



300 Third Avenue NE  
Crosby, MN 56441-1642

PHONE (218) 546-5088

FAX (218) 546-5041

[www.crosbyhra.org](http://www.crosbyhra.org)

**Crosby HRA Board Meeting**  
**11:00 a.m. Tuesday, June 8, 2021**  
**Remote Meeting via Webex**

Join from browser:  
<https://brainerdhra.my.webex.com/brainerdhra.my/j.php?MTID=m54292ba222cf33f7beea5198ce48d6d0>  
Join by phone: 415-655-0001  
Meeting number (access code): 182 509 6708  
Meeting password: 0608

**AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. REVIEW AND APPROVE MINUTES** (*Attachment 1*)
- 4. BILLS & COMMUNICATIONS**
  - a. Financial Report (*Attachment 2*)
  - b. Housing Manager Report (*Attachment 3*)
  - c. Executive Director Report (*Attachment 4*)
- 5. UNFINISHED BUSINESS**
  - a. Adoption of Updated HUD Waivers (*Attachment 5*)
- 6. NEW BUSINESS:**
  - a. Approve Natural Disaster Response Policy (*Attachment 6*)
- 7. NEXT MEETING:** July 13, 2021
- 8. ADJOURNMENT**



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**Crosby HRA  
BOARD MEETING MINUTES  
May 11, 2021**

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00 a.m., Tuesday, May 11th, 2021, via Webex teleconference.

1. **CALL TO ORDER:** Chair Peeples called the meeting to order at 11:01 a.m.
2. **ROLL CALL:** Commissioners Linda Peeples, John Ohlin, and Julie McGinnis. Absent: Buzz Neprud and Renae Marsh.

Others present: Executive Director Eric Charpentier, Finance Director Karen Young, Housing Manager Shannon Fortune, Housing Specialist Mallory Demel, and Executive Assistant LeAnn Goltz.

3. **REVIEW AND APPROVE MINUTES:**

**Moved by Commissioner McGinnis and seconded by Commissioner Ohlin to approve the meeting minutes from April 13th, 2021. Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.**

4. **BILLS AND COMMUNICATIONS:**

- a. **Financial Report:**

2021 Audit

The 2021 audit fieldwork is scheduled with CliftonLarsonAllen (CLA) for the week of June 21<sup>st</sup>.

Boiler Tune-Up and LED Lighting Rebates

Reflected in the April financial statements is \$750 boiler tune-up rebates from MN Energy for Edgewood. Also reflected is \$1,073.74 LED lighting rebates from MN Power for Public Housing.

Dellwood POHP Closeout

The final draw with Minnesota Housing for the POHP Dellwood project was processed in April. The final payment to TKDA in the amount of \$450.85 was

received. The development costs for the entire project totaled \$583,342, with \$452,836 coming from the POHP grant and \$130,506 coming from HRA leverage funds. The primary scope of work for this project was life safety system upgrades, roof replacement, and weatherization.

**Moved by Commissioner McGinnis and seconded by Commissioner Ohlin to approve April checks numbered 118099 through 118127 and April ACH payments numbered 1456 through 1463. Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.**

**b. Housing Manager Report:**

Tenant Activities Update

Erin Kunzman has been hired to fill the tenant activities coordinator position and will start on June 7th. There were 26 participants in the NAPS food delivery program last month.

Caretaker Position

The caretaker position is currently being advertised in the Crosby-Ironton Courier (print), the Aitkin Independent Age (print and online), the Brainerd Dispatch (online), and is also posted online at the Department of Employment and Economic Development (DEED). The ad is also posted on the Crosby HRA's website, the Brainerd HRA's website, and has been included in Facebook posts on the respective Facebook pages for each agency. One of the currently vacant units at Dellwood is being held for the caretaker once one has been hired.

Edgewood MOR

Edgewood has been scheduled for its Management & Occupancy Review (MOR) for Monday, June 7th. This is an in-depth review by Minnesota Housing of management policies and practices as well a file audit and a physical inspection of the property. In addition to a staff interview focused on HUD requirements and housing management best practices, the auditor will review up to six current tenant files, review the waiting list, examine our application screening process and review statistics from the previous year period. This year the process will be a blend of phone interview, scanned file/document review, and on-site inspection of unoccupied areas only. Any deficiencies or findings noted during the review process will be formally presented for correction via letter, which requires a formal written response and verification of corrections made or processes updated.

**c. Executive Director Report:**

Maintenance Supervisor Position Update

The maintenance supervisor position was offered to Michael Foote, pending normal background hiring procedures. Mike accepted the conditional job offer and is scheduled to start on June 1st. He has a background in carpentry and



general building. He also has a wealth of experience in general maintenance and spent approximately nine years in the Alaskan oil fields as a foreman and maintenance lead at an oil workers encampment. Mike is originally from Crosby and has strong ties to the community. He will be finishing up a project in the next few weeks before he starts. Charpentier will likely introduce him to the board at the board meeting in June.

