

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

August 17, 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 July 20, 2017.....	1-2
IV.	Approval of Bills for August 2017 .....	3
V.	Communications .....	4-8
	1. Capital Fund/Maintenance Update	
	2. REAC Inspection	
	3. Section 8 Utilization/Funding Update	
	4. Monthly Rental Status Update	
	5. End of Participation Tracker	
VI.	Old Business	
VII.	New Business	
	1. Review Operating Reports .....	9-12
	2. Approve Resolution 11-17 SEMAP Submission for FYE 06/30/2017 .....	13-19
VIII.	Director’s Report	
IX.	Move to Adjourn	

Next regular meeting scheduled for September 21, 2017, 7:00 a.m., CCHRA Office

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
July 20, 2017 7:00 a.m.

Members Present: Stewart Coulson, Linda Klemesrud, Eric Miller, and Carol Tyler. Absent: Jeremy Heyer. Others present: Heidi Nielsen, staff.

Call to Order. Nielsen called the meeting to order at 7:01 a.m.

Public Comments. None

Amend-Approve Minutes of June 15, 2017. Tyler moved, Miller seconded the motion to approve the minutes of June 15, 2017 as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Nielsen reviewed some of the non-routine expense for the month. There were no questions. Miller moved, Tyler seconded the motion to approve payment of the revised bill listing totaling \$145,862.06. Ayes:3, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed. Board Member Klemesrud arrived at 7:15 a.m. No action was necessary.

Old Business. None

New Business.

Review Financial Reports. Monthly operating reports were reviewed. Nielsen stated that we ended within the budget for the public housing program. However, due to some confusion with the budget revision, some of the Section 8 budget line items were reduced and caused the program to be over budget for the year. There were no other comments and no action was necessary.

Certification of Net Restricted Assets for FYE 06/30/2017. Nielsen explained that housing authorities are required to track the amount of interest earned on net restricted assets (excess funding for housing assistance payments) and pay everything more than \$500 to HUD after the end of the fiscal year. HUD has provided the certification so the auditors can determine program compliance. For the past fiscal year, the amount of interest earned was only \$296.00. Miller motioned to approve the certification. Coulson seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Approve Resolution10-17 to Accept 2017 Capital Fund Award. Nielsen stated that HUD had announced the award of the 2017 Capital Funds and that the agency was to receive \$145,962, which was about \$5,000 more than 2016. Nielsen explained that the agency had four years to expend the funding, but with the list of improvements, would likely have it expended in a year. The board was asked to approve the funding by formal resolution because acceptance of the funds required the agency to maintain the property for 20 years. Coulson motioned to approve the acceptance of the funding and was seconded by Tyler. Roll Call Vote: Ayes: Tyler, Coulson, Klemesrud, and Miller. Nays: 0. Motion carried on roll call vote.

Consider Approval of Allowing Installation of Dish Network. Nielsen reviewed the events leading up to the request. Nielsen also informed the board that the antenna system is not working

properly and repairing it is not an approved expense. The board was also told that Mediacom will no longer run cables to the apartments or affix them to the buildings. Nielsen explained the issues with PR Connections and requested that either the agency also allow Dish TV or allow other installers to do the Direct TV installations. The board discussed how many dishes should be allowed for each building. Coulson made a motion not to allow satellite TV. There was more discussion on the advantages to the residents and the limitations under the current set-up with PR Connections. Nielsen requested that the board limit the satellite television installation to the current provider, Direct TV, but open it up to other installers. The board was cautioned that by doing that, there could be as many as four dishes per building. Coulson retracted initial motion and Miller made a motion to approve Nielsen's request. The motion received a second by Coulson. Ayes: 4, Nays: 0. Motion carried.

Consider Approval to Send Staff to HQS Training. Nielsen reviewed a summary of quality control inspections and told the board that out of the 9 inspections conducted there were only two that passed. Nielsen explained that while many of the failed items could have occurred after the regular inspection, the chipping and peeling paint most certainly was that way before the regular inspection. Due to the City's reluctance to have the Code Enforcement Department trained in lead based paint, Nielsen requested that board approve sending Russ and Adam to HQS training to take over the inspections. Nielsen stated that it would save the agency the \$40 inspection fee and with two-full time maintenance employees there should be time available to conduct the inspections. Miller motioned to send staff to the training and Tyler seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Director's Report. Nothing to report.

