

Regular Meeting Agenda
Housing & Redevelopment Authority of Clay County, Minnesota
9:30 a.m. Regular Meeting
Tuesday, November 16, 2021
HRA Offices
116 Center Ave E,
Dilworth, MN 56529

The public may participate remotely along with Commissioner Les Bakke at 1021 W. Camino Sagasta, Green Valley, AZ 85622

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|-----|--|---------------------|-------|
| 1. | Roll Call | <i>(9:30 a.m.)</i> | _____ |
| 2. | Agenda | <i>(9:30 a.m.)</i> | _____ |
| 3. | Minutes from October Regular Meeting | <i>(9:35 a.m.)</i> | _____ |
| 4. | Citizens to be Heard | <i>(9:40 a.m.)</i> | _____ |
| 5. | PUBLIC HEARING- 2022 Annual Plan & Proposed Changes to HCV Administrative Plan | <i>(9:40 a.m.)</i> | _____ |
| 6. | Treasurer's Report | <i>(9:45 a.m.)</i> | _____ |
| 7. | Project Overviews and Updates | <i>(9:50 a.m.)</i> | _____ |
| 8. | Approval of 2022 Annual Plan & Certifications | <i>(10:05 a.m.)</i> | _____ |
| 9. | Approval of Changes to Administrative Plan | <i>(10:20 a.m.)</i> | _____ |
| 10. | Approval to open HCV waiting list to additional Preference categories. | <i>(10:25 a.m.)</i> | _____ |
| 11. | Other | <i>(10:30 a.m.)</i> | _____ |
| | a. Space & Staffing | | |
| | b. Update on office hours & Covid-19 impacts | | |
| | c. Other | | |
| 12. | Adjourn Meeting | <i>(10:35 a.m.)</i> | _____ |

PUBLIC HEARING RE: 2022 STREAMLINED ANNUAL PLAN FOR HCV ONLY AGENCIES & CHANGES TO HCV ADMINISTRATIVE PLAN

On September 29, 2021, the HRA published a Notice of Public Hearing regarding the 2022 Streamlined Annual Plan for HCV Only Agencies and changes to the Administrative Plan.

To date, the HRA has received no public comments regarding the plan or proposed changes. The proposed 2022 Streamline Annual Plan is attached for your review.

Below is a summary of the proposed changes to the HCV Administrative Plan:

CHAPTER 3: ELIGIBILITY

The proposed change added section 3-II.F. EIV SYSTEM SEARCHES which includes Existing Tenant Search, Debts Owed to PHA's Terminations and Income and IVT Reports subsections. The proposed policy change provided language as to when these reports are pulled, and the policy does match current procedures for running these reports.

CHAPTER 4: APPLICATIONS, WAITING LIST AND TENANT SELECTION

The proposed PHA Policy change is to add the Emergency Housing Vouchers to the targeted funding.

The other proposed PHA policy change is to the Local Preferences:

- Add Moorhead Public Housing's formerly public housing units to the twelve-point preference
- Take off the Tenant Education Program from the preferences
- Change the two-point preference to state at the beginning:

The PHA will offer a two (2) point preference to households who reside in Clay County, Minnesota, this includes those who work or have been offered work in Clay County, Minnesota. This residency preference will not have the purpose or effect of delaying or otherwise denying admission to the program based on the race, color, ethnic origin, gender, religion, disability, or age of any member of an applicant family in addition to the residency preference households must meet one of the following additional preferences:

CHAPTER 5: BRIEFINGS AND VOUCHER ISSUANCE

The Proposed policy change allows us to do remote briefings over the phone, via video conferencing, or through other virtual platforms.

CHAPTER 8: INSPECTIONS AND RENT REASONABLENESS

The proposed change added a section on Remote Video Inspections under PART II: THE INSPECTION PROCESS. The proposed PHA policy is that we will not do remote HQS inspections.

