

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

May 17, 2012, 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 April 23, 2012 1
- IV. Approval of Bills for May, 2012 2
- V. Communications 3-14
 - 1. Capital Fund Update
 - 2. Rehab Update
 - 3. Iowa Offset Update
 - 4. Monthly Rental Status Update
 - 5. End of Participation Tracker
 - 6. Newsletters
 - 7. Financial Statements
- VI. Old Business
- VII. New Business
 - 1. Consider Approval of Resolution 03-12 Approving Public Housing
Operating Budget for FYE 06/30/2013 15-25
 - 2. Consider Approval of Updated Local Preference Policy..... 26-28
 - 3. Consider Approval of Resolution 04-12 to Close Out CFP
2009 IA05P00250109..... 29-32
- VIII. Move to Adjourn

Next regular meeting scheduled for Thursday, June 21, 2012, 7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
April 23, 2012 7:00 a.m.

Members Present: Margaret Calvert, Loretta Starkey, and Trey Becker. Absent: Scott Soifer, and Jill Streich. Others present: Heidi Nielsen, staff.

Call to Order. Chairperson Calvert called the meeting to order at 7:10 a.m. Meeting was delayed waiting for a quorum.

Public Comment. None

Amend-Approve Minutes of March 15, 2012. On motion by Becker and second by Starkey, the minutes of March 15, 2012 were approved as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Starkey moved, Becker seconded the motion to approve payment of the revised bill listing totaling \$72,882.32. Ayes: 3, Nays: 0. Motion carried.

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

Old Business. None

New Business. Approve Additional Sidewalk Work Adjacent to Recreational Trail. Staff explained that the final plans for the recreational trail excluded the repairs to the existing sidewalk that is adjacent to the trail. The City plans on doing the work and have given a rough estimate of \$1300 to do the work. After discussion a motion was made by Starkey to approve repairs up to \$2000, if the repairs exceed that amount the work will be postponed and will be presented to the Board for approval at a later date. Becker seconded the motion. Ayes: 3, Nays: 0. Motion carried.

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

Charles City Housing and Redevelopment Authority

Margaret Calvert, Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
 Monthly Bill Listing
 May 2012

Customer	Description	Amount
Bank of America	hotel cost for NAHRO	210.56
C.Naber & Associates	accounting fees	463.00
Cintas	rug service	100.10
City of Charles City	water/sewer/URPS/S8 Inspections	2,931.78
Happy Software	renewal of software support	3,635.00
HAPS	May 1 HAPS	52,567.00
Hilgendorf, Dorothy	tenant referral	50.00
Iowa Department of Inspections & Appeals	fee for S8 fraud inspection	294.12
Iowa Department of Transportation	fuel	342.37
Jendro Sanitation	trash service	418.00
Mason City Business Systems Inc.	copy costs	127.87
Michaels Band Box	carpet clean/fumigate apt. @ morningside	214.56
Mid American Energy	electric/gas/URPS	4,248.69
Pitney Bowes	meter lease	47.74
Purchase Power	postage	300.00
Rent Grow	criminal background checks	115.50
Ron's Plumbing	maintenance items	738.90
Satern Builders	payments for Bathroom remodel	9,282.50
Schueth Ace Hardware	maintenance items	581.31
Sherwin Williams	paint	41.09
Sisson & Associates	insurance costs for new vehicle	142.00
Superior Lumber	maintenance items	28.11
T-J Service	refrigerator repair costs	341.96
US Cellular	cell phone fee	68.38
		77,290.54

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. None
2. Rehab Update. None
3. Iowa Offset Update. So far this year we have received refunds through the offset program for six families. The total collected to date is \$2,190.00
4. **Monthly Rental Status Update.**

Month of April 2012	Total Leased 4/1/12	New Leases	Removed Or Moved	Total Leased 5/01/12	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	130	2	0	132	14	3	2
Morningside 15 Units	15	0	1	14	7	3	2
Section 8 197 Units	182	6	10	178	58	24	9

Declined Assistance (4) Over Income (2) Denied () Insufficient Address (1)
 Did not attend Briefing/Information Not Returned (6) Criminal Background Check ()
 Voucher Expired () Purged ()
 Terminations: PH (1) S8 (10)
 Port Out: ()

5. End of Participation Tracker. See attachment
6. Newsletters. See attachments
7. Financial Statements. April 2012 statements are attached.

END OF PARTICIPATION
TRACKER
2010-2011

SECT8	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING		2		2	1	1	2	2	1	2	2		15
ZERO HAP		1			1	3		1		1	1		8
MUTUAL RECISION											1		1
ANNUAL RE-EXAM SEARCHING					1								1
PORT-OUT ABSORBED					1	1			1	1	1		4
PORT-OUT SEARCHING					1		1						2
DECEASED						2	1						3
MOVED IN VIOLATION	1	2	3	2		1		3	1	2	2		17
EVICTED													0
UNAUTHORIZED LIVE-IN	2				3	2			1	3	2		13
GAVE UP ASSISTANCE BEFORE 1 YEAR				1									0
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO		1								2			3
FAILURE TO FOLLOW THROUGH		1											1
FRAUD											1		1
UNREPORTED INCOME-2ND TIME													0
UTILITIES DISCONNECTED											1		1
CRIMINAL CONVICTION													0
VOUCHER EXPIRED	1			2	4	2	1	2					0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD		1	3	1	1		1		3				10
TOTALS	4	8	6	8	13	12	6	8	6	11	11	0	80
PUBLIC HOUSING													
LEFT IN GOOD STANDING	4	3			2	1	2	1	2	2			17
DECEASED				1			2						3
MOVED IN VIOLATION	1		1	2	1			1			1		7
TERMINATED FOR LEASE VIOLATIONS						1							1
EVICTED	1												1
UNAUTHORIZED LIVE-IN													0
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH				1									1
CRIMINAL CONVICTION													0
OTHER													0
TOTALS	6	3	1	4	3	1	5	2	2	2	1	0	29



TERRACE NEWS

May 2012 OFFICE HOURS 8 AM-4:30 PM (641)228-6661

May 17th at 7:00 a.m. is the monthly board meeting held at the office. This is open to the public.

HELP US WELCOME YOUR NEW NEIGHBOR TO THE TERRACES!

Roxanne Byrne-SCT

We hope you like your new home!



THE OFFICE WILL BE CLOSED ON MONDAY MAY 28TH FOR THE MEMORIAL DAY HOLIDAY. HAVE A SAFE AND FUN HOLIDAY WEEKEND!

