



BOARD OF COMMISSIONERS MEETING
Wednesday, February 24, 2021 @ 1:00 p.m.
Remote Meeting via Webex Video/Teleconference

Join from browser: <https://brainerdhra.my.webex.com/brainerdhra.my/j.php?MTID=m4b2025de66071a534f295afb68390499>
Join by phone: 415-655-0001
Meeting number (access code): 182 528 4029
Meeting password: 0224

*“Our mission is to provide affordable housing and redevelopment opportunities
to strengthen our neighborhoods and community.”*

AGENDA

1. Call to Order
2. Roll Call
3. Reading and Approval of Minutes (*Attachment 1*).....p. [3](#)
4. Unfinished Business
5. New Business
6. Bills and Communications
 - a. Financial Report (*Attachment 2*).....p. [9](#)
 - b. HCV/Section 8 Report (*Attachment 3*).....p. [35](#)
 - c. Housing Management Report (*Attachment 4*).....p. [47](#)
 - d. Executive Director Report (*Attachment 5*).....p. [53](#)
 - e. Rehab Update (*Attachment 6*).....p. [57](#)
7. Commissioner Comments
8. Adjourn

Next Meeting: Wednesday, March 24, 2021

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Brainerd Housing & Redevelopment Authority BOARD MEETING MINUTES Wednesday, January 27th, 2021

A regular meeting of the Board of Commissioners of the Housing and Redevelopment Authority (HRA) in and for the City of Brainerd, Minnesota, was held via Webex video/teleconference at 1:00 p.m., Wednesday, January 27th, 2021.

1. **CALL TO ORDER:** Chair Marlee Larson called the meeting to order at 1:03 p.m.
2. **ROLL CALL:** Present: Commissioners Marlee Larson, Janet Decker, Michael Duval, Gabe Johnson, Ashley Storm, and Bekah Kent.

Others present: Executive Director Eric Charpentier, Finance Director Karen Young, Executive Assistant LeAnn Goltz, Rental Assistance Manager Tania Eller, Housing Rehab Coordinator John Schommer, and Housing Manager Shannon Fortune.

3. **ANNUAL MEETING:** Chair Larson opened the annual meeting at 1:04 p.m.
 - a. **Oath of Office:** Michael Duval was reappointed to serve on the Brainerd HRA Board of Commissioners for a term expiring 12/31/25. His official oath of office was conducted.
 - b. **Election of Officers:** Chair Larson asked for nominations for chair for 2021.

Commissioner Larson nominated Commissioner Johnson for board chair with a second by Commissioner Storm. Through roll call vote, all commissioners were in favor and none were opposed. The motion carried and Commissioner Johnson was elected chair.

Commissioner Larson called for nominations for vice chair.

Commissioner Larson nominated Commissioner Storm for vice chair, seconded by Commissioner Johnson. Through roll call vote, all commissioners were in favor and none were opposed. The motion carried and Commissioner Storm was elected vice chair.

Commissioner Larson called for nominations for secretary/treasurer.

Commissioner Johnson nominated Commissioner Duval for secretary/treasurer, seconded by Commissioner Larson. All commissioners voted in favor and none were opposed. The motion passed and Commissioner Duval was elected secretary/treasurer.

Commissioner Johnson moved to the chair's seat.

- c. **Review Bylaws:** The Board reviewed the current bylaws and had no proposed changes.

- d. **Review Meeting Schedule:** The Board reviewed the 2021 meeting schedule and had no proposed changes.

Commissioner Duval moved to adopt the 2021 meeting schedule followed by a second from Commissioner Larson. Upon roll call, all commissioners voted in favor and none were opposed. The motion carried.

Chair Johnson closed the annual meeting @ 1:09 p.m.

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

Commissioner Larson moved to approve the minutes from the meeting on December 16th, 2020. Commissioner Duval seconded the motion. Through roll call vote, all commissioners voted in favor of the motion and none were opposed. The motion was approved.

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

6. **NEW BUSINESS:**

- a. **Designation of Official Depository:** Pursuant to Minnesota Statute 118A.02, the Brainerd HRA Board shall designate as a depository of its funds, one or more financial institutions.

Commissioner Larson moved to approve the designation of Bremer Bank as the official depository. Commissioner Duval seconded the motion. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.

7. **BILLS AND COMMUNICATIONS:**

a. **Financial Report:**

Year-end Financial Statements and Ratios

The December ratios and financial statements do not fully reflect all year-end entries and adjustments. The final year-end entries and adjustments will be recorded prior to the audit and REAC submission. Therefore, the financial information is subject to change due to necessary year-end adjustments.

2020 Levy Payment

In December, the second half 2020 tax settlement of \$57,399.60 was received as reflected in the General Fund financial statements. Year-to-date, \$128,534.58 in levy payments has been received. The 2020 tax levy was estimated at \$130,430.

Audit Schedule

The 2020 audit schedule has been set with CliftonLarsonAllen (CLA). The Crow Wing County HRA audit will be during the first week of February. The Brainerd HRA audit and Brainerd South compilation are scheduled for the second week of February 10th. The Agency unaudited financial statements are due to the Real Estate Assessment Center (REAC) by February 28th and the unaudited Brainerd South financial statements are due to REAC by March 31st.

2021 Estimated Funding

HUD recently released Housing Choice Voucher (HCV) funding estimates for CY 2021. The estimated HAP proration will be 99.344% with an inflation factor of 1.5% for the agency. The estimated administrative fee proration will be 83.832%.

January and February Public Housing (PH) Operating Subsidy obligations were funded at an interim proration level of approximately 95.23% of eligibility. The final proration will reflect the difference in the amount of the final approved PHA eligibility and the 2021 Appropriation Act.

Moved and seconded by Commissioners Larson and Storm to approve the December payments as presented. Through roll call vote, all commissioners voted 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 December was 99% and HAP utilization through December was 98%.

Bridges Report

There are seven families on the program with a monthly HAP payment of \$2,929. There are also five families that have been issued a voucher and are searching.

Family Self-Sufficiency (FSS) Report

There are currently 29 families on the program with 12 families that are escrowing in the amount of \$1,900 per month. The agency was awarded \$67,304 for the 2021 FSS Program. This is the same amount received in 2020.

Foster Youth Initiative (FYI) Report

There are two families leased up with a total HAP payment of \$601 per month. Carrie is working on getting two more families on the program.

c. Housing Manager Report:

ROSS Program Updates

- 14 active participants
- 3 newly-enrolled participants
- 0 new contacts with non-enrolled residents for more limited resource/referral work
- 27 residents participated in the Senior Nutrition Assistance Programs
- Facebook Stats: 7 new posts on the ROSS Facebook page this past month, which reached 23 individuals with no additional likes or shares.

Year-In-Review – Public Housing Highlights from 2020

- Work Orders: 986
 - » Non-Emergency Work Orders: 978
 - » Emergency Work Orders: 8
 - » Busiest Month: October (136) & Slowest Month: April (51)
 - » Average: 82/Month

- New Households Moved In: 26
- 100% occupancy for 12 months
- Annual Recertifications: 199
 - » 111 households had a rent increase (average of \$45/household)
 - » 68 had no change in rent amount at annual recertification
 - » 20 households had a rent decrease (average of \$50/household)
 - » Overall increase of \$3,978 in monthly rent amounts
- Non-Annual Recertification (change of income or household status): 119
 - » 46 households had a rent increase (average of \$191/household)
 - » 10 had no change in rent amount at interim recertification
 - » 63 households had a rent decrease (average of \$195/household)
 - » Overall decrease of \$3,516 in monthly rent amounts
- ROSS Program
 - » Total New Households Enrolled: 15 (Non-Enrolled Households Served: 28)
 - » Average Length of Enrollment: 12 months
 - » Total Exiting Households: 7
 - » 43% increased or added an income source
 - » 2 individuals had goals of finding new housing - 1 exited into non-HUD subsidized housing & 1 exited into a private rental
 - » 2 individuals prevented eviction/cured lease violation and remained residents
- Total SNAPs Program Food Boxes Distributed: 338 (approx. \$20,280.00 value)
- Facebook Posts: 87 (Individuals Reached: 441)

d. Executive Director Report:

Downtown Housing Project

This project continues to move forward. The developer has executed a purchase agreement on the former Thrifty White building in downtown. The sale is not set to close until June of 2022 as there is a lease in place until then. Charpentier is working with the developer and exploring ways the HRA can provide assistance. They are looking into the possibility of submitting a grant application for demolition costs through the DEED redevelopment program. The application is due February 1st, but because the project is still in its early stages, they will likely not have the information needed for a complete application. If that is the case, they will try for the next round of grants in August.

Housing Developer Update

Charpentier recently had a meeting with another developer that has been working on the Meadows development (formally known as Northtown) in Brainerd as they are exploring what their next project/projects will be. They are open to potentially doing infill projects utilizing the tax forfeited property policy that the HRA offers, as well as looking at other larger tracts of undeveloped land in Brainerd and the surrounding communities. They discussed the community's workforce housing needs and the potential for building some 2-4 plex properties to keep the per unit cost down to an affordable level. Charpentier has provided the tax forfeited property list to them and will continue to foster a relationship with this builder.

Maintenance Supervisor

Terry Quick, former maintenance supervisor, had his last day with the agency on January 12th. The hope is to advertise for his position in the coming weeks.

