

**NORTH IOWA REGIONAL HOUSING AUTHORITY  
202 First Street SE, Ste. 203, Mason City, IA 50401**

**July 16, 2024, 9:00 AM**

**In person in the conference room or access the conference by calling in to  
617-793-8470 or toll free at 844-855-4444. Access code is 5204446.**

AGENDA

|  | <b>Pages</b> |
|--|--------------|
| <b>1. Opening of Meeting</b>   |              |
| A. Call to Order   |              |
| B. Determination of Quorum   |              |
| C. Recognition of Visitor  |              |
| D. Approval of Agenda and Request for Changes  |              |
| <b>2. Open Forum</b>   |              |
| Audience Note: If you desire to speak to the board, please read and complete the Open Forum Request form provided at the sign-in table and give it to the Board Secretary.             |              |
| <b>3. Consent Agenda</b>   |              |
| All items under this section are routine and may be enacted by one motion. Any item may be removed from the Consent Agenda at the request of a commissioner and considered separately. |              |
| A. Executive Director's Report   | 2            |
| B. Approval of Consent Items or Request for Removal and Discussion   |              |
| <b>4. Old Business</b>   |              |
| A. Minutes   | 3-4          |
| B. Financial Statements  |              |
| C. Bills   | 5-6          |
| D. Miscellaneous Communications  |              |
| <b>5. New Business</b>   |              |
| A. Resolution 2024-04 2024 Capital Funds and 5YAP  | 7-14         |
| B. Resolution 2024-05 Civil Rights Certification   | 15-16        |
| C. Resolution 2024-06 Five Year PHA Plan   | 17-21        |
| D. Resolution 2024-07 LIPH ACOP Update   | 22-23        |
| E. Resolution 2024-08 HCV Administrative Plan Update   | 24-25        |
| F. Repositioning Update  | 26           |
| <b>6. Adjourn.</b>   |              |
| Next Scheduled Regular Meeting August 27, 2024.  |              |

**Consent Agenda – Executive Director’s Report**

**a. Public Housing Unit Status**

| <b>Unit Turnover</b> |   |                            |                                   |                    |                     |
|----------------------|---|----------------------------|-----------------------------------|--------------------|---------------------|
|                      | <b>Month of July 2024</b>                     | <b>Total Units at Site</b> | <b>Leased as of June 30, 2024</b> | <b>HUD Removed</b> | <b>Vacant Units</b> |
|                      | Algona  | 14                         | 12                                | 0                  | 2                   |
|                      | Britt   | 6                          | 5                                 | 0                  | 1                   |
| «                    | Clear Lake                                    | 10                         | 10                                | 0                  | 0                   |
|                      | Forest City                                   | 16                         | 14                                | 0                  | 2                   |
|                      | Hampton                                       | 27                         | 25                                | 0                  | 2                   |
|                      | Manly   | 12                         | 8                                 | 0                  | 4                   |
|                      | Northwood                                     | 8                          | 7                                 | 0                  | 1                   |
|                      | Osage   | 10                         | 9                                 | 0                  | 1                   |
|                      | Rockford                                      | 10                         | 9                                 | 0                  | 1                   |
|                      | Sheffield                                     | 8                          | 7                                 | 0                  | 1                   |
|                      | <b>Total</b>                                  | <b>121</b>                 | <b>106</b>                        | <b>0</b>           | <b>15</b>           |
| «                    | <b><i>indicates that property is full</i></b> |                            |                                   |                    |                     |

**b.** Due to the earlier date of this meeting, the monthly board summary reports were not available in time for the agenda. They will be provided at our August meeting.

**North Iowa Regional Housing Authority**  
**202 First Street SE, Ste. 203, Mason City, IA 50401**

Tuesday June 25, 2024, 9:00 A.M.  
Minutes

**1. Opening of Meeting.**

- A. Chairperson Helgeson called the North Iowa Regional Housing Authority regular board meeting to order at 9:02 a.m. via conference call and in office. Public access to the meeting was available via phone and in office.

