

**REGULAR MEETING OF THE
ST. CLOUD HRA BOARD OF COMMISSIONERS**

City Hall Council Chambers, 400 2nd Street South

**Wednesday, January 22, 2020
Approximate 6:20 P.M.
[6:00 P.M. Annual Meeting]**

<p>Personnel Committee Meeting – 4:30 P.M. Full Board: Routine Annual Executive Director Performance Evaluation – 5:00 P.M., CR1 STUDY SESSION – 5:30 P.M., CR1 - Agenda: Goals 2020 to 2025</p>

Purpose: To enhance the City of St. Cloud by providing affordable housing opportunities that promote self-sufficiency and collaboration for neighborhood revitalization.

Regular Meeting Agenda:

1. Roll Call.

Consent Agenda:

2. Approval of Agenda. REQUESTED ACTION: Approve.
3. Approval of Board Retreat Minutes, December 18, 2019. REQUESTED ACTION: Approve.
4. Approval of Minutes Regular Meeting, December 18, 2019. REQUESTED ACTION: Approve.
5. Approval of Mission Statement. REQUESTED ACTION: Approve.
6. Approval of Goals for 2020 to 2025. REQUESTED ACTION: Approve.

Open Forum: At this time members of the public may address the Board with questions, concerns, or comments (regarding an item NOT on the agenda). Citizens are asked to sign up to speak prior to the Open Forum portion of the meeting. Speakers will be limited to the first five citizens who sign up. The Board members will not ask questions of the speakers, but rather refer the matter to the Administration with a request for a follow-up report. A citizen may speak at the Open Forum only twice during the year. Open Forum is limited to a total of 10 minutes. TIME LIMIT IS 2 MINUTES PER PERSON.

Old Business: none

New Business:

7. Approval of Resolution 2020- 01 – Approval of Section 8 Management Assessment Program (SEMAP) Certification.
8. Approval of Recommendation from the Personnel Committee as relating to the Annual Performance Review of the Executive Director for 2019.
9. Report on Activities.

Open Discussion:

Adjourn.

2020 HRA Board Meeting Schedule - 4th Wednesday each month at 6:00 pm; early meetings as needed.
Note: November and December moved forward one week to accommodate holidays.

**ST. CLOUD HOUSING & REDEVELOPMENT AUTHORITY
BOARD RETREAT**

Wednesday, December 18, 2019

A retreat for the St. Cloud HRA Board of Commissioners was held on Wednesday, December 18, 2019, St. Cloud HRA Boardroom, 1225 W. St. Germain Street, St. Cloud, MN. Chair Nancy Gohman called the meeting to order at 5:00 p.m. Commissioners present: All – Mike Conway, Abdi Daisane, Seal Dwyer, Jeff Goerger, Nancy Gohman and George Hontos (the Board has one vacant position). Staff present: Executive Director Louise Reis, Finance Director Karen Rizer, Project Manager Paul Soenneker, Neighborhood Program Assistant Shannon Adamski, Property and Program Manager Jason Neuerburg, Senior Occupancy Specialist Gail Schroeder and Administrative Services Manager Sandy Hunter.

Item 1 - Roll call was taken and Pledge of Allegiance spoken.

Item 2 - Review and Update Mission Statement.

Louise Reis, Executive Director, said the Mission Statement or Purpose Statement had not had any changes since Economic Development had moved over to the City, so she felt it could reflect more of what the Agency does today and wanted the Board's opinion. She said it is the Board's ultimate decision; to help with this she said a Committee of staff members had met and came up with the following:

First sentence options:

The mission of the St. Cloud HRA is to provide housing opportunities and promote neighborhood revitalization to those qualifying individuals and families who experience barriers to housing needs because of income, disability, or special circumstances.

The mission of the St. Cloud HRA is to enhance the communities we serve by administering housing programs that foster stability to those qualifying individuals and families who experience barriers to housing needs because of income, disability, or special circumstances.

Optional middle sentence:

Towards this mission we offer a variety of programs including affordable rental housing, rental subsidies, homeowner rehab loans, and homebuyer downpayment assistance.

