

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY  
AGENDA

July 20, 2017, 7:00 a.m.

at

501 Cedar Terrace South, Charles City, IA 50616

- I. Roll Call – Call Meeting to Order
- II. Public Comments
- III. Amend-Approve Minutes of June 15, 2017..... 1-3
- IV. Approval of Bills for July 2017 ..... 4
- V. Communications ..... 5-9
  - 1. Capital Fund Program Update
  - 2. Rehab Update
  - 3. HUD Lawsuit
  - 4. HUD Visit
  - 5. Section 8 Funding/Utilization
  - 6. Monthly Rental Status Update
  - 7. End of Participation Tracker
- VI. Old Business
- VII. New Business
  - 1. Review Operating Reports..... 10-13
  - 2. Certification of Net Restricted Assets for FYE 06/30/2016..... 14-17
  - 3. Approve Resolution 10-17 to Accept 2017 Capital Fund Award..... 18-19
  - 4. Consider Approval of Allowing Dish TV..... 20
  - 5. Consider Approval to Send Staff to HQS Training..... 21-25
- VIII. Directors Report
- IX. Move to Adjourn

Next regular meeting scheduled for Thursday, August 17, 2017, 7:00 a.m., CCHRA  
Office

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
June 15, 2017 7:00 a.m.

Members Present: Jeremy Heyer, Carol Tyler, Stewart Coulson, Linda Klemesrud, and Eric Miller. Absent: None. Others present: Heidi Nielsen, staff

Call to Order. Chairperson Heyer called the meeting to order at 7:06 a.m.

Public Comments. None

Amend-Approve Minutes of May 18, 2017. Coulson made a motion and Tyler seconded the motion to approve the minutes of May 18, 2017 as presented. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. Miller made a motion and Klemesrud seconded the motion to approve payment of the revised bill listing totaling \$75,386.65. Ayes: 5, Nays: 0. Motion carried.

Hearing – Revisions to Agency Plan.  
Board Chairperson Heyer declared the meeting open.

Filing of Affidavit of Publication. The notice of public hearing was presented and Nielsen confirmed the posting date as 05/01/2017.

Written Comments or Objections. Nielsen noted that there were no written comments or objections received.

Oral Comments or Objections. None were presented.

Motion to Close Hearing. Coulson moved to close the hearing and Tyler seconded the motion. Roll call: Ayes: Coulson, Heyer, Tyler, Klemesrud, Miller. Nays: None. Motion carried on roll call vote.

Consider Resolution No. 04-17 Adoption of Revisions to Agency Plan.  
A motion by Tyler was made to approve Resolution 04-17. Coulson seconded the motion. Roll call: Ayes: Tyler, Heyer, Miller, Klemesrud, and Coulson. Nays: None. Motion carried on roll call vote.

Communications. Items under Communications were reviewed but no action was taken.

Old Business. None

New Business.  
Review Operating Reports and Consider Approval of Resolution 05-17 PH Budget Amendments for FYE 06/30/2017. The Operating Reports for the Month Ended May 2017 were reviewed. Nielsen noted that an error was made posting the June HAP payments and they were posted in May, so the report is showing more expenses than it should. In addition, Nielsen also explained to the board that HUD only required a public housing budget because there is an on-line reporting system for the Section 8 Program. Miller made a motion to approve Resolution 05-17

accepting the PH budget amendments. A second was made by Coulson. Roll call: Ayes: Heyer, Miller, Klemesrud, Coulson, Tyler. Nays: None. Motion carried on roll call vote.

Approve Resolution No. 06-17, Writing Off Accounts Receivable. A list of accounts to be written off as uncollectible was presented to the Board. Nielsen explained that HUD recommends writing off all debt that we determine as uncollectible because keeping the uncollectible debt on the books has a negative impact on our financial score. She also explained that collection efforts will continue. The Iowa Offset program was also discussed. Coulson made a motion, and Miller seconded the motion to approve Resolution No. 06-17. Roll call vote: Ayes: Coulson, Klemesrud, Heyer, Miller, and Tyler. Nays: None. Motion carried on roll call vote.

Approve Resolution No. 07-17, Removal of Assets from Depreciation. Nielsen provided the board with an explanation regarding the requirement to remove assets no longer in service from the depreciation schedule. The resolution was reviewed noting that the only assets removed from service during the year were the computer equipment and the resolution was necessary to show that the HUD requirement had been met. Also reviewed were the assets to be added, which included the new computers and the handrail project. Miller made a motion, and Tyler seconded the motion to approve Resolution No. 07-17. Roll call: Ayes: Klemesrud, Coulson, Tyler, Miller, and Heyer. Nays: None. Motion carried on roll call vote.

Approve Resolution No. 08-17, Updates to Utility Allowances. Nielsen discussed with the board the requirements to update the allowances and compared the new allowances with the existing ones. Nielsen explained to the board that who would be affected by the change depends on whether the rent is above or below the payment standard. In addition, Nielsen reviewed which public housing units were affected by the change. Miller asked if the residents had been sent the 60-day notice and Nielsen responded that they had and the change would go into effect on August 1. Miller motioned to approve Resolution 08-17 to update the utility allowances. The motion was seconded by Coulson. Roll call: Ayes: Heyer, Tyler, Klemesrud, Miller, and Coulson. Nays: None. Motion carried on roll call vote.

