

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

**November 22, 2022, 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                                                                                                                                                                | 5-8          |
| C. Bills                                                                                                                                                                               | 9-12         |
| D. Miscellaneous Communications                                                                                                                                                        |              |
| <b>5. New Business</b>                                                                                                                                                                 |              |
| A. FY2022 Budget Revision                                                                                                                                                              | 13-30        |
| B. HCV Payment Standards                                                                                                                                                               | 31-32        |
| C. Authorized Signers                                                                                                                                                                  | 33           |
| <b>6. Adjourn. Next Scheduled Meeting December 27, 2022.</b>                                                                                                                           |              |

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

**a. Public Housing Unit Status**

<b>Unit Turnover</b>					
	<b>Month of November 2022</b>	<b>Total Units at Site</b>	<b>Leased as of October 31, 2022</b>	<b>HUD Removed</b>	<b>Vacant Units</b>
	Algona	14	12	0	2
	Britt	6	4	0	2
	Clear Lake	10	8	0	2
	Forest City	16	15	0	1
	Hampton	27	25	0	2
	Manly	12	11	0	1
«	Northwood	8	8	0	0
	Osage	10	9	0	1
	Rockford	10	8	0	2
«	Sheffield	8	8	0	0
	<b>Total</b>	<b>121</b>	<b>108</b>	<b>0</b>	<b>13</b>
«	<b><i>indicates that property is full</i></b>				

- b.** Holly Knight and Katie Anderson from Knight Consulting toured all of our public housing properties on October 5-7, and held a brainstorming session while here. They are currently collecting more information on market need in each of the cities. Initial thoughts are to look at the feasibility of condensing our housing from 10 sites into a few clusters of 30 units. Financial reports and property information was provided to them for analysis. A progress call is being held on November 21.
- c.** REAC inspections on our properties occurred on November 1 and 2. REAC stands for Real Estate Assessment Center, and is a system used by HUD to evaluate properties owned and managed by housing authorities such as NIRHA. Our properties received a score of 69 out of 100 possible points, a passing score – but not where we want to be. Main issues cited were: chimney caps missing in Manly, evidence of a previous water leak and secure electrical boxes in the boiler room at Heritage Place in Hampton, windows with failing seals at Rockford, Forest City, Manly, and Northwood, and stoves with burners that had been made inoperable by the tenants.
- d.** We received 3 quotes on windows for Manly, Forest City north, Northwood, and Rockford. Quotes came in between \$142,000 and \$180,000 total to replace windows at all properties. A contract was signed with Kohler Construction for the replacement of all windows, with a total price of \$142,000. This contract was the best price overall, and also had the best warranty on a quality window.
- e.** HUD awarded NIRHA 5 additional Housing Choice Vouchers increasing our annual budget authority by \$22,846 per year, allowing us to assist additional families in our area.

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

Tuesday September 27, 2022, 9:00 A.M.  
Minutes

**1. Opening of Meeting.**

- A. Chairperson Gelner 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.

**Board Members: Present:** Delegates: Gary Gelner, Beth Johnson, Bruce Helgeson, and Roy Schwickerath. By phone: Julie Hagen-Robb. Alternates: None. **Absent:** Roger Batt, Yvonne Krukow and Tracy Scharper. **Staff:** Justin Stotts and Carrie McBride. **Guest** By phone: John Olson of Kronlage and Olson, P.C.

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

**2. Open Forum.**

None.

**3. Consent Agenda.**

Helgeson moved to approve the consent agenda. Schwickerath 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 the changes. Helgeson seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.
- B. Financial Statements  
Schwickerath moved to approve the financial statements. Johnson seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.
- C. Bills  
Helgeson moved to approve the bills. Johnson seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.
- D. Miscellaneous Communication  
None.

**5. New Business.**

- A. Accept Resolution No. 2022-05 Uncollectible Accounts  
Johnson moved to approve Resolution No. 2022-05. Schwickerath seconded the motion.  
**ROLL CALL VOTE:** Johnson, Helgeson, Schwickerath, Hagen- Robb, and Gelner were in favor; none opposed; and none abstained. The motion carried.

- B. Accept Resolution No. 2022-06 Agency Operating Budget for 2023  
Helgeson moved to approve Resolution No. 2022-06. Schwickerath seconded the motion.  
**ROLL CALL VOTE:** Johnson, Helgeson, Schwickerath, Hagen-Robb, and Gelner were in favor; none opposed; and none abstained. The motion carried.
  
  - C. Nomination and Election of Chairperson  
Schwickerath moved to nominate Bruce Helgeson for the position as Chairperson for the term of October 1, 2022 – September 30, 2025. Hagen-Robb seconded the motion. All were in favor; none Opposed; and none abstained. The motion carried.  
  
Johnson moved to cease nominations. Schwickerath seconded the motion. All were in favor; none Opposed; and none abstained. The motion carried.  
  
Schwickerath moved to approve Bruce Helgeson as chairperson. Johnson seconded the motion  
**Roll Call Vote:** Johnson, Helgeson, Schwickerath, Hagen-Robb, and Gelner were in favor; none opposed; and none abstained. The motion carried.
  
  - D. Nomination and Election of Vice- Chairperson, Secretary/Treasurer Effective October 1, 2022  
Schwickerath moved to nominate Beth Johnson for the second term as vice-president and Nominated Roger Batt for the second term as Secretary/Treasurer for the term of October 1, 2022 -September 30, 2025. Helgeson seconded the motion. All were in favor; none opposed; and none Abstained. The motion carried.  
  
Schwickerath moved to cease nominations. Helgeson seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.  
  
Schwickerath moved to approve Beth Johnson as vice-chairperson and Roger Batt as secretary/ treasurer. Helgeson seconded the motion. **Roll Call Vote:** Johnson, Helgeson, Schwickerath, Hagen-Robb, and Gelner were in favor; none opposed; and none abstained. The motion carried
  
  - E. Executive Director Review  
Schwickerath moved to approve five percent salary increase for Executive Director Justin Stotts. Johnson seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.
6. **Adjourn.**  
Helgeson moved to adjourn. Johnson seconded the motion. All were in favor; none opposed; and none abstained. The motion carried. Meeting adjourned at 10:49 A.M. Next meeting October 25, 2022.

\_\_\_\_\_  
Gary Gelner, Chairperson

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**NORTH IOWA REGIONAL HOUSING AUTHORITY - PH**

**BOARD SUMMARY REPORT**

DATE **Sep-22**

	<b>Current</b>	<b>Fiscal Year Begin Bal</b>	<b>+/-</b>
<b>Cash &amp; Investments</b>			
1111 Cash General Fund	\$ 991,497.59	\$ 942,531.91	\$ 48,965.68
1114 Sec Deposit Fund	\$ 22,622.78	\$ 20,450.31	\$ 2,172.47
1117 Petty Cash	\$ 100.00	\$ 100.00	\$ -
1162 CD	\$ 112,356.22	\$ 110,685.50	\$ 1,670.72
1162.010 CD SD	\$ 24,218.30	\$ 24,085.56	\$ 132.74
<b>Total Cash &amp; Investments</b>	<b>\$ 1,150,794.89</b>	<b>\$ 1,097,853.28</b>	<b>\$ 52,941.61</b>

