

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

January 27, 2015
11:30 AM
Usher's House

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Board Approval of December 23, 2014 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Board Approval for January 2015 Bills - Resolution 2015-1 _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. Request Board Approval to Purchase and Install New Mailboxes/Parcel Lockers - Resolution 2015-2 _____
 - B. Informational - Annual Plan and Five Year Action Plan _____
 - C. Informational - RFQ for Engineer to Manage Boiler Replacement at Sharp View _____
 - D. Informational - RFQ for Engineer to Manage Plumbing Shut Off Valve Installation at Sharp View _____
- VII. Other Business
- VIII. Attorney's Report
- IX. Adjournment

Upon request, accommodations for individuals with disabilities, language barriers, or other needs to allow participation in Moorhead Public Housing Agency meetings will be provided. To arrange assistance, call the City Clerk's office at 218.299.5166 (voice) or 711 (TDD/TTY).

I. CALL TO ORDER AND ROLL CALL

Chairperson McMaster called the Regular Public Housing meeting to order at 11:33 AM.

Members Present: Donna McMaster, Chairperson;
Greg Lemke, Vice-Chairperson; Linda Bowie, Resident
Commissioner; Heidi Durand, City Council Liaison

Members Absent: Lisa Roesch, Commissioner; Terry Braun, Secretary

Others Present: Sally Roe, Executive Director;
Toni Vondal, Public Housing Manager; Brian Opsahl,
Brady Martz Certified Public Accountants

II. REQUEST APPROVAL OF NOVEMBER 25, 2014 REGULAR MEETING
MINUTES.

Lemke moved, seconded by Bowie to approve the Minutes of November 25, 2014. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2014-45.

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

IV. AGENDA AMENDMENTS

Review Audit

V. CITIZENS TO BE HEARD

None

**Moorhead Public Housing Agency
Regular Meeting Minutes
Ushers Restaurant
December 23, 2014**

VI. BUSINESS

A. Review Audit

Mr. Opsahl with Brady Martz provided an overview of the audit and answered questions.

B. Request Board Approval for Utility Allowances 2015 – Resolution 2014-46.

Lemke moved, seconded by Bowie to approve Utility Allowances 2015. All votes were in favor. Motion Carried.

C. Informational 2014 Public Housing Assessment System Score Report.

Due to being a small agency, the Moorhead Public Housing Agency is scored every other year.

D. Reassignment or Reappointment of Commissioners Terms and Offices Held.

Terms and Offices Held will continue as is.

E. 2015 Proposed Board Meeting Dates and Sites

Date	Proposed Meeting Site
January 27, 2015	Ushers – Lower Level
February 24, 2015	Public Meeting / City Hall chamber
March 24, 2015	Ushers – Lower Level
April 28, 2015	Ushers – Lower Level
May 26, 2015	Sharp View – Community Room
June 23, 2015	Ushers – Lower Level
July 28, 2015	Ushers – Lower Level
August 25, 2015	Ushers – Lower Level
September 22, 2015	River View Heights - Community Rm.
October 27, 2015	Ushers – Lower Level
November 24, 2015	Ushers – Lower Level
December 22, 2015	Ushers – Lower Level

VII. OTHER BUSINESS:

None

VIII. ATTORNEY’S REPORT

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:23 PM.

Donna McMaster – Chairman

Terry Braun – Secretary

Check Request Totals

Prepared: January 22, 2015

Paid in: January, 2015

PROGRAM	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$112,255.98	18963 - 19047
GENERAL FUND	\$ 0	
ROSS PROGRAM	\$ 0	60254 last ck
COMPUTER FUND	\$ 0	90009 last ck
CAPITAL FUND	\$ 0	30258 last ck
SECTION 8	\$ 43,030.18	27111 – 27173
AMHSIP	\$ 10,573.79	42874 - 42897
BRIDGES	\$ 9,265.04	52324 - 52345
BCOW	\$ 6,466.33	72221- 72241
ELHIF Clients on this program were placed on the Bridges program effective June 1, 2014	\$ 0 This Account CLOSED. Balance was put into Bridges Checking Account 12/11/14	80374 – This program's clients now on Bridges. EHLIF funding was not renewed effective July 1, 2014.
TOTAL OF ALL CHECKS	\$181,591.32	

Bank Transfers made between funds:

Date of Transfer	From Account	To Receiving Account	Dollar Amount Transferred	Reason
12/31/14	9726	8578	\$11,556.79	Reimburse PHA from ROSS acct.

