

**HOUSING & REDEVELOPMENT AUTHORITY OF CLAY COUNTY  
Regular Meeting of March 20, 2018**

**MEMBERS PRESENT:**

Les Bakke via electronic means, Cecil Johnson, Mike Martin, Dale Rollie, and Ione Schultz.

**MEMBERS ABSENT:**

John Wilkie

**STAFF PRESENT:**

Dara Lee and Sheila Laney.

**9:30 A.M. REGULAR MEETING CALLED TO ORDER:**

**AGENDA:**

*A motion was made by Commissioner Bakke and seconded by Commissioner Martin to approve the agenda. The motion carried unanimously.*

**MINUTES FROM FEBRUARY 20, 2018 REGULAR MEETING:**

*Commissioner Martin made a motion to approve the minutes from the February 20, 2018 closed, regular, and annual meeting. Commissioner Rollie seconded the motion and it carried unanimously.*

**CITIZENS TO BE HEARD:**

None

**TREASURER'S REPORT:**

The budget reviews for January 2018 were discussed. January tends to be a higher cost month for us due to insurance costs, heating costs and snow removal. Training costs are high due to the yearly subscription cost of HTVN, which is the online training discussed at the last meeting. We also experienced some high damage unit turnovers during the month.

Overall, financials are as anticipated.

*Commissioner Johnson made a motion to accept 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 were four vacant units. Two of the units have been rented for March. There will be one additional opening for May 1. Applications are being processed for the three openings. There are 68 households on the waiting list. The waiting list is currently open.

**Agassiz Apartments**

As of March 1, there are 2 vacant units. There are five households on the waiting list, and two of them are being processed for the opening.

**Scattered-Site Public Housing**

As of March 1, there is one vacant unit which has been re-rented for mid-March. There are 25 households on the waiting list. We are only accepting applications for 3-bedroom units located in Ulen or Hawley at this time.

**Boyer Apartments**

As of March 1, there are no vacant units. There is a lease termination for March 31. Staff is processing the one applicant on the waiting list. The waiting list is only open to households who are eligible for a 2-bedroom unit; and who contain a member who has been diagnosed with a serious mental illness who is currently in compliance with a doctor-recommended treatment plan.

**Fieldcrest Townhomes**

As of March 1, there is one vacant unit which has been re-rented for the end of March. We will have one vacancy for May 1. Staff is processing applications for the opening. There are 172 households on the waiting list. Later in the agenda is a proposal to close this waiting list.

**Gateway Gardens**

As of March 1, there are no vacant units. Two HRA staff have offices at Gateway Gardens. CCRI continues to provide on-site support services.

**Housing Choice Vouchers**

As of March 1, 2018, 396 vouchers were under lease. We are authorized to lease up to 455 vouchers. It appears that we only will have enough funding to assist approximately 400 households per month. Our 2018 funding is likely to be based upon our 2017 spending. We will not have final numbers until at least April or May. We also are working with 30 households who have "ported in" to our area. The other housing authorities continue to pay the rental assistance on these units.

We are working with 17 households. We have issued 13 vouchers and are still determining eligibility for the remaining 4. There are 3 households on the waiting list who will be contacted this month. The 30 port-in households could be absorbed into our program if needed. Later in the agenda there is a proposal to open the waiting list to additional preference categories.

We have 37 individuals enrolled in our Family Self-Sufficiency program and are working with an additional household for April 1. We have had 43 FSS participants in the past 12 months. We can serve up to 40 households on the FSS program. One of the topics discussed at last month's public hearing is whether to increase the maximum to 50. HUD is encouraging agencies with FSS grants to serve at least 50 households. No action has been taken at this time.

### **Prairie Horizons Townhomes**

As of March 1, there is one vacant unit due to criminal activity. Staff is still searching for an eligible household through the Coordinated Entry System.

A part-time HRA staff person and a new full-time CCRI staff provide supportive services to both Prairie Horizons Townhomes developments and the HRA Cares scattered-site participants.

