

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

April 16, 2013, 7:00 a.m.

at

501 Cedar Terrace South, Charles City, IA 50616

- I. Roll Call – Call Meeting to Order
- II. Public Comments
- III. Amend-Approve Minutes of March 21 & March 28, 2013..... 1-3
- IV. Consider Approval of Bills for April 2013 4
- V. Communications 5-15
 - 1. CFP Update
 - 2. Rehab Update
 - 3. Staffing Update
 - 4. Monthly Rental Status Update
 - 5. End of Participation Tracker
 - 6. Newsletters
 - 7. Financial Statements
- VI. Old Business
- VII. New Business
 - 1. Approve Quote to Repair Foundation at Morningside 16
 - 2. Approve Purchase of Fire Proof File Cabinets..... 17
 - 3. Approve Purchase of Office Furniture..... 18
 - 4. Change Date of May Board Meeting..... 19
 - 5. Approve Staff Training..... 20
- VIII. Move to Adjourn

Next regular meeting scheduled for Tuesday, May 21, 2013, 7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
March 21, 2013 7:00 a.m.

Members Present: Margaret Calvert, Sally Jenkins, Trey Becker, and Jeremy Heyer. Absent: Jill Streich. Others present: Heidi Nielsen, staff.

Call to Order. Chairperson Calvert called the meeting to order at 7:00 a.m.

Public Comment. None

Amend-Approve Minutes of February 21, 2013. On motion by Jenkins and second by Becker, the minutes of February 21, 2013 were approved as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Becker moved, Jenkins seconded the motion to approve payment of the revised bill listing totaling \$73,348.81. Ayes: 4, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed. No action was taken.

Old Business. None

New Business.

Approve Resolution 03-13 to approve public housing budget for FYE 2014. Nielsen informed the board that the proposed budget was the same budget approved during the City's budget process. However, the proposed budget had been converted the required HUD format and the resolution is required by HUD. Becker made a motion to approve Resolution 03-13 to approve the public housing budget for FYE 2014. Jenkins seconded the motion. Ayes: Heyer, Jenkins, Calvert, Becker. Nays: 0. Motion carried on roll call vote.

Approve Resolution 04-13 adopting the Section 3 Policy manual. The Board reviewed the proposed policy. Nielsen explained that the Section 3 requirements have always been part of our contracts and solicitations; however, we didn't have a written policy. The policy will enable us to conform to the federal requirements. Jenkins made a motion to approve Resolution 04-13 to adopt the Section 3 Policy. Becker seconded the motion. Ayes: Becker, Calvert, Jenkins, Heyer. Nays: 0. Motion carried on roll call vote.

Change date for April Board Meeting to April 16, 2013. Due to a scheduling conflict Nielsen requested that the April meeting be held on Tuesday, April 16, 2013. All member's schedules in attendance were clear for that day so there will be enough members present for a quorum. No motion was required.

Set date for special meeting to review parking lot bids. All members in attendance will be available to meet on March 28, 2013 at 7:30 a.m. Nielsen will ask John Fallis to attend the meeting to answer board questions on the project. No motion was required.

Discuss purchase of skid loader. Nielsen presented the board with several instances where the use of a skid loader would be beneficial, either in time or cost savings. It was decided a used skid loader would be beneficial and we will try to work with the city to see if there would be a possibility to purchase theirs when they are ready to trade their current machine. No motion was required.

Approve repairs to boilers at SCT. Nielsen explained that after Mick Gage serviced the boilers, they made several recommended repairs and provided us with a cost estimate. However, Nielsen requested an updated cost estimate after some emergency repairs were made and to date they have not responded to the request. Linderman Heating and Air provided us with a cost estimate of \$1,821.10. The request was made to the board to approve the quote from Linderman and get the work done before the needed repairs create more costly emergency repairs. Jenkins made a motion to approve the quote from Linderman Heating and Air for \$1,821.10. The motion was seconded by Becker. Ayes: 4, Nays: 0. Motion carried.

Being no further business, Becker moved, Jenkins seconded the motion to adjourn. Ayes: 4. Nays: 0. Motion carried.

Charles City Housing and Redevelopment Authority

Margaret Calvert, Chairperson

ATTEST:

Heidi Nielsen, Director

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
March 28, 2013 7:30 a.m.
SPECIAL MEETING

Members Present: Margaret Calvert, Jill Streich, Sally Jenkins, Trey Becker and Jeremy Heyer. Absent: None. Others present: John Fallis, City Engineer and Heidi Nielsen, staff.

Call to Order. Chairperson Calvert called the meeting to order at 7:30 a.m.

New Business. Review parking lot bids and make recommendation to City Council. Board members received a tabulation of the bids submitted by OEL and Allied. John Fallis explained some of the differences between the high bidder, OEL, and the low bidder, Allied. He also explained why there was an alternate to build the trash enclosure out of the scope of the project. The feasibility of staff constructing the enclosure was discussed and it was determined that doing so would provide a cost savings that would be significant enough to warrant doing it in house. The board was also informed of the additional expenses that we will be incurring to plant new trees to replace the ones being removed for the project. Becker moved to accept the low bid from Allied and made the recommendation to the City Council. Heyer seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Being no further business, Jenkins moved, Streich seconded the motion to adjourn. Ayes: 5. Nays: 0. Motion carried.

Charles City Housing and Redevelopment Authority

Margaret Calvert, Chairperson

ATTEST:

Heidi Nielsen, Director

CHARLES CITY HOUSING
MONTHLY BILL LISTING
APRIL 2013

| Customer | Description | Amount |
|--|--------------------------------------|------------------|
| Audrey Boysen | security deposit refund | 200.00 |
| C.Naber & Associates | accounting fees | 375.00 |
| CEC | security camera repair | 125.00 |
| Cedar Valley Printing | printed envelopes | 365.00 |
| Charles City Press | legal notice for parking lot project | 70.39 |
| Cintas | rug service | 102.58 |
| Computronics | security camera repair | 65.00 |
| Foxen Floors & More | tile | 305.10 |
| Happy Software | utility allowance schedule renewal | 400.00 |
| HAPS | April HAPS | 50,918.38 |
| Heather McFarland | security deposit refund | 200.00 |
| Hometown Sales & Service | snow plow repair | 293.26 |
| Hy-Vee | items for RAB meeting | 9.97 |
| Iowa Department of Inspections & Appeals | investigation fees | 358.50 |
| Iowa Department of Public Health | lead certification renewal-Uetz | 60.00 |
| Iowa Department of Transportation | fuel | 138.63 |
| Iowa Division of Labor | boiler inspections | 875.00 |
| Jendro Sanitation | trash servive | 579.00 |
| Linderman Heating & Air, LLC | maintenance | 2,060.95 |
| Mehmen's Painting | paint 2204,2214 | 255.00 |
| Michaels Band Box | clean carpets @ MS, air neutralizer | 481.02 |
| Mid American Energy | electric/gas/URP | 7,930.42 |
| Nan McKay | staff training-rent calc./HQS | 2,405.25 |
| Pitney Bowes | meter lease | 47.74 |
| Purchase Power | postage | 300.00 |
| Rent Grow | criminal background/credit checks | 117.90 |
| Ron's Plumbing | maintenance | 25.69 |
| Schueth Ace Hardware | maintenance items | 338.50 |
| Sherwin Williams | paint | 146.15 |
| Superior Lumber | maintenance | 71.81 |
| T-J Service | oven repair, filters, washer repair | 431.93 |
| Trent Parker | computer support | 120.15 |
| US Cellular | cell phone service | 68.56 |
| | | 70,241.88 |

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. With all of the budget cuts we have been told that there is a possibility of the Physical Needs Assessment being put on hold. If that is the case, we will need to decide whether or not to go ahead with one anyway to help us project and plan for future updates and improvements.
2. Rehab Update. The contractor open houses are being held on April 16th with the bids due on April 30th. The pre-construction meetings are scheduled to be held May 13th and 14th. The contracts will be signed at that time and the contractors will be able to start the rehab. After the first part of July we plan to start the second phase in order to get the projects completed this year.
3. Staffing Update. We have hired Naomi Bienfang to assume the part-time position which was created after Shirley's retirement. She will be conducting the Section 8 inspections and will also be working as a Housing Specialist and carry a caseload of approximately 90-100 participants.
4. **Monthly Rental Status Update.**

| Month of March 2013 | Total Leased 3/1/13 | New Leases | Removed Or Moved | Total Leased 3/31/13 | Total On Waiting List | Offered Assistance | Removed |
|---------------------------|---------------------------|---------------|---------------------|----------------------------|-----------------------------|-----------------------|---------|
| Terraces 132 Units | 131 | 1 | 1 | 131 | 6 | 3 | 1 |
| Morningside 15 Units | 13 | 0 | 2 | 11 | 5 | 5 | 2 |
| Section 8 197 Units | 178 | 7 | 8 | 177 | 9 | 9 | 5 |

Declined Assistance (6) Over Income () Denied () Insufficient Address ()
 Did not attend Briefing/Information Not Returned (2) Criminal Background Check ()
 Voucher Expired (5) Purged ()
 Terminations: PH (1) S8 (3)
 Port Out: ()

5. End of Participation Tracker. See attachment
6. Newsletters. See attachments
7. Financial Statements. March 2013 statements are attached.

END OF PARTICIPATION
TRACKER
2012-2013

| SECT8 | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE | TOTALS |
|----------------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|-----------|----------|----------|----------|-----------|
| LEFT IN GOOD STANDING | 4 | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | 1 | | | 16 |
| ZERO HAP | | | | | | 1 | | 2 | | 1 | | | 4 |
| MUTUAL RESCISION | 1 | | | | | | | | 1 | | | | 2 |
| ANNUAL RE-EXAM SEARCHING | 1 | | | | | 1 | | | | | | | 2 |
| PORT-OUT ABSORBED | 2 | | | 1 | | 1 | 1 | 1 | 1 | 2 | | | 7 |
| PORT-OUT SEARCHING | 3 | | 1 | 1 | 4 | | | | | | | | 9 |
| DECEASED | | | | | | 1 | | 1 | | | | | 1 |
| MOVED IN VIOLATION | 3 | 2 | | | | 1 | 1 | | 1 | | | | 8 |
| EVICTED | | | | | | | | | | | | | 0 |
| UNAUTHORIZED LIVE-IN | 1 | | | 1 | | | | | 2 | 1 | | | 5 |
| VIOLATION OF FAMILY OBLIGATION | | | | | 2 | | | | 1 | | | | |
| GAVE UP ASSISTANCE BEFORE 1 YEAR | | | | | | | | | | | | | |
| FAILURE TO RENEW | | | | 1 | | | 1 | | | 1 | | | 3 |
| FAILURE TO REPAY | 1 | | | | | | | | 1 | 1 | | | 3 |
| FAILURE TO PROVIDE INFO | 1 | | | | 1 | | | | | | | | 2 |
| FAILURE TO FOLLOW THROUGH | | | | | | | | | | | | | 0 |
| FRAUD | | | | | | | | | 1 | | | | 1 |
| UNREPORTED INCOME-2ND TIME | | | | | | | | | | | | | 0 |
| UTILITIES DISCONNECTED | | 1 | | | | | | | | | | | 1 |
| CRIMINAL CONVICTION | | | | | | | | | | | | | 0 |
| VOUCHER EXPIRED | 2 | 1 | | | 2 | | | | | | | | 0 |
| VOUCHER REVOKED | | | | | | | | | | | | | 0 |
| LEASED W/NEW LANDLORD | | | 1 | 2 | 1 | | 1 | | 1 | | | | 6 |
| TOTALS | 18 | 6 | 4 | 7 | 8 | 7 | 6 | 4 | 10 | 8 | 0 | 0 | 70 |
| PUBLIC HOUSING | | | | | | | | | | | | | |
| LEFT IN GOOD STANDING | 2 | 2 | | | 1 | 1 | 1 | 1 | | 1 | | | 9 |
| DECEASED | 1 | 1 | 2 | | 1 | 1 | 1 | 1 | | | | | 7 |
| MOVED IN VIOLATION | | | | | | | | | | 1 | | | 1 |
| TERMINATED FOR LEASE VIOLATIONS | | | | | | 1 | | | | 1 | | | 1 |
| EVICTED | | | | | | | | | | | | | 0 |
| UNAUTHORIZED LIVE-IN | | | | | 1 | | | | 1 | | | | 2 |
| FAILURE TO RENEW | | | | | | | | | | | | | 0 |
| FAILURE TO REPAY | | | | | | | | | | | | | 0 |
| FAILURE TO PROVIDE INFO | | | | | | | | | | | | | 0 |
| FAILURE TO FOLLOW THROUGH | | | | | | | | | | | | | 0 |
| CRIMINAL CONVICTION | | | | 1 | | | | | | | | | 1 |
| OTHER | | | | | | | | | | | | | 0 |
| UTILITIES DISCONNECTED | | | | | | | | | 1 | | | | 1 |
| TOTALS | 3 | 3 | 2 | 1 | 3 | 3 | 1 | 2 | 2 | 3 | 0 | 0 | 20 |



TERRACE NEWS

April 2013 OFFICE HOURS 8 AM-4:30 PM (641)228-6661

Apr. 16th at 7:00 a.m. is the monthly board meeting held at the office. This is open to the public.



