|---|-------------------------|-------------------------------------|--------------------------|-------------|----------|---------|-----------------|----------|---------|----------------------------------|-------------------|----------------|-----------------------|-----------------------|
|           |  |                                   |                        |                                 |   |                           |                           |                                |                     |                           |                                       |   |                         |                                     |                          |             |          |         |                 |          |         |                                  |                   |                |                       |                       |
| October   | \$944,472  | \$944,472                         | \$ 258                 | \$ 832                          | \$ 930,563  | \$ (13,909)               | 1,089                     | 1,655                          | 27,284              | 1,655                     | (566)                                 | (566)                                     | 6                       | 20                                  | 195                      | 65.8%       | 110.9%   | 110.9%  | 65.8%           | 110.9%   | 6       | 1.3%                             | 14                | 1.7%           |                       |                       |
| November  | \$966,899  | \$966,899                         | \$ 266                 | \$ 853                          | \$ 971,519  | \$ 4,620                  | 1,108                     | 1,655                          | 28,468              | 1,655                     | (547)                                 | (547)                                     | 23                      | 15                                  | 132                      | 66.9%       | 115.8%   | 115.8%  | 66.9%           | 115.8%   | 6       | 0.5%                             | 17                | 1.5%           |                       |                       |
| December  | \$959,041  | \$959,041                         | \$ 266                 | \$ 853                          | \$ 989,523  | \$ 30,482                 | 1,122                     | 1,655                          | 28,406              | 1,655                     | (533)                                 | (533)                                     | 17                      | 3                                   | 127                      | 67.8%       | 117.9%   | 117.9%  | 67.8%           | 117.9%   | 10      | 0.9%                             | 16                | 1.4%           |                       |                       |
| January   | \$1,032,214  | \$1,032,214                       | \$ 268                 | \$ 868                          | \$ 994,976  | \$ (37,238)               | 1,122                     | 1,655                          | 29,590              | 1,655                     | (533)                                 | (533)                                     | 10                      | 10                                  | 122                      | 67.8%       | 118.6%   | 118.6%  | 67.8%           | 118.6%   | 6       | 0.5%                             | 6                 | 0.5%           |                       |                       |
| February  | \$1,032,214  | \$1,032,214                       | \$ 263                 | \$ 880                          | \$ 1,017,765                                      | \$ (14,449)               | 1,125                     | 1,655                          | 29,531              | 1,655                     | (530)                                 | (530)                                     | 20                      | 18                                  | 117                      | 68.0%       | 121.3%   | 121.3%  | 68.0%           | 121.3%   | 7       | 0.6%                             | 6                 | 0.5%           |                       |                       |
| March     | \$1,101,937  | \$1,101,937                       | \$ 263                 | \$ 903                          | \$ 1,049,609                                      | \$ (52,328)               | 1,137                     | 1,655                          | 30,727              | 1,655                     | (518)                                 | (518)                                     | 12                      | 23                                  | 109                      | 68.7%       | 125.1%   | 125.1%  | 68.7%           | 125.1%   | 9       | 0.8%                             | 8                 | 0.7%           |                       |                       |

