BOARD OF COMMISSIONERS MEETING

Wednesday, October 18, 2017 @ 1:00 p.m.

Brainerd Housing & Redevelopment Authority (HRA) Administrative Office

324 East River Road | Brainerd, Minnesota

AGENDA

1. **Call to Order**

2. **Roll Call**

3. **Reading and Approval of Minutes** *(Attachment 1)*

4. **Bills and Communications**
   - **a.** Financial Report *(Attachment 2)*
   - **b.** HCV Programs Report *(Attachment 3)*
   - **c.** Public Housing Report *(Attachment 4)*
   - **d.** Executive Director Report *(Attachment 5)*

5. **Reports of Committees**
   - **a.** Brainerd Riverfront Committee *(Attachment 6)*

6. **Unfinished Business**

7. **New Business**
   - **a.** Consider Adoption of Procurement Policy *(Attachment 7)*
   - **b.** Consider Adoption of Record Retention Policy *(Attachment 8)*
   - **c.** Approval of Submission of SCDP Preliminary Proposal for Northeast Brainerd *(Attachment 9)*
   - **d.** Approval of Window Replacement at Valley Trail and Oven Replacement at Valley Trail and Scattered Sites *(Attachment 10)*

8. **Commissioner Comments**

9. **Adjourn**

   Next Meeting: Wednesday, November 29, 2017

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Brainerd Housing and Redevelopment Authority
BOARD MEETING MINUTES
September 27, 2017

A regular meeting of the Board of Commissioners of the Housing and Redevelopment Authority (HRA) in and for the City of Brainerd, Minnesota, was held at 1:00 p.m., Wednesday, September 27, 2017, at the Brainerd HRA Administrative Office, 324 East River Road, in Brainerd, Minnesota.

1. **CALL TO ORDER:** Chair Patrick Wussow called the meeting to order at 1:00 p.m.

2. **ROLL CALL:** Present at the meeting were Chair Patrick Wussow, Commissioners Gabe Johnson, Dale Parks, Rick Fargo, Marlee Larson, and Eric Charpentier. Also present were Finance Director Karen Young, Housing Manager Teresa Hettver, Rental Assistance Manager Tania Eller, and Executive Assistant LeAnn Goltz. Public: Nathan Steffenson. Absent: Krista Brodal.

3. **READING AND APPROVAL OF MINUTES:**

   Commissioner Fargo made a motion to approve the minutes from the August 23, 2017, board meeting. Commissioner Larson seconded the motion. All commissioners voted in favor of the motion and none were opposed. The minutes were approved.

4. **PUBLIC HEARING: Adoption of Resolution No. 2017-08 and Approval of Annual Plan**

   Chair Wussow opened the public hearing at 1:01 p.m.

   The Notice of Public Hearing for 1:00 p.m. on Wednesday, September 27th, 2017, at the Brainerd HRA office was posted in the Legal Notice section of the Brainerd Dispatch on August 7th.

   Hettver explained that the Brainerd HRA is required to develop an Annual Plan each year between the Five-Year Agency Plan. A public hearing must be held regarding any changes to the goals, objectives, and policies of the agency prior to the approval of the Annual Plan, a copy of which she provided to the Board. The changes made to the Annual Plan this year are described in Paragraph B.1(c) pertaining to Violence Against Women Act notices and Paragraph E.1, which lists current and open Capital Fund grants and also includes an updated Capital Fund Program Five-Year Action Plan.

   Chair Wussow asked three times if anyone would like to speak in opposition or in favor. Nathan Steffenson, public housing tenant, spoke in favor and confirmed that the improvements on the five-year plan are needed, especially the bathrooms as they are the oldest items in the building.

   Chair Wussow closed the public hearing at 1:06 p.m.

   Commission Johnson made a motion to adopt Resolution No. 2017-08 approving the Annual Plan. Commissioner Parks seconded the motion. All commissioners voted in favor of the motion via roll call vote and none were opposed. The motion was approved unanimously.

5. BILLS AND COMMUNICATIONS:

a. Financial Report:

Health Insurance Increase

Young reported that we recently received the 2018 health insurance rate information from the City. Rates will increase about 7% for 2018, which is an increase in the budget of approximately $14,800. This will be incorporated into the budgets that will be presented at the November meeting.

2018 Appropriations

On September 8th, President Trump signed into law the short-term Continuing Appropriations Act, 2018 (H.R. 601) on the HCV Program. This could affect Public Housing Operating Subsidy and Capital Fund Program as well, but we have only received guidance from HUD regarding the HCV Program. The bill imposes an across the board reduction of .6791% on continuing projects and activities through December 8th. HUD intends to apply the November and December reductions to the January 2018 HAP and Admin Fee payments. This would amount to a reduction of approximately $1,485 in HAP and $154 in Admin Fee. If a full-year Continuing Resolution is enacted for 2018, the reduction could affect all of 2018 funding.

Commissioner Parks made a motion to approve the August payments as presented. Commissioner Johnson seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion passed.

b. HCV Report: Eller reported that the Unit Months Leased (UML) through August is averaging 97%, and HAP utilization through August is at 70%. We notified 47 people in August and 45 in September. The projections from using HUD's Two-Year Tool show that we should lease up to 99% and end the year with $19,029 left in reserves. She reminded the Board that there is still the potential to go into shortfall if the response rate is greater than projected, and at that point we would have to use our administrative fee reserves as discussed in the past.

The Bridges Report and FSS Report was also provided. Eller informed the Board that the FSS grant was submitted on September 12th.

HUD-VASH Vouchers

On September 1st, 2017, HUD published a notice, which Eller provided to the Board. Titled, "Registration of Interest for HUD-VASH Vouchers," the notice informs PHAs that HUD seeks to award tenant-based HUD-VASH vouchers to "self-identified" interested PHAs based on local need. There is a two-step award process. First, PHAs will respond to the published notice with an email and a letter of support from the Department of Veteran's affairs (VA). Second, registered PHAs that are selected based on a need formula will receive an invitation to apply for a specific number of HUD-VASH vouchers. The registration deadline is October 31st. Shannon and Carrie will be working on obtaining a letter of support from the Department of Veterans Affairs (VA).

c. **Public Housing Report**: Hettver provided the Board with the Vacancy, Monthly Property Performance, and ROSS Reports for August. She also informed the Board that after sending out update letters to all applicants on the three-bedroom waiting list, the numbers dropped significantly, so closing the waiting list was not necessary.

Hettver also reported that Shannon just had her first report due for the ROSS Program. In addition, Shannon is attending the NAHRO NAMI training. The Board requested a follow-up on how the training went.

d. **Executive Director Report:**

Destination Downtown Brainerd

Forty-nine applications for Phase 1 of the Destination Downtown Brainerd competition were received and the judges narrowed that down to the top 10. Those 10 worked with the Small Business Development Center (SBDC) to complete their business plans. The judges selected three finalists to advance to Phase 3. The three finalists will give presentations to the judges on October 24th and the winner will be announced at the November 16th Chamber Annual Event.

Project Tour

The Project Tour was held on September 20th. Approximately 30 people participated in the tour with about 15 people on the bus for the entire tour including Representative Heintzeman, Representative Lueck, and two of Congressman Nolan's staff.

The Board had a discussion about the tour and agreed it was a worthwhile event. It was a positive step toward education and awareness.

Brainerd Riverfront Project

The Brainerd City Council considered the request to use the $33,000 in the Year 3 BLACF grant to use a match for an NJPA Riverfront Coordinator position. The City Council authorized the City Administrator to work with NJPA to hire the Riverfront Coordinator. It is the intent to have this person in place by the end of the year. The next riverfront meeting is on October 12th.

601 10th Street SE

We were asked by Tim Caughey, Building Official, to consider the purchase of 601 10th St. SE for our Scattered Site Replacement Program. This has been a problem property for the City of Brainerd for several years. Currently there is a total of $4,470.98 in special assessments from 2011–2016, plus an additional $1,129.00 that will be assessed for pay year 2018. The delinquent taxes will be forgiven by the County, but if we purchased it, we would still be responsible for the balance of the delinquent assessments that have been accumulated by the City of Brainerd in the amount of $5,599.88 excluding interest for 2017 assessments. We are working with attorney Martha Ingram with Kennedy & Graven to create a resolution for the City Council to agree not to recertify the special assessments. This will be on the October 2nd City Council agenda. If approved, we will have this on the October Board agenda for your consideration of the purchase of 601 10th St SE.

2018 SCDP Applications

We are in the process of completing the pre-application for the 2018 Small Cities Development Program, which is due in November. We will be applying for an owner-occupied and rental rehab program for NE Brainerd. Surveys have been sent out to property owners in NE Brainerd and we have asked for assistance from the HCP Housing Task Force. In addition, we will be adding a commercial and rental rehab component for the Iron Rail to the SCDP application. A formal request will be brought to the October Board meeting.

Young reported that she and Bergman met with Bremer Bank yesterday. They are working with the Iron Rail's owner in selling it. The sale price has been lowered to $350,000.

Policy Update

The Policy Subcommittee met on September 22nd to discuss the next steps. Now that the subcommittee has determined which policies we have, which need to be updated, and which need to be created, it is our intention of having these policies reviewed and approved by the Board in 2018.

October Board Meeting

Bergman will be attending the National NAHRO Conference in Pittsburg from October 25–29th. She requested to move the October meeting up to October 18th so that she may attend the meeting.

Commissioner Johnson made a motion to move the October board meeting to October 18th. Commissioner Larson seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion passed.

Rehab Update

The next HCP Housing Task Force meeting will be on October 3rd. Goltz reported that Schommer hadn't gotten the response he had hoped for and that more applications were needed. They hope to get the Task Force's assistance by spending the next meeting visiting homes in NE Brainerd.

6. REPORTS FROM COMMITTEES:

a. **Brainerd Riverfront Committee (BRC):** Previously discussed.

7. UNFINISHED BUSINESS: Nothing to report.

8. NEW BUSINESS:

a. **Adopt 2018 Payment Standards:** Eller reported that FY 2017 Fair Market Rents (FMR) have been published.

All of our payment standards fall within the 90–110% range. The zero, one, and two bedrooms are close to the 90% range, and we are proposing to increase the payment standards for January 1, 2018, for those three-bedroom sizes as follows:

Bedroom Size	0	1	2
Current Payment Standard	$460	$557	$726
Proposed Payment Standard	$470	$570	$740
Currently Using this Payment Standard	7	124	111

At present, seven families are using a zero-bedroom payment standard, 124 are using the one-bedroom payment standard, and 111 are using the two-bedroom payment standard. The financial impact of the increase, based on current voucher holders, for 2018 is approximately $18,977.

Commissioner Johnson made a motion to adopt the 2018 Payment Standards. Commissioner Larson seconded the motion. With Commissioner Fargo abstaining, the remaining commissioners voted in favor of the motion. The motion passed on a 5:0 vote.

9. **COMMISSIONER COMMENTS:** Commissioner Johnson met with NJPA to see if they would be able to help the HRA as we are not considered government. He also shared that next year we could maybe get an intern through the city from NJPA.

10. **NEXT MEETING:** Wednesday, October 18, 2017

11. **ADJOURN:**

Commissioner Charpentier made a motion to adjourn. Commissioner Johnson seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved and meeting was adjourned at 2:10 p.m.

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Brainerd HRA

To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: October 11, 2017
Re: September Financial Report

Please find attached the financial information for September 2017.

Action Requested: Motion for approval of payments as presented.

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Brainerd Housing & Redevelopment Authority

2017 Ratios (and December, 2016)

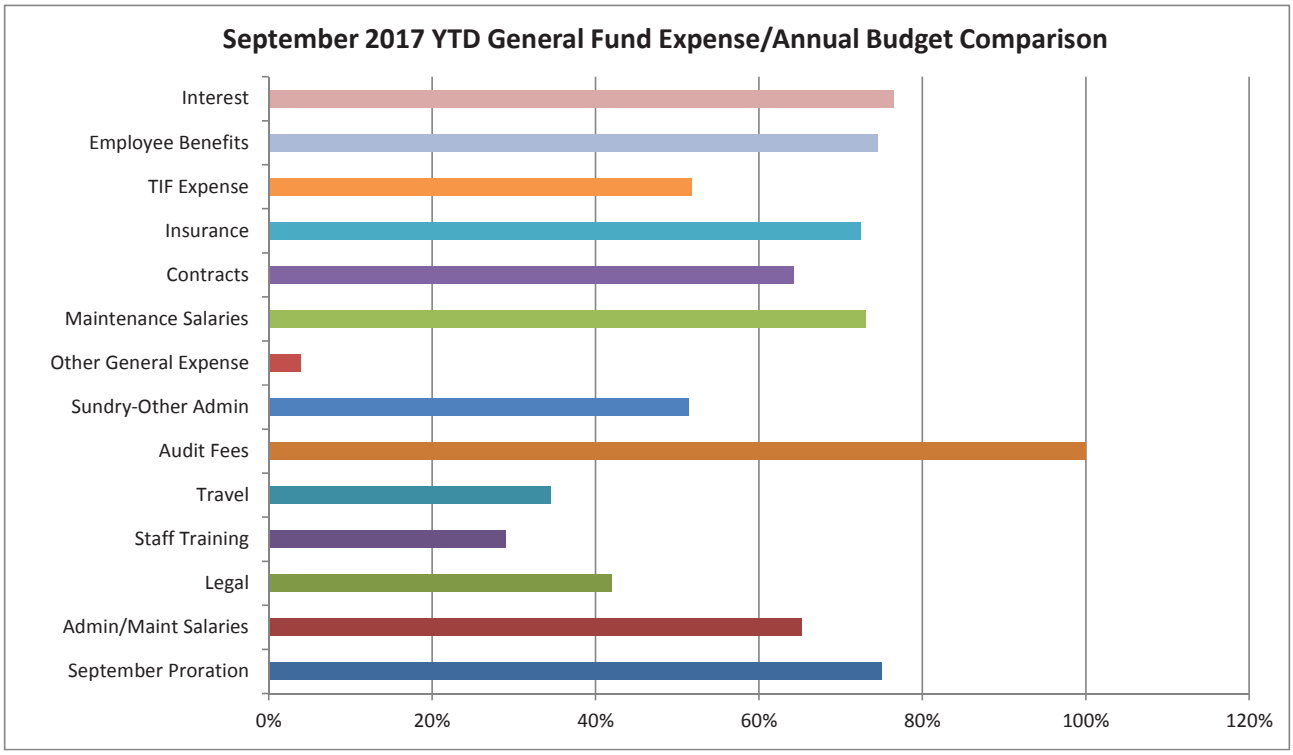
FASS Ratios	Max Pts	Scoring	Dec 2016 After YE JE, B4 audit	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Quick Ratio	12	QR <1 =-0-, QR >2 =12	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Months Expended Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Total Points	25		25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00

MASS Ratios	Max Pts	Scoring										
Occupancy	16	O <90% =0, O >98% =16	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00
Tenant Accounts Receivable	5	TAR <1.5%=5 , TAR >2.5% =0	5.00	0.00	0.00	0.00	0.00	0.00	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	4.00	4.00	4.00	4.00	4.00	4.00
Total Points	25		25.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00
Total of Above Ratios	50		50	45	45	45	45	45	45	45	45	45

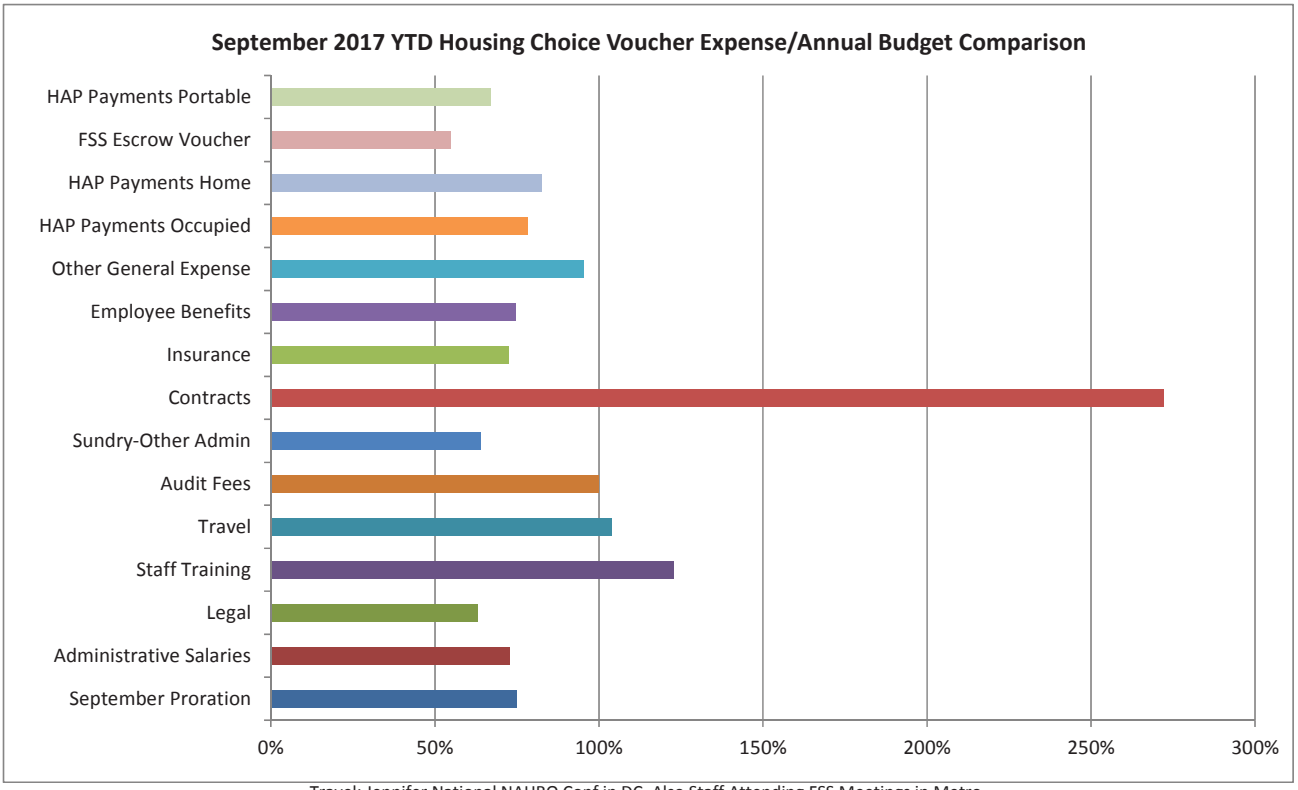
MASS Ratios	Max Pts	Scoring										
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Total Points	10	Must have 5 points or Capital Fund Troubled	10.0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

September 2017 Operating Account Balances

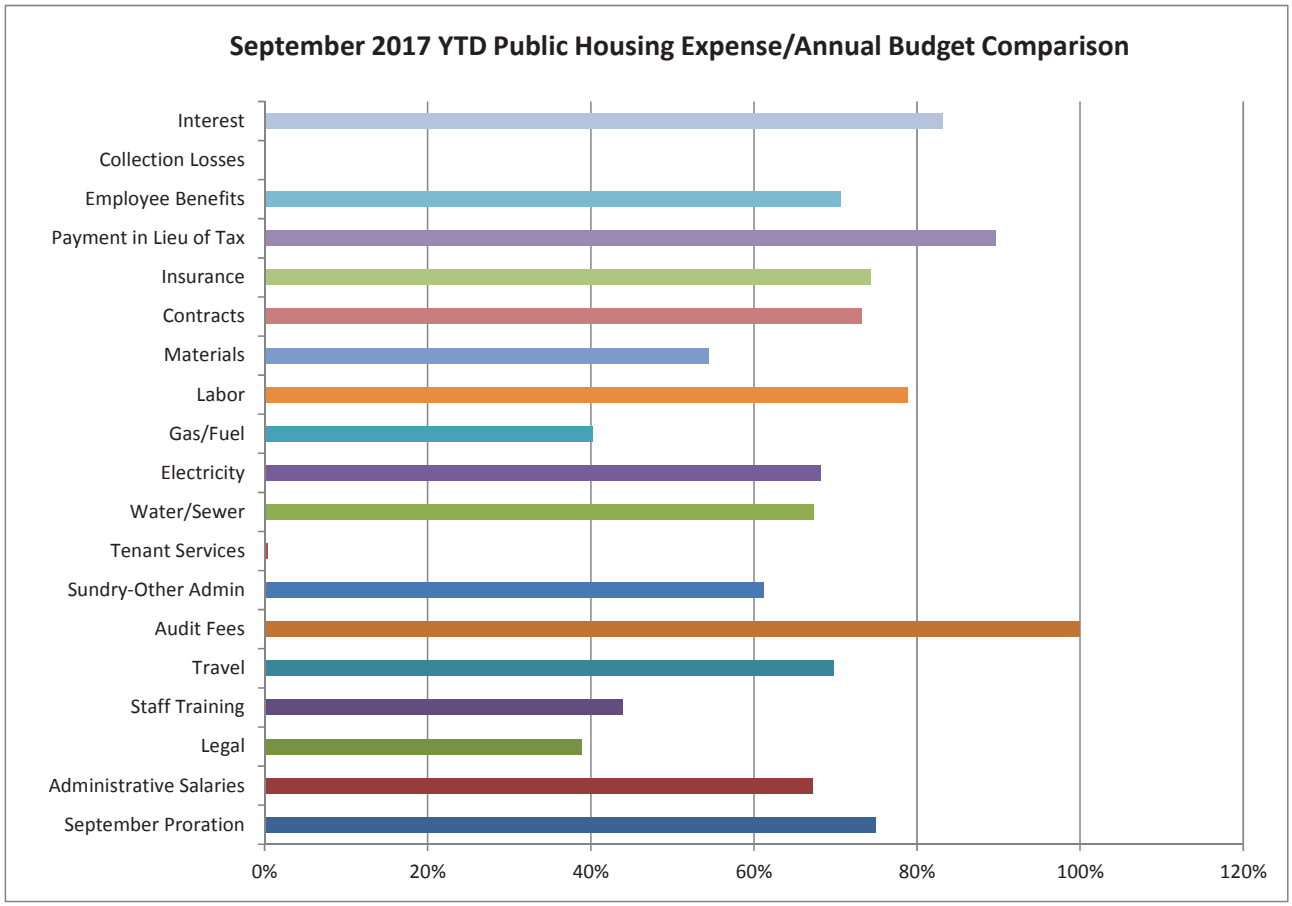
Property/Program	September 2016	August 2017	September 2017
General Fund	$339,186.99	$298,899.30	$313,941.24
SSRP	$16,407.29	$21,519.08	$21,519.08
Housing Rehab Program	$22,478.62	$21,295.08	$18,441.94
Crow Wing County HRA	$693,806.45	$702,336.51	$695,644.50
Public Housing	$743,848.81	$557,051.46	$627,129.57
Brainerd South	$22,723.24	$35,893.78	$38,528.87
Housing Choice Voucher	$32,858.25	$33,979.05	$21,610.28
Total	$1,871,309.65	$1,670,974.26	$1,736,815.48



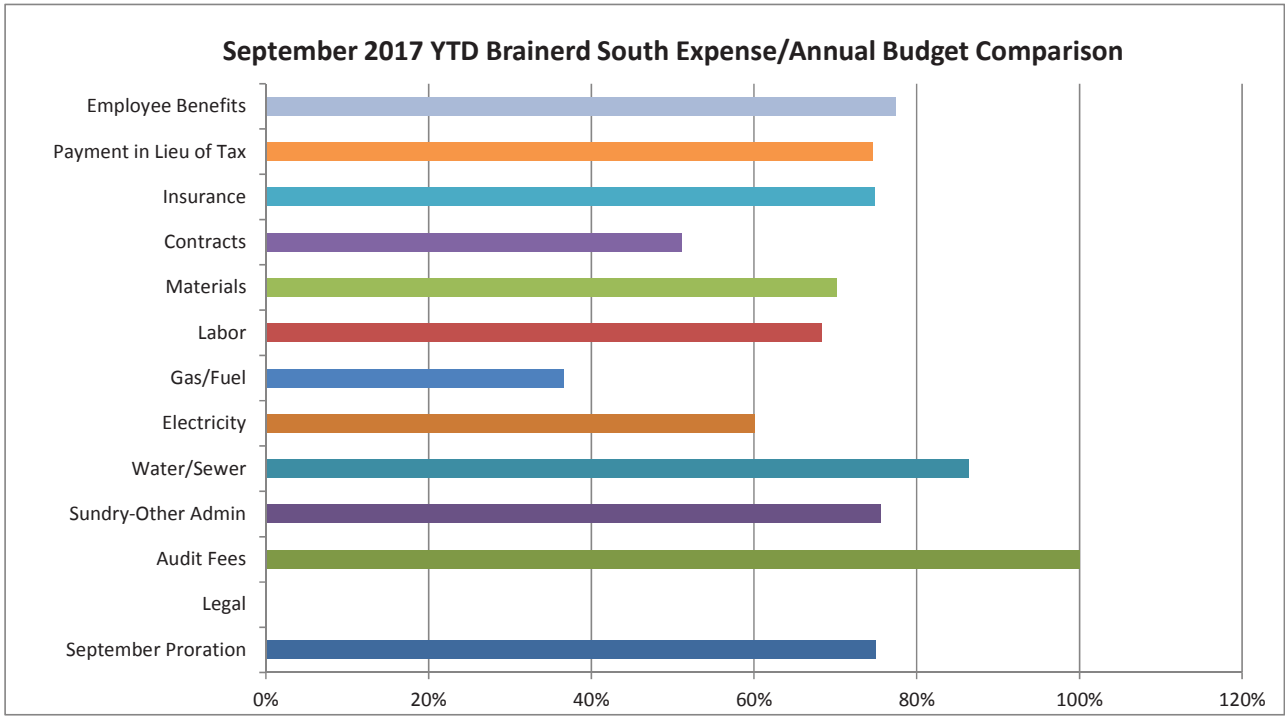
Audit Fees: Budgeted and Incurred Early In Year.



Travel: Jennifer National NAHRO Conf in DC. Also Staff Attending FSS Meetings in Metro.
Staff Training: NAHRO Conference Registrations.
Contracts: Hired The Nelrod Company for utility allowance study.



Audit Fees: Budgeted and incurred early in the year.



Audit Fees: Budgeted and Incurred Early in Year.