LOOK WHO'S CELEBRATING A BIRTHDAY THIS MONTH!

| | |
|------------------------|----|
| Diana Bucknell- Apt.65 | 4 |
| Della Wendel- Apt.7 | 4 |
| Nathan O'Brien- Apt.58 | 12 |
| Joan Jones-Apt.93 | 13 |
| Mary Tonn- | 18 |
| Anna Weigel | 22 |
| Mary Schmalen- Apt.27 | 30 |
| Loretta Kemp | 30 |

SAY HELLO TO YOUR NEW NEIGHBORS!

Patrick & Jeanette Mortimore

Apt. 52 SCT

ENJOY YOUR NEW HOME!

Think
spring!



April:

6: Annual MOPS (Mothers of Preschoolers) rummage sale, 8am-1pm, @ basement of St. John Church

6: Chuck Town Chick Fest! Watch the paper for details!

6: Texas Hold-Em tournament @ The Pub on the Cedar, 5:30pm registration, play begins at 6:30pm. \$20/player

10: Charles City High School Pie/Ice Cream Social, 1:30pm @ HS. Park at the Elk's to be bussed starting at 1:20. RSVP to the HS by April 5: 257-6510

12-14: Stony Point Play

20: PAWS Rummage Sale, 8am-1pm @ KC Hall.

20: Freewill Donation movie "How to Train Your Dragon", 2pm @ Charles Theatre. Sponsored by Families Making Connections and Floyd Co. Child Abuse Prevention Council.

21: Floyd County Museum 50th Birthday Celebration & Open House, 1-3 pm. Join us for coffee, cake, entertainment & slide shows.

26: Caring Connections Full Moon 5k Run/Walk, 7:30pm, \$25 registration. Forms available at Caring Connections Office & YMCA. Questions call Jessica at 641-220-1894 or Jenn at 641-330-8280

Banned Individuals From Any Public Housing Property:

David "Boone" Mahnesmith, Roy Bode

If any of these individuals are seen on any public housing property, at any time of day, please call the police department. Under no circumstances are they able to be on the properties.

LAUGHTER FOR TODAY!

SOME MEDICAL HUMOR!

Embarrassing Medical Exams (submitted by medical staff)

- A man comes into the ER and yells, "My wife's going to have her baby in the cab". I grabbed my stuff, rushed out to the cab, lifted the lady's dress and began to take off her underwear. Suddenly I noticed that there were several cabs...and I was in the wrong one!
- At the beginning of my shift I placed a stethoscope on an elderly and slightly deaf female patient's anterior chest wall. "Big breaths" I instructed. "Yes, they used to be" replied the patient!
- One day I had to be the bearer of bad news when I told a wife that her husband had died of a massive myocardial infarct. Not more than five minutes later, I heard her reporting to the rest of the family that he had died of a "massive internal fart"!
- During a patient's two week follow-up appointment with his cardiologist, he informed me, his doctor, that he was having trouble with one of his medications. "Which one?" I asked. "The patch. The nurse told me to put on a new one every six hours and now I am running out of places to put it!" I had him quickly undress and discovered what I hoped I wouldn't see. Yes, the man had over fifty patches on his body! Now, the instructions include removal of the old patch before applying a new one!

WAITING LIST:

Currently the waiting list for SCT and NCT apartments is very short. If you know of anyone thinking of moving, now would be a good time to have them inquire. Also, just a reminder that if you refer someone to the Terraces, after their 6th month you will receive \$50! So, spread the word!

AUTOMATIC RENT WITHDRAWAL:

Did you know you can have your rent automatically deducted from your checking or savings account? This is a very convenient way to get your rent paid on time every month! If interested in more information just call the office.

***WE WOULD LIKE TO
TAKE A MOMENT TO
THANK SHIRLEY PLATTE
FOR HER 25 YEARS OF
SERVICE AT CHARLES
CITY HOUSING! SHE IS
RETIRING APRIL 8TH!***

ACE-SAP

Free Rural Clinic Offers FREE physicals & health care

Clinic times:

Saturday Apr. 13th from 8:00- 2:00

At Trinity United Methodist Church

601 Milwaukee Street

Charles City, Iowa

Services Available:

- Complete health history and physical including employment physicals, camp and sports physicals, wellness exams
- Medical care for acute or chronic conditions
- Free cholesterol and blood sugar testing.
Please come fasting (Nothing to eat or drink except water after midnight)
- Vaccines such as tetanus shots, pneumonia vaccines or TB testing for adults
- Medications necessary for treatment can be made available at no charge
- Mental health evaluation and counseling
- Wellness and prevention education
- Special preventive care for diabetics such as diabetic foot and nail care, A1C testing, and glucose testing supplies
- Additional lab work can be arranged if needed (such as urine drug screens for employment physicals)
- Referral to area agencies as needed

Provided by:

Allen College Nurse Practitioner Students and Faculty

In partnership with Floyd County Public Health

Rural clinics will be offered Spring and Fall

Services are offered to:

Anyone, any age

No documents or proof of need is required

Walk-ins Welcome (no appointment needed)



MORNINGSIDE NEWS

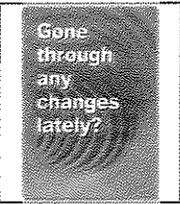
April 2013 OFFICE HOURS 8 AM-4:30 PM (641)228-6661

April 16th at 7:00 a.m. is the monthly board meeting held at the office. This is open to the public.

If you pay your rent with cash please have the exact amount. We do not keep change on hand.

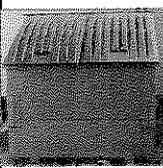
ANY CHANGES?

