

MOORHEAD PUBLIC HOUSING AGENCY
PUBLIC HEARING AND
REGULAR MEETING AGENDA

April 24, 2012
11:30 AM
Usher's House

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Approval of March 27, 2012 Meeting Minutes _____
- III. Request Approval for Payment of Bills
- IV. March Statement of Revenue & Expenses
- V. Agenda Amendments
- VI. Citizens to be Heard
- VII. Business
 - A. Write off Uncollectible Accounts _____
 - B. Request Approval of FSS Action Plan _____
 - 1. _____
 - C. Request approval to seek bids to replace three furnaces in scattered site homes. _____
 - 1. _____
 - D. Request Approval of Capitalization Policy _____
 - 1. _____
- VIII. Other Business
- IX. Attorney's Report
- X. Adjournment

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I. CALL TO ORDER AND ROLL CALL

Chairman McMaster called the Regular Public Housing meeting to order at 11:32 AM.

Members Present: Donna McMaster, Chairperson; Becky Cusey, Commissioner; Heidi Durand, City Council Liaison
Greg Lemke, Vice-Chairman

Members Absent: Terry Braun, Secretary; Linda Bowie, Commissioner

Others Present: Sally Roe, Executive Director;
Toni Vondal, Rental Assistance Coordinator;

II. REQUEST APPROVAL OF FEBRUARY 28, 2012 REGULAR MEETING MINUTES.

Cusey moved, seconded by Lemke to approve the Minutes of February 28, 2012. All votes were in favor. Motion carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS

Lemke moved, seconded by Cusey to approve the payment of bills as presented. All votes were in favor. Motion Carried.

Roe pointed out that the PHA check total amount is a lot larger by about \$60,000. \$29,000 of that is our PILOT (payment in lieu of taxes) that we pay to the county in March. Also, our Housing Authority Insurance becomes due in March and that was \$29,771.

IV. AGENDA AMENDMENTS

A. Request for Travel Training

V. CITIZENS TO BE HEARD

None

VI. BUSINESS

A. MPHA Code of Conduct

Roe stated that the code of conduct had to be in place because we hired Dara Lee from Clay County HRA to write a grant for us. The grant is for a ROSS Coordinator and this grant requires that the code of conduct be part of the grant paperwork.

The Code of Conduct will go into the policy.

B. Review Update on Electrical Project Riverview Heights

Roe stated that we had a second change order, and we may have one more today. The electricians are taking out all the old wiring from the bus duct and also in the apartment living rooms and bedrooms. We will have one more meeting with the architect and electricians and this project will be done. We are about 2 weeks ahead of schedule.

C. Request Approval of Program Budgets

Roe state that she met with Commissioners McMaster and Bowie, who were the budget committee. The budgets were presented as you see it here, but they also saw all of the backup information and approved of it. One of the major things Roe wanted to point out is that the travel budget has been quadrupled. In the past we were spending very little on training. Roe would like to see more staff training to stay up to date with all the HUD changes.

Roe also asked all the commissioners to keep in mind the PHADA conference being held in January in San Diego. Roe asked if one or two commissioners could plan to attend that training. She went on to say that it came very well recommended by Mr. Goodwin.

McMaster stated that she and Bowie were in total agreement with the staff training, and with everything changing on the national and local level training is necessary just to keep up.

Lemke moved, seconded by Cusey to approve the Public Housing Operating and other Program Budgets. All votes were in favor. Motion Carried.

D. Request for Travel and Training

Roe stated that Jill Elliot from Fargo Housing has invited our staff to join them at their North and South Dakota NARHO Conference in Fargo. Roe asked to send at least 3 staff members. Some of the major topics being covered are background checks and Section 8.

The other training being requested is to send our Maintenance Supervisor to Wisconsin, Dells for Housing Quality Standard's training as well as certification to do housing inspections.

Cusey moved, seconded by Lemke to approve sending staff to training. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

None

VIII. ATTORNEY'S REPORT

Roe stated that the City Finance office asked why we did not pay specials and we have never paid specials. The new city attorney sent back a response stating that the Public Housing Agency does have to pay specials. So we will begin paying specials.

The Board directed Roe to seek another opinion, and check with other housing agencies about if they pay special assessments.

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:01 PM.

Donna McMaster - Chairman

Terry Braun – Secretary

Check Request Totals **Prepared: 04/20/12** **Paid in April, 2012**

PHA	Amhsip	Gen. Fund	Section 8	Capital Fund	Bridges	BCOW	ELHIF	Alerus	Computer
1,185.78	8,923.73	0	37,590.89		5,197.49	8,517.90	1,005.28	0	0
Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks			Hand Checks	Hand Checks
31,647.07	0	110.42	0	29,190			0	-0-	-0-
TOTAL	163,368.56								

S Roe
Interim Executive Director Approval

04/20/2012 **Date**

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Note: The Accountant format showing the "budget" amounts spent and remaining is attached.

