



**Brainerd HRA Board of Commissioners Meeting
Wednesday, September 25th, 2024 @ 1:00pm
Brainerd HRA Office Conference Room
324 E River Road, Brainerd, MN**

*"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 September 25th, 2024
4. APPROVAL OF MINUTES (*Attachment 1*) Pg. 3
 - a. Approval of Minutes from Regular Board Mtg. on August 28th, 2024
5. UNFINISHED BUSINESS
6. NEW BUSINESS
 - a. ROSS Grant Submission Request (*Attachment 2*) Pg. 5
7. BILLS & COMMUNICATIONS
 - a. Financial Report (*Attachment 3*) Pg. 23
 - b. HCV Report (*Attachment 4*) Pg. 43
 - c. Housing Management Report (*Attachment 5*) Pg. 47
 - d. Rehab Programs Report (*Attachment 6*) Pg. 53
 - e. Executive Director Report (*Attachment 7*) Pg. 55
8. COMMISSIONER COMMENTS

9. NEXT MEETING: Wed. October 30th, 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, August 28th, 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, August 28th, 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 (attended virtually), Gabe Johnson, Janet Decker & Wayne Erickson. Absent: Kevin Yeager.

 OTHERS PRESENT: Executive Director Eric Charpentier, Finance Director Karen Young, Housing Director Shannon Fortune, Rehab and Maintenance Director John Schommer.

3. REVIEW AND APPROVE AGENDA:

Commissioner Erickson motioned to approve the agenda for Wednesday, August 28th, 2024, as presented. Seconded by Commissioner Decker. Motion Carried Unanimously.

4. APPROVAL OF MINUTES:

Commissioner Johnson motioned to approve the Minutes of the Wednesday, July 24th, 2024 regular board meeting, as presented. Seconded by Commissioner Erickson. Motion Carried Unanimously.

5. UNFINISHED BUSINESS: None

6. NEW BUSINESS:
 - a. 2025 Preliminary General Fund Budget Filing with the City of Brainerd
Young presented the Preliminary General Fund Budget

 Commissioner Johnson asked for clarification on the \$45,000 increase listed for Other Programs under General Expenditures.

 Executive Director Charpentier noted it is for Outlot F in case State Funding isn't received.

Commissioner Verchota motioned to authorize staff to file the 2025 General Fund Budget to the City, as presented. Seconded by Commissioner DeBlock. Motion Carried Unanimously.

7. BILLS & COMMUNICATIONS:

a. Financial Report:

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

Commissioner Erickson motioned to approve payments, as presented. Seconded by Commissioner Johnson. Motion Carried Unanimously.

b. HCV Report:

Fortune presented her reports for HCV, "Bring it Home" State Voucher Program Update, Bridges, and Family Self-Sufficiency and supporting information.

c. Housing Management Report:

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

Fortune noted the ROSS Grant is due at the end of September and will be brought to the board at the September board meeting.

She also reported they have been working with Law Enforcement regarding 2 anonymous letters that were sent to the city, everything necessary has been completed.

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 Bring It Home MN Housing Voucher Program Updates, ISD 181 Property, CWC Levy Presentation, Staffing Updates and NAHRO Fall Conference.

Charpentier noted there would be a Rosenmeier Center discussion regarding housing with Minnesota Housing on Tuesday, September 17th from 7:00 to 8:30.

Discussion regarding a work session at a future date regarding the staff work study.

8. COMMISSIONER COMMENTS:

Decker advised that the residents like the work being done on the North Star Project.

Duval asked regarding any updates for the Land Trust project with the Initiative Foundation. Charpentier noted there is nothing yet.

9. ADJOURN:

Commissioner Johnson motioned to adjourn the meeting. Seconded by Commissioner Decker. Motion Carried Unanimously. Meeting was adjourned at 2:09 p.m.



To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Manager
Date: Sep-18-2024
Re: ROSS Renewal Grant Application

The Brainerd HRA will be submitting a renewal grant application for the Resident Opportunity & Self-Sufficiency Service Coordinator Program (ROSS-SC FR-6500-N-05) on or before the closing date of September 30, 2024. The grant documents are attached for review.

We are requesting \$272,250.00 for the three-year grant cycle (referred to as "FY24") which begins on 06/01/2025 and ends on 05/31/2027. This amount is broken down into three budget categories: salary/fringe benefits, training/travel, and admin costs.

- We are allowed up to \$2,500.00 per year in the training/travel category. We won't have the room in the budget to request this amount.
- The admin component is calculated at 10% of the total of salary/fringe amount plus the training/travel amount. We are requesting \$6,658.00 in this category.
- We are required to collect documentation of 25% of the total request in community partner match. We have secured commitments in the amount of \$69,373.64. We have another approximately \$30,000 in verbally committed and will continue to collect letters up until the grant submission deadline.

Action Item: Approve the submission of the ROSS FY24 renewal grant application.

Instructions for the HUD-424-B Assurances and Certifications

As part of your application for HUD funding, you, as the official authorized to sign on behalf of your organization or as an individual, must provide the following assurances and certifications, which replace any requirement to submit an SF-424-B or SF-424-D. The Responsible Civil Rights Official has specified this form for use for purposes of general compliance with 24 CFR §§ 1.5, 3.115, 8.50, and 146.25, as applicable. The Responsible Civil Rights Official may require specific civil rights assurances to be furnished consistent with those authorities and will specify the form on which such assurances must be made. A failure to furnish or comply with the civil rights assurances contained in this form may result in the procedures to effect compliance at 24 CFR §§ 1.8, 3.115, 8.57, or 146.39.

By submitting this form, you are stating that all assertions made in this form are true, accurate, and correct.

As the duly representative of the applicant, I certify that the applicant:

*Authorized Representative Name:

Prefix: *First Name:
Middle Name:
*Last Name:
Suffix:

*Title:

*Applicant Organization:

1. Has the legal authority to apply for Federal assistance, has the institutional, managerial and financial capability (including funds to pay the non-Federal share of program costs) to plan, manage and complete the program as described in the application and the governing body has duly authorized the submission of the application, including these assurances and certifications, and authorized me as the official representative of the application to act in connection with the application and to provide any additional information as may be required.

2. Will administer the grant in compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C 2000(d)) and implementing regulations (24 CFR part 1), which provide that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity that receives Federal financial assistance OR if the applicant is a Federally recognized Indian tribe or its tribally designated housing entity, is subject to the Indian Civil Rights Act (25 U.S.C. 1301-1303).

3. Will administer the grant in compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and implementing regulations at 24 CFR part 8, the American Disabilities Act (42 U.S.C. §§ 12101 et.seq.), and implementing regulations at 28 CFR part 35 or 36, as applicable, and the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) as amended, and implementing regulations at 24 CFR part 146 which together provide that no person in the United States shall, on the grounds of disability or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance; except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.

4. Will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and the implementing regulations at 24 CFR part 100, which prohibit discrimination in housing on the basis of race, color, religion sex (including gender identity and sexual orientation), disability, familial status, or national origin and will affirmatively further fair housing; except an applicant which is an Indian tribe or its instrumentality which

is excluded by statute from coverage does not make this certification; and further except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.

5. Will comply with all applicable Federal nondiscrimination requirements, including those listed at 24 CFR §§ 5.105(a) and 5.106 as applicable.

6. Will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601) and implementing regulations at 49 CFR part 24 and, as applicable, Section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)) and implementing regulations at 24 CFR part 42, subpart A.

7. Will comply with the environmental requirements of the National Environmental Policy Act (42 U.S.C. 4321 et.seq.) and related Federal authorities prior to the commitment or expenditure of funds for property.

8. That no Federal appropriated funds have been paid, or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of this Federal grant or its extension, renewal, amendment or modification. If funds other than Federal appropriated funds have or will be paid for influencing or attempting to influence the persons listed above, I shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying. I certify that I shall require all subawards at all tiers (including sub-grants and contracts) to similarly certify and disclose accordingly. Federally recognized Indian Tribes and tribally designated housing entities (TDHEs) established by Federally-recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage by the Byrd Amendment, but State-recognized Indian tribes and TDHs established under State law are not excluded from the statute's coverage.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct.

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

*Signature:

Completed Upon Submission to Grants.gov

*Date:

Completed Upon Submission to
Grants.gov

Application for Federal Assistance SF-424

| | | |
|---|---|--|
| * 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application | * 2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision | * If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/> |
|---|---|--|

| | |
|--|--|
| * 3. Date Received: <input type="text"/> Completed by Grants.gov upon submission. | 4. Applicant Identifier: <input type="text"/> |
|--|--|

| | |
|--|---|
| 5a. Federal Entity Identifier: <input type="text"/> | 5b. Federal Award Identifier: <input type="text"/> |
|--|---|

State Use Only:

| | |
|---|---|
| 6. Date Received by State: <input type="text"/> | 7. State Application Identifier: <input type="text"/> |
|---|---|

8. APPLICANT INFORMATION:

| | |
|--|--|
| * a. Legal Name: Housing Authority In and For the City of Brainerd | |
| * b. Employer/Taxpayer Identification Number (EIN/TIN): 41-0950146 | * c. UEI: <input type="text"/> ZTD1JH7FDHP6 |

d. Address:

| | |
|----------------------|----------------------------|
| * Street1: | 324 East River Road |
| Street2: | <input type="text"/> |
| * City: | Brainerd |
| County/Parish: | <input type="text"/> |
| * State: | Minnesota |
| Province: | <input type="text"/> |
| * Country: | USA: UNITED STATES |
| * Zip / Postal Code: | 56401-3556 |

e. Organizational Unit:

| | |
|---|--|
| Department Name: <input type="text"/> Public Housing | Division Name: <input type="text"/> ROSS-SC |
|---|--|

f. Name and contact information of person to be contacted on matters involving this application:

| | |
|-----------------------------------|----------------------------|
| Prefix: <input type="text"/> | * First Name: Patsy |
| Middle Name: <input type="text"/> | |
| * Last Name: Rajala | |
| Suffix: <input type="text"/> | |

| |
|--|
| Title: <input type="text"/> ROSS Service Coordinator |
|--|

| |
|---|
| Organizational Affiliation: <input type="text"/> |
|---|

| | |
|---|----------------------------------|
| * Telephone Number: 218-824-3421 | Fax Number: <input type="text"/> |
|---|----------------------------------|

| |
|---------------------------------------|
| * Email: patsy@brainerdhra.org |
|---------------------------------------|

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

Indian/Public Housing Agency

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

US Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.870

CFDA Title:

Resident Opportunity and Supportive Services - Service Coordinators

*** 12. Funding Opportunity Number:**

FR-6800-N-05

* Title:

ROSS (Resident Opportunity and Self-Sufficiency) Service Coordinator Program - FY2024 - NOFO

13. Competition Identification Number:

FR-6800-N-05

Title:

ROSS Resident Opportunity and Self-Sufficiency Service Coordinator Program - FY2024 - NOFO

14. Areas Affected by Project (Cities, Counties, States, etc.):

Brainerd, Minnesota

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Brainerd - HRA - ROSS-SC

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant **8**

* b. Program/Project **8**

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date: **6/1/2024**

* b. End Date: **5/31/2027**

18. Estimated Funding (\$):

| | |
|---------------------|-------------------|
| * a. Federal | 272,250.00 |
| * b. Applicant | 69,000.00 |
| * c. State | |
| * d. Local | |
| * e. Other | |
| * f. Program Income | |
| * g. TOTAL | |

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes
- No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

**** I AGREE**

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name: **Eric**
Middle Name:
* Last Name: **Charpentier**
Suffix:

* Title: **Executive Director**

* Telephone Number: **218-824-3425** Fax Number:

* Email: **eric@brainerdhra.org**

* Signature of Authorized Representative: * Date Signed:

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing and Urban Development

OMB Number: 2501-0017
Expiration Date: 01/31/2026

Applicant/Recipient Information * UEI Number: * Report Type:

1. Applicant/Recipient Name, Address, and Phone (include area code):

* Applicant Name:

* Street1:

Street2:

* City:

County:

* State:

* Zip Code:

* Country:

* Phone:

2. Employer ID Number (do not include individual social security numbers):

* 3. HUD Program Name:

* 4. Amount of HUD Assistance Requested/Received: \$

5. State the name and location (street address, City and State) of the project or activity:

* Project Name:

* Street1:

Street2:

* City:

County:

* State:

* Zip Code:

* Country:

Part I Threshold Determinations

* 1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. For further information see 24 CFR Sec. 4.3.

Yes No

* 2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1-Sep. 30)? For further information, see 24 CFR 4.9.

Yes No

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. However, you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name:

* Government Agency Name:

Government Agency Address:

* Street1:

Street2:

* City:

County:

* State:

* Zip Code:

* Country:

* Type of Assistance:

* Amount Requested/Provided: \$

* Expected Uses of the Funds:

Department/State/Local Agency Name:

* Government Agency Name:

Government Agency Address:

* Street1:

Street2:

* City:

County:

* State:

* Zip Code:

* Country:

* Type of Assistance:

* Amount Requested/Provided: \$

* Expected Uses of the Funds:

Note: Use additional pages if necessary.

Part III Interested Parties. You must disclose:

1. All developers, contractors, or consultants involved in the application for assistance or in the planning, development, or implementation of the project or activity.

* Alphabetical list of all persons with a reportable financial interest in the project or activity (for individuals, give the last name first)

* Unique Entity ID

* Type of Participation in Project/Activity

* Financial Interest in Project/Activity (\$ and %)

| | * Unique Entity ID | * Type of Participation in Project/Activity | * Financial Interest in Project/Activity (\$ and %) |
|----------------------|----------------------|---|---|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> <input type="text"/> % |
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| <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> <input type="text"/> % |

2. Any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

* Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)

City of Residence

* Type of Participation in Project/Activity

* Financial Interest in Project/Activity (\$ and %)

| | City of Residence | * Type of Participation in Project/Activity | * Financial Interest in Project/Activity (\$ and %) |
|----------------------|----------------------|---|---|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> <input type="text"/> % |
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| <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> <input type="text"/> % |

Note: Use additional pages if necessary.

