

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

Board Meeting Agenda

February 18th, 2021 at 7:00 AM
501 Cedar Terrace South, Charles City, IA 50616

This meeting is open to the public and may be attended in person or virtually. If you plan to attend in person, please notify the CCHRA Office in advance to ensure social distancing measures can be accommodated. The office can be reached at 641-228-6661, Option 3. To join the meeting virtually please use the link below.

Zoom Meeting Link:

<https://us02web.zoom.us/j/89990739267?pwd=S2JGSWwwZlFIMzJnMkFBbzZvam9nQT09>

Meeting ID: 899 9073 9267

Passcode: 060282

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- I. Roll Call – Call Meeting to Order.
 - II. Public Comments.
 - III. Amend-Approve Minutes of February 9th, 2021 Special Meeting.
 - IV. Approval of Bills for January 2021.
 - V. Communications.
 - a) Morningside Disposition
 - b) Rehabilitation Projects
 - c) North Cedar Terrace Electrical Project
 - d) Section 8- Funding/Utilization Update
 - e) Public Housing- Rental Status Update
 - f) End of Participation Tracker
 - g) Capital Projects
 - VI. Old Business.
 - VII. New Business.
 - a) Review and approval of January 2021 operating reports
 - b) Review and approval of proposed FY22 Budget(s)
 - VIII. Election of Officers.
 - a) Board Chairperson
 - b) Board Vice Chairperson
 - IX. Review of By-Laws for Revisions.
 - X. Executive Director’s Report.
 - XI. Move to Adjourn.

Next regular meeting scheduled for Thursday, March 18, 2021, 7:00 a.m., CCHRA Office

CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY

Special Board Meeting Minutes

February 9th, 2021, 7:45 AM

Members Present: Linda Klemesrud, Jeremy Heyer, Brandon Franke, and Beth Diers. **Absent:** Joel Farnham.
Others Present: Katie Nolte, staff

Call to Order. Board Chairperson Heyer called the meeting to order at 7:45 a.m.

Amend-Approve Minutes of January 21st, 2021 Meeting. Diers moved, Franke seconded the motion to approve the minutes of January 21st, 2021 as presented. Ayes: 4, Nays: 0. Motion carried.

Public Comments. None

Consideration of Approval of HUD Fair Housing Conciliation Agreement Proposal. Nolte informed the board the complainant had agreed to the terms and conditions of the agreement as proposed by HUD Fair Housing Office and they had requested a special meeting be held for board approval. Nolte highlighting sections with clarification as the board reviewed the proposal. Klemesrud moved for approval, Franke seconded. Roll call vote-Ayes-4. Nays 0. Motion carried unanimously, no further discussion was had.

Motion to Adjourn. Being no further business, Klemesrud moved, Franke seconded the motion to adjourn the meeting at 8:06 am. Ayes: 4. Nays: 0. Motion carried, and the meeting adjourned.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Board Chairperson

ATTEST:

Katie Nolte, Director

CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY

Board Meeting Minutes

January 21st, 2021 7:00 AM

Members Present: Linda Klemesrud, Jeremy Heyer, Brandon Franke, and Beth Diers. Absent: Joel Farnham. Others Present: Phillip Knighten (City Council), Katie Nolte (staff), Shelley High Bear

Call to Order. Board Chairperson Heyer called the meeting to order at 7:01 a.m.

Public Comments. A Section 8 participant presented information regarding her assistance termination and associated Fair Housing Discrimination case with HUD. Heyer thanked her for providing the board additional information. Nolte provided the board with background information on the case and status with HUD.

Amend-Approve Minutes of December 17th, 2020. Klemesrud moved, Franke seconded the motion to approve the minutes of December 17th, 2020 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Nolte stated that all bills were routine in nature. Diers moved, Franke seconded the motion to approve payment of the revised bill listing totaling \$107,558.76. Ayes: 4, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed which included an update the rehabilitation grant, Section 8 utilization, rental status, and end of participations. Nolte stated the last two homes for the rehabilitation grant would be going out for bid in the next month.

Old Business. No old business was discussed.

New Business:

Review Financial Reports. The reports were reviewed. Nolte stated that six months into the year, the spending was where it should be. There were no questions with no action being required.

Approval of Renewal Contract with the DIA. Nolte requested approval of the 28E agreement with the state to assist with fraud investigations. Nolte stated the agreement must be renewed annually, and the hourly rate will remain the same under the new agreement. Diers moved to approve the renewal and it was seconded by Klemesrud. Ayes: 4, Nays: 0. Motion carried.

Approval of Resolution 1-21 Annual Civil Rights Certification: Nolte explained the requirement for the certification. Diers made a motion to approve Resolution 01-21. Diers motioned, Franke seconded. Ayes: Heyer, Klemesrud, Franke, and Diers. Nays: 0. Motion carried on roll call vote.

Approval of eLOCCS Access Authorization. Nolte noted the access authorization is required to gain access to draw down funds and a new authorization is required with the change in Executive Director. Klemesrud motioned, Franke seconded, Ayes: 4, Nays: 0. Motion carried unanimously.

Executive Directors report. Nolte gave an update on her activities during the first couple weeks as the new Executive Director. She informed the committee her first priorities in the coming months will be to complete the Morningside vacant land sale, complete the two remaining rehab projects, and continue to work with staff to learn the current processes for both section 8 and public housing. She also plans to attend training on repositioning as soon as it becomes available.

Motion to Adjourn. Being no further business, Diers moved, Klemesrud seconded the motion to adjourn the meeting at 7:46 am. Ayes: 4. Nays: 0. Motion carried, and the meeting adjourned.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Board Chairperson

ATTEST:

Katie Nolte, Director

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

Customer	Description	Amount
Arnold Motor Supply	supplies	12.96
Business Card	sundry/maintenance	522.28
Business Card	training/cert.renewal/software.comp.	2,225.26
Catherine Marie Ott	office cleaning	560.00
CenturyLink	phone bill	167.00
Cintas	rug service	56.22
City of Charles City	water/sewer/URP/S8 inspections	3,162.14
Cole Heitz	pet deposit refund	50.00
H&R LawnCare LLC	snow removal	1,430.00
HAPS	Feb.1 HAPS	71,237.60
HD Supply Facilities Maintenance, Ltd.	maintenance items	237.02
Herron's Band Box, Inc.	rug cleaning service	261.35
Hillegas Flooring, LLC	flooring parts	2,421.08
Hockenson Plumbing	plumbing repairs	871.03
Jendro Sanitation	trash service	790.00
Koch Office Group	copy costs	65.77
LEAF	copier lease payment	252.04
Lessin Supply Co.	parts	43.58
Linderman Heating & Air, LLC	maintenance repairs	239.38
Marco	phone service	154.63
Mediacom	internet for security cameras	276.90
Mid American Energy	electric/gas/URP	9,397.34
MRI Software, LLC	background/work # reports	179.50
P & K Midwest	parts	218.94
Plunkett's Pest Control	pest contro.	15.00
Reserve Account	prepaid postage	750.00
Schueth Ace Hardware	maintenance items	193.73
Sherwin Williams	paint	615.34
Staples Advantage	office items	372.49
Stock Glass	glass repair	20.00
Superior Lumber	parts	14.34
T-J Service	repairs/appliance replacement	714.99
Teeter Specialty Company L.L.C.	business cards for Katie/notary stamp	106.88
Trent Parker	equipment purchases-computers	4,162.41
Trent Parker	computer support	797.50
US Cellular	cell phone bill	151.11
WEX Fleet Universal	fuel	54.18
WEX Fleet Universal	fuel	306.76
		103,106.75

REQUESTED ACTION: None - for your information only.

- 1. Morningside Disposition:** The two documents needed for HUD to complete their review have been submitted as of January 15th, 2021. I have asked for an approximate timeline for approval.

CDBG Rehabilitation Program Update: Two remaining projects are scheduled for pre-bid conference on Friday, March 5th, with bid opening on March 12th. The contract will be awarded afterwards. The goal will be to have both projects completed within 90 days of award and the grant closed out by the end of the fiscal year. The grant does not officially close out until the end of August 2021 if we need additional time.

- 2. North Cedar Terrace Electrical Project:** We met with the architect, Mid-American representative, and electrical engineering team on February 9th. There was some concern regarding 400 vs 600 amp service to the individual buildings. The project had been based on S. Cedar Terrace which has gas heat. N. Cedar Terrace currently has baseboard heat. The MidAmerican rep was able to pull usage data over the last year and it was determined the 400 amp service would be sufficient. To date the current service has not been maxed out and any potential changes/upgrades done at the site would likely be "greener" result in less energy consumption.
- 3. Section 8 Funding/Utilization.** See attachment for utilization. The program is leased up at 85% and utilizing 95.5% of HAP funds with the average voucher cost of \$380 per month. To get closer to 100% of HAP fund usage we will be pulling approximately 20-25 applicants off the waiting list this month. We also have an additional \$43,000 in HAP Portability funds awarded and \$50,000 in COVID HAP funds we need to utilize. I am working with fee accountant on the best way to do that. The COVID administrative funds need to be fully expended by December 31st, 2021.
- 4. Monthly Rental Status Update.** We are at just over 95% occupancy as of this month. Maintenance is working on getting units turned over and offers are out on all the vacant units and units that we have been noticed will be vacant.

Month of January 2021	Total Leased 1/1/21	New Leases	Removed Or Moved	Total Leased 2/1/21	Total on Waiting List	Offered Assistance	Removed
Terraces 132 Units	124	2	0	126	N-42	N-7	N-6
					S-74	S-8	S-3
Morningside 16 Units	13	0	1	12	53	7	3
Section 8 197 Units	174	5	3	176	246	24	17

Declined Assistance (8) Over Income (0) Denied (0) Insufficient Address (0)
 Did not attend Briefing/Information Not Returned (21) Criminal Background Check (0)
 Voucher Expired (0) Purged (0); Terminations: PH (1) S8 (1)

- 5. End of Participation Tracker.** See attachment.
- 6. Review of Planned Capital Projects.** See attachment.

The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2577-0075. There is no personal information contained in this application. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when disclosure is not required. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

Section 1. Demolition	
1. Does the removal action include the demolition of all or a portion of a development (AMP) or other public housing property?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes: <input type="checkbox"/> All units at a development site <input type="checkbox"/> A portion of units at a development site <input checked="" type="checkbox"/> Non-dwelling property at a development site <input type="checkbox"/> Non-dwelling property not at a development site (e.g. central PHA administrative building)
<i>If yes, complete questions 2-6 of this section. If no, move on to section 2.</i>	
2. What is the estimated demolition cost?	\$ _____
3. What is the anticipated source of funds for the demolition cost?	<input type="checkbox"/> Capital Funds <input type="checkbox"/> CDBG <input type="checkbox"/> Operating Funds <input type="checkbox"/> Fiscal Year: _____ <input type="checkbox"/> Non-Public Housing Funds (describe: _____)
4. What is the justification for the demolition?	<input type="checkbox"/> Obsolete - Physical Condition <input type="checkbox"/> Obsolete - Location <input type="checkbox"/> Obsolete - Other Factors <input type="checkbox"/> De Minimis Demolition (the lesser of 5 units or 5 percent of the total public housing units in any 5-year period)
<i>Attach a narrative statement describing the justification for demolition, along with other supporting documentation, in accordance with 24 CFR part 970 and PIH Notice 2018-04 (or any successor notice). If the demolition is for a portion of a development, the narrative statement must specifically address how the demolition will help to ensure the viability of the remaining portion of the development.</i>	
5. Cost-test:	The PHA must certify and present supporting evidence that no reasonable program of modifications is cost-effective to return the public housing development (or portion thereof) to useful life.
<i>Attach a completed HUD-52860-B, narrative statement, and other supporting documentation as described in the instructions</i>	

Section 2. Disposition	
1. What is the justification for the disposition?	<input type="checkbox"/> Conditions in Surrounding Area: 24 CFR 970.17(a) <input type="checkbox"/> Health and/or Safety <input type="checkbox"/> Infeasible Operation <input type="checkbox"/> More Efficient/Effective Low-Income Housing: 24 CFR 970.17(b) <input type="checkbox"/> Best Interests of PHA and Residents & Consistent with PHA Plan & 1937 Act: 970.17(c) <input checked="" type="checkbox"/> The Non-Dwelling Structure or Land Exceeds the Needs of the Development (after Date of Full Availability "DOFA") <input checked="" type="checkbox"/> The Disposition of the Non-Dwelling Property is Incidental to, or does not Interfere with, the Continued Operation of the Remainder of the Development
<i>Attach a narrative statement describing the justification for disposition, along with other supporting documentation, in accordance with 24 CFR part 970 and PIH Notice 2018-04 (or any successor notice).</i> <i>If disposition is based on physical obsolescence under the demolition criteria, complete Section 1 (Demolition) of this form.</i>	
2. Method of Disposition	a. <input type="checkbox"/> Public Bid FMV Sale b. <input checked="" type="checkbox"/> Negotiated Sale at FMV c. <input type="checkbox"/> Negotiated Lease or other Transfer at FMV d. <input type="checkbox"/> Negotiated Sale or other Transfer at FMV e. <input type="checkbox"/> Negotiated Sale at below FMV f. <input type="checkbox"/> Negotiated Lease or other Transfer at below FMV g. <input type="checkbox"/> Land-Swap
<i>Attach a description of the method of disposition (e.g. sale or ground lease terms; below FMV disposition).</i> <i>If the disposition is proposed via negotiation, attach a Certificate of Good Standing (under applicable State law) of the proposed acquiring entity, or other evidence that the entity is recognized under State law.</i>	
3. Is the proposed acquiring entity the PHA's instrumentality as defined by 24 CFR 905.604(b)(3)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4. Commensurate Public Benefit: If the method of disposition is at or below FMV, the PHA must demonstrate a commensurate public benefit <i>Attach a narrative description of commensurate public benefit in accordance with 24 CFR 970.19 and PIH Notice 2018-04 (or any successor notice).</i>	

Section 3. Proceeds	
1. Will the PHA realize proceeds from this disposition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. If PHA answered yes to question #1, indicate the estimated amount of gross and net proceeds	Gross \$15,000 Net \$5,000
3. Is the PHA requesting to use gross proceeds for relocation costs?	<input type="checkbox"/> Yes \$ (estimated amount) <input checked="" type="checkbox"/> No
4. Is the PHA requesting to use gross proceeds for reasonable costs of disposition?	<input checked="" type="checkbox"/> Yes \$10,000 (estimated amount) <input type="checkbox"/> No
<i>If yes, attach a brief narrative, budget, or other supporting documentation describing the reasonable costs</i>	
5. If the PHA will realize net proceeds from this disposition, how does the PHA propose to use the proceeds?	<input type="checkbox"/> Public Housing Capital Fund (CFP) Uses <input type="checkbox"/> Loan for development of Public Housing Units <input type="checkbox"/> Section 8 PBV Unit Development <input type="checkbox"/> Loan for development of PBV units <input type="checkbox"/> Supportive Services for Residents <input type="checkbox"/> Costs of Converting Public Housing Units to Project-Based Section 8 under the Rental Assistance Demonstration (RAD) Program <input type="checkbox"/> Section 8 HCV Shortfalls <input type="checkbox"/> Operation of Section 8 program <input checked="" type="checkbox"/> Operation of Public Housing program <input type="checkbox"/> Modernization of Section 8 Units <input type="checkbox"/> Loan for modernization of PBV Units <input type="checkbox"/> Other Statutorily Eligible Uses: (describe) <input type="checkbox"/> To Be Determined (TBD) (PHA must request approval from HUD when it determines a proposed use)
<i>Attach a brief narrative, budget, or other supporting documentation describing the proposed use of proceeds.</i> <i>If loan is checked, include the loan term, interest rate, and type (i.e. permanent, bridge, construction).</i>	

Section 4. Offer of Sale to Resident Organization (Disposition Only)

1. If this action is for a disposition, is the PHA exercising any of the exceptions to the offer of sale requirements?

- Yes No
 970.9(b)(3)(i): local government requests to acquire vacant land less than 2 acres in order to build or expand public services
 970.9(b)(3)(ii): PHA seeks disposition to develop a facility to benefit low-income families
 970.9(b)(3)(iii): the units have been legally vacated (HOPE VI, 24 CFR part 971 or 972)
 970.9(b)(3)(iv): the units are distressed units subject to Section 33 required conversion
 970.9(b)(3)(v): property proposed for disposition is non-dwelling
 Other: PHA requests that HUD consider another exception to 970.9(b)(1)

If exercising an exception, attach a narrative statement or documentation supporting the exception in accordance with 970.9(b)(4). If not exercising an exception, complete questions #2-6 of this Section 4.

