

AGENDA
REGULAR MEETING
BOARD OF COMMISSIONERS
RIVER FALLS HOUSING AUTHORITY
Wednesday, February 10, 2021 at 6:30 pm

Please note that due to the ongoing COVID-19 public health emergency, all members of the River Falls Housing Authority may attend via telephone or internet. Tenants and members of the public wishing to attend may contact River Falls Housing Authority at 715-425-7640 for the video link or phone access. Tenants and members of the public may only speak during the tenant comment period.

ROLL CALL

MINUTES OF REGULAR MEETING – January 13, 2021

TENANT COMMENTS

MISSION STATEMENT

River Falls Housing Authority manages, maintains, and facilitates affordable housing in accordance with Federal and State statute. Our mission is to partner with the community to assess housing needs and opportunities and to be proactive, creative, and collaborative in the development and delivery of fair, safe, sustainable, and inclusive programs.

STUDY OF RIVER FALLS HOUSING AUTHORITY

1. Introduction of Key Members
2. Assign Project Manager
3. Identify Key Stakeholders for Study

CONSENT ITEMS

1. Review and Approve Section 8 voucher Administrative Plan for HUD Veterans Assistance Supportive Housing Program (VASH)
2. Review and Approve River Falls Housing Authority Covid 19 Reopening Plan (Retrenching Plan)

ACTION ITEMS

1. Review and Approve Payment of Bills and Budget Report
2. Review and Approve Executive Director Job Description
3. Determine Hiring Process

REPORTS

1. Vacancy and Re-rental Report
2. Covid 19 Vaccination Clinic
3. Updated Website and Brochures

CHAIR AND COMMISSIONERS REPORT

ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD
ADJOURN

Minutes of the Regular meeting of the River Falls Housing Authority, January 13, 2021
Chair Todd Bjerstedt called the meeting to order at 6:30. Due to the ongoing COVID 19 public health emergency, all members attended via internet.

Present: Todd Bjerstedt, Matt Fitzgerald, Jacqueline Niccum, Amy Peterson, Nick Carow

Absent:

Also Present: Anne McAlpine, Executive Director

Minutes: M/S/C Niccum/Carow to approve minutes of December 9, 2020

There were no tenant comments.

CONSENT ITEMS

M/S/C Fitzgerald/Carow to approve Consent Item 1. HUD Shortfall Improvement Plan

ACTION ITEMS

1. M/S/C Carow/Niccum to approve payment of bills and budget report
2. M/S/C Peterson/Carow to award the contract for strategic analysis of current operations and recommendations for future management structure to the RAPP Group.

Commissioners emphasized that the intent of the study is to explore options for the Housing Authority and not to enter into any reorganization plan. Peter Dahm explained the differences between a CDA and a Housing Authority. Peter Dahm recognized that there should be a focus on replacing the Executive Director to manage existing housing, tenant services, and the contract with Prescott Housing authority. Dahm reminded Commissioners that the management contract with Prescott Housing authority generates cash and is a unique skill sharing opportunity for River Falls Housing Authority.

Two proposals were considered; RAPP Group and Redevelopment Resources. Both are well qualified and meet the criteria in the RFP. Commissioners discussed the strengths of each proposal.

REPORTS

1. Vacancy and Re-rental Report- McAlpine reported that again in December there has been higher than usual unit turnover.

CHAIR AND COMMISSIONER REPORTS

Bjerstedt asked that McAlpine provide Commissioners with a proposed Executive Director Job Description. Commissioners agreed that searching for an Executive Director can be done at the same time as the study is underway.

AP/MF to adjourn at 7:45

Respectfully submitted Anne McAlpine, Recording Secretary

TO: Board of Commissioners
FROM: Anne McAlpine, Executive Director
RE: February Board meeting
DATE: February 3, 2021

STUDY OF RIVER FALLS HOUSING AUTHORITY

1. Introduction of Key Members - Rapp Group members will attend the meeting.
2. Assign Project Manager – Rapp Group needs a point of contact during the study. The Project Manager’s limits of authority should be defined by Commissioners.
3. Identify key Stakeholders – Rapp Group has asked for a list of RFHA stakeholders. Amy Peterson and Scot Simpson as City staff are key stakeholders. RFHA staff and tenants are also stakeholders. I suggest the following community contacts as stake holders: ARC, Our Neighbors Place, and St. Bridget’s Church, ADRC in Pierce and St. Croix County, River Falls Senior Center. Our lenders: First National Bank, River Falls State Bank, Cinnaire are stakeholders. Commissioner suggestions for additional stakeholders is welcome. Approval of stakeholders identified in the meeting is needed.

