



**Brainerd HRA Board of Commissioners Meeting
Wednesday, August 28th, 2024 @ 1:00pm
Brainerd HRA Office Conference Room
324 E River Road, Brainerd, MN**

**Commissioner Allie Verchota attending via WebEx at
1350 Paul Bunyan Dr NW, Bemidji, MN 56601**

Join from browser:

<https://brainerdhra.my.webex.com/brainerdhra.my/j.php?MTID=mddae29b36e42d86aa1f39a7c30f31cc9>

Join by phone: 415-655-0001

Meeting number (access code): 2550 278 2279

Meeting password: MjKAq5JXQ35

*“Our mission is to provide affordable housing and redevelopment opportunities
to strengthen our neighborhoods and community.”*

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. REVIEW AND APPROVE AGENDA
 - a. Approval of Agenda for Board Mtg. dated August 28th, 2024
4. APPROVAL OF MINUTES (*Attachment 1*) Pg. 3
 - a. Approval of Minutes from Regular Board Mtg. on July 24th, 2024
5. UNFINISHED BUSINESS
6. NEW BUSINESS
 - a. 2025 Preliminary General Fund Budget Filing with the City of Brainerd (*Attachment 2*)
Pg. 5

7. **BILLS & COMMUNICATIONS**

- a. Financial Report (*Attachment 3*) Pg. 11
- b. HCV Report (*Attachment 4*) Pg. 35
- c. Housing Management Report (*Attachment 5*) Pg. 39
- d. Rehab Programs Report (*Attachment 6*) Pg. 45
- e. Executive Director Report (*Attachment 7*) Pg. 47

8. **COMMISSIONER COMMENTS**

9. **NEXT MEETING:** Wed. September 25th, 2024

10. **ADJOURN**

Katie Deblock, term expiring 12/31/28
Janet Decker, term expiring 12/31/26
Michael Duval, term expiring 12/31/25
Wayne Erickson, term expiring 12/31/25
Gabe Johnson, term expiring 12/31/24
Allie Verchota, term expiring 12/31/24
Kevin Yeager, term expiring 12/31/27



Brainerd HRA
BOARD MEETING MINUTES
 Wednesday, July 24th, 2024 @ 1:00pm

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 in person at Brainerd HRA Conference Room at 1:00 p.m., Wednesday, July 24th, 2024.

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

2. ROLL CALL: Present: Commissioners, Michael Duval, Katie Deblock, Allie Verchota, Gabe Johnson, Janet Decker & Wayne Erickson. Absent: Kevin Yeager.

OTHERS PRESENT: Executive Director Eric Charpentier, Finance Director Karen Young, Housing Manager Shannon Fortune, Rehab Director John Schommer, Rehab Administrative Specialist Kristin Miller.
 Guest: Brainerd City Administrator Nick Broyles.

3. REVIEW AND APPROVE AGENDA:

Moved and seconded by Commissioners Johnson and Erickson to approve the agenda for Wednesday, July 24th, 2024, as presented. All commissioners were in favor, and none were opposed. The amended agenda was approved.

4. APPROVAL OF MINUTES:

Moved and seconded by Commissioners Johnson and Decker to approve the minutes from the June 26th, 2024, regular board meeting. All commissioners were in favor, and none were opposed. The minutes were approved.

5. UNFINISHED BUSINESS: None

6. NEW BUSINESS:

a. Co-op Agreement with LSS

Fortune presented the details of LSS Path Program Cooperative Agreement.

Commissioner Verchota moved to approve to Authorize the Approval of the LSS PATH Program Cooperative Agreement Between Lutheran Social Services and the Brainerd HRA. Commissioner Johnson seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion carried.

7. BILLS & COMMUNICATIONS:

a. Financial Report:

Young presented the Financial Reports for June 2024 and supporting information.

Commissioner Erickson moved to approve the payments as presented for June 2024. Commissioner Johnson seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion carried.

b. HCV Report:

Fortune presented her reports for HCV, Bridges, and Family Self-Sufficiency and supporting information.

c. Housing Management Report:

Fortune presented the following reports, supporting information, and updates: June Vacancy, Property Performance, Valley View Townhomes, and ROSS Program.

d. Rehab Programs Report:

Schommer presented his reports and supporting information highlighting the Surveillance Project, Office Remodel, Outlot E, North Star Apartments and Office Project, and all Current Rehab Projects in process.

e. Executive Director Report:

Charpentier presented his report detailing Central MN Housing Partnership Meeting and Bring It Home MN Housing Voucher Program Updates.

8. COMMISSIONER COMMENTS:

Brainerd City Administrator Nick Broyles gave a few highlights:
The city is going into arbitration with BPU.
The city is implementing a new camping ordinance.

9. ADJOURN:

Commissioner Johnson made a motion to adjourn the meeting. Commissioner Decker seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and meeting was adjourned at 1:43 a.m.



To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: August 21, 2024
Re: 2025 Preliminary General Fund Budget Filing with City

For the August board meeting each year, staff is directed to prepare a letter to the Mayor and City requesting the full HRA levy of .0185 percent of the estimated market value.

Per Minnesota State Statute, the authority shall each year formulate and file a budget in accordance with the budget procedure of the City in the same manner as required of executive departments of the City, or if no budgets are required to be filed, by August 1.

To meet this requirement, staff prepared the attached preliminary General Fund budget to be filed with the City. This budget is based on estimates and assumptions that will change before the final budget is presented to the Board in November.

Action Requested: Authorize staff to file the attached General Fund budget with the City.

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2025 Brainerd HRA General Fund Budget

Revenues

- City Tax Levy - .0185% of estimated taxable market value.
- Management Fees – Management of Valley View, Brainerd South Apartments, Crosby HRA and CWC HRA.
- TIF Revenue – Tax Increment for Downtown TIF District.
- Operating Transfer – Admin Fee for Bridges Program.
- SCDP Admin Fee – Anticipated admin for SCDP reimbursements for SE Brainerd grant.
- Other Income – \$330,800 eight Minnesota Housing Loans (2024 budgeted six loans \$204,000), one \$5,000 Tax Forfeit Property lot sale and \$1,000 Misc.

Expenditures

- Salaries – Staff allocated salaries with 8% increase.
- Employee Benefits – Staff benefits with estimated 10% increase to health insurance.
- Travel – For Housing Rehab and General Fund.
- Staff Training – Based on staff trainings per salary allocations and NDC training.
- Audit Cost – General Fund portion of audit.
- Legal – Legal for Tax Forfeit Property lot sale and General Fund initiatives.
- Other Administrative – 3-year average for Office Supplies, Sundry, Publications, Membership, Advertising and Postage.
- Contract Costs – Costs related to eight MHFA loans and recurring technology contracts.

General Expenditures

- TIF Expense – Downtown TIF reporting to CWC.
- Insurance – Increase primarily due to Work Comp premium increase.
- Other Programs – Other General Fund initiatives as determined by Board.

Net Cash Flow

- Net Cash Flow – Surplus of \$30,066.

Fund Balance

The Fund Balance Policy recommends 8 to 10 months of unassigned fund balance (reserves not designated for a specific purpose). The unassigned fund balance as of 12/31/2023 was \$404,059 or approximately 7.44 months of 2025 budgeted operating expenses. The budget surplus of \$30,066 would increase fund balance to approximately 8 months.

General Fund Comparative Budget

Brainerd Housing Authority
324 E River Rd
Brainerd, MN 56401

Fiscal Year 12/31/2025

Account Title	2024 Budget	2025 Budget	Difference	% Difference
Revenues:				
City Tax Levy	173,960	218,991	45,031	26%
Investment Interest	5,000	20,000	15,000	300%
Management Fees	362,080	386,340	24,260	7%
TIF Revenue	12,500	12,000	(500)	-4%
Operating Transfer	9,150	9,200	50	1%
SCDP Admin Fee	6,000	35,000	29,000	483%
Other Income	215,000	336,800	121,800	57%
Interfund Loan Revenue	9,900	8,150	(1,750)	-18%
Total Revenues	793,590	1,026,481	232,891	29%
Expenditures:				
Administrative				
Salaries	364,885	383,435	18,550	5%
Employee Benefits	142,530	156,285	13,755	10%
Travel	1,900	2,000	100	5%
Staff Training	10,000	15,000	5,000	50%
Audit Cost	8,500	8,850	350	4%
Legal	7,500	8,000	500	7%
Other Administrative Costs	15,670	16,800	1,130	7%
Contract Costs	192,525	316,000	123,475	64%
Total Administrative	743,510	906,370	162,860	22%
General Expenditures				
TIF Expense	255	255	0	0%
Insurance	5,195	11,140	5,945	114%
Debt Service	0	0	0	0%
Other Programs	25,500	70,500	45,000	176%
Interfund Loan Interest	9,900	8,150	(1,750)	-18%
Total General Expenditures	40,850	90,045	49,195	120%
Total Expenditures	784,360	996,415	212,055	27%
Cash Flow	9,230	30,066	20,836	
Designated Fund Balance	0	0	0	
Cash Flow from Operations	9,230	30,066	20,836	

Brainerd HRA
General Fund Consolidated Budget Detail
2025

	General Fund	TFP	Downtown TIF	Housing Rehab	Total General Fund
Revenue	210	670	620	660	Accounts
Operating Transfer In/Out	9,200	0	0	0	9,200
Other Income	219,491	5,000	0	331,300	555,791
Investment Interest	20,000	0	0	0	20,000
Management Fees	266,340	0	0	120,000	386,340
Grant Revenue	12,250	0	0	22,750	35,000
Loan Interest Revenue	8,150	0	0	0	8,150
TIF Revenue	0	0	12,000	0	12,000
Total Revenue	535,431	5,000	12,000	474,050	1,026,481
Expenses					
Administrative					
Administration Salaries	274,370	0	0	109,065	383,435
Employee Benefits	113,610	0	0	42,675	156,285
Legal	2,500	4,500	0	1,000	8,000
Staff Training	10,000	0	0	5,000	15,000
Travel	500	0	0	1,500	2,000
Auditing Fees	8,850	0	0	0	8,850
Other Administrative Exp	10,900	0	0	5,900	16,800
Contracts Costs	16,000	0	0	300,000	316,000
Total Administration	436,730	4,500	0	465,140	906,370
General					
TIF Expense	130	0	125	0	255
Insurance	9,740	0	0	1,400	11,140
IF Loan Interest Exp	0	0	8,150	0	8,150
Other General Expense	70,000	500	0	0	70,500
Total General	79,870	500	8,275	1,400	90,045
Total Expenses	516,600	5,000	8,275	466,540	996,415
Cash Flow from Operations	18,831	0	3,725	7,510	30,066

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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: August 21, 2024
Re: August Financial Report

Please find attached the financial information for July 2024.

General Fund Tax Levy and TIF Increment

Reflected in the July General Fund Financial Statements is the second deposit of \$33,801.32 in Property Tax Revenue (levy) for total first half levy deposits of \$95,200.12. The total levy amount for 2024 is \$173,960. The second half property tax settlement will be in December.

Also deposited in July was Downtown TIF District increment of \$10,643.13. Since the TIF bond debt was paid off for this project in 2022, the increment collected will pay down the interfund loan between the TIF District and the General Fund.

Financial Statements

The financial statements in the board packet were produced out of our new PHA-Web Software and have a different appearance from those previously provided. A couple of improvements to the format are that revenues are no longer appearing as negatives and the annual budget is also included as a column in the statement. One downfall is that we are no longer able to generate prior year comparison statements.

Action Requested: Motion for approval of payments as presented.