**Board Members: Present:** Delegates: Bruce Helgeson, Beth Johnson, Jim Jorgenson, and Gary Gelner. By phone: Yvonne Krukow. Alternates: Tracy Scharper. **Absent:** Julie Hagen-Robb and Ashley Rosendahl. **Staff:** Justin Stotts and Carrie McBride. **Guest:** John Olson.

- B. Determination of Quorum.  
A quorum was determined.
- C. Recognition of Visitor.  
Johns Olson of Kronlage and Olson, P.C.
- D. Approval of Agenda and Request for Changes/Recording of Agenda.  
Jorgenson moved to approve the agenda as presented. Krukow seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.

**2. Open Forum.**

None.

**3. Consent Agenda.**

Jorgenson moved to approve the consent agenda as presented. Scharper seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.

**4. Old Business.**

A. Minutes

Johnson moved to approve the minutes with no changes and Jorgenson seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.

B. Financial Statements

Johnson moved to approve the financial statements and bills. Scharper seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.

C. Bills

D. Miscellaneous Communication  
None

**5. New Business.**

A. Audit for FYE September 30, 2023

Gelner moved to approve the Audit for FYE September 30, 2023. Jorgenson seconded the motion. All Were in favor; none opposed; and none abstained. The motion carried.

B. Annual Review of Investment Policy

Jorgenson moved to approve the Annual Review of Investment Policy. Scharper seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.

C. Repositioning Update

Director Stotts provided an update and discussed framework for a path to continue moving forward with development of the repositioning.

D. July Meeting Schedule

Jorgenson moved to approve moving the North Iowa Regional Board Meeting to July 16, 2024. Gelner seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.

6. **Adjourn.**

Krukow moved to adjourn. Scharper seconded the motion. All were in favor; none opposed; and none abstained. The motion carried. Meeting adjourned at 10:00 AM. Next meeting July 16, 2024.

\_\_\_\_\_  
Bruce Helgeson, Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Justin Stotts, Executive Director