	<b>YTD Balance</b>	<b>Annual Budget</b>	<b>Percent of Budget</b>
<b>Receipts</b>			
Rental Income	\$ 190,529.97	\$ 190,531.00	100%
Other Operating Revenue	\$ 783,139.95	\$ 783,145.00	100%
<b>Total</b>	<b>\$ 973,669.92</b>	<b>\$ 973,676.00</b>	<b>100%</b>
<b>Expenses</b>			
Admin Expense	\$ 263,138.11	\$ 264,612.00	99%
Utilities Expense	\$ 51,129.90	\$ 51,131.00	100%
Maintenance Expense	\$ 439,726.48	\$ 443,620.00	99%
General Expense	\$ 77,817.60	\$ 77,824.00	100%
Leased Amort & Int	\$ 7,202.04	\$ 7,203.00	100%
Nonroutine Expenses	\$ 101,894.62	\$ 101,895.00	100%
<b>Total Operating Expenses</b>	<b>\$ 940,908.75</b>	<b>\$ 946,285.00</b>	<b>99%</b>
<b>Net Income (Loss) from Operations</b>	<b>\$ 32,761.17</b>	<b>\$ 27,391.00</b>	<b>120%</b>

<b>Operating Reserve</b>	
<b>Beginning of Year</b>	
2810.510 Admin Unrestricted	\$ 1,044,770.26
Net Income (Loss) from Operations	\$ 32,761.17
Equity Transfer Business Activity	\$ -
Current FY Pension Adjustment	\$ -
<b>Operating Reserve, End of Current Period</b>	<b>\$ 1,077,531.43</b>

**NORTH IOWA REGIONAL HOUSING AUTHORITY - PH**

**BOARD SUMMARY REPORT**

DATE **Oct-22**

	<b>Current</b>	<b>Fiscal Year Begin Bal</b>	<b>+/-</b>
<b>Cash &amp; Investments</b>			
1111 Cash General Fund	\$ 929,672.43	\$ 991,497.59	\$ (61,825.16)
1114 Sec Deposit Fund	\$ 22,873.36	\$ 22,622.78	\$ 250.58
1117 Petty Cash	\$ 100.00	\$ 100.00	\$ -
1162 CD	\$ 112,356.22	\$ 112,356.22	\$ -
1162.010 CD SD	\$ 24,218.30	\$ 24,218.30	\$ -
<b>Total Cash &amp; Investments</b>	<b>\$ 1,089,220.31</b>	<b>\$ 1,150,794.89</b>	<b>\$ (61,574.58)</b>

	<b>YTD Balance</b>	<b>Annual Budget</b>	<b>Percent of Budget</b>
<b>Receipts</b>			
Rental Income	\$ 15,582.00	\$ 190,611.00	8%
Other Operating Revenue	\$ 3,075.56	\$ 778,129.00	0%
<b>Total</b>	<b>\$ 18,657.56</b>	<b>\$ 968,740.00</b>	<b>2%</b>
<b>Expenses</b>			
Admin Expense	\$ 13,323.43	\$ 347,745.00	4%
Utilities Expense	\$ (55.87)	\$ 50,225.00	0%
Maintenance Expense	\$ 21,378.45	\$ 386,503.00	6%
General Expense	\$ 4,502.31	\$ 47,943.00	9%
Leased Amort & Int	\$ -	\$ -	#DIV/0!
Nonroutine Expenses	\$ -	\$ 90,000.00	0%
<b>Total Operating Expenses</b>	<b>\$ 39,148.32</b>	<b>\$ 922,416.00</b>	<b>4%</b>
<b>Net Income (Loss) from Operations</b>	<b>\$ (20,490.76)</b>	<b>\$ 46,324.00</b>	<b>-44%</b>

<b>Operating Reserve</b>	
<b>Beginning of Year</b>	
2810.510 Admin Unrestricted	\$ 1,077,531.43
Net Income (Loss) from Operations	\$ (20,490.76)
Equity Transfer Business Activity	\$ -
Current FY Pension Adjustment	\$ -
<b>Operating Reserve, End of Current Period</b>	<b>\$ 1,057,040.67</b>

**NORTH IOWA REGIONAL HOUSING AUTHORITY - VOUCHER**

**BOARD SUMMARY REPORT**

DATE **Sep-22**

	<u>Current</u>	<u>Fiscal Year Begin Bal</u>	<u>+/-</u>
<b>Cash &amp; Investments</b>			
1111 Cash General Fund	\$ 463,239.40	\$ 360,946.71	\$ 102,292.69
<b>Total Cash &amp; Investments</b>	<b>\$ 463,239.40</b>	<b>\$ 360,946.71</b>	<b>\$ 102,292.69</b>

	<u>YTD Balance</u>	<u>Annual Budget</u>	<u>Percent of Budget</u>
<b>Receipts</b>			
HUD Admin Fees	\$ 245,845.00	\$ 245,845.00	100%
Other Operating Revenue	\$ 16,210.87	\$ 16,211.00	100%
<b>Total</b>	<b>\$ 262,055.87</b>	<b>\$ 262,056.00</b>	<b>100%</b>
<b>Expenses</b>			
Admin Expense	\$ 148,378.42	\$ 156,653.00	95%
Utilities Expense	\$ -	\$ -	#DIV/0!
Maintenance Expense	\$ 8,510.32	\$ 8,511.00	100%
General Expense	\$ 8,045.23	\$ 8,046.00	100%
Leased Amort & Int	\$ 7,202.03	\$ 7,203.00	100%
<b>Total Operating Expenses</b>	<b>\$ 172,136.00</b>	<b>\$ 180,413.00</b>	<b>95%</b>
<b>Net Income (Loss) from Operations</b>	<b>\$ 89,919.87</b>	<b>\$ 81,643.00</b>	<b>110%</b>

<b>Operating Reserve</b>	
<b>Beginning of Year</b>	
2810.002 Admin Reserve	\$ 325,679.00
Net Income (Loss) from Operations	\$ 89,919.87
Current FY Pension Adjustment	\$ -
<b>Operating Reserve, End of Current Period</b>	<b>\$ 415,598.87</b>

**NORTH IOWA REGIONAL HOUSING AUTHORITY - VOUCHER**

**BOARD SUMMARY REPORT**

DATE **Oct-22**

	<u>Current</u>	<u>Fiscal Year Begin Bal</u>	<u>+/-</u>
<b>Cash &amp; Investments</b>			
1111 Cash General Fund	\$ 498,229.35	\$ 463,239.40	\$ 34,989.95
<b>Total Cash &amp; Investments</b>	<b>\$ 498,229.35</b>	<b>\$ 463,239.40</b>	<b>\$ 34,989.95</b>

	<u>YTD Balance</u>	<u>Annual Budget</u>	<u>Percent of Budget</u>
<b>Receipts</b>			
HUD Admin Fees	\$ 21,992.00	\$ 240,910.00	9%
Other Operating Revenue	\$ 84.83	\$ 1,500.00	6%
<b>Total</b>	<b>\$ 22,076.83</b>	<b>\$ 242,410.00</b>	<b>9%</b>
<b>Expenses</b>			
Admin Expense	\$ 7,645.15	\$ 158,289.00	5%
Utilities Expense	\$ -	\$ 280.00	0%
Maintenance Expense	\$ 1,240.00	\$ 9,031.00	14%
General Expense	\$ 1,064.60	\$ 17,119.00	6%
Leased Amort & Int	\$ -	\$ -	#DIV/0!
<b>Total Operating Expenses</b>	<b>\$ 9,949.75</b>	<b>\$ 184,719.00</b>	<b>5%</b>
<b>Net Income (Loss) from Operations</b>	<b>\$ 12,127.08</b>	<b>\$ 57,691.00</b>	<b>21%</b>

