

HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, FEBRUARY 26, 2024; 4:00 PM

COUNCIL CHAMBERS, 226 WEST 4TH STREET, DAVENPORT, IOWA 52801

I. Minutes

- A. Minutes from January meeting

II. Financial Reports

- A. Financial reports for November, December and January

III. Occupancy Report

- A. Utilization report for January

IV. Consideration Items

- A. Consideration to modify Administrative Plan

V. Discussion

City of Davenport  
Housing Commission

Department: Community and Economic Development-Housing  
Choice Voucher Office  
Contact Info: Malia Dunn

**Date**  
**2/26/2024**

Subject:  
Minutes from January meeting

ATTACHMENTS:

Type	Description
▯ Cover Memo	Minutes from January meeting

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Dunn, Malia	Approved	2/22/2024 - 3:40 PM

**DAVENPORT HOUSING COMMISSION**  
**Regular Meeting**

**City Hall Council Chambers,  
226 W. 4<sup>th</sup> St.**

**Monday, January 22, 2024 at 4:00 PM**

**MEETING AGENDA**

Members present: Miller, Roberts, Susich, Wissing  
Staff present: Dunn, Berger

- I. The January meeting of the Davenport Housing Commission was called to order at 4:00 pm
- II. Roll Call
- III. December Meeting Minutes **APPROVED**  
Miller made a motion to accept; Susich seconded the motion
- IV. November 2023 Financial Reports and **PENDING**  
December 2023 Financial Reports  
  
Miller made a motion to review office supplies for November and December;  
Susich seconded the motion;
- V. Occupation Report for December 2023 **APPROVED**  
Roberts made motion to accept; Susich seconded the motion
- VI. Consideration Items **APPROVED**  
Resolution Rejecting Public Housing Operating and Capital  
Funds Grant  
  
Miller made a motion to approve; Susich seconded the motion
- VII. Discussion Item
- VIII. Meeting Adjourned – 4:34 pm **APPROVED**  
Susich made a motion to adjourn; Miller seconded the motion

City of Davenport  
Housing Commission

Department: Community and Economic Development-Housing  
Choice Voucher Office  
Contact Info: Malia Dunn

**Date**  
**2/26/2024**

Subject:  
Financial reports for November, December and January

ATTACHMENTS:

Type	Description
▯ Cover Memo	Financial Reports November, December, January

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Dunn, Malia	Approved	2/22/2024 - 3:47 PM

# Housing Choice Voucher

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

<u>Employee Salary/Benefits</u>	<b>BUDGET</b>	<b>November</b>	<b>YTD</b>	<b>Balance</b>	<b>Expenditure</b>
Full Time Salaries	\$ 280,135.00	\$ 23,995.32	\$ 114,609.62	\$ 165,525.38	
Part Time Salaries					
Overtime Pay			\$ 254.12		
Retirement FICA	\$ 25,018.00	\$ 1,844.05	\$ 8,841.82		
Retirement-IPERS	\$ 30,872.00	\$ 2,189.64	\$ 10,766.90		
Employee Insurance	\$ 127,069.00	\$ 9,771.49	\$ 49,274.99		
Deferred Comp	\$ 7,947.00	\$ 518.24	\$ 2,651.46		
Retirement Health Savings	\$ 3,270.00	\$ 231.94	\$ 1,140.52		
<b>Total</b>	<b>\$ 474,311.00</b>	<b>\$ 38,550.68</b>	<b>\$ 187,539.43</b>		<b>40%</b>
Travel					
<u>Office Supplies and Services</u>	\$ 13,750.00	\$ 800.32	\$ 5,117.60	\$ 8,632.40	37%
<u>Telephone</u>	\$ 3,410.00	\$ 379.44	\$ 1,873.59	\$ 1,536.41	55%
<u>Membership and Publications</u>	\$ 300.00			\$ 300.00	0%
<u>Professional Services</u>	\$ 2,500.00	\$ 400.00	\$ 1,060.00	\$ 1,440.00	42%
<u>Liability Insurance</u>	\$ 5,414.00		\$ 5,414.00	\$ -	100%
<u>Rental Assist/Utility Reimburse</u>	\$ 3,597,718.00	\$ 353,056.00	\$ 2,162,360.77	\$ 1,435,357.23	60%
<u>Port In Rent</u>				\$ -	
<u>Payment to Other Agency</u>				\$ -	
<u>Project Expense</u>	\$ 15,000.00	\$ 352.02	\$ 4,148.78	\$ 10,851.22	28%
<u>Other supplies</u>	\$ 25,750.00	\$ 4,391.92	\$ 25,750.00	\$ -	100%
<u>Property Insurance</u>	\$ 1,841.00		\$ 1,841.00	\$ -	100%
<u>Data Processing</u>	\$ 31,900.00	\$ 2,658.33	\$ 13,291.65	\$ 18,608.35	42%
<u>Workmans Compensation</u>	\$ 198.00		\$ 198.00	\$ -	100%
<u>Indirect Cost Allocation</u>	\$ 71,848.00	\$ 5,987.33	\$ 29,936.65	\$ 41,911.35	42%
<b>Totals:</b>	<b>\$ 4,243,940.00</b>	<b>\$ 406,576.04</b>	<b>\$ 2,438,531.47</b>		<b>57%</b>