#### Ongoing COVID-19 Response

Vaccinations are open to all adults in the State of Minnesota and tenants and staff are encouraged to schedule an appointment if they so choose. Staff continues to monitor a number for federal- and state-level sources. There have been no changes in the COVID-19 response in the past month, but our goal is open our community spaces by Memorial Weekend. Rules/Guidelines will be posted for tenants.

#### Rent Help MN

Rent Help MN is open for applications. Eligible Minnesota renters can receive help with rent and utility bills dated on or after March 13, 2020. Qualified renters can receive up to 15 months' total assistance. More information can be found at [renthelpmn.org](http://renthelpmn.org) or by dialing 211.

**5. UNFINISHED BUSINESS:** Nothing to report.

**6. NEW BUSINESS:** Nothing to report.

**7. NEXT MEETING:** Tuesday, June 8, 2021

**8. ADJOURNMENT:**

**Commissioner McGinnis made a motion to adjourn the meeting. Commissioner Ohlin seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved and meeting was adjourned at 11:23 a.m.**



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## Attachment 2



300 Third Avenue NE  
Crosby, MN 56441-1642

PHONE (218) 546-5088

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[www.crosbyhra.org](http://www.crosbyhra.org)

To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: May 26, 2021  
Re: June Financial Report

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Please find attached the financial information for May 2021.

### **2021 Audit**

The 2021 audit fieldwork has been scheduled with CliftonLarsonAllen (CLA) during the week of June 21<sup>st</sup>.

### **Payments**

In May we processed a payment for \$12,457 to Gravelle Plumbing and Heating for the installation of isolation valves on the water supply lines at Edgewood.

### **Van Disposal**

Staff worked with GovDeals, an online government surplus auction, to dispose of the maintenance van. The van sold for \$3,900 and the sale is reflected in the May Edgewood operating statement.

### **Action Requested:**

**Approval of May checks numbered 118128 through 118154 and May ACH payments numbered 1464 through 1470 and 174 through 177.**



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## Crosby Housing & Redevelopment Authority 2022 Ratios

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

MASS Ratios	Max Pts	Scoring	Apr	May
Occupancy	16	O <90% =0, O >98% =16	8.00	12.00
Tenant Accounts Receivable	5	TAR <1.5%=5, TAR >2.5% =0	0.00	0.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00
<b>Total Points</b>	<b>25</b>		<b>12.00</b>	<b>16.00</b>

<b>Total of Above Ratios</b>	<b>50</b>		<b>37</b>	<b>41</b>
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MASS Ratios	Max Pts	Scoring	Apr	May
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or	5.00	5.00
<b>Total Points</b>	<b>10</b>	Capital Fund Troubled	<b>10.0</b>	<b>10.0</b>

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**PH Operating - Board**  
**Public Housing Operating - Board**  
 May, 2021

	<b>Current Period</b>	<b>Current Year</b>	<b>Year To Date Budget</b>	<b>Variance</b>
<b>Income</b>				
100-000-3110.000 Dwelling Rental	-17,042.00	-33,235.00	-33,333.34	98.34
100-000-3120.000 Excess Utilities	0.00	0.00	-95.00	95.00
100-000-3401.000 Operating Subsidy	-19,385.00	-25,269.00	-14,798.34	-10,470.66
100-000-3402.000 Capital Fund Revenue	0.00	0.00	-1,668.00	1,668.00
100-000-3610.000 Interest Revenue	7.86	10.90	0.00	10.90
100-000-3690.000 Other Income	-745.30	-1,859.47	-100.00	-1,759.47
100-000-3691.000 Other Tenant Revenue	-504.00	-1,640.84	-1,500.00	-140.84
100-000-3695.000 Laundry Revenue	-189.00	-461.75	-408.34	-53.41
100-000-3699.000 POHP Grant Revenue	0.00	-450.85	0.00	-450.85
<b>Total Income</b>	<b>-37,857.44</b>	<b>-62,906.01</b>	<b>-51,903.02</b>	<b>-11,002.99</b>
<b>Expense</b>				
100-000-4110.000 Administration Salaries	1,491.84	2,961.92	3,233.34	-271.42
100-000-4130.000 Legal	0.00	0.00	500.00	-500.00
100-000-4140.000 Staff Training	0.00	0.00	66.66	-66.66
100-000-4150.000 Travel	61.16	61.16	110.00	-48.84
100-000-4190.000 Sundry-Other Admin	35.00	77.50	54.16	23.34
100-000-4191.000 Management Fees	3,000.00	6,000.00	6,000.00	0.00
100-000-4194.000 Office Supplies	90.32	155.32	150.00	5.32
100-000-4195.000 Membership Dues	0.00	0.00	51.66	-51.66
100-000-4196.000 Telephone	77.96	155.80	150.00	5.80
100-000-4198.000 Advertising	0.00	0.00	80.84	-80.84
100-000-4199.000 Postage	0.00	0.00	50.00	-50.00
100-000-4210.000 Tenant Svcs Salaries	0.00	0.00	720.00	-720.00
100-000-4230.000 Tenant Services Other	21.51	42.96	216.66	-173.70
100-000-4310.000 Water	1,525.17	1,525.17	2,475.00	-949.83
100-000-4315.000 Sewer	2,342.14	2,342.14	3,816.66	-1,474.52
100-000-4320.000 Electricity	1,871.50	1,871.50	3,350.00	-1,478.50
100-000-4330.000 Gas	769.36	769.36	1,483.34	-713.98
100-000-4431.000 Garbage & Trash	834.91	847.66	1,700.00	-852.34
100-000-4410.000 Maintenance Labor	3,090.00	6,135.00	7,346.66	-1,211.66
100-000-4420.000 Materials	819.79	819.79	2,166.66	-1,346.87
100-000-4430.000 Contracts Costs	821.12	1,139.64	2,833.34	-1,693.70
100-000-4432.000 Decorating Contract	0.00	0.00	1,500.00	-1,500.00
100-000-4435.000 Grounds Contract	306.00	320.65	166.66	153.99
100-000-4445.000 Elevator Maintenance	0.00	0.00	583.34	-583.34
100-000-4450.000 Plumbing/Heating	59.12	59.12	833.34	-774.22
100-000-4455.000 Snow Removal	0.00	0.00	400.00	-400.00
100-000-4456.000 Exterminating	55.00	110.00	166.66	-56.66
100-000-4457.000 Janitor/Cleaning	464.09	464.09	1,133.34	-669.25
100-000-4510.000 Insurance	2,102.87	4,205.74	4,125.82	79.92
100-000-4520.000 Property Tax	679.95	1,484.14	1,077.50	406.64
100-000-4540.000 Employee Benefits	1,822.19	3,468.22	4,071.68	-603.46
<b>Total Expense</b>	<b>22,341.00</b>	<b>35,016.88</b>	<b>50,613.32</b>	<b>-15,596.44</b>
<b>Net Income(-) or Loss</b>	<b>-15,516.44</b>	<b>-27,889.13</b>	<b>-1,289.70</b>	<b>-26,599.43</b>

