



## **BOARD OF COMMISSIONERS MEETING**

**Wednesday, November 18, 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=m88fa62186673b34496c101ff0b520ca4>

Join by phone: (415) 655-0001

Meeting number (access code): 126 178 1231

Meeting password: 1118

*“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. Public Hearing: Approve the Annual Plan and Adopt Resolution No. 2020-11 (*Attachment 1*) .....p. 3
4. Oath of Office: Janet Decker, Resident Commissioner (*Attachment 2*) .....p. 33
5. Reading and Approval of Minutes (*Attachment 3*) .....p. 37
6. Unfinished Business
7. New Business
  - a. Approve Premium Pay (*Attachment 4*) .....p. 41
  - b. Adopt 2021 Budgets (*Attachment 5*) .....p. 43
8. Bills and Communications
  - a. Financial Report (*Attachment 6*) .....p. 57
  - b. HCV/Section 8 Report (*Attachment 7*) .....p. 83
  - c. Housing Management Report (*Attachment 8*) .....p. 89
  - d. Executive Director Report (*Attachment 9*) .....p. 95
  - e. Rehab Update (*Attachment 10*) .....p. 102
9. Commissioner Comments
10. Adjourn

Next Meeting: Wednesday, December 16, 2020

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To: Brainerd HRA Board Members  
From: Shannon Fortune, Housing Manager  
Date: November 10, 2020  
Re: Approve the Annual Plan and Adopt Resolution No. 2020-11

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We are required to create an Annual Plan every fiscal year. The PHA Plan is a comprehensive guide to policies, programs, operations and strategies for meeting local housing needs and goals. A public hearing must be held prior to the approval of the Annual Plan, a copy of which is attached.

A public hearing is scheduled at 1:00 p.m. on Wednesday, November 18<sup>th</sup>, at the Brainerd City Hall. The Notice of Public Hearing was posted in the Legal Notice section of the Brainerd Daily Dispatch.

**Action Requested: Approve the Annual Plan and Adopt Resolution No. 2020-11.**

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# Streamlined Annual PHA Plan (High Performer PHAs)

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

OMB No. 2577-0226  
Expires: 02/29/2016

**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

## Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A. PHA Information.					
A.1	<b>PHA Name:</b> <u>Brainerd Housing and Redevelopment Authority</u> <b>PHA Code:</b> <u>MN032</u> <b>PHA Type:</b> <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer <b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): <u>01/2021</u> <b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) <b>Number of Public Housing (PH) Units</b> <u>203</u> <b>Number of Housing Choice Vouchers (HCVs)</b> <u>320</u> <b>Total Combined</b> <u>523</u> <b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission				
	<b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.				
	<input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below)				
	<b>Participating PHAs</b>	<b>PHA Code</b>	<b>Program(s) in the Consortia</b>	<b>Program(s) not in the Consortia</b>	<b>No. of Units in Each Program</b> <div>PH</div> <div>HCV</div>
	Lead PHA:				

<b>B.</b>	<b>Annual Plan Elements</b>
<b>B.1</b>	<p><b>Revision of PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last <b>Annual PHA Plan</b> submission?</p> <p>Y   N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below:</p>
<b>B.2</b>	<p><b>New Activities.</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y   N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p>
<b>B.3</b>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p><b>2020 Goal 1: Provide safe, decent, and affordable housing to extremely low-income, very low-income, and low-income households.</b></p> <p>Objective 1: Continue the successful administration of the Housing Choice Voucher and Public Housing Programs.</p> <p><u>Progress Report:</u> Since January 2020, 48 new households participated in the Brainerd HRA's Housing Choice Voucher program and 20 new households became residents of Brainerd HRA's Public Housing program. In September 2020, there were a total of 320 Housing Choice Vouchers (which includes 9 Homeownership Vouchers) leased (98% of unit months leased) and 203 units of Public Housing were occupied (100% occupancy).</p> <p><i>(Progress report continued on next page.)</i></p>

Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.

**2020 Goal 1: Provide safe, decent, and affordable housing to extremely low-income, very low-income, and low-income households. (continued)**

Objective 2: Maintain a "High Performance" rating in the Housing Choice Voucher and Public Housing Programs.

Progress Report: Although most scoring platforms were suspended mid-way through 2020, both the Housing Choice Voucher Program and the Public Housing Program have continued to perform to the level required to maintain a high performance rating.

Objective 3: Continue to improve the public housing units with the administration of the Capital Fund Program.

Progress Report: The Brainerd HRA has been successful in obligating and expending funds in a timely manner. Notable projects completed in the first year of the 5-year plan cycle include updating concrete and landscaping in several exterior locations of the North Star Apartments, repairing and updating concrete at 23 scattered site units, and creating additional administrative workspace in the main office building. Please see attached Capital Fund Program Annual Statement/Performance and Evaluation Report, HUD-50075.1 for open CFP grant years 2018, 2019 and 2020.

Objective 4: Explore options for repositioning Public Housing units through Voluntary Conversion, Section 18, or Rental Assistance Demonstration (RAD).

Progress Report: While repositioning Public Housing is still of interest, staff have been largely focused on maintaining and providing current programming safely and consistently during the COVID-19 pandemic. The Brainerd HRA anticipates returning to the exploration of repositioning options later in the 5-year cycle.

**2020 Goal 2: Help move low-income families to economic self-sufficiency.**

Objective 1: Continue to administer the Family Self-Sufficiency Program.

Progress Report: Since January 2020, 3 new households have enrolled in the Brainerd HRA's Family Self-Sufficiency Program, with a total of 33 households participating in the program from 1/1/2020 through 9/30/2020. During this period of time, 2 households graduated after an average of 36 months in the program and \$5,091.90 was paid out in escrow. An additional \$978.70 was paid out for interim disbursements, which was used for car repairs to help the participants maintain employment.

Objective 2: Continue to administer the Resident Opportunity & Self-Sufficiency Program.

Progress Report: The ROSS program is currently one year into its second 3-year grant, which runs through 2022. Since January, 2020 the Resident Opportunities for Self-Sufficiency (ROSS) Program enrolled 8 new households and provided non-enrollment outreach services to 29 households. Highlights from 2020 include 25% of participating households increasing income and 54% of participating households adding at least one supportive resource which adds to their stability and housing satisfaction. Additionally, the Service Coordinator located a resource to provide food boxes to senior residents and 256 boxes of food have been given out since January 2020.

**2020 Goal 3: Explore opportunities for adding programming to support affordable housing initiatives or address gaps in service, such as the Veterans Affairs Supportive Housing (VASH) Program, the Family Unification Program, Section 811 Mainstream Housing Vouchers, or other opportunities arising.**

Progress Report: In early 2020, the Brainerd HRA requested and received funding for 7 Foster Youth to Independence (FYI) Initiative Vouchers. Of those 7 initial participants, 3 were leased up by the end of September, 3 did not utilize their vouchers, and one is working through the enrollment process. In September, the Brainerd HRA requested 3 more vouchers.

<b>B.4.</b>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y   N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
	<b>Other Document and/or Certification Requirements.</b>
<b>C.1</b>	<p><b>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</b></p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>Form is attached.</p>
<b>C.2</b>	<p><b>Civil Rights Certification.</b></p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>Form is attached.</p>
<b>C.3</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y   N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>The Brainerd HRA has no active Resident Advisory Board. In previous years, notice of Plans and public hearings was provided to the North Star Apartments Resident Council at their monthly meetings, however that group has been inactive since March of 2020.</p>
<b>C.4</b>	<p><b>Certification by State or Local Officials.</b></p> <p><u>Form HUD 50077-SL</u>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>Form is attached.</p>
<b>D</b>	<b>Statement of Capital Improvements.</b> Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).
<b>D.1</b>	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <p>See HUD Form 50075.2 approved by HUD on 9/24/2020.</p>



## Instructions for Preparation of Form HUD-50075-HP Annual Plan for High Performing PHAs

### A. PHA Information. All PHAs must complete this section.

**A.1** Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. (24 CFR §903.23(4)(e))

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

### B. Annual Plan.

#### B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

☐ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. 24 CFR §903.7(a)(1) and 24 CFR §903.12(b). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. 24 CFR §903.7(a)(2)(ii) and 24 CFR §903.12(b).

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions.** Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. 24 CFR §903.7(b) Describe the PHA’s procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. 24 CFR §903.7(b) A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. (24 CFR §903.7(b) Describe the unit assignment policies for public housing. 24 CFR §903.7(b)

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. (24 CFR §903.7(c)

☐ **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. (24 CFR §903.7(d)

☐ **Homeownership Programs.** A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. (24 CFR §903.7(k) and 24 CFR §903.12(b).

☐ **Safety and Crime Prevention (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. (24 CFR §903.7(m)(5))

☐ **Pet Policy.** Describe the PHA’s policies and requirements pertaining to the ownership of pets in public housing. (24 CFR §903.7(n))

☐ **Substantial Deviation.** PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. (24 CFR §903.7(r)(2)(i)

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency public housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan); or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD’s website at: Notice PIH 1999-51. (24 CFR §903.7(r)(2)(ii)

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#))

- B.2 New Activities.** If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

☐ **Hope VI.** 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. ([Notice PIH 2010-30](#))

☐ **Mixed Finance Modernization or Development.** 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. ([Notice PIH 2010-30](#))

☐ **Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including name, project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD’s website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm). ([24 CFR §903.7\(h\)](#))

☐ **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. ([24 CFR §903.7\(j\)](#))

☐ **Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers. ([24 CFR §983.57\(b\)\(1\)](#)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

☐ **Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

- B.3 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.7\(r\)\(1\)](#))

- B.4 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. ([24 CFR §903.7\(p\)](#))

#### C. Other Document and/or Certification Requirements

- C.1 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 SM-HP.

- C.2 Civil Rights Certification.** Form HUD-50077 SM-HP, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. ([24 CFR §903.7\(o\)](#))

- C.3 Resident Advisory Board (RAB) comments.** If the RAB provided comments to the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

- C.4 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#))

#### D. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. ([24 CFR 903.7 \(g\)](#))

- D.1 Capital Improvements.** In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: “See HUD Form 50075.2 approved by HUD on XX/XX/XXXX.”

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 16.64 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

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**Certifications of Compliance with  
PHA Plans and Related Regulations  
(Standard, Troubled, HCV-Only, and  
High Performer PHAs)**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 02/29/2016

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including  
Required Civil Rights Certifications**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_ 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 01/01/2021, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).

13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Brainerd Housing and Redevelopment Authority  
PHA Name

MN032  
PHA Number/HA Code

X Annual PHA Plan for Fiscal Year 2021

\_\_\_\_\_ 5-Year PHA Plan for Fiscal Years 20\_\_\_\_ - 20\_\_\_\_

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Authorized Official	Title
Signature	Date

**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan or  
State Consolidated Plan  
(All PHAs)**

**U. S Department of Housing and Urban Development**  
Office of Public and Indian Housing  
OMB No. 2577-0226  
**Expires 2/29/2016**

**Certification by State or Local Official of PHA Plans  
Consistency with the Consolidated Plan or State Consolidated Plan**

I, \_\_\_\_\_, the \_\_\_\_\_  
*Official's Name* *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

\_\_\_\_\_ (MN032)  
*PHA Name*

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of  
Impediments (AI) to Fair Housing Choice of the

\_\_\_\_\_ State of Minnesota  
*Local Jurisdiction Name*

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State  
Consolidated Plan and the AI.

The Brainerd HRA's Plan aligns with many aspects of the Minnesota Consolidated Plan for Housing and Community Development (2017-2021) including reducing barriers to homeownership for low-income households, preserving existing affordable housing options, and collaborating to provide efficient access to supportive community resources for vulnerable populations. The State of Minnesota's Analysis of Impediments to Fair Housing final report cites goals of decreasing loss of housing through eviction, addressing limited knowledge of fair housing laws, and improving opportunities for housing mobility, which are supported in the Brainerd HRA's Plan specifically through the continued provision of the Family Self-Sufficiency Program, the Resident Opportunity and Self-Sufficiency Program, the Housing Choice Voucher Program, and the Foster Youth to Independence Initiative.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Signature	Date

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Status: Approved Approval Date: 09/24/2020 Approved By: EPIC SYSTEM

<b>Part I: Summary</b>						
<b>PHA Name :</b> HRA IN AND FOR THE CITY OF BRAINERD, MINNESOTA		<b>Locality (City/County &amp; State)</b> <input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revised 5-Year Plan (Revision No: )				
<b>PHA Number:</b> MN032						
<b>A.</b>	<b>Development Number and Name</b>	<b>Work Statement for Year 1 2021</b>	<b>Work Statement for Year 2 2022</b>	<b>Work Statement for Year 3 2023</b>	<b>Work Statement for Year 4 2024</b>	<b>Work Statement for Year 5 2025</b>
	NORTH STAR APARTMENTS (MN032000001)	\$230,000.00	\$230,000.00	\$230,000.00	\$230,000.00	\$230,000.00

## Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
2577-0274  
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		1	2021	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	NORTH STAR APARTMENTS (MN032000001)			\$230,000.00
ID0001	Scattered Sites kitchen rehabilitations and bathroom vanities(Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing)	Remove and properly dispose of all cabinetry, countertops, sinks and faucets in the kitchens and vanities, tops, sinks and incidentals in the bathrooms of the 16 Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Install new cabinets of the same layout as the existing that were removed. Repair any drywall that has deteriorated or was damaged in the removal, tape, sand, prime and paint as necessary. Install new post formed laminate countertops, new sinks, water shut off valves, water supply lines and drain assemblies. Asbestos and lead-based paint will be addressed when found.		\$20,000.00
ID0002	Concrete replacement at HRA Office Building(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter)	Remove and dispose of sidewalks and curbing along the east and south sides of the office building. Install rebar, drill and pin to adjoining surfaces and pour 4000 psi fiber entrained concrete where old concrete was removed. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$40,000.00
ID0003	Flooring replacement and painting at HRA Office Building(Non-Dwelling Interior (1480)-Administrative Building)	Remove and properly dispose of carpet and padding in 5 offices at HRA office building. Install new padding and carpeting and paint offices, hallways and common areas. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0004	A&E/Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management of kitchen rehabilitation and bathroom vanity replacement at Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Concrete replacement at HRA Office Building, Valley Trail Townhomes fence/landscaping, office building windows and deck replacement and security and camera system replacement at North Star Apartments and the office building. Asbestos and lead-based paint will be addressed when found.		\$17,000.00



Capital Fund Program - Five-Year Action Plan

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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		1	2021	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
ID0005	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property, liability and workman's comp insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Health insurance, employee benefits and wages. Asbestos and lead-based paint will be addressed when found.		\$66,000.00
ID0006	Fence and landscaping at Valley Trail Townhomes(Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape)	Install new perimeter fence along west and south line of property. Remove deteriorated landscaping, regrade for proper drainage and install new foliage to facilitate reduced maintenance. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$50,000.00
ID0007	Replace office windows and decking(Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Windows)	Remove existing deteriorated windows and decking at the HRA office building and replace windows with new of the same type, size and quantity. Replace decking with new composite decking of the same layout as existing. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues. Asbestos and lead-based paint will be addressed when found.		\$15,000.00
ID0008	Replace security and camera systems at Northstar Apts and HRA office building(Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-System Improvements)	Remove and properly dispose of existing security and camera systems that are at the end of their life cycle at Northstar Apartments and the HRA office building. Install new systems of substantially the same layout as the existing that were removed. Asbestos and lead-based paint will be addressed when found.		\$17,000.00
	Subtotal of Estimated Cost			\$230,000.00

## Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development  
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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2	2022	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	NORTH STAR APARTMENTS (MN032000001)			\$230,000.00
ID0010	Replace interior doors at North Star Apartments(Dwelling Unit-Interior (1480)-Interior Doors)	Remove and properly dispose of all bathroom, bedroom and closet doors in 162 units at the North Star Apartments. Install new doors of the same size, handing and type as existing. Replace locksets, handles and hardware with new. Asbestos and lead-based paint will be addressed when found.		\$85,000.00
ID0011	Rehabilitate community kitchen at North Star Apartments(Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting)	Remove and properly dispose of all cabinetry, countertops, sinks and faucets in the community kitchen at North Star Apartments. Install new cabinets of the same layout as the existing that were removed. Repair any drywall that has deteriorated or was damaged in the removal, tape, sand, prime and paint as necessary. Install new post formed laminate countertops, new sinks, water shut off valves, water supply lines, drain assemblies and piping. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0012	Kitchen rehabilitations at Valley Trail Townhomes(Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets)	Remove and properly dispose of all cabinetry, countertops, sinks and faucets in the kitchens of the 25 units at Valley Trail Townhomes (613-718 SW 5th Street). Install new cabinets of the same layout as the existing that were removed. Repair any drywall that has deteriorated or was damaged in the removal, tape, sand, prime and paint as necessary. Install new post formed laminate countertops, new sinks, water shut off valves, water supply lines, and drain assemblies. Asbestos and lead-based paint will be addressed when found.		\$50,000.00
ID0013	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management of kitchen rehabilitation at Valley Trail Townhomes, North Star Apartments community kitchen, interior doors and fire alarm device replacement. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0014	Replace fire alarm system devices at North Star Apartments(Dwelling Unit-Interior (1480)-Electrical)	Remove and properly dispose of all fire alarm devices that have reached the end of their life cycle for the centrally monitoring fire alarm system at North Star Apartments. Install new devices and necessary accessories. Asbestos and lead-based paint will be addressed when found.		\$19,000.00



