

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

August 20, 2015, 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 16, 2015..... 1-2
- IV. Approval of Bills for August 2015 3
- V. Communications 4-7
 - 1. Capital Fund Program Update
 - 2. Rehab Update
 - 3. Section 8 Funding Update
 - 4. Monthly Rental Status Update
 - 5. End of Participation Tracker
- VI. Old Business
- VII. New Business
 - 1. Review Operating Reports 8-11
 - 2. Approve Resolution 09-15 Approving SEMAP Submission for FYE 06/31/15 12-18
 - 3. Approve Resolution 10-15 Approving Changes Made to Criminal Background Policy..... 19-20
- VIII. Closed Session
 - 1. Discuss potential litigation in closed session.
- IX. Director’s Report
- X. Move to Adjourn

Next regular meeting scheduled for September 17, 2015, 7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
July 16, 2015 7:00 a.m.

Members Present: Jeremy Heyer, Jenna Haglund, Eric Miller, Stewart Coulson, and Carol Tyler.
Absent: None. Others present: Officer Bill Vetter, CCPD; and Heidi Nielsen, staff.

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

Public Comments. Officer Vetter addressed the board to update them on the progress which has been made as a result of our partnership and he expressed his gratitude to the Housing Department for the financial contributions made to make his position with the City possible.

Amend-Approve Minutes of June 18, 2015. Miller moved, Taylor seconded the motion to approve the minutes of June 18, 2015 as presented. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. Miller moved, Coulson seconded the motion to approve payment of the revised bill listing totaling \$68,169.46. Heyer requested more information on the payment made to CDW-G. Nielsen stated that it was for the firewall on the computer system and CDW-G provides government rates for information technology. Ayes: 5, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed including a few new financial worksheets to provide the board with a better picture of leasing and funding levels under the Section 8 program. No action was taken was necessary.

Old Business. None

New Business.

Review Financial Reports. Monthly operating reports were reviewed. Nielsen stated that we ended the year as expected and the fee accountants will have the financial submission ready before the end of August. There were no other comments and no action was necessary.

Discuss Revisions to the Criminal Background Policy. Nielsen explained to the board that while HUD requires a criminal background review be done on applicants and participants, how stringent the policy is, is up to the discretion of the housing authority. The history of how the policy on assaults has evolved was reviewed to give the board an understanding of why the request to remove simple assaults from the policy was being made. Nielsen stated that there are limitations beyond the control of the individuals which make access to any kind of anger management program almost impossible. Haglund added that there are not only financial barriers, but also transportation barriers. She also stated that most people who commit simple assault do not go on to reoffend. Those few who have issues with anger will have a history of assault convictions. It was suggested that we set a limited number of simple assault convictions during a limited timeframe such as only allowing one per year. Nielsen will discuss the suggestions with the rest of the staff to determine if the changes to the policy are feasible. It was stressed that all felony convictions or assault convictions which result in injury or involve the use of weapons will still remain a factor in determining program eligibility. The revised policy will be presented to the board at the August meeting for adoption. No formal action was taken.

Certification of Net Restricted Assets for FYE 06/30/2015. Since housing authorities are required to track the amount of interest earned on net restricted assets (excess funding for housing assistance payments) and pay everything in excess of \$500 to HUD after the end of the fiscal year, the purpose of the certification is to provide the auditors with the necessary information for program compliance. For the past fiscal year the amount of interest earned was only \$124.44. Nielsen explained to the board that HUD is not requiring the certification. Haglund motioned to approve the certification. Coulson seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Review PIH Notice 1996-33 Regarding Investment Policies. The necessity of the review is due to an audit finding related to the General Depository Agreement. The board reviewed the notice and the City's Investment Policy. Nielsen explained that currently the City is only allowing us to keep the funds in an interest bearing checking account. The suggestion was made that we speak with the City again about the possibility of investing some of our reserves. Haglund asked if the City periodically requests proposals from other area banks to make sure that we are getting the most favorable terms. Nielsen stated that the City reviews the banking information and requests proposals every three years and that in the past 14 years we have used three different banks. No formal action was taken.

