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**BOARD OF COMMISSIONERS MEETING**  
**Wednesday, August 26, 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=mf796f68b1a37205a3c472fae555393ca>

Join by phone: (415) 655-0001

Meeting number (access code): 126 133 5651

Meeting password: 82620

*“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**
- 5. New Business**
  - a.** 2021 Preliminary General Fund Budget Filing with City *(Attachment 2)*
  - b.** Approve FSS Grant Program Application *(Attachment 3)*
- 6. Bills and Communications**
  - a.** Financial Report *(Attachment 4)*
  - b.** HCV/Section 8 Report *(Attachment 5)*
  - c.** Housing Manager Report *(Attachment 6)*
  - d.** Executive Director Report *(Attachment 7)*
  - e.** Rehab Update *(Attachment 8)*
- 7. Commissioner Comments**
- 8. Adjourn**

Next Meeting: Wednesday, September 23, 2020

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## Brainerd Housing & Redevelopment Authority BOARD MEETING MINUTES Wednesday, July 22, 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, July 22<sup>nd</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, Bekah Kent, 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: Ashley Storm.
3. **READING AND APPROVAL OF MINUTES:**  
  
**Commissioner Johnson moved to approve the minutes from the meeting on June 24<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. **Approval of Implementation of Waivers Authorized by HUD Notice 2020, Rev. 1:** 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.

A table of the recommended waivers for implementation was provided and reviewed with the Board.

**Commissioner Wussow moved to approve the waivers specified in the document provided to the Board. Commissioner Kent seconded the motion. Via roll call vote, all commissioners were in favor and none were opposed. The motion was approved.**

The Board asked about the status of resident elections. Fortune reported that they are on hold for the time being as they need to determine how to conduct the election safely. Staff is looking at the possible options and hope to have a plan in place soon.

5. **NEW BUSINESS:** Nothing to report.

6. **BILLS AND COMMUNICATIONS**

a. **Financial Report:**

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 has been 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. Staff is 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. The CWC HRA Board has directed staff to request \$729,500, the same levy amount as 2020.

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.

**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 June was 98% and HAP utilization was 49%.

Bridges Program Report

There are eight families on the program with a monthly HAP payment of \$2,733. Staff has received four referrals and are working on leasing them up.

Family Self-Sufficiency (FSS) Program Report

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

Foster Youth to Independence (FYI) Program Report

There are two families leased up with a total HAP payment of \$790 per month. Another family will be leased up for July 1<sup>st</sup>.

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

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. They 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. Staff hopes 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, there have been water issues in a few of the units in both buildings. Because this has been an on-going issue over the years when heavy rains have occurred, an excavator was hired to 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. 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 eight 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.

**d. Executive Director Report:**

Executive Director Search

On July 7<sup>th</sup>, a denial was received for the waiver request to HUD regarding the conflict of interest in the consideration of former board member, Eric Charpentier, as the next Executive Director. With the assistance of Attorney Rod Solomon in Washington DC, an appeal with a request for a conference call was submitted by Board Chair Larson on July 15<sup>th</sup> to HUD. Staff received word today that HUD staff has indicated a conference call would not be necessary and that they would get back to us within the next week or two. Solomon suggested requesting assistance from our congressman. The Board concurred and advised staff to reach out to Rep. Stauber and Senators Klobuchar and Smith.

CWC HRA Board

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. The application focused on 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 had a follow-up call this morning and were informed of their selection for the grant. MHP will develop a MOU, work plan, and budget that will be brought before the CWC Board for their approval.

COVID Assistance Housing Program (CHAP)

HRA staff participated in a webinar to learn about the new program. After finding out that LSS was not going to submit an application as originally planned, staff was prepared to apply instead. However, after further review with LSS and learning that a similar program offered in the county is underutilized with available funds, staff decided to forgo the application at this time.

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

SCDP Preliminary Proposal

Staff 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.

FHLB

An application was submitted in May. Funding awards to be announced in December.

Workforce Housing Study and Housing Trust Fund

Schommer 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. Several requests for copies of the slideshow were requested. Schommer also presented to the Crosslake/Pequot Lakes EDC on Tuesday, July 21<sup>st</sup> and was invited to present to a group of loan officers at Riverwood Bank.

7. **Commissioner Comments:** Commissioner Wussow thanked staff for their hard work. Commissioner Johnson reported that the City of Brainerd received a clean 2019 audit with no findings. Chair Larson discussed the need to fill the vacant seats on the board. She also expressed her support for returning to in-person board meetings as soon as able. The Board had a discussion regarding future meetings and was split on preference so they decided to continue with Webex meetings at this time.

**Chair Larson made a motion to provide additional compensation of \$25 per hour for Interim Executive Director Karen Young, seconded by Commissioner Wussow. Through a roll call vote, all commissioners were in favor and none were opposed. The motion was approved.**

8. **Adjournment:**

**Moved by Commissioner Johnson and seconded by Commissioner Kent to adjourn the meeting at 1:53 p.m. All commissioners voted in favor of the motion and none were opposed. The motion was approved.**

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To: Brainerd HRA Board Members  
From: Karen Young, Finance Director  
Date: August 18, 2020  
Re: 2021 Preliminary General Fund Budget Filing with City

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

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

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

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

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## 2021 Brainerd HRA General Fund Budget

### Revenues

- City Tax Levy - .0185% of estimated taxable market value.
- Management Fees – Management of Brainerd South Apartments, Crosby HRA, and CWC HRA.
- TIF Revenue – Tax Increment for Downtown TIF District.
- Operating Transfer – Admin Fee for Bridges Program.
- SCDP Admin Fee – Anticipated admin for SCDP reimbursements for NE Brainerd grant.
- Other Income – \$123,400 four MHFA Loans, \$10,000 developer fees, and one \$5,000 Tax Forfeit Property lot sale.

### Expenditures

- Salaries – Staff allocated salaries with 3% increase.
- Employee Benefits – Staff benefits with estimated 10% increase to health insurance (Decline from 2020 budget due to employee opt-out of health insurance).
- Travel – For Housing Rehab and General Fund.
- Staff Training – Based on staff trainings per salary allocations.
- Audit Cost – General Fund portion of CLA audit.
- Legal – Legal for Tax Forfeit Property lot sale and General Fund initiatives.
- Other Administrative – 3 year average for Office Supplies, Sundry, Publications, Membership, Advertising and Postage.
- Contract Costs – Costs related to four MHFA loans and recurring technology contracts (2020 budget included \$10,960 in SSRP Contract Costs).

### General Expenditures

- TIF Expense – Downtown TIF reporting to CWC.
- Debt Service – Downtown TIF district debt service.
- Other Programs – Other General Fund initiatives as determined by Board. (SSRP closing costs and \$25,000 City Revolving Loan Program budgeted for 2020 but closed out for 2021)

### Designated Fund Balance

- Fund Balance would not be used for other initiatives as determined by the Board (2020 had designated fund balance for SSRP and City Revolving Loan Program).

## General Fund Comparative Budget

Brainerd Housing Authority  
324 E River Rd  
Brainerd, MN 56401

Fiscal Year 12/31/2021

Account Title	2020 YTD Actual	2020 Budget	2021 Budget	Difference	% Difference
<b>Revenues:</b>					
City Tax Levy	71,135	130,430	136,520	6,090	5%
Investment Interest	1,155	2,650	1,500	(1,150)	-43%
Management Fees	170,886	289,000	289,000	0	0%
TIF Revenue	21,239	43,660	43,930	270	1%
Operating Transfer	0	7,050	6,000	(1,050)	-15%
SCDP Admin Fee	6,096	55,840	35,000	(20,840)	-37%
Other Income	52,553	136,000	138,900	2,900	2%
Interfund Loan Interest	0	5,000	5,000	0	0%
<b>Total Revenues</b>	<b>323,064</b>	<b>669,630</b>	<b>655,850</b>	<b>(13,780)</b>	<b>-2%</b>
<b>Expenditures:</b>					
<b>Administrative</b>					
Salaries	166,506	290,160	292,380	2,220	1%
Employee Benefits	69,969	140,820	130,800	(10,020)	-7%
Travel	559	2,000	1,600	(400)	-20%
Staff Training	394	10,000	9,000	(1,000)	-10%
Audit Cost	6,700	6,700	6,900	200	3%
Legal	4,112	6,500	6,900	400	6%
Other Administrative Costs	8,336	9,090	8,780	(310)	-3%
Contract Costs	113,018	120,810	109,500	(11,310)	-9%
<b>Total Administrative</b>	<b>369,594</b>	<b>586,080</b>	<b>565,860</b>	<b>(20,220)</b>	<b>-3%</b>
<b>General Expenditures</b>					
TIF Expense	100	230	230	0	0%
Insurance	3,731	4,995	5,820	825	17%
Debt Service	52,522	52,530	53,440	910	2%
Other Programs	11,392	51,500	25,500	(26,000)	-50%
Interfund Loan Interest	0	5,000	5,000	0	0%
<b>Total General Expenditures</b>	<b>67,745</b>	<b>114,255</b>	<b>89,990</b>	<b>(24,265)</b>	<b>-21%</b>
<b>Total Expenditures</b>	<b>437,339</b>	<b>700,335</b>	<b>655,850</b>	<b>(44,485)</b>	<b>-6%</b>
<b>Cash Flow</b>	<b>(114,275)</b>	<b>(30,705)</b>	<b>0</b>	<b>30,705</b>	
<b>Designated Fund Balance</b>	<b>0</b>	<b>36,500</b>	<b>0</b>	<b>(36,500)</b>	
<b>Cash Flow from Operations</b>	<b>(114,275)</b>	<b>5,795</b>	<b>0</b>	<b>(5,795)</b>	



To: Brainerd HRA Board Members  
From: Tania Eller, Rental Assistance Manager  
Date: August 19, 2020  
Re: Approve Family Self-Sufficiency (FSS) Program Grant Application

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On July 21<sup>st</sup>, the Family Self-Sufficiency Program grant was released. Attachment 3a is a copy of the grant application, which was submitted on Monday, August 17<sup>th</sup>, as it is recommended to submit a few days before the due date. The due date for the grant submission is Thursday, August 20<sup>th</sup>. The grant is for one year and covers the salary and benefits of a full-time position. We have requested \$67,304.00. The anticipated announcement of award will take place by December 3<sup>rd</sup>, 2020.

