

HOUSING & REDEVELOPMENT AUTHORITY OF CLAY COUNTY
Regular Meeting of July 18, 2024

BOARD MEMBERS PRESENT:

Tia Braseth, Anthony Dillard, and Greg Lemke. Clay County Commission Liaison, Paul Krabbenhoft.

MEMBERS ABSENT:

Cecil Johnson and Bethany Peterson.

STAFF PRESENT:

Dara Lee and Dawn Bacon.

9:32 A.M. REGULAR MEETING CALLED TO ORDER:

AGENDA:

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

MINUTES FROM JUNE 20, 2024, REGULAR MEETING:

A motion was made by Commissioner Dillard to approve the June 20, 2024, regular minutes. Commissioner Lemke seconded the motion and it carried unanimously.

CITIZENS TO BE HEARD:

None

TREASURER REPORT:

Director Lee reviewed May Budget Reviews.

A motion was made by Commissioner Dillard to accept and file the Treasurer Report. Commissioner Lemke seconded the motion and it carried unanimously.

PROJECT UPDATES

Director Lee provided project updates.

Houge Estates

Houge Estates, 510 Center Ave E, Dilworth, MN 56529, is a 60-unit apartment building. All units are one-bedrooms (about 650 sq. ft.), and residents must have a disabling condition or be 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. The Houge Estates Service Coordinator is housed at this location.

Clay County SAHA funds were awarded to update the security cameras at the property. Staff have obtained bids which are recommended for funding in agenda item #8. Bids for security upgrades came in under budget.

Houge Estates had a HUD inspection in early June. The property scored a 96/100 which is a grade A. As a result, HUD will not do another inspection for 3 years.

As of July 1, there are 11 vacant units and two pending evictions. There is an intensive treatment for cockroaches underway. One of the evictions is due to the tenant not allowing for appropriate treatment of their unit. This unit appears to be the primary source of the issue.

Three applications are being processed, and 10 applicants are being contacted. Thirty-five applicants have now been sent letters informing them that they have reached the top of the waiting list. Only three of the first 25 returned full applications. There are still 47 households on the waiting list. The waiting list is currently closed.

Agassiz Apartments

Agassiz Apartments, 114 2nd St NE, Ulen, MN, is a 12-unit apartment building. 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 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.

Agassiz's roof has been replaced. The work was funded through the SAHA award from Clay County. Staff obtained bids for security upgrades which also came in under budget.

As of July 1, there are no vacancies, and 14 applicants on the waiting list. The waiting list is currently closed.

Clay County Affordable Housing LLC/Boyer Apartments

The Clay County Affordable Housing units are in Dilworth, Ulen, and Hawley; and include the Boyer Apartments in Moorhead. The CCAH units 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.

CCAH units 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 Boyer Apartments are two 4-unit buildings that are adjacent to each other and contain a total of seven 2-bedroom units and one 1-bedroom unit. They were built in 1975 and 1976. The HRA purchased Boyer Apartments in 2006. The HRA received over \$100,000 in funding from the local adult mental health initiative (BCOW) to assist with the initial purchase and operations. The buildings were rehabilitated in 2008 with HOME funding.

The HRA and CCAH Boards approved the sale of the Boyer Apartments to the CCAH at the time of the Fieldcrest Townhomes loan closing when it was released as collateral.

There are no outstanding debts on these buildings.

As of July 1, there are 23 vacant units. Openings are in Ulen (2), and Dilworth (1). There is a pending eviction for a Dilworth unit. Dilworth units have very high demand. One Ulen unit has been offered to an applicant. There has been no interest expressed in the other Ulen unit. Staff are processing other applications. There are 11 households on the waiting list. The waiting list only opens when there are vacancies.

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

In January 2017, the HRA purchased Fieldcrest Townhomes, 1828 34th Ave S, Moorhead, MN, 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 was approved for \$1M in funding through the FHLB of Des Moines and over \$7M from Minnesota Housing. The HRA “sold” the development to Fieldcrest Townhomes LLC on April 15, 2022. The LLC is a non-profit LLC with the HRA as its sole member. Construction was completed on November 1, 2023.

The City of Moorhead and HUD funded a \$99,000 Wi-Fi installation for the development. Moorhead awarded SAHA funds to install a security system. Bids are being obtained.

As of July 1, there are 8 vacant units and one pending eviction. There are three scheduled move-ins, and one application in process. All supportive housing units have been filled. Ten letters have been mailed out to people on the waiting list. There are 54 households on the waiting list. The waiting list is closed.

