

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

September 17, 2015, 7:00 a.m.

at

501 Cedar Terrace South, Charles City, IA 50616

- I. Roll Call – Call Meeting to Order
- II. Public Comment
- III. Amend-Approve Minutes of August 20, 2015..... 1
- IV. Approval of Bills for September 2015..... 2
- V. Communications 3-6
 - 1. Capital Fund Program Update
 - 2. Rehab Update
 - 3. Lead the Way
 - 4. Monthly Rental Status Update
 - 5. End of Participation Tracker
- VI. Old Business
- VII. New Business
 - 1. Review Operating Reports 7-10
 - 2. Consider Approval for Staff to Attend Training..... 11-14
 - 3. Consider Approval for Staff to Attend Training..... 15-16
- VIII. Executive Directors Report
- IX. Move to Adjourn

Next regular meeting scheduled for Thursday, October 15, 2015 at 7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
August 20, 2015 at 7:00 a.m.

Members Present: Eric Miller, Stewart Coulson, Carol Tyler, and Jeremy Heyer. Absent: Jenna Haglund.
Others present: Heidi Nielsen, staff.

Call to Order. Chairperson Heyer called the meeting to order at 7:05 a.m.

Public Comments. None

Amend-Approve Minutes of July 16, 2015. Miller moved, Coulson seconded the motion to approve the minutes of July 16, 2015 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Miller moved, Tyler the motion to approve payment of the revised bill listing totaling \$75,569.48. Ayes: 4, Nays: 0. Motion carried.

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

Old Business. None

New Business.

Review Financial Reports. The reports were reviewed and Nielsen reported that we are on track with the budget so far. The only variances were due to annual expenses and higher than normal attorney fees. No motion was necessary.

Approve Resolution 09-15 Approving SEMAP Submission for FYE 06/31/15. The purpose of the submission was explained and the submission was reviewed. Nielsen stated that all points are expected to be received. There were no further questions. Miller made a motion to approve Resolution 09-15. Tyler seconded the motion. Roll call: Ayes: Heyer, Miller, Coulson, Tyler. Nays: None. Motion carried on roll call vote.

Approve Resolution 10-15 Approving Changes Made to Criminal Background Policy. Nielsen explained that the resolution contains the policy changes which were discussed at a previous meeting. To simplify the process the reference to a second chance for assault was removed. The policy will still allow a simple assault, but all other assault convictions will remain and be cause for program ineligibility. Nielsen stated that the policy for public housing also includes allowing the agency to terminate for a pattern of abuse which interferes with others right to peaceful enjoyment. Miller motioned to approve Resolution 10-15 which was seconded by Coulson. Roll call: Ayes: Tyler, Coulson, Miller, Heyer. Nays: None. Motion carried on roll call vote.

Meeting went into closed session to discuss potential litigation at 7:30 and re-opened at 7:40.

Director's Report. Nielsen discussed bedbug issues and changes to the Community Service Requirement.

Being no further business, Miller moved, Tyler seconded the motion to adjourn. Ayes: 4. Nays: None. Motion carried.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
Monthly Bill Listing
September 2015