Being no further business, Coulson moved, Klemesrud seconded the motion to adjourn. Ayes: 4, Nays: 0. Motion carried and meeting adjourned at 7:43 a.m.

Charles City Housing and Redevelopment Authority

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Jeremy Heyer, Chairperson

ATTEST:

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Heidi Nielsen, Director

Charles City Housing  
 Monthly Bill Listing  
 August 2017

Customer	Description	Amount
Bruening Rock Products Inc.	gravel for maintenance projects	247.06
Business Card	back up service	19.98
C.Naber & Associates	accounting fees	1,140.00
Charles City Electronics	cell phone charger	29.99
Charles City Press	advertising	1,978.30
Cintas	rug service	0.00
City of Charles City	water/sewer/URP/S8 Inspection	321.00
Floyd County Treasurer	payment in lieu of taxes	37,840.52
HAPS	Aug.1 payments	60,397.84
Hockenson Plumbing	maintenance for month	1,231.81
Iowa Department of Inspections & Appeals	fraud investigations	221.81
Iowa Department of Public Health	lead recertification fee-Heidi 3 yrs.	180.00
Iowa Department of Transportation	fuel	222.09
Jendro Sanitation	trash service	622.00
John Deere Financial	maintenance items from Theisens	118.96
Linderman Heating & Air, LLC	maintenance repairs	180.00
Mary Bigelow	security deposit refund	200.00
Mehmen's Painting	mainted #121	130.00
Mid American Energy	electric/gas/URP	0.00
Nan McKay	master book revision fees	573.00
On-Site Information Destruction	quarterly shredding fee	0.00
Pitney Bowes	meter lease	54.09
Pitney Bowes Supplies	meter supplies	114.23
Plastic Recycling of Iowa Falls Inc.	replacement bench	270.00
Schueth Ace Hardware	maintenance items for month	666.06
Sherwin Williams	paint	204.83
Skyline Tree Service	tree/stump removal	2,090.00
Staples Advantage	office supplies	266.53
Superior Lumber	maintenance items for month	477.79
T-J Service	maintenance repairs and supplies	589.93
Titus Lock Services	lock service	87.00
Wells Fargo Vendor FIN Serv	copier lease	252.02
YARDI	criminal background fees	84.00
		<b>110,810.84</b>

REQUESTED ACTION: None - for your information only.

1. Capital Fund/Maintenance Update. The work on the sidewalks has been completed. Since then, we have been noticing that many of the joints in the sidewalks and between the sidewalks and curb have separated. We have contacted a couple of companies to get quotes from them and have been quoted anywhere from \$2.00 to \$3.50 a linear foot. The deciding factor will be the timing of the work. If the company with the low quote will not be able to get the work done before the middle of September, we will have to go with someone who would be available to do the work by the deadline. Once we get the measurements to determine project cost, we will get started to ensure it is done prior to the upcoming inspection.

The asbestos abatement proposal request should be ready to go out by the end of August. There has been a delay caused by a debate over wage rates and whether the work is considered a capital improvement or maintenance work.

We may have to wait until late winter to start the bidding process for the window replacement. By the time we have the specifications prepared and we get council approval, it could be as late as October. This will not allow enough time to receive bids and award contracts before the weather turns cold.

2. REAC Inspection. We will be having our inspection on September 21, 2107. HUD requires physical inspections of the public housing properties every three years. Because we are only inspected once in three years, the score that we get is carried forward for the two additional years. So, we have been working hard to make sure that we achieve a high score. Because the apartments to be inspected are chosen at random, all the residents will be notified about two weeks prior to the inspection. The residents have already been asked to make sure that they have called in work orders for any needed repairs and reminded not to block the bedroom windows.
3. Section 8 Funding/Utilization. See attachments
4. Monthly Rental Status Update.