S Roe
Executive Director Approval

1/22/15
Date

MOORHEAD PUBLIC HOUSING AGENCY
STATEMENT OF REVENUE & EXPENSES-Combined
For the Period Ended December 31, 2014

	1 Month Ended Dec. 31, 2014		6 Months Ended Dec. 31, 2014
REVENUE			
70300 Net Tenant Rental Revenue	\$ 52,530.83	\$	340,799.80
70400 Tenant Revenue - Other	805.00		7,264.60
70600 HUD PHA Operating Grants	145,852.80		552,032.74
70710 Management Fee	7,910.00		47,905.00
70750 Other Fees	(1,017.43)		(337.27)
70800 Other Government Grants	13,655.82		175,135.04
71100 Investment Int-Unrstrctd	29.95		177.90
71500 Other Revenue	11,197.71		54,186.93
TOTAL REVENUE	230,964.68		1,177,164.74
EXPENSES			
91100 Administrative Salaries	23,457.21		154,332.65
91200 Auditing Fees	6,581.00		14,896.00
91310 Book-keeping Fee	1,700.00		10,000.00
91500 Employee Ben Contrib-Admin	(207.87)		44,647.83
91600 Office Expenses	3,875.00		3,875.00
91700 Legal Expense	0.00		(81.46)
91800 Travel	0.00		2,041.42
91900 Other	3,662.57		29,686.17
92200 Relocation Costs	1,052.31		1,052.31
93100 Water	1,619.00		9,933.70
93200 Electricity	6,994.45		44,259.22
93300 Gas	9,659.98		15,189.92
93600 Sewer	1,292.85		7,526.61
93800 Other Utilities Expense	811.87		5,325.28
94100 Ord Mtce & Oper-Labor	2,901.40		17,371.15
94200 Ord Mtce & Oper-Mtrls & Other	2,320.22		20,415.01
94300 Ord Mtce & Oper Contract	44,383.06		318,589.64
96110 Property Insurance	569.62		1,394.62
96130 Workmen's Compensation	0.00		2,726.24
96140 All Other Insurance	0.00		371.00
96300 Payments in Lieu of Taxes	3,655.83		21,137.98
97300 Housing Assistance Pymts	50,199.00		302,423.05
97350 Port IN HAP	9,640.00		44,840.67
97400 Depreciation Expense	20,385.00		122,310.00
TOTAL EXPENSES	194,552.50		1,194,264.01
REVENUE OVER(UNDER) EXP \$	36,412.18	\$	(17,099.27)

See Accountant's Compilation Report

**MOORHEAD PUBLIC HOUSING AGENCY
STATEMENT OF REVENUE & EXPENSES - PHA
For the Period Ended December 31, 2014**

	<u>1 Month Ended Dec. 31, 2014</u>	<u>6 Months Ended Dec. 31, 2014</u>
REVENUE		
70300 Net Tenant Rental Revenue	\$ 52,530.83	\$ 340,799.80
70400 Tenant Revenue - Other	805.00	7,264.60
70600 HUD PHA Operating Grants	95,679.00	165,179.00
71100 Investment Int-Unrstrctd	23.64	139.80
71500 Other Revenue	<u>1,557.71</u>	<u>9,346.26</u>
TOTAL REVENUE	150,596.18	522,729.46
EXPENSES		
91100 Administrative Salaries	15,406.86	99,039.57
91200 Auditing Fees	5,950.00	9,743.59
91310 Book-keeping Fee	918.92	5,419.69
91500 Employee Ben Contrib-Admin	(2,070.27)	32,289.07
91600 Office Expenses	3,875.00	3,875.00
91700 Legal Expense	0.00	(81.46)
91800 Travel	0.00	1,777.91
91900 Other	2,434.03	23,859.23
92200 Relocation Costs	1,052.31	1,052.31
93100 Water	1,619.00	9,933.70
93200 Electricity	6,994.45	44,259.22
93300 Gas	9,659.98	15,189.92
93600 Sewer	1,292.85	7,526.61
93800 Other Utilities Expense	811.87	5,325.28
94100 Ord Mtce & Oper-Labor	2,901.40	17,371.15
94200 Ord Mtce & Oper-Mtrls & Other	2,320.22	20,415.01
94300 Ord Mtce & Oper Contract	20,734.26	114,403.57
96110 Property Insurance	569.62	1,153.74
96130 Workmen's Compensation	0.00	1,881.10
96140 All Other Insurance	0.00	371.00
96300 Payments in Lieu of Taxes	3,655.83	21,137.98
97400 Depreciation Expense	<u>20,385.00</u>	<u>122,310.00</u>
TOTAL EXPENSES	<u>98,511.33</u>	<u>558,253.19</u>
REVENUE OVER(UNDER) EXP \$	<u>52,084.85</u>	<u>\$ (35,523.73)</u>

