

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

January 21<sup>st</sup>, 2021, 7:00 a.m.  
501 Cedar Terrace South, Charles City, IA 50616

Meeting is open to the public and you may attend the meeting in person or virtually. To attend online join the Zoom meeting at

<https://us02web.zoom.us/j/2992129646>  
Meeting ID: 299 212 9646

- I. Roll Call – Call Meeting to Order
- II. Public Comments
- III. Amend-Approve Minutes of December 17,2020 ..... 1-2
- IV. Approval of Bills for December 2020 ..... 3
- V. Communications: ..... 4-6
  - 1. Rehab Update
  - 2. Section 8 Funding/Utilization
  - 3. Monthly Rental Status Update
  - 4. End of Participation Tracker
- VI. Old Business
- VII. New Business ..... 7-21
  - 1. Review Operating Reports
  - 2. Approve Renewal of Contract with the DIA
  - 3. Approve Resolution 1-21 to approve annual Civil Rights Certification
  - 4. Approve eLOCCS access authorization for Katie Nolte
- VIII. Executive Director's Report
- IX. Move to Adjourn

Next regular meeting scheduled for Thursday, February 18<sup>th</sup> 2021 at  
7:00 a.m., CCHRA Office

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
December 17, 2020 7:00 a.m.

Members Present: Jeremy Heyer, Linda Klemesrud, Joel Farnham and Brandon Franke. Absent: Beth Diers. Others present: Stacy Cleveland, staff.

Call to Order. Chairperson Heyer called the meeting to order at 7:04 a.m.

Public Comments. None

Approve Minutes of November 19, 2020. Klemesrud moved, Farnham seconded the motion to approve the minutes of November 19, 2020. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Farnham moved, Klemesrud seconded the motion to approve payment of the bill listing totaling \$127,421.44. Ayes: 4, Nays: 0. Motion carried.

Communications. Interim Director Cleveland informed the board that the Class Action Lawsuit against HUD has been cancelled.

Cleveland also informed the board about the Fair Housing Discrimination Complaint from HUD regarding a previous Section 8 participant. Cleveland informed the board that all information requested by Fair Housing has been submitted to them and we will wait to hear from them once they have reviewed the information.

Old Business. None.

New Business. None.

Executive Directors Report. Interim Director, Cleveland, asked Heyer to update the board on the hiring process of a new director. Heyer reported that they received 19 applications and have done several interviews, with a second interviews happening next week. Heyer stated the goal of City Administrator, Steve Diers, was to have someone hired by the end of the year with hopes of starting in January 2021.

Interim Director, Cleveland, updated the board on the purchase of the new phone system. Cleveland informed them that they went with Marco and have signed the contract and starting the process of getting the system up and going.

Being no further business, Farnham moved, Klemesrud seconded the motion to adjourn. Ayes: 4. Nays: 0. Motion carried, and meeting adjourned at 7:28 a.m.

Charles City Housing and Redevelopment Authority

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Jeremy Heyer, Chairperson

ATTEST:

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Stacy Cleveland, Interim Director

**Charles City Housing  
Monthly Bill Listing  
January 2021**

<b>Customer</b>	<b>Description</b>	<b>Amount</b>
Arnold Motor Supply	maintenance items	120.14
Bluhms Cedar Valley Electric 2008	electrical repairs	1,136.50
Business Card	maintenance items/back up fees	
Catherine Marie Ott	office cleaning	560.00
CenturyLink	phone bill	165.08
Charles City Press	online subscription fee	
Cintas	rug service	84.33
City of Charles City	water/sewer/URP/S8 inspections	
Floyd Co. Public Health	maintenance vaccine	60.00
Gordon Electric Supply Inc.	maintenance items	12.02
HAPS	Jan1 HAPS	70,282.95
HD Supply Facilities Maintenance, Ltd.	maintenance items	300.89
Heartland Asphalt, Inc.	final payment on parking lot project	21,271.27
Hockenson Plumbing	plumbing repairs/items	
Hodes CO.	maintenanc items	21.39
Housing Authority Acctg. Spec, Inc.	accounting fees	500.00
Iowa Department of Inspections & Appeals	fraud investigation	221.81
Jendro Sanitation	trash service	790.00
Koch Office Group	copy costs	49.26
LEAF	copier lease	252.04
Mediacom	internet for security cameras	276.90
Mid American Energy	electric/gas/URP	249.00
MRI Software, LLC	background/work verifications	140.50
Nan McKay	Admin online update	239.00
Noah, Smith & Schuknecht, P.L.C.	legals fees	14.00
North Iowa Lawn & Sports	maintenance items	55.64
Petty Cash	replenish fund	64.35
PHADA	membership dues	710.00
Schueth Ace Hardware	maintenance items	22.48
Schueth Ace Hardware	maintenance items	395.44
Secretary of State	notory fees	60.00
Skott & Anderson Architets	project payment	2,313.00
Staples Advantage	office/maintenance items	45.68
Superior Lumber	maintenance items	2,047.43
Susan Marvin	security deposit refund	200.00
T-J Service	maintenance items	
T.P. Anderson & Company, P.C.	audit fees	4,550.00
Trent Parker	computer support	
US Cellular	cell phone bill	151.11
USPS	mailbox repair @ Morningside	45.00
WEX Fleet Universal	fuel	151.55
		<b>107,558.76</b>

