

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

Monday, March 23, 2026; 3:30 PM

City Hall | 226 West 4th Street | Council Chambers

- I. Call to Order
- II. Secretary's Report
  1. February Meeting Minutes
  2. February Financial Report
  3. February Utilization Reports
- III. Communications
- IV. Old Business
- V. New Business
  1. 2026-2027 Annual Plan
- VI. Other Business
- VII. Open Forum for Comment
- VIII. Adjourn
  1. Next Board Meeting - April 20, 2026

City of Davenport

Department: Community & Economic Development  
Contact Info: |

**Action / Date**  
**3/23/2026**

Subject:  
February Meeting Minutes

Recommendation:

Background:

Attachments:

1. February Meeting Minutes

# February Meeting Minutes

DAVENPORT HOUSING COMMISSION  
Regular Meeting

City Hall Council Chambers,  
226 W. 4<sup>th</sup> St.  
Monday, February 23, 2026, at 3:30 PM

## MEETING AGENDA

Members present: Miller, Roberts, Stahler, Wissing  
Staff present: Dunn

- I. **Call to Order- 3:30 pm**  
The February meeting of the Davenport Housing Commission was called to order at 3:30 pm
- II. **Secretary's Report**
  1. December Meeting Minutes  
Stahler made a motion to accept; Miller seconded the motion  
**APPROVED**
  2. December and January Financial Reports  
Miller made a motion to accept; Stahler seconded the motion  
**APPROVED**
  3. December and January Reports  
Roberts made a motion to accept; Miller seconded the motion  
**APPROVED**
- III. **Communication**
- IV. **Old Business**
- V. **New Business**
  - FYI research study conference call with HUD
- VI. **Other Business**
- VII. **Open Forum for Comment**
- VIII. **Meeting Adjourned -3: 58 pm**  
Roberts made a motion to adjourn; Stahler seconded the motion  
Next Commission meeting- Monday, March 23, 2026, at 3:30 pm  
**APPROVED**

City of Davenport

Department: Community & Economic Development  
Contact Info: |

**Action / Date**  
**3/23/2026**

Subject:  
February Financial Report

Recommendation:

Background:

Attachments:

1. February Financial Report

# February Financial Report

## Housing Choice Voucher

\* The financial data that is reported are preliminary numbers and are subject to change when adjustments are necessary

	BUDGET	FEBRUARY	YTD	Balance	Expenditure
<b>Employee Salary/Benefits</b>					
Full Time Salaries	\$ 309,016.00	\$ 23,824.91	\$ 196,827.81	\$ 112,188.19	
Overtime Pay		\$ 546.77	\$ 4,720.22		
Retirement FICA	\$ 23,640.00	\$ 1,866.09	\$ 15,508.94		
Retirement-IPERS	\$ 29,171.00	\$ 2,300.69	\$ 18,922.50		
Employee Insurance	\$ 114,682.00	\$ 8,676.59	\$ 72,356.21		
Deferred Comp	\$ 6,704.00	\$ 442.84	\$ 3,916.60		
Retirement Health Savings	\$ 9,270.00	\$ 445.01	\$ 3,648.09		
<b>Total</b>	<b>\$ 492,483.00</b>	<b>\$ 38,102.90</b>	<b>\$ 315,900.37</b>		<b>64%</b>
Travel					
<b>Office Supplies and Services</b>	\$ 17,000.00	\$ 1,688.06	\$ 12,532.97	\$ 4,467.03	74%
Telephone	\$ 3,649.00	\$ 315.47	\$ 2,910.14	\$ 738.86	80%
Membership and Publications	\$ 300.00	\$ -	\$ 239.00	\$ 61.00	80%
Professional Services (Sec8)	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	0%
Rental Assist/Utility Reimburse	\$ 4,180,000.00	\$ 386,795.00	\$ 3,577,132.00	\$ 602,868.00	86%
Project Expense	\$ 15,000.00	\$ 593.89	\$ 6,168.28	\$ 8,831.72	41%
Other supplies	\$ 30,000.00	\$ -	\$ 29,973.97	\$ 26.03	100%
Property Insurance	\$ 2,624.00	\$ -	\$ 2,624.00	\$ -	100%
Data Processing	\$ 34,100.00	\$ 2,841.67	\$ 22,733.36	\$ 11,366.64	67%
Workmans Compensation	\$ 203.00	\$ -	\$ 203.00	\$ -	100%
Indirect Cost Allocation	\$ 97,661.00	\$ 8,138.42	\$ 65,107.36	\$ 32,553.64	67%
<b>Totals:</b>	<b>\$ 4,875,520.00</b>	<b>\$ 438,475.41</b>	<b>\$ 4,035,524.45</b>		<b>83%</b>