CHAPTER 16: PROGRAM ADMINISTRATION

The proposed change added sections on Remote Informal Reviews, Conducting Informal Reviews, Remote Informal Hearings, Conducting Informal Hearings, and Ensuring Accessibility for Persons with Disabilities and LEP Individuals. The proposed PHA policy is that we will not do informal reviews or informal Hearings at this time.

Housing and Redevelopment Authority of Clay County
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CHAPTER 17: PROJECT-BASED VOUCHERS

The proposed change added the required language on what the advertisement will state and that participation in the PBV program requires compliance with Fair Housing and Equal Opportunity (FHEO) requirements under the PHA policy for Solicitation and Selection of PBV Proposals

CHAPTER 19: SPECIAL PURPOSE VOUCHERS

The proposed change is to add this chapter to the Administrative Plan. This chapter discusses the administration of the Foster Youth to Independence program (FYI), the Veterans Affairs Supportive Housing program (VASH), and the Mainstream program all of which are programs that we are currently administering. It also outlines how Family Unification Program or Non-Elderly Disabled vouchers would be administered by Clay County HRA if we were awarded these vouchers in the future. The proposed PHA Policy is to approve the chapter.

TEMPORARY POLICY SUPPLEMENT: EMERGENCY HOUSING VOUCHERS

The proposed change is to add this policy supplement to the Administrative Plan. This supplement discusses the administration of the Emergency Housing Vouchers that were awarded to us on July 1, 2021. The proposed PHA policy is to approve the supplement.

Detailed changes will be available for review at the November meeting.

The Resident Advisory Board met regarding the plan and proposed changes on November 9, 2021. Residents were supportive of the plan and had no comments.

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Item #6.

TREASURER'S REPORT

Attached are the September financials. As discussed at previous board meetings, all projects except Houge, Boyer, and Housing Stabilization Services are performing well at this time.

PROJECT UPDATES

Houge Estates

Houge Estates is a 60-unit apartment building located in Dilworth. All units are one-bedrooms (about 650 sq. ft.), and residents must have a disabling condition or be age 62 or older to reside there. Residents pay 30% of their income towards their rent and utilities. The remainder of the rent is subsidized by HUD through a Housing Assistance Payment (HAP) contract with HUD.

It was built in 1981 and is owned by the Elderly Housing Corporation of Clay County (EHC), a 501(c)(3) non-profit. The non-profit was created by the HRA to develop this project. The HRA has managed the EHC and Houge Estates since their inceptions.

The HRA offices were located at Houge Estates from 1981 until the early 1990s. From 2002 until 2015 assisted living services were available in the building through a third-party provider. The provider continuously lost money providing services in the building and had to withdraw. We could not find any other providers willing to replace them.

The building received a minor renovation in 2013 (primarily windows and kitchens) which was funded with a deferred loan from the Minnesota Housing Finance Agency through the Rental Rehabilitation Deferred Loan program.

Over the years, the composition of the building has shifted from primarily elderly to primarily younger disabled individuals.

As of November 1, there were seven vacant units. There are three additional move-out notices for the end of November. Two full applications are being processed, and at the end of October, 20 additional people were notified that they are at the top of the waiting list. There are eighty households on the waiting list. The waiting list is currently open.

The Houge Estates Service Coordinator and a Homeless Programs Assistant are housed at this location.

Agassiz Apartments

Agassiz Apartments is a 12-unit apartment building located in Ulen. Eleven of the units are one-bedrooms (about 650 sq. ft.) and one is a 2-bedroom, and residents must have a disabling condition or be age 62 or older to reside there. Residents pay 30% of their income towards their rent and utilities. The remainder of the rent is subsidized by HUD through a Housing Assistance Payment (HAP) contract with HUD.

It was built in 1978 with a loan subsidized through USDA Rural Development. It is owned and operated by the HRA. The building received a minor renovation in 2013 (primarily

windows and kitchens) which was funded with a deferred loan from the Minnesota Housing Finance Agency through the Rental Rehabilitation Deferred Loan program.

Over the years, the composition of the building has shifted from primarily elderly to about half elderly and half disabled. The building was inspected by HUD REAC on November 9. It received a score of .