2. Name(s) of all established eligible organizations as defined by 24 CFR 970.11 (e.g. resident organizations, eligible resident management corporations as defined in 24 CFR part 964, and nonprofit organization acting on behalf of residents at a development.

Attach a narrative explanation of how the PHA determined the entities identified

3. Date(s) the PHA sent an initial written notification to each established eligible organization in accordance with 24 CFR 970.11

Attach a copy of the initial written notification to each established eligible organization

4. Did the PHA receive a written expression of interest in accordance with 24 CFR 970.11 by an established eligible organization?

Yes No

If yes, attach a copy of the expression of interest by any eligible established organization

5. Did the PHA receive a proposal to purchase from an established eligible organization within 60-days of receiving the established eligible organization's expression of interest?

Yes No

If yes, attach a copy of the proposal to purchase from an established eligible organization

6. Did the PHA accept the proposal to purchase?

Yes No
 N/A (PHA did not receive a proposal to purchase)

Attach a narrative explanation of why the PHA accepted or rejected the proposal to purchase

Section 5. PHA Certification

For SAC applications submitted under 24 CFR part 970:

- 1) If this SAC application includes a demolition action, I certify that the proposed development (units or other property) meets the obsolescence criteria of 24 CFR 970.15 as specifically described in this SAC application. I further certify that such obsolescence makes any units proposed for demolition unsuitable for housing purposes and that no reasonable program of modification is cost-effective to return the development to its useful life;
- 2) If this SAC application includes a demolition for only a portion of the buildings/units at a development on a contiguous site, the PHA certifies that the partial demolition will help to ensure the viability of the remaining portion of the development;
- 3) If this SAC application includes a disposition action for public housing units, the PHA is justified in disposing of the development or other public housing property in accordance with the specific criteria of 24 CFR 970.17, as specifically described in this SAC application;
- 4) The PHA will comply with all applicable relocation requirements of 24 CFR 970.21; and
- 5) The PHA will use gross and net proceeds it receives from the disposition in accordance with the requirements of 24 CFR 970.19 and the HUD approval.

For De Minimis Demolitions:

- 1) The units proposed for demolition meet the criteria of Section 18 because they are beyond repair or the space occupied by the units will be used for meeting the service or other needs of public housing residents; and
- 2) The units proposed for demolition do not exceed the statutory maximums of five percent of my PHA's total housing stock, or five dwelling units, whichever is less, in any 5-year period.

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	Kathryn Jean Nolte
Title	Executive Director
Signature	<i>Kathryn Nolte</i>
Date	02/15/2021

Form HUD-52860-A Instructions

This form is required when a PHA proposes a demolition or disposition under 24 CFR part 970 and when a PHA proposes a de minimis demolition under Section 18 of the 1937 Act. This information is required as a supplement to the HUD-52860 form. PHAs must complete this form and upload it as an attachment to the IMS/PIC SAC application. Also, PHAs must upload the supporting documentation requested by this form as part of the IMS/PIC SAC application. PHAs must label that supporting documentation by section number of this form and/or by name (e.g. use of proceeds). PHAs refer to 24 CFR part 970 and all applicable PIH Notices in completing this form, including PIH Notice 2018-04 (or any successor notice). PHAs must label All defined terms not defined in this form have the meaning in those regulations and notices.

Section 1: Demolition

Justification (Question 4). In completing their narrative statements describing the justification for demolition, PHAs should refer to the guidance at 24 CFR part 970 and PIH Notice 2012-7 (or any successor notice). In the case of a SAC application for demolition of portion of a development (e.g. SAC application is for less than all units on a contiguous site) the PHA's narrative must describe how the demolition will help to ensure the viability of the remaining portion of the development. This requirement shall not apply for demolitions of units on scattered non-contiguous sites.

Obsolete-Physical Condition: 24 CFR 970.15(b)(1)(i). A PHA must demonstrate serious and substantial physical deterioration of the buildings/units at the development. HUD strongly encourages PHAs to submit a physical needs assessment (PNA), government inspection, or independent architect or engineer's report as supporting documentation.

Obsolete-Location: 24 CFR 970.15(b)(1)(ii). A PHA must demonstrate that the location of the units causes obsolescence. HUD may consider the physical deterioration of the neighborhood; change in neighborhood from residential to industrial or commercial development; or environmental conditions which jeopardize the suitability of the site or a portion of the site and its housing structures for residential use.

Obsolete-Other Factors: 24 CFR 970.15(b)(1)(iii). A PHA must generally demonstrate that factors at the development have impacted the marketability, usefulness, or management of the units so seriously that, notwithstanding due diligence and its best efforts in marketing and leasing the units, the PHA is unable to operate the development for residential purposes for an extended period of time (generally more than 5 years). HUD may consider factors such as turnover rate, historic vacancy rate, access to transportation, crime rates, site plan and density issues, neighborhood infrastructure, and unit size. HUD strongly encourages PHAs to submit third party documentation.

De Minimis Demolition: 24 CFR 970.27. In any 5-year period, a PHA may demolish not more than the lesser of 5 dwelling units or 5 percent of the total public housing dwelling units owned by the PHA without the need to obtain HUD approval under 24 CFR part 970 provided the PHA can meet one of the following criteria: (a) The PHA will use the space occupied by the unit(s) for meeting the service or other needs of the residents (e.g. laundry facility; community center; child care center); or (b) the PHA has determined the unit(s) are beyond repair.

Cost-Test (Question 5). HUD generally shall not consider a program of modifications to be cost-effective if the costs of such program exceed 62.5 percent of total development cost (TDC) for elevator structures and 57.14 percent of TDC for all other types of structures in effect at the time the SAC application is submitted to HUD.

Obsolete-Physical Condition: 24 CFR 970.15(b)(1)(i). PHAs must complete and submit the HUD-52860-B form.

Obsolete-Location: 24 CFR 970.15(b)(1)(ii). HUD will consider the PHA's cost of curing the cause of the obsolescence (e.g. nearby industrial or commercial development, environmental conditions).

Obsolete-Other Factors: 24 CFR 970.15(b)(1)(i)(iii). HUD will consider the PHA's cost of curing the cause of the obsolescence (e.g. site plan, crime, turnover).

De Minimis Demolition. Cost-test requirements are not applicable.

Section 2: Disposition

Justification (Question 1). In completing their narrative statements describing the justification for disposition, PHAs should refer to the guidance at 24 CFR part 970 and PIH Notice 2018-04 (or any successor notice).

Conditions in Surrounding Area: 24 CFR 970.17(a). A PHA must demonstrate the location of the units (e.g. industrial or commercial development) jeopardizes the health and/or safety of the residents and/or the feasible operation of the units by the PHA based on external conditions outside the control of the PHA; and the condition is beyond the scope of the PHA to mitigate or cure in a cost-effective manner. To support a SAC application based on health and/or safety, PHAs must generally provide relevant third-party documentation that evidences the external conditions that present serious obstacles to the PHA maintaining the units as healthy and/or safe housing.

More Efficient/Effective Low-Income Housing: 24 CFR 970.17(b). A PHA must demonstrate the retention of the units is not in the best interests of the residents or the PHA because the disposition allows the acquisition, development, or rehabilitation of units that will be more efficiently or effectively operated as other low-income housing units. PHAs must generally demonstrate why other low-income units are preferable (e.g., more energy efficient, better unit configuration, better location for resident in terms of transportation, jobs, schools or racial or economic concentration). See PIH Notice 2012-7 (or any successor notice).

Best Interests of PHA and Residents & Consistent with PHA Plan & 1937 Act: 970.17(c). See PIH Notice 2018-04 (or any successor notice).

Third-Party Agreement. Certain third-party agreements may require HUD review and approval under 24 CFR part 970. In this case, the PHA must submit a SAC disposition application under this form to obtain HUD approval for the third-party agreement (including completing and attaching justification narrative of the agreement under 970.17(c) or other applicable section of 24 CFR 970). In the SAC application, the PHA must clearly indicate it is requesting HUD approval of a third-party agreement and attach the draft form of third-party agreement to the application. If the PHA is not requesting that HUD release the ACC or Declaration of Trust (DOT) or DORC from the property, it should put "0" in all fields for units, buildings and acreage. See PIH Notice 2018-04 (or any successor notice).

Non-Dwelling Property: 970.17(d). A PHA must demonstrate that the non-dwelling structure or land exceeds the needs of the development (after DOFA); or the disposition is incidental to, or does not interfere with, the continued operation of the remainder of the development.

Method of Disposition (Question 2). In completing this section, PHAs should refer to the guidance at 24 CFR part 970 and PIH Notice 2018-04 (or any successor notice). PHAs may propose different methods of disposition in their SAC applications, including:

- (a) Public Bid Fair Market Value (FMV) Sale (Cash). The PHA lists the public housing property on the open and competitive market and solicits bids. Actual FMV may be more or less than the appraised value, depending on the market and may reflect negotiations during the due diligence period.
- (b) Negotiated Sale at FMV (Cash). The PHA negotiates a sale with an identified buyer based on the appraised value of the public housing property. The PHA receives cash for the sale.
- (c) Negotiated Lease or other Transfer at FMV (Cash). The PHA negotiates a lease (e.g. ground lease, capital lease) with an identified entity based on the appraised value (leasehold and/or fee value) of the public housing property. The PHA receives cash for the lease payments.
- (d) Negotiated Sale or other Transfer at FMV (Seller-Financing). The PHA negotiates a sale with an identified buyer but instead of receiving cash proceeds, the PHA receives a promissory note and/or mortgage or deed of trust. Payments are generally made from deferred loan payments.
- (e) Negotiated Sale at below FMV. The PHA negotiates a sale with an identified buyer for below FMV (often nominal value).
- (f) Negotiated Lease or other Transfer at below FMV. The PHA negotiates a lease with an identified entity for below FMV (often nominal value).
- (g) Land-Swaps. The PHA negotiates a "land swap". In addition to meeting the requirements for a Negotiated Sale at FMV in B above, the PHA must generally evidence that HUD has approved the acquisition of the property to be acquired in the "land-swap" under 24 CFR part 905. If the property that PHA is proposing to acquire is valued less than public housing property proposed for disposition, the PHA receives cash proceeds to make up the difference.

If the disposition is proposed via negotiation, the PHA must evidence the entity is a valid entity under State law and is in good standing.

Commensurate Public Benefit (Question 3). In completing this section, PHAs should refer to the guidance at 24 CFR 970.19 and PIH Notice 2018-04 (or any successor notice). HUD determines commensurate public benefit on a case-by-case basis. However, generally the public housing property must be developed for affordable housing purposes serving low-income families (incomes at or below 80% of area median). HUD does not consider general public benefits (e.g., schools, libraries, fire stations, police stations and bridges) to be approvable non-dwelling uses that primarily serve low-income families. A PHA may propose a preferred form of use restriction (e.g., LIHTC extended use agreement, HOME agreement, reversion clause in transfer documents, provision in ground lease, separate use agreement).

If applicable, PHAs may, but are not required, to complete the following table and submit with their SAC applications in order to evidence the proposed commensurate public benefit, purpose and other disposition details:

Development Name Cedar Terrace South Development Number IA002050616				
Proposed for Disposition: Building/s: , Units: , Acres: .7				
Total number of units to be developed (or preserved) on property: 148	Less than 80% of Area Median Income			
Total number of non-dwelling buildings to be developed (or preserved) on property: 4	ACC	Non-ACC	PBV	Market Rate
Rental				
For Sale				
Name of Acquiring Entity (Rental Units)				
Name of Acquiring Entity (initial developer) (For Sale Units)				
Charles City Community School District				
Method of Disposition				
FMV (e.g. 99-year ground lease; fee simple sale; Fair Market Value)				
Lease Price \$ per year				
Sale Price \$15,000				
Purpose and or summary of Commensurate Public Benefit (short description of units and non-dwelling property to be developed/preserved)		The CCHRA wishes to dispose of vacant land which meets the criteria of 24CFR 970-17(d). The vacant land consists of .7 acres and exceeds the needs of the project after the date of full availability (DOFA). In addition, the disposition does not interfere with the continued operation of the remaining portion of the project. All buildings and units will be preserved, and no tenants displaced.		

Section 3: Proceeds

In completing this section, PHAs should refer to the guidance at 24 CFR part 970, PIH Notice 2018-04 (or any successor notice) and any other HUD guidance on proceeds. In accordance with 24 CFR 970.19, PHAs describe their proposed use of estimated proceeds (gross and net) in the SAC application.

Relocation Costs (Question 3). Pursuant to 24 CFR 970.21(e)(2), PHAs must pay for the actual and reasonable relocation expenses for all residents who will be displaced from their public housing units as a result of a demolition and/or disposition action. HUD considers the following to be eligible costs of relocation that can be deducted from gross proceeds: counseling and advisory services to residents (including mobility counseling), moving expenses (including housing search costs), payment of a security and/or utility deposits at a comparable housing, and costs of providing any necessary reasonable accommodations to residents in accordance with Section 504 of the Rehabilitation Act of 1973 and other HUD guidance.

