

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

August 15, 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 July 18, 2013 1-2
- IV. Approval of Bills for August 2013 3
- V. Communications 4-17
 - 1. Capital Fund Program Update
 - 2. Rehab Update
 - 3. Security Cameras
 - 4. No Smoking Policy
 - 5. Skid Loader
 - 6. Monthly Rental Status Update
 - 7. End of Participation Tracker
 - 8. Newsletters
 - 9. Financial Statements
- VI. Old Business
- VII. New Business
 - 1. Approve Resolution No. 06-13 Accepting the SEMAP Certification for FYE
June 30, 2013 18-24
 - 2. Approve Resolution No. 07-13 Accepting the 2013 Capital Fund Award..... 25-26
- VIII. Move to Adjourn

Next regular meeting scheduled for September 19, 2013, 7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
July 18, 2013 7:00 a.m.

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

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

Public Comments. None.

Amend-Approve Minutes of June 20, 2013. Heyer moved, Streich seconded the motion to approve the minutes of June 20, 2013 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Becker moved, Streich seconded the motion to approve payment of the revised bill listing totaling \$62,122.09. Ayes: 4, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed but no action was taken.

Old Business. None

New Business.

Review "No Smoking" Policy and Lease Addendum. Staff expressed some reservations with the policy in regards to allowing smoking on the patios outside of the apartments. All were in agreement that there wasn't much that could be done and we should allow it. Nielsen was asked whether or not any of the residents had called to complain. As of the meeting date only one family member called because they were concerned that their family would want to move. Streich asked whether or not any of the residents had requested information or assistance with quitting smoking, so far none have. Since all board members were satisfied with the proposed policy and addendum the decision was made to go ahead and mail the policy to the residents for a 30-day comment. Streich made a motion to proceed with the implementation of the "No Smoking" Policy. Becker seconded the motion. Ayes: 4. Nays: 0. Motion carried.

Consider Approval of Proposal for Annual Audit. The request was made to approve a contract with Kronlage and Olson to perform our annual audit for FYE 2013 through 2015. The discussion centered around the reason the audit was required in addition to the City's Audit. The two quotes were reviewed with Kronlage and Olson being the lowest quote at \$7,600 for the first year, \$6,500 the second, and \$6,700 the third. Staff requested approval of their quote. Nielsen was going to check with City Hall to see if this action requires City Council approval. She also informed the board that some of the expense of the audit would be reimbursed by HUD through the Operating Subsidy allocation. Heyer made a motion to approve the contract. Becker seconded the motion. Ayes: 4, Nays: 0.

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

Charles City Housing and Redevelopment Authority

Margaret Calvert, Chairperson

ATTEST:

Heidi Nielsen, Director

CHARLES CITY HOUSING
MONTHLY BILL LISTING
AUGUST 2012

Customer	Description	Amount
Business Card	staff training,calendar software, backup fee	1,047.28
C.Naber & Associates	accounting fees	375.00
CDW-G	watchdog for fiber optics	652.02
Charles City Press	Redi Reference guide ads	456.00
Charles City Transit	transportation for party	20.00
Cintas	rug service	107.70
City of Charles City	water/sewer/URP/S8 inspections	520.00
Don's Repair	maintenance repairs	112.31
Foxen Floors & More	tile	776.25
GE Capital	final charges on old copier	305.51
GE Capital	1st installment on copier lease	230.51
HAPS	Aug. 1 HAP payments	47,664.92
Hobert Electric	removal of emergency bell system SCT/NCT	3,411.50
Hy-Vee	candy for tenant party	17.28
Iowa Department of Transportation	fuel	168.86
Jendro Sanitation	trash service	592.15
Joslin, Rodney	pet deposit refund	50.00
Julie McClintock Estate	security deposit refund	200.00
Landmark Laundry	table linen rental for party	36.75
Linderman Heating & Air, LLC	maintenance repairs	116.00
Marco, Inc.	copy costs	257.94
Maxine Sturm	security deposit refund	200.00
Mehmen's Painting	painting service	400.00
Mid American Energy	gas/electric/urps	4,504.85
Nan McKay	PIH newsletter access/S8 masterbook revision	573.00
Otto's Oasis	flowers for tenant party	56.25
Pam's Catering	catered meal for tenant party	925.75
Pitney Bowes	meter lease	47.74
Purchase Power	postage	300.00
Reliable Office Supplies	paper/supplies	253.33
Ron's Plumbing	maintenance repairs	561.46
Ruth Krueger	security deposit refund	200.33
Schueth Ace Hardware	maintenance items	686.04
Sherwin Williams	paint	146.15
Stewart, Don	security deposit refund	266.01
Stock Glass	screen repairs	150.00
T-J Service	maintenance repairs	434.98
		66,823.87

