

Memorandum of Understanding Between the HRA and TRCA

March 2025

The Memorandum of Understanding (MOU) is made and entered into on this 17th day of March 2025 by and between the Housing & Redevelopment Authority of Northfield (hereinafter referred to as the "HRA") and Three Rivers Community Action (hereinafter referred to as "TRCA") for the purposes set forth herein.

Section I. Mission

The mission of the HRA is "To be a partner in providing a sufficient supply of affordable, adequate, safe and sanitary dwellings in Northfield. Our goal is to create a community with housing opportunities available along the entire housing spectrum: from renters to homeownership, first-time homeowners, to senior living, workforce housing and empty-nesters. We strive to create affordable housing opportunities and strengthen our neighborhoods utilizing: Sustainability, Innovation, Partnerships, Community Input."

The mission of TRCA is to work with community partners to address basic human needs of people in their service area, thereby improving the quality of life of the individual, family and community.

Together, the Parties enter into this MOU with the mutual mission of strengthening our neighborhoods through partnerships, maintaining a healthy and safe community that includes support and resources for families that are low-income and living in older mobile homes.

Section II. Purpose and Scope

The purpose of this MOU is to establish a general framework for cooperation and collaboration between the HRA and TRCA. This MOU is non-binding. This MOU is intended to assist in defining the relationship between the Parties in order to ensure that the goals of each are accomplished in a mutually supportive way that promotes healthy, safe and stable housing for the families in Northfield. Broadly, the collaboration between the HRA and TRCA: TRCA will provide eligible households living in Riverside or Viking Terrace manufactured home parks financial resources for repairs of prioritized deficiencies.

The Northfield Building Department completed external physical assessments of homes August 2024. The Building Department sent letters to homeowners to correct/repair identified deficiencies. Exhibit A is a sample Order to Correct.

TRCA's Responsibilities. TRCA will use its best effort to triage repairs and prioritize items identified by the Building Department as needing repair. TRCA agrees to:

1. Utilize the Building Department's Notice Correct as way to identify eligible families and determine a scope of work.
2. Prioritize homeowners who have not accessed manufactured home repair funds through the HRA or HCI in the past 36 months. If a family has recently received aid for repairs, HRA and TRCA will work together to determine next steps on a case-by-case basis.
3. Use TRCA's existing mechanisms to identify low-income households.
4. Help homeowners find qualified contractors/handyman to perform the work.
5. Pay for the repair work.

6. Submit paid invoices to the HRA for reimbursement.

HRA Responsibilities. The HRA will use its best efforts to collaborate and communicate with TRCA. The HRA agrees to:

1. Provide reimbursement to TRCA for eligible manufactured home repairs within 3 weeks of receiving a paid invoice for completed work.
2. Work with TRCA and other local partners to identify funding and additional resources for items needing repair but are not identified in the Building Department's Notice to Correct.

Section IV. Terms of Understanding

The term of this MOU is for a period of 2 years (or until funding for program has been depleted) from the effective date of this agreement and may be extended upon written mutual agreement. It shall be reviewed at least annually to ensure that it is fulfilling its purpose and to make any necessary revisions. As of March 1, 2025 there are approximately \$41,154 available in funds for repairs.

Either organization may terminate this MOU upon ninety (90) days written notice without penalties or liabilities.

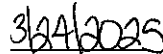
Authorization

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the MOU. On behalf of the organization I represent, I wish to sign this MOU and contribute to its further development.

City of Northfield- Housing and Redevelopment Authority



Melissa Hanson, Housing Coordinator

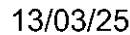


Date

Three Rivers Community Action



Jenny Larson, Executive Director



Date