Add Attachment

Delete Attachment

View Attachment

Certification

I/We, the undersigned, certify under penalty of perjury that the information provided above is true, correct, and accurate.

Warning: If you knowingly make a false statement on this form, you may be subject to criminal and/or civil penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

* Signature:

* Date: (mm/dd/yyyy)

Completed Upon Submission to Grants.gov

Completed Upon Submission to Grants.gov

Instructions

Overview.

A. Coverage. You must complete this report if:

- (1) You are applying for assistance from HUD for a specific project or activity **and** you have received, or expect to receive, assistance from HUD in excess of \$200,000 during the fiscal year;
- (2) You are updating a prior report as discussed below; or
- (3) You are submitting an application for assistance to an entity other than HUD, a State or local government if the application is required by statute or regulation to be submitted to HUD for approval or for any other purpose.

B. Update reports (filed by "Recipients" of HUD Assistance):

General. All recipients of covered assistance must submit update reports to the Department to reflect substantial changes to the initial applicant disclosure reports.

Line-by-Line Instructions.

Applicant/Recipient Information.

All applicants for HUD competitive assistance, must complete the information required in blocks 1-5 of form HUD-2880:

1. Enter the full name, address, city, State, zip code, and telephone number (including area code) of the applicant/recipient. Where the applicant/recipient is an individual, the last name, first name, and middle initial must be entered.
2. Entry of the applicant/recipient's EIN, as appropriate, is optional. Individuals must not include social security numbers on this form.
3. Applicants enter the HUD program name under which the assistance is being requested.
4. Applicants enter the amount of HUD assistance that is being requested. Recipients enter the amount of HUD assistance that has been provided and to which the update report relates. The amounts are those stated in the application or award documentation. NOTE: In the case of assistance that is provided pursuant to contract over a period of time (such as project-based assistance under section 8 of the United States Housing Act of 1937), the amount of assistance to be reported includes all amounts that are to be provided over the term of the contract, irrespective of when they are to be received.
5. Applicants enter the name and full address of the project or activity for which the HUD assistance is sought. Recipients enter the name and full address of the HUD-assisted project or activity to which the update report relates. The most appropriate government identifying number must be used (e.g., RFP No.; IFB No.; grant announcement No.; or contract, grant, or loan No.) Include prefixes.

Part I. Threshold Determinations - Applicants Only

Part I contains information to help the applicant determine whether the remainder of the form must be completed. Recipients filing Update Reports should not complete this Part.

If the answer to **either** questions 1 or 2 is No, the applicant need not complete Parts II and III of the report but must sign the certification at the end of the form.

Part II. Other Government Assistance and Expected Sources and Uses of Funds.

A. Other Government Assistance. This Part is to be completed by both applicants and recipients for assistance and recipients filing update reports. Applicants and recipients must report any other government assistance involved in the project or activity for which assistance is sought. Applicants and recipients must report any other government assistance involved in the project or activity. Other government assistance is defined in note 4 on the last page. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, there are reasonable grounds to anticipate that the assistance will be forthcoming.

Both applicant and recipient disclosures must include all other government assistance involved with the HUD assistance, as well as any other government assistance that was made available before the request, but that has continuing vitality at the time of the request. Examples of this latter category include tax credits that provide for a number of years of tax benefits, and grant assistance that continues to benefit the project at the time of the assistance request.

The following information must be provided:

1. Enter the name and address, city, State, and zip code of the government agency making the assistance available.
2. State the type of other government assistance (e.g., loan, grant, loan insurance).
3. Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicants) or has been provided (recipients).
4. Uses of funds. Each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as "total structure" to include a number of structural costs, such as roof, elevators, exterior masonry, etc.

B. Non-Government Assistance. Note that the applicant and recipient disclosure report must specify all expected sources and uses of funds - both from HUD and any other source - that have been or are to be, made available for the project or activity. Non-government sources of Form HUD-2880 funds typically include (but are not limited to) foundations and private contributors.

Part III. Interested Parties.

This Part is to be completed by both applicants and recipients filing update reports. Applicants must provide information on:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. Any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower). Note: A financial interest means any financial involvement in the project or activity, including (but not limited to) situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided.

1. Enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.
2. Entry of the Unique Entity Identifier (UEI), for non-individuals, or city of residence, for individuals, for each organization and person listed is **optional**.
3. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).
4. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

Note that if any of the source/use information required by this report has been provided elsewhere in this application package, the applicant need not repeat the information, but need only refer to the form and location to incorporate it into this report. (It is likely that some of the information required by this report has been provided on SF 424A, or on various budget forms accompanying the application.) If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional

information required. Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.

Notes:

1. All citations are to 24 CFR Part 4, which was published in the Federal Register. [April 1, 1996, at 63 Fed. Reg. 14448.]
2. Assistance means any contract, grant, loan, cooperative agreement, or other form of assistance, including the insurance or guarantee of a loan or mortgage, that is provided with respect to a specific project or activity under a program administered by the Department. The term does not include contracts, such as procurements contracts, that are subject to the Fed. Acquisition Regulation (FAR) (48 CFR Chapter 1).
3. See 24 CFR §4.9 for detailed guidance on how the threshold is calculated.

4. "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the application), a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is sought.

5. For the purpose of this form and 24 CFR Part 4, "person" means an individual (including a consultant, lobbyist, or lawyer); corporation; company; association; authority; firm; partnership; society; State, unit of general local government, or other government entity, or agency thereof (including a public housing agency); Indian tribe; and any other organization or group of people.

PART I: General Information

*****Please read the ROSS NOFO carefully for instructions for the completion of this form and minimum requirements.*****

A. Applicant Type (please check)

- Public Housing Authority (PHA)
- Tribe/ Tribally Designated Housing Entity (TDHE)
- Resident Association (RA)
- Multifamily Owner
- 501(c)(3) Nonprofit applicant (Not a RA)

B. Applicant Legal Name (For joint applicants, lead Applicant name):

Address:

Street1:
Street2:
City:
County/Parish:
State:
Province:
Country:
Zip / Postal Code:
UEI Number:

PHA Code(s) affiliated with the applicant's project(s) to be served (not applicable to Tribes/ TDHEs and Multifamily Owners):

C. Legal Name of Joint Applicant (If applicable):

PHA Code of Joint Applicant:

D. Name of PHA, Tribe/TDHE(s), Multifamily Owner, and/or RA affiliated with the applicant's project(s) to be served:

E. Are you (the applicant) a renewal applicant according to the terms of the NOFO to which you're applying?

- Yes
- No

If you are a new applicant, and you are a nonprofit organization, you must attach documentation with this application form verifying your nonprofit status.

PART II: Service Coordinator Information (Budget Form)

| SC positions requested | Project name(s) to be served and project number or unique project identifier | Number of units to be served (See NOFO for minimum number of units) | For RAD-PBRA and RAD-PBV, enter the former project name(s) and number(s) from PIC for each project served | For Multifamily Owners, enter the Multifamily Contract Number (PBRA HAP contract number) | Type of unit to be served (See NOFO for type of unit definition.) | Area(s) of Need for your ROSS Program | |
|------------------------|--|---|---|--|---|--|---|
| 1 | Brainerd-HRA-ROSS-SC | 203 | | | <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> RAD-PBRA <input type="checkbox"/> RAD-PBV <input type="checkbox"/> NAHASDA Rental Assistance <input type="checkbox"/> Other | <input type="checkbox"/> Digital Inclusion <input type="checkbox"/> Education <input checked="" type="checkbox"/> Financial Literacy <input checked="" type="checkbox"/> Health & Wellness <input type="checkbox"/> Employment <input checked="" type="checkbox"/> Elderly/Disabled <input type="checkbox"/> Reentry <input type="checkbox"/> Substance Abuse | |
| | | | | Year | Salary/Fringe Request (See NOFO for limits.) | Admin Request (See NOFO for limits.) | Training/Travel Request (See NOFO for limits.) |
| | | | | 1 | 83,653.00 | 2,219.00 | 0.00 |
| | | | | 2 | 88,432.00 | 2,219.00 | 0.00 |
| | | | | 3 | 93,507.00 | 2,220.00 | 0.00 |
| 2 | | | | | <input type="checkbox"/> Public Housing <input type="checkbox"/> RAD-PBRA <input type="checkbox"/> RAD-PBV <input type="checkbox"/> NAHASDA Rental Assistance <input type="checkbox"/> Other | <input type="checkbox"/> Digital Inclusion <input type="checkbox"/> Education <input type="checkbox"/> Financial Literacy <input type="checkbox"/> Health & Wellness <input type="checkbox"/> Employment <input type="checkbox"/> Elderly/Disabled <input type="checkbox"/> Reentry <input type="checkbox"/> Substance Abuse | |
| | | | | Year | Salary/Fringe Request (See NOFO for limits.) | Admin Request (See NOFO for limits.) | Training/Travel Request (See NOFO for limits.) |
| | | | | 1 | | | |
| | | | | 2 | | | |
| | | | | 3 | | | |
| 3 | | | | | <input type="checkbox"/> Public Housing <input type="checkbox"/> RAD-PBRA <input type="checkbox"/> RAD-PBV <input type="checkbox"/> NAHASDA Rental Assistance <input type="checkbox"/> Other | <input type="checkbox"/> Digital Inclusion <input type="checkbox"/> Education <input type="checkbox"/> Financial Literacy <input type="checkbox"/> Health & Wellness <input type="checkbox"/> Employment <input type="checkbox"/> Elderly/Disabled <input type="checkbox"/> Reentry <input type="checkbox"/> Substance Abuse | |

| | Year | Salary/Fringe Request (See NOFO for limits.) | Admin Request (See NOFO for limits.) | Training/Travel Request (See NOFO for limits.) |
|--|-------------|--|--|--|
| | 1 | | | |
| | 2 | | | |
| | 3 | | | |
| | | | | |

PART III: Salary Comparability

Applicants' salary requests are subject to salary comparability requirements as prescribed in the most recent ROSS NOFO. Salary requests must be based on local comparability information, and support the amount requested for salary and fringe to similar positions in the local jurisdiction. Salary comparability must be kept on file in the offices of the PHA or tribe/TDHE. **Please review the most recent ROSS NOFO carefully for further instructions on completing the information below.**

Salary Comparability

| | | | | |
|----|---------------------------------------|------------|---|------------|
| 1. | Occupation Title | [Redacted] | | |
| | Annual Salary | [Redacted] | Fringe Benefits | [Redacted] |
| | | | Total Amount (Annual + Fringe Benefits) | [] |
| | Source/ Employer Name | [Redacted] | | |
| | Name of Agency Point of Contact (POC) | | | |
| | Prefix | [] | First | [Redacted] |
| | | | Middle | [] |
| | Last | [Redacted] | Suffix | [] |
| | POC Email Address | [Redacted] | POC Telephone Number | [Redacted] |
| 2. | Occupation Title | [Redacted] | | |
| | Annual Salary | [Redacted] | Fringe Benefits | [Redacted] |
| | | | Total Amount (Annual + Fringe Benefits) | [] |
| | Source/ Employer Name | [Redacted] | | |
| | Name of Agency Point of Contact (POC) | | | |
| | Prefix | [] | First | [Redacted] |
| | | | Middle | [] |
| | Last | [Redacted] | Suffix | [] |
| | POC Email Address | [Redacted] | POC Telephone Number | [Redacted] |
| 3. | Occupation Title | [Redacted] | | |
| | Annual Salary | [Redacted] | Fringe Benefits | [Redacted] |
| | | | Total Amount (Annual + Fringe Benefits) | [] |
| | Source/ Employer Name | [Redacted] | | |
| | Name of Agency Point of Contact (POC) | | | |
| | Prefix | [] | First | [Redacted] |
| | | | Middle | [] |
| | Last | [Redacted] | Suffix | [] |
| | POC Email Address | [Redacted] | POC Telephone Number | [Redacted] |

PART IV: Match

Match for the ROSS program should represent the needs assessed. Provide the need that you are proposing to meet, the source and value of the match. All applicants are required to have in place a firmly committed match contribution equivalent to 25 percent of the total grant amount being requested in order to be considered for ROSS funding. Match is a NOFO threshold requirement.

Please read the ROSS NOFO carefully for instructions and minimum requirements.

A.

| Area of Need that Match Will Address | Service to be Provided | Source of Match | Value of Match |
|--|--|---------------------------|----------------|
| Elderly/Disabled; Health & Wellness | Presentations discussing healthy food choices, sleep patterns, diabetes, medicare enrollment, end of life preparation. | Margo Jordan, Humana | \$5,600.00 |
| Financial Literacy | Sessions with a financial counselor, presentations for residents during reoccurring events, rent education classes. | Lutheran Social Services | \$4,500.00 |
| Elderly/Disabled; Health & Wellness, Finacial Literacy | Monthly boxes of commodity foods to help elderly residents expand their budgets. | Second Harvest | \$33,065.64 |
| Health & Wellness | Presentations focused on ocular health and how it applies to whole health. | Midwest Family Eye Clinic | \$2,700.00 |
| Elderly & Disabled, Health & Wellness | Delivers meals to elderly and disabled tenants daily and monthly, for multiple programs. | Community Volunteers | \$15,438.00 |

Total Match \$69,373.64

B. Match is 0% of grant requested (must be at least 25% to qualify)

C. I certify that the match recorded here is supported by letters on file from community or other partners which certify to this amount of match funding (cash or in-kind) and that this represents the total match for the term of the grant.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to five years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802).

Signature of Authorized Representative

Completed by Grants.gov upon submission.