<b>Operating Reserve</b>	
<b>Beginning of Year</b>	
2810.002 Admin Reserve	\$ 413,738.60
Net Income (Loss) from Operations	\$ 12,127.08
Current FY Pension Adjustment	\$ -
<b>Operating Reserve, End of Current Period</b>	<b>\$ 425,865.68</b>



# North Iowa Regional Housing Authority

## Check Register

All Bank Accounts

September 1, 2022 - September 30, 2022

Check Number	Check Date	Payee	Amount
<b>Payroll Direct Deposit</b>			
7497	09/02/22	Gansen, Karri S	1,455.55
7498	09/02/22	Heiny, Daniel L	1,302.01
7499	09/02/22	McBride, Carrie L	1,069.53
7500	09/02/22	Seaton, Carmen N	1,332.36
7501	09/02/22	Stotts, Justin	2,322.47
7502	09/02/22	Urbatsch, Gregg A	1,329.61
7527	09/16/22	Gansen, Karri S	1,367.98
7528	09/16/22	Heiny, Daniel L	1,302.00
7529	09/16/22	McBride, Carrie L	1,055.92
7530	09/16/22	Seaton, Carmen N	1,334.44
7531	09/16/22	Stotts, Justin	2,234.89
7532	09/16/22	Urbatsch, Gregg A	1,329.62
7570	09/30/22	Gansen, Karri S	1,396.96
7571	09/30/22	Heiny, Daniel L	1,389.14
7572	09/30/22	McBride, Carrie L	1,117.24
7573	09/30/22	Seaton, Carmen N	1,386.08
7574	09/30/22	Stotts, Justin	2,234.89
7575	09/30/22	Urbatsch, Gregg A	1,376.34
<b>Payroll Direct Deposit Total</b>			26,337.03
<b>Vendor Checks</b>			
5789	09/07/22	Christopher Meirick	302.40
7503	09/07/22	Algona Municipal Utilities 1	61.21
7504	09/07/22	Alliant Energy/IPL	384.01
7505	09/07/22	Christopher Meirick	2,059.80
7506	09/07/22	City of Clear Lake	96.13
7507	09/07/22	City of Forest City	451.77
7508	09/07/22	City of Rockford	254.07
7509	09/07/22	Ellie Kew	32.50
7510	09/07/22	Floyd County Sheriff's Office	234.50
7511	09/07/22	Gary Geiner	38.75
7512	09/07/22	Gary Sheppard	720.00
7513	09/07/22	HDSUPPLY	142.76
7514	09/07/22	Hjelmeland Flooring Inc	9,746.71
7515	09/07/22	McCloskey Appliance	2,417.00
7516	09/07/22	Menards - Mason City	1,758.29
7517	09/07/22	Mid American Energy Company	11.27
7518	09/07/22	Mort's Plumbing & Heating	820.38
7519	09/07/22	Northwood Sanitation, LLC	410.00
7520	09/07/22	Orkin	65.00
7521	09/07/22	Osage Municipal Utilities	6.50
7522	09/07/22	Roger Batt	75.00
7523	09/07/22	ROY SCHWICKERATH	40.63
7524	09/07/22	SERVPRO of Mason City	5,600.23
7525	09/07/22	Staples	134.97
7526	09/07/22	Tara Merrick	257.50
7533	09/20/22	Alliant Energy/IPL	182.56
7534	09/20/22	Annette Egesdal	25.00
7535	09/20/22	Brett's Drain Cleaning	548.05
7536	09/20/22	Carrie McBride	130.00
7537	09/20/22	Christina Budzinski	115.00
7538	09/20/22	Christopher Meirick	861.60
7539	09/20/22	City of Britt	48.61
7540	09/20/22	City of Forest City	130.00
7541	09/20/22	City of Northwood	54.19
7542	09/20/22	D&L Sanitation	140.00
7543	09/20/22	Eileen Holm	200.00
7544	09/20/22	Ellie Kew	122.50

# North Iowa Regional Housing Authority

## Check Register

All Bank Accounts

September 1, 2022 - September 30, 2022

Check Number	Check Date	Payee	Amount
7545	09/20/22	Eugene Porter	15.00
7546	09/20/22	Finley Law Firm, P.C.	3,501.50
7547	09/20/22	Hawkins Ash CPAs	1,089.00
7548	09/20/22	Hjelmeland Flooring Inc	431.16
7549	09/20/22	Joan Bishop	1.00
7550	09/20/22	JOE'S COLLISION & PERFORMANCE	224.72
7551	09/20/22	Jordan Gorham	2.00
7552	09/20/22	Karri Gansen	353.13
7553	09/20/22	Kate McInroy	3.00
7554	09/20/22	Lynn Collins	30.00
7555	09/20/22	Mark Infanger	10.00
7556	09/20/22	McCloskey Appliance	2,167.00
7557	09/20/22	Melissa Satern	11,618.00
7558	09/20/22	Mike's C&O Tire	1,125.76
7559	09/20/22	Mort's Plumbing & Heating	393.54
7560	09/20/22	Nuehring's Lawn & Tree Service Inc.	420.00
7561	09/20/22	Orlando D Taylor	2.00
7562	09/20/22	Pollard Pest Control & Lawn Care Co.	800.00
7563	09/20/22	River City Communications, Inc	23.00
7564	09/20/22	River City Partners Investment, LLC	2,407.80
7565	09/20/22	Router12 Networks LLC	345.00
7566	09/20/22	Sharon Askew	3.00
7567	09/20/22	Spahn & Rose Lumber Co	31,027.36
7568	09/20/22	TQ Technologies	119.00
7569	09/20/22	Tyniqueka Hopkins	34.00
EFT	09/20/22	Aflac	62.26
EFT	09/20/22	Black Hills Energy	72.16
EFT	09/20/22	City of Hampton	839.28
EFT	09/20/22	Clear Lake Sanitary District	35.11
EFT	09/20/22	Clear Lake Sanitary District	28.46
EFT	09/20/22	Clear Lake Sanitary District	15.69
EFT	09/20/22	Clear Lake Sanitary District	27.66
EFT	09/20/22	Clear Lake Sanitary District	18.62
EFT	09/20/22	Clear Lake Sanitary District	18.35
EFT	09/20/22	Clear Lake Sanitary District	21.28
EFT	09/20/22	Clear Lake Sanitary District	19.15
EFT	09/20/22	Clear Lake Sanitary District	23.41
EFT	09/20/22	Clear Lake Sanitary District	18.62
EFT	09/20/22	Mid American Energy Company	1,893.51
EFT	09/20/22	Wellmark	3,558.91
EFT	09/07/22	Access Systems Leasing	153.03
EFT	09/07/22	Black Hills Energy	154.97
EFT	09/07/22	Capital One	4,759.10
EFT	09/07/22	Century Link	189.17
EFT	09/07/22	City of Manly Utility	351.00
EFT	09/07/22	Verizon	235.61
<b>Vendor Check Total</b>			<b>97,320.21</b>
<b>Check List Total</b>			<b>123,657.24</b>