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July 2024 Operating Account Balances

Property/Program	July 2023	June 2024	July 2024
General Fund	\$529,749.40	\$556,315.99	\$632,472.87
Housing Rehab Program	\$209,578.63	\$207,080.00	\$205,696.98
Bridges	\$4,863.69	\$5,295.48	\$5,932.30
Crow Wing County HRA	\$2,030,501.41	\$1,638,329.61	\$1,847,246.57
Public Housing	\$745,212.72	\$959,368.53	\$1,054,185.98
Valley View	\$0.00	\$328,289.37	\$336,888.74
Brainerd South	\$62,607.81	\$84,500.06	\$92,493.57
Housing Choice Voucher	\$18,038.98	\$150,186.68	\$119,641.02
Total	\$3,600,552.64	\$3,929,365.72	\$4,294,558.03

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Brainerd Housing & Redevelopment Authority 2024 Ratios

(and December, 2023)

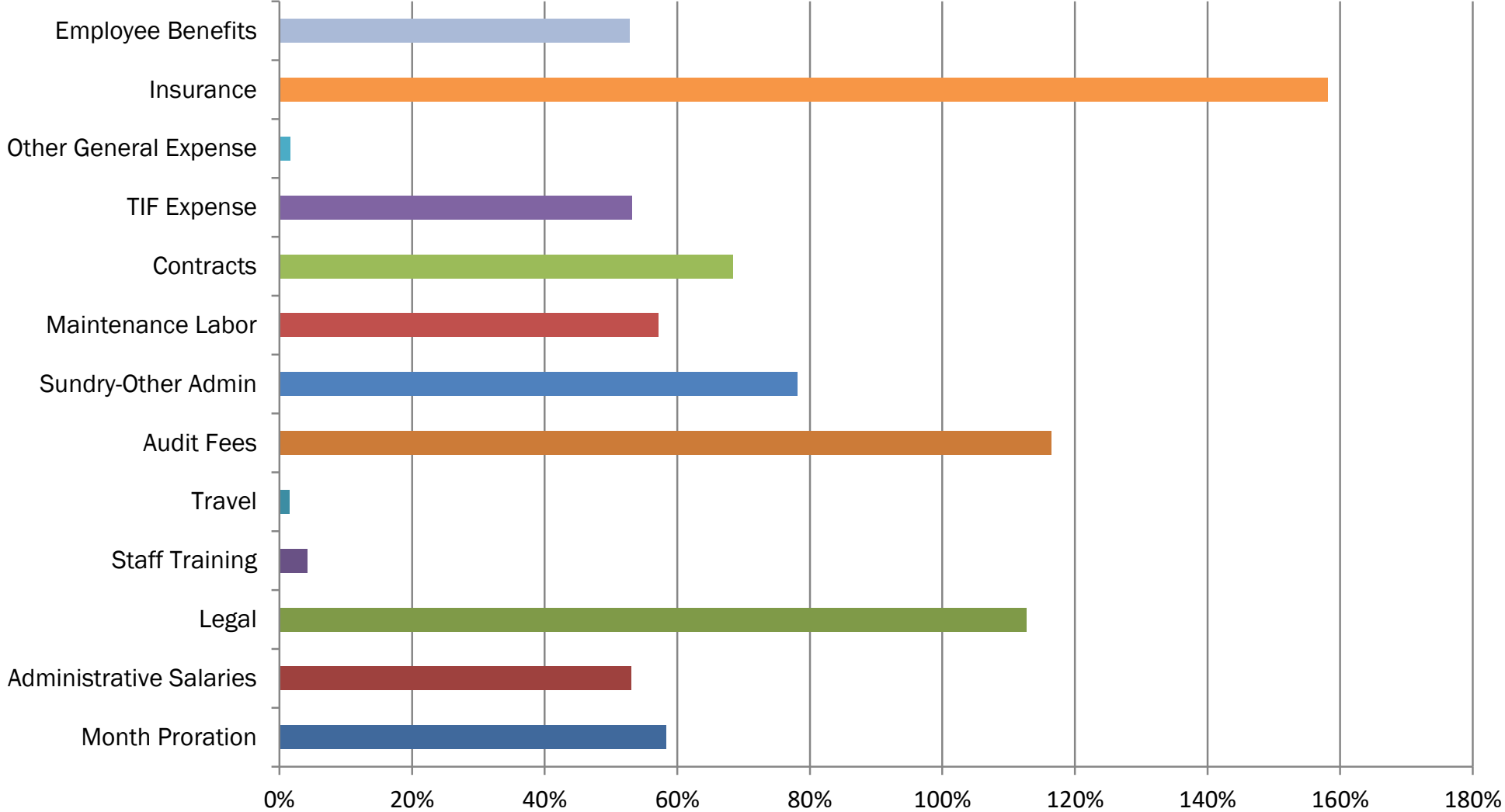
FASS Ratios	Max Pts	Scoring	Dec 2023	Jan	Feb	Mar	Apr	May	June	July
			After YE JE, B4 audit							
Quick Ratio	12	QR <1 =0, QR >2 =12	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Months Expended Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Total Points	25		25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00

MASS Ratios	Max Pts	Scoring								
			Jan	Feb	Mar	Apr	May	June	July	
Occupancy	16	O <90% =0, O >98% =16	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	2.00	2.00	2.00
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
Total Points	25		25.00	20.00	20.00	20.00	20.00	22.00	22.00	22.00
Total of Above Ratios	50		50.00	45	45	45	45	47	47	47

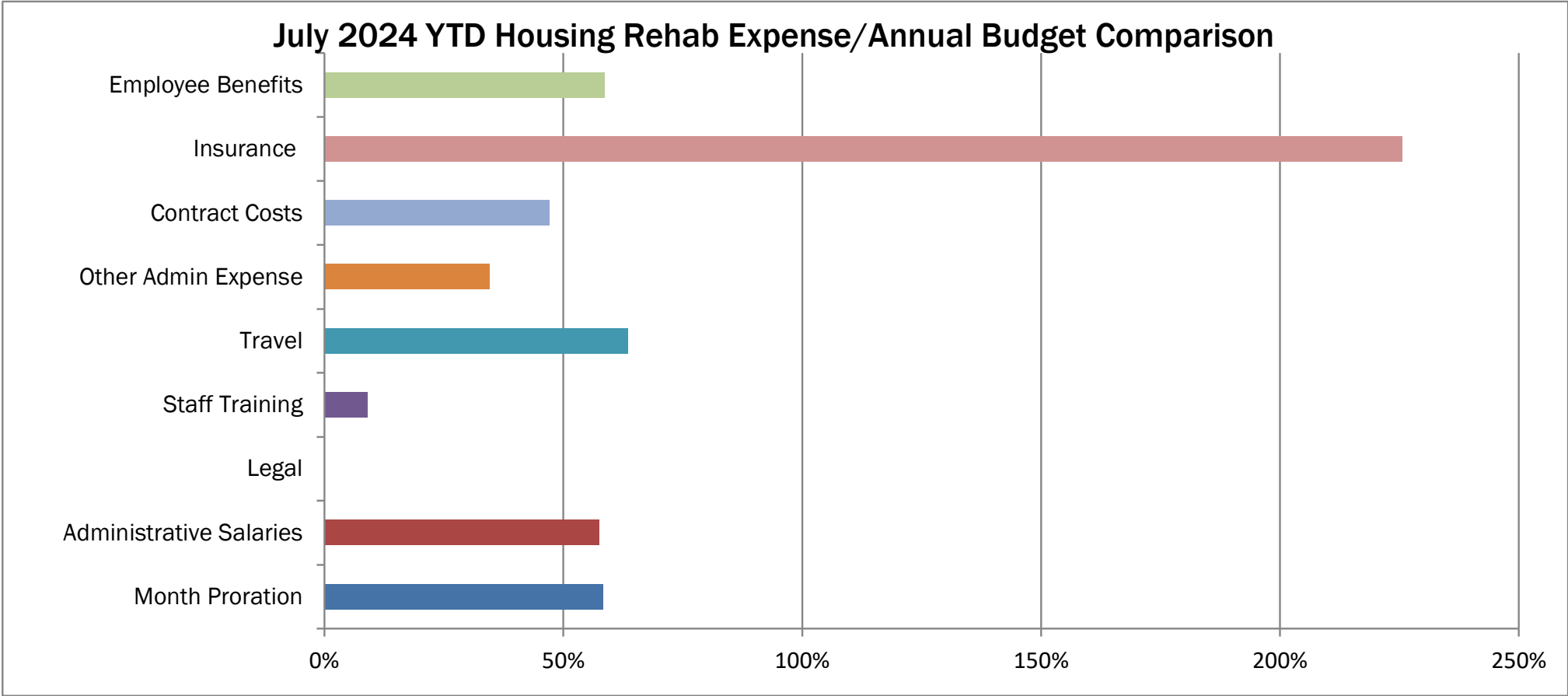
Capital Fund Ratios	Max Pts	Scoring								
			Jan	Feb	Mar	Apr	May	June	July	
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Total Points	10	Capital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

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July 2024 YTD General Fund Expense/Annual Budget Comparison

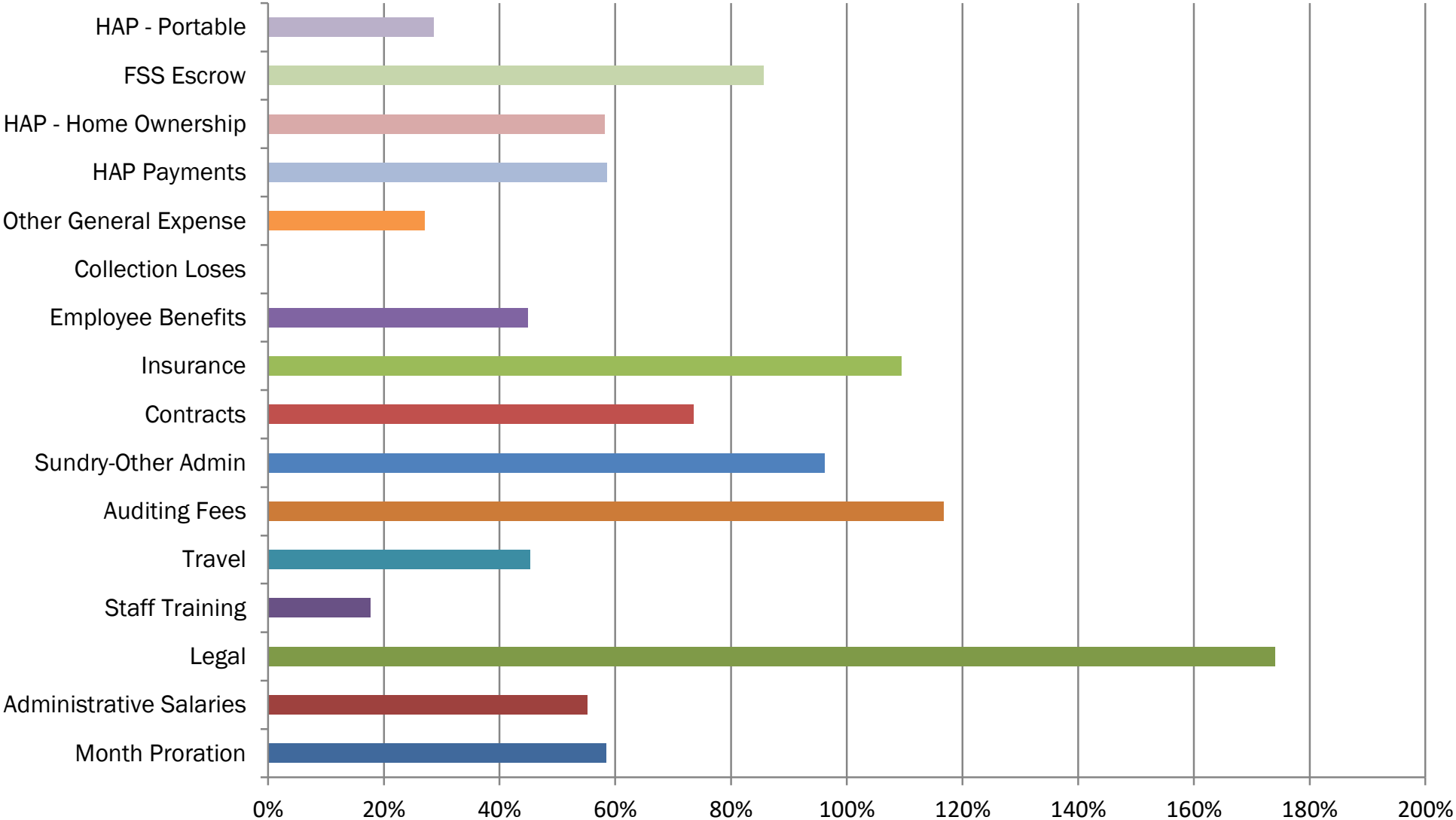


Audit Fees: The annual audit is complete. Billing in progress. Sundry-Other: Purchased 2 new computers.
Insurance: Work Comp rates increased due to a LMCIT change. Legal: Employee Policy Manual update.



