

## **Crosby HRA Board Meeting Agenda**

**11:00 a.m. August 8<sup>th</sup>, 2023**

Community Room, 300 Third Avenue NE, Crosby MN 56441

### **AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. REVIEW AND APPROVE AGENDA**

**4. Presentation**

- a. 2023 Crosby Audit: Mary Reedy, Clifton Larson Allen

**5. Public Hearing**

- a. Admission and Continued Occupancy Plan (ACOP) Update(*Attachment 1*) Pg. 5

**6. REVIEW AND APPROVE MINUTES**

- a. July 11<sup>th</sup>, 2023 Minutes(*Attachment 2*) Pg. 11

**7. BILLS & COMMUNICATIONS**

- a. Financial Report(*Attachment 3*) Pg. 15
- b. Housing Manager Report(*Attachment 4*) Pg. 23
- c. Maintenance Report(*Attachment 5*) Pg. 29

**8. UNFINISHED BUSINESS:**

**9. NEW BUSINESS:**

- a. Updated Tenant Selection Plan for Edgewood Apartments(*Attachment 6*) Pg. 31

**10. COMMISSIONER COMMENTS:**

**11. NEXT MEETING:** September 12<sup>th</sup>, 2023

**12. ADJOURNMENT**

Marna Paron, Chair & Resident Commissioner Term Expires: 2026

Renae Marsh, Secretary/Treasurer Term Expires: 2025

Buzz Neprud, Commissioner Term Expires: 2027

Maxine Fisher, Vice Chair Term Expires: 2024

Paula Traylor, Commissioner Term Expires: 2026

*\*All terms expire August 31st*

This page intentionally left blank.

**HOUSING AND REDEVELOPMENT AUTHORITY OF CROSBY  
CROSBY, MINNESOTA**

**FINANCIAL STATEMENTS  
AND SUPPLEMENTARY INFORMATION**

**YEAR ENDED MARCH 31, 2023**

Presented as an additional handout



CPAs | CONSULTANTS | WEALTH ADVISORS

[CLAconnect.com](http://CLAconnect.com)

This page intentionally left blank.



To: Crosby HRA Board Members  
From: Shannon Fortune, Housing Manager  
Date: Aug-02-2023  
Re: Admission and Continued Occupancy Policy (ACOP) Update

---

The Admissions and Continued Occupancy Policy (ACOP) is the document that tells the public, elected officials, applicants and tenants, and public housing staff, the policy decisions of the PHA for the Public Housing program. The purpose of the ACOP is to provide daily guidance to PHA Staff; ensure fair and equitable treatment; and to justify actions to auditors and in legal challenges. The PHA must have written policies which are adopted and approved by the Board and is submitted to HUD.

The full ACOP is over 400 pages long and as such cannot be reasonably included in this packet, however it is available on the Crosby HRA website and also in the administrative office. The table on the following page outlines the chapters and items of note in each, which will be reviewed at the public hearing.

**Action Requested: Approve Resolution No. 2024-01 adopting the Public Housing Program Admissions and Continued Occupancy Policy. (ACOP).**

This page intentionally left blank.

Chapter	Chapter Name	Length	Notes on Updates
1	Introduction & Overview	18	Explanation of the purpose of the ACOP and relevant citations
2	Fair Housing	20	Updated definitions; non-discrimination; LEP; reasonable accommodations/ modifications; notice requirements
3	Eligibility	39	Definitions of household members; clarification of guest policy; citizenship status; EIV use; reasons for rejection; screening process; VAWA
4	Applications & Selection	27	Access to applications; LEP; waiting list management; outreach efforts; selection from waiting list; income targeting; screening process
5	Occupancy	8	Occupancy standards; unit sizes; offers of units; refusal of unit offered; accessible units
6	Income & Rent	66	Income of aides, absent household members, and children; types and calculation standards for income; types and calculation standards for assets; deductions; minimum rent, income-based rent, and flat rent; utility allowances and reimbursements; income exclusions
7	Verifications	33	Verification methods and acceptable documentation; order of acceptability; EIV requirements
8	Leasing & Inspections	22	Lease requirements; modifications and notice requirements; security deposits; rent payment; late fees; excess utility charges; maintenance charges and damages; minimum heating standards; inspection process; inspection types and notice requirements; repairs; smoke free policy
9	Reexaminations	20	Type of reexaminations and notice requirements; verification required by type; adding and removing household members; household reporting requirements
10	Pets	23	Definitions of allowed pets and other animals; approval process; deposits and fees; pet rules; damages and remedies; removal of animals
11	Community Service	30	CFR requirements; exemptions; verification process; notice for non-compliance and remedies; lease termination for non-compliance
12	Transfers	16	Definitions of transfer types; emergency transfer policy; VAWA

Chapter	Chapter Name	Length	Notes on Updates
13	Lease Terminations	37	Move out notice requirements; mandatory HUD termination requirements; mandatory lease provisions for termination; material lease violations and other good cause terminations; over income households; alternatives to termination; VAWA; notice requirements; eviction procedures
14	Grievances	34	Informal hearings; accessibility and reasonable accommodation; grievance procedures; notice requirements; hearing officers; final decision of hearing officer
15	Program Integrity	12	Prevention efforts; detection and investigation of errors, fraud, or abuse; corrective action and penalties; fraud and program recoveries
16	Program Administration	6	Establishing UA and flat rents; household debts to the PHA; repayment agreements and requirements; PHAS; recordkeeping, retention, and reporting; additional VAWA requirements
n/a	Glossary	14	Helpful guide to acronyms and commonly used words, phrases, or ideas



HOUSING AND REDEVELOPMENT AUTHORITY  
IN AND FOR THE CITY OF CROSBY

RESOLUTION NO. 2024-01

ADMISSION AND CONTINUED OCCUPANCY POLICY

WHEREAS, federal regulations require the Housing and Redevelopment Authority in and for the City of Crosby to review and update the Admission and Continued Occupancy Policy for the Public Housing programs as needed; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby has reviewed and updated its previously adopted Admission and Continued Occupancy Policy; and

WHEREAS, the Admission and Continued Occupancy Policy were made available for public comment on June 28, 2023;

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

1. The Admission and Continued Occupancy 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: \_\_\_\_\_

\_\_\_\_\_  
Marna Paron, Board Chair

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

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

This page intentionally left blank.




---

## Crosby HRA BOARD MEETING MINUTES Tuesday, July 11, 2023

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00AM, Tuesday, July 11, 2023, Community Room, 300 3<sup>rd</sup> Ave NE, Crosby MN 56441.

1. **CALL TO ORDER:** Vice Chair Fisher called the meeting to order at 11:00AM.
2. **ROLL CALL:** Commissioners Paula Traylor, Maxine Fisher, Renae Marsh, & Buzz Neprud. Absent: Marna Paron.