Title

Please attach with this form:

Renewal Applicants:

- Narrative Statement

Add Attachment

Delete Attachment

View Attachment

New Applicants:

- Narrative Statement

Add Attachment

Delete Attachment

View Attachment

- Nonprofit Status (if applicable)

Add Attachment

Delete Attachment

View Attachment

Nonprofit Organizations:

- Letter of Support from the PHA, tribe/TDHE, or RA

Add Attachment

Delete Attachment

View Attachment

Joint Applicant(s):

- Letter of Support from Joint Applicant(s)

Add Attachment

Delete Attachment

View Attachment

PHAS Troubled:

- Contract Administrator Partnership Agreement

Add Attachment

Delete Attachment

View Attachment

Resident Associations:

- Contract Administrator Partnership Agreement

Add Attachment

Delete Attachment

View Attachment

Multifamily Owners:

- Housing Assistant Payment (HAP) Contract

Add Attachment

Delete Attachment

View Attachment

Tribes Designated High-Risk:

- Narrative Statement

Add Attachment

Delete Attachment

View Attachment

Applicants requesting an additional Service Coordinator (see NOFO for eligibility):

- Map

Add Attachment

Delete Attachment

View Attachment

Equity Narratives (see NOFO for instructions):

- Advancing Racial Equity Narrative

Add Attachment

Delete Attachment

View Attachment

- Affirmative Marketing Narrative

Add Attachment

Delete Attachment

View Attachment

- Affirmatively Furthering Fair Housing Narrative

Add Attachment

Delete Attachment

View Attachment

Please see NOFO for all other forms your complete application must include

I certify that the information provided on this form and in any accompanying documentation is true and accurate. I acknowledge that making, presenting, or submitting a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.

Signature of Authorized Representative

Completed by Grants.gov upon submission.

Title



To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: September 17, 2024
Re: September Financial Report

Please find attached financial information for August 2024.

Operations Administrative Specialist

Staff conducted interviews for the open Operations Administrative Specialist position within the Finance Department. A conditional job offer has been made and is contingent upon the pre-employment background examination and credit check, along with the required paperwork.

2025 Levy Funding

At the September 16th City Council meeting, our preliminary levy was set at \$173,960, which is \$45,031 less than the amount in the approved General Fund preliminary budget. We will adjust our final General Fund budget to reflect this lesser amount when presented for approval in November.

Action Requested: Motion for approval of payments as presented.

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August 2024 Operating Account Balances

| Property/Program | August 2023 | July 2024 | August 2024 |
|-------------------------|-----------------------|-----------------------|-----------------------|
| General Fund | \$511,244.55 | \$632,472.87 | \$585,163.80 |
| Housing Rehab Program | \$193,368.73 | \$205,696.98 | \$200,530.14 |
| Bridges | -\$1,593.31 | \$5,932.30 | \$5,429.48 |
| Crow Wing County HRA | \$1,996,423.95 | \$1,847,246.57 | \$1,778,549.79 |
| Public Housing | \$1,016,018.75 | \$1,054,185.98 | \$1,060,664.38 |
| Valley View | \$0.00 | \$336,888.74 | \$346,417.25 |
| Brainerd South | \$37,425.97 | \$92,493.57 | \$51,501.14 |
| Housing Choice Voucher | \$38,818.31 | \$119,641.02 | \$105,374.83 |
| Total | \$3,791,706.95 | \$4,294,558.03 | \$4,133,630.81 |

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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 | Aug |
|-------------------------------|-----------|---------------------------|-----------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| | | | 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 | 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 |
| 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 |
| Total Points | 25 | | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 |

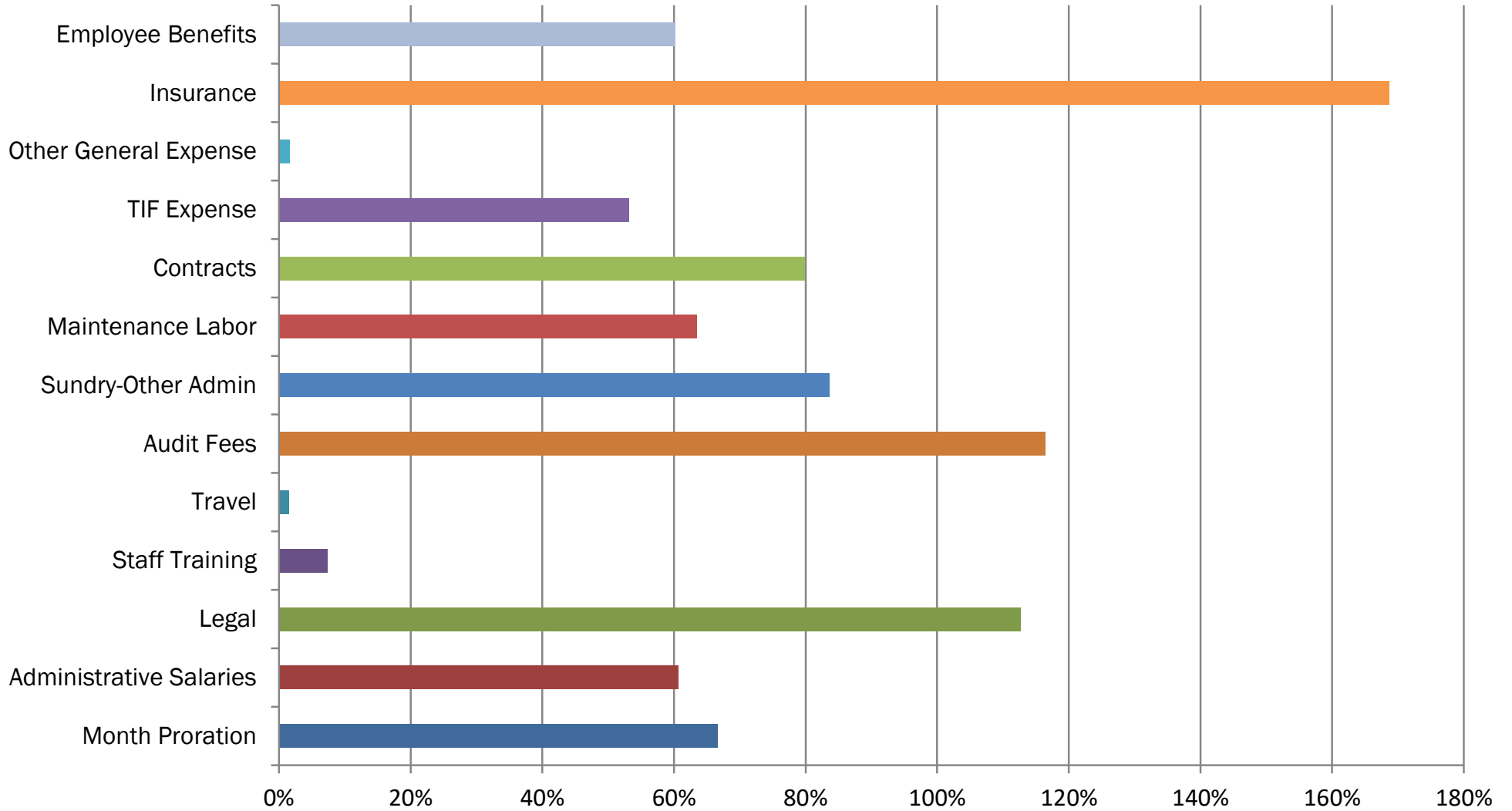
| MASS Ratios | Max Pts | Scoring | Dec 2023 | Jan | Feb | Mar | Apr | May | June | July | Aug |
|-------------------------------|-----------|---------------------------|-----------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| | | | After YE JE, B4 audit | | | | | | | | |
| 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 |
| 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 | 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 | 4.00 |
| Total Points | 25 | | 25.00 | 20.00 | 20.00 | 20.00 | 20.00 | 22.00 | 22.00 | 22.00 | 22.00 |

| | | | | | | | | | | | |
|------------------------------|-----------|--|--------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Total of Above Ratios | 50 | | 50.00 | 45 | 45 | 45 | 45 | 47 | 47 | 47 | 47 |
|------------------------------|-----------|--|--------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|

| Capital Fund Ratios | Max Pts | Scoring | Dec 2023 | Jan | Feb | Mar | Apr | May | June | July | Aug |
|-----------------------------|-----------|---|-----------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| | | | After YE JE, B4 audit | | | | | | | | |
| 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 |
| Occupancy Rate | 5 | OR <93% = 0, OR >96% =5 Must have 5 points or Capital Fund Troubled | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 |
| Total Points | 10 | | 10.0 | 10.0 | 10.0 | 10.0 | 10.0 | 10.0 | 10.0 | 10.0 | 10.0 |

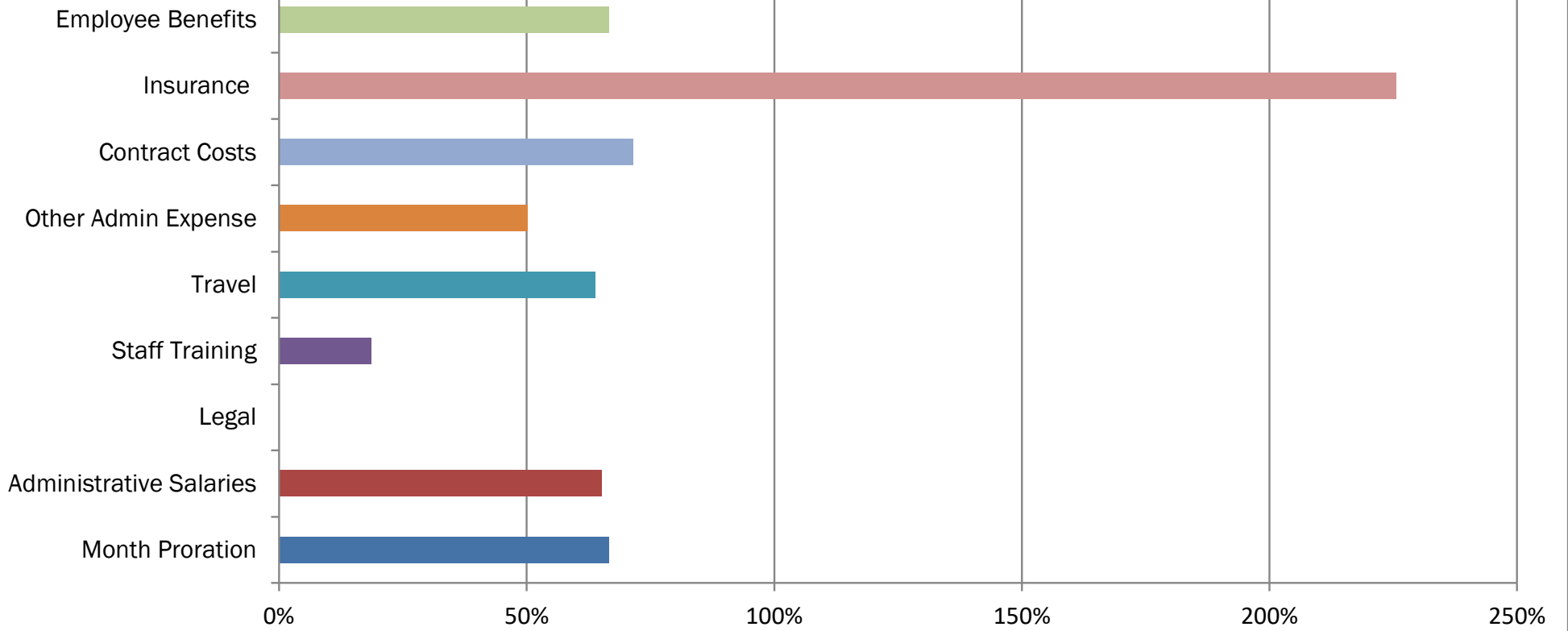
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August 2024 YTD General Fund Expense/Annual Budget Comparison



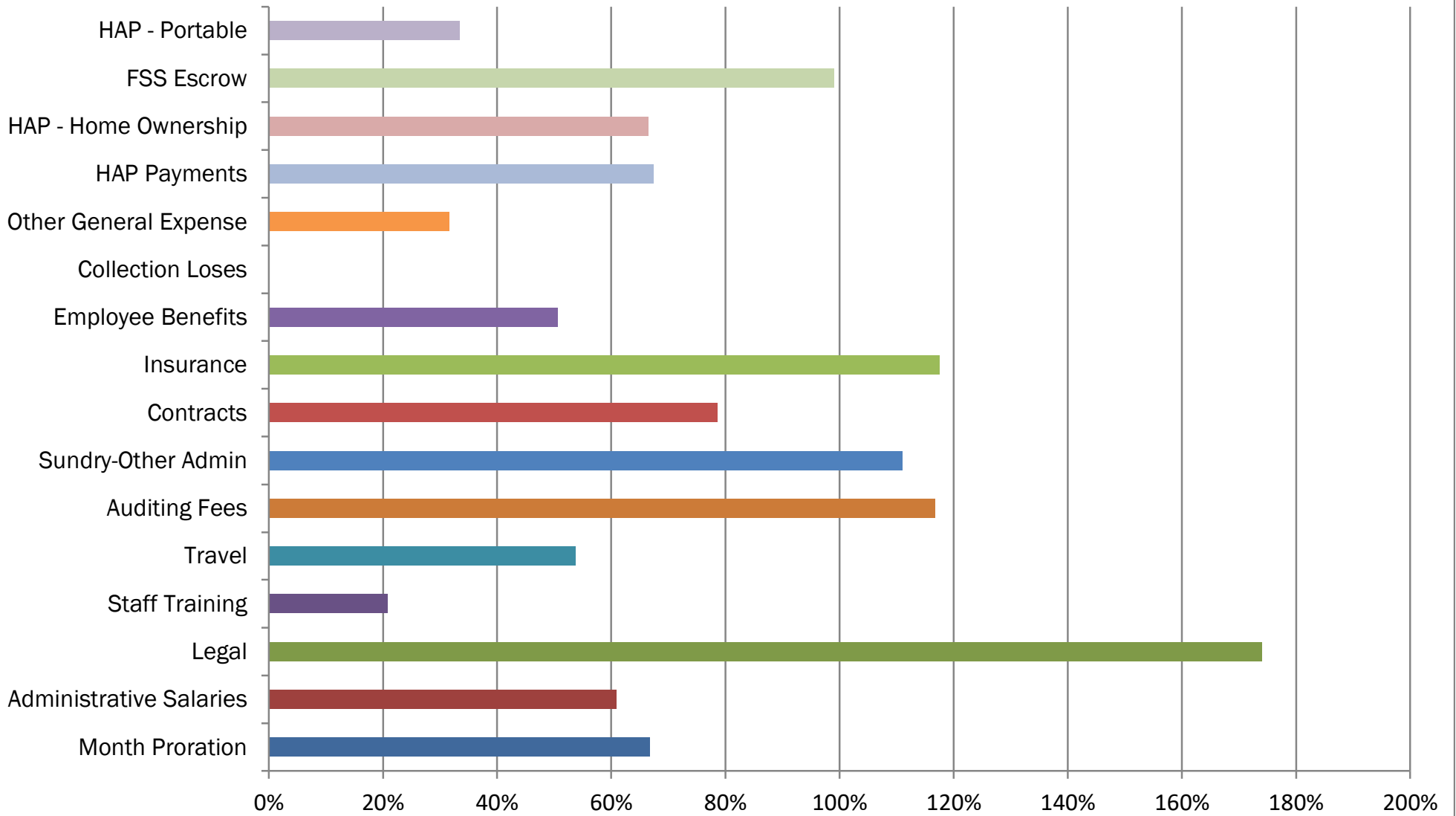
Audit Fees: The annual audit is complete. Billing in progress. Sundry-Other: Purchased 2 new computers.
 Insurance: Work Comp rates increased due to a LMCIT change. Legal: Employee Policy Manual update.