Ongoing COVID-19 Response

There have been no changes in the COVID-19 response in the past month. Staff continues to monitor a number of federal- and state-level sources to ensure that the agency's response is consistent with other PHAs while still being appropriate for the community's needs.

e. Rehab Update:**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 st Ave. NE	Andrea B.	Owner-occupied	1	Complete
612 2 nd Ave. NE	Kelly R.	Owner-occupied	1	Complete
201 & 203 B St.	Travis B.	Rental	2	In Construction
726 4 th Ave. NE	John G.	Rental	3	Bidding
215 Gillis Ave. NE	Cheri S.	Owner-occupied	1	In Construction
414 3 rd Ave. NE	Select Rental Properties	Rental	1	In Construction
206 Gillis Avenue	Herbert & Robin J.	Owner-occupied	1	In Construction
721 2 nd Ave. NE	Darin K.	Owner-occupied	1	In Construction

Emily SCDP

- 7 owner-occupied projects are complete
- 1 project is in construction

MHFA

- 1 project is in construction
- 2 applications are being processed

FHLB

Notification was received that the HRA did not get funded for the FHLB Affordable Housing Program. With 162 applications received for a total request of over \$90 million, they funded 63 projects for a total of \$41.7 million. The HRA's application scored 59.34 points and they funded down to 62.1 points this round.

Brainerd Oaks/Serene Pines

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	47	44	3	8
Serene Pines	23	14	12	0	2
Dalmar Estates	7	1	1	0	0

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

8. **COMMISSIONER COMMENTS:** Commissioner Larson expressed her gratitude for the opportunity to serve as board chair for the past few years.

9. **ADJOURNMENT:**

Moved and seconded by Commissioners Duval and Kent to adjourn. Chair Johnson declared the meeting adjourned at 2:06 p.m.



To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: February 16, 2021
Re: February Financial Report

Please find attached the financial information for January 2021.

Audit Schedule

Auditors from CliftonLarsonAllen (CLA) conducted fieldwork during the week of February 1st for the Crow Wing County HRA audit and the following week of February 8th for the Brainerd HRA audit and Brainerd South compilation. Mary will be at our April meeting to present the Brainerd HRA audit.

The agency unaudited financial statements are due to the Real Estate Assessment Center (REAC) by February 28th and the unaudited Brainerd South financial statements are due to REAC by March 31st.

Action Requested: Motion for approval of payments as presented.

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Brainerd Housing & Redevelopment Authority

2021 Ratios (and December, 2020)

FASS Ratios	Max Pts	Scoring	Dec 2020 After YE JE, B4 audit	Jan
Quick Ratio	12	QR <1 =0-, QR >2 =12	12.00	12.00
Months Expended Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00
Total Points	25		25.00	25.00

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

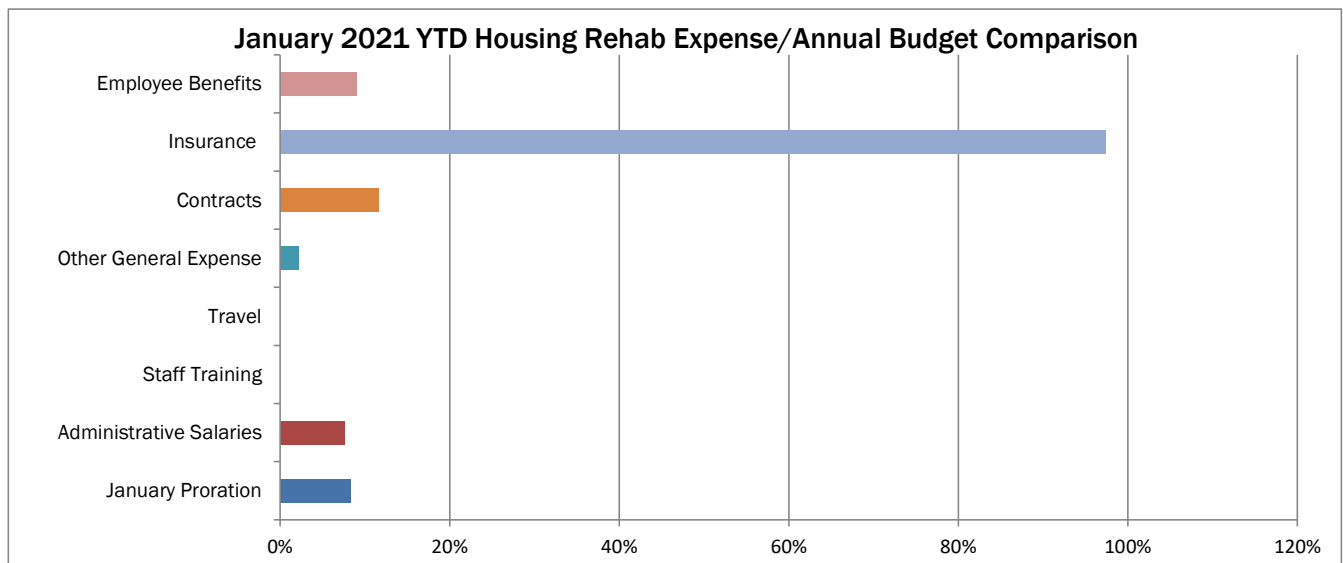
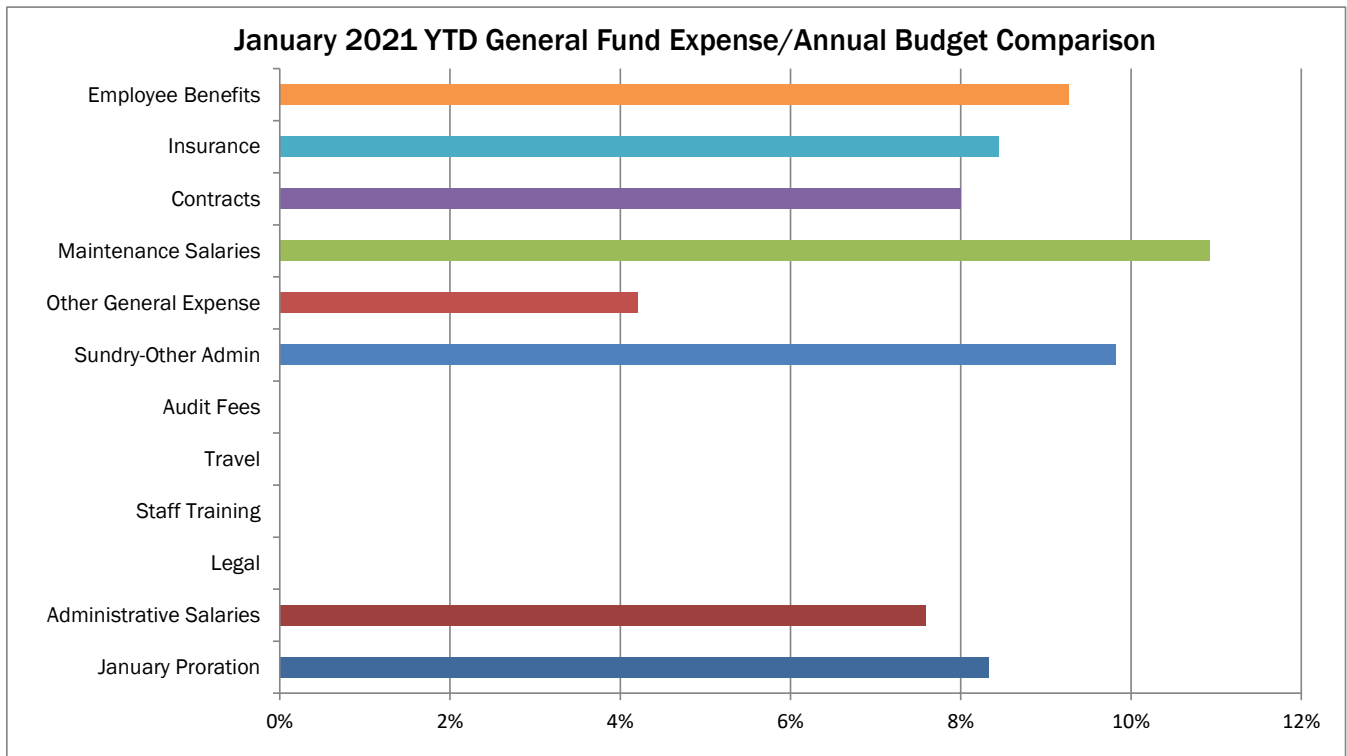
MASS Ratios	Max Pts	Scoring		
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or	5.00	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0