Check count = 101

# North Iowa Regional Housing Authority

## Check Register

All Bank Accounts

October 1, 2022 - October 31, 2022

Check Number	Check Date	Payee	Amount
<b>Payroll Direct Deposit</b>			
7607	10/14/22	Gansen, Karri S	1,517.36
7608	10/14/22	Heiny, Daniel L	1,366.19
7609	10/14/22	McBride, Carrie L	1,111.14
7610	10/14/22	Seaton, Carmen N	1,406.61
7611	10/14/22	Stotts, Justin	2,432.01
7612	10/14/22	Urbatsch, Gregg A	1,393.07
7636	10/28/22	Gansen, Karri S	1,517.71
7637	10/28/22	Heiny, Daniel L	1,363.46
7638	10/28/22	McBride, Carrie L	1,101.06
7639	10/28/22	Seaton, Carmen N	1,402.96
7640	10/28/22	Stotts, Justin	2,344.44
7641	10/28/22	Urbatsch, Gregg A	1,409.67
<b>Payroll Direct Deposit Total</b>			<b>18,365.68</b>
<b>Vendor Checks</b>			
7576	10/05/22	Abbey Lundquist	552.31
7577	10/05/22	Algona Municipal Utilities 1	61.97
7578	10/05/22	Alliant Energy/IPL	387.00
7579	10/05/22	Beland Tree Service LLC	2,225.00
7580	10/05/22	Brett's Drain Cleaning	860.00
7581	10/05/22	Chad Valvoda	1,200.00
7582	10/05/22	City of Clear Lake	61.72
7583	10/05/22	City of Forest City	361.03
7584	10/05/22	City of Northwood	48.92
7585	10/05/22	City of Rockford	251.11
7586	10/05/22	Dan Heiny	64.00
7587	10/05/22	Gary Sheppard	720.00
7588	10/05/22	JOE'S COLLISION & PERFORMANCE	862.35
7589	10/05/22	Justin Stotts	1,279.83
7590	10/05/22	Menards - Mason City	1,989.79
7591	10/05/22	Mid American Energy Company	11.27
7594	10/05/22	Orkin	1,745.00
7595	10/05/22	Osage Municipal Utilities	6.50
7596	10/05/22	Plumb Supply Company	21.64
7597	10/05/22	Pritchard's Lake Chevrolet	2,129.57
7598	10/05/22	ROY SCHWICKERATH	40.63
7599	10/05/22	Staples	147.97
7600	10/05/22	Tara Merrick	150.00
7601	10/11/22	Karri Gansen	460.64
7602	10/05/22	Northwood Electric Inc.	352.15
7604	10/11/22	Northwood Sanitation, LLC	410.00
7606	10/11/22	Mort's Water Company	124.00
7613	10/18/22	Alliant Energy/IPL	202.04
7614	10/18/22	Central Lock Security	21.00
7615	10/18/22	Christopher Meirick	2,800.00
7616	10/18/22	City of Britt	48.69
7617	10/18/22	D&L Sanitation	132.00
7618	10/18/22	Eileen Holm	200.00
7619	10/18/22	Ellie Kew	90.00
7620	10/18/22	Eugene Porter	10.00
7621	10/18/22	Finley Law Firm, P.C.	117.50
7622	10/18/22	Hawkins Ash CPAs	1,963.00
7623	10/18/22	Hjelmeland Flooring Inc	5,012.54
7624	10/18/22	JasLyn Cleaning Services	380.00
7625	10/18/22	KOHLER CONSTRUCTION LLC	4,000.00
7626	10/18/22	Mort's Plumbing & Heating	178.00
7627	10/18/22	MRI Software LLC	104.00
7628	10/18/22	Nuehring's Lawn & Tree Service Inc.	560.00

# North Iowa Regional Housing Authority

## Check Register

All Bank Accounts

October 1, 2022 - October 31, 2022

Check Number	Check Date	Payee	Amount
7629	10/18/22	Orkin	4,042.00
7630	10/18/22	Plumb Supply Company	21.64
7631	10/18/22	Pollard Pest Control & Lawn Care Co.	520.00
7632	10/18/22	River City Communications, Inc	23.00
7633	10/18/22	River City Partners Investment, LLC	2,407.80
7634	10/18/22	Router12 Networks LLC	345.00
7635	10/18/22	The Shredder	240.00
EFT	10/18/22	Aflac	93.39
EFT	10/18/22	Black Hills Energy	74.77
EFT	10/18/22	Clear Lake Sanitary District	35.38
EFT	10/18/22	Clear Lake Sanitary District	27.66
EFT	10/18/22	Clear Lake Sanitary District	21.01
EFT	10/18/22	Clear Lake Sanitary District	27.66
EFT	10/18/22	Clear Lake Sanitary District	19.68
EFT	10/18/22	Clear Lake Sanitary District	17.29
EFT	10/18/22	Clear Lake Sanitary District	21.28
EFT	10/18/22	Clear Lake Sanitary District	17.82
EFT	10/18/22	Clear Lake Sanitary District	24.47
EFT	10/18/22	Clear Lake Sanitary District	17.55
EFT	10/18/22	Mid American Energy Company	1,234.20
EFT	10/18/22	Wellmark	3,558.91
EFT	10/05/22	Access Systems Leasing	153.03
EFT	10/05/22	Black Hills Energy	90.91
EFT	10/05/22	Capital One	2,220.54
EFT	10/05/22	Century Link	189.17
EFT	10/05/22	City of Hampton	1,124.56
EFT	10/05/22	City of Manly Utility	401.00
EFT	10/05/22	Principal Life Insurance Company	543.87
EFT	10/05/22	Verizon	235.39
<b>Vendor Check Total</b>			<b>50,092.15</b>
<b>Check List Total</b>			<b>68,457.83</b>

Check count = 84

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**DATE:** November 22, 2022

**RE:** Accept Resolution Approving Budget revision for  
FY2022

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**REQUESTED ACTION:**

Accept Resolution No. 2022-07 approving the proposed Public Housing Budget revision for the fiscal year ending September 30, 2022.

**COMMENTS:**

Attached is the budget revision for the fiscal year ending September 30, 2022.

Some categories have seen increased spending, primarily additional staff time and contracting costs. Public Housing also saw more turnovers than expected during this fiscal year, which increased turnover costs.

**PHA Board Resolution**  
Approving Operating Budget

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PIH-REAC)

OMB Approval No. 2577-0026  
(exp. 06/30/2022)

**Public reporting burden** for this collection of information is estimated to average **10 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 collect this information, and you are not required to complete this form, unless it displays a currently 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 public housing program and provides a summary of the proposed/budgeted 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 public housing agency (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.

PHA Name: North Iowa Regional Housing Authority PHA Code: IA12700120S

PHA Fiscal Year Beginning: 10/01/2021 Board Resolution Number: 2022-07

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on: \_\_\_\_\_
- Operating Budget submitted to HUD, if applicable, on: \_\_\_\_\_
- Operating Budget revision approved by Board resolution on: \_\_\_\_\_
- Operating Budget revision submitted to HUD, if applicable, on: \_\_\_\_\_

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, 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 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
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**North Iowa Regional Housing Authority  
12 MONTHS ENDING 9/30/2022 Rev # 1**

Last updated

9/8/2021

Maual Input  
Formula  
Do Not Change/No Info Necessary/Locked

Name of Projects  
Family/Elderly  
Scatter Site  
Age/Year Built  
Recently Rennovated  
Units  
Average Bedroom Size  
Occupancy  
# of Turnovers