Customer	Description	Amount
Bluhms Cedar Valley Electric 2008	electrical maintenance	64.50
Business Card	back up service/training dvd	283.98
C.Naber & Associates	accounting fees	950.00
Charles City Housing	held deposit..K.Pierson	51.91
Charles City Housing	held deposit..P.Hagarty	158.45
Cintas	rug service	124.84
City of Charles City	water/sewer/URP-In	3,442.68
First Wesleyan Church	deposit refund paid on behalf of tenant	50.00
Floyd County Treasurer	payment in lieu of taxes	35,483.15
Foxen Floors & More	flooring supplies	1,860.56
HAPS	Sept. HAPs'	49,335.56
Hockenson Plumbing	plumbing maintenance	833.73
Iowa Department of Transportation	fuel	175.16
Iowa NAHRO	PIC training for Julie to attend	50.00
Jendro Sanitation	trash service	626.00
Kelley Pierson	deposit refund	348.09
Linderman Heating & Air, LLC	AC maintenance @ office	137.67
Michaels Band Box	MS apt. carpet cleaning	200.26
Michaels Band Box	MS apt. carpet cleaning	238.10
Mid American Energy	electric/gas/URP	5,652.38
Nan McKay	staff training-Heidi	742.50
Paige Hagarty	deposit balance refund	41.55
Petty Cash	replenish funds	27.26
Plunkett's Pest Control	pest treatment fees	2,000.00
Schueth Ace Hardware	maintenance items	301.67
Sherwin Williams	paint	200.18
Sisson & Associates	insurance for improvement projects	284.00
Stock Glass	window repair	247.50
Superior Lumber	maintenance items	504.99
T-J Service	service calls/maintenance	129.99
Titus Lock Services	lock repair	63.00
US Cellular	cell phone service	72.24
YARDI	criminal background fees	52.50
		104,734.40

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. The painting is complete at North Cedar Terrace. The work is under way on the siding at Morningside. All of the old siding has been removed and some of the buildings have been wrapped with new moisture barrier. We will have a change order on the project because the sheathing on the bottoms of the buildings is rotted and needs to be replaced. We are also going to have them re-wrap the door frames on the storage buildings with aluminum because the existing aluminum is pulling away from the surface and has caused sharp edges. In addition, they will be wrapping the door frames and installing new soffit, fascia, and gutter on the large garage so it is the same as the rest of the complex. They are supposed to be finished with the siding by October 1st. However, with the extra work they will probably not meet that deadline. I have spoken with Ed Wineinger about the work on the accessible units at North Cedar Terrace and he thinks that we should wait until about November to go out for bid.

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 closed out. NIACOG has prepared the paperwork to close out the grant and we have submitted the final draw request. We are still waiting for some of the Mid American Energy rebates. Then we can balance and close out the fund.

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.

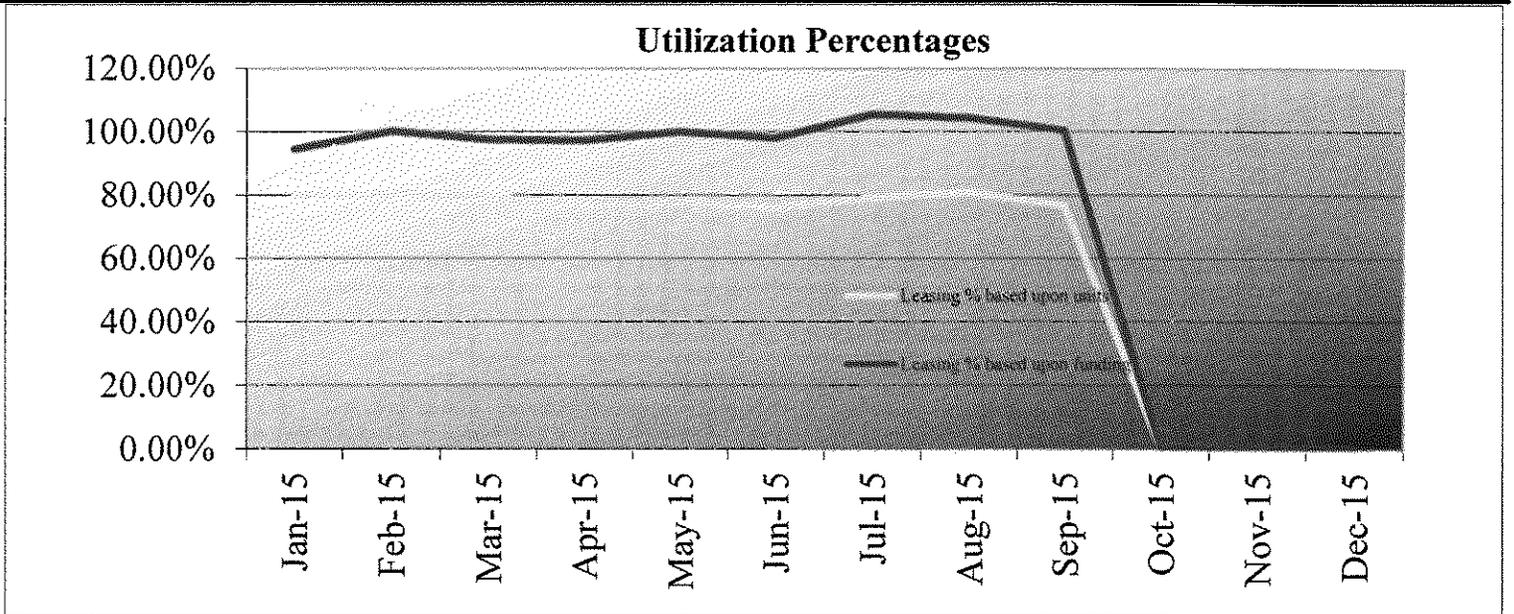
Month of August 2015	Total Leased 8/1/15	New Leases	Removed Or Moved	Total Leased 9/1/15	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	130	3	1	132	25	1	0
Morningside 16 Units	14	2	1	15	9	2	1
Section 8 197 Units	158	5	12	151	35	8	3