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. The Parking Lot project still needs to be closed out. We are waiting for the final inspection and some Davis Bacon paperwork from the contractor. Steve and Joe also still need to build the garbage enclosure.
2. Rehab Update. We have awarded the first project at 207 S. Iowa to Satern Builders and the work will begin after the first of September. Of the four remaining projects, one of the homeowners has dropped out of the program, and another is not able to get the additional financing they need at this time. We are still working with the last two and will be re-writing the specifications and re-bidding the projects.
3. Security Cameras. The City has met with the company in charge of running the fiber optics and they are waiting for a cost estimate. Hopefully, we will have the estimate by the September Board meeting.
4. No Smoking Policy. The 30-day comment period will be up on September 3rd and we really haven't heard much from the residents. We haven't received any written comments to date. However, I discussed the policy with Ralph Smith and he advised us to remove the graduated penalty system. It is his feeling that by allowing so many "chances" before lease termination for violating the policy that the policy will be ineffective.
5. Skid Loader. We have been notified by Dirk Uetz that the City Council has approved their purchase of a new skid loader. So once they have gone through the procurement process and have their new equipment, we will take possession of their current skid loader. They will be billing us for the previously agreed upon price of \$11,500.

6. Monthly Rental Status Update.

Month of July 2013	Total Leased 7/1/13	New Leases	Removed Or Moved	Total Leased 7/31/13	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	130	4	3	131	10	9	1
Morningside 15 Units	15	0	0	15	19	0	0
Section 8 197 Units	169	2	7	164	49	12	2

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

7. End of Participation Tracker. See attachment
8. Newsletters. See attachments
9. Financial Statements. July 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	2	2											4
ZERO HAP	2	2											4
MUTUAL RECISSION													0
ANNUAL RE-EXAM SEARCHING			1										1
PORT-OUT ABSORBED													0
PORT-OUT SEARCHING													0
DECEASED													0
MOVED IN VIOLATION													0
EVICTED	1	1											2
UNAUTHORIZED LIVE-IN	1	1											2
VIOLATION OF FAMILY OBLIGATION	1												1
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME													0
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION													0
VOUCHER EXPIRED													0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD													0
TOTALS	7	7	0	13									
PUBLIC HOUSING													
LEFT IN GOOD STANDING	1	1											2
DECEASED	2	2											4
MOVED IN VIOLATION													0
TERMINATED FOR LEASE VIOLATIONS													0
EVICTED													0
UNAUTHORIZED LIVE-IN													0
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
CRIMINAL CONVICTION													0
OTHER													0
UTILITIES DISCONNECTED													0
TOTALS	3	3	0	6									



TERRACE NEWS

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

August 15th 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!

Mabel Schroder Apt. 113	9
Dean Sears Apt. 63	15
Brad Lynch Apt. 64	15
Jeanne Tomsic Apt. 109	19

SAY HELLO TO YOUR NEW NEIGHBORS!

**Bob Majewski-Apt.#12 SCT
ENJOY YOUR NEW HOME!**

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 parties.