NOTE: Due to rounding there might be \$1 differences

REAC	HUD		Public Housing				
Line	Fund #	Units	121	121	403	0	524
No.	Acct.		AMP 1	PH Project Totals	VCH Admin	VCH HAP	Consolidated
<b>Revenues</b>							
<b>Operating Receipts</b>							
	3100	Gross Potential Rents	207,099	207,099			207,099
	3105	Vacancy Loss	(16,568)	(16,568)			(16,568)
70300	3110/3420	<b>Net Dwelling Rental</b>	190,531	190,531	-	-	190,531
70400	3120/442	Excess Utilities	-	-	-	-	-
70400	3190	Nondwelling Rental	-	-	-	-	-
<b>70500</b>	<b>Total</b>	<b>Rental Income</b>	190,531	190,531	-	-	190,531
70600	3691	Operating Subsidy	456,029	456,029			456,029
70600	3691.1	Capital Funds - Soft Cost	-	-			-
70600		HUD HAP	-	-	-	1,383,871	1,383,871
70600		HUD Admin Fees	-	-	245,845	-	245,845
70800		Other Govt. Grants - fill in type ex. ROSS, TANF	-	-	-	-	-
70600		HUD Grant - CARES	-	-	15,000	-	15,000
71100	3610	Interest on General Fund Investments	1,712	1,712	398	-	2,110
71400		Fraud Recovery	-	-	-	-	-
71500	3690	Other Income	325,404	325,404	813	-	326,217
71600		Gain or Loss on Sale of Capital Assets	(2,374)	(2,374)			(2,374)
72000		Investment Income Restricted	-	-			-
<b>Total</b>	<b>Operating Income</b>		971,302	971,302	262,056	1,383,871	2,617,229
<b>Operating Expenditures - Administration:</b>							
91100	4110	Administrative Salaries (Direct)	-	-	-	-	-
91100	4110.1	Administrative Salaries (Front-Line)	147,505	147,505	72,093	-	219,598
91100		Administrative Salaries (CFP)	-	-	-	-	-
91200	4171	Auditing Fees	3,103	3,103	5,693	-	8,796
91400	4120	Advertising & Marketing	8	8	8	-	16
91500	4182	Employee Benefit Contributions (Direct)	-	-	-	-	-
91500	4182.1	Employee Benefit Contributions (Front-Line)	38,213	38,213	29,233	-	67,446
91600	4160	Office Expenses	39,553	39,553	30,092	-	69,645
91700	4130	Legal Expense	11,852	11,852	1,434	-	13,286
91800	4150	Travel	6,518	6,518	703	-	7,221
91900	4140	Staff Training	464	464	-	-	464
91900	4170	Accounting Fees	7,811	7,811	7,027	-	14,838
91900	4180	Office Rent	8,910	8,910	8,910	-	17,820
91900	4190	Other Sundry	2,294	2,294	1,460	-	3,754
<b>Total</b>	<b>Administrative Expense</b>		266,232	266,232	156,653	-	422,884
<b>Tenant Services:</b>							
92100	4210	Salaries	-	-	-	-	-
92200	4220	Recreation, Publications and Other Services	-	-	-	-	-
92300	4282	Employee Benefit Contributions	-	-	-	-	-
92400	4230	Contract Costs, Training and Other	-	-	-	-	-
<b>Total</b>	<b>Tenant Services Expense</b>		-	-	-	-	-
<b>Utilities:</b>							
93100	4310	Water	7,086	7,086	-	-	7,086
93200	4320	Electricity	18,139	18,139	-	-	18,139
93300	4330	Gas	15,892	15,892	-	-	15,892
93400	4340	Fuel	-	-	-	-	-
93600	4360	Sewer	10,014	10,014	-	-	10,014
93700	4390	Other Utilities Expense	-	-	-	-	-
<b>Total</b>	<b>Utilities Expense</b>		51,131	51,131	-	-	51,131
<b>Ordinary Maintenance and Operations:</b>							
94100	4410	Labor (Direct)	93,505	93,505	4,921	-	98,426
94200	4420	Materials	101,498	101,498	1,050	-	102,548
94300-010	4431	Garbage & Trash Removal	9,431	9,431	-	-	9,431

\*\*Please note that numbers/amounts may differ slightly due to rounding/formulas.

REAC	HUD		Public Housing				
	Fund #						
Line	Acct.	Units	121	121	403	0	524
No.			AMP 1	PH Project Totals	VCH Admin	VCH HAP	Consolidated
<b>Revenues</b>							
94300-020	4430.01	Heating & Cooling	13,924	13,924	-	-	13,924
94300-030	4430.02	Snow Removal	7,345	7,345	-	-	7,345
94300-040	4430.03	Elevator Maintenance	5,277	5,277	-	-	5,277
94300-050	4430.04	Landscaping & Grounds	28,539	28,539	-	-	28,539
94300-060	4430.05	Unit Turnaround	46,914	46,914	-	-	46,914
94300-070	4430.06	Electrical	2,165	2,165	-	-	2,165
94300-080	4430.07	Plumbing	25,484	25,484	-	-	25,484
94300-090	4430.08	Extermination	25,625	25,625	-	-	25,625
94300-100	4430.09	Janitorial	4,524	4,524	-	-	4,524
94300-110	4430.10	Routine Contract Costs	3,979	3,979	213	-	4,192
94300-120	4430.11	Miscellaneous Contracts	32,741	32,741	212	-	32,953
94500	4433	Employee Benefit Contributions-Maint	42,669	42,669	2,115	-	44,784
<b>94000 Total</b>		<b>Ordinary Maintenance and Operating Expense</b>	<b>443,620</b>	<b>443,620</b>	<b>8,511</b>	<b>-</b>	<b>452,131</b>
<b>Protective Services:</b>							
95100	4460	Labor	-	-	-	-	-
95200	4480	Contract Costs	-	-	-	-	-
95300	4470	Materials	-	-	-	-	-
95500	4482	Employee Benefits	-	-	-	-	-
<b>95000 Total</b>		<b>Protective Services Expense</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Insurance Expense:</b>							
96110	4510.02	Property Insurance	27,768	27,768	-	-	27,768
96120	4510.03	Liability Insurance	752	752	2,306	-	3,058
96130	4510.01	Workers' Comp Insurance	3,898	3,898	1,237	-	5,135
96140	4510.00	Other Insurance	1,746	1,746	2,463	-	4,209
<b>96100 Total</b>		<b>Insurance</b>	<b>34,164</b>	<b>34,164</b>	<b>6,006</b>	<b>-</b>	<b>40,170</b>
<b>General Expense</b>							
96200	4590	Other General Expenses	10,163	10,163	10,547	-	20,710
96210	4560	Compensated Absences	8,505	8,505	(8,507)	-	(2)
96300	4520	Payments in Lieu of Taxes	13,940	13,940	-	-	13,940
96400	4570	Collection Losses	11,052	11,052	-	-	11,052
96800	4530	Terminal Leave Payments	-	-	-	-	-
<b>9600 Total</b>		<b>General Expense</b>	<b>43,660</b>	<b>43,660</b>	<b>2,040</b>	<b>-</b>	<b>45,700</b>
		Interest expense Mort & Bonds	-	-	-	-	-
96720		Interest expense - Notes	-	-	-	-	-
		HAP Expense	-	-	-	1,327,749	1,327,749
<b>96700 Total</b>		<b>Total Interest Expense and Amortization Cost</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,327,749</b>	<b>1,327,749</b>
<b>96900 Total</b>		<b>Operating Expenditures</b>	<b>838,807</b>	<b>838,807</b>	<b>173,210</b>	<b>1,327,749</b>	<b>2,339,766</b>
<b>Nonoperating Expenditures:</b>							
97100	4610	Extraordinary Maintenance	-	-	-	-	-
97200	4620	Casualty Losses	52,123	52,123	-	-	52,123
		Amortization	6,002	6,002	6,002	-	12,004
		Int Expense Leased	1,201	1,201	1,201	-	2,402
		Debt Payments - Overage	-	-	-	-	-
		Debt Service - Capital Funds	-	-	-	-	-
		Capital Expenditures - Operations	49,772	49,772	-	-	49,772
<b>Total</b>		<b>Nonoperating Expenditures</b>	<b>109,098</b>	<b>109,098</b>	<b>7,203</b>	<b>-</b>	<b>116,301</b>
<b>Total</b>		<b>Total Expenditures</b>	<b>947,905</b>	<b>947,905</b>	<b>180,413</b>	<b>1,327,749</b>	<b>2,456,067</b>
		<b>Allocated Overhead expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
		<b>Cash Flow from Operations</b>	<b>23,397</b>	<b>23,397</b>	<b>81,643</b>	<b>56,122</b>	<b>161,162</b>
1104	6010	Prior Period Adjustments	-	-	-	-	-
		<b>Net Income (Loss) after Prior Period Adjustments</b>	<b>23,397</b>	<b>23,397</b>	<b>81,643</b>	<b>56,122</b>	<b>161,162</b>
		Subtract: Depreciation	292,577	292,577	-	-	292,577
		Add: Capital Expenditures - Operations	49,772	49,772	-	-	49,772
		Add: Debt Principal Payments	-	-	-	-	-
		<b>Net Income (Loss) to Balance Sheet</b>	<b>(219,408)</b>	<b>(219,408)</b>	<b>81,643</b>	<b>56,122</b>	<b>(81,643)</b>