Consider Approval of Resolution 09-17 Revisions to Public Housing Lease. The board discussed the lease revisions. The question was asked if any of the residents had any concerns with the elimination of cash rent payments. Nielsen stated that there has only been one resident upset with the changes. There was also concern raised on how the residents would be able to dispose of their sharps. Nielsen explained that in the past the agency had instructed the residents to bring them in inside of a laundry detergent bottle. Then they would be taken to Jendro for disposal. Under new requirements, Jendro was requiring more handling prior to disposal and it put the employees at risk of being stuck by the needles. The board was also informed that only one resident had submitted a written comment on the changes to the smoking policy and they wanted designated smoking areas with someplace for the residents to dispose of the cigarette butts. However, due to the placement of the buildings it would not be feasible to make them accessible to all residents. Nielsen explained to the board that once approved the lease revisions would be sent to the residents for their 60-day notice and it would run concurrently with the 30-day window for the residents to sign and return the lease. Miller moved to approve Resolution 09-17 and it was seconded by Klemesrud. Roll call: Ayes: Heyer, Klemesrud, Tyler, Miller, and Coulson, Nays: 0. Motion carried on roll call vote

Approve Participation in HUD Lawsuit. Nielsen explained the purpose of the lawsuit and said that HUD had previously been found in violation of the ACC with the agencies when they offset their operating subsidies in 2012. The board discussed the advantages and disadvantages of

joining the lawsuit. The board was also told that ultimately it would be up to the City Council, but if they were not in favor of it, it would not be presented to the council. Miller suggested that a written statement be made available to the media. Klemesrud asked whether or not the \$1000 required by the City would need to be returned out of any monetary award. Nielsen said that it could not because of the requirement to use non-HUD money for the fee. Miller made a motion to take the request to join the lawsuit to the City Council. Klemesrud seconded the motion. Ayes: 4. Nays: 1. Motion carried.

Being no further business, Tyler moved, Klemesrud seconded the motion to adjourn. Ayes: 5. Nays: 0. The meeting adjourned at 7:48 a.m.

Charles City Housing and Redevelopment Authority

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Jeremy Heyer, Chairperson

ATTEST:

\_\_\_\_\_  
Heidi Nielsen, Director

Charles City Housing  
 Monthly Bill Listing  
 July 2017

Customer	Description	Amount
American Waterworks	poly level cement	9,877.00
Asbestrol, Inc.	tile inspection	395.20
C.Naber & Associates	accounting fees	495.00
CDW-G	computer items	1,178.76
CDW-G	computer items	394.68
CenturyLink	phone bill	188.52
Cintas	rug service	225.66
	water/sewer/URP/S8	
City of Charles City	insp/postage/comm.officer wage share	42,219.33
Croell Inc	concrete sand	32.00
Don's Repair	edger/trimmer parts	106.72
HAPS	July 1 payments	56,136.91
Iowa Department of Transportation	fuel	215.52
Jendro Sanitation	trash service	650.00
John Deere Financial	Theisen's maintenance items	396.57
Kamm Excavating Corp.	fill dirt	1,000.00
Lessin Supply Co.	sander parts	38.13
Mehmen's Painting	painted #22	130.00
Mid American Energy	electric/gas/URP	6,811.99
Mike Rowe	security deposit refund	200.00
Nan McKay	HQS training fee- Russ/Adam	1,785.00
Petty Cash	replenish fund	28.86
Pitney Bowes	meter lease	54.09
Plunkett's Pest Control	apt. Inspection @ Morningside	40.00
Rick Pierce	found laundry key tag-refund fee	10.00
Schueth Ace Hardware	maintenance items for month	1,194.71
Sisson & Associates	workmen's comp. ins. Fee	139.00
SMI CO.	playground safety fiber	1,075.00
Staples Advantage	office items	182.86
Superior Lumber	maintenance items for month	87.13
T-J Service	door gaskets	329.97
Titus Lock Services	SCT lock repair	92.00
True Green	lawn treatment	796.00
Uline	mop heads and handle	139.99
US Cellular	cell phone service	91.80
Wells Fargo Vendor FIN Serv	copier lease	252.02
YARDI	criminal background fees	105.00
		<b>127,095.42</b>

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. Part of the sidewalk project is complete. American Waterworks has all of the poly lifting finished. With the additional work at North Cedar Terrace and Morningside not addressed in the original specifications, their portion of the project came to \$9,877. The remaining work being done at South Cedar Terrace should be finished soon.
2. Rehab Update. The City has been notified by NIACOG that our application for the 2017 CDBG Owner-Occupied Rehabilitation Grant was not funded. Whether the City will be applying for funding 2018 has yet to be determined. NIACOG will be contacting the Iowa Economic Development Authority to determine where the application fell short. This will help us determine if we want to revise and resubmit the same application for next year, select a new target area, or not apply at all.
3. HUD Lawsuit. The City Council has reviewed the information for the lawsuit at a planning session on July 10<sup>th</sup> and the discussion leaned toward approving our participation in the lawsuit being filed by PHADA and NAHRO in an effort to collect the 2012 Operating Subsidy offset. The council will be voting on it during the July 17<sup>th</sup> Council Meeting.
4. HUD Visit. As follow up to our visit from HUD in June. We received a letter from them with their recommendations. They indicated that we had a serious deficiency with our Section 8 utilization. However, they also stated that when the SEMAP criteria is applied to our current year funding we would receive all 20 points. So, the obvious question is how can we have a serious deficiency if we are using all our current funding plus some of our reserves? Because of that I contacted a different HUD staff and she suggested that I contact the director, because in her opinion they shouldn't have referred to our agency as having a serious deficiency. I contacted the Director and she said that she would review it and have them send a corrected letter.

Other than that, the visit was uneventful. They looked at a few files and the financial reports. We also discussed our arrangement with the city concerning the position currently filled by Officer Vetter.

