

# A. Organization Profile

Completed by rcole@columbiaha.com on 5/10/2023 2:47 PM

Case Id: 12412

Name: CHA Tenant Based Rental Assistance - FY2024

Address: 201 Switzler

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## A. Organization Profile

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Please provide the following information.

### ORGANIZATION

#### A.1. Organization Name

Housing Authority of the City of Columbia

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

#### A.3. Federal EIN

43-6014416

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

HM6YGEFXCW7

#### A.5. Organization Type

Government

#### A.6. Address

201 Switzler Columbia, MO 65203

### CONTACT INFORMATION

#### A.7. Head of Organization

Randy Cole

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

Chief Executive Officer

#### A.9. Phone

(573) 554-7000

#### A.10. Email

rcole@columbiaha.com

#### A.11. Website

www.columbiaha.com

## B. Mission/Goals

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## B. Mission/Goals

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Please provide the following information.

### B.1. Organizational Mission Statement

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

### B.2. Description of Organizational Goals

The Columbia Housing Authority's primary goals are to house our community's most vulnerable populations, while also providing supportive and economic resources to CHA residents. CHA focuses on the following organizational goals:

1. Provide affordable housing through CHA owned properties.
2. Provide CHA vouchers to eligible households and properties.
3. Provide educational and enrichment activities to CHA children and youth.
4. Connect families to supportive resources and services.
5. Support seniors and persons with disabilities to live independently.

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

The project will serve all of City of Columbia City limits. Vouchers will be tenant based and located where there is available affordable housing.

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

CHA provided affordable housing with supportive services to 2,135 households in FY 2022 through its voucher programs and CHA owned properties. CHA serves our community's most vulnerable populations that have also been negatively impacted by systemic social inequities. 58% of all households served by CHA are African American, while 39.85% are white. 81% of all households served by CHA make less than 30% of the Area Median Income.

### 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)?

87.00 %

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

Our organization has incorporated diversity, equity and inclusion into our organizations stated values, board membership, and services to residents. CHA operationalizes these values with training for staff through CHA's Moving Ahead program. CHA also operationalizes these values by providing formal leadership roles and structure through the CHA Resident Advisory Board (RAB). CHA's RAB consists of a formal board structure and bylaws that provides CHA residents the power to inform CHA operational policies (safety, admissions, property management, budget) and help connect residents to CHA staff and the board. CHA also operationalizes diversity, inclusion and social equity by maintaining one board member position on the CHA Board of Commissioners that is a CHA resident and has also had the lived experience of being homeless.

**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?**

Yes

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## Documentation

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**Articles of Incorporation**

1956 City Ordinance Creating CHA.pdf

**By-laws**

CHA By-Laws 2015-04-21.pdf

**Strategic Plan**

Columbia Housing Authority-Strategic Plan.pdf

**Organizational chart**

Appendix 1 - Organizational Chart.pdf

**IRS Tax Exempt Status Determination Letter**

IRS Tax Exempt Status Determination Letter.pdf

**Financial Statement**

Housing Authority of the City of Columbia, Missouri 2021 ffa Final.pdf

**IRS 990 or 990EZ**

IRS 990 or 990EZ.pdf

**Financial policies and procedures**

Financial Policies and Procedures.pdf

**MO Secretary of State Registration**

MO Secretary of State Registration.pdf

## C. Governance Board

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**Address:** 201 Switzler

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### C. Governance Board

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Please provide the following information.

#### C.1. Board Members

Name	Board Position	Address	Term Begin Date	Term End Date
Bob Hutton	President	2252 country Lane	06/01/2015	05/31/2023
Robin Winneker	Vice-President	1404 Torrey Pines Lane	06/01/2017	05/31/2025
Steve Calloway	Member	3900 Sherman Ct.	08/17/2020	05/31/2024
Rigel Oliveri	Member	305 Edgewood Avenue	07/01/2018	05/31/2026
Jama Rahn	Member	2600 Jacob's Place	08/16/2021	05/31/2024

## D. Proposal Summary

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### D. Proposal Summary

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Please provide the following information.

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

The Columbia Housing Authority is submitting this proposal to continue administering the Tenant Based Rental Assistance Program within the Columbia City limits to house homeless and housing insecure individuals and families. This program will be for persons at risk of eviction, inadequate housing plans; who have mental health issues; are being released from correctional institutions; have completed substance abuse programs; are victims of domestic violence; or has another special need or disability. CHA will work with local service providers through the Boone county Coalition to End Homelessness to match supportive services to participants of this program. CHA will operate this program in accordance with HOME and Section 8 administrative guidelines

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

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

Yes, the TBRA will serve only individuals and households within the City of Columbia.