City of Davenport

Department: Community & Economic Development

Contact Info: |

**Action / Date**

**3/23/2026**

Subject:

February Utilization Reports

Recommendation:

Background:

Attachments:

1. February Utilization Reports

## February Utilization Reports

### New vouchers and Waitlist

New Vouchers Issued	3	Open Vouchers	19
Vouchers Expired	1	Number on Waitlist	122
Last Waitlist Pull	January 2026	# pulled from Waitlist	10

### Leasing

New Units for Vouchers Issued in CY2026	
Within 30 days	20%
31-60 days	40%
61-90 days	0%
91-120 days	20%
120-150 days	20%
<b>Total</b>	<b>100%</b>

#### Terminology:

- Port IN** - Vouchers that are **transferring into** Davenport Housing Authority
- Port OUT** - Vouchers that are **transferring from** Davenport Housing Authority to another Housing Authority
- HAP (Housing Assistance Payment)** – Payment that is made by the Housing Authority to Landlord
- Termination** – End of participation in HCV program (voluntarily or involuntarily)
- UML (Unit Months Leased)** - number of units paid for with HUD funding
- VMS (Voucher Management System)** - HUD's reporting system for Housing

## Special Programs: New Vouchers

HUDVASH	#	Foster Youth to Independence	#
Jan 2026	2	Jan 2026	5
Feb 2026	1	Feb 2026	0
Mar 2026		Mar 2026	
April 2026		April 2026	
May 2026		May 2026	
June 2026		June 2026	
July 2026		July 2026	
August 2026		August 2026	
September 2026		September 2026	
October 2026		October 2026	
November 2026		November 2026	
December 2026		December 2026	
<b>Total Vouchers Issued CY26</b>	<b>3</b>	<b>Total Vouchers Issued CY26</b>	<b>5</b>

## Voucher Status: New, Port In/Port Out, Termination

	New Voucher	Port In	Port Out	Termination
Jan 2026	9	1	0	12
Feb 2026	2	6	0	8
Mar 2026				
Apr 2026				
May 2026				
June 2026				
July 2026				
August 2026				
Sept 2026				
Oct 2026				
Nov 2026				
Dec 2026				
<b>Total:</b>	<b>14</b>	<b>9</b>	<b>1</b>	<b>25</b>

## Voucher Utilization by Bedroom Size

Vouchers							Total	
	0	1	2	3	4	5		6
January Utilization	6	238	251	134	33	1	1	664
February Utilization	5	239	246	132	33	1	1	657
Funds available	<b>\$ 412,083</b>							
Funds spent	<b>\$ 386,795</b>							
% of Funds Used	<b>93.9%</b>							

Authorities

City of Davenport

Department: Community & Economic Development  
Contact Info: |

**Action / Date**  
**3/23/2026**

Subject:  
2026-2027 Annual Plan

Recommendation:

Background:

Attachments:

1. Annual Plan- 2026-2027



# Davenport Housing Authority

**2026-2027**

**ANNUAL PHA PLAN**

## **BACKGROUND**

The “Quality Housing Work Responsibility Act of 1998” (QHWRA) contains a provision whereby a Housing Agency must submit an Annual Plan. The Department of Housing and Urban Development (HUD) published the Annual Plan final rule on October 21, 1998. The rule was effective on November 22, 1999.

The Annual Plan submission process is a continuing planning process. The Davenport Housing Authority must submit an Annual Plan every year. Program participants and the public have a 45-day opportunity for input before the final submission to HUD.

As part of the Davenport Housing Authorities efforts for outreach, the Housing Authority provides access to the 2026-2027 Annual Plan on its website at: [www.davenportiowa.com/hcv](http://www.davenportiowa.com/hcv) and available Monday- Friday, 8 am – 5 pm at City Hall.