Declined Assistance () Over Income () Denied () Insufficient Address ()
Did not attend Briefing/Information Not Returned (3) Criminal Background Check (1)
Voucher Expired (4) Purged ()
Terminations: PH (1) S8 (4)
Port Out: (4)

5. End of Participation Tracker. See attachment

	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	\$ 51,695	105.48%	\$ 331.38
Aug-15	197	159	80.71%	\$ 10.00	\$ 49,010	\$ 51,161	104.39%	\$ 321.77
Sep-15	197	151	76.65%		\$ 49,010	\$ 49,196	100.38%	\$ 325.80
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	1,391	58.84%	\$ 1,797.00	\$ 588,121	\$ 440,018	74.82%	\$ 316.33
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NRA / Prog Reserve Balance (Excess HAP) as of 1/1/2015:	\$ 96,452
HAP Funding YTD:	\$ 588,121
HAP Expenditures YTD:	\$ 440,018
HAP Revenue (Fraud, FSS Forfeits) YTD:	\$ 1,797
Current Remaining NRA / Prog Reserve:	\$ 246,352
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	151
Excess Units Leased, Current Month	(4)
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)	1,859
# of Unit-Mos Leased Year-to-Date	1,391
Excess Unit-Mos Leased, Year-to-Date	(468)
Estimate of next years funding:	
YTD HAP expense	\$ 440,018
Months to date	7
Average Monthly HAP Expense	\$ 62,860
Estimated 2016 HAP Funding at 100%	\$ 62,860
Number of Units Supported at 100%	206

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	1										3
ZERO HAP		1											1
MUTUAL RESCISION													0
ANNUAL RE-EXAM SEARCHING			1										1
PORT-OUT ABSORBED			1										1
PORT-OUT SEARCHING	1		3										4
DECEASED	1		1										2
MOVED IN VIOLATION			2										2
EVICTED		2											2
UNAUTHORIZED LIVE-IN													0
VIOLATION OF FAMILY OBLIGATION			2										2
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			1										1
TOTALS	2	5	12	0	17								
PUBLIC HOUSING													
LEFT IN GOOD STANDING	4	1	1										6
DECEASED													0
MOVED IN VIOLATION	1		1										1
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	5	1	2	0	7								

