



BOARD OF COMMISSIONERS MEETING

Wednesday, April 22, 2020 @ 1:00 p.m.

Webex Video/Teleconference

Join from your browser: <https://meetingsamer8.webex.com/meetingsamer8/j.php?MTID=m0c9d7650776c865fea5ee939fc87bdc4>

Join by phone: (408) 418-9388

Meeting number (access code): 625 497 253

Meeting password: 6894796

“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. **Presentation:** 2019 Brainerd HRA Audit by Mary Reedy, CliftonLarsonAllen
4. **Reading and Approval of Minutes** *(Attachment 1)*
5. **Unfinished Business**
6. **New Business**
 - a. Discussion on HUD Notice PIH 2020-05 *(Attachment 2)*
7. **Bills and Communications**
 - a. Financial Report *(Attachment 3)*
 - b. HCV/Section 8 Report *(Attachment 4)*
 - c. Public Housing Report *(Attachment 5)*
 - d. Executive Director Report *(Attachment 6)*
 - e. Rehab Update *(Attachment 7)*
8. **Commissioner Comments**
9. **Adjourn**

Next Meeting: Wednesday, May 27, 2020

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Brainerd Housing and Redevelopment Authority BOARD MEETING MINUTES Wednesday, March 25, 2020

A regular meeting of the Board of Commissioners of the Housing and Redevelopment Authority (HRA) in and for the City of Brainerd, Minnesota, was held at 1:00 p.m., Wednesday, March 25, 2020, at the Brainerd HRA Administrative Office, 324 East River Road, in Brainerd, Minnesota.

1. **CALL TO ORDER:** Secretary/Treasurer Charpentier called the meeting to order at 1:03 p.m

2. **ROLL CALL:**

Those present via teleconference include Commissioners Marlee Larson, Gabe Johnson, Ashley Storm, and Patrick Wussow. Commissioner Eric Charpentier and Interim Executive Director/Finance Director Karen Young were physically present at the above address. Absent: Bekah Kent.

3. **READING AND APPROVAL OF MINUTES:** It was noted that a correction to the minutes was necessary as it was Commissioner Johnson who called the meeting to order.

Commissioner Johnson moved to approve the minutes as amended from the regular meeting on February 26, 2020. Commissioner Larson seconded the motion. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.

4. **UNFINISHED BUSINESS:**

a. **Executive Director Search:** Gary Weiers was present via conference call. The Board was provided the updated proposed timeline and current profile. They had a discussion on the components of the search including the timeline, video interviews, and the search committee. The Board was comfortable with the timeline and they opted to wait to decide if they would add the video component to the contract.

Moved and seconded by Commissioners Storm and Johnson to remove Eric Charpentier from the search committee and add Gabe Johnson. Via roll call vote, all were in favor of the motion and none were opposed. The motion passed.

5. **NEW BUSINESS:**

a. **Review Committed and Assigned Fund Balance:** The Fund Balance Policy recommends 8 to 10 months of expenses in unassigned fund balance. The Board has \$34,604 committed for Housing Rehab and \$834 for Tax Forfeited Property. The Board also has \$15,000 assigned for Downtown Redevelopment. Based on the committed and assigned fund balance amounts, the unassigned fund balance would be approximately 7.5 months of expenses. This is below the 8-month recommended minimum amount due to the mortgage pay off in 2018.

Commissioner Johnson made a motion to commit \$34,604 to Housing Rehab and \$834 to Tax Forfeited Property and assign \$15,000 for Downtown Redevelopment. Commissioner Wussow seconded the motion. Via roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.

- b. Approval to Execute Contract for North Star Apartments Concrete Project:** The Brainerd HRA invited contractors to bid on flatwork upgrades at the North Star Apartments. The project will include plaza and entrance flatwork plus a small modular block retaining wall and additional sidewalk will be replaced on the northeast side of the apartment building. Included within the project, there are additional HRA single and multi-family dwelling sites, within the Brainerd city limits, that require minor exterior flatwork repair. A pre-bid meeting was held on March 3, 2020, and sealed bids were due on March 17, 2020, by 3:00 pm. One bid was received from Anderson Brothers.

Because the proposed contract amount is greater than the Simplified Acquisition Threshold, the Board's approval was requested to enter into a contract with Anderson Brother Construction Co. in the amount of \$204,158.24.

Moved by Commissioner Johnson and seconded by Commissioner Larson to authorize the Interim Executive Director to execute a contract with Anderson Brother Construction Co. for the amount of \$204,158.24. Through a roll call vote, all commissioners were in favor and none were opposed. The motion was approved.

6. BILLS AND COMMUNICATIONS

- a. Financial Report:** Mary Reedy from CliftonLarsonAllen (CLA) will be at the April meeting to present the Brainerd HRA audit.

The unaudited financial statements were due to the Real Estate Assessment Center (REAC) by February 28th and have been submitted and accepted.

The CWC HRA audit was finalized by CLA. CLA has issued an unmodified Auditor's Report with no findings or misstatements. The audit was presented to the CWC HRA Board at their March meeting.

The Brainerd South compilation was completed by CLA. CLA issued a Compilation Report with no findings. The unaudited information is due to REAC by March 31st but that deadline has now been extended for 30 days.

The PHAS Score Report for 12/31/19 was provided to the Board. The Brainerd HRA received a score of 97/100. Due to Small PHA Deregulation, High Performing Agencies are only officially scored every three years. 2020 is an actual scoring year for Brainerd and the agency's score will determine how often we are inspected and our Capital Fund Program (CFP) bonus.

Commissioner Wussow made a motion to approve the payments as presented. Commissioner Johnson seconded the motion. Via roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.

- b. **HCV/Section 8:** Unit Months Leased (UML) through February was 100% and HAP utilization was 16%.

On March 17th, notice was received from the Financial Management Division that the HRA will be funded for the seven FYI Vouchers for which we applied. Staff will start the lease-up process with those applicants.

- c. **Public Housing Report:** The Vacancy Report and Property Performance Report were provided to the Board. The initial recruitment memo for resident commissioner candidates went out to all Public Housing residents and Housing Choice Voucher participants. The deadline for response is Thursday, April 2nd. The next step will be for each candidate to complete a brief informational questionnaire that will help the voting population better identify or connect with the candidate as an individual. In the current timeline, the election will be held in mid-May and the nomination can be presented to the Board and then to the Mayor for appointment in June.

In response to the COVID-19 virus threat, letters were sent to tenants and copies were provided to the Board. Young discussed operational changes as outlined in the letters.

A ROSS Program update was provided: there were 11 active participants in the program; outreach activities in February included remotely attending the MN Hoarding Task Force monthly meeting and an in-office visit with a local representative payee service; the Senior Nutrition Assistance program had 29 residents participating this past month and four attendees at the nutrition seminar; and all events and educational presentations for March and April were postponed in response to guidance received related to slowing the spread of COVID-19.

- d. **Executive Director Report:** The final workforce housing study was presented by Kristen Fish-Peterson from Redevelopment Re-sources at the March CWC HRA Board Meeting. Staff is pleased with the final version and is working through the study to set priorities and goals for the CWC HRA to assist in the development and rehabilitation of workforce housing countywide.

The agenda for the Spring NAHRO Conference is available, but with the cancellation of all public events, this will be put on hold until we are ensured that it will occur.

As the COVID-19 risk evolves and changes daily, it was suggested that the Board may want to select a subcommittee to assist with emergency decision making without convening the entire Board. The Board had a discussion and chose to call emergency board meetings as needed.

Young provided the Board with a new COVID-19 Action Plan. They had a discussion and supported the details of the plan.

Moved by Commissioner Wussow and seconded by Commissioner Johnson to adopt the Brainerd HRA COVID-19 Action Plan. Through a roll call vote, all commissioners were in favor of the motion and none were opposed. The motion passed.

- e. **Rehab Update:** An update was included in the board packet.

- 7. **Commissioner Comments:** Commissioner Johnson mentioned that BPU sent home some employees and will stop all disconnect activity. The City will stop all code enforcement tickets. Commissioner Larson recommended the Board continue to encourage staff, check in, and stay positive.

8. **Adjournment:**

Commissioner Wussow made a motion to adjourn the meeting. Commissioner Johnson seconded the motion. Via roll call vote, all commissioners voted in favor of the motion and none were opposed. The motion was approved and meeting was adjourned at 2:15 p.m.



Brainerd Housing and Redevelopment Authority BOARD MEETING MINUTES April 6, 2020

An emergency meeting of the Board of Commissioners of the Housing and Redevelopment Authority (HRA) in and for the City of Brainerd, Minnesota, was held at 1:00 p.m., Monday, April 6, 2020, via teleconference.

1. **CALL TO ORDER:** Commissioner Larson called the meeting to order at 1:00 p.m.
2. **ROLL CALL:** Commissioners Patrick Wussow, Marlee Larson, Gabe Johnson, Eric Charpentier, Bekah Kent, and Ashley Storm. Also present: Interim Executive Director/Finance Director Karen Young.
3. **APPROVAL OF THE TELEWORKING POLICY:** The Temporary Policy for Telework was presented for the Board's consideration.

Commissioner Kent moved to approve Resolution No. 2020-04, Temporary Policy for Telework, seconded by Commissioner Charpentier. A roll call vote was taken and all commissioners voted in favor and none were opposed. The motion was approved.

4. UNFINISHED BUSINESS

- a. **COVID-19 Response Update:** Young provided an update to the Board.

5. ADJOURN

Next meeting will be Wednesday, April 22, 2020. It was discussed that we will have a COVID-19 update on the agenda and financial statements can wait for the next meeting if necessary due to the current circumstances.

The meeting was adjourned at 1:12 p.m.

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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: April 15, 2020
Re: Discussion on HUD Notice PIH 2020-05

On March 27, 2020, President Trump signed the CARES Act into law, which further provides HUD with broad authority, in the context of the current public health emergency, to waive statutes and regulations for the Public Housing and HCV programs. The waivers implemented through this notice provide administrative relief and allow for alternative approaches to various aspects of PHA operations. HUD encourages PHAs to apply the waivers authorized in this notice based on local circumstances and needs.

PHAs are required to keep written documentation that record which waivers the PHA applied to their programs(s) and the effective dates. A PHA does not need to notify HUD or receive HUD approval to begin utilizing these waivers/alternative requirements. However, HUD may subsequently require the PHA to provide information to HUD on the waivers used by the PHA and the date the PHA applied the waiver to its program(s). If a PHA chooses to apply any of the waivers provided for in this notice, the PHA is required to notify residents and owners of any impacts that the waiver and alternative requirement (where applicable) may have on them by whatever means it considers most effective as soon as practicable.

PHAs are not required to receive formal board approval to implement these waivers nor are they required to go through a public hearing process. These waivers can go into effect immediately as based on the local needs and conditions. Staff has gone through the Notice and selected the waivers that will currently benefit our programs for administrative relief with an effective date equal to the date of this Notice. The PHA may adopt the use of these waivers at any time throughout the period of availability as defined in the Notice.

Action Requested; Discussion of implementation of waivers as allowed in Notice PIH 2020-05 with effective date of April 10, 2020, as specified in Attachment 2a.

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Summary of Public Housing and HCV Waivers and Alternative Requirements (Refer back to the Notice using the item code for a full description and more detailed information.)

This chart summarizes the waivers authorized under this notice and the availability period for each. As stated in Section 5, PHAs must keep written documentation on the waivers applied by the PHA as well as the effective dates. To fulfill those requirements, PHAs may but are not required to utilize the last two columns to record this information.