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Brainerd HRA
General Fund Operating Statement
September, 2017

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	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating				
INCOME				
Management Fees	-14,196.31	-127,657.94	-126,749.97	-907.97
Other Income	-84.87	-74,456.82	-75,403.03	946.21
TOTAL INCOME	**-14,281.18**	**-202,114.76**	**-202,153.00**	**38.24**
EXPENSE				
Administrative				
Administrative Salaries	11,459.54	108,659.48	116,902.53	-8,243.05
Legal	33.35	209.79	375.03	-165.24
Staff Training	159.20	1,740.38	4,500.00	-2,759.62
Travel	13.90	259.28	562.50	-303.22
Auditing Fees	0.00	6,700.00	6,700.00	0.00
Sundry-Other Admin	216.78	4,168.38	6,075.00	-1,906.62
Total Administration	**11,882.77**	**121,737.31**	**135,115.06**	**-13,377.75**
Maintenance				
Maintenance Salaries	830.56	7,880.34	8,085.06	-204.72
Contracts	20.83	578.83	675.00	-96.17
Total Maintenance	**851.39**	**8,459.17**	**8,760.06**	**-300.89**
General				
TIF Expense	42.90	2,746.98	2,655.00	91.98
Insurance	248.11	2,245.29	2,324.97	-79.68
Employee Benefits	5,261.47	53,944.16	54,285.03	-340.87
Interest	351.51	3,283.14	3,221.28	61.86
Other General Expense	0.00	780.03	15,000.03	-14,220.00
Total General	**5,903.99**	**62,999.60**	**77,486.31**	**-14,486.71**
TOTAL EXPENSE	**18,638.15**	**193,196.08**	**221,361.43**	**-28,165.35**
Net Income/Loss	**4,356.97**	**-8,918.68**	**19,208.43**	**-28,127.11**

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Brainerd HRA
HCV Operating Statement
September, 2017

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating				
INCOME				
HUD HAP Received	-105,647.00	-920,139.00	-947,940.03	27,801.03
Admin Fees Earned	-16,245.00	-162,684.00	-176,947.47	14,263.47
Interest Income	-1.05	-11.10	-7.47	-3.63
Other Income	-284.30	-12,474.76	-3,142.53	-9,332.23
TOTAL INCOME	**-122,177.35**	**-1,095,308.86**	**-1,128,037.50**	**32,728.64**
EXPENSE				
Administrative				
Administrative Salaries	10,946.80	103,437.14	106,627.50	-3,190.36
Legal	300.15	314.81	375.03	-60.22
Staff Training	366.12	3,191.05	1,950.03	1,241.02
Travel	65.58	2,491.13	1,800.00	691.13
Accounting & Audit Fees	0.00	3,500.00	3,500.00	0.00
Sundry-Other Admin	153.89	3,994.69	4,687.47	-692.78
Total Administration	**11,832.54**	**116,928.82**	**118,940.03**	**-2,011.21**
Maintenance				
Contracts	20.83	2,720.81	749.97	1,970.84
Total Maintenance	**20.83**	**2,720.81**	**749.97**	**1,970.84**
General				
Insurance	352.42	3,181.82	3,292.47	-110.65
Employee Benefits	5,646.70	56,457.93	56,684.97	-227.04
Other General Expense	280.80	2,095.08	1,649.97	445.11
Total General	**6,279.92**	**61,734.83**	**61,627.41**	**107.42**
HAP Payments				
HAP Payments Occupied	104,055.00	910,430.00	872,100.00	38,330.00
HAP Payments Home	2,387.00	20,897.00	18,960.03	1,936.97
FSS Escrow Voucher	1,541.00	13,825.00	18,960.03	-5,135.03
HAP Payments Portable	4,233.00	33,883.22	37,919.97	-4,036.75
Total HAP	**112,216.00**	**979,035.22**	**947,940.03**	**31,095.19**
TOTAL EXPENSE	**130,349.29**	**1,160,419.68**	**1,129,257.44**	**31,162.24**
Net Income/Loss	**8,171.94**	**65,110.82**	**1,219.94**	**63,890.88**

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Brainerd HRA
Public Housing Operating Statement
September, 2017

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	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating				
INCOME				
Dwelling Rental	-57,439.00	-524,433.00	-508,230.00	-16,203.00
Excess Utilities	-600.00	-2,972.00	-2,445.03	-526.97
Operating Subsidy	-20,556.00	-181,915.00	-211,124.97	29,209.97
Investment Interest	45.80	447.19	0.00	447.19
Other Income	-85,938.89	-365,341.38	-219,277.53	-146,063.85
Laundry Income	-1,737.00	-17,982.25	-18,375.03	392.78
POHP Grant Revenue	0.00	-290,498.30	0.00	-290,498.30
TOTAL INCOME	-166,225.09	-1,382,694.74	-959,452.56	-423,242.18
EXPENSE				
Administrative				
Administrative Salaries	21,754.85	199,380.61	222,585.03	-23,204.42
Legal	0.00	1,943.10	3,750.03	-1,806.93
Staff Training	490.40	5,934.45	10,125.00	-4,190.55
Travel	34.24	1,675.31	1,800.00	-124.69
Accounting & Audit Fees	0.00	10,200.00	10,200.00	0.00
Sundry-Other Admin	672.11	9,865.56	12,090.06	-2,224.50
Total Administration	22,951.60	228,999.03	260,550.12	-31,551.09
Rec Public and Other	17.98	17.98	3,712.50	-3,694.52
Total Tenant Services	17.98	17.98	3,712.50	-3,694.52
Utilities				
Water/Sewer	2,143.92	40,651.32	45,240.03	-4,588.71
Electricity	15.40	46,471.43	51,127.47	-4,656.04
Gas/Fuel	739.89	19,519.28	36,360.00	-16,840.72
Total Utilities	2,899.21	106,642.03	132,727.50	-26,085.47
Maintenance				
Labor	13,983.27	131,379.11	124,935.03	6,444.08
Materials	1,332.05	14,152.57	19,500.03	-5,347.46
Contracts	10,425.30	138,533.02	141,899.85	-3,366.83
Total Maintenance	25,740.62	284,064.70	286,334.91	-2,270.21
General				
Insurance	5,083.21	45,880.07	46,274.94	-394.87
Payment in Lieu of Tax	2,672.93	20,184.49	16,875.00	3,309.49
Employee Benefits	14,690.64	149,285.17	158,542.47	-9,257.30
Collection Losses	0.00	0.00	7,499.97	-7,499.97
Interest	22.84	410.58	370.53	40.05
Other General Expense	0.00	650.00	0.00	650.00
Total General	22,469.62	216,410.31	229,562.91	-13,152.60
TOTAL EXPENSE	**74,079.03**	**836,134.05**	**912,887.94**	**-76,753.89**
Net Income/Loss	-92,146.06	-546,560.69	-46,564.62	-499,996.07

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Brainerd South Operating Statement
September, 2017

	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-18,969.50	-171,970.50	-168,000.03	-3,970.47
Rental Supplement	-3,933.00	-35,570.00	-32,550.03	-3,019.97
Investment Interest	9.41	89.36	0.00	89.36
Other Income	-2,640.50	-24,991.64	-20,250.00	-4,741.64
Laundry Income	-814.75	-6,441.25	-5,812.47	-628.78
TOTAL INCOME	-26,348.34	-238,884.03	-226,612.53	-12,271.50
EXPENSE				
Administrative				
Legal	0.00	0.00	225.00	-225.00
Accounting & Audit Fees	0.00	4,850.00	4,850.00	0.00
Sundry-Other Admin	3,715.72	34,902.48	34,620.03	282.45
Total Administration	3,715.72	39,752.48	39,695.03	57.45
Utilities				
Water	0.00	10,794.05	9,375.03	1,419.02
Electricity	0.00	3,603.81	4,500.00	-896.19
Gas/Fuel	511.10	9,140.17	18,749.97	-9,609.80
Total Utilities	511.10	23,538.03	32,625.00	-9,086.97
Maintenance				
Labor	463.58	7,446.68	8,174.97	-728.29
Materials	1,458.31	13,819.06	14,775.03	-955.97
Contracts	7,866.88	39,353.81	57,750.16	-18,396.35
Total Maintenance	9,788.77	60,619.55	80,700.16	-20,080.61
General				
Insurance	2,602.93	21,776.34	21,825.00	-48.66
Payment in Lieu of Tax	903.24	7,083.77	7,125.03	-41.26
Employee Benefits	50.07	851.19	825.03	26.16
Total General	3,556.24	29,711.30	29,775.06	-63.76
TOTAL EXPENSE	**17,571.83**	**153,621.36**	**182,795.25**	**-29,173.89**
Net Income/Loss	-8,776.51	-85,262.67	-43,817.28	-41,445.39

September 2017
Prior Year Comparative
Operating Statements

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Brainerd HRA
General Fund Operating Statement
September, 2017

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	YTD 2017	YTD 2017 Budget	YTD 2016	YTD 2015
General Fund Operating				
INCOME				
Management Fees	-127,657.94	-126,749.97	-111,819.22	-108,906.08
Other Income	-74,456.82	-75,403.03	-83,388.15	-70,164.36
TOTAL INCOME	**-202,114.76**	**-202,153.00**	**-195,207.37**	**-179,087.69**
EXPENSE				
Administrative				
Administrative Salaries	108,659.48	116,902.53	113,459.79	105,302.71
Legal	209.79	375.03	125.06	0.00
Staff Training	1,740.38	4,500.00	4,022.61	2,019.46
Travel	259.28	562.50	522.49	126.93
Auditing Fees	6,700.00	6,700.00	6,700.00	6,578.75
Sundry-Other Admin	4,168.38	6,075.00	4,186.71	3,698.45
Total Administration	**121,737.31**	**135,115.06**	**129,016.66**	**117,850.42**
Maintenance				
Maintenance Salaries	7,880.34	8,085.06	0.00	0.00
Contracts	578.83	675.00	451.31	1,107.47
Total Maintenance	**8,459.17**	**8,760.06**	**451.31**	**1,107.47**
General				
TIF Expense	2,746.98	2,655.00	2,746.08	2,729.64
Insurance	2,245.29	2,324.97	2,055.42	2,279.79
Employee Benefits	53,944.16	54,285.03	50,711.85	43,087.82
Interest	3,283.14	3,221.28	3,815.11	4,297.24
Other General Expense	780.03	15,000.03	0.00	0.00
Total General	**62,999.60**	**77,486.31**	**59,328.46**	**52,394.49**
TOTAL EXPENSE	**193,196.08**	**221,361.43**	**188,796.43**	**171,352.38**
Net Income/Loss	**-8,918.68**	**19,208.43**	**-6,410.94**	**-7,735.31**

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Brainerd HRA
HCV Operating Statement
September, 2017

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	YTD 2017	YTD 2017 Budget	YTD 2016	YTD 2015
Housing Choice Voucher Operating				
INCOME				
HUD HAP Received	-920,139.00	-947,940.03	-969,916.00	-932,733.00
Admin Fees Earned	-162,684.00	-176,947.47	-182,739.00	-168,885.72
Interest Income	-11.10	-7.47	-9.45	-6.10
Other Income	-12,474.76	-3,142.53	-4,459.50	-4,796.62
TOTAL INCOME	**-1,095,308.86**	**-1,128,037.50**	**-1,157,123.95**	**-1,106,421.44**
EXPENSE				
Administrative				
Administrative Salaries	103,437.14	106,627.50	90,264.15	77,788.16
Legal	314.81	375.03	125.06	1,232.50
Staff Training	3,191.05	1,950.03	3,085.01	2,996.85
Travel	2,491.13	1,800.00	1,832.52	486.68
Accounting & Audit Fees	3,500.00	3,500.00	3,500.00	3,441.25
Sundry-Other Admin	3,994.69	4,687.47	3,667.24	4,048.98
Total Administration	**116,928.82**	**118,940.03**	**102,473.98**	**89,994.42**
Maintenance				
Contracts	2,720.81	749.97	780.84	729.65
Total Maintenance	**2,720.81**	**749.97**	**780.84**	**729.65**
General				
Insurance	3,181.82	3,292.47	2,896.38	2,894.76
Employee Benefits	56,457.93	56,684.97	48,619.58	36,538.58
Other General Expense	2,095.08	1,649.97	1,631.98	1,185.08
Total General	**61,734.83**	**61,627.41**	**53,147.94**	**40,618.42**
HAP Payments				
HAP Payments Occupied	910,430.00	872,100.00	865,946.00	831,515.00
HAP Payments Home	20,897.00	18,960.03	21,329.00	22,720.00
FSS Escrow Voucher	13,825.00	18,960.03	17,224.00	17,340.96
HAP Payments Portable	33,883.22	37,919.97	40,400.00	34,598.00
Total HAP	**979,035.22**	**947,940.03**	**947,027.00**	**906,173.96**
TOTAL EXPENSE	**1,160,419.68**	**1,129,257.44**	**1,103,429.76**	**1,037,516.45**
Net Income/Loss	**65,110.82**	**1,219.94**	**-53,694.19**	**-68,904.99**

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Brainerd HRA
Public Housing Operating Statement
September, 2017

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	YTD 2017	YTD 2017 Budget	YTD 2016	YTD 2015
Public Housing Operating				
INCOME				
Dwelling Rental	-524,433.00	-508,230.00	-493,536.00	-458,155.00
Excess Utilities	-2,972.00	-2,445.03	-3,220.12	-3,245.00
Operating Subsidy	-181,915.00	-211,124.97	-199,753.00	-247,698.00
Investment Interest	447.19	0.00	379.98	347.97
Other Income	-365,341.38	-219,277.53	-345,164.65	-229,930.93
Laundry Income	-17,982.25	-18,375.03	-19,152.65	-18,816.53
POHP Grant Revenue	-290,498.30	0.00	0.00	0.00
TOTAL INCOME	-1,382,694.74	-959,452.56	-1,060,446.44	-958,297.49
EXPENSE				
Administrative				
Administrative Salaries	199,380.61	222,585.03	181,752.45	169,702.57
Legal	1,943.10	3,750.03	2,071.61	1,080.00
Staff Training	5,934.45	10,125.00	8,199.75	6,685.61
Travel	1,675.31	1,800.00	1,771.31	1,634.41
Accounting & Audit Fees	10,200.00	10,200.00	10,200.00	10,020.00
Sundry-Other Admin	9,865.56	12,090.06	9,848.37	10,585.58
Total Administration	228,999.03	260,550.12	213,843.49	199,708.17
Rec Public and Other	17.98	3,712.50	0.00	0.00
Total Tenant Services	17.98	3,712.50	0.00	0.00
Utilities				
Water/Sewer	40,651.32	45,240.03	39,416.73	38,358.07
Electricity	46,471.43	51,127.47	46,725.21	47,445.50
Gas/Fuel	19,519.28	36,360.00	18,872.63	21,738.87
Total Utilities	106,642.03	132,727.50	105,014.57	107,542.44
Maintenance				
Labor	131,379.11	124,935.03	127,235.94	119,053.79
Materials	14,152.57	19,500.03	19,576.54	16,660.31
Contracts	138,533.02	141,899.85	125,932.34	102,613.90
Total Maintenance	284,064.70	286,334.91	272,744.82	238,328.00
General				
Insurance	45,880.07	46,274.94	43,769.93	42,785.10
Payment in Lieu of Tax	20,184.49	16,875.00	18,886.50	16,916.93
Employee Benefits	149,285.17	158,542.47	148,353.10	130,015.33
Collection Losses	0.00	7,499.97	0.00	0.00
Interest	410.58	370.53	1,274.63	2,033.20
Other General Expense	650.00	0.00	0.00	0.00
Total General	216,410.31	229,562.91	212,284.16	191,750.56
TOTAL EXPENSE	**836,134.05**	**912,887.94**	**803,887.04**	**737,329.17**
Net Income/Loss	-546,560.69	-46,564.62	-256,559.40	-220,968.32

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Brainerd South Operating Statement
September, 2017

	YTD 2017	YTD 2017 Budget	YTD 2016	YTD 2015
Brainerd South Operating				
INCOME				
Dwelling Rental	-171,970.50	-168,000.03	-169,997.00	-162,621.00
Rental Supplement	-35,570.00	-32,550.03	-30,617.00	-33,951.00
Investment Interest	89.36	0.00	58.28	64.71
Other Income	-24,991.64	-20,250.00	-21,052.54	-19,091.69
Laundry Income	-6,441.25	-5,812.47	-5,632.36	-5,573.65
TOTAL INCOME	-238,884.03	-226,612.53	-227,277.05	-221,172.63
EXPENSE				
Administrative				
Legal	0.00	225.00	0.00	0.00
Accounting & Audit Fees	4,850.00	4,850.00	4,800.00	5,000.00
Sundry-Other Admin	34,902.48	34,620.03	33,639.11	32,816.58
Total Administration	39,752.48	39,695.03	38,439.11	37,816.58
Utilities				
Water	10,794.05	9,375.03	9,907.29	8,127.98
Electricity	3,603.81	4,500.00	4,180.20	4,113.78
Gas/Fuel	9,140.17	18,749.97	7,972.59	9,945.04
Total Utilities	23,538.03	32,625.00	22,060.08	22,186.80
Maintenance				
Labor	7,446.68	8,174.97	6,694.00	5,742.23
Materials	13,819.06	14,775.03	13,833.37	12,031.65
Contracts	39,353.81	57,750.16	33,980.83	55,928.56
Total Maintenance	60,619.55	80,700.16	54,508.20	73,702.44
General				
Insurance	21,776.34	21,825.00	21,686.84	20,801.06
Payment in Lieu of Tax	7,083.77	7,125.03	7,130.54	6,664.00
Employee Benefits	851.19	825.03	815.08	728.96
Total General	29,711.30	29,775.06	29,632.46	28,194.02
TOTAL EXPENSE	**153,621.36**	**182,795.25**	**144,639.85**	**161,899.84**
Net Income/Loss	-85,262.67	-43,817.28	-82,637.20	-59,272.79

Brainerd Housing Authority
Payment Summary Report
September 2017

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
9/14/2017	451	Carrie Burrell	$8.03
9/14/2017	452	Dudley Gangestad	$101.12
9/14/2017	453	Kendra & Jeremy Anderson	$70.09
9/14/2017	454	Lindsay Smude	$187.56
9/28/2017	455	Karen Young	$34.24
9/28/2017	456	Roberta Piekarski	$20.06
9/12/2017	1213	Health Savings Accounts	$608.50
9/14/2017	1214	Minnesota State Retirement System	$680.00
9/14/2017	1215	Electronic Federal Tax Payment System	$7,555.51
9/8/2017	1216	MN Dept of Revenue	$1,270.41
9/14/2017	1217	Health Savings Accounts	$846.14
9/14/2017	1218	Security Benefit	$3,806.21
9/10/2017	1219	Wells Fargo Bank	$2,283.45
9/10/2017	1220	Wells Fargo Bank	$22.84
9/10/2017	1221	Wells Fargo Bank	$351.51
9/10/2017	1222	Wells Fargo Bank	$1,478.28
9/28/2017	1223	Minnesota State Retirement System	$680.00
9/28/2017	1224	Electronic Federal Tax Payment System	$7,598.74
9/28/2017	1225	MN Dept of Revenue	$1,276.64
9/28/2017	1226	Health Savings Accounts	$846.14
9/28/2017	1227	Security Benefit	$3,838.24
9/14/2017	21227	Ace Hardware	$17.98
9/14/2017	21228	AmeriPride Linen & Apparel Svcs	$239.52
9/14/2017	21229	Brainerd Glass Company	$1.68
9/14/2017	21230	Brainerd Public Utilities	$1,554.47
9/14/2017	21231	CTCIT	$500.00
9/14/2017	21232	Capital One Commercial	$305.17
9/14/2017	21233	College Drive Townhouses	$223.00
9/14/2017	21234	Culligan	$134.25
9/14/2017	21235	Cummings Inc.	$646.20
9/14/2017	21236	Housing Insurance Svc Inc.	$1,484.00
9/14/2017	21237	Jeff Banick	$47.09
9/14/2017	21238	League of Minnesota Cities	$4.06
9/14/2017	21239	MN Chapter NAHRO	$225.00
9/14/2017	21240	Mike Jones	$42.28
9/14/2017	21241	NCRC NAHRO	$75.00
9/14/2017	21242	Nisswa Sanitation	$2,014.76
9/14/2017	21243	Office Shop	$489.32
9/14/2017	21244	Quick Construction, Inc	$4,541.22
9/14/2017	21245	Rental History Reports	$175.00
9/14/2017	21246	Sherwin Williams	$98.20
9/14/2017	21247	Springsted Incorporated	$1,200.00
9/14/2017	21248	Synchrony Bank (Mills Fleet Farm)	$278.78
9/14/2017	21249	Verizon Wireless	$288.67
9/14/2017	21250	Wells Fargo - CC	$224.59
9/14/2017	21251	Wells Fargo - CC	$708.65
9/14/2017	21252	Wells Fargo - CC	$406.40

Brainerd Housing Authority
Payment Summary Report
September 2017

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
9/19/2017	21253	Tenant Refund	$203.00
9/19/2017	21254	Tenant Refund	$208.83
9/19/2017	21255	Tenant Refund	$58.50
9/19/2017	21256	Tenant Refund	$147.83
9/21/2017	21257	Tenant Refund	$91.00
9/28/2017	21258	Avesis Third Party Admininstrators	$94.82
9/28/2017	21259	Batteries Plus	$80.93
9/28/2017	21260	Brainerd Public Utilities	$604.85
9/28/2017	21261	CTC	$5,351.05
9/28/2017	21262	CenterPoint Energy	$1,250.99
9/28/2017	21263	City of Brainerd	$443.88
9/28/2017	21264	Crow Wing County Landfill	$60.00
9/28/2017	21265	Dacotah Paper Co	$500.79
9/28/2017	21266	Dearborn National	$330.42
9/28/2017	21267	Finn Daniels Architects	$3,287.03
9/28/2017	21268	HealthPartners	$787.80
9/28/2017	21269	Hoisington Koegler Group Inc.	$146.25
9/28/2017	21270	Holden Electric Company Inc	$23,200.00
9/28/2017	21271	Home Depot Credit Services	$236.97
9/28/2017	21272	Jeff Banick	$14.05
9/28/2017	21273	Void	$0.00
9/28/2017	21274	Life Insurance Company of North America	$46.64
9/28/2017	21275	Marco, Inc.	$1,390.56
9/28/2017	21276	Park Supply, Inc.	$284.29
9/28/2017	21277	Strike Painting & Finishing	$925.00
9/28/2017	21278	Sun Life Financial	$304.55
9/28/2017	21279	Todd Herron	$1,693.05
9/28/2017	21280	WISP Services, LLC	$386.71
9/28/2017	21281	Forum Communications Company	$128.70
		Report Total	**$91,747.49**

Brainerd HRA

To: Brainerd HRA Board Members
From: Tania Eller, Rental Assistance Manager
Date: October 3, 2017
Re: HCV Programs Report

HCV Report
Please see Attachment 3a.

Our Unit Months Leased (UML) through September is still averaging 97% and our HAP utilization through September is at 79%.

Bridges Report
Please see Attachment 3b.

Family Self-Sufficiency (FSS) Report
Please see Attachment 3c.

No Action Requested; Discussion Items

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September Housing Choice Voucher Program (HCV)

Voucher Allocation	320
September Move-ins	6
September Move-outs	3
September Vouchers - looking for housing	31
September Vouchers - first day of month	320
Average Vouchers to date	311
Unit Months Leased	97%
HAP Utilization through 9/30/17	79%
Reasons For Leaving Program	
Voluntarily Left	2
Terminated	1
Payments	
Housing Assistance Payment (HAP)	$112,518
September HUD Administrative Fee	$11,328
Port Out Vouchers	8
HAP Mpls (1), Cass (3), Itasca (1), Morrison (1), Colorado (1)	$4,233
Homeownership	8
Homeownership HAP	$2,387
Average Annual Income	$13,482
Length of Time on Program	
< 1 year	23%
< 2 years	13%
< 3 years	7%
< 4 years	13%
< 5 years	7%
> 5 years	37%
Demographics	
Elderly Households	77
Disabled/Handicapped Households	158
Families with Children	143
Waiting List Total	84

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Bridges Program
September 2017

Currently

- Waiting list: 45
- Tenants leased up in units: 13
- Participants issued a voucher & searching for a unit: 5
- Participants moving into Section 8: 5

Counties Tenants Reside In

- Cass County: 0
- Morrison: 3
- Aitkin: 2
- Crow Wing: 8
- Todd: 0
- Wadena: 0

Total HAP payment for October: $4,315.00

The number of targeted household/month is 18.

Family Self-Sufficiency Report
September 2017

Currently:

- » Active FSS participants: 25
- » Tenants going OFF for month: 0
- » Tenants going ON for month: 1
- » Tenants start ESCROWING: 1
- » Total number of FSS participants escrowing monthly: 9
- » Total amount of escrow for September: $1,541.00

Total escrow: $41,806

Summary:
Will be working on enrolling more participants in the program.

Brainerd HRA

To: Brainerd HRA Board Members
From: Teresa L. Hettver, Housing Manager
Date: October 9, 2017
Re: Housing Manager Report

Vacancy Report for September
Please see Attachment 4a.

Monthly Property Performance Report for September
Please see Attachment 4b.

ROSS
Please see Attachment 4c.