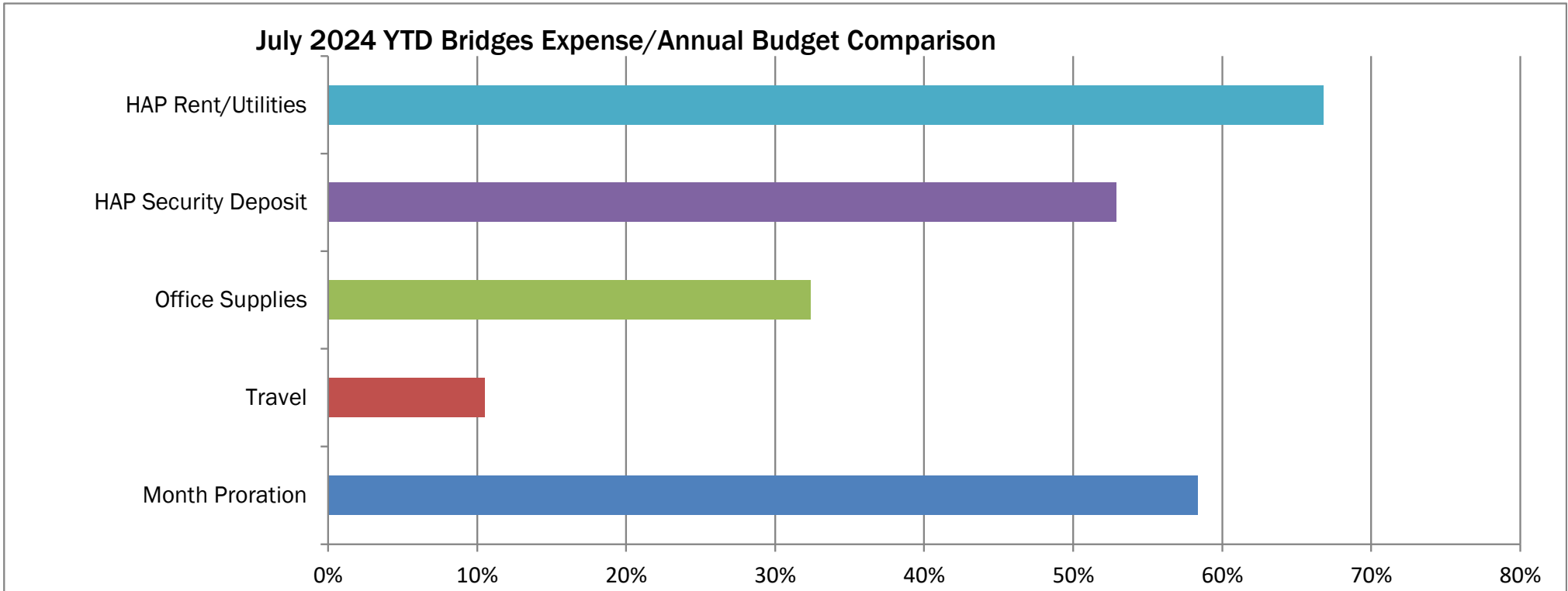
Insurance: Work Comp rates increased due to a LMCIT change.

July 2024 YTD Housing Choice Voucher Expense/Annual Budget Comparison



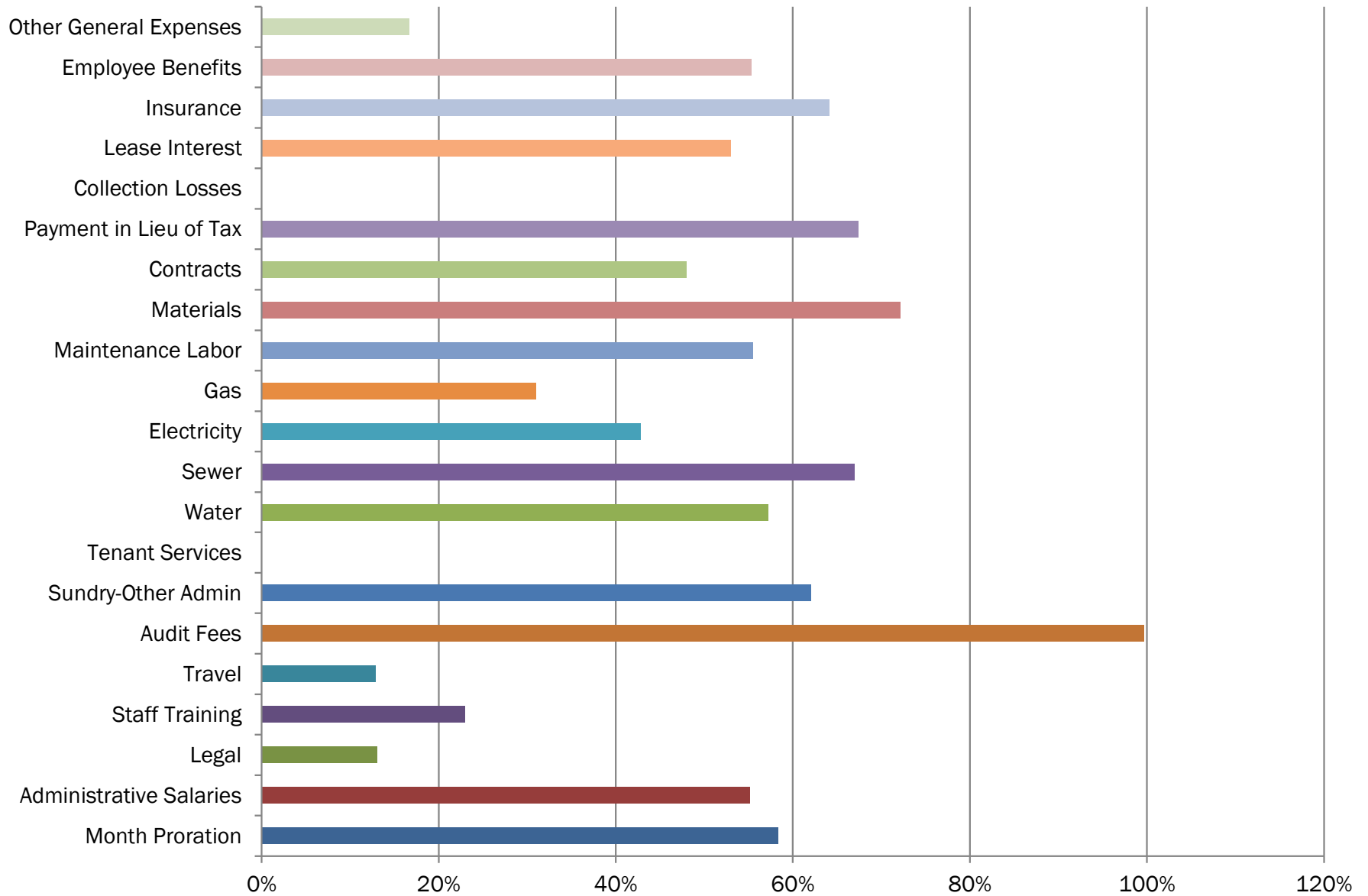
Legal: Employee policy manual update and HR issues. Audit: The annual audit is complete.

Sundry-Other Admin: Postage for the year was purchased. Purchased 2 new computers. Insurance: Work Comp rates increased due to a LMCIT change.



Security Deposits: Paid 3 deposits

July 2024 YTD Public Housing Expense/Annual Budget Comparison

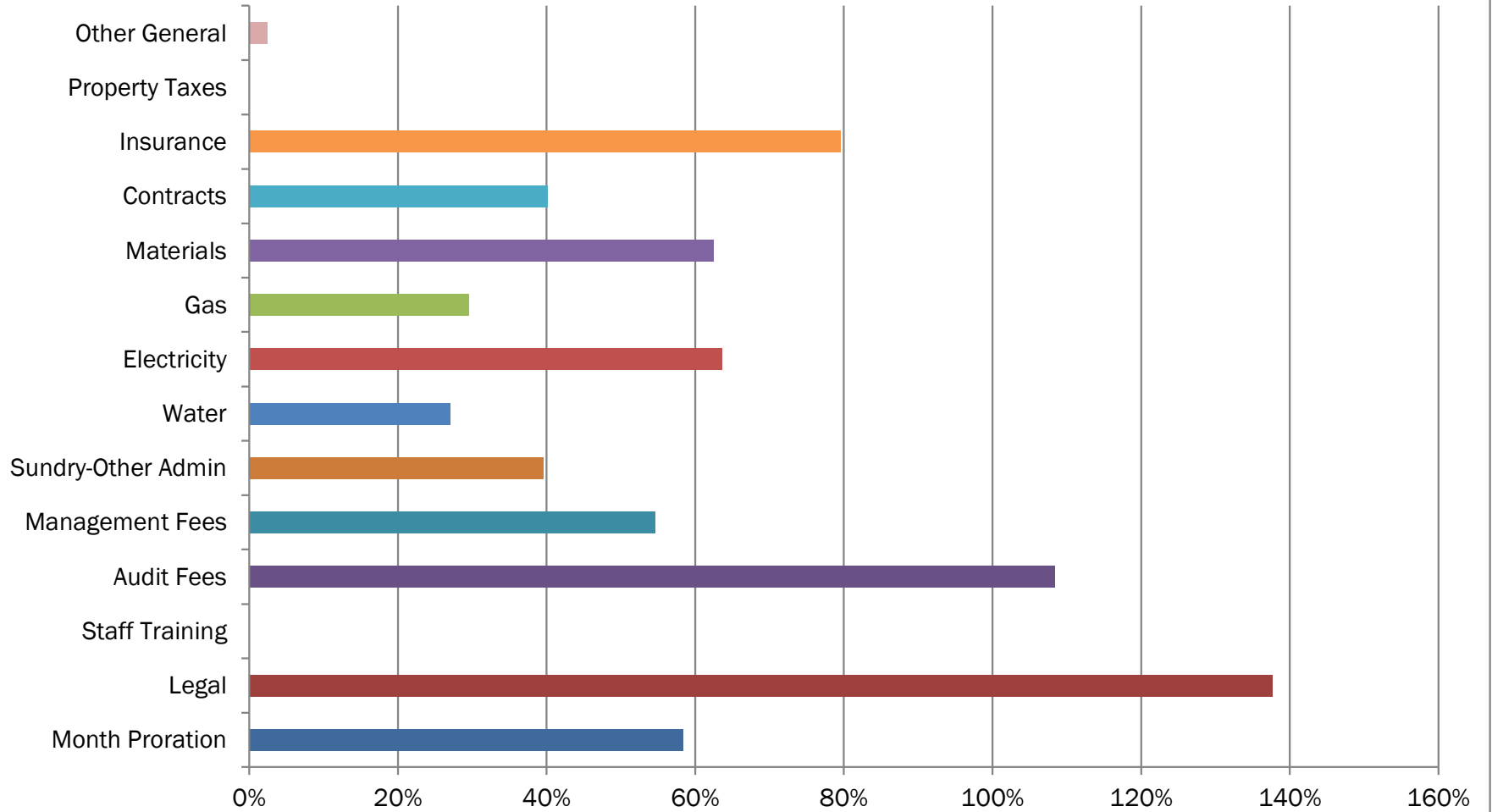


Audit: The annual audit is complete. Billing in progress

Sundry-Other Admin: Purchased annual postage and NAHRO membership. Purchased 2 new computers. Materials: Purchased 14 refrigerators.

Insurance: Work Comp rates increased due to a LMCIT change.