August 2024 YTD Housing Rehab Expense/Annual Budget Comparison



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

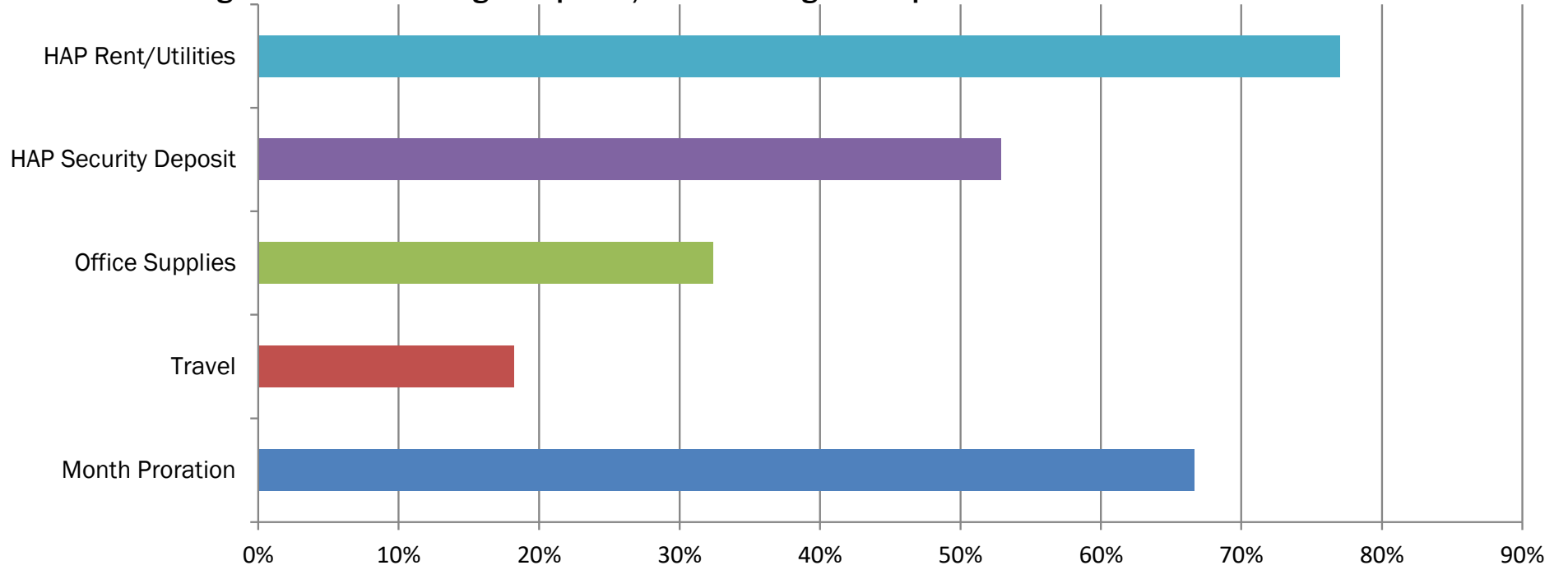
August 2024 YTD Housing Choice Voucher Expense/Annual Budget Comparison



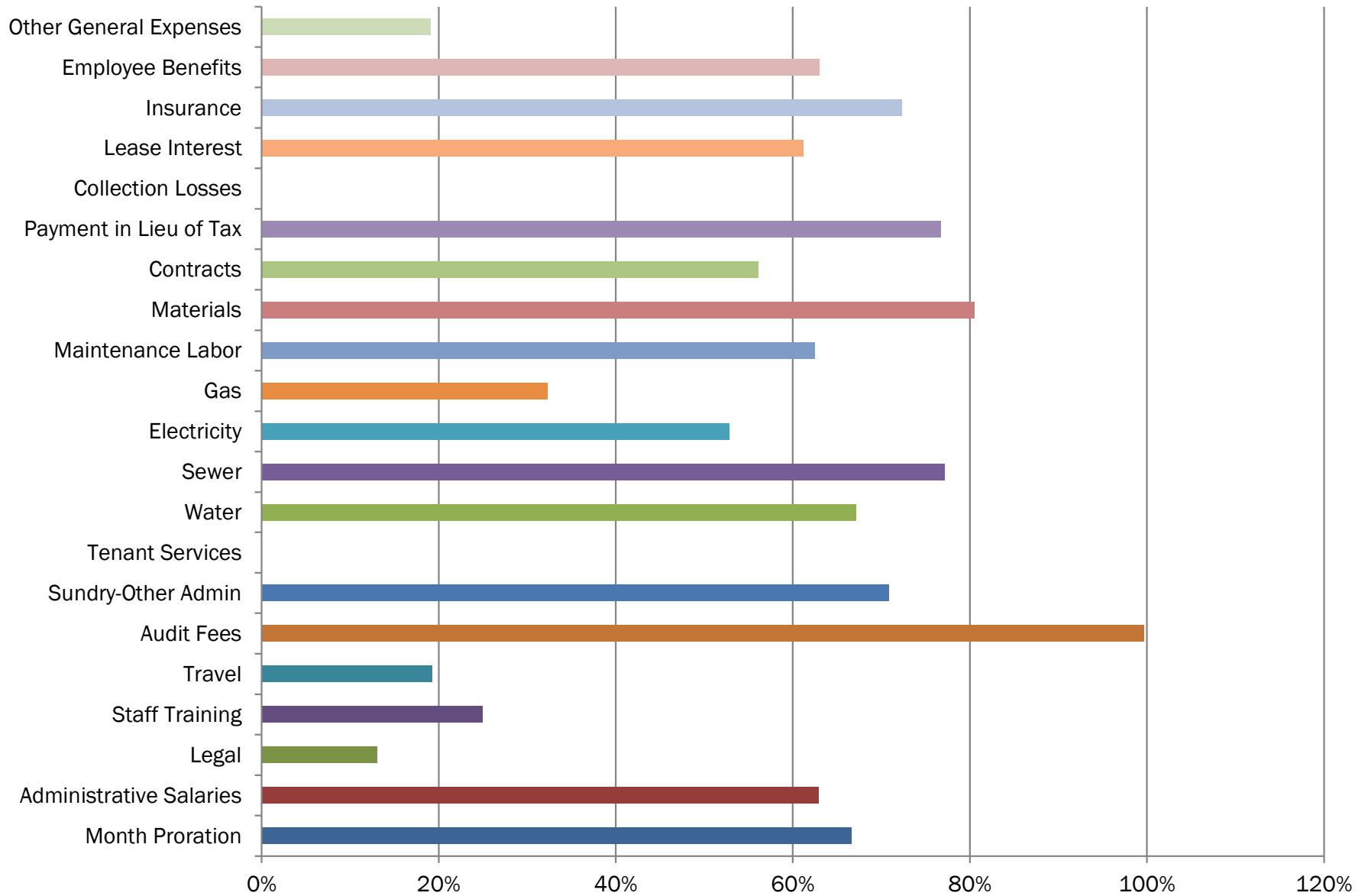
Legal: Employee policy manual update and HR issues. Audit: The annual audit is complete.

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

August 2024 YTD Bridges Expense/Annual Budget Comparison



August 2024 YTD Public Housing Expense/Annual Budget Comparison

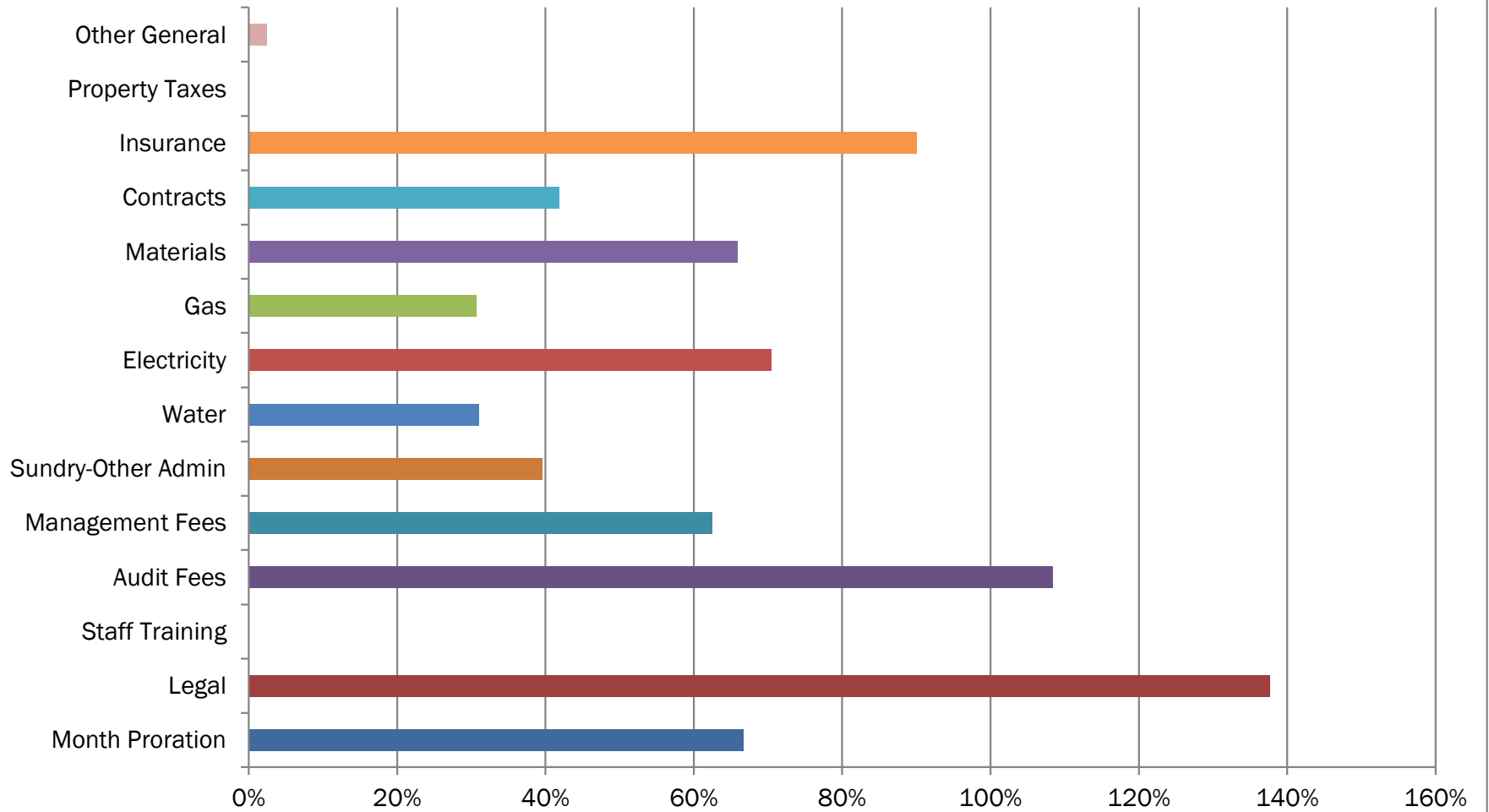


Audit: The annual audit is complete. Billing in progress

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.

August 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.