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

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

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

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

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

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

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

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

**Total vouchers available**

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

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

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

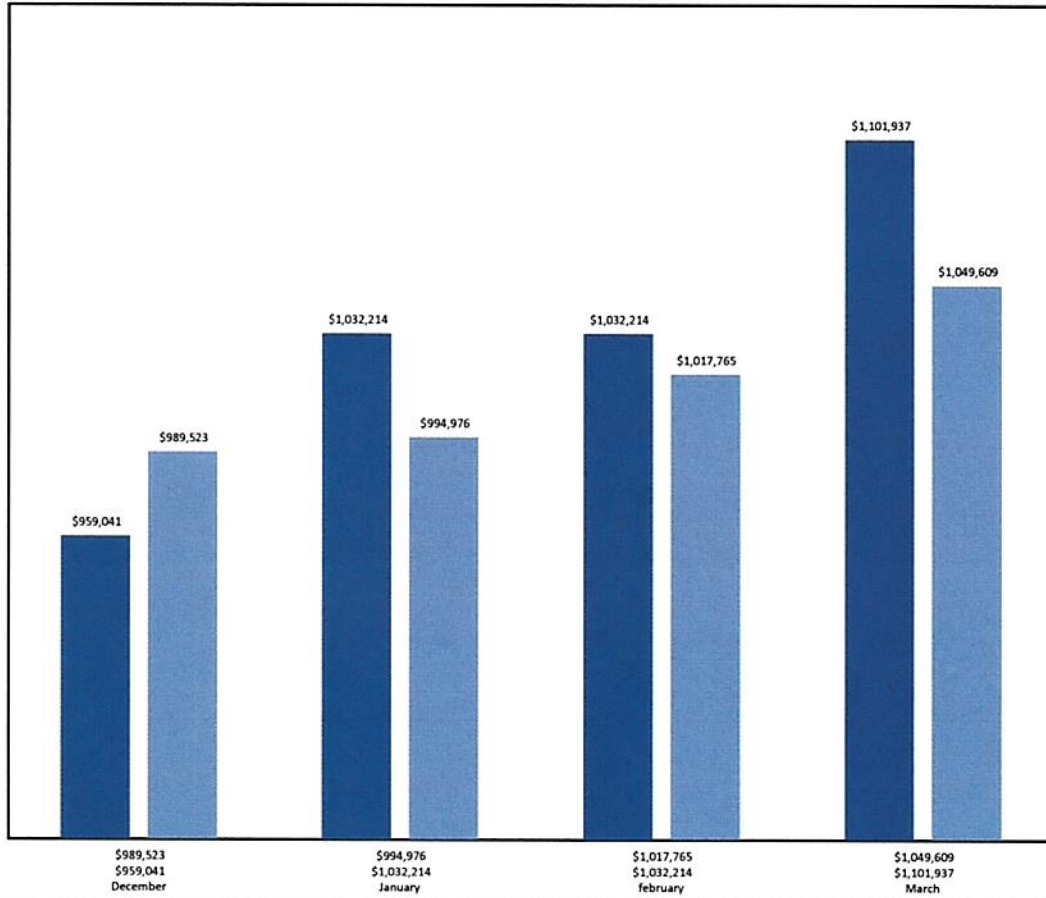
**Current Vouchers Looking:** This is the current number of vouchers that have been issued and the voucher holder is searching for a unit. =109

**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 . = enrolled HCV 35

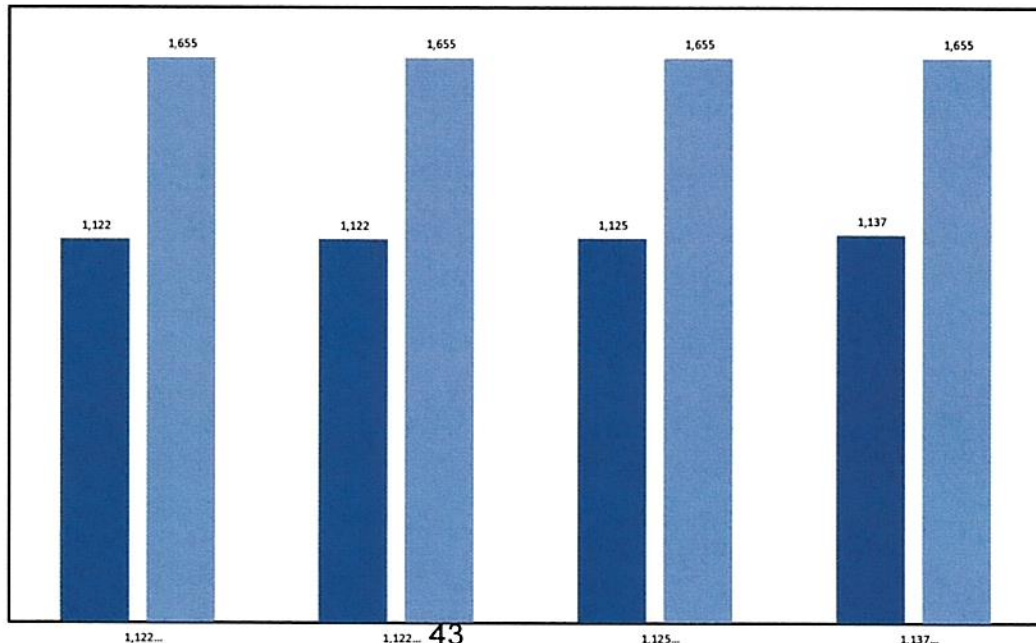
Section 8 Monthly Housing Assistance Payments

■ HAP Payments



Section 8 Vouchers In-Lease and Target Leasing Rate

■ In-Lease ■ Target



**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

Resolution 2024-14

**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

\_\_\_\_ Annual PHA Plan for Fiscal Year 20\_\_\_\_

5-Year PHA Plan for Fiscal Years 2024 - 2028

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 |      | Name Board Chairman |      |
| Signature                  | Date | Signature           | Date |

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.