**Action Requested: Motion to approve the Family Self-Sufficiency Program grant application, which was submitted on August 17, 2020.**

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## WORKSPACE FORM

1-800-518-4726  
SUPPORT@GRANTS.GOV

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

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### OPPORTUNITY & PACKAGE DETAILS:

Opportunity Number:	FR-6400-N-04
Opportunity Title:	2020 Family Self-Sufficiency - Renewal NOFA
Opportunity Package ID:	PKG00262698
CFDA Number:	14.896
CFDA Description:	Family Self-Sufficiency Program
Competition ID:	FR-6400-N-04
Competition Title:	2020 Family Self-Sufficiency - Renewal NOFA
Opening Date:	07/21/2020
Closing Date:	08/20/2020
Agency:	Department of Housing and Urban Development
Contact Information:	Jogchum Poodt

### APPLICANT & WORKSPACE DETAILS:

Workspace ID:	WS00555824
Application Filing Name:	Brainerd HRA FSS
DUNS:	1306178270000
Organization:	BRAINERD, CITY OF
Form Name:	HUD Applicant-Recipient Disclosure Report
Form Version:	2.0
Requirement:	Mandatory
Download Date/Time:	Aug 11, 2020 03:13:05 PM EDT
Form State:	No Errors

### FORM ACTIONS:

**Applicant/Recipient  
Disclosure/Update Report**U.S. Department of Housing  
and Urban DevelopmentOMB Number: 2510-0011  
Expiration Date: 08/31/2022**Applicant/Recipient Information**

\* Duns Number: 1306178270000

\* Report Type: INITIAL

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

\* Applicant Name:

Brainerd, city of

\* Street1: 324 East River Road

Street2:

\* City: Brainerd

County: Crow Wing

\* State: MN: Minnesota

\* Zip Code: 56401-3504

\* Country: USA: UNITED STATES

\* Phone: 218-824-3427

**2. Social Security Number or Employer ID Number:** 41-0950146**\* 3. HUD Program Name:**

Family Self-Sufficiency Program

**\* 4. Amount of HUD Assistance Requested/Received: \$** 67,304.00**5. State the name and location (street address, City and State) of the project or activity:**

\* Project Name: Brainerd HRA FSS

\* Street1: 324 East River Road

Street2:

\* City: Brainerd

County:

\* State: MN: Minnesota

\* Zip Code: 56401-3504

\* Country: USA: UNITED STATES

**Part I Threshold Determinations**

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

☒ Yes☐ No

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

☐ Yes☒ No

If you answered " No " to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form.

**However,** you must sign the certification at the end of the report.

Form HUD-2880 (3/99)



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

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

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Department/State/Local Agency Name:

\* Government Agency Name:

Government Agency Address:

\* Street1:

Street2:

\* City:

County:

\* State:

\* Zip Code:

\* Country:

\* Type of Assistance:

\* Amount Requested/Provided: \$

\* Expected Uses of the Funds:



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Department/State/Local Agency Name:

\* Government Agency Name:

Government Agency Address:

\* Street1:

Street2:

\* City:

County:

\* State:

\* Zip Code:

\* Country:

\* Type of Assistance:

\* Amount Requested/Provided: \$

\* Expected Uses of the Funds:



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(Note: Use Additional pages if necessary.)

Add Attachment

Delete Attachment

View Attachment

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Form HUD-2880 (3/99)

**Part III Interested Parties. You must disclose:**

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. Any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

* Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	* Social Security No. or Employee ID No.	* Type of Participation in Project/Activity	* Financial Interest in Project/Activity (\$ and %)
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %

(Note: Use Additional pages if necessary.)

Add Attachment

Delete Attachment

View Attachment

**Certification**

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

\* Signature:

\* Date: (mm/dd/yyyy)

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Agency:	Department of Housing and Urban Development
Contact Information:	Jogchum Poodt

### APPLICANT & WORKSPACE DETAILS:

Workspace ID:	WS00555824
Application Filing Name:	Brainerd HRA FSS
DUNS:	1306178270000
Organization:	BRAINERD, CITY OF
Form Name:	Application for Federal Assistance (SF-424)
Form Version:	3.0
Requirement:	Mandatory
Download Date/Time:	Aug 11, 2020 02:45:11 PM EDT
Form State:	No Errors

### FORM ACTIONS:

OMB Number: 4040-0004  
Expiration Date: 12/31/2022

<b>Application for Federal Assistance SF-424</b>		
<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	<b>* If Revision, select appropriate letter(s):</b> <input type="text"/> <b>* Other (Specify):</b> <input type="text"/>
<b>* 3. Date Received:</b> <input type="text"/> Completed by Grants.gov upon submission.	<b>4. Applicant Identifier:</b> <input type="text"/>	
<b>5a. Federal Entity Identifier:</b> <input type="text"/> MN032	<b>5b. Federal Award Identifier:</b> <input type="text"/>	
<b>State Use Only:</b>		
<b>6. Date Received by State:</b> <input type="text"/>	<b>7. State Application Identifier:</b> <input type="text"/>	
<b>8. APPLICANT INFORMATION:</b>		
<b>* a. Legal Name:</b> <input type="text"/> Brainerd, city of		
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> <input type="text"/> 41-0950146	<b>* c. Organizational DUNS:</b> <input type="text"/> 1306178270000	
<b>d. Address:</b>		
<b>* Street1:</b> <input type="text"/> 324 East River Road <b>Street2:</b> <input type="text"/> <b>* City:</b> <input type="text"/> Brainerd <b>County/Parish:</b> <input type="text"/> Crow Wing <b>* State:</b> <input type="text"/> MN: Minnesota <b>Province:</b> <input type="text"/> <b>* Country:</b> <input type="text"/> USA: UNITED STATES <b>* Zip / Postal Code:</b> <input type="text"/> 56401-3504		
<b>e. Organizational Unit:</b>		
<b>Department Name:</b> <input type="text"/>	<b>Division Name:</b> <input type="text"/>	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
<b>Prefix:</b> <input type="text"/> <b>Middle Name:</b> <input type="text"/> Ann <b>* Last Name:</b> <input type="text"/> Burrell <b>Suffix:</b> <input type="text"/>	<b>* First Name:</b> <input type="text"/> Carrie	
<b>Title:</b> <input type="text"/> Resident Program Coordinator		
<b>Organizational Affiliation:</b> <input type="text"/>		
<b>* Telephone Number:</b> <input type="text"/> 218-824-3427		<b>Fax Number:</b> <input type="text"/>
<b>* Email:</b> <input type="text"/> cburrell@brainerdhra.org		

<b>Application for Federal Assistance SF-424</b>			
<p><b>* 9. Type of Applicant 1: Select Applicant Type:</b></p> <div style="border: 1px solid black; padding: 2px;">L: Public/Indian Housing Authority</div> <p>Type of Applicant 2: Select Applicant Type:</p> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <p>Type of Applicant 3: Select Applicant Type:</p> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <p>* Other (specify):</p> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>			
<p><b>* 10. Name of Federal Agency:</b></p> <div style="border: 1px solid black; padding: 2px;">Department of Housing and Urban Development</div>			
<p><b>11. Catalog of Federal Domestic Assistance Number:</b></p> <div style="border: 1px solid black; padding: 2px;">14.896</div> <p>CFDA Title:</p> <div style="border: 1px solid black; padding: 2px;">Family Self-Sufficiency Program</div>			
<p><b>* 12. Funding Opportunity Number:</b></p> <div style="border: 1px solid black; padding: 2px;">FR-6400-N-04</div> <p>* Title:</p> <div style="border: 1px solid black; padding: 2px; min-height: 40px;">2020 Family Self-Sufficiency - Renewal NOFA</div>			
<p><b>13. Competition Identification Number:</b></p> <div style="border: 1px solid black; padding: 2px;">FR-6400-N-04</div> <p>Title:</p> <div style="border: 1px solid black; padding: 2px; min-height: 40px;">2020 Family Self-Sufficiency - Renewal NOFA</div>			
<p><b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b></p> <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="border: 1px solid black; flex-grow: 1; min-height: 20px;"></div> <div style="margin-left: 10px;"> <div style="border: 1px solid black; padding: 2px 5px;">Add Attachment</div> <div style="border: 1px solid black; padding: 2px 5px;">Delete Attachment</div> <div style="border: 1px solid black; padding: 2px 5px;">View Attachment</div> </div> </div>			
<p><b>* 15. Descriptive Title of Applicant's Project:</b></p> <div style="border: 1px solid black; padding: 2px; min-height: 40px;">Brainerd HRA FSS8</div>			
<p>Attach supporting documents as specified in agency instructions.</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; padding: 2px 5px;">Add Attachments</div> <div style="border: 1px solid black; padding: 2px 5px;">Delete Attachments</div> <div style="border: 1px solid black; padding: 2px 5px;">View Attachments</div> </div>			

<b>Application for Federal Assistance SF-424</b>	
<b>16. Congressional Districts Of:</b>	
* a. Applicant <input style="width: 100px;" type="text" value="8"/>	* b. Program/Project <input style="width: 100px;" type="text" value="8"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input style="width: 200px;" type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
<b>17. Proposed Project:</b>	
* a. Start Date: <input style="width: 100px;" type="text" value="01/01/2021"/>	* b. End Date: <input style="width: 100px;" type="text" value="12/31/2021"/>
<b>18. Estimated Funding (\$):</b>	
* a. Federal	<input style="width: 150px;" type="text" value="67,304.00"/>
* b. Applicant	<input style="width: 150px;" type="text" value="0.00"/>
* c. State	<input style="width: 150px;" type="text" value="0.00"/>
* d. Local	<input style="width: 150px;" type="text" value="0.00"/>
* e. Other	<input style="width: 150px;" type="text" value="0.00"/>
* f. Program Income	<input style="width: 150px;" type="text" value="0.00"/>
* g. TOTAL	<input style="width: 150px;" type="text" value="67,304.00"/>
<b>* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input style="width: 100px;" type="text"/> .	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
<b>* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)</b>	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input style="width: 200px;" type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
<b>21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)</b>	
<input checked="" type="checkbox"/> ** I AGREE	
<small>** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</small>	
<b>Authorized Representative:</b>	
Prefix: <input style="width: 100px;" type="text"/>	* First Name: <input style="width: 200px;" type="text" value="Karen"/>
Middle Name: <input style="width: 300px;" type="text"/>	
* Last Name: <input style="width: 500px;" type="text" value="Young"/>	
Suffix: <input style="width: 100px;" type="text"/>	
* Title: <input style="width: 400px;" type="text" value="Interim Executive Director"/>	
* Telephone Number: <input style="width: 200px;" type="text" value="218-824-3423"/>	Fax Number: <input style="width: 200px;" type="text"/>
* Email: <input style="width: 500px;" type="text" value="karen@brainerdhra.org"/>	
* Signature of Authorized Representative: <input style="width: 150px;" type="text"/>	* Date Signed: <input style="width: 150px;" type="text"/>



To: Brainerd HRA Board Members  
From: Karen Young, Finance Director  
Date: August 18, 2020  
Re: August Financial Report

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Please find attached the financial information for July 2020.

**General Fund Tax Levy**

Reflected in the July financial statements is the deposit of \$27,648.71 in Property Tax Revenue (levy) for total first half 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.

**CWC HRA Budget**

The 2021 budget for CWC HRA was presented to the CWC HRA Board at their August 11<sup>th</sup> meeting. A letter was submitted to the CWC Commissioners with a level levy request of \$729,500. We are tentatively on the agenda for the CWC budget committee meeting on September 10<sup>th</sup> to present the approved budget to the CWC Commissioners.