No Action Requested; Discussion Items

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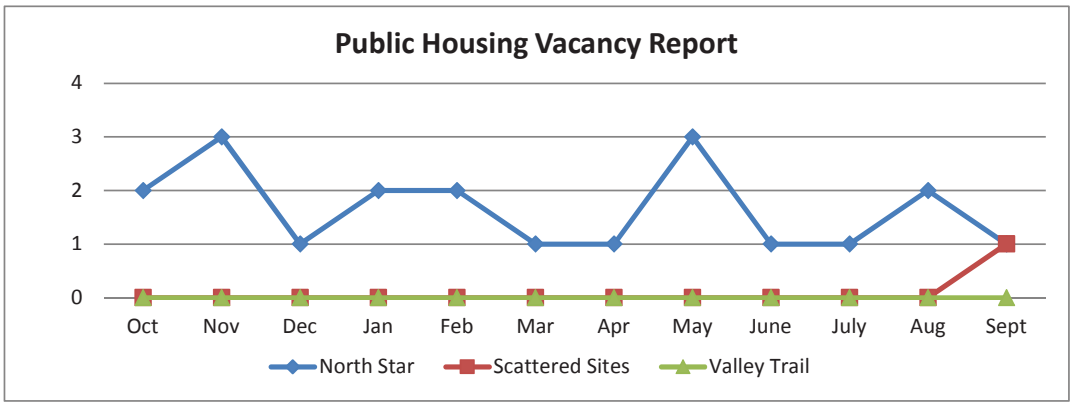
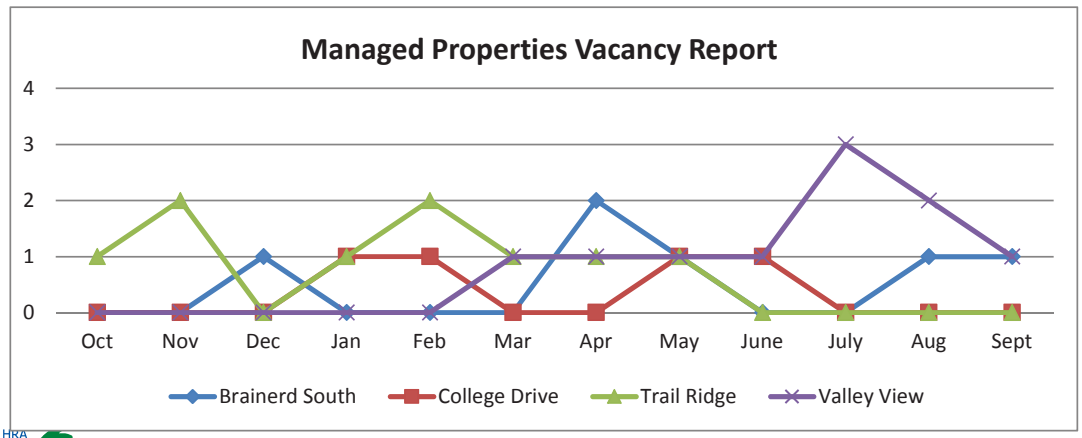
Brainerd HRA 2017 Vacancy Report

	Public Housing					Section 236		Tax Credit - DW Jones		
	North Star	Scattered Sites	Valley Trail	Total PH Vac/%		Brainerd South		College Drive	Trail Ridge	Valley View
# units	162	16	25	203		60		24	18	20
Jan 31 Jan %	2 1.23%	0 0.00%	0 0.00%	2 0.99%		0 0.00%		1 4.17%	1 5.56%	0 0.00%
Feb 28 Feb %	2 1.23%	0 0.00%	0 0.00%	2 0.99%		0 0.00%		1 4.17%	2 11.11%	0 0.00%
March 31 March %	1 0.62%	0 0.00%	0 0.00%	1 0.49%		0 0.00%		0 0.00%	1 5.56%	1 5.00%
April 30 April %	1 0.62%	0 0.00%	0 0.00%	1 0.49%		2 3.33%		0 0.00%	1 5.56%	1 5.00%
May 31 May %	3 1.85%	0 0.00%	0 0.00%	3 1.48%		1 1.67%		1 4.17%	1 5.56%	1 5.00%
June 30 June %	1 0.62%	0 0.00%	0 0.00%	1 0.49%		0 0.00%		1 4.17%	0 0.00%	1 5.00%
July 31 July %	1 0.62%	0 0.00%	0 0.00%	1 0.49%		0 0.00%		0 0.00%	0 0.00%	3 15.00%
Aug 31 Aug %	2 1.23%	0 0.00%	0 0.00%	2 0.99%		1 1.67%		0 0.00%	0 0.00%	2 10.00%
Sept 30 Sept %	1 0.62%	1 6.25%	0 0.00%	2 0.99%		1 1.67%		0 0.00%	0 0.00%	1 5.00%
Oct 31 Oct %	0.00%	0.00%	0.00%	0 0.00%		0.00%		0.00%	0.00%	0.00%
Nov 30 Nov %	0.00%	0.00%	0.00%	0 0.00%		0.00%		0.00%	0.00%	0.00%
Dec 31 Dec %	0.00%	0.00%	0.00%	0 0.00%		0.00%		0.00%	0.00%	0.00%
Total %	14 0.96%	1 0.69%	0 0.00%	15 0.82%		5 0.93%		4 1.85%	6 3.70%	10 5.56%





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Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report
September 2017

1. Property Narrative

2. Physical Occupancy

Unit Size	Total Units	Occupied Units	Mod Rehab	Make Ready	Vacant Units	Percent Occupied
North Star	162	162			0	100%
Valley Trail	25	25			0	100%
Scattered Sites	16	15			1	94%
TOTAL	203	202	0	0	1	100%

3. Customer Traffic

Applications Requested	44
Applications Placed on PH Wait List	25
Applications Denied	8

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	122		3	
2 bdrm	14	62			
3 bdrm	24	20		3	2
4 bdrm	5	12			
TOTAL	203	216		6	2

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	6	24
Move-Outs	7	27

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
NS 708 - Show Room	1	n/a	
714 SE 12th Street	3	10/30/17	Yes

7. Recertifications

Interim Recertifications	3
Annual Recertifications	2
Completed for this month	5

8. Annual Unit Inspections

Total units to be inspected this year	203
Number completed start of month	203
Number inspected for the month	0
Number completed year-to-date	203
Total left to be inspected this year	0
Have all building system inspections been completed?	Yes
If yes, please enter date	April-17

9. Lease Enforcements

Lease warnings/violations issued	3
30-day lease terminations	

10. Evictions

Resident	Reason	Summons Date	Judgment Action

11. Non-Emergency Work Orders

Beginning Balance	1
Received	69
Closed	68
Ending Balance	2
Total Completed Work Orders for Year	836

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	1	10
Completed within 24 hours	1	10
Percent completed within 24 hours	100%	100%

13. Rent Collection

	This Month
Rent Charges	57,852
Other Charges	4,317
Total New Charges	62,169
Arrears, tenants in possession	735

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	677
Current Rent Charges	57,852
Current Rent Collections	57,175
Accounts Receivable Rate	1%
Collection Rate	99%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	4,701
Prior Rent Charges	707,026
Collection Rate	99%

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HRA Board Meeting -- ROSS Program Update – October 2017

Program Progress

	North Star	Valley Trail	Scattered Site
New Enrollment (ITSP)	1	0	0
Non-ITSP Contact	6	0	0
Existing ITSP Participant Contact	5	0	1

Agency/Provider Contacts

- Nystrom's & Associates
- PC's For People
- YMCA
- TCC
- Central MN PFLAG
- ISD #181 Volunteer Info
- ISD #181 Community Education
- Aspen Dental
- Bridges of Hope
- Sage Screening Program
- CLC Auto Repairs
- "Out & Beyond" Support Group

Completed Items

- ROSS Program Facebook for Event Calendar, Program Details, Quick Contact Info
- NAHRO/NAMI "Mental Health First Aid"

Upcoming/In-Progress Items

- Resident Council Executive Committee Training (Oct/Nov)
- Targeted Family Interest Survey-Valley Trail/Scattered Site (Oct)
- "Resolution Reset" Health, Wellness & Education Event (TBD)
- Resident-Hosted Bulletin Board (Oct/Ongoing)
- North Star Resident Council Newsletter (Winter Edition)

Soundbites of Success

- A resident with deteriorating mental health was struggling to find resources he felt comfortable accessing. The resident had worked with a local ARMHS service provider in the past but had quite a negative experience. This experience not only delayed reaching out for assistance a second time but also limited the providers the resident was willing to engage with. After several initial information-gathering calls, the resident felt comfortable enough to make a preliminary appointment. One potential barrier was that he did not have a current diagnostic assessment, which is required to begin ARMHS services. The diagnostic assessment process was one of the least positive aspects of his past experience and this requirement almost detailed the entire connection. After a bit of research the resident was relieved to find out he could get much of the necessary information from his family doctor, which he agreed to do and set an appointment for the same week. Having his wishes about how he wanted to engage in services acknowledged was helpful in giving him a sense of control over the process, which he felt he lacked previously. He reports feeling hopeful about working with his new ARMHS worker and feels more comfortable discussing his goals and limitations in the relationship.

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Brainerd HRA

To: Brainerd HRA Board Members
From: Jennifer Bergman, Executive Director
Date: October 12, 2017
Re: Executive Director Report

Destination Downtown Brainerd

As you know, we received 49 applications for Phase 1 of the Destination Downtown Brainerd competition and the judges narrowed that down to the top 10. Those 10 worked with the Small Business Development Center (SBDC) to complete their business plans. The judges selected three finalists to advance to Phase 3. The three finalists will give presentations to the judges on October 24th and the winner will be announced at the November 16th Chamber Annual Event. We will send out invitations to the Board when we receive it and would encourage you to attend.

Downtown Tour

The Downtown Tour has been scheduled for November 2nd. We will leave the Brainerd HRA at 7:00 a.m. with stops in Fergus Falls, Fargo, and Detroit Lakes where staff from each City and/or HRA will join us and discuss what they did to revitalize their downtowns. It should be an interesting and informative day.

EDA Grant

We were notified by the Federal Economic Development Administration that we did not receive the grant to do a feasibility study on the Downtown Mall.

Policy Review

The Policy Committee has been meeting for the past few months. The Committee started by compiling a list of all of the policies HRAs are required to have. The Committee then devised a plan for creating or updating all of the Brainerd HRA policies. I have attached a spreadsheet (see Attachment 5a) that lists all of the policies and when the Board will review and approve each policy.

601 10th Street NE

The property at 601 10th Street South went tax forfeiture on September 19th, 2017. Building Official Tim Caughey asked for the HRA's assistance in the acquisition and demolition of the house through our Scattered Site Replacement Program.

By Ordinance and State Statute, the County is required to sell the property for the estimated market value plus any outstanding assessments. However, if the property meets the blight criteria, the County is able to convey the property to the Brainerd HRA for less.

Currently there is a total of $4,470.98 in special assessments from 2011–2016, plus an additional $1,129.00 that will be assessed for pay year 2018. The delinquent taxes will be forgiven by the County but we would still be responsible for the balance of the delinquent assessments that have been accumulated by the City of Brainerd in the amount of $5,599.98 excluding interest for 2017 assessments.

The City Council passed a resolution on October 2nd agreeing to waive its right to recertification of the outstanding nuisance assessments upon conveyance of the property to the Brainerd HRA. (See Attachment 5b.)

Staff is working with Martha Ingram at Kennedy & Graven to assist in the conveyance of this property. Formal action will be requested at the November Board meeting.

Outlot F

The Brainerd HRA owns Outlot F located just to the west of Brainerd Oaks. We are currently under contract with Paxmar-Brainerd, LLC, to use the land for fill; however, at some point the project will be completed. (See Attachment 5C.) I reached out to Parks Director Tony Sailer to see if the Parks Department had any interest in this land for a park. I will be attending the October Park Board meeting to discuss this concept with them.

Update on Goals

Attachment 5d is an update on the Brainerd HRA's 2017–2018 goals.

Job Description

Staff has spent the past few months updating all of our job descriptions. It is our intent to have all job descriptions completed by the end of 2017. Attachment 5e is the Executive Director's job description.

Rehab Update

See Attachment 5f.

No Action Requested; Discussion Item

Brainerd HRA Policies, Plans and Procedures Checklist

Policies, Plans and Procedures	Policy in Place?	Board Review Month	Date Approved
Administrative			
5-Year and Annual PHA Plans	Yes	Annually	
Annual PHA Plans	Yes	Annually	
Criminal Records Management	Yes	January	
Drug Free Workplace	Yes	January	
Ethics Policy	Yes	January	
EIV Security Policy	Yes	January	
Equal Housing Opportunity	Yes	January	
Fraud Policy - Employee	No	January	
Freedom of Information Act	No	January	
Handicap Modification/Section 504	Yes	February	
Information Request	Yes	February	
Minority Business Enterprise Policy	No	February	
Natural Disaster Response Policy /Plan	Yes	February	
Record Retention Policy	No	February	
Section 3 Policy	Yes	February	
Tax Forfeited Property Policy	Yes	February	
Public Housing			
Admission & Continued Occupancy Policy (ACOP)	Yes	March	
File Access Internal Controls Policy and Procedures	No	March	
Fraud - Tenant	No	March	
Pet Ownership Policy	Yes	April	
Rent Payment Policy	No	April	
Resident Initiatives Policy	No	April	
Section 8/Housing Choice Voucher			
Section 8 HCV Administrative Plan	Yes	All of 2018	
Financial			
Accounts Receivable Write Off	Yes	May	
Accounting System Policy and Procedures	No	May	
Acquiring Insurance Policy	No	May	
Asset Management Inventory Policy	No	May	
Capitalization Policy	Yes	May	
Cash Management	No	May	
Check Signing Policy	Yes	June	
Compliance Asset Management Policy	No	June	
Credit Card Policy	No	June	

Updated: 10/10/17

Disposition of Property	Yes	July	
e-LOCCS Policy (Electronic Line of Credit Control System)	No	July	
Fund Balance	Yes	July	
Funds Transfer	Yes	July	
Internal Control Policy	No	August	
Investment Policy	Yes	August	
Petty Cash Policy	No	August	
Post Issuance Bond Policy	Yes	August	
Procurement and Contract Management			
Procurement Policy	Yes	Oct-17	
Maintenance			
Blood Borne Pathogens	Yes	September	
Hazardous Materials	Yes	September	
Maintenance Policy	Yes	September	
Pest Control Policy	Yes	September	
Human Resources			
Fraud Policy	No	September	
Personnel Policy	Yes	All of 2018	
Records Retention Policy	No	Oct-17	

Brainerd City Council Agenda Request

Agenda Item #

Requested Meeting Date: October 2, 2017

Title of Item: Resolution to Waive Recertification of Assessments 601 10th St S.

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☑ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	**Action Requested:** ☐ Approve/Deny Motion ☑ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: Connie Hillman	**Department:** Finance
Presenter (Name & Title): Finance Director Hillman	**Estimated Time Needed:** 10 Minutes

Summary of Issue:

At the September 18, 2017 council meeting, Council directed staff to work with the attorney to take the appropriate steps and/or action for the City to waive its right to recertification of the outstanding nuisance assessments against the property addressed 601 10th Street South. The City currently has $4,470.98 in nuisance assessments and interest against the property; with an additional $1,129 plus interest to be certified against the property for taxes payable in 2018.

Alternatives, Options, Effects on Others/Comments:

Staff worked with Ms. Martha Ingram from K&G to draft a resolution for the City to waive its right to recertification of assessments upon conveyance of the tax forfeited property to the HRA. Ms. Ingram assisted the City in drafting a similar resolution last year. Per the attached proposed resolution the City would forgo recertification of the $4,470.98 and it will not certify $1,129 plus interest for taxes payable in 2018, if the HRA acquires the piece of property from the County to demolish the home. The property will be sold to a private party, in which a home may be built, but the property could remain a vacant lot. As mentioned at the last P&F Committee, this is one of several pieces of property within the City with similar circumstances.

Recommended Action/Motion:

Adopt the proposed resolution waiving recertification of outstanding nuisance abatement assessments in connection with certain property in the City with the parcel number of 091170090210009 and the address of 601 S 10th Street.

Financial Impact:

Is there a cost associated with this request: ☑ Yes ☐ No

What is the total cost, with tax and shipping $ See above

Is this budgeted? ☐ Yes ☐ No

Please Explain:

CITY OF BRAINERD, MINNESOTA
RESOLUTION NO. _____

A RESOLUTION WAIVING RECERTIFICATION OF OUTSTANDING NUISANCE ABATEMENT ASSESSMENTS IN CONNECTION WITH CERTAIN PROPERTY IN THE CITY

WHEREAS, the City Council of the City of Brainerd, Minnesota (the "City") previously authorized the certification of nuisance abatement assessments (the "Assessments") to be levied against parcel number 091170090210009 with the address of 601 S 10th Street (the "Property"), pursuant to Resolutions No. 52:12; 53:13; 58:14, 52:15, and 51:16 (the "Assessment Resolutions"), and

WHEREAS, the City is considering an additional estimated $1,129 Assessment for nuisance abatement against the Property for taxes payable in 2018, and

WHEREAS, as of September 19, 2017, the Property will be tax forfeit, and will then be held by the State of Minnesota in trust for Crow Wing County (the "County"); and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd (the "HRA") will have the opportunity to acquire the Property from the County for housing and redevelopment purposes, specifically the acquisition and demolition of the house on the Property through its Scattered Site Replacement Program; and

WHEREAS, the City hereby finds that it is in the best interest of the City and its residents to agree not to reassess the Property, in order to facilitate the demolition of the house and conveyance of the Property by the HRA to a private party to expeditiously return the Property to the City and County tax rolls.

NOW THEREFORE BE IT RESOLVED, by the Brainerd City Council, that the City agrees, upon the purchase the Property by the HRA, to waive its statutory right to reassess the Property as described in this Resolution, but solely with regard to the Assessments previously levied pursuant to the Assessment Resolutions and the proposed assessment for taxes payable in 2018.

Adopted this _____ day of _____, 2017

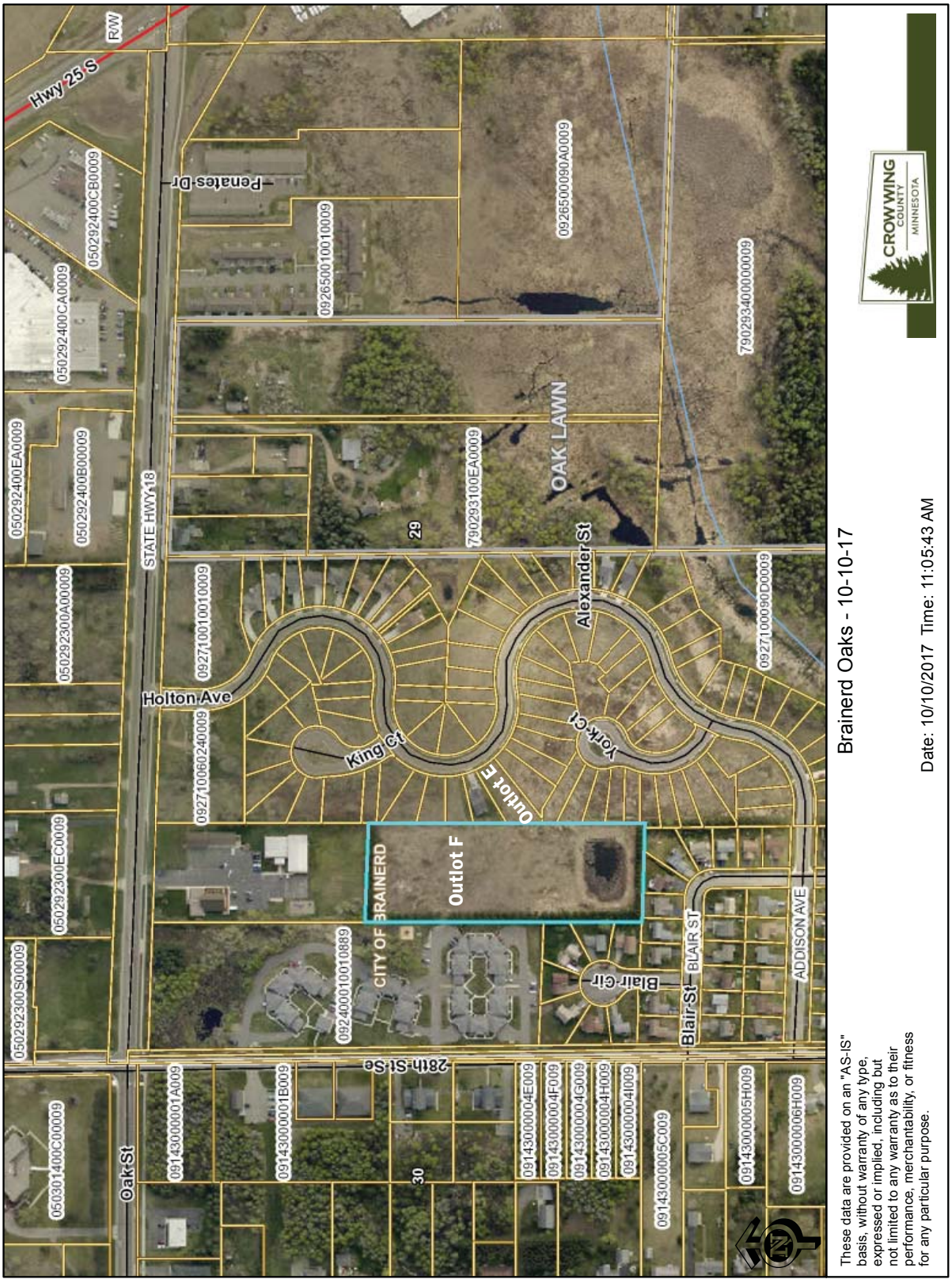
_____
DAVID J. PRITSCHET
President of the Council

Approved this _____ day of _____, 2017

_____
EDWIN L. MENK
Mayor

ATTEST: _____
JAMES M. THOREEN
City Administrator

507489v2 MNI BR345-18


Hwy 25 S
R/W
Penates Dr
STATE HWY 18
OAK LAWN
Alexander St
Holton Ave
King Ct
York Ct
Outlot E
Outlot F
CITY OF BRAINERD
Blair Cir
Blair St
BLAIR ST
ADDISON AVE
28th St Se
Oak St
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30
050292400CB0009
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050292400EA0009
050292400EB0009
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050292300EC0009
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091430000004I009
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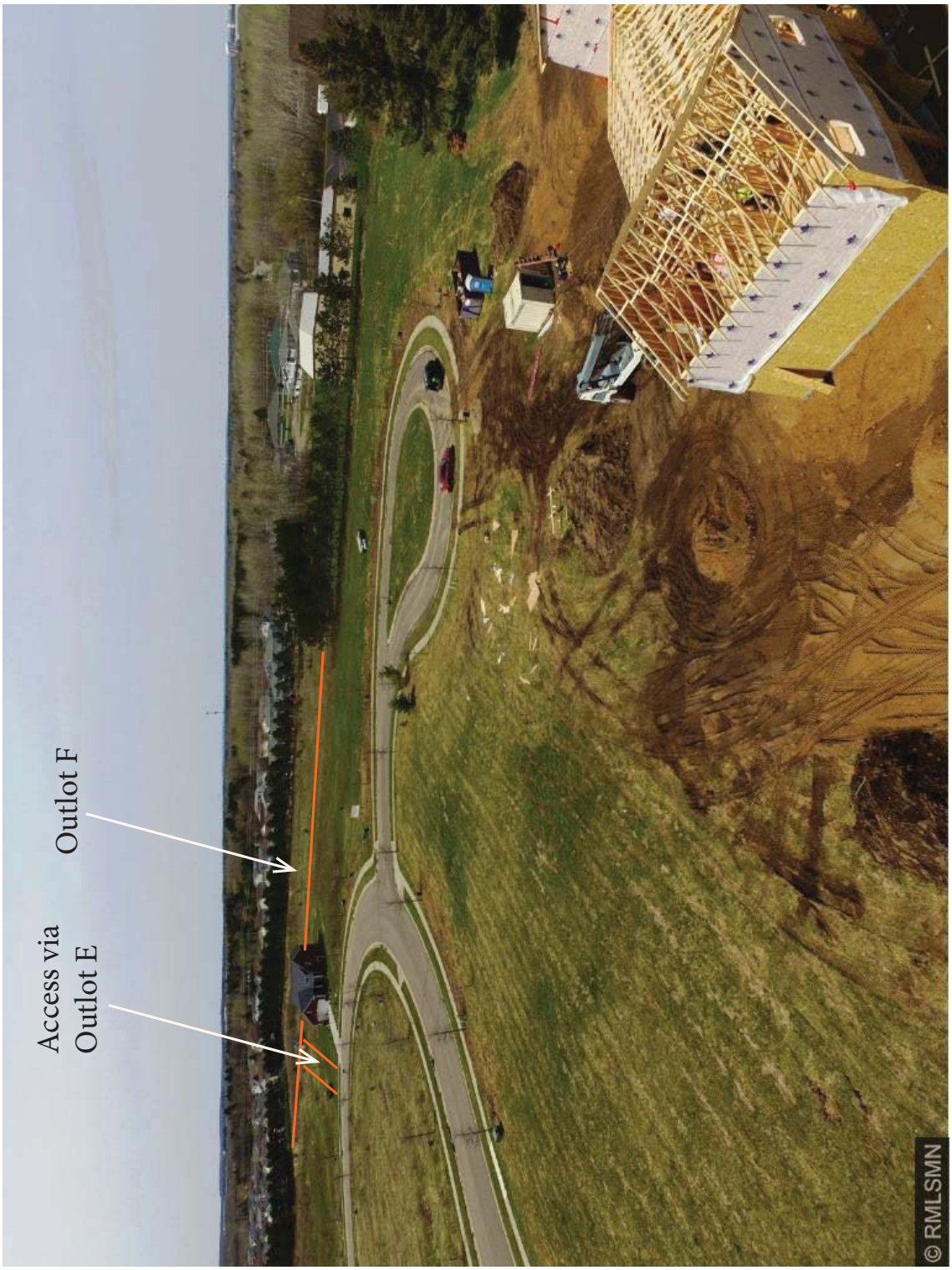
092710090D0009
Brainerd Oaks - 10-10-17
Date: 10/10/2017 Time: 11:05:43 AM
CROW WING COUNTY MINNESOTA
These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.


