

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY  
AGENDA

April 19, 2016, 7:00 a.m.

at

501 Cedar Terrace South, Charles City, IA 50616

- I. Roll Call – Call Meeting to Order
- II. Public Comments
- III. Amend-Approve Minutes of March 17, 2016..... 1-3
- IV. Consider Approval of Bills for April 2016 ..... 4
- V. Hearing – Review Five-Year Plan & Program Policies..... 5-10
  - 1. Open Hearing
  - 2. Filing of Affidavit of Publication – 03/7/2016
  - 3. Written Comments or Objections \_\_\_\_\_
  - 4. Oral Comments or Objections \_\_\_\_\_
  - 5. Motion to Close Hearing \_\_\_\_\_ Second \_\_\_\_\_  
Vote: Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_
  - 6. Consider Resolution No. 04-16 Approval of Revised Five-Year Action Plan  
Discussion: \_\_\_\_\_  
Vote: Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_
- VI. Communications ..... 11-14
  - 1. CFP Update
  - 2. Voucher Funding/Utilization
  - 3. Set-Aside Funding Request
  - 4. Monthly Rental Status Update
  - 5. End of Participation Tracker
- VII. Old Business
- VIII. New Business
  - 1. Review Financial Statements..... 15-18
  - 2. Approve Purchase of Additional Software Modules..... 19-25
  - 3. Approve Resolution 05-16 Approve Change Made to Admission Requirements ..... 26-27
  - 4. Approve Staff to Attend Seminar..... 28-31
  - 5. Discuss Receipt of Enhanced Vouchers..... 32-33
- IX. Executive Directors Report
- X. Move to Adjourn

Next regular meeting scheduled for Thursday, May 19, 2016, 7:00 a.m., CCHRA Office

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
April 5, 2016 7:00 a.m.  
**SPECIAL MEETING**

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

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

New Business. Review audit proposals and make recommendation to City Council. Board members received a tabulation of the proposals submitted by JMSC Futurity (5,750), Collins & Associates (7,100), and TD&T (16,600). Nielsen reviewed proposal from JMSC Futurity and pointed out that their proposal was extremely brief and they did not provide the requested information such as the peer review. Even though their proposal was the lowest cost, based on the responses from the references, Nielsen requested that they not be considered. The proposal from TD&T wasn't considered due to the proposed cost. Nielsen stated that they were easy to work with and provided a fair audit; however, due to the cost they should also be eliminated from consideration. The proposal from Collins & Associates was reviewed and they appeared to meet all requirements and responses from the references were extremely favorable. While they did have some deficiencies in their most recent peer review from 2013, Nielsen requested that the board recommend approval of their proposal. She stated that the housing staff had enough experience to ensure that the audit report would meet HUD requirements. Tyler moved to recommend approval of the proposal from Collins & Associates to the City Council. Haglund seconded the motion. Ayes: 3, Nays: 0. Motion carried.

Being no further business, Haglund moved, Tyler seconded the motion to adjourn. Ayes: 3. Nays: 0. Motion carried.

Charles City Housing and Redevelopment Authority

\_\_\_\_\_  
Jeremy Heyer, Chairperson

ATTEST:

\_\_\_\_\_  
Heidi Nielsen, Director

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
March 17, 2016 7:00 a.m.

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

Call to Order. Chairperson Heyer called the meeting to order at 7:03 a.m.

Public Comment. None

Amend-Approve Minutes of February 19, 2016. On motion by Haglund and second Tyler, the minutes of February 19, 2016 were approved as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Haglund moved, Tyler seconded the motion to approve payment of the revised bill listing totaling \$76,405.02. Ayes: 3, Nays: 0. Motion carried.

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

Old Business. None

New Business.

Review Operating Reports. Board reviewed the reports and there were no questions. No action was required.

Approve Resolution 02-16 Adopting Revised Accounting Policies and Procedures. Nielsen explained that HUD had requested a copy of our accounting policies and procedures to clear an audit finding and went on to say that even though HUD wasn't requiring a Board Resolution it would show that the board had been made aware of the change. Nielsen also commented that the procedures allow for as much segregation of duties as possible and the change to the procedures for management oversight will ensure that the bank reconciliation is being done on a monthly basis. Haglund made a motion to approve Resolution 02-16 to adopt the revised accounting policies and procedures. Tyler seconded the motion. Ayes: Tyler, Haglund, and Heyer. Nays: 0. Motion carried on roll call vote.

Approve Quotes for Carpet and Installation and Tile. Nielsen stated that in order to be in compliance with procurement requirements quotes were obtained for the purchase of tile and carpet, plus carpet installation. The board was informed that some vendors were found on-line who could provide the tile cheaper, but the reviews were less than favorable. All agreed not to consider the on-line vendors. Nielsen requested that the quote for tile from Hillegas be approved and the quote from Houdek be approved for the carpet pending agreement from them to honor the quoted prices for the next year and enter into an indefinite quantity contract. Tyler made a motion to approve the quote from Hillegas for the tile and Houdek for the carpet pending agreement to enter into a contract. Haglund seconded the motion. Ayes: 3, Nays: 0. Motion carried.

Review Revised 5-year Action Plan. Nielsen explained that the action plan that was approved the previous year for expenditure of the capital funding needed to be revised and that any significant deviation from the approved plan requires a public hearing which was set for the April board meeting. The board was provided a list of the proposed items which included the adjustments. Nielsen stated that most of the changes were due to the difficulty in procuring bids for the current projects and that some of the budgeted items needed to be moved to different budget line items. A brief explanation of the fungibility between the capital funding and the operating subsidy was given by Nielsen to the board. The information was provided to the board for review and comment only, with action to be taken after the public hearing on April 19<sup>th</sup>.

Consider Approval of Resolution No. 03-16 to Approve Public Housing Budget for FYE 06/30/2017. The budget was presented to the board to review. Staff explained that it was the same budget that was approved the previous month for the City's budget, and that it was just in a different format and was broken down by Per Unit Month and subcategories. Nielsen pointed out that after the addition of the operating subsidy from HUD the program would end the year with excess funds of approximately \$148,000. Nielsen also informed the board that HUD requires a Board Resolution to be submitted to them for the adoption of the budget each year in lieu of submission of the budget. Haglund moved to approve Resolution 03-16 to approve the budget and Tyler seconded the motion. Roll Call: Ayes: Heyer, Haglund, And Tyler. Nays: None. Motion carried on roll call vote.

Executive Director's Report.

Nielsen discussed the necessity of a special meeting on April 5<sup>th</sup> to review proposals for the upcoming audit and all agreed that the 5<sup>th</sup> at 7:00 a.m. would work. Nielsen also explained that the delay in providing the updated procurement policy was due to working with the City to update their policy and purchasing requirements. The board was also informed by Nielsen that work was beginning on the application for the Rehab Program for the 2017 grant.

Being no further business, Tyler moved, Haglund seconded the motion to adjourn. Ayes: 3. Nays: 0. Motion carried and meeting adjourned at 7:48 a.m.