See Accountant's Compilation Report

MOORHEAD PUBLIC HOUSING AGENCY
STATEMENT OF REVENUE & EXPENSES - PHA
For the Period Ended December 31, 2014

	1 Month Ended				6 Months Ended			
	Dec. 31, 2014	Budget	Variance	Pct	Dec. 31, 2014	Budget	Variance	Pct
REVENUE								
70300 Not Tenant Rents	\$ 52,530.83	\$ 47,267.00	\$ 5,263.83	11	\$ 340,799.80	\$ 283,602.00	\$ 57,197.80	20
70400 Tenant Revenue	805.00	1,360.00	(555.00)	(41)	7,264.60	8,160.00	(895.40)	(11)
70600 HUD PHA Oper	95,679.00	17,917.00	77,762.00	434	165,179.00	107,502.00	57,677.00	54
71100 Investment Int-	23.64	21.00	2.64	13	139.80	126.00	13.80	11
71500 Other Revenue	<u>1,557.71</u>	<u>3,692.00</u>	<u>(2,134.29)</u>	<u>(58)</u>	<u>9,346.26</u>	<u>22,152.00</u>	<u>(12,805.74)</u>	<u>(58)</u>
TOTAL REVEN	150,596.18	70,257.00	80,339.18	114	522,729.46	421,542.00	101,187.46	24
EXPENSES								
91100 Administrative	15,406.86	12,558.00	2,848.86	23	99,039.57	75,348.00	23,691.57	31
91200 Auditing Fees	5,950.00	833.00	5,117.00	614	9,743.59	4,998.00	4,745.59	95
91310 Book-keeping F	918.92	1,000.00	(81.08)	(8)	5,419.69	6,000.00	(580.31)	(10)
91400 Advertising and	0.00	42.00	(42.00)	(100)	0.00	252.00	(252.00)	(100)
91500 Employee Ben Co	(2,070.27)	4,930.00	(7,000.27)	(142)	32,289.07	29,580.00	2,709.07	9
91600 Office Expenses	3,875.00	2,070.00	1,805.00	87	3,875.00	12,420.00	(8,545.00)	(69)
91700 Legal Expense	0.00	25.00	(25.00)	(100)	(81.46)	150.00	(231.46)	(154)
91800 Travel	0.00	1,813.00	(1,813.00)	(100)	1,777.91	10,878.00	(9,100.09)	(84)
91900 Other	2,434.03	0.00	2,434.03	0	23,859.23	0.00	23,859.23	0
92200 Relocation Cost	1,052.31	0.00	1,052.31	0	1,052.31	0.00	1,052.31	0
93100 Water	1,619.00	1,280.00	339.00	26	9,933.70	7,680.00	2,253.70	29
93200 Electricity	6,994.45	6,213.00	781.45	13	44,259.22	37,278.00	6,981.22	19
93300 Gas	9,659.98	3,055.00	6,604.98	216	15,189.92	18,330.00	(3,140.08)	(17)
93400 Fuel	0.00	417.00	(417.00)	(100)	0.00	2,502.00	(2,502.00)	(100)
93600 Sewer	1,292.85	1,218.00	74.85	6	7,526.61	7,308.00	218.61	3
93800 Other Utilities	811.87	833.00	(21.13)	(3)	5,325.28	4,998.00	327.28	7
94100 Ord Mtce & Ope	2,901.40	7,787.00	(4,885.60)	(63)	17,371.15	46,722.00	(29,350.85)	(63)
94200 Ord Mtce & Oper	2,320.22	3,333.00	(1,012.78)	(30)	20,415.01	19,998.00	417.01	2
94300 Ord Mtce & Ope	20,734.26	24,250.00	(3,515.74)	(14)	114,403.57	145,500.00	(31,096.43)	(21)
94500 Employee Ben Co	0.00	2,373.00	(2,373.00)	(100)	0.00	14,238.00	(14,238.00)	(100)
96110 Property Insura	569.62	2,629.00	(2,059.38)	(78)	1,153.74	15,774.00	(14,620.26)	(93)
96120 Liability Insura	0.00	106.00	(106.00)	(100)	0.00	636.00	(636.00)	(100)
96130 Workmen's Com	0.00	454.00	(454.00)	(100)	1,881.10	2,724.00	(842.90)	(31)
96140 All Other Insura	0.00	108.00	(108.00)	(100)	371.00	648.00	(277.00)	(43)
96200 Other General E	0.00	1,250.00	(1,250.00)	(100)	0.00	7,500.00	(7,500.00)	(100)
96300 Payments in Lie	3,655.83	3,333.00	322.83	10	21,137.98	19,998.00	1,139.98	6
96400 Bad Debt - Tena	0.00	125.00	(125.00)	(100)	0.00	750.00	(750.00)	(100)
97100 Extraordinary M	0.00	16,163.00	(16,163.00)	(100)	0.00	96,978.00	(96,978.00)	(100)
97400 Depreciation Ex	<u>20,385.00</u>	<u>20,417.00</u>	<u>(32.00)</u>	<u>(0)</u>	<u>122,310.00</u>	<u>122,502.00</u>	<u>(192.00)</u>	<u>(0)</u>
TOTAL EXPENS	98,511.33	118,615.00	(20,103.67)	(17)	558,253.19	711,690.00	(153,436.81)	(22)
REVENUE O	\$ 52,084.85	\$ (48,358.00)	\$ 100,442.85	(208)	\$ (35,523.73)	\$ (290,148.00)	\$ 254,624.27	(88)