REQUESTED ACTION: None - for your information only.

1. CDBG Rehabilitation Program Update:
  - Monitoring with IEDA held virtually Wednesday, January 20<sup>th</sup>, 2021
  - 2 remaining projects received historical clearance and the bid process will begin next week
2. Section 8 Funding/Utilization. See attachment for utilization.
3. Monthly Rental Status Update.

Month of December 2020	Total Leased 12/1/20	New Leases	Removed Or Moved	Total Leased 1/1/21	Total on Waiting List	Offered Assistance	Removed
Terraces 132 Units	128	1	4	125	N-50	N-5	N-2
					S-80	S-4	S-4
Morningside 16 Units	12	1	0	13	57	5	0
Section 8 197 Units	171	5	2	174	229	24	13

Declined Assistance (5) Over Income ( ) Denied (1) Insufficient Address ( )  
 Did not attend Briefing/Information Not Returned (19) Criminal Background Check ( )  
 Voucher Expired ( ) Purged ( )  
 Terminations: PH (1) S8 ( )

4. End of Participation Tracker. See attachment

197 Vouchers(208 w/Enhanced)							HUD		Percentage	
Month	SC-V	SC-E	SC-H	SC-P	total		Allocation	Leased	Leased	
					leased	leased				
Jan-21	161	8	2	3	174	208	0.84			
Feb-21					0	208	0.00			
Mar-21					0	208	0.00			
Apr-21					0	208	0.00			
May-21					0	208	0.00			
Jun-21					0	208	0.00			
Jul-21					0	208	0.00			
Aug-21					0	208	0.00			
Sep-21					0	208	0.00			
Oct-21					0	208	0.00			
Nov-21					0	208	0.00			
Dec-21					0	208	0.00			
								<b>83.65%</b>		

E:\sect8/misc/ % sect8 issued 2014

END OF PARTICIPATION  
TRACKER  
2018-2019

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING		2	2		1	1							6
ZERO HAP		2		1	1	1							6
MUTUAL RESCISION													0
ANNUAL RE-EXAM SEARCHING	1		2	1									4
PORT-OUT ABSORBED	1				1	1							3
PORT-OUT SEARCHING						2							3
DECEASED	1				1								2
MOVED IN VIOLATION		1				2							3
EVICTED													0
UNAUTHORIZED LIVE-IN			3			1							4
VIOLATION OF FAMILY OBLIGATION				1									1
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW	1				1	2							4
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO					1								1
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME													0
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION			1										1
VOUCHER EXPIRED													0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD			1		2	2							5
<b>TOTALS</b>	<b>4</b>	<b>5</b>	<b>9</b>	<b>3</b>	<b>9</b>	<b>11</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>43</b>
<b>PUBLIC HOUSING</b>													
LEFT IN GOOD STANDING		1	4	2		1							8
DECEASED		1	3			1							5
MOVED IN VIOLATION		1	1			1							3
TERMINATED FOR LEASE VIOLATIONS	1		3		1								5
EVICTED													0
UNAUTHORIZED LIVE-IN													0
FAILURE TO RENEW						1							1
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
CRIMINAL CONVICTION													0
OTHER (moved to new unit)					1								1
UTILITIES DISCONNECTED													0
<b>TOTALS</b>	<b>1</b>	<b>3</b>	<b>11</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23</b>