Reasonable Costs of Disposition (Question 4). Reasonable costs of disposition may include the following (although HUD may disapprove any costs it deems unreasonable): (i) costs that PHAs incur in preparing the SAC application (e.g. environmental studies, engineering costs of rehab estimates under 24 CFR 970.15, appraisal fees); and (ii) transactional (seller) closing costs (e.g., local customary split of any brokerage fees, appraisal fees, survey costs, tax certificates fees, fees for recording the DOT/DORC release, notary fees, title insurance fees, title company document preparation and closing fees, mailing and wire transfer fees, and reasonable attorney fees), provided such costs are listed on the HUD-1 or other applicable settlement statement document.

Net Proceeds (Question 5). Net proceeds means proceeds realized after deducting relocation and disposition costs.

Section 4: Offer of Sale to Resident Organizations

In completing this section, PHAs should refer to the guidance at 24 CFR part 970 and PIH Notice 2018-04 (or any successor notice). PHAs are eligible to exercise the exception from the offer of sale described at 970.9(b)(3)(ii) only in cases where the PHA has firm plans to replace substantially all of the units proposed for disposition with the housing units for low-income families (even if those housing units are not low-income housing units as defined by Section 3 of the 1937 Act). Note that a PHA cannot forgo giving applicable resident entities an offer of sale based on speculation or general plans to build a facility to benefit low-income families.

Section 5: Certification

The Executive Director, Board Chairperson, or other authorized agent of the PHA, should sign and date this Certification.

The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2577-0075. There is no personal information contained in this application. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when disclosure is not required. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

This general information is required to request HUD approval to remove public housing property (residential or non-residential) from public housing requirements, including use restrictions imposed under the Annual Contributions Contract (ACC) and the Declaration of Trust (DOT)/Declaration of Restrictive Covenants (DoRC). PHAs may request such HUD approval under the following laws: demolition and disposition (Section 18 of the 1937 Act and 24 CFR part 970); voluntary conversion (Section 22 of the 1937 Act and 24 CFR part 972); required conversion (Section 33 of the 1937 Act and 24 CFR part 972); homeownership (Section 33 of the 1937 Act and 24 CFR part 906); retentions under 2 CFR 200.311 (PIH Notice 2016-20 or subsequent notice); and eminent domain (PIH Notice 2012-8, or subsequent notice).

Note: This form requests general information only and PHAs are required to submit an additional addendum for the specific type of proposed removal. This form in addition to the applicable addendum are collectively known as the SAC application since these applications are processed by HUD's Special Applications Center (SAC). HUD will use this information to review PHA requests, as well as to track removals for other record keeping requirements. Responses to this collection of information are statutory and regulatory to obtain a benefit. The information requested does not lend itself to confidentiality. PHAs are required to submit this information electronically to HUD through the Inventory Removals Submodule of the Inventory Management System/PIH Information Center (IMS/PIC) system (or a later electronic system prescribed by HUD). IMS/PIC will assign each SAC application a "DDA" number.

This form does not apply to proposed removals (conversions) under HUD's Rental Assistance Demonstration (RAD) program; and the instructions for RAD application submissions via IMS/PIC is provided and governed by a separate OMB-approved HUD form.

Section 1: General Information	
1. Date of Application:	08/26/2020
2. Name of Public Housing Agency (PHA):	Charles City Housing and Redevelopment
3. PHA Identification Number:	IA002
4. PHA Address:	501 Cedar Terrace South, Charles City, Iowa 50616
5. Contact Person Name at PHA:	Kathryn Nolte
6. Contact Person Phone No.:	641-228-6661
7. Contact Person Email:	director@charlescityhousing.org
8. Is the PHA operating under any remedial order, compliance agreement, final judgment, consent decree, settlement agreement or other court order or agreement, including but not limited to those related to a fair housing or other civil rights finding of noncompliance? <i>If yes, attach a narrative description of explaining how the proposed removal is consistent with such order, agreement or other document</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Section 2: N/A

Section 3: PHA Plan, Board Resolution, Environmental Review and Local Government Consultation	
1. PHA Plan: Year of PHA Plan that includes the removal action and approval date: NA	Year: Approval Date:
<i>Attach evidence that the removal action is included in the approved PHA Plan and approval date</i>	
2. Board Resolution that approves the removal action; and PHA's submission of removal application to HUD: Board Resolution Number: 09-20 Board Resolution Date: 08/20/2020	
<i>Attach a copy of signed PHA Board Resolution</i>	

3. Environmental Review: Check the box for the entity that conducted the Environmental Review (ER):	<input type="checkbox"/> HUD under 24 CFR part 50 <input checked="" type="checkbox"/> Responsible Entity (RE) under 24 CFR part 58 Name of RE: Date ER was conducted:
	<i>Attach a copy of HUD's approval of the Environmental Review (i.e. HUD-7015.16). See instructions.</i>
4. Local Government Consultation: The PHA covers the following jurisdiction(s):	City of Charles City, Iowa
5. Date(s) of letter(s) of support from (local) government officials:	05/12/2020
<i>Attach copies of all letters of support from local government officials, along with a narrative description of the PHA's consultation (if applicable)</i>	

Section 4: Description of Existing Development				
1. Name of Development:	Cedar Terrace South			
2. Development Number:	IA002050616			
3. Date of Full Availability (DOFA):	12/14/1972			
4. Number of Residential Buildings:	37			
5. Number of Non-Residential Buildings:	4			
6. Date Constructed:	1966			
7. Is the Development Scattered Site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
8. Number of Buildings (single family, duplexes, 3-plexes, 4-plexes, other):	37			
9. Number of Types of Structures (row houses, walk-up units, high-rise unit):	1			
10. Total Acres in Development:	13.62			
11. Existing Unit Distribution	General Occupancy	Elderly/Disabled Designated Units	Total Units Being Used for Non-Dwelling Purposes	Total Units in Development
0 – Bedroom	0			0
1 – Bedroom	128			128
2 – Bedrooms	12			12
3 – Bedrooms	8			8
4 - + Bedrooms	0			0
Total	148			148
<i>Attach a description of the distribution of UFAS accessible units (bedroom size; unit type, e.g., mobility or sensory)</i>				

Section 5: Description of Proposed Removal						
1. Type of Removal Action(s) (e.g., Demolition, Disposition, Disposition to allow for Public Housing Mixed-Finance Modernization, Demolition and Disposition, DeMinimis Exception under Demolition, Voluntary Conversion, Required Conversion, Homeownership, Eminent Domain, Retention under 2 CFR part 200)						Disposition
2. Proposed Action by Unit Type (e.g. bedroom size)						
Existing Unit Distribution	General Occupancy	Elderly/Disabled Designated Units	UFAS Mobility Units	UFAS Sensory Units	Total Units Being Used for Non-Dwelling Purposes	Total Units in Development
0 – Bedroom						
1 – Bedroom						
2 – Bedrooms						
3 – Bedrooms						
4 - + Bedrooms						
Total	NA					NA

3. Proposed Action by Building Type	Buildings to be Demolished Only	Buildings to be Disposed of Only
Residential Buildings	0	0
Non-Residential Buildings	0	0
Total Buildings	0	0

If the removal action is for only a portion of property at a contiguous site, attach a site map.

4. Total Acreage Proposed for Removal (if applicable)	
(a) Attach a description of the land (e.g. survey, copy of the legal description)	
(b) Attach a copy of the recorded Declaration of Trust (DOT)/Deed of Restrictive Covenant (DoRC)	
(c) If the removal action is for only a portion of property at a contiguous site, attach a site map.	
5. Estimated Value of the Proposed Property	\$ 5,000
(a) Was an independent appraisal conducted to determine the estimated Fair Market Value?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) If yes, date of appraisal and name of appraiser:	Date: 10/04/2019 Name: Darwin Holland
(c) If not, describe other form of valuation used:	

Attach an executive summary of the appraisal or other form of valuation

6. Timetable		Estimated Number of Days After HUD Approval:
Activity		
(a) Begin Relocation of Residents:	N/A <input checked="" type="checkbox"/> -if vacant or for non-dwelling building	NA
(b) Complete Relocation of Residents:	N/A <input checked="" type="checkbox"/> -if vacant or for non-dwelling building	NA
(c) Execute Contract for Removal		30 days
(d) Removal of the property		30 days

Section 6: Relocation

1. Number of Units Proposed for Removal that are Occupied as of the Submission Date of this SAC application: (Note: These numbers are not editable and automatically populated when application is submitted)	NA
2. Number of individual residents that the PHA estimates will be displaced by this removal action:	NA

Attach a summary of the number of individual residents estimated to be displaced by race and national origin and a summary of households estimated to be displaced by who have a member who is a person with a disability

3. Who will provide relocation counseling and advisory services to residents?	<input type="checkbox"/> PHA staff <input type="checkbox"/> Another Entity contracted by the PHA Describe:
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Attach a description of the relocation counseling and advisory services that the will be provided to residents who will be displaced by this action

4. What is the estimated costs of relocation and moving expenses (including advisory services)?	\$ 0.00
5. What is the anticipated source of funds for relocation and moving expenses (including advisory services)?	<input type="checkbox"/> Capital Funds <input type="checkbox"/> Operating Funds <input type="checkbox"/> Funding Source Year: <input type="checkbox"/> Non-1937 Act Funds (describe:)

6. What comparable housing resources does the PHA expect to offer to displaced residents?	<input type="checkbox"/> Public Housing. If checked, number: <input type="checkbox"/> Section 8 HCV (existing resources. If checked, number: <input type="checkbox"/> Section 8 HCV (new award of TPVs) (see question #7). If checked, number: <input type="checkbox"/> PBV Unit. If checked, number: <input type="checkbox"/> Other (attach description). If checked, number:
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Attach a summary of the comparable housing resources that the PHA expects to offer to be displaced residents.

<p>7. Tenant Protection Vouchers (TPVs): If the PHA is eligible to receive TPVs in connection with the proposed removal action, how many TPVs is the PHA requesting?</p>	<p><input type="checkbox"/> Yes - Replacement TPVs. If checked, number:</p> <p><input type="checkbox"/> Yes - Relocation TPVs. If checked, number:</p> <p><input type="checkbox"/> No TPVs will be requested</p>
<p><i>Attach a brief explanation supporting the TPV request. See PIH Notice 2017-10 and PIH Notice 2018-04 (or any successor notices). If the PHA is a public housing only-PHA, the PHA must partner with a PHA that administers an HCV program.</i></p>	

<p>Section 7: Resident Consultation</p>	
<p>1. Will any residents be displaced or otherwise affected by the proposed removal action? If yes, date(s) PHA consulted with residents?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date(s):</p>
<p><i>Attach a narrative description of consultation process, along with supporting documentation (e.g., agenda, meeting notices; sign-in sheets; meeting minutes, print-out of written or email consultation)</i></p>	
<p>2. Is there a Resident Council (at affected development)? If yes, name of Resident Council and dates PHA consulted it:</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Name: _____ Date(s): _____ <input type="checkbox"/> N/A to removal action</p>
<p><i>Attach a narrative description of consultation process, along with supporting documentation e.g. meeting notices; sign-in sheets; meeting minutes, print-out of written or email consultation)</i></p>	
<p>3. Is there a Resident Council (PHA-wide jurisdiction)? If yes, name of Resident Council and dates PHA consulted it:</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name: _____ Date(s): _____ <input type="checkbox"/> N/A to removal action</p>
<p><i>Attach a narrative description of consultation process, along with supporting documentation e.g. meeting notices; sign-in sheets; meeting minutes, print-out of written or email consultation)</i></p>	
<p>4. Date(s) PHA consulted with the Resident Advisory Board (RAB) (as defined in 24 CFR 903.13)</p>	<p>Name of RAB: _____ Date(s): _____ <input type="checkbox"/> N/A to removal action</p>
<p><i>Attach a narrative description of consultation process, along with supporting documentation e.g. meeting notices; sign-in sheets; meeting minutes, print-out of written or email consultation)</i></p>	
<p>5. Did the PHA receive any written comments from residents or resident groups/organizations during the consultation process?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p><i>If yes, attach comments received, along with an evaluation by the PHA</i></p>	

Section 8: N/A

<p>Section 9: PHA Certification of Compliance</p>
<p><i>Acting on behalf of the Board of Commissioners of the PHA, as its Chairman, Executive Director, or other authorized PHA official, I approve the submission of this SAC Application known as DDA # _____ for removing public housing property from public housing use restriction, of which this document is a part, and make the following certifications, agreements with, and assurances to the Department of Housing and Urban Development (HUD) in connection with the submission of this SAC application and the implementation thereof:</i></p>
<ol style="list-style-type: none"> All information contained in this SAC application (including all supporting documentation, attachments and required form HUD-52860 addendums) is true and correct as of today's date. Resident demographic data in the IMS/PIC system is updated and current as of the date of the submission of this SAC application. The PHA will comply with all applicable fair housing and other civil rights requirements, including but not limited to HUD's general non-discrimination and equal opportunity requirements listed at 24 CFR 5.105(a), as well as the duty to affirmatively further fair housing (AFFH) related to this SAC application. AFFH includes ensuring that the proposed inventory removal development is not in conflict with fair housing goals and strategies in my agency's PHA or MTW Plan, and is consistent with my agency's obligation to AFFH, certification and supporting activities. The PHA conducted the submission requirements of this SAC application (including removal justification; resident consultation, etc.) in conformity with Title

VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act of 1990, state or local accessibility requirements, and other applicable civil rights laws. If HUD approves this SAC application, the PHA will carry out and implement this removal action (including relocation, if applicable), in conformity with all applicable civil rights requirements. The requirements for AFFH can be found at 24 CFR §§ 5.150-5.152, 5.154, 5.156, 5.158, 5.160, 5.162, 5.164, 5.166, 5.168, and 5.169-5.180.