Capital Fund Program - Five-Year Action Plan

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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2	2022	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
ID0015	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property, liability and workman's comp insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Health insurance, employee benefits and wages. Asbestos and lead-based paint will be addressed when found		\$66,000.00
	Subtotal of Estimated Cost			\$230,000.00

## Capital Fund Program - Five-Year Action Plan

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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		3	2023	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	NORTH STAR APARTMENTS (MN032000001)			\$230,000.00
ID0016	Rehabilitate bathrooms at Scattered Sites(Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodities,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Remove and properly dispose of toilets, bathtub/showers, tub/shower faucets and flooring in the bathrooms of 16 Scattered Site units (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Repair any drywall that has deteriorated or was damaged in the removal, tape, sand, prime and paint. Install new water shut off valves, supply lines, drain and faucet assemblies, flooring, shower stalls and low water consumption toilets. Asbestos and lead-based paint will be addressed when found.		\$20,000.00
ID0017	Replace domestic water heater at North Star Apartments(Non-Dwelling Interior (1480)-Plumbing)	Remove and properly dispose of old domestic water heater, controls, pump and valves at North Star apartments. Install new energy efficient domestic water heater with new controls, software, pumps, valves, associated piping and wiring for a complete and properly functioning system. Asbestos and lead-based paint will be addressed when found		\$20,000.00
ID0018	Water line replacement at North Star Apartments(Dwelling Unit-Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Plumbing)	Remove and properly dispose of cast iron DWV and galvanized water supply piping. Install new PVC DWV and water supply piping at Northstar Apartments. Asbestos and lead-based paint will be addressed when found.		\$30,000.00
ID0019	Rehabilitate Kitchens at North Star Apartments(Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing)	Remove and properly dispose of all cabinetry, countertops, sinks and faucets in the kitchens of the 162 units at North Star Apartments. Install new cabinets of the same layout as the existing that were removed. Repair any drywall that has deteriorated or was damaged in the removal, tape, sand, prime and paint as necessary. Install new post formed laminate countertops, new sinks, water shut off valves, water supply lines, and drain assemblies. Asbestos and lead-based paint will be addressed when found.		\$40,000.00
ID0020	Driveway and sidewalk replacement at Valley Trail Townhomes(Dwelling Unit-Exterior (1480)-Other)	Remove and properly dispose of deteriorated concrete driveways, sidewalks and incidental landscaping at 25 units at Valley Trail Townhomes (613-718 SW 5th Street). Install rebar, drill and pin to adjoining surfaces and pour 4000 psi fiber entrained concrete where old concrete was removed. Restore landscaping that was disturbed to accommodate construction. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$10,000.00

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Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		3	2023	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
ID0021	Driveway and sidewalk replacement at Scattered Sites(Dwelling Unit-Exterior (1480)-Other)	Remove and properly dispose of deteriorated concrete driveways, sidewalks and incidental landscaping at 16 Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Install rebar, drill and pin to adjoining surfaces and pour 4000 psi fiber entrained concrete where old concrete was removed. Restore landscaping that was disturbed to accommodate construction. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil <u>Environmental Review issues prior to work beginning</u>		\$10,000.00
ID0022	Replace siding at Scattered Sites(Dwelling Unit-Exterior (1480)-Siding)	Remove and properly dispose of stucco siding on 16 Scattered Site units(2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Install proper flashings, vapor barrier, frieze board, J-channel, and new siding. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0023	North Star Apartments bathroom rehabilitation(Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodities,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Remove and properly dispose of toilets, showers, shower and vanity faucets, vanities, vanity tops and flooring in the bathrooms of 162 North Star Apartments. Repair any drywall that has deteriorated or was damaged in the removal, tape, sand, prime and paint. Install new water shut off valves, supply lines, drain and faucet assemblies, flooring, vanities, shower stalls and low water consumption toilets. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0024	Replace exterior entrance doors at North Star Apartments(Dwelling Unit-Exterior (1480)-Exterior Doors)	Remove and properly dispose of exterior entrance doors and associated hardware at North Star Apartments. Install new of the same style, size, handing and type as those that were removed. Include new locking mechanisms, handles and hardware. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0025	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management for kitchen rehabilitation at Northstar Apartments, sidewalk and driveway replacement at Valley Trail Townhomes, siding, sidewalk and driveway replacement at Scattered Sites, exterior entrance doors, bathroom rehabilitation, domestic water heater replacement and water line replacement at North Star Apartments and Scattered Sites. Asbestos and lead-based paint will be addressed when found.		\$14,000.00
ID0026	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property, liability and workman's comp insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies,		\$66,000.00

## Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development  
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2577-0274  
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Part II: Supporting Pages - Physical Needs Work Statements (s)			
Work Statement for Year		3	2023
Identifier	Development Number/Name	General Description of Major Work Categories	Estimated Cost
		postage and advertising, Telephone and internet services, Health insurance, employee benefits and wages. Asbestos and lead-based paint will be addressed when found	
	Subtotal of Estimated Cost		\$230,000.00



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Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		4	2024	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	NORTH STAR APARTMENTS (MN032000001)			\$230,000.00
ID0027	Repair excessive tenant damage at HRA office building, North Star Apartments, Valley Trail Townhomes and Scattered Sites (Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc, Dwelling Unit-Exterior (1480)-Building Slab, Dwelling Unit-Exterior (1480)-Canopies, Dwelling Unit-Exterior (1480)-Carports -Surface Garage, Dwelling Unit-Exterior (1480)-Columns and Porches, Dwelling Unit-Exterior (1480)-Decks and Patios, Dwelling Unit-Exterior (1480)-Exterior Doors, Dwelling Unit-Exterior (1480)-Exterior Lighting, Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking, Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape, Dwelling Unit-Exterior (1480)-Foundations, Dwelling Unit-Exterior (1480)-Gutters - Downspouts, Dwelling Unit-Exterior (1480)-Landings and Railings, Dwelling Unit-Exterior (1480)-Mail Facilities, Dwelling Unit-Exterior (1480)-Other Dwelling Unit-Exterior (1480)-Roofs, Dwelling Unit-Exterior (1480)-Siding, Dwelling Unit-Exterior (1480)-Soffits, Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes, Dwelling Unit-Exterior (1480)-Tucks-Pointing, Dwelling Unit-Exterior (1480)-Windows)	Repair excessive tenant damage or damage done by natural occurrence at HRA office building, North Star Apartments, Valley Trail Townhomes (613-718 SW 5th Street) and Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Repair and/or replacement of sitework, siding, roofing, windows, doors, walls, ceiling, flooring, cabinetry, appliances, fixtures, electrical, plumbing, and life safety systems. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$200.00
ID0028	Replace common area furniture at North Star Apartments (Non-Dwelling Interior (1480)-Common Area Finishes, Non-Dwelling Interior (1480)-Common Area Painting, Non-Dwelling Interior (1480)-Other)	Remove and properly dispose of furniture in common areas on all 12 floors of North Star Apartments. Replace with new furniture of like kind, quality and amount. Asbestos and lead-based paint will be addressed when found.		\$40,000.00
ID0029	Replace door closers at North Star Apartments (Dwelling Unit-Interior (1480)-Electrical)	Remove and properly dispose of door closers on doors in common areas and 162 units at North Star Apartments. Install new closers where deficient ones where removed, connect to centrally monitored fire alarm where applicable. Asbestos and lead-based paint will be addressed when found.		\$24,000.00
ID0030	Improve maintenance building at Valley Trail Townhomes site (Non-Dwelling Construction-New Construction (1480)-New Construction Demolition, Non-Dwelling Construction-New Construction (1480)-Shop, Non-Dwelling Construction-New Construction (1480)-Storage Area)	Improve maintenance building at Valley Trail Townhomes site by replacing roofing, siding, doors and windows. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$80,000.00
ID0031	A&E/Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management of door closer replacement at North Star Apartments and replacement of maintenance building at Valley Trail Townhomes site. Asbestos and lead-based paint will be addressed when found.		\$19,000.00

## Capital Fund Program - Five-Year Action Plan

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2577-0274  
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		4	2024	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0032	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property, liability and workman's comp insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Health insurance, employee benefits and wages. Asbestos and lead-based paint will be addressed when found		\$66,000.00
ID0034	Repair excessive tenant damage at HRA office building, North Star Apartments, Valley Trail Townhomes and Scattered Sites(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodities,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Repair excessive tenant damage or damage done by natural occurrence at HRA office building, North Star Apartments, Valley Trail Townhomes (613-718 SW 5th Street) and Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Repair and/or replacement of windows, doors, walls, ceiling, flooring, cabinetry, appliances, fixtures, electrical, plumbing, and life safety systems. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$150.00
ID0035	Repair excessive tenant damage at HRA office building, North Star Apartments, Valley Trail Townhomes and Scattered Sites(Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Electric Distribution,Dwelling Unit-Site Work (1480)-Fence Painting,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscaping,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Seal Coat,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Stripping,Dwelling Unit-Site Work (1480)-Water Lines/Mains)	Repair excessive tenant damage or damage done by natural occurrence at HRA office building, North Star Apartments, Valley Trail Townhomes (613-718 SW 5th Street) and Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Repair and/or replacement of site work. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$150.00
ID0036	Repair excessive tenant damage at HRA office building, North Star Apartments, Valley Trail Townhomes and Scattered Sites(Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Canopies,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Foundation,Non-Dwelling Exterior (1480)-Gutters - Downspouts,Non-Dwelling Exterior (1480)-Landings and Railings,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Siding,Non-Dwelling Exterior (1480)-Soffits,Non-Dwelling Exterior (1480)-Stairwells and Fire Escapes,Non-Dwelling Exterior (1480)-Tuck Pointing,Non-Dwelling Exterior (1480)-Windows)	Repair excessive tenant damage or damage done by natural occurrence at HRA office building, North Star Apartments, Valley Trail Townhomes (613-718 SW 5th Street) and Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Repair and/or replacement of sitework, siding, roofing, windows, doors, walls, ceiling, flooring, cabinetry, appliances, fixtures, electrical, plumbing, and life safety systems. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be		\$200.00

Form HUD-50075.2(4/2008)



Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
2577-0274  
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		4	2024	
Identifier	Development Number/Name	General Description of Major Work Categories		Quantity
responsive to any soil Environmental Review issues, prior to work beginning.				
ID0037	Repair excessive tenant damage at HRA office building, North Star Apartments, Valley Trail Townhomes and Scattered Sites(Non-Dwelling Interior (1480)-Administrative Building,Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Washers,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Laundry Areas,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Shop,Non-Dwelling Interior (1480)-Storage Area)	Repair excessive tenant damage or damage done by natural occurrence at HRA office building, North Star Apartments, Valley Trail Townhomes (613-718 SW 5th Street) and Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Repair and/or replacement of windows, doors, walls, ceiling, flooring, cabinetry, appliances, fixtures, electrical, plumbing, and life safety systems. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$150.00
ID0038	Repair excessive tenant damage at HRA office building, North Star Apartments, Valley Trail Townhomes and Scattered Sites(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Dumpster and Enclosures,Non-Dwelling Site Work (1480)-Fence Painting,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscaping,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage)	Repair excessive tenant damage or damage done by natural occurrence at HRA office building, North Star Apartments, Valley Trail Townhomes (613-718 SW 5th Street) and Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Repair and/or replacement of site work. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$150.00
	Subtotal of Estimated Cost			\$230,000.00

## Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
2577-0274  
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		5	2025	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	NORTH STAR APARTMENTS (MN032000001)			\$230,000.00
ID0039	Upgrade or replace agency financial & housing management software(Management Improvement (1408)-System Improvements)	Upgrade or replace the financial and/or housing management software the agency is currently using.		\$100,000.00
ID0040	Replace appliances at North Star Apartments(Dwelling Unit-Interior (1480)-Appliances)	Remove and properly dispose of refrigerator, range and range hood in 162 units at North Star Apartments. Replace with new appliances similar to those that were removed. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0041	Replace appliances at Valley Trail Townhomes(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Electrical)	Remove and properly dispose of refrigerator, range and range hood in the kitchen of the 25 units at Valley Trail Townhomes (613-718 SW 5th Street). Replace with new appliances similar to those that were removed. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0042	Replace appliances at Scattered Sites(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Electrical)	Remove and properly dispose of refrigerator, range and range hood in the kitchens of the 16 Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Replace with new appliances similar to those that were removed. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0043	Improve or replace boiler at North Star Apartments(Non-Dwelling Construction - Mechanical (1480)-Central Boiler,Non-Dwelling Construction - Mechanical (1480)-Central Chiller,Non-Dwelling Construction - Mechanical (1480)-Common Area Dryers,Non-Dwelling Construction - Mechanical (1480)-Cooling Equipment - Systems,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System)	Remove and properly dispose of old boiler, controls, pumps, devices and valves at North Star apartments. Install new energy efficient boiler with new controls, software, pumps, valves, associated piping and wiring for a complete and properly functioning system. Asbestos and lead-based paint will be addressed when found		\$10,000.00
ID0044	Improve or replace HVAC system for the office area at North Star Apartments(Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System)	Remove and properly dispose of malfunctioning HVAC equipment, controls, piping, valves and associated devices or systems for office areas at North Star apartments. Install new energy efficient HVAC equipment, controls, piping, valves and associated devices or systems and wiring for a complete and properly functioning system. Asbestos and lead-based paint will be addressed when found		\$10,000.00



## Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
2577-0274  
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2025		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0045	Improve or replace generator at North Star Apartments(Non-Dwelling Construction - Mechanical (1480)-Generator)	Remove and properly dispose of generator, controls and associated systems or devices at North Star apartments. Install new generator, controls and associated systems or devices and wiring for a complete and properly functioning system. Asbestos and lead-based paint will be addressed when found		\$10,000.00
ID0046	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property, liability and workman's comp insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Health insurance, employee benefits and wages. Asbestos and lead-based paint will be addressed when found		\$66,000.00
ID0047	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management of software, appliance replacement at North Star Apartments, Valley Trail Townhome and Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street0). Generator, boiler and HVAC at North Star Apartments. Asbestos and lead-based paint will be addressed when found.		\$4,000.00
	Subtotal of Estimated Cost			\$230,000.00

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HOUSING AND REDEVELOPMENT AUTHORITY  
IN AND FOR THE CITY OF BRAINERD

RESOLUTION NO. 2020-11

PUBLIC HOUSING AGENCY ANNUAL PLAN  
FOR FISCAL YEAR BEGINNING JANUARY 1, 2021

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd is required to prepare and submit to HUD an Annual Plan every year from its initial submission; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd has developed an Annual Plan and Annual Statement for use of Capital Funds; and

WHEREAS, the Annual Plan and Annual Statement were made available for public comment on November 18, 2020; and

WHEREAS, HUD requires the Annual Plan to be accompanied by a “Certification of Compliance with the PHA Plan and Related Regulations Including Civil Rights Certifications” executed by the Board Chair;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the PHA as follows:

1. The Annual Plan for the PHA Fiscal Year beginning January 1, 2021, is hereby approved.
2. The Board Chair is authorized to execute the Certification of Compliance with the PHA Plan and Related Regulations Including Civil Rights Certifications.

I CERTIFY THAT the above resolution was adopted by the Housing and Redevelopment Authority in and for the City of Brainerd.

Dated: \_\_\_\_\_  
Marlee Larson, Board Chair

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To: Brainerd HRA Board Members  
From: Eric Charpentier, Executive Director  
Date: November 10, 2020  
Re: Oath of Office

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Per the Board's direction and authorization during October's meeting, I forwarded the resident commissioner election results to Mayor Badeaux for the appointment of Janet Decker to the Brainerd HRA Board.

Janet Decker was appointed to the Brainerd HRA Board by the city council at their November 16<sup>th</sup> meeting. She will take an oath of office at the board meeting.

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# Oath

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STATE OF MINNESOTA

COUNTY OF CROW WING

CITY OF BRAINERD

SS.