Last sentence options:

We are committed to operating in an efficient, ethical, professional, and collaborative manner, while maintaining the trust of the stakeholders.

We strive to administer our programs and manage our housing effectively and efficiently, while acting professionally, ethically, and upholding the trust of the stakeholders.

We strive to administer our programs and manage our housing effectively and efficiently by maintaining quality standards and the trust of the stakeholders, while being professional, responsive, respectful, courteous, non-discriminatory, and acting with integrity.

Board members said they thought it was good the way it was, but perhaps a few words could be changed or added to make it more specific to the current structure while still maintaining simplicity.

Commissioner Dwyer said she would like to see the words '*enhanced community*' added as stated in first sentence options. Commissioner Goerger agreed saying it added some unity.

Commissioner Hontos asked if the staff committee had a recommendation for the Board. Karen Rizer, Finance Director, responded they did not, they were leaving it open for discussion. She said she had composed the options from ideas everyone had but would like the Board's input on the wording. Ms. Reis added that she felt it needed to state more of how we serve.

Discussion continued with various wording bounced back and forth. Chair Gohman said it sounded like there was consensus to add the words "enhance community" with the old statement and requested staff to bring it back to the Board at the January meeting. Ms. Rizer said she would compose another draft using the suggested wording of the group for approval.

Item 3 - Review 2014-2019 Goals and Item 4 - Establish 2020-2025 Goals.

Ms. Reis referred to the goals and asked the Board if there were any they felt should remain or if they wanted to write new goals for the next five years. The Board members said they thought all of the goals were still viable and worked for the Agency and should remain.

Under Goal #1, '*active partner in neighborhood/community concerns regarding housing and neighborhoods*' '*maintain presence at St. Cloud Neighborhood Coalition meetings*' Ms. Reis asked Property and Program Manager Jason Neuerburg to give an update, as Mr. Neuerburg attends the meetings as the HRA liaison.

Mr. Neuerburg said the meetings are taking somewhat of a change in that the SCNC board wants to operate and work with the whole city and not just the neighborhoods currently involved. He stated they have rewritten their by-laws and have a SCSU student working on a revised website. Mr. Neuerburg said they are meeting in February to basically divide the City into four quadrants, find representation from each and listen to see what that particular quadrant feels is important or needed in their neighborhoods. He said they plan to hold six meetings per year with everyone or hold events, in addition to the board meeting six times per year. Mr. Neuerburg stated they want turn back to searching for grant opportunities and projects, for example a neighborhood garbage pick-up. He said the Eastside Boosters had met a couple of months ago using a facilitator to discuss future planning and around 200 people attended which showed the SCNC there is still interest in enhancing the community neighborhoods.

There was continued discussion as to how many members are still on the SCNC board and if they are all agreeing to change. They also asked how much of Mr. Neuerburg's time is used for this. Mr. Neuerburg responded most are still involved and realize it is time to make changes to keep up with the generation/social media of today. He said his time spent is no more than 10-12 hours per month.

Shannon Adamski, Neighborhood Program Assistant, handed out postcards and articles regarding the loan programs. She also explained the programs briefly and responded to questions on how many calls she receives, how many loans are processed, location of the projects, and how many requests she has had to turn down for lack of funding.

Ms. Reis commented currently the Homestead Incentive Loan program is for core neighborhood residents only and asked the Board if they were interested in expanding it to include the entire city. Commissioner Conway said since the Board approved the expansion of the CDBG loan program maybe it should be

considered. Board members questioned how many requests have been turned down for being out of the designated boundaries. Ms. Adamski said maybe 3 total that she could remember over the past couple of years. Commissioner Goerger asked if expanding the area would be an impact on staff workloads. Ms. Adamski responded there is only so much money so it would not make more work for her in preparing more loans, only in taking the inquiries.