See Accountant's Compilation Report

MEMORANDUM

DATE: January 23, 2015
TO: PHA Board of Commissioners
FROM: Sally Roe, Executive Director
RE: Request Board permission to Purchase and install
New Mailboxes/Parcel Lockers at River View Heights

In order to be in compliance with ADA requirements, MPHA needs to replace or modify the mailboxes in our multi-unit buildings. I researched possible mailbox replacements, due to the fact that our current high rise mailboxes need repair nearly on a weekly basis and the ADA/USPS requirement to provide parcel lockers.

Mailboxes.com: \$8,020.00

HD Supply: \$7,007.00

The above pricing does not include shipping and handling charges.

I also have a call into City of Moorhead Building inspector, inquiring about modification to lobby area that would need to be done to allow for new mail boxes and parcel lockers.

If we are allowed to modify the lobby area, MPHA would use our maintenance staff to frame, sheetrock, install and paint the needed walls.

If The Board decides to proceed with this work, a majority of the cost could be covered with NON HUD funds, but we would need to use some (Estimate \$1,000 - \$1,500) in Operating Reserves.

F/s/board corresp/mail box replacement RV

MEMORANDUM

DATE: January 23, 2015
TO: PHA Board of Commissioners
FROM: Sally Roe, Executive Director
RE: Annual Plan and Five Year Action Plan

The proposed Moorhead PHA Annual Plan and Five Year Action Plan for the years 2015-2020. This Plan has been made available to all Moorhead PHA clients. In addition, the Moorhead PHA Staff sent out letters to all PHA Tenants and Section 8 Clients informing them of the Five Year Action Plan and Annual Plan, and that a Tenant's Advisory Board was to be established to review the proposed plan and policy changes and gather their input.

The Tenant Advisory meeting was held on January 15 at 1:30 PM at River View Heights. 2 High Rise residents and 5 Sharp View residents attended the meeting. One item not listed in plan that Sharp View residents would like is more cameras installed in the common areas and hallways.