Charles City Housing and Redevelopment Authority

\_\_\_\_\_  
Jeremy Heyer, Chairperson

ATTEST:

\_\_\_\_\_  
Heidi Nielsen, Director

Charles City Housing  
 Monthly Bill Listing  
 April 2016

Customer	Description	Amount
Bluhms Cedar Valley Electric 2008	electrical mainteanance	135.00
Business Card	back up fee	14.98
C.Naber & Associates	accounting	395.00
Carnette Starr	tenant referral	50.00
CDW-G	computer items	241.85
CenturyLink	phone bill	178.56
Charles City Housing	security deposit held	200.00
Charles City Press	legal notices and ad for waiting list	147.65
Cintas	rug service	124.84
City of Charles City	water/sewer/URP/postage/flag/S8 inspec.	2,876.36
Don's Repair	equipment repair	69.51
GE Capital	copier lease payment	252.02
Hockenson Plumbing	plumbing repairs/new water heater	971.95
Iowa Department of Transportation	fuel	82.56
Jendro Sanitation	trash service	637.25
Linderman Heating & Air, LLC	heating/cooling maintenance	1,823.06
Marco, Inc.	copy costs	88.21
Mason City Roofing	roof repair NCT	725.00
Mehmen's Painting	painted 3 units	385.00
Mid American Energy	electric/gas/URP	7,145.08
Northeast Iowa Interpreting Services, Inc	sign language interpreting service	120.00
Petty Cash	replenish fund	49.16
Pitney Bowes Supplies	meter ink	122.38
Plunkett's Pest Control	apt. inspection	75.00
Schueth Ace Hardware	maintenance items/replacement door knobs	17,165.54
Sherwin Williams	paint	480.60
Superior Lumber	maintenance items	204.96
T-J Service	repairs	146.98
Trent Parker	computer support	430.00
US Cellular	cell service	72.36
Waggoner & Wineinger Architects, Inc.	CFP 2013 architech fees	2,332.73
Watertight Construction	NCT project payment	79,018.92
		<b>116,762.51</b>

STATE OF IOWA

Floyd County,

I, Christopher J Hall, Publisher, (Editor) of the CHARLES CITY PRESS, in said county, do hereby state that I certify under penalty of perjury and pursuant

**Legal Notice**

The Charles City Housing and Re-development Authority will be holding a public hearing in compliance with the Quality Housing and Work Responsibility Act of 1998. The purpose of the hearing is to allow the public to comment on the policies of the agency and budget amendments to the 5-Year capital improvement plan. The information is available for review at the Housing Office, 501 Cedar Terrace South, Charles City, IA 50616. The hours of operation are 8:00 a.m. - 4:30 p.m., M-F. The public hearing will be held at the housing office on April 19, 2016 at 7:00 a.m. The public is invited to attend to comment or may submit written comments to the housing office prior to the hearing.

No. 17644  
03/07/16

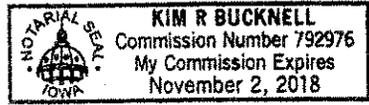
to the laws of the State of Iowa that a notice, which is a true copy, has been printed and published each week for 1 consecutive weeks in the regular daily issues of said paper commencing with the issue of Monday on the 7<sup>th</sup> day of March A.D., 2016 and ending with the issue of, March 7, 2016.

Christopher J Hall

Acknowledgement and charges for above services \$ 7.65

Subscribed and sworn to before me this 7<sup>th</sup> day of March A.D., 2016

Kim R Bucknell  
Notary Public in and for the State of Iowa



## Revised Five Year Action Plan

All amounts that appear in bold print are changes from approved plan.

2015	Cost Estimate	Funding Source
Architectural Work	7,345.00	CFP 2013 - \$2,345 CFP 2014 - \$5,000
Accessibility Alterations	\$83,190	CFP 2014 - \$83,190
2016	Cost Estimate	Funding Source
Replace living room windows at South Cedar Terrace (approx. 160 windows)	<b>\$101,480</b>	CFP 2016 - <b>\$101,480</b>
<b>Install handrails and cement work</b>	<b>\$149,750</b>	<b>CFP 2014 - \$8,185 CFP 2015 - \$135,174 CFP 2016 - \$6,391</b>
<b>4 Computers</b>	<b>\$19,000</b>	<b>CFP 2016 - \$19,000</b>
<b>General Administration/Operations</b>	<b>\$5,000</b>	<b>CFP 2016 - \$5,000</b>
2017	Cost Estimate	Funding Source
Replace boilers at South Cedar Terrace	\$35,000	CFP 2017 - <b>\$35,000</b>
Replace kitchen cabinets and countertops At Morningside Apartments	\$45,000	CFP 2017 - \$45,000
Replace kitchen flooring at Morningside	\$10,000	CFP 2017 - \$10,000
Replace bathroom flooring at Morningside	\$10,000	CFP 2017 - \$10,000
Sidewalk Repairs	\$25,000	CFP 2017 - <b>\$15,000</b>
<b>Install surge protection on buildings at South Cedar Terrace</b>	<b>\$10,000</b>	<b>CFP 2017 - \$10,000</b>
<b>Fill/seal cracks in parking lots</b>	<b>\$25,000</b>	<b>CFP 2017 - \$20,000</b>
2018	Cost Estimate	Funding Source
Replace Pickup and Plow	<b>\$50,000</b>	CFP 2018 - <b>\$50,000</b>
Replace interior doors and trim at North Cedar Terrace	\$100,000	CFP 2018 - \$100,000
2019	Cost Estimate	Funding Source
Replace interior doors and trim at South Cedar Terrace	<b>\$100,000</b>	CFP 2019 - <b>\$100,000</b>
Sidewalk/Parking Lot Repairs	\$25,000	CFP 2019 - \$25,000
<b>General Admin/Operations</b>	<b>\$25,000</b>	<b>CFP 2019 - \$25,000</b>

**Capital Fund Program—Five-Year Action Plan**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 4/30/2011

**Part I: Summary**

PHA Name/Number IA002 – Charles City Housing & Redevelopment Authority		Locality (City/County & State) Charles City, Floyd County, Iowa			<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 1	
A.	Development Number and Name	Work Statement for Year 1 FFY ____ 2015 ____	Work Statement for Year 2 FFY ____ 2016 ____	Work Statement for Year 3 FFY ____ 2017 ____	Work Statement for Year 4 FFY ____ 2018 ____	Work Statement for Year 5 FFY ____ 2019 ____
B.	Physical Improvements Subtotal	Approved Statement	101,480	145,000	100,000	125,000
C.	Management Improvements		19,000			
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration			5,000		5,000
F.	Other					
G.	Operations		20,000			
H.	Demolition				50,000	20,000
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds					
L.	Total Non-CFP Funds					
M.	Grand Total		140,480	150,000	150,000	150,000





## RESOLUTION NO. 04-16

### REVISION OF FIVE YEAR ACTION PLAN FOR 2015-2019 & ANNUAL PUBLIC HEARING

#### 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, Section 2072 of Title VII of Division B of HERA requires each qualified public housing agency to hold a public hearing to discuss annually changes to goals, objectives, and policies of the agency; and

WHEREAS, the Charles City Housing and Redevelopment Authority meets the definition of qualified agency as defined by the act; and

WHEREAS, a Public Meeting was held on April 19, 2016 to allow an opportunity for public comment and where any comments received were taken into consideration; and

WHEREAS, as required by the Quality Housing and Work Responsibility Act of 1998, the Charles City Housing and Development Authority has prepared a Five-Year Plan beginning 2015 to identify goals and objectives and has identified some revisions to the Action Plan contained in the Plan; and

WHEREAS, the Resident Advisory Board met as required on March 23, 2016 and the revisions to the Five-Year Action Plan and were provided the opportunity to comment on the plan;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that the Authority has reviewed the changes to the Five-Year Action Plan and has taken into consideration any recommendations of the Resident Advisory Board and public comment, and; authorize their approval for plan revision.

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 19<sup>th</sup> DAY OF APRIL 2016.

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Jeremy Heyer, Chairperson

ATTEST:

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Heidi Nielsen, Director

REQUESTED ACTION: None - for your information only.

