

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

November 21, 2019, 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 October 22, 2019..... 1-2
- IV. Approval of Bills for November 2019..... 3
- V. Communications..... 4-7
 - 1. Capital Fund Program Update
 - 2. Rehab Update
 - 3. SEMAP Score
 - 4. Section 8 Funding/Utilization
 - 5. Monthly Rental Status Update
 - 6. End of Participation Tracker
- VI. Old Business
 - 1. Review Appraisals of Morningside and Approve Negotiations for Sale of Vacant Lot..... 8
- VII. New Business
 - 1. Review Operating Reports 9-13
 - 2. Discuss Participation in "Foster Youth to Independence Initiative" 14
- VIII. Executive Director's Report
- IX. Move to Adjourn

Next regular meeting scheduled for Thursday, December 19, 2019
7:00 a.m., CCHRA Office

CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
MINUTES

October 22, 2019 7:00 a.m.

Members Present: Linda Klemesrud, Diane Stewart, Eric Miller, and Jeremy Heyer. Absent: Beth Diers. Others present: Heidi Nielsen, staff.

Call to Order. Board-Chairperson Heyer called the meeting to order at 7:02 a.m.

Approve Minutes of September 19, 2019. Stewart moved; Miller seconded the motion to approve the minutes of September 19, 2019. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Nielsen noted that most of the bills were routine in nature and stated that the increased amount was due to the PILOT payment. Nielsen also informed the board that September HAP payment was not on last month's bill listing so it was added to the current list. Miller moved, and Stewart seconded the motion to approve payment of the revised bill listing for Sept 2019 totaling \$171,920.54. Ayes: 4, Nays: 0. Motion carried.

Communications. Items that were reviewed included an update on the Electrical Upgrades. Nielsen also provided the board with a progress report on the Rehab Program, Section 8 funding/utilization, program turnover, and the seasonal employment positions. No action was taken.

Old Business.

Review Morningside Appraisal and Approve Negotiations for Sale of Vacant Lot. Nielsen requested that this item be tabled until November meeting because the appraisal wasn't complete. Klemesrud made a motion to table the item and it was seconded by Miller. Ayes: 4, Nays: 0. Motion carried.

New Business.

Review Operating Reports. Operating reports for September 2019 were reviewed. Nielsen explained to the Board that there were a couple of accounts which were over-expended. Miller stated that legal expenses were difficult to predict. After brief discussion, Nielsen told them that we would adjust the budget in April. There were no concerns or questions. No action was necessary.

Approve Security Deposit Increase for Morningside Apartments. The Board discussed the need to increase the deposit to cover damage fees at Morningside at move-out. Miller asked about extending the payment period to six months from four and Stewart suggested installation of vinyl plank flooring instead. Nielsen requested approval of an increase to \$300.00 to help offset the cost of carpet damage. Miller made a motion to approve the increased security deposit of \$300. Klemesrud seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Executive Director's Report.

Nielsen discussed a potential Procurement training opportunity in Texas.

Being no further business, Klemesrud moved, Stewart seconded the motion to adjourn. Ayes: 4. Nays: 0. Motion carried, and the meeting adjourned at 7:26 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