Outlot F
Access via
Outlot E
© RMLSMN

General Information

Parcel Number: 0927100090F0009

General Information

Township/City:	CITY OF BRAINERD
Taxpayer:	BRAINERD HOUSING & REDEVELOPMENT AUTHORITY 324 EAST RIVER RD BRAINERD, MN 56401
Property Address:	
Township:	45
Range:	30
Section:	29
Plat:	BRAINERD OAKS
Lake Number:	0
Lake Name:	
Acres:	4.30
School District:	181

Legal Description:

OUTLOT F

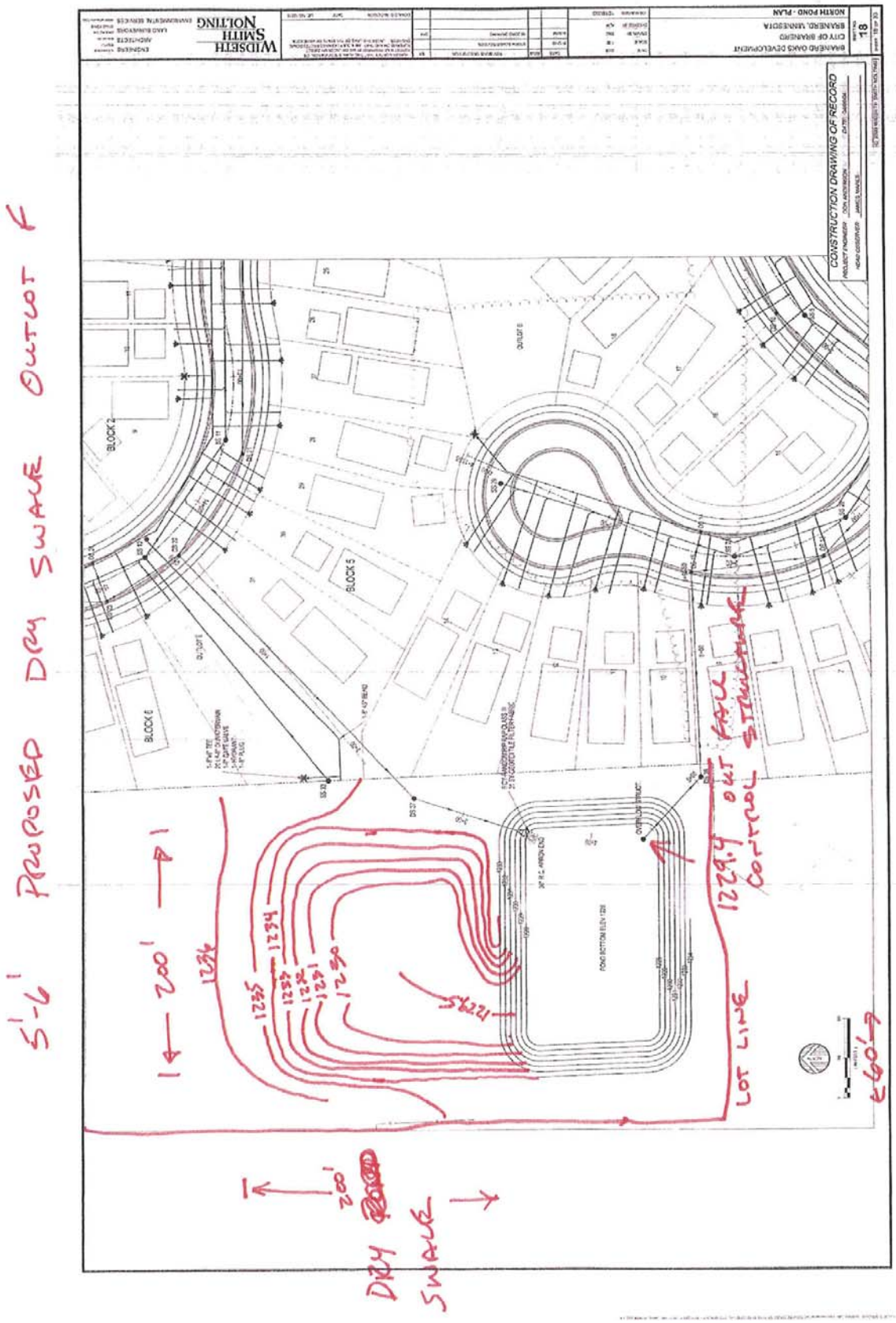
2017 Assessment for 2018 Tax Payable

Class Code 1:	Housing Redevelopment Authority Property
Class Code 2:	N/A
Class Code 3:	N/A
Homestead:	Non Homestead

Estimated Land Value:	$38,200.00
Estimated Building Value:	$600.00
Estimated Total Value:	$38,800.00

2017 Tax Payable

Net Tax (Specials Not Included):	$0.00
Total Special Assessments:	$0.00
Current Year Balance Due:	$0.00
Delinquent:	NO


PROPOSED DRY SWALE OUTLET
5'-6'
200'
1234
1235
1233
1232
1231
1230
1229
1229.4 OUT
CONTROL STRUCTURE
LOT LINE
DRY SWALE
200'
BLOCK 2
BLOCK 5
BLOCK 6
CONSTRUCTION DRAWING OF RECORD
NORTH POND - PLAN
BRAINERD OAKS DEVELOPMENT
CITY OF BRAINERD
BRAINERD, MINNESOTA
WIDSETH SMITH NOLTING

2017-18 HRA Goals and Action Steps
Status Report

Goal	Action Steps	Status
Goal 1: Continue the redevelopment of commercial, rental and owner-occupied properties in the City of Brainerd	Secure funding for rehab funds for NE Brainerd or other identified area	*Pre-application for SCDP will be submitted to DEED on November 9th for an owner-occupied and rental rehab program for NE Brainerd*
	Continue the implementation of the Brainerd Riverfront Committee	*Staff continues to meet monthly with the BRC*
	Explore funding to acquire one to two more properties under the SSRP	*The City of Brainerd asked for assistance with the acquisition and demolition of 601 10th Street SE – a tax forfeited property. City agreed to waive and not recertify special assessments. HRA staff is working with the County and the State to convey the property to the Brainerd HRA*
	Create a rental rehab program	
	Continue working with Brainerd Industrial Center and the NP Center	
Goal 2: Continue providing high quality, safe and affordable housing for existing and potential residents and participants	Assist the City with revising the Rental Housing Maintenance Code	
	Review, create and revise HRA policies where needed	*The Board established a Policy Committee who has been meeting monthly to compile a list of required HRA policies. All policies will be created or reviewed in 2018*
	Continue to monitor and fully fund the Housing Choice Voucher program to maintain our utilization at 100%	
	Conduct a physical needs assessment (PNA) on our public housing	

Updated 10/10/17

	Maintain a high performer status in PHAS	
Goal 3: Communicate effectively with our partners and the public to enhance collaboration	Partner/discuss with ISD 181 on addressing and supporting their needs	*Participating in a Workforce Development program created by ISD 181*
	Continue to identify and communicate with our partners on HRA projects	
	Coordinate an informational tour with legislators with CWC HRA and Crosby HRA	*Conducted a project tour in October in conjunction with the CWC HRA and Crosby HRA.*
	Annually review and monitor management agreements with CWC HRA, Crosby HRA, and the City of Brainerd	
Goal 4: Revitalize Downtown Brainerd	Schedule a tour other downtowns	*Tour of downtown Fergus Falls, Fargo and Detroit Lakes has been scheduled for November 2nd.*
	Identify partners to create/initiate a downtown cleanup program (events, community policy, support businesses) for a safe and attractive downtown	
	Continue to support Brainerd Restoration efforts	
	Assist and financially support existing and new downtown businesses through rehab, acquisition and other programs	*Assisting potential buyer of the Iron Rail. Submitting a SCDP application to DEED to rehab the 9 rental units and approximately 17,000 sq ft of commercial space*
	Support the potential mini-park next to Blue Ox	
Goals 5: Maintain and grow the overall health of the organization.	Update job descriptions and conduct a wage study	*In the process of updating all job descriptions. Will be completed by 12/31/2017*
	Analyze the HRA's current debt	*Worked with Dougherty and Springsted to refund the existing SEH bonds.*

Updated 10/10/17

	Monitor federal funds - other HRAs	
	Conduct a policy review (commissioner led with staff)	*The Board established a Policy Committee who has been meeting monthly to compile a list of required HRA policies. All policies will be created or reviewed in 2018*
	Update the personnel policy	*Proposed funds for the 2018 budget to update the personnel policy*
	Plan for succession and cross training	

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Position Identification

Title:	Executive Director
Status:	Full-time, Exempt
Supervisor:	Board of Commissioners

Position Summary

The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Commissioners.

Essential Functions of the Position

- Works directly with the Board of Commissioners on the development of all policies affecting the Brainerd HRA including strategic initiatives, economic feasibility, sound business planning and management
- Works with a variety of partners and stakeholders to address future organization strategy and positioning in the affordable housing market and redevelopment opportunities
- Provides quality materials and staff support to the Board to enable them to maximize the effectiveness of their governance of the authority
- Facilitates the strategic planning and economic forecasting processes for the Board annually
- Assures that the mission, plans and direction of the Agency is communicated to, understood by and endorsed by all Agency staff
- Plans, directs and coordinates through senior staff the work plans for the Agency; assigns projects and areas of responsibility; reviews and evaluates work methods and procedures; meets with staff to identify and resolve problem areas and develop alternative solutions
- Takes a leadership role in creating an organization that has a high level of integrity, professionalism, progressive-analytical-critical thinking
- Provides for the development of new programs to serve organizational and community goals, in collaboration with community partners, local departments, state and federal agencies
- Oversees the development, implementation and updates of Brainerd HRA programs
- Manages, supervises and directs the operations of the authority
- Assumes responsibility for the full operations of the Agency including oversight of all federal programs administered by the Agency.
- Oversees Finance Director in preparation of annual operating budgets for all HRA owned and/or managed housing programs and the Housing Choice Voucher programs, Capital Fund program and development project budget performance and advises on any corrective action needed and provides to Finance Department
- Reviews all monthly financial, program activity, audit reports and management reviews conducted and direct necessary corrective actions. Authorize and approve all expenditures of the HRA in accordance with applicable laws and regulations
- Develops and follow up on applications for funding of assisted housing programs from HUD.
- Prepare reports and independently represent the HRA at City Council, County Board meetings, meetings with various State and Federal Agencies, and elected officials, etc., where Agency business is being conducted or where issues of interest to the HRA are being discussed
- Communicates with local, state, and federal officials as required and appears before appropriate boards, commissions and committees to present Agency objectives and programs; develops and maintains relationships with the Department of Housing and Urban Development (HUD), City Departments, Governmental Agencies and other public housing agencies and organizations. Assure that governmental and public relations activities create a favorable image of the Agency on a national, state and local level.

Qualifications

- Bachelor's Degree in business, real estate, public administration or related field required
- Eight (8) years' experience in housing management, community development, public administration or a closely related field
- Excellent written and oral communications skills
- Proven leadership ability, the skills necessary to provide management consultation, guidance and advice to officials on a broad range of public housing programs.
- Public Housing Manager (PHM) Certification required, or the ability to become certified within one year of employment. Section 8 Housing Manager Certification required or the ability to become certified within two years of employment.
- National Development Council (NDC) Housing Development Finance Professional (HDFP) Certification required or the ability to become certified within one year of employment

Knowledge, Skills and Abilities

- Ability to communicate effectively with staff, partners and funders
- Knowledge of Tax Increment Financing and bonds
- Ability to structure complex development and redevelopment deals
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of the Brainerd HRA strategic plan to staff, board and partners
- Knowledge of grant writing and other fundraising strategies
- Skills to collaborate with partners and funders
- Strong written and oral communication skills
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability
- Ability to demonstrate sensitivity to the problems and concerns of resident groups and the needs of special interest groups.
- Prior skills in budgeting, personnel management and public relations.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is required to talk, hear, have eyesight and have mobility enough to operate a variety of office machines, operate a vehicle and work in buildings with stairs and elevators. The employee frequently is required to bend/stoop, reach above shoulder level, push and pull. The employee is occasionally required to squat, crawl, climb, kneel and carry/lift up to 24 lbs.

All employees of the Brainerd Housing and Redevelopment Authority, including employees in this position, are "at will" employees. This means that the employer or the employee may discontinue employment at any time for any reason. This job description does not constitute an employment agreement or binding contract and is subject to change by the employer as the needs of the employer and requirements of the job change.

Rehab Programs Update

SSRP – SCATTERED SITE REPLACEMENT PROGRAM

The request to the City of Brainerd to waive the special assessments, penalties, interest and fees was passed at the last P&F Committee meeting. The process to purchase the property at 601 South 10th Street from the County has been started but can take up to 90 days.

DOWNTOWN BRAINERD SCDP

- Application approved by DEED for $650,105.00.
- Work is progressing on the downtown properties.
- The window we were waiting for at 606 Laurel St. arrived but was too small so a new window is being made.
- We are still waiting for the punch list items to be completed for 711-717 Laurel St.
- Work at 602 Laurel St. is progressing with more than half of the work being completed.
- New awnings, lighting and HVAC equipment have been ordered for 605 Laurel St.
- Windows for 214 S 8th St. were ordered last week but are eight weeks out.
- The roof replacement at 216 S 7th St. was completed last week.
- We are working with the owners of two properties to utilize the grant.
- We have one project out for bid.

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Brainerd HRA

To: Brainerd HRA Board Members
From: Jennifer Bergman, Executive Director
Date: October 12, 2017
Re: Brainerd Riverfront Committee Report

NJPA Riverfront Coordinator

On September 18th, the Brainerd City Council authorized the City Administrator to work the NJPA to hire a Riverfront Coordinator using Year 3 of the BLACF grant as match. The person in this position would be an NJPA employee but would be dedicated to the City of Brainerd for the Riverfront Coordinator. NJPA has identified a person in their organization who could fill this position: Ashley Kaisershot. (See Attachment 6a.) The intention is to have this formally take place on January 1, 2018, but we will be working with the City and NJPA to make this transition for the rest of 2017.

Initiative Foundation Grant

The Brainerd HRA received a $5,000 grant from the Initiative Foundation to hire someone to create an achievement plan. The intent is to create a system for all of the projects and potential projects along the Mississippi River to be able to track projects as they move forward. The plan will be completed by the end of November. This will also help in the transition from the HRA to the City. (See Attachment 6c.)

Discussion Item; No Action Requested

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Brainerd City Council Agenda Request

Agenda Item #

Requested Meeting Date: September 18, 2017

Title of Item: Year 3 of the BLACF Grant

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☑ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	**Action Requested:** ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☑ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: Jim Thoreen	**Department:** Administration
Presenter (Name & Title): Jennifer Bergman, HRA Executive Director	**Estimated Time Needed:** 10 Minutes

Summary of Issue:

Please see attached memo.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Authorize City Administrator to work with NJPA to hire a Riverfront Coordinator using the Year 3 BLACF grant for the 50% match.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☐ No

What is the total cost, with tax and shipping $_____

Is this budgeted? ☐ Yes ☐ No

Please Explain:

Brainerd HRA

324 East River Road
Brainerd, MN 56401

Phone: 218/828-3705
Fax: 218/828-8817

To: Personnel and Finance Committee Members

From: Jennifer Bergman, Executive Director

Date: September 14, 2017

Re: Consider Allocating Year 3 BLACF For NJPA Riverfront Coordinator

The City applied for and received a three-year grant for a total of $100,000 from the Brainerd Lakes Area Community Foundation (BLACF). The City Council asked the Brainerd HRA to manage the BLACF grant on their behalf.

The main goal of the grant was to hire a Riverfront Coordinator to build relationships, facilitate the process, research funding opportunities, engage the community and be the go to person. The Brainerd HRA appointed a 9-member Brainerd Riverfront Committee (BRC) and a liaison from the Brainerd HRA Board. The Brainerd HRA upon the recommendation of the BRC then hired Short Elliot Hendrickson (SEH) as the Riverfront Coordinator.

The BRC established goals for the grant (see attached Brainerd Riverfront Goals) which I am proud to report have all been accomplished. Attached is a copy of the most recent Progress Report to the BLACF.

After spending much of the first year reviewing the recommendations from the U of M Center for Rural Design's Mississippi River Partnership Plan and reaching out to stakeholders, the BRC decided to move forward with the Three Bridges Trail. Applications for funding have been submitted to the Legislative-Citizen Commission on Minnesota Resources (LCCMR) to design the trail and a request was made to the Office of Management and Budget to be on the fall Legislative Tour which would position us to make a bonding request in 2018.

The decision to hire SEH for the first two years of the grant to act as the Riverfront Coordinator was made because it allowed us to capitalize on a number of areas of expertise (architects, landscape architects, planners, engineers, etc.). As we are preparing to go into Year 3 of the grant, a recommendation was made to consider an

EQUAL HOUSING OPPORTUNITY

individual to position the Riverfront project to be successful in future years. Since the BLACF grant is a three-year grant, it will be important to look for funding for subsequent years.

Jim Thoreen and I met with Anna Gruber from the National Joint Powers Alliance (NJPA) to inquire about funding to sustain this position. NJPA has agreed to hire a Riverfront Coordinator on behalf of the City of Brainerd and fund 50% of the position. The other 50% would come from the City of Brainerd. Our recommendation is to use the Year 3 BLACF grant as that match.

The Riverfront Coordinator could move forward with the Three Bridges Trail as well as coordinate other efforts along the Mississippi River including a potential plaza located at the parking lot just south of the North Star Apartments. SEH is currently using the rest of the funding from the BLACF Year 2 grant to design the plaza. However, it will be important to continue to secure funding both for the projects and the position.

Action Requested: Authorize the City Administrator to work with NJPA to hire a Riverfront Coordinator using the Year 3 BLACF Grant for the 50% match.

Brainerd HRA

324 East River Road
Brainerd, MN 56401

Phone: 218/828-3705
Fax: 218/828-8817

Brainerd Riverfront Goals: Year One

1) Prepare a phased implementation plan based on the Mississippi Riverfront Partnership Plan
    a. Identify and summarize similar successful riverfront projects in other communities
    b. Identify which projects are feasible and achievable
    c. Provide a timeline with benchmarks
    d. Identify property owners and parcel information along the corridor

2) Identify funding sources and uses
    a. Provide a list of eligible funding sources based on identified projects
    b. Identify additional expertise
    c. Determine a budget

3) Identify and begin one achievable and visible project within the first year

4) Create a community engagement strategy with a public relations campaign
    a. Engage the community in the process for their input
    b. Create videos, website, social media communications for the project

EQUAL HOUSING OPPORTUNITY

Mississippi Riverwalk Coordinator

2014 BLACF "Difference Maker" Grants

City of Brainerd

Jim Thoreen
501 Laurel Street
Brainerd, MN 56401
O: 218-828-2309

Mr. Mark Allyn Ostgarden

501 Laurel Street
Brainerd, MN 56401
mostgarden@ci.brainerd.mn.us
O: 218-454-3409

FollowUp Form

Project Name*

Name of Project

Mississippi Riverwalk Coordinator

Project Description*

Please give a brief description of your project. This description will be used for marketing and publicity purposes if your project is chosen for this grant.

The city of Brainerd was awarded a $33,000 grant from the Brainerd Lakes Area Community Foundation to hire a Riverfront Coordinator to develop measurable goals, objectives and timelines to implement the design and development along the river. The City Council entered into an agreement with the Brainerd HRA to manage the grant on their behalf.

Amount Requested*

Amount Requested

$33,000.00

Grant - Final Report

Please answer the following questions:

1.*

List the overall goal(s) of the project or grant activities.

1) Prepare a phased implementation plan based on the Mississippi Riverfront Partnership Plan
a. Identify and summarize similar successful riverfront projects in other communities
b. Identify which projects are feasible and achievable
c. Provide a timeline with benchmarks
d. Identify property owners and parcel information along the corridor

2) Identify funding sources and uses
a. Provide a list of eligible funding sources based on identified projects
b. Identify additional expertise
c. Determine a budget

3) Identify and begin one achievable and visible project within the first year

4) Create a community engagement strategy with a public relations campaign
a. Engage the community in the process for their input
b. Create videos, website, social media communications for the project

2.*

Describe how the project has progressed in achieving these goals.

The main goal of the grant was to hire a Riverfront Coordinator; however, the Brainerd Riverfront Committee (BRC) established more detailed goals as listed above. After much discussion, the Brainerd HRA and the (BRC) decided to hire a firm which could bring in several expertise such as engineers, architects, landscape architects, planners, grant writiers, etc. The Brainerd HRA hired Short Elliot Hendickson (SEH). The first year of the grant was spent going through the U of M Center for Rural Design's Partnership Plan which made many recommendations for improvements along and access to the Mississippi River through Brainerd. The BRC has meet monthly since their appointment and also held meetings with Stakeholders that were conducted in small roundtable settings where our stakeholders were asked a series of questions to held the BRC narrow down the recommendations in the Partnership Plan.

We are proud to report that we have completed all of the goals listed above. After much discussion and research, the BRC decided to move forward with an elevated trail along the river called the Three Bridges Trail. SEH compiled a list of funding sources and applications have been submitted to the LCCMR and for the 2018 Legislative Tour so we can position ourselves for a bond request in 2018. With the assistance of SEH, the BRC has also created a website (www.brainerdriverfront.org) and a Facebook page. We continue to reach out to our partners.

3.*

What are your criteria for success?

The Brainerd HRA and BRC's criteria for success was to accomplish all of the goals set out in 2016 and we are proud to report that we have completed those goals!

The BRC wanted to have a bigger impact on the community than just a park bench or small project. The trail is what the BRC defined as the "big, hairy audacious goal" because the cost of the trail is estimated at approximately $15 million to design and construct. As mentioned, two applications for funding have been submitted. Because this is such an elaborate project, the BRC has decided to use the remaining funds in the Year 2 BLACF grant to have SEH design a plaza that would be located at the foot of the Three Bridges Trail - essentially the gateway to the trail. The hope is to have a ribbon cutting by the City of Brainerd's sesquicentennial in June of 2021.

SEH did an excellent job of getting these projects moving forward with designs completed and funding applications submitted but now we believe an individual is best suited for the project moving forward. The City of Brainerd, the Brainerd HRA and the BRC met with a representative from NJPA to request funding for a full-time Riverfront Coordinator. A formal request for this will go to the City Council in September. In addition, we received a grant from the Initiative Foundation to hire an individual to write an achievement/transition plan to summarize all of the work done to date and provide a road map of the project to the Riverfront Coordinator.

4.*

Describe the impact or results your project had in your community.

For many years, the Mississippi River in Brainerd has pretty much gone unnoticed with very little access to it. Through this grant and the BRC, we have started to bring more attention to the river and to generate excitement about the potential not only to access the river but also about other redevelopment opportunities. For example, a potential performing art center was discussed at the stakeholder meetings held by the BRC. There appears to be some momentum around this with the potential of constructing a facility on the river or

at least with a river view. In addition, there has been discussion about the potential children's museum. We hosted a "floatilla' on the Mississippi River during Brainerd History week with 75 people attending. We have conducted pop-up events trying to educate the community about this project in addition to our Facebook Page. We hope that by consistently reaching out and informing the community, we will see continued success in redevelopment along the Mississippi River in Brainerd.

We would encourage you to review the meeting notes of all the BRC meetings on our website: https://brainerdriverfront.org/minutes/ That will provide you with information on what the BRC has done through this grant period.

5.*

Tell us the number of persons that were impacted with your project.

This is difficult number to predict. I would estimate it's in the 100s to date. When the Three Bridges Trail and the plaza are built, it will impact many more. One of the intentions of the Three Bridges Trail is to provide a connection to the Paul Bunyan Trail and the Cuyuna Trail. This would provide a connection route to many people who already use those trails and a connection to Downtown Brainerd and the Northern Pacific Center

6.*

What is the potential for sustainability of your project?

The Three Bridges Trail would be a permanent trail in the City of Brainerd. It would provide access to the Mississippi River and a connection to the Paul Bunyan Trail and Cuyuna Trail. It would be an opportunity not only for Brainerd residents but for tourists who come to the area.

In addition, as mentioned above, we received a grant from the Initiative Foundation to hire someone to write an achievement/transition plan. The purpose of this plan is to have everything we have discussed to date in one location and the ability to track all of the potential projects as this project moves forward. There are so many moving pieces and potential future projects. While the BRC wants to stay focused on the Three Bridges Trail, we don't want to lose sight or discourage other projects from happening while maintaining some continuity of projects along the river. The document will help tracks these projects as well as create a road map for future projects. In order to transition this into the future and to ensure continued success, the BRC and the Brainerd HRA have decided that Year 3 should be to used secure a Riverfront Coordinator. The City of Brainerd, the Brainerd HRA and the BRC had a meeting with representatives from NJPA to request funds to hire a Riverfront Coordinator for Year 3. They have agreed to this in concept and this will be brought to the Brainerd City Council for their consideration in September.

7.*

Please attach a financial accounting for the project specifying the use of the fund to date.

Riverfront Expense Tracking - 7-17.xlsx

8.

Please upload 1-4 photos from this project that can be used for publicity for the Central Minnesota Community Foundation if you .

Floatilla 3.jpg

Floatilla 4.jpg

Floatilla 2.jpg

Electronic Signature*

By typing your name below, you hereby give permission to submit the following information to the Willmar Area Community Foundation and acknowledge that the information provided is true and accurate to the best of your knowledge.

Jennifer Bergman

File Attachment Summary

Applicant File Uploads

- Riverfront Expense Tracking - 7-17.xlsx
- Floatilla 3.jpg
- Floatilla 4.jpg
- Floatilla 2.jpg

www.njpacoop.org

National Joint Powers Alliance®

202 12th Street NE
P.O. Box 219
Staples, MN 56479

Position Description & Expectations

Position Title:	Senior Planner
Immediate Supervisor's Position Title:	Manager of City County Solutions
FLSA Status:	Exempt
Pay Band:	11
Job Summary:	The Senior Planner develops, educates, plans and implements long range planning in Region Five, including: Comprehensive Plans, Downtown Plans, Community Engagement Plans, etc. Assist in the marketing and development of Planning & Zoning services Statewide.

A. **Essential Duties and Responsibilities**

a. **Provides long range planning functions for Regional Cities and Counties**

i. Hold public meetings with government officials, social scientists, lawyers, developers, the public, or special interest groups to formulate, develop, or address issues regarding land use or community plans
ii. Design, promote, or administer government plans or policies affecting land use, zoning, public utilities, community facilities, housing or transportation
iii. Advise planning officials on project feasibility, cost-effectiveness, regulatory conformance, or possible alternatives
iv. Recommend approval, denial, or conditional approval of proposals
v. Discuss with planning officials the purpose of land use projects, such as transportation, conservation, residential, commercial, industrial, or community use
vi. Interpret and apply applicable state, county and local codes, ordinances and regulations
vii. Develop and maintain planning policies, procedures and required supporting documentation (i.e., maps, databases, drawings)
viii. Develop scope of work for various levels of plans, projects, and guidance documents and manage assigned projects
ix. Writes and present formal and technical reports, working papers, and correspondence, and detailed reports to elected officials
x. Conduct extensive research in specific and general project areas

xi. Collect a variety of statistical data and prepares reports and maps on topics such as census information, demographic, tax base data, and occupancy rates
xii. Uses statistical techniques for the analysis of demographic data; analyzes the validity and comparability of data from several sources
xiii. Develop strategies to promote economic and community development or efficient land use consistent with community goals
xiv. Recommend priorities, schedules, and funding sources to implement public improvements
xv. Act as liaison with interest groups, communities, counties, regional, and state agencies

b. **Assist Manager of CCOGA with marketing, promotion, development and delivery of Planning and Zoning as a Regional shared service**
   i. Work with Manager of CCOGA to develop strategy, new program and service offerings for members, and promotion of services
   ii. Actively market and promote Planning & Zoning as a shared service to current and potential members
   iii. Identify additional market segments and potential members
   iv. Provide monthly reports to immediate supervisor
   v. Assist with the content development for promotional materials in collaboration with marketing department personnel
c. **Provide leadership, expertise, coaching and mentoring to P&Z staff**
   i. Represent the Planning & Zoning team in business development activities, outreach activities, and development of new member contracts for services
   ii. Lead staff in acquiring new contracts, developing proposals, presenting proposals, and finalizing contracts
   iii. Guide and advise staff in member relations, conflict resolution, and planning expertise
   iv. Respond to public inquiries and complaints
   v. Work with the team to develop new program and service offerings to our members
d. **Other duties as assigned**

B. <u>Work Requirements and Characteristics</u>

a. **Directly supervises the following Positions:**
   i. None
b. **Work performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with work. Work involves continuous communications and interactions with the internal NJPA**

staff, public, elected officials, outside agencies, citizen groups, the media and others.

c. **Work is performed in work-from-home office setting and involves high discipline and organizational skills. Subject to NJPA Telecommuting Agreement. Work performed also involves evening meetings at the request of communities.**

d. **Physical requirements:**

i.	Stand	occasionally
ii.	Walk	occasionally
iii.	Sit	continuously
iv.	Reach with arms and hands	rarely
v.	Climb or balance	rarely
vi.	Stop/kneel/crouch or crawl	rarely
vii.	Talk or hear	continuously
viii.	Taste or smell	rarely
ix.	Lift and carry up to 50 pounds	occasionally

e. **Frequent statewide travel using company or personal vehicle**

C. Core Competencies

a. Strong analytical skills
b. Strong interpersonal skills
c. Proficient in the use of Microsoft Office – Outlook, Word, Excel, Access
d. Excellent oral and written communication skills
e. Ability to work independently and within a team in a fast-paced office setting
f. Ability to interact effectively with all levels of management
g. Ability to function cooperatively as a member of the NJPA team
h. Proficient in prioritizing and multi-tasking
i. Strong problem solving ability
j. Ability to assume responsibility, be well organized, proactive, detail-oriented, and execute initiatives
k. Ability to build open, honest, and trustworthy relationships with people of various personality styles and behaviors – internally and externally
l. Ability to conduct oneself in a professional and customer service-based manner at all times; promote a harassment-free environment. All communications and interactions be conducted with courtesy and respect – internal as well as external customers
m. Ability to make fast, accurate decisions when needed
n. Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations

o. Knowledge of planning principles, methodology, practices of research and data collection
p. Knowledge of public participation and/or consensus building techniques as applied to planning and community development projects
q. Knowledge of policy analysis, planning principles, methods, and theory

D. <u>Required Qualifications</u>

a. Bachelor's Degree in a planning-related field
b. Six (6) years of professional planning work experience in one or more planning specialties such as economic development, community development, comprehensive planning, transportation planning, housing, and/or environmental planning
c. Three (3) years of team lead experience
d. Experience in reviewing plans and applying provision of the ordinances and codes to determine compliance with regulations and to apply regulations to field conditions
e. Experience in preparing, amending, and adopting comprehensive plans
f. Experience in Hazard Mitigation planning and technical studies
g. Experience developing short and long range plans, and other related planning documents.
h. Valid MN Driver's License

E. <u>Preferred Qualifications</u>

a. Master's Degree in Planning, Public Administration or Related Field
b. Eight (8) years of professional planning work experience in one or more planning specialties such as economic development, community development, comprehensive planning, transportation planning, housing, and/or environmental planning
c. Four (4) years of team lead experience
d. Current AICP certification

I acknowledge receipt and understanding of this Position Description & Expectations.