MEETING DATE: 9/17/15

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

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

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 8/2015, FISCAL 2/2016

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	24,500.00	2,345.70	4,523.02	18.46	19,976.98
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	440.00	498.08	12.45	3,501.92
173-532-4506	DWELLING RENT-PUBLIC HOUSING	490,000.00	39,263.00	81,850.00	16.70	408,150.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	9,500.00	1,185.00	1,926.00	20.27	7,574.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	13,500.00	1,340.75	2,329.00	17.25	11,171.00
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	.00	531.30	26.57	1,468.70
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	180,000.00	32,177.00	32,177.00	17.88	147,823.00
	PUBLIC HOUSING TOTAL	723,500.00	76,751.45	123,834.40	17.12	599,665.60
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	6,239.15	15,935.88	18.95	68,171.12
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	417.43	1,090.08	16.55	5,496.92
173-532-6130	IPERS - PUBLIC HOUSING	7,689.00	557.16	1,423.08	18.51	6,265.92
173-532-6150	HEALTH INS - PUBLIC HOUSING	29,985.00	2,498.79	4,997.58	16.67	24,987.42
173-532-6151	LIFE INS - PUBLIC HOUSING	300.00	26.39	51.92	17.31	248.08
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	.00	325.65	6.51	4,674.35
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	784.35	1,818.12	4.55	38,181.88
173-532-6371	UTILITIES - PUBLIC HOUSING	45,000.00	4,396.85	8,119.57	18.04	36,880.43
173-532-6374	WATER - PUBLIC HOUSING	18,000.00	1,364.19	2,679.68	14.89	15,320.32
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	24,000.00	1,793.42	3,698.66	15.41	20,301.34
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	4,000.00	175.00	350.00	8.75	3,650.00
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	24,000.00	.00	.00	.00	24,000.00
173-532-6411	LEGAL FEES - PUBLIC HOUSING	2,500.00	384.00	1,040.93	41.64	1,459.07
173-532-6415	COPIER LEASE - PUBLIC HOUSING	2,900.00	252.02	504.04	17.38	2,395.96
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	24,000.00	3,240.28	4,021.46	16.76	19,978.54
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	175.32	213.72	10.69	1,786.28
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	62.00	82.00	8.20	918.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	25,000.00	3,297.61	5,075.23	20.30	19,924.77
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	75,000.00	4,690.43	7,930.29	10.57	67,069.71
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	30,354.39	59,357.89	12.01	434,935.11
173-536-6010	SALARY - PH MAINT	75,190.00	5,878.69	14,969.55	19.91	60,220.45
173-536-6040	OVERTIME SALARY - PH MAINT	3,100.00	366.24	863.85	27.87	2,236.15

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 8/2015, FISCAL 2/2016

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	5,989.00	451.26	1,158.29	19.34	4,830.71
173-536-6130	IPERS - PH MAINT	6,991.00	557.67	1,413.92	20.22	5,577.08
173-536-6150	HEALTH INS - PH MAINT	16,621.00	1,385.05	2,770.10	16.67	13,850.90
173-536-6151	LIFE INS - PH MAINT	100.00	8.37	16.74	16.74	83.26
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	.00	450.00	100.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	110,881.00	8,647.28	21,642.45	19.52	89,238.55
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	37,749.78	42,834.06	36.20	75,491.94