**Charles City Housing
Monthly Bill Listing
November 2019**

Customer	Description	Amount
Arnold Motor Supply	maintenance parts	34.51
Arnold Motor Supply	maintenance parts	78.93
Business Card	back up service, maintenance	
Catherine Marie Ott	office cleaning	705.00
CenturyLink	shared phone bill	13.98
CenturyLink	monthly phone bill	163.44
Charles City Press	snow shoveling ads	352.00
Cintas	rug service	55.22
City of Charles City	water/sewer/URP/S8 inspections	3,795.85
City of Charles City	postage	106.40
Do It All Services	improvement work at Morningside	7,639.73
HAPS	Nov HAPs	57,886.40
Hockenson Plumbing	plumbing maintenance	423.68
Holland Management	appraisal for Morningside property	2,500.00
Housing Authority Acctg. Spec, Inc.	accounting fees	500.00
Jendro Sanitation	trash service	856.00
John Deere Financial	Theisen's maintenance items	148.73
Joseph Brennan	NCT garage construction work	8,050.00
Kaye Shannon	security deposit refund	200.00
Kwik Trip, Inc.	fuel	124.76
L&J Industries, Inc.	maintenance parts	145.75
Larry Pierce	security deposit refund	215.01
LEAF	copier lease payment	264.64
Lessin Supply Co.	maintenance parts	188.73
Linderman Heating & Air, LLC	heating/air maintenance repairs	230.00
Mediacom	internet for security cameras	156.90
Mehmen's Painting	painted 2 units	480.00
Mid American Energy	electric/gas/URP	3,987.27
P & K Midwest	part for snow tractor	214.81
P & K Midwest	snow tractor	9,385.00
Productivity Plus Account	part for tractors	81.93
Schueth Ace Hardware	maintenance items for month	747.57
Sherwin Williams	paint	589.71
Shred-it	shredding service	531.17
Sisson & Associates	renewal on insurance	6,721.05
Staples Advantage	office items	227.61
Superior Lumber	maitenance items	604.77
T-J Service	maintenance repairs/replacement refrig	619.99
Teeter Specialty Company L.L.C.	key chains for new tenants	240.06
The PI Company	background checks	151.00
Trent Parker	computer support	169.40
True Green	lawn treatment	796.00
US Cellular	cell phone bill	137.16
		110,520.16

REQUESTED ACTION: None - for your information only.

1. Capital Fund/Maintenance Update. The transfer project is complete except for painting the conduit and boxes on the buildings. This will have to wait until spring and it warms up.
2. Rehab Update. The Contractor Open Houses for the two homes in the second phase were held on October 24th. We had two general contractors and one plumber attend. The bids were due on November 12 and we received three bids. The projects will be awarded on November 18th. The first two projects are almost complete. They both have some electrical work to finish up.
3. SEMAP (Section Eight Management and Performance) Score. We have received our score for FYE 2019. Our score ended up being 120 out of 130 possible points which gives us a 92% or "High Performer" rating. There were two categories where we didn't get all possible points. One was the Determination of Adjusted Income, and the other was Lease Up. Since we are only assessed every other year, we will retain this score until 2021. A table itemizing the scores is attached.
4. Section 8 Funding/Utilization. See attachment for utilization.
5. Monthly Rental Status Update.

Month of October 2019	Total Leased 10/1/19	New Leases	Removed Or Moved	Total Leased 11/1/19	Total on Waiting List	Offered Assistance	Removed
Terraces 132 Units	128	1	2	127	N-29	N-12	N-6
					S-28	S-9	S-9
Morningside 16 Units	14	0	0	14	7	5	3
Section 8 197 Units	158	10	7	161	93	30	12

Declined Assistance () Over Income () Denied () Insufficient Address ()
 Did not attend Briefing/Information Not Returned () Criminal Background Check ()
 Voucher Expired (1) Purged (8)
 Terminations: PH () S8 (2)

6. End of Participation Tracker. See attachment

FYE 2019 Section 8 Management Assessment Program (SEMAP)

Indicator	Possible Points	Poins Earned
1- Selection from the Waiting List	15	15
2- Reasonable Rent	20	20
3- Determination of Adjusted Income	20	15
4- Utility Allowance Schedule	5	5
5- HQS Quality Control	5	5
6- HQS Enforcement	10	10
7- Deconcentration Bonus	NA	NA
8- Payment Standards	5	5
9- Annual Reexaminations	10	10
10- Correct Rent Calculations	5	5
11- Pre Contract HQS	5	5
12- Coninuing HQS	10	10
13- Lease up	20	15
14- Family Self Sufficiency	NA	NA
	130	120



Assessment Profile | Reports | Submission

Profile

PIC Main
SEMAP

Field Office: 7APH KANSAS CITY HUB OFFICE
Housing Agency: IA002 CHARLES CITY
PHA Fiscal Year End: 6/30/2019

Profile Number: 1
Points Earned: 120
Total Possible Points: 130
Overall Score(in %): 92
Overall Rating: High
Profile Status: Final Rating
Profile Type: New Certification

