



Regular Meeting Agenda
Housing & Redevelopment Authority of Clay County, Minnesota
9:30 a.m. Regular Meeting
Tuesday, April 25, 2023
HRA Office
116 Center Ave E
Dilworth, MN 565629

The public may participate remotely along with Commissioner Les Bakke at 771 W. Moorwood St, Green Valley, AZ

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|-----|--|--------------|-------|
| 1. | Roll Call | (9:30 a.m.) | _____ |
| 2. | Agenda | (9:30 a.m.) | _____ |
| 3. | Minutes from March Regular Meeting | (9:35 a.m.) | _____ |
| 4. | Citizens to be Heard | (9:40 a.m.) | _____ |
| 5. | Treasurer's Report | (9:40 a.m.) | _____ |
| 6. | Project Overviews and Updates | (9:45 a.m.) | _____ |
| 7. | 2024 HRA Tax Levy | (10:00 a.m.) | _____ |
| 8. | Procurement of Wi-Fi at Fieldcrest Townhomes | (10:15 a.m.) | _____ |
| 9. | HRA/MPHA update | (10:20 a.m.) | _____ |
| 10. | Other | (10:30 a.m.) | _____ |
| | a. Staffing | | |
| | b. Other | | |
| 11. | Adjourn Meeting | (10:35 a.m.) | _____ |



HOUSING & REDEVELOPMENT AUTHORITY OF CLAY COUNTY
Regular Meeting of March 21, 2023

MEMBERS PRESENT:

Tia Braseth, Cecil Johnson and Kim Schlotfeldt in person, and Les Bakke via Zoom.

MEMBERS ABSENT:

Anthony Dillard

STAFF PRESENT:

Dara Lee, Dawn Bacon and Jill Cossette.

OTHERS PRESENT:

NA

9:31 A.M. REGULAR MEETING CALLED TO ORDER:

AGENDA:

A motion was made by Commissioner Dillard to approve the agenda. Commissioner Johnson seconded the motion and it carried unanimously.

MINUTES FROM FEBRUARY 21, 2023, REGULAR MEETING:

A motion was made by Commissioner Johnson to approve the February 21, 2023, regular minutes. Commissioner Schlotfeldt seconded the motion and it carried unanimously.

CITIZENS TO BE HEARD:

None

TREASURER'S REPORT:

The completed budget reviews through December were available (General is outstanding).

Director Lee reviewed the December financials in depth.

Commissioner Johnson made a motion to accept and file the Treasurer's Report. The motion was seconded by Commissioner Bakke and carried unanimously.

PROJECT UPDATES

Director Lee provided project updates.

Houge Estates

As of March 1, there are 8 vacant units and one lease termination for March 31. Five applicants are being processed for eligibility. Twenty individuals have been sent letters to determine their interest. There are 63 households on the waiting list. The waiting list is currently open.

The Houge Estates Service Coordinator is housed at this location.

Agassiz Apartments

As of March 1, there are no vacancies. There are 10 applicants on the waiting list which closed 2/1/22. Agassiz needs a new roof. Funding sources are being explored.

Clay County Affordable Housing LLC/Boyer Apartments

As of March 1, there are 9 vacant units. Almost all the openings are due to evictions and lease terminations for non-payment of rent. One of the Moorhead units is vacant due to a transfer. One person has submitted a move-out notice for the end of May.

There are three vacant units in Ulen; four in Hawley; one in Dilworth; and one in Moorhead. We have never had this number of evictions or vacancies at these properties.

Staff are determining eligibility for 4 applicants. Twenty-three others are considering the openings and are in communication with staff. There are still 4 households on the waiting list for the one-bedroom units at Boyer. All open units are 2-, 3-, and 4-bedroom units. Ads are running in February and March for the vacancies. Area agencies have been contacted.

There is no specific subsidy tied to these units. Residents of these units receive a preference for a Housing Choice Voucher if their family size fits the available unit.

Fieldcrest Townhomes

As of March 1, there are 11 vacant units (five 2-bedrooms and six 3-bedrooms) and one pending lease termination. The units will be kept vacant during construction. There are 16 households on the waiting list which is now closed. We will reopen the waiting list and start filling the openings when the rehab is complete.

Windows are installed; the sewer has been moved; new sidewalks are poured; the southeast parking lot is completed; the siding is complete; the new addition is roofed; rehab has been completed on 8 units; and 6 additional units are scheduled to be complete by March 24. The addition is framed with plumbing and electric rough-ins. The estimated date of completion is the end of July. The units should be complete by the end of June.

Gateway Gardens

As of March 1, there are 2 openings. Staff are searching for eligible participants. One potential tenant is being processed.

The Housing Supports supplies are located at Gateway Gardens. Two HRA staff have offices at this location. An HRA Assistant Property Manager will move his primary office to this location in March or April. The CCRI case manager continues to have an office at the location. The HRA continues to staff the front desk from 8 a.m. to 8 p.m. each day.

Prairie Horizons Townhomes

As of March 1, all units were occupied. There is one tenant who has been evicted due to drug-related activity. The court gave the tenant until February 24 to vacate the unit, but they failed to do so. The tenant is now evicted.

A supportive services office is available on-site. CCRI continues to have a full-time employee providing support to both Prairie Horizons Townhomes developments and other HRA Cares scattered-site participants. She is officed at that location. CCRI has been providing DHS Housing Stabilization Services to the participants. An HRA employee also provides support to tenants participating in this program.

Housing Choice Vouchers

As of March 1, 2023, there were a total of 659 households of a possible 758 leased from the HRA Housing Choice Voucher program. We are working with 4 additional households from other housing authorities. We have 556 vouchers under our main HCV HUD contract; 187 under our Mainstream HCV contract; and 15 under our HCV Emergency Housing Voucher (EHV) contract. We are requesting that HUD reallocate 10 of our 40 VASH units to the Bemidji HRA as of July 1. Both the Bemidji and Clay HRA boards have approved this transfer. The formal resolution will be addressed in the next agenda item.

Of the 556 vouchers under our main contract, 481 vouchers are leased: 418 of 479 regular vouchers; 36 out of 36 Tenant Protection Vouchers; 1 of 1 FYI vouchers; and 26 of 40 VASH vouchers. There is one additional VASH participant between units; and two who have been issued an initial voucher. We have 9 existing regular HCV participants who are between units; we have issued 21 regular vouchers to new participants; and we are working with 42 additional households to issue a regular voucher.

