



Agenda

Housing Authority of the City of Kansas City, Kansas

Regular Meeting

Thursday, August 14, 2024
12 noon

Boardroom
1124 N. 9th Street

- I. Roll Call
- II. Approval of the Minutes
Regular Board Meeting July 18, 2024
(Pages 1—8)
- III. Executive Director's Report
(Pages 9—40)
- IV. Public Comments
Contact Jackie Randle at jrandle@kckha.org or (913) 281-3300 in advance of the meeting to be placed on the agenda to speak. Comments will have a time limit determined by the Chairman.
- V. Committee Reports
- VI. New Business Consent Items:
 - Resolution No. 2024-28 Authorizing the Kansas City, Kansas Housing Authority to apply for the 2024 Resident Opportunities and Self-Sufficiency Program (ROSS) Grant
(Pages 41—42)
 - Resolution No. 2024-29 Appro ving new Job Descriptions
(Pages 43—44)
 - Resolution No. 2024-30 Recognizing Chandra Ward for her Valuable Service to the Housing Authority of the City of Kansas City, Kansas
(Page 45)
- VII. New Discussion Items: None
- VIII. Executive Session
- IX. Adjournment

Lunch will be served at 12 noon for Board members.

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

Thursday, July 18, 2024
12 noon

Boardroom
1124 N. 9th Street

On the 18th day of July 2024 at 12 noon, the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in regular session. The meeting was called to order by Vice-Chairman Rios, and upon roll call, the following members of the body were present:

J.D. Rios, Vice-Chairman
Dr. Carla Whiteside-Hicks, Commissioner
Paul Jones, Commissioner
Pastor Roderick McConnell, Commissioner
P. Anne McDonald, Commissioner (via Zoom)
Dr. Chiquita Miller, Commissioner
Linda Warner, Commissioner

ABSENT:

Matthew T. Watkins, Chairman
Jacques Barber, Commissioner
Dr. Nozella Brown, Commissioner
Raul Escarcega, Commissioner
Chandra Ward, Commissioner

ALSO, PRESENT:

Andrea Tapia, Executive Director/CEO
Worku Alem, Director of Finance
Anwar Crockett, Asst. Director of Housing Operations
Stephanie Drake, Human Resources Officer
Cherrie Escobar Sutton, Director of Section 8
Jen Garrison, IT Administrator
Gerald Glavin, Development & Revitalization Coordinator
Alexander Kump, Director of Public Safety
Jacqueline D. Randle, Executive Services Manager
Elaine Stroud, Director of Housing Operations
Connie Worrell, Public Safety Officer
Deon Blake, The Learning Club

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

Vice-Chairman Rios called for approval of the minutes for June 20, 2024. Commissioner Warner made the motion to approve the minutes. Commissioner Jones seconded the motion, and the following vote was recorded:

AYES: Whiteside-Hicks, Jones, McConnell, McDonald, Miller, Rios, Watkins
NAYS: None
ABSENT: Barber, Brown, Escarcega, Ward, Watkins
ABSTAIN: None

Motion carried.

Executive Director's Report

- Ms. Tapia said there are 1,113 families leased up with the Housing Choice Voucher (HCV) program. There are 70 voucher holders out there searching, and 12 individuals ended their participation in the program. There is an explanation in the report of why each individual ended program participation.
- Ms. Tapia discussed Small Area Fair Market Rents (SAFMR) and noted we usually talk about Fair Market Rents (FMR) to determine if this is a fair amount of rent for a particular area. She stated back in 2015 or so they tested SAFMR to increase voucher lease-ups. HUD is now making it mandatory in our area, as of October 23, 2023, to use SAFMR. This will establish payments standards at a zip code level rather than the larger metropolitan area. The rents can be adjusted based on a smaller area. Ms. Tapia gave an example of rents in the 66109 zip-code being higher than other areas. Ms. Escobar Sutton provided information in terms of what this means for the HCV program. She noted that 66104 is our predominate area and fair market rents include utilities in the payment standards. She noted we are requesting Technical Assistance from HUD on how to move forward with SAFMR. Right now, this is not affecting anyone's rent. SAFMR's are mandated, but we have options on how we push this out. Ms. Tapia said she is looking into asking HUD if we can increase SAFMR's to a rate which matches where we are now. Additionally, Ms. Tapia said she has asked HUD to allow this agency to participate in the Mentor Program which can tell us how this worked for other Public Housing Agencies. HUD will provide \$1,000 for us to participate in the mentoring program. HUD is also providing \$10,000 for us to implement the SAFMR's, which covers administrative fees to get this up and going.
- Ms. Tapia said the SAFMR's is lower than the FMR's and no landlord will want to see a reduction in rents they receive. She noted we are paying over \$1 Million monthly in Housing Assistance Payments (HAP). We budget \$12.7 Million annually for HAP. After the moratorium ended rents and utilities increased. Ms. Escobar Sutton meets regularly with HUD to review the numbers, and we have

been asked to reduce the number of vouchers we are pulling from the waitlist to ensure there is enough funding to support those lease ups. Ms. Tapia said about five vouchers will be pulled each month until we can pull more. This should change sometime in January 2025. HCV monies are budgeted for the calendar year, but our fiscal budget is March 31 to April 1. Upon questioning from Commissioner Miller, Ms. Tapia discussed how this would impact the VASH vouchers which will be impacted because it comes from one pot of money. However, there will not be a huge impact, because it is hard to get the veterans leased up. Ms. Escobar Sutton agreed, noting we have 50 VASH vouchers allocated and never more than 35 utilized. Discussion continued regarding housing for veterans with Ms. Tapia saying it is a problem nationally to get veterans housed.

- Mr. Ron Jones was introduced as the new Public Safety Officer for KCKHA. Ms. Tapia said every Safety Officer is a *Dotte*. Mr. Jones served as a Sergeant in the Wyandotte County jail and has a vast knowledge of Wyandotte County. He is certified in CPR/AED and is a safety instructor. Mr. Jones then said his hobby is competitive bar-be-cuing in the metro area. He came from the Housing Authority of Kansas City (Missouri). He is working on getting a donation of hygiene kits for our Back-to-School program and getting a donation of Bombas socks to give out to families. Mr. Jones said he is happy to be here. Ms. Tapia added Ms. Worrell would also be doing a breakfast fundraiser to benefit the Back-to-School initiative. The cost is \$5 for biscuits, gravy, coffee or juice and donations will go to purchase school supplies for the Back-to-School effort.
- Ms. Tapia said our Public Safety staff will be participating in several meetings with the KCKPD's Community Oriented Policing and Problem-Solving Team. This will allow us to partner with KCKPD to be proactive in working with our residents. Mr. Kump noted the program has been going on for a few years and KCKPD works with the community to create a safe space. He said this is a good thing for our agency to be involved with. Mr. Kump discussed the highlights of the property report with the Board. Mr. Kump and Ms. Worrell answered questions about how we work with the City on incidents which occur on or near our properties.
- Mr. Sterling McCullough was introduced as the new Information Technology person working with Ms. Garrison. Mr. McCullough said he is a simplistic man who likes the Chiefs, goes to gym, plays with his dog, and spends time with his family. He makes a mean jerky and will bring some in sometime soon. He stated he breathes IT. Ms. Garrison said she enjoys working with Mr. McCullough, who is knowledgeable, and they are a great team. Vice-Chairman Rios asked what Mr. McCullough was working on and Mr. Garrison noted he was working on everything as there are a lot of projects to work on. When asked, "Where was he from?" by Commissioner Jones, Mr. McCullough stated he was from Olathe, Kansas.
- Ms. Tapia said computer security is going well, and Ms. Garrison is doing a wonderful job with cyber-training our staff. Ms. Garrison discussed the internal Change Management Approval Committee. She is getting buy-in from staff as

IT cannot work alone. She said there have been good discussions on the organizational level with policy and practice changes. Ms. Tapia said this is a good opportunity to bring everyone to the table. Vice-Chairman Rios noted communication brings about solutions to achieve objectives. He appreciates the collaboration and cooperation from all parties.

- Ms. Tapia mentioned we are working on a new website, which is not listed in her report. A presentation will be provided to the Board when the new website is ready. We are looking at rebranding and getting a more accessible website, and a different look for the agency's logo.
- Ms. Tapia said Ms. Drake has been busy hiring staff and is currently working on Ms. Randle's replacement. The Board was advised Ms. Randle would be retiring this year. Ms. Tapia said we hired a recruiting company who will be looking to fill the position for us. We are continuing to provide staff training. We are working with the Personnel committee to go over changes. Ms. Tapia said we are working with Nelrod to prepare the revised Personnel handbook, which has gone from 60 pages to 238 pages. Ms. Drake added Workman's Comp has been our focus. We sent out 15 inquiries to work comp providers and received 14 no's and one yes. She said we are working with managers to ensure employees are reporting near misses and trip hazards, and those sorts of things. Last month we sent out information for employees to keep themselves hydrated when working outside in extreme weather conditions. Ms. Drake said we will be implementing a check-in and check-out board, so we know where employees are. She noted we were originally paying \$174K and will now be paying \$305K annually for at least three years. Ms. Drake said we are working to keep our employees informed through the newsletter and having managers talk directly to them. Commissioner Miller asked was there a strategy to get the 238 pages out to staff. Ms. Drake said she is planning to have different sessions to meet with staff to go over the main points and everyone will receive a copy of the new 238-page Personnel Policy. Ms. Tapia said the Personnel Committee will be asked to review the Personnel Policy before it is presented to the Board for adoption. Commissioner Miller added she is pleased with the infrastructure when interacting with Ms. Jefferson on Housing Authority properties. She has worked with the Housing Authority for 20 years and has noticed just recently the housing environment is nice, clean, and safe. Residents are aware of the security team, and it makes them feel better. She has done a monthly program with the Housing Authority for the last five or six months, and it has been a pleasant experience to see such a passionate staff.

This concluded the Executive Director's report. Vice-Chairman Rios asked if there were any questions. Commissioner Warner asked Ms. Tapia if she met with the Unified Government. Ms. Tapia indicated she had not, and the meeting would be rescheduled.

Public Comments

Vice-Chairman Rios called for public comments and there were none. However, Deon Blake, The Learning Club, was present to visit and observe.

Bylaws

The Bylaws Committee did not meet.

