

A G E N D A

**BOARD MEETING
EASTERN IOWA REGIONAL HOUSING CORPORATION
EASTERN IOWA REGIONAL HOUSING AUTHORITY**

DATE: Thursday, January 19, 2023
TIME: 4:30 p.m.
PLACE: 7600 Commerce Park, Dubuque, IA
Or – the meeting can be viewed via Zoom

<https://us02web.zoom.us/j/84363349160?pwd=VXISUkhyVGxYUOd0THpZUWlaK1hvdz09>

To call in: 1-312-626-6799 **Meeting ID:** 843 6334 9160 **Password:** 255690

1. Call to order.
2. Review and Approve Minutes of EIRHA and EIRHC annual meeting November 2, 2022 (Enclosure 1).
3. Report on the following programs:
 - a. Public Housing lease-up and vacancies
 - b. Section 8 HCV lease-up and waiting list
 - c. Section 8 HCV & PH FSS Program
 - d. ROSS Elderly Self Sufficiency Programs
 - e. Mainstream Voucher Program
 - f. Foster Youth to Independence
 - g. Tenant Based Rent Assistance Programs
 - h. EIRHC USDA, Asbury Meadows and Evergreen Meadows lease-up
 - i. Housing Development
 - j. Homeownership Programs
 - k. Housing Counseling
 - l. Housing Trust Fund
4. Review and Approve Public Housing and Section 8 HCV program expenditures for November and December 2022.
5. Review and Approve Public Housing Admissions and Continued Occupancy Policy Revisions – EIRHA Resolution #1-2023.
6. Review and approve TenDocs software proposal for conversion to paperless files.
7. Review and approve Maintenance Vehicle purchase.
8. Review and Approve Mainstream Voucher Program expenses for November and December 2022.
9. Review and Approve Foster Youth Initiative program expenses for November and December 2022.
10. Review and Approve updated EIRHA procurement and capitalization policy – EIRHA Resolution #2-2023.
11. Review and Approve Authorized signers for EIRHA bank accounts – EIRHA Resolution #3-2023.
12. Review and Approve EIRHC USDA program expenditures for November and December 2022.
13. Review and Approve EIRHC Evergreen Meadows and Asbury Meadows program expenditures for November and December 2022.
14. Review and Approve updated EIRHC procurement and capitalization policy – EIRHC Resolution #1-2023.
15. Review and Approve Authorized signers for EIRHC bank accounts – EIRHC Resolution #2-2023.
16. Review and Approve EIRH TC Corp program expenditures for November and December 2022.
17. Review and Approve Tenant Based Rent Assistance expenditures for November and December 2022.
18. Other Business. - Next Meeting – Thursday, March 23, 2023.
19. Adjournment.

**To confirm your attendance at this meeting, please call (563-556-4166 OR 800-942-4648)
or e-mail (sberning@ecia.org) WWW.EIRHA.ORG**

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

Date: Thursday, November 2, 2022
Time: 4:30 p.m.
Place: ECIA, 7600 Commerce Park

EIRHC/EIRHA Board of Directors Present:

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> James Flogel (vice-chair)
<i>Dubuque County</i> | <input checked="" type="checkbox"/> Joanne Guise
<i>Clinton County</i> | <input checked="" type="checkbox"/> Sarah Maurer*
<i>(alternative for Delaware County)</i> | <input type="checkbox"/> Tom Yeoman
<i>Jones County</i> |
| <input type="checkbox"/> Vacant
<i>Dubuque County</i> | <input 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 type="checkbox"/> Pat Johnson*
<i>(alternative for DBQ County)</i> | <input checked="" type="checkbox"/> Chuck Niehaus (chair)
<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 type="checkbox"/> Vacant
<i>Cedar County</i> | <input checked="" type="checkbox"/> Leo Roling
<i>Delaware County</i> | <input type="checkbox"/> Vacant
<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> | <input type="checkbox"/> Karen Adams
<i>(alternative for Dubuque County)</i> |

Others Present: Rhonda Seibert, Sue Hoeger, Marilyn Kern, Mike Temp, Gary Langel, Jessica Franzen, Cindy Recker, Abigail Spiegel

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 and EIRHC Board meeting was called to order at 4:57 p.m. by Board Chair, Chuck Niehaus. Introductions were made at this time.

Review and Approve Minutes of EIRHA and EIRHC annual meeting November 3, 2021 and EIRHA and EIRHC September 29, 2022 meeting

Motion by Boss, second by Gaul to approve the minutes from the EIRHA and EIRHC November 3, 2021 and September 29, 2022 meeting. The motion passed unanimously.

Election of EIRHA/EIRHC Board of Directors

Schnier stated that according to the EIRHA & EIRHC Bylaws, at the annual meeting, up to three commissioners from each county are elected to serve on the board. From this group, the Board of Directors would be appointed to serve a one-year term.

After review of the commissioners and current board, the following Commissioners were elected to serve on the EIRHA and EIRHC Board of Directors:

Cedar County	Vacant
Clinton County	Linda Duesing, Joanne Guise
Delaware County	Leo Roling, Chuck Niehaus, and Linda Gaul with Sarah Maurer, and Donna Boss as alternates.
Dubuque County	Jim Flogel and Sue Hoeger with Pat Johnson and Karen Adams as alternates
Jackson County	Jessica Franzen, Kathy Seyfert and Terry Creegan as the City of Maquoketa representative, per the MOU
Jones County	Tom Yeoman
City of Bettendorf	Mark Hunt and Decker Ploehn, per the MOU

Motion by Duesing, second by Guise, to approve the election of the EIRHA/EIRHC Board of Directors. The motion passed unanimously.

Election of EIRHA/EIRHC Officers

Schnier reviewed the procedures on the election of EIRHA and EIRHC officers. Schnier asked the officers present if they were still interested in maintaining their positions. Schnier then asked for any further nominations.

Motion by Gaul, second by Boss to approve the election of EIRHA/EIRHC Officers as follows:

- Chair – Chuck Niehaus
- Vice-Chair – James Flogel
- Treasurer – Mark Hunt
- Secretary – Kelley Deutmeyer

The motion passed unanimously.

Review and Approve EIRHA FY 2022 Audit – Tostrud and Temp

Mike Temp, a Certified Public Accountant for Tostrud & Temp, S.C., presented the Financial Statements and Independent Audit Report for FY 2022. This report gives an overall picture of the financial information for the Housing Authority as well as a Management Discussion and Analysis (MD&A). Temp reviewed the auditor's report in detail including the standards as required by HUD and the Auditor's opinion. Temp then reported that the Eastern Iowa Regional Housing Authority had a clean audit as well as complying with the Government Auditing Standards and the OMB Circular A-133.

Motion by Hunt, second by Gaul to approve the EIRHA FY 2022 Audit – Tostrud & Temp. The motion passed unanimously.

Presentation of FY 2022 Annual Report

Schnier presented the FY 2022 Annual Report with a brief update on all the programs and services the Housing Authority has to offer, including, Section 8 Housing Choice Voucher, Mainstream Voucher, Foster Youth to Independence, Public Housing, Tenant Based Rental Assistance (TBRA), Family and Elderly Self-Sufficiency programs, Home Ownership/Housing Counseling programs, EIRHC Housing Trust Fund (HTF), USDA, EIRHC Evergreen Meadows and Asbury Meadows and an update on the Pocket Neighborhood.

Review and Approve Public Housing and Section 8 (HCV) program expenditures for September and October 2021

Schnier reviewed the cash account balances for Section 8 HCV and Public Housing disbursements.

Schnier began by highlighting the September and October Public Housing disbursements which include the following expenditures: \$21,040.00 to BP Roofing for roofs; \$24,531.91 to East Iowa Mechanical for service calls; \$1,835.00 to County Line Concrete for replacement of a front stoop; \$7,950.00 to Kitchen & Bath Solutions for installation of a shower; \$13,021.50 to Ness Flooring for flooring installation; \$1,273.33 to Jim Budde for replacement of concrete; \$38,845.00 to Coyles Contracting for installation of storm doors region wide; \$2,587.94 to a

tenant for an escrow payout; \$2,288.00 to Tostrud & Temp for the audit; \$1,394.00 to NFIP Direct Servicing for flood insurance coverage; and \$4,012.50 to Ruthart Water & Drain for replacing doors. Schnier noted there were no other unusual expenditures.

Schnier continued with September and October Section 8 HCV highlighted expenditures: \$515.15 to Safelite Fulfillment for the Jeep windshield repair; \$2,340.00 to Tostrud & Temp for the Audit; and \$3,000.00 to Nan McKay & Associates for the GOS8 Annual rent reasonableness survey subscription. Schnier noted there were no other unusual expenditures.

Motion by Creegan, second by Roling to approve the Public Housing and Section 8 HCV program expenditures for September and October 2022. The motion passed unanimously.

Review and Approve Mainstream Voucher expenditures for September and October 2022

Schnier reviewed the September and October expenditures for the Mainstream Voucher Program and highlighted the following: \$312.00 to Tostrud & Temp for the audit. Schnier indicated there were no other unusual expenditures.

Motion by Gaul, second by Creegan to approve the Mainstream Voucher Program expenditures for September and October 2022. The motion passed unanimously.

Review and Approve Foster Youth to Independence expenditures for September and October 2022

Schnier indicated there were no unusual expenditures to highlight.

Motion by Creegan, second by Duesing to approve the Foster Youth to Independence Program expenditures for September and October 2022. The motion passed unanimously.

Review and Approve EIRHC USDA program expenditures for September and October 2022

Schnier reported on the EIRHC USDA program expenditures for September and October 2022, highlighting the cash disbursements of \$145.00 to Loucks & Schwartz for electronic submission of data and \$52.00 to Tostrud & Temp for the audit. She indicated there were no other unusual expenditures.

Motion by Creegan, second by Roling to approve the EIRHC USDA program expenditures for September and October 2022. The motion passed unanimously.

Review and Approve financial reports for Grand Mound and Worthington

Schnier reported on the financial reports for Worthington stating the total cash sources is \$17,761.48, total cash usage is \$18,771.66, with a net cash deficit of \$-1,010.18. Schnier indicated the deficit was due to an evicted tenant for non-payment of rent. The operating and maintenance expenses were \$13,741.53 with a balance for operating reserves currently at \$12,014.02.

Schnier reported on the Grand Mound financials with total cash sources at \$43,581.15, total cash usage at \$40,513.98, with a net cash surplus of \$3,067.17. Operating and maintenance expenses were \$15,212.27 with a balance for the operating reserve currently at \$19,339.64.

Motion by Duesing, second by Creegan to approve the financial reports for Grand Mound and Worthington. The motion passed unanimously.

Review and Approve EIRHC Evergreen Meadows and Asbury Meadows program expenditures for September and October 2022

Schnier presented the EIRHC Evergreen Meadows expenditures for September and October 2022, noting the cash disbursements of \$45.00 to Loucks & Schwartz for electronic submission of data; \$1,000.00 to IFA for the GINE loan; \$1,001.56 to East Iowa Mechanical for service calls; and \$125.00 to Dubuque Home Improvement for window replacement. Schnier indicated there were no other unusual expenditures.

Schnier presented on the EIRHC Asbury Meadows expenditures highlighting the cash disbursements of \$187.50 to CWCRH for professional services; \$1,760.00 to Coyles Contracting for drywall repairs; \$45.00 to Loucks & Schwartz for electronic submission of data; and \$3,426.00 to Ness Flooring for flooring replacement. Schnier indicated there were no other unusual expenditures.

Motion by Creegan, second by Gaul to approve the EIRHC Evergreen Meadows and Asbury Meadows program expenditures for September and October 2022.

Review and Approve EIRH TC Corp program expenditures for September and October 2022

Schnier went on to review the EIRH TC Corp expenditures for September and October noting \$9,500.00 to Reimer Lawn Care for removal and installation of landscaping; \$367.50 to J&D Catering for food; and \$208.00 to Tostrud & Temp for the audit. Schnier indicated there were no other unusual expenditures.

Motion by Roling, second by Gual to approve the Asbury Meadow and EIRH TC Corp program expenditures for September and October 2022. The motion passed unanimously.

Review and Approve Tenant Based Rent Assistance Expenditures for September and October 2022

Schnier reviewed the TBRA expenditures for September and October noting \$90.00 to Loucks & Schwartz for electronic submission of data. No other unusual expenditures.

Motion by Gaul, second by Boss to approve the Tenant Based Rent Assistance Expenditures for September and October 2022. The motion passed unanimously.

Other Business

Update on PHAS Score

Schnier reviewed the Public Housing Assessment System (PHAS) Score report with the board. A breakdown is as follows:

- Physical 21/40
- Financial 25/25
- Management 25/25
- Capital Fund Program 10/10
- Total Score: 81/100

The substandard physical score was appealed. The majority of the deficiencies noted were the result of work waiting to be done on a contract approved for scattered site property door replacement. The contractor is waiting on the vendor to fill the order, due to lack of supplies. This factored in with the medium level of COVID in the area served is causing repairs to get backed up since contractors cannot enter the units.

Next meeting

Schnier indicated that the next board meeting will be Thursday, January 19, 2023 at 4:30 p.m.

Adjournment

Motion by Gaul, second by Creegan to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 6:11 p.m.

Respectfully Submitted,



Kelley Deutmeyer
Executive Director

Public Housing Vacancies

As of:
January 13, 2023

Dyersville Elderly (126-003)

501 9th Avenue SW – Apt # 100 2 DUP

Manchester Family (126-002)

117 Ludland Dr 3 SFH

Dyersville Family (126-001)

511 3rd Street NW 2 DUP

510 3rd Street NW 2 DUP

Colesburg Family (126-004)

420 S Franklin Street 2 DUP

DeWitt Elderly (126-009)

626 13th Street 1 Apt

Lease up: 98.26%

Section 8 Housing Choice Voucher Waiting List

January 2023

Cedar County	12
Clinton County	69
Delaware County	54
Dubuque County	153
Jackson County	33
City of Maquoketa	43
Jones County	35
Scott County	244
City of Bettendorf	60
Other	1331
Total number on the waiting list	2034
Estimated wait time	24 months

Section 8 Voucher Program as of December 31, 2022 = 920

TO: EIRHA Board
FROM: Mindy Meyers; Family Support Coordinator-Site Manager
Jenny Schrobilgen; Housing Coordinator

HCV/MVP FSS UPDATE: JANUARY 2022

159 Successful Completions since October, 1998

Initial Client Goal:	50 Mandatory slots
Current HCV Clients:	100
Current MVP:	3
Mandatory Slots:	0
Current Clients with Escrow Accounts:	51/103= 50%
Average Monthly Escrow Balance:	\$381
Highest escrow balance:	\$26,072
Current Number of Clients on Waiting List:	0

FAMILY SELF-SUFFICIENCY PROGRAM (FSS)

As FSS Coordinator and Case Managers, our role is to work directly with the families on a monthly basis regarding self-sufficiency goals. The clients are required to maintain monthly contact with us regarding their progress on specific goals which were developed in their contract. The monthly contact can be by post mail, e-mail, a home visit, or by phone contact.

In continued response to the COVID-19 Pandemic, some client contact has been through phone and email. A list of resources was compiled in regards to emergency assistance and mailed to the participants. Extra client contact has been needed on a case to case basis in order to maintain their mental health.

The Borrowed Beginning Program will continue to be offered to the FSS Program participants. This program offers gently used dress clothing, children's clothing, and also children's books /toys to those who are not able to afford them. The program has also expanded to include household items such as bed frames, dressers, tables, chairs, desks, baby needs, toasters, dishes, and silverware.

There has been one successful completion of the HCV FSS Program since the last update, and total balance of the escrow payout was in the amount of \$13,328 and the participant went off housing assistance.

We have had several participants move off the program and have enrolled several new participants since the last update and will continue to enroll more participants.

TO: EIRHA Board

FROM: Kristi Oberhoffer, Family Support Specialist

ROSS FSS UPDATE: January 2023

Initial Client Goal:	50 Mandatory Slots
PH Clients Served:	254
Current Clients Being Served:	46
Current clients with escrow accounts:	13
Average Monthly Escrow Balance:	\$355
Highest Escrow Balance:	\$18,714

ROSS FAMILY SELF-SUFFICIENCY PROGRAM (FSS)

As FSS Coordinator and case manager, our role is to work directly with the families on a monthly basis regarding self-sufficiency goals. The clients are required to maintain monthly contact with us regarding their progress on specific goals which were developed in their contract. The monthly contact can be by post mail, e-mail, a home visit, or by phone contact.

In response to the COVID-19 Pandemic, client contact has been through phone and email. A list of resources was compiled in regard to emergency assistance and mailed to the participants. Extra client contact has been needed on a case-to-case basis in order to maintain their mental health.

There have been **three successful completions of the ROSS FSS Program** since the last update, and the total combined balance of these **escrow payouts was in the amount of \$13,065.**

Attempts to enroll Public Housing (PH) tenants in the FSS program have included holding open houses to explain the program to interested tenants. Other attempts have included scheduling home visits explaining the benefits and incentives of the program; including program information with move in paperwork; and sending mailings to PH tenants who are not currently enrolled in the program.

ROSS Elderly/Disabled (ESS) Program Update

TO: EIRHA Board
FROM: Michelle Huseman, Housing Specialist
Date: January, 2023

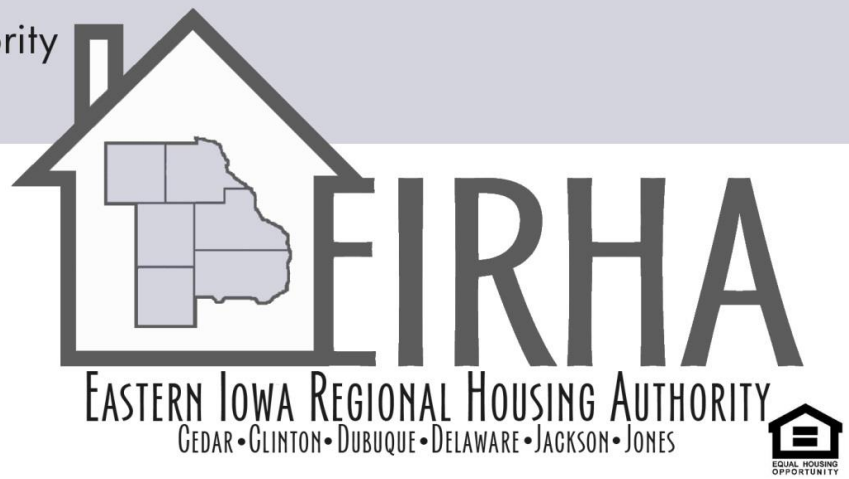
Initial Resident Enrollment Goal:	50 Participants
PH Residents Served:	158
Current Residents Being Served:	63

The purpose of the Resident Opportunities and Self Sufficiency (ROSS) Elderly Self-Sufficiency (ESS) grant is to provide the Public Housing Authority with the provision of Service Coordinator funding to assist their Public Housing elderly and disabled residents to improve living conditions and enable the residents to age-in-place. Staff coordinate supportive services and other activities designed to help the residents remain independent.

Since February 26, 2015, EIRHA has received ROSS ESS funding (2/2015-2/2018,4/2018-4/2021 and 4/2021 – 4/2024). The current three-year grant award is for \$239,250 and covers the Service Coordinator position.

EIRHA continues to provide coordination and referral services to existing ROSS ESS program participants during the grant application and evaluation period. Scheduling for new program activities is ongoing.

Following a long pause due to COVID-19 pandemic restrictions, in-person programming resumed in October and November, 2022. The Iowa State University (ISU) Extension provided financial education services on-site with curriculum they developed for our residents. Residents received information about organizing financial and other documents; learning about what is important to keep and for how long, document storage options, and strategies for disposing of documents containing sensitive information. We continue to maintain increased participant contact by sharing updates and information as it becomes available about vaccine availability, free COVID-9 testing kits, changing CDC recommendations and information, emergency broadband programming, mobile food bank, etc. Referrals continue to the Regional Transit Authority (RTA) for transit service. Referrals for meals and in-home services are continuing to Northeast Iowa Area Agency on Aging (NEI3A).



Mainstream Voucher Program

Quarterly Report:

January 2023

To qualify for assistance through the Mainstream Voucher Program, applicants must be at or below 50% of the Area Median Income guideline for the county in which they reside, based on the number of people in the household, and must pass a criminal background screening. Once approved, participants pay 30% of their adjusted monthly income toward their rent.