As of November 1, there are no vacant units. There are forty-six applicants on the waiting list.

Clay County Affordable Housing LLC

The Clay County Affordable Housing units are in Dilworth, Ulen, and Hawley. They are composed of twelve duplexes located in neighborhood settings. The Dilworth and Ulen units were constructed in 1979 as Public Housing. The Hawley units were constructed in 1981 as Public Housing. Twenty-one units are 3-bedrooms and three are four-bedrooms.

They were operated by the HRA as Public Housing units until January 1, 2019, when the HRA “disposed” of its Public Housing units by “selling” them to the CCAH LLC, which is a non-profit LLC with the HRA as its sole member. The HRA opted to reposition its public housing and receive replacement Housing Choice Vouchers for the units. Maintaining the units as public housing was not financially viable. The HRA then transferred its public housing PROGRAM to the Moorhead Public Housing Agency on July 1, 2020. This was essentially the transfer of future funding streams from HUD since there was no property remaining. The HRA is in the process of closing out its public housing program with HUD now that all activities have been audited.

There is no outstanding debt on these buildings.

As of November 1, there are two vacant units in Hawley. There is no specific subsidy tied to these units. The openings are being advertised. Residents of these units receive a preference for a Housing Choice Voucher if they are eligible for a 3- or 4-bedroom voucher.

Boyer Apartments

The HRA purchased Boyer Apartments in 2006. The HRA received over \$100,000 in funding from the local adult mental health initiative to assist with the initial purchase and operations. Boyer Apartments are in south Moorhead and are two adjacent 4-plexes which were built in 1975 and 1976. One building consists of all 2-bedrooms and the other has 3 2-bedrooms and one 1-bedroom unit. The buildings were rehabilitated in 2008 with HOME funding. There is no outstanding debt on these buildings (except internally).

As of November 1, there are no vacant units. There are twenty-eight households on the waiting list. There is no specific subsidy tied to these units. Residents of Boyer

Apartments receive a preference for a Housing Choice Voucher if their family size fits the available unit.

Fieldcrest Townhomes

In January 2017, the HRA purchased Fieldcrest Townhomes when it exercised a Right of First Refusal when the prior owner decided to sell the development. It was in poor condition. The HRA paid \$2 million for the 40-unit townhome development in south Moorhead. There are 20 2-bedroom and 20 3-bedroom units. There are twenty detached garages as well.

Residents pay 30% of their income towards their rent and utilities. The remainder of the rent is subsidized by HUD through a Housing Assistance Payment (HAP) contract with HUD. This contract dated back to 1980 when the building was initially constructed. The rents were suppressed, and there was significant deferred maintenance on the property. The contract expired in December 2020 and rents were raised to market levels.

Fieldcrest has been approved for \$1M in funding through the FHLB of Des Moines and over \$7M from Minnesota Housing. We anticipate a January closing. At the time of closing, the HRA will "sell" the development to the Fieldcrest Townhomes LLC. The LLC is a non-profit LLC with the HRA as its sole member. The sales price will pay off the existing mortgage and specials. The HRA also will receive 50% of its developer fee at that time.

The bid opening occurred on July 29 and three competitive bids were received. Kue Contracting has been selected as the low bidder. There is sufficient available funding to proceed without adding garages or replacing all water heaters. If contingency funds remain at the end of construction, we may be able to add back some of the garages.

The City of Moorhead previously recommended \$110,000 in funding for sidewalk repairs and Wi-Fi installation at the development using CDBG funding. They have reduced the amount due to insufficient repayment of funds. The sidewalk repairs were included in the bids received. We will request to shift the funds to other eligible needs. We hope that closing and the construction start will be in January 2022. The funding information will be submitted to the Mortgage Credit team at Minnesota Housing on November 10. Closing should occur 60-120 days from that that date.

As of November 1, there are eight vacant units (four 2-bedrooms and four 3-bedrooms) which will be kept vacant during construction. There are ninety-seven households on the waiting list which is now closed.