**Crosby HRA**  
**Edgewood Operating Stmt - Board**  
**May, 2021**

	Current Period	Current Year	Year To Date Budget	Variance
<b>Income</b>				
700-000-3110.000 Dwelling Rental	-18,460.00	-36,538.00	-38,601.66	2,063.66
700-000-3120.000 Excess Utilities	-40.00	-75.00	-320.00	245.00
700-000-3404.000 Other Government Grant	-10,322.00	-20,132.00	-17,421.66	-2,710.34
700-000-3490.000 Gain/Loss on Sale of A	-3,900.00	-3,900.00	0.00	-3,900.00
700-000-3610.000 Interest Revenue	15.51	27.80	-2,666.66	2,694.46
700-000-3690.000 Other Income	-745.28	-1,535.71	-133.34	-1,402.37
700-000-3691.000 Other Tenant Revenue	-35.00	-84.00	-1,083.34	999.34
700-000-3695.000 Laundry Revenue	-641.00	-1,577.00	-1,400.00	-177.00
<b>Total Income</b>	<b>-34,127.77</b>	<b>-63,813.91</b>	<b>-61,626.66</b>	<b>-2,187.25</b>
<b>Expense</b>				
700-000-4110.000 Administration Salaries	2,387.76	4,742.88	5,306.66	-563.78
700-000-4130.000 Legal	0.00	0.00	500.00	-500.00
700-000-4140.000 Staff Training	0.00	0.00	100.00	-100.00
700-000-4150.000 Travel	64.84	64.84	125.00	-60.16
700-000-4190.000 Sundry-Other Admin	35.00	77.50	46.66	30.84
700-000-4191.000 Management Fees	4,500.00	9,000.00	9,000.00	0.00
700-000-4194.000 Office Supplies	105.18	170.18	150.00	20.18
700-000-4195.000 Membership Dues	0.00	0.00	51.66	-51.66
700-000-4196.000 Telephone	77.97	155.82	120.00	35.82
700-000-4198.000 Advertising	0.00	0.00	66.66	-66.66
700-000-4199.000 Postage	0.00	0.00	50.00	-50.00
700-000-4210.000 Tenant Svcs Salaries	0.00	0.00	1,080.00	-1,080.00
700-000-4230.000 Tenant Services Other	21.52	42.97	33.34	9.63
700-000-4310.000 Water	556.00	556.00	1,025.00	-469.00
700-000-4315.000 Sewer	939.00	939.00	1,850.00	-911.00
700-000-4320.000 Electricity	2,248.22	2,248.22	4,633.34	-2,385.12
700-000-4330.000 Gas	869.30	869.30	1,700.00	-830.70
700-000-4431.000 Garbage & Trash	255.12	267.87	906.66	-638.79
700-000-4410.000 Maintenance Labor	3,090.00	6,135.00	7,671.66	-1,536.66
700-000-4420.000 Materials	997.92	997.92	2,000.00	-1,002.08
700-000-4430.000 Contracts Costs	644.57	894.07	2,500.00	-1,605.93
700-000-4432.000 Decorating Contract	0.00	0.00	1,833.34	-1,833.34
700-000-4435.000 Grounds Contract	380.18	402.14	100.00	302.14
700-000-4445.000 Elevator Maintenance	0.00	0.00	700.00	-700.00
700-000-4450.000 Plumbing/Heating	49.95	1,011.50	1,500.00	-488.50
700-000-4455.000 Snow Removal	0.00	0.00	533.34	-533.34
700-000-4456.000 Exterminating	55.00	110.00	200.00	-90.00
700-000-4457.000 Janitor/Cleaning	572.88	647.88	1,400.00	-752.12
700-000-4510.000 Insurance	1,649.95	3,299.90	3,296.66	3.24
700-000-4520.000 Property Tax	696.62	1,576.31	1,429.16	147.15
700-000-4540.000 Employee Benefits	2,057.51	3,937.50	4,853.34	-915.84
<b>Total Expense</b>	<b>22,254.49</b>	<b>38,146.80</b>	<b>54,762.48</b>	<b>-16,615.68</b>
<b>Net Income(-) or Loss</b>	<b>-11,873.28</b>	<b>-25,667.11</b>	<b>-6,864.18</b>	<b>-18,802.93</b>