1	NA	15
2	NA	20
3	NA	15
4	NA	5
5	NA	5
6	NA	10
7	NA	NA
8	NA	5
9	NA	10
10	NA	5
11	NA	5
12	NA	10
13	NA	15
14	NA	NA
Bonus	NA	0

MTCS Extract Details

HCV HAP Spending Projection

1	A	B	C	D	E	F	G	H	I	J	K	L	M
2	HUD Held												
3	NRA												
4	PHA Name	Funds on Hand at PHA at End of Prior Month (HAP related, not administrative funds) beginning with 12/31/16	Number of Units Leased on the First of the Month	Plus: HUD Actual or Planned HAP Related Disbursements	Minus: HAP Expenses: Actuals from VMS and/or PHA projected	Disbursements minus Expenditures	VMS Reported Fraud Recovery and/or FSS Forfeitures	Estimated End of Month Balance (NRA): HAP funds on hand (includes Fraud Recovery and/or FSS forfeitures)		Beginning monthly HUD Held Balance starting 12/31/16	Plus: ALL Obligated HAP BA (including BA for prior period Tenant Protection vouchers)	Minus: HUD Actual or Planned HAP Related Disbursements	End of Month Balance HUD Held Undisbursed BA/Reserves (obligated HAP BA minus disbursements)
5	PHA#	D		E	F	E-F	H	D+G+H		K	L	M	(K+L)-M
6	IA002												
7	CY 2018												
8	January	\$3,385	173	\$68,442	\$64,233	\$824	\$345	\$1,169		\$29,135	\$55,764	\$68,442	\$16,457
9	February	\$1,169	168	\$68,442	\$61,830	\$7,781	\$357	\$8,138		\$16,457	\$55,764	\$68,442	\$3,779
10	March	\$8,138	165	\$62,441	\$61,235	\$9,344	\$353	\$9,697		\$3,779	\$65,809	\$62,441	\$7,147
11	April	\$9,697	160	\$58,663	\$57,221	\$11,139	\$210	\$11,349		\$7,147	\$70,046	\$58,663	\$18,530
12	May	\$11,349	158	\$72,169	\$59,677	\$23,841	\$259	\$24,100		\$18,530	\$59,261	\$72,169	\$5,622
13	June	\$24,100	158	\$65,518	\$60,908	\$28,710	\$691	\$29,401		\$5,622	\$67,878	\$65,518	\$7,982
14	July	\$29,401	162	\$59,518	\$59,541	\$35,378	\$310	\$35,688		\$7,982	\$60,739	\$65,518	\$3,203
15	August	\$35,688	151	\$59,712	\$60,484	\$34,916	\$47	\$34,963		\$3,203	\$56,612	\$59,712	\$103
16	September	\$34,963	151	\$59,712	\$62,823	\$31,852	\$187	\$32,039		\$103	\$56,612	\$59,712	-\$2,997
17	October	\$32,039	150	\$59,712	\$57,614	\$34,137	\$35	\$34,172		-\$2,997	\$60,888	\$59,712	-\$1,821
18	November	\$34,172	143	\$34,770	\$54,634	\$14,308	\$48	\$14,356		-\$1,821	\$60,929	\$34,770	\$24,338
19	December	\$14,356	142	\$60,437	\$50,566	\$24,227	\$30	\$24,257		\$24,338	\$121,795	\$60,437	\$85,696
20	Total			\$735,536	\$710,766	\$24,227	\$2,872	\$24,257		\$24,338	\$792,097	\$735,536	
21													
22	CY 2019												
23	January	\$24,236	140	\$63,602	\$49,861	\$37,977	\$40	\$38,017		\$85,696	\$60,216	\$63,602	\$82,310
24	February	\$38,017	141	\$63,602	\$49,354	\$52,265	\$849	\$53,114		\$82,310	\$60,216	\$63,602	\$78,924
25	March	\$53,114	137	\$58,766	\$48,418	\$63,462	\$273	\$63,735		\$78,924	\$60,216	\$58,766	\$80,374
26	April	\$63,735	135	\$58,766	\$47,332	\$75,169	\$63	\$75,232		\$80,374	\$60,216	\$58,766	\$81,824
27	May	\$75,232	135	\$51,577	\$47,461	\$79,348	\$1,045	\$80,393		\$81,824	\$60,216	\$51,577	\$90,463
28	June	\$80,393	138	\$27,472	\$48,663	\$59,212	\$395	\$59,607		\$90,463	\$60,216	\$27,472	\$123,207
29	July	\$59,607	138	\$51,708	\$52,758	\$58,557	\$83	\$58,640		\$123,207	\$60,216	\$51,708	\$131,715
30	August	\$58,640	144	\$51,708	\$52,997	\$73,351	\$145	\$57,496		\$131,715	\$60,216	\$51,708	\$140,223
31	September	\$57,496	148	\$48,410	\$52,708	\$63,198	\$141	\$53,339		\$140,223	\$60,216	\$48,410	\$152,029
32	October	\$53,339	158	\$48,410	\$56,294	\$45,455	\$141	\$45,455		\$152,029	\$60,216	\$48,410	\$163,835
33	November	\$45,455	161	\$0	\$57,663	-\$12,198		-\$12,198		\$163,835	\$60,216	\$0	\$224,051
34	December	-\$12,198		\$48,019	\$55,821	\$25,821		\$35,821		\$224,051	\$60,216	\$48,019	\$236,248
35	Total			\$572,040	\$563,489	\$3,034		\$3,034		\$224,051	\$722,592	\$572,040	

