



# INDEPENDENCE HOUSING AUTHORITY

## SECRETARY'S REPORT

June 2021

### BOARD MEETING

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

1. Working on Pleasant Heights Elevator Renovation project and getting the scope ready for bidding.
2. The Fire Unit at 501HT has went through Mediation of the fire damage and all materials were removed. Asbestos testing has been done and all asbestos tile glue has been removed. Waiting on Restoration bids to come back now.
3. Powell CWM are still finalizing my specifications and drawings on the Brick Tuckpointing job at Pleasant Heights West and North sides.
4. Drain lines on the 1<sup>st</sup> floor both B and A side around the boiler rooms had to be jackhammered out and replaced. Both sides were collapsed under the slab but B side were worse and causing backup into the hallway and into 2 units. All work was done on an emergency basis on a Sunday to get the work completed and keep the backup from going into the units any further. The A side collapse under the slab was under the boiler room slab and was contained their only. There are no tenant units on that side of the building, luckily.
5. Administration reviewed the Master Developer Agreement and had a couple of changes to the agreement that BGC Advantage was agreeable to. The Master Developer Agreement has been signed.
6. Administration and a couple of Board Members met with BGC Advantage. Herb Bankston met with BGC Advantage and Administration on Wednesday, May 26<sup>th</sup> and drove through all the properties and looked at various vacant units. Administration met with BGC Advantage on Thursday, May 27<sup>th</sup> and created a Strategic Plan for the housing authorities redevelopment desires. Christina Leakey met with Administration, BGC Advantage and City Council member and Community Development Staff person to go over the Choice Neighborhood Grant. It was decided since my normal grant writer cannot write the grant this year because they are moving their office from FL to Virginia in June, I did not want to try to write this with someone that I know could not win the grant. I have a good relationship with our current grant writer and we have already signed the agreement to get started for 2022 basing our application for the 2022 grant off of the 2021 NOFA for the Choice Neighborhood specifications. It is much easier to change small things than start from scratch. We can get most of the meetings with partners and tenants completed before April 2022 and hopefully Congressman Cleaver will still be involved in the Housing Committee when we apply. BGC Advantage will assist IHA with tenant meetings and

working with the Grant Writer.

7. IHA Domain name for website and emails have been changed to [@iha1.org](mailto:@iha1.org) from [@independenceha.org](mailto:@independenceha.org). The old domain will expire as of 4/18/2021. Currently, all old email and website domains are pointed to the new one until the expiration date above. Administration felt we needed to change the domain and emails to something a bit shorter to assist our landlord/participants in accessing our information easier.
8. Central Office Siding and Front Entrance Canopy project specifications has been completed by Architects and project permit application for the City of Independence has been signed and sent to the City for processing. The bidding for this work has been done but both bids were higher than our ICE or Independent Cost Estimate but due to material costs, the lowest bidder was fair on where it should be but he turned out to not have a contractor license. The second bidder was more than double the lowest bidder and that bid has been thrown out. I am reopening the bidding again to get additional bidders to quote.
9. Section 8 TYT (HUD's 2 Year Projection Tool for voucher leasing) has been completed with HUD and we all decided that we needed to purge the last remaining 488 pre-applications that we have and open back up our waiting list for June 28, 2021 and have it remain open until we hit 3,000 applicants which may only take about 8-9 days, if that. We have went through roughly 300 pre-applications and only had 16 that wanted housing and provided the paperwork. These last 700 are over three years old.
10. HCV SEMAP scores were sent to HUD by mid-May, ahead of the due date of May 30<sup>th</sup>. I have requested to be rescored for past two years but HUD still has not completed it. I am trying to get our High Performer Status back.
11. Had to take the Jobs Plus Dodge Promaster Van to Dodge and get battery replaced as well as connector cables, oil leak, passenger door lock repaired and key fob replaced for the van.
12. Un-Restricted Reserve and Balance Summary for FYE 03/31/2021 and FYE 03/31/2022
13. HCV Statistics for March 2021, April 2021 and May 2021 (see enclosed)
14. LIPH Statistics for March 2021, April 2021 and May 2021 (see enclosed)

## **B. Capital Fund Program Update**

1. Pleasant Heights Elevator Renovation project is hopefully going to get bid on an RFP in the next 1-2 months, once the architects provide the updated specifications for the job.
2. 2019 CFP ESSG Grant for the Carbon Monoxide Detectors for the \$41,778 has been started by purchasing around \$31,000 of Combo Detectors. The supplier that I purchased from is currently out and once they replenish their stock, I will finish out the purchase of the Combo of Carbon Monoxide and Smoke Detectors to complete the \$41,778 grant.
3. 2021-2025 CFP 5YR Environmental Plan was finally completed and submitted to HUD at the end of April and HUD finally released the 5YR Plan and my 2021 CFP grant into LOCCS at the beginning of June. So, I am not able to draw down money from this grant for projects, which has begun already.