Individuals between the ages of 18-61 with disabilities who have applied to the Eastern Iowa Regional Housing Authority's Section 8 Housing Choice Voucher (HCV) waiting list are given preference for the Mainstream Voucher Program. An additional preference will be given to those individuals who are currently experiencing homelessness, or have previously experienced homelessness and are currently in permanent supportive housing or a rapid rehousing program. These individuals will remain on the Section 8 HCV waiting list, and when their name reaches the top of that list, they will then be transferred to that program.

The participant cap for the Mainstream Voucher Program was 79. EIRHA was recently awarded 10 additional Mainstream vouchers, bringing the total number of available vouchers to 89. No additional participants can be assisted after a maximum of 89 participants have been enrolled into the program.

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- Number of vouchers issued: 87
 - Number of units lease/families housed: 81
 - Overall utilization rate: 81/89 = 91%



Foster Youth to Independence Voucher Program

January 2023

The Eastern Iowa Regional Housing Authority has applied for funding to assist qualified applicants through the Foster Youth to Independence (FYI) Voucher Program. There is no minimum program size for the FYI program, but there is a maximum of 25 vouchers that can be awarded within a fiscal year.

The Department of Housing and Urban Development created the FYI program in order to invest in local, cross-system collaborative efforts to prevent and end homelessness among youth with a current or prior history of child welfare involvement. The success of the FYI program relies on Public Housing Authorities to work directly with Public Child Welfare Agencies (PCWA) to identify potential applicants and assist them in securing safe, decent, and affordable housing while continuing to receive supportive services through the PCWA.

To qualify for assistance through the FYI Voucher Program, 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 for the county in which they reside, based on the number of people in the household, and must pass a criminal background screening. Once approved, participants pay 30% of their adjusted monthly income toward their rent.

The FYI program is unique in that a voucher issued under this program may only be used to provide housing assistance to an applicant for a maximum of 36 months. Once the youth either voluntarily leaves the program or meets the 36-month maximum cap for assistance, the voucher then sunsets. This means that the EIRHA cannot re-issue the graduating youth's voucher to another applicant. Instead, HUD will reduce the EIRHA's baseline assistance amount to account for the removal of the FYI voucher.

The EIRHA is currently processing applications of youth identified by the local PCWA for assistance under the FYI program.

Total Number of Clients Receiving Assistance through the Foster Youth Initiative Program: 1

Tenant Based Rental Assistance (TBRA) Program

TO: EIRHA Board
FROM: Mindy Wiley; Housing Coordinator
DATE: January 2023

To qualify for TBRA assistance, applicants must be at or below 60% of the Area Median Income guideline for the county in which they reside, based on the number of people in the household, and must pass a criminal background screening. Once approved, participants pay 30% of their adjusted monthly income toward their rent. Security deposit assistance of up to \$200 per applicant will also be available to up to 35 qualified individuals.

Individuals with disabilities who have applied to the Eastern Iowa Regional Housing Authority's Section 8 Housing Choice Voucher (HCV) waiting list are currently being sent briefing packets for the TBRA program. These individuals will remain on the Section 8 HCV waiting list and when their name reaches the top of that list, they will then be transferred to that program. The TBRA Program is a grant funded program through the Iowa Finance Authority.

Number of participants currently being served with monthly HAP: 29

Number of participants who have received security deposit assistance: 35

Percent of grant expended: \$13,364 left to expend out of \$1,339,546 = 99%

TBRA 19 Contract:	Award Amount:	\$1,339,546
	Original Award Date:	4/17/2019
	Started expending funds:	6/1/2019
	Contract end date:	3/31/2023
TBRA 2021 Contract:	Award Amount:	\$326,000
	Original Award Date:	11/9/2021
	Contract end date:	11/1/2023
TBRA 2022 Contract:	Award Amount:	\$599,964
	Original Award Date:	7/11/2022
	Contract end date:	1/25/2022

TO: EIRHA Board
FROM: Mindy Meyers; Family Support Specialist – Site Manager
Mindy Wiley; Housing and Grants Development Coordinator

EIRHC USDA TAX CREDIT/HOME PROGRAM UPDATE: JANUARY 2023

EIRHC USDA (Worthington and Grand Mound)

Grand Mound Yearly Lease up: 100%

Worthington Yearly Lease up: 100%

PEOSTA EVERGREEN MEADOWS HOME PROGRAM

Yearly Lease up: 99.31%

Current Vacancies: 0

Waiting List: 603

Current number of residents enrolled in the FSS Program: 13

Current number of residents that are students: 6

Current number of residents employed either part time or full time: 20

ASBURY MEADOWS TAX HOME PROGRAM

Yearly Lease up: 99.44%

Current Vacancies: 0

Waiting List: 655

Current number of residents enrolled in the FSS Program: 15

Current number of residents that are students: 2

Current number of residents employed either part time or full time: 17

UPDATE ON ASBURY MEADOWS AND EVERGREEN MEADOWS SITE PROJECT ACTIVITIES

The role as resident manager is to work directly with residents on a daily basis and assist them with their needs and provide supportive services. Many resources have consistently been sent to the residents as a result of COVID-19 included but not limited to food, utility, rent and internet assistance, information on mental health, nutritional classes and other social services being offered virtually.

The **Borrowed Beginning Program** continues to be offered to both Asbury Meadows and Evergreen Meadows residents. This program offers gently used dress clothing, children's clothing, and also children's books /toys to those who are not able to afford them. This has expanded to some household products such as light bulbs, small appliances, kitchenware and gently used furniture.

The **library** at Evergreen Meadow's continues to be offered to all of our Tax Credit families and has been moved into the laundry area so that our families can continue to have access it do it during these uncertain times. The reading material in the library consists of children's books, teen and adult appropriate books. We received many donations from agencies/partners and individuals and will continue to accept any at any time.

Affordable Single Family Housing Development

ECDC Pocket Neighborhood

Staff completed working with the East Central Development Corporation (ECDC) and Eastern Iowa Regional Housing Corporation (EIRHC) Housing Trust Fund on the Pocket Neighborhood in the City of Maquoketa.

The development consists of 10 smaller homes facing a common courtyard. The concept is designed to promote a close-knit sense of community. Sustainability and green building concepts were implemented into the plan.

The land was acquired from Jackson County with all infrastructure installed. All Ten (10) were completed and closed with a new first time home buyer. A ribbon cutting ceremony was held on September 27, 2022. This spring we will finalize some sidewalks and complete a little bit of grading.



All applicants of the single-family homes were targeted at or below the 80% of the county medium income guideline. Homebuyers will also be eligible for the EIRHC Housing Trust Fund down-payment assistance.

Additional Development Update

To-date the Eastern Iowa Regional Housing Authority (EIRHA) has closed on nine (9) newly constructed homes. In addition, two (2) homes were rehabbed and are currently being sold with local realtors. These homes are available for sell to qualified first-time home buyers.

Public Housing Homeownership

6 – Units Sold

133 E Honey Creek – Manchester
 145 Nelson Circle – Manchester
 521 3rd St NW – Dyersville
 420 S Tama – Manchester
 528 16th Ave SE – Dyersville
 624 2nd Street NW - Dyersville

Section 8 HCV Homeownership/Mainstream Voucher

Administrative Plan states that we will use 20 vouchers for this program

30 – Applicants purchased a home

13 Active

1 - **Dubuque County**

2 – Dyersville (1-sold home and is no longer on the program)
 1 – Bernard (1-graduated from the program, no longer receiving assistance)

1 - **Delaware County**

3 – Manchester (2-sold home and is no longer on the program)

2 - **Jackson**

1 – Bernard Area (1–reached the maximum allowable assistance period)
 5 – Maquoketa (2-graduated from the program, no longer receiving assistance)
 (1–reached the maximum allowable assistance period)

4 - **Jones County**

2 – Anamosa (1–sold home and is no longer on the program)
 5 – Monticello (1–sold home and is no longer on the program)
 (3-graduated from the program, no longer receiving assistance)
 1 – Olin
 2 – Oxford Junction (1-graduated from the program, no longer receiving assistance)

2 - **Clinton County**

1 – Elwood
 1 – Grand Mound
 1 – Delmar Area (1-graduated from the program, no longer receiving assistance)
 1 – DeWitt (1-graduated from the program, no longer receiving assistance)

0 - **Cedar County**

1 – Tipton (1-sold home and is no longer on the program)
 1 – Clarence (1-sold home and is no longer on the program)

3 - **Scott County**

1 – Dixon
 1 - Bettendorf
 1 - LeClaire

Housing Counseling

The Eastern Iowa Regional Housing Authority has been an approved HUD counseling agency since July 30, 2010; with this approval, it allows the Housing Authority to provide Pre-Purchase Counseling, Financial Management/Budgeting Counseling and Post-Purchase Counseling to all its clients wishing to become Homeowners. As a mandatory class to all of our first-time homeowners buying a home through any one of the many housing programs offered; clients receive training in credit repair, budgeting, working with realtors and bankers, purchasing homeowners' insurance, home maintenance, and any other topics needed in order to become a successful homeowner.

EIRHA was awarded a FY22 Housing Counseling Grant in October of 2022 in the amount of \$13,778.00. These funds must be expended by September 30, 2023.

There are currently 33 active households utilizing the services. These services include budgeting and credit repair with the goal of receiving a Certificate of Completion of Pre-Homeownership Counseling and ultimately resulting in the purchasing of a home.

Since becoming an approved housing counseling agency in 2010, 172 households have received a Certificate of Completion in pre-homeownership counseling, and of those, 132 went on to close on a home and are now successful homeowners with the assistance of post-homeownership counseling. The majority of those that have closed on their home have had the advantage of receiving down payment assistance through the workforce housing programs offered by ECIA, with the remaining applicants using the Housing Choice Voucher Program to purchase their home. The Housing Trust Fund has also assisted some with a Down Payment Grant.

Although many of the clients enjoy the privacy of one-on-one style teaching, where the class is conducted in the comfort of their own home, classroom style Pre-Purchase Counseling is also available. These classes are conducted in the evening trying to accommodate all clients' schedules.

ECIA / EIRHA is listed nationally as an Adopter of the National Industry Standards for Homeownership Education and Counseling for demonstrating the capacity to better serve its clients and community through its commitment to excellence, professionalism and ethical homeownership education and counseling service delivery.

On December 14, 2016, HUD published the Housing Counseling: New Certification Requirements Final Rule in the Federal Register. This rule implements statutory requirements that housing counseling required under or provided in connection with all HUD programs will be provided by HUD-Certified Housing Counselors. The HUD Certified Housing Counselors had up to 36 months to take and pass the HUD housing counselor certification. The EIRHA Housing Counselor has successfully taken the exam and as of April 27, 2018 is a HUD Certified Housing Counselor in accordance with the new requirements.



2022 - #22-SHTF-09

Awarded: January-2022

Completion Date: December 31, 2023

The Eastern Iowa Regional Housing Corporation Trust Fund received **\$312,429.00** to assist, construct or rehabilitate: **79** units as affordable housing with the following Projects

Administration

HTF Dollars: \$ 40,686.00

Down Payment Assistance

EIRHC - Status: 100% complete

1 - Single family units purchased

HTF Dollars: \$ 10,000.00 Match Dollars: \$ 0.00

Owner-Occupied Rehabilitation

EIRHC - Status: 67% complete

3 - Single family Owner-Occupied Rehabilitation Units

HTF Dollars: \$ 30,000.00 Match Dollars: \$ 0.00

City of DeWitt - Status: 50% complete

6 - Single family Owner-Occupied Rehabilitation Units

HTF Dollars: \$ 60,000.00 Match Dollars: \$ 60,000.00

Rental Rehab / New Development

West Ridge Apartments / Churchview Apartments - Status: 6% complete

Rental Rehab – 10 Units

HTF Dollars: \$ 10,500.00 Match Dollars: \$ 3,500.00

Mars Rental- Status: 100% complete

Rental Rehab – 1 Units

HTF Dollars: \$ 24,999.00 Match Dollars: \$ 6,250.00

LaCasa- Status: 0% complete

New rental Development – 4 Units

HTF Dollars: \$ 99,996.00 Match Dollars: \$ 25,000.00

JDT Development - Status: 100% complete

New Housing Development – 1 Home in Maquoketa

HTF Dollars: \$ 24,999.00 Match Dollars: \$ 6,250.00

EIDC (Pocket Neighborhood) - Status: 100% complete

New Housing Development - 5 Homes in Maquoketa

HTF Dollars: \$ 105,685 Match Dollars: \$ 27,025.00



2023 - #23-SHTF-10

Award: January-2023

Completion Date: December 31, 2024

The Eastern Iowa Regional Housing Corporation Trust Fund will apply for **\$498,359.00** to assist, construct or rehabilitate: 150 units as affordable housing with the following Projects

Administration

HTF Dollars: \$ 49,835.00

Owner-Occupied Rehabilitation

EIRHC - Status: 00% complete

1 - Single family Owner-Occupied Rehabilitation Units

HTF Dollars: \$ 10,000.00 Match Dollars: \$ 0.00

Lead Reduction

ECIA - Status: 00% complete

Rental Rehab – 3 Units

HTF Dollars: \$ 30,000.00 Match Dollars: \$ 7,500.00

Rental Rehab / New Development

Pheasant Run in DeWitt - Status: 00% complete

Rental Rehab – 48 Units

HTF Dollars: \$ 102,000.00 Match Dollars: \$ 25,500.00

Tallgrass in DeWitt - Status: 00% complete

New Rental Development – 32 Units

HTF Dollars: \$ 84,549.00 Match Dollars: \$ 21,138.00

EIRHC AM/EM - Status: 00% complete

Rental Rehab 56 Units

HTF Dollars: \$ 183,975.00 Match Dollars: \$ 61,325.00

EIRHC USDA - Status: 00% complete

Rental Rehab – 10 Units

HTF Dollars: \$ 38,000.00 Match Dollars: \$ 9,500.00

EXHIBIT A
Local Housing Trust Fund (LHTF) Program
Proposed Grant Awards for FY 2023

2020 \$284,181
2021 \$312,429
2022 \$406,865

Application #	Recipient	Contingency Remedy*	Amount
23-LHTF-01	NIACOG Housing Trust Fund	1	\$466,434.00
23-LHTF-02	Region 6 Housing Trust Fund, Inc.	1	\$414,009.00
23-LHTF-03	Waterloo Housing Trust Fund	1	\$243,203.00
23-LHTF-04	Northwest Iowa Regional Housing Trust Fund, Inc.	1	\$498,250.00
23-LHTF-05	Sioux City Housing Trust Fund, Inc.	1	\$275,179.00
23-LHTF-06	AHEAD Regional Housing Trust Fund	1	\$425,870.00
23-LHTF-07	Housing Trust Fund of Johnson County	1	\$441,887.00
23-LHTF-08	Southwest Iowa Housing Trust Fund	1	\$402,427.00
23-LHTF-09	Council of Governments Housing, Inc.	1	\$378,349.00
23-LHTF-10	Eastern Iowa Regional Housing Corporation Housing Trust Fund	1	\$498,359.00
23-LHTF-11	Western Iowa Community Improvement Regional Housing Trust Fund	1	\$380,233.00
23-LHTF-12	Chariton Valley Regional Housing Trust Fund	1	\$316,124.00
23-LHTF-13	Housing Fund for Linn County	1	\$575,867.00
23-LHTF-14	Heart of Iowa Regional Housing Trust Fund	1	\$411,939.00
23-LHTF-15	Iowa Northland Regional Housing Council LHTF	1	\$439,207.00
23-LHTF-16	East Central Iowa Housing Trust Fund	1	\$401,325.00
23-LHTF-17	Northeast Iowa Regional Housing Trust Fund	1	\$392,163.00
23-LHTF-18	Pottawattamie County Housing Trust Fund	1	\$339,494.00
23-LHTF-19	Southern Iowa COG Housing Trust Fund	N/A	\$370,860.00
23-LHTF-20	Scott County Housing Council	1	\$630,474.00
23-LHTF-21	City of Dubuque Housing Trust Fund	1	\$229,974.00
23-LHTF-22	Dallas County Local Housing Trust Fund, Inc.	1	\$349,893.00
23-LHTF-23	Central Iowa Housing Trust Fund	N/A	\$513,597.00
23-LHTF-24	Story County Housing Trust	1	\$347,919.00
23-LHTF-25	Polk County Housing Trust Fund	1	\$1,029,304.00
23-LHTF-26	Great River Housing, Inc.	1	\$433,046.00
TOTAL FY 2023 LHTF PROGRAM FUNDING RECOMMENDATIONS			\$11,205,386.00

EASTERN IOWA REGIONAL HOUSING AUTHORITY - PUBLIC HOUSING

CASH DISBURSEMENTS - FINAL OCTOBER 2022

Accounts Payable

DB&T	<u>6,243.90</u>	*Monthly Credit Card Charges
TOTAL:	<u>6,243.90</u>	

*O'Connell-\$691.51 Travel; \$817.49 Materials
 Reimer-\$1,197.70 Travel; \$133.83 Office Expenses
 Schnier-\$565.07 Sundry/Admin; \$1,173.35 Travel; \$1,014.34 ESS Trng
 Cooper-\$203.83 Travel; \$10.00 Materials
 Huseman-\$104.08 Sundry/Admin; \$35.57 Travel; \$12.00 Materials; \$17.64 Office Exp

CASH DISBURSEMENTS - NOVEMBER 2022

Accounts Payable

Clayton Co Treasurer	5,866.85	Pilot Payment
Delaware Co Treasurer	8,800.27	Pilot Payment
Dubuque Co Treasurer	6,902.17	Pilot Payment
Jackson Co Treasurer	6,557.06	Pilot Payment
Alliant	2,199.00	Service
Bellevue Municipal Utilities	1,101.03	Service
Black Hills	2,937.50	Service
Colesburg	537.04	Service
Penny Cooper	100.00	Cleaning
DeWitt	605.45	Service
Dyersville	1,004.03	Service
East Iowa Mechanical	25,121.56	Service Calls
State of Iowa Auditors	212.50	Filing Fee
Corinne Lombardi	60.00	Cleaning
Loucks & Schwartz	515.00	October Bookkeeping, Prepare Mgmt Discussion
Manchester	1,051.01	Service
Teresa Merritt	60.00	Cleaning
Meyer Mechanical	354.00	Repairs
Miles	964.00	Service
Earl Moore	901.88	Cleaning, Paint Contracts
Ness Flooring	3,677.00	Flooring
Preston Municipal Utilities	456.63	Service
Sabula	1,751.89	Service
Schumacher Elevator	274.60	Elevator Maintenance
TenantReports	18.00	Criminal Histories
Terminix	586.55	Pest Control
TruGreen	157.50	Peosta Public Housing
Waste Authority of Jackson County	27.44	Landfill
Hopkinton	379.00	Service
Angela Sullivan	188.13	Cleaning Contract
Bi-County Disposal	152.40	Trash
Coyles Contracting	48,647.00	PH - Doors
First Supply	126.85	Materials
Bellevue Herald-Leader	436.80	Ads - Miles
MRI Software	6,485.15	Annual SaaS Fee
Wickham's Repair Service	268.87	Peterson - Repairs
AHRMA Insurance	36,835.50	Insurance
Shawonna Crayton	864.00	Security Deposit Refund
Janie Fitzpatrick	535.63	Painting Contract
Ruthart Water & Drain	3,285.00	Install Tub-Shower-DeWitt
Ida Starr	381.00	Security Deposit Refund
Three Rivers FS Co.	562.37	LP Gas - Holy Cross
Tostrud & Temp	2,373.80	Audit of Accounts
EIRHA - PH	1,012.00	Escrow Rent Payment
Lost Nation	136.73	Service
ECIA	63,120.38	Mgmt/ROSS FSS/ESS Coordinators/Maint
Holy Cross	110.00	Service
Peosta	562.65	Service
Wheatland	113.66	Service
Windstream	110.15	Monthly Service
Republic Services	611.00	Trash Removal
Menards	3,543.11	Monthly Charges
DB&T	<u>3,426.14</u>	*Monthly Credit Card Charges
TOTAL:	<u>247,067.28</u>	