Have you gotten a new phone number lately? Have you gotten a different vehicle? If so, be sure to contact the office with any changes so we can update our records.



Gone through any changes lately?

PLEASE READ!



ALL trash is to be taken to the dumpster, NOT left anywhere else. Having trash around is a lease violation! Also, please break down empty boxes when putting them in the dumpsters!

April:

6: Annual MOPS (Mothers of Preschoolers) rummage sale, 8am-1pm, @ basement of St. John Church

6: Chuck Town Chick Fest! Watch the paper for details!

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Think
spring!



BANNED FROM ANY PUBLIC HOUSING PROPERTY-CALL POLICE IF SEEN:
DAVID "BOONE"
MAHNESMITH & ROY BODE

WE WOULD LIKE TO TAKE A MOMENT TO THANK SHIRLEY PLATTE FOR HER 25 YEARS OF SERVICE AT CHARLES CITY HOUSING! SHE IS RETIRING APRIL 8TH!

ABANDONED BIKES:

There are 3 bikes that had been left out for a long period of time that Steve has put in the garage. If they belong to you, call the office to claim them. If they are not claimed by the end of April they will be sent to the city auction.

DISTURBING NEIGHBORS:

Please be neighborly and be aware of the noise levels coming from your apartment. There really isn't a time when voices, TV's, music, etc. should be heard on the outside of your apartment. Disturbing neighbors with excess noise is a lease violation, which could be cause for lease termination.

WAITING LIST: \$\$\$\$\$!!!!!

Currently the waiting list for Morningside apartments is very short. If you know of anyone thinking of moving, now would be a good time to have them inquire. Also, just a reminder that if you refer someone, after their 6th month you will receive \$50! So, spread the word!

GREAT PARENT/ CHILD EVENTS



FOR YOUR INFORMATION:

MOPS(Mothers with preschoolers): call St. John Lutheran Church @ 228-3397
Our Kids Count: call Central Preschool @ 228-6803

Community Nursing Clinic Schedules for April 2013. To make an appointment call: 641-257-6111.

Childhood Immunization Clinics

Thursday, Apr. 4th: 9:00 am-12:00 pm
Monday, Apr. 8th: 1:00 pm—4:00 pm
Wednesday, Apr. 17th: 9:00 am-12:00 pm
Wednesday, Apr. 24th: 1:00 pm-4:00 pm



WIC CLINICS

Apr. 23, 24, & 25
9:00 A.M. to 12:00 P.M.
and
12:40 P.M. to 3:00 P.M.
at :
1010 South Grand
1-800-657-5856

ACE-SAP

Free Rural Clinic Offers FREE physicals & health care

Clinic times:

Saturday Apr. 13th from 8:00- 2:00
At Trinity United Methodist Church
601 Milwaukee Street
Charles City, Iowa

Services Available:

- Complete health history and physical including employment physicals, camp and sports physicals, wellness exams
- Medical care for acute or chronic conditions
- Free cholesterol and blood sugar testing.
Please come fasting (Nothing to eat or drink except water after midnight)
- Vaccines such as tetanus shots, pneumonia vaccines or TB testing for adults
- Medications necessary for treatment can be made available at no charge
- Mental health evaluation and counseling
- Wellness and prevention education
- Special preventive care for diabetics such as diabetic foot and nail care, A1C testing, and glucose testing supplies
- Additional lab work can be arranged if needed (such as urine drug screens for employment physicals)
- Referral to area agencies as needed

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In partnership with Floyd County Public Health
Rural clinics will be offered Spring and Fall

Services are offered to:

Anyone, any age
No documents or proof of need is required
Walk-ins Welcome (no appointment needed)

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 3/2013, FISCAL 9/2013

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PER CENT EXPENDED | UNEXPENDED |
|----------------|--------------------------------|-----------------|----------------|----------------|----------------------|------------|
| 174-533-4300 | INTEREST - SECTION 8 | 2,300.00 | 120.50 | 1,195.40 | 51.97 | 1,104.60 |
| 174-533-4440 | STATE GRANT-SEC 8 | .00 | .00 | .00 | .00 | .00 |
| 174-533-4504 | FRAUD-SEC 8 | 4,500.00 | 144.00 | 1,303.00 | 28.96 | 3,197.00 |
| 174-533-4505 | HUD CONTRIB-SEC 8 | 570,000.00 | 50,628.00 | 415,931.00 | 72.97 | 154,069.00 |
| 174-533-4509 | ADMIN FEE/HTH-SEC 8 | 85,000.00 | 7,080.00 | 71,631.00 | 84.27 | 13,369.00 |
| 174-533-4710 | REIMBURSED EXP-SEC 8 | 1,000.00 | .00 | 562.00 | 56.20 | 438.00 |
| 174-533-4715 | REFUNDS-SEC 8 | 1,000.00 | .00 | 14.00 | 1.40 | 986.00 |
| | SECTION 8 VOUCHER TOTAL | 663,800.00 | 57,972.50 | 490,636.40 | 73.91 | 173,163.60 |
| 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 | 55,000.00 | 4,585.72 | 42,920.50 | 78.04 | 12,079.50 |
| 174-533-6040 | OVERTIME SALARY - SECTION 8 | .00 | .00 | .00 | .00 | .00 |
| 174-533-6110 | FICA - SECTION 8 | .00 | 314.49 | 2,974.44 | .00 | 2,974.44 |
| 174-533-6130 | IPERS -SECTION 8 | .00 | 397.57 | 3,720.99 | .00 | 3,720.99 |
| 174-533-6150 | HEALTH INS - SECTION 8 | .00 | 1,972.54 | 19,227.17 | .00 | 19,227.17 |
| 174-533-6151 | LIFE INS - SECTION 8 | .00 | 19.99 | 199.97 | .00 | 199.97 |
| 174-533-6160 | WORK COMP - SECTION 8 | .00 | .00 | .00 | .00 | .00 |
| 174-533-6170 | UNEMPLOYMENT - SECTION 8 | .00 | .00 | .00 | .00 | .00 |
| 174-533-6199 | EMPLOYEE BEN-SEC 8 | 38,000.00 | .00 | .00 | .00 | 38,000.00 |
| 174-533-6230 | STAFF TRAINING - SECTION 8 | 3,000.00 | .00 | 1,460.00 | 48.67 | 1,540.00 |
| 174-533-6380 | UTILITY ALLOT - SECTION 8 | 15,000.00 | 656.00 | 6,481.00 | 43.21 | 8,519.00 |
| 174-533-6401 | ACCOUNTING FEES - SECTION 8 | 3,000.00 | 210.00 | 2,044.00 | 68.13 | 956.00 |
| 174-533-6420 | CONTRACT SERVICES - SECTION 8 | 11,000.00 | 865.40 | 7,400.74 | 67.28 | 3,599.26 |
| 174-533-6423 | SPECIAL SERVICE - SECTION 8 | 300.00 | .00 | .00 | .00 | 300.00 |
| 174-533-6445 | HC VOUCHER PAY-SEC 8 | 640,000.00 | 49,156.80 | 439,775.26 | 68.71 | 200,224.74 |
| 174-533-6518 | SUNDRY-OFF EXP-SEC 8 | 3,000.00 | 537.20 | 1,184.15 | 39.47 | 1,815.85 |
| | SECTION 8 VOUCHER TOTAL | 768,300.00 | 58,715.71 | 527,388.22 | 68.64 | 240,911.78 |
| 174-910-6910 | TRANSFER OUT - SECTION 8 VOUCH | .00 | .00 | .00 | .00 | .00 |
| | TRANSFERS IN/OUT TOTAL | .00 | .00 | .00 | .00 | .00 |
| | SECTION 8 VOUCHER TOTAL | 104,500.00 | 743.21 | 36,751.82 | 35.17 | 67,748.18 |

