

HOUSING & REDEVELOPMENT AUTHORITY OF CLAY COUNTY
Regular Meeting of June 20, 2024

BOARD MEMBERS PRESENT:

Tia Braseth, Anthony Dillard, Cecil Johnson, Greg Lemke and Bethany Peterson. Clay County Commission Liaison, Paul Krabbenhoft. Former board member and guest, Les Bakke.

MEMBERS ABSENT:

None.

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 MAY 16, 2024, REGULAR MEETING:

A motion was made by Commissioner Dillard to approve the May 16, 2024, regular minutes. Commissioner Johnson seconded the motion and it carried unanimously.

CITIZENS TO BE HEARD:

None

TREASURER REPORT:

Budget information was presented. There were minimal variations between budgets to actual.

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 is in the process of getting bids. No bids will be awarded until the contracts for the Agassiz Apartments improvements are finalized.

As of June 1, there are 9 vacant units and a pending eviction. Due to two staff on leave, new applicants were unable to be processed. The primary assistant housing manager for this property has returned from leave. Twenty-five applicants have now been sent letters informing them that they have reached the top of the waiting list. Only one has returned a full application which is being processed. There are 75 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. The building was inspected by HUD REAC on November 9 and received a score of 64. 60 is the minimum score to pass the inspection. It had a Management and Occupancy Review in March and scored Satisfactory.

Agassiz's roof has been replaced. Director Lee discussed a contractor error that resulted in a slightly lower quality shingle in the ability to withstand impacts. The shingles installed are still of

good overall quality and under warranty. The HRA and the contractor were able to come to an agreement where the contractor reduced the price by 10%.

The work was funded through the SAHA award from Clay County. Bids for security upgrades are being collected as well. We hope to award that contract within the next month.

As of June 1, there are no vacancies and 15 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 June 1, there are 3 vacant units. Openings are in Ulen (2), and Hawley (1). Staff are finalizing eligibility for 3 applicants. There are 11 additional 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 June 1, there are 8 vacant units and one pending eviction. All supportive housing units have been filled. Due to two staff on leave, new applicants were unable to be processed for two months. The primary assistant housing manager for this property has returned from leave and 8 letters have been mailed out to people on the waiting list. There are 70 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. 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, and we are hoping it is renewed. 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.

As of June, there are 4 openings and 3 applicants being processed. New tenants are selected from the community Coordinated Entry list.

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. 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). 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. SAHA funds were received from Moorhead to update the Gateway Gardens security system. Staff are obtaining bids.

We have 3 tenants who are very interested in starting a garden at the property, and we have received permission from the Department of Human Services to use Housing Supports funding for assistance with this project.

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 June, 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 on June 1, 2024, it has 754 vouchers (a decrease of 10 due to the VASH transfer). 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 2018-2023 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, 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 households who are receiving assistance through 2024.

Also in June, the HRA was notified that the requested transfer of the ten VASH units to the Bemidji HRA was approved retroactive to January 1, 2024. This transfer reduces our total unit months available by 120 units for the year.

As of June 1, 2024, there were a total of 751 out of 754 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 15 under our HCV Emergency Housing Voucher (EHV) contract.

Of the 552 vouchers under our main contract, 552 vouchers are leased: 489 of 485 regular vouchers; 29 out of 29 Tenant Protection Vouchers; 2 of 3 FYI vouchers; 3 out of 5 Housing Stability Vouchers, and 26 of 30 VASH vouchers.

We have 8 existing regular HCV participants who are between units; we have issued 2 regular vouchers, and one VASH voucher to new participants. There are 26 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.) Director Lee and Rental Assistance Manager Stanfill met with the HUD Shortfall Prevention Team on April 30 where they indicated that we could continue to lease up to our maximum level. We spoke to HUD officials again on June 4. They indicated that 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.) Shortfall funds will supplement the budget by approximately \$420,000.

With this reduction, the HRA may only average 543 units leased each month for the remainder of the year. There are currently 549 households leased through the regular program. We may add the 4 open VASH units, the 1 open FYI voucher, the 2 open Housing Stability vouchers, the 4 open project-based, and the 8 open vouchers due to people searching. 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.

189 out of 187 Mainstream vouchers are under lease. We have 8 existing Mainstream participants who are between units.

14 of 15 EHV vouchers are under lease, and one has ported their voucher to a different jurisdiction. The program is ending, and no additional vouchers will ever be issued. All current participants can remain on the program for as long as needed.

We have 72 individuals enrolled in our Family Self-Sufficiency program. We have had 76 FSS participants in the past 12 months. We can serve up to 75 households. This is the largest our FSS program has ever been!

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 June 1, there are 23 participants, and 2 participants who are in-between units. We are not accepting any additional referrals currently.

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), 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 59 households. Of the 59 households, 48 are in Clay, 3 in Otter Tail, and 2 in Douglas Counties, MN; and there are 6 in Fargo, ND. There are 29 singles and 30 families being served. There are four 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 50 households now. Nine households are searching for units. There are 12 singles and 38 families being served. The grant targets families and youth-headed households. Leased households are from Clay (44) and Douglas (6) Counties.