161,162

\*\*Please note that numbers/amounts may differ slightly due to rounding/formulas.



**North Iowa Regional Housing Authority**  
**12 MONTHS ENDING 9/30/2022 Rev # 1**  
**PUMs**

Manual Input  
 Formula

**# of Months**

REAC	HUD		PUBLIC HOUSING	
Line	Acct.	Units	1452	1452
No.	No.	Description	AMP 1	PH Project Totals
<b>Revenues</b>				

**Operating Receipts**

3100		Gross Potential Rents	142.63	142.63
3105		Vacancy Loss	-11.41	-11.41
70300	3110/3420	<b>Net Dwelling Rental</b>	131.22	131.22
70400	3120/442	Excess Utilities	0.00	0.00
70400	3190	Nondwelling Rental	0.00	0.00
<b>70500</b>	<b>Total</b>	<b>Rental Income</b>	131.22	131.22
70600	3691	Operating Subsidy	314.07	314.07
70600	3691.1	Capital Funds - Soft Cost	0.00	0.00
70600		FSS Grant	0.00	0.00
70600		HUD Admin Fees	0.00	0.00
70800		Other Govt. Grants - fill in type ex. ROSS, TANF	0.00	0.00
70800		Other Govt. Grants - fill in type	0.00	0.00
71100	3610	Interest on General Fund Investments	1.18	1.18
71400		Fraud Recovery	0.00	0.00
71500	3690	Other Income	224.11	224.11
71600		Gain or Loss on Sale of Capital Assets	-1.63	-1.63
72000		Investment Income Resticted	0.00	0.00

<b>Total</b>	<b>Operating Income</b>	668.94	668.94
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**Operating Expenditures - Administration:**

91100	4110	Administrative Salaries (Direct)	0.00	0.00
91100	4110.1	Administrative Salaries (Front-Line)	101.59	101.59
91100		Administrative Salaries (CFP)	0.00	0.00
91200	4171	Auditing Fees	2.14	2.14
91400	4120	Advertising & Marketing	0.01	0.01
91500	4182	Employee Benefit Contributions (Direct)	0.00	0.00
91500	4182.1	Employee Benefit Contributions (Front-Line)	26.32	26.32
91600	4160	Office Expenses	27.24	27.24
91700	4130	Legal Expense	8.16	8.16
91800	4150	Travel	4.49	4.49
	4140	Staff Training	0.32	0.32
	4170	Accounting Fees	5.38	5.38
	4180	Office Rent	6.14	6.14
	4190	Other Sundry	1.58	1.58
<b>Total</b>		<b>Administrative Expense</b>	183.36	183.36

**Tenant Services:**

92100	4210	Salaries	0.00	0.00
92200	4220	Recreation, Publications and Other Services	0.00	0.00

**North Iowa Regional Housing Authority**  
**12 MONTHS ENDING 9/30/2022 Rev # 1**  
**PUMs**

Manual Input  
 Formula

**# of Months**

REAC	HUD		PUBLIC HOUSING	
Line	Acct.	Units	1452	1452
No.	No.	Description	AMP 1	PH Project Totals
<b>Revenues</b>				
92300	4282	Employee Benefit Contributions	0.00	0.00
92400	4230	Contract Costs, Training and Other	0.00	0.00
<b>Total</b>		Tenant Services Expense	0.00	0.00
<b>Utilities:</b>				
93100	4310	Water	4.88	4.88
93200	4320	Electricity	12.49	12.49
93300	4330	Gas	10.94	10.94
93400	4340	Fuel	0.00	0.00
93600	4360	Sewer	6.90	6.90
93700	4390	Other Utilities Expense	0.00	0.00
<b>Total</b>		Utilities Expense	35.21	35.21
<b>Ordinary Maintenance and Operations:</b>				
94100	4410	Labor (Direct)	64.40	64.40
94200	4420	Materials	69.90	69.90
94300-0	4431	Garbage & Trash Removal	6.50	6.50
94300-0	4430.01	Heating & Cooling	9.59	9.59
94300-0	4430.02	Snow Removal	5.06	5.06
94300-0	4430.03	Elevator Maintenance	3.63	3.63
94300-0	4430.04	Landscaping & Grounds	19.65	19.65
94300-0	4430.05	Unit Turnaround	32.31	32.31
94300-0	4430.06	Electrical	1.49	1.49
94300-0	4430.07	Plumbing	17.55	17.55
94300-0	4430.08	Extermination	17.65	17.65
94300-1	4430.09	Janitorial	3.12	3.12
94300-1	4430.10	Routine Contract Costs	2.74	2.74
94300-1	4430.11	Miscellaneous Contracts	22.55	22.55
94500	4433	Employee Benefit Contributions-Maint	29.39	29.39
<b>94000 Total</b>		<b>Ordinary Maintenance and Operating Expense</b>	305.52	305.52
<b>Protective Services:</b>				
95100	4460	Labor	0.00	0.00
95200	4480	Contract Costs	0.00	0.00
95300	4470	Materials	0.00	0.00
95500	4482	Employee Benefits	0.00	0.00
<b>95000 Total</b>		<b>Protective Services Expense</b>	0.00	0.00
<b>Insurance Expense:</b>				
96110	4510.02	Property Insurance	19.12	19.12
96120	4510.03	Liability Insurance	0.52	0.52
96130	4510.01	Workers' Comp Insurance	2.68	2.68
96140	4510.00	Other Insurance	1.20	1.20
<b>96100 Total</b>		<b>Insurance</b>	23.53	23.53

**North Iowa Regional Housing Authority**  
**12 MONTHS ENDING 9/30/2022 Rev # 1**  
**PUMs**

Manual Input  
 Formula

**# of Months**

REAC	HUD		PUBLIC HOUSING	
Line	Acct.	Units	1452	1452
No.	No.	Description	AMP 1	PH Project Totals
<b>Revenues</b>				
<b>General Expense</b>				
96200	4590	Other General Expenses	7.00	7.00
96210	4560	Compensated Absences	5.86	5.86
96300	4520	Payments in Lieu of Taxes	9.60	9.60
96400	4570	Collection Losses	7.61	7.61
96800	4530	Terminal Leave Payments	0.00	0.00
<b>9600 Total</b>		<b>General Expense</b>	<b>30.07</b>	<b>30.07</b>
96710		Interest expense - Mort or Bonds	0.00	0.00
96720		Interest expense - Notes	0.00	0.00
96730		Amortization of Bond Issue cost	0.00	0.00
<b>96700 Total</b>		<b>Total Interest Expense and Amortization Cost</b>	<b>0.00</b>	<b>0.00</b>
<b>96900 Total</b>		<b>Operating Expenditures</b>	<b>577.69</b>	<b>577.69</b>
<b>Nonoperating Expenditures:</b>				
97100	4610	Extraordinary Maintenance	0.00	0.00
97200	4620	Casualty Losses	35.90	35.90
		Debt Payments - Interest/Principal	4.13	4.13