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

**Please provide data to support.**

The CHA anticipates serving up to 25 individuals or families. This request will support 16 households with an average Housing Assistance Payment of \$500 per month. Stable households can be transferred to a Section 8 Voucher to serve another household. The target population includes homeless and housing insecure individuals or households searching for housing in Columbia. There are approximately 190 households on Boone County Coalition to End Homelessness's By-Name list.

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

CHA will identify to number of households served with related demographic information. CHA will also track each household's ability to increase their income, level of supportive services and number of households that successfully move on to market rate housing.

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

CHA will collect household demographic data, household income, successful lease up, monthly rent and housing quality. CHA will further track each household's ability to stay permanently housed, as well as their ability to grow their income achieve further stability.

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

The project addresses and promotes changes towards social and racial equity by providing permanent housing to low-income minority populations in need of housing. Permanent housing is foundational to achieving economic opportunity.

**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**

NA

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

NA

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

Randy Cole, CHA CEO, will ensure HOME regulations and the provisions of the agreement are met. Tawanda Edwards, Housing Programs Director, will manage all operational components and staffing associated with the program.

**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.**

The CHA has over 40 years of experience managing voucher programs 1.) All voucher staff have Housing Specialist Certificates; 2.) Resumes and certificates of key program staff are attached; 3.) The CHA administered the TBRA program from the late 1990's to 2014 without any program findings; and 4.) The CHA administers the following representative projects: a.) The Section 8 Housing Choice Voucher Program (1,062 vouchers), b.) the Veterans Affairs Supportive Housing program (150 vouchers), c.) Continuum of Care(53 vouchers) d.) Maintstream (43 Vouchers), and e.) EHV (51

vouchers).

**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.**  
NA.

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

CDBG Funds – Facility Renovations

Year Amount Remaining Measurable Results

2019 \$27,000 \$0 Renovations completed to the playground, heavy daily use

2013 \$84,000 \$0 Renovations to the Park Ave Child & Family Develop Center

2013 \$14,900 \$0 Demolition of 105 Lynn St. & 700 Oak St.

2012 \$100,000 \$0 Fire alarm system upgrades at Paquin Tower & Oak Towers

2010 \$77,000 \$0 Bear Creek Community Center Renovations

CDBG Funds - Homebuyer Classes

Year Amount Remaining Measurable Results

2014 \$15,480 \$0 87 participants educated about the homebuyer process

2013 \$15,480 \$0 81 participants educated about the homebuyer process

2012 \$15,480 \$0 94 participants educated about the homebuyer process

2011 \$15,480 \$0 77 participants educated about the homebuyer process

CDBG Funds – Money Smart Classes

Year Amount Remaining Measurable Results

2013 \$5,000 \$0 148 participants, 88 graduates, Eight 10-week classes offered

2012 \$12,000 \$0 57 participants, 43 graduates, Eight 10-week classes offered\*

2011 \$12,000 \$0 93 participants, 73 graduates, Eight 10-week classes offered\*

2010 \$12,000 \$0 82 participants, 57 graduates, Eight 10-week classes offered\*

HOME Funds

Year Amount Remaining Measurable Results

2021 \$110,000 \$110,000

2020 \$300,000 \$3,941 Housed 14 households at risk of homelessness

2017 \$100,000 \$0 Renovation of Bryant Walkway II Apartments

2016 \$80,000 \$0 Renovation of Oak Towers Apartments

2015 \$101,750 \$0 Renovation of Stuart Parker Public Housing Apartments

2014 \$175,250 \$0 Renovation of Stuart Parker Public Housing Apartments

2014 \$75,000 \$0 TBRA-Ave. 15 households/month. \$543/Month Ave. HAP

2013 \$156,000 \$0 TBRA-Ave. 20 households/month. \$579/Month Ave. HAP

2012 \$191,250 \$0 TBRA-Ave. 30 households/month. \$654/month Ave. HAP

2011 \$150,000 \$0 TBRA-Ave. 25 households/month. \$417/month average HAP

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

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likely be fully expended.

CHA wishes to apply for FY 2024 HOME funds for this project.

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## Documentation

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**Project timeline**

Project Timeline TBRA.docx

**Site map/diagram**

*\*\*No files uploaded*

**Site pictures**

*\*\*No files uploaded*

**Letters of commitment**

Match.pdf

**Project personnel resumes**

Tawanda Edwards Resume 2022.pdf

Randy Cole Resume-CHA 12-6-21.pdf

## E. Budget

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### 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	\$0.00	\$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	\$90,000.00	\$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	\$10,000.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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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
	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00

## F. Required Documents

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### Required Documents

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## Certification

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### Certification

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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

Randy Cole

#### Telephone

(713) 452-9581

#### Authorized Signature

Randy Cole

*Electronically signed by rcole@columbiaha.com on 5/10/2023 10:33 PM*