HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, AUGUST 16, 2021; 4:00 PM

CITY HALL COUNCIL CHAMBERS 226 W. 4TH ST. DAVENPORT IA

COMMISSION AUGUST MEETING

I. Minutes
   A. July minutes
II. Financial Reports
   A. July Financial Reports
III. Occupancy Report
   A. July Occupancy Report
IV. Consideration Items
   A. Resolution 2021-03 - Section 8 Management Assessment Program (SEMAP) Certification
V. Discussion

City of Davenport
Housing Commission

Department: Housing Commission | **Date**
Contact Info: Destiny Gerhardt | **8/16/2021**

Subject:
July minutes

ATTACHMENTS:

	Type	Description
🗋	Cover Memo	July minutes

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	8/5/2021 - 2:13 PM

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

July 19, 2021; 4:00 PM

City Hall Council Chambers,

226 W 4th St.

Members Present: Wissing, Miller, Susich, Roberts

Staff Present: Gerhardt

I. The July 19, 2021 meeting of the Davenport Housing Commission was called to order at 4:01 p.m.

II. Roll Call-all but Richards

III. Approval of June 21, 2021 minutes **APPROVED**

Approval of the Davenport Housing Commission Meeting Minutes for June 21, 2021.
Roberts made a motion to accept. Susich seconded the motion.
The motion approved unanimously.

IV. Approval of June, 2021 Financials **APPROVED**

Approval of the Davenport Housing Commission Meeting Financials for June, 2021.
Roberts made a motion to accept. Susich seconded that motion.
The motion approved unanimously.

V. Approval of the Occupancy and Utilization Report **APPROVED**

Approval of the Davenport Housing Commission Meeting Occupancy report as of July 15, 2021 and Utilization report for June, 2021.
Roberts made a motion to accept. Susich seconded the motion.
The motion approved unanimously.

VI. Meeting Adjourned-**4:17PM**

Miller made a motion to adjourn. Susich seconded that motion.

The Motion approved unanimously.

City of Davenport
Housing Commission

Department: Housing Commission | Date
Contact Info: Destiny Gerhardt | 8/16/2021

Subject:
July Financial Reports

ATTACHMENTS:

Type	Description
Cover Memo	July Financial Reports

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	8/5/2021 - 2:22 PM

MONTHLY FINANCIALS REPORT
JULY 2021

HERITAGE

ACCOUNT	BUDGET	JULY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	$0.00	$7,160.08	$7,160.08	#DIV/0!	($7,160.08)
Office Supplies & Services	$0.00	$455.00	$455.00	#DIV/0!	($455.00)
Books & Periodicals	$0.00			0.00%	$0.00
Utility Services	$0.00	$13,594.23	$13,594.23	#DIV/0!	($13,594.23)
Telephone	$0.00			#DIV/0!	$0.00
Memberships & Publications	$0.00			0.00%	$0.00
Professional Services	$0.00			#DIV/0!	$0.00
Liability Insurance	$0.00			#DIV/0!	$0.00
Rental Assistance	$0.00			0.00%	$0.00
Data Processing	$0.00			#DIV/0!	$0.00
Facilities Maintenance	$0.00			#DIV/0!	$0.00
Property Insurance	$0.00			#DIV/0!	$0.00
Maintenance-Machinery & Equip	$0.00			0.00%	$0.00
Maintenance-Motor Vehicles	$0.00			0.00%	$0.00
Workers Compensation	$0.00			#DIV/0!	$0.00
Indirect Cost Allocation	$0.00			#DIV/0!	$0.00
Rental Inspections	$0.00			#DIV/0!	$0.00
					$0.00
TOTALS	$0.00	$21,209.31	$21,209.31	#DIV/0!	($21,209.31)

MONTHLY FINANCIALS REPORT
JULY 2021

PUBLIC HOUSING

ACCOUNT	BUDGET	JULY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	$135,063.00	$2,452.89	$2,452.89	1.82%	$132,610.11
Office Supplies & Services	$1,035.00			0.00%	$1,035.00
Books & Periodicals	$0.00			0.00%	$0.00
Utility Services	$2,000.00	$427.06	$427.06	21.35%	$1,572.94
Telephone	$300.00			0.00%	$300.00
Memberships & Publications	$0.00			0.00%	$0.00
Professional Services	$1,400.00			0.00%	$1,400.00
Liability Insurance	$7,245.00			0.00%	$7,245.00
Utility Reimbursements	$20,000.00	$2,179.00	$2,179.00	10.90%	$17,821.00
Data Processing	$6,900.00			0.00%	$6,900.00
Facilities Maintenance	$75,500.00	$431.00	$431.00	0.57%	$75,069.00
Property Insurance	$2,458.00			0.00%	$2,458.00
Maintenance-Machinery & Equip	$0.00			0.00%	$0.00
Maintenance-Motor Vehicles	$0.00			0.00%	$0.00
Workers Compensation	$0.00			#DIV/0!	$0.00
Indirect Cost Allocation	$61,848.00			0.00%	$61,848.00
Rental Inspections	$775.00			0.00%	$775.00
TOTALS	$314,524.00	$5,489.95	$5,489.95	1.75%	$309,034.05