MOORHEAD PUBLIC HOUSING AGENCY
STATEMENT OF REVENUE & EXPENSES - PHA
For the Period Ended March 31, 2012

	1 Month Ended				9 Months Ended			
	Mar. 31, 2012	Budget	Variance	Pct	Mar. 31, 2012	Budget	Variance	Pct
REVENUE								
Dwelling Rental	\$ 38,311.80	\$ 35,254.00	\$ 3,057.80	9	\$ 337,442.50	\$ 317,288.00	\$ 20,154.50	6
Exc Utilities - Freezers	12.00	73.00	(61.00)	(84)	89.00	661.00	(572.00)	(87)
Exc Utilities-Plug Ins	216.00	0.00	216.00	0	817.00	0.00	817.00	0
Exc Utilities-Air Cond	30.00	73.00	(43.00)	(59)	1,380.00	661.00	719.00	109
TOTAL RENTAL	38,569.80	35,400.00	3,169.80	9	339,728.50	318,610.00	21,118.50	7
Int-Gen FD Investment	21.55	10.00	11.55	116	81.68	95.00	(13.32)	(14)
Late Charges	285.28	0.00	285.28	0	797.17	0.00	797.17	0
Other Income-Damage	277.57	0.00	277.57	0	603.67	0.00	603.67	0
Other Income-Keys	37.00	0.00	37.00	0	167.00	0.00	167.00	0
Other Income-Laundry	950.75	1,143.00	(192.25)	(17)	7,016.35	10,281.00	(3,264.65)	(32)
Other Income-Cleaning	1,140.30	0.00	1,140.30	0	2,468.58	0.00	2,468.58	0
Other Income - Pop	228.49	83.00	145.49	175	993.69	751.00	242.69	32
Other Income - Cable	2,034.00	1,697.00	337.00	20	18,242.00	13,576.00	4,666.00	34
Other Income - Antenas	1,557.71	1,557.50	0.21	0	14,019.39	14,017.50	1.89	0
Admin Fee Earned	0.00	0.00	0.00	0	40,637.00	0.00	40,637.00	0
TOTAL OPERATING	6,532.65	4,490.50	2,042.15	45	85,026.53	38,720.50	46,306.03	120
Operating Subsidy - P	0.00	19,680.00	(19,680.00)	(100)	112,542.00	177,128.00	(64,586.00)	(36)
TOTAL OTHER INCO	0.00	19,680.00	(19,680.00)	(100)	112,542.00	177,128.00	(64,586.00)	(36)
TOTAL REVEN	45,102.45	59,570.50	(14,468.05)	(24)	537,297.03	534,458.50	2,838.53	1

MOORHEAD PUBLIC HOUSING AGENCY
STATEMENT OF REVENUE & EXPENSES - PHA
For the Period Ended March 31, 2012