**REVENUE & EXPENSE REPORT**  
**CALENDAR 12/2020, FISCAL 6/2021**

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	2,000.00	117.67	600.32	30.02	1,399.68
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	210.50	2,589.00	51.78	2,411.00
174-533-4505	HUD CONTRIB-SEC 8	750,000.00	75,573.00	504,782.00	67.30	245,218.00
174-533-4509	ADMIN FEE/HTH-SEC 8	120,000.00	16,795.00	98,295.00	81.91	21,705.00
174-533-4518	BAD DEBT COLLECTIONS	3,000.00	.00	.00	.00	3,000.00
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	882,000.00	92,696.17	606,266.32	68.74	275,733.68
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	49,000.00	2,235.10	19,988.44	40.79	29,011.56
174-533-6040	OVERTIME SALARY - SECTION 8	1,000.00	122.72	184.08	18.41	815.92
174-533-6110	FICA - SECTION 8	3,250.00	159.50	1,311.97	40.37	1,938.03
174-533-6130	IPERS -SECTION 8	3,825.00	222.60	1,881.26	49.18	1,943.74
174-533-6150	HEALTH INS - SECTION 8	23,980.00	863.58	9,181.76	38.29	14,798.24
174-533-6151	LIFE INS - SECTION 8	172.00	17.22	89.92	52.28	82.08
174-533-6152	DENTAL INSURANCE	180.00	14.68	114.83	63.79	65.17
174-533-6160	WORK COMP - SECTION 8	2,708.00	.00	.00	.00	2,708.00
174-533-6170	UNEMPLOYMENT - SECTION 8	173.00	25.05	155.94	90.14	17.06
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	4,000.00	.00	300.00	7.50	3,700.00
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	1,498.62	9,513.62	63.42	5,486.38
174-533-6401	ACCOUNTING FEES - SECTION 8	4,702.00	300.00	2,002.50	42.59	2,699.50
174-533-6411	LEGAL-SEC 8	1,000.00	.00	.00	.00	1,000.00
174-533-6420	CONTRACT SERVICES - SECTION 8	12,000.00	390.00	2,596.50	21.64	9,403.50
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6440	ENHANCED VOUCHER	16,000.00	898.00	7,534.00	47.09	8,466.00
174-533-6443	HOME OWNERSHIP VOUCHER	6,000.00	467.38	2,687.38	44.79	3,312.62
174-533-6444	PORTABILITY VOUCHER	240,000.00	4,188.60	27,765.60	11.57	212,234.40
174-533-6445	HC VOUCHER PAY-SEC 8	550,000.00	61,012.00	365,388.00	66.43	184,612.00
174-533-6490	OTHER PROF SERVICES-SECTION 8	.00	.00	.00	.00	.00
174-533-6516	REFUND INTEREST-SEC 8	1,500.00	.00	.00	.00	1,500.00
174-533-6518	SUNDRY-OFF EXP-SEC 8	5,000.00	77.40	1,136.35	22.73	3,863.65
	SECTION 8 VOUCHER TOTAL	939,790.00	72,492.45	451,832.15	48.08	487,957.85
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	10,000.00	.00	.00	.00	10,000.00

**REVENUE & EXPENSE REPORT**  
**CALENDAR 12/2020, FISCAL 6/2021**

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
	TRANSFERS IN/OUT TOTAL	10,000.00	.00	.00	.00	10,000.00
	SECTION 8 VOUCHER TOTAL	67,790.00-	20,203.72	154,434.17	227.81-	222,224.17-

