



Department Source: Public Health and Human Services

To: City Council

From: City Manager & Staff

Council Meeting Date: February 21, 2022

Re: Report on Comprehensive Homeless Service Center Planning Services

## Executive Summary

The purpose of this report is to provide an update on the status of the public assistance funding appropriated by Council for comprehensive homeless service center planning services.

## Discussion

At its May 3, 2021 meeting, council approved B 164-21 amending the FY 2021 annual budget by appropriating funds for public assistance programs, as recommended by staff in the report REP28-21 *Potential Uses of Reserve Funds* presented at the April 19, 2021 Council meeting. The approved appropriations included \$75,000 for comprehensive homeless services center planning services.

This appropriation was intended to support of the City's plans to address homelessness in our community. These include the Consolidated Plan goal to establish a 24-hour homeless resource center and the strategic plan objective to achieve a functional zero level of unsheltered homelessness by the winter of 2024- 2025.

In November, 2021, staff issued Request for Proposals (RFP) 57/2022 (Attachment 1) for comprehensive homeless services center planning services. The RFP sought proposals from an organization or collaborative to prepare plans for a comprehensive homeless services center.

In response to the RFP, one proposal and two no bids were submitted. The sole proposal received (Attachment 2) was submitted by the Columbia Community Housing Trust (Columbia Housing Authority)<sup>1</sup>, on behalf of a collaborative of local housing and human services providers, including:

- Voluntary Action Center
- St. Francis Catholic Worker Community (Loaves & Fishes Soup Kitchen)
- Columbia Interfaith Resource Center (Room at the Inn)
- Wilkes Blvd. UMC (Turning Point)
- Love Columbia

Based on the proposal received and subsequent negotiations, the City is in the process of entering into a professional services agreement with the Columbia Community Housing Trust, for comprehensive homeless services center planning services, in the amount of \$75,000.00 (Attachment 3).



# City of Columbia

701 East Broadway, Columbia, Missouri 65201

The collaborative intends to plan for the following components of a comprehensive homeless services center or campus:

- Emergency Shelter
- Homeless Drop-In Center
- Meal Service (e.g. "soup kitchen")
- Non-Congregate Transitional Housing
- Permanent Supportive Housing
- Supportive Services

Staff will work closely with the contracted collaborative as they engage the community in developing a plan for the resources needed to achieve our common goal of ending unsheltered homelessness in our community and providing pathways to safe and affordable housing for our most vulnerable neighbors.

*<sup>1</sup> The Columbia Community Housing Trust is a nonprofit subsidiary of the Columbia Housing Authority. It is not the Columbia Community Land Trust administered by the City.*

## Fiscal Impact

Short-Term Impact: \$75,000 for comprehensive homeless services center planning services.  
Long-Term Impact: none.

## Strategic & Comprehensive Plan Impact

### Strategic Plan Impacts:

Primary Impact: Safe Neighborhoods, Secondary Impact: Resilient Economy, Tertiary Impact: Not Applicable

### Comprehensive Plan Impacts:

Primary Impact: Livable & Sustainable Communities, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

## Legislative History

Date	Action
Manually enter dates in this format: MM/DD/YYYY. Use hard returns to get to the next line of action entry.	May 3, 2021 meeting, council approved B 164-21 amending the FY 2021 annual budget by appropriating funds for public assistance programs, as recommended by staff in the report REP28-21 <i>Potential Uses of Reserve Funds</i> presented at the April 19, 2021 Council meeting.

## Suggested Council Action

Staff requests that Council accept the report.



SOLICITATION NO.: Request for Proposal (RFP) 57/2022

BUYER: Cale Turner

PHONE NO.: (573) 874-7375

E-MAIL: [cale.turner@como.gov](mailto:cale.turner@como.gov)

TITLE: Request for Proposal (RFP) Comprehensive Homeless Services Center Planning

ISSUE DATE: November 29, 2021

RETURN PROPOSAL NO LATER THAN: January 7, 2022 AT 5:00 PM CENTRAL TIME (END DATE)

OFFERORS ARE ENCOURAGED TO RESPOND ELECTRONICALLY THROUGH THE CITY'S E-BIDDING WEBSITE BUT MAY RESPOND BY HARD COPY (See Mailing Instructions Below)

MAILING INSTRUCTIONS: Print or type Solicitation Number and End Date on the lower left hand corner of the envelope or package. Delivered sealed proposals must be in the Purchasing Division office (701 E. Broadway, 5<sup>th</sup> Floor) by the return proposal date and time.

(U.S. Mail)

(Courier Service)

RETURN PROPOSAL TO: CITY OF COLUMBIA PURCHASING or CITY OF COLUMBIA PURCHASING  
PO BOX 6015 701 E. BROADWAY, 5<sup>th</sup> FLOOR  
COLUMBIA MO 65205 COLUMBIA MO 65201

CONTRACT PERIOD: Effective Date of Contract through One (1) Year – September 30, 2022

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Columbia/Boone County Department of Public Health and Human Services &  
Community Development Department  
Columbia, Missouri

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein. The offeror further agrees that the language of this RFP shall govern in the event of a conflict with their proposal. The offeror further agrees that upon receipt of an authorized purchase order from the Purchasing Division or when a Contract is signed and issued by an authorized official of the City of Columbia, a binding contract shall exist between the offeror and the City of Columbia.

SIGNATURE REQUIRED

OFFEROR NAME
MAILING ADDRESS
CITY, STATE, ZIP CODE

CONTACT PERSON	EMAIL ADDRESS
PHONE NUMBER	FAX NUMBER
OFFEROR TAX FILING TYPE WITH IRS (CHECK ONE) <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt	
AUTHORIZED SIGNATURE	DATE
PRINTED NAME	TITLE

**1. INTRODUCTION AND GENERAL REQUIREMENTS**

**INTRODUCTION:**

This document constitutes a request for competitive, sealed proposals for the provision of Comprehensive Homeless Services Center Planning services for the City of Columbia, Missouri (hereinafter referred to as City) as set forth herein.

Organization - This document, referred to as an RFP, is divided into the following parts:

- 1) Introduction and General Information
- 2) Scope of Work and Technical Specifications
- 3) Proposal Submission Information
- 4) Exhibits A – D

Terminology/Definitions: Whenever the following words and expressions appear in a Request for Proposal (RFP) document or any addendum thereto, the definition or meaning described below shall apply.

- Addendum/Amendment means a written, official modification to an RFP.
- Attachment applies to all forms which are included with an RFP to incorporate any informational data or requirements related to the performance requirements and/or specifications.
- Proposal end date and time and similar expressions mean the exact deadline required by the RFP for the receipt of sealed proposals.
- Offeror means the supplier, vendor, person, or organization that responds to an RFP by submitting a proposal with prices to provide the equipment, supplies, and/or services as required in the RFP document.
- Buyer means the procurement staff member of the Purchasing Division. The contact person as referenced herein is usually the buyer.
- Contract means a legal and binding agreement between two or more competent parties, for a consideration for the procurement of equipment, supplies, and/or services.
- Contractor means a supplier, offeror, person, or organization who is a successful offeror as a result of an RFP and who enters into a contract.
- Exhibit applies to forms which are included with an RFP for the offeror to complete and submit with the sealed proposal prior to the specified end date and time.
- Financial Statement and Assurance the financial statements and the report of assurance (compilation, review, or audit) of an organization’s financial statements provided by a qualified third party. Financial statements and the accompanying report of assurance must be submitted in accordance with the requirements outlined in the table below:

<b>Combined Annual Income of Organization</b>	<b>Allowable Type of Financial Statement Assurance</b>	<b>Required Accompanying Document</b>
<\$25,000	Compiled (Full Disclosure), Reviewed, or Audited	none
≥\$25,000	Reviewed or Audited	Communications from auditor

The City reserves the right to request either reviewed or audited financial statements.

- Request for Proposal (RFP) means the solicitation document issued by the Purchasing Division to potential offerors for the purchase of equipment, supplies, and/or services as described in the document. The definition includes all exhibits, attachments, and addendums thereto.
- May means that a certain feature, component, or action is permissible, but not required.

- Must means that a certain feature, component, or action is a mandatory condition.
- Shall have the same meaning as the word must.
- Should means that a certain feature, component and/or action are desirable but not mandatory.

## **BACKGROUND INFORMATION:**

The City of Columbia (City) is seeking proposals from an organization or collaborative to prepare a comprehensive homeless services center plan that will guide the development and operations of a homeless services center that will provide, at a minimum, emergency shelter and a homeless drop-in center, in combination with access to supportive services for persons experiencing homelessness in Columbia, Missouri. The City is not seeking consulting services. Rather, the City is seeking to support a nonprofit organization, or collaborative of nonprofit organizations, actively or interested in planning and developing a comprehensive homeless services center.

Multiple City of Columbia planning documents and sources of funding include addressing homelessness as a priority.

### **City of Columbia Consolidated Plan**

The *City of Columbia 2020-2024 CDBG and HOME Consolidated Plan* establishes a “24-hour [homeless] resource center” as a goal within the five-year term of the Consolidated Plan. Goal #15 under Goal Descriptions, pp. 119. Homeless facility improvements under Goal Summary Information sets \$250,000 in Community Development Block Grant (CDBG) funds as the target level of spending on homeless facilities and improvements with a goal of assisting 50 persons during the five-year period (Goal #15, p. 117).

The Consolidated Plan includes a “24 Hour Homeless Resource Facility Recommended Feasibility, Strategic Planning and Implementation Guide,” specifically pp. 186-189. A link to the Consolidated Plan may be found here:

<https://www.como.gov/community-development/housing-programs-division/2020-2024-consolidated-plan/?searchterm=Consolidated%20Plan>

Additionally, the CDBG and HOME funding Council Policy Resolution PR171-19 adopted December 2, 2019:

Section D. Community Facilities: “...Priority may be considered for viable projects that address our community’s efforts to work towards a functional zero for individuals that are chronically homeless.”

“WHEREAS, the City of Columbia’s Analysis of Impediments to Fair housing Choice Report and City Council adoption of resolution R87-19 identifies providing housing and supportive services for individuals and families suffering from homelessness as a high priority for our community...”

In the past five years, the point-in-time count of homeless persons has ranged from 220 to 280 persons, both “sheltered” and “unsheltered.” (Missouri Balance of State, Boone County)

It should be noted that the current five-year Consolidated Plan was developed prior to the COVID-19 pandemic. The health emergency has increased community awareness and interest in prevention and resolution of homelessness.

The *City of Columbia Strategic Plan*, adopted in December 2020, includes a commitment to assist the homeless and prevent homelessness:

### **City of Columbia Strategic Plan**

Strategic Priority Area: Safe Neighborhoods

*Goal Statement:* Equitably provide emergency services, crime and fire prevention, community risk reduction, emergency preparedness, public health and well-being, community policing and social services to ensure the city is considered safe for all residents and visitors while increasing public trust through accountable leadership.

*Outcome Objective Two:* Improve services to the City’s most vulnerable populations

*Performance Measure:* Achieve a functional zero level of unsheltered homelessness by winter of 2024-2025.

**American Rescue Plan**

The City has received a \$25 million allocation of Coronavirus State and Local Fiscal Recovery Funds, to be administered by the U.S. Department of the Treasury. As part of its initial deliberation of the uses of these funds, the City Council outlined four priority needs for the first tranche of approximately one-half of the \$25 million allocation: *homelessness*; mental health; workforce development; and community violence.

Although an attempt has been made to provide accurate and up-to-date information, the City of Columbia, Missouri does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Request for Proposal.

**SCHEDULE OF ACTIVITIES:**

DATE	ACTIVITY
December 10, 2021	Close of written <i>Requests for Additional Information</i>
December 16, 2021	Written responses to <i>Requests for Additional Information</i> sent to all
January 7, 2022	Request for Proposal is due by 5:00 p.m. CST January 7, 2022
The above dates are target dates and may change.	

**PROPOSAL SUBMISSION:**

Proposals may be submitted in a sealed envelope at the purchasing office **or** uploaded electronically on the City’s E-bidding website. No fax or e-mail proposals will be accepted. Sealed proposals must be delivered to the Finance Department, Purchasing Division, 701 E. Broadway, 5<sup>th</sup> Floor, Columbia, MO 65201 by the closing date and time. Proposals received after the appointed time will be determined non-responsive and will not be opened. The proposal must be in sealed envelopes and marked in bold letters “RFP 57/2022 – Comprehensive Homeless Services Center Planning.”

**QUESTIONS/CLARIFICATIONS OF THE REQUEST FOR PROPOSAL:**

All questions concerning the solicitation and specifications shall be submitted in writing via e-mail or fax to the name below. You are encouraged to submit your questions via e-mail.

Cale Turner, Purchasing Agent  
 Phone: 573-874-7375  
 E-mail: [cale.turner@como.gov](mailto:cale.turner@como.gov)

Any oral responses to any question shall be unofficial and not binding on the City of Columbia. An Addendum to

this RFP providing the City of Columbia’s official response will be issued if necessary to all known prospective offerors. Questions must be submitted no later than 5:00 p.m. on December 10, 2021.

This written *Request for Additional Information* will take place of the normal Pre-Proposal Conference.

**VALIDITY OF PROPOSALS:**

Offerors agree that proposals will remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.

**REJECTION OF PROPOSALS:**

The City of Columbia reserves the right to reject any or all proposals received in response to this RFP, or to cancel the RFP if it is in the best interest of the City of Columbia to do so. Failure to furnish all information requested in this RFP may disqualify the proposal. Any exceptions to the requirements specified must be identified in the proposal.

**WITHDRAWAL OF PROPOSALS:**

Any offeror may withdraw his or her proposal at any time prior to the scheduled closing time for the receipt of proposals. However, no proposal will be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for the receipt of proposals.

**ALTERATION OF SOLICITATION:**

The wording of the City of Columbia’s solicitation may not be changed or altered in any manner. Offerors taking exception to any clause in whole or in part should do so by listing said exceptions on their letterhead and submitting them with their proposal; such exceptions will be evaluated and accepted or rejected by the City of Columbia, whose decision will be final.

**RESPONSE MATERIAL OWNERSHIP:**

All material submitted regarding this RFP becomes the property of The City of Columbia. Any person may review proposals after the Agreement has been issued, subject to the terms of this solicitation.

**INCURRING COSTS:**

The City of Columbia shall not be obligated or be liable for any cost incurred by offerors prior to issuance of an Agreement. All costs to prepare and submit a response to this solicitation shall be borne by the offeror.

**COLLUSION CLAUSE:**

Any agreement or collusion among offerors and prospective offerors to illegally restrain freedom of competition by agreement to fix prices, or otherwise, will render the proposals of such offerors void.

**CONTRACT DOCUMENTS:**

The final agreement between the City of Columbia and the offeror will include by reference:

- Offeror’s Response to the RFP
- The City Issued RFP with any addendums

Any changes, additions or modifications hereto will be in writing and signed by the Purchasing Agent. No other individual is authorized to modify the agreement in any manner.

**FUNDS:**

Financial obligations of the City of Columbia payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting Contract will become null and void, without penalty to the City of Columbia.



## **2. SCOPE OF SERVICES AND TECHNICAL SPECIFICATIONS**

### **PERIOD OF SERVICE:**

Contract Period: The original contract period shall be as stated in the agreement/contract or notice of award.

In no event, shall the term of the contract/agreement exceed five (5) years and three (3) months per City Ordinance.

### **SCOPE OF SERVICES:**

The contractor shall be expected to deliver a written plan for a comprehensive homeless services center. Based on the City’s assessment of needs and best practices to date, the plan for the center must reflect the following profile of the envisioned center at a minimum:

#### **Target Population**

- Adults experiencing homelessness in the City of Columbia

#### **Best Practices**

- Plans should be guided by the community’s housing first (<https://www.usich.gov/solutions/housing/housing-first/>) approach to addressing homelessness.
- All applicable programs and services must be provided as part of the Missouri Balance of State Continuum of Care and the Functional Zero Task Force coordinated entry process and using the Missouri Balance of State Continuum of Care Homeless Management Information System (HMIS).

#### **Services and Facilities**

1. Emergency Shelter
  - congregate type
  - minimum 75 beds
  - gender-separate sleeping areas
  - year-round operations are preferred; at minimum the shelter would be open December 1st-March 31st;
  - the intake policy should be “low-barrier” to provide shelter to individuals who may otherwise be deterred from staying in a shelter by admission requirements or a sense of feeling unwelcome.
2. Homeless Drop-In Center
  - operates year-round
  - preferably 7 days/week 7 a.m. - 4 p.m.; minimum Monday-Friday 7 a.m. – noon
  - must include restroom, showers, mail service, telephone, computer/internet access, and lockers for personal belongings
3. Meal Service (aka “soup kitchen”)
  - evening meal at minimum
  - 7 days/week
4. Non-Congregate Transitional Housing
  - private sleeping rooms as part of a single facility or in scattered sites)
  - low barrier, but some requirements are permissible
  - supportive services required (case management at minimum)
5. Permanent Supportive Housing
  - individual, subsidized housing units
  - supportive services required (case management at minimum)
  - must demonstrate a funding mechanism (e.g. project-based vouchers)
6. Supportive Services

- At a minimum, case management must be provided in conjunction with other components of the center.
- Other desired services include, but are not limited to:
  - provision of basic needs items
  - homeless prevention and rapid re-housing (rent and utility assistance)
  - street outreach
  - mental health care, including substance use disorder treatment
  - health care
  - adult literacy
  - employment readiness and support
  - vocational training
  - peer support

### **DELIVERABLES:**

The work product shall be an actionable plan for a comprehensive homeless services center to be located and operated in the City of Columbia, Missouri, per the technical specifications below.

In the manner and timeframe directed by the City, the contractor must submit a draft plan to the City for review. The contractor shall incorporate any feedback from the City regarding the draft plan in a final plan to be submitted to the City in the manner, format, and timeframe directed by the City.

### **TECHNICAL SPECIFICATIONS:**

The work product shall be reflective of the comprehensive homeless services center profile outlined in the Scope of Services above, and consisting of the following components:

#### **Strategic Plan**

- Vision, mission, and goals
- Performance measures

#### **Operations Plan**

- Services to be provided
  - Within the center
  - Contracted services
- Partnerships
- Management structure
  - Governance, oversight
  - Board structure(s)
  - Representation
- On-site, day-to-day management
  - Facility management
  - Record-keeping and data management
- Staffing
  - Numbers of staff by functions (full-time equivalents)
  - Qualifications of staff
- Volunteer resources
- Policies and procedures
  - Intake qualifications
  - Reduction of harm protocols
  - Safety/security/emergency preparedness

- Phasing of operations, if applicable

### **Facilities Plan**

- Conceptual building design
  - Programming of space
  - Floor plans
  - Prototype site plan
- Location analysis
  - Minimum site size
  - Proximity to public services and infrastructure
  - Relationship to neighborhoods and districts
  - Service territory: area, city-wide, city/county
  - List of potential sites
- Code analysis
  - Building, fire, and health codes
  - Zoning
- Preliminary estimates of development costs
  - Site acquisition/site control
  - Site development
  - Building construction
  - Soft costs
  - Finance costs
  - Legal
  - Design/permitting
- Development project management
- Estimated building operation costs
  - Utilities
  - Annual maintenance
  - Replacement reserves
- Phasing of facilities, if applicable

### **Financial plan**

- Budgets
  - Capital
  - Operating
- Capital campaign/fundraising plan
- Grants, contracts, third party payer sources, and direct support for planned operations
  - Available funding
  - Timing
- Dedicated revenue
- In-kind or volunteer resources
  - Volunteer labor
  - Donated food, clothing, supplies
- Shared assets

### **Feasibility Study**

Identify key capacities and, conversely, challenges or barriers to implementation, including but not limited to:

- Financial
- Regulatory barriers
- Organizational capacity
- Community acceptance

### **3. PROPOSAL SUBMISSION INFORMATION**

#### **SUBMISSION OF PROPOSALS:**

On-line Proposal - If a registered offeror is responding electronically through the City of Columbia Bidding System website, the registered offeror should submit completed exhibits, forms, and other information concerning the proposal as an attachment to the electronic proposal. The registered offeror is instructed to review the RFP submission provisions carefully to ensure they are providing all required information.

The exhibits and forms provided herein can be saved into a word processing document, completed by a registered offeror, and then sent as an attachment to the electronic submission. Other information requested or required may be sent as an attachment. Be sure to include the solicitation/bid number, company name, and a contact name on any electronic attachments.

In addition, a registered offeror may submit the exhibits, forms, etc., through mail or courier service. However, any such submission must be received prior to the specified end date and time.

If a registered offeror submits an electronic and hard copy proposal response and if such responses are not identical, the offeror should explain which response is valid. In the absence of an explanation, the City of Columbia shall consider the response which serves its best interest.

Hard Copy Proposal - If the offeror is submitting a proposal via the mail or a courier service or is hand delivering the proposal, the offeror should include completed exhibits, forms, and other information concerning the proposal (including completed Pricing Page(s) with the proposal. The offeror is instructed to review the RFP submission provisions carefully to ensure they are providing all required information.

Recycled Products - The City of Columbia recognizes the limited nature of our resources and the leadership role of government agencies in regard to the environment. Accordingly, the offeror is requested to print the proposal double-sided using recycled paper, if possible, and minimize or eliminate the use of non-recyclable materials such as plastic report covers, plastic dividers, vinyl sleeves, and binding. Lengthy proposals may be submitted in a notebook or binder.

Open Records - Pursuant to section 610.021, RSMo, the offeror's proposal shall be considered an open record after a contract is executed or all proposals are rejected. At that time, all proposals are scanned into the Purchasing Division imaging system.

The scanned information will be available upon request from the Purchasing Division. Therefore, the offeror is advised not to include any information in the proposal that the offeror does not want to be viewed by the public, including personal identifying information such as social security numbers.

In preparing a proposal, the offeror should be mindful of document preparation efforts for scanning purposes and storage capacity that will be required to image the proposals and should limit proposal content to items that provide substance, quality of content, and clarity of information.

To facilitate the evaluation process, the offeror is encouraged to organize their proposal into sections that correspond with the individual evaluation categories described herein. The offeror is cautioned that it is the offeror's sole responsibility to submit information related to the evaluation categories and that the City of Columbia is under no obligation to solicit such information if it is not included with the proposal. The offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal.

The proposal should be page numbered.

The signed page one from the original RFP and all signed addendums should be placed at the beginning of the proposal.

Each section should be titled with each individual evaluation category and all material related to that category should be included therein.

Questions Regarding the RFP – Except as may be otherwise stated herein, the offeror and the offeror’s agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the solicitation process, the evaluation, etc., to the buyer of record indicated on the first page of this RFP. Inappropriate contacts to other personnel are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer.

The buyer may be contacted via e-mail or phone as shown on the first page.

Only those questions which necessitate a change to the RFP will be addressed via an addendum to the RFP. Offerors are advised that any questions received less than ten (10) calendar days prior to the RFP opening date may not be addressed.

Joint Venture or Co-Counsel Response – If the proposal is being submitted in conjunction with another entity or law firm (similar to a joint response, joint venture, or co-counsel), there can be only one (1) response submitted in response to the Request for Proposal by the entities/firms involved. Therefore, only one (1) entity/firm must be designated as lead and must be designated as the official offeror for purposes of submitting the proposal. Such lead offeror and contractor, if awarded the contract), must be the only party officially signing and submitting the proposal as well as serving as the official signatory for the joint venture or co-counsel.

**COMPETITIVE NEGOTIATION OF PROPOSALS:**

The offeror is advised that under the provisions of this Request for Proposal, the Purchasing Division reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

Negotiations may be conducted in person, in writing, or by telephone.

Negotiations will only be conducted with potentially acceptable proposals. The Purchasing Division reserves the right to limit negotiations to those proposals which received the highest rankings during the initial evaluation phase. All offerors involved in the negotiation process will be invited to submit a best and final offer if necessary.

Terms, conditions, prices, methodology, or other features of the offeror’s proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.

The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the Purchasing Division determines that a change in such requirements is in the best interest of the City of Columbia.

**EVALUTION AND AWARD PROCESS:**

After determining that a proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below. The contract shall be awarded to the lowest and best proposal.

<b>Evaluation Criteria Scoring Category</b>	<b>Maximum Points</b>
Offeror's Experience, Expertise, and Capacity	25 points
Method of Performance	75 points
<b>TOTAL</b>	<b>100 points</b>

After an initial screening process, a question and answer conference or interview may be conducted with the offeror, if deemed necessary by the evaluation committee. In addition, the offeror may be asked to make an oral presentation of their proposal during the conference. Attendance cost at the conference shall be at the offeror's expense. All arrangements and scheduling shall be coordinated by the Purchasing Division.

**Evaluation of Offeror's Experience, Expertise, and Capacity**

Experience, expertise, and capacity of the offeror will be considered subjectively in the evaluation process. Therefore, the offeror is advised to submit information concerning the offeror's experience, expertise, and capacity related to the requirements of this RFP on Exhibit A. If the offeror is proposing an entity other than the offeror to perform the required services, the offeror should also submit the information requested for such proposed subcontractor or partner.

As part of the evaluation process, the City of Columbia may contact the offeror's references, including references not listed or identified within the offeror's proposal but who have current or previous experiences with the offeror. The offeror shall agree and understand that the City of Columbia is not obligated to contact the offeror's references.

**Method of Performance**

Proposals will be subjectively evaluated based on the offeror's plan for performing the requirements of the RFP. Exhibit B is provided for the offeror's use in providing information about the proposed method of performance.

**Personnel Qualifications** - If personnel are not yet hired, the offeror should provide detailed descriptions of the required employment qualifications; and detailed job descriptions of the position to be filled, including the type of person proposed to be hired.

**Licenses** - The offeror should submit a copy of all licenses and/or certifications, related to the performance of the services required herein that are held by the personnel proposed to provide such services. If not submitted with the proposal, the City of Columbia reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.

**Miscellaneous Submittal Information:**

**Affidavit of Work Authorization and Documentation** - Pursuant to section 285.530, RSMo, if the offeror meets the section 285.525, RSMo, definition of a "business entity" (<http://www.moga.mo.gov/statutes/C200-299/2850000525.HTM>), the offeror must affirm the offeror's enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services requested herein. The offeror should complete Exhibit C, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization. Exhibit C must be submitted prior to an award of a contract.

The offeror should complete and submit Exhibit D, Miscellaneous Information.

Business Compliance - The offeror must be in compliance with the laws regarding conducting business in the City of Columbia. The offeror certifies by signing the signature page of this original document and any addendum signature page(s) that the offeror and any proposed subcontractors either are presently in compliance with such laws or shall be in compliance with such laws prior to any resulting contract award. The offeror shall provide documentation of compliance upon request by the Purchasing Division. The compliance to conduct business in the state shall include, but not necessarily be limited to:

Registration of business name (if applicable) with the Secretary of State at <http://sos.mo.gov/business/startBusiness.asp>

Certificate of authority to transact business/certificate of good standing (if applicable)

Taxes (e.g., city/county/state/federal)

State and local certifications (e.g., professions/occupations/activities)

Licenses and permits (e.g., city/county license, sales permits)

Insurance (e.g., worker's compensation/unemployment compensation)

The City of Columbia reserves the right to reject any or all proposals, to negotiate with any offeror considered qualified, or to make an award without further discussion.

**EXHIBIT A**

**OFFEROR INFORMATION**

The offeror should use this Exhibit to provide information about the offeror’s organization and any proposed subcontractors. If the proposal is collaborative in nature, information should be provide for each partner organization.

1. Provide a brief organization history, including the founding date and number of years in business as currently constituted.

2. Provide a description of the mission of the organization, goals and objectives of the organization.

3. Provide a summary of activities and programs of the organization.

4. What is the prior experience of the organization with this type of project?

5. If not already on file with the City of Columbia, attach the follow documents pertaining to the offeror’s organization, to the proposal:

- By-laws
- Articles of incorporation
- Organizational chart
- Governing board roster
- Current advisory board roster, as applicable
- IRS tax exempt status determination letter
- A current certificate of good standing for a Missouri nonprofit corporation
- Most recent financial statement and assurance completed within six months of the end of the applicant organization’s most recent fiscal year
- Most recently completed IRS 990 or 990 EZ (i.e. IRS Annual Tax Exempt form).



**EXHIBIT B**

**METHOD OF PERFORMANCE**

The offeror should use this Exhibit to present a written plan for performing the requirements specified in this Request for Proposal.

1. What is the history of the proposed planning project?

2. Please indicate which of the following services and facilities described in the Scope of Services are anticipated to be included in the proposed planning project:

<input type="checkbox"/>	Emergency Shelter
<input type="checkbox"/>	Homeless Drop-In Center
<input type="checkbox"/>	Meal Service (e.g. “soup kitchen”)
<input type="checkbox"/>	Non-Congregate Transitional Housing
<input type="checkbox"/>	Permanent Supportive Housing
<input type="checkbox"/>	Supportive Services

3. Provide titles, minimum qualifications, and salary ranges for **ALL** positions for which salaries will be charged, in whole or in part, to the proposed planning project.

**FTE** = Full Time Equivalent (i.e. Full-Time = 1.0 FTE, Half-Time = 0.5 FTE, etc.)  
*To determine FTE, divide the number of hours assigned to program services per year by 2080 (e.g. 1040/2080 = .5 FTE)*

**Salary** = Wages + FICA (Social Security/Medicare)

POSITION OR TITLE (Do not use employee names.)	MINIMUM QUALIFICATIONS (B.A., Licensed, etc.)	FTEs	FULL-TIME SALARY RANGE (Wages, Social Security, and Medicare)	
			From	To

Describe how each position indicated above will be utilized in the proposed planning project and the rationale for the minimum qualifications and salary range for each of those positions.

4. Provide a detailed timeline for the proposed planning project.

5. Describe any partnerships or collaborations related to the proposed planning project. Please attach any applicable agreements, including MOUs and contracts.

6. Describe the public engagement strategy to be utilized as part of the proposed planning project.

7. Using the table below, provide detailed budget information for the proposed planning project.

PROJECT REVENUE	Proposed Amount	Total Budget Amount
<b>Direct Support</b>		
Heart of Missouri United Way		
Other United Ways		
Capital Campaigns		
Grants (non-governmental)		
Fund Raising & Other Direct Support		
<b>Government Contracts</b>		
Boone County		
Funding from Other Counties		
City of Columbia		
Funding from Other Cities		
Federal (Medicaid, Title III, etc.)		
State (Purchase of Services, Grants, etc.)		
Other (Schools, Courts, etc.)		
<b>Investment Income (realized &amp; unrealized)</b>		
<b>Other Revenue Items</b>		
<b>TOTAL PROJECT REVENUE</b>		
<b>PROJECT EXPENSES</b>		
<b>Personnel</b>		
Salaries (Wages + FICA)		
Fringe		
<b>Non-Personnel</b>		
Travel/Mileage		
Supplies		
Printing and Publications		
Telephone/Internet		
Insurance		
Contractual Services and Professional Fees		
Dues		
Occupancy	<b>Not Allowable</b>	
Equipment	<b>Not Allowable</b>	
Other		
<b>Total Proposed Project Expenses</b>		
<b>TOTAL PROJECT EXPENSES</b>		

**EXHIBIT C****NOTICE TO OFFERORS****Sections 285.525 To 285.550 RSMo.**

Pursuant to section 285.530 (1) RSMo., No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri.

As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. {RSMo 285.530 (2)}

An Employer may enroll and participate in a federal work authorization program and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. **The E-verify system issues a Memorandum of Understanding once enrollment is complete; the City of Columbia requires a copy of this document be attached to the Work Authorization Affidavit.** The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. {RSMo 285.530 (4)}

For offerors that are not already enrolled and participating in a federal work authorization program, E-Verify is an example of this type of program. Information regarding E-Verify is available at:  
<http://www.dhs.gov/e-verify>



**EXHIBIT D**

**MISCELLANEOUS INFORMATION**

**Employee/Conflict of Interest**

<p>Offerors who are elected or appointed officials or employees of the City of Columbia or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the offeror or any owner of the offeror’s organization is currently an elected or appointed official or an employee of the City of Columbia or any political subdivision thereof, please provide the following information:</p>	
<p>Name and title of elected or appointed official or employee of the City of Columbia or any political subdivision thereof:</p>	
<p>If employee of the City of Columbia or political subdivision thereof, provide name of City or political subdivision where employed:</p>	
<p>Percentage of ownership interest in offeror’s organization held by elected or appointed official or employee of the City of Columbia or political subdivision thereof:</p>	<p>_____ %</p>

**Registration of Business Name (if applicable) with the Missouri Secretary of State**

The offeror should indicate the offeror’s charter number and company name with the Missouri Secretary of State. Additionally, the offeror should provide proof of the offeror’s good standing status with the Missouri Secretary of State. If the offeror is exempt from registering with the Missouri Secretary of State pursuant to section 351.572, RSMo., identify the specific section of 351.572 RSMo., which supports the exemption.

<b><i>Charter Number (if applicable)</i></b>	<b><i>Company Name</i></b>
<p>If exempt from registering with the Missouri Secretary of State pursuant to section 351.572 RSMo., identify the section of 351.572 to support the exemption:</p>	



**SOLICITATION NO.:** Request for Proposal (RFP) 57/2022  
**BUYER:** Cale Turner  
**PHONE NO.:** (573) 874-7375  
**E-MAIL:** [cale.turner@como.gov](mailto:cale.turner@como.gov)

**TITLE:** Request for Proposal (RFP) Comprehensive Homeless Services Center Planning

**ISSUE DATE:** November 29, 2021

**RETURN PROPOSAL NO LATER THAN:** January 7, 2022 AT 5:00 PM CENTRAL TIME (END DATE)

**OFFERORS ARE ENCOURAGED TO RESPOND ELECTRONICALLY THROUGH THE CITY'S E-BIDDING WEBSITE BUT MAY RESPOND BY HARD COPY (See Mailing Instructions Below)**

**MAILING INSTRUCTIONS:** Print or type **Solicitation Number** and **End Date** on the lower left hand corner of the envelope or package. Delivered sealed proposals must be in the Purchasing Division office (701 E. Broadway, 5<sup>th</sup> Floor) by the return proposal date and time.

	(U.S. Mail)		(Courier Service)
<b>RETURN PROPOSAL TO:</b>	<b>CITY OF COLUMBIA PURCHASING</b>	or	<b>CITY OF COLUMBIA PURCHASING</b>
	<b>PO BOX 6015</b>		<b>701 E. BROADWAY, 5<sup>th</sup> FLOOR</b>
	<b>COLUMBIA MO 65205</b>		<b>COLUMBIA MO 65201</b>

**CONTRACT PERIOD:** Effective Date of Contract through One (1) Year – September 30, 2022

**DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:**

**Columbia/Boone County Department of Public Health and Human Services &  
 Community Development Department  
 Columbia, Missouri**

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein. The offeror further agrees that the language of this RFP shall govern in the event of a conflict with their proposal. The offeror further agrees that upon receipt of an authorized purchase order from the Purchasing Division or when a Contract is signed and issued by an authorized official of the City of Columbia, a binding contract shall exist between the offeror and the City of Columbia.

