

# MEXICO HOUSING AUTHORITY

PO Box 181 • 828 Garfield Avenue • Mexico, Missouri 65265 Phone: (573) 581-2294 • Fax: (573) 581-6636 • www.mexicoha.com

## RESOLUTION NO. 2842 RESOLUTION APPROVING A WRITE-OFF OF TENANT ACCOUNTS RECEIVABLE

WHEREAS, the Housing Authority of the City of Mexico (MHA) through the Department of Housing and Urban Development (HUD) receives funding for the operation and maintenance of public housing through the Performance Funding System (PFS), and

WHEREAS, delinquent and unpaid rents periodically accumulate in the course of managing the public housing units, and

WHEREAS, the MHA is required to make reasonable efforts to collect delinquent rents, and

WHEREAS, the MHA has entered into appropriate collection activities which include, direct resident contact, garnishment, eviction, and collection referrals, and

WHEREAS, there remains uncollected vacated tenant accounts receivable, and

WHEREAS, the MHA is required to annually write-off delinquent accounts.

NOW, THEREFORE BE IT RESOLVED that at a regular Board Meeting of the Board of Commissioners duly called and held on the 19th day of July 2016, at which a quorum was present, and by an affirmative and concurring vote of the majority of the Board, The Board of Commissioners approved/authorized \$3,615.00 to be written off as bad debt for the FYE 2016/2017, and the accounts forwarded to a collection agent for further action.

Passed this 19th day of July 2016.

\_\_\_\_\_  
Chris Miller Chairperson

\_\_\_\_\_  
Tammy Dreyer, Board Secretary  
Executive Director Mexico Housing Authority

## Housing Authority of the City of Mexico

## A/R Balance Due Report

Effective Posting Date: Most Current Data

PHA	Prj	Site	Bldg	Unit	Tenant # and Name	Formal	SecDep Cr	General Open Cr	Util Reimb Open Cr	Amount Due	Net Due
1	01			126	13808 E					579.00	579.00
1	01			099	16656					4.00	4.00
1	01			079	16484					102.00	102.00
1	01			141	16497					402.00	402.00
1	01			134	16042					70.00	70.00
1	01			108	16591					87.00	87.00
1	01			154	16258					377.00	377.00
1	01			074	16643					295.00	295.00
1	01			121	16503					268.00	268.00
	PHA: 1		Project: 01	Totals	Count:		9			2,184.00	2,184.00
1	02			202	16157					369.00	369.00
1	02			176	16136					20.00	20.00
	PHA: 1		Project: 02	Totals	Count:		2			389.00	389.00
1	03			215	16390					357.00	357.00
	PHA: 1		Project: 03	Totals	Count:		1			357.00	357.00
1	04			233	15806					305.00	305.00
1	04			241	15081					195.00	195.00
1	04			242	16685					5.00	5.00
1	04			243	16459					180.00	180.00
	PHA: 1		Project: 04	Totals	Count:		4			685.00	685.00
	PHA: 1		Totals	Count:			16			3,615.00	3,615.00
			Grand Totals	Count:			16			3,615.00	3,615.00

# MEXICO HOUSING AUTHORITY

PO Box 484 • 828 Garfield Avenue • Mexico, Missouri 65265 Phone: (573) 581 - 2294 • Fax: (573) 581-6636 • www.mexicoha.com

## RESOLUTION NO. 2843

### RESOLUTION APPROVING ANNUAL INSPECTION PROPOSAL

Whereas, the Mexico Housing Authority solicited proposals from interested and qualified individuals to provide UPCS Annual Inspection service for the City of Mexico Housing Authority for FY 2017, 2018, and 2019

Whereas, two (2) proposals were received, and after careful review and thorough evaluation, and upon obtaining satisfactory references, Midwest Inspection is being recommended as the most suitable company to perform the annual inspections for a fee of \$1,455.00 per year.

BE IT FURTHER RESOLVED, that the Executive Director be and is hereby authorized to accept, and approve and execute any and all documents with regard to same and undertake all necessary and proper actions that may be taken in the premise as hereby ratified and affirmed complying with all applicable Federal, State and local laws, rules, regulations, requirements and directives, and to do all such other things as shall be necessary and proper to effect and carry out the intent of this resolution.