After continued discussion on changing the boundaries and/or capping the purchase price, Commissioners Daisane, Dwyer, Goerger, Gohman and Hontos were in favor of leaving the program as it is. Commissioner Conway stated he would support changing the boundaries to include the entire City. Chair Gohman suggested reviewing the history of the price points and bringing it back to the Board for a vote. Commissioner Daisane questioned where the money for these loans is taken from. Ms. Rizer responded it comes out of reserves and loan paybacks of the current and past downpayment assistance programs.

The meeting adjourned at 5:59 for the Regular Board meeting at 6:00 p.m. Chair Gohman reopened the meeting at 6:10 p.m. [Commissioner Goerger had to leave at 6:00 p.m.]

The Board went back to Goal 3 regarding the emphasis on the homeless population and felt it could be useful to speak with Pathways/Youth for Christ and Habitat to see if there is any interest from them in developing any open lots still available on the ATS site. They suggested the CMBA perhaps would be interested in getting involved. Ms. Reis said she would start by reaching out to Youth for Christ to discuss possible options and report back. [Commissioner Conway left at 6:15 p.m.]

Ms. Reis briefly gave an update on the Passages Building that the Board had discussed at a previous meeting. She said she has been in communication with CentraCare but the asking amount to purchase is still out of reach for making it feasible.

There being no further discussion the meeting adjourned at 6:32 p.m.

ATTEST:

Secretary,

Chair,

ST. CLOUD HOUSING & REDEVELOPMENT AUTHORITY
REGULAR MEETING

Wednesday, December 18, 2019

A Regular Meeting for the St. Cloud HRA Board of Commissioners was held on Wednesday, December 18, 2019, St. Cloud Housing and Redevelopment Boardroom, 1225 W. St. Germain Street, St. Cloud, MN. Chair Nancy Gohman called the meeting to order at 6:00 p.m.

Consent Agenda:

1. Roll call was taken. Commissioners present: Mike Conway, Abdi Daisane, Seal Dwyer, George Hontos and Nancy Gohman. Absent: Jeff Goerger. [the Board has one vacancy]
2. Approval of Agenda – Commissioner Dwyer moved for approval of the agenda and consent items; Commissioner Daisane seconded the motion. Commissioner Hontos requested to pull Item 7. All other consent agenda items and agenda were approved.
3. Approval of Study Session Minutes, November 20, 2019 – approved as presented.
4. Approval of Minutes of Regular Meeting, November 20, 2019 – approved as presented.
5. Review of Financials: Public Housing Fund (operating statements by AMP), Germain Towers Fund, Northway Projects A&B Fund, and Eastwood Apartments Fund - no requested action.
6. Approval of Amendment to Procurement Policy – Number 5 of the Procurement Policy Bonds to be changed to the following as addressed under the Uniform Guidance Procurement Standards:

Bonds - In addition to the other requirements of this Statement of Procurement Policy, the following requirements apply:

- a. *For construction contracts exceeding \$175,000, contractors shall be required to submit the following, unless otherwise required by Federal, State, or local laws or regulations:*
 - (1) *a bid guarantee from each bidder equivalent to 5% of the bid price; and*
 - (2) *a performance bond for 100% of the contract price from the contractor awarded the bid; and*
 - (3) *a payment bond for 100% of the contract price from the contractor awarded the bid.*
- b. *The HRA reserves the right to set bonding requirements different from the above amounts in its discretion, or in compliance with applicable law as amended, and as provided in the bid specifications.*

Approved as stated.

7. Approval of Cleaning Service Contract – Commissioner Hontos moved for approval; Commissioner Dwyer seconded the motion. Commissioner Hontos asked the annual cost of services. Finance Director Karen Rizer said she would provide the information by email in the morning. Commissioner Hontos also questioned what the Kari Koskinen background check entailed. Louise Reis, Executive Director, responded. The motion carried. Before the meeting ended, Paul Soenneker, Project Manager, was able to provide Commissioner Hontos the cleaning costs of \$54,000 for 2016; \$40,000 for 2017 and \$53,000 for 2018.
8. Approval of Elevator Maintenance Contract – Contract awarded to Tyssenkrupp Elevator Corporation a monthly contract of \$922.00 for six elevators: Germain Towers Apartments (2), Grace McDowall Apartments

(2), HRA office and Riverside Apartments. Empire Apartments (2) and Wilson Apartments (2) currently have contracts that once they expire will also go to Tyssenkrupp for a total cost of ten elevators at \$1,902 per month.