**SIGNATURE REQUIRED**

<small>OFFEROR NAME</small>	Columbia Housing Authority - Columbia Community Housing Trust
<small>MAILING ADDRESS</small>	201 Switzler Street
<small>CITY, STATE, ZIP CODE</small>	Columbia, MO 65203

<small>CONTACT PERSON</small> Randy Cole	<small>EMAIL ADDRESS</small> RCole@columbiaha.com
<small>PHONE NUMBER</small> 573-443-2556	<small>FAX NUMBER</small> 573-443-0051
<small>OFFEROR TAX FILING TYPE WITH IRS (CHECK ONE)</small> <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input checked="" type="checkbox"/> IRS Tax-Exempt	
<small>AUTHORIZED SIGNATURE</small> 	<small>DATE</small> January 7, 2022
<small>PRINTED NAME</small> Randy Cole	<small>TITLE</small> CEO



**EXHIBIT A**  
**OFFEROR**  
**INFORMATION**

The offeror should use this Exhibit to provide information about the offeror's organization and any proposed subcontractors. If the proposal is collaborative in nature, information should be provided for each partner organization.

1. Provide a brief organization history, including the founding date and number of years in business as currently constituted.

The Columbia Housing Authority (CHA) was established by City Ordinance of the City of Columbia in April of 1956. CHA was established to provide safe and affordable housing to Columbia's most vulnerable populations. CHA provides affordable housing and supportive services to approximately 2,000 households each year. CHA owns 753 affordable housing units and administers over 1,200 vouchers each year to help house homeless and housing insecure populations. CHA also administers approximately \$1 million in supportive services funding and programming through its independent living programs, family self-sufficiency programs and programs for youth.

2. Provide a description of the mission of the organization, goals and objectives of the organization.

**CHA Mission:** Provide quality affordable housing opportunities with supportive and economic resources to eligible households in Columbia, Boone County.

**CHA Vision:** To be our community's leading affordable housing provider with a diverse and expanding portfolio of safe, energy-efficient, and affordable housing options connected to supportive resources that foster stability and upward mobility.

**Values:**

Integrity: We act honestly and ethically in all aspects of our organization. We will continue to strengthen our policies and standards to best serve our mission.

Accountability: We are responsible, committed, and answerable to each other, to those we serve and to those who have entrusted us with resources.

Respect: We have respect for CHA residents, CHA staff and community partners by giving dignity and value to all.

Diversity, Equity, and Inclusion: We are committed to diversity, equity and inclusion in our staff, board, and services to residents. We recognize and value everyone's life experience, perspective, and culture.

Safety: We establish partnerships with CHA residents, CHA staff and other stakeholders to help create and maintain a safe environment.

**Organizational Goals 2022-2026:**

- I. Renovate CHA's remaining public housing and expand CHA's affordable housing portfolio through additional development.
- II. Expand the continuum of affordable housing services and partnerships with local organizations.





- III. Identify policies and procedures to ensure maximum utilization of CHA voucher programs and properties.
- IV. Ensure CHA Safety Officers foster a safe and supportive environment for CHA housing units.
- V. Promote and expand programs providing supportive and economic resources.
- VI. Promote organizational policies to increase efficiency and capacity of CHA operations.

3. Provide a summary of activities and programs of the organization.

**Columbia Housing Authority:**

The Columbia Housing Authority (CHA) provides affordable housing and supportive services to Columbia's most vulnerable citizens. CHA provides affordable housing through the administration of 753 affordable housing units and over 1,200 vouchers. Up to \$1 million in supportive services are offered and provided to CHA residents annually including independent living services, family support through case management, food security, and youth services and programming. CHA has approximately 75 staff including maintenance, property management department, section 8 frontline staff, safety, youth programming, supportive services staff and administration. Within the section 8 department, CHA also employs a Special Programs Specialist that coordinates with the local Function Zero Task Force, while administering CHA's voucher programs provided directly for homeless individuals and households. CHA has successfully managed federally, and locally funded programs intended to increase affordable housing and supportive services to Columbia households impacted by homelessness and housing insecurity.

CHA is also partnering with additional local service providers to apply for and meet the terms of the Comprehensive Homeless Service Center Planning RFP. The organizations and information for each partner is included within letters of support attached as exhibits, as well as provided below:

**Voluntary Action Center:**

Voluntary Action Center (VAC) was founded in 1969. VAC serves Boone County residents at or below 200% of the Federal Poverty Guidelines. VAC began as a volunteer coordination center and has grown in response to community needs. As a result, VAC now provides a wide range of basic needs services including, but not limited to, an emergency food pantry, documentation assistance, car repair, medical and dental assistance, rent and mortgage assistance, diapers, formula, feminine hygiene, and personal hygiene. A complete list of VAC's services is attached.

VAC's mission is to help our neighbors who are experiencing hardship to bridge the gap between crisis and stability to improve quality of life in Boone County. In order to address the housing crisis in Columbia while staying true to VAC's mission, VAC entered into a Memorandum of Understanding (MOU) with Faith Voices, Turning Point, Room at the Inn, and Loaves and Fishes in January 2021. VAC has never undertaken a project of this size and scope but believes it fits with VAC's mission and vision. VAC also firmly believes a project like this is desperately needed in Columbia.

**St. Francis Catholic Worker, Loaves & Fishes Soup Kitchen:**

Loaves and Fishes was established by the St. Francis Catholic Worker Community in Columbia in approximately 1983. It moved to its current location at Wilkes Blvd United Methodist Church in February 2014. Loaves and Fishes is an all-volunteer organization with no paid staff. With the assistance of approximately 2 dozen volunteer groups, it serves an evening meal at 5:00 pm 7 nights a week 52 weeks per year. The program serves an average of 85 individuals per day, with



actual count varying between from 50 to 125 individuals. Some, but not all, guests are homeless; some are housed but food insecure. Housed and unsheltered individuals walk, bike, bus or drive to the kitchen to receive what is for some their only full meal of the day. Loaves and Fishes does not conduct means testing, and presumes that only those who are hungry will seek to be fed.

The Program Coordinator for Loaves and Fishes, Ruth O'Neill, has been involved with the soup kitchen for over the 14 years. The Catholic Worker community's mission is hospitality and is a private voluntary association of persons who gather in intentional community to live out basic principles of justice which flow from charitably acts. Its volunteers come from faith communities and other social organizations in Columbia and surrounding communities. Loaves and Fishes budget is small, but its mission is large, to provide a place where all can be respectfully welcomed in a safe space for an hour a day, so that they can go out and meet the rest of their challenges fed and secure in the knowledge that there are people in this community who care. This program serves 700-1,000 meals per week to neighbors in need.

### **Love Columbia**

Love Columbia's mission is to coordinate community relationships and resources to love people forward. While 100% of Love Columbia clients are below 250% of FPL, 95% of its clients are below 200% and 50% are below 100% of the FPL. Love Columbia served over 2500 individuals and households in 2021 and offers a range of programs and mobilizes community volunteers to help with implementation. Love Columbia's motto is: serve the whole person and engage the whole community. Love Columbia's objectives are as follows:

- Collaborate with public and private community agencies to provide an integrated response to local poverty by developing awareness, implementing interventions, and conducting program evaluation activities.
- Develop and equip a coordinated network of professionals and volunteers to support individuals and families in our community who are in need or seeking to improve their lives.

Love Columbia has experience providing case management and financial assistance to cover deposits, rent and utilities through various funding streams for individuals and households who are either homeless or at risk of becoming homeless. Love Columbia submitted 387 State Assistance for Housing Relief (SAFHR) applications to obtain rental assistance for clients in 2021. Love Columbia has also recently obtained Emergency Solutions Grant (ESG) Cares Act (ESG-CV) funding to provide rental and utility assistance and has applied to participant in the Missouri Housing Trust Fund (MHTF) program.

### **Turning Point**

Wilkes Blvd UMC was founded in 1914, as an outreach ministry to the workers in a nearby shoe factory. The congregation was a vigorous institution through the mid 50's and 60's, but, as the economy and neighborhood changed, members moved away, coming only for Sunday worship. Beginning in 2012, under new pastoral leadership, a radical shift in ministry to the poor was adopted. The church became the host for the Loaves and Fishes soup kitchen and initiated Turning Point in April 2014. A combination of faithful older members and committed younger people now support the church and its mission.

Through the Turning Point ministry, Wilkes Boulevard UMC seeks to provide safe, dignified access to basic hygiene, storage, and resource information to people experiencing homelessness; regular access to showers, laundry, and hygiene products to help improve community health; and regular



access to mail and social service organizations to help improve community collaboration in addressing this public crisis. Wilkes Blvd UMC also seeks to restore dignity by providing volunteer opportunities for neighbors experiencing homelessness to serve others at Turning Point and throughout the community.

Turning Point Day Center is a drop-in daily basic needs center for people experiencing homelessness and housing insecurity. We provide showers, laundry, storage, mail services, transportation, and referrals to case management with our area partners. Wilkes BLVD UMC has been adapting to best serve the people of Columbia, MO from the corner of Wilkes and 7<sup>th</sup> St. since 1914.

#### **RATI**

Since the winter of 2008, RATI has provided a low-barrier emergency winter shelter for the chronically homeless in Columbia and Boone County. Our shelter has a history of working collaboratively with churches, civic groups, and volunteers to provide a safe and warm place to sleep during the extreme cold of Missouri winters. Our clients, or “guests,” often have no traditional option for shelter available to them due to past behaviors or other issues. Room at the Inn serves this challenging population because mental illness, intoxication or drug use should not bar an individual from safe shelter.

#### 4. What is the prior experience of the organization with this type of project?

The Columbia Housing Authority has conducted significant planning efforts both internally and as a part of the broader community. CHA staff have extensive experience planning large housing and supportive service projects that include multiple state, federal and local funding sources, such as the Veterans Campus completed in partnership with Welcome Home. The Veteran’s Campus provides emergency and transitional housing for homeless Veterans, which also includes intensive case management and partnership with other local service providers. CHA staff have experience in both site feasibility, acquisition, capital and operating budget planning, and on-going compliance from state, federal and local regulations. The CHA CEO also played a critical role in drafting the City’s Fair Housing Task Force Report and Consolidated Plan referenced within the RFP. This experience will help assist in providing a leading role in planning that also approaches the process in a supportive and collaborative manner that will be sensitive to multiple community stakeholder group viewpoints.

#### 5. If not already on file with the City of Columbia, attach the follow documents pertaining to the offeror’s organization, to the proposal:

- By-laws
- Articles of incorporation
- Organizational chart
- Governing board roster
- Current advisory board roster, as applicable
- IRS tax exempt status determination letter
- A current certificate of good standing for a Missouri nonprofit corporation
- Most recent financial statement and assurance completed within six months of the end of the applicant organization’s most recent fiscal year
- Most recently completed IRS 990 or 990 EZ (i.e. IRS Annual Tax Exempt form).



**EXHIBIT B**

**METHOD OF PERFORMANCE**

The offeror should use this Exhibit to present a written plan for performing the requirements specified in this Request for Proposal.

1. What is the history of the proposed planning project?

Each of the entities collaborating on this response have been working for many years to expand the capacity of housing and services provided to homeless and housing insecure populations in Columbia. CHA, VAC, Love Columbia, Turning Point, RATI, and Loaves and Fishes began discussions around a collaborative response to this RFP in November of 2021. Each of the groups agreed that the RFP presented a significant opportunity to lift up each organization work, support each organization increasing their capacity and assure policy leaders of each organizations ability to leverage our community’s capacity to address homelessness. The intent of the collaboration is to craft a plan that leverages each organizations strength, while allowing each organization to take the lead on implementation of their portion of the plan as appropriate.

2. Please indicate which of the following services and facilities described in the Scope of Services are anticipated to be included in the proposed planning project:

X	Emergency Shelter
X	Homeless Drop-In Center
X	Meal Service (e.g. “soup kitchen”)
X	Non-Congregate Transitional Housing
X	Permanent Supportive Housing
X	Supportive Services

3. Provide titles, minimum qualifications, and salary ranges for **ALL** positions for which salaries will be charged, in whole or in part, to the proposed planning project.

**FTE = Full Time Equivalent** (i.e. Full-Time = 1.0 FTE, Half-Time = 0.5 FTE, etc.)  
*To determine FTE, divide the number of hours assigned to program services per year by 2080 (e.g. 1040/2080 = .5 FTE)*

**Salary = Wages + FICA** (Social Security/Medicare)

POSITION OR TITLE (Do not use employee names.)	MINIMUM QUALIFICATIONS (B.A., Licensed, etc.)	FTEs	FULL-TIME SALARY RANGE (Wages, Social Security, and Medicare)	
			From	To
Housing Development Coordinator	B.A.	.25	\$55,000	\$65,000





Describe how each position indicated above will be utilized in the proposed planning project and the rationale for the minimum qualifications and salary range for each of those positions.

CHA's Housing Development Coordinator position will be utilized to assist with project planning and coordination among each of the collaborative stakeholders. This position has played a key role at CHA in renovating 597 units of CHA housing and constructing the Veterans Campus. This position has assisted with grant proposals and on-going compliance to the City of Columbia, Missouri Housing Development Commission (MHDC), Federal Home Loan Bank, and HUD. This role will play a key role in accessing additional CHA internal capacity including its Developer Consultant, Engineering Firm and Architect assisting with CHA renovation and expansion efforts. CHA's CEO also intends to provide 200 hours of in-kind staffing support to the Comprehensive Homeless Service Center Planning RFP implementation.

4. Provide a detailed timeline for the proposed planning project.

It is intended that each partnering organization listed on this submission would continue to meet regularly throughout the timeline and provide input, advisement, and assistance throughout the timeframe.

**Draft timeline: Feb 2022-September 2022**

- Feb: Contract Awarded
- March: Broader Public Engagement event on the continuum of homeless and housing insecurity needs.
- April: Smaller and more specific Focus Groups: Continuum of Care service providers, and homeless populations with lived experience.
- May/June: Site specific reviews and feasibility
- August: Draft plan, capital, and operating budgets, staffing plans, site feasibility analysis. Obtain stakeholder feedback initial draft from key stakeholders identified through broader public engagement and Focus Groups.
- September: Submission of Plan

5. Describe any partnerships or collaborations related to the proposed planning project. Please attach any applicable agreements, including MOUs and contracts.

The proposed planning project includes collaboration with CHA, VAC, RATI, Turning Point, Loaves & Fishes and Love Columbia. Letters of support and collaboration are attached.



6. Describe the public engagement strategy to be utilized as part of the proposed planning project.

The public engagement strategy includes engagement early in the planning process to inform the framing of the plan. CHA is also committed to having on-going input and access to the drafting of the plan to ensure community buy-in with the final product. The public engagement strategy will include a broader community wide engagement session, as well as additional focus groups with local professionals that work directly with our local Continuum of Care and focus groups of individuals with a lived experience of homelessness. Special care would be taken to ensure public engagement strategies meet stakeholders and in locations which best meet their needs and provide comfort and assurance to their ability to share their experience and knowledge. CHA and the collaborating organizations intend to prioritize planning efforts for homeless adults as specified in the RFP, however, will also include the needs of broader homeless and housing insecure populations has defined by the McKinney-Vento Act.

7. Using the table below, provide detailed budget information for the proposed planning project.

<b>PROJECT REVENUE</b>	<b>Proposed Amount</b>	<b>Total Budget Amount</b>
<b>Direct Support</b>		
Heart of Missouri United Way		
Other United Ways		
Capital Campaigns		
Grants (non-governmental)		
Fund Raising & Other Direct Support		\$15,000
<b>Government Contracts</b>		
Boone County		
Funding from Other Counties		
City of Columbia	\$75,000	\$75,000
Funding from Other Cities		
Federal (Medicaid, Title III, etc.)		
State (Purchase of Services, Grants, etc.)		
Other (Schools, Courts, etc.)		
<b>Investment Income (realized &amp; unrealized)</b>		
<b>Other Revenue Items</b>		
<b>TOTAL PROJECT REVENUE</b>		\$90,000
<b>PROJECT EXPENSES</b>		
<b>Personnel</b>		
Salaries (Wages + FICA)	\$15,000	\$15,000
Fringe		
<b>Non-Personnel</b>		
Travel/Mileage		
Supplies	\$2,000	\$2,000



Printing and Publications	\$2,000	\$2,000
Telephone/Internet		
Insurance		
Contractual Services and Professional Fees	\$56,000	\$56,000
Dues		
Occupancy	<b>Not Allowable</b>	
Equipment	<b>Not Allowable</b>	
Other		
<b>Total Proposed Project Expenses</b>	\$75,000	
<b>TOTAL PROJECT EXPENSES</b>		\$90,000

To maintain trust and transparency with both the City of Columbia and the entities collaborating on this planning proposal, CHA is providing additional narrative and explanation that it would intend would be attached as an exhibit to any funding agreement. CHA intends to play a leading role directly with the permanent supportive housing category, given its role in the community with this function listed in the RFP. CHA does not have a funding need for planning resources associated with site acquisition planning costs under the "Contractual Services and Professional Fees" line item due to its capacity and resources already in place. CHA is committed to being a supportive partner for the remaining budget items and the planning resources associated with this RFP could significantly assist the other collaborative entities listed within this proposal. Therefore, CHA is committed to direct planning cost expenses funded by the City under this proposal to the following project type categories:

- Low Barrier Shelter: \$14,000
- Day Center: \$14,000
- Meal Service: \$14,000
- Non-congregant Transitional Housing: \$14,000
- Permanent Supportive Housing: In-kind provided by CHA

Several collaborative partners expressed the low barrier shelter, day center and meal service planning costs may be associated with one singular site that has been described as the "Opportunity Campus". CHA is committed to supporting this option if feasible, however remains flexible to the potential feasibility of having multiple sites for these functions. CHA would also like the flexibility to move up to 25% of funds between the identified categories (excluding "Salaries") should the need arise. CHA and the collaborative partners request approval of expending site feasibility planning funds and potentially obtaining site control of parcels serving capital needs within the plan, prior to final submission of the formal plan.



**EXHIBIT D**

**MISCELLANEOUS INFORMATION**

**Employee/Conflict of Interest**

Offerors who are elected or appointed officials or employees of the City of Columbia or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the offeror or any owner of the offeror’s organization is currently an elected or appointed official or an employee of the City of Columbia or any political subdivision thereof, please provide the following information:	
Name and title of elected or appointed official or employee of the City of Columbia or any political subdivision thereof:	
If employee of the City of Columbia or political subdivision thereof, provide name of City or political subdivision where employed:	
Percentage of ownership interest in offeror’s organization held by elected or appointed official or employee of the City of Columbia or political subdivision thereof:	0 %

**Registration of Business Name (if applicable) with the Missouri Secretary of State**

The offeror should indicate the offeror’s charter number and company name with the Missouri Secretary of State. Additionally, the offeror should provide proof of the offeror’s good standing status with the Missouri Secretary of State. If the offeror is exempt from registering with the Missouri Secretary of State pursuant to section 351.572, RSMo., identify the specific section of 351.572 RSMo., which supports the exemption.

<b><i>Charter Number (if applicable)</i></b>	<b><i>Company Name</i></b>
N01345211	Columbia Community Housing Trust
If exempt from registering with the Missouri Secretary of State pursuant to section 351.572 RSMo., identify the section of 351.572 to support the exemption:	



EXHIBIT C, Continued

**CITY OF COLUMBIA, MISSOURI  
WORK AUTHORIZATION AFFIDAVIT  
PURSUANT TO 285.530 RSMo  
(FOR ALL BIDS IN EXCESS OF \$5,000.00)**

County of Boone )  
 )SS.  
State of Missouri )

My name is Randy Cole. I am an authorized agent of CHA - Columbia Community Housing Trust(Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the City of Columbia. This business does not knowingly employ any person who is an unauthorized alien in connection with the services being provided. **If not already on file with the City of Columbia, documentation of participation in a federal work authorization program is attached to this affidavit.**

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1 RSMo and shall not thereafter be in violation. Alternatively, a subcontractor may submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

  
\_\_\_\_\_

Affiant

Randy Cole  
\_\_\_\_\_

Printed Name

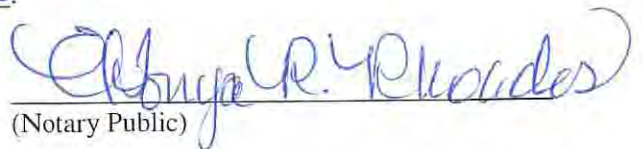
Personally appeared before me, a Notary Public, within and for the County of

Boone,

State of Missouri, the person whose signature appears above, PERSONALLY AND KNOWN TO ME AND ACKNOWLEDGED, that signed the foregoing Affidavit for the purposes therein stated.

Subscribed and sworn to me this 7th day of January, 2022.

My Commission expires February 28, 2025.

  
(Notary Public)

ELTONYA R. RHOADES  
NOTARY PUBLIC - NOTARY SEAL  
STATE OF MISSOURI  
MY COMMISSION EXPIRES FEBRUARY 28, 2025  
BOONE COUNTY  
COMMISSION #13454534



January 1, 2022

Randy Cole  
Columbia Housing Authority  
201 Switzler St.  
Columbia, MO 65203

Dear Randy,

I strongly endorse the Columbia Housing Authority to take the lead on the Comprehensive Homeless Services Center Planning proposal. Love Columbia will collaborate with you and Turning Point, Voluntary Action Center (VAC), Loaves and Fishes, and Room at the Inn (RATI) on this project. We currently operate 7 transitional homes and have extensive experience providing basic services (housing, job and budget coaching) to individuals and families who are low income.

The roots of Love Columbia (formerly Love INC) were planted during the aftermath of 2005's Hurricane Katrina. Over 50 churches came together to synchronize resettlement efforts to meet the needs of the 500+ evacuees. Love Columbia's approach is effective because it is relationally based and motivated by love for our neighbors. Love Columbia goes beyond merely providing emergency relief and addresses long-term solutions. Our response team has grown from a dozen churches and a few volunteers when we began in 2008, to a community network of over 80 churches, dozens of business partners, hundreds of volunteers and over 30 staff. Love Columbia has been providing services for over 13 years.

Love Columbia's mission is to coordinate community relationships and resources to love people forward. While 100% of Love Columbia clients are below 250% of the FPL, 95% of our clients are below 200% and 50% are below 100% of the FPL. We served over 2500 individuals and households in 2021. We offer a range of programs and mobilize community volunteers to help with implementation. Our motto is: serve the whole person and engage the whole community. Our objectives are as listed below.

- Collaborate with public and private community agencies to provide an integrated response to local poverty by developing public awareness, implementing interventions, and conducting program evaluation activities.
- Develop and equip a coordinated network of professionals and volunteers to support individuals and families in our community who are in need or seeking to improve their lives.

We have previous experience providing case management and financial assistance to cover deposits, rent and utilities through various funding streams for individuals and households who are either homeless or at risk of becoming homeless. We submitted 387 State Assistance for Housing Relief (SAFHR) applications to obtain rental assistance for our clients in 2021. Love





Columbia has recently obtained Emergency Solution Grant – Cares Act (ESG-CV) funding to provide rental and utility assistance and we have submitted an application to participate in the Missouri Home Trust Fund (MHTF) program. We received and dispersed funding through the DED (CARES Act), Boone County (CARES Act) and the City of Columbia to provide rental and utility assistance in our community in 2020.

Our programs include the Clearinghouse - receives and assesses all requests; Path Forward – in-depth psychosocial assessment, goal setting, plan development and follow up; budgeting, credit building, job, housing, life purpose and transportation coaching. In addition, we have an intensive 16-week money management program, online information resource library, payday loan relief program, furniture bank and resale store, and 7 transitional homes for families with children. In 2021, we had 1472 adults participating in our programs (including 1458 children), with 670 participants in the Path Forward program, 108 households obtaining permanent housing, 78 individuals securing jobs or better jobs and 89 participants in our intensive money management program. Seventy-seven percent of those individuals who participated in Path Forward reported improved life satisfaction and 82% completed at least one goal.

We have worked with the Columbia Housing Authority for many years and we look forward to collaborating with you, as well as the other non-profit organizations in Columbia, to provide a continuum of services for individuals and families who are experiencing homelessness.

Sincerely,

A handwritten signature in cursive script that reads "Jane Williams".

Jane Williams, MSW  
Executive Director



## Wilkes Boulevard United Methodist Church



702 Wilkes Boulevard  
Columbia, MO 65201  
(573) 449-4363  
wilkesblvdumc.org  
Pastor Brad Bryan

To Whom It May Concern,

The leadership of Wilkes Blvd United Methodist Church and staff of Turning Point Day Center wholeheartedly support the collaborative response to this RFP spearheaded by the office of Columbia Housing Authority. We believe this joint effort is the best and most effective way to address the housing crisis in Columbia, MO. The responses to the specific questions are included below.

1. Provide a brief organization history, including the founding date and number of years in business as currently constituted. *Wilkes Blvd UMC was founded in 1914, as an outreach ministry to the workers in a nearby shoe factory. The congregation was a vigorous institution through the mid 50's and 60's, but, as the economy and neighborhood changed, members moved away, coming only for Sunday worship. Beginning in 2012, under new pastoral leadership, a radical shift in ministry to the poor was adopted. The church became the host for the Loaves and Fishes soup kitchen and initiated Turning Point in April 2014. A combination of faithful older members and committed younger people now support the church and its mission.*
2. Provide a description of the mission of the organization, goals and objectives of the organization. *Through the Turning Point ministry, Wilkes Boulevard UMC seeks to provide safe, dignified access to basic hygiene, storage, and resource information to people experiencing homelessness; regular access to showers, laundry, and hygiene products to help improve community health; and regular access to mail and social service organizations to help improve community collaboration in addressing this public crisis. Wilkes Blvd UMC also seeks to restore dignity by providing volunteer opportunities for neighbors experiencing homelessness to serve others at Turning Point and throughout the community.*
3. Provide a summary of activities and programs of the organization. *Turning Point Day Center is a drop-in daily basic needs center for people experiencing homelessness and housing insecurity. We provide showers, laundry, storage, mail services, transportation, and referrals to case management with our area partners.*
4. What is the prior experience of the organization with this type of project? *Wilkes BLVD UMC has been adapting to best serve the people of Columbia, MO from the corner of Wilkes and 7<sup>th</sup> St. since 1914.*

Rev. Brad Bryan  
Pastor, Wilkes Blvd United Methodist Church  
Executive Director, Turning Point Day Center





Room at the Inn

P.O. Box 272, Columbia, MO 65205

January 3, 2022

To Whom It May Concern:

The Columbia Interfaith Resource Center (CIRC), which manages Room at the Inn (RATI), is in full support of the collaborative planning initiative to respond to the recent RFP for a Comprehensive Homeless Resource Center. CIRC is pleased to add our voice and resources to those of LoveColumbia, Voluntary Action Center, Turning Point and Loaves and Fishes Soup Kitchen and welcome the leadership and experience of the Columbia Housing Authority (CHA) as our coordinating partner in this effort.

Since the winter of 2008, RATI has provided a low-barrier emergency winter shelter for the chronically homeless in Columbia and Boone County. Our shelter has a history of working collaboratively with churches, civic groups and volunteers to provide a safe and warm place to sleep during the extreme cold of Missouri winters. Our clients, or "guests," often have no traditional option for shelter available to them due to past behaviors or other issues. Room at the Inn serves this often challenging population, because mental illness, intoxication or drug use should not bar an individual from safe shelter.

Room at the Inn has always been the homeless shelter without a home. Our goal and prayer has always been to find a permanent space for the shelter. A permanent location for RATI would give us the flexibility to extend hours when conditions warrant, to operate when needed during summer months and to fine tune our shelter operations in a way that is not possible when we move from church to church during our twelve weeks of operation during winter.

We have always wanted to do more, offer more, be more. Joining together with our community partners will finally make enable RATI to see our long-term vision become a reality. RATI has long worked with the above agencies (and others) to provide more services to our clients. In fact, our collaboration with the Columbia Housing Authority pre-dates the beginning of Room at the Inn; for years, the Columbia Interfaith Council (the CIRC parent organization) operated a drop-in Day Center in a Columbia Housing Authority studio apartment of Park Street!

On behalf of our Board, I wholeheartedly endorse and celebrate e this collaborative effort to provide a permanent and comprehensive resource of those experiencing homelessness and near-homeless in central Missouri.

Debby Graham  
Board President  
Columbia Interfaith Resource Center  
(Room at the Inn)





# CATHOLIC WORKER

St. Francis Catholic Worker  
Columbia, MO 65201

*St. Francis House*  
901 Rangeline St  
573-875-4913

*Loaves & Fishes Soup Kitchen*  
702 Wilkes Blvd  
573-268-8095

*Lois Bryant House*  
913 Rangeline St

December 31, 2021

Greetings,

As a trustee and member of the St. Francis Catholic Worker community and coordinator of Loaves and Fishes Soup Kitchen, I write to express support for the collaborative response effort led by Columbia Housing Authority to respond to the RFP for planning funds for a Comprehensive Homeless Center and resource to move individuals to transitional and permanent housing in Columbia, Boone County, Missouri. We support his collaborative effort which also includes Love Columbia, Voluntary Action Center, Turning Point and Room at the Inn to plan for a continuum of services to address the needs of the unsheltered and housing insecure members of the Columbia and Boone County community. This collaboration helps to combine and conserve resources as we organizations work toward this common goal.

Loaves and Fishes was established by the St. Francis Catholic Worker Community in Columbia in approximately 1983. We moved to our current location at Wilkes Blvd United Methodist Church in February 2014. We are an all-volunteer organization with no paid staff. With the assistance of approximately 2 dozen volunteer groups, we serve an evening meal at 5:00 pm 7 nights a week 52 weeks per year. We serve an average of 85 individuals per day, with actual count varying between from 50 to 125 individuals. Some, but not all, of our guests are homeless; some are housed but food insecure. Housed and unsheltered individuals walk, bike, bus or drive to the kitchen to receive what is for some their only full meal of the day. We do not conduct means testing, as we presume that only those who are hungry will seek to be fed.

Over the 14 years I have been involved in coordinating the soup kitchen, I have participated in community discussions and efforts to find a permanent location to provide services to our unsheltered and housing insecure neighbors. I believe that this current collaboration may finally be able to achieve our long-term goal: to address hunger and homelessness in our community.

The Catholic Worker community's mission is hospitality. We are a private voluntary association of persons who gather in intentional community to live out basic principles of justice which flow from charitably acts. Our volunteers come from faith communities and other social organizations in Columbia and surrounding communities. Our budget is small, but our mission is large, to provide a place where all can be respectfully welcomed in a safe space for an hour a day, so that they can go out and meet the rest of their challenges fed and secure in the knowledge that there are people in this community who care. This is what we do. Serve 700-1,000 meals per week to our neighbors in need.

We are excited to be part of the collaborative process with CHA, Love Columbia, Turning Point and Room at the Inn.

Sincerely,

Ruth O'Neill  
Coordinator, Loave & Fishes Soup Kitchen





January 7, 2022

To Whom It May Concern,

Voluntary Action Center (VAC) was founded in 1969. VAC serves Boone County residents at or below 200% of the Federal Poverty Guidelines. VAC began as a volunteer coordination center and has grown in response to community needs. As a result, VAC now provides a wide range of basic needs services including, but not limited to, an emergency food pantry, documentation assistance, car repair, medical and dental assistance, rent and mortgage assistance, diapers, formula, feminine hygiene and personal hygiene. A complete list of VAC's services is attached.

VAC's mission is to help our neighbors who are experiencing hardship to bridge the gap between crisis and stability to improve quality of life in Boone County. In order to address the housing crisis in Columbia while staying true to VAC's mission, VAC entered into a Memorandum of Understanding (MOU) with Faith Voices, Turning Point, Room at the Inn, and Loaves and Fishes in January 2021. VAC has never undertaken a project of this size and scope but we believe it fits with VAC's mission and vision. VAC also firmly believes a project like this is desperately needed in Columbia.

The goal of the MOU was to provide a framework that would establish a shelter and resource center for our unsheltered neighbors. This project is currently being called the Opportunity Campus (OC). The mission of this project is to equip and empower our unsheltered neighbors to endure and escape homelessness. The vision is that through the provision of daily basic needs, social services, daily meals, and overnight shelter, The Opportunity Campus is a centralized and consolidated hub for eradicating homelessness in Columbia and Mid-Missouri. The Opportunity Campus will have a goal of transitioning our unsheltered neighbors to being sheltered by providing safe temporary shelter, transitional housing, affordable housing, meals, basic daily needs, and wrap-around services to help the homeless.

The OC will operate 365 days per year. Case management will be provided on site. Partnerships with other local nonprofit organizations will be established to provide job placement assistance, mental health services, substance abuse resources, and other wrap-around services. The OC will operate as a low/no barrier facility based on a Housing First model.

VAC has hired two part-time consultants to carry our vision forward. The first is a Project Coordinator. This person is in charge of the overall direction and plan for the project. The second is a Program Coordinator. This person is charged with detailing the scope of work for the day-to-day operations of the OC. The Project Coordinator began working in April of 2021 with the Program Coordinator coming along side in September of 2021.

VAC sees the OC as part of a housing continuum that works its way from emergency shelter to market-based housing using transitional and affordable housing as stepping stones along that continuum. We are pleased to have the Columbia Housing Authority (CHA) take the lead in responding to the city's RFP 57/2022 while collaborating with the various agencies referred to in this letter. VAC is also pleased to have Love Columbia involved with the transitional housing piece of the housing continuum. CHA, VAC, Love Columbia, Turning Point, Room at the Inn, Loaves and Fishes, and Faith Voices stand ready to address housing issues that have long been discussed, dreamed of, and attempted over the past 25 years. This is a unique opportunity to make a transformational difference in the city we all call home.

Thank you for your consideration.