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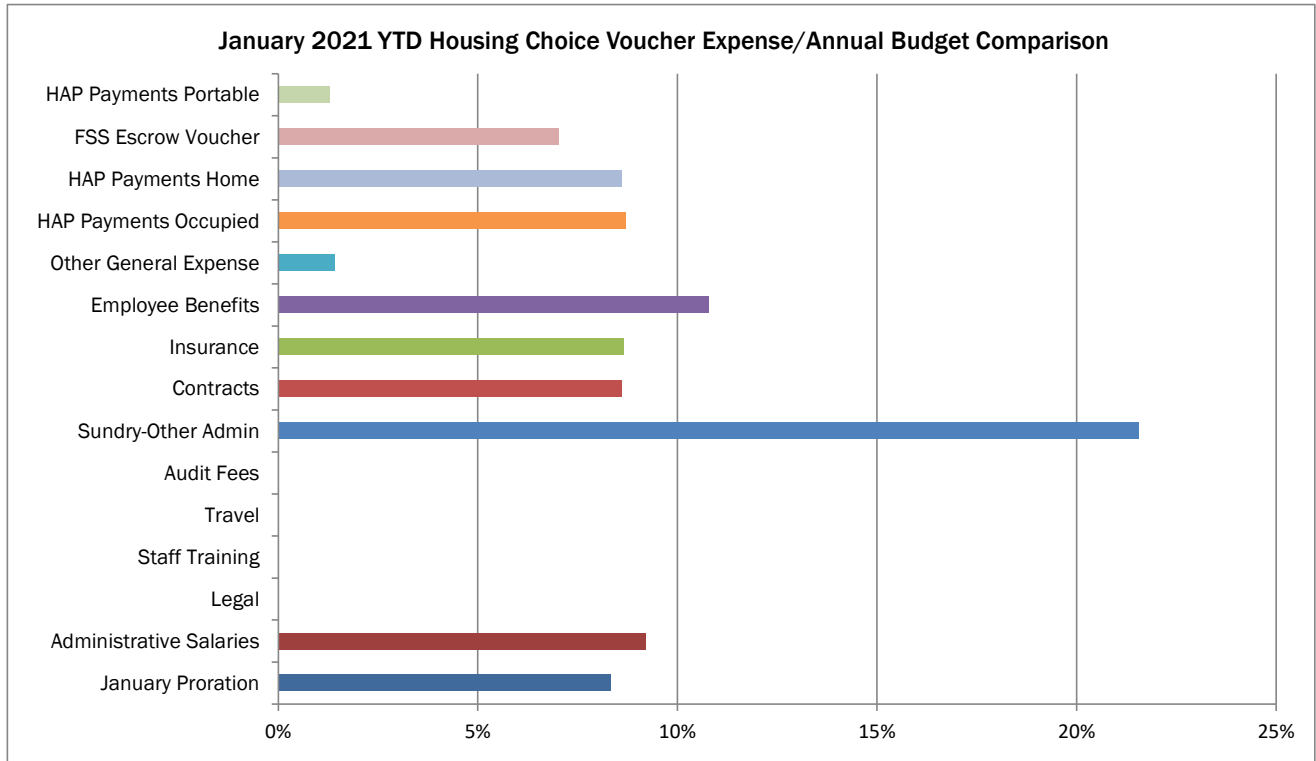
January 2021 Operating Account Balances

Property/Program	January 2020	December 2020	January 2021
General Fund	\$302,833.74	\$322,364.59	\$288,566.98
Brainerd Revolving Loan Program	\$99,077.00	\$0.00	\$0.00
Housing Rehab Program	\$85,540.15	\$104,035.20	\$90,859.86
Bridges	\$715.19	\$2.68	\$402.68
Crow Wing County HRA	\$515,637.23	\$1,142,108.35	\$1,158,245.80
Public Housing	\$636,099.78	\$637,927.79	\$622,606.66
Brainerd South	\$62,932.08	\$32,707.16	\$35,825.94
Housing Choice Voucher	\$21,772.31	\$27,962.50	\$43,193.85
Total	\$1,724,607.48	\$2,267,108.27	\$2,239,701.77

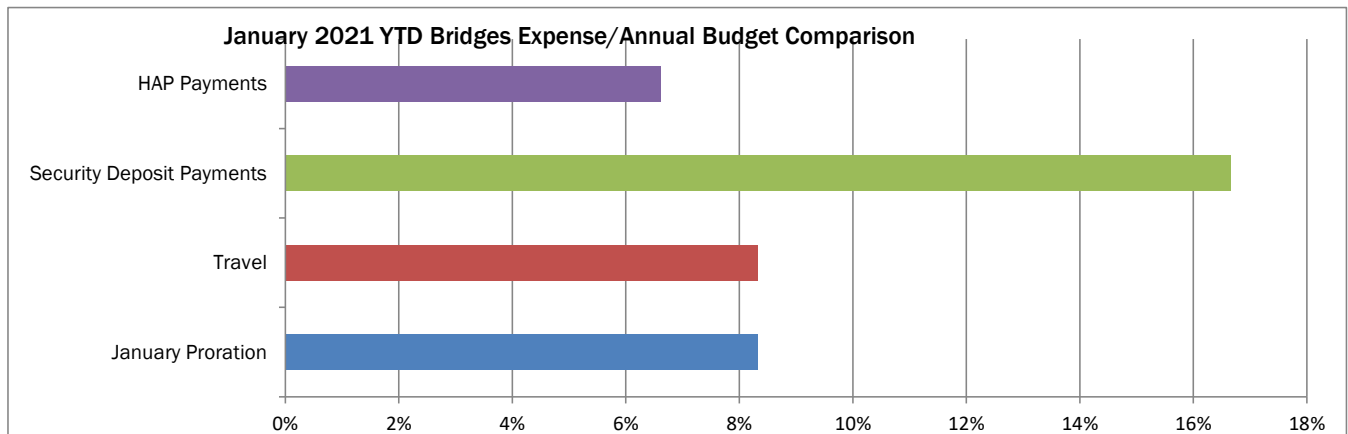
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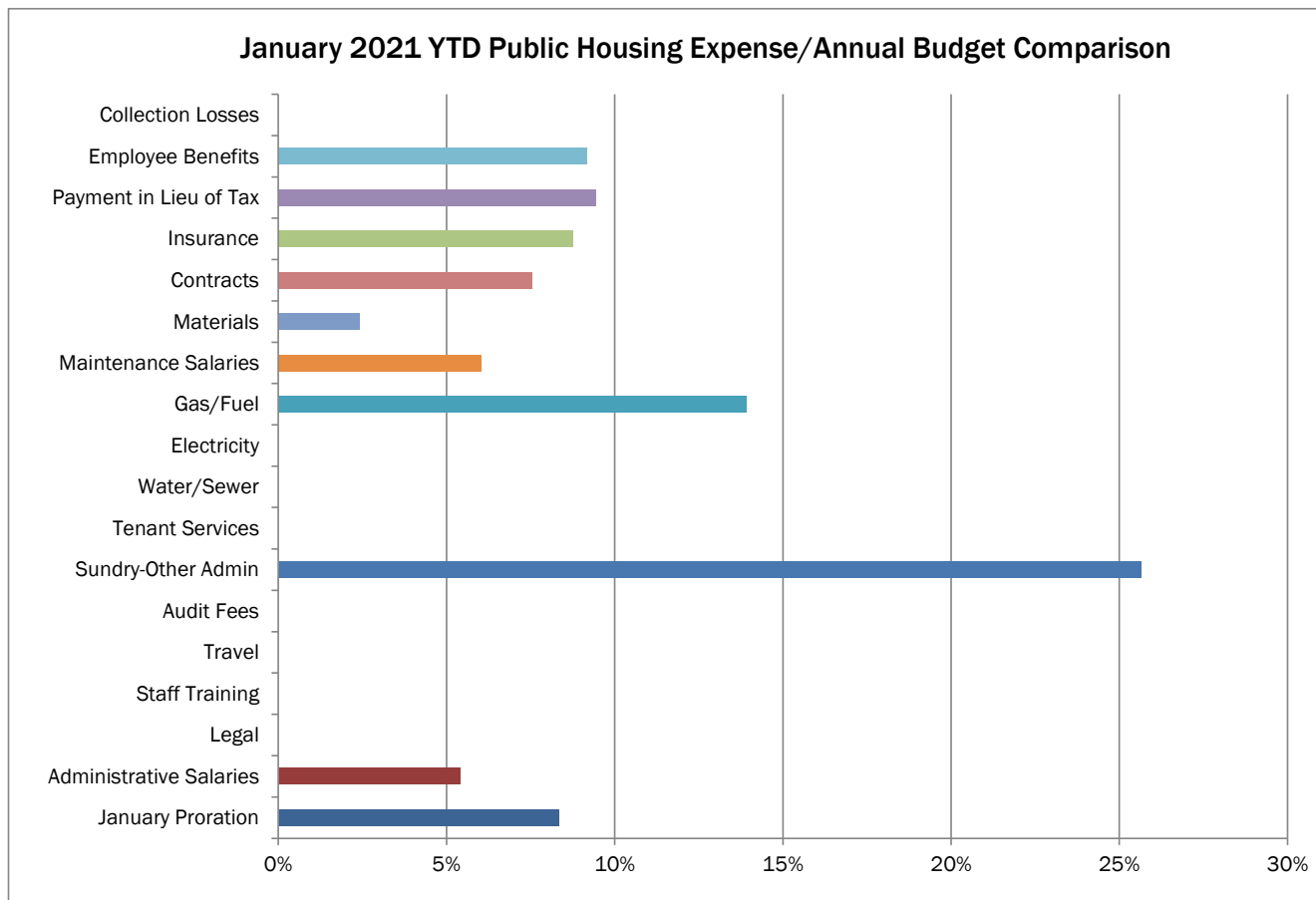


Contracts: 2 MHFA loans in process or completed thru January.
 Insurance: Worker's comp insurance is incurred in January for the year.