4. The removal action proposed in this SAC application does not violate any remedial civil rights order or agreements, conciliation agreements, voluntary compliance agreements, final judgments, consent decrees, settlement agreements or other court orders or agreements to which the PHA is a party. If the PHA is operating under such a document, it must indicate this by uploading a document to the SAC application that provides a citation to the document and explains how the proposed demolition or disposition is consistent with such document.
5. If the PHA is a non-qualified PHA under the Housing and Economic Recovery Act of 2008 (HERA), it has complied with the PHA Plan requirements regarding the proposed removal action at 24 CFR part 903 and the applicable statutory removal authority. For instance, if the removal action is a demolition or disposition, the PHA must describe the demolition or disposition in its PHA Plan or in a Significant Amendment to that PHA Plan and that description must be substantially identical to the description in the SAC application. If the PHA is a qualified PHA, the PHA certifies that it has discussed the removal action at a public hearing.
6. The PHA has conducted all applicable resident consultation and will conduct all relocation activities associated with this SAC application in a manner that is effective for persons with hearing, visual, and other communication-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973 (24 CFR 8.6) and with 49 CFR 24.5, and as applicable, the Americans with Disabilities Act of 1990. The PHA will take reasonable steps to ensure meaningful access to their programs and activities for persons who have limited ability to read, speak, or understand English – i.e., individuals who have limited English proficiency (LEP).
7. The PHA will comply with all applicable Federal statutory and regulatory requirements and other HUD requirements, including applicable PIH Notices, in carrying out the implementation this SAC application, as approved by HUD. The PHA specifically certifies that the property proposed for removal in this SAC application is in compliance with Declaration of Trust (DOT) or Declaration of Restrictive Covenants (DoRC) requirements.
8. The PHA will comply with the terms and conditions of any HUD approval that HUD may issue for this SAC application, including requirements applicable to future use, record-keeping and reporting; and will specifically retain records of the SAC application and its implementing actions of HUD’s approval of this SAC application for a period of not less than 3 years following the last required action of HUD’s approval. The PHA further certifies that it will make such records available for inspection by HUD, the General Accountability Office and the HUD Office of Inspector General. If the PHA wants to make any material changes from what it described in its SAC application and/or HUD’s approval of the SAC application, it will request HUD approval for such changes, in accordance with applicable HUD guidance.
9. The PHA will not take any action to remove or otherwise operate the property proposed for removal outside of public housing requirements until it receives written approval of this SAC application from HUD.
10. If any units proposed for removal by this SAC application are subject to an Energy Performance Contracting (EPC), the PHA agrees to comply with additional instructions provided by HUD regarding the EPC and will not take any steps to implement this SAC application (if approved by HUD), without receiving confirmation from HUD that all applicable EPC requirements are satisfied.
11. If any units proposed for removal by this SAC application are subject to a Capital Fund Financing Plan (CFFP) or other Section 30 debt, the PHA agrees to comply with additional instructions provided by HUD regarding the CFFP or other Section 30 and will not take any steps to implement this application (if approved by HUD), without receiving confirmation from HUD that all applicable CFFP or other Section 30 requirements are satisfied.
12. If the PHA is in the process of removing all of its public housing units from its ACC low-rent inventory through this or other SAC applications and/or other pending removal actions, including the Rental Assistance Demonstration (RAD) program, the PHA agrees to comply with additional instructions provided by HUD regarding the close-out of its public housing portfolio.

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	Kathryn Jean Nolte
Official Title:	Executive Director
Signature:	
Date:	02/15/2021

Form HUD-52860 Instructions

Refer to SAC website at www.hud.gov/sac for more information

This form request general information from PHAs about proposed removal actions under the following laws: demolition and disposition (Section 18 of the 1937 Act and 24 CFR part 970); voluntary conversion (Section 22 of the 1937 Act and 24 CFR part 972); required conversion (Section 33 of the 1937 Act and 24 CFR part 972); homeownership (Section 32 of the 1937 Act and 24 CFR part 906); retentions (PIH Notice 2016-20 and 2 CFR 200.311); and eminent domain (PIH Notice 2012-8, or replacement notice). This form is the first part of a SAC application that must be submitted via the fields in the Inventory Removal Submodule of IMS/PIC (or replacement system).

PHAs must complete the sections of this form where there is no field in the IMS/PIC SAC application for the requested information. PHAs must then upload this form and other supporting documentation requested by this form to the IMS/PIC SAC application. PHAs must label that supporting documentation by section number of this form and/or by name (e.g. Resident Consultation). PHAs must complete and submit applicable addendums as indicated below as part of a SAC application. PHAs must refer to the applicable regulations, PIH notices and other program guidance noted above for detailed requirements on the submissions required for the specific removal action proposed in the SAC application at SAC web site.

Proposed Removal Action	Additional HUD Form Required
Section 18 Disposition and/or Demolition	HUD-52860-A
Section 18 Demolition Rehab Needs and Cost-Test	HUD-52860-B
Section 32 Homeownership	HUD-52860-C
Section 33 Required Conversion	HUD-52860-D
Section 22 Voluntary Conversion	HUD-52860-E
Eminent Domain	HUD-52860-F
Part 200 Retention	HUD-52860-G

NOTE: The removal of public housing units from the PHA's inventory through these actions will impact (decrease) the PHA's Operating and Capital Fund subsidy from HUD. See 24 CFR 990.190 and PIH Notice 2017-22 (or successor notice) for impacts on Operating Fund. Capital Funds for units will terminate at the time the units are removed from ACC via IMS/PIC. However, PHAs may be eligible for Demolition Disposition Transition Funding (DDTF) pursuant to 24 CFR 905.400(j).

Section 1: General Information

Some fields will automatically populate from IMS/PIC. If not, complete all fields.

Section 2: N/A

Section 3: PHA Plan, PHA Board Resolution, Environmental Review and Local Government Consultation

Refer to the regulation, PIH Notice or other HUD guidance document for guidance on these requirements for the specific removal action proposed, but generally the following apply:

PHA Plan: PHAs must include the removal action in their approved PHA plan for all SAC applications.

Board Resolution: PHAs must obtain a board resolution approving the removal action for all SAC applications. For demolitions and dispositions proposed under 24 CFR part 970, the board resolution must be dated after the date of resident and local government consultation.

Environmental Clearance: HUD will not process or approve a SAC application without evidence that the proposed removal action has received Environmental Clearance. This evidence will generally be a copy of a HUD signed Authority to Use Grant Funds (HUD-7015.16 form or subsequent form) for the proposed removal action (including future use, if known) to evidence an environmental review acceptable to HUD was completed under 24 CFR part 58. In some instances, evidence of Environmental Clearance may be a letter from the Responsibly Entity stating the activity was exempt or categorically excluded under 24 CFR part 58. The only exception to obtaining Environmental Clearance under 24 CFR part 58 is if HUD, in its sole discretion, decides to complete the environmental review itself under 24 CFR part 50. In this case, the applicable local HUD Office of Public Housing must have actually completed the environmental review and determined the action has Environmental Clearance before HUD will process or approve a SAC application.

Local Government Consultation: PHAs must consult with their local government officials and obtain a letter of support for all SAC applications (except for eminent domain and homeownership). For demolitions and dispositions proposed under 24 CFR part 970, PHAs must include a narrative description of its consultation with local government officials.

Sections 4-9 must be completed and submitted separately for each Development covered by this Application

Section 4: Description of Existing Development(s)

Most information should automatically populate from IMS/PIC information, except for Section 4, Line item 10 (Total Acres of the Development) which the PHA must complete. If line 10 is not completed or less than proposed for disposition under Section 5, PHA will not be able to fill in Section 5, line 4. The development number should be the HUD development number. All development numbers are at least 8 characters long (and may be up to 11 characters for AMP developments).

Section 5: Description of Proposed Removal

Unlike section 4, this information will not automatically populate. PHAs must complete the fields of this form where there is no field in the IMS/PIC SAC application for the requested information (i.e. UFAS information).

Removal Action Type: PHAs must select removal action type as the first step to creating the electronic SAC application in IMS/PIC.
Property description (Unit, Building, Acreage): PHAs identify the property by development number(s) and buildings by their IMS/PIC building PHAs provide the total acreage (refer to instructions for Section 4, line 10) and physical address of the property proposed for removal. If the removal action includes land (i.e., not just buildings), PHAs should attach a description of the land (e.g. survey, copy of the legal description), along with a copy of the DOT/DoRC that is recorded against the property, if available. If the proposed removal action (including demolition) is for only a portion of the property at a contiguous site, PHAs must attach a site map.
Estimated Value of Property: Attach an independent appraiser's appraisal summary or other valuation method.
Timetable: PHAs indicates the number of days after HUD approval of a SAC application that they estimate they will complete these activities.

Section 6: Relocation

PHAs complete this section for all proposed removal action where relocation will be required. PHAs may be required to complete additional relocation information in the applicable addendums (e.g. right of first refusal for homeownership applications; evidence of compliance with all applicable federal, state, and local laws for eminent domain actions).

For question #3, the summary of the type of counseling and advisory services should include a description of how the services will promote fair housing, including but not limited to how they will assist residents in obtaining housing in opportunity areas.

For question #6, the relocation summary should provide sufficient detail about the comparable housing that the PHA will offer to the displaced residents (i.e. based on available resources and resident preferences) Indicate how the PHA will identify and offer comparable housing to (a) displaced residents who have a family member who is a person with a disability; and (b) displaced residents who are not eligible for Section 8 HCV assistance (e.g. because they are over-income).

Note that a PHA's eligibility to receive TPVs is based on statutory Appropriations laws, and other HUD guidance, including but not limited to PIH Notice 2017-10 and PIH Notice 2018-04 (or any successor or replacement notices).

If the PHA is a public housing only-PHA and will partnering with a PHA that administers an HCV program for the TPVs, the partnering PHA must have jurisdictional authority and administrative capacity to administer the TPVs. PHAs should contact their local HUD Office of Public Housing for more information.

Section 7: Resident Consultation

Refer to the regulation, PIH Notice or other HUD guidance document for guidance on resident consultation for the specific removal action proposed.

Section 8: N/A

Section 9: PHA Certification of Compliance

The Executive Director, Board Chairperson, or other authorized agent of the PHA, should complete, sign and date the Certification and submit it (as a scanned PDF file) as part of its submission of the SAC application.

De Minimis Demolition

PHAs do not need HUD approval to demolish units under Section 18 de minimis authority. PHAs do need to submit information to HUD described at 970.7(a)(1), (2), (12), (13), and (15), which includes PHA plan, description of the property, board resolution, and environmental requirements. Thus, for purposes of de minimis demolitions, PHAs are submitting information and not a SAC application through this form.

HCV HAP SPENDING PROJECTION

Category (BOM: Beginning of Month EOM: End of Month)	PHA HELD										ESTIMATED HUD HELD			
	Calculated BOM RNP ("Excess Cash")	Actual Disbursements (HUD to PHA)	Actual Expenses (PHA to landlords)	Disbursements Minus Expenditures	Fraud Recovery/ FSS Forfeitures (VMS)	Calculated EOM RNP	Actual UMLs	2020/2021			BOM HHR	Obligations (in HUD's systems)	Actual Disbursements (HUD to PHA)	EOM HHR
								2020/2021	2020/2021	2020/2021				
Years														
January-20	\$1,582	\$64,757	\$64,626	\$131	\$123	\$1,836	174	\$39,132	\$64,757	\$211,850	\$39,132	\$64,757	\$186,225	
February-20	\$1,836	\$65,257	\$65,780	(\$523)	\$265	\$1,578	179	\$65,219	\$65,257	\$186,225	\$65,219	\$65,257	\$186,186	
March-20	\$1,578	\$68,706	\$68,824	(\$118)	\$617	\$2,077	182	\$52,062	\$68,706	\$186,186	\$52,062	\$68,706	\$169,542	
April-20	\$2,077	\$72,231	\$73,492	(\$1,261)	\$1,192	\$2,008	187	\$52,958	\$72,231	\$169,542	\$52,958	\$72,231	\$150,269	
May-20	\$2,008	\$72,931	\$74,274	(\$1,343)	\$1,685	\$2,350	193	\$53,945	\$72,931	\$150,269	\$53,945	\$72,931	\$130,396	
June-20	\$2,350	\$72,596	\$72,788	(\$192)	\$148	\$2,306	188	\$53,945	\$72,596	\$130,396	\$53,945	\$72,596	\$111,645	
July-20	\$2,306	\$71,214	\$72,906	(\$1,692)	\$333	\$947	189	\$107,527	\$71,214	\$111,645	\$107,527	\$71,214	\$94,377	
August-20	\$947	\$122,678	\$70,923	\$51,755	\$189	\$52,891	187	\$95,635	\$122,678	\$94,377	\$107,527	\$122,678	\$79,226	
September-20	\$52,891	\$80,160	\$67,710	\$12,450	\$53	\$65,394	177	\$53,123	\$80,160	\$79,226	\$95,635	\$80,160	\$94,701	
October-20	\$65,394	\$80,160	\$66,168	\$13,992	\$435	\$79,821	178	\$53,125	\$80,160	\$94,701	\$53,123	\$80,160	\$67,664	
November-20	\$79,821	\$74,997	\$66,304	\$8,693	\$0	\$88,514	173	\$53,125	\$74,997	\$67,664	\$53,125	\$74,997	\$45,792	
December-20	\$88,514	\$75,573	\$65,256	\$10,317	\$0	\$98,831	170	\$73,379	\$75,573	\$45,792	\$53,125	\$75,573	\$23,343	
January-21	\$98,831	\$69,064	\$66,000	\$3,064	\$0	\$101,895	174	\$73,379	\$69,064	\$23,343	\$73,379	\$69,064	\$27,658	
February-21	\$101,895	\$69,064	\$66,000	\$3,064	\$0	\$104,959	176	\$73,379	\$69,064	\$27,658	\$73,379	\$69,064	\$31,973	

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 RECISION													0
ANNUAL RE-EXAM SEARCHING	1		2	1									4
PORT-OUT ABSORBED	1				1	1							3
PORT-OUT SEARCHING					1	2	2						5
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	1						5
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
TOTALS	4	5	9	3	9	11	2	3	0	0	0	0	46
PUBLIC HOUSING													
LEFT IN GOOD STANDING		1	4	2		1							8
DECEASED		1	3			1							5
MOVED IN VIOLATION		1	1			1	1						4
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
TOTALS	1	3	11	2	2	1	3	1	0	0	0	0	24

EXHIBIT A – CITY OF CHARLES CITY, IOWA – CAPITAL IMPROVEMENTS PLAN PROJECT LIST

Department : Housing Date or Revision: 2/27/2020 Author: Heidi Nielsen

Name/Location	Location/Description	Justification	Cost Estimate	Funding Sources	Year of CIP
1. Security Cameras	Installation of security camera systems at North and South Cedar Terrace	Ensure resident safety and lease compliance	\$75,000	CFP – 2020	1
2. Kitchen Renovations	Replace cabinets, sinks, faucets, countertops, and flooring in all 16 units at Morningside Apartments	Kitchens have not been updated in several years and the finishes are worn and damaged.	\$175,000	CFP – 2021	1
3. Bathroom Renovations	Replace bathroom vanities, sinks, tub/showers, faucets, toilets, and flooring in all 16 units at Morningside Apartments.	Bathrooms have not been updated in several years and the finishes are worn and damaged.	\$52,000	CFP – 2021	1
4. Update Interior Doors and Trim	Update all interior doors, window/door frames, and base in all 132 units at North and South Cedar Terrace	The components are original to the buildings and have several coats of paint and have been damaged over the years.	\$230,000	CFP – 2022	2
5. Replace Exterior Doors and Windows	Replace exterior doors, front/back, and all windows in all 16 units at Morningside Apartments	It is becoming difficult to get window parts for repairs and doors are damaged and create a negative curb appeal.	\$70,000	CFP – 2023	3

6. Replace and Update Security Lighting	Replace electrical lines and poles, and install new LED fixtures at North Cedar Terrace and Morningside Apartments	This will eliminate the need to rent existing lights from MidAmerican Energy and will create an energy savings.	\$120,000	CFP – 2023	3
7. Forced Air Furnace and A/C Units	Install forced air furnaces and central A/C units in all 132 units at North and South Cedar Terrace	This will allow more efficient heating and cooling and will provide residents with a more comfortable and consistent temperature in units.	\$250,000	CFP – 2024	5