I, **Janet Decker**, do solemnly affirm that I will support the Constitution of the United States, the Constitution of the State of Minnesota, and that I will faithfully and impartially discharge the duties as a commissioner of the **HOUSING AND REDEVELOPMENT AUTHORITY in and for the CITY of BRAINERD**, to which I have been appointed to the best of my knowledge and ability, so help me God.

---

Janet Decker

Subscribed and sworn to before me this 18th day of November,  
2020.

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ERIC CHARPENTIER  
Executive Director

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## Brainerd Housing & Redevelopment Authority BOARD MEETING MINUTES Wednesday, October 28, 2020

A regular meeting of the Board of Commissioners of the Housing and Redevelopment Authority (HRA) in and for the City of Brainerd, Minnesota, was held at Brainerd City Hall, Council Chambers and also via Webex video/teleconference at 1:00 p.m., Wednesday, October 28<sup>th</sup>, 2020.

1. **CALL TO ORDER:** Chair Marlee Larson called the meeting to order at 1:02 p.m.
2. **ROLL CALL:** Board members present include Commissioners Marlee Larson, Patrick Wussow, Bekah Kent, and Ashley Storm. Others present include Executive Director Eric Charpentier, Finance Director Karen Young, Executive Assistant LeAnn Goltz, Rental Assistance Manager Tania Eller, Housing Rehab Coordinator John Schommer, Housing Manager Shannon Fortune, Resident Janet Decker, and Brainerd City Administrator Jennifer Bergman. Absent: Gabe Johnson.
3. **READING AND APPROVAL OF MINUTES:**

Commissioner Wussow moved to approve the minutes from the meeting on September 23<sup>rd</sup>, 2020. Commissioner Kent 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:** Nothing to report.
5. **NEW BUSINESS:**
  - a. **Resident Commissioner Election:** The election for resident commissioner was held on September 30<sup>th</sup>, 2020. There were a total of 18 votes with Janet Decker receiving the most (six). Decker, who attended the meeting, was introduced and the Board welcomed her.

Moved and seconded by Commissioners Kent and Wussow to authorize staff to forward the election results to the mayor for the appointment of Janet Decker to the Brainerd HRA Board. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.
  - b. **Authorize Submission of SCDP Preliminary Proposal for the Cities of Jenkins and Garrison:** Preliminary proposals for owner-occupied and possibly commercial rehab in both Jenkins and Garrison are in progress and due November 17<sup>th</sup>. Staff is in the process of collecting the required surveys that show need and contain the data we use to complete the proposal.

Moved and seconded by Commissioners Wussow and Kent to authorize submission of preliminary proposals to Minnesota DEED for owner-occupied and commercial rehab in the Cities of Garrison and Jenkins. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.

- c. **Approve Amended Record Retention Policy:** The previously approved Record Retention Policy was amended to include the retainage of Electronic Mail (email) for two years. Email subscriptions will be updated to accommodate the new retention schedule in a digital vault.

Commissioner Kent moved to approve Resolution No. 2020-10 amending the Record Retention Policy followed by a second from Commissioner Wussow. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.

## 6. **BILLS AND COMMUNICATIONS**

- a. **Financial Report:** The third pay application in the amount of \$48,234.04 was processed in September for the Anderson Brothers project for Public Housing. The funds were drawn out of the 2018 Capital Fund Program (CFP) grant. With only one pay application remaining, the project is substantially complete. 2021 budgets will be presented at the next meeting.

Moved and seconded by Commissioners Wussow and Kent to approve the September payments as presented. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.

- b. **HCV/Section 8:**

### HCV Report

The Unit Months Leased (UML) through September was 98% and HAP utilization through September was 73%.

### Bridges Report

There were nine families on the program with a monthly HAP payment of \$4,220. Four families have been issued a voucher and staff is working on leasing them up.

### Family Self-Sufficiency (FSS) Report

There are 29 families on the program. Ten families are currently escrowing in the amount of \$1,542 per month.

### Foster Youth Initiative (FYI) Report

Three families are leased up with a total HAP payment of \$1,110 per month.

- c. **Housing Manager Report:** Fortune reviewed the Vacancy Report and Monthly Property Performance Report for September.

### Ongoing COVID-19 Response

The next step toward reopening is adding a limited in-building option for those that need to complete paperwork and are not able to be served efficiently through the current contactless option. A small table and a chair has been placed in the glass vestibule area and the inner door will be locked to prevent further entry into the building. For situations requiring even more staff assistance, one household at a time can be permitted into the lobby area to work with staff at the second reception window. Staff continues to monitor MN Executive Orders for updated restrictions on terminations, as well as participating in webinars related to CARES Act reporting, the CDC ban on evictions, and other COVID-related topics.

### Annual Plan & Public Hearing

The public hearing for the 2021 Annual Plan will be held during the November 18<sup>th</sup> board meeting. The plan document will be posted online and included in the November board packet.

### Brainerd South

Both tenants affected by the water damage are now back in their units with all interior work completed. The remaining exterior work, including additional concrete, window flashing, and landscaping, will not be part of an insurance claim and do not need additional HUD pre-approval as they are below the approval threshold. The funds will be drawn out of the Reserve for Replacement Account upon completion of the projects. The final portion of the exterior work is expected to start within two weeks.

### ROSS Program Updates

- Erik currently has 14 active participants in the ROSS program. There was one newly-enrolled participant this month and four new contacts with non-enrolled residents for more limited resource/referral work. The theme of the community resource/info sharing bulletin board this month was heart health.
- Erik continues to work on the Action Plan and hopes to have a draft ready for approval by the end of the year. He is also wrapping up data entry and reporting to close out the second year of the three-year grant cycle. Trainings this month included LGBTQ inclusivity and ethics in service coordination.
- The Senior Nutrition Assistance program had 27 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 12 new posts on the ROSS Facebook page this past month that focused on fun/unusual celebration days (wienerschnitzel day, TV dinner day, constitution day, etc.), child safety and injury prevention, hoarding and clean-up resources, and voter registration.
  - » The posts reached 39 individuals but unfortunately received no additional likes or shares.

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

### Minnesota Housing Partnership (MHP) Technical Assistance Grant

MHP held its first two meetings for the TA grant on 9/25/20 and 10/22/20 where the working timeline and meeting schedule was established as well as goals for future work sessions. The hope is to get some assistance with loan documents and establishing a successful housing trust fund. Internally, HRA staff has been meeting weekly to keep the momentum going and move the programs forward. They are close to accepting applications for the housing and rental rehab program. John has a potential project that could utilize this program and staff is working on the documents to be able to put this into action.

### CIP Grant from BPU

The Brainerd HRA has again received a grant from BPU for \$25,000 for a project aiming to increase energy efficiency. Staff is looking at an upgrade for hallway lighting at the North Star building from fluorescent to LED as well as our office lighting fixtures. The goal is to have this project completed by the end of the year. Bidding documents are being released tomorrow and bids are due back by November 16<sup>th</sup>.

e. **Rehab Update:** The SCDP rehab projects in NE Brainerd and Emily are moving along and getting close to wrapping up.

7. **Commissioner Comments:** Commissioner Wussow welcomed Decker and encouraged her to reach out and ask questions at any time. Bergman congratulated Charpentier for his new position as executive director. She informed the Board that housing is desperately needed in the City of Brainerd. The city council adopted a comprehensive plan in 2019 and one goal identified was to expand housing opportunities within the city. Commissioner Larson shared that she will participating remotely for the next meeting and the coming meetings this winter.

8. **Adjournment:**

Moved by Commissioner Wussow and seconded by Commissioner Kent to adjourn the meeting at 1:29 p.m. All commissioners voted in favor of the motion and none were opposed. The motion was approved.

Respectfully Submitted,

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Eric Charpentier  
Executive Director





To: Brainerd HRA Board Members  
From: Karen Young, Finance Director  
Date: November 11, 2020  
Re: Approve Premium Pay

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Per direction from the board, staff has determined that additional compensation pay would be considered reasonable for employees who have worked during the COVID-19 pandemic. Staff is recommending additional compensation of a one-time payment of \$500 for full-time employees and a one-time payment of \$250 for part-time employees. The estimated cost of this premium pay including taxes and retirement would be approximately \$10,100. This full amount would be paid out of discretionary General Fund dollars.

Due to the COVID-19 pandemic and the absence of an executive director, three employees are over the allowed vacation accrual limits with one of these employees also carrying comp time hours. Staff is recommending the pay out of excess vacation accruals and comp time to these employees. The estimated cost of this would be \$4,910 and would be allocated per payroll allocations.

**Action Requested: Approve premium pay of one-time \$500 payment to full-time employees and one-time \$250 payment to part-time employees out of the General Fund for essential work during the COVID-19 pandemic.**

**Approve payment of vacation accruals and comp time for employees over the accrual limits with an estimated cost of \$4,910.**

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To: Brainerd HRA Board Members  
From: Karen Young, Finance Director  
Date: November 11, 2020  
Re: Adopt 2021 Budgets

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The 2021 budgets are attached for the General Fund, Housing Choice Voucher, Public Housing and Bridges.

#### **OVERVIEW**

- » Federal program funding for Housing Choice Voucher and Public Housing are not known at this time and are based on estimates.
- » Health insurance rates decreased by 3%.
- » A 3% annual adjustment to wages is included for all permanent, full-time positions.
- » Salary allocations adjusted for executive director and finance director.
- » Worker's Compensation Insurance increase due to modification rate increase.
- » Expenses are generally based on three-year averages.

#### **GENERAL FUND** (*Attachment 5a*)

- » City Tax Levy - .0185% of estimated taxable market value.
- » Investment Interest – Anticipated Bremer interest.
- » Management Fees – Management Fees for Crosby HRA \$90,000, CWC HRA \$150,000, and Brainerd South \$49,000.
- » TIF Revenue – TIF Increment for Downtown District.
- » Operating Transfer – Transfer from Bridges Program (reduction based on reduced number of vouchers funded in grant).
- » SCDP Admin Fee - Anticipated admin for SCDP reimbursements for Northeast Brainerd and Emily to close out grants.
- » Other Income:
  - \$10,000 Distribution for College Drive and Trail Ridge
  - \$123,400 Four MHFA Loans for Housing Rehab
  - \$5,000 Tax Forfeit Property Sale of one lot
  - \$500 Miscellaneous Income
- » Loan Interest Revenue – Interest Accrued for DT TIF Interfund Loan (offsets expense).

#### Operating Expenses

- » Salaries – Decline due to finance director allocation change.
- » Employee Benefits – Decline due to finance director allocation changes.
- » Travel – Based on anticipated travel for General Fund and Housing Rehab programs.
- » Other Administrative – Three-year average for Sundry, Publications, Membership, Advertising, Office Supplies, Telephone, and Postage.
- » Contract Costs – Primarily technology contracts for General Fund and Recorder's Office charges for Housing Rehab. Includes four MHFA Loans of \$108,000 for Housing Rehab. (2020 budget included \$10,960 SSRP contract costs. Funds were not committed for SSRP for 2021.)

### General Expenses

- » TIF Expense – ASI and Downtown TIF District reporting to CWC.
- » Debt Service – Downtown TIF District debt service.
- » Other Programs – Other initiatives as directed by the Board \$25,000. \$500 TFP closing costs. (One City Revolving Loan for \$25,000 budgeted for 2020 but funds transferred back to City in 2020.)
- » Interfund Loan Interest – Interest Expense for Downtown TIF Interfund Loan (offsets revenue).

### Budget Stabilization

- » In order to fund the SSRP demolition costs and the City RLP loans the Board assigned fund balance for budget stabilization of \$36,500 in 2020. These initiatives will not be funded out of fund balance in 2021. No designated fund balance is needed in 2021.

## **HOUSING CHOICE VOUCHER** *(Attachment 5b)*

### Income

- » Housing Assistance Payments (HAP) based on 2020 estimated expenditures.
- » Administrative Fees estimated at 80% of eligibility.
- » HCV Unit Months Leased (UML) is estimated at 99%.
- » Fraud Recovery based on a two-year average of repayments from tenants.
- » Other Income includes miscellaneous revenue.

### Operating Expenses

- » Salaries increase due to executive director and finance director allocation changes.
- » Benefits increase due to executive director and finance director allocation changes.
- » Other Administrative – Three-year average for Sundry, Publications, Membership, Advertising, Office Supplies, Telephone, and Postage.
- » Contract Costs – Includes annual utility study. Increase in software service contracts.

### Other Financial Items

- » Housing Assistance Payments – Estimated HAP expense to lease at 99% UML. Leasing at this rate may require use of Admin Fee Reserves to fund HAP expense.

### Net Cash Flow

- » Net Cash Flow – Deficit of (\$59,630) due to: Use of HAP Reserves to fund HAP expenses greater than HAP revenue for the year of (\$31,660) to achieve 99% Unit Months Leased (UML). Operating deficit of (\$27,970) due to salary/benefit allocation changes to spend down administrative reserves.

## **PUBLIC HOUSING** *(Attachment 5c)*

- » A 2% Dwelling Rent vacancy loss is projected.
- » Operating Subsidy funding is estimated at 95% eligibility.
- » Other Tenant Charges – Based on three-year average.
- » Other Income:
  - \$63,850 ROSS Grant (2020 Grant budgeted at \$71,720).
  - \$2,000 Interest Revenue.
  - \$89,720 Antenna Revenue.
  - \$20,200 Laundry Revenue.
  - \$25,000 CIP Revenue.
  - \$5,500 Misc. Revenue.

Operating Expenses

- » Salaries – Decline due to executive director allocation change.
- » Benefits – Decline due to executive director allocation change.
- » Telephone – Added cell phone for executive director.
- » Other Administrative – Three-year average for Sundry, Publications, Membership, Advertising, and Postage.
- » Maintenance Materials – Decrease based on average.
- » Plumbing – Decrease based on average.
- » Elevator – Increase due to annual contract increase.
- » Decorating – Decrease based on average.
- » Other Contract Costs – Three-year average for Contract Costs, Snow Removal, and Janitor/Cleaning.
- » Water – Average budgeted with 5% rate increase and 1% consumption decrease.
- » Electric – Based on average with 0% rate increase and 1% consumption increase.
- » Gas – Based on average with 6.8% rate increase.
- » Sewer – Average budgeted with 0% rate increase.

Other Financial Items

- » Capital Expenditures – Based on two-year average CFP funding.

**BRIDGES** (*Attachment 5d*)

- » Bridges Grant Revenue – Bridges MHFA HAP \$54,000 and Admin Fee \$6,000. Based on 10 Unit Months Leased in 2021.
- » Operating Transfer Out to General Fund.