**REVENUE & EXPENSE REPORT**  
**CALENDAR 12/2020, FISCAL 6/2021**

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	70,000.00	930.68	5,856.70	8.37	64,143.30
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	122.00	375.64	9.39	3,624.36
173-532-4506	DWELLING RENT-PUBLIC HOUSING	525,000.00	42,087.00	260,121.00	49.55	264,879.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	1,002.25	4,605.00	38.38	7,395.00
173-532-4518	BAD DEBT COLLECTIONS	2,000.00	.00	1,225.32	61.27	774.68
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	35.71	1,183.53	59.18	816.47
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	225,000.00	37,045.00	145,443.00	64.64	79,557.00
	<b>PUBLIC HOUSING TOTAL</b>	<b>840,000.00</b>	<b>81,222.64</b>	<b>418,810.19</b>	<b>49.86</b>	<b>421,189.81</b>
173-910-4830	TRANSFER IN - PUBLIC HOUSING	10,000.00	.00	14,272.31	142.72	4,272.31-
	<b>TRANSFERS IN/OUT TOTAL</b>	<b>10,000.00</b>	<b>.00</b>	<b>14,272.31</b>	<b>142.72</b>	<b>4,272.31-</b>
173-532-6010	SALARY - PUBLIC HOUSING	121,045.00	7,755.31	57,910.10	47.84	63,134.90
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING	2,000.00	122.72	184.08	9.20	1,815.92
173-532-6070	LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6110	FICA - PUBLIC HOUSING	9,413.00	543.42	3,881.85	41.24	5,531.15
173-532-6130	IPERS - PUBLIC HOUSING	11,615.00	743.66	4,862.00	41.86	6,753.00
173-532-6150	HEALTH INS - PUBLIC HOUSING	55,973.00	2,015.02	21,424.07	38.28	34,548.93
173-532-6151	LIFE INS - PUBLIC HOUSING	400.00	9.81-	159.79	39.95	240.21
173-532-6152	DENTAL INSURANCE	420.00	35.08	258.73	61.60	161.27
173-532-6160	WORK COMP - PUBLIC HOUSING	5,324.00	.00	.00	.00	5,324.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	398.00	37.58	233.90	58.77	164.10
173-532-6198	EMP BEN MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6199	EMPLOYEE BEN-PUBLIC HOUSING	.00	.00	120.00	.00	120.00-
173-532-6230	STAFF TRAINING-PUBLIC HOUSING	10,000.00	.00	234.00	2.34	9,766.00
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	4,517.78	7,921.39	19.80	32,078.61
173-532-6371	UTILITIES - PUBLIC HOUSING	62,000.00	1,341.12	20,182.80	32.55	41,817.20
173-532-6374	WATER - PUBLIC HOUSING	20,000.00	1,598.34	9,052.83	45.26	10,947.17
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	30,000.00	2,282.22	13,731.31	45.77	16,268.69
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	5,000.00	260.00	1,534.50	30.69	3,465.50
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	45,261.00	6,721.05	6,721.05	14.85	38,539.95
173-532-6411	LEGAL FEES - PUBLIC HOUSING	14,000.00	182.00	1,326.75	9.48	12,673.25
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,700.00	252.04	1,501.84	40.59	2,198.16
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	90,000.00	6,655.33	33,441.61	37.16	56,558.39
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	.00	508.75	25.44	1,491.25
173-532-6442	PILOT-PUBLIC HOUSING	44,000.00	.00	40,760.64	92.64	3,239.36
173-532-6490	OTHER PROFESSIONAL SERV	2,960.00	.00	.00	.00	2,960.00
173-532-6516	REFUNDS-PUBLIC HOUSING	1,000.00	.00	179.00	17.90	821.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	40,000.00	6,885.74	19,467.82	48.67	20,532.18
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	90,000.00	6,051.22	28,108.44	31.23	61,891.56
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	40,000.00	.00	870.00	2.18	39,130.00
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	100,000.00	8,578.74	39,298.30	39.30	60,701.70
	<b>PUBLIC HOUSING TOTAL</b>	<b>846,509.00</b>	<b>56,568.56</b>	<b>313,875.55</b>	<b>37.08</b>	<b>532,633.45</b>