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement	Date of PHA adoption
PH and HCV-1 PHA 5-Year and Annual Plan	<u>Statutory Authority</u> Section 5A(a)(1), Section 5A(b)(1), Section 5A(g), Section 5A(h) <u>Regulatory Authority</u> § 903.5(a)(3), 903.5(b)(3), 903.21	<ul style="list-style-type: none"> Alternative dates for submission Changes to significant amendment process 	<ul style="list-style-type: none"> Varies based on FYE 7/31/20 	Yes	April 10, 2020
PH and HCV-2 Family income and composition – delayed annual reexaminations	<u>Statutory Authority</u> Section 3(a)(1) <u>Regulatory Authority</u> § 982.516(a)(1), § 960.257(a)	<ul style="list-style-type: none"> Permits the PHA to delay the annual reexamination of income and family composition HCV PHAs must implement HCV-7 for impacted families if they implement this waiver 	<ul style="list-style-type: none"> 12/31/20 		
PH and HCV-3 Annual	<u>Regulatory Authority</u> § 5.233(a)(2)	<ul style="list-style-type: none"> Waives the requirements to use the income 	<ul style="list-style-type: none"> 7/31/20 	Yes	April 10, 2020

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
reexamination Income Verification	<u>Sub-regulatory Guidance</u> PIH Notice 2018-18	<p>hierarchy, including the use of EIV, and will allow PHAs to consider self-certification as the highest form of income verification</p> <ul style="list-style-type: none"> • PHAs that implement this waiver will be responsible for addressing material income discrepancies that may arise later 		Yes	April 10, 2020
PH and HCV-4 Interim reexaminations	<u>Statutory Authority</u> Section 3(a)(1) <u>Regulatory Authority</u> § 5.233(a)(2), 982.516(c)(2), 960.257(b) and (d) <u>Sub-regulatory Guidance</u> PIH Notice 2018-18	<ul style="list-style-type: none"> • Waives the requirement to use the income verification requirements, including the use of EIV, for interim reexaminations 	<ul style="list-style-type: none"> • 7/31/20 	Yes	April 10, 2020
PH and HCV-5 EIV System Monitoring	<u>Regulatory Authority</u> § 5.233 <u>Sub-regulatory Guidance</u>	<ul style="list-style-type: none"> • Waives the mandatory EIV monitoring requirements. 	<ul style="list-style-type: none"> • 7/31/20 	Yes	April 10, 2020

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
	PIH Notice 2018-18				
PH and HCV-6 FSS Contract of Participation	<u>Regulatory Authority</u> § 984.303(d)	<ul style="list-style-type: none"> Provides for extensions to FSS contract of participation 	<ul style="list-style-type: none"> 12/31/20 		
PH and HCV-7 Waiting List	<u>Regulatory Authority</u> § 982.206(a)(2) PIH Notice 2012-34	<ul style="list-style-type: none"> Waives public notice requirements for opening and closing waiting list Requires alternative process 	<ul style="list-style-type: none"> 7/31/20 		
HQS-1 Initial inspection	<u>Statutory Authority</u> Section 8(o)(8)(A)(i), Section 8(o)(8)(C) <u>Regulatory Authority</u> § 982.305(a), 982.305(b), 982.405	<ul style="list-style-type: none"> Changes initial inspection requirements, allowing for owner certification that there are no life-threatening deficiencies Where self-certification was used, PHA must inspect the unit no later than October 31, 2020. 	<ul style="list-style-type: none"> 7/31/20 10/31/20 	<p>Yes</p> <p>Yes</p>	<p>April 10, 2020</p> <p>April 10, 2020</p>
HQS-2: <u>PBV Pre-HAP Contract Inspections, PHA acceptance of completed units</u>	<u>Statutory Authority:</u> Section 8(o)(8)(A) <u>Regulatory Authority:</u> §§ 983.301(b), 983.156(a)(1)	<ul style="list-style-type: none"> Changes inspection requirements, allowing for owner certification that there are no life-threatening deficiencies Where self-certification was used, PHA must inspect the unit no later than October 31, 2020. 	<ul style="list-style-type: none"> 7/31/20 10/31/20 		

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
HQS-3 Non-Life Threatening HQS - Initial Unit Approval	<u>Statutory Authority</u> Section 8(o)(8)(A)(ii) <u>Regulatory Authority</u> HOTMA HCV Federal Register Notice January 18, 2017	<ul style="list-style-type: none"> Allows for extension of up to 30 days for owner repairs of non-life threatening conditions 	<ul style="list-style-type: none"> 7/31/20 		
HQS-4 Initial HQS - Alternative Inspections	<u>Statutory Authority</u> Section 8(o)(8)(A)(iii) <u>Regulatory Authority</u> HOTMA HCV Federal Register Notice January 18, 2017	<ul style="list-style-type: none"> Under Initial HQS Alternative Inspection Option - allows for commencement of assistance payments based on owner certification there are no life-threatening deficiencies Where self-certification was used, PHA must inspect the unit no later than October 31, 2020. 	<ul style="list-style-type: none"> 7/31/20 10/31/20 		
HQS-5 Biennial Inspections	<u>Statutory Authority</u> Section 8(o)(D) <u>Regulatory Authority</u> §§ 982.405(a), 983.103(d)	<ul style="list-style-type: none"> Allows for delay in biennial inspections All delayed biennial inspections must be completed as soon as reasonably possible but 	<ul style="list-style-type: none"> 10/31/20 		

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
		by no later than October 31, 2020.			
HQS-6 Interim Inspections	<u>Statutory Authority</u> Section 8(o)(8)(F) <u>Regulatory Authority</u> §§ 982.405(g), § 983.103(e)	<ul style="list-style-type: none"> • Waives the requirement for the PHA to conduct interim inspection and requires alternative method • Allows for repairs to be verified by alternative methods 	<ul style="list-style-type: none"> • 7/31/20 		
HQS-7 PBV Turnover Inspections	<u>Regulatory Authority</u> § 983.103(c)	<ul style="list-style-type: none"> • Allows for PBV turnover units to be filled based on owner certification there are no life-threatening deficiencies • Allows for delayed full HQS inspection 	<ul style="list-style-type: none"> • 7/31/20 • 10/31/20 		
HQS-8: <u>PBV</u> <u>HAP Contract –</u> <u>HQS</u> <u>Inspections to</u> <u>Add or</u> <u>Substitute Units</u>	<u>Statutory Authority</u> Section 8(o)(8)(A) <u>Regulatory Authority</u> §§ 983.207(a), 983.207(b)	<ul style="list-style-type: none"> • Allows for PBV units to be added or substituted in the HAP contract based on owner certification there are no life-threatening deficiencies • Allows for delayed full HQS inspection 	<ul style="list-style-type: none"> • 7/31/20 • 10/31/20 		

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement	Date of PHA adoption
HQS-9 HQS QC Inspections	<u>Regulatory Authority</u> § 982.405(b)	<ul style="list-style-type: none"> Provides for a suspension of the requirement for QC sampling inspections 	<ul style="list-style-type: none"> 10/31/20 	Yes	April 10, 2020
HQS--10 HQS Space and Security	<u>Regulatory Authority</u> § 982.401(d)	<ul style="list-style-type: none"> Waives the requirement that each dwelling unit have at least 1 bedroom or living/sleeping room for each 2 persons. 	Remains in effect one year from lease term or date of notice, whichever is longer		
HQS-11 Homeownership HQS	<u>Statutory Authority</u> Section 8(o)(8)(A)(i), Section 8(y)(3)(B) <u>Regulatory Authority</u> § 982.631(a)	<ul style="list-style-type: none"> Waives the requirement to perform an initial HQS inspection in order to begin making homeownership assistance payments Requires family to obtain independent professional inspection 	<ul style="list-style-type: none"> 7/31/20 		
HCV-1 Administrative Plan	<u>Regulatory Authority</u> § 982.54 (a)	<ul style="list-style-type: none"> Waives the requirement to adopt revisions to the admin plan 	<ul style="list-style-type: none"> 7/31/20 	Yes	April 10, 2020
HCV-2 PHA Oral Briefing	<u>Regulatory Authority</u> § 982.301(a)(3) § 983.252(a)	<ul style="list-style-type: none"> Waives the requirement for an oral briefing Provides for alternative methods to conduct required voucher briefing 	<ul style="list-style-type: none"> 7/31/20 	Yes	April 10, 2020

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
HCV-3 Term of Voucher - Extensions of Term	<u>Regulatory Authority</u> § 982.303(b)(1)	<ul style="list-style-type: none"> Allows PHAs to provide voucher extensions regardless of current PHA policy 	<ul style="list-style-type: none"> 7/31/20 	Yes	April 10, 2020
HCV-4 PHA Approval of Assisted Tenancy	<u>Regulatory Authority</u> § 982.305(c)	<ul style="list-style-type: none"> Provides for HAP payments for contracts not executed within 60 days PHA must not pay HAP to owner until HAP contract is executed 	<ul style="list-style-type: none"> 7/31/20 	Yes	April 10, 2020
HCV-5 Absence from unit	<u>Regulatory Authority</u> § 982.312	<ul style="list-style-type: none"> Allows for PHA discretion on absences from units longer than 180 days PHAs must not make HAP payments beyond 12/31/20 for units vacant more than 180 consecutive days 	<ul style="list-style-type: none"> 12/31/20 	Yes	April 10, 2020
HCV-6 Automatic Termination of the HAP Contract	<u>Regulatory Authority</u> § 982.455	<ul style="list-style-type: none"> Allows PHA to extend the period of time after the last HAP payment is made before the HAP contract terminates automatically. 	<ul style="list-style-type: none"> 12/31/20 	Yes	April 10, 2020

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
HCV-7 Increase in Payment Standard	<u>Regulatory Authority</u> § 982.505(c)(4)	<ul style="list-style-type: none"> Provides PHAs with the option to increase the payment standard for the family at any time after the effective date of the increase, rather than waiting for the next regular reexamination to do so. 	<ul style="list-style-type: none"> 12/31/20 		
HCV-8 Utility Allowance Schedule	<u>Regulatory Authority</u> § 982.517	<ul style="list-style-type: none"> Provides for delay in updating utility allowance schedule 	<ul style="list-style-type: none"> 12/31/20 		
HCV-9 Homeownership Counseling	<u>Statutory Authority</u> Section 8(y)(1)(D) <u>Regulatory Authority</u> § 982.630, 982.636(d)	<ul style="list-style-type: none"> Waives the requirement for the family to obtain pre-assistance counseling 	<ul style="list-style-type: none"> 7/31/20 		
HCV-10 FUP	<u>Statutory Authority</u> Section 8(x)(2)	<ul style="list-style-type: none"> Allows PHAs to increase age to 26 for foster youth initial lease up 	<ul style="list-style-type: none"> 12/31/20 		
PH-1 Fiscal closeout of Capital Grant Funds	<u>Regulatory Authority</u> § 905.322(b)	<ul style="list-style-type: none"> Extension of deadlines for ADCC and AMCC 	Varies by PHA		
PH-2 Total	<u>Regulatory Authority</u> § 905.314©	<ul style="list-style-type: none"> Waives the TDC and HCC limits permitting 	Applies to development		

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
Development Costs		approval of amounts in excess of published TDC by 25% to 50% on a case by case basis	proposals submitted to HUD no later than December 31, 2021		
PH-3 Cost limitations	<u>Regulatory Authority</u> § 905.314(j)	<ul style="list-style-type: none"> Allows for the use of force account labor for modernization activities in certain circumstances 	<ul style="list-style-type: none"> 12/31/20 		
PH-4 ACOP	<u>Regulatory Authority</u> § 960.202©(1)	<ul style="list-style-type: none"> Changes to approval process for ACOP 	<ul style="list-style-type: none"> 7/31/20 		
PH-5 CSSR	<u>Statutory Authority</u> Section 12© <u>Regulatory Authority</u> § 960.603(a) and 960.603(b)	<ul style="list-style-type: none"> Temporarily suspends CSSR 	<ul style="list-style-type: none"> 3/31/21 	Yes	April 10, 2020
PH-6 Energy Audits	<u>Regulatory Authority</u> § 965.302	<ul style="list-style-type: none"> Allows for delay in due dates of energy audits 	One year beyond 2020 audit deadline		
PH-7 Over-income families	Housing Opportunity Through Modernization Act of 2016: Final Implementation of the Public Housing Income Limit 83 FR 35490	<ul style="list-style-type: none"> Changes to timeframes for determination of over-income 	<ul style="list-style-type: none"> 12/31/20 	Yes	April 10, 2020

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
	Notice: Notice PIH 2019-11				
PH-8 Resident Council Elections	<u>Regulatory Authority</u> § 964.130(a)(1)	<ul style="list-style-type: none"> Provides for delay in resident council elections 	<ul style="list-style-type: none"> 7/31/20 	Yes	April 10, 2020
PH-9 Utility Allowance	<u>Regulatory Authority</u> § 965.507	<ul style="list-style-type: none"> Provides for delay in updating utility allowance schedule 	<ul style="list-style-type: none"> 12/31/20 	Yes	April 10, 2020
PH-10 Tenant notifications	<u>Regulatory Authority</u> § 966.5	<ul style="list-style-type: none"> Advance notice not required except for policies related to tenant charges 	<ul style="list-style-type: none"> 7/31/20 		
11a PHAS	<u>Regulatory Authority</u> 24 CFR Part 902	<ul style="list-style-type: none"> Allows for alternatives related to inspections PHA to retain prior year PHAS score unless requests otherwise 	HUD will resume issuing new PHAS scores starting with PHAs with FYE dates of 3/31/21	N/A	N/A
11b SEMAP	<u>Regulatory Authority</u> 24 CFR Part 985	<ul style="list-style-type: none"> PHA to retain prior year SEMAP score unless requests otherwise 	HUD will resume issuing new SEMAP scores starting with PHAs with FYE dates of 3/31/21	N/A	N/A
11c Financial reporting	<u>Regulatory Authority</u> §§ 5.801©, 5.801(d)(1)	<ul style="list-style-type: none"> Allows for extensions of financial reporting deadlines 	Varies by PHA FYE		

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
12a Form HUD 50058	<u>Regulatory Authority</u> 24 CFR Part 908, § 982.158 <u>Sub-regulatory Guidance</u> PIH Notice 2011-65	<ul style="list-style-type: none"> • Waives the requirement to submit 50058 within 60 days • Alternative requirement to submit within 90 days of the effective date of action 	<ul style="list-style-type: none"> • 12/31/20 		
12b Designated housing plan	<u>Statutory Authority</u> Section 7€(1)	<ul style="list-style-type: none"> • Allows for HUD to delay notification about designated housing plan 	<ul style="list-style-type: none"> • 7/31/20 	N/A	N/A
12c Deadline for reporting Operating and Capital Fund expenditures	<u>Statutory Authority</u> Section 9(j) <u>Regulatory Authority</u> § 905.306(d)(5)	<ul style="list-style-type: none"> • Provides a one-year extension 	One-year extension, however no programmatic expenditure end date shall be extended beyond one month prior to closure of relevant appropriations acc		

Attachment: Summary of IHBG and ICDBG Statutory and Regulatory Waivers and Alternative Requirements

COVID-19 Statutory and Regulatory Waivers for ONAP programs				
Item	Statutory and Regulatory Waivers	Waiver/Alternative Requirement Summary		
13a. Application Process for IHBG-CARES Grants and Indian Housing Plan (IHP) Requirements	Statutory Authority: Section 101(b), Section 102, and Section 103 of NAHASDA Regulatory Authority: 24 C.F.R. §§ 1000.214; 1000.218; 1000.220; 1000.224; 1000.226; 1000.228; 1000.230; and 1000.232	1) <i>Abbreviated IHP to Receive IHBG-CARES Grant Funding:</i> Applicants for IHBG-CARES funding must submit an abbreviated IHP specifying how the funds will be used.		
		2) <i>Recipients that did Not Submit an IHP in FY2020:</i> A Tribe or TDHE that did not submit a timely or compliant IHP in FY 2020 may still qualify for an IHBG-CARES grant.		
		3) <i>IHP Certifications:</i> IHBG recipients that cannot provide HUD with IHP certifications may still submit an Abbreviated IHP provided an authorized official of the IHBG recipient provides a statement on inability to secure certifications.		
		4) <i>Reprogramming of FY2020 IHBG Funding:</i> FY2020 IHBG funds may be reprogrammed to address COVID-19 through streamlined process.		
13b. IHP Submission Deadline for Annual IHBG Formula Grants	Statutory Authority: Section 101(b) and 102(a) of NAHASDA, Regulatory Authority: 24 CFR §§ 1000.214, 1000.216, 1000.225	IHP Submission Deadlines Extended	Org. IHP Due Date	Extension
			1/17/2020	10/16/2020
13c. Annual Performance Report Submission Deadline	Statutory Authority: Sections 403 and 404 of NAHASDA, Regulatory Authority: 24 CFR § 1000.514	APR Submission Deadlines Extended	Org. APR Due Date	Extension
			3/30/2020	6/28/2020
			6/29/2020	9/27/2020

13d. Income Verification	Regulatory Authority: 24 CFR § 1000.128	IHBG recipients may deviate from their current written admissions and occupancy policies, including allowing less frequent income recertifications, remote income verification, and self-certification over the phone or email.
13e. Public Health Services	Statutory Authority: Section 202(3) of NAHASDA	Recipients may use IHBG-CARES funding to carry out a wide range of public health services.
13f. COVID-19-related Assistance to Non-Low Income and Non-Native Families	Statutory Authority: Section 201(b) of NAHASDA, Regulatory Authority: 24 CFR §§ 1000.104, 1000.106, 1000.108, 1000.110; 1000.312, 1000.314, , 1000.318	Recipients may use IHBG-CARES funding to prevent, prepare for, and respond to COVID-19 through certain limited activities that provide assistance to all affected and threatened people without regard to income limits or Indian status.
13g. Useful Life	Statutory Authority: Section 205 of NAHASDA, Regulatory Authority: 24 CFR §§ 1000.141, 1000.142, 1000.143, 1000.144, 1000.146, 1000.147	If the assistance is related to inhibiting the spread of COVID-19 to low-income Indian families and the Tribal community, Recipients may use IHBG-CARES funding to assist housing units without determining and maintaining affordability during their useful life.
13h. Total Development Cost (TDC) Limits	Regulatory Authority: 24 CFR §§ 1000.156, 1000.158, 1000.160, 1000.162	Recipients may exceed TDC by 20 percent without HUD approval for dwelling and non-dwelling units developed, acquired or assisted to prevent, prepare for, and respond to COVID-19.
13i. Prohibition Against Investment of CARES Act Grant Funds	Statutory Authority: Section 204(b) of NAHASDA, Regulatory Authority: 24 CFR § 1000.58	Recipients are prohibited from investing any IHBG funding provided under the CARES Act.
14a. Citizen Participation	Statutory Authority: Section 104 of the Housing and	

	Community Development Act of 1974 (HCD Act) Regulatory Authority: 24 CFR § 1003.604	Indian tribes are not required to hold one or more meetings to obtain the views of residents before applying for ICDBG-CARES grant funding or amending their FY 2020 ICDBG grants to address COVID-19. .
14b. Application Process for ICDBG-CARES Grants and Funding Criteria Regulatory Authority: 24 CFR §§ 1003.400, 1003.401, 1003.402; Section I.A.1.b. of FY19/20 ICDBG Notice of Funding Availability (NOFA)		1) <i>Criteria for Funding:</i> With respect to applications for ICDBG-CARES grants and FY 2020 ICDBG Imminent Threat grants to address the COVID-19 crisis, the urgency and immediacy of the threat will be presumed.
		2) <i>Grant Ceilings:</i> Current grant ceilings are waived for ICDBG-CARES and will be set in an ICDBG-CARES Implementation Notice to be published in the very near future.
		3) <i>Reimbursement of Costs and Letter to Proceed:</i> ICDBG applicants and grantees to receive ICDBG-CARES grants do not have to demonstrate other Tribal funding sources cannot be made available to alleviate the threat and may use the funding to cover or reimburse costs to prevent, prepare for, and respond to COVID-19 without a Letter to Proceed from the area ONAP.
		4) <i>Availability of Funds:</i> If ICDBG-CARES grant funds are not awarded in a fiscal year, HUD reserves the right to adjust how funding is awarded to ensure needs of Tribes are met, including possibly setting aside a portion of funding to address the needs of Tribes with the greatest needs.
14c. Removal of Public Services 15% Cap under FY 2020 ICDBG Grants	Statutory Authority: Section 105 of the HCD Act; Regulatory Authority: 24 CFR § 1003.201(e); FY 19/20 ICDBG NOFA	HUD is eliminating the 15 percent cap on FY 2020 ICDBG funding (both Single Purpose and Imminent Threat grants), to align with ICDBG Imminent Threat funding provided under the CARES Act.
14d. Rental Assistance, Utility Assistance, Food, Clothing, and Other Emergency Assistance	Statutory Authority: Section 105 of the HCD Act; Regulatory Authority: 24 CFR § 1003.207(b)(4)	ICDBG grant funds may be used to provide emergency payments for low and moderate income individuals or families impacted by COVID-19 for items such as food, medicine, clothing, and other necessities, as well as utility payment assistance.

14e. Purchase of Equipment	Regulatory Authority: 24 CFR §§ 1003.207(b)(1); 1003.201(c)(1)(ii)	Grantees may use of ICDBG funds for the purchase of medical and personal protective equipment to prevent, prepare for, and respond to the COVID-19.
14f. Operating Expenses for Public Facilities	Regulatory Authority: 24 CFR § 1003.207(b)(2)	Grantees may use ICDBG funds to pay operating and maintenance expenses of any public facility, to the extent it is used for COVID-19-related purposes but not for staffing costs of public facilities.
14g. New Housing Construction by Tribes	Statutory Authority: Section 105 of the HCD Act, Regulatory Authority: 24 CFR § 1003.207(b)(3)	ICDBG grantees may use ICDBG funds to carry out new housing construction under certain conditions without having to use a CBDO.

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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: April 15, 2020
Re: April Financial Report

Please find attached the financial information for March 2020.

Agency Audit

Mary Reedy from CliftonLarsonAllen (CLA) will be at our April meeting to present the Brainerd HRA audit. The audited financial statements and PowerPoint slides will be sent separately for Mary to discuss during our meeting.

CARES Act Supplemental Funding

The CARES Act appropriated supplemental funding for PHAs. Funding notices are anticipated to be released towards the end of April with the first round of funding being available at the beginning of May. For Operating Fund subsidies – this should amount to the equivalent of approximately two months of funding. For HCV HAP and Admin Fees – this should also amount to approximately two month of funding. We are anticipating additional guidance as these funds are made available.

Action Requested: Motion for approval of payments as presented.

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Brainerd Housing & Redevelopment Authority

2020 Ratios (and December, 2019)

FASS Ratios	Max Pts	Scoring	Dec 2019 After YE JE, B4 audit	Jan	Feb	Mar
Quick Ratio	12	QR <1 = 0-, QR >2 =12	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
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00	2.00	2.00
Total Points	25		25.00	25.00	25.00	25.00

MASS Ratios	Max Pts	Scoring				
Occupancy	16	O <90% =0, O >98% =16	16.00	16.00	16.00	16.00
Tenant Accounts Receivable	5	TAR <1.5%=5, TAR >2.5% =0	5.00	0.00	2.00	2.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00	4.00
Total Points	25		25.00	20.00	22.00	22.00
Total of Above Ratios	50		50	45	47	47

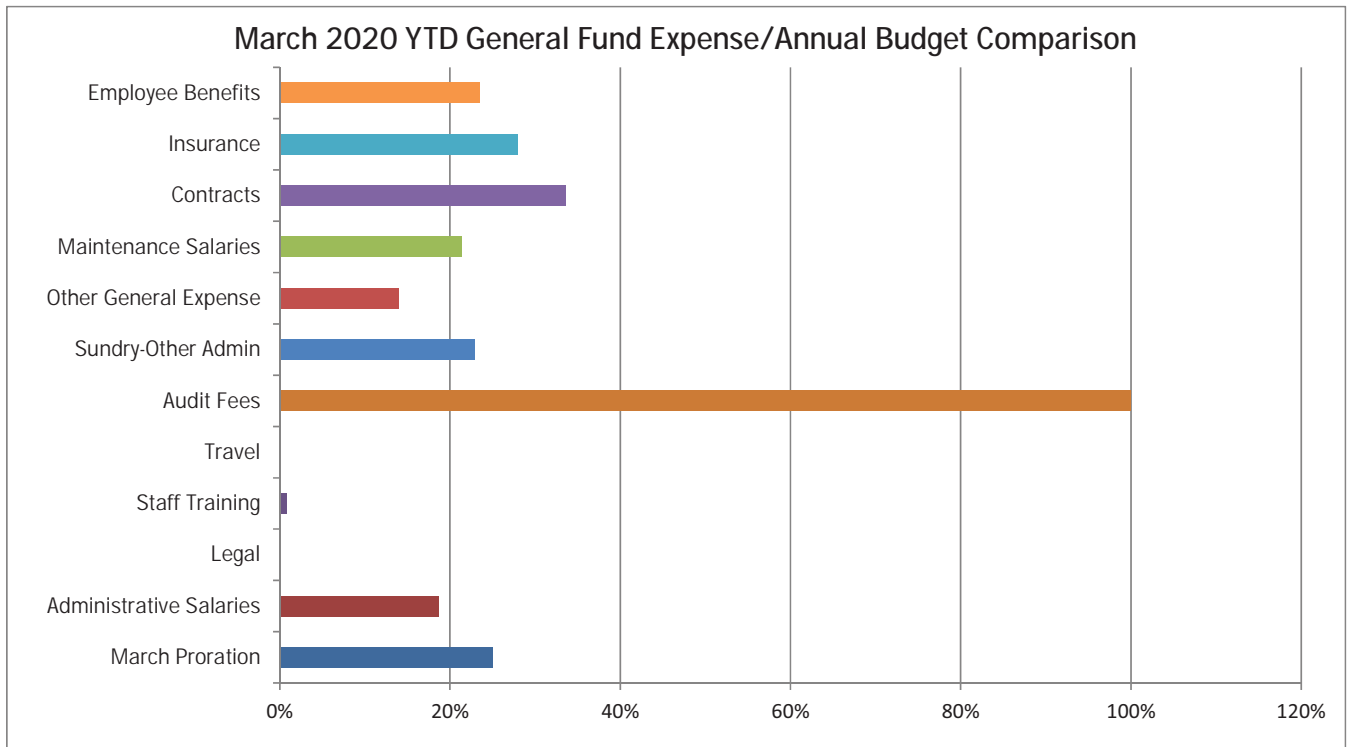
MASS Ratios	Max Pts	Scoring				
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or	5.00	5.00	5.00	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0

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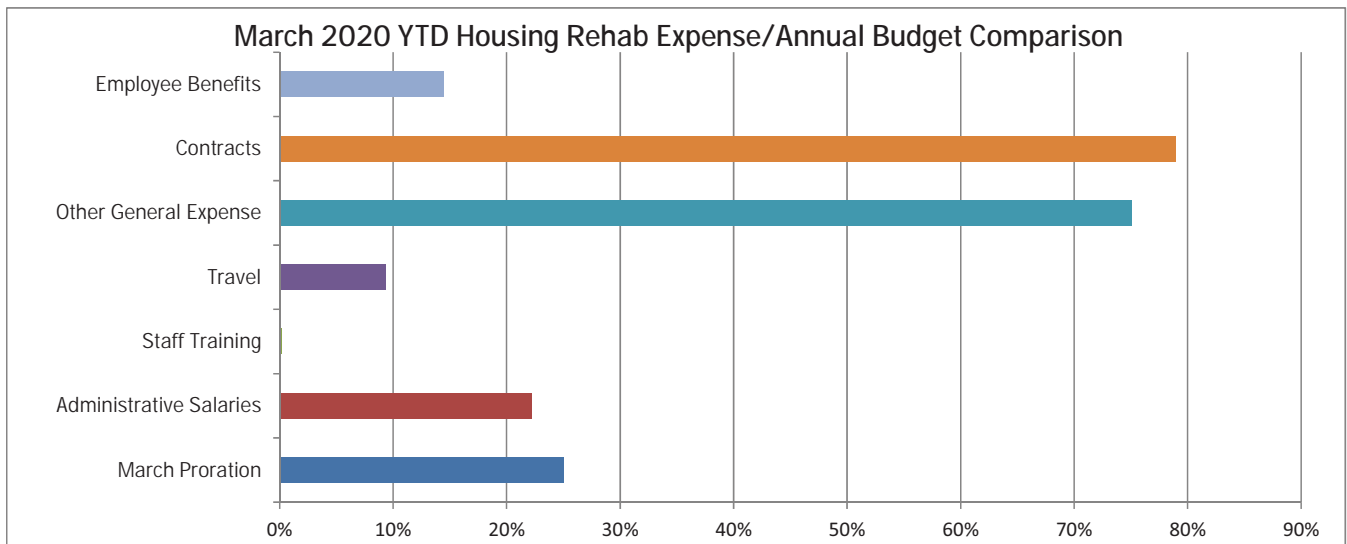
March 2020 Operating Account Balances

Property/Program	March 2019	February 2020	March 2020
General Fund	\$247,586.31	\$296,908.64	\$277,126.06
Brainerd Revolving Loan Program	\$99,077.00	\$99,077.00	\$99,077.00
Housing Rehab Program	\$15,457.23	\$88,482.79	\$72,396.65
Bridges	\$11,932.57	\$1,243.91	\$1,775.96
Crow Wing County HRA	\$525,728.52	\$503,713.77	\$462,638.63
Public Housing	\$651,913.95	\$643,567.09	\$652,990.63
Brainerd South	\$22,465.05	\$29,804.65	\$40,082.08
Housing Choice Voucher	\$27,925.40	\$44,476.69	\$41,041.47
Total	\$1,602,086.03	\$1,707,274.54	\$1,647,128.48

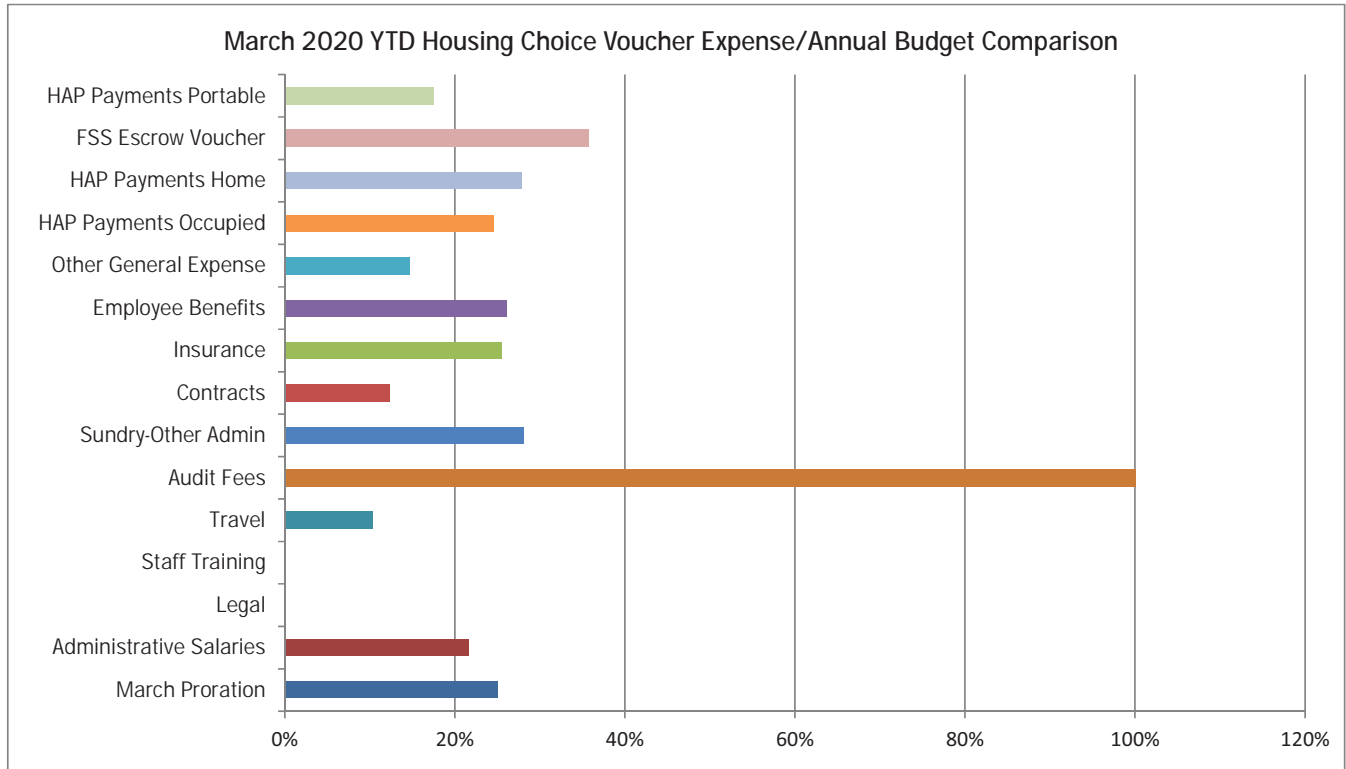
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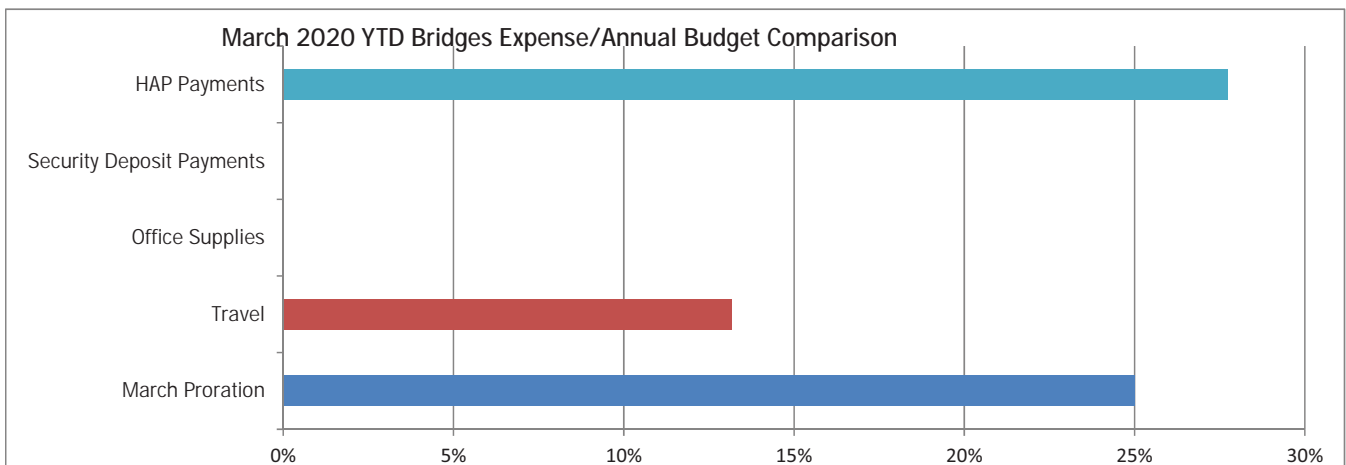
Audit: All of yearly budgeted audit fees incurred in the first 3 months of the year.

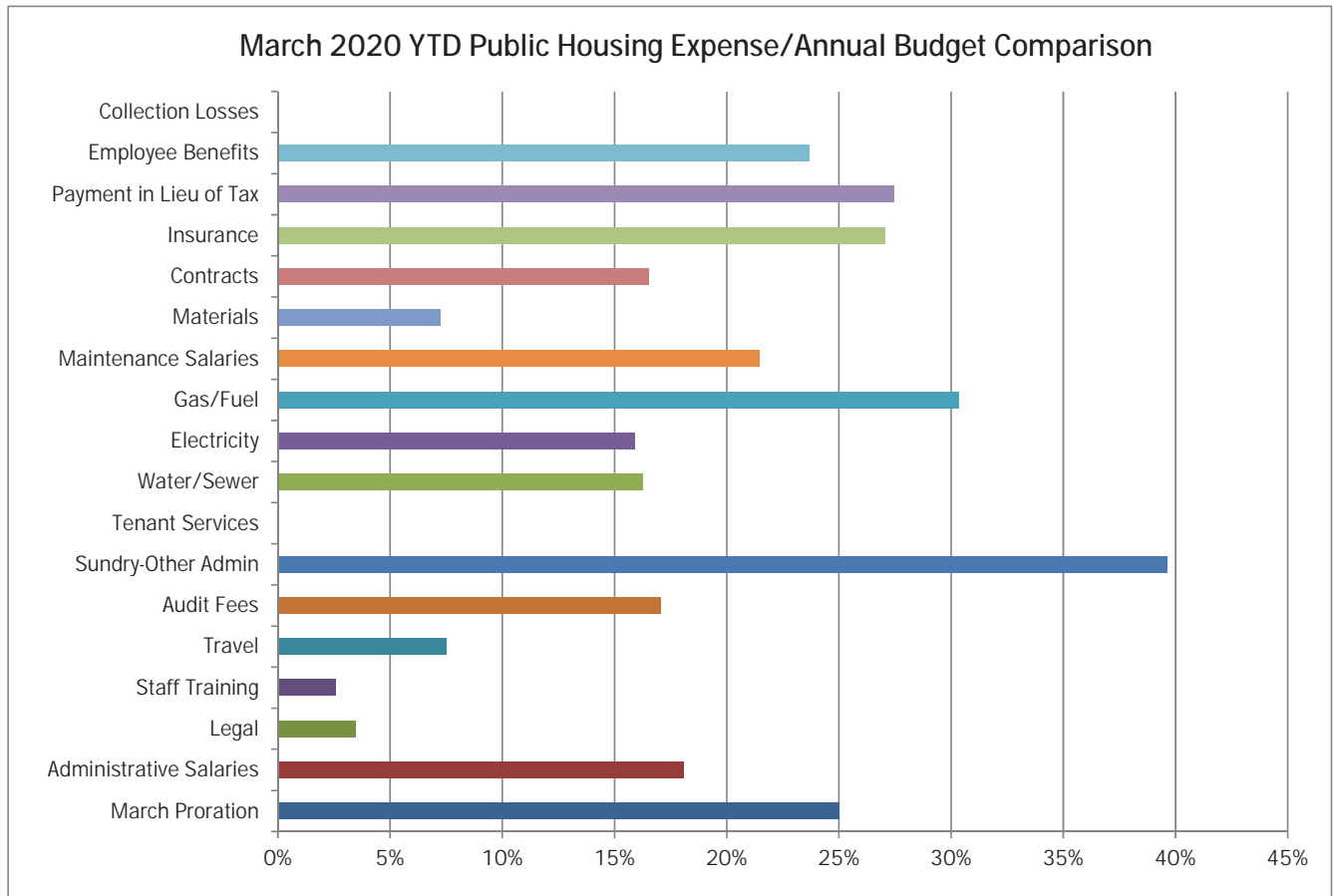


Contracts: 4 MHFA loans in process or completed thru March
 Other General Expense: Setup of rehab specialist office and new desktop computer for rehab



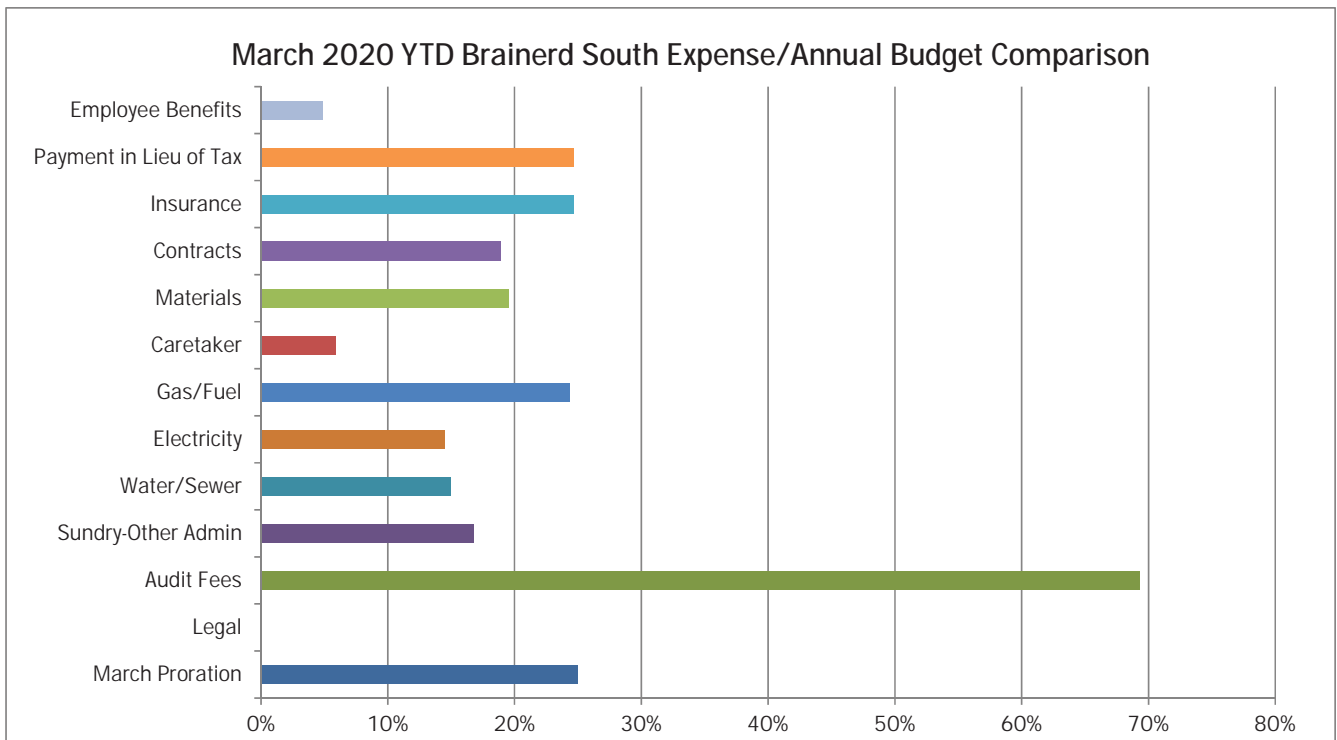
Sundry-Other Admin: Purchased postage for the year in January.





Gas/Fuel: Higher cost monthly in winter months.

Sundry-Other Admin: Purchased postage for the year in January 2 new desktop computers for maintenance.



Audit Fees: All of yearly budgeted amount incurred in first 3 months of year

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Brainerd HRA
General Fund Operating Statement
March, 2020

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	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating				
INCOME				
Management Fees	-10,000.00	-38,860.31	-42,249.99	3,389.68
Interest Income	-213.00	-905.70	-662.49	-243.21
Other Income	-309.08	-309.08	-6,812.49	6,503.41
TOTAL INCOME	-10,522.08	-40,075.09	-49,724.97	9,649.88
EXPENSE				
Administrative				
Administrative Salaries	12,837.28	34,336.07	45,997.50	-11,661.43
Legal	0.00	0.00	500.01	-500.01
Staff Training	31.25	31.25	999.99	-968.74
Travel	0.00	0.00	150.00	-150.00
Auditing Fees	6,700.00	6,700.00	3,350.00	3,350.00
Sundry-Other Admin	636.39	1,399.11	1,524.99	-125.88
Total Administration	20,204.92	42,466.43	52,522.49	-10,056.06
Maintenance				
Maintenance Salaries	902.56	2,506.62	2,927.49	-420.87
Contracts	154.69	419.80	312.51	107.29
Total Maintenance	1,057.25	2,926.42	3,240.00	-313.58
General				
TIF Expense	0.00	0.00	32.49	-32.49
Insurance	465.29	1,395.86	1,248.75	147.11
Employee Benefits	6,320.31	21,059.76	22,386.27	-1,326.51
Other General Expense	1,500.00	3,500.00	6,275.01	-2,775.01
Total General	8,285.60	25,955.62	29,942.52	-3,986.90
TOTAL EXPENSE	29,547.77	71,348.47	85,705.01	-14,356.54
Net Income/Loss	19,025.69	31,273.38	35,980.04	-4,706.66

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Housing Rehab Operating Statement
March, 2020

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-10,093.75	-69,558.76	-60,000.00	-9,558.76
Grant Admin Revenue	0.00	0.00	-9,772.50	9,772.50
TOTAL INCOME	-10,093.75	-69,558.76	-69,772.50	213.74
EXPENSE				
Administrative				
Administrative Salaries	6,946.40	21,003.17	23,615.01	-2,611.84
Staff Training	9.20	9.20	1,499.97	-1,490.77
Travel	48.76	131.12	350.01	-218.89
Other Admin Exp	868.73	2,139.24	712.53	1,426.71
Total Administration	7,873.09	23,282.73	26,177.52	-2,894.79
Maintenance				
Contracts	15,858.06	85,803.06	27,150.00	58,653.06
Total Maintenance	15,858.06	85,803.06	27,150.00	58,653.06
General				
Insurance	0.00	410.35	0.00	410.35
Employee Benefits	2,448.74	7,428.12	12,818.73	-5,390.61
Total General	2,448.74	7,838.47	12,818.73	-4,980.26
TOTAL EXPENSE	26,179.89	116,924.26	66,146.25	50,778.01
Net Income/Loss	16,086.14	47,365.50	-3,626.25	50,991.75

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**Brainerd HRA
HCV Operating Statement
March, 2020**

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-126,015.00	-360,891.00	-352,977.51	-7,913.49
Admin Fees Earned	-32,109.01	-62,889.01	-62,282.49	-606.52
Interest Income	-19.50	-65.78	-37.50	-28.28
Other Income	-1,327.14	-6,583.14	-2,787.51	-3,795.63
TOTAL INCOME	-159,470.65	-430,428.93	-418,085.01	-12,343.92
EXPENSE				
Administrative				
Administrative Salaries	10,655.62	30,275.84	35,077.50	-4,801.66
Legal	0.00	0.00	75.00	-75.00
Staff Training	0.00	0.00	1,565.01	-1,565.01
Travel	78.20	259.33	624.99	-365.66
Accounting & Audit Fees	3,500.00	3,500.00	875.01	2,624.99
Sundry-Other Admin	143.04	1,447.61	1,287.45	160.16
Total Administration	14,376.86	35,482.78	39,504.96	-4,022.18
Maintenance				
Contracts	80.42	430.53	875.01	-444.48
Total Maintenance	80.42	430.53	875.01	-444.48
General				
Insurance	465.87	1,397.60	1,369.98	27.62
Employee Benefits	6,383.59	21,532.69	20,662.53	870.16
Collection Losses	0.00	2,302.00	0.00	2,302.00
Other General Expense	108.39	397.43	675.00	-277.57
Total General	6,957.85	25,629.72	22,707.51	2,922.21
HAP Payments				
HAP Payments Occupied	108,745.00	328,687.00	334,117.50	-5,430.50
HAP Payments - Port In	120.00	120.00	0.00	120.00
HAP Payments Home	3,429.00	12,001.00	10,777.50	1,223.50
FSS Escrow Voucher	1,782.70	5,132.70	3,592.50	1,540.20
HAP Payments Portable	1,910.00	7,561.00	10,777.50	-3,216.50
Total HAP	115,986.70	353,501.70	359,265.00	-5,763.30
TOTAL EXPENSE	137,401.83	415,044.73	422,352.48	-7,307.75
Net Income/Loss	-22,068.82	-15,384.20	4,267.47	-19,651.67

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Bridges Program
Bridges Operating Statement
March, 2020

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	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Received MHFA	-5,176.00	-15,423.00	-15,204.99	-218.01
Admin Revenue	-550.00	-1,800.00	-1,950.00	150.00
Operating Transfer	0.00	0.00	1,762.50	-1,762.50
Total Income	-5,726.00	-17,223.00	-15,392.49	-1,830.51
EXPENSE				
Administrative				
Travel	37.95	59.23	112.50	-53.27
Office Supplies	0.00	0.00	75.00	-75.00
Total Administration	37.95	59.23	187.50	-128.27
General				
Security Deposit Pmts	0.00	0.00	1,520.01	-1,520.01
HAP Payment to Landlords	4,932.00	15,179.00	13,685.01	1,493.99
Total General	4,932.00	15,179.00	15,205.02	-26.02
TOTAL EXPENSE	4,969.95	15,238.23	15,392.52	-154.29
Net Income/Loss	-756.05	-1,984.77	0.03	-1,984.80

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**Brainerd HRA
Public Housing Operating Statement
March, 2020**

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	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-59,781.00	-185,937.00	-185,015.01	-921.99
Excess Utilities	0.00	0.00	-774.99	774.99
Operating Subsidy	-12,858.00	-57,285.00	-62,409.99	5,124.99
Investment Interest	-280.93	-1,158.04	-1,602.51	444.47
Other Income	-10,529.08	-42,748.35	-46,052.49	3,304.14
Other Income Tenants	-2,559.41	-6,157.83	-6,999.99	842.16
Capital Fund Income	0.00	0.00	-16,500.00	16,500.00
Laundry Income	-1,584.00	-4,495.00	-5,349.99	854.99
TOTAL INCOME	-87,592.42	-297,781.22	-324,704.97	26,923.75
EXPENSE				
Administrative				
Administrative Salaries	18,030.09	56,342.54	77,895.00	-21,552.46
Legal	0.00	132.50	950.01	-817.51
Staff Training	93.75	362.15	3,500.01	-3,137.86
Travel	0.00	149.85	500.01	-350.16
Accounting & Audit Fees	1,800.00	1,800.00	5,275.00	-3,475.00
Sundry-Other Admin	3,548.60	7,360.54	4,643.79	2,716.75
Total Administration	23,472.44	66,147.58	92,763.82	-26,616.24
Rec Public and Other	0.00	0.00	1,237.50	-1,237.50
Total Tenant Services	0.00	0.00	1,237.50	-1,237.50
Utilities				
Water/Sewer	4,689.43	10,455.89	16,089.99	-5,634.10
Electricity	6,075.61	12,010.57	18,867.48	-6,856.91
Gas/Fuel	0.00	11,945.13	9,837.51	2,107.62
Total Utilities	10,765.04	34,411.59	44,794.98	-10,383.39
Maintenance				
Labor	15,630.35	43,436.19	50,640.00	-7,203.81
Materials	983.64	2,023.98	6,999.99	-4,976.01
Contracts	9,620.33	27,817.12	42,037.50	-14,220.38
Total Maintenance	26,234.32	73,277.29	99,677.49	-26,400.20
General				
Insurance	7,593.17	22,779.51	21,060.00	1,719.51
Payment in Lieu of Tax	2,357.57	7,229.08	6,582.51	646.57
Employee Benefits	15,959.76	56,041.41	59,180.01	-3,138.60
Collection Losses	0.00	0.00	2,000.01	-2,000.01
Total General	25,910.50	86,050.00	88,822.53	-2,772.53
TOTAL EXPENSE	86,382.30	259,886.46	327,296.32	-67,409.86
Net Income/Loss	-1,210.12	-37,894.76	2,591.35	-40,486.11

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Brainerd South Operating Statement
March, 2020

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	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-20,260.00	-61,699.00	-59,670.00	-2,029.00
Rental Supplement	-4,119.00	-11,326.00	-10,802.49	-523.51
Investment Interest	-395.37	-1,525.08	-2,000.01	474.93
Other Income	-1,905.83	-6,286.83	-7,805.01	1,518.18
Laundry Income	-662.75	-1,990.50	-2,049.99	59.49
TOTAL INCOME	-27,342.95	-82,827.41	-82,327.50	-499.91
EXPENSE				
Administrative				
Legal	0.00	0.00	75.00	-75.00
Accounting & Audit Fees	3,465.00	3,465.00	3,500.00	-35.00
Sundry-Other Admin	835.23	8,322.61	12,395.01	-4,072.40
Total Administration	4,300.23	11,787.61	15,970.01	-4,182.40
Utilities				
Water	1,125.24	2,213.25	3,710.01	-1,496.76
Electricity	442.34	942.08	1,625.01	-682.93
Gas/Fuel	0.00	4,265.66	4,374.99	-109.33
Total Utilities	1,567.58	7,420.99	9,710.01	-2,289.02
Maintenance				
Labor	581.68	644.36	2,724.99	-2,080.63
Materials	1,398.00	4,095.74	5,000.01	-904.27
Contracts	4,507.54	12,606.02	16,937.55	-4,331.53
Total Maintenance	6,487.22	17,346.12	24,662.55	-7,316.43
General				
Insurance	2,723.30	8,162.32	8,264.97	-102.65
Payment in Lieu of Tax	934.62	2,588.63	2,625.00	-36.37
Employee Benefits	59.52	59.52	305.01	-245.49
Total General	3,717.44	10,810.47	11,194.98	-384.51
TOTAL EXPENSE	16,072.47	47,365.19	61,537.55	-14,172.36
Net Income/Loss	-11,270.48	-35,462.22	-20,789.95	-14,672.27

**March 2020
Prior Year Comparative Statements**

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**Brainerd HRA
General Fund Operating Statement
March, 2020**

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
General Fund Operating INCOME				
Management Fees	-38,860.31	-42,249.99	-42,525.67	-42,288.08
Interest Income	-905.70	-662.49	0.00	0.00
Other Income	-309.08	-6,812.49	-122.04	-225.51
TOTAL INCOME	-40,075.09	-49,724.97	-42,647.71	-42,513.59
EXPENSE				
Administrative				
Administrative Salaries	34,336.07	45,997.50	32,910.64	37,276.86
Legal	0.00	500.01	0.00	1,007.00
Staff Training	31.25	999.99	854.86	245.82
Travel	0.00	150.00	250.02	76.70
Auditing Fees	6,700.00	3,350.00	6,700.00	6,700.00
Sundry-Other Admin	1,399.11	1,524.99	1,887.43	1,280.31
Total Administration	42,466.43	52,522.49	42,602.95	46,586.69
Maintenance				
Maintenance Salaries	2,506.62	2,927.49	2,495.50	2,479.24
Contracts	419.80	312.51	265.86	114.74
Total Maintenance	2,926.42	3,240.00	2,761.36	2,593.98
General				
TIF Expense	0.00	32.49	30.00	0.00
Insurance	1,395.86	1,248.75	1,044.81	974.17
Employee Benefits	21,059.76	22,386.27	19,295.84	21,090.01
Other General Expense	3,500.00	6,275.01	1,500.00	46.00
Total General	25,955.62	29,942.52	21,870.65	22,532.96
TOTAL EXPENSE	71,348.47	85,705.01	67,234.96	71,713.63
Net Income/Loss	31,273.38	35,980.04	24,587.25	29,200.04

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Housing Rehab Proj Operating PY
Housing Rehab Operating Statement
March, 2020

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
Housing Rehab Operating INCOME				
Other Income	-69,558.76	-60,000.00	-7,500.00	-9,057.53
Grant Admin Revenue	0.00	-9,772.50	0.00	0.00
TOTAL INCOME	-69,558.76	-69,772.50	-7,500.00	-9,057.53
EXPENSE				
Administrative				
Administrative Salaries	21,003.17	23,615.01	12,571.97	12,322.35
Staff Training	9.20	1,499.97	1,418.56	414.99
Travel	131.12	350.01	16.82	45.78
Other Admin Exp	2,139.24	712.53	1,754.17	1,609.83
Total Administration	23,282.73	26,177.52	15,761.52	14,392.95
Maintenance				
Contracts	85,803.06	27,150.00	92.00	322.00
Total Maintenance	85,803.06	27,150.00	92.00	322.00
General				
Insurance	410.35	0.00	257.47	270.19
Employee Benefits	7,428.12	12,818.73	5,600.28	5,358.35
Total General	7,838.47	12,818.73	5,857.75	5,628.54
TOTAL EXPENSE	116,924.26	66,146.25	21,711.27	20,343.49
Net Income/Loss	47,365.50	-3,626.25	14,211.27	11,285.96

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**Brainerd HRA
 HCV Operating Statement
 March, 2020**

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-360,891.00	-352,977.51	-335,319.00	-340,851.00
Admin Fees Earned	-62,889.01	-62,282.49	-61,370.00	-56,120.00
Interest Income	-65.78	-37.50	-64.65	-2.85
Other Income	-6,583.14	-2,787.51	-4,993.63	-1,322.69
TOTAL INCOME	-430,428.93	-418,085.01	-401,747.28	-398,296.54
EXPENSE				
Administrative				
Administrative Salaries	30,275.84	35,077.50	32,228.78	31,734.93
Legal	0.00	75.00	0.00	0.00
Staff Training	0.00	1,565.01	1,588.76	252.50
Travel	259.33	624.99	460.13	415.45
Accounting & Audit Fees	3,500.00	875.01	3,500.00	3,500.00
Sundry-Other Admin	1,447.61	1,287.45	1,752.01	1,089.55
Total Administration	35,482.78	39,504.96	39,529.68	36,992.43
Maintenance				
Contracts	430.53	875.01	395.85	178.84
Total Maintenance	430.53	875.01	395.85	178.84
General				
Insurance	1,397.60	1,369.98	1,261.45	1,210.02
Employee Benefits	21,532.69	20,662.53	19,958.27	20,017.29
Collection Losses	2,302.00	0.00	0.00	0.00
Other General Expense	397.43	675.00	631.80	561.60
Total General	25,629.72	22,707.51	21,851.52	21,788.91
HAP Payments				
HAP Payments Occupied	328,687.00	334,117.50	326,668.00	316,547.00
HAP Payments - Port In	120.00	0.00	0.00	0.00
HAP Payments Home	12,001.00	10,777.50	12,345.00	8,890.00
FSS Escrow Voucher	5,132.70	3,592.50	5,245.00	6,283.00
HAP Payments Portable	7,561.00	10,777.50	10,893.00	7,520.00
Total HAP	353,501.70	359,265.00	355,151.00	339,240.00
TOTAL EXPENSE	415,044.73	422,352.48	416,928.05	398,200.18
Net Income/Loss	-15,384.20	4,267.47	15,180.77	-96.36

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Bridges Program PY
Bridges Operating Statement
March, 2020

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
Bridges Operating INCOME				
HAP Received MHFA	-5,176.00	-15,204.99	-18,769.00	-19,253.00
Admin Revenue	-550.00	-1,950.00	-1,850.00	-2,050.00
Operating Transfer	0.00	1,762.50	0.00	0.00
Total Income	-5,726.00	-15,392.49	-20,619.00	-21,303.00
EXPENSE				
Administrative				
Travel	37.95	112.50	26.10	19.26
Office Supplies	0.00	75.00	0.00	0.00
Total Administration	37.95	187.50	26.10	19.26
General				
Security Deposit Pmts	0.00	1,520.01	2,361.00	475.00
HAP Payment to Landlords	4,932.00	13,685.01	16,408.00	18,778.00
Total General	4,932.00	15,205.02	18,769.00	19,253.00
TOTAL EXPENSE	4,969.95	15,392.52	18,795.10	19,272.26
Net Income/Loss	-756.05	0.03	-1,823.90	-2,030.74

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**Brainerd HRA
Public Housing Operating Statement
March, 2020**

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
Public Housing Operating INCOME				
Dwelling Rental	-185,937.00	-185,015.01	-179,958.00	-170,984.50
Excess Utilities	0.00	-774.99	0.00	0.00
Operating Subsidy	-57,285.00	-62,409.99	-55,377.00	-55,721.00
Investment Interest	-1,158.04	-1,602.51	139.66	117.79
Other Income	-42,748.35	-46,052.49	-32,043.57	-32,938.67
Other Income Tenants	-6,157.83	-6,999.99	-4,814.59	-16,755.36
Capital Fund Income	0.00	-16,500.00	-122,348.00	-66,000.00
Laundry Income	-4,495.00	-5,349.99	-4,996.00	-5,488.00
TOTAL INCOME	-297,781.22	-324,704.97	-399,397.50	-347,769.74
EXPENSE				
Administrative				
Administrative Salaries	56,342.54	77,895.00	66,932.44	60,762.73
Legal	132.50	950.01	0.00	64.50
Staff Training	362.15	3,500.01	2,651.30	1,804.16
Travel	149.85	500.01	390.14	251.05
Accounting & Audit Fees	1,800.00	5,275.00	2,300.00	4,400.00
Sundry-Other Admin	7,360.54	4,643.79	7,368.66	4,896.13
Total Administration	66,147.58	92,763.82	79,642.54	72,178.57
 Rec Public and Other	 0.00	 1,237.50	 0.00	 28.31
Total Tenant Services	0.00	1,237.50	0.00	28.31
Utilities				
Water/Sewer	10,455.89	16,089.99	10,744.42	10,321.75
Electricity	12,010.57	18,867.48	12,641.16	12,786.68
Gas/Fuel	11,945.13	9,837.51	14,821.14	20,959.32
Total Utilities	34,411.59	44,794.98	38,206.72	44,067.75
Maintenance				
Labor	43,436.19	50,640.00	42,292.22	42,326.04
Materials	2,023.98	6,999.99	2,442.74	7,672.12
Contracts	27,817.12	42,037.50	27,759.91	46,488.83
Total Maintenance	73,277.29	99,677.49	72,494.87	96,486.99
General				
Insurance	22,779.51	21,060.00	19,822.01	17,333.97
Payment in Lieu of Tax	7,229.08	6,582.51	6,745.13	5,946.41
Employee Benefits	56,041.41	59,180.01	53,083.01	52,890.25
Collection Losses	0.00	2,000.01	0.00	0.00
Total General	86,050.00	88,822.53	79,650.15	76,170.63
TOTAL EXPENSE	259,886.46	327,296.32	269,994.28	288,932.25
 Net Income/Loss	 -37,894.76	 2,591.35	 -129,403.22	 -58,837.49

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**Brainerd South Operating Statement
March, 2020**

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
Brainerd South Operating				
INCOME				
Dwelling Rental	-61,699.00	-59,670.00	-58,520.00	-56,828.00
Rental Supplement	-11,326.00	-10,802.49	-11,051.00	-10,286.00
Investment Interest	-1,525.08	-2,000.01	23.37	25.31
Other Income	-6,286.83	-7,805.01	-7,067.38	-6,327.56
Laundry Income	-1,990.50	-2,049.99	-1,740.25	-1,834.25
TOTAL INCOME	-82,827.41	-82,327.50	-78,355.26	-75,348.07
EXPENSE				
Administrative				
Legal	0.00	75.00	0.00	0.00
Accounting & Audit Fees	3,465.00	3,500.00	2,450.00	2,850.00
Sundry-Other Admin	8,322.61	12,395.01	11,156.28	10,633.61
Total Administration	11,787.61	15,970.01	13,606.28	13,483.61
Utilities				
Water	2,213.25	3,710.01	1,047.66	2,798.84
Electricity	942.08	1,625.01	614.84	1,840.25
Gas/Fuel	4,265.66	4,374.99	5,247.53	7,362.08
Total Utilities	7,420.99	9,710.01	6,910.03	12,001.17
Maintenance				
Labor	644.36	2,724.99	2,589.56	2,580.20
Materials	4,095.74	5,000.01	3,950.01	4,309.58
Contracts	12,606.02	16,937.55	11,129.08	15,742.60
Total Maintenance	17,346.12	24,662.55	17,668.65	22,632.38
General				
Insurance	8,162.32	8,264.97	7,998.52	7,685.20
Payment in Lieu of Tax	2,588.63	2,625.00	2,434.89	2,185.00
Employee Benefits	59.52	305.01	305.02	305.02
Total General	10,810.47	11,194.98	10,738.43	10,175.22
TOTAL EXPENSE	47,365.19	61,537.55	48,923.39	58,292.38
Net Income/Loss	-35,462.22	-20,789.95	-29,431.87	-17,055.69

Brainerd Housing and Redevelopment Authority

Payment Summary Report

March 2020

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
3/12/2020	699	Carrie Burrell	\$39.10
3/12/2020	700	Dudley Gangestad	\$70.15
3/12/2020	701	John Schommer	\$62.57
3/12/2020	702	Keri Woitalla	\$18.99
3/12/2020	703	Nancy Thull	\$10.35
3/12/2020	704	Roxanne Hurt	\$4.60
3/12/2020	705	Ryan Barnett	\$77.05
3/19/2020	706	Erik Warner	\$34.85
3/19/2020	707	Keri Woitalla	\$43.72
3/2/2020	1610	EBSO	\$23,312.23
3/2/2020	1611	Ash Properties	\$500.00
3/2/2020	1612	Pueringer Investments	\$500.00
3/2/2020	1613	JJC Properties LLC	\$500.00
3/10/2020	1614	Health Savings Accounts	\$1,145.00
3/12/2020	1615	Minnesota State Retirement System	\$530.00
3/12/2020	1616	Electronic Federal Tax Payment System	\$6,805.24
3/12/2020	1617	MN Dept of Revenue	\$1,130.13
3/12/2020	1618	Health Savings Accounts	\$1,156.38
3/12/2020	1619	Security Benefit	\$3,914.83
3/6/2020	1620	NMLS	\$200.00
3/26/2020	1621	Minnesota State Retirement System	\$530.00
3/26/2020	1622	Electronic Federal Tax Payment System	\$7,268.03
3/26/2020	1623	MN Dept of Revenue	\$1,195.72
3/26/2020	1624	Health Savings Accounts	\$1,156.38
3/26/2020	1625	Security Benefit	\$3,994.32
3/12/2020	23174	Ace Hardware	\$44.14
3/12/2020	23175	Advantage Seamless Gutters	\$1,350.00
3/12/2020	23176	AmeriPride Linen & Apparel Svcs	\$307.01
3/12/2020	23177	Birchdale Fire & Security LLP	\$1,200.00
3/12/2020	23178	Brainerd Public Utilities	\$10,511.82
3/12/2020	23179	CTCIT	\$500.00
3/12/2020	23180	Capital One Commercial	\$606.12
3/12/2020	23181	CliftonLarsonAllen LLP	\$23,763.75
3/12/2020	23182	College Drive Townhouses	\$1,542.20
3/12/2020	23183	Culligan	\$111.60
3/12/2020	23184	Dacotah Paper Co	\$1,181.26
3/12/2020	23185	Diverse Enterprises, LLC	\$244.99
3/12/2020	23186	Forum Communications Company	\$131.40
3/12/2020	23187	Hillyard / Hutchinson	\$412.80
3/12/2020	23188	Home Depot Supply	\$611.70
3/12/2020	23189	Jobs HQ	\$394.00
3/12/2020	23190	MN Dept of Labor and Industry	\$10.00
3/12/2020	23191	MN Elevator, Inc.	\$771.68
3/12/2020	23192	Mike Jones	\$49.45
3/12/2020	23193	Miller Testing & Consulting LLC	\$450.00
3/12/2020	23194	NAHRO	\$980.40
3/12/2020	23195	Nisswa Sanitation	\$2,259.79
3/12/2020	23196	Northland Fire Protection	\$602.95
3/12/2020	23197	Office Shop	\$951.90
3/12/2020	23198	Paper Storm	\$25.88
3/12/2020	23199	Pike Plumbing & Heating, Inc	\$100.00
3/12/2020	23200	Redevelopment Resources	\$23,034.40
3/12/2020	23201	Rental History Reports	\$282.00
3/12/2020	23202	Terry Quick	\$54.63
3/12/2020	23203	Trail Ridge Townhomes	\$2,237.85
3/12/2020	23204	Valley View Townhomes	\$673.14
3/12/2020	23205	Verizon Wireless	\$313.98
3/20/2020	23206	Tenant Refund	\$208.17
3/20/2020	23207	Tenant Refund	\$216.67

Brainerd Housing and Redevelopment Authority

Payment Summary Report

March 2020

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
3/20/2020	23208	Tenant Refund	\$442.67
3/20/2020	23209	Tenant Refund	\$151.67
3/20/2020	23210	Tenant Refund	\$142.17
3/26/2020	23211	Atlas Abstract & Title	\$90.00
3/26/2020	23212	Avesis Third Party Administrators	\$15.59
3/26/2020	23213	Brainerd Public Utilities	\$1,904.80
3/26/2020	23214	Bremer Bank Credit Card	\$777.59
3/26/2020	23215	CTC	\$2,505.30
3/26/2020	23216	Dacotah Paper Co	\$376.37
3/26/2020	23217	Dearborn National	\$200.69
3/26/2020	23218	Footings To Trim Inc.	\$4,900.00
3/26/2020	23219	HRdirect	\$79.99
3/26/2020	23220	HealthPartners	\$834.05
3/26/2020	23221	Lakes Area Professional Services	\$10,390.00
3/26/2020	23222	Marco, Inc.	\$2,942.85
3/26/2020	23223	Mattson Lumber Company	\$619.80
3/26/2020	23224	Paper Storm	\$25.88
3/26/2020	23225	Precision Electrical LLC	\$127.50
3/26/2020	23226	Strike Painting & Finishing	\$2,250.00
		Report Total	\$159,112.24



To: Brainerd HRA Board Members
From: Tania Eller, Rental Assistance Manager
Date: April 15, 2020
Re: HCV Programs Report

HCV Report

Please see the Attachment 4a. Our Unit Months Leased (UML) through March was 100% and HAP utilization was 24%.

Bridges Report

Please see Attachment 4b.

Family Self-Sufficiency (FSS) Report

Please see Attachment 4c.

FYI Vouchers

Two families have completed the briefing process and should be issued a voucher shortly. We are hoping to have those two lease up for May.

No Action Requested; Discussion Items

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March Housing Choice Voucher Programs (HCV)

<u>Voucher Allocation</u>	320
March Move-ins	4
March Move-outs	8
March Vouchers - looking for housing	20
March Vouchers - first day of month	319
Average Vouchers to date	320
Unit Months Leased	100%
HAP Utilization through 3/31/2020	24%

Reasons For Leaving Program

Voluntarily Left	5
Terminated	3

Payments

Housing Assistance Payment (HAP)	\$116,068
March HUD Administrative Fee	\$15,283

Port Out Vouchers

	3
St. Cloud (2), Clay (1)	\$1,910

Homeownership

	9
Homeownership HAP	\$3,429

Annual Average Income

\$13,647

Length of Time on Program

< 1 year	21%
< 2 years	17%
< 3 years	11%
< 4 years	5%
< 5 years	7%
> 5 years	39%

Demographics

Elderly Households	81
Disabled/Handicapped Households	161
Families with Children	126

Waiting List Total

	129
Crow Wing County Preference	80
Non Preference	49

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Bridges Report from March 2020

Currently

- » Waiting list: 0
- » Tenants leased up in units: 11
- » Tenants in Shop Mode: 3
- » Participants issued a voucher & searching for a unit: 1
- » Notified: 0
- » Participants receiving HCV voucher: 0
- » Participants giving up Bridges voucher: 0

Tenants' Residing Counties

- » Cass County: 0
- » Morrison: 2
- » Aitkin: 1
- » Crow Wing: 12
- » Todd: 0
- » Wadena: 0

Total HAP payment: \$4,932.00

Family Self-Sufficiency Report from March 2020

Currently:

- » Active FSS participants: 29
- » Tenants going OFF for month: 1
- » Tenants going ON for month: 0
- » Tenants start ESCROWING: 0
- » Total number of FSS participants escrowing monthly: 13
- » Total amount of escrow: \$1,782.70
- » Total escrow: \$32,599.61

Summary:

We had one tenant forfeit her escrow of \$201.30.



To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Manager
Date: April 14, 2020
Re: Public Housing Report

Vacancy Report for March 2020

Please see Attachment 5a.

Monthly Property Performance Report for March 2020

Please see Attachment 5b.

Resident Commissioner Candidate Search

There were 16 self-nominations received for the position of Resident Commissioner. The election, initially slated to happen in May, will now be delayed by one month, to a date in mid-June. The overall timeline will continue as planned, just being one month later than originally planned.