*O'Connell-\$596.50 Travel; \$530.93 Materials; \$67.50 LN
 Reimer-\$26.05 Travel; \$170.88 Office Expense
 Schnier-\$15.00 Office Expense
 Cooper-\$504.10 Travel; \$575.02 Materials
 Huseman-\$29.48 Travel; \$18.18 Office Expenses
 Oberhoffer-\$892.50 Training

EASTERN IOWA REGIONAL HOUSING AUTHORITY - PUBLIC HOUSING

CASH DISBURSEMENTS - DECEMBER 2022

Accounts Payable

Brad Deery Motors	1,000.00	Vehicle Deposit
Alliant Energy	2,463.87	Service
DeWitt	808.90	Service
Dyersville	903.08	Service
Hopkinton	463.41	Service
Manchester	1,083.99	Service
Preston	267.00	Service
Sabula	1,423.73	Service
Black Hills Energy	3,048.31	Service
Penny Cooper	100.00	Cleaning
East Iowa Mechanical	21,821.52	Service Calls
First Supply	102.42	Materials
Janie Fitzpatrick	317.50	Painting Contract
IA Nahro	87.50	Membership Renewal
Corinne Lombardi	60.00	Cleaning
Loucks & Schwartz	280.00	Monthly Bookkeeping
Miles	1,328.00	Service
Earl Moore	713.13	Cleaning, Painting Contracts
Ness Flooring	9,486.25	Flooring
TenantReports	24.00	Criminal Histories
Angela Sullivan	591.88	Cleaning, Painting Contracts
Bi-County Disposal	102.00	Trash Removal
Certasite LLC	400.00	Annual Inspection
Happy Software	200.00	Utility Review
Bellevue Herald-Leader	315.60	Ads - Bellevue
Teresa Merritt	60.00	Cleaning
NAHRO	957.48	Membership Renewal
Schumacher Elevator	284.21	Elevator Maintenance
Andrew Stecklein	125.00	Cleaning Contract
Bellevue	1,091.88	Service
Lost Nation	38.82	Service
ECIA	78,822.26	Mgmt/ROSS FSS/ESS Coordinators/Maint
Holy Cross	110.00	Service
Peosta	568.78	Service
Wheatland	114.08	Service
Windstream	110.15	Monthly Service
Republic Services	611.00	Trash Removal
Menards	2,345.20	Monthly Charges
DB&T	<u>5,789.80</u>	*Monthly Credit Card Charges
TOTAL:	<u>138,420.75</u>	

*O'Connell-\$1,527.99 Travel; \$3,000.96 Materials
 Reimer-\$109.22 Travel; \$121.29 Office Expense
 Cooper-\$633.89 Travel; \$314.95 Materials
 Huseman-\$17.11 Office Expenses
 Oberhoffer-\$15 Travel
 Wiley-\$49.39 Travel

EASTERN IOWA REGIONAL HOUSING AUTHORITY - SECTION 8

CASH DISBURSEMENTS - FINAL OCTOBER 2022

Accounts Payable

DB&T	<u>919.75</u>	*Monthly Credit Card Charges
TOTAL:	<u>919.75</u>	

*Elgin-\$601.35 Travel Meyers-\$16.04 Office Expenses Schnier-\$103.78 Office Expenses Schrobligen-\$96.30 Office Exp; \$26.07 Travel Huseman-\$18.30 Travel Siemionko-\$38.59 Travel
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CASH DISBURSEMENTS - NOVEMBER 2022

Accounts Payable

Michelle Scott	451.00	Utility Adjustment
Antoinette Myles	434.00	Oct-Nov HAP
Shane Noel	1,590.00	Oct-Nov HAP
Brice Greene	740.00	Escrow Rent Payment
State of Iowa Auditors	212.50	Filing Fee
Loucks & Schwartz	1,069.00	Monthly Bookkeeping; Prepare Mgmt Discussion
TenantReports	366.00	Criminal Histories
MRI Software	18,780.17	Annual SaaS Fee
AHRMA	16,760.50	Insurance
MRI Software	414.64	IRV Hosted Calls-4 months
Peosta Automotive	885.27	Escrow Payment
Pitney Bowes	204.00	Leasing Charges
Allena Quick	13,327.55	Escrow Payout
Tostrud & Temp	2,427.75	Audit of Accounts
ECIA	69,568.94	Admin/Sundry/FSS1&2 Coordinators
Asbury Meadows	930.00	Escrow Rent Payments
Staff Reimbursement	12.50	Reimburse Travel
Evergreen Meadows	1,533.00	Escrow Rent Payments
DB&T	<u>2,270.28</u>	*Monthly Credit Card Charges
TOTAL:	<u>131,977.10</u>	

*Maier-\$39.03 Travel Siemionko-\$55.73 Travel Schrobligen-\$26.97 Travel; \$62.58 Office Exp; \$1,785 Trng Elgin-\$143.27 Travel Schnier-\$15.00 Office Expense Huseman-\$58.51 Travel Meyers-\$84.19 Travel

HAP Payments

Voucher Landlord Payments	417,813.24
Tenant Utility Payments	17,478.00
FSS Escrow Deposits	<u>1,835.00</u>
	437,126.24
TOTAL	<u>569,103.34</u>

CASH DISBURSEMENTS - DECEMBER 2022

Accounts Payable

Loucks & Schwartz	834.00	Monthly Accounting
Brice Greene	740.00	Escrow Rent Payment
IA Nahro	87.50	Membership Renewal
Happy Software	200.00	Utility Review
NAHRO	957.48	Membership Renewal
AAA	204.00	Staff Membership Renewals
Staff Reimbursement	26.39	Reimburse Travel
Evergreen Meadows	912.00	Escrow Rent Payment
TenantReports	162.25	Criminal Histories
ECIA	96,555.67	S8 Admin/Sundry, FSS Coordinators
DB&T	<u>728.44</u>	*Monthly Credit Card Charges
TOTAL:	<u>101,407.73</u>	

*Maier-\$76.84 Travel Siemionko-\$11.32 Travel Schrobligen-\$17.18 Travel;\$242.65 Office Exps;\$149.00 Trng Elgin-\$97.44 Travel Meyers-\$91.04 Office Expense Wiley-\$42.97 Travel

HAP Payments

Voucher Landlord Payments	414,381.68
Tenant Utility Payments	16,957.00
FSS Escrow Deposits	<u>1,835.00</u>
	<u>433,173.68</u>
TOTAL	<u>534,581.41</u>

EIRHA RESOLUTION #1-2023

WHEREAS, the Department of Housing and Urban Development requires the Eastern Iowa Regional Housing Authority to implement an Admissions and Continued Occupancy Plan (ACOP),

WHEREAS, EIRHA has reviewed and updated their current ACOP to include revisions that were made necessary due to the following:

For 2022, the Model Admissions and Continued Occupancy Policy (ACOP) has been brought current with all recent HUD requirements and guidance, including the following:

- Changes to policies regarding reasonable accommodations as related to utility allowances per the Utility Allowance Guidebook and other HUD regulations and requirements
- Clarifications regarding family debts to the PHA as outlined in Notice PIH 2018-18 • Minor clarifications on applying the SSA COLA at annual and interim reexaminations per Notice PIH 2018-24
- Additions and clarifications to account for the new version of the Public Housing Occupancy Guidebook, which is currently in development and being released chapter-by-chapter
- Per Notice PIH 2021-29, changes to the timeframes under which a Notice to Vacate would be provided for nonpayment of rent under nationwide emergency orders
- Revisions for the new Carbon Monoxide (CO) detector requirements as specified in Notice PIH 2022-01
- Updates to definitions concerning the Family Self-Sufficiency (FSS) program as set forth in the final rule published in the Federal Register on May 17, 2022
- Other clarifications and modifications to make sure the content is user-friendly, current, and in compliance with all HUD regulations, guidance, and industry best-practices

NOW, THEREFORE BE IT RESOLVED BY THE EASTERN IOWA REGIONAL HOUSING AUTHORITY, the revised Public Housing ACOP shall be utilized retroactive to November 1, 2022.

PASSED AND APPROVED this 19th day of January 2023.

Chairman

Secretary

11/1/22 Revision to Model ACOP

Remove Pages		Changes Made in ACOP
Title Page		Added new revision date
TOC-1 thru TOC-16 (Entire TOC)		Updated TOC
2-5		Added new last paragraph to PHA Policy on p. 2-5
3-2		Corrected formatting in 1st paragraph under Family on p. 3-2
3-13 thru 3-15		Corrected typo in 3rd paragraph of PHA Policy on p. 3-13 Corrected formatting in 2nd to last paragraph on p. 3-14 Updated heading to spell out “ Income Validation Tool (IVT) ” on p. 3-15
3-17 thru 3-29		Deleted text from last PHA Policy paragraph on p. 3-17,18 Under PHA Policy, corrected formatting in 1st paragraph, and updated formatting and deleted text under 7th paragraph on p. 3-18 Corrected formatting and added text under PHA Policy on pp. 3-19 Changed gender text in 2nd indented paragraph under PHA Policy on p. 3-22 under resources used Deleted text from 5th indented paragraph under PHA Policy on p. 3-24 Changed gender text in last paragraph of 1st PHA Policy on p. 3-26, and in last paragraph on p. 3-29
4-5 thru 4-13		Changed and added text to PHA Policy under Reopening the Waiting List on p. 4-5,6 Corrected formatting in 2nd paragraph on p. 4-6 under Family Outreach Added text to PHA Policy on pp. 4-7 and 4-8 under purging the waiting list Added text to PHA Policy under Order of Selection on p. 4-13
6-9 thru 6-10		Updated chapter reference at the end of last paragraph in first PHA Policy on p. 6-9 Changed gender text in calculation of disallowance on p. 6-10

11/1/22 Revision to Model ACOP

Remove Pages		Changes Made in ACOP
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6-14 thru 6-17		<p>Changed text in the 2nd PHA Policy on p. 6-14</p> <p>Changed gender text in 1st paragraph in the first PHA Policy on p. 6-15</p> <p>Changed text in 1st paragraph in PHA Policy under checking and savings on p. 6-16</p> <p>Changed formatting on 1st PHA policy on page 6-17</p>
6-20		<p>Deleted what had been the 2nd paragraph in first PHA Policy, changed gender text in Treatment of Overpayment... paragraph, and added new Applying SSA COLA to Current Annual and Interim Reexaminations subsection on p. 6-20</p>
6-26 thru 6-28		<p>Changed gender text in boxed (4) paragraph on p. 6-26</p> <p>Moved a text line to balance the “Summary of Allowable medical Expenses...” chart on p. 6-28</p>
6-31 thru 6-33		<p>Changed gender text in 1st paragraph on p. 6-31, in 3rd PHA Policy on p. 6-31, and 1st paragraph on p. 6-32</p> <p>Changed gender text in <i>Necessary and Reasonable Costs</i> paragraph, and changed text in last paragraph in PHA Policy under this subheading on p. 6-33</p>
6-37 thru 6-42		<p>Raised minimum rent dollar amounts to \$50 under the Example on p. 6-37</p> <p>Changed 2nd subheading name to Reasonable Accommodation and Individual Relief and updated the information below this heading on p. 6-38, 39</p> <p>Added new PHA Policy on p. 6-39</p> <p>Under Utility Allowance Revisions, updated information in paragraphs, and in PHA Policy on p. 6-40</p> <p>Deleted Phasing In Flat Rents subsection that had been on p. 6-42</p>
7-3 thru 7-5		<p>Changed text in last two paragraphs in first PHA Policy on p. 7-3</p> <p>Added text to 2nd to last paragraph in first PHA Policy on p. 7-4</p> <p>Added text to last paragraph in PHA Policy on p. 7-5</p>

11/1/22 Revision to Model ACOP

Remove Pages		Changes Made in ACOP
7-8 thru 7-17		<p>Deleted text in 3rd paragraph in PHA Policy on p. 7-8</p> <p>Changed text in chart and 2nd to last paragraph and changed gender text in last paragraph under PHA Policy on p. 7-9</p> <p>Changed wording from “will” to “will not” in 1st PHA Policy on p. 7-10</p> <p>Added text in 1st PHA Policy and changed gender text in last PHA Policy on p. 7-12</p> <p>Corrected text in last sentence of first PHA Policy on p. 7-13</p> <p>Changed gender text in paragraph under 7-II.H. paragraph on p. 7-14</p> <p>Under Social Security/SSU Benefits, deleted the PHA Policy and replaced it with new paragraph text on p. 7-16</p> <p>Added a dollar sign in front of “5,000” in Example 2 in the boxed section of the 7-III.E. PHA Policy and updated formatting of 7-III.F. PHA Policy on p. 7-17</p>
7-24		<p>Changed gender text under <i>Furthering Education</i> paragraph in PHA Policy on p. 7-24</p>
8-3		<p>Added new 6th indented paragraph to PHA Policy on p. 8-3</p>
8-6		<p>Added references to Late Fees and Nonpayment heading, and changed text about “Notice to Vacate” in 1st paragraph under PHA Policy on p. 8-6</p>
8-8 thru 8-12		<p>Changed gender text in 1st paragraph under Move-Out Inspections on p. 8-9</p> <p>Added new last paragraph under <i>Non-emergency Entries</i> PHA Policy, and changed gender text in 1st paragraph under Attendance at Inspections PHA Policy on p. 8-10</p> <p>Under PHA Policy, changed formatting in 2nd paragraph and added new last paragraph on p.8-12</p> <p>Added new last paragraph to Non-emergency Repairs PHA Policy on p. 8-12</p>
9-4		<p>Added text in 2nd paragraph of PHA Policy on p. 9-4</p>

11/1/22 Revision to Model ACOP

Remove Pages	Insert Pages	Changes Made in ACOP
10-4 thru 10-10		<p>Changed gender text in the following: 1st bullet and under General Considerations 1st paragraph on p. 10-4, 1st paragraph in 10-I.C. PHA Policy on p. 10-5, 2nd and 3rd paragraphs in Pet Agreement PHA Policy on p. 10-7</p> <p>Under the 10-II.C. bullet text, added a new paragraph and deleted a paragraph regarding cat declawing on p. 10-7</p> <p>Changed gender text in 1st and 2nd paragraphs under Pet Care PHA Policy on p. 10-10</p> <p>Added new Inspections and Repairs subsection with new PHA Policy and changed gender text in 2nd indented paragraph under Pet Rule Violations PHA Policy on p. 10-10</p>
11-6		<p>Changed gender text in 1st paragraph on p. 11-6</p> <p>Under PHA Policy, changed formatting in 1st and 3rd indented paragraphs, and changed gender text in paragraph under <i>Determination of Initial Compliance</i> on p. 11-6</p>
11-14 thru 11-15		<p>Under Exempt Adult, changed gender text in 2nd paragraph and corrected formatting in 2nd paragraph on p. 11-14</p> <p>Changed gender text in 3rd bullet under number 3, and in both bullets under number 4 on p. 11-15</p>
11-19		<p>Changed gender text in 2nd check box paragraph on p. 11-19</p>
12-3 thru 12-7		<p>Added new 1st paragraph and added text to 2nd paragraph under 12-I.C. PHA Policy, and changed formatting in 1st paragraph under 12.-I.D. PHA Policy, on p. 12-3</p> <p>Corrected formatting for “<i>Over-housed:</i>” in 2nd indented paragraph in PHA policy on p. 12-5</p> <p>Added text to heading on p. 12-5</p> <p>Corrected formatting in 1st paragraph and 3rd indented paragraph in PHA Policy on p. 127</p>
<p>13-7</p> <p>13-13 thru 13-14</p> <p>13-18</p>		<p>Corrected formatting in <i>Other person under the tenant’s control</i> paragraph on p. 13-7</p> <p>Added new 3rd paragraph and changed text in 4th paragraph in PHA Policy on p. 13-18 Repaginated pp. 13-13 and 13-14</p> <p>Changed gender text in last paragraph of 1st PHA Policy on p. 13-18</p>

11/1/22 Revision to Model ACOP

Remove Pages		Changes Made in ACOP
13-21 thru 13-23		<p>Added reference into 13-IV.D. heading and added new 3rd from last paragraph on p. 13-21</p> <p>Added references to Timing of the Notice heading, added new 1st bullet, added text to 2nd bullet, and changed 1st PHA Policy paragraph under this heading, and added a 2nd PHA Policy at end of this subsection on p. 13-22-23</p>
14-3 thru 14-5		<p>Changed gender text in 3rd to last paragraph on p. 14-3, and in 3rd to last paragraph in PHA Policy on p. 14-5</p>
14-15 thru 14-17		<p>Changed gender text in 2nd paragraph on p. 14-15, and in 1st paragraph on p. 14-17</p>
14-19 thru 14-20		<p>Changed gender text in 1st paragraph under 14.III.1 on p. 14-19, and in continuation of PHA Policy, Summary of the Evidence paragraph on p. 14-20</p>
14-26		<p>Changed gender text in IX. paragraphs on p. 14-26</p>
15-3		<p>Corrected formatting in continuation of PHA Policy's last paragraph before 15-I.B. on p. 15-3</p>
16-1 thru 16-9		<p>Corrected formatting in Part III paragraph on p. 16-1</p> <p>Added and changed text in paragraphs under Utility Allowance Revisions on p. 16-3</p> <p>Added text to 16-I.E. heading and changed and added paragraph text below this heading on p. 16-4</p> <p>Added new Applying Flat Rents subsection with new PHA Policy on p. 16-6</p> <p>Added new 1st paragraph under 16-III.A. and under PHA Policy, deleted last paragraph and indented paragraph list on p. 16-7</p> <p>Under Family Depts to the PHA, moved what had been the 2nd PHA Policy paragraph to now be under a new Refusal to Enter into An Agreement subheading and deleted text in that paragraph, added a new PHA Policy with text that was deleted from p. 16-7, now under this new subheading, and also added a new Repayment Agreement [24 CFR 792.103] subsection with new paragraph on p. 16-7</p> <p>Updated PIH notice number is 1st paragraph under Payment Thresholds, and added new paragraph under Execution of the Agreement on p. 16-8</p> <p>Updated 1st paragraph under newly revised subheading name of Repayment Agreement Terms on p. 16-9</p>

11/1/22 Revision to Model ACOP

Remove Pages	Insert Pages	Changes Made in ACOP
16-13		Added new 1 st paragraph under 16-V.B and added new 2 nd paragraph to PHA Policy on p. 16-13.
16-18		Changed gender text in paragraph under the term <i>stalking</i> on p. 16-18
16-24		Changed gender text in 3rd bullet paragraph on p. 16-24
GL-2 thru GL-4		Added “IVT” acronym on p. GL-2 Changed gender text in <i>Child care expenses</i> on p. GL-4
GL-7 thru GL-12		Updated <i>Family self-sufficiency program</i> term on p. GL-7 Added <i>Income Validation Tool (IVT)</i> term on p. GL-8 Repaginated pp. GL-8 through end of Glossary chapter Updated <i>Welfare assistance</i> term on p. GL-13



Bringing Innovation and Scale to Public Housing



Pricing Proposal for:

Eastern Iowa Regional Housing Authority

November 29, 2022

Pricing Proposal



11/29/2022

As a market leader in the real estate software industry with 50 years of experience, MRI is able to leverage an extensive knowledge base to deliver products and services that set the standard for public housing management. Included below is a price quotation for **TenDocs**:

Services Pricing

PRODUCT	
TenDocs	\$5,900 Annually
Implementation, Training, Configuration	\$1,750 (One-Time)

This is not meant to be an agreement to execute, but rather a communication of the investment and benefits of the MRI solutions presented. We understand that you may have adjustments required before a final agreement is prepared.

The MRI team is committed to this partnership and is available for any feedback or questions you may have. In addition, we are more than happy to provide additional information or conversation around any of these offerings as desired.