Finance

Commissioner McDonald said the Finance Committee met last Tuesday and went over the budget information presented by Mr. Alem. Her takeaways are: We had lower income than was budgeted. We thought there would be 96 percent occupancy, and it is down to 90 percent, mostly at Wyandotte Towers and due to evictions. Expenses are more than we budgeted for, but less than last year. There is extra money invested in Certificates of Deposit (CD) at 5 percent. The COCC is doing better than it was a couple of years ago and sometimes has extra money to cover shortfalls and always gets paid back. HCV and landlords were discussed at the Finance Committee meeting and was gone over earlier in today's meeting. Commissioner McDonald asked if there was anything other Committee members wanted to add. Commissioner Miller noted she was excited about the in-house inspector and thinks Commissioner McDonald covered the meeting well. Vice-Chairman Rios said the meeting was organized and Commissioner McDonald provided a great summary.

Inclusion and Public Information

The Inclusion and Public Information Committee did not meet.

Personnel

The Personnel Committee did not meet.

Development

Commissioner Warner indicated the Development Committee met and provided a written report. Present at the meeting was Commissioners Rios, Warner and Watkins, Ms. Tapia, Eric MaMahon of Select Development (SD) and Matt Fulson of the Fulson Housing Development (FHD). A first draft of the strategic plan prepared by FHG and SD was presented which included a SWOT analysis of our Housing Authority, an overview of the RAD program, Affordable Housing funding

resource options and recommendations for redevelopment. She said the next steps would include identifying goals and opportunities for redevelopment of KCKHA properties. A new Physical Needs Assessment will take place. Commissioner Warner said it was a productive meeting and the committee will need to work closely with all Board members in identifying options. Commissioner Ward said the LIHTC funding proposal for Glanville Towers will be resubmitted in August. The original proposal was submitted in January and was not funded. Residents from Chalet Manor met on July 9, 2024, and received the good news that LIHTC was awarded, and the project would be moving into RAD. A second meeting is scheduled for August 1, 2024. The Bylaws for 501(c)3 are being developed and will come before the Board for review and discussion. Lastly, Wyandotte Towers elevators will both be replaced, and it will take approximately 16 weeks to be finished. The elevators were first placed in the building in 1969. Mr. Glavin added there are 26 empty units at Chalet Manor and once they are emptied out work will start in the units. Ms. Tapia said there will be a complete redesign of the interior and exterior of Chalet Manor.

Commissioner Jones mentioned the CPR/AED classes noting he has the equipment to conduct the classes. He acknowledged Mr. (Ron) Jones was also certified to conduct the classes. Ms. Tapia suggested Commissioner Jones meet with Ms. Drake and Mr. Kump to get the training set up.

Resident Participation

Commissioner McConnell noted the Resident Council met. He is glad security is present at today's board meeting. He asked how we are coming along with in-house security. Mr. Kump said we interviewed six or seven applicants, a few will be coming back for second interviews, and we may be hiring from this group. He said Ms. Drake has also sent over six or seven more applications for review and consideration.

Commissioner McConnell then went on to discuss issues the residents are dealing with such as high traffic mainly at Wyandotte Towers and but also at other high-rises. He gave vivid examples of bad behavior on the Wyandotte Towers property. Also, when Housing gets rid of a tenant, the replacement is worse. He mentioned someone having a bullet taped to their door and it was supposedly taken to management. Commissioner McConnell discussed his observation of the elevator replacement and said we will continue to replace things if the residents are not taking care of the property. He discussed apartments flooding and asked how the Housing Authority replace items damaged below. Commissioner McConnell said someone from Glanville approached him about drugs in the building. He said they cannot be seen talking to someone about the drug problem. Commissioner McConnell said he has been at Wyandotte Towers for 20 years and was moved from an upper floor down to a lower floor. He does not go down to the lobby after a certain time and others feel the same way. Residents are afraid because the

Booth Monitors let anyone in the building. If they know there are shady people coming to the building, there will be no one in the booth. He said this happens all the time. His wife waited ten minutes to be let in the building, because the Booth Monitors were away due to not wanting to let certain people in the building. As a result, visitors bang on the door and residents let them in. Commissioner Warner said Commissioner McConnell should encourage the residents to work with our safety staff. She said this is needed to change the culture. Commissioner McConnell said it was good what Commissioner Warner said, but she does not live in the building. He said we need to be more careful about who we allow to move in the building. Commissioner Warner said, we do not get to discriminate about who we allow in housing. When there are problems with residents, 911 should be called and then our safety staff. Ms. Tapia said she met with Commissioner McConnell and learned people are not reporting things due to them being afraid. She asked if residents are telling him and he is not reporting it, we will not be able to address this. Discussion continued with what can be done for residents to be safe in their buildings. Ms. Tapia suggested Commissioner McConnell invite our staff to his meetings. Commissioner McConnell suggested having the proper people in the booth and better cameras on each floor. To which, Vice-Chairman Rios said this is already underway. Ms. Stroud spent time working in the booth and gave an overview of her experience. She told Commissioner McConnell it would help if he provided information when an action is occurring rather than once a month at a board meeting. She said they are evicting tenants for causing problems. Ms. Tapia said Wyandotte Towers is our highest vacancy property. Vice-Chairman Rios said the Board understands the reason for the vacancies. He added the Board will hold staff accountable to handle complaints, but Commissioner McConnell should be reporting directly to staff. It should also be noted what is being done right and it will take time to get this right. Commissioner Miller said there is awareness in the community to get help with what is occurring on our properties, and everything else will eventually come together. Ms. Stroud asked that Commissioner McConnell advocate reporting what is happening in the building. Vice-Chairman Rios said he appreciated Commissioner McConnell's report and would be adjourning the meeting. He said Commissioner McConnell was encouraged to provide information to staff.

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

New Business Consent Items:

None

New Business Discussion Items:

None

Vice-Chairman Rios called for adjournment, and it passed unanimously.

J. D. Rios, Vice-Chairman

Andrea Tapia, Executive Director/CEO



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 Kansas City, Kansas 66101-2197
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To: Board of Commissioners
 From: Andrea Tapia, Director/CEO
 Date: August 15, 2024
 Re: Executive Director Report

Housing Choice Voucher Program

Section Eight Management and Assessment Program (SEMAP)

Each year KCKHA’s Housing Choice Voucher Program (HCV) is required to complete a self-assessment of how the HCV program is functioning and to allow HUD to identify whether KCKHA can ensure proper administration of the program and/or identify any deficiencies.

On July 25, 2024, KCKHA received HUD’s final SEMAP score for the Fiscal Year End March 31, 2024, and the following scores were assigned:

Indicator #	Indicator	Points
1	Selection from Waiting List	15
2	Reasonable Rent	20
3	Determination of Adjusted Income	20
4	Utility Allowance Schedule	5
5	HQS Quality Control	5
6	HQS Enforcement	10
7	Expanding Housing Opportunities	5
8	Payment Standards	5
9	Timely Annual Reexaminations	10
10	Correct Tenant Rent Calculations	5
11	Pre-Contract HQS Inspections	5
12	Continuing HQS Inspections	10
13	Lease-Up	15
14	Family Self-Sufficiency	N/A
15	Deconcentration Bonus	0
	TOTAL POINTS	130

Based upon the score received, KCKHA’s overall performance rating is **HIGH**. We would like to congratulate the HCV staff for their hard work and continued dedication to ensuring proper administration of the HCV program.

Effective Date	Bdrms	Annual Income	Program Name
S8 - EOP - Report			
From: 07/01/2024 Thru: 07/31/2024			
Programs: All		Projects: All	
Processed Records: 12		Selected Records: 12	
Order By: Tenant Name			
7/31/2024	1	S8-Illness/Deceased	Voucher HCV
7/31/2024	1	S8-Request off Program	Voucher PB - Delaware Highlands
7/31/2024	3	S8-Fail to comply w/Recert - HQS	Voucher HCV
7/31/2024	1	S8-Illness/Deceased	Voucher PB - Delaware Highlands
7/31/2024	1	S8-Request off Program	Voucher PB - Delaware Highlands
7/31/2024	3	S8-Fail to comply w/Recert - HQS	Voucher HCV
7/31/2024	1	S8-Fail to comply w/Recert - HQS	Voucher HCV
7/31/2024	3	S8-Illness/Deceased	Voucher HCV
7/31/2024	1	S8-Illness/Deceased	Voucher PB - Delaware Highlands
7/31/2024	1	S8-Request off Program	Voucher PB - Delaware Highlands
7/31/2024	3	S8-Repayment	Voucher PB-Eileen's Place
7/31/2024	1	S8-Illness/Deceased	Voucher PB - Delaware Highlands

The Housing Choice Voucher (HCV) Program continues to work towards increasing voucher issuance and lease up of vouchers. Currently there are 1,109 HCV and 25 VASH vouchers that are leased with 62 voucher holders searching for a place to rent, and 10 new voucher holders who have leased up. There are 1,366 applicants on the waitlist. During the month of July, 12 individuals ended participation in the program; the attached chart shows exit dates, and reason for exiting the program.

KCKHA Landlord Motivation Program Incentive Funds

Flyers were mailed out to 229 landlords reminding and encouraging them to utilize the Landlord Motivation Program Incentive funds. These funds are available to new, returning, or current landlords who are willing to provide new housing units to our program. This Motivation and Relief Program is designed to recognize and reward Landlords that agree to participate or continue participation in the Housing Choice Voucher/Section 8 program. We are thankful for our existing landlord partners and encourage other property owners to assist us in providing housing for families in need.

Nelrod Portability Guide for Initial and Receiving PHA Responsibilities Training

On July 18 and July 25, 2024, HCV Staff participated in a Nelrod Webinar informing PHAs of the process and responsibilities a PHA must follow when an applicant or tenant requests a voucher to port to another PHA.

Portability vouchers allow applicants and participants an opportunity to transfer to another Housing Authority and lease-up within its jurisdiction; it is not uncommon for applicants or

tenants to request a port-out voucher. Many relocate to other areas because of insufficient housing stock, or are looking for better employment options, and some relocate to be near family.

Processing portability requests and issuing port-out vouchers requires HUD mandated coordination between the two Housing Authorities. It is important that staff are familiar with HUDs guidelines, timelines, and tenant rights. Proper training can ensure a smooth transition for the applicant/tenant and the PHAs.

