

**FYE2023 BUDGET ACTIVITY NARRATIVE**

<b>FUND:</b> 283 Housing Programs	<b>DEPARTMENT:</b> 13 Housing Authority	<b>ACTIVITY:</b> 5450 Ridgeway Towers
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**DEPARTMENT/ACTIVITY DESCRIPTION:**  
 Provide housing management services for 50 apartments including the budgeting, maintenance, capital improvements and grounds upkeep in compliance with local and federal regulations. These regulations include regulations on occupancy, fair housing, grievance procedures and termination of tenancy. Disabled individuals occupy five of the units.

**DEPARTMENT/ACTIVITY OBJECTIVES:**  
 To make the units readily available to the elderly and disabled, including wheelchair accessibility.  
 To provide housing for applicants who are low-to-moderate income and over age 55 and over due to a HUD senior designation.  
 The purpose of the program is to upgrade and increase the rental housing stock for the elderly and disabled in Waterloo.

<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2020</b>	<b>CERTIFIED FYE2021</b>	<b>CERTIFIED FYE2022</b>	<b>PROPOSED FYE2023 *</b>	<b>PUBLISHED FYE2023</b>	<b>CERTIFIED FYE2023</b>
Maintenance	1	1	1	1		
Bookkeeper (10% from Sec 8)		0.1	0.1	0.1		
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	<b>1</b>	<b>1.1</b>	<b>1.1</b>	<b>1.1</b>	<b>0</b>	<b>0</b>

\* AT CURRENT FYE22 STAFFING LEVEL

**FYE2023 BUDGET ACTIVITY NARRATIVE**

<b>FUND:</b> 283 Housing Programs	<b>DEPARTMENT:</b> 13 Housing Authority	<b>ACTIVITY:</b> 5451 Capital Funds Program
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**DEPARTMENT/ACTIVITY DESCRIPTION:**  
 The purpose of this funding is to improve Ridgeway Towers Public Housing Complex for such repairs as roofs, windows, lighting, showers/tubs, etc.

**DEPARTMENT/ACTIVITY OBJECTIVES:**  
 To provide capital equipment needs to the elderly and disabled tenants at Ridgeway Towers.  
 To preserve the building and continue updating the equipment.  
 To be proactive and take steps to identify potential needed repairs and hazards.

<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2020</b>	<b>CERTIFIED FYE2021</b>	<b>CERTIFIED FYE2022</b>	<b>PROPOSED FYE2023 *</b>	<b>PUBLISHED FYE2023</b>	<b>CERTIFIED FYE2023</b>
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0	0	0	0	0	0

\* AT CURRENT FYE22 STAFFING LEVEL

**FYE2023 BUDGET ACTIVITY NARRATIVE**

<b>FUND:</b> 283 Housing Programs	<b>DEPARTMENT:</b> 13 Housing Authority	<b>ACTIVITY:</b> 5452 Section 8
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**DEPARTMENT/ACTIVITY DESCRIPTION:**  
 The Waterloo Housing Authority administers the tenant based Section 8 Housing Choice Voucher Program with funding from the Department of Housing and Urban Development (HUD). The Section 8 program provides assistance to supplement the Housing Assistance payments for the tenants to the landlords, which is a portion of the rent. This program is designed for low-income families, the elderly, and the disabled who live in private rental units located within the City.

**DEPARTMENT/ACTIVITY OBJECTIVES:**  
 To supplement tenant payments to the Landlord.  
 To stay within the Section 8 budget HUD has set for the Housing Authority.  
 To submit monthly to HUD a Multi Tenant Characteristic System (MTCS) at or above 95% and to remain in line with the budget.  
 To establish and maintain paperless and online systems for current participants and applicants.  
 To provide educational outreach to landlords and tenants that are utilizing the services of the Section 8 program and home ownership program.  
 To lease and maintain 19 VASH (Veterans Assisted Supportive Housing) vouchers.  
 To complete all initial, annual, and complaint inspections in a timely fashion for MTCS required by HUD regulations.  
 To ensure that each Section 8 unit complies with Housing Quality Standards  
 To adequately and economically utilize all of the funding available from HUD for the Housing Assistance Program (HAP).  
 To provide Home Buyer Education classes to 1st time homebuyers in Waterloo whose income is below 80% of median, thus enabling participants to qualify for various forms of down payment and homeownership assistance.

<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2020</b>	<b>CERTIFIED FYE2021</b>	<b>CERTIFIED FYE2022</b>	<b>PROPOSED FYE2023 *</b>	<b>PUBLISHED FYE2023</b>	<b>CERTIFIED FYE2023</b>
Director	1	1	1	1		
Inspector/Maintenance Supervisor	1	1	1	1		
Housing Coordinator	4	4	4	4		
Bookkeeper (10% to RT)	1	0.9	0.9	0.9		
CPD Director	0.1	0.1	0.1	0.1		
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	<b>7.1</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>0</b>	<b>0</b>

\* AT CURRENT FYE22 STAFFING LEVEL

**FYE2023 BUDGET ACTIVITY NARRATIVE**

<b>FUND:</b> 283 Housing Programs	<b>DEPARTMENT:</b> 13 Housing Authority	<b>ACTIVITY:</b> 5453 Family Self Sufficiency
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**DEPARTMENT/ACTIVITY DESCRIPTION:**  
 The goal of our Family Self-Sufficiency (FSS) program is to assist families that are unemployed or underemployed to become self sufficient. We also assist low-income families in making the transition from public assistance to productive employment so they may become economically and socially independent through the coordination and delivery of existing community services.