Signed this ___ day of _____, 2017

_____
(Employees name)

Approved by Board of Directors: _____

Ashley Kaisershot, ASLA
Planning & Zoning Specialist

Ashley is a Planning & Zoning Specialist at NJPA. She joined our team in July 2016. She brings municipal planning and a design background which makes her equipped to write ordinances, assist in long range planning efforts, and provide community outreach for any project need - no matter what the scale. With practice in landscape architecture and graphic design she creates clear planning tools to communicate design visions to the communities and stakeholders she works with.

ONGOING PROJECTS

Comprehensive Plan Update – City of Staples

NJPA is assisting the City of Staples with a Comprehensive Plan Update where community health is the leading theme. The City is seeking an interactive, user friendly, end product and our project team is designing various end deliverables to achieve this. Sense of place, healthy communities, and quality of life are three elements that will be integrated into this long range planning effort.

Park, Trail, and Open Space Plan – City of Emily

NJPA assisted the City of Emily with their first Park, Trail, and Open Space Plan. This plan studied the park network, open and public lands, and introduced trail concepts that can be integrated into the overall network. This plan identified connections between parks and public lands, trail expansion recommendations, wayfinding strategies, and provides goals and actions towards implementation over a span of ten years.

Comprehensive Plan Update – City of Nisswa

With a thirteen member steering committee, our planning team is guiding, leading, and mentoring the team through the process of a comprehensive plan update. We have developed an all inclusive, very detailed, community engagement plan to ensure participation from the community.

Additional Long-Range Planning Projects:

City of Brainerd - Comprehensive Plan
City of Crosslake - Comprehensive Plan
City of Long Prairie - Comprehensive Plan
City of Long Prairie - Downtown Plan

Professional Organizations

- American Planning Association (APA)
- MN Chapter of American Planning Association (MnAPA)
- American Society of Landscape Architects (ASLA)

Education:

Bachelor of Landscape Architecture
Bachelor of Environmental Design
North Dakota State University

Prior to Joining NJPA
Planner at SEH

Ashley's city planning experience included reviewing residential lot applications, plats, variances, leading preliminary plat meetings, strategic park planning, drafting zoning ordinances, facilitating strategic planning meetings, and long range planning efforts. She also served in a designer capacity and worked on park and open space projects, comprehensive plans, master planning, subdivision design, low impact development, and pedestrian circulation projects.

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Project Management Toolkit

This project management toolkit is a resource guide for developing a Brainerd Riverfront project. The intention is to help individuals organize and outline their project and understand the necessary components to accomplish project goals. It also serves as a way to capture and share information about projects to communicate a coherent story about the development of the Brainerd Riverfront.

Project Name

Description: Short name of the project

Example: Three Bridges Trail

Project Description

Description: Provide a brief overview of the project and what it intends to accomplish

Example: The Three Bridges Trail project is the inaugural project of the Brainerd Riverfront Committee. The elevated trail will connect existing trails and walkways to the river in downtown Brainerd. The impact of the trail will be improved health and wellbeing of regional citizens, economic vitality along the river and in downtown Brainerd, and enhanced environmental education.

Main Point of Contact

Description: Primary contact for the project, including their name, organization, email, and phone

Example: NAME, Project Coordinator, City of Brainerd, projectcoord@ci.brainerd.mn.us, 218-555-2182

Secondary Point of Contact

Description: Secondary contact for the project, including their name, organization, address, email, and phone

Example: NAME, Project Assistant, City of Brainerd, projectassist@ci.brainerd.mn.us, 218-555-2183

Project Steering Committee

Description: Who serves as the project management team, board, or steering committee? What is their contact information, including their name, organization, email, and phone

Example: The Brainerd Riverfront Committee (BRC) is the steering committee for the Three Bridges Trail. Members include:
Rod Osterloh, Organization, Email, Phone
Erik Roberts, Organization, Email, Phone
John Forrest, Organization, Email, Phone
Gabe Johnson, Organization, Email, Phone
Richard Polipnick, Organization, Email, Phone
Don Gorham, Organization, Email, Phone
Holly Holm, Organization, Email, Phone
Jim Roelofs, Organization, Email, Phone
Merritt Bussiere, Organization, Email, Phone
Chip Borkenhagen, Organization, Email, Phone
Kent Montgomery, Organization, Email, Phone
Jennifer Bergman, Organization, Email, Phone

Project Outcomes

Description: What are the expected outcomes of the project? What will be built or what services will be available as a result of this project?

Example: The Three Bridges Trail will provide a 2-mile public pedestrian and bike trail that connects the Washington Street Bridge to the Buffalo Creek. Part of the trail will be elevated, and part will be on-ground and will fully connect existing trails in Brainerd for a seamless experience. In addition to the trail, lighting and way finding signage will be provided.

Project Timeline

Description: Project Start and End Dates

Example: January 2017 – June 2021

Total Project Cost

Description: Total project cost for all phases / milestones to be achieved. Include how this figure was developed and what is included in the cost.

Example:
Coordination and Planning: $100,000
Construction of Trail: $10,000,000
Engineering of rail: $800,000
Business Plan: $5,000
Total Project Cost: $10,905,000

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How does this project meet the goals of the Brainerd Riverfront Initiative?

[Note: This could also read: How does this project build a better Brainerd?]
Description: What Brainerd Riverfront Initiative Goals does this project help to accomplish? How?
Riverfront Goals:
--Positively change how Brainerd residents and the world perceives Brainerd.
--Improve the Brainerd economy.

Example: The Three Bridges Trail advances the Riverfront Initiative to change how Brainerd residents and the world perceived Brainerd by creating additional recreational activities in the heart of the city with a pedestrian and bike trail. It provides for healthy activities in an outdoor setting and reconnects users to nature. The trail also improves the Brainerd economy by providing avenues for individuals to better access businesses in downtown Brainerd because of the connectivity of trails throughout the entire downtown area.

Regional Impact:

Description: Describe who or what will benefit as a result of this project. How many people will be impacted? Be as specific as you can with the outcomes/impacts.

Example: The Three Bridges Trail will impact the 14,000 Brainerd residents, the 91,000 people in the micropolitan area, and the tens of thousands of visitors and seasonal residents.

The trail will have a positive economic impact on Brainerd because as people are out using the trail, they are more likely to purchase goods and services while in the area. Restaurants, tourist attractions, and local businesses are likely to see an increase in business especially during the summer tourist season (cite studies).

In addition, Brainerd residents and visitors will have improved health outcomes due to the opportunity to engage in physical activity. The opportunity to be outdoors also has positive health outcomes (cite studies).

Return on Investment

Description: What is the estimated return on investment (ROI)? What is the benefit to cost ratio? How long until the project pays for itself? If a return on investment analysis has not been done, are there studies of similar projects that can be cited to demonstrate ROI?

Example: Although the Three Bridges Trail has not had an economic impact analysis completed, a similar trail was studied with very positive ROI. Stantec. 2017. Delhi Pike Trial Economic Return on Investment. https://delhi.oh.us/download/news/2017/2017-6-2-Delhi-Avenue-Trail-Economic-ROI-Report.pdf.
Comparable project for 1.1 mile non-elevated trail in Ohio
Total project cost: $1,589,12
Estimated ROI:
Benefit-cost ratio: 19:1
Modified internal rate of return of 77%
Payback period of less than 1 year

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Project Metrics:

Description: How do you know if the project is successful? What does success look like? How will you measure success? Be as specific as possible. A good tool to use in developing project metrics is SMART goals: Specific, Measurable, Attainable, Relevant, and Time-Bound. For a brief tutorial on how to create SMART goals, please visit the following reference provided by the University of Texas Health Science Center of Houston: https://www.uth.edu/dotAsset/9e70db2f-583f-4b82-b81a-92acf0ac3c3a.ukn

Example: The Three Bridges Trail project will be a community resource that brings additional tourism and business to downtown Brainerd. Impact will be measured by:

1. Number of trail users per year; goal of 20,000 people per year (How will this be measured?)
2. Increased economic activity at the businesses around the trail (How will this be measured?)
3. Improved health outcomes for trail users (How will this be measured?)
4. Decreased health care costs for trail users (How will this be measured?)
5. More Brainerd area residents understanding the importance of the river and how to conserve resources (How will this be measured?)

Project Milestones:

Description: What are the major project milestones or significant accomplishments throughout the project? Approximately when will these milestones occur?

Example: Three Bridges Trail Milestones

Milestone 1: Trail Design Complete
Architectural designs for trail completed.
8/31/17

Milestone 2: Project Coordinator Hired
Brainerd Riverfront Project Coordinator Hired.
10/31/17

Milestone 3: Fundraising Plan Completed
Fundraising Plan is developed and completed to raise full $10M project cost.
12/31/17

Milestone 4: First Funds Raised
First funds committed to the building of the Three Bridges Trail.
3/31/18

Milestone 5: 25% of Funds Committed
25% of needed funds are committed to the Three Bridges Trail project.
12/31/18

Milestone 6: 100% of Funds Committed
100% of needed funds are committed to the Three Bridges Trail project.
12/31/19

Milestone 7: Construction Begins
Construction of Three Bridges Trail begins.

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4/30/20

Milestone 8: Trail Opens
Three Bridges Trail opens to the public.
6/15/21

Project Phases:

Description: Describe the phases of your project. What is the major category of work that needs to happen first, then next? What is the timeline for each phase? Is there a cost to this phase? If it is helpful, you can also list the major tasks associated with each phase including the task name, description, who owns the task, how long it will take, and what the cost is.

Example:
Three Bridge Trail Phase I: Planning
Phase I entails all planning activities for the Three Bridges trail, including initial trail design, community engagement and feedback, fundraising plan developed, and project coordinator hired.
Timeline: 1/1/17 – 12/31/17
Approximate cost: $105,000

Major Tasks:
Trail Economic Benefit Research (list task owner, timeline, and cost)
Initial Trail Design (list task owner, timeline, and cost)
Community Feedback on Design (list task owner, timeline, and cost)
Fundraising Plan Developed (list task owner, timeline, and cost)
Project Coordinator Hired (list task owner, timeline, and cost)

Project Risks

Description: What are the risks to the achievement of the project? What are you doing to mitigate those risks?

Example: The major risks to the success of the Three Bridges Trail project include:

- Land ownership along the river
  - Can the BRC acquire the necessary land along the river? Preliminary conversations have taken place with all land owners and to date, all have agreed in principle to sell the land to the Brained HRA for development of the Three Bridges Trail.
- Lack of funding from public agencies
  - If sufficient funds cannot be found through public sources to meet project goals, other fundraising strategies will be developed focusing more heavily on grants and private donations.
- Lack of grant funding
  - If sufficient funds cannot be found through grants to meet project goals, other fundraising strategies will be developed focusing more heavily on public funding and private donations.
- Lack of private donor funding
  - If sufficient funds cannot be found through private donations to meet project goals, other fundraising strategies will be developed focusing more heavily on grants and public funding.

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Stakeholders

Description: Who are the project stakeholders? Who would be interested in the project or have a need to know about it because it has an impact on them, either positive or negative? Who are potential champions? Who are potential detractors? Who will be using the project or service? Who will be funding the project or service? Are there any regulatory agencies or units of government that need to be informed? Are there businesses or organizations that need to be informed? Does the general public need to be informed?

Example: Three Bridges Trail Stakeholders

- City of Brainerd
- Brainerd Lakes Chamber of Commerce
- Brainerd Park Board
- Downtown Brainerd businesses
- General Public
- Brainerd Lakes Area Community Foundation
- Region 5
- Initiative Foundation
- Agency that distributes Legacy Funds

Fundraising Strategy

Description: What is the strategy for funding the project? Who is expected to contribute what amount? What is the hook for each funding source to get them interested in contributing? This will be a strategic document used to guide your fundraising efforts. Examples of fundraising plans include: …

Example: Note: this is not a listing of a full fundraising strategy plan. This is a list of funding sources. For example fundraising plans, please see: …

Three Bridges Trail Total Project Cost: $10,905,000
Sources of Funds:
Grants: $1,105,000
Brainerd Lakes Ares Community Foundation: $100,000
Initiative Foundation: $5,000
Other grants: $1,000,000
Public Funds: $7,000,000
Bonds: $5,000,000
Federal TAP: $1,000,000
Legacy Funds: $1,000,000
Private Donations: $2,800,000

Communication Plan

Description: What is your communication plan? This is a strategic plan that outlines how you will provide information to project stakeholders. It defines who should be given what information, when, and how it will be delivered. A good resource for developing a strategic communications plan can be found at: https://www.wkkf.org/resource-directory/resource/2006/01/template-for-strategic-communications-plan.

Example: See the Three Bridges Trail Community Engagement Plan 5/02/17 and the Brainerd HRA: Brainerd Riverfront Social Media Policy, Guidelines, Processes document.
Other examples of strategic communication plan include: …

DRAFT: FOR REVIEW ONLY

Community Engagement Strategy

Description: A community engagement strategy is closely related to a communications strategy, and may be a subset of the overall communications strategy. However, having a specific community engagement strategy helps to ensure focus on actually getting input from stakeholders and ensuring two-way communication and dialogue, rather than just one-way communication to stakeholders from you about the project. The community engagement strategy outlines how you will engage with your stakeholders to create a common sense of purpose and collective vision around the project. A good resource for developing a community engagement strategy is: http://fresc.org/wp-content/uploads/2015/02/Best-Practices-for-Community-Engagement.pdf.

Example: An example community engagement strategy can be found at: …

Sustainability Strategy

Description: A sustainability strategy outlines how your project will be maintained after the initial development. This plan often looks like a mini-business plan for the project, outlining what the ongoing costs to maintain the project will be, where the funds will come from, who is expected to do the work, etc.

Example: Three Bridges Trail
Commers, Jon. 2017. "Parks and Trails: Stewardship Overview." Donjeck.
An example sustainability strategy can be found at: …

Key Documents

Description: What are the key documents related to your project? Where are you storing them and who can access them?

Example: BRC Initiatives Presentation
Parks and Trails: Stewardship Overview
Coggle Mind Map

Project Mission & Vision

Description: If the project description is large enough to require a mission and vision statement, develop clear statements regarding what you are hoping to accomplish with the project (vision) and how you will accomplish that goal / what are your core values (mission).

Example:
Three Bridges Trail
Vision: The Brainerd Mississippi Riverfront is the heart and soul of the community and the preferred place to live, learn, work, and play.
Mission: Connect the river to the community and implement the Partnership Plan.

Project URL and Social Media

Description: What is the project website and social media handles?

Example:
URL: https://brainerdriverfront.org/
Facebook: https://www.facebook.com/Brainerd-Riverfront-1003408253041880/

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APPENDIX A: SMART Goal Template

SMART Goal Template

A SMART goal meets the criteria of the terms of the acronym SMART: Specific, Measurable, Attainable, and Relevant.

Acronym	Description	Developing SMART Goals
S	**Specific**	Goals are clear, detailed and unambiguous. A specific goal will usually answer the five "W" questions: • What: What do I want to accomplish? • Why: Specific reasons, purpose or benefits of accomplishing the goal. • Who: Who is involved? • Where: Identify a location. • Which: Identify requirements and constraints.
M	**Measureable**	This term stresses the need for concrete criteria for measuring progress toward the attainment of the goal. If a goal is not measurable, it is not possible to know whether progress toward successful completion is being made. A measurable goal will usually answer questions such as: • How much? • How many? • How will I know when it is accomplished?
A	**Attainable**	This term stresses the importance of goals that are realistic and attainable. While an attainable goal may stretch the goal-setter in order to achieve it, the goal is not extreme. An attainable goal may cause goal-setters to identify previously overlooked opportunities to bring themselves closer to the achievement of their goals. An attainable goal will usually answer the question: • How: How can the goal be accomplished?
R	**Relevant**	A relevant goal must represent an objective that the goal-setter is willing and able to work towards. A relevant goal will usually answer the question: • Does this seem worthwhile?
T	**Time Bound**	The fifth term stresses the importance of giving goals a target date. A commitment to a deadline helps focus efforts on completion of the goal on or before the due date. Timeliness is intended to prevent goals from being overtaken by the day-to-day crises that invariably arise in an organization. A timely goal will usually answer the question: • When? • What can I do 6 months from now? • What can I do 6 weeks from now? • What can I do today?
R	**Reevaluate Reward**	As goals are being developed and phases of different goals are being accomplished, reevaluate each goal to make sure they are still relevant and

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		attainable. Once goals have been accomplished, celebrate in their accomplishment and start developing new SMART goals.

Writing SMART Goals -- Template

The following template will help in the writing of a SMART Goal:

> (I or accountable party) will (action word/s) (object of the goal) by (time) for the purpose of (relevance/results).

Examples of a SMART Goal Using the Template Format

I will complete two Skillsoft courses on Communication by February 1, 2013, in order to develop my skills for my conference presentation in March, 2013.

My department will submit a FY2014 projected budget outlining the needs of the department by March 31, 2013, in order to have it approved by June 31, 2013.

My team will develop a new process to decrease customer service dissatisfaction and increase customer satisfaction by October 31 in order to support the department's mission of great customer service.

The department will implement the new customer service process to decrease dissatisfaction by November 15, 2013 to quickly address the need for increased customer satisfaction.

The department will increase customer satisfaction by 10% by January 31, 2013, to meet the department requirements and exceed the national standard.

Available at: https://www.uth.edu/dotAsset/9e70db2f-583f-4b82-b81a-92acf0ac3c3a.ukn

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Brainerd HRA

To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: October 11, 2017
Re: Consider Adoption of Procurement Policy

Based on the issuance of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), we are presenting an updated Procurement Policy for your approval (see Attachment 7a). This Uniform Guidance consolidates previously issued requirements in order to reduce administrative burden and risk of waste, fraud and abuse.

The updated policy establishes the Micro Purchases level at $3,000 (except for construction procurements which is set at $2,000) where only one reasonable quote is required. Our current policy set the Micro Purchases level at $5,000. The updated policy also sets the Board approval threshold for all procurements that exceed $100,000.

This policy establishes that in the event that an applicable law or regulation is modified, eliminated or created, the revised law or regulation will automatically supersede these policies.

Action Requested: Adoption of Procurement Policy by approving Resolution No. 2017-09.

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BRAINERD HOUSING AND REDEVELOPMENT AUTHORITY
PROCUREMENT POLICY

Adopted: 10/18/2017 Resolution No.: 2017-09

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1.0 INTRODUCTION

1.1 General. Established for the Brainerd Housing and Redevelopment Authority (hereinafter, "the Agency") by Action of the Agency Board of Commissioners (Board) on October 18, 2017, this Procurement Policy (Policy) complies with the Annual Contributions Contract (ACC) between the Agency and the United States Department of Housing and Urban Development (HUD), Federal Regulations at 2 CFR §200.317 through §200.326, *Procurement Standards*, the procurement standards of the Procurement Handbook for Public Housing Authorities (PHAs), HUD Handbook 7460.8, REV 2, and applicable State (selected provisions from Chapter 471 regarding contracts and procurement, including Uniform Contracting Law) and Local laws.

2.0 GENERAL PROVISIONS

2.1 General. The Agency shall:

2.1.1 Provide for a procurement system of quality and integrity;

2.1.2 Provide for the fair and equitable treatment of all persons or firms involved in purchasing by the Agency;

2.1.3 Ensure that supplies and services (including construction) are procured efficiently, effectively, and at the most favorable and valuable prices available to the Agency;

2.1.4 Promote competition in contracting; and

2.1.5 Assure that the Agency purchasing actions are in full compliance with applicable Federal standards, HUD regulations, State, and local laws.

2.2 Application. This Policy applies to all procurement actions of the Agency, regardless of the source of funds, except as noted under "exclusions" below. However, nothing in this Policy shall prevent the Agency from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with the law. When both HUD and non-Federal grant funds are used for a project, the work to be accomplished with the funds should be separately identified prior to procurement so that appropriate requirements can be applied, if necessary. If it is not possible to separate the funds, HUD procurement regulations shall be applied to the total project. If funds and work can be separated and work can be completed by a new contract, then regulations applicable to the source of funding may be followed.

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2.3 Definition. The term "procurement," as used in this Policy, includes the procuring, purchasing, leasing, or renting of: (1) goods, supplies, equipment, and materials, (2) construction and maintenance; consultant services, (3) Architectural and Engineering (A/E) services, (4) Social Services, and (5) other services.

2.4 Exclusions. This policy does not govern administrative fees earned under the Section 8 voucher program, the award of vouchers under the Section 8 program, the execution of landlord Housing Assistance Payments contracts under that program, or non-program income, e.g., fee-for-service revenue under 24 CFR §990. These excluded areas are subject to applicable State and local requirements.

2.5 Changes in Laws and Regulations. In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall, to the extent inconsistent with these Policies, automatically supersede these Policies.

2.6 Public Access to Procurement Information. Most procurement information that is not proprietary is a matter of public record and shall be available to the public to the extent provided in the Minnesota Freedom of Information Act.

3.0 ETHICS IN PUBLIC CONTRACTING

3.1 General. The Agency hereby establishes this code of conduct regarding procurement issues and actions and shall implement a system of sanctions for violations. This code of conduct, etc., is consistent with applicable Federal, State, or local law.

3.2 Conflicts of Interest. No employee, officer, Board member, or agent of the Agency shall participate directly or indirectly in the selection, award, or administration of any contract if a conflict of interest, either real or apparent, would be involved. This type of conflict would be when one of the persons listed below has a financial or any other type of interest in a firm competing for the award:

3.2.1 An employee, officer, Board member, or agent involved in making the award;

3.2.2 His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister);

3.2.3 His/her partner; or

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3.2.4 An organization which employs or is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

3.3 Gratuities, Kickbacks, and Use of Confidential Information. No officer, employee, Board member, or agent of the Agency shall ask for or accept gratuities, favors, or items of more than nominal value (i.e. inexpensive hat with logo) from any contractor, potential contractor, or party to any subcontract, and shall not knowingly use confidential information for actual or anticipated personal gain.

3.4 Prohibition against Contingent Fees. Contractors wanting to do business with the Agency must not hire a person to solicit or secure a contract for a commission, percentage, brokerage, or contingent fee, except for bona fide established commercial selling agencies.

4.0 PROCUREMENT PLANNING

4.1 General. Planning is essential to managing the procurement function properly. Hence, the Agency will periodically review its record of prior purchases, as well as future needs, to:

4.1.1 Find patterns of procurement actions that could be performed more efficiently or economically;

4.1.2 Maximize competition and competitive pricing among contracts and decrease the Agency's procurement costs;

4.1.3 Reduce Agency administrative costs;

4.1.4 Ensure that supplies and services are obtained without any need for re-procurement (i.e., resolving bid protests); and

4.1.5 Minimize errors that occur when there is inadequate lead time.

Consideration shall be given to storage, security, and handling requirements when planning the most appropriate purchasing actions.

5.0 PROCUREMENT METHODS

5.1 Petty Cash Purchases. Purchases under $100 may be handled through the use of a petty cash account. Petty Cash Accounts may be established in an amount

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sufficient to cover small purchases made during a reasonable period, e.g., one month. For all Petty Cash Accounts, the Agency shall ensure that security is maintained and only authorized individuals have access to the account. These accounts shall be reconciled and replenished periodically.

5.2 Small Purchase Procedures. For any amounts above the Petty Cash ceiling, but not exceeding $100,000, the Agency may use small purchase procedures. Under small purchase procedures, the Agency shall obtain a reasonable number of quotes (preferably three); however, for purchases of less than $3,000 (except for construction procurements which is set at $2,000), also known as Micro Purchases, only one quote is required provided the quote is considered reasonable. To the greatest extent feasible, and to promote competition, small purchases should be distributed among qualified sources. Quotations for Small Purchases (QSP), or quotes, may be obtained orally (either in person or by phone), by fax, in writing, or through e-procurement. Award shall be made to the responsive and responsible vendor that submits the lowest cost to the Agency. If award is to be made for reasons other than lowest price, documentation shall be provided in the contract file. The Agency shall not break down requirements aggregating more than the small purchase threshold (or the Micro Purchase threshold) into several purchases that are less than the applicable threshold merely to: (1) permit use of the small purchase procedures or (2) avoid any requirements that applies to purchases that exceed the Micro Purchase threshold.

5.3 Sealed Bids. Sealed bidding, also known as Invitation for Bids (IFB), shall be used for all contracts that exceed the small purchase threshold and that are not competitive proposals or non-competitive proposals, as these terms are defined in this Policy. Under sealed bids, the Agency publicly solicits bids and awards a firm fixed-price contract (lump sum or unit price) to the responsive and responsible bidder whose bid, conforming with all the material terms and conditions of the IFB, is the lowest in price. Sealed bidding is the preferred method for procuring construction, supply, and non-complex service contracts that are expected to exceed $100,000.

5.3.1 Conditions for Using Sealed Bids. The Agency shall use the sealed bid method if the following conditions are present: a complete, adequate, and realistic statement of work, specification, or purchase description is available; three or more responsible bidders are willing and able to compete effectively for the work; the contract can be awarded based on a firm fixed price; and the selection of the successful bidder can be made principally on the lowest price.

5.3.2 Solicitation and Receipt of Bids. An IFB is issued which includes the specifications and all contractual terms and conditions applicable to the procurement, and a statement that award will be made to the

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lowest responsible and responsive bidder whose bid meets the requirements of the solicitation. The IFB must state the time and place for both receiving the bids and the public bid opening. All bids received will be date and time-stamped and stored unopened in a secure place until the public bid opening. A bidder may withdraw the bid at any time prior to the bid opening.

5.3.3 Bid Opening and Award. Bids shall be opened publicly. All bids received shall be recorded on an abstract (tabulation) of bids, which shall then be made available for public inspection. If equal low bids are received from responsible bidders, selection shall be made by drawing lots or other similar random method. The method for doing this shall be stated in the IFB. If only one responsive bid is received from a responsible bidder, award shall not be made unless the price can be determined to be reasonable, based on a cost or price analysis.

5.3.4 Mistakes in Bids. Correction or withdrawal of bids may be permitted, where appropriate, before bid opening by written or telegraphic notice received in the office designated in the IFB prior to the time set for bid opening. After bid opening, corrections in bids may be permitted only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made. All decisions to allow correction or withdrawal of a bid shall be supported by a written determination signed by the Contracting Officer. After bid opening, changes in bid prices or other provisions of bids prejudicial to the interest of the Agency or fair competition shall not be permitted.

5.4 Competitive Proposals. Unlike sealed bidding, the competitive proposal method, also known as Request for Proposals (RFP), permits: consideration of technical factors other than price; discussion with offerors concerning offers submitted; negotiation of contract price or estimated cost and other contract terms and conditions; revision of proposals before the final contractor selection; and the withdrawal of an offer at any time up until the point of award. Award is normally made on the basis of the proposal that represents the best overall value to the Agency, considering price and other factors, e.g., technical expertise, past experience, quality of proposed staffing, etc., set forth in the solicitation and not solely the lowest price.

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5.4.1 Conditions for Use. Where conditions are not appropriate for the use of sealed bidding, competitive proposals may be used. Competitive proposals are the preferred method for procuring professional services that will exceed the small purchase threshold. As detailed within Section 7.2.B of HUD Procurement Handbook 7460.8 REV 2, "Only under limited circumstances would construction services be procured by competitive proposals;" accordingly, construction services will most typically be procured utilizing the sealed bid (IFB) or small purchase procedures (QSP).