Safety Department

Access Guards

Please help KCKHA welcome Mr. Philip McFarlane and Mr. Mark Griggs as our Security Booth Monitors for Wyandotte Towers. Mr. McFarlane has over 10 years' security experience as a licensed Guard. Mr. Griggs has over 34 years' security experience and has worked as a security guard for Homeland Intelligence and Protective Services.

Kansas City Kansas First Responder Back-to-School Bash and Splash

On August 3, 2024, KCK First Responders held a Back-to-School Bash and Splash party for Kids K—12. Kids enjoyed a hotdog lunch and free school supplies. Safety Officer John Myers attended the event on behalf of KCKHA to show our support for the K-12 Kids and KCK First Responders.

Information Technologies Department

Lunch and Learn

The July Lunch and Learn for senior staff was very well received. We went over tools in Outlook that can be used to manage and organize emails. Topics covered were:

- How to set rules
- Folder organization
- How to use categories and flags
- How to use conditional formatting

This was a great training session and everyone that attended came out of the training with knowledge of at least one new tool they could use to help with mailbox organization.

Information Technology Projects

Background work on several projects is in progress.

- Network Clean-up project

We are working on some key points in this project such as ordering the equipment needed to complete work at three more locations. We are reviewing the documentation data needed as well as processes and work flows ahead of time to make more efficient use of our time. And lastly creating specific work time in our calendars to work on the tasks for this project.

- Hardware replacement project for laptops

We are down to the last few new laptops that are fully set up and ready to be issued to our users who have older laptops that need replacement.

- IT Administrative and End User Documentation

There is a lack of documentation for IT policies and procedures for the technical administrative functions and tasks required in the organization. We have been working on creating specific documentation that will fall into some generalized categories such as:

- Administrative Instructional- the how-to documentation for Admin Tasks
- Administrative Policy- the why we do it a specific way
- End User Instructional- the how to's for end users
- Issue Troubleshooting- the specific steps taken to resolve major issues and concerns.

Cyber Security Training

We have talked about how we are doing as an agency with our cyber security training and how we are helping our employees stay safe while on their work devices. It is important that we continue to remain vigilant and question things that just do not seem right. We continue to keep hearing great feedback from every different department about the training videos and quizzes and how enjoyable they are. It is fun to hear that staff are enjoying and looking forward to the way the important security information is presented.

Here is a link to a Cyber Security Training session from Arctic Wolf.

<https://satcontent.arcticwolf.com/launch/4d5698db-391b-4f5e-88b1-3ffc770d8436/true>

As an interactive exercise, we can let the board answer the questions in this quiz.

Human Resources

New Hires

Our team is continuing to grow. In the month of July, there were 25 interviews scheduled with the Department Directors. We made six job offers and hired five new hires. 1- Property Manager, 2-Security Booth Monitors, 1-Laborer, and 1- Maintenance Mechanic. There were two new hire orientation classes conducted in July.

Safety Committee

We are continuing to see improvements in our work-related injuries and incidents for the agency. For the month of July there were no incidents reported. Staff are continuing to have their huddles and are discussing safety topics. For the month of July, the Maintenance Department was given the topic of discussion, *Understanding the risks of unsafe acts in the workplace and how to prevent them*. Other topics that were discussed in huddles were: *How to safely disconnect hot wires in units; How to properly check for gas leaks and test lines; and Tool safety and electricity safety*.

Policy Updates

We have created and are implementing a policy for staff that drives an agency vehicle home in the evenings and on weekends. The personal use of agency vehicle policy. This policy is intended to provide guidance to staff on what is expected when driving an agency vehicle. Staff will be required to complete and submit to Human Resources every month a vehicle safety checklist recording mileage and maintenance of the vehicle.

HUD Monitoring Review

On January 29, 2024, HUD completed a Monitoring Review. HUD's monitoring review ensures PHA compliance with program regulations. During a HUD monitoring review, the following key areas were assessed:

- Compliance with Fair Housing Laws and Nondiscrimination Policies
- Proper use of federal funds and financial management
- Condition of housing units and compliance with housing quality standards
- Resident services and Family Self-Sufficiency Programs
- Compliance with lease agreements and tenant rights

HUD monitoring reviews are typically conducted on a regular basis to ensure ongoing compliance and to address any issues promptly. Housing providers are required to maintain accurate records and documentation to demonstrate compliance with HUD regulations.

Overall, HUD monitoring reviews are critical for maintaining the integrity of federally funded housing programs and ensuring that residents have access to safe, affordable housing. By

conducting thorough monitoring reviews, HUD can identify and address any issues that may arise, ultimately improving the quality of housing for low-income individuals and families.

On June 25, 2024, KCKHA received the monitoring review results. HUD identified 14 Findings, 13 Observations and one finding of Governance. Out of the 14 findings, KCKHA contested 8; and out of the 13 observations, KCKHA contested 9. For the remaining findings and observations, KCKHA provided a written corrective action response. Many of the corrective actions were implemented prior to receiving the monitoring review results. We will wait for HUD's response to our contested observations and findings.

Kansas Housing Conference

On August 20 through August 22, 2024, the Kansas Housing Resources Corporation will host its 2024 Kansas Housing Conference. This is a great opportunity to learn from community leaders in the areas of housing, supportive services, legislation, and compliance. It is also a great opportunity to network. The conference will be at Overland Park Convention Center.

Low-Income Housing Tax Credit (LIHTC) Training

Low Income Housing Tax Credits (LIHTC) are a federal program that provides incentives for developers to create affordable housing for low-income individuals and families. The goal of the LIHTC program is to increase the supply of affordable housing for low-income individuals and families, and to promote the development of mixed-income communities. It has been a critical tool in addressing the affordable housing crisis in the United States.

As we transition into LIHTC compliance with the conversion of Chalet Manor, it is imperative staff receive the proper training. From August 26 through August 28, 2024, Nan McKay will provide a LIHTC Compliance Training and Certification. This will provide staff with an overview of the LIHTC program, compliance time periods, the basics of applying for tax credits, how credits are calculated, compliance monitoring, first-year issues, tenant eligibility, income calculation, rent setting, and ongoing eligibility requirements and much more.

The following are monthly reports provided by staff:


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

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

Description	Rate ^(a)	Maturity Date	Amount	Bank
General Fund Account	0.15%		\$0.00	Liberty (Account clos
Payroll Account	0.00%		\$238,453.93	Bank of Labor
ACH Pymt Account	0.00%		\$1,185.00	Bank of Labor
Rent Depository Account	0.00%		\$500,000.00	Bank of Labor
Rent Depository Acct. Cash Sweep	0.00%		\$5,326,030.39	Bank of Labor
Rent Bank Deposit Accounts	0.019%		\$457,295.50	Various Rent Banks
Homeless Prevention Program	0.049%		5,532.84	Bank of Labor
Sponsorship Program	0.019%		20,336.45	Bank of Labor
Section 8 Checking	0.00%		1,906,076.51	Bank of Labor
EPC Replacement Reserve Acct	0.15%		\$0.00	Liberty (Account clos
Family Self Sufficiency	0.019%		\$130,673.02	Bank of Labor
KCKHA Debt Service Account			\$233,956.82	Deutsche Bank
CD #120245349	5.00%	03/01/25	\$500,000.00	Bank of Labor
CD #08010806 (Investment)	5.40%	01/00/00	\$3,000,000.00	Bank of Labor

(a) Represents Rates as of August 8, 2024 provided by Banks.

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



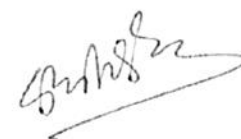
Worku Alem
Director of Finance

Kansas City, Kansas Housing Authority

Delinquency in Accounts Receivable

For the Month of July 31, 2024

	Rent &	Repayment	Net
	Other Charges	Agreements	Total
Accounts Receivable	\$152,329.67	(\$55,111.61)	\$97,218.06
(Amounts Delinquent)			
Total Charges to Tenants for Month			\$583,716.69
Delinquency Ratio			16.66%
Petitioned to Court			<u>7</u>
Praecipes Issued			<u>6</u>
Evictions			<u>2</u>
Pending Evictions			<u>4</u>

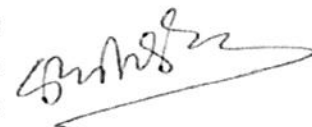


Worku Alem
Director of Finance

Kansas City, Kansas Housing Authority	
Payments Over \$1,000.00	
For The Month of JULY '24	
CONTRACTS	
MAINTENANCE COSTS	
American Textile Mills Inc.	\$1,370.29
BERKSHIRE HATHAWAY HOMESTATE CO	\$76,408.75
Booney's Lawn Service	\$3,040.00
CALHOUN LAWN CARE, LLC	\$7,520.00
CALHOUN LAWN CARE, LLC	\$7,520.00
CALHOUN LAWN CARE, LLC	\$3,760.00
CE WATER MANAGEMENT	\$1,680.00
CEI Electrical & Mechanical	\$1,425.28
Chadwell Supply, Inc	\$1,913.56
CINTAS CORPORATION No. 2	\$1,791.41
CINTAS CORPORATION No. 2	\$1,585.10
DAVID ALLEN HENDERSON DBA	\$2,590.00
DAVID ALLEN HENDERSON DBA	\$2,590.00
DAVID ALLEN HENDERSON DBA	\$1,295.00
DAVIDSON'S LANDING WHP, LP	\$1,090.00
DORMAKABA USA INC	\$3,069.08
Ferguson Enterprises, LLC.	\$2,512.30
Ferguson Enterprises, LLC.	\$1,591.20
Fire & Security Solutions	\$7,217.70
Fire & Security Solutions	\$1,269.50
GE APPLIANCES,A HAIER COMPANY	\$2,344.00
GE APPLIANCES,A HAIER COMPANY	\$1,425.00
Grainger	\$1,990.06
H.D. Supply	\$25,343.33
H.D. Supply	\$9,084.85
H.D. Supply	\$2,840.09
J & J Asphalt Paving Inc	\$1,022.00
Johnson Controls Inc.	\$40,251.65
Johnson Controls Inc.	\$20,518.45
Johnson Controls Inc.	\$12,142.75
Johnstone Supply Co.	\$14,338.40
Johnstone Supply Co.	\$2,278.11
KC AUTO ELECTRIC	\$1,975.90
Klemp Electric Mach. Co. Inc.	\$1,048.49