Sincerely,

Ed Stansberry

Executive Director





# VAC

the heart of service  
in Boone County

**Services provided: 9 a.m. – noon & 1 p.m. - 4 p.m.**

**NO CONTACT Scheduled Appointments  
Monday, Tuesday & Thursday  
Call 573.874.2273 to schedule an appointment**

**WALK-INS - Wednesday & Friday**

## Financial Assistance

- Baby formula
- Gas
- Food handler cards
- Health and dental co-payments
- Minor car repair
- Missouri birth certificates
- Photo IDs
- Prescriptions
- Work uniforms and/or tools

## Non-Financial Services

- Adult diapers
- Clothing vouchers
- Diapers and wipes
- Emergency food
- Feminine hygiene items
- Hygiene items
- Household cleaning items
- Toilet paper
- Go COMO bus tickets
- Safe Kids car seat vouchers
- Information and referral sources



## Programs

### Window A/C units & fans

- Spring/Summer

### Back to School Health Fair

- Late Summer

### Warm Up Columbia

- Fall

### Holiday Program

- Sign Ups - September
- Pick up - December

## Housing

- Hotel/Motel Assistance
- Rent/Mortgage Assistance

**THIS SERVICE IS ONLY PROVIDED  
OVER THE PHONE**

# 573.874.2273

**SERVICES ARE SUBJECT TO ADDRESS LIMITS AND FUNDING AVAILABILITY.**



At this time, due to the pandemic, be prepared to provide the following information over the phone to determine if an Address qualifies to receive services:



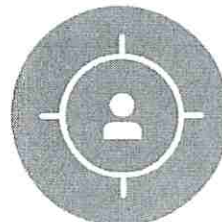
## Address

**Current PHYSICAL Address**  
(must be a Boone County resident)



## Income

**Gross monthly income for everyone living at the Address**  
(must be within 200% of the Federal Poverty Guidelines)  
Information includes: employment income, unemployment, SNAP/food stamp benefits, TANF, child support, VA benefits, Social Security income



## Demographic Information

**Information about everyone living at the Address**  
Examples may include: Social Security number, birthdate, health insurance provider, contact information

Once an Address qualifies to receive services, the client is eligible until the beginning of the next calendar year.\* Services are subject to Address limits and funding availability.

\*Does not apply to housing programs, which are subject to grant requirements.



Phone: 573.874.2273

Fax: 573.874.9172

403A Vandiver Dr.

Columbia, MO 65202



[www.vacmo.org](http://www.vacmo.org)



@vacboone



@vacmo



@vacboone







**Columbia**  
Housing Authority

# **Housing Authority of the City of Columbia, Missouri**

201 Switzler Street, Columbia, MO 65203  
Office: 573.443.2556 ♦ TTY Relay 800.735.2966 ♦ Fax: 573.443.0051 ♦ www.ColumbiaHA.com

## **BY-LAWS OF THE HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI**

**REVISED APRIL 21, 2015**

### **ARTICLE I – THE AUTHORITY**

Section 1. **Name of Authority.** The name of the Authority shall be “Housing Authority of the City of Columbia, Missouri”.

Section 2. **Seal of Authority.** The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority. The seal shall also have in its center the numerals 1956, which is the year of organization of the Authority.

Section 3. **Office of the Authority.** The offices of the Authority shall be at such place or places in the City of Columbia, Missouri, as the Authority may from time to time designate.

Section 4. **Governance of the Authority.** The Authority shall be governed by a five member Board of Commissioners who will elect officers.

### **ARTICLE II – OFFICERS**

Section 1. **Officers.** The officers of the Authority shall be a Chair, a Vice-Chair, and Secretary who shall be the Chief Executive Officer.

Section 2. **Chair.** The Chair shall preside at all meetings of the Authority. Except as otherwise authorized by Resolution of the Authority, the Chair shall sign all contracts, deeds and other instruments made by the Authority. At each meeting the Chair shall submit such recommendations and information, as he/she may consider proper concerning the business, affairs, and policies of the Authority.

Section 3. **Vice-Chair.** The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair, and in the case of the resignation or death of the Chair, the Vice-Chair shall perform the duties imposed on the Chair until such time as the Board of Commissioners shall elect a new Chair.

Section 4. **Secretary.** The Secretary shall be the Chief Executive Officer of the Authority and, as such, shall have general supervision over the administration of its business and affairs, subject to the direction of the Board of Commissioners. The Secretary, who is the Chief Executive Officer, shall be charged with the management of the affairs of the Authority.

The Secretary shall keep or cause to be kept under his/her supervision the records of the Authority including a record of the meetings of the Board of Commissioners and a record of all votes, and shall also keep or cause to be kept under his/her supervision a record of the proceedings and

actions of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his/her office. He/She shall keep or cause to be kept under his/her supervision in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Board of Commissioners. He/She shall have care and custody of all funds of the Authority and shall deposit or cause same to be deposited in the name of the Authority in such bank or banks as the Board of Commissioners may select. He/She shall keep or cause to be kept under his/her supervision regular books of account showing receipts and expenditures and shall render to the Board of Commissioners an account of all transactions and of the financial condition of the Authority. He/She shall give such bond for the faithful performance of his/her duties as the Board of Commissioners may designate.

In the absence of the Secretary, or his/her inability to act, the Board of Commissioners may by resolution appoint (from the Board of Commissioners) a Secretary who shall have all the powers, duties and responsibilities of the Secretary for the period designated in said resolution.

Section 5. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by appropriate resolution of the Board of Commissioners, the By-Laws or the rules and regulations of the Authority.

Section 6. Election or Appointment. The Chair and Vice-Chair shall be elected at the annual meeting of the Authority from among Commissioners of the Authority, and shall hold office for one year or until their successors are elected and qualified. In case of the absence or incapacity of both the Chair and the Vice-Chair, the other Commissioners of the Authority may elect an Acting Chair to serve during the period of absence or incapacity of the Chair and Vice-Chair.

The Secretary shall be appointed by the Board of Commissioners. Any person appointed to fill the office of Secretary, or any vacancy therein, shall have such term as fixed by the Board of Commissioners.

Section 7. Vacancies. Should the office of the Chair or Vice-Chair become vacant, the Board of Commissioners shall elect a successor from among its membership at the next meeting, and such election shall be for the unexpired term of said office. When the office of Secretary becomes vacant, the Board of Commissioners shall appoint a successor as provided in Section 6 of this Article.

Section 8. Additional Personnel. The Authority may from time to time by and through the Board of Commissioners, employ such personnel including an Chief Executive Officer as it deems necessary to the exercise of its powers. The selection and compensation of all personnel, other than the Chief Executive Officer, shall be made by the Chief Executive Officer subject to review by the Board of Commissioners.

### **ARTICLE III – MEETINGS**

Section 1. Annual Meeting. The Annual Meeting of the said date shall be the third Tuesday of July at 5:30 P.M. of each year, at the Regular meeting place of the Board, or at such other place as the Board may from time to time designate.

Section 2. Regular Meeting. Regular meetings of the Board shall be held with notice at 5:30 o'clock P.M. on the third Tuesday of each month. In the event a day of regular meeting shall be on a legal holiday, said meeting shall be held on the next succeeding secular day.

Section 3. Special Meetings. The Chair of the Authority may, when he/she deems it necessary, and shall, upon the written request of two members of the Board of Commissioners, call a special meeting of the Authority for the purpose of transacting any business designated in the call. The call of a special meeting may be delivered to each member of the Authority or may be mailed to the business or home address of each member of the Authority at least two days prior to the date of such special meeting. At such special meeting, no business shall be considered other than as designated by the call.

Section 4. Quorum. The powers of the Authority shall be vested in the Board of Commissioners. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. Action may be taken by the Authority only upon a vote of the majority (3) of the Commissioners (5).

Section 5. Order of Business. At the regular and annual meetings of the Authority the following shall be the order of business:

1. Roll call
2. Approval and adjustment of the agenda
3. Reading and approval of the minutes of the previous meeting
4. Resolutions and communications
5. Report of the Secretary
6. Comments from Commissioners and visitors
7. Adjournment

Section 6. Manner of Voting. Action may be taken by the Board of Commissioners by resolution or motion, upon an affirmative vote of a majority (3) of the Commissioners (5). The vote upon a resolution shall be taken by roll call, and the "yes" or "no" vote of each member shall be entered in the journal. A voice vote may be taken upon a motion, but if any member may so request, the "yes" or "no" vote of each member shall be entered in the journal. In case of elections, the vote may be by ballot.

Section 7. Code of Conduct.

#### CODE OF CONDUCT FOR COMMISSIONERS

**The objective of the Code of Conduct is to encourage professional performance by housing commissioners. The Code describes objectives which, when accepted and followed, will help to foster a beneficial relationship between the commissioners, staff, and those they serve.**

A public housing commissioner shall be bound by the following pledge:

1. I pledge myself to act in a professional manner while serving as a Housing Commissioner.

2. I pledge to view my service on the Housing Commission as an opportunity to serve my community, my state, and my nation because I support the objectives of providing a decent, safe and sanitary home and a suitable living environment for every American family.
3. I pledge that I recognize that my responsibilities are to serve in this capacity as a government official, a community leader, and an advocate for the Commission, its collective programs and objectives.
4. I pledge myself to seek and maintain an equitable, honorable and cooperative association with fellow public housing officials.
5. I pledge to try to make decisions in terms of the most economical and efficient method toward and the best interests of all citizens, particularly those of low and moderate income. Decisions will provide an equal opportunity to all citizens regardless of race, color, sex, religion, familial status, age, disability, or national origin.
6. I will recognize that my responsibility is a policy-making role and not to make the day-to-day management decisions of the Authority.
7. I pledge to refuse to represent special interests or partisan politics or to use this Commission for personal gain or for the gain of friends or supporters.
8. I pledge that I shall not receive, directly or indirectly, any fee, rebate, commission, discount, gratuity, or any other benefit whether monetary or otherwise for the proper professional discharge of my duties, except authorized established expenses and other benefits.
9. Decisions will be reached after discussion in open or closed session as appropriate. Once voted upon by a majority of Commissioners, I will abide by the decision.
10. I will recognize that authority is vested with the whole commission assembled in meetings and that the powers of the commission shall be vested with the commissioners thereof in office.
11. I pledge to support and protect authority personnel in the performance of their duties. I will support the Chief Executive Officer in his or her choice of hiring and handling personnel without involvement by the commission.
12. I pledge to refer complaints to the Chief Executive Officer, and only after the failure of administrative solution will pursue such matters with the Chair.
13. I pledge to observe laws and regulations pertaining to the commission.
14. I pledge to respect the limited intent and scope of executive session and respect privileged communications from executive session and other sources for the privacy of the personnel and clients with whom we are involved.
15. I pledge to make diligent use of the time of the commission as a whole and to faithfully attend all meetings barring unforeseen conflicts in which case I shall promptly notify the Chair or their designee.
16. I pledge myself to comply with the rules and regulations and principles of this Code of Conduct.

**ARTICLE IV – AMENDMENTS**

Section 1. Amendments to the By-Laws. The By-Laws of the Authority may be amended with the approval of at least three of the Commissioners of the Authority at a regular or a special meeting.

Except by unanimous consent of all the Commissioners, no proposed amendment to the By-Laws shall be voted upon until the same has been reduced to writing, filed with the Secretary, and read at the regular meeting immediately preceding the meeting at which the same is voted upon.

**ARTICLE V – NEPOTISM**

Employment of the immediate family members of a Commissioner or members of their household is prohibited. The "immediate family" includes spouse, child, sibling, parent, grandparent, father-in-law, mother-in-law, aunt, uncle, niece, nephew, grandchild, and any person residing in the same household.

\*\*\*\*\*



## **SECOND AMENDED AND RESTATED BYLAWS OF COLUMBIA COMMUNITY HOUSING TRUST**

### **ARTICLE I**

#### **PURPOSES AND RESTRICTIONS**

The purposes of the Corporation shall be those nonprofit purposes stated in the Articles of Incorporation, as it may be amended. No part of the net earnings or other assets of the Corporation shall inure to the benefit of, be distributed to or among, or revert to any director, officer, contributor or other private individual having, directly or indirectly, any personal or private interest in the activities of the Corporation, except that the Corporation may pay reasonable compensation for services rendered and may make payments and distributions in furtherance of the non-profit purposes stated in the Articles of Incorporation.

### **ARTICLE II**

#### **POWERS**

The Corporation shall have all powers conferred upon nonprofit corporations by the laws of Missouri, and all additional powers, which are not contrary to law or the statutes of the State of Missouri, that are incident to, expedient or necessary to carry out the purposes for which it is formed, and, in addition, and without limiting the generality of the foregoing, the Corporation shall have the following powers:

A. To receive property by gift, devise or bequest, and otherwise acquire, purchase, hold and convey all property, both real and personal, including real estate, shares of stock, bonds, and securities of other corporations;

B. To acquire, hold, manage, lease, rent, convey, exchange, lease, sell, mortgage encumber,





develop, maintain or otherwise dispose of all property, real and personal;

C. To borrow money, contract debts, and issue notes, bonds, bills, or evidences of indebtedness to secure the payment for performance of its obligations; and

D. To appoint such subordinate agents or officers as the corporate affairs may require, and to make contracts, and to do all other acts necessary or expedient for the administration of the affairs and attainment of the purposes of this Corporation.

### **ARTICLE III OFFICES**

The principal office of the Corporation in the State of Missouri shall be located in the City of Columbia, Missouri. The Corporation may have such other offices within or without the City of Columbia as may be required.

The registered office of the Corporation required under the laws of the State of Missouri to be maintained in the State of Missouri may be, but need not be, identical with the principal office in the State of Missouri, and the address of the registered office may be changed from time to time in conformity with the laws of the State of Missouri.

### **ARTICLE IV MEMBERSHIP**

The Corporation shall not have stockholders or members.

### **ARTICLE V BOARD OF DIRECTORS**

A. *Management.* The affairs of the Corporation shall be managed, supervised and controlled by a self-perpetuating Board of Directors.



B. *Composition, Tenure and Qualifications.* The number of Directors shall be five (5). The members of the Board of Directors of the Corporation shall be the same as the members of the board of commissioners of the Housing Authority of the City of Columbia, Missouri ("CHA"). Each Director shall hold office until his or her successor has been elected or appointed and qualified. Board members must be residents of the State of Missouri and members of the CHA's Board of Commissioners. Any removal or resignation of the CHA Board shall constitute a removal or resignation of the Corporation's Board.

C. *Meetings.* The Annual Meetings of the Board of Directors shall be held within seven (7) days after CHA's annual meeting at which CHA has elected its officers. All meetings of the Board, regular or special, shall be held at the principal office of the Corporation, or at such time and place within or without the State of Missouri as shall be designated by the President or if not designated by the President then as determined by the Board of Directors. The annual meeting shall be held for the purpose of electing officers and Directors and transacting such other business as may come before the meeting. Special meetings of the Board of Directors may be called by or at the request of the President, or in the President's absence by the Vice President, or by any two Directors.

Members of the Board of Directors, or of any committee designated by the Board of Directors, may participate in a meeting of the Board or Committee by means of conference telephone or similar communications equipment whereby all persons participating in the meeting can hear each other, and participation in a meeting in this manner shall constitute presence in person at the meeting.

Any action which is required to be or may be taken at a meeting of the Directors, or of any committee of the Directors, may be taken without a meeting if consents in writing, setting forth the



action so taken, are signed by all of the members of the Board or of the committee as the case may be. The consent shall have the same force and effect as a unanimous vote at a meeting duly held, and may be stated as such in any certificate or document. The Secretary shall file the consents with the minutes of the meetings of the Board of Directors or of the committee as the case may be.

D. *Notice.* Notice of any annual or special meeting shall be given at least five (5) days prior thereto by written notice delivered personally or mailed to each Director at such Director's business or home address. If mailed, such notices shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting.

E. *Quorum.* A majority of the incumbent members of the Board of Directors (including one or more officers) shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

F. *Manner of Acting.* The act of the majority of the Directors present at a meeting of the Directors at which a quorum is present shall be the act of the Board of Directors unless a greater number is required under the Articles of Incorporation, these Bylaws or any applicable laws of the State of Missouri.



G. *Committees.* The Board of Directors may by resolution adopted by a majority of the Directors in office establish one or more committees, each of which shall consist of two or more directors, under such terms and with such powers as shall be specified in such resolution.

## ARTICLE VI OFFICERS

A. *Number and Election.* The officers of the Corporation shall be a President, a Vice President, a Secretary and a Treasurer. The Board of Directors may also elect one or more additional Vice Presidents, Assistant Secretaries and Assistant Treasurers. All officers shall be elected at the annual meeting of the Board by a majority of those Board members present including newly-elected members, and said officers shall hold office at the pleasure of the Board for a term of one (1) year or until their successors shall have been elected and qualified. Where a vacancy occurs in an office, it shall be filled by the Board for the unexpired term. Any two or more offices, except the offices of President and Vice President or President and Secretary, may be held by the same person.

B. *President.* The President shall be the chief executive officer of the Corporation. The President shall preside at all meetings of the Board of Directors, shall have the power to transact all of the usual, necessary and regular business of the Corporation as may be required and, with such prior authorization of the Board as may be required by these Bylaws, to execute such contracts, deeds, bonds and other evidences of indebtedness, leases and other documents as shall be required by the Corporation; and, in general, the President shall perform all such other duties incident to the office of President and chief executive officer and such other duties as may from time to time be prescribed by the Board of Directors.





C. *Vice President.* The Vice President shall act as chief executive officer in the absence of the President and, when so acting, shall have all the power and authority of the President. Further, the Vice President shall have such other and further duties as may from time to time be assigned by the Board of Directors.

D. *Secretary.* The Secretary shall record and preserve the minutes of the meetings of the Board of Directors and all committees of the Board, shall cause notices of all meetings of the Board of Directors and committees to be given, and shall perform all other duties incident to the office of Secretary or as from time to time directed by the Board of Directors or by the President.

E. *Treasurer.* The Treasurer shall have charge and custody of and be responsible for all funds of the Corporation, shall deposit such funds in such bank or banks as the Board of Directors may from time to time determine, and shall make reports to the Board of Directors as requested by the Board. The Treasurer shall see that an accounting system is maintained in such a manner as to give a true and accurate accounting of the financial transactions of the Corporation, that reports of such transactions are presented promptly to the Board of Directors, that all expenditures are presented promptly to the Board of Directors, that all expenditures are made to the best possible advantage, and that all accounts payable are presented promptly for payment. The Treasurer shall further perform such other duties incident to the office and as the Board of Directors or the President may from time to time determine.

F. *Removal and Resignation.* Any officer may be removed, with or without cause, by the vote of a majority of the entire Board of Directors at any meeting of the Board. Any officer may resign at



any time by giving written notice to the Board of Directors, the President or the Secretary. Any such resignation shall take effect at the time specified therein; and unless otherwise specified therein, the acceptance of a resignation shall not be necessary to make it effective.

**ARTICLE VII**  
**GENERAL PROVISIONS**

A. *Contracts, etc., How Executed.* Except as in these Bylaws otherwise provided or restricted, the Board of Directors may authorize any officer or officers, agent or agents to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances; and, unless so authorized, no officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable pecuniarily for any purpose or in any amount unless in the ordinary course of business.

B. *Loans.* Unless in the ordinary course of business, no loans shall be contracted on behalf of the Corporation and no negotiable paper shall be issued in its name, unless and except as authorized by the Board of Directors in accordance with the provisions of these Bylaws. To the extent so authorized, any officer or agent of the Corporation may effect loans and advances at any time for the Corporation from any bank, trust company, or other institution, or from any firm, corporation or individual, and for such loans and advances may make, execute and deliver promissory notes, bonds or other evidences of indebtedness of the Corporation, and when authorized as aforesaid, may pledge, hypothecate or transfer any and all stocks, securities and other personal property at any time held by the Corporation as security for the payment of any and all loans, advances, indebtedness and liabilities of the Corporation, and to that end may endorse, assign and deliver the same.



C. *Deposits.* All funds of the Corporation shall be deposited from time to time to the credit of the Corporation with such banks, bankers, trust companies or other depositaries as the Board of Directors may select or as may be selected by any officer or officers, agent or agents of the Corporation to whom such power may be delegated from time to time by the Board of Directors.

D. *Checks, Drafts, etc.* All checks, drafts or other orders for the payment of money, notes, acceptances or other evidence of indebtedness issued in the name of the Corporation, shall be signed by the President, or in the President's absence by the Vice President, or the Treasurer or such officer or officers, agent or agents of the Corporation, and in such manner as shall be determined from time to time by resolution of the Board of Directors in accordance with the provisions of these Bylaws. Endorsements for deposit to the credit of the Corporation in any of its duly authorized depositaries may be made without countersignature, by the President, Vice President or Treasurer, or by any other officer or agent of the Corporation to whom the Board of Directors, by resolution, shall have delegated such power, or by hand-stamped impression in the name of the Directors.

E. *General and Special Bank Accounts.* The Board of Directors from time to time may authorize the opening and keeping of general and special bank accounts with such banks, trust companies or other depositaries as the Board of Directors may select and may make such rules and regulations with respect thereto, not inconsistent with the provision of these Bylaws, as they may deem expedient.

#### ARTICLE VIII AMENDMENTS

These Bylaws may be amended by a two-thirds of the Board of Directors.



**ARTICLE IX  
CORPORATE SEAL**

The Board of Directors may elect to adopt a corporate seal, which (if one is adopted) shall be in the form of a circle and shall have inscribed thereon the name of the corporation and the words "Corporate Seal" and "Missouri".

**ARTICLE X  
FISCAL YEAR**

The fiscal year of the Corporation shall begin October 1 and end September 30.

**ARTICLE XI  
INDEMNIFICATION**

The Corporation shall indemnify its Directors and officers, and its prior Directors and officers, and may indemnify other persons who are or who were agents or employees of the Corporation, in accordance with the provisions of the Articles of Incorporation.

Adopted March 17, 2015.



Edward Robinson, Secretary





**Ordinance Establishing the Housing Authority of the City of Columbia**  
**Passed by the Columbia City Council of the City of Columbia, Missouri on April 9, 1956**

AN ORDINANCE DECLARING THE NEED FOR A HOUSING AUTHORITY TO FUNCTION IN THE CITY OF COLUMBIA, MISSOURI, ESTABLISHING AN AUTHORITY TO BE KNOWN AS THE "HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI", AND FIXING THE EFFECTIVE DATE OF THE ORDINANCE PURSUANT TO THE REFERENDUM PROVISIONS OF ARTICLE 17 OF THE CHARTER OF THE CITY

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA AS FOLLOWS:

Section 1. That the Council finds the city of Columbia, Missouri, according to the last preceding Federal decennial census has a population of 31,974.

Section 2. That the Council of said city, pursuant to the provisions of Sections 99.010 to 99.230, inclusive, V.A.M.S., known as "The Housing Authorities Law" of the state of Missouri, hereby finds that insanitary or unsafe inhabited dwelling accommodations exist in said city and that there is a shortage of safe and sanitary dwelling accommodations in said city available to persons of low income at rentals they can afford.

Section 3. That in determining whether dwelling accommodations are unsafe or insanitary, the Council has taken into consideration the degree of overcrowding, the percentage of land coverage, light, air, space and access available to the inhabitants of such dwelling accommodations, the size and arrangement of the rooms, the sanitary facilities and the extent to which conditions exist in such buildings which endanger life and property by fire or other causes.

Section 4. That there is a need for a housing authority to function in said city of Columbia, Missouri, pursuant to the provisions of the Housing Authorities Law of the state of Missouri and the charter of said city. Such authority shall be known as the "Housing Authority of the City of Columbia, Missouri" and shall become established, transact business and exercise its powers under the provisions of said law and the charter of the city, subject to referendum, as set forth in Section 5 of this ordinance.

Section 5. This ordinance shall not become effective nor shall the "Housing Authority of the City of Columbia, Missouri" become established nor authorized to transact business and exercise its powers until this ordinance shall have been submitted to the qualified voters of said city at an election called and held pursuant to the referendum provision of Article 17 of the charter of said city, and a majority of the voters voting in such election shall have voted in favor thereof. If a majority of the voters voting in such election shall have voted in favor thereof, it shall thereupon be an ordinance of said city and shall become effective upon the declaration by the Council, after canvassing the election returns, that it has received a favorable vote of the majority. If this ordinance is not approved by a majority of the electors voting thereon, it shall be deemed repealed.

PASSED this 9th day of April, 1956.

(SEAL)

Attest:

*A. P. Coyle*  
City Clerk

*Howard B. Sang*  
Presiding Officer

Book 157-253, page 544



CITY OF COLUMBIA, MISSOURI

LAW DEPARTMENT

February 8, 2007

To Whom It May Concern:

This will confirm that the Housing Authority of the City of Columbia, Missouri is a municipal corporation formed pursuant to the provisions of Chapter 99 of the Revised Statutes of Missouri.

Sincerely

A handwritten signature in cursive script, appearing to read "Fred Boeckmann".

Fred Boeckmann  
City Counselor

File Number:  
N01345211  
Date Filed: 09/26/2013  
Jason Kander  
Secretary of State

**ARTICLES OF INCORPORATION**  
**OF**  
**COLUMBIA COMMUNITY HOUSING TRUST**

**A Missouri Nonprofit Corporation**

I, the undersigned,

Phil Steinhaus                      201 Switzler Street / Columbia, MO 65203  
Name                                      Address

being a natural person of the age of eighteen (18) years or more and a citizen of the United States, for the purposes of forming a corporation under the Missouri Nonprofit Corporation Act, Chapter 355 RSMo., do hereby adopt the following Articles of Incorporation:

**ARTICLE I**

**Name**

The name of the corporation shall be: Columbia Community Housing Trust  
(hereinafter referred to as "the Corporation").

**ARTICLE II**

**Registered Office and Registered Agent**

The name and address of its initial registered agent in the State of Missouri is:

Phil Steinhaus                      201 Switzler Street / Columbia, MO 65203  
Name                                      Address

**ARTICLE III**

**Incorporator**

The name and address of the incorporator is:

Phil Steinhaus                      201 Switzler Street / Columbia, MO 65203  
Name                                      Address

**ARTICLE IV**

**Duration of Corporation**

The period of duration of the Corporation is: **Perpetual.**

**ARTICLE V**

**Public Benefit**

This Corporation is a public benefit corporation

State of Missouri  
Creation - NonProfit 10 Page(s)



T1326918010

T1326216556

**ARTICLE VI**  
**Board of Directors/First Board of Directors**

The First Board of Directors shall be five (5) in number, their names and addresses being as follows:

<u>Genie Rogers</u>	<u>1400 Business Loop 70 East / Columbia, MO 65201-4612</u>
<u>Mary Anne McCollum</u>	<u>601 N. William Street / Columbia, MO 65201-5655</u>
<u>Max Lewis</u>	<u>1201 Paquin Street, Apt. 609 / Columbia, MO 65201-7912</u>
<u>Edward Robinson</u>	<u>1100 Kennesaw Ridge Rd #301 / Columbia, MO 65202</u>
<u>Peter Stiepleman</u>	<u>411 S. Glenwood Avenue / Columbia, MO 65203-2715</u>

The number of members to hereafter constitute the Board of Directors shall be fixed from time to time by the By-Laws of the Corporation. The members of the First Board of Directors shall serve until their successors shall have been duly elected and qualified.

**ARTICLE VII**  
**Amendments to Articles of Incorporation**

Amendments to these Articles of Incorporation shall require the affirmative vote of at least two-thirds (2/3) of the total number of Directors that are authorized by these Articles of Incorporation.

**ARTICLE VIII**  
**By-Laws**

The Board of Directors of the Corporation shall adopt By-Laws, rules and regulations for the government of the Corporation, which may be changed from time to time. The power to make, alter, amend or repeal the By-Laws for the regulation and management of affairs of the Corporation shall be vested in the Board of Directors set forth in the By-Laws of the Corporation.

**ARTICLE IX**  
**Purposes**

The Corporation is organized exclusively for charitable, educational, religious, or scientific purposes with the meaning of Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law).

**ARTICLE X**  
**By-Laws/Quorum**

The Board of Directors of the Corporation shall adopt By-Laws, rules and regulations for the governance of the Corporation, which may be changed from time to time. The power to make, alter, amend or repeal the By-Laws or the regulations and management of the affairs of the Corporation shall be vested in the Board of Directors of the Corporation. Unless otherwise provided herein, or in the By-Laws, a quorum of the Board of Directors for all purposes, including,

but not limited to, the Amendment of the By-Laws, shall be a majority of the Board of Directors then in office.

**ARTICLE XI**  
**No Members**

The Corporation shall have no members. The Board of Directors may take any action which is permitted or required to be taken by a not-for-profit corporation under Missouri law by an affirmative vote of the members of the Board of Directors then in office, without any prior action of the Board which would otherwise have been required by law for such action if there were members entitled to vote on such action.

**ARTICLE XII**  
**Non-Stock and Non-Profit**

This Corporation shall have no capital stock, and no shares of stock in the Corporation shall be issued.

**ARTICLE XIII**  
**No Benefit to Private Persons**

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, any member of the Board of Directors, officers or other private persons except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered, and to purchase assets, property, goods and services.

**ARTICLE XIV**  
**Powers**

The Corporation shall have all powers conferred upon not-for-profit corporations by the laws of Missouri, and all additional powers, which are not contrary to law or the statutes of the State of Missouri, that are incident to, expedient or necessary to carry out the purposes for which it is formed, and, in addition, and without limiting the generality of the foregoing, the Corporation shall have the following powers:

- A. To receive property by gift, devise or bequest, and otherwise acquire, purchase, hold and convey all property, both real and personal, including real estate, shares of stock, bonds, and securities of other corporations;
- B. To acquire, hold, manage, lease, rent, convey, exchange, lease, sell, mortgage, encumber or otherwise dispose of all property, real and personal;
- C. To borrow money, contract debts, and issue notes, bonds, bills, or evidences of indebtedness to secure the payment for performance of its obligations; and

D. To appoint such subordinate agents or officers as the corporate affairs may require, and to make contracts, and to do all other acts necessary or expedient for the administration of the affairs and attainment of the purposes of this Corporation.

**ARTICLE XV**  
**Dissolution**

The Corporation may be dissolved upon the affirmative vote of two-thirds (2/3) of the members of the Board of Directors then in office taken at a meeting of the Board of Directors called for that purpose, or upon the written consent of all members of the Board of Directors entitled to vote thereon. Upon the dissolution or other termination of the Corporation, no part of the property of the Corporation shall be distributed to, or inure to the benefit of, any member of its Board of Directors or its officers or any other private person, but all such property and proceeds shall, subject to discharge of valid obligations and debts of the Corporation, and to applicable provisions of law, be distributed, as directed by the Board of Directors of the Corporation, to or among any one or more corporations, trusts, community chests, funds, foundations or other entities as described in Section 501(c)(3) of the Internal Revenue Code of the United States, or any successor provisions. Any of such property or other assets of the Corporation, not so disposed of, shall be disposed of pursuant to order of the Circuit Court of Boone County, Missouri, exclusively for such purposes or to such organization or organizations as are described in said Section 501(c)(3), as said court shall determine.

**ARTICLE XVI**  
**Earnings of Corporation and Property of Corporation**  
**Not to Inure to Benefit of Private Person or Any**  
**Directors, Officers or Private Persons**

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its Directors, officers, or any other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered to it. No substantial part of the activities of the Corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Corporation shall not otherwise attempt to influence legislation, and the Corporation shall not participate in, nor intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. The income of the Corporation for each taxable year shall be distributed at such time, and in such manner, as not to be subject to tax under Section 4942 of the Internal Revenue Code of the United States, or any successor sections thereto, and shall not engage in any act of self-dealing (as defined in Section 4941(d) of such Code), nor retain any excess business holdings (as defined in Section 4943(c) of such Code), nor make any investments in such manner as to subject the Corporation to tax under Section 4944 of such Code, nor make any taxable expenditures (as defined in Section 4945(d) of such Code). Notwithstanding any other provisions of these Articles, the Corporation shall not carry on any activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of the United States, or the corresponding provisions of any future United States Internal Revenue law, or by a corporation, contributions to which are deductible under Section 170(c) of

the Internal Revenue Code of the United States, or the corresponding provisions of any future United States Internal Revenue laws.

**ARTICLE XVII**  
**Indemnification of Officers and Directors**

The following Articles and Sections are adopted pursuant to Sections 355.461 through 355.476 of the Revised Statutes of the State of Missouri, and shall be construed and enforced in accordance with the provisions of such Sections of the Missouri statutes, and any amendments thereto, modifications thereof, replacements therefor, or additions thereto, it being intended that the Corporation shall indemnify its Directors and officers, and its prior Directors and officers, and that the Corporation may (if authorized by majority vote of those members of the Board of Directors voting on such issue at any meeting of the Board of Directors at which a quorum is present) indemnify other persons who are or who were agents or employees of the Corporation, to the fullest extent permitted by such Sections of the Missouri Statutes, and any modifications or amendments thereof, replacements therefor, or additions thereto:

A. The Corporation shall indemnify a Director who was wholly successful, on the merits or otherwise, in the defense of any proceeding to which the Director was a party because he or she is or was a Director of the Corporation against reasonable expenses (including attorney's fees) actually incurred by the Director in connection with the proceeding.

B. The Corporation shall indemnify any person who is or was a Director of the Corporation or officer of the Corporation, and may, by affirmative resolution of the Board of Directors, indemnify any person who is or was an agent or employee of the Corporation, if such person is a party to or is threatened to be made a party to any threatened, pending or completed action, suit, or proceeding, whether civil, criminal, administrative or investigation, other than an action by or in the right of the Corporation, by reason of the fact that such person is or was a director, officer, or employee or agent of the Corporation, or was serving at the request of the Corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses, including attorneys' fees, judgments, fines and amounts paid in settlement, actually and reasonably incurred by him or her in connection with such action, suit, or proceeding, if he or she acted in good faith, and in a manner he or she reasonably believed to be in or not opposed to the best interests of the Corporation, and with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interests of the Corporation, and, with respect to any criminal action or proceeding, have reasonable cause to believe that his or her conduct was unlawful.

C. The Corporation shall indemnify and defend its Directors and its officers, and those persons who were its Directors and officers, and may, by affirmative resolution of this Board of Directors, agree to indemnify other persons who are or who were agents and employees



of the Corporation, if such present or former Director, officer, agent or employee is a party or is threatened to be made a party to any threatened, pending, or completed action or suit by or in the right of the Corporation to procure a judgment in its favor by reason of the fact that such person was a director, officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee or agent of another Corporation, partnership, joint venture, trust or other enterprise against expenses, including attorney=s fees, and amounts paid in settlement actually and reasonably incurred by such person in connection with defense or settlement of the action or suit, if such person acted in good faith, and reasonably, and in a manner he or she reasonably believed to be in or not opposed to the best interests of the Corporation; except that no indemnification shall be made pursuant to this section C in respect of any claim, issue or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of his or her duty to the Corporation, other than and only to the extent that the court in which the action or suit was brought determines, upon application, that, despite the adjudication of liability and in view of all of the circumstances of the case, the person is fairly and reasonably entitled to indemnity for such expenses which the court shall deem proper.

