



INDEPENDENCE HOUSING AUTHORITY

SECRETARY'S REPORT

November 2021

BOARD MEETING

A. General Operations

1. The Fire Unit at 501HT restoration work is still ongoing due to wait times for materials.
2. Powell CWM is finalizing the specifications and drawings for the fenced-in area parking at the bottom of the rear parking lot at Pleasant Heights to have an enclosed secure parking building with 5 garage bay doors.
3. Central Office Siding and Front Entrance Canopy project has begun construction.
4. Administration has had to pull the existing bushes in the rear of the Central Office and bring in topsoil and regrade the back to eliminate water coming into the area where the church service room is currently, which will eventually be our Board Room for all future board meetings. The landscaping company will be adding extra drain pipes to tie into our existing 6" PVC drain line to move the water away from the building.
5. Powell CWM finalized our Central Office Secured Garage plans with the City of Independence and we have permit approval and can now create the RFP and go out for bid on the project. The administration is working on the RFP as we speak to place out for bid.
6. IHA obtained the bid for the Section 8 file audit service, which came back at \$42,000 to Audit 280 files.
7. IHA administration also signed a contract with Property Pros to assist with application processing of the Section 8 files. The cost will be \$38 per completed file. By paying for the completion of files, will push the files to be completed quicker or they will be spending money on the processing of files but not making it back in return. The prior contract with the other management company was paid a fixed amount per month, and this type of contract does not get the results we need.
8. IHA administration has signed an Interlocal Agreement with the Housing Authority of Kansas City to utilize two of their maintenance technicians for After-Hour call-outs while our maintenance staff is down in numbers. We have one maintenance tech that is on Worker's Comp due to an injury on the property where he stepped and the object went through the bottom of his boot and into his foot. The employee was also diabetic and this has created a larger issue of his wound not healing. He has been out since May 2021. Another one of our Maintenance Techs took another job closer to where he lives in Belton. IHA's Maintenance Supervisor is off for Knee Replacement for 6 weeks, which only leaves

IHA with one working maintenance tech. We are also contracting with Property Pro's to provide 2 additional daytime maintenance helpers while the supervisor is out. The administration has been actively marketing our maintenance position but no one is coming to interviews that we schedule.

9. IHA administration has submitted the Independent Audit by Smith Marian and Company to the Federal Audit Clearinghouse and the FASS HUD submission.
10. IHA administration has submitted our Operating Fund SF-424 and 50722 and 50723 forms for 2022 Public Housing Operating Fund formula.
11. Un-Restricted Reserve and Balance Summary for FYE 03/31/2022
12. HCV Statistics for October 2021 (see enclosed)
13. LIPH Statistics for October 2021 (see enclosed)

B. Capital Fund Program Update

1. Pleasant Heights Elevator Renovation Project contract has been signed and materials are beginning to be ordered and scheduled.
2. 2019 CFP ESSG Grant for the Carbon Monoxide Detectors has been completely expended. The administration will complete the AMCC and 50071 closing documents for the grant.
3. Pleasant Heights Brick Tuckpointing contract has been signed and is being scheduled out and should begin in December 2021 or January 2022.
4. IHA administration went to Pleasant Heights and reviewed the trash chute for the compactor and it already has a close-off valve to close down the chute and replaced dumpster carts for that area. IHA can save money by eliminating the Compactor and just purchasing additional carts to roll out for pickup, which is every day during the week. IHA administration will go by Southview Manor and review those chutes as well to make sure that they already exist with a cutoff valve or if one will need to be installed. The trash services RFP is being prepared by the administration.
5. Pleasant Heights 1st floor flooring around Elevator Banks, Lobby, and Mail Room are being bid out for Luxury Vinyl Plank.
6. Southview Manor lobbies on each floor on each building side are being bid out to replace the carpet with Luxury Vinyl Plank.
7. IHA received the 2021 ESSG grant for IP Cameras to be placed on the full property of Hocker Heights as well as change out all Unit Entry doors at Southview Manor with Steel Doors and new deadbolt locks. Bids on the Entry Doors are being obtained now. Locks are proprietary and under our small purchase price of our procurement policy. The IP Cameras are being bid out as well.