MEETING DATE: 11/21/19

RE: Review Morningside Appraisal and Approve Negotiations for Sale of Vacant Lot

REQUESTED ACTION: Approve proceeding with negotiations for sale of vacant lot and other federal requirements to remove HUD interest in the land.

Comments: Holland Management has been hired to provide an appraisal on the Morningside property for a fee of \$2,500. They have separated the property into two parcels and have provided an appraisal on the vacant lot and on the buildings and site that they occupy. We already have the property surveyed and the property lines identified.

If approved, we can negotiate a sales price. According to our contact at HUD we must sell the land for market value. Then we must work on the HUD requirements to remove HUD's interest in the land. This includes conducting an environmental survey on the property, holding a public hearing, and notifying residents.

MEETING DATE: 11/21/19

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

Comments: The October 2019 operating reports are attached for your review.

REVENUE & EXPENSE REPORT
CALENDAR 10/2019, FISCAL 4/2020

PCT OF FISCAL YTD 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	2,000.00	347.16	1,630.62	81.53	369.38
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	493.50	1,229.50	24.59	3,770.50
174-533-4505	HUD CONTRIB-SEC 8	750,000.00	48,410.00	200,236.00	26.70	549,764.00
174-533-4509	ADMIN FEE/HTH-SEC 8	110,000.00	7,975.00	31,899.00	29.00	78,101.00
174-533-4518	BAD DEBT COLLECTIONS	.00	.00	.00	.00	.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	.00	207.00	20.70	793.00
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	.00	.00	1,000.00
	SECTION 8 VOUCHER TOTAL	869,000.00	57,225.66	235,202.12	27.07	633,797.88
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	40,089.00	4,712.06	12,451.41	31.06	27,637.59
174-533-6040	OVERTIME SALARY - SECTION 8	1,000.00	.00	132.84	13.28	867.16
174-533-6110	FICA - SECTION 8	3,143.00	311.73	812.51	25.85	2,330.49
174-533-6130	IPERS -SECTION 8	3,879.00	444.83	1,187.94	30.62	2,691.06
174-533-6150	HEALTH INS - SECTION 8	20,103.00	1,663.71	6,654.84	33.10	13,448.16
174-533-6151	LIFE INS - SECTION 8	147.00	20.69	57.35	39.01	89.65
174-533-6152	DENTAL INSURANCE	.00	16.81	52.93	.00	52.93-
174-533-6160	WORK COMP - SECTION 8	2,462.00	.00	.00	.00	2,462.00
174-533-6170	UNEMPLOYMENT - SECTION 8	193.00	.00	41.80	21.66	151.20
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	4,000.00	.00	.00	.00	4,000.00
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	724.00	2,809.00	18.73	12,191.00
174-533-6401	ACCOUNTING FEES - SECTION 8	4,000.00	300.00	1,567.50	39.19	2,432.50
174-533-6411	LEGAL-SEC 8	1,000.00	.00	.00	.00	1,000.00
174-533-6420	CONTRACT SERVICES - SECTION 8	10,000.00	1,017.13	3,884.76	38.85	6,115.24
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6440	ENHANCED VOUCHER	16,000.00	1,294.00	6,411.00	40.07	9,589.00
174-533-6443	HOME OWNERSHIP VOUCHER	6,000.00	451.00	1,804.00	30.07	4,196.00
174-533-6444	PORTABILITY VOUCHER	240,000.00	7,928.20	39,371.40	16.40	200,628.60
174-533-6445	HC VOUCHER PAY-SEC 8	550,000.00	45,884.00	165,825.00	30.15	384,175.00
174-533-6490	OTHER PROF SERVICES-SECTION 8	10,000.00	.00	.00	.00	10,000.00
174-533-6516	REFUND INTEREST-SEC 8	.00	.00	.00	.00	.00
174-533-6518	SUNDRY-OFF EXP-SEC 8	4,500.00	106.40	521.95	11.60	3,978.05
	SECTION 8 VOUCHER TOTAL	931,816.00	64,874.56	243,586.23	26.14	688,229.77
174-536-6152	DENTAL INSURANCE	.00	.00	.00	.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	.00	.00	.00	.00	.00
174-910-6910	TRANSFER OUT - SECTION 8 VOUCH	.00	.00	.00	.00	.00