MAY EVENTS:

3-5: "Feed My Starving Children" event. To volunteer or donate contact Becky Meyer @228-7531 or Sara Stewart @228-9958

5: ChuckTown Fiesta- Cinco De Mayo Party @ Cedar Ridge Golf Course, 6-10pm. \$25/person

12: Charles City Downtown Farmer's Market Grand Opening, Central Park. Market days are Wednesdays 3:30-6pm & Saturdays 9am-noon through Oct. 20

17: Building with the Bridge-Public is invited to give input on the design of an art piece using materials from the old bridge @ NIACC. Sessions 9am, 1pm, 7pm. Preregistration requested, call 228-2335

19: Families Making Connections is offering a freewill donation movie, "The Wizard of Oz", 2pm at the Charles Theatre. All proceeds go to "Caring Connections...Mentor a Child"

20: CC High School Graduation, 1:30pm, Comet Gym

28: Memorial Day, office closed



LOOK WHO'S CELEBRATING A BIRTHDAY THIS MONTH!

NAME	APT.#	DATE
KATHRYN JOHNSON	46	5
JANE HERMEN	132	10
MARILYN OBERMEIER	54	11
AMANDA KNAPP	109	12
JOANNE WILTSE	81	13
BETTY EMMEL	106	13
MELVIN EVERLY	55	16
BARB LENSING	120	19
GUINILLA VIKMAN	9	20
JASON FUNTE	79	23
HELEN BILL	62	25

Banned Individuals From Any Public Housing

Property:
David "Boone"
Mahnesmith
Roy Bode

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

A couple of reminders to pet owners. Don't forget to pick up after them when outside. That includes in your yard area and if you are on a walk. Also, all pets are to be on a leash or chain when outside. For dog owners, please be sure that your dog does not bark excessively.



AIR CONDITIONERS:

If you did not previously have an A/C but get one, please contact the office so Steve can remove the cover so you can use it. A reminder there is a \$60 seasonal fee to run an A/C, due in full by September 5, 2012.

AUTOMATIC RENT WITHDRAWAL:

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

The way your patios look reflects on the entire complex. Please be sure to not let your patios become overly cluttered. Also, only patio or lawn furniture is to be left out on your patios. Indoor furniture must be brought back inside your apartment.

MAILBOXES:

The Post Office contacted us and requested that the residents do not block their mailbox with lawn chairs, grills, etc. They have run into a few places where it was difficult to reach the mailbox. Thanks!

Are you registering all overnight guests 18 yrs. or older? Not doing so is a lease violation, which could result in termination!

HELP SAVE ENERGY!

Please help us by not leaving your porch light on during daylight hours, or excessively. Everyone needs to do their part to help save our earth!

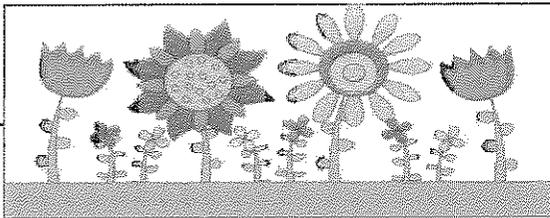
AFTER HOURS NUMBERS:

Please remember each apartment should have a magnet on their refrigerator that has the list of numbers to contact after hours. The maintenance number should be used for any work-order emergency that cannot wait until the office is open. After hours lock-outs ONLY you can call the non-emergency police number, which is 228-3366. If you do not have a magnet please call the office and we will get you one. Thanks!

A FEW HEADS UP...

FLOWERS:

If you have planted flowers around your apartment be sure to have them marked with a fence around them or something. If the area is not maintained or clearly marked the guys might mistake them for weeds and trim them down. They will never intentionally do that. Thanks for cooperating with this!



MOWING SEASON:

Mowing season is here! Please remember that if you have any lawn furniture on the grass area it needs to be moved when the guys are mowing! Also, when they are on the mowers please do not approach them. If you need something, call the office.



NORTH CEDAR TERRACE FLOWER BEDS:

At North Cedar Terrace we have 2 flower beds that a previous tenant had been caring for. They are located east of the parking lot to the laundry building. If anyone is interested in planting annuals and caring for it please call the office. If no one is interested then we will take them out.

SUMMER ACTIVITY:

This summer there will probably be a lot of river activity. Please be aware of the excess traffic around and be safe. Also, it is probably a good idea to not leave valuables in an unlocked car or on an unattended porch as precaution. Hopefully there won't be any problems but it is always best to prevent! Enjoy the fun!

TRY A NEW RECIPE...GARDEN FRESH NEW POTATO & BEAN SALAD

- 1/2 C. Miracle Whip Light
- 2 tsp. Grey Poupon Harvest Coarse Ground Mustard
- 1 # each new red and white mini potatoes, halved, cooked and cooled
- 1/2 # each green and yellow beans, cut into 2-inch lengths, blanched
- 2 stalks celery, chopped
- 1/3 c. chopped fresh dill (most reviews said this was a little much)



Mix dressing and mustard in large bowl. Add remaining ingredients, toss lightly. Serve immediately. Or, cover and refrigerate until ready to serve.

www.kraftrecipes.com

WELCOME JOE FERCH... PART-TIME MAINTENANCE



We would like to introduce our new part-time maintenance employee, Joe Ferch!

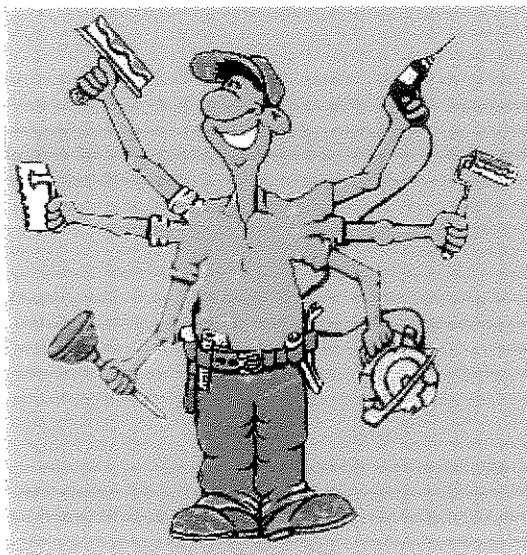
Joe grew up in Charles City. For the past 30 years he has worked doing home construction so Joe comes to us with a lot of experience and knowledge!