5. Section 8 Funding/Utilization. See attachments

6. Monthly Rental Status Update.

Month of June 2017	Total Leased 6/1/17	New Leases	Removed Or Moved	Total Leased 7/1/17	Total on Waiting List	Offered Assistance	Removed
Terraces 132 Units	130	1	1	130	9	6	3
Morningside 16 Units	14	2	0	16	6	0	1
Section 8 197 Units	168	6	4	170	24	15	7

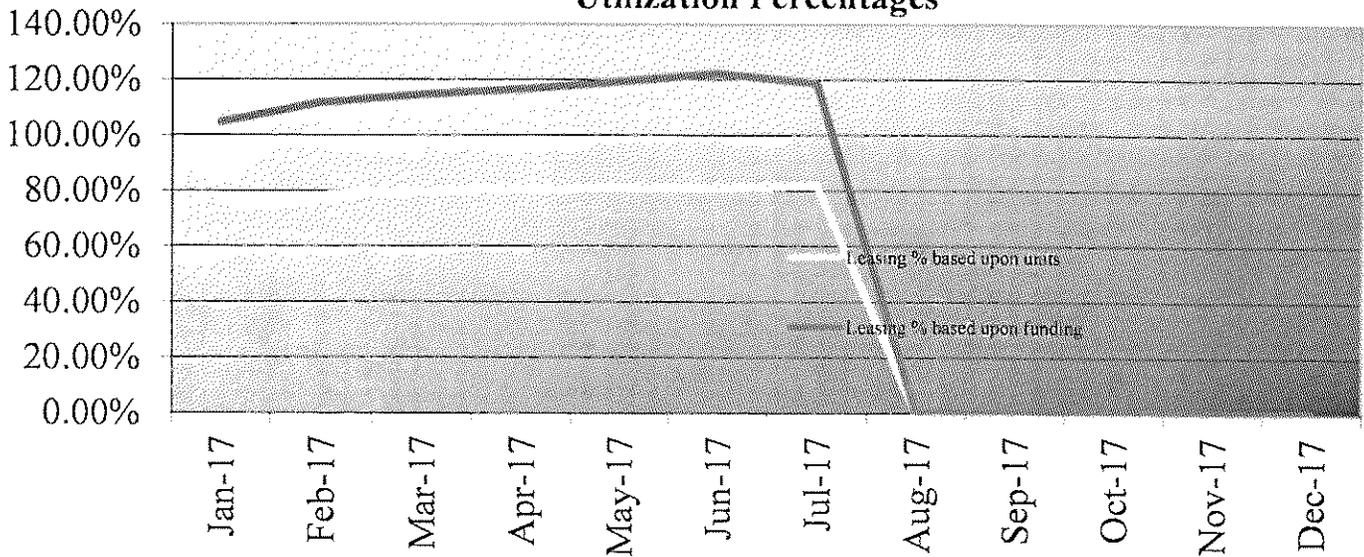
Declined Assistance (5) Over Income (1) Denied ( ) Insufficient Address ( )  
 Did not attend Briefing/Information Not Returned (5) Criminal Background Check ( )  
 Voucher Expired (6) Purged ( )  
 Terminations: PH (1) S8 (2)

7. End of Participation Tracker. See attachment



	Unit Months Available	Unit Months Leased	Leasing % based upon units	HAP Revenue	HAP Funding Obligation	HAP Expenses Paid	Leasing % based upon funding	Per Unit HAP
Jan-17	208	161	77.40%	\$ 51,440.00	\$ 46,814	\$ 48,998	104.67%	\$ 304.34
Feb-17	208	163	78.37%	\$ 51,440.00	\$ 46,814	\$ 52,253	111.62%	\$ 320.57
Mar-17	208	165	79.33%	\$ 52,930.00	\$ 46,814	\$ 53,610	114.52%	\$ 324.91
Apr-17	208	167	80.29%	\$ 52,930.00	\$ 46,814	\$ 54,570	116.57%	\$ 326.77
May-17	208	168	80.77%	\$ 52,930.00	\$ 46,814	\$ 55,806	119.21%	\$ 332.18
Jun-17	208	168	80.77%	\$ 52,930.00	\$ 46,814	\$ 57,160	122.10%	\$ 340.24
Jul-17	208	170	81.73%	\$ 40,226.00	\$ 46,814	\$ 55,562	118.69%	\$ 326.84
Aug-17	208		0.00%		\$ 46,814		0.00%	
Sep-17	208		0.00%		\$ 46,814		0.00%	
Oct-17	208		0.00%		\$ 46,814		0.00%	
Nov-17	208		0.00%		\$ 46,815		0.00%	
Dec-17	208		0.00%		\$ 46,815		0.00%	
<b>YTD</b>	<b>2,496</b>	<b>1,162</b>	<b>46.55%</b>	<b>\$ 354,826.00</b>	<b>\$ 561,770</b>	<b>\$ 377,959</b>	<b>67.28%</b>	<b>\$ 325.27</b>