August:

- 1:** Carson & Barnes Circus @ Floyd Co. Fairgrounds
- 2:** Classic Car Night @ Dave's Restaurant, 5-8pm
- 3:** Megan Conlon, dietitian, doing food demos with FREE samples & recipes @ Farmer's Market in Central Park
- Farmer's Market Days-Wednesdays 3:30-6pm, Saturdays 9-noon—through Oct.19**
- 3:** 2nd Annual Back to School Bash @ Central Park, 12-3pm
- 5-9:** Art Camp for ages K-6 @ Charles City Art Center, 1:30-3pm. Call 228-6284
- 6:** National Night Out @ Central Park, 5:30-8:30pm
- 9:** FINAL Party in the Park, 5-9pm @ Central Park. Music by Endless Summer
- 13:** Our Kids Count FREE Family Swim @ Lion's Field pool, 5:30-7pm. Info @ 228-7833
- 16:** Classic Car Night @ Dave's Restaurant, 5-8pm
- 17:** Art A Fest in Central Park
- 17:** Freewill donation movie, "The Croods", 2pm @ Charles Theatre Proceeds to the Exchange Club
- 18:** Trinity UMC service in Central Park
- 24:** Encouragement Corp FREE Christian Music Concert
- 31:** Thresher's Reunion
- Sept. 2:** Labor Day-Office Closed

THE OFFICE WILL BE CLOSED ON MONDAY SEPTEMBER 2 TO OBSERVE LABOR DAY

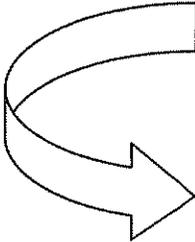
INFORMATION TO KNOW!

REMINDER:

Air conditioner payments are due in full by September 5, 2013!

SAFETY PRECAUTION:

As a precaution you should never leave your apartment with a washer or dryer still running. Appliances such as these should always be attended. This goes for cooking appliances also!

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!

I TRIED THIS AND IT TURNED OUT GREAT!

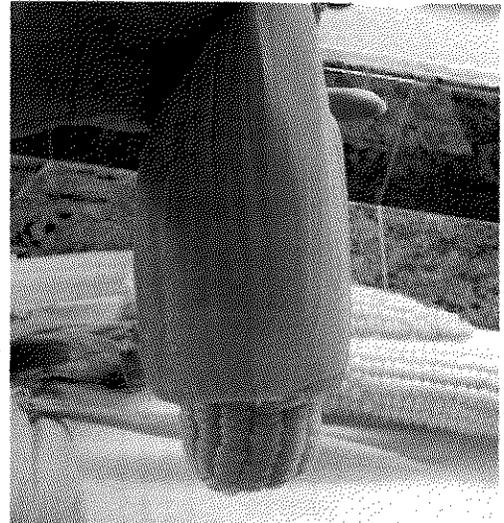
SO SIMPLE!!!!

How to Cook Corn Perfectly

Don't ya'll hate peeling the husks off and all those silky strings? Well, no more!

Instructions:

1. Remove a few of the outer husks that might be dirty. (don't skip this step)
2. Cut the bottoms off of the corn. Be sure to cut above the part of the cob where the husk is attached. It would be above the part of the cob where it starts to round down.
3. Place a moist paper towel on the bottom of the microwave or on top of the carousel and place the corn on the paper towel.
4. Use this guide for your cook time. Remember the cooking time can vary for each microwave. (large ears may take longer time, small ears less)
 - 1 ear - 2 minutes
 - 2 ears - 3 to 4 minutes
 - 3 ears - 5 to 6 minutes
 - 4 ears - 7 to 8 minutes
 - 6 ears - 8 to 9 minutes
5. After cooking, let the corn sit about 3 minutes. It will continue to cook and will be cooler and easier to handle.
6. Pick the cooked corn up by the top (you might want to use an oven mitt if it is too hot to handle) and squeeze and lightly shake out the ear of corn. It should just slide out leaving the silk and all of the husks intact.