9. Approval of Maintenance Service Contract – contract approved with Master Trade Services, Inc. who was the only contractor to submit a bid by the due date.

10. Approval of Amendment to Housing Choice Vouchers Program 2019 Budget – higher administrative fee approved providing funding for additional expenditures as shown in the amended HCV program budget.

11. Approval of 2019 Interfund Transfer for the Homestead Incentive Loan Program – transfer approved for \$150,000 to the Core Neighborhoods Fund from the Housing Development Fund.

12. Set a Public Hearing on Recommended Policy Changes to the Admin Plan and the Admissions and Continued Occupancy Policy – date set for Wednesday, February 26, 2020.

Open Forum: Chair Gohman opened the forum to the public; there was no one wishing to speak.

Old Business: None.

New Business:

13. Approval of Resolution 2019-18 – CDBG Application for 2020 – Ms. Reis requested grant proposal approval to the City of St. Cloud under Community Development Block Program funding to be used for the Single Family Rehab Program in the amount of \$300,000. Commissioner Conway moved for approval; Commissioner Dwyer seconded the motion. All Commissioners present voted in favor. The motion carried.

14. Report on Activities – Ms. Reis announced the new carpet in the lobby would be installed on Friday of this week and the office would be closed during this time. She said LED lighting has been installed in the lobby.

Chair Gohman questioned the vacancy rates for Empire Apartments. Ms. Reis explained some of the obstacles to the Board. All vacancies will be filled by December 31, 2019.

Open Discussion: none.

There being no further business the meeting adjourned at 6:10 p.m.

ATTEST:

Secretary,

Chair,

TO: St. Cloud HRA Board of Commissioners

FROM: Louise Reis, Executive Director and Karen Rizer, Finance Director

DATE: January 15, 2020

SUBJECT: Mission Statement

Requested Action: Approve the adoption of the following mission statement:

"To enhance the communities we serve by providing housing opportunities, fostering stability, and promoting neighborhood revitalization."

Background: It had been over ten years since the mission statement was last updated and staff felt it was time for a revision. Staff met and crafted options to be presented to the Board. Those options were discussed with the Board during the retreat on December 18th. Based on the discussion at the retreat, the above statement is being presented for approval.

Options: Approve, Table, or Deny.

Frequency of Request: As needed.

Related Actions: None.

Future Action: None at this time.

TO: St. Cloud HRA Board of Commissioners
FROM: Louise Reis, Executive Director
DATE: January 15, 2020
SUBJECT: Approval of Goals for 2020 to 2025

Requested Action: Approval of Goals for 2020 to 2025 for St. Cloud HRA.

Background: At the December 2019 Board Retreat, the St. Cloud HRA Board of Commissioners met to discuss goals for the coming five years. The goals will be reviewed at the January 22, 2020 Study Session before final approval. The goals and action steps are attached.

Frequency of Request: One time

Related Actions: None at this time

Future Action: Future board actions will be tied to a specific goal.

Relationship to Goals: N/A

Budget Impact: As action steps to the goals are presented for Board approval, the budget impact will also be addressed.

St. Cloud Housing and Redevelopment Authority

2020 to 2025 Goals

GOAL #1

The St. Cloud HRA will be an active partner in neighborhood/community concerns regarding housing and neighborhoods.

Action Steps

1. Maintain presence at St. Cloud Neighborhood Coalition meetings.
2. Work with other Core Neighborhood Associations when requested.
3. Serve on Neighborhood Best Practices Task Force.
4. Continue to explore funding partnerships/options for vacant city lots.
5. Continue to explore other opportunities for Fix Up Loan Program.
6. Continue to market all rehab programs.