Sincerely,

Matt Grimes

Matt Grimes
Account Executive, MRI Software LLC
matt.grimes@mrisoftware.com
859.267.2619



Eastern Iowa Regional Housing Authority
2022

Maintenance Vehicle

Dealer	Vehicle	Price	Trade-In Value	Sub Total
Brad Deery attn: Connor Wambold 112 N 2nd Street Maquoketa, IA 52060	Truck 2023 Chevy 2500 Siverado	56,608.00	21,099.00	\$ 35,509.00
Availability:	Order		Grand Total:	\$ -
				\$ 35,509.00
Runde Chevrolet attn: John Riley 780 Hwy 35 N East Dubuque, IA 61025	Truck 2023 Chevy 3/4 Ton 4wd Crewcab	58,768.00	15,000.00	\$ 43,768.00
Availability:	Order		Grand Total:	\$ -
				\$ 43,768.00
Turpin Dodge attn: Pat Coleman 90 JFK Rd Dubuque, IA 52002	Truck 2023 Ram 2500 Reg Cab 4X4	62,609.00	12,609.00	\$ 50,000.00
Availability:	Order		Grand Total:	\$ -
				\$ 50,000.00

EASTERN IOWA REGIONAL HOUSING AUTHORITY - MAINSTREAM VOUCHER (MV)

CASH DISBURSEMENTS - FINAL OCTOBER 2022

Accounts Payable

DB&T	977.70	*Monthly Credit Card Charges
TOTAL	<u>977.70</u>	

*Schnier-\$977.70 Travel

CASH DISBURSEMENTS - NOVEMBER 2022

Accounts Payable

MRI Software	1,378.64	Annual SaaS Fee
Tostrud & Temp	323.70	Audit of Accounts
DB&T	409.86	*Monthly Credit Card Charges
ECIA	9,075.43	Admin/Sundry
TOTAL	<u>11,187.63</u>	

HAP Payments

Voucher Landlord Payments	28,977.00
Tenant Utility Payments	<u>298.00</u>
	<u>29,275.00</u>

TOTAL **40,462.63**

Wiley-\$409.86 Sundry/Admin

CASH DISBURSEMENTS - DECEMBER 2022

Accounts Payable

ECIA	3,460.90	Admin/Sundry
DB&T	60.00	*Monthly Credit Card Charges
TOTAL	<u>3,520.90</u>	

HAP Payments

Voucher Landlord Payments	28,323.00
Tenant Utility Payments	<u>298.00</u>
	<u>28,621.00</u>

TOTAL **32,141.90**

Wiley-\$60.00 Sundry/Admin

**EASTERN IOWA REGIONAL HOUSING AUTHORITY
TENANT PROTECTION VOUCHER - FOSTER YOUTH INITIATIVE**

CASH DISBURSEMENTS - NOVEMBER 2022

Accounts Payable

MRI Software	<u>61.96</u>	Annual Saas Fee
TOTAL	<u>61.96</u>	

HAP Payments

Voucher Landlord Payments	450.00
Tenant Utility Payments	<u>0.00</u>
	<u>450.00</u>

TOTAL **511.96**

CASH DISBURSEMENTS - DECEMBER 2022

Accounts Payable

TOTAL **0.00**

HAP Payments

Voucher Landlord Payments	450.00
Tenant Utility Payments	<u>0.00</u>
	<u>450.00</u>

TOTAL **450.00**

EIRHA Resolution #2-2023

Eastern Iowa Regional Housing Authority
Procurement and Capitalization Policy

WHEREAS, the Eastern Iowa Regional Housing Authority has reviewed and updated the procurement and capitalization policy in accordance with HUD Handbook 7460.8 Rev 2, and the procurement and capitalization regulations at 24 CFR 85.36.

NOW, THEREFORE BE IT RESOLVED BY THE EASTERN IOWA REGIONAL HOUSING AUTHORITY, the attached procurement and capitalization policy is adopted effective January 1, 2023.

PASSED AND APPROVED THIS 19th day of January 2023.

Chairperson

Secretary

PROCUREMENT POLICY EASTERN IOWA REGIONAL HOUSING AUTHORITY

This Procurement Policy complies with the Annual Contributions Contract (ACC) between Eastern Iowa Regional Housing Authority (EIRHA) and the U.S. Department of Housing and Urban Development (HUD), Federal Regulations at **2 CFR §200.317 – §200.326**, *Procurement Standards*, the procurement standards of the Procurement Handbook for Public Housing Agencies (PHAs), HUD Handbook 7460.8, Rev 2, and applicable State and Local laws.

GENERAL PROVISIONS

General

The Eastern Iowa Regional Housing Authority (EIRHA) shall: provide for a procurement system of quality and integrity; provide for the fair and equitable treatment of all persons or firms involved in purchasing by the EIRHA; ensure that supplies and services (including construction) are procured efficiently, effectively, and at the most favorable prices available to the EIRHA; promote competition in contracting; and assure that EIRHA purchasing actions are in full compliance with applicable Federal standards, HUD regulations, State, and local laws.

Application

This Procurement Policy applies to all procurement actions of the Authority, regardless of the source of funds, except as noted under “exclusions,” below. However, nothing in this Policy shall prevent the EIRHA from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with the law. When both HUD and non-Federal grant funds are used for a project, the work to be accomplished with the funds should be separately identified prior to procurement so that appropriate requirements can be applied, if necessary. If it is not possible to separate the funds, HUD procurement regulations shall be applied to the total project. If funds and work can be separated and work can be completed by a new contract, then regulations applicable to the source of funding may be followed.

Definition

The term “procurement,” as used in this Policy, includes the procuring, purchasing, leasing, or renting of: (1) goods, supplies, equipment, and materials, (2) construction and maintenance; consultant services, (3) Architectural and Engineering (A/E) services, (4) Social Services, and (5) other services.

Exclusions

This policy does not govern administrative fees earned under the Housing Choice Voucher (“HCV” and also known as Section 8) program, the award of vouchers under the HCV program, the execution of landlord Housing Assistance Payments contracts under that program, or non-program income, e.g., fee-for-service revenue under 24 CFR Part §990. These excluded areas are subject to applicable State and local requirements

Changes in Laws and Regulations

In the event an applicable law or regulation is modified or eliminated, or a new law or

regulation is adopted, the revised law or regulation shall, to the extent inconsistent with these Policies, automatically supersede these Policies.

Public Access to Procurement Information

Most procurement information that is not proprietary is a matter of public record and shall be available to the public to the extent provided in the State of Iowa.

ETHICS IN PUBLIC CONTRACTING

General

The EIRHA hereby establishes this code of conduct regarding procurement issues and actions and shall implement a system of sanctions for violations. This code of conduct, etc., is consistent with applicable Federal, State, or local law.

Conflicts of Interest

No employee, officer, Board member, or agent of the EIRHA shall participate directly or indirectly in the selection, award, or administration of any contract if a conflict of interest, either real or apparent, would be involved. This type of conflict would be when one of the persons listed below has a financial or any other type of interest in a firm competing for the award:

- A. An employee, officer, Board member, or agent involved in making the award;
- B. His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister);
- C. His/her partner; or
- D. An organization which employs or is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

Gratuities, Kickbacks, and Use of Confidential Information

No officer, employee, Board member, or agent shall ask for or accept gratuities, favors, or items of more than nominal value (\$25) from any contractor, potential contractor, or party to any subcontract, and shall not knowingly use confidential information for actual or anticipated personal gain.

Prohibition against Contingent Fees

Contractors wanting to do business with the EIRHA must not hire a person to solicit or secure a contract for a commission, percentage, brokerage, or contingent fee, except for bona fide established commercial selling agencies.

PROCUREMENT PLANNING

Planning is essential to managing the procurement function properly. Hence, the EIRHA will

periodically review its record of prior purchases, as well as future needs, to: find patterns of procurement actions that could be performed more efficiently or economically; maximize competition and competitive pricing among contracts and decrease the EIRHA's procurement costs; reduce EIRHA administrative costs; ensure that supplies and services are obtained without any need for re-procurement, e.g., resolving bid protests; and minimize errors that occur when there is inadequate lead time. Consideration should be given to storage, security, and handling requirements when planning the most appropriate purchasing actions.

PURCHASING METHODS

Petty Cash Purchases

Purchases under \$50 may be handled through the use of a petty cash account. Petty Cash Accounts may be established in an amount sufficient to cover small purchases made during a reasonable period, e.g., one month. For all Petty Cash Accounts, the EIRHA shall ensure that security is maintained and only authorized individuals have access to the account. These accounts should be reconciled and replenished periodically.

Small Purchase Procedures

For any amounts above the Petty Cash ceiling, but not exceeding \$250,000 (or HUD's small purchase limit), the EIRHA may use small purchase procedures. Under small purchase procedures, the EIRHA shall obtain a reasonable number of quotes (preferably three); however, for purchases of less than \$10,000 also known as Micro Purchases, only one quote is required provided the quote is considered reasonable. To the greatest extent feasible, and to promote competition, small purchases should be distributed among qualified sources.

Quotations for Small Purchases (QSP) or quotes may be obtained orally (either in person or by phone), by fax, in writing, or through e-procurement. Award shall be made to the qualified vendor that provides the best value to the EIRHA. If award is to be made for reasons other than lowest price, documentation shall be provided in the contract file. The EIRHA shall not break down requirements aggregating more than the small purchase threshold (or the Micro Purchase threshold) into several purchases that are less than the applicable threshold merely to: (1) permit use of the small purchase procedures, or (2) avoid any requirements that apply to purchases that exceed the Micro Purchase threshold.

Sealed Bids

Sealed bidding shall be used for all contracts that exceed the small purchase threshold and that are not competitive proposals or non-competitive proposals, as these terms are defined in this document. Under sealed bids, the EIRHA publicly solicits bids and awards a firm fixed-price contract (lump sum or unit price) to the responsible bidder whose bid, conforming with all the material terms and conditions of the International Finance Corporation (IFC), is the lowest in price.

Sealed bidding is the preferred method for procuring construction, supply, and non-complex service contracts that are expected to exceed \$250,000 (or HUD's small purchase limit).

A. **Conditions for Using Sealed Bids.** EIRHA shall use the sealed bid method if

the following conditions are present: a complete, adequate, and realistic statement of work, specification, or purchase description is available; two or more responsible bidders are willing and able to compete effectively for the work; the contract can be awarded based on a firm fixed price; and the selection of the successful bidder can be made principally on the lowest price.

- B. Solicitation and Receipt of Bids.** An Invitation For Bid (IFB) is issued which includes the specifications and all contractual terms and conditions applicable to the procurement, and a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the solicitation. The IFB must state the time and place for both receiving the bids and the public bid opening. All bids received will be date and time-stamped and stored unopened in a secure place until the public bid opening. A bidder may withdraw the bid at any time prior to the bid opening.
- C. Bid Opening and Award.** Bids shall be opened publicly. All bids received shall be recorded on an abstract (tabulation) of bids, and then made available for public inspection. If equal low bids are received from responsible bidders, selection shall be made by drawing lots or other similar random method. The method for doing this shall be stated in the IFB. If only one responsive bid is received from a responsible bidder, award shall not be made unless the price can be determined to be reasonable, based on a cost or price analysis.
- D. Mistakes in Bids.** Correction or withdrawal of bids may be permitted, where appropriate, before bid opening by written or telegraphic notice received in the office designated in the IFB prior to the time set for bid opening. After bid opening, corrections in bids may be permitted only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made. All decisions to allow correction or withdrawal of a bid shall be supported by a written determination signed by the Contracting Officer. After bid opening changes in bid prices or other provisions of bids prejudicial to the interest of the EIRHA or fair competition shall not be permitted.

Competitive Proposals

Unlike sealed bidding, the competitive proposal method permits: consideration of technical factors other than price; discussion with offerors concerning offers submitted; negotiation of contract price or estimated cost and other contract terms and conditions; revision of proposals before the final contractor selection; and the withdrawal of an offer at any time up until the point of award.

Award is normally made on the basis of the proposal that represents the best overall value to the EIRHA, considering price and other factors, e.g., technical expertise, past experience, quality of proposed staffing, etc., set forth in the solicitation and not solely

the lowest price.

- A. **Conditions for Use.** Where conditions are not appropriate for the use of sealed bidding, competitive proposals may be used. Competitive proposals are the preferred method for procuring professional services that will exceed the small purchase threshold.
- B. **Form of Solicitation.** Other than Architectural/Engineering (A/E) services, developer-related services and energy performance contracting, competitive proposals shall be solicited through the issuance of a Request for Proposal (RFP). The RFP shall clearly identify the importance and relative value of each of the evaluation factors as well as any sub factors and price. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established **before** the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors, and the contents of their proposals until after award. The EIRHA may assign price a specific weight in the evaluation criteria or the EIRHA may consider price in conjunction with technical factors; in either case, the method for evaluating price shall be established in the RFP.
- C. **Evaluation.** The proposals shall be evaluated only on the criteria stated in the RFP. Where not apparent from the evaluation criteria, the EIRHA shall establish an Evaluation Plan for each RFP. Generally, all RFPs shall be evaluated by an appropriately appointed Evaluation Committee. The Evaluation Committee shall be required to disclose any potential conflicts of interest and to sign a Non-Disclosure statement. An Evaluation Report, summarizing the results of the evaluation, shall be prepared prior to award of a contract.
- D. **Negotiations.** Negotiations shall be conducted with all offerors who submit a proposal determined to have a reasonable chance of being selected for award, unless it is determined that negotiations are not needed with any of the offerors. This determination is based on the relative score of the proposals as they are evaluated and rated in accordance with the technical and price factors specified in the RFP. These offerors shall be treated fairly and equally with respect to any opportunity for negotiation and revision of their proposals. No offeror shall be given any information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal. A common deadline shall be established for receipt of proposal revisions based on negotiations. Negotiations are exchanges (in either competitive or sole source environment) between the EIRHA and offerors that are undertaken with the intent of allowing the offeror to revise its proposal. These negotiations may include bargaining. Bargaining includes persuasion, alteration of assumptions and positions, give-and-take, and may apply to price, schedule, technical requirements, type of contract or other terms of a proposed contract. When negotiations are conducted in a competitive acquisition, they take place after establishment of the competitive range and are called discussions.

Discussions are tailored to each offeror's proposal, and shall be conducted by the

contracting officer with each offeror within the competitive range. The primary object of discussions is to maximize the EIRHA's ability to obtain best value, based on the requirements and the evaluation factors set forth in the solicitation. The contracting officer shall indicate to, or discuss with, each offeror still being considered for award, significant weaknesses, deficiencies, and other aspects of its proposal (such as cost, price, technical approach, past performance, and terms and conditions) that could, in the opinion of the contracting officer, be altered or explained to enhance materially the proposer's potential for award. The scope and extent of discussions are a matter of the contracting officer's judgment. The contracting officer may inform an offeror that its price is considered by the EIRHA to be too high, or too low, and reveal the results of the analysis supporting that conclusion. It is also permissible to indicate to all offerors the cost or price that the government's price analysis, market research, and other reviews have identified as reasonable. "Auctioning" (revealing one offeror's price in an attempt to get another offeror to lower their price) is prohibited.

- E. **Award.** After evaluation of the revised proposals, if any, the contract shall be awarded to the responsible firm whose technical approach to the project, qualifications, price and/or any other factors considered, are most advantageous to the EIRHA provided that the price is within the maximum total project budgeted amount established for the specific property or activity.
- F. **Architectural and Engineering (A/E) Services.** The EIRHA shall use a Request for Qualifications (RFQ) for A/E professional services utilizing "Qualifications Based Solicitation (QBS)" procedures. Sealed bidding shall not be used for A/E solicitations. Under QBS procedures, competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method. QBS procedures **shall not** be used to purchase other types of services, other than energy performance contracting and developer services, though A/E firms are potential sources.

Noncompetitive Proposals

- A. **Conditions for Use.** Procurement by noncompetitive proposals (sole-source) may be used **ONLY** when the award of a contract is not feasible using small purchase procedures, sealed bids, cooperative purchasing, or competitive proposals, **AND** if one of the following applies:
 1. The item is available only from a single source, based on a good faith review of available sources;
 2. An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to the EIRHA, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need

cannot be met through any of the other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary simply to meet the emergency;

3. HUD authorizes the use of noncompetitive proposals; or
4. After solicitation of a number of sources, competition is determined inadequate.

B. Justification. Each procurement based on noncompetitive proposals shall be supported by a written justification for the selection of this method. The justification shall be approved in writing by the responsible Contracting Officer. Poor planning or lack of planning is not justification for emergency or sole-source procurements. The justification, to be included in the procurement file, should include the following information:

1. Description of the requirement;
2. History of prior purchases and their nature (competitive vs. noncompetitive);
3. The specific exception in **2 CFR §200.320(f)(1)-(4)** which applies;
4. Statement as to the unique circumstances that require award by noncompetitive proposals;
5. Description of the efforts made to find competitive sources (advertisement in trade journals or local publications, phone calls to local suppliers, issuance of a written solicitation, etc.);
6. Statement as to efforts that will be taken in the future to promote competition for the requirement.
7. Signature by the Contracting Officer's supervisor (or someone above the level of the Contracting Officer); and
8. Price Reasonableness. The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing an analysis, as described in this Policy.

Cooperative Purchasing/Intergovernmental Agreements

The EIRHA may enter into State and/or local cooperative or intergovernmental agreements to purchase or use common supplies, equipment, or services. The decision to use an interagency agreement instead of conducting a direct procurement shall be based on economy and efficiency. If used, the interagency agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions. The EIRHA may use Federal or State excess and surplus property instead of purchasing new equipment and property if feasible and if it will result in a reduction of

project costs. The goods and services obtained under a cooperative purchasing agreement must have been procured in accordance with **2 CFR §200.317 – §200.326.**

Consolidated Purchases

The EIRHA may procure goods and services through the State of Iowa or Iowa Consortium. Goods and services which are available through the Program shall be procured from the lowest bidder. Selecting other than the lowest priced item shall be supported by a written justification for the selection of the item. A copy of the price sheets for all bidders must be included in the procurement file. Any purchase using the Program shall be preceded by a cost estimate and an analysis of the pricing to ensure that the choice of the Program is the most advantageous to the Authority. All other regulations regarding contract administration shall apply to contracts issued through the Program.

INDEPENDENT COST ESTIMATE (ICE)

For all purchases above the Micro Purchase threshold, the EIRHA shall prepare an ICE prior to solicitation. The level of detail shall be commensurate with the cost and complexity of the item to be purchased.

COST AND PRICE ANALYSIS (CPA)

The EIRHA shall require assurance that, before entering into a contract, the price is reasonable, in accordance with the following instructions.

Petty Cash and Micro Purchase

No formal cost or price analysis is required. Rather, the execution of a contract by the Contracting Officer (through a Purchase Order or other means) shall serve as the Contracting Officer's determination that the price obtained is reasonable, which may be based on the Contracting Officer's prior experience or other factors.

Small Purchases

A comparison with other offers shall generally be sufficient determination of the reasonableness of price and no further analysis is required. If a reasonable number of quotes is not obtained to establish reasonableness through price competition, the Contracting Officer shall document price reasonableness through other means, such as prior purchases of this nature, catalog prices, the Contracting Officer's personal knowledge at the time of purchase, comparison to the ICE, or any other reasonable basis.

Sealed Bids

The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, and when the bid received is substantially more than the ICE, and where the EIRHA cannot reasonably determine price reasonableness, the EIRHA must conduct a cost analysis, consistent with federal guidelines, to ensure that the price paid is reasonable.

Competitive Proposals

The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, the EIRHA must compare the price with the ICE. For competitive proposals where prices cannot be easily compared among offerors, where there is not adequate competition, or where the price is substantially greater than the ICE, the EIRHA must conduct a cost analysis, consistent with Federal guidelines, to ensure that the price paid is reasonable.

Contract Modifications

A cost analysis, consistent with federal guidelines, shall be conducted for all contract modifications for projects that were procured through Sealed Bids, Competitive Proposals, or Non-Competitive Proposals, or for projects originally procured through Small Purchase procedures and the amount of the contract modification will result in a total contract price in excess of \$250,000 or HUD's small procurement limit.

SOLICITATION AND ADVERTISING

Method of Solicitation

- A. **Petty Cash and Micro Purchases.** The EIRHA may contact only one source if the price is considered reasonable.
- B. **Small Purchases.** Quotes may be solicited orally, via the internet, through fax, or by any other reasonable method.
- C. **Sealed Bids and Competitive Proposals.** Solicitation must be done publicly. The EIRHA must use one or more following solicitation methods, provided that the method employed provides for meaningful competition.
 - 1. Advertising in newspapers of other print media of local or general circulations.
 - 2. Advertising on EIRHA's internet website or other websites approved by the Contracting Officer.
 - 3. Advertising in various trade journals or publications (for construction).
 - 4. E-Procurement. The EIRHA may conduct its public procurements through the Internet using e-procurement systems. However, all e-procurements must otherwise be in compliance with **2 CFR §200.317 – §200.326**, State and local requirements, and the Authority's procurement policy.