Gateway Gardens

Gateway Gardens is a 24-unit permanent supportive housing apartment building in Moorhead. The HRA constructed the building in 2010 using Minnesota Housing financing. The funding is in the form of deferred loans that will be forgiven in part after 20 years and completely after 30 years of operations. The front desk is staffed 24/7.

Rent and services are subsidized primarily through the Housing Supports program. There also are five project-based Housing Choice Vouchers attached to units. We are a subgrantee of CAPLP for a DHS HSASMI (Housing Supports for Adults with Serious Mental Illness) grant that helps fund the front desk costs.

CCRI and GSSC, a private security company, each provide 12 hours of staffing per day. CCRI case management staff is transitioning to Housing Stabilization Services through Medical Assistance.

As of November 1, there is one vacant unit and one pending eviction proceeding. The vacancies will be filled through the coordinated entry system.

Prairie Horizons Townhomes

Prairie Horizons Townhomes had one unit damaged by a tenant-caused fire at the end of July. HRA staff are working with the new property insurance provider HAI, Housing Authority Insurance, to see that repairs are made as quickly as possible. The unit will be gutted to the studs. The total cost is approximately \$200,000. This will be the largest claim in the 46-year history of the HRA. We have been notified by the contractor that due to shipping delays, it may be up to 6 months before the unit is finished.

Prairie Horizons Townhomes are eight townhome permanent supportive housing units for families located in south Moorhead, across from Fieldcrest Townhomes. The HRA constructed the development in 2012 using Minnesota Housing financing. The funding is in the form of deferred loans that will be forgiven in part after 20 years. There is a small portion (\$337,076) that is deferred for 30 years at 0% interest that must be repaid. The HRA owns and manages these eight units (5 2-bedrooms, 2 3-bedrooms, and 1 4-bedroom). The rents in these units are subsidized with project-based Housing Choice Vouchers. Services are provided through the HRA Cares grant. They are sometimes referred to as East Prairie Horizons Townhomes or EPHT.

These units are adjacent to another 8-unit town home permanent supportive housing development, which are confusingly also called Prairie Horizons Townhomes or Eastern Townhomes – south units. There are four one-bedroom and four two-bedroom units. The HRA owns 0.01% as a Special Limited Partner in the Eastern Townhomes LLC. The HRA provided a \$330,000 deferred loan when the project was constructed in 2006. It bears 5% interest and is due in 2036.

There are an additional thirty units in this development located in north Moorhead. The HRA has project-based 8 Housing Choice Vouchers in the 8 south units and an additional eight in the 30 north units. Support services are funded through the HRA Cares program.

An HRA staff person is officed at the site. She and a full-time CCRI employee provide supports to both Prairie Horizons Townhomes developments and other HRA Cares scattered-site participants. Both support services providers also have been providing DHS Housing Stabilization Services to the participants.

As of November 1, there are no vacant units other than the fire damaged unit. We have received a move-out notice for the end of December. There is one vacant 3-bedroom in the Easten units which is in the process of being filled.

Housing Choice Vouchers

The HRA has administered a form of the current Housing Choice Voucher program since 1976. It is also known as Section 8. Tenants rent in the private market and pay at least 30% of their income towards rent and utilities. The HRA determines Payment Standards (rent limits) and utility allowances each year. HUD provides a fixed amount of funding based upon the federal budget approved by Congress each year. The HRA may lease up to its baseline number of units but not more than that number each year. The HRA has received insufficient funding to lease all its vouchers since 2012.

This program has more than doubled in size since 2017. In June 2017, the HRA had 360 vouchers and on July 1, 2021, it has 742 vouchers. The reason for the increase is as follows: 1) In July 2017, the Moorhead Public Housing Agency transferred its 95-unit program to the HRA; 2) from 2018-2021 the HRA was awarded 177 Mainstream vouchers; 3) in 2019 the HRA received 24 vouchers due to the repositioning of its Public Housing; 4) in 2018 the HRA received 15 VASH vouchers and in 2021 25 VASH vouchers; 5) in 2020 the HRA received 3 (all have now been rescinded) and in 2021 1 Foster Youth to Independence vouchers; and 6) on July 1, the HRA received 15 Emergency Housing Vouchers and 30 vouchers due to Moorhead PHAs repositioning of 30 of its Public Housing units.