Others present: Executive Director Eric Charpentier, Rehab Administrative Specialist Kristin Miller, & Housing Manager Shannon Fortune.  
Guests: Reverend Gerald Fisher, Betty Perzel, & Mark Paulson.

### 3. **REVIEW AND APPROVE AGENDA:**

**Moved by Commissioner Neprud and seconded by Commissioner Traylor to approve the agenda for Tuesday, June 13, 2023. All commissioners were in favor, and none were opposed. The agenda is approved as presented.**

### 4. **REVIEW AND APPROVE MINUTES:**

**Moved by Commissioner Traylor and seconded by Commissioner Marsh to approve the meeting minutes from Tuesday, May 9, 2023. All commissioners were in favor, and none were opposed. The minutes were approved.**

## 5. **BILLS AND COMMUNICATIONS:**

### **a. Financial Report and Approval Request:**

*June 2023 financial report was presented by Eric Charpentier.*

#### 2023 Audit

The 2023 audit fieldwork was completed by CliftonLarsonAllen (CLA) during the week of June 6th. The audit was clean with no findings. The unaudited information was submitted to REAC prior to the May 31st due date. Mary Reedy will present the audited financial statements to the board at the August meeting.

#### Capital Improvements

In June, we processed payment to BDS Laundry Systems in the amount of \$28,422 for washers and dryers for both Edgewood and Dellwood. We drew the \$11,783 Dellwood portion out of Public Housing Capital Fund. We transferred funds out of Edgewood's investment funds to cover that property's share of \$16,639.

We also processed payment to Neumann Construction in the amount of \$7,006 for the breezeway roof between the two buildings. This cost was split equally between Edgewood and Public Housing.

Payment was processed to Cronin Construction, LLP in the amount of \$9,982 for the Dellwood office remodel. This was charged to Public Housing and drawn out of Capital Fund.

#### Edgewood RBC Transfer

In June, we transferred \$100,000 out of the Edgewood Investment fund at RBC to the operating account at Unity Bank. This transfer was to cover the new washers and dryers, insurance renewals, breezeway roof, keyless entry, and concrete. We will transfer additional funds in the coming months to fully cover these projects as they are completed.

**Moved by Commissioner Traylor and seconded by Commissioner Neprud to approve May checks numbered 119031 through 119074 and June ACH payments numbered 1677 through 1685 and 298 through 301. All commissioners were in favor, and none were opposed. The motion was approved.**

**b. Housing Manager Report:**

*Presented by Shannon Fortune.*

Tenant Activities Update

There were 14 participants in the NAPS food delivery program in June. In the past month, activities were chair yoga/exercises sessions (7), a Humana wellness seminar titled "Boost Your Mood With Fitness" (4); board games for socialization/engagement (3); and a hands-on demonstration of the keyless door system (43). Diana was excited to participate in a puzzle swap with the Aitkin Public Library, which brought in 25 new-to-us puzzles for tenants to work on. Additionally, she worked alongside maintenance to complete the Edgewood unit pre-inspections and oversaw in-unit testing of all Dellwood and Edgewood toilets to identify slow leaks. Minutes from the Tenant Council meeting in June are attached.

Edgewood REAC Inspection

On July-13<sup>th</sup> a HUD inspector will be onsite to conduct a REAC inspection for Edgewood, which will include common areas and a random sampling of units. In preparation, staff have completed pre-inspections of all Edgewood units. The purpose of a REAC inspection is to ensure that the property is sufficiently maintained to meet HUD's standards.

Admissions & Continued Occupancy Plan (ACOP) Update

As a reminder, the public hearing to adopt the updated Admissions & Continued Occupancy Plan has been scheduled for Aug-8<sup>th</sup>, which coincides with the August board meeting date. The legal notice appeared in the Crosby-Ironton Courier on 6/28/2023.

Monthly Property Performance Reports for June 2023

These documents were presented by Shannon Fortune.

**c. Maintenance Director Report:**

*Presented by John Schommer.*

Keyless Entry

The contractor is scheduled to start installing tenant locks on Monday, July 11<sup>th</sup> and will finish installing the new entrance phone. We hope to have everything complete by the end of July.

Concrete Replacement

We solicited bids to replace the concrete around both Edgewood and Dellwood as it is spalling and overall is in very poor condition. Part of replacing the concrete will involve adding areas for improved bicycle parking and moving the smoking area to the back side of the buildings. The canopy will be moved to a central location with sidewalks added from each building to get to the new area.

Bids were due June 20th, we received three bids and are in the process of qualifying them.

**6. UNFINISHED BUSINESS:** None at this time

**7. NEW BUSINESS:** None at this time

**8. CHAIR COMMENTS:**

Marna Paron –

Rena Marsh –

Maxine Fisher –

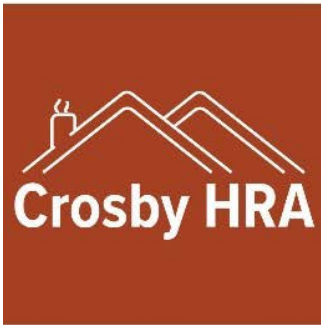
Paula Traylor -

Buzz Neprud – Reminder will not in attendance for August meeting

**9. NEXT MEETING:** Tuesday, August 8, 2023

**10. ADJOURNMENT:**

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



---

To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: July 28, 2023  
Re: August Financial Report

---

Please find attached the financial information for July 2023.

**2023 Audit Presentation**

Mary Reedy from CliftonLarsonAllen (CLA) will present the audited financial statements to the board at the August meeting. The audit is separately attached to the board packet for your review.

**Action Requested:**

**Approval of July checks numbered 119075 through 119103 and July ACH payments numbered 1686 through 1696 and 302 through 308.**

This page intentionally left blank.



## Crosby Housing & Redevelopment Authority 2024 Ratios

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

MASS Ratios	Max Pts	Scoring	Apr	May	June	July
Occupancy	16	O <90% =0, O >98% =16	16.00	16.00	16.00	16.00
Tenant Accounts Receivable	5	TAR <1%=5, TAR >2.5% =0	0.00	0.00	0.00	0.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00	4.00
Total Points	25		20.00	20.00	20.00	20.00
Total of Above Ratios	50		45	45	45	45

MASS Ratios	Max Pts	Scoring				
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	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	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0

This page intentionally left blank.