Joe will be working mostly Tuesdays through Fridays. He and Steve will

be taking turns being on-call afterhours.

We look forward to getting to know Joe more and are happy to have him on staff!

Please be sure to say hello when you see him out and about!



AFTERHOURS EMERGENCY MAINTENANCE NUMBER: 641-330-9259



MORNINGSIDE NEWS

May 2012 OFFICE HOURS 8 AM-4:30 PM (641)228-6661

May 17th at 7:00 a.m. is the monthly board meeting held at the office. This is open to the public.

ANYTHING CHANGE?:

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

THE OFFICE WILL BE CLOSED ON MONDAY MAY 28TH FOR THE MEMORIAL DAY HOLIDAY. HAVE A SAFE AND FUN HOLIDAY WEEK-END!

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

MAY EVENTS:

3-5: "Feed My Starving Children" event. To volunteer or donate contact Becky Meyer @228-7531 or Sara Stewart @228-9958

5: ChuckTown Fiesta- Cinco De Mayo Party @ Cedar Ridge Golf Course, 6-10pm. \$25/person

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20: CC High School Graduation, 1:30pm, Comet Gym

28: Memorial Day, office closed

REMINDER:

The policy is in effect that you and/or your guests are not allowed to consume alcohol or have an open container in any common area of the property. Common areas are defined as all areas of PHA property other than inside of tenant's unit and the concrete patio in back of your unit. This means no alcohol or open containers are allowed anywhere in front of the buildings, or in the parking lot areas. Please note that violations of this policy could result in termination of your lease.

CHEESY CORN DOG BAKE:

- 1 pkg.(8 1/2 oz) corn muffin mix
- 1 C. frozen corn, thawed
- 4 Oscar Mayer Bun-Length Wieners, cut length-wise in half
- 4 Kraft Deli Deluxe American Cheese slices, cut diagonally in half



Heat oven to 400 degrees. Prepare muffin batter as directed on package. Stir in corn. Pour into 8 inch square pan sprayed with cooking spray; top with wieners. Bake 20 to 25 minutes or until cornbread is golden brown. Top with cheese, cover. Let stand 5 minutes or until melted.
www.kraftrecipes.com

PET RESTRICTION:

Just a reminder there are breed restrictions for the type of dogs allowed at Morningside. This includes visiting pets as well. Breeds not allowed anywhere at Morningside are Pit Bulls, Rottweilers, Mastiffs, Akitas, Boxers, Chows, Huskies, Great Danes, Dalmations, Wolf-Hybrids, Presa Canario, Alaskan Malamutes, German Shepherds, American Bulldogs, Doberman Pinschers, American Stafford shire Terrier. Violations to this policy will result in termination of your lease.

GREAT
PARENT/
CHILD
EVENTS



FOR YOUR INFORMATION:

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

Community Nursing Clinic Schedules for May 2012. To make an appointment call: 641-257-6111.

Childhood Immunization Clinics

- Thursday, May 3rd: 1:00 pm-4:00 pm
- Monday, May 7th: 9:00 am—12:00 pm
- Wednesday, May 16th: 1:00 pm-4:00 pm
- Tuesday, May 22nd: 9:00 am-12:00 pm



WIC CLINICS

May 22, 23 & 24
 9:00 A.M. to 12:00 P.M.
 and
 12:40 P.M. to 3:00 P.M.
 at :
 1010 South Grand
 1-800-657-5856

WELCOME JOE FERCH... PART-TIME MAINTENANCE



We would like to introduce our new part-time maintenance employee, Joe Ferch!

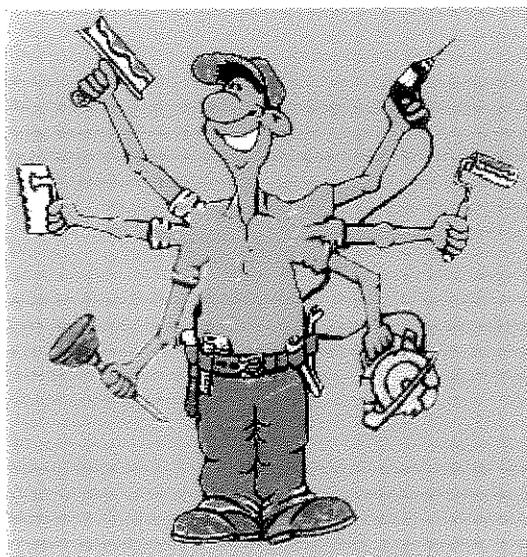
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AFTERHOURS EMERGENCY MAINTENANCE NUMBER: 641-330-9259

Our Kids Count

5:30 Supper 6:00 Program

May 8, 2012

Childhood Immunization

Presented by Gail Arjes

(Parent Topic Only)

May 22, 2012

Llama Llama Red Pajama

E.A.G.L.E Literacy

Presented By: Diane Day

(Parent Child Together)

Sponsored by:

FAMILIES MAKING CONNECTIONS
FLOYD ★ MITCHELL ★ CHICKASAW

Join us for learning, laughs, and relaxation. This group is primarily for parents of children ages 0-5, however, everyone is welcome!

There is no cost and childcare and meal are provided.

Trinity United Methodist Church
601 Milwaukee Street Charles City

FREE Supper and Childcare provided.

Please Pre-register By Calling:

Carol Goddard: 641-330-5513 (local)