The EHV program was funded through the American Rescue Plan Act. The EHV's come with higher administrative fees and service funding. They are targeted at those fleeing domestic violence, homeless, at risk of homeless, and recently homeless households.

As of November 1, 2021, there are a total of 676 households of a possible 742 leased from the HRA Housing Choice Voucher program. We are working with eleven additional households from other housing authorities. We have 550 vouchers under our main HCV HUD contract; 177 under our Mainstream HCV contract; and fifteen under our HCV Emergency Housing Voucher (EHV) contract.

Of the 550 vouchers under our main contract, 502 vouchers are leased: 431 of 455 regular vouchers; forty-eight out of 50 Tenant Protection Vouchers; 0 of 1 FYI vouchers; and 23 of 40 VASH vouchers. We have issued four regular vouchers; one tenant protection vouchers; and 8 VASH vouchers. Five of the VASH vouchers are referrals from the Bemidji area. We are working with seven additional households to issue a regular voucher, five to issue a VASH voucher, and one to issue a tenant protection voucher.

160 out of 177 Mainstream vouchers are under lease. We have issued 15 Mainstream vouchers and are working with twelve additional households.

14 of 15 EHV vouchers are under lease and one additional voucher has been issued.

We have thirty-six individuals enrolled in our Family Self-Sufficiency program. We have had 44 FSS participants in the past 12 months. Staff is working with additional households to enroll them in the program. We can serve up to fifty households on the FSS program under our current Action Plan.

There are twenty households remaining on our waiting list that have not been contacted to issue a voucher. We will contact the remaining twenty before the end of the year.

HRA Cares

HRA Cares is a HUD-funded Continuum of Care program. It is for individuals and families who are literally homeless and have a family member with a disabling condition. There are no time limits on the rental assistance or supportive services. We provide supports at the two Prairie Horizons Townhomes developments and in forty-eight scattered-site units. HRA Cares also provides rental assistance in the forty-eight scattered-site units. We are authorized to serve sixty-four households with these funds. The HRA administers the rental assistance and administers the program. We contract with CCRI for one additional full-time case manager. HRA staff also supervise and provide support services.

We are currently serving fifty-four households. Of the 54, 14 are at Prairie Horizons Townhomes; one is at Bright Sky Apartments; and thirty-nine are in scattered-site units in Clay, Otter Tail, and Douglas Counties, MN, and in Fargo, ND. There are 31 singles and twenty-three families being served. Eleven households are searching for units.

We only are accepting applications through the Coordinated Access, Referral, Entry and Stabilization System (CARES). Those with the highest priority who meet the eligibility criteria will be accepted.

Homeless to Housed Rental Assistance

Homeless to Housed is a Minnesota-funded rental assistance program for high priority homeless families, youth, and singles across the counties of Clay, Douglas, Grant, Pope, Stevens, Traverse, and Wilkin. It is a time-limited program for households experiencing homelessness who are unable to immediately receive a Housing Choice Voucher. It operates similarly to the HCV program.

The grant was initially funded in 2008 to serve forty-five households. It has been renewed every 2 years since that time. Our current grant is to serve sixty-two households through September 30, 2023.

We are serving sixty of our authorized sixty-two households. Six more households are searching for a unit. There are nineteen singles and forty-one families currently being served. The grant targets families and youth-headed households. Leased households are from Clay, Traverse, Grant, and Douglas Counties. One family no longer needed a subsidy in October, and one transferred to a Housing Choice Voucher.

The coordinated entry system shifted its priority during the Covid-19 emergency to households residing outside or in shelters.