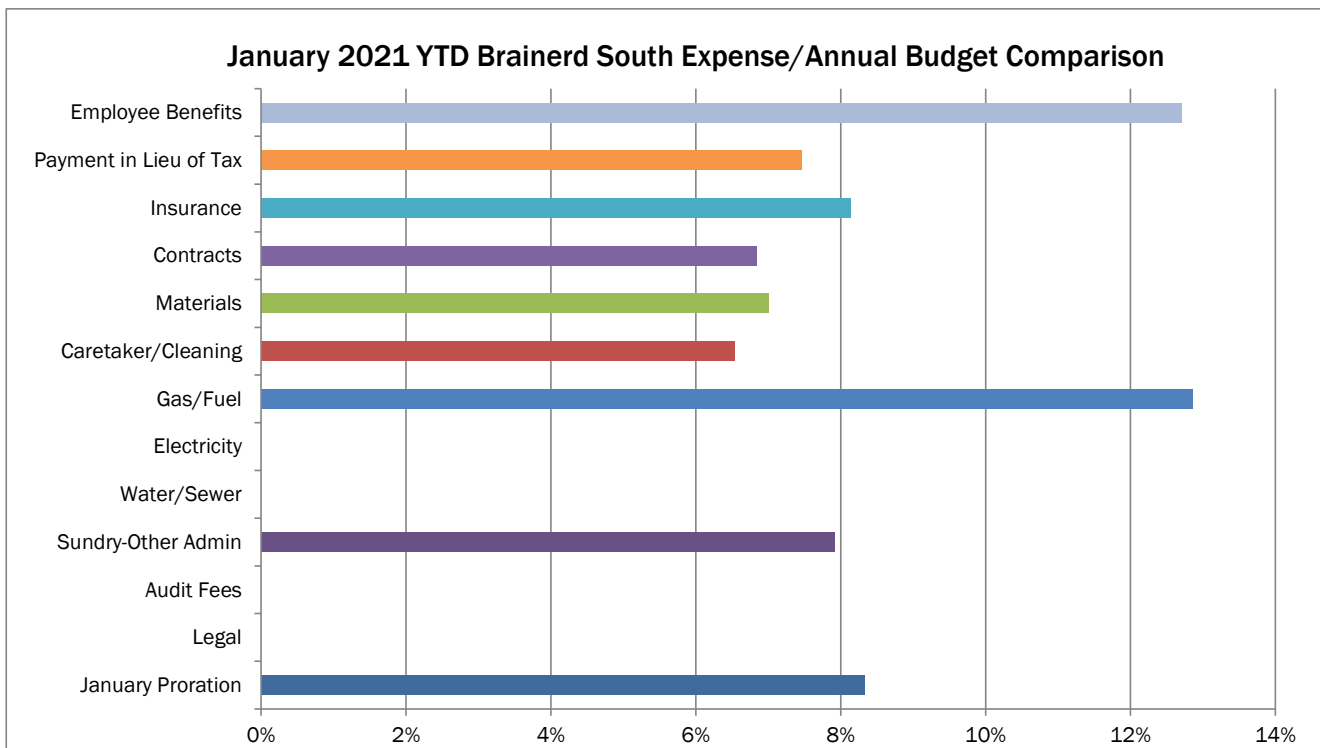


Sundry Other Admin: Purchased postage annually for agency in January





Sundry Other Admin: Purchase of postage for the year and annual NAHRO membership.



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**Brainerd HRA
 General Fund Operating Statement
 January, 2021**

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	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating				
INCOME				
Management Fees	-14,377.61	-14,377.61	-14,083.33	-294.28
Interest Income	-2.85	-2.85	-83.33	80.48
Operating Transfer In	-3,229.00	-3,229.00	0.00	-3,229.00
Other Income	0.00	0.00	-1,875.00	1,875.00
TOTAL INCOME	-17,609.46	-17,609.46	-16,041.66	-1,567.80
EXPENSE				
Administrative				
Administrative Salaries	12,835.03	12,835.03	14,098.33	-1,263.30
Legal	0.00	0.00	200.00	-200.00
Staff Training	0.00	0.00	416.67	-416.67
Travel	0.00	0.00	50.00	-50.00
Sundry-Other Admin	595.44	595.44	504.99	90.45
Total Administration	13,430.47	13,430.47	15,269.99	-1,839.52
Maintenance				
Maintenance Salaries	1,317.73	1,317.73	1,005.00	312.73
Contracts	167.95	167.95	175.00	-7.05
Total Maintenance	1,485.68	1,485.68	1,180.00	305.68
General				
TIF Expense	0.00	0.00	10.83	-10.83
Insurance	485.41	485.41	479.17	6.24
Employee Benefits	7,554.71	7,554.71	6,787.91	766.80
Other General Expense	1,050.00	1,050.00	2,083.33	-1,033.33
Total General	9,090.12	9,090.12	9,361.24	-271.12
TOTAL EXPENSE	24,006.27	24,006.27	25,811.23	-1,804.96
Net Income/Loss	6,396.81	6,396.81	9,769.57	-3,372.76

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Housing Rehab Operating Statement
January, 2021

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-10,000.00	-10,000.00	-20,283.33	10,283.33
Grant Admin Revenue	0.00	0.00	-2,333.33	2,333.33
TOTAL INCOME	-10,000.00	-10,000.00	-22,616.66	12,616.66
EXPENSE				
Administrative				
Administrative Salaries	7,050.80	7,050.80	7,750.83	-700.03
Staff Training	0.00	0.00	416.67	-416.67
Travel	0.00	0.00	83.33	-83.33
Other Admin Exp	62.25	62.25	237.51	-175.26
Total Administration	7,113.05	7,113.05	8,488.34	-1,375.29
Maintenance				
Contracts	12,525.00	12,525.00	9,000.00	3,525.00
Total Maintenance	12,525.00	12,525.00	9,000.00	3,525.00
General				
Insurance	486.86	486.86	41.67	445.19
Employee Benefits	3,050.43	3,050.43	2,833.74	216.69
Total General	3,537.29	3,537.29	2,875.41	661.88
TOTAL EXPENSE	23,175.34	23,175.34	20,363.75	2,811.59
Net Income/Loss	13,175.34	13,175.34	-2,252.91	15,428.25

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**Brainerd HRA
HCV Operating Statement
January, 2021**

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-124,662.00	-124,662.00	-120,709.17	-3,952.83
Admin Fees Earned	-15,986.00	-15,986.00	-20,981.67	4,995.67
Interest Income	-0.19	-0.19	-12.50	12.31
Other Income	-11,796.05	-11,796.05	-1,166.67	-10,629.38
TOTAL INCOME	-152,444.24	-152,444.24	-142,870.01	-9,574.23
EXPENSE				
Administrative				
Administrative Salaries	13,110.80	13,110.80	11,864.17	1,246.63
Legal	0.00	0.00	41.67	-41.67
Staff Training	0.00	0.00	525.00	-525.00
Travel	0.00	0.00	208.33	-208.33
Accounting & Audit Fees	0.00	0.00	304.17	-304.17
Sundry-Other Admin	1,153.68	1,153.68	445.82	707.86
Total Administration	14,264.48	14,264.48	13,389.16	875.32
Maintenance				
Contracts	335.25	335.25	325.00	10.25
Total Maintenance	335.25	335.25	325.00	10.25
General				
Insurance	513.14	513.14	494.17	18.97
Employee Benefits	8,790.61	8,790.61	6,794.17	1,996.44
Collection Losses	1,270.00	1,270.00	0.00	1,270.00
Other General Expense	38.32	38.32	225.00	-186.68
Total General	10,612.07	10,612.07	7,513.34	3,098.73
HAP Payments				
HAP Payments Occupied	118,735.00	118,735.00	113,480.00	5,255.00
HAP Payments Home	3,826.00	3,826.00	3,700.42	125.58
FSS Escrow Voucher	2,081.00	2,081.00	2,466.67	-385.67
HAP Payments Portable	576.00	576.00	3,700.42	-3,124.42
Total HAP	125,218.00	125,218.00	123,347.51	1,870.49
TOTAL EXPENSE	150,429.80	150,429.80	144,575.01	5,854.79
Net Income/Loss	-2,014.44	-2,014.44	1,705.00	-3,719.44

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Bridges Program
Bridges Operating Statement
January, 2021

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	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Received MHFA	-3,871.00	-3,871.00	-4,500.00	629.00
Admin Revenue	-350.00	-350.00	-500.00	150.00
Operating Transfer	3,229.00	3,229.00	462.50	2,766.50
Total Income	-992.00	-992.00	-4,537.50	3,545.50
EXPENSE				
Administrative				
Travel	0.00	0.00	37.50	-37.50
Total Administration	0.00	0.00	37.50	-37.50
General				
Security Deposit Pmts	500.00	500.00	250.00	250.00
HAP Payment to Landlords	3,371.00	3,371.00	4,250.00	-879.00
Total General	3,871.00	3,871.00	4,500.00	-629.00
TOTAL EXPENSE	3,871.00	3,871.00	4,537.50	-666.50
Net Income/Loss	2,879.00	2,879.00	0.00	2,879.00

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**Brainerd HRA
Public Housing Operating Statement
January, 2021**

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	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-61,890.00	-61,890.00	-62,393.33	503.33
Excess Utilities	0.00	0.00	-300.00	300.00
Operating Subsidy	-24,505.00	-24,505.00	-22,083.33	-2,421.67
Investment Interest	50.78	50.78	-166.67	217.45
Other Income	-10,354.35	-10,354.35	-15,339.17	4,984.82
Other Income Tenants	-1,093.00	-1,093.00	-2,083.33	990.33
Capital Fund Income	0.00	0.00	-5,500.00	5,500.00
Laundry Income	-1,207.75	-1,207.75	-1,683.33	475.58
TOTAL INCOME	-98,999.32	-98,999.32	-109,549.16	10,549.84
EXPENSE				
Administrative				
Administrative Salaries	16,518.79	16,518.79	25,409.17	-8,890.38
Legal	0.00	0.00	291.67	-291.67
Staff Training	0.00	0.00	1,166.67	-1,166.67
Travel	0.00	0.00	83.33	-83.33
Sundry-Other Admin	4,812.61	4,812.61	1,562.92	3,249.69
Total Administration	21,331.40	21,331.40	28,513.76	-7,182.36
Rec Public and Other	0.00	0.00	412.50	-412.50
Total Tenant Services	0.00	0.00	412.50	-412.50
Utilities				
Water/Sewer	0.00	0.00	5,949.59	-5,949.59
Electricity	0.00	0.00	6,623.33	-6,623.33
Gas/Fuel	5,814.65	5,814.65	3,483.33	2,331.32
Total Utilities	5,814.65	5,814.65	16,056.25	-10,241.60
Maintenance				
Labor	12,508.10	12,508.10	17,280.83	-4,772.73
Materials	604.89	604.89	2,083.33	-1,478.44
Contracts	12,263.73	12,263.73	13,534.16	-1,270.43
Total Maintenance	25,376.72	25,376.72	32,898.32	-7,521.60
General				
Insurance	8,489.89	8,489.89	8,086.67	403.22
Payment in Lieu of Tax	2,545.57	2,545.57	2,250.00	295.57
Employee Benefits	21,147.01	21,147.01	19,239.99	1,907.02
Collection Losses	0.00	0.00	666.67	-666.67
Total General	32,182.47	32,182.47	30,243.33	1,939.14
TOTAL EXPENSE	84,705.24	84,705.24	108,124.16	-23,418.92
Net Income/Loss	-14,294.08	-14,294.08	-1,425.00	-12,869.08