5.4.2 Form of Solicitation. Other than A/E services, developer-related services and energy performance contracting, competitive proposals shall be solicited through the issuance of an RFP. The RFP shall clearly identify the importance and relative value of each of the evaluation factors as well as any subfactors and price. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors, and the contents of their proposals until after award. The Agency may assign price a specific weight in the evaluation factors or the Agency may consider price in conjunction with technical factors; in either case, the method for evaluating price shall be established in the RFP.

5.4.3 Evaluation. The proposals shall be evaluated only on the factors stated in the RFP. Where not apparent from the evaluation factors, the Agency shall establish an Evaluation Plan for each RFP. Generally, all RFPs shall be evaluated by an appropriately appointed Evaluation Committee. The Evaluation Committee shall be required to disclose any potential conflicts of interest and to sign a Non-Disclosure statement. An Evaluation Report, summarizing the results of the evaluation, shall be prepared prior to award of a contract.

5.4.4 Negotiations. Negotiations shall be conducted with all offerors who submit a proposal determined to have a reasonable chance of being selected for award, unless it is determined that negotiations are not needed with any of the offerors. This determination is based on the relative score of the proposals as they are evaluated and rated in accordance with the technical and price factors specified in the RFP. These offerors shall be treated fairly and equally with respect to any opportunity for negotiation and revision of their proposals. No offeror shall be given any information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal. A common deadline shall be established for receipt of proposal revisions based on negotiations. Negotiations are

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exchanges (in either competitive or sole source environment) between the Agency and offerors that are undertaken with the intent of allowing the offeror to revise its proposal. These negotiations may include bargaining. Bargaining includes persuasion, alteration of assumptions and positions, give-and-take, and may apply to price, schedule, technical requirements, type of contract or other terms of a proposed contract. When negotiations are conducted in a competitive acquisition, they take place after establishment of the competitive range and are called discussions. Discussions are tailored to each offeror's proposal, and shall be conducted by the contracting officer with each offeror within the competitive range. The primary object of discussions is to maximize the Agency's ability to obtain best value, based on the requirements and the evaluation factors set forth in the solicitation. The contracting officer shall indicate to, or discuss with, each offeror still being considered for award, significant weaknesses, deficiencies, and other aspects of its proposal (such as technical approach, past performance, and terms and conditions) that could, in the opinion of the contracting officer, be altered or explained to enhance materially the proposer's potential for award. The scope and extent of discussions are a matter of the contracting officer's judgment. The contracting officer may inform an offeror that its price is considered by the Agency to be too high, or too low, and reveal the results of the analysis supporting that conclusion. It is also permissible to indicate to all offerors the cost or price that the Agency's price analysis, market research, and other reviews have identified as reasonable. "Auctioning" (revealing one offeror's price in an attempt to get another offeror to lower their price) is prohibited.

5.4.4 Award. After evaluation of the revised proposals, if any, the contract shall be awarded to the responsible firm whose technical approach to the project, qualifications, price and/or any other factors considered, are most advantageous to the Agency provided that the price is within the maximum total project budgeted amount established for the specific property or activity.

5.4.6 A/E Services. The Agency shall contract for A/E services using Qualifications-based Selection (QBS) procedures, utilizing a Request for Qualifications (RFQ). Sealed bidding shall not be used for A/E solicitations. Under QBS procedures, competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method. QBS procedures shall not be

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used to purchase other types of services, other than Energy Performance Contracting and Developer services, though architectural/engineering firms are potential sources.

5.5 Noncompetitive Proposals.

5.5.1 Conditions for Use. Procurement by noncompetitive proposals (sole- or single-source) may be used only when the award of a contract is not feasible using small purchase procedures, sealed bids, cooperative purchasing, or competitive proposals, and if one of the following applies:

5.5.1.1 The item is available only from a single source, based on a good faith review of available sources;

5.5.1.2 An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to the Agency, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any of the other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary simply to meet the emergency;

5.5.1.3 HUD authorizes the use of noncompetitive proposals; or

5.5.1.4 After solicitation of a number of sources, competition is determined inadequate.

5.5.2 Justification. Each procurement based on noncompetitive proposals shall be supported by a written justification for the selection of this method. The justification shall be approved in writing by the responsible Contracting Officer. Poor planning or lack of planning is not justification for emergency or sole-source procurements. The justification, to be included in the procurement file, should include the following information:

5.5.2.1 Description of the requirement;

5.5.2.2 History of prior purchases and their nature (competitive vs. noncompetitive);

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5.5.2.3 The specific exception in 2 CFR §200.320(f)(1)-(4) which applies;

5.5.2.4 Statement as to the unique circumstances that require award by noncompetitive proposals;

5.5.2.5 Description of the efforts made to find competitive sources (advertisement in trade journals or local publications, phone calls to local suppliers, issuance of a written solicitation, etc.);

5.5.2.6 Statement as to efforts that will be taken in the future to promote competition for the requirement;

5.5.2.7 Signature by the Contracting Officer's supervisor (or someone above the level of the Contracting Officer); and

5.5.2.8 Price Reasonableness. The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing an analysis, as described in this Policy.

5.6 Cooperative Purchasing/Intergovernmental Agreements. The Agency may enter into State and/or local cooperative or intergovernmental agreements to purchase or use common supplies, equipment, or services. The decision to use an interagency agreement instead of conducting a direct procurement shall be based on economy and efficiency. If used, the interagency agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions. The Agency may use Federal or State excess and surplus property instead of purchasing new equipment and property if feasible and if it will result in a reduction of project costs. The goods and services obtained under a cooperative purchasing agreement must have been procured in accordance with 2 CFR §200.317 through §200.326.

6.0 INDEPENDENT COST ESTIMATE (ICE)

6.1 General. For all purchases above the Micro Purchase threshold, the Agency shall prepare an ICE prior to solicitation. The level of detail shall be commensurate with the cost and complexity of the item to be purchased.

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7.0 COST AND PRICE ANALYSIS (CPA)

7.1 General. The Agency shall require assurance that, before entering into a contract, the price is reasonable, in accordance with the following instructions.

7.1.1 Petty Cash and Micro Purchases. No formal cost or price analysis is required. Rather, the execution of a contract by the Contracting Officer (through a Purchase Order or other means) shall serve as the Contracting Officer's determination that the price obtained is reasonable, which may be based on the Contracting Officer's prior experience or other factors.

7.1.2 Small Purchases. A comparison with other offers shall generally be sufficient determination of the reasonableness of price and no further analysis is required. If a reasonable number of quotes are not obtained to establish reasonableness through price competition, the Contracting Officer shall document price reasonableness through other means, such as prior purchases of this nature, catalog prices, the Contracting Officer's personal knowledge at the time of purchase, comparison to the ICE, or any other reasonable basis.

7.1.3 Sealed Bids. The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, and when the bid received is substantially more than the ICE, and where the Agency cannot reasonably determine price reasonableness, the Agency must conduct a cost analysis, consistent with federal guidelines, to ensure that the price paid is reasonable.

7.1.4 Competitive Proposals. The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient proposals are not received, the Agency must compare the price with the ICE. For competitive proposals where prices cannot be easily compared among offerors, where there is not adequate competition, or where the price is substantially greater than the ICE, the Agency must conduct a cost analysis, consistent with Federal guidelines, to ensure that the price paid is reasonable.

7.1.5 Contract Modifications. A cost analysis, consistent with federal guidelines, shall be conducted for all contract modifications for projects that were procured through Sealed Bids, Competitive Proposals, or Non-Competitive Proposals, or for projects originally procured through Small Purchase procedures and the amount of the

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contract modification will result in a total contract price in excess of $100,000.

8.0 SOLICITATION AND ADVERTISING

8.1 Method of Solicitation.

8.1.1 Petty Cash and Micro Purchases. The Agency may contact only one source if the price is considered reasonable.

8.1.2 Small Purchases. Quotes may be solicited orally, through fax, E-Procurement, or by any other reasonable method.

8.1.3 Sealed Bids and Competitive Proposals. Solicitation must be done publicly. The Agency must use one or more following solicitation methods, provided that the method employed provides for meaningful competition.

8.1.3.1 Advertising in newspapers or other print mediums of local or general circulations.

8.1.3.2 Advertising in various trade journals or publications (for construction).

8.1.3.3 E-Procurement. The Agency may conduct its public procurements through the Internet using e-procurement systems. However, all e-procurements must otherwise be in compliance with 2 CFR §200.317 through §200.326, State and local requirements, and the Agency's procurement policy.

8.2 Time Frame. For purchases of more than $100,000, the public notice should run not less than once each week for two consecutive weeks.

8.2 Form. Notices/advertisements should state, at a minimum, the place, date, and time that the bids or proposals are due, the solicitation number, a contact that can provide a copy of, and information about, the solicitation, and a brief description of the needed items(s).

8.4 Time Period for Submission of Bids. A minimum of 30 days shall generally be provided for preparation and submission of sealed bids and 15 days for competitive proposals. However, the Executive Director may allow for a shorter period under extraordinary circumstances.

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8.5 Cancellation of Solicitations.

8.5.1 An IFB, RFP, or other solicitation may be cancelled before bids/offers are due if:

8.5.1.1 The supplies, services or construction is no longer required;

8.5.1.2 The funds are no longer available;

8.5.1.3 Proposed amendments to the solicitation are of such magnitude that a new solicitation would be best; or

8.5.1.4 Other similar reasons.

8.5.2 A solicitation may be cancelled and all bids or proposals that have already been received may be rejected if:

8.5.2.1 The supplies or services (including construction) are no longer required;

8.5.2.2 Ambiguous or otherwise inadequate specifications were part of the solicitation;

8.5.2.3 All factors of significance to the Agency were not considered;

8.5.2.4 Prices exceed available funds and it would not be appropriate to adjust quantities to come within available funds;

8.5.2.5 There is reason to believe that bids or proposals may not have been independently determined in open competition, may have been collusive, or may have been submitted in bad faith; or

8.5.2.6 For good cause of a similar nature when it is in the best interest of the Agency.

8.5.3 The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request.

8.5.4 A notice of cancellation shall be sent to all bidders/offerors solicited and, if appropriate, shall explain that they will be given an

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opportunity to compete on any re-solicitation or future procurement of similar items.

8.5.5 If all otherwise acceptable bids received in response to an IFB are at unreasonable prices an analysis should be conducted to see if there is a problem in either the specifications or the Agency's cost estimate. If both are determined adequate and if only one bid is received and the price is unreasonable, the Contracting Officer may cancel the solicitation and either

8.5.5.1 Re-solicit using an RFP; or

8.5.5.2 Complete the procurement by using the competitive proposal method. The Contracting Officer must determine, in writing, that such action is appropriate, must inform all bidders of the Agency's intent to negotiate, and must give each bidder a reasonable opportunity to negotiate.

8.5.6 If problems are found with the specifications, the Agency should cancel the solicitation, revise the specifications and re-solicit using an IFB.

8.6 Credit (or Purchasing) Cards. Credit card usage should follow the rules for all other small purchases. For example, the Contracting Officer may use a credit card for Micro Purchases without obtaining additional quotes provided the price is considered reasonable. However, for amounts above the Micro Purchase level, the Contracting Officer would generally need to have obtained a reasonable number of quotes before purchasing via a credit card. When using credit cards, the Agency shall adopt reasonable safeguards to assure that they are used only for intended purposes (for instance, limiting the types of purchases or the amount of purchases that are permitted with credit cards).

9.0 BONDING REQUIREMENTS

9.1 General. The standards under this section apply to construction contracts that exceed $100,000. There are no bonding requirements for small purchases or for competitive proposals. The Agency may require bonds in these latter circumstances when deemed appropriate; however, non-construction contracts should generally not require bid bonds.

9.1.1 Bid Bonds. For construction contracts exceeding $100,000, offerors shall be required to submit a bid guarantee from each bidder equivalent to 5% of the bid price.

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9.1.2 Payment Bonds. For construction contracts exceeding $100,000, the successful bidder shall furnish an assurance of completion. This assurance may be any one of the following four:

9.1.2.1 A performance and payment bond in a penal sum of 100% of the contract price; or

9.1.2.2 Separate performance and payment bonds, each for 50% or more of the contract price; or

9.1.2.3 A 20 % cash escrow; or

9.1.2.4 A 25 % irrevocable letter of credit.

These bonds must be obtained from guarantee or surety companies acceptable to the U. S. Government and authorized to do business in the State of Minnesota. Individual sureties shall not be considered. U. S. Treasury Circular Number 570 lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the States in which the company is licensed to do business. Use of companies on this circular is mandatory.

10.0 CONTRACTOR QUALIFICATIONS AND DUTIES

10.1 Contractor Responsibility

10.1.1 The Agency shall not award any contract until the prospective contractor, i.e., low responsive bidder, or successful offeror, has been determined to be responsible. A responsible bidder/offeror must:

10.1.1.1 Have adequate financial resources to perform the contract, or the ability to obtain them;

10.1.1.2 Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all of the bidder's/offeror's existing commercial and governmental business commitments;

10.1.1.3 Have a satisfactory performance record;

10.1.1.4 Have a satisfactory record of integrity and business ethics;

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10.1.1.5 Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;

10.1.1.6 Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and,

10.1.1.7 Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended, debarred or under a HUD-imposed LDP.

10.1.2 If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official contract file, and the prospective contractor shall be advised of the reasons for the determination.

10.2 Suspension and Debarment. Contracts shall not be awarded to debarred, suspended, or ineligible contractors. Contractors may be suspended, debarred, or determined to be ineligible by HUD in accordance with HUD regulations (2 CFR §200.317 through §200.326) or by other Federal agencies, e.g., Department of Labor for violation of labor regulations, when necessary to protect housing authorities in their business dealings. Prior to issuance of a contract, Agency staff shall, as detailed within Section 10.2.H.1 and 10.2.H.2 of HUD Procurement Handbook 7460.8 REV 2, conduct the required searches within the HUD Limited Denial of Participation (LDP) system and the U.S. General Services Administration System for Award Management (SAM) and place within the applicable contract file a printed copy of the results of each such search.

10.3 Vendor Lists. All interested businesses shall be given the opportunity to be included on vendor mailing lists. Any lists of persons, firms, or products which are used in the purchase of supplies and services (including construction) shall be kept current and include enough sources to ensure competition.

11.0 CONTRACT PRICING ARRANGEMENTS

11.1 Contract Types. Any type of contract which is appropriate to the procurement and which will promote the best interests of the Agency may be used, **provided the cost -plus-a-percentage-of-cost and percentage-of-construction-cost methods are not used**. All solicitations and contracts shall include the clauses and provisions necessary to define the rights and responsibilities of both the contractor and the Agency. For all cost reimbursement contracts, the Agency must include a written determination as to why no other contract type is suitable. Further, the contract must include a ceiling price that the contractor exceeds at its own risk.

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11.2 Options. Options for additional quantities or performance periods may be included in contracts, provided that:

11.2.1 The option is contained in the solicitation;

11.2.2 The option is a unilateral right of the Agency;

11.2.3 The contract states a limit on the additional quantities and the overall term of the contract;

11.2.4 The options are evaluated as part of the initial competition;

11.2.5 The contract states the period within which the options may be exercised;

11.2.6 The options may be exercised only at the price specified in or reasonably determinable from the contract; and

11.2.7 The options may be exercised only if determined to be more advantageous to the Agency than conducting a new procurement.

12.0 CONTRACT CLAUSES

12.1 Contract Pricing Arrangements. All contracts shall identify the contract pricing arrangement as well as other pertinent terms and conditions, as determined by the Agency.

12.2 Required Forms. Additionally, the forms HUD-5369; 5369-A; 5369-B; 5369; 5370; 5370-C (Sections I and II); 51915; and 51915-A, which contain all HUD-required clauses and certifications for contracts of more than $100,000, as well as any forms/clauses as required by HUD for small purchases, shall be used, as applicable, in all corresponding solicitations and contracts issued by the Agency.

12.3 Required Contract Clauses: The Agency shall ensure that each contract executed by the Agency contains the required contract clauses detailed within 2 CFR §200.326 and Appendix II.

13.0 CONTRACT ADMINISTRATION

13.1 General. The Agency shall maintain a system of contract administration designed to ensure that Contractors perform in accordance with their contracts. These systems shall provide for inspection of supplies, services, or

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construction, as well as monitoring contractor performance, status reporting on major projects including construction contracts, and similar matters. For cost-reimbursement contracts, costs are allowable only to the extent that they are consistent with the cost principles in HUD Handbook 2210.18.

14.0 SPECIFICATIONS

14.1 General. All specifications shall be drafted so as to promote overall economy for the purpose intended and to encourage competition in satisfying the Agency's needs. Specifications shall be reviewed prior to issuing any solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicative items. Function or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. For equipment purchases, a lease versus purchase analysis should be performed to determine the most economical form of procurement.

14.2 Limitation. The following types of specifications shall be avoided:

14.2.1 Geographic restrictions not mandated or encouraged by applicable Federal law (except for A/E contracts, which may include geographic location as a selection factor if adequate competition is available);

14.2.2 Brand name specifications (unless the specifications list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use).

Nothing in this procurement policy shall preempt any State licensing laws. Specifications shall be reviewed to ensure that organizational conflicts of interest do not occur.

15.0 APPEALS AND REMEDIES

15.1 General. It is Agency policy to resolve all contractual issues informally and without litigation. Disputes will not be referred to HUD unless all administrative remedies have been exhausted. When appropriate, a mediator may be used to help resolve differences.

15.2 Informal Appeals Procedure. The Agency shall adopt an informal bid protest/appeal procedure for contracts of $100,000 or less. Under these procedures, the bidder/contractor may request to meet with the appropriate Contract Officer.

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15.3 Formal Appeals Procedure. A formal appeals procedure shall be established for solicitations/contracts of more than $100,000.

15.3.1 Bid Protest. Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Policy. Any protest against a solicitation must be received before the due date for the receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days after the contract receives notice of the contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant.

15.3.2 Contractor Claims. All claims by a contractor relating to performance of a contract shall be submitted in writing to the Contracting Officer for a written decision. The contractor may request a conference on the claim. The Contracting Officer's decision shall inform the contractor of its appeal rights to the next higher level of authority in Agency. Contractor claims shall be governed by the Changes clause in the relevant form HUD-5370.

16.0 ASSISTANCE TO SMALL AND OTHER BUSINESSES

16.1 Required Efforts. Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, all feasible efforts shall be made to ensure that small and minority-owned businesses, women's business enterprises, and other individuals or firms located in or owned in substantial part by persons residing in the area of the HACM project are used when possible. Such efforts shall include, but shall not be limited to:

16.1.1 Including such firms, when qualified, on solicitation mailing lists;

16.1.2 Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;

16.1.3 Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;

16.1.4 Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;

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16.1.5 Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;

16.1.6 Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in 24 CFR §135 (so-called Section 3 businesses); and

16.1.7 Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

16.2 Goals. Shall be established periodically for participation by small businesses, minority-owned businesses, women-owned business enterprises, labor surplus area businesses, and Section 3 business concerns in Agency prime contracts and subcontracting opportunities.

16.3 Definitions.

16.3.1 A small business is defined as a business that is: independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR §121 should be used to determine business size.

16.3.2 A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.

16.3.3 A women's business enterprise is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who control and operate the business.

16.3.4 A "Section 3 business concern" is as defined under 24 CFR §135.

16.3.5 A labor surplus area business is defined as a business which, together with its immediate subcontractors, will incur more than 50% of

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the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the DOL in 20 CFR §654, Subpart A, and in the list of labor surplus areas published by the Employment and Training Administration.

17.0 BOARD APPROVAL OF PROCUREMENT ACTIONS

17.1 Authority. The Board appoints and delegates procurement authority to the Executive Director (ED) in the amount not to exceed $100,000 and is responsible for ensuring that any procurement policies and procedures adopted are appropriate for the Agency. All procurements that exceed $100,000 must have approval from the Board prior to award and/or contract execution.

18.0 DELEGATION OF CONTRACTING AUTHORITY

18.1 Delegation. While the ED is responsible for ensuring that the Agency's procurements comply with this Policy, the ED may delegate in writing all procurement authority as is necessary and appropriate to conduct the business of the Agency.

18.2 Procedures. Further, and in accordance with this delegation of authority, the ED shall, where necessary, establish operational procedures (such as a procurement manual or standard operating procedures) to implement this Policy. The ED shall also establish a system of sanctions for violations of the ethical standards described in Section 3.0 herein, consistent with Federal, State, or local law.

19.0 DOCUMENTATION

19.1 Required Records. The Agency must maintain records sufficient to detail the significant history of each procurement action. These records shall include, but shall not necessarily be limited to, the following:

19.1.1 Rationale for the method of procurement (if not self-evident);

19.1.2 Rationale of contract pricing arrangement (also if not self-evident);

19.1.3 Reason for accepting or rejecting the bids or offers;

19.1.4 Basis for the contract price (as prescribed in this handbook);

19.1.5 A copy of the contract documents awarded or issued and signed by the Contracting Officer;

19.1.6 Basis for contract modifications; and

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19.1.7 Related contract administration actions.

19.2 Level of Documentation. The level of documentation should be commensurate with the value of the procurement.

19.3 Record Retention. Records are to be retained for a period of three years after final payment and all matters pertaining to the contact are closed.

20.0 DISPOSITION OF SURPLUS PROPERTY

20.1 General. Property no longer necessary for the Agency's purposes (non-real property) shall be transferred, sold, or disposed of in accordance with applicable Federal, state, and local laws and regulations.

21.0 FUNDING AVAILABILITY

21.1 General. Before initiating any contract, the Agency shall ensure that there are sufficient funds available to cover the anticipated cost of the contract or modification.

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HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF BRAINERD
RESOLUTION NO. 2017-09

PROCUREMENT POLICY

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd is required to prepare an updated Procurement Policy based on Title 2 U.S. Code of Federal Regulations Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance); and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd has developed an updated Procurement Policy that follows Uniform Guidance; and

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

1. The updated Procurement Policy is hereby approved.

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

Dated: _____ _____
Patrick Wussow, Board Chair

Dated: _____ _____
Jennifer Bergman, Executive Director

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Brainerd HRA

To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: October 11, 2017
Re: Consider Adoption of Record Retention Policy

Based on the research performed by the Policy Subcommittee, it was determined that we should follow a validly adopted records retention schedule in compliance with all local, state and federal laws.

Action Requested: Adoption of Record Retention Policy by approving Resolution No. 2017-10.

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RECORD RETENTION POLICY

It is the policy of the Brainerd Housing and Redevelopment Authority (HRA) to retain and/or dispose of records in the manner described below and in compliance with all local, state, and federal laws, and consistent with HUD's prescribed retention schedules. For documents not defined in the schedule below, the above referenced laws will be followed.

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. The listed retention periods do not override federal or state law, audit or litigation requirements or good judgement. At the discretion of the HRA, certain records may be retained indefinitely.

PERMANENT RECORDS
Articles of Incorporation and Bylaws
Board Meeting Minutes and Resolutions
Audit Reports
End of Year Financial Reports
Deeds, Mortgages and Bills of Sale
General Ledgers and Journals
Depreciation Schedules
Annual Operating Budgets
Bids and Specifications for Capital Improvements Awarded
3 YEARS
EIV Income Report (3 years from end of participation date) [1]
Tenant Files, Verifications, Rent Determinations, Leases [2]
Real Property and Equipment Acquired with Federal Funds (3 years after disposition)
Community Development Block Grant (CDBG) (3 years after loan is closed)
7 YEARS
Bank Statements, Reconciliation, Credit Card Statements and Canceled Checks
Accounts Payable and Receivable Documents
Monthly Financial Reports and Statements
Employee Files (Position Descriptions, Personnel Actions, Payroll Records)
Employment Tax Records
Application and Wait List Documents
All Documents Related to Financial Management and Activities Funded under Operating Fund [3]
10 YEARS
Bids and Specifications for Services and Supplies Awarded (10 years after paid or terminated)
Community Development Block Grant (CDBG) Applications (10 years after federal audit)

Additional Guidance:

[1]Notice PIH 2010-19(HA)
[2]CFR 982.158 Program Account and Records
[3]CFR 990.325 Record Retention Requirements
General Record Retention Schedule for MN Cities – May 2017 (Minnesota Clerks & Finance Officers Association) www.mcfoa.org

HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF BRAINERD
RESOLUTION NO. 2017-10

RECORD RETENTION POLICY

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd is required to prepare a Record Retention Policy in compliance with all local, state and federal laws; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd has developed a Record Retention Policy; and

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

1. The Record Retention Policy is hereby approved.

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

Dated: _____ _____
Patrick Wussow, Board Chair

Dated: _____ _____
Jennifer Bergman, Executive Director

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Brainerd HRA

To: Brainerd HRA Board Members
From: John Schommer, Rehab Coordinator
Date: October 11, 2017
Re: Approval of Submission of Small Cities Development Program Preliminary Proposal for Northeast Brainerd.

The Minnesota Department of Employment and Economic Development (DEED) provides rehabilitation grants for low-moderate income housing, mixed-use, and commercial properties through their Small Cities Development Program (SCDP). A preliminary proposal is submitted in November and ranked according to their criteria. If deemed competitive or marginally competitive, we will be invited to submit a full application in February.

We are working on an application for an owner-occupied and rental rehab in NE Brainerd and commercial and rental rehab for substandard properties in downtown Brainerd (see Attachment 9a).

The application must come from the City of Brainerd and we will be presenting this pre-application to the City Council on November 5th.

Action Requested: Authorize submission of a preliminary proposal to Minnesota DEED for rehabilitation of owner-occupied and rental housing in a targeted area of NE Brainerd and mixed use rehabilitation in downtown Brainerd.

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Grantee/Administrator/Co-Funder/Author/Legislative District
Information Sheet
Small Cities Development Program – State of Minnesota

EMPLOYMENT AND ECONOMIC DEVELOPMENT

Small Cities Development Program (SCDP)
2018 Preliminary Proposal

Submission Deadline
Thursday, November 9, 2017 4:30 PM

Small Cities Development Program (SCDP)
Program Concept – Applies to Preliminary Proposal and Application

PROGRAM GOAL

The goal of the SCDP is to develop viable, eligible communities and provide a suitable living environments by expanding economic opportunities that principally benefit low to moderate income households. This is accomplished by providing financial assistance to address the need for decent, safe, affordable housing, economic development and adequate public facilities.

BACKGROUND

The Community Development Block Grant (CDBG) Program is a federal program that provides funding for housing, community and economic development. In 1974, Congress passed the Housing and Community Development Act, Title I, which authorized the development of the CDBG Program. The Program, administered by the U.S. Department of Housing and Urban Development (HUD), consists of two components, an entitlement program that provides funding directly to urban (entitlement) areas and a Small Cities Development Program (SCDP) which provides funding to non-entitlement communities.

1

Grantee/Administrator/Co-Funder/Author/Legislative District
Information Sheet
Small Cities Development Program – State of Minnesota

The Minnesota Department of Employment and Economic Development (DEED) is responsible for state administration of the CDBG program for non-entitlement communities statewide, per Minnesota Administrative Rules, Chapter 4300, Community Development Block Grants. This Program Concept is based on the rules outlined in Chapter 4300.