**Action Requested:** Adopt the 2021 General Fund, Housing Choice Voucher and Bridges budgets.

**Adopt the 2021 Public Housing budget by approving Resolution No. 2020-12 PHA Board Resolution Approving Operating Budget.**

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**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	1,191	2,650	1,000	(1,650)	-62%
Management Fees	215,277	289,000	289,000	0	0%
TIF Revenue	21,239	43,660	43,930	270	1%
Operating Transfer	0	7,050	5,550	(1,500)	-21%
SCDP Admin Fee	6,201	55,840	40,000	(15,840)	-28%
Other Income	66,266	136,000	138,900	2,900	2%
Interfund Loan Interest	0	5,000	5,000	0	0%
<b>Total Revenues</b>	<b>381,309</b>	<b>669,630</b>	<b>659,900</b>	<b>(9,730)</b>	<b>-1%</b>
<b>Expenditures:</b>					
<b>Administrative</b>					
Salaries	210,509	290,160	274,250	(15,910)	-5%
Employee Benefits	87,876	140,820	115,460	(25,360)	-18%
Travel	604	2,000	1,600	(400)	-20%
Staff Training	394	10,000	10,000	0	0%
Audit Cost	6,700	6,700	6,900	200	3%
Legal	10,233	6,500	6,900	400	6%
Other Administrative Costs	9,315	9,090	8,910	(180)	-2%
Contract Costs	117,366	120,810	110,100	(10,710)	-9%
<b>Total Administrative</b>	<b>442,997</b>	<b>586,080</b>	<b>534,120</b>	<b>(51,960)</b>	<b>-9%</b>
<b>General Expenditures</b>					
TIF Expense	155	230	230	0	0%
Insurance	4,197	4,995	6,250	1,255	25%
Debt Service	52,522	52,530	53,440	910	2%
Other Programs	23,192	51,500	25,500	(26,000)	-50%
Interfund Loan Interest	0	5,000	5,000	0	0%
<b>Total General Expenditures</b>	<b>80,066</b>	<b>114,255</b>	<b>90,420</b>	<b>(23,835)</b>	<b>-21%</b>
<b>Total Expenditures</b>	<b>523,063</b>	<b>700,335</b>	<b>624,540</b>	<b>(75,795)</b>	<b>-11%</b>
<b>Cash Flow</b>	(141,754)	(30,705)	35,360	66,065	
<b>Designated Fund Balance</b>	0	36,500	0	(36,500)	
<b>Cash Flow from Operations</b>	(141,754)	5,795	35,360	29,565	

Brainerd HRA  
General Fund Consolidated Budget Detail  
2021

	General Fund	TFP	Downtown TIF	Housing Rehab	Total General Fund
Revenue	210	670	620	660	Accounts
Operating Transfer In/Out	5,550	0	0	0	5,550
Other Income	147,020	5,000	0	123,400	275,420
Investment Interest	1,000	0	0	0	1,000
Management Fees	169,000	0	0	120,000	289,000
Grant Revenue	12,000	0	0	28,000	40,000
Loan Interest Revenue	5,000	0	0	0	5,000
TIF Revenue	0	0	43,930	0	43,930
<b>Total Revenue</b>	<b>339,570</b>	<b>5,000</b>	<b>43,930</b>	<b>271,400</b>	<b>659,900</b>
<b>Expenses</b>					
<b>Administrative</b>					
Administration Salaries	181,240	0	0	93,010	274,250
Employee Benefits	81,455	0	0	34,005	115,460
Legal	2,400	4,500	0	0	6,900
Staff Training	5,000	0	0	5,000	10,000
Travel	600	0	0	1,000	1,600
Auditing Fees	6,900	0	0	0	6,900
Other Administrative Exp	6,060	0	0	2,850	8,910
Contracts Costs	2,100	0	0	108,000	110,100
<b>Total Administration</b>	<b>285,755</b>	<b>4,500</b>	<b>0</b>	<b>243,865</b>	<b>534,120</b>
<b>General</b>					
TIF Expense	130	0	100	0	230
Insurance	5,750	0	0	500	6,250
Principal / Int Expense	0	0	53,440	0	53,440
IF Loan Interest Exp	0	0	5,000	0	5,000
Other General Expense	25,000	500	0	0	25,500
<b>Total General</b>	<b>30,880</b>	<b>500</b>	<b>58,540</b>	<b>500</b>	<b>90,420</b>
<b>Total Expenses</b>	<b>316,635</b>	<b>5,000</b>	<b>58,540</b>	<b>244,365</b>	<b>624,540</b>
<b>Cash Flow from Operations</b>	<b>22,935</b>	<b>0</b>	<b>(14,610)</b>	<b>27,035</b>	<b>35,360</b>



## Housing Choice Voucher Comparative Operating Budget

Brainerd Housing Authority  
324 E River Rd  
Brainerd, MN 56401

Fiscal Year 12/31/2021

Account Title	2020 Budget	2021 Budget	Difference	% Difference
<b>Operating Income:</b>				
Housing Assistance Payments	1,411,910	1,448,510	36,600	3%
Administrative Fees	239,960	243,340	3,380	1%
Less: Non-leased Vouchers	(4,800)	(4,870)	(70)	-1%
Less: Pro-ration	(47,030)	(47,690)	(661)	-1%
Total Administrative Fees	188,130	190,780	2,650	1%
FSS Coordinator Grant	61,000	61,000	0	0%
Fraud Recovery	10,500	13,500	3,000	29%
Investment Interest	150	150	0	0%
Other Income	650	500	(150)	-23%
<b>Total Operating Income</b>	<b>1,672,340</b>	<b>1,714,440</b>	<b>42,100</b>	<b>3%</b>
<b>Operating Expenditures:</b>				
<b>Administrative</b>				
Salaries	140,310	170,810	30,500	22%
Employee Benefits	82,650	92,320	9,670	12%
Travel	2,500	2,500	0	0%
Staff Training	6,260	6,300	40	1%
Audit Cost	3,500	3,650	150	4%
Legal	300	500	200	67%
Other Administrative Costs	5,150	5,350	200	4%
Contract Costs	3,500	3,900	400	11%
<b>Total Administrative</b>	<b>244,170</b>	<b>285,330</b>	<b>41,160</b>	<b>17%</b>
<b>General Expenses</b>				
Insurance				
Property	910	830	(80)	-9%
General Liability	2,370	2,460	90	4%
Worker's Comp	870	1,200	330	38%
Directors & Officials Liability	1,330	1,380	50	4%
Other General Expense	2,700	2,700	0	0%
<b>Total General Expenses</b>	<b>8,180</b>	<b>8,570</b>	<b>390</b>	<b>5%</b>
<b>Total Operating Expenditures</b>	<b>252,350</b>	<b>293,900</b>	<b>41,550</b>	<b>16%</b>
<b>Cash Flow from Operations</b>	<b>1,419,990</b>	<b>1,420,540</b>	<b>550</b>	<b>0%</b>
<b>Other Financial Items</b>				
Housing Assistance Payments	1,437,060	1,480,170	43,110	3%
<b>Total Other Financial Items</b>	<b>1,437,060</b>	<b>1,480,170</b>	<b>43,110</b>	<b>3%</b>
<b>Net Cash Flow</b>	<b>(17,070)</b>	<b>(59,630)</b>	<b>(42,560)</b>	

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**Public Housing Comparative Operating Budget**

PHA Name	Brainerd Housing Authority	Project Name	North Star Apartments
Address	324 E River Rd Brainerd, MN 56401		Scattered Sites Townhomes Valley Trail Townhomes
Fiscal Year	12/31/2021		
ACC Units	203	Recently Renovated	2009
Built Date	North Star Apartments - 1969	Estimated Occupancy Rate:	98.00%
	Scattered Sites Townhomes - 1987	Average Bedroom Size	1
	Valley Trail Townhomes - 1995	Anticipated Number of Turnovers	45
Type of Site (eld., family, etc.)	Mixed	Estimated Unit Months Leased	2387

FDS Line #	Account Title	2020 Budget	2021 Budget	Difference	% Difference
<b>Operating Income:</b>					
703	Gross Potential Rent	755,160	764,000	8,840	1%
	Less: Vacancy Loss	(15,100)	(15,280)	(180)	-1%
	Net Dwelling Rent	740,060	748,720	8,660	1%
706	HUD Operating Grant Income	262,780	278,950	16,170	6%
	Less: Proration Amount	(13,140)	(13,950)	(810)	-6%
	Net Operating Grant Income	249,640	265,000	15,360	6%
704	Other Tenant Charges	28,000	25,000	(3,000)	-11%
704	Excess Utilities	3,100	3,600	500	16%
715	Other Income	212,020	206,270	(5,750)	-3%
<b>Total Operating Income</b>		1,232,820	1,248,590	15,770	1%

**Operating Expenditures:**

<b>Administrative</b>					
911	Salaries	311,580	304,910	(6,670)	-2%
915	Employee Benefits	142,025	136,685	(5,340)	-4%
916	Travel	2,000	1,000	(1,000)	-50%
916	Staff Training	14,000	14,000	0	0%
912	Audit Cost	10,550	11,050	500	5%
916	Legal	3,800	3,500	(300)	-8%
916	Telephone	4,950	5,470	520	11%
916	Office Supplies	7,725	7,725	0	0%
916	Other Administrative Costs	5,900	5,560	(340)	-6%
<b>Total Administrative</b>		502,530	489,900	(12,630)	-3%
<b>Maintenance</b>					
941	Labor	202,560	207,370	4,810	2%
945	Employee Benefits	94,695	94,195	(500)	-1%
942	Maintenance Materials	28,000	25,000	(3,000)	-11%
943	Maintenance Contract:				
943	Garbage	24,250	24,250	0	0%
943	Grounds	5,000	5,000	0	0%
943	Plumbing	12,000	10,000	(2,000)	-17%
943	Elevator	10,400	11,710	1,310	13%
943	Decorating	28,000	21,000	(7,000)	-25%
943	Exterminating	3,000	1,600	(1,400)	-47%
943	Other Contract Costs	85,500	88,850	3,350	4%
<b>Total Maintenance</b>		493,405	488,975	(4,430)	-1%

FDS Line #	Account Title	2020 Budget	2021 Budget	Difference	% Difference
<b>Utilities</b>					
931	Water	28,676	30,640	1,965	7%
932	Electricity	77,839	79,480	1,640	2%
933	Gas	39,350	41,800	2,450	6%
936	Sewer	38,547	40,755	2,208	6%
	<b>Total Utilities</b>	184,412	192,675	8,264	4%
<b>Tenant Services</b>					
924	Tenant Services-Other	4,950	4,950	0	0%
	<b>Total Protective Services</b>	4,950	4,950	0	0%
<b>General Expenses</b>					
961	Insurance				
961.1	Property	54,410	59,330	4,920	9%
961.2	General Liability	11,050	11,990	940	9%
961.3	Boiler	3,100	3,100	0	0%
961.4	Fidelity Bond	600	600	0	0%
961.5	Worker's Comp	12,420	19,260	6,840	55%
961.6	Directors & Officials Liability	2,660	2,760	100	4%
963	Payments in Lieu of Taxes	26,330	27,000	670	3%
962	Other General Expense	0	0	0	0%
966	Collection Losses	8,000	8,000	0	0%
	<b>Total General Expenses</b>	118,570	132,040	13,470	11%
	<b>Total Operating Expenditures</b>	1,303,867	1,308,540	4,674	0%
	<b>Cash Flow from Operations</b>	(71,047)	(59,950)	11,096	
<b>Other Financial Items</b>					
	Transfer of Operations (BLI Acct. 1406)	66,000	66,000	0	0%
706.1	HUD Grants-Capital Contributions	280,000	280,000	0	0%
	Capital Expenditures	(280,000)	(280,000)	0	0%
	<b>Total Other Financial Items</b>	66,000	66,000	0	0%
	<b>Net Cash Flow</b>	-5,047	6,050	11,096	

**Bridges Comparative Operating Budget**

Brainerd Housing Authority  
324 E River Rd  
Brainerd, MN 56401

Fiscal Year 12/31/2021

Account Title	2020 Budget	2021 Budget	Difference	% Difference
<b>Operating Income:</b>				
HAP Revenue	60,820	54,000	(6,820)	-11%
Admin Fee Revenue	7,800	6,000	(1,800)	-23%
Other Income	0	0	0	0%
Operating Transfer In/Out	(7,050)	(5,550)	1,500	-21%
<b>Total Operating Income</b>	<b>61,570</b>	<b>54,450</b>	<b>(7,120)</b>	<b>-12%</b>
<b>Operating Expenditures:</b>				
<b>Administrative</b>				
Travel	450	450	0	0%
Office Supplies	300	0	(300)	-100%
Contract Costs	0	0	0	0%
<b>Total Administrative</b>	<b>750</b>	<b>450</b>	<b>(300)</b>	<b>-40%</b>
<b>General Expenses</b>				
HAP Payments to Landlords	54,740	51,000	(3,740)	-7%
Security Deposit Payments	6,080	3,000	(3,080)	-51%
Other General Expense	0	0	0	0%
<b>Total General Expenses</b>	<b>60,820</b>	<b>54,000</b>	<b>(6,820)</b>	<b>-11%</b>
<b>Total Expenditures</b>	<b>61,570</b>	<b>54,450</b>	<b>(7,120)</b>	<b>-12%</b>
<b>Net Cash Flow</b>	<b>0</b>	<b>0</b>	<b>0</b>	

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**PHA Board Resolution**  
Approving Operating Budget**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PIH-REAC)OMB No. 2577-0026  
(exp. 06/30/2022)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Brainerd Housing and Redevelopment Authority      PHA Code: MN032

PHA Fiscal Year Beginning: January 1, 2021      Board Resolution Number: 2020-12

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☒ Operating Budget approved by Board resolution on: 11/18/2020
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Marlee Larson	Signature:	Date:
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Previous editions are obsolete

form HUD-52574 (06/2019)

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To: Brainerd HRA Board Members  
From: Karen Young, Finance Director  
Date: November 11, 2020  
Re: November Financial Report

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Please find attached the financial information for October 2020.

**Anderson Brothers Payment**

The fourth Pay Application in the amount of \$11,426.90 was processed in October for the Anderson Brothers project for Public Housing. The funds were drawn out of the 2018 Capital Fund Program (CFP) grant.

**CARES Act Funding**

The CARES Act provided additional funding to prevent, prepare for, and respond to coronavirus, including to provide additional funds for public housing agencies to maintain normal operations and take other necessary actions during the period that the program is impacted by coronavirus. We received clarification that any current eligible expenses are also allowed in addition to the coronavirus-related expenses.

We received an additional \$42,091 in Public Housing Operating Funds and an additional \$84,999 in HCV Admin Fees. The funds can only be used for eligible expenses back to March 27<sup>th</sup> and expire at the end of 2021.

To date, we have incurred an additional \$15,660 in coronavirus-eligible expenses. For HUD reporting purposes, we will show that the funds have been fully spent in 2020 for eligible operating and coronavirus expenses.

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

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## 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	July	Aug	Sept	Oct
Quick Ratio	12	QR <1 =0-, QR >2 =12	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Months Expended Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Total Points	25		25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	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	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	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	4.00	4.00	4.00
Total Points	25		25.00	20.00	22.00	22.00	25.00	22.00	25.00	22.00	22.00	25.00	22.00
Total of Above Ratios	50		50	45	47	47	50	47	50	47	47	50	47

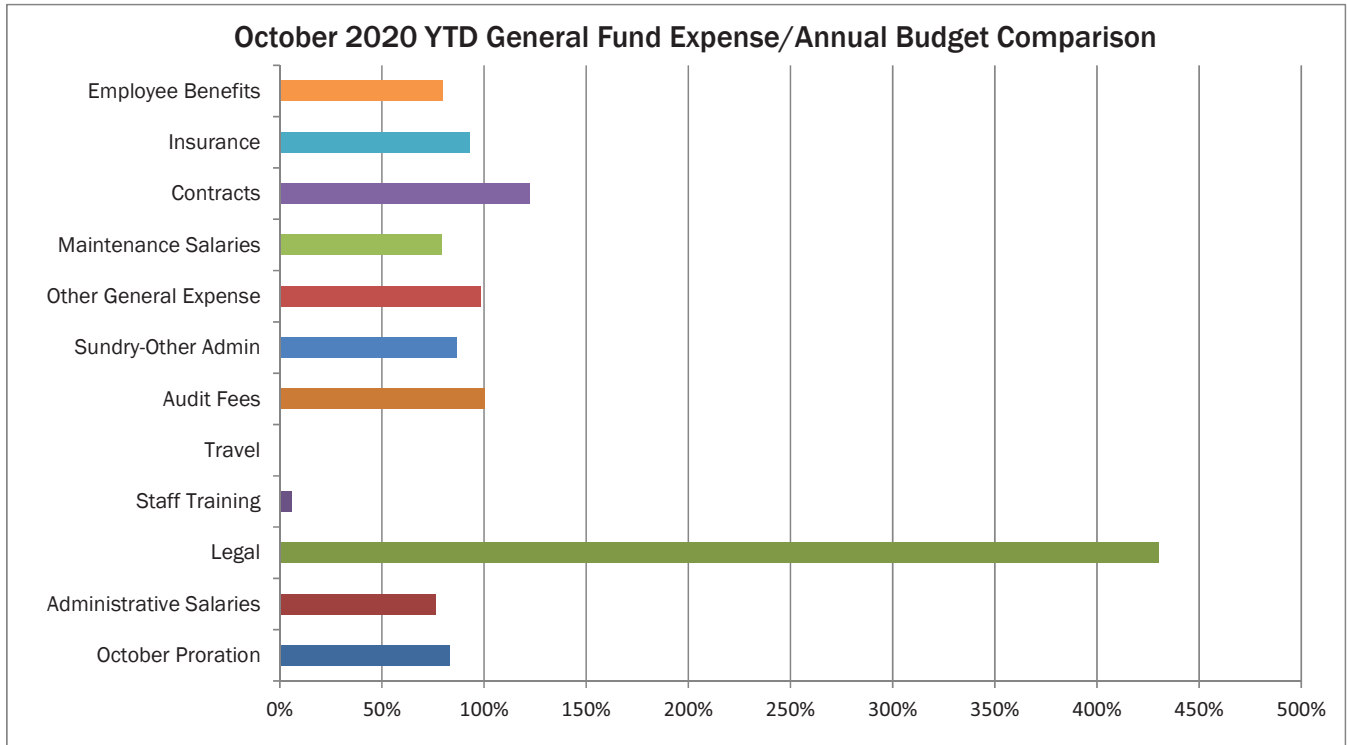
MASS Ratios	Max Pts	Scoring											
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Total Points	10	Capital Fund Troubled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