Director's Report. Nielsen informed the board that pending litigation regarding a complaint made against the Director and the Housing Authority is still under review. She explained that once there is more information available, the matter will be added to the agenda and will be reviewed in a closed session.

The board was also informed of a new ruling regarding Affirmatively Furthering Fair Housing, which will require action on the part of the Housing Authority. More information will be available at a later date.

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

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
 Monthly Bill Listing
 August 2015

Customer	Description	Amount
Bluhms Cedar Valley Electric 2008	electrical services	1,755.00
Brenda Houdek	security deposit refund	238.00
Business Card	computer backup, bathroom cabinet, hotel	360.29
C.Naber & Associates	accounting fees	395.00
CenturyLink	phone service	178.12
Charles City Housing	held security deposits for damages/cleaning	326.69
Charles City Press	advertising fees	1,243.08
Cintas	rug service	124.84
City of Charles City	water/sewer/trash/URPS	3,246.61
Don's Repair	maintenance	106.20
GE Capital	copier lease	252.02
HAPS	Sept. HAPS	52,747.45
Hockenson Plumbing	plumbing maintenance fees	419.39
Iowa Department of Inspections & Appeals	investigation fees	341.25
Iowa Department of Public Health	lead sampler certification renewal	60.00
Iowa Department of Transportation	fuel	56.00
Iowa Department of Transportation	fuel	83.49
Jendro Sanitation	trash service	591.00
Mary Stiles	refund on overcharge-no longer has freezer	8.00
Mehmen's Painting	painted	500.00
Michaels Band Box	carpet cleaning, apt. cleaning	551.82
Mid American Energy	electric/gas/URPS	5,181.20
Nan McKay	master book revisions	573.00
Noah, Smith & Schuknecht, P.L.C.	legal fees	384.00
Office Depot	office supplies	103.14
Otto's Oasis	annual fee for landscaping maintenance	455.00
Plunkett's Pest Control	apartment inspection	90.00
Schueth Ace Hardware	maintenance items	1,201.55
Sherwin Williams	paint	507.67
Superior Lumber	maintenance items	155.42
T-J Service	maintenance items	1,259.90
Ubonrat Usher	deposit refund	12.00
US Cellular	cell service	72.24
YARDI	criminal background checks	63.00
		73,642.37

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. The painting is complete at North Cedar Terrace. Work should begin on the siding at Morningside by the end of the month. They are supposed to be finished with the siding by October 1st. Then we will look at trying to go out for bids for the work on the accessible units.

We have received additional guidance from HUD on how to evaluate the projects to be completed in the next 5 year plan in regards to an environmental review. We will have to work with City Hall in getting the necessary letter with the required recommendations to submit to HUD. Once that is completed we should have access to our 2015 Capital Funds.

2. Rehab Update. The final project is complete and we are working on the paperwork to close out the project. Once that is finished we will prepare a final draw request and NIACOG will prepare the paperwork to close out the grant.

We are tentatively planning on submitting an application for the 2017 Rehab Program. However work on the application will need to begin soon. Once a new target area has been selected, an income survey will need to be completed. This will take several months to complete.