Month of July 2017	Total Leased 7/1/17	New Leases	Removed Or Moved	Total Leased 8/1/17	Total on Waiting List	Offered Assistance	Removed
Terraces 132 Units	130	2	3	129	7	11	4
Morningside 16 Units	16	0	0	16	7	4	3
Section 8 197 Units	170	6	8	168	21	25	8

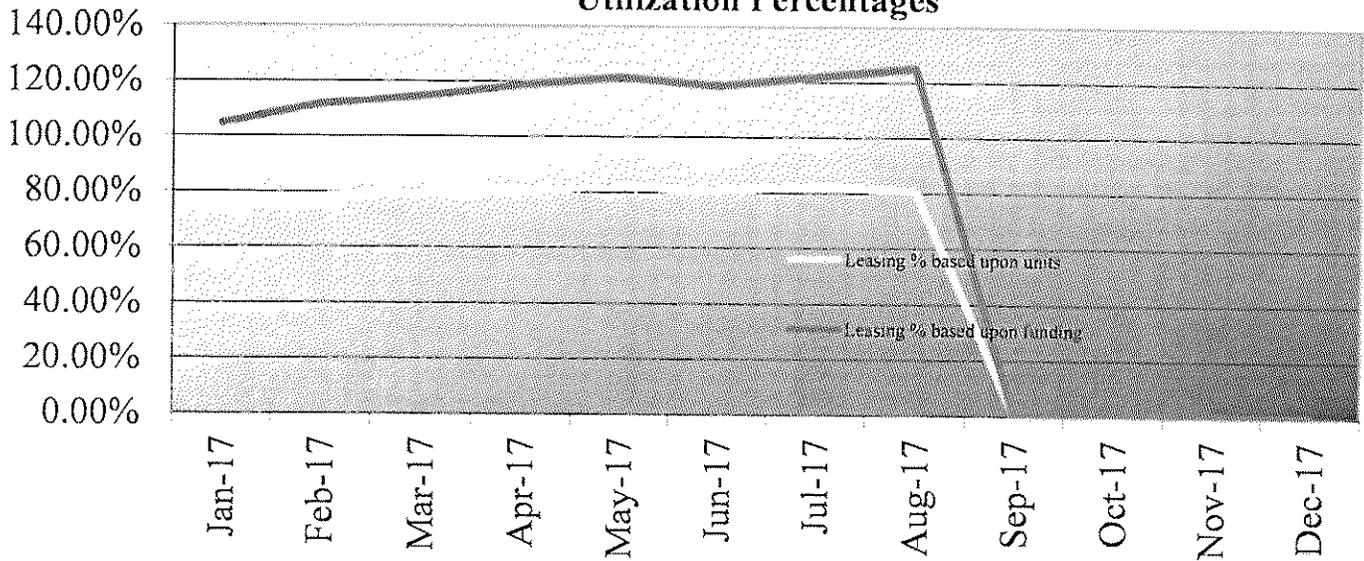
Declined Assistance (4) Over Income ( ) Denied (1) Insufficient Address (1)  
 Did not attend Briefing/Information Not Returned (7) Criminal Background Check (1)

Voucher Expired (4) Purged ( )  
Terminations: PH (1) S8 (3)

5. 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	168	80.77%	\$ 52,930.00	\$ 46,814	\$ 55,539	118.64%	\$ 330.59
May-17	208	170	81.73%	\$ 52,930.00	\$ 46,814	\$ 56,876	121.49%	\$ 334.56
Jun-17	208	168	80.77%	\$ 52,930.00	\$ 46,814	\$ 55,501	118.56%	\$ 330.36
Jul-17	208	171	82.21%	\$ 40,226.00	\$ 46,814	\$ 57,059	121.88%	\$ 333.68
Aug-17	208	168	80.77%	\$ 54,682.00	\$ 46,814	\$ 58,551	125.07%	\$ 348.52
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>1,334</b>	<b>53.45%</b>	<b>\$ 409,508.00</b>	<b>\$ 561,770</b>	<b>\$ 438,387</b>	<b>78.04%</b>	<b>\$ 328.63</b>