July 2024 YTD Valley View Expense/Annual Budget Comparison



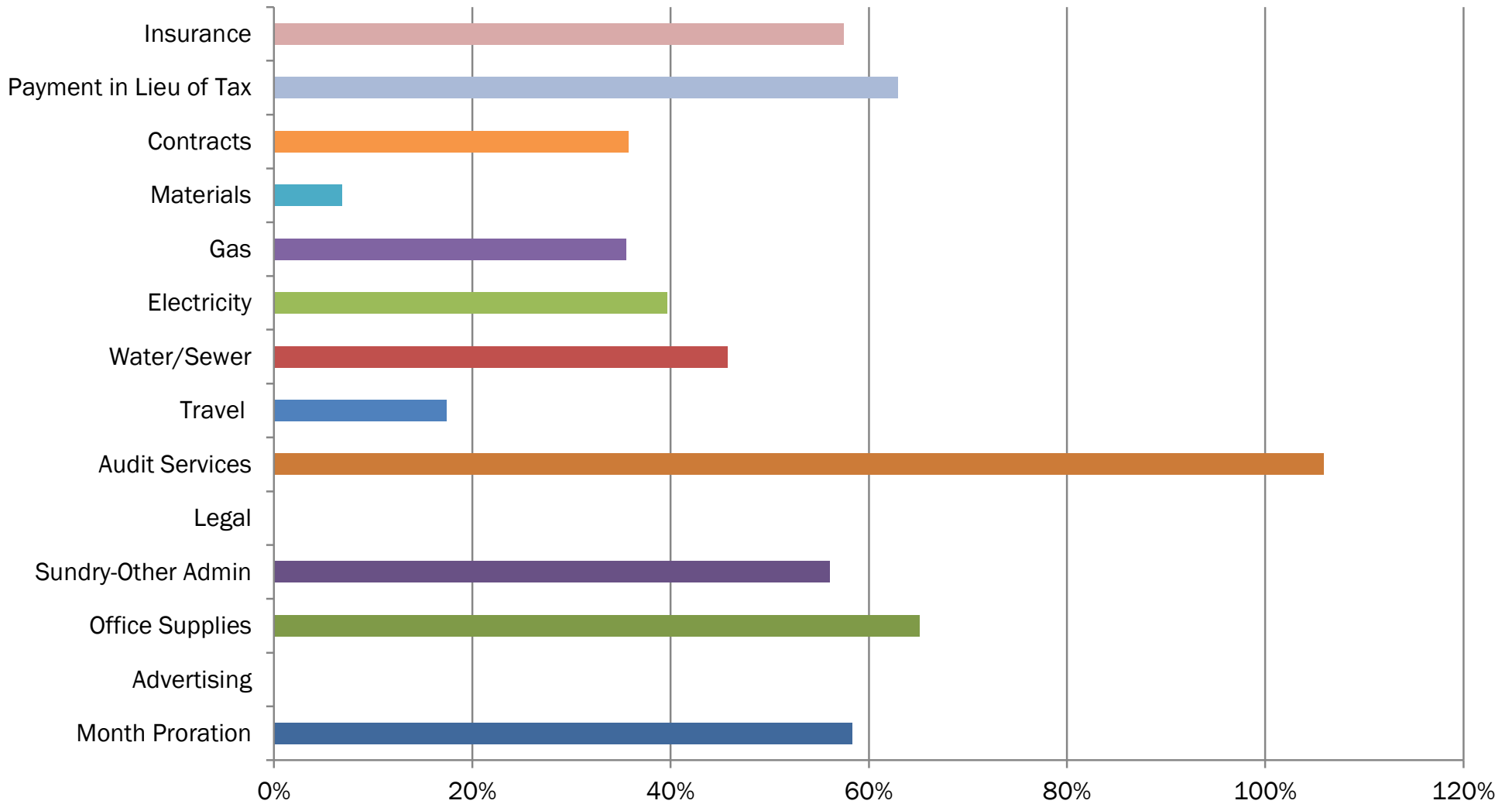
Audit: The annual audit is complete.

Legal: Eviction Court

Materials: Purchased new interior doors for unit 739.

Insurance: New rates through Housing Authority Insurance.

July 2024 YTD Brainerd South Expense/Annual Budget Comparison



Audit: The annual audit is complete. Final Billing is pending.

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Brainerd HRA
Operating Statement
Seven Months Ending 07/31/2024
Program: 210 - General Fund Project: General Fund

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Investment Interest	3,039.57	416.67	2,622.90	17,619.32	2,916.67	14,702.65	5,000.00	12,619.32
Operating Transfer In	0.00	762.50	(762.50)	0.00	5,337.50	(5,337.50)	9,150.00	(9,150.00)
Other Income	570.73	166.67	404.06	2,533.87	1,166.67	1,367.20	2,000.00	533.87
City Tax Settlements	33,801.32	14,496.67	19,304.65	95,200.12	101,476.67	(6,276.55)	173,960.00	(78,759.88)
Developer Fees	0.00	416.67	(416.67)	0.00	2,916.67	(2,916.67)	5,000.00	(5,000.00)
Management Fees	21,038.49	20,173.33	865.16	146,376.09	141,213.33	5,162.76	242,080.00	(95,703.91)
Loan Interest Revenue	0.00	825.00	(825.00)	0.00	5,775.00	(5,775.00)	9,900.00	(9,900.00)
TOTAL INCOME	58,450.11	37,257.51	21,192.60	261,729.40	260,802.51	926.89	447,090.00	(185,360.60)
EXPENSES								
ADMINISTRATIVE								
Admin Salaries	18,559.96	20,461.25	1,901.29	130,248.92	143,228.75	12,979.83	245,535.00	115,286.08
Legal	1,020.00	166.67	(853.33)	2,253.92	1,166.67	(1,087.25)	2,000.00	(253.92)
Staff Training	0.00	416.67	416.67	208.00	2,916.67	2,708.67	5,000.00	4,792.00
Travel	6.70	41.67	34.97	7.37	291.67	284.30	500.00	492.63
Auditing Fees	0.00	708.33	708.33	9,899.10	4,958.33	(4,940.77)	8,500.00	(1,399.10)
Sundry-Other Admin	223.18	774.99	551.81	7,260.16	5,424.99	(1,835.17)	9,300.00	2,039.84
TOTAL ADMINISTRATIVE	19,809.84	22,569.58	2,759.74	149,877.47	157,987.08	8,109.61	270,835.00	120,957.53
MAINTENANCE								
Labor	1,497.37	1,610.42	113.05	11,038.83	11,272.92	234.09	19,325.00	8,286.17
Contracts	6,032.98	1,043.75	(4,989.23)	8,564.58	7,306.25	(1,258.33)	12,525.00	3,960.42
TOTAL MAINTENANCE	7,530.35	2,654.17	(4,876.18)	19,603.41	18,579.17	(1,024.24)	31,850.00	12,246.59
OTHER								
TIF Expense	39.13	10.83	(28.30)	69.13	75.83	6.70	130.00	60.87
Other General Exp	286.01	2,083.33	1,797.32	394.69	14,583.33	14,188.64	25,000.00	24,605.31
Insurance	448.50	381.25	(67.25)	7,233.79	2,668.75	(4,565.04)	4,575.00	(2,658.79)
Employee Benefits	7,887.39	9,002.49	1,115.10	57,000.48	63,017.49	6,017.01	108,030.00	51,029.52
TOTAL OTHER	8,661.03	11,477.90	2,816.87	64,698.09	80,345.40	15,647.31	137,735.00	73,036.91
TOTAL EXPENSES	36,001.22	36,701.65	700.43	234,178.97	256,911.65	22,732.68	440,420.00	206,241.03
SURPLUS	22,448.89	555.86	21,893.03	27,550.43	3,890.86	23,659.57	6,670.00	20,880.43

Brainerd HRA
Operating Statement
Seven Months Ending 07/31/2024
Program: 660 - Rehab Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Other Income - Misc	0.00	41.67	(41.67)	325.00	291.67	33.33	500.00	(175.00)
Other Inc - Mgnt Fees	10,000.00	10,000.00	0.00	70,000.00	70,000.00	0.00	120,000.00	(50,000.00)
Other Inc - MHFA	0.00	17,000.00	(17,000.00)	41,682.85	119,000.00	(77,317.15)	204,000.00	(162,317.15)
SC Grant Admin	270.08	375.00	(104.92)	815.02	2,625.00	(1,809.98)	4,500.00	(3,684.98)
TOTAL INCOME	10,270.08	27,416.67	(17,146.59)	112,822.87	191,916.67	(79,093.80)	329,000.00	(216,177.13)
EXPENSES								
ADMINISTRATIVE								
Admin Salaries	7,693.91	8,335.42	641.51	57,521.09	58,347.92	826.83	100,025.00	42,503.91
Legal	0.00	83.33	83.33	0.00	583.33	583.33	1,000.00	1,000.00
Staff Training	0.00	416.67	416.67	457.20	2,916.67	2,459.47	5,000.00	4,542.80
Travel	147.40	116.67	(30.73)	888.73	816.67	(72.06)	1,400.00	511.27
Other Admin Expenses	157.48	530.84	373.36	2,204.76	3,715.84	1,511.08	6,370.00	4,165.24
TOTAL ADMINISTRATIVE	7,998.79	9,482.93	1,484.14	61,071.78	66,380.43	5,308.65	113,795.00	52,723.22
MAINTENANCE								
Contracts Costs	877.25	15,000.00	14,122.75	84,840.79	105,000.00	20,159.21	180,000.00	95,159.21
TOTAL MAINTENANCE	877.25	15,000.00	14,122.75	84,840.79	105,000.00	20,159.21	180,000.00	95,159.21
OTHER								
Insurance	0.00	51.67	51.67	1,398.91	361.67	(1,037.24)	620.00	(778.91)
Employee Benefits	2,777.06	2,875.01	97.95	20,213.83	20,125.01	(88.82)	34,500.00	14,286.17
TOTAL OTHER	2,777.06	2,926.68	149.62	21,612.74	20,486.68	(1,126.06)	35,120.00	13,507.26
TOTAL EXPENSES	11,653.10	27,409.61	15,756.51	167,525.31	191,867.11	24,341.80	328,915.00	161,389.69
SURPLUS	(1,383.02)	7.06	(1,390.08)	(54,702.44)	49.56	(54,752.00)	85.00	(54,787.44)

**Brainerd HRA
Operating Statement
Seven Months Ending 07/31/2024
Program: 310 - Housing Choice Vouchers Project: General**

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
REVENUE								
HUD HAP Received	215,728.00	158,053.33	57,674.67	1,055,063.00	1,106,373.33	(51,310.33)	1,896,640.00	(841,577.00)
Admin Fees Earned	26,315.00	28,495.83	(2,180.83)	200,872.00	199,470.83	1,401.17	341,950.00	(141,078.00)
Investment Interest	593.87	8.33	585.54	2,059.25	58.33	2,000.92	100.00	1,959.25
Other Income	10.13	2,458.33	(2,448.20)	16,096.36	17,208.33	(1,111.97)	29,500.00	(13,403.64)
TOTAL REVENUE	242,647.00	189,015.82	53,631.18	1,274,090.61	1,323,110.82	(49,020.21)	2,268,190.00	(994,099.39)
EXPENSES								
ADMINISTRATIVE								
Admin Salaries	20,289.47	18,849.17	(1,440.30)	124,832.92	131,944.17	7,111.25	226,190.00	101,357.08
Legal	0.00	225.00	225.00	4,698.71	1,575.00	(3,123.71)	2,700.00	(1,998.71)
Staff Training	0.00	416.67	416.67	881.50	2,916.67	2,035.17	5,000.00	4,118.50
Travel	32.16	125.00	92.84	679.31	875.00	195.69	1,500.00	820.69
Auditing Fees	0.00	471.67	471.67	6,602.70	3,301.67	(3,301.03)	5,660.00	(942.70)
Sundry-Other Admin	168.72	516.66	347.94	5,963.94	3,616.66	(2,347.28)	6,200.00	236.06
TOTAL ADMINISTRATIVE	20,490.35	20,604.17	113.82	143,659.08	144,229.17	570.09	247,250.00	103,590.92
MAINTENANCE								
Contracts	12,630.78	2,500.00	(10,130.78)	22,070.21	17,500.00	(4,570.21)	30,000.00	7,929.79
TOTAL MAINTENANCE	12,630.78	2,500.00	(10,130.78)	22,070.21	17,500.00	(4,570.21)	30,000.00	7,929.79
OTHER EXPENSE								
Insurance	532.09	545.00	12.91	7,154.93	3,815.00	(3,339.93)	6,540.00	(614.93)
Employee Benefits	6,805.51	9,714.58	2,909.07	52,219.38	68,002.08	15,782.70	116,575.00	64,355.62
Collection Losses	0.00	208.33	208.33	0.00	1,458.33	1,458.33	2,500.00	2,500.00
Other General Exp	48.75	90.00	41.25	292.50	630.00	337.50	1,080.00	787.50
TOTAL OTHER EXPENSE	7,386.35	10,557.91	3,171.56	59,666.81	73,905.41	14,238.60	126,695.00	67,028.19
HAP PAYMENTS								
HAP Payments	157,255.00	144,579.58	(12,675.42)	1,014,392.00	1,012,057.08	(2,334.92)	1,734,955.00	720,563.00
Home Ownership	2,631.00	2,617.92	(13.08)	18,257.00	18,325.42	68.42	31,415.00	13,158.00
FSS Escrow	13,364.00	9,362.50	(4,001.50)	96,211.00	65,537.50	(30,673.50)	112,350.00	16,139.00
HAP - Portable	856.00	1,493.33	637.33	5,136.00	10,453.33	5,317.33	17,920.00	12,784.00
TOTAL HAP PAYMENTS	174,106.00	158,053.33	(16,052.67)	1,133,996.00	1,106,373.33	(27,622.67)	1,896,640.00	762,644.00
TOTAL EXPENSES	214,613.48	191,715.41	(22,898.07)	1,359,392.10	1,342,007.91	(17,384.19)	2,300,585.00	941,192.90
SURPLUS	28,033.52	(2,699.59)	30,733.11	(85,301.49)	(18,897.09)	(66,404.40)	(32,395.00)	(52,906.49)

