

**Minutes for:
Eastern Iowa Regional Housing Corporation (EIRHC)
Eastern Iowa Regional Housing Authority (EIRHA)
Eastern Iowa Development Corporation (EIDC)
Board Meeting**

Date: Thursday, January 21, 2021
Time: 4:30 p.m.
Place: ECIA, 7600 Commerce Park

EIRHC/EIRHA Board of Directors Present:

- | | | | |
|--|--|--|---|
| <input checked="" type="checkbox"/> James Fogel (chair)
<i>Dubuque County</i> | <input type="checkbox"/> Joanne Guise
<i>Clinton County</i> | <input checked="" type="checkbox"/> Sarah Maurer*
<i>(alternative for Delaware County)</i> | <input type="checkbox"/> Mary Gibson
<i>Jackson County</i> |
| <input checked="" type="checkbox"/> Al Schilling (vice-chair)
<i>Dubuque County</i> | <input checked="" type="checkbox"/> Cliff Bunting
<i>Delaware County</i> | <input checked="" type="checkbox"/> Linda Gaul*
<i>alternative for Delaware County)</i> | <input checked="" type="checkbox"/> Mark Hunt
<i>City of Bettendorf</i> |
| <input checked="" type="checkbox"/> Pat Johnson*
<i>(alternative for DBQ County)</i> | <input checked="" type="checkbox"/> Chuck Niehaus
<i>Delaware County</i> | <input checked="" type="checkbox"/> Terry Creegan
<i>City of Maquoketa</i> | <input checked="" type="checkbox"/> Decker Ploehn
<i>City of Bettendorf</i> |
| <input checked="" type="checkbox"/> Laura Twing
<i>Cedar County</i> | <input checked="" type="checkbox"/> Leo Roling
<i>Delaware County</i> | <input type="checkbox"/> Tim Roth
<i>Jackson County</i> | <input checked="" type="checkbox"/> Kelley Deutmeyer
<i>ECIA</i> |
| <input checked="" type="checkbox"/> Linda Duesing
<i>Clinton County</i> | <input checked="" type="checkbox"/> Donna Boss*
<i>(alternative for Delaware County)</i> | <input checked="" type="checkbox"/> Kathy Seyfert
<i>Jackson County</i> | |

EIDC Board of Directors Present:

- | | | | |
|--|---|---|--|
| <input checked="" type="checkbox"/> Jim Fogel
<i>Dubuque County</i> | <input checked="" type="checkbox"/> Pat Johnson
<i>City of Asbury</i> | <input type="checkbox"/> Cindy Recker
<i>City of Peosta</i> | <input checked="" type="checkbox"/> Kelley Deutmeyer
<i>ECIA</i> |
| <input checked="" type="checkbox"/> Cliff Bunting
<i>Delaware County</i> | <input checked="" type="checkbox"/> Rhonda Seibert
<i>NICC</i> | <input checked="" type="checkbox"/> Deb McDonough
<i>City of Peosta</i> | |

Others Present:

Staff Present:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Michelle Schnier
*Alternative | <input checked="" type="checkbox"/> Sarah Berning
**Present by phone |
|---|--|

A quorum was present for EIRHC/EIRHA/EIDC Board

Call to Order

The EIRHA, EIRHC and EIDC Board meeting was called to order at 4:34 p.m. by Board Chair, James Fogel. Introductions were made at this time.

Review and Approve Minutes of EIRHA, EIRHC and EIDC annual meeting November 4, 2020

Motion by Johnson, second by Schilling to approve the minutes from the EIRHA, EIRHC and EIDC November 4, 2020 Meeting. The motion passed unanimously.

Report on the following programs

Public Housing lease-up and vacancies

Schnier reported that the Public Housing program currently has three units vacant. The PHA is pulling from the waiting list to fill these vacancies. The Public Housing program is presently at 98% lease-up for the year.

Section 8 Housing Choice Voucher (HCV) lease-up and waiting list

Schnier noted that the Section 8 HCV program has 5,657 families on the waiting list as of January 2021. Noting the estimated wait time is 34 months. The yearly lease-up is currently at 90.03% with expenditures at 100%, based on the current projected budget figures.