**RESOLUTION NO. 2024-15**

**AUTHORITY TO ACCEPT THE BID AND AUTHORIZE A CONTRACT TO REPLACE THE EXTERIORS OF FOUR BUILDINGS AND DECKING AT TWO BUILDINGS AT CHALET MANOR BY TAILORMADE EXTERIORS**

**WHEREAS** water intrusion has caused interior deterioration at Chalet Manor; and

**WHEREAS** bids for new roof design, siding, gutters windows and decks were received on April 3rd, 2024; and

**WHEREAS** one bid was received from

Tailormade Exteriors      Lee's Summit, Missouri; and

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

**WHEREAS** staff is recommending acceptance of the bid submitted by Tailormade Exteriors in the amount of \$695,000 for the exterior work at Chalet Manor.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the bid submitted by Tailormade Exteriors in the amount of \$695,000 for exterior repairs at Chalet Manor Family development is hereby approved.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board of Commissioners does hereby approve Resolution Number 2024-15.

**X**

\_\_\_\_\_  
Matthew T. Watkins  
Chairman

**X**

\_\_\_\_\_  
Andrea Tapia  
Executive Director/CEO

Kansas City, Kansas Housing Authority  
Board of Commissioner's Meeting  
April 18, 2024

**New Business Consent Item:** Authority to Accept the Bid and Authorize a Contract to replace the exteriors of four buildings and decking of two buildings at Chalet Manor by Tailormade Exteriors

Resolution No. 2024-15

**Background:**

Chalet Manor is a family development located in Kansas City, Kansas. Due to age and the poor design of the roof there has been severe water intrusion through the siding, windows and roofs. The repairs will consist of redesigning and replacing the roofs, siding, gutters, windows, and decks on two of the six buildings.

**Current Issue:**

Staff following our Procurement Policy have hired an architect to review and design a solution to correct the water and intrusion problems.

The Invitation to bid was advertised in the Kansas City Star, The Globe, and Dos Mundos. The Invitation to Bid was posted on the Housing Authority's web site and mailed to contractors directly to 399 general contractors, roofers, painters, siding and window contractors.

A Pre-bid conference was held on March 13, 2024, to answer questions and give contractors an opportunity to visit Chalet Manor family development to view and understand the scope of the project.

Bids were opened on April 3, 2024, at 2:00 p.m. One contractor bid on this project:

Tailormade Exteriors      Lee's Summit, Missouri

Tailormade Exteriors submitted a bid of \$695,000. (see attached bid tab sheet).

Tailormade Exteriors has been in business for 22 years. The Housing Authority has extensive positive previous experience with this contractor. There are funds available in CFP 2022. Tailormade submitted an original bid of \$695,000 which is under the architects' estimate of \$740,000 for this work.

Tailormade Exteriors and its principal do not appear on the List of Parties Excluded from Federal procurement or Non-procurement programs. The principal is:

Richard Mullin      Member

Therefore, staff and architect are recommending approval of the bid submitted by Tailor-made Exteriors in the amount of \$695,000 for redesign and replacement of the roofs, siding, gutters, windows on four buildings and the decks on two buildings.

Attached is a resolution that will approve the bid submitted by Tailormade Exteriors for exterior improvements at Chalet Manor.

Staff recommends approval of this resolution.

**Board Action:**

Approve Resolution No. 2024-15, if Appropriate.