CONSENT ITEMS

1. Review and Approve Section 8 Voucher Administrative Plan for HUD Veterans Assistance Supportive Housing Program (VASH) – Attached is proposed amendment to the Section 8 Administrative Plan for administration of the Veterans Assistance Supportive Housing Program. HUD has funded 5 vouchers to be provided to homeless veterans to provide rent assistance is permanent stable housing in River Falls. Board approval is needed. ATTACHMENT 1

VASH is an exciting partnership with the VA to offer this program in River Falls. VASH has been funded by HUD for many years but the VA hasn’t been able to provide ongoing support this far into western Wisconsin until now. VASH veterans will select rental units in River Falls and receive one-on-one case management services to support independent living. I hope local landlords will step up to accept these section 8 vouchers and the veterans who use them. With the addition of new rental housing, veterans should find suitable units to use the VASH Section 8 voucher.

2. Review and Approve River Falls Housing Authority Covid 19 Reopening Plan (Retrenching Plan) – As the Covid 19 surge has settled and other businesses are opening to walk in traffic, RFHA proposes to open the office on Feb. 15th. The attached Retrenching plan outlines the days/hours the office will be open and the health and safety steps that have been implemented to keep employees and visitors healthy. Board approval is requested. ATTACHMENT 2

ACTION ITEMS

1. Review and Approve Payment of Bills and Budget Report ATTACHMENT 3
2. Review and Approve Executive Director Job Description – Attached is the proposed Executive Director Job description. The job description and whether this is an interim, temporary or permanent position will need Board approval. ATTACHMENT 4
3. Determine Hiring Process - I will be leaving RFHA at the end of April. As I said, it will break my heart to leave RFHA without having some time to show someone the reporting requirements, tools to access Federal funds and tasks that aren’t shared by my employees. My husband and I plan to move to warmer climates so I won’t be available to provide in person support and training.

Decisions about posting the position, the point of contact for candidates, who will review resumes, interview and selection team and the starting date for a new Director are needed.

REPORTS

1. Vacancy and Re-rental Report – There are still no applications for two bedroom disabled/elderly household. I contacted Kinnic Care Center, Bridge for Youth, Have-a-Heart and ProAct to explain our programs, eligibility and that there are 3 immediately available apartments. Eligible households are those with a disabled or elderly (age 65 or better) head of household and one additional family member. Referrals to RFHA are always welcome! ATTACHMENT 5
2. Covid 19 Vaccination Clinic – I am working with Freemans Pharmacy to provide Covid 19 vaccinations in our buildings. Vaccinations in the buildings will be for tenants over 65 only. Vaccination supply is limited so vaccinators are not allowed to give shots to those under 65. We can't open the shot clinics to non-residents due to space limitations for social distancing.
3. Updated Website and Brochures – The updated website will be up and running very soon with new photos, format and content. I have also updated brochures to mail to people who don't use the internet. I hope these updated marketing materials attract more people to our housing programs.

Veterans Affairs Supportive Housing (HUDVASH) Program Administrative Plan Addendum

This section applies only to the administration, admission, and continued eligibility for the HUD-VASH program. River Falls Housing Authority will partner with local Department of Veterans Affairs (VA) medical facilities to provide tenant-based supportive housing to homeless veteran and their families. HUD directives regarding the HCV tenant-based program are applicable to HUD-VASH vouchers, including the use of all HUD required contracts and other forms. RFHA's local discretionary policies adopted in RFHA's Administrative Plan apply to HUD-VASH vouchers, unless such local policy conflicts with the requirements of the HUD-VASH vouchers outlined herein.

Family Eligibility and Selection

1. VA HUD-VASH case managers will refer HUD-VASH-eligible families to RFHA for the issuance of vouchers. RFHA must accept referrals from their VA partner. RFHA will not maintain a waiting list or apply local preferences for HUD-VASH vouchers. RFHA may not open or close the waiting list to admit HUD-VASH participants.
2. VA HUD-VASH case managers will screen all families in accordance with VA screening criteria. RFHA may not deny assistance for any grounds permitted under regular HCV program rules with one exception: RFHA must prohibit admission if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program. However, unless the family member that is subject to lifetime registration under a state sex offender registration program is the homeless veteran (which would result in denial of admission for the family), the remaining family members may be served if the family agrees to remove the sex offender from its family composition.
3. RFHA may apply its regular screening criteria to approve additional family members (Other than the birth, adoption, or court-awarded custody of a child).