### **HRA Cares**

We are authorized to serve 64 households with these funds. We are currently serving 62 households. Of the 62, 15 are at Prairie Horizons Townhomes and 47 are in scattered-site units in Clay, Douglas, Wilkin, and Otter Tail Counties. There are 32 singles and 30 families being served.

New admissions in 2018 will be to the Bright Sky development until 15 households are leased. Staff has identified 8 households thus far. Seven should be moving in March and one in April.

We only are accepting applications through the Coordinated Assessment Referral and Evaluation System (CARES). Those with the highest needs (acuity levels) who meet program eligibility requirements will be accepted.

### **Homeless to Housed Rental Assistance**

We are authorized to serve 55 households. There are currently 56 households on the program, 20 singles and 36 families. Three additional households are searching for units. Lease households are from Clay, Otter Tail, Wilkin and Douglas Counties. Three households are transitioning to the Housing Choice Voucher program in March. At least one family will be moving into Bright Sky in March or April. Up to 5 more may be added.

New participants also are chosen through the CARES process.

### **HRA Cares For Kids**

The grant which began February 1, 2016 can serve up to 18 households. The grant term ends January 31, 2019. As of March 1, we are serving 11 households.

We are authorized to work with households with children in both the Detroit Lakes and Breckenridge school systems as well as the Moorhead school system. One household is from Detroit Lakes and the rest have children enrolled in Moorhead.

Minnesota Housing is considering an extension of this current program and may allow us to serve a few additional households. The current grant ends on January 31, 2019 but may be extended until September 30, 2019. At that time, we may be eligible to apply for on-going renewal funding. Minnesota Housing had extended its decision time line once again.

### **Housing Supports (formerly GRH) in Scattered-Site Units**

We have a vendor contract with Clay County and are working with CCRI, Summit Guidance Center, Lakeland Mental Health Center (LMHC), Dorothy Day House of Hospitality, Presentation Partners in Housing (PPiH), Lakes & Prairies CAP, and Homeless Health Services to provide services to as many households as needed. Lotus, a new provider, also may begin partnering.

There are currently 37 households leased with the Housing Supports programs – 9 with the HRA (2 of these are shared with Summit); 5 with Lakes & Prairies; 3 with the Presentation Partners in Housing; 3 with LMHC; 2 with Dorothy Day; and 17 with Summit Guidance (of these 2 are shared with the HRA).

Six additional households are searching for units. Lakes and Prairies is working with 1; Lakeland Mental Health is working with 2; Summit is working with 2; and 1 lost his case manager and is the process of being paired with someone else. Two people are being processed to determine eligibility.

### **Owner-Occupied Rehab Program**

Minnesota Housing Rehabilitation Loan Program- Five applicants have closed on loans and construction is underway; and 5 are having their eligibility determined.

Barnesville SCDP- The Barnesville application for DEED Small Cities Development Program (SCDP) was funded at \$937,735 to complete rehabilitation on 15 homes and 12 commercial projects. The HRA was awarded a \$26,216.56 Rural Development Housing Preservation Grant (HPG) to serve as matching funds for 3 of the Barnesville homes. All HPG funds have been expended.

We are currently working with 13 homeowner households. Eight projects are complete; 2 are under construction; and 3 are still being processed to determine eligibility. We have funding available for at least 2 additional homeowners.

We are working with 18 commercial property owners. Due to the lower than projected cost per building for rehabilitation, we will be able to rehab at least 16 buildings.

Sixteen applications have received preliminary approval through the Property Selection process. Six projects are complete; 3 projects are under construction; 5 projects are reviewing bids/re-bidding; and 2 projects still need to be inspected.

### **Rental Rehab Program**

We were awarded \$800,000 in 2016-2017 funding- \$200,000 for small projects and \$600,000 for large projects. We have received applications for \$1,200,000 for large projects and no applications for small projects. The Fergus Falls project closed on October 25. The Morris project closed December 20. The \$600,000 for large projects is all committed.