167 out of 187 Mainstream vouchers are under lease. We have 5 existing Mainstream participants who are between units; we have issued 15 Mainstream vouchers to new participants; and we are working with 27 additional households to issue a Mainstream voucher. Eleven of 15 EHV vouchers are under lease; two current EHV households are between units; and two vouchers have been issued to new participants who have both located units and are waiting to move in.

We have 36 individuals enrolled in our Family Self-Sufficiency program. We have had 45 FSS participants in the past 12 months.

There are 189 households who remain on the waiting list. Staff intend to contact more households in the next week to begin working with them.

HRA Cares

We are authorized to serve 64 households and on March 1 were serving 64 households. One has been evicted since that time. Of the 64, 16 were at Prairie Horizons Townhomes; 5 are at Bright Sky Apartments; and 43 are in scattered-site units in Clay (31), Douglas (5), and Otter Tail (3) Counties, MN, and in Fargo, ND (4). Another household is searching for a unit.

Homeless to Housed Rental Assistance

Our current grant is to serve sixty-two households through September 30, 2023. We are serving 64 of our authorized 62 households. One of two households who are currently searching for units has located a unit for April 1. There are 19 singles and 45 families being served. The grant targets families and youth-headed households. Leased households are from Clay (52), Douglas (10), Grant (1), and Traverse (1) Counties.

Openings are filled through the coordinated entry process.

Homework Starts with Home

The current grant term runs from 8/1/2020-9/30/2023. The renewal application has been released. As of March 1, 28 households are leased. Households are from Clay (24), Douglas (3), and Otter Tail (1) Counties. Three were evicted last month but are now housed.

We have transitioned 48 households off the current grant: 30 moved to a Housing Choice voucher; 1 moved to Homeless to Housed; 2 moved to Bridges; 1 transitioned to a more intensive youth program; 1 purchased a home; 3 went off due to increased income; 7 moved to unsubsidized units; 1 was terminated due to no contact; and 1 was evicted and disappeared. Ten of the current 28 households are working with the HCV program to obtain a voucher.

Housing Supports (formerly GRH) in Scattered-Site Units

As of March 1, a total of 132 households were being served by the Housing Supports program in Clay County. There are 114 households leased in the scattered-site Housing Supports program – 10 with the HRA; 21 with CAPLP; 12 with the Presentation Partners in Housing; 9 with LMHC; 10 with Metro Behavioral Health; 11 with the Lotus Center; and 22 with Greater Minnesota Community Services. In addition, CCRI serves 18 Housing Supports clients at Gateway Gardens and 19 in a scattered-site location.

Ten additional households are searching for units. We will not be accepting any additional new clients until the HRA is able to catch up on the financial and support services work of the organization. We are hoping to accept new participants in April or May.

Minnesota DHS Community Living Infrastructure Grant

The HRA has 1.0 FTE Housing Resource Specialist and a 0.05 project manager. There are 2 FTE outreach workers funded who are employed by the CAP agencies, CAPLP (1.15 FTE) and WCMCA (.85 FTE). The grant also includes a full-time eligibility worker for Clay County Social Services. Staff have been working diligently on property owner engagement strategies and

matching participants with available assistance.

The on-site DHS grant monitoring appears to have gone well. The new RFP is scheduled to be released this spring.

Minnesota DHS Housing Stabilization Services

Staff began Housing Consultations in 2020. Staff have been performing annual renewal consultations. Due to staff transitions and an inability to recoup our costs, we are only doing on-going consultations and will not accept any additional HSS Transition & Sustaining Services participants at this time.

The Supportive Services Manager applied for and was awarded a \$50,000 capacity building grant to get the necessary infrastructure in place to re-start this program. The grant is for a 6-month period. Due to internal staffing challenges, the Supportive Services Manager reached out to CAPLP to partner on sharing this grant and the underlying work to get a system in place for the area. This grant was extended from February 28 to March 31.

They are working on getting a coordinated referral process in place, streamlined policies and procedures, training components, and effective billing practices. They have scheduled local “lunch & learns” for our area. The HRA applied for an additional grant of \$125,000 for April 1 through March 31, 2024. If awarded, the HRA will need to hire an additional supportive services worker.

Minnesota Housing - Housing Stability Grant

The HRA is a sub-grantee of the West Central Minnesota Communities Action Agency (WCMCA) to provide Housing Navigation services from June 15, 2022, through June 30, 2023. WCMCA is the grantee with CAPLP, Presentation Partners in Housing, and the HRA as sub-grantees.

The HRA transferred 37% of its sub-grantee funding to CAPLP, which reduced our FTEs to 1.26. This grant ends on June 30, 2023, and it did not appear prudent to add additional staff. We may not reach our target numbers.

Owner-Occupied Rehab Program

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 applied for and received \$922,000 on behalf of Dilworth to rehabilitate twenty-one owner-occupied homes and seven businesses. Twenty-four homeowner and 8 commercial property owner applications were received. Three homeowners and one commercial applicant have withdrawn their applications so there are no waiting lists. The loan limit for homeowners is \$24,999 and for commercial owners is \$40,000. Contractors say they are extremely busy and will have long turnaround times.

For the owner-occupied home rehabilitations, 7 projects are under construction; 4 projects are

finalizing bids and preparing to close; and 2 households are in the eligibility process. Two households have asked to be moved to the end of the waiting list. All six other applicants have been contacted and will be processed in the order they respond.

Physical property inspections have been completed on all commercial buildings. One project is under construction; 5 projects are finalizing contracts; and one project has not started bidding.

RLP (Minnesota Housing Rehabilitation Loan Program)

The Minnesota Housing Rehabilitation Loan Program is funded by the state. MHFA made updates to the program effective August 1, 2022. The updates were targeted at easing some of the income eligibility requirements by adding additional allowable deductions. Nine applicants are in the process of submitting income and other eligibility information. Two are closing in the near future.