GOAL #2

The St. Cloud HRA will promote fair housing and strive for high performance in HRA properties and housing subsidy programs.

Action Steps

1. Provide annual fair housing training for all staff.
2. Provide monthly/quarterly updates to Board on any compliance or management review.
3. Inspection of all HRA units and units contracted under the Housing Choice Voucher programs.
4. Monitor waiting lists for any significant changes in demographics of households applying.
5. Continue to Apply for Bridges grant(s).

GOAL #3

The St. Cloud HRA will encourage collaboration with other community organizations and continue to seek funding sources for all programs.

Action Steps

1. Continue collaboration with the Central MN Continuum of Care.
2. Continue to monitor Minnesota Housing Single Family Loan products.
3. Research funding sources for rental assistance and housing options to serve all households with an emphasis on homeless populations.

GOAL #4

The St. Cloud HRA will make efficient use of funding, technology and personnel resources.

Action Steps

1. Work with landlords to reduce the number of first-time inspection fails (HCV).
2. Implement plan to go paperless with regard to files, inspections, etc.
3. Continued fiscal responsibility for all programs.
4. Implement sustainable energy efficiencies to reduce carbon footprint.

TO: St. Cloud HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: January 15, 2020

SUBJECT: Approval of Section 8 Management Assessment Program Certification

Requested Action: Approval of Resolution 2020-01 - Section 8 Management Assessment Program Certification for the fiscal year ending December 31, 2019.

Background: We are required by HUD regulations to process and have board approval for performance measures on key areas of the Section 8 Housing Choice Voucher Program. I have attached a copy of the Section 8 Management Assessment Program (SEMAP) Certification for your review.

Frequency of Request: Annually.

Related Actions: None.

Future Action: None.

Relationship to Goals: Goal #2 – The St. Cloud HRA will promote fair housing and assure high performance in HRA properties and housing subsidy programs.

Budget Impact: Failure to submit the certification will result in the loss of funds for the Section 8 Voucher Program.

RESOLUTION 2020- 01

**APPROVAL OF THE
SECTION 8 MANAGEMENT
ASSESSMENT PROGRAM CERTIFICATION**

WHEREAS, the Housing and Redevelopment Authority of St. Cloud administers the Housing Choice Voucher Program,

WHEREAS, the Department of Housing and Urban Development (HUD) requires Housing Authorities administering the Housing Choice Voucher Program to complete a Section 8 Management Assessment Program (SEMAP) Certification,

NOW, THEREFORE, BE IT RESOLVED, that the Section 8 Management Assessment Program (SEMAP) has been completed and accurately reflects the status of the Housing Choice Voucher Program for the fiscal year ending December 31, 2019.

Adopted this 22nd day of January, 2020.

ATTEST:

Chair

Secretary

Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0215
(exp. 02/29/2020)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Instructions Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
St. Cloud Housing & Redevelopment Authority	12/31/2019	

Check here if the PHA expends less than \$300,000 a year in Federal awards ☐

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

- Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))
(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.
PHA Response Yes ☒ No ☐
(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.
PHA Response Yes ☒ No ☐
- Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)
(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.
PHA Response Yes ☒ No ☐
(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):
PHA Response ☒ At least 98% of units sampled ☐ 80 to 97% of units sampled ☐ Less than 80% of units sampled
- Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)
The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):
PHA Response ☒ At least 90% of files sampled ☐ 80 to 89% of files sampled ☐ Less than 80% of files sampled
- Utility Allowance Schedule. (24 CFR 982.517)
The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.
PHA Response Yes ☒ No ☐
- HQS Quality Control Inspections. (24 CFR 982.405(b))
A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.
PHA Response Yes ☒ No ☐
- HQS Enforcement. (24 CFR 982.404)
The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):
PHA Response ☒ At least 98% of cases sampled ☐ Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 982.301(b)(4) and (b)(12)).