**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	Apr	May	June	July
Quick Ratio	12	QR <1 = 0, QR >2 = 12	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Months Expended Net Assets	11	MENA <1.0 = 0, ME >4 = 11	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 = 2	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
<b>Total Points</b>	<b>25</b>		<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>

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

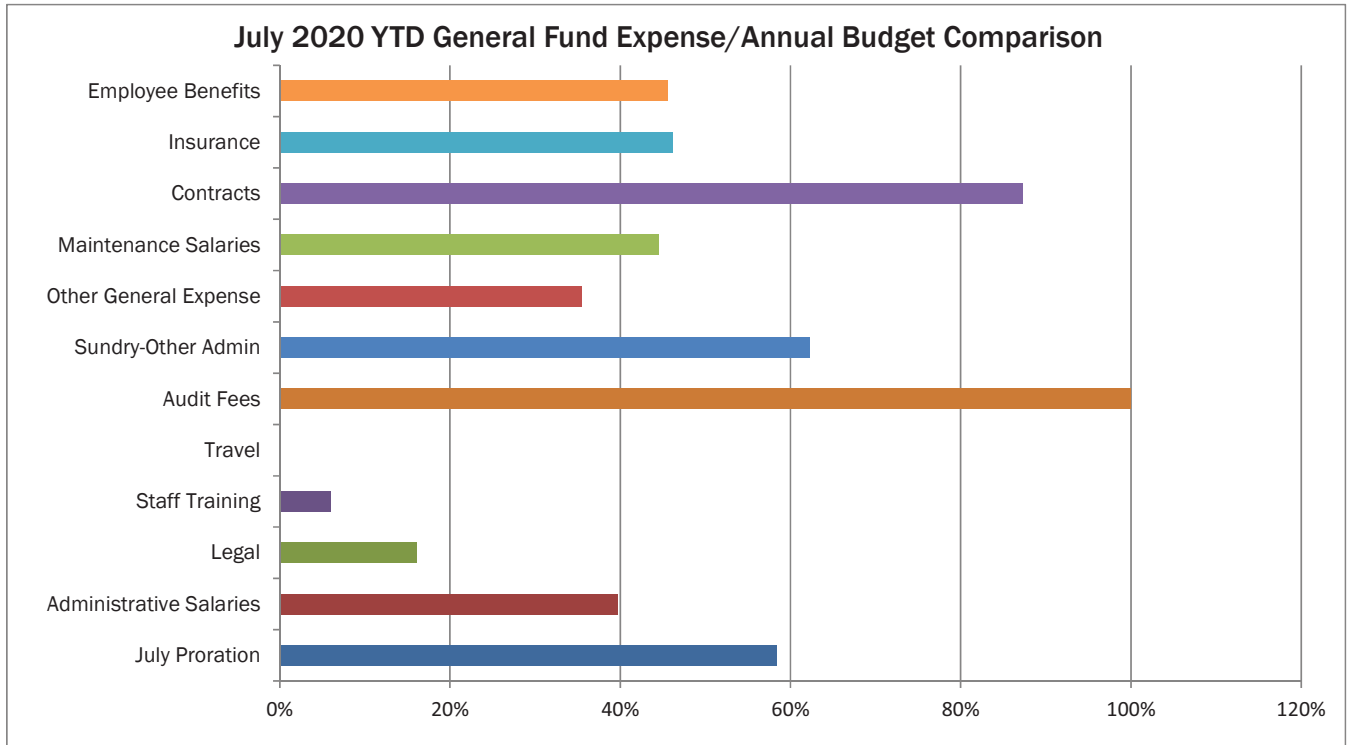
MASS Ratios	Max Pts	Scoring								
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% = 5 Must have 5 points or	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
<b>Total Points</b>	<b>10</b>	<b>Capital Fund Troubled</b>	<b>10.0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

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## July 2020 Operating Account Balances

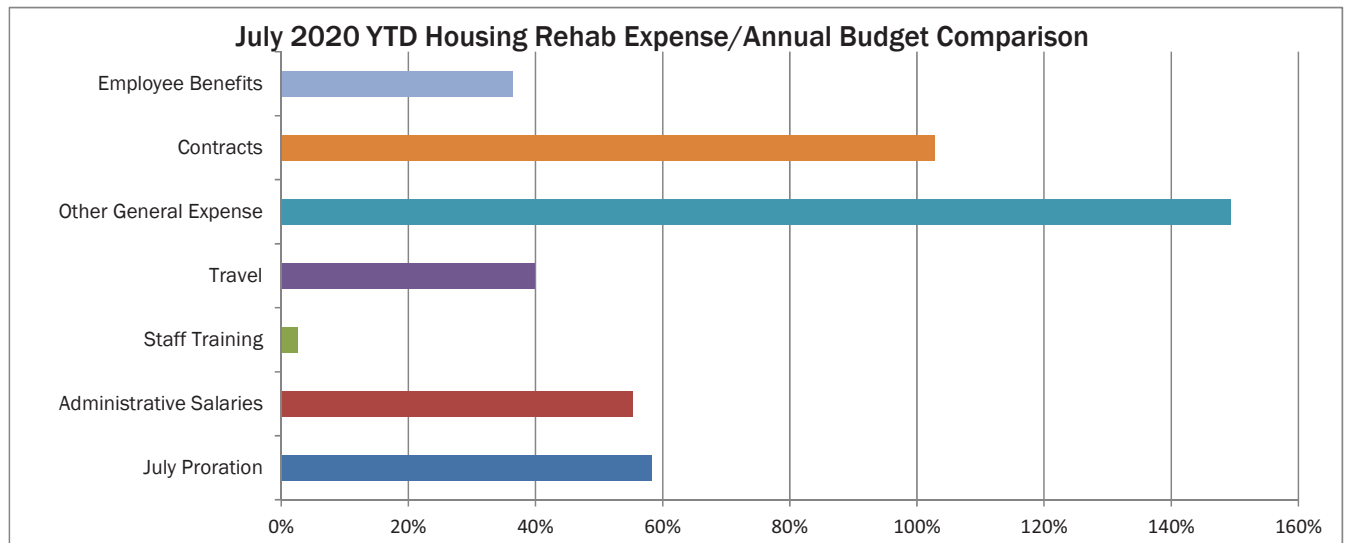
Property/Program	July 2019	June 2020	July 2020
General Fund	\$286,518.60	\$323,916.59	\$294,027.46
Brainerd Revolving Loan Program	\$99,077.00	\$0.00	\$0.00
Housing Rehab Program	\$40,656.99	\$47,862.95	\$46,560.48
Bridges	\$5,135.71	\$3,205.96	\$3,555.96
Crow Wing County HRA	\$525,142.38	\$736,283.15	\$876,404.08
Public Housing	\$699,874.24	\$700,923.79	\$652,599.81
Brainerd South	\$30,265.05	\$48,488.87	\$55,927.93
Housing Choice Voucher	\$8,176.36	\$42,499.75	\$21,994.80
<b>Total</b>	<b>\$1,694,846.33</b>	<b>\$1,903,181.06</b>	<b>\$1,951,070.52</b>

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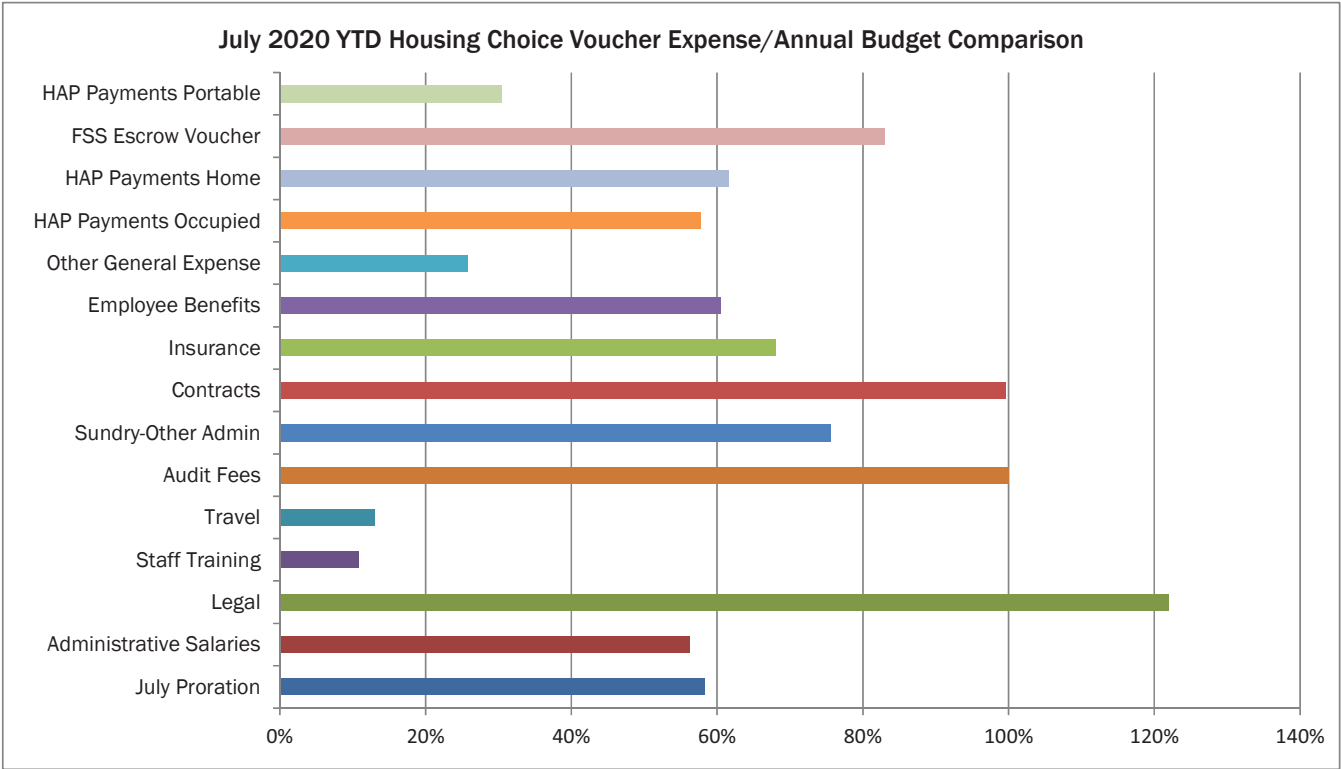
Contracts: Annual subscription to cloud back up and antivirus software.