Section 8 Housing Choice Voucher (HCV) Family Self-Sufficiency (FSS) Program

Schnier indicated that there are currently one hundred fourteen (114) clients enrolled in the Section 8 Housing Choice Voucher (HCV) FSS program with an average monthly escrow balance of \$291. 40% of the clients have escrow accounts, with the high balance of \$18,602. Since the last update, there were three successful completions with escrow payouts of \$3,571, \$2,034, and \$5,963 and all three no longer need rental assistance.

Public Housing Family Self-Sufficiency (FSS) Program

Schnier reported that forty-two (42) clients are currently being served by the Public Housing FSS program with an average monthly escrow balance of \$386 and the highest escrow of \$25,081. Clients can be on the FSS program for up to five years. There have not been any completions since the last update. Staff are currently working to enroll additional clients into the program.

ROSS Elderly Self-Sufficiency (ESS) Program

The ROSS Elderly Self-Sufficiency (ESS) program has served one hundred forty-two (142) participants to date with sixty-two (62) current active clients. Staff maintain monthly contact with the participants via phone or email, due to the pandemic. Schnier noted this grant expires March 2021 and the next round of funding has not yet been awarded.

Mainstream Voucher Program

Schnier informed the Board that the Mainstream Voucher Program is a newly implemented program as of February 2020. Applicants must be at or below 50% of the area median income guideline and between the ages of 18-61 with a handicap or disability. The Mainstream Voucher Program currently has an ACC for 79 vouchers, with 42 families currently housed. The yearly lease-up is currently at 82.91%.

Foster Youth to Independence (FYI) Program

Schnier informed the Board the FYI-TPV Program through the Department of Housing and Urban Development (HUD) and is currently processing applications of youth identified by the local Public Child Welfare Agency (PCWA) for assistance. EIRHA can receive up to 25 vouchers within a fiscal year. The applicants must be youth who are between the ages of 18-24 who have left foster care or will leave foster care within 90 days and are homeless or are at risk of becoming homeless. Applicants must also be at or below 50% of the Area Median Income guideline. Currently there are two clients receiving assistance through the Foster Youth to Independence Program.

Tenant Based Rent Assistance (TBRA) Program

Schnier indicated that TBRA clients are pulled from the Section 8 Housing Choice Voucher program waiting list. Families are assisted through TBRA until they can transition over to the Section 8 Housing Choice Voucher program. Currently there are seventy-nine (79) participants being served with monthly Housing Assistance Payments, thirty-five (35) participants received security deposit assistance and 83% of the grant has been expended to date. Schnier informed the Board that IFA awarded an additional \$340,371 in funding and extended the contract end date to March 31, 2022.

EIRHC USDA and Evergreen Meadows

The Worthington and Grand Mound USDA units are at 100% lease-up. Schnier noted the Grand Mound site has 6 units and the Worthington site has 4 units of one bedroom housing for the elderly/handicapped/disabled.

Schnier indicated that Evergreen Meadows is currently at 95.14% yearly lease-up with 2,254 individuals on the waiting list. Evergreen Meadows has two (2) vacancies at this time. Additional information on residents: Thirteen (13) are currently enrolled in the

FSS Program; four (4) residents are students; and sixteen (16) are employed either part-time or full-time.

Schnier indicated that Asbury Meadows is currently at 98.4% yearly lease-up with 1,374 individuals on the waiting list. Asbury Meadows has one (1) vacancy currently. Additional information on residents: Nineteen (19) are currently enrolled in the FSS Program; and fourteen (14) are employed either part-time or full-time.

Housing Development/Maquoketa Pocket Neighborhood

Schnier updated the Board on the Pocket Neighborhood in the City of Maquoketa. Currently seven homes are under construction and one homebuyer is ready to close, with two more closings scheduled in February.

Homeownership Programs

Schnier reported the Housing Authority has sold six (6) Public Housing units to date. A total of twenty-nine (29) applicants in the Section 8 Housing Choice Voucher (HCV) Homeownership Program purchased a home using their HCV for mortgage assistance. Fifteen (15) participants are still active on the program. Staff also provide housing counseling to the homeowners.