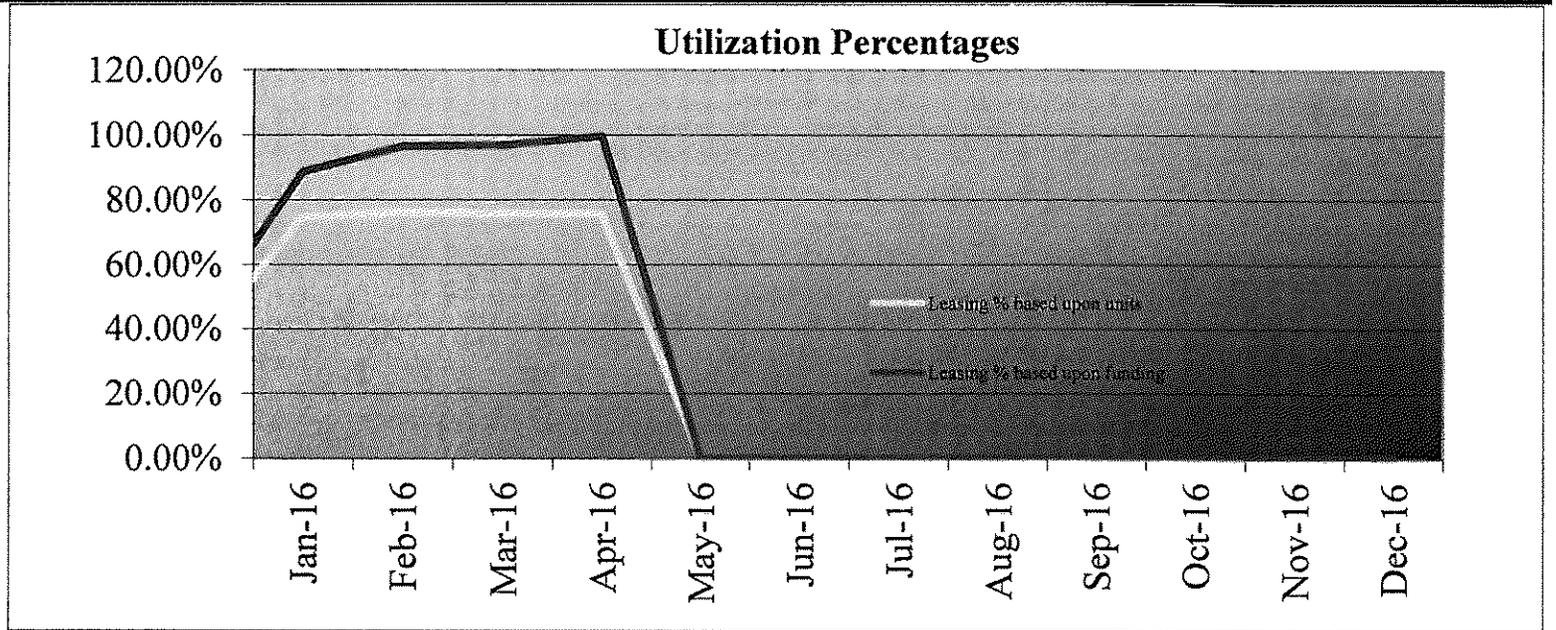
1. **Capital Fund Update.** The Kitchen/Bath Renovation project is complete; all of the paperwork is finished and it is closed out. We have the signed contract with King Construction for the Handrail project. The preconstruction meeting is on April 18<sup>th</sup>, and we will find out more about the project schedule at that time. Once the work is finished, we will start looking at window options again for South Cedar Terrace. Other than that, the only other anticipated capital fund expense this year will be for new computers.
2. **Section 8 Funding/Utilization.** See attachments
3. **Set-Aside Funding.** Part of the 2016 Appropriations included a set-aside fund of up to \$75 million dollars to adjust the housing authority allocations. There are four different categories for distribution of the funds. We are eligible for the Portability Cost Increase. To be eligible for this category, a PHA must have experienced a significant increase in renewal costs due to portability. To meet this requirement portability costs, the per unit cost (PUC) for the portability vouchers are compared to the PUC of program wide vouchers. If the portability average exceeds 110% of the program-wide average the PHA is eligible. Our program-wide PUC was \$330 and the portability PUC was \$930, making us eligible for the additional funding. Last year we received about \$16,000 in additional funding. However, if HUD determines that our reserves are above a reasonable threshold, the award could be reduced or pro-rated if there is not adequate funding to cover all awards.
4. **Monthly Rental Status Update.**

Month of March 2016	Total Leased 3/1/16	New Leases	Removed Or Moved	Total Leased 4/1/16	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	130	3	2	131	13	5	2
Morningside 16 Units	15	0	0	15	1	2	1
Section 8 197 Units	149	4	4	149	24	16	5

Declined Assistance (4) Over Income (1) Denied ( ) Insufficient Address ( )  
 Did not attend Briefing/Information Not Returned (3) Criminal Background Check ( )  
 Voucher Expired ( ) Purged ( )  
 Terminations: PH ( ) S8 (2)

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-16	197	147	74.62%	\$ 130.00	\$ 48,352	\$ 42,876	88.67%	\$ 291.67
Feb-16	197	150	76.14%	\$ 117.00	\$ 48,352	\$ 46,671	96.52%	\$ 311.14
Mar-16	197	149	75.63%	\$ 405.00	\$ 48,352	\$ 46,804	96.80%	\$ 314.12
Apr-16	197	149	75.63%		\$ 48,352	\$ 48,176	99.64%	\$ 323.33
May-16	197		0.00%		\$ 48,352		0.00%	
Jun-16	197		0.00%		\$ 48,352		0.00%	
Jul-16	197		0.00%		\$ 48,352		0.00%	
Aug-16	197		0.00%		\$ 48,352		0.00%	
Sep-16	197		0.00%		\$ 48,352		0.00%	
Oct-16	197		0.00%		\$ 48,352		0.00%	
Nov-15	197		0.00%		\$ 48,352		0.00%	
Dec-16	197		0.00%		\$ 48,353		0.00%	
<b>YTD</b>	<b>2,364</b>	<b>595</b>	<b>25.17%</b>	<b>\$ 652.00</b>	<b>\$ 580,225</b>	<b>\$ 184,527</b>	<b>31.80%</b>	<b>\$ 310.13</b>



NRA / Prog Reserve Balance (Excess HAP) as of 1/1/2016:	\$ 98,335	
HAP Funding YTD:	\$ 580,225	
HAP Expenditures YTD:	\$ 184,527	Current Year Funding: 159
HAP Revenue (Fraud, FSS Forfeits) YTD:	\$ 652	
Current Remaining NRA / Prog Reserve:	\$ 494,685	
Current Monthly Funding (a)	\$ 48,352	Current Year Funding and reserves: 201
Current Average HAP Payment (b)	\$ 310	
# of Units the Current Monthly Funding Would Support (a)/(b)	156	
# of Units Currently Leased	149	
Excess Units Leased, Current Month	(7)	
Current Year-to-Date Funding (a)	\$ 580,225	
Current Year-to-Date Average HAP Payment (b)	\$ 310	
# of Unit-Mos the Current Monthly Funding Supports (a)/(b)	1,871	
# of Unit-Mos Leased Year-to-Date	595	
Excess Unit-Mos Leased, Year-to-Date	(1,276)	
Estimate of next years funding:		
YTD HAP expense	\$ 184,527	
Months to date	2	
Average Monthly HAP Expense	\$ 92,264	
Estimated 2016 HAP Funding at 100%	\$ 92,264	
Number of Units Supported at 100%	297	

