



BOARD OF COMMISSIONERS MEETING

Wednesday, May 19, 2021 @ 1:00 p.m.

Brainerd City Hall Council Chambers
501 Laurel Street, Brainerd, MN 56401

Join from browser: <https://brainerdhra.my.webex.com/brainerdhra.my/j.php?MTID=ma46f820ec3e20c94ad40e2d1b124888e>

Join by phone: 415-655-0001

Meeting number (access code): 182 780 4533

Meeting password: 0519

"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.1](#)
4. Unfinished Business
 - a. Adoption of Updated HUD Waivers (Attachment 2).....[p.5](#)
5. New Business
 - a. Authorization to Administer the Bridges Program (Attachment 3).....[p.27](#)
6. Bills and Communications
 - a. Financial Report (Attachment 4).....[p.49](#)
 - b. HCV/Section 8 Report (Attachment 5).....[p.73](#)
 - c. Housing Management Report (Attachment 6).....[p.79](#)
 - d. Executive Director Report (Attachment 7).....[p.85](#)
 - e. Rehab Update (Attachment 8).....[p.87](#)
7. Commissioner Comments
8. Adjourn

Next Meeting: Wednesday, June 8, 2021

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Brainerd Housing & Redevelopment Authority BOARD MEETING MINUTES Wednesday, April 28th, 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 at the Brainerd City Call Council Chambers and via Webex video/teleconference at 1:00 p.m., Wednesday, April 28th, 2021.

1. **CALL TO ORDER:** Chair Gabe Johnson called the meeting to order at 1:00 p.m.
2. **ROLL CALL:** Present: Commissioners Marlee Larson, Janet Decker, Michael Duval, Gabe Johnson, and Wayne Erickson. Absent: Bekah Kent.

Others present: Others present: Executive Director Eric Charpentier, Finance Director Karen Young, Finance Assistant Roberta Piekarski, Rental Assistance Manager Tania Eller, Housing Rehab Coordinator John Schommer, Housing Manager Shannon Fortune, and Auditor Mary Reedy with CliftonLarsonAllen.

3. **PRESENTATION OF 2020 BRAINERD HRA AUDIT:** Mary Reedy, CliftonLarsonAllen, presented the 2020 audit. The audit was clean with no findings and the board did not have any questions or comments.

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

Commissioner Duval moved to approve the minutes from the meeting on March 24th, 2021. Commissioner Larson 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. **Water Heater & Boiler Replacement at North Star Apartments:** It was discovered that the water heating tube bundle in the domestic hot water tank was leaking into the tank causing the system to overflow. It was also noticed that the backup heating boiler was leaking when the boiler would fire during peak heating loads. After assessing both of the systems, staff determined it would be best to replace the entire water heating system with a new plate exchanger heating system and also remove the old heating boiler and replace it at the same time.

These improvements were already identified in the agency's 5-Year Capital Fund Action Plan and A&E services were obtained to design and procure the new equipment. The engineers have preliminary design documents ready, which includes installing two new water heating plate exchangers, water treatment equipment, pumps, three new boilers and retrofitting the existing Aerco boiler to work with the new boilers, and other equipment incidental to the project. There

are sufficient funds from the 2019, 2020, and 2021 Capital Fund grants to cover the cost of the project, which engineers estimate to be \$769,665 at this time.

Depending on when the final documents will be ready, the hope is to get the project out for bids within the first couple of weeks of May and have bids due late May or early June. Because of the urgency of the water heating system getting progressively worse, the process will be expedited with a contract for the board's consideration as soon as possible.

Young stated that moving this project up in priority will not affect the amount of funds that the agency can draw down from the Capital Fund into the operating budget. The board expressed concern about not having a large enough job and not being able to find contractors to bid on the project. Staff expressed that the architect felt confident that the project would be a large enough procurement that there would be no issues finding a contractor to fulfill the scope of the project.

Commissioner Duval made a motion to direct staff to continue getting bids on the water heater and boiler replacement at North Star Apartments. Commissioner Decker seconded the motion. Through roll call voted, all commissioners were in favor of the motion and none were opposed. The motion was approved.

- b. **Commissioner Compensation Discussion:** In August of 2019, the board of commissioners unanimously voted to forgo non-resident commissioner compensation and direct those funds to initiatives for Downtown Brainerd, specifically for use in the lease subsidy for the winner of the Destination Downtown contest. Staff asked the board to revisit the commissioner compensation and get board guidance on what they would like to do going forward.

The board had a discussion and asked if the City of Brainerd's website indicates that compensation is paid for those serving as board commissioners. They noted that compared to other boards or committees of the City, significantly more time is spent by the commissioners to fulfill the responsibilities of being on the HRA Board.