MEI TOTAL ELEVATOR SOLUTIONS	\$8,862.54
MEI TOTAL ELEVATOR SOLUTIONS	\$1,781.00
MEI TOTAL ELEVATOR SOLUTIONS	\$1,545.00
MIDWEST BED BUG SERVICES	\$2,350.00
Midwest Inspections Services, LLC	\$2,601.00
National Fire Suppression	\$9,855.00
Olney Sales Inc.	\$5,062.50
OSCARS MAINTENANCE SERVICE CORP, LLC	\$7,790.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$1,840.00
PDQ Supply Inc.	\$1,297.36
PDQ Supply Inc.	\$1,110.96
REPUBLIC SERVICES #468	\$2,689.77
Smallwood Locksmiths, Inc	\$1,766.53
Smallwood Locksmiths, Inc	\$1,158.43
SOS Pest Control	\$3,150.00
STACO ELECTRIC CONSTRUCTION CO	\$1,388.62
STACO ELECTRIC CONSTRUCTION CO	\$1,314.38
STACO ELECTRIC CONSTRUCTION CO	\$1,299.13
Stanion Wholesale Elec. Co.	\$11,246.94
Stanion Wholesale Elec. Co.	\$6,609.06
Strasser Hardware	\$1,434.80
W CARTER & ASSOCIATES GLAZING, LLC	\$1,093.00
Waste Management	\$5,157.60
MISCELLANEOUS	
Amazon Capital Services, inc	\$4,947.53
Amazon Capital Services, inc	\$3,604.41
Amazon Capital Services, inc	\$3,007.99
AT&T	\$5,553.54
CDW Government LLC, CDW Government	\$2,990.00
ConvergeOne, Inc	\$38,421.60
CROSS-LINES COMMUNITY OUTREACH INC	\$1,950.00
CROSS-LINES COMMUNITY OUTREACH INC	\$1,690.00
ENTERPRISE FM TRUST	\$19,089.04
ENTERPRISE FM TRUST	\$17,948.17
Evans & Mullinix, P.A.	\$11,993.00
F. W. (FSS)	\$1,975.90
Housing Authority Risk Retention Group	\$50,093.00
Housing Insurance Serv. Inc.	\$124,748.00
Jehovah Jeireh Enterprises, LLC	\$1,063.00
KEY REALTY GROUP	\$1,250.00

	KLEND A AUSTRERMAN LLC	\$2,149.01
	Mary Harvey	\$6,108.30
	MASTERCARD	\$16,413.09
	McCRIGHT & ASSOCIATES, LLC	\$3,420.00
	MRI Software LLC (HAB, INC)	\$15,961.10
	New Village Printing & Promotional, LLC	\$3,158.39
	New Village Printing & Promotional, LLC	\$1,154.83
	OFFICE ESSENTIALS, INC	\$3,961.77
	OFFICE ESSENTIALS, INC	\$2,523.07
	ONLINE INFORMATION SERVICES, INC	\$4,848.56
	Pappas Hayden Westberg & Jackson PC	\$1,373.27
	PayLease, LLC	\$3,576.28
	SocialBridge Technologies, Inc.	\$3,960.00
	T. R. (Payroll)	\$2,186.37
	U.S BANK EQUIPMENT FINANCE	\$3,700.48
	Verizon Wireless	\$3,453.55
	WEX BANK DBA WRIGHT EXPRESS FSC	\$5,461.43
	WILLIAM W. HUTTON ATTORNEY AT LAW	\$3,675.00
	MODERNIZATION	
	Asphaltic Surfaces	\$610,844.79
	GSI Engineering, LLC	\$2,443.75
	J & J Custom Painting LLC	\$45,900.00
	KG CLEANING LLC	\$2,390.00
	McClatchy Company, LLC	\$1,510.10
	TRAFTEC, INC.	\$1,090.00
	W CARTER & ASSOCIATES GLAZING, LLC	\$22,655.00
	PAYROLL	
	AFLAC PREMIUM HOLDING	\$7,731.80
	Blue Cross Blue Shield Of KC	\$118,345.42
	Colonial Life & Accident Ins	\$6,155.76
	Delta Dental	\$4,768.48
	Kansas Payment Center	\$1,544.42
	Kansas Payment Center	\$1,425.80
	Kansas Public Employ Ret Syst	\$42,354.58
	Kansas Public Employ Ret Syst	\$41,973.49
	Nationwide Retirement Solution	\$2,482.00
	Nationwide Retirement Solution	\$2,457.00
	Nationwide Retirement Solution	\$2,457.00
	Paytient Technologies, Inc	\$2,971.09

	UTILITIES	
	Atmos Energy	\$1,111.19
	Board Of Public Utilities	\$235,100.85
	City of Bonner Springs	\$2,571.91
	Constellation New Energy-Gas	\$1,298.22
	Kansas Gas Service	\$12,827.39
		
		Worku Alem
		Director of Finance

**Kansas City, Kansas Housing Authority
Operating Income and Expenditure
For the Period Ended June 30, 2024**

	CEN OFFICE		PUBLIC HSG		PUBLIC HSG		SECTION 8		FSS		TOTAL	
	YR TO DATE	%	YR TO DATE	%	BUDGET	YR TO DATE	%	BUDGET	YR TO DATE	%	YR TO DATE	BUDGET
OPERATING INCOME:												
Dwelling Rent	\$0.00		\$1,379,683.90	23%	\$6,106,831.00			\$0.00	\$1,379,683.90	23%	\$6,106,831.00	\$6,106,831.00
Fraud Recovery Income								\$0.00				\$0.00
Interest Income	\$176.82	0%	\$5,078.59	715%	\$710.00	\$12,560.64		\$0.00	\$12,560.64		\$12,560.64	\$12,560.64
Tenant Income			\$70,307.86	26%	\$268,509.00			\$0.00	\$5,235.41	2%	\$213,490.00	\$213,490.00
Transfer from CFP	\$0.00							\$0.00	\$70,307.86	26%	\$268,509.00	\$268,509.00
Other Income	\$28,640.44		\$32,861.98	34%	\$97,789.00			\$0.00	\$0.00		\$0.00	\$0.00
Fee for Services - COCC	\$379,028.85	21%	\$1,840,025.00			\$0.00		\$0.00	\$61,502.42	63%	\$97,789.00	\$97,789.00
Gain/Loss - Disp. Property			\$0.00					\$0.00	\$379,028.85	21%	\$1,840,025.00	\$1,840,025.00
Grant Income								\$0.00				\$0.00
Management Fees	\$445,404.84	18%	\$2,544,934.00			\$0.00		\$0.00	\$28,121.41		\$45,096.57	\$45,096.57
Total Operating Income	\$853,250.95	19%	\$4,597,739.00			\$0.00		\$0.00	\$0.00		\$445,404.84	\$445,404.84
Operating Subsidy			\$2,646,129.50	29%	\$9,166,486.00			\$0.00	\$28,121.41		\$2,398,840.49	\$2,398,840.49
Section 8 Admin Fees	\$853,250.95	19%	\$4,597,739.00			\$220,174.00		\$0.00	\$28,121.41		\$2,646,129.50	\$2,646,129.50
Total Operating Receipts												
	\$853,250.95	19%	\$4,597,739.00	24%	\$17,504,451.00	\$232,734.64	25%	\$918,126.00	\$28,121.41		\$5,265,143.99	\$23,020,316.00
OPERATING EXPENSES:												
Administrative Salaries	\$304,437.48	20%	\$1,534,213.00			\$90,232.16	20%	\$441,315.00	\$20,161.13		\$761,093.92	\$3,533,680.00
Management Fees	\$65,553.63	20%	\$227,226.00			\$65,773.50	22%	\$295,835.00			\$445,404.84	\$1,862,661.00
Other Admin Expenses						\$22,694.73	27%	\$84,210.00			\$199,132.39	\$923,924.00
Tenant Services												
Tenant Services Salaries			\$0.00	0%	\$15,373.00						\$0.00	\$0.00
Resident Assoc Expenses			\$0.00		\$23,037.00						\$598.91	\$0.00
Other Expenses			\$598.91									
Total Utilities												
	\$10,723.70	24%	\$45,546.00	24%	\$2,315,997.00				\$11,582.34		\$565,319.13	\$2,361,543.00
Maintenance Salaries	\$270,141.21	41%	\$664,255.00			\$449,709.43	14%	\$3,203,861.00			\$719,850.64	\$3,868,116.00
Maint Materials	\$199,838.08	28%	\$709,874.00			\$165,480.79	19%	\$875,254.00			\$366,528.12	\$1,588,108.00
Fee for Services - COCC						\$379,028.85	21%	\$1,840,025.00			\$379,028.85	\$1,840,025.00
Other Maint Contracts	\$27,346.60	10%	\$287,548.00			\$338,241.63	16%	\$2,164,509.00			\$370,563.73	\$2,496,343.00
Other Security Expense	\$28,604.59	146%	\$19,569.00			\$27,521.13	10%	\$280,285.00			\$56,125.72	\$299,854.00
Insurance	\$37,037.09	30%	\$122,863.00			\$186,295.87	24%	\$788,947.00			\$232,596.44	\$939,529.00
Terminal Leave Payments	\$0.00		\$0.00			\$0.00		\$0.00			\$0.00	\$0.00
Employee Benefit Contributions	\$203,157.55	27%	\$753,381.00			\$267,224.02	16%	\$1,706,153.00			\$513,955.60	\$2,609,432.00
Collection Losses	\$0.00					(\$12,462.81)	-8%	\$161,762.00			(\$12,462.81)	\$161,762.00
Interest Expense			\$0.00			\$0.00		\$0.00			\$0.00	\$0.00
Other General Expense	\$278.70		\$1,559.79	776%	\$201.00	\$5,012.53	46%	\$11,000.00			\$300.00	\$11,201.00
Total Routine Expenses	\$1,147,118.63	26%	\$4,364,475.00			\$3,182,989.22	18%	\$17,485,461.00			\$28,121.41	\$4,604,886.50
COVID	\$0.00		\$0.00			\$0.00		\$0.00			\$0.00	\$0.00
Casualty Losses - Net	\$0.00		\$0.00			\$0.00		\$0.00			\$0.00	\$0.00
Total Operating Expenses	\$1,147,118.63	26%	\$4,364,475.00			\$3,182,989.22	18%	\$17,485,461.00			\$28,121.41	\$4,604,886.50
Prior Year Adjustments								\$0.00			\$0.00	\$0.00
Total Operating Expenditures	\$1,147,118.63	26%	\$4,364,475.00			\$3,182,989.22	18%	\$17,485,461.00			\$28,121.41	\$4,604,886.50
Gain (Loss) from Operations	(\$293,867.68)		\$233,264.00			\$951,072.61		(\$139,117.00)			\$0.00	\$113,137.00

*** June is the 3rd month of the Fiscal Year Ending March 31st
 *** Percentage 25% or 3125th of the year



Worku Alem, Director of Finance

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

CUSTOMER SERVICE & SATISFACTION SURVEY - JULY 2024

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
07/01/24	142	32	174	5	5	0	27
07/02/24	62	20	82	12	12	0	8
07/03/24	41	15	56	7	7	0	8
07/09/24	189	26	215	16	16	0	10
07/10/24	224	29	253	14	14	0	15
07/11/24	94	21	115	6	6	0	15
07/12/24	58	17	75	8	8	0	9
07/15/24	212	39	251	24	24	0	15
07/16/24	127	27	154	11	11	0	16
07/18/24	231	32	263	6	6	0	26
07/19/24	134	20	154	9	9	0	11
07/22/24	237	42	279	11	11	0	31
07/23/24	188	23	211	7	7	0	16
07/25/24	87	17	104	8	8	0	9
07/26/24	90	16	106	3	3	0	13
07/29/24	98	14	112	6	6	0	8
07/30/24	127	15	142	5	5	0	10
07/31/24	97	12	109	6	6	0	6
	2,438	417	2,855	164	164	0	253
				(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.