Time Frame

For purchases of more than \$250,000 (or HUD's small purchase limit), the public notice should run not less than once each week for two consecutive weeks.

Form

Notices/advertisements should state, at a minimum, the place, date, and time that the bids or proposals are due, the solicitation number, a contact who can provide a copy of, and information about, the solicitation, and a brief description of the needed items(s).

Time Frame for Submission of Bids

A minimum of 21-30 days shall generally be provided for preparation and submission of sealed bids and 15 days for competitive proposals. However, the Executive Director may allow for a shorter period under extraordinary circumstances.

Cancellation of Solicitations

A. An IFB, RFP, or other solicitation may be cancelled before bids/offers are due if:

1. The supplies, services or construction is no longer required;
2. The funds are no longer available;
3. Proposed amendments to the solicitation are of such magnitude that a new solicitation would be in the best interest of the EIRHA; or
4. Other similar reasons.

B. A solicitation may be cancelled and all bids or proposals that have already been received may be rejected if:

1. The supplies or services (including construction) are no longer required;
2. Ambiguous or otherwise inadequate specifications were part of the solicitation;
3. All factors of significance to the EIRHA were not considered;
4. Prices exceed available funds and it would not be appropriate to adjust quantities to come within available funds;
5. There is reason to believe that bids or proposals may not have been independently determined in open competition, may have been collusive, or may have been submitted in bad faith; or
6. For good cause of a similar nature when it is in the best interest of the EIRHA.

C. The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request.

D. A notice of cancellation shall be sent to all bidders/offerors solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any re-

solicitation or future procurement of similar items.

- E. If all otherwise acceptable bids received in response to an IFB are at unreasonable prices an analysis should be conducted to see if there is a problem in either the specifications or the EIRHA's cost estimate. If both are determined adequate and if only one bid is received and the price is unreasonable, the Contracting Officer may cancel the solicitation and either:
1. Re-solicit using an RFP; or
 2. Complete the procurement by using the competitive proposal method. The Contracting Officer must determine, in writing, that such action is appropriate, must inform all bidders of the EIRHA's intent to negotiate, and must give each bidder a reasonable opportunity to negotiate.
- F. If problems are found with the specifications, EIRHA cancel the solicitation, revise the specifications and re-solicit using an IFB.

Credit (or Purchasing) Cards

Credit (or Purchasing) cards may be employed as a means of procurement for small purchases if approved by resolution of the Board of Directors. The EIRHA should adopt reasonable safeguards to assure that credit (or purchasing) cards are used only for intended purposes (for instance, limiting the types of purchases or the amount of purchases that are permitted with credit cards).

Credit card usage should follow the rules for all other small purchases. For example, a credit card may be used for Micro Purchases without obtaining additional quotes provided the price is considered reasonable. However, procurements in amounts above the Micro Purchase level would generally require a reasonable number of quotes before purchasing via a credit card.

BONDING REQUIREMENTS

The standards under this section apply to construction contracts that exceed \$250,000, and at EIRHA's discretion that may exceed \$50,000. There are no bonding requirements for small purchases or for competitive proposals. The EIRHA may require, as indicated, bonds in these latter circumstances when deemed appropriate; however, non-construction contracts should generally not require bid bonds.

- A. Bid Bonds. For construction contracts exceeding \$250,000, offerors shall be required to submit a bid guarantee from each bidder equivalent to 5% of the bid price (for construction contracts exceeding \$50,000 the EIRHA *may* require offerors to submit a bid guarantee from each bidder equivalent to 5% of the bid price).
- B. Payment Bonds. For construction contracts exceeding \$250,000, the successful bidder shall furnish an assurance of completion (for those construction contracts

exceeding \$50,000 the EIRHA *may* require the successful bidder to furnish an assurance of completion).

This assurance may be any one of the following four:

1. A performance and payment bond in a penal sum of 100% of the contract price; or
 2. Separate performance and payment bonds, each for 50% or more of the contract price; or
 3. A 20% cash escrow; or
 4. A 25% irrevocable letter of credit.
- C. These bonds must be obtained from guarantee or surety companies acceptable to the U. S. Government and authorized to do business in the State of Iowa. Individual sureties shall not be considered. U. S. Treasury Circular Number 570 lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the States in which the company is licensed to do business. Use of companies on this circular is mandatory.

CONTRACTOR QUALIFICATIONS AND DUTIES

Contractor Responsibility

EIRHA shall not award any contract until the prospective contractor, i.e., low responsive bidder, or successful offeror, has been determined to be responsible. A responsible bidder/offeror must:

- A. Have adequate financial resources to perform the contract, or the ability to obtain them;
- B. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the bidder's/offeror's existing commercial and governmental business commitments;
- C. Have a satisfactory performance record;
- D. Have a satisfactory record of integrity and business ethics;
- E. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
- F. Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and,

- G. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended, debarred or under a HUD-imposed LDP.
- H. Contractors that have performed unsatisfactorily in previous contracts with EIRHA shall not be eligible for contract award. Unsatisfactory performance must be sufficiently documented and approved by the Contracting Officer.

If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official contract file, and the prospective contractor shall be advised of the reasons for the determination.

Suspension and Debarment

Contracts shall not be awarded to debarred, suspended, or ineligible contractors. Contractors may be suspended, debarred, or determined to be ineligible by HUD in accordance with HUD regulations (**2 CFR §200.317 – §200.326**) or by other Federal agencies, e.g., Dept. of Labor for violation of labor regulations, when necessary to protect housing authorities in their business dealings. Prior to issuance of a contract, Agency staff will, as detailed within Section 10.2.H.1 and 10.2.H.2 of HUD Procurement Handbook 7460.8 Rev 2, conduct the required searches within the HUD Limited Denial of Participation (LDP) system and the U.S. General Services Administration System for Award Management (SAM) and place within the applicable contract file a copy of the results of each such search.

Vendor Lists

All interested businesses shall be given the opportunity to be included on vendor mailing lists. Any lists of persons, firms, or products which are used in the purchase of supplies and services (including construction) shall be kept current and include enough sources to ensure competition.

CONTRACT PRICING ARRANGEMENTS

Contract Types

Any type of contract which is appropriate to the procurement and which will promote the best interests of the EIRHA may be used, **provided the cost-plus-a-percentage-of-cost and percentage-of-construction-cost methods are not used**. All solicitations and contracts shall include the clauses and provisions necessary to define the rights and responsibilities of both the contractor and EIRHA.

For all cost reimbursement contracts, EIRHA must include a written determination as to why no other contract type is suitable. Further, the contract must include a ceiling price that the contractor exceeds at its own risk.

Options

Options for additional quantities or performance periods may be included in contracts, provided that:

- A. The option is contained in the solicitation;
- B. The option is a unilateral right of the Authority;
- C. The contract states a limit on the additional quantities and the overall term of the contract;
- D. The options are evaluated as part of the initial competition;
- E. The contract states the period within which the options may be exercised;
- F. The options may be exercised only at the price specified in or reasonably determinable from the contract; and,
- G. The options may be exercised only if determined to be more advantageous to EIRHA than conducting a new procurement.

CONTRACT CLAUSES

Contract Pricing Arrangement

All contracts should identify the contract pricing arrangement as well as other pertinent terms and conditions, as determined by the EIRHA.

Required Forms

Additionally, the forms HUD-5369, 5369-A; 5369-B; 5369; 5370; 5370-C; 51915; and 51915-A , which contain all HUD-required clauses and certifications for contracts of more than \$250,000 (or HUD's small purchase limit), as well as any forms/clauses as required by HUD for small purchases, shall be used in all corresponding solicitations and contracts issued by this Authority.

Required Contract Clauses

The agency shall ensure that each applicable contract executed by the Agency contains the required contract clauses detailed within **2 CFR §200.326 and Appendix II**.

CONTRACT ADMINISTRATION

The EIRHA shall maintain a system of contract administration designed to ensure that contractors perform in accordance with their contracts. These systems shall provide for inspection of supplies, services, or construction, as well as monitoring contractor performance, status reporting on major projects including construction contracts, and similar matters. For cost-reimbursement contracts, costs are allowable only to the extent that they are consistent with the cost principles in HUD Handbook 2210.18.

SPECIFICATIONS

General

All specifications shall be drafted so as to promote overall economy for the purpose intended and to encourage competition in satisfying EIRHA needs. Specifications shall be reviewed prior to issuing any solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicative items. Function or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. For equipment purchases, a lease versus purchase analysis should be performed to determine the most economical form of procurement.

Limitation

The following types of specifications shall be avoided:

- A. Geographic restrictions not mandated or encouraged by applicable Federal law (except for A/E contracts, which may include geographic location as a selection factor if adequate competition is available);
- B. Brand name specifications (unless the specifications list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use).

Nothing in this procurement policy shall preempt any State licensing laws. Specifications shall be reviewed to ensure that organizational conflicts of interest do not occur.

APPEALS AND REMEDIES

General

It is EIRHA policy to resolve all contractual issues informally and without litigation. Disputes will not be referred to HUD unless all administrative remedies have been exhausted. When appropriate, a mediator may be used to help resolve differences.

Informal Appeals Procedure

The EIRHA shall adopt an informal bid protest/appeal procedure for contracts of \$250,000 or less. Under these procedures, the bidder/contractor may request to meet with the appropriate Contract Officer.

Formal Appeals Procedure

A formal appeals procedure shall be established for solicitations/contracts of more than \$250,000 or HUD's small purchase limit.

- A. **Bid Protest.** Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Policy. Any protest against a solicitation must be received before the due date for the receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days after the contract receives notice of the contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the

Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant.

- B. **Contractor Claims.** All claims by a contractor relating to performance of a contract shall be submitted in writing to the Contracting Officer for a written decision. The contractor may request a conference on the claim. The Contracting Officer's decision shall inform the contractor of its appeal rights to the next higher level of authority in EIRHA. Contractor claims shall be governed by the Changes clause in the form HUD- 5370.

ASSISTANCE TO SECTION 3, SMALL AND OTHER BUSINESSES

Required Efforts

Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, all feasible efforts shall be made to ensure that small and minority-owned businesses, women's business enterprises, Section 3 Business Enterprises, and other individuals or firms located in or owned in substantial part by persons residing in the area of the EIRHA project are used when possible. Such efforts shall include, but shall not be limited to:

- A. Including such firms, when qualified, on solicitation mailing lists;
- B. Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
- C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
- D. Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
- E. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
- F. Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in 24 CFR §135 (so-called Section 3 businesses); and,
- G. Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

Goals

Goals shall be established periodically for participation by small businesses, minority-owned businesses, women-owned business enterprises, labor surplus area businesses, and Section 3 business concerns in EIRHA prime contracts and subcontracting

opportunities.

Definitions

- ❖ A small business is defined as a business that is: independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR §121 should be used to determine business size.
- ❖ A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly- owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.
- ❖ A **women’s business enterprise** is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who control and operate the business.
- ❖ A “**Section 3 business concern**” is as defined under 24 CFR §75.
- ❖ A **labor surplus area business** is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the DOL in **20 CFR §654**, Subpart A, and in the list of labor surplus areas published by the Employment and Training Administration.

BOARD APPROVAL OF PROCUREMENT ACTIONS

The Board of Directors has approved this Procurement Policy. All procurement actions below the small purchase threshold do not require Board approval, as permitted under State and local law. Approval by the Board of Directors is required for any procurement action of \$250,000 or more, or above HUD’s small purchase limit. It is the responsibility of the Executive Director to ensure that all procurement actions are conducted in accordance with the policies contained herein.

DELEGATION OF CONTRACTING AUTHORITY

The Executive Director has been delegated authorization by the Board to approve Change Orders up to 10% of the contract amount without further Board action.

While the Executive Director is responsible for ensuring that the EIRHA's procurements comply with this Policy, the Executive Director may delegate all procurement authority as is necessary and appropriate to conduct the business of the Agency.

Further, and in accordance with this delegation of authority, the Executive Director shall, where necessary, establish operational procedures (such as a procurement manual or standard operating procedures) to implement this Policy. The Executive Director shall also establish a system of sanctions for violations of the ethical standards described herein (Ethics in Public Contracting), consistent with Federal, State, or local law.

DOCUMENTATION

The EIRHA must maintain records sufficient to detail the significant history of each procurement action. These records **shall** include, but **shall not** necessarily be limited to, the following:

- A. Rationale for the method of procurement (if not self-evident);
- B. Rationale of contract pricing arrangement (i.e. firm-fixed, cost reimbursement, turn-key, etc.) (Also if not self-evident);
- C. Reason for accepting or rejecting the bids or offers;
- D. Basis for the contract price (as prescribed in this Policy);
- E. A copy of the contract documents awarded or issued and signed by the Contracting Officer;
- F. Basis for contract modifications; and
- G. Related contract administration actions.

The level of documentation should be commensurate with the value of the procurement. Records are to be retained for a period of three years or in compliance with the records retention schedule, after final payment and all matters pertaining to the contact are closed.

DISPOSITION OF SURPLUS PROPERTY

Property no longer necessary for the EIRHA's purposes (non-real estate property) shall be transferred, sold, or disposed of in accordance with applicable Federal, state, and local laws and regulations.

EIRHA may choose to donate dispositioned equipment valued at less than \$5,000 to non-profit entities. If EIRHA chooses to sell the dispositioned equipment or if items are valued at more than \$5,000, the items will be offered for bid for a specified period

of time. Items not sold within the specified time period may be donated to non-profit entities. Employees are not eligible to bid on items purchased with Federal funds.

FUNDING AVAILABILITY

Before initiating any contract, the EIRHA shall ensure that there are sufficient funds available to cover the anticipated cost of the contract or modification.

SELF-CERTIFICATION

The EIRHA self-certifies that this Procurement Policy, and the EIRHA's procurement system, complies with all applicable Federal regulations and, as such, the EIRHA is exempt from prior HUD review and approval of individual procurement action. Further, EIRHA shall also submit this procurement Policy to the HUD Field office for approval per the provisions of **(2 CFR §200.317 – §200.326)**, regarding HUD approval of an Agency's "procurement system" to ensure that this Procurement Policy meets with HUD's certification standards.

EASTERN IOWA REGIONAL HOUSING AUTHORITY (EIRHA)

Capitalization Policy

1. Purpose

This accounting policy establishes the minimum cost (capitalization amount) that shall be used to determine the capital assets that are to be recorded in **EIRHA's** annual financial statements (or books).

2. Capital Asset definition

A "Capital Asset" is defined as a unit of property that: (1) has an economic useful life that extends beyond 12 months; **and** (2) was acquired or produced for a cost of \$10,000 or more. Capital Assets must be capitalized and depreciated for financial statement (or bookkeeping) purposes.

3. Capitalization thresholds

EIRHA establishes \$10,000 as the threshold amount for minimum capitalization. Any items costing below this amount should be expensed in **EIRHA's** financial statements (or books).

4. Capitalization method and procedure

All Capital Assets are recorded at actual cost as of the date acquired. Capital Assets are depreciated using annual rates that are sufficient to amortize the cost of depreciable assets over their estimated useful lives using the straight-line method of depreciation. Estimated useful lives are as follows:

Land and building improvements	5-20 years
Building	40 years
Furniture and equipment	3-10 years
Vehicles	4 years

Tangible assets costing below the aforementioned threshold amount are recorded as an expense for EIRHA's annual financial statements. Alternatively, assets with an economic useful life of 12 months or less are required to be expensed for financial statement purposes, regardless of the acquisition or production cost.

5. Recordkeeping

Invoice substantiating an acquisition cost of each unit of property shall be retained for a minimum of seven years.

EIRHA Resolution #3-2023

WHEREAS, the Eastern Iowa Regional Housing Authority, in Dubuque county, Iowa, is updating its authorized bank signers.

RESOLVED, that the Board of Directors is hereby approving the following individuals to be authorized signers on the Eastern Iowa Regional Housing Authority accounts:

Kelley Hutton Deutmeyer, Executive Director
Steve Stoffel, Director of Finance

CERTIFICATION. I hereby certify that the foregoing is a true and correct copy of the resolution adopted at a meeting of said public body, duly called and held on January 19, 2023, a quorum being present, as said resolution remains of record in the minutes of said meeting, and it is now in full force and effect.

Dated this 19th day of January, 2023

Chairperson

Secretary

EASTERN IOWA REGIONAL HOUSING CORPORATION (USDA)

CASH DISBURSEMENTS - FINAL OCTOBER 2022

Accounts Payable

DB&T	<u>68.47</u>	*Monthly Credit Card Charges
TOTAL:	<u>68.47</u>	

*Reimer-\$5.65 GM Office; \$3.77 Worth Office
O'Connell-\$37.47 Worthington Materials; \$9.58 GM Materials
Cooper-\$12.00 Worthington Materials

CASH DISBURSEMENTS - NOVEMBER 2022

Accounts Payable

Alliant Energy	312.32	Service
MRI Software	289.48	Annual SaaS Fee
Tostrud & Temp	53.95	Audit of Accounts
Menards	46.57	Monthly Charges
City of Worthington	301.44	Service
City of Grand Mound	168.40	Service
DB&T	<u>17.03</u>	*Monthly Credit Card Charges
TOTAL:	<u>1,189.19</u>	

*Reimer-\$7.22 GM Office; \$4.81 Worth Office
Cooper-\$5.00 Worth Materials

CASH DISBURSEMENTS - DECEMBER 2022

Accounts Payable

Alliant Energy	375.27	Service
Ness Flooring	400.00	Drywall Repair
East Iowa Mechanical	193.84	Service Call
First Supply	126.85	Materials
AHRMA Attorney-In-Fact	3,928.00	Insurance
City of Worthington	301.44	Service
Menards	131.29	Monthly Charges
City of Grand Mound	185.95	Service
DB&T	<u>101.53</u>	*Monthly Credit Card Charges
TOTAL:	<u>5,744.17</u>	

*Reimer-\$5.12 GM Office; \$3.42 Worth Office
Cooper-\$92.99 Worth Materials

**EASTERN IOWA REGIONAL HOUSING CORPORATION
EVERGREEN MEADOWS**

CASH DISBURSEMENTS - FINAL OCTOBER 2022

Accounts Payable

DB&T	<u>18.85</u>	*Monthly Credit Card Charges
TOTAL:	<u>18.85</u>	

*Reimer-\$18.85 Office Expense

CASH DISBURSEMENTS - NOVEMBER 2022

Accounts Payable

Black Hills	151.17	Service
CWCRH	834.28	Professional Services
East Iowa Mechanical	1,091.57	Service Calls
Middleoak Specialty	1,051.67	Insurance
CS Technologies	43.37	Monthly Services
First Supply	37.35	Materials
TenantReports	18.00	Criminal Histories
Alliant	832.66	Service
Kruser Septic Service	350.00	Pump Lift Station
Tru-Green	330.75	Service
Republic Services	240.00	Trash
ECIA	391.41	Mgmt/Maint.
City of Peosta	2,564.27	Monthly Service
Menards	1,117.97	Monthly Charges
Midwestone Bank	5,986.48	Loan Payment
Mediacom	175.84	Monthly Service
DB&T	<u>67.57</u>	*Monthly Credit Card Charges
TOTAL:	<u>15,284.36</u>	

*Reimer-\$24.07 Office Expense

Cooper-\$43.50 Janitorial Supplies

CASH DISBURSEMENTS - DECEMBER 2022

Accounts Payable

Black Hills	435.36	Service
Bi-County Disposal	33.98	Trash Removal
Ness Flooring	3,688.60	Flooring
MRI Software	810.55	Annual Tenmast SaaS
Comelec Services	146.00	Internet Services
CWCRH	350.00	Professional Services
Angela Sullivan	1,141.25	Cleaning, Painting Contracts
Republic Services	240.00	Trash Removal
Alliant	485.10	Service
CS Technologies	43.37	Monthly Service
City of Peosta	2,448.04	Service
ECIA	218.88	Mgmt, Maint.
DB&T	<u>277.64</u>	*Monthly Credit Card Charges
Midwestone Bank	<u>5,986.48</u>	Loan Payment
TOTAL:	<u>16,305.25</u>	

*Reimer-\$17.08 Office Expense

O'Connell-\$134.38 Janitorial Supplies

Cooper-\$126.18

**EASTERN IOWA REGIONAL HOUSING CORPORATION
ASBURY MEADOWS**

CASH DISBURSEMENTS - FINAL OCTOBER 2022

Accounts Payable

DB&T	<u>217.44</u>	*Monthly Credit Card Charges
TOTAL:	<u>217.44</u>	

*Reimer-\$26.39 Office Expense
O'Connell-\$98.69 Janitorial Supplies
Meyers-\$92.36 Janitorial Supplies

CASH DISBURSEMENTS - NOVEMBER 2022

Accounts Payable

City of Asbury	3,093.49	Service
Alliant	265.87	Service
Black Hills Energy	18.53	Service
East Iowa Mechanical	580.41	Service Call
CS Technologies	39.50	Monthly Services
Tostrud & Temp	525.00	Audit of Accounts
Waste Authority of Jackson Co	7.00	Trash Removal
MiddleOak Specialty	1,452.32	Insurance
Janie Fitzpatrick	203.75	Cleaning Contract
Republic Services	501.34	Trash Removal
Ness Flooring	3,442.00	Flooring
Bi-County Disposal	30.00	Trash Removal
ECIA	484.12	Mgmt/Maint
Menards	1,251.95	Monthly Charges
Midwestone Bank	6,180.00	Loan Payment
Mediacom	212.60	Monthly Service
DB&T	<u>56.19</u>	*Monthly Credit Card Charges
TOTAL:	<u>18,344.07</u>	

*Reimer-\$33.69 Office Expense
O'Connell-\$15.00 Janitorial Supplies
Wiley-\$7.50 Janitorial Supplies

CASH DISBURSEMENTS - DECEMBER 2022

Accounts Payable

Alliant	339.47	Service
First Supply	126.85	Materials
CS Technologies	39.50	Monthly Services
East Iowa Mechanical	93.75	Service Calls
MRI Software	810.54	Annual Tenmast SaaS
Dubuque Fire Equipment	343.70	Annual Maintenance
Bi-County Disposal	7.50	Trash Removal
Comelec Services	158.10	Internet Services
Andrew Stecklein	413.75	Painting Contract
Coyles Contracting	1,998.00	Drywall Repairs
Black Hills	263.53	Service
Republic Services	521.34	Trash Removal
ECIA	306.37	Mgmt/Maint
City of Asbury	3,171.16	Monthly Service
Midwestone Bank	6,180.00	Loan Payment
DB&T	<u>172.18</u>	*Monthly Credit Card Charges
TOTAL:	<u>14,945.74</u>	

*Reimer-\$23.91 Office Expense
O'Connell-\$6.00 Janitorial Supplies
Cooper-\$142.27 Janitorial Supplies

EIRHC Resolution #1-2023

Eastern Iowa Regional Housing Corporation
Procurement and Capitalization Policy

WHEREAS, the Eastern Iowa Regional Housing Corporation has reviewed and updated the procurement and capitalization policy in accordance with HUD Handbook 7460.8 Rev 2, and the procurement and capitalization regulations at 24 CFR 85.36.