Date: 8/2/2023  
Time: 3:07:04 PM  
joe

**PH Operating - Board  
Public Housing Operating - Board  
July, 2023**

**Page: 1**  
Rpt File: F:\HMS\REP

	<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	-21,111.00	-83,082.00	-76,523.32	-6,558.68
100-000-3120.000 Excess Utilities	-116.07	-795.56	-216.68	-578.88
100-000-3401.000 Operating Subsidy	-11,977.00	-63,175.00	-49,438.32	-13,736.68
100-000-3402.000 Capital Fund Revenue	0.00	-21,765.00	-3,333.32	-18,431.68
100-000-3490.000 Gain/Loss on Sale of A	0.00	21.88	0.00	21.88
100-000-3610.000 Interest Revenue	-73.00	-257.90	0.00	-257.90
100-000-3690.000 Other Income	-187.36	-358.55	-533.32	174.77
100-000-3691.000 Other Tenant Revenue	-1,711.00	-4,467.17	-3,916.68	-550.49
100-000-3695.000 Laundry Revenue	-351.75	-1,324.00	-1,166.68	-157.32
<b>Total Income</b>	<b>-35,527.18</b>	<b>-175,203.30</b>	<b>-135,128.32</b>	<b>-40,074.98</b>
<b>Expense</b>				
100-000-4110.000 Administration Salaries	2,016.79	9,027.56	9,200.00	-172.44
100-000-4130.000 Legal	0.00	0.00	1,633.32	-1,633.32
100-000-4140.000 Staff Training	83.04	83.04	133.32	-50.28
100-000-4150.000 Travel	82.73	215.96	241.68	-25.72
100-000-4171.000 Auditing Fees	3,570.00	3,832.50	4,155.00	-322.50
100-000-4190.000 Sundry-Other Admin	42.50	165.00	191.68	-26.68
100-000-4191.000 Management Fees	4,012.50	16,050.00	16,050.00	0.00
100-000-4194.000 Office Supplies	333.66	565.47	600.00	-34.53
100-000-4195.000 Membership Dues	0.00	94.80	100.00	-5.20
100-000-4196.000 Telephone	43.92	130.09	165.00	-34.91
100-000-4198.000 Advertising	0.00	0.00	333.32	-333.32
100-000-4199.000 Postage	0.00	0.00	187.50	-187.50
100-000-4210.000 Tenant Svcs Salaries	448.54	1,939.74	1,900.00	39.74
100-000-4230.000 Tenant Services Other	4.87	18.71	433.32	-414.61
100-000-4310.000 Water	1,887.24	4,196.68	5,183.32	-986.64
100-000-4315.000 Sewer	2,693.11	6,339.62	7,783.32	-1,443.70
100-000-4320.000 Electricity	2,829.41	9,491.35	8,781.68	709.67
100-000-4330.000 Gas	252.72	3,534.00	5,183.32	-1,649.32
100-000-4431.000 Garbage & Trash	1,312.08	3,175.78	3,050.00	125.78
100-000-4410.000 Maintenance Labor	2,897.92	13,801.73	13,848.32	-46.59
100-000-4420.000 Materials	273.61	5,675.55	5,333.32	342.23
100-000-4430.000 Contracts Costs	1,904.31	6,006.85	6,083.32	-76.47
100-000-4432.000 Decorating Contract	400.00	2,736.81	4,000.00	-1,263.19
100-000-4435.000 Grounds Contract	709.30	1,235.61	966.68	268.93
100-000-4445.000 Elevator Maintenance	3,892.04	6,787.22	3,155.42	3,631.80
100-000-4450.000 Plumbing/Heating	0.00	822.06	1,666.68	-844.62
100-000-4455.000 Snow Removal	0.00	515.52	1,666.68	-1,151.16
100-000-4456.000 Exterminating	0.00	177.00	333.32	-156.32
100-000-4457.000 Janitor/Cleaning	279.00	1,558.70	2,960.00	-1,401.30
100-000-4510.000 Insurance	2,601.23	10,404.92	10,101.64	303.28
100-000-4520.000 Property Tax	612.63	3,182.01	2,683.32	498.69
100-000-4540.000 Employee Benefits	2,748.77	11,436.26	11,989.96	-553.70
100-000-4583.000 Interest Exp - Leases	2.94	12.26	11.00	1.26
100-000-4590.000 Other General Expense	0.00	0.00	833.32	-833.32
100-000-4595.000 Lease Amortization Exp	30.84	123.36	124.00	-0.64
<b>Total Expense</b>	<b>35,965.70</b>	<b>123,336.16</b>	<b>131,062.76</b>	<b>-7,726.60</b>
<b>Net Income(-) or Loss</b>	<b>438.52</b>	<b>-51,867.14</b>	<b>-4,065.56</b>	<b>-47,801.58</b>

Date: 8/2/2023  
Time: 3:07:13 PM  
joe

**Crosby HRA  
Edgewood Operating Stmt - Board  
July, 2023**

**Page: 1**  
Rpt File: F:\HMS\REP

	Current Period	Current Year	Year To Date Budget	Variance
<b>Income</b>				
700-000-3110.000 Dwelling Rental	-20,415.00	-81,936.00	-82,348.32	412.32
700-000-3120.000 Excess Utilities	-470.00	-1,055.00	-650.00	-405.00
700-000-3404.000 Other Government Grant	-11,091.00	-40,860.00	-38,751.68	-2,108.32
700-000-3490.000 Gain/Loss on Sale of A	0.00	564.71	0.00	564.71
700-000-3610.000 Interest Revenue	-14.60	-3,605.91	-233.32	-3,372.59
700-000-3690.000 Other Income	-93.54	-350.32	-500.00	149.68
700-000-3691.000 Other Tenant Revenue	-1,025.00	-1,849.00	-2,366.68	517.68
700-000-3695.000 Laundry Revenue	-768.25	-2,692.25	-3,266.68	574.43
<b>Total Income</b>	<b>-33,877.39</b>	<b>-131,783.77</b>	<b>-128,116.68</b>	<b>-3,667.09</b>
<b>Expense</b>				
700-000-4110.000 Administration Salaries	2,316.82	10,302.68	9,200.00	1,102.68
700-000-4130.000 Legal	0.00	0.00	1,066.68	-1,066.68
700-000-4140.000 Staff Training	83.04	83.04	166.68	-83.64
700-000-4150.000 Travel	86.93	220.09	283.32	-63.23
700-000-4171.000 Auditing Fees	3,570.00	3,832.50	4,105.00	-272.50
700-000-4190.000 Sundry-Other Admin	37.50	155.00	200.00	-45.00
700-000-4191.000 Management Fees	4,012.50	16,050.00	16,050.00	0.00
700-000-4194.000 Office Supplies	334.93	595.73	583.32	12.41
700-000-4195.000 Membership Dues	0.00	94.80	100.00	-5.20
700-000-4196.000 Telephone	43.94	130.11	165.00	-34.89
700-000-4198.000 Advertising	0.00	0.00	333.32	-333.32
700-000-4199.000 Postage	0.00	0.00	187.50	-187.50
700-000-4210.000 Tenant Svcs Salaries	672.82	2,909.58	2,850.00	59.58
700-000-4230.000 Tenant Services Other	4.88	18.73	83.32	-64.59
700-000-4310.000 Water	689.32	1,975.72	2,666.68	-690.96
700-000-4315.000 Sewer	1,171.93	3,395.94	4,416.68	-1,020.74
700-000-4320.000 Electricity	4,055.97	13,337.14	13,416.68	-79.54
700-000-4330.000 Gas	256.61	3,924.27	5,925.00	-2,000.73
700-000-4431.000 Garbage & Trash	412.43	1,110.09	1,660.00	-549.91
700-000-4410.000 Maintenance Labor	2,897.93	13,801.72	13,848.32	-46.60
700-000-4420.000 Materials	1,567.22	9,834.70	5,000.00	4,834.70
700-000-4430.000 Contracts Costs	1,027.48	4,452.97	5,786.68	-1,333.71
700-000-4432.000 Decorating Contract	0.00	2,886.30	4,333.32	-1,447.02
700-000-4435.000 Grounds Contract	819.89	1,152.70	1,500.00	-347.30
700-000-4445.000 Elevator Maintenance	0.00	2,895.18	3,155.42	-260.24
700-000-4450.000 Plumbing/Heating	0.00	0.00	2,333.32	-2,333.32
700-000-4455.000 Snow Removal	0.00	773.28	2,166.68	-1,393.40
700-000-4456.000 Exterminating	0.00	177.00	333.32	-156.32
700-000-4457.000 Janitor/Cleaning	341.00	1,879.98	3,200.00	-1,320.02
700-000-4510.000 Insurance	2,265.14	9,060.56	8,756.64	303.92
700-000-4520.000 Property Tax	714.94	2,987.39	2,833.32	154.07
700-000-4540.000 Employee Benefits	2,788.98	11,609.19	12,064.96	-455.77
700-000-4583.000 Interest Exp - Leases	2.94	12.26	11.00	1.26
700-000-4590.000 Other General Expense	0.00	117.01	833.32	-716.31
700-000-4595.000 Lease Amortization Exp	30.83	123.32	124.00	-0.68
<b>Total Expense</b>	<b>30,205.97</b>	<b>119,898.98</b>	<b>129,739.48</b>	<b>-9,840.50</b>
<b>Net Income(-) or Loss</b>	<b>-3,671.42</b>	<b>-11,884.79</b>	<b>1,622.80</b>	<b>-13,507.59</b>