Utilization Percentages



NRA / Prog Reserve Balance (Excess HAP) as of 1/1/2017:	\$ 156,594		
HAP Funding YTD:	\$ 561,770		
HAP Expenditures YTD:	\$ 377,959	Current Year Funding:	113
HAP Revenue (Fraud, FSS Forfeits) YTD:	\$ 2,259		
Current Remaining NRA / Prog Reserve:	\$ 342,664		
Current Monthly Funding (a)	\$ 42,814	Current Year Funding	
Current Average HAP Payment (b)	\$ 325	and reserves:	211
# of Units the Current Monthly Funding Would Support (a)/(b)	132		
# of Units Currently Leased	170		
Excess Units Leased, Current Month	38		
Current Year-to-Date Funding (a)	\$ 561,770		
Current Year-to-Date Average HAP Payment (b)	\$ 325		
# of Unit-Mos the Current Monthly Funding Supports (a)/(b)	1,727		
# of Unit-Mos Leased Year-to-Date	1,162		
Remaining Unit-Mos to Lease Year-to-Date	565		
Estimate of next years funding:			
YTD HAP expense	\$ 377,959		
Months to date	5		

END OF PARTICIPATION  
TRACKER  
2017-2018

SECT8	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING													0
ZERO HAP													0
MUTUAL RESCISION													0
ANNUAL RE-EXAM SEARCHING	1												1
PORT-OUT ABSORBED													0
PORT-OUT SEARCHING	1												1
DECEASED													0
MOVED IN VIOLATION	1												1
EVICTED													0
UNAUTHORIZED LIVE-IN	1												1
VIOLATION OF FAMILY OBLIGATION													0
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME													0
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION													0
VOUCHER EXPIRED													0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD													0
<b>TOTALS</b>	<b>4</b>	<b>0</b>	<b>4</b>										
<b>PUBLIC HOUSING</b>													
LEFT IN GOOD STANDING													0
DECEASED													0
MOVED IN VIOLATION													0
TERMINATED FOR LEASE VIOLATIONS	1												1
EVICTED													0
UNAUTHORIZED LIVE-IN													0
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
CRIMINAL CONVICTION													0
OTHER (moved to new unit)													0
UTILITIES DISCONNECTED													0
<b>TOTALS</b>	<b>1</b>	<b>0</b>	<b>1</b>										

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MEETING DATE: 7/20/17

RE: Review Operating Reports

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**REQUESTED ACTION:** Review monthly operating reports.

**Comments:** The June 2017 operating reports are attached for your review.

**REVENUE & EXPENSE REPORT**  
**CALENDAR 6/2017, FISCAL 12/2017**

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	36,000.00	4,435.75	42,759.98	118.78	6,759.98-
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	83.61	6,085.49	152.14	2,085.49-
173-532-4506	DWELLING RENT-PUBLIC HOUSING	490,000.00	41,036.00	485,677.16	99.12	4,322.84
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	7,000.00	.00	5,026.00	71.80	1,974.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	1,209.50	10,046.00	83.72	1,954.00
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	1,952.47	3,403.29	170.16	1,403.29-
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	220,000.00	21,618.00	202,793.00	92.18	17,207.00
	<b>PUBLIC HOUSING TOTAL</b>	<b>771,000.00</b>	<b>70,335.33</b>	<b>755,790.92</b>	<b>98.03</b>	<b>15,209.08</b>
173-910-4830	TRANSFER IN - PUBLIC HOUSING	.00	.00	.00	.00	.00
	<b>TRANSFERS IN/OUT TOTAL</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
173-532-6010	SALARY - PUBLIC HOUSING	87,500.00	10,465.83	88,613.20	101.27	1,113.20-
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING	500.00	.00	31.12	6.22	468.88
173-532-6070	LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6110	FICA - PUBLIC HOUSING	6,000.00	721.78	5,997.07	99.95	2.93
173-532-6130	IPERS - PUBLIC HOUSING	7,500.00	934.61	7,883.73	105.12	383.73-
173-532-6150	HEALTH INS - PUBLIC HOUSING	38,000.00	3,062.08	36,744.96	96.70	1,255.04
173-532-6151	LIFE INS - PUBLIC HOUSING	310.00	30.79	360.83	116.40	50.83-
173-532-6160	WORK COMP - PUBLIC HOUSING	3,719.00	139.00	3,858.00	103.74	139.00-
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	600.00	18.92	53.15	8.86	546.85
173-532-6198	EMP BEN MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6199	EMPLOYEE BEN-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6230	STAFF TRAINING-PUBLIC HOUSING	5,000.00	.00	2,519.21	50.38	2,480.79
173-532-6370	GAS - PUBLIC HOUSING	35,000.00	1,986.55	26,216.88	74.91	8,783.12
173-532-6371	UTILITIES - PUBLIC HOUSING	50,000.00	3,210.27	53,947.23	107.89	3,947.23-
173-532-6374	WATER - PUBLIC HOUSING	18,000.00	1,488.86	17,192.00	95.51	808.00
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	24,000.00	1,834.43	21,173.60	88.22	2,826.40
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	175.00	2,822.08	94.07	177.92
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	32,000.00	.00	32,048.95	100.15	48.95-
173-532-6411	LEGAL FEES - PUBLIC HOUSING	4,000.00	80.00	2,179.00	54.48	1,821.00
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,100.00	252.02	3,102.30	100.07	2.30-
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	28,000.00	2,835.78	28,116.61	100.42	116.61-
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	.00	895.81	44.79	1,104.19
173-532-6442	PILOT-PUBLIC HOUSING	39,203.00	.00	39,202.70	100.00	.30
173-532-6490	OTHER PROFESSIONAL SERV	34,000.00	.00	.00	.00	34,000.00
173-532-6516	REFUNDS-PUBLIC HOUSING	200.00	.00	353.00	176.50	153.00-
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	35,000.00	2,807.18	35,458.02	101.31	458.02-
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	75,000.00	4,027.13	68,297.04	91.06	6,702.96
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	.00	.00	.00	.00	.00
	<b>PUBLIC HOUSING TOTAL</b>	<b>531,632.00</b>	<b>34,070.23</b>	<b>477,066.49</b>	<b>89.74</b>	<b>54,565.51</b>
173-536-6010	SALARY - PH MAINT	112,000.00	14,912.85	93,447.55	83.44	18,552.45
173-536-6040	OVERTIME SALARY - PH MAINT	6,000.00	.00	4,858.43	80.97	1,141.57