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 4/2012, FISCAL 10/2012

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
173-532-4300	PUBLIC HOUSING INTEREST	.00	16,058.98	20,000.00	3,941.02
173-532-4504	PUBLIC HOUSING FRAUD	435.00	3,194.34	3,000.00	194.34-
173-532-4506	PUBLIC HOUSING DWELLING RENT	34,942.00	354,632.78	395,000.00	40,367.22
173-532-4507	PUBLIC HOUSING EXCESS UTILITY	1,048.00	7,023.00	9,000.00	1,977.00
173-532-4508	PUBLIC HOUSING CONTRIB-OTHER	793.50	9,344.61	9,000.00	344.61-
173-532-4710	PUBLIC HOUSING REIMBURSED EXP	250.00	5,933.15	500.00	5,433.15-
173-532-4781	PUBLIC HOUSING OPER SUBSIDY	.00	95,447.00	230,000.00	134,553.00
173-532-6010	PUBLIC HOUSING SALARY	7,562.95	82,661.76	100,000.00	17,338.24
173-532-6040	PUBLIC HOUSING OVERTIME	.00	.00	1,000.00	1,000.00
173-532-6070	PUBLIC HOUSING LABOR/MAINT	2,496.12	55,445.93	70,000.00	14,554.07
173-532-6110	PUBLIC HOUSING FICA	420.92	420.92	.00	420.92-
173-532-6130	PUBLIC HOUSING IPERS	970.40	970.40	.00	970.40-
173-532-6198	PUBLIC HOUSING EMP BEN MAINT	714.53	14,124.24	19,000.00	4,875.76
173-532-6199	PUBLIC HOUSING EMPLOYEE BEN	2,833.25	40,217.65	48,000.00	7,782.35
173-532-6200	PUBLIC HOUSING SECURITY	.00	.00	.00	.00
173-532-6230	PUBLIC HOUSING STAFF TRAINING	296.16	5,429.60	6,000.00	570.40
173-532-6370	PUBLIC HOUSING GAS	3,285.29	25,368.73	45,000.00	19,631.27
173-532-6371	PUBLIC HOUSING UTILITIES	2,317.81	31,413.64	42,500.00	11,086.36
173-532-6374	PUBLIC HOUSING WATER	1,138.89	10,891.89	15,500.00	4,608.11
173-532-6379	PUBLIC HOUSING SEWER/OTH UTIL	1,632.52	16,709.30	23,000.00	6,290.70
173-532-6401	PUBLIC HOUSING ACCOUNTING FEES	159.00	2,445.00	3,000.00	555.00
173-532-6408	PUBLIC HOUSING INSURANCE	20,012.00	20,012.00	24,000.00	3,988.00
173-532-6411	PUBLIC HOUSING LEGAL	.00	516.00	2,000.00	1,484.00
173-532-6420	PUBLIC HOUSING CONTRACT SERV	2,395.99	9,079.21	10,000.00	920.79
173-532-6441	PUBLIC HOUSING TENANT SERVICES	200.00	4,177.46	5,500.00	1,322.54
173-532-6442	PUBLIC HOUSING PILOT	.00	31,002.07	32,000.00	997.93
173-532-6516	PUBLIC HOUSING REFUNDS	98.00	3,370.00	.00	3,370.00-
173-532-6518	PUBLIC HOUSING SUNDRY-OFF EXP	2,520.19	14,806.36	25,000.00	10,193.64
173-532-6599	PUBLIC HOUSING MAINT MATERIALS	4,212.35	33,622.00	50,000.00	16,378.00
173-532-6725	PUBLIC HOUSING CAP OUTLAY-EQUI	.00	16,922.00	40,000.00	23,078.00
173-532-6750	PUBLIC HOUSING CAP IMPR BLDG	9,282.50	221,795.00	135,000.00	86,795.00-
173-532-6799	PUBLIC HOUSING COPIER LEASE	.00	1,033.34	2,800.00	1,766.66
173-536-6010	WAGES - FULL TIME	1,947.94	1,947.94	.00	1,947.94-
173-536-6040	WAGES - OVERTIME	.00	.00	.00	.00
173-547-4830	PUBHOUS 09 CAP OTH FIN TRANSF	.00	.00	.00	.00
173-601-6910	PUBLIC HOUSING TRANSFER OUT	.00	.00	34,000.00	34,000.00
173-910-4830	PUBLIC HOUSING TRANSFER IN	9,282.50	261,778.74	226,676.00	35,102.74-
173-999-9999	PROFIT HANDLER	.00	.00	.00	.00
	DIFFERENCE	17,745.81-	109,030.16	159,876.00	50,845.84
	PROOF	17,745.81-	109,030.16	159,876.00	50,845.84

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 4/2012, FISCAL 10/2012

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
174-533-4300	SEC 8 INTEREST	.00	1,715.07	2,000.00	284.93
174-533-4440	SEC 8 STATE GRANT	.00	.00	.00	.00
174-533-4504	SEC 8 FRAUD	35.00	3,555.00	4,000.00	445.00
174-533-4505	SEC 8 HUD CONTRIB	44,856.00	531,753.00	575,000.00	43,247.00
174-533-4509	SEC 8 ADMIN FEE/HTH	7,970.00	77,099.00	125,000.00	47,901.00
174-533-4710	SEC 8 REIMBURSED EXP	.00	670.00	500.00	170.00-
174-533-4715	SEC 8 REFUNDS	250.00	689.65	.00	689.65-
174-533-6010	SEC 8 REGULAR SALARY	4,507.94	42,866.98	46,500.00	3,633.02
174-533-6040	SEC 8 OVERTIME SALARY	.00	.00	.00	.00
174-533-6110	SEC 8 HOUSING FICA	170.44	170.44	.00	170.44-
174-533-6130	SEC 8 HOUSING IPKRS	362.29	362.29	.00	362.29-
174-533-6199	SEC 8 EMPLOYEE BEN	2,299.39	27,560.90	33,000.00	5,439.10
174-533-6230	SEC 8 STAFF TRAINING	.00	370.00	4,500.00	4,130.00
174-533-6380	SEC 8 UTILITY ALLOT	1,041.00	12,242.00	21,000.00	8,758.00
174-533-6401	SEC 8 ACCOUNTING FEES	204.00	2,230.00	3,000.00	770.00
174-533-6416	SEC 8 RENTS & LEASES	.00	.00	.00	.00
174-533-6423	SEC 8 SPECIAL SERVICE	.00	47.00	300.00	253.00
174-533-6445	SEC 8 HC VOUCHER PAY	52,227.00	532,934.26	635,000.00	102,065.74
174-533-6518	SEC 8 SUNDRY-OFF EXP	50.70	2,359.95	4,500.00	2,140.05
174-533-6920	SEC 8 COUNT COU	392.00	6,831.84	11,000.00	4,168.16
174-601-6910	SEC 8 TRANSFER OUT	.00	.00	5,000.00	5,000.00
174-999-9999	PROFIT HANDLER	.00	.00	.00	.00
		=====	=====	=====	=====
	DIFFERENCE	8,143.76-	12,493.94-	57,300.00-	44,806.06-
		=====	=====	=====	=====
	PROOF	8,143.76-	12,493.94-	57,300.00-	44,806.06-
		=====	=====	=====	=====

MEETING DATE: 5/17/12

RE: Approve Resolution 03-12 Approving Public Housing Operating Budget for FYE 6/30/2012

REQUESTED ACTION: Approve Resolution No. 03-12 for the Public Housing operating budget for FYE 06/30/12.