**REVENUE & EXPENSE REPORT**  
**CALENDAR 12/2020, FISCAL 6/2021**

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6010	SALARY - PH MAINT	87,550.00	6,324.81	41,624.85	47.54	45,925.15
173-536-6040	OVERTIME SALARY - PH MAINT	5,000.00	359.28	374.25	7.49	4,625.75
173-536-6110	FICA - PH MAINT	8,750.00	496.46	3,161.47	36.13	5,588.53
173-536-6130	IPERS - PH MAINT	8,750.00	631.58	3,970.22	45.37	4,779.78
173-536-6150	HEALTH INS - PH MAINT	10,294.00	882.37	5,294.22	51.43	4,999.78
173-536-6151	LIFE INS - PH MAINT	207.00	4.21-	81.89	39.56	125.11
173-536-6152	DENTAL INSURANCE	300.00	22.09	124.79	41.60	175.21
173-536-6160	WORK COMP - PH MAINT	4,400.00	.00	.00	.00	4,400.00
173-536-6170	UNEMPLOYMENT - PH MAINT	428.00	15.91	247.77	57.89	180.23
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	900.00	.00	900.00	100.00	.00
173-536-6412	HEALTH SERVICES- PH MAINT	.00	.00	.00	.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	126,579.00	8,728.29	55,779.46	44.07	70,799.54
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	121,000.00	26.16	26.16	.02	120,973.84
	TRANSFERS IN/OUT TOTAL	121,000.00	26.16	26.16	.02	120,973.84
	PUBLIC HOUSING TOTAL	244,088.00-	15,899.63	63,401.33	25.97-	307,489.33-

**REVENUE & EXPENSE REPORT**  
**CALENDAR 12/2020, FISCAL 6/2021**

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
330-530-4410	ADVANCE - 2021 CAP PROJ	150,000.00	38,084.27	77,950.55	51.97	72,049.45
330-910-4830	TRANSFER IN	100,000.00	.00	.00	.00	100,000.00
	<b>TOTAL REVENUE</b>	<b>250,000.00</b>	<b>38,084.27</b>	<b>77,950.55</b>	<b>31.18</b>	<b>172,049.45</b>
330-530-6405	COURT & RECORDING FEES-20 CAP	.00	16,813.00	28,902.88	.00	28,902.88-
330-530-6452	ADMIN - 2020 CAP PROJ	.00	.00	.00	.00	.00
330-530-6504	MINOR EQUIPMENT	.00	.00	.00	.00	.00
330-530-6505	OTHER EQUIPMENT	.00	.00	.00	.00	.00
330-530-6753	DWELLING STRUCT-2020 CAP PROJ	.00	.00	.00	.00	.00
330-530-6754	HOUSING PROJECT	.00	.00	.00	.00	.00
330-530-6755	HOUSING PROJECT-2020 CAP PROJ	250,000.00	.00	27,776.40	11.11	222,223.60
330-530-6762	OPERATIONS	.00	27,271.27	27,271.27	.00	27,271.27-
330-530-6763	MANAGEMENT IMPROVEMENT	.00	.00	.00	.00	.00
330-910-6910	TRANSFER OUT	.00	.00	.00	.00	.00
	<b>TOTAL EXPENSES</b>	<b>250,000.00</b>	<b>44,084.27</b>	<b>83,950.55</b>	<b>33.58</b>	<b>166,049.45</b>
	<b>2020 CAPITAL FUND TOTAL</b>	<b>.00</b>	<b>6,000.00-</b>	<b>6,000.00-</b>	<b>.00</b>	<b>6,000.00</b>

**REVENUE & EXPENSE REPORT**  
**CALENDAR 12/2020, FISCAL 6/2021**

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
329-530-4410	ADVANCE-2019 CAP PROJ	114,447.00	.00	210,000.00	183.49	95,553.00-
329-910-4830	TRANSFER IN-2019 CAP PROJ	.00	.00	.00	.00	.00
	<b>TOTAL REVENUE</b>	<b>114,447.00</b>	<b>.00</b>	<b>210,000.00</b>	<b>183.49</b>	<b>95,553.00-</b>
329-530-6405	COURT & RECORDING FEES 2019	14,447.00	.00	.00	.00	14,447.00
329-530-6452	ADMIN-2019 CAP PROJ	.00	.00	.00	.00	.00
329-530-6504	MINOR EQUIPMENT	.00	.00	.00	.00	.00
329-530-6505	OTHER EQUIPMENT	.00	.00	.00	.00	.00
329-530-6753	DWELLING STRUCT-2019 CAP PROJ	.00	.00	.00	.00	.00
329-530-6754	HOUSING PROJECT	.00	.00	.00	.00	.00
329-530-6755	HOUSING PROJECT-2019 CAP PROJ	100,000.00	.00	128,152.39	128.15	28,152.39-
329-530-6762	OPERATIONS	.00	.00	81,847.61	.00	81,847.61-
329-530-6763	MANAGEMENT IMPROVEMENT	.00	.00	.00	.00	.00
329-910-6910	TRANSFER OUT	.00	.00	.00	.00	.00
	<b>TOTAL EXPENSES</b>	<b>114,447.00</b>	<b>.00</b>	<b>210,000.00</b>	<b>183.49</b>	<b>95,553.00-</b>
	<b>2019 CAPITAL FUND TOTAL</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>