We will need to wait for additional funding to do the third project which is in Barnesville and the fourth project which is in Alexandria.

We have one current owner interested in the \$200,000 for small projects. This is the owner who has been working on changing its ownership structure to establish eligibility. A formal application has not been received yet.

**POTENTIAL NEW PROJECTS:**

**Small Cities Development Program**

Staff has submitted an SCDP grant application for Sabin to DEED to rehab 10 owner-occupied homes in the amount of \$258,525. Grant awards will not be made before May 2018. The Sabin pre-application was considered marginally competitive.

**Veterans Administration Supportive Housing (VASH) Housing Choice Vouchers**

We were invited to and have submitted our application to HUD for 15 VASH vouchers. The Fargo VA supported our application and is in the process of hiring a case manager. These vouchers are for homeless vets and are paired with supportive services from the VA. All referrals will come from the VA.

**OPEN THE HOUSING CHOICE VOUCHER WAITING LIST FOR ADDITIONAL PREFERENCE CATEGORIES:**

The HCV waiting list is currently open to only a select few preference categories. The categories that are open are as follows:

- Any family that has been terminated from its HCV program due to insufficient funding;
- Any Public Housing household residing in a wrong-sized unit owned by the PHA;
- Any household residing in a PHA current or former project-based Voucher unit who is eligible to receive tenant-based assistance; and
- Any Clay County resident who has completed a Tenant Education Program and is currently receiving time limited rental assistance but will be terminated from said assistance within 6 months due to reaching the program's time limit.

At the February meeting, the following two preference categories for the waiting list were added:

- Families who are Clay County residents and whose head of household or spouse is 75 years of age or older.
- Families who are currently participating in a permanent supportive housing program in Clay County who, based upon a standardized assessment, are determined to no longer require permanent supportive housing.

Staff proposes the two new preference categories be opened along with the following existing preference category:

- Disabled person or families with a disabled member who live in Clay or Cass Counties and who have attended the Tenant Education Class.

If the waiting list is opened to additional preference categories, this information will need to be published.

*A motion was made by Commissioner Martin to open the Housing Choice Voucher waiting list to the three categories above as of May 1, 2018. Commissioner Rollie seconded the motion and it carried unanimously.*

**CLOSING FIELDCREST WAITING LIST:**

The Fieldcrest waiting list currently has 172 households. The wait time is 1-2 years. HUD policy suggests that an owner close its waiting list when the waiting time reaches one year or more. If the waiting list is closed, this information will need to be published.

*Commissioner Bakke made a motion to close the Fieldcrest waiting list as of May 1, 2018. The motion was seconded by Commissioner Rollie and it carried unanimously.*

**OTHER:**

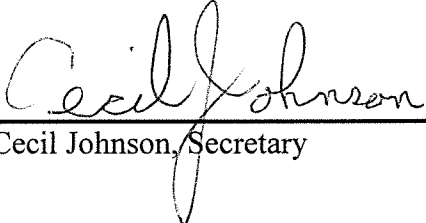
Cooperation with other HRAs: Director Lee discussed some of the issues the Detroit Lakes agency is having and the possibility of contracting with them in the short term to help. The board discussed and felt submitting a proposal should be left up to the director and staff.

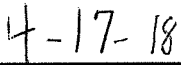
*Commissioner Bakke made a motion giving permission to explore further the possibility of contracting with the Detroit Lakes HRA. Commissioner Martin seconded the motion and it carried unanimously.*

Commissioners were reminded of a MN Legislative Public meeting April 5, 2018 at 6:30 p.m. at the Moorhead Public Library. Representatives Marquart and Lien will be in attendance, along with Senator Eken. All are welcome to attend.

**10:15 A.M. REGULAR MEETING ADJOURNED:**

*Chair Schultz adjourned the meeting at 10:15 A.M.*

  
Cecil Johnson, Secretary

  
Date