Other concerns of Sharp View residents was a request to have housing inspections done more often to keep another bed bug infestation problem from happening. Maintenance staff has since notified residents and our professional pest company has re-sprayed multiple units at Sharp View.

A Notice was published in the FORUM Newspaper that a Public Hearing/Board Meeting regarding this plan will be held in the City Council Chambers at Noon on February 24, 2015.

Moorhead Public Housing Agency

PUBLIC HEARING NOTICE

**A Public Hearing will be held in the
First Floor Chambers of City Hall,
500 Center Avenue, Moorhead, Minnesota
Tuesday, February 24, 2015
hearing will begin at 12:00 noon.**

**Copies of the “2015 Annual Plan and Five Year Action Plan”
are available for public review at the
Public Housing Agency Office at
800 Second Avenue North, in Moorhead, Minnesota.**

At the hearing, the MPHA will afford an opportunity for interested persons to be heard with respect to the Annual Plan. Interested persons may submit oral or written comments prior to the meeting regarding these requests to the Moorhead Public Housing Agency, 800 Second Avenue North, Moorhead, MN 56560, 218-299-5458.

f/s/2015Plan/PubHrgNotice

2015 - 2020 Annual Plan Work Items:

5 YEAR PLAN:

2015 Fire Alarm Upgrade - Panel, Enunciator moved to main floor	High Rise	\$ 50,000.00
2015 Replace Boiler(s)	Sharp View	\$300,000.00
2015 Upgrade Elevator	Sharp View	\$150,000.00
2016 Replace Windows	Heatherwood Circle Duplexes	\$100,000.00
2016 Roof Replacement	Sharp View	\$200,000.00
2016 Upgrade Elevators	High Rise	\$400,000.00
2017 Upgrade Camera System and All Locks at Sharp View	Sharp View	\$150,000.00
2017 Roof Repair	High Rise	\$200,000.00
2017 Lawn Tractor Replacement	All	\$25,000.00
2018 Furnace / AC	Scattered Site Homes (1020)	\$24,000.00
2018 AHU Basement/Bldg	High Rise	\$200,000.00
2019 Kitchen Upgrades (including kitchen water supply lines get new ¼ turn shut offs installed)	High Rise	\$225,000.00
2020 Gas Powered Generator	High Rise	\$500,000.00

f/s/2015Plan/workItems

PHA 5-Year and Annual Plan

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

**OMB No. 2577-0226
Expires 8/30/2011**

1.0	PHA Information PHA Name: <u>Moorhead Public Housing Agency</u> PHA Code: <u>MN017</u> PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2015</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>178</u>		Number of HCV units: <u>95</u>		
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH HCV
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: The mission of the Moorhead Public Housing Agency (MPHA) 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.				
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. MPHA has completed the HVAC and Boiler Replacement work at our high rise. We would like to complete a few additional work items, including replacement of our obsolete key-card system which has become unreliable. MPHA is working with Beyond Shelter, Inc. to create replacement housing consisting of 2 bedroom family units. With current funding we plan to build 3 - 2br units. MPHA had an Energy Audit and Physical Needs Assessment completed in 2014, and based on that report MPHA plans to upgrade/move the Fire Alarm panel at high rise from basement to main floor in 2015. We also will begin work to replace the Boilers at Sharp View elderly housing, and start plans to upgrade the Elevator at Sharp View. In future years the MPHA plans to replace windows at the Heatherwood Circle Duplex units, replace the Roof on the Sharp View elderly housing building, Upgrade the River View Heights Elevators, Upgrade the camera system and all locks at Sharp View, Replace the roof at River View Heights high rise and replace lawn tractors. In years 2018 - 2020 Plans include Furnace upgrade at a Scattered Site home, Updating the AHU at the River View Heights building, Kitchen upgrades at all units in River View Heights, and replacement of the Generator with a gas powered generator at River View Heights.				