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

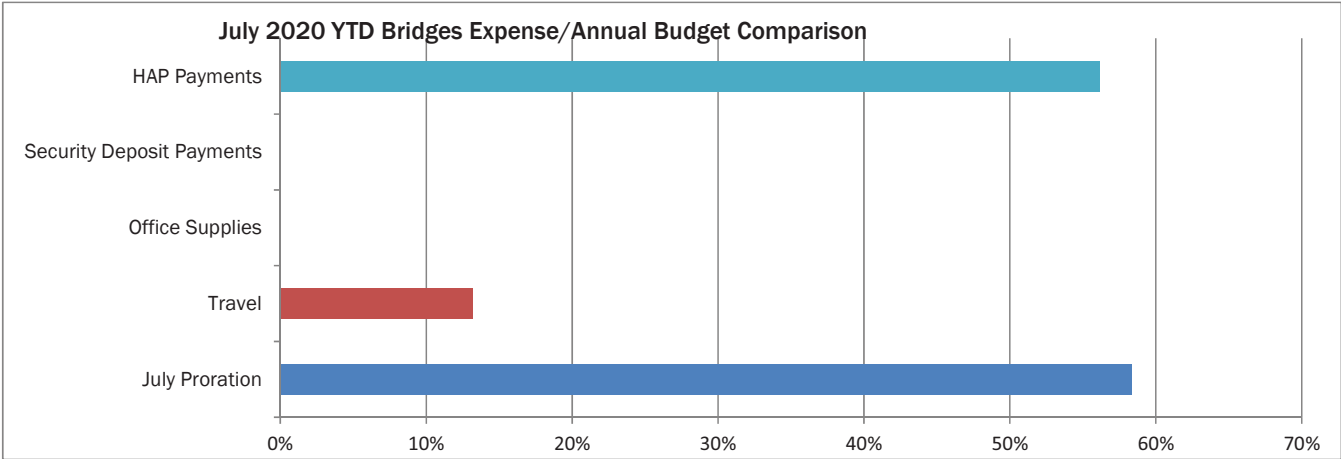


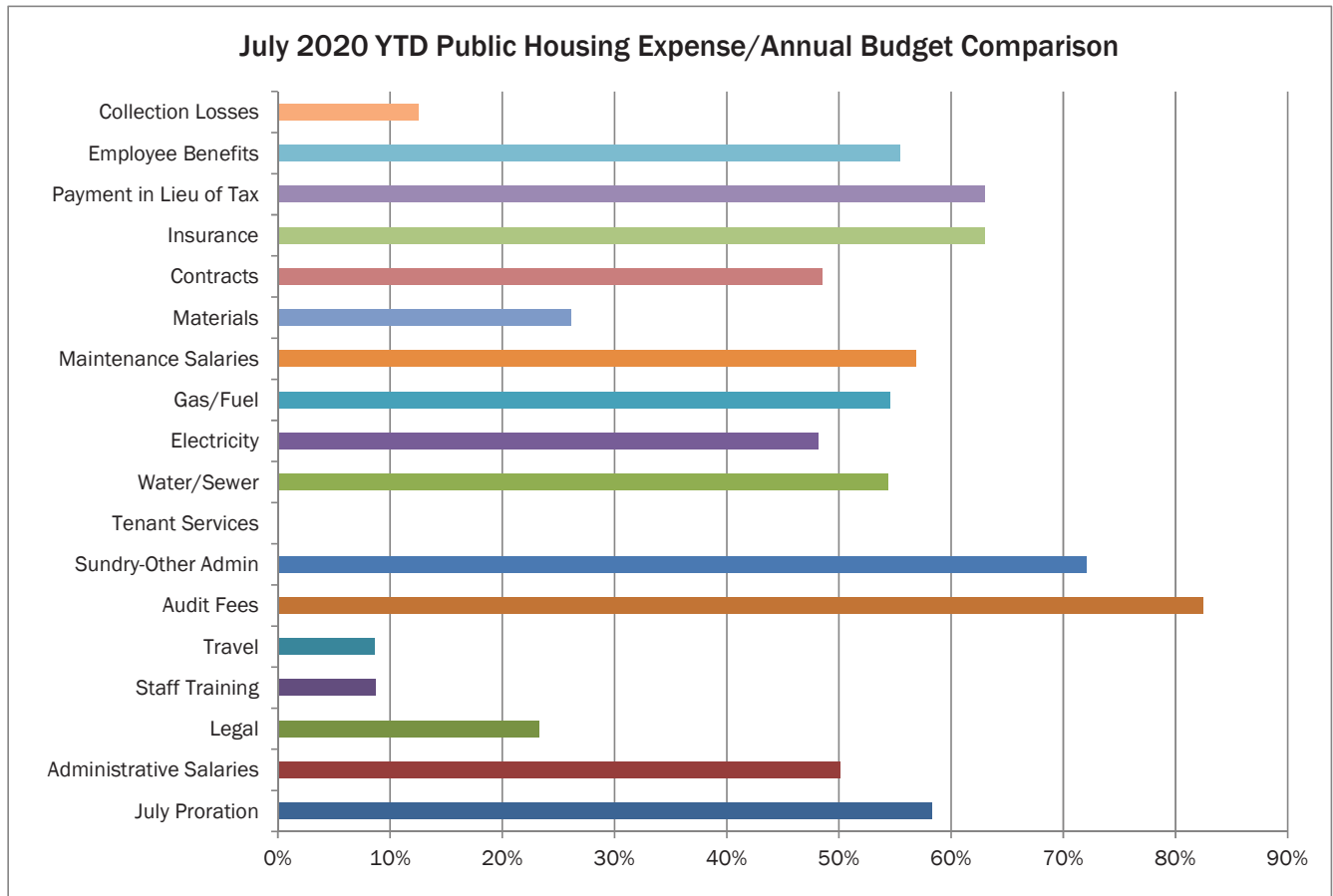
Contracts: 8 MHFA loans in process or completed thru June.

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.

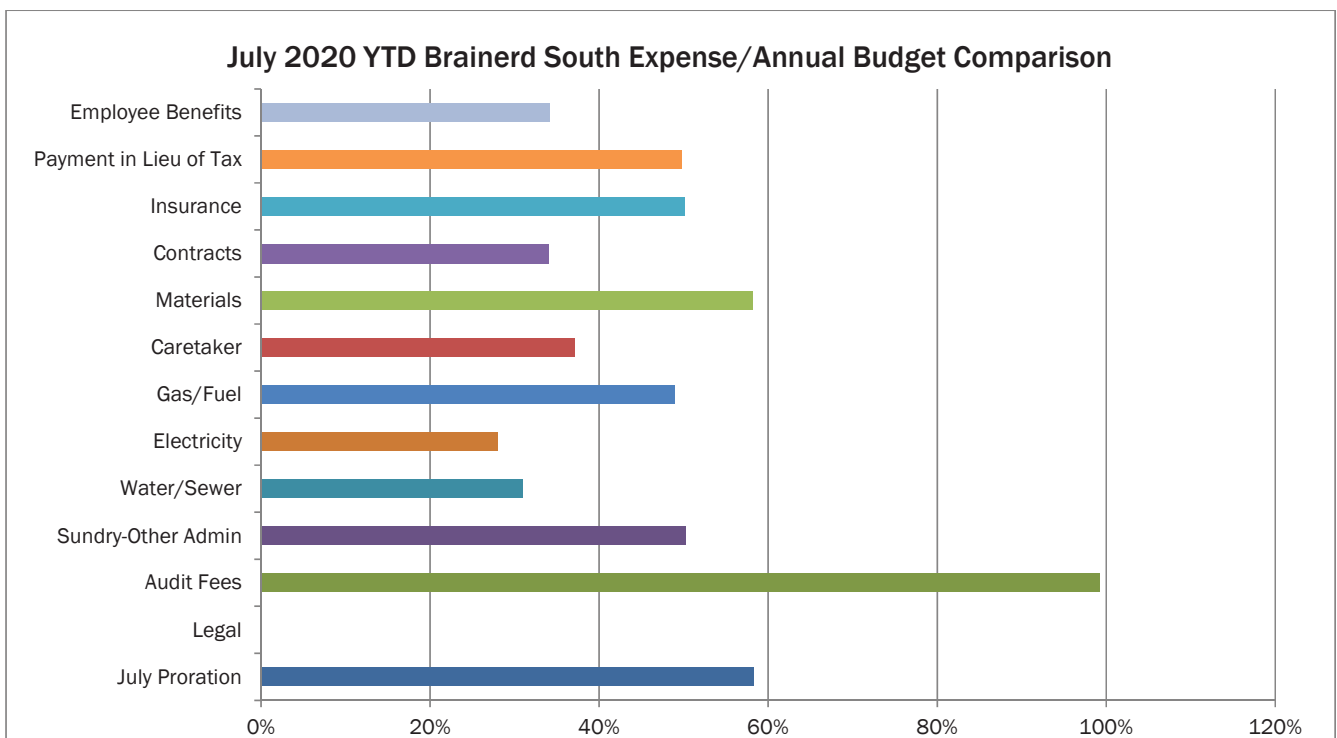


Sundry-Other Admin: Purchased postage for the year in January. Purchased 2 tablets for staff to work remotely.  
Audit: 100% of costs incurred in the early months of the year for total budget amounts.  
Legal: Personnel Policy review.





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.

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

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	Current Period	Current Year	Year To Date Budget	Variance
<b>General Fund Operating</b>				
<b>INCOME</b>				
Management Fees	-14,512.90	-100,886.44	-98,583.31	-2,303.13
Interest Income	-24.53	-1,155.49	-1,545.81	390.32
Other Income	-28,875.95	-85,514.10	-74,585.81	-10,928.29
<b>TOTAL INCOME</b>	<b>-43,413.38</b>	<b>-187,556.03</b>	<b>-174,714.93</b>	<b>-12,841.10</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	34,640.66	107,710.65	107,327.50	383.15
Legal	2,180.00	2,501.00	1,166.69	1,334.31
Staff Training	0.00	238.63	2,333.31	-2,094.68
Travel	0.00	0.00	350.00	-350.00
Auditing Fees	0.00	6,700.00	6,700.00	0.00
Sundry-Other Admin	283.79	4,079.04	3,558.31	520.73
<b>Total Administration</b>	<b>37,104.45</b>	<b>121,229.32</b>	<b>121,435.81</b>	<b>-206.49</b>
<b>Maintenance</b>				
Maintenance Salaries	1,343.84	6,558.14	6,830.81	-272.67
Materials	-43.75	0.00	0.00	0.00
Contracts	339.72	1,430.96	729.19	701.77
<b>Total Maintenance</b>	<b>1,639.81</b>	<b>7,989.10</b>	<b>7,560.00</b>	<b>429.10</b>
<b>General</b>				
TIF Expense	0.00	0.00	75.81	-75.81
Insurance	930.58	3,234.60	2,913.75	320.85
Employee Benefits	10,941.11	51,789.63	52,234.63	-445.00
Other General Expense	2,400.00	11,300.00	14,641.69	-3,341.69
<b>Total General</b>	<b>14,271.69</b>	<b>66,324.23</b>	<b>69,865.88</b>	<b>-3,541.65</b>
<b>TOTAL EXPENSE</b>	<b>53,015.95</b>	<b>195,542.65</b>	<b>198,861.69</b>	<b>-3,319.04</b>
<b>Net Income/Loss</b>	<b>9,602.57</b>	<b>7,986.62</b>	<b>24,146.76</b>	<b>-16,160.14</b>

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**Housing Rehab Operating Statement**  
**July, 2020**

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	Current Period	Current Year	Year To Date Budget	Variance
<b>Housing Rehab Operating INCOME</b>				
Other Income	-10,000.00	-109,560.49	-140,000.00	30,439.51
Grant Admin Revenue	-2,661.41	-4,707.34	-22,802.50	18,095.16
<b>TOTAL INCOME</b>	<b>-12,661.41</b>	<b>-114,267.83</b>	<b>-162,802.50</b>	<b>48,534.67</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	10,419.60	52,237.27	55,101.69	-2,864.42
Staff Training	0.00	154.80	3,499.93	-3,345.13
Travel	188.03	558.96	816.69	-257.73
Other Admin Exp	26.25	4,255.71	1,662.57	2,593.14
<b>Total Administration</b>	<b>10,633.88</b>	<b>57,206.74</b>	<b>61,080.88</b>	<b>-3,874.14</b>
<b>Maintenance</b>				
Contracts	99.49	111,586.55	63,350.00	48,236.55
<b>Total Maintenance</b>	<b>99.49</b>	<b>111,586.55</b>	<b>63,350.00</b>	<b>48,236.55</b>
<b>General</b>				
Insurance	0.00	496.47	0.00	496.47
Employee Benefits	3,230.51	18,179.74	29,910.37	-11,730.63
<b>Total General</b>	<b>3,230.51</b>	<b>18,676.21</b>	<b>29,910.37</b>	<b>-11,234.16</b>
<b>TOTAL EXPENSE</b>	<b>13,963.88</b>	<b>187,469.50</b>	<b>154,341.25</b>	<b>33,128.25</b>
<b>Net Income/Loss</b>	<b>1,302.47</b>	<b>73,201.67</b>	<b>-8,461.25</b>	<b>81,662.92</b>