# Housing Choice Voucher

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<u>Employee Salary/Benefits</u>	<b>BUDGET</b>	<b>December</b>	<b>YTD</b>	<b>Balance</b>	<b>Expenditure</b>
Full Time Salaries	\$ 280,135.00	\$ 34,761.03	\$ 149,563.22	\$ 130,571.78	
Part Time Salaries					
Overtime Pay			\$ 254.12		
Retirement FICA	\$ 25,018.00	\$ 2,682.64	\$ 11,540.32		
Retirement-IPERS	\$ 30,872.00	\$ 3,281.43	\$ 14,066.50		
Employee Insurance	\$ 127,069.00	\$ 9,734.04	\$ 58,986.38		
Deferred Comp	\$ 7,947.00	\$ 775.77	\$ 3,436.86		
Retirement Health Savings	\$ 3,270.00	\$ 347.59	\$ 1,490.04		
Total	\$ 474,311.00	\$ 51,582.50	\$ 239,337.44		50%
Travel					
Office Supplies and Services	\$ 13,750.00	\$ 886.69	\$ 6,004.29	\$ 7,745.71	44%
Telephone	\$ 3,410.00	\$ 343.61	\$ 2,217.20	\$ 1,192.80	65%
Membership and Publications	\$ 300.00			\$ 300.00	0%
Professional Services	\$ 2,500.00	\$ 612.48	\$ 1,672.48	\$ 827.52	67%
Liability Insurance	\$ 5,414.00		\$ 5,414.00	\$ -	100%
Rental Assist/Utility Reimburse	\$ 3,597,718.00	\$ 366,232.00	\$ 2,528,592.77	\$ 1,069,125.23	70%
Port In Rent				\$ -	
Payment to Other Agency				\$ -	
Project Expense	\$ 15,000.00	\$ 797.02	\$ 4,945.80	\$ 10,054.20	33%
Other supplies	\$ 25,750.00		\$ 25,750.00	\$ -	100%
Property Insurance	\$ 1,841.00		\$ 1,841.00	\$ -	100%
Data Processing	\$ 31,900.00	\$ 2,658.33	\$ 15,949.98	\$ 15,950.02	50%
Workmans Compensation	\$ 198.00		\$ 198.00	\$ -	100%
Indirect Cost Allocation	\$ 71,848.00	\$ 5,987.33	\$ 35,923.98	\$ 35,924.02	50%
Totals:	\$ 4,243,940.00	\$ 429,099.96	\$ 2,867,846.94		68%

# Housing Choice Voucher

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<u>Employee Salary/Benefits</u>	<b>BUDGET</b>	<b>January</b>	<b>YTD</b>	<b>Balance</b>	<b>Expenditure</b>
Full Time Salaries	\$ 280,135.00	\$ 23,509.80	\$ 173,073.02	\$ 107,061.98	
Part Time Salaries					
Overtime Pay			\$ 254.12		
Retirement FICA	\$ 25,018.00	\$ 1,805.49	\$ 13,345.81		
Retirement-IPERS	\$ 30,872.00	\$ 2,219.32	\$ 16,285.82		
Employee Insurance	\$ 127,069.00	\$ 9,774.18	\$ 68,760.56		
Deferred Comp	\$ 7,947.00	\$ 523.90	\$ 3,960.76		
Retirement Health Savings	\$ 3,270.00	\$ 235.08	\$ 1,725.12		
Total	\$ 474,311.00	\$ 38,067.77	\$ 277,405.21		58%
Travel					
<u>Office Supplies and Services</u>	\$ 13,750.00	\$ 469.58	\$ 6,473.87	\$ 7,276.13	47%
<u>Telephone</u>	\$ 3,410.00	\$ 377.45	\$ 2,594.65	\$ 815.35	76%
<u>Membership and Publications</u>	\$ 300.00			\$ 300.00	0%
<u>Professional Services</u>	\$ 2,500.00		\$ 1,672.48	\$ 827.52	67%
<u>Liability Insurance</u>	\$ 5,414.00		\$ 5,414.00	\$ -	100%
<u>Rental Assist/Utility Reimburse</u>	\$ 3,597,718.00	\$ 369,675.00	\$ 2,898,267.77	\$ 699,450.23	81%
<u>Port In Rent</u>				\$ -	
<u>Payment to Other Agency</u>				\$ -	
<u>Project Expense</u>	\$ 15,000.00	\$ 569.30	\$ 5,515.10	\$ 9,484.90	37%
<u>Other supplies</u>	\$ 25,750.00		\$ 25,750.00	\$ -	100%
<u>Property Insurance</u>	\$ 1,841.00		\$ 1,841.00	\$ -	100%
<u>Data Processing</u>	\$ 31,900.00	\$ 2,658.33	\$ 18,608.31	\$ 13,291.69	58%
<u>Workmans Compensation</u>	\$ 198.00		\$ 198.00	\$ -	100%
<u>Indirect Cost Allocation</u>	\$ 71,848.00	\$ 5,987.33	\$ 41,911.31	\$ 29,936.69	58%
Totals:	\$ 4,243,940.00	\$ 417,804.76	\$ 3,285,651.70		77%