**REVENUE & EXPENSE REPORT**  
**CALENDAR 6/2017, FISCAL 12/2017**

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	8,500.00	1,101.13	7,126.85	83.85	1,373.15
173-536-6130	IPERS - PH MAINT	9,000.00	1,333.07	8,678.37	96.43	321.63
173-536-6150	HEALTH INS - PH MAINT	38,000.00	2,098.69	21,156.84	55.68	16,843.16
173-536-6151	LIFE INS - PH MAINT	250.00	25.11	159.03	63.61	90.97
173-536-6160	WORK COMP - PH MAINT	2,000.00	.00	2,694.00	134.70	694.00-
173-536-6170	UNEMPLOYMENT - PH MAINT	550.00	32.22	66.45	12.08	483.55
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	900.00	.00	450.00	50.00	450.00
173-536-6412	HEALTH SERVICES- PH MAINT	500.00	.00	818.00	163.60	318.00-
	PUBLIC HOUSING MAINTENANC TOTA	177,700.00	19,503.07	139,455.52	78.48	38,244.48
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	61,668.00	16,762.03	139,268.91	225.84	77,600.91-

**REVENUE & EXPENSE REPORT**  
**CALENDAR 6/2017, FISCAL 12/2017**

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	1,200.00	188.76	1,914.34	159.53	714.34-
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	325.00	6,360.00	127.20	1,360.00-
174-533-4505	HUD CONTRIB-SEC 8	630,000.00	52,930.00	613,936.00	97.45	16,064.00
174-533-4509	ADMIN FEE/HTH-SEC 8	90,000.00	7,636.00	93,951.00	104.39	3,951.00-
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	.00	.00	.00	1,000.00
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	185.00	18.50	815.00
	SECTION 8 VOUCHER TOTAL	728,200.00	61,079.76	716,346.34	98.37	11,853.66
174-910-4830	TRANSFER IN - SECTION 8 VOUCH	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
174-533-6010	SALARY - SEC 8	39,000.00	3,780.09	35,244.91	90.37	3,755.09
174-533-6040	OVERTIME SALARY - SECTION 8	200.00	.00	34.09	17.05	165.91
174-533-6110	FICA - SECTION 8	3,060.00	263.96	2,396.50	78.32	663.50
174-533-6130	IPERS -SECTION 8	3,572.00	337.54	3,144.96	88.04	427.04
174-533-6150	HEALTH INS - SECTION 8	16,348.00	1,312.32	15,747.84	96.33	600.16
174-533-6151	LIFE INS - SECTION 8	200.00	13.20	167.05	83.53	32.95
174-533-6160	WORK COMP - SECTION 8	1,817.00	.00	.00	.00	1,817.00
174-533-6170	UNEMPLOYMENT - SECTION 8	400.00	12.62	35.44	8.86	364.56
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	1,500.00	.00	546.54	36.44	953.46
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	1,017.00	12,783.00	85.22	2,217.00
174-533-6401	ACCOUNTING FEES - SECTION 8	3,500.00	220.00	2,830.00	80.86	670.00
174-533-6411	LEGAL-SEC 8	4,000.00	.00	3,000.00	75.00	1,000.00
174-533-6420	CONTRACT SERVICES - SECTION 8	8,000.00	482.00	9,798.70	122.48	1,798.70-
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6440	ENHANCED VOUCHER	17,300.00	.00	17,297.00	99.98	3.00
174-533-6443	HOME OWNERSHIP VOUCHER	5,000.00	163.00	4,562.00	91.24	438.00
174-533-6444	PORTABILITY VOUCHER	35,000.00	8,514.86	38,719.76	110.63	3,719.76-
174-533-6445	HC VOUCHER PAY-SEC 8	503,000.00	1,479.00	533,227.24	106.01	30,227.24-
174-533-6490	OTHER PROF SERVICES-SECTION 8	5,000.00	.00	.00	.00	5,000.00
174-533-6516	REFUND INTEREST-SEC 8	.00	.00	.00	.00	.00
174-533-6518	SUNDRY-OFF EXP-SEC 8	6,000.00	224.00	4,523.81	75.40	1,476.19
	SECTION 8 VOUCHER TOTAL	668,197.00	17,819.59	684,058.84	102.37	15,861.84-
174-910-6910	TRANSFER OUT - SECTION 8 VOUCH	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	SECTION 8 VOUCHER TOTAL	60,003.00	43,260.17	32,287.50	53.81	27,715.50

13

**REQUESTED ACTION:** Approve certification for interest earned on excess HAP funds during the year.

**Comments:** HUD has provided us with the attached certification to verify compliance with the requirement to return all interest earned on excess HAP funds or Net Restricted Assets (NRA) exceeding \$500 in accordance with 2 CFR 200.305, which states:

“(9) Interest earned amounts up to \$500 per year may be retained by the non-Federal entity for administrative expense. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment System (PMS) through electronic medium using either Automated Clearing House (ACH) network or a Fedwire Funds Service payment. Remittances must include pertinent information of the payee and nature of payment in the memo are (often referred to as “addenda records” by Financial Institutions) as that will assist in the timely posting of interest earned on federal funds.”

