



# INDEPENDENCE HOUSING AUTHORITY

## SECRETARY'S REPORT

December 2021

### BOARD MEETING

#### **A. General Operations**

1. The Fire Unit at 501HT restoration work is finishing up with final inspections.
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 and the canopy is almost completed. The stacked stone has been picked and ordered for the columns and the lighting has been installed. The canopy underneath will be finished in the next week or so and the siding job will begin the 2<sup>nd</sup> week of December.
4. Fast Signs is currently in a design phase for a standalone sign to go into the ground to the right of the front canopy in the grass area, instead of on the rock face. Prior to the canopy being constructed, the lettering and logo came loose from the backboard and fell to the concrete in front of the door one weekend. Luckily, no one was injured. This is another reason I don't want to put another sign on the side of the building.
5. Landscaping project in the rear of the building is completed and awaiting the canopy on the front and sign to be installed on the ground to complete the front landscaping project.
6. Administration has issued out the RFP for the Central Office Secure Garage project and that bid will be due back on December 17<sup>th</sup> at 2 pm.
7. Juniper Consulting, winning bidder on the HCV File Audit, will begin scheduling the Section 8 File Audit of 280 files at the beginning of the new year. We want to get through the holidays before we begin this endeavor.
8. Property Pro, who is the current contract for processing Section 8 applications, are moving much faster and efficiently on completing each application file. Once we get the 600 applications that we interview completed on the Section 8 side, I will be utilizing this company to help us interview, process and lease up our public housing units before my deadline of 03/31/2022. Our vacancies that we currently have at all three properties, around 60 total, are not being counted against us on this FYE. But as of 4/1/2022, the vacancies will be counted against our PHAS score.

9. IHA and HAKC has signed an Interlocal Agreement to get assistance from their maintenance department while we are down on manpower. I have also reached out to HUD ROSS division, at the DC level, and awaiting the decision on whether or not they will allow HAKC to assist us with the ROSS Grant while we are down a person on that grant.
10. IHA will be bidding out Trash Services for all three properties, as well as Trash Rolling Bins for the Trash Rooms on the 1<sup>st</sup> floor of the High Rises and remove the Compactors. IHA will ensure we have enough bins to pull and replace until Trash is picked up daily at each of the two high rises.
11. Un-Restricted Reserve and Balance Summary for FYE 03/31/2022
12. HCV Statistics for November 2021 (see enclosed)
13. LIPH Statistics for November 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. The administration has completed the AMCC and 50071 closing documents for the 2019 CFP ESSG grant, as well as our 2018 CFP and 2019 CFP Grants.
3. Pleasant Heights Brick Tuckpointing contract has been signed and is being scheduled out and should begin in January 2022.
4. Pleasant Heights 1<sup>st</sup> floor flooring around Elevator Banks, Lobby, and Mail Room are being bid out for Luxury Vinyl Plank.
5. Southview Manor lobbies on each floor on each building side are being bid out to replace the carpet with Luxury Vinyl Plank.
6. 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.
7. IHA is swapping out some of the lobby cameras on the 5<sup>th</sup> floor B side with ones that have Audio due to some issues we are having at that property. IHA will eventually swap out all of the lobby cameras with ones that have Audio capabilities.
8. Southview Manor Elevator Cameras are being installed on December 7-8<sup>th</sup> after waiting a year or so for parts to come in due to the type of cameras we are having to install and COVID-19 supply chain issues.

## SECTION 8 STATISTICS

<b>Nov-21</b>			<b>Summary</b>
<b>Date</b>			<b>Category</b>
11/1/21	1,647		Total Vouchers
11/1/21	1,358		Total Leased Vouchers
11/30/21	10		Total Transfers
11/30/21	5		Total New Admissions
11/30/21	14		# of Vouchers Coming off Program
11/30/21	99.18%	50058 PIC Submission Rate for Annual Reexaminations < 12 months	

<b>Waiting List</b>	<b>Received</b>	<b>Pending</b>	<b>Eligible</b>	<b>Selected</b>
OBR	4	8	0	0
1 BR	760	792	12	0
2 BR	578	394	8	0
3 BR	338	192	6	0
4 BR	62	29	1	0
5 BR	8	3	0	0
6 BR	4	2	0	0
<b>Total</b>	<b>1,746</b>	<b>1,410</b>	<b>27</b>	<b>0</b>

## LIPH STATISTICS

November-21

Summary

Date	Vacant Units	Lease Up	Category
11/1/21	43	0	Pleasant Heights
11/1/21	13	0	Hocker Heights
11/1/21	10	1	Southview Manor
11/31/2021	100.00%	50058 PIC Submission Rate for Annual Reexaminations <12 months	

Hocker Heights			
	Received	Pending	Eligible
1 BR	1,742	184	9
2 BR	1,262	88	2
3 BR	601	16	1
4 BR	83	3	0
<b>Totals</b>	<b>3,688</b>	<b>291</b>	<b>12</b>

Pleasant Heights			
	Received	Pending	Eligible
1 BR	1,756	183	6
2 BR	1,164	54	1
<b>Totals</b>	<b>2,920</b>	<b>237</b>	<b>7</b>

Southview Manor			
	Received	Pending	Eligible
1 BR	1,794	178	6
2 BR	1,204	54	1
<b>Total</b>	<b>2,998</b>	<b>232</b>	<b>7</b>