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 3/2013, FISCAL 9/2013

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PER CENT EXPENDED | UNEXPENDED |
|----------------|--------------------------------|-----------------|----------------|----------------|----------------------|------------|
| 173-532-4300 | INTEREST-PUBLIC HOUSING | 21,500.00 | 1,928.20 | 16,809.43 | 78.18 | 4,690.57 |
| 173-532-4504 | FRAUD-PUBLIC HOUSING | 4,000.00 | 249.46 | 1,534.82 | 38.37 | 2,465.18 |
| 173-532-4506 | DWELLING RENT-PUBLIC HOUSING | 420,000.00 | 34,706.00 | 316,290.00 | 75.31 | 103,710.00 |
| 173-532-4507 | EXCESS UTILITY-PUBLIC HOUSING | 11,000.00 | 534.00 | 5,512.00 | 50.11 | 5,488.00 |
| 173-532-4508 | CONTRIB-OTHER-PUBLIC HOUSING | 11,000.00 | 822.00 | 8,868.00 | 80.62 | 2,132.00 |
| 173-532-4710 | REIMBURSED EXP-PUBLIC HOUSING | 2,000.00 | 500.00 | 2,333.55 | 116.68 | 333.55- |
| 173-532-4781 | OPER SUBSIDY-PUBLIC HOUSING | .00 | 18,338.00 | 48,338.00 | .00 | 48,338.00- |
| | PUBLIC HOUSING TOTAL | 469,500.00 | 57,077.66 | 399,685.80 | 85.13 | 69,814.20 |
| 173-910-4830 | TRANSFER IN - PUBLIC HOUSING | 182,648.00 | .00 | .00 | .00 | 182,648.00 |
| | TRANSFERS IN/OUT TOTAL | 182,648.00 | .00 | .00 | .00 | 182,648.00 |
| 173-532-6010 | SALARY - PUBLIC HOUSING | 104,000.00 | 6,862.87 | 70,617.79 | 67.90 | 33,382.21 |
| 173-532-6040 | OVERTIME SALARY-PUBLIC HOUSING | 1,000.00 | .00 | .00 | .00 | 1,000.00 |
| 173-532-6070 | LABOR/MAINT-PUBLIC HOUSING | .00 | .00 | .00 | .00 | .00 |
| 173-532-6110 | FICA - PUBLIC HOUSING | .00 | 464.43 | 4,849.79 | .00 | 4,849.79- |
| 173-532-6130 | IPERS - PUBLIC HOUSING | .00 | 595.02 | 6,122.80 | .00 | 6,122.80- |
| 173-532-6150 | HEALTH INS - PUBLIC HOUSING | .00 | 2,958.81 | 25,104.76 | .00 | 25,104.76- |
| 173-532-6151 | LIFE INS - PUBLIC HOUSING | .00 | 29.98 | 299.95 | .00 | 299.95- |
| 173-532-6160 | WORK COMP - PUBLIC HOUSING | .00 | .00 | 830.00 | .00 | 830.00- |
| 173-532-6170 | UNEMPLOYMENT - PUBLIC HOUSING | .00 | .00 | 392.28 | .00 | 392.28- |
| 173-532-6198 | EMP BEN MAINT-PUBLIC HOUSING | .00 | .00 | .00 | .00 | .00 |
| 173-532-6199 | EMPLOYEE BEN-PUBLIC HOUSING | 59,326.00 | .00 | 453.78 | .76 | 58,872.22 |
| 173-532-6230 | STAFF TRAINING-PUBLIC HOUSING | 8,000.00 | 750.00 | 5,227.71 | 65.35 | 2,772.29 |
| 173-532-6370 | GAS - PUBLIC HOUSING | 40,000.00 | 4,904.27 | 21,675.39 | 54.19 | 18,324.61 |
| 173-532-6371 | UTILITIES - PUBLIC HOUSING | 45,000.00 | 3,991.71 | 32,534.99 | 72.30 | 12,465.01 |
| 173-532-6374 | WATER - PUBLIC HOUSING | 16,000.00 | 1,194.53 | 11,782.44 | 73.64 | 4,217.56 |
| 173-532-6379 | OTH UTIL-PUBLIC HOUSING -SEWER | 23,000.00 | 1,542.73 | 15,830.37 | 68.83 | 7,169.63 |
| 173-532-6401 | ACCOUNTING FEES-PUBLIC HOUSING | 4,000.00 | 265.00 | 2,254.00 | 56.35 | 1,746.00 |
| 173-532-6408 | TORT LIABILITY - PUBLIC HOUSIN | 24,000.00 | .00 | .00 | .00 | 24,000.00 |
| 173-532-6411 | LEGAL FEES - PUBLIC HOUSING | 2,000.00 | .00 | 468.00 | 23.40 | 1,532.00 |
| 173-532-6415 | COPIER LEASE - PUBLIC HOUSING | 2,800.00 | 516.67 | 1,550.01 | 55.36 | 1,249.99 |
| 173-532-6420 | CONTRACT SERVICES - PUBLIC HOU | 14,000.00 | 953.52 | 11,543.93 | 82.46 | 2,456.07 |
| 173-532-6441 | TENANT SERVICES-PUBLIC HOUSING | 6,000.00 | .00 | 5,475.25 | 91.25 | 524.75 |
| 173-532-6442 | PILOT-PUBLIC HOUSING | 34,000.00 | .00 | 33,434.60 | 98.34 | 565.40 |
| 173-532-6516 | REFUNDS-PUBLIC HOUSING | .00 | .00 | 58.00 | .00 | 58.00- |
| 173-532-6518 | SUNDRY-OFF EXP-PUBLIC HOUSING | 25,000.00 | 1,113.65 | 10,251.39 | 41.01 | 14,748.61 |
| 173-532-6599 | MAINT MATERIALS-PUBLIC HOUSING | 50,000.00 | 2,358.10 | 37,059.67 | 74.12 | 12,940.33 |
| 173-532-6725 | CAP OUTLAY-EQUI-PUBLIC HOUSING | 40,000.00 | .00 | .00 | .00 | 40,000.00 |
| 173-532-6750 | CAP IMPR BLDG-PUBLIC HOUSING | 160,000.00 | .00 | .00 | .00 | 160,000.00 |
| | PUBLIC HOUSING TOTAL | 658,126.00 | 28,501.29 | 297,816.90 | 45.25 | 360,309.10 |
| 173-536-6010 | SALARY - PH MAINT | 72,000.00 | 5,503.22 | 52,945.28 | 73.54 | 19,054.72 |
| 173-536-6040 | OVERTIME SALARY - PH MAINT | .00 | 557.86 | 2,679.99 | .00 | 2,679.99- |
| 173-536-6110 | FICA - PH MAINT | 6,100.00 | 453.25 | 4,163.29 | 68.25 | 1,936.71 |