**North Iowa Regional Housing Authority  
12 MONTHS ENDING 9/30/2022 Rev # 1**

**VACANCY LOSS & GROSS POTENTIAL INCOME**

# of Units	121	
Description	AMP 1	TOTAL PUBLIC HOUSING
	AMP 1	
<b><u>Budgeting</u></b>		
Average Rental Income per Month	142.63	142.63
Units	1,452.00	1,452.00
Gross Potential Revenue	207,098.76	207,098.76
Occupancy Rate	92.00%	
Projected Average Monthly Dwelling Rental	190,530.86	190,530.86

**North Iowa Regional Housing Authority  
12 MONTHS ENDING 9/30/2022 Rev # 1**

**Funding allocation**

# of Units	121	121
Description	<u>Public Housing</u>	<b>TOTAL</b>
<b><u>Budgeting</u></b>	<u>AMP 1</u>	<b>PUBLIC HOUSING</b>
Operating Subsidy	456,029.00	456,029.00
Prorated Approved Subsidy percentage	100.00%	100.00%
Net Subsidy	456,029.00	456,029.00
Current Year subsidy	454719	
Prior Year	1310	
	456029	



**North Iowa Regional Housing Authority**  
**12 MONTHS ENDING 9/30/2022 Rev # 1**  
**Other Income**

Description	AMP 1	VCH Admin	VCH HAP	Total
Tenant Charges	21,552.00			21,552.00
Laundry Commissions	1,725.00			1,725.00
Office Rent				-
Other Income				-
Op Money CFP	250,464.00			250,464.00
Insurance Proceeds	47,123.00			47,123.00
Collection Loss				-
Admin Fee Port In		813.00		813.00
Hampton Senior Rent	4,540.00			4,540.00
				-
				-
<b>Total</b>	<b>325,404.00</b>	<b>813.00</b>	<b>-</b>	<b>326,217.00</b>

check  
326,217.00

Description	AMP 1	VCH Admin	VCH HAP	Total
Nondwelling rent				-
				-
				-
				-
				-
				-
				-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

check  
-

Front-line Admin Costs - Budget

\*\*Employees who work on the following activities:

- Rent Collections
- Resident Services
- Recertifications
- Waiting Lists
- Occupancy & Admissions

For budgeting, take total costs and allocate based on number of units for occupancy manager and move ins per admissions & resident services managers

Manual Input  
Formula

Positions:	12 Month Expense	Salary	Benefits						Total Benefits
			Retirement	Health Ins	FICA	Unemploy	Other	SUTA	
1 Executive Director	97,474.71	81,900.00	7,731.36	-	6,265.35	-	1,578.00	-	15,574.71
2 Housing Coordinator	59,283.50	49,213.00	4,645.71	-	3,764.79	-	1,660.00	-	10,070.50
3 Housing Specialist	59,904.07	45,946.00	4,337.30	4,926.90	3,514.87	-	1,179.00	-	13,958.07
4 Administrative Assistant	58,695.21	39,759.00	3,753.25	10,619.40	3,041.56	-	1,522.00	-	18,936.21
5 Overtime	3,255.10	2,780.00	262.43	-	212.67	-	-	-	475.10
6 Benefit Adj	8,431.74	-	-	-	-	8,431.74	-	-	8,431.74
	<b>287,044.34</b>	<b>219,598.00</b>							<b>67,446.34</b>

Budget based on units and time

1 Executive Director

	% of Time	Salary	Benefits	Total Cost for Project
AMP 1	75%	61,425.00	11,681.03	73,106.03
Voucher	25%	20,475.00	3,893.68	24,368.68
VCH HAP	0%	-	-	-
	100%	81,900.00	15,574.71	97,474.71

4 Administrative Assistant

	% of Time	Salary	Benefits	Total Cost for Project
AMP 1	75%	29,819.25	14,202.16	44,021.41
Voucher	25%	9,939.75	4,734.05	14,673.80
VCH HAP	0%	-	-	-
	100%	39,759.00	18,936.21	58,695.21

2 Housing Coordinator

	% of Time	Salary	Benefits	Total Cost for Project
AMP 1	90%	44,291.70	9,063.45	53,355.15
Voucher	10%	4,921.30	1,007.05	5,928.35
VCH HAP	0%	-	-	-
	100%	49,213.00	10,070.50	59,283.50

5 Overtime

	% of Time	Salary	Benefits	Total Cost for Project
AMP 1	100%	2,780.00	475.10	3,255.10
Voucher	0%	-	-	-
Program 1	0%	-	-	-
	100%	2,780.00	475.10	3,255.10

3 Housing Specialist

	% of Time	Salary	Benefits	Total Cost for Project
AMP 1	20%	9,189.20	2,791.61	11,980.81
Voucher	80%	36,756.80	11,166.46	47,923.26
VCH HAP	0%	-	-	-
	100%	45,946.00	13,958.07	59,904.07

6 Benefit Adj

	% of Time	Salary	Benefits	Total Cost for Project
AMP 1	0%	-	-	-
Voucher	100%	-	8,431.74	8,431.74
Program 1	0%	-	-	-
	100%	-	8,431.74	8,431.74

Total	% of Time	Salary	Benefits	Total Cost for Project
AMP 1	0%	147,505.15	38,213.36	185,718.51
Voucher	0%	72,092.85	29,232.98	101,325.83
VCH HAP	0%	-	-	-



**North Iowa Regional Housing Authority**  
**12 MONTHS ENDING 9/30/2022 Rev # 1**  
**Administration Expense Other Than Salary**

Description	AMP 1	VCH Admin	VCH HAP	Total
Advertising & Marketing	8.00	8.00	-	16.00
Legal	11,852.00	1,434.00	-	13,286.00
Training/Convention**	464.00	-	-	464.00
Travel**	6,518.00	703.00	-	7,221.00
Accounting	7,811.00	7,027.00	-	14,838.00
Auditing	3,103.00	5,693.00	-	8,796.00
Office Rent	8,910.00	8,910.00	-	17,820.00

**Sundry:**

Consulting	-	-	-	-
Dues and Subscriptions**	1,312.00	1,088.00	-	2,400.00
Collection Agency	-	-	-	-
Office Uniforms	-	-	-	-
Other Sundry	982.00	372.00	-	1,354.00
	-	-	-	-
	-	-	-	-
<b>Total Sundry</b>	<b>2,294.00</b>	<b>1,460.00</b>	<b>-</b>	<b>3,754.00</b>