RESOLUTION TO REALLOCATE 10 VASH UNITS

In April 2018, the HRA was awarded its initial 15 VASH vouchers. At the request of the Fargo VA, we applied for 25 additional vouchers which were effective January 1, 2021. The HRA had only wished to apply for an additional 10 vouchers, but the VA asked us to increase the request to 25 vouchers. The concept was that a portion of the VASH units would be utilized in Bemidji.

Since that time, Bemidji HRA applied for and received 5 vouchers. The Clay County HRA has never been able to lease more than 30 of the 40 VASH vouchers. The VA has indicated that it does not have the capacity to work with more than 30 VASH households in our operating area. In the past several years, there have been numerous opportunities to apply for more VASH resources when needed. The Clay County HRA Board approved proceeding with this allocation at its September 2022 meeting.

In August 2022, HUD released a notice indicating that a housing agency can voluntarily reallocate some or all its unused vouchers. Staff has made a request to the VA to reallocate 10 of its 40 VASH units to the Bemidji HRA. The VA is supportive of this reallocation. The Bemidji HRA has agreed to this transfer.

The vouchers can be reallocated on either January or July 1. Applications must be submitted three months in advance. The request due date for this reallocation is March 31.

Staff requested that the HRA Board of Commissioners approve Resolution 3-21-23-01 so that the request may be submitted.

A motion was made by Commissioner Bakke to approve attached Resolution 3-21-23-01. Commissioner Schlotfeldt seconded the motion and it carried unanimously.

AGENCY BANK ACCOUNTS

HRA staff requested the Board of Commissioners open a new checking account at Bell Bank for the purpose of having staff medical expense spending funded by the HRA be automatically

deducted from the account.

A motion was made by Commissioner Johnson to approve the addition to agency bank accounts. Commissioner Schlotfeldt seconded the motion and it carried unanimously.

HRA/MOORHEAD PUBLIC HOUSING AGENCY SHARED OPERATIONS

The Moorhead Public Housing Agency staff all became HRA employees as of March 1. The Moorhead Public Housing Agency Executive Director is a shared employee of the agencies also working for the HRA in the capacity of Deputy Director.

The HRA has assumed general operational responsibilities of the MPHA. The merging of functions is slowly progressing as staff figure out the most effective manner of doing so. The combination of the maintenance staff team is the most advanced since the parties were previously sharing the on-call duties.

After transferring the employment of staff to the HRA, the next large item is integrating our telephone and computer systems. Physically moving staff, equipment, and files between locations also is in process. Financial integration will begin after that time.

It is anticipated that for the next 1-2 years, the agencies will exam and determine the best mechanisms to meet their missions and deliver high quality housing and services.

APPROVAL OF PROPOSED CHANGES TO BY-LAWS

The HRA by-laws require that any changes may be made only after at least 10 days' written notice is given to the commissioners stating the proposed amendments. Such notice was sent out on February 23, 2023.

The following were proposed by-law amendments:

1. Line 6 of the first WHEREAS clause – change from “comprised of seven” to “comprised of five to seven” as indicated in state statute.
2. Article I. Section 2.- delete the work “Municipal” before Housing and add the word “Authorities” after Redevelopment to make consistent with current statutory language.
3. Article II. Section 3. – Add “HRA” prior to “Board of Commissioners” to make consistent with long-standing practice.
4. Article IV. Section 1. – add “and Deputy Director” after “Executive Director.”
5. Article VI. Section 2. – Amend to the following:
Disbursements of any funds shall only be made upon the signature of a current Commissioner of the Authority, the Executive Director, or the Deputy Director. All disbursements of thirty thousand dollars (\$30,000) or more shall require the signature of two of these parties, at least one of whom is a current Commissioner.

A motion was made by Commissioner Schlotfeldt to approve the proposed changes to By-Laws. Commissioner Johnson seconded the motion and it carried unanimously.

DELEGATION OF AUTHORITY TO EXECUTIVE DIRECTOR

ARTICLE IV. SECTION 1 of the HRA by-laws now allows the Chairperson with the consent of the Commissioners to delegate authority to the Deputy Director to execute all documents, contracts, and instruments on behalf of the Authority.

A motion was made by Commissioner Bakke to approve delegation authority approval to Deputy Director. Commissioner Schlotfeldt seconded the motion and it carried unanimously.

OTHER

None

10:20 A.M. MEETING ADJOURNED:

Commissioner Braseth moved to adjourn the meeting at 10:20 a.m. The motion to adjourn was seconded by Commissioner Dillard and carried unanimously.

Anthony Dillard, Secretary

Date

TREASURER'S REPORT

The Elderly Housing Corporation which is responsible for Houge Estates and Houge Estates Service Coordinator was audited in March. The audit had no findings and is considered a "clean audit." A copy of the audit is included. On April 17, 2023, we finally received our grant funding to cover the first quarter costs of the Service Coordinator.

Fieldcrest Townhomes and Fieldcrest Townhomes LLC were also audited in March. Neither of these projects had findings and the financials were also considered accurate. These projects will also be included in the HRA audit which takes place the first week in May. It is likely that the auditors (Brian or Bryce) will contact board members during that time.

Once the audits are complete, financial staff will pivot to fully closing 2023 monthly books. We have 3 staff members who are still in the training process with one starting that process in mid-April. We are bolstering that department by as much as we can possibly afford in order to have all financials completed in a much timelier manner.

To date, both heating and snow removal costs are running ahead of budget. In addition, we have had several evictions. The combination of the eviction at the end of last year and ones that have occurred in 2023 are placing a heavy strain on the materials, contracts, maintenance labor, and bad debts line item as well as the legal line items. These excessive costs combined with the lost rental revenue are making it a very rocky start for the properties in 2023.

For the rental assistance programs, we received a 7.5% increase in funding to pay rent and utility costs. 2023 is the first time since 2012 that we have received adequate funding to use all of our vouchers. We still have not been notified of our administrative fee rate for 2023 and cannot determine our administrative revenues at this time due to the HUD delays. We earn revenues based upon the number of HCV vouchers leased.