Capital Fund Program - Five-Year Action Plan

Status: Submitted

Approval Date:

Approved By:

Part I: Summary						
PHA Name: Charles City Hsg and Redevel Authority		Locality (City/County & State)				
PHA Number: IA002		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revised 5-Year Plan (Revision No:)				
A.	Development Number and Name	Work Statement for Year 1 2020	Work Statement for Year 2 2021	Work Statement for Year 3 2022	Work Statement for Year 4 2023	Work Statement for Year 5 2024
	CEDAR TERRACE SOUTH (IA002050616)	\$254,284.00	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)					
Work Statement for Year 1 2020					
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost	
	CEDAR TERRACE SOUTH (A002050616)			\$254,284.00	
ID0001	Genex work(Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Soffits)	Replace gutters, fascia, soffits, and downspouts at North Cedar Terrace		\$90,000.00	
ID0002	Roof - SCT Office Building(Non-Dwelling Exterior (1480)-Roofs)	Replace roof on administrative building at South Cedar Terrace		\$10,000.00	
ID0003	Security Equipment(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	Install security cameras - all sites		\$75,000.00	
ID0004	Refrigerators(Dwelling Unit-Interior (1480)-Appliances)	Replace refrigerators at North and South Cedar Terrace		\$50,000.00	
ID0005	Roof - NCT building Facade(Non-Dwelling Exterior (1480)-Other)	Replace building facade on Laundry Building at North Cedar Terrace		\$10,000.00	
ID0006	Professional Fees(Contract Administration (1480)-Other Fees and Costs)	Engineering & Architectural Services		\$10,000.00	

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year 1		2020		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0007	Administration (Administration (1410)-Salaries)	Fees for program administration		\$9,284.00
	Subtotal of Estimated Cost			\$254,284.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)					
Work Statement for Year		2	2021		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost	
	CEDAR TERRACE SOUTH (IA002050616)			\$250,000.00	
ID0008	Kitchen Upgrade(Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Other)	Replace kitchen cabinets, sinks, faucets, and countertops at Morningside Apts.		\$150,000.00	
ID0009	Flooring Upgrades(Dwelling Unit-Interior (1480)-Flooring (non routine))	Replace kitchen flooring at Morningside		\$25,000.00	
ID0010	Bathroom Upgrades(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing)	Replace vanities, sinks, and faucets at Morningside		\$15,000.00	
ID0011	Toilets(Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Plumbing)	Replace toilets and Morningside Apts		\$7,000.00	
ID0012	Bathroom Upgrade(Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Replace tub/showers and fixtures at Morningside		\$20,000.00	
ID0013	Bathroom Upgrade - flooring(Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical))	Replace bathroom flooring at Morningside Apartments		\$10,000.00	

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)					
Work Statement for Year		2	2021		
Identifier	Development Number/Name	General Description of Major Work Categories		Quantity	Estimated Cost
ID0014	Operations(Operations (1406))	Transfer to operations			\$23,000.00
	Subtotal of Estimated Cost				\$250,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)					
Work Statement for Year		3	2022		
Identifier	Development Number/Name	General Description of Major Work Categories		Quantity	Estimated Cost
	CEDAR TERRACE SOUTH (1A002050616)				\$250,000.00
ID0015	Playground Update(Non-Dwelling Site Work (1480)-Playground Areas - Equipment)	Update playground equipment and safety features at Morningside Apartments			\$20,000.00
ID0016	Interior Updates(Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Interior Doors)	Update interior doors, and trim - all sites			\$230,000.00
	Subtotal of Estimated Cost				\$250,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)					
Work Statement for Year		4	2023		
Identifier	Development Number/Name	General Description of Major Work Categories		Quantity	Estimated Cost
	CEDAR TERRACE SOUTH (IA002050616)				\$250,000.00
ID0017	Sidewalks & Parking Lots(Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Asphalt- Concrete- Paving)	Perform maintenance on sidewalks and parking lots at all sites			\$20,000.00
ID0018	Exterior Doors(Dwelling Unit-Exterior (1480)-Exterior Doors)	Replace exterior doors at Morningside Apartments			\$30,000.00
ID0019	Windows(Dwelling Unit-Exterior (1480)-Windows)	Replace windows at Morningside Apartments			\$40,000.00
ID0020	Landscaping - Trees(Non-Dwelling Site Work (1480)-Landscape)	Update and maintain landscaping, prune and care for existing trees, and plant additional trees			\$15,000.00
ID0021	Operations(Operations (1406))	Transfer for operations			\$25,000.00
ID0022	Security Lighting(Non-Dwelling Site Work (1480)-Lighting)	Replace and upgrade security lighting to LED			\$120,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)					
Work Statement for Year		4	2023		
Identifier	Development Number/Name	General Description of Major Work Categories		Quantity	Estimated Cost
	Subtotal of Estimated Cost				\$250,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		5	2024	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	CEDAR TERRACE SOUTH (JA002058616)			\$250,000.00
ID0023	Furnaces and A/C(Dwelling Unit-Interior (1480)-Mechanical)	Upgrade to forced air furnaces and central air at the terraces		\$250,000.00
	Subtotal of Estimated Cost			\$250,000.00

MEETING DATE: 2/18/2021

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

Comments: The January 2021 operating reports are attached for your review and approval.

REVENUE & EXPENSE REPORT
CALENDAR 1/2021, FISCAL 7/2021

PCT OF FISCAL YTD 58.3%

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 1/2021, FISCAL 7/2021

PCT OF FISCAL YTD 58.3%

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
	TOTAL REVENUE	114,447.00	.00	210,000.00	183.49	95,553.00-
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
	TOTAL EXPENSES	114,447.00	.00	210,000.00	183.49	95,553.00-
	2019 CAPITAL FUND TOTAL	.00	.00	.00	.00	.00

REVENUE & EXPENSE REPORT
CALENDAR 1/2021, FISCAL 7/2021

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
330-530-4410	ADVANCE - 2020 CAP PROJ	150,000.00	4,475.00	82,425.55	54.95	67,574.45
330-910-4830	TRANSFER IN	100,000.00	.00	.00	.00	100,000.00
	TOTAL REVENUE	250,000.00	4,475.00	82,425.55	32.97	167,574.45
330-530-6405	COURT & RECORDING FEES-20 CAP	.00	6,788.00	35,690.88	.00	35,690.88-
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	21,271.27	49,047.67	19.62	200,952.33
330-530-6762	OPERATIONS	.00	27,271.27-	.00	.00	.00
330-530-6763	MANAGEMENT IMPROVEMENT	.00	.00	.00	.00	.00
330-910-6910	TRANSFER OUT	.00	.00	.00	.00	.00
	TOTAL EXPENSES	250,000.00	788.00	84,738.55	33.90	165,261.45
	2020 CAPITAL FUND TOTAL	.00	3,687.00	2,313.00-	.00	2,313.00

REVENUE & EXPENSE REPORT
CALENDAR 1/2021, FISCAL 7/2021

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
331-530-4410	ADVANCE - 2021 CAP PROJ	.00	.00	.00	.00	.00
331-910-4830	TRANSFER IN	.00	.00	.00	.00	.00
	TOTAL REVENUE	.00	.00	.00	.00	.00
331-530-6405	COURT & RECORDING FEES-21 CAP	.00	.00	.00	.00	.00
331-530-6452	ADMIN - 2021 CAP PROJ	.00	.00	.00	.00	.00
331-530-6504	MINOR EQUIPMENT	.00	.00	.00	.00	.00
331-530-6505	OTHER EQUIPMENT	.00	.00	.00	.00	.00
331-530-6753	DWELLING STRUCT-2021 CAP PROJ	.00	.00	.00	.00	.00
331-530-6754	HOUSING PROJECT-2021 CAP PROJ	.00	.00	.00	.00	.00
331-530-6755	HOUSING PROJECT-2021 CAP PROJ	.00	.00	.00	.00	.00
331-530-6762	OPERATIONS	.00	.00	.00	.00	.00
331-530-6763	MANAGEMENT IMPROVEMENT	.00	.00	.00	.00	.00
331-910-6910	TRANSFER OUT	.00	.00	.00	.00	.00
	TOTAL EXPENSES	.00	.00	.00	.00	.00
	2021 CAPITAL FUND TOTAL	.00	.00	.00	.00	.00

REVENUE & EXPENSE REPORT
CALENDAR 1/2021, FISCAL 7/2021

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
172-532-4300	INTEREST-PUB HOUSING SEC DEP	1,500.00	21.34	153.13	10.21	1,346.87
172-532-4503	DEPOSITS-PUB HOUSING SEC DEP	9,000.00	300.00	3,451.00	38.34	5,549.00
	PUBLIC HOUSING TOTAL	10,500.00	321.34	3,604.13	34.33	6,895.87
172-910-4830	TRANSFER IN-PUB HOUSING SEC DE	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
172-532-6437	INT REFUND-PUB HOUSING SEC DEP	250.00	.00	36.38	14.55	213.62
172-532-6438	DEP REFUND-PUB HOUSING SEC DEP	9,000.00	251.00	3,263.00	36.26	5,737.00
	PUBLIC HOUSING TOTAL	9,250.00	251.00	3,299.38	35.67	5,950.62
172-910-6910	TRANSFER OUT-PUB HOUSING SEC D	.00	.00	1,988.91	.00	1,988.91-
	TRANSFERS IN/OUT TOTAL	.00	.00	1,988.91	.00	1,988.91-
	PUBLIC HOUSING SEC DEP TOTAL	1,250.00	70.34	1,684.16-	134.73-	2,934.16

REVENUE & EXPENSE REPORT
CALENDAR 1/2021, FISCAL 7/2021

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	70,000.00	907.00	6,763.70	9.66	63,236.30
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	125.00	500.64	12.52	3,499.36
173-532-4506	DWELLING RENT-PUBLIC HOUSING	525,000.00	43,353.00	303,474.00	57.80	221,526.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	1,147.50	5,752.50	47.94	6,247.50
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	.00	1,183.53	59.18	816.47
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	225,000.00	13,693.00	159,136.00	70.73	65,864.00
	PUBLIC HOUSING TOTAL	840,000.00	59,225.50	478,035.69	56.91	361,964.31
173-910-4830	TRANSFER IN - PUBLIC HOUSING	10,000.00	1,208.00	15,480.31	154.80	5,480.31-
	TRANSFERS IN/OUT TOTAL	10,000.00	1,208.00	15,480.31	154.80	5,480.31-
173-532-6010	SALARY - PUBLIC HOUSING	121,045.00	10,553.14	68,463.24	56.56	52,581.76
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING	2,000.00	61.36	245.44	12.27	1,754.56
173-532-6070	LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6110	FICA - PUBLIC HOUSING	9,413.00	753.79	4,635.64	49.25	4,777.36
173-532-6130	IPERS - PUBLIC HOUSING	11,615.00	1,001.98	5,863.98	50.49	5,751.02
173-532-6150	HEALTH INS - PUBLIC HOUSING	55,973.00	2,019.05	23,443.12	41.88	32,529.88
173-532-6151	LIFE INS - PUBLIC HOUSING	400.00	12.05	171.84	42.96	228.16
173-532-6152	DENTAL INSURANCE	420.00	38.07	296.80	70.67	123.20
173-532-6160	WORK COMP - PUBLIC HOUSING	5,324.00	.00	.00	.00	5,324.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	398.00	.00	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	CAS - PUBLIC HOUSING	40,000.00	2,854.43	10,775.82	26.94	29,224.18
173-532-6371	UTILITIES - PUBLIC HOUSING	62,000.00	4,887.19	25,069.99	40.44	36,930.01
173-532-6374	WATER - PUBLIC HOUSING	20,000.00	1,460.32	10,513.15	52.57	9,486.85
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	30,000.00	2,200.88	15,932.19	53.11	14,067.81
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	5,000.00	200.00	1,734.50	34.69	3,265.50
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	45,261.00	.00	6,721.05	14.85	38,539.95
173-532-6411	LEGAL FEES - PUBLIC HOUSING	14,000.00	14.00	1,340.75	9.58	12,659.25
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,700.00	252.04	1,753.88	47.40	1,946.12
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	90,000.00	5,795.59	39,237.20	43.60	50,762.80
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	2,268.89	21,736.71	54.34	18,263.29
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	90,000.00	4,879.77	32,988.21	36.65	57,011.79
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	.00	39,298.30	39.30	60,701.70
	PUBLIC HOUSING TOTAL	846,509.00	39,252.55	353,128.10	41.72	493,380.90

REVENUE & EXPENSE REPORT
CALENDAR 1/2021, FISCAL 7/2021

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6010	SALARY - PH MAINT	87,550.00	6,948.50	48,573.35	55.48	38,976.65
173-536-6040	OVERTIME SALARY - PH MAINT	5,000.00	58.71	432.96	8.66	4,567.04
173-536-6110	FICA - PH MAINT	8,750.00	522.16	3,683.63	42.10	5,066.37
173-536-6130	IPERS - PH MAINT	8,750.00	635.33	4,605.55	52.63	4,144.45
173-536-6150	HEALTH INS - PH MAINT	10,294.00	882.36	6,176.58	60.00	4,117.42
173-536-6151	LIFE INS - PH MAINT	207.00	17.22	99.11	47.88	107.89
173-536-6152	DENTAL INSURANCE	300.00	20.31	145.10	48.37	154.90
173-536-6160	WORK COMP - PH MAINT	4,400.00	.00	.00	.00	4,400.00
173-536-6170	UNEMPLOYMENT - PH MAINT	428.00	.00	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	60.00	60.00	.00	60.00-
	PUBLIC HOUSING MAINTENANC TOTA	126,579.00	9,144.59	64,924.05	51.29	61,654.95
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	121,000.00	20.00	46.16	.04	120,953.84
	TRANSFERS IN/OUT TOTAL	121,000.00	20.00	46.16	.04	120,953.84
	PUBLIC HOUSING TOTAL	244,088.00-	12,016.36	75,417.69	30.90-	319,505.69-