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

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	Current Period	Current Year	Year To Date Budget	Variance
<b>Housing Choice Voucher Operating INCOME</b>				
HUD HAP Received	-121,187.00	-857,598.00	-823,614.19	-33,983.81
Admin Fees Earned	-24,124.67	-193,132.69	-145,325.81	-47,806.88
Interest Income	-2.78	-93.15	-87.50	-5.65
Other Income	-1,412.00	-11,920.55	-6,504.19	-5,416.36
<b>TOTAL INCOME</b>	<b>-146,726.45</b>	<b>-1,062,744.39</b>	<b>-975,531.69</b>	<b>-87,212.70</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	16,189.56	78,844.52	81,847.50	-3,002.98
Legal	45.00	366.00	175.00	191.00
Staff Training	0.00	674.00	3,651.69	-2,977.69
Travel	0.00	324.88	1,458.31	-1,133.43
Accounting & Audit Fees	0.00	3,500.00	2,041.69	1,458.31
Sundry-Other Admin	335.07	3,890.82	3,004.05	886.77
<b>Total Administration</b>	<b>16,569.63</b>	<b>87,600.22</b>	<b>92,178.24</b>	<b>-4,578.02</b>
<b>Maintenance</b>				
Materials	-43.75	0.00	0.00	0.00
Contracts	2,306.72	3,486.08	2,041.69	1,444.39
<b>Total Maintenance</b>	<b>2,262.97</b>	<b>3,486.08</b>	<b>2,041.69</b>	<b>1,444.39</b>
<b>General</b>				
Insurance	931.74	3,731.88	3,196.62	535.26
Employee Benefits	8,595.80	50,042.72	48,212.57	1,830.15
Collection Losses	0.00	2,302.00	0.00	2,302.00
Other General Expense	76.64	695.23	1,575.00	-879.77
<b>Total General</b>	<b>9,604.18</b>	<b>56,771.83</b>	<b>52,984.19</b>	<b>3,787.64</b>
<b>HAP Payments</b>				
HAP Payments Occupied	112,506.00	770,992.00	779,607.50	-8,615.50
HAP Payments Home	3,490.00	26,576.00	25,147.50	1,428.50
FSS Escrow Voucher	1,302.00	11,933.00	8,382.50	3,550.50
HAP Payments Portable	1,749.00	13,138.00	25,147.50	-12,009.50
<b>Total HAP</b>	<b>119,047.00</b>	<b>822,639.00</b>	<b>838,285.00</b>	<b>-15,646.00</b>
<b>TOTAL EXPENSE</b>	<b>147,483.78</b>	<b>970,497.13</b>	<b>985,489.12</b>	<b>-14,991.99</b>
<b>Net Income/Loss</b>	<b>757.33</b>	<b>-92,247.26</b>	<b>9,957.43</b>	<b>-102,204.69</b>

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**Bridges Program**  
**Bridges Operating Statement**  
**July, 2020**

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	Current Period	Current Year	Year To Date Budget	Variance
<b>Bridges Operating INCOME</b>				
HAP Received MHFA	-2,733.00	-30,948.00	-35,478.31	4,530.31
Admin Revenue	-350.00	-3,600.00	-4,550.00	950.00
Operating Transfer	0.00	0.00	4,112.50	-4,112.50
<b>Total Income</b>	<b>-3,083.00</b>	<b>-34,548.00</b>	<b>-35,915.81</b>	<b>1,367.81</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Travel	0.00	59.23	262.50	-203.27
Office Supplies	0.00	0.00	175.00	-175.00
<b>Total Administration</b>	<b>0.00</b>	<b>59.23</b>	<b>437.50</b>	<b>-378.27</b>
<b>General</b>				
Security Deposit Pmts	0.00	0.00	3,546.69	-3,546.69
HAP Payment to Landlords	2,733.00	30,724.00	31,931.69	-1,207.69
<b>Total General</b>	<b>2,733.00</b>	<b>30,724.00</b>	<b>35,478.38</b>	<b>-4,754.38</b>
<b>TOTAL EXPENSE</b>	<b>2,733.00</b>	<b>30,783.23</b>	<b>35,915.88</b>	<b>-5,132.65</b>
<b>Net Income/Loss</b>	<b>-350.00</b>	<b>-3,764.77</b>	<b>0.07</b>	<b>-3,764.84</b>

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

**Page: 1**  
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	Current Period	Current Year	Year To Date Budget	Variance
<b>Public Housing - North Star Operating INCOME</b>				
Dwelling Rental	-62,662.00	-428,954.00	-431,701.69	2,747.69
Excess Utilities	-776.00	-2,132.48	-1,808.31	-324.17
Operating Subsidy	-18,968.00	-155,009.00	-145,623.31	-9,385.69
Investment Interest	-9.51	-1,458.41	-3,739.19	2,280.78
Other Income	-7,024.48	-90,092.53	-107,455.81	17,363.28
Other Income Tenant	-540.00	-9,904.58	-16,333.31	6,428.73
Capital Fund Income	0.00	-24,408.36	-38,500.00	14,091.64
Laundry Income	-1,678.00	-10,440.25	-12,483.31	2,043.06
<b>TOTAL INCOME</b>	<b>-91,657.99</b>	<b>-722,399.61</b>	<b>-757,644.93</b>	<b>35,245.32</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	45,712.94	156,145.69	181,755.00	-25,609.31
Legal	90.00	885.50	2,216.69	-1,331.19
Staff Training	0.00	1,223.32	8,166.69	-6,943.37
Travel	8.05	172.28	1,166.69	-994.41
Accounting & Audit Fees	0.00	8,700.00	10,550.00	-1,850.00
Sundry-Other Admin	820.78	13,391.18	10,835.51	2,555.67
<b>Total Administration</b>	<b>46,631.77</b>	<b>180,517.97</b>	<b>214,690.58</b>	<b>-34,172.61</b>
<b>Tenant Services</b>				
Rec Public and Other	0.00	0.00	2,887.50	-2,887.50
<b>Total Tenant Services</b>	<b>0.00</b>	<b>0.00</b>	<b>2,887.50</b>	<b>-2,887.50</b>
<b>Utilities</b>				
Water/Sewer	6,705.97	35,001.19	37,543.31	-2,542.12
Electricity	7,521.19	36,350.79	44,024.12	-7,673.33
Gas/Fuel	795.45	21,460.35	22,954.19	-1,493.84
<b>Total Utilities</b>	<b>15,022.61</b>	<b>92,812.33</b>	<b>104,521.62</b>	<b>-11,709.29</b>
<b>Maintenance</b>				
Labor	24,660.32	115,253.39	118,160.00	-2,906.61
Materials	1,083.43	7,305.89	16,333.31	-9,027.42
Contracts	16,865.11	81,597.07	98,087.50	-16,490.43
<b>Total Maintenance</b>	<b>42,608.86</b>	<b>204,156.35</b>	<b>232,580.81</b>	<b>-28,424.46</b>
<b>General</b>				
Insurance	7,593.17	53,099.72	49,140.00	3,959.72
Payment in Lieu of Tax	2,323.61	16,602.64	15,359.19	1,243.45
Employee Benefits	24,751.89	131,173.68	138,086.69	-6,913.01
Collection Losses	0.00	0.00	4,666.69	-4,666.69
400-010-4590.000 Other General Expense	0.00	1,000.00	0.00	1,000.00
Other General Expense	0.00	1,000.00	0.00	1,000.00
<b>Total General</b>	<b>34,668.67</b>	<b>201,876.04</b>	<b>207,252.57</b>	<b>-5,376.53</b>
<b>TOTAL EXPENSE</b>	<b>138,931.91</b>	<b>679,362.69</b>	<b>761,933.08</b>	<b>-82,570.39</b>
Net Income/Loss	47,273.92	-43,036.92	4,288.15	-47,325.07

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**Brainerd South Operating Statement**  
**July, 2020**

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	Current Period	Current Year	Year To Date Budget	Variance
<b>Brainerd South Operating</b>				
<b>INCOME</b>				
Dwelling Rental	-20,234.00	-143,638.00	-139,230.00	-4,408.00
Rental Supplement	-4,418.00	-28,622.00	-25,205.81	-3,416.19
Investment Interest	-60.30	-2,071.44	-4,666.69	2,595.25
Other Income	-1,870.00	-14,101.83	-18,211.69	4,109.86
Excess Utilities	12.80	7.70	0.00	7.70
Laundry Income	-818.75	-5,028.00	-4,783.31	-244.69
<b>TOTAL INCOME</b>	<b>-27,388.25</b>	<b>-193,453.57</b>	<b>-192,097.50</b>	<b>-1,356.07</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Legal	0.00	0.00	175.00	-175.00
Accounting & Audit Fees	0.00	4,961.25	5,000.00	-38.75
Sundry-Other Admin	3,940.24	28,853.38	28,921.69	-68.31
Total Administration	3,940.24	33,814.63	34,096.69	-282.06
<b>Utilities</b>				
Water	3,521.30	8,119.20	8,656.69	-537.49
Electricity	778.77	2,598.97	3,791.69	-1,192.72
Gas/Fuel	543.34	9,096.57	10,208.31	-1,111.74
Total Utilities	4,843.41	19,814.74	22,656.69	-2,841.95
<b>Maintenance</b>				
Labor	1,838.04	5,876.54	6,358.31	-481.77
Materials	1,894.53	14,115.00	11,666.69	2,448.31
Contracts	3,351.61	26,090.43	39,520.95	-13,430.52
Total Maintenance	7,084.18	46,081.97	57,545.95	-11,463.98
<b>General</b>				
Insurance	2,723.30	19,296.43	19,284.93	11.50
Payment in Lieu of Tax	748.47	5,970.92	6,125.00	-154.08
Employee Benefits	119.03	535.67	711.69	-176.02
Total General	3,590.80	25,803.02	26,121.62	-318.60
<b>TOTAL EXPENSE</b>	<b>19,458.63</b>	<b>125,514.36</b>	<b>140,420.95</b>	<b>-14,906.59</b>
Net Income/Loss	-7,929.62	-67,939.21	-51,676.55	-16,262.66