Housing Counseling

Schnier explained that as an approved HUD Housing Counseling Agency since July 30, 2010, EIRHA has provided Housing Counseling Services to 159 households who have completed the pre- and post-homeownership counseling course, with 122 households that went on to purchase a home. Presently, there are 28 active households using the Housing Counseling services. She informed board members that a 2020 Housing Counseling Grant of \$12,096 was recently awarded.

Housing Trust Fund (HTF)

The Eastern Iowa Regional Housing Corporation Housing Trust Fund (EIRHC HTF) has received annual funding since FY2015, to assist with providing down payment assistance and constructing or rehabilitating units for affordable housing.

The FY2020 award was for \$284,181. Projects include down payment assistance for seven single family homeowners; lead reduction for three single family units through ECIA CDBG; rental rehab/new development for five homes to be constructed in the Pocket Neighborhood in the City of Maquoketa; and rental rehab for 13 units at Evergreen Meadows. These funds must be fully expended by December 31, 2021.

The FY'2021 award was just awarded for \$312,429. Projects included down payment assistance for owner-occupied rehab for five single family; rental rehab/new development for seventy-four (74) rental units at Asbury Meadows, Evergreen Meadows, West Ridge

Apartments, Churchview Apartments, Yankee Settlement and Lawrence Investments. These funds must be fully expended by December 31, 2022.

Review and Approve Public Housing and Section 8 HCV program expenditures for November and December 2020

Schnier began by reviewing the cash account balances for all programs.

Disbursements for November and December Public Housing include the following highlighted expenditures: \$5,615.47 to Clinton County Treasurer for PILOT payments; \$8,423.20 to Delaware County Treasure for PILOT payments; \$6,606.43 to Dubuque County Treasure for PILOT payments; \$6,276.12 to Jackson County Treasurer for PILOT payments; \$900.00 to clients for weeding contracts at the sites; \$1,750.00 to Q & M LLC to fill a sink hole and replace concrete; \$882.80 to CWRH for professional services; and \$5,448.86 to Servpro for fire/smoke damage restoration at the Dyersville elderly unit.

She continued with November and December Section 8 HCV expenditures highlighting the following: \$14,188.25 to AHRMA for insurance; \$3,000.00 to Nan McKay & Associates for the GOS8 rent reasonableness survey; \$13,871.00 to Turpin Dodge for vehicle purchase; and \$400.00 to Happy Software for the annual utility allowance review.

Motion by Hunt, second by Duesing to approve Public Housing and Section 8 HCV program expenditures for November and December 2020. The motion passed unanimously.

Review and Approve Mainstream Voucher Program expenses for November and December 2020

Schnier reviewed the November and December expenditures for Mainstream Vouchers, indicating there were no other unusual expenditures.

Motion by Johnson, second by Hunt to approve the Mainstream Voucher expenditures for November and December 2020. The motion passed unanimously.

Review and Approve Foster Youth to Independence expenditures for November and December 2020

Schnier reviewed November and December expenditures for Foster Youth to Independence, indicating there were no other unusual expenditures.

Motion by Twing, second by Duesing to approve the Foster Youth to Independence Program expenditures for November and December 2020. The motion passed unanimously.

Review and Approve Contracts

There were no contracts that required approval.

Review and Approve EIRHC USDA program expenditures for November and December 2020

Schnier reported on the EIRHC USDA program expenditures for November and December 2020 which included the following: \$3,464.13 to AHRMA for Insurance. She indicated there were no other unusual expenditures.

Motion by Schilling, second by Johnson to approve the EIRHC USDA program expenditures for November and December 2020. The motion passed unanimously.

Review and Approve EIRHC Evergreen Meadows program expenditures for November and December 2020

Schnier presented the EIRHC Evergreen Meadows expenditures for November and December 2020, which include the following cash disbursements that totaled \$2,275.00 to contracted clients for painting, cleaning, and weeding at units.

Motion by Twing, second by Duesing to approve the EIRHC Evergreen Meadows program expenditures for November and December 2020.