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Brainerd South Operating Statement
January, 2021

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	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-20,186.00	-20,186.00	-20,630.83	444.83
Rental Supplement	-4,126.00	-4,126.00	-3,372.50	-753.50
Investment Interest	9.48	9.48	-41.67	51.15
Other Income	-1,493.71	-1,493.71	-2,604.17	1,110.46
Laundry Income	-637.75	-637.75	-718.33	80.58
TOTAL INCOME	-26,433.98	-26,433.98	-27,367.50	933.52
EXPENSE				
Administrative				
Legal	0.00	0.00	41.67	-41.67
Sundry-Other Admin	4,115.56	4,115.56	4,333.33	-217.77
Total Administration	4,115.56	4,115.56	4,375.00	-259.44
Utilities				
Water	0.00	0.00	1,250.00	-1,250.00
Electricity	0.00	0.00	541.67	-541.67
Gas/Fuel	2,250.50	2,250.50	1,459.58	790.92
Total Utilities	2,250.50	2,250.50	3,251.25	-1,000.75
Maintenance				
Labor	1,043.69	1,043.69	1,330.00	-286.31
Materials	1,644.35	1,644.35	1,958.33	-313.98
Contracts	4,709.20	4,709.20	5,745.84	-1,036.64
Total Maintenance	7,397.24	7,397.24	9,034.17	-1,636.93
General				
Insurance	2,778.67	2,778.67	2,845.83	-67.16
Payment in Lieu of Tax	782.67	782.67	875.00	-92.33
Employee Benefits	119.47	119.47	78.33	41.14
Total General	3,680.81	3,680.81	3,799.16	-118.35
TOTAL EXPENSE	17,444.11	17,444.11	20,459.58	-3,015.47
Net Income/Loss	-8,989.87	-8,989.87	-6,907.92	-2,081.95

**January 2021
Prior Year
Comparative Statements**

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**Brainerd HRA
 General Fund Operating Statement
 January, 2021**

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
General Fund Operating INCOME				
Management Fees	-14,377.61	-14,083.33	-14,273.55	-14,098.79
Interest Income	-2.85	-83.33	-377.11	0.00
Operating Transfer In	-3,229.00	0.00	0.00	0.00
Other Income	0.00	-1,875.00	0.00	0.00
TOTAL INCOME	-17,609.46	-16,041.66	-14,650.66	-14,098.79
EXPENSE				
Administrative				
Administrative Salaries	12,835.03	14,098.33	8,587.50	8,374.37
Legal	0.00	200.00	0.00	0.00
Staff Training	0.00	416.67	0.00	295.00
Travel	0.00	50.00	0.00	0.00
Sundry-Other Admin	595.44	504.99	539.49	859.42
Total Administration	13,430.47	15,269.99	9,126.99	9,528.79
Maintenance				
Maintenance Salaries	1,317.73	1,005.00	701.50	741.58
Contracts	167.95	175.00	237.58	155.47
Total Maintenance	1,485.68	1,180.00	939.08	897.05
General				
TIF Expense	0.00	10.83	0.00	0.00
Insurance	485.41	479.17	217.91	348.27
Employee Benefits	7,554.71	6,787.91	8,649.06	8,088.56
Other General Expense	1,050.00	2,083.33	1,000.00	500.00
Total General	9,090.12	9,361.24	9,866.97	8,936.83
TOTAL EXPENSE	24,006.27	25,811.23	19,933.04	19,362.67
Net Income/Loss	6,396.81	9,769.57	5,282.38	5,263.88

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Housing Rehab Proj Operating PY
Housing Rehab Operating Statement
January, 2021

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Housing Rehab Operating INCOME				
Other Income	-10,000.00	-20,283.33	-8,950.00	-2,500.00
Grant Admin Revenue	0.00	-2,333.33	0.00	0.00
TOTAL INCOME	-10,000.00	-22,616.66	-8,950.00	-2,500.00
EXPENSE				
Administrative				
Administrative Salaries	7,050.80	7,750.83	7,110.37	5,350.18
Staff Training	0.00	416.67	0.00	185.00
Travel	0.00	83.33	0.00	0.00
Other Admin Exp	62.25	237.51	325.25	26.25
Total Administration	7,113.05	8,488.34	7,435.62	5,561.43
Maintenance				
Contracts	12,525.00	9,000.00	33,112.00	0.00
Total Maintenance	12,525.00	9,000.00	33,112.00	0.00
General				
Insurance	486.86	41.67	0.00	257.47
Employee Benefits	3,050.43	2,833.74	2,624.38	2,352.27
Total General	3,537.29	2,875.41	2,624.38	2,609.74
TOTAL EXPENSE	23,175.34	20,363.75	43,172.00	8,171.17
Net Income/Loss	13,175.34	-2,252.91	34,222.00	5,671.17

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**Brainerd HRA
 HCV Operating Statement
 January, 2021**

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Housing Choice Voucher				
Operating				
INCOME				
HUD HAP Received	-124,662.00	-120,709.17	-117,438.00	-111,433.00
Admin Fees Earned	-15,986.00	-20,981.67	-15,390.00	-15,275.00
Interest Income	-0.19	-12.50	-32.20	-24.31
Other Income	-11,796.05	-1,166.67	-3,818.00	0.00
TOTAL INCOME	-152,444.24	-142,870.01	-136,678.20	-126,732.31
EXPENSE				
Administrative				
Administrative Salaries	13,110.80	11,864.17	8,827.17	9,446.56
Legal	0.00	41.67	0.00	0.00
Staff Training	0.00	525.00	0.00	0.00
Travel	0.00	208.33	0.00	0.00
Accounting & Audit Fees	0.00	304.17	0.00	0.00
Sundry-Other Admin	1,153.68	445.82	1,156.81	1,216.40
Total Administration	14,264.48	13,389.16	9,983.98	10,662.96
Maintenance				
Contracts	335.25	325.00	237.58	200.47
Total Maintenance	335.25	325.00	237.58	200.47
General				
Insurance	513.14	494.17	367.35	420.49
Employee Benefits	8,790.61	6,794.17	9,090.10	8,379.86
Collection Losses	1,270.00	0.00	0.00	0.00
Other General Expense	38.32	225.00	180.65	210.60
Total General	10,612.07	7,513.34	9,638.10	9,010.95
HAP Payments				
HAP Payments Occupied	118,735.00	113,480.00	110,101.00	105,168.00
HAP Payments Home	3,826.00	3,700.42	4,576.00	4,096.00
FSS Escrow Voucher	2,081.00	2,466.67	1,675.00	2,063.00
HAP Payments Portable	576.00	3,700.42	3,500.00	3,631.00
Total HAP	125,218.00	123,347.51	119,852.00	114,958.00
TOTAL EXPENSE	150,429.80	144,575.01	139,711.66	134,832.38
Net Income/Loss	-2,014.44	1,705.00	3,033.46	8,100.07

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Bridges Program PY
Bridges Operating Statement
January, 2021

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Bridges Operating INCOME				
HAP Received MHFA	-3,871.00	-4,500.00	-5,364.00	-6,361.00
Admin Revenue	-350.00	-500.00	-700.00	-550.00
Operating Transfer	3,229.00	462.50	0.00	0.00
Total Income	-992.00	-4,537.50	-6,064.00	-6,911.00
EXPENSE				
Administrative				
Travel	0.00	37.50	0.00	0.00
Total Administration	0.00	37.50	0.00	0.00
General				
Security Deposit Pmts	500.00	250.00	0.00	1,124.00
HAP Payment to Landlords	3,371.00	4,250.00	5,364.00	5,237.00
Total General	3,871.00	4,500.00	5,364.00	6,361.00
TOTAL EXPENSE	3,871.00	4,537.50	5,364.00	6,361.00
Net Income/Loss	2,879.00	0.00	-700.00	-550.00

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**Brainerd HRA
Public Housing Operating Statement
January, 2021**