	1 Month Ended				9 Months Ended			
	Mar. 31, 2012	Budget	Variance	Pct	Mar. 31, 2012	Budget	Variance	Pct
ADMINISTRATIVE EXPENSES								
Admin Salaries	13,916.14	13,125.00	791.14	6	83,714.54	118,125.00	(34,410.46)	(29)
Legal Expenses	120.00	0.00	120.00	0	148.27	0.00	148.27	0
Staff Training	1,629.00	175.00	1,454.00	831	3,227.66	1,575.00	1,652.66	105
Travel	731.16	825.00	(93.84)	(11)	2,594.91	7,425.00	(4,830.09)	(65)
Accounting Fees	4,204.00	729.00	3,475.00	477	(13,191.74)	6,563.00	(19,754.74)	(301)
Sundry - Other Admin	49.50	1,525.00	(1,475.50)	(97)	445.49	13,725.00	(13,279.51)	(97)
Sundry Supplies	339.08	0.00	339.08	0	3,442.24	0.00	3,442.24	0
Sundry Professional Se	392.76	0.00	392.76	0	3,851.31	0.00	3,851.31	0
Sundry Communication	747.99	0.00	747.99	0	6,622.01	0.00	6,622.01	0
TOTAL ADMINISTRA	22,129.63	16,379.00	5,750.63	35	90,854.69	147,413.00	(56,558.31)	(38)
UTILITIES								
Water	2,341.56	2,267.00	74.56	3	21,345.58	20,399.00	946.58	5
Electricity	5,785.06	4,608.00	1,177.06	26	47,112.89	41,476.00	5,636.89	14
Gas	3,815.57	5,967.00	(2,151.43)	(36)	25,623.43	53,699.00	(28,075.57)	(52)
Other Utilities Expense	194.73	0.00	194.73	0	1,775.44	0.00	1,775.44	0
Garbage Removal	536.63	1,308.00	(771.37)	(59)	7,109.90	11,776.00	(4,666.10)	(40)
TOTAL UTILITIES EX	12,673.55	14,150.00	(1,476.45)	(10)	102,967.24	127,350.00	(24,382.76)	(19)
ORDINARY MAINT EXP.								
Salaries - Maintenance	10,276.89	8,109.00	2,167.89	27	63,543.91	72,983.00	(9,439.09)	(13)
Materials	1,479.09	2,900.00	(1,420.91)	(49)	11,305.01	26,100.00	(14,794.99)	(57)
Contract Costs	11,516.32	11,758.00	(241.68)	(2)	143,383.28	105,826.00	37,557.28	35
TOTAL ORDINARY	23,272.30	22,767.00	505.30	2	218,232.20	204,909.00	13,323.20	7
GENERAL EXPENSES								
Insurance	29,771.00	3,115.00	26,656.00	856	31,381.34	28,040.00	3,341.34	12
Pmt In Lieu-Taxes (Exp	2,453.50	2,497.50	(44.00)	(2)	23,230.86	22,477.50	753.36	3
Employ Benefit-Pensio	1,668.70	0.00	1,668.70	0	10,583.15	0.00	10,583.15	0
Employ Benefit-FICA	1,573.16	0.00	1,573.16	0	10,168.70	0.00	10,168.70	0
Employ Benefit-Health	2,820.51	6,690.00	(3,869.49)	(58)	24,297.58	60,205.00	(35,907.42)	(60)
Workers Compensation	588.63	0.00	588.63	0	1,698.19	0.00	1,698.19	0
Employ Benefit-Life Ins	(76.04)	125.00	(201.04)	(161)	(329.50)	1,125.00	(1,454.50)	(129)
Other General Expense	108.66	0.00	108.66	0	414.09	0.00	414.09	0
TOTAL GENERAL EX	38,908.12	12,427.50	26,480.62	213	101,444.41	111,847.50	(10,403.09)	(9)
OTHER EXPENSES								
Depreciation	17,003.89	0.00	17,003.89	0	153,035.01	0.00	153,035.01	0
Machinery & Equipmen	1,800.11	0.00	1,800.11	0	11,745.14	0.00	11,745.14	0
TOTAL OTHER EXPE	18,804.00	0.00	18,804.00	0	164,780.15	0.00	164,780.15	0
TOTAL EXPENS	115,787.60	65,723.50	50,064.10	76	678,278.69	591,519.50	86,759.19	15
REVENUE O	\$ (70,685.15)	\$ (6,153.00)	\$ (64,532.15)	999	\$ (140,981.66)	\$ (57,061.00)	\$ (83,920.66)	147

MEMORANDUM

DATE: April 24, 2012
TO: PHA Board of Commissioners
FROM: Sally Roe, Interim Executive Director
RE: Write off Uncollectible Accounts

Request Board approval to write off accounts receivable that are more than two years old.

Debts Owed to PHAs & Terminations >> Debts Owed to PHAs & Terminations Report
>> [Report Selection](#) >> [PHA Statistics](#)

Welcome SALLY A ROE

- [Back to Secure Systems](#)
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- Debts Owed to PHAs & Terminations
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 - [Enter/Update Information](#)
 - By SSN
 - By Batch
 - [Debts Owed to PHAs & Terminations Report](#)
- Income Information
 - [By Head of Household](#)
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 - [Existing Tenant Search](#)
 - [Multiple Subsidy Report](#)
 - [Identity Verification Report](#)
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 - [Deceased Tenants Report](#)
- User Administration
 - [By Roles](#)
 - [By Users](#)
 - [User Role History Report](#)
 - By User
 - By User Administrator
- Audit Reports
 - [Tenant Data Access](#)
- Security Questionnaire
 - [Security Questionnaire Report](#)
- External Links
 - [USCIS - SAVE System](#)