**Housing and Redevelopment Authority of Crosby**  
**Payment Summary Report**  
**July 2023**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
7/12/2023	302	Brian Bartz	\$75.33
7/12/2023	303	Diana Banks	\$20.96
7/12/2023	304	Eric Charpentier	\$20.96
7/12/2023	305	John Schommer	\$64.86
7/12/2023	306	Shannon Fortune	\$41.92
7/12/2023	307	Jessica Mulroy	\$64.20
7/12/2023	308	John Schommer	\$21.62
7/13/2023	1686	Harpers Payroll Service	\$1,324.74
7/13/2023	1687	Harpers Payroll Service	\$41.78
7/5/2023	1688	Payroc Payment Systems LLC	\$112.85
7/5/2023	1689	Payroc Payment Systems LLC	\$51.73
7/27/2023	1690	Harpers Payroll Service	\$1,299.58
7/27/2023	1691	Harpers Payroll Service	\$49.90
7/13/2023	1692	Lincoln Financial Group	\$466.97
7/27/2023	1693	Lincoln Financial Group	\$401.52
7/13/2023	1694	Refunded by Payroc (April 2023 Charges)	(\$16.10)
7/13/2023	1695	Refunded by Payroc (April 2023 Charges)	(\$33.10)
7/13/2023	1696	Refunded by Payroc (April 2023 Charges)	(\$0.20)
7/11/2023	119075	Bremer Bank Credit Card	\$221.50
7/11/2023	119076	Cintas	\$275.77
7/11/2023	119077	Cliftonlarsenallen	\$7,140.00
7/11/2023	119078	Crosby Ace Hardware	\$100.92
7/11/2023	119079	Gravelle Plumbing & Heating	\$2,705.94
7/11/2023	119080	Harpers Time & Attendance	\$13.00
7/11/2023	119081	Healthpartners	\$4,516.12
7/11/2023	119082	Holden Electric Co. Inc.	\$925.65
7/11/2023	119083	Integrity Woodwork	\$360.00
7/11/2023	119084	Jim's Electric Co. Inc.	\$951.51
7/11/2023	119085	Judy Robinson	\$620.00
7/11/2023	119086	Kristin Miller	\$21.62
7/11/2023	119087	MRI Software LLC	\$100.00
7/11/2023	119088	Mei Elevator Solutions	\$3,892.04
7/11/2023	119089	Minnesota Power	\$57.42
7/11/2023	119090	Minnesota Power	\$110.00
7/11/2023	119091	Strike Painting & Finishing	\$400.00
7/11/2023	119092	The Office Shop	\$934.94
7/11/2023	119093	Visa-Unity	\$2,336.30
7/11/2023	119094	Waste Partners Inc	\$723.49
7/11/2023	119095	Xtona	\$335.00
7/20/2023	119096	Tenant Refund	\$304.54
7/20/2023	119097	Tenant Refund	\$359.99
7/25/2023	119098	City Of Crosby	\$6,827.62
7/25/2023	119099	CTC	\$376.83
7/25/2023	119100	Tenant Refund	\$0.85
7/25/2023	119101	Minnesota Energy Resources	\$509.33
7/25/2023	119102	Minnesota Power	\$6,885.38
7/25/2023	119103	Nisswa Sanitation Inc	\$615.00
		<b>Report Total</b>	<b>\$46,630.28</b>

This page intentionally left blank.



To: Crosby HRA Board Members  
 From: Shannon Fortune  
 Date: Aug-01-2023  
 Re: Housing Manager Report

---

### **Tenant Activities Update**

There were 14 participants in the NAPS food delivery program in July. In the past month, activities were chair yoga/exercises sessions (13), a Humana wellness seminar titled "Test Your Nutrition IQ" (4); a session about scams and fraud targeting older adults with speakers from the Crow Wing County Sheriff's Office (12); a Q&A meeting for HUD-required Community Service hours for non-exempt tenants (5); a staff-led "Ask Me Anything" roundtable (18); and new this month, volunteers from "Community Table" delivered a total of over 110 meals over three different evenings in July. Diana was also closely involved with helping tenants and staff be ready for the REAC inspection. Minutes from the Tenant Council meeting in July are attached.

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

The MOR was completed in June with corrections due back in July. Items of note this year were updates to the Tenant Selection Plan, the implementation of a HUD-approved lease addendum for pets, an update to the Affirmative Fair Housing Marketing Plan, and an expanded list of documents that need to be signed annually by all tenants.

### **Resident Advisory Board (RAB)**

Staff will be joining the Tenant Council at their meeting in August to talk about recruitment for the Resident Advisory Board (RAB). The RAB is a formalized work group made up of up to 15 Public Housing tenants that are interested in providing feedback on the Five-Year Plan and Annual Plans for Dellwood and Scattered Sites. After meeting with the Tenant Council, a flyer will be distributed to Public Housing tenants along with instruction on how to apply to be considered for a position on the RAB. Applications are due Aug-31<sup>st</sup> and staff hope to conduct interviews with potential candidates in early September and begin meeting in time for the group to participate in the 2025 fiscal year planning process that starts in late fall/early winter of 2023.

