



300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088
FAX (218) 546-5041
www.crosbyhra.org

Crosby HRA Board Meeting
Tuesday, July 14, 2020 at 11:00 a.m.
Webex Video/Teleconference

Join from your browser:<https://brainerdhra.my.webex.com/brainerdhra.my/j.php?MTID=m84bc457ea9b86fde1e34e8216a58288c>
Join by phone: 1-415-655-0001
Meeting number (access code): 126 315 0525
Meeting password: 7142020

AGENDA

- 1. Call to Order**
- 2. Roll Call**
- 3. Reading and Approval of Minutes** (*Attachments 1*)
- 4. Bills and Communications**
 - a. Financial Report (*Attachment 2*)
 - b. Housing Manager Report (*Attachment 3*)
- 5. Unfinished Business**
- 6. New Business**
 - a. Approval of Implementation of Waivers Authorized by HUD Notice 2020, Rev-1 (*Attachment 4*)
 - b. Approval of COVID-19 Preparedness Plan (*Attachment 5*)
 - c. Approval of Updated Policies (*Attachment 6*)
 - » File Access Internal Controls Policy and Procedures
 - » Hazardous Materials Policy
 - » Pest Control Policy
- 7. Adjournment**

Next Meeting: Tuesday, August 11, 2020

This page intentionally left blank.



300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088
FAX (218) 546-5041
www.crosbyhra.org

Minutes of the June 9, 2020, Crosby HRA Board Meeting

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00 a.m., Tuesday, June 9th, 2020, via Webex teleconference.

1. **CALL TO ORDER:** Chair Peeples called the meeting to order at 11:01 a.m.
2. **ROLL CALL:** Present at the meeting were Chair Linda Peeples and Commissioners Julie McGinnis, Renae Marsh, and Buzz Neprud. Also present were Interim Executive Director/ Finance Director Karen Young, Housing Manager Shannon Fortune, Housing Specialist Mallory Demel, and Executive Assistant LeAnn Goltz. Absent: Margaret Saba.

3. **READING AND APPROVAL OF MINUTES FROM PREVIOUS MEETING:**

Commissioner Neprud moved to approve the minutes from the May 12th, 2020, board meeting, seconded by Commissioner McGinnis. Via roll call vote, all commissioners were in favor of the motion and none were opposed. The minutes were approved.

4. **BILLS AND COMMUNICATIONS:**

- a. **Financial Report:** Young provided financial information for May 2020.

2020 Audit: Given the current COVID-19 concerns, the 2020 audit fieldwork scheduled with CliftonLarsonAllen (CLA) during the week of June 22nd will be performed remotely and not on-site.

Executive Director Search: The Brainerd HRA Board conducted interviews on May 27th with the final candidate selected by the hiring committee. Upon completion of the interview process, the Brainerd HRA Board took action offering the position to Eric Charpentier, contingent on HUD approval. Mr. Charpentier accepted the offer also contingent on HUD approval. The formal offer has been withheld at this time awaiting HUD approval. Until recently, Mr. Charpentier served as a Brainerd HRA Board Member, which requires HUD approval in order to hire a former board member as an employee. A waiver request has been submitted to HUD.

Commissioner Marsh made a motion to approve May checks numbered 117687 through 117719 and May ACH payments numbered 1370 through 1377. Commissioner Neprud seconded the motion. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.

b. Housing Manager Report:

Ongoing COVID-19 Response: Work orders are still being considered on a case-by-case/priority basis, additional cleaning and sanitizing tasks have continued, common areas still remain closed, tenant activities and gatherings are still cancelled. Move-ins have continued using an extremely limited contact model, as have interim and annual recertifications. To help with maintaining social distance once the office reopens to the public, a video intercom system is being investigated. Masks were purchased for all residents using the additional CARES funding and were distributed this week.

Annual Management & Occupancy Review (MOR): Staff had been notified by MN Housing in April that the annual MOR would be conducted on June 10th. In mid-May there was concern about the potential to spread the COVID-19 virus during on-site visits and the possibility of transitioning to an “e-review” model was discussed, with some information being provided on a secure document sharing platform that could facilitate that process. Just this past week, new communication was received from MN Housing indicating that an on-site review was still a possibility, maybe even later in June but that it was definitely not happening on June 10th. MN Housing is awaiting guidance from HUD on how they should proceed with monitoring visits and will let us know once they settled on a plan.

Dellwood POHP Project Update: After taking some time in response to COVID-19 precautions, Baratto is ready to begin the next phase of the POHP project, which includes closet, bedroom and bathroom doors on 2nd & 3rd floors, air conditioner sleeves on all three floors, and replacing some fire panels and common entry doors. Staff conducted a phone poll of all Dellwood tenants to assess the comfort level of proceeding with the work. Baratto will be monitoring their employees for symptoms and exposure, requiring personal protective equipment, and doing what they can to minimize time spent in units. This, combined with the masks provided to residents and the additional cleaning and sanitizing being done in the building, supports our goal of taking all possible precautions to our tenants and staff during this project. The work is expected to begin on June 15th.

Monthly Property Performance Report for May 2020: Fortune reviewed the performance report and reminded the Board that adjustments had been made so that the numbers coincide with Crosby’s fiscal year that begins on April 1st.

5. UNFINISHED BUSINESS: Nothing to report.

6. NEW BUSINESS

a. Approval of Updated Policies:

- » **Access to Public Records Policy:** The Crosby HRA, along with all governmental entities, must comply with the Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes, Chapter 13. This act creates a presumption that state and local government records are accessible to the public, unless a statute or rule provides otherwise. The policy defines accessibility of records and the process to see (inspect) or obtain copies of government data maintained by the Crosby HRA.

Moved by Commissioner McGinnis followed by a second from Commissioner Neprud to adopt Resolution No. 2021-05 approving the Access to Public Records Policy. Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.

- » **EIV Security Policy:** The purpose of the EIV policy is to provide instruction and information to staff, auditors, and tenants on the acceptable use, disposition and storage of data obtained through HUD - EIV (Enterprise Income Verification) System. Chair Peeples asked if the policy will meet audit requirements and Young answered that it does.

Moved by Commissioner McGinnis and seconded by Commissioner Marsh to adopt Resolution No. 2021-06 approving the EIV Security Policy. Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.

- » **Record Retention Policy:** Upon policy research, it was determined that we should set in place a record retention policy that outlines the agency's policy to retain and/or dispose of records; complies with all local, state, and federal laws; and is consistent with HUD's prescribed retention schedules.

Moved by Commissioner McGinnis and seconded by Commissioner Neprud to adopt Resolution No. 2021-07 approving the Record Retention Policy Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.