User Manual



PHA Statistics as of 03/28/2012

Office	MN017 MOORHEAD PUBLIC HOUSING AGENCY		
Program Type	ALL	Public Housing	Section 8
Number of Reported EOP Families	125	87	38
Number of Reported Families with Debts Owed to PHAs & Terminations	9	9	0
Percentage of Reported Families with Debts Owed to PHAs & Terminations	7.20%	10.34%	0.00%
Number of Reported Families with Debts Owed	7	7	0
Percentage of Reported Families with Debts Owed	77.78%	77.78%	0.00%
Number of reported Families with Terminations	2	2	0
Percentage of Reported Families with Terminations	22.22%	22.22%	0.00%
Number of Reported Bankrupt Families	0	0	0
Percentage of Reported Bankrupt Families	0.00%	0.00%	0.00%
Number of Reported Families with Repayment Agreement	0	0	0
Percentage of Reported Families with Repayment Agreement	0.00%	0.00%	0.00%
Total Amount of Debts Owed by Reported Families	\$2,721.84	\$2,721.84	\$0.00
Percentage of Amount of Debts Owed by Reported Families	100.00%	100.00%	0.00%

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1 to 8 of 8 Households

Tenant data for PHA: MN017 MOORHEAD PUBLIC HOUSING AGENCY as of 03/28/2012							
HOH SSN	HOH Name	End of Participation Date	Debt Owed to PHA	Bankruptcy	Repayment Agreement	Default on Repayment Agreement	End of Participation Status
*** **	H K	03/31/2009	\$0.00	No	No	No	Unit abandoned/vacated with no notice
*** **	M	08/01/2009	\$3.22	No	No	No	Failure to pay other charges*, Lease Violations
*** **	H A	06/08/2009	\$490.47	No	No	No	Failure to pay other charges*
*** **	G V	07/08/2008	\$5.21	No	No	No	Failure to pay other charges*, Lease Violations
*** **	A R	09/30/2009	\$123.50	No	No	No	Failure to pay other charges*, Unit abandoned/vacated with no notice
*** **	C	09/30/2009	\$294.44	No	No	No	Failure to pay other charges*, Unit abandoned/vacated with no notice
*** **	H	08/01/2010	\$1,674.41	No	No	No	Failure to pay other charges*
*** **	D	09/02/2010	\$0.00	No	No	No	Lease Violations

MEMORANDUM

DATE: April 24, 2012
TO: PHA Board of Commissioners
FROM: Sally Roe, Interim Executive Director
RE:

The Moorhead PHA is attempting to get funding for a FSS (Family Self Sufficiency) Coordinator. Part of that Grant Writing requirement is having a FSS Action Plan.

Attached is our Action Plan for FSS, which is based on the model plan being used by Clay County HRA.

We are asking Board members to review the plan, and we Request approval of the plan at the April 24, 2012 Meeting.

1. MISSION:

The mission of the Public Housing Agency of the City of Moorhead, Minnesota is to promote and deliver quality, well-managed homes to a diverse low income population and, as a valued partner, contribute to the well-being of the individuals, families and community we serve.

2. PROGRAM DESCRIPTION AND SUMMARY:

The Family Self-Sufficiency (FSS) Program is intended to provide up to 25 households who are currently receiving Housing Choice Voucher (HCV) rental assistance the opportunity to improve their educational and technical skills in order to obtain employment. The long-range goal of the FSS program is to help households achieve economic independence and self-sufficiency. The FSS program will do this by providing supportive (case management) services in assisting the household in obtaining education or training and by helping obtain childcare and other necessary supportive services while the household is in school or on the job. It also does this by establishing an escrow account for the client. Case management and the escrow account are described later in this document. This program has not been in existence with the MPHA.

The MPHA would like to partner with the Clay County HRA's Family Self-Sufficiency Program. This program is run in accordance with 24 CFR (Code of Federal Regulations) 984 and the Contract of Participation (form HUD-52650). These documents address the federal regulations in regard to Family Self-Sufficiency programs. The contract also includes the Individual Service Plan which outlines the participants' goals and measurable milestones that need to be achieved for successful program completion.

3. ACTION PLAN:

This action plan was created with input from members of the Program Coordinating Committee which includes Clay County HRA staff and Commissioners, and MPHA Staff as well as current and past participants of the Family Self-Sufficiency program. The purpose of this plan is to be a guide to staff by providing procedures and outlining service standards.

4. POPULATION SERVED AND HOUSEHOLD DEMOGRAPHICS:

The Moorhead Public Housing Agency currently holds 95 HCV vouchers. The program tends to run at or close to capacity at all times. Eight of these vouchers are project based. The remaining 87 vouchers are utilized in the private rental market. The average household has 2 members.

Of those households being served by the HCV program, 43% have children under the age of 18 residing with them. Households without minor children equal 56% of total households served. Of these 62% have an elderly and/or disabled household member.