**REVENUE & EXPENSE REPORT**  
**CALENDAR 12/2020, FISCAL 6/2021**

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
328-530-4410	ADVANCE-2018 CAP PROJ	.00	.00	109,637.92	.00	109,637.92-
328-910-4830	TRANS IN-2018 CAP PROJ	.00	.00	.00	.00	.00
	TOTAL REVENUE	.00	.00	109,637.92	.00	109,637.92-
328-530-6405	FEES/COSTS(1430)-2018 CAP PROJ	.00	.00	.00	.00	.00
328-530-6452	ADMIN(1410)	.00	.00	.00	.00	.00
328-530-6504	NON-DWELLING EQ (1475)	.00	.00	.00	.00	.00
328-530-6505	DWELLING EQUIP (1465)	.00	.00	.00	.00	.00
328-530-6753	DWELL STRUCT(1460)2018 CAP PRO	.00	.00	.00	.00	.00
328-530-6754	NON DWELL STRUCT(1470) 2018 CA	.00	.00	.00	.00	.00
328-530-6755	SITE IMPROVE (1450) '18 CAP	.00	.00	.00	.00	.00
328-530-6762	OPERATIONS(1406)-2018 CAP PROJ	.00	.00	99,637.92	.00	99,637.92-
328-530-6763	MANAGEMENT IMPR (1408)	.00	.00	.00	.00	.00
328-910-6910	TRANS OUT-218 CAP PROJ	.00	.00	10,000.00	.00	10,000.00-
	TOTAL EXPENSES	.00	.00	109,637.92	.00	109,637.92-
	2018 CAPITAL FUND TOTAL	.00	.00	.00	.00	.00

**REVENUE & EXPENSE REPORT**  
**CALENDAR 12/2020, FISCAL 6/2021**

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
326-530-4410	ADVANCE-2016 CAPITAL FUND	.00	.00	.00	.00	.00
326-910-4830	TRANSFER IN - 2016 CAP PROJ	.00	.00	.00	.00	.00
	TOTAL REVENUE	.00	.00	.00	.00	.00
326-530-6405	FEES/COSTS(1430)'16 CAP FND	.00	.00	.00	.00	.00
326-530-6452	ADMIN(1410)	.00	.00	.00	.00	.00
326-530-6504	NON-DWELLING EQUIPMENT(1475)	.00	.00	.00	.00	.00
326-530-6505	DWELLING EQUIP(1465)	.00	.00	.00	.00	.00
326-530-6753	DWELL STRUCT(1460)'16 CAP FND	.00	.00	.00	.00	.00
326-530-6754	NON DWELLING STRUCTURE(1470)	.00	.00	.00	.00	.00
326-530-6755	SITE IMPROVE(1450)'16 CAP FND	.00	.00	.00	.00	.00
326-530-6762	OPERATIONS(1406)	.00	.00	.00	.00	.00
326-530-6763	MNGMNT IMPROVE(1408)'16 CAP FN	.00	.00	.00	.00	.00
326-910-6910	TRANSFER OUT - 2016 CAP PROJ	.00	.00	.00	.00	.00
	TOTAL EXPENSES	.00	.00	.00	.00	.00
	2016 CAPTIAL PROJECT TOTAL	.00	.00	.00	.00	.00