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Public Housing Operating INCOME				
Dwelling Rental	-61,890.00	-62,393.33	-63,402.00	-59,510.00
Excess Utilities	0.00	-300.00	0.00	0.00
Operating Subsidy	-24,505.00	-22,083.33	-24,277.00	-18,609.00
Investment Interest	50.78	-166.67	-458.92	42.17
Other Income	-10,354.35	-15,339.17	-12,596.97	-5,995.26
Other Income Tenants	-1,093.00	-2,083.33	-623.00	-3,012.42
Capital Fund Income	0.00	-5,500.00	0.00	-122,348.00
Laundry Income	-1,207.75	-1,683.33	-1,534.00	-1,546.00
TOTAL INCOME	-98,999.32	-109,549.16	-102,891.89	-210,978.51
EXPENSE				
Administrative				
Administrative Salaries	16,518.79	25,409.17	20,282.39	20,030.08
Legal	0.00	291.67	0.00	0.00
Staff Training	0.00	1,166.67	250.00	0.00
Travel	0.00	83.33	115.00	99.76
Sundry-Other Admin	4,812.61	1,562.92	2,926.17	4,533.56
Total Administration	21,331.40	28,513.76	23,573.56	24,663.40
 Rec Public and Other	 0.00	 412.50	 0.00	 0.00
Total Tenant Services	0.00	412.50	0.00	0.00
Utilities				
Water/Sewer	0.00	5,949.59	0.00	0.00
Electricity	0.00	6,623.33	0.00	0.00
Gas/Fuel	5,814.65	3,483.33	5,636.38	6,780.00
Total Utilities	5,814.65	16,056.25	5,636.38	6,780.00
Maintenance				
Labor	12,508.10	17,280.83	12,387.99	12,926.18
Materials	604.89	2,083.33	50.36	0.00
Contracts	12,263.73	13,534.16	9,936.68	11,671.73
Total Maintenance	25,376.72	32,898.32	22,375.03	24,597.91
General				
Insurance	8,489.89	8,086.67	6,019.31	6,607.33
Payment in Lieu of Tax	2,545.57	2,250.00	2,737.43	2,493.29
Employee Benefits	21,147.01	19,239.99	24,602.39	22,147.09
Collection Losses	0.00	666.67	0.00	0.00
Total General	32,182.47	30,243.33	33,359.13	31,247.71
TOTAL EXPENSE	84,705.24	108,124.16	84,944.10	87,289.02
 Net Income/Loss	 -14,294.08	 -1,425.00	 -17,947.79	 -123,689.49

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Brainerd South Operating Statement
January, 2021

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Brainerd South Operating				
INCOME				
Dwelling Rental	-20,186.00	-20,630.83	-20,986.00	-19,733.00
Rental Supplement	-4,126.00	-3,372.50	-3,098.00	-3,373.00
Investment Interest	9.48	-41.67	-581.32	8.43
Other Income	-1,493.71	-2,604.17	-1,960.00	-2,178.00
Laundry Income	-637.75	-718.33	-615.50	-685.75
TOTAL INCOME	-26,433.98	-27,367.50	-27,240.82	-25,961.32
EXPENSE				
Administrative				
Legal	0.00	41.67	0.00	0.00
Sundry-Other Admin	4,115.56	4,333.33	3,503.24	3,801.38
Total Administration	4,115.56	4,375.00	3,503.24	3,801.38
Utilities				
Water	0.00	1,250.00	0.00	0.40
Electricity	0.00	541.67	0.00	1.63
Gas/Fuel	2,250.50	1,459.58	2,019.75	2,539.45
Total Utilities	2,250.50	3,251.25	2,019.75	2,541.48
Maintenance				
Labor	1,043.69	1,330.00	0.00	825.00
Materials	1,644.35	1,958.33	1,250.00	1,250.00
Contracts	4,709.20	5,745.84	3,387.64	5,228.30
Total Maintenance	7,397.24	9,034.17	4,637.64	7,303.30
General				
Insurance	2,778.67	2,845.83	2,649.76	2,661.39
Payment in Lieu of Tax	782.67	875.00	845.20	756.58
Employee Benefits	119.47	78.33	0.00	101.68
Total General	3,680.81	3,799.16	3,494.96	3,519.65
TOTAL EXPENSE	17,444.11	20,459.58	13,655.59	17,165.81
Net Income/Loss	-8,989.87	-6,907.92	-13,585.23	-8,795.51

Brainerd Housing and Redevelopment Authority

Payment Summary Report

January 2021

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
1/14/2021	1779	Minnesota State Retirement System	\$1,389.64
1/14/2021	1780	Electronic Federal Tax Payment System	\$8,451.11
1/14/2021	1781	MN Dept of Revenue	\$1,834.17
1/14/2021	1782	Health Savings Accounts	\$1,464.42
1/14/2021	1783	Security Benefit	\$4,020.23
1/4/2021	1784	Health Savings Accounts	\$8,125.00
1/4/2021	1785	Smith Commercial Properties LLC	\$550.00
1/4/2021	1786	JJC Properties LLC	\$500.00
1/28/2021	1787	Minnesota State Retirement System	\$1,401.16
1/28/2021	1788	Electronic Federal Tax Payment System	\$8,464.86
1/28/2021	1789	MN Dept of Revenue	\$1,426.17
1/28/2021	1790	Health Savings Accounts	\$1,469.42
1/28/2021	1791	Security Benefit	\$4,468.48
1/29/2021	1792	EBSO	\$23,673.69
1/4/2021	23737	IP Networks	\$130.00
1/4/2021	23738	MCIT	\$2,530.00
1/4/2021	23739	MN Chapter NAHRO	\$860.00
1/4/2021	23740	MN Multi Housing Association	\$108.00
1/4/2021	23741	NAHRO	\$993.30
1/4/2021	23742	Nan McKay & Associates Inc	\$419.00
1/4/2021	23743	Postmaster	\$3,300.00
1/14/2021	23744	American Association of Service Coordina	\$210.00
1/14/2021	23745	Avesis Third Party Admininstrators	\$26.15
1/14/2021	23746	Brainerd Public Utilities	\$2,170.62
1/14/2021	23747	CDW-Government	\$723.00
1/14/2021	23748	City of Brainerd	\$66.78
1/14/2021	23749	Culligan	\$25.50
1/14/2021	23750	Dacotah Paper Co	\$843.40
1/14/2021	23751	Dearborn National	\$204.45
1/14/2021	23752	Frank Olson Drywall Repair	\$3,750.00
1/14/2021	23753	Holden Electric Company Inc	\$828.70
1/14/2021	23754	League of Minnesota Cities	\$30,383.00
1/14/2021	23755	Life Insurance Company of North America	\$56.35
1/14/2021	23756	MRI Software LLC	\$5,697.46
1/14/2021	23757	Mike's Tree Company LLC	\$1,181.00
1/14/2021	23758	Nisswa Sanitation	\$2,402.47
1/14/2021	23759	Office Shop	\$253.18
1/14/2021	23760	Philadelphia Insurance Companies	\$1,722.00
1/14/2021	23761	Sun Life Financial	\$355.07
1/14/2021	23762	Verizon Wireless	\$398.64
1/14/2021	23763	Yde's Major Appliance	\$277.95
1/21/2021	23764	Tenant Refund	\$211.00

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
1/21/2021	23765	Tenant Refund	\$372.50
1/21/2021	23766	Tenant Refund	\$203.17
1/21/2021	23767	Tenant Refund	\$352.83
1/28/2021	23768	Avesis Third Party Admininstrators	\$26.15
1/28/2021	23769	Brainerd Public Utilities	\$2,952.97
1/28/2021	23770	Bremer Bank Credit Card	\$379.59
1/28/2021	23771	CTC	\$2,559.06
1/28/2021	23772	Capital One Commercial	\$276.68
1/28/2021	23773	CenterPoint Energy	\$8,065.15
1/28/2021	23774	Dearborn National	\$204.45
1/28/2021	23775	Delta Dental	\$1,550.28
1/28/2021	23776	First Impression Printing	\$31.00
1/28/2021	23777	Frank Olson Drywall Repair	\$125.00
1/28/2021	23778	Kennedy & Graven, Chartered	\$220.00
1/28/2021	23779	Lakes Printing Inc.	\$310.70
1/28/2021	23780	Lewis Software Associates, LLC	\$446.85
1/28/2021	23781	Life Insurance Company of North America	\$56.35
1/28/2021	23782	Postmaster	\$36.00
1/28/2021	23783	Ratwik, Roszak & Maloney, P.A.	\$2,021.05
1/28/2021	23784	Stonehenge Properties	\$12,525.00
1/28/2021	23785	Strike Painting & Finishing	\$1,590.00
1/28/2021	23786	Sun Life Financial	\$350.50
1/28/2021	23787	U.S. Bank	\$26,993.90
		Report Total	\$189,014.55



To: Brainerd HRA Board Members
From: Tania Eller, Rental Assistance Manager
Date: February 17, 2021
Re: HCV Programs Report

HCV Report ([Attachment 3a](#))

Our Unit Months Leased (UML) through January is 102% and HAP utilization through January is 9%.

Bridges Report ([Attachment 3b](#))

We have seven families on our program with a monthly HAP payment of \$4,236. We have four families that have been issued a voucher and are searching for a unit.

The MHFA Bridges Rental Assistance Program funding application was released on Tuesday, February 16th, 2021 (see [application](#) following Attachment 3b). The due date for the application is March 19th, 2021. The funding is for a two-year period starting July 1st, 2021, through June 30th, 2023. We intend to submit the application a few days prior to the due date.

The purpose of this funding is to provide rental assistance for individuals with a serious mental illness. The rental subsidy is temporary and is intended to bridge the housing gap between treatment centers, institutional facilities, and homelessness to permanent affordable housing.

Family Self-Sufficiency (FSS) Report ([Attachment 3c](#))

We currently have 30 families on our program. We have 11 families that are currently escrowing in the amount of \$2,081 per month.

Foster Youth Initiative (FYI) Report ([Attachment 3c](#))

We have two families leased up with a total HAP payment of \$601 per month. We have two applicants that we are working with to utilize their voucher.