Verification of Social Security numbers (SSNs) for HUD-VASH Families

1. An original document issued by a federal or state government agency, which contains the name of the individual and the SSN of the individual along with other identifying information of the individual is required.
2. In the case of the Veteran, RFHA must accept the Certificate of Release or Discharge from Active Duty (DD-214) or the VA-verified Application for Health Benefits (10-10EZ) as verification of SSN and cannot require the veteran to provide a SSN card. RFHA will accept these cards must be in lieu of another type of government-issued photo identification and verification of SSNs and date of birth.

Termination of Assistance

1. RFHA shall prior to terminating HUD-VASH participants exercise discretion and consider all relevant circumstances of the specific case. RFHA shall grant reasonable accommodations for persons with disabilities in accordance. RFHA shall include the VA HUD-VASH case manager in decisions to terminate assistance.
2. Participant family must not be terminated after admission, for a circumstance or activity that occurred before admission and was known to RFHA, but could not be considered at the time of admission due to the HUD-VASH Operating Requirements.

Income Eligibility/Rent Calculation

1. RFHA will determine income eligibility for HUD-VASH families in accordance with RFHA Administrative Plan and 24 CFR 982.201.
2. RFHA will determine the Total Tenant Payment for HUD-VASH families in accordance with RFHA Administrative Plan and 24 CFR 982.201.
 - a. The minimum Total Tenant Payment of \$50 will be waived for HUD-VASH families.

Search Term

1. Initial Term of the HCV HUD–VASH vouchers must have an initial search term of at least 120 days. Any extensions, suspensions, and progress reports will remain under the policies in RFHA’s administrative plan, but will apply after the minimum 120-day initial search term.
2. Initial Lease Term under the HCV program, HUD–VASH voucher holders, and initial leases may be less than 12 months.

Eligible Housing

1. In addition to market-rate rental units (including single family homes, duplexes, row houses and apartments) and shared housing options identified in the RFHA Administrative Plan, HUD–VASH families will be permitted to live on the grounds of a VA facility in units developed to house homeless veterans.

Mobility and Portability

HUD–VASH voucher participants must receive case management services provided by the partnering VAMC or CBOC. Therefore, special mobility and portability procedures must be established. HUD–VASH participant families may reside only in those jurisdictional areas that are accessible to case management services as determined by VA HUD–VASH case managers at the partnering VAMC or CBOC.

1. Portability Moves within Same Catchment Area (or Area of Operation) Where Case Management Is provided by the Initial PHA’s Partnering VAMC or CBOC. If the family initially leases up, or moves, under portability provisions, but the initial PHA’s partnering VAMC or CBOC will still be able to provide the necessary case management services due to the family’s proximity to the partnering VAMC or CBOC, the receiving PHA must process the move in accordance with the portability procedures of 24 CFR 982.355. However, since the initial PHA must maintain records on all HUD–VASH families receiving case management services from its partnering VAMC or CBOC, receiving PHAs without a HUD–VASH program must bill the initial PHA. The option to absorb the family into the receiving PHAs program is not applicable.
2. Portability Moves within Same Catchment Area Where Both PHAs Have Received HUD–VASH Vouchers. The receiving PHA may bill the initial PHA or absorb the family into its own HUD–VASH program if the VAMC or CBOC providing the initial case management agrees to the absorption by the receiving PHA and the transfer of case management. The absorption will also entail the availability of a HUD–VASH voucher and case management provision by the receiving PHA’s partnering VAMC or CBOC.
3. Portability Moves Where Receiving PHA Is Beyond Catchment Area If a family wants to move to another jurisdiction where it will not be possible for the initial PHA’s partnering VAMC or CBOC to provide case management services, the VAMC must first determine that the HUD–VASH family could be served by another VAMC or CBOC that is participating in this program, and the receiving PHA must have a HUD–VASH voucher available for this family. In these cases, the families must be absorbed by the receiving PHA either as a new admission (upon initial participation in the HUD–VASH program) or as a portability move-in (after an initial leasing in the initial PHA’s jurisdiction). Upon absorption, the initial PHA’s HUD–VASH voucher will be available to lease to a new HUD–VASH-eligible family, as determined by the partnering VAMC or CBOC, and the absorbed family will count toward the number of HUD–VASH slots awarded to the receiving PHA.
4. Portability Moves When Case Management is No Longer Required If the family no longer requires case management, there are no portability restrictions. Normal portability rules apply.