Comments: HUD requires board resolution be submitted. Budget is attached for your review.

Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

*OMB Approval No. 2577-0026 (exp. 9/30/2006)

See page four for instructions and Public reporting burden statement

a. Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No.:		b. Fiscal Year Ending 06/30/13	c. No. of months (check one) <input checked="" type="checkbox"/> 12 mo. <input type="checkbox"/> Other (specify)	d. Type of HUD assisted project(s)	
e. Name of Public Housing Agency/Indian Housing Authority (PHA/IHA) CHARLES CITY HOUSING AUTHORITY				01 <input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing	
f. Address (city, State, zip code) 501 CEDAR TERRACE SOUTH CHARLES CITY, IA 50616				02 <input type="checkbox"/> IHA Owned Mutual Help Homeownership	
g. ACC Number KC-9056				03 <input type="checkbox"/> PHA/IHA Leased Rental Housing	
h. PAS/LOCCS Project No. IA00200113J				04 <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership	
				05 <input type="checkbox"/> PHA/IHA Leased Homeownership	
i. HUD Field Office					
j. No. of Dwelling Units 148	k. No. of Unit Months Available 1776	m. No. of Projects ONE			

Line No.	Acct. No.	Description (1)	Actual		Requested Budget Estimates		HUD Modifications	
			Last Fiscal Yr. 06/30/11	Current Budget yr. 06/30/12	PHA/IHA Estimates		Amount (to nearest \$10)	Amount (to nearest \$10)
					PUM (2)	PUM (3)		
Homebuyers Monthly Payments for:								
010	7710	Operating Expense				0.00		
020	7712	Earned Home Payments				0.00		
030	7714	Nonroutine Maintenance Reserve				0.00		
Operating Receipts								
070	3110	Dwelling Rental	225.04	222.41	236.49	420,000		
080	3120	Excess Utilities	5.18	5.07	6.19	11,000		
090	3190	Nondwelling Rental			0.00	0		
100	Total	Rental Income (sum of lines 070, 080, and 090)	230.22	227.48	242.68	431,000		
110	3610	Interest on General Fund investments	11.40	11.26	12.11	21,500		
120	3690	Other Income	10.18	7.04	9.57	17,000		
130	Total	Rental Income (sum of lines 100, 110, and 120)	251.80	245.78	264.36	469,500		
Operating Expenditures - Administration:								
140	4110	Administrative Salaries	53.71	56.87	59.12	105,000		
145	411045	Administrative Benefits	23.37	27.03	33.40	59,325		
150	4130	Legal Expense	0.75	1.13	1.13	2,000		
160	4140	Staff Training	1.77	3.38	4.50	8,000		
170	4150	Travel			0.00	0		
180	4170	Accounting Fees	1.58	1.69	2.25	4,000		
190	4190	City Mgmt / Accounting	5.07	5.63	5.63	10,000		
200	4190	Office Expense	8.37	11.26	11.26	20,000		
200	4192	Advertising & Marketing	0.06	0.00	0.00	0		
200	4194	Other Admin Expense	1.94	4.39	4.39	7,800		
210	Total	Administrative Expense (sum of line 140 thru line 200)	96.62	111.38	121.69	216,125		
Tenant Services:								
220	4210	Salaries			0.00	0		
225	421045	Tenant Services Benefits			0.00			
230	4220	Recreation, Publications and Other Services	1.66	3.10	3.38	6,000		
240	4230	Contract Costs, Training and Other			0.00			
250	Total	Tenant Services Expense (sum of lines 220, 230, and 240)	1.66	3.10	3.38	6,000		
Utilities:								
260	4310	Water	7.59	8.73	9.01	16,000		
270	4320	Electricity	22.13	23.93	25.34	45,000		
280	4330	Gas	19.29	25.34	22.52	40,000		
290	4340	Fuel			0.00	0		
300	4390	Other Utilities Expense	6.65	7.12	7.32	13,000		
310	4391			0.00	0.00	0		
320	Total	Utilities Expense (sum of line 260 thru line 310)	55.66	65.12	64.19	114,000		

Line No.	Accl. No.	Description (1)	Actual	<input checked="" type="checkbox"/> Estimates	HUD Modifications			
			Last Fiscal Yr.	or Actual			Amount	Amount
			06/30/11	Current Budget Yr. 06/30/12	PUM (2)	PUM (3)	PUM (4)	(to nearest \$10) (5)
Ordinary Maintenance and Operation:								
330	4410	Labor	38.67	39.41	40.54		72,000	
335	441045	Maintenance Benefits	8.79	10.70	12.43		22,080	
340	4420	Materials	17.73	28.15	28.15		50,000	
350	4430	Misc contract Costs	2.74	1.69	1.97		3,500	
	4431	Garbage Removal	4.49	5.83	5.63		10,000	
350	4432	Heating & Cooling Contracts	0.34	0.14	0.14		250	
350	4433	Snow Removal Contracts		0.28	0.17		300	
350	4434	Elevator Maintenance Contracts			0.00		0	
350	4435	Landscape & Grounds Contracts			0.00		0	
350	4436	Unit Turnaround Contracts	1.42	0.84	1.41		2,500	
350	4437	Electrical Contracts	0.06		0.96		1,700	
350	4438	Plumbing Contracts	0.91	0.28	0.84		1,500	
350	4439	Extermination Contracts	0.96	1.41	1.41		2,500	
350	4440	Janitorial Contracts		0.14	0.14		250	
	4441	Routine Maintenance Contracts	1.48	0.84				
350	4480	Security Contract Cost	14.08	13.51	0.84		1,500	
360	Total Ordinary Maintenance & Operation Expense (lines 330 to 350)		91.67	103.22	94.64		168,080	
General Expense:								
410	4510	Insurance - All	11.21	13.51	13.51		24,000	
410	4510	Insurance - Property			0.00		0	
410	4510	Insurance - Liability			0.00		0	
410	4510	Insurance - Work Comp			0.00		0	
420	4520	Payments in Lieu of Taxes	17.46	18.02	19.14		34,000	
450	4570	Collection Losses	1.28		0.00		0	
	Total General Expense (sum of lines 410 to 460)		29.95	31.53	32.66		58,000	
480	Total Routine Expense (sum of lines 210, 250, 320, 360, 400, and 470)		275.56	314.35	316.56		562,205.00	
550	Total Operating Expenditures (sum of lines 500 and 540)		275.56	314.35	316.56		562,205.00	
Prior Year Adjustments:								
560	6010	Prior Year Adjustments Affecting Residual Receipts			0.00			
Other Expenditures:								
570		Deficiency in Residual Receipts at End of Preceding Fiscal Yr.			0.00			
580	Total Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus line 570)		275.56	314.35	316.56		562,205	
590	Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)		(23.76)	(68.57)	(52.20)		(92,705)	
HUD Contributions:								
600	8010	Basic Annual Contribution Earned-Leased Projects:Current Year			0.00			
620	Total Basic Annual Contribution (line 600 plus or minus line 610)		0.00	0.00	0.00		0	
630	8020	Contributions Earned-Op. Subsidy-Cur. Yr.(before year-end adj)	108.82	53.74	0.00			
640		Mandatory PFS Adjustments (net):			0.00			
650		Other (specify):			0.00			
660		Other (specify):			0.00			
670	Total Year-End Adjustments/Other (plus or minus lines 640 thru 660)		0.00	0.00	0.00		0	
680	8020	Total Operating Subsidy-current year (line 630 plus or minus line 670)	108.82	53.74	0.00		0	
690	Total HUD Contributions (sum of lines 620 and 680)		108.82	53.74	0.00		0	
700	Residual Receipts (or Deficit) (sum of line 590 plus line 690) Enter here and on line 810		85.06	(14.83)	(52.20)		(92,705)	