The new HRA Cares grant began January 1 and is fully funded and fully utilized. We were just notified that our 2024 grant will be decreased by approximately \$162,000. The decrease had nothing to do with HRA performance since the grant was once again scored as the highest performing program in the region. However, in an attempt to get several new projects funded in the region, we allowed our funding to be the one at risk. We received 2/3 of all the funding in the 10-county region. The CoC application as a whole scored one point under the average, so we lost the funding. This will give us the opportunity to restructure the funding uses that have been in place since 2006 – 2008 so allows us to increase administrative funding and support services funding. Unfortunately, this will lead to a decrease in participants served. We should be able to increase the Housing Supports program to make up for this loss in units.

The Homework Starts with Home grant renewal application was submitted in March. We are once again the lead agency with the three CAPS in our region as subgrantees. We

Housing and Redevelopment Authority of Clay County

Regular Board Meeting

April 25, 2023

The mission of the Clay County HRA is to strengthen and revitalize communities by providing development opportunities, quality housing and services.

requested funding for 60 vouchers but funding is dependent upon legislative action. The RFP for the Homeless to Housed program also has been released and is due in mid-May. Both applications are for October 1 grant renewals. The potential administrative fees for both these programs have been increased by 25%. We would still anticipate the use of reserves as budgeted through at least September.

The DHS Community Living Infrastructure grant has been extended through 12/31/23 with a new RFP to be issued this summer. The DHS Capacity grant has ended with very good results. A new referral system was established for the HSS program which will perhaps increase our activities in that program. The new capacity grant was not awarded.

PROJECT UPDATES

Houge Estates

As of April 1, there are 9 vacant units; one lease termination for April 30; and 3 move-out notices for April 30. One household has been offered a unit. Three applicants are being processed for eligibility. Twenty individuals have been sent letters to determine their interest. There are 51 households on the waiting list. The waiting list is currently open.

The Houge Estates Service Coordinator is housed at this location.

Agassiz Apartments

As of April 1, there are no vacancies. There are 10 applicants on the waiting list which closed 2/1/22. Agassiz needs a new roof. Funding sources are being explored.

Clay County Affordable Housing LLC/Boyer Apartments

As of April 1, there are 9 vacant units. Two of the units are now filled. Almost all the openings are due to evictions and lease terminations for non-payment of rent. One of the Moorhead units is vacant due to a transfer. Two households have submitted a move-out notice for the end of May.

Staff are determining eligibility for 3 applicants. Forty others are considering the openings and are in communication with staff. There are still 4 households on the waiting list for the one-bedroom units at Boyer. All open units are 2-, 3-, and 4-bedroom units.

There is no specific subsidy tied to these units. Residents of these units receive a preference for a Housing Choice Voucher if their family size fits the available unit.

Fieldcrest Townhomes

As of April 1, there are 12 vacant units (six 2-bedrooms and six 3-bedrooms) and one pending lease termination. The units will be kept vacant during construction. There are 16 households on the waiting list which is now closed. We will reopen the waiting list and start filling the openings when the rehab is complete.

Windows are installed; the sewer has been moved; new sidewalks are poured; the southeast parking lot is completed; the siding is complete; the new addition is roofed; rehab has been completed on 14 units; and work is underway on the 3rd building. The addition is still under construction. The estimated date of completion is dependent upon weather conditions to finish the remaining grading, sidewalks, and parking lot. The units should be complete by the end of June.

Gateway Gardens

As of April 1, there were 2 openings. Staff are processing one applicant. A current tenant may transfer to the other open unit.

The Housing Supports supplies are located at Gateway Gardens. Two HRA staff have offices at this location. An HRA Assistant Property Manager will move his primary office to this location in March or April. The CCRI case manager continues to have an office at the location. The HRA continues to staff the front desk from 8 a.m. to 8 p.m. each day.

Prairie Horizons Townhomes

As of April 1, there is one unit open due to an eviction. There also are two lease terminations for the end of April.

A supportive services office is available on-site. CCRI continues to have a full-time employee providing support to both Prairie Horizons Townhomes developments and other HRA Cares scattered-site participants. She is officed at that location. CCRI has been providing DHS Housing Stabilization Services to the participants. An HRA employee also provides support to tenants participating in this program.

Housing Choice Vouchers

As of March 1, 2023, there were a total of 663 households of a possible 758 leased from the HRA Housing Choice Voucher program. We are working with 5 additional households from other housing authorities. We have 556 vouchers under our main HCV HUD contract; 187 under our Mainstream HCV contract; and 15 under our HCV Emergency Housing Voucher (EHV) contract. We have requested that HUD reallocate 10 of our 40 VASH units to the Bemidji HRA as of July 1. Both the Bemidji and Clay HRA boards have approved this transfer.

Of the 556 vouchers under our main contract, 482 vouchers are leased: 419 of 479 regular vouchers; 35 out of 35 Tenant Protection Vouchers; 1 of 1 FYI vouchers; and 27 of 40 VASH vouchers. We have 7 existing regular HCV participants who are between units; we have issued 20 regular vouchers to new participants; and we are working with 61 additional households to issue a regular voucher.

172 out of 187 Mainstream vouchers are under lease. We have 4 existing Mainstream participants who are between units; we have issued 18 Mainstream vouchers to new participants; and we are working with 30 additional households to issue a Mainstream voucher. Nine of 15 EHV vouchers are under lease; one household is moving into a unit May 1; one current EHV household is between units; and one voucher has been issued to a new participant who is searching for a unit. Staff is working with an additional 5 households.

We have 38 individuals enrolled in our Family Self-Sufficiency program. We have had 47 FSS participants in the past 12 months.

There are 189 households who remain on the waiting list. Staff intend to contact more households in the next week to begin working with them.

Becker-Clay-Otter Tail-Wilkin (BCOW) Adult Mental Health Initiative (AMHI) Rental Assistance

On April 1, 2023, the HRA began administration of the BCOW AMHI Rental Assistance program. The contact was transferred from the MPHA to the HRA.

The contract provides funding for rental assistance and administrative fees to assist households who contain a member who has a serious mental illness and is leaving an institution or is currently homeless.

There are currently 22 participants; 2 households with vouchers who are in-between units; and a new participant who is searching for a unit.

HRA Cares

We are authorized to serve 64 households and on April 1 were serving 63 households due to the one eviction. Of the 63, 15 were at Prairie Horizons Townhomes; 5 are at Bright Sky Apartments; and 43 are in scattered-site units in Clay (31), Douglas (5), and Otter Tail (3) Counties, MN, and in Fargo, ND (4). Four households are searching for units.