Homework Starts with Home

Homework Starts with Home is a relatively new program offered by Minnesota Housing. In 2014, the HRA was one of three initial pilot locations for a rental assistance program that focused on families with school age children. We participated in the pilot until it ended in 2018. At the end of the pilot, Minnesota developed Homework Starts with Home. The HSWH program was based primarily upon the pilot operated by the HRA.

The HRA was funded in each of the two rounds of competitive funding. Throughout this time, the HRA has been the lead agency in a partnership all working towards ending child homelessness. The initial pilot partners were Churches United for the Homeless, Moorhead Public Schools, and Lakes & Prairies Community Action Partnership (CAPLP). We now have forty-five partner agencies including fourteen school districts across seven counties.

Due to the considerable progress the HRA and its partner agencies have made in ending family and youth homelessness in the region, the partnership decided not to apply for Round 3 funding.

There has been a slight increase in the number of households identified since the school year began.

The current grant term runs from 8/1/2020-9/30/2023. We are anticipated to serve a total of seventy-two households during that time. We have served a total of sixty-one households thus far. Seventeen of these also were served under the first grant.

As of November 1, 38 households are leased; and thirteen households are searching for units. Fourteen new referrals have been received. These are primarily from Clay County. Current households are from Clay, Douglas, Wadena, and Otter Tail Counties.

Housing Supports (formerly GRH) in Scattered-Site Units

Housing Supports is a Minnesota-funded program operated through the Department of Human Services. It provides room and board payments (which we refer to as Rate 1) and supplemental services payments (which we refer to as Rate 2). Rate 1 pays for rent, utilities, telephones, transportation, and all basic needs items. Rate 2 pays for supportive services. We have a contract with Clay County Social Services to provide this program. We began providing it when we opened Gateway Gardens in 2010. Nineteen of the twenty-four units in the building use this funding source.

In 2016, we added a community option and started subcontracting for service provision with several area non-profit partners. The HRA does all program administration,

administers all Rate 1, and provides some of the Rate 2 services. It is an extremely complex program to administer.

As of November 1, a total of 135 households are being served by the Housing Supports program in Clay County. There are 120 households leased in the scattered-site Housing Supports program – 9 with the HRA; 25 with CAPLP; 7 with the Presentation Partners in Housing; 10 with LMHC; 12 with Churches United; 9 with Metro Behavioral Health; 6 with the Lotus Center; and 37 with Summit Guidance. In addition, CCRl serves 15 Housing Supports clients at Gateway Gardens and 5 in scattered-site locations. 12 additional households are searching for units.

Minnesota DHS Community Living Infrastructure Grant

The Community Living Infrastructure Grant was a new grant program that began in 2018. Clay County is the grant recipient and the HRA is the project manager and provides the Housing Resource Specialist. The funds were allocated to help communities build up the necessary infrastructure so that individuals with disabilities can live fully integrated into the communities of their choice. The grant funds outreach workers, housing resource specialists, and administration. The original grant covered all ten counties in West Central Minnesota and the three Community Action Programs serving the counties who each performed outreach. Mahube-Otwa has chosen to remain a partner but not be a sub-recipient for the grant that began 7/1/2021.

The HRA now has a 1.0 FTE Housing Resource Specialist and a 0.05 project manager. There are 2 FTE outreach workers funded and employed by the CAP agencies. CAPLP (1.15 FTE) and WCMCA (.85 FTE) have hired dedicated outreach workers. The new grant also includes a full-time eligibility worker for Clay County Social Services.

Staff has been working diligently on property owner engagement strategies.

Minnesota DHS Housing Stabilization Services

Housing Stabilization Services are a new Medicaid benefit available in Minnesota. It became available July 1, 2020. The HRA was the second agency in West Central Minnesota to become an approved provider. The HRA was approved to provide Housing Stabilization Services – both Housing Consultation and Transition & Sustaining Services effective July 2020. Four staff are currently trained on one or more Housing Stabilization Services roles.

Staff began Housing Consultations in 2020. Staff completed thirteen consults in October. We have begun billing for transition and sustaining services. We have seventeen current approved clients for these services.