3. Section 8 Funding Update. See attachments

4. Monthly Rental Status Update.

Month of July 2015	Total Leased 7/1/15	New Leases	Removed Or Moved	Total Leased 8/1/15	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	128	4	2	130	20	2	1
Morningside 16 Units	14	1	1	14	7	4	4
Section 8 197 Units	156	7	5	158	27	14	3

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

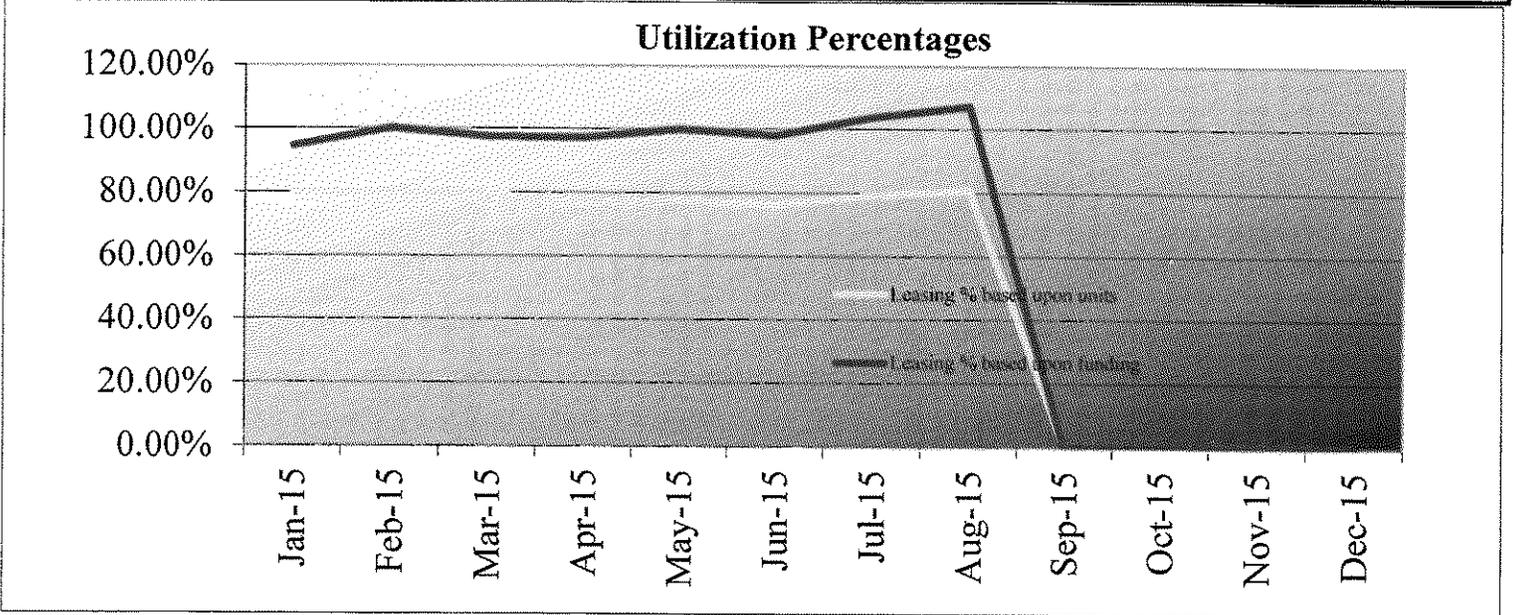
5. End of Participation Tracker. See attachment