REVENUE & EXPENSE REPORT
CALENDAR 1/2021, FISCAL 7/2021

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	2,000.00	138.72	739.04	36.95	1,260.96
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	231.50	2,820.50	56.41	2,179.50
174-533-4505	HUD CONTRIB-SEC 8	750,000.00	69,064.00	573,846.00	76.51	176,154.00
174-533-4509	ADMIN FEE/HTH-SEC 8	120,000.00	9,885.00	108,180.00	90.15	11,820.00
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	79,319.22	685,585.54	77.73	196,414.46
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	1,518.05	21,506.49	43.89	27,493.51
174-533-6040	OVERTIME SALARY - SECTION 8	1,000.00	61.36	245.44	24.54	754.56
174-533-6110	FICA - SECTION 8	3,250.00	104.81	1,416.78	43.59	1,833.22
174-533-6130	IPERS -SECTION 8	3,825.00	149.11	2,030.37	53.08	1,794.63
174-533-6150	HEALTH INS - SECTION 8	23,980.00	865.31	10,047.07	41.90	13,932.93
174-533-6151	LIFE INS - SECTION 8	172.00	5.17	95.09	55.28	76.91
174-533-6152	DENTAL INSURANCE	180.00	11.69	126.52	70.29	53.48
174-533-6160	WORK COMP - SECTION 8	2,708.00	.00	.00	.00	2,708.00
174-533-6170	UNEMPLOYMENT - SECTION 8	173.00	.00	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	1,503.62	11,017.24	73.45	3,982.76
174-533-6401	ACCOUNTING FEES - SECTION 8	4,702.00	300.00	2,302.50	48.97	2,399.50
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	444.31	3,040.81	25.34	8,959.19
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6440	ENHANCED VOUCHER	16,000.00	1,248.00	8,782.00	54.89	7,218.00
174-533-6443	HOME OWNERSHIP VOUCHER	6,000.00	654.38	3,341.76	55.70	2,658.24
174-533-6444	PORTABILITY VOUCHER	240,000.00	4,115.95	31,881.55	13.28	208,118.45
174-533-6445	HC VOUCHER PAY-SEC 8	550,000.00	62,761.00	428,149.00	77.85	121,851.00
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	239.00	1,375.35	27.51	3,624.65
	SECTION 8 VOUCHER TOTAL	939,790.00	73,981.76	525,813.91	55.95	413,976.09
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 1/2021, FISCAL 7/2021

PCT OF FISCAL YTD 58.3%

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-	5,337.46	159,771.63	235.69-	227,561.63-

GENERAL LEDGER HISTORY REPORT
FROM 1/2021 TO 1/2021

ACCOUNT NUMBER	JOB/PO ACCOUNT TITLE	(FISCAL 7/2021 TO 7/2021)		DEBITS	CREDITS	NET CHANGE
DATE ACCT NO	NAME INVOICE NO	CHECK NO REFERENCE				ENDING BAL
330-530-4410	ADVANCE - 2020 CAP PROJ				77,950.55	
1/22/21	6928 HOUSING GOVT	HUD			4,475.00	
		Capital Fund				
		BUDGET	150,000.00			
		ENCUMBERED	.00			
		AVAILABLE	67,574.45	.00	4,475.00	82,425.55
330-530-640S	COURT & RECORDING FEES-20 CAP			28,902.88		
1/05/21	5572 SA ARCHITECTS 2020458	71274 CEDAR TERR N ELECTRICAL-CCHRA		2,313.00		
1/22/21	5572 SA ARCHITECTS 2021464	71503 PROJECT 21752		4,475.00		
		BUDGET	.00			
		ENCUMBERED	.00			
		AVAILABLE	35,690.88-	6,788.00	.00	35,690.88
330-530-6755	HOUSING PROJECT-2020 CAP PROJ			27,776.40		
1/21/21	Heartland Asph	Final #4		21,271.27		
		BUDGET	250,000.00			
		ENCUMBERED	.00			
		AVAILABLE	200,952.33	21,271.27	.00	49,047.67
330-530-6762	OPERATIONS			27,271.27		
1/07/21	782 HEARTLAND ASPH #4-FINAL	71326 AP CHECK VOIDED			27,271.27	
		PARKING LOT/SIDEWALK-CCHRA				
1/07/21	782 HEARTLAND ASPH #4-FINAL	71326 CCHRA PARKING LOT/SIDEWALK IMP		21,271.27		
1/21/21	Heartland Asph	move to 330-530-3755		21,271.27-		
		BUDGET	.00			
		ENCUMBERED	.00			
		AVAILABLE	.00	.00	27,271.27	.00
REPORT TOTALS						
TOTAL DEBITS / CREDITS				28,059.27	31,746.27	

GENERAL LEDGER HISTORY REPORT
 FROM 1/2021 TO 1/2021

ACCOUNT NUMBER	JOB/PO ACCOUNT TITLE	(FISCAL 7/2021 TO 7/2021)		DEBITS	CREDITS	NET CHANGE
DATE ACCT NO	NAME INVOICE NO	CHECK NO REFERENCE				ENDING BAL
330-530-6405	COURT & RECORDING FEES-20 CAP			28,902.88		
1/05/21	5572 SA ARCHITECTS 2020458	71274 CEDAR TERR N ELECTRICAL-CCHRA		2,313.00		
1/22/21	5572 SA ARCHITECTS 2021464	71503 PROJECT 21752		4,475.00		
		BUDGET	.00			
		ENCUMBERED	.00			
		AVAILABLE	35,690.88-	6,788.00	.00	35,690.88
330-530-6755	HOUSING PROJECT-2020 CAP PROJ			27,776.40		
1/21/21	Heartland Asph	Final #4		21,271.27		
		BUDGET	250,000.00			
		ENCUMBERED	.00			
		AVAILABLE	200,952.33	21,271.27	.00	49,047.67
330-530-6762	OPERATIONS			27,271.27		
1/07/21	782 HEARTLAND ASPH #4-FINAL	71326 AP CHECK VOIDED			27,271.27	
		PARKING LOT/SIDEWALK-CCHRA				
1/07/21	782 HEARTLAND ASPH #4-FINAL	71326 CCHRA PARKING LOT/SIDEWALK IMP		21,271.27		
1/21/21	Heartland Asph	move to 330-530-3755		21,271.27-		
		BUDGET	.00			
		ENCUMBERED	.00			
		AVAILABLE	.00	.00	27,271.27	.00
REPORT TOTALS				28,059.27	27,271.27	
TOTAL DEBITS / CREDITS						

GENERAL LEDGER HISTORY REPORT
 FROM 1/2021 TO 1/2021

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	7/2021 TO	7/2021)			NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	ENDING BAL
172-532-4300		INTEREST-PUB HOUSING SEC DEP					131.79	
1/31/21	6938	INTERST HOUSIN			CUSB		21.34	
					INTEREST			
					BUDGET	1,500.00		
					ENCUMBERED	.00		
					AVAILABLE	1,346.87		
						.00	21.34	153.13
172-532-4503		DEPOSITS-PUB HOUSING SEC DEP					3,151.00	
1/08/21	6915	HOUSING DAILY			TENANTS		200.00	
					DAILEY RECEIPTS			
1/29/21	6932	HOUSING DAILY			Tenants		100.00	
					dailey receipts			
					BUDGET	9,000.00		
					ENCUMBERED	.00		
					AVAILABLE	5,549.00		
						.00	300.00	3,451.00
REPORT TOTALS								
TOTAL DEBITS / CREDITS						.00	321.34	

GENERAL LEDGER HISTORY REPORT
 FROM 1/2021 TO 1/2021

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	7/2021 TO	7/2021)				NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	ENDING BAL	
172-532-6438		DEP REFUND-PUB HOUSING	SEC DEP			3,012.00			
1/22/21	6013	SUSAN MARVIN	1/21/2021	71508	DEPOSIT REFUND	200.00			
1/22/21	6014	TIARA GREEN	1/21/2021	71509	DEPOSIT REFUND	51.00			
					BUDGET	9,000.00			
					ENCUMBERED	.00			
					AVAILABLE	5,737.00			
						251.00	.00		3,263.00
REPORT TOTALS									
					TOTAL DEBITS / CREDITS	251.00	.00		

GENERAL LEDGER HISTORY REPORT
FROM 1/2021 TO 1/2021

ACCOUNT NUMBER	JOB/PO ACCOUNT TITLE	(FISCAL 7/2021 TO 7/2021)		DEBITS	CREDITS	NET CHANGE	
DATE ACCT NO	NAME INVOICE NO	CHECK NO REFERENCE				ENDING BAL	
173-532-4300	INTEREST-PUBLIC HOUSING				5,856.70		
1/31/21	6938 INTERST HOUSIN	CUSB			907.00		
		INTEREST					
		BUDGET	70,000.00				
		ENCUMBERED	.00				
		AVAILABLE	63,236.30	.00	907.00	6,763.70	
173-532-4504	FRAUD-PUBLIC HOUSING				375.64		
1/08/21	6915 HOUSING DAILY	TENANTS			25.00		
		DAILEY RECEIPTS					
1/29/21	6932 HOUSING DAILY	Tenants			100.00		
		dailey receipts					
		BUDGET	4,000.00				
		ENCUMBERED	.00				
		AVAILABLE	3,499.36	.00	125.00	500.64	
173-532-4506	DWELLING RENT-PUBLIC HOUSING				260,121.00		
1/04/21	6933 HOUSING ACH	Tenants			23,979.00		
		rent					
1/08/21	6915 HOUSING DAILY	TENANTS			15,866.00		
		DAILEY RECEIPTS					
1/29/21	6932 HOUSING DAILY	Tenants			3,508.00		
		dailey receipts					
		BUDGET	525,000.00				
		ENCUMBERED	.00				
		AVAILABLE	221,526.00	.00	43,353.00	303,474.00	
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING				4,605.00		
1/26/21	6931 HOUSING DAILY	Tenants			1,147.50		
		dailey receipts					
		BUDGET	12,000.00				
		ENCUMBERED	.00				
		AVAILABLE	6,247.50	.00	1,147.50	5,752.50	
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING				145,443.00		
1/22/21	6927 HOUSING GOVT	HUD			13,693.00		
		Operating Subsidy					
		BUDGET	225,000.00				
		ENCUMBERED	.00				
		AVAILABLE	65,864.00	.00	13,693.00	159,136.00	
REPORT TOTALS				=====			
TOTAL DEBITS / CREDITS				.00	59,225.50		

GENERAL LEDGER HISTORY REPORT
 FROM 1/2021 TO 1/2021

ACCOUNT NUMBER	JOB/PO ACCOUNT TITLE	(FISCAL 7/2021 TO 7/2021)		DEBITS	CREDITS	NET CHANGE
DATE ACCT NO	NAME INVOICE NO	CHECK NO REFERENCE				ENDING BAL
173-910-4830	TRANSFER IN - PUBLIC HOUSING				14,272.31	
1/14/21	2018 Rehab rei	Bonwell & Otto			1,208.00	
		BUDGET	10,000.00			
		ENCUMBERED	.00			
		AVAILABLE	5,480.31-	.00	1,208.00	15,480.31
REPORT TOTALS				=====		
		TOTAL DEBITS / CREDITS		.00	1,208.00	

GENERAL LEDGER HISTORY REPORT
FROM 1/2021 TO 1/2021

ACCOUNT NUMBER	JOB/PO ACCOUNT TITLE	(FISCAL 7/2021 TO 7/2021)	DEBITS	CREDITS	NET CHANGE
DATE ACCT NO	NAME INVOICE NO	CHECK NO REFERENCE			ENDING BAL
173-532-6010	SALARY - PUBLIC HOUSING		57,910.10		
1/07/21		PR DT: 1/02/21	4,536.31		
1/21/21		PR DT: 1/16/21	6,016.83		
		BUDGET 121,045.00			
		ENCUMBERED .00			
		AVAILABLE 52,581.76	10,553.14	.00	68,463.24
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING		184.08		
1/07/21		PR DT: 1/02/21	61.36		
		BUDGET 2,000.00			
		ENCUMBERED .00			
		AVAILABLE 1,754.56	61.36	.00	245.44
173-532-6110	FICA - PUBLIC HOUSING		3,881.85		
1/07/21		PR DT: 1/02/21	321.19		
1/21/21		PR DT: 1/16/21	432.60		
		BUDGET 9,413.00			
		ENCUMBERED .00			
		AVAILABLE 4,777.36	753.79	.00	4,635.64
173-532-6130	IPERS - PUBLIC HOUSING		4,862.00		
1/07/21		PR DT: 1/02/21	434.01		
1/21/21		PR DT: 1/16/21	567.97		
		BUDGET 11,615.00			
		ENCUMBERED .00			
		AVAILABLE 5,751.02	1,001.98	.00	5,863.98
173-532-6150	HEALTH INS - PUBLIC HOUSING		21,424.07		
1/05/21	280 CC PUBLIC EMP JAN2021	INSURANCE-CITY DEPTS	2,019.05		
		BUDGET 55,973.00			
		ENCUMBERED .00			
		AVAILABLE 32,529.88	2,019.05	.00	23,443.12
173-532-6151	LIFE INS - PUBLIC HOUSING		159.79		
1/05/21	280 CC PUBLIC EMP JAN2021	71233 INSURANCE-CITY DEPTS	12.05		
		BUDGET 400.00			
		ENCUMBERED .00			
		AVAILABLE 228.16	12.05	.00	171.84
173-532-6152	DENTAL INSURANCE		258.73		
1/07/21		PR DT: 1/02/21	21.20		
1/21/21		PR DT: 1/16/21	16.87		
		BUDGET 420.00			
		ENCUMBERED .00			
		AVAILABLE 123.20	38.07	.00	296.80
173-532-6370	GAS - PUBLIC HOUSING		7,921.39		
1/22/21	1276 MIDAMERICAN EN 12/15/20	71495 GAS	2,606.43		
1/22/21	1276 MIDAMERICAN EN 12/15/20	71495 URP PH	248.00		

MEETING DATE: 2/18/2021

RE: Review FY2022 Draft Budget Sheets

REQUESTED ACTION: Review FY2022 budget projections

Comments: The FY2022 budget sheets submitted to the city are attached for your review.

2/3/2021

HOUSING-SECTION 8 VOUCHER (174)	
Balance 7/1/20	163,987.21
Re-estimated Revenue	1,026,266.00
Re-estimated Expense	991,790.00
Balance 7/1/21	198,463.21
Estimated Revenue	882,000.00
Estimated Expense	998,426.00
Balance 7/1/22	82,037.21

SECTION 8 VOUCHER PROGRAM PROVIDES RENTAL ASSISTANCE TO FAMILIES ON THE OPEN MARKET THROUGH PRIVATE LANDLORDS. CHARLES CITY HAS AUTHORITY TO LEASE 208 UNITS.