# HCV HAP Spending Projection

	C	D	E	F	G	H	I	J	K	L	M	N
	NRA							HUD Held				
PHA Name	Funds on Hand at PHA at End of Prior Month (HAP related, not administrative funds) beginning with 12/31/14	Plus: HUD Actual or Planned HAP Related Disbursements	Minus: HAP Expenses: Actuals from VMS and/or PHA projected	Disbursements minus Expenditures	VMS Reported Fraud Recovery and/or FSS Forfeitures	Estimated End of Month Balance (NRA): HAP funds on hand (includes Fraud Recovery and/or FSS forfeitures)	Beginning monthly HUD Held Balance starting 12/31/14	Plus: ALL Obligated HAP BA for prior period Tenant Protection vouchers)	Minus: HUD Actual or Planned HAP Related Disbursements	End of Month Balance HUD Held Undisbursed BA/Reserves (obligated HAP BA minus disbursements)		
PHA#	D	E	F	E-F	H	D+G+H	K	L	M	(K+L)-M		
2												
4												
5	IA002											
6	CY 2015											
7	January	\$3,858	\$50,801	\$46,396	\$8,263	\$8,309	\$94,477	\$48,673	\$50,801	\$92,349		
8	February	\$8,309	\$50,515	\$49,152	\$9,672	\$9,819	\$92,349	\$48,820	\$50,515	\$90,654		
9	March	\$9,819	\$50,515	\$47,877	\$12,457	\$12,605	\$90,654	\$48,820	\$50,515	\$88,959		
10	April	\$12,605	\$46,065	\$47,739	\$10,931	\$11,962	\$88,959	\$49,127	\$46,065	\$92,021		
11	May	\$11,962	\$43,833	\$48,728	\$7,067	\$7,067	\$92,021	\$49,130	\$43,833	\$97,318		
12	June	\$7,067	\$49,587	\$48,019	\$8,635	\$9,052	\$97,318	\$49,130	\$49,587	\$96,861		
13	July	\$9,052	\$39,901	\$51,695	-\$2,742	-\$2,742	\$96,861	\$49,730	\$39,901	\$106,690		
14	August	-\$2,742	\$54,469	\$51,161	\$666	\$576	\$106,690	\$49,130	\$54,469	\$101,351		
15	September	\$576	\$56,900	\$49,196	\$8,280	\$8,365	\$101,351	\$49,130	\$56,900	\$93,581		
16	October	\$8,365	\$52,729	\$49,666	\$11,428	\$11,544	\$93,581	\$49,010	\$52,729	\$99,862		
17	November	\$11,544	\$51,161	\$48,245	\$14,460	\$14,582	\$89,862	\$58,544	\$51,161	\$87,711		
18	December	\$14,582	\$51,161	\$44,561	\$21,182	\$21,345	\$87,711	\$58,544	\$51,161	\$95,094		
19	Total		\$597,637	\$582,435	\$2,285	\$2,285		\$598,254	\$597,637			
20												
21	CY 2016											
22	January	\$21,345	\$50,180	\$42,876	\$28,649	\$28,714	\$95,094	\$48,406	\$50,180	\$93,320		
23	February	\$28,714	\$39,175	\$46,671	\$21,218	\$21,335	\$93,320	\$48,406	\$39,175	\$102,551		
24	March	\$21,335	\$49,210	\$46,804	\$23,741	\$24,146	\$102,551	\$48,406	\$49,210	\$101,747		
25	April	\$24,146	\$45,452	\$48,176	\$21,422	\$21,422	\$101,747	\$48,190	\$45,452	\$104,485		
26	May	\$21,422			\$21,422	\$21,422	\$104,485	\$48,352	\$0	\$152,837		
27	June	\$21,422			\$21,422	\$21,422	\$152,837	\$48,352	\$0	\$201,189		
28	July	\$21,422			\$21,422	\$21,422	\$201,189	\$48,352	\$0	\$249,541		
29	August	\$21,422			\$21,422	\$21,422	\$249,541	\$48,352	\$0	\$297,893		
30	September	\$21,422			\$21,422	\$21,422	\$297,893	\$48,352	\$0	\$346,245		
31	October	\$21,422			\$21,422	\$21,422	\$346,245	\$48,352	\$0	\$394,597		
32	November	\$21,422			\$21,422	\$21,422	\$394,597	\$48,352	\$0	\$442,949		
33	December	\$21,422			\$21,422	\$21,422	\$442,949	48353	\$0	\$491,302		
34	Total		\$184,017	\$184,527	\$587	\$587		\$580,225	\$184,017			

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	1	3	1	1	1	1	1	1	0	0	10
ZERO HAP	1							1					2
MUTUAL RESCISION							1	1					1
ANNUAL RE-EXAM SEARCHING			1	1	1	1	1	1					4
PORT-OUT ABSORBED			1	1	1	1	1	1					3
PORT-OUT SEARCHING	1		3	1	2	2	1	1	1				11
DECEASED	1		1	1	2	2	1						3
MOVED IN VIOLATION		2	2	1	2	1	1		2	1			9
EVICTED													2
UNAUTHORIZED LIVE-IN				1	1	1	1						3
VIOLATION OF FAMILY OBLIGATION			2		1								3
GAVE UP ASSISTANCE BEFORE 1 YEAR					2								2
FAILURE TO RENEW									1	1			2
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						4							4
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD			1		1		3		1	4			7
<b>TOTALS</b>	<b>2</b>	<b>5</b>	<b>12</b>	<b>5</b>	<b>11</b>	<b>10</b>	<b>5</b>	<b>7</b>	<b>5</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>66</b>
<b>PUBLIC HOUSING</b>													
LEFT IN GOOD STANDING	4	1	1	2	1	2	2	2	1	1			17
DECEASED													2
MOVED IN VIOLATION	1												1
TERMINATED FOR LEASE VIOLATIONS			1		2								3
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
<b>TOTALS</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>23</b>

**REQUESTED ACTION:** Review monthly operating reports.

**Comments:** The March 2016 operating reports are attached for your review. Based on spending projections, we will be making some revisions to the public housing budget. The legal fees and sundry accounts will be increased to ensure adequate budget authority. Once the revisions are approved by the City Council, the fee accountant will make the necessary revisions.

CITY OF CHARLES CITY  
REVENUE & EXPENSE REPORT  
CALENDAR 3/2016, FISCAL 9/2016

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	24,500.00	3,091.87	23,771.57	97.03	728.43
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	147.00	1,401.95	35.05	2,598.05
173-532-4506	DWELLING RENT-PUBLIC HOUSING	490,000.00	47,808.00	367,452.70	74.99	122,547.30
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	9,500.00	538.00	5,464.00	57.52	4,036.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	13,500.00	501.00	8,385.00	62.11	5,115.00
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	260.47	3,475.64	173.78	1,475.64
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	180,000.00	16,818.00	147,094.00	81.72	32,906.00
	PUBLIC HOUSING TOTAL	723,500.00	69,164.34	557,044.86	76.99	166,455.14
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	6,610.53	65,140.28	77.45	18,966.72
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	447.40	4,441.26	67.42	2,145.74
173-532-6130	IPERS - PUBLIC HOUSING	7,689.00	590.33	5,783.41	75.22	1,905.59
173-532-6150	HEALTH INS - PUBLIC HOUSING	29,985.00	2,499.99	22,490.31	75.01	7,494.69
173-532-6151	LIFE INS - PUBLIC HOUSING	300.00	25.96	233.64	77.88	66.36
173-532-6160	WORK COMP - PUBLIC HOUSING	2,625.00	.00	197.00	7.50	2,428.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	600.00	14.67	35.29	5.88	564.71
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	246.50	3,715.88	74.32	1,284.12
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	3,670.82	16,184.50	40.46	23,815.50
173-532-6371	UTILITIES - PUBLIC HOUSING	45,000.00	1,375.16	35,000.95	77.78	9,999.05
173-532-6374	WATER - PUBLIC HOUSING	18,000.00	1,581.62	13,320.47	74.00	4,679.53
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	24,000.00	2,408.72	16,228.82	67.62	7,771.18
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	4,000.00	275.00	2,205.51	55.14	1,794.49
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	.00	2,543.93	101.76	43.93
173-532-6415	COPIER LEASE - PUBLIC HOUSING	2,900.00	252.02	2,268.18	78.21	631.82
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	24,000.00	3,067.14	13,709.79	57.12	10,290.21
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	.00	263.72	13.19	1,736.28
173-532-6442	PILOT-PUBLIC HOUSING	34,000.00	.00	35,483.15	104.36	1,483.15
173-532-6490	OTHER PROFESSIONAL SERV	34,000.00	.00	.00	.00	34,000.00
173-532-6516	REFUNDS-PUBLIC HOUSING	1,000.00	.00	82.00	8.20	918.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	25,000.00	5,620.06	26,678.64	106.71	1,678.64
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	75,000.00	2,961.93	40,591.65	54.12	34,408.35
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	31,154.85	306,598.38	62.03	187,694.62
173-536-6010	SALARY - PH MAINT	75,190.00	5,938.62	59,424.62	79.03	15,765.38
173-536-6040	OVERTIME SALARY - PH MAINT	3,100.00	154.21	3,385.27	109.20	285.27