7. NEXT MEETING: Tuesday, July 14th, 2020

8. ADJOURNMENT:

Moved and seconded by Commissioners McGinnis and Neprud, the meeting was adjourned at 11:33 a.m.

This page intentionally left blank.



300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088
FAX (218) 546-5041
www.crosbyhra.org

To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: July 6, 2020
Re: July Financial Report

Please find attached the financial information for June 2020.

2020 Audit

The 2020 audit fieldwork was completed by CliftonLarsonAllen (CLA) during the week of June 22nd. The audit was clean with no findings.

Executive Director Search

As we mentioned last month, the Brainerd HRA Board took action offering the position to Eric Charpentier, contingent on HUD approval. Eric accepted the offer also contingent on HUD approval. The formal job offer has been withheld at this time and the waiver request is in review with HUD.

Action Requested:

Approval of June checks numbered 117720 through 117746 and June ACH payments numbered 1378 through 1383 and 118.

This page intentionally left blank.

Crosby Housing & Redevelopment Authority 2021 Ratios

FASS Ratios	Max Pts	Scoring	Apr	May	June
Quick Ratio	12	QR <1 =0, QR >2 =12	12.00	12.00	12.00
Months Expendable Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00	2.00
Total Points	25		25.00	25.00	25.00

MASS Ratios	Max Pts	Scoring	Apr	May	June
Occupancy	16	O <90% =0, O >98% =16	16.00	16.00	16.00
Tenant Accounts Receivable	5	TAR <1.5%=5, TAR >2.5% =0	0.00	0.00	5.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00
Total Points	25		20.00	20.00	25.00

Total of Above Ratios	50		45	45	50
------------------------------	-----------	--	-----------	-----------	-----------

MASS Ratios	Max Pts	Scoring	Apr	May	June
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or	5.00	5.00	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0

This page intentionally left blank.

PH Operating - Board
Public Housing Operating - Board
June, 2020

	Current Period	Current Year	Year To Date Budget	Variance
Income				
100-000-3110.000 Dwelling Rental	-16,221.00	-49,109.00	-49,522.50	413.50
100-000-3120.000 Excess Utilities	-160.00	-160.00	-137.49	-22.51
100-000-3401.000 Operating Subsidy	-6,664.00	-22,909.00	-22,500.00	-409.00
100-000-3402.000 Capital Fund Revenue	-5,914.59	-15,914.59	-10,000.00	-5,914.59
100-000-3610.000 Interest Revenue	-0.11	0.98	0.00	0.98
100-000-3690.000 Other Income	-228.34	-233.94	-1,747.50	1,513.56
100-000-3691.000 Other Tenant Revenue	-377.00	-855.50	-3,050.01	2,194.51
100-000-3695.000 Laundry Revenue	-275.00	-627.75	-570.00	-57.75
100-000-3699.000 POHP Grant Revenue	-1,189.51	-1,189.51	0.00	-1,189.51
Total Income	-31,029.55	-90,998.31	-87,527.50	-3,470.81
Expense				
100-000-4110.000 Administration Salaries	1,448.32	4,292.80	4,707.51	-414.71
100-000-4130.000 Legal	0.00	0.00	562.50	-562.50
100-000-4140.000 Staff Training	0.00	0.00	99.99	-99.99
100-000-4150.000 Travel	0.00	0.00	197.49	-197.49
100-000-4190.000 Sundry-Other Admin	97.50	125.00	87.51	37.49
100-000-4191.000 Management Fees	3,000.00	9,000.00	9,000.00	0.00
100-000-4194.000 Office Supplies	3.01	78.37	225.00	-146.63
100-000-4195.000 Membership Dues	0.00	0.00	77.49	-77.49
100-000-4196.000 Telephone	57.26	172.24	180.00	-7.76
100-000-4198.000 Advertising	0.00	0.00	121.26	-121.26
100-000-4199.000 Postage	0.00	392.50	71.25	321.25
100-000-4210.000 Tenant Svcs Salaries	313.04	919.34	1,080.00	-160.66
100-000-4230.000 Tenant Services Other	16.17	48.51	324.99	-276.48
100-000-4310.000 Water	1,117.63	2,363.23	3,721.26	-1,358.03
100-000-4315.000 Sewer	1,693.18	3,589.71	5,476.26	-1,886.55
100-000-4320.000 Electricity	25.43	25.43	5,301.24	-5,275.81
100-000-4330.000 Gas	479.60	479.60	3,021.24	-2,541.64
100-000-4431.000 Garbage & Trash	527.45	1,121.90	2,100.00	-978.10
100-000-4410.000 Maintenance Labor	3,242.02	9,655.83	10,517.49	-861.66
100-000-4420.000 Materials	1,012.95	1,510.26	3,249.99	-1,739.73
100-000-4430.000 Contracts Costs	729.96	1,519.17	4,250.01	-2,730.84
100-000-4432.000 Decorating Contract	140.97	164.95	2,250.00	-2,085.05
100-000-4435.000 Grounds Contract	33.78	53.27	249.99	-196.72
100-000-4445.000 Elevator Maintenance	0.00	2,454.00	875.01	1,578.99
100-000-4450.000 Plumbing/Heating	0.00	482.50	1,250.01	-767.51
100-000-4455.000 Snow Removal	0.00	0.00	600.00	-600.00
100-000-4456.000 Exterminating	0.00	22.00	309.99	-287.99
100-000-4457.000 Janitor/Cleaning	527.96	1,603.54	1,700.01	-96.47
100-000-4510.000 Insurance	1,856.66	5,569.98	5,095.02	474.96
100-000-4520.000 Property Tax	626.89	2,202.90	1,746.24	456.66
100-000-4540.000 Employee Benefits	2,326.43	6,874.45	8,162.49	-1,288.04
Total Expense	19,276.21	54,721.48	76,611.24	-21,889.76
Net Income(-) or Loss	-11,753.34	-36,276.83	-10,916.26	-25,360.57