Brainerd HRA
Operating Statement
Seven Months Ending 07/31/2024
Program: 312 - Bridges Project: General

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
MHFA HAP Revenue	6,440.00	6,666.67	(226.67)	52,833.00	46,666.67	6,166.33	80,000.00	(27,167.00)
MHFA Admin Rev	730.00	800.00	(70.00)	5,986.00	5,600.00	386.00	9,600.00	(3,614.00)
Operating Trans Out	0.00	762.50	(762.50)	0.00	5,337.50	(5,337.50)	9,150.00	(9,150.00)
TOTAL INCOME	7,170.00	8,229.17	(1,059.17)	58,819.00	57,604.17	1,214.83	98,750.00	(39,931.00)
EXPENSES								
Travel	0.00	33.33	33.33	42.08	233.33	191.25	400.00	357.92
Office Supplies	16.18	4.17	(12.01)	16.18	29.17	12.99	50.00	33.82
HAP - Sec Dep	0.00	333.33	333.33	2,115.00	2,333.33	218.33	4,000.00	1,885.00
HAP Payments	6,517.00	6,333.33	(183.67)	50,758.00	44,333.33	(6,424.67)	76,000.00	25,242.00
TOTAL EXPENSES	6,533.18	6,704.16	170.98	52,931.26	46,929.16	(6,002.10)	80,450.00	27,518.74
SURPLUS	636.82	1,525.01	(888.19)	5,887.74	10,675.01	(4,787.27)	18,300.00	(12,412.26)

Brainerd HRA

Operating Statement

Seven Months Ending 07/31/2024

Program: 400 - Public Housing Project: General

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Dwelling Rental	75,248.00	71,197.50	4,050.50	508,303.00	498,382.50	9,920.50	854,370.00	(346,067.00)
Excess Utilities	760.00	325.00	435.00	2,216.00	2,275.00	(59.00)	3,900.00	(1,684.00)
Operating Subsidy	40,852.00	32,448.75	8,403.25	227,523.00	227,141.25	381.75	389,385.00	(161,862.00)
Operating Transfer In	0.00	5,500.00	(5,500.00)	0.00	38,500.00	(38,500.00)	66,000.00	(66,000.00)
Other Income	9,087.45	8,043.33	1,044.12	50,235.90	56,303.33	(6,067.43)	96,520.00	(46,284.10)
Other Inc - Grants	85,500.00	0.00	85,500.00	192,040.00	0.00	192,040.00	0.00	192,040.00
Other Income Tenant	667.00	2,133.75	(1,466.75)	11,491.36	14,936.25	(3,444.89)	25,605.00	(14,113.64)
Lease Revenue	8,937.50	8,937.50	0.00	62,562.50	62,562.50	0.00	107,250.00	(44,687.50)
Laundry Income	2,194.00	1,648.33	545.67	14,037.75	11,538.33	2,499.42	19,780.00	(5,742.25)
Investment Interest	10,364.89	333.33	10,031.56	48,331.91	2,333.33	45,998.58	4,000.00	44,331.91
Capital Fund Revenue	2,387.00	0.00	2,387.00	190,437.50	0.00	190,437.50	0.00	190,437.50
TOTAL INCOME	235,997.84	130,567.49	105,430.35	1,307,178.92	913,972.49	393,206.43	1,566,810.00	(259,631.08)
EXPENSES								
ADMINISTRATIVE								
Admin Salaries	26,806.09	28,765.83	1,959.74	190,289.76	201,360.83	11,071.07	345,190.00	154,900.24
Legal	0.00	1,000.00	1,000.00	1,573.00	7,000.00	5,427.00	12,000.00	10,427.00
Staff Training	847.59	1,166.67	319.08	3,222.93	8,166.67	4,943.74	14,000.00	10,777.07
Travel	0.00	83.33	83.33	128.64	583.33	454.69	1,000.00	871.36
Auditing Fees	0.00	1,179.17	1,179.17	14,100.70	8,254.17	(5,846.53)	14,150.00	49.30
Sundry-Other Admin	1,431.91	1,891.66	459.75	14,082.63	13,241.66	(840.97)	22,700.00	8,617.37
TOTAL ADMINISTRATIVE	29,085.59	34,086.66	5,001.07	223,397.66	238,606.66	15,209.00	409,040.00	185,642.34
TENANT SERVICES								
Rec Publication Other	0.00	412.50	412.50	0.00	2,887.50	2,887.50	4,950.00	4,950.00
TOTAL TENANT SERVICES	0.00	412.50	412.50	0.00	2,887.50	2,887.50	4,950.00	4,950.00
UTILITIES								
Water	4,207.60	3,342.08	(865.52)	22,975.24	23,394.58	419.34	40,105.00	17,129.76
Sewer	5,734.54	4,214.58	(1,519.96)	33,903.48	29,502.08	(4,401.40)	50,575.00	16,671.52
Electricity	7,338.10	7,076.67	(261.43)	36,376.79	49,536.67	13,159.88	84,920.00	48,543.21
Gas	1,182.80	5,348.75	4,165.95	19,871.02	37,441.25	17,570.23	64,185.00	44,313.98
TOTAL UTILITIES	18,463.04	19,982.08	1,519.04	113,126.53	139,874.58	26,748.05	239,785.00	126,658.47
MAINTENANCE								
Labor	15,407.03	16,673.34	1,266.31	111,075.56	116,713.34	5,637.78	200,080.00	89,004.44
Materials	3,809.82	2,500.00	(1,309.82)	21,653.64	17,500.00	(4,153.64)	30,000.00	8,346.36
Contracts	31,699.38	21,486.65	(10,212.73)	123,842.67	150,406.65	26,563.98	257,840.00	133,997.33
TOTAL MAINTENANCE	50,916.23	40,659.99	(10,256.24)	256,571.87	284,619.99	28,048.12	487,920.00	231,348.13
OTHER								
PILOT	2,749.79	2,416.67	(333.12)	19,542.37	16,916.67	(2,625.70)	29,000.00	9,457.63
Collection Losses	0.00	758.33	758.33	0.00	5,308.33	5,308.33	9,100.00	9,100.00
Lease Int Exp - Cintas	24.30	24.17	(0.13)	153.69	169.17	15.48	290.00	136.31
Depreciation Expense	0.00	0.00	0.00	87,038.00	0.00	(87,038.00)	0.00	(87,038.00)
Insurance	9,126.40	9,323.33	196.93	71,788.34	65,263.33	(6,525.01)	111,880.00	40,091.66
Employee Benefits	17,979.63	19,562.07	1,582.44	129,952.75	136,934.57	6,981.82	234,745.00	104,792.25
Other General Expense	133.95	467.50	333.55	937.65	3,272.50	2,334.85	5,610.00	4,672.35
TOTAL OTHER	30,014.07	32,552.07	2,538.00	309,412.80	227,864.57	(81,548.23)	390,625.00	81,212.20
TOTAL EXPENSES	128,478.93	127,693.30	(785.63)	902,508.86	893,853.30	(8,655.56)	1,532,320.00	629,811.14
SURPLUS	107,518.91	2,874.19	104,644.72	404,670.06	20,119.19	384,550.87	34,490.00	370,180.06

Brainerd HRA
Operating Statement
Seven Months Ending 07/31/2024
Program: 513 - Tax Credit Project: Valley View

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Dwelling Rental	16,380.00	16,637.25	(257.25)	106,435.00	116,460.75	(10,025.75)	199,647.00	(93,212.00)
Excess Utilities	0.00	0.00	0.00	249.65	0.00	249.65	0.00	249.65
Investment Interest	1,351.07	496.00	855.07	7,424.63	3,472.00	3,952.63	5,952.00	1,472.63
Other Income Tenant	0.00	0.00	0.00	1,713.03	0.00	1,713.03	0.00	1,713.03
Laundry Income	0.00	55.00	(55.00)	466.75	385.00	81.75	660.00	(193.25)
TOTAL INCOME	17,731.07	17,188.25	542.82	116,289.06	120,317.75	(4,028.69)	206,259.00	(89,969.94)
EXPENSES								
ADMINISTRATIVE								
Legal	0.00	83.00	83.00	1,371.60	581.00	(790.60)	996.00	(375.60)
Staff Training	0.00	17.00	17.00	0.00	119.00	119.00	204.00	204.00
Travel	0.00	0.00	0.00	7.37	0.00	(7.37)	0.00	(7.37)
Auditing Fees	0.00	711.08	711.08	9,250.00	4,977.58	(4,272.42)	8,533.00	(717.00)
Management Fees	1,672.00	1,760.00	88.00	11,528.00	12,320.00	792.00	21,120.00	9,592.00
Sundry-Other Admin	0.00	287.25	287.25	1,363.57	2,010.75	647.18	3,447.00	2,083.43
TOTAL ADMINISTRATIVE	1,672.00	2,858.33	1,186.33	23,520.54	20,008.33	(3,512.21)	34,300.00	10,779.46
UTILITIES								
Water	349.33	504.00	154.67	1,633.21	3,528.00	1,894.79	6,048.00	4,414.79
Electricity	287.52	247.00	(40.52)	1,887.12	1,729.00	(158.12)	2,964.00	1,076.88
Gas	31.98	914.75	882.77	3,249.71	6,403.25	3,153.54	10,977.00	7,727.29
TOTAL UTILITIES	668.83	1,665.75	996.92	6,770.04	11,660.25	4,890.21	19,989.00	13,218.96
MAINTENANCE								
Materials	147.89	708.33	560.44	5,311.41	4,958.33	(353.08)	8,500.00	3,188.59
Contracts	4,654.14	5,665.33	1,011.19	27,298.98	39,657.33	12,358.35	67,984.00	40,685.02
TOTAL MAINTENANCE	4,802.03	6,373.66	1,571.63	32,610.39	44,615.66	12,005.27	76,484.00	43,873.61
OTHER								
Insurance	1,498.46	1,192.92	(305.54)	11,391.33	8,350.42	(3,040.91)	14,315.00	2,923.67
Property Taxes	0.00	1,072.17	1,072.17	0.00	7,505.17	7,505.17	12,866.00	12,866.00
Other General Expense	0.00	835.50	835.50	250.00	5,848.50	5,598.50	10,026.00	9,776.00
Depreciation Expense	0.00	0.00	0.00	(0.32)	0.00	0.32	0.00	0.32
Amortization Expense	0.00	0.00	0.00	0.20	0.00	(0.20)	0.00	(0.20)
TOTAL OTHER	1,498.46	3,100.59	1,602.13	11,641.21	21,704.09	10,062.88	37,207.00	25,565.79
TOTAL EXPENSES	8,641.32	13,998.33	5,357.01	74,542.18	97,988.33	23,446.15	167,980.00	93,437.82
SURPLUS	9,089.75	3,189.92	5,899.83	41,746.88	22,329.42	19,417.46	38,279.00	3,467.88

Brainerd South Housing Group
Operating Statement
Seven Months Ending 07/31/2024
Program: 512 - Multi Family Project: Brainerd South