### **Monthly Property Performance Reports for July 2023**

Please see Attachment.

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

This page intentionally left blank.



# Crosby Housing and Redevelopment Authority

## Monthly Property Performance Report July 2023

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%
<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	18
Applications Placed on PH Wait List	15
Applications Denied on PH Wait List	1

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	95	2	2	0
2 bdrm	13	26	0	0	0
3 bdrm	6	15	0	0	0
4 bdrm	2	9	0	0	0
<b>TOTAL</b>	<b>120</b>	<b>145</b>	<b>2</b>	<b>2</b>	<b>0</b>

5. Move-Ins and Move Outs

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

*\*Starting 4/1/2023*

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
EW#104	1BR	8/1/2023	Moved In 8/1

7. Recertifications

Interim Recertifications	1
Annual Recertifications	6
Completed for this month	7

8. Annual Unit Inspections

Total units to be inspected this year	120
Number completed start of month	61
Number inspected for the month	0
Number completed year-to-date	61
Total left to be inspected this year	59
Have all building system inspections been completed?	In Process
If yes, please enter date	n/a

*\*Starting 4/1/2023*

9. Lease Enforcements

Lease warnings/violations issued	6
30-day lease terminations	2

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	63
Received	53
Closed	44
Ending Balance	72
Total Completed Work Orders for Year	142

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%

**Tenant Council Meeting - July 3, 2023 at 11:00 a.m.**

Members present: Roxy, Beth, Doris, Mark, Jen, Marna

**Treasurers Report for the month of June:**

Coffee income: \$160.75

Coffee expense: \$195.84

Bingo income: \$50.50

Bingo expense: \$109.46

Supplies for picnic/ music by Kale: \$16.35

Potluck: \$21.00

Petty Cash for end of June: \$296.75

Checking for end of June: \$925.71

**OLD BUSINESS:**

Kale Jones was suppose to come on June 11th for a picnic and play for tenants but was canceled due to illness. Will try and reschedule.

Had our potluck on June 17th, were 25 people attending.

Had the keyless demo on June 12th. Mallory showed how the new fobs will work on the outside doors, and apt. doors when they are installed. Lots of tenants came to see how they will work.

Had our Bible study on June 20th, were 2 people attending.

The Oak Street Chapel Band was to come on June 27th, but had to cancel due to power company working outside and no power in both buildings.

**NEW BUSINESS:**

Will have potluck on July 15th. We are planning to start having theme potlucks. The first one on the 15th will be an Italian theme.

Bingo has been changed from 1:00 to 12:30 starting time, so as not to run into other events that may happen on same day.

The north and south end doors and elevator back door in Dellwood may have some problems of not unlocking for people to get in building.

There is still a problem of people coming in who do not belong here.

Bible Study will be on July 11th at 2 p.m.

Oak Street Chapel Band will be on July 25th at 2 p.m.

Key fobs do not work on 3rd floor bathroom/tub room in Dellwood.

There is still a problem of people not picking up after their dogs in the back area.

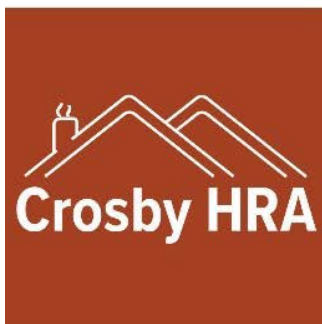
Diana has a speaker coming to talk about scams and fraud. There is a conflicting date, flyer says a different time than what is on calendar.

Was mentioned that a back-up system needs to be in place when the power goes out so people can use their fob to get in the building.

Was mentioned that all doors will be completed by end of July.

The next tenant council meeting will be August 7th.

This page intentionally left blank.



To: Crosby HRA Board Members  
 From: John Schommer, Rehab & Maintenance Director  
 Date: August 1, 2023  
 Re: Maintenance Update

---

#### **Keyless Entry**

The contractor has substantially finished installation of the keyless locks and we are working to learn the new systems and utilize all of the features of the new Swiftlane entry phone.

#### **Concrete Replacement**

We received three bids to replace the concrete around both Edgewood and Dellwood and the lowest responsible bid is from Lindula Concrete with a total bid of \$99,060.85. We are finishing up gathering the required documentation and are also waiting for performance and payment bonds from the contractor and will sign the contract once everything is in order. Work is anticipated to start immediately after with completion by October 1<sup>st</sup>, 2023.

#### **Edgewood REAC Inspection**

On July 13<sup>th</sup> we had our REAC inspection for Edgewood Apartments. This is our federal inspection to ensure we are maintaining decent, safe and sanitary housing for the residents. We did not have any exigent health and safety findings, only routine maintenance times that have to be completed within 30 days meaning that we increased one full category from a "C" rating to a "B" rating and our score increased by 15 points.

**No Action Requested; Discussion Items.**

This page intentionally left blank.



To: Crosby HRA Board Members  
From: Shannon Fortune, Housing Manager  
Date: Aug-02-2023  
Re: Updated Tenant Selection Plan for Edgewood Apartments - Resolution No: 2024-02

---

As part of the Management and Occupancy Review this year, we were required to update our Edgewood Tenant Selection Plan to be in compliance with updated HUD regulations.

Items that needed to be updated or modified included:

- Clarification of the project type.
- Complete HUD definition of “disability”.
- Process for verification of citizenship/immigration status.
- Statement of income limits.
- Statement of consideration of mitigating factors when reviewing applications.
- Rejection notice language to state not only the reason for rejection but also clarification of the appeals process and timelines.
- Unit transfer policy to address transfers due to household size/composition changes.

Once the changes to the TSP are approved, we must notify all applicants on our Edgewood waiting list of the update.

Additionally, our reviewer noted that HUD never authorized a residency preference for the Edgewood waiting list. After checking into the matter further, we determined that a “local” residency preference had not been requested or approved previously. A preference of this type can be requested as part of the Affirmative Fair Housing Marketing Plan, which we also updated as part of the MOR process. We have sent the required document to our HUD rep for review.

**Action Requested: Adopt Resolution No. 2024-02 Approving the Updated Edgewood Tenant Selection Plan**

This page intentionally left blank.



**CROSBY HOUSING & REDEVELOPMENT AUTHORITY (CHRA)**  
**EDGEWOOD APARTMENTS – TENANT SELECTION PLAN/SCREENING CRITERIA**  
 Project Type: Section 8 New Construction; Elderly/Disabled  
 Last Updated: July 2023

**APPLICATION PROCESS**

Initial applications (also referred to as pre-applications) are available at the office, on the agency website at [www.crosbyhra.org](http://www.crosbyhra.org), and may also be mailed, faxed, or emailed upon request. Completed initial applications may be mailed, faxed, emailed, left in the drop box, or submitted in person at the office located at 300 3<sup>rd</sup> Ave NE, Crosby, MN. Initial applications will be date and time stamped upon receipt. Incomplete pre-applications will not be accepted and will be returned to the applicant for completion.