6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: Only minor modifications have been proposed to our five year plan, primarily completing work items in an earlier year.</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p>The Moorhead PHA's 5 Year and Annual Plans are at the Moorhead PHA office located at 800 Second Avenue North, Moorhead, MN 56560. The Moorhead PHA has 4 developments with one AMP grouping. We are working toward creating a website for the MPHA, so that the plan can be posted on-line, once approved by the Minneapolis HUD Field Office Staff.</p> <ol style="list-style-type: none"> Waiting List: A universal waiting list is maintained at the MPHA office. When notice is given that a unit will be vacating, the Housing Compliance Specialist notifies applicants at the top of the list for the specified unit size. The applicants are screened and, if appropriate according to the screening criteria, the prospective resident is offered a unit. The HCV Waiting list was closed July, 2012 and remains closed with 59 families on the list and the average wait time being Five Years. The waiting lists are monitored on a regular basis. Financial Resources: MPHA Financial Resources include: Dwelling rental, Non-dwelling rental, other income, Operating Subsidy, Capital Fund, Replacement Housing Factor Grant and ROSS grant. Resident Rent: Residents may mail their rent payments to the office, place them in a drop box located at our main office or the drop box locate at our ROSS office at Sharp View Elderly housing. All rents are processed by the Housing Specialist and Housing Manager. If a resident is late paying his/her rent, the Housing Specialist notifies the resident with a written late notice. Pest Control: The MPHA contracts with Johnson Pest Control for prevention or eradication of pest infestation. Johnson Pest Control inspects the common areas of River View Heights and Sharp View on a monthly basis, and are notified of any pest situations. Grievance Procedure: The MPHA has a Grievance Procedure Policy in addition to it's ACOP that is made available to the resident or applicant. Grievance hearings (informal or formal) must be requested in writing within 10 days of notification of denial. The purpose of the informal hearing is to discuss and hopefully resolve any grievances without the necessity of a formal hearing. Designated Housing: MPHA has Elderly Designated Housing (with HUD approval) at our Sharp View Elderly housing building, consisting of 47 units of housing. Community Service: Non-elderly, non-disabled residents who are not full employed or attending secondary school on a full time basis are required to do community service. At the present time, MPHA has no residents who are requiring community service, but in the past we have had residents work at local schools and thrift shops that benefit local charities. Pets: Residents must have prior approval of the MPHA before moving a pet into their unit. Residents must sign a Pet Agreement. MPHA allows only domesticated dogs, cats, birds or fish in aquariums in units. Dogs and Cats are to be neutered and spayed. Only 1 pet per unit is allowed. There is a weight limit of 20 pounds in weight unless it is a guide animal. All pets must inoculated against rabies and other conditions prescribed by local ordinances. Audit: The MPHA is Audited on an annual basis, the results of the Fiscal Year Audit are on file at the MPHA office. Capital Fund: MPHA will continue to use Capital Funding for modernizations, along with PHA reserves as needed.
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <ol style="list-style-type: none"> MPHA receives no funding under the "HOPE VI or Mixed Finance Modernization or Development. MPHA has no plans for further demolition and/or disposition. MPHA has no current plans for conversion of Public Housing units MPHA does not have a homeownership program in conjunction with our HCV program. MPHA has eight Project Based Vouchers, that were created when demolition of family housing occurred eight years ago.
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p> <p>MPHA has 178 Public Housing units which consist of the River View Heights high rise – 104 apartments; Sharp View elderly housing – 47 units; Heatherwood Circle duplexes – 12 units; and Scattered Site housing – 15 units. Please see HUD forms 50075.1 and 50075.2 describing the capital improvements necessary to ensure long-term physical and social viability for the Public Housing developments that the MPHA manages.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p>Please see attached the Capital Fund Program Annual Statement/Performance and Evaluation Report.</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>See attached Capital Fund Five Year Action Plan, HUD 50075.2.</p>
8.3	<p>Capital Fund Financing Program (CFFP).</p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>

