



INDEPENDENCE HOUSING AUTHORITY

providing affordable and safe housing

SECRETARY'S REPORT

BOARD MEETING

January 22, 2019

A. General Operations

1. Utility Allowance Study for both Section 8 and LIPH programs along with Energy Audit for LIPH was bid out and awarded to Management Resources Group, LLC out of Atlanta, GA.
2. LBP Testing for both HH and PH bid was awarded to Environmental Operations, Inc.
3. Emergency Exit Plans for each office, buildings, floors (high-rise only), community centers design drawings were completed by Powell CWM Architects and we are now looking for a printer to print the maps out onto plastic boards to go into each building and floors.
4. Working on a Contingency Plan for Section 8 and Public Housing programs if the government is shut down through the end of February 2019.
5. Jobs Plus Reimbursement Breakdown is being provided to show what this grant currently owes to Pleasant Heights and Hocker Heights. HUD did not get the grant budget placed into eLOCCS prior to the government shutdown and now we have to wait get our money drawn down. At this time, I have suspended any unnecessary spending from this grant except for what we are under contract for such as copier, utilities, etc. and the salary and benefits of the two employees for the grant. The Community Coaches that were supposed to start on January 23rd will now be placed in a holding pattern until the government is back and I can obtain what is owed to each property.
6. HCV Statistics (see enclosed)
7. LIPH Statistics (see enclosed)



4215 S. Hocker Dr., Bldg. 5

Independence, MO 64055

Phone: (816) 836-9200 Fax: (816) 988-2540 TTY: 711

B. Capital Fund Program Update

1. Section 504 Renovations at Southview Manor currently has 5 units remaining to be renovated and the contractor is currently in 4 of the 5 units (all 1BR's) which will leave one (1) 2BR unit remaining to renovate. We should be on schedule to complete this last 5 units by the end of February.
2. Hocker Heights Renovation of Units 532-534 HT is currently in the Punch List stage. Once they have completed that list, then final payment will be made for Retainage and I will take the units back and begin to lease them up.
3. Southview Manor's Exterior Surface Repair Specifications are completed by the Architects but we will be waiting until Spring to start the bidding process due to weather constraints for outside surface replacement.
4. Elevator repairs for Southview Manor and Pleasant Heights are desperately needed. I am moving money set aside for 2019 to 2018 and begin work on one building at a time.
5. Old Central Office Renovations needs one additional bid to be able to move forward with the project. When I think I have a contractor to bid on it, it falls through and they get busy and change their mind. I have one more lead.
6. Emergency Exit Plans were completed by the Architects at Powell CWM and now looking for a place to print the maps onto plastic boards or similar material that will hold up to continuous building use.



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SECTION 8 STATISTICS

December

Summary

Date	Amount	Category
12/1/18	1,647	Total Vouchers
12/1/18	1,530	Total Leased Vouchers
12/31/18	99.89%	PIC Submission Rate
12/31/18	1,435	Waiting List
1 BR	612	
2 BR	529	
3 BR	254	
4 BR	37	
5BR	3	
Total	1435	

LIPH STATISTICS

DECEMBER

Summary

Date	Amount	Category
12/1/18	9	Pleasant Heights Vacant Units
12/1/18	1	Hocker Heights Vacant Units
12/1/18	2	Southview Manor Vacant Units
12/31/18	99.39%	PIC Submission Rate
12/31/18	3,224	Total Applicants on Waiting List
1 BR	1574	
2 BR	1040	
3 BR	531	
4 BR	79	
Total	3224	

Hocker Heights – Jobs Plus (Thru December 2018)

1.1268.JP00.17	JP Grant – Training / Conferences	\$4,866.08
1.1428.JP00.17	JP Grant – Case Management	\$0
1.1438.JP00.17	JP Grant – Supportive Services	\$548.00
1.1688.JP00.17	JP Grant – Data Systems / Software	\$26,504.68
1.1768.JP00.17	JP Grant – Travel	\$4,143.00
1.9400.JP00.17	JP Grant – Administrative	\$12,116.43
1.9840.JP00.17	JP Grant – Salaries	\$12,033.48
1.9840.JP20.17	JP Grant – Employee Fringe Benefits	<u>\$2,766.25</u>
	Total	\$62,977.92

HH Balance at end of December – (\$36,229.02)
+ \$62,977.92 (JP Reimbursement)
 \$26,748.90

Pleasant Heights – Jobs Plus (Thru December 2018)

2.1268.JP00.17	JP Grant – Training / Conferences	\$3,924.11
2.1428.JP00.17	JP Grant – Case Management	\$0
2.1438.JP00.17	JP Grant – Supportive Services	\$336.00
2.1688.JP00.17	JP Grant – Data Systems / Software	\$24,875.28
2.1768.JP00.17	JP Grant – Travel	\$5,085.37
2.9400.JP00.17	JP Grant – Administrative	\$10,400.26
2.9840.JP00.17	JP Grant – Salaries	\$12,033.41
2.9840.JP20.17	JP Grant – Employee Fringe Benefits	<u>\$2,766.22</u>
	Total	\$59,420.65

PH Balance at end of December – (\$50,085.36)
+ \$59,420.65 (JP Reimbursement)
 \$9,335.29