LIPH STATISTICS

October-21

Summary

Date	Vacant Units	Lease Up	Category
10/1/21	42	0	Pleasant Heights
10/1/21	10	0	Hocker Heights
10/1/21	8	1	Southview Manor

10/31/2021

100.00%

50058 PIC Submission Rate for Annual Reexaminations <12 months
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Hocker Heights			
	Received	Pending	Eligible
1 BR	1,844	103	6
2 BR	1,298	54	2
3 BR	601	17	1
4 BR	83	3	0
Totals	3,826	177	9

Pleasant Heights			
	Received	Pending	Eligible
1 BR	1,860	103	2
2 BR	1,198	21	1
Totals	3,058	124	3

Southview Manor			
	Received	Pending	Eligible
1 BR	1,897	98	4
2 BR	1,238	21	1
Total	3,135	119	5

SECTION 8 STATISTICS

Oct-21			Summary
Date			Category
10/1/21	1,647		Total Vouchers
10/1/21	1,350		Total Leased Vouchers
10/31/21	14		Total Transfers
10/31/21	7		Total New Admissions
10/31/21	16		# of Vouchers Coming off Program
10/31/21	98.23%	50058 PIC Submission Rate for Annual Reexaminations < 12 months	

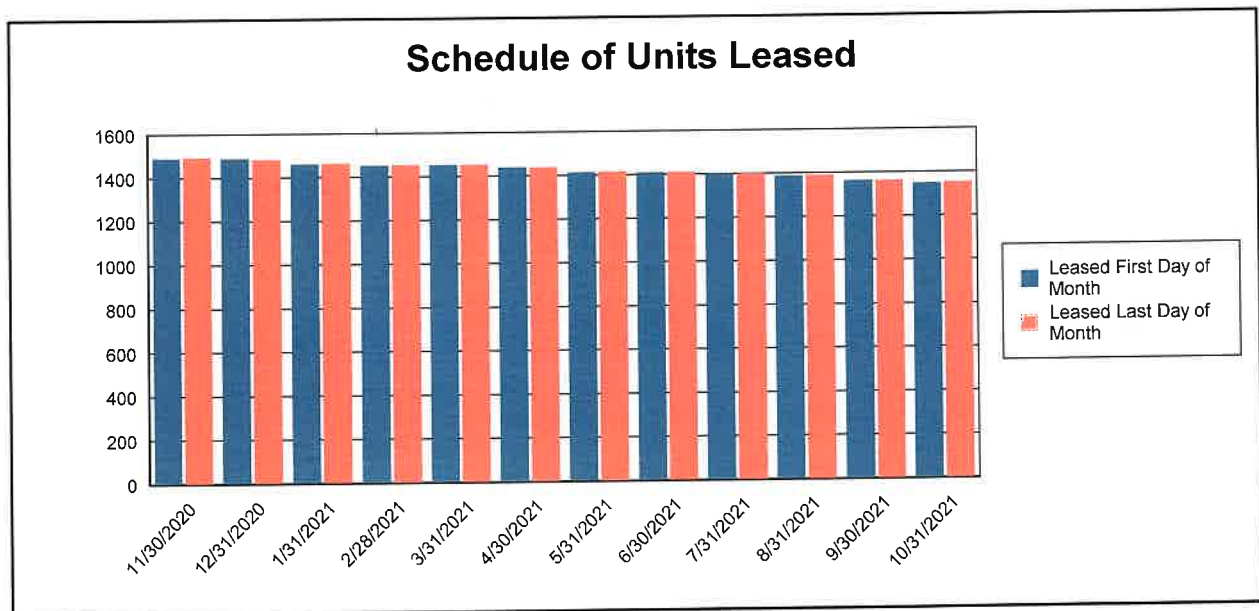
Waiting List	Received	Pending	Eligible	Selected
OBR	6	8	0	0
1 BR	761	810	20	0
2 BR	578	407	17	0
3 BR	338	201	7	0
4 BR	62	31	2	0
5 BR	8	3	0	0
6 BR	4	2	0	0
Total	1,747	1,452	46	0