Charles City Housing Authority
 HUD-Heid HAP/Program Reserve
 Calendar Year 2015

Illustrates Accumulation of Program Reserve

	a	b	c	d	e	f=a+b+c-d-e	g=d+e	h	i	j=g-h+i
	Annual Budget Authority: HAP Renewal Funding Obligations per Annual Renewal Funding Calc	Plus: Set Aside Funds Provided, if any	Plus: Other HAP Annual Budget Authority Obligations (nonrenewal)	Minus: Renewal Funding Disbursed to PHA by HUD Under Cash Management Procedures	Minus: NonRenewal Funding Disbursed to PHA by HUD Under Cash Management Procedures	Remainder = HUD-Heid HAP/Program Reserve	HAP Funding Disbursed to PHA by HUD Under Cash Management Procedures	HAP Expenditures	Other HAP Related Revenue	NRA Funds On- Hand (Held by PHA)
Beginning Balance 1/1/2015						92,581.00				3,858.00
January	49,010.00			(50,801.00)		90,790.00	50,801.00	(46,396.00)	46.00	8,309.00
February	49,010.00			(50,515.00)		89,285.00	50,515.00	(49,152.00)	147.00	9,819.00
March	49,010.00			(50,515.00)		87,780.00	50,515.00	(47,877.00)	148.00	12,605.00
April	49,010.00			(46,065.00)		90,725.00	46,065.00	(47,739.00)	1,031.00	11,962.00
May	49,010.00			(43,833.00)		95,902.00	43,833.00	(48,728.00)	0.00	7,067.00
June	49,010.00			(49,587.00)		95,325.00	49,587.00	(48,019.00)	0.00	9,052.00
July	49,010.00			(39,901.00)		104,434.00	39,901.00	(50,849.00)	0.00	-1,896.00
August	49,010.00		14,706.00	(47,739.00)		105,705.00	47,739.00	(52,573.00)		-6,730.00
September	49,010.00			(47,739.00)		121,682.00	47,739.00			41,009.00
October	49,010.00					170,692.00	0.00			41,009.00
November	49,010.00					219,702.00	0.00			41,009.00
December	49,011.00					268,713.00	0.00			41,009.00

	Unit Months Available	Unit Months Leased	Leasing % based upon units	HAP Revenue	HAP Funding Obligation	HAP Expenses Paid	Leasing % based upon funding	Per Unit HAP
Jan-15	197	157	79.70%	\$ 45.50	\$ 49,010	\$ 46,341	94.55%	\$ 295.17
Feb-15	197	158	80.20%	\$ 146.50	\$ 49,010	\$ 49,097	100.18%	\$ 310.74
Mar-15	197	157	79.70%	\$ 147.50	\$ 49,010	\$ 47,822	97.58%	\$ 304.60
Apr-15	197	150	76.14%	\$ 1,030.50	\$ 49,010	\$ 47,684	97.29%	\$ 317.89
May-15	197	153	77.66%	\$ -	\$ 49,010	\$ 49,003	99.99%	\$ 320.28
Jun-15	197	150	76.14%	\$ 417.00	\$ 49,010	\$ 48,019	97.98%	\$ 320.13
Jul-15	197	156	79.19%		\$ 49,010	\$ 50,849	103.75%	\$ 325.96
Aug-15	197	159	80.71%		\$ 49,010	\$ 52,573	107.27%	\$ 330.65
Sep-15	197		0.00%		\$ 49,010		0.00%	
Oct-15	197		0.00%		\$ 49,010		0.00%	
Nov-15	197		0.00%		\$ 49,010		0.00%	
Dec-15	197		0.00%		\$ 49,011		0.00%	
YTD	2,364	1,240	52.45%	\$ 1,787.00	\$ 588,121	\$ 391,388	66.55%	\$ 315.64



NRA / Prog Reserve Balance (Excess HAP) as of 1/1/2015:	\$ 96,452
HAP Funding YTD:	\$ 588,121
HAP Expenditures YTD:	\$ 391,388
HAP Revenue (Fraud, FSS Forfeits) YTD:	\$ 1,787
Current Remaining NRA / Prog Reserve:	\$ 294,972
Current Monthly Funding (a)	\$ 49,010
Current Average HAP Payment (b)	\$ 316
# of Units the Current Monthly Funding Would Support (a)/(b)	155
# of Units Currently Leased	156
Excess Units Leased, Current Month	1
Current Year-to-Date Funding (a)	\$ 588,121
Current Year-to-Date Average HAP Payment (b)	\$ 316
# of Unit-Mos the Current Monthly Funding Supports (a)/(b)	1,863
# of Unit-Mos Leased Year-to-Date	1,240
Excess Unit-Mos Leased, Year-to-Date	(623)
Estimate of next years funding:	
YTD HAP expense	\$ 391,388
Months to date	7
Average Monthly HAP Expense	\$ 55,913
Estimated 2016 HAP Funding at 100%	\$ 55,913
Number of Units Supported at 100%	184