MONTHLY FINANCIALS REPORT
JULY 2021

SECTION 8

ACCOUNT	BUDGET	JULY	YTD	% EXP	BALANCE
Travel (54401010 520210)	$ 1,600.00			0.00%	$ 1,600.00
Payroll/Employee Benefits	$277,136.00	26,284.70	26,284.70	9.48%	$ 250,851.30
Office Supplies & Services	$13,700.00	450.00	450.00	3.28%	$ 13,250.00
Telephone	$3,300.00			0.00%	$ 3,300.00
Memberships & Publications	$250.00			0.00%	$ 250.00
Professional Services	$5,000.00			0.00%	$ 5,000.00
Liability Insurance	$13,655.00			0.00%	$ 13,655.00
Rental Assistance & Utility Reimb	$3,600,000.00	304,947.00	304,947.00	8.47%	$ 3,295,053.00
Port-in rent	$50,000.00			0.00%	$ 50,000.00
Project expense	$10,000.00	1,117.20	1,117.20	11.17%	$ 8,882.80
Other supplies	$8,000.00			0.00%	$ 8,000.00
Property Insurance	$4,320.00			0.00%	$ 4,320.00
Data Processing	$31,100.00			0.00%	$ 31,100.00
Maintenance-Machinery & Equip	$1,800.00			0.00%	$ 1,800.00
Maintenance-Motor Vehicles	$950.00			0.00%	$ 950.00
Workers Compensation				#DIV/0!	$ -
Indirect Cost Allocation	$72,069.00			0.00%	$ 72,069.00
TOTALS	$ 4,092,880.00	$ 332,798.90	$ 332,798.90	8.13%	$3,760,081.10

MONTHLY FINANCIALS REPORT
JULY 2021

ALL PROGRAMS

ACCOUNT	BUDGET	JULY	YTD	% EXP	BALANCE
Payroll/Employee Benefits	$412,199.00	$35,897.67	$35,897.67	8.71%	$376,301.33
Office Supplies & Services	$14,735.00	$905.00	$905.00	6.14%	$13,830.00
Travel	$ 1,600.00	$0.00	$0.00	0.00%	$1,600.00
Books & Periodicals	$0.00	$0.00	$0.00	0.00%	$0.00
Utility Services	$2,000.00	$14,021.29	$14,021.29	701.06%	($12,021.29)
Telephone	$3,600.00	$0.00	$0.00	0.00%	$3,600.00
Memberships & Publications	$250.00	$0.00	$0.00	0.00%	$250.00
Professional Services	$6,400.00	$0.00	$0.00	0.00%	$6,400.00
Liability Insurance	$20,900.00	$0.00	$0.00	0.00%	$20,900.00
Rental Assistance & Utility Reimb	$3,670,000.00	$307,126.00	$307,126.00	8.37%	$3,362,874.00
Other supplies	$8,000.00	$0.00	$0.00	0.00%	$8,000.00
Property Insurance	$4,320.00	$0.00	$0.00	0.00%	$4,320.00
Data Processing	$38,000.00	$0.00	$0.00	0.00%	$38,000.00
Facilities Maintenance	$75,500.00	$431.00	$431.00	0.57%	$75,069.00
Property Insurance	$2,458.00	$0.00	$0.00	0.00%	$2,458.00
Maintenance-Machinery & Equip	$1,800.00	$0.00	$0.00	0.00%	$1,800.00
Maintenance-Motor Vehicles	$950.00	$0.00	$0.00	0.00%	$950.00
Workers Compensation	$0.00	$0.00	$0.00	#DIV/0!	$0.00
Indirect Cost Allocation	$133,917.00	$0.00	$0.00	0.00%	$133,917.00
Rental Inspections	$775.00	$0.00	$0.00	0.00%	$775.00
Office Furniture & Equipment	$0.00	$0.00	$0.00	0.00%	$0.00
TOTALS	$4,407,404.00	$359,498.16	$359,498.16	8.16%	$4,047,905.84

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
8/16/2021

Subject:
July Occupancy Report

ATTACHMENTS:

	Type	Description
🗋	Cover Memo	July Occupancy Report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	8/5/2021 - 2:31 PM

OCCUPANCY AND UTILIZATION REPORT

DAVENPORT HOUSING COMMISSION

OCCUPANCY REPORT AS OF AUGUST 5, 2021

Public Housing	Bedroom Size			
	2	3	4	Total
Occupied #	14	22	4	40
Allocation #	14	24	4	42
Occupancy %	100.0%	91.7%	100.0%	95.2%
Units Vacant:				
	4205 N Elsie			
	4207 N Elsie			