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Rental Income	24,581.00	24,523.33	57.67	172,599.00	171,663.33	935.67	294,280.00	(121,681.00)
Rental Supplement	5,169.00	4,602.50	566.50	34,025.00	32,217.50	1,807.50	55,230.00	(21,205.00)
Interest Income	2,532.98	833.33	1,699.65	16,254.46	5,833.33	10,421.13	10,000.00	6,254.46
Laundry Income	802.00	675.00	127.00	5,942.50	4,725.00	1,217.50	8,100.00	(2,157.50)
Other Income	195.00	550.00	(355.00)	1,135.80	3,850.00	(2,714.20)	6,600.00	(5,464.20)
TOTAL INCOME	33,279.98	31,184.16	2,095.82	229,956.76	218,289.16	11,667.60	374,210.00	(144,253.24)
EXPENSES								
ADMINISTRATIVE								
Advertising	0.00	20.83	20.83	0.00	145.83	145.83	250.00	250.00
Office Supplies	41.63	120.83	79.20	944.42	845.83	(98.59)	1,450.00	505.58
Sundry-Other Admin	3,708.43	4,483.34	774.91	30,169.93	31,383.34	1,213.41	53,800.00	23,630.07
Legal	0.00	250.00	250.00	0.00	1,750.00	1,750.00	3,000.00	3,000.00
Audit Services	0.00	542.50	542.50	6,892.30	3,797.50	(3,094.80)	6,510.00	(382.30)
Travel	0.00	8.33	8.33	17.42	58.33	40.91	100.00	82.58
TOTAL ADMINISTRATIVE	3,750.06	5,425.83	1,675.77	38,024.07	37,980.83	(43.24)	65,110.00	27,085.93
UTILITIES								
Water	2,978.62	1,640.00	(1,338.62)	9,009.52	11,480.00	2,470.48	19,680.00	10,670.48
Electricity	692.25	491.67	(200.58)	2,340.46	3,441.67	1,101.21	5,900.00	3,559.54
Gas	291.38	2,102.50	1,811.12	8,967.52	14,717.50	5,749.98	25,230.00	16,262.48
TOTAL UTILITIES	3,962.25	4,234.17	271.92	20,317.50	29,639.17	9,321.67	50,810.00	30,492.50
MAINTENANCE								
Materials	6.66	100.00	93.34	82.59	700.00	617.41	1,200.00	1,117.41
Contracts	8,929.25	10,887.50	1,958.25	46,683.56	76,212.50	29,528.94	130,650.00	83,966.44
TOTAL MAINTENANCE	8,935.91	10,987.50	2,051.59	46,766.15	76,912.50	30,146.35	131,850.00	85,083.85
OTHER								
PILOT	1,002.13	958.33	(43.80)	7,238.74	6,708.33	(530.41)	11,500.00	4,261.26
Insurance	3,368.78	3,416.67	47.89	23,572.21	23,916.67	344.46	41,000.00	17,427.79
TOTAL OTHER	4,370.91	4,375.00	4.09	30,810.95	30,625.00	(185.95)	52,500.00	21,689.05
TOTAL EXPENSES	21,019.13	25,022.50	4,003.37	135,918.67	175,157.50	39,238.83	300,270.00	164,351.33
SURPLUS	12,260.85	6,161.66	6,099.19	94,038.09	43,131.66	50,906.43	73,940.00	20,098.09

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Payment Summary Report

July 2024

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
7/1/2024	ACH	Payroc LLC	\$260.31
7/3/2024	ACH	90 Degree Benefits Inc.	\$21,664.69
7/5/2024	ACH	Payroc LLC	\$104.52
7/11/2024	ACH	Health Savings Accounts	\$3,351.87
7/11/2024	ACH	Security Benefit	\$4,932.68
7/11/2024	ACH	Minnesota State Retirement System	\$1,188.76
7/11/2024	ACH	Harpers Payroll Service	\$11,422.54
7/11/2024	ACH	Harpers Payroll Service	\$103.51
7/25/2024	ACH	Harpers Payroll Service	\$11,423.62
7/25/2024	ACH	Harpers Payroll Service	\$208.12
7/25/2024	ACH	Security Benefit	\$5,003.75
7/25/2024	ACH	Minnesota State Retirement System	\$1,238.76
7/12/2024	11	Creo Block	\$94.14
7/12/2024	12	John Schommer	\$145.39
7/12/2024	13	Ryan Barnett	\$40.20
7/12/2024	14	Thomas Daniels	\$202.01
7/24/2024	15	Nancy Thull	\$30.82
7/10/2024	26416	Brainerd Public Utilities	\$179.00
7/11/2024	26417	Ace Hardware	\$257.26
7/11/2024	26418	Amazon Capital Services Inc.	\$127.00
7/11/2024	26419	Atlas Abstract & Title, Inc.	\$300.00
7/11/2024	26420	Batteries Plus	\$289.96
7/11/2024	26421	Brainerd Area Chamber of Commerce	\$280.00
7/11/2024	26422	Brainerd Public Utilities	\$18,193.29
7/11/2024	26423	Capital One Commercial (Menards Card)	\$1,145.23
7/11/2024	26424	CenterPoint Energy	\$1,506.16
7/11/2024	26425	CenturyLink	\$111.94
7/11/2024	26426	Cintas	\$303.22
7/11/2024	26427	City of Brainerd	\$398.46
7/11/2024	26428	Crow Wing County Landfill	\$145.00
7/11/2024	26429	Culligan	\$128.00
7/11/2024	26430	Dacotah Paper Co	\$2,914.89
7/11/2024	26431	Driver & Vehicle Services	\$14.00
7/11/2024	26432	Harpers Time & Attendance	\$61.75
7/11/2024	26433	Home Depot Credit Services	\$996.03
7/11/2024	26434	Home Depot Supply	\$98.78
7/11/2024	26435	Integrity Services Inc	\$975.60
7/11/2024	26436	Kristin Miller	\$10.05
7/11/2024	26437	Lakes Printing	\$132.80
7/11/2024	26438	LandWex LLC	\$760.00
7/11/2024	26439	Management Computer Services Inc	\$18,152.02
7/11/2024	26440	Mike Jones	\$100.84
7/11/2024	26441	Miller Testing & Consulting LLC	\$480.00
7/11/2024	26442	Minnesota Department of Employment &	\$6,567.00
7/11/2024	26443	MN Elevator, Inc. Lockbox 446080	\$911.28
7/11/2024	26444	Northland Fire Protection	\$704.00
7/11/2024	26445	Paper Storm	\$52.00
7/11/2024	26446	Quick Construction Inc.	\$502.89
7/11/2024	26447	Safeguard Security Inc.	\$315.00
7/11/2024	26448	Utility Reimbursement Payment to Tenant	\$37.00
7/11/2024	26449	State Chemical Products Corporation	\$1,390.33
7/11/2024	26450	Synchrony Bank (Mills Fleet Farm)	\$374.03
7/11/2024	26451	Tkda	\$1,308.50
7/11/2024	26452	T-Mobile	\$306.15
7/11/2024	26453	Vsp	\$42.70
7/11/2024	26454	Waste Partners Inc	\$3,288.13
7/11/2024	26455	West Central Flooring	\$764.75
7/11/2024	26456	Wex Health	\$8.50
7/11/2024	26457	Xtona	\$1,130.00
7/18/2024	26458	Tenant Refund	\$644.50
7/24/2024	26459	Amazon Capital Services Inc.	\$275.25
7/24/2024	26460	Atlas Abstract & Title, Inc.	\$100.00
7/24/2024	26461	BDS Laundry Systems	\$42,756.00
7/24/2024	26462	Brainerd Public Utilities	\$3,394.67

Brainerd Housing and Redevelopment Authority
Payment Summary Report
July 2024

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
7/24/2024	26463	Bremer Bank Credit Card	\$274.72
7/24/2024	26464	Cash	\$80.76
7/24/2024	26465	CIGNA CHLIC-Chicago	\$683.90
7/24/2024	26466	City of Brainerd	\$14,039.60
7/24/2024	26467	Column Software PBC	\$78.26
7/24/2024	26468	Crow Wing County Landfill	\$46.00
7/24/2024	26469	Ctc-446126	\$1,051.45
7/24/2024	26470	Dearborn National	\$230.36
7/24/2024	26471	Granite Pest Control LLC	\$840.50
7/24/2024	26472	Handyman's, Inc.	\$492.35
7/24/2024	26473	Holden Electric Co. Inc.	\$316.88
7/24/2024	26474	Home Depot Supply	\$256.82
7/24/2024	26475	Hytec Construction	\$25,226.51
7/24/2024	26476	Innovative Office Solutions	\$731.60
7/24/2024	26477	Kennedy & Graven, Chartered	\$1,020.00
7/24/2024	26478	Life Insurance Company of North America	\$70.83
7/24/2024	26479	NAPA Auto Parts - Baxter	\$110.95
7/24/2024	26480	Office Shop	\$821.36
7/24/2024	26481	Pike Plumbing & Heating, Inc	\$555.25
7/24/2024	26482	Servicemaster Clean of Brainerd	\$500.00
7/24/2024	26483	Siemens Industry, Inc.	\$4,189.00
7/24/2024	26484	Stonehenge Properties LLC	\$1,975.00
7/24/2024	26485	Strike Painting & Finishing	\$400.00
7/24/2024	26486	The Hartford	\$269.76
7/24/2024	26487	Thelen Heating And Roofing	\$132.00
7/24/2024	26488	Turf & More	\$900.00
7/24/2024	26489	Viking Electric Supply LLC	\$574.90
7/24/2024	26490	Yde's Major Appliance	\$176.85
		Report Total	\$230,395.26



To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Director
Date: Aug-21-2024
Re: Housing Choice Voucher Report

HCV Report

- Through July, our Unit Months Leased (UML) is 56.77% and HAP utilization is 57.51%. We are continuing to work through our previously notified households and do not plan on notifying additional households for at least the next several weeks.
- Activity Recap:
 - Vouchers Issued: 3
 - New Move-Ins: 3
 - Annual Recertifications: 12
 - Interim Recertifications: 14
 - Inspections: 14
 - Terminations: 0
- Please see attached report.

“Bring It Home” State Voucher Program Update

We have been notified that our minimum grant award for the state voucher program through MHFA would be \$356,622, which would include up to \$69,672 in administrative costs, and could be expected to fund between 36-49 vouchers. The funds will be available through an RFP process which is anticipated to start later this calendar year. In addition to the rental assistance and admin funds, there are also separate pools of dollars designated for start-up costs and landlord incentives. A program guide is being developed and is anticipated to be available to the public in October/November, followed shortly by the RFP being made public. Voucher issuance could come as early as mid-2025.

No Action Requested; Discussion Items

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Bridges Program July 2024

Summary

- Tenants leased up in units: 11
- Participants issued a Voucher & searching for a unit: 0
- Notified: 0
- Participants receiving HCV voucher: 0
- Participants giving up Bridges voucher: 1
- Tenants Residing Counties:
 - Cass County: 1
 - Morrison: 0
 - Aitkin: 0
 - Crow Wing: 10
 - Todd:
 - Wadena:

Total HAP Payment: \$6,480.00

Additional Info: After reviewing the grant budget and consulting with Minnesota Housing, we have decided to suspend further security deposit assistance and notifying off the Bridges waiting list to ensure our budget funding will cover rental payments till the end of the Grant period, June 30th,2025. Minnesota Housing supports this plan of action. Higher costs in monthly rental amounts and households losing income sources is reason for the grant funds to be suspended in those areas.

Family Self-Sufficiency Program July 2024

Summary

- Active FSS participants: 60
- Tenants going OFF for month: 2
- Tenants going ON for month: 3
- New tenants ESCROWING: 0
- Total number of FSS participants escrowing monthly: 33
- Total amount of escrow: \$13,537.00
- Total combined amount of monthly escrow:
\$236,742.94
-

Update: We had 2 FSS participants graduate from the program. Both received escrow savings disbursements. One escrow amount was \$3,331.26 and the second payout was for \$21,546.70. We also had an interim disbursement for a FSS participant that purchased a new car and used some of her money for down payment.