## **PURSUANT TO HUD REGULATIONS**

- a. Section 903.13, (c) states: “The PHA must consider the recommendations of the Resident Advisory Board or Boards in preparing the final Five-Year and Annual Plan. In submitting the final plan to HUD for approval, the PHA must include a copy of the recommendations made by the Board or Boards and a description of the manner in which the PHA addressed these recommendations.”
- b. Section 903.17 sets forth the public notification requirements: The Board of Commissioners “must conduct a public hearing to discuss the PHA plan...and invite public comment on the plan(s). The hearing must be conducted at a location that is convenient to the residents served by the PHA”. The regulations also states that no later than 45 days before the public hearing is to take place, the PHA must:
  - i. Make the proposed plan(s) and all information relevant to the public hearing to be conducted available for inspection by the public at the principal office of the PHA during normal business hours; and
  - ii. Publish a notice informing the public that the information is available for review and inspection, and that a public hearing will take place on the plan, and the date, time, and location of the hearing.

## **ANNUAL PLAN PUBLIC PROCESS**

The Davenport Housing Authority has made the Annual Plan submission and its approval process a public process. The PHA proved to go beyond the HUD requirements.

The following highlights how the Davenport Housing Authority complied with regulations:

1. On February 27, 2026, the Davenport Housing Authority published notice on the HCV website that the 2026-2027 Annual Draft Plans were available for review online at [www.davenportiowa.com/hcv](http://www.davenportiowa.com/hcv) and in person at City Hall, 226 West 4<sup>th</sup> Street, Davenport, Iowa.
  - a. A copy of the 2026-2027 Annual Plan is made available at the HCV office
  - b. A copy of the 2026-2027 Annual Plan is provided to all Housing Commissioners prior to approval of resolution.
2. Conducted a Public Hearing on the Annual Plan Draft
  - a. The PHA Housing Commissioners will conduct a Public Hearing regarding the draft of the 2026-2027 Annual Plan on **April 13, 2026**. The Public Hearing will not be adjourned until everyone present who wished to make comments had the opportunity to speak.
3. The Davenport Housing Authority will consider all comments from the Public Hearing and the Housing Commission, in drafting the Final Annual Plan.

## **COMMENTS ON THE PHA DRAFT ANNUAL PLAN**

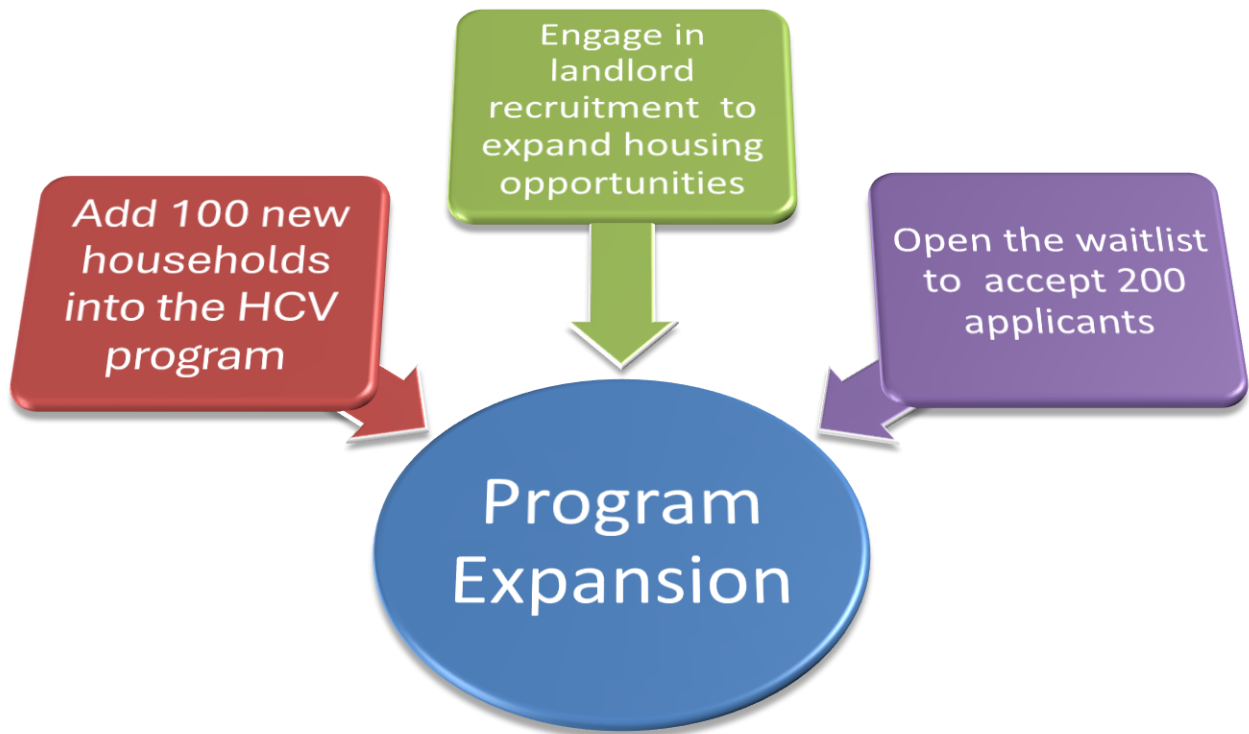
During the 45-day Annual Plan comment period, the PHA welcomed oral and written comments on the Plan Draft