**Housing and Redevelopment Authority of Crosby**  
**Payment Summary Report**  
**May 2021**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
5/7/2021	174	Alex Balster	\$102.09
5/7/2021	175	Eric Charpentier	\$35.84
5/7/2021	176	Erik Warner	\$18.48
5/7/2021	177	Shannon Fortune	\$71.68
5/6/2021	1464	Lincoln Financial Group	\$718.45
5/6/2021	1465	Minnesota State Retirement System	\$50.00
5/6/2021	1466	Electronic Federal Tax Payment System	\$1,113.23
5/6/2021	1467	Minnesota Dept Of Revenue	\$185.86
5/20/2021	1468	Lincoln Financial Group	\$718.45
5/20/2021	1469	Electronic Federal Tax Payment System	\$1,146.19
5/20/2021	1470	Minnesota Dept Of Revenue	\$185.86
5/6/2021	118128	Aramark	\$75.03
5/6/2021	118129	City Of Crosby	\$5,803.13
5/6/2021	118130	Crow Wing County San. Landfill	\$84.00
5/6/2021	118131	Crow Wing County Treasurer	\$7,896.52
5/6/2021	118132	Hd Supply Facilities Maint	\$236.99
5/6/2021	118133	Housing Auth Risk Retention Group	\$10,210.00
5/6/2021	118134	Minnesota Energy Resources	\$1,638.66
5/6/2021	118135	Minnesota Power	\$4,119.72
5/6/2021	118136	Minnesota Power	\$26.00
5/6/2021	118137	Minnesota Power	\$90.00
5/6/2021	118138	Minnesota Power	\$54.00
5/6/2021	118139	Minnesota Power	\$112.00
5/6/2021	118140	Rental History Reports	\$250.00
5/6/2021	118141	The Office Shop	\$121.12
5/6/2021	118142	Verizon Wireless	\$129.39
5/20/2021	118143	Bremer Bank Credit Card	\$27.50
5/20/2021	118144	Crosby Ace Hardware	\$525.56
5/20/2021	118145	Ctc	\$427.14
5/20/2021	118146	Ctcit	\$325.00
5/20/2021	118147	Granite Pest Control	\$110.00
5/20/2021	118148	Gravelle Plumbing & Heating	\$12,457.00
5/20/2021	118149	HDS, Inc.	\$120.00
5/20/2021	118150	Healthpartners	\$2,802.84
5/20/2021	118151	Judy Robinson	\$900.00
5/20/2021	118152	Nisswa Sanitation Inc	\$565.21
5/20/2021	118153	Northland Fire Protection	\$208.50
5/20/2021	118154	Visa-Unity	\$2,061.76
		<b>Report Total</b>	<b>\$55,723.20</b>

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**Attachment 3**  
300 Third Avenue NE  
Crosby, MN 56441-1642

PHONE (218) 546-5088  
FAX (218) 546-5041  
[www.crosbyhra.org](http://www.crosbyhra.org)

To: Crosby HRA Board Members  
From: Shannon Fortune, Housing Manager  
Date: May-27-2021  
Re: Housing Manager Report

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### **Tenant Activities Update**

There were 26 participants in the NAPS food delivery program last month. Erin will be working on her first tenant event, hopefully kicking off sometime before the end of June.

### **Caretaker Position**

The Caretaker position is still open and being advertised.

### **Scattered Site Compliance Review**

Minnesota Housing Finance Agency remotely completed an administrative compliance review and no findings or deficiencies were noted. This will become an annual process and in future years may include a physical inspection component.

### **Edgewood Management & Occupancy Review (MOR)**

All requested files and administrative items were uploaded and sent to the MHFA reviewer for the Management & Occupancy Review (MOR). Tenant interviews are scheduled for Jun-1<sup>st</sup>, the staff interviews are scheduled for Jun-7<sup>th</sup>, and the exterior/common area physical inspection is scheduled for Jun-10<sup>th</sup>. on Monday, Jun-7<sup>th</sup>. Any deficiencies or findings noted during the review process will be formally presented for correction via letter, which requires a formal written response and verification of corrections made or processes updated.