**23-12-53 (12)**

BID TABULATION SHEET  
 RESOLUTION # ATTACHMENT  
 BUDGET \$740,000

|  |  |              |          |                   |          |                      |
|--|--|--------------|----------|-------------------|----------|----------------------|
| Project: Chalet Manor Exterior Renovations<br>Location: Chalet Manor Housing Authority<br>Owner: KCK Housing Auth<br>Date: April 3, 2024 |  | Base Bid     | Bid Form | Addendum Included | Bid Bond | Final                |
| 1. Tailor Made Exteriors<br>1610 E. Hamblin Rd, Lees Summit, MO 64081  |  | \$695,000.00 | yes      | yes               | yes      | 150 Days to Complete |

**RESOLUTION NO. 2024-16**

**AUTHORITY TO REJECT THE BID TO MODERNIZE  
THREE FLOORS AT ROSEDALE TOWERS  
BY TAILORMADE EXTERIORS.**

**WHEREAS** the interior of the dwelling units at K1-56 Rosedale Towers are in need of modernization; and

**WHEREAS** bids for modernization were solicited and received on March 27, 2024; and

**WHEREAS** one bid was received from

Tailormade Exteriors      Lee's Summit, Missouri; and

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

**WHEREAS** staff and architect reviewed cost estimates compared to industry acceptable costs and determined the single bid was excessive.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Kansas City, Kansas to reject the bid submitted by Tailormade Exteriors in the amount of \$4,349,800 for modernization of three floors at Rosedale Towers.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board of Commissioners does hereby approve Resolution Number 2024-16.

X

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Matthew T. Watkins  
Chairman

X

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Andrea Tapia  
Executive Director/CEO

Kansas City, Kansas Housing Authority  
Board of Commissioner's Meeting  
April 18, 2024

**New Business Consent Item:** Authority to Reject the Bid to Modernize three floors at Rosedale Towers by Tailormade Exteriors

Resolution No. 2024-16

**Background:**

The interiors of the dwelling units at K1-56 Rosedale Towers are in need of modernization. The interior surfaces and equipment are original since these units were built, except for minor unit turnover and repairs. The interior modernization work consists of plumbing updates (new faucets, sinks, stops, garbage disposals), Electrical updates (include new breaker panels, plugs, switches, lighting) new kitchen cabinets and bath vanities, new countertops, new interior door replacement, new floor coverings, new windows, ceiling and wall repair and painting, and new hardware.

**Current Issue:**

Staff following our Procurement Policy have hired an architect (Davidson & Associates Inc.) and the architect has prepared plans. The first phase of this project would be to modernize the top three floors (10, 11 and 12) of Rosedale Towers. The plans would include demolishing and removing existing fixtures, finishes and equipment, and replace them with new fixtures, finishes and equipment.

The Invitation to bid was advertised in the Kansas City Star, The Globe, and Dos Mundos. The Invitation to Bid was posted on the Housing Authority's web site and mailed to contractors reporting services. Also, the Invitation to Bid was mailed directly to 195 general contractors. There were 13 plan holders, and four plan holder rooms. Five contractors picked up plans for this project. There was one bidder for the project.

A Pre-bid conference was held on March 6, 2024, to answer questions and give contractors an opportunity to visit Rosedale Towers.

Bids were opened on March 27<sup>th</sup>, 2024, at 2:00 p.m. One contractor bid on this project:

Tailormade Exteriors      Lee's Summit, Missouri

Tailormade Exteriors submitted a bid of \$4,349,800. (see attached bid tab sheet).

Tailormade Exteriors has been in business for 22 years. The Housing Authority has extensive previous experience with this contractor. There are funds available in CFP 2022 and 2023.

Davidson & Associates, Inc. estimated \$2,566,000 for phase one (floors 10,11,12). Tailormade submitted a bid of \$4,349,800. The variance between the architect's estimates and the single bidder is \$1,783,800.

A schedule of values was requested from Tailormade Exteriors to determine why there was such a difference between the estimate and the single bid. After careful review by the architect, it was determined the contractor understood the project, but their bid was excessive and over industry accepted cost.

Therefore, staff and architect are recommending rejection of the bid submitted by Tailormade Exteriors in the amount of \$4,349,800 for modernization of three floors of Rosedale Towers.

Attached is a resolution that will reject the bid submitted by Tailormade Exteriors for stormwater control and repair.

Staff recommends approval of this resolution.

**Board Action:**

Approve Resolution No. 2024-16, if Appropriate.