Independence Housing Authority Section 8

Schedule of Units Leased

Beginning 11/1/2020

<u>Date</u>	<u>Leased First Day of Month</u>			<u>Leased Last Day of Month</u>		
	<u>Units</u>	<u>MTD %</u>	<u>YTD %</u>	<u>Units</u>	<u>MTD %</u>	<u>YTD %</u>
Nov-20	1,491	91.47	91.47	1,494	91.66	91.66
Dec-20	1,489	91.35	91.41	1,484	91.04	91.35
Jan-21	1,461	89.63	90.82	1,465	89.88	90.86
Feb-21	1,453	89.14	90.40	1,456	89.33	90.48
Mar-21	1,454	89.20	90.16	1,453	89.14	90.21
Apr-21	1,440	88.34	89.86	1,439	88.28	89.89
May-21	1,414	86.75	89.41	1,415	86.81	89.45
Jun-21	1,411	86.56	89.06	1,411	86.56	89.09
Jul-21	1,402	86.01	88.72	1,402	86.01	88.75
Aug-21	1,388	85.15	88.36	1,391	85.34	88.40
Sep-21	1,364	83.68	87.94	1,363	83.62	87.97
Oct-21	1,350	82.82	87.51	1,352	82.94	87.55
Total	17,117			17,125		
Available Vouchers	1,630					



Independence Housing Authority Section 8

VMS Data Report

Beginning 10/1/2021

	Oct/2021	Nov/2021	Dec/2021
Voucher Units - First of the Month			
Rental Assitance Component 1	0	0	0
Rental Assitance Component 2	0	0	0
Litigation	0	0	0
Homeownership	5	5	5
New this month	0	0	0
Moving to Work	0	0	0
One Year Mainstream - MTW	0	0	0
Family Unification - Non MTW	0	0	0
Family Unification - Pre2008 - MTW	0	0	0
Family Unification - 2008/Forward - MTW	0	0	0
Non-Elderly - Non MTW	0	0	0
Non-Elderly 2008/Forward - MTW	0	0	0
Portable Vouchers Paid	16	18	18
Hope VI	0	0	0
Tenant Protection	7	7	7
Enhanced Vouchers	7	7	7
(VASH) Vouchers	0	0	0
DHAP to HCV Vouchers Leased	0	0	0
All Other Vouchers	1,321	1,307	1,304
Total Vouchers	1,349	1,337	1,334
Voucher Units - End of Month			
Under Lease on the last day of the Month	1,351	1,337	1,334
5 Year Mainstream Units (First of the Month)			
Mainstream 5-Year First of the Month	0	0	0
Mainstream 5-Year last day of the Month	0	0	0
HA Owned Units			
HA Owned Units Leased	0	0	0
Voucher HAP Expenses - First of the Month			
Rental Assistance Component 1	0	0	0
Rental Assistance Component 2	0	0	0
Ligation	0	0	0
Homeownership	3,272	3,188	0
New this Month	0	0	0
Moving to Work	0	0	0
One Year Mainstream - MTW	0	0	0
Family Unification - Non MTW	0	0	0
Family Unification - Pre2008 - MTW	0	0	0
Family Unification - 2008/Forward - MTW	0	0	0
Non-Elderly Disabled - Non MTW	0	0	0
Non-Elderly - 2008/Forward - MTW	0	0	0
Portable Voucher Paid	19,123	19,714	0
Hope VI	0	0	0
Tenant Protection	2,025	2,025	0
(VASH) Voucher	0	0	0
DHAP to HCV Vouchers	0	0	0
All Other Vouchers	754,365	730,002	0
FSS Escrow Deposits	0	0	0
HAP Total	778,786	754,930	0
Voucher HAP expenses after the first of the month			
All voucher HAP expenses after the first of the month	547	0	0

Independence Housing Authority Section 8

VMS Data Report

Beginning 10/1/2021

	Oct/2021	Nov/2021	Dec/2021
MTW - Family Unification 2008/Forward	0	0	0
MTW - Family Unification pre 2008	0	0	0
MTW - VASH	0	0	0
MTW - One Year Mainstream	0	0	0
5 Year Mainstream HAP Expenses (Entire Month)			
5 Year Mainstream HAP	0	0	0
Regular Portable Administered			
Portable Units Administered	1	1	1
Total HAP for Portable Units Administered	0	0	0
PBV			
Under AHAP and not under HAP	0	0	0
Under HAP and Leased	138	139	139
Under HAP and not Leased	0	0	0
Under HAP and not Leased with Vacancy Payment	0	0	0