CITY OF CHARLES CITY  
REVENUE & EXPENSE REPORT  
CALENDAR 3/2016, FISCAL 9/2016

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	5,989.00	439.62	4,566.60	76.25	1,422.40
173-536-6130	IPERS - PH MAINT	6,991.00	531.01	5,491.68	78.55	1,499.32
173-536-6150	HEALTH INS - PH MAINT	16,621.00	1,385.05	12,465.45	75.00	4,155.55
173-536-6151	LIFE INS - PH MAINT	100.00	8.37	75.33	75.33	24.67
173-536-6160	WORK COMP - PH MAINT	1,890.00	.00	.00	.00	1,890.00
173-536-6170	UNEMPLOYMENT - PH MAINT	550.00	19.31	41.43	7.53	508.57
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	450.00	.00	450.00	100.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	110,881.00	8,476.19	85,900.38	77.47	24,980.62
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	29,533.30	164,546.10	139.06	46,220.10

CITY OF CHARLES CITY  
REVENUE & EXPENSE REPORT  
CALENDAR 3/2016, FISCAL 9/2016

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	300.00	131.57	1,016.28	338.76	716.28-
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	809.00	2,162.00	48.04	2,338.00
174-533-4505	HUD CONTRIB-SEC 8	600,000.00	49,210.00	444,886.00	74.15	155,114.00
174-533-4509	ADMIN FEE/HTH-SEC 8	90,000.00	7,403.00	69,399.00	77.11	20,601.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	145.00	1,192.00	119.20	192.00-
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	.00	.00	1,000.00
	SECTION 8 VOUCHER TOTAL	696,800.00	57,698.57	518,655.28	74.43	178,144.72
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	2,429.24	26,225.69	72.76	9,820.31
174-533-6040	OVERTIME SALARY - SECTION 8	.00	.00	.00	.00	.00
174-533-6110	FICA - SECTION 8	2,757.00	164.36	1,790.08	64.93	966.92
174-533-6130	IPERS -SECTION 8	3,219.00	216.93	2,335.72	72.56	883.28
174-533-6150	HEALTH INS - SECTION 8	19,990.00	1,666.66	14,993.54	75.01	4,996.46
174-533-6151	LIFE INS - SECTION 8	200.00	17.31	155.78	77.89	44.22
174-533-6160	WORK COMP - SECTION 8	1,764.00	.00	.00	.00	1,764.00
174-533-6170	UNEMPLOYMENT - SECTION 8	400.00	9.78	23.51	5.88	376.49
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	1,500.00	.00	350.00	23.33	1,150.00
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	1,257.00	11,945.00	79.63	3,055.00
174-533-6401	ACCOUNTING FEES - SECTION 8	3,500.00	220.00	2,170.00	62.00	1,330.00
174-533-6420	CONTRACT SERVICES - SECTION 8	10,000.00	671.50	5,429.50	54.30	4,570.50
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	46,704.33	421,048.24	70.17	178,951.76
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	1,890.00	2,906.36	96.88	93.64
	SECTION 8 VOUCHER TOTAL	702,676.00	55,247.11	489,373.42	69.64	213,302.58
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-	2,451.46	29,281.86	498.33-	35,157.86-

**REQUESTED ACTION:** Approve purchase and support for the Payment, Payment History, and Assistance Check modules for Housing Pro Software.

**Comments:** In 2010 we upgraded from our software to Housing Pro because they (HAPPY Software) were going to stop supporting the outdated version. Since then we have been having difficulty tracking information and no longer have access to some of the reports in the old software. We have been talking with them for the last year to try to fix the issues that we have been having. They have said that adding the payment and payment history modules should give us what we need. In addition, it should allow us to provide the monthly HAP payment information to City Hall much more efficiently and reduce potential errors. We are checking to see if we would be able to have them create a file that we could automatically upload the City's accounting software to eliminate having to enter the data each month. Those modules will also make the monthly reporting in HUD's voucher management system much easier. Without these two modules, we do not have access to any historical reports because modules that we are currently using always overwrite the data with the new action being taken in the future. If we want to print a check register for a certain tenant for a certain time span, we cannot do it.

An additional reporting requirement that is extremely cumbersome due to the current software limitations is our Voucher Management Submission. HUD requires this submission on a monthly basis to track our Section 8 program. The information and reports in these modules will enable better and more accurate reporting in addition to reducing the time it takes to collect and organize the data. HUD randomly audits this information and this year our agency has been selected and we are unable to provide the reports that they are requesting directly from the software.

An additional module that we would like to add is the Assistance Check module. It will allow applicants to view and edit some of their file content on-line. Program participants can complete re-exam forms, request changes, view inspections, submit work orders, and print documents, and Property owners can view HAP statements, streamline the inspection process, list rentals, and edit contact information. The biggest advantage to this module is a reduction in staff time processing requests and changes.

We have checked with Trent Parker and our current server and workstations can support the additional software. The support documentation is attached and the start-up cost breakdown for the first year is on the following page.

	<u>Purchase Price</u>	<u>Annual Support</u>	<u>Total Cost</u>
Payments	\$720.00	\$400.00	\$1,120.00
Payment History	\$720.00	\$400.00	<u>\$1,120.00</u>
			\$2,240.00

Services:

Installation	\$ 125.00
Training	\$ 375.00
Discount:	<u>- \$ 274.00</u>
Total	\$2,466.00

	<u>Purchase Price</u>	<u>Annual Support</u>	<u>Total Cost</u>
Assistance Check	\$1,125.00	\$1,500.00	\$2,625.00

Services:

Installation	\$1,250.00
Training	\$ 750.00
Discount:	<u>- \$ 462.50</u>
Total	\$4,162.50

<u>Annual Support Renewal 2016/2017</u>	<u>Cost Per Module</u>
Inspections	\$ 672.00
HQS Mobile Inspections	\$ 226.00
Waiting List	\$ 864.00
Occupancy	\$ 2,114.00
File MTCS	\$ 864.00
Tenant A/R	\$ 864.00
Remote Scree Sharing	<u>\$ 237.00</u>
	\$ 5,841.00
Additional Modules	\$ 1,500.00
	\$ 400.00
	<u>\$ 400.00</u>
	\$ 2,300.00
Total Support Renewal Costs for 2017/2018	\$ 8,141.00

## Payments

Payments will change the way you think about printing HAP checks! Accurately perform your check run in a timely manner, all while users continue to work in the software. And with smart features such as our automated print jam recovery, you will never have to rerun an entire batch of checks again.

The screenshot shows the 'Payments' module in the Happy Software interface. It features a navigation menu on the left with options like 'Process Checks', 'Screens', 'Reconcile', and 'Tenant List'. The main area displays a 'Reconcile' screen with two summary tables: 'Last Month's Check Register' and 'This Month's Check Register'. Below these is a table of tenants with columns for ID, Name, Status, Action, Effective Date, VMS Date, Type, Old Amt, New Amt, and Change.

Last Month's Check Register		This Month's Check Register	
Last Month's Checks	15,224.36	Current Month Transactions	15,229.36
Mid Month Manuals	-	Current Month Manuals	-
Voided Checks	-	Held Checks	-
<b>Total Payments for Last Month</b>	<b>\$15,224.36</b>	<b>Total Payments for 6/1/2013</b>	<b>\$15,229.36</b>

Tenant ID	Tenant Name	Status	Action	Effective Date	VMS Date	Type	Old Amt	New Amt	Change
	David J. Smith	Changed: Amount	03	06/01/2013	06/01/2013	HAP	284.00	235.00	-49.00
	Johanie L. Smith	Changed: Amount	03	06/01/2013	06/01/2013	HAP	280.00	290.00	10.00
	Johanie L. Smith	Started	03	06/01/2013	06/01/2013	UR		33.00	33.00
	Angelo J. Smith	Changed: Amount	03	06/01/2013	06/01/2013	HAP	261.00	357.00	96.00
	Joe L. Dec	Changed: Amount	03	06/01/2013	06/01/2013	HAP	310.00	260.00	-50.00
	Joe L. Dec	Ended	02	10/01/2013	05/01/2013	UR	35.00		-35.00

### Print Your Checks

- Simple step-by-step process
- Prints HAP, UR, Damage and Vacancy Claims, Port Out/Port In, and FSS payments on standard check stock
- Combine payments to the same Payee on check with itemized stub
- Sort checks based on assistance, payment type, tenant or payee
- Print with one or two signatures

### Manage Your Payments

- Print "manual" checks mid-month
- Automatically void checks
- Hold and release checks
- Confirm every change that will appear on your HAP Register

### Payment Reports

- Reconciles and displays changes
- Print records grouped & totaled
- Detailed or concise summaries

**Review Payments**

Allows users to check all payments before printing checks. You can hold, release, or delete checks right from this screen.