City of Davenport  
Housing Commission

Department: Community and Economic Development-Housing  
Choice Voucher Office  
Contact Info: Malia Dunn

**Date**  
**2/26/2024**

Subject:  
Utilization report for January

ATTACHMENTS:

Type	Description
▣ Cover Memo	Utilization Report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Dunn, Malia	Approved	2/22/2024 - 3:55 PM



# UTILIZATION REPORT FOR JANUARY 2024

Vouchers								
	0	1	2	3	4	5	6	Total
<i>Previous Month</i>	4	275	276	146	16	1	1	719
Current	4	275	275	144	16	1	1	716
Funds available	<b>\$ 375,165</b>							
Funds spent	<b>\$ 369,675</b>							
% of Funds Used	98.5%							

City of Davenport  
Housing Commission

Department: Community and Economic Development-Housing  
Choice Voucher Office  
Contact Info: Malia Dunn

**Date**  
**2/26/2024**

Subject:  
Consideration to modify Administrative Plan

ATTACHMENTS:

Type	Description
▣ Cover Memo	Modifications to Administrative Plan

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Dunn, Malia	Approved	2/22/2024 - 3:55 PM

# **Davenport Housing Commission**

## **Overview of the Administrative Plan and HOTMA**

**Monday, February 26<sup>th</sup>, 2024**



Malia Dunn, Housing Programs Manager

# Mission

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“To provide safe, decent, and sanitary housing conditions for families and to manage resources effectively.

The Davenport Housing Choice Voucher office seeks to promote personal, economic, and social upward mobility, and to provide families the opportunity to make the transition from subsidized to non-subsidized housing.”







**Before** we get  
started...

### Disclaimer:

- As of the date of the Public Notice review (February 16, 2024), the Housing Authority's administrative plan reflects the changes in provisions related to Section 102, 103 and 104 associated with HOTMA (2016).
- HUD maintains the right to alter the provisions at any time and thus future modifications may be required.

let's get  
started



# Briefing Overview

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- Administrative Plan and the PHA
- Recommended Modifications to the Administrative Plan
- HOTMA Implementation and Expectations



# Administrative Plan

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- Integrates guidelines that are consistent with HUD requirements
- Ensures compliance with all fair housing and industry best practices
- Reaffirms the Housing Authorities commitment to equal housing opportunities
- Incorporates local Housing Authority policies and preferences



# Best Practices for Public Housing Authorities

Change is Coming

- Comprehend the housing needs of the applicants seeking housing assistance in Davenport
- Review HCV policies annually
- Examine HUD guidance on industry standards

# Financial Hardships Impact Minimum Rent

- The current policy requires households to show that they are experiencing a financial hardship, and in addition, submit a request for a financial hardship exemption.
- A hardship would be considered to exist only if **the loss of eligibility** would have an impact on the family's ability to pay rent. Examples include
  - The family has lost eligibility for or is awaiting an eligibility determination for a government assistance program
  - The family would be evicted because it is unable to pay the Minimum Rent
  - When the income of the family has decreased because of changed circumstances including loss of employment
  - A death has occurred in the family
- New policy would allow for the household to avoid eviction by reducing their portion of the rent to zero. In some cases this would be a temporary reduction.

Admin Plan- Chapter 6-IV. B.

#### **6-IV.B. FINANCIAL HARDSHIPS AFFECTING MINIMUM RENT [24 CFR 5.630]**

##### **PHA Policy**

The financial hardship rules described below do not apply in this jurisdiction because the PHA has established a minimum rent of \$0.

##### **HUD-Defined Financial Hardship**

Financial hardship includes the following situations:

- (1) The family has lost eligibility for or is awaiting an eligibility determination for a federal, state, or local assistance program. This includes a family member who is a noncitizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996.
- (2) The family would be evicted because it is unable to pay the minimum rent.