In terms of race, 81% consider themselves White, 2% Native American, 10% Black/African American, and 1% Asian, 6% are Hispanic. 94% are non-Hispanic.

Seventy-two percent of households are considered Extremely Low Income (below 30% of Median), 27% are considered Very Low Income (50% of median), and 1% Low Income (80% of Median). Primary income sources include the following: 34.4% with earned income; 58.2% with unearned income (child

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support, Social Security, retirement benefits, etc); and 5.4% on public assistance (MFIP/TANF, General Assistance) 2% receive pension income.

With the number of HCV participants, it will be a challenge to operate a program of up to 25 households in the FSS project. Of the households being offered participation in the project, it is estimated that 55% of households will have minor children in the household and 45% will not. This means that supportive services would be varied to each household with major emphasis on daycare assistance, transportation, education and training, mental and chemical health, physical health, employment search and support, independent life skills and emergency (crisis) services.

5. FSS PARTICIPANT SELECTION PROCEDURES:

All FSS participants must be actively using the HCV program. If the FSS program is full, a waiting list may be started. The FSS program will not discriminate in the selection of participants with regard to race, color, religion, sex, handicap, familial status, or national origin. The FSS program is a completely voluntary program and a household's decision not to participate will not affect their HCV participation.

Households can express their interest in participating in FSS at any given time by speaking with their HCV Rental Assistance Specialist who will forward information to the FSS Case Manager. All potential households must attend an orientation to the program, either in an individual meeting with the FSS Case Manager, or in a group setting. Orientation topics will include program requirements, the FSS Contract of Participation, goal planning techniques, the escrow account, and any questions from the household. If the household wishes, they may sign the Contract of Participation and develop an Individual Service Plan (ISP) or goal plan at the time of orientation. The household may also choose to make an appointment for a later date.

If the program is full, the household may fill out a brief application. The application will be kept by the FSS Case Manager and will be put in order of receipt. Households on the waiting list will be contacted in order of receipt when an opening occurs on a first come, first serve basis.

If a household chooses not to enter into a Contract of Participation within 30 days of orientation or the household and the HRA cannot agree on the terms of the Contract, the next household of the FSS list will be offered the slot. If a household chooses not to participate in FSS, their HCV assistance will not be affected.

Any household that owes the HRA money for damages, unpaid rent, or vacancy payments will be unable to fill an FSS slot until all money owed to the HRA is paid or a valid Repayment Agreement is in effect.

The FSS Program is purely voluntary on the part of the household. The HRA will not require anyone to be a part of the FSS project. If a household begins FSS and then drops out, they will retain their HCV rental assistance but will forfeit any money in the escrow account.

Households who have previously participated in the FSS program may re-enroll in the program. If there is a waiting list, they will be added to the waiting list just like any other household.

6. INCENTIVES:

As an incentive to households, the MPHA/HRA will establish a cash escrow account that will be given to the head of household if they successfully complete their Individual Service Plan (ISP) and obtain suitable employment that removes all members of the household from public cash assistance programs for at least 12 consecutive months prior to contract completion.

At the time of program entry, the FSS Case Manager and FSS participant will discuss suitable employment. Suitable employment will be determined on a case by case basis based on the skills, education, job training, and physical abilities of the head of the FSS family and will be realistic based on the available job opportunities within the community.

Payments to the household’s escrow account will be made by the HRA on a monthly basis. The monthly escrow payment amount will equal the difference between the household’s initial 30% of adjusted monthly income when they begin FSS and any increases in 30% of monthly adjusted income attributable to employment earnings. An example of the escrow payment is provided below.

Earned escrow monies may be distributed prior to contact completion only if the money is necessary for purposes consistent with the ISP such as education, job training, business set-up, or homeownership. Any monies distributed early will be paid directly to the vendor. At the successful completion of the contract, earned escrow will be distributed directly to the participant with no limitations on spending.

MONTHLY ESCROW PAYMENT EXAMPLE WITHOUT EARNED INCOME			
FULL APARTMENT RENT	TENANT’S SHARE @ 30% OF MONTHLY ADJUSTED INCOME PAID TO LANDLORD	MONTHLY HRA SUBSIDY PAID TO LANDLORD	MONTHLY HRA ESCROW PAYMENT
\$400	\$100	\$300	\$0

MONTHLY ESCROW PAYMENT EXAMPLE WITH EARNED INCOME			
FULL APARTMENT RENT	TENANT’S SHARE @ 30% OF MONTHLY ADJUSTED INCOME PAID TO LANDLORD	MONTHLY HRA SUBSIDY PAID TO LANDLORD	MONTHLY HRA ESCROW PAYMENT
\$400	\$250	\$150	\$150

Case management will also be provided to participants. The FSS Case Manager will be available for participants to assist them in accomplishing their goals and will be knowledgeable in community resources, referral sources, and be a general support to FSS households.