Homeless to Housed Rental Assistance

Our current grant is to serve sixty-two households through September 30, 2023. We are serving 60 of our authorized 62 households. Four households are currently searching for units. There are 17 singles and 43 families being served. The grant targets families and youth-headed households. Leased households are from Clay (49), Douglas (9), Grant (1), and Traverse (1) Counties.

Openings are filled through the coordinated entry process.

Homework Starts with Home

The current grant term runs from 8/1/2020-9/30/2023. The renewal application has been submitted. As of April 1, 24 households are leased. Households are from Clay (20), Douglas (3), and Otter Tail (1) Counties. Three were evicted last month but are now housed.

We have transitioned 52 households off the current grant: 34 moved/are moving to a Housing Choice voucher; 1 moved to Homeless to Housed; 2 moved to Bridges; 1 transitioned to a more intensive youth program; 1 purchased a home; 3 went off due to increased income; 7 moved to unsubsidized units; 1 was terminated due to no contact; and 1 was evicted and disappeared. Most of the current 24 households are working with the HCV program to obtain a voucher.

Housing Supports (formerly GRH) in Scattered-Site Units

As of April 1, a total of 122 households were being served by the Housing Supports program in Clay County. There are 104 households leased in the scattered-site Housing Supports program – 9 with the HRA; 19 with CAPLP; 11 with the Presentation Partners in Housing; 9 with LMHC; 10 with Metro Behavioral Health; 11 with the Lotus Center; and 33 with Greater Minnesota Community Services. In addition, CCRI serves 18 Housing Supports clients at Gateway Gardens.

Nine additional households are searching for units. We will not be accepting any additional new clients until the HRA is able to catch up on the financial and support services work of the organization. We are hoping to accept new participants in May.

Minnesota DHS Community Living Infrastructure Grant

The HRA has 1.0 FTE Housing Resource Specialist and a 0.05 project manager. There are 2 FTE outreach workers funded who are employed by the CAP agencies, CAPLP (1.15 FTE) and WCMCA (.85 FTE). The grant also includes a full-time eligibility worker for Clay County Social Services. Staff have been working diligently on property owner engagement strategies and matching participants with available assistance.

The on-site DHS grant monitoring appears to have gone well. The new RFP is now scheduled to be released this summer/fall with the current grant extended until 12/31/23.

Minnesota DHS Housing Stabilization Services

Staff began Housing Consultations in 2020. Staff have been performing annual renewal consultations. Due to staff transitions and an inability to recoup our costs, we are only doing on-going consultations and will not accept any additional HSS Transition & Sustaining Services participants at this time.

The Supportive Services Manager applied for and was awarded a \$50,000 capacity building grant to get the necessary infrastructure in place to re-start this program. The grant is for a 6-month period. Due to internal staffing challenges, the Supportive Services Manager reached out to CAPLP to partner on sharing this grant and the underlying work to get a system in place for the area. This grant was extended from February 28 to March 31 and is now complete. All goals were met during the term.

The goals included getting a coordinated referral process in place, developing streamlined policies and procedures, training components, and effective billing practices. They held “lunch & learns” for our area.

Minnesota Housing - Housing Stability Grant

The HRA is a sub-grantee of the West Central Minnesota Communities Action Agency (WCMCA) to provide Housing Navigation services from June 15, 2022, through June 30, 2023. WCMCA is the grantee with CAPLP, Presentation Partners in Housing, and the HRA as sub-grantees.

The HRA transferred 37% of its sub-grantee funding to CAPLP, which reduced our FTEs to 1.26. This grant ends on June 30, 2023, and it did not appear prudent to add additional staff. We may not reach our target numbers. This grant may be extended, but it is unclear if the HRA would have the capacity to continue to participate. It is very administratively burdensome.

Owner-Occupied Rehab Program

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 applied for and received \$922,000 on behalf of Dilworth to rehabilitate twenty-one owner-occupied homes and seven businesses. Twenty-four homeowner and 8 commercial property owner applications were received. Three homeowners and one commercial applicant have withdrawn their applications so there are no waiting lists. The loan limit for homeowners is \$24,999 and for commercial owners is \$40,000. Contractors say they are extremely busy and will have long turnaround times.

For the owner-occupied home rehabilitations, 7 projects are under construction; 4 projects are finalizing bids and preparing to close; and 2 households are in the eligibility process. One household has asked to be moved to the end of the waiting list. All seven other applicants have been contacted and will be processed in the order they respond.

Physical property inspections have been completed on all commercial buildings. Four projects are under construction; 2 projects are finalizing contracts; and one project has not started bidding.

RLP (Minnesota Housing Rehabilitation Loan Program)

The Minnesota Housing Rehabilitation Loan Program is funded by the state. MHFA made updates to the program effective August 1, 2022. The updates were targeted at easing some of the income eligibility requirements by adding additional allowable deductions.

One project was completed in March; one project is under construction; and nine applicants are in the process of submitting income and other eligibility information.

River View Heights (Moorhead Public Housing Agency)

River View Heights is part of HUD's low rent public housing program. It is a 14-story apartment building built in 1968 with 104 units.

As of April 1, there were eight vacancies at River View Heights. Two of those vacancies are approved as offline with HUD due to modernization work related to the water riser replacement project. The majority of the vacancies (five) became vacant following a legal eviction.

There are currently 245 people on the public housing waiting list. Staff are processing several applications to fill vacancies. This includes a lease up scheduled for 4/18, a scheduled intake for 4/14, one pending approval and one denial pending an informal hearing. An additional four applicants have been contacted.

The water riser replacement project is wrapping up this month. This is a \$500,000 project funded with Capital Funding Grant dollars. It required asbestos abatement and replacement of plumbing line running 14 stories on the west side of the building. Residents in 12 units had to be relocated to hotels and their stays lasted from 3-6 weeks each. This required a lot of planning and coordination time on the part of the staff.

Sharp View (MPHA)

Sharp View is a part of HUD's low rent public housing program. It is a two story, 47-unit apartment building designated for seniors aged 62 and over. The building was originally built as an elementary school in 1950 and rehabbed as an apartment in the 1980s.