Crosby HRA
Edgewood Operating Stmt - Board
June, 2020

	Current Period	Current Year	Year To Date Budget	Variance
Income				
700-000-3110.000 Dwelling Rental	-19,028.00	-57,611.00	-57,161.25	-449.75
700-000-3120.000 Excess Utilities	-510.00	-550.00	-480.00	-70.00
700-000-3404.000 Other Government Grant	-8,585.00	-25,165.00	-25,681.26	516.26
700-000-3610.000 Interest Revenue	-7,007.18	-9,999.46	-7,950.00	-2,049.46
700-000-3690.000 Other Income	-228.33	-733.93	-54.99	-678.94
700-000-3691.000 Other Tenant Revenue	-1,710.24	-1,740.24	-1,632.51	-107.73
700-000-3695.000 Laundry Revenue	-744.25	-2,094.00	-1,986.24	-107.76
Total Income	-37,813.00	-97,893.63	-94,946.25	-2,947.38
Expense				
700-000-4110.000 Administration Salaries	2,372.48	7,189.20	7,747.50	-558.30
700-000-4130.000 Legal	0.00	0.00	562.50	-562.50
700-000-4140.000 Staff Training	0.00	0.00	150.00	-150.00
700-000-4150.000 Travel	0.00	0.00	187.50	-187.50
700-000-4190.000 Sundry-Other Admin	92.50	124.00	69.99	54.01
700-000-4191.000 Management Fees	4,500.00	13,500.00	13,500.00	0.00
700-000-4194.000 Office Supplies	4.51	79.88	225.00	-145.12
700-000-4195.000 Membership Dues	0.00	0.00	77.49	-77.49
700-000-4196.000 Telephone	57.27	172.28	180.00	-7.72
700-000-4198.000 Advertising	0.00	0.00	99.99	-99.99
700-000-4199.000 Postage	0.00	392.50	69.99	322.51
700-000-4210.000 Tenant Svcs Salaries	469.54	1,378.96	1,620.00	-241.04
700-000-4230.000 Tenant Services Other	16.18	48.53	50.01	-1.48
700-000-4310.000 Water	410.14	880.82	1,798.74	-917.92
700-000-4315.000 Sewer	706.75	1,510.37	2,977.50	-1,467.13
700-000-4320.000 Electricity	25.42	25.42	6,915.00	-6,889.58
700-000-4330.000 Gas	848.52	848.52	3,099.99	-2,251.47
700-000-4431.000 Garbage & Trash	135.65	304.30	549.99	-245.69
700-000-4410.000 Maintenance Labor	3,339.18	9,934.37	10,822.50	-888.13
700-000-4420.000 Materials	2,660.96	3,246.18	2,499.99	746.19
700-000-4430.000 Contracts Costs	595.48	1,887.64	3,249.99	-1,362.35
700-000-4432.000 Decorating Contract	2,237.67	2,273.65	2,750.01	-476.36
700-000-4435.000 Grounds Contract	43.18	62.68	150.00	-87.32
700-000-4445.000 Elevator Maintenance	0.00	2,454.00	875.01	1,578.99
700-000-4450.000 Plumbing/Heating	0.00	85.00	3,000.00	-2,915.00
700-000-4455.000 Snow Removal	0.00	0.00	875.01	-875.01
700-000-4456.000 Exterminating	0.00	33.00	375.00	-342.00
700-000-4457.000 Janitor/Cleaning	738.12	2,227.58	2,049.99	177.59
700-000-4510.000 Insurance	1,509.16	4,527.48	5,692.53	-1,165.05
700-000-4520.000 Property Tax	870.58	2,580.74	2,118.75	461.99
700-000-4540.000 Employee Benefits	2,582.17	7,648.22	9,445.02	-1,796.80
Total Expense	24,215.46	63,415.32	83,784.99	-20,369.67
Net Income(-) or Loss	-13,597.54	-34,478.31	-11,161.26	-23,317.05

This page intentionally left blank.



300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088
FAX (218) 546-5041
www.crosbyhra.org

To: Crosby HRA Board Members
From: Shannon Fortune, Housing Manager
Date: July 8, 2020
Re: Housing Manager Report

Ongoing COVID-19 Response

Staff continues to ask about symptoms and exposure prior to entering units for work orders. Additional cleaning and sanitizing tasks continue, common areas are still closed, and tenant activities have not yet resumed. A video interface has been installed on the office door to assist with social distancing. Staff wears masks when around tenants and other staff. Move-ins and recertifications have continued without interruption. Annual inspections will be starting again later in the summer and continuing on to the end of the year.

Annual Management & Occupancy Review (MOR)

No additional information about the rescheduled MOR has been received at this time.

Dellwood POHP Project Update

Baratto has been working on the next phase of the POHP project (which includes closet, bedroom and bathroom doors on 2nd & 3rd floors, air conditioner sleeves on all three floors, and replacing some fire panels and common entry doors) since June 15th. Based on their current schedule, they anticipate being completed by the end of July. They have been wearing masks, doing extra cleaning/sanitizing, and completing daily COVID-19 symptom surveys.

Dellwood Kitchen Renovations

After the POHP project concludes, we hope to get started with the renovations of 16 Dellwood apartment kitchens, which will be handled by HyTec Construction. We have asked HyTec for their COVID-19 preparedness plan, which will incorporate the recently released state-wide guidance for the construction industry. As with the POHP project, our goal is to minimize the risk of spreading infection to our tenants and staff.

Tenant Activities Coordinator

Lila Larson has returned to her position as Tenant Activities Coordinator and is working on new ideas for contactless educational and enrichment activities. She is starting off with an all resident survey to assess general areas of interest to help guide program planning. She is also working on recruitment for the Second Harvest Senior Nutrition Assistance Program (SNAPS) in hopes that enough residents of Edgewood and Dellwood sign up to warrant the Crosby HRA becoming its own host site for distribution of the food boxes.

Scattered Site Garage Fire

On June 13th, there was a fire in three adjacent scattered site garages. The fire department responded very quickly and thankfully there were no injuries; however, the three garages were

a total loss. One unit also had two cracked windows as a result of the heat. After the insurance inspections were all completed, we got clearance to begin removing debris from the site. We are pursuing bids for rebuilding the garages and will continue to update the Board on the progress. The tenants were not displaced as a result of the fire and will not be displaced during the reconstruction process.

Monthly Property Performance Report for June 2020

Please see attachment 3a.