Operating Budget
Schedule of Administration
Expense Other Than Salary

U.S. Department of Housing
 and Urban Development

OMB Approval No. 2577-0026 (Exp. 9/30/2006)

Office of Public and Indian Housing

Public Reporting Burden for this collection of information is estimated to average 1 hour 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 a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. This information is required by Section 6 (c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justifications of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Name of Housing Authority:		Locality:			Fiscal Year End:	
CHARLES CITY HOUSING AUTHORITY		CHARLES CITY, IA			06/30/13	
(1)	(2)	(3)	(4)	(5)	(6)	
Description	Total	Management	Development	Section 8	Other	
1 Legal Expense (see Special Note in Instruction)	2,000	2,000				
2 Training (list and provide justification)	8,000	8,000				
3 Travel						
Trips To Conventions and Meetings (list and provide justification)	0					
4 Other Travel:						
Outside Area of Jurisdiction	0					
5 Within Area of jurisdiction	0					
6 Total Travel	0	0	0	0	0	
7 Accounting	4,000	4,000				
8 Auditing	0					
9 Sundry						
Rental of Office Space 4180	0					
10 Publications 4194	0					
11 Membership Dues and Fees 4194	0					
12 City Management Accounting 4190	10,000	10,000				
13 Administrative Services Contracts (Copier lease) 4194	2,800	2,800				
14 Other Sundry Expense (provide breakdown) 4194	5,000	5,000				
15 Telephone, Fax, Electronic Communications 4190	10,000	10,000				
16 Forms, Stationary and Office Supplies 4190	10,000	10,000				
17 Advertising & Marketing 4192	0					
18 Total Sundry	37,800	37,800	0	0	0	
Total Administrative Expense Other Than Salaries	51,800	51,800	0	0	0	

To the best of my knowledge, all of the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of authorized representative & Date:

Operating Budget
Summary of Budget Data and Justifications

U.S. Department of Housing
 and Urban Development
 Office of Public and Indian Housing

"OMB Approval No. 2577-0026 (Exp. 9/30/2006)

Public Reporting burden for this collection of information is estimated to average 45 minutes 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 a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. This information is required by Section 6 (c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budget receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Name of Local Housing Authority	Locality	Fiscal Year Ending
CHARLES CITY HOUSING AUTHORITY	CHARLES CITY, IA	06/30/13

Operating Receipts

Dwelling Rental: Explain basis for estimate. For HUD-aided low-rent housing, other than Section 23 Leased housing, state amount of latest available total H/A monthly rent roll, the number of dwelling units available for occupancy and the number accepted for the same month end. Cite HA policy revisions and economic and other factors which may result in a greater or lesser average monthly rent roll during the Requested Budget Year. For Section 23 Leased housing, state the number of units under lease, the PUM lease price, and whether or not the cost of utilities is included. If not included, explain method for payment at utility costs by HA and/or tenant.

420,000.00

TOTAL 420,000.00

TOTAL: 420,000

Excess Utilities: (Not for Section 23 Leased housing.) Check appropriate spaces in item 1, and explain "Other". Under item 2, explain basis for determining excess utility consumption. For example, Gas; individual check meters at OH-100-1, proration of excess over allowances at OH-100-2, etc. Cite effective date of present utility allowances. Explain anticipated changes in allowances or other factors which will cause a significant change in the total amount of excess utility charges during the Requested Budget Year.

1. Utility Services Surcharged: Gas Electricity Other (Specify) _____

2. Comments

Excess electric 11,000

TOTAL: 11,000

Nondwelling Rent: (Not for Section 23 Leased Housing.) Complete Item 1, specifying each space rented, to whom, and the rental terms. For example: Community Building Space - Nursery School - \$50 per month, etc. Cite changes anticipated during the Requested Budget Year affecting estimated Non-dwelling Rental Income.

1	Space Rented	To Whom	Rental Terms
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

2. Comments

TOTAL: 0

Interest on General Fund Investments: State the amount of present General Fund investment and the percentage of the General Fund it represents. Explain circumstances such as increased or decreased operating reserves, dwelling rent, operating expenditures, etc., which will affect estimated average monthly total investments in the Requested Budget Year. Explain basis for distributions of interest income between housing programs.

ESTIMATED	21,500

TOTAL:	21,500

Other Comments on Estimates of Operating Receipts: Give comments on all other significant sources of income which will present a clear and understanding of the HA's prospective Operating Receipts situation during the Requested Budget Year. For Section 23 Leased housing explain basis for estimate of utility charges to tenants.