Three staff (Supportive Services Manager, Supportive Services Specialist, and a Supportive Services Assistant) are housed at the property. One staff member has resigned and interviews for a replacement are under way. There is another office at the location used by CAPLP for supportive services.

Gateway Gardens

Gateway Gardens, 1817 1st Ave N, Moorhead, MN, is a 24-unit permanent supportive housing apartment building. 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 four 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. The grant ends on July 1. The HRA and GSSC, a private security company, each provide 12 hours of staffing per day. CCRI case management staff also provides Housing Stabilization Services through Medical Assistance.

CAPLP informed us that their application for continued HSASMI funding was denied. As a result, there is a \$37,500 funding deficit for the front desk services. The services are funded through Housing Supports as well as the HSASMI grant.

The HRA staffs the front desk from 8 a.m. to 8 p.m. each day. There are primarily 3 HRA employees filling this role (one full-time and two part-time). The supportive services person who resigned will be working part-time in this position on an as needed basis. From 8 p.m. to 8 a.m., a security company staffs the front desk. The security company monitors the cameras for the High Rise as well as for Gateway Gardens. Staff are looking into monitoring the Sharp View cameras from this location as well. If we can do so, we will charge the public housing program for a small amount of the overnight security time. The amount will be dependent upon input from GSSC regarding the proportion of time.

SAHA funds were received from Moorhead to update the Gateway Gardens security system. Staff are obtaining bids. This does not address our issue paying for staffing.

As of July 1, there are 4 openings and one scheduled move-in. Three applications are being processed. New tenants are selected from the community Coordinated Entry list. There is one pending lease termination.

The Housing Supports supplies are located at Gateway Gardens. A supportive services staff and an assistant property manager are officed at this location. The CCRI case manager continues to have an office at the location.

Prairie Horizons Townhomes

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 Easten 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 Easten 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 eight south supportive housing units and an additional eight in the 30 north units. Support services are funded through the HRA Cares program.

An HRA staff person and a CCRI employee are both officed part-time at the site. Due to the changes in the HRA Cares program, tenants can choose their own participating service provider.

As of July 1, there are no vacancies. Tenants are selected from the community Coordinated Entry list, so a waiting list is not maintained.

Housing Choice Vouchers

The HRA has administered a form of the current Housing Choice Voucher program since the mid-1970s. 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.

This HRA program has more than doubled in size since 2017. It is the largest program operated by the HRA and composes approximately 45% of the total agency budget. In June 2017, the HRA had 360 vouchers, and it now has 753 vouchers (a decrease of 11 due to the VASH transfer and sunseting of the Emergency Housing Voucher program).

The reason for the net increase is as follows: 1) In July 2017, the Moorhead Public Housing Agency transferred its 95-unit program to the HRA; 2) from 2018-2023 the HRA was awarded 187 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 (10 now transferred); 5) from 2020 through 2024, the HRA received 3 Foster Youth to Independence vouchers; 6) on July 1, 2021, the HRA received 15 Emergency Housing Vouchers (one is no longer available), and 30 vouchers due to Moorhead PHAs repositioning of 30 of its Public Housing units; 7) in 2022 it received 5 “fair share” vouchers; and 8) in December 2023, it received 5 Housing Stability vouchers.

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 tenants leave that program, they cannot be replaced. The program will sunset. The program is sufficiently funded to support all 14 households who are still receiving assistance through 2024.

As of July 1, 2024, there were a total of 749 out of 753 units leased in the Housing Choice Voucher program.

We are working with 8 additional households from other housing authorities. We have 552 vouchers under our main HCV HUD contract; 187 under our Mainstream HCV contract; and 14 under our HCV Emergency Housing Voucher (EHV) contract.

Of the 552 vouchers under our main contract, 549 vouchers are leased: 488 of 485 regular vouchers; 29 out of 29 Tenant Protection Vouchers; 3 of 3 FYI vouchers; 3 out of 5 Housing Stability Vouchers, and 26 of 30 VASH vouchers.

We have 9 existing regular HCV participants who are between units; we have issued one regular voucher, and one VASH voucher to new participants. There are 15 households on the main waiting list which is primarily closed.

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. The HRA is in “short fall” for 2024. The 2024 budget approved by Congress includes funding to provide additional funding for agencies that are in shortfall (not enough funding to support all current participants for the rest of the year.) HUD Headquarters had determined that agencies in shortfall will no longer be authorized to serve new tenants (except for VASH, FYI, Housing Stability, Project-Based, and people between units for the regular program. Mainstream vouchers can continue to be leased.) The HRA has approximately 20 households who could lease vouchers under the exception. Shortfall funds will supplement the budget by approximately \$420,000.