**Payment Information**

View payment details including payee, tenant, payment type, and amount.

**Payment Options**

Print all checks and sorted by type, payee, tenant or program.

**Check Status**

Hold or release individual payments from this screen.

The screenshot shows the 'Payments' screen with a toolbar at the top containing options like 'Review Payments', 'Find Options', 'Hide Totals', 'Hide Details', 'Checks Missing Data', 'Port Related Checks', 'Zero HAPs', 'Details by Payee', 'Totals by Payee', 'List Shows Below', 'Print Checks', and 'Print Checks'. Below the toolbar is a table of payment records. At the bottom, there is a summary table for records shown above.

Payee	Tenant	Assist. Type	Program	Voucher Section	Payment Type	Payment Amt	Status
344652231 Mike Brady	123456782 Richard Christy 110 Birch Run Saratoga Springs, NY 12866	Lease	05/01/2013	2 BR	Port In Hold	259.00	HAP
344652231 Mike Brady	123456782 Richard Christy 110 Birch Run Saratoga Springs, NY 12866	Lease	05/01/2013	2 BR	Port In Hold	259.00	HAP
344652231 Mike Brady	123456782 Richard Christy 110 Birch Run Saratoga Springs, NY 12866	Lease	05/01/2013	2 BR	Port In Hold	259.00	HAP
344652231 Mike Brady	123456782 Richard Christy 110 Birch Run Saratoga Springs, NY 12866	Lease	05/01/2013	2 BR	Port In Hold	259.00	HAP
344652231 Mike Brady	123456782 Richard Christy 110 Birch Run Saratoga Springs, NY 12866	Lease	05/01/2013	2 BR	Port In Hold	259.00	HAP
344652231 Mike Brady	123456782 Richard Christy 110 Birch Run Saratoga Springs, NY 12866	Lease	05/01/2013	2 BR	Port In Hold	259.00	HAP

Totals for Records Shown Above	
HAP	1,295.00
UR	
Damage Claims	
Vacancy Claims	
Administrative Fee	
IRS Escrow Account	
Shelter Plus Security Deposit	
All Other Types	0.00
All Payments	51,295.00
Total Available Recoupments	\$2,728.00

**Missing Data**

Eliminate errors by finding checks with missing data before printing.

**Port & Zero HAP**

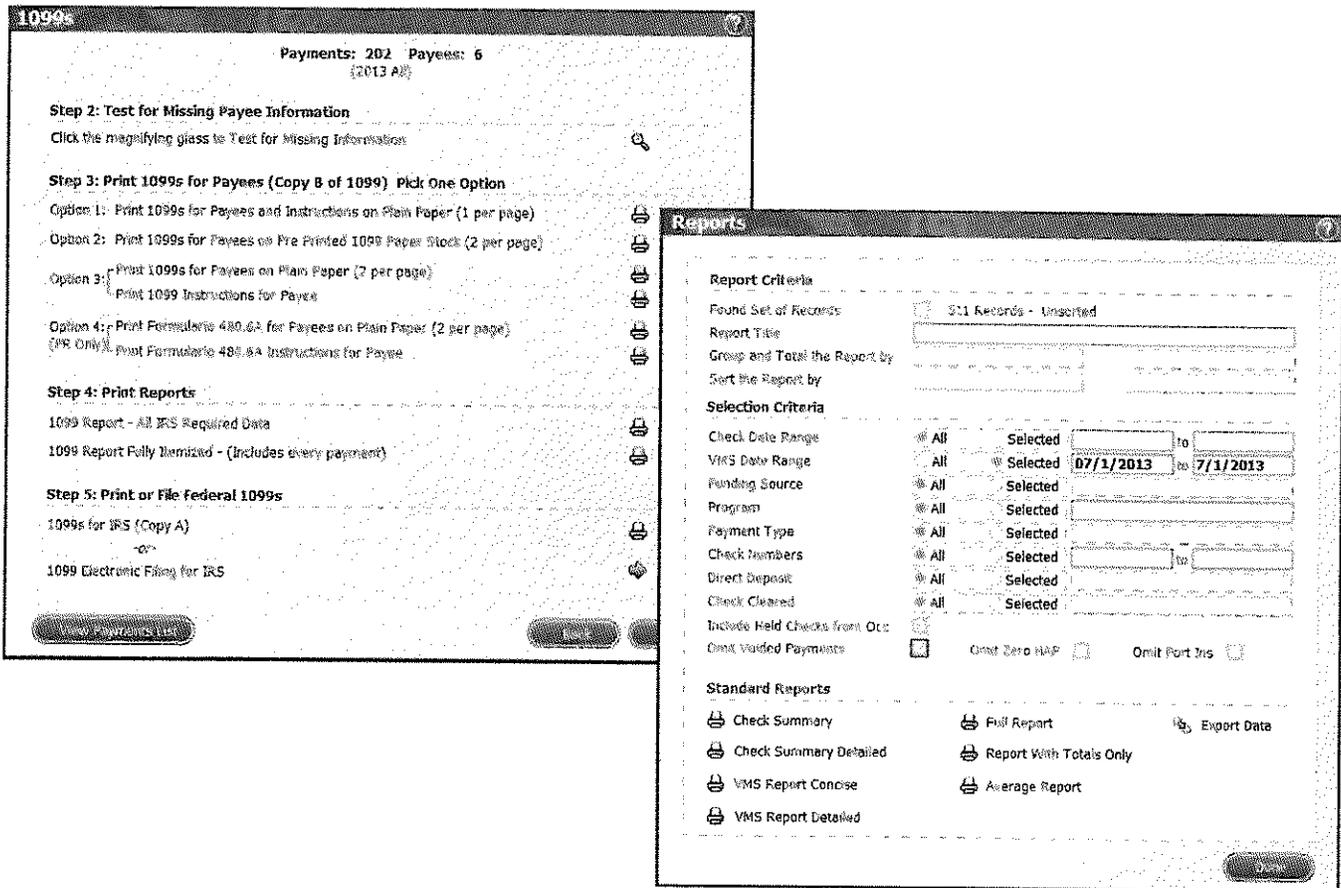
Quickly find Port and Zero HAP Checks.

**Show Totals**

Quickly view totals for all payments broken out by payment type.

## 1099s and Payment History

Eliminate the end-of-the-year hassle of preparing your 1099s! Save hours of work by printing the 1099 forms directly or by submitting them electronically to the IRS FIRE system. Produce customized payment reports with just one-click, including Check Summaries, Payment Details, and the required VMS report in concise or detailed format.



### Produce Your 1099s

- Easily review all 1099 data before printing
- Accurately produce 1099s on pre-printed or blank paper
- Electronically submit data to the IRS FIRE system (including "K" records)

### Track Historical Payments

- View detailed history (including VMS date) on all payments made
- Search for individual checks or payments by any criteria
- Archive option for keeping payment data indefinitely

### Reports

- Payment Records
- Check Summaries
- VMS Reports

## AssistanceCheck®

HAPPY can help your agency better and more efficiently serve your applicants, tenants and owners through our AssistanceCheck online portal. This innovative service is completely integrated to Housing Pro and enables your clients to find answers, submit requests, update their information (with agency approval), and complete all of the recertification data entry online - on their own, at any time.