END OF PARTICIPATION
TRACKER
2015-2016

SECT8	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING		2											2
ZERO HAP		1											1
MUTUAL RECISSION													0
ANNUAL RE-EXAM SEARCHING													0
PORT-OUT ABSORBED													0
PORT-OUT SEARCHING		1											1
DECEASED		1											1
MOVED IN VIOLATION													0
EVICED			2										2
UNAUTHORIZED LIVE-IN													0
VIOLATION OF FAMILY OBLIGATION													0
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	2	5	0	0	0	0	0	0	0	0	0	0	7
PUBLIC HOUSING													
LEFT IN GOOD STANDING	4	1											5
DECEASED													0
MOVED IN VIOLATION	1												1
TERMINATED FOR LEASE VIOLATIONS													0
EVICED													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	5	1	0	0	0	0	0	0	0	0	0	0	6

MEETING DATE: 8/20/15

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

Comments: The July 2015 operating reports are attached for your review.

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 7/2015, FISCAL 1/2016

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	300.00	92.64	92.64	30.88	207.36
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	339.00	339.00	7.53	4,161.00
174-533-4505	HUD CONTRIB-SEC 8	600,000.00	55,990.00	55,990.00	9.33	544,010.00
174-533-4509	ADMIN FEE/HTH-SEC 8	90,000.00	9,023.00	9,023.00	10.03	80,977.00
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	696,800.00	65,444.64	65,444.64	9.39	631,355.36
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	36,046.00	4,079.81	4,079.81	11.32	31,966.19
174-533-6040	OVERTIME SALARY - SECTION 8	.00	.00	.00	.00	.00
174-533-6110	FICA - SECTION 8	2,757.00	285.84	285.84	10.37	2,471.16
174-533-6130	IPERS -SECTION 8	3,219.00	364.33	364.33	11.32	2,854.67
174-533-6150	HEALTH INS - SECTION 8	19,990.00	1,665.86	1,665.86	8.33	18,324.14
174-533-6151	LIFE INS - SECTION 8	200.00	17.02	17.02	8.51	182.98
174-533-6160	WORK COMP - SECTION 8	1,764.00	.00	.00	.00	1,764.00
174-533-6170	UNEMPLOYMENT - SECTION 8	400.00	.00	.00	.00	400.00
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	1,500.00	.00	.00	.00	1,500.00
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	1,615.00	1,615.00	10.77	13,385.00
174-533-6401	ACCOUNTING FEES - SECTION 8	3,500.00	220.00	220.00	6.29	3,280.00
174-533-6420	CONTRACT SERVICES - SECTION 8	10,000.00	582.00	582.00	5.82	9,418.00
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	49,303.78	49,303.78	8.22	550,696.22
174-533-6490	OTHER PROF SERVICES-SECTION 8	5,000.00	.00	.00	.00	5,000.00
174-533-6516	REFUND INTEREST-SEC 8	.00	.00	.00	.00	.00
174-533-6518	SUNDRY-OFF EXP-SEC 8	3,000.00	399.41	399.41	13.31	2,600.59
	SECTION 8 VOUCHER TOTAL	702,676.00	58,533.05	58,533.05	8.33	644,142.95
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	5,876.00-	6,911.59	6,911.59	117.62-	12,787.59-