With this reduction, the HRA may only average 542 units leased each month for the remainder of the year. There are currently 549 households leased through the regular program. We will still be close to utilizing all our unit months for the year even with the new leasing restrictions. Our administrative fees are based upon the number of vouchers that are leased.

185 out of 187 Mainstream vouchers are under lease. We have 11 existing Mainstream participants who are between units.

14 EHV vouchers are under lease. All current participants can remain on the program for as long as needed.

We have 75 individuals enrolled in our Family Self-Sufficiency program. We have had 84 FSS participants in the past 12 months. We can serve up to 75 households. We now have a waiting list for this program for the first time since the program was implemented in the 1990’s.

Becker-Clay-Otter Tail-Wilkin (BCOW)

Adult Mental Health Initiative (AMHI) Rental Assistance

The contract with the BCOW AMHI 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.

The 2024 grant has been changed to allow for housing navigation and case management services to be provided through the grant as well as rental assistance and administrative fees. A staff person works approximately 16 hours per week on this activity.

As of July 1, there are 23 participants. We are not accepting any additional referrals due to spending approximately \$9000 more in the first 6 months than budgeted. There is enough time remaining to decrease the case load that we should be able to remain within budget for the grant term.

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 supportive services. We provide supportive services at the two Prairie Horizons Townhomes developments and in forty-eight scattered-site units. We are authorized to serve sixty-four households with these funds. The HRA administers the program and provides some of the supportive services. We have executed Memorandums of Understanding (MOUs) with CCRI,

West Central Minnesota Communities Action, Lakes & Prairies Community Action Partnership (CAPLP), the Lotus Center, Greater Minnesota Community Services, and Presentation Partners in Housing. The HRA also provides supportive services. This allows for tenant choice.

The grant has been in place since 2006. It provided rental assistance as well as supportive services from 2008 through 2023. The grant that began January 1, 2024, was reduced significantly during the past funding round. HUD agreed to amend the grant to transfer all funds into the supportive services and administrative categories. The grant will be monitored by HUD in August 2024.

We are currently serving 61 households. Of the 61 households, 50 are in Clay, 3 are in Otter Tail, and 2 are in Douglas Counties, MN; and there are 6 in Fargo, ND. There are 29 singles and 32 families being served. There are two households searching for units.

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 eighty-five households through September 30, 2025.

We are serving 54 households now. Nine households are searching for units. There are 13 singles and 41 families being served. The grant targets families and youth-headed households. Leased households are from Clay (47) and Douglas (7) Counties.

Openings are filled through the coordinated entry process. Staff is actively searching for eligible households. There is sufficient funding to serve approximately 80 households per month through the end of the grant term. Filling this program is our number one rental assistance priority.

Homework Starts with Home

Homework Starts with Home is a 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 three rounds of competitive funding. Throughout this time, the HRA has been the lead agency in a partnership that is 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.

The current grant term runs from 10/1/2023-9/30/2025. We anticipate serving a total of thirty-two

households during that time.

As of July 1, we are serving 24 households, and eight additional households are searching for a unit. There is enough rental assistance funding to serve more than 40 households for the remainder of the grant term. We will be able to put additional resources into the administration of this program now that we have received first half of the HRA Tax Levy.

Households are from Becker (2), Clay (15), Douglas (2), Pope (1), Otter Tail (2), Stevens (1), and Wilkin (1) Counties. Two households have moved into Fieldcrest and are receiving Homework Starts with Home services through CAPLP. CAPLP has an on-site office at Fieldcrest.

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 July 1, a total of 106 households were being served by the Housing Supports program in Clay County. There are 89 households leased in the scattered-site Housing Supports program – 9 with the HRA; 16 with CAPLP; 6 with the Presentation Partners in Housing; 3 with LMHC; 7 with Metro Behavioral Health; 9 with the Lotus Center; and 29 with Greater Minnesota Community Services. In addition, CCRI serves 5 scattered sites and 17 Housing Supports clients at Gateway Gardens.

Eight households are searching for units. Clay County Social Services has indicated that we are able to add up to 44 additional households at a rate of approximately 5 households per month. We anticipate returning to capacity by Summer 2025.

Minnesota DHS Community Living Infrastructure Grant

The Community Living Infrastructure Grant 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 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.

Funding of the current grant was extended until 6/30/25. The funding for the HRA supports 0.82 FTE.