REVENUE & EXPENSE REPORT
CALENDAR 10/2019, FISCAL 4/2020

PCT OF FISCAL YTD 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	SECTION 8 VOUCHER TOTAL	62,816.00-	7,648.90-	8,384.11-	13.35	54,431.89-

REVENUE & EXPENSE REPORT
CALENDAR 10/2019, FISCAL 4/2020

PCT OF FISCAL YTD 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	70,000.00	4,513.10	20,344.12	29.06	49,655.88
173-532-4504	FRAUD-PUBLIC HOUSING	6,000.00	951.50	2,074.50	34.58	3,925.50
173-532-4506	DWELLING RENT-PUBLIC HOUSING	500,000.00	42,526.00	174,220.00	34.84	325,780.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	995.75	4,151.75	34.60	7,848.25
173-532-4518	BAD DEBT COLLECTIONS	.00	.00	155.00	.00	155.00
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	12,000.00	.00	958.56	7.99	11,041.44
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	220,000.00	28,814.00	77,441.00	35.20	142,559.00
	PUBLIC HOUSING TOTAL	820,000.00	77,800.35	279,344.93	34.07	540,655.07
173-910-4830	TRANSFER IN - PUBLIC HOUSING	.00	.00	5,025.00	.00	5,025.00
	TRANSFERS IN/OUT TOTAL	.00	.00	5,025.00	.00	5,025.00
173-532-6010	SALARY - PUBLIC HOUSING	93,540.00	10,706.64	33,767.50	36.10	59,772.50
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING	2,000.00	.00	162.36	8.12	1,837.64
173-532-6070	LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6110	FICA - PUBLIC HOUSING	7,309.00	712.24	2,168.55	29.67	5,140.45
173-532-6130	IPERS - PUBLIC HOUSING	9,019.00	1,010.68	3,202.96	35.51	5,816.04
173-532-6150	HEALTH INS - PUBLIC HOUSING	46,908.00	3,882.00	15,528.00	33.10	31,380.00
173-532-6151	LIFE INS - PUBLIC HOUSING	350.00	48.28	133.84	38.24	216.16
173-532-6152	DENTAL INSURANCE	.00	33.07	146.59	.00	146.59
173-532-6160	WORK COMP - PUBLIC HOUSING	4,840.00	2.80	2.80	.06	4,842.80
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	449.00	.00	62.70	13.96	386.30
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	5,822.94	116.46	822.94
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	905.70	3,637.30	9.09	36,362.70
173-532-6371	UTILITIES - PUBLIC HOUSING	50,000.00	4,282.37	20,116.69	40.23	29,883.31
173-532-6374	WATER - PUBLIC HOUSING	19,000.00	1,421.22	5,968.97	31.42	13,031.03
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	25,000.00	2,162.86	9,248.84	37.00	15,751.16
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	200.00	1,612.00	53.73	1,388.00
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	192.00	1,892.20	47.31	2,107.80
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,500.00	241.64	957.10	27.35	2,542.90
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	46,000.00	1,809.27	13,112.51	28.51	32,887.49
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	.00	84.64	4.23	1,915.36
173-532-6442	PILOT-PUBLIC HOUSING	40,000.00	42,066.50	42,066.50	105.17	2,066.50
173-532-6490	OTHER PROFESSIONAL SERV	21,000.00	.00	.00	.00	21,000.00
173-532-6516	REFUNDS-PUBLIC HOUSING	1,000.00	.00	.00	.00	1,000.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	35,000.00	1,453.12	8,417.39	24.05	26,582.61
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	80,000.00	5,426.85	34,021.85	42.53	45,978.15
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	40,000.00	9,385.00	14,810.00	37.03	25,190.00
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	100,000.00	.00	6,800.00	6.80	93,200.00
	PUBLIC HOUSING TOTAL	713,915.00	85,936.64	223,738.63	31.34	490,176.37