\_\_\_\_\_  
Date

# North Iowa Regional Housing Authority

## Check Register

All Bank Accounts

June 1, 2024 - June 30, 2024

| Check Number                        | Check Date | Payee                               | Amount           |
|-------------------------------------|------------|-------------------------------------|------------------|
| <b>Payroll Direct Deposit</b>       |            |                                     |                  |
| 8901                                | 06/07/24   | Gansen, Karri S                     | 1,526.43         |
| 8902                                | 06/07/24   | Heiny, Daniel L                     | 1,429.82         |
| 8903                                | 06/07/24   | McBride, Carrie L                   | 1,221.19         |
| 8904                                | 06/07/24   | Seaton, Carmen N                    | 1,477.47         |
| 8905                                | 06/07/24   | Stotts, Justin                      | 2,578.37         |
| 8906                                | 06/07/24   | Urbatsch, Gregg A                   | 1,445.96         |
| 8938                                | 06/21/24   | Gansen, Karri S                     | 1,554.43         |
| 8939                                | 06/21/24   | Heiny, Daniel L                     | 1,429.83         |
| 8940                                | 06/21/24   | McBride, Carrie L                   | 1,221.19         |
| 8941                                | 06/21/24   | Seaton, Carmen N                    | 1,466.53         |
| 8942                                | 06/21/24   | Stotts, Justin                      | 2,483.93         |
| 8943                                | 06/21/24   | Urbatsch, Gregg A                   | 729.64           |
| <b>Payroll Direct Deposit Total</b> |            |                                     | <b>18,564.79</b> |
| <b>Vendor Checks</b>                |            |                                     |                  |
| 8907                                | 06/06/24   | Algona Municipal Utilities 1        | 300.79           |
| 8908                                | 06/06/24   | Alliant Energy/IPL                  | 374.91           |
| 8909                                | 06/06/24   | Black Hills Energy                  | 26.58            |
| 8910                                | 06/06/24   | Brett A Austin                      | 917.69           |
| 8911                                | 06/06/24   | BRIC MC LLC                         | 2,632.93         |
| 8912                                | 06/06/24   | Christopher Meirick                 | 1,123.00         |
| 8913                                | 06/06/24   | City of Britt                       | 263.23           |
| 8914                                | 06/06/24   | City of Forest City                 | 125.08           |
| 8915                                | 06/06/24   | City of Northwood                   | 72.28            |
| 8916                                | 06/06/24   | City of Rockford                    | 294.56           |
| 8917                                | 06/06/24   | Culligan Water                      | 68.10            |
| 8918                                | 06/06/24   | Gary Gelner                         | 41.54            |
| 8919                                | 06/06/24   | Gary Sheppard                       | 720.00           |
| 8920                                | 06/06/24   | Gustavo Garcia                      | 7,000.00         |
| 8921                                | 06/06/24   | HDSUPPLY                            | 878.28           |
| 8922                                | 06/06/24   | Hjelmeland Flooring Inc             | 2,371.33         |
| 8923                                | 06/06/24   | Joel Kriz                           | 20.00            |
| 8924                                | 06/06/24   | Justin Stotts                       | 186.93           |
| 8925                                | 06/06/24   | Karri Gansen                        | 293.46           |
| 8926                                | 06/06/24   | Kronlage & Olson PC                 | 6,500.00         |
| 8927                                | 06/06/24   | Marilyn Burke                       | 860.00           |
| 8928                                | 06/06/24   | Mason City Glass Service            | 299.49           |
| 8929                                | 06/06/24   | Menards - Mason City                | 1,255.80         |
| 8930                                | 06/06/24   | Mid American Energy Company         | 15.19            |
| 8931                                | 06/06/24   | Mort's Plumbing & Heating           | 4,556.69         |
| 8932                                | 06/06/24   | Northwood Sanitation, LLC           | 445.00           |
| 8933                                | 06/06/24   | Nuehring's Lawn & Tree Service Inc. | 750.00           |
| 8934                                | 06/06/24   | Osage Municipal Utilities           | 106.72           |
| 8935                                | 06/06/24   | River City Communications, Inc      | 24.00            |
| 8936                                | 06/06/24   | Router12 Networks LLC               | 295.00           |
| 8937                                | 06/06/24   | Sunde Services, LLC                 | 2,770.00         |
| 8944                                | 06/19/24   | Access Systems Leasing              | 343.54           |
| 8945                                | 06/19/24   | Alliant Energy/IPL                  | 86.62            |
| 8946                                | 06/19/24   | Brenda Kramer                       | 125.00           |
| 8947                                | 06/19/24   | Chad Valvoda                        | 2,340.00         |
| 8948                                | 06/19/24   | Christopher Meirick                 | 2,597.58         |
| 8949                                | 06/19/24   | City of Britt                       | 51.92            |
| 8950                                | 06/19/24   | City of Forest City                 | 90.00            |
| 8951                                | 06/19/24   | D&L Sanitation                      | 157.00           |
| 8952                                | 06/19/24   | Diamond Vogel Paints                | 125.95           |
| 8953                                | 06/19/24   | Eileen Holm                         | 200.00           |
| 8954                                | 06/19/24   | Finley Law Firm, P.C.               | 705.00           |
| 8955                                | 06/19/24   | Hawkins Ash CPAs                    | 1,652.00         |