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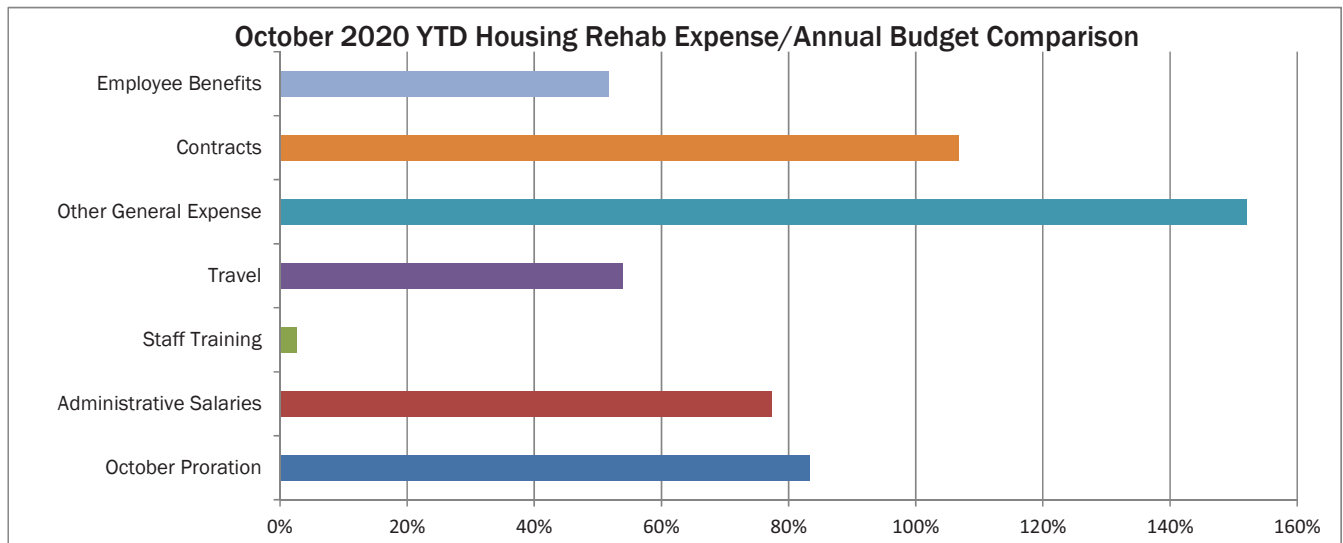
## October 2020 Operating Account Balances

Property/Program	October 2019	September 2020	October 2020
General Fund	\$273,417.56	\$288,906.46	\$287,423.47
Brainerd Revolving Loan Program	\$99,077.00	\$0.00	\$0.00
Housing Rehab Program	\$68,036.78	\$40,648.30	\$40,449.28
Bridges	\$7,457.53	\$4,455.96	\$5,510.16
Crow Wing County HRA	\$517,536.87	\$853,452.92	\$840,816.02
Public Housing	\$721,308.26	\$733,298.91	\$744,133.91
Brainerd South	\$55,857.80	\$36,233.14	\$35,834.59
Housing Choice Voucher	\$38,922.52	\$38,580.89	\$25,004.70
<b>Total</b>	<b>\$1,781,614.32</b>	<b>\$1,995,576.58</b>	<b>\$1,979,172.13</b>

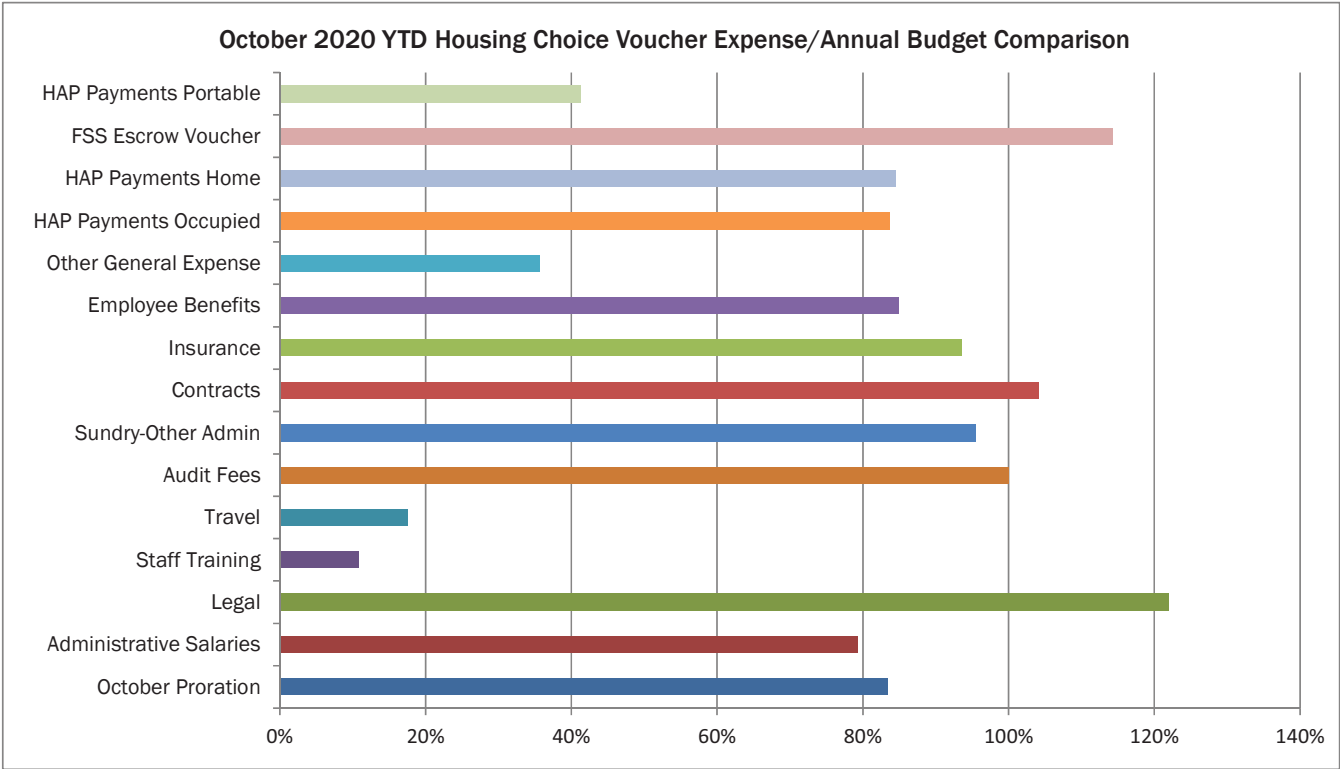
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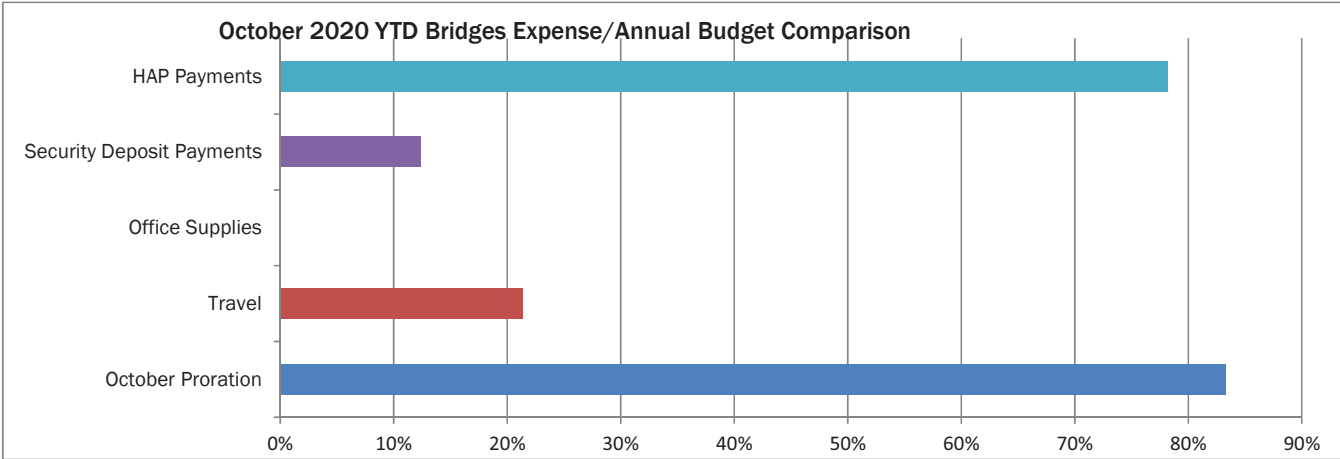
Contracts: Annual subscription to cloud back up and antivirus software.  
 Legal: Waiver Request for ED Hiring.



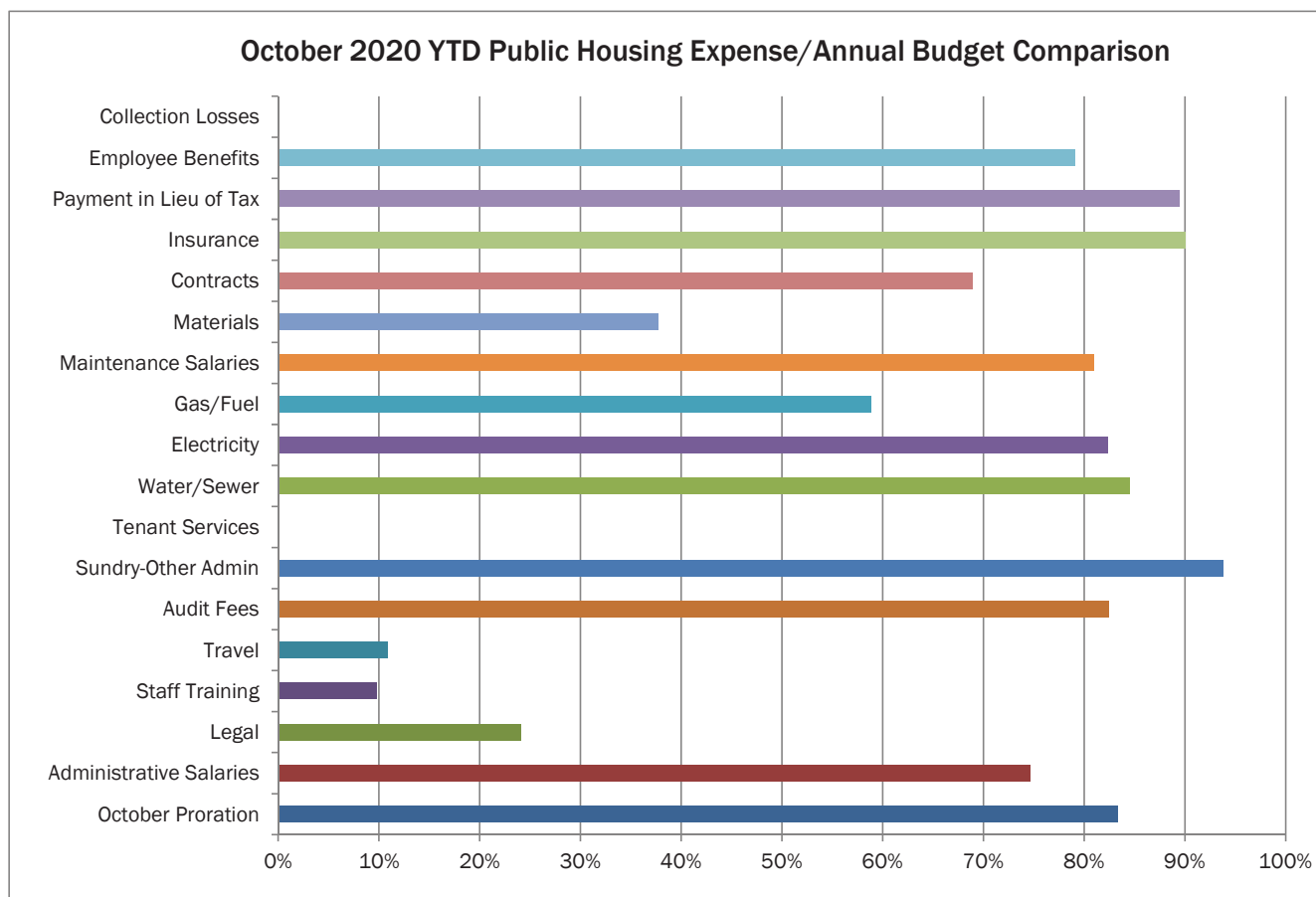
Contracts: 10 MHFA loans in process or completed thru September.  
 Other General Expense: Setup of rehab specialist office. Purchased hardware for staff to work remotely.



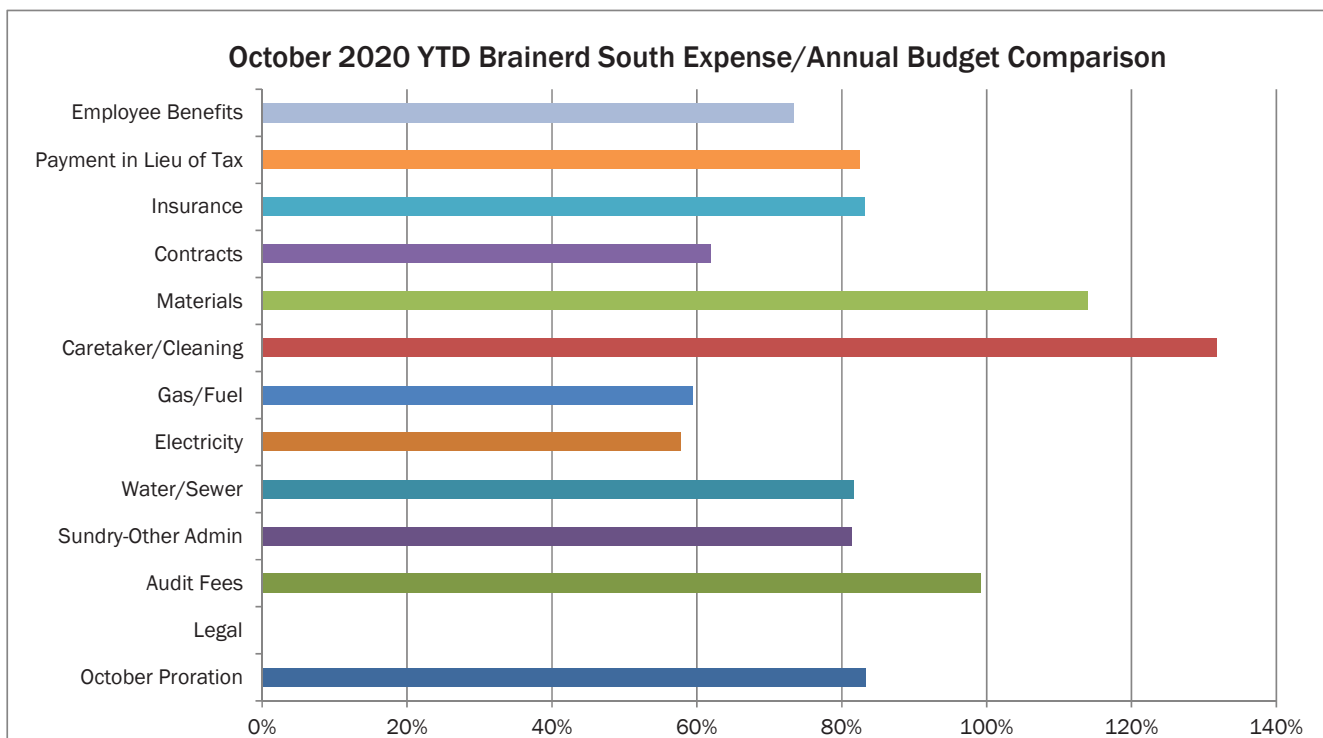
Contract Costs: Utility Rate Study.  
Legal: Personnel Policy review.







Sundry-Other Admin: Purchased postage for the year in January. Purchased hardware for staff to work remotely.



Materials: Grounds materials, COVID cleaning materials, water damaged unit, and purchased a new washing machine.

Caretaker/Cleaning: Additional costs for Servicemaster COVID cleaning and water damaged unit.