# Preferences

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- PHA are allowed to establish local preferences and prioritize households that meet that criteria
- Preferences are based on local housing needs and are reviewed periodically

# Preference: Displacement Due to PHA Insufficient Funds

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- This preference applies only to those applicants who are able to document that they lost their voucher due to the PHA having insufficient funds
- Best practice in the industry
- Fairly uncommon
- Waitlist is open continuously to this category

# Preference: Displaced Tenants

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- Applicable if the household is displaced due to a code enforcement evacuation or federally declared natural disaster
- Waitlist is open continuously to this category
- Requires documentation from an emergency disaster preparedness agency or Neighborhood Services Division
- Does not guarantee a voucher- only prioritization on the waitlist for a maximum of 90 days



# Preference: Violence Against Women Act

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- Head of household would have to self-identify as a survivor of a recent domestic violence occurrence.
- Recent = 12 months or less from the date of application
- Provide a referral or certification of fleeing domestic violence
- Widely accepted as a best practice and industry standard

# Preference: Homelessness



- Currently, homeless applicants do not receive a residency preference on the waitlist
- A homeless preference would apply if they are homeless within the city of Davenport at the time of application
- 'Homeless'-
  - An individual or family that lacks a fixed, regular, and adequate night time residence
  - An individual or family whose night time residence is a public or private place not designed for or ordinarily used as a regular sleeping accommodation (i.e. car, park, abandoned building, etc)



# Preference: Foster Youth to Independence

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- Applies only to youth, between the ages of 18-24 that are graduating from foster care AND have been in the FYI HCV program for a maximum of 36 months
- Requires a referral from Family Resources- Aftercare Program, or Iowa Health and Human Services Foster care Program
- Waitlist is open continuously to this category
- Best practice in the industry- in order to transition a participant from FYI program to a regular Housing Choice Voucher.

## PHA Policy

The PHA will use the following local preferences:

1. **Insufficient Funding preference (60 points):** The PHA will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding.
2. **FYI preference (50 points):** The PHA will offer a preference to families whose participation in the PHA's Foster Youth to Independence program is expiring.
3. **Displaced/Disaster preference.** The PHA will provide a preference to families displaced from housing units due to no fault of their own. This includes families displaced due to federal, state, or locally declared disasters, or due to unit condemnation or other code enforcement action.
4. **VAWA preference (40 points):** The PHA will offer a preference to families that include victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking who have been referred by a PHA-recognized local social service entity.

The applicant must certify that the abuser will not reside with the applicant unless the PHA gives prior written approval.

**5. Residency preference (30 points):** The PHA will provide a preference to families who live, work, or who have been hired to work within DHA's jurisdiction.

- i. Use of the residency preference will not have the purpose or effect of delaying admission to the program on the basis of race, color, religion, sex, national origin, age, familial status, disability, sexual orientation, gender identity, or marital status.
- ii. Homeless applicants will qualify for the residency preference if homeless within the City of Davenport.
  1. For purposes of this preference, the term "homeless" generally means—(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence; (2) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping

# Housing Opportunity Through Modernization Act

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- Establishes new income review guidelines and asset limitations for participants
- Affects the deductions participants are able to claim (i.e. medical expenses)
- Impacts how the tenant portion of rent is calculated
- Internal processes have to be changed and forms are required to be updated to reflect those changes
- HUD mandates that the PHA have processes in place by January 2024



# Timeline

Action	Timeline	Housing Commission
45 day Public Comment on Admin Plan	February 16- April 17	
45 day Public Comment on Annual Plan	February 16- April 17	
Commission Approves Admin Plan Changes	February 26, 2024	Approval
Commission Approves Annual Plan	Mid-March (March 18)	Approval
PHA submits HOTMA plan to HUD	Mid- April (April 17)	
PHA submits Annual plan to HUD	Mid-May (May 13)	
PHA implements HOTMA	July 1, 2024	

# Resource

## Housing Choice Voucher Administrative Plan



The Housing Opportunity Through Modernization Act of 2016 (HOTMA) was enacted on July 29, 2016. On February 14, 2023, HUD published a final rule implementing Sections 102 and 104 of the HOTMA Act of 2016.

Many of the provisions of HOTMA are intended to streamline administrative processes and reduce burdens on PHAs, thereby also reducing burdens on participants.

*As of February 16, 2024, The Davenport Housing Choice Voucher Office has published its Administrative Plan to include policies that reflect HOTMA provisions.*

*The Administrative Plan will be available for public review until April 16, 2024.*

[Click here to view Housing Choice Voucher Administrative Plan.](#)

Website: [www.davenportiowa.com/hcv](http://www.davenportiowa.com/hcv)