- Written comments on the draft of the Annual Plan were to be received at the PHA's HCV office.
- Oral comments on the draft of the Annual Plan were recorded during Housing Commission meeting held on **April 13, 2026**

## 2026-2027 – Goals and Progress

GOAL	PROGRESS
1. Maintain a utilization rate of 98% to 100% and/or expend the total budget authority to lease the maximum units authorized by HUD.	<b>The City of Davenport HCV program continues to increase its leasing efforts and is at 97.1 % of the current budget authority. The Housing Authority is planning to open the Waitlist in 2027</b>
2. Continue to strengthen the HCV program’s financial position by controlling expenditure and periodically assessing staffing and business needs and implementing changes as necessary	<b>The HCV program continues to monitor expenditures and has implemented changes to the budget and expenses as necessary.</b>
3. Utilize resources effectively resulting in improved and more efficient delivery of services to clients.	<b>The HCV program continues to monitor the utilization of its resources and plans to upgrade the current housing software system to enhance accessibility for clients and landlords</b>
4. Work to ensure the de-concentration of low-income families in high- poverty areas by encouraging them and assisting them in moving to low- poverty areas and census tracts. The PHA will outreach to owners of units located outside areas of poverty or minority concentration.	<b>The HCV program will continue to host landlord orientations annually to increase landlord participation, specifically in moderate income areas.</b>
5. Continue to maintain and improve our SEMAP scores by addressing any areas where improvement is needed and implementing new procedures to improve specific SEMAP indicators/scores.	<b>The Housing Programs Manager reviews SEMAP scores annually and implements new procedures accordingly. Address any SEMAP concerns promptly and align policies and procedures to eliminate any program deficiencies</b>

# 2026-2027 HCV Program Strategic Planning



# Housing Choice Voucher Administrative Plan Updates [2026-2027]

Chapter and Section	Modification
<p>Chapter 3: Eligibility 3-I.E. Spouse, Cohead and Other Adult</p> <p><b>Determining who acquires the voucher if the head of household is deceased</b></p>	<p>PHA Policy:</p> <p>“A voucher cannot be transferred to a minor if the head of household is deceased, nor can the voucher be transferred to another adult who was not an original household member. However, a voucher can be transferred to the Co-head or spouse, if they head of household is deceased”</p>
<p>Chapter 3: Eligibility 3-I.I. Persons with Disabilities</p> <p><b>Limiting the number of days a guest can stay in the assisted unit</b></p>	<p>PHA Policy:</p> <p>“A guest can remain in the assisted unit, according to the tenant’s lease, or no longer than 15 consecutive days, whichever is less. A family may request an exception to this policy for valid reasons”</p>
<p>Chapter 3: Eligibility 3-III.C. Other Permitted Reasons for Denial of Assistance</p> <p><b>Expanding the terms ‘criminal activity’ and ‘threatening’</b></p>	<p>PHA Policy:</p> <p>‘The PHA defines criminal activity as any illiegal activity (misdemeanor or felony or civil penalties depending on the nature of the violation) that is violent in nature, that violates legal codes with the intention of intimidating, or causing harm, damaging property, or harassment with the intention to intimidate others</p> <p>‘Threatening refers to oral or written threats or physical gestures that communicate the intent to abuse or commit violence. This includes racial epithets, or derogatory statements with the intent to intimidate staff or a repetitive pattern of harassment that interferes with staffs’ ability to perform their duties. ‘</p>
<p>Chapter 4: Applications 4-III.C. Selection Method</p> <p><b>Adding ‘Chronically Homeless as a priority Preference’</b></p>	<p>PHA Policy:</p> <p>The PHA will offer a preference to chronically homeless individuals or families.</p> <p>Chronic Homelessness is defined as:</p> <p>‘A homeless individual as defined in section 401(9) of the McKinney-Vento Assistance Act, who:</p> <p>Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter, and has been homeless and living as described for at least 12 months* or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described.</p> <p>Eligibility will be verified by a PHA recognized local social service entity or third party who can certify and provide documentation of the homelessness.</p>