NOW, THEREFORE BE IT RESOLVED that at a regular Board meeting of the Board of Commissioners of The Housing Authority of the City of Mexico, Missouri duly called and held on the 19th day of July 2016, at which a quorum was present, and by an affirmative and concurring vote of the majority of the Board, The Board of Commissioners approved Midwest Inspection to perform the Annual Inspection for FY 2017, 2018 and 2019 for the bid price of \$1,455.00.

Passed this 19<sup>th</sup> day of July 2016.

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Chris Miller, Chairperson

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Tammy Dreyer, Board Secretary  
Executive Director Mexico Housing Authority

# Housing Authority of the City of Mexico, MO

## Evaluation Summations

Evaluator:		Tammy Dreyer		Josh Hinten		Jodie Penn		Bid #		Combined	
Firm	Score	Rank	Score	Rank	Score	Rank	Score	Rank	Score	Rank	
Proposal 1 - Family Sites											
Richman Inspection	0		0		0				2637 <sup>30</sup>	#####	0
Richman Inspection	100		94.5		100				1455 <sup>90</sup>	#####	1
										#####	
										#####	
Proposal 2											
										#####	
										#####	
										#####	
										#####	
Proposal 3											
										#####	
										#####	
										#####	
										#####	

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**COPY**

**Request for Proposals for Public Housing Uniform Physical Condition  
Inspection  
for the Mexico Housing Authority**

**Pre-Proposal Conference  
Monday June 13, 2016 @ 11am  
828 Garfield, Mexico, MO 65265**

**Sealed Proposals Accepted Until and Opened  
Monday June 27, 2016 @ 10 am**

**PROPOSALS RECEIVED AFTER THIS DATE AND TIME WILL NOT BE CONSIDERED**  
To assure your proposal arrives properly and to prevent opening by unauthorized individuals,  
your proposal must be identified on the envelope or package as follows:

**REQUEST FOR PROPOSAL  
UPCS Annual Inspection Services**

**Scope of services performed**

Provide the Mexico Housing Authority annual inspections for a set time frame utilizing the HUD required UPCS protocol for 211 units spread throughout four developments and six common buildings. The Real Estate Assessment Center's (REAC) mission is to provide and promote the effective use of accurate, timely and reliable information assessing the condition of HUD's Portfolio, provide information to help ensure safe, decent and affordable housing, and restore the public trust by identifying fraud, abuse and waste of HUD resources.

**Inspection Service**

1. The contractor shall provide the computer and software need to complete the inspection
2. The contractor shall inspect al UPCS areas including, site, building exterior, building systems, common areas, unit, and health and safety.
3. The contractor shall provide detailed deficiencies reports indicating the outcome score of the buildings inspected, with in thirty calendar days of completed inspection.
4. The contractor deficiencies reports shall include all levels 1, 2, and 3 for each unit, common area, site, building exterior, building systems, and health and safety for each location and with comments. This report shall also be in a format in which it can be printed overall and by single unit.

**Inspector Requirements**

All inspectors must be qualified to perform multifamily development inspections. Resumes should be included detailing staff experience. All inspectors must have a thorough understanding of UPCS requirements. Inspectors shall be required to wear an identification badge at all times and must be willing to work with MHA staff.

## **Scheduling and Notification**

Inspection must be scheduled and completed before March 31<sup>st</sup> of each year. Inspection shall begin no later than 8 am and shall be completed no later than 5 pm daily. Inspections must be scheduled on a mutually agreeable date so that MHA can notify residents and make necessary arrangements.

## **Cost Proposal**

Fees submitted shall be based on a total cost for MHA. The contract term will be for three years with an option of an additional two, one year contract extension.

**Should any questions arise regarding the intent of any part of this section, the Contractor is advised to request clarification from the Mexico Housing Authority prior to submitting a bid proposal. Failure to include any work required for successful completion of the work shall not relieve the Contractor of his responsibility to performance under the contract**

**The Mexico Housing Authority self certifies that they are compliant with, "The Davis-Bacon Act which requires the payment of prevailing wage rates (which are determined by the U.S. Department of Labor) to all laborers and mechanics on Federal government construction projects in excess of \$2,000.00. Construction includes alteration and/or repair, including painting and decorating, of public buildings or public works"**

# MEXICO HOUSING AUTHORITY

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## RESOLUTION NO. 2844

### RESOLUTION APPROVING Monthly Pest Control Inspection Proposal

Whereas, the Mexico Housing Authority solicited proposals from interested and qualified individuals and companies to provide pest control services to the City of Mexico Housing Authority starting November 1, 2016 for a three year contract.