**DEPARTMENT/ACTIVITY OBJECTIVES:**  
 To help tenants assess their present careers and achieve self-sufficiency.  
 To increase the number of participants on the program to the maximum feasible.  
 To promote the development of local strategies to coordinate the use of assistance under the Housing Choice Voucher Program.  
 To promote the use of private and public resources to enable participating families to achieve economic independence and self-sufficiency.  
 To assist tenants in obtaining an education.  
 To promote homeownership and self-sufficiency.

<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2020</b>	<b>CERTIFIED FYE2021</b>	<b>CERTIFIED FYE2022</b>	<b>PROPOSED FYE2023 *</b>	<b>PUBLISHED FYE2023</b>	<b>CERTIFIED FYE2023</b>
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0	0	0	0	0	0

\* AT CURRENT FYE22 STAFFING LEVEL

**FYE2023 BUDGET ACTIVITY NARRATIVE**

<b>FUND:</b> 283 Housing Programs	<b>DEPARTMENT:</b> 13 Housing Authority	<b>ACTIVITY:</b> 5455 Down Payment Assistance
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**DEPARTMENT/ACTIVITY DESCRIPTION:**  
 The Waterloo Housing Authority will provide \$50,000 in funding from the Section 8 reserves for the down payment assistance program. The balance of the Section 8 reserves will be kept primarily for the Section 8 program to maintain staff for that program. The purpose of the down payment assistance program is to promote outreach efforts to increase homeownership opportunities for existing homes for first time homebuyers. This program has served over 300 participants.

**DEPARTMENT/ACTIVITY OBJECTIVES:**  
 To provide low- to moderate-income households who are under represented and least likely to purchase a home, the opportunity to apply for the benefit of homeownership within the jurisdiction of the Housing Authority.  
 To fund approximately 10-14 homebuyers for FY21, depending on the Federal Budget.

<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2020</b>	<b>CERTIFIED FYE2021</b>	<b>CERTIFIED FYE2022</b>	<b>PROPOSED FYE2023 *</b>	<b>PUBLISHED FYE2023</b>	<b>CERTIFIED FYE2023</b>
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0	0	0	0	0	0

\* AT CURRENT FYE22 STAFFING LEVEL

**FYE2023 BUDGET ACTIVITY NARRATIVE**

<b>FUND:</b> 283 Housing Programs	<b>DEPARTMENT:</b> 13 Housing Authority	<b>ACTIVITY:</b> 5861 LHAP-Housing Pool
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**DEPARTMENT/ACTIVITY DESCRIPTION:**  
 In an outreach effort to increase homeownership opportunities for non-traditional first time homebuyers, the funds in this activity may be used to construct new homes in areas where it's been determined have a need for affordable new construction. These funds may also be used to make monthly housing assistance payments to landlords under the Housing Choice Voucher Program in the event of a government shutdown.

**DEPARTMENT/ACTIVITY OBJECTIVES:**  
 To provide affordable homes for low income individuals in the city of Waterloo.

<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2020</b>	<b>CERTIFIED FYE2021</b>	<b>CERTIFIED FYE2022</b>	<b>PROPOSED FYE2023 *</b>	<b>PUBLISHED FYE2023</b>	<b>CERTIFIED FYE2023</b>
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0	0	0	0	0	0

\* AT CURRENT FYE22 STAFFING LEVEL

**FYE2023 BUDGET ACTIVITY NARRATIVE**

<b>FUND:</b> 283 Housing Programs	<b>DEPARTMENT:</b> 13 Housing Authority	<b>ACTIVITY:</b> 5456 Emergency Housing Vouchers
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**DEPARTMENT/ACTIVITY DESCRIPTION:**  
 The Emergency Housing Voucher program was funded through the American Rescue Plan in March of 2021. Based on need, the Waterloo Housing Authority was offered these vouchers in May of 2021, and signed an MOU with the Iowa Balance of State Continuum of Care in July of 2021. This program provides rental assistance for up to 15 homeless individuals/families, funding for housing search assistance, security/utility deposit assistance, utility arrears assistance, and the purchase of beds (1 per family member). Vouchers may be re-issued through September 30, 2023 (not to exceed 15 active). Funding will for this program will end September 30, 2035, with any remaining participants being absorbed into the regular Housing Choice Voucher Program.

**DEPARTMENT/ACTIVITY OBJECTIVES:**  
 To accept referrals from Community Housing Initiatives, as recommended by the local Coordinated Entry Program.  
 Issue vouchers, assist with payments for deposits, utility arrears, beds, etc.  
 Lease a total of 15 individuals/families by no later than September 30, 2023.

<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2020</b>	<b>CERTIFIED FYE2021</b>	<b>CERTIFIED FYE2022</b>	<b>PROPOSED FYE2023 *</b>	<b>PUBLISHED FYE2023</b>	<b>CERTIFIED FYE2023</b>
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0	0	0	0	0	0

\* AT CURRENT FYE22 STAFFING LEVEL