No Action Requested; Discussion Items

Crosby Housing and Redevelopment Authority

Monthly Property Performance Report
June 2020

1. Property Narrative

2. Physical Occupancy

Unit Size	Total Units	Occupied Units	Mod Rehab	Make Ready	Vacant Units	Percent Occupied
Edgewood	61	60	n/a	n/a	1	98%
Dellwood	39	39	n/a	n/a	0	100%
Family Units	20	20	n/a	n/a	0	100%
TOTAL	120	119	0	0	1	99%

3. Customer Traffic

Applications Requested	4
Applications Placed on PH Wait List	3
Applications Denied on PH Wait List	0

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	39	2	2	0
2 bdrm	13	3	0	0	0
3 bdrm	6	9	0	0	0
4 bdrm	2	3	0	0	0
TOTAL	120	54	2	2	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	1	2
Move-Outs	3	5

*Starting 4/1/2020

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
DW #213	1	07/21/20	In Progress

7. Recertifications

Interim Recertifications	5
Annual Recertifications	8
Completed for this month	13

8. Annual Unit Inspections

Total units to be inspected this year	120
Number completed start of month	0
Number inspected for the month	0
Number completed year-to-date	0
Total left to be inspected this year	120
Have all building system inspections been completed?	In Process
If yes, please enter date	n/a

**Starting 4/1/2020*

9. Lease Enforcements

Lease warnings/violations issued	3
30-day lease terminations	0

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	3
Received	43
Closed	43
Ending Balance	3
Total Completed Work Orders for Year	75

**Starting 4/1/2020*

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	0	3
Completed within 24 hours	0	3
Percent completed within 24 hours	n/a	100%

**Starting 4/1/2020*

13. Rent Collection

	This Month
Rent Charges	36,009
Other Charges	2,264
Total New Charges	38,272
Arrears, tenants in possession	0

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	101
Current Rent Charges	36,009
Current Rent Collections	35,908
Accounts Receivable Rate	0%
Collection Rate	100%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	665
Prior Rent Charges	433,485
Collection Rate	100%

This page intentionally left blank.



300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088
FAX (218) 546-5041
www.crosbyhra.org

To: Crosby HRA Board Members
From: Shannon Fortune, Housing Manager
Date: July 8, 2020
Re: Approval of Implementation of Waivers Authorized by HUD Notice 2020, Rev-1

As discussed at the May 12th board meeting, in response to the COVID-19 pandemic, HUD provided a number of potential waivers that PHAs could utilize to help reduce some administrative burden and/or creatively continue on with essential activities such as move-ins, recertifications, inspections, and other tasks critical to the daily functioning of the agency. The requirement was that PHAs would seek formal board approval of the waivers they specifically chose to implement no later than July 31st. Since the May meeting, additional guidance was released (Notice PIH 2020-13, Rev-1) that clarified or expanded some waivers while adding some additional options.

Attached is the table of the waivers that staff has recommended for implementation, along with the dates that these waivers are expected to expire. Most of the waivers selected for implementation have an adoption date of 4/10/2020, which is the date of the original notice related to the waivers. For the few that were not included in the initial notice or were clarified and now are recommended, the adoption date is listed as 7/2/2020, which is the date the revised notice was published.

Action Requested: Approval of waivers as allowed in Notice PIH 2020-13, Rev-1 as specified in Attachment 4a.

This page intentionally left blank.

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements (Refer back to the Notice using the item code for a full description and more detailed information.)

This chart summarizes the waivers authorized under this Notice and the availability period for each. As stated in Section 5, PHAs must keep written documentation on the waivers applied by the PHA as well as the effective dates. To fulfill those requirements, PHAs may but are not required to utilize the last two columns to record this information.

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
PH and HCV-1 PHA 5-Year and Annual Plan Submission Dates: Significant Amendment Requirements	<u>Statutory Authority</u> Section 5A(a)(1), Section 5A(b)(1), Section 5A(g), Section 5A(h)(2) <u>Regulatory Authority</u> §§ 903.5(a)(3), 903.5(b)(3), 903.13(c), 903.21, 903.23	<ul style="list-style-type: none"> Alternative dates for submission Changes to significant amendment process 	<ul style="list-style-type: none"> Varies based on FYE 12/31/20 	Yes	4/10/2020
PH and HCV-3 Family Income and Composition: Annual Examination; Income Verification Requirements	<u>Regulatory Authority</u> §§ 5.233(a)(2), 960.259(c), 982.516(a)	<ul style="list-style-type: none"> Waives the requirements to use the including the use of EIV, and will allow PHAs to consider self-certification as the highest form of income verification 	<ul style="list-style-type: none"> 12/31/20 	Yes	4/10/2020

**Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
(Refer back to the Notice using the item code for a full description and more detailed information.)**

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
<i>(continued)</i>	<p><u>Sub-regulatory Guidance</u> PIH Notice 2018-18</p>	<ul style="list-style-type: none"> PHAs that implement this waiver will be responsible for addressing material income discrepancies that may arise later 		<i>(continued)</i>	<i>(continued)</i>
<p>PH and HCV-4 Family Income and Composition: Interim Examinations</p>	<p><u>Statutory Authority</u> Section 3(a)(1)</p> <p><u>Regulatory Authority</u> §§ 5.233(a)(2), 982.516(c)(2), 960.257(a), (b) and (d), 960.259(c)</p> <p><u>Sub-regulatory Guidance</u> PIH Notice 2018-18</p>	<ul style="list-style-type: none"> Waives the requirement to use the income verification requirements, including the use of EIV, for interim reexaminations 	<ul style="list-style-type: none"> 12/31/20 	Yes	4/10/2020

**Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
(Refer back to the Notice using the item code for a full description and more detailed information.)**

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
PH and HCV-5 Enterprise Income Verification (EIV) Monitoring	<u>Regulatory Authority § 5.233</u> <u>Sub-regulatory Guidance</u> PIH Notice 2018-18	<ul style="list-style-type: none"> • Waives the mandatory EIV monitoring requirements. 	<ul style="list-style-type: none"> • 12/31/20 	Yes	4/10/2020
PH-1 Fiscal Closeout of Capital Grant Funds	<u>Regulatory Authority § 905.322(b)</u>	<ul style="list-style-type: none"> • Extension of deadlines for ADCS and AMCC activities in certain circumstances 	Varies by PHA	Yes	7/2/2020
PH-4 ACOP: Adoption of Tenant Selection Policies	<u>Regulatory Authority § 960.202(c)(1)</u>	<ul style="list-style-type: none"> • Establishes an alternative requirement that policies may be adopted without board approval • Any provisions adopted informally must be adopted formally NLT December 31, 2020 	<ul style="list-style-type: none"> • 9/30/20 • 12/31/20 	Yes	7/2/2020

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements (Refer back to the Notice using the item code for a full description and more detailed information.)