Whereas, three (3) proposals were received, and after careful review and thorough evaluation, and upon obtaining satisfactory references, Guardian Pest Control Services is being recommended as the most suitable company to perform the Pest Control Service Inspections for a fee of \$700.00 per month or \$8,400.00 per year.

BE IT FURTHER RESOLVED, that the Executive Director be and is hereby authorized to accept, and approve and execute any and all documents with regard to same and undertake all necessary and proper actions that may be taken in the premise as hereby ratified and affirmed complying with all applicable Federal, State and local laws, rules, regulations, requirements and directives, and to do all such other things as shall be necessary and proper to effect and carry out the intent of this resolution.

NOW, THEREFORE BE IT RESOLVED that at a regular Board meeting of the Board of Commissioners of The Housing Authority of Mexico, Missouri duly called and held on the 19th day of July 2016, at which a quorum was present, and by an affirmative and concurring vote of the majority of the Board, The Board of Commissioners approved Guardian Pest Control to perform the Monthly Pest Control Inspections starting November 1, 2016 for a three year contract ending October 31, 2019 for the bid price of \$8,400.00 per year.

Passed this 19<sup>th</sup> day of July 2016.

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Chris Miller, Chairperson

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Tammy Dreyer, Board Secretary  
Executive Director Mexico Housing Authority

# Housing Authority of the City of Mexico, MO

## Integrated Pest Management - Evaluation Summations

Evaluator:		Tammy Dreyer		Josh Hinten		Jodie Penn		Bida		Combined	
Firm	Score	Rank	Score	Rank	Score	Rank	Score	Rank	Score	Rank	
Proposal 1 - Family Sites											
Bug Out	0		0		0				650 m	####	0
Presto-X	0		0		0				1050 m	####	0
Guardian	76		80		67				700 m	####	1
										####	.
Proposal 2 - termites											
Bug Out										####	
Presto-X										####	
Guardian										####	
										####	
Proposal 3 - Bed Bugs											
Bug Out										####	
Presto-X										####	
Guardian										####	
										####	



**COPY**

**Request for Proposals for Pest Control Management Services  
for the Mexico Housing Authority**

**MHA reserves the right to reject any or all Proposals  
and to waive any informalities in the process**

**The Housing Authority of the City of Mexico, Missouri  
is an Equal Opportunity Agency**

**Pre-Proposal Conference  
Monday June 6, 2016 @ 11am  
828 Garfield, Mexico, MO 65265**

**Sealed Proposals Accepted Until and Opened  
Monday June 20, 2016 @ 10am**

**PROPOSALS RECEIVED AFTER THIS DATE AND TIME WILL NOT BE CONSIDERED**  
To assure your proposal arrives properly and to prevent opening by unauthorized individuals,  
your proposal must be identified on the envelope or package as follows:

**REQUEST FOR PROPOSAL  
Pest Management**

The Proposal must include the following information:

1. Detailed description of how the proposed services shall be provided.
  - A. Initiative corrective programming to eliminate any pest activity in our facilities.
  - B. Provide our operation with technical services which will maintain preventative control of pests using the most up to date procedures and materials, totally in compliance with current Federal, State, and local regulations.
  - C. Document pest management service programming, materials used, methods of application, ect.
  - D. Act as a technical resource for the MHA on questions about pest management and related sanitation, housekeeping, and maintenance programming.
2. Evidence of the firm's ability to perform the services in a professional and timely manner.
3. Reference of other Public Housing Authorities for whom your firm has provided services.
4. Proof that the following insurance is in effect at this time.
  - A. Worker's Compensation, in accordance with the State of Missouri Worker's Compensation laws.
  - B. Commercial General Liability with a combined single limit for bodily injury and property damage of not less than [\$1,000,000.00] with the MHA listed as the certificate holder.