Housing Choice Voucher Programs (HCV)

Attachment 4b

Voucher Allocation

	325	
July Move-ins	3	
July Move-outs	0	
July Vouchers - looking for housing	22	
July Vouchers - first day of month	323	
Average Vouchers to date	316	
Unit Months Leased	56.77%	
HAP Utilization through 07/31/2024	57.51%	
HAP Payments	\$153,456	

Reasons For Leaving Program

Voluntarily Left	0	
Terminated	0	
Port	0	

Revenue

Housing Assistance Payment (HAP)	\$157,028	
July HUD Administrative Fee	\$19,001	

Port Out Vouchers

	1	
St Cloud HRA	\$856	

Homeownership

	6	
Homeownership HAP	\$2,631	

FYI Vouchers

	0	
FYI Vouchers HAP	\$0	

Demographics

Elderly Households	112	
Disabled/Handicapped Households	179	
Families with Children Under 6 Years Old	41	
Average Annual Income	\$17,352	↑
Average HAP	\$474	↑

Waiting List Total

Crow Wing County Preference	124	
Non Preference	52	



To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Director
Date: Aug-21-2024
Re: Housing Management Report

Vacancy Report for July 2024

Please see attachment.

Monthly Property Performance Report for July 2024

Please see attachment.

Valley View Townhomes:

Occupancy: 95% (Vacant: 3BR-1.5b x1)
Move Ins: 0
Move Outs: 0
Notified: 0
Screening: 1
Denied: 0
Waiting List: 8

ROSS Program Updates

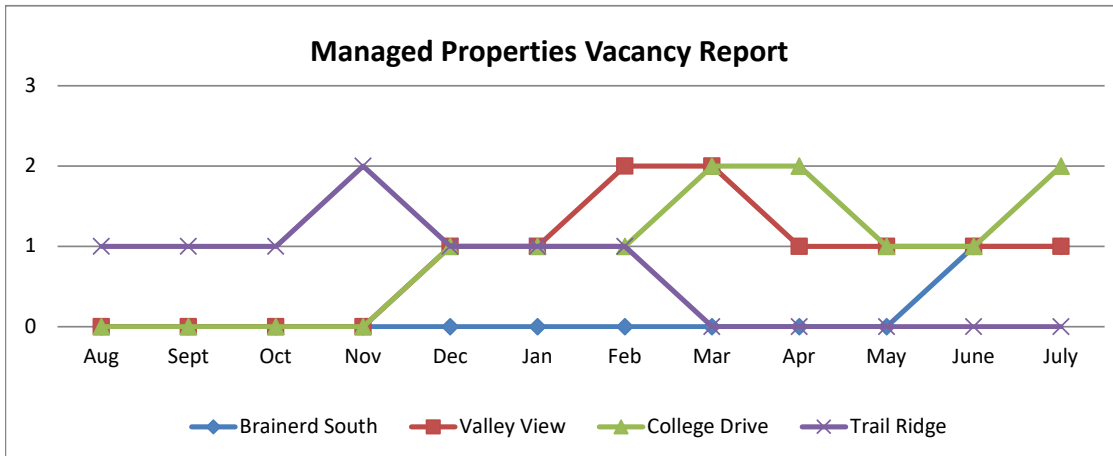
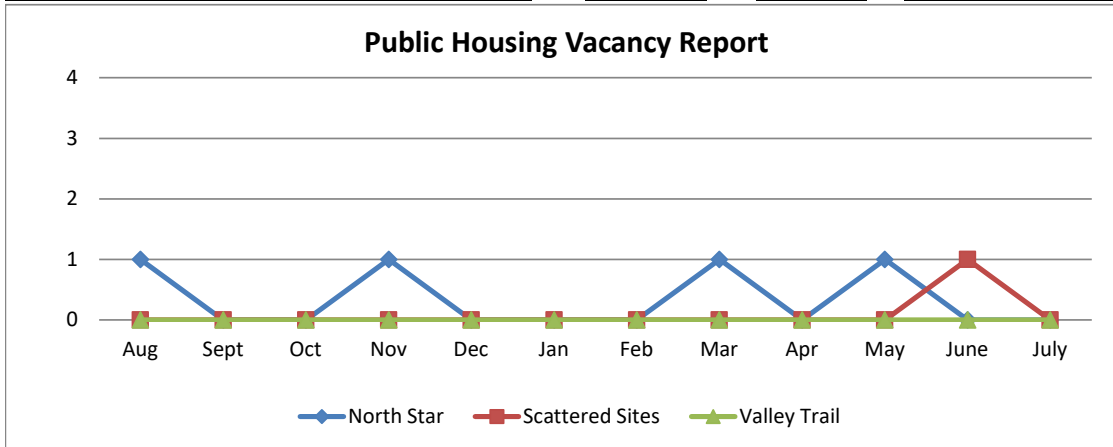
- 18 active participants in the ROSS program; 0 newly enrolled and 0 exited participants
- 10 new contacts with non-enrolled residents for more limited resource/referral work.
- Food Program Participation
 - SNAP Food Boxes: 26 residents; shelf-stable box; elderly tenants only.
 - Catholic Charities: 13 residents; 250 frozen meals (10 - 30 each); elderly tenants only.
- Upcoming Events: A scams and fraud seminar and a public health seminar are both planned for early this fall; the health & wellness fair is planned for November; a co-hosted renter's education session is in early planning stages; a tenant newsletter will be distributed before the end of the calendar year.
- Facebook Update: There was 1 new post on the ROSS Facebook page this past month which reached 2 individuals, with 0 likes, comments, or additional shares, and 1 viewer clicked through to obtain more information about the topic.

No Action Requested; Discussion Items

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Brainerd HRA 2024 Vacancy Report

	Public Housing				Section 236 Brainerd South	Tax Credit Valley View	Tax Credit - DW Jones	
	North Star	Scattered Sites	Valley Trail	Total PH Vac/%			College Drive	Trail Ridge
# units	162	16	25	203	60	20	24	18
Jan 31	0	0	0	0	0	1	1	1
Jan %	0.00%	0.00%	0.00%	0.00%	0.00%	5.00%	4.17%	5.56%
Feb 29	0	0	0	0	0	2	1	1
Feb %	0.00%	0.00%	0.00%	0.00%	0.00%	10.00%	4.17%	5.56%
March 31	1	0	0	1	0	2	2	0
March %	0.62%	0.00%	0.00%	0.49%	0.00%	10.00%	8.33%	0.00%
April 30	0	0	0	0	0	1	2	0
April %	0.00%	0.00%	0.00%	0.00%	0.00%	5.00%	8.33%	0.00%
May 31	1	0	0	1	0	1	1	0
May %	0.62%	0.00%	0.00%	0.49%	0.00%	5.00%	4.17%	0.00%
June 30	0	1	0	1	1	1	1	0
June %	0.00%	6.25%	0.00%	0.49%	1.67%	5.00%	4.17%	0.00%
July 31	0	0	0	0	1	1	2	0
July %	0.00%	0.00%	0.00%	0.00%	1.67%	5.00%	8.33%	0.00%
Aug 31								
Aug %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Sept 30								
Sept %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Oct 31								
Oct %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Nov 30								
Nov %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dec 31								
Dec %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total	2	1	0	3	2	9	10	2
%	0.18%	0.89%	0.00%	0.21%	0.48%	6.43%	5.95%	1.59%



Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report July 2024

1. Property Narrative

2. Physical Occupancy

Unit Size	Total Units	Occupied Units	Mod Rehab	Make Ready	Vacant Units	Percent Occupied
North Star	162	162	n/a	n/a	0	100%
Valley Trail	25	25	n/a	n/a	0	100%
Scattered Sites	16	16	n/a	n/a	0	100%
TOTAL	203	203	0	0	0	100%

3. Customer Traffic

Applications Requested	30
Applications Placed on PH Wait List	18
Applications Denied on PH Wait List	11

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	129	3	3	1
2 bdrm	14	42	0	0	0
3 bdrm	24	16	2	2	0
4 bdrm	5	5	0	0	0
TOTAL	203	192	5	5	1

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	4	11
Move-Outs	1	11

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	3
Annual Recertifications	162
Completed for this month	165

8. Annual Unit Inspections

Total units to be inspected this year	203
Number completed start of month	0
Number inspected for the month	0
Number completed year-to-date	0
Total left to be inspected this year	203
Have all building system inspections been completed?	In Process
If yes, please enter date	n/a

9. Lease Enforcements

Lease warnings/violations issued	3
30-day lease terminations	6

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	28
Received	84
Closed	89
Ending Balance	23
Total Completed Work Orders for Year	453

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	0	9
Completed within 24 hours	0	9
Percent completed within 24 hours	n/a	100%

13. Rent Collection

	This Month
Rent Charges	75,479
Other Charges	1,154
Total New Charges	76,633
Arrears, tenants in possession	6,202

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	4,461
Current Rent Charges	75,479
Current Rent Collections	71,018
Accounts Receivable Rate	6%
Collection Rate	94%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	12,128
Prior Rent Charges	878,839
Collection Rate	99%



To: Brainerd HRA Board Members
 From: John Schommer, Rehab & Maintenance Director
 Date: August 20, 2024
 Re: Rehab Programs and Maintenance Report

Surveillance Project

The project is complete with training and close out paperwork remaining.

Office Remodel

The project is substantially complete with door hardware being the last

North Star Apartments and Office Project

Work is progressing very quickly and is coming along smoothly. The majority of the work of the primary contractor will likely be done by the first part of September leaving planting and painting as the larger items their subcontractors will complete sometime in October.

Brainerd Oaks/Serene Pines/Dalmar Estates:

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	72	68	0	3
Serene Pines	24**	22	19	0	1
Dalmar Estates	7	6	3	0	2

**Originally 83 lots, 3 have been merged/combined into a single parcel*

***Originally 23 lots, 1 was added*

Current Projects in Process:

	HTF	MHFA-RLP/ELP	SCDP	Total
City of Brainerd	1	2/0	2	5
Crow Wing County	*	4/0	*	4
Cass County	*	1/0	*	1
Morrison County	*	0/0	*	0

**City of Brainerd SE SCDP Grant 8 Owner-Occupied & 12 Single Family Rental Rehab Projects*

Current applications submitted: Owner-Occupied 6 / Single Family Rental Rehab 5

Action Requested: None, discussion items.

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To: Brainerd HRA Board Members
 From: Eric Charpentier, Executive Director
 Date: August 28th, 2024
 Re: Executive Director Report

Workforce Housing Development Program

Staff has been updated that Minnesota Housing has pushed back the anticipated date of awarding this round of the workforce development program that the City of Brainerd has applied for on behalf of DW Jones and Level Contracting for their two proposed projects in Brainerd. The recommendations to the MN Housing board will occur at the September 26th meeting with awards for the funding to follow. We had previously anticipated hearing back on the awards in August, but that date had been pushed back to September.

Bring It Home – MN Housing Voucher Program Update

Staff has attended two informational video calls with Minnesota Housing, MN NAHRO and other agencies statewide that will be receiving Bring It Home funding for the state voucher program. Minnesota Housing did disseminate the funding amounts to all the agencies last week and I have attached that information to this memo. Brainerd would receive \$356,622 if and when we submit an RFP indicating that we would be participating in the program. There is also still talk of some upfront funding from the State to get these programs up and running and those startup costs would be requested at the time of answering the RFP and would be available once the contract with MN Housing is signed. The timing of the RFP for the program funding should be available towards the end of the year. MN Housing will also be bringing their program guide to the fall MN NAHRO conference September 16th – 18th. Once the program guide is released staff will review the guidebook and begin formulating a plan for this funding along with a recommendation to the board on what we believe is the best route forward. It is worth noting that MN NAHRO is urging all agencies to apply for funding once the program is released. We will continue to update the board as we move closer to the release of the RFP.

ISD 181 Property

I recently met with Community Development Director James Kramvik as well as Tim Trimble from Tapestry Companies to continue the discussion regarding a tax credit senior housing development on the property to the North of Buffalo Hills Park in SW Brainerd. The school district has stated previously that they would be willing to sell this property and have looked into listing it for sale. To date, this property is not on the market but there is continued interest in purchasing this property by the

development company. Tapestry Companies is still interested in applying for tax credit funding in 2025 for this project, with an anticipated application date in July of 2025. They have expressed interest in project-based vouchers to help support the application for this development. HUD does require the HRA to go through a competitive RFP process if we are intending to project base any of our vouchers. Since we have recently added PBVs to our admin plan, this is something that we will research as we look to support the senior housing development plan and our outlook for our HCV program in 2025 and beyond.

Crow Wing County Levy Discussion

On August 8th I presented the CWC HRA 2025 proposed budget and corresponding levy request at a budget committee meeting for the County. While the County doesn't set their preliminary levy until September, this was our opportunity to put forward our request and answer any questions from the commissioners. The CWC HRA is putting forward a request for \$400,000 to fund the local housing trust fund in 2025 as well as a management fee increase to the Brainerd HRA. We did not receive any questions on our budget, which represented a 2.92% overall increase to the levy from the 2024 approved budget. We believe that we will receive the requested levy amount for 2025.