As of April 1, Sharp View had one vacancy. An intake meeting was scheduled with an applicant for April 13th.

Moorhead Affordable Housing LLC (MPHA)

The Moorhead Affordable Housing LLC consists of 30 units ranging from single family homes, duplexes, and townhomes. They were originally under HUD's public housing program but approved under the Section 18 Disposition in 2021 and sold to the LLC. Most of the units are three bedrooms and primarily house families with children.

As of April 1st, this program had one vacancy. The property became vacant due to a lease termination. The property is currently being cleaned out and prepared for re-occupancy. Staff are reviewing one application in the intake process for a Section 8 voucher and accepting additional applications to review.

Maple Court Town Homes (MPHA and City of Moorhead)

Maple Court Townhomes consists of 34 units of two, three, and four-bedroom townhomes. One parcel is owned by the City of Moorhead and the other parcel is owned by Moorhead Public Housing Agency. MPHA/ Clay HRA manage all the units. As of April 1, there was one vacancy at Maple Court. We are beginning the process to pull the next applicant from the waiting list. This property utilizes on-site caretakers.

2024 HRA TAX LEVY DISCUSSION

Minnesota Statutes §469.033, subd. 6 permits the HRA to levy and collect a Special Benefit Tax of up to 0.0185% of the taxable market value upon all taxable property, both real and personal, within the Authority's area of operation which includes Clay County except the cities of Barnesville and Moorhead. The statute requires the consent of the Board of Commissioners of Clay County to approve such a levy; and requires Local Governments to certify their tax levies to the County Auditor. We would need the consent of the local unit of government to levy within the cities of Barnesville or Moorhead.

The HRA has exercised this power in 2008, 2010, 2014, 2019 and 2020. Most neighboring authorities exercise this power on an annual basis. Attached is a list based upon Department of Revenue levy information for 2023. The item listed Moorhead HRA is the EDA. Levy funds can be used for any allowable housing authority activity. In 2019, the HRA levied \$380,000 with \$84,500 going to the MPHA and \$50,000 to CAPLP. It represented an approximate .006% levy. In 2020, the HRA levied \$225,000 with \$50,000 going to the MPHA and \$50,000 to CAPLP. In 2021, Clay County allocated \$190,000 in ARPA funding to the HRA. In 2022, the HRA received over \$200,000 in Fieldcrest Townhomes developer fees and will receive additional developer fees in 2023.

In 2009, the HRA used developer fees from Gateway Gardens and in 2013 from East Prairie Horizons to fill funding gaps. We have no anticipated source of funding to fill funding gaps. Staff recommends that the HRA board consider adopting a tax levy for 2024.

If the HRA decides to adopt a levy for 2023, it must be by Barnesville, Moorhead, and the Clay County Commission by September.

The maximum HRA tax levy, including Barnesville and Moorhead, is \$1,435,700 using 2023 values. A levy of \$20 per household would be \$503,080.

We supported the CAPLP request for the RFP from Clay County to be awarded over \$200,000 for preventing child homelessness so would not allocate any to that agency. Since we are now managing the MPHA, we would not be making an allocation to that agency either.

This is a discussion item for the board.