The Mission of the Moorhead Public Housing Agency is to promote and deliver quality, well-managed homes to a diverse low income population and, as a valued partner, contribute to the well-being of the individuals, families and community we serve.

7. OUTREACH AND APPLICATION PROCESS:

The Moorhead PHA will take FSS applications from its current list of households holding Housing Choice Vouchers. New HCV participants will be given information on FSS during the initial briefing and existing participants will be reminded of the program at their annual recertification interview. Information will be given about the program.

Potential participants are encouraged to attend an orientation or to make a personal meeting with the FSS Case Manager. The program goals and contract will be discussed thoroughly. The participant will then meet with the FSS Case Manager to discuss any questions and to complete an Individual Service Plan (ISP) and to sign the Contract of Participation.

All HCV households will receive information regarding FSS from their Rental Assistance Specialist regardless of age, race, color, religion, sex, handicap, familial status, or national origin. Reasonable accommodations may be requested.

8. ACTIVITIES AND SUPPORTIVE SERVICES

The MPHA/HRA utilizes supportive services and resources throughout Clay and Cass counties. These resources are available from both the private and public sector. Together the FSS Case Manager and the participant will discuss what goals they would like to achieve and what kinds of services are needed to successfully complete the Contract of Participation and the ISP.

In order to avoid duplication of services, the FSS Case Manager will act as an information, resource, and referral agent to the participant. The Case Manager will also provide support and advocacy while utilizing community resources. The services available in the community change frequently and it is the responsibility of the case manager to be aware of changes to programs and eligibility. Community services include but are not limited to:

- Clay County Social Services:
 - Provide adult and child services in the areas of physical disabilities, mental and chemical health
 - Cash assistance to families and people with disabilities
 - Emergency assistance for rent, deposit, and utilities
 - Daycare assistance for parents seeking employment
 - Food Support
 - Medical Assistance
- Rural Minnesota Certified Employment Program (CEP)
 - Personal and career assessment and planning
 - Job seeking skills
 - Resume and cover letter writing
 - Job training
 - Educational workshops
 - Transportation assistance
- Lakes and Prairies Community Action Partnership
 - Headstart
 - Rainbow Bridge safe exchange for children
 - Emergency services
 - Tax preparation
 - Child Care Resource and Referral

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- Senior services
 - FAIM and financial literacy programs
- Minnesota State University Moorhead, North Dakota State University, Concordia College
 - Four year educational degrees
- Minnesota State Community and Technical College, Akers Business College, Minnesota School of Business
 - Technical and Associates degrees
- Public School systems
 - High school diploma or equivalency (GED), Community Education Classes
- Lakeland Mental Health, Creative Care for Reaching Independence (CCRI), Solutions Behavioral Healthcare Professionals
 - Mental health case management for adults and children
 - Adult Rehabilitative Mental Health Services (ARMHS)
 - Counseling services
 - Psychiatric services
 - Life skills training
- Lutheran Social Services (LSS)
 - Family services
 - Representative payee service
 - Disability assistance
- The Village Family Service Center
 - Financial literacy and debt management
 - Tenant and homebuyer education
 - Mental health for adults, children and families
- Rape and Abuse Crisis Center
 - Domestic and random violence counseling and support
- Minnesota and North Dakota Extension Services
 - Information on numerous topics including financial literacy, housekeeping, health and nutrition, and parenting
- West Central Minnesota Communities Action Partnership
 - Utility assistance
- Legal Services of Northwest Minnesota
 - Legal counsel
- Freedom Resource Center
 - Information and advocacy for persons with disabilities
- Metro Area Transit
 - Public transportation
- Cultural Diversity Project
 - Culturally appropriate programs and advocacy
- Fargo Housing Self-Sufficiency Programs
 - Clothing Connections
 - Entrepreneurship program for women and minorities
 - Job seeking skills
 - Computer literacy

The Mission of the Moorhead Public Housing Agency is to promote and deliver quality, well-managed homes to a diverse low income population and, as a valued partner, contribute to the well-being of the individuals, families and community we serve.

- Family Life Credit Service
 - Financial literacy and debt reduction
 - Homeownership classes and counseling

9. METHOD FOR IDENTIFICATION OF SUPPORTIVE SERVICES:

Prior to entering the FSS program, the participant and FSS Case manager will sit down and discuss the participant's goals and the program expectations.