### **Monthly Property Performance Reports for May 2021**

Please see Attachment 3a.

### **No Action Requested; Discussion Items**



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# Crosby Housing and Redevelopment Authority

## Monthly Property Performance Report May 2021

1. Property Narrative

2. Physical Occupancy

Unit Size	Total Units	Occupied Units	Mod Rehab	Make Ready	Vacant Units	Percent Occupied
Edgewood	61	61	n/a	n/a	0	100%
Dellwood	39	38	n/a	n/a	1	97%
Family Units	20	20	n/a	n/a	0	100%
<b>TOTAL</b>	<b>120</b>	<b>119</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>99%</b>

3. Customer Traffic

Applications Requested	11
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	0	0	0
2 bdrm	13	4	0	1	0
3 bdrm	6	8	0	0	0
4 bdrm	2	4	0	0	0
<b>TOTAL</b>	<b>120</b>	<b>55</b>	<b>0</b>	<b>1</b>	<b>0</b>

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	2	4
Move-Outs	1	1

*\*Starting 4/1/2021*

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
DW#102	1BR	TBD	Caretaker Unit

7. Recertifications

Interim Recertifications	52
Annual Recertifications	7
Completed for this month	59

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 4/1/2021*

9. Lease Enforcements

Lease warnings/violations issued	18
30-day lease terminations	0

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	1
Received	29
Closed	24
Ending Balance	6
Total Completed Work Orders for Year	56

*\*Starting 4/1/2021*

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	0	2
Completed within 24 hours	0	2
Percent completed within 24 hours	n/a	100%

*\*Starting 4/1/2021*

13. Rent Collection

	This Month
Rent Charges	36,178
Other Charges	215
<b>Total New Charges</b>	<b>36,393</b>
Arrears, tenants in possession	186

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	4
Current Rent Charges	36,178
Current Rent Collections	36,174
Accounts Receivable Rate	0%
Collection Rate	100%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	1,364
Prior Rent Charges	419,244
Collection Rate	100%

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## Attachment 4



300 Third Avenue NE  
Crosby, MN 56441-1642

PHONE (218) 546-5088

FAX (218) 546-5041

[www.crosbyhra.org](http://www.crosbyhra.org)

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To: Crosby HRA Board Members  
From: Eric Charpentier, Executive Director  
Date: June 8<sup>th</sup>, 2021  
Re: Executive Director Report

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### **Maintenance Supervisor Position Update**

We are happy to report that Mike Foote joined us on June 1<sup>st</sup> as expected. He has been busy for the past week working with his staff and getting to know them. Mike has joined our meeting and I'd like to give him the opportunity to introduce himself to the board.

### **Ongoing COVID-19 Response**

On May 13<sup>th</sup> the CDC updated their mask recommendations for those that have been vaccinated and Governor Walz also updated his Executive Order for the State of Minnesota effectively ending the mask mandate in the state. The CDC is still recommending mask usage for those that have not been vaccinated and for citizens that are at a higher risk of respiratory illness. Based off of this updated guidance I did request that our staff start the process of reopening our community spaces with signage stating what the CDC and State recommendations are. I am happy to report that our community spaces are again open in Edgewood and Dellwood for those that wish to gather indoors. Our staff is not enforcing any masking as there is no longer a mandate and the social distancing markers throughout the building have also been removed. We are so happy to have these spaces open again and thank the staff, residents and board for being patient throughout the past 16 months.

### **No Action Requested; Discussion Items**



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**Attachment 5**

300 Third Avenue NE  
Crosby, MN 56441-1642

PHONE (218) 546-5088

FAX (218) 546-5041

[www.crosbyhra.org](http://www.crosbyhra.org)

To: Crosby HRA Board Members  
From: Shannon Fortune, Housing Manager  
Date: May-27-2021  
Re: Adoption of Updated HUD Waivers

---

As discussed at previous meetings, HUD had provided a number of 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. These waivers were initially adopted at the 5/12/2020 meeting and were updated at the 7/14/2020 meeting. Many of these waivers had expiration dates of 6/30/2021 or earlier.

In the most recent notice, PIH-2021-14, HUD extended the expiration date of the remaining waivers through 12/31/2021, in addition to adding new waivers related to verification of critical household information and identifying one mandatory waiver related to the suspension of the community service requirement.

HUD has opted to include all waivers, past and present, into one table. Attached is the full table of the waivers that staff have recommended for implementation, along with the dates that these waivers are expected to expire, and the dates they were adopted which will make it easy to call out any new waivers being recommended.