D. To the extent that any present or former director, officer, employee or agent of the Corporation has been successful on the merits or otherwise in defense of any action, suit or proceeding referred to in sections B and C above, or in the defense of any claim, issue or matter therein, he or she shall be indemnified against expenses, including attorney=s fees, actually and reasonably incurred by him or her in connection with the action, suit or proceeding.

E. The rights to indemnification provided by this Article XVII shall not be deemed exclusive or any other rights to which a Director or officer may be entitled under the By-Laws of the Corporation or by law, and shall continue as to a person who ceased to be a Director or officer, and shall inure to the benefit of the heirs and personal representatives of such person. In the event that any part of this Article XVII shall be found in any action, suit or proceeding to be invalid or ineffective, the validity and the effect of the remaining parts shall not be affected, and the Corporation shall indemnify such Directors or officers to the full extent permitted by the law of the State of Missouri, whichever results in a greater recovery to such Directors or officers.

F. Any indemnification under sections B and C of this Article XVII, unless ordered by a court, shall be made by the Corporation only as authorized in the specific case upon a determination that indemnification of the Director, officer, employee or agent is proper in the circumstances because he or she has met the applicable standard of conduct as set forth in such sections. The determination shall be made by the Board of Directors, by a majority vote of a quorum consisting of Directors who are not parties to the action, suit or proceeding, or if such quorum is not obtainable, or even if obtainable a quorum of disinterested Directors so directs, by independent legal counsel in a written opinion.

G. Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the Corporation in advance of the final disposition of the action, suit or proceeding as authorized by the Board of Directors in the specific case. Upon receipt of an undertaking by or

on behalf of the Director, officer, employee or agent to repay such amount unless it shall ultimately be determined that he or she is entitled to be indemnified by the Corporation as authorized in this Article XVII.

H. The rights to indemnification provided for by this Article XVII shall not be deemed to be exclusive of any other rights to which those seeking indemnification may be entitled under Section 537.117 RSMo. [Section 537.117 RSMo. provides that any officer or person of the governing body of an entity which operates under the standards of Section 501(c) of the Internal Revenue Code who is not compensated for his or her services on a salary or prorated equivalent basis, shall be immune from personal liability for any civil damages arising from acts performed in his or her official capacity. The immunity shall extend only to such actions for which the person would not otherwise be liable, but for his or her affiliation with such an entity. The immunity shall not apply to intentional conduct, wanton, or willful conduct, or gross negligence.]

I. In addition to the right of indemnification provided for by the above sections of this Article XVII, this Corporation shall have the power, if authorized by its Board of Directors, to give further indemnity, in addition to the indemnity authorized or contemplated under the above sections of this Article XVII, to any person who is or was a Director, officer, employee or agent, or to any person who is or was serving at the request of the Corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, provided such further indemnity is either (i) authorized, directed or provided for in these Articles of Incorporation or any duly adopted amendment of these Articles of Incorporation, or (ii) is authorized, directed or provided for in any By-Law or agreement of the Corporation which has been adopted by a vote of the Board of Directors, and provided further that no such indemnity shall indemnify any person from or on account of such person's conduct which is finally adjudicated to have been knowingly fraudulent, deliberately dishonest or willful misconduct.

J. The Corporation may purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the Corporation, or who is or was serving at the request of the Corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against any liability asserted against him or her and incurred by him or her in any such capacity, or arising out of his or her status as such, whether or not the Corporation would have the power to indemnify him or her against such liability under the provisions of this Article XVII.

K. For purposes of this Article XVII, the term Another enterprise@ shall include employee benefit plans; the term A fines@ shall include any excise taxes assessed on a person with respect to an employee benefit plan; and the term Aserving at the request of the Corporation@ shall include any service as a Director, officer, employee or agent of the Corporation which imposes duties on, or involves services by such Trustee, officer, employee or agent with respect to an employee benefit plan, its participants, or beneficiaries; and a person who acted in good faith and in a manner he or she reasonably believed to be in the best interests of the participants and beneficiaries of an employee benefit plan shall be deemed to have acted in a manner Anot opposed to the best interest of the Corporation@ as referred to in this Article XVII.

L. As used in this Article XVII, the term "expense" shall include, but not be limited to, all liabilities, costs, attorney fees and disbursements, amounts of judgments, fines or penalties against, and amounts paid in settlement, by such person.

18<sup>th</sup> IN WITNESS WHEREOF, the undersigned incorporator, had hereunto set his hand this day of September, 2013.

Incorporator(s):

<u>Phil Steinhaus</u> Printed Name	<u>Phil Steinhaus</u> Signature	<u>09/18/2013</u> Date Signed
---------------------------------------	------------------------------------	----------------------------------

_____ Printed Name	_____ Signature	_____ Date Signed
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_____ Printed Name	_____ Signature	_____ Date Signed
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Jeremiah W. (Jay) Nixon  
Governor  
State of Missouri



Department of Insurance  
Financial Institutions  
and Professional Registration  
John M. Huff, Director

DIVISION OF FINANCE

301 West High Street, Room 630  
P.O. Box 716  
Jefferson City, MO 65102-0716  
(573) 751-3242  
(573) 751-9192 FAX  
www.finance.mo.gov

Richard J. Weaver  
Commissioner of Finance

September 26, 2013

Ms. Marjorie M. Lewis  
Brown, Willbrand, Simon, Powell  
& Lewis, P.C.  
601 E. Broadway, Ste. 203  
P. O. Box 1304  
Columbia, Missouri 65205

Dear Ms. Lewis:

The Division is in receipt of your email dated September 24, 2013, regarding your client's desire to use the name "Columbia Community Housing Trust."

In your email, your further state:

The Columbia Community Housing Trust (CCHT) is being formed to provide low-income housing to Columbia residents. The intention is for the CCHT to purchase and hold properties for future housing projects. Additionally, the CCHT may sell the housing that is constructed while retaining ownership of the underlying real estate subject to a long-term lease. In this way, the CCHT can ensure that real estate is devoted to low-income housing and is not sold for other uses.

Based on the above, the Division does not object to the use of the name "Columbia Community Housing Trust."

The Division's approval notwithstanding, please keep in mind that §362.425 RSMo prohibits the deceptive use of corporate names or other words in any signage or media indicating that a business is conducting the business of a bank or a trust company when that company is not in fact a bank or trust

Ms. Marjorie M. Lewis

-2-

September 26, 2013

company. Therefore, if the nature or activities of the corporation change and present an issue under this law in the future, the Division would exercise its authority under the law to investigate the matter and pursue an appropriate remedy including fines if a violation is later discovered.

If you have any questions regarding this issue, please do not hesitate to contact me at (573) 751-2545.

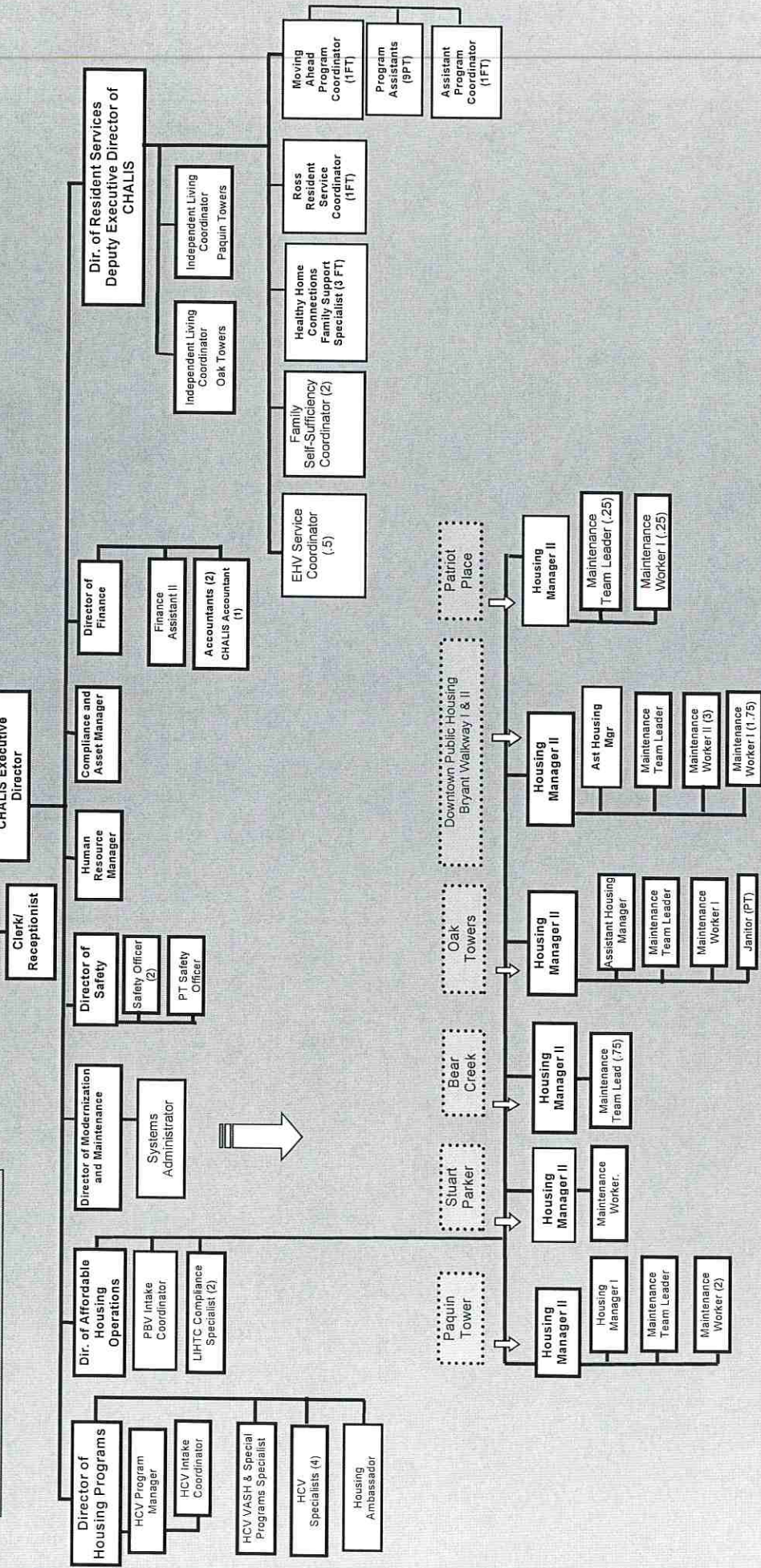
Sincerely,

A handwritten signature in cursive script, appearing to read "James W. Gallaher, IV".

James W. Gallaher, IV  
Senior Counsel

JWG:pn

**Columbia Housing Authority  
Project-Based Asset Management  
Organizational Chart  
Personnel Policy – Appendix 1**  
*Adopted 08/25/2021*







# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, MO 65203  
 Office: 573.443.2556 ♦ TTY Relay 800.735.2966 ♦ Fax: 573.449-3165 ♦ [www.ColumbiaHA.com](http://www.ColumbiaHA.com)

## Columbia Housing Authority Board of Commissioners

<u>Name and Address</u>	<u>Contact Information</u>	<u>Term of Office</u>
Bob Hutton 2252 Country Lane Columbia, MO 65201	(573) 442-5423 Home (573) 289-1778 Cell Bchutton66@gmail.com	06/01/19 - 05/31/23  Appointed 06/2015
Steve Calloway 3900 Sherman Ct. Columbia, MO 65203	(573) 445-8272 (Home) (573) 864-5019 (Cell) Steve6393@mchis.com	09/01/20 - 05/31/24  Appointed 08/2020
Rigel Oliveri 305 Edgewood Avenue Columbia, MO 65203	(202) 271-6336 (Home)  oliverir@missouri.edu	07/01/18-05/31/22  Appointed 07-2018
Robin Wenneker 1404 Torrey Pines Drive Columbia, MO 65203	(573) 234-7778 Home (314) 757-1730 (Cell) Wenneker.robins@gmail.com	06/01/21 - 05/31/25  Appointed 06/2017
Jama Rahn 2600 Jacobs Pl. #6 Columbia, MO 65201	(678)702-6759 Community Volunteer. rahniiyynn@gmail.com	09/01/21-05/31/25  Appointed 08/2021

### Columbia Housing Authority Support Staff

Randy Cole, Chief Executive Officer/ Executive Secretary 201 Switzler Street Columbia, MO 65203-4156	(573) 554-7000 Work <a href="mailto:rcole@columbiaha.com">rcole@columbiaha.com</a>	(573) 443-0051 Fax
Charline Johns, Executive Assistant 201 Switzler Street Columbia, MO 65203-4156	(573) 554-7020 <a href="mailto:cjohns@columbiaha.com">cjohns@columbiaha.com</a>	(573) 443-0051 Fax

### City of Columbia, Missouri Contacts

Brian Treece, Mayor 701 East Broadway P.O. Box 6015 Columbia, MO 65205-6015	(573) 874-7222 Office (573) 874-7539 Fax <a href="mailto:mayor@como.gov">mayor@como.gov</a>
John Glascock, City Manager 701 East Broadway P.O. Box 6015 Columbia, MO 65205-6015	(573) 874-7214 Office (573) 442-8828 Fax <a href="mailto:cmo@como.gov">cmo@como.gov</a>





# Columbia



## Community Housing Trust

Operated by the Columbia Housing Authority ♦ 201 Switzler Street, Columbia, MO 65203  
Office: 573.443.2556 ♦ TTY Relay 800.735.2966 ♦ Fax: 573.443.0051 ♦ [www.ColumbiaHA.com](http://www.ColumbiaHA.com)

### Board of Directors

<u>Name and Address</u>	<u>Contact Information</u>	<u>Term of Office</u>
Bob Hutton, President 2252 Country Lane Columbia, MO 65201	(573) 442-5423 Home (573) 289-1778 Cell <a href="mailto:bchutton@ccis.edu">bchutton@ccis.edu</a>	09/20/2020 - 05/31/2024
Robin Wenneker, Vice President 1404 Torrey Pines Drive Columbia, MO 65203	(573) 234-7778 Home (314) 757-1730 Cell <a href="mailto:Wenneker.robin@gmail.com">Wenneker.robin@gmail.com</a>	09/20/2020 - 05/31/2024
Rigel Oliveri, Secretary 305 Edgewood Avenue Columbia, MO 65203	(202) 271-6336 Cell <a href="mailto:oliverir@missouri.edu">oliverir@missouri.edu</a>	09/20/2020 - 05/31/2024
Steve Calloway, Treasurer 3900 Sherman Ct. Columbia, MO 65203	(573) 445-8272 Home (573) 864-5019 Cell <a href="mailto:SteveC6393@mchsi.com">SteveC6393@mchsi.com</a>	09/20/2020 - 05/31/2024
Jama Rahn, Commissioner 2600 Jacobs Pl. #6 Columbia, MO 65201	(678) 702-6759 Cell <a href="mailto:rahniiyynn@gmail.com">rahniiyynn@gmail.com</a>	08/25/2021 - 05/31/2025

### Columbia Community Housing Trust Staff

Randy Cole, Executive Director 201 Switzler Street Columbia, MO 65203-4156	(573) 554-7000 Work <a href="mailto:rcole@columbiaha.com">rcole@columbiaha.com</a>	(573) 443-0051 Fax
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INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

DEC 29 2014

COLUMBIA COMMUNITY HOUSING TRUST  
201 SWITZLER ST  
COLUMBIA, MO 65203-4156

Employer Identification Number:  
46-3751945  
DLN:  
17053230314024  
Contact Person:  
CARLY D YOUNG ID# 31494  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
September 30  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
September 26, 2013  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,



Director, Exempt Organizations



# STATE OF MISSOURI



**John R. Ashcroft**  
**Secretary of State**

CORPORATION DIVISION  
CERTIFICATE OF GOOD STANDING

I, JOHN R. ASHCROFT, Secretary of State of the State of Missouri, do hereby certify that the records in my office and in my care and custody reveal that

*Columbia Community Housing Trust*  
*N01345211*

was created under the laws of this State on the 26th day of September, 2013, and is in good standing, having fully complied with all requirements of this office.

IN TESTIMONY WHEREOF, I hereunto set my hand and cause to be affixed the GREAT SEAL of the State of Missouri. Done at the City of Jefferson, this 6th day of January, 2022.

  
Secretary of State



Certification Number: CERT-01062022-0132



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***HOUSING AUTHORITY OF THE  
CITY OF COLUMBIA, MISSOURI***  
*FINANCIAL STATEMENTS*  
*DECEMBER 31, 2020*

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## Independent Auditors' Report

Board of Commissioners  
Housing Authority of the City of Columbia, Missouri  
Columbia, Missouri

### Report On The Financial Statements

We have audited the accompanying financial statements of the business-type activities of Housing Authority of the City of Columbia, Missouri (the Authority), as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

### *Management's Responsibility For The Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### *Opinion*

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Authority as of December 31, 2020, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### *Other Matters*

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 12 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### *Other Information*

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Authority's financial statements. The accompanying Financial Data Schedules, as required by the Department of Housing and Urban Development (HUD), are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, this information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Other Reporting Required By *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated June 14, 2021 on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

*RubinBrown LLP*

June 14, 2021

# **HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)**

As management of the Housing Authority of the City of Columbia, Missouri (the Housing Authority), we offer readers of the financial statements this narrative overview and analysis of the financial activities of the Housing Authority for the fiscal years ended December 31, 2020 and December 31, 2019. This discussion and analysis is meant to provide an objective and easily readable analysis of the Housing Authority's financial activities based on current facts and conditions. The information contained in this section should be considered in conjunction with the basic financial statements, which follow.

### **Financial Highlights**

Due to CARES Act, \$200,340 in grant revenue was received in 2020 which was used for COVID-19 related expenses.

The Housing Authority has converted 599 public housing units to low-income tax credit housing units. With these conversions five limited partnerships were formed. In 2020 and 2019, tax credit investors contributed \$ 9,075,449 and \$2,629,813, respectively, for renovations of these units.

### **Overview of the Financial Statements**

This discussion and analysis is intended to serve as an introduction to the Housing Authority's basic financial statements. The Housing Authority's basic financial statements have two components: financial statements and notes to the financial statements.

Under the accounting principles of the Governmental Accounting Standards Board, the Housing Authority is considered to be a special-purpose government entity engaged only in business-type activities. Accordingly, the financial statements are designed to provide readers with a broad overview of the Housing Authority's finances in a manner similar to a private sector business.

The statement of net position presents information on all of the Housing Authority's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as an indicator of whether the financial position of the Housing Authority is improving or deteriorating.

The statement of revenues, expenses and changes in net position presents information detailing how the Housing Authority's net position changed during the fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods (e.g., depreciation and earned but unused vacation leave).

The Housing Authority's primary function of providing affordable and safe housing to low-income and special needs populations is primarily funded with a public operating subsidy received from the U. S. Department of Housing and Urban Development (HUD) and governed through the Annual Contributions Contract (ACC).

Housing Assistance Payments are paid directly to landlords as rental assistance for the tenants from grant funding. As a result, a significant portion of the Housing Authority's expenses (\$7,201,446 or 44% in 2020) represents pass-through funds not directly related to operating revenues or expenses for the Housing Authority.

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## HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI

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Management's Discussion And Analysis (*Continued*)

### **Overview of the Housing Authority**

The Housing Authority is a municipal corporation established under Chapter 99 of Revised Statutes of Missouri and created by City Ordinance in April 1956, to provide affordable housing for low-income persons residing in Columbia, Missouri. A five-member Board of Commissioners, including one resident Commissioner, is appointed by the Mayor of the City of Columbia ("the City") as the governing body of the Housing Authority.

In addition to providing affordable housing, the Housing Authority is working to develop a continuum of services and support that will enable families to work toward self-sufficiency and homeownership.

Tenant Services is focused on three main goals: 1) helping youth succeed in school and life, 2) supporting families working toward self-sufficiency, and 3) enabling seniors and persons with disabilities to live independently.

The Housing Authority received continued HUD ROSS grant funding in 2019 and 2020 for Family Self-Sufficiency (FSS) Programming for the Public Housing and Housing Choice Voucher Programs. This funding supported two full-time FSS Coordinators and financial incentives for FSS participants increasing their income through work.

In 2019 and 2020, the Housing Authority continued to receive HUD ROSS grant funding to support a full-time Resident Services Coordinator to assist residents of public housing.

In 2003, The Housing Authority organized CHA Low-Income Services, Inc. (CHALIS), a 501(c)3 not-for-profit corporation, to expand services to residents and other low-income persons in Columbia and Boone County, Missouri. Activity for this legally separate entity is included as a blended "Component Unit" of the Housing Authority. The financial reporting entity is discussed further in Note 2 to the financial statements.

In 2020, grant funding made a variety of youth, family and other special interest programs accessible through contact with the Columbia Housing Authority and CHA Low-Income Services.

- Independent Living Program - Helping adults with disabilities and the elderly remain in their homes by increasing access to services, training, and social connections. Supported with grant funding through the Heart of Missouri United Way, and the City of Columbia Social Services Fund.
- Healthy Home Connections Program - Strengthening families to help children succeed by increasing connections to services, parent education, and social connections. Funded through Boone County Children Services Fund.
- Money Smart Financial Literacy - Helping Boone County residents build knowledge and increase use of personal finance management tools. Funded through the City of Columbia Social Services Fund.

## HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI

### Management's Discussion And Analysis (Continued)

- Moving Ahead Afterschool & Summer Program - Providing academic support, career exploration, meals and out-of-school care for students; as well as Information and referral, parent/family education and family development. Made possible through grant awards from Boone County Children Services Fund, City of Columbia Social Services Fund, Missouri Department of Elementary and Secondary Education 21st Century Community Learning Center Program, Veterans United Foundation, USDA Child and Adult Care Food Program and USDA Summer Food Service Program, as well as annual donations from local supporters and civic groups.
- Youth Community Coalition (YC2) - Building community capacity to support healthy and positive youth development in Boone County through a network of agencies and organizations. Funded by Boone County Children Services Fund.

CHALIS employees, with the support of the Housing Authority, continue to reach out to local for-profit and non-profit organizations for in-kind as well as cash awards to support the ongoing needs of the existing programs. Strong working relationships now exist with Boys & Girls Club, Big Brothers/Big Sisters, Girls on the Run, Veterans United, Columbia Downtown Rotary, Vessels International, Downtown Optimist Club, Quaker Oats, Missouri Cares and many others.

#### Housing Authority Fiscal Year Activities and Highlights

An average of 1,768 families were served per month by the Housing Authority's rental assistance and affordable housing programs in 2020.

The renovations of 40 units in the 5th RAD conversion of the Columbia Housing Authority's public housing units was completed in 2019. No additional development projects were funded for 2020.

#### Financial Analysis

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Housing Authority, like many other state and local government entities, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

The following table reflects the condensed, combined funds statements of net position as of December 31, 2020 and 2019:

	<u>2020</u>	<u>2019</u>
Assets:		
Current and Restricted Assets	\$ 8,670,179	\$ 8,608,378
Capital Assets	49,597,588	51,588,942
Other Assets	915,865	999,340
<b>Total Assets</b>	<b>59,183,632</b>	<b>61,196,660</b>
Liabilities:		
Current Liabilities	1,521,431	10,518,252
Non-Current Liabilities	12,708,324	12,702,866
<b>Total Liabilities</b>	<b>14,229,755</b>	<b>23,221,118</b>
Net Position:		
Net Investment in Capital Assets	37,025,185	30,470,762
Restricted Net Position	3,699,318	3,811,081
Unrestricted Net Position	4,229,374	3,693,699
<b>Total Net Position</b>	<b>44,953,877</b>	<b>37,975,542</b>

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**HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI**

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Management's Discussion And Analysis *(Continued)*

Due to depreciation of public housing and LIHTC affordable housing units, from 2019 to 2020, total assets decreased \$2,013,028.

The payment of construction loans for the renovations of LIHTC affordable housing units decreased total liabilities \$8,991,363 from 2019 to 2020.

Capital Assets decreased \$1,991,354 and Debt decreased \$8,386,303 from 2019 to 2020. Due to the tax credit investor contributions that were used to pay off the construction loans, Net Investment in Capital Assets increased \$6,554,423 from 2019 to 2020.

Restricted Net Position decreased \$111,763 from 2019 to 2020.

Unrestricted Net Position increased \$535,675 from 2019 to 2020.

Total Net Position increased \$6,978,335 from 2019 to 2020.



## HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI

### Management's Discussion And Analysis *(Continued)*

The Authority's debt balances as of December 31, 2020 and December 31, 2019 consisted of the following:

	2020	2019
<b>Current portion of non-capital debt:</b>		
Paycheck Protection Program Loan	\$ 79,737	\$ —
<b>Current portion of capital debt:</b>		
EPC Loan	22,024	23,394
MMVHDG, LP Bonds	10,693	10,360
Stuart Parker HDG, LP Bonds	65,000	65,000
Bear Creek HDG, LP Bonds	37,094	35,716
Oak Towers HDG, LP Bonds	57,017	56,232
Bryant Walkway II HDG, LP Bonds	—	2,800,000
Bryant Walkway HDG, LP MHDC Fund Balance Loan	5,129	5,693,285
<b>Total current portion of capital debt</b>	<b>196,957</b>	<b>8,683,987</b>
<b>Total current portion of long-term debt</b>	<b>276,694</b>	<b>8,683,987</b>
<b>Long-term portion of non-capital debt:</b>		
Paycheck Protection Program Loan	\$ 46,563	\$ —
<b>Long-term portion of capital debt:</b>		
CHALIS MHDC Loan	669,000	669,000
EPC Loan	132,922	175,541
MMVHDG, LP Bonds	304,282	314,973
MMVHDG, LP FHLB AHP Loan	500,000	500,000
Stuart Parker HDG, LP HOME Loan	251,750	251,750
Stuart Parker HDG, LP FHLB AHP Loan	496,678	496,678
Stuart Parker HDG, LP Bonds	4,040,000	4,105,000
Bear Creek HDG, LP FHLB AHP Loan	500,000	500,000
Bear Creek HDG, LP Bonds	1,231,326	1,268,416
Oak Towers HDG, LP FHLB AHP Loan	500,000	500,000
Oak Towers HDG, LP Bonds	2,011,355	2,067,026
Oak Towers HDG, LP City of Columbia HOME Loan	80,000	80,000
Bryant Walkway HDG, LP MHDC HOME Loan	550,000	545,000
Bryant Walkway HDG, LP MHDC Fund Balance Loan	241,133	250,000
Bryant Walkway II HDG, LP City of Columbia HOME Loan	200,000	200,000
Bryant Walkway II HDG, LP MHDC HOME Loan	667,000	510,809
<b>Total long-term portion of capital debt</b>	<b>12,375,446</b>	<b>12,434,193</b>
<b>Total long-term portion of long-term debt</b>	<b>12,422,009</b>	<b>12,434,193</b>
<b>Total Debt</b>	<b>\$ 12,698,703</b>	<b>\$ 21,118,180</b>

In 2007, CHALIS entered into a \$669,000 construction loan agreement with Missouri Housing Development Commission for construction of the McBaine Townhomes project, a development of five single-family homes. Construction was completed in the fiscal year ended September 30, 2009. The loan is secured with the constructed property and no payments are due during the 20-year compliance period. The loan is fully dischargeable upon maturity if the terms in the loan agreement are met.

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## HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI

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### Management's Discussion And Analysis (*Continued*)

The Housing Authority holds an Energy Performance contract with Ameresco for various energy performance upgrades in its Public Housing properties. In 2011, a \$1,973,344 loan agreement was entered into to pay for Ameresco's recommended improvements. The loan is held by Central Bank of Boone County. The balance at December 31, 2020 of \$154,946 reflects the portion of the loan related to the remaining 120 Public Housing units.

In 2014, the Housing Authority purchased property to build a 25-unit Veterans apartment building. A loan was obtained through Central Bank of Boone County to finance this purchase. On July 1, 2015, this loan was assumed by the Columbia Community Housing Trust, a component unit of the Housing Authority. The balance of the loan was paid in 2019.

To assist in financing the renovation of 597 public housing units and construction of the 25-unit Veterans housing complex, several funding sources were utilized. Capital debt obligations incurred include a mix of bond issues by the Housing Authority, loans through the Federal Home Loan Bank, Missouri Housing Development Commission, and the City of Columbia and seller-financing loans from the Housing Authority. Each bond issue or loan is secured by a deed of trust. Repayment terms have been established by the net cash flow distribution requirements set forth in the Limited Partnership agreement for each component unit. All intercompany debts are eliminated for the presentation of the agency-wide financial statements.

The Authority's investment in capital assets, at cost net of accumulated depreciation, for fiscal year ended as of December 31, 2020 and December 31, 2019 was as follows:

	<u>2020</u>	<u>2019</u>
Land	\$ 1,539,832	\$ 1,539,832
Building and building improvements	79,812,502	79,760,505
Furniture and fixtures	2,170,463	2,124,348
Construction in progress	91,558	4,438
Accumulated depreciation	(34,016,767)	(31,840,181)
<u>Net Capital Assets</u>	<u>\$ 49,597,588</u>	<u>\$ 51,588,942</u>

## HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI

### Management's Discussion And Analysis (Continued)

The following chart compares key revenue and expense categories for the 12-month fiscal year ended as of December 31, 2020 and December 31, 2019.

	2020	2019
Revenue:		
Tenant rental and other revenue	\$ 2,001,519	\$ 2,072,059
Operating grants	11,402,459	11,269,853
Investment income	53,051	163,664
Capital contributions from limited partners	9,075,449	2,629,813
Other revenue	1,209,670	1,459,306
<b>Total Revenue</b>	<b>23,742,148</b>	<b>17,594,695</b>
Expenses:		
Administrative expenses	2,414,418	2,276,319
Tenant services	1,446,834	1,278,261
Utilities	599,508	601,323
Maintenance and operations	1,262,255	1,278,809
Protective services	195,573	167,076
General expense	878,978	958,730
Housing assistance payments	7,201,446	6,849,731
Interest expense	415,858	588,098
Loss (gain) on disposition of capital assets	(13,066)	—
Depreciation and amortization	2,362,009	2,351,793
<b>Total Expenses</b>	<b>16,763,813</b>	<b>16,350,140</b>
<b>Excess Of Revenues Over Expenses</b>	<b>\$ 6,978,335</b>	<b>\$ 1,244,555</b>

### Operating Revenues

Tenant rental and other revenue: Tenant rents are based on 30% of the tenant's eligible income. Due to the COVID-19 pandemic there was a decrease in tenants' income which in turn caused a decrease in tenant rents. Tenant Rental and Other Revenue decreased \$70,540, 3% from 2019 to 2020.

Operating grants: Operating grants increase \$132,606 (1%) from 2019 to 2020.

Capital contributions: Due to the completion of construction of two of the LIHTC affordable housing projects in 2019, LIHTC Contributions from tax credit investors in the LIHTC affordable housing projects increased \$6,445,636 from 2019 to 2020 as the investors made their final contributions for the project.

Other revenue: Other Revenue decreased \$249,636 from 2019 to 2020. Other government grants decreased \$147,943 from 2019 to 2020. In 2019, the LIHTC projects that had renovations received \$71,080 in utility rebates due to the energy saving improvements.

### Operating Expenses

Administrative: Administrative expenses increased \$138,099 (6%) from 2019 to 2020.

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## HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI

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### Management's Discussion And Analysis (*Continued*)

Tenant Services: COVID-19 pandemic expenses are reported under Tenant Services. Tenant services increased \$168,573 (13%) from 2019 to 2020.

Utilities: Utilities decreased \$1,815 from 2019 to 2020.

Maintenance and operations: Maintenance and operating expenses decreased \$16,554 (1%) from 2019 to 2020.

Protective Services: The cost of protective services increased \$28,497 (17%) from 2019 to 2020 when a part-time safety officer went to full time.

General: During development and construction, there are often expenses not reimbursed from construction that are reported as general expense. All of the Housing Authority's renovation projects were completed in 2019 decreasing general expenses \$79,752 (8%) from 2019 to 2020.

Housing Assistance Payments: Due to the COVID-19 pandemic, many of the program participants have had a decrease in their income. Since their rental assistance is based on 30% of their eligible income, the average rental assistance per participant increased \$351,715 (5%) from 2019 to 2020.

### **Economic Factors and Next Year's Budgets and Rates**

Due to the COVID-19 pandemic, it is expected that the loss of income experienced in 2020 will take time for program participants to recover and the increased assistance in 2020 is expected to continue in 2021.

It is expected, due to increases in gasoline prices and some types of materials, that there will be an increase in maintenance costs from 2020 to 2021.

Due to a cold winter, it is expected that natural gas expenses will be higher than average in 2021.

### **Future Events that will Financially Impact the Housing Authority**

The Housing Authority has been awarded a two year grant of \$296,748 in housing assistance payments and \$266,122 in administrative and program services funding to help assist individuals and families who are (1) homeless, (2) at risk of homelessness, (3) fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or (4) recently homeless families with housing. This program will begin July 1, 2021 and extend through September 2023.

The Housing Authority opened up the Housing Choice Voucher program's waiting list in April 2021. With a new list of over 900 applicants, leasing is expected to increase beginning in 2021 thru 2022.

The Housing Authority is building an addition to the existing administration office at an estimated cost of \$900,000. Construction cost will be split between the HCV programs and CHA Administration.

## **HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI**

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### Management's Discussion And Analysis (*Continued*)

The Housing Authority has 120 units of Public Housing remaining in its portfolio that still need replacement. These Public Housing units are 60 years old and were built under the 1960 building codes. The goal in replacing these units is to bring them up to current building code and modern building standards. This will require the approval of four 9% LIHTC funding applications in succession to complete the necessary replacement of these units. The plan is to replace these units with new construction through the HUD Rental Assistance Demonstration program using 9% LIHTC funding. This will break these 120 public housing units into four properties. These properties will serve low-income and very low-income households by providing rental subsidies through Project-Based Vouchers.

The Housing Authority experienced a transition in leadership positions of the Chief Executive Officer (CEO) and Chief Operations Officer (COO) in May 2021. The new CEO anticipates prioritizing efforts to rehabilitate or replace the remaining 120 units of affordable housing, however the new CEO will be prioritizing attention to core Housing Authority operations, development partnerships and overall strategy for obtaining LIHTC funding through the remainder of calendar year 2021. The Housing Authority anticipates seeking LIHTC funding in FY 2022 to complete the renovation of the remaining 120 Public Housing units.

#### **Affordable Housing Initiative**

The Housing Authority was awarded 4% LIHTC funding in June 2014 to construct twenty-five one-bedroom apartments for homeless Veterans participating in the VASH program. Construction was completed in April 2016.