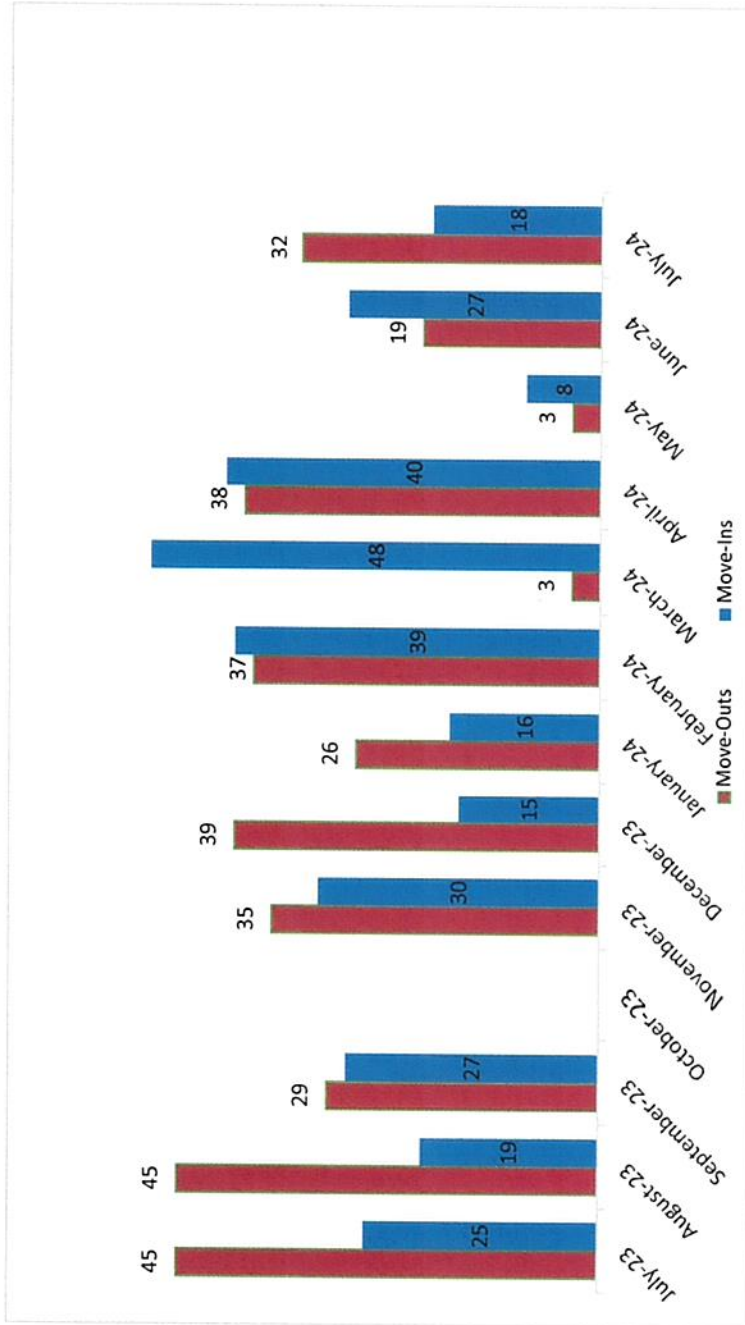
- (a) Residents Contacted 54% of the service work orders completed
- (b) No Response 46% of the service work orders completed
- (c) Favorable Response 100% of the residents contacted
- (d) Unfavorable 0% of the residents contacted

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

	Family	Elderly	Total
Total Vacancy	60	73	133
Units in Mod	21	37	58
Fire Units	3	0	3
Defer Maint	0	0	0
Rentable Units	57	73	130
Move-Ins	3	15	18
Move-Outs	16	16	32
Units Available	4	12	16

**Kansas City, Kansas Housing Authority
July 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) ST. MARGARETS PARK	100	94	5	1		95%	98%
K1-3 D(1) CYRUS K. HOLIDAY	60	49	4	1	6	93%	93%
K1-4*M(1) D(8) WYANDOTTE TOWERS	302	255	41	6	-	86%	87%
K1-5*M(2) D(1) BELROSE MANOR	90	81	6	1	2	93%	96%
K1-6 Elderly DOUGLAS HEIGHTS	101	99	2	-	-	98%	99%
K1-6 D(3) Family DOUGLAS HEIGHTS	99	89	7	3		93%	94%
K1-7 D(1) SCATTERED SITES	24	22	-	2		100%	100%
K1-9 D(1) SCATTERED SITES	30	21	6		3	80%	86%
K1-10 *M(2) SCATTERED SITES	42	38	2		2	95%	98%
K1-11 M(1) D(1) GRANDVIEW PARK	40	35	3	1	1	93%	95%
K1-12 D(2) CHALET MANOR	66	34	15	2	15	77%	100%
K1-13 WELBORN VILLA	80	75	5	-		94%	94%
K1-14 BETHANY PARK TOWERS	153	147	6	-		96%	95%
K1-15 *M(6) SCATTERED SITES	20	14	-	-	6	100%	100%
K1-17*M(1) GLANVILLE TOWERS	108	106	2		-	98%	99%
K1-18 ROSEDALE TOWERS	122	108	2	-	12	98%	99%
K1-20 D(1) WESTGATE TOWERS	163	157	5	1		97%	93%
K1-21 D(1) SCATTERED SITES	8	7	1			88%	100%
K1-22 WESTGATE VILLA	20	16	4			80%	95%
K1-23 D(1) SCATTERED SITES	38	37	1			97%	97%
K1-24 M(18) PLAZA TOWERS	115	79	6		30	95%	98%
K1-25 D(1) SCATTERED SITES	12	11	-	1		100%	100%
AMP 58 Bonner Springs (absorbed 7/1/21)	50	46	4	-		92%	92%
Total Units Available for Occupancy	1,843	1,620	127	19	77	93%	92%



MODERNIZATION AND DEVELOPMENT REPORT – Aug 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

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

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)
K1-57 Plaza Tower Interior Modernization Phase 3 (Floors 1, 2, & 3)
K1-56 GLANVILLE TOWER ELEVATOR MODERNIZATION

Upcoming Projects:

None

CAPITAL FUND PROGRAM 2022

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

Completed Projects:

K1-53 Chalet Manor Emergency Window Repair.
K1-54 Scattered Sites 10 HVAC Replacement
K1-58 Vaughn Dale Bonner Springs Structural Repair
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
K1-55 Repair Gillispie Elevator
K1-12 1635-1641 Birch St. Emergency Roof Replacement
K1-All Parking Lot Improvements Phase 1 has been completed
K1-4 Walk through doors have been replaced
K1-18 Rosedale Towers, replace smoke detector heads
K1- 58 Vaughn Dale Elevator Modernization-

Ongoing Projects/Progress:

New Projects:

K1-12 Chalet Manor Exterior Repair – Bidding is competed, received Board approval.

Upcoming Projects:

K1-55 Wyandotte Towers Main Door Replacement- expected delivery in August

Projects in progress:

K1-All Parking Lot Phase II Improvements-this Project was awarded and approved by the Board, expected to start in late summer. Plans are still being reviewed by UG.
K1-52 & K1-53 Select Interior and Exterior Modernization, NTP issued 1/2/2024 progressing as scheduled.
K1-52 & K1-53 Select Slope Stabilization, NTP issued 5/1/2024 progressing as scheduled.

CAPITAL FUND PROGRAM 2023

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

New Projects:

RFP for Architect to design the following.

K1-52 St. Margaret's Park- HVAC Improvements Phase I
K1-52 Family North Exterior Improvement
K1-58 Vaughn Dale Exterior Repairs
K1-All Park and Playground Equipment

Resident Opportunities Self-Sufficiency (ROSS) Summary

Prepared by Glenda Jefferson

*ROSS helps families advance towards self-sufficiency
through goals which fit their needs.*

Parenting Class on Heathy Tips for Families

Workshop Healthy Parents and Kids Program: Sabrina Boyd from the Family Conservancy presented a workshop to 10 parents and 22 children. The workshop focused on literacy activities and social development, which included child development, positive parenting, fitness, and nutrition. There were cupcakes and ice cream provided for the families.

From June 2-August 2, 2024; Catholic Charities provided summer lunches to families located at Cyrus K. Holiday, Douglas Heights Family, Chalet Manor, and St. Margaret's Park. A total of 67 lunches were provided to the families.

Theatre Camp Workshop: Dionne Blake from The Learning Club hosted a theatre camp from July 15-31,2024, at St. Margarets Park and Douglas Heights Family. There were 25 youth participants, which consisted of first through seventh grade. During the theatre camp, the youth participants were able to focus on their homework from summer school and received tutoring from volunteers. The participants were able to develop knowledge, skills, and abilities beyond the learning environment.



Workshop: K-State Research and Extension provided educational resources to residents to learn to how to maintain healthier lifestyles. The workshop's goal was to focus on how to maintain a heathier home environment, wellness, and nutrition.