No Action Requested; Discussion Items

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January Housing Choice Voucher Programs (HCV)

<u>Voucher Allocation</u>	325
January Move-ins	6
January Move-outs	4
January Vouchers - looking for housing	14
January Vouchers - first day of month	333
Average Vouchers to date	333
Unit Months Leased	102%
HAP Utilization through 1/31/2021	9%

Reasons For Leaving Program

Voluntarily Left	3
Port-out	0
Terminated	1

Payments

Housing Assistance Payment (HAP)	\$125,218
January HUD Administrative Fee	\$15,986

Port Out Vouchers

St. Cloud (1), Garland TX (1)	1
	\$576

Homeownership

Homeownership HAP	9
	\$3,826

FYI Vouchers

FYI Vouchers HAP	2
	\$601

Annual Average Income

\$13,868

Length of Time on Program

< 1 year	22%
< 2 years	16%
< 3 years	9%
< 4 years	11%
< 5 years	4%
> 5 years	38%

Demographics

Elderly Households	88
Disabled/Handicapped Households	169
Families with Children	129

Waiting List Total

Crow Wing County Preference	184
Non Preference	112
	72

Average HAP Payment

\$368

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Bridges Program Report

January 2021

Currently

- » Tenants leased up in units: 7
- » Participants issued a voucher & searching for a unit: 4
- » Notified: 1
- » Participants receiving HCV voucher: 0
- » Participants giving up Bridges voucher: 1

Tenants' Residing Counties

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

Total HAP payment: \$4,236.00

Summary: One Bridges tenant was terminated due to no-compliance and we were able to add a new participant onto the program. I continue to notify but tenants are still struggling to find housing that will accept them due to barriers such as criminal backgrounds, lack of income, and lack of ability to complete housing searches.

Bridges Funding Application

The MHFA Bridges Rental Assistance Program funding application was released on Tuesday, February 16th, 2021 (see attached [application](#)). The due date for the application is March 19th, 2021. The funding is for a two-year period starting July 1st, 2021 through June 30th, 2023. We intend to submit the application a few days prior to the due date.

The purpose of this funding is to provide rental assistance for individuals with a serious mental illness. The rental subsidy is temporary and is intended to bridge the housing gap between treatment centers, institutional facilities, and homelessness to permanent affordable housing.



**Bridges and Bridges Regional
Treatment Center Rental
Assistance Programs
2022-2023 Application for Funding
July 1, 2021 – June 30, 2023**

Application Deadline: Friday, March 19, 2021 no later than 12:00 p.m. CDT

Applicant Information	
Organization Name	
Legal Organization Name (if different than above)	
Contact Person	
Contact Title	
Address	
City, State, Zip Code	
Telephone Number	
Email Address	
Program Applying For and Amount Requesting:	Bridges <input type="checkbox"/> \$ Bridges RTC <input type="checkbox"/> \$
Proposed Service Area:	

Instructions: Applicants must use this required application form, without modifications, and complete all sections. Applicants are encouraged to be clear and concise in the presentation of information. The total length of the application must not exceed 10 pages (12 pages, if a new applicant). The minimum font size is 11.

Please do not submit other materials that are not requested (letter of support, photos, brochures, etc.). Unrequested materials will not be reviewed.

Priority Populations (Possible Points: 15 points)

Bridges is designed to assist people with high needs through housing subsidies that are linked with community mental health services. To achieve this goal, administrators must prioritize the following populations, with highest priority given to people in category 1. The following priorities must be identified in the housing agency's waiting list management and tenant selection plan:

- People living in an Institution, segregated setting, or **under correctional supervision** who will be homeless **upon exit**

- People experiencing homelessness who are assessed as **High Priority Homeless (HPH) through the Coordinated Entry (CE) system including households of individuals, families with children, or youth (age 18+)**
 - People who are experiencing homelessness or are at imminent risk of homelessness
1. What plan do you have to reach and serve people living in an Institution, segregated setting, or under correctional supervision who will be homeless upon exit have priority for the program?

 2. How specifically will you reach households exiting correctional facilities or who are on supervised release along with who will be your services partner(s) for this group?

 3. Does your waiting list practice allow for people to transition directly from an Institution or homelessness? If not, what are some ways you could alter your practice to allow for more real-time openings for people with mental illness in your region?

 4. Does the local Housing Choice Voucher (HCV) administrator(s) prioritize Participants on their waiting list? If all administrators in the region are not prioritizing the population, how will you help ensure that Bridges Participants will have access to permanent subsidies?

Program Design and Implementation (Possible points: 15 points)

1. Describe how you ensure subsidies are available throughout your proposed service area, including to tribal nations within the area? If you have portions of your service area where program utilization is limited, what efforts will be made to better serve these regions?

2. How will you conduct housing quality standards (HQS) inspections and complete recertifications within your proposed service area? How will you incorporate virtual HQS inspections into the inspection plan?

3. People with mental illness that are exiting Institutions and segregated settings often have barriers to housing. What is the plan with your Behavioral Health Service Agency providers and Housing Stabilization Services partners in the service area to assist people with locating housing?

4. If you are planning to subcontract with other housing agencies or organizations to implement the program in your proposed region, describe how you will provide oversight and conduct monitoring of Bridges/Bridges RTC funded activities by these entities.
- _____

5. Describe your policies or procedures to monitor utilization of program funds and assess your program model throughout the grant term and how you will address issues identified.
- _____

Diversity and Inclusion (Possible points 10 Points)

1. How will you help ensure that you are receiving referrals and creating access to the program so as to reach the most vulnerable households that are underserved and exiting Institutions or disparately impacted by homelessness to include Black, Indigenous and People of Color, veterans, and those with mental illness that are lesbian, gay, bisexual, transgender, questioning/queer (LGBTQ)?
- _____
2. If tribal nations are included in your proposed service area, describe how tribal members access the program and how they are involved in the Adult Mental Health Initiatives (AMHI) or collaborative meetings. If there is not tribal land in the service area, how will you outreach to indigenous people residing in the region?
- _____
3. Specifically name the Behavioral Health Service Agency partners and Housing Stabilization Services partners that will assist with the services for the most vulnerable households that are exiting Institutions, to include people on correctional supervision, or households disparately impacted by homelessness and the specific service plan and resources that will be used.
- _____

Foundational Service Practices (Possible points: 10 points)

Foundational service practices identify areas of program implementation believed to have the greatest potential to positively impact outcomes for people experiencing homelessness. The goals of the service practices are to establish standards to more effectively serve individuals and families who experience challenges in accessing and maintaining participation in the program. The foundational service practices are related to:

- Documents required for enrollment
- Frequency of required in-person appointments
- Mailing address and phone number requirements
- Communication methods
- Criminal history
- Documenting housing status

1. Describe specific strategies that you will implement to reduce barriers to accessing or maintaining participation in the program. In the program annual report, you will be asked to report outcomes from these strategies.

2. Describe how you will evaluate the effectiveness of the implemented strategies and your continuous improvement process if changes or revisions are needed.

Services (Possible points: 15 points)

1. Describe the service models and strategies used to help ensure housing stability for persons who will be served in the program, including referral, behavioral health, housing transition, housing sustaining, and eviction prevention strategies. Provide specific information on the Behavioral Health Services Agency and Housing Stabilization Service partners that will be involved, and the resources identified to provide the services.

2. Describe how the Local Mental Health (LMH) Entity will work with local in-home behavioral health providers (i.e. case management, Assertive Community Treatment (ACT), Adult Rehabilitative Mental Health Services (ARMHS)) and Housing Stabilization Service providers to help ensure access and choice of providers by program Participants for these services.

3. Describe the plan and process for successfully transferring Participants to another permanent subsidy program, including how you and service partners will work with the participant to achieve this goal. Identify how Participants transition will be facilitated through increasing income, and what support services are in place to do so.

Bridges RTC Applicants Only (Possible points: 5 points)

1. Describe how you and your service partners will identify and engage people at Anoka Metro Regional Treatment Center (AMRTC), St. Peter Regional Treatment Center/Forensic Services to remove barriers to housing and help ensure that Participants can apply for and transition to Bridges eligible housing.

2. Describe how you and your service partners will utilize behavioral health, housing, and other services and resources to assist Participants in retaining housing.

New Applicants Only (Possible points: 35 points)

1. Describe your administrative experience with similar projects. Your response must include, but is not limited to:
 - Previous experience with state or federal funding or housing programs that serve low-income households
 - Experience administering rental assistance
 - Experience serving the most vulnerable individuals with mental illness that are exiting Institutions, to include people on correctional supervision or households disparately impacted by homelessness
 - Program management, monitoring, and evaluation

2. Describe your ability to administer the program. Your response must include, but is not limited to:
 - How you will identify and build relationships with landlords?
 - How will you provide access to permanent housing options for Bridges Participants?

3. Describe your staff's experience working with individuals with mental illness who are exiting Institutions, and who are experiencing homelessness or housing instability.

4. Describe your policies for in-person appointments for annual recertifications and accommodations that are available to Participants who have difficulty completing this process.

Performance- Current Grantees Only (Possible points: 35 points)

Current grantees will be evaluated by:

- Grant fund utilization
- Outcome – households actually served compared to proposed number of households to be served
- Timely report submission
- Communication with Minnesota Housing
- Budget form responses

Signatures

I certify and acknowledge, on behalf of myself and the applicant, that:

- A. The statements and information contained in this application, based upon reasonable inquiry and belief, are true, accurate, and complete.
- B. I have been duly authorized and have full authority to execute this application on behalf of the applicant.
- C. The applicant will promptly notify the Minnesota Housing Finance Agency in writing of a change of any fact or circumstance represented in this application, or in any other document furnished in connection with this application, which is reasonably likely to have a material effect on the information contained in this application.

Authorized Signature

Printed Name

Title

Date

Family Self-Sufficiency Program Report

January 2021

Currently

- » Active FSS participants: 30
- » Tenants going OFF for month: 0
- » Tenants going ON for month: 1
- » Tenants start ESCROWING: 1
- » Total number of FSS participants escrowing monthly: 11
- » Total combined amount of monthly escrow: \$2,081.00
- » Total year-to-date FSS participant's escrow: \$38,213.68

Summary: No new announcements.

Foster Youth to Independence (FYI) Report

January 2021

Currently

- » Active FYI participants: 2
- » Working on getting a voucher: 2
- » Declined voucher: 5
- » Gave up voucher: 1

Summary: We continue to work with two FYI applicants in utilizing their voucher.