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 7/2015, FISCAL 1/2016

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	24,500.00	2,177.32	2,177.32	8.89	22,322.68
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	58.08	58.08	1.45	3,941.92
173-532-4506	DWELLING RENT-PUBLIC HOUSING	490,000.00	42,587.00	42,587.00	8.69	447,413.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	9,500.00	741.00	741.00	7.80	8,759.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	13,500.00	988.25	988.25	7.32	12,511.75
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	531.30	531.30	26.57	1,468.70
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	180,000.00	.00	.00	.00	180,000.00
	PUBLIC HOUSING TOTAL	723,500.00	47,082.95	47,082.95	6.51	676,417.05
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	84,107.00	9,696.73	9,696.73	11.53	74,410.27
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	6,587.00	672.65	672.65	10.21	5,914.35
173-532-6130	IPERS - PUBLIC HOUSING	7,689.00	865.92	865.92	11.26	6,823.08
173-532-6150	HEALTH INS - PUBLIC HOUSING	29,985.00	2,498.79	2,498.79	8.33	27,486.21
173-532-6151	LIFE INS - PUBLIC HOUSING	300.00	25.53	25.53	8.51	274.47
173-532-6160	WORK COMP - PUBLIC HOUSING	2,625.00	.00	.00	.00	2,625.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	600.00	.00	.00	.00	600.00
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	5,000.00	325.65	325.65	6.51	4,674.35
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	1,033.77	1,033.77	2.58	38,966.23
173-532-6371	UTILITIES - PUBLIC HOUSING	45,000.00	3,722.72	3,722.72	8.27	41,277.28
173-532-6374	WATER - PUBLIC HOUSING	18,000.00	1,315.49	1,315.49	7.31	16,684.51
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	24,000.00	1,905.24	1,905.24	7.94	22,094.76
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	4,000.00	175.00	175.00	4.38	3,825.00
173-532-6408	TORT LIABILITY - PUBLIC HOUSIN	24,000.00	.00	.00	.00	24,000.00
173-532-6411	LEGAL FEES - PUBLIC HOUSING	2,500.00	656.93	656.93	26.28	1,843.07
173-532-6415	COPIER LEASE - PUBLIC HOUSING	2,900.00	252.02	252.02	8.69	2,647.98
173-532-6420	CONTRACT SERVICES - PUBLIC HOU	24,000.00	781.18	781.18	3.25	23,218.82
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	38.40	38.40	1.92	1,961.60
173-532-6442	PILOT-PUBLIC HOUSING	34,000.00	.00	.00	.00	34,000.00
173-532-6490	OTHER PROFESSIONAL SERV	34,000.00	.00	.00	.00	34,000.00
173-532-6516	REFUNDS-PUBLIC HOUSING	1,000.00	20.00	20.00	2.00	980.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	25,000.00	1,777.62	1,777.62	7.11	23,222.38
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	75,000.00	3,239.86	3,239.86	4.32	71,760.14
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	494,293.00	29,003.50	29,003.50	5.87	465,289.50
173-536-6010	SALARY - PH MAINT	75,190.00	9,090.86	9,090.86	12.09	66,099.14
173-536-6040	OVERTIME SALARY - PH MAINT	3,100.00	497.61	497.61	16.05	2,602.39

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 7/2015, FISCAL 1/2016

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	5,989.00	707.03	707.03	11.81	5,281.97
173-536-6130	IPERS - PH MAINT	6,991.00	856.25	856.25	12.25	6,134.75
173-536-6150	HEALTH INS - PH MAINT	16,621.00	1,385.05	1,385.05	8.33	15,235.95
173-536-6151	LIFE INS - PH MAINT	100.00	8.37	8.37	8.37	91.63
173-536-6160	WORK COMP - PH MAINT	1,890.00	.00	.00	.00	1,890.00
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	110,881.00	12,995.17	12,995.17	11.72	97,885.83
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	118,326.00	5,084.28	5,084.28	4.30	113,241.72

MEETING DATE: 08/20/2015

RE: Approve Resolution No.9-15 SEMAP Submission for
FYE 06/30/2015

REQUESTED ACTION: Consider approval of Resolution No. 9-15 Section 8 Management Assessment Program (SEMAP) for FYE 6/30/15.

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

The SEMAP Submission is attached for your review.

