

## A. Organization Profile

Completed by [jgordon@woodhaventeam.org](mailto:jgordon@woodhaventeam.org) on 5/9/2023 3:56 PM

**Case Id:** 12392

**Name:** Woodhaven - Reallocated CDBG - 2024

**Address:** 1405 Hathman Place

---

### A. Organization Profile

---

Please provide the following information.

#### ORGANIZATION

##### A.1. Organization Name

Woodhaven Learning Center

##### A.2. Doing Business As (DBA)

Woodhaven

##### A.3. Federal EIN

43-0782204

##### A.4. SAM.gov Identifier

FA94HWXAK8C1

##### A.5. Organization Type

Tax-Exempt/not for profit

##### A.6. Address

1405 Hathman Place Columbia, MO 65201

#### CONTACT INFORMATION

##### A.7. Head of Organization

Greg Bell

##### A.8. Head of Organization Title

Interim CEO

##### A.9. Phone

(573) 875-6181

##### A.10. Email

[gbell@woodhaventem.org](mailto:gbell@woodhaventem.org)

##### A.11. Website

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

## B. Mission/Goals

Completed by [jgordon@woodhaventeam.org](mailto:jgordon@woodhaventeam.org) on 5/9/2023 3:56 PM

**Case Id:** 12392

**Name:** Woodhaven - Reallocated CDBG - 2024

**Address:** 1405 Hathman Place

---

## B. Mission/Goals

---

Please provide the following information.

### B.1. Organizational Mission Statement

Woodhaven – a caring team advocating for those with disabilities:

- \* Enhancing lives
- \* Respecting individuality
- \* Providing quality opportunities for choice
- \* Promoting community membership

### B.2. Description of Organizational Goals

Woodhaven's goal, like our mission, is to advocate for those with disabilities. To do that, we provide care and support for adults with developmental disabilities AND work toward a fundamental shift in how the community perceives and interacts with people with disabilities. Through the services we provide, we offer the men and women we support an opportunity to showcase their unique abilities by working in community jobs, being active in their churches, and volunteering throughout the community. We are proud to embrace all abilities, and to encourage our community to do the same.

### B.3. Describe the geographic service area.

All of Woodhaven's houses and apartments, both owned and rented, are located in Boone County.

### B.4. Describe the populations served by your organization.

Woodhaven serves adults with development disabilities. We currently support 97 individuals in our Community Living Program. Of these, 62% are male, 38% are female, and 100% qualify as low-income.

Twenty adults participate in Community Connections, our day program, and 11 adults receive support through our Community Support Services program.

We also support youth and young adults with neurodiversity (primarily autism) through our EnCircle Education program. In 2022, 72 students participated in classes related to Technology/Career, Social Skills Development and Therapeutic Recreation.

### B.5. What percent of participants served in your previous fiscal year are identified as local Minority populations, persons with disabilities or non-English speaking persons as identified in 24 CFR 91.105(a)2(i)?

100.00 %

### B.6. How does your organization operationalize the values of diversity, inclusion and social equity?

Inclusion is a core value at Woodhaven. We work to educate the community about the importance of inclusion for all people, including those with developmental disabilities, and we strive each day to ensure that the individuals we support have opportunities to participate fully in the life of our community.

Printed By: Molly Fair on 5/15/2023

2 of 14

Woodhaven also emphasizes the importance of diversity and equity. We are committed to the goals of equal opportunity employment and strive to provide a work environment for all employees that fosters fairness, equality and respect for social and cultural diversity. Our goal is to provide an environment free from unlawful discrimination on the basis of race, color, religious creed, sex, national origin, ancestry, marital status, age, physical disability, sexual orientation or Veteran status. Less than one-third of Woodhaven's employees identify as White, and many are immigrants to the United States.

Our interim CEO recently reminded us that "Woodhaven will never tolerate racism, hate or discrimination against individuals or groups. We want you to feel supported and empowered at work. We value our workforce of diverse identities and backgrounds. During this time of uncertainty, we pledge to uphold our mission of Diversity, Equity and Inclusion."