FRAUD	4,000
MISC CHARGES	11,000
REIMBURSEMENTS	2,000

TOTAL:	17,000

Operating Expenditures

Summary of Staffing and Salary Data

- Complete the summary of information below on the basis of information shown on form HUD-52566, Schedule of all Positions and salaries, as follows:
- Column (1)** Enter the total number of positions designated with the corresponding account line symbol as shown in Column (1), form HUD-52566.
 - Column (2)** Enter the number of equivalent full-time positions allocable to HUD-aided housing in management. For example: A HA has three "A-NT" positions allocable to such housing at the rate of 80%, 70%, and 50% respectively. Thus, the equivalent full-time position is two. (8/10 + 7/10 + 5/10).
 - Column (3)** Enter the portion of total salary expenses shown in Column (5) or Column (6), form HUD-52566, allocable to HUD-aided housing in management, other than Section 23 Leased housing
 - Column (4)** Enter the portion of total salary expenses shown in Column (5) or Column (10), form HUD-52566, allocable to Section 23 Leased housing in management.
 - Column (5)** Enter the portion of total salary expense shown in Column (5) or Column (7), form HUD-52566, allocable to Modernization programs (Comprehensive Improvement Assistance Program or comprehensive Grant Program).
 - Column (6)** Enter the portion of total salary expense shown in Column (5) or Column (9), form HUD-52566, allocable to Section 8 Programs.

Note: The number of equivalent full-time positions and the amount of salary expenses for all positions designated "M" on form HUD-52566 must be equitably distributed to account lines **Ordinary Maintenance and Operation- Labor, Extraordinary Maintenance Work Projects, and Betterments and Additions Work Projects.**

Account Line	Total Number of positions (1)	HUD-Aided Management Program				
		Equivalent Full-Time Positions (2)	Salary Expenses			
			Management (3)	Section 23 leased Housing Only (4)	Modernization Programs (5)	Section 8 Program (6)
Administration--Nontechnical Salaries 1						
Administration--Technical Salaries 1						
Ordinary Maintenance and Operation--Labor 1						
Utilities--Labor 1						
Other (Specify) (Legal, etc.) 1						
Extraordinary Maintenance Work Projects 2						
Betterments and Additions Work Projects 2						

1 Carry forward to the appropriate line on HUD-52564, the amount of salary expense shown in column (3) on the corresponding line above. Carry forward to the appropriate line on HUD-52564 (Section 23 Leased Housing Budget), the amount of salary expense shown in column (4) on the corresponding line above.

2 The amount of salary expense distributed to Extraordinary Maintenance Work Projects and to Betterments and Additions Work Projects is to be included in the cost of each individual project to be performed by the HA staff, as shown on form HUD-52567.

Insurance: Give an explanation of substantial Requested Budget Year estimated increases in the PUM rate of expenditures for insurance over the Current Budget Year. Cite changes in coverage, premium rates, etc.

ALL INSURANCE		24,000
TOTAL		24,000

Employee Benefit Contributions: List all Employee Benefit plans participated in. Give justification for all plans to be instituted in the Requested Budget Year for which prior HUD concurrence has not been given

ADMIN FICA	\$	105,000 X 7.65%		8,030
MAINTENANCE FICA	\$	72,000 X 7.65%		5,510
ADMIN BENEFITS				51,295
MAINTENANCE BENEFITS				16,570
TOTAL:				81,410

Collection Losses: State the number of tenants accounts receivable to be written off and the number and total amount of all accounts receivable for both present and vacated tenants as of the month in which the estimate was computed

WRITE OFFS	
TOTAL:	0

Extraordinary Maintenance, Replacement of Equipment, and Betterments and Additions: Cite prior HUD approval or give justification for each nonroutine work project included in the Requested Budget and for those for future years which make up the estimate on form HUD-52570. Justifying information incorporated on or attached to form HUD-52567 need not be repeated here.

SEE HUD FORM 52567

Contracts: List all contracts, other than those listed on page 3 of this form under Ordinary Maintenance & Operation (OMO). Cite the name of the contractor, type of contract, cost of contract and contract period. Justification must be provided for all contract services proposed for the requested Budget Year (RBY). Explain substantial RBY increases over the PUM rate of expenditure for these contracts on the Current Budget Year

REQUESTED ACTION: Update the local preference policy to define verification requirements.

Comments: We adopted a local preference policy several years ago in order to give priority to local residents and keep as much of our funding here as possible. Lately there have been several applicants from out of the area working very hard to get around our policy. So we have found it necessary to increase the verification requirements in order to maintain the integrity of our programs and reduce the amount of fraud.

The updated policy is attached for your review. However, the specific changes to the policy include the addition of the following requirements.

In addition to the residency verification, applicant must provide a current Iowa Driver's License or State issued ID, all school aged children listed on the application must be enrolled in the Charles City School System, all vehicles registered to the applicant must have a valid Iowa registration, and any benefits received from the Department of Human Services must come from the State of Iowa.

It is Iowa law that you must obtain an Iowa Driver's License or State issued ID and register your vehicle in the State of Iowa within 30 days of residency. You also must be a resident of the State in which you receive food stamps, cash benefits, and medical assistance from DHS. In addition, all children living in Charles City, by law, must be enrolled in school. The only exception to this would be if the parents chose to open enroll their kids in a different school district. So if the applicants are truly Charles City residents it shouldn't be a hardship to provide the additional verification.

Prior to this the only requirement that we had was that they could prove that they either maintained a residence or worked in Charles City. Lately what has often been happening is that an applicant not from Charles City will rent a unit so they can provide a current lease and claim local preference. However, they haven't been actually moving to Charles City. This provides them with two benefits. First, they are able to claim local preference and decrease the amount of time they are on the waiting list. Second, they do not have to live in Charles City for one year prior to taking their voucher and porting to another jurisdiction.

Changing the policy and requiring all applicants meet this requirement increases the amount of time it takes to process an application, but it will reduce the potential for obtaining assistance fraudulently. If we were to only ask certain applicants to provide this additional level of verification, we could potentially be discriminating against certain groups of applicants.

If this policy is approved it must also be subject to a public hearing prior to adoption and the Board must adopt it by resolution. Because of this, it is our intention to adopt the policy as of July 1, 2012.

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

PHA Policy

The PHA will offer a local preference to any family who resides or works within the City Limits of Charles City. All elderly/disabled applicants automatically qualify for the preference. Applicants must provide verification of local preference when selected from the waiting list. Proof of residency shall be defined as: Applicant has a current lease, or current rent receipts for the address declared. If a rental unit, a notarized statement from the landlord of the declared address clearly stating the time frame of the applicant at that address; or if a privately owned unit, a notarized statement from the owner of the declared address clearly stating the time frame of the applicant at that address. Alternately a Landlord/Property Owner Certification supplied by the PHA may serve as verification of local preference. A post office box will not be accepted as verification of residency. Applicant may also provide current check stubs from local employer. In addition to the residency verification, applicant must provide a current Iowa Drivers License or State issued ID, all school aged children listed on the application must be enrolled in the Charles City School System, all vehicles registered to the applicant must have a valid Iowa registration, and any benefits received from the Department of Human Services must come from the State of Iowa. In the event the applicant cannot provide verification of local preference, they will be placed back on waiting list with original application date and time without the preference.