To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Manager
Date: February 8, 2021
Re: Housing Management Report

Vacancy Report for January 2021

Please see [Attachment 4a.](#)

Monthly Property Performance Report for January 2021

Please see [Attachment 4b.](#)

ROSS Program Updates

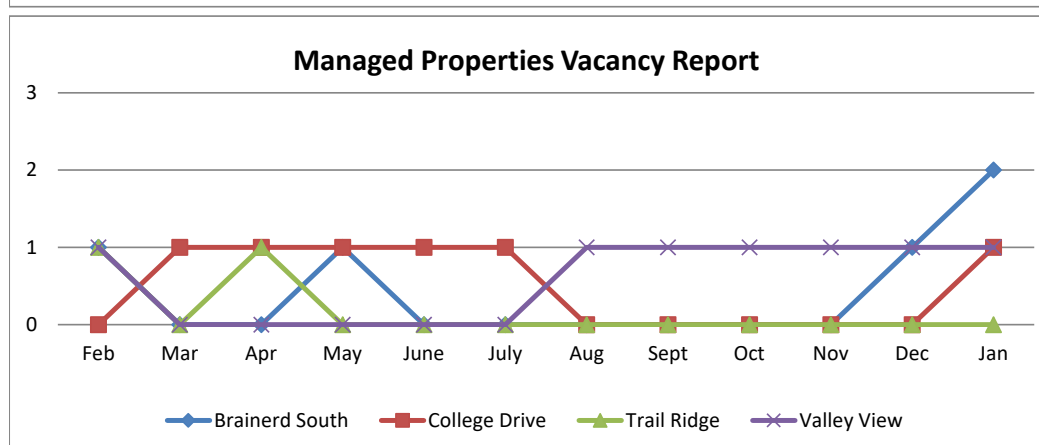
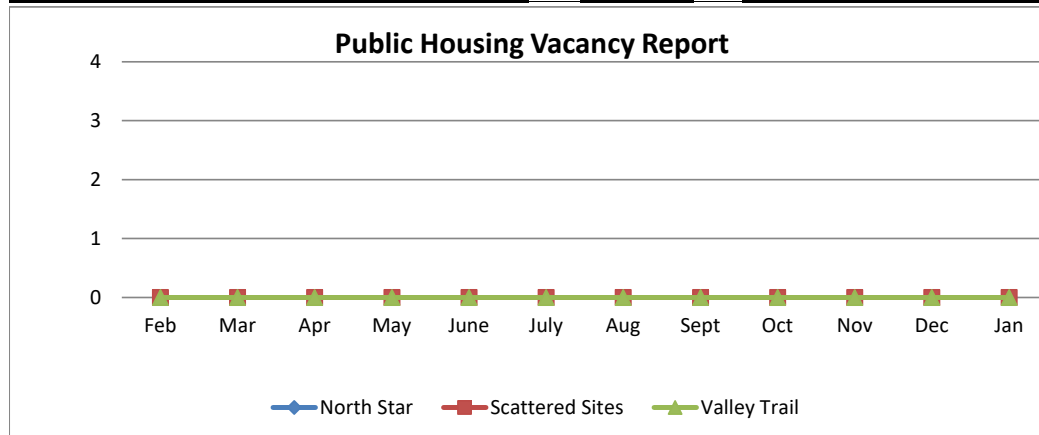
- » 12 active participants
- » 1 newly-enrolled participant
- » 1 new contact with non-enrolled residents for more limited resource/referral work
- » 30 residents participated in the Senior Nutrition Assistance Programs
- » 5 residents received a total of 70 frozen meals (14 each) delivered by Catholic Charities
- » Facebook Stats:
 - 7 new posts on the ROSS Facebook page this past month, which reached 11 individuals, with zero additional likes and zero shares, although it appears that 1 viewer clicked through to obtain more information about a specific resource posting (Ruby's Pantry).

No Action Requested; Discussion Items

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Brainerd HRA 2021 Vacancy Report

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



Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report January 2021

1. Property Narrative

2. Physical Occupancy

Unit Size	Total Units	Occupied Units	Mod Rehab	Make Ready	Vacant Units	Percent Occupied
North Star	162	162	n/a	n/a	0	100%
Valley Trail	25	25	n/a	n/a	0	100%
Scattered Sites	16	16	n/a	n/a	0	100%
TOTAL	203	203	0	0	0	100%

3. Customer Traffic

Applications Requested	28
Applications Placed on PH Wait List	4
Applications Denied	11

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	50	15	6	0
2 bdrm	14	35	2	1	0
3 bdrm	24	20	0	0	0
4 bdrm	5	5	0	0	0
TOTAL	203	110	17	7	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	4	4
Move-Outs	3	3

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	6
Annual Recertifications	2
Completed for this month	8

8. Annual Unit Inspections

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

9. Lease Enforcements

Lease warnings/violations issued	1
30-day lease terminations	0

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	6
Received	85
Closed	84
Ending Balance	7
Total Completed Work Orders for Year	84

12. Emergency Work Orders

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

13. Rent Collection

	This Month
Rent Charges	62,462
Other Charges	968
Total New Charges	63,430
Arrears, tenants in possession	82

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	6
Current Rent Charges	62,462
Current Rent Collections	62,456
Accounts Receivable Rate	0%
Collection Rate	100%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	7,741
Prior Rent Charges	683,704
Collection Rate	100%



To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: February 24, 2021
Re: Executive Director Report

Destination Downtown Business Coalition

I attended the February board meeting of the DDBC as we continue to try and find ways to support this initiative downtown. This group has recently decided to move from the Brainerd Chamber to being affiliated with Brainerd Restoration who will become their fiscal agent. They will be posting their downtown coordinator position by the end of the month and would like to have someone hired by the end of March. The EDA is contributing \$15,000 towards the hiring of a downtown coordinator for 2021. We will continue to be involved with their meetings to help with redevelopment initiatives in downtown.

River to Rail Update

This group continues to meet every other month and we had a meeting in February. Some of the projects that were discussed were one new business opening in downtown Ya Sure Kombutcha which will be in the former Vice building next to the Last Turn Saloon. Notch 8, a new restaurant will be opening soon in the former Roundhouse Brewery location and a boutique hotel is being planned at that site as well. I shared with this group the potential redevelopment of the Thrifty White building for a mixed use commercial and housing building.

Homelessness Group

I attended a meeting with members of the faith community, the County, LSS, The Salvation Army, and Bridges of Hope to restart the discussion of homelessness in and around the county. This group ideally would like to find a place for a new homeless shelter and they may have an interested donor of a building. We are not sure what direction this group will go, but I think it would be worthwhile to continue being a part of these meetings to be a voice for our housing programs.

Housing Trust Fund Update

We met with our attorney that is drafting a mortgage, loan agreement, and note for our initial rental rehab program and we are hoping to have a draft of those documents back by the end of the month. John is still working with one interested individual that would like to utilize our rental rehab program. LeAnn put together a one-page flyer that we intend on distributing to our various partners as we start to market the program more widely as our documentation gets finalized. See [Attachment 5a](#).

Ongoing COVID-19 Response

There have been no changes in the COVID-19 response in the past month. Staff continues to monitor a number for federal- and state-level sources to ensure that our response is consistent with other PHAs while still being appropriate for our own community's needs.

No Action Requested; Discussion Item

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Crow Wing County HRA HOUSING TRUST FUND

A source of funding to meet the housing needs of moderate- to low-income households within Crow Wing County.

Supporting people and projects.



Improving housing availability & options.

Assistance in financing the production and preservation of affordable and mixed-income housing projects.

For more information, contact:

JOHN SCHOMMER, Rehab Coordinator
(218) 824-3432 | John@brainerdhra.org

The Crow Wing County HRA offers the following programs, which are funded by the Housing Trust Fund:



WORKFORCE HOUSING ASSISTANCE

- HRA matches employer contributions toward down payment or closing costs for the purchase of a home (\$5,000 max)
- Low-interest, five-year installment loan



REHABILITATION ASSISTANCE

- Owner-occupied and renter-occupied assistance available
- General repairs and improvements that increase the health, safety and energy efficiency of the home



HOMEBUYER ASSISTANCE

- Up to \$20,000 for homebuyer assistance
- Acts as a soft second loan at zero percent interest



NEW CONSTRUCTION/ DEVELOPMENT FINANCING

- Funding for pre-development costs, new construction, property acquisition, conversion of non-residential to residential use, conversion of rental units to relocation, and rehabilitation costs



324 East River Road, Brainerd, MN 56401 | 218-828-3705 | www.brainerdhra.org

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To: Brainerd HRA Board Members
 From: John Schommer, Rehab Coordinator
 Date: February 16, 2021
 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 st Ave. NE	Andrea B.	Owner-occupied	1	Complete
612 2 nd Ave. NE	Kelly R.	Owner-occupied	1	Complete
201 & 203 B St.	Travis B.	Rental	2	In Construction
726 4 th Ave. NE	John G.	Rental	3	In Construction
215 Gillis Ave. NE	Cheri S.	Owner-occupied	1	In Construction
414 3 rd Ave. NE	Select Rental Properties	Rental	1	In Construction
206 Gillis Avenue	Herbert & Robin J.	Owner-occupied	1	In Construction
721 2 nd Ave. NE	Darin K.	Owner-occupied	1	In Construction

Emily SCDP

- » 7 owner-occupied projects are complete
- » 1 project is in construction

MHFA

- » 1 project is in construction
- » 2 applications are being processed

Brainerd Oaks/Serene Pines

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	47	44	3	8
Serene Pines	23	14	12	1	3
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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