**Office Expenses:**

Admin Service Contracts**	8,936.00	13,192.00	-	22,128.00
Printing and Postage	-	-	-	-
Forms, Stationary, Office Supplies	18,975.00	15,347.00	-	34,322.00
Computer Software	1,620.00	-	-	1,620.00
Copier	-	-	-	-
Telephone	10,022.00	1,553.00	-	11,575.00
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Total Office Expenses</b>	<b>39,553.00</b>	<b>30,092.00</b>	<b>-</b>	<b>69,645.00</b>
<b>Total Administration</b>	<b>80,513.00</b>	<b>55,327.00</b>	<b>-</b>	<b>135,840.00</b>

check  
118,020.00

**Note: \*\* = See detail below**

**Training/Convention**

Software	-	-	-	-
Americinn Clear Lake	-	-	-	-
Misc	464.00	-	-	464.00
<b>Total</b>	<b>464.00</b>	<b>-</b>	<b>-</b>	<b>464.00</b>

**Travel/Meetings**

Trips to Convention	-	-	-	-
Misc Travel Staff	6,518.00	703.00	-	7,221.00
<b>Total</b>	<b>6,518.00</b>	<b>703.00</b>	<b>-</b>	<b>7,221.00</b>

**Admin Service Contracts**

Software Support	8,003.00	12,259.00	-	20,262.00
Access Leasing	933.00	933.00	-	1,866.00
<b>Total</b>	<b>8,936.00</b>	<b>13,192.00</b>	<b>-</b>	<b>22,128.00</b>

**Membership, Dues, & Fees**

Nelrod Company	399.50	400.00	-	799.50
Iowa NAHRO	150.00	-	-	150.00
Nan Mckay	687.50	688.00	-	1,375.50
NAHRO	75.00	-	-	75.00
<b>Total</b>	<b>1,312.00</b>	<b>1,088.00</b>	<b>-</b>	<b>2,400.00</b>

North Iowa Regional Housing Authority  
 12 MONTHS ENDING 9/30/2022 Rev # 1  
 Utilities

Description	AMP 1	VCH Admin	VCH HAP	Total
Water	7,086.00			7,086.00
Electricity	18,139.00	-		18,139.00
Gas	15,892.00			15,892.00
Sewer	10,014.00			10,014.00
Fuel				-
Other Utilities:				
				-
				-
				-
Total Other Util	-	-	-	-
<b>Total</b>	<b>51,131.00</b>	<b>-</b>	<b>-</b>	<b>51,131.00</b>

check  
**51,131.00**



**North Iowa Regional Housing Authority**  
**12 MONTHS ENDING 9/30/2022 Rev # 1**  
**Maintenance Contract Cost**

Description	AMP 1	VCH Admin	VCH HAP	Total
Garbage	9,431.00			9,431.00
Heating & Cooling	13,924.00			13,924.00
Snow Removal	7,345.00			7,345.00
Elevator Maintenance	5,277.00			5,277.00
Landscape & Grounds	28,539.00			28,539.00
Unit Turnaround	46,914.00			46,914.00
Electrical	2,165.00			2,165.00
Plumbing	25,484.00			25,484.00
Extermination	25,625.00			25,625.00
Janitorial	4,524.00			4,524.00
Routine Contract Costs	3,979.00	213.00	-	4,192.00
Miscellaneous	32,741.00	212.00	-	32,953.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
<b>Total</b>	205,948.00	425.00	-	206,373.00

check  
206,373.00

Routine Contract Costs:

Vehicle	3,979.00	213.00		
<b>Total</b>	3,979.00	213.00	-	\$ 4,192.00

Miscellaneous

Miscellaneous	32,741.00	212.00	-	
<b>Total</b>	32,741.00	212.00	-	\$ 32,953.00

**North Iowa Regional Housing Authority**  
**12 MONTHS ENDING 9/30/2022 Rev # 1**  
**Insurance**

Description	AMP 1	VCH Admin	VCH HAP	Total	
Property Insurance	27,768.00	-	-	27,768.00	
Liability Insurance	752.00	2,306.00		3,058.00	
Workers Comp	3,898.00	1,237.00	-	5,135.00	
Other Insurance	1,746.00	2,463.00	-	4,209.00	check
<b>Total</b>	34,164.00	6,006.00	-	40,170.00	40,170.00

Other Insurance				
Auto	972.00	108.00	-	
Comm Crime	78.00	25.00		
PO Liab	696.00	2,330.00		
<b>Total</b>	1,746.00	2,463.00	-	\$ 4,209.00

**Housing Authority**  
**12 MONTHS ENDING 12/31/2011**  
**Non-Routine Expenses**

Description	AMP 1	VCH Admin	VCH HAP	Total
	-			-
				-
				-
				-
				-
				-
				-
	-			-
				-
<b>Total</b>	-	-	-	-

-

Description	AMP 1	VCH Admin	VCH HAP	Total
Flooring				-
Doors	8,195.00			<b>8,195.00</b>
Gutters	9,512.00			<b>9,512.00</b>
Remodel Apt				-
Shingles				-
Elevator Upgrade				-
Roof Osage	17,325.00			<b>17,325.00</b>
Roof Scheffield Duplex	14,740.00			<b>14,740.00</b>
				-
<b>Total</b>	49,772.00	-	-	<b>49,772.00</b>

49,772.00

Description	AMP 1	VCH Admin	VCH HAP	Total
Stoves/Refrigerators				-
Office Equip				-
				-
				-
				-
				-
				-
	-			-
				-
<b>Total</b>	-	-	-	-

-

**DATE:** November 22,2022

**RE:** Approve HCV payment standards

**REQUESTED ACTION:**

Approve revised payment standards to be effective January 1, 2023 for the Section 8 Housing Choice Voucher program.

**COMMENTS:**

Payment standards are used to calculate the housing assistance payments (HAP) paid to landlords on behalf of assisted families. HUD publishes fair market rents (FMR) annually, most recently in October 2022. HUD determines the FMRs on the 40th percentile of rents charged for standard rental housing in the FMR area. Public housing authorities have the flexibility to establish the payment standards for each county and bedroom size within 90% – 110% of the HUD published FMRs.

We are electing to set our payment standards at 110% of FMR. NIRHA can consider whether to increase or decrease the payment standard. If payment standards are too low, participants will be unable to find qualifying units to rent and voucher utilization rates drop. When payment standards are too high, an agency may have to limit the number of participants to avoid a budget shortfall.

<b>CURRENT PAYMENT STANDARDS Effective 09/01/2022</b>					
<b>NONMETROPOLITAN COUNTIES</b>	<b>0 BR</b>	<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4 BR</b>
Cerro Gordo	600	686	903	1172	1371
Floyd	645	649	813	1136	1141
Franklin	587	618	813	1098	1102
Hancock	587	652	813	1098	1392
Kossuth	614	618	813	1010	1102
Mitchell	587	618	813	1005	1102
Winnebago	587	618	813	1042	1157
Worth	587	693	813	1155	1392

**PROPOSED PAYMENT STANDARDS Effective 01/01/2023**

<b>NONMETROPOLITAN COUNTIES</b>	<b>0 BR</b>	<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4 BR</b>
Cerro Gordo	671	697	918	1188	1388
Floyd	687	691	874	1170	1174
Franklin	639	664	874	1201	1219
Hancock	639	709	874	1205	1489
Kossuth	705	705	874	1073	1174
Mitchell	639	664	874	1064	1174
Winnebago	639	668	874	1164	1265
Worth	639	704	874	1243	1489



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**DATE:** November 22, 2022

**RE:** Approval of Authorized Signers

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**REQUESTED ACTION:**

Approve changes to authorized signers at First Citizens Bank to due to board changes. Authorized signers will be Chairperson Bruce Helgeson, Treasurer Roger Batt, and Executive Director Justin Stotts.

**COMMENTS:**

The Board must approve the authorized signers on behalf of NIRHA. Signature cards at First Citizens Bank are being updated as part of the transition.