**Action Requested: Approval of waivers as allowed in Notice PIH-2021-14, as specified in Attachment 6a.**



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**Attachment 2a: Summary of Public Housing and HCV Waivers and Alternative Requirements)**

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 the PHA implement the waiver or 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"> <li>Alternative dates for submission</li> <li>Changes to significant amendment process</li> </ul>	<ul style="list-style-type: none"> <li>Varies based on FYE</li> <li>12/31/20</li> </ul>	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)  <u>Sub-regulatory Guidance</u> Notice PIH 2018-18	<ul style="list-style-type: none"> <li>Waives the requirements to use the income hierarchy, including the use of EIV, and will allow PHAs to consider self-certification as the highest form of income verification</li> <li>PHAs that implement this waiver will be responsible for addressing material income discrepancies that may arise later.</li> </ul>	<ul style="list-style-type: none"> <li>12/31/21</li> </ul>	Yes	4/10/2020

**Attachment 2a: Summary of Public Housing and HCV Waivers and Alternative Requirements)**

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did the PHA implement the waiver or alternative requirement?	Date of PHA adoption.
PH and HCV-4 Family Income and Composition: Interim Examinations	<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> Notice PIH 2018-18</p>	<ul style="list-style-type: none"> <li>• Waives the requirement to use the income verification requirements, including the use of EIV, for interim reexaminations</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/21</li> </ul>	Yes	4/10/2020
PH and HCV-5 Enterprise Income Verification (EIV) Monitoring	<p><u>Regulatory Authority</u> § 5.233</p> <p><u>Sub-regulatory Guidance</u> Notice PIH 2018-18</p>	<ul style="list-style-type: none"> <li>• Waives the mandatory EIV monitoring requirements</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/21</li> </ul>	Yes	4/10/2020
PH and HCV-8 Eligibility Determination: Income Verification	<p><u>Regulatory Authority</u> §§ 960.259(c), 982.201(e)</p> <p><u>Sub-regulatory Guidance</u> Notice PIH 2018-18</p>	<ul style="list-style-type: none"> <li>• Waives the third-party income verification requirements for applicants, and will allow PHAs to consider self-certification as the highest form of income verification at admission</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/21</li> </ul>	Yes	6/08/2021

**Attachment 2a: Summary of Public Housing and HCV Waivers and Alternative Requirements)**

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did the PHA implement the waiver or alternative requirement?	Date o PHA adoption.
		<ul style="list-style-type: none"> <li>PHAs must review the EIV Income and IVT Reports to confirm/validate family- reported income within 90 days</li> </ul>			
<p>PH and HCV-9 Eligibility Determination: Social Security Number and Citizenship Verification</p>	<p><u>Statutory Authority</u> 42 USC 1436a(d)(2)</p> <p><u>Regulatory Authority</u> §§ 5.216(b)(2), (g), (h), 5.218, 5.508(b)(2)(ii), (b)(3)(ii), (g)</p> <p><u>Sub-regulatory Guidance</u> Notice PIH 2012-10</p>	<ul style="list-style-type: none"> <li>Waives the requirements to obtain and verify social security number documentation and documentation evidencing eligible noncitizen status before admitting applicants to the HCV and Public Housing programs</li> <li>PHAs may accept self-certification of date of birth and disability status if a higher level of verification is not immediately available.</li> </ul>	<ul style="list-style-type: none"> <li>12/31/21</li> </ul>	<p>Yes</p>	<p>6/08/2021</p>

**Attachment 2a: Summary of Public Housing and HCV Waivers and Alternative Requirements)**

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did the PHA implement the waiver or alternative requirement?	Date of PHA adoption.
		<ul style="list-style-type: none"> <li>Individuals admitted under this waiver must provide the required documentation within 90 days of admission to be eligible for continued assistance</li> </ul>			
PH-1 Fiscal Closeout of Capital Grant Funds	<u>Regulatory Authority</u> § 905.322(b), 2 CFR § 200.344(a)	<ul style="list-style-type: none"> <li>Extension of deadlines for closeout documents (ADCC and AMCC)</li> </ul>	Varies by PHA; For grants that were open on March 19, 2020, the deadline for submission of grantcloseout documents(ADCCs and AMCCs) is extended from 120 days to one year.	Yes	7/2/2020

**Attachment 2a: Summary of Public Housing and HCV Waivers and Alternative Requirements)**

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did the PHA implement the waiver or alternative requirement?	Date of PHA adoption.
PH-4 ACOP: Adoption of Tenant Selection Policies	<u>Regulatory Authority</u> § 960.202(c)(1)	<ul style="list-style-type: none"> <li>Establishes an alternative requirement that policies may be adopted without board approval until 9/30/21</li> <li>Any provisions adopted informally must be adopted formally by 12/31/21</li> </ul>	<ul style="list-style-type: none"> <li>9/30/21</li> <li>12/31/21</li> </ul>	Yes	7/2/2020
PH-5 Community Service and Self-Sufficiency Requirement (CSSR) – <b>superseded by 12.e.</b>	<u>Statutory Authority</u> Section 12(c)  <u>Regulatory Authority</u> §§ 960.603(a) and 960.603(b)	<ul style="list-style-type: none"> <li>Temporarily suspends CSSR</li> </ul>	<ul style="list-style-type: none"> <li><b>N/A – this waiver is superseded by 12.e.</b></li> </ul>	Yes	4/10/2020
PH-6 Energy Audits	<u>Regulatory Authority</u> § 965.302	<ul style="list-style-type: none"> <li>Allows for delay in due dates of energy audits</li> </ul>	<ul style="list-style-type: none"> <li>12/31/21</li> </ul>	Yes	7/2/2020