**B.7. Does the organization promote and provide board representation from local minority populations, persons with disabilities or non-English speaking persons as identified in 24 CFR 91.105(a)2(i)?**

Yes

**B.8. Does the organization's top 5 paid employees employed include local minority populations, persons with disabilities or non-English speaking persons as identified in 24 CFR 91.105(a)2(i)?**

Yes

**B.9. Is your organization a Section 3 employer, or does the proposed project include the Utilization of Section 3 employers in accordance with the Housing and Urban development Act of 1968?**

No

---

## Documentation

---

**Articles of Incorporation**

Woodhaven Amended & Restated Articles of Incorporation - Dec 2013.pdf

**By-laws**

Woodhaven Amended Bylaws Aug2021.pdf

**Strategic Plan**

Strategy Story - Woodhaven - updated 11.3.22.pdf

 **Organizational chart**

WLC ORG CHART May2023.pdf

 **IRS Tax Exempt Status Determination Letter**

Woodhaven 501c3 Determination Letter.pdf

 **Financial Statement**

Woodhaven Financial Summary 3.31.2023.pdf

 **IRS 990 or 990EZ**

Woodhaven 2021 Form 990.pdf

2021 Efile AuthorizationEngagement Letter.pdf

 **Financial policies and procedures**

Woodhaven financial policies and procedures.pdf

 **MO Secretary of State Registration**

Woodhaven certificate of registration 2023.pdf

## C. Governance Board

Case Id: 12392

Name: Woodhaven - Reallocated CDBG - 2024

Completed by jgordon@woodhaventeam.org on 5/9/2023 3:56 PM

Address: 1405 Hathman Place

---

### C. Governance Board

---

Please provide the following information.

#### C.1. Board Members

Name	Board Position	Address	Term Begin Date	Term End Date
Tina Workman	President	5601 Majestic Circle, Columbia, MO 65203	1/1/2018	12/31/2023
Leslie LeSieur	Secretary	3587 State Route J, Franklin, MO 65250	1/1/2018	12/31/2023
J. Ellen Nichols	Treasurer	205 W. Akeman Bridge Road, Columbia, MO 65202	1/1/2019	12/31/2024
Dennis Palmer	Member	8455 W. Westlake Road, Columbia, MO 65202	1/1/2016	12/31/2024
Natalie Hardin	Member	1625 W. Woodie Proctor Road, Columbia, MO 65203	1/1/2016	12/31/2024
Lea Ann Lowery	Member	3406 Whitney Court, Columbia, MO 65203	1/1/2019	12/31/2024
Deborah Greene	Member	2003 Garnet Drive, Columbia, MO 65202	1/1/2018	12/31/2023
Stephen Parshall	Member	1209 Dunbar Drive, Columbia, MO 65203	1/1/2021	12/31/2023
Amanda Miller	Member	7105 Madison Creek Drive, Columbia, MO 65203	1/1/2021	12/31/2023
Becky Llorens	Member	4005 Dublin Avenue, Columbia, MO 65203	1/1/2023	12/31/2025
Jeff Lashley	Member	101 College Avenue, Moberly, MO 65270	1/1/2021	12/31/2023

## D. Proposal Summary

Completed by [jgordon@woodhaventeam.org](mailto:jgordon@woodhaventeam.org) on 5/9/2023 3:56 PM

Case Id: 12392

Name: Woodhaven - Reallocated CDBG - 2024

Address: 1405 Hathman Place

---

### D. Proposal Summary

---

Please provide the following information.

#### D.1. Provide a summary describing the proposed project.

Woodhaven is requesting funds to rehabilitate and provide needed repairs to seven of the residential properties that we own: Albany, Carolina, Chinkapin, Lake Town, Shoram, Thornberry and Topanga.

Ensuring that each individual supported has a safe, decent and suitable living environment is a core component of Woodhaven's work. All of our homes are consistently evaluated for both livability and affordability in order to align with both the needs and the available resources of the individuals we support. Within Woodhaven, these seven homes have the highest need for renovation and upgrades. While the priorities vary from property to property, needed projects include new HVAC systems; bathroom remodeling; water mitigation (to redirect rainwater away from the building's foundation); replacement flooring; deck repair; new appliances; painting; plumbing repairs; and the replacement of an access panel that allows wheelchair users to open doors automatically.

D.2. Select the production goal(s) within the 2020-2024 Consolidated Plan that this project will fulfill:

- Rehab and Repair of Homes
- Technical Assistance to Businesses
- Direct Homebuyer Assistance
- Sidewalk Construction
- Direct Housing Counseling and Education
- Storm Water Improvements
- New Home Construction
- Acquisition and Demolition of Dilapidated Structures
- Production of Rental Units
- Code Enforcement
- Tenant Based Rental Assistance
- Public Facilities and Improvements
- Vocational Training
- Homeless Facility Improvements

Printed By: Molly Fair on 5/15/2023

**D.3. Project service area: Will this project service individuals and households within the City of Columbia?**

Yes. All seven of the homes for which we are requesting CDBG funds are located within the City of Columbia. Please see the attached site map for additional information.