9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>Market MPHA housing to elderly households, people with disabilities, and homeless individuals and families. The MPHA works with the Clay Wilkin Homeless Support and Prevention Program, the West Central MN Continuum of Care, the FM Coordinated Assessment Committee, as well as local agencies such as Lakes & Prairies and Lakeland Mental Health.</p>
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9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p>
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10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>The progress in meeting the Mission and Goals for the MPHA will be to review and monitor the budgets, leasing, vacancies and physically inspecting the units for any Capital Improvements.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>Substantial Deviation from the 5 Year Plan is a decision made by the Board of Commissioners to change the PHA's mission statement, goals, or objectives identified in the 5 year plan. It is also when goals or objectives are changed that affect the residents or have a significant impact to the PHA's financial situation.</p> <p>Significant Amendment or Modification to the Annual Plan is a change in PHA plans or policies that require formal approval by the Board of Commissioners.</p>
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11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>
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LEASE: Section 5 – Item a. Resident shall not...Smoke anywhere within the building for Sharp View and River View Heights residents.
Section 12 – Item m. Resident shall not smoke, or allow any visitor to smoke anywhere within the building – Sharp View and River View Heights. Family unit residents are encouraged not to smoke within their homes for health and safety reasons.

HOUSE RULES: RENT DAY: Rent is due on or before the fifth day of each month. *(This previously read the first day of each month.)*

Time listed changed to “8:00 AM and 4:00 PM”. *(This previously read 8:30 – 11:30 am.)*

- a. Wording added to read “Entryway open 24 hours every day.”

DWELLING USE AND MAINTENANCE POLICIES

- 3. Added the words “or Companion Animals”

7. WASHING AND CARE OF THE UNIT:

- a. Changed wording to read “Use of self-stick removable hangers is acceptable.”
- c. Added “Steam clean carpeting annually.”

MISCELLANEOUS ITEMS:

- 3. **PARKING AREA:** Paragraph 2 – “plug-in will be charged \$12.00 a month...”

Paragraph 3 - Added to wording : “Visitor Parking stalls are available at the front of the building at River View Heights.”

ABANDONED PERSONAL PROPERTY – Time changed from 60 to 28 days.

- 11. **SAFETY RULES:** added “NO SMOKING anywhere in Sharp View or River View Heights buildings.”

ADMISSIONS and CONTINUED OCCUPANCY POLICY (ACOP):

Definition of Family revised on page 11, 62 and 63 to meet HUD criteria outlined in Notice PIH 2014-20(HA).

The term “*family*” includes, but is not limited to the following, **regardless of actual or perceived sexual orientation, gender identity, or marital status:**

- (1) A single person, who may be an elderly person, displaced person, disabled person, near-elderly person or any other single person; or
- (2) A group of persons residing together and such group includes, but is not limited to:
 - (i) A family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family);
 - (ii) An elderly family;
 - (iii) A near-elderly family;
 - (iv) A disabled family;
 - (v) A displaced family; and
 - (vi) The remaining member of a tenant family.
 - a. Children temporarily absent from the home due to placement in foster care are considered family members. (Temporarily being a time frame of 3 months or less.)

MEMORANDUM

DATE: January 21, 2015
TO: PHA Board of Commissioners
FROM: Sally Roe, Executive Director
RE: INFORMATIONAL:
RFQ for Engineer to manage Boiler Replacement at Sharp View

RFQ's are being sought to hire a Mechanical Engineer to oversee the boiler replacement project at Sharp View.

RFQ's are expected back by February 17, and will be brought to the February 24 Board Meeting/Public Hearing for approval.

We will need to use the remaining funds in our 2014 Capital Fund Grant, as well as 2015 Cap Funds (we are not yet in receipt of this), and Operating Reserves to fund the project.

f/s/bc/A E RFQs SV boiler

MEMORANDUM

DATE: January 21, 2015
TO: PHA Board of Commissioners
FROM: Sally Roe, Executive Director
RE: INFORMATIONAL:
RFQ for Engineer to manage Plumbing Shut off Zone Valve Installation at Sharp View

RFQ's are being sought to hire a Mechanical Engineer to oversee the Plumbing Shut off Zone Valve Installation project at Sharp View.

Our Maintenance Staff has been encountering more instances of needing to shut off water to certain apartments to complete plumbing repairs. They are unable to find any Zone valves on the domestic water, which means the entire building is without water to complete repairs in one apartment.

RFQ's are expected back by February 17, and will be brought to the February 24 Board Meeting/Public Hearing for approval.

We will need to use Operating Reserves to fund the project which was not previously planned.

f/s/bc/A E RFQs SV shutoff valves