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 8/2015, FISCAL 2/2016

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	300.00	126.11	218.75	72.92	81.25
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	319.00-	20.00	.44	4,480.00
174-533-4505	HUD CONTRIB-SEC 8	600,000.00	38,380.00	94,370.00	15.73	505,630.00
174-533-4509	ADMIN FEE/HTH-SEC 8	90,000.00	6,527.00	15,550.00	17.28	74,450.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	339.00	339.00	33.90	661.00
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	.00	.00	1,000.00
	SECTION 8 VOUCHER TOTAL	696,800.00	45,053.11	110,497.75	15.86	586,302.25
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	3,003.45	7,083.26	19.65	28,962.74
174-533-6040	OVERTIME SALARY - SECTION 8	.00	.00	.00	.00	.00
174-533-6110	FICA - SECTION 8	2,757.00	201.55	487.39	17.68	2,269.61
174-533-6130	IPERS -SECTION 8	3,219.00	268.21	632.54	19.65	2,586.46
174-533-6150	HEALTH INS - SECTION 8	19,990.00	1,665.86	3,331.72	16.67	16,658.28
174-533-6151	LIFE INS - SECTION 8	200.00	17.59	34.61	17.31	165.39
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	1,622.00	3,237.00	21.58	11,763.00
174-533-6401	ACCOUNTING FEES - SECTION 8	3,500.00	220.00	440.00	12.57	3,060.00
174-533-6420	CONTRACT SERVICES - SECTION 8	10,000.00	711.50	1,293.50	12.94	8,706.50
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	51,125.45	100,429.23	16.74	499,570.77
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	60.00	459.41	15.31	2,540.59
	SECTION 8 VOUCHER TOTAL	702,676.00	58,895.61	117,428.66	16.71	585,247.34
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-	13,842.50-	6,930.91-	117.95	1,054.91

REQUESTED ACTION: Approve sending Heidi Nielsen to Kansas City from October 26-30 to attend training on the new Procurement Handbook and Section 3 requirements.

Comments: HUD has recently released a new Procurement Handbook with updated requirements concerning the procurement process. One requirement that they are increasing the enforcement on is the Section 3 requirements. Section 3 deals with projects which are funded by federal money and any new employment created as a result of the project. They (HUD) have spent the last three years updating and creating a new Section 3 reporting system. An entire day of the training is devoted to Section 3.

The training is offered by Nan McKay and the closest location the training is being offered to date is Kansas City. The entire cost of the training is approximately \$1,558.56 which includes seminar fee, lodging, and meals. A copy of the agenda is attached.

Steve Diers, City Administrator, has already given his approval on this request.

AGENDA
PROCUREMENT & SECTION 3

DAY ONE

- 8:00 Registration
- 8:30 Welcome & Introductions
- 8:45 Review of Applicable Regulations
 - 24 CFR Part 85
 - HUD Handbook 7460.8 Rev 2
- 10:15 Break
- 10:30 Procurement of Goods & Services
 - Procurement Policy
 - Contracting Officer
 - Procurement Planning
 - Independent Cost Estimate
- 12:00 Lunch (on your own)
- 1:00 Solicitation Process
 - Small Purchases
 - Micro Purchases
 - Blank Purchase Agreements
 - Purchase Orders
- 2:30 Break
- 2:45 Solicitation Process (continued)
 - Purchasing Cards
 - Sealed Bidding
 - Contractor Responsibility
 - Competitive Proposals
 - Qualification Based Selection
- 4:30 End of Day One

AGENDA
PROCUREMENT & SECTION 3

DAY TWO

- 8:30 Solicitation Process (continued)
- Non Competitive Procurements
 - Section 3, Small Business Efforts & Contracting with Residents
 - Cooperative Purchasing
- 10:15 Break
- 10:30 Specifications & Statement of Work
- Types of Specifications
 - Standardizing Inventory
 - Elements of Statement of Work
- Award of Contract
- Fixed Price Contracts
 - Cost Reimbursement Contracts
 - Award & Execution of Contracts
- 12:00 Lunch (on your own)
- 1:00 Contract Administration
- Receipt of Procured Materials/Services
 - Contract Management
 - Monitoring & Inspection
 - Davis Bacon Requirements
 - Contract Modification
 - Warranties
 - Work Completion
 - Contract Termination
- Protests, Appeals & Remedies
- State and Local Laws on Procurement
- Project File Creation
- Audits & Monitoring
- 2:30 Break
- 2:45 Certificates of Participation Awarded
- End of Seminar
- 3:00 Certification Examination
(Online Exam at option of PHA)
- 5:00 End of Exam