**July 2020**  
**Prior Year Comparative Statements**

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

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
<b>General Fund Operating INCOME</b>				
Management Fees	-100,886.44	-98,583.31	-99,498.00	-99,096.96
Interest Income	-1,155.49	-1,545.81	0.00	0.00
Other Income	-85,514.10	-74,585.81	-72,605.98	-87,475.66
<b>TOTAL INCOME</b>	<b>-187,556.03</b>	<b>-174,714.93</b>	<b>-172,103.98</b>	<b>-186,572.62</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	107,710.65	107,327.50	82,719.17	90,778.97
Legal	2,501.00	1,166.69	0.00	1,991.00
Staff Training	238.63	2,333.31	3,447.55	932.00
Travel	0.00	350.00	272.06	171.39
Auditing Fees	6,700.00	6,700.00	6,700.00	6,700.00
Sundry-Other Admin	4,079.04	3,558.31	4,147.25	3,243.64
<b>Total Administration</b>	<b>121,229.32</b>	<b>121,435.81</b>	<b>97,286.03</b>	<b>103,817.00</b>
<b>Maintenance</b>				
Maintenance Salaries	6,558.14	6,830.81	6,003.34	5,866.76
Contracts	1,430.96	729.19	1,072.77	450.26
<b>Total Maintenance</b>	<b>7,989.10</b>	<b>7,560.00</b>	<b>7,076.11</b>	<b>6,317.02</b>
<b>General</b>				
TIF Expense	0.00	75.81	130.00	100.00
Insurance	3,234.60	2,913.75	2,437.89	2,271.94
Employee Benefits	51,789.63	52,234.63	44,860.66	49,002.45
Other General Expense	11,300.00	14,641.69	2,000.00	2,774.82
<b>Total General</b>	<b>66,324.23</b>	<b>69,865.88</b>	<b>49,428.55</b>	<b>54,571.99</b>
<b>TOTAL EXPENSE</b>	<b>195,542.65</b>	<b>198,861.69</b>	<b>153,790.69</b>	<b>164,706.01</b>
<b>Net Income/Loss</b>	<b>7,986.62</b>	<b>24,146.76</b>	<b>-18,313.29</b>	<b>-21,866.61</b>

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

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
<b>Housing Rehab Operating INCOME</b>				
Other Income	-109,560.49	-140,000.00	-75,087.75	-33,586.39
Grant Admin Revenue	-4,707.34	-22,802.50	-1,034.96	-236.54
<b>TOTAL INCOME</b>	<b>-114,267.83</b>	<b>-162,802.50</b>	<b>-76,122.71</b>	<b>-33,822.93</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	52,237.27	55,101.69	27,095.48	26,739.42
Staff Training	154.80	3,499.93	2,113.59	1,035.66
Travel	558.96	816.69	156.02	195.79
Other Admin Exp	4,255.71	1,662.57	1,859.17	2,236.22
<b>Total Administration</b>	<b>57,206.74</b>	<b>61,080.88</b>	<b>31,224.26</b>	<b>30,207.09</b>
<b>Maintenance</b>				
Contracts	111,586.55	63,350.00	20,411.28	744.74
<b>Total Maintenance</b>	<b>111,586.55</b>	<b>63,350.00</b>	<b>20,411.28</b>	<b>744.74</b>
<b>General</b>				
Insurance	496.47	0.00	257.47	355.16
Employee Benefits	18,179.74	29,910.37	13,241.21	12,439.90
<b>Total General</b>	<b>18,676.21</b>	<b>29,910.37</b>	<b>13,498.68</b>	<b>12,795.06</b>
<b>TOTAL EXPENSE</b>	<b>187,469.50</b>	<b>154,341.25</b>	<b>65,134.22</b>	<b>43,746.89</b>
<b>Net Income/Loss</b>	<b>73,201.67</b>	<b>-8,461.25</b>	<b>-10,988.49</b>	<b>9,923.96</b>

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

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
<b>Housing Choice Voucher Operating INCOME</b>				
HUD HAP Received	-857,598.00	-823,614.19	-819,371.00	-802,927.00
Admin Fees Earned	-193,132.69	-145,325.81	-158,546.00	-132,462.00
Interest Income	-93.15	-87.50	-150.52	-7.10
Other Income	-11,920.55	-6,504.19	-7,701.23	-3,801.42
<b>TOTAL INCOME</b>	<b>-1,062,744.39</b>	<b>-975,531.69</b>	<b>-985,768.75</b>	<b>-939,197.52</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	78,844.52	81,847.50	78,193.27	75,185.78
Legal	366.00	175.00	0.00	121.80
Staff Training	674.00	3,651.69	5,101.74	1,881.17
Travel	324.88	1,458.31	1,106.83	1,171.34
Accounting & Audit Fees	3,500.00	2,041.69	3,500.00	3,500.00
Sundry-Other Admin	3,890.82	3,004.05	2,658.10	2,088.73
<b>Total Administration</b>	<b>87,600.22</b>	<b>92,178.24</b>	<b>90,559.94</b>	<b>83,948.82</b>
<b>Maintenance</b>				
Contracts	3,486.08	2,041.69	3,259.26	2,593.28
<b>Total Maintenance</b>	<b>3,486.08</b>	<b>2,041.69</b>	<b>3,259.26</b>	<b>2,593.28</b>
<b>General</b>				
Insurance	3,731.88	3,196.62	2,943.39	2,821.02
Employee Benefits	50,042.72	48,212.57	47,603.24	46,418.71
Collection Losses	2,302.00	0.00	0.00	0.00
Other General Expense	695.23	1,575.00	1,616.05	1,404.00
<b>Total General</b>	<b>56,771.83</b>	<b>52,984.19</b>	<b>52,162.68</b>	<b>50,643.73</b>
<b>HAP Payments</b>				
HAP Payments Occupied	770,992.00	779,607.50	770,307.00	731,150.00
HAP Payments Home	26,576.00	25,147.50	27,199.00	24,443.00
FSS Escrow Voucher	11,933.00	8,382.50	13,007.00	11,079.00
HAP Payments Portable	13,138.00	25,147.50	27,687.00	18,894.00
<b>Total HAP</b>	<b>822,639.00</b>	<b>838,285.00</b>	<b>838,200.00</b>	<b>785,566.00</b>
<b>TOTAL EXPENSE</b>	<b>970,497.13</b>	<b>985,489.12</b>	<b>984,181.88</b>	<b>922,751.83</b>
<b>Net Income/Loss</b>	<b>-92,247.26</b>	<b>9,957.43</b>	<b>-1,586.87</b>	<b>-16,445.69</b>

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

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
<b>Bridges Operating INCOME</b>				
HAP Received MHFA	-30,948.00	-35,478.31	-47,214.00	-38,085.00
Admin Revenue	-3,600.00	-4,550.00	-5,150.00	-4,300.00
Operating Transfer	0.00	4,112.50	0.00	0.00
<b>Total Income</b>	<b>-34,548.00</b>	<b>-35,915.81</b>	<b>-52,364.00</b>	<b>-42,385.00</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Travel	59.23	262.50	122.96	128.95
Office Supplies	0.00	175.00	0.00	0.00
<b>Total Administration</b>	<b>59.23</b>	<b>437.50</b>	<b>122.96</b>	<b>128.95</b>
<b>General</b>				
Security Deposit Pmts	0.00	3,546.69	5,443.00	1,075.00
HAP Payment to Landlords	30,724.00	31,931.69	41,771.00	37,010.00
<b>Total General</b>	<b>30,724.00</b>	<b>35,478.38</b>	<b>47,214.00</b>	<b>38,085.00</b>
<b>TOTAL EXPENSE</b>	<b>30,783.23</b>	<b>35,915.88</b>	<b>47,336.96</b>	<b>38,213.95</b>
<b>Net Income/Loss</b>	<b>-3,764.77</b>	<b>0.07</b>	<b>-5,027.04</b>	<b>-4,171.05</b>

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

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
<b>Public Housing - North Star</b>				
<b>Operating</b>				
<b>INCOME</b>				
Dwelling Rental	-428,954.00	-431,701.69	-421,855.00	-401,952.50
Excess Utilities	-2,132.48	-1,808.31	-1,926.00	-1,784.00
Operating Subsidy	-155,009.00	-145,623.31	-152,108.00	-141,993.00
Investment Interest	-1,458.41	-3,739.19	283.70	287.08
Other Income	-90,092.53	-107,455.81	-103,080.35	-111,351.11
Other Income Tenant	-9,904.58	-16,333.31	-17,400.05	-38,385.59
Capital Fund Income	-24,408.36	-38,500.00	-122,348.00	-321,959.00
Laundry Income	-10,440.25	-12,483.31	-11,613.25	-12,255.00
<b>TOTAL INCOME</b>	<b>-722,399.61</b>	<b>-757,644.93</b>	<b>-830,046.95</b>	<b>-1,029,393.12</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	156,145.69	181,755.00	160,231.11	145,163.89
Legal	885.50	2,216.69	1,445.00	891.39
Staff Training	1,223.32	8,166.69	9,838.14	5,283.84
Travel	172.28	1,166.69	609.38	571.40
Accounting & Audit Fees	8,700.00	10,550.00	8,300.00	10,400.00
Sundry-Other Admin	13,391.18	10,835.51	12,699.30	9,061.90
<b>Total Administration</b>	<b>180,517.97</b>	<b>214,690.58</b>	<b>193,122.93</b>	<b>171,372.42</b>
<b>Tenant Services</b>				
Rec Public and Other	0.00	2,887.50	0.00	95.14
<b>Total Tenant Services</b>	<b>0.00</b>	<b>2,887.50</b>	<b>0.00</b>	<b>95.14</b>
<b>Utilities</b>				
Water/Sewer	35,001.19	37,543.31	35,306.53	31,338.54
Electricity	36,350.79	44,024.12	36,716.93	37,079.65
Gas/Fuel	21,460.35	22,954.19	28,193.15	27,940.11
<b>Total Utilities</b>	<b>92,812.33</b>	<b>104,521.62</b>	<b>100,216.61</b>	<b>96,358.30</b>
<b>Maintenance</b>				
Labor	115,253.39	118,160.00	102,535.58	100,292.03
Materials	7,305.89	16,333.31	15,548.95	13,653.28
Contracts	81,597.07	98,087.50	67,807.74	137,222.74
<b>Total Maintenance</b>	<b>204,156.35</b>	<b>232,580.81</b>	<b>185,892.27</b>	<b>202,283.30</b>
<b>General</b>				
Insurance	53,099.72	49,140.00	46,251.35	40,491.31
Payment in Lieu of Tax	16,602.64	15,359.19	15,767.79	14,999.91
Employee Benefits	131,173.68	138,086.69	121,890.57	121,393.23
Collection Losses	0.00	4,666.69	0.00	0.00
400-010-4590.000 Other	1,000.00	0.00	0.00	0.00
General Expense				
Other General Expense	1,000.00	0.00	0.00	0.00
<b>Total General</b>	<b>201,876.04</b>	<b>207,252.57</b>	<b>183,909.71</b>	<b>176,884.45</b>
<b>TOTAL EXPENSE</b>	<b>679,362.69</b>	<b>761,933.08</b>	<b>663,141.52</b>	<b>646,993.61</b>
<b>Net Income/Loss</b>	<b>-43,036.92</b>	<b>4,288.15</b>	<b>-166,905.43</b>	<b>-382,399.51</b>

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**Brainerd South Operating Statement  
July, 2020**