Demo Tenant  
[My Account](#) | [Sign Out](#)  
 Last Login 01/02/2014

### HAPPY Development Agency

#### TENANT ASSISTANCE

Choose from the options below

- [Add New Family Member](#)
- [Add New Income](#)
- [Agency Documents](#)
- [Annual Reexamination](#)
- [Contact Us](#)
- [Edit Contact Information](#)
- [Edit Family Member](#)
- [Edit Income](#)
- [Remove Family Member](#)
- [Remove Income](#)
- [Request an Appointment](#)
- [Request an Inspection](#)
- [Request to Move](#)
- [Reschedule an Inspection](#)
- [Search Rentals](#)
- [Send Document](#)

Demo Tenant  
 123 Main St , Saratoga Springs, NY 12866  
[View your full case file](#)

**Reexam Information**  
 Your case file must be fully updated at least annually.  
 Check the status of your Re-exam below:

Appointment	N/A
Reexam Date	
Note	
Status	Not Ready

**Inspections**  
 View Scheduled Inspections and Results.

You have no inspections to view

**Requests**  
 Click the Request below and follow the instructions.

1 / 15

Request	Note	Status
<a href="#">Edit Family Member</a>		Documentation Sent 8 months ago
<a href="#">Add New Family Member</a>		Documentation Sent 9 months ago
<a href="#">Request an Appointment</a>		Documentation Sent 8 months ago
<a href="#">Contact Us</a>		Documentation Sent 9 months ago

**Inbox**  
 Click the documents sent to you and follow the instructions on the documents.

You have no unread Documents. [Click here](#) to view all Documents.

[View All](#)

#### Applicant Services

- View Application Status
- Edit Contact Info
- Print Documents
- Search Available Rentals
- Request Information

#### Tenant Services

- Complete Re-exam Forms
- Edit Contact Info
- Request Income Changes
- Request Household Changes
- View Inspections
- Submit Work Orders
- Print Documents

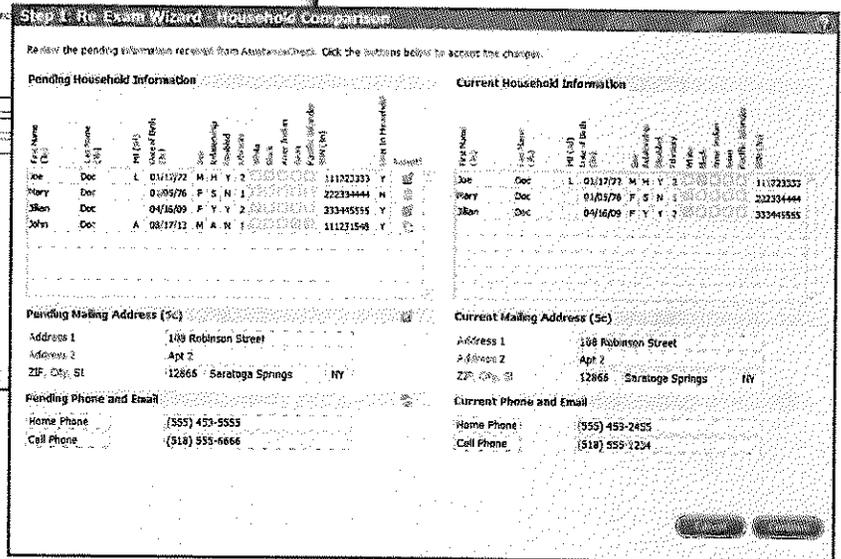
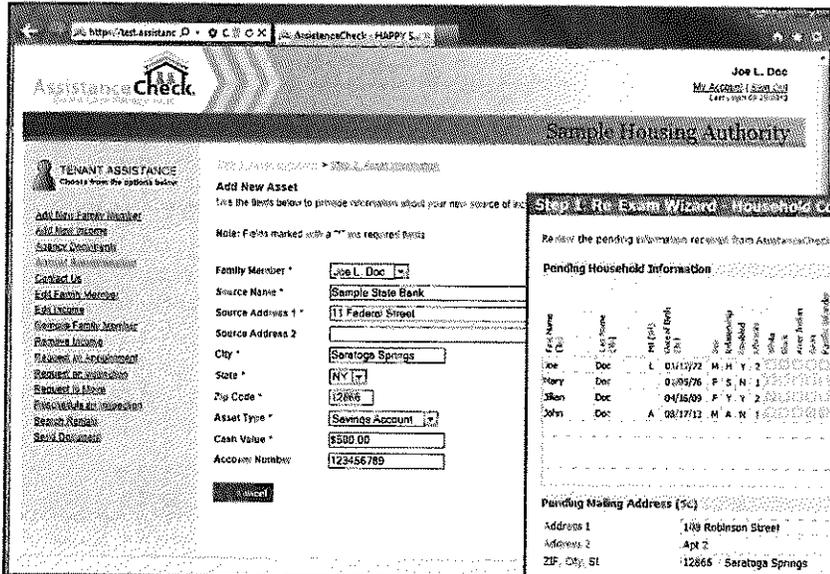
#### Owner Services

- View HAP Statements
- Edit Contact Info
- Print Documents
- Request Inspection Dates
- View Inspection Results
- List Rentals
- Request Information

**Annual Reexamination**  
Once initiated by agency, tenant can begin completing the Tenant Information Form.

**Review Data**  
Tenant can review each step of the re-exam process and make changes before submitting.

**Pending Information**  
Easily view a tenant's updated information and compare to what exists in the case file.



**Re-Exam Wizard**  
Easily process re-exams in Housing Pro through a simple wizard.

**Accept Button**  
Quickly accept changes to update a tenant's casefile.

**Save Time, Save Money, Save Work**

- Automate the re-exam process and other common actions online
- Cut appointment times in 1/2 by having forms completed online prior to arrival
- Easily process incoming requests directly in Housing Pro
- Improve documentation of tenants, applicant, and owner communications
- Better provide valuable policy and process information to your clients
- Save postage and caseworkers time through automated processes

**Technical Information:**

The AssistanceCheck system is entirely self-contained and requires no hardware or additional third-party software to be installed or maintained. The website is protected using industry-standard SSL (Secure Socket Layer) technology and is hosted on dedicated servers in a secure data center. Data transferred from HAPPY Software to the web is accomplished via SSH (Secure Shell), an industry-standard method for reliably transferring files between computers over Wide Area Networks (Outbound Port 22 needs to be open to allow this). All files to be transferred are first automatically compressed and encrypted with 256-bit encryption. Data presented on the Web is maintained in a secure, industry-standard SQL database. All sensitive data and Personally Identifiable Information (PII), including Social Security Numbers, is encrypted at the database field level with 256 bit encryption. The upload/download of information to/from HAPPY Software is completely automated. Requires Housing Pro 8.2.1 or greater to be run on FileMaker® Server 10 or greater.

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**MEETING DATE:** 04/19/2016

**RE:** Approve Resolution No. 05-16 Approving Changes Made  
To Admission Requirements

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**REQUESTED ACTION:** Consider approval of Resolution No. 05-16 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 and applicants. The requirement to provide a state-certified birth certificate is a burden to many of the applicants due to the cost of obtaining a replacement birth certificate. The requirement to provide them for all minor children in the household will stay intact. They are needed to verify the ages of the children to ensure that the household is receiving the proper deductions from their annual income. All household member 18 and older are required to present a picture ID at the time of application and the state verifies age at the time the original ID is issued.

This was discussed with the Resident Advisory Board in March and they have recommended that we remove the requirement to provide a birth certificate for all applicants 18 years or older.

Charles City Housing and Redevelopment Authority

**RESOLUTION NO. 05-16**

**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 March 23, 2016 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. Admission Requirements will be changed to no longer require applicants to provide a state-certified birth certificate for anyone 18 years of age or older.

NOW, THEREFORE, BE IT RESOLVED, by the Charles City Housing and Redevelopment Authority Board of Commissioners, meeting in regular session on April 19, 2016, to amend the Administrative Plan and ACOP include the changes as presented.

PASSED AND ADOPTED THIS 19th DAY OF APRIL, 2016

\_\_\_\_\_  
Jeremy Heyer, Chairperson

\_\_\_\_\_  
Heidi Nielsen, Director

**REQUESTED ACTION:** Approve sending Heidi to Prevailing Wage Seminar.

**Comments:** The U.S. Department of Labor, Wage and Hour Division is holding a Prevailing Wage Seminar May 3rd to the 5th in Minneapolis. This training is a requirement of her employment. The total cost will be less than \$600, which covers meals and lodging. There is no cost for the seminar. There is enough funding remaining in the training budget to cover the expenses.