# North Iowa Regional Housing Authority

## Check Register

All Bank Accounts

June 1, 2024 - June 30, 2024

| Check Number              | Check Date | Payee                                    | Amount    |
|---------------------------|------------|--|-----------|
| 8956                      | 06/19/24   | Jody Krahn                               | 215.50    |
| 8957                      | 06/19/24   | Landfill of North Iowa                   | 24.00     |
| 8958                      | 06/19/24   | Marie Buss                               | 105.00    |
| 8959                      | 06/19/24   | Mason City Glass Service                 | 1,437.37  |
| 8960                      | 06/19/24   | McCloskey Appliance                      | 899.00    |
| 8961                      | 06/19/24   | Mid American Energy Company              | 3.13      |
| 8962                      | 06/19/24   | MRI Software LLC                         | 240.00    |
| 8963                      | 06/19/24   | Pollard Pest Control & Lawn Care Co.     | 666.25    |
| 8964                      | 06/19/24   | Quality Carpet Cleaning Restoration Inc. | 399.00    |
| 8965                      | 06/19/24   | Scharper Services LLC                    | 102.81    |
| 8966                      | 06/19/24   | Spahn & Rose Lumber Co                   | 14,161.00 |
| 8967                      | 06/19/24   | Sunde Services, LLC                      | 2,395.00  |
| EFT                       | 06/19/24   | Clear Lake Sanitary District             | 25.45     |
| EFT                       | 06/19/24   | Clear Lake Sanitary District             | 43.20     |
| EFT                       | 06/19/24   | Clear Lake Sanitary District             | 26.07     |
| EFT                       | 06/19/24   | Clear Lake Sanitary District             | 51.82     |
| EFT                       | 06/19/24   | Clear Lake Sanitary District             | 29.76     |
| EFT                       | 06/19/24   | Clear Lake Sanitary District             | 26.07     |
| EFT                       | 06/19/24   | Clear Lake Sanitary District             | 27.61     |
| EFT                       | 06/19/24   | Clear Lake Sanitary District             | 37.15     |
| EFT                       | 06/19/24   | Clear Lake Sanitary District             | 30.07     |
| EFT                       | 06/19/24   | Clear Lake Sanitary District             | 26.37     |
| EFT                       | 06/19/24   | HealthPartners                           | 4,340.92  |
| EFT                       | 06/19/24   | Mid American Energy Company              | 1,360.15  |
| EFT                       | 06/19/24   | Wellmark                                 | 272.93    |
| EFT                       | 06/06/24   | Aflac                                    | 161.46    |
| EFT                       | 06/06/24   | Black Hills Energy                       | 55.43     |
| EFT                       | 06/06/24   | Capital One                              | 3,571.33  |
| EFT                       | 06/06/24   | City of Hampton                          | 625.66    |
| EFT                       | 06/06/24   | City of Manly Utility                    | 549.64    |
| EFT                       | 06/06/24   | Principal Life Insurance Company         | 650.12    |
| EFT                       | 06/06/24   | Verizon                                  | 265.48    |
| <b>Vendor Check Total</b> |            |  | 76,887.94 |
| <b>Check List Total</b>   |            |  | 95,452.73 |

Check count = 87

DATE: July 16, 2024

RE: 2024-2028 5 Year Action Plan and 2025 Capital Funds Grant  
-- Resolution No. 2024-04

---

**REQUESTED ACTION:** Approve Board Resolution No. 2024-04 regarding our 2024-2028 5 Year Action Plan and 2024 Capital Funds Grant.

**COMMENTS:** NIRHA was allocated \$334,039 for the 2024 Capital Fund.

HUD requires that the NIRHA Board approve a resolution accepting our 2024 Capital Funds grant and approving our 2024-2028 5 year action plan (5YAP).

The 2024-2028 5YAP is attached. Since NIHRA has less than 250 public housing units, we are considered a small PHA and are allowed to move a majority of our funds into operations and draw them down from HUD after board approval. We continue to focus on interior renovation of properties at turnover, specifically flooring, kitchen cabinets, counters, and appliances.

**RESOLUTION NO. 2024-04**

**RESOLUTION APPROVING AND RECEIVING CAPITAL FUNDING FOR FY 2024 FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

WHEREAS, the North Iowa Regional Housing Authority (NIRHA) provides housing for low income families with federal funding through agreements with the Department of Housing and Urban Development (HUD); and

WHEREAS, in accordance with Section 9(d) of the US Housing Act of 1937, HUD annually provides funding for capital and management activities of public housing projects; and

WHEREAS, \$334,039 has been awarded to NIRHA for the purpose of capital and management activities; and

WHEREAS, HUD requires a board resolution authorizing the Executive Director to accept the funds and authorize appropriate use of the funds under the five year action plan;

NOW; THEREFORE, BE IT RESOLVED, the NIRHA Board of Commissioners hereby approves the 2024-2028 five year action plan and authorizes the Executive Director to accept the Capital Funds and to use funds for appropriate capital and management activities for the public housing units.