In August 2014, the Housing Authority was approved to participate in HUD's Rental Assistance Demonstration (RAD) program that allows the Housing Authority's public housing operating subsidies to be converted to Project-Based Housing Choice Vouchers with a long-term contract rent that will support the Housing Authority's plans to apply for Low-Income Housing Tax Credits to renovate all 717 units of its public housing stock.

Between 2015 and 2017, the Housing Authority was awarded four 4% Low-Income Housing Tax Credit (LIHTC) funding and one 9% LIHTC award by the Missouri Housing Development Corporation (MHDC) to renovate 597 units of Public Housing units split into five projects. As of December 31, 2019, all 597 of these units have been restored including a geothermal system installed at Oak Towers, a 147-unit high-rise.

There were no pending lawsuits or fair housing complaints at the end of FY2020.

#### **FINANCIAL CONTACT**

The individual to be contacted regarding this report is Mary Harvey at 573-554-7003. Specific requests may be submitted to the Housing Authority of Columbia, Missouri at 201 Switzler St, Columbia, MO 65203

# HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI

## STATEMENT OF NET POSITION

December 31, 2020

### Assets

#### Current Assets

Cash and cash equivalents	\$ 3,485,231
Accounts receivable - grants	156,974
Accounts receivable - other	30,745
Tenant accounts receivable	42,837
Allowance for doubtful accounts	(31,877)
Prepaid expenses	352,306
Inventory	26,576
<b>Total Current Assets</b>	<b>4,062,792</b>

#### Restricted Assets

Cash and cash equivalents	3,584,186
Investments	1,023,201
<b>Total Restricted Cash And Investments</b>	<b>4,607,387</b>

#### Capital Assets

Land	1,539,832
Buildings and building improvements	79,812,502
Furniture and fixtures	2,170,463
Construction in progress	91,558
	<b>83,614,355</b>
Less: Accumulated depreciation	34,016,767
<b>Net Capital Assets</b>	<b>49,597,588</b>

#### Other Assets

Tax credit fees, net	915,865
<b>Total Assets</b>	<b>\$ 59,183,632</b>

### Liabilities And Net Position

#### Current Liabilities

Accounts payable	\$ 287,104
Accrued wages and payroll taxes	106,277
Accrued compensated absences	102,370
Accrued interest payable	58,751
Tenant security deposits	289,115
Unearned revenue	376,963
Current portion of capital debt	196,957
Paycheck Protection Program Loan	79,737
FSS escrow liability and other	24,157
<b>Total Current Liabilities</b>	<b>1,521,431</b>

#### Noncurrent Liabilities

Long-term capital debt	12,375,446
Paycheck Protection Program Loan	46,563
FSS escrow liability	218,067
Accrued compensated absences	68,248
<b>Total Noncurrent Liabilities</b>	<b>12,708,324</b>

#### Total Liabilities

14,229,755

#### Net Position

Net investment in capital assets	37,025,185
Restricted for other purposes	3,699,318
Unrestricted	4,229,374
<b>Total Net Position</b>	<b>44,953,877</b>

#### Total Liabilities And Net Position

\$ 59,183,632

# HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI

## STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

For The Year Ended December 31, 2020

<b>Operating Revenues</b>	
Rent and other tenant revenue	\$ 2,001,519
Operating grants	11,402,459
Other revenue	1,209,670
<b>Total Operating Revenues</b>	<u>14,613,648</u>
<b>Operating Expenses</b>	
Administrative	2,414,418
Tenant services	1,446,834
Utilities	599,508
Maintenance and operations	1,262,255
Protective services	195,573
General expense	878,978
Housing assistance payments	7,201,446
Depreciation and amortization	2,362,009
<b>Total Operating Expenses</b>	<u>16,361,021</u>
<b>Operating Loss</b>	<u>(1,747,373)</u>
<b>Non-Operating Revenues (Expenses)</b>	
Investment income	53,051
Gain on disposition of capital assets	13,066
Interest expense	(415,858)
<b>Total Non-Operating Expenses</b>	<u>(349,741)</u>
<b>Loss Before Capital Contributions</b>	(2,097,114)
<b>Capital Contributions - From Limited Partners</b>	<u>9,075,449</u>
<b>Change In Net Position</b>	6,978,335
<b>Net Position - Beginning Of Year</b>	<u>37,975,542</u>
<b>Net Position - End Of Year</b>	<u>\$ 44,953,877</u>

# HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI

## STATEMENT OF CASH FLOWS For The Year Ended December 31, 2020

<b>Cash Flows From Operating Activities</b>	
Received from tenants	\$ 2,353,872
Received from grants	11,378,554
Received from other sources	1,192,207
Paid for salaries and benefits	(3,992,032)
Payments to tenants for housing assistance	(7,201,446)
Paid to vendors and landlords	(3,679,842)
<b>Net Cash Provided By Operating Activities</b>	<u>51,313</u>
<b>Cash Flows From Capital And Related Financing Activities</b>	
Purchase of capital assets	(292,970)
Proceeds from the sale of capital assets	18,856
Proceeds from PPP loan	126,300
Proceeds from the issuance of capital debt	229,906
Principal and interest paid on capital debt	(9,239,957)
Contributions from limited partners (capital-related)	9,075,449
<b>Net Cash Used In Capital And Related Financing Activities</b>	<u>(82,416)</u>
<b>Cash Flows From Investing Activities</b>	
Proceeds from the sale of investments	506,274
Interest earned on cash and investments	53,051
<b>Net Cash Provided By Investing Activities</b>	<u>559,325</u>
<b>Net Increase In Cash And Cash Equivalents</b>	528,222
<b>Cash And Cash Equivalents - Beginning Of Period</b>	<u>6,541,195</u>
<b>Cash And Cash Equivalents - End Of Period</b>	<u>\$ 7,069,417</u>
<b>Reconciliation Of Operating Income To Net Cash From Operating Activities</b>	
Operating loss	\$ (1,747,373)
Adjustments to reconcile operating income (loss) to net cash from operating activities:	
Depreciation and amortization	2,362,009
Changes in assets and liabilities:	
Tenant accounts receivable	(8,456)
Accounts receivable/payable - grants	(23,905)
Other accounts receivable	122,655
Prepaid costs and inventory	(130,147)
Accounts payable - operating	(810,625)
Accrued expenses	287,155
<b>Net Cash Provided By Operating Activities</b>	<u>\$ 51,313</u>



# HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI

## NOTES TO FINANCIAL STATEMENTS

December 31, 2020

### 1. Summary Of Significant Accounting Policies

#### **Basis Of Presentation**

The financial statements of the Housing Authority of the City of Columbia, Missouri (Authority) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The Authority is a Special Purpose Government engaged only in business-type activities and therefore, presents only the financial statements required for the enterprise fund, in accordance with GASB Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*.

The Authority has multiple programs, which are accounted for in one enterprise fund, which is presented as such in the basic financial statements.

#### **Measurement Focus And Basis Of Accounting**

The basic financial statements of the Authority have been prepared using the economic resource measurement focus and the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

Revenues, expenses, gains, losses, assets, liabilities and deferred inflows and outflows from exchange and exchange-like transactions are recognized when the exchange transaction takes place, while those from government-mandated nonexchange transactions (principally federal grants) are recognized when all applicable eligibility requirements are met. Internal activity and balances are eliminated in preparation of the financial statements unless they relate to services provided and used internally. The Authority first applies restricted net position when an expense or outlay is incurred for purposes for which both restricted and unrestricted net position are available.

Enterprise funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with an Enterprise fund's principal ongoing operations.

These financial statements do not contain material inter-program balances, revenues or expenses for internal activity. The Authority's policy is to eliminate any material interprogram balances, revenues and expenses for these financial statements.

#### **Cash And Cash Equivalents**

Cash and cash equivalents include all highly liquid investments with an initial maturity of three months or less.

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## HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI

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### Notes To Financial Statements (*Continued*)

#### **Investments**

The Authority accounts for its investments at fair value and categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. At December 31, 2020, the Authority's investments were held in money market mutual funds, which are classified as Level 1 investments, and repurchase agreements, which are classified as Level 2 investments.

#### **Accounts Receivable**

Grants receivable consist of grant revenue proceeds due from HUD and other various grantor agencies. Tenant accounts receivable are rental revenues and other miscellaneous proceeds due from tenants. Other accounts receivable consist primarily of construction advances due from affiliates and other miscellaneous receivables. All receivables are carried and reported at the amounts considered by management to be collectible.

An allowance for doubtful accounts based on management's assessment of credit history with tenants having outstanding balances and current relationships with them has been established.

#### **Prepaid Items And Inventory**

Prepaid Items and Inventory consist of payments made to vendors for services and materials that will benefit future periods.

#### **Paycheck Protection Program Loan**

The Authority has a loan that is part of the Paycheck Protection Program (PPP) established under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and administered by the U.S. Small Business Administration (SBA). In accordance with the requirements of the CARES Act, the Authority expects to use the proceeds from the loan exclusively for qualified expenses under the PPP, including payroll costs, mortgage interest, rent and utility costs, as further detailed in the CARES Act and applicable guidance issued by the SBA. The Authority considers the PPP loan to be debt, subject to the provisions of GASB Statement No 70, *Accounting and Financial Reporting for Nonexchange Financial Guarantees*.

The loan will remain recorded as a liability until either (1) the loan is, in part or wholly, forgiven and the debtor has been legally released or (2) the debtor pays off the loan to the creditor. Once the loan is, in part or wholly, forgiven and legal release is received, CHALIS will reduce the liability by the amount forgiven and record an inflow of resources. CHALIS has applied for forgiveness of all principal and interest, in an amount equal to the sum of qualified expenses under the PPP incurred during the 24 weeks following initial disbursement. The lender of the PPP loan has recommended full forgiveness of the debt to the SBA.

## **HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI**

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### Notes To Financial Statements *(Continued)*

#### **Unearned Revenue**

The Authority recognizes revenues as earned. Funds received before the Authority is eligible to apply them are recorded as a liability under Unearned Revenue.

#### **FSS Escrow Liability**

The Family Self Sufficiency (FSS) program is a voluntary 5-year program whereby the program participant meets with an FSS coordinator who assists them working towards self-sufficiency. The participant's current earned income at enrollment is used to determine any increases in the participant's earned income. If the participant's earned income increases, the participant's portion of the rent increases, and the difference in the rent paid by the participant is deposited into an escrow account. Partial distributions can be made during this time to remove obstacles to success in completing goals. If the participant successfully completes the program, they receive a full distribution of their escrow account balance.

The escrowed funds are deposited in an interest-bearing bank account and interest income is allocated monthly to each escrow balance based on its percentage of the total.

The Authority has two cash and two liability accounts for this program - one for public housing participants and one for Housing Voucher participants. At December 31, 2020, the balances are \$6,999 and \$218,067, respectively.

#### **Capital Assets**

Property and equipment are recorded at cost. Donated property and equipment are recorded at acquisition value. Depreciation is computed using the straight-line method over the estimated useful lives of the assets. The costs of maintenance and repairs are expensed, while significant renewals and betterments are capitalized. Small dollar value minor equipment items are expensed. Depreciation on assets has been expensed in the statement of income and expenses. Estimated useful lives are as follows:

Buildings and improvements	15 - 40 years
Furniture and fixtures	3 - 10 years

#### **Indirect Costs**

Direct costs are charged to the Authority's applicable programs. The Authority charges indirect costs to its Central Office Cost Center, and charges the programs management fees based on fee rates provided by the Department of Housing and Urban Development.

#### **Budgetary Control**

The Authority maintains budgetary controls over its enterprise fund, as required by the Budget and Fiscal Control Act and the terms of the Authority's Annual Contributions Contract with HUD. An annual budget is adopted for its enterprise fund, except for the Authority's Capital Fund Grant Program. A multi-year budget is adopted for each Capital Grant within the Capital Fund Grant Program. The annual budget was prepared on the accrual basis of accounting.

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## HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI

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### Notes To Financial Statements (*Continued*)

#### **Capital Contributions**

Capital contributions to the Authority from HUD represent government grants and other aid used to fund capital projects. Capital contributions from HUD are recognized as revenue when the expenditure is made and the amount becomes subject to claim for reimbursement. Capital contributions from limited partners represent contributions from investors to fund capital projects of the blended component units (Note 2).

#### **Significant Estimates**

These financial statements are prepared in accordance with generally accepted accounting principles. The financial statements include some amounts that are based on management's best estimates and judgments. The most significant estimates relate to depreciation and useful lives, and inventory and accounts receivable valuations. These estimates may be adjusted as more current information becomes available, and any adjustment could be significant.

#### **Subsequent Events**

Management has evaluated subsequent events through the date the financial statements were available for issue, which is the date of the Independent Auditors' report.

## **2. Financial Reporting Entity**

The Authority was established by the City Council of the City of Columbia pursuant to the laws of the State of Missouri to transact business and to have powers as defined therein. The Authority was created for the purpose of providing safe and sanitary housing for the low-income citizens of the City of Columbia. The Authority's Board of Commissioners are appointed by the City's Mayor. However, the Authority has complete legislative and administrative authority and it recruits and employs its own personnel. The Authority adopts a budget that is approved by the Board of Commissioners. Subsidies for operations are received primarily from HUD. The Authority has substantial legal authority to control its affairs without local government approval; therefore, all operations of the Authority are a separate reporting entity as reflected in this report. The Authority is responsible for its debts and is entitled to surpluses.

In determining how to define the reporting entity, management has considered all potential component units. The decision to include a component unit in the reporting entity was made by applying the criteria set forth in Statement No. 14 (amended), of the Governmental Accounting Standards Board: *The Financial Reporting Entity*, Statement No. 39: *Determining Whether Certain Organizations are Component Units*, and Statement No. 61: *The Financial Reporting Entity: Omnibus*. These criteria include manifestation of oversight responsibility including financial accountability, appointment of a voting majority, imposition of will, financial benefit to or burden on a primary organization, financial accountability as a result of fiscal dependency, potential for dual inclusion, and organizations included in the reporting entity although the primary organization is not financially accountable. Based upon the application of these criteria, the reporting entity includes the following blended component units:

## HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI

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### Notes To Financial Statements *(Continued)*

CHA Low-Income Services, Incorporated (CHALIS) is a not-for-profit corporation, incorporated under the laws of the State of Missouri in April 2003. CHALIS was established to expand services to residents of the Authority and other low-income persons in Columbia and Boone County, Missouri. The Directors of CHALIS are the same individuals who serve on the Board of Commissioners for the Authority. Because it provides services that exclusively, or almost exclusively benefit the Authority, its financial balances and transactions are combined (blended) with those of the Authority for financial reporting purposes. This component unit's financial position and current year activity is reported in the accompanying schedules in the Child and Adult Care Food Program, Summer Food Service, Community Learning Center, and Blended Component Units (Non-Federal) columns. The organization's year end is December 31. CHALIS does not issue separate financial statements.

Columbia Community Housing Trust (CCHT) was incorporated under the laws of the State of Missouri in September 2013 as a not-for-profit corporation to manage property donated by the City of Columbia to be used as low-income rental property. The Directors of CCHT are the same individuals who serve as the Board of Commissioners for the Authority. Because it provides services that exclusively, or almost exclusively benefit the Authority, its financial balances and transactions are combined (blended) with those of the Authority for financial reporting purposes. This component unit's financial position and current year activity is reported in the accompanying schedules in the Blended Component Units (Non-Federal) column. The organization's year end is December 31. CCHT does not issue separate financial statements.

CHA Affordable Housing Development LLC (CHADEV) was incorporated under the laws of the State of Missouri as a not-for-profit corporation as an instrumentality of the Authority to develop low-income dwelling property in the City of Columbia. The Directors of CHADEV are the same individuals who serve as the Board of Commissioners for the Authority. Because it provides services that exclusively, or almost exclusively benefit the Authority, its financial balances and transactions are combined (blended) with those of the Authority for financial reporting purposes. This component unit's financial position and current year activity is reported in the accompanying schedules in the Blended Component Units (Non-Federal) column. The organization's year end is December 31. CHADEV does not issue separate financial statements.

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## HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI

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### Notes To Financial Statements *(Continued)*

Mid-Missouri Veterans Housing Development Group, LP (MMVHDG) is a mixed finance partnership formed for the purpose of rehabilitating, owning and administering a low-income apartment complex for veterans in the City of Columbia. MMVHDG has a December 31 year end and issues a separate financial statement. Governance is substantially the same because the Authority has a 100% interest in the general partner which is responsible for all operational, managerial and governance decisions. The Authority also has a financial burden according to clauses in the partnership agreement as well as fiscal responsibility for MMVHDG. MMVHDG also provides services that exclusively or almost exclusively benefit the Authority by providing housing to Authority participants through the Project-Based Voucher program. Therefore, its financial balances and transactions are combined (blended) with those of the Authority for financial reporting purposes and are included in the accompanying financial data schedules in the Blended Component Units (Non-Federal) column.

Bear Creek Housing Development Group, LP (BCHDG) is a mixed finance partnership formed for the purpose of rehabilitating, owning and administering a low-income apartment complex for citizens in the City of Columbia. The apartment complex was constructed through the U.S. Department of Housing and Urban (HUD) Rental Assistance Demonstration (RAD) program, which shifted units from the public housing program to the Section 8 program. BCHDG has a December 31 year end and issues a separate financial statement. Governance is substantially the same because the Authority has a 100% interest in the general partner which is responsible for all operational, managerial and governance decisions. The Authority also has a financial burden according to clauses in the partnership agreement as well as fiscal responsibility for BCHDG. BCHDG also provides services that exclusively or almost exclusively benefit the Authority by providing housing to Authority participants through the RAD program. Therefore, its financial balances and transactions are combined (blended) with those of the Authority for financial reporting purposes and are included in the accompanying financial data schedules in the Blended Component Units (Non-Federal) column.

Stuart Parker Housing Development Group, LP (SPHDG) is a mixed finance partnership formed for the purpose of rehabilitating, owning and administering a low-income apartment complex for citizens in the City of Columbia. The apartment complex was constructed through the U.S. Department of Housing and Urban (HUD) Rental Assistance Demonstration (RAD) program, which shifted units from the public housing program to the Section 8 program. SPHDG has a December 31 year end and issues a separate financial statement. Governance is substantially the same because the Authority has a 100% interest in the general partner which is responsible for all operational, managerial and governance decisions. The Authority also has a financial burden according to clauses in the partnership agreement as well as fiscal responsibility for SPHDG. SPHDG also provides services that exclusively or almost exclusively benefit the Authority by providing housing to Authority participants through the RAD program. Therefore, its financial balances and transactions are combined (blended) with those of the Authority for financial reporting purposes and are included in the accompanying financial data schedules in the Blended Component Units (Non-Federal) column.

## HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI

### Notes To Financial Statements *(Continued)*

Oak Towers Housing Development Group, LP (OTHDG) is a mixed finance partnership formed for the purpose of rehabilitating, owning and administering a low-income apartment complex for citizens in the City of Columbia. The apartment complex was constructed through the U.S. Department of Housing and Urban (HUD) Rental Assistance Demonstration (RAD) program, which shifted units from the public housing program to the Section 8 program. OTHDG has a December 31 year end and issues a separate financial statement. Governance is substantially the same because the Authority has a 100% interest in the general partner which is responsible for all operational, managerial and governance decisions. The Authority also has a financial burden according to clauses in the partnership agreement as well as fiscal responsibility for OTHDG. OTHDG also provides services that exclusively, or almost exclusively benefit the Authority by providing housing to Authority participants through the RAD program. Therefore, its financial balances and transactions are combined (blended) with those of the Authority for financial reporting purposes and are included in the accompanying financial data schedules in the Blended Component Units (Non-Federal) column.

Bryant Walkway Housing Development Group, LP (BWHDG) is a mixed finance partnership formed for the purpose of rehabilitating, owning and administering a low-income apartment complex for citizens in the City of Columbia. The apartment complex was constructed through the U.S. Department of Housing and Urban (HUD) Rental Assistance Demonstration (RAD) program, which shifted units from the public housing program to the Section 8 program. BWHDG has a December 31 year end and issues a separate financial statement. Governance is substantially the same because the Authority has a 100% interest in the general partner which is responsible for all operational, managerial and governance decisions. The Authority also has a financial burden according to clauses in the partnership agreement as well as fiscal responsibility for BWHDG. BWHDG also provides services that exclusively, or almost exclusively benefit the Authority by providing housing to Authority participants through the RAD program. Therefore, its financial balances and transactions are combined (blended) with those of the Authority for financial reporting purposes and are included in the accompanying financial data schedules in the Blended Component Units (Non-Federal) column.

Bryant Walkway II Housing Development Group, LP (BWHDG II) is a mixed finance partnership formed for the purpose of rehabilitating, owning and administering a low-income apartment complex for citizens in the City of Columbia. The apartment complex was constructed through the U.S. Department of Housing and Urban (HUD) Rental Assistance Demonstration (RAD) program, which shifted units from the public housing program to the Section 8 program. BWHDG II has a December 31 year end and issues a separate financial statement. Governance is substantially the same because the Authority has a 100% interest in the general partner which is responsible for all operational, managerial and governance decisions. The Authority also has a financial burden according to clauses in the partnership agreement as well as fiscal responsibility for BWHDG II. BWHDG II also provides services that exclusively, or almost exclusively benefit the Authority by providing housing to Authority participants through the RAD program. Therefore, its financial balances and transactions are combined (blended) with those of the Authority for financial reporting purposes and are included in the accompanying financial data schedules in the Blended Component Units (Non-Federal) column.

## HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI

### Notes To Financial Statements (Continued)

Other component units consist of various related organizations with net assets and liabilities amounting to \$2,222,677 and are also reported in the accompanying schedules in the Blended Component Units (Non-Federal) column.

### 3. Cash, Cash Equivalents And Investments

#### Cash And Cash Equivalents

The Authority's cash and cash equivalents consist of cash held in interest bearing checking and money market accounts with varying interest rates up to .5%. For deposits, custodial credit risk is the risk that in the event of bank failure, the Authority's deposits may not be returned to it. Protection of the Authority's deposits is provided by the Federal Deposit Insurance Corporation (FDIC) and by eligible securities pledged by financial institutions. As of December 31, 2020, the Authority's bank balances were entirely insured by the FDIC or collateralized with securities held by the bank in the name of the Authority.

#### Investments

The Authority does not have a formal investment policy and instead adheres to guidance provided by HUD for approved investment instruments and how to monitor and manage invested funds. HUD requires housing authorities to invest excess funds in obligations of the United States government, certificates of deposit or any other federally-insured investments.

A summary of investments, maturities and credit risk as of December 31, 2020 is as follows:

<u>Investment</u>	<u>Carrying Value</u>	<u>Fair Value</u>	<u>Less Than One Year</u>	<u>Credit Risk</u>
Money market mutual funds	\$ 318,542	\$ 318,542	\$ 318,542	AAA-mf/Aaa
Repurchase agreements	704,659	704,659	704,659	Not rated
	<u>\$ 1,023,201</u>	<u>\$ 1,023,201</u>	<u>\$ 1,023,201</u>	

#### Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. HUD's Investment Policy does not specifically address this risk.

#### Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Investments held for longer periods are subject to increased risk of adverse interest rate changes. HUD investment policy states that funds in excess of insured amounts should be invested in securities that mature in one year or less. Operating reserves may be invested in securities up to 3 years to reduce the impact of interest rate volatility. Investments in securities must be capable of being liquidated on one day's notice.



**Concentration Of Credit Risk**

Concentration of credit risk is the risk of loss attributed to the magnitude of the Authority's investment in a single issuer. HUD's Investment Policy does not specifically address this risk.

**Custodial Credit Risk**

For investments, custodial credit risk is the risk that in the event of the failure of the counterparty to a transaction, the Authority will not be able to recover the value of the investments or collateral securities that are in the possession of an outside party. HUD's Investment Policy states for invested securities with depository or reporting dealers selling securities, the Authority must receive written representation that the investing entity has not received any adverse financial report from a credit reporting agency or state and federal regulatory agency. The Authority is to also limit credit risk by adherence to the list of HUD permitted investments, which are backed by the full faith and credit of or a guarantee of principal and interest by the U.S. Government.

The Authority had no realized gains or losses on the sale of investments. The calculation of realized gains or losses is independent of a calculation of the net change in the fair value of investments.

**4. Commitments and Contingencies**

The Authority had no significant Outstanding Contractual Commitments as of December 31, 2020.

Grant amounts received or receivable are subject to audit and adjustment by grantor agencies. If expenses are disallowed as a result of these audits, the claims for reimbursement to the grantor agency would become a liability of the Authority. In the opinion of management, any such adjustments would not be significant.

On March 11, 2020, the World Health Organization ("WHO") recognized COVID-19 as a global pandemic, prompting many local governments to implement preventative or protective measures, such as business restrictions, temporary store closures, and wide-sweeping quarantines and stay-at-home orders. In response to COVID-19, the Authority's employees temporarily worked remotely to continue to provide services. This closure is consistent with local regulatory standards. Overall, the pandemic did not have a material adverse impact on the Authority's operating revenues for 2020 due to the fact that the main source of funding comes from HUD grants and subsidies. The Authority is monitoring the status of COVID-19, and regularly reassessing plans and procedures.

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## HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI

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### Notes To Financial Statements *(Continued)*

#### **5. Risk Management**

The Authority is exposed to various risks of losses related to torts; thefts of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Authority carries commercial insurance for all risks of loss, including workman's compensation and employee health and accident insurance. The Housing Authority has not had any significant reductions in insurance coverage or any claims not reimbursed.

#### **6. Concentration Of Risk**

The Authority receives most of its funding from HUD. These funds and grants are subject to modification by HUD depending on the availability of funding.

#### **7. Retirement And Deferred Compensation Plans**

CHA provides a defined contribution retirement plan (DC Plan) with the options of a salary deferral contribution and/or roth contribution for regular employees. The DC Plan is administered by OneAmerica. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. Enrollment in the DC Plan is automatic at the next enrollment period upon completion of six months of employment for all full time employees age 21 and over, unless the employee selects the option to not enroll. Enrollment in the DC Plan is automatic for part-time employees age 21 and over at the next enrollment period after 1,000 hours of service within the first year of employment or at the next enrollment period after 1,000 hours of service within a calendar year starting with the first year after employment, unless the employee selects the option to not enroll.

An employee may contribute up to the maximum allowed under IRS regulations of his or her gross wages as a salary deferral contribution and/or roth contribution. The Authority contributes to the DC Plan, on behalf of each participant and for each payroll period, an amount equal to one hundred fifty percent (150%) of the amount contributed by such participant as a salary deferral contribution and/or roth contribution under the Columbia Housing Authority Deferred Compensation Plan (the Plan). In applying this matching contribution formula, however, any salary deferral and/or roth contributions in excess of four percent (4%) of a participant's compensation shall be disregarded. Any such "Matching Contribution" shall be allocated to the participant's Matching Contribution Account. Employees shall be 100% vested at the time of their enrollment in the Plan. Enrollment in the Plan occurs during the months of January and July of each calendar year. Participant loans are permitted in accordance with the IRS definition of a financial hardship and Plan policies and the approval of the Trustees.

In 2020, the Authority made the required contributions to the Plans in the amount of \$126,855 and employees contributed \$123,682. There were no significant liabilities due to the plans outstanding at December 31, 2020.

**HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI**

Notes To Financial Statements (Continued)

**8. Paycheck Protection Plan Loan**

In April 2020, CHALIS received proceeds of \$126,300 under a promissory note pursuant to the PPP established under the CARES Act and administered by the SBA. Loan payments are deferred for the first ten months after the end of the measurement period. After that, the loan and interest must be paid back over a period of 8 months, if the loan is not forgiven under the terms of the PPP. The loan bears interest at a fixed rate of 1% and may be prepaid at any time prior to the maturity date of April 20, 2022, without penalty. The loan contains customary provisions related to events of default, including, among others, failure to make payments, bankruptcy, breaches of representations, significant changes in ownership, and material adverse effects. The occurrence of an event of default may result in the collection of the borrowed amount plus accrued interest.

On the first payment date and each month thereafter until the second anniversary of the date of the loan, monthly principal and interest payments of \$11,665 are due. A final payment of unpaid principal plus accrued interest is due at maturity in April 2022.

CHALIS has applied for 100% forgiveness of all principal and interest, in an amount equal to the sum of qualified expenses under the PPP incurred up to 24 weeks following initial disbursement. Notwithstanding CHALIS' expected eligibility for forgiveness, no assurance can be given that CHALIS will obtain forgiveness of all or any portion of the amounts due.

The scheduled maturities of the loan at December 31, 2020 are as follows:

<u>Year</u>	<u>Amount</u>
2021	\$ 79,737
2022	46,563
	<u>\$ 126,300</u>

**9. Restricted Cash And Investments**

The Authority's restricted cash consists of the following as of the end of the year:

Replacement and repair reserve	\$ 1,268,487
Other escrow holdings	<u>3,338,900</u>
	<u>\$ 4,607,387</u>

**10. Inter-Program Balances**

The Authority manages several programs. Many charges, i.e., payroll, benefits, insurance, etc. are paid by the Authority and subsequently reimbursed by various funds. Additionally, the Authority's Business Activities Program has advanced funds to the Limited Partnerships to partially finance construction and renovation activity under executed promissory notes. Balances due for such advances are reflected in the Schedule of Assets, Liabilities and Net Position by Program, but are eliminated in the Authority's Statement of Net Position.

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**HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI**

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Notes To Financial Statements (*Continued*)

Inter-program balances at December 31, 2020 consisted of the following:

<b>Current Receivables (Payables)</b>	
Central Office Cost Center	\$ 174,418
Continuum of Care Program	(4)
Child and Adult Care Food Program (CHALIS)	(6,893)
PIH Family Self Sufficiency Program	(277)
CHA Business Activities	33,654
Twenty-First Century Community Learning Centers	(35,463)
Section 8 Housing Choice Voucher Program	(9,074)
CHALIS Non-Federal	(60,836)
CCHT	(80)
Capital Fund	(366)
General Partner	(14,084)
Public Housing	(3,176)
TBRA	(31)
Mid-Missouri Veterans Housing Development Group, LP	(1,347)
Bear Creek Housing Development Group, LP	(20,584)
Stuart Parker Housing Development Group, LP	(9,269)
Oak Towers Housing Development Group LP	(23,180)
Bryant Walkway Housing Development Group LP	(21,881)
Bryant Walkway II Housing Development Group LP	(1,527)
	<hr/>
	\$ —
	<hr/>
<b>Current Notes Receivable (Payable)</b>	
Business Activities	\$ 174,932
Mid-Missouri Veterans Housing Development Group, LP	(10,693)
Bear Creek Housing Development Group, LP	(37,094)
Stuart Parker Housing Development Group, LP	(65,000)
Oak Towers Housing Development Group LP	(57,017)
Bryant Walkway II Housing Development Group LP	—
Bryant Walkway Housing Development Group LP	(5,128)
	<hr/>
	\$ —
	<hr/>
<b>Non-Current Notes Receivable (Payable)</b>	
Business Activities	\$ 30,509,236
Mid-Missouri Veterans Housing Development Group, LP	(804,282)
Bear Creek Housing Development Group, LP	(5,104,646)
Stuart Parker Housing Development Group, LP	(13,986,158)
Oak Towers Housing Development Group LP	(7,221,082)
Bryant Walkway Housing Development Group LP	(1,291,133)
Bryant Walkway II Housing Development Group LP	(2,101,935)
	<hr/>
	\$ —
	<hr/>

**HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI**

Notes To Financial Statements (Continued)

**11. Capital Assets**

Summaries of capital asset balances and activity at December 31, 2020 are as follows:

	<b>Central Office</b>	<b>Resident Opportunity</b>	<b>Public Housing</b>	<b>Business Activities</b>
Land	\$ 253,694	\$ —	\$ 507,229	\$ —
Building and improvements	—	7,699	7,317,592	—
Furniture and equipment	119,162	6,218	464,246	67,475
Construction in process	—	—	—	91,558
Less: Accumulated depreciation	(119,162)	(13,147)	(6,504,358)	(14,816)
<b>Total Capital Assets</b>	<b>\$ 253,694</b>	<b>\$ 770</b>	<b>\$ 1,784,709</b>	<b>\$ 144,217</b>

	<b>Housing Choice Vouchers</b>	<b>Blended Component Units</b>	<b>Elimination Of Gain On Transfer</b>	<b>Total</b>
Land	\$ —	\$ 3,589,696	\$ (2,810,787)	\$ 1,539,832
Building and improvements	—	63,917,353	8,569,858	79,812,502
Furniture and equipment	44,500	1,093,602	375,260	2,170,463
Construction in process	—	—	—	91,558
Less: Accumulated depreciation	(38,592)	(7,284,037)	(20,042,655)	(34,016,767)
<b>Total Capital Assets</b>	<b>\$ 5,908</b>	<b>\$ 61,316,614</b>	<b>\$ (13,908,324)</b>	<b>\$ 49,597,588</b>

	<b>December 31, 2019 Balance</b>	<b>Additions</b>	<b>Transfers And Deletions</b>	<b>December 31, 2020 Balance</b>
Land	\$ 1,539,832	\$ —	\$ —	\$ 1,539,832
Construction in process	4,438	87,120	—	91,558
<b>Total Assets Not Being Depreciated</b>	<b>1,544,270</b>	<b>87,120</b>	<b>—</b>	<b>1,631,390</b>
Buildings and improvements	79,760,505	51,997	—	79,812,502
Furniture and equipment	2,124,348	148,855	(102,740)	2,170,463
<b>Total Capital Assets</b>	<b>83,429,123</b>	<b>287,972</b>	<b>(102,740)</b>	<b>83,614,355</b>
Less: Accumulated Depreciation	(31,840,181)	(2,278,536)	101,950	(34,016,767)
<b>Net Book Value</b>	<b>\$ 51,588,942</b>	<b>\$ (1,990,564)</b>	<b>\$ (790)</b>	<b>\$ 49,597,588</b>

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**HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI**

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Notes To Financial Statements (*Continued*)**12. Long-Term Liabilities**

On November 19, 2007, CHALIS received a construction loan from the Missouri Housing Development Commission for construction of the McBaine Townhomes project. The loan allowed maximum borrowings of \$669,000. Construction was completed during the year ended September 30, 2009, and \$696,504 has been capitalized for the project. The loan is secured with the constructed property. Upon construction completion, the loan converted to a long term loan that has a 0% interest rate and no payments required during its 20 year term. The loan is fully dischargeable upon maturity if the terms and covenants set forth in the loan agreement are met. As of December 31, 2020, the outstanding balance of the loan agreement was \$669,000.