The enforcement of Prevailing Wage Rates is a very complicated process and the seminar provide important resources to ensure compliance. Information on the seminar is attached for your review.

# United States Department of Labor

## Wage and Hour Division

### Wage and Hour Division (WHD)

#### Prevailing Wage Seminars

Join us at a Prevailing Wage Seminar in your region!

The Wage and Hour Division (WHD) Prevailing Wage Seminars (Prevailing Wage Seminars) are three-day compliance trainings designed for regional stakeholders (unions, private contractors, state agencies, federal agencies and workers). In these seminars, conference participants will learn about the following:

- The Davis-Bacon Act and McNamara O'Hara Service Contract Act
- Executive Order 13495 "Nondisplacement of Qualified Workers"
- Executive Order 13658 "Establishing a Minimum Wage for Contractors"
- The process of obtaining wage determinations and adding classifications
- Compliance assistance and enforcement processes
- The process for appealing wage rates, coverage, and compliance determinations

There is no fee to attend these seminars; however, space is limited. If you wish to attend, please click on the registration link for your desired location and follow the registration prompts. Each attendee must register separately. If registration is not yet open for the event you wish to attend, please check back. Please feel free to email [WHD\\_PWS@dol.gov](mailto:WHD_PWS@dol.gov) if you have any questions.

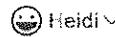
Date	Location	Registration
TBD	Charlotte, NC	Registration is not yet open.
May 3 – 6, 2016	Minneapolis, MN	Registration is not yet open.
June 7 – 9, 2016	Stamford, CT	<a href="#">Register here</a>
June 14 – 16, 2016	Albuquerque, NM	Registration is not yet open.
August 23 – 25, 2016	Seattle, WA	Registration is not yet open.

Please note that the above dates are tentative and could change.

For more information regarding the upcoming prevailing wage seminars, as well as information on the DBA and SCA visit <http://www.dol.gov/whd/govcontracts> or call the Wage and Hour Division's toll-free helpline at 866-4US-WAGE (487-9243).



Browse Events



Heidi

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## Prevailing Wage Seminar

U. S. Department of Labor, Wage and Hour Division

Tuesday, May 3, 2016 at 8:00 AM - Thursday, May 5, 2016 at 5:00 PM (CDT)

Minneapolis, MN

### Ticket Information

TYPE	REMAINING	END	QUANTITY
General Admission	299 Tickets	May 2, 2016	Free <input type="text" value="1"/>

[Register](#)

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### Who's Going

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### Event Details

#### Join us at a Prevailing Wage Seminar in your region!

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Have questions about Prevailing Wage Seminar?

Contact U. S. Department of Labor, Wage and Hour Division

### When & Where



**Doubletree, Bloomington-Minneapolis South**  
7800 Normandale Blvd.  
Minneapolis, MN 55439

Tuesday, May 3, 2016 at 8:00 AM -  
Thursday, May 5, 2016 at 5:00 PM (CDT)

[Add to my calendar](#)

### Organizer

**U. S. Department of Labor, Wage and Hour Division**

[Contact the Organizer](#)

[View organizer profile](#)

3 upcoming events on Eventbrite

1 past event on Eventbrite



DoubleTree by Hilton Hotel Bloomington - Minneapolis South  
DoubleTree by Hilton Hotel Bloomington - Minneapolis South  
7800 Normandale Boulevard, Minneapolis, Minnesota, 55439, USA  
+1-952-835-7800

Reservation Confirmation # 80971107

Hotel

DoubleTree by Hilton Hotel Bloomington - Minneapolis South  
7800 Normandale Boulevard  
Minneapolis, Minnesota 55439  
USA  
Phone: +1-952-835-7800

Stay Information

Arrival: Monday, 02 May 2016  
Departure: Thursday, 05 May 2016  
1 room for 3 nights

Early check-in cannot be guaranteed. Contact the hotel to inquire about early check-in or late check-out. Hotel check-in time is 3:00 pm and check-out is at 12:00 pm.

Room and Plan Selection

Room:  
2 adults  
 Price (3 nights x 140.00) 420.00  
Taxes 59.98  
Room Subtotal 479.97

Guest Information

Guest name: Heidi Nielsen  
Additional Guests:  
Address type: Home  
Address: On file  
Email: On file  
Phone: On file

Payment Information

Card type: MasterCard  
Card number: \*\*\*\*\*7541  
Expiration: May 2019

Total for stay: \$479.98 USD

**REQUESTED ACTION:** Discuss request to administer the Enhanced Vouchers for residents remaining in in the Chautauqua 9<sup>th</sup> Street group home after opt-out.

**Comments:** The owner of the 9<sup>th</sup> Street Group Home has opted not to renew its agreement with HUD to offer site based voucher subsidy as of August 31, 2016. According to regulations, the residents who are residing in those units will be issued an "Enhanced Voucher". As a result, HUD has asked that we administer those vouchers. At this time there are 12 Enhanced Vouchers available, out of that amount 11 units are occupied. Which means that for the 11 occupied units the vouchers will be added to our existing voucher baseline, giving us 197 Housing Choice Vouchers and 11 Enhanced Vouchers for a total of 208.

Enhanced Vouchers are tenant based assistance and are treated the same as the Housing Choice Voucher with two exceptions. If the family remains in their existing unit, they must continue to contribute towards rent at least the amount they were paying for rent on the eligibility event (which would be August 31, 2016, the expiration date of the contract), and a higher "enhanced" payment standard is used to determine the amount of subsidy when the gross rent exceeds the normally applicable PHA payment standard. The residents will still be required to pay approximately 30% of their adjusted gross income for rent. The current management will stay the same. The leases will be between Chautauqua Guest Homes and the tenant and they will be responsible for the enforcement of their lease. Our role would be to provide the subsidy on the units and to perform the Housing Quality Standards (HQS) Inspections.

9<sup>th</sup> Street Group Home  
Gross Rents

Charles City Housing  
Payment Standards

1 - \$551

1 - \$475

Gross rent is the unit rent plus the utility allowance. The utilities are included in the rent; so the gross rent and unit rent are the same. The payment standard is the maximum amount allowed for rent and utilities. So in the case of the Enhanced Vouchers, the gross rents outside of the established payment standards and they will be given a higher payment standard.

HUD will be subsidizing the Housing Assistance Payment (HAP) at the same rate as our existing Housing Choice Vouchers. They will fund us based on the current per unit cost which is approximately \$310 per month. We will receive the current monthly administrative fee of \$48.66 per unit.

Our current annual average lease up rate for the Housing Choice Vouchers is 75.51% approximately 149 out of 197, which is due to lack of adequate funding and available units. Our current monthly HAP budget is \$48,352.

With the Enhanced Voucher, the family may choose to stay in their unit, port out of our jurisdiction, or move to another unit within our jurisdiction. If the family doesn't stay in the unit they lose all of the benefits of the Enhanced Voucher and they are issued a Housing Choice Voucher, which would decrease the amount of our Enhanced Vouchers and increase the amount of our Housing Choice Vouchers. The residents must meet our eligibility guidelines. They will be required to go through all of the screening processes required of applicants on the waiting list. If they do not meet those requirements they will not be offered the Enhanced Voucher.

We will be required to meet with all families to brief them on the options available to them and proceed with the lease-up process as soon as possible so the residents will not be affected by a break in their assistance. We currently have the staffing resources necessary to administer the additional vouchers. However, some over-time expense is anticipated to process all of the vouchers at the initial lease-up. We would be compensated with a one-time fee of \$200 per unit to help offset the extra staff time required to process that many clients at one time.

We are not required by HUD to take over the administration of the Enhanced Vouchers. If we decline the additional vouchers, HUD will ask another Housing Authority to administer them. Since not all Housing Authorities have identical Administrative Plans and policies, by accepting the additional vouchers we would be able to retain control over those vouchers and incorporate them into our existing vouchers. This would also avoid a lot of confusion that would be created by having two Housing Authorities administering tenant based voucher programs. In my opinion it would be in the best interest of the City and the residents living in the units to take over the vouchers.