PASSED AND ADOPTED BY THE NORTH IOWA REGIONAL HOUSING AUTHORITY ON THIS 16<sup>th</sup> DAY OF JULY, 2024.

\_\_\_\_\_  
Bruce Helgeson, Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Justin Stotts, Executive Director

\_\_\_\_\_  
Date



Capital Fund Program - Five-Year Action Plan

Status: Draft

Approval Date:

Approved By:

| Part I: Summary                                  |                             |  |                                   |  |                                   |                                   |
|--|-----------------------------|--|-----------------------------------|--|-----------------------------------|-----------------------------------|
| PHA Name : North Iowa Regional Housing Authority |                             | Locality (City/County & State)                           |                                   |  |                                   |                                   |
| PHA Number: IA127                                |                             | <input checked="" type="checkbox"/> Original 5-Year Plan |                                   | <input type="checkbox"/> Revised 5-Year Plan (Revision No: ) |                                   |                                   |
| A.   | Development Number and Name | Work Statement for<br>Year 1 2024                        | Work Statement for<br>Year 2 2025 | Work Statement for<br>Year 3 2026                            | Work Statement for<br>Year 4 2027 | Work Statement for<br>Year 5 2028 |
|  | UNSELECTED (IA127000001)    | \$334,039.00   | \$334,039.00                      | \$334,039.00   | \$334,039.00                      | \$334,039.00                      |

| <b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b> |  |   |                 |                       |
|---|--|---|-----------------|-----------------------|
| <b>Work Statement for Year 1 2024</b>                                 |  |   |                 |                       |
| <b>Identifier</b>   | <b>Development Number/Name</b>                                   | <b>General Description of Major Work Categories</b> | <b>Quantity</b> | <b>Estimated Cost</b> |
|   | UNSELECTED (IA127000001)   |   |                 | \$334,039.00          |
| ID0016  | Flooring(Dwelling Unit-Interior (1480)-Flooring (non routine))   | Replace flooring in units at turnover               |                 | \$15,000.00           |
| ID0019  | Kitchen Cabinets(Dwelling Unit-Interior (1480)-Kitchen Cabinets) | Replace kitchen cabinets at turnover                |                 | \$15,000.00           |
| ID0022  | Operations(Operations (1406))                                    | General operations                                  |                 | \$304,039.00          |
|   | Subtotal of Estimated Cost                                       |   |                 | \$334,039.00          |

| <b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b> |  |   |                 |                       |
|---|--|---|-----------------|-----------------------|
| <b>Work Statement for Year 2 2025</b>                                 |  |   |                 |                       |
| <b>Identifier</b>   | <b>Development Number/Name</b>                                   | <b>General Description of Major Work Categories</b> | <b>Quantity</b> | <b>Estimated Cost</b> |
|   | UNSELECTED (IA127000001)   |   |                 | \$334,039.00          |
| ID0017  | Flooring(Dwelling Unit-Interior (1480)-Flooring (non routine))   | Replace flooring in units at turnover               |                 | \$15,000.00           |
| ID0020  | Kitchen Cabinets(Dwelling Unit-Interior (1480)-Kitchen Cabinets) | Replace kitchen cabinets at turnover                |                 | \$15,000.00           |
| ID0023  | Operations(Operations (1406))                                    | General operations                                  |                 | \$304,039.00          |
|   | Subtotal of Estimated Cost                                       |   |                 | \$334,039.00          |



| Part II: Supporting Pages - Physical Needs Work Statements (s) |  |  |          |                |
|--|--|--|----------|----------------|
| Work Statement for Year 4 2027                                 |  |  |          |                |
| Identifier   | Development Number/Name  | General Description of Major Work Categories | Quantity | Estimated Cost |
|  | UNSELECTED (IA127000001)   |  |          | \$334,039.00   |
| ID0025   | Flooring(Dwelling Unit-Interior (1480)-Flooring (non routine))   | Replace flooring in units at turnover        |          | \$15,000.00    |
| ID0026   | Operations(Operations (1406))                                    | General operations                           |          | \$304,039.00   |
| ID0027   | Kitchen Cabinets(Dwelling Unit-Interior (1480)-Kitchen Cabinets) | Replace kitchen cabinets at turnover         |          | \$15,000.00    |
|  | Subtotal of Estimated Cost                                       |  |          | \$334,039.00   |