PROGRAM OBJECTIVE

All SCDP funded activities are intended to support community development activities that:

- Encourage and assist local governments to develop comprehensive economic development strategies which promote viable communities by providing economic opportunities for Low-to-Moderate Income Households;
- Encourage and assist local governments to develop comprehensive public facility improvement strategies in conjunction with Rural Development (RD), the Public Facility Authority (PFA), MN Pollution Control Agency (MPCA), etc., to make rural communities more viable. These actions must also primarily benefit Low-to-Moderate Income Households;
- Develop and implement strategies, which facilitate the coordination of CDBG Small Cities funding with other federal/state/local community development resources.

These community development activities must meet one of the following Federal Objectives:

- Benefit to low and moderate income (LMI) persons/households. LMI is defined as households whose total income from all members does not exceed 80% of the County Median Income, adjusted for household size as determined by HUD annually. The general SCDP activities that use the LMI federal objective are owner-occupied and rental housing rehabilitation, public facilities, assessment abatement, and homeownership assistance.
- Prevent or eliminate slum and blight conditions; generally the SCDP activity associated with this national objective is commercial rehabilitation.
- Alleviate urgent community development needs caused by conditions which pose a serious and immediate threat to the health or welfare of the community and where other financial resources are not available. The activities that meet this federal objective are generally associated with disaster recovery where an LMI federal objective cannot be satisfied.

For more information, go to the "Federal Objectives for Applicants" section of the SCDP A-Z Guide, found on our website.

ELIGIBLE APPLICANTS/MULTI-COMMUNITY APLICATIONS

Eligible Applicants are cities with a populations under 50,000 and counties and townships with an unincorporated population under 200,000. In order to be considered eligible, an applicant must be in substantial compliance with all applicable state and federal laws, regulations and executive orders that pertain to the CDBG Small Cities Development Program.

Applications submitted jointly by communities must be approved by the governing bodies of all communities in the application. All communities must meet citizen participation requirements of the program and a cooperative agreement must be attached as an appendix to any Full Application. All participating communities must also meet all DEED contractual requirements. No more than three total communities can comprise one application. Eligible applicants must adhere to the application process instituted by DEED for the Program.

APPLICANT ELIGIBILITY REQUIREMENTS/RESTRICTIONS

Eligible Applicants may receive only one competitive award per grant year and no Eligible Applicant shall be included in more than one competitive application, whether as a primary applicant or as a secondary applicant within a multi-city application. An Eligible Applicant may receive one federal Economic Development Grant (ED) from the Minnesota Investment Fund (MIF) in addition to a SCDP competitive grant each application year.

Eligible Applicants who received previous SCDP funding and/or administering entities managing SCDP projects are subject to a capacity and performance evaluation. Communities with past due monetary obligations, communities not current on all SCDP reporting, or communities with any federal audit findings, or findings from SCDP monitoring reports where findings are not being responded to in a timely manner, are not eligible to submit a preliminary proposal or application. Any administrative entity that is involved with a current SCDP project with SCDP findings that are not being responded to in an effective, timely manner are not eligible to be named as an administrator in a preliminary proposal or application.

CONTRACTING FOR PROFESSIONAL SERVICES WITH ADMINISTERING ENTITY (IES)

Federal procurement standards apply to the selection of administration of the CDBG funded projects. The Grantee and the administrator must enter into a written agreement and the agreement must remain in effect during any period that the administrator has a role with CDBG funds, including program income. Reference 24 CFR Part 570.503 and OMB Circular A-87 for guidance.

Applicants may not use SCDP funds or Program Income for professional services for the preparation of application materials.

Grantees are ultimately responsible for compliance with grant agreements and all environmental review requirements.

FUNDING AVAILABILITY

The annual amount of funding that is made available from HUD through DEED varies. It is DEED's intention to provide SCDP funds in accordance to the following approximate allocations:

- Thirty percent (30%) for Single Purpose Applications
- Fifty-five percent (55%) for Comprehensive Applications

- Fifteen percent (15%) is designated for DEED's Federal Economic Development set-aside – MN Investment Fund Program (MIF). Allocation percentages may be modified by the Commissioner of DEED if the Commissioner determines that there is a shortage of competitive applications in any category.

At least 70% of the annual SCDP allocation will be awarded to activities that meet a LMI federal objective.

SCDP funding may be made available in the event of an Urgent Community Development need or the occurrence of certain federal or state declared disasters. Please contact the DEED representative assigned to your region for further information.

FORM OF FUNDING (GRANT)

DEED provides funds to communities in the form of a grant. The grant is provided to the grantee on a cost reimbursement basis. Awardees have the ability to sub-provide funds in the form of grants, deferred loans and/or installment loans. Financing terms for these funds must be specified within the application.

TYPES OF APPLICATIONS/LIMITS

The ***Single Purpose Application*** is used for **housing projects** which include one or more housing activities designed to increase the supply or quality of dwellings suited for the occupancy of the individuals and families; **or public facilities projects** which include one or more activities designed to construct, reconstruct, or install buildings or infrastructure which serve a community or neighborhood area. Single purpose public facilities would include streetscapes and public aesthetic amenities that are part of a larger renewal or beautification plan. With the Single Purpose application, aggregate funding cannot exceed $600,000.

The ***Comprehensive Application*** is used for projects that include a combination of at least two interrelated activities which are designed to address community development needs, which by their nature must be carried out in a coordinated manner and/or require a coordination of housing, public facilities, or community development/revitalization activities. A comprehensive application must contain at least one housing activity and at least one non-housing activity. Each proposed activity must provide a reasonable proportion of significance to the overall project. For multi-community applications, each community's proposed activities must meet the definition of a comprehensive project in order for multi-community applications to be eligible as a comprehensive project. These projects must be designed to benefit a defined geographical area. The aggregate funding amount cannot exceed $1.4 million and each activity within the application is limited to a maximum amount of $600,000 which includes administrative dollars.

ELIGIBLE USE OF FUNDS

Funds from the Small Cities Development Program can be used to address the following activities:

- Housing Rehabilitation. This includes owner-occupied, single family, rental/multi-family units, and conversion

- Commercial Rehabilitation
- Public Facility Improvements: (i.e., water systems, sewer systems, drainage facility construction or improvements, etc.)
- Community Center/Facility
- Streetscape
- Public Aesthetic Amenities
- Assessment Abatement (restricted to households at 50% or lower of county median only)
- Acquisition/Rehabilitation (generally associated with disaster recovery activities)
- Acquisition/Demolition (generally associated with disaster recovery activities)
- Relocation (generally associated with disaster recovery activities)
- Other (see SCDP A-Z Guide and consult with SCDP before considering)

PRELIMINARY PROPOSAL/APPLICATION REVIEW

The review process for the Small Cities Development Program Application Process is designed to ensure that the limited amount of Small Cities Program funds available are awarded to communities that, at a minimum:

- Meet a Federal Objective,
- Demonstrate a significant need, impact, and cost effectiveness for the proposed activity(s), and
- Document a strong degree of readiness for the activity(s) proposed within the application.

If during the review processes, it is determined that more information would be useful, or required items are missing from the preliminary proposal or application, the applicant will be contacted and given a specified amount of time to submit the items requested.

Applicants must use the format provided. All parts of the proposal or application that are relevant to the activity(ies) proposed must be completed. Insert the responses in the gray boxes provided. Discard any pages that do not apply before submitting. Correspondence expressing support, interest statements, pictures, etc. may be added as attachments.

Responses to the questions should be clear and concise. Submission of an Application does not guarantee funding. All Applications will be evaluated using selection criteria established by policy outlined in Minnesota Administrative Rules, Chapter 4300, Community Development Block Grants. Applications will receive scores in the areas of Need, Impact, Cost Effectiveness and Demographics. Demographics are based on resident incomes and community tax capacity.

Additional program and reporting requirements can be found in the SCDP A to Z Guide and on the SCDP website.

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TECHNICAL ASSISTANCE

Prior to the preliminary proposal and application deadlines, SCDP staff is available to provide technical assistance to questions regarding the application, program regulations, and program terms. These questions should be directed to the DEED representative assigned to the region where the project is proposed.

AWARD ANNOUNCEMENT PROCESS

Notice of funding awards will be announced and made available through DEED's website. Both awarded and non-awarded applicants will be notified of the decisions made within this application process.

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SCDP APPLICATION TIME FRAMES

June 2017	SCDP Application Packet available on DEED web **http://mn.gov/deed/government/financial-assistance/community-funding/**
November 9, 2017, 4:30 PM	**Deadline date for Preliminary Proposal**
December 14, 2017	Preliminary proposal determination provided to applicants
February 22, 2018, 4:30 PM	**Deadline date for SCDP Applications**
June 2018	Awards Announced

APPLICATION SUBMISSION INFORMATION

The Application process for SCDP funding consists of two parts:

- Eligible applicants must submit **one original and one copy** of the preliminary proposal to the address listed below. The original and copy should be printed in color. SCDP staff will review and evaluate all preliminary proposals submitted to determine which projects are eligible and how competitive eligible projects would be in the application phase.

  Minnesota Department of Employment and Economic Development
  1st National Bank Building
  332 Minnesota Street, Suite E200
  St. Paul, MN 55101-1351
  Attn. Community Finance Division, SCDP

Preliminary Proposals must be received by DEED on or before 4:30 pm, Thursday November 9, 2017. Faxed or e-mailed applications will not be accepted.

- Communities with preliminary proposals deemed Competitive or Marginally Competitive from the screening process will be permitted to submit an application. If a preliminary proposal is deemed Not Competitive through the review process, technical assistance with DEED concerning possible resubmission for future funding will occur after awards are announced. Following the preliminary proposal review, communities choosing to submit an application must submit **one original and one copy**, including necessary attachments, to the same address provided for the preliminary proposal submission.

Applications must be received by DEED on or before 4:30 pm on Thursday, February 22, 2018. Faxed or emailed applications will not be accepted. Application deadlines are firm, no exceptions.

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EMPLOYMENT AND ECONOMIC DEVELOPMENT

Small Cities Development Program Preliminary Proposal

Applicant (City/County):	**City of Brainerd, Crow Wing County**
If Multi-Community Proposal, List Partnering Community(ies)	
Application Author:	**John Schommer**
SCDP Amount Requested	**$**
Estimated Amount of Other Funds	**$**
Program Income	**$**
Estimated Total Project Cost	**$**

If Program Income, Identify the source(s) with an "x": SCDP x Minnesota Investment Fund (MIF)

The Applicant's governing board (city council, county board, township board) has approved the submission of this proposal. All secondary communities' (if applicable) governing boards have approved participation in the proposed project.

_____

Applicant's (i.e., city/county official) Signature / Date

By signing above, the Applicant certifies to the best of their knowledge that the data and information provided in the preliminary proposal is true and correct.

List the proposed activities. Please separate administration costs from the activity.

Activity	# of Units	SCDP Cost per Unit	Total SCDP	Program Income (if applicable)	Total Leveraged Sources	Source of Leveraged Funds-use "c" after source if committed	Total Costs
Owner Rehab					$		$

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Owner Rehab Admin					$		$
Rental Rehab		$	$		$		$
Rental Rehab Admin		$	$		$		$
Commercial Rehab		$	$		$		$
Commercial Rehab Admin		$	$		$		$
Totals		$	$		$		$

Please fill out the information only for the sections that correspond with the activities being proposed. Only submit the application sections that apply to the proposed project.

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Owner Occupied Housing Rehabilitation

Background/

- If this activity is part of a multi-community application – complete and provide separate answers to the following questions for <u>each</u> partnering community.

    - Proposals will need to designate a target area of the city. A Plan B option can be proposed that would serve as a contingency if the interest in the primary target area proves not sufficient to meet the proposed goals. Designating a Plan B should be strongly considered as DEED will not allow any other target area expansions for projects that are being implemented.

    - Cities of 1000 or less can propose city-wide target areas. Cities of 1000 or more must propose a target area and cannot propose a city-wide option as Plan B. If the total population of the combined cities for multi-community applications exceeds 1000, each city will need to propose a target area and Plan B options, if applicable.

Community Questions/

Primary community: **City of Brainerd - portion of NE**
Population of primary community:
Type of rehabilitation area proposed (select one): City-wide or Target Area **X**

Partnering community #1(if applicable):
Population of partnering community #1 (if applicable):
Type of rehabilitation area proposed: City-wide or Target Area

Partnering community #2(if applicable):
Population of partnering community #2 (if applicable):
Type of rehabilitation area proposed: City-wide or Target Area

Maps/

Attach a map of the city limits with the primary target area shown within the city limits. If applicable, maps should be included for all communities. If applicable, include the proposed Plan B option on the map. The answers to the questions below should include data for the primary target area along with any Plan B area, if a Plan B area is proposed.

Provide a second color map with all homes within the proposed rehabilitation area (city-wide or target area with a Plan B, if applicable) clearly labeled as standard or substandard.

Sample maps are provided in Exhibit A (Last page of Proposal).

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Activity Specific Questions/

Need

Number of substandard single family houses in target area	**217**
Percentage of substandard, but suitable for rehabilitation, homes in target area:	72%
Median household income of target area (see Exhibit C on last page of Proposal for help):	$39,412
Average age in years of houses in target area:	**100**
Projected number of substandard, but suitable for rehabilitation, homes in target area that contain LMI households:	

Impact

Number of single family houses in target area:	**301**
Number of LMI homeowners in substandard, but suitable for rehabilitation houses in the target area who are interested in the proposed rehabilitation project:	**50**
Square blocks in target area:	**42**
Number of homes proposed for rehab with SCDP funds in the target area. (This number should be the same as the goal proposed in the budget.):	**25**

Cost Effectiveness

Maximum SCDP assistance amount per house (cannot exceed $25,000):	**22,500**
Expected average SCDP assistance amount per house:	**20,000**
SCDP Administration percentage:	14.5%

Complete the scenario below as it applies to your request:
Scenario #1
If the amount of SCDP **will not be based on homeowner affordability**, please answer the following questions:

Percentage of the total SCDP assistance that will be a deferred loan:	100%

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If applicable, percentage of the total SCDP assistance that will be an installment loan:	NA%
Length (minimum of 84 months) of SCDP deferred loans:	120 Months
If applicable, length of SCDP installment loans	NA Months
If applicable, interest rate of installment loans:	NA %

Scenario #2
If the terms of the SCDP will be based on homeowner affordability. Explain how the SCDP assistance will be determined for applicants. Be sure to include income thresholds, percentages of SCDP funds per income tier, required homeowner and/or leverage contribution (and under what income circumstance), etc.

In 1,000 characters or less describe the following:

- **Project need and impact – including any unique needs**
- **How target area is impacted by this and other activities (activities with or without SCDP funding)**
- **How activity is cost effective. Include leverage information**

The target area consists of approximately 42 Blocks in NE Brainerd. This target area has a very high % of substandard Owner Occupied (72%) and Rentals (78%) that are in need of rehab. This grant will have a significant impact on the target area. Regarding cost effectiveness, most homeowners are very low income and show no loan repayment capability. However the HRA will combine the SCDP Funds with program income, MHFA Rehab Loan Funds and Weatherization funds to provide leverage resources for required owner's match and for projects exceeding the SCDP maximum.

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Rental Housing Rehabilitation: (At least 51% of the units must be occupied by low to moderate households (80% of the county median income) and rent restrictions must be met. In the case of duplexes, at least 50% of the duplex would need to be occupied by a low and moderate income household. For 8 or more units, Federal Davis-Bacon wages will apply.

Rental rehabilitation is broken out by these types:

Mixed-Use Within Commercial Buildings
Single Family Rental – Scattered Site, Stick Built and/or Double-Wide Manufactured Houses on a Foundation
Duplex Rental – Free Standing Structures on Scattered Sites
Multi-Family Rental Rehabilitation - Free Standing Structures on Scattered Sites
Multi-Family Rental Rehabilitation – 1 Complex With 3 or More Units Without MHFA Tax Credits
Multi-Family Rental Rehabilitation in conjunction with Minnesota Housing Fund Tax Credits

Complete the appropriate section(s) below for the type of rental rehabilitation being proposed. If more than one type of rental rehabilitation is being proposed, please complete a page and budget line for each type.

Note: If multi-community application – complete the questions that correspond with this activity for each partnering community

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Rental Housing Rehabilitation: Mixed-Use Within Commercial Buildings

Background/

- **If this activity is part of a multi-community application – complete and provide separate answers to the following questions for <u>each</u> partnering community.**

- **Proposals will need to designate a target area of the city. A Plan B option can be proposed that would serve as a contingency if the interest in the primary target area proves not sufficient to meet the proposed goals. Designating a Plan B should be strongly considered as DEED will not allow any other target area expansions for projects that are being implemented.**

Community Questions/

Primary community: **Downtown Brainerd**
Population of primary community:

Partnering community #1(if applicable):
Population of partnering community #1 (if applicable):

Partnering community #2(if applicable):
Population of partnering community #2 (if applicable):

Maps/

Attach a map of the city limits with the primary target area shown within the city limits. If applicable, maps should be included for all communities. If applicable, include the proposed Plan B option on the map. The answers to the questions below should include data for the primary target area along with any Plan B area, if a Plan B area is proposed.

Provide a second color map with all buildings with homes within the proposed rehabilitation area (city-wide or target area with a Plan B, if applicable) clearly labeled as standard or substandard.

Sample maps are provided in Exhibit B (Last page of Proposal).

Activity Specific Questions/

Need

Number of mixed use rental units in target area that are in standard condition: **0**

Number of mixed-use dilapidated rental units in the target area that are not suitable for rehabilitation: **0**

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Number of substandard, but suitable for rehabilitation, mixed use rental units in target area:	**9**
Total # of homes in target area (all housing units including rental or owner-occupied):	**9**
Total # of homes in city (all housing units including rental or owner-occupied):	
Total # of these homes that are rentals (any type - SF, Duplex or Multi-Family):	
Square blocks in target area:	**>1**
Number of property owners interested in the proposed program:	**1**
Number of mixed use units in commercial buildings owned by these interested property owners:	**1**
Of these mixed use units, number of units where property owners are interested in rehab:	**1**

Impact

Number of mixed use rental units in commercial buildings proposed for rehabilitation:	**9**
Does this proposal include a commercial rehabilitation component?	Y/N
If yes, how many of the property owners interested in the program are also interested in the commercial component?	**1**
Rental vacancy rate of city:	%

If city vacancy percentage is more than 10%, provide narrative to what factors will increase demand for rehabilitated rental units:

Cost Effectiveness

Complete all that would apply:

Maximum SCDP assistance per unit (Single Family- cannot exceed $25,000):	$
Average SCDP assistance per unit:	$
Maximum SCDP assistance per unit (Duplex – cannot exceed $25,000 per duplex):	$

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Average SCDP assistance per unit:	$
Maximum SCDP assistance per unit (Multi-Family – if more than $12,500, contact the SCDP):	$12,500
Average SCDP assistance per unit:	$12,500
SCDP assistance is proposed to be what percentage of total rehabilitation costs per unit (cannot exceed 70%):	70%
Of the SCDP funds proposed per unit (<u>not total project costs</u>), what percentage of SCDP assistance is being proposed as a deferred or forgivable loan?	100%
What would be the term in months (minimum of 60) of these deferred or forgivable loans?	120 Months
If the SCDP funds proposed per unit for deferred or forgivable loans <u>are not</u> 100% of the SCDP assistance, complete the following:	
What percentage of the SCDP funds will be an installment (where regular payments are required) loan?	%
What is the length of the installment loan?	Months
What is the interest rate of the installment loan:	%

In 1,000 characters or less describe the following:

- **Project need and impact – including any unique needs**
- **How target area is impacted by this and other activities (activities with or without SCDP funding).**
- **How activity is cost effective. Include leverage information**

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Single Family Rental – Scattered Site, Stick Built and/or Double-Wide Manufactured Houses on a Foundation

Background/

- **If this activity is part of a multi-community application – complete and provide separate answers to the following questions for <u>each</u> partnering community.**

- **Proposals can designate a target area of the city, or propose a city-wide policy. A Plan B option can be proposed that would serve as a contingency if the interest in the primary target area proves not sufficient to meet the proposed goals. Designating a Plan B should be strongly considered as DEED will not allow any other target area expansions for projects that are being implemented.**

Community Questions/

Primary community: **City of Brainerd - portion of NE**
Population of primary community:
Type of rehabilitation area proposed (select one): City-wide or Target Area **X**

Partnering community #1(if applicable):
Population of partnering community #1 (if applicable):
Type of rehabilitation area proposed: City-wide or Target Area

Partnering community #2(if applicable):
Population of partnering community #2 (if applicable):
Type of rehabilitation area proposed: City-wide or Target Area

Maps/

Attach a color map of the city limits with the primary target area shown within the city limits. If applicable, maps should be included for all communities. If applicable, include the proposed Plan B option on the map. The answers to the questions below should include data for the primary target area along with any Plan B area, if a Plan B area is proposed.

Provide a second color map with all homes within the proposed rehabilitation area (city-wide or target area with a Plan B, if applicable) clearly labeled as standard or substandard.

Sample maps are provided in Exhibit A (Last page of Proposal).

Activity Specific Questions/

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Need

Number of single-family (SF) rental houses in target area that are in standard condition:

Number of dilapidated single-family rental houses in the target area that are not suitable for rehab: **1**

Number of substandard, but suitable for rehabilitation, single-family rental houses in target area: **173**

Total # of homes in target area (all housing units including rental or owner-occupied): **474**

Total # of homes in city (all housing units including rental or owner-occupied):

Total # of these homes that are rentals (any type - SF, Duplex or Multi-Family):

Square blocks in target area: **42**

Number of property owners interested in the proposed program:

Number of single-family rental houses owned by these interested property owners:

Of these houses, number of single family rental houses where property owners are interested in rehab:

Impact

Number of single-family houses proposed for rehabilitation:

Rental vacancy rate of city: %

If greater than 10%, provide narrative on what factors will improve the rental market:

Cost Effectiveness

Maximum SCDP assistance per unit (cannot exceed $25,000): $20,000

SCDP assistance is proposed to be what percentage of total rehabilitation costs per unit (cannot exceed 70%): **70%**

SCDP average costs per unit: $18,000

Of the SCDP funds proposed per unit (<u>not total project costs</u>), what percentage of SCDP assistance is being proposed as a deferred or forgivable loan? 100%

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What would be the term in months (minimum of 60) of these deferred or forgivable loans? 120 Months

If the SCDP funds proposed per unit for deferred or forgivable loans are not 100% of the SCDP assistance, complete the following:
What percentage of the SCDP funds will be an installment (where regular payments are required) loan? 0%

What is the length of the installment loan? Months

What is the interest rate of the installment loan? %

In 1,000 characters or less describe the following:

- **Project need and impact – including any unique needs**
- **How target area is impacted by this and other activities (activities with or without SCDP funding).**
- **How activity is cost effective. Include leverage information**

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Duplex Rental – Free Standing Structures on Scattered Sites

Background/

- **If this activity is part of a multi-community application – complete and provide separate answers to the following questions for <u>each</u> partnering community.**

- **Proposals will need to designate a target area of the city, or propose a city-wide policy. A Plan B option can be proposed that would serve as a contingency if the interest in the primary target area proves not sufficient to meet the proposed goals. Designating a Plan B should be strongly considered as DEED will not allow any other target area expansions for projects that are being implemented.**

Community Specific Questions/
Primary community:
Population of primary community:
Type of rehabilitation area proposed (select one): City-wide or Target Area

Partnering community #1(if applicable):
Population of partnering community #1 (if applicable):
Type of rehabilitation area proposed: City-wide or Target Area

Partnering community #2(if applicable):
Population of partnering community #2 (if applicable):
Type of rehabilitation area proposed: City-wide or Target Area

Maps/

Attach a color map of the city limits with the primary target area shown within the city limits. If applicable, maps should be included for all communities. If applicable, include the proposed Plan B option on the map. The answers to the questions below should include data for the primary target area along with any Plan B area, if a Plan B area is proposed.

Provide a second color map with all homes within the proposed rehabilitation area (city-wide or target area with a Plan B, if applicable) clearly labeled as standard or substandard.

Sample maps are provided in Exhibit A (Last page of Proposal).

Activity Specific Questions/

Need

Number of duplexes in target area that are in standard condition:

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Number of dilapidated duplexes in the target area that are not suitable for rehabilitation:

Number of substandard, but suitable for rehabilitation duplexes in the target area:

Total # of homes in target area (all housing units including rental or owner-occupied):

Total # of homes in city (all housing units including rental or owner-occupied):

Total # of these homes that are rentals (any type - SF, Duplex or Multi-Family):

Square blocks in target area:

Number of property owners interested in the proposed program:

Number of duplexes owned by these interested property owners:

Of these duplexes, number of duplexes where property owners are interested in rehab:

Impact

Number of duplexes proposed for rehabilitation:

Rental vacancy rate of city: %

If community vacancy percentage is more than 10%, provide narrative to what factors will increase demand for rehabilitated rental units:

Cost Effectiveness

Maximum SCDP assistance per duplex (cannot exceed $25,000): $

SCDP assistance is proposed to be what percentage of total rehabilitation costs per duplex (cannot exceed 70%): %

SCDP estimate average costs per duplex: $

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Of the SCDP funds proposed per unit (not total project costs), what percentage of SCDP assistance is being proposed as a deferred or forgivable loan? %

What would be the term in months (minimum of 60) of these deferred or forgivable loans? Months

If the SCDP funds proposed per unit for deferred or forgivable loans are not 100% of the SCDP assistance, complete the following:
What percentage of the SCDP funds will be an installment (where regular payments are required) loan? %

What is the length of the installment loan? Months

What is the interest rate of the installment loan? %

In 1,000 characters or less describe the following:

- **Project need and impact – including any unique needs**
- **How target area is impacted by this and other activities (activities with or without SCDP funding).**
- **How activity is cost effective**

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Multi-Family Rental – Free Standing Structures on Scattered Sites

Background/

- **If this activity is part of a multi-community application – complete and provide separate answers to the following questions for <u>each</u> partnering community.**

- **Proposals will need to designate a target area of the city, or propose a city-wide policy. A Plan B option can be proposed that would serve as a contingency if the interest in the primary target area proves not sufficient to meet the proposed goals. Designating a Plan B should be strongly considered as DEED will not allow any other target area expansions for projects that are being implemented.**

Community Questions/

Primary community: **City of Brainerd - portion of NE**
Population of primary community:
Type of rehabilitation area proposed (select one): City-wide or Target Area **X**

Partnering community #1(if applicable):
Population of partnering community #1 (if applicable):
Type of rehabilitation area proposed: City-wide or Target Area

Partnering community #2(if applicable):
Population of partnering community #2 (if applicable):
Type of rehabilitation area proposed: City-wide or Target Area

Maps/

Attach a color map of the city limits with the primary target area shown within the city limits. If applicable, maps should be included for all communities. If applicable, include the proposed Plan B option on the map. The answers to the questions below should include data for the primary target area along with any Plan B area, if a Plan B area is proposed.

Provide a second color map with all homes within the proposed rehabilitation area (city-wide or target area with a Plan B, if applicable) clearly labeled as standard or substandard.

Sample maps are provided in Exhibit A (Last page of Proposal).

Activity Specific Questions/

Need

Number of multi-family (MF) buildings in target area that are in standard condition:

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Number of multi-family units in target area that are in standard condition:

Number of dilapidated multi-family units in the target area that are not suitable for rehab:

Number of substandard, but suitable for rehabilitation multi-family buildings in the target area:
Number of substandard, but suitable for rehabilitation multi-family units in the target area:

Total # of homes in target area (all housing units including rental or owner-occupied):

Total # of these homes that are rentals (any type - SF, Duplex or Multi-Family):

Square blocks in target area: **42**

Number of property owners interested in the proposed program:

Number of multi-family buildings owned by these interested property owners:

Of these multi-family buildings, number of buildings where property owners are interested in rehab?