Case Management Requirements

1. The VAMC or CBOC’s responsibilities include:
 - a. The screening of homeless veterans to determine whether they meet the HUD–VASH program participation criteria established by the VA national office;
 - b. Referrals of homeless veterans to RFHA;

- c. Providing appropriate treatment and supportive services to potential HUD– VASH program participants, if needed, prior to PHA issuance of rental vouchers;
 - d. Providing housing search assistance to HUD–VASH participants with rental vouchers;
 - e. Identifying the social service and medical needs of HUD–VASH participants and providing, or ensuring the provision of, regular ongoing case management, outpatient health services, hospitalization, and other supportive services as needed throughout the veterans’ participation period; and
 - f. Maintaining records and providing information for evaluation purposes, as required by HUD and the VA.
2. A HUD– VASH participant family’s HCV assistance must be terminated for failure to participate, without good cause, in case management as verified by the VAMC or CBOC.
 3. A VAMC or CBOC determination that the participant family no longer requires case management is not grounds for termination of assistance.
 - a. In such a case, RFHA may offer the family continued HCV assistance through one of its regular vouchers, to free up the HUD–VASH voucher for another eligible family referred by the VAMC or CBOC.
 - b. If RFHA has no voucher to offer, the family will retain its HUD–VASH voucher until such time as RFHA has an available voucher for the family.
 - c. If the family no longer requires case management, there are no portability restrictions. Normal portability rules apply.

Turnover of HUD–VASH Vouchers

1. HUD– VASH vouchers must be issued to eligible families as identified by the VAMC or CBOC. RFHA will admit such families in accordance with Family Eligibility and Selection HUD-VASH Administrative Plan

HQS Initial Inspections

1. In all cases the veteran must be free to select his/her unit and cannot be steered to these units.
2. RFHA may pre-inspect available units that veterans may be interested in leasing, in order to maintain a pool of eligible units. If a HUD–VASH family selects a unit that passed a HQS inspection (without intervening occupancy) within 45 days of the date of the Request for Tenancy Approval (form HUD–52517), the unit may be approved.

Retrenching Plan for Reopening River Falls Housing Authority Management Office

River Falls Housing Authority has operated throughout the past year with limited public and tenant access. Initially, during the “Hunker Down” period, employees entered occupied apartments only in an emergency and didn’t have face-to-face contact with tenants. When River Falls Housing Authority entered the “Tuck and Roll” phase, Maintenance employees began completing non-emergency work orders. Conditions will soon be right for RFHA to enter a holding phase. The Retrenching Plan opens the door to the limited public contact we planned for in September. Many procedures adopted during Tuck and Roll continue in this third phase.

Beginning February 15, 2021 the following procedures will be in place:

Management Office

- The Management Office will be open 8:30 – 5:00 Mondays and Wednesdays. Management will schedule appointments to meet with tenants on either of these days. The office will be closed on Tuesdays and Thursdays. On Fridays, Management will be available by appointment only.
- Recertification packets will still be delivered to tenants to complete, sign and return. A drop box is located outside the Management Office for tenants to deliver signed paperwork. Tenants will be instructed to return the recertification papers in the drop box.
- Recertification letters will be revised to offer tenants the opportunity to have an in-person recertification appointment. Property Managers will include their direct phone number in the recertification letter so tenants can call to schedule an appointment.
- Tenants reporting a change of income may pick up a report form from the display case outside the Management Office. Tenant will complete the form, provide proof of the change of income, and drop the report in the drop box.
- Applications are always accepted for our housing programs. Applications are available in a display case by the Management Office, by phone, email and on our website www.rfhousing.org Applicants with questions about the programs may visit the office on Mondays or Wednesdays. The website will be updated with the new office hours.
- People entering the Management Office will be asked health screening questions and must wear a mask. The Admin Assistant will greet drop-in customers, ask screening questions and point out mask and hand sanitizer requirements.
- Property Managers will greet their appointment and ensure that people entering the office wear masks and use hand sanitizer. Property Managers will bring their tenant/applicant directly to their office.
- No more than 2 people can be in the waiting area at one time.