Report I- Family Self-Sufficiency/ Resident Services 2 or 5

Harvesters contributed 146 boxes of food to seven of our properties:

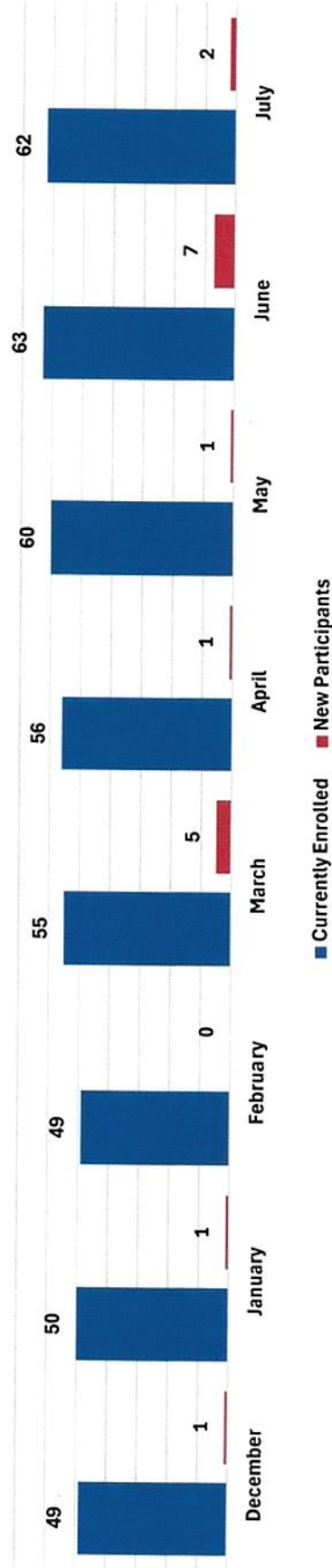
- Rosedale Towers received 24 boxes.
- Wyandotte Towers received 24 boxes.
- Glanville Towers received 19 boxes.
- Bethany Towers received 15 boxes.
- Plaza Towers received 33 boxes.
- Westgate Towers received 22 boxes.
- Welborn Villa received 9 boxes.

On Thursday, August 8, 2024, Wyandotte Towers' Resident Council Board will be having an election to select new members from 12pm-6pm located at the Wyandotte Community Room.

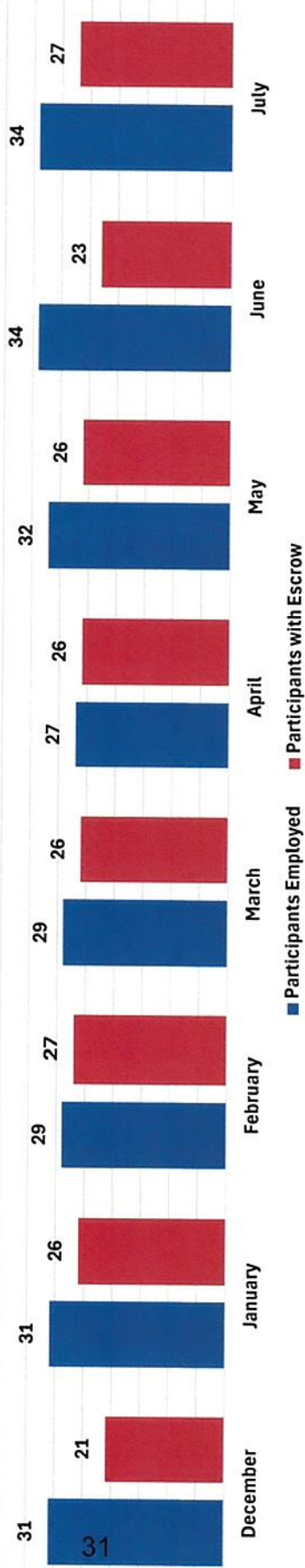
Upcoming Event in September will focus on:

- Alcohol Coalition—September 26, 2024

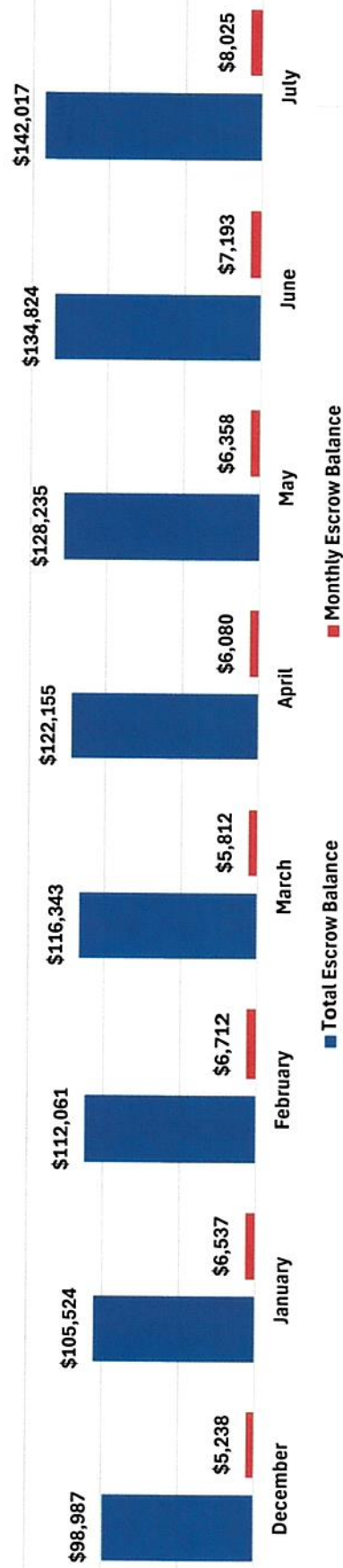
PARTICIPANTS ENROLLED



EMPLOYMENT AND ESCROW



ESCROW BALANCE



Great Things Are Happening In Family Self-Sufficiency



The Learning Club held a two week theater camp at St. Margaret's and performed a play on the last day. Eighteen students participated in the camp. Ms. Barbie owns a theater program and wrote this adapted play for our students to perform.

She also wrote a children's book called, *Victoria Wears a Mask*. It's about a child who loses her hair, a result of living with alopecia, and learns to embrace and love every unique part of who she is.

An FSS participant was facing an employment dilemma that prevented her from being employed for any beneficial amount of time. She would be offered a job as a CNA and then be let go shortly after due to the history and record on her background that occurred over 18 years ago.

As her advocate, the FSS Coordinator wrote a letter on her behalf to request an expungement and submitted the client's application, along with all the certifications she had completed and her accomplishments in the FSS program.

The expungement was approved and now the participant is able to do what she loves and is best at...taking care of the elderly!



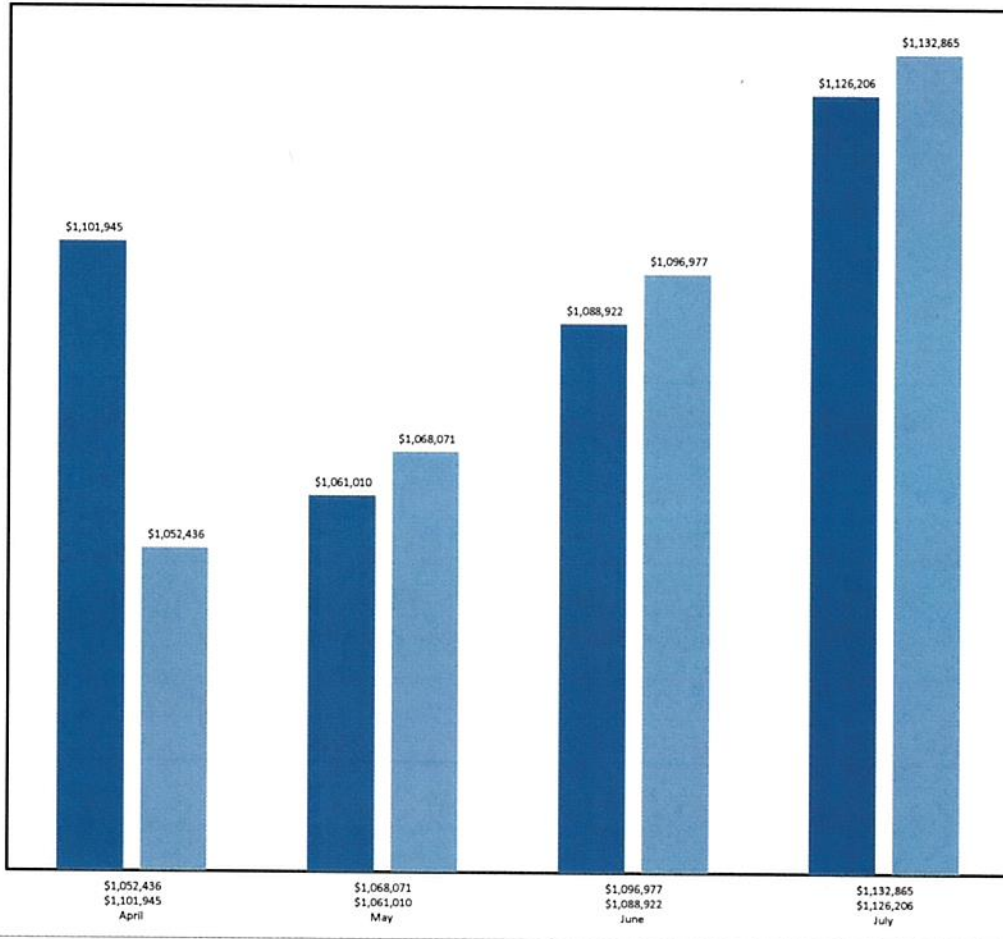
Tracy Range, Director of ProsperU, Certified Financial Counselor, and current President of Urban Financial Services Coalition of Greater Kansas City, spoke to FSS participants in July about credit and the impact it has in our lives.

Participants worked on a credit simulation activity to compare credit score ranges. They had to determine which factors most impacted the score in that range and rank them from greatest to least.