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

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	Current Period	Current Year	Year To Date Budget	Variance
<b>General Fund Operating INCOME</b>				
Management Fees	-14,351.21	-144,102.05	-140,833.30	-3,268.75
Interest Income	-8.73	-1,199.79	-2,208.30	1,008.51
Other Income	0.00	-101,987.58	-81,398.30	-20,589.28
<b>TOTAL INCOME</b>	<b>-14,359.94</b>	<b>-247,289.42</b>	<b>-224,439.90</b>	<b>-22,849.52</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	4,432.78	140,448.62	153,325.00	-12,876.38
Legal	0.00	8,608.50	1,666.70	6,941.80
Staff Training	0.00	238.63	3,333.30	-3,094.67
Travel	0.00	1.15	500.00	-498.85
Auditing Fees	0.00	6,700.00	6,700.00	0.00
Sundry-Other Admin	284.46	5,291.43	5,083.30	208.13
<b>Total Administration</b>	<b>4,717.24</b>	<b>161,288.33</b>	<b>170,608.30</b>	<b>-9,319.97</b>
<b>Maintenance</b>				
Maintenance Salaries	902.56	9,265.82	9,758.30	-492.48
Contracts	6.38	1,529.56	1,041.70	487.86
<b>Total Maintenance</b>	<b>908.94</b>	<b>10,795.38</b>	<b>10,800.00</b>	<b>-4.62</b>
<b>General</b>				
TIF Expense	0.00	54.75	108.30	-53.55
Insurance	465.29	4,630.47	4,162.50	467.97
Employee Benefits	6,766.20	71,244.42	74,620.90	-3,376.48
Other General Expense	1,550.00	24,650.00	20,916.70	3,733.30
<b>Total General</b>	<b>8,781.49</b>	<b>100,579.64</b>	<b>99,808.40</b>	<b>771.24</b>
<b>TOTAL EXPENSE</b>	<b>14,407.67</b>	<b>272,663.35</b>	<b>281,216.70</b>	<b>-8,553.35</b>
<b>Net Income/Loss</b>	<b>47.73</b>	<b>25,373.93</b>	<b>56,776.80</b>	<b>-31,402.87</b>

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**Housing Rehab Operating Statement**  
**October, 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	-137,110.49	-200,000.00	62,889.51
Grant Admin Revenue	0.00	-4,707.34	-32,575.00	27,867.66
<b>TOTAL INCOME</b>	<b>-10,000.00</b>	<b>-141,817.83</b>	<b>-232,575.00</b>	<b>90,757.17</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	6,946.40	73,076.46	78,716.70	-5,640.24
Staff Training	0.00	154.80	4,999.90	-4,845.10
Travel	151.81	753.90	1,166.70	-412.80
Other Admin Exp	26.25	4,334.46	2,375.10	1,959.36
<b>Total Administration</b>	<b>7,124.46</b>	<b>78,319.62</b>	<b>87,258.40</b>	<b>-8,938.78</b>
<b>Maintenance</b>				
Contracts	0.00	115,843.55	90,500.00	25,343.55
<b>Total Maintenance</b>	<b>0.00</b>	<b>115,843.55</b>	<b>90,500.00</b>	<b>25,343.55</b>
<b>General</b>				
Insurance	0.00	496.47	0.00	496.47
Employee Benefits	3,074.56	26,471.06	42,729.10	-16,258.04
<b>Total General</b>	<b>3,074.56</b>	<b>26,967.53</b>	<b>42,729.10</b>	<b>-15,761.57</b>
<b>TOTAL EXPENSE</b>	<b>10,199.02</b>	<b>221,130.70</b>	<b>220,487.50</b>	<b>643.20</b>
<b>Net Income/Loss</b>	<b>199.02</b>	<b>79,312.87</b>	<b>-12,087.50</b>	<b>91,400.37</b>

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

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	Current Period	Current Year	Year To Date Budget	Variance
<b>Housing Choice Voucher Operating INCOME</b>				
HUD HAP Received	-121,095.00	-1,223,123.00	-1,176,591.70	-46,531.30
Admin Fees Earned	-21,301.67	-307,479.70	-207,608.30	-99,871.40
Interest Income	-1.01	-95.92	-125.00	29.08
Other Income	-1,204.00	-14,089.55	-9,291.70	-4,797.85
<b>TOTAL INCOME</b>	<b>-143,601.68</b>	<b>-1,544,788.17</b>	<b>-1,393,616.70</b>	<b>-151,171.47</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	10,793.04	111,223.69	116,925.00	-5,701.31
Legal	0.00	366.00	250.00	116.00
Staff Training	0.00	674.00	5,216.70	-4,542.70
Travel	105.23	437.01	2,083.30	-1,646.29
Accounting & Audit Fees	0.00	3,500.00	2,916.70	583.30
Sundry-Other Admin	242.51	4,913.70	4,291.50	622.20
<b>Total Administration</b>	<b>11,140.78</b>	<b>121,114.40</b>	<b>131,683.20</b>	<b>-10,568.80</b>
<b>Maintenance</b>				
Contracts	6.37	3,645.02	2,916.70	728.32
<b>Total Maintenance</b>	<b>6.37</b>	<b>3,645.02</b>	<b>2,916.70</b>	<b>728.32</b>
<b>General</b>				
Insurance	465.86	5,129.45	4,566.60	562.85
Employee Benefits	8,038.72	70,188.48	68,875.10	1,313.38
Collection Losses	0.00	2,302.00	0.00	2,302.00
Other General Expense	76.64	963.47	2,250.00	-1,286.53
<b>Total General</b>	<b>8,581.22</b>	<b>78,583.40</b>	<b>75,691.70</b>	<b>2,891.70</b>
<b>HAP Payments</b>				
HAP Payments Occupied	116,751.00	1,117,300.00	1,113,725.00	3,575.00
HAP Payments Home	3,335.00	36,403.00	35,925.00	478.00
FSS Escrow Voucher	1,710.00	16,422.00	11,975.00	4,447.00
HAP Payments Portable	1,188.00	17,793.00	35,925.00	-18,132.00
<b>Total HAP</b>	<b>122,984.00</b>	<b>1,187,918.00</b>	<b>1,197,550.00</b>	<b>-9,632.00</b>
<b>TOTAL EXPENSE</b>	<b>142,712.37</b>	<b>1,391,260.82</b>	<b>1,407,841.60</b>	<b>-16,580.78</b>
<b>Net Income/Loss</b>	<b>-889.31</b>	<b>-153,527.35</b>	<b>14,224.90</b>	<b>-167,752.25</b>

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**Bridges Program  
 Bridges Operating Statement  
 October, 2020**

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	Current Period	Current Year	Year To Date Budget	Variance
<b>Bridges Operating INCOME</b>				
HAP Received MHFA	-5,734.00	-44,285.00	-50,683.30	6,398.30
Admin Revenue	-600.00	-5,100.00	-6,500.00	1,400.00
Operating Transfer	0.00	0.00	5,875.00	-5,875.00
<b>Total Income</b>	<b>-6,334.00</b>	<b>-49,385.00</b>	<b>-51,308.30</b>	<b>1,923.30</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Travel	36.80	96.03	375.00	-278.97
Office Supplies	0.00	0.00	250.00	-250.00
<b>Total Administration</b>	<b>36.80</b>	<b>96.03</b>	<b>625.00</b>	<b>-528.97</b>
<b>General</b>				
Security Deposit Pmts	750.00	750.00	5,066.70	-4,316.70
HAP Payment to Landlords	4,493.00	42,820.00	45,616.70	-2,796.70
<b>Total General</b>	<b>5,243.00</b>	<b>43,570.00</b>	<b>50,683.40</b>	<b>-7,113.40</b>
<b>TOTAL EXPENSE</b>	<b>5,279.80</b>	<b>43,666.03</b>	<b>51,308.40</b>	<b>-7,642.37</b>
<b>Net Income/Loss</b>	<b>-1,054.20</b>	<b>-5,718.97</b>	<b>0.10</b>	<b>-5,719.07</b>

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

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	Current Period	Current Year	Year To Date Budget	Variance
<b>Public Housing Operating INCOME</b>				
Dwelling Rental	-64,110.00	-619,389.00	-616,716.70	-2,672.30
Excess Utilities	0.00	-3,645.48	-2,583.30	-1,062.18
Operating Subsidy	-26,153.00	-261,190.00	-208,033.30	-53,156.70
Investment Interest	22.57	-1,457.48	-5,341.70	3,884.22
Other Income	-31,262.48	-153,981.82	-153,508.30	-473.52
Other Income Tenants	-683.01	-13,665.57	-23,333.30	9,667.73
Capital Fund Income	-15,537.48	-239,490.92	-55,000.00	-184,490.92
Laundry Income	-1,369.00	-14,790.25	-17,833.30	3,043.05
<b>TOTAL INCOME</b>	<b>-139,092.40</b>	<b>-1,307,610.52</b>	<b>-1,082,349.90</b>	<b>-225,260.62</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	33,201.40	232,501.53	259,650.00	-27,148.47
Legal	0.00	915.50	3,166.70	-2,251.20
Staff Training	0.00	1,373.32	11,666.70	-10,293.38
Travel	8.05	217.71	1,666.70	-1,448.99
Accounting & Audit Fees	0.00	8,700.00	10,550.00	-1,850.00
Sundry-Other Admin	915.29	17,419.59	15,479.30	1,940.29
Total Administration	34,124.74	261,127.65	302,179.40	-41,051.75
Rec Public and Other	0.00	0.00	4,125.00	-4,125.00
Total Tenant Services	0.00	0.00	4,125.00	-4,125.00
<b>Utilities</b>				
Water/Sewer	6,842.69	54,414.43	53,633.30	781.13
Electricity	7,843.60	62,176.08	62,891.60	-715.52
Gas/Fuel	635.23	23,178.90	32,791.70	-9,612.80
Total Utilities	15,321.52	139,769.41	149,316.60	-9,547.19
<b>Maintenance</b>				
Labor	15,417.86	164,071.18	168,800.00	-4,728.82
Materials	1,331.93	10,562.43	23,333.30	-12,770.87
Contracts	8,458.31	115,929.42	140,125.00	-24,195.58
Total Maintenance	25,208.10	290,563.03	332,258.30	-41,695.27
<b>General</b>				
Insurance	7,593.17	75,879.23	70,200.00	5,679.23
Payment in Lieu of Tax	2,326.14	23,563.42	21,941.70	1,621.72
Employee Benefits	23,355.31	187,282.79	197,266.70	-9,983.91
Collection Losses	0.00	0.00	6,666.70	-6,666.70
Other General Expense	0.00	2,000.00	0.00	2,000.00
Total General	33,274.62	288,725.44	296,075.10	-7,349.66
<b>TOTAL EXPENSE</b>	<b>107,928.98</b>	<b>980,185.53</b>	<b>1,083,954.40</b>	<b>-103,768.87</b>
Net Income/Loss	-31,163.42	-327,424.99	1,604.50	-329,029.49

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**Brainerd South Operating Statement**  
**October, 2020**

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	Current Period	Current Year	Year To Date Budget	Variance
<b>Brainerd South Operating</b>				
<b>INCOME</b>				
Dwelling Rental	-20,408.00	-204,979.00	-198,900.00	-6,079.00
Rental Supplement	-4,643.00	-42,434.00	-36,008.30	-6,425.70
Investment Interest	-16.48	-2,178.82	-6,666.70	4,487.88
Other Income	-1,940.00	-19,965.83	-26,016.70	6,050.87
Laundry Income	-908.75	-7,262.00	-6,833.30	-428.70
<b>TOTAL INCOME</b>	<b>-27,916.23</b>	<b>-276,819.65</b>	<b>-274,425.00</b>	<b>-2,394.65</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Legal	0.00	0.00	250.00	-250.00
Accounting & Audit Fees	0.00	4,961.25	5,000.00	-38.75
Sundry-Other Admin	3,798.59	40,334.04	41,316.70	-982.66
Total Administration	3,798.59	45,295.29	46,566.70	-1,271.41
<b>Utilities</b>				
Water	2,469.60	12,108.24	12,366.70	-258.46
Electricity	775.64	3,752.73	5,416.70	-1,663.97
Gas/Fuel	456.51	10,387.06	14,583.30	-4,196.24
Total Utilities	3,701.75	26,248.03	32,366.70	-6,118.67
<b>Maintenance</b>				
Labor	2,358.06	14,359.52	9,083.30	5,276.22
Materials	2,713.83	23,926.56	16,666.70	7,259.86
Contracts	4,946.74	41,303.01	56,458.50	-15,155.49
Total Maintenance	10,018.63	79,589.09	82,208.50	-2,619.41
<b>General</b>				
Insurance	2,740.63	27,500.98	27,549.90	-48.92
Payment in Lieu of Tax	814.26	8,652.88	8,750.00	-97.12
Employee Benefits	119.04	895.22	1,016.70	-121.48
Total General	3,673.93	37,049.08	37,316.60	-267.52
<b>TOTAL EXPENSE</b>	<b>21,192.90</b>	<b>188,181.49</b>	<b>198,458.50</b>	<b>-10,277.01</b>
Net Income/Loss	-6,723.33	-88,638.16	-75,966.50	-12,671.66



**October 2020  
Prior Year Comparative Statements**

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

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
<b>General Fund Operating INCOME</b>				
Management Fees	-144,102.05	-140,833.30	-142,059.85	-141,537.63
Interest Income	-1,199.79	-2,208.30	0.00	0.00
Other Income	-101,987.58	-81,398.30	-72,613.26	-89,379.00
<b>TOTAL INCOME</b>	<b>-247,289.42</b>	<b>-224,439.90</b>	<b>-214,673.11</b>	<b>-230,916.63</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	140,448.62	153,325.00	125,349.55	121,778.35
Legal	8,608.50	1,666.70	0.00	2,303.50
Staff Training	238.63	3,333.30	4,196.54	2,135.34
Travel	1.15	500.00	307.15	529.99
Auditing Fees	6,700.00	6,700.00	6,700.00	6,700.00
Sundry-Other Admin	5,291.43	5,083.30	5,102.73	4,058.37
<b>Total Administration</b>	<b>161,288.33</b>	<b>170,608.30</b>	<b>141,655.97</b>	<b>137,505.55</b>
<b>Maintenance</b>				
Maintenance Salaries	9,265.82	9,758.30	9,062.70	10,170.53
Contracts	1,529.56	1,041.70	1,184.52	1,045.16
<b>Total Maintenance</b>	<b>10,795.38</b>	<b>10,800.00</b>	<b>10,247.22</b>	<b>11,215.69</b>
<b>General</b>				
TIF Expense	54.75	108.30	173.80	3,011.32
Insurance	4,630.47	4,162.50	3,482.70	3,246.12
Employee Benefits	71,244.42	74,620.90	63,830.98	63,423.65
Other General Expense	24,650.00	20,916.70	2,500.00	4,274.82
<b>Total General</b>	<b>100,579.64</b>	<b>99,808.40</b>	<b>69,987.48</b>	<b>74,378.69</b>
<b>TOTAL EXPENSE</b>	<b>272,663.35</b>	<b>281,216.70</b>	<b>221,890.67</b>	<b>223,099.93</b>
<b>Net Income/Loss</b>	<b>25,373.93</b>	<b>56,776.80</b>	<b>7,217.56</b>	<b>-7,816.70</b>

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

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
<b>Housing Rehab Operating INCOME</b>				
Other Income	-137,110.49	-200,000.00	-154,993.60	-70,745.35
Grant Admin Revenue	-4,707.34	-32,575.00	-1,034.96	-659.87
<b>TOTAL INCOME</b>	<b>-141,817.83</b>	<b>-232,575.00</b>	<b>-156,028.56</b>	<b>-71,405.22</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	73,076.46	78,716.70	39,900.66	39,315.70
Staff Training	154.80	4,999.90	2,404.07	3,109.27
Travel	753.90	1,166.70	558.54	209.42
Other Admin Exp	4,334.46	2,375.10	4,895.75	2,314.97
<b>Total Administration</b>	<b>78,319.62</b>	<b>87,258.40</b>	<b>47,759.02</b>	<b>44,949.36</b>
<b>Maintenance</b>				
Contracts	115,843.55	90,500.00	50,765.28	1,769.74
<b>Total Maintenance</b>	<b>115,843.55</b>	<b>90,500.00</b>	<b>50,765.28</b>	<b>1,769.74</b>
<b>General</b>				
Insurance	496.47	0.00	257.47	355.16
Employee Benefits	26,471.06	42,729.10	18,878.51	17,771.84
<b>Total General</b>	<b>26,967.53</b>	<b>42,729.10</b>	<b>19,135.98</b>	<b>18,127.00</b>
<b>TOTAL EXPENSE</b>	<b>221,130.70</b>	<b>220,487.50</b>	<b>117,660.28</b>	<b>64,846.10</b>
<b>Net Income/Loss</b>	<b>79,312.87</b>	<b>-12,087.50</b>	<b>-38,368.28</b>	<b>-6,559.12</b>