Inspections

- Annual inspections will be scheduled beginning June 1, 2021. Regulations require that all units be inspected in 2021. Most Phase 1 vaccinations (see the Phase 1 vaccination schedule below) will be completed by July. To avoid overwhelming maintenance, Property Managers will schedule only one building/development per month.

Phase 1 (Dec 2020-Spring 2021)

1A: Healthcare workers and residents and staff of long term care facilities

1B: Essential workers and residents 65 years or older. The definition of essential workers is yet to be determined

1C: Individuals with underlying health conditions

- Pre-vacate inspections will be scheduled as stated in the Maintenance Plan; by inspecting occupied units when a Notice to Vacate is received.

- Special inspections will be scheduled immediately for:
 - Units which Maintenance employees identify as unsanitary.
 - Units the Property Managers know have had housekeeping problems in the past.

Maintenance

All work orders and unit turnovers are conducted as stated in the Maintenance Plan, with additional COVID 19 screening before entering an occupied unit.

- Maintenance employees will ask tenants health screening questions before entering an apartment.
- Maintenance employees will ask tenants to step out of the room/apartment while repairs are being performed.
- Maintenance employees may give tenants a mask if tenant does not leave the apartment/room where the work is performed.

Tenants and Visitors Ongoing Safety Procedures

Tenants are 62+ years old and people who have severe underlying medical conditions. Older and medically frail people are known to have a higher risk for developing serious complications from COVID-19. Tenants are required to observe CDC and county Health Department health and safety protocol:

- Everyone is required to wear a mask to protect others. Masks must be worn in halls, social rooms, elevators, lobbies, restrooms and laundry rooms.
- Use hand sanitizer when hand washing isn't available. Hand sanitizer is located at the main entrance of each building.
- Visitors, contractors and tenants are advised to stay 6' apart from others
- Everyone is advised to stay home if they feel ill: fever, body aches, coughing, chills, shortness of breath or difficulty breathing, fatigue, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.
- Visitors are allowed but must follow health and safety procedures while in the building.
- Tenants must leave the room when maintenance or contractors are working to make needed repairs.

HOUSING AUTHORITY BUDGET REPORT FOR Jan. 2021					
Year Ending June 2021					
Dec		6	Months at:		50%
	HUD/RVM	E/B	OAKPK	4PLX	WMP FYE 12/2020 100%
Income					
Budget	421,751.00	425,604.00	148,098.00	38,178.00	241,080.00
To Date	318,081.00	213,982.00	72,365.00	15,629.00	226,165.00
Percent	75.42%	50.28%	48.86%	40.94%	93.81%
Utilities					
Budget	93,100.00	85,750.00	19,950.00	9,025.00	23,000.00
To Date	47,611.00	36,337.00	8,674.00	3,306.00	20,493.00
Percent	49.27%	42.38%	43.48%	36.63%	89.10%
Maint					
Budget	143,754.00	80,840.00	32,600.00	6,712.00	44,600.00
To Date	103,454.00	52,731.00	21,518.00	12,002.00	32,430.00
Percent	71.97%	65.23%	66.01%	178.81%	72.71%
Ins/Taxes					
Budget	42,914.00	46,850.00	14,885.00	2,580.00	15,275.00
To Date	22,338.00	23,477.00	11,806.00	875.00	16,882.00
Percent	52.05%	50.11%	79.31%	33.91%	110.52%
Admin					
Budget	142,581.00	158,929.00	52,000.00	8,195.00	39,630.00
To Date	45,874.00	83,186.00	26,336.00	3,832.00	36,324.00
Percent	32.17%	52.34%	50.65%	46.76%	91.66%
Mortgage & Fees					
Budget		-	2,546.00	4,868.00	85,000.00
To Date		-	1,273.00	2,434.00	87,880.00
Percent			50.00%	50.00%	103.39%
Trx to Reserves					
Budget		59,500.00	24,924.00	1,914.60	7,829.00
To Date		29,750.00	12,462.00	957.30	7,829.00
Percent		50.00%	50.00%	50.00%	100.00%
Net	98,804.00	(11,499.00)	(9,704.00)	(7,777.30)	24,327.00
Investments					
Operating	117,233.00	54,001.00	5,611.00	18,841.00	19,439.00
Reserves		233,713.00	50,630.00	13,156.00	97,783.00
Sec Dep	25,857.00	26,988.00	8,618.00	2,653.00	8,100.00
PILOT	7,255.00	31,075.00	9,543.00	1,460.00	
CFP 2018	-				
CFP 2019	-				
CFP 2020	-				
Mgmt Fund	380,366.00				