- C. Automobile Liability on owned and non-owned motor vehicles used on site or in connection therewith for a combined single limit for bodily injury and property damage of not less than [\$300,000.00].
5. A detailed cost proposal for providing the pest control management services as specified in the scope of work.
  6. Identification of personnel who will perform the services along with a list of the certifications held. Proof certifications may be required prior to the first application under the contract.
  7. Contract Duration: Contracts shall be written with firm-fixed pricing for a three year term with the options of two additional annual extensions with no greater than a 5% fee increase per extension year.
  8. Bed Bug Management: Names and qualifications of key personnel that would be assigned to this project. Include the capacity of their roles and details of similar work in which they have been directly involved while being specific about the duties performed. Include the same detail for any sub-consultants that would be utilized for this project.
  9. Bed Bug Understanding and Approach: Describe your understanding of both monitoring bed bug activity and effective extermination and your proposed approach for successfully controlling bed bugs. Include any unique or effective aspects and/or approaches your firm plans to use. A labor component for relocating and moving furniture and other personal belonging should also be considered. As bed bug monitoring and extermination is such a specialized area, it is critical that the proposed method is supported by examples and references of tried and proven techniques. The use of effective, low or non-toxic treatment methodologies thus minimizing chemical exposure to residents with chemical sensitivities is advantageous.
  10. Bed Bug Challenges: Based on your experience, discuss any potential problems that may be encountered with this project, and how your firm would address these issues.
  11. Bed Bug Success Stories: Boast your accomplishments through examples of successful endeavors similar to this project. Successful, hands-on applications of bed bug monitoring and control will be a plus.
  12. A list of at least three clients in which your firm has successfully implemented and managed similar programs.
  13. A list of at least three clients in which your firm has successfully implemented and managed similar bed bug related.
  14. Three comprehensive fee structures that clearly identify each proposed service. Fees shall be firm and fixed for a three year term with the options of two additional annual extensions with no greater than a 5% fee increase per extension year.
  15. Cost per unit" and "cost per building" is most desired
  16. Include the biannual treatment of the exteriors of all building in April and September

17. Include two costs for termite treatment; (1) square foot cost for interiors, and (2) linear foot cost for exteriors.

## **SCOPE OF THE WORK**

### **SPECIFICATIONS:**

The areas included in this program will be Two Hundred and Eleven (211) dwelling units plus the Mexico Housing Authority Office, Maintenance Shop, and the Community Center, grounds, and other appurtenant facilities.

The Pest Control Company will inspect and apply pest management materials to control roaches, ants, spiders, and will also assist with the control of crickets, mice, bedbugs, bees/wasp/hornets and ground beetles.

### **SCOPE OF OPERATIONS:**

Insect Management:

- The pest control company will inspect service portions of the facilities at least once each calendar month, and application of pest management materials will be carried out as necessary to provide control of the above listed pests. Service areas will include living rooms, kitchen, restrooms, bedrooms, ect.

Insect management will entail using safe and effective insect bait to gain control of current activity and maintain ongoing control. These materials will be directed into void areas and other potential insect harborage areas. Use of sprays shall be limited to more severe infestation.

### **NOTIFICATION:**

The Pest Control Company shall schedule routine visits to facilitate notification of residents of intent to apply pest control materials. Designated Mexico Housing Authority personnel will notify tenants of individual housing units of treatment date and advise them to empty cabinets, cupboards, ect.

The pest control company shall be responsible for notifying the Mexico Housing Authority of units in which application was not possible.

### **PEST MANAGEMENT LOG BOOK:**

A pest management log book will be furnished and maintained by the pest control company. The log book will consist of the following information:

1. Dates of application and description of the pest management program used by unit.
2. Labels and material safety data sheets for material used.
3. Service technician's log reports.
4. Certificate of Insurance.
5. Quality Control report.

### **SERVICE TECHNICIAN'S REPORTS:**

The pest control company's service technician will make written reports, which will be submitted, to the Mexico Housing Authority, at the conclusion of each visit. These

reports will note any pest activity in and around the facilities, and shall identify needed improvements in sanitation practices as they relate to the pest management program.

**MATERIALS:**

All labor, materials, and equipment required to render these services will be furnished by the pest control company. Materials used and methods of application will be in accordance with regularly established practices and in compliance with Federal, State, and Local regulatory agencies.

**SERVICE TECHNICIAN QUALIFICATIONS:**

All service technicians shall be properly trained in the application of materials used and shall be required to maintain any and all State and Federal certifications for the handling and application of chemicals used in pest control management.