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

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
<b>Housing Choice Voucher Operating INCOME</b>				
HUD HAP Received	-1,223,123.00	-1,176,591.70	-1,195,061.00	-1,138,807.00
Admin Fees Earned	-307,479.70	-207,608.30	-219,625.00	-192,645.00
Interest Income	-95.92	-125.00	-168.02	-50.31
Other Income	-14,089.55	-9,291.70	-10,000.75	-11,130.28
<b>TOTAL INCOME</b>	<b>-1,544,788.17</b>	<b>-1,393,616.70</b>	<b>-1,424,854.77</b>	<b>-1,342,632.59</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	111,223.69	116,925.00	118,622.18	111,076.87
Legal	366.00	250.00	0.00	434.30
Staff Training	674.00	5,216.70	7,543.99	2,698.48
Travel	437.01	2,083.30	1,804.57	1,508.62
Accounting & Audit Fees	3,500.00	2,916.70	3,500.00	3,500.00
Sundry-Other Admin	4,913.70	4,291.50	3,535.40	3,783.38
<b>Total Administration</b>	<b>121,114.40</b>	<b>131,683.20</b>	<b>135,006.14</b>	<b>123,001.65</b>
<b>Maintenance</b>				
Contracts	3,645.02	2,916.70	3,453.26	3,131.27
<b>Total Maintenance</b>	<b>3,645.02</b>	<b>2,916.70</b>	<b>3,453.26</b>	<b>3,131.27</b>
<b>General</b>				
Insurance	5,129.45	4,566.60	4,204.84	4,031.04
Employee Benefits	70,188.48	68,875.10	68,582.44	63,957.67
Collection Losses	2,302.00	0.00	0.00	0.00
Other General Expense	963.47	2,250.00	2,049.61	2,070.90
<b>Total General</b>	<b>78,583.40</b>	<b>75,691.70</b>	<b>74,836.89</b>	<b>70,059.61</b>
<b>HAP Payments</b>				
HAP Payments Occupied	1,117,300.00	1,113,725.00	1,084,609.00	1,039,614.00
HAP Payments Home	36,403.00	35,925.00	36,652.00	34,998.00
FSS Escrow Voucher	16,422.00	11,975.00	19,212.00	13,577.00
HAP Payments Portable	17,793.00	35,925.00	36,109.00	27,937.00
<b>Total HAP</b>	<b>1,187,918.00</b>	<b>1,197,550.00</b>	<b>1,176,582.00</b>	<b>1,116,126.00</b>
<b>TOTAL EXPENSE</b>	<b>1,391,260.82</b>	<b>1,407,841.60</b>	<b>1,389,878.29</b>	<b>1,312,318.53</b>
<b>Net Income/Loss</b>	<b>-153,527.35</b>	<b>14,224.90</b>	<b>-34,976.48</b>	<b>-30,314.06</b>

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

**Page: 1**  
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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
<b>Bridges Operating INCOME</b>				
HAP Received MHFA	-44,285.00	-50,683.30	-65,735.00	-52,691.00
Admin Revenue	-5,100.00	-6,500.00	-7,600.00	-5,950.00
Operating Transfer	0.00	5,875.00	0.00	0.00
<b>Total Income</b>	<b>-49,385.00</b>	<b>-51,308.30</b>	<b>-73,335.00</b>	<b>-58,641.00</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Travel	96.03	375.00	251.14	203.37
Office Supplies	0.00	250.00	0.00	0.00
<b>Total Administration</b>	<b>96.03</b>	<b>625.00</b>	<b>251.14</b>	<b>203.37</b>
<b>General</b>				
Security Deposit Pmts	750.00	5,066.70	6,443.00	2,170.00
HAP Payment to Landlords	42,820.00	45,616.70	59,292.00	50,521.00
<b>Total General</b>	<b>43,570.00</b>	<b>50,683.40</b>	<b>65,735.00</b>	<b>52,691.00</b>
<b>TOTAL EXPENSE</b>	<b>43,666.03</b>	<b>51,308.40</b>	<b>65,986.14</b>	<b>52,894.37</b>
<b>Net Income/Loss</b>	<b>-5,718.97</b>	<b>0.10</b>	<b>-7,348.86</b>	<b>-5,746.63</b>

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

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
<b>Public Housing Operating INCOME</b>				
Dwelling Rental	-619,389.00	-616,716.70	-608,883.00	-585,415.50
Excess Utilities	-3,645.48	-2,583.30	-3,365.58	-2,998.00
Operating Subsidy	-261,190.00	-208,033.30	-217,709.00	-203,328.00
Investment Interest	-1,457.48	-5,341.70	264.88	417.97
Other Income	-153,981.82	-153,508.30	-142,720.30	-141,070.58
Other Income Tenants	-13,665.57	-23,333.30	-22,044.44	-59,097.38
Capital Fund Income	-239,490.92	-55,000.00	-122,348.00	-368,130.00
Laundry Income	-14,790.25	-17,833.30	-16,640.25	-17,397.50
<b>TOTAL INCOME</b>	<b>-1,307,610.52</b>	<b>-1,082,349.90</b>	<b>-1,133,445.69</b>	<b>-1,377,018.99</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	232,501.53	259,650.00	240,859.92	235,229.19
Legal	915.50	3,166.70	2,300.00	2,566.39
Staff Training	1,373.32	11,666.70	14,244.91	9,646.50
Travel	217.71	1,666.70	716.10	662.96
Accounting & Audit Fees	8,700.00	10,550.00	8,300.00	10,400.00
Sundry-Other Admin	17,419.59	15,479.30	15,385.42	16,854.54
<b>Total Administration</b>	<b>261,127.65</b>	<b>302,179.40</b>	<b>281,806.35</b>	<b>275,359.58</b>
Rec Public and Other	0.00	4,125.00	0.00	295.14
<b>Total Tenant Services</b>	<b>0.00</b>	<b>4,125.00</b>	<b>0.00</b>	<b>295.14</b>
<b>Utilities</b>				
Water/Sewer	54,414.43	53,633.30	52,211.45	47,892.81
Electricity	62,176.08	62,891.60	60,326.33	61,706.89
Gas/Fuel	23,178.90	32,791.70	29,238.42	31,797.45
<b>Total Utilities</b>	<b>139,769.41</b>	<b>149,316.60</b>	<b>141,776.20</b>	<b>141,397.15</b>
<b>Maintenance</b>				
Labor	164,071.18	168,800.00	153,762.74	156,686.29
Materials	10,562.43	23,333.30	21,360.66	21,875.51
Contracts	115,929.42	140,125.00	95,694.89	-2,926.15
<b>Total Maintenance</b>	<b>290,563.03</b>	<b>332,258.30</b>	<b>270,818.29</b>	<b>175,635.65</b>
<b>General</b>				
Insurance	75,879.23	70,200.00	66,090.39	57,825.29
Payment in Lieu of Tax	23,563.42	21,941.70	22,821.10	21,700.55
Employee Benefits	187,282.79	197,266.70	179,846.90	178,380.45
Collection Losses	0.00	6,666.70	0.00	0.00
Other General Expense	2,000.00	0.00	0.00	0.00
<b>Total General</b>	<b>288,725.44</b>	<b>296,075.10</b>	<b>268,758.39</b>	<b>257,906.29</b>
<b>TOTAL EXPENSE</b>	<b>980,185.53</b>	<b>1,083,954.40</b>	<b>963,159.23</b>	<b>850,593.81</b>
<b>Net Income/Loss</b>	<b>-327,424.99</b>	<b>1,604.50</b>	<b>-170,286.46</b>	<b>-526,425.18</b>

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**Brainerd South Operating Statement  
October, 2020**

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
<b>Brainerd South Operating</b>				
<b>INCOME</b>				
Dwelling Rental	-204,979.00	-198,900.00	-199,933.00	-193,404.00
Rental Supplement	-42,434.00	-36,008.30	-33,986.00	-33,006.00
Investment Interest	-2,178.82	-6,666.70	-1,052.71	117.50
Other Income	-19,965.83	-26,016.70	-26,414.28	-26,210.07
Laundry Income	-7,262.00	-6,833.30	-6,673.55	-6,920.00
<b>TOTAL INCOME</b>	<b>-276,819.65</b>	<b>-274,425.00</b>	<b>-268,059.54</b>	<b>-259,520.14</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Legal	0.00	250.00	43.00	150.00
Accounting & Audit Fees	4,961.25	5,000.00	4,950.00	4,850.00
Sundry-Other Admin	40,334.04	41,316.70	38,645.88	37,780.68
<b>Total Administration</b>	<b>45,295.29</b>	<b>46,566.70</b>	<b>43,638.88</b>	<b>42,780.68</b>
<b>Utilities</b>				
Water	12,108.24	12,366.70	8,691.10	10,337.63
Electricity	3,752.73	5,416.70	3,850.02	4,766.64
Gas/Fuel	10,387.06	14,583.30	12,121.37	13,297.25
<b>Total Utilities</b>	<b>26,248.03</b>	<b>32,366.70</b>	<b>24,662.49</b>	<b>28,401.52</b>
<b>Maintenance</b>				
Labor	14,359.52	9,083.30	8,811.22	9,168.72
Materials	23,926.56	16,666.70	15,897.56	14,353.49
Contracts	41,303.01	56,458.50	45,113.25	48,353.63
<b>Total Maintenance</b>	<b>79,589.09</b>	<b>82,208.50</b>	<b>69,822.03</b>	<b>71,875.84</b>
<b>General</b>				
Insurance	27,500.98	27,549.90	26,725.71	25,939.59
Payment in Lieu of Tax	8,652.88	8,750.00	8,450.98	8,056.08
Employee Benefits	895.22	1,016.70	1,016.70	1,016.70
<b>Total General</b>	<b>37,049.08</b>	<b>37,316.60</b>	<b>36,193.39</b>	<b>35,012.37</b>
<b>TOTAL EXPENSE</b>	<b>188,181.49</b>	<b>198,458.50</b>	<b>174,316.79</b>	<b>178,070.41</b>
<b>Net Income/Loss</b>	<b>-88,638.16</b>	<b>-75,966.50</b>	<b>-93,742.75</b>	<b>-81,449.73</b>



## Brainerd Housing and Redevelopment Authority

### Payment Summary Report

### October 2020

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
10/9/2020	756	Carrie Burrell	\$51.75
10/9/2020	757	Dudley Gangestad	\$71.01
10/9/2020	758	Eric Charpentier	\$23.00
10/9/2020	759	Erik Warner	\$14.37
10/9/2020	760	John Schommer	\$152.96
10/9/2020	761	Keri Woitalla	\$25.32
10/9/2020	762	Mike Jones	\$14.95
10/9/2020	763	Nancy Thull	\$10.35
10/9/2020	764	Ryan Barnett	\$90.28
10/9/2020	765	Shannon Fortune	\$39.01
10/9/2020	766	Terry Quick	\$52.91
10/8/2020	1729	Minnesota State Retirement System	\$1,364.64
10/8/2020	1730	Electronic Federal Tax Payment System	\$7,709.50
10/8/2020	1731	MN Dept of Revenue	\$1,278.89
10/8/2020	1732	Health Savings Accounts	\$1,321.85
10/8/2020	1733	Security Benefit	\$4,085.32
10/2/2020	1734	EBSO	\$25,817.73
10/1/2020	1735	Health Savings Accounts	\$8,125.00
10/1/2020	1736	JJC Properties LLC	\$500.00
10/1/2020	1737	Pueringer Investments	\$500.00
10/1/2020	1738	Smith Commercial Properties LLC	\$550.00
10/22/2020	1739	Minnesota State Retirement System	\$1,189.64
10/22/2020	1740	Electronic Federal Tax Payment System	\$8,917.57
10/22/2020	1741	MN Dept of Revenue	\$1,900.80
10/22/2020	1742	Health Savings Accounts	\$1,267.46
10/22/2020	1743	Security Benefit	\$4,137.32
10/8/2020	23555	Ace Hardware	\$94.29
10/8/2020	23556	Adam's Pest Control, Inc.	\$94.50
10/8/2020	23557	AmeriPride Linen & Apparel Svcs	\$496.36
10/8/2020	23558	Brainerd Public Utilities	\$15,452.37
10/8/2020	23559	Capital One Commercial	\$1,181.64
10/8/2020	23560	CenterPoint Energy	\$1,091.74
10/8/2020	23561	City of Brainerd	\$2,210.89
10/8/2020	23562	Crow Wing County Treasurer	\$18,088.25
10/8/2020	23563	Culligan	\$25.50
10/8/2020	23564	Forum Communications Company	\$32.85
10/8/2020	23565	Gull Lake Glass	\$1,310.58
10/8/2020	23566	Home Depot Credit Services	\$112.54
10/8/2020	23567	Kennedy & Graven, Chartered	\$1,423.60
10/8/2020	23568	Life Insurance Company of North America	\$67.28
10/8/2020	23569	MN Elevator, Inc.	\$771.68
10/8/2020	23570	Mattson Lumber Company	\$257.86
10/8/2020	23571	NCRC NAHRO	\$75.00

10/8/2020	23572	Northland Fire Protection	\$346.00
10/8/2020	23573	Office Shop	\$837.49
10/8/2020	23574	PFS Design	\$350.00
10/8/2020	23575	Paper Storm	\$25.50
10/8/2020	23576	Patnode's Custom Cabinets	\$2,253.00
10/8/2020	23577	Precision Electrical LLC	\$619.01
10/8/2020	23578	RJ3 Property Maintenance LLC	\$240.00
10/8/2020	23579	Sun Life Financial	\$298.18
10/8/2020	23580	TKDA	\$2,033.06
10/8/2020	23581	Verizon Wireless	\$306.08
10/8/2020	23582	Yde's Major Appliance	\$1,267.00
10/21/2020	23583	Tenant Refund	\$176.50
10/22/2020	23584	Anderson Brothers Construction Company	\$11,426.90
10/22/2020	23585	Avesis Third Party Admininstrators	\$21.26
10/22/2020	23586	Batteries Plus	\$131.54
10/22/2020	23587	Brainerd Public Utilities	\$2,578.16
10/22/2020	23588	CTCIT	\$500.00
10/22/2020	23589	CTC	\$2,556.38
10/22/2020	23590	Dearborn National	\$200.69
10/22/2020	23591	HealthPartners	\$874.86
10/22/2020	23592	Nisswa Sanitation	\$2,674.04
10/22/2020	23593	Rental History Reports	\$25.00
10/22/2020	23594	ServiceMaster of Brainerd	\$1,200.00
10/22/2020	23595	Strike Painting & Finishing	\$950.00
10/22/2020	23596	TKDA	\$2,077.52
10/22/2020	23597	Tenant Refund	\$1.99
		<b>Report Total</b>	<b>\$145,968.72</b>



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

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**HCV Report** *(Attachment 7a)*

Our Unit Months Leased (UML) through October was 98% and HAP utilization through October was 81%.

**Bridges Report** *(Attachment 7b)*

We have 10 families on our program with a monthly HAP payment of \$4,088. We have three families that have been issued a voucher and are searching and two that were notified.

**Family Self-Sufficiency (FSS) Report** *(Attachment 7b)*

We currently have 29 families on our program. We have 11 families that are currently escrowing in the amount of \$1,710 per month.

**Foster Youth Initiative (FYI) Report** *(Attachment 7c)*

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

**No Action Requested; Discussion Items**

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

<b><u>Voucher Allocation</u></b>	324
October Move-ins	10
October Move-outs	7
October Vouchers - looking for housing	28
October Vouchers - first day of month	328
Average Vouchers to date	318
Unit Months Leased	98%
HAP Utilization through 10/31/2020	81%

**Reasons For Leaving Program**

Voluntarily Left	6
Port-out	1
Terminated	0

**Payments**

Housing Assistance Payment (HAP)	\$122,788
October HUD Administrative Fee	\$15,693

**Port Out Vouchers**

	2
St. Cloud (1), Garland TX (1)	\$1,368

**Homeownership**

	9
Homeownership HAP	\$3,335

**FYI Vouchers**

	3
FYI Vouchers HAP	\$1,110

**Annual Average Income**

\$14,104

**Length of Time on Program**

< 1 year	21%
< 2 years	17%
< 3 years	8%
< 4 years	12%
< 5 years	5%
> 5 years	37%

**Demographics**

Elderly Households	87
Disabled/Handicapped Households	170
Families with Children	130

**Waiting List Total**

	97
Crow Wing County Preference	32
Non Preference	65

**Average HAP Payment**

\$359

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## **Bridges Program Report**

### **October 2020**

#### **Currently**

- » Tenants leased up in units: 10
- » Participants issued a voucher & searching for a unit: 3
- » Notified: 2
- » Participants receiving HCV voucher: 0
- » Participants giving up Bridges voucher: 0

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

- » Cass County: 0
- » Morrison: 4
- » Aitkin: 1
- » Crow Wing: 5
- » Todd: 0
- » Wadena: 0

**Total HAP payment: \$4,088.00**

We continue to accept Bridges application referrals in order to fill the open vouchers. Applicants searching are having difficulties finding housing. Carrie continues to assist Bridges applicants with housing search and referring and getting connected to resources.

