



**CEDAR FALLS HOUSING COMMISSION**  
**Library Conference Room (2<sup>nd</sup> Floor)**  
**524 Main Street**  
**Wednesday, October 19, 2022**  
**4:00 p.m.**

**AGENDA**

- 1) Roll Call
- 2) Approval of September 21, 2022 Minutes
- 3) CAPER
  - a. Review CAPER
  - b. Make recommendation to City Council
- 4) FY 2023 City Council Goals Related to Housing:
  - a. Updated on Housing Needs Assessment Process
  - b. Review Staff's summary of the Commission done this year
  - c. Prioritize Goals
  - d. Determine next month's homework assignment
- 5) Program Status Report:
  - a. Housing Choice Voucher (HCV) September Status Report
- 6) Open Forum
- 7 Petitioners and Communications
- 9) Adjournment

**CEDAR FALLS HOUSING COMMISSION**  
**Library Conference Room**  
**Wednesday September 21, 2022**  
**4:00 p.m.**

**MINUTES**

The meeting was called to order by Helen Pearce at 4:01 PM.

**1. Roll Call**

Members Present: Craig Fairbanks, Peggy Larson, Helen Pearce, and Don Timmerman.  
Gary Winterhof is excused.

Staff Present: Karen Howard, AICP, Planning & Community Services Manager, Michelle Pezley, Planner III, Brian Schoon, AICP Director of Iowa Northland Regional Council of Governments (INRCOG)

**2. Approval of July 12, 2022 minutes**

Timmerman made the motion to approve July 12, 2022 minutes seconded by Larson. All said aye.

**3. Service Agencies**

The Housing Commission invited the service agencies to come to the Housing Commission to speak about their program that they are requesting CDBG funds. Pezley stated that the City is only allowed to use 15% of the entitlement grant for Service Agencies. The city received five (5) responses for the Request for Proposals that staff sent. Staff recommends two options for the Housing Commission to review. Option 1 is to fund only three agencies their full requested amount or fund all 5 equally at \$5,800.

Pathways, Salvation Army, North Iowa Food Bank, EPI (Exceptional Persons, Inc), and House of Hope had representatives that provided background on their program and what the funds will be used for.

Timmerman made the motion to approve the option to fund all five agencies equally and Fairbanks seconded the motion. All said aye.

**4. 2022 Payment Standards for the Section 8 Housing Choice Voucher Program**

Howard stated that the rent allotments are based on Waterloo/Cedar Falls market rates. Staff finds that the rentals in Cedar Falls are higher than Waterloo, so staff is recommending higher maximums for the Housing Choice Voucher. Pearce asked where the fair market information comes from. Howard answered from HUD and also from sampling of the rents in the City.

Fairbanks motioned to make a recommendation of approval to City Council. Seconded by Larson. All said aye.

**5. FY 2023 City Council Goals Related to Housing:**

**a. Update on Housing Needs Assessment Process:**

**b. Review goals and propose what to work on next.**

Schoon provided an update on the Housing Needs Assessment (HNA). Phillips is collecting data on housing types in Cedar Falls. Once the draft is done, the task force will review the document before moving forward to City Council.

Howard let the Commission know that the next meeting agenda packet will be a memo addressing what work the Housing Commission has done addressing the City Council goals.

**6. Open Forum**

none

**7. Petitioners and Communications**

None.

**8. Adjournment**

Timmerman made the motion to adjourn the meeting seconded by Fairbanks. All said aye.  
Pearce closed the meeting at 5:06 p.m.

Respectfully submitted,

Michelle Pezley, Planner III



## DEPARTMENT OF COMMUNITY DEVELOPMENT

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### MEMORANDUM

#### *Planning & Community Services Division*

**TO:** Housing Commission  
**FROM:** Michelle Pezley, Planner III  
**DATE:** October 12, 2022  
**SUBJECT:** Housing Commission Update: Housing Goals from the FY2023 City Council Goals as directed from the Racial Equity Task Force Report and Recommendations

The Housing Commission has been tasked with reviewing and working on the City of Cedar Falls Racial Equity Task Force Report and Recommendations and the Housing Goals that the City Council adopted from that report. The following is a summary of what the Housing Commission has reviewed since assigned the task.

#### City Council Goal 3.C.6.f.

The Housing Commission reviewed the goals and found many of the goals would benefit from a Housing Needs Assessment (HNA) such 3.C.6.a(4) and 3.C.6.d. The HNA started with the partnership with Cedar Falls Economic Development Corporation. Cedar Falls Economic Development Corporation contracted with the Iowa Northern Regional Council of Governments (INRCOG) to conduct the HNA. INRCOG has provided an update on the HNA to the Housing Commission at each meeting. The Housing Commission Chair is part of the Steering Committee and many of the Commissioners have attended a focus group session. The Housing Commission is looking forward to the results of the HNA.

#### City Council Goal. 3.C.6.g.

As part of the informational resources the City may provide residences, the Commission reviewed the City's Community Development Block Grant website and provided comments on how to improve the website.

Staff recommends that Housing Commission should review the goals again to determine the priority of goals to continue to show progress.

**HOUSING CHOICE VOUCHER PROGRAM IN SEPTEMBER**

|                                |     |                                      |           |
|--------------------------------|-----|--------------------------------------|-----------|
| <b>Waiting List</b>            | 617 | <b>Rent Subsidies (HAP payments)</b> | \$92,848  |
| <b>New Applications Taken</b>  | 48  | <b>Utility Payments</b>              | \$ 1,088  |
| <b>Units under Contract</b>    | 191 | <b>Admin Fees</b>                    | \$ 15,247 |
| <b>Initial Vouchers Issued</b> | 1   |                                      |           |
| <b>Current Open Vouchers</b>   | 7   | <b>Lease Up Goal</b>                 | 220       |
| <b>New Admissions</b>          | 3   |                                      |           |

**Ongoing**

- All active files have been scanned. Continuing to scan in terminated files.
- Added new landlords
- Continuing to issue new vouchers/pulling from waitlist

**ADD A DOLLAR REPORT**

There were 11 applications received for utility assistance in September totaling \$4,934.33.  
There was a balance of \$43,720.96 as of September 30, 2022