**Attachment 2a: Summary of Public Housing and HCV Waivers and Alternative Requirements)**

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did the PHA implement the waiver or alternative requirement?	Date of PHA adoption.
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"> <li>Changes to timeframes for determination of over-income when a delay in the annual reexamination occurs as a result of adoption of waiver PH and HCV-2</li> </ul>	<ul style="list-style-type: none"> <li>12/31/21</li> </ul>	Yes	4/10/2020
PH-8 Resident Council Elections	<u>Regulatory Authority</u> § 964.130(a)(1)	<ul style="list-style-type: none"> <li>Provides for delay in resident council elections</li> </ul>	<ul style="list-style-type: none"> <li>12/31/21</li> </ul>	Yes	4/10/2020
PH-9 Review and Revision of Utility Allowance	<u>Regulatory Authority</u> § 965.507	<ul style="list-style-type: none"> <li>Provides for delay in updating utility allowance schedule</li> </ul>	<ul style="list-style-type: none"> <li>12/31/21</li> </ul>	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"> <li>Advance notice not required except for policies related to tenant charges</li> </ul>	<ul style="list-style-type: none"> <li>12/31/21</li> </ul>	Yes	7/2/2020

**Attachment 2a: Summary of Public Housing and HCV Waivers and Alternative Requirements)**

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did the PHA implement the waiver or alternative requirement?	Date of PHA adoption.
PH-12 Public Housing Agency Annual Self-Inspections	<p><u>Statutory Authority</u> Section 6(f)(3)</p> <p><u>Regulatory Authority</u> § 902.20(d)</p>	<ul style="list-style-type: none"> <li>• Waives the requirement that the PHA must inspect each project</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/20</li> </ul>	Yes	7/2/2020
PH-13 Over-Income Limit: Termination Requirement	<p><u>Statutory Authority</u> Section 16(a) as amended by section 103 of HOTMA</p> <p>Implementation Notice: Housing Opportunity Through Modernization Act of 2016: Final Implementation of Public Housing Income Limit, 83 Fed. Reg. 35,490 (July 26, 2018)</p>	<ul style="list-style-type: none"> <li>• Waives the requirement that a family whose income has exceeded the over-income limit for the locality for two consecutive years be terminated within 6 months of the third income determination</li> <li>• As an alternative requirement, over-income families will remain public housing households instead of being terminated and will be charged the applicable FMR as the family’s monthly rental amount.</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/21</li> </ul>	Yes	6/08/2021

**Attachment 2a: Summary of Public Housing and HCV Waivers and Alternative Requirements)**

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did the PHA implement the waiver or alternative requirement?	Date of PHA adoption.
PH-14 Annual Choice of Rent	<u>Statutory Authority:</u> 42 USC 1437a(a)(2)(A)  <u>Regulatory Authority</u> § 960.253	<ul style="list-style-type: none"> <li>Allows a PHA to give families up to two opportunities to choose between a flat rent and an income-based rent within the same one-year period</li> </ul>	<ul style="list-style-type: none"> <li>12/31/21</li> </ul>	Yes	6/08/2021
11a PHAS	<u>Regulatory Authority</u> 24 CFR Part 902	<ul style="list-style-type: none"> <li>Allows for alternatives related to inspections</li> <li>PHA to retain prior year PHAS score unless requests otherwise</li> </ul>	HUD will carry forward the most recent PHAS score on record for any PHAs with a fiscal year on or before 12/31/21 score on record for any PHAs with a fiscal year on or before 12/31/21	Yes	7/2/2020



**Attachment 2a: Summary of Public Housing and HCV Waivers and Alternative Requirements)**

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did the PHA implement the waiver or 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"> <li>Allows for extensions of financial reporting deadlines</li> </ul>	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> Notice PIH 2011-65	<ul style="list-style-type: none"> <li>Waives the requirement to submit 50058 within 60 days</li> <li>Alternative requirement to submit within 90 days of the effective date of action</li> </ul>	<ul style="list-style-type: none"> <li>12/31/20</li> </ul>	Yes	7/2/2020
12c Extension of Deadline for Programmatic Obligation and Expenditure of Capital Funds	<u>Statutory Authority</u> Section 9(j)  <u>Regulatory Authority</u> § 905.306(d)(5)	<ul style="list-style-type: none"> <li>Provides a 24-month extension</li> </ul>	For all Capital Fund grants that were open on April 10, 2020, a 24-month extension from the obligation and expenditures end date in LOCCS as of April 10, 2020; For new Capital Fund grants opened between April 11, 2020 and December 30, 2020, a 24-month extension	Yes	7/2/2020