| <b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b> |  |   |                 |                       |
|---|--|---|-----------------|-----------------------|
| <b>Work Statement for Year 5 2028</b>                                 |  |   |                 |                       |
| <b>Identifier</b>   | <b>Development Number/Name</b>                                   | <b>General Description of Major Work Categories</b> | <b>Quantity</b> | <b>Estimated Cost</b> |
|   | UNSELECTED (IA127000001)   |   |                 | \$334,039.00          |
| ID0028  | Kitchen Cabinets(Dwelling Unit-Interior (1480)-Kitchen Cabinets) | Replace kitchen cabinets at turnover                |                 | \$15,000.00           |
| ID0029  | Operations(Operations (1406))                                    | General operations                                  |                 | \$304,039.00          |
| ID0030  | Flooring(Dwelling Unit-Interior (1480)-Flooring (non routine))   | Replace flooring in units at turnover               |                 | \$15,000.00           |
|   | Subtotal of Estimated Cost                                       |   |                 | \$334,039.00          |

---

**DATE:** July 16, 2024

**RE:** Approve Civil Rights Certification

---

**REQUESTED ACTION:** Consider approval of Resolution No. 2024-05 Civil Rights Certification.

**COMMENTS:** The Low Income Public Housing program 2024 Capital Fund grant award is \$334,039. The Board must approve the attached Civil Rights Certification HUD form 50077-CR as a condition of receiving the Capital Fund grant.

**Civil Rights Certification**  
**(Qualified PHAs)**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB Approval No. 2577-0226  
Expires 3/31/2024

**Civil Rights Certification**

**Annual Certification and Board Resolution**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the fiscal year beginning 10-1-2024 in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the mission, goals, and objectives of the public housing agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement; and maintains records reflecting these analyses and actions.

North Iowa Regional Housing Authority  
PHA Name

IA127  
PHA Number/HA Code

I hereby certify that all the statement above, 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)

Name of Executive Director: Justin Stotts  
  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Board Chairperson: Bruce Helgeson  
  
Signature \_\_\_\_\_ Date \_\_\_\_\_

The United States Department of Housing and Urban Development is authorized to collect the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. The information is collected to ensure that PHAs carry out applicable civil rights requirements.

Public reporting burden for this information collection is estimated to average 0.16 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. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.



---

**DATE:** July 16, 2024

**RE:** Public Hearing – Approval of 5-Year PHA Plan – Resolution 2024-06

---

**REQUESTED ACTION:** Consider approval of Resolution 2024-06 accepting the presented Agency Plan.

**COMMENTS:** The 5 Year PHA Plan is a guide to public housing agency (PHA) policies, programs, operations, and strategies for meeting local housing needs and goals.

We are also required to certify that we are in compliance with the state Consolidated Plan and essentially have the same goals addressing the housing needs of low-income families.

Regulations require that we conduct the advertised public hearing before the board accepts the Plan.

In addition to the Resolution, copies of the required certifications are included with the agenda for your review.

**RESOLUTION NO. 2024-06**

**FIVE YEAR PHA PLAN  
FOR THE  
NORTH IOWA REGIONAL HOUSING AUTHORITY**

WHEREAS, the North Iowa Regional Housing 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 Department of Housing and Urban Development has directed all housing authorities to maintain a Five Year PHA Plan for to govern administration of the agency; and

WHEREAS, the Department of Housing and Urban Development requires a resolution from the Board of Commissioners approving implementation of the completed Five Year PHA Plan;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the North Iowa Regional Housing Authority that the Authority hereby ratifies their approval of the Five Year PHA Plan to become effective October 1, 2024.