Utilization Percentages



NRA / Prog Reserve Balance (Excess HAP) as of 1/1/2017:	\$ 156,594		
HAP Funding YTD:	\$ 561,770		
HAP Expenditures YTD:	\$ 438,387	Current Year Funding:	94
HAP Revenue (Fraud, FSS Forfeits) YTD:	\$ 2,421		
Current Remaining NRA / Prog Reserve:	\$ 282,398		
Current Monthly Funding (a)	\$ 46,814	Current Year Funding and reserves:	215
Current Average HAP Payment (b)	\$ 329		
# of Units the Current Monthly Funding Would Support (a)/(b)	142		
# of Units Currently Leased	168		
Excess Units Leased, Current Month	26		
Current Year-to-Date Funding (a)	\$ 561,770		
Current Year-to-Date Average HAP Payment (b)	\$ 329		
# of Unit-Mos the Current Monthly Funding Supports (a)/(b)	1,709		
# of Unit-Mos Leased Year-to-Date	1,334		
Remaining Unit-Mos to Lease Year-to-Date	375		
Estimate of next years funding:			
YTD HAP expense	\$ 438,387		
Months remaining to date	4		



END OF PARTICIPATION  
TRACKER  
2017-2018

SECT8	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING	1												1
ZERO HAP	1												1
MUTUAL RESCISION	1												1
ANNUAL RE-EXAM SEARCHING	1												2
PORT-OUT ABSORBED	1												0
PORT-OUT SEARCHING	1												1
DECEASED													0
MOVED IN VIOLATION	1	2											3
EVICTED													0
UNAUTHORIZED LIVE-IN	1	1											2
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	1												1
<b>TOTALS</b>	<b>4</b>	<b>8</b>	<b>0</b>	<b>12</b>									
<b>PUBLIC HOUSING</b>													
LEFT IN GOOD STANDING		2											2
DECEASED													0
MOVED IN VIOLATION													0
TERMINATED FOR LEASE VIOLATIONS	1												1
EVICTED													0
UNAUTHORIZED LIVE-IN		1											1
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>3</b>	<b>0</b>	<b>4</b>									