Preliminary Special Taxing District Levy Changes for CY 2023

November 17, 2022

SPECIAL TAXING DISTRICT NAME	Pay 2022 Final Levy	% Change Levy	Percent of Taxable Market Value	Max Levy	Actual Levy as percent of Max	# of Households	Levy Per Household
TOTALS Averages	91,446,803	5.0%	0.01075%	\$ 192,606,053 1,945,516	58%		\$ 37.11
BIG STONE COUNTY HRA	0	NA	0.00000%	\$ 290,724	0%	2252	\$ -
CLAY CO HRA	0	NA	0.00000%	\$ 1,347,380	0%	25,154	\$ -
MINNEAPOLIS PUBLIC HOUSING	0	NA	0.00000%	\$ 11,256,096	0%	191,569	\$ -
MINNEAPOLIS CHAPTER 595 (HRA)	0	NA	0.00000%	\$ 11,256,096	0%	191,569	\$ -
MORRIS HRA	0	NA	0.00000%	\$ 53,225	0%	1,952	\$ -
MOUNDS VIEW HRA	0	NA	0.00000%	\$ 265,913	0%	5,190	\$ -
ROSEVILLE HRA	0	NA	0.00000%	\$ 1,060,140	0%	15,753	\$ -
SANDSTONE HRA	0	NA	0.00000%	\$ 13,225	0%	607	\$ -
SOUTH CENTRAL HRA	113,168	6.1%	0.00063%	\$ 3,328,485	3%	39440	\$ 2.87
MORRISON CO HRA	40,000	0.0%	0.00092%	\$ 804,443	5%	13701	\$ 2.92
ST LOUIS CO HRA	230,288	0.0%	0.00112%	\$ 3,791,094	6%	86175	\$ 2.67
MAPLE GROVE HRA	150,000	0.0%	0.00132%	\$ 2,105,185	7%	26859	\$ 5.58
EDEN PRAIRIE HRA	200,000	2.5%	0.00169%	\$ 2,184,855	9%	24944	\$ 8.02
EDINA HRA	237,300	3.0%	0.00171%	\$ 2,574,736	9%	22224	\$ 10.68
YELLOW MEDICINE CNTY HRA	60,000	3.3%	0.00202%	\$ 548,397	11%	3942	\$ 15.22
CHIPPEWA CO. HRA	58,000	-13.8%	0.00209%	\$ 512,971	11%	5108	\$ 11.35
WOODBURY HRA	250,000	0.0%	0.00219%	\$ 2,108,849	12%	27538	\$ 9.08
ITASCA CO. HRA	140,000	0.0%	0.00224%	\$ 1,158,437	12%	19055	\$ 7.35
STEARNS COUNTY HRA	420,322	2.6%	0.00235%	\$ 3,303,614	13%	60975	\$ 6.89
SE MN MULTI COUNTY HRA	627,100	1.6%	0.00251%	\$ 4,622,627	14%	73306	\$ 8.55
RICE COUNTY HRA	199,105	13.2%	0.00259%	\$ 1,424,750	14%	23510	\$ 8.47
MOWER COUNTY HRA	146,504	5.0%	0.00271%	\$ 999,222	15%	15812	\$ 9.27
MINNETONKA HRA	325,000	-7.7%	0.00291%	\$ 2,068,576	16%	24227	\$ 13.41
HUBBARD CO HRA	120,000	0.0%	0.00295%	\$ 752,840	16%	9115	\$ 13.17
NW MN MULTI-COUNTY HRA	610,487	3.9%	0.00365%	\$ 3,093,465	20%	34697	\$ 17.59
GRANT COUNTY HRA	75,000	33.3%	0.00390%	\$ 355,742	21%	2570	\$ 29.18
LINCOLN COUNTY HRA	75,000	0.0%	0.00416%	\$ 333,780	22%	2420	\$ 30.99
PLYMOUTH HRA	618,953	3.3%	0.00429%	\$ 2,667,466	23%	32157	\$ 19.25
GOLDEN VALLEY HRA	214,000	14.5%	0.00462%	\$ 857,565	25%	9905	\$ 21.61
ANOKA COUNTY HRA	2,219,958	8.7%	0.00524%	\$ 7,831,440	28%	135371	\$ 16.40
EAST BETHEL HRA	77,000	0.0%	0.00529%	\$ 269,198	29%	4280	\$ 17.99
RENVILLE COUNTY HRA-EDA	261,803	2.3%	0.00561%	\$ 864,068	30%	6110	\$ 42.85
CROW WING COUNTY HRA	729,500	2.6%	0.00561%	\$ 2,405,879	30%	28627	\$ 25.48
LAKE COUNTY HRA	120,000	100.0%	0.00568%	\$ 390,898	31%	4921	\$ 24.39
HIBBING HRA	50,000	0.0%	0.00573%	\$ 161,530	31%	7333	\$ 6.82
ADRIAN HRA	5,000	0.0%	0.00609%	\$ 15,201	33%	493	\$ 10.14
PERHAM HRA	20,000	0.0%	0.00644%	\$ 57,456	35%	1574	\$ 12.71
CHISAGO COUNTY HRA	470,000	0.0%	0.00663%	\$ 1,311,152	36%	21202	\$ 22.17
SHOREVIEW HRA	280,000	5.4%	0.00709%	\$ 730,643	38%	11254	\$ 24.88
OWATONNA HRA	190,000	2.6%	0.00814%	\$ 431,574	44%	10725	\$ 17.72
DETROIT LAKES HRA	120,000	0.0%	0.00862%	\$ 257,630	47%	4493	\$ 26.71
BLAINE HRA	750,000	60.0%	0.00864%	\$ 1,606,494	47%	25489	\$ 29.42
HENNEPIN COUNTY HRA	17,908,995	0.0%	0.00864%	\$ 38,325,475	47%	535637	\$ 33.43
BROOKLYN PARK HRA	859,752	16.3%	0.00969%	\$ 1,641,198	52%	28751	\$ 29.90
KANDIYOHI COUNTY HRA	633,450	18.5%	0.00991%	\$ 1,182,509	54%	17116	\$ 37.01
ALBERT LEA HRA	109,000	124.8%	0.01001%	\$ 201,445	54%	7878	\$ 13.84
ST CLOUD HRA	502,000	5.0%	0.01060%	\$ 876,067	57%	27644	\$ 18.16
COON RAPIDS HRA	725,000	0.0%	0.01072%	\$ 1,250,864	58%	24833	\$ 29.20
ELK RIVER HRA	331,600	21.3%	0.01139%	\$ 538,751	62%	9301	\$ 35.65
WADENA HRA	28,351	29.0%	0.01212%	\$ 43,284	65%	1912	\$ 14.83
DOUGLAS CO HRA	840,000	0.0%	0.01236%	\$ 1,257,321	67%	16807	\$ 49.98
COLUMBUS EDA/HRA	92,000	30.4%	0.01262%	\$ 134,888	68%	1560	\$ 58.97
CRYSTAL HRA	310,000	2.0%	0.01291%	\$ 444,401	70%	9513	\$ 32.59
POPE COUNTY HRA	350,000	25.8%	0.01306%	\$ 495,953	71%	4892	\$ 71.55
STEVENS COUNTY HRA	315,098	3.0%	0.01375%	\$ 424,076	74%	3627	\$ 86.88
PEQUOT LAKES HRA	47,442	4.9%	0.01408%	\$ 62,337	76%	1063	\$ 44.63
WASHINGTON COUNTY CDA	5,680,360	3.9%	0.01425%	\$ 7,376,620	77%	100880	\$ 56.31
AUSTIN HRA	222,480	9.0%	0.01498%	\$ 274,812	81%	344	\$ 646.74
MOORHEAD HRA	506,137	31.3%	0.01500%	\$ 624,356	81%	17228	\$ 29.38