In May of 2011, the Authority entered into a \$1,973,344 equipment lease purchase loan agreement with Central Bank of Boone County to finance energy performance improvements in various Public Housing properties. Varying principal and interest payments are due monthly and commenced in July of 2012. The loan bears interest at 3.96% and monthly payments during 2020 were \$2,343. The loan is secured with a leasehold interest in the improvements and will mature in December of 2026. Interest incurred and expensed during 2020 was \$6,661. As of December 31, 2020, the outstanding balance of the loan agreement was \$154,946. Future debt service requirements are as follows:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>
2021	\$ 22,024	\$ 5,740
2022	23,477	4,841
2023	25,001	3,884
2024	26,597	2,866
2025	28,270	1,782
Thereafter	29,577	631
<u>Total</u>	<u>\$ 154,946</u>	<u>\$ 19,744</u>

In May of 2015, the Authority issued bonds through UMB Bank (the Trustee), in the amounts of \$350,000 (Series A) and \$2,050,000 (Series B) for the purpose of loaning the funds to Mid-Missouri Veterans Housing Development Group, LP (MMVHDG - a blended component unit of the Authority) to partially finance the renovation of an apartment complex for veterans in Columbia. The bonds bear interest at 2.30%. Interest payments are payable monthly and the bonds mature in May of 2033 (Series A) and May of 2017 (Series B). MMVHDG paid off the Series B bonds during 2017. The bonds are ultimately secured with a Deed of Trust on the applicable property issued by MMVHDG for the benefit of the Trustee. Interest incurred and expensed during 2020 was \$9,347. The Series A bonds were converted to long-term debt during the period beginning October 1, 2016 and ended December 31, 2017 prior to their maturity. The balance outstanding on the Series A bonds was \$314,975 at December 31, 2020.

**HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI**

Notes To Financial Statements *(Continued)*

Future debt service requirements are as follows:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>
2021	\$ 10,693	\$ 9,039
2022	11,009	8,723
2023	11,334	8,398
2024	11,646	8,086
2025	12,013	7,719
Thereafter	258,280	45,567
<u>Total</u>	<u>\$ 314,975</u>	<u>\$ 87,532</u>

In May of 2015, the Authority entered into an Affordable Housing Program loan agreement with Federal Home Loan Bank in the amount of \$500,000 to fund a loan the Authority made to Mid-Missouri Veterans Housing Development Group, LP, to partially finance the rehabilitation of an apartment complex for veterans. The agreement is mortgaged with an assigned security interest in the applicable property, matures in May of 2047 and will not bear interest as long as the Affordable Housing Program loan criteria are satisfied. The Authority's principal obligations under the agreement are limited to principal payments received by the Authority under the applicable loan made to MMVHDG. The outstanding principal balance on the loan as of December 31, 2020 was \$500,000.

In December of 2015, Stuart Parker Housing Development Group, LP issued a non-interest bearing HOME Financing Program promissory note to the City of Columbia in the amount of \$251,750 to partially finance the rehabilitation of an apartment complex for low-income citizens of Columbia. The note is mortgaged with an assigned security interest in the applicable property and matures in December of 2060. The outstanding principal balance on the loan as of December 31, 2020 was \$251,750.

In December of 2015, the Authority entered into an Affordable Housing Program loan agreement with Federal Home Loan Bank in the amount of \$500,000 to fund a loan the Authority made to Stuart Parker Housing Development Group, LP, to partially finance the rehabilitation of an apartment complex for low-income citizens of Columbia. The agreement is mortgaged with an assigned security interest in the applicable property, matures in December of 2050 and accrues interest at 1% compounded annually. The Authority's principal obligations under the agreement are limited to principal payments received by the Authority under the applicable loan made to SPHDG. The outstanding principal balance on the loan as of December 31, 2020 was \$496,678. Accrued interest at December 31, 2020 was \$14,901.

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**HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI**

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Notes To Financial Statements (*Continued*)

In December of 2015, the Authority issued bonds through UMB Bank (the Trustee), in the amounts of \$4,300,000 (Series A) and \$9,200,000 (Series B) for the purpose of loaning the funds to Stuart Parker Housing Development Group, LP (SPHDG - a blended component unit of the Authority) to partially finance the renovation of an apartment complex for low-income citizens in Columbia. The bonds bear interest at 2.25% (Series A) and 1.49% (Series B). Interest payments are payable semi-annually starting in June 2018 and the bonds mature in December of 2050 (Series A). Authority management intends to refinance the Series B bonds with long-term debt prior to maturity. The bonds are ultimately secured with a Deed of Trust on the applicable property issued by SPHDG for the benefit of the Trustee. The Series B bonds were paid off in March 2018. Interest incurred during the fiscal year was \$202,076. The outstanding principal balance of the bonds was \$4,105,000 as of December 31, 2020. Future debt service requirements are as follows:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>
2021	\$ 65,000	\$ 200,363
2022	70,000	198,413
2023	70,000	196,138
2024	75,000	193,688
2025	75,000	190,875
Thereafter	3,750,000	2,948,544
<u>Total</u>	<u>\$ 4,105,000</u>	<u>\$ 3,928,021</u>

In May of 2016, the Authority entered into an Affordable Housing Program loan agreement with Federal Home Loan Bank in the amount of \$500,000 to fund a loan the Authority made to Bear Creek Housing Development Group, LP (BCHDG - a blended component unit of the Authority), to partially finance the rehabilitation of an apartment complex for low-income citizens of Columbia. The agreement is mortgaged with an assigned security interest in the applicable property, matures in December of 2051 and accrues interest at 1% compounded annually. The Authority's principal obligations under the agreement are limited to principal payments received by the Authority under the applicable loan made to BCHDG. Accrued interest at December 31, 2020 was \$13,321. The outstanding principal balance on the loan as of December 31, 2020 was \$500,000.

In May of 2016, the Authority issued bonds through UMB Bank (the Trustee), in the amounts of \$1,350,000 (Series A) and \$3,400,000 (Series B) for the purpose of loaning the funds to Bear Creek Housing Development Group, LP (BCHDG - a blended component unit of the Authority) to partially finance the renovation of an apartment complex for low-income citizens in Columbia. The bonds bear interest at 2.09%. Interest payments are payable monthly starting in September 2018 and the bonds mature in May of 2036 (Series A). Authority management intends to refinance the Series B bonds with long-term debt prior to maturity. The bonds are ultimately secured with a Deed of Trust on the applicable property issued by BCHDG for the benefit of the Trustee. Interest incurred during 2020 was \$44,419. The Series B bonds were paid off in August 2018. The outstanding principal balance of the Series A bonds was \$1,268,420 as of December 31, 2020.



**HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI**

Notes To Financial Statements (Continued)

Future debt service requirements are as follows:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>
2021	\$ 37,094	\$ 43,141
2022	38,390	41,845
2023	39,735	40,500
2024	40,747	39,488
2025	42,653	37,582
Thereafter	1,069,801	297,690
Total	\$ 1,268,420	\$ 500,246

In December of 2016, the Authority entered into an Affordable Housing Program loan agreement with Federal Home Loan Bank in the amount of \$500,000 to fund a loan the Authority made to Oak Towers Housing Development Group, LP (OTHDG - a blended component unit of the Authority), to partially finance the rehabilitation of an apartment complex for low-income citizens of Columbia. The agreement is mortgaged with an assigned security interest in the applicable property, matures in December of 2052 and accrues interest at 1% compounded annually and is due upon maturity. Interest incurred for 2020 was \$5,000. The Authority's principal obligations under the agreement are limited to principal payments received by the Authority under the applicable loan made to OTHDG and is also due upon maturity. The outstanding principal balance on the loan as of December 31, 2020 was \$500,000.

In December of 2016, the Authority issued bonds through UMB Bank, N.A (the Trustee), in the amount of \$2,150,000 (Series A) and \$5,850,000 (Series B) for the purpose of loaning the funds to Oak Towers Housing Development Group, LP (OTHDG - a blended component unit of the Authority) to partially finance the renovation of an apartment complex for low-income citizens in Columbia. The Series A bonds bear interest at 1.99% until the Rate Adjustment Date (maturity date of the Series B bonds, including extensions) and 3.40% on or after the Rate Adjustment Date. The Series B bonds bear interest at 1.99%. Interest payments are payable quarterly. The Series A bonds mature in December of 2036 and the Series B bonds were paid in full during 2019. The bonds are secured with a Deed of Trust on the applicable property issued by OTHDG for the benefit of the Trustee. Interest expense during 2020 was \$72,378, with monthly payments of principal and interest. The outstanding principal balance of the Series A bonds was \$2,068,372 as of December 31, 2020. Future debt service requirements are as follows:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>
2021	\$ 57,017	\$ 70,403
2022	59,014	68,406
2023	61,081	66,339
2024	63,037	64,383
2025	65,427	61,993
Thereafter	1,762,796	512,132
Total	\$ 2,068,372	\$ 843,656

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## HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI

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### Notes To Financial Statements *(Continued)*

In November of 2017, the Authority issued bonds through UMB Bank, N.A (the Trustee), in the amount of \$2,800,000 for the purpose of loaning the funds to Bryant Walkway II Housing Development Group, LP (BWIIHDG - a blended component unit of the Authority) to partially finance the renovation of an apartment complex for low-income citizens in Columbia. The bonds bear interest at 2.29%. Interest payments are payable quarterly and the bonds were scheduled to mature in November of 2019, but received a one-time extension for a period of six months. The bonds are secured with a Deed of Trust on the applicable property issued by BWIIHDG for the benefit of the Trustee. Interest expense during 2020 was \$31,526. The bonds were fully paid off in March 2020.

Bryant Walkway II Housing Development Group LP, obtained financing on November 30, 2017 in the amount of \$100,000 from the City of Columbia. On October 24, 2018, the loan agreement was amended to increase the amount of the loan to \$200,000. The loan is non-interest bearing. No payments are due until January 1, 2038. Commencing from January 1, 2038 through December 1, 2049, annual payments equal to 45% of Net Available Cash Flow are payable. As of December 31, 2020, the balance of the Note was \$200,000.

In November of 2017, Bryant Walkway Housing Development Group, LP issued a HOME Financing Program promissory note to the Missouri Housing Development Corporation in the amount of \$500,000 to partially finance the rehabilitation of an apartment complex for low-income citizens of Columbia. Interest is 1% per annum during the term of construction, and 0% per annum beginning on the conversion date of December 1, 2019. During 2019, the HOME Loan was amended to increase the available amount to \$550,000 and to extend the construction phase through March 1, 2020. On April 1, 2020, annual installments of principal in the amount of \$16,667 are due on the HOME Loan through March 1, 2040, the maturity date of the HOME Loan. Payments are deferred until the earlier of the Deferred Development Fee being paid in full or December 1, 2034. The payments are made from 50% of Surplus Cash as defined in the Regulatory Agreement. The HOME Loan is secured by a deed of trust on the Project. The outstanding principal balance on the loan as of December 31, 2020 was \$550,000. No accrued interest payable balance remained on the HOME Loan as of December 31, 2020.

In November of 2017, Bryant Walkway II Housing Development Group, LP issued a HOME Financing Program promissory note to the Missouri Housing Development Corporation in the amount of \$690,000 to partially finance the rehabilitation of an apartment complex for low-income citizens of Columbia. Interest is 1% per annum during the term of construction, and 0% per annum beginning on the conversion date of December 1, 2019. Monthly interest only payments are due through December 1, 2019. Beginning January 1, 2020, annual installments of \$23,000 are payable. Payments are deferred until the deferred developer fee is paid in full or December 1, 2034, whichever is earliest. All principal payments are payable solely from 50% of surplus cash. The note is mortgaged with an assigned security interest in the applicable property and matures in December 2039. The outstanding principal balance on the loan as of December 31, 2020 was \$667,000. There was no accrued interest at December 31, 2020.

**HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI**

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Notes To Financial Statements (Continued)

Bryant Walkway Housing Development Group, LP entered into a loan agreement (the Note) with Missouri Housing Development Corporation ("MHDC") on November 29, 2017, which allows for total advances up to \$5,989,000 to fund the acquisition and rehabilitation of the project. The Construction phase interest is currently at 3.25%. During 2019, the Note was amended to extend the construction phase and delay repayment to begin on March 1, 2020 with the principal payment of \$5,739,000 or such amount necessary to reduce the outstanding balance of the Note to \$250,000. On April 1, 2020, monthly installments of principal and interest in the amount of \$1,088 are due on the Note through February 1, 2040, the maturity date of the Note. The amendment also delayed the failure-to-pay fee of \$57,490 and the additional interest of 3% charged on the outstanding balance. The Note is secured by a first mortgage on the property. As of December 31, 2020, the balance of the Note was \$246,262. Accrued interest payable on the Note as of December 31, 2020, was \$667.

<u>Year</u>	<u>Principal</u>	<u>Interest</u>
2021	\$ 5,129	\$ 7,928
2022	5,297	7,759
2023	5,473	7,584
2024	5,653	7,403
2025	5,840	7,217
Thereafter	218,870	78,521
<u>Total</u>	<u>\$ 246,262</u>	<u>\$ 116,412</u>

During fiscal year 2018, Oak Towers Housing Development Group received financing from the City of Columbia HOME Funds under a loan commitment of \$80,000 maturing in December 31, 2059, secured by subordinate deed of trust, to provide improvement to the Project. The loan is non-interest bearing through maturity. As of December 31, 2020, the outstanding balance was \$80,000.

## HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI

### Notes To Financial Statements (Continued)

A summary of long-term liability activity for the period ended December 31, 2020, is as follows:

	Balance 12/31/19	Increase	Decrease	Balance 12/31/20	Due Within One Year
<b>Capital Debt</b>					
MHDC Loan	\$ 669,000	\$ —	\$ —	\$ 669,000	\$ —
EPC Loan	198,935	—	43,989	154,946	22,024
MMVHDG, LP Bonds	325,333	—	10,358	314,975	10,693
MMVHDG, LP FHLB AHP Loan	500,000	—	—	500,000	—
Stuart Parker HDG, LP HOME Loan	251,750	—	—	251,750	—
Stuart Parker HDG, LP FHLB AHP Loan	496,678	—	—	496,678	—
Stuart Parker HDG, LP Bonds	4,170,000	—	65,000	4,105,000	65,000
Bear Creek HDG, LP FHLB AHP Loan	500,000	—	—	500,000	—
Bear Creek HDG, LP Bonds	1,304,132	—	35,712	1,268,420	37,094
Oak Towers HDG, LP FHLB AHP Loan	500,000	—	—	500,000	—
Oak Towers HDG, LP Bonds Series A	2,123,258	—	54,886	2,068,372	57,017
Bryant Walkway II HDG, LP Bonds	2,800,000	—	2,800,000	—	—
Bryant Walkway II, City of Columbia Loan	200,000	—	—	200,000	—
Bryant Walkway HDG, LP HOME Loan	545,000	5,000	—	550,000	—
Bryant Walkway II HDG, LP HOME Loan	510,809	179,191	23,000	667,000	—
Bryant WW MHDC Note Payable Fund Balance	5,943,285	45,715	5,742,738	246,262	5,129
Oak Towers HDG, LP City of Columbia HOME Funds	80,000	—	—	80,000	—
<b>Non-Capital Debt</b>					
Accrued Compensated Absences	166,148	31,805	27,335	170,618	102,370
Paycheck Protection Program Loan	—	126,300	—	126,300	79,737
FSS Escrow Liabilities	209,396	138,863	123,193	225,066	6,999
PILOT Liability	27,698	21,490	32,030	17,158	17,158
<b>Total Liabilities</b>	<b>21,521,422</b>	<b>548,364</b>	<b>8,958,241</b>	<b>13,111,545</b>	<b>403,221</b>
Less: Current Portion	(8,818,556)	—	—	(403,221)	—
<b>Total Long-Term Liabilities</b>	<b>\$ 12,702,866</b>	<b>—</b>	<b>—</b>	<b>\$ 12,708,324</b>	<b>—</b>

It is the Authority's policy to grant full time permanent employees vacation benefits in varying amounts to specified maximums depending on tenure with the Authority. Sick leave is also earned and accumulates to specified maximums. The employees are entitled to vacation leave balances at termination. Vacation leave accrued but not yet paid as of December 31, 2020, is shown as a liability allocated between current and non-current and totaled \$170,618.

HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI

Notes To Financial Statements (Continued)

13. Blended Component Unit Financial Statements

Condensed Blended Component Units (Non-Federal) - Statement of Net Position - December 31, 2020:

	CHALIS	CCHT	CHA Development Corporation	MMVHDG, LP	Bear Creek HDG, LP	Stuart Parker HDG, LP	Oak Towers HDG, LP	Bryant Walkway HDG, LP	Bryant Walkway II HDG, LP	Other Component Units	Inter-Component Unit Eliminations	Total Blended Component Units
<b>Assets</b>												
Current and restricted assets	\$ 105,734	\$ 164,984	\$ 1,113,530	\$ 239,520	\$ 642,233	\$ 2,163,855	\$ 1,182,076	\$ 300,653	\$ 242,571	\$ 799	\$ (177,595)	\$ 5,977,160
Capital assets	637,979	214,967	—	3,693,708	8,379,787	23,292,144	14,167,944	8,990,156	5,150,249	—	(9,200,318)	61,316,616
Other non-current assets	—	—	—	88,256	110,681	437,602	197,827	52,280	29,219	2,416,611	(2,416,610)	915,866
Other non-current due from LPs	—	2,596,570	525,508	—	—	—	—	—	—	—	(8,122,078)	—
<b>Total Assets</b>	\$ 743,713	\$ 2,975,821	\$ 1,639,038	\$ 4,021,484	\$ 9,132,701	\$ 25,883,101	\$ 15,547,847	\$ 9,343,089	\$ 5,422,089	\$ 2,417,410	\$ (8,916,601)	\$ 68,209,642
<b>Liabilities</b>												
Current liabilities	\$ 110,921	\$ 2,869	\$ 13,174	\$ 30,258	\$ 285,126	\$ 707,777	\$ 227,200	\$ 52,001	\$ 60,757	\$ 178,413	\$ (177,595)	\$ 1,490,901
Current liabilities due to the Authority	60,836	80	—	12,040	57,678	74,269	80,197	27,010	1,526	14,084	—	327,720
Non-current liabilities	6,350	—	5,391	1,126	3,866	8,618	2,659	989	347	2,236	—	31,582
Non-current liabilities due to the Authority	669,000	—	—	804,282	5,104,645	14,237,910	7,301,082	791,133	2,101,935	—	—	31,009,987
Non-current liabilities due to CCHT	—	—	—	1,796,570	—	—	—	500,000	300,000	—	(2,596,570)	—
Non-current liabilities due to CHA Dev. Corp	—	—	—	—	206,260	14,947	—	304,301	—	—	(525,508)	—
<b>Total Liabilities</b>	\$ 847,107	\$ 2,949	\$ 18,565	\$ 2,644,276	\$ 5,657,575	\$ 15,043,521	\$ 7,611,138	\$ 1,675,434	\$ 2,464,565	\$ 194,733	\$ (3,299,673)	\$ 32,860,190
<b>Net Position</b>												
Net investment in capital assets	\$ (31,022)	\$ 214,967	\$ —	\$ 1,082,163	\$ 3,238,048	\$ 8,979,235	\$ 6,809,845	\$ 7,693,895	\$ 2,748,314	\$ —	\$ (603,748)	\$ 30,131,697
Restricted net position	21,730	115,114	—	155,852	501,419	1,456,120	730,304	242,061	148,216	—	—	3,370,816
Unrestricted net position	(94,102)	2,642,791	1,620,473	139,193	(264,341)	404,225	396,560	(268,301)	60,944	2,222,677	(5,013,180)	1,846,539
<b>Total Net Position</b>	\$ (103,394)	\$ 2,972,872	\$ 1,620,473	\$ 1,377,208	\$ 3,475,126	\$ 10,839,580	\$ 7,936,709	\$ 7,667,655	\$ 2,957,474	\$ 2,222,677	\$ (5,616,928)	\$ 35,349,452

**HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI**

Notes To Financial Statements (Continued)

**Condensed Blended Component Units (Non-Federal) - Statement of Revenues, Expenses and Changes in Net Position - For The Year Ended December 31, 2020:**

	CHALIS	CCHT	CHA Development Corporation	MMVH	Bear Creek HDG, LP	Stuart Parker HDG, LP	Oak Towers HDG, LP	Bryant Walkway II HDG, LP	Bryant Walkway HDG, LP	Other Component Units	Inter-Component Unit Eliminations	Total Blended Component Units
Operating Revenues	\$ 649,116	\$ 7,527	\$ 16,105	\$ 194,556	\$ 558,192	\$ 1,900,937	\$ 1,056,674	\$ 361,367	\$ 208,558	\$ 257,502	\$ (269,765)	\$ 4,940,769
Total Operating Revenues	649,116	7,527	16,105	194,556	558,192	1,900,937	1,056,674	361,367	208,558	257,502	(269,765)	4,940,769
Operating Expenses	631,635	7,863	154,781	158,963	529,269	1,652,920	847,140	302,580	224,390	266,002	(99,508)	4,675,035
Operating expenses (to the Authority)	1,500	—	—	9,450	27,367	110,096	60,916	21,179	12,551	—	—	243,059
Depreciation expense	17,413	3,400	—	123,324	224,460	797,967	486,237	305,773	162,185	—	—	2,120,759
Total Operating Expenses	650,548	11,263	154,781	291,737	781,096	2,560,983	1,394,293	629,532	389,126	266,002	(99,508)	7,039,853
Operating Income/(Loss)	(1,432)	(3,736)	(138,676)	(97,181)	(222,904)	(660,046)	(337,619)	(268,165)	(190,568)	(8,500)	(170,257)	(2,099,084)
Non-Operating Revenues/(Expenses)	310	2,571	4,128	1,164	3,820	14,218	7,618	1,747	2,806	—	(5,550)	32,832
Non-operating revenues	—	—	—	(965)	(7,499)	(19,632)	(1,082)	(4,531)	(1,339)	—	—	(25,048)
Non-operating expenses	—	—	—	—	—	—	—	—	—	—	—	—
Total Non-Operating Revenues Over Expenses	310	2,571	4,128	199	(3,679)	(5,414)	6,536	(2,784)	1,467	—	(5,550)	(2,216)
Increase/(Decrease) In Net Position	(1,122)	(1,165)	(134,548)	(96,982)	(226,583)	(665,460)	(331,083)	(270,949)	(189,101)	(8,500)	(175,807)	(2,101,300)
Beginning Net Position	(102,272)	2,974,037	1,755,021	1,474,190	3,721,509	11,578,629	8,383,681	1,392,785	684,021	2,231,177	(5,697,475)	28,375,303
Capital Contributions - General Partners	—	—	—	—	—	—	—	—	—	—	—	—
Capital Contributions - Limited Partners	—	—	—	—	—	—	—	—	—	—	—	—
Withdrawals	—	—	—	—	(19,800)	(73,589)	(115,889)	(26,805)	(18,271)	—	256,354	—
Ending Net Position	\$ (103,394)	\$ 2,972,872	\$ 1,620,473	\$ 1,377,208	\$ 3,475,126	\$ 10,839,580	\$ 7,936,709	\$ 7,667,655	\$ 2,957,474	\$ 2,222,677	\$ (5,616,928)	\$ 35,349,452

# HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI

## FINANCIAL DATA SCHEDULES

Page 1 of 2

December 31, 2020

Housing Authority of the City of Columbia, MO (MO007)  
COLUMBIA, MO

Entity Wide Balance Sheet Summary  
Submission Type: Audited/Single Audit

Fiscal Year End:	12/31/2020	Project Total	14-HCC HCC Ad Funding	14-MSC Maine Ad Funding	14-PHC Public Ad Funding	14-218 Community Development Block Grant	14-370 Residential Opportunity Program	10-559 Child and Adult Care Program	10-559 Summer Program for Children	14-327 First Century Community Learning Centers	5-2 Component Blended	14-239 HOME Partnership Program	14-879 Mainstream Vouchers	14-267 Continuum Program	14-871 Other Federal Program	ELIM	Total	
111 Cash - Unrestricted	388,215																	2,960,073
112 Cash - Restricted - Modernization and Development	677,744	287,080	241															4,884,695
113 Cash - Other Restricted	31,565																	266,365
114 Cash - Tenant Security Deposits			8,584															6,584
115 Cash - Restricted for Payment of Current Liabilities	1,097,554	295,654	241															9,002,018
100 Total Cash	388,215	287,080	241															4,884,695
121 Accounts Receivable - PHA Projects	369																	369
122 Accounts Receivable - HUD Other Projects																		84,431
124 Accounts Receivable - Other Government																		92,175
125 Accounts Receivable - Miscellaneous																		26,185
126 Accounts Receivable - Tenants	631																	36,185
125.1 Allowance for Doubtful Accounts - Tenants	(239)																	42,836
126.2 Allowance for Doubtful Accounts - Other																		(29,597)
127 Notes, Loans, & Mortgages Receivable - Current																		174,932
128 Fraud Recovery																		4,660
129.1 Allowance for Doubtful Accounts - Fraud																		(2,279)
129 Accrued Interest Receivable																		805,542
120 Total Receivables, Net of Allowance for Doubtful Accounts	758		1,070,474		11,011		1,860	4,119	2,853	41,708	81,386	31	3,931	19	47,446			(1,270,474)
131 Investments - Unrestricted																		352,306
132 Investments - Restricted																		29,246
133 Investments - Restricted for Payment of Current Liability	48,298		20,831															(2,670)
142 Prepaid Expenses and Other Assets	22,895																	3,080
143 Inventories	(2,191)																	(268,071)
143.1 Allowance for Obsolete Inventories																		
144 Inter Program Due From																		
145 Assets Held for Sale																		
150 Total Current Assets	1,197,296	295,654	241		11,011		1,860	4,119	2,853	41,708	81,386	31	3,931	19	47,446			6,670,779
161 Land	507,239																	1,539,831
162 Buildings	7,317,692																	8,599,857
163 Furniture, Equipment & Machinery - Dwellings	29,284																	141,971
164 Furniture, Equipment & Machinery - Administration	434,962																	2,028,492
165 Leasehold Improvements																		
166 Accumulated Depreciation	(6,594,358)																	(20,842,554)
167 Construction in Progress																		375,260
168 Infrastructure																		91,556
160 Total Capital Assets, Net of Accumulated Depreciation	1,784,708																	63,605,916
																		(46,997,591)











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**HOUSING AUTHORITY OF  
CITY OF COLUMBIA**  
SINGLE AUDIT REPORT  
DECEMBER 31, 2020

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CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS CONSULTANTS

**Independent Auditors' Report  
On Internal Control Over Financial  
Reporting And On Compliance And Other  
Matters Based On An Audit Of Financial  
Statements Performed In Accordance  
With *Government Auditing Standards***

Board of Commissioners  
Housing Authority of City of Columbia  
Columbia, Missouri

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities of Housing Authority of City of Columbia, Missouri (the Authority), as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated June 14, 2021.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance And Other Matters**

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose Of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*RubinBrown LLP*

September 13, 2021

**Independent Auditors' Report  
On Compliance For Each Major Federal  
Program; Report On Internal Control  
Over Compliance; And Report On Schedule  
Of Expenditures Of Federal Awards  
Required By The Uniform Guidance**

Board of Commissioners  
Housing Authority of City of Columbia  
Columbia, Missouri

**Report On Compliance For Each Major Federal Program**

We have audited Housing Authority of the City of Columbia, Missouri's (the Authority) compliance with the types of compliance requirements described in the Office of Management and Budget's *OMB Compliance Supplement* that could have a direct and material effect on each of the Authority's major federal program as of and for the year ended December 31, 2020. The Authority's major federal program is identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with federal statutes, regulations and the terms and conditions of its federal awards applicable to its federal programs.

***Auditors' Responsibility***

Our responsibility is to express an opinion on compliance for each of the Authority's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.



We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Authority's compliance.

### ***Opinion On Each Major Federal Program***

In our opinion, the Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2020.

### **Report On Internal Control Over Compliance**

Management of the Authority is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Authority's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control over compliance.

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we did identify certain deficiencies in internal control over compliance that we consider to be material weaknesses and significant deficiencies.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. We consider the deficiency in internal control over compliance described in the accompanying schedule of findings and questioned costs as item 2020-001 to be a material weakness.

*A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as items 2020-002 and 2020-003 to be significant deficiencies.

The Authority's responses to the internal control over compliance findings identified in our audit are described in the accompanying schedule of findings and questioned costs and corrective action plan. The Authority's responses and corrective action plan were not subjected to the auditing procedures applied in the audit of compliance, and accordingly, we express no opinion on them.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

### **Report On Schedule Of Expenditures Of Federal Awards Required By The Uniform Guidance**

We have audited the Authority as of and for the year ended December 31, 2020, and have issued our report thereon dated June 14, 2021, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

*RubinBrown LLP*

September 13, 2021

**HOUSING AUTHORITY OF CITY OF COLUMBIA**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**For The Year Ended December 31, 2020**

Federal Grantor/Pass-Through Grantor/Program Or Cluster Title	Assistance Listing Number	Grantor Identification Number	Federal Expenditures	Expenditures To Subrecipients
<b>Department of Housing and Urban Development</b>				
Direct Awards:				
Continuum of Care Program	14.267	MO0101L7E061811 MO0101L7E061912	\$ 385,942	\$ —
Public and Indian Housing	14.850	MO007-00000119D MO007-00000120D	362,981	—
COVID-19 - Public and Indian Housing - CARES Act	14.850	MO00700000120DC	55,851	—
Resident Opportunity and Supportive Services - Service Coordinators	14.870	ROSS191290-01-00	51,245	—
Family Self-Sufficiency Program	14.896	FSS20MO3450-01-00	107,052	—
Housing Voucher Cluster - Section 8 Housing Choice Vouchers	14.871		9,966,768	—
COVID-19 - Section 8 Housing Choice Vouchers - CARES Act	14.871		143,801	—
Public Housing Capital Fund	14.872	MO36P007501-20	254,259	—
COVID-19 - Public Housing Capital Fund COCC - CARES ACT	14.872		10,132	—
Mainstream Vouchers	14.879	MO007DV0001	58,695	—
COVID-19 - Mainstream Vouchers - CARES Act	14.879		687	—
Passed through the City of Columbia:				
Community Development Block Grants/Entitlement Grants	14.218		27,000	—
Home Investment Partnerships Program	14.239		31	—
<b>Total Department of Housing and Urban Development</b>			<b>11,424,444</b>	<b>—</b>
<b>U.S. Department of Education</b>				
Passed through Missouri Department of Elementary and Secondary Education:				
Twenty-First Century Community Learning Centers	84.287	S287C180025	206,053	—
<b>Total U.S. Department of Education</b>			<b>206,053</b>	<b>—</b>
<b>U.S. Department of Agriculture/Food Nutrition Service</b>				
Passed through Missouri Department of Health and Senior Services:				
Child and Adult Care Food Program	10.558	ERS46132829	20,881	—
Child Nutrition Cluster - Summer Food Service Program for Children (SFSPC)	10.559	ERS46132884	32,297	—
<b>Total U.S. Department of Agriculture/Food Nutrition Service</b>			<b>53,178</b>	<b>—</b>
<b>Total Federal Assistance</b>			<b>\$ 11,683,675</b>	<b>\$ —</b>

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**HOUSING AUTHORITY OF CITY OF COLUMBIA**  
**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**December 31, 2020**

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**1. Basis Of Presentation**

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the Housing Authority of the City of Columbia, Missouri (the Authority) for the year ended December 31, 2020 and is presented on the accrual basis of accounting. All federal awards received directly from federal agencies, as well as federal awards passed through other governmental agencies, are included on the schedule. This information in this schedule is presented in accordance with the requirements of the Uniform Guidance. Therefore, some amounts may differ from amounts presented in, or used in the preparation of, the basic financial statements.

**2. Indirect Costs**

The Authority has not elected to use the 10% *de minimis* indirect cost rate as allowed in the Uniform Guidance, Section 414.

**HOUSING AUTHORITY OF CITY OF COLUMBIA**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**For The Year Ended December 31, 2020**

**Section I - Summary Of Auditors' Results**

**Financial Statements**

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with generally accepted accounting principles:

Unmodified

Internal control over financial reporting:

Material weakness(es) identified?

yes

no

Significant deficiency(ies) identified?

yes

none noted

Noncompliance material to financial statements noted?

yes

no

**Federal Awards**

Internal control over major programs:

Material weakness(es) identified?

yes

no

Significant deficiency(ies) identified?

yes

none noted

Type of auditors' report issued on compliance for major programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with the 2 CFR 200.516(a)?

yes

no

Identification of major programs:

CFDA Number(s)	Name Of Federal Program Or Cluster
14.871	Housing Voucher Cluster: Section 8 Housing Choice Vouchers
14.267	Continuum of Care

Dollar threshold used to distinguish between Type A and Type B programs:

\$750,000

Auditee qualified as low-risk auditee?

yes

no

**Section II - Financial Statement Findings**

There are no findings relating to the Authority's financial statements that are required to be reported.

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**HOUSING AUTHORITY OF CITY OF COLUMBIA**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS (*Continued*)**  
**For The Year Ended December 31, 2020**

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**Section III - Federal Award Findings And Questioned Costs**

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**Finding 2020-001** Material Weakness: Special Tests and Provisions - Control Finding  
CFDA 14.276 - Continuum of Care

**Federal Agency:** U.S. Department of Housing and Urban Development (HUD)

**Pass-Through Entity:** N/A - Direct Award

**Criteria Or Specific Requirement:** HUD requires rents funded by federal grants be reasonable in relation to rents being charged in the area for comparable space. In addition, the rent may not exceed rents currently being charged by the same owner for comparable unassisted space (24 CFR section 578.5(b)(1)). Additionally, Uniform Guidance 2 CFR section 200.303 requires that controls over compliance be properly designed, in place and operating effectively to ensure compliance with the requirements of the federal program.

**Condition:** A second review to verify accuracy of participant file documentation, including rent reasonableness, did not take place.

**Cause:** Controls over compliance are not in place to ensure unit rental comparability forms are prepared accurately.

**Effect:** The possibility exists that noncompliance with federal requirements could go undetected without proper controls over compliance relating to direct and material compliance requirements.

**Questioned Costs:** None.

**Context:** No auditable evidence exists to support the review of participant files which include rental unit comparison forms. Statistical sampling was not used to test this compliance requirement.

**Identification as a repeat finding:** Not applicable.

**Recommendation:** We recommend that management put a control in place for a second review of participant files to ensure all requirements for participating in the program are completed and retained. The review should be properly documented with the reviewer's signature and the date the review was performed. The second review should be performed by someone other than the preparer and who has knowledge of the grant's eligibility and rent reasonableness requirements.

**Views of Responsible Officials:** The Housing Choice Voucher (HCV) Manager will pull files on a sample basis and conduct a second review of the file. The HCV Manager will keep a tracking chart of all files audited along with the completed file audit checklists for later review.