# Housing Choice Voucher Administrative Plan Updates [2026-2027]

Chapter and Section	Modification
<p>Chapter 5: Briefings 5-I.C. Family Obligations</p> <p><b>Limiting the period of time a family can be absent from the unit – currently 180 days (6 months)</b></p>	<p>PHA Policy:</p> <p>Notice is required under this provision when any family members will be absent from the unit for an extended period. An extended period is defined as any period greater than 30 calendar days. Written notice must be provided to the PHA at the start of the extended absence.</p>
<p>Chapter 5: Briefings 5-II.C. Exception to Subsidy Standard</p> <p><b>Defining required medical equipment that necessitates a separate bedroom</b></p> <p><b>And</b></p> <p><b>The PHA will determine the reasonable accommodation on a case-by-case basis</b></p>	<p>PHA Policy:</p> <ul style="list-style-type: none"> <li>• The PHA may approve an additional bedroom as reasonable accommodation for medical equipment that is large, numerous, or requires a sterile/specialized environment. The need must be documented by a healthcare provider. The tenant must demonstrate that the requested additional room is necessary to have equal use and enjoyment of their unit, related to the disability.</li> <li>▪ Large Equipment = Hospital beds, hoist lifts, dialysis machines, large oxygen concentrators, or specialized therapy equipment</li> <li>▪ Space/ storage needs = Numerous items that create safety hazards or block mobility in a shared space</li> <li>▪ Environmental needs = Equipment requiring a dust-free or sanitized environment, or that necessitates specialized, frequent cleaning.</li> </ul> <p>The PHA may inspect the unit annually to confirm that the equipment is in the extra room. Generally, small portable items like <u>CPAP machines will not qualify</u> for an extra room. If the room is granted and not used for the intended purpose, the subsidy may be reduced.</p>
<p>Chapter 5: Briefings 5-II.C. Exception to Subsidy Standard</p> <p><b>Live in Aides will no longer qualify for a separate bedroom</b></p>	<p>PHA Policy:</p> <p>A live-in aide does not automatically qualify for an additional bedroom. A living room is adequate as an additional living space for a live in aide.</p>

# Housing Choice Voucher Administrative Plan Updates [2026-2027]

Chapter and Section	Modification
<p>Chapter 7: Verification</p> <p><b>Utilizing other resources to obtain 3<sup>rd</sup> party verification of employment</b></p>	<p>PHA Policy:</p> <p>“The PHA will inform all applicants and participants of its use of the Work Number to obtain 3<sup>rd</sup> party verification of income”</p>
<p>Chapter 8: HQS 8-I.D. Owner and Family Responsibilities [24 CFR 982.404]</p> <p><b>Adoption of a ‘No Show/ No Cancellation Policy’</b></p>	<p>PHA Policy:</p> <p>The PHA will enforce ‘No Call/No Show’ violation if the following occurs:</p> <ul style="list-style-type: none"> <li>- No adult is present to allow inspector to enter the unit</li> <li>- The inspector is denied access to any part of the unit, or</li> <li>- The tenant is not prepared for inspection (utilities off, pets not secured, or unit is not accessible</li> </ul> <p>“No Show” Enforcement Policy:</p> <ul style="list-style-type: none"> <li>- First ‘No Show’: Inspection is rescheduled with a written warning</li> <li>- Second ‘No Show’: Housing assistance will be reviewed for termination for violating Statement of Family Responsibility</li> </ul>
<p>Chapter 10: Moving 10-II.C. Receiving PHA Role; Voucher issuance</p> <p><b>Requiring that all families that transfer to the DHA acknowledge PHA procedures for portability and eligibility policies</b></p>	<p>PHA Policy:</p> <p>‘The family will be responsible for acknowledging the receiving PHA’s procedures and eligibility criteria.’</p>
<p>Chapter 10: Moving 10-II.C. Receiving PHA Role: Voucher issuance</p> <p><b>Eliminating 30-day voucher extension granted by DHA</b></p>	<p>PHA Policy:</p> <p>‘No extension will be granted beyond what is required by HUD 24 CFR 982.355 (c ) (13)’</p>
<p>Chapter 10: Moving 10-II.C. Receiving PHA Role: Voucher Suspension</p> <p><b>Extending the deadline for Request for Tenancy approval under specific circumstances</b></p>	<p>PHA Policy:</p> <p>‘The PHA will only provide an extension to the deadline for the Request for Tenancy Approval, if the voucher expires on the weekend, or a national holiday in which City Hall is closed. If this occurs, the RTA must be submitted by the next business day by 8 am’</p>