NOW, THEREFORE BE IT RESOLVED BY THE EASTERN IOWA REGIONAL HOUSING CORPORATION, the attached procurement and capitalization policy is adopted effective January 1, 2023.

PASSED AND APPROVED THIS 19th day of January 2023.

Chairperson

Secretary

PROCUREMENT POLICY EASTERN IOWA REGIONAL HOUSING CORPORATION

This Procurement Policy complies with the Annual Contributions Contract (ACC) between Eastern Iowa Regional Housing Corporation (EIRHC) and the U.S. Department of Housing and Urban Development (HUD), Federal Regulations at **2 CFR §200.317 – §200.326**, *Procurement Standards*, the procurement standards of the Procurement Handbook for Public Housing Agencies (PHAs), HUD Handbook 7460.8, Rev 2, and applicable State and Local laws.

GENERAL PROVISIONS

General

The Eastern Iowa Regional Housing Corporation (EIRHC) shall: provide for a procurement system of quality and integrity; provide for the fair and equitable treatment of all persons or firms involved in purchasing by the EIRHC; ensure that supplies and services (including construction) are procured efficiently, effectively, and at the most favorable prices available to the EIRHC; promote competition in contracting; and assure that EIRHC purchasing actions are in full compliance with applicable Federal standards, HUD regulations, State, and local laws.

Application

This Procurement Policy applies to all procurement actions of the Corporation, regardless of the source of funds, except as noted under “exclusions,” below. However, nothing in this Policy shall prevent the EIRHC from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with the law. When both HUD and non-Federal grant funds are used for a project, the work to be accomplished with the funds should be separately identified prior to procurement so that appropriate requirements can be applied, if necessary. If it is not possible to separate the funds, HUD procurement regulations shall be applied to the total project. If funds and work can be separated and work can be completed by a new contract, then regulations applicable to the source of funding may be followed.

Definition

The term “procurement,” as used in this Policy, includes the procuring, purchasing, leasing, or renting of: (1) goods, supplies, equipment, and materials, (2) construction and maintenance; consultant services, (3) Architectural and Engineering (A/E) services, (4) Social Services, and (5) other services.

Exclusions

This policy does not govern administrative fees earned under the Housing Choice Voucher (“HCV” and also known as Section 8) program, the award of vouchers under the HCV program, the execution of landlord Housing Assistance Payments contracts under that program, or non-program income, e.g., fee-for-service revenue under 24 CFR Part §990. These excluded areas are subject to applicable State and local requirements.

Changes in Laws and Regulations

In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall, to the extent inconsistent with these Policies, automatically supersede these Policies.

Public Access to Procurement Information

Most procurement information that is not proprietary is a matter of public record and shall be available to the public to the extent provided in the State of Iowa.

ETHICS IN PUBLIC CONTRACTING

General

The EIRHC hereby establishes this code of conduct regarding procurement issues and actions and shall implement a system of sanctions for violations. This code of conduct, etc., is consistent with applicable Federal, State, or local law.

Conflicts of Interest

No employee, officer, Board member, or agent of the EIRHC shall participate directly or indirectly in the selection, award, or administration of any contract if a conflict of interest, either real or apparent, would be involved. This type of conflict would be when one of the persons listed below has a financial or any other type of interest in a firm competing for the award:

- A. An employee, officer, Board member, or agent involved in making the award;
- B. His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister);
- C. His/her partner; or
- D. An organization which employs or is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

Gratuities, Kickbacks, and Use of Confidential Information

No officer, employee, Board member, or agent shall ask for or accept gratuities, favors, or items of more than nominal value (\$25) from any contractor, potential contractor, or party to any subcontract, and shall not knowingly use confidential information for actual or anticipated personal gain.

Prohibition against Contingent Fees

Contractors wanting to do business with the EIRHC must not hire a person to solicit or secure a contract for a commission, percentage, brokerage, or contingent fee, except for bona fide established commercial selling agencies.

PROCUREMENT PLANNING

Planning is essential to managing the procurement function properly. Hence, the EIRHC will periodically review its record of prior purchases, as well as future needs, to: find patterns of procurement actions that could be performed more efficiently or economically; maximize competition and competitive pricing among contracts and decrease the EIRHC's procurement costs; reduce EIRHC administrative costs; ensure that supplies and services are obtained without any need for re-procurement, e.g., resolving bid protests; and minimize errors that occur when there is inadequate lead time. Consideration should be given to storage, security, and handling requirements when planning the most appropriate purchasing actions.

PURCHASING METHODS

Petty Cash Purchases

Purchases under \$50 may be handled through the use of a petty cash account. Petty Cash Accounts may be established in an amount sufficient to cover small purchases made during a reasonable period, e.g., one month. For all Petty Cash Accounts, the EIRHC shall ensure that security is maintained and only authorized individuals have access to the account. These accounts should be reconciled and replenished periodically.

Small Purchase Procedures

For any amounts above the Petty Cash ceiling, but not exceeding **\$250,000** (or HUD's small purchase limit), the EIRHC may use small purchase procedures. Under small purchase procedures, the EIRHC shall obtain a reasonable number of quotes (preferably three); however, for purchases of less than **\$10,000** also known as Micro Purchases, only one quote is required provided the quote is considered reasonable. To the greatest extent feasible, and to promote competition, small purchases should be distributed among qualified sources.

Quotations for Small Purchases (QSP) or quotes may be obtained orally (either in person or by phone), by fax, in writing, or through e-procurement. Award shall be made to the qualified vendor that provides the best value to the EIRHC. If award is to be made for reasons other than lowest price, documentation shall be provided in the contract file. The EIRHC shall not break down requirements aggregating more than the small purchase threshold (or the Micro Purchase threshold) into several purchases that are less than the applicable threshold merely to: (1) permit use of the small purchase procedures, or (2) avoid any requirements that apply to purchases that exceed the Micro Purchase threshold.

Sealed Bids

Sealed bidding shall be used for all contracts that exceed the small purchase threshold and that are not competitive proposals or non-competitive proposals, as these terms are defined in this document. Under sealed bids, the EIRHC publicly solicits bids and awards a firm fixed-price contract (lump sum or unit price) to the responsible bidder whose bid, conforming with all the material terms and conditions of the International Finance Corporation (IFC), is the lowest in price.

Sealed bidding is the preferred method for procuring construction, supply, and non-complex service contracts that are expected to exceed \$250,000 (or HUD's small

purchase limit).

- A. **Conditions for Using Sealed Bids.** EIRHC shall use the sealed bid method if the following conditions are present: a complete, adequate, and realistic statement of work, specification, or purchase description is available; two or more responsible bidders are willing and able to compete effectively for the work; the contract can be awarded based on a firm fixed price; and the selection of the successful bidder can be made principally on the lowest price.
- B. **Solicitation and Receipt of Bids.** An Invitation For Bid (IFB) is issued which includes the specifications and all contractual terms and conditions applicable to the procurement, and a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the solicitation. The IFB must state the time and place for both receiving the bids and the public bid opening. All bids received will be date and time-stamped and stored unopened in a secure place until the public bid opening. A bidder may withdraw the bid at any time prior to the bid opening.
- C. **Bid Opening and Award.** Bids shall be opened publicly. All bids received shall be recorded on an abstract (tabulation) of bids, and then made available for public inspection. If equal low bids are received from responsible bidders, selection shall be made by drawing lots or other similar random method. The method for doing this shall be stated in the IFB. If only one responsive bid is received from a responsible bidder, award shall not be made unless the price can be determined to be reasonable, based on a cost or price analysis.
- D. **Mistakes in Bids.** Correction or withdrawal of bids may be permitted, where appropriate, before bid opening by written or telegraphic notice received in the office designated in the IFB prior to the time set for bid opening. After bid opening, corrections in bids may be permitted only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made. All decisions to allow correction or withdrawal of a bid shall be supported by a written determination signed by the Contracting Officer. After bid opening changes in bid prices or other provisions of bids prejudicial to the interest of the EIRHC or fair competition shall not be permitted.

Competitive Proposals

Unlike sealed bidding, the competitive proposal method permits: consideration of technical factors other than price; discussion with offerors concerning offers submitted; negotiation of contract price or estimated cost and other contract terms and conditions; revision of proposals before the final contractor selection; and the withdrawal of an offer at any time up until the point of award.

Award is normally made on the basis of the proposal that represents the best overall value to the EIRHC, considering price and other factors, e.g., technical expertise, past experience, quality of proposed staffing, etc., set forth in the solicitation and not solely the lowest price.

- A. **Conditions for Use.** Where conditions are not appropriate for the use of sealed bidding, competitive proposals may be used. Competitive proposals are the preferred method for procuring professional services that will exceed the small purchase threshold.
- B. **Form of Solicitation.** Other than Architectural/Engineering (A/E) services, developer-related services and energy performance contracting, competitive proposals shall be solicited through the issuance of a Request for Proposal (RFP). The RFP shall clearly identify the importance and relative value of each of the evaluation factors as well as any sub factors and price. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established **before** the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors, and the contents of their proposals until after award. The EIRHC may assign price a specific weight in the evaluation criteria or the EIRHC may consider price in conjunction with technical factors; in either case, the method for evaluating price shall be established in the RFP.
- C. **Evaluation.** The proposals shall be evaluated only on the criteria stated in the RFP. Where not apparent from the evaluation criteria, the EIRHC shall establish an Evaluation Plan for each RFP. Generally, all RFPs shall be evaluated by an appropriately appointed Evaluation Committee. The Evaluation Committee shall be required to disclose any potential conflicts of interest and to sign a Non-Disclosure statement. An Evaluation Report, summarizing the results of the evaluation, shall be prepared prior to award of a contract.
- D. **Negotiations.** Negotiations shall be conducted with all offerors who submit a proposal determined to have a reasonable chance of being selected for award, unless it is determined that negotiations are not needed with any of the offerors. This determination is based on the relative score of the proposals as they are evaluated and rated in accordance with the technical and price factors specified in the RFP. These offerors shall be treated fairly and equally with respect to any opportunity for negotiation and revision of their proposals. No offeror shall be given any information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal. A common deadline shall be established for receipt of proposal revisions based on negotiations. Negotiations are exchanges (in either competitive or sole source environment) between the EIRHC and offerors that are undertaken with the intent of allowing the offeror to revise its proposal. These negotiations may include bargaining. Bargaining includes persuasion, alteration of assumptions and positions, give-and-take, and may apply to price, schedule, technical requirements, type of contract or other terms of a proposed contract. When negotiations are conducted in a competitive acquisition, they take place after establishment of the competitive range

and are called discussions.

Discussions are tailored to each offeror's proposal, and shall be conducted by the contracting officer with each offeror within the competitive range. The primary object of discussions is to maximize the EIRHC's ability to obtain best value, based on the requirements and the evaluation factors set forth in the solicitation. The contracting officer shall indicate to, or discuss with, each offeror still being considered for award, significant weaknesses, deficiencies, and other aspects of its proposal (such as cost, price, technical approach, past performance, and terms and conditions) that could, in the opinion of the contracting officer, be altered or explained to enhance materially the proposer's potential for award. The scope and extent of discussions are a matter of the contracting officer's judgment. The contracting officer may inform an offeror that its price is considered by the EIRHC to be too high, or too low, and reveal the results of the analysis supporting that conclusion. It is also permissible to indicate to all offerors the cost or price that the government's price analysis, market research, and other reviews have identified as reasonable. "Auctioning" (revealing one offeror's price in an attempt to get another offeror to lower their price) is prohibited.

- E. **Award.** After evaluation of the revised proposals, if any, the contract shall be awarded to the responsible firm whose technical approach to the project, qualifications, price and/or any other factors considered, are most advantageous to the EIRHC provided that the price is within the maximum total project budgeted amount established for the specific property or activity.

- F. **Architectural and Engineering (A/E) Services.** The EIRHC shall use a Request for Qualifications (RFQ) for A/E professional services utilizing "Qualifications Based Solicitation (QBS)" procedures. Sealed bidding shall not be used for A/E solicitations. Under QBS procedures, competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method. QBS procedures **shall not** be used to purchase other types of services, other than energy performance contracting and developer services, though A/E firms are potential sources.

Noncompetitive Proposals

- A. **Conditions for Use.** Procurement by noncompetitive proposals (sole-source) may be used **ONLY** when the award of a contract is not feasible using small purchase procedures, sealed bids, cooperative purchasing, or competitive proposals, **AND** if one of the following applies:
 - 1. The item is available only from a single source, based on a good faith review of available sources;
 - 2. An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to the

EIRHC, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any of the other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary simply to meet the emergency;

3. HUD authorizes the use of noncompetitive proposals; or
4. After solicitation of a number of sources, competition is determined inadequate.

B. Justification. Each procurement based on noncompetitive proposals shall be supported by a written justification for the selection of this method. The justification shall be approved in writing by the responsible Contracting Officer. Poor planning or lack of planning is not justification for emergency or sole-source procurements. The justification, to be included in the procurement file, should include the following information:

1. Description of the requirement;
2. History of prior purchases and their nature (competitive vs. noncompetitive);
3. The specific exception in **2 CFR §200.320(f)(1)-(4)** which applies;
4. Statement as to the unique circumstances that require award by noncompetitive proposals;
5. Description of the efforts made to find competitive sources (advertisement in trade journals or local publications, phone calls to local suppliers, issuance of a written solicitation, etc.);
6. Statement as to efforts that will be taken in the future to promote competition for the requirement.
7. Signature by the Contracting Officer's supervisor (or someone above the level of the Contracting Officer); and
8. Price Reasonableness. The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing an analysis, as described in this Policy.

Cooperative Purchasing/Intergovernmental Agreements

The EIRHC may enter into State and/or local cooperative or intergovernmental agreements to purchase or use common supplies, equipment, or services. The decision to use an interagency agreement instead of conducting a direct procurement shall be based on economy and efficiency. If used, the interagency agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify

inspection, acceptance, termination, payment, and other relevant terms and conditions. The EIRHC may use Federal or State excess and surplus property instead of purchasing new equipment and property if feasible and if it will result in a reduction of project costs. The goods and services obtained under a cooperative purchasing agreement must have been procured in accordance with **2 CFR §200.317 – §200.326**.

Consolidated Purchases

The EIRHC may procure goods and services through the State of Iowa or Iowa Consortium. Goods and services which are available through the Program shall be procured from the lowest bidder. Selecting other than the lowest priced item shall be supported by a written justification for the selection of the item. A copy of the price sheets for all bidders must be included in the procurement file. Any purchase using the Program shall be preceded by a cost estimate and an analysis of the pricing to ensure that the choice of the Program is the most advantageous to the Corporation. All other regulations regarding contract administration shall apply to contracts issued through the Program.

INDEPENDENT COST ESTIMATE (ICE)

For all purchases above the Micro Purchase threshold, the EIRHC shall prepare an ICE prior to solicitation. The level of detail shall be commensurate with the cost and complexity of the item to be purchased.

COST AND PRICE ANALYSIS (CPA)

The EIRHC shall require assurance that, before entering into a contract, the price is reasonable, in accordance with the following instructions.

Petty Cash and Micro Purchase

No formal cost or price analysis is required. Rather, the execution of a contract by the Contracting Officer (through a Purchase Order or other means) shall serve as the Contracting Officer's determination that the price obtained is reasonable, which may be based on the Contracting Officer's prior experience or other factors.

Small Purchases

A comparison with other offers shall generally be sufficient determination of the reasonableness of price and no further analysis is required. If a reasonable number of quotes is not obtained to establish reasonableness through price competition, the Contracting Officer shall document price reasonableness through other means, such as prior purchases of this nature, catalog prices, the Contracting Officer's personal knowledge at the time of purchase, comparison to the ICE, or any other reasonable basis.

Sealed Bids

The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, and when the bid received is substantially more than the ICE, and where the EIRHC cannot reasonably determine

price reasonableness, the EIRHC must conduct a cost analysis, consistent with federal guidelines, to ensure that the price paid is reasonable.

Competitive Proposals

The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, the EIRHC must compare the price with the ICE. For competitive proposals where prices cannot be easily compared among offerors, where there is not adequate competition, or where the price is substantially greater than the ICE, the EIRHC must conduct a cost analysis, consistent with Federal guidelines, to ensure that the price paid is reasonable.

Contract Modifications

A cost analysis, consistent with federal guidelines, shall be conducted for all contract modifications for projects that were procured through Sealed Bids, Competitive Proposals, or Non-Competitive Proposals, or for projects originally procured through Small Purchase procedures and the amount of the contract modification will result in a total contract price in excess of \$250,000 or HUD's small procurement limit.

SOLICITATION AND ADVERTISING

Method of Solicitation

- A. **Petty Cash and Micro Purchases.** The EIRHC may contact only one source if the price is considered reasonable.
- B. **Small Purchases.** Quotes may be solicited orally, via the internet, through fax, or by any other reasonable method.
- C. **Sealed Bids and Competitive Proposals.** Solicitation must be done publicly. The EIRHC must use one or more following solicitation methods, provided that the method employed provides for meaningful competition.
 1. Advertising in newspapers or other print media of local or general circulations.
 2. Advertising on EIRHC's internet website or other websites approved by the Contracting Officer.
 3. Advertising in various trade journals or publications (for construction).
 4. E-Procurement. The EIRHC may conduct its public procurements through the Internet using e-procurement systems. However, all e-procurements must otherwise be in compliance with **2 CFR §200.317 – §200.326**, State and local requirements, and the Corporation's procurement policy.

Time Frame

For purchases of more than \$250,000 (or HUD's small purchase limit), the public notice

should run not less than once each week for two consecutive weeks.