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable ☐

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes ☒ No ☐

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes ☒ No ☐

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes ☒ No ☐

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes ☒ No ☐

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes ☒ No ☐

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes ☒ No ☐

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes ☒ No ☐

Enter current FMRs and payment standards (PS) **St. Cloud MSA**

0-BR FMR <u>596</u>	1-BR FMR <u>698</u>	2-BR FMR <u>855</u>	3-BR FMR <u>1229</u>	4-BR FMR <u>1502</u>
PS <u>596</u>	PS <u>660</u>	PS <u>812</u>	PS <u>1168</u>	PS <u>1382</u>

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes ☒ No ☐

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes ☒ No ☐

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes ☒ No ☐

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes ☒ No ☐

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response Yes ☒ No ☐

- 14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable ☐

PHA Response

- a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

6

0

or, Number of mandatory FSS slots under HUD-approved exception

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).
Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable ☐

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes ☒ No ☐

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes ☒ No ☐

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes ☒ No ☐

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes ☒ No ☐

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes ☒ No ☐

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes ☒ No ☐

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes ☒ No ☐

Enter current FMRs and payment standards (PS) Mpls/St Paul MSA

0-BR FMR <u>763</u>	1-BR FMR <u>915</u>	2-BR FMR <u>1151</u>	3-BR FMR <u>1636</u>	4-BR FMR <u>1923</u>
PS <u>699</u>	PS <u>862</u>	PS <u>1100</u>	PS <u>1538</u>	PS <u>1799</u>

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes ☒ No ☐

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes ☒ No ☐

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes ☒ No ☐

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes ☒ No ☐

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response Yes ☒ No ☐

- 14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable ☐

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

6

0

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

4

c. Portability: If you are the **initial** PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

0

Percent of FSS slots filled (b + c divided by a)

67.00

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable ☐

PHA Response

Yes ☒

No ☐

100%

Portability: If you are the **initial** PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Deconcentration Bonus Indicator (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;
- or
- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response

Yes ☐

No ☐

If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) _____

Date (mm/dd/yyyy) _____

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

TO: St. Cloud HRA Board of Commissioners

DATE: January 15, 2020

SUBJECT: Annual Performance Review of the Executive Director

The full board will meet for discussion at 5:00 p.m. on Wednesday, January 22, 2020 prior to this meeting.

A report from the Personnel Committee on the annual routine Executive Director evaluation for 2019 will be given.

Personnel Committee – Seal Dwyer, Jeff Goerger and George Hontos - recommendation to the full Board on the acceptance of the evaluation process for the Executive Director will be read for approval.

TO: HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: January 15, 2020

SUBJECT: Report on Activities

Commissioner Attendance: 4th Quarter of 2019: Conway 6/6, Daisane 5/6, Dwyer 2/6, Goerger 3/6, Gohman 6/6, Hontos 4/6

Housing Choice Voucher Program: During December 2019, there were eight housing choice vouchers released. Of the eight vouchers released, three were voluntary releases, three were for program violations, and two were at zero HAP. None of the voucher holders were over the age of 62.

As of December 31, 2019 – we have 191 Port In vouchers and 41 Port Outs.

CDBG Update:

For the homeowner rehab program:

- 6 in construction
- 2 in the bidding process
- 2 in scope of work
- 2 in the eligibility process
- 5 on the waiting list

Housing Department Vacancy Report – For the Month Ending December 31, 2019

Fund: Public Housing – 291 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>12/31/19</u>
Empire	89	3.77%	0
Wilson	126	1.95%	1
Scattered Sites	76	1.26%	1

Fund: Section 8 New Construction – 162 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>12/31/19</u>
Germain	60	0.0%	0
Grace/NWB	102	1.01%	0

Fund: Tax Credit – 249 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>12/31/19</u>
Creeks	24	1.0%	0
Brownstones	12	0.0%	0
Swisshelm One	32	2.17%	2
Westwood One	32	1.0%	1
Swisshelm Two	32	1.16%	1
Westwood Two	32	2.25%	0
Riverside	85	1.18%	0

Fund: Affordable Housing – 79 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>12/31/19</u>
Eastwood	18	3.73%	0
Loehr	61	0.89%	1