**HOUSING AUTHORITY OF CITY OF COLUMBIA**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued)**  
**For The Year Ended December 31, 2020**

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**Finding 2020-002** Significant Deficiency: Eligibility and Special Tests and Provisions - Control Finding

CFDA 14.871 - Section 8 Housing Choice Vouchers

**Federal Agency:** U.S. Department of Housing and Urban Development

**Pass-Through Entity:** N/A - Direct Award

**Criteria Or Specific Requirements:**

1. The PHA must determine that a participant is eligible through an income verification (24 CFR section 982.516) and calculation in accordance with 24 CFR part 5 subpart F.
2. The PHA must Reexamine family income and composition at least once every 12 months and adjust the participant rent and housing assistance payment as necessary using the documentation from third-party verification (24 CFR section 982.516).

**Condition:** Income was not correctly calculated based on the support provided in the participant file.

**Cause:** The Authority has internal controls in place related to participant file review whereby files are second reviewed on a sample basis due to the number of participants in the program. The participant files related to the two instances described below were not randomly selected for participant file review.

**Effect:** While participants were found to be eligible for participation in both instances, a situation could arise there a participant is ineligible if all supporting documentation is not accurate or retained.

**Questioned Costs:** None.

**Context:** For two of sixty participant files, income was incorrectly calculated based on support in participant file. Statistical sampling was not used to test this compliance requirement.

**Identification as a repeat finding:** This was finding 2019-001.

**Recommendation:** The Authority should modify its internal control processes and increase the amount of second reviews performed to ensure participant files are complete, compliant and that assistance calculations are accurate and supported.

**Views of Responsible Officials:** The Housing Choice Voucher (HCV) Manager will pull files on a sample basis and conduct a second review of the file. The HCV Manager will keep a tracking chart of all files audited along with the completed file audit checklists for later review.

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**HOUSING AUTHORITY OF CITY OF COLUMBIA**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS (*Continued*)**  
**For The Year Ended December 31, 2020**

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**Finding 2020-003 Significant Deficiency: Special Tests and Provisions - Control Finding**  
CFDA 14.871 - Section 8 Housing Choice Vouchers Program

**Federal Agency:** U.S. Department of Housing and Urban Development

**Pass-Through Entity:** N/A - Direct Award

**Criteria Or Specific Requirements:** HUD requires that all families admitted to the program be selected from a waitlist (exception for special admission scenarios stated in 24 CFR section 982.203). The selection occurs when the Authority notifies a family whose name reaches the top of the waiting list to come in for eligibility verification (24 CFR sections 5.410, 982.54(d), and 982.201 through 982.207).

**Condition:** In October 2020, the Authority implemented a new internal control process over monthly waitlists to ensure the lists were accurate and individuals were appropriately removed from the waitlist when housed or found to be ineligible.

**Cause:** The Authority did not implement the internal control process until October 2020.

**Effect:** The possibility exists that noncompliance with federal requirements could go undetected without proper controls over compliance relating to direct and material compliance requirements.

**Questioned Costs:** None.

**Context:** For four of seven monthly waitlists selected for testing, a second review was not documented during calendar year 2020. All exceptions occurred in months prior to October 2020.

**Identification as a repeat finding:** Not applicable.

**Recommendation:** The Authority has implemented an internal control related to monthly waitlist review. Second reviews should be timely and documented to ensure compliance with the requirements of federal grants.

**Views of Responsible Officials:** Corrective Action plan already in place. This is no longer an issue.





Columbia  
Housing Authority

## Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, MO 65203

Office: 573.443.2556 ♦ TTY Relay 800.735.2966 ♦ Fax: 573.443.0051 ♦ www.ColumbiaHA.com

### CORRECTIVE ACTION PLAN For The Year Ended December 31, 2020

<b>Finding No. 2020-001</b>	Material Weakness: Special Tests and Provisions - Control Finding
<b>Personnel Responsible for Corrective Action:</b>	Section 8 Housing Choice Vouchers Program Staff Rick Hess, Director of Housing Operations Laura Lewis, Director of Affordable Housing
<b>Anticipated Completion Date:</b>	9/10/2021
<b>Corrective Action Plan:</b>	The Housing Choice Voucher Manager will pull files on a sample basis and conduct a second review of the file. The HCV Manager will meet with the Specialist to discuss results of the file review. Once the specialist has corrected the findings, the HCV Manager and the Specialist will sign off confirming completion. The HCV Manager will keep a tracking chart of all files audited along with the completed file audit checklists for later review.



# Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, MO 65203  
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## CORRECTIVE ACTION PLAN *(Continued)* For The Year Ended December 31, 2020

<b>Finding No. 2020-002</b>	Significant Deficiency: Eligibility and Special Tests and Provisions - Control Finding
<b>Personnel Responsible for Corrective Action:</b>	Section 8 Housing Choice Vouchers Program Staff Rick Hess, Director of Housing Operations Laura Lewis, Director of Affordable Housing
<b>Anticipated Completion Date:</b>	9/10/2021
<b>Corrective Action Plan:</b>	The Housing Choice Voucher Manager will pull files on a sample basis and conduct a second review of the file. The HCV Manager will meet with the specialist to discuss results of the file review. Once the specialist has corrected the findings, the HCV Manager and the Specialist will sign off confirming completion. The HCV Manager will keep a tracking chart of all files audited along with the completed file audit checklists for later review. The HCV Manager will increase the amount of second file reviews performed to ensure participant files are complete and accurate.



Columbia  
Housing Authority

## Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, MO 65203

Office: 573.443.2556 ♦ TTY Relay 800.735.2966 ♦ Fax: 573.443.0051 ♦ www.ColumbiaHA.com

### CORRECTIVE ACTION PLAN (*Continued*) For The Year Ended December 31, 2020

<b>Finding No. 2020-003</b>	Significant Deficiency: Special Tests and Provisions - Control Finding
<b>Personnel Responsible for Corrective Action:</b>	Section 8 Housing Choice Vouchers Program Staff Rick Hess, Director of Housing Operations Laura Lewis, Director of Affordable Housing
<b>Anticipated Completion Date:</b>	9/15/2020
<b>Corrective Action Plan:</b>	Corrective Action plan already in place. This is no longer an issue.

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## HOUSING AUTHORITY OF CITY OF COLUMBIA

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### SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

For The Year Ended December 31, 2020

Finding 2019-001 Significant Deficiency: Eligibility and Special Tests and Provisions – Compliance and Control Finding

CFDA 14.871 - Section 8 Housing Choice Vouchers Program

Federal Agency: U.S. Department of Housing and Urban Development

Condition/Cause: Income was not correctly calculated based on the support provided in the file and annual recertification was not performed timely. The authority has internal controls in place related to participant file review whereby files are second reviewed on a sample basis due to the number of participants in the program. The participant files related to the two instances described in 2019-001 were not randomly selected for participant file review.

Status: There were some exceptions noted related to controls in 2020, thus this finding has been repeated as a control finding 2020-002.

Finding 2019-002 Significant Deficiency: Allowable Costs, Reporting and Special Tests and Provisions - Control Finding

CFDA 14.871 - Section 8 Housing Choice Vouchers Program

Federal Agency: U.S. Department of Housing and Urban Development

Condition/Cause: Prior to July 2019, the Authority did not perform a review of information submitted monthly using the VMS system to ensure information was accurate and submitted timely. The Authority did not have an internal control process in place related to monthly VMS reporting prior to July 2019.

Status: Corrective action has taken place.

Board of Commissioners  
c/o Ms. Mary Harvey  
Housing Authority of City of Columbia  
201 Switzler Street  
Columbia, Missouri 65203

Dear Mary:

Enclosed are your copies of the financial statements for the Columbia Housing Authority as of December 31, 2020.

One reporting package needs to be submitted electronically to the Single Audit Clearinghouse along with a pdf copy of the Single Audit Report and the Authority's financial statement. We will send you instructions to assist you in the electronic submission of the documents to the Clearinghouse. We will perform the majority of the steps.

We appreciate the opportunity to be of continued service to the Authority. If we may furnish you with any additional information, please feel free to contact us.

Very truly yours,

RubinBrown LLP

Renita D. Duncan CPA  
Partner-In-Charge, Public Sector Services Group  
Direct Dial Number: 314.678.3546  
E-mail: [renita.duncan@rubinbrown.com](mailto:renita.duncan@rubinbrown.com)

RDD:eam

Enclosures

**Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

**2020**

Department of the Treasury  
Internal Revenue Service

▶ Do not enter social security numbers on this form as it may be made public.  
▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

**Open to Public Inspection**

**A** For the 2020 calendar year, or tax year beginning **01/01/2020** and ending **12/31/2020**

**B** Check if applicable:  
 Address change  
 Name change  
 Initial return  
 Final return/terminated  
 Amended return  
 Application pending

**C** Name of organization **COLUMBIA COMMUNITY HOUSING TRUST**  
 Doing business as  
 Number and street (or P.O. box if mail is not delivered to street address) Room/suite  
**201 Switzler Street**  
 City or town, state or province, country, and ZIP or foreign postal code  
**Columbia, MO, 65203**

**D** Employer identification number  
**46-3751945**

**E** Telephone number  
**573-443-2556**

**F** Name and address of principal officer: **Randy Cole**  
**201 Switzler Street, Columbia, MO 65203**

**G** Gross receipts \$ **10,098**

**H(a)** Is this a group return for subordinates?  Yes  No  
**H(b)** Are all subordinates included?  Yes  No  
 If "No," attach a list. See instructions  
**H(c)** Group exemption number ▶

**I** Tax-exempt status:  501(c)(3)  501(c) ( ) ◀ (insert no.)  4947(a)(1) or  527

**J** Website: ▶ **www.columbiaha.com**

**K** Form of organization:  Corporation  Trust  Association  Other ▶

**L** Year of formation: **2013** **M** State of legal domicile: **MO**

**Part I Summary**

Activities & Governance	<b>1</b>	Briefly describe the organization's mission or most significant activities: <b>To develop affordable housing for homeownership and affordable rental housing for low-income housing. Acquire undeveloped real estate through donations and hold said real estate for future development of affordable housing. Two donated homes are currently rented to qualified low-income families.</b>		
	<b>2</b>	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	<b>3</b>	Number of voting members of the governing body (Part VI, line 1a)	<b>3</b>	<b>5</b>
	<b>4</b>	Number of independent voting members of the governing body (Part VI, line 1b)	<b>4</b>	<b>5</b>
	<b>5</b>	Total number of individuals employed in calendar year 2020 (Part V, line 2a)	<b>5</b>	<b>0</b>
	<b>6</b>	Total number of volunteers (estimate if necessary)	<b>6</b>	<b>0</b>
	<b>7a</b>	Total unrelated business revenue from Part VIII, column (C), line 12	<b>7a</b>	<b>0</b>
	<b>b</b>	Net unrelated business taxable income from Form 990-T, Part I, line 11	<b>7b</b>	<b>0</b>
Revenue	<b>8</b>	Contributions and grants (Part VIII, line 1h)		<b>0</b>
	<b>9</b>	Program service revenue (Part VIII, line 2g)	<b>11,435</b>	<b>7,527</b>
	<b>10</b>	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	<b>16,428</b>	<b>2,571</b>
	<b>11</b>	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	<b>0</b>	<b>0</b>
	<b>12</b>	Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)	<b>27,863</b>	<b>10,098</b>
Expenses	<b>13</b>	Grants and similar amounts paid (Part IX, column (A), lines 1–3)		<b>0</b>
	<b>14</b>	Benefits paid to or for members (Part IX, column (A), line 4)		<b>0</b>
	<b>15</b>	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)		<b>0</b>
	<b>16a</b>	Professional fundraising fees (Part IX, column (A), line 11e)		<b>0</b>
	<b>b</b>	Total fundraising expenses (Part IX, column (D), line 25)	<b>0</b>	
	<b>17</b>	Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	<b>261,398</b>	<b>11,263</b>
	<b>18</b>	Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	<b>261,398</b>	<b>11,263</b>
	<b>19</b>	Revenue less expenses. Subtract line 18 from line 12	<b>-233,535</b>	<b>-1,165</b>
Net Assets or Fund Balances	<b>20</b>	Total assets (Part X, line 16)	<b>2,979,488</b>	<b>2,975,821</b>
	<b>21</b>	Total liabilities (Part X, line 26)	<b>5,451</b>	<b>2,949</b>
	<b>22</b>	Net assets or fund balances. Subtract line 21 from line 20	<b>2,974,037</b>	<b>2,972,872</b>

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here**

Signature of officer: **Randy Cole, Executive Director** Date: \_\_\_\_\_  
 Type or print name and title

**Paid Preparer Use Only**

Print/Type preparer's name: \_\_\_\_\_ Preparer's signature: \_\_\_\_\_ Date: \_\_\_\_\_ Check  if self-employed PTIN: \_\_\_\_\_  
 Firm's name ▶: \_\_\_\_\_ Firm's EIN ▶: \_\_\_\_\_  
 Firm's address ▶: \_\_\_\_\_ Phone no.: \_\_\_\_\_

May the IRS discuss this return with the preparer shown above? See instructions  Yes  No

**Part III Statement of Program Service Accomplishments**

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission:  
To develop affordable housing for homeownership and affordable rental housing for low-income families.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?  Yes  No  
If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services?  Yes  No  
If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code: ) (Expenses \$ 6,232 including grants of \$ 0) (Revenue \$ 10,098)  
In 2013, the City of Columbia, Missouri donated two homes renovated with a Neighborhood Stabilization Program grant. These homes are now being rented to qualified low-income families. Funds were also used to develop additional affordable rental housing for low-income families.

4b (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

4c (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

4d Other program services (Describe on Schedule O.)  
(Expenses \$ 0 including grants of \$ 0) (Revenue \$ 0)

4e Total program service expenses ▶ 6,232

**Part IV Checklist of Required Schedules**

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i> . . . . .	1 <input checked="" type="checkbox"/>	<input type="checkbox"/>
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> See instructions? . . . . .	2 <input type="checkbox"/>	<input checked="" type="checkbox"/>
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i> . . . . .	3 <input type="checkbox"/>	<input checked="" type="checkbox"/>
4 <b>Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i> . . . . .	4 <input type="checkbox"/>	<input checked="" type="checkbox"/>
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i> . . . . .	5 <input type="checkbox"/>	<input checked="" type="checkbox"/>
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i> . . . . .	6 <input type="checkbox"/>	<input checked="" type="checkbox"/>
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i> . . . . .	7 <input type="checkbox"/>	<input checked="" type="checkbox"/>
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i> . . . . .	8 <input type="checkbox"/>	<input checked="" type="checkbox"/>
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i> . . . . .	9 <input checked="" type="checkbox"/>	<input type="checkbox"/>
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? <i>If "Yes," complete Schedule D, Part V</i> . . . . .	10 <input type="checkbox"/>	<input checked="" type="checkbox"/>
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i> . . . . .	11a <input checked="" type="checkbox"/>	<input type="checkbox"/>
b Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i> . . . . .	11b <input type="checkbox"/>	<input checked="" type="checkbox"/>
c Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i> . . . . .	11c <input type="checkbox"/>	<input checked="" type="checkbox"/>
d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i> . . . . .	11d <input type="checkbox"/>	<input checked="" type="checkbox"/>
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i> . . . . .	11e <input type="checkbox"/>	<input checked="" type="checkbox"/>
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i> . . . . .	11f <input type="checkbox"/>	<input checked="" type="checkbox"/>
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i> . . . . .	12a <input type="checkbox"/>	<input checked="" type="checkbox"/>
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i> . . . . .	12b <input checked="" type="checkbox"/>	<input type="checkbox"/>
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i> . . . . .	13 <input type="checkbox"/>	<input checked="" type="checkbox"/>
14a Did the organization maintain an office, employees, or agents outside of the United States? . . . . .	14a <input type="checkbox"/>	<input checked="" type="checkbox"/>
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i> . . . . .	14b <input type="checkbox"/>	<input checked="" type="checkbox"/>
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i> . . . . .	15 <input type="checkbox"/>	<input checked="" type="checkbox"/>
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i> . . . . .	16 <input type="checkbox"/>	<input checked="" type="checkbox"/>
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I</i> See instructions . . . . .	17 <input type="checkbox"/>	<input checked="" type="checkbox"/>
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i> . . . . .	18 <input type="checkbox"/>	<input checked="" type="checkbox"/>
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i> . . . . .	19 <input type="checkbox"/>	<input checked="" type="checkbox"/>
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i> . . . . .	20a <input type="checkbox"/>	<input checked="" type="checkbox"/>
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return? . . . . .	20b <input type="checkbox"/>	<input type="checkbox"/>
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i> . . . . .	21 <input type="checkbox"/>	<input checked="" type="checkbox"/>



**Part IV Checklist of Required Schedules** *(continued)*

		Yes	No
22	Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>		✓
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>		✓
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>		✓
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a	<b>Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.</b> Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>		✓
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>		✓
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part II</i>		✓
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>		✓
28	Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions, for applicable filing thresholds, conditions, and exceptions):		
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? <i>If "Yes," complete Schedule L, Part IV</i>		✓
b	A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV</i>		✓
c	A 35% controlled entity of one or more individuals and/or organizations described in lines 28a or 28b? <i>If "Yes," complete Schedule L, Part IV</i>		✓
29	Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>		✓
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>		✓
31	Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>		✓
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>		✓
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>		✓
34	Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>		✓
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?		✓
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>		
36	<b>Section 501(c)(3) organizations.</b> Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>		✓
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>		✓
38	Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? <b>Note:</b> All Form 990 filers are required to complete Schedule O.	✓	

**Part V Statements Regarding Other IRS Filings and Tax Compliance**

Check if Schedule O contains a response or note to any line in this Part V

		Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable		
b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	✓	

**Part V** Statements Regarding Other IRS Filings and Tax Compliance (continued)

		Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return		
	<b>2a</b> 0		
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? <b>Note:</b> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)	<b>2b</b>	
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?	<b>3a</b>	✓
b	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O	<b>3b</b>	
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	<b>4a</b>	✓
b	If "Yes," enter the name of the foreign country See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	<b>5a</b>	✓
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	<b>5b</b>	✓
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	<b>5c</b>	
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	<b>6a</b>	✓
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	<b>6b</b>	
7	<b>Organizations that may receive deductible contributions under section 170(c).</b>		
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	<b>7a</b>	✓
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	<b>7b</b>	
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	<b>7c</b>	✓
d	If "Yes," indicate the number of Forms 8282 filed during the year	<b>7d</b>	
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	<b>7e</b>	✓
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	<b>7f</b>	✓
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	<b>7g</b>	
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	<b>7h</b>	
8	<b>Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	<b>8</b>	
9	<b>Sponsoring organizations maintaining donor advised funds.</b>		
a	Did the sponsoring organization make any taxable distributions under section 4966?	<b>9a</b>	
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	<b>9b</b>	
10	<b>Section 501(c)(7) organizations.</b> Enter:		
a	Initiation fees and capital contributions included on Part VIII, line 12	<b>10a</b>	
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	<b>10b</b>	
11	<b>Section 501(c)(12) organizations.</b> Enter:		
a	Gross income from members or shareholders	<b>11a</b>	
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	<b>11b</b>	
12a	<b>Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041?	<b>12a</b>	
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	<b>12b</b>	
13	<b>Section 501(c)(29) qualified nonprofit health insurance issuers.</b>		
a	Is the organization licensed to issue qualified health plans in more than one state? <b>Note:</b> See the instructions for additional information the organization must report on Schedule O.	<b>13a</b>	
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	<b>13b</b>	
c	Enter the amount of reserves on hand	<b>13c</b>	
14a	Did the organization receive any payments for indoor tanning services during the tax year?	<b>14a</b>	✓
b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O	<b>14b</b>	
15	Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 4720, Schedule N.	<b>15</b>	✓
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	<b>16</b>	✓

**Part VI Governance, Management, and Disclosure** For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI

**Section A. Governing Body and Management**

		Yes	No
<b>1a</b>	Enter the number of voting members of the governing body at the end of the tax year . . . . .		
	If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.		
<b>1b</b>	Enter the number of voting members included on line 1a, above, who are independent . . . . .		
<b>2</b>	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee? . . . . .		<input checked="" type="checkbox"/>
<b>3</b>	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person? . . . . .		<input checked="" type="checkbox"/>
<b>4</b>	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed? . . . . .		<input checked="" type="checkbox"/>
<b>5</b>	Did the organization become aware during the year of a significant diversion of the organization's assets? . . . . .		<input checked="" type="checkbox"/>
<b>6</b>	Did the organization have members or stockholders? . . . . .		<input checked="" type="checkbox"/>
<b>7a</b>	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body? . . . . .		<input checked="" type="checkbox"/>
<b>7b</b>	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body? . . . . .		<input checked="" type="checkbox"/>
<b>8</b>	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
<b>8a</b>	a The governing body? . . . . .	<input checked="" type="checkbox"/>	
<b>8b</b>	b Each committee with authority to act on behalf of the governing body? . . . . .	<input checked="" type="checkbox"/>	
<b>9</b>	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O . . . . .		<input checked="" type="checkbox"/>

**Section B. Policies** (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
<b>10a</b>	Did the organization have local chapters, branches, or affiliates? . . . . .		<input checked="" type="checkbox"/>
<b>10b</b>	b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes? . . . . .		
<b>11a</b>	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form? . . . . .		<input checked="" type="checkbox"/>
<b>12a</b>	Describe in Schedule O the process, if any, used by the organization to review this Form 990. . . . .		
<b>12a</b>	Did the organization have a written conflict of interest policy? If "No," go to line 13 . . . . .	<input checked="" type="checkbox"/>	
<b>12b</b>	b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts? . . . . .	<input checked="" type="checkbox"/>	
<b>12c</b>	c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done . . . . .		<input checked="" type="checkbox"/>
<b>13</b>	Did the organization have a written whistleblower policy? . . . . .	<input checked="" type="checkbox"/>	
<b>14</b>	Did the organization have a written document retention and destruction policy? . . . . .	<input checked="" type="checkbox"/>	
<b>15</b>	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
<b>15a</b>	a The organization's CEO, Executive Director, or top management official . . . . .		<input checked="" type="checkbox"/>
<b>15b</b>	b Other officers or key employees of the organization . . . . .		<input checked="" type="checkbox"/>
	If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).		
<b>16a</b>	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year? . . . . .		<input checked="" type="checkbox"/>
<b>16b</b>	b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements? . . . . .		

**Section C. Disclosure**

- 17** List the states with which a copy of this Form 990 is required to be filed **None**
- 18** Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.  
 Own website     Another's website     Upon request     Other (explain on Schedule O)
- 19** Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20** State the name, address, and telephone number of the person who possesses the organization's books and records **▶**  
**Columbia Housing Authority, (573)443-2556**

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

Check if Schedule O contains a response or note to any line in this Part VII

**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

**1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

See instructions for the order in which to list the persons above.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
Bob Hutton	0.00									
President	0.00	✓					0	0	0	
Robin Wenneker	0.00									
Vice President	0.00	✓					0	0	0	
Rigel Oliveri	0.00									
Secretary	0.00	✓					0	0	0	
Steve Calloway	0.00									
Treasurer	0.00	✓					0	0	0	
Max Lewis	0.00									
Board Member	0.00	✓					0	0	0	
Phil Steinhaus	0.00									
Executive Director	0.00			✓			0	0	0	



**Part VIII Statement of Revenue**

Check if Schedule O contains a response or note to any line in this Part VIII

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
<b>Contributions, Gifts, Grants and Other Similar Amounts</b>	<b>1a</b>	Federated campaigns . . . . .	<b>1a</b>					
	<b>b</b>	Membership dues . . . . .	<b>1b</b>					
	<b>c</b>	Fundraising events . . . . .	<b>1c</b>					
	<b>d</b>	Related organizations . . . . .	<b>1d</b>					
	<b>e</b>	Government grants (contributions)	<b>1e</b>					
	<b>f</b>	All other contributions, gifts, grants, and similar amounts not included above	<b>1f</b>					
	<b>g</b>	Noncash contributions included in lines 1a-1f . . . . .	<b>1g</b> \$					
	<b>h</b>	<b>Total.</b> Add lines 1a-1f . . . . .		0				
<b>Program Service Revenue</b>				Business Code				
	<b>2a</b>	Dwelling Rent	531390	7,305	7,305	0	0	
	<b>b</b>	Other Tenant Income	531390	222	222	0	0	
	<b>c</b>							
	<b>d</b>							
	<b>e</b>							
	<b>f</b>	All other program service revenue . . . . .		0	0	0	0	
<b>g</b>	<b>Total.</b> Add lines 2a-2f . . . . .		7,527					
<b>Other Revenue</b>	<b>3</b>	Investment income (including dividends, interest, and other similar amounts) . . . . .		2,571	2,571	0	0	
	<b>4</b>	Income from investment of tax-exempt bond proceeds		0	0	0	0	
	<b>5</b>	Royalties . . . . .		0	0	0	0	
	<b>6a</b>	Gross rents . . . . .	(i) Real					
			(ii) Personal					
			<b>6a</b>					
			<b>6b</b>					
	<b>b</b>	Less: rental expenses	<b>6b</b>					
	<b>c</b>	Rental income or (loss)	<b>6c</b>	0	0			
	<b>d</b>	Net rental income or (loss) . . . . .						
	<b>7a</b>	Gross amount from sales of assets other than inventory	(i) Securities					
			(ii) Other					
			<b>7a</b>					
			<b>7b</b>					
	<b>b</b>	Less: cost or other basis and sales expenses . . . . .	<b>7b</b>					
<b>c</b>	Gain or (loss) . . . . .	<b>7c</b>	0	0				
<b>d</b>	Net gain or (loss) . . . . .							
<b>8a</b>	Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18 . . . . .							
		<b>8a</b>						
		<b>8b</b>						
<b>b</b>	Less: direct expenses . . . . .	<b>8b</b>						
<b>c</b>	Net income or (loss) from fundraising events . . . . .							
<b>9a</b>	Gross income from gaming activities. See Part IV, line 19 . . . . .							
		<b>9a</b>						
		<b>9b</b>						
<b>b</b>	Less: direct expenses . . . . .	<b>9b</b>						
<b>c</b>	Net income or (loss) from gaming activities . . . . .							
<b>10a</b>	Gross sales of inventory, less returns and allowances . . . . .							
		<b>10a</b>						
		<b>10b</b>						
<b>b</b>	Less: cost of goods sold . . . . .	<b>10b</b>						
<b>c</b>	Net income or (loss) from sales of inventory . . . . .							
<b>Miscellaneous Revenue</b>				Business Code				
	<b>11a</b>							
	<b>b</b>							
	<b>c</b>							
	<b>d</b>	All other revenue . . . . .						
<b>e</b>	<b>Total.</b> Add lines 11a-11d . . . . .		0					
<b>12</b>	<b>Total revenue.</b> See instructions . . . . .		10,098	10,098	0	0		

**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

**Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.**

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21 . . . . .				
2 Grants and other assistance to domestic individuals. See Part IV, line 22 . . . . .				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16 . . . . .				
4 Benefits paid to or for members . . . . .				
5 Compensation of current officers, directors, trustees, and key employees . . . . .				
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) . . . . .				
7 Other salaries and wages . . . . .				
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions) . . . . .				
9 Other employee benefits . . . . .				
10 Payroll taxes . . . . .				
11 Fees for services (nonemployees):				
a Management . . . . .	598		598	
b Legal . . . . .				
c Accounting . . . . .	87		87	
d Lobbying . . . . .				
e Professional fundraising services. See Part IV, line 17 . . . . .				
f Investment management fees . . . . .				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.) . . . . .				
12 Advertising and promotion . . . . .				
13 Office expenses . . . . .	180	7	173	
14 Information technology . . . . .				
15 Royalties . . . . .				
16 Occupancy . . . . .	1,522	1,522		
17 Travel . . . . .				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials . . . . .				
19 Conferences, conventions, and meetings . . . . .				
20 Interest . . . . .				
21 Payments to affiliates . . . . .				
22 Depreciation, depletion, and amortization . . . . .	3,400		3,400	
23 Insurance . . . . .	628		628	
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a Maintenance . . . . .	4,703	4,703	0	
b Admin Expense . . . . .	145	0	145	
c . . . . .				
d . . . . .				
e All other expenses . . . . .				
25 <b>Total functional expenses.</b> Add lines 1 through 24e . . . . .	11,263	6,232	5,031	0
26 <b>Joint costs.</b> Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> If following SOP 98-2 (ASC 958-720) . . . . .				

**Part X Balance Sheet**

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year
Assets	<b>1</b> Cash—non-interest-bearing . . . . .	24,994	<b>1</b>	48,224
	<b>2</b> Savings and temporary cash investments . . . . .	412,921	<b>2</b>	115,114
	<b>3</b> Pledges and grants receivable, net . . . . .		<b>3</b>	
	<b>4</b> Accounts receivable, net . . . . .	280	<b>4</b>	245
	<b>5</b> Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons . . . . .		<b>5</b>	
	<b>6</b> Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B) . . . . .		<b>6</b>	
	<b>7</b> Notes and loans receivable, net . . . . .	2,322,298	<b>7</b>	2,596,570
	<b>8</b> Inventories for sale or use . . . . .		<b>8</b>	
	<b>9</b> Prepaid expenses and deferred charges . . . . .	628	<b>9</b>	701
	<b>10a</b> Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D . . . . .	<b>10a</b> 241,317		
	<b>b</b> Less: accumulated depreciation . . . . .	<b>10b</b> 26,350	218,367	<b>10c</b> 214,967
	<b>11</b> Investments—publicly traded securities . . . . .		<b>11</b>	
	<b>12</b> Investments—other securities. See Part IV, line 11 . . . . .		<b>12</b>	
	<b>13</b> Investments—program-related. See Part IV, line 11 . . . . .		<b>13</b>	
	<b>14</b> Intangible assets . . . . .		<b>14</b>	
	<b>15</b> Other assets. See Part IV, line 11 . . . . .		<b>15</b>	
<b>16 Total assets.</b> Add lines 1 through 15 (must equal line 33) . . . . .	2,979,488	<b>16</b>	2,975,821	
Liabilities	<b>17</b> Accounts payable and accrued expenses . . . . .	4,853	<b>17</b>	2,468
	<b>18</b> Grants payable . . . . .		<b>18</b>	
	<b>19</b> Deferred revenue . . . . .	18	<b>19</b>	1
	<b>20</b> Tax-exempt bond liabilities . . . . .		<b>20</b>	
	<b>21</b> Escrow or custodial account liability. Complete Part IV of Schedule D . . . . .	580	<b>21</b>	480
	<b>22</b> Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons . . . . .		<b>22</b>	
	<b>23</b> Secured mortgages and notes payable to unrelated third parties . . . . .	0	<b>23</b>	0
	<b>24</b> Unsecured notes and loans payable to unrelated third parties . . . . .		<b>24</b>	
	<b>25</b> Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17–24). Complete Part X of Schedule D . . . . .		<b>25</b>	
	<b>26 Total liabilities.</b> Add lines 17 through 25 . . . . .	5,451	<b>26</b>	2,949
Net Assets or Fund Balances	<b>Organizations that follow FASB ASC 958, check here</b> <input checked="" type="checkbox"/> <b>and complete lines 27, 28, 32, and 33.</b>			
	<b>27</b> Net assets without donor restrictions . . . . .	2,561,116	<b>27</b>	2,857,758
	<b>28</b> Net assets with donor restrictions . . . . .	412,921	<b>28</b>	115,114
	<b>Organizations that do not follow FASB ASC 958, check here</b> <input type="checkbox"/> <b>and complete lines 29 through 33.</b>			
	<b>29</b> Capital stock or trust principal, or current funds . . . . .		<b>29</b>	
	<b>30</b> Paid-in or capital surplus, or land, building, or equipment fund . . . . .		<b>30</b>	
	<b>31</b> Retained earnings, endowment, accumulated income, or other funds . . . . .		<b>31</b>	
	<b>32 Total net assets or fund balances.</b> . . . . .	2,974,037	<b>32</b>	2,972,872
<b>33 Total liabilities and net assets/fund balances.</b> . . . . .	2,979,488	<b>33</b>	2,975,821	



**Part XI Reconciliation of Net Assets**

Check if Schedule O contains a response or note to any line in this Part XI

<b>1</b>	Total revenue (must equal Part VIII, column (A), line 12)	<b>1</b>	10,098
<b>2</b>	Total expenses (must equal Part IX, column (A), line 25)	<b>2</b>	11,263
<b>3</b>	Revenue less expenses. Subtract line 2 from line 1	<b>3</b>	-1,165
<b>4</b>	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	<b>4</b>	2,974,037
<b>5</b>	Net unrealized gains (losses) on investments	<b>5</b>	0
<b>6</b>	Donated services and use of facilities	<b>6</b>	0
<b>7</b>	Investment expenses	<b>7</b>	0
<b>8</b>	Prior period adjustments	<b>8</b>	0
<b>9</b>	Other changes in net assets or fund balances (explain on Schedule O)	<b>9</b>	0
<b>10</b>	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	<b>10</b>	2,972,872

**Part XII Financial Statements and Reporting**

Check if Schedule O contains a response or note to any line in this Part XII

		Yes	No
<b>1</b>	Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
<b>2a</b>	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input checked="" type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	✓	
<b>b</b>	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input checked="" type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	✓	
<b>c</b>	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	✓	
<b>3a</b>	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		✓
<b>b</b>	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits.		