PASSED AND ADOPTED BY THE NORTH IOWA REGIONAL HOUSING AUTHORITY ON THIS 16<sup>th</sup> DAY OF JULY 2024.

---

Bruce Helgeson, Chairperson

ATTEST:

---

Justin Stotts, Executive Director

|  |   |
|--|---|
| <p><b>Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan (All PHAs)</b></p> | <p><b>U.S. Department of Housing and Urban Development</b><br/>Office of Public and Indian Housing<br/>OMB No. 2577-0226<br/><b>Expires 3/31/2024</b></p> |
|--|---|

**Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan**

I, Bruce Helgeson, the Board Chairperson certify that the 5-Year PHA Plan for fiscal years 2024-2028 and/or Annual PHA Plan for fiscal year 2024 of the IA127 - North Iowa Regional Housing Authority is consistent with the Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair Housing Choice or Assessment of Fair Housing (AFH) as applicable to the State of Iowa pursuant to 24 CFR Part 91 and 24 CFR § 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or State Consolidated Plan.

The North Iowa Regional Housing Authority works with service agencies and stakeholders to provide housing assistance to income disadvantaged families throughout our jurisdiction.

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).

|  |                                 |
|--|---------------------------------|
| Name of Authorized Official: <b>Bruce Helgeson</b> | Title: <b>Board Chairperson</b> |
| Signature:   | Date:                           |
|  |                                 |

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year 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. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Form identification:** IA127-North Iowa Regional Housing Authority form HUD-50077-SL (Form ID - 762) printed by Justin Stotts in HUD Secure Systems/Public Housing Portal at 07/11/2024 08:24AM EST



|     |  |
|-----|--|
| B.4 | <p><b>Violence Against Women Act (VAWA) Goals.</b> Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p><b>We continue to partner with area service providers to serve those in need under VAWA, and comply with all requirements of VAWA to assist participants in finding safe and secure housing.</b></p>   |
| C.  | <p><b>Other Document and/or Certification Requirements.</b></p>  |
| C.1 | <p><b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p><b>Following is our agency's definition of "significant amendment" as stated in our PHA Plan: A substantial change in any fundamental alteration of the agency's Mission or Goals and Objectives as determined by the Board of Commissioners. Any such change will be subject to review and approval requirements of the original Agency Plan as per HUD regulations. Significant Amendment or Modification to the Annual Plan is any fundamental alteration of the agency's Mission or Goals and Objectives as determined by the Board of Commissioners. Any such change will be subject to review and approval requirements of the original Agency Plan as per HUD regulations.</b></p> |
| C.2 | <p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan?<br/>Y <input type="checkbox"/> N <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations</p>   |
| C.3 | <p><b>Certification by State or Local Officials.</b></p> <p>Form HUD-50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>  |
| C.4 | <p><b>Required Submission for HUD FO Review.</b></p> <p>(a) Did the public challenge any elements of the Plan?<br/>Y <input type="checkbox"/> N <input checked="" type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>  |
| D.  | <p><b>Affirmatively Furthering Fair Housing (AFFH).</b></p>  |
| D.1 | <p><b>Affirmatively Furthering Fair Housing. (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)</b></p> <p><b>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</b></p>   |

**Form identification:** IA127-North Iowa Regional Housing Authority form HUD-50075-5Y (Form ID - 581) printed by Justin Stotts in HUD Secure Systems/Public Housing Portal at 07/11/2024 08:28AM EST

---

**DATE:** July 16, 2024

**RE:** Approve LIPH ACOP

---

**REQUESTED ACTION:** Consider approval of Resolution No. 2024-07 updating the Low Income Public Housing Admissions and Continued Occupancy Plan (ACOP) effective January 1, 2025.

**COMMENTS:** The Low Income Public Housing Admissions and Continued Occupancy Plan (ACOP) are the policies that govern the operation of the Low Income Public Housing Program for NIRHA.