Form

Notices/advertisements should state, at a minimum, the place, date, and time that the bids or proposals are due, the solicitation number, a contact who can provide a copy of, and information about, the solicitation, and a brief description of the needed items(s).

Time Frame for Submission of Bids

A minimum of 21-30 days shall generally be provided for preparation and submission of sealed bids and 15 days for competitive proposals. However, the Executive Director may allow for a shorter period under extraordinary circumstances.

Cancellation of Solicitations

A. An IFB, RFP, or other solicitation may be cancelled before bids/offers are due if:

1. The supplies, services or construction is no longer required;
2. The funds are no longer available;
3. Proposed amendments to the solicitation are of such magnitude that a new solicitation would be in the best interest of the EIRHC; or
4. Other similar reasons.

B. A solicitation may be cancelled and all bids or proposals that have already been received may be rejected if:

1. The supplies or services (including construction) are no longer required;
2. Ambiguous or otherwise inadequate specifications were part of the solicitation;
3. All factors of significance to the EIRHC were not considered;
4. Prices exceed available funds and it would not be appropriate to adjust quantities to come within available funds;
5. There is reason to believe that bids or proposals may not have been independently determined in open competition, may have been collusive, or may have been submitted in bad faith; or
6. For good cause of a similar nature when it is in the best interest of the EIRHC.

C. The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request.

- D. A notice of cancellation shall be sent to all bidders/offerors solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any re-solicitation or future procurement of similar items.
- E. If all otherwise acceptable bids received in response to an IFB are at unreasonable prices an analysis should be conducted to see if there is a problem in either the specifications or the EIRHC's cost estimate. If both are determined adequate and if only one bid is received and the price is unreasonable, the Contracting Officer may cancel the solicitation and either:
 - 1. Re-solicit using an RFP; or
 - 2. Complete the procurement by using the competitive proposal method. The Contracting Officer must determine, in writing, that such action is appropriate, must inform all bidders of the EIRHC's intent to negotiate, and must give each bidder a reasonable opportunity to negotiate.
- F. If problems are found with the specifications, EIRHC cancel the solicitation, revise the specifications and re-solicit using an IFB.

Credit (or Purchasing) Cards

Credit (or Purchasing) cards may be employed as a means of procurement for small purchases if approved by resolution of the Board of Directors. The EIRHC should adopt reasonable safeguards to assure that credit (or purchasing) cards are used only for intended purposes (for instance, limiting the types of purchases or the amount of purchases that are permitted with credit cards).

Credit card usage should follow the rules for all other small purchases. For example, a credit card may be used for Micro Purchases without obtaining additional quotes provided the price is considered reasonable. However, procurements in amounts above the Micro Purchase level would generally require a reasonable number of quotes before purchasing via a credit card.

BONDING REQUIREMENTS

The standards under this section apply to construction contracts that exceed \$250,000, and at EIRHC's discretion that may exceed \$50,000. There are no bonding requirements for small purchases or for competitive proposals. The EIRHC may require, as indicated, bonds in these latter circumstances when deemed appropriate; however, non-construction contracts should generally not require bid bonds.

- A. Bid Bonds. For construction contracts exceeding \$250,000, offerors shall be required to submit a bid guarantee from each bidder equivalent to 5% of the bid price (for construction contracts exceeding \$50,000 the EIRHC *may* require offerors to submit a bid guarantee from each bidder equivalent to 5% of the bid price).

- B. Payment Bonds. For construction contracts exceeding \$250,000, the successful bidder shall furnish an assurance of completion (for those construction contracts exceeding \$50,000 the EIRHC *may* require the successful bidder to furnish an assurance of completion).

This assurance may be any one of the following four:

1. A performance and payment bond in a penal sum of 100% of the contract price; or
 2. Separate performance and payment bonds, each for 50% or more of the contract price; or
 3. A 20% cash escrow; or
 4. A 25% irrevocable letter of credit.
- C. These bonds must be obtained from guarantee or surety companies acceptable to the U. S. Government and authorized to do business in the State of Iowa. Individual sureties shall not be considered. U. S. Treasury Circular Number 570 lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the States in which the company is licensed to do business. Use of companies on this circular is mandatory.

CONTRACTOR QUALIFICATIONS AND DUTIES

Contractor Responsibility

EIRHC shall not award any contract until the prospective contractor, i.e., low responsive bidder, or successful offeror, has been determined to be responsible. A responsible bidder/offeror must:

- A. Have adequate financial resources to perform the contract, or the ability to obtain them;
- B. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the bidder's/offeror's existing commercial and governmental business commitments;
- C. Have a satisfactory performance record;
- D. Have a satisfactory record of integrity and business ethics;
- E. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;

- F. Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and,
- G. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended, debarred or under a HUD-imposed LDP.
- H. Contractors that have performed unsatisfactorily in previous contracts with EIRHC shall not be eligible for contract award. Unsatisfactory performance must be sufficiently documented and approved by the Contracting Officer.

If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official contract file, and the prospective contractor shall be advised of the reasons for the determination.

Suspension and Debarment

Contracts shall not be awarded to debarred, suspended, or ineligible contractors. Contractors may be suspended, debarred, or determined to be ineligible by HUD in accordance with HUD regulations (**2 CFR §200.317 – §200.326**) or by other Federal agencies, e.g., Dept. of Labor for violation of labor regulations, when necessary to protect housing authorities in their business dealings. Prior to issuance of a contract, Agency staff will, as detailed within Section 10.2.H.1 and 10.2.H.2 of HUD Procurement Handbook 7460.8 Rev 2, conduct the required searches within the HUD Limited Denial of Participation (LDP) system and the U.S. General Services Administration System for Award Management (SAM) and place within the applicable contract file a copy of the results of each such search.

Vendor Lists

All interested businesses shall be given the opportunity to be included on vendor mailing lists. Any lists of persons, firms, or products which are used in the purchase of supplies and services (including construction) shall be kept current and include enough sources to ensure competition.

CONTRACT PRICING ARRANGEMENTS

Contract Types

Any type of contract which is appropriate to the procurement and which will promote the best interests of the EIRHC may be used, **provided the cost-plus-a-percentage-of-cost and percentage-of-construction-cost methods are not used**. All solicitations and contracts shall include the clauses and provisions necessary to define the rights and responsibilities of both the contractor and EIRHC.

For all cost reimbursement contracts, EIRHC must include a written determination as to why no other contract type is suitable. Further, the contract must include a ceiling price that the contractor exceeds at its own risk.

Options

Options for additional quantities or performance periods may be included in contracts, provided that:

- A. The option is contained in the solicitation;
- B. The option is a unilateral right of the Corporation;
- C. The contract states a limit on the additional quantities and the overall term of the contract;
- D. The options are evaluated as part of the initial competition;
- E. The contract states the period within which the options may be exercised;
- F. The options may be exercised only at the price specified in or reasonably determinable from the contract; and,
- G. The options may be exercised only if determined to be more advantageous to EIRHC than conducting a new procurement.

CONTRACT CLAUSES

Contract Pricing Arrangement

All contracts should identify the contract pricing arrangement as well as other pertinent terms and conditions, as determined by the EIRHC.

Required Forms

Additionally, the forms HUD-5369, 5369-A; 5369-B; 5369; 5370; 5370-C; 51915; and 51915-A , which contain all HUD-required clauses and certifications for contracts of more than \$250,000 (or HUD's small purchase limit), as well as any forms/clauses as required by HUD for small purchases, shall be used in all corresponding solicitations and contracts issued by this Corporation.

Required Contract Clauses

The agency shall ensure that each applicable contract executed by the Agency contains the required contract clauses detailed within **2 CFR §200.326 and Appendix II**.

CONTRACT ADMINISTRATION

The EIRHC shall maintain a system of contract administration designed to ensure that contractors perform in accordance with their contracts. These systems shall provide for inspection of supplies, services, or construction, as well as monitoring contractor performance, status reporting on major projects including construction contracts, and similar matters. For cost-reimbursement contracts, costs are allowable only to the extent that they are consistent with the cost principles in HUD Handbook 2210.18.

SPECIFICATIONS

General

All specifications shall be drafted so as to promote overall economy for the purpose intended and to encourage competition in satisfying EIRHC needs. Specifications shall be reviewed prior to issuing any solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicative items. Function or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. For equipment purchases, a lease versus purchase analysis should be performed to determine the most economical form of procurement.

Limitation

The following types of specifications shall be avoided:

- A. Geographic restrictions not mandated or encouraged by applicable Federal law (except for A/E contracts, which may include geographic location as a selection factor if adequate competition is available);
- B. Brand name specifications (unless the specifications list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use).

Nothing in this procurement policy shall preempt any State licensing laws. Specifications shall be reviewed to ensure that organizational conflicts of interest do not occur.

APPEALS AND REMEDIES

General

It is EIRHC policy to resolve all contractual issues informally and without litigation. Disputes will not be referred to HUD unless all administrative remedies have been exhausted. When appropriate, a mediator may be used to help resolve differences.

Informal Appeals Procedure

The EIRHC shall adopt an informal bid protest/appeal procedure for contracts of \$250,000 or less. Under these procedures, the bidder/contractor may request to meet with the appropriate Contract Officer.

Formal Appeals Procedure

A formal appeals procedure shall be established for solicitations/contracts of more than \$250,000 or HUD's small purchase limit.

- A. **Bid Protest.** Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Policy. Any protest

against a solicitation must be received before the due date for the receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days after the contract receives notice of the contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant.

- B. Contractor Claims.** All claims by a contractor relating to performance of a contract shall be submitted in writing to the Contracting Officer for a written decision. The contractor may request a conference on the claim. The Contracting Officer's decision shall inform the contractor of its appeal rights to the next higher level of Corporation in EIRHC. Contractor claims shall be governed by the Changes clause in the form HUD- 5370.

ASSISTANCE TO SECTION 3, SMALL AND OTHER BUSINESSES

Required Efforts

Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, all feasible efforts shall be made to ensure that small and minority-owned businesses, women's business enterprises, Section 3 Business Enterprises, and other individuals or firms located in or owned in substantial part by persons residing in the area of the EIRHC project are used when possible. Such efforts shall include, but shall not be limited to:

- A. Including such firms, when qualified, on solicitation mailing lists;
- B. Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
- C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
- D. Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
- E. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
- F. Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in 24 CFR §135 (so-called Section 3 businesses); and,
- G. Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

Goals

Goals shall be established periodically for participation by small businesses, minority-owned businesses, women-owned business enterprises, labor surplus area businesses, and Section 3 business concerns in EIRHC prime contracts and subcontracting opportunities.

Definitions

- ❖ A small business is defined as a business that is: independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR §121 should be used to determine business size.
- ❖ A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly- owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.
- ❖ A **women’s business enterprise** is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who control and operate the business.
- ❖ A “**Section 3 business concern**” is as defined under 24 CFR §75.
- ❖ A **labor surplus area business** is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the DOL in **20 CFR §654**, Subpart A, and in the list of labor surplus areas published by the Employment and Training Administration.

BOARD APPROVAL OF PROCUREMENT ACTIONS

The Board of Directors has approved this Procurement Policy. All procurement actions below the small purchase threshold do not require Board approval, as permitted under State and local law. Approval by the Board of Directors is required for any procurement action of \$250,000 or more, or above HUD’s small purchase limit. It is the responsibility of the Executive Director to ensure that all procurement actions are conducted in accordance with the policies contained herein.

DELEGATION OF CONTRACTING CORPORATION

The Executive Director has been delegated authorization by the Board to approve Change Orders up to 10% of the contract amount without further Board action.

While the Executive Director is responsible for ensuring that the EIRHC's procurements comply with this Policy, the Executive Director may delegate all procurement Corporation as is necessary and appropriate to conduct the business of the Agency.

Further, and in accordance with this delegation of Corporation, the Executive Director shall, where necessary, establish operational procedures (such as a procurement manual or standard operating procedures) to implement this Policy. The Executive Director shall also establish a system of sanctions for violations of the ethical standards described herein (Ethics in Public Contracting), consistent with Federal, State, or local law.

DOCUMENTATION

The EIRHC must maintain records sufficient to detail the significant history of each procurement action. These records **shall** include, but **shall not** necessarily be limited to, the following:

- A. Rationale for the method of procurement (if not self-evident);
- B. Rationale of contract pricing arrangement (i.e. firm-fixed, cost reimbursement, turn-key, etc.) (Also if not self-evident);
- C. Reason for accepting or rejecting the bids or offers;
- D. Basis for the contract price (as prescribed in this Policy);
- E. A copy of the contract documents awarded or issued and signed by the Contracting Officer;
- F. Basis for contract modifications; and
- G. Related contract administration actions.

The level of documentation should be commensurate with the value of the procurement. Records are to be retained for a period of three years or in compliance with the records retention schedule, after final payment and all matters pertaining to the contact are closed.

DISPOSITION OF SURPLUS PROPERTY

Property no longer necessary for the EIRHC's purposes (non-real estate property) shall be transferred, sold, or disposed of in accordance with applicable Federal, state,

and local laws and regulations.

EIRHC may choose to donate dispositioned equipment valued at less than \$5,000 to non-profit entities. If EIRHC chooses to sell the dispositioned equipment or if items are valued at more than \$5,000, the items will be offered for bid for a specified period of time. Items not sold within the specified time period may be donated to non-profit entities. Employees are not eligible to bid on items purchased with Federal funds.

FUNDING AVAILABILITY

Before initiating any contract, the EIRHC shall ensure that there are sufficient funds available to cover the anticipated cost of the contract or modification.

SELF-CERTIFICATION

The EIRHC self-certifies that this Procurement Policy, and the EIRHC's procurement system, complies with all applicable Federal regulations and, as such, the EIRHC is exempt from prior HUD review and approval of individual procurement action. Further, EIRHC shall also submit this procurement Policy to the HUD Field office for approval per the provisions of **(2 CFR §200.317 – §200.326)**, regarding HUD approval of an Agency's "procurement system" to ensure that this Procurement Policy meets with HUD's certification standards.

EASTERN IOWA REGIONAL HOUSING CORPORATION (EIRHC)

Capitalization Policy

1. Purpose

This accounting policy establishes the minimum cost (capitalization amount) that shall be used to determine the capital assets that are to be recorded in **EIRHC's** annual financial statements (or books).

2. Capital Asset definition

A "Capital Asset" is defined as a unit of property that: (1) has an economic useful life that extends beyond 12 months; **and** (2) was acquired or produced for a cost of \$10,000 or more. Capital Assets must be capitalized and depreciated for financial statement (or bookkeeping) purposes.

3. Capitalization thresholds

EIRHC establishes \$10,000 as the threshold amount for minimum capitalization. Any items costing below this amount should be expensed in **EIRHC's** financial statements (or books).

4. Capitalization method and procedure

All Capital Assets are recorded at actual cost as of the date acquired. Capital Assets are depreciated using annual rates that are sufficient to amortize the cost of depreciable assets over their estimated useful lives using the straight-line method of depreciation. Estimated useful lives are as follows:

Land and building improvements	5-20 years
Building	40 years
Furniture and equipment	3-10 years
Vehicles	4 years

Tangible assets costing below the aforementioned threshold amount are recorded as an expense for EIRHC's annual financial statements. Alternatively, assets with an economic useful life of 12 months or less are required to be expensed for financial statement purposes, regardless of the acquisition or production cost.

5. Recordkeeping

Invoice substantiating an acquisition cost of each unit of property shall be retained for a minimum of seven years.

EIRHC Resolution #2-2023

WHEREAS, the Eastern Iowa Regional Housing Corporation, in Dubuque county, Iowa, is updating its authorized bank signers.

RESOLVED, that the Board of Directors is hereby approving the following individuals to be authorized signers on the Eastern Iowa Regional Housing Corporation accounts:

Kelley Hutton Deutmeyer, Executive Director
Steve Stoffel, Director of Finance

CERTIFICATION. I hereby certify that the foregoing is a true and correct copy of the resolution adopted at a meeting of said public body, duly called and held on January 19, 2023, a quorum being present, as said resolution remains of record in the minutes of said meeting, and it is now in full force and effect.

Dated this 19th day of January, 2023

Chairperson

Secretary

**EASTERN IOWA DEVELOPMENT CORPORATION
EASTERN IOWA REGIONAL HOUSING CORPORATION- TAX CREDIT**

CASH DISBURSEMENTS - FINAL OCTOBER 2022

Accounts Payable

DB&T	<u>97.65</u>	*Monthly Credit Card Charges
TOTAL:	<u>97.65</u>	

Schnier-\$58.72 Sundry/Admin
Huseman-\$38.93 ROSS ESS Match

CASH DISBURSEMENTS - NOVEMBER 2022

Accounts Payable

ECIA	212.19	General Mgmt
Mississippi Valley Pump	8,380.35	Change out Lift Pump/Install Flygt Pump
J&D Catering	780.00	Board Meeting - Catering
Tostrud & Temp	215.80	Audit of Accounts
MRI Software	1,407.99	Annual SaaS Fee
DB&T	<u>878.12</u>	*Monthly Credit Card Charges
TOTAL:	<u>11,874.45</u>	

Schnier-\$122.26 Sundry/Admin
Reimer-\$52.70 Sundry/Admin
Huseman-\$219.32 ROSS ESS Match
Wiley-\$483.84 Sundry/Admin

CASH DISBURSEMENTS - DECEMBER 2022

Accounts Payable

Kingsgate Insurance	6,091.31	Insurance
ECIA	212.19	General; Sundry
DB&T	<u>148.91</u>	*Monthly Credit Card Charges
TOTAL:	<u>6,452.41</u>	

Schnier-\$148.91 Sundry/Admin

TENANT BASED RENTAL ASSISTANCE (TBRA)

CASH DISBURSEMENTS - NOVEMBER 2022

Accounts Payable

ECIA	185.00	HQS Inspections
TOTAL	<u>185.00</u>	

HAP Payments

Voucher Landlord Payments	10,619.00
Tenant Utility Payments	<u>246.00</u>
	10,865.00

TOTAL **11,050.00**

CASH DISBURSEMENTS - DECEMBER 2022

Accounts Payable

TOTAL: **0.00**

HAP Payments

Voucher Landlord Payments	10,710.00
Tenant Utility Payments	<u>143.00</u>
	10,853.00

TOTAL **10,853.00**

Theisen's More For Your Community Grant

The Eastern Iowa Regional Housing Corporation was awarded a grant in the amount of \$1,500 from the Theisen's More For Your Community Grant on November 14, 2022.

There were 343 grant applications made during the grant application process, and all were independently reviewed and evaluated. The grant award received by the EIRHC will go towards funding the EIRHC Family Education Support Initiative. This initiative aims to provide school supplies to K-12 aged children residing within the Asbury Meadows and Evergreen Meadows Apartments throughout the school year.

The Asbury Meadows and Evergreen Meadows Apartments rent to income restricted families who qualify at or below 40%, 50%, or 60% of the Area Median Income Guideline. Oftentimes many of these families have difficulty providing school supplies for their children throughout the duration of the school year. The EIRHC Family Education Support Initiative will help these children continue to be as successful as possible with the necessary school materials needed to do so.