Impact

Number of multi-family buildings proposed for rehabilitation:

Number of multi-family units in these buildings proposed for rehabilitation:

Rental vacancy rate of city: %

If percentage is more than 10%, provide narrative to what factors will increase demand for rehabilitated rental units:

Are any of the properties where owners are interested 8 or more units?

Are any of the properties where owners are interested more than 4 stories?

Cost Effectiveness

Maximum SCDP assistance per unit (cannot exceed $12,500): $12,500

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SCDP assistance is proposed to be what percentage of total rehabilitation costs per unit (cannot exceed 70%):	70%
SCDP estimated average costs per unit:	$10,000
Of the SCDP funds proposed per unit (not total project costs), what percentage of SCDP assistance is being proposed as a deferred or forgivable loan?	100%
What would be the term in months (minimum of 60) of these deferred or forgivable loans?	120 Months
If the SCDP funds proposed per unit for deferred or forgivable loans are not 100% of the SCDP assistance, complete the following:	
What percentage of the SCDP funds will be an installment (where regular payments are required) loan?	%
What is the length of the installment loan?	Months
What is the interest rate of the installment loan?	%

In 1,000 characters or less describe the following:

- **Project need and impact – including any unique needs**
- **How target area is impacted by this and other activities (activities with or without SCDP funding).**
- **How activity is cost effective. Include leverage information**

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Multi-Family Rental Rehabilitation – 1 Building or Complex With 3 or More Units Without MHFA Tax Credits. If more than 1 complex is proposed, complete questions for each complex.

Background/
Name of the owner:
Building address(es):

Is the building, or any building in the complex more than 4 stories?
Is any type of temporary relocation expected during the rehabilitation of the building?

If so, explain the relocation plan:

Map/
Attach a map of the city with the location of the project indicated on the map.

Activity Specific Questions/

Need

Number of multi-family rental buildings in the city that are in standard condition:

Number of dilapidated multi-family rental buildings in the city that are not suitable for rehabilitation:

Number of substandard, but suitable for rehabilitation multi-family rental buildings in the city:

Total # of homes in target area (all housing units including rental or owner-occupied):

Total # of these homes in target area that are rental units:

Rental vacancy rate of city: %

If the vacancy rate percentage is more than 10%, provide a narrative to describe the factors that will increase the market demand for rental units:

Is this complex owned by a city, county, local HRA, local EDA, or equivalent? Y/N

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Impact

Number of units proposed for rehabilitation:

Number of units in building:

If the number of units in building is different than the proposed goal, please explain why the other units will not be rehabilitated.
What work items are being proposed for SCDP funds (i.e. roof, windows, siding, etc.)?

How many of these units are currently occupied?

If all units are not occupied, identify the market that is expected to fill the units:

Does the property have a post-rehabilitation budget plan for maintenance and capital costs? Y/N

Number of units that are:
1 bedroom:
2 bedroom:
3 bedroom:
Other (efficiency, 4 BR, etc.):
If Other – specify:

Cost Effectiveness	
Are RRDL funds from MHFA proposed?	Y/N
If RRDL proposed and the budget does not indicate that the RRDL funds are committed, please provide the date on when the status of the RRDL funds will be known:	
SCDP is proposed to be what percentage of total rehabilitation costs per unit (cannot exceed 70%):	**%**
SCDP funds per unit: **If proposed per unit maximum exceeds $12,500 please contact the SCDP prior to submittal**	$
Length of SCDP deferred (forgivable) loans (Minimum of 60 months):	Months
If the SCDP funds proposed per unit for deferred or forgivable loans <u>are not</u> 100% of the SCDP assistance, complete the following:	

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What percentage of the SCDP funds will be an installment (where regular payments are required) loan?	%
What is the length of the installment loan?	Months
What is the interest rate of the installment loan?	%

In 1,000 characters or less describe the following:

- **Project need and impact – including any unique needs**
- **How target area is impacted by this and other activities (activities with or without SCDP funding).**
- **How activity is cost effective. Include leverage information**

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Multi-Family Rental Rehabilitation in Conjunction with Minnesota Housing Fund Tax Credits:

Background/
Please attach Minnesota Housing's Application (or Multi-Family RFP) to your submittal. If no application has been submitted, please explain your intent to apply or your plan to access MHFA funds.

Please attach Minnesota Housing's award letter, if available:

Current owner of rental complex:

Future owner of rental complex (if applicable):
Building Address(es):

Is this building, or any building within the complex, more than 4 stories?

Is any type of temporary relocation expected during the rehabilitation of the building?

If so, explain the relocation plan, including how it would be financed:

Map/
Attach a map with the location of project indicated on the map:

Activity Specific Questions/

Need

Outline what proposed work items would be assigned to SCDP funds (i.e. roof, windows, siding, etc.)

Rental vacancy rate of city: %

If the vacancy rate percentage is more than 10%, provide a narrative to describe the factors that will increase the market demand for rental units:

Impact

How many units are currently occupied?
If all units are not occupied, identify the market that is expected to fill the units:
Does the building have a plan to budget for future capital and maintenance costs?

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Choose the rent standard that will apply to this project by placing an "X" in the applicable box:	HUD Fair Market Rents (rents +utility costs) (80% county median income): Section 8/voucher "payment standard" for the number of bedrooms in each unit: A rent that will be affordable to households at 60% of area median, adjusted for household size:

Cost Effectiveness

Estimated average SCDP costs per unit: $

If owned by a local HRA/EDA or equivalent, are they contributing any funds?
If yes, how much? $

Describe the terms of the SCDP assistance. Examples include forgiven after 30 years, paid to city after 30 years, etc.:

State the current status of all other funding sources:

In 1,000 characters or less describe the following:

- **Project need and impact – including any unique needs**
- **How target area is impacted by this and other activities (activities with or without SCDP funding).**
- **How activity is cost effective. Include leverage information**

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Commercial Rehabilitation **(must meet the definition of a comprehensive application)**

Background/

- **If this activity is part of a multi-community application – complete and provide separate answers to the following questions for <u>each</u> partnering community.**
- **Proposals will need to designate a target area (Slum and Blight Area) of the city. A Plan B option can be proposed that would serve as a contingency if the interest in the primary target area proves not sufficient to meet the proposed goals. Designating a Plan B should be strongly considered as DEED will not allow any other target area expansions for projects that are being implemented.**

Community Questions/

Primary community: **Downtown Brainerd**
Population of primary community:

Partnering community #1(if applicable):
Population of partnering community #1 (if applicable):

Partnering community #2(if applicable):
Population of partnering community #2 (if applicable):

Maps/

Attach a color map of the city limits with the slum and blight area shown within the city limits. If applicable, maps should be included for all communities. If applicable, include the proposed Plan B option on the map. The answers to the questions below should include data for the primary target area along with any Plan B area, if a Plan B area is proposed.

Provide a second color map with all buildings within the proposed rehabilitation area (city-wide or target area with a Plan B, if applicable) clearly labeled as standard or substandard.

Sample color maps are provided in Exhibit B (Last page of Proposal).

Activity Specific Questions/

Need

Number of units requested for rehabilitation: **1**

Percentage of substandard buildings in the target area:

Number of dilapidated buildings not suitable for rehab in the city: **0**

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Number of dilapidated buildings not suitable for rehab in target area:	**0**
Number of commercial buildings in slum and blight area:	**1**
Number of commercial buildings in city limits:	
Number of interested property owners:	**1**
Number of buildings owned by these owners:	**1**
Of these buildings owned by these owners, total number of buildings where these property owners are interested in rehabilitation?	**1**

Impact

Number of vacant commercial buildings in slum and blight area:	**3**
Estimated number of buildings in target area with historic elements:	**0**
Of these buildings, how many are being considered for the rehabilitation program?	**0**
Is the slum and blight area part of a central business district?	**Yes**
If not part of a central business district, please explain why the proposed slum and blight area is a priority:	

Cost Effectiveness

Maximum SCDP funds per unit (Cannot exceed $40,000):	**40,000**
Average SCDP costs per building:	

1. Of the SCDP funds proposed, what percentage will be a deferred /forgivable loan? — 100%
2. Of the SCDP funds proposed, what percentage will be an installment (where regular payments are required) loan? — 0%

Ensure that the sum of #1 and #2 are 100%

What would be the term in months (minimum of 60) of these deferred or forgivable loans?	120 Months

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If installment loans, what is the term in months: Months

If installment loans, what is the interest rate of the installment loan: %

In 1,000 characters or less describe:

- **Unique needs/target area needs- Identify and describe the key buildings proposed for rehabilitation**
- **How target area is impacted by this and other activities.**
- **How activity is cost effective. Include leverage information**

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Municipal Wastewater and Water/Public Facilities

Eligibility/
SCDP funds cannot be used for projects **anticipating** future population growth.

SCDP funds can only pay for service connections if a permanent easement is secured, or if the service connection is publicly-owned. Finally, service connections can only be paid for with SCDP funds under a SCDP housing rehabilitation activity and Housing Quality Standards (HQS) must also be met on the property.

Does the project involve service connections to individual households and properties? **Y/N**
If yes, how are the connections being paid for?

Federal Objective/
The federal objective used for public facilities projects that relate to municipal wastewater and water activities is benefit to low and moderate income people on an area basis (LMA). A low and moderate income (LMI) person resides in households with incomes that are up to 80% of county median income. The federal objective can be met through Census or survey.

#1- Census. The easiest way to meet the LMA federal objective is through a Census determination. If Census data shows that 51% or more of the people in the community are (LMI), the federal objective is met and no survey is needed. To find out a community's LMI percentage by Census, access this portion of the DEED website: http://mn.gov/deed/assets/hud2010-census_tcm1045-132496.pdf

#2 – Survey. A survey will need to be conducted if the Census indicates that the community's LMI percentage is not at least 51%. Surveys will also need to be conducted if the project will benefit a targeted area of the community. Contact the SCDP prior to completing this application if a target area will be proposed.

The survey form, sample and instructions are contained under "SCDP Survey Results Spreadsheet – Example," toward the bottom of the "Apply" page of the SCDP website.

LMA Federal Objective For Activity Met Through: Census Survey (See results attached)
Number of LMI people in community: City population: LMI percentage of community:

Activity Specific Questions and Data/
Provide the following information for **all** public infrastructure construction activities (exclusive of assessment abatement), in particular those utilizing Public Facilities Authority (PFA) or USDA Rural Development funding.

Important: If a survey is being used to document an LMI federal objective, a copy of the survey results must be provided and the instructions for the survey must be followed.

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Pre-engineering report completed?	☐Yes ☐No	On the state's Project Priority List?	☐Yes ☐No
Will the system benefit primarily residential users?	☐Yes ☐No	Have engineering services been procured by the city through a competitive process?	☐Yes ☐No
Project Area (indicate city wide benefit or targeted area)		Number of homes outside of city limits using proposed system? If applicable.	
Applicant Median Household (HH) Income (from census):	$		
Activity(s) being funded with SCDP			
Describe the physical need for the proposed activity(ies). Include age, condition of facility and/or lines to be replaced			
Critical Health & Safety Issues? (sewer backups, high levels of contaminants in water, out-of-compliance septic systems, violations, etc.)			
Discuss the past history of actions taken to finance operation, maintenance, and repair including rate increases.			
Explain how the system operation, maintenance, and repair will be financed over the useful life of the system			

Total Costs and Rates		
Total Estimated Project Cost:	**$**	**$**
Existing and Estimated Future Costs	**Current**	**Estimated upon project completion**
A. Annual system debt service	**$**	**$**
B. Annual operating and maintenance cost (do not include depreciation)	**$**	**$**
C. Total	**$**	**$**

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Number of residential households (billed individually):		
A. Connections (Generally number of houses)		
B. ERU's (equals residential HH connections)		
C. Percentage of system use:	%	%
Other residential (multi-family, other residential facilities)		
A. Connections (Total could exceed # of structures)		
B. ERU's(Equivalent Residential Units)		
C. Percentage of system use	%	%
Nonresidential		
A. Connections		
B. ERU's		
C. Percentage of system use:	%	%
Total Users:		
A. Connections		
B. ERU's		
C. Percentage of system use:	%	%
Average System Cost Per Household		
A. Average user rates per household - annual	$	$
B. Average user rates per household - monthly	$	$

Sources and Uses (Please apply Federal Davis-Bacon wage rates when determining your budget).

	SCDP	RD	PFA	Local		Total
Water Distribution Lines	$	$	$	$	$	$
Water Tower/Tank	$	$	$	$	$	$
Water Plant	$	$	$	$	$	$
Wastewater Ponds	$	$	$	$	$	$
Wastewater Lines	$	$	$	$	$	$
Wastewater Plant	$	$	$	$	$	$
Lift Station(s)	$	$	$	$	$	$
Service Connections (if publicly-owned or for easements)	$	$	$	$	$	$

Streets (if need to be replaced due to project)	$	$	$	$	$	$
Storm Sewer (if part of wastewater project)	$	$	$	$	$	$
Administration	$	$	$	$	$	$
Engineering	$	$	$	$	$	$
Other: (specify)	$	$	$	$	$	$
Totals	$	$	$	$	$	$

If streets are being replaced as part of project, but both water and sewer lines are not being replaced, please explain why**:**

If the sources and uses outline contains any funds (including non-SCDP) for more than 1 component (ponds, lines, water tower, etc.), are any component(s) being proposed to be bid separately?

Public Facility Completion Timeline

1) All engineering work completed: **month/year**
2) Does community have site control?
3) If #2 is no, when will site control be secured? **month/year**
4) All necessary permits obtained: **month/year**
5) Bid process begin: **month/year**
6) Award construction contract: **month/year**
7) Facility operational: **month/year**
8) All Construction (including turf restoration) complete: **month/year**

In 1,000 characters or less describe:

- **Unique needs/target area needs**
- **Impact**
- **How activity is cost effective. State commitment status of all leveraged funds.**

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Assessment Abatement

DEED is limiting assistance for this activity to applications **targeting very low income households** (50% or less of county median). Assessments plus projected user rates must be over affordability threshold. *Affordability threshold equals: Projected monthly cost per Equivalent Dwelling Unit (EDU's) are at least 1.5% of the latest median household income or $35.00 dollars per month, whichever is higher*

If PFA or RD funding is being requested for construction, have they indicated that abating assessments are needed to keep rates affordable? ☐Yes ☐ No ***If "No," this activity is not eligible for SCDP funding.***

Assuming that the amount assessed will be structured as rate increases, does the projection show a grant need? ☐Yes ☐No ***If "No," this activity is not eligible for SCDP funding.***

- Provide an estimate of the number of VLI Households served by the construction activity;
- Identify and explain the funding sources for construction of the public facility (bond, PFA, RD etc.);
- Has an assessment hearing been held? If so, when? If not, when will it take place?
- If average assessment is projected to be over $15,000, please explain?

- Provide the Census County Code and Tract Code of the locality where the project will take place. The source for this information is: http://www.ffiec.gov/Geocode/default.aspx.

  County code _____ (3 digits, example 005)Tract Code _____ (example 9501.00)

Is the project that is facilitating this request already complete? ☐Yes ☐No

In 1,000 characters or less describe:

- **Unique needs/target area needs**
- **How target area is impacted by this and other activities.**
- **How activity is cost effective.**

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Community Center/Public Facilities

Background/
The community center/facility activity must have strong community support in order to receive SCDP assistance and the center/facility must benefit the entire community. Attach a rendering or floor plan for the center/facility. Attach evidence of community support, which may include a resolution committing necessary local funds, council votes to move forward with plans, letters from community groups, etc.

The federal objective used for community centers is benefit to low and moderate income people on an area basis (LMA). A low and moderate income (LMI) person resides in households with incomes that are 80% and lower of county median income. The federal objective can be met through Census or survey.

#1- Census. The easiest way to meet the LMA federal objective is through a Census determination. If Census information shows that 51% or more of the people in the community are (LMI), the federal objective is met and no survey is needed. To find out a community's LMI percentage by Census access this portion of the DEED website: http://mn.gov/deed/assets/hud2010-census_tcm1045-132496.pdf

#2 – Survey. A survey will need to be conducted if the Census indicates that the community's LMI percentage is not at least 51%. The survey form, sample and instructions are contained under "SCDP Survey Results Spreadsheet – Example," toward the bottom of the "Apply" page of the SCDP website.

Federal Objective/
LMA Federal Objective For Activity Met Through: Census Survey (See results attached)
Number of LMI people in community: City population: LMI percentage of community:

Activity Specific Questions and Data/

Have cost estimates considered Davis-Bacon wage rates and implementation costs?	
Does the community have an existing center/facility?	
Existing center/facility age, condition – if applicable	
Will the activity involve rehabilitation of the present center/facility?	
Will the activity involve converting an existing building or space into a center/facility?	
Will the activity involve new construction of a center/facility?	
Who are and/or will be the users of center/facility?	
Square feet of proposed community space to be utilized.	
Will there be user fees or membership fees?	
If fees, outline costs and conditions.	
Once complete, what community activities will be available at the center/facility?	
How will all operating and maintenance costs of the facility be covered?	

In 1,000 characters or less describe:

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- **Community need for center/facility.**
- **How community is impacted by this and any other planned activities.**
- **How the activity is cost effective. Include leverage information**

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Streetscape/Public Facilities

Background/
The streetscape activity must be a part of a renewal plan adopted by the city. Attach the plan, evidence the plan was adopted by the city, and include a rendering of streetscape elements within the plan.

Keep in mind that a proposal or application with a combination of more than one public facility cannot exceed $600,000 of total public facilities requests, including administration.

Federal Objective/
Census LMI for city:
To find out a community's LMI percentage by Census, access this portion of the DEED website:
http://mn.gov/deed/assets/hud2010-census_tcm1045-132496.pdf

If the Census LMI for the city is 51% or greater, the Federal Objective for the activity will be LMI Area Benefit. Please contact the SCDP for further guidance regarding the Federal Objective if the Census does not show the city's LMI percentage at 51% or greater.

Federal Objective For Activity: LMI Area Benefit (Must be 51% or more) or Slum and Blight

Activity Specific Questions and Data/

Have streetscape cost estimates considered Davis-Bacon wage rates and implementation costs?	
Is the streetscape part of a street resurfacing or street reconstruction project?	
If so, is another source (such as MNDOT) mandating streetscape elements as part of the street project?	
Do plans conform to any necessary ADA standards?	
How will the maintenance costs of the streetscape be financed?	
The DEED funds cannot be assessed. Will property owners be assessed for any local portion of the streetscape project?	
If assessments, how many property owners would be assessed?	
If assessments, provide an estimate of the average assessment for an impact property owner.	**$**

In 1,000 characters or less describe:

- **Unique needs/target area needs**
- **How community is impacted by this and other activities.**
- **If SCDP are the only funds proposed, outline how other funds were sought for this activity and were not available:**
- **How activity is cost effective. Include leverage information**

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Public Aesthetic Amenities/Public Facilities

Background/
The public aesthetic amenity activity must be part of a beautification plan adopted by the city. Provide evidence the plan was adopted by the city and include a rendering of the beautification plan. Public amenities must involve new construction and the rehabilitation of existing amenities will not be eligible.

Keep in mind that a proposal or application with a combination of more than one public facility cannot exceed $600,000 of total public facilities requests, including administration.

Federal Objective/
Census LMI for city:
To find out a community's LMI percentage by Census, access this portion of the DEED website:
http://mn.gov/deed/assets/hud2010-census_tcm1045-132496.pdf

Will the amenity be located in the city's downtown area?

If the Census LMI for the city is 51% or greater and the amenity will be located downtown, the Federal Objective for the activity will be LMI Area Benefit. Please contact the SCDP for further guidance regarding the Federal Objective if the Census does not show the city's LMI percentage at 51% or greater, or the amenity will not be located in the downtown area.

Federal Objective For Activity

☐LMI Area Benefit (Must be 51% or more) or ☐Slum and Blight

Activity Specific Questions and Data/

Describe where the proposed project is located within the city. Attach a map.	
Does the applicant have site control and ownership over the location where the aesthetic amenity will be anchored?	
Have cost estimates considered Davis-Bacon wage rates and implementation costs?	
If no, provide a narrative to describe process and timeline for site control.	

In 1,000 characters or less describe:

- **Unique needs/target area needs**
- **How community is impacted by this and other activities.**
- **If SCDP are the only funds proposed, outline how other funds were sought for this activity and were not available:**
- **How activity is cost effective. Include leverage information**

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Acquisition/Rehabilitation-Housing (USED IN DISASTER RECOVERY)

# of units requested			Total Request	$
Total Cost per unit		$	SCDP Max per unit	$
What are the loan terms?				
What is ownership status of properties?				

In 1,000 characters or less describe:

- **Unique needs/target area needs-Why is activity needed?**
- **How target area is impacted by this and other activities. What is your target area,**
- **How activity is cost effective. Include leverage information**

Acquisition/Demolition-Housing (USED IN DISASTER RECOVERY)

Note: 42 USC Ch. 61: Uniform Relocation Assistance and Real Property Acquisition Policies for Federal and Federally-Assisted Programs will need to be followed

# of units requested		Voluntary or involuntary acquisition	
Planned reuse of site(s)			
Current Ownership status			
Is relocation necessary?			
Is one for one replacement necessary?			
Total cost per unit	$	SCDP max per Unit	$

In 1,000 characters or less describe:

- **Unique needs/target area needs: Why is activity needed?**
- **How target area is impacted by this and other activities.**
- **How activity is cost effective. Include leverage information**

Relocation: Permanent (USED IN DISASTER RECOVERY)

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Note: 42 USC Ch. 61: Uniform Relocation Assistance and Real Property Acquisition Policies for Federal and Federally-Assisted Programs will need to be followed

# of units requested		SCDP per unit max	$
Total cost per unit			
Which activity will require replacement and why?			
Voluntary or Involuntary relocation?			
Adequate replacement housing in area?			

In 1,000 characters or less describe:

- **Unique needs/target area needs**
- **How target area is impacted by this and other activities.**
- **How activity is cost effective. Include all leveraged funds and their commitment status.**

Acquisition/Demolition

Note: 42 USC Ch. 61: Uniform Relocation Assistance and Real Property Acquisition Policies for Federal and Federally-Assisted Programs will need to be followed

Planned reuse of site(s)-must meet a federal objective	
Current Ownership status	
Total cost per building	
Total SCDP cost per building	
How were acquisition costs determined?	

In 1,000 characters or less describe:

- **Unique needs/target area needs-Why is activity needed?**
- **How target area is impacted by this and other activities.**
- **How activity is cost effective.**

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Directions: Please complete all sections that apply to the implementation of the activities in the proposal/application. If the same person is responsible for multiple duties, their contact information need only be listed once. The name of the person/contact who is responsible for the day-to-day tasks associated with this information sheet MUST be provided.

Name of Applicant: City of Brainerd

I. Applicant Information (city/county)

Authorized Official & Environmental Certifying Officer Information (Mayor or Board Chair whichever is applicable) ---------- Name: **Ed Menk** Title: **Mayor** City/County Address, including zip code: **501 Laurel Street** **Brainerd, MN 56401** Phone #: **218-829-7266** Email: emenk@ci.brainerd.mn.us ========== Federal ID #: **41-6005001** State ID #: **8020777** State Vendor #: **0000199019** Applicant DUNs #: **196046221**	**Application (Proposal) Author** ---------- Name: **John Schommer** Title: **Rehab Coordinator** Name of Organization: **Brainerd HRA** Phone #: **218-824-3432** Email: john@brainerdhra.org **Applicant Financial Officer Information** ---------- Name: **Connie Hillman** Title: **Finance Director** Address: **501 Laurel Street, Brainerd, MN 56401** Phone #: **218-828-2307** Email: chillman@ci.brainerd.mn.us

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Connie Hillman **Primary Administrator/Implementing Agency Information** --- Name: **John Schommer** Title: Name of Organization: Address, including zip code: Phone #: Email:	**Individual Signing SCDP Payment Request Form (Applicant or Program Administrator)** --- Name: **John Schommer** Title: Name of Organization: Phone #: Email:
Environmental Coordinator --- Name: **John Schommer** Title: Name of Organization: Phone #: Email:	**Fair Housing/Equal Opportunity Coordinator** --- Name: **John Schommer** Title: Name of Organization: Phone #: Email:

Property Inspector Info: --- Name: **John Schommer** Title: Name of Organization: Phone #: Email:	**Income Verification Coordinator Info:** Name: **Lindsay Smude** Title: **Rental Assistance** Name of Organization: **Brainerd HRA** Phone #: **218-824-3426** Email: **lindsay@brainerdhra.org**

Rent Limit and Rental Notice Coordinator --- Name: **Lindsay Smude** Title: Name of Organization: Phone #: Email:	

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Provide qualifications of those performing the following roles. If the role does not apply to any activity in the proposal, enter "N/A". Include work on past SCDP projects, SCDP trainings attended, or other relevant information. If no experience or training is in place, provide plan for how capacity to fulfill the role will be developed.

Primary Implementation Agency: Brainerd Housing and Redevelopment Authority

Environmental Coordinator: John Schommer

Fair Housing/Equal Opportunity Coordinator: John Schommer

Rehabilitation Coordinator: John Schommer

Labor Standards Coordinator: John Schommer

Property Inspector. Provide information on all inspectors if multiple activities and inspectors would be used:

Income Verification Coordinator: Lindsay Smude

Rent Limit and Rental Notice Coordinator: Lindsay Smude

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II. Co-Funder Contact Information: If any of the proposed activities within the Application are also requesting funding from agencies such as MN Housing and/or Greater MN Housing (rental new development); Public Facilities Authority and/or Rural Development (public facility projects) to the make the project financially feasible, please provide the following information for each respective funding partner.

Agency: --- Name: Title: Address: Phone #: Email:	**Agency:** Name: Title: Address: Phone #: Email:

Agency: --- Name: Title: Address: Phone #: Email:	**Agency:** Name: Title: Address: Phone #: Email:

Agency: --- Name: Title: Address: Phone #: Email:	**Agency:** Name: Title: Address: Phone #: Email:

III. Legislative District Information (Provide the following information for the geographical district(s) the SCDP funded activities are taking place in.)

House District: **Example – 28A**
Congressional District

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Exhibits:

A:

Sample Housing Maps

B:

Sample Mixed-Use Housing Maps

C:

Estimating Average Income

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To: Brainerd HRA Board Members
From: John Schommer, Rehab Coordinator
Date: October 11, 2017
Re: Approval of Window Replacement at Valley Trail and Oven Replacement at Valley Trail & Scattered Sites

Valley Trail Townhomes and Scattered Sites are owned and operated by the Brainerd HRA and over the course of the last few years there have been issues with the windows at Valley Trail and ovens at both properties. We hired Finn Daniels Architects to draft the plans and specs for replacing them. There were 4 contractors that attended the mandatory prebid meeting which was held October 9th. Sealed bids are due October 17th at 10:00 a.m. with a public bid opening immediately following.

Budget Impacts: This work will be funded with capital funds.

Action Requested: Approval of contract to lowest responsible bidder to replace windows at Valley Trail Townhomes and ovens at both Valley Trail Townhomes and Scattered Sites.

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