AUGUST 2013 MENU*

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Each Meal Includes: * 1/3 of the Required Daily Amounts (RDA) for persons age 70+ * Milk * Condiments as appropriate * Sodium >800		1	2
			Assorted Entrees Assorted Veg. Fresh Fruit Assorted Desserts	Heartly Veg. Beef Soup Corn Bread Banana Half Cinnamon Apples w/Crunchy Topping
5	6	7	8	9
Swiss Style Gr. Beef Baked Potato Triple Salad Blushing Pears Tomato Juice	Cod Loin Sweet Potato Wedges Succotash Pineapple/Cherry Crisp Lemonade	Golden Baked Chicken Scalloped Potatoes Harvard Beets Sunshine Salad OJ	BBQ Pork on WW Bun California Blend or Chop Chop Salad Potato Salad Peaches	Turkey Roast Potatoes w/Gravy Mixed Vegetables Strawberries
12	13	14	15	16
Chicken & Noodle Casserole Brussel Sprouts Apricots Coconut Cream Pie 1/2 Slice WW Bread	Taco Salad Corn Plums Royal Brownie Tomato Juice	Crunchy Baked Fish Parsleyed Potatoes Creamed Peas Fruited Pudding Lemonade	Chicken Salad Sandwich Veg. Salad Peaches Ice Cream Sandwich	Goulash Spinach WW Garlic Bread Oatmeal Fruit Bar OJ
19	20	21	22	23
Lemon Herb Chicken Mexican Rice Santa Fe Corn Peas WW Roll OJ	Roast Beef Potatoes w/Gravy Squash Apple Crisp OJ	Shepherd's Pie Asparagus Apple Raisin Salad Royal Brownie WW Bread	Baked Chicken Potato Salad Garden Beans Cranberry/Peach Crisp w/Ice Cream Tomato Juice	Spaghetti Broccoli WW Garlic Bread Oatmeal Fruit Bar Apricots Lemonade
26	27	28	29	30
Salisbury Ground Beef Baked Potato Peas Tomato Spoon Salad Lemonade	Pork Loin Chop Potatoes w/Gravy Broccoli-Raisin Salad Apple Crisp	Lasagna Lettuce Salad French Bread Cookie	Chicken & Rice Green Beans Ants on a Log Strawberries & Bananas WW Roll OJ	Sloppy Joe on WW Bun Brussel Sprouts WW Bread Banana Tapioca Pudding

Monday	Tuesday	Wednesday	Thursday	Friday
<p>BIRTHSTONES - Sardonix (Married Happiness), Alternate - Peridot or Olivine FLOWERS - Gladiolus (Alt. - Poppy) COLORS - Orange and Red</p>	<p><i>"Most of us can keep a secret, it is the people we tell it to who can't."</i> Anonymous</p> 		<p>1 9:00 Open Pool</p>	<p>2 11:15 Program by Laura Elfers</p>
<p>5 11:00-11:30 Living Better In CC</p>	<p>6 <i>Halfway Point of Summer</i> 9:00 Men's Pool 11:30 Program by Michael "IA Legal Aid"</p>	<p>7 9:00 Women's Pool 11:00-11:30 Living Better In CC</p>	<p>8 9:00 Open Pool 11:15 Music by Roger Wedeking 1:00 gen. Membership Mtg. Jam Session</p>	<p>9 11:00-11:30 Living Better In CC</p>
<p>12 11:00-11:30 Living Better In CC 6:30 Bingo</p>	<p>13 9:00 Men's; Pool 11:15 Music by Dick Knight 1 P.M. Cards</p>	<p>14 9:00 Women's Pool 10:30-Neon Blood Pressure Clinic Paper Fun</p>	<p>15  National Relaxation Day 9:00 Open Pool 11:00 Music by Tim Howland</p>	<p>16 11:00-11:30 Living Better In CC</p>
<p>19 10:15 Site Council Mtg. 11:00-11:30 Living Better In CC</p>	<p>20 9:00 Men's Pool 11:15 Healthline "Advance Directives" by Darla Henely</p>	<p>21 9:00 Women's Pool 11:00 Those were the Good Old Days Sharing & Remembering</p>	<p>22  Full Moon 9:00 Open Pool 11:15 Music by Jack Tynan Jam Session</p>	<p>23 11:00-11:30 Living Better In CC</p>
<p>26 11:00-11:30 Living Better In CC 6:30 Bingo</p>	<p>27 1 P.M. cards 9:00 Men's Pool 11:30 McDonald Bingo</p>	<p>28 9:00 Women's Pool 11:00-11:30 Living Better In CC</p>	<p>29 9:00 Open Pool 11:30 Chef Charles Celebrate Birthdays</p>	<p>30 11:00-11:30 Living Better In CC</p>

August 2013



You and your family are invited to an evening of FUN!