EXECUTIVE DIRECTOR

- I. Title:** Executive Director
- II. Responsible to:** Board of Commissioners
- III. Hours:** Full-time Salaried (weekdays)
- IV. Primary Responsibility:**

This position serves with oversight and policy direction from River Falls Housing Authority Board of Commissioners as primary contact for multiple housing assistance programs of River Falls Housing Authority. This position is responsible for program and project accomplishments, compliance, and financial integrity.

Determines staffing needs and supervises staff, oversees the operations of existing housing programs, prepares and executes the annual budgets and capital improvements plans, administers procurement of all goods and services, seeks and recommends growth opportunities and ensures compliance with Federal, State and local laws in the administration and management of River Falls Housing Authority.

River Falls Housing Authority is conducting a strategic analysis to identify opportunities to strengthen the delivery of housing and community programming. This position will be called upon to implement and lead through organizational change while continuing to deliver tenant centered programs.

ESSENTIAL FUNCTIONS

Reviews, develops, recommends, and implements housing program policies and procedures updates and maintains policies and procedures as required.

Develops and manages fiscal operations of River Falls Housing Authority

- Prepares and presents annual budget recommendations and manages expenditures.
- Procures, directs, and monitors contracted services for housing programs.
- Reviews and analyzes revenue and expenses.
- Maintains adequate coverage of all appropriate insurance.

Supervises River Falls Housing Authority staff

- Provides ongoing oversight of staff including hiring, training, disciplining, and performance evaluations.
- Analyzes and reviews procedures and work flow and makes recommendations on improving efficiency and effectiveness.
- Develops annual work plan and coordinates staff activities.

Serves as staff to the River Falls Housing Authority Board

- Arranges and develops agenda for Housing Authority Board meetings; analyzes agenda items and makes recommendations for Board action.
- Attends public hearings, meetings, and conferences to provide information on River Falls Housing Authority programs and activities.
- Serves as principal contact with funding agencies in connection with fiscal and occupancy audits, engineering surveys, management reviews, REAC reports and other activities conducted at the local level.

Acts as landlord and property manager for Housing Authority and managed properties

- Reviews staff-determined program participant eligibility, approves leases and eviction actions, and investigates participant concerns.

- Negotiates, contracts, assigns work, and supervises the work of contractors.
- Supervises leasing, occupancy and tenant-landlord issues.
- Conducts informal hearings and determines if exceptions, denials, or terminations are warranted; resolves disputes between tenants, staff, and/or contractors.
- Ensures inspection and maintenance of all properties, units and surrounding areas are in compliance with applicable codes, regulations and goals as established by River Falls Housing Authority.

Prepares project budgets, reports and ensures financial compliance with regulations

- Supervises leasing, occupancy, program utilization.
- Monitors monthly financial reports and implements corrective action.
- Ensures appropriate and timely use of federal grants.
- Conducts procurement and disposition activities, prepares bid offerings as appropriate, opens and analyzes bids, recommends acceptance and supervises the work of selected contractors.

Implements and monitors outreach activities to reach a diverse population

- Maintains active waiting lists.
- Ensures compliance with Affirmative Fair Housing requirements.

Responds, assesses and monitors opportunities to improve or expand River Falls Housing Authority's programs to meet the needs of low-moderate income families and elderly, such as low-income tax credits, housing revenue bonds and federal, state, and private grant programs.

- Prepare and submit grant application when eligible.
- Serve as management agent for the City of River Falls rental properties, Prescott Housing Authority and Glendor Investments LLC.

Performs related duties as required.