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
PH-5 Community Service and Self-Sufficiency Requirement (CSSR)	<u>Statutory Authority</u> Section 12(c) <u>Regulatory Authority</u> §§ 960.603(a) and 960.603(b)	<ul style="list-style-type: none"> Temporarily suspends CSSR 	<ul style="list-style-type: none"> 3/31/21 	Yes	4/10/2020
PH-6 Energy Audits	<u>Regulatory Authority</u> § 965.302	<ul style="list-style-type: none"> Allows for delay in due dates of energy audits 	One year beyond 2020 audit deadline	Yes	7/2/2020
PH-7 Over-Income Families	<u>Statutory Authority</u> Section 16(a)(5) <u>Sub-regulatory Guidance</u> Housing Opportunity Through Modernization Act of 2016: Final Implementation of the Public Housing Income Limit 83 FR 35490, Notice PIH 2019-11	<ul style="list-style-type: none"> Changes to timeframes for determination of over-income 	<ul style="list-style-type: none"> 12/31/20 	Yes	4/10/2020

**Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
(Refer back to the Notice using the item code for a full description and more detailed information.)**

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
PH-8 Resident Council Elections	<u>Regulatory Authority</u> § 964.130(a)(1)	<ul style="list-style-type: none"> Provides for delay in resident council elections 	<ul style="list-style-type: none"> 12/31/20 	Yes	4/10/2020
PH-9 Review and Revision of Utility Allowance	<u>Regulatory Authority</u> § 965.507	<ul style="list-style-type: none"> Provides for delay in updating utility allowance schedule 	<ul style="list-style-type: none"> 12/31/20 	Yes	4/10/2020
PH-10 Tenant Notifications for Changes to Project Rules and Regulations	<u>Regulatory Authority</u> § 966.5	<ul style="list-style-type: none"> Advance notice not required except for policies related to tenant charges 	<ul style="list-style-type: none"> 12/31/20 	Yes	7/2/2020

**Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
(Refer back to the Notice using the item code for a full description and more detailed information.)**

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
PH-12: Public Housing Agency Annual Self-Inspections	<u>Statutory Authority:</u> Section 6(f)(3) <u>Regulatory Authority:</u> § 902.20(d)	<ul style="list-style-type: none"> • Waives the requirement that the PHA must inspect each project 	<ul style="list-style-type: none"> • 12/31/20 	Yes	7/2/2020
11a PHAS	<u>Regulatory Authority</u> 24 CFR Part 902	<ul style="list-style-type: none"> • Allows for alternatives related to inspections • PHA to retain prior year PHAS score unless requests otherwise 	HUD will resume issuing new PHAS scores starting with PHAs with FYE dates of 3/31/21	N/A	N/A
11b SEMAP	<u>Regulatory Authority</u> 24 CFR Part 985	<ul style="list-style-type: none"> • PHA to retain prior year SEMAP score unless requests otherwise 	HUD will resume issuing new SEMAP scores starting with PHAs with FYE dates of 3/31/21	N/A	N/A

**Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
(Refer back to the Notice using the item code for a full description and more detailed information.)**

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
11c Uniform Financial Reporting Standards: Filing of Financial Reports; Reporting Compliance Dates	<u>Regulatory Authority</u> §§ 5.801(c), 5.801(d)(1)	<ul style="list-style-type: none"> Allows for extensions of financial reporting deadlines 	Varies by PHA FYE	Yes	7/2/2020
12a PHA Reporting Requirements on HUD Form 50058	<u>Regulatory Authority</u> 24 CFR Part 908, § 982.158 <u>Sub-regulatory Guidance</u> PIH Notice 2011-65	<ul style="list-style-type: none"> Waives the requirement to submit 50058 within 60 days Alternative requirement to submit within 90 days of the effective date of action 	<ul style="list-style-type: none"> 12/31/20 	Yes	7/2/2020
12b Designated Housing Plans: HUD 60-Day Notification	<u>Statutory Authority</u> Section 7(e)(1)	<ul style="list-style-type: none"> Allows for HUD to delay notification about designated housing plan 	<ul style="list-style-type: none"> 7/31/20 	N/A	N/A

**Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
(Refer back to the Notice using the item code for a full description and more detailed information.)**

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
12c Extension of Deadline for Programmatic Obligation and Expenditure of Capital Funds	<u>Regulatory Authority</u> § 905.306(d)(5) <u>Statutory Authority</u> Section 9(j)	<ul style="list-style-type: none"> Provides a one-year extension 	For all open Capital Fund grants, one-year extension from the obligation and expenditure end dates in LOCCS as of April 10, 2020	Yes	7/2/2020



300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088

FAX (218) 546-5041

www.crosbyhra.org

To: Crosby HRA Board Members
From: Shannon Fortune, Housing Manager
Date: July 6, 2020
Re: Approval of COVID-19 Preparedness Plan

Under Emergency Executive Order 20-74 issued by Governor Walz, as a critical business, we are now required to establish a COVID-19 Preparedness Plan beginning on June 29th, 2020. The Plan shall establish and explain the policies, practices, and conditions that we will implement to meet the guidance for businesses based on CDC, MDH, and OSHA for workplaces.

The attached Preparedness Plan follows the template provided by the State of MN and includes the protections and protocols that will be implemented for the safety and health of the employees and customers of the Crosby HRA.

This Plan will continue to be updated as required by new guidance or changing circumstances.

Action Requested: Motion approving the Crosby HRA COVID-19 Preparedness Plan.

This page intentionally left blank.

COVID-19 Preparedness Plan for the Crosby Housing & Redevelopment Authority (HRA)

The Crosby HRA is committed to providing a safe and healthy workplace for all our staff. To ensure a safe workplace, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces. This requires full cooperation among staff and management. Only through this cooperative effort can we establish and maintain the safety and health of our staff and workplaces.

Management and staff are responsible for implementing and complying with all aspects of this Preparedness Plan. The Crosby HRA managers and staff have our full support in enforcing the provisions of this plan.

Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and OSHA standards related to COVID-19 and addresses:

- Prompt identification and isolation of sick staff and staff exposed to sickness
- Reducing the spread of COVID-19 in the workplace
- Additional information; and
- Communication and training

Stay Home if you Feel Sick

Many times, with the best of intentions, employees report to or stay at work even though they feel sick, but employees should not stay at nor report to work if they feel sick due to the current circumstances. If you feel sick, please inform your supervisor immediately, leave immediately if you are at work, and do not return to work unless and/or until you are no longer sick, or a pandemic virus is unlikely. Employees who report to work sick will be sent home in accordance with these health guidelines. We may request appropriate information related to sicknesses from any employee before reporting to work and documentation from a sick employee before such employee may return to work.

Stay Home if you have COVID-19 Symptoms or Positive Test

If employees have any of the symptoms described below and/or have tested positive for COVID-19, you must inform your supervisor immediately, leave immediately if you are at work, and do not return to work unless and until the guidelines below are met. Employees who are at or report to work under these circumstances will be sent home in accordance with these health guidelines. We may request appropriate information related to these items from any employee before reporting to work and documentation from a sick employee before such employee may return to work.