The ISP includes goals that are specific to the program:

- Head of household will have suitable employment by the end of the contract
- The household will be cash assistance free for 12 consecutive months prior to completion of contract. Contract may be extended in order to complete this goal to receive earned escrow.
- The participant will have at least monthly contact with the FSS Case Manager. This can be phone, in person, or by monthly questionnaire.
- Any changes in household income, size, etc. will be reported to the FSS Housing Manager (rental specialist) within 10 days of the change and the participant will be in good standing with the HCV program.

All other goals are individualized towards the FSS participant. The participant will be advised to create personal and household goals that are accomplishable, measureable, and realistic. Goals may be amended in the future if the participant can show why the goal is no longer applicable to the household.

10. PROGRAM TERMINATION, WITHHOLDING OF SERVICES, GREIVANCE PROCEDURES:

If a household fails to comply with its Contract of Participation, the FSS Coordinator and MPHA Section 8 Coordinator will first attempt to work with the household to determine the cause of their non-participation. If there is good cause, the Contract of Participation may be amended. Good causes are circumstances beyond the control of the participant and may be determined by the FSS Case Manager and the FSS family. Examples include, but are not limited to, a serious illness or involuntary loss of employment.

After this period of consultation, if the household still fails to comply, they will be notified that the MPHA will be terminating their FSS participation, and will forfeit any money in their escrow account. They will be assured that their HCV participation will not be affected. They will also be offered an informal hearing in accordance with the MPHA's Grievance Policy as stated in the HCV Administrative Plan.

11. CERTIFICATION OF COORDINATION

The Moorhead Public Housing Agency did not participate in Project Self Sufficiency, Operation Bootstrap or other such programs prior to development of the FSS project. This program does have a Certification of Coordination with the Rural Minnesota Concentrated Employment Program (CEP) in order to avoid duplication of services and activities. This program also works very closely with the Family Assets for Independence in Minnesota Program operated by Lakes & Prairies Community Action Partnership.

Effective: April, 2012

MEMORANDUM

DATE: April 24, 2012
TO: PHA Board of Commissioners
FROM: Sally Roe, Interim Executive Director
RE:

We have three scattered site homes that have electric forced air furnaces that are not very efficient.

HUD is very pro-active to increase energy efficiency, and we have had funds set aside in the 2012 and 2013 budgets to replace three electric furnaces with gas fired 92% efficient ones, similar to what we had installed in our Heatherwood Circle homes about three years ago.

I am asking your approval to seek bids and get this project done this summer.

Operating Budget
Schedule of Nonroutine Expenditures

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

OMB Approval No. 2577-0026 (Exp. 6/30/2001)

See back of page for Instructions and Public reporting burden statement

Local Housing Authority			Locality				Fiscal Year Ending			
Extraordinary Maintenance and Betterments and Additions (Excluding Equipment Additions)					Equipment Requirements					
Work Project Number (1)	Description of Work Project (List Extraordinary Maintenance and Betterments and Additions separately) (2)	Housing Project Number (3)	Total Estimated Cost (4)	Percent Complete Current Budget Year End (5)	Requested Budget Year		Description of Equipment Items (List Replacements and Additions separately) (8)	Requested Budget		
					Estimated Expenditure In Year (6)	Percent Complete Year End (7)		No. of Items (9)	Item Cost (10)	Estimated Expenditure In Year (11)

Agenda Item #VII.C.1. -17-

Public reporting burden for this collection of information is estimated to average 45 minutes 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 a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Instructions for Preparation of Form HUD-52567

Prepare this form to describe each work project, or job, of extraordinary maintenance, property betterments and additions, and replacement or addition of nonexpendable equipment scheduled for accomplishment in whole or in part during the Requested Budget Year.

Identification: The identification boxes at the top of the form are self-explanatory.

Extraordinary Maintenance and Betterments and Additions

Column (1) Work Project Numbers: For work projects to be started during the Requested Budget Year assign consecutive numbers to identify them with the classification of work and the LHA Fiscal Year, and enter the numbers in this column. For example: For Extraordinary Maintenance jobs to be started during the LHA Fiscal Year 1966, the number would be EM-66-1, EM-66-2, etc. and for Betterments and Additions jobs the numbers would be BA-66-1, BA-66-2, etc.

Column (2) Description: Describe each work project concisely, but sufficiently to give a full understanding of its nature and scope. For work projects started in previous years, point out any significant changes in nature and scope.

Column (3) Housing Project Number: Opposite each work project number and description enter the number of the Housing Projects at which the work is located.