**REVENUE & EXPENSE REPORT**  
**CALENDAR 12/2020, FISCAL 6/2021**

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
327-530-4410	ADVANCE	.00	.00	.00	.00	.00
327-910-4830	TRANS IN-2017 CAP PROJ	.00	.00	.00	.00	.00
	TOTAL REVENUE	.00	.00	.00	.00	.00
327-530-6405	FEES AND COSTS (1430)	.00	.00	.00	.00	.00
327-530-6452	ADMIN(1410)	.00	.00	.00	.00	.00
327-530-6504	NON-DWELLING EQ (1475)	.00	.00	.00	.00	.00
327-530-6505	DWELLING EQUIP (1465)	.00	.00	.00	.00	.00
327-530-6753	DWELL STRUCT(1460)'17 CAP FND	.00	.00	.00	.00	.00
327-530-6754	NON DWELLING STRUCTURE (1470)	.00	.00	.00	.00	.00
327-530-6755	SITE IMPROVE(1450)'17 CAP FND	.00	.00	.00	.00	.00
327-530-6762	OPERATIONS (1406)	.00	.00	.00	.00	.00
327-530-6763	MANAGEMENT IMPROVEMENT (1408)	.00	.00	.00	.00	.00
327-910-6910	TRANS OUT-2017 CAP PROJ	.00	.00	.00	.00	.00
	TOTAL EXPENSES	.00	.00	.00	.00	.00
	2017 CAP PROJECT TOTAL	.00	.00	.00	.00	.00

**INTERAGENCY AGREEMENT  
BETWEEN  
IOWA DEPARTMENT OF INSPECTIONS AND APPEALS  
AND  
CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY**

This agreement (Agreement) is entered into between the Iowa Department of Inspections and Appeals (DIA) and the Charles City Housing & Redevelopment Authority (CCHRA) pursuant to the authority of Iowa Code sections 28E.5 and 28E.12.

The parties hereto agree as follows:

**Purpose:** The purpose of this Agreement is to authorize the performance of Section 8 Voucher Program / Public Housing investigations of the Charles City Housing & Redevelopment Authority (CCHRA) by DIA.

**Rights, Powers, and Responsibilities:**

CCHRA agrees to:

1. Refer, in writing, investigations for CCHRA to DIA.
2. Approve, in writing, the inclusion of cases involving the CCHRA programs when multiple state, local or federal agencies are involved in an investigation.
3. Provide the following to DIA:
  - a. Access to all case records pertinent to the investigations being conducted.
  - b. Calculations of any overpayments that occurred on cases under investigation.
  - c. Leasing Housing Specialists or other appropriate staff that are required to testify in court about the Section 8 Housing Choice Voucher Program / Public Housing records and determinations of overpayment amounts.
4. Collect all civil and criminal overpayments.

DIA agrees to:

1. Investigate, obtain evidence, and prepare and submit investigative reports to county attorneys or federal prosecutors for criminal prosecution on behalf of CCHRA.
2. In criminal cases, request restitution through the courts on behalf of CCHRA for the amount of overpayment(s).
3. In civil or administrative cases, submit a copy of the investigative report to CCHRA for appropriate action.

**Funding:** DIA will bill CCHRA for investigations conducted pursuant to this Agreement at the initial rate of sixty-eight dollars and 25 cents (\$68.25) per hour, modified annually, by the thirtieth (or last day) of each month. CCHRA shall reimburse DIA within 30 days of receipt of a billing statement / invoice. If CCHRA denies any part of the invoice, CCHRA shall provide DIA with a detailed reason for the denial and give DIA the opportunity to provide further justification.

**Duration:** This Agreement shall be in full force and effect from March 1, 2021 to February 28, 2022, unless terminated earlier in accordance with the Termination section of this Agreement. CCHRA and DIA shall meet at least thirty (30) days prior to the expiration of this Agreement to determine renewal and any modifications to the Agreement, including but not limited to, funding.

**Legal or Administrative Entity Created:** No new legal or administrative entity is created by this Agreement.

**Property:** Nothing in this Agreement shall be deemed to effect any change with respect to the ownership of the real or personal property of either party to this Agreement.

**Dispute Resolution:** The parties to this Agreement shall attempt to mediate disputes that arise under this Agreement by engaging in mediation with a mutually agreed-upon mediator. Each party will bear fifty percent (50%) of the costs of such mediation. In the event the parties are unable to reach agreement during the mediation, the parties shall submit their dispute to binding arbitration as provided for in Iowa Code section 679A.19.

**Filing and Recording:** Copies of this Agreement shall be filed with the Secretary of State before the Agreement shall be in full force and effect, all pursuant to Iowa Code section 28E.8

**Termination:** Either party to this Agreement may terminate this Agreement without cause by providing the other party a written notice of intent to terminate this Agreement, at least thirty (30) days prior to the intended date of termination. The notice shall specify the reasons for termination and shall be delivered by U.S. Certified Mail to either party.