The attached spreadsheet shows all of the HAP expenses and interest allocated to the excess Net Restricted Assets (NRA) funding. For the FYE 06/30/2017 we only accrued \$296.00 in interest and are not required to return the funds. These are the amounts which were recorded in the Voucher Management System (VMS).

The certification is not required; however, it provides us with documentation that we are in compliance.

Housing Choice Voucher Programs  
Interest Earned on Excess HAP Funds and RNP Balances  
PHA Annual Certification for Internal Records

PHA Name: Charles City Housing & Redevelopment Authority

PHA Number: IA002

PHA FYE: 06/30/2017

This is to certify that the Charles City Housing & Redevelopment Authority earned interest on invested HAP and Restricted Net Position (RNP) funds (formerly referred to as Net Restricted Assets or NRA) for the PHA fiscal year ending, 06/30/2017 in the amount of \$ 296.00.

The PHA remitted \$ 0.00 on (date) to the Department of Health and Human Services (HHS), Payment Management System (PMS).

**Certification:** I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

\_\_\_\_\_  
Signature of Authorized PHA Official

7/20/17  
\_\_\_\_\_  
Date

Jeremy Heyer Board Chair  
\_\_\_\_\_  
Printed Official's Name and Title

This Certification must be signed by the appropriate PHA official and kept for financial review purposes by the auditor or the Housing Voucher Quality Assurance Division (QAD). Interest must be remitted to the Treasury via the HHS Payment Management System no later than 45 days following the PHA FYE covered by this certification.

HHS guidance related to funds remittances can be found on the HHS Division of Payment Management website at the following link:

[http://www.dpm.psc.gov/grant\\_recipient/funding\\_requests/returning\\_interest.aspx](http://www.dpm.psc.gov/grant_recipient/funding_requests/returning_interest.aspx)

Click on "returning funds" for specific information.



	Beginning	Allocated	Allocated	Reimb.	Admin	Admin	VMS	Calculated
UNA Balance	Interest	Fraud	Expense	Fee	Expenses	Balance	Balance	Balance
July	\$63,861	\$96.42	\$48.00	\$7,612	\$4,820	\$64,005	\$2,792	\$66,797
August	\$64,005	\$126.65	\$2.00	\$9,612	\$5,531	\$64,138	\$4,081	\$71,011
September	\$64,138	\$120.35	\$226.00	\$8,309	\$8,125	\$64,493	\$184	\$71,550
October	\$64,493	\$174.73	\$106.00	\$7,612	\$5,682	\$64,797	\$1,930	\$73,784
November	\$64,797	\$114.76	\$206.00	\$7,520	\$8,840	\$63,823	-\$1,320	\$72,810
December	\$63,823	\$221.02	\$126.00	\$7,520	\$5,148	\$64,216	\$2,372	\$75,575
January	\$64,216	\$152.06	\$95.00	\$7,725	\$5,322	\$64,500	\$2,403	\$78,262
February	\$64,500	\$108.09	\$118.00	\$7,250	\$6,102	\$64,757	\$1,148	\$79,667
March	\$64,757	\$131.48	\$427.00	\$7,110	\$7,124	\$65,337	-\$14	\$80,247
April	\$65,337	\$138.91	\$1,556.00	\$8,410	\$5,814	\$67,069	\$2,596	\$84,575
May	\$67,069	\$75.61	\$62.00	\$7,635	\$9,470	\$65,390	-\$1,835	\$82,896
June	\$65,390	\$158.69	\$162.00	\$7,635	\$6,834	\$65,740	\$801	\$84,047
		\$1,619	\$3,134	\$93,950	\$78,812		\$18,307	

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**MEETING DATE:** 07/20/2017

**RE:** Consider Approval of Resolution 10-17 Acceptance of CFP  
Grant IA01P00250117 for \$145,962

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**REQUESTED ACTION:** Approve Resolution 10-17 as required by HUD.

**Comments:** HUD is requiring the acceptance of the 2017 Capital Funding grant to be by board resolution. The resolution outlines the regulations pertaining to the capital fund program and authorizes the acceptance of the funding.

## RESOLUTION NO. 10-17

### ACCEPTANCE OF CFP GRANT IA01P00250117 FOR \$145,962

#### Charles City Housing and Redevelopment Authority

WHEREAS, the Charles City Housing and Redevelopment Authority (CCHRA) provides housing for low income families through various programs which are funded primarily through agreements with the United States Department of Housing and Urban Development; and

WHEREAS, the Charles City Housing and Redevelopment Authority has entered into a Consolidated Annual Contributions Contract (ACC) with the Secretary of Housing and Urban Development or HUD on 02/11/2005; and

WHEREAS, HUD has agreed to amend the contract to provide capital funding for the fiscal year 2017 in the amount of \$145,962 to assist the CCHRA in carrying out capital and management activities at existing public housing developments in order to ensure that such developments continue to be available to serve low-income families; and

WHEREAS, the CCHRA agrees to carry out these activities in accordance with all HUD regulations and other requirements applicable to the Capital Fund Program. Specifically, the CCHRA must obligate 100% of the grant within two years of the effective date and must expend 100% of the grant within 4 years of the effective date and in accordance with its' current 5-Year Plan. The PHA will continue to operate its' development as low-income housing in compliance with the ACC, as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of this funding.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that the Authority has reviewed the preceding grant requirements as listed in the CFP Amendment and will take the responsibility to adhere to these requirements to the fullest extent possible, and authorize Heidi Nielsen, Executive Director, to accept the funding.

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 20<sup>th</sup> DAY OF JULY 2017.