Moved and seconded by Commissioners Larson and Erickson to reinstate commissioner stipends beginning April 2021. Via 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:** Young reported that staff looked into a question or concern from the last meeting regarding how some salaries in different funds were under budget and others were over budget. After looking at this deeper, staff discovered that incorrect budget amounts were entered into the accounting software resulting in some salaries showing as over budget. She was not concerned with the salary lines that are under budget because of year-end accruals that happen and delay in payroll payments made that do not line up with monthly reporting of financials. March financial statements reflected the budget corrections.

Commissioner Larson made a motion to approve the payments as presented. Commissioner Duval seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion passed.

b. HCV/Section 8 Reports:

HCV Report

Unit Months Leased (UML) through March was 101% and HAP utilization through March was 25%.

Bridges Report

There were nine families on the program with a monthly HAP payment of \$4,214. As discussed at the last meeting, the Bridges grant was submitted and awards are anticipated on April 26th, 2021.

Family Self-Sufficiency (FSS) Report

There were currently 30 families on the program with nine escrowing in the amount of \$1,929 per month.

Foster Youth Initiative (FYI) Report

There were four families leased up with a total HAP payment of \$1,498 per month.

c. Housing Manager Reports: A brief review of the vacancy and performance reports was provided.

Late Fees, Past Due Rents & Revenue Recapture Snapshot

As of March 31st, balances owed for five current tenants were submitted to the MN Revenue Recapture program for a total of \$2,184.00.

ROSS Program Updates

- 18 active participants in the ROSS program; 1 newly-enrolled participant; 0 exits.
- 2 new contacts with non-enrolled residents for more limited resource/referral work.
- Food Program Participation:
 - » SNAP Food Boxes: 29 residents; shelf-stable box; elderly tenants only.
 - » LSS Senior Dining: 4 residents; 48 frozen meals (12 each); elderly tenants only.
 - » Catholic Charities: 18 residents; 540 frozen meals (30 each); elderly tenants only.
 - » On-Site Pop-Up Pantry: 53 residents; shelf stable & perishable; no age restrictions.
- Facebook Stats: 13 new posts on the ROSS Facebook page this past month, which reached 53 individuals, with 0 additional likes or shares; however, 2 viewers clicked through posts for more information.
- Grant Prep Work: The ROSS Program grant application will be released soon, which provides funding for the next three years of the ROSS program. In preparation for the application, Erik is collecting needs assessment surveys. (13 completed surveys received so far.)
- Success Story: Although plans for an on-site COVID vaccine clinic did not work out, Erik provided information to all residents about how to schedule vaccines on their own. One new tenant was struggling through the process, so Erik helped make the first appointment and showed him how to schedule the second shot once it's time.

d. Executive Director Report:

Maintenance Supervisor

The maintenance supervisor position was offered to Michael Foote, pending normal background hiring procedures. Mike did accept the job offer and is tentatively scheduled to start on June 1st, 2021. Mike has a background in carpentry and general building. He also has a wealth of experience in general maintenance and spent approximately nine years in the Alaskan oil fields

as a foreman and maintenance lead in an oil workers camp. Mike is originally from Crosby and is excited to join the team. He will be finishing up a project in the next few weeks before he starts with the agency.

Housing Trust Fund Update

Charpentier gave a presentation to the Crow Wing County commissioners on April 20th to update them on progress with the trust fund. The presentation went well and staff continues to make progress towards hopefully having the first loan through the rehab program. There is another meeting with MHP on April 29th and discussions continue with MMFCU continue about servicing the portfolio.

Resignation of Board Commissioner

Charpentier regretfully announced the resignation of Board Commissioner Ashley Storm. Commissioner Storm resigned from her position on April 6th, effective immediately due to ongoing work/life commitments that she felt were prohibiting her from being an effective member of the board. Charpentier expressed gratitude for Commissioner Storm's years of commitment on the board and wished her the best in her future endeavors.

Commissioner Erickson made a motion to accept Ashley Storm's resignation with regret and thanked her for her service. Commissioner Duval seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved.

Ongoing COVID-19 Response

There have been no changes in the COVID-19 response in the past month. Staff continues to monitor several 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. While the case counts continue to stay relatively low in Crow Wing County, staff is also watching the vaccination rates and polling other PHAs. The hope is to have a plan to start reopening community spaces in our properties.

- e. **Rehab Update:** Five single-family rental applications were recently received and there are five owner-occupied grants remaining. A postcard mailing was sent to the target area for the NE Brainerd grant in April to generate interest and get additional applicants.