Due to staff transitions and an inability to recoup our costs, we will only be doing on-going consultations and will not accept any additional HSS Transition & Sustaining Services participants. The participant eligibility/billing approval has been an extremely slow process state-wide. Challenges continue to be worked on with the state. The HRA

has invested over \$85,000 in non-reimbursable costs in establishing this program but needs to pause until the financial issues are resolved.

Through the GROWTH program, staff is leading a region-wide group aimed at getting this program to work for those who need it throughout our region.

Owner-Occupied Rehab Program

The HRA has operated and operates several distinct programs under the Owner-Occupied Rehab umbrella. The largest program is the Minnesota Department of Employment and Economic Development (DEED) Small Cities Development Program (SCDP). Funds used for this program are federal HUD Community Development Block Grant (CDBG) that are allocated to the state for Greater Minnesota. DEED then holds annual competitive application rounds to award these funds to non-entitlement communities.

The HRA first started administering CDBG funds in 1974 or 1975. The agency stopped the program in the early 1990's due to local political challenges. The HRA once again started administering the program through DEED SCDP in 2008. Only cities and counties may apply for the funding. The HRA serves as the administrator. Clay County was the applicant for the 2008, 2010, and 2012 funding rounds. The City of Barnesville was the applicant in 2014, the City of Sabin in 2016, and the City of Dilworth in 2021. The HRA has utilized HRA Tax Levy funds in 2010, 2014, 2019, and 2020 to leverage these rehabilitation resources. Clay County allocated \$80,000 in ARPA funds for this purpose.

All these loans have been deferred. Some have been forgiven after 10-15 years while others remain repayable. Each application has different terms.

Sabin

DEED awarded the City of Sabin SCDP funds to rehabilitate ten homes. Eight projects are complete; and two are just waiting for windows to arrive. We were on-track to complete the work and close out the grant by the end of September but needed an extension due to delays in window delivery. DEED has performed a project monitoring of the grant. There was one finding due to the funds being repayable to the HRA instead of the City of Sabin. If we would have changed the language to the payment to the HRA "on behalf of the City of Sabin," we would not have had the issue. We do not need to correct these loan documents but will change the language for future grants.

Dilworth

The HRA staff applied for funding on behalf of the City of Dilworth for 2021 CDBG funding to DEED through the Small Cities Development Program. We received letters of interest from sixty-seven homeowners and nine commercial properties. We applied for \$922,000 on behalf of Dilworth to rehabilitate twenty-one owner-occupied homes and seven businesses and were awarded the full amount requested in August. The environmental review process is complete, and staff has sent out applications to those home and business owners who expressed interest. Applications are due in December.

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RLP (Minnesota Housing Rehabilitation Loan Program)

The Minnesota Housing Rehabilitation Loan Program is funded by the state. Funds are appropriated during each budget cycle. Local administrators work with homeowners to receive funding to rehabilitate their homes. Homeowners must be extremely or very low income to qualify for these funds. These funds can be used in conjunction with DEED SCDP and USDA HPG funds. The loan limit is \$37,500 per project. The funding is in the form of deferred loans that are forgiven after 15 years if the household continues to reside in the home.

The HRA administered the RLP program in the 1980's and early 1990's. It applied to be an administrator and started administering the funds again in 2012.

Seven applications are being processed, but people are not following through at this time.

STREAMLINED ANNUAL PHA PLAN AND CERTIFICATIONS OF COMPLIANCE

Attached is the proposed 2022 Streamlined Annual Plan for HCV Only PHAs. The Clay County HRA has been exempt from the Annual Plan submission process under the small agency exemption due to having fewer than 550 units. The HRA now administers 742 HCVs so must comply with the Annual PHA Plan requirements.

Pages 3 & 4 of the Annual Plan discuss our agency goals as included in our 2020-2024 5-Year PHA Plan and the progress we have made to date.