Openings are filled through the coordinated entry process. Staff is actively searching for eligible households. There is sufficient funding to serve approximately 90 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 June 1, we are serving 20 households, and nine 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 this program after we receive the HRA Tax Levy funding in July.

Households are from Becker (1), Clay (13), Douglas (2), Pope (1), Otter Tail (2), 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 June 1, a total of 102 households were being served by the Housing Supports program in Clay County. There are 86 households leased in the scattered-site Housing Supports program – 10 with the HRA; 16 with CAPLP; 6 with the Presentation Partners in Housing; 3 with LMHC; 7 with Metro Behavioral Health; 10 with the Lotus Center; and 29 with Greater Minnesota Community Services. In addition, CCRI serves 5 scattered sites and 16 Housing Supports clients at Gateway Gardens.

Two households are searching for units. Clay County Social Services has indicated that we are able to add up to 48 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.

We submitted the quarterly report to Clay County who will submit it to DHS. We continue to meet or exceed all goals. 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. We are still awaiting payment for all four consultations that were completed in 2024.

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 in July. 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, three homeowners have been unresponsive. Seventeen households have been removed from the waiting list due to death, ineligibility due to higher income than limits, or voluntarily dropping. There are 10 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 until December 31, 2024, from DEED.

RLP (Minnesota Housing Rehabilitation Loan Program)

The Minnesota Housing Rehabilitation Loan Program is funded by the state. Sixteen applications have been received. One project is under construction; one has been approved for closing; three are in the bidding phase; two applicants are over income; and nine applicants have been unresponsive. They are receiving a letter that they will be dropped from the waiting list if they do not respond promptly.

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 June 1, there are 10 vacancies, but 8 of these are approved by HUD to be vacant due to rehabilitation work. One applicant has been approved; one is being processed; and eight more applicants are being contacted.

There are currently 153 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 June 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 June 1, there are two vacancies. Two applicants are waiting for Housing Choice Voucher approval before moving in. 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 June 1, there is one vacancy. Three applicants have been contacted regarding the opening.

5-YEAR PLANNING DISCUSSION

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. We will need a draft of the next plan by August, and it must be finalized by October for submission to HUD.

Documents were included in the meeting packet for commissioners to review and consider. This included information about local housing needs and housing studies. Quality, affordable housing is a need across the board. Renters are extremely cost burdened. We also have homeowners that are cost burdened. Many program waiting lists are closed. The packet also included the goals described in the Clay County HRA's 2020-2024 Plan. They are as follows:

1. Preserve the existing supply of quality housing that is affordable to those earning 80% of AMI or less.
 - Preservation of naturally occurring affordable housing (multi-family and single family). Goal of 10 per year.
 - Maintain and rehabilitate units owned and managed by the Clay County HRA. Goal to maintain all 176 units and rehabilitate 20 of these units per year.
2. Increasing supply of quality housing that is affordable to those earning 80% of AMI or less.
 - Subsidized units- Goal to consider project-basing HCV units as appropriate.
 - Increased availability of rental assistance- Goal to increase by 20 units per year.
 - Providing Homeownership opportunities for low-income people – Goal to maintain Housing Choice Voucher Homeownership units.
3. End Homelessness in our Community – Goal to reduce homelessness by 5% per year.

4. Organizational Sustainability – Goal to stabilize and increase resources to provide needed services.
5. Transfer the entire MN164 Public Housing Program to MN017, Moorhead Public Housing Agency.

Director Lee shared some basic staff recommendations for the next five years. This includes a focus on sustainability, continue to apply for increased rental assistance, and implement new programs like Bring It Home Minnesota. She also shared the importance of increasing the value of the property that we already own because maintaining current affordable housing stock is a known cost-effective strategy. Along with that, the combination of agency operations between MPHA and Clay HRA as well as the repositioning of the public housing units under MPHA, is a recommended focus area. These are all staff recommendations for board discernment and consideration. This will be a focus at the July meeting.

OTHER:

- a. **Staffing updates-** The HRA recently revised the organizational chart. This was done to better integrate PHA programs into the HRA structure, adjust to some staffing changes and have clearer lines of authority. Deputy Director Bacon has oversight of managers in the property management, maintenance and rehabilitation programs. Director Lee oversees managers in rental assistance, administration and supportive services. A new position of Compliance Officer was created as a point of transition for a 30-year employee who is in the final years of her career. The position will assist the agency with preparing for her retirement by formalizing processes and procedures. The Housing Manager previously employed with MPHA will oversee all properties which will assist us in increasing consistency. Kendra Ferencak has agreed to a new position supervising maintenance staff in addition to the rehabilitation programs. Her new title is Property Maintenance and Rehabilitation Manager. A Maintenance Technician recently resigned. Director Lee described efforts underway, and the challenges associated with filling and retaining maintenance positions.
- b. **Other:** Director Lee requested permission to travel to the NAHRO Summer Symposium in Chicago to attend committee meetings.

A motion was made by Commissioner Dillard to approve of out of state travel to a conference in Chicago for Director Lee in July. Commissioner Peterson seconded the motion and it carried unanimously.

MEETING WAS ADJOURNED AT 10:36 A.M.

Cecil Johnson, Secretary

Date