**SCHEDULE A**  
(Form 990 or 990-EZ)

Department of the Treasury  
Internal Revenue Service

**Public Charity Status and Public Support**

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.  
▶ Attach to Form 990 or Form 990-EZ.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2020**

**Open to Public Inspection**

Name of the organization

COLUMBIA COMMUNITY HOUSING TRUST

Employer identification number

46-3751945

**Part I Reason for Public Charity Status.** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1  A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2  A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990 or 990-EZ).)
- 3  A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4  A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: \_\_\_\_\_
- 5  An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6  A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7  An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8  A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9  An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: \_\_\_\_\_
- 10  An organization that normally receives (1) more than 33<sup>1</sup>/<sub>3</sub>% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33<sup>1</sup>/<sub>3</sub>% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11  An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12  An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
  - a  **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
  - b  **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
  - c  **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
  - d  **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
  - e  Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
- f Enter the number of supported organizations . . . . .
- g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
<b>Total</b>						

**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") . . . . .	0	1,422,400	0	0	0	1,422,400
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf . . . . .						
3 The value of services or facilities furnished by a governmental unit to the organization without charge . . . . .						
4 <b>Total.</b> Add lines 1 through 3 . . . . .	0	1,422,400	0	0	0	1,422,400
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) . . . . .						
6 <b>Public support.</b> Subtract line 5 from line 4						1,422,400

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
7 Amounts from line 4 . . . . .	0	1,422,400	0	0	0	1,422,400
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources . . . . .	1,801	14,218	24,158	16,428	2,571	59,176
9 Net income from unrelated business activities, whether or not the business is regularly carried on . . . . .						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) . . . . .						
11 <b>Total support.</b> Add lines 7 through 10						1,481,576
12 Gross receipts from related activities, etc. (see instructions) . . . . .					12	51,585
13 <b>First 5 years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> . . . . . ▶ <input type="checkbox"/>						

**Section C. Computation of Public Support Percentage**

14 Public support percentage for 2020 (line 6, column (f), divided by line 11, column (f)) . . . . .	14	96.01 %
15 Public support percentage from 2019 Schedule A, Part II, line 14 . . . . .	15	97.24 %
16a <b>33 1/3% support test—2020.</b> If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization . . . . . ▶ <input checked="" type="checkbox"/>		
b <b>33 1/3% support test—2019.</b> If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization . . . . . ▶ <input type="checkbox"/>		
17a <b>10%-facts-and-circumstances test—2020.</b> If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization . . . . . ▶ <input type="checkbox"/>		
b <b>10%-facts-and-circumstances test—2019.</b> If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization . . . . . ▶ <input type="checkbox"/>		
18 <b>Private foundation.</b> If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions . . . . . ▶ <input type="checkbox"/>		

**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ►	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
<b>2</b> Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose . . . .						
<b>3</b> Gross receipts from activities that are not an unrelated trade or business under section 513						
<b>4</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf . . . . .						
<b>5</b> The value of services or facilities furnished by a governmental unit to the organization without charge . . . . .						
<b>6 Total.</b> Add lines 1 through 5 . . . . .						
<b>7a</b> Amounts included on lines 1, 2, and 3 received from disqualified persons . . . . .						
<b>b</b> Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year . . . . .						
<b>c</b> Add lines 7a and 7b . . . . .						
<b>8 Public support.</b> (Subtract line 7c from line 6.) . . . . .						

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ►	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
<b>9</b> Amounts from line 6 . . . . .						
<b>10a</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources . . . . .						
<b>b</b> Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975 . . . . .						
<b>c</b> Add lines 10a and 10b . . . . .						
<b>11</b> Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on . . . . .						
<b>12</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) . . . . .						
<b>13 Total support.</b> (Add lines 9, 10c, 11, and 12.) . . . . .						

**14 First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** . . . . .

**Section C. Computation of Public Support Percentage**

<b>15</b> Public support percentage for 2020 (line 8, column (f), divided by line 13, column (f)) . . . . .	<b>15</b>	%
<b>16</b> Public support percentage from 2019 Schedule A, Part III, line 15 . . . . .	<b>16</b>	%

**Section D. Computation of Investment Income Percentage**

<b>17</b> Investment income percentage for 2020 (line 10c, column (f), divided by line 13, column (f)) . . . . .	<b>17</b>	%
<b>18</b> Investment income percentage from 2019 Schedule A, Part III, line 17 . . . . .	<b>18</b>	%

**19a 33 1/3% support tests—2020.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization . . . . .

**b 33 1/3% support tests—2019.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization . . . . .

**20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions . . . . .

**Part IV Supporting Organizations**

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

	Yes	No
<b>1</b> Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
<b>2</b> Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
<b>3a</b> Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
<b>b</b> Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
<b>c</b> Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
<b>4a</b> Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
<b>b</b> Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
<b>c</b> Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
<b>5a</b> Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
<b>b Type I or Type II only.</b> Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
<b>c Substitutions only.</b> Was the substitution the result of an event beyond the organization's control?		
<b>6</b> Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
<b>7</b> Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
<b>8</b> Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
<b>9a</b> Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
<b>b</b> Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
<b>c</b> Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
<b>10a</b> Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer line 10b below.</i>		
<b>b</b> Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

**Part IV Supporting Organizations** (continued)

	Yes	No
<b>11</b> Has the organization accepted a gift or contribution from any of the following persons?		
<b>a</b> A person who directly or indirectly controls, either alone or together with persons described in lines 11b and 11c below, the governing body of a supported organization?		
<b>b</b> A family member of a person described in line 11a above?		
<b>c</b> A 35% controlled entity of a person described in line 11a or 11b above? <i>If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI.</i>		

**Section B. Type I Supporting Organizations**

	Yes	No
<b>1</b> Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? <i>If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.</i>		
<b>2</b> Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? <i>If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.</i>		

**Section C. Type II Supporting Organizations**

	Yes	No
<b>1</b> Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? <i>If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).</i>		

**Section D. All Type III Supporting Organizations**

	Yes	No
<b>1</b> Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
<b>2</b> Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? <i>If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).</i>		
<b>3</b> By reason of the relationship described in line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? <i>If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.</i>		

**Section E. Type III Functionally Integrated Supporting Organizations**

<b>1</b> Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).		
<b>a</b> <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.		
<b>b</b> <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.		
<b>c</b> <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).		
<b>2</b> Activities Test. Answer lines 2a and 2b below.		
<b>a</b> Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? <i>If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.</i>		
<b>b</b> Did the activities described in line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? <i>If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.</i>		
<b>3</b> Parent of Supported Organizations. Answer lines 3a and 3b below.		
<b>a</b> Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? <i>If "Yes" or "No," provide details in Part VI.</i>		
<b>b</b> Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? <i>If "Yes," describe in Part VI the role played by the organization in this regard.</i>		

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

1  Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A—Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	<b>Adjusted Net Income</b> (subtract lines 5, 6, and 7 from line 4)	8	

Section B—Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	<b>Total</b> (add lines 1a, 1b, and 1c)	1d	
e	<b>Discount</b> claimed for blockage or other factors (explain in detail in Part VI):	1e	
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	<b>Minimum Asset Amount</b> (add line 7 to line 6)	8	

Section C—Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	<b>Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	

7  Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations** (continued)

Section D—Distributions		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	1
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4	Amounts paid to acquire exempt-use assets	4
5	Qualified set-aside amounts (prior IRS approval required—provide details in Part VI)	5
6	Other distributions (describe in Part VI). See instructions.	6
7	<b>Total annual distributions.</b> Add lines 1 through 6.	7
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	8
9	Distributable amount for 2020 from Section C, line 6	9
10	Line 8 amount divided by line 9 amount	10

Section E—Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2020	(iii) Distributable Amount for 2020
1	Distributable amount for 2020 from Section C, line 6		
2	Underdistributions, if any, for years prior to 2020 (reasonable cause required—explain in Part VI). See instructions.		
3	Excess distributions carryover, if any, to 2020		
a	From 2015 . . . . .		
b	From 2016 . . . . .		
c	From 2017 . . . . .		
d	From 2018 . . . . .		
e	From 2019 . . . . .		
f	<b>Total</b> of lines 3a through 3e		
g	Applied to underdistributions of prior years		
h	Applied to 2020 distributable amount		
i	Carryover from 2015 not applied (see instructions)		
j	Remainder. Subtract lines 3g, 3h, and 3i from line 3f.		
4	Distributions for 2020 from Section D, line 7: \$		
a	Applied to underdistributions of prior years		
b	Applied to 2020 distributable amount		
c	Remainder. Subtract lines 4a and 4b from line 4.		
5	Remaining underdistributions for years prior to 2020, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.		
6	Remaining underdistributions for 2020. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.		
7	<b>Excess distributions carryover to 2021.</b> Add lines 3j and 4c.		
8	Breakdown of line 7:		
a	<b>Excess from 2016</b> . . .		
b	Excess from 2017 . . .		
c	Excess from 2018 . . .		
d	Excess from 2019 . . .		
e	Excess from 2020 . . .		





**SCHEDULE D  
(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Financial Statements**

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.  
▶ Attach to Form 990.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2020**

**Open to Public Inspection**

Name of the organization <b>COLUMBIA COMMUNITY HOUSING TRUST</b>	Employer identification number <b>46-3751945</b>
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**Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.**  
Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year . . . . .		
2 Aggregate value of contributions to (during year) . . . . .		
3 Aggregate value of grants from (during year) . . . . .		
4 Aggregate value at end of year . . . . .		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? . . . . .  Yes  No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? . . . . .  Yes  No

**Part II Conservation Easements.**  
Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).  
 Preservation of land for public use (for example, recreation or education)     Preservation of a historically important land area  
 Protection of natural habitat     Preservation of a certified historic structure  
 Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements . . . . .	2a
b Total acreage restricted by conservation easements . . . . .	2b
c Number of conservation easements on a certified historic structure included in (a) . . . . .	2c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register . . . . .	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ \_\_\_\_\_

4 Number of states where property subject to conservation easement is located ▶ \_\_\_\_\_

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? . . . . .  Yes  No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \_\_\_\_\_

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$ \_\_\_\_\_

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? . . . . .  Yes  No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.**  
Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 . . . . . ▶ \$ \_\_\_\_\_

(ii) Assets included in Form 990, Part X . . . . . ▶ \$ \_\_\_\_\_

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1 . . . . . ▶ \$ \_\_\_\_\_

b Assets included in Form 990, Part X . . . . . ▶ \$ \_\_\_\_\_

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)**

- 3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):
- a  Public exhibition
  - b  Scholarly research
  - c  Preservation for future generations
  - d  Loan or exchange program
  - e  Other \_\_\_\_\_
- 4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection?  Yes  No

**Part IV Escrow and Custodial Arrangements.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X?  Yes  No
- b If "Yes," explain the arrangement in Part XIII and complete the following table:
- |                                 | Amount |
|---------------------------------|--------|
| c Beginning balance             | 1c     |
| d Additions during the year     | 1d     |
| e Distributions during the year | 1e     |
| f Ending balance                | 1f     |
- 2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability?  Yes  No
- b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

**Part V Endowment Funds.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

- 2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
- a Board designated or quasi-endowment  \_\_\_\_\_ %
  - b Permanent endowment  \_\_\_\_\_ %
  - c Term endowment  \_\_\_\_\_ %
- The percentages on lines 2a, 2b, and 2c should equal 100%.
- 3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:
- |  | Yes    | No |
|--|--------|----|
| (i) Unrelated organizations  | 3a(i)  |    |
| (ii) Related organizations   | 3a(ii) |    |
| b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? | 3b     |    |
- 4 Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land	0	105,317		105,317
b Buildings	0	136,000	26,350	109,650
c Leasehold improvements	0	0	0	0
d Equipment	0	0	0	0
e Other	0	0	0	0
<b>Total.</b> Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				214,967

**Part VII Investments—Other Securities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives . . . . .		
(2) Closely held equity interests . . . . .		
(3) Other		
(A) . . . . .		
(B) . . . . .		
(C) . . . . .		
(D) . . . . .		
(E) . . . . .		
(F) . . . . .		
(G) . . . . .		
(H) . . . . .		
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 12.) . . . . . ▶		

**Part VIII Investments—Program Related.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 13.) . . . . . ▶		

**Part IX Other Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 15.) . . . . . ▶	

**Part X Other Liabilities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1.	(a) Description of liability	(b) Book value
	(1) Federal income taxes	
	(2)	
	(3)	
	(4)	
	(5)	
	(6)	
	(7)	
	(8)	
	(9)	
	<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 25.) . . . . . ▶	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII .



SCHEDULE O  
(Form 990 or 990-EZ)

**Supplemental Information to Form 990 or 990-EZ**

OMB No. 1545-0047

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.

**2020**

Department of the Treasury  
Internal Revenue Service

▶ Attach to Form 990 or 990-EZ.

**Open to Public  
Inspection**

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

Name of the organization

Employer identification number

COLUMBIA COMMUNITY HOUSING TRUST

46-3751945

Form 990, Part VI, Section B, Line 11b - The IRS Form 990 was provided to the governing body for their review after it was filed.

Form 990, Part VI, Section C, Line 19 - Available upon request



**AGREEMENT**  
**For**  
**PROFESSIONAL SERVICES**  
**Between**  
**THE CITY OF COLUMBIA, MISSOURI**  
**And**  
**COLUMBIA COMMUNITY HOUSING TRUST**  
**For**  
**A PLAN FOR COMPREHENSIVE HOMELESS SERVICES CENTER**

THIS AGREEMENT (hereinafter "Agreement") between the City of Columbia, Missouri, a municipal corporation (hereinafter "CITY") and Columbia Community Housing Trust, a nonprofit corporation with an address of 201 Switzler Street, Columbia, Missouri 65203-4156, (hereinafter "CONSULTANT") is entered into on the date of the last signatory noted below (the "Effective Date"). CITY and CONSULTANT are each individually referred to herein as a "Party" and collectively as the "Parties."

WITNESSETH:

WHEREAS, City desires to engage the Consultant to render certain professional services as outlined in the Scope of Work in Exhibit A; and

WHEREAS, Consultant represents and warrants that Consultant is equipped, competent, and able to provide all of the professional services necessary or appropriate in accordance with this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants set out in this Agreement and for other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged), the Parties agree as follows.

1. Services and Performance Standards.
  - a. Scope of Services. The scope of services involves the professional and technical consulting services for development of a plan for a comprehensive homeless services center (hereinafter "Project"). The Project is more fully described in CONSULTANT's **Scope of Services**, which is attached as **Exhibit A**.
  - b. Prior to beginning any work on Project, CONSULTANT shall resolve with CITY any perceived ambiguity in Project. CITY shall issue a written notice to proceed.
  - c. CONSULTANT shall exercise reasonable skill, care and diligence in performance of its services and will carry out its responsibilities in accordance with the generally accepted standards of good professional practices in effect at time of performance. If CONSULTANT fails to meet the foregoing standards,



CONSULTANT shall, subject to the provisions of Paragraph 18, perform at its own cost, and without reimbursement from CITY, the professional services necessary to correct errors and omissions which are caused by CONSULTANT's failure to comply with the above standard.

d. Schedule. On or after the Effective Date, the CITY shall issue the notice to proceed and CONSULTANT shall proceed in accordance with the timeline contained in the **Schedule of Work**, which is attached as **Exhibit B**.

2. Addition or Deletions to Services. CITY may add to CONSULTANT's services or delete therefrom, provided that the total cost of such work does not exceed the total cost allowance as specified herein. CONSULTANT shall undertake such changed activities only upon the written direction of CITY. All such directives and changes shall be in written form and prepared and approved by the Parties. There shall be no change in the Schedule of Work unless specifically identified and agreed to by CONSULTANT and CITY at the time such services are added or deleted.
3. Exchange of Data. All information, data, and reports in CITY's possession and necessary for the carrying out of the work, shall be furnished to CONSULTANT without charge, and the Parties shall cooperate with each other in every way possible in carrying out the Scope of Services.
4. Personnel. CONSULTANT represents that CONSULTANT will secure at CONSULTANT's own expense, subject to the provisions of Paragraph 6, all personnel required to perform the services called for under this Agreement by CONSULTANT. Such personnel shall not be employees of or have any contractual relationship with CITY, except as employees of CONSULTANT. All of the services required hereunder will be performed by CONSULTANT or under CONSULTANT's direct supervision. All CONSULTANT's personnel engaged in the work shall be fully qualified and shall be authorized under state and local law to perform such services. None of the work or services covered by this Agreement shall be subcontracted without the prior written approval of CITY.
5. Term. This Agreement shall commence on the Effective Date and shall terminate upon completion of the Project.
6. Costs not to Exceed. The Parties have established a fixed sum of **seventy-five thousand dollars (\$75,000.00)** for CONSULTANT's total cost allowance for services as outlined in this Agreement. All expenses for payments to third parties or for materials or equipment on hand shall be documented and are reimbursable at cost only. Expenses for CONSULTANT'S personnel, or personnel of The Housing Authority of the City of Columbia, Missouri, shall be documented and are reimbursable at cost only (cost shall include the hourly rate paid to the employee plus the employer's share of FICA). To the extent that CONSULTANT is advised by its insurer to procure additional insurance to cover

its obligations hereunder, such additional expense shall be an expense reimbursable hereunder.

7. Payment.

a. Payment shall be made according to the following schedule:

\$25,000 initial payment upon execution of agreement;  
\$25,000 second payment based on submission of acceptable draft plan, per the scope of services; and  
\$25,000 final payment based on the submission and approval of the final plan.

Notwithstanding the foregoing payment schedule, the final payment may be reduced if expenses are less than projected.

b. Conditioned upon acceptable performance. Provided CONSULTANT performs the services in the manner set forth in Paragraph 1 hereof, CITY agrees to pay CONSULTANT in accordance with the terms outlined herein, which shall constitute complete compensation for all services to be rendered under this Agreement; provided, that where payments are to be made periodically to CONSULTANT for services rendered under this Agreement, CITY expressly reserves the right to disapprove in whole or in part a request for payment where the services rendered during the period for which payment is claimed are not performed in a timely and satisfactory manner.

c. CITY shall have ten (10) days from the date of receipt of the invoice to register CITY's disapproval of the work billed on that invoice. Following CONSULTANT's receipt of said disapproval, CONSULTANT shall have ten (10) days to cure the issues presented. If cure cannot be obtained within ten (10) days, CONSULTANT shall notify CITY of the proposed amount of time for cure, and reach an agreement as to an acceptable alternative deadline.

d. Upon receipt of the invoice and progress report, CITY will, as soon as practical, pay CONSULTANT for the services rendered. CITY shall pay CONSULTANT within thirty (30) days of receipt of an invoice.

8. Termination of Agreement.

a. Termination for Breach. Failure of CONSULTANT to fulfill CONSULTANT's obligations under this Agreement in a timely and satisfactory manner in accordance with the schedule and description of services for the Project agreed to by both Parties shall constitute a breach of this Agreement, and CITY shall thereupon have the right to immediately terminate this Agreement. CITY shall give seven (7) days written notice of termination to CONSULTANT by one of three different means: Facsimile Transmission ("FAX") if CONSULTANT has a FAX number; U.S. Postal Service Mails; or by hand delivering a copy of the

same to CONSULTANT; or may give notice by any combination of the above methods. The date of termination shall be the date upon which notice of termination is hand delivered to CONSULTANT or given by FAX, or the third day following mailing of the notice of termination, whichever first occurs. In the event of termination for breach, CITY, at its sole option, may utilize any and all finished or unfinished documents, data, studies, and reports or other materials prepared by CONSULTANT under this Agreement prior to the date of termination, subject to CITY'S obligation to pay just and equitable compensation to CONSULTANT for such work. Notwithstanding the foregoing, but subject to the limitations on CONSULTANT'S liability as set forth herein, CONSULTANT shall not be relieved of liability to CITY for damages sustained by CITY by virtue of any such breach of this Agreement by CONSULTANT.

b. Termination for Convenience. CITY shall have the right at any time by written notice to CONSULTANT to terminate and cancel this Agreement, without cause, for the convenience of CITY, and CONSULTANT shall immediately stop work. In such event CITY shall not be liable to CONSULTANT except for payment for actual work performed prior to such notice in an amount proportionate to the completed contract price and for the actual costs of preparations made by CONSULTANT for the performance of the cancelled portions of the Agreement, including a reasonable allowance of profit applicable to the actual work performed and such preparations. In the event of termination for convenience, CITY, at its sole option, may purchase, for just and equitable compensation any and all finished or unfinished documents, data, studies, and reports or other materials prepared by CONSULTANT under this Agreement. Any reuse of any satisfactory work completed prior to the termination for convenience shall be at CITY's own risk and without any liability to CONSULTANT. Anticipatory profits and consequential damages shall not be recoverable by CONSULTANT.

9. Ownership of Intellectual Property and Work Product.

a. Any software, research, reports, studies, data, photographs, videos, negatives or other documents, drawings or materials prepared by CONSULTANT in the performance of its obligations under the resulting contract shall be the exclusive property of the City of Columbia and all such materials shall be delivered to the City of Columbia by the CONSULTANT upon completion, termination or cancellation of the resulting contract. CONSULTANT may, at its own expense, keep copies of all its writing for its personal files. CONSULTANT shall not use, willingly allow, or cause to have such materials used for any purpose other than the performance of CONSULTANT's obligations under this contract without prior written consent of the City of Columbia; provided, however, that the CONSULTANT shall be allowed to use non-confidential materials for samples in pursuit of grants or other projects. The ownership rights described

herein shall include, but not be limited to, the right to copy, publish, display, transfer, prepare derivative works, or otherwise use written works.

b. Notwithstanding the City's ownership of the work product, City acknowledges and agrees that: (i) CONSULTANT has the right to re-use any of its pre-existing know-how, ideas, concepts, methods, processes, or similar information, however characterized, whether in tangible or intangible form, and whether used by CONSULTANT in the performance of Services or not, at any time and without limitation, and (ii) CONSULTANT retains ownership of any and all of its intellectual property rights that existed prior to the Effective Date including, but not limited to, all methods, concepts, designs, reports, programs, and templates.

c. Pre-existing works include inventions (whether or not patentable), works of authorship, trade secrets, techniques, know-how, ideas, concepts, algorithms, and other intellectual property which existed prior to commencement of this Agreement. No property rights to any pre-existing works shall inure to the City. To the extent that CONSULTANT incorporates pre-existing work into a derivative work for City, CONSULTANT will retain ownership of such derivative work, except for those items identified in Paragraph 9.a above, and provided that it hereby grants City a royalty free, nonexclusive, perpetual, non-transferable, non-assignable, limited license to use the work solely for internal purposes. The work product cannot be used for any outside jurisdiction without written permission from CONSULTANT."

10. **Conflicts.** No salaried officer or employee of CITY and no member of City Council shall have a financial interest, direct or indirect, in this Agreement. A violation of this provision renders this Agreement void. Any federal regulations and applicable provisions in Section 105.450 et seq. RSMo shall not be violated. CONSULTANT covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services to be performed under this Agreement. CONSULTANT further covenants that in the performance of this Agreement no person having such interest shall be employed.
11. **Assignment.** CONSULTANT shall not assign any interest in this Agreement, and shall not transfer any interest in the same (whether by assignment or novation), without prior written consent of CITY thereto. Notice of such assignment or transfer shall be furnished in writing promptly to CITY. Any such assignment is expressly subject to all rights and remedies of CITY under this Agreement, including the right to change or delete activities from this Agreement or to terminate the same as provided herein, and no such assignment shall require CITY to give any notice to any such assignee of any actions which CITY may take under this Agreement, though CITY will attempt to so notify any such assignee.

12. Compliance with Laws. CONSULTANT agrees to comply with all applicable federal, state and local laws or rules and regulations applicable to the provision of services hereunder.
13. Employment Of Unauthorized Aliens Prohibited. CONSULTANT agrees to comply with Missouri State Statute section 285.530 in that CONSULTANT shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. As a condition for the award of this Agreement, CONSULTANT shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. CONSULTANT shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. CONSULTANT shall require each subcontractor to affirmatively state in its contract with CONSULTANT that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri. CONSULTANT shall also require each subcontractor to provide CONSULTANT with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.
14. General Independent Contractor Clause. This Agreement does not create an employee/employer relationship between the Parties. It is the Parties' intention that the CONSULTANT will be an independent contractor and not CITY's employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, Missouri revenue and taxation laws, Missouri workers' compensation and unemployment insurance laws. CONSULTANT will retain sole and absolute discretion in the judgment of the manner and means of carrying out CONSULTANT's activities and responsibilities hereunder. CONSULTANT agrees that it is a separate and independent enterprise from the public employer, that it has a full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This Agreement shall not be construed as creating any joint employment relationship between CONSULTANT and CITY, and CITY will not be liable for any obligation incurred by CONSULTANT, including but not limited to unpaid minimum wages and/or overtime premiums.
15. Hold Harmless Agreement: To the fullest extent not prohibited by law, CONSULTANT shall indemnify and hold harmless the City of Columbia, its directors, officers, agents, and employees from and against all claims, damages, losses, and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of CONSULTANT in connection with providing these services. This provision does not, however,

require CONSULTANT to indemnify, hold harmless, or defend the City of Columbia from the act, failure to act, negligence or otherwise, of any professional subcontractor (meaning anyone holding a professional license, including but not limited to consultants having a contract with CONSULTANT or a subcontractor for part of the services); provided, however, that CONSULTANT shall require the provision of a hold harmless agreement in favor of the City of Columbia from each such subcontractor of CONSULTANT. This provision further does not require CONSULTANT to indemnify, hold harmless, or defend the City of Columbia from its own actions, inactions, (willful or otherwise), or its own negligence.

16. No Waiver of Sovereign Immunity. In no event shall the language of this Agreement constitute or be construed as a waiver or limitation for either Party's rights or defenses with regard to each Party's applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitution or law.
17. Professional Oversight Indemnification. CONSULTANT understands and agrees that CITY has contracted with CONSULTANT based upon CONSULTANT's representations that CONSULTANT is a skilled professional and fully able to provide the services set out in this Agreement. In addition to any other indemnification set out in this Agreement, CONSULTANT agrees to defend, indemnify and hold and save harmless CITY from any and all claims, settlements, and judgments whatsoever arising out of CITY's alleged negligence in hiring or failing to properly supervise CONSULTANT.
18. Professional Responsibility. CONSULTANT shall exercise reasonable skill, care, and diligence in the performance of its services and will carry out its responsibilities in accordance with customarily accepted good professional practices. If CONSULTANT fails to meet the foregoing standard, CONSULTANT shall perform at its own cost, and without reimbursement from CITY, the professional services necessary to correct the errors and omissions which are caused by CONSULTANT's failure to comply with above standard, and which are reported to CONSULTANT within one (1) year from the completion of CONSULTANT'S services for the Project. Notwithstanding the foregoing, CONSULTANT shall not be liable for, and shall not be required to perform, at its cost, without reimbursement from the City, professional services necessary to correct the errors and omissions in the work of any professionally licensed subcontractor; provided however that CONSULTANT shall require such subcontractor to execute an agreement requiring it to provide such corrections, at its cost, without reimbursement from the CITY, and CONSULTANT shall facilitate the provision of such corrections.
19. Governing Law and Venue. This Agreement shall be governed, interpreted, and enforced in accordance with the laws of the State of Missouri and/or the laws of the United States, as applicable. The venue for all litigation arising out of, or

relating to this Agreement, shall be in Boone County, Missouri, or the United States Western District of Missouri. The Parties hereto irrevocably agree to submit to the exclusive jurisdiction of such courts in the State of Missouri. The Parties agree to waive any defense of forum non conveniens.

20. No Third-Party Beneficiary. No provision of this Agreement is intended to nor shall it in any way inure to the benefit of any customer, property owner or any other third party, so as to constitute any such Person a third-party beneficiary under this Agreement.
21. Notices. Any notice, demand, request, or communication required or authorized by this Agreement shall be delivered either by hand, facsimile, overnight courier or mailed by certified mail, return receipt requested, with postage prepaid, to:

**If to CITY:**

City of Columbia  
**Finance Department**  
**ATTN: Cale Turner, Purchasing Agent**  
P.O. Box 6015  
Columbia, MO 65205-6015

**If to CONSULTANT:**

**Columbia Community Housing Trust**  
**ATTN: Registered Agent Randy Cole**  
**201 Switzer Street**  
**Columbia, Missouri 65203-4156**

The designation and titles of the person to be notified or the address of such person may be changed at any time by written notice. Any such notice, demand, request, or communication shall be deemed delivered on receipt if delivered by hand or facsimile and on deposit by the sending party if delivered by courier or U.S. mail.

22. Public Records Act. CITY is subject to the Missouri Sunshine Law. The Parties agree that this Agreement shall be interpreted in accordance with the provisions of the Missouri Sunshine Law as amended and CONSULTANT agrees to maintain the confidentiality of information which is not subject to public disclosure under the Sunshine Law.
23. Amendment. No amendment, addition to, or modification of any provision hereof shall be binding upon the Parties, and neither Party shall be deemed to have waived any provision or any remedy available to it unless such amendment, addition, modification or waiver is in writing and signed by a duly authorized officer or representative of the applicable Party or Parties.
24. Audit. Consultant shall maintain financial records according to generally accepted accounting standards. City has the right, at its sole expense and during normal working hours, to examine the records of Consultant to the extent reasonably necessary to verify the accuracy of any statement, charge or computation made pursuant to this Agreement.

25. Nondiscrimination. During the performance of this Agreement, Consultant shall not discriminate against any employee, applicant for employment or recipient of services because of race, color, religion, sex, sexual orientation, gender identity, age, disability, national origin, or any other legally protected category. Consultant shall comply with all provisions of laws, rules and regulations governing the regulation of Equal Employment Opportunity including Title VI of the Civil Rights Act of 1964 and Chapter 12 of the City of Columbia’s Code of Ordinances.
26. Counterparts and Electronic Signatures. This Agreement may be signed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document. Faxed signatures, or scanned and electronically transmitted signatures, on this Agreement or any notice delivered pursuant to this Agreement, shall be deemed to have the same legal effect as original signatures on this Agreement.
27. Contract Documents. The Contract Documents include this Agreement and the following attachments and exhibits which are incorporated herein by reference.

**Exhibit:**

- |   |                   |
|---|-------------------|
| A | Scope of Services |
| B | Schedule of Work  |

In the event of a conflict between the terms of any of the Contract Documents and the terms of this Agreement, the terms of this Agreement control. In the event of a conflict between the terms of any Contract Documents, the terms of the documents control in the order listed above.

28. Entire Agreement. This Agreement represents the entire and integrated agreement between the Parties relative to the Project herein. All previous or contemporaneous contracts, representations, promises and conditions relating to CONSULTANT’s services on this Project described herein are superseded.

[SIGNATURES ON FOLLOWING PAGE]



IN WITNESS WHEREOF, the Parties hereto have set their hands on the day and year written below.

**CITY OF COLUMBIA, MISSOURI**

By: \_\_\_\_\_

Name: Cale Turner

Title: Purchasing Agent

Date: \_\_\_\_\_

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Nancy Thompson, City Counselor/rw

CERTIFICATION: I, hereby certify that this Agreement is within the purpose of the appropriation to which it is to be charged, Account Number **11004540-504990**, and that there is an unencumbered balance to the credit of such appropriation sufficient to pay therefor.

By: \_\_\_\_\_  
Director of Finance

(Seal)

**Columbia Community Housing Trust**

By: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_

Name: \_\_\_\_\_

## EXHIBIT A Scope of Services

**SCOPE OF SERVICES:** The CONSULTANT shall be expected to deliver a written plan for a comprehensive homeless services center. Based on the City's assessment of needs and best practices to date, the plan for the center must reflect the following profile of the envisioned center at a minimum:

### Target Population

- Adults experiencing homelessness in the City of Columbia

### Best Practices

- Plans should be guided by the community's housing first (<https://www.usich.gov/solutions/housing/housing-first/>) approach to addressing homelessness.
- All applicable programs and services must be provided as part of the Missouri Balance of State Continuum of Care and the Functional Zero Task Force coordinated entry process and using the Missouri Balance of State Continuum of Care Homeless Management Information System (HMIS).

### Services and Facilities

1. Emergency Shelter
  - congregate type
  - minimum 75 beds
  - gender-separate sleeping areas
  - year-round operations are preferred; at minimum the shelter would be open December 1st-March 31st;
  - the intake policy should be "low-barrier" to provide shelter to individuals who may otherwise be deterred from staying in a shelter by admission requirements or a sense of feeling unwelcome.
2. Homeless Drop-In Center
  - operates year-round
  - preferably 7 days/week 7 a.m. - 4 p.m.; minimum Monday-Friday 7 a.m. – noon
  - must include restroom, showers, mail service, telephone, computer/internet access, and lockers for personal belongings
3. Meal Service (aka "soup kitchen")
  - evening meal at minimum
  - 7 days/week
4. Non-Congregate Transitional Housing
  - private sleeping rooms as part of a single facility or in scattered sites)
  - low barrier, but some requirements are permissible

- supportive services required (case management at minimum)
5. Permanent Supportive Housing
    - individual, subsidized housing units
    - supportive services required (case management at minimum)
    - must demonstrate a funding mechanism (e.g. project-based vouchers)
  6. Supportive Services
    - At a minimum, case management must be provided in conjunction with other components of the center.
    - Other desired services include, but are not limited to:
      - provision of basic needs items
      - homeless prevention and rapid re-housing (rent and utility assistance)
      - street outreach
      - mental health care, including substance use disorder treatment
      - health care
      - adult literacy
      - employment readiness and support
      - vocational training
      - peer support

**DELIVERABLES:**

The work product shall be an actionable plan for a comprehensive homeless services center to be located and operated in the City of Columbia, Missouri, per the technical specifications below.

In the manner and timeframe directed by the City, CONSULTANT must submit a draft plan to the City for review. CONSULTANT shall incorporate any feedback from the City regarding the draft plan in a final plan to be submitted to the City in the manner, format, and timeframe directed by the City.

**TECHNICAL SPECIFICATIONS:**

The work product shall be reflective of the comprehensive homeless services center profile outlined in the Scope of Services above, and consisting of the following components:

**Strategic Plan**

- Vision, mission, and goals
- Performance measures

**Operations Plan**

- Services to be provided
  - Within the center
  - Contracted services
- Partnerships
- Management structure
  - Governance, oversight
  - Board structure(s)
  - Representation
- On-site, day-to-day management
  - Facility management
  - Record-keeping and data management
- Staffing
  - Numbers of staff by functions (full-time equivalents)
  - Qualifications of staff
- Volunteer resources
- Policies and procedures
  - Intake qualifications
  - Reduction of harm protocols
  - Safety/security/emergency preparedness
- Phasing of operations, if applicable

## **Facilities Plan**

- Conceptual building design
  - Programming of space
  - Floor plans
  - Prototype site plan
- Location analysis
  - Minimum site size
  - Proximity to public services and infrastructure
  - Relationship to neighborhoods and districts
  - Service territory: area, city-wide, city/county
  - List of potential sites
- Code analysis
  - Building, fire, and health codes
  - Zoning
- Preliminary estimates of development costs
  - Site acquisition/site control
  - Site development
  - Building construction
  - Soft costs
  - Finance costs
  - Legal
  - Design/permitting
- Development project management

- Estimated building operation costs
  - Utilities
  - Annual maintenance
  - Replacement reserves
- Phasing of facilities, if applicable

### **Financial plan**

- Budgets
  - Capital
  - Operating
- Capital campaign/fundraising plan
- Grants, contracts, third party payer sources, and direct support for planned operations
  - Available funding
  - Timing
- Dedicated revenue
- In-kind or volunteer resources
  - Volunteer labor
  - Donated food, clothing, supplies
- Shared assets

### **Feasibility Study**

Identify key capacities and, conversely, challenges or barriers to implementation, including but not limited to:

- Financial
- Regulatory barriers
- Organizational capacity
- Community acceptance

EXHIBIT B  
Schedule of Work

**August 15, 2022**

Draft plan due from Consultant to the City.

**August 31, 2022**

Date by which comments from the City on draft plan will be provided to Consultant.

**September 30, 2022**

Final plan due from Consultant to the City.