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 3/2013, FISCAL 9/2013

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PER CENT EXPENDED | UNEXPENDED |
|----------------|--------------------------------|-----------------|----------------|----------------|----------------------|-------------|
| 173-536-6130 | IPERS - PH MAINT | 5,800.00 | 502.47 | 4,773.92 | 82.31 | 1,026.08 |
| 173-536-6150 | HEALTH INS - PH MAINT | 8,500.00 | 545.79 | 4,920.48 | 57.89 | 3,579.52 |
| 173-536-6151 | LIFE INS - PH MAINT | .00 | 8.37 | 66.96 | .00 | 66.96- |
| 173-536-6160 | WORK COMP - PH MAINT | 681.00 | .00 | .00 | .00 | 681.00 |
| 173-536-6170 | UNEMPLOYMENT - PH MAINT | 1,000.00 | .00 | 87.49 | 8.75 | 912.51 |
| 173-536-6181 | UNIFORM ALLOWANCE - PH MAINT | .00 | .00 | 450.00 | .00 | 450.00- |
| | PUBLIC HOUSING MAINTENANC TOTA | 94,081.00 | 7,570.96 | 70,087.41 | 74.50 | 23,993.59 |
| 173-910-6910 | TRANSFER OUT - PUBLIC HOUSING | 34,000.00 | .00 | .00 | .00 | 34,000.00 |
| | TRANSFERS IN/OUT TOTAL | 34,000.00 | .00 | .00 | .00 | 34,000.00 |
| | PUBLIC HOUSING TOTAL | 134,059.00- | 21,005.41 | 31,781.49 | 23.71- | 165,840.49- |

REQUESTED ACTION: Accept quote from Midwest Basement Systems for \$16,240.

Comments: We have gotten the information on the foundation repairs at Morningside. There are two different routes that we can go. We can repair them using a push pier system, where there are several piers installed along the foundation in the area that needs to be raised and stabilized. Then a hydraulic system is used to lift the building. The other method is to use poly lifting. In that system, the foundation can be stabilized by injecting structural polyurethane foam into the voids beneath the foundation.

The quote from Iowa Wall Sawing for the poly lifting is \$3,950.00 and the quote for the push piers from Midwest Basement Systems is \$16,240.00. I have spoken with John Fallis regarding the two different methods of repair and stabilization and he said that the push pier system would be the better option. His reasoning for this is because the poly lifting uses the underlying soil's stability to lift and raise the overlaying object. While this works great for sidewalks, and other concrete flat work, it isn't ideal for foundations. Any future settlement in the subgrade will result in settlement again causing the need once again for repairs. The push piers form their own foundation which go down below the subgrade and create a new footing and are permanent. With the less than ideal drainage and soil conditions at Morningside, using the poly lifting would only temporarily fix the building.

By accepting the quote from Midwest Basement Systems the cost of repairs would be higher than \$10,000, which would require us to have approval from the City Council before we proceed with the project.

REQUESTED ACTION: Approve the purchase of fireproof file cabinets from Cedar Valley Printing.

Comments: Due to the reorganization created from the change in staffing, we need to get Stacy another file cabinet. We actually need three file cabinets but there is only enough money in this year's public housing budget for one, unless we use capital funds to purchase them. The file cabinets that we are using in the store room are not fire proof and they should be, so we thought that we could replace two a year until they are all fire proof. We have quotes from the following companies:

Reliable Office Supplies: \$2,399.99 each

Global Industrial: \$2,250.00 each

Cedar Valley Printing: \$1,799.99 each

There will be extra charges for inside delivery and setup for all three companies.

REQUESTED ACTION: Approve the purchase of a new desk from Staples for \$1,219.98.

Comments: I would like to replace my desk with a desk similar to the two that we purchased for Stacy and Shirley. My current desk isn't configured well enough to provide an efficient workspace. I have rearranged the configuration twice since moving into the new office. The shape of the new office doesn't work with the size of the two desks. The following companies provided us with quotes.

Office Depot: \$1,472.97

Staples: \$1,219.98

Cedar Valley Printing: \$1,447.97

Staples price includes free shipping

There is enough money in the budget to cover the expense.

MEETING DATE: 04/16/2013

RE: Change date of May Board meeting

REQUESTED ACTION: Approve request change date of May Board meeting to May 21, 2013 at 7:00 a.m.

Comments: I will be gone to the NCRC NAHRO meeting in St. Paul on May 16th, which is the regular meeting date. Due to this, we need to change the meeting date. The proposed date is May 21st. If that date will not allow for a quorum, an alternate date can be chosen.