- 8. **COMMISSIONER COMMENTS:** Commissioner Decker expressed the desire to have education classes for the tenants start back up and hopes they can start taking place outside during the transition to get back to opening up community spaces. Commissioner Duval asked staff if a tour could be set up of the North Star Apartments mechanical rooms in light of the boiler and water heater project to see what happens behind the scenes and get a sense of why the project is so costly.

- 9. **ADJOURNMENT:**

Moved and seconded by Commissioners Erickson and Duval to adjourn the meeting. Though roll call vote, all commissioners, with the exception of Commissioner Larson who had left the meeting, were in favor of the motion and the meeting was adjourned at 1:58 p.m.



To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Manager
Date: May 12, 2021
Re: Adoption of HUD Waivers

As discussed at previous meetings, HUD had provided a number of waivers that PHAs could utilize to help reduce some administrative burden and/or creatively continue on with essential activities such as move-ins, recertifications, inspections, and other tasks critical to the daily functioning of the agency. These waivers were initially adopted at the 4/10/2020 meeting and were updated at the 7/2/2020 and 12/16/2020 meetings. Many of these waivers had expiration dates of 6/30/2021 or earlier.

In the most recent notice, PIH-2021-14, HUD extended the expiration date of the remaining waivers through 12/31/2021, in addition to adding new waivers related to verification of critical household information, and identifying one mandatory waiver related to the suspension of the community service requirement.

HUD has opted to include all waivers, past and present, into one table. Attached is the full table of the waivers that staff have recommended for implementation, along with the dates that these waivers are expected to expire and the dates they were adopted. This will make it easy to call out any new waivers being recommended.

Action Requested; Approval of waivers as allowed in Notice PIH-2021-14, as specified in Attachment 2a.

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Attachment 2a: Summary of Public Housing and HCV Waivers and Alternative Requirements)

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

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did the PHA implement the waiver or alternative requirement?	Date of PHA adoption.
PH and HCV-1 PHA 5-Year and Annual Plan Submission Dates: Significant Amendment Requirements	<u>Statutory Authority</u> Section 5A(a)(1), Section 5A(b)(1), Section 5A(g), Section 5A(h)(2) <u>Regulatory Authority</u> §§ 903.5(a)(3), 903.5(b)(3), 903.13(c), 903.21, 903.23	<ul style="list-style-type: none"> Alternative dates for submission Changes to significant amendment process 	<ul style="list-style-type: none"> Varies based on FYE 12/31/20 	Yes	4/10/2020
PH and HCV-2 Family Income and Composition: Delayed Annual Examinations	<u>Statutory Authority</u> Section 3(a)(1) <u>Regulatory Authority</u> §§ 982.516(a)(1), 960.257(a)	<ul style="list-style-type: none"> Permits the PHA to delay the annual reexamination of income and family composition HCV PHAs must implement HCV-7 for impacted families if they implement this waiver 	<ul style="list-style-type: none"> 6/30/21 All reexams due in CY20 must be completed by 12/31/20. Reexams due between 1/1/21 and 12/31/21 would need to be completed by 12/31/21.	Yes	4/10/2020

Attachment 2a: Summary of Public Housing and HCV Waivers and Alternative Requirements)

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did the PHA implement the waiver or alternative requirement?	Date of PHA adoption.
PH and HCV-3 Family Income and Composition: Annual Examination; Income Verification Requirements	<u>Regulatory Authority</u> §§ 5.233(a)(2), 960.259(c), 982.516(a) <u>Sub-regulatory Guidance</u> Notice PIH 2018-18	<ul style="list-style-type: none"> • Waives the requirements to use the income hierarchy, including the use of EIV, and will allow PHAs to consider self-certification as the highest form of income verification • PHAs that implement this waiver will be responsible for addressing material income discrepancies that may arise later 	<ul style="list-style-type: none"> • 12/31/21 	Yes	4/10/2020
PH and HCV-4 Family Income and Composition: Interim Examinations	<u>Statutory Authority</u> Section 3(a)(1) <u>Regulatory Authority</u> §§ 5.233(a)(2), 982.516(c)(2), 960.257(a), (b) and (d), 960.259(c) <u>Sub-regulatory Guidance</u> Notice PIH 2018-18	<ul style="list-style-type: none"> • Waives the requirement to use the income verification requirements, including the use of EIV, for interim reexaminations 	<ul style="list-style-type: none"> • 12/31/21 	Yes	4/10/2020

Attachment 2a: Summary of Public Housing and HCV Waivers and Alternative Requirements)