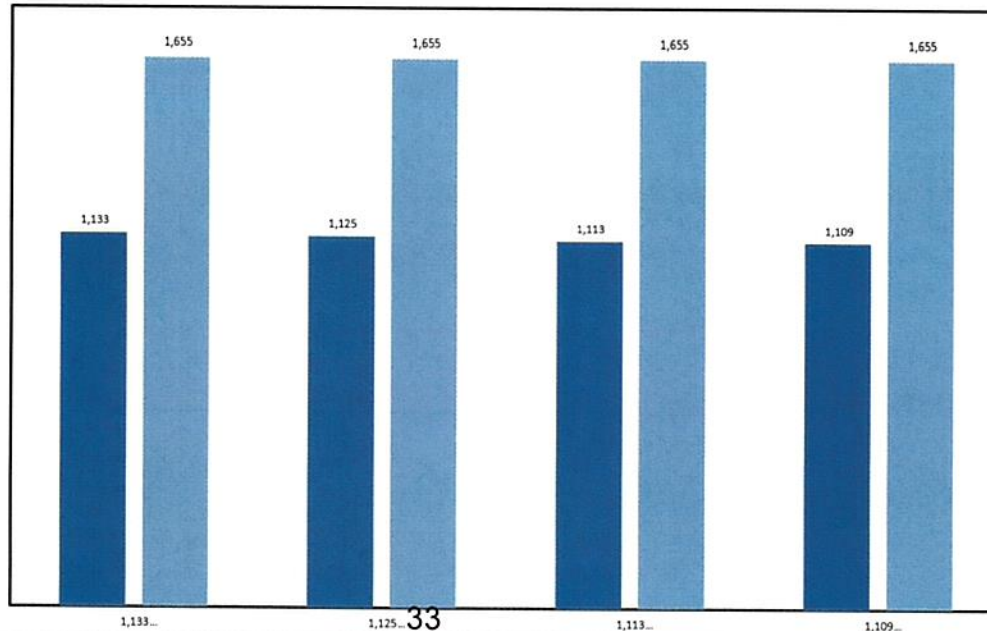
Section 8 Monthly Housing Assistance Payments

■ HAP Payments



Section 8 Vouchers In-Lease and Target Leasing Rate

■ In-Lease ■ Target



Section 8 Housing Choice Voucher Program Monthly Management Report

July 2024

Section 8	HOUSING CHOICE VOUCHER (HCV)													ATTRITION RATE											
	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	Funding	Vouchers	YTD Utilization	Funding	Vouchers	Monthly Attrition	Percent of Total Vouchers Leased	Average YTD Attrition	Average YTD Attrition
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%	68.0%	121.3%			7	0.6%	6	0.5%
March	\$1,101,937	\$1,101,937	\$ 283	\$ 903	\$ 1,049,609	\$ (52,328)	1,137	1,655	30,727	1,655	(518)	(518)	12	23	109	68.7%	125.1%	68.7%	125.1%			9	0.8%	8	0.7%
April	\$1,101,945	\$1,101,945	\$ 260	\$ 914	\$ 1,052,436	\$ (49,509)	1,133	1,655	30,664	1,655	(522)	(522)	8	44	104	68.5%	125.4%	68.5%	125.4%			11	1.0%	8	0.7%
May	\$1,061,010	\$1,061,010	\$ 259	\$ 936	\$ 1,068,071	\$ 7,061	1,125	1,655	31,852	1,655	(530)	(530)	9	25	137	68.0%	127.3%	68.0%	127.3%			10	0.9%	7	0.6%
June	\$1,088,922	\$1,088,922	\$ 252	\$ 952	\$ 1,096,977	\$ 8,055	1,113	1,655	31,777	1,655	(542)	(542)	16	14	123	67.3%	130.7%	67.3%	130.7%			12	1.1%	9	0.8%
July	\$1,126,206	\$1,126,206	\$ 250	\$ 973	\$ 1,132,865	\$ 6,659	1,109	1,655	32,961	1,655	(546)	(546)	10	19	121	67.0%	135.0%	67.0%	135.0%			12	1.1%	13	1.2%

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 HAP for the current month divided by the number of vouchers under lease.

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

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

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

Total vouchers available

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

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

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

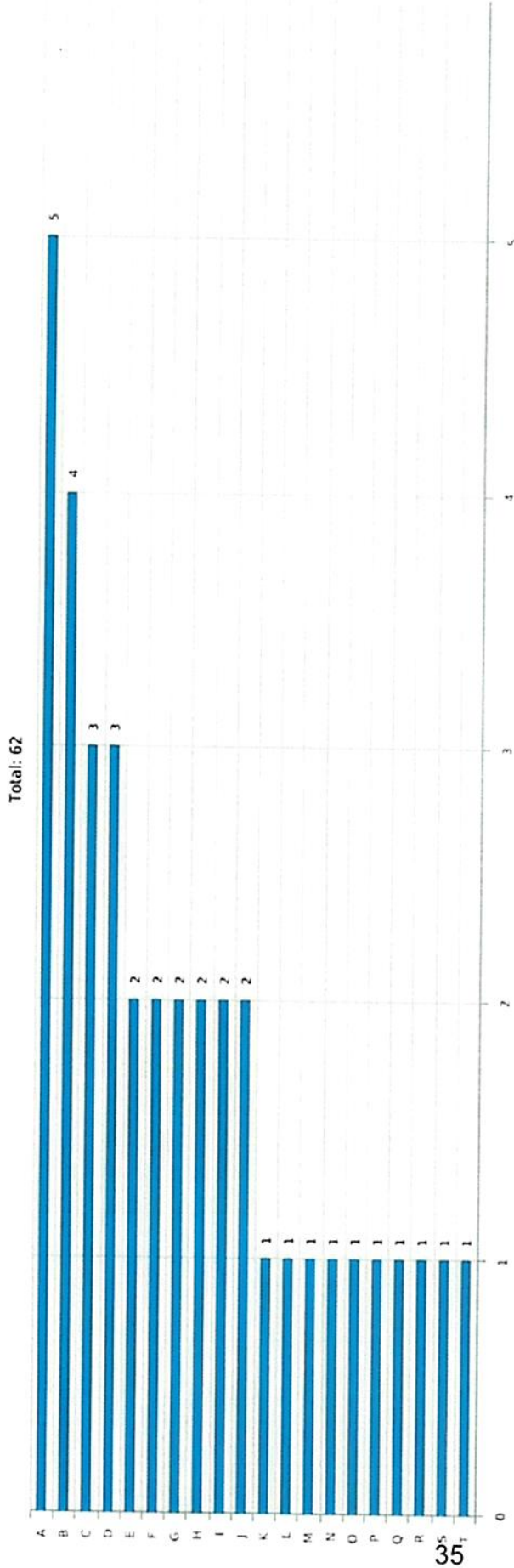
Current Vouchers Looking: This is the current numbers of vouchers that have been issued and the voucher holder is searching for a unit. =121

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 37

Section K

Kansas City Kansas Housing Authority
Public Safety Department



35

A	5 • 13.5%	SCATTERED SITES : UNAUTHORIZED GUEST
B	4 • 10.8%	WYANDOTTE TOWERS : BANNED INDIVIDUAL
C	3 • 8.1%	GLANVILLE TOWERS : TRESPASSER
D	3 • 8.1%	WYANDOTTE TOWERS : DISTURBING THE PEACE
E	2 • 5.4%	GLANVILLE TOWERS : LOITERING
F	2 • 5.4%	WYANDOTTE TOWERS : LEASE VIOLATION (PH)
G	2 • 5.4%	SCATTERED SITES : AGGRAVATED ASSAULT
H	2 • 5.4%	SCATTERED SITES : DISTURBING THE PEACE
I	2 • 5.4%	BETHANY PARK TOWERS : DEAD BODY
J	2 • 5.4%	WYANDOTTE TOWERS : UNAUTHORIZED GUEST

Section K

Kansas City Kansas Housing Authority

Public Safety Department

K	1 • 2.7%	WYANDOTTE TOWERS : EVICTION
L	1 • 2.7%	DOUGLAS HEIGHTS : CRUELTY TO ANIMALS
M	1 • 2.7%	DOUGLAS HEIGHTS : INFORMATION CALL
N	1 • 2.7%	SCATTERED SITES : CRIMINAL DAMAGE (FELONY)
O	1 • 2.7%	SCATTERED SITES : BANNED INDIVIDUAL
P	1 • 2.7%	SCATTERED SITES : DOMESTIC VIOLENCE
Q	1 • 2.7%	SCATTERED SITES : WEAPONS VIOLATION
R	1 • 2.7%	SCATTERED SITES : FAILURE TO COOPERATE
S	1 • 2.7%	WYANDOTTE TOWERS : CRIMINAL DAMAGE (MISD)
T	1 • 2.7%	KCKHA ADMIN BUILDING : DISORDERLY CONDUCT

Section K

Kansas City Kansas Housing Authority

Public Safety Department

Report Incident Types	Location
Total Report Incident Types Exported: 62	
• BELROSE MANOR • Count: 6	
• AGGRAVATED ASSAULT • Count: 1	BELROSE MANOR
• AGGRAVATED BATTERY • Count: 1	BELROSE MANOR
• CHILD ENDANGERMENT • Count: 1	BELROSE MANOR
• DISTURBING THE PEACE • Count: 1	BELROSE MANOR
• DOMESTIC VIOLENCE • Count: 1	BELROSE MANOR
• UNAUTHORIZED GUEST • Count: 1	BELROSE MANOR
• BETHANY PARK TOWERS • Count: 4	
• BANNED INDIVIDUAL • Count: 1	BETHANY PARK TOWERS
• DEAD BODY • Count: 2	BETHANY PARK TOWERS
	BETHANY PARK TOWERS
• NARCOTICS CRIME • Count: 1	BETHANY PARK TOWERS
• DOUGLAS HEIGHTS • Count: 2	
• CRUELTY TO ANIMALS • Count: 1	DOUGLAS HEIGHTS
• INFORMATION CALL • Count: 1	DOUGLAS HEIGHTS
• GLANVILLE TOWERS • Count: 9	