RESOLUTION NO. 9-15

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, 2015 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 20th DAY OF AUGUST 2015.

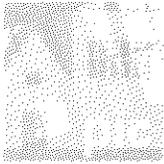
Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

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Heidi Nielsen
(MQ9545)
PIC Main

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

Housing Agency: **IA002 CHARLES CITY**

PHA Fiscal Year End: **6/30/2015**

SEMAP

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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

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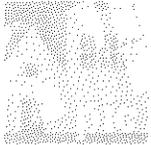
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Heidi Nielsen (MQ9545)
PIC Main

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Field Office: 7APH KANSAS CITY HUB OFFICE
 Housing Agency: IA002 CHARLES CITY
 PHA Fiscal Year End: 6/30/2015

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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 402	1-BR FMR 458	2-BR FMR 593	3-BR FMR 835	4-BR FMR 838
PS 380	PS 425	PS 600	PS 775	PS 800

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 Continuing HQS Inspections(24 CFR 982.405(a))

The PHA inspects each unit under contract as required (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.

17

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

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[Deconcentration Addendum](#)

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MEETING DATE: 08/20/2015

RE: Approve Resolution No.10-15 Approving Changes Made
Criminal Background Policy

REQUESTED ACTION: Consider approval of Resolution No. 10-15 Approving the Amendment of the Admissions and Continued Occupancy Policy (ACOP) and Administrative Plan.

Comments: The attached resolution outlines that changes that we feel would be in the best interest of the agency. As we had discussed last month, the existing policy requiring someone with an assault conviction to obtain anger management to either gain access to the program or retain program eligibility is not working. This is because there are no programs offered in the area to provide anger management and it makes it close to impossible for those wishing to comply with the policy.

This was discussed with the Resident Advisory Board in June and they have recommended that we remove the anger management requirement.

Charles City Housing and Redevelopment Authority

RESOLUTION NO. 10-15

**RESOLUTION APPROVING THE AMENDMENT
OF THE ADMISSIONS AND CONTINUED OCCUPANCY
POLICY (ACOP) AND ADMINISTRATIVE PLAN**

WHEREAS, the Charles City Housing and Redevelopment Authority (CCHRA) provides housing for low income families through various programs including the Section 8 Housing Choice Voucher Program and Public Housing Program, and

WHEREAS, the CCHRA is directed by HUD to maintain the Section 8 Housing Choice Voucher programs regulations in accordance with 24 CFR 982 as stated in their Administrative Plan and the Public Housing program in accordance with 24 CFR 960 as stated in their Admission and Continued Occupancy Policy (ACOP), and

WHEREAS, the Resident Advisory Board met on June 19, 2015 and recommend the following changes and the Board of Commissioners has reviewed and agree to amend the Administrative Plan and ACOP to include the following:

1. All references to receiving a second chance after an assault conviction were removed from both the ACOP and Admin Plan.
2. The following language was substituted into the Administrative Plan in reference to program denial and termination resulting from conviction of violent crimes:

Conviction of violent crimes including assault and/or domestic abuse if the conviction resulted in injury or was committed using a weapon or the conviction was anything more serious than a simple assault.

3. The following language was substituted into the Administrative Plan in reference to program denial and termination resulting from conviction of violent crimes:

Conviction of violent crimes including assault and/or domestic abuse, if the conviction resulted in injury or was committed using a weapon or the conviction was anything more serious than a simple assault or there is a documented pattern of assault or behavior which may threaten the safety of other residents and may deprive the other residents of their right to peaceful enjoyment of their premises.

NOW, THEREFORE, BE IT RESOLVED, by the Charles City Housing and Redevelopment Authority Board of Commissioners, meeting in regular session on August 20, 2015, to amend the Administrative Plan and ACOP include the changes as presented.

PASSED AND ADOPTED THIS 20th DAY OF AUGUST, 2015

Jeremy Heyer, Chairperson

Heidi Nielsen, Director