The undersigned hereby execute and enter into this interagency 28E Agreement. Each signatory represents that he/she has been authorized in accordance with state law to sign and bind the agency represented.

\_\_\_\_\_  
Larry Johnson Jr., Director  
IOWA DEPARTMENT OF INSPECTIONS AND APPEALS

\_\_\_\_\_  
Dean Andrews, Mayor  
CITY OF CHARLES CITY

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# RESOLUTION NO. 01-21

## ANNUAL CIVIL RIGHTS CERTIFICATION

### 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, Section 2072 of HERA requires each qualified public housing agency to make the following civil rights certification:

The Charles City Housing and Redevelopment Authority will carry out the public housing program of the agency in conformity with the VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing, and

WHEREAS, the Charles City Housing and Redevelopment Authority meets the definition of qualified agency as defined by the act,

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 civil rights certification and will operate the programs of the agency in compliance with the certification to the fullest extent possible, and; 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 21st DAY OF JANUARY 2021.

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Jeremy Heyer, Chairperson

ATTEST:

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Katie Nolte, Director

**Civil Rights Certification**  
**(Qualified PHAs)**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB Approval No. 2577-0226  
Expires 02/29/2016

**Civil Rights Certification**

**Annual Certification and Board Resolution**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

Charles City Housing and Redevelopment Authority  
\_\_\_\_\_  
PHA Name

IA002  
\_\_\_\_\_  
PHA Number/HA Code

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)

Name of Authorized Official	Title Board Chairperson
Signature	Date 01/21/2021

**eLOCCS  
Access Authorization Form**

U.S. Department of Housing  
and Urban Development

OMB Approval No. 2535-0102  
(exp. 4/30/2023)

See Instructions, Public Burden, and Privacy Act statements before completing this form

This form is to be approved by the recipient's (or grantee's) Chief Executive Officer or equivalent. All forms must be sent to your HUD Program Office for review and approval. Retain a copy. **MANDATORY REQUIREMENT:** New User, Reinstate User and Change Secure Systems ID must be NOTARIZED. **GRANTEE** – Mail form to your grant program officer. **PROGRAM OFFICER:** Required to mail the completed and certified form to: **OCFO, User Support Branch (FYMU)** 451 7<sup>th</sup> Street SW, Room 3114, Washington, DC 20410.

1. Type of Function(s) 1 <input type="checkbox"/> New User 2 <input type="checkbox"/> Reinstate User 3 <input type="checkbox"/> Terminate User 4 <input type="checkbox"/> Change Secure Systems ID		5 <input type="checkbox"/> Revise Authorizations 6 <input type="checkbox"/> Name/Address Change 7 <input type="checkbox"/> Other _____		2a. Secure Systems ID (mandatory)	2b. New Secure Systems ID (if changing ID)
3. Authorized User's Name (last, first, mi) <b>Print or Type</b>			Title (mandatory)		Office Telephone Number (include area code)
Complete Mailing Address				E-Mail Address	
4. <b>Authorizations</b> (see next page) are <b>required</b> for New User, Reinstate User and Revise Authorization functions. Attach one or more authorization pages as needed. Record the number of attached pages to the right. Each page should be initialed by the Approving Official and HUD Program Office POC.					Number of Authorization Pages Attached
5. Authorized User's Signature					Date (mm/dd/yyyy)
I authorize the person identified above to access eLOCCS via HUD's Secure Systems.					
6. LOCCS Approving Official Name (last, first, mi) <b>Print or Type</b>			Title		7. Notary (must be different from user and approving official) Seal, Signature, and Date Notarized (mm/dd/yyyy)
E-Mail Address			Secure Systems User ID (mandatory)		
Complete Mailing Address			Office Telephone Number (include area code)		
Approving Official's Signature			Date (mm/dd/yyyy)		
8. HUD Program Office Point of Contact's Name (last, first, mi) <b>Print or Type</b>				Title	
E-Mail Address				Office Telephone Number (include area code)	
HUD Program Office Point of Contact's Signature				Date (mm/dd/yyyy)	

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)