# Housing Choice Voucher Administrative Plan Updates [2026-2027]

Chapter and Section	Modification
<p>Chapter 12: Terminations: Exhibit 12-1 Statement of Family Obligations</p> <p><b>Adoption of a policy that determines if damages to a unit are grounds for termination from HCV program.</b></p>	<p>PHA Policy:</p> <p>‘Damages beyond normal wear and tear will be considered to be damages which should be assessed against the security deposit. However, if the damages exceed double the security deposit, the damage may be considered to be ‘beyond the normal wear and tear.’ Factors that impact ‘normal wear and tear’ including but are not limited to; length of time family lived in unit, any previous HQS violations that were observed and documented by landlord, etc) Therefore, the PHA reserves the right to request additional information prior to considering any further action.</p>

# 2026-2027 HCV Demographic Waitlist

## 122 Families

Head of Household: <b>Gender</b>										
<b>Female</b>	<b>99</b>		<b>81.14%</b>		<b>With dependent</b>		<b>69/99 = 69.69%</b>			
					W/o dependent		30/99= 30.30%			
<b>Male</b>	<b>23</b>		<b>18.85%</b>		<b>With dependent</b>		<b>4/23 = 17.3%</b>			
					W/o dependent		19/23 = 82.6%			
Race		Black		White		American Indian		Multiracial		
		<b>89</b>	<b>72.95%</b>		25	20.49%		1	.81%	
						6		4.91%		

Head of Household: <b>Age</b>		
21-29	<b>29</b>	23.77%
30-39	<b>29</b>	23.77%
40-49	<b>29</b>	23.77%
50-61	35	28.68%
62 <	2	.16%

Ages of Youth (as reported per Head of Household)																			
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18+	
1	1	8	1	6	5	4	8	5	3	4	5	6	2	2	2	4	5	8	

Disabled Households		
Head of Household is Disabled	<b>33</b>	<b>27.04%</b>
Other Household Member w/Disability	<b>18</b>	<b>14.75%</b>
No Disabled Household Member	<b>71</b>	<b>58.19%</b>

Household Size and Subsidy Standard (Bedroom Size)				
Household Size	# of Households		Bedroom Size	#
1	<b>49</b>	40.16%	1	<b>49</b>
2	<b>25</b>	20.49%	2	<b>25</b>
3	<b>23</b>	18.8%	3-4	<b>39</b>
4	<b>16</b>	13.1%	4-5	<b>9</b>
5	<b>4</b>	3.27%		
6	<b>2</b>	1.6%		
7	<b>2</b>	1.6%		
8	<b>1</b>	1.6%		

### Summary:

All applicants' primary language is **English**, and 99.95% of the Waitlist applicants Ethnic are **Non-Hispanic**, .05% are Hispanic. Majority of the Head of Household are **Female (81.4%)** with a **dependent (69.9%)** in the household. Male (18.85%) with dependents represent 17.3% of applicants. The average age of the applicant is **41 years old**.