One of the Annual Plan requirements is that the Board approve HUD-50077-ST-HCV-HP, Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations including PHA Plan Elements that Have Changed. It is attached for your review and approval.

Action needed: *Approval of 2022 Annual Plan and Certifications.*

APPROVAL OF PROPOSED CHANGES TO THE HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN

The proposed changes are detailed above in Item #5. for the Public Hearing regarding these proposed changes.

Action needed: *Approval of proposed changes to the Housing Choice Voucher Administrative Plan after incorporating in feedback from the public hearing.*

APPROVAL OF OPENING ADDITIONAL PREFERENCES FOR THE HOUSING CHOICE VOUCHER WAITING LIST

The Housing Choice Voucher Waiting List is currently open to the following preference households:

- Households who are been terminated by the HRA from its HCV program due to insufficient program funding (*no one has ever been terminated for this reason so there are no eligible applicants.*)
- Households who live in Clay County HRA-owned or managed unsubsidized units or a former public housing unit through Moorhead Public Housing Agency (*by referral only*).
- Households whose head of household or spouse is 75 years of age or older.
- Households who are Clay County residents who are currently receiving time limited rental assistance (i.e., transitional housing) but will be terminated within 6 months due to reaching the time limit (*by referral only*).
- Households who are currently participating in a permanent supportive housing program in Clay County who, based upon a standardized assessment, are determined to no longer require permanent supportive housing (*by referral only*).
- Households who have participated in an HRA rental assistance program and been terminated by the HRA in the past two years due to an increase in earned income.
- Households applying to buildings with project-based vouchers;
- Youth ages 18-24 who are referred by Clay County Social Services for a Foster Youth Initiative voucher.

All the open preference categories have an extremely limited number of eligible applicants. All applicants on the current Housing Choice Voucher waiting list will be contacted before the end of December.

Staff proposes confirming the above preferences remain open and opening the Housing Choice Voucher waiting list to additional preference households. Both groups will need to meet the 2-point residency preference as well as the following:

- Households whose head of household or spouse is 50 years of age or older. This preference category is proposed to open on January 3, 2022; and
- Households who contain a disabled family member. This preference category is proposed to open February 1, 2022.

The number of waiting list applicants would be assessed in March 2022 to determine if additional preference categories should be opened (i.e., households with minor children, experiencing homelessness, and/or experiencing domestic violence who do not meet another open preference category.)

Action needed: *Approval of opening the Housing Choice Voucher waiting list to preference households as described above.*

OTHER

SPACE AND STAFFING

The HRA completed the move of the 8-person Rental Assistance team to the Family Service Center on November 1. Two staff who were officed at Gateway Gardens have returned to the main office. The three staff who were officed in the hallway and conference room have moved into offices. There are ten people at the main office, eight people at the Family Service Center, one staff person at the Prairie Horizons Townhomes office, and two staff at Houge Estates. There also are five maintenance staff without a fixed office.

Paul Green began on October 18, and Mohammed Shaheen Azizi on November 1. Both are Rental Assistance Specialists/Inspectors. On January 1, 2022, Jill Cossette will be promoted from Finance Specialist to Administrative Manager. We anticipate a staff retirement in Spring 2022 and will begin advertising in December or January for a full-time replacement to this part-time position.

COVID-19

Covid-19 is once again directly impacting the office. A fully vaccinated staff person is out with covid, and a staff member is out caring for a child with covid. Both are working remotely as they are able.

OFFICE HOURS

Staff is monitoring the traffic and telephone call volume and changes due to the office space changes. The Family Service Center hours have been expanded to Monday-Friday 8-4:30 by appointment and walk-ins Tuesdays from noon-5 p.m.; Wednesdays from 10 a.m.-2 p.m.; and Thursdays from 7 a.m.-1 p.m. The main office will have the same appointment only hours and have walk-in hours from 10 a.m.-2 p.m. every Wednesdays; 12-4:30 p.m. the first Monday of the month; and 8 a.m.-4:30 p.m. the first Tuesday, Wednesday, and Thursday of the month.