Brainerd HRA
Operating Statement
Eight Months Ending 08/31/2024
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 | 3,053.05 | 416.67 | 2,636.38 | 20,672.37 | 3,333.33 | 17,339.04 | 5,000.00 | 15,672.37 |
| Operating Transfer In | 0.00 | 762.50 | (762.50) | 0.00 | 6,100.00 | (6,100.00) | 9,150.00 | (9,150.00) |
| Other Income | (754.07) | 166.67 | (920.74) | 1,779.80 | 1,333.33 | 446.47 | 2,000.00 | (220.20) |
| City Tax Settlements | 0.00 | 14,496.67 | (14,496.67) | 95,200.12 | 115,973.33 | (20,773.21) | 173,960.00 | (78,759.88) |
| Developer Fees | 0.00 | 416.67 | (416.67) | 0.00 | 3,333.33 | (3,333.33) | 5,000.00 | (5,000.00) |
| Management Fees | 20,924.28 | 20,173.33 | 750.95 | 167,300.37 | 161,386.67 | 5,913.70 | 242,080.00 | (74,779.63) |
| Loan Interest Revenue | 0.00 | 825.00 | (825.00) | 0.00 | 6,600.00 | (6,600.00) | 9,900.00 | (9,900.00) |
| TOTAL INCOME | 23,223.26 | 37,257.51 | (14,034.25) | 284,952.66 | 298,059.99 | (13,107.33) | 447,090.00 | (162,137.34) |
| EXPENSES | | | | | | | | |
| ADMINISTRATIVE | | | | | | | | |
| Admin Salaries | 18,547.38 | 20,461.25 | 1,913.87 | 148,796.30 | 163,690.00 | 14,893.70 | 245,535.00 | 96,738.70 |
| Legal | 0.00 | 166.67 | 166.67 | 2,253.92 | 1,333.33 | (920.59) | 2,000.00 | (253.92) |
| Staff Training | 158.34 | 416.67 | 258.33 | 366.34 | 3,333.33 | 2,966.99 | 5,000.00 | 4,633.66 |
| Travel | 0.00 | 41.67 | 41.67 | 7.37 | 333.33 | 325.96 | 500.00 | 492.63 |
| Auditing Fees | 0.00 | 708.33 | 708.33 | 9,899.10 | 5,666.67 | (4,232.43) | 8,500.00 | (1,399.10) |
| Sundry-Other Admin | 517.05 | 774.99 | 257.94 | 7,777.21 | 6,200.01 | (1,577.20) | 9,300.00 | 1,522.79 |
| TOTAL ADMINISTRATIVE | 19,222.77 | 22,569.58 | 3,346.81 | 169,100.24 | 180,556.67 | 11,456.43 | 270,835.00 | 101,734.76 |
| MAINTENANCE | | | | | | | | |
| Labor | 1,233.37 | 1,610.42 | 377.05 | 12,272.20 | 12,883.33 | 611.13 | 19,325.00 | 7,052.80 |
| Contracts | 1,440.27 | 1,043.75 | (396.52) | 10,004.85 | 8,350.00 | (1,654.85) | 12,525.00 | 2,520.15 |
| TOTAL MAINTENANCE | 2,673.64 | 2,654.17 | (19.47) | 22,277.05 | 21,233.33 | (1,043.72) | 31,850.00 | 9,572.95 |
| OTHER | | | | | | | | |
| TIF Expense | 0.00 | 10.83 | 10.83 | 69.13 | 86.67 | 17.54 | 130.00 | 60.87 |
| Other General Exp | 0.00 | 2,083.33 | 2,083.33 | 394.69 | 16,666.67 | 16,271.98 | 25,000.00 | 24,605.31 |
| Insurance | 483.50 | 381.25 | (102.25) | 7,717.29 | 3,050.00 | (4,667.29) | 4,575.00 | (3,142.29) |
| Employee Benefits | 7,990.40 | 9,002.49 | 1,012.09 | 64,990.88 | 72,020.01 | 7,029.13 | 108,030.00 | 43,039.12 |
| TOTAL OTHER | 8,473.90 | 11,477.90 | 3,004.00 | 73,171.99 | 91,823.35 | 18,651.36 | 137,735.00 | 64,563.01 |
| TOTAL EXPENSES | 30,370.31 | 36,701.65 | 6,331.34 | 264,549.28 | 293,613.35 | 29,064.07 | 440,420.00 | 175,870.72 |
| SURPLUS | (7,147.05) | 555.86 | (7,702.91) | 20,403.38 | 4,446.64 | 15,956.74 | 6,670.00 | 13,733.38 |

Brainerd HRA
Operating Statement
Eight Months Ending 08/31/2024
Program: 660 - Rehab Project: General

| | 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 | 333.33 | (8.33) | 500.00 | (175.00) |
| Other Inc - Mgnt Fees | 10,000.00 | 10,000.00 | 0.00 | 80,000.00 | 80,000.00 | 0.00 | 120,000.00 | (40,000.00) |
| Other Inc - MHFA | 41,868.70 | 17,000.00 | 24,868.70 | 83,551.55 | 136,000.00 | (52,448.45) | 204,000.00 | (120,448.45) |
| SC Grant Admin | (1,117.20) | 375.00 | (1,492.20) | (321.61) | 3,000.00 | (3,321.61) | 4,500.00 | (4,821.61) |
| TOTAL INCOME | 50,751.50 | 27,416.67 | 23,334.83 | 163,554.94 | 219,333.33 | (55,778.39) | 329,000.00 | (165,445.06) |
| EXPENSES | | | | | | | | |
| ADMINISTRATIVE | | | | | | | | |
| Admin Salaries | 7,693.92 | 8,335.42 | 641.50 | 65,215.01 | 66,683.33 | 1,468.32 | 100,025.00 | 34,809.99 |
| Legal | 0.00 | 83.33 | 83.33 | 0.00 | 666.67 | 666.67 | 1,000.00 | 1,000.00 |
| Staff Training | 475.00 | 416.67 | (58.33) | 932.20 | 3,333.33 | 2,401.13 | 5,000.00 | 4,067.80 |
| Travel | 8.04 | 116.67 | 108.63 | 895.43 | 933.33 | 37.90 | 1,400.00 | 504.57 |
| Other Admin Expenses | 1,136.68 | 530.84 | (605.84) | 3,201.46 | 4,246.66 | 1,045.20 | 6,370.00 | 3,168.54 |
| TOTAL ADMINISTRATIVE | 9,313.64 | 9,482.93 | 169.29 | 70,244.10 | 75,863.32 | 5,619.22 | 113,795.00 | 43,550.90 |
| MAINTENANCE | | | | | | | | |
| Contracts Costs | 43,819.60 | 15,000.00 | (28,819.60) | 128,613.49 | 120,000.00 | (8,613.49) | 180,000.00 | 51,386.51 |
| TOTAL MAINTENANCE | 43,819.60 | 15,000.00 | (28,819.60) | 128,613.49 | 120,000.00 | (8,613.49) | 180,000.00 | 51,386.51 |
| OTHER | | | | | | | | |
| Insurance | 0.00 | 51.67 | 51.67 | 1,398.91 | 413.33 | (985.58) | 620.00 | (778.91) |
| Employee Benefits | 2,777.06 | 2,875.01 | 97.95 | 22,990.89 | 22,999.99 | 9.10 | 34,500.00 | 11,509.11 |
| TOTAL OTHER | 2,777.06 | 2,926.68 | 149.62 | 24,389.80 | 23,413.32 | (976.48) | 35,120.00 | 10,730.20 |
| TOTAL EXPENSES | 55,910.30 | 27,409.61 | (28,500.69) | 223,247.39 | 219,276.64 | (3,970.75) | 328,915.00 | 105,667.61 |
| SURPLUS | (5,158.80) | 7.06 | (5,165.86) | (59,692.45) | 56.69 | (59,749.14) | 85.00 | (59,777.45) |

Brainerd HRA
Operating Statement
Eight Months Ending 08/31/2024
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 | 165,460.00 | 158,053.33 | 7,406.67 | 1,220,523.00 | 1,264,426.67 | (43,903.67) | 1,896,640.00 | (676,117.00) |
| Admin Fees Earned | 26,315.00 | 28,495.83 | (2,180.83) | 227,187.00 | 227,966.67 | (779.67) | 341,950.00 | (114,763.00) |
| Investment Interest | 432.73 | 8.33 | 424.40 | 2,491.98 | 66.67 | 2,425.31 | 100.00 | 2,391.98 |
| Other Income | 462.00 | 2,458.33 | (1,996.33) | 16,558.36 | 19,666.67 | (3,108.31) | 29,500.00 | (12,941.64) |
| TOTAL REVENUE | 192,669.73 | 189,015.82 | 3,653.91 | 1,466,760.34 | 1,512,126.68 | (45,366.34) | 2,268,190.00 | (801,429.66) |
| EXPENSES | | | | | | | | |
| ADMINISTRATIVE | | | | | | | | |
| Admin Salaries | 13,009.06 | 18,849.17 | 5,840.11 | 137,841.98 | 150,793.33 | 12,951.35 | 226,190.00 | 88,348.02 |
| Legal | 0.00 | 225.00 | 225.00 | 4,698.71 | 1,800.00 | (2,898.71) | 2,700.00 | (1,998.71) |
| Staff Training | 158.33 | 416.67 | 258.34 | 1,039.83 | 3,333.33 | 2,293.50 | 5,000.00 | 3,960.17 |
| Travel | 127.40 | 125.00 | (2.40) | 806.71 | 1,000.00 | 193.29 | 1,500.00 | 693.29 |
| Auditing Fees | 0.00 | 471.67 | 471.67 | 6,602.70 | 3,773.33 | (2,829.37) | 5,660.00 | (942.70) |
| Sundry-Other Admin | 920.11 | 516.66 | (403.45) | 6,884.05 | 4,133.34 | (2,750.71) | 6,200.00 | (684.05) |
| TOTAL ADMINISTRATIVE | 14,214.90 | 20,604.17 | 6,389.27 | 157,873.98 | 164,833.33 | 6,959.35 | 247,250.00 | 89,376.02 |
| MAINTENANCE | | | | | | | | |
| Contracts | 1,506.31 | 2,500.00 | 993.69 | 23,576.52 | 20,000.00 | (3,576.52) | 30,000.00 | 6,423.48 |
| TOTAL MAINTENANCE | 1,506.31 | 2,500.00 | 993.69 | 23,576.52 | 20,000.00 | (3,576.52) | 30,000.00 | 6,423.48 |
| OTHER EXPENSE | | | | | | | | |
| Insurance | 532.09 | 545.00 | 12.91 | 7,687.02 | 4,360.00 | (3,327.02) | 6,540.00 | (1,147.02) |
| Employee Benefits | 6,753.71 | 9,714.58 | 2,960.87 | 58,973.09 | 77,716.67 | 18,743.58 | 116,575.00 | 57,601.91 |
| Collection Losses | 0.00 | 208.33 | 208.33 | 0.00 | 1,666.67 | 1,666.67 | 2,500.00 | 2,500.00 |
| Other General Exp | 48.75 | 90.00 | 41.25 | 341.25 | 720.00 | 378.75 | 1,080.00 | 738.75 |
| TOTAL OTHER EXPENSE | 7,334.55 | 10,557.91 | 3,223.36 | 67,001.36 | 84,463.34 | 17,461.98 | 126,695.00 | 59,693.64 |
| HAP PAYMENTS | | | | | | | | |
| HAP Payments | 153,719.00 | 144,579.58 | (9,139.42) | 1,168,111.00 | 1,156,636.67 | (11,474.33) | 1,734,955.00 | 566,844.00 |
| Home Ownership | 2,631.00 | 2,617.92 | (13.08) | 20,888.00 | 20,943.33 | 55.33 | 31,415.00 | 10,527.00 |
| FSS Escrow | 14,955.00 | 9,362.50 | (5,592.50) | 111,166.00 | 74,900.00 | (36,266.00) | 112,350.00 | 1,184.00 |
| HAP - Portable | 856.00 | 1,493.33 | 637.33 | 5,992.00 | 11,946.67 | 5,954.67 | 17,920.00 | 11,928.00 |
| TOTAL HAP PAYMENTS | 172,161.00 | 158,053.33 | (14,107.67) | 1,306,157.00 | 1,264,426.67 | (41,730.33) | 1,896,640.00 | 590,483.00 |
| TOTAL EXPENSES | 195,216.76 | 191,715.41 | (3,501.35) | 1,554,608.86 | 1,533,723.34 | (20,885.52) | 2,300,585.00 | 745,976.14 |
| SURPLUS | (2,547.03) | (2,699.59) | 152.56 | (87,848.52) | (21,596.66) | (66,251.86) | (32,395.00) | (55,453.52) |

Brainerd HRA
Operating Statement
Eight Months Ending 08/31/2024
Program: 312 - Bridges Project: General

| | Period | Period | Period | YTD | YTD | YTD | Annual | Remaining |
|-----------------------|-----------------|-----------------|-------------------|------------------|------------------|-------------------|------------------|--------------------|
| | Amount | Budget | Variance | Amount | Budget | Variance | Budget | Budget |
| INCOME | | | | | | | | |
| MHFA HAP Revenue | 6,570.00 | 6,666.67 | (96.67) | 59,403.00 | 53,333.33 | 6,069.67 | 80,000.00 | (20,597.00) |
| MHFA Admin Rev | 730.00 | 800.00 | (70.00) | 6,716.00 | 6,400.00 | 316.00 | 9,600.00 | (2,884.00) |
| Operating Trans Out | 0.00 | 762.50 | (762.50) | 0.00 | 6,100.00 | (6,100.00) | 9,150.00 | (9,150.00) |
| TOTAL INCOME | 7,300.00 | 8,229.17 | (929.17) | 66,119.00 | 65,833.33 | 285.67 | 98,750.00 | (32,631.00) |
| EXPENSES | | | | | | | | |
| Travel | 30.82 | 33.33 | 2.51 | 72.90 | 266.67 | 193.77 | 400.00 | 327.10 |
| Office Supplies | 0.00 | 4.17 | 4.17 | 16.18 | 33.33 | 17.15 | 50.00 | 33.82 |
| HAP - Sec Dep | 0.00 | 333.33 | 333.33 | 2,115.00 | 2,666.67 | 551.67 | 4,000.00 | 1,885.00 |
| HAP Payments | 7,772.00 | 6,333.33 | (1,438.67) | 58,530.00 | 50,666.67 | (7,863.33) | 76,000.00 | 17,470.00 |
| TOTAL EXPENSES | 7,802.82 | 6,704.16 | (1,098.66) | 60,734.08 | 53,633.34 | (7,100.74) | 80,450.00 | 19,715.92 |
| SURPLUS | (502.82) | 1,525.01 | (2,027.83) | 5,384.92 | 12,199.99 | (6,815.07) | 18,300.00 | (12,915.08) |