**SERVICE HOURS:**

All services shall be performed between the hours of 8:00am to 5:00pm Monday through Friday, excluding federally recognized holidays.

**DUE CARE:**

The pest control company shall use due care in the application of chemicals in order to prevent and/or minimize contamination of areas not intended for treatment, such as bedding, children's toys, food preparation areas that have not been properly cleaned, and treating units with handicapped persons or persons sensitive to chemical exposure.



U.S. Department of Housing and Urban  
OFFICE OF PUBLIC AND INDIAN HOUSING  
REAL ESTATE ASSESSMENT CENTER

**Public Housing Assessment System (PHAS) Score Report for Interim Rule**

Report Date: 06/22/2016

PHA Code:	MO010
PHA Name:	Housing Authority of the City of Mexico
Fiscal Year End:	03/31/2016

PHAS Indicators	Score	Maximum Score
Physical	36	40
Financial	25	25
Management	25	25
Capital Fund	10	10
Late Penalty Points	0	
<b>PHAS Total Score</b>	<b>96</b>	<b>100</b>
<b>Designation Status:</b>	<b>High Performer</b>	
Published 06/22/2016	Initial published	06/22/2016

Financial Score Details	Score	Maximum Score
Unaudited/Single Audit		
1. FASS Score before deductions	25.00	25
2. Audit Penalties	0.00	
Total Financial Score Unrounded (FASS Score - Audit Penalties)	25.00	25

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90.00	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	100.00	
4. Occupancy Rate Points	5	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	10	10

Notes:

1. The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
2. Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
3. "0" FASS Score indicates a late presumptive failure. See 902.60 and 902.92 of the Interim PHAS rule.
4. "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund
5. PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasinrule.cfm>



**U.S. Department of Housing and Urban Development**

St. Louis Field Office  
Robert A. Young Federal Building  
1222 Spruce Street - 3<sup>rd</sup> Floor  
St. Louis, Missouri 63103-2836

June 1, 2016

Ms. Tammy Dreyer  
Executive Director  
Housing Authority of  
The City of Mexico  
P.O. Box 484  
Mexico, MO 65265-0484

Dear Ms. Dreyer:

Thank you for completing your Section 8 Management Assessment Program (SEMAP) certification for the City of Mexico Public Housing Authority (PHA). We appreciate your time and attention to the SEMAP assessment process. SEMAP enables the Department of Housing and Urban Development (HUD) to better manage the Section 8 tenant-based program by identifying Public Housing Agency's capabilities and deficiencies related to the administration of the Section 8 program. As a result, HUD will be able to provide more effective program assistance to PHAs.

The Housing Agency's final SEMAP score for the fiscal year ended March 31, 2016 is 100 percent. The following are your scores on each indicator:

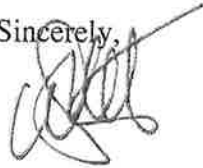
Indicator #	Indicator	Points
1	Selection from Waiting List	15
2	Reasonable Rent	20
3	Determination of Adjusted Income	20
4	Utility Allowance Schedule	5
5	HQS Quality Control	5
6	HQS Enforcement	10
7	Expanding Housing Opportunities	N/A
8	Payment Standards	5
9	Timely Annual Reexaminations	10
10	Correct Tenant Rent Calculations	5
11	Pre-Contract HQS Inspections	5
12	Annual HQS Inspections	10
13	Lease-Up	20
14	Family Self-Sufficiency	NA
15	Deconcentration Bonus	0
	<b>TOTAL SCORE</b>	<b>100%</b>

Your overall performance rating is **HIGH**.

If you have any questions regarding the above, please do not hesitate to contact Anita Hagerman, Public Housing Revitalization Specialist, at (314) 418-5227.

Thank you for your cooperation with the SEMAP process.

Sincerely,

A handwritten signature in dark ink, appearing to read "D. Sherrod", with a long horizontal stroke extending from the top right.

Daniel W. Sherrod  
Director  
Office of Public Housing







# The Audrain County Shelter Resource Coalition: Room at the Inn

"Caring For Those in Need of  
Shelter"

## Spring 2016 Newsletter

This past winter was a very successful second season for the Room at the Inn. With 22 guests sheltered, and 12 of those guests staying 5 or more nights, it's safe to say that we were busy and glad to be so. The most sheltered in one night was 7! The 66 volunteers that we had were all wonderful and are so appreciated. We truly could not have done it without them.