AGENDA
PROCUREMENT & SECTION 3

DAY THREE

- 8:30 Welcome & Introductions
- Course Overview
 - Learning Outcomes
 - Section 3 Regulations
 - HUD Handbook
 - HUD Policy
- 10:15 Break
- 10:30 Who is Eligible for Section 3
- Developing a HA Section 3 Plan
 - Eligibility
- 12:00 Lunch (on your own)
- 1:00 Out Reach to Section 3 Businesses
- Creating Business Opportunities
 - Training & Initiatives
 - Administrative
 - Services
 - Construction
 - Building Maintenance
- 2:30 Break
- 2:45 Section 3 and the HA's Procurement Policy
- Contracting with Section 3 Business
 - Case Study Review
 - Insuring HUD Compliance
- 4:30 End of Session

MEETING DATE: 9/17/15

RE: Consider Approval for Staff to Attend Training

REQUESTED ACTION: Approve sending Heidi Nielsen to St. Louis from November 3-4 to attend training on the new Public Housing Capital Fund Guidebook.

Comments: HUD has published a new Capital Fund Guidebook with updated requirements contained in the Capital Fund Program Final Rule. They are offering the training at various HUD Field offices around the country. St. Louis seems to be the closest location. The entire cost of the training will be approximately \$600-\$800. This would cover the transportation costs, meals, and lodging. There is no fee being charged for the training. There is enough funding budgeted to cover this training in addition to the procurement training in Kansas City, and the annual Iowa NAHRO Conference to be held in the spring of 2016.

A copy of the training information is attached.

Heidi Nielsen

From: Learning System Administrator (Do not reply) <noreply@sumtotalsystems.com>
Sent: Thursday, September 10, 2015 2:13 PM
To: cchra@mchsi.com
Subject: HUD Exchange Learn: Thank You For Submitting Your Enrollment in 2015 Public Housing Capital Fund Guidebook Training - Region 7 - St. Louis, MO
Attachments: Class_ 2015 Public Housing Capital Fund Guidebook Training - Region 7 - St. Louis, MO, Course_ 2015 Public Housing Capital Fund Guidebook Training - A Comprehensive Review.ics

Class Name: 2015 Public Housing Capital Fund Guidebook Training - Region 7 - St. Louis, MO

Location: St. Louis, MO HUD Field Office, 2nd Floor Auditorium

Class Dates: 11/3/2015 - 11/4/2015

Time: 8:30 AM - 5:00 PM, America/Chicago (UTC -05:00)

Heidi Nielsen (Username: cchousing),

Public Housing Capital Fund Guidebook Training is designed to help public housing authorities (PHA's) understand the requirements contained within the Public Housing Capital Fund Guidebook. The Guidebook provides practical information and instruction regarding the implementation of the Public Housing Capital Fund Program Final Rule, (Effective November 25, 2013).

Some of the specific topics will include:

- Eligible and Ineligible Activities and Cost Limits
- Decoupling of the Capital Fund from the PHA Plan Submission
- Replacement Housing Factor Grants (RHF) and Demolition and Disposition Transitional Funding (DDTF)
- Changes in Obligation and Expenditure End Dates and Close-out Requirements
- Emergency, [Non-Presidentially Declared] Natural Disaster, and Safety and Security Grant Program Requirements
- Streamlined Mixed-Finance, and other Public Housing Modernization and Development Requirements
- Changes to Demonstration Programs such as RAD and MTW
- Capital Fund Rule Impact on Security Interests and Financing Activities

The training will include instructional modules as well as scenarios and opportunities for discussion. Note, this training spans 2 days. More specific information will be provided in the confirmation letter.

Who Should Attend

PHA staff should register for the training class in their specific region. Registration will be limited to 1 staff member per PHA and to PHAs within the region. Based on space availability, the class may be opened to additional staff and/or PHAs as able.

Please note, your enrollment in the training does not guarantee approval. You will receive a confirmation email titled "Confirmation_Capital Fund Guidebook Training "once your enrollment has been confirmed. ***Please do not make any non-refundable travel arrangements until you receive an email confirmation notice.*** HUD cannot be responsible for penalties incurred due to cancelled arrangements.