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Jeremy Heyer, Chairperson

ATTEST:

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Heidi Nielsen, Director

**REQUESTED ACTION:** Discuss resident requests to have Dish Network installed.

**Comments:** In 2011 we made the decision to allow Direct TV to install satellite dishes for the residents. We had been contacted by PR Connections from Mason City and they said that they could put up one dish per building and each resident would have 2 connections available to them if they wanted satellite television instead of Mediacom or our antenna system. We contacted the Better Business Bureau and references and they did not appear to be any issues. Whenever a resident wanted to have Direct TV installed we had them contact PR Connections because the other installers wanted to install an additional dish.

Since then, we have found out otherwise. We have been informed that the installation of one dish per building isn't supposed to be used for residential customers, only business applications. Since the residents are entering into contracts for service, they are supposed to have their own dish. Another issue that was created deals with the installation. Their installers are using the existing Mediacom box and either installing splitters or cutting Mediacom's wires to run the signal into the apartment. They (PR Connections) have not been attaching the wires to the building. They have been laying them in the gutters or running them across the ground. This is causing the gutters to become clogged with leaves and debris and they are getting tangled in the weed eater. I spoke with Mediacom and they said that the wires are not theirs and they won't run the cable any longer because we allowed Dish TV to come into the complex. They said they will run the cable to the buildings but if any of the wires need to be run into a building or repaired, they will not do it. I asked how that was fair to the residents and they said it was not their problem, even after I explained to them that we are not able to use our funding to make any repairs to the television systems. The Mediacom installer also said that in 2011 they had made the decision to update all the wiring at all three sites and spent thousands of dollars doing so. He said that the only reason they spent the money to update was because we only allowed the residents to contract with them. Now that the residents have a choice, they won't run the wires any more.

We have been getting more requests to also install Dish Network television. The residents are saying that it is cheaper and they can get more channels. If we allow Dish Network on site, we should also allow other installers of Direct TV on site. This could potentially give us 8 dishes per apartment because once the satellite dish is installed, the company does not remove it when the contract is up. Depending on the position of the unit in relation to the satellite, the same pole may not work for the other company's dish.

We also need to decide what to do with our antenna system, since we are no longer allowed to fund any more repairs.

**REQUESTED ACTION:** Approve training for Adam Wygle and Russ Bornstein to become Certified HQS Inspectors.

**Comments:** In an attempt reduce the cost of the Section 8 Inspections, we would like to train the maintenance staff to conduct the HQS inspections for the Section 8 Program. They are already doing the inspections for the Public Housing Program. Since we are doing most of the inspections on a biennial basis, it won't add much to their workload. In addition, we can have a little more control over the inspections and scheduling.

There is a training seminar offered by Nan McKay and Assoc. in September from the 12th through the 14<sup>th</sup> in Minneapolis. The approximate cost of the training is \$2,660, which includes the registration, exam, hotel, and meals. There will be some miscellaneous fees to cover transportation and parking.

The agenda is attached for review.



## HCV Housing Quality Standards

An HCV Seminar

**SEMINAR NUMBER: 101-027**

### Schedule

Day One: 8:00 A.M. Registration  
Day Three: 12:00 P.M. End of seminar  
3:30 P.M. End of exam

### Materials

- \* Housing Quality Standards workbook
- \* HQS Quick Check Guide
- \* HUD inspection form (HUD-52580-a)
- \* NMA pen, pencil, flashlight and bag

### Certification Exam

A certification exam is available for \$150 unless otherwise stated on the order form

### Delivery Method

A group-live seminar featuring PowerPoint, case studies, group discussion, class materials (workbook, Quick Check Guide), brainstorming, and Q&A.

### Length

Three days

### Audience

HQS staff and inspection supervisors.

### Credits

CPE units = 22 in the field of Specialized Knowledge and Applications. CEU units w/ exam = 1.9 Basic Program Level. No advanced preparation required. No prerequisite sites required.

**PURPOSE:** Maintain strong ties with owners and the community by ensuring inspectors thoroughly understand the required elements of HQS. This 3-day training provides information on general room standards, kitchens, bathrooms, electricity, plumbing, and security, including the lead-based paint regulations. Day 3 involves a site inspection and analysis of inspection results focusing on the four SEMAP indicators that relate to HQS inspections. This class includes a discussion of UPCS-V.

**LEARNING OUTCOMES:** Upon completion of HCV Housing Quality Standards (HQS), you should have the skills needed to be an effective and efficient HQS inspector:

- \* Recognize the HQS requirements for electricity, including the number of outlets required for each room, how outlets and fixtures must be installed, their workability, and identification of electrical hazards, and inspect and rate according to these requirements
- \* Identify the minimum general security requirements in terms of accessibility and lockability, and inspect and rate according to these requirements
- \* Define, inspect, and rate kitchens following the basic requirements, including what constitutes "fail" or "pass with comment" ratings for each aspect of the kitchen
- \* Inspect and rate bathrooms, building exterior, water and cooling system, and plumbing
- \* Identify and appropriately address lead-based paint hazards and indoor air quality hazards
- \* Recognize and apply the Section Eight Management Assessment Program (SEMAP) indicators that apply to the HQS function
- \* Conduct an on-site inspection

\*All classes are subject to change. Please plan ahead by purchasing refundable airfare.

For more information about this class,  
please call us at 800.783.3100,  
email [sales@nanmckay.com](mailto:sales@nanmckay.com),  
or visit our online store at [nanmckay.com](http://nanmckay.com)  
for current seminar locations and dates.