**WAITING LIST**

After reviewing the initial application and a preliminary review of public records, CHRA staff will make a determination of eligibility and waiting list preference categories based on information supplied on the pre-application.

Applicants may report changes in their pre-application status including changes in household composition, income, or preference factors at any time. CHRA staff will annotate the application and update the applicant's placement on the waiting list. Persons with disabilities who require a reasonable accommodation in completing an application may contact the CHRA to make special arrangements.

Recipients of tenant based rental assistance, including Housing Choice Vouchers (HCV) will not be denied access or discriminated against on the basis of this assistance.

**WAITING LIST OPENING & CLOSING**

Closing of the waiting list will occur when there more than 2.5 the number of applicants waiting for a specific unit size as the total number of units of that size. Closing will be announced with a public notice and posting on the CHRA website. The public notice will state the date the waiting list will be closed and for what bedroom sizes. The public notice will be published in a local newspaper of general circulation and also by any available minority media.

Opening of the waiting list will be announced with a public and posting on the HRA website. The public notice will state that applications will again be accepted, identify any limitations, and state where, when, and how to apply. The public notice will be published in a local newspaper of general circulation and also by any available minority media.

**WAITING LIST PREFERENCES**

Waiting list preference will be given to elderly and disabled households (20 points). If there are no elderly or disabled households on the list, preference will then be given to near-elderly applicants (15 points). If there are no near-elderly households on the waiting list, units will be offered to local applicants (10 points) who qualify for the appropriate bedroom size.

## **INCOME LIMITS & INCOME TARGETING**

At least 40% of newly admitted households will be at or below 30% of the area median income. The waiting list will be sorted so that extremely low and very low-income households are ranked above households with higher income. Very low-income households are those whose annual income does not exceed 50 percent of the median income for the area, adjusted for family size. Extremely low-income households are those whose annual income does not exceed the federal poverty level or 30 percent of the median income for the area. Updated income limits are collected annually from HUD and are posted in the office and on the agency's website.

## **REJECTION FROM WAITING LIST**

If CHRA staff determines the applicant to be ineligible, the applicant will be notified in writing of the specific reason(s) for rejection and offered the opportunity of an informal review of the determination.

## **APPEAL OF REJECTED APPLICATION**

Within 14 days applicants may submit a written response or contact the office to request a meeting to discuss the denial. Applicants may provide information on any mitigating factors such as the circumstances surrounding any negative factors that may be helpful to consider when determining eligibility, including supportive services or other assistance that may alleviate presumed risk. Staff will review all information received and provide a written decision to the applicant within 5 business days. Persons with disabilities have the right to request reasonable accommodations to participate in this process.

## **GROUNDINGS FOR DENIAL**

The CHRA is not required or obligated to assist applicants who:

- Do not meet any one or more of the eligibility criteria;
- Do not supply information or documentation required by the application process;
- Have failed to respond to a written request for information or a request to declare their continued interest in the program;
- Have a history of not meeting financial obligations, especially rent;
- Do not have the ability to maintain (with assistance) their housing in a decent and safe condition where such habits could adversely affect the health, safety or welfare of other tenants;
- Have a history of criminal activity (convictions) by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety or well-being of other tenants or staff or cause damage to the property;
- Have a history of disturbing neighbors or destruction of property;
- Currently owes rent or other amounts to any Housing Authority in connection with their Public Housing or Housing Choice/Section 8 Voucher programs;
- Have committed fraud, bribery or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from;
- Were evicted from assisted housing within three years of the projected date of admission because of drug-related criminal activity involving the personal use or possession for personal use;
- Were evicted from assisted housing within five years of the projected date of admission because of drug-related criminal activity involving the illegal manufacture, sale, distribution, or possession with the intent

to manufacture, sell, distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802;

- Are illegally using a controlled substance or are abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The CHRA may waive this requirement if:
  - The person demonstrates to the CHRA's satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;
  - Has successfully completed a supervised drug or alcohol rehabilitation program;
  - Has otherwise been rehabilitated successfully; or
  - Is participating in a supervised drug or alcohol rehabilitation program.
- Have engaged in or threatened abusive or violent behavior towards any CHRA staff or residents;
- Have a household member who has ever been evicted from public housing;
- Have a household member who has been terminated under the certificate or voucher program;
- **Denied for Life:** If any household member has been convicted of manufacturing or producing methamphetamine in a public housing development or in a Section 8 assisted property;
- **Denied for Life:** Has a lifetime registration under a State sex offender registration program.

#### **APPLICATION FOR AVAILABLE UNIT**

When a household reaches the top of the waiting list and a unit is becoming available, the household will be invited to an interview and the verification process will begin.

The household's waiting list preference will be verified first and if the household no longer qualifies to be at the top of the list, the household's name will be returned to the appropriate spot on the waiting list.

Once the preference has been verified, the household will complete a full application, present social security number information, citizenship/eligible immigrant information, and sign the consent for release of Information and other verification forms.

Applicants will be evaluated to determine whether, based on their recent behavior, such behavior could reasonably be expected to result in noncompliance with the lease. The CHRA will look at past conduct as an indicator of future conduct. Emphasis will be placed on whether an applicant's admission could reasonably be expected to have a detrimental effect on the development environment, other tenants, CHRA employees, or other people residing in the immediate vicinity of the property. Applicants will be denied admission if they fail to meet the tenant selection criteria.

The CHRA will consider objective and reasonable aspects of the applicant's background, including the following:

- History of meeting financial obligations, especially rent;
- Ability to maintain (or with assistance would have the ability to maintain) their housing in a decent and safe condition based on living or housekeeping habits and whether such habits could adversely affect the health, safety, or welfare of other tenants;
- History of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well-being of other tenants or staff or cause damage to the property;
- History of disturbing neighbors or destruction of property;

- Having committed fraud in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from; and
- History of abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment by others.
- Declaration and acceptable third-party documentation required to verify citizenship or non-citizen eligible immigration status

A background check that includes housing history and references, credit history, and criminal convictions will be conducted for applicants selected from the waiting list. Only credit history factors related to rental or utility payments will be considered. Review of criminal history is restricted to convictions.

## **REJECTION OF APPLICATIONS**

As with the initial application process, if CHRA staff determines the applicant to be ineligible, the applicant will be notified in writing of the specific reason(s) for rejection and offered the opportunity of an informal review of the determination.

Within 14 days applicants may submit a written response or contact the office to request a meeting to discuss the denial. Applicants may provide information on any mitigating factors such as the circumstances surrounding any negative factors that may be helpful to consider when determining eligibility, including supportive services or other assistance that may alleviate presumed risk. Staff will review all information received and provide a written decision to the applicant within 5 business days. Persons with disabilities have the right to request reasonable accommodations to participate in this process.