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
<b>Brainerd South Operating</b>				
<b>INCOME</b>				
Dwelling Rental	-143,638.00	-139,230.00	-138,685.00	-135,572.00
Rental Supplement	-28,622.00	-25,205.81	-24,630.00	-23,666.00
Investment Interest	-2,071.44	-4,666.69	71.79	60.01
Other Income	-14,101.83	-18,211.69	-18,925.90	-18,179.07
Excess Utilities	7.70	0.00	0.00	-97.57
Laundry Income	-5,028.00	-4,783.31	-4,598.75	-4,817.75
<b>TOTAL INCOME</b>	<b>-193,453.57</b>	<b>-192,097.50</b>	<b>-186,767.86</b>	<b>-182,272.38</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Legal	0.00	175.00	0.00	0.00
Accounting & Audit Fees	4,961.25	5,000.00	4,950.00	4,850.00
Sundry-Other Admin	28,853.38	28,921.69	27,791.66	27,029.85
<b>Total Administration</b>	<b>33,814.63</b>	<b>34,096.69</b>	<b>32,741.66</b>	<b>31,879.85</b>
<b>Utilities</b>				
Water	8,119.20	8,656.69	6,291.80	6,013.28
Electricity	2,598.97	3,791.69	3,094.94	3,129.84
Gas/Fuel	9,096.57	10,208.31	11,353.39	10,791.45
<b>Total Utilities</b>	<b>19,814.74</b>	<b>22,656.69</b>	<b>20,740.13</b>	<b>19,934.57</b>
<b>Maintenance</b>				
Labor	5,876.54	6,358.31	6,148.18	6,394.09
Materials	14,115.00	11,666.69	9,748.81	9,762.93
Contracts	26,090.43	39,520.95	30,248.61	34,674.61
<b>Total Maintenance</b>	<b>46,081.97</b>	<b>57,545.95</b>	<b>46,145.60</b>	<b>50,831.63</b>
<b>General</b>				
Insurance	19,296.43	19,284.93	18,672.76	18,099.13
Payment in Lieu of Tax	5,970.92	6,125.00	5,648.61	5,656.72
Employee Benefits	535.67	711.69	711.70	711.70
<b>Total General</b>	<b>25,803.02</b>	<b>26,121.62</b>	<b>25,033.07</b>	<b>24,467.55</b>
<b>TOTAL EXPENSE</b>	<b>125,514.36</b>	<b>140,420.95</b>	<b>124,660.46</b>	<b>127,113.60</b>
<b>Net Income/Loss</b>	<b>-67,939.21</b>	<b>-51,676.55</b>	<b>-62,107.40</b>	<b>-55,158.78</b>

## Brainerd Housing and Redevelopment Authority

### Payment Summary Report

### July 2020

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
7/2/2020	731	Marnie Mclalwain	\$89.02
7/7/2020	732	Void	\$0.00
7/10/2020	733	Tenant Refund	\$444.00
7/16/2020	734	John Schommer	\$144.33
7/16/2020	735	Keri Woitalla	\$25.32
7/16/2020	736	Mike Jones	\$62.68
7/16/2020	737	Terry Quick	\$92.58
7/30/2020	738	Erik Warner	\$8.05
7/30/2020	739	John Schommer	\$179.54
7/30/2020	740	Marnie Mclalwain	\$82.33
7/30/2020	741	Shannon Fortune	\$23.86
7/2/2020	1671	Minnesota State Retirement System	\$555.00
7/2/2020	1672	Electronic Federal Tax Payment System	\$7,098.23
7/2/2020	1673	MN Dept of Revenue	\$1,141.05
7/2/2020	1674	Health Savings Accounts	\$1,206.38
7/2/2020	1675	Security Benefit	\$3,942.32
7/1/2020	1676	Health Savings Accounts	\$7,625.00
7/1/2020	1677	JJC Properties LLC	\$500.00
7/1/2020	1678	Pueringer Investments	\$500.00
7/1/2020	1679	Ash Properties	\$500.00
7/1/2020	1680	Smith Commercial Properties LLC	\$900.00
7/9/2020	1681	Electronic Federal Tax Payment System	\$11.56
7/16/2020	1682	Minnesota State Retirement System	\$555.00
7/16/2020	1683	Electronic Federal Tax Payment System	\$7,182.14
7/16/2020	1684	MN Dept of Revenue	\$1,156.23
7/16/2020	1685	Health Savings Accounts	\$1,260.73
7/2/2020	1686	EBSO	\$23,312.23
7/16/2020	1687	Security Benefit	\$3,994.32
7/24/2020	1688	Minnesota State Retirement System	\$555.00
7/30/2020	1689	Electronic Federal Tax Payment System	\$7,890.22
7/30/2020	1690	MN Dept of Revenue	\$1,339.62
7/30/2020	1691	Health Savings Accounts	\$1,260.73
7/30/2020	1692	Security Benefit	\$4,137.32
7/22/2020	1693	Void	\$0.00
7/30/2020	1694	Minnesota State Retirement System	\$15,000.00
7/30/2020	1695	Electronic Federal Tax Payment System	\$8,263.66
7/30/2020	1696	MN Dept of Revenue	\$1,195.34
7/30/2020	1697	Security Benefit	\$4,217.39
7/2/2020	23364	Adam's Pest Control, Inc.	\$393.50
7/2/2020	23365	Avesis Third Party Admininstrators	\$15.59
7/2/2020	23366	Brainerd Chamber of Commerce	\$252.00

## Brainerd Housing and Redevelopment Authority

### Payment Summary Report

### July 2020

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
7/2/2020	23367	Brainerd Glass Company	\$53.34
7/2/2020	23368	Brainerd Public Utilities	\$13,047.51
7/2/2020	23369	Breen & Person, Ltd.	\$1,000.00
7/2/2020	23370	CenterPoint Energy	\$1,338.79
7/2/2020	23371	Dacotah Paper Co	\$139.34
7/2/2020	23372	Frank Olson Drywall Repair	\$192.54
7/2/2020	23373	HealthPartners	\$834.05
7/2/2020	23374	Home Depot Supply	\$356.40
7/2/2020	23375	Independent Testing Technologies, Inc.	\$620.00
7/2/2020	23376	Kennedy & Graven, Chartered	\$709.00
7/2/2020	23377	MN Chapter NAHRO	\$44.00
7/2/2020	23378	MN Elevator, Inc.	\$727.50
7/2/2020	23379	Marco, Inc.	\$600.50
7/2/2020	23380	Paper Storm	\$25.50
7/2/2020	23381	Ratwik, Roszak & Maloney, P.A.	\$1,455.00
7/2/2020	23382	The Nelrod Company	\$2,265.00
7/2/2020	23383	West Central Flooring	\$178.80
7/2/2020	23384	Yde's Major Appliance	\$138.10
7/16/2020	23385	Ace Hardware	\$420.84
7/16/2020	23386	AmeriPride Linen & Apparel Svcs	\$371.48
7/16/2020	23387	BDS Laundry Systems	\$66.16
7/16/2020	23388	Brainerd Public Utilities	\$2,247.06
7/16/2020	23389	CTCIT	\$500.00
7/16/2020	23390	CTC	\$2,547.36
7/16/2020	23391	Capital One Commercial	\$503.09
7/16/2020	23392	Culligan	\$25.50
7/16/2020	23393	Dacotah Paper Co	\$522.90
7/16/2020	23394	Dearborn National	\$200.69
7/16/2020	23395	HealthPartners	\$834.05
7/16/2020	23396	Holden Electric Company Inc	\$754.25
7/16/2020	23397	Home Depot Supply	\$285.03
7/16/2020	23398	Independent Testing Technologies, Inc.	\$265.00
7/16/2020	23399	Life Insurance Company of North America	\$57.58
7/16/2020	23400	MN Elevator, Inc.	\$771.68
7/16/2020	23401	Nisswa Sanitation	\$2,338.81
7/16/2020	23402	Office Shop	\$4,613.08
7/16/2020	23403	Precision Electrical LLC	\$2,180.96
7/16/2020	23404	Rental History Reports	\$100.00
7/16/2020	23405	Void	\$0.00
7/16/2020	23406	ServiceMaster of Brainerd	\$720.00
7/16/2020	23407	Sun Life Financial	\$276.18
7/16/2020	23408	Verizon Wireless	\$253.01
7/16/2020	23409	Viking Electric Supply, Inc	\$61.20
7/16/2020	23410	West Central Flooring	\$496.04
7/16/2020	23411	Yde's Major Appliance	\$15.00
7/21/2020	23412	Tenant Refund	\$326.00
7/21/2020	23413	Tenant Refund	\$203.33



## Brainerd Housing and Redevelopment Authority

### Payment Summary Report

### July 2020

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
7/21/2020	23414	Tenant Refund	\$208.17
7/21/2020	23415	Tenant Refund	\$637.50
7/30/2020	23416	AmeriPride Linen & Apparel Svcs	\$50.09
7/30/2020	23417	Avesis Third Party Admininstrators	\$15.59
7/30/2020	23418	BDS Laundry Systems	\$41.89
7/30/2020	23419	Brainerd Public Utilities	\$3,281.66
7/30/2020	23420	Bremer Bank Credit Card	\$1,338.63
7/30/2020	23421	College Drive Townhouses	\$597.00
7/30/2020	23422	Holden Electric Company Inc	\$467.00
7/30/2020	23423	Kennedy & Graven, Chartered	\$2,795.20
7/30/2020	23424	Paper Storm	\$25.50
7/30/2020	23425	Postmaster	\$210.00
7/30/2020	23426	RJ3 Property Maintenance LLC	\$440.00
7/30/2020	23427	SCR Northern	\$829.20
7/30/2020	23428	Strike Painting & Finishing	\$2,100.00
7/30/2020	23429	TKDA	\$2,845.18
7/30/2020	23430	U.S. Bank	\$26,516.09
7/30/2020	23431	Valley View Townhomes	\$1,920.00
7/30/2020	23432	West Central Flooring	\$2,012.88
7/30/2020	23433	Yde's Major Appliance	\$81.00
		<b>Report Total</b>	<b>\$199,206.50</b>

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**To:** Brainerd HRA Board Members  
**From:** Tania Eller, Rental Assistance Manager  
**Date:** August 18, 2020  
**Re:** HCV Programs Report

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**HCV Program Report** *(Attachment 5a)*

Our Unit Months Leased (UML) through July was 98% and HAP utilization through July was 57%.

**Utility Schedule**

Every year we are required to review our Utility Allowance Schedule. If there is more than a 10% change (up or down) from the previous year, we are required to update the schedule. The new rates go into effect September 1<sup>st</sup>.

**Bridges Program Report** *(Attachment 5b)*

We have eight families on our program with a monthly HAP payment of \$3,283. We have four families that have been issued a voucher and are working on leasing them up.

**Family Self-Sufficiency (FSS) Program Report** *(Attachment 5b)*

We currently have 29 families on our program. Eight families are currently escrowing in the amount of \$1,302 per month.

**Foster Youth to Independence (FYI) Program Report** *(Attachment 5c)*

We have three families leased up with a total HAP payment of \$1,110 per month.