There were no changes in the past month.

Minnesota DHS Housing Stabilization Services

Housing Stabilization Services are a 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.

Staff began Housing Consultations in 2020. Due to losing over \$50,000 in the initial operations of this program, we began doing limited housing consultations only.

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. Clay County has allocated SAHA funds and consented to tax levy funds to be used in 2024.

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

Dilworth

The HRA staff is administering a \$922,000 DEED grant for the City of Dilworth. It received funding to rehabilitate 21 homes. Twenty-six (26) applications were received in the initial solicitation of interest. Twelve of these did not follow through due to death, increased income, or reduced interest in the program. In 2024, a second solicitation was mailed out. Twenty-six (26) new applications were received.

So far 8 projects are complete; 5 projects are under construction; 8 projects are bidding; 2 projects are finalizing bids and preparing to close; 1 project is in the scope of work phase; and 1 is still in the eligibility phase. Staff anticipates closing on 10 of these projects. This would be a total of 23

homes. It is anticipated there is funding for at least two more homes which is why 25 households have been/are being worked with.

Of the remaining applicants, twenty households have been removed from the waiting list due to death, ineligibility due to higher income than limits, or voluntarily dropping. There are 9 remaining households on the waiting list.

The grant funded the rehabilitation of 7 commercial properties. Nine applications were received. One sold the building, and the application was withdrawn. Physical property inspections have been completed on all commercial buildings. Four projects are complete; 2 projects are finalizing the scopes of work; and one owner has not been responsive. A scope of work is being prepared for the final applicant since it appears there will be sufficient funding available.

The work is to be complete by September 30, but the City of Dilworth has approved requesting an extension from DEED until December 31, 2024.

RLP (Minnesota Housing Rehabilitation Loan Program)

The Minnesota Housing Rehabilitation Loan Program is funded by the state. Two projects are under construction, three are in the bidding phase, and one application is being processed. A number of other applicants were ineligible or did not follow through.

River View Heights (Moorhead Public Housing Agency)

River View Heights, 800 2nd Ave N, Moorhead, 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 July 1, there are 7 vacancies, but one of these is approved by HUD to be vacant due to rehabilitation work. Two applicants have been approved; two are being processed; and four more applicants are being contacted.

There are currently 167 people on the public housing waiting list which is shared with Sharp View.

Sharp View (MPHA)

Sharp View, 920 5th Ave S, Moorhead, MN, 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 July 1, Sharp View has no vacancies. The waiting list is shared with the River View Heights waiting list.

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 July 1, there are two vacancies. One household has been approved. Three applicants have been contacted for the remaining opening. While there is no specific subsidy tied to these units, accepted applicants do have a preference for an HCV voucher.

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. This property utilizes on-site caretakers.

As of July 1, there is one vacancy. Two applications are being processed.

UPDATE TO CLAY COUNTY HRA CREDIT CARD POLICY

A proposed update to the HRA credit card policy was reviewed by the board.

1. Dara A. Lee, Executive Director;
2. Dawn Bacon, Deputy Director;
3. Christina Peterson, Accounting Assistant;
4. Alexa Stoller, Accounting Assistant;
5. Katie Schatzke, Office Manager;
6. Paul Green, Rental Assistance Specialist Sr./Inspector;
7. Kia Roach, Homeless Programs Assistant; and
8. Teisa Taua-Taylor, Homeless Programs Specialist.

The Assistants and Office Manager are responsible for agency purchasing. Their purchases are approved by their managers who do not have credit card access.

The Homeless Programs Specialist purchases household supplies for the 100-150 people who are served by the Housing Supports program. These purchases reflect the majority of all agency credit card purchases. The purchased items are received and reviewed by a different Homeless Programs Assistant who does not have credit card access.

All credit card transactions are reviewed by the Finance Officer who also does not have credit card access. Final approval for payment is given by the Executive or Deputy Director.

Commissioner Dillard made a motion to approve the updates to the HRA credit card policy and reapprove the 8 current cardholders. Commissioner Lemke seconded the motion and the motion carried unanimously.

AGASSIZ APARTMENTS & HOUGE ESTATES SECURITY UPGRADES

Below are the bids received for the security upgrades at Agassiz Apartments and Houge Estates. Staff were only able to obtain two bids for the projects.

PROJECT: Install Security Cameras and Fobs at Agassiz.