Column (4) Total Estimated Cost: Enter a realistic estimate of the total cost of each work project based, to the extent practicable, on a thorough study of detailed specification of the work. If any part of the work is to be performed by Project staff the estimated cost should include the appropriate portion of their salaries. If there has been a change in the total estimated cost of work started in previous years, the revised total estimate should be entered and note to this effect included in the description column.

Column (5) Percent Complete Current Budget Year End: For work projects started in previous years, enter a realistic estimate of the percentage of work that will have been completed at the end of the Current Budget Year. This percentage may or may not correspond to the percentage of total estimated cost that will have been expended at that time.

Requested Budget Year:

Column (6) Estimated Expenditure In Year: For each work project enter a realistic estimate of the portion of Total Estimated Cost that will be expended during the Requested Budget Year. These estimates should include the appropriate portion of salaries of Project staff which is to perform any of the work.

Column (7) Percent Complete Year End: For each work project enter a realistic estimate of the percentage of work that will have been completed at the end of the Requested Budget Year. This percentage may or may not correspond to the percentage of total estimated cost that will have been expended at that time.

Equipment Requirements

Column (8) Description: Under a heading "Replacement of Equipment" list each type of nonexpendable equipment to be replaced, and separately under a heading "Property Additions" list each new type of nonexpendable equipment to be acquired. Give a brief description of each type and identify the Housing Project to which it is to be assigned.

Column (9) Number of Items: Enter the number of items of each type of equipment to be purchased for each Housing Project designated in Column (8).

Column (10) Item Cost: Enter estimated net cost of each item of equipment, e.g. purchase price, less discounts, trade-in allowances, and/or proceeds from disposition of equipment being replaced.

Column (11) Estimated Expenditure In Year: For each type of equipment, enter the estimated cost obtained by multiplying the number of items in Column 9 by the item cost in Column 10. Also, enter total cost of equipment listed under each of the headings "Replacement of Equipment" and "Property Additions."

Totals

- The total in Column 6 for Extraordinary Maintenance should be entered on Line 510, Column 5, of form HUD-52564.
- The total in Column 11 for Replacement of Equipment should be entered on Line 520, Column 5, of form HUD-52564.
- The sum of the totals in Columns 6 and 11 for Property Betterments and Additions should be entered on Line 530, Column 5, of form HUD-52564.

MEMORANDUM

DATE: April 24, 2012
TO: PHA Board of Commissioners
FROM: Sally Roe, Interim Executive Director
RE:

Upon advise of our Auditors, we are requesting to update our Capitalization Policy.

Previously, equipment valued at \$100 was capitalized, making our listing very extensive.

I used the resource listing in PHADA and found a Capitalization Policy which has been modified. Our Accountant and Auditor had reviewed the proposed policy and they indicated it would be adequate.

MOORHEAD PUBLIC HOUSING AGENCY

CAPITALIZATION POLICY

The Moorhead Public Housing Agency adopts the following capitalization policy for the purpose of determining, distinguishing and recording materials, non-expendable equipment and/or personal property purchased or acquired in connection with the development, management, and maintenance of public housing developments owned or operated by the Agency.

- A. If the initial cost of a piece of equipment and/or other asset is Five Thousand Dollars (\$5,000.00) or more, and the anticipated useful life of said equipment or property is more than one (1) year, the same shall be capitalized and recorded as non-expendable equipment and charged as a capital expenditure.
- B. If the cost is for replacement or improvement to an existing asset then it would be capitalized only if it adds significant useful life or significantly enhances the value of an existing asset.
- C. If the initial cost of the piece of equipment and/or personal property is less than Five Thousand Dollars (\$5,000.00) or it's useful life is less than one (1) year regardless of cost, the same shall be expensed.
- D. The Executive Director, or the Executive Director's designee, is authorized and directed to determine whether each piece of equipment or other personal property that is acquired by the Housing Agency in connection with the development, management and maintenance of the properties owned or operated by the Housing Agency, shall be classified as material or non-expendable, as defined in the preceding sections. The Executive Director is further directed to ensure that the determination is documented in the appropriate records of the Housing Agency and retained for the information and guidance of its personnel and for audit purposes.
- E. In a given year when there has been a major renovation/rehabilitation to a building or a substantial number of replacements (i.e.: flooring, appliances, fixtures), items may be capitalized even if they are individually less than the \$5,000.00 limit and have been purchased separately. In such a case, like items would be capitalized as one addition and the placed in service date used would be the average date of all of the items.

As Revised: 04/24/2012
Per Resolution # 2012-4