**Tuesday, Aug. 6th
Central Park
Charles City
5:30-8:30pm**

Join Charles City Police Department, Community Partners,
and your Neighbors for a safety celebration!

**Interactive
Safety
Information
for All Ages**

Jody Flint
and her friendly
Llamas

**Free
Games
& Prizes**

**Free
Popcorn**

Emergency
Displays by
**Police, Fire
& AMR**

**Free
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Brought to you in part by





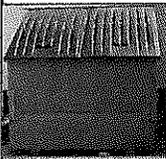
MORNINGSIDE NEWS

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

August 15th 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.

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!

**THE OFFICE WILL
BE CLOSED ON
MONDAY
SEPTEMBER 2 TO
OBSERVE LABOR
DAY**

August:

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- 2:** Classic Car Night @ Dave's Restaurant, 5-8pm
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BANNED FROM ANY PUBLIC HOUSING PROPERTY-CALL POLICE IF SEEN:
**DAVID "BOONE"
MAHNESMITH & ROY BODE**

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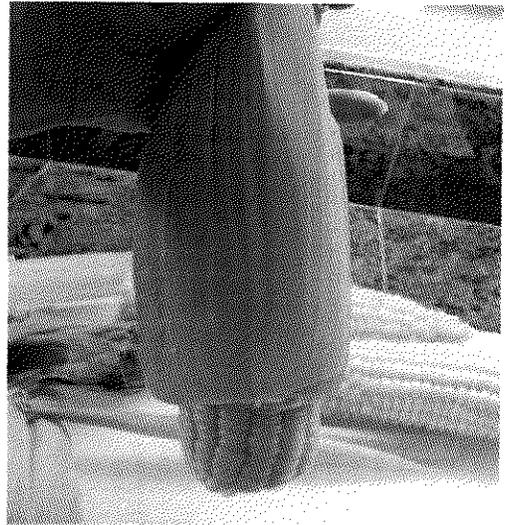
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GREAT
PARENT/
CHILD
EVENTS



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 August 2013. To make an appointment call: 641-257-6111.