## **ENTERPRISE INCOME VERIFICATION (EIV):**

HUD's EIV database will be utilized to run the Existing Tenant Search when processing an application to determine if any applicant household member may be currently residing and/or receiving assistance through another Multifamily Housing or Public and Indian Housing (PIH) location.

## **UNIT TRANSFER POLICY**

Unit transfers may occur in emergency conditions posing an immediate threat to life, health or safety of the household; to move a household in need of a unit with accessible features into such a unit or to allow for modernization work to proceed; to address changes in household size or household composition or for other administrative purposes such as correcting unit occupancy standards (i.e. overcrowded or over-housed); to address non-emergency but medically advisable transfers; or other transfers approved by CHRA as being the best resolution to a situation.

For purposes of the transfer policy, overcrowded and over-housed are defined as follows:

Overcrowded: the number of household members exceeds the maximum number of persons allowed for the unit size in which the family resides, per the occupancy standards.

Over-housed: the household no longer qualifies for the bedroom size in which they are living based on per the occupancy standards.

A tenant may request a transfer at any time by completing a transfer request form. A meeting with the tenant to better understand the need for transfer and to explore possible alternatives may be necessary. Third-party verification of the need for a transfer may be required.

The CHRA will review the request contact the tenant within ten (10) business days of receipt of the request to schedule a meeting, if one is necessary. The CHRA will grant or deny the transfer request in writing within ten (10) business days of receiving the request or holding the meeting, whichever is later. If the transfer is approved, the household's name will be added to the transfer waiting list. If the transfer is denied, the denial letter will advise the household of their right to utilize the grievance procedure.

## **OCCUPANCY STANDARDS**

Occupancy standards assume that each bedroom will accommodate no more than two (2) persons.

- Two adults will share a bedroom unless related by blood.
- Children of the same sex will share a bedroom.
- Children of the opposite sex, both under the age of five will share a bedroom.
- Adults and children will not be required to share a bedroom.
- Foster adults and/or foster children will not be required to share a bedroom with family members.
- Live-in aides will get a separate bedroom.

In determining bedroom size, the CHRA will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children who are temporarily away at school, or children who are temporarily in foster-care.

## **CITIZENSHIP/ELIGIBILITY STATUS**

To be eligible each member of the family must be a citizen, national, or a noncitizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980 (see 42 U.S.C. 1436a(a)).

A household shall not be eligible for assistance unless every member of the household residing in the unit is determined to have eligible status, with the exception noted below.

- Despite the ineligibility of one or more family members, a mixed family may still be eligible for partial assistance.
- A family without any eligible members and receiving assistance on June 19, 1995 may be eligible for temporary deferral of termination of assistance.

## **VERIFICATION OF CITIZENSHIP/IMMIGRATION STATUS:**

Family members who claim U.S. citizenship or national status on the citizenship declaration form will not be required to provide additional documentation unless the PHA receives information indicating that an individual's declaration may not be accurate.

All noncitizens claiming eligible status must sign a declaration of eligible immigrant status on a form acceptable to the PHA. Except for persons 62 or older, all noncitizens must sign a verification consent form. Additional documents are required based upon the person's status. A person 62 years of age or older who claims eligible immigration status also must provide proof of age such as birth certificate, passport, or documents showing receipt of SS old-age benefits. Noncitizens that claim eligible immigration status also must present the applicable USCIS document from the list below.

<ul style="list-style-type: none"> <li>Form I-551 Alien Registration Receipt Card (for permanent resident aliens)</li> <li>Form I-94 Arrival-Departure Record annotated with one of the following: <ul style="list-style-type: none"> <li>“Admitted as a Refugee Pursuant to Section 207”</li> <li>“Section 208” or “Asylum”</li> <li>“Section 243(h)” or “Deportation stayed by Attorney General”</li> <li>“Paroled Pursuant to Section 221 (d)(5) of the USCIS”</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Form I-94 Arrival-Departure Record with no annotation accompanied by: <ul style="list-style-type: none"> <li>A final court decision granting asylum (but only if no appeal is taken);</li> <li>A letter from a USCIS asylum officer granting asylum (if application is filed on or after 10/1/90) or from a USCIS district director granting asylum (application filed before 10/1/90);</li> <li>A court decision granting withholding of deportation; or</li> <li>A letter from an asylum officer granting withholding or deportation (if application filed on or after 10/1/90).</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>Form I-688 Temporary Resident Card annotated “Section 245A” or Section 210”.</li> </ul>	Form I-688B Employment Authorization Card annotated “Provision of Law 274a. 12(11)” or “Provision of Law 274a.12”.
<ul style="list-style-type: none"> <li>A receipt issued by the USCIS indicating that an application for issuance of a replacement document in one of the above listed categories has been made and the applicant’s entitlement to the document has been verified; or</li> <li>Other acceptable evidence. If other documents are determined by the USCIS to constitute acceptable evidence of eligible immigration status, they will be announced by notice published in the <i>Federal Register</i></li> </ul>	

#### **SOCIAL SECURITY NUMBER DISCLOSURE REQUIREMENTS:**

All household members claiming eligible immigration status and requesting assistance, regardless of age, must disclose and document their SSN prior to admission. Note: Applicants who cannot provide SSNs for all household members requesting assistance may retain their position on the waiting list. However, appropriate documentation of a SSN for all household members claiming eligible citizenship status must be provided before the household can be admitted.

Exceptions to this rule are:

- Individuals age 62 or older as of January 31, 2010, whose initial determination of eligibility was begun before January 31, 2010. 2.
- Individuals who do not contend eligible immigration status.
- A child under the age of 6 years added to the applicant household within the 6-month period prior to the household’s date of admission. The household will have a maximum of 90-days after the date of admission to provide the Social Security Number and adequate documentation that the Social Security Number is valid. An additional 90 days may be granted under certain circumstances. If the household does not provide the Social Security Number and adequate documentation to verify the Social Security Number within the prescribed timeframe, HUD requires that the owner/agent terminate tenancy.

Applicants who have not disclosed and/or provided verification of SSNs for all non-exempt household members have 90 days from the date they are first offered an available unit to disclose and/or verify the SSNs. During this 90-day period, the applicant may, at its discretion, retain its place on the waiting list. After 90 days, if the

applicant is unable to disclose and/or verify the SSNs of all non-exempt household members, the applicant should be determined ineligible and removed from the waiting list. The SSN requirements do not apply to persons not claiming eligible immigration status.

### **FAIR HOUSING/STATEMENT OF NON-DISCRIMINATION**

CHRA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

### **REASONABLE ACCOMMODATION POLICY**

It is understood that applicants with disabilities may need a reasonable accommodation in order to take full advantage of the CHRA housing programs and related services. When such accommodations are granted, they do not confer special treatment or advantage for the person with a disability; rather, they make the program accessible to them in a way that would otherwise not be possible due to their disability. An applicant requesting an application will also receive a Request for Reasonable Accommodation form upon request. Any notification requesting action by the tenant will include information about requesting a reasonable accommodation. All decisions granting or denying requests for reasonable accommodations will be in writing.