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MEETING DATE: 8/17/17

RE: Review Operating Reports

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

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

**REVENUE & EXPENSE REPORT**  
**CALENDAR 7/2017, FISCAL 1/2018**

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	40,000.00	4,262.10	4,262.10	10.66	35,737.90
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	60.00	60.00	1.50	3,940.00
173-532-4506	DWELLING RENT-PUBLIC HOUSING	500,000.00	39,891.00	39,891.00	7.98	460,109.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	534.50	534.50	4.45	11,465.50
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	167.38	167.38	8.37	1,832.62
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	220,000.00	14,608.00	14,608.00	6.64	205,392.00
	<b>PUBLIC HOUSING TOTAL</b>	<b>778,000.00</b>	<b>59,522.98</b>	<b>59,522.98</b>	<b>7.65</b>	<b>718,477.02</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	88,802.00	7,233.85	7,233.85	8.15	81,568.15
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING	2,000.00	.00	.00	.00	2,000.00
173-532-6070	LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6110	FICA - PUBLIC HOUSING	6,947.00	476.97	476.97	6.87	6,470.03
173-532-6130	IPERS - PUBLIC HOUSING	8,109.00	646.01	646.01	7.97	7,462.99
173-532-6150	HEALTH INS - PUBLIC HOUSING	40,052.00	3,214.79	3,214.79	8.03	36,837.21
173-532-6151	LIFE INS - PUBLIC HOUSING	326.00	27.05	27.05	8.30	298.95
173-532-6160	WORK COMP - PUBLIC HOUSING	3,025.00	.00	.00	.00	3,025.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	600.00	.00	.00	.00	600.00
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	.00	.00	5,000.00
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	1,573.51	1,573.51	3.93	38,426.49
173-532-6371	UTILITIES - PUBLIC HOUSING	48,000.00	5,238.48	5,238.48	10.91	42,761.52
173-532-6374	WATER - PUBLIC HOUSING	19,000.00	1,589.23	1,589.23	8.36	17,410.77
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	25,000.00	1,742.09	1,742.09	6.97	23,257.91
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	275.00	275.00	9.17	2,725.00
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	35,000.00	.00	.00	.00	35,000.00
173-532-6411	LEGAL FEES - PUBLIC HOUSING	4,000.00	.00	.00	.00	4,000.00
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,100.00	252.02	252.02	8.13	2,847.98
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	35,000.00	2,098.73	2,098.73	6.00	32,901.27
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	.00	.00	.00	2,000.00
173-532-6442	PILOT-PUBLIC HOUSING	41,000.00	.00	.00	.00	41,000.00
173-532-6490	OTHER PROFESSIONAL SERV	34,000.00	34,000.00	34,000.00	100.00	.00
173-532-6516	REFUNDS-PUBLIC HOUSING	1,000.00	10.00	10.00	1.00	990.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	35,000.00	1,367.31	1,367.31	3.91	33,632.69
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	75,000.00	7,198.54	7,198.54	9.60	67,801.46
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	40,000.00	15,000.00	15,000.00	37.50	25,000.00
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	.00	.00	.00	.00	.00
	<b>PUBLIC HOUSING TOTAL</b>	<b>594,961.00</b>	<b>81,943.58</b>	<b>81,943.58</b>	<b>13.77</b>	<b>513,017.42</b>
173-536-6010	SALARY - PH MAINT	98,643.00	10,074.86	10,074.86	10.21	88,568.14
173-536-6040	OVERTIME SALARY - PH MAINT	5,000.00	527.78	527.78	10.56	4,472.22

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**REVENUE & EXPENSE REPORT**  
**CALENDAR 7/2017, FISCAL 1/2018**

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	7,929.00	765.80	765.80	9.66	7,163.20
173-536-6130	IPERS - PH MAINT	8,899.00	943.63	943.63	10.60	7,955.37
173-536-6150	HEALTH INS - PH MAINT	36,750.00	2,203.63	2,203.63	6.00	34,546.37
173-536-6151	LIFE INS - PH MAINT	200.00	22.05	22.05	11.03	177.95
173-536-6160	WORK COMP - PH MAINT	2,181.00	.00	.00	.00	2,181.00
173-536-6170	UNEMPLOYMENT - PH MAINT	550.00	.00	.00	.00	550.00
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	900.00	450.00	450.00	50.00	450.00
173-536-6412	HEALTH SERVICES- PH MAINT	1,000.00	.00	.00	.00	1,000.00
	PUBLIC HOUSING MAINTENANC TOTA	162,052.00	14,987.75	14,987.75	9.25	147,064.25
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	20,987.00	37,408.35-	37,408.35-	178.25-	58,395.35

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**REVENUE & EXPENSE REPORT**  
**CALENDAR 7/2017, FISCAL 1/2018**