Section K

Kansas City Kansas Housing Authority
Public Safety Department

• BATTERY • Count: 1	BATTERY	GLANVILLE TOWERS
• DISORDERLY CONDUCT • Count: 1	DISORDERLY CONDUCT	GLANVILLE TOWERS
• LOITERING • Count: 2	LOITERING	GLANVILLE TOWERS
	LOITERING	GLANVILLE TOWERS
• TERMINATED EMPLOYEE • Count: 1	TERMINATED EMPLOYEE	GLANVILLE TOWERS
• THEFT • Count: 1	THEFT	GLANVILLE TOWERS
• TRESPASSER • Count: 3	TRESPASSER	GLANVILLE TOWERS
	TRESPASSER	GLANVILLE TOWERS
	TRESPASSER	GLANVILLE TOWERS
• KCKHA ADMIN BUILDING • Count: 3		
• DISORDERLY CONDUCT • Count: 1	DISORDERLY CONDUCT	KCKHA ADMIN BUILDING
• MISC. REPORT • Count: 1	MISC. REPORT	KCKHA ADMIN BUILDING
• TERMINATED EMPLOYEE • Count: 1	TERMINATED EMPLOYEE	KCKHA ADMIN BUILDING
• PLAZA TOWERS • Count: 1		
• BANNED INDIVIDUAL • Count: 1	BANNED INDIVIDUAL	PLAZA TOWERS
• ROSEDALE TOWERS • Count: 1		
• TRESPASSER • Count: 1	TRESPASSER	ROSEDALE TOWERS
• SCATTERED SITES • Count: 17		
• AGGRAVATED ASSAULT • Count: 2	AGGRAVATED ASSAULT	SCATTERED SITES

CO
OO

Section K

Kansas City Kansas Housing Authority

Public Safety Department

	AGGRAVATED ASSAULT	SCATTERED SITES
• BANNED INDIVIDUAL • Count: 1		
	BANNED INDIVIDUAL	SCATTERED SITES
• CRIMINAL ACTIVITY • Count: 1		
	CRIMINAL ACTIVITY	SCATTERED SITES
• CRIMINAL DAMAGE (FELONY) • Count: 1		
	CRIMINAL DAMAGE (FELONY)	SCATTERED SITES
• DISTURBANCE • Count: 1		
	DISTURBANCE	SCATTERED SITES
• DISTURBING THE PEACE • Count: 2		
	DISTURBING THE PEACE	SCATTERED SITES
	DISTURBING THE PEACE	SCATTERED SITES
• DOMESTIC VIOLENCE • Count: 1		
	DOMESTIC VIOLENCE	SCATTERED SITES
• FAILURE TO COOPERATE • Count: 1		
	FAILURE TO COOPERATE	SCATTERED SITES
• INFORMATION CALL • Count: 1		
	INFORMATION CALL	SCATTERED SITES
• UNAUTHORIZED GUEST • Count: 5		
	UNAUTHORIZED GUEST	SCATTERED SITES
	UNAUTHORIZED GUEST	SCATTERED SITES
	UNAUTHORIZED GUEST	SCATTERED SITES
	UNAUTHORIZED GUEST	SCATTERED SITES
	UNAUTHORIZED GUEST	SCATTERED SITES
• WEAPONS VIOLATION • Count: 1		
	WEAPONS VIOLATION	SCATTERED SITES
• WYANDOTTE TOWERS • Count: 19		
• BANNED INDIVIDUAL • Count: 4		
	BANNED INDIVIDUAL	WYANDOTTE TOWERS
	BANNED INDIVIDUAL	WYANDOTTE TOWERS
	BANNED INDIVIDUAL	WYANDOTTE TOWERS

Kansas City Kansas Housing Authority

Public Safety Department

BANNED INDIVIDUAL	WYANDOTTE TOWERS
• CRIMINAL DAMAGE (MISD) • Count: 1	
CRIMINAL DAMAGE (MISD)	WYANDOTTE TOWERS
• DISORDERLY CONDUCT • Count: 1	
DISORDERLY CONDUCT	WYANDOTTE TOWERS
• DISTURBANCE • Count: 1	
DISTURBANCE	WYANDOTTE TOWERS
• DISTURBING THE PEACE • Count: 3	
DISTURBING THE PEACE	WYANDOTTE TOWERS
DISTURBING THE PEACE	WYANDOTTE TOWERS
DISTURBING THE PEACE	WYANDOTTE TOWERS
• EVICTION • Count: 1	
EVICTION	WYANDOTTE TOWERS
• FAILURE TO COOPERATE • Count: 1	
FAILURE TO COOPERATE	WYANDOTTE TOWERS
• INFORMATION CALL • Count: 1	
INFORMATION CALL	WYANDOTTE TOWERS
• LEASE VIOLATION (PH) • Count: 2	
LEASE VIOLATION (PH)	WYANDOTTE TOWERS
LEASE VIOLATION (PH)	WYANDOTTE TOWERS
• OTHER • Count: 1	
OTHER	WYANDOTTE TOWERS
• PUBLIC INTOXICATION • Count: 1	
PUBLIC INTOXICATION	WYANDOTTE TOWERS
• UNAUTHORIZED GUEST • Count: 2	
UNAUTHORIZED GUEST	WYANDOTTE TOWERS
UNAUTHORIZED GUEST	WYANDOTTE TOWERS

Total Report Incident Types Exported: 62

RESOLUTION NO. 2024-28

**AUTHORIZING THE KANSAS CITY, KANSAS HOUSING AUTHORITY
TO APPLY FOR THE 2024 RESIDENT OPPORTUNITIES AND
SELF-SUFFICIENCY PROGRAM (ROSS) GRANT**

WHEREAS the 2024 HUD Notice of Funding Opportunity (NOFO) application for the Resident Opportunities and Self-Sufficiency Program (ROSS) Grant has been published.

BE IT RESOLVED the Board of Commissioners of the Kansas City, Kansas Housing Authority hereby authorizes the Kansas City, Kansas Housing Authority to apply for the Resident Opportunity and Self-Sufficiencies Program (ROSS) Grant.

NOW, THEREFORE, BE IT FURTHER RESOLVED the Board of Commissioners does hereby approve Resolution No.2024-28.

X

Matthew T. Wakins
Chairman

X

Andrea Tapia
Executive Director/CEO

Kansas City, Kansas Housing Authority
Board of Commissioner's Meeting
August 15, 2024

New Business Consent Item: Authorizing the Kansas City, Kansas Housing Authority to apply for the Resident Opportunities and Self-Sufficiency Program (ROSS) Grant.

Resolution No. 2024-28

Background:

FY2024 Notice of Funding Opportunity (NOFO) for the Resident Opportunities and Self-Sufficiency Program (ROSS) Grant. The ROSS Grant is defined as a household's ability to maintain financial, housing, and personal/family stability. To achieve self-sufficiency, individuals in a household move along a continuum toward economic independence and stability, such is movement facilitated by the achievement of educational, professional, and health/mental health and financial empowerment related goals.

Current Issue:

The residents of the Kansas City, Kansas Housing Authority need assistance with helping them make progress toward economic and housing self-sufficiency by removing the educational, professional and health barriers they face. In the case of the elderly and residents with disabilities, self-sufficiency is further defined as the utilization of supportive services which enables them to age in place or remain living independently for as long as possible.

Board Action:

Approve Resolution No. 2024-28, if appropriate.

RESOLUTION NO. 2024-29

APPROVING NEW JOB DESCRIPTIONS

WHEREAS the Kansas City, Kansas Housing Authority (KCKHA) periodically creates and updates job descriptions as situations warrant to assist with efficient operations, and

WHEREAS the agency has determined its need for a Senior Accountant and Access Guard; and

WHEREAS the Senior Accountant will analyze financial transactions and information utilizing generally accepted accounting principles and HUD guidelines, and

WHEREAS the Access Guard will monitor the front doors at Wyandotte Towers, sign in guests, review access cards and answer alarms as some of the primary duties; and

WHEREAS it is in the best interest of the KCKHA to create two new job descriptions for the Finance and Public Safety Departments; and

WHEREAS the agency will benefit from having a Senior Accountant maintain general ledgers, prepare financial statements, balance bank accounts and other duties assigned by the Directors and/or Executive Director/CEO; and

WHEREAS the agency further benefits from having an Access Guard with enhance duties to serve residents and the public; and

WHEREAS the Senior Accountant and Access Guard positions were created as determined necessary for the smooth operation of the KCKHA.

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

NOW, THEREFORE, BE IT FURTHER RESOLVED the Board of Commissioners does hereby approve Resolution No. 2024-29.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

Kansas City, Kansas Housing Authority
Board of Commissioner's Meeting
August 15, 2024

New Business Consent Item: Approving new Job Descriptions

Resolution No. 2024-29

Background:

The Kansas City, Kansas Housing Authority (KCKHA) has created two new job descriptions: Senior Accountant and Access Guard.

The Senior Accountant will work with the Director and Assistant Director of Finance and be responsible for recording, verifying, documenting, and analyzing financial transactions and information by utilizing accounting principles and HUD guidelines. Other responsibilities include accounts receivable, accounts payable, overseeing bank accounts and other general ledger activities.

The Wyandotte Towers Booth Monitor title and job duties will be replaced with the Access Guard title and duties. The Access Guard will monitor the front doors at Wyandotte Towers, sign in guests, make sure tenants are using their access cards to enter the building, and to answer alarms that came to the booth, etc. The Booth Monitor position is under the supervision of the Operations Department. Originally, the Booth Monitor position was filled with Wyandotte Towers residents who applied and were given the job.

This memo supports the creation of the Senior Accountant and the Access Guard positions.

Current Issue:

The Senior Accountant position will add someone with a thorough knowledge of accounting principles and analytical financial skills to assist the Directors with the workload in the Finance Department.

The Public Safety Department was established in 2023 to provide security for all developments owned by the KCKHA. The Booth Monitor position will be retitled and transitioned from the Operations Department to the Public Safety Department. We believe a new position with new objectives, goals, functions, and rules should have a new name. We are requesting a name change from Booth Monitor to Access Guard with enhanced duties to better represent requirements of the position.

Board Action:

Approve Resolution No. 2024-29, if appropriate.

Resolution No. 2024-30

**RECOGNIZING CHANDRA WARD FOR HER VALUABLE SERVICE
TO THE HOUSING AUTHORITY OF THE CITY OF KANSAS CITY, KANSAS**

WHEREAS Chandra Ward was appointed by the Unified Government Board of Commissioners on December 2, 2021 to serve as Commissioner for the Housing Authority of the City of Kansas City, Kansas; and

WHEREAS Chanda Ward was sworn in on February 17, 2022; and

WHEREAS she served faithfully during her tenure on the Board; and

WHEREAS she has resigned her position to pursue other interests; and

WHEREAS the Housing Authority Board would like to recognize Chandra Ward for her commitment, dedication, service, and good counsel.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Kansas City, Kansas that we to officially recognize and thank Chandra Ward for her valuable contributions to the staff, residents, and citizens of this community.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Commissioners does hereby approve Resolution No. 2024-30.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO