



---

**BOARD OF COMMISSIONERS MEETING**  
**Wednesday, July 22, 2020 @ 1:00 p.m.**  
**Remote Meeting via Webex Video/Teleconference**

Join from your browser: <https://brainerdhra.my.webex.com/brainerdhra.my/j.php?MTID=mc336da1f6c78985d5b89f9701317b114>

Join by phone: (415) 655-0001

Meeting number (access code): 126 500 8516

Meeting password: 072220

*“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. Reading and Approval of Minutes** *(Attachment 1)*
- 4. Unfinished Business**
  - a.** Approval of Implementation of Waivers Authorized by HUD Notice 2020, Rev. 1 *(Attachment 2)*
- 5. New Business**
- 6. Bills and Communications**
  - a.** Financial Report *(Attachment 3)*
  - b.** HCV/Section 8 Report *(Attachment 4)*
  - c.** Housing Manager Report *(Attachment 5)*
  - d.** Executive Director Report *(Attachment 6)*
  - e.** Rehab Update *(Attachment 7)*
- 7. Commissioner Comments**
- 8. Adjourn**

Next Meeting: Wednesday, August 26, 2020

---

This page has been intentionally left blank.



## Brainerd Housing & Redevelopment Authority BOARD MEETING MINUTES Wednesday, June 24, 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 via Webex video/teleconference at 1:00 p.m., Wednesday, June 24<sup>th</sup>, 2020.

1. **CALL TO ORDER:** Chair Marlee Larson called the meeting to order at 1:00 p.m.
2. **ROLL CALL:** Board members present via remote video conference include Commissioners Marlee Larson, Patrick Wussow, Ashley Storm, and Gabe Johnson. Interim Executive Director/Finance Director Karen Young, Executive Assistant LeAnn Goltz, Rental Assistance Manager Tania Eller, Housing Manager Shannon Fortune, Rehab Coordinator John Schommer, and Eric Charpentier were also present. Absent: Bekah Kent.

**Moved by Commissioner Johnson and seconded by Commissioner Wussow to amend the agenda by adding a second item to Unfinished Business: Formalize Offer of Executive Director Position. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.**

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

**Commissioner Johnson moved to approve the minutes from the meetings on May 27<sup>th</sup>, 2020. Commissioner Wussow 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. **Approve Revised Tax Forfeited Property Policy:** At the May meeting, the Board revised the Tax Forfeited Property Policy to encourage development and redevelopment by dropping acquisition prices to zero percent of assessed market value plus costs along with other changes to reflect more accurately how the process is working. After the HRA's attorney reviewed the policy, she had some additional recommended changes. In addition, Schommer realized the need to further clarify Acquisition Price being what the developer pays and changing the term for the price the HRA pays to Conveyance Price. A revised policy was provided to the Board with the proposed changes struck out where wording was removed and highlighted where it was added or changed.

Schommer also reported that there has been discussion at the County level regarding tax forfeited lots that were recently pulled off the County's list and put on hold for a developer interested in utilizing the Crow Wing County HRA's Tax Forfeited Property Policy. Other builders learned about it and voiced their concern to Crow Wing County commissioners saying it was unfair as they had not known about the policy. County Commissioners decided to deny the developer's application and place the lots back on the land auction sale.

**Commissioner Wussow moved to adopt Resolution No. 2020-08 amending the Brainerd HRA Tax Forfeited Hold Policy and Sales Procedure. Commissioner Storm seconded the motion. Via roll call vote, all commissioners were in favor and none were opposed. The motion was approved.**

- b. Formalize Offer of Executive Director Position** - A meeting was held by the Brainerd HRA Board at 11:00 a.m. on May 27<sup>th</sup> in which the final interview for the Executive Director position was conducted by the Board with Eric Charpentier. During this meeting, interview questions were asked by the Board as prepared and directed by Gary Weiers, the consultant with DDA who led the Executive Director search.

Upon completion of the interview process, the Board was led through a deliberation process, which resulted in the Board reaching consensus to offer the Executive Director position to Eric Charpentier subject to approval of all necessary waivers from HUD.

**Commissioner Johnson moved to formalize the offer of the Executive Director position to Eric Charpentier subject to approval of all necessary waivers from HUD. Commissioner Wussow seconded the motion. Via roll call vote, all commissioners were in favor and none were opposed. The motion was approved.**

## **5. NEW BUSINESS:**

- a. Consider Contract for Services between the Brainerd Lakes Chamber and the Brainerd HRA:** As a public agency, HRAs are not allowed to pay dues to the Chamber of Commerce. However, municipalities have been able to enter into a Contract for Services for services rendered through their local Chambers.

The Brainerd Lakes Chamber of Commerce has spent a considerable amount on revitalization efforts in downtown Brainerd including Destination Downtown and the Small Business Revolution. Since one of the Brainerd HRA's goals is to revitalize downtown Brainerd, staff recommended entering into a Contract for Services with the Brainerd Lakes Chamber to support their efforts.

The Board had a discussion and although they agreed to supporting the Chamber through a Contract for Services, the letter and invoice both refer to it as an annual membership. They directed staff to request a revised letter and invoice that correctly references a Contract for Services, which is allowable under Minnesota Statute 469.191.

**Commissioner Johnson moved to adopt Resolution No. 2020-09 authorizing the Contract for Services in the amount of \$252 between the Brainerd Lakes Chamber of Commerce and the Brainerd HRA, upon receiving a revised letter and invoice that correctly references a Contract for Services. Commissioner Storm seconded the motion. Upon roll call vote, Commissioners Johnson, Storm, and Larson were in favor and Commissioner Wussow was opposed. The motion carried with a 3-1 vote.**

- b. Approval of the Brainerd HRA COVID-19 Preparedness Plan:** Under Emergency Executive Order 20-74 issued by Governor Walz, critical businesses are now required to establish a COVID-19 Preparedness Plan beginning on June 29<sup>th</sup>, 2020. The Plan shall establish and explain the policies, practices, and conditions that will be implemented to meet the guidance for businesses based on CDC, MDH, and OSHA for workplaces.

The Preparedness Plan, which follows the template provided by the State of MN and mirrors the City of Brainerd Preparedness Plan, was provided to the Board.

**Moved and seconded by Commissioners Johnson and Storm to approve the current Brainerd HRA COVID-19 Preparedness Plan and allow staff to make updates to the plan as required based on new guidance without Board approval. Upon roll call vote, all commissioners were in favor and none were opposed. The motion was approved.**

## 6. BILLS AND COMMUNICATIONS

- a. **Financial Report:** The Crosby HRA audit fieldwork is being conducted remotely and primarily taking place during the weeks of June 15<sup>th</sup> and 22<sup>nd</sup>.

**Moved by Commissioner Wussow and seconded by Commissioner Johnson for approval of payments as presented. Through roll call vote, all commissioners were in favor and none were opposed. The motion passed.**

- b. **HCV/Section 8:** The Unit Months Leased (UML) through May was 99% and HAP utilization was 40%.

### Bridges Program Report

Nine families are on our program with a HAP payment of \$4,031. Three families moved from the Bridges program to the HCV program.

### Family Self-Sufficiency (FSS) Program Report

There are 29 families on the program. For the month of May, 10 families were escrowing in the amount of \$1,714.

### Foster Youth to Independence (FYI) Program Report

The first two families were leased up for May with a total HAP payment of \$790. The amount of HAP received for these vouchers is based on the average HAP per month, which is currently \$395.

- c. **Public Housing Report:** Fortune reviewed the Vacancy Report and Property Performance Report for May 2020.

### Fire Unit

All work has been concluded on the unit and as an added measure, the City building inspector did a review of the refinished tub, clearing it for safe use. The total outside vendor costs, including the hotel stay for the tenant, ended up costing \$5,721.02.

### Ongoing COVID-19 Response

- The office remains closed to the public, however in preparation for future opening, a video intercom/access system is being installed on the exterior door front door that will allow staff greater control over who/how many individuals can enter the waiting area.
- A total of 307 reusable cloth face masks were purchased using the CARES Act funding. Caretakers distributed them to all household members of Public Housing units.
- Daily cleaning and sanitizing continues in high-traffic common areas and all community common areas remain closed.

- Since initial restrictions went into effect on March 18<sup>th</sup>, there have been 176 non-emergency work orders received and only one (routine scheduled check of fire extinguishers at Brainerd South) was adjusted by one day related to COVID-19 precautions or concerns.
- The biggest impact will be on annual inspections, which typically happen in May/June. These are being postponed, as is permitted by HUD waivers related to the CARES Act, and the hope is that they can be completed by early fall.

#### Public Housing Physical Updates

- North Star Smoking Area: The designated smoking area on the west side of the building was relocated back to be at least 25' from the building. The old concrete was removed, a tree in the way of the new location was removed, new concrete was laid down, and the benches and table were re-installed. During this same time the concrete apron near the pet walking area was replaced as well.
- North Star Retaining Wall: Updates to the east retaining wall will be completed later in June.
- Valley Trail & Scattered Site Driveways: Sections of deteriorating concrete driveways were removed and replaced at the Valley Trail and Scattered Site units. Also, tripping hazards that ranged from 1.5"–3" were removed.

#### ROSS Program Updates

- There are 14 active participants in the ROSS program, including one newly enrolled in May. Contact was made with five non-enrolled participants for more limited resource/referral work.
- No outreach happened in May and all educational events remain cancelled or postponed.
- Warner spent time this past month participating in training on unconscious bias, the ConnectHome program, and economic impact payments for older adults.
- The Senior Nutrition Assistance program had 28 residents participating this past month. The nutrition seminars are still cancelled, to be resurrected at a later time. Deliveries have been made directly to the apartments to prevent tenants from congregating.
- Facebook Stats: Three new posts on the ROSS Facebook page focused on pop-up food pantries, renter's insurance resources, and online educational opportunities through the University of MN Extension office. These posts reached a total of nine people. There are currently 11 followers of the page.
- Success Story: A North Star tenant approached Warner about wanting to distribute face masks to other residents but was unsure of how to proceed. He assisted the tenant in creating and posting signage advertising the availability of these free, homemade face masks. The tenant handled the "orders" and provided 18 face masks to others in the building.

#### **d. Executive Director Report:**

##### Crosby HRA Fire

On June 13<sup>th</sup>, the Crosby HRA had a fire at the family scattered sites units, in which three garages burned that were in close proximity to one another. The three structures were a total loss, but fortunately there was very minimal damage to the accompanying dwelling units and no tenants were hurt or displaced. Staff is assisting the tenants with any potential needs/resources that can help them with the loss of possessions.

CWC HRA Board

Theresa Goble has resigned from the CWC HRA Board and also the BLAEDC Unified Fund Board for personal reasons. She has notified Commissioner Koering of her resignation and the resulting vacancy on the CWC HRA Board.

Executive Director Search

The waiver request to HUD regarding the conflict of interest in the consideration of former board member, Eric Charpentier, as the next Executive Director was submitted to HUD on May 29<sup>th</sup>. The waiver was approved by the Minneapolis Field Office and submitted to HUD Headquarters in Washington DC on June 5<sup>th</sup>. The waiver request is currently in review at Headquarters and they did reach out with additional information requests regarding the advertising venues and the resumes of the final three candidates. This information has been submitted to HUD and we are awaiting further communication regarding their approval.

- e. **Rehab Update:** An update on the current rehab projects was provided to the Board.

SCDP Preliminary Proposal

The City of Garrison will be deciding if they are going to pursue a SCDP preliminary proposal this fall after their next council meeting Tuesday night, July 14<sup>th</sup>. It would be for single-family owner-occupied and commercial rehab.

FHLB

An application was submitted through the Federal Home Loan Bank's (FHLB) Affordable Housing Program (AHP) in conjunction with Mid Minnesota Federal Credit Union. Just over \$171,000 for six units of owner-occupied rehab throughout Crow Wing County was requested. Funding awards are announced in December.

- 7. **Commissioner Comments:** Commissioner Johnson reported that the City of Brainerd is planning a strategic planning session in mid-July. City staff is requesting feedback from boards and commissions through a survey that will help the City Council set their goal priorities. Commissioner Johnson requested that the Board participate in the survey. Commissioner Wussow would like to discuss the Tax Forfeited Property Policy with the new Executive Director once he/she is in the new position.
- 8. **Adjournment:**

**Moved by Commissioner Wussow and seconded by Commissioner Johnson to adjourn the meeting at 1:41 p.m. All commissioners voted in favor of the motion and none were opposed. The motion was approved.**

This page has been intentionally left blank.





**To:** Brainerd HRA Board Members  
**From:** Shannon Fortune, Housing Manager  
**Date:** July 15, 2020  
**Re:** Approval of Implementation of Waivers Authorized by HUD Notice 2020, Rev. 1

---

As discussed at the April 22<sup>nd</sup> board meeting, in response to the COVID-19 pandemic, HUD provided a number of potential waivers that PHAs could utilize to help reduce some administrative burden and/or creatively continue on with essential activities such as move-ins, recertifications, inspections, and other tasks critical to the daily functioning of the agency. The requirement was that PHAs would seek formal board approval of the waivers they specifically chose to implement no later than July 31<sup>st</sup>. Since the April meeting, additional guidance was released (Notice PIH 2020-13, Rev-1) that clarified or expanded some waivers while adding some additional options.

Attached is the table of the waivers that staff has recommended for implementation, along with the dates that these waivers are expected to expire. Most of the waivers selected for implementation have an adoption date of 4/10/2020, which is the date of the original notice related to the waivers. For the few that were not included in the initial notice or were clarified and now are recommended, the adoption date is listed as 7/2/2020, which is the date the revised notice was published.

**Action Requested; Approval of waivers as allowed in Notice PIH 2020-13, Rev-1 as specified in Attachment 2a.**

This page has been intentionally left blank.

**Attachment I: 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 Submission Dates: Significant Amendment Requirements	Statutory Authority Section 5A(a)(1), Section 5A(b)(1), Section 5A(g), Section 5A(h)(2)  Regulatory Authority §§ 903.5(a)(3), 903.5(b)(3), 903.13(c), 903.21, 903.23	<ul style="list-style-type: none"> <li>Alternative dates for submission</li> <li>Changes to significant amendment process</li> </ul>	<ul style="list-style-type: none"> <li>Varies based on FYE</li> <li>12/31/20</li> </ul>	Yes	4/10/2020
PH and HCV-3 Family Income and Composition: Annual Examination; Income Verification Requirements	Regulatory Authority §§ 5.233(a)(2), 960.259(c), 982.516(a)	<ul style="list-style-type: none"> <li>Waives the requirements to use the income hierarchy, including the use of EIV, and will allow PHAs to consider self-certification as the highest form of income verification.</li> </ul>	<ul style="list-style-type: none"> <li>12/31/20</li> </ul>	Yes	4/10/2020

**Attachment I: 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.)**

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
<i>(continued)</i>	<u>Sub-regulatory Guidance</u> PIH Notice 2018-18	income hierarchy, including the use of EIV, and will allow PHAs to consider self-certification as the highest form of income verification <ul style="list-style-type: none"> <li>PHAs that implement this waiver will be responsible for addressing material income discrepancies that may arise later</li> </ul>		<i>(continued)</i>	<i>(continued)</i>
PH and HCV-4 Family Income and Composition: Interim Examinations	<u>Statutory Authority</u> Section 3(a)(1)  <u>Regulatory Authority</u> §§ 5.233(a)(2), 982.516(c)(2), 960.257(a), (b) and (d), 960.259(c)  <u>Sub-regulatory Guidance</u> PIH Notice 2018-18	<ul style="list-style-type: none"> <li>Waives the requirement to use the income verification requirements, including the use of EIV, for interim reexaminations</li> </ul>	<ul style="list-style-type: none"> <li>12/31/20</li> </ul>	Yes	4/10/2020

**Attachment I: 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.)**

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-5 Enterprise Income Verification (EIV) Monitoring	<u>Regulatory Authority</u> § 5.233  <u>Sub-regulatory Guidance</u> PIH Notice 2018-18	<ul style="list-style-type: none"> <li>• Waives the mandatory EIV monitoring requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/20</li> </ul>	Yes	4/10/2020
HQS-1 Initial Inspection Requirements	<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"> <li>• Changes initial inspection requirements, allowing for owner certification that there are no life-threatening deficiencies</li> <li>• Where self-certification was used, PHA must inspect the unit no later than 1-year anniversary of date of owner's certification.</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/20</li> <li>• 1-year anniversary of date of owner's certification</li> </ul>	Yes	4/10/2020

**Attachment I: 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.)**

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 Quality Control Inspections	<u>Regulatory Authority</u> §§ 982.405(b), 983.103(e)(3)	<ul style="list-style-type: none"> <li>Provides for a suspension of the requirement for QC sampling inspections</li> </ul>	<ul style="list-style-type: none"> <li>12/31/20</li> </ul>	Yes	4/10/2020
HCV-1 Administrative Plan	<u>Regulatory Authority</u> § 982.54(a)	<ul style="list-style-type: none"> <li>Establishes an alternative requirement that policies may be adopted without board approval</li> <li>Any provisions adopted informally must be adopted formally NLT December 31, 2020</li> </ul>	<ul style="list-style-type: none"> <li>9/30/20</li> <li>12/31/20</li> </ul>	Yes	4/10/2020
HCV-2 Information When Family is Selected: PHA Oral Briefing	<u>Regulatory Authority</u> §§ 982.301(a)(1), 983.252(a)	<ul style="list-style-type: none"> <li>Waives the requirement for an oral briefing</li> <li>Provides for alternative methods to conduct required voucher briefing</li> </ul>	<ul style="list-style-type: none"> <li>12/31/20</li> </ul>	Yes	4/10/2020

**Attachment I: 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.)**

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"> <li>Allows PHAs to provide voucher extensions regardless of current PHA policy</li> </ul>	<ul style="list-style-type: none"> <li>12/31/20</li> </ul>	Yes	4/10/2020
HCV-4 PHA Approval of Assisted Tenancy: When HAP Contract is Executed	<u>Regulatory Authority</u> § 982.305(c)	<ul style="list-style-type: none"> <li>Provides for HAP payments for contracts not executed within 60 days</li> <li>PHA must not pay HAP to owner until HAP contract is executed</li> </ul>	<ul style="list-style-type: none"> <li>12/31/20</li> </ul>	Yes	4/10/2020
HCV-5 Absence from Unit	<u>Regulatory Authority</u> § 982.312	<ul style="list-style-type: none"> <li>Allows for PHA discretion on absences from units longer than 180 days</li> <li>PHAs must not make HAP payments beyond 12/31/20 for units vacant more than 180 consecutive days</li> </ul>	<ul style="list-style-type: none"> <li>12/31/20</li> </ul>	Yes	4/10/2020

**Attachment I: 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.)**

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
HCV-6 Automatic Termination of HAP Contract	<u>Regulatory Authority § 982.455</u>	<ul style="list-style-type: none"> <li>Allows PHA to extend the period of time after the last HAP payment is made before the HAP contract terminates automatically.</li> </ul>	<ul style="list-style-type: none"> <li>12/31/20</li> </ul>	Yes	4/10/2020
PH-1 Fiscal Closeout of Capital Grant Funds	<u>Regulatory Authority § 905.322(b)</u>	<ul style="list-style-type: none"> <li>Extension of deadlines for ADCC and AMCC</li> </ul>	Varies by PHA	Yes	7/2/2020
PH-4 ACOP: Adoption of Tenant Selection Policies	<u>Regulatory Authority § 960.202(c)(1)</u>	<ul style="list-style-type: none"> <li>Establishes an alternative requirement that policies may be adopted without board approval</li> <li>Any provisions adopted informally must be adopted formally NLT December 31, 2020</li> </ul>	<ul style="list-style-type: none"> <li>9/30/20</li> <li>12/31/20</li> </ul>	Yes	7/2/2020



**Attachment I: 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.)**

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
PH-4 ACOP: Adoption of Tenant Selection Policies	<u>Regulatory Authority</u> § 960.202(c)(1)	<ul style="list-style-type: none"> <li>Establishes an alternative requirement that policies may be adopted without board approval</li> <li>Any provisions adopted informally must be adopted formally NLT December 31, 2020</li> </ul>	<ul style="list-style-type: none"> <li>9/30/20</li> <li>12/31/20</li> </ul>	Yes	7/2/2020
PH-5 Community Service and Self- Sufficiency Requirement (CSSR)	<u>Statutory Authority</u> <u>Section 12(c)</u> <u>Regulatory Authority</u> §§ 960.603(a) and 960.603(b)	<ul style="list-style-type: none"> <li>Temporarily suspends CSSR</li> </ul>	<ul style="list-style-type: none"> <li>3/31/21</li> </ul>	Yes	4/10/2020
PH-6 Energy Audits	<u>Regulatory Authority</u> § 965.302	<ul style="list-style-type: none"> <li>Allows for delay in due dates of energy audits</li> </ul>	One year beyond 2020 audit deadline	Yes	7/2/2020

**Attachment I: 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.)**

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
PH-7 Over-Income Families	<u>Statutory Authority</u> Section 16(a)(5) <u>Sub-regulatory Guidance</u> Housing Opportunity Through Modernization Act of 2016: Final Implementation of the Public Housing Income Limit 83 FR 35490, Notice PIH 2019-11	<ul style="list-style-type: none"> <li>Changes to timeframes for determination of over-income</li> </ul>	<ul style="list-style-type: none"> <li>12/31/20</li> </ul>	Yes	4/10/2020
PH-8 Resident Council Elections	<u>Regulatory Authority</u> § 964.130(a)(1)	<ul style="list-style-type: none"> <li>Provides for delay in resident council elections</li> </ul>	<ul style="list-style-type: none"> <li>12/31/20</li> </ul>	Yes	4/10/2020

**Attachment I: 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.)**

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
PH-9 Review and Revision of Utility Allowance	<u>Regulatory Authority</u> § 965.507	<ul style="list-style-type: none"> <li>Provides for delay in updating utility allowance schedule</li> </ul>	<ul style="list-style-type: none"> <li>12/31/20</li> </ul>	Yes	4/10/2020
PH-10 Tenant Notifications for Changes to Project Rules and Regulations	<u>Regulatory Authority</u> § 966.5	<ul style="list-style-type: none"> <li>Advance notice not required except for policies related to tenant charges</li> </ul>	<ul style="list-style-type: none"> <li>12/31/20</li> </ul>	Yes	7/2/2020
PH-12: Public Housing Agency Annual Self-Inspections	<u>Statutory Authority:</u> <u>Section 6(f)(3)</u> <u>Regulatory Authority:</u> <u>§ 902.20(d)</u>	<ul style="list-style-type: none"> <li>Waives the requirement that the PHA must inspect each project</li> </ul>	<ul style="list-style-type: none"> <li>12/31/20</li> </ul>	Yes	7/2/2020
11a PHAS	<u>Regulatory Authority</u> 24 <u>CFR Part 902</u>	<ul style="list-style-type: none"> <li>Allows for alternatives related to inspections</li> <li>PHA to retain prior year PHAS score unless requests otherwise</li> </ul>	HUD will resume issuing new PHAS scores starting with PHAs with FYE dates of 3/31/21	N/A	N/A

**Attachment I: 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.)**

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
11b SEMAP	<u>Regulatory Authority</u> 24 CFR Part 985	<ul style="list-style-type: none"> <li>PHA to retain prior year SEMAP score unless requests otherwise</li> </ul>	HUD will resume issuing new SEMAP scores starting with PHAs with FYE dates of 3/31/21	N/A	N/A
11c Uniform Financial Reporting Standards; Filing of Financial Reports; Reporting Compliance Dates	<u>Regulatory Authority</u> <u>§§ 5.801(c),</u> <u>5.801(d)(1)</u>	<ul style="list-style-type: none"> <li>Allows for extensions of financial reporting deadlines</li> </ul>	Varies by PHA FYE	Yes	7/2/2020

**Attachment I: 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.)

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
12a PHA Reporting Requirements on HUD Form 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"> <li>• Waives the requirement to submit 50058 within 60 days</li> <li>• Alternative requirement to submit within 90 days of the effective date of action</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/20</li> </ul>	Yes	7/2/2020
12b Designated Housing Plans: HUD 60-Day Notification	<u>Statutory Authority</u> Section 7(e)(1)	<ul style="list-style-type: none"> <li>• Allows for HUD to delay notification about designated housing plan</li> </ul>	<ul style="list-style-type: none"> <li>• 7/31/20</li> </ul>	N/A	N/A
12c Extension of Deadline for Programmatic Obligation and Expenditure of Capital Funds	<u>Statutory Authority</u> Section 9(j)  <u>Regulatory Authority</u> § 905.306(d)(5)	<ul style="list-style-type: none"> <li>• Provides a one-year extension</li> </ul>	For all open Capital Fund grants, one-year extension from the obligation and expenditure end dates in LOCCS as of April 10, 2020	Yes	7/2/2020

This page has been intentionally left blank.



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

---

Please find attached the financial information for June 2020.

**General Fund Tax Levy**

Reflected in the June General Fund Financial Statements is the deposit of \$43,486.27 in Property Tax Revenue (levy). The second deposit of \$27,648.71 was deposited in July for total deposits of \$71,134.98. The total levy amount for 2020 is \$130,430. The second half property tax settlement will be in December.

Collections for the first half settlement seem to be on track for what we have seen historically and do not appear to be significantly affected by the County's tax penalty waiver or COVID-19 related issues.

**Preliminary General Fund Budget**

For the August meeting next month, staff will have prepared the preliminary General Fund budget to be approved by the Board and then submitted to the City.

**CWC HRA Budget**

The 2021 budget for CWC HRA will be presented to the CWC HRA Board at their August 11<sup>th</sup> meeting. We are then on the agenda for the CWC Budget Committee meeting on August 13<sup>th</sup> to present the approved budget to the CWC Commissioners.

**Crosby HRA Audit**

The Crosby HRA audit fieldwork was completed during the weeks of June 15<sup>th</sup> and 22<sup>nd</sup>. The audit was clean with no findings.

**Action Requested: Motion for approval of payments as presented.**

This page has been intentionally left blank.



## Brainerd Housing &amp; Redevelopment Authority

## 2020 Ratios (and December, 2019)

FASS Ratios	Max Pts	Scoring	Dec 2019 After YE JE, B4 audit	Jan	Feb	Mar	Apr	May	June
Quick Ratio	12	QR <1 = 0, QR >2 = 12	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
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
Total Points	25		25.00	25.00	25.00	25.00	25.00	25.00	25.00

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

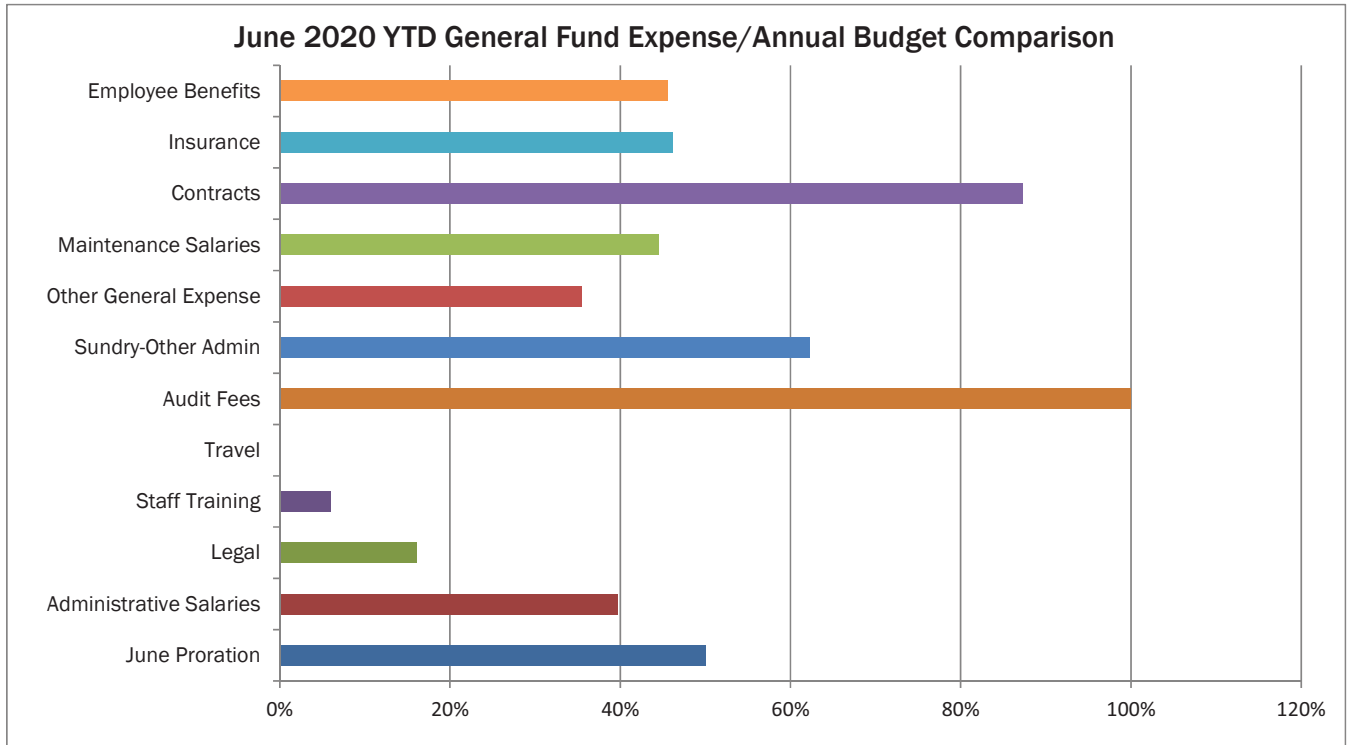
MASS Ratios	Max Pts	Scoring							
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% = 5 Must have 5 points or	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0	10.0	10.0	10.0

This page has been intentionally left blank.

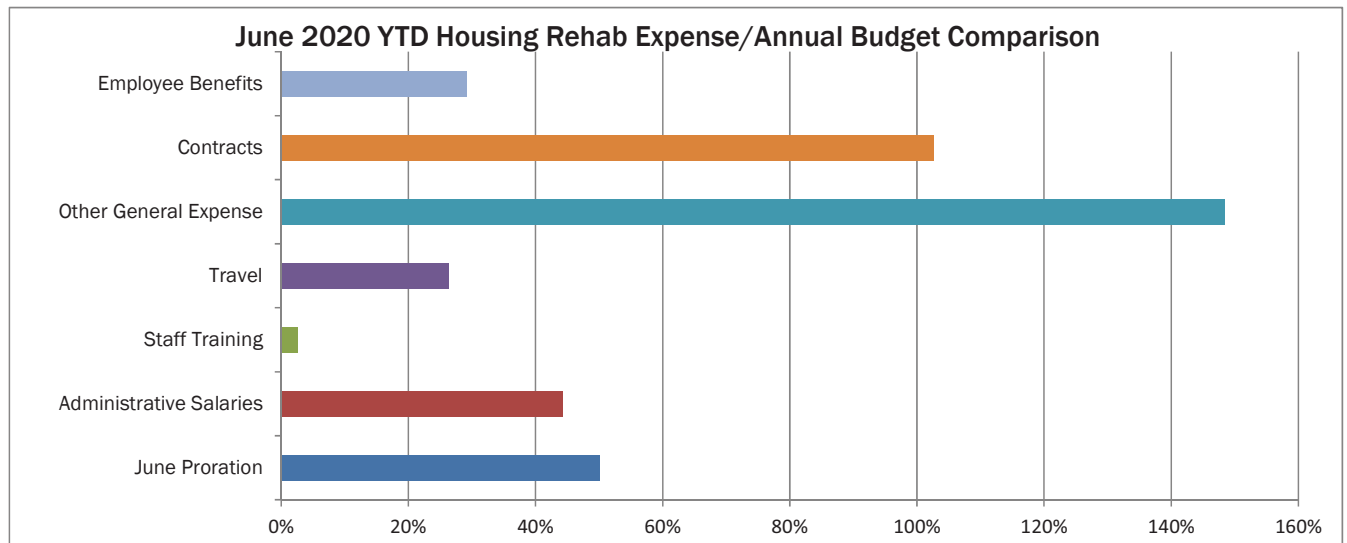
## June 2020 Operating Account Balances

Property/Program	June 2019	May 2020	June 2020
General Fund	\$290,351.24	\$273,204.14	\$323,916.59
Brainerd Revolving Loan Program	\$99,077.00	\$99,077.00	\$0.00
Housing Rehab Program	\$42,981.02	\$47,148.60	\$47,862.95
Bridges	\$4,235.71	\$2,805.96	\$3,205.96
Crow Wing County HRA	\$550,043.26	\$443,630.42	\$736,283.15
Public Housing	\$670,734.43	\$673,449.03	\$700,923.79
Brainerd South	\$25,870.90	\$42,199.69	\$48,488.87
Housing Choice Voucher	\$24,079.43	\$53,581.39	\$42,499.75
<b>Total</b>	<b>\$1,707,372.99</b>	<b>\$1,635,096.23</b>	<b>\$1,903,181.06</b>

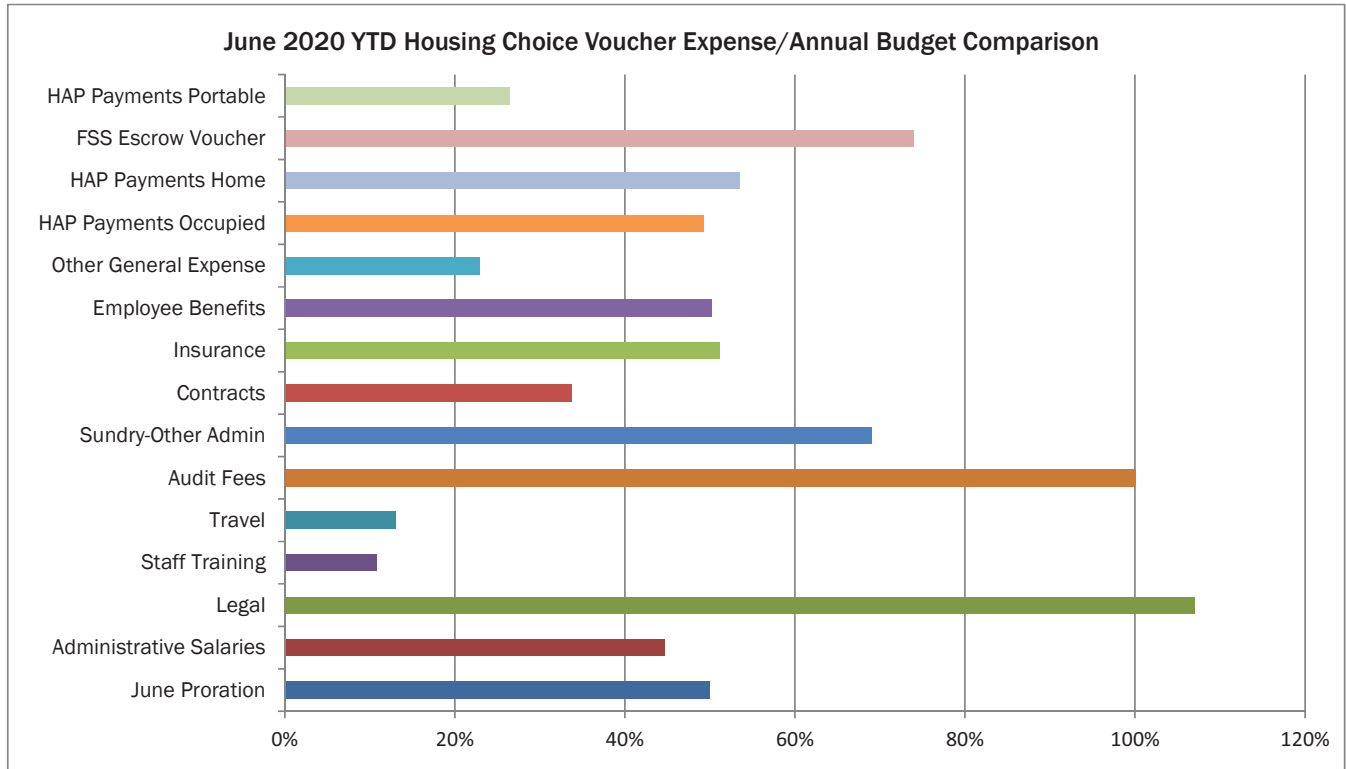
This page has been intentionally left blank.



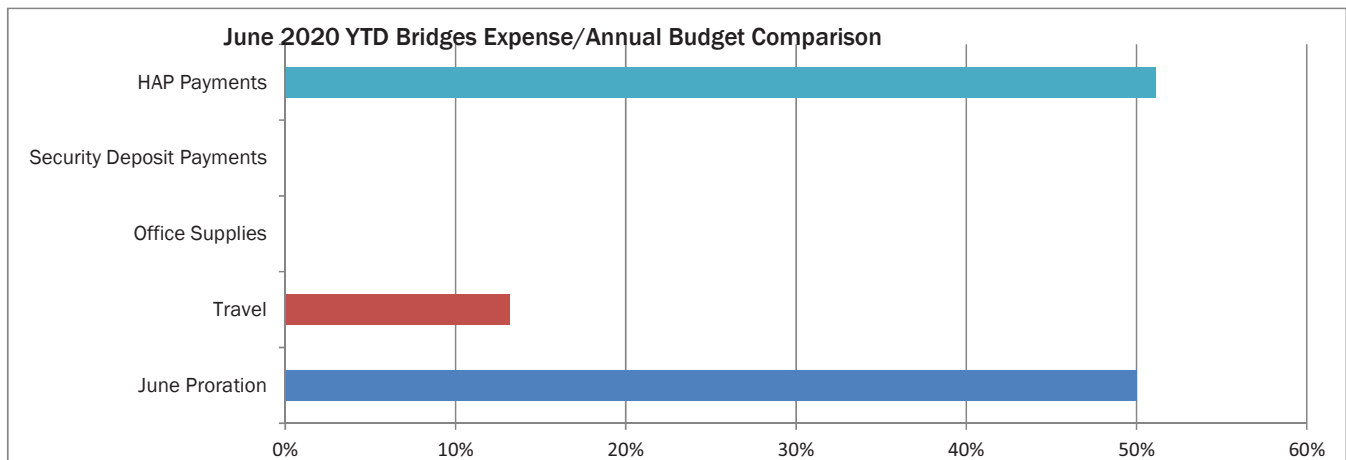
Contracts: Annual subscription to cloud back up and antivirus software.  
 Sundry-Other Admin: Purchase of tablets and laptops for staff to work remotely.  
 Audit: All of yearly budgeted audit fees incurred in the first 3 months of the year.

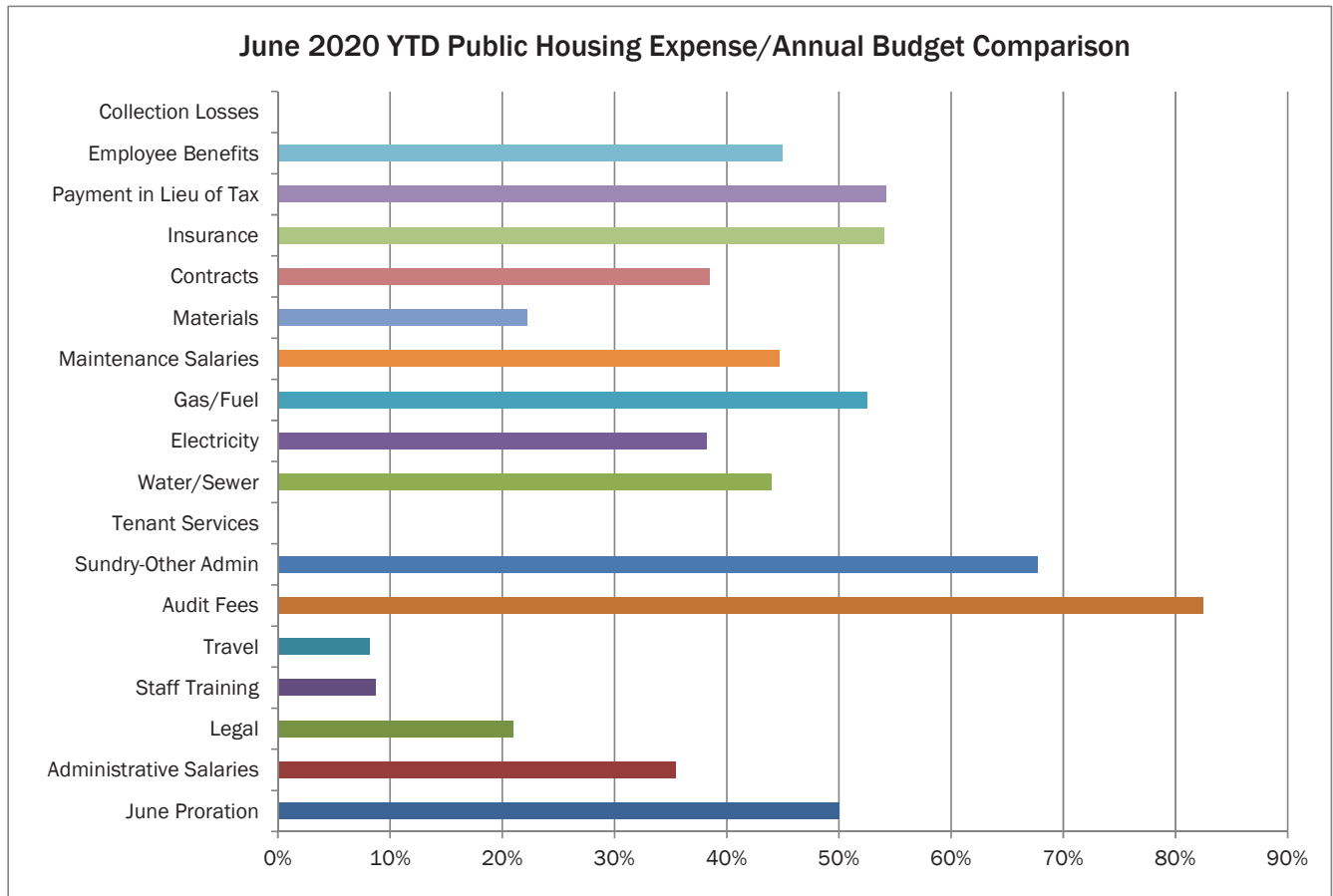


Contracts: 7 MHFA loans in process or completed thru June.  
 Other General Expense: Setup of rehab specialist office and new desktop computer for rehab. Purchased an additional laptop and tablet for staff to work remotely.



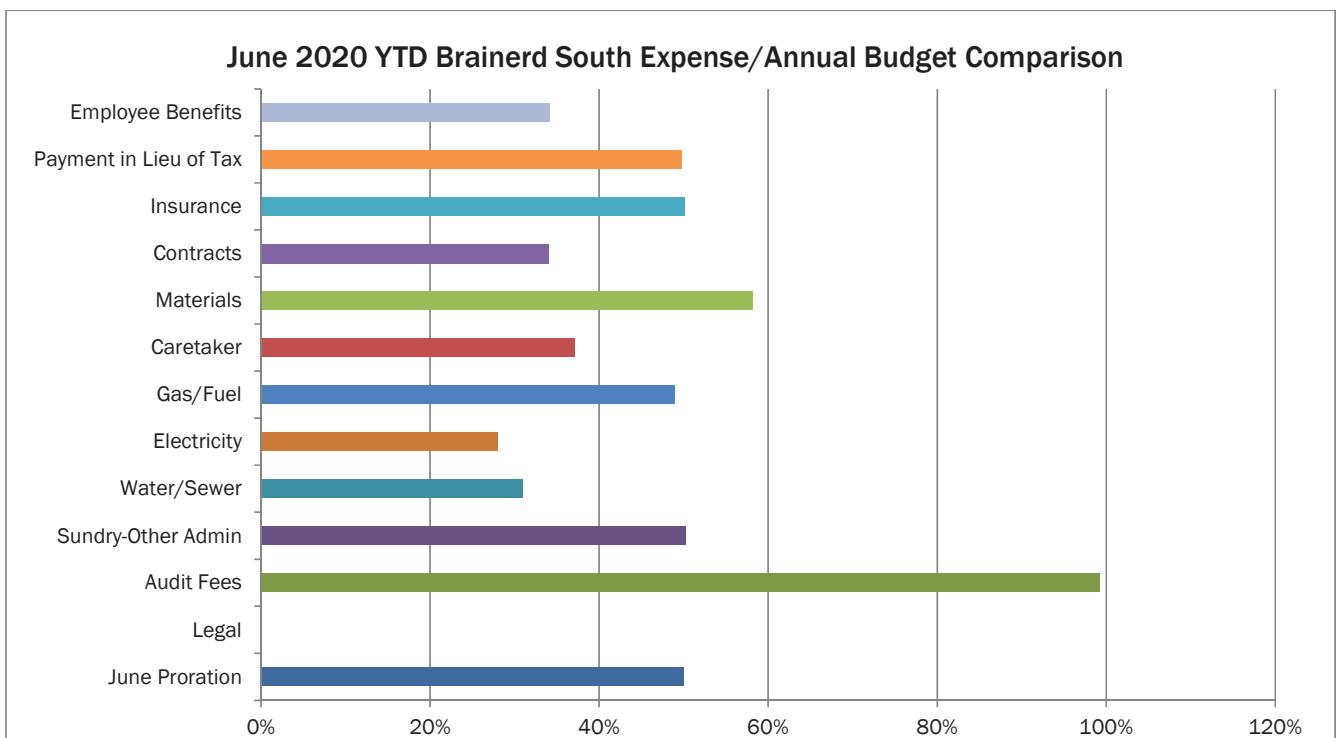
Sundry-Other Admin: Purchased postage for the year in January. Purchased 2 tablets for staff to work remotely.  
 Audit: 100% of costs incurred in the early months of the year for total budget amounts.  
 Legal: Personnel Policy review.





Sundry-Other Admin: Purchased postage for the year in January. Purchased 2 new desktop computers and 2 tablets to work remotely for staff.

Audit Fees: 100% of total budget incurred early in year.



Audit Fees: 100% of yearly budget incurred early in the year.

This page has been intentionally left blank.



Date: 7/15/2020  
Time: 9:06:11 AM  
roberta

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

**Page: 1**  
Rpt File: F:\HMS\REP

	Current Period	Current Year	Year To Date Budget	Variance
<b>General Fund Operating INCOME</b>				
Management Fees	-14,376.78	-86,373.54	-84,499.98	-1,873.56
Interest Income	-29.66	-1,130.96	-1,324.98	194.02
Other Income	-43,485.79	-56,638.15	-72,314.98	15,676.83
<b>TOTAL INCOME</b>	<b>-57,892.23</b>	<b>-144,142.65</b>	<b>-158,139.94</b>	<b>13,997.29</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	12,911.34	73,069.99	91,995.00	-18,925.01
Legal	0.00	321.00	1,000.02	-679.02
Staff Training	0.00	238.63	1,999.98	-1,761.35
Travel	0.00	0.00	300.00	-300.00
Auditing Fees	0.00	6,700.00	6,700.00	0.00
Sundry-Other Admin	286.37	3,795.25	3,049.98	745.27
<b>Total Administration</b>	<b>13,197.71</b>	<b>84,124.87</b>	<b>105,044.98</b>	<b>-20,920.11</b>
<b>Maintenance</b>				
Maintenance Salaries	902.56	5,214.30	5,854.98	-640.68
Materials	43.75	43.75	0.00	43.75
Contracts	24.41	1,091.24	625.02	466.22
<b>Total Maintenance</b>	<b>970.72</b>	<b>6,349.29</b>	<b>6,480.00</b>	<b>-130.71</b>
<b>General</b>				
TIF Expense	0.00	0.00	64.98	-64.98
Insurance	0.00	2,304.02	2,497.50	-193.48
Employee Benefits	6,090.02	40,848.52	44,772.54	-3,924.02
Other General Expense	2,400.00	8,900.00	12,550.02	-3,650.02
<b>Total General</b>	<b>8,490.02</b>	<b>52,052.54</b>	<b>59,885.04</b>	<b>-7,832.50</b>
<b>TOTAL EXPENSE</b>	<b>22,658.45</b>	<b>142,526.70</b>	<b>171,410.02</b>	<b>-28,883.32</b>
<b>Net Income/Loss</b>	<b>-35,233.78</b>	<b>-1,615.95</b>	<b>13,270.08</b>	<b>-14,886.03</b>

Date: 7/15/2020  
 Time: 9:06:15 AM  
 roberta

**Housing Rehab Operating Statement**  
**June, 2020**

Page: 1  
 Rpt File: F:\HMS\REP

	Current Period	Current Year	Year To Date Budget	Variance
<b>Housing Rehab Operating INCOME</b>				
Other Income	-10,001.73	-99,560.49	-120,000.00	20,439.51
Grant Admin Revenue	0.00	-2,045.93	-19,545.00	17,499.07
<b>TOTAL INCOME</b>	<b>-10,001.73</b>	<b>-101,606.42</b>	<b>-139,545.00</b>	<b>37,938.58</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	6,809.20	41,817.67	47,230.02	-5,412.35
Staff Training	0.00	154.80	2,999.94	-2,845.14
Travel	75.33	369.20	700.02	-330.82
Other Admin Exp	50.94	4,229.46	1,425.06	2,804.40
<b>Total Administration</b>	<b>6,935.47</b>	<b>46,571.13</b>	<b>52,355.04</b>	<b>-5,783.91</b>
<b>Maintenance</b>				
Contracts	1.73	111,488.79	54,300.00	57,188.79
<b>Total Maintenance</b>	<b>1.73</b>	<b>111,488.79</b>	<b>54,300.00</b>	<b>57,188.79</b>
<b>General</b>				
Insurance	0.00	496.47	0.00	496.47
Employee Benefits	2,350.18	14,949.23	25,637.46	-10,688.23
<b>Total General</b>	<b>2,350.18</b>	<b>15,445.70</b>	<b>25,637.46</b>	<b>-10,191.76</b>
<b>TOTAL EXPENSE</b>	<b>9,287.38</b>	<b>173,505.62</b>	<b>132,292.50</b>	<b>41,213.12</b>
<b>Net Income/Loss</b>	<b>-714.35</b>	<b>71,899.20</b>	<b>-7,252.50</b>	<b>79,151.70</b>

Date: 7/15/2020  
 Time: 9:06:18 AM  
 roberta

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

**Page: 1**  
 Rpt File: F:\HMS\REP

	<b>Current Period</b>	<b>Current Year</b>	<b>Year To Date Budget</b>	<b>Variance</b>
<b>Housing Choice Voucher Operating INCOME</b>				
HUD HAP Received	-121,187.00	-736,411.00	-705,955.02	-30,455.98
Admin Fees Earned	-21,301.67	-169,008.02	-124,564.98	-44,443.04
Interest Income	-2.87	-90.37	-75.00	-15.37
Other Income	-521.11	-10,508.55	-5,575.02	-4,933.53
<b>TOTAL INCOME</b>	<b>-143,012.65</b>	<b>-916,017.94</b>	<b>-836,170.02</b>	<b>-79,847.92</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	10,793.04	62,654.96	70,155.00	-7,500.04
Legal	0.00	321.00	150.00	171.00
Staff Training	0.00	674.00	3,130.02	-2,456.02
Travel	0.00	324.88	1,249.98	-925.10
Accounting & Audit Fees	0.00	3,500.00	1,750.02	1,749.98
Sundry-Other Admin	217.27	3,555.75	2,574.90	980.85
<b>Total Administration</b>	<b>11,010.31</b>	<b>71,030.59</b>	<b>79,009.92</b>	<b>-7,979.33</b>
<b>Maintenance</b>				
Materials	43.75	43.75	0.00	43.75
Contracts	1.32	1,179.36	1,750.02	-570.66
<b>Total Maintenance</b>	<b>45.07</b>	<b>1,223.11</b>	<b>1,750.02</b>	<b>-526.91</b>
<b>General</b>				
Insurance	465.87	2,800.14	2,739.96	60.18
Employee Benefits	6,058.91	41,446.92	41,325.06	121.86
Collection Losses	0.00	2,302.00	0.00	2,302.00
Other General Expense	76.64	618.59	1,350.00	-731.41
<b>Total General</b>	<b>6,601.42</b>	<b>47,167.65</b>	<b>45,415.02</b>	<b>1,752.63</b>
<b>HAP Payments</b>				
HAP Payments Occupied	111,232.00	658,486.00	668,235.00	-9,749.00
HAP Payments Home	3,505.00	23,086.00	21,555.00	1,531.00
FSS Escrow Voucher	1,714.00	10,631.00	7,185.00	3,446.00
HAP Payments Portable	1,276.00	11,389.00	21,555.00	-10,166.00
<b>Total HAP</b>	<b>117,727.00</b>	<b>703,592.00</b>	<b>718,530.00</b>	<b>-14,938.00</b>
<b>TOTAL EXPENSE</b>	<b>135,383.80</b>	<b>823,013.35</b>	<b>844,704.96</b>	<b>-21,691.61</b>
<b>Net Income/Loss</b>	<b>-7,628.85</b>	<b>-93,004.59</b>	<b>8,534.94</b>	<b>-101,539.53</b>

Date: 7/15/2020  
Time: 9:06:21 AM  
roberta

**Bridges Program**  
**Bridges Operating Statement**  
**June, 2020**

**Page: 1**  
Rpt File: F:\HMS\REP

	Current Period	Current Year	Year To Date Budget	Variance
<b>Bridges Operating INCOME</b>				
HAP Received MHFA	-3,451.00	-28,215.00	-30,409.98	2,194.98
Admin Revenue	-400.00	-3,250.00	-3,900.00	650.00
Operating Transfer	0.00	0.00	3,525.00	-3,525.00
<b>Total Income</b>	<b>-3,851.00</b>	<b>-31,465.00</b>	<b>-30,784.98</b>	<b>-680.02</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Travel	0.00	59.23	225.00	-165.77
Office Supplies	0.00	0.00	150.00	-150.00
<b>Total Administration</b>	<b>0.00</b>	<b>59.23</b>	<b>375.00</b>	<b>-315.77</b>
<b>General</b>				
Security Deposit Pmts	0.00	0.00	3,040.02	-3,040.02
HAP Payment to Landlords	3,451.00	27,991.00	27,370.02	620.98
<b>Total General</b>	<b>3,451.00</b>	<b>27,991.00</b>	<b>30,410.04</b>	<b>-2,419.04</b>
<b>TOTAL EXPENSE</b>	<b>3,451.00</b>	<b>28,050.23</b>	<b>30,785.04</b>	<b>-2,734.81</b>
<b>Net Income/Loss</b>	<b>-400.00</b>	<b>-3,414.77</b>	<b>0.06</b>	<b>-3,414.83</b>

Date: 7/15/2020  
Time: 9:06:26 AM  
roberta

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

**Page: 4**  
Rpt File: F:\HMS\REP

	Current Period	Current Year	Year To Date Budget	Variance
<b>Public Housing Operating INCOME</b>				
Dwelling Rental	-61,239.00	-366,292.00	-370,030.02	3,738.02
Excess Utilities	-700.48	-1,356.48	-1,549.98	193.50
Operating Subsidy	-25,798.00	-136,041.00	-124,819.98	-11,221.02
Investment Interest	-47.50	-1,448.90	-3,205.02	1,756.12
Other Income	-19,474.68	-83,068.05	-92,104.98	9,036.93
Other Income Tenants	-765.00	-9,364.58	-13,999.98	4,635.40
Capital Fund Income	0.00	-24,408.36	-33,000.00	8,591.64
Laundry Income	-1,684.00	-8,762.25	-10,699.98	1,937.73
<b>TOTAL INCOME</b>	<b>-109,708.66</b>	<b>-630,741.62</b>	<b>-649,409.94</b>	<b>18,668.32</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	18,030.05	110,432.75	155,790.00	-45,357.25
Legal	0.00	795.50	1,900.02	-1,104.52
Staff Training	0.00	1,223.32	7,000.02	-5,776.70
Travel	0.00	164.23	1,000.02	-835.79
Accounting & Audit Fees	500.00	8,700.00	10,550.00	-1,850.00
Sundry-Other Admin	658.61	12,570.40	9,287.58	3,282.82
Total Administration	19,188.66	133,886.20	185,527.64	-51,641.44
Rec Public and Other	0.00	0.00	2,475.00	-2,475.00
Total Tenant Services	0.00	0.00	2,475.00	-2,475.00
<b>Utilities</b>				
Water/Sewer	5,820.76	28,295.22	32,179.98	-3,884.76
Electricity	5,538.25	28,829.60	37,734.96	-8,905.36
Gas/Fuel	2,031.47	20,664.90	19,675.02	989.88
Total Utilities	13,390.48	77,789.72	89,589.96	-11,800.24
<b>Maintenance</b>				
Labor	16,412.47	90,593.07	101,280.00	-10,686.93
Materials	2,796.21	6,222.46	13,999.98	-7,777.52
Contracts	13,302.66	64,731.96	84,075.00	-19,343.04
Total Maintenance	32,511.34	161,547.49	199,354.98	-37,807.49
<b>General</b>				
Insurance	7,593.17	45,506.55	42,120.00	3,386.55
Payment in Lieu of Tax	2,332.63	14,279.03	13,165.02	1,114.01
Employee Benefits	15,542.03	106,421.79	118,360.02	-11,938.23
Collection Losses	0.00	0.00	4,000.02	-4,000.02
Other General Expense	1,000.00	1,000.00	0.00	1,000.00
Total General	26,467.83	167,207.37	177,645.06	-10,437.69
<b>TOTAL EXPENSE</b>	<b>91,558.31</b>	<b>540,430.78</b>	<b>654,592.64</b>	<b>-114,161.86</b>
Net Income/Loss	-18,150.35	-90,310.84	5,182.70	-95,493.54

Date: 7/15/2020  
Time: 9:06:29 AM  
roberta

**Brainerd South Operating Statement**  
**June, 2020**

**Page: 1**  
Rpt File: F:\HMS\REP

	Current Period	Current Year	Year To Date Budget	Variance
<b>Brainerd South Operating</b>				
<b>INCOME</b>				
Dwelling Rental	-20,714.00	-123,404.00	-119,340.00	-4,064.00
Rental Supplement	-4,291.00	-24,204.00	-21,604.98	-2,599.02
Investment Interest	-75.44	-2,011.14	-4,000.02	1,988.88
Other Income	-2,045.00	-12,231.83	-15,610.02	3,378.19
Excess Utilities	-5.10	-5.10	0.00	-5.10
Laundry Income	-918.25	-4,209.25	-4,099.98	-109.27
<b>TOTAL INCOME</b>	<b>-28,048.79</b>	<b>-166,065.32</b>	<b>-164,655.00</b>	<b>-1,410.32</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Legal	0.00	0.00	150.00	-150.00
Accounting & Audit Fees	1,496.25	4,961.25	5,000.00	-38.75
Sundry-Other Admin	3,838.79	24,913.14	24,790.02	123.12
Total Administration	5,335.04	29,874.39	29,940.02	-65.63
<b>Utilities</b>				
Water	0.00	4,597.90	7,420.02	-2,822.12
Electricity	0.00	1,820.20	3,250.02	-1,429.82
Gas/Fuel	1,234.25	8,553.23	8,749.98	-196.75
Total Utilities	1,234.25	14,971.33	19,420.02	-4,448.69
<b>Maintenance</b>				
Labor	1,118.04	4,038.50	5,449.98	-1,411.48
Materials	2,868.19	12,220.47	10,000.02	2,220.45
Contracts	5,782.87	22,738.82	33,875.10	-11,136.28
Total Maintenance	9,769.10	38,997.79	49,325.10	-10,327.31
<b>General</b>				
Insurance	2,718.37	16,573.13	16,529.94	43.19
Payment in Lieu of Tax	733.55	5,222.45	5,250.00	-27.55
Employee Benefits	119.03	416.64	610.02	-193.38
Total General	3,570.95	22,212.22	22,389.96	-177.74
<b>TOTAL EXPENSE</b>	<b>19,909.34</b>	<b>106,055.73</b>	<b>121,075.10</b>	<b>-15,019.37</b>
Net Income/Loss	-8,139.45	-60,009.59	-43,579.90	-16,429.69

**June 2020**  
**Prior Year Comparative Statements**

This page has been intentionally left blank.



Date: 7/15/2020  
Time: 9:06:42 AM  
roberta

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

Page: 1  
Rpt File: F:\HMS\REPORTS\GLSTOSP

	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
<b>General Fund Operating</b>				
<b>INCOME</b>				
Management Fees	-86,373.54	-84,499.98	-85,368.20	-84,845.84
Interest Income	-1,130.96	-1,324.98	0.00	0.00
Other Income	-56,638.15	-72,314.98	-49,857.60	-63,009.15
<b>TOTAL INCOME</b>	<b>-144,142.65</b>	<b>-158,139.94</b>	<b>-135,225.80</b>	<b>-147,854.99</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	73,069.99	91,995.00	70,539.08	77,362.85
Legal	321.00	1,000.02	0.00	2,865.00
Staff Training	238.63	1,999.98	3,447.55	840.40
Travel	0.00	300.00	267.71	127.51
Auditing Fees	6,700.00	6,700.00	6,700.00	6,700.00
Sundry-Other Admin	3,795.25	3,049.98	3,925.73	2,866.26
<b>Total Administration</b>	<b>84,124.87</b>	<b>105,044.98</b>	<b>84,880.07</b>	<b>90,762.02</b>
<b>Maintenance</b>				
Maintenance Salaries	5,214.30	5,854.98	5,126.38	5,019.88
Materials	43.75	0.00	0.00	0.00
Contracts	1,091.24	625.02	802.77	417.17
<b>Total Maintenance</b>	<b>6,349.29</b>	<b>6,480.00</b>	<b>5,929.15</b>	<b>5,437.05</b>
<b>General</b>				
TIF Expense	0.00	64.98	130.00	100.00
Insurance	2,304.02	2,497.50	2,089.62	1,947.22
Employee Benefits	40,848.52	44,772.54	37,880.23	41,086.54
Other General Expense	8,900.00	12,550.02	2,000.00	2,274.82
<b>Total General</b>	<b>52,052.54</b>	<b>59,885.04</b>	<b>42,099.85</b>	<b>45,831.36</b>
<b>TOTAL EXPENSE</b>	<b>142,526.70</b>	<b>171,410.02</b>	<b>132,909.07</b>	<b>142,030.43</b>
<b>Net Income/Loss</b>	<b>-1,615.95</b>	<b>13,270.08</b>	<b>-2,316.73</b>	<b>-5,824.56</b>

Date: 7/15/2020  
Time: 9:06:48 AM  
roberta

**Housing Rehab Proj Operating PY**  
**Housing Rehab Operating Statement**  
**June, 2020**

Page: 1  
Rpt File: F:\HMS\REPORTS\GLSTOSP

	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
<b>Housing Rehab Operating INCOME</b>				
Other Income	-99,560.49	-120,000.00	-72,587.75	-31,086.39
Grant Admin Revenue	-2,045.93	-19,545.00	0.00	-236.54
<b>TOTAL INCOME</b>	<b>-101,606.42</b>	<b>-139,545.00</b>	<b>-72,587.75</b>	<b>-31,322.93</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	41,817.67	47,230.02	23,458.29	23,132.82
Staff Training	154.80	2,999.94	2,042.25	962.62
Travel	369.20	700.02	128.76	126.02
Other Admin Exp	4,229.46	1,425.06	1,832.92	2,088.57
<b>Total Administration</b>	<b>46,571.13</b>	<b>52,355.04</b>	<b>27,462.22</b>	<b>26,310.03</b>
<b>Maintenance</b>				
Contracts	111,488.79	54,300.00	20,411.28	330.74
<b>Total Maintenance</b>	<b>111,488.79</b>	<b>54,300.00</b>	<b>20,411.28</b>	<b>330.74</b>
<b>General</b>				
Insurance	496.47	0.00	257.47	355.16
Employee Benefits	14,949.23	25,637.46	11,144.26	10,442.24
<b>Total General</b>	<b>15,445.70</b>	<b>25,637.46</b>	<b>11,401.73</b>	<b>10,797.40</b>
<b>TOTAL EXPENSE</b>	<b>173,505.62</b>	<b>132,292.50</b>	<b>59,275.23</b>	<b>37,438.17</b>
<b>Net Income/Loss</b>	<b>71,899.20</b>	<b>-7,252.50</b>	<b>-13,312.52</b>	<b>6,115.24</b>

Date: 7/15/2020  
Time: 9:06:51 AM  
roberta

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

**Page: 1**  
Rpt File: F:\HMS\REPORTS\GLSTOSP

	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
<b>Housing Choice Voucher Operating INCOME</b>				
HUD HAP Received	-736,411.00	-705,955.02	-698,667.00	-684,205.00
Admin Fees Earned	-169,008.02	-124,564.98	-136,364.00	-113,479.00
Interest Income	-90.37	-75.00	-128.07	-5.93
Other Income	-10,508.55	-5,575.02	-6,100.23	-3,118.18
<b>TOTAL INCOME</b>	<b>-916,017.94</b>	<b>-836,170.02</b>	<b>-841,259.30</b>	<b>-800,808.11</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	62,654.96	70,155.00	66,642.15	64,323.05
Legal	321.00	150.00	0.00	121.80
Staff Training	674.00	3,130.02	4,955.86	1,824.95
Travel	324.88	1,249.98	943.85	946.40
Accounting & Audit Fees	3,500.00	1,750.02	3,500.00	3,500.00
Sundry-Other Admin	3,555.75	2,574.90	2,443.05	1,934.99
<b>Total Administration</b>	<b>71,030.59</b>	<b>79,009.92</b>	<b>78,484.91</b>	<b>72,651.19</b>
<b>Maintenance</b>				
Materials	43.75	0.00	0.00	0.00
Contracts	1,179.36	1,750.02	1,037.26	2,572.45
<b>Total Maintenance</b>	<b>1,223.11</b>	<b>1,750.02</b>	<b>1,037.26</b>	<b>2,572.45</b>
<b>General</b>				
Insurance	2,800.14	2,739.96	2,522.90	2,417.68
Employee Benefits	41,446.92	41,325.06	39,657.20	38,902.79
Collection Losses	2,302.00	0.00	0.00	0.00
Other General Expense	618.59	1,350.00	1,327.01	1,193.40
<b>Total General</b>	<b>47,167.65</b>	<b>45,415.02</b>	<b>43,507.11</b>	<b>42,513.87</b>
<b>HAP Payments</b>				
HAP Payments Occupied	658,486.00	668,235.00	664,104.00	629,623.00
HAP Payments Home	23,086.00	21,555.00	23,406.00	21,173.00
FSS Escrow Voucher	10,631.00	7,185.00	10,534.00	10,260.00
HAP Payments Portable	11,389.00	21,555.00	22,661.00	16,309.00
<b>Total HAP</b>	<b>703,592.00</b>	<b>718,530.00</b>	<b>720,705.00</b>	<b>677,365.00</b>
<b>TOTAL EXPENSE</b>	<b>823,013.35</b>	<b>844,704.96</b>	<b>843,734.28</b>	<b>795,102.51</b>
<b>Net Income/Loss</b>	<b>-93,004.59</b>	<b>8,534.94</b>	<b>2,474.98</b>	<b>-5,705.60</b>

Date: 7/15/2020  
Time: 9:06:54 AM  
roberta

**Bridges Program PY**  
**Bridges Operating Statement**  
**June, 2020**

**Page: 1**  
Rpt File: F:\HMS\REPORTS\GLSTOSP

	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
<b>Bridges Operating INCOME</b>				
HAP Received MHFA	-28,215.00	-30,409.98	-40,362.00	-34,955.00
Admin Revenue	-3,250.00	-3,900.00	-4,300.00	-3,900.00
Operating Transfer	0.00	3,525.00	0.00	0.00
<b>Total Income</b>	<b>-31,465.00</b>	<b>-30,784.98</b>	<b>-44,662.00</b>	<b>-38,855.00</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Travel	59.23	225.00	122.96	94.70
Office Supplies	0.00	150.00	0.00	0.00
<b>Total Administration</b>	<b>59.23</b>	<b>375.00</b>	<b>122.96</b>	<b>94.70</b>
<b>General</b>				
Security Deposit Pmts	0.00	3,040.02	4,893.00	1,075.00
HAP Payment to Landlords	27,991.00	27,370.02	34,737.00	33,880.00
<b>Total General</b>	<b>27,991.00</b>	<b>30,410.04</b>	<b>39,630.00</b>	<b>34,955.00</b>
<b>TOTAL EXPENSE</b>	<b>28,050.23</b>	<b>30,785.04</b>	<b>39,752.96</b>	<b>35,049.70</b>
<b>Net Income/Loss</b>	<b>-3,414.77</b>	<b>0.06</b>	<b>-4,909.04</b>	<b>-3,805.30</b>

Date: 7/15/2020  
Time: 9:06:59 AM  
roberta

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

**Page: 4**  
Rpt File: F:\HMS\REPORTS\GLSTOSP

	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
<b>Public Housing Operating INCOME</b>				
Dwelling Rental	-366,292.00	-370,030.02	-362,458.00	-341,263.50
Excess Utilities	-1,356.48	-1,549.98	-1,278.00	-1,160.00
Operating Subsidy	-136,041.00	-124,819.98	-111,061.00	-121,460.00
Investment Interest	-1,448.90	-3,205.02	240.42	243.78
Other Income	-83,068.05	-92,104.98	-84,890.49	-91,035.67
Other Income Tenants	-9,364.58	-13,999.98	-10,466.42	-33,671.59
Capital Fund Income	-24,408.36	-33,000.00	-122,348.00	-321,959.00
Laundry Income	-8,762.25	-10,699.98	-10,055.25	-10,311.00
<b>TOTAL INCOME</b>	<b>-630,741.62</b>	<b>-649,409.94</b>	<b>-702,316.74</b>	<b>-920,616.98</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	110,432.75	155,790.00	137,194.31	124,036.55
Legal	795.50	1,900.02	1,305.00	891.39
Staff Training	1,223.32	7,000.02	6,587.62	5,065.24
Travel	164.23	1,000.02	470.76	500.00
Accounting & Audit Fees	8,700.00	10,550.00	8,300.00	10,400.00
Sundry-Other Admin	12,570.40	9,287.58	11,894.12	7,829.41
<b>Total Administration</b>	<b>133,886.20</b>	<b>185,527.64</b>	<b>165,751.81</b>	<b>148,722.59</b>
 Rec Public and Other	 0.00	 2,475.00	 0.00	 95.14
<b>Total Tenant Services</b>	<b>0.00</b>	<b>2,475.00</b>	<b>0.00</b>	<b>95.14</b>
<b>Utilities</b>				
Water/Sewer	28,295.22	32,179.98	29,176.33	24,933.88
Electricity	28,829.60	37,734.96	29,816.89	29,111.26
Gas/Fuel	20,664.90	19,675.02	26,597.12	27,332.11
<b>Total Utilities</b>	<b>77,789.72</b>	<b>89,589.96</b>	<b>85,590.34</b>	<b>81,377.25</b>
<b>Maintenance</b>				
Labor	90,593.07	101,280.00	87,587.99	85,775.72
Materials	6,222.46	13,999.98	13,346.82	11,123.87
Contracts	64,731.96	84,075.00	55,468.12	95,972.08
<b>Total Maintenance</b>	<b>161,547.49</b>	<b>199,354.98</b>	<b>156,402.93</b>	<b>192,871.67</b>
<b>General</b>				
Insurance	45,506.55	42,120.00	39,644.02	34,713.31
Payment in Lieu of Tax	14,279.03	13,165.02	13,594.48	12,793.85
Employee Benefits	106,421.79	118,360.02	102,924.36	102,300.49
Collection Losses	0.00	4,000.02	0.00	0.00
Other General Expense	1,000.00	0.00	0.00	0.00
<b>Total General</b>	<b>167,207.37</b>	<b>177,645.06</b>	<b>156,162.86</b>	<b>149,807.65</b>
<b>TOTAL EXPENSE</b>	<b>540,430.78</b>	<b>654,592.64</b>	<b>563,907.94</b>	<b>572,874.30</b>
 Net Income/Loss	 -90,310.84	 5,182.70	 -138,408.80	 -347,742.68

Date: 7/15/2020  
Time: 9:07:04 AM  
roberta

**Brainerd South Operating Statement**  
**June, 2020**

Page: 1  
Rpt File: F:\HMS\REPORTS\GLSTOSP

	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
<b>Brainerd South Operating</b>				
<b>INCOME</b>				
Dwelling Rental	-123,404.00	-119,340.00	-118,428.00	-117,573.00
Rental Supplement	-24,204.00	-21,604.98	-21,223.00	-20,369.00
Investment Interest	-2,011.14	-4,000.02	64.55	52.25
Other Income	-12,231.83	-15,610.02	-16,920.90	-15,797.07
Excess Utilities	-5.10	0.00	0.00	-97.57
Laundry Income	-4,209.25	-4,099.98	-4,111.50	-4,139.75
<b>TOTAL INCOME</b>	<b>-166,065.32</b>	<b>-164,655.00</b>	<b>-160,618.85</b>	<b>-157,924.14</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Legal	0.00	150.00	0.00	0.00
Accounting & Audit Fees	4,961.25	5,000.00	4,950.00	4,850.00
Sundry-Other Admin	24,913.14	24,790.02	24,269.34	23,376.86
<b>Total Administration</b>	<b>29,874.39</b>	<b>29,940.02</b>	<b>29,219.34</b>	<b>28,226.86</b>
<b>Utilities</b>				
Water	4,597.90	7,420.02	5,063.42	4,844.89
Electricity	1,820.20	3,250.02	2,761.30	2,739.91
Gas/Fuel	8,553.23	8,749.98	10,183.19	10,327.01
<b>Total Utilities</b>	<b>14,971.33</b>	<b>19,420.02</b>	<b>18,007.91</b>	<b>17,911.81</b>
<b>Maintenance</b>				
Labor	4,038.50	5,449.98	5,265.90	5,243.80
Materials	12,220.47	10,000.02	8,397.54	8,173.95
Contracts	22,738.82	33,875.10	25,718.28	31,837.88
<b>Total Maintenance</b>	<b>38,997.79</b>	<b>49,325.10</b>	<b>39,381.72</b>	<b>45,255.63</b>
<b>General</b>				
Insurance	16,573.13	16,529.94	16,004.20	15,566.94
Payment in Lieu of Tax	5,222.45	5,250.00	4,793.68	4,877.58
Employee Benefits	416.64	610.02	610.02	610.02
<b>Total General</b>	<b>22,212.22</b>	<b>22,389.96</b>	<b>21,407.90</b>	<b>21,054.54</b>
<b>TOTAL EXPENSE</b>	<b>106,055.73</b>	<b>121,075.10</b>	<b>108,016.87</b>	<b>112,448.84</b>
<b>Net Income/Loss</b>	<b>-60,009.59</b>	<b>-43,579.90</b>	<b>-52,601.98</b>	<b>-45,475.30</b>

## Brainerd Housing and Redevelopment Authority

### Payment Summary Report

### June 2020

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
6/5/2020	724	John Schommer	\$100.04
6/5/2020	725	Keri Woitalla	\$40.56
6/5/2020	726	LeAnn Goltz	\$40.33
6/5/2020	727	Marnie Mclalwain	\$120.19
6/5/2020	728	Mike Jones	\$63.25
6/5/2020	729	Terry Quick	\$92.01
6/19/2020	730	Marnie Mclalwain	\$134.76
6/4/2020	1656	Minnesota State Retirement System	\$530.00
6/4/2020	1657	Electronic Federal Tax Payment System	\$6,997.75
6/4/2020	1658	MN Dept of Revenue	\$1,133.71
6/4/2020	1659	Health Savings Accounts	\$1,206.38
6/4/2020	1660	Security Benefit	\$3,942.32
6/4/2020	1661	EBSO	\$23,312.23
6/1/2020	1662	JJC Properties LLC	\$500.00
6/1/2020	1663	Pueringer Investments	\$500.00
6/1/2020	1664	Ash Properties	\$500.00
6/1/2020	1665	Smith Commercial Properties LLC	\$900.00
6/18/2020	1666	Minnesota State Retirement System	\$530.00
6/18/2020	1667	Electronic Federal Tax Payment System	\$7,263.76
6/18/2020	1668	MN Dept of Revenue	\$1,159.93
6/18/2020	1669	Health Savings Accounts	\$1,206.38
6/18/2020	1670	Security Benefit	\$3,994.32
6/4/2020	23323	Ace Hardware	\$229.07
6/4/2020	23324	AmeriPride Linen & Apparel Svcs	\$372.48
6/4/2020	23325	Avesis Third Party Admininstrators	\$15.59
6/4/2020	23326	Brainerd Public Utilities	\$10,782.79
6/4/2020	23327	Bremer Bank Credit Card	\$1,226.61
6/4/2020	23328	Capital One Commercial	\$559.28
6/4/2020	23329	CenterPoint Energy	\$3,265.72
6/4/2020	23330	City of Brainerd	\$99,077.00
6/4/2020	23331	Crow Wing County Landfill	\$20.00
6/4/2020	23332	Crow Wing County Treasurer	\$100.00
6/4/2020	23333	Crow Wing Cty Recorder's Office	\$46.00
6/4/2020	23334	Culligan	\$25.50
6/4/2020	23335	Dacotah Paper Co	\$454.21
6/4/2020	23336	Hillyard / Hutchinson	\$77.98
6/4/2020	23337	Home Depot Credit Services	\$86.99
6/4/2020	23338	Home Depot Supply	\$33.75
6/4/2020	23339	Kennedy & Graven, Chartered	\$2,090.90
6/4/2020	23340	MN Elevator, Inc.	\$771.68

## Brainerd Housing and Redevelopment Authority

### Payment Summary Report

### June 2020

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
6/4/2020	23341	Northland Fire Protection	\$2,706.45
6/4/2020	23342	Office Shop	\$639.64
6/4/2020	23343	RJ3 Property Maintenance	\$120.00
6/4/2020	23344	Rental History Reports	\$25.00
6/4/2020	23345	ServiceMaster of Brainerd	\$3,243.37
6/4/2020	23346	Verizon Wireless	\$74.05
6/18/2020	23347	Brainerd Public Utilities	\$625.22
6/18/2020	23348	Bremer Bank Credit Card	\$3,318.36
6/18/2020	23349	CTCIT	\$500.00
6/18/2020	23350	CTC	\$2,540.88
6/18/2020	23351	CliftonLarsonAllen LLP	\$1,996.25
6/18/2020	23352	Crow Wing County Landfill	\$40.00
6/18/2020	23353	Dearborn National	\$200.69
6/18/2020	23354	HDS Inc.	\$4,835.97
6/18/2020	23355	Housing Auth Risk Retention Group	\$1,000.00
6/18/2020	23356	Lakes Printing Inc.	\$301.65
6/18/2020	23357	Life Insurance Company of North America	\$57.58
6/18/2020	23358	Tenant Refund	\$269.67
6/18/2020	23359	Nisswa Sanitation	\$2,356.38
6/18/2020	23360	Precision Electrical LLC	\$156.00
6/18/2020	23361	State of Minnesota	\$25.00
6/18/2020	23362	Sun Life Financial	\$271.60
6/18/2020	23363	TKDA	\$1,582.31
		<b>Report Total</b>	<b>\$200,389.54</b>





**To:** Brainerd HRA Board Members  
**From:** Tania Eller, Rental Assistance Manager  
**Date:** July 10, 2020  
**Re:** HCV Programs Report

---

**HCV Program Report** *(Attachment 4a)*

Our Unit Months Leased (UML) through June was 98% and HAP utilization through June was 49%.

**Bridges Program Report** *(Attachment 4b)*

We have eight families on our program with a monthly HAP payment of \$2,733. We received four referrals and are working on leasing them up.

**Family Self-Sufficiency (FSS) Program Report** *(Attachment 4b)*

We currently have 29 families on our program. Ten families are currently escrowing in the amount of \$1,714 per month.

**Foster Youth to Independence (FYI) Program Report** *(Attachment 4c)*

We have two families leased up with a total HAP payment of \$790 per month. We are working on leasing up one more family for July 1<sup>st</sup>.

**No Action Requested; Discussion Items**

This page has been intentionally left blank.

**June Housing Choice Voucher Programs (HCV)**

<b><u>Voucher Allocation</u></b>	320
June Move-ins	5
June Move-outs	5
June Vouchers - looking for housing	29
June Vouchers - first day of month	311
Average Vouchers to date	317
Unit Months Leased	98%
HAP Utilization through 6/30/2020	49%
<b><u>Reasons For Leaving Program</u></b>	
Voluntarily Left	3
Passed Away	2
<b><u>Payments</u></b>	
Housing Assistance Payment (HAP)	\$118,086
June HUD Administrative Fee	\$15,693
<b><u>Port Out Vouchers</u></b>	2
St. Cloud (1), Clay (1)	\$1,276
<b><u>Homeownership</u></b>	9
Homeownership HAP	\$3,505
<b><u>FYI Vouchers</u></b>	2
FYI Vouchers HAP	\$790
<b><u>Annual Average Income</u></b>	\$13,304
<b><u>Length of Time on Program</u></b>	
< 1 year	21%
< 2 years	15%
< 3 years	11%
< 4 years	8%
< 5 years	6%
> 5 years	39%
<b><u>Demographics</u></b>	
Elderly Households	82
Disabled/Handicapped Households	161
Families with Children	126
<b><u>Waiting List Total</u></b>	94
Crow Wing County Preference	22
Non Preference	72
<b><u>Average HAP Payment</u></b>	\$367

This page has been intentionally left blank.

## **Bridges Program Report**

### **June 2020**

#### **Currently**

- » Tenants leased up in units: 8
- » Tenants in Shop Mode: 2
- » Participants issued a voucher & searching for a unit: 1
- » Notified: 4
- » Participants receiving HCV voucher: 0
- » Participants giving up Bridges voucher: 0

#### **Tenants' Residing Counties**

- » Cass County: 0
- » Morrison: 3
- » Aitkin: 1
- » Crow Wing: 4
- » Todd: 0
- » Wadena: 0

**Total HAP payment: \$2,733.00**

Received four Bridges referrals. One referral came from priority list and the others came from Oasis (Little Falls) and Northern Pines HSASMI grant.

## **Family Self-Sufficiency Program Report**

### **June 2020**

#### **Currently**

- » Active FSS participants: 29
- » Tenants going OFF for month: 0
- » Tenants going ON for month: 0
- » Tenants start ESCROWING: 0
- » Total number of FSS participants escrowing monthly: 10
- » Total combined amount of monthly escrow: \$1,714.00
- » Total year-to-date FSS participant's escrow: \$37,434.23

## **Foster Youth to Independence (FYI) Report** **June 2020**

### **Currently**

- » Active FYI participants: 2
- » Working on getting a voucher: 2
- » Notified: 0
- » Declined voucher: 2

### **Summary**

Still working on getting the third FYI participant leased up.



**To:** Brainerd HRA Board Members  
**From:** Shannon Fortune, Housing Manager  
**Date:** July 15, 2020  
**Re:** Housing Manager Report

---

### **Vacancy Report for June 2020**

Please see Attachment 5a.

### **Monthly Property Performance Report for June 2020**

Please see Attachment 5b.

### **Ongoing COVID-19 Response**

A video interface has been installed on the office door to assist with social distancing once the office is able to be reopened to the public, even on a limited basis. All staff wear masks when they are in common spaces or when they are around other staff or tenants. We continue to ask about symptoms and exposure prior to entering units for work orders and proceed wearing personal protective equipment and rescheduling if necessary. Additional cleaning and sanitizing tasks continue, common areas are still closed, and tenant activities have not yet resumed. Move-ins and recertifications have continued without interruption. We hope to begin annual inspections by early fall.

### **Public Housing Physical Updates**

- » North Star Second Floor Patio/Walkway Area: the second floor covered patio and the adjoining walkway were given a new seal coat and anti-slip coating.
- » North Star Retaining Wall: updates to the east retaining wall, including redoing the sidewalk area, is the next project to kick off at the North Star.

### **Brainerd South**

With the rains that have occurred over the past several weeks, we have had water issues in a few of our units in both buildings at Brainerd South. Because this has been an on-going issue over the years when heavy rains have occurred, we have had an excavator remove the ground around the buildings to investigate the cause of the problem. Staff is working with the excavator to remedy the problem and during this process, tenants have been displaced.

### **ROSS Program Updates**

- » Erik currently has 12 active participants in the ROSS program and has had contact with six new non-enrolled participants for more limited resource/referral work.
- » There are still no educational/enrichment events on the calendar at this time and none in the planning stages as we aren't really sure of when we will be able to safely reopen our common areas. Similarly, new outreach has been difficult as many community resources and service providers have limited or irregular availability.
- » Erik spent time this past month participating in training on civil rights specific to provision of the NAPS program. He has also been in contact with the Tenant Activities Coordinator to assist her in launching the NAPS program at the Crosby HRA.

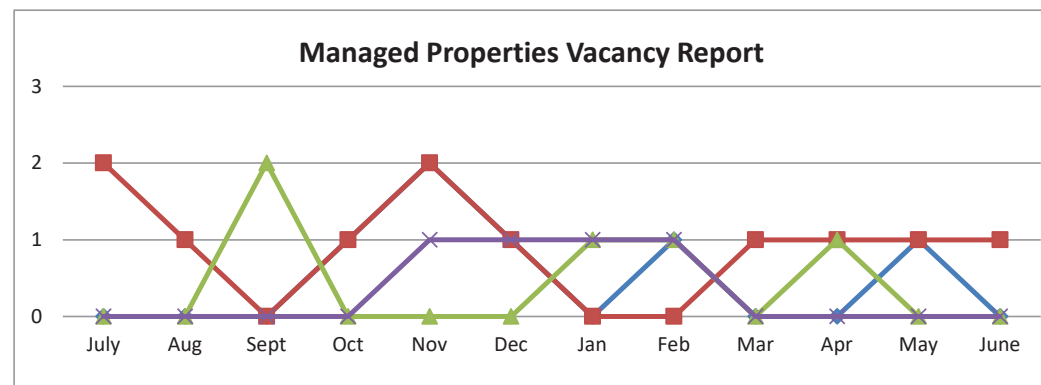
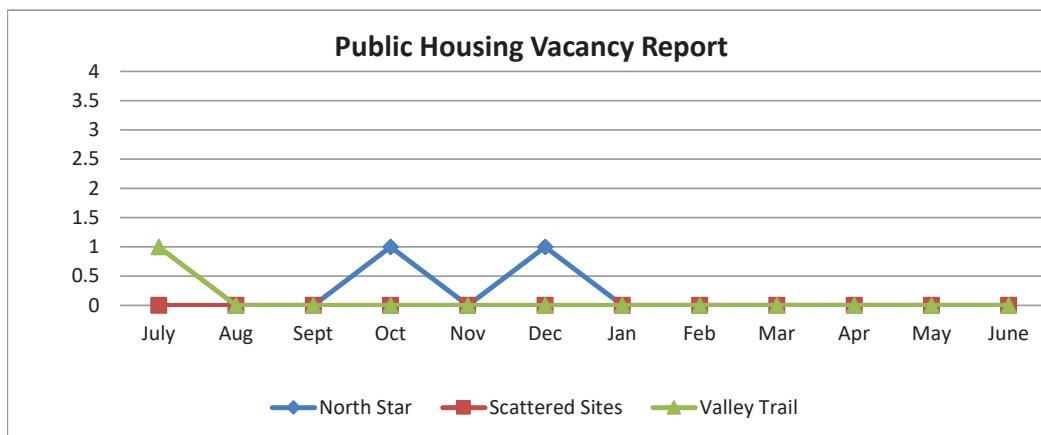
- » The Senior Nutrition Assistance program had 29 residents participating this past month. Still no nutrition seminars and deliveries continue to be made directly to the apartments to prevent tenants from congregating.
- » Facebook Stats:
  - Erik made 8 new posts on the ROSS Facebook page this past month which focused on food resources, simple quarantine-friendly exercises, Wide Open School (free education materials for kids), scams targeting new unemployment recipients, and information shared from the Brainerd Lakes Area Drug Education group. These posts reached a total of 25 people.
  - He will be creating a series of physical flyer postings (bulletin boards, apartment doors, mailers, etc.) to try to drive up traffic on the ROSS Facebook page.

**No Action Requested; Discussion Items**



## 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	0	0	0	0	0	0	1	1
Jan %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.56%	5.00%
Feb 28	0	0	0	0	1	0	1	1
Feb %	0.00%	0.00%	0.00%	0.00%	1.67%	0.00%	5.56%	5.00%
March 31	0	0	0	0	0	1	0	0
March %	0.00%	0.00%	0.00%	0.00%	0.00%	4.17%	0.00%	0.00%
April 30	0	0	0	0	0	1	1	0
April %	0.00%	0.00%	0.00%	0.00%	0.00%	4.17%	5.56%	0.00%
May 31	0	0	0	0	1	1	0	0
May %	0.00%	0.00%	0.00%	0.00%	1.67%	4.17%	0.00%	0.00%
June 30	0	0	0	0	0	1	0	0
June %	0.00%	0.00%	0.00%	0.00%	0.00%	4.17%	0.00%	0.00%
July 31	0	0	0	0	0	0	0	0
July %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Aug 31	0	0	0	0	0	0	0	0
Aug %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Sept 30	0	0	0	0	0	0	0	0
Sept %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Oct 31	0	0	0	0	0	0	0	0
Oct %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Nov 30	0	0	0	0	0	0	0	0
Nov %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dec 31	0	0	0	0	0	0	0	0
Dec %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total %	0	0	0	0	2	4	3	2
	0.00%	0.00%	0.00%	0.00%	0.56%	2.78%	2.78%	1.67%



## Brainerd Housing and Redevelopment Authority

### Monthly Property Performance Report June 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%
<b>TOTAL</b>	<b>203</b>	<b>203</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100%</b>

3. Customer Traffic

Applications Requested	32
Applications Placed on PH Wait List	13
Applications Denied on PH Wait List	16

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	59	16	6	0
2 bdrm	14	28	2	1	0
3 bdrm	24	11	1	1	0
4 bdrm	5	4	0	0	0
<b>TOTAL</b>	<b>203</b>	<b>102</b>	<b>19</b>	<b>8</b>	<b>0</b>

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	1	14
Move-Outs	3	14

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	12
Annual Recertifications	4
Completed for this month	16

8. Annual Unit Inspections

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

9. Lease Enforcements

Lease warnings/violations issued	4
30-day lease terminations	0

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	5
Received	81
Closed	79
Ending Balance	7
Total Completed Work Orders for Year	471

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	2	4
Completed within 24 hours	2	4
Percent completed within 24 hours	n/a	100%

13. Rent Collection

	This Month
Rent Charges	61,581
Other Charges	1,293
<b>Total New Charges</b>	62,874
Arrears, tenants in possession	231

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	254
Current Rent Charges	61,581
Current Rent Collections	61,327
Accounts Receivable Rate	0%
Collection Rate	100%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	2,463
Prior Rent Charges	740,422
Collection Rate	100%



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

---

#### **Executive Director Search**

We received communication on July 7<sup>th</sup> that the waiver request to HUD regarding the conflict of interest in the consideration of former board member, Eric Charpentier, as the next Executive Director was denied by HUD. We worked with attorney Rod Solomon in Washington DC to draft an appeal on our behalf and this was submitted by Board Chair Larson on July 15<sup>th</sup> to HUD. We are hopeful, based on the additional information, that HUD will reconsider approval of the waiver request.

#### **CWC HRA Board**

We reported last month that Theresa Goble resigned from the CWC HRA Board for personal reasons. Commissioner Koering appointed Richard (George) Burton to fill the vacancy on the CWC HRA Board.

#### **Request for Technical Assistance (RFTA)**

Staff submitted a RFTA to Minnesota Housing Partnership (MHP) on behalf of CWC HRA in mid-April. 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.

MHP has requested another follow-up call with John and me on July 22<sup>nd</sup> regarding our application.

#### **No Action Requested; Discussion Item**

This page has been intentionally left blank.



**To:** Brainerd HRA Board Members  
**From:** John Schommer, Rehab Coordinator  
**Date:** July 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 <sup>st</sup> Ave. NE	Andrea B.	Owner-occupied	1	Complete
612 2 <sup>nd</sup> Ave. NE	Kelly R.	Owner-occupied	1	Complete
201 & 203 B St.	Travis B.	Rental	2	Bidding
419 3 <sup>rd</sup> Ave. NE	Mary & Richard M.	Rental	3	Bidding
726 4 <sup>th</sup> Ave. NE	John G.	Rental	3	Application Phase
215 Gillis Ave. NE	Cheri S.	Owner-occupied	1	Application Phase
414 3 <sup>rd</sup> Ave. NE	Select Rental Properties	Rental	1	Application Phase

#### **Emily SCDP**

- » 5 Owner-occupied projects are complete
- » 1 project is in construction
- » 2 projects are bidding
- » 1 project is in the application phase

#### **MHFA**

- » 2 projects are in construction
- » 1 project is in the application phase

#### **BRAINERD OAKS/SERENE PINES**

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	43	40	3	3
Serene Pines	23	13	12	1	0
Dalmar Estates	7	1	1	0	1

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

#### **SCDP Preliminary Proposal**

We will be working with the City of Garrison to submit a SCDP preliminary proposal this fall. It will be for single-family owner-occupied and commercial rehab.

(continues on opposite side)

**FHLB**

We submitted an application in May and are waiting on funding awards to be announced in December.

**Workforce Housing Study and Housing Trust Fund**

I was invited to present on the Workforce Housing Study and Housing Trust Fund at BLAEDC's quarterly meeting that was held on Tuesday, July 14<sup>th</sup>. There were approximately 35 people that attended the Zoom meeting including many community leaders and business professionals. BLAEDC received several requests for copies of the slideshow that LeAnn put together and I personally received requests for copies of both. I am scheduled to present to the Crosslake/Pequot Lakes EDC on Tuesday, July 21<sup>st</sup> also.

**No Action Requested; Discussion Item**