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

### **October 2020**

#### **Currently**

- » Active FSS participants: 29
- » Tenants going OFF for month: 1
- » Tenants going ON for month: 1
- » Tenants start ESCROWING: 3
- » Total number of FSS participants escrowing monthly: 11
- » Total combined amount of monthly escrow: \$1,710.00
- » Total year-to-date FSS participant's escrow: \$38,327.89

#### **Summary**

We have not heard any news yet on FSS award announcements. We did have one participant give up her voucher and received her escrow payout in the amount of \$5,327.38.

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

### **October 2020**

#### **Currently**

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

#### **Summary**

Still waiting on funding for the last request. Still working on getting applicants to fill out paperwork and leased up.





To: Brainerd HRA Board Members  
From: Shannon Fortune, Housing Manager  
Date: November 10, 2020  
Re: Housing Management Report

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#### **Vacancy Report for October 2020**

Please see Attachment 8a.

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

Please see Attachment 8b.

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

The addition of the contactless in-building paperwork table located in the vestibule area has been well received. Staff contacted Service Master for additional surface cleaning services in the North Star building. Maintenance staff continues to inquire about exposure and symptoms before proceeding with work orders. State and federal level orders precluding evictions, except in cases of violence or imminent threat of damage, are still in effect. Staff continues to review webinars, mailing lists, and other communications for the latest in industry-specific guidance related to COVID-19 risk management.

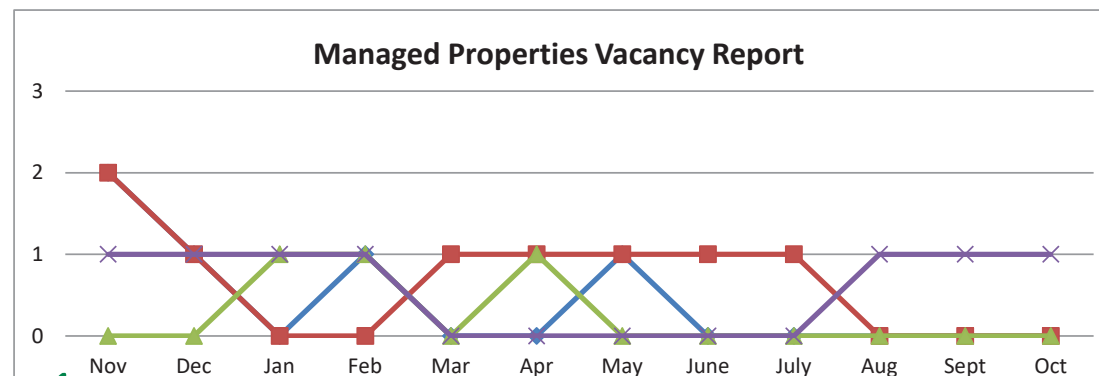
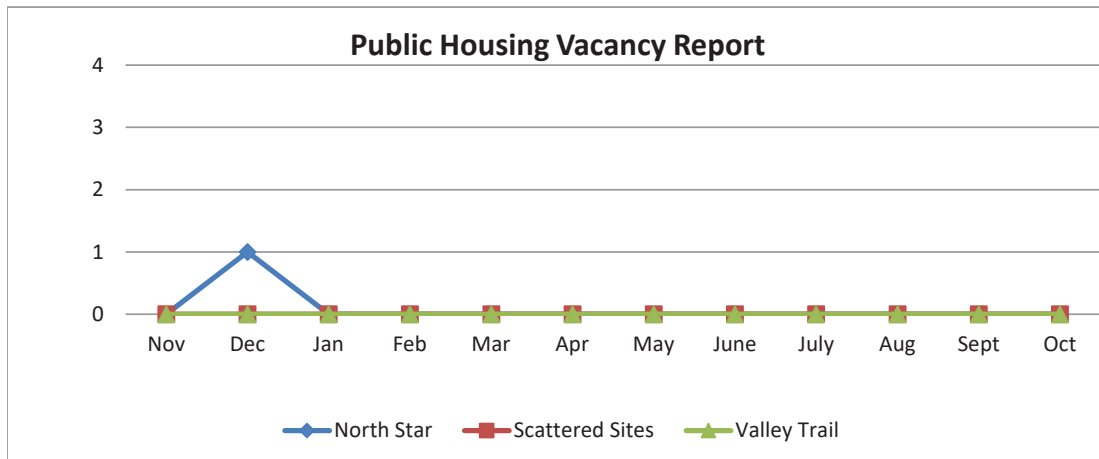
#### **ROSS Program Updates**

- » Erik currently has 16 active participants in the ROSS program. There were no newly-enrolled participant this month and no new contacts with non-enrolled residents for more limited resource/referral work. The theme of the community resource/info sharing bulletin board this month was breast cancer awareness.
- » Erik submitted the annual plan at the end of October. Some interesting trends from the 12-month period include that 20% of participants were seeking help in obtaining furnishings or household items and another 20% were seeking access to food resources, such as the NAPS program.
- » The Action Plan will be reviewed by staff this month and we hope to have a draft ready for board approval by the end of the year.
- » Erik is working with local community service providers to host a flu shot clinic in November. To minimize COVID-19 risk, participants will be scheduled on a staggered schedule and foot traffic will be closely monitored/directed.
- » The Senior Nutrition Assistance program had 27 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 16 new posts on the ROSS Facebook page this past month that focused on breast cancer awareness, food resources, closures or adjusted availability for local resources/community service providers, and announcing a new resource board voting feature to hopefully increase engagement of North Star residents (which has garnered 37 "sticker votes"!)
  - The posts reached 36 individuals and four people actually clicked through to follow links, but the posts received no additional likes or shares.

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## Brainerd HRA 2020 Vacancy Report

	Public Housing				Section 236 Brainerd South	Tax Credit - DW Jones		
	North Star	Scattered Sites	Valley Trail	Total PH Vac/%		College Drive	Trail Ridge	Valley View
# units	162	16	25	203	60	24	18	20
Jan 31 Jan %	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 5.56%	1 5.00%
Feb 28 Feb %	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 1.67%	0 0.00%	1 5.56%	1 5.00%
March 31 March %	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 4.17%	0 0.00%	0 0.00%
April 30 April %	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 4.17%	1 5.56%	0 0.00%
May 31 May %	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 1.67%	1 4.17%	0 0.00%	0 0.00%
June 30 June %	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 4.17%	0 0.00%	0 0.00%
July 31 July %	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 4.17%	0 0.00%	0 0.00%
Aug 31 Aug %	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 5.00%
Sept 30 Sept %	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 5.00%
Oct 31 Oct %	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 5.00%
Nov 30 Nov %				0 0.00%				
Dec 31 Dec %				0 0.00%				
Total %	0 0.00%	0 0.00%	0 0.00%	0 0.00%	2 0.33%	5 2.08%	3 1.67%	5 2.50%



## Brainerd Housing and Redevelopment Authority

### Monthly Property Performance Report October 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	53
Applications Placed on PH Wait List	20
Applications Denied on PH Wait List	0

#### 4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	63	2	1	0
2 bdrm	14	41	0	0	0
3 bdrm	24	18	0	0	0
4 bdrm	5	5	0	0	0
<b>TOTAL</b>	<b>203</b>	<b>127</b>	<b>2</b>	<b>1</b>	<b>0</b>

#### 5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	2	22
Move-Outs	2	19

#### 6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	9
Annual Recertifications	6
Completed for this month	15

8. Annual Unit Inspections

Total units to be inspected this year	203
Number completed start of month	42
Number inspected for the month	0
Number completed year-to-date	42
Total left to be inspected this year	161
Have all building system inspections been completed?	In Process
If yes, please enter date	n/a

9. Lease Enforcements

Lease warnings/violations issued	3
30-day lease terminations	0

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	7
Received	136
Closed	136
Ending Balance	7
Total Completed Work Orders for Year	830

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	0	6
Completed within 24 hours	0	6
Percent completed within 24 hours	n/a	100%

## 13. Rent Collection

	This Month
Rent Charges	63,435
Other Charges	460
<b>Total New Charges</b>	63,895
Arrears, tenants in possession	379

## Accounts Receivable

Current Tenant Accounts Receivable (Rent)	369
Current Rent Charges	63,435
Current Rent Collections	63,066
Accounts Receivable Rate	1%
Collection Rate	99%

## Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	934
Prior Rent Charges	743,926
Collection Rate	100%



To: Brainerd HRA Board Members  
From: Eric Charpentier, Executive Director  
Date: November 18, 2020  
Re: Executive Director Report

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#### **Destination Downtown Business Coalition Request**

The DDBC is requesting funding for a downtown coordinator position (Attachment 9a) that will be a liaison for the downtown businesses as well as creating and coordinating marketing material, social media engagement, and the planning of events in the downtown corridor. The group is currently seeking non-profit status through the State of Minnesota and expects this to be completed by year-end. They are requesting that the Brainerd HRA fund them at an amount of \$15,000. They will also be looking for funding from the Initiative Foundation as well as the Brainerd EDA. Historically, the board has designated funds for downtown initiatives. This serves as a good opportunity to have a discussion as to if this is an initiative that the board would like us to pursue.

#### **Board of Commissioners Vacancy**

We have received one application for the open commissioner seat on our board that runs through the end of the year as well as one additional interested party that will be submitting their application to the City. We are hopeful that we can have this position filled as soon as possible.

**No Action Requested; Discussion Item**

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**Job Description - Destination Downtown Brainerd Coordinator**

Brainerd, MN

**Position Title:** Destination Downtown Brainerd Coordinator

**Salary:** \$20,800 a year (Part-Time Position, 20 hours/week)

**Reports To:** Destination Downtown Brainerd Coalition (DDBC) Board of Directors

**Supervises:** Interns, Volunteers, and Consultants obtained by the DDBC under the direction from the DDBC Board.

**Position Summary:**

This position works with the DDBC Board of Directors to develop and implement strategies to fulfill the program's mission and vision statements and the goals and objectives as outlined in the DDBC strategic plan. This position works closely with local businesses, property owners, city management, city council, local community members, economic development agencies, and volunteers to support the revitalization and preservation of Downtown Brainerd. This position will serve as the principal, on-site person responsible for these activities, partnerships and volunteers as well as representing the organization and community in these efforts.

**Duties & Responsibilities:*****Administrative***

- Attend DDBC Board Meetings and Brainerd City Council Meetings, and other meetings as directed.
- Assist with writing of content for publications, including monthly newsletter.
- Assist in maintenance and management of online communications and social media, including DDBC website, Facebook, and Instagram pages.
- Assist with distribution of marketing and member materials.
- Creates and presents to the Board annual budgets that reflect the programs and goals of the organization and assures financial strength of the DDBC;
- Assures proper administration of the DDBC financial activities; maintains appropriate data, records and financial controls; communicates and coordinates, as appropriate, with the Board regarding financial matters;

- Proficient in the use of technology, including but not limited to Microsoft Office products, social media platforms, customer relationship management databases, and basic accounting systems;
- Demonstrated fundraising experience with events, campaigns and grant writing;
- Excellent communicator, oral and written; persuasive, passionate and able to present successfully to groups;
- Strong interpersonal and communication skills;
- Relentless positive energy and professionalism.

**Requirements:**

Bachelor's degree from an accredited college or university in public relations, marketing, communication, tourism, hospitality, public administration, computer science or a related field, such as social sciences or psychology OR related experiences which will yield the required knowledge, skills, and abilities. Demonstrated proficiency with computer software applications, website management and social media application management a must; Non-profit experience preferred.

**Normal Work Hours:**

Work hours (20 hours per week) are flexible, with the ability and willingness to work evenings/nights, holidays and/or weekends for special events and meetings as required.

**Closing date for Applications:**

Position will be Open Until Filled, with an initial review of applications XX/XX/XX. Applications can be found at XXXXX. Resumes without a completed application will not be considered.

Background Check required.

DESTINATION DOWNTOWN BRAINERD COALITION IS AN EQUAL OPPORTUNITY  
EMPLOYER

## Destination Downtown Brainerd Coalition

## Budget Worksheet

Date 10/22/2020

	Startup	2021 Total	% Total	Assumptions	\$ Rate	#'s	Source
Beginning Cash Balance	\$ 2,500	(\$500)			\$ 125	30	Business
<b>Cash Inflows - REVENUE:</b>					\$ 50	50	Individual
Membership Dues	-	6,250	10.3%		\$ 500	5	Sponsorships 1
Sponsorships	-	10,500	17.2%		\$ 1,000	2	Sponsorships 2
Farmers Market Vendor Fee	-	4,200	6.9%		\$ 3,000	2	Sponsorships 3
Grants	-	35,000	57.4%	\$15K HRA/\$15K EDA/\$5K IF			
Donation	-	-	0.0%		\$ 20	15	FM Vendor/14 Wks
Fundraising	-	5,000	8.2%	Street Dinner			
Other - Cash	-	-	0.0%				
<b>Total Cash Inflows</b>	<b>\$0</b>	<b>\$60,950</b>	<b>100.0%</b>				
<b>Available Cash Balance</b>	<b>\$2,500</b>	<b>\$60,450</b>					
<b>Cash Outflows - EXPENSE:</b>							
COGS/Inventory	-	-	0.0%				
Advertising & Promotion	-	3,850	6.3%				
Credit Card Fees	-	-	0.0%				
Current Events	-	5,450	8.9%				
Future Events	-	\$ 8,500	13.9%				
Insurance	-	500	0.8%				
Meetings (Annual)	-	500	0.8%				
Music Subscription	-	360	0.6%				
Office/Postage	Equip 1,500	500	0.8%				
Outside Services	-	-	0.0%				
Payroll - Coordinator	-	20,800	34.1%	Part-time@20 hours per week	\$ 20.00	1040	
Payroll - Intern	-	-	0.0%	Part-time@15 hours per week	\$ -	0	
Payroll Taxes	15%	3,120	5.1%	FICA/WC/FUTA/SUTA			
Professional Fees	-	-	0.0%				
Real Estate Taxes	-	-	0.0%				
Rent/Office Space	-	3,000	4.9%				
Repairs & Maintenance	-	-	0.0%				
Subscriptions & Dues	-	-	0.0%				
Supplies	-	-	0.0%				
Taxes & Licenses	-	-	0.0%				
Telephone/Internet	-	1,200	2.0%				
Utilities	-	-	0.0%				
Website	1,500	200	0.3%				
<b>Subtotal</b>	<b>3,000</b>	<b>47,980</b>	<b>78.7%</b>				
<b>Other Cash Out Flows - EXPENSE:</b>							
Capital Purchases	-	-	0.0%				
Loan Payments P & I	-	-	0.0%				
Other:	-	-	0.0%				
Other:	-	-	0.0%				
<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>				
<b>Total Cash Outflows - EXPENSE</b>	<b>\$3,000</b>	<b>\$47,980</b>	<b>78.7%</b>				
<b>NET = REVENUE - EXPENSE</b>	<b>(\$500)</b>	<b>\$12,470</b>					
<b>Ending Cash Balance</b>	<b>\$2,000</b>	<b>\$11,970</b>					
<b>Restricted Marketing Account</b>	<b>\$ 2,414</b>						

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To: Brainerd HRA Board Members  
 From: John Schommer, Rehab Coordinator  
 Date: November 10, 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	Substantially Complete
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	In Construction
419 3 <sup>rd</sup> Ave. NE	Mary & Richard M.	Rental	3	Backed Out/Canceled
726 4 <sup>th</sup> Ave. NE	John G.	Rental	3	In Work Write-up
215 Gillis Ave. NE	Cheri S.	Owner-occupied	1	Bidding
414 3 <sup>rd</sup> Ave. NE	Select Rental Properties	Rental	1	Contract Phase
206 Gillis Avenue	Herbert J.	Owner-occupied	1	Bidding
721 2 <sup>nd</sup> Ave. NE	Darin K.	Owner-occupied	1	Bidding

#### Emily SCDP

- » 6 owner-occupied projects are complete
- » 2 projects are in construction

#### MHFA

- » 1 project is in construction
- » 1 project is bidding

#### BRAINERD OAKS/SERENE PINES

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	47	44	4	7
Serene Pines	23	14	12	0	1
Dalmar Estates	7	1	1	0	0

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

**No Action Requested; Discussion Item**

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