Geographic Area	Organization Name	Project Name	Total Awarded
Ames	Habitat for Humanity of Central Iowa	Habitat Store Inventory	\$2,500.00
Ames	United Way of Story County	Women United	\$2,500.00
Ames	Blast Back to School	Blast Back to School Supply Drive and Distribution	\$750.00
Ames	Lutheran Services in Iowa	Story County Parent Education (People Place)	\$750.00
Ames	Shelter Housing Corporation/Emergency Residence Project	Shelter and Basic Needs for People Experiencing Homelessness	\$2,500.00
Ames	Youth and Shelter Services, Inc.	Youth Mentoring Activities & Events	\$1,500.00
Ames	Food Bank of Iowa	Fighting Childhood Hunger in Story County	\$2,500.00
Ames	Raising Readers in Story County	365 Amazing Days	\$2,000.00
Ames	Can Do Cancer	Meals on Chemotherapy Treatment Days	\$2,500.00
Anamosa	Wyoming Public Library	Early Out Program	\$1,300.00
Anamosa	Cedar/Jones Early Childhood Iowa	Promotion of Early Literacy in Jones County -- Kindergarten Readiness	\$1,000.00
Anamosa	Every Child Reads Jones County	Brush, Book, Bed in Jones County	\$1,200.00
Anamosa	Jones County Food Pantry	Support for pantry items needed at the Jones County Food Pantry	\$2,000.00
Anamosa	Jones County Public Health	Keeping Kids Safe - Safe Sleep & Car Seats	\$1,000.00
Anamosa	Lutheran Services in Iowa	Jones County Parents as Teachers Program	\$1,000.00
Anamosa	Anamosa Lunches for Youth	ALY--Anamosa Lunches for Youth	\$2,500.00
Black River Falls, WI	Boys and Girls Club of the Greater Chippewa Valley	Power Hour/Project Learn	\$5,000.00
Cedar Rapids, 1800 51st Street NE	Iowa State University Extension and Outreach - Linn County	Linn County 4-H Broiler Chick Project	\$930.00
Cedar Rapids, 1800 51st Street NE	Freedom Foundation	Veterans Emergency Assistance Fund	\$1,500.00
Cedar Rapids, 1800 51st Street NE	Hiawatha Public Library	Vox Books Project	\$1,214.00
Cedar Rapids, 1800 51st Street NE	Eastern Iowa Arts Academy	Music & Arts Studio Scholarships	\$1,218.00
Cedar Rapids, 1800 51st Street NE	Bridgehaven Pregnancy Support Center	Safe Ride, Safe Sleep	\$2,500.00
Cedar Rapids, 1800 51st Street NE	Marion Independent School Foundation and Alumni Association	Marion School Foundation- Feeding Youth	\$3,000.00
Cedar Rapids, 3111 16th Avenue SW	Cedar Valley Habitat for Humanity	Tools for Hope 2023	\$1,250.00
Cedar Rapids, 3111 16th Avenue SW	Young ParentsNetwork	YPN and Eastern Iowa Diaper Bank Program Support	\$2,500.00
Cedar Rapids, 3111 16th Avenue SW	Willis Dady Homeless Services	Support Willis Dady's Emergency Shelter Program	\$4,000.00
Cedar Rapids, 3111 16th Avenue SW	Cedar Rapids Public Library Foundation	Dolly Parton's Imagination Library (DPIL)	\$1,250.00
Cedar Rapids, 3111 16th Avenue SW	Marengo Food Distribution	Marengo Food Distribution	\$1,500.00
Cedar Rapids, 3111 16th Avenue SW	Tanager Place	2022-23 Freedom Schools Afterschool Program	\$2,000.00
Cedar Rapids, 3111 16th Avenue SW	Catherine McAuley Center	English Language Tutoring for Refugee Families	\$2,500.00
Cedar Rapids, 3111 16th Avenue SW	Refugee and Immigrant Association	School & Activity Transportation Program	\$3,000.00
Cedar Rapids, 3111 16th Avenue SW	Families Helping Families of Iowa	Providing Shoes for Iowa's Children and Teens in Foster Care	\$4,000.00
Cedar Rapids, 3111 16th Avenue SW	Together We Achieve	Fresh Foods for Food Pantry	\$4,000.00
Cedar Rapids, 3111 16th Avenue SW	Waypoint Services	Building a Safety Net for Domestic Violence Victims-Cedar Rapids SW	\$4,000.00
Charles City	Floyd County Conservation	Archery Equipment - Outdoor Recreation Education	\$391.00
Charles City	Iowa State Extension and Outreach - Floyd County	Floyd County Extension Youth and Family Garden Education	\$1,000.00
Charles City	TLC: The Learning Center	TLC The Learning Center NEW Location	\$2,000.00
Charles City	Charles City YMCA	YMCA Health and Safety	\$500.00
Charles City	Iowa College Access Network	Raising Attainment Levels in Education & the Workforce - Floyd County	\$375.00
Charles City	Charles City Police Department	CCPD Trading Cards for connecting with kids	\$800.00
Charles City	City of Nashua	Children, Teen and Family Programming	\$1,500.00
Charles City	Lutheran Services in Iowa	Floyd County Healthy Families America (HOPES) Program	\$1,500.00
Charles City	Helping Services for Youth & Families	Helping Services' Domestic Abuse Resource Center - Client Assistance-Charles City	\$2,000.00
Coralville	Habitat for Humanity - Iowa Valley	Cedar and Johnson County Affordable Housing Improvements	\$4,500.00
Coralville	North Liberty First Methodist Church - Community Pantry	2023 Clothing Distributions	\$5,000.00
Coralville	City of Hills	Improving Accessibility at the Hills Community Center	\$2,000.00
Coralville	IC Compassion	Global Food Project	\$4,000.00
Coralville	The Iowa Children's Museum	Enrichment for Afterschool Programming	\$2,000.00

Coralville	Community Crisis Center and Food Bank	Minimally Processed Foods for Neighbors in Need	\$2,500.00
Coralville	Coralville Community Food Pantry	Staff Support to Meet Rising Demand for Food	\$2,500.00
Coralville	Ronald McDonald House Charities of Eastern Iowa and Western Illinois	Ronald McDonald Food Pantries at the University of Iowa Stead Family Children's Hospital	\$2,500.00
Davenport	Humility Homes and Services, Inc.	Humility Homes and Services, Inc. Emergency Shelter Storage	\$3,758.00
Davenport	Iowa State University Extension & Outreach - Scott County	4-Hers helping others	\$300.00
Davenport	Tapestry Farms	Tapestry Farms: Providing Refugee Families with Basic Needs to Build Healthy New Lives	\$1,500.00
Davenport	Riverbend AITC	RiverBend Ag in the Classroom Chicken Hatching	\$2,314.00
Davenport	Cafe On Vine	Food Insecurity Relief	\$2,000.00
Davenport	Spring Forward Learning Center	Improving Literacy Rates for Rock Island Children, One Book at a Time	\$2,000.00
Davenport	Christian Care	Community Meal Site Program	\$2,500.00
Davenport	STEAM on Wheels	Using STEAM to Improve Academic Outcomes through a Hands-on Go Karting Curriculum	\$2,500.00
Davenport	Narratives	Providing Basic Needs to Empower Young Adults to Reach Their Full Potential	\$3,000.00
Davenport	Argrow's House	Providing Basic Needs to Help Women Heal and Thrive at Argrow's House	\$5,000.00
Davenport	Family Resources	Healthy Nutrition For Youth in Foster Group Care	\$5,000.00
Davenport	Habitat for Humanity - Quad Cities	Home Building	\$5,000.00
Davenport	Project Renewal of Davenport	2023 Summer Youth Program	\$5,000.00
Davenport	River Bend Foodbank	Expanding Food Bank Feeding Programs to Meet Growing Demand	\$5,000.00
Dewitt	Iowa State University Extension & Outreach - Clinton County	"Real Money, Real World." Financial Literacy Education	\$250.00
Dewitt	Faith Lutheran Church	Feeding the Children	\$500.00
Dewitt	Iowa College Access Network	Raising Attainment Levels in Education & the Workforce - Clinton County	\$750.00
Dewitt	Grand Mound Fire & Rescue	Mass Casualty Safety Equipment	\$800.00
Dewitt	Lutheran Services in Iowa	Clinton County Family Support Home Visitation Program	\$1,000.00
Dewitt	Camanche Food Pantry	Camanche. Food Pantry	\$1,500.00
Dewitt	River Cities Information, Referral & Assistance Services	Back Pack Buddy Program	\$2,800.00
Dewitt	YWCA Clinton	YWCA Clinton Empowerment Center - "Bridging the Gap: Homeless to Housed"	\$3,000.00
Dubuque	Deafinitely Dogs	Campus Pup Program - DuDawgs	\$215.00
Dubuque	Lord of Life Lutheran church	Little Free Food Pantry	\$1,800.00
Dubuque	Lutheran Services in Iowa	Clinical Services - Client Assistance for Dubuque	\$1,000.00
Dubuque	Opening Doors	Children's Activity Fund	\$2,000.00
Dubuque	She Unites	RISE - A High School Initiative For Girls	\$660.00
Dubuque	St. Vincent de Paul Dubuque, Iowa	Better Sleep, Better Health	\$1,540.00
Dubuque	The Boundless Trailer, Inc.	The Boundless Trailer	\$2,500.00
Dubuque	Family Advocates, Inc.	Clothes for Victims	\$1,500.00
Dubuque	Iowa College Access Network	Raising Attainment Levels in Education & the Workforce - Dubuque	\$750.00
Dubuque	Dubuque Visiting Nurse Association	Dubuque Visiting Nurse Association WIC clinics	\$1,192.00
Dubuque	NAMI Dubuque	NAMI Dubuque Educational Program Support for Families	\$1,000.00
Dubuque	Community Solutions of Eastern Iowa	Community Solutions of Eastern Iowa's Care and Share Project	\$2,250.00
Dubuque	Creative Adventure Lab	Play Free(ly) Dubuque	\$1,500.00
Dubuque	Eastern Iowa Regional Housing Corporation	EIRHC Family Education Support Grant	\$1,500.00
Dubuque	Faith Temple United Pentecostal Church	Mobile Food Distribution	\$1,750.00
Dubuque	Iowa State University Extension & Outreach - Dubuque County	STORYWALK - Providing Active Outdoor Literacy Activities for Youth	\$1,500.00
Dubuque	Project Rooted	Brain Health Retreat Rooms - Healthy Food for Growing Minds	\$1,500.00
Dubuque	United Way of Dubuque Area Tri-States	Sprout Into Reading	\$2,500.00
Dubuque	Almost Home Dubuque	Open Closet @ St. John's	\$1,900.00
Dubuque	Asbury Police Department	Stop The Bleed Initiative	\$2,000.00

Dubuque	Foundation for Dubuque Public Schools	Fresh food items for weekend food packs for Washington Middle School students	\$2,150.00
Dubuque	Red Basket Project	Addressing Period Poverty in Dubuque County, Specifically for School Age Children	\$2,225.00
Dubuque	Dubuque Food Pantry	Providing for our Community	\$2,500.00
Dubuque	Dubuque for Refugee Children	Dubuque for Refugee Children	\$2,500.00
Dubuque	Every Child / Every Promise	Scholastic Book Distribution At Title 1 schools	\$2,500.00
Dubuque	St Patrick's Parish	Weekly noon meal and pantry	\$2,500.00
Dyersville	Seva Health: Center for Wellbeing	Peace for your Mind Project	\$500.00
Dyersville	City of Dyersville - James Kennedy Public Library	Kids Can Cook	\$2,500.00
Dyersville	Delaware County Pay It Forward	Delaware County Pay It Forward - Hope Gap Program	\$2,000.00
Dyersville	Hills & Dales Child Development Center	Tough New Autism Clinic Furniture - Dyersville Clinic	\$1,000.00
Dyersville	Family's Helping Hand	Family Resource Center Food Pantry	\$1,500.00
Dyersville	Delaware County Pay It Forward	Delaware County Pay It Forward - Christmas Hope	\$5,000.00
Dyersville	Rural Community Food Pantry	Rural Community Food Pantry Angel Tree program	\$5,000.00
Grinnell	Iowa College Access Network	Raising Attainment Levels in Education & the Workforce - Poweshiek County	\$500.00
Grinnell	Iowa State University Extension & Outreach - Poweshiek County	Poweshiek County - Iowa Leadership in Engineering Design: Kit Creation and Expansion	\$1,155.00
Grinnell	Malcom Food Pantry	Malcom Food Pantry	\$2,000.00
Grinnell	Drake Community Library	Meeting STEM Literacy Needs	\$3,845.00
Indianola	MS Moments	MS Moments - Grants for Iowa Families Living with Multiple Sclerosis (MS)	\$500.00
Indianola	The Helping Hand of Warren County	Food Insecurity	\$1,000.00
Indianola	Iowa College Access Network	Raising Attainment Levels in Education & the Workforce - Warren County	\$1,000.00
Indianola	Vision To Learn	Increasing Access to Vision Care for Des Moines and West Des Moines Students	\$1,000.00
Indianola	Indianola Public Library	After School Programs for Teens and Youth	\$2,000.00
Indianola	Victory Christian Academy	Overall Playground Update and Tree replacement	\$2,000.00
Indianola	Lutheran Services in Iowa	Warren County New Parent Program	\$2,500.00
Indianola	Indianola Police Department	Indianola Police Department K-9 Program	\$5,000.00
Iowa Falls	FIA Friendship Club INC.	Friendship Club Outdoor Safety	\$500.00
Iowa Falls	Intermediary Program at Ellsworth Community College	Career Exploration events - School year 2022-2023	\$650.00
Iowa Falls	Teen Serve Iowa Falls	Teen Serve "Making a difference in homes and lives"	\$1,000.00
Iowa Falls	City of Eldora	Eldora-New Providence Elementary School Pedestrian Safety Project	\$600.00
Iowa Falls	Church of the Open Bible	Holiday Meals	\$1,000.00
Iowa Falls	Greenbelt Home Care	Hardin County Back to School Fair	\$1,750.00
Iowa Falls	Iowa Falls-Alden Band Boosters	"Sound Foundations" – Instruments for Low-Income Students	\$2,500.00
Jefferson, WI	Ready Kids For School Program	Ready Kids For School Program	\$1,000.00
Jefferson, WI	Jefferson County Christmas Neighbors Inc	Jefferson County Christmas Neighbors	\$2,100.00
Jefferson, WI	Jefferson County Literacy Council, Inc.	Preparing Justice-Involved Clients for Community Reentry and Employment	\$1,400.00
Jefferson, WI	Tomorrow's Hope Inc	Cancer Care and Dementia Care Packages	\$2,500.00
Jefferson, WI	St. Vincent de Paul-Fot Atkinson, WI	St. Vincent de Paul - Fort Atkinson, WI	\$3,000.00
Maquoketa	St. John's Lutheran Church - Preston Manna Center	We Strive to Help Those in Need	\$500.00
Maquoketa	Bernard Rescue Unit	Electric hydraulic rescue tools by Hurst	\$969.00
Maquoketa	Hospice of Jackson County	Safety for our Patient's	\$500.00
Maquoketa	Jackson County Campaign for Grade-Level Reading	Books from the Beginning	\$500.00
Maquoketa	Marquette Catholic Schools	Competency Based Education (CBE) Pathways Program	\$500.00
Maquoketa	Vision To Learn	Increasing Access to Vision Care for Maquoketa, Andrew, and Easton Valley Students	\$500.00
Maquoketa	Andover Community Ambulance	Tire Replacement	\$750.00
Maquoketa	Iowa College Access Network	Raising Attainment Levels in Education & the Workforce - Jackson County	\$750.00

Maquoketa	Jackson County - Sheriff's Office	Remote Surveillance Camera	\$750.00
Maquoketa	Maquoketa Community School District	Cardinal Backpack Club	\$750.00
Maquoketa	Maquoketa Farmers Market	Maquoketa Farmers Market	\$750.00
Maquoketa	Miles Community Improvement Group	Miles Park Project	\$750.00
Maquoketa	Preston Fire Company	Fire Boots	\$750.00
Maquoketa	Dolly Parton Imagination Library- Jackson County	Dolly Parton Imagination Library- Jackson County Book Distributions	\$1,250.00
Marshalltown	Whitten Fire Fighters Association	Safety equipment	\$1,000.00
Marshalltown	Iowa valley Intermediary Program	Career Exploration Program	\$1,525.00
Marshalltown	Heart Of Iowa Big Brothers Big Sisters	Little Summer Learning	\$1,475.00
Marshalltown	GMG Community School District	GMG Emergency Preparedness	\$1,500.00
Marshalltown	House of Compassion	House of Compassion Soup Kitchen	\$1,500.00
Marshalltown	CommonBond Communities	Food Support for Families at The Tallcorn Affordable Housing Community	\$2,000.00
Marshalltown	Child Abuse Prevention Services, Inc.	Crisis Intervention Program	\$3,000.00
Monticello	Western Dubuque County Community School District - Cascade High School	Agriculture Mechanics Class Upgrade	\$1,500.00
Monticello	Jones County Family Council	Jones County Cares	\$1,250.00
Monticello	Creative Adventure Lab	Play Free(ly) Monticello	\$1,000.00
Monticello	Vision To Learn	Increasing Access to Vision Care for Midland Students	\$2,000.00
Monticello	Sacred Heart Catholic School	School Lunch Tables	\$2,250.00
New Hampton	Chickasaw Rescue Association	Emergency Response Equipment	\$500.00
New Hampton	Project Flo	Building Stronger Communities	\$1,000.00
New Hampton	Fayette County Food Shelf	Food Storage Grant	\$2,000.00
New Hampton	Helping Services for Youth & Families	Helping Services' Domestic Abuse Resource Center - Client Assistance-New Hampton	\$2,000.00
New Hampton	Northeast Iowa Community Action Corporation	NEICAC Food Pantry, Crisis Assistance, and Extracurricular Activity Program.	\$2,500.00
Newton	MercyOne Newton Medical Center	MercyOne Newton Pediatric Therapy Supplies	\$500.00
Newton	Iowa College Access Network	Raising Attainment Levels in Education & the Workforce - Jasper County	\$1,000.00
Newton	Food Bank of Iowa	Fighting Childhood Hunger in Jasper County	\$3,000.00
Newton	IMPACT Community Action Partnership - Marion, Jasper and Warren Counties	RAYS Scholarship Program for children from low-income households in Jasper County	\$3,000.00
Pella	Habitat for Humanity - Marion County, Inc.	2022 Marion County Habitat for Humanity Critical Home Repair Program	\$2,000.00
Pella	Iowa College Access Network	Raising Attainment Levels in Education & the Workforce - Marion County	\$1,000.00
Pella	The Well Resource Center	Well Works Barrier Removal	\$2,000.00
Pella	Food Bank of Iowa	Fighting Childhood Hunger in Marion County	\$2,500.00
Pella	United Way of Mahaska County	Take Along Weekend Food Program	\$2,500.00
Sparta, WI	Monroe County - Health Department	Training the Community in Basic CPR,AED and First Aid Response-Monroe County	\$1,000.00
Sparta, WI	Bread Basket Ecumenical Food Pantry	Essential Essentials	\$2,025.00
Sparta, WI	Sparta Area Cancer Support (SACS)	Sparta Area Cancer Support Inc.	\$2,000.00
Sparta, WI	Coulecap, Inc.	Monroe County Food Pantries	\$2,500.00
Sparta, WI	St. Clare Health Mission of Monroe County	St. Clare Health Mission of Monroe County (SCHM-MoCo)	\$2,500.00
Tipton	Muscatine Community School District Parents as Teachers (MCSD PAT)	Parents as Teachers-incentives and food for group connections	\$1,000.00
Tipton	Cedar/Jones Early Childhood Iowa	Promotion of Early Literacy in Cedar County -- Kindergarten Readiness	\$750.00
Tipton	Iowa State University Extension & Outreach - Cedar County	Lending Library Programming materials	\$750.00
Tipton	Child Abuse Council	Mississippi Valley Child Protection Center	\$1,000.00
Tipton	Iowa College Access Network	Raising Attainment Levels in Education & the Workforce - Cedar County	\$1,000.00
Tipton	Lutheran Services in Iowa	Cedar County Parent Cafe	\$1,000.00
Tipton	RoEll Inc	Reaching out with RoEll Inc.	\$1,500.00
Tipton	Vision To Learn	Increasing Access to Vision Care for West Liberty Students	\$1,500.00
Vinton	Van Home Firemen's Association	Self Contained Breathing Apparatus Air Compressor	\$1,000.00
Vinton	Wesley United Methodist Church Food Pantry	Wesley United Methodist Church Food Pantry	\$2,000.00
Vinton	Hospitality House of the Cedar Valley	Noon Lunch Program	\$2,000.00
Vinton	House of Hope	Case Management Programming	\$2,500.00
Vinton	Vision To Learn	Increasing Access to Vision Care for Waterloo Students	\$2,500.00

Rehab Homes

303 Pleasant Street

Lost Nation, Iowa 52254

2 Bedroom single family home with garage, basement and one bathroom

604 square feet

Listed at \$69,900 with Nemmer's Realty

Initial Purchase Price: \$15,000.00

Current assessed value: \$34,100.00

321 2nd Avenue SW

Dyersville, IA 52040

3 Bedroom single family home with crawl space basement, no garage and one bathroom

1,224 square feet

Propose to sell by EIRHA staff (we have an interested buyer)

Initial Purchase Price: \$25,000.00

Current assess value: \$70,820.00