Review and Approve Tax Credit program expenditures for November and December 2020

Schnier presented on the Asbury EIRP, LLLP highlighting the cash disbursements of \$5,294.00 to Enterprise Community Investment for the investor service fee; \$2,103.69 to EIRHC-Tax Credit for third quarter management fee; \$7,543.00 to Dubuque County Treasurer for property taxes and \$9,659.68 to Country Mutual Insurance for property insurance.

Schnier went on to review the EIRH TC Corp expenditures for November and December noting \$250.00 to Tides Center-National for the housing counseling membership. There were no other unusual EIRH TC Corp expenditures.

Motion by Duesing, second by Schilling to approve Tax credit program expenditures for November and December 2020. The motion passed unanimously.

Review and Approve Corporate Resolution EIRHC #1-2021, for EIRHC to assume the loan transfer for the Asbury Meadows Tax Credit Property from Asbury Meadows, LLLP and the withdrawal of Enterprise

Schnier indicated that after fifteen years, the Syndicator, Enterprise, withdraws from the Asbury Meadows Tax Credit property, with a new entity formed under the Eastern Iowa Regional Housing Corporation. The \$499,729.44 conventional loan is transferred to the new entity for seven- and three-quarter years at an interest rate of 3.75%. She noted the Corporation is tax exempt. The General Operations, Operating Reserve, Replacement Reserve, and the Security Deposits accounts will all be transferred to the new entity.

Schnier indicated that the Iowa Finance Authority (IFA) HOME Loan of \$800,000 will be transferred to the EIRHC as well. A request has been made to IFA to reduce the HOME loan interest rate from 1% to 0%, with a request to defer the annual payment. The loan will come due in 2028 and at that time EIRHC can ask for the HOME loan to be forgiven as long as the property remains as affordable housing.

Motion by Duesing, second by McDonough to approve the Corporate Resolution EIRHC #1-2021, for EIRHC to assume loan transfer for the Asbury Meadows Tax Credit Property from Asbury Meadows, LLLP and the withdrawal of Enterprise. The motion passed unanimously.

Review and Approve EIRH TC Corp Resolution #1-2021 approving loan of development account funds

Schnier informed the board the EIRH TC Corp development account was established as a result of the Asbury Meadows and Evergreen Meadows Tax Credit property development in 2004 and 2005. The intent of this account was to assist with new program start-ups, new housing development and any other viable programs the board deemed fit for expansion of program services, staff development and affordable housing. Schnier stated the EIRH TC Corp account has assisted with a short-term zero percent loan to ECIA for initial start-up of the ECIA Health Savings Account, which was paid back in full; and advancing funding for Housing Assistance Payment for the Tenant Based Rent Assistance (TBRA) program since payments are paid after the expenses are incurred, these expenses are fully reimbursed when the IFA funds are reimbursed and available.

Schnier went on to ask for approval of a zero percent loan to ECDC for advancing the construction loan funds for the Maquoketa Pocket Neighborhood homes that are under construction, up to a maximum of \$125,000, to be paid in full by December 2021.

Motion by Hunt, second by Duesing to approve the EIRH TC Corp Resolution #1-2021 approving loan of development account funds. The motion passed unanimously.

Review and Approve Tenant Based Rent Assistance Expenditures for November and December 2020

Schnier stated there were no unusual TBRA expenditures for the months of November and December.

Motion by McDonough, second by Gaul to approve the Tenant Based Rent Assistance Expenditures for November and December 2020. The motion passed unanimously.

Other Business

TBRA Derecho funds

Schnier updated the Board that staff applied for the TBRA Derecho funding through the Iowa Finance Authority and received \$364,000, for clients affected by the Derecho in Clinton, Scott, and Cedar counties. The funding will be used with housing assistance payments towards rent for these families.

Next Meeting – Thursday, March 25, 2021 at 4:30 pm

Schnier noted the date of Thursday, March 25, 2021 at 4:30 p.m. for the next Housing meeting.

Adjournment

Motion by Gaul, second by Creegan to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:38 p.m.

Respectfully Submitted,



Kelley Deutmeyer
Executive Director