BUDGET WORKSHEET
CALENDAR 2/2021, FISCAL 8/2021

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
174-533-4300 INTEREST - SECTION 8	5,235.77	2,983.91	2,000.00	739.04	2,000.00	2,000.00
decrease in HAP reserves						
174-533-4440 STATE GRANT-SEC 8	.00	.00	.00	.00	.00	.00
174-533-4504 FRAUD-SEC 8	6,639.00	6,536.50	5,000.00	2,820.50	5,000.00	5,000.00
174-533-4505 HUD CONTRIB-SEC 8	663,646.00	689,133.00	750,000.00	573,846.00	750,000.00	841,266.00
174-533-4509 ADMIN FEE/HTH-SEC 8	99,541.00	109,960.00	120,000.00	108,180.00	120,000.00	173,000.00
174-533-4518 BAD DEBT COLLECTIONS	.00	3,265.00	3,000.00	.00	3,000.00	3,000.00
174-533-4710 REIMBURSED EXP-SEC 8	6.00	397.00	1,000.00	.00	1,000.00	1,000.00
174-533-4715 REFUNDS-SEC 8	.00	433.00	1,000.00	.00	1,000.00	1,000.00
174-910-4830 TRANSFER IN - SECTION 8 V	.00	.00	.00	.00	.00	.00

TOTAL REVENUE	775,067.77	812,708.41	882,000.00	685,585.54	882,000.00	1,026,266.00
174-533-6010 SALARY - SEC 8	34,469.61	38,876.48	49,000.00	21,506.49	43,834.00	49,000.00
potential wage increase for increased workload						
174-533-6040 OVERTIME SALARY - SECTION	.00	132.84	1,000.00	245.44	1,000.00	1,000.00
174-533-6110 FICA - SECTION 8	2,227.61	2,483.34	3,250.00	1,416.78	3,430.00	3,250.00
174-533-6130 IPERS -SECTION 8	3,248.26	3,677.24	3,825.00	2,030.37	4,232.00	3,825.00
174-533-6150 HEALTH INS - SECTION 8	19,017.29	19,964.52	23,980.00	10,912.38	19,300.00	23,980.00

BUDGET WORKSHEET
CALENDAR 2/2021, FISCAL 8/2021

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
174-533-6151 LIFE INS - SECTION 8	143.66	171.91	172.00	100.26	179.00	172.00
174-533-6152 DENTAL INSURANCE	13.23	173.67	180.00	126.52	270.00	180.00
174-533-6160 WORK COMP - SECTION 8	.00	.00	2,708.00	.00	2,708.00	2,708.00
174-533-6170 UNEMPLOYMENT - SECTION 8	197.77	139.59	173.00	155.94	173.00	173.00
174-533-6199 EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00	.00
174-533-6230 STAFF TRAINING - SECTION	89.73	488.59	4,000.00	300.00	4,000.00	4,000.00
fy20 allow travel to regional conferences-more comprehensive agendas						
174-533-6380 UTILITY ALLOT - SECTION 8	9,735.00	13,689.00	15,000.00	12,443.86	15,000.00	15,000.00
174-533-6401 ACCOUNTING FEES - SECTION	3,250.00	3,967.50	4,702.00	2,302.50	7,500.00	4,702.00
increased reporting-VMS submission fy22 CARES act reporting and calendar year 2021						
174-533-6411 LEGAL-SEC 8	.00	.00	1,000.00	.00	1,000.00	1,000.00
174-533-6420 CONTRACT SERVICES - SECTI	15,455.25	13,863.08	12,000.00	3,040.81	14,000.00	14,000.00
174-533-6423 SPECIAL SERVICE - SECTION	.00	.00	300.00	.00	300.00	300.00
174-533-6440 ENHANCED VOUCHER	17,191.00	16,763.00	16,000.00	10,030.00	16,000.00	16,000.00
174-533-6443 HOME OWNERSHIP VOUCHER	4,470.00	5,661.00	6,000.00	3,622.14	6,000.00	6,000.00
174-533-6444 PORTABILITY VOUCHER	165,427.26	88,496.90	240,000.00	37,676.15	90,000.00	90,000.00
Large increase in portability billing fy19 and fy20						

BUDGET WORKSHEET
CALENDAR 2/2021, FISCAL 8/2021

ACCOUNT NUMBER ACCOUNT TITLE	ZYRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
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large increase in portability billing
 FY 2022 Decreased portability billing

174-533-6445 HC VOUCHER PAY-SEC 8	443,735.00	631,858.00	550,000.00	490,637.00	750,000.00	735,000.00
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received added vouchers
 FY 2022 Increased Leasing

174-533-6490 OTHER PROF SERVICES-SECTI	.00	.00	.00	.00	.00	.00
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FY18 re est
 5,000 paid in FY17/18 for FY16/17
 5000 for FY18 (1,000 police 4000 acctng)

FY19
 police 6000
 acctng 4000

174-533-6516 REFUND INTEREST-SEC 8	.00	1,384.82	1,500.00	.00	1,500.00	1,500.00
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174-533-6518 SUNDRY-OFF EXP-SEC 8	6,072.84	2,870.40	5,000.00	1,375.35	8,000.00	10,000.00
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FY 2021 Expenses hire due to COVID expenses/supplie

174-536-6152 DENTAL INSURANCE	.00	.00	.00	.00	.00	.00
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174-910-6910 TRANSFER OUT - SECTION 8	.00	10,000.00	10,000.00	.00	10,000.00	10,000.00
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fy21
 transfer to general 6000 police 4000 acctng
 FY 2022 transfer to general 6000 police 4000 acctg

TOTAL EXPENSES	724,743.51	854,661.88	949,790.00	597,921.99	998,426.00	991,790.00
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Report Total	50,324.26	41,953.47-	67,790.00-	87,663.55	116,426.00-	34,476.00
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Handwritten initials/signature

CHARLES CITY PUBLIC HOUSING (173)	
Balance 7/1/20	2,191,308.85
Re-estimated Revenue	880,000.00
Re-estimated Expense	1,138,347.00
Balance 7/1/21	1,932,961.85
Estimated Revenue	821,000.00
Estimated Expense	1,054,546.00
Balance 7/1/22	1,699,415.85

BUDGET FOR CEDAR TERRACE NORTH, SOUTH AND MORNINGSIDE.

BUDGET WORKSHEET
CALENDAR 1/2021, FISCAL 7/2021

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
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173-532-4300 INTEREST-PUBLIC HOUSING	73,515.28	42,886.45	70,000.00	5,856.70	40,000.00	45,000.00
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FY 22
 Decrease in fund balance and interest rate

173-532-4504 FRAUD-PUBLIC HOUSING	4,252.80	4,039.58	4,000.00	400.64	5,000.00	4,000.00
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173-532-4506 DWELLING RENT-PUBLIC HOUS	520,892.00	520,015.11	525,000.00	275,987.00	525,000.00	525,000.00
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no flat rent increase for 2018
 fy20
 no rent increase planned
 increase 1.6% (COLA)

173-532-4507 EXCESS UTILITY-PUBLIC HOUS	.00	.00	.00	.00	.00	.00
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FY18 and FY19
 no longer charging to compensate for large increase
 in flat rents 2015-2017

173-532-4508 CONTRIB-OTHER-PUBLIC HOUS	9,057.02	10,391.50	12,000.00	4,605.00	12,000.00	12,000.00
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173-532-4518 BAD DEBT COLLECTIONS	.00	726.00	2,000.00	1,225.32	2,000.00	2,000.00
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fy21
 new account for debt recovery write off

173-532-4710 REIMBURSED EXP-PUBLIC HOUS	7,214.49	1,400.34	2,000.00	1,183.53	2,000.00	2,000.00
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fy20
 increased for rehab program admin expenses
 fy21
 auditors moved some of this reimbursed expense amount
 to a transfer in line account (173-910-4830) for fy20

173-532-4781 OPER SUBSIDY-PUBLIC HOUSI	184,900.00	247,647.00	225,000.00	145,443.00	225,000.00	270,000.00
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this is dependent on funding prorations and rental income

FY 22
 COVID subsidy-Cares Act

BUDGET WORKSHEET
CALENDAR 1/2021, FISCAL 7/2021

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
173-910-4830 TRANSFER IN - PUBLIC HOUS	.00	10,050.00	10,000.00	15,480.31	10,000.00	20,000.00
fy21 reimbursed expenses from rehab program						

TOTAL REVENUE	799,831.59	837,155.98	850,000.00	450,181.50	821,000.00	880,000.00
173-532-6010 SALARY - PUBLIC HOUSING	95,985.67	94,935.75	121,045.00	68,463.24	102,280.00	138,000.00
fy21 increase in wages-compensation for increased workload due to staff reduction FY 22 Re-estimate increased due to transition to new ED						
173-532-6040 OVERTIME SALARY-PUBLIC HO	.00	162.36	2,000.00	245.44	2,000.00	2,000.00
173-532-6070 LABOR/MAINT-PUBLIC HOUSIN	.00	.00	.00	.00	.00	.00
173-532-6110 FICA - PUBLIC HOUSING	6,192.87	6,001.40	9,413.00	4,635.64	7,977.00	9,413.00
173-532-6130 IPERS - PUBLIC HOUSING	9,025.04	8,961.55	11,615.00	5,863.98	9,844.00	11,615.00
173-532-6150 HEALTH INS - PUBLIC HOUSI	44,373.73	46,084.00	55,973.00	23,443.12	45,034.00	55,973.00
173-532-6151 LIFE INS - PUBLIC HOUSING	335.14	901.04	400.00	171.84	417.00	400.00
173-532-6152 DENTAL INSURANCE	36.65	424.83	420.00	296.80	630.00	420.00
173-532-6160 WORK COMP - PUBLIC HOUSIN	2,572.80	2,043.60	5,324.00	.00	2,207.00	5,324.00
173-532-6170 UNEMPLOYMENT - PUBLIC HOU	296.69	209.38	398.00	233.90	398.00	398.00
173-532-6198 EMP BEN MAINT-PUBLIC HOUS	.00	.00	.00	.00	.00	.00

BUDGET WORKSHEET
CALENDAR 1/2021, FISCAL 7/2021

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
173-532-6199 EMPLOYEE BEN-PUBLIC HOUSI	.00	.00	.00	120.00	.00	120.00
173-532-6230 STAFF TRAINING-PUBLIC HOU	2,516.97	9,673.62	10,000.00	234.00	10,000.00	10,000.00
fy21 new programs with conversion of public housing						
173-532-6370 GAS - PUBLIC HOUSING	29,583.72	22,050.99	40,000.00	7,921.39	40,000.00	40,000.00
173-532-6371 UTILITIES - PUBLIC HOUSIN	58,685.78	63,526.08	62,000.00	20,182.80	62,000.00	62,000.00
173-532-6374 WATER - PUBLIC HOUSING	16,307.78	18,882.66	20,000.00	9,052.83	20,000.00	20,000.00
173-532-6379 OTH UTIL-PUBLIC HOUSING -	24,290.06	27,332.31	30,000.00	13,731.31	30,000.00	30,000.00
173-532-6401 ACCOUNTING FEES-PUBLIC HO	3,587.50	3,684.50	5,000.00	1,534.50	5,000.00	5,000.00
fy21 additional reporting						
173-532-6408 TORT LIABILITY - PUBLIC H	37,405.05	38,876.05	45,261.00	6,721.05	41,986.00	40,405.00
added flood insurance \$3000 FY18						
173-532-6411 LEGAL FEES - PUBLIC HOUSI	2,263.43	3,690.20	14,000.00	1,326.75	6,000.00	14,000.00
fy21 additional fees for sale of vacant lot						
173-532-6415 COPIER LEASE - PUBLIC HOU	2,444.20	2,890.22	3,700.00	1,501.84	4,000.00	3,700.00
173-532-6420 CONTRACT SERVICES - PUBLI	90,456.02	49,074.87	90,000.00	33,441.61	100,000.00	100,000.00
contracting with state for investigations added office janitorial expenses added contract for cleaning, state for investigation and asbestos abatement in floor tile						
173-532-6441 TENANT SERVICES-PUBLIC HO	309.85	609.64	2,000.00	508.75	2,000.00	2,000.00

BUDGET WORKSHEET
CALENDAR 1/2021, FISCAL 7/2021

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
173-532-6442 PILOT-PUBLIC HOUSING	38,344.91	42,066.50	44,000.00	40,760.64	45,000.00	44,000.00
173-532-6490 OTHER PROFESSIONAL SERV	.00	.00	2,960.00	.00	.00	.00
FY18 re-est 34000 pd in FY18 for FY17 9000 for FY18 (Police 4000, Accting 5000)						
F19 Police 16000 Acct 5000						
fy19 police 16000 acctg 5000						
fy21 this item zeroed out, will be done via transfer to general fund						
173-532-6516 REFUNDS-PUBLIC HOUSING	.00	22.00	1,000.00	179.00	1,000.00	1,000.00
173-532-6518 SUNDRY-OFF EXP-PUBLIC HOU	39,509.77	36,525.81	40,000.00	19,556.64	40,000.00	60,000.00
increased expense for software support FY 22 Re-estimated higher due to COVID expenses to work from home remotely. Tenant notification system						
173-532-6599 MAINT MATERIALS-PUBLIC HO	95,902.09	71,073.76	90,000.00	28,402.61	90,000.00	95,000.00
fy20 increase due to changing lights to LED fy21 continued LED bulb replacement next several years FY 22 Re-estimated higher due to COVID Expenses-PPE						
173-532-6725 CAP OUTLAY-EQUI-PUBLIC HO	41,344.56	28,083.58	40,000.00	870.00	40,000.00	40,000.00
FY18 trade Nitro and get new truck, plow and mower fy19 re est purchase pickup snow plow fy21 to be determined						

BUDGET WORKSHEET
CALENDAR 1/2021, FISCAL 7/2021

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
173-532-6750 CAP IMPR BLDG-PUBLIC HOUS	44,660.72	36,041.62	100,000.00	39,298.30	100,000.00	100,000.00
FY19 door locks - using cash reserves fy19 door locks-using cash reserves fy20 door handles exterior doors fy21 new flooring						
173-536-6010 SALARY - PH MAINT	83,673.53	84,487.25	87,550.00	48,573.35	88,074.00	87,550.00
FY19 AND FY20 2 full time maintenance and \$4000 for part time snow removal fy21 increase snow shovelers to \$12.00/hour						
173-536-6040 OVERTIME SALARY - PH MAIN	1,985.99	1,208.12	5,000.00	432.96	5,000.00	5,000.00
173-536-6110 FICA - PH MAINT	6,376.98	6,416.86	8,750.00	3,683.63	7,120.00	8,750.00
173-536-6130 IPERS - PH MAINT	7,939.93	7,852.54	8,750.00	4,605.55	8,786.00	8,750.00
173-536-6150 HEALTH INS - PH MAINT	9,337.20	9,804.12	10,294.00	6,176.58	11,647.00	10,294.00
173-536-6151 LIFE INS - PH MAINT	176.40	189.12	207.00	99.11	207.00	207.00
173-536-6152 DENTAL INSURANCE	46.23	247.06	300.00	145.10	300.00	300.00
173-536-6160 WORK COMP - PH MAINT	3,859.20	3,065.40	4,400.00	.00	3,311.00	4,400.00
173-536-6170 UNEMPLOYMENT - PH MAINT	359.14	322.26	428.00	247.77	428.00	428.00
173-536-6181 UNIFORM ALLOWANCE - PH MA	900.00	450.00	900.00	900.00	900.00	900.00
173-536-6412 HEALTH SERVICES- PH MAINT	.00	274.00	.00	.00	.00	.00

BUDGET WORKSHEET
CALENDAR 1/2021, FISCAL 7/2021

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
173-910-6910 TRANSFER OUT - PUBLIC HOU	.00	305,667.09	121,000.00	46.16	121,000.00	121,000.00
fy20 re est						
to Fund 328 350000						
to Gen fund police/acct 21000						
fy21						
to fund 330 100000						
to gen fund police/acctng 21000						
FY22						
to fund 331 100000						
to gen fund police/acctng						
TOTAL EXPENSES	801,085.60	1,033,812.14	1,094,088.00	393,608.19	1,054,546.00	1,138,347.00
Report Total	1,254.01-	196,656.16-	244,088.00-	56,573.31	233,546.00-	258,347.00-