COVID-19 Preparedness Plan for the Crosby Housing & Redevelopment Authority (HRA)

It is critical that employees **check for, leave work, and do not report to work** while they are experiencing **any** symptoms such as the following:

- Fever (100.4 degrees Fahrenheit or higher)
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

If you have COVID-19 symptoms described above, but have not been tested, do not come to work until:

- You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, your cough or shortness of breath have improved); and
- At least 7 days have passed since your symptoms first appeared; and
- You have followed the guidance of your healthcare provider and local health department.

If you have had COVID-19 symptoms described above and have tested positive for COVID-19, do not come to work until:

- You no longer have a fever (without the use medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- You received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines; and
- You have followed the guidance of your healthcare provider and local health department.

If you have not had COVID-19 symptoms described above but tested positive for COVID-19, do not come to work until:

- At least 7 days have passed since the date of your first positive COVID-19 diagnostic test; and
- You have had no subsequent illness; and
- You have remained asymptomatic; and

COVID-19 Preparedness Plan for the Crosby Housing & Redevelopment Authority (HRA)

- More than 3 days have passed since your discontinuation of isolation; and
- You have followed the guidance of your healthcare provider and local health department.

If you develop any of the following **emergency warning signs**, as specified by the CDC, get **medical attention immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, you should contact your health care provider immediately and take the necessary steps to help prevent the disease from spreading to people in your home, place of employment, and community, which includes staying at home.

Stay Home if you have been exposed to COVID-19

Close Contact

If a household member or guest, an intimate partner, or someone you are providing care for has COVID-19 symptoms, or if you have been in close contact (less than 6 feet) for a prolonged period of time with a person with COVID-19 symptoms, you should:

- Inform your supervisor immediately
- Leave work immediately if you are at work
- Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times (unless person with symptoms tests negative for COVID-19 and you have no symptoms)
- Self-monitor for symptoms
- Check temperature twice a day
- Watch for fever, cough, or shortness of breath
- Avoid contact with people at higher risk for severe illness (unless they live in the same home and had same exposure)
- Follow CDC guidance if symptoms develop

COVID-19 Preparedness Plan for the Crosby Housing & Redevelopment Authority (HRA)

Travel

If you traveled to a country with widespread sustained (ongoing) transmission of COVID-19 as established by the CDC, or traveled on a cruise ship or river boat:

- Inform your supervisor or designee immediately
- Leave work immediately if you are at work
- Stay home until 14 days after your last exposure and maintain social distance (at least 6 feet) from others at all times
- Self-monitor for symptoms
- Check temperature twice a day
- Watch for fever, cough, or shortness of breath
- Avoid contact with people at higher risk for severe illness (unless they live in the same home and had same exposure)
- Follow CDC guidance if symptoms develop

If you traveled from any other country:

- Inform your supervisor for a determination of whether you should stay home, or leave work if you are at work
- Practice social distancing
 - Maintain a distance of at least 6 feet from others
 - Stay out of crowded places
- Be alert for symptoms
 - Watch for fever, cough, shortness of breath
 - Take temperature if symptoms develop
- Follow CDC guidance if symptoms develop

If you are planning on traveling:

- Carefully consider whether travel is necessary
- Inform your supervisor of any out of state or out of country travel
- Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for travel out of the country
 - Self-monitor for symptoms before starting travel
 - Check temperature twice a day
 - Watch for fever, cough, or shortness of breath
- If you become sick after starting travel, promptly call a healthcare provider for advice as needed, and inform your supervisor.

Inability to be at Work

COVID-19 Preparedness Plan for the Crosby Housing & Redevelopment Authority (HRA)

We provide paid sick time and other benefits to compensate eligible employees who are unable to work under certain circumstances. You should refer to applicable personnel policies and notices related to such benefits.

The Crosby HRA may consider allowing certain employees in certain positions to work from home. For more information about such arrangements, please contact your supervisor and refer to applicable personnel policies and notices.

Reduce the Spread of COVID-19

Basic Hygiene

Wash your hands frequently with warm, soapy water for at least 20 seconds, but especially at the beginning and end shifts, prior to any mealtimes and after using the toilet. Use hand sanitizer with at least 60% alcohol if soap and water are not available.

- Alcohol-based hand sanitizers will be provided throughout the workplace and in common areas.

Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.

Avoid touching your eyes, nose, and mouth with unwashed hands.

Clean and Disinfect

Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces should be cleaned with soap and water prior to disinfection.

- Cleaning sprays and wipes will also be provided to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. You should clean these office surfaces daily.

COVID-19 Preparedness Plan for the Crosby Housing & Redevelopment Authority (HRA)

Social Distancing

- Maintain a distance of at least 6 feet from other employees, tenants, customers, etc.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Use telephone and video conferencing instead of face-to-face meetings as much as possible during this outbreak.
- Avoid people who are sick with the above-symptoms or known to have traveled internationally or in a community in which COVID-19 is widespread.

Face Masks

You are required to wear a face mask cover while at work when social distancing is not allowed as a means of protecting others if you are infected.

- Homemade mask or procedural masks are the recommended style.
- Continue to keep at least 6 feet away from others.

Further guidance on facemasks is available from the CDC here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Personal Protective Equipment

Guidance related to any PPE that should be worn by employees to minimize exposure to hazards that cause serious workplace injuries and illnesses will be communicated to specific positions by supervisors.

Other Measures

Different areas of the organization will be taking specific measures to reduce the spread related to the above-items. Crosby HRA management will communicate to you such measures.

Employee Group-Specific Measures

More specific measures may be taken for specific employee groups based on their work, sites, and risk of exposure to illness. We will be continually monitoring how to handle related workplace issues and will update you accordingly. In addition, Crosby HRA management will communicate to you any impacted operational issues related to your position.

COVID-19 Preparedness Plan for the Crosby Housing & Redevelopment Authority (HRA)

Additional Protections and Protocols

To prevent exposure and limit the potential spread of the virus, the manner in which the HRA delivers service and interacts with residents, community service providers, guests and vendors has been adjusted.

Office Closure

There is no public entry into the main office building. Staff will continue to serve the public through telephone, e-mail, U.S. Mail, some online resources, and a system of document exchange using door postings and drop box.

Work Orders/Maintenance Requests

Work orders and maintenance requests should be reported by calling the office at 218-546-5088 during regular business hours or calling the after-hours/weekend dispatch line at 218-232-1419. Maintenance staff will assess work orders on a case-by-case basis. Non-emergency work orders may potentially need to be rescheduled. Prior to dispatching maintenance staff, residents will be asked if they or anyone in the household has flu-like symptoms or has had exposure to the CORVID-19 virus. Staff may need to wear personal protective equipment while conducting their work.