### Your 2016-2017 Board of Directors are...

**President:** Jay Eicher

**Vice President:** Jo Ellen Brown

**Secretary:** Stacey Williams

**Treasurer:** Marissa Bradford

We would like to give a BIG thank you to last year's President, Tad Dobyns. Your leadership and generosity really kept this organization going. We appreciate you so much!

### **DID YOU KNOW?**

As of May 19<sup>th</sup>, the number of displaced persons in the state of Missouri has gone up by nearly a **third** since 2007. Consider volunteering at the Room at the Inn to help some of these individuals sleep comfortably during the harsh winter months of Mid-Mo!



Pictured: Jaxon, Teagon, and Crystal

### Crystal's Story: Why We Do What We Do

"So much to be thankful for! Single mom of two, moved here to help but things went south. February 1<sup>st</sup> I was blessed with more than I can ever repay! Cold, scared and confused I was given a new family. My boys called this home. This home is full of love, full of laughs, and a place I thoroughly have discovered myself in. It's more than a misplaced shelter. This family took us in and moved mountains with prayer. Took light on resources. Opened minds to different possibilities. You all are very important. My rock when things were cloudy. Saying thank you doesn't speak enough truth. Saying a "shelter" is an insult. It's home! Calling you a volunteer is not enough compassion. You are family. I'd love to stay and watch you grow. Get a big home, knock out the walls and be the most amazing Family House. No one locally provides even close to what you can. It's been a scary long road but at least I came home every night. I discovered that several things happen here. 1) Nevaeh ~ It's heaven after a hectic backwards day of paperwork and meetings. 2) Faith ~ brought me and my two boys closer than before. Our before life was productive and full. Now we have you, a new family/friends, and a new meaning to belonging"

- Crystal, Teagon, Jaxon and Mr. Pickles

**Audrain  
County Shelter  
Resource  
Coalition is  
officially a  
501c3 Non-  
Profit  
Organization,  
effective  
October 16<sup>th</sup>,  
2015!**



### **To our generous donors...**

Thank you so much for everything. Every guest at the Room at the Inn found every necessity met and then some. It's heartwarming to see this community pull together to make this possible.



### **Creative Ways to Donate**

Trying to think outside the box when donating?... Consider donating old dvd's. We have two televisions at the shelter that are available for our guests to use. Last year they were used in the family room quite a bit for the children. You'd be surprised how much a t.v. can make a place feel like home!



FIND US ON FACEBOOK TO KEEP UP  
WITH THE LATEST NEWS & INFO!  
**Search:** Audrain County Shelter  
Resource Coalition

## **Want to get more involved?**

We have meetings on the second Monday of every month that are open to the public.

Our next meeting is: July 11<sup>th</sup>.  
Location: Mexico United Methodist Church

Our organization welcomes anyone to come and share their thoughts or ideas regarding the Room at the Inn.

## **The Stats:**

- Number of guest sheltered: 22
- Number of nights there was at least one stay: 45
- Nights with multiple guests: 34
- Local people sheltered: 14
- Non-local people sheltered: 8
- Average age of guest: 30
- Males sheltered: 14
- Females sheltered: 8
- Children 10 & Under: 4
- 12 of the 22 guests stayed 5 or more nights
- Volunteers at the shelter: 66
- Most guests at shelter in one night: 7

### **Want to volunteer? Here's how!**

In order to volunteer, you must go through a training and orientation. This can be taken care of in about an hour and a half. Please email the ACSRC at [acsrc.mo@gmail.com](mailto:acsrc.mo@gmail.com) to let us know you want to be trained. If you have a group that would like to be trained, we can do that as well. The more the merrier!

### Room at the Inn Mission Statement:

The Room at the Inn Winter Shelter will provide a warm, safe place to sleep January 1 through February 29, 2016, adjusted as weather dictates, between the hours of 7:00 pm – 7:00 am.