**DAVIDSON & ASSOCIATES, INC.**  
**ARCHITECTURE, ENGINEERING, PLANNING, DESIGN/BUILD, ENERGY & CONSTRUCTION MANAGEMENT**

**FINAL BID TABULATION SHEET**  
**KANSAS CITY KANSAS HOUSING AUTHORITY**  
**PROJECT II OF THE FY2023 CAPITAL FUND PROGRAM**  
**KANSAS CITY KANSAS HOUSING AUTHORITY**  
**KCKHA CONTRACT 23-14-18 (56)**  
**K1-56 (18) ROSEDALE TOWER**  
**INTERIOR MODERNIZATION – PHASE 1**

**2:00 PM CDT, MARCH 27, 2024, KCKHA BOARD ROOM**

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

| COMPANY NAME<br>(Column 1)  | ACKNOWLEDGE<br>ADDENDUMS<br>NO. 1 AND 2<br>(Column 2) | COMPLETED<br>BID FORM<br>(Column 3) | COMPLETED<br>BID BOND<br>(Column 4) | CURRENT UG<br>OCCUPATIONAL<br>LICENSE, NON-<br>COLLUSIVE<br>AFFIDAVIT,<br>PREVIOUS<br>PARTICIPATION<br>CERTIFICATE<br>(Column 5) | REPRESENTATIONS<br>CERTIFICATIONS<br>& OTHER<br>STATEMENTS,<br>CONTRACTOR'S<br>QUALIFICATION<br>STATEMENT<br>(Column 6) | BASE BID (\$)<br>(Column 7) |
|-----------------------------|---|-------------------------------------|-------------------------------------|--|---|-----------------------------|
| 1) Tailor Made<br>Exteriors | Yes   | Yes                                 | Yes, except<br>page 3 of form       | Yes  | Yes   | \$ 4,349,800.00             |



**RESOLUTION NO. 2024-17**

**ACCEPT THE CHANGE ORDER FOR ADDITIONAL CONCRETE WORK  
ON THE CURRENT PARKING LOT IMPROVEMENT PROJECTS AT  
WYANDOTTE TOWERS, PLAZA TOWERS AND BELROSE MANOR  
WITH ASPHALTIC SURFACES, LLC**

**WHEREAS** Wyandotte Towers, Plaza Towers and Belrose Manor are in need of additional work not identified previously in the scope of work; and

**WHEREAS** staff requested additional work from the contractor resulting in a change order in the amount of \$219,571.75; and

**WHEREAS** staff is recommending acceptance of the change order submitted by Asphaltic Surface, LLC. in the amount of \$219,571.75 for the additional work not previously identified in the scope of work.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Kansas City, Kansas to accept the change order submitted by Asphaltic Surfaces, LLC. in the amount of \$271,571.75.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** the Board of Commissioners does hereby approve Resolution No. 2024-17.

X

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Matthew T. Watkins  
Chairman

X

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Andrea Tapia  
Executive Director/CEO

Kansas City, Kansas Housing Authority  
Board of Commissioner's Meeting  
April 18, 2024

**New Business Consent Item:** Accept the change orders for additional concrete work on the current parking lot improvement projects at Wyandotte Towers, Plaza Towers and Belrose Manor with Asphaltic Surfaces, LLC

Resolution No. 2024-17

**Background:**

The Kansas City, Kansas Housing Authority (KCKHA) Board of Directors approved a contract with Asphaltic Surfaces, LLC. to repair damaged sidewalks, curbs, and gutters and to mill and overlay the asphalt at three KCKHA properties. Wyandotte Tower, Plaza Towers and Belrose Manor are in need of additional work not identified previously in the scope of work. Per the contract with Asphaltic Surfaces, LLC. bid the amount of \$62 per linear foot for curbs and gutters, and \$23 per square foot for sidewalks was approved. The contractor based the additional cost on these previously agreed to amounts, in total the three combined sites will require \$219,571.75 for previously unidentified additional work.

**Current Issue:**

Staff requested additional work not included in the original scope of work for all three properties totaling \$219,571.75. The additional work and cost were reviewed by staff and the architect recommends acceptance of the change order.

Per KCKHA's procurement policy, a cost analysis and price comparison were conducted and determined to be a fair price.

**Board Action:**

Approve Resolution No. 2024-17, if Appropriate.