**No Action Requested; Discussion Items**

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

<b><u>Voucher Allocation</u></b>	320
July Move-ins	7
July Move-outs	3
July Vouchers - looking for housing	19
July Vouchers - first day of month	312
Average Vouchers to date	315
Unit Months Leased	98%
HAP Utilization through 7/31/2020	57%

**Reasons For Leaving Program**

Voluntarily Left	1
Port-out	1
Terminated	1

**Payments**

Housing Assistance Payment (HAP)	\$119,047
July HUD Administrative Fee	\$15,693

**Port Out Vouchers**

	2
St. Cloud (1), Clay (1)	\$1,749

**Homeownership**

	9
Homeownership HAP	\$3,490

**FYI Vouchers**

	3
FYI Vouchers HAP	\$1,110

**Annual Average Income**

\$13,492

**Length of Time on Program**

< 1 year	21%
< 2 years	15%
< 3 years	12%
< 4 years	8%
< 5 years	5%
> 5 years	39%

**Demographics**

Elderly Households	84
Disabled/Handicapped Households	166
Families with Children	129

**Waiting List Total**

	52
Crow Wing County Preference	10
Non Preference	42

**Average HAP Payment**

\$365

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## **Bridges Program Report**

### **July 2020**

#### **Currently**

- » Tenants leased up in units: 8
- » Tenants in Shop Mode: 1
- » Participants issued a voucher & searching for a unit: 4
- » 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: \$3,283.00**

We continue to accept Bridges application referrals in order to fill the open vouchers. Applicants searching are having difficulties finding housing. Carries has had to assist with housing search and referring to resources.

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

### **July 2020**

#### **Currently**

- » Active FSS participants: 29
- » Tenants going OFF for month: 1
- » Tenants going ON for month: 1
- » Tenants start ESCROWING: 0
- » Total number of FSS participants escrowing monthly: 8
- » Total combined amount of monthly escrow: \$1,302.00
- » Total year-to-date FSS participant's escrow: \$38,746.46

#### **Summary**

FSS NOFA was announced and the deadline for application submission is August 20<sup>th</sup>. The application is included in the board packet. We are asking for \$67,304.00 and we are not able to request any increase. HUD is only funding for what was awarded on the last grant. The FSS application was submitted on Monday, Aug. 17<sup>th</sup>, in order to make sure no errors happened with submission before the deadline.

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

### **Currently**

- » Active FYI participants: 3
- » Working on getting a voucher: 1
- » Notified: 0
- » Declined voucher: 2

### **Summary**

The third FYI applicant was successful in getting leased up. We have now reached out to Crow Wing County Services and Lutheran Social Service for more youth that will meet the FYI criteria. We are waiting to hear back from LSS and Crow Wing County about submitting another round of FYI applicants for HUD approval.





**To:** Brainerd HRA Board Members  
**From:** Shannon Fortune, Housing Manager  
**Date:** August 17, 2020  
**Re:** Housing Manager Report

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### **Vacancy Report for July 2020**

Please see Attachment 6a.

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

Please see Attachment 6b.

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

The agency-wide preparedness plan has been updated to incorporate MN Executive Order 20-81 regarding mandatory face coverings in public spaces. Erik Warner, ROSS Service Coordinator, responded to a MN Housing offer of free cloth face coverings for tenants in affordable housing and ordered one mask for every resident in North Star, Valley Trail, Scattered Sites, and Brainerd South. Public Housing residents were recently notified that maintenance staff will soon be restarting annual inspections, using additional social distancing reminders, utilizing personal protective equipment at all times while interacting with residents, and asking about exposure and symptoms prior to entering units.

### **Public Housing Physical Updates**

- » North Star Retaining Wall: an excavation crew started working on updates to the east retaining wall earlier this month, which in addition to the landscape and wall update, will include redoing the sidewalk and replacing the handrail. The project is expected to take approximately two weeks, weather permitting.
- » Scattered Site Kitchen Remodeling: the next Capital Fund project will focus on remodeling kitchens in some Scattered Site units. Although this project will not kick off until 2021, Terry will review current conditions while in each unit for upcoming annual inspections to determine which units are the highest priority for the project.

### **Brainerd South**

An ongoing water issue prompted an excavation, a new sealing layer, and regrading of the area along the southern-facing windows of the north building. Two tenants were displaced to allow for unrestricted access to the affected units; one to stay with a family member and one to stay in the community room apartment. After the excavation and sealing work, the interior repairs began, starting with the tenant that was staying with family. All repairs were completed in that unit and the tenant moved back in. The second unit is in process and we hope to have the tenant moved back in soon.

### **Resident Commissioner Election Plan**

We are planning to hold the Resident Commission Election as a combination outside/virtual event in September. We will be mailing notes to Public Housing tenants and Housing Choice Voucher participants to let them know they can vote by email, by phone, or by coming to a table set up in the parking lot of the office. Candidate information packets will be posted online, made available through connection with the ROSS Service Coordinator, or can be mailed upon request.

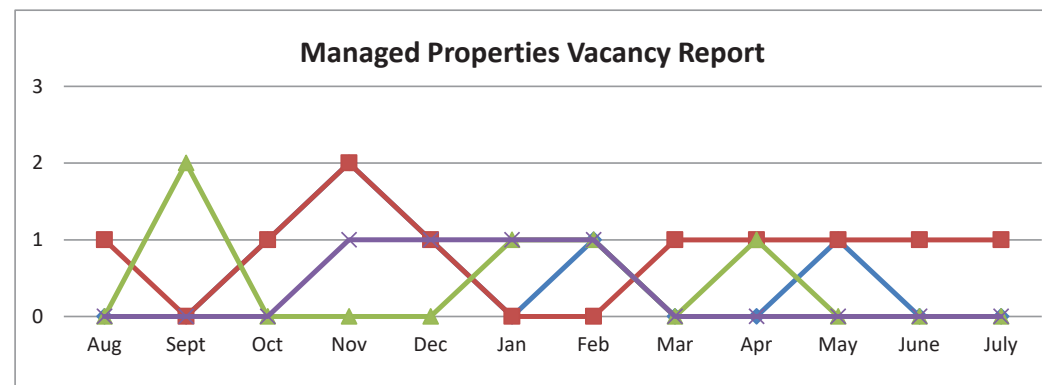
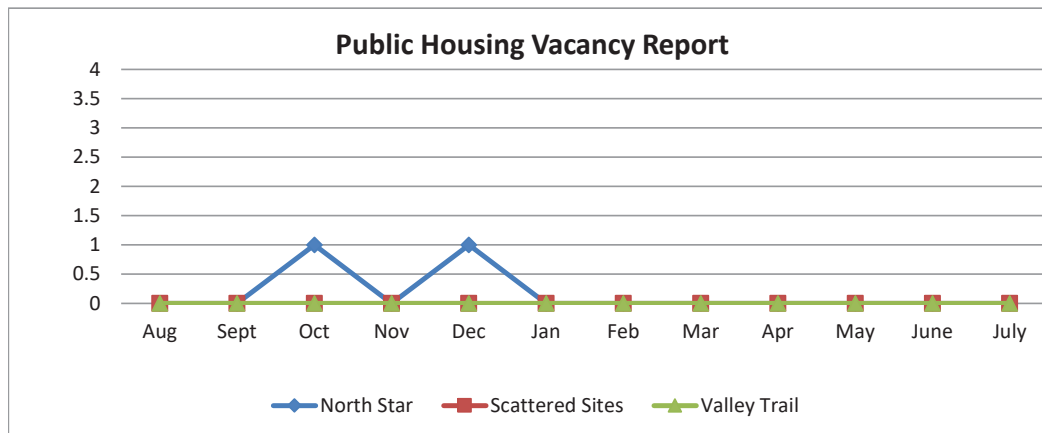
### **ROSS Program Updates**

- » Erik currently has 12 active participants in the ROSS program. There were no newly enrolled participants this month and no new contacts with non-enrolled residents for more limited resource/referral work. To facilitate non-contact communication, he has been posting themed resources and information on the community bulletin board. This encourages residents to pause for a moment to view the information without the risk of having residents congregate. He plans to change the theme monthly.
- » As all indoor common spaces are still shut down, Erik is looking at the possibility of doing some sort of outside activity where social distancing can be enforced. Erik located, ordered, and assembled four new benches to give North Star residents additional outside seating options, which will be very useful as he moves toward hosting an outside event. He will be very involved in assisting with the Resident Commissioner Election process.
- » Erik spent time this past month participating in training on housing supports during COVID-19 and an elder care webcast focused on providing support to those making legal decisions/plans. He has also continued working with the Crosby HRA Tenant Activities Coordinator to launch the Senior Nutrition Assistance Program at the Crosby HRA.
- » The Senior Nutrition Assistance program had 31 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 seven new posts on the ROSS Facebook page this past month, which focused on activities and curbside pick-up for the Brainerd Library, Second Harvest Pop-Up Pantry notifications, Mayo Clinic exercise recommendations, notification of the availability of new benches for North Star residents, and the launch of the North Star themed bulletin board. The posts reached 168 individuals, had four likes and one share!

### **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	1	0	0
July %	0.00%	0.00%	0.00%	0.00%	0.00%	4.17%	0.00%	0.00%
Aug 31				0				
Aug %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Sept 30				0				
Sept %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Oct 31				0				
Oct %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Nov 30				0				
Nov %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dec 31				0				
Dec %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total %	0	0	0	0	2	5	3	2
	0.00%	0.00%	0.00%	0.00%	0.48%	2.98%	2.38%	1.43%



## Brainerd Housing and Redevelopment Authority

### Monthly Property Performance Report July 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	34
Applications Placed on PH Wait List	11
Applications Denied on PH Wait List	5

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	39	0	5	0
2 bdrm	14	34	0	0	0
3 bdrm	24	13	0	0	0
4 bdrm	5	4	0	0	0
<b>TOTAL</b>	<b>203</b>	<b>90</b>	<b>0</b>	<b>5</b>	<b>0</b>

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	4	18
Move-Outs	2	16

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	3
Annual Recertifications	158
Completed for this month	161

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	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	1
30-day lease terminations	0

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	7
Received	71
Closed	71
Ending Balance	7
Total Completed Work Orders for Year	542

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	1	5
Completed within 24 hours	1	5
Percent completed within 24 hours	100%	100%

## 13. Rent Collection

	This Month
Rent Charges	59,967
Other Charges	1,373
<b>Total New Charges</b>	61,340
Arrears, tenants in possession	278

## Accounts Receivable

Current Tenant Accounts Receivable (Rent)	196
Current Rent Charges	59,967
Current Rent Collections	59,771
Accounts Receivable Rate	0%
Collection Rate	100%

## Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	1,192
Prior Rent Charges	740,660
Collection Rate	100%



**To:** Brainerd HRA Board Members  
**From:** Karen Young, Interim Executive Director  
**Date:** August 18, 2020  
**Re:** Executive Director Report

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**Executive Director Position**

Upon the approval of our waiver request from HUD, Eric Charpentier has set his start date for the Executive Director position as August 25<sup>th</sup>. Eric and I have started to discuss the transition process and we are both very excited to move forward at full capacity with this position filled.

Chair Larson also suggested that I mention a possible press release announcing the hiring of our new Executive Director. We would like to have a discussion with the Board regarding any public relations announcements that should be made.

**No Action Requested; Discussion Item**

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**To:** Brainerd HRA Board Members  
**From:** John Schommer, Rehab Coordinator  
**Date:** August 11, 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	In Work Write-up
414 3 <sup>rd</sup> Ave. NE	Select Rental Properties	Rental	1	Bidding

#### **Emily SCDP**

- » 5 owner-occupied projects are complete
- » 3 projects are in construction

#### **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*	47	40	4	8
Serene Pines	23	14	11	0	0
Dalmar Estates	7	1	1	0	1

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

#### **SCDP Preliminary Proposal**

We are working with the Cities of Garrison and Jenkins to submit a SCDP preliminary proposal for single-family owner-occupied and commercial rehab.

#### **FHLB**

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

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