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PH and HCV-5 Enterprise Income Verification (EIV) Monitoring	<u>Regulatory Authority</u> § 5.233 <u>Sub-regulatory Guidance</u> Notice PIH 2018-18	<ul style="list-style-type: none"> • Waives the mandatory EIV monitoring requirements 	<ul style="list-style-type: none"> • 12/31/21 	Yes	4/10/2020
PH and HCV-6 Family Self- Sufficiency (FSS) Contract of Participation: Contract Extension	<u>Statutory Authority</u> Section 23(c)3 <u>Regulatory Authority</u> § 984.303(d)	<ul style="list-style-type: none"> • FSS has a provision that indicates that PHAs can extend Participation Contracts by up to two years (beyond the original five) for “good cause.” PHAs should consider pandemic-related issues as an “automatic” good cause 	<ul style="list-style-type: none"> • 12/31/21 	Yes	12/16/2020
PH and HCV-8 Eligibility Determination: Income Verification	<u>Regulatory Authority</u> §§ 960.259(c), 982.201(e) <u>Sub-regulatory Guidance</u> Notice PIH 2018-18	<ul style="list-style-type: none"> • Waives the third-party income verification requirements for applicants, and will allow PHAs to consider self-certification as the highest form of income verification at admission 	<ul style="list-style-type: none"> • 12/31/21 	Yes	5/19/2021

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Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did the PHA implement the waiver or alternative requirement?	Date of PHA adoption.
		<ul style="list-style-type: none"> PHAs must review the EIV Income and IVT Reports to confirm/validate family- reported income within 90 days 			
PH and HCV-9 Eligibility Determination: Social Security Number and Citizenship Verification	<u>Statutory Authority</u> 42 USC 1436a(d)(2) <u>Regulatory Authority</u> §§ 5.216(b)(2), (g), (h), 5.218, 5.508(b)(2)(ii), (b)(3)(ii), (g) <u>Sub-regulatory Guidance</u> Notice PIH 2012-10	<ul style="list-style-type: none"> Waives the requirements to obtain and verify social security number documentation and documentation evidencing eligible noncitizen status before admitting applicants to the HCV and Public Housing programs 	<ul style="list-style-type: none"> 12/31/21 	Yes	5/19/2021

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		<ul style="list-style-type: none"> • PHAs may accept self-certification of date of birth and disability status if a higher level of verification is not immediately available. • Individuals admitted under this waiver must provide the required documentation within 90 days of admission to be eligible for continued assistance 			
HQS-1 Initial Inspection Requirements	<p><u>Statutory Authority</u> Section 8(o)(8)(A)(i), Section 8(o)(8)(C)</p> <p><u>Regulatory Authority</u> §§ 982.305(a), 982.305(b), 982.405</p>	<ul style="list-style-type: none"> • Changes initial inspection requirements, allowing for owner certification that there are no life-threatening deficiencies • Where self-certification was used, PHA must inspect the unit no later than 6/30/22 	<ul style="list-style-type: none"> • 12/31/21 • 6/30/22 	Yes	4/10/2020

Attachment 2a: Summary of Public Housing and HCV Waivers and Alternative Requirements)

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did the PHA implement the waiver or alternative requirement?	Date of PHA adoption.
		<ul style="list-style-type: none"> Will include reminder that HQS waiver does not include a waiver of 24 CFR 35.1215, visual assessment for deteriorated paint 			
HQS-4 HQS Initial Inspection Requirement: Alternative Inspection Option	<u>Statutory Authority</u> Section 8(o)(8)(A)(iii) <u>Sub-regulatory Guidance</u> HOTMA HCV Federal Register Notice January 18, 2017	<ul style="list-style-type: none"> Under Initial HQS Alternative Inspection Option - allows for commencement of assistance payments based on owner certification there are no life-threatening deficiencies Where self-certification was used, PHA must inspect the unit no later than 6/30/22 	<ul style="list-style-type: none"> 12/31/21 6/30/22 	Yes	5/19/2021

Attachment 2a: Summary of Public Housing and HCV Waivers and Alternative Requirements)

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HQS-5 HQS Inspection Requirement: Biennial Inspections	<u>Statutory Authority</u> Section 8(o)(D) <u>Regulatory Authority</u> §§ 982.405(a), 983.103(d)	<ul style="list-style-type: none"> • Allows for delay in biennial inspections • PHAs must require owner certification there are no life-threatening deficiencies • PHAs must conduct all delayed biennial inspections from CY 2020 as soon as reasonably possible but no later than 6/20/22, and must conduct all delayed biennial inspections from CY 2021 as soon as reasonably possible but no later than 12/31/22. 	<ul style="list-style-type: none"> • 12/31/21 • 6/30/22 	Yes	12/16/2020

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HQS-6 HQS Interim Inspections	<u>Statutory Authority</u> Section 8(o)(8)(F) <u>Regulatory Authority</u> §§ 982.405(g), 983.103(e)	<ul style="list-style-type: none"> • Waives the requirement for the PHA to conduct interim inspection and requires