### **ELIGIBILITY OF STUDENTS**

Assistance shall not be provided to any individual who:

- is enrolled as either a part-time or full-time student at an institution of higher education for the purpose of obtaining a degree, certificate, or other program leading to a recognized educational credential;
- is under the age of 24;
- is not married;
- is not a veteran or currently service on active duty in the United States Military;
- does not have a dependent child;
- is not a person with disabilities, as such term is defined in section 3(b)(3)(E) of the United States Housing Act of 1937 (42 U.S.C. 1437a(b)(3)(E)) and was not receiving section 8 assistance as of November 30, 2005;
- is not living with his or her parents who are receiving Section 8 assistance; and
- is not individually eligible to receive Section 8 assistance and has parents (the parents individually or jointly) who are not income eligible to receive Section 8 assistance.

Additionally, assistance may be provided to applicants that are able to demonstrate independence from parents or absence of parents such as those that are:

- orphans, wards of the court, or in foster care at any time when the individual was 13 years of age or older;
- emancipated or in legal guardianship;
- unaccompanied and homeless or at risk of homelessness.



## **POLICIES FOR APPLYING VIOLENCE AGAINST WOMEN ACT (VAWA) PROTECTIONS**

The CHRA will provide notice to tenants of their rights and obligations under VAWA. Status as a victim of domestic violence, dating violence, sexual assault or stalking cannot be a basis for denial of rental assistance or admission if the applicant otherwise qualifies. The CHRA will not assume that any act is a result of abuse covered under VAWA. In order to receive the protections outlined in the VAWA, the applicant/resident must specify that he/she wishes to exercise these protections.

When the CHRA responds to a claim of protected status under the VAWA the owner/agent will request, in writing if appropriate, that an individual document the occurrence of the domestic violence, dating violence, sexual assault or stalking. Owner/Agent must provide victims the option to complete the Certification of Domestic Violence, Dating Violence or Stalking, form HUD – 5382, or, in lieu of the certification form or in addition to it, owners may accept a federal, state, tribal, territorial, or local police record or court record, or documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional from whom the victim has sought assistance in addressing domestic violence, or the effects of the abuse. If delivery of the certification form places the victim at risk, the owner/agent will work with the tenant in making acceptable delivery arrangements. The resident will have fourteen (14) calendar days, or an agreed upon extension date, to submit the form or provide another form of documentation.

Owner/Agent is not required to demand that an individual produce official documentation or physical proof of status as a victim in order to receive the protections of VAWA. Owners, at their discretion, may provide assistance to an individual based solely upon the individual's statement or other corroborating evidence.

An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be construed as serious or repeated violations of the lease by the victim or threatened victim of that violence and will not be "good cause" for termination of the assistance, tenancy, or occupancy rights of a victim of such violence.

The identity of the victim and all information provided to the owner/agent will be retained in confidence. The owner/agent will retain all documentation relating to an individual's VAWA protections in a separate file that is kept in a separate secure location from the other tenant files. Information will not be entered into any shared database nor provided to a related entity, except to the extent that the disclosure is:

- Requested or consented to by the victim in writing;
- Required for use in an eviction proceeding or termination of assistance; or
- Otherwise required by applicable law.

Owner/Agent must have tenants sign the VAWA lease addendum, form HUD-91067.

Owner/Agent will not penalize victims of domestic violence, stalking, or dating violence if the incident under review is a direct result of such abuse.

Additionally, the CHRA may divide (bifurcate) the lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, or stalking.

## **RECORDS RETENTION POLICY**

Documents related to application and waiting list management will be retained for seven (7) years. Records that have reached their termination should be destroyed in a manner consistent with the measures to protect data. Confidential records should be disposed of in a manner so as to assure no access to such information. Records may be retained longer than the suggested schedule but must be retained for at least the minimum time as listed.



## DEFINITIONS

**Elderly Family:** a household whose head, spouse, or sole member is a person who is at least 62 years of age; two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides.

**Near-Elderly Family:** a household whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62; two or more persons, who are at least 50 years of age but below the age of 62, living together; or one or more persons, who are at least 50 years of age but below the age of 62, living with one or more live-in aides.

**Disabled Family:** a household whose head, spouse, or sole member is a person with disabilities; two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides.

**Person with Disabilities:** a person who:

- Has a disability as defined in 42 U.S.C. 423;
  - Inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months; or
  - In the case of an individual who has attained the age of 55 and is blind, inability by reason of such blindness to engage in substantial gainful activity requiring skills or abilities comparable to those of any gainful activity in which he/she has previously engaged with some regularity and over a substantial period of time. For the purposes of this definition, the term blindness, as defined in section 416(i)(1) of this title, means central vision acuity of 20/200 or less in the better eye with use of a correcting lens. An eye which is accompanied by a limitation in the fields of vision such that the widest diameter of the visual field subtends an angle no greater than 20 degrees shall be considered for the purposes of this paragraph as having a central visual acuity of 20/200 or less.
- Is determined, pursuant to HUD regulations, to have a physical, mental, or emotional impairment that:
  - Is expected to be of long-continued and indefinite duration,
  - Substantially impedes his or her ability to live independently, and
  - Is of such a nature that the ability to live independently could be improved by more suitable housing conditions; or
- Has a developmental disability, as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(8)), i.e., a person with a severe chronic disability that
  - Is attributable to a mental or physical impairment or combination of mental and physical impairments;
  - Is manifested before the person attains age 22;
  - Is likely to continue indefinitely;
  - Results in substantial functional limitation in three or more of the following areas of major life activity: a. Self-care, b. Receptive and expressive language, c. Learning, d.

Mobility, e. Self-direction, f. Capacity for independent living, and g. Economic self-sufficiency; and

- Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated.

This definition does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome.

For purposes of qualifying for low-income housing, it does not include a person whose disability is based solely on any drug or alcohol dependence.

Means person with disabilities (individual with handicaps), as defined in 24 CFR 8.3, for purposes of reasonable accommodation and program accessibility for persons with disabilities.

HOUSING AND REDEVELOPMENT AUTHORITY  
IN AND FOR THE CITY OF CROSBY

RESOLUTION NO. 2024-02

EDGEWOOD APARTMENTS TENANT SELECTION PLAN

WHEREAS, federal regulations require the Housing and Redevelopment Authority in and for the City of Crosby to review and update the Tenant Selection Plan for the Edgewood Apartments housing program as needed; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby has reviewed and updated its previously adopted Tenant Selection Plan; and

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

1. The Edgewood Apartments Tenant Selection Plan 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: \_\_\_\_\_  
Marna Paron, Board Chair

Dated: \_\_\_\_\_  
Eric Charpentier, Executive Director

This page intentionally left blank.