WORK ENVIRONMENT:

- Sedentary with occasional walking and standing in a general office setting.
- Occasional site visits require entering occupied and unoccupied apartments/homes, climbing steps, walking on uneven ground, stooping and reaching.
- Duties require travel to other locations for training and other purposes.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of state, federal, and other housing programs, real estate, property management, landlord-tenant law, construction management and contractual laws, regulations, policies, development, and administration procedures, including sources and methods of obtaining available funding.
- Knowledge of local, state, federal, and other resources available to fund housing and housing-related issues.
- Knowledge of social and economic conditions within the community that impacts on clientele served.
- Knowledge of Generally Accepted Accounting Practices (GAAP), governmental accounting and audit practices and procedures.
- Knowledge of administrative, managerial, and supervisory practices and principles.
- Ability to gather and analyze data, plan, organize, and prepare detailed and complex oral, financial, and specialized reports and grant applications.
- Ability to perform detailed work accurately, organize work and meet deadlines.
- Ability to plan, organize, assign, supervise, and evaluate the work of others.
- Ability to handle sensitive interpersonal situations calmly and tactfully.
- Ability and skill to perform effectively under stressful conditions.
- Ability to plan, organize and effectively present ideas and concepts to various committees, boards, legislators, media, and the general public.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with governmental and other agencies, fellow employees, and individuals and groups with varying economic and social backgrounds.
- Ability to work the allocated hours of the position.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in Administration, Management, Accounting, Planning, or related field (At least five years of direct housing program experience may be substituted for the education requirement).
- Two (2) years of supervisory and office management experience, including budget development and work with housing laws, regulations, and audits.

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:

- Public Housing Manager Certification must be obtained within six months of employment.
- Appointment will be conditional upon successful completion of a criminal background check.
- Must have access to private transportation for work-related duties.
- Must be eligible to be bonded.

DESIRED QUALIFICATIONS:

- Experience in housing, community, and economic development, grant writing, and administration of housing programs.

Vacancy and Re-Rental Activity Report Jan. 2021						
STATUS	ADDRESS	UNIT TYPE	MOVE OUT	MOVE IN	APPLICANTS OFFERED	COMMENTS
Ready	RVM 102	1E	11/30/20	02/18/21	16	1 Apprvd 60 day notice
Ready	RVM 107	1E	11/30/20	01/25/21	16	1 Apprvd
Ready	RVM 115	1E	11/30/20	01/28/21	16	1 Apprvd
Ready	411 K	2F	10/15/20	02/04/21	10	1 Apprvd 60 day notice
Ready	416 G	2F	11/02/20		15	
Ready	BW 115	2E	11/03/20		all 7	
Keys in	428 G	3F	01/31/21		16	1 Apprvd
Keys in	452 G	2F	12/31/20		15	
Keys in	OP 104	1E	12/31/20		15	
Keys in	EW 101	2E	12/31/20		all 7	
Keys in	BW 211	2E	12/31/20		all 7	
Keys in	RVM 108	1E	01/31/21		5	
ELDERLY/DISABLED APARTMENT TURNOVER BY MONTH						
FY 2018	FY 2019	FY 2020	10/20	11/20	12/20	9/20
15	22	26	0	5	5	1
FAMILY APARTMENT TURNOVER BY MONTH						
FY 2018	FY 2019	FY 2020	10/20	11/20	12/20	9/20
11	9	10	1	3	2	1
VOUCHER LEASING BY MONTH						
FY 2018	FY 2019	FY 2020	10/20	11/20	12/20	9/20
9	7	13	2	0	0	0
HUD VACANT UNITS BY MONTH (RVM & Family)						
7/20	8/20	9/20	10/20	11/20	12/20	6/20
5	2 (1 offline)	1 (1 offline)	2 (1 offline)	3(3 offline)	5 (3 offline)	6 (3 offline)
OCCUPANCY REPORT						
FAMILY	RVM	EW	BW	OP	WMP	
92%	92%	98%	94%	96%	100%	
WAITING LIST REPORT						
ELDERLY 1 BR LIST	RVM	EW	BW	OP	WMP	
Total on list	64	60	52	49		
Denied	0	0	0	0		
Apprvd for move in	4	3	2	1		
Non-disabled - RVM only	27	0	0	0		
In Process	16	12	12	22		
Housed	2	3	1	1		
ELDERLY 2 BR LIST	RVM	EW	BW	OP	WMP	
Total on list	NA	4	4	4	59	
Apprvd		2	1	0	1	
In Process		9	7	10	0	
Housed		2	1	0	1	
FAMILY	1 BR	2 BR	3 BR	4 BR		
Total on list	13	29	23	2		
Denied	0	0	0	0		
Apprvd	0	1	1	0		
In Process	0	15	15	0		
Housed		15	0	0		
VOUCHER						
WAITING LIST	34		UNDER CONTRACT			54
ISSUED & SEARCHING	0		NUMBER FUNDED			54