Brainerd HRA
Operating Statement
Eight Months Ending 08/31/2024
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 | 74,919.00 | 71,197.50 | 3,721.50 | 583,222.00 | 569,580.00 | 13,642.00 | 854,370.00 | (271,148.00) |
| Excess Utilities | 770.37 | 325.00 | 445.37 | 2,986.37 | 2,600.00 | 386.37 | 3,900.00 | (913.63) |
| Operating Subsidy | 40,852.00 | 32,448.75 | 8,403.25 | 268,375.00 | 259,590.00 | 8,785.00 | 389,385.00 | (121,010.00) |
| Operating Transfer In | 0.00 | 5,500.00 | (5,500.00) | 0.00 | 44,000.00 | (44,000.00) | 66,000.00 | (66,000.00) |
| Other Income | 7,600.60 | 8,043.33 | (442.73) | 57,836.50 | 64,346.67 | (6,510.17) | 96,520.00 | (38,683.50) |
| Other Inc - Grants | 0.00 | 0.00 | 0.00 | 192,040.00 | 0.00 | 192,040.00 | 0.00 | 192,040.00 |
| Other Income Tenant | 2,587.19 | 2,133.75 | 453.44 | 14,078.55 | 17,070.00 | (2,991.45) | 25,605.00 | (11,526.45) |
| Lease Revenue | 8,937.50 | 8,937.50 | 0.00 | 71,500.00 | 71,500.00 | 0.00 | 107,250.00 | (35,750.00) |
| Laundry Income | 2,026.00 | 1,648.33 | 377.67 | 16,063.75 | 13,186.67 | 2,877.08 | 19,780.00 | (3,716.25) |
| Investment Interest | 3,984.06 | 333.33 | 3,650.73 | 52,315.97 | 2,666.67 | 49,649.30 | 4,000.00 | 48,315.97 |
| Capital Fund Revenue | 0.00 | 0.00 | 0.00 | 190,437.50 | 0.00 | 190,437.50 | 0.00 | 190,437.50 |
| TOTAL INCOME | 141,676.72 | 130,567.49 | 11,109.23 | 1,448,855.64 | 1,044,540.01 | 404,315.63 | 1,566,810.00 | (117,954.36) |
| EXPENSES | | | | | | | | |
| ADMINISTRATIVE | | | | | | | | |
| Admin Salaries | 26,926.04 | 28,765.83 | 1,839.79 | 217,215.80 | 230,126.67 | 12,910.87 | 345,190.00 | 127,974.20 |
| Legal | 0.00 | 1,000.00 | 1,000.00 | 1,573.00 | 8,000.00 | 6,427.00 | 12,000.00 | 10,427.00 |
| Staff Training | 272.83 | 1,166.67 | 893.84 | 3,495.76 | 9,333.33 | 5,837.57 | 14,000.00 | 10,504.24 |
| Travel | 64.42 | 83.33 | 18.91 | 193.06 | 666.67 | 473.61 | 1,000.00 | 806.94 |
| Auditing Fees | 0.00 | 1,179.17 | 1,179.17 | 14,100.70 | 9,433.33 | (4,667.37) | 14,150.00 | 49.30 |
| Sundry-Other Admin | 1,999.58 | 1,891.66 | (107.92) | 16,082.21 | 15,133.34 | (948.87) | 22,700.00 | 6,617.79 |
| TOTAL ADMINISTRATIVE | 29,262.87 | 34,086.66 | 4,823.79 | 252,660.53 | 272,693.34 | 20,032.81 | 409,040.00 | 156,379.47 |
| TENANT SERVICES | | | | | | | | |
| Rec Publication Other | 0.00 | 412.50 | 412.50 | 0.00 | 3,300.00 | 3,300.00 | 4,950.00 | 4,950.00 |
| TOTAL TENANT SERVICES | 0.00 | 412.50 | 412.50 | 0.00 | 3,300.00 | 3,300.00 | 4,950.00 | 4,950.00 |
| UTILITIES | | | | | | | | |
| Water | 3,945.07 | 3,342.08 | (602.99) | 26,920.31 | 26,736.67 | (183.64) | 40,105.00 | 13,184.69 |
| Sewer | 5,124.93 | 4,214.58 | (910.35) | 39,028.41 | 33,716.67 | (5,311.74) | 50,575.00 | 11,546.59 |
| Electricity | 8,519.24 | 7,076.67 | (1,442.57) | 44,896.03 | 56,613.33 | 11,717.30 | 84,920.00 | 40,023.97 |
| Gas | 863.90 | 5,348.75 | 4,484.85 | 20,734.92 | 42,790.00 | 22,055.08 | 64,185.00 | 43,450.08 |
| TOTAL UTILITIES | 18,453.14 | 19,982.08 | 1,528.94 | 131,579.67 | 159,856.67 | 28,277.00 | 239,785.00 | 108,205.33 |
| MAINTENANCE | | | | | | | | |
| Labor | 13,942.29 | 16,673.34 | 2,731.05 | 125,017.85 | 133,386.66 | 8,368.81 | 200,080.00 | 75,062.15 |
| Materials | 2,492.14 | 2,500.00 | 7.86 | 24,145.78 | 20,000.00 | (4,145.78) | 30,000.00 | 5,854.22 |
| Contracts | 20,764.38 | 21,486.65 | 722.27 | 144,607.05 | 171,893.35 | 27,286.30 | 257,840.00 | 113,232.95 |
| TOTAL MAINTENANCE | 37,198.81 | 40,659.99 | 3,461.18 | 293,770.68 | 325,280.01 | 31,509.33 | 487,920.00 | 194,149.32 |
| OTHER | | | | | | | | |
| PILOT | 2,710.41 | 2,416.67 | (293.74) | 22,252.78 | 19,333.33 | (2,919.45) | 29,000.00 | 6,747.22 |
| Collection Losses | 0.00 | 758.33 | 758.33 | 0.00 | 6,066.67 | 6,066.67 | 9,100.00 | 9,100.00 |
| Lease Int Exp - Cintas | 23.77 | 24.17 | 0.40 | 177.46 | 193.33 | 15.87 | 290.00 | 112.54 |
| 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 | 80,914.74 | 74,586.67 | (6,328.07) | 111,880.00 | 30,965.26 |
| Employee Benefits | 18,031.72 | 19,562.07 | 1,530.35 | 147,984.47 | 156,496.68 | 8,512.21 | 234,745.00 | 86,760.53 |
| Other General Expense | 133.95 | 467.50 | 333.55 | 1,071.60 | 3,740.00 | 2,668.40 | 5,610.00 | 4,538.40 |
| TOTAL OTHER | 30,026.25 | 32,552.07 | 2,525.82 | 339,439.05 | 260,416.68 | (79,022.37) | 390,625.00 | 51,185.95 |
| TOTAL EXPENSES | 114,941.07 | 127,693.30 | 12,752.23 | 1,017,449.93 | 1,021,546.70 | 4,096.77 | 1,532,320.00 | 514,870.07 |
| SURPLUS | 26,735.65 | 2,874.19 | 23,861.46 | 431,405.71 | 22,993.31 | 408,412.40 | 34,490.00 | 396,915.71 |

Brainerd HRA
Operating Statement
Eight Months Ending 08/31/2024
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 | 16,018.00 | 16,637.25 | (619.25) | 122,453.00 | 133,098.00 | (10,645.00) | 199,647.00 | (77,194.00) |
| Excess Utilities | 0.00 | 0.00 | 0.00 | 249.65 | 0.00 | 249.65 | 0.00 | 249.65 |
| Investment Interest | 1,264.34 | 496.00 | 768.34 | 8,688.97 | 3,968.00 | 4,720.97 | 5,952.00 | 2,736.97 |
| Other Income Tenant | 180.00 | 0.00 | 180.00 | 1,893.03 | 0.00 | 1,893.03 | 0.00 | 1,893.03 |
| Laundry Income | 144.50 | 55.00 | 89.50 | 611.25 | 440.00 | 171.25 | 660.00 | (48.75) |
| TOTAL INCOME | 17,606.84 | 17,188.25 | 418.59 | 133,895.90 | 137,506.00 | (3,610.10) | 206,259.00 | (72,363.10) |
| EXPENSES | | | | | | | | |
| ADMINISTRATIVE | | | | | | | | |
| Legal | 0.00 | 83.00 | 83.00 | 1,371.60 | 664.00 | (707.60) | 996.00 | (375.60) |
| Staff Training | 0.00 | 17.00 | 17.00 | 0.00 | 136.00 | 136.00 | 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 | 5,688.67 | (3,561.33) | 8,533.00 | (717.00) |
| Management Fees | 1,672.00 | 1,760.00 | 88.00 | 13,200.00 | 14,080.00 | 880.00 | 21,120.00 | 7,920.00 |
| Sundry-Other Admin | 0.00 | 287.25 | 287.25 | 1,363.57 | 2,298.00 | 934.43 | 3,447.00 | 2,083.43 |
| TOTAL ADMINISTRATIVE | 1,672.00 | 2,858.33 | 1,186.33 | 25,192.54 | 22,866.67 | (2,325.87) | 34,300.00 | 9,107.46 |
| UTILITIES | | | | | | | | |
| Water | 243.07 | 504.00 | 260.93 | 1,876.28 | 4,032.00 | 2,155.72 | 6,048.00 | 4,171.72 |
| Electricity | 202.44 | 247.00 | 44.56 | 2,089.56 | 1,976.00 | (113.56) | 2,964.00 | 874.44 |
| Gas | 120.72 | 914.75 | 794.03 | 3,370.43 | 7,318.00 | 3,947.57 | 10,977.00 | 7,606.57 |
| TOTAL UTILITIES | 566.23 | 1,665.75 | 1,099.52 | 7,336.27 | 13,326.00 | 5,989.73 | 19,989.00 | 12,652.73 |
| MAINTENANCE | | | | | | | | |
| Materials | 287.08 | 708.33 | 421.25 | 5,598.49 | 5,666.67 | 68.18 | 8,500.00 | 2,901.51 |
| Contracts | 1,162.57 | 5,665.33 | 4,502.76 | 28,461.55 | 45,322.67 | 16,861.12 | 67,984.00 | 39,522.45 |
| TOTAL MAINTENANCE | 1,449.65 | 6,373.66 | 4,924.01 | 34,060.04 | 50,989.34 | 16,929.30 | 76,484.00 | 42,423.96 |
| OTHER | | | | | | | | |
| Insurance | 1,498.46 | 1,192.92 | (305.54) | 12,889.79 | 9,543.33 | (3,346.46) | 14,315.00 | 1,425.21 |
| Property Taxes | 0.00 | 1,072.17 | 1,072.17 | 0.00 | 8,577.33 | 8,577.33 | 12,866.00 | 12,866.00 |
| Other General Expense | 0.00 | 835.50 | 835.50 | 250.00 | 6,684.00 | 6,434.00 | 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 | 13,139.67 | 24,804.66 | 11,664.99 | 37,207.00 | 24,067.33 |
| TOTAL EXPENSES | 5,186.34 | 13,998.33 | 8,811.99 | 79,728.52 | 111,986.67 | 32,258.15 | 167,980.00 | 88,251.48 |
| SURPLUS | 12,420.50 | 3,189.92 | 9,230.58 | 54,167.38 | 25,519.33 | 28,648.05 | 38,279.00 | 15,888.38 |