Outside Vendors

Outside vendors working on extended projects will be asked to provide their company's own work plan on how they will be monitoring employees for exposure and working to limit the spread of the virus. These plans will be shared with relevant staff prior to the start of the project.

Closure of Common Areas

The following common areas are being closed: mail waiting area, community dining room, ground floor sitting areas, all lounge/TV areas, pool table area, game/puzzle areas, and the small lounge/sitting areas by the elevators on each floor. The laundry room and the smoking area have not been closed, however residents are reminded to practice social distancing while in these two excluded areas.

Activities & Building Events

All events and activities in the building have been canceled until further notice. This includes morning and afternoon coffee, BINGO, sing-a-long service, the monthly dance band, and daily congregate dining. LSS Dining and the Meals-on-Wheels program will be in contact with their participants to arrange for delivery service.

Cleaning & Sanitizing

Maintenance staff will be doing extra cleaning and sanitizing of high-traffic areas repeatedly each day. If exposure is suspected, an outside deep-cleaning and sanitizing service will be engaged. Residents are

COVID-19 Preparedness Plan for the Crosby Housing & Redevelopment Authority (HRA)

asked to do their part by practicing frequent handwashing, covering coughs and sneezes, limiting time out of their apartments if they are sick, and maintaining safe social distancing when around others.

Office Appointments

Most in-person appointments for annual recertification, interim recertifications, initial application submission, and other paperwork meetings are canceled, except for the brief interaction required for exchanging documents. Residents will complete paperwork provided to them via mail or door posting and then return the documents, along with supporting verification documents, via mail, drop box, or email scan. If residents' needs are not able to be met by paperwork exchange, phone or email contact, an in-office may be scheduled during which time both the resident and staff in attendance will wear face masks and maintain social distance.

Guests & Visitors

Residents are asked to refrain from having unnecessary guests at this time. This does not include PCA's, social workers, mental health workers, and other essential service providers. Any visitors with fever, cough, sore throat or other flu-like symptoms are not permitted to visit. As all common areas are closed, service providers and critical visitors should proceed directly to the apartment of the resident they are visiting. Essential visitors are asked to practice social distancing while on property.

Rent Payments

Rent payments are still due timely and may be placed in the drop box or mailed in. Residents wishing to enroll in automatic payment are encouraged to contact the office. No late fees will be charged during this time and no terminations will be given related to non-payment, in line with HUD guidance. Reminders will still be sent to non-paying tenants.

Additional Information

Additional general guidance on COVID-19 is available here:

- CDC Fact Sheet: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>
- MDH Guidance: <https://www.health.state.mn.us/diseases/coronavirus/index.html>

COVID-19 Preparedness Plan for the Crosby Housing & Redevelopment Authority (HRA)

Communications and Training

This Preparedness Plan will be communicated and training will be provided as necessary. Management is to monitor how effective the program has been implemented.

This Preparedness Plan will be approved by the Crosby HRA Board and will be updated as necessary.

Nothing in this communication establishes any precedent or practice. The Crosby HRA may change or eliminate these items, or portions thereof, at any time and without notice.

This plan supplements existing employment policies, rules, procedures, and regulations. All current employment policies, rules, procedures, and regulations remain in full effect, except for instances where this plan directly contradicts another current policy, rule, procedure, or regulation in which case this plan supersedes existing policy, rule, procedure, or regulation. Therefore, employees are encouraged to review all other such policies, rules, procedures, and regulations in conjunction with this plan.

Please contact Brainerd HRA Interim Executive Director, Karen Young at karen@brainerdhra.org, telephone at 218-824-3423 with any questions or concerns.

Thank you for your cooperation.

Certified by: _____
Karen Young, Interim Executive Director

This page intentionally left blank.



300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088
FAX (218) 546-5041
www.crosbyhra.org

To: Crosby HRA Board Members
From: Shannon Fortune, Housing Manager
Date: July 7, 2020
Re: Updated Policy Approval

There are three (3) policies before the Board for approval this month.

- » **File Access Internal Controls Policy and Procedures - Resolution No. 2021-08**
(Attachment 6a)
The purpose of the File Access & Internal Controls Policy is to ensure the confidentiality of each client by following all regulations regarding client access, staff access, consent to release of information, and storage resident files.

- » **Hazardous Materials Policy - Resolution No. 2021-09** *(Attachment 6b)*
The purpose of the Hazardous Materials Policy is to inform employees about possible hazards connected with materials in the workplace and about safe handling and disposal of said materials. The Policy also directs employees to the Employee Right to Know/Hazcom Program Manual for more specific instruction, rights and responsibilities pertaining to hazardous materials.

- » **Pest Control Policy - Resolution No. 2021-10** *(Attachment 6c)*
The purpose of the Pest Control Policy is to control pests and vermin to provide a living environment of adequate health and safety for our residents.

Action Requested:

Approve Resolution No. 2021-08 adopting the File Access Internal Controls Policy and Procedures.

Approve Resolution No. 2021-09 adopting the Hazardous Materials Policy.

Approve Resolution No. 2021-10 adopting the Pest Control Policy.

This page intentionally left blank.

**CROSBY HOUSING AND REDEVELOPMENT AUTHORITY
FILE ACCESS & INTERNAL CONTROLS POLICY**

Adopted: 7/14/20

Resolution No. 2021-08

POLICY STATEMENT

It is the policy of the Crosby Housing and Redevelopment Authority (hereinafter, “the Agency”) to ensure the confidentiality of each client by following all regulations regarding client access, staff access, consent to release of information, and storage of resident files.

- A. All client information will be kept in a secure file cabinet or in a secure room.
- B. The following program staff will have access to client files: executive director, finance director, housing manager, housing specialist, and administrative assistant.
- C. Access to files will be given to HUD staff and external audit firms for the purpose of reviewing and auditing client files.
- D. Files containing EIV records will follow EIV security requirements to prevent unauthorized staff access.
- E. Client information will be protected (in all forms and media) through appropriate security safeguards against risk such as loss, unauthorized access or use, destruction, modification, or unintended or inappropriate disclosure.
- F. Database or IT system file access should employ technical safeguards and access controls to restrict access to client files and information.
- G. Individual company computers access passwords will be assigned to each staff member and shared with direct supervisors. Passwords will not be shared between staff. System-level passwords must be changed regularly to comply with IT security protocols.
- H. All staff will be accountable for complying with these principles and all staff will be trained on the policy and procedures.

This page intentionally left blank.

HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF CROSBY

RESOLUTION NO. 2021-08

FILE ACCESS & INTERNAL CONTROLS POLICY

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby is required to have in place a File Access & Internal Controls Policy to ensure the confidentiality of each client; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby has developed a File Access & Internal Controls Policy that follows all regulations regarding client access, staff access, consent to release of information, and storage resident files; and

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the HRA as follows:

1. The File Access & Internal Controls Policy is hereby approved.

I CERTIFY THAT the above resolution was adopted by the Housing and Redevelopment Authority in and for the City of Crosby.

Dated: _____
Linda Peeples, Chair

Dated: _____
Karen Young, Interim Executive Director

This page intentionally left blank.

CROSBY HOUSING AND REDEVELOPMENT AUTHORITY

Hazardous Materials Policy

Adopted: 7/14/20

Resolution No. 2021-09

1.0 PURPOSE

The purpose of this policy is to inform the employees of the Crosby Housing and Redevelopment Agency (hereinafter, “the Agency”) about possible hazards connected with materials in their workplace and about safe handling and disposal of materials used in Agency operations. This requires that we evaluate our workplace for the existence of hazardous substances, harmful physical agents and infectious agents and to provide training and information to those employees who are routinely exposed to those substances and agents.

For more complete guidelines pertaining to hazardous waste management, please refer to the ERTK/Hazcom Program Manual.

2.0 SCOPE

This implementation of this policy will ensure that Agency employees are aware of any potential hazards connected with any materials to which they may be exposed in the course of their work. In order to accomplish this, the Agency will ensure that:

- A. A current list of all hazardous chemicals or materials being used by the Agency is maintained at each work site;
- B. All containers of hazardous materials stored and used at the Agency are appropriately labeled;
- C. All Agency employees are trained to recognize and interpret labels, warnings, and signs that are attached to containers; and
- D. All Agency employees are trained to understand the content of the material safety data sheets (SDS) provided for each hazardous substance and recognize possible risks to health and the potential for physical harm.

3.0 LISTING OF HAZARDOUS CHEMICALS

The Agency will maintain a list of all hazardous chemicals used on-site. This list will be updated whenever a new hazardous substance is introduced into the worksite. The list of hazardous substances is available for review in the maintenance department or by request from the safety officer.

The safety officer or designee will insure that SDS are requested and obtained from the supplier of any new product ordered by the Agency and will maintain the master listing of all hazardous materials and SDS for all materials.

4.0 LABELS

Material received at the Agency must have intact, legible labels. These labels must include the following:

- A. The name of the hazardous substance(s) in the container;
- B. A hazard warning and/or applicable pictogram;
- C. The name and address of the chemical manufacturer or other responsible party.

5.0 TRAINING

The safety officer will insure that all employees at sites where hazardous materials are kept or used receive training on hazardous material handling. After each training session, the trainer will certify a roster of all participants and include a list of all hazardous materials included in the training.

The training program will include the following:

- A. The location and availability of the SDS and files.
- B. Methods and procedures that the employee may use to detect the presence or accidental release or spill of hazardous materials in the work area, including proper clean up.
- C. Precautions and measures employees can take to protect themselves from the hazardous materials including the use of personal protective equipment (PPE).

Training will be conducted annually for all employees and may consist of classroom sessions, hands-on activities or job briefings.

New or transferred employees will receive the appropriate training and information specific to their work assignment prior to beginning that assignment.

Training must be conducted for all employees when any new chemical or hazardous material enters the work site. This training must occur before the chemical or hazardous material is used by any employee.

6.0 HANDLING AND USE OF HAZARDOUS MATERIALS

- A. Only a safety officer or designee may order hazardous materials. Before ordering check for a non-hazardous material that can be substituted.
- B. All hazardous materials are to be stored according to manufacturer's instructions per SDS.
- C. Anyone handling or using hazardous materials shall read the SDS before use.
- D. Anyone handling or using hazardous materials shall use PPE as noted in the SDS.
- E. Disposal of hazardous materials shall be done in accordance with the SDS. In no case may hazardous materials be disposed of through municipal solid waste or sanitary sewers without prior approval of a safety officer.

HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF CROSBY

RESOLUTION NO. 2021-09

HAZARDOUS MATERIALS POLICY

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby is required to have in place a Hazardous Materials Policy that informs employees about possible hazards connected with materials in the workplace and about safe handling and disposal of said materials; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby has recognized the importance of such policies and therefore established a Hazardous Materials Policy; and

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing and Redevelopment Authority in and for the City of Crosby as follows:

1. The Hazardous Materials Policy is hereby approved.

I CERTIFY THAT the above resolution was adopted by the Housing and Redevelopment Authority in and for the City of Crosby.

Dated: _____

Linda Peeples, Chair

Dated: _____

Karen Young, Interim Executive Director

This page intentionally left blank.

CROSBY HOUSING AND REDEVELOPMENT AUTHORITY

Pest Control Policy

Adopted: 7/14/20

Resolution No.: 2021-10

POLICY STATEMENT

The Crosby Housing and Redevelopment Authority (hereinafter, “the Agency”) recognizes the importance of pest and vermin control in providing a living environment of adequate health and safety for its residents. To achieve this control, the Agency has adopted a pest control policy that will be implemented by the maintenance department.

PEST CONTROL AND EXTERMINATION

The Agency will make all efforts to provide a healthy and pest-free environment for its residents. The Agency will determine which, if any, pests infest its properties and will then provide the best possible treatment for the eradication of those pests.

Housing management and maintenance staff will cooperatively determine the most cost-effective way of delivering the treatments -- whether by contractor or Agency personnel.

The extermination plan will begin with an analysis of the current condition at each property. Maintenance staff shall make sure that an adequate schedule for treatment is developed to address any existing infestation. Special attention shall be paid to cockroaches and bedbugs. The schedule will include frequency and locations of treatment. Different schedules may be required for each property.

Resident cooperation with the extermination plan is essential. All apartments in a building must be treated for the plan to be effective. Residents will be given information about the extermination program at the time of move-in. All residents will be informed at least 48 hours before treatment. The notification will be in writing and will include instructions that describe how to prepare the unit for treatment.

This page intentionally left blank.

HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF CROSBY

RESOLUTION NO. 2021-10

PEST CONTROL POLICY

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby recognizes the importance of pest and vermin control in providing a living environment of adequate health and safety for its residents; and

WHEREAS, to achieve this control, the Housing and Redevelopment Authority in and for the City of Crosby Agency has established a pest control policy; and

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the HRA as follows:

1. The Pest Control Policy is hereby approved.

I CERTIFY THAT the above resolution was adopted by the Housing and Redevelopment Authority in and for the City of Crosby.

Dated: _____
Linda Peoples, Chair

Dated: _____
Karen Young, Interim Executive Director

This page intentionally left blank.