(Estimated at \$30,000)

Arvig: \$27,003.33 (low bidder)

- \$12,029.21 for fobs
- \$14,974.12 for cameras

PC Parts: \$32,211.07

- \$12,910.83 for fobs
- \$19,300.24 for cameras

PROJECT: Replace Security Cameras at Houge

(Estimated at \$50,000)

- Arvig: \$45,683.61 (low bidder)
- PC Parts: \$51,012.67

Clay County awarded its State Local Housing Aid to the HRA for 2023 and 2024. The Agassiz roof was the priority project. Since it is complete and the cost was less than budgeted, staff requests that the lowest bid for updating the security systems be awarded at this time.

Staff recommended the \$27,003.33 bid from Arvig Communications for Agassiz Apartments, and the \$45,683.61 for Houge Estates be awarded.

\$80,000 was the total budgeted for the projects. The lowest bids for fobs and cameras total \$72,686.94. Agassiz still needs to have basic wi-fi infrastructure installed. We received one quote for \$5000 and are waiting for a second quote from Arvig.

Director Lee requested the board to approve up to \$10,000 additional for Wi-Fi installation at Agassiz apartments.

Commissioner Dillard made a motion to approve accepting the bid from Arvig Communications for security improvements and additional \$10,000 for Wi-Fi considerations at Agassiz Apartments. Commissioner Lemke seconded the motion and it carried unanimously.

PLANNING DISCUSSION FOR 2025-2029

Every 5 years, the HRA is required to submit a plan for the coming 5 years to HUD. Years 2-5 only include an annually updated plan.

The current plan ends in 2024. The next plan needs to be finalized by October to submit to HUD. The purpose of this meeting is to discuss underlying needs and the appropriate role for the HRA over the next 5 years.

At the June meeting, the board agreed that the combination with the Moorhead PHA, on-going organizational sustainability, maintenance and improvements to our properties, repositioning the public housing units, and implementation of the Bring It Home Minnesota Rental Assistance Program will be critical parts of the plan.

Below are proposed goals for the Clay County HRA's 2025-2029 Plan and the progress to date:

Goal 1: Improve Organizational Sustainability by stabilizing and increasing resources to provide needed services.

- Objective to decrease damages and evictions and increase revenues in units owned or managed by the Clay County HRA and the Moorhead Public Housing Agency.
- Objective to continue to increase efficiencies through the management of the Moorhead Public Housing Agencies.
- Objective to seek all available resources to assist in meeting the affordable housing demands within the community that are cost-effective and sustainable over the long term as well as within the existing capacity of the agency.

Goal 2: Preserve existing supply of quality housing that is affordable to those earning 80% of AMI or less.

- Objective to preserve naturally occurring affordable housing (multi-family and single family). 10 per year.
- Objective to maintain and rehabilitate units owned and managed by the Clay County HRA and Moorhead Public Housing Agency. Maintain all 391 units and rehabilitate an average of 20 of these units per year, and obtain an A or B rating on properties inspected under the NSPIRE standard by 2025.

Goal 3: Increase supply of quality housing that is affordable to those earning 80% of AMI or less.

- Objective to consider project-basing HCV units as appropriate.
- Objective to increase availability of rental assistance. Average of 20 units per year. Fully implement the State Rental Assistance Program (Bring it Home Minnesota).

- Objective to providing Homeownership opportunities for low-income people. Maintain Housing Choice Voucher Homeownership units and explore first-time homeowner opportunities.

Goal 4: Combine with Moorhead Public Housing Agency by 2030.

- Objective to align fiscal years by 2026. Objective to transfer ownership of Moorhead Affordable Housing to the Clay County Affordable Housing LLC by 2027.
- Objective to transfer the Maple Court Townhomes to the Clay County HRA by 2028.
- Objective to obtain necessary approvals for combination of agencies by 2029.

The Board agreed to proposed 5-year goals and planning. Discussion took place regarding organizational sustainability. In addition, the anticipation that there may need to be significant salary adjustments in 2025-2026 after the Clay County salary study is completed. The budget impact is unknown until Clay County takes action.


2025 HRA TAX LEVY DISCUSSION

A Special Board Meeting will be held to discuss the 2025 HRA Tax Levy on Tuesday, July 23, 2024, at 2:00 p.m. at the Family Service Center.

OTHER

- a. Staffing Updates-Director Lee provided the updated HRA Organizational Chart. She indicated there were openings for a Maintenance Technician and a Homeless Programs Specialist.

MEETING WAS ADJOURNED AT 11:07 A.M.



Tia Braseth, Chair on Behalf of Cecil Johnson, Secretary

8/19/2024
Date