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did the PHA implement the waiver or alternative requirement?	Date of PHA adoption.
			from the obligation and expenditure end dates in LOCCS as of December 31, 2020.		
12e Community Service and Self-Sufficiency Requirement (CSSR) suspension	<u>Statutory Authority</u> Section 12(c)  <u>Regulatory Authority</u> 24 CFR §§ 960.603(a), 960.603(b), 960.607, 966.4(l)(2)(iii)(D)	<ul style="list-style-type: none"> <li>• Waives the requirement that each non-exempt adult resident of public housing contribute 8 hours per month of community service and/or participation in an economic self-sufficiency program. This non-discretionary waiver also suspends enforcement of the requirement by all PHAs operating a public housing program</li> </ul>	Effective for all annual reexaminations completed between publication date of this notice through April 30, 2022.	Yes	6/08/2021

## Attachment 6



300 Third Avenue NE  
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[www.crosbyhra.org](http://www.crosbyhra.org)

To: Crosby HRA Board Members  
From: Shannon Fortune, Housing Manager  
Date: May-27-2021  
Re: Approve Natural Disaster Response Policy

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The purpose of the Natural Disaster Response policy is to lay out how the Crosby HRA shall react in the event of naturally occurring disasters such as tornados, severe thunderstorms, or severe blizzards. As natural disasters often provide little time for preparation, all reasonable steps will be taken to act promptly and effectively, as noted in the attached policy.

**Action Requested: Approve the Natural Disaster Response Policy by adopting Resolution No. 2022-01.**



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**CROSBY HOUSING AND REDEVELOPMENT AUTHORITY**  
**NATURAL DISASTER RESPONSE POLICY**

**Adopted:      Resolution No.**

The Crosby area, as all areas, is subject to natural disasters. The disaster most likely to affect Crosby is a tornado, severe thunderstorm, or severe blizzard. Because significant warning that a disaster of this type will strike can seldom be given, this policy focuses primarily on how the Crosby Housing and Redevelopment Authority (hereinafter, "the Agency") shall react to such a disaster. While the preparations we can make for a disaster are limited, the Agency will take all reasonable steps to enable it to act promptly and effectively in an emergency.

**1.0      PREPARATION**

The following steps will be taken to prepare for a natural disaster:

- A. The executive director shall serve as the coordinator of the Agency's disaster response efforts. As such, the executive director shall serve as the liaison to any community-wide disaster planning efforts.
- B. A list of potential community shelters shall be compiled and retained by the Agency for use in the case of a disaster.
- C. By adopting this policy, the board of commissioners recognizes that extraordinary efforts will be needed if a natural disaster strikes the Agency. Therefore, employees will be encouraged to potentially operate outside their job descriptions in any way required to assist in the recovery effort.
- D. The housing manager shall prepare an emergency plan for the properties and have it approved by the executive director within sixty (60) days of the adoption of this policy. These plans shall be reviewed annually by the executive director for completeness and timeliness. Each plan shall include the following:
  - a. A method of verifying the well-being of the residents after the disaster;
  - b. A method of checking the physical condition of the property for visible damage;
  - c. The designation of a post-disaster assembly area for the residents to go after the disaster; and
  - d. A plan for informing the residents what they should do in the aftermath of the disaster.
- E. This plan will be included as part of an overall authority emergency plan which will be developed under the direction of the executive director. The agency plan will include coordination with local emergency management agencies as well as local response agencies such as the police and fire departments.

## 2.0 REACTION

The following steps will be taken in order to react to a natural disaster:

- A. If a disaster occurs during working hours, all employees except those at a damaged site shall immediately report to the Agency's central office (located in the Dellwood building at 300 Third Avenue NE, Crosby) for assignment. If the central office is damaged beyond usage, they shall report to the nearest damaged site to assist in the recovery effort.
- B. Outside of normal working hours, designated employees shall immediately report to the central office and inspect Agency properties between their home and the central office. Employees will perform items D through F prior to reporting to the central office. Employees are expected to ensure the safety of their own families prior to reporting to work.
- C. Individual employees will be directed from central office to the developments to assess for habitability with particular attention being paid to structural integrity.
- D. Structures will be searched for trapped survivors. Survivors shall be freed if possible without endangering the lives of others. Employees will not immediately enter structurally damaged buildings, but will summon local emergency crews to enter and rescue any trapped residents.
- E. Gas, electricity and water shall be disconnected from any building with severe structural damage.
- F. Lists of non-habitable buildings or units and trapped survivors shall be delivered to central office as soon as practicable.
- G. Work assignments will be made based upon reports received regarding damage sustained.
- H. The executive director will brief, if necessary, the mayor of Crosby, the city administrator, the fire department and the police department chief as soon as practical after the disaster.
- I. As soon as practical, the executive director, with the consent of the board chair, will call a special emergency board meeting on the situation and apprise the board of emergency decisions made arising from the disaster and recovery activities.

HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR  
THE CITY OF CROSBY  
RESOLUTION NO. 2022-01

NATURAL DISASTER RESPONSE POLICY

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby is required to have in place a Natural Disaster Response Policy in compliance with all local, state and federal laws; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby has established a new Natural Disaster Response Policy; and

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

1. The Natural Disaster Response 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 Peebles, Chair

Dated: \_\_\_\_\_

\_\_\_\_\_  
Eric Charpentier, Executive Director