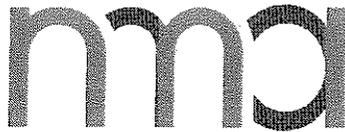
REQUESTED ACTION: Approve sending Naomi to rent calculation certification in Minneapolis and send Naomi and Stacy Housing Quality Standards certification in Wisconsin Dells.

Comments: Nan McKay is holding a Housing Choice Voucher and Public Housing Rent Calculation Certification Seminar from May 22nd to the 24th in Minneapolis. This training is a requirement of her employment. The total cost is \$1,393.51, which includes registration, meals, and lodging.

Nan McKay is also holding a Housing Quality Standards Certification Seminar from June 11th to the 13th in Wisconsin Dells. This is also a requirement of Naomi's employment. Stacy also needs to be trained so she can conduct the inspections in the event Naomi is not able to. The total cost for both of them is \$2,530.50, which also includes registration, meals, and lodging.

If we register and pay for the training by April 29, 2013 we will get a 21% discount on the cost of the seminars. This will save us \$519.75. The costs listed above are already reduced by the discount.

These locations were chosen due to their close proximity to Charles City. In addition, the dates they were offered work well with our schedules. Information on the seminars is attached for your review.



Nan McKay
AND ASSOCIATES, INC.

Rent Calculation

A HOUSING CHOICE VOUCHER AND PUBLIC HOUSING SEMINAR

SEMINAR NUMBER: 101-104

SCHEDULE:

- Day One: 8:00 A.M. Registration
- Day Three: 11:30 A.M. End of seminar
3:30 P.M. End of exam

MATERIALS:

- *Rent Calculation for HCV and Public Housing Workbook*
- *Rent Calculation References Course Book*
- NMA pen, pencil, calculator, and bag

CERTIFICATION EXAM:

Certification exams available for HCV, public housing, or combined for \$150 unless otherwise stated in the order form

DELIVERY METHOD:

A group-live seminar featuring PowerPoint, case studies, group discussion, class materials (workbook, Course Book or Master Book), and Q & A

LENGTH:

Three days

AUDIENCE:

Occupancy and reexam staff and supervisors

CREDITS:

CPE units w/ exam = 21 in the field of Specialized Knowledge and Applications. CEU units w/ exam = 1.8
Basic Program Level. No advanced preparation required. No prerequisites required.

PURPOSE: The purpose of this seminar is to teach rent calculation for both the public housing and housing choice voucher programs. The seminar has been carefully structured for combination areas to be trained together. Final rule changes regarding EIV mandatory implementation are incorporated in this seminar.

LEARNING OUTCOMES: Upon completion of the **Housing Choice Voucher (HCV) & Public Housing Rent Calculation Seminar**, using HUD regulations and guidance, you should be able to:

- Identify the types of income that must be included in or excluded from **annual income** using 24 CFR 5.609, Section 7 of the 50058, learning activities, and narrative instruction
 - Identify types of income that are included and types that are excluded from annual income, including federally mandated exclusions
 - Calculate annual income including annualizing income figures, rounding, and net vs. gross income
 - Determine when to impute sanctioned welfare, calculate the amount, and how to offset imputed welfare with new income
 - Determine how to treat different types of income including self-employment, seasonal, sporadic, periodic payments, and lump sums
- Calculate and track the **earned income disallowance (EID)** using 24 CFR, NMA's EID worksheet, learning activities, discussion, and narrative instruction
 - Identify the qualifying criteria to receive the EID as well as the differences in initial qualification for persons in the HCV and public housing programs
 - Identify challenges and strategies for tracking EID in both the initial exclusion period and the phase-in period
- Identify **assets** and calculate income from assets using 24 CFR, Section 6 of the 50058, learning activities, and narrative instruction
 - Calculate the cash value, market value, and anticipated income of assets
 - Calculate imputed asset income when the total cash value of assets exceeds \$5000
 - Calculate the market and cash values and the net rental income for rental property
 - Identify assets disposed of for less than fair market value and calculate the amount to be imputed for two years from the date of sale
- Calculate **adjusted income** by correctly deducting HUD-defined allowances and expenses from annual income using 24 CFR, Section 8 of the 50058, learning activities and narrative instruction
 - Calculate the childcare allowance, the income cap (when it applies), and identify who qualifies and what expenses qualify for the deduction



Nan McKay & Associates, Inc. has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 8405 Greensboro Drive, Suite 800, McLean, VA 22102.



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

Contact Nan McKay & Associates for CEU and CPE policies.

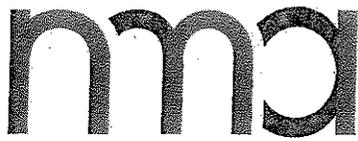


Rent Calculation

A HOUSING CHOICE VOUCHER AND PUBLIC HOUSING SEMINAR

- Calculate the disability assistance expense, income cap, 3% threshold, and identify who qualifies and what expenses qualify for the deduction
- Calculate the medical expense deduction, 3% threshold, and identify who qualifies and how to set policies for what expenses qualify
- Determine how family composition effects qualifications for deductions and calculate adjusted income using the 5 major HUD deductions
- Recognize the requirements for **verification** of income, allowances, and expenses using the HUD verification guidebook and narrative instruction
 - Understand the importance of documentation in the verification process
 - Identify the role of HUD's EIV system and when to use it in the verification process
- **Calculate rent** using annual and adjusted income in learning activities using Sections 9, 10, and 12 of the 50058 as well as narrative instruction
 - Calculate TTP using total monthly income, minimum rent, welfare rent, and adjusted monthly income
 - Determine the role of the utility allowance and when a family would receive a utility reimbursement payment
 - Calculate and identify rent methods and tenant choice of rent method for the public housing program including tenant rent, flat rent, and ceiling rent
 - Calculate rent for the HCV program including payment standards, HAP, affordability, and family share
 - Calculate prorated rent for mixed families

For more information about this class, please call us at 800.783.3100, email sales@nanmckay.com, or visit our online store at nanmckay.com for current seminar locations and dates.



Nan McKay
AND ASSOCIATES, INC.