Children range in age from 0 – 20 years

Early childhood (0-5) = 22

**Elementary (6-10) = 24**

Middle (11-14) = 16

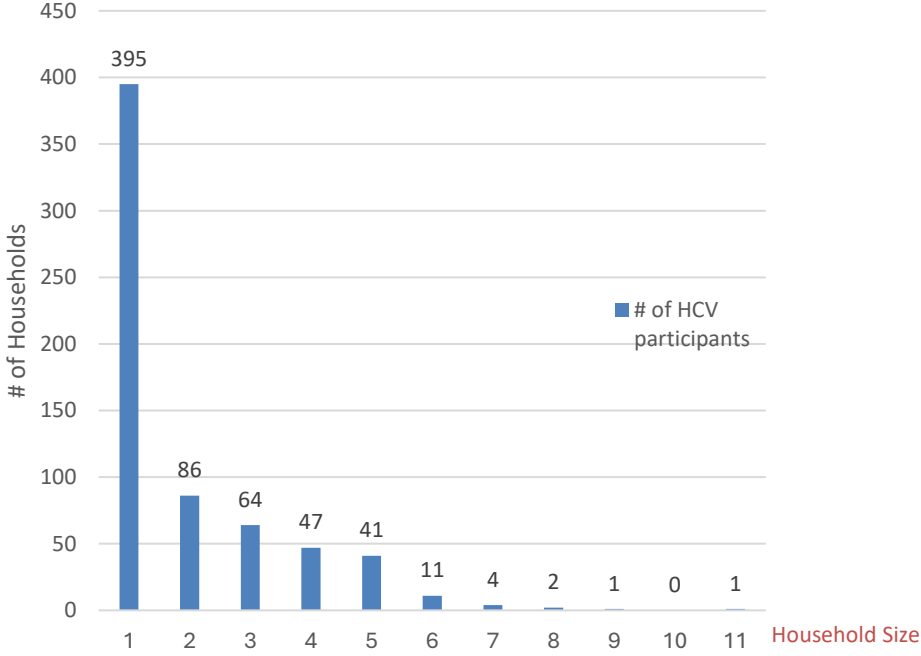
High School and Beyond (15-20) = 19

**71 (58.19%)** of the applicants have no disabled household member.

*\*\*This information in this report is self-reported by the applicant at the time of applications\*\**

# 2026-2027 HCV Demographic

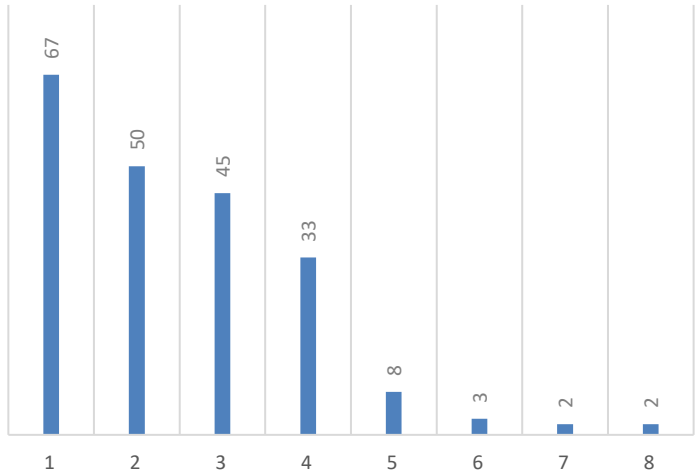
**Household Composition: Household Size**



Household Size	# of Households
1 person	395
2 people	86
3 people	64
4 people	47
5 people	41
6 people	11
7 people	4
8 people	2
9 people	1
10 people	0
11 people	1

Example:  
There are 395 households where there is only one person in the family.

**HOUSEHOLD COMPOSITION: YOUTH IN HOUSEHOLD**



Number of youth in Household	Number of Households
1	67
2	50
3	45
4	33
5	8
6	3
7	2
8	2

Number of youth in Household	Number of Households
1	67
2	50
3	45
4	33
5	8

6	3
7	2
8	2

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Household Composition: Head of Household with Dependents

166 (98.2%) = Female Head of Household with dependents

3 (1.77%) = Male Head of Household with dependents

Resolution 2026-04-01

**Resolution Supporting the 2026-2027 Annual Plan**

WHEREAS, the Department of Housing and Urban Development requires that the Housing Choice Voucher office submit an Annual Plan for each year; and

WHEREAS, the 2026-2027 Annual Plan has been available for public opinion for 45 days; and

WHEREAS, the Davenport Housing Commission provides oversight for the administrative actions of the HCV office;

WHEREAS, the Housing Commission has had the opportunity to review the Annual Plan and concurs with the information provided;

WHEREAS, a Resolution by the Davenport Housing Commission is required for approval before the Annual Plan is submitted to HUD

NOW, THEREFORE, BE IT RESOLVED that the Davenport Housing Commission supports the approval of the 2026-2027 Annual Plan

Adopted on this 13th day of April, 2026.

Matt Wissing, Chairperson  
Davenport Housing Commission