Childhood Immunization Clinics

Thursday, Aug. 1st: 9:00 am-12:00 pm

Wednesday, Aug. 7th: 1:00 pm—4:00 pm

Tuesday, Aug. 13th: 9:00 am-12:00 pm

Thursday, Aug. 22nd: 1:00 pm-4:00 pm

Monday, Aug. 26th: 1:00 pm-4:00 pm



WIC CLINICS

Aug. 27, 28, & 29
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

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**Free
Kid's Train**

Brought to you in part by



CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 7/2013, FISCAL 1/2014

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	23,500.00	1,858.78	1,858.78	7.91	21,641.22
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	245.00	245.00	6.13	3,755.00
173-532-4506	DWELLING RENT-PUBLIC HOUSING	425,000.00	37,178.00	37,178.00	8.75	387,822.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	10,500.00	1,146.00	1,146.00	10.91	9,354.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	13,000.00	20.00	20.00	.15	12,980.00
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	7,000.00	.00	.00	.00	7,000.00
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	.00	14,475.00	14,475.00	.00	14,475.00
	PUBLIC HOUSING TOTAL	483,000.00	54,922.78	54,922.78	11.37	428,077.22
173-910-4830	TRANSFER IN - PUBLIC HOUSING	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
173-532-6010	SALARY - PUBLIC HOUSING	101,000.00	7,155.92	7,155.92	7.09	93,844.08
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING	2,000.00	.00	.00	.00	2,000.00
173-532-6070	LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6110	FICA - PUBLIC HOUSING	7,880.00	487.18	487.18	6.18	7,392.82
173-532-6130	IPERS - PUBLIC HOUSING	9,198.00	639.06	639.06	6.95	8,558.94
173-532-6150	HEALTH INS - PUBLIC HOUSING	37,000.00	2,330.66	2,330.66	6.30	34,669.34
173-532-6151	LIFE INS - PUBLIC HOUSING	375.00	24.96	24.96	6.66	350.04
173-532-6160	WORK COMP - PUBLIC HOUSING	2,520.00	.00	.00	.00	2,520.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	750.00	.00	.00	.00	750.00
173-532-6198	EMP BEN MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6199	EMPLOYEE BEN-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6230	STAFF TRAINING-PUBLIC HOUSING	8,000.00	208.29	208.29	2.60	7,791.71
173-532-6370	GAS - PUBLIC HOUSING	35,000.00	1,390.26	1,390.26	3.97	33,609.74
173-532-6371	UTILITIES - PUBLIC HOUSING	45,000.00	2,743.76	2,743.76	6.10	42,256.24
173-532-6374	WATER - PUBLIC HOUSING	16,500.00	1,131.34	1,131.34	6.86	15,368.66
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	23,000.00	1,592.65	1,592.65	6.92	21,407.35
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	4,000.00	165.00	165.00	4.13	3,835.00
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	390.00	390.00	19.50	1,610.00
173-532-6415	COPIER LEASE - PUBLIC HOUSING	1,500.00	.00	.00	.00	1,500.00
173-532-6420	CONTRACT SERVICES - PUBLIC HOU	16,000.00	1,603.64	1,603.64	10.02	14,396.36
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	6,000.00	2,285.08	2,285.08	38.08	3,714.92
173-532-6442	PILOT-PUBLIC HOUSING	34,000.00	.00	.00	.00	34,000.00
173-532-6516	REFUNDS-PUBLIC HOUSING	1,000.00	.00	.00	.00	1,000.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	25,000.00	867.73	867.73	3.47	24,132.27
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	50,000.00	2,083.02	2,083.02	4.17	47,916.98
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	451,723.00	25,098.55	25,098.55	5.56	426,624.45
173-536-6010	SALARY - PH MAINT	72,000.00	5,252.31	5,252.31	7.29	66,747.69
173-536-6040	OVERTIME SALARY - PH MAINT	2,000.00	145.47	145.47	7.27	1,854.53
173-536-6110	FICA - PH MAINT	5,661.00	401.97	401.97	7.10	5,259.03

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 7/2013, FISCAL 1/2014

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6130	IPERS - PH MAINT	6,609.00	482.02	482.02	7.29	6,126.98
173-536-6150	HEALTH INS - PH MAINT	6,900.00	573.08	573.08	8.31	6,326.92
173-536-6151	LIFE INS - PH MAINT	100.00	8.37	8.37	8.37	91.63
173-536-6160	WORK COMP - PH MAINT	1,800.00	.00	.00	.00	1,800.00
173-536-6170	UNEMPLOYMENT - PH MAINT	550.00	.00	.00	.00	550.00
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	450.00	450.00	450.00	100.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	96,070.00	7,313.22	7,313.22	7.61	88,756.78
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	98,793.00-	22,511.01	22,511.01	22.79-	121,304.01-