**D.4. Number Served: How many individuals or households will this project benefit? What is the target population? Please provide data to support.**

In these seven homes, we currently provide residential services to 24 adults with developmental disabilities. They range in age from 18 to 70.

**D.5. Outcomes: Identify the specific, measurable and desired outcomes for this project.**

Repair and renovation of these seven homes will ensure that the properties continue to meet the needs of the 24 individuals who reside there. Funding from CDBG will 1) increase the livability and accessibility of these homes; 2) decrease utility costs in the homes receiving efficiency updates; and 3) decrease overall operating expenses, ensuring more resources are available specifically to support our mission.

**D.6. Outcome Data: What data will be collected to evaluate the outcomes for this project?**

Woodhaven leadership will prioritize the projects in each home. For each project, a record of the rationale, start date, end date and utility cost records (when applicable) will be collected.

**D.7. How does the proposed project address and promote systemic changes towards social and racial equality?**

By supporting Woodhaven's efforts to providing safe, accessible and affordable housing to all of the individuals we serve, these proposed renovations will allow adults with developmental disabilities to be full participants in their own lives and in the lives of the broader Columbia community. We promote equality by embracing all abilities and by encouraging others to do the same.

**D.8. Does the organization have control of the site(s) for the project?**

Yes

**D.9. Is the proposed project compliant with existing zoning and land use ordinances?**

Yes

**D.10. Describe actions to rezone the property to allow for desired use**

Rezoning will not be necessary for our proposed projects.

**D.11. Neighborhood Consultation: Describe how the neighborhood has been consulted regarding this project.**

The seven homes for which we seek CDBG funding have been part of their respective neighborhoods throughout Columbia for time periods ranging from two years to 22 years. As with all Woodhaven properties, we remain in compliance with all City of Columbia requirements and with neighborhood association guidelines.

**D.12. Who is the proposed program administrator to ensure compliance with HUD and City regulations and source of funding for this position.**

Our interim CEO, Greg Bell, and our Senior Director, Mission Integration, Jennifer Gordon, will serve as the primary compliance officers for the projects funded by this grant. Funding for these positions comes from the Department of Mental Health for the State of Missouri.

**D.13. What is the prior experience of the organization's personnel with this type of project? Include the following: 1) Credentials, including resumes and licenses necessary to accomplish the job. 2) Number of years of experience with**

**this type of project; 3) List of representative projects completed in the past.**

Our interim CEO and our Director, Health Services and Community Connections, have a combined 62 years of experience at Woodhaven. Many of these years have included responsibility for identifying and assessing needs within our homes and for managing improvement projects with special consideration for the unique needs of the population we serve. These leaders have overseen property acquisition and renovation, ensuring compliance with multiple governing and granting bodies, including HUD, the Missouri Department of Mental Health, and the City of Columbia.

**D.14. Does the proposed project include the utilization of qualified MBE/WBE contractors or subcontractors, which may include construction, services or operational supplies?**

Yes

**D.15. For construction projects, who is the designated person or firm designing and inspecting construction projects.**

Due to the nature of our proposed projects, a number of different businesses will be used for the various types of work. In accordance with our Board bylaws, a competitive bid process will be used. All contractors will be bonded professionals.

**D.16. Provide a brief summary on previous City funding received, any funding remaining, and the measurable results from previous City funding.**

We were allocated \$110,000 of CDBG funding in 2020 and \$90,000 of CDBG funding in 2021. We have successfully utilized all of these funds. Projects completed include: replacing a roof; replacing siding; repairing foundation cracks; repairing and replacing flooring; installing new kitchen appliances; repairing a driveway; and installing new heat pumps. These upgrades created a safer and more liveable environment for the individuals who live in these homes. This work also allowed us create two additional ISLs (Independent Supported Living homes) in the walk-out basements of two of our existing homes, giving Woodhaven the capacity to serve an additional four people in our residential program.

**D.17. Please provide what year of funding you wish to use for this proposed project and the date that the funds will likely be fully expended.**

We are requesting \$80,000 in carryover CDBG funding from FY2023. Projects funded with these monies will be complete by 12/31/2023.

We are also submitting a separate application for \$105,000 in FY2024. These projects would begin as soon as funding is allocated and will be complete no later than 12/31/2025.