HUD issued guidance this year regarding program rule revisions from the Housing Opportunity Through Modernization Act of 2016 (HOTMA). The policy changes mainly focus on calculation of income, hard asset limits for new program participants, and updated National Standards for the Physical Inspection of Real Estate (NSPIRE). As of now, HUD is requiring that these policy changes be enacted by January 1, 2025.

Due to the size of the document, we have elected not to distribute paper copies to the board members unless requested. Copies of the ACOP will be available for review at NIRHA offices and on our website at [www.nirha.com/policyupdates.html](http://www.nirha.com/policyupdates.html).

**RESOLUTION NO. 2024-07**

**LIPH ADMISSIONS AND CONTINUED OCCUPANCY PLAN  
(ACOP)**

**NORTH IOWA REGIONAL HOUSING AUTHORITY**

WHEREAS, the North Iowa Regional Housing 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 Department of Housing and Urban Development has directed all housing authorities to maintain an Admissions and Continued Occupancy Plan (ACOP) for the Low Income Public Housing Program to govern administration of the program; and

WHEREAS, the Department of Housing and Urban Development requires a resolution from the Board of Commissioners approving implementation of the completed ACOP;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the North Iowa Regional Housing Authority that the Authority hereby ratifies their approval of the ACOP to become effective January 1, 2025.

PASSED AND ADOPTED BY THE NORTH IOWA REGIONAL HOUSING AUTHORITY ON THIS 16<sup>th</sup> DAY OF JULY 2024.

---

Bruce Helgeson, Chairperson

ATTEST:

---

Justin Stotts, Executive Director

---

**DATE:** July 16, 2024

**RE:** Approve HCV Admin Plan

---

**REQUESTED ACTION:** Consider approval of Resolution No. 2024-08 updating the Housing Choice Voucher Administrative Plan (Admin Plan) effective January 1, 2025.

**COMMENTS:** The Housing Choice Voucher Administrative Plan (Admin Plan) are the policies that govern the operation of the Housing Choice Voucher program for NIRHA.

HUD issued guidance this year regarding program rule revisions from the Housing Opportunity Through Modernization Act of 2016 (HOTMA). The policy changes mainly focus on calculation of income, hard asset limits for new program participants, and updated National Standards for the Physical Inspection of Real Estate (NSPIRE). As of now, HUD is requiring that these policy changes be enacted by January 1, 2025.

Due to the size of the document, we have elected not to distribute paper copies to the board members unless requested. Copies of the Admin Plan will be available for review at NIRHA offices and on our website [www.nirha.com/policyupdates.html](http://www.nirha.com/policyupdates.html).



**RESOLUTION NO. 2024-08**

**HCV ADMINISTRATIVE PLAN  
(Admin Plan)**

**NORTH IOWA REGIONAL HOUSING AUTHORITY**

WHEREAS, the North Iowa Regional Housing 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 Department of Housing and Urban Development has directed all housing authorities to maintain an Administrative Plan (Admin Plan) for the Housing Choice Voucher program to govern administration of the program; and

WHEREAS, the Department of Housing and Urban Development requires a resolution from the Board of Commissioners approving implementation of the completed Admin Plan;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the North Iowa Regional Housing Authority that the Authority hereby ratifies their approval of the Admin Plan to become effective January 1, 2025.

PASSED AND ADOPTED BY THE NORTH IOWA REGIONAL HOUSING AUTHORITY ON THIS 16<sup>th</sup> DAY OF JULY 2024.

---

Bruce Helgeson, Chairperson

ATTEST:

---

Justin Stotts, Executive Director

---

**DATE:** July 16, 2024

**RE:** Repositioning Update

---

**REQUESTED ACTION:** Discuss and update the board on repositioning status.

**COMMENTS:** This item was added to keep the board updated on developments regarding repositioning.

Holly Knight and Ryan Emerick of Knight Development visited NIRHA on July 8-10, 2024. Together, we visited with economic development and city officials in Clear Lake, Forest City, Mason City, Hampton, and Osage to discuss development possibilities in these communities. Information regarding the discussions will be provided at the meeting.

Thank you to commissioners Bruce Helgeson and Ashley Rosendahl for attending the meeting in their county with us.