UTILIZATION REPORT FOR JULY 2021

Vouchers	Bedroom Size							
	0	1	2	3	4	5	6	Total
Previous Month	9	244	259	135	11	2	1	661
Current	9	239	257	133	11	2	1	652
Funds available	$ 326,391	Average funding available each month						
Funds spent	$ 308,915							
% of Funds Used	94.6%	Average funding used each month						

City of Davenport
Housing Commission

Department: Housing Commission | **Date**
Contact Info: Destiny Gerhardt | **8/16/2021**

Subject:
Resolution 2021-03 - Section 8 Management Assessment Program (SEMAP) Certification

ATTACHMENTS:

Type	Description
Cover Memo	Resolution 2021-03

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	8/5/2021 - 2:34 PM

Resolution 2021-03

RESOLUTION SUPPORTING FISCAL YEAR 2021 ANNUAL SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires that the Office of Assisted Housing submit a Section Eight Management Assessment Program (SEMAP) Certification for each fiscal year; and

WHEREAS, the SEMAP Certification has been completed based on information from July 1, 2020 through June 30, 2021, and Destiny Gerhardt, Housing Programs Manager of the Office of Assisted Housing, has reviewed and concurs with the information provided for the SEMAP Certification; and

WHEREAS, a Resolution by the Board of Commissioners is required to approve the SEMAP Certification before it may be submitted to HUD;

NOW, THEREFORE, BE IT RESOLVED that the Davenport Housing Commission members of the Office of Assisted Housing approve the SEMAP Certification for submittal to HUD by August 31, 2021 and that the Chairperson of the Housing Authority execute the SEMAP Certification form in compliance with HUD requirements.

Adopted this 16th day of August, 2021.

Matt Wissing, Chairperson

Davenport Housing Commission

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

Housing Agency: **IA045 DAVENPORT**

PHA Fiscal Year End: **6/30/2021**

OMB Approval No. 2577-0215

SEMAP CERTIFICATION (Page 1)

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

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

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

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

Performance Indicators

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

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

PHA Response ◉ **Yes** ○ **No**

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

PHA Response ◉ **Yes** ○ **No**

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

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

PHA Response ◉ **Yes** ○ **No**

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

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

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

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

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

4 Utility Allowance Schedule (24 CFR 982.517)

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

PHA Response ◉ Yes ○ No

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

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

PHA Response ◉ Yes ○ No

6 HQS Enforcement (24 CFR 982.404)

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

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

7 Expanding Housing Opportunities.

(24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12))

Applies only to PHAs with jurisdiction in metropolitan FMR areas

Check here if not applicable ☐

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

PHA Response ◉ Yes ○ No

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

PHA Response ◉ Yes ○ No

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

PHA Response ◉ **Yes** ○ **No**

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

PHA Response ◉ **Yes** ○ **No**

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

PHA Response ◉ **Yes** ○ **No**

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

PHA Response ◉ **Yes** ○ **No**

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Assessment Profile | Reports | Submission

List | Summary | Certification | Profile | Comments

Destiny Gerhardt (MRA127)

PIC Main

SEMAP

Logoff

Field Office: 7APH KANSAS CITY HUB OFFICE

Housing Agency: IA045 DAVENPORT

PHA Fiscal Year End: 6/30/2021

SEMAP CERTIFICATION (Page 2)

Performance Indicators

8 Payment Standards(24 CFR 982.503)

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

PHA Response ◉ **Yes** ○ **No**

FMR Area Name City of Davenport

FMR 1 of 1

Enter current FMRs and payment standards (PS)

0-BR FMR	517	1-BR FMR	626	2-BR FMR	784	3-BR FMR	1047	4-BR FMR	1183
PS	568	PS	688	PS	862	PS	1151	PS	1301

Save Add Delete

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

9 Timely Annual Reexaminations(24 CFR 5.617)

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

PHA Response ◉ **Yes** ○ **No**

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

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

PHA Response ◉ **Yes** ○ **No**

11 Pre-Contract HQS Inspections(24 CFR 982.305)

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

PHA Response ◉ **Yes** ○ **No**

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

The PHA inspects each unit under contract as required (24 CFR 982.405(a))

PHA Response ◉ **Yes** ○ **No**

13 Lease-Up

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

PHA Response ◉ **Yes** ○ **No**

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

14a.Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. Applies only to PHAs required to administer an FSS program.

Check here if not applicable ☑

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section

236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

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

b. Number of FSS families currently enrolled

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

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

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

Applies only to PHAs required to administer an FSS program

Check here if not applicable ☐

PHA Response ○ **Yes** ○ **No**

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

15 Deconcentration Bonus

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

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

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

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

PHA Response ○ **Yes** ○ **No**

Deconcentration Addendum

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