---

**Documentation**

---

 **Project timeline**

Woodhaven CDBG Timeline FY2023 Carryover.docx

 **Site map/diagram**

Woodhaven Homes CDBG 2023 Carryover.pdf



**Site pictures**

*\*\*No files uploaded*

**Letters of commitment**

*\*\*No files uploaded*

**Project personnel resumes**

Jennifer Gordon Resume\_May2023.docx

Greg Bell Resume May2023.doc

## E. Budget

Case Id: 12392

Name: Woodhaven - Reallocated CDBG - 2024

Completed by jgordon@woodhaventeam.org on 5/9/2023 3:57 PM

Address: 1405 Hathman Place

---

### E. Budget

---

Please provide the following information.

\* - denotes ineligible CDBG funding activity

\*\* - denotes ineligible HOME funding activity

#### E.1.

Activities	CDBG	HOME	Cash Applicant Providing	In Kind Services	Other
Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Architectural	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Relocation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Inspection	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
New Housing Construction*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Demolition and Site Improvements**	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Public Improvements Construction**	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Housing Rehabilitation	\$80,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Minor Home Repair**	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Professional	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Housing Infrastructure**	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Homeownership Assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tenant Based Rental Assistance*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office and Utilities (Costs only CDBG eligible for public services activities)**	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies (Equipment is ineligible)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Developer Fee for Housing Development (limited to 10% of total development cost)*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Project Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Administration**	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TBRA Administration*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Printed By: Molly Fair on 5/15/2023

10 of 14

Tenant Based Rental Assistance*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies (Equipment is ineligible)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tenant Based Rental Assistance*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies (Equipment is ineligible)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tenant Based Rental Assistance*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies (Equipment is ineligible)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tenant Based Rental Assistance*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies (Equipment is ineligible)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$80,000.00	\$0.00	\$0.00	\$0.00	\$0.00

## F. Required Documents

Case Id: 12392

Name: Woodhaven - Reallocated CDBG - 2024

Address: 1405 Hathman Place

Completed by [jgordon@woodhaventeam.org](mailto:jgordon@woodhaventeam.org) on 5/9/2023 3:56 PM

---

### Required Documents

---

Please upload the following files:

---

### Documentation

---

**Articles of Incorporation \*Required**

Woodhaven Amended & Restated Articles of Incorporation - Dec 2013.pdf

**By-laws \*Required**

Woodhaven Amended Bylaws Aug2021.pdf

**Strategic Plan \*Required**

Strategy Story - Woodhaven - updated 11.3.22.pdf

**Organizational chart \*Required**

WLC ORG CHART May2023.pdf

**IRS Tax Exempt Status Determination Letter \*Required**

Woodhaven 501c3 Determination Letter.pdf

**Financial Statement \*Required**

Woodhaven Financial Summary 3.31.2023.pdf

**IRS 990 or 990EZ**

Woodhaven 2021 Form 990.pdf

Printed By: Molly Fair on 5/15/2023

2021 Efile AuthorizationEngagement Letter.pdf

**Financial policies and procedures \*Required**

Woodhaven financial policies and procedures.pdf

**MO Secretary of State Registration \*Required**

Woodhaven certificate of registration 2023.pdf

**Project timeline \*Required**

Woodhaven CDBG Timeline FY2023 Carryover.docx

**Site map/diagram**

Woodhaven Homes CDBG 2023 Carryover.pdf

**Site pictures**

*\*\*No files uploaded*

**Letters of commitment**

*\*\*No files uploaded*

**Project personnel resumes \*Required**

Jennifer Gordon Resume\_May2023.docx

Greg Bell Resume May2023.doc

## Certification

Completed by [jgordon@woodhaventeam.org](mailto:jgordon@woodhaventeam.org) on 5/9/2023 3:58 PM

**Case Id:** 12392

**Name:** Woodhaven - Reallocated CDBG - 2024

**Address:** 1405 Hathman Place

---

## Certification

---

Please provide the following information.

### LEAD AGENCY

I certify that I have been authorized by the applicant's governing body to submit this application and that the information contained herein is true and correct to the best of my knowledge.

### Authorized Name and Title

Jennifer Gordon, Senior Director, Mission Integration

### Telephone

(573) 876-7332

### Authorized Signature

Jennifer Gordon

*Electronically signed by [jgordon@woodhaventeam.org](mailto:jgordon@woodhaventeam.org) on 5/9/2023 3:57 PM*