REVENUE & EXPENSE REPORT
CALENDAR 10/2019, FISCAL 4/2020

PCT OF FISCAL YTD 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6010	SALARY - PH MAINT	85,000.00	9,352.37	28,599.75	33.65	56,400.25
173-536-6040	OVERTIME SALARY - PH MAINT	5,000.00	.00	.00	.00	5,000.00
173-536-6110	FICA - PH MAINT	6,885.00	730.23	2,162.32	31.41	4,722.68
173-536-6130	IPERS - PH MAINT	8,496.00	886.15	2,582.32	30.39	5,913.68
173-536-6150	HEALTH INS - PH MAINT	9,897.00	817.01	3,268.04	33.02	6,628.96
173-536-6151	LIFE INS - PH MAINT	176.00	21.96	51.36	29.18	124.64
173-536-6152	DENTAL INSURANCE	.00	21.54	83.47	.00	83.47-
173-536-6160	WORK COMP - PH MAINT	3,080.00	4.20-	4.20-	.14-	3,084.20
173-536-6170	UNEMPLOYMENT - PH MAINT	428.00	.00	104.76	24.48	323.24
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	900.00	.00	450.00	50.00	450.00
173-536-6412	HEALTH SERVICES- PH MAINT	.00	.00	274.00	.00	274.00-
	PUBLIC HOUSING MAINTENANC TOTA	119,862.00	11,825.06	37,571.82	31.35	82,290.18
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	350,000.00	.00	.00	.00	350,000.00
	TRANSFERS IN/OUT TOTAL	350,000.00	.00	.00	.00	350,000.00
	PUBLIC HOUSING TOTAL	363,777.00-	19,961.35-	23,059.48	6.34-	386,836.48-

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MEETING DATE: 11/21/19

RE: Discuss Participation in the Foster Youth to Independence Initiative

REQUESTED ACTION: Consider approval to identify partners and draft a Memorandum of Understanding to initiate participation in the Foster Youth to Independence Initiative (FYI)

Comments: HUD has made some Tenant Protection Vouchers (TPV) available to communities that do not administer the Family Unification Program. These vouchers are intended to either prevent or end homelessness among youth with a prior or current history of child welfare involvement. The main audience would be youth aging out of foster care. To be eligible the youth must be between 18 and 24, have left or will be leaving foster care within 90 days, in accordance with a transition plan, and is homeless or at risk of becoming homeless.

To be eligible one of the requirements is to partner with a Public Child Welfare Agency (PCWA) under a Memorandum of Understanding. It would be their responsibility to identify the eligible youth and provide the required supportive services. Our responsibility would be to accept the PCWA's referral, determine the youth's program eligibility, request the TPV from HUD, and administer the voucher.

The TPV's do not add to the Agency's baseline. When the youth leaves the program, the voucher cannot be reissued, it goes back to HUD. The TPV under the FYI Program may only be used to provide housing assistance for 36 months. In addition, the TPV may only be requested as needed. If we would have three program eligible youth, we would request three TPV with a maximum of 25 per year.