Office Remodel Update

Work has been wrapped up on the interior work for the office building with new carpeting being installed in the upper floor and in the hallway in the basement. We have also just replaced the sidewalk in front of our building that was a part of the Northstar improvement project. The Northstar project continues to progress on schedule. One of the most recognizable changes to the outside of the building is the addition of the retaining wall in the hillside in front of the building.

Staffing Update

We have had some recent staff turnover and have been working with the City to post our job opportunities that we have available. We are currently hiring for 4 positions within the Brainerd agency. We have also reexamined our hiring wage ranges for these positions to ensure that we are competitive in our local market with our peers. Staff has been working on an internal wage study and will be bringing those findings to the board at an upcoming meeting. That discussion coupled with recalibrating our hiring ranges will help staff as we look at our 2025 budgeting for staffing.

MN NAHRO Fall Conference

The MN NAHRO fall conference will be held on September 16th – 18th at Madden's on Gull Lake. We will be sending staff to the conference. I have attached the agenda and if any of the board members would like to attend the conference, please let us know so that we can get you registered. We do have funds available for board trainings with this in mind.

No Action Requested; Discussion items



Bring It Home Program

August 16, 2024

The following is a brief explanation of our methodology and initial estimate of the minimum grant amounts per Program Administrator for Bring it Home rental assistance followed by a table of those grant amounts. These are estimates for discussion purposes only and will change when more current data is incorporated and/or the Agency refines its allocation methodology.

Methodology

Program staff recommend that Tribal Nations that do not currently participate in the federal Housing Choice Voucher (HCV) program be allocated funds through a set-aside. We prepared an analysis of need among renters likely to be served by Tribal Program Administrators to arrive at a set-aside of approximately \$3.1 million.

For non-Tribal Program Administrators, we are required to use the most recent data from the Census Bureau's American Community Survey (ACS) which is updated annually, we determined the number of eligible households (those who would be eligible for the Bring It Home Rental Assistance Program) by Program Administrator service area.

The number of eligible households was then multiplied by the average Housing Assistance Payment (HAP) provided by HUD (which was a point in time for the most recent year) to determine the amount of money needed to assist all eligible households, which totaled approximately \$163 million per month.

The need amount for each Program Administrator was then divided by the total amount of need to come up with a "share of need" for each Program Administrator's service area.

The share of need percentage was then multiplied by the total projected amount available (metro sales tax and appropriated funds) for the Bring It Home Rental Assistance program to determine each Program Administrator's grant amount. The metro sales tax funds will only go to the Program Administrators in the metro area, and the appropriated funds will largely go to Greater Minnesota with a small share potentially going to metro area.

Grant Amounts

The grant amounts reflected in the table below are the estimated minimum grant amounts per Program Administrator. As the program is a competitive grant program, Program Administrators would apply for funds and would be eligible to receive at least the minimum grant amount. The grant

amounts are reflected in the table as 12-month amounts, though the actual contracts may be for periods longer than 12 months.

From the minimum grant award, Program Administrators would cover their own costs to administer the program. The remaining grant funds would be used to pay rent assistance to property owners/managers to cover the difference between 30% of the household’s income and the unit rent. Per the statute, Bring it Home rent assistance can be used to cover rents up to 120% of the maximum rents allowed by HUD, also known as the payment standard.

The estimated number of vouchers reflects an estimated number of households that would be served at any given time with ongoing rent assistance payments. The actual number of vouchers will depend on rent amounts and household incomes, which may vary widely for each location and household and will change over time.

Table 1: Estimated Grant Amounts by Program Administrator with Range of Vouchers and Administrative Costs

Program Administrator	Minimum Grant Amount - Annual	Estimated Range of Vouchers Per Administrator	Estimated Range of Administrative Costs Per Administrator - Annual
Tribal Nations	\$ 3,140,250	337 - 404	\$462,072 - \$534,012
Aitkin County	\$ 185,597	20 - 27	\$31,740 - \$40,896
Albert Lea	\$ 132,617	14 - 19	\$23,640 - \$30,432
Austin	\$ 133,741	17 - 23	\$27,816 - \$35,664
Becker County	\$ 38,708	5 - 7	\$9,000 - \$12,360
Bemidji	\$ 377,622	38 - 51	\$55,284 - \$72,288
Big Stone County	\$ 16,424	2 - 3	\$3,600 - \$5,400
Bloomington	\$ 1,244,747	81 - 109	\$111,528 - \$148,152
Blue Earth County	\$ 63,021	5 - 7	\$9,000 - \$12,360
Brainerd	\$ 356,622	36 - 49	\$52,668 - \$69,672
Cass County	\$ 154,766	18 - 25	\$29,124 - \$38,280
Chippewa County	\$ 93,450	11 - 15	\$18,960 - \$25,200
Clay County	\$ 821,378	64 - 87	\$89,292 - \$119,376
Cloquet/Carlton	\$ 163,668	16 - 21	\$26,508 - \$33,048
Crookston Housing	\$ 95,484	10 - 13	\$17,400 - \$22,080
Dakota County	\$ 3,762,375	260 - 352	\$345,660 - \$465,996
Detroit Lakes	\$ 95,505	11 - 15	\$18,960 - \$25,200
Douglas County	\$ 223,785	26 - 35	\$39,588 - \$51,360
Duluth	\$ 1,508,825	112 - 151	\$152,076 - \$203,088
Faribault County	\$ 44,703	5 - 7	\$9,000 - \$12,360
Fergus Falls	\$ 179,374	19 - 25	\$30,432 - \$38,280
Grant County	\$ 16,573	2 - 3	\$3,600 - \$5,400
Itasca County	\$ 259,633	25 - 34	\$38,280 - \$50,052
Kandiyohi County	\$ 254,304	24 - 32	\$36,972 - \$47,436
Koochiching County	\$ 41,421	5 - 7	\$9,000 - \$12,360

Program Administrator	Minimum Grant Amount - Annual	Estimated Range of Vouchers Per Administrator	Estimated Range of Administrative Costs Per Administrator - Annual
Le Sueur County	\$ 113,985	12 - 17	\$20,520 - \$27,816
Mankato	\$ 728,393	60 - 81	\$84,060 - \$111,528
McLeod County	\$ 179,887	18 - 24	\$29,124 - \$36,972
Meeker County	\$ 60,380	8 - 10	\$14,040 - \$17,400
Metropolitan Council	\$ 15,096,324	813 - 1098	\$1,068,984 - \$1,441,764
Minneapolis	\$ 10,472,573	648 - 874	\$853,164 - \$1,148,772
Mora	\$ 594,461	51 - 69	\$72,288 - \$95,832
Morrison County	\$ 102,569	11 - 15	\$18,960 - \$25,200
Mower County	\$ 26,239	3 - 4	\$5,400 - \$7,200
New Ulm	\$ 89,739	11 - 15	\$18,960 - \$25,200
Northwest MN Multi-County	\$ 370,570	37 - 50	\$53,976 - \$70,980
Olmsted County	\$ 1,586,524	105 - 141	\$142,920 - \$190,008
Otter Tail County	\$ 96,327	11 - 15	\$18,960 - \$25,200
Owatonna	\$ 284,825	26 - 36	\$39,588 - \$52,668
Pipestone	\$ 87,633	9 - 13	\$15,720 - \$22,080
Plymouth	\$ 535,414	36 - 49	\$52,668 - \$69,672
Red Wing	\$ 206,578	17 - 23	\$27,816 - \$35,664
Renville County	\$ 46,699	6 - 8	\$10,680 - \$14,040
Rice County	\$ 397,992	34 - 46	\$50,052 - \$65,748
Richfield	\$ 474,580	34 - 45	\$50,052 - \$64,440
Scott County	\$ 991,066	67 - 90	\$93,216 - \$123,300
South Center Multi-County	\$ 515,127	48 - 65	\$68,364 - \$90,600
Southeast MN Multi-County	\$ 872,269	77 - 104	\$106,296 - \$141,612
St. Cloud	\$ 2,014,786	165 - 223	\$221,400 - \$297,264
St. Louis Park	\$ 673,428	42 - 57	\$60,516 - \$80,136
St. Paul	\$ 7,273,267	446 - 602	\$588,948 - \$792,996
Stearns County	\$ 648,543	55 - 75	\$77,520 - \$103,680
Stevens County	\$ 60,476	8 - 10	\$14,040 - \$17,400
Swift County	\$ 52,290	7 - 9	\$12,360 - \$15,720
Todd County	\$ 72,231	8 - 11	\$14,040 - \$18,960
Virginia	\$ 686,532	64 - 86	\$89,292 - \$118,068
Wadena	\$ 71,863	8 - 11	\$14,040 - \$18,960
Washington County	\$ 1,722,312	106 - 143	\$144,228 - \$192,624
Worthington	\$ 428,735	46 - 62	\$65,748 - \$86,676
Yellow Medicine County	\$ 18,722	2 - 3	\$3,600 - \$5,400

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AC24 Conference Schedule

Sunday, September 15, 2024

2:00 pm	Minnesota NAHRO PD Committee
4:00 pm	Minnesota NAHRO Board of Directors Meeting
6:00 pm	Minnesota NAHRO Board & PD dinner

Monday, September 16, 2024

9:00 am to 5:00 pm	Registration Open
10:00 am to 11:45 am	Executive Directors & Upper Management Meeting
11:15 am to 11:45 am	First Time Attendees Meet & Greet
12:00 pm to 1:20 pm	Conference Kick Off & Awards Lunch
1:30 pm to 3:00 pm	Concurrent Sessions <ul style="list-style-type: none"> • I Need to Do What? Davis-Bacon for New Executive Directors • Radon for Rehab • NSPIRE-V: Policy and Implementation Update with HUD • Minnesota Housing Homeownership Programs
3:00 pm to 3:15 pm	Break
3:15 pm to 4:45 pm	Concurrent Sessions <ul style="list-style-type: none"> • How To Manage Your Capital Project So It Doesn't Manage You • Ask the Attorney with Mary Dobbins • Davis Bacon Nuts and Bolts
5:00 pm to 6:30 pm	Vendor Showcase & Networking Reception Dinner on your own

Tuesday, September 17, 2024

7:30 am to 4:00 pm	Registration Open
8:30 am to 10:00 am	Concurrent Sessions <ul style="list-style-type: none"> • NSPIRE for Public Housing: Update with HUD • Revenue Recapture in Minnesota • Lead Based Paint Session • Landlord Outreach Best Practices & Lessons Learned
10:00 am to 10:30 am	Coffee Break with Vendors & Raffle

Tuesday, September 17, 2024

10:30 am to 12:00 pm	<p>Concurrent Sessions</p> <ul style="list-style-type: none"> • HUD Update on NSPIRE for Public Housing 2 of 2 • New Employment & HR Laws in Minnesota – Impact on HRAs • Asbestos Yes, It's Still Around
12:00 pm to 1:30pm	<p>Lunch & Annual Meeting</p> <p>Concurrent Sessions</p>
1:45 pm to 3:15 pm	<ul style="list-style-type: none"> • POHP Loans: From Application to Closing, What You Need To Know • The Rehab Process in Practice • Changes & Updates to Landlord Tenant Laws – An HRA Perspective
3:30 pm to 5:00 pm	<p>Concurrent Sessions</p> <ul style="list-style-type: none"> • Preserving USDA Rural Development & the Critical Role of HRAs • Rehab Roundtable – Let's Discuss Forms & Policies • State Funding & Programs Across the Housing Continuum Including Bring It Home
5:30 pm to 8:00 pm	<p>Scholarship Fundraiser & Networking</p>

Wednesday, September 18, 2024

8:00 am to 10:00 am	Registration Open
8:00 am to 9:00 am	Madden's Breakfast at Wilson Bay
9:00am to 10:25am	<p>Concurrent Sessions</p> <ul style="list-style-type: none"> • HUD Roundtable for HCV Programs • Update from WDC Update on Public Housing with NAHRO • Rehab Roundtable
10:30am to 12:00pm	<p>Concurrent Sessions</p> <ul style="list-style-type: none"> • HUD Roundtable for Public Housing • Update from WDC on HCV Programs with NAHRO <p>The 2024 Annual Conference Adjourns</p>