### Location

- 207 West Monroe, Mexico (The Fastenal Building)
- 573-473-6328

### Who Uses the Shelter?

- People who need shelter from the cold, winter nights
- People from all walks of life
- People from our community
- People who want a better life
- People just like you and me

### Who Works at the Shelter?

- People willing to volunteer their time and resources
- People from all walks of life
- People from our community
- People willing to serve those in need without prejudice
- People just like you and me

## Room at the Inn

Caring for those in need of Shelter

Winter Overnight Shelter serving the Audrain County area  
Audrain County Shelter Resource Coalition

[acsrc.mo@gmail.com](mailto:acsrc.mo@gmail.com)

### Tax Deductible Donations

Checks with a notation for

Room at the Inn can be mailed to:

~~Mexico United Methodist Church~~  
~~122 East Promenade Street~~ **ACSRC**  
~~P O Box 476~~  
Mexico, MO 65265

### The Audrain County Shelter Resource

**Coalition (ACSRC)** consists of many agencies, organizations, churches and interested individuals who have gathered to discuss how we as a community can be a resource to those who are homeless or displaced. Our mission is "caring for those in need of shelter." We understand the needs are complex and the need is greater than we can readily see. Yet, we know as a community we need to address this concern head on. Our first project is to coordinate an overnight shelter following a model used in Columbia called "Room at the Inn." One of their guiding values is that no one deserves to freeze to death.

### Sign up for the e-mail list to learn more about:

- Volunteer opportunities
- Training sessions
- Needed In-kind donations
- To keep up-to-date on activities

### Contact:

Send your full name and e-mail address to: [acsrc.mo@gmail.com](mailto:acsrc.mo@gmail.com) to receive an invitation with volunteer opportunities

### Volunteers Activities:

- Work shifts at the shelter
- Set-up of shelters
- Take down shelters
- Clean facilities
- Laundry
- Organize fund raisers
- Get involved with planning and organization of the shelters

*All volunteers who work with shelter clients will be asked to undergo a "mini-background check"*

### In-Kind Donation Drop-off Sites

- Mexico United Methodist Church
- Central Missouri Community Action
- 403 Fairground Street Mexico
- Missouri Pay It Forward



## **Room at the Inn**

Caring for those in need of Shelter

Winter overnight shelter serving the Audrain County Area  
Audrain County Shelter Resource Coalition

[acsrc.mo@gmail.com](mailto:acsrc.mo@gmail.com)

# **THANK YOU**

The members of the Audrain County Shelter Resource Coalition and the "Room At The Inn" 2016 Winter Shelter project would like to **THANK EVERYONE** who has taken the time to volunteer at the shelter or has donated towards the project's needs. This service for our county could not be provided if it wasn't for the generosity and support received.

A special **THANK YOU** to the Mid MO Evangelistic Center in Mexico for welcoming us in and allowing the ACSRC to use their space for the Winter Shelter.

## **Stats for January & February**

Number of guest sheltered: 22

Number of bed nights: 45

Nights with multiple guests: 34

Local people sheltered: 14

Non-local people sheltered: 8

12 out of the 22 guests stayed 5 or more nights

Average age of guest: 30

Males sheltered: 14

Females sheltered: 8

Children 10 & Under: 4

Volunteers that worked the shelter: 66

Most guests at shelter in one night: 7

**THANK YOU TO ALL THAT DONATED THEIR TIME, TALENT & RESOURCES TOWARDS OUR WINTER SHELTER.**



## **Room at the Inn**

Caring for those in need of Shelter

Winter overnight shelter serving the Audrain County Area  
Audrain County Shelter Resource Coalition

[acsarc.mo@gmail.com](mailto:acsarc.mo@gmail.com)



### **NEW ADDRESS OF SHELTER LOCATION**

**117 West Promenade St. Mexico, MO.**

**PHONE: (573) 473 – 6328**

### **\*CHECK-IN TIME:\***

**7:00 pm – 8:30 pm**

### **HOURS OF OPERATION**

**7:00 pm – 7:00 am**

**(Open every night in January & February during Check-In hours)**



Audrain County Shelter Resource Coalition  
2015/2016 Room at the Inn

Balance Sheet

Balance Forward from April 8, 2015	\$1,597.67
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**INCOME:**