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RICHFIELD HRA	649,960	4.0%	0.01524%	\$ 788,917	82%	15925	\$ 40.81
MOUND HRA	248,555	0.6%	0.01531%	\$ 300,285	83%	4182	\$ 59.43
DAKOTA COUNTY CDA	9,269,456	0.0%	0.01553%	\$ 11,041,666	84%	170008	\$ 54.52
OTTER TAIL COUNTY HRA	1,851,525	0.0%	0.01567%	\$ 2,185,919	85%	25173	\$ 73.55
HOPKINS HRA	391,302	15.4%	0.01584%	\$ 457,110	86%	9073	\$ 43.13
DULUTH HRA	1,273,336	22.8%	0.01621%	\$ 1,453,566	88%	36939	\$ 34.47
BAUDETTE HRA	13,542	1.9%	0.01626%	\$ 15,405	88%	469	\$ 28.87
ALEXANDRIA CITY HRA	286,674	7.0%	0.01631%	\$ 325,103	88%	6735	\$ 42.56
LITTLE FALLS HRA	101,000	8.9%	0.01651%	\$ 113,148	89%	3976	\$ 25.40
ST PAUL HRA	5,157,150	9.7%	0.01685%	\$ 5,661,407	91%	121270	\$ 42.53
ROBBINSDALE HRA	250,525	9.7%	0.01686%	\$ 274,836	91%	6404	\$ 39.12
HUTCHINSON HRA	208,000	-23.1%	0.01701%	\$ 226,180	92%	6284	\$ 33.10
ST ANTHONY HRA	209,414	0.0%	0.01702%	\$ 227,686	92%	4082	\$ 51.30
ELY HRA	32,847	8.5%	0.01706%	\$ 35,623	92%	1601	\$ 20.52
COLUMBIA HGTS HRA	310,000	0.0%	0.01714%	\$ 334,587	93%	8751	\$ 35.42
SCOTT COUNTY HRA/CDA	3,941,969	6.3%	0.01741%	\$ 4,188,928	94%	53606	\$ 73.54
NORTHFIELD HRA	306,731	6.1%	0.01742%	\$ 325,674	94%	6723	\$ 45.62
FARIBAULT HRA	309,820	6.1%	0.01743%	\$ 328,850	94%	8613	\$ 35.97
FRIDLEY HRA	599,571	5.7%	0.01751%	\$ 633,571	95%	11663	\$ 51.41
BROOKLYN CENTER HRA	482,206	5.5%	0.01754%	\$ 508,633	95%	11299	\$ 42.68
BRAINERD HRA	147,996	5.4%	0.01755%	\$ 155,981	95%	6214	\$ 23.82
AURORA HRA	11,221	5.4%	0.01756%	\$ 11,823	95%	768	\$ 14.61
SOUTH ST PAUL HRA	347,024	5.0%	0.01756%	\$ 365,635	95%	8480	\$ 40.92
ANOKA HRA	329,400	5.0%	0.01762%	\$ 345,867	95%	7550	\$ 43.63
RAMSEY COUNTY HRA	11,100,000	2.9%	0.01765%	\$ 11,634,988	95%	219666	\$ 50.53
CARVER CO CDA (FKA HRA)	2,995,348	4.6%	0.01770%	\$ 3,131,585	96%	39636	\$ 75.57
WORTHINGTON HRA	145,000	4.1%	0.01770%	\$ 151,515	96%	4477	\$ 32.39
ST LOUIS PARK HRA	1,517,799	4.3%	0.01771%	\$ 1,585,477	96%	24192	\$ 62.74
HASTINGS HRA	413,820	3.7%	0.01777%	\$ 430,829	96%	9194	\$ 45.01
MONTICELLO HRA	388,000	3.6%	0.01785%	\$ 402,111	96%	5548	\$ 69.94
RED WING HRA	437,750	10.7%	0.01789%	\$ 452,755	97%	7254	\$ 60.35
OLMSTED COUNTY HRA	3,934,341	16.1%	0.01806%	\$ 4,030,702	98%	65815	\$ 59.78
BLOOMINGTON HRA	2,718,683	2.1%	0.01806%	\$ 2,784,984	98%	38709	\$ 70.23
VIRGINIA HRA	70,780	2.2%	0.01810%	\$ 72,344	98%	4054	\$ 17.46
PINE CITY HRA	46,000	10.9%	0.01822%	\$ 46,717	98%	1401	\$ 32.83
BUFFALO HRA	296,078	17.8%	0.01837%	\$ 298,240	99%	6146	\$ 48.17
OLIVIA HRA	26,928	16.0%	0.01850%	\$ 26,930	100%	1015	\$ 26.53
FERGUS FALLS HRA	198,116	15.9%	0.01851%	\$ 198,035	100%	6139	\$ 32.27
NORTH BRANCH EDA/HRA	357,870	8.5%	0.03159%	\$ 209,558	171%	4053	\$ 88.30
NORTH ST PAUL HRA	405,914	-50.5%	0.03485%	\$ 215,465	188%	4836	\$ 83.94

APPROVAL OF FIELDCREST TOWNHOMES WI-FI PROPOSAL

The City of Moorhead awarded the agency CDBG funding of \$68,500 for the installation of Wi-Fi at Fieldcrest Townhomes. It is a separate activity from the rehab project that is underway. We have received bids for both the electrical work and the actual materials and installation of the Wi-Fi.

There is a chance that the materials and installation of the Wi-Fi will be covered by CARES Act funds through HUD. The request is currently being processed. Due to the nature of the development and the criteria for the HUD Wi-Fi, there was only one source able to submit a bid for the project, Pinnacle Communications. Pinnacle's bid is \$41,616.01. A number of providers were contacted who then referred back to Pinnacle. The price was determined reasonable.

We have obtained two bids for the electrical work in the amounts of \$59,900 from Voxland Electric and \$62,000 from Red River Electric. Red River Electric is the current subcontractor on the major rehab that is in process. Staff believes that it will be much easier to coordinate the work if Red River is selected.

Our procurement policy requires two bids/quotes on contracts between \$25,000 and \$100,000. It indicates a third bid/quote is preferred.

Staff requests approval to proceed with only the two required quotes and the selection of Red River Electric. The procurement policy indicates that for purchases between \$25,000 - \$100,000 we accept the offeror whose proposal is most advantageous to the HRA, with price and other factors considered. Whenever this method is used (rather than accepting the lowest bid), the results must be reported to the Board of Commissioners.

Action Requested: Approval of the selection of Red River Electric and Pinnacle Communications for the Wi-Fi installation at Fieldcrest.

HRA/MOORHEAD PUBLIC HOUSING AGENCY SHARED OPERATIONS

The Moorhead Public Housing Agency staff all became HRA employees as of March 1. The Moorhead Public Housing Agency Executive Director is a shared employee of the agencies also working for the HRA in the capacity of Deputy Director.

The HRA has assumed general operational responsibilities of the MPHA. Deputy Director Bacon coordinated the April 1 transfer of the BCOW AMHI rental assistance program from MPHA to the HRA.

The merging of functions is slowly progressing as staff figure out the most effective manner of doing so. All staff are now being paid the correct amounts so that is progress. The combination of the maintenance staff team is the most advanced since the parties were previously sharing the on-call duties.

Integrating our telephone and computer systems as well as physically moving staff, equipment, and files between locations is in process. Financial integration has slowly begun as well. Only payroll and shared expenses are currently paid by the HRA with the staff and fee accountant still paying the direct expenses of the MPHA programs.

It is anticipated that for the next 1-2 years, the agencies will exam and determine the best mechanisms to meet their missions and deliver high quality housing and services. Lee and Bacon met with the Moorhead Assistant City Manager and City Attorney to discuss this process.