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	1,500.00	134.59	134.59	8.97	1,365.41
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	50.00	50.00	1.00	4,950.00
174-533-4505	HUD CONTRIB-SEC 8	630,000.00	40,226.00	40,226.00	6.39	589,774.00
174-533-4509	ADMIN FEE/HTH-SEC 8	100,000.00	7,824.00	7,824.00	7.82	92,176.00
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	.00	.00	1,000.00
	SECTION 8 VOUCHER TOTAL	738,500.00	48,234.59	48,234.59	6.53	690,265.41
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	38,058.00	2,489.37	2,489.37	6.54	35,568.63
174-533-6040	OVERTIME SALARY - SECTION 8	1,000.00	.00	.00	.00	1,000.00
174-533-6110	FICA - SECTION 8	2,988.00	165.95	165.95	5.55	2,822.05
174-533-6130	IPERS -SECTION 8	3,488.00	222.28	222.28	6.37	3,265.72
174-533-6150	HEALTH INS - SECTION 8	17,165.00	1,377.77	1,377.77	8.03	15,787.23
174-533-6151	LIFE INS - SECTION 8	250.00	11.59	11.59	4.64	238.41
174-533-6160	WORK COMP - SECTION 8	2,035.00	.00	.00	.00	2,035.00
174-533-6170	UNEMPLOYMENT - SECTION 8	400.00	.00	.00	.00	400.00
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	1,500.00	1,785.00	1,785.00	119.00	285.00-
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	1,268.00	1,268.00	8.45	13,732.00
174-533-6401	ACCOUNTING FEES - SECTION 8	3,500.00	220.00	220.00	6.29	3,280.00
174-533-6411	LEGAL-SEC 8	1,000.00	.00	.00	.00	1,000.00
174-533-6420	CONTRACT SERVICES - SECTION 8	8,000.00	585.00	585.00	7.31	7,415.00
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6440	ENHANCED VOUCHER	16,000.00	1,893.00	1,893.00	11.83	14,107.00
174-533-6443	HOME OWNERSHIP VOUCHER	6,000.00	824.00	824.00	13.73	5,176.00
174-533-6444	PORTABILITY VOUCHER	40,000.00	4,881.91	4,881.91	12.20	35,118.09
174-533-6445	HC VOUCHER PAY-SEC 8	503,000.00	47,270.00	47,270.00	9.40	455,730.00
174-533-6490	OTHER PROF SERVICES-SECTION 8	5,000.00	5,000.00	5,000.00	100.00	.00
174-533-6516	REFUND INTEREST-SEC 8	.00	.00	.00	.00	.00
174-533-6518	SUNDRY-OFF EXP-SEC 8	4,000.00	58.01	58.01	1.45	3,941.99
	SECTION 8 VOUCHER TOTAL	668,684.00	68,051.88	68,051.88	10.18	600,632.12
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	69,816.00	19,817.29-	19,817.29-	28.39-	89,633.29

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MEETING DATE: 08/17/2017

RE: Approve Resolution 11-17 SEMAP Submission for  
FYE 06/30/2017

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**REQUESTED ACTION:** Consider approval of Resolution 11-17 Section 8 Management Assessment Program (SEMAP) for FYE 6/30/17.

**Comments:** SEMAP evaluates the following areas of operation of the Section 8 program: Selection from the waiting list, reasonable rent, determination of adjusted income, utility allowance schedule, HQS enforcement, FMR limit and payment standards, annual reexaminations, correct tenant rent calculation, pre-contract HQS inspections, annual HQS inspections and lease-up.

HUD collects some of the data from the information that we submit electronically on each program participant. However, some of the other areas, the data for the submission is collected and analyzed here. We are instructed on how many samples we must pull for the certifications and what information to review. We must be able to verify our certification if we were to be audited by the HUD office. This is verifiable based on our records conducted by quality control of the files, inspections and review of the waiting list

The SEMAP Submission is attached for your review.

RESOLUTION NO. 11-17

**SECTION 8 MANAGEMENT ASSESSMENT PROGRAM  
(SEMAP)**

**Charles City Housing and Redevelopment Authority**

WHEREAS, the Charles City Housing and Redevelopment Authority 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 Department of Housing and Urban Development has directed all housing authorities to complete the Section 8 Management Assessment Program (SEMAP) for the purposes of identifying management capabilities and deficiencies in order to target monitoring and program assistance more effectively; and

WHEREAS, the Department of Housing and Urban Development requires a resolution from the Board of Commissioners accepting the completed SEMAP for submission;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that the Authority has been presented and reviewed the SEMAP for Fiscal Year Ending June 30, 2017 and believe it to be accurate; authorize their approval for its submission to the Department of Housing and Urban Development.

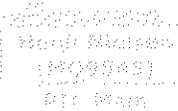
PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 17<sup>th</sup> DAY OF AUGUST 2017.