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 7/2013, FISCAL 1/2014

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD VARIANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	1,200.00	99.04	99.04	8.25	1,100.96
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	159.00	159.00	3.53	4,341.00
174-533-4505	HOD CONTRIB-SEC 8	625,000.00	43,897.00	43,897.00	7.02	581,103.00
174-533-4509	ADMIN FEE/HTR-SEC 8	90,000.00	5,503.00	5,503.00	6.11	84,497.00
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	722,700.00	49,658.04	49,658.04	6.87	673,041.96
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	57,000.00	2,903.31	2,903.31	5.09	54,096.69
174-533-6040	OVERTIME SALARY - SECTION 8	.00	39.01	39.01	.00	39.01
174-533-6110	FICA - SECTION 8	4,361.00	205.36	205.36	4.71	4,155.64
174-533-6130	IFERS -SECTION 8	5,091.00	262.72	262.72	5.16	4,828.28
174-533-6150	HEALTH INS - SECTION 8	24,800.00	1,553.78	1,553.78	6.27	23,246.22
174-533-6151	LIFE INS - SECTION 8	250.00	16.64	16.64	6.66	233.36
174-533-6160	WORK COMP - SECTION 8	1,680.00	.00	.00	.00	1,680.00
174-533-6170	UNEMPLOYMENT - SECTION 8	500.00	.00	.00	.00	500.00
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	4,000.00	.00	.00	.00	4,000.00
174-533-6380	UTILITY ALLOT - SECTION 8	17,000.00	922.00	922.00	5.42	16,078.00
174-533-6401	ACCOUNTING FEES - SECTION 8	3,000.00	210.00	210.00	7.00	2,790.00
174-533-6420	CONTRACT SERVICES - SECTION 8	3,000.00	703.00	703.00	23.43	2,297.00
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6445	HC VOUCHER PAY-SEC 8	600,000.00	46,703.15	46,703.15	7.78	553,296.85
174-533-6518	SUNDRY-OFF EXP-SEC 8	3,000.00	.00	.00	.00	3,000.00
	SECTION 8 VOUCHER TOTAL	723,962.00	53,518.97	53,518.97	7.39	670,463.03
174-910-6910	TRANSFER OUT - SECTION 8 VOUCH	5,000.00	.00	.00	.00	5,000.00
	TRANSFERS IN/OUT TOTAL	5,000.00	.00	.00	.00	5,000.00
	SECTION 8 VOUCHER TOTAL	6,252.00-	3,860.93-	3,860.93-	61.46	2,421.07-

MEETING DATE: 08/15/2013

RE: Approve Resolution No.6-13 SEMAP Submission for
FYE 06/30/2013

REQUESTED ACTION: Consider approval of Resolution No. 6-13 Section 8 Management Assessment Program (SEMAP) for FYE 6/30/13.

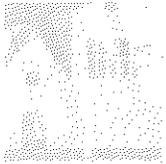
Comments: SEMAP evaluates the following areas of operation of the Section 8 program: Selection from the waiting list, reasonable rent, determination of adjusted income, utility allowance schedule, HQS enforcement, FMR limit and payment standards, annual reexaminations, correct tenant rent calculation,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

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

The SEMAP Submission is attached for your review.

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Heidi Nielsen
(MQ9545)

PIC Main

SEMAP

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 - Reports
 - Submission
- List
 - Summary
 - Certification
 - Profile
 - Comments

Field Office: **7APH KANSAS CITY HUB OFFICE**

Housing Agency: **IA002 CHARLES CITY**

PHA Fiscal Year End: **6/30/2013**

OMB Approval No. 2577-0215

SEMAP CERTIFICATION (Page 1)

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

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

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

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

Performance Indicators

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

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

PHA Response Yes No

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

PHA Response Yes No

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

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

unassisted units and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes No

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

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

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

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

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

4 Utility Allowance Schedule (24 CFR 982.517)

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

PHA Response Yes No

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

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

PHA Response Yes No

6 HQS Enforcement (24 CFR 982.404)

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

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

7 Expanding Housing Opportunities.

(24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12))
 Applies only to PHAs with jurisdiction in metropolitan FMR areas

Check here if not applicable

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

PHA Response Yes No

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

PHA Response Yes No

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

PHA Response Yes No

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

PHA Response Yes No

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

PHA Response Yes No

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

PHA Response Yes No

Page 1 of 2

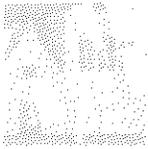
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Heidi Nielsen (MQ9545)
PIC Main