Brainerd Housing and Redevelopment Authority
Payment Summary Report
August 2024

| Payment Date | Payment Number | Remit to Vendor | Total Check Amt |
|--------------|----------------|--|-----------------|
| 8/9/2024 | 26 | Carrie Burrell | \$70.35 |
| 8/9/2024 | 27 | Creo Block | \$114.57 |
| 8/9/2024 | 28 | Eric Charpentier | \$385.54 |
| 8/9/2024 | 29 | John Schommer | \$16.08 |
| 8/9/2024 | 30 | Nancy Thull | \$10.72 |
| 8/9/2024 | 31 | Ryan Barnett | \$23.45 |
| 8/9/2024 | 32 | Thomas Daniels | \$60.64 |
| 8/8/2024 | ACH | Security Benefit | \$5,253.35 |
| 8/8/2024 | ACH | Minnesota State Retirement System | \$1,238.76 |
| 8/8/2024 | ACH | Health Savings Accounts | \$3,351.87 |
| 8/22/2024 | ACH | Health Savings Accounts | \$1,018.52 |
| 8/22/2024 | ACH | Harpers Payroll Service | \$11,187.70 |
| 8/22/2024 | ACH | Harpers Payroll Service | \$89.36 |
| 8/22/2024 | ACH | Security Benefit | \$5,284.55 |
| 8/22/2024 | ACH | Minnesota State Retirement System | \$1,238.76 |
| 8/8/2024 | ACH | Harpers Payroll Service | \$11,274.30 |
| 8/8/2024 | ACH | Harpers Payroll Service | \$103.51 |
| 8/2/2024 | ACH | 90 Degree Benefits Inc. | \$21,664.69 |
| 8/1/2024 | ACH | Payroc LLC | \$265.91 |
| 8/1/2024 | ACH | Payroc LLC | \$109.19 |
| 8/8/2024 | 26493 | Ace Hardware | \$170.75 |
| 8/8/2024 | 26494 | Amazon Capital Services Inc. | \$321.63 |
| 8/8/2024 | 26495 | Atlas Abstract & Title, Inc. | \$100.00 |
| 8/8/2024 | 26496 | Brainerd Glass Company | \$134.23 |
| 8/8/2024 | 26497 | Brainerd Public Utilities | \$17,102.27 |
| 8/8/2024 | 26498 | Builders FirstSource | \$1,661.20 |
| 8/8/2024 | 26499 | Capital One Commercial (Menards Card) | \$504.33 |
| 8/8/2024 | 26500 | CenterPoint Energy | \$1,585.96 |
| 8/8/2024 | 26501 | Cintas | \$303.22 |
| 8/8/2024 | 26502 | CJ's Chem-Dry | \$189.00 |
| 8/8/2024 | 26503 | College Drive Townhouses | \$740.00 |
| 8/8/2024 | 26504 | Crow Wing County Landfill | \$14.50 |
| 8/8/2024 | 26505 | Culligan | \$153.00 |
| 8/8/2024 | 26506 | Faster Solutions Inc. | \$175.00 |
| 8/8/2024 | 26507 | Granite Pest Control LLC | \$2,199.50 |
| 8/8/2024 | 26508 | Handyman's, Inc. | \$196.74 |
| 8/8/2024 | 26509 | Harpers Time & Attendance | \$61.75 |
| 8/8/2024 | 26510 | Home Depot Credit Services | \$311.86 |
| 8/8/2024 | 26511 | Home Depot Supply | \$257.86 |
| 8/8/2024 | 26512 | Hytec Construction | \$18,296.03 |
| 8/8/2024 | 26513 | Integrity Services Inc | \$1,821.50 |
| 8/8/2024 | 26514 | Mike Jones | \$66.00 |
| 8/8/2024 | 26515 | Miller Testing & Consulting LLC | \$960.00 |
| 8/8/2024 | 26516 | MN Elevator, Inc. Lockbox 446080 | \$911.28 |
| 8/8/2024 | 26517 | MRI Software LLC | \$187.00 |
| 8/8/2024 | 26518 | Office Shop | \$231.71 |
| 8/8/2024 | 26519 | Paper Storm | \$26.00 |
| 8/8/2024 | 26520 | Schroeder's Appliance Center | \$640.98 |
| 8/8/2024 | 26521 | Strike Painting & Finishing | \$1,300.00 |
| 8/8/2024 | 26522 | Synchrony Bank (Mills Fleet Farm) | \$184.99 |
| 8/8/2024 | 26523 | The Cleaning Bee LLC | \$236.25 |
| 8/8/2024 | 26524 | T-Mobile | \$306.10 |
| 8/8/2024 | 26525 | Turf & More | \$1,125.00 |
| 8/8/2024 | 26526 | Waste Partners Inc | \$3,710.67 |
| 8/8/2024 | 26527 | West Central Flooring | \$1,018.50 |
| 8/8/2024 | 26528 | Xtona | \$1,130.00 |
| 8/8/2024 | 26529 | Yde's Major Appliance | \$119.00 |
| 8/22/2024 | 26532 | Amazon Capital Services Inc. | \$38.82 |
| 8/22/2024 | 26533 | API HVAC Services Inc. | \$4,425.50 |
| 8/22/2024 | 26534 | Brainerd Lakes Area Economic Development | \$46,144.00 |
| 8/22/2024 | 26535 | Brainerd Public Utilities | \$932.48 |
| 8/22/2024 | 26536 | Bremer Bank Credit Card | \$9,422.35 |
| 8/22/2024 | 26537 | CenturyLink | \$122.24 |
| 8/22/2024 | 26538 | City of Jenkins | \$3,201.85 |

**Brainerd Housing and Redevelopment Authority
 Payment Summary Report
 August 2024**

| Payment Date | Payment Number | Remit to Vendor | Total Check Amt |
|--------------|----------------|---|---------------------|
| 8/22/2024 | 26539 | Community Development Software LLC | \$213.60 |
| 8/22/2024 | 26540 | Ctc-446126 | \$1,020.66 |
| 8/22/2024 | 26541 | Cuyuna Range Economic Development Inc. | \$13,261.00 |
| 8/22/2024 | 26542 | Dearborn National | \$183.71 |
| 8/22/2024 | 26543 | Forum Communications | \$1,809.00 |
| 8/22/2024 | 26544 | Granite Pest Control LLC | \$916.50 |
| 8/22/2024 | 26545 | Handyman's, Inc. | \$196.74 |
| 8/22/2024 | 26546 | Home Depot Supply | \$18.81 |
| 8/22/2024 | 26547 | Housing Auth Risk Retention Group | \$35.00 |
| 8/22/2024 | 26548 | Housing Insurance Services Inc. | \$37,570.01 |
| 8/22/2024 | 26549 | Independent Testing Technologies, Inc. | \$1,150.00 |
| 8/22/2024 | 26550 | Jingco Contracting | \$6,363.60 |
| 8/22/2024 | 26551 | Lakes Printing | \$277.70 |
| 8/22/2024 | 26552 | Life Insurance Company of North America | \$70.83 |
| 8/22/2024 | 26553 | Miller Testing & Consulting LLC | \$480.00 |
| 8/22/2024 | 26554 | Minnesota Home Improvements LLC | \$35,916.00 |
| 8/22/2024 | 26555 | MN Chapter NAHRO | \$950.00 |
| 8/22/2024 | 26556 | Pike Plumbing & Heating, Inc | \$280.18 |
| 8/22/2024 | 26557 | Quick Construction Inc. | \$13,800.00 |
| 8/22/2024 | 26558 | Siemens Industry, Inc. | \$4,189.00 |
| 8/22/2024 | 26559 | The Hartford | \$263.49 |
| 8/22/2024 | 26560 | The Print Shop Ink | \$462.29 |
| 8/22/2024 | 26561 | Tkda | \$3,738.00 |
| 8/22/2024 | 26562 | Viking Electric Supply LLC | \$203.00 |
| 8/22/2024 | 26563 | Vsp | \$42.70 |
| 8/22/2024 | 26564 | Wex Health | \$8.00 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | Report Total | \$308,922.69 |



To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Director
Date: Sep-18-2024
Re: Housing Choice Voucher Report

HCV Report

- Through August, our Unit Months Leased (UML) is 65.26% and HAP utilization is 66.31%.
- Activity Recap:
 - Vouchers Issued: 3
 - New Move-Ins: 4
 - Annual Recertifications: 34
 - Interim Recertifications: 16
 - Inspections: 14
 - Terminations: 0
- Please see attached report.

Staff Update

Mallory Demel has been selected as the candidate to fill the vacant Rental Assistance Specialist position and will be starting in her new role on Oct-7th. Mallory comes to us with nearly 10 years of experience working in leasing, property management, and affordable housing programs. We are looking forward to her starting with our HCV team!

2025 Fair Market Rent/Payment Standard Adjustment

The 2025 Fair Market Rent limits have been released and are lower than the 2024 amounts by between \$31-\$107 per month, depending on unit size. We are permitted to set our Payment Standards at 90%-110% of FMR and can go up to 120% with HUD approval. We are concerned about the impact that lowering rent limits may have on our participants, specifically new move-ins after 1/1/2025 who will automatically be at the new FMR/Payment Standards amounts. We will continue with our research and present a recommendation within the next several months.

No Action Requested; Discussion Items

Bridges Program August 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: 0
- Tenants Residing Counties:
 - Cass County: 1
 - Morrison: 0
 - Aitkin: 0
 - Crow Wing: 10
 - Todd:
 - Wadena:

Total HAP Payment: \$7,772.00

Additional Info: no additional information

Family Self-Sufficiency Program August 2024

Summary

- Active FSS participants: 59
- Tenants going OFF for month: 1
- Tenants going ON for month: 0
- New tenants ESCROWING: 0
- Total number of FSS participants escrowing monthly: 35
- Total amount of escrow: \$14,955.00
- Total combined amount of monthly escrow:
\$227,496.00

Update: no additional information

Housing Choice Voucher Programs (HCV)

Voucher Allocation

| | | |
|---------------------------------------|-----------|--|
| | 325 | |
| August Move-ins | 4 | |
| August Move-outs | 2 | |
| August Vouchers - looking for housing | 19 | |
| August Vouchers - first day of month | 324 | |
| Average Vouchers to date | 318 | |
| Unit Months Leased | 65.26% | |
| HAP Utilization through 08/31/2024 | 66.31% | |
| HAP Payments | \$153,456 | |

Reasons For Leaving Program

| | | |
|------------------|---|--|
| Voluntarily Left | 2 | |
| Terminated | 0 | |
| Port | 1 | |

Revenue

| | | |
|----------------------------------|-----------|--|
| Housing Assistance Payment (HAP) | \$165,460 | |
| August 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 | 22.22% | |
| Disabled/Handicapped Households | 29.63% | |
| Families with Children Under 6 Years Old | 42 | |
| Average Annual Income | \$21,144 | ↑ |
| Average HAP | \$525 | ↑ |

Waiting List Total

| | | |
|-----------------------------|-----|--|
| Crow Wing County Preference | 169 | |
| Non Preference | 67 | |

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To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Director
Date: Sep-18-2024
Re: Housing Management Report

Vacancy Report for August 2024

Please see attachment.

Monthly Property Performance Report for August 2024

Please see attachment.

Valley View Townhomes:

Occupancy: 100%
Move Ins: 0
Move Outs: 0
Notified: 0
Screening: 0
Denied: 0
Waiting List: 17

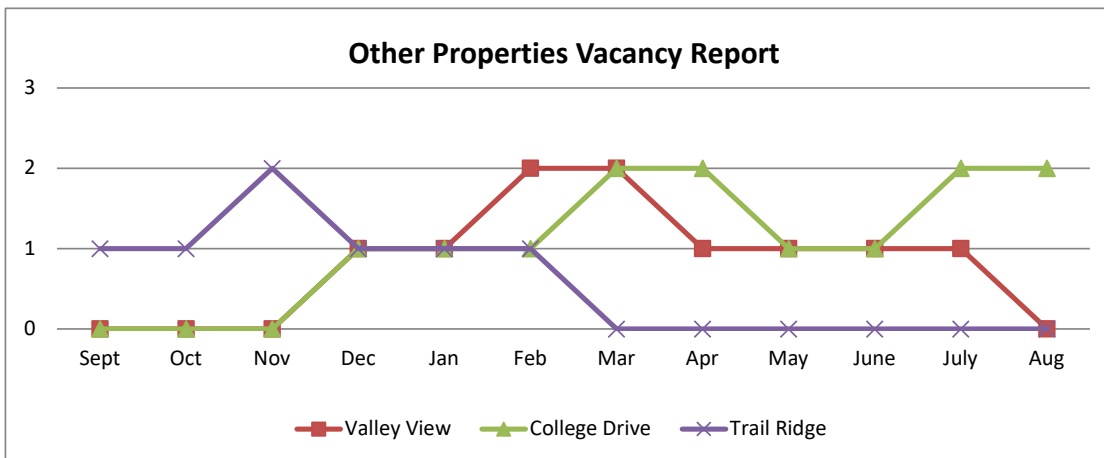
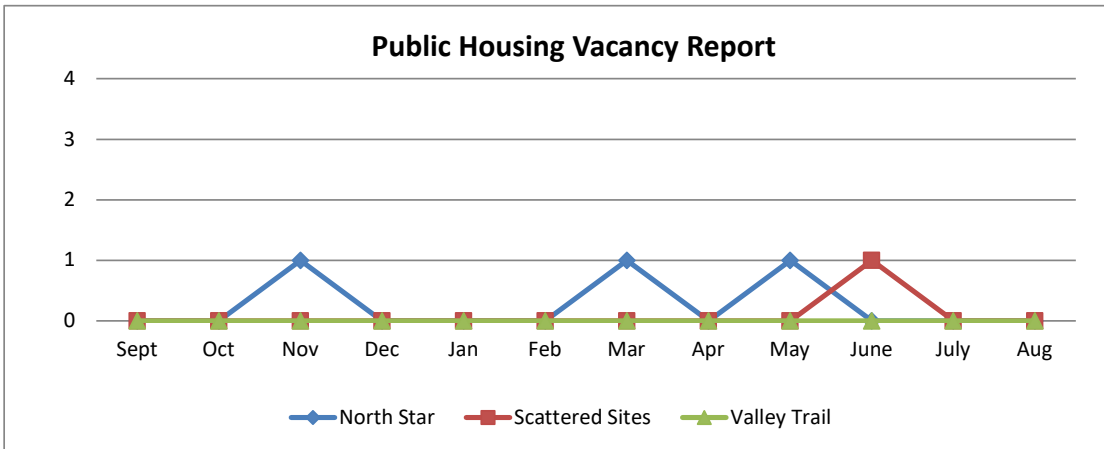
ROSS Program Updates

- 18 active participants in the ROSS program; 0 newly enrolled and 0 exited participants
- 6 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
 - This program will be ending 12/31/2024. Patsy has been in contact with another service provider to try to fill this void.
- Facebook Update: There were 6 new posts on the ROSS Facebook page this past month which reached 15 individuals, with 1 likes, comments, or additional shares, and 1 viewer clicked through to obtain more information about the topic.