Ongoing COVID-19 Response

Most activities have continued, although with some modifications to allow for social distancing and minimized contact between residents and staff as well as between staff internally. Annual and interim recertifications are still being done using the drop boxes, mail, and email. Move-ins have continued, although thankfully there have only been two since the office was closed to the public, and we rely on a system of posted envelopes to exchange documents. In-unit work orders are being evaluated on a case-by-case basis, with emergency and high priority tasks being assigned out to available maintenance staff and other tasks being temporarily postponed. Acquiring additional devices and software (i.e. Webex and Adobe) have allowed staff to stagger in-office time and complete many of their routine work tasks remotely. All common areas except the smoking area and the laundry room have been closed in the North Star Apartments. All tenant activities and educational events remain cancelled until further notice.

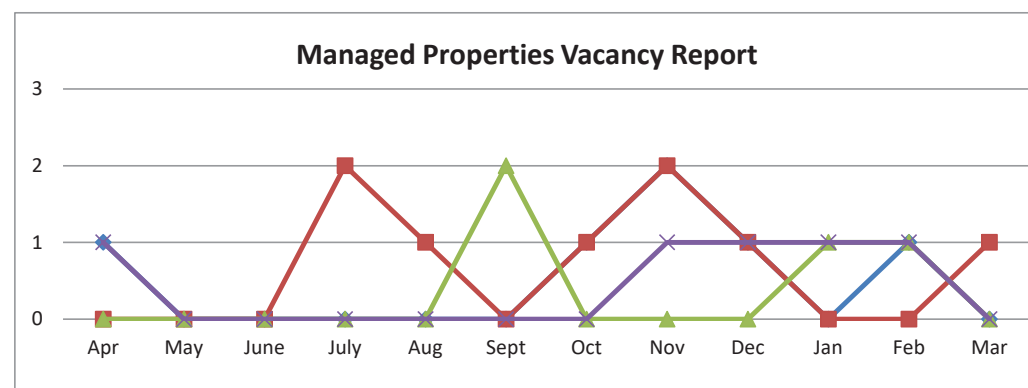
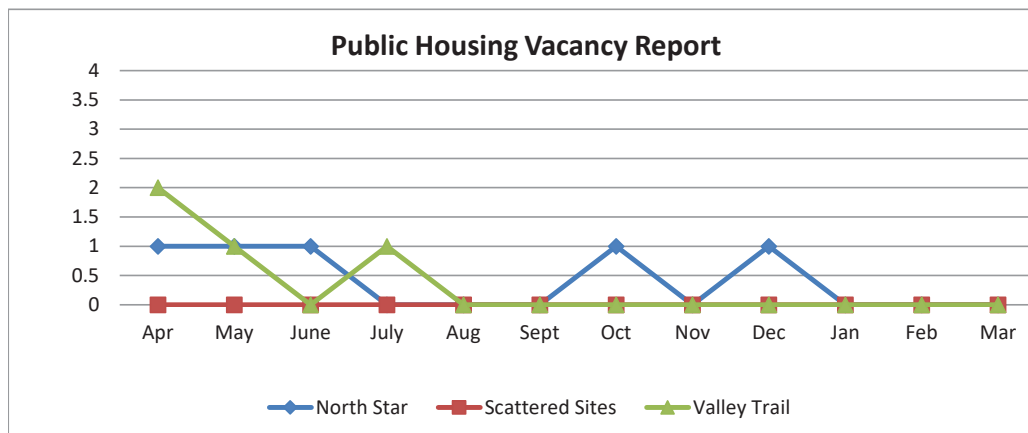
ROSS Program Updates

- » Erik currently has 12 active participants in the ROSS program, including one newly enrolled in the past month. Before closing, Erik had created a resource packet related to healthy habits, hygiene practices, and general information on the COVID-19 virus. Of the 30 packets set out on a table outside his office, 12 have been taken. He also put out a new series of flyers and postcards with his email address and phone number to encourage continued engagement.
- » There were no new outreach activities in March. All events and educational presentations for April have been postponed in response to guidance received related to slowing the spread of COVID-19.
- » The Senior Nutrition Assistance program had 28 residents participating this past month. The nutrition seminars have been cancelled and will be resumed at a later date.
- » Erik has been spending time resurrecting the ROSS Facebook page in an effort to provide as many options for contact to our tenants as possible. He has made several posts about community resources such as the Crow Wing Energized Pop-Up Pantry and provided links to the IRS and other trusted sites to help answer questions about how and when tenants can receive their economic stimulus payments. He has been able to track some limited statistics on the page and it appears that 14 people have viewed these various resources.

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Brainerd HRA 2020 Vacancy Report

	Public Housing				Section 236 Brainerd South	Tax Credit - DW Jones		
	North Star	Scattered Sites	Valley Trail	Total PH Vac/%		College Drive	Trail Ridge	Valley View
# units	162	16	25	203	60	24	18	20
Jan 31 Jan %	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 5.56%	1 5.00%
Feb 28 Feb %	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 1.67%	0 0.00%	1 5.56%	1 5.00%
March 31 March %	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 4.17%	0 0.00%	0 0.00%
April 30 April %	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
May 31 May %	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
June 30 June %	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
July 31 July %	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
Aug 31 Aug %	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
Sept 30 Sept %	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
Oct 31 Oct %	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
Nov 30 Nov %	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
Dec 31 Dec %	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
Total %	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 0.56%	1 1.39%	2 3.70%	2 3.33%



Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report March 2020

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	27
Applications Placed on PH Wait List	18
Applications Denied on PH Wait List	9

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	77	11	2	3
2 bdrm	14	43	1	1	0
3 bdrm	24	52	0	0	0
4 bdrm	5	3	0	0	0
TOTAL	203	175	12	3	3

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	6	10
Move-Outs	1	8

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	7
Annual Recertifications	2
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	0
30-day lease terminations	0

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	1
Received	104
Closed	105
Ending Balance	0
Total Completed Work Orders for Year	290

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	0	1
Completed within 24 hours	0	1
Percent completed within 24 hours	n/a	100%

13. Rent Collection

	This Month
Rent Charges	60,254
Other Charges	1,471
Total New Charges	61,725
Arrears, tenants in possession	961

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	(85)
Current Rent Charges	60,254
Current Rent Collections	60,339
Accounts Receivable Rate	0%
Collection Rate	100%



To: Brainerd HRA Board Members
From: Karen Young, Interim Executive Director
Date: April 15, 2020
Re: Executive Director Report

Executive Director Search

The job posting for the Executive Director position closed on April 15th. The hiring committee has a meeting scheduled with Gary Weiers on April 20th to determine the course of action for the next step. He will send links to the candidate resumes and cover letters for committee review.

Gary suggests moving ahead with the video interview process, because we could not hold in-person interviews until sometime in May. The video interviews can help us determine who we want to bring in for a final interview.

COVID-19 Update

Since approval of the Telework Policy on April 6th, most staff have moved to a remote work environment when possible. We have also established alternating schedules for each department to reduce possible exposure from being in the office during the same hours. We are continuing to work with a closed door environment when in the office. Staff is also doing daily COVID-19 sanitizing and cleaning in the office building.

Maintenance staff is following a much reduced work schedule to limit the spread and are performing daily boiler checks, emergency work orders, and daily COVID-19 sanitizing/cleaning of the North Star.

Request for Technical Assistance (RFTA) - See Attachment 6a

Staff submitted a RFTA to Minnesota Housing Partnership (MHP) on behalf of CWC HRA. MHP offers several rural capacity building programs and recently announced the availability of HUD's Rural Capacity Building 18 (RCB 18) program. The program is designed to build capacity in rural housing/economic development organizations to have greater impact. This application focused on our current CWC HRA initiatives as related to the Work Force Housing Study, creation of a Housing Trust Fund, and the affordable housing shortage in CWC.

Staff reached out to Sourcewell, their sister organization - Resource Training and Solutions, and MHP regarding available assistance with our initiatives. This RFTA through MHP seemed like the most viable resource for consulting services for our CWC HRA initiatives. Applications were due April 15th and funding notifications are anticipated towards the end of May.

We also reached out to our consultant from Redevelopment Resources, Kristen Fish-Peterson, to inquire if she would be available/willing to possibly contract for services to prepare a video narrated presentation of the Work Force Housing Study. This could be similar to the PowerPoint presentation that she gave at the CWC HRA board meeting. She provided a cost to prepare a presentation and a cost for virtual interactive presentations of the study. We discussed this with the CWC HRA Board and they suggested we revisit this option at the next meeting to evaluate where we are at with the COVID-19 circumstances.

Spring NAHRO Conference

We did hear that Minnesota NAHRO has cancelled the physical spring conference. They are considering possibly offering a virtual conference. We will keep you updated if this becomes an option for Board participation.

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OPPORTUNITY FOR RURAL COMMUNITIES



Receive training, capacity building, technical, and financial assistance funded by HUD and USDA to accomplish your affordable housing or community development goals! MHP specializes in working with rural communities and tribal entities around the U.S. to strengthen their communities. You can apply for our Strengthening Rural Communities Program at www.mhponline.org/src.



Apply by **April 15, 2020** to receive priority consideration for assistance with your project.



MHP works with organizations anywhere in the U.S. that are considered rural areas by HUD and USDA, and that are focused on affordable housing in rural areas, including, but not limited to: community development corporations (CDCs), community housing development organizations (CHDOs), local/county governments, and Native Nations. Organizations that have recently started working in this area are also eligible to apply.

Please help us spread the word about this opportunity for tribal and rural communities! Applications are due April 15, 2020!

Questions?

Contact Harlan Buckalew
Harlan.Buckalew@mhponline.org
 651-925-5536



About MHP | Minnesota Housing Partnership convenes, guides, and supports a diversity of partners working to improve the conditions of home and community. Learn more about MHP's community development work for rural and tribal community resilience.



www.mhponline.org | Follow us @followmhp

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To: Brainerd HRA Board Members
From: John Schommer, Rehab Coordinator
Date: April 15, 2020
Re: Rehab Programs Report

NE BRAINERD SCDP

Address	Owner	Type of Rehab	Units	Status
707 Laurel St.	Knotty Pine Bakery	Commercial	1	Complete
707 Laurel St.	Sarah H.S.	Mixed-use	9	In Construction
212 1 st Ave. NE	Andrea B.	Owner-occupied	1	Complete
612 2 nd Ave. NE	Kelly R.	Owner-occupied	1	Complete
201 & 203 B St.	Travis B.	Rental	2	Bidding
419 3 rd Ave. NE	Mary & Richard M.	Rental	3	Bidding
726 4 th Ave. NE	John G.	Rental	3	Application Phase

Emily SCDP

- » 4 Owner-occupied projects are complete
- » 1 project is in construction
- » 1 project is in the bidding phase
- » 1 project is in work write-up

MHFA

- » 3 projects are in construction
- » 1 project is in work write-up

BRAINERD OAKS/SERENE PINES

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	40	35	0	5
Serene Pines	23	11	11	0	3
Dalmar Estates	7	1	1	0	1

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

SCDP Preliminary Proposal

We are currently looking into submitting a preliminary proposal to DEED for another Small Cities Development Program Grant in November. We were approached by Jon Lubke, the mayor of Jenkins, to see if we would submit a preliminary proposal on their behalf. The Crow Wing County Housing Conditions Survey indicated a greater need for rehab in the city of Garrison, so I reached out to the mayor to see if they have a desire to pursue a grant. He indicated they were interested so we set up a meeting with staff to discuss what our options would be. Given that there is a large percentage of mobile homes in the city, we are looking at the feasibility of submitting an application with the township of Garrison and the City of Garrison versus submitting a preliminary proposal for the city alone.

FHLB

We are submitting another application for the Federal Home Loan Bank's (FHLB) Affordable Housing Program (AHP) which opens May 1st. We anticipate seeking approximately \$175,000 for five units of owner-occupied rehab throughout Crow Wing County. Funding awards are announced in December.

No Action Requested; Discussion Item