VSD

1/22/21

2018 CDBG HOUSING GRANT (180)	
Balance 7/1/20	-38,153.37
Re-estimated Revenue	96,600.00
Re-estimated Expense	96,600.00
Balance 7/1/21	-38,153.37
Estimated Revenue	92,753.00
Estimated Expense	54,600.00
Balance 7/1/22	-0.37

BUDGET WORKSHEET
CALENDAR 1/2021, FISCAL 7/2021

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
189-530-4400 FEDERAL GRANTS-2018 REHAB	3,991.00	58,347.00	77,567.00	85,049.00	88,153.00	90,000.00
189-530-4405 REBATES/MISC 2018 REHAB G	.00	.00	.00	.00	.00	.00
189-530-4710 REIMBURSEMENTS-2018 REHAB	.00	.00	.00	.00	.00	.00
189-530-4798 IN-KIND REVENUE-2018 REHA	.00	2,600.00	2,660.00	2,600.00	2,600.00	2,600.00
189-530-4799 IN KIND LEAD INSPECTION	.00	.00	.00	.00	.00	.00
189-910-4830 TRANSFER IN-2018 REHAB	.00	2,000.00	6,000.00	4,000.00	2,000.00	4,000.00
fy21 tran in from General for city share of grant						

TOTAL REVENUE	3,991.00	62,947.00	86,227.00	91,649.00	92,753.00	96,600.00
189-530-6429 RELOCATION-2018 REHAB	.00	600.00	.00	.00	.00	3,000.00
189-530-6431 LEAD HAZARD COS2018 REHAB	.00	12,941.00	1,001.00	5,536.00	5,000.00	10,000.00
189-530-6451 DIRECT ADMIN 2018 REHAB	.00	1,347.62	13,300.00	.00	4,000.00	4,000.00
189-530-6452 ADMIN-2018 REHAB	4,057.15	6,515.60	7,600.00	1,500.00	5,000.00	3,000.00
189-530-6467 IN-KIND ADMIN-2018 REHAB	.00	2,600.00	5,000.00	2,600.00	2,600.00	2,600.00
189-530-6766 CONST PROJECT-2018 REHAB	.00	66,248.00	49,998.00	32,131.00	31,000.00	60,000.00
189-910-6910 TRANSFER OUT-2018 REHAB	.00	10,782.00	10,000.00	9,191.40	7,000.00	14,000.00

TOTAL EXPENSES	4,057.15	101,034.22	86,899.00	50,958.40	54,600.00	96,600.00

VSD

2019 CAPITAL FUND (329)	
Balance 7/1/20	0.00
Estimated Revenue	210,000.00
Estimated Expense	210,000.00
Balance 7/1/21	0.00
Estimated Revenue	0.00
Estimated Expense	0.00
Balance 7/1/22	0.00

parking lot and sidewalks

BUDGET WORKSHEET
CALENDAR 1/2021, FISCAL 7/2021

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
329-530-4410 ADVANCE-2019 CAP PROJ	.00	29,447.00	114,447.00	210,000.00	.00	210,000.00
329-910-4830 TRANSFER IN-2019 CAP PROJ	.00	.00	.00	.00	.00	.00

TOTAL REVENUE	.00	29,447.00	114,447.00	210,000.00	.00	210,000.00
329-530-6405 COURT & RECORDING FEES 20	.00	27,356.63	14,447.00	.00	.00	.00
329-530-6452 ADMIN-2019 CAP PROJ	.00	.00	.00	.00	.00	.00
329-530-6504 MINOR EQUIPMENT	.00	.00	.00	.00	.00	.00
329-530-6505 OTHER EQUIPMENT	.00	.00	.00	.00	.00	.00
329-530-6753 DWELLING STRUCT-2019 CAP	.00	2,090.37	.00	.00	.00	.00
329-530-6754 HOUSING PROJECT	.00	.00	.00	.00	.00	.00
329-530-6755 HOUSING PROJECT-2019 CAP	.00	.00	100,000.00	128,152.39	.00	128,152.39
329-530-6762 OPERATIONS	.00	.00	.00	81,847.61	.00	81,847.61
329-530-6763 MANAGEMENT IMPROVEMENT	.00	.00	.00	.00	.00	.00
329-910-6910 TRANSFER OUT	.00	.00	.00	.00	.00	.00

TOTAL EXPENSES	.00	29,447.00	114,447.00	210,000.00	.00	210,000.00
Report Total	.00	.00	.00	.00	.00	.00

BUDGET WORKSHEET
CALENDAR 10/2020, FISCAL 4/2021

ACCOUNT NUMBER ACCOUNT TITLE	ZYRS AGO EXP	LYR EXPENSE	CURRENT BUDGET	EXPENDED YTD	RE-ESTIMATED BUDGET	NEW BUDGET
329-530-4410 ADVANCE-2019 CAP PROJ	.00	29,447.00	114,447.00	210,000.00	210,000	0
329-910-4830 TRANSFER IN-2019 CAP PROJ	.00	.00	.00	.00		
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TOTAL REVENUE	.00	29,447.00	114,447.00	210,000.00	210,000	0
329-530-6405 COURT & RECORDING FEES 20	.00	27,356.63	14,447.00	.00		
329-530-6452 ADMIN-2019 CAP PROJ	.00	.00	.00	.00		
329-530-6504 MINOR EQUIPMENT	.00	.00	.00	.00		
329-530-6505 OTHER EQUIPMENT	.00	.00	.00	.00		
329-530-6753 DWELLING STRUCT-2019 CAP	.00	2,090.37	.00	.00		
329-530-6754 HOUSING PROJECT	.00	.00	.00	.00		
329-530-6755 HOUSING PROJECT-2019 CAP	.00	.00	100,000.00	128,152.39	128,152.39	0
329-530-6762 OPERATIONS	.00	.00	.00	81,847.61	81,847.61	0
329-530-6763 MANAGEMENT IMPROVEMENT	.00	.00	.00	.00		
329-910-6910 TRANSFER OUT	.00	.00	.00	.00		
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TOTAL EXPENSES	.00	29,447.00	114,447.00	210,000.00	210,000	0
Report Total	.00	.00	.00	.00		

Do budget revision

2020 CAPITAL FUND (330)	
Balance 7/1/20	0.00
Estimated Revenue	250,000.00
Estimated Expense	250,000.00
Balance 7/1/21	0.00
Estimated Revenue	100,000.00
Estimated Expense	100,000.00
Balance 7/1/22	0.00

refrigerator replacement-waiting on HUD approval

BUDGET WORKSHEET
CALENDAR 2/2021, FISCAL 8/2021

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
330-530-4410 ADVANCE - 2020 CAP PROJ	.00	3,487.07	150,000.00	82,425.55	100,000.00	150,000.00
330-910-4830 TRANSFER IN	.00	.00	100,000.00	.00	.00	100,000.00
fy21 from fund 173						

TOTAL REVENUE	.00	3,487.07	250,000.00	82,425.55	100,000.00	250,000.00
330-530-6405 COURT & RECORDING FEES-20	.00	3,487.07	.00	35,690.88	.00	50,000.00
330-530-6452 ADMIN - 2020 CAP PROJ	.00	.00	.00	.00	.00	.00
330-530-6504 MINOR EQUIPMENT	.00	.00	.00	.00	.00	.00
330-530-6505 OTHER EQUIPMENT	.00	.00	.00	.00	.00	.00
330-530-6753 DWELLING STRUCT-2020 CAP	.00	.00	.00	.00	.00	.00
330-530-6754 HOUSING PROJECT	.00	.00	.00	.00	.00	.00
330-530-6755 HOUSING PROJECT-2020 CAP	.00	.00	250,000.00	49,047.67	100,000.00	200,000.00
330-530-6762 OPERATIONS	.00	.00	.00	.00	.00	.00
330-530-6763 MANAGEMENT IMPROVEMENT	.00	.00	.00	.00	.00	.00
330-910-6910 TRANSFER OUT	.00	.00	.00	.00	.00	.00

TOTAL EXPENSES	.00	3,487.07	250,000.00	84,738.55	100,000.00	250,000.00
Report Total	.00	.00	.00	2,313.00-	.00	.00

WSD

2021 CAPITAL FUND (331)	
Balance 7/1/20	0.00
Estimated Revenue	0.00
Estimated Expense	0.00
Balance 7/1/21	0.00
Estimated Revenue	250,000.00
Estimated Expense	250,000.00
Balance 7/1/22	0.00

BUDGET WORKSHEET
CALENDAR 1/2021, FISCAL 7/2021

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
331-530-4410 ADVANCE - 2021 CAP PROJ	.00	.00	.00	.00	250,000.00	.00
331-910-4830 TRANSFER IN	.00	.00	.00	.00	.00	.00

TOTAL REVENUE	.00	.00	.00	.00	250,000.00	.00
331-530-6405 COURT & RECORDING FEES-21	.00	.00	.00	.00	.00	.00
331-530-6452 ADMIN - 2021 CAP PROJ	.00	.00	.00	.00	10,000.00	.00
331-530-6504 MINOR EQUIPMENT	.00	.00	.00	.00	.00	.00
331-530-6505 OTHER EQUIPMENT	.00	.00	.00	.00	.00	.00
331-530-6753 DWELLING STRUCT-2021 CAP	.00	.00	.00	.00	.00	.00
331-530-6754 HOUSING PROJECT-2021 CAP	.00	.00	.00	.00	.00	.00
331-530-6755 HOUSING PROJECT-2021 CAP	.00	.00	.00	.00	240,000.00	.00
331-530-6762 OPERATIONS	.00	.00	.00	.00	.00	.00
331-530-6763 MANAGEMENT IMPROVEMENT	.00	.00	.00	.00	.00	.00
331-910-6910 TRANSFER OUT	.00	.00	.00	.00	.00	.00

TOTAL EXPENSES	.00	.00	.00	.00	250,000.00	.00
Report Total	.00	.00	.00	.00	.00	.00

MEETING DATE: 2/18/2021

RE: Annual By-laws Review

REQUESTED ACTION: Review & Approve By-Laws as is or with any changes recommend agreed upon

Comments: The By-Laws are attached for your review. The last revisions were completed in 2017.

BY-LAWS
OF
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
CITY OF CHARLES CITY, IOWA

ARTICLE I
Authority

A. Name. The Department of the City of Charles City responsible for the administration of its public housing shall operate under the name of the Charles City Housing and Redevelopment Authority, hereinafter referred to as "the Authority."

B. Legal Status. The Authority does not constitute a separate and independent agency under Chapter 405 of the Iowa Code, but rather is a department of the municipality administered by a board of commissioners appointed by the mayor pursuant to Chapter 26 of the Charles City Code of Ordinances.

C. Location. The offices of the Authority shall be at 501 Cedar Terrace South Charles City, Iowa, or at such other location as designated by the City Council of the City of Charles City.

ARTICLE II
Board of Commissioners

A. Powers. The Board of Commissioners shall have those powers as delegated by the City Council of Charles City pursuant to Chapter 27 of the Charles City Code of Ordinances.

B. Meetings. The Board of Commissioners shall meet as follows:

1. Regular Meetings--Regular meetings shall be held on the 3rd Thursday of each month at 7:00 a.m.

2. Special Meetings--Special meetings may be called by the chairperson, by the executive director, by the city administrator, or by any three commissioners upon two days' prior written notice to each commissioner. Such notice shall give the time, date, location and agenda items for the meeting. Attendance by a commissioner shall constitute a waiver of notice.

3. Annual Meeting--The Board of Commissioners shall hold an annual meeting in the month of February during the regular meeting of the Board for that month, at which time the Commissioners shall elect officers for the forthcoming year.

4. Official Action--Three Commissioners shall constitute a quorum and a majority vote shall be necessary to approve any measure. All votes shall be by voice vote unless a

Commission member requests a formal roll call, in which case the individual vote of each Commissioner shall be noted in the minutes. All measures upon which a formal roll call vote is taken shall be in the form of a written resolution.

5. Order of Business--At the regular meetings of the Authority, the following shall be the order business:

- a. Call meeting to order and record Commissioners present and absent;
- b. Public Comment
- c. Amend and/or approve minutes of previous meeting;
- d. Approve bills;
- e. Communications;
- f. New business;
- g. Unfinished business;
- h. Executive Director's Report;
- i. Adjourn.

6. Open Meetings--All meetings of the board shall be open to the public and notice thereof shall be given the public in compliance with Chapter 21 of the Iowa Code.

ARTICLE III Officers

A. Officers. The officers of the Authority shall be a chairperson and a vice-chairperson chosen from among the Commissioners by election at the annual meeting of the Board of Commissioners of the Authority and to serve for a term of one year.

B. Duties. A chairperson shall preside at all meetings of the Board of Commissioners and is authorized to sign all legal documents on behalf of the Authority. The vice-chairperson shall perform the duties of the chairperson in his or her absence.

C. Vacancy. In the case of the resignation, death or removal of the chairperson, the vice-chairperson shall serve as chairperson until the next regular meeting of the Board of Commissioners, at which time a new chairperson shall be appointed to serve until the next annual meeting of the Authority. Upon the death, resignation or removal of the vice-chairperson, a replacement shall be appointed by the Commissioners at their next regular meeting to serve until the next annual meeting of the Board of Commissioners.

ARTICLE IV Executive Director

A. Appointment. The City of Charles City may employ an Executive Director who shall have general supervision over the administration of its business and affairs of the Authority, subject to direction of the City Administrator and the Board of Commissioners.

B. Duties. The duties of the Executive Director shall include the following:

1. Consultation with the Board of Commissioners on all matters of Authority business.
2. Preparation of agendas and notices for Commission meetings.
3. Acting as secretary for Commission meetings and, in such capacity, keeping accurate minutes of all Commission meetings.
4. Supervision of all funds received by the Authority and oversight of all expenditures made by the Authority. Accurate financial records shall be maintained to document all such financial transactions.
5. Regular consultation with the City Administrator regarding Authority business.
6. Attendance at Council meetings when issues concerning the Authority are before the Council.
7. Supervision of other Authority employees; hiring and firing of employees subject to approval by the City Administrator and the City Council.
8. Such other duties and functions as assigned by the Board of Commissioners and the City Administrator.

ARTICLE V Amendments

The By-Laws of this Authority may be amended by the Board of Commissioners at a regular or special meeting, but only upon an affirmative vote by at least three members of the Board.

Adopted Revisions, Resolution No. 03-15 03/19/2015
Adopted Revisions, Resolution No. 03-14 03/20/2014
Adopted Revisions, Resolution No. 02-09 02/19/09
Adopted Revisions February 2006

Adopted Revisions June 2002
Adopted Revisions, Resolution No. 01-01 02/15/01
Adopted by Resolution No.116-96 06/11/96