Summary Reports Submission

List Summary Certification Profile Comments

Field Office: 7APH KANSAS CITY HUB OFFICE
Housing Agency: IA002 CHARLES CITY
PHA Fiscal Year End: 6/30/2013

SEMAP

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SEMAP CERTIFICATION (Page 2)

Performance Indicators

8 Payment Standards(24 CFR 982.503)

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

PHA Response Yes No

FMR Area Name Floyd County

FMR 1 of 1

Enter current FMRs and payment standards (PS)

0-BR FMR	383	1-BR FMR	437	2-BR FMR	565	3-BR FMR	796	4-BR FMR	799
PS	380	PS	410	PS	575	PS	725	PS	750

Save Add Delete

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

9 Timely Annual Reexaminations(24 CFR 5.617)

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

PHA Response Yes No

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

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

PHA Response Yes No

11 Pre-Contract HQS Inspections(24 CFR 982.305)

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

PHA Response Yes No

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

The PHA inspects each unit under contract at least annually (24 CFR 982.405(a))

PHA Response Yes No

13 Lease-Up

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

PHA Response Yes No

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

14a.Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required.

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

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

b. Number of FSS families currently enrolled

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

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

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

Applies only to PHAs required to administer an FSS program

Check here if not applicable

PHA Response Yes No

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

15 Deconcentration Bonus

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

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

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

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

PHA Response Yes No

[Go to Comments](#)

[Deconcentration Addendum](#)

[Back to Page 1](#)

RESOLUTION NO. 6-13

SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP)

Charles City Housing and Redevelopment Authority

WHEREAS, the Charles City Housing and Redevelopment Authority provides housing for low income families through various programs which are funded primarily through agreements with the United States Department of Housing and Urban Development; and

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that the Authority has been presented and reviewed the SEMAP for Fiscal Year Ending June 30, 2013 and believe it to be accurate; authorize their approval for its submission to the Department of Housing and Urban Development.

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 15th DAY OF AUGUST 2013.

Margaret Calvert, Chairperson

ATTEST:

Heidi Nielsen, Director

MEETING DATE: 08/15/2013

RE: Consider Approval of Resolution 7-13 Acceptance of CFP Grant IA05P00250113 for \$135,389

REQUESTED ACTION: Approve Resolution 7-13 as required by HUD.

Comments: HUD is requiring the acceptance of the 2013 Capital Funding grant to be by board resolution. The resolution outlines the regulations pertaining to the capital fund program and authorizes the acceptance of the funding.

RESOLUTION NO. 7-13

ACCEPTANCE OF CFP GRANT IA05P00250113 FOR \$135,389

Charles City Housing and Redevelopment Authority

WHEREAS, the Charles City Housing and Redevelopment Authority (CCHRA) provides housing for low income families through various programs which are funded primarily through agreements with the United States Department of Housing and Urban Development; and

WHEREAS, the Charles City Housing and Redevelopment Authority has entered into a Consolidated Annual Contributions Contract (ACC) with the Secretary of Housing and Urban Development or HUD on 02/11/2005; and

WHEREAS, HUD has agreed to amend the contract to provide capital funding for the fiscal year 2013 in the amount of \$135,389 to assist the CCHRA in carrying out capital and management activities at existing public housing developments in order to ensure that such developments continue to be available to serve low-income families; and

WHEREAS, the CCHRA agrees to carry out these activities in accordance with all HUD regulations and other requirements applicable to the Capital Fund Program. Specifically, the CCHRA must obligate 100% of the grant within two years of the effective date and must expend 100% of the grant within 4 years of the effective date and in accordance with its' current 5-Year Plan. The PHA will continue to operate its' development as low-income housing in compliance with the ACC, as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of this funding.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that the Authority has reviewed the preceding grant requirements as listed in the CFP Amendment and will take the responsibility to adhere to these requirements to the fullest extent possible, and authorize Heidi Nielsen, Executive Director, to accept the funding.

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 15th DAY OF AUGUST, 2013.

Margaret Calvert, Chairperson

ATTEST:

Heidi Nielsen, Director