As a reasonable accommodation, if an applicant applies and has a verifiable local preference at the time of initial application and is placed in a certified medical facility outside of Charles City, they will be able to retain local preference. They must provide a statement from doctor for the accommodation. If an applicant has a local preference at the time of application and is placed in a certified medical facility and at the time of release from the facility cannot find housing in the local preference area and must reside outside of the area, they will retain the local preference while residing in that unit. If they move from that unit, they will lose the preference. This must be verified by the certified medical facility that discharged them.

In addition, if an applicant is residing in a shelter due to domestic violence and they can verify that they were a Charles City resident prior to moving into the shelter and they complete the Certification of Domestic Violence, Dating Violence, or Stalking Form,

they may claim local preference. However, if they leave the shelter prior to being offered assistance, the applicant must update application and local preference verification.

Income Targeting Requirement [24 CFR 982.201(b)(2)]

HUD requires that extremely low-income (ELI) families make up at least 75% of the families admitted to the HCV program during the PHA's fiscal year. ELI families are those with annual incomes at or below 30% of the area median income. To ensure this requirement is met, a PHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

PHA Policy

The PHA will monitor progress in meeting the ELI requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.

MEETING DATE: 5/17/12

RE: Approve Resolution No. 4-12 to Close Out CFP
IA05P00250109

REQUESTED ACTION: Discuss options regarding independent audit of CFP 2009, IA05P00250109.

Comments: We have received a letter from HUD (attached) approving the close out of the 2009 CFP program. However, they are requesting that the Board determine whether an independent audit will be conducted for the program. Since we are included in the City's auditing process, this additional independent audit is not a requirement.

As part of the City's annual audit, the CFP program had been reviewed. It is necessary for the board to decide if an additional independent audit should be conducted. If you decide not to request the audit, it is necessary to approve Resolution No. 4-12, which states that the Board is not requesting an audit of the program close out, and submit it to HUD.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

KANSAS/MISSOURI STATE OFFICE

Gateway Tower II, Room 200

400 State Avenue

Kansas City, KS 66101-2406

HUD Home Page: www.hud.gov

Ms. Heidi Nielsen
Executive Director
Charles City Housing & Redevelopment Authority
501 Cedar Terrace South
Charles City, IA 50616-2704

Dear Ms. Nielsen:

This is to inform you that we have reviewed and approved the Actual Modernization Cost Certificate (AMCC), HUD-52839 or HUD-53001 as submitted for completion of Capital Fund Program IA05P00250109. The certificate (copy enclosed) is approved, subject to fiscal audit verification.

Your next fiscal audit must include a review and reconciliation of the HUD-52839 or HUD-53001 as submitted. Please ensure that your fee accountant has properly posted all modernization expenditures in order to assist you with the final close-out of the program.

Some housing authorities are relieved of certain audit requirements by the Single Audit Act. Our Office strongly urges, however, that all modernization programs be fully closed through an independent audit. If you determine that an audit is not required and that one will not be conducted in order to close-out your modernization program, you must notify our Office of this determination. Your notification must include evidence of a Board resolution supporting the determination that an audit will not be conducted.

Should you have any questions or require additional information, please contact Bill Miller of my staff at (913) 551-5532.

Sincerely,

A handwritten signature in cursive script that reads "Carrie Dobbins".

Carrie Dobbins
Director
Technical Division

Enclosure

**Actual Modernization
Cost Certificate**

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0157 (exp. 01/31/2014)

Comprehensive Improvement Assistance Program (CIAP)
Comprehensive Grant Program (CGP)

Public reporting burden for this collection of information is estimated to average 2 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2577-0044 and 0157), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Do not send this form to the above address.

This collection of information requires that each Housing Authority (HA) submit information to enable HUD to initiate the fiscal closeout process. The information will be used by HUD to determine whether the modernization grant is ready to be audited and closed out. The information is essential for audit verification and fiscal close out. Responses to the collection are required by regulation. The information requested does not lend itself to confidentiality.

HA Name: Charles City Housing & Redevelopment Authority	Modernization Project Number: IA05P00250109
---	---

The HA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Modernization Grant, is as shown below:

A. Original Funds Approved	\$	173,300.00
B. Funds Disbursed	\$	173,300.00
C. Funds Expended (Actual Modernization Cost)	\$	173,300.00
D. Amount to be Recaptured (A-C)	\$	
E. Excess of Funds Disbursed (B-C)	\$	

- That all modernization work in connection with the Modernization Grant has been completed;
- That the entire Actual Modernization Cost or liabilities therefor incurred by the HA have been fully paid;
- That there are no undischarged mechanics', laborers', contractors', or material-men's liens against such modernization work on file in any public office where the same should be filed in order to be valid against such modernization work; and
- That the time in which such liens could be filed has expired.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of Executive Director & Date:

X *Airon Nielsen*

01/04/2012

For HUD Use Only

The Cost Certificate is approved for audit:

Approved for Audit (Director, Office of Public Housing / ONAP Administrator) X <i>Caryn Robinson</i>	Date: <i>4/16/12</i>
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The audited costs agree with the costs shown above:

Verified: (Designated HUD Official) X	Date:
Approved: (Director, Office of Public Housing / ONAP Administrator) X	Date:

RESOLUTION NO. 4-12

CLOSE OUT CFP IA05P00250109
SINGLE AUDIT ACT

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 Charles City Housing and Redevelopment Authority has completed improvements to the public housing complexes utilizing funds made available from the Capital Fund Program (CFP) for a total amount of \$173,300.00; and

WHEREAS, all required reports have been filed with the Department of Housing and Urban Development for the final close out procedures and have been accepted; and

WHEREAS, the Charles City Housing and Redevelopment Authority is not required to comply with the Single Audit Act, the Board has discussed the option to request an independent audit of CFP 2009, IA05P00250109 program,

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority it was determined that it would not be necessary for an independent audit of the referred program in view of the fact that it is already included in the City of Charles City audit contract for review and verification.

PASSED AND ADOPTED BY THE CHARLES CITY HOUSING AND
REDEVELOPMENT AUTHORITY ON THIS 17th DAY OF MAY 2012.

Board Chairperson

ATTEST:

Heidi Nielsen, Director