Nan McKay & Associates, Inc. has been accredited as an Authorized Provider by the International Association for Continuing Education and Training (IACET). In obtaining this accreditation, Nan McKay & Associates has demonstrated that it complies with the ANSI/IACET Standard which is recognized internationally as a standard of good practice. As a result of their Authorized Provider status, Nan McKay & Associates is authorized to offer IACET CEUs for its programs that qualify under the ANSI/IACET Standard.

Nan McKay & Associates, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted

**Seminar Schedule**

Day One: 8:00 A.M. Registration  
Day Three: 12:00 P.M. End of seminar  
3:30 P.M. End of exam

**Registration Options**

- 10% off when you register 45+ days in advance ..... \$742.50
- Seminar Fee #101-027 ..... **\$825**
- In-class Certification Exam #100-027 ..... **\$150**
- Online Certification Exam #12005-EXAM ..... **\$150**

**Seminar Dates and Locations**

Please mark the session you will attend.

- September 12-14 ~ Minneapolis, MN  
\*Save 10% before: 07/29/2017  
Crowne Plaza Minneapolis Northstar Downtown  
618 Second Avenue South  
Minneapolis, MN 55402  
Phone: (612) 338-2288  
Rate: \$179 single  
Book hotel by: 08/21/2017
- October 17-19 ~ Dallas, TX  
\*Save 10% before: 09/02/2017  
Aloft Dallas Downtown  
1033 Young Street  
Dallas, TX 75202  
Phone: (214) 761-0000  
Rate: \$146 single  
Book hotel by: 09/25/2017

**Policies**

By registering for and attending this training, you agree that you will not copy, share, post, or otherwise disseminate training or exam materials, including but not limited to posting on the internet, internal network, shared drive, or other publicly accessible means of access. Unauthorized distribution of NMA materials may result in the loss of your certification and/or legal action. **Hotel Recommendations:** Please note that these are only recommendations. We also recommend asking for the government rate when booking rooms at any hotel. **Cancellations:** If you are unable to attend this seminar, you may send a substitute or receive a credit toward a future seminar, to be attended within a one-year period. If you are unable to attend, you must notify NMA in writing at least 60 calendar days prior to the start date of the seminar. If you do not notify NMA in writing, you are responsible for the entire registration fee. If you cancel less than 60 days prior to the start date of this seminar, a cancellation fee of \$150 will be assessed. Substitutions must be in writing on the registration form, including the seminar name, location and attendee name, and must be received at least 60 days prior to the seminar start date. NMA reserves the right to change seminar dates, times, and locations without notice.

Print names as you would like the name to appear on the certificate.

Please check here if you are disabled and require a specific accommodation in order to participate in this seminar. A form will be sent to process your request.

Attendee 1 Full Name: Adam Wygle

Email Address (Required): \_\_\_\_\_

Attendee 2 Full Name: Russ Bornstein

Email Address (Required): \_\_\_\_\_

Attendee 3 Full Name: \_\_\_\_\_

Email Address (Required): \_\_\_\_\_

Attendee 4 Full Name: \_\_\_\_\_

Email Address (Required): \_\_\_\_\_

Please include a shipping address that is not a P.O. Box. We will ship you a plaque if you purchase and pass the certification exam for this seminar.

Agency: Charles City Housing & Redevelopment Authority

Phone: 641-228-6666 Fax: 641-228-6758

Billing Address: 501 Cedar Terrace South

City: Charles City State: IA Zip: 50616

Shipping Address (No P.O. Boxes): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

To register using a credit card or purchase order, fax a completed registration form to 619.258.5791. Make checks payable to Nan McKay & Associates, Inc. and mail the registration form(s) with your check to 1810 Gillespie Way, Suite 202, El Cajon, CA 92021. Payment must be received before registration can be confirmed. Please select one of the following payment options.

Order Total: \$ 1785.00

Purchase Order Number: \_\_\_\_\_

Check Payable to NMA Enclosed - Check # \_\_\_\_\_

Charge my Credit Card:  \_\_\_\_\_

Name on Card: \_\_\_\_\_

AGENDA  
*HOUSING QUALITY STANDARDS INSPECTOR TRAINING*

DAY ONE

- 8:00 Registration
- 8:30 Welcome and Introductions
- 8:45 Course Overview
  - Learning Outcomes
  - Introduction to the Course
    - What HUD Expects
- 10:30 Break
- 10:45 Introduction to the Course (continued)
  - Developing Local Standards
  - Responsibilities of the Inspector
  - HUD's Requirements for Inspections
    - Electricity and Security
- 12:00 Lunch (on your own)
- 1:00 Windows, Walls, Ceilings, Floors, Interior, Kitchen
- 2:45 Break
- 3:00 Windows, Walls, Ceilings, Floors, Interior, Kitchen (continued)
- 5:00 End of Day One

AGENDA  
*HOUSING QUALITY STANDARDS INSPECTOR TRAINING*

DAY TWO

- 8:00 Bathrooms  
Building Exterior
- 10:30 Break
- 10:45 Heating and Plumbing Part I and Part II
- 12:00 Lunch (on your own)
- 1:00 Heating and Plumbing (continued)
- 2:30 General Health & Safety  
Lead Based Paint Regulations
- 3:30 Break
- 3:45 SEMAP Performance Indicators for HQS
- 5:00 End of Day Two

DAY THREE

- 9:00 Leave for On-Site Inspection
- 10:30 Return from Inspection
- 10:45 Review Inspection Results  
Q & A  
Certificates of Participation Awarded  
End of Session
- 12:00 Lunch (on your own)
- 1:00 Review of class
- 1:30 Housing Inspector Certification Exam  
(Optional: Extra exam fee required)
- 3:30 End of Examination