Housing Quality Standards

A HOUSING CHOICE VOUCHER SEMINAR

SEMINAR NUMBER: 101-027

SCHEDULE:

Day One: 8:00 A.M. Registration
Day Three: 1:30 P.M. End of seminar
3:30 P.M. End of exam

MATERIALS:

- HCV Housing Quality Standards Master Book
- A Good Place to Live book
- Housing quality standards study guide and answer sheet
- HUD inspection form (HUD-52580-a) (OCE)
- "Improving Test Taking Skills"
- NMA pen, pencil, and bag

CERTIFICATION EXAM:

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

DELIVERY METHOD:

A group-live seminar featuring PowerPoint, case studies, videos, group discussion, seminar materials (master book and HUD regulations book), and Q & A. Also includes an on-site inspection.

LENGTH:

Three days

AUDIENCE:

HQS Staff

CREDITS:

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

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

LEARNING OUTCOMES: Upon completion of the **Housing Choice Voucher (HCV) Housing Quality Standards Seminar**, using HUD regulations and guidance, you should understand:

- What constitutes a decent, safe, and sanitary unit
- Developing local standards and the responsibilities of the inspector
- HUD's requirements for inspectors
- Common Office of Inspector General (OIG) findings in recent audits
- Electricity and security
- Windows, walls, ceilings, floors, interior, and kitchen
- Bathrooms
- Building exterior
- Heating and plumbing
- General health and safety
- Lead-based paint regulations
- SEMAP performance indicators for HQS
- How to conduct an on-site inspection

For more information about this class, please call us at 800.783.3100, email sales@nanmckay.com, or visit our online store at nanmckay.com for current seminar locations and dates.



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Contact Nan McKay & Associates for CEU and CPE policies.



HCV Housing Quality Standards (HQS)

SEMINAR REGISTRATION FORM

For more information about this class including current seminar locations and dates, please call us at 800.783.3100, email sales@nanmckay.com, or visit our online store at nanmckay.com

SEMINAR SCHEDULE

DAY ONE: Begins 8:00 A.M.
 DAY THREE: End of Seminar 1:30 P.M.
 End of Certification Exam 3:30 P.M.

REGISTRATION OPTIONS

- HCV Housing Quality Standards (HQS)
 21% off when you register during the month of April.....\$651.75
Valid on regional training registrations. Exams, in-house, or online classes do not qualify. Cannot be combined with any other offer, discount, or special.
 Seminar Fee #101-027.....\$825
 In-class Certification Exam #100-027.....\$150
 Online Certification Exam #12005-EXAM.....\$150

SEMINAR DATES AND LOCATIONS

Please mark the session you would like to attend.

June 11 - 13 ~ Wisconsin Dells, WI
 *21% off when you register during the month of April
 Kalahari Resort and Convention Center
 1305 Kalahari Drive, Wisconsin Dells, WI 53965
 Phone: (877) 525-2427
 Rate: \$119 single/double - Book hotel by: 05/18/2013

August 20 - 22 ~ Minneapolis, MN
 *21% off when you register during the month of April
 Crowne Plaza Minneapolis Northstar Downtown
 618 Second Avenue South, Minneapolis, MN 55402
 Phone: (612) 338-2288
 Rate: \$129 single/double - Book hotel by: 07/29/2013

August 21 - 23 ~ New Orleans, LA
 *21% off when you register during the month of April
 Hyatt Regency New Orleans
 601 Loyola Avenue, New Orleans, LA 70113
 Phone: (504) 561-1234
 Rate: \$135 single/double - Book hotel by: 07/29/2013

POLICIES

Morning coffee and afternoon snacks will be provided. **Hotel Block of Rooms:** For your convenience, Nan McKay & Associates reserves a block of discounted rooms at the seminar hotel. These rooms are available upon request and may be available up to 30 days prior to the seminar. Hotels may also offer an airport shuttle for your convenience. **Cancellation & Substitution: Regional Seminars.** If you are unable to attend this seminar, you may send a substitute or receive a credit toward a future seminar, to be attended within a one-year period. If you are unable to attend, you must notify NMA in writing at least 60 calendar days prior to the start date of the seminar. If you do not notify NMA in writing, you are responsible for the entire registration fee. If you cancel less than 60 days prior to the start date of this seminar, a cancellation fee of \$150 will be assessed. Substitutions must be in writing on company letterhead with the seminar name, location and attendee name, and received by NMA prior to the seminar start date. NMA reserves the right to cancel a seminar at any time. If a seminar is cancelled by NMA, registration fees will be refunded or credited in full. NMA is not responsible for airfare, lodging or other related expenses. **Retaking Exams:** Please contact our team of account manager at 800.783.3100, to find out what exam retake options are available as they vary depending upon the seminar. You are permitted to fail an exam three times before you are required to retake the seminar. NMA reserves the right to change any policies or pricing at any time and in its sole discretion. For more information regarding refund, complaint and program cancellation policies, please contact our offices at 800.783.3100.

ATTENDEE INFORMATION

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

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

ATTENDEE 1 FULL NAME: Naomi Bienfang

E-MAIL ADDRESS (REQUIRED): cchra-Naomi@mediacomss.net

ATTENDEE 2 FULL NAME: Stacy Cleveland

E-MAIL ADDRESS (REQUIRED): cchra-cleveland@uchsi.com

ATTENDEE 3 FULL NAME: _____

E-MAIL ADDRESS (REQUIRED): _____

ATTENDEE 4 FULL NAME: _____

E-MAIL ADDRESS (REQUIRED): _____

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

AGENCY: Charles City Housing

PHONE: 641-228-6661 FAX: 641-228-6758

BILLING ADDRESS: 501 Cedar Terrace South

CITY: Charles City STATE: IA ZIP: 50616

SHIPPING ADDRESS (NO P.O. BOXES): _____

CITY: _____ STATE: _____ ZIP: _____

PAYMENT OPTIONS

To register using a credit card or purchase order, fax a completed registration form to 619.258.5791. Make checks payable to Nan McKay & Associates, Inc. and mail the registration form(s) with your check to 1855 Gillespie Way, El Cajon, CA 92020. Payment must be received before registration can be confirmed. Please select one of the following payment options.

ORDER TOTAL: \$ 1,603.50

PURCHASE ORDER NUMBER: _____

CHECK PAYABLE TO NMA ENCLOSED: CHECK #: _____

CHARGE MY CREDIT CARD: VISA Master Card American Express

NAME ON CREDIT CARD: _____

CREDIT CARD #: _____

SECURITY CODE: _____ EXPIRATION DATE: ____ / ____

AUTHORIZED SIGNATURE (Please sign on the line below)