\_\_\_\_\_  
Jeremy Heyer, Chairperson

ATTEST:

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

Assessment Profile | Reports | Submission



Field Office: 7APH KANSAS CITY HUB OFFICE  
Housing Agency: IA002 CHARLES CITY  
PHA Fiscal Year End: 6/30/2017

SEMAP

OMB Approval No. 2577-0215

SEMAP CERTIFICATION (Page 1)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Check here if the PHA expends less than \$300,000 a year in federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

1 Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))

a. The HA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response \* Yes No

b. The PHA's quality control samples of applicants reaching the top of the waiting list and admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response \* Yes No

2 Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

a. The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response \* Yes No

b. The PHA's quality control sample of tenant files for which a determination of reasonable rent was required to show that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

**PHA Response** \* **At least 98% of units sampled** **80 to 97% of units sampled**  
**Less than 80% of units sampled**

### 3 Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files show that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

**PHA Response** \* **At least 90% of files sampled** **80 to 89% of files sampled**  
**Less than 80% of files sampled**

### 4 Utility Allowance Schedule (24 CFR 982.517)

The PHA maintains an up-to-date utility schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

**PHA Response** \* **Yes** **No**

### 5 HQS Quality Control (24 CFR 982.405(b))

The PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of cross section of inspectors.

**PHA Response** \* **Yes** **No**

### 6 HQS Enforcement (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

**PHA Response** \* **At least 98% of cases sampled** **Less than 98% of cases sampled**

### 7 Expanding Housing Opportunities.

(24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12))

Applies only to PHAs with jurisdiction in metropolitan FMR areas

Check here if not applicable ✓

a. The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

**PHA Response** **Yes** **No**

b. The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

**PHA Response** **Yes** **No**

c. The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

**PHA Response**            **Yes**    **No**

d. The PHA's information packet for certificate and voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

**PHA Response**            **Yes**    **No**

e. The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

**PHA Response**            **Yes**    **No**

f. The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

**PHA Response**            **Yes**    **No**

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Assessment Profile Reports Submission

Field Office: 7APH KANSAS CITY HUB OFFICE
Housing Agency: IA002 CHARLES CITY
PIIA Fiscal Year End: 6/30/2017

SEMAP

SEMAP CERTIFICATION (Page 2)

8 Payment Standards(24 CFR 982.503)

The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response \* Yes No

FMR Area Name Floyd County, IA

FMR 1 of 1

Enter current FMRs and payment standards (PS)

Table with 5 columns: 0-BR FMR 448, 1-BR FMR 512, 2-BR FMR 630, 3-BR FMR 865, 4-BR FMR 868. Row 2: PS 425, PS 500, PS 625, PS 825, PS 850

Save Add Delete

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, add similar FMR and payment standard comparisons for each FMR area and designated area.

9 Timely Annual Reexaminations(24 CFR 5.617)

The PHA completes a reexamination for each participating family at least every 12 months.(24 CFR 5.617)

PHA Response \* Yes No

10 Correct Tenant Rent Calculations(24 CFR 982, Subpart K)

The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program (24 CFR 982,Subpart K)

PHA Response \* Yes No

11 Pre-Contract HQS Inspections(24 CFR 982.305)

Each newly leased unit passes HQS inspection before the beginning date of the assisted lease and HAP contract.(24 CFR 982.305)

PHA Response \* Yes No

12 Continuing HQS Inspections(24 CFR 982.405(a))

The PHA inspects each unit under contract as required (24 CFR 982.405(a))

PHA Response \* Yes No

13 Lease-Up

The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year

PHA Response \* Yes No

14 Family Self-Sufficiency (24 CFR 984.105 and 984.305)

14a.Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. Applies only to PHAs required to administer an FSS program.

Check here if not applicable ✓

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages

under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

Or, Number of mandatory FSS slots under HUD-approved exception (If not applicable, leave blank)

b. Number of FSS families currently enrolled

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b+c divided by a) (This is a nonenterable field. The system will calculate the percent when the user saves the page)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program

Check here if not applicable

PHA Response Yes No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

15 Deconcentration Bonus

The PHA is submitting with this certification data which show that :

(1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;

(2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is atleast two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY; or

(3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes  No

Deconcentration Addendum

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