No Action Requested; Discussion Items

Brainerd HRA 2024 Vacancy Report

| | Public Housing | | | | Tax Credit | Tax Credit - DW Jones | |
|-----------------|----------------|-----------------|--------------|----------------|-------------|-----------------------|-------------|
| | North Star | Scattered Sites | Valley Trail | Total PH Vac/% | Valley View | College Drive | Trail Ridge |
| # units | 162 | 16 | 25 | 203 | 20 | 24 | 18 |
| Jan 31 | 0 | 0 | 0 | 0 | 1 | 1 | 1 |
| Jan % | 0.00% | 0.00% | 0.00% | 0.00% | 5.00% | 4.17% | 5.56% |
| Feb 29 | 0 | 0 | 0 | 0 | 2 | 1 | 1 |
| Feb % | 0.00% | 0.00% | 0.00% | 0.00% | 10.00% | 4.17% | 5.56% |
| March 31 | 1 | 0 | 0 | 1 | 2 | 2 | 0 |
| March % | 0.62% | 0.00% | 0.00% | 0.49% | 10.00% | 8.33% | 0.00% |
| April 30 | 0 | 0 | 0 | 0 | 1 | 2 | 0 |
| April % | 0.00% | 0.00% | 0.00% | 0.00% | 5.00% | 8.33% | 0.00% |
| May 31 | 1 | 0 | 0 | 1 | 1 | 1 | 0 |
| May % | 0.62% | 0.00% | 0.00% | 0.49% | 5.00% | 4.17% | 0.00% |
| June 30 | 0 | 1 | 0 | 1 | 1 | 1 | 0 |
| June % | 0.00% | 6.25% | 0.00% | 0.49% | 5.00% | 4.17% | 0.00% |
| July 31 | 0 | 0 | 0 | 0 | 1 | 2 | 0 |
| July % | 0.00% | 0.00% | 0.00% | 0.00% | 5.00% | 8.33% | 0.00% |
| Aug 31 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aug % | 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% |
| Oct 31 | | | | | | | |
| Oct % | 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% |
| Dec 31 | | | | | | | |
| Dec % | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| Total | 2 | 1 | 0 | 3 | 9 | 10 | 2 |
| % | 0.15% | 0.78% | 0.00% | 0.18% | 5.63% | 5.21% | 1.39% |



Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report August 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 | 35 |
| Applications Placed on PH Wait List | 9 |
| Applications Denied on PH Wait List | 9 |

4. Waiting List

| Unit Size | # of Units | Total # on Wait List | Notified | Screening | Denied |
|--------------|------------|----------------------|----------|-----------|----------|
| 1 bdrm | 160 | 124 | 5 | 3 | 1 |
| 2 bdrm | 14 | 42 | 3 | 1 | 0 |
| 3 bdrm | 24 | 13 | 1 | 1 | 0 |
| 4 bdrm | 5 | 6 | 0 | 0 | 0 |
| TOTAL | 203 | 185 | 9 | 5 | 1 |

5. Move-Ins and Move Outs

| | This Month | Year-to-Date |
|-----------|------------|--------------|
| Move-Ins | 2 | 13 |
| Move-Outs | 1 | 12 |

6. Lists of Vacant Units and Unit Status

| Unit | Unit Size | Anticipated Lease Date | Applicant Approved? |
|------|-----------|------------------------|---------------------|
| None | | | |

7. Recertifications

| | |
|--------------------------|---|
| Interim Recertifications | 4 |
| Annual Recertifications | 5 |
| Completed for this month | 9 |

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 | 4 |
| 30-day lease terminations | 3 |

10. Evictions

| Resident | Reason | Summons Date | Judgment Action |
|----------|--------|--------------|-----------------|
| None | | | |

11. Non-Emergency Work Orders

| | |
|--------------------------------------|-----|
| Beginning Balance | 23 |
| Received | 50 |
| Closed | 55 |
| Ending Balance | 18 |
| Total Completed Work Orders for Year | 508 |

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 | 75,702 |
| Other Charges | 1,275 |
| Total New Charges | 76,977 |
| Arrears, tenants in possession | 7,338 |

Accounts Receivable

| | |
|---|--------|
| Current Tenant Accounts Receivable (Rent) | 3,859 |
| Current Rent Charges | 75,702 |
| Current Rent Collections | 71,843 |
| Accounts Receivable Rate | 5% |
| Collection Rate | 95% |

Collections - Prior 12 Month Period

| | |
|--|---------|
| Prior Tenants Accounts Receivable (Rent) | 7,338 |
| Prior Rent Charges | 881,886 |
| Collection Rate | 99% |

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To: Brainerd HRA Board Members
 From: John Schommer, Rehab & Maintenance Director
 Date: September 17, 2024
 Re: Rehab Programs and Maintenance Report

North Star Apartments and Office Project

The majority of the work is complete with staining of the retaining wall, planting in that area and fencing being the biggest items remaining. The fencing is still approximately 6 weeks out and will likely be the last item completed.

Brainerd Oaks/Serene Pines/Dalmar Estates:

| Development | Total | # Sold to Developer | # Sold to End Buyer | For Sale | In Construction |
|----------------|-------|---------------------|---------------------|----------|-----------------|
| Brainerd Oaks | 81* | 75 | 70 | 0 | 2 |
| Serene Pines | 24** | 22 | 20 | 0 | 0 |
| Dalmar Estates | 7 | 6 | 6 | 0 | 1 |

*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 | 3/0 | 10 | 14 |
| Crow Wing County | * | 6/0 | * | 6 |
| Cass County | * | 0/0 | * | 0 |
| 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: September 25th, 2024
 Re: Executive Director Report

2025 Preliminary Levy Adoption

The Brainerd City Council voted and approved a preliminary levy for the Brainerd HRA in the amount of \$173,960 which represents the levy amount that was approved in 2024 for the agency. I have attached the annual letter that I submit to the Mayor and Council along with the HRA board approved budget. We will reflect this levy amount in the budgets that we will be preparing for the board for review and approval in November once we have a better idea of where our federal program funds will be for next year.

MN NAHRO Conference Update

I attended the MN NAHRO from September 16th – 18th at Maddens. This is always a good opportunity to engage and interact with colleagues from around the state and with our HUD field office representatives. It is also an opportunity to get real time updates on new programs or initiatives that HUD is bringing to us. I will share some insights from the conference at the board meeting.

Rosenmeier Center for State and Local Government – Housing Forum

I was invited to take part in a forum at the Rosenmeier Center at Central Lakes College titled “Housing Issues and Solutions: A Community Conversation” along side Jennifer Bergman on September 17th. This was a great opportunity to talk about how we are helping the community with our housing programs and to give the community an insight into what HRAs do and can do. I tried to explain the ways in which housing authorities can utilize and capitalize on state funding that is available to help with housing initiatives that we work with at the local level. Jennifer and I both had approximately 30 minutes each to speak about our separate jobs and programs with another half hour of questions from those in attendance. Attached is the flyer that was circulated in the community.

CLC Foundation Student Housing Board

The CLC Foundation Student Housing Board, the entity that owns the Parkway Apartments to the West of the Brainerd campus has reached out to me to gauge my interest in joining their board of directors. This board monitors and approves the budget for those housing units, looks at capital planning for the buildings as well as monitoring opportunities to add to the student housing in the community. They typically meet every other month for an hour. I do believe that this board position does align with what

our mission is, and I would like to take this opportunity unless the board feels that this is not within my purview.

Staffing Update

We have been fortunate to fill the positions that we had open within the Brainerd agency with new staff scheduled to start as early as September 23rd throughout the next month. We are very excited to bring in these new employees and believe that they will all be able to contribute very quickly as they get acclimated to programs.

Workshop for Wage Analysis

Staff would like to schedule a workshop sometime during the week of October 14th – 18th to take a deeper look at the wage analysis that staff has been working on to give us guidance as we prepare our budgets for 2025. I would imagine we could get this information disseminated and have discussion within 1.5 hours. I would like to set the date of that workshop at our meeting on September 25th.

Grow America (Formerly NDC) Housing Development Training

I am on a waiting list for the first one-week class session for the housing development finance class put on by Grow America. This is the first in a four-part training series that when completed will lead to a Housing Development Finance Professional Certification. This training goes into home ownership development, rental housing development, tax credits, TIF as well as much more. The first class is a remote classroom online from October 21st – October 25th. I am hopeful that a spot opens, and I can get this class work started. If not, I will get enrolled in the next available offering to get the process started.

No Action Requested; Discussion items



324 East River Road
Brainerd, MN 56401

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

September 6th, 2024

Mayor Badeaux and City Council Members
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Dear Honorable Mayor Badeaux and City Council Members:

The purpose of this letter is to request the 2025 Brainerd Housing and Redevelopment Authority (HRA) operating levy. The Brainerd HRA has three funds: General Fund, Public Housing, and Housing Choice Voucher. Our levy dollars go into the General Fund and support our rehab and redevelopment initiatives. Attached is a copy of the preliminary General Fund budget.

General Fund

The levy dollars allow us the opportunity to administer other programs that benefit Brainerd residents, to increase the value of the property in the City of Brainerd and assist in redevelopment projects. To address these needs, the HRA created or participated in several programs:

Brainerd Oaks/Serene Pines/Dal Mar Estates

The development of these three subdivisions is continuing on schedule and we anticipate the developer to be wrapping up the builds for these previously tax forfeited properties within the next 1-2 years. To date, the developer has purchased 75 lots in Brainerd Oaks (70 homes completed and sold and 5 homes under construction), 22 lots in Serene Pines (19 homes completed and sold with 3 homes under construction), and 6 lots in Dal Mar Estates (4 homes completed and sold with 2 homes under construction). The estimated market value of the homes that have been built out through the end of 2023 was approximately \$28.8 million dollars, a significant increase in the value of these properties since the beginning of this joint project which was just over \$1 million in value. This is generating \$276,600 of property taxes for the City, County and School District in 2024.

Our board is currently working with a developer to build additional units in this neighborhood on an outlot that the HRA owns. Our board has authorized the use of funds to aid in the infrastructure build out for a roadway to access the property and we are currently awaiting word on a state grant that the City applied for on behalf of the developer, to see if there are any additional funding gaps that need to be addressed to ensure up to another 18 units can be built in this neighborhood.



Tax Forfeit Property Policy

As a result of the success of the Brainerd Oaks project, the Brainerd HRA created a Tax Forfeit Property Policy where we can purchase tax forfeited properties from the County for \$1.00. The Brainerd HRA Board amended their policy in 2020 to offer tax forfeited properties to developers at a discounted rate of zero percent of assessed value plus costs. This is a result of the Crow Wing County HRA's Workforce Housing Study recommendation to support the sale of properties to developers to promote the construction of housing units. The Brainerd HRA continues to actively market this policy to developers to promote the return of tax forfeited lots to the tax roll. In 2024 there was one new infill project completed in Southeast Brainerd on former tax forfeited property. The state is currently reviewing how tax forfeited properties are sold and so we are currently pausing any new sales of these properties while we await further guidance from the State and County. We do anticipate this program continuing to be available in the future.

Scattered Site Replacement Program

At the end of 2023 the HRA purchased a blighted and burned down property and along with assistance from the EDA and City the blighted property was demolished and brought back to a buildable grade. We have sold that lot to Habitat for Humanity which plans to rebuild a single-family residence on this property in 2025. Our board continues to look for opportunities to purchase blighted properties to improve and sell for infill projects.

Rehab Programs

The Brainerd HRA, on behalf of the City of Brainerd, has administered multiple Small Cities Development Program grants through the Department of Employment and Economic Development (DEED) for owner-occupied and renter-occupied rehab in targeted areas throughout Brainerd. We received funding in 2024 for a new grant to target Southeast Brainerd and we are currently working on getting projects approved for the 8 units of owner-occupied rehab and 12 units of single-family rental rehab that we were awarded. Our goal with these SCDP grants is to improve the properties that receive the funds but also to aid in increasing the overall value of the properties within the City for its tax base. With the reconstruction of Washington street on the schedule for the Minnesota Department of Transportation, we will be applying for additional funding for rehab projects to coincide with that project in 2026. The pre-application for that funding round is due at the end of 2024 and staff is currently working through that process.

Federal Funds: Public Housing and Housing Choice Voucher

The Brainerd HRA operates two federal programs that are funded by the Department of Housing and Urban Development (HUD). The HRA owns and/or manages 325 units of affordable housing in the City of Brainerd and we provide approximately 325 Housing Choice Vouchers (HCV) to our residents.

Every three years, the Brainerd HRA is scored by HUD on how we manage our programs. I am proud to report that the Brainerd HRA received 100 out of 100 on our public housing (PHAS) score for 2022! The national average PHAS score is 90 and the regional average is 92. HUD also scored us on the

management of the HCV program, and we received 100%. These scores reflect the hard work and dedication of our board and staff and benefit our community and our residents.

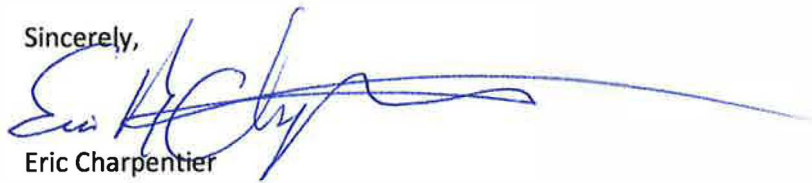
TIF Redevelopment District – Downtown Brainerd

In July of 2023 the City Council authorized the Brainerd HRA to create a redevelopment TIF district to support a mixed-use redevelopment project in Downtown Brainerd that will bring an anticipated 5 new commercial spaces and 78 apartments to the city. We are working with the developer to secure additional grants and low interest loans in support of this project, and we are excited for the opportunity to help provide support to this project that is hoping to begin in early 2025. We are eagerly awaiting word from MN Housing on a workforce housing development grant that was applied for on behalf of the developer before the final go-ahead is given for the project. We anticipate finding out the funding amount at the end of September 2024.

Although the levy funds are less than five percent of our overall budget, these funds are critical. They allow us to continue to provide affordable housing for approximately 900 Brainerd residents and assist in the rehab and redevelopment needs in the City of Brainerd. The Brainerd HRA is requesting the City Council approve the full HRA levy, which is .0185% of the estimated market value, which will be approximately \$218,991 for 2025.

Thank you for your continued support of the Brainerd HRA and considering our request for the 2025 levy.

Sincerely,



Eric Charpentier
Executive Director

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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 | |

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HOUSING ISSUES AND SOLUTIONS: A COMMUNITY CONVERSATION



ATTEND THE
**ROSENMEIER
FORUM**

**TUESDAY, SEPTEMBER 17 | 7PM
CHALBERG THEATRE | CLC**

FORUM WILL DISCUSS:

Access to affordable housing is important for thriving neighborhoods, an adequate workforce and a healthy community. Learn about how state and local organizations work together to support adequate and affordable housing opportunities through development, financing, rental assistance, grant programs and home buyer counseling.

JENNIFER BERGMAN

Director of Local Government
Housing Programs for the
Minnesota Housing Finance Agency



ERIC CHARPENTIER

Executive Director of Brainerd
Housing and Redevelopment Authority (HRA)



LIVE STREAMING LINK

<https://www.youtube.com/watch?v=3UbSL7mHtb8>



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