First Christian Church - Mexico	\$700.00
Martin Jones	\$250.00
Laddonia Christian Church	\$100.00
Berry & Jo Ann Azdell	\$100.00
St. Luke UMC - Mexico	\$262.58
Jim Adams (for breakfast vouchers)	\$50.00
Joyce Herron (for breakfast vouchers)	\$50.00
First United Penecostal Church - Mexico	\$100.00
MUMC Ages & Stages Class (honor of Karen Taylor)	\$75.00
Sandy Maseman	\$100.00
Fran & Don Whitehead (honor of Beth Simpson)	\$100.00
Carole Fischer	\$100.00
Kentucky Road Christian Church - Mexico	\$50.00
Anna Griffin Foundation (Grant)	\$2,500.00
Charles Stribling (Grant)	\$100.00
Susan Shire Selle	\$500.00
Southside Baptist Church - Vandalia	\$300.00
Victory Christian Church - Mexico	\$250.00
Gallaher Insurance Office Donation	\$13.00
John & Carol Gallaher	\$50.00
A.M. & S.E. Atkins	\$100.00
Dr. Joseph Corrado	\$400.00
Darren Smiley	\$25.00

Jon & Margaret Griswold (honor of Jo Ellen Brown)	\$50.00
First Presbyterian Church - Mexico	\$50.00
Linda Ahmann (for breakfast vouchers)	\$50.00
Anne Johnson	\$1,000.00
Gamma Lambda Beta Sigma Phi	\$170.00
Rush Hill Community Church	\$500.00
Lockwood Park Baptist Church - Mexico	\$25.00
Gallaher Insurance Office Donation	\$6.00
Mexico GFWC	\$100.00
<b>TOTAL INCOME</b>	<b>\$8,226.58</b>

### EXPENSES:

Safety Deposit Box	\$25.00
Checks	\$16.65
Walmart (supplies)	\$139.93
Dollar General (supplies)	\$15.91
La Crosse Lumber	\$67.03
Dollar General (supplies)	\$34.21
Dollar General (supplies)	\$9.57
United States Liability Insurance - check 1001	\$654.00
Mid Mo Evangelistic Center (January) - check 1002	\$600.00
Mid Mo Evangelistic Center (February) - check 1003	\$600.00
Jackson Street Diner (used breakfast vouchers) - check 1004	\$102.00
501c3 NonProfit Application Fee	\$400.00
Butler Supply	\$73.86
Jackson Street Diner (used breakfast vouchers) - check 1005	\$84.00
Budget Inn (Thompson) - check 1006	\$38.70
Walmart (supplies)	\$130.12
United States Liability Insurance- check 1007	\$490.50
Loyd's Lock - check 1008	\$131.00
Tad Dobyns (reimbursement storage container) - check 1009	\$21.68



Budget Inn (Sheets) 2 nights	\$96.00
Budget Inn (Bartlett) 1 night	\$43.00
Budget Inn (Leavell) 1 night	\$43.00
Budget Inn (Ball) 2 nights	\$86.00
Budget Inn (Shaw) 2 nights	\$86.00
United States Liability Insurance - check 1010	\$490.50
Tad Dobyns (reimbursement storage container) - check 1011	\$13.00
Walmart (supplies)	\$10.83
<b>TOTAL EXPENSES</b>	<b>\$4,502.49</b>

<b>TOTAL INCOME - EXPENSES as July 1, 2016</b>	<b>\$5,321.76</b>
Savings as of July 1, 2016	\$50.04
<b>GRAND TOTAL as of July 1, 2016</b>	<b>\$5,371.80</b>

Prepared by Jo Ellen Brown, CPS  
Audrain County Shelter Resource Coalition Treasurer



# STATE OF MISSOURI



Jason Kander  
Secretary of State

## CERTIFICATE OF INCORPORATION

WHEREAS, Articles of Incorporation of

*Audrain County Shelter Resource Coalition*  
*N000700016*

have been received and filed in the Office of the Secretary of State, which Articles, in all respects, comply with the requirements of Missouri Nonprofit Corporation Law;

NOW, THEREFORE, I, JASON KANDER, Secretary of State of the State of Missouri, do by virtue of the authority vested in me by law, do hereby certify and declare this entity a body corporate, duly organized this date and that it is entitled to all rights and privileges granted corporations organized under the Missouri Nonprofit Corporation Law.

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 16th day of October, 2015.

  
Secretary of State



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: DEC 30 2015

AUDRAIN COUNTY SHELTER RESOURCE  
COALITION  
409 FAIRGROUNDS  
MEXICO, MO 65265-0000

Employer Identification Number:  
47-5519381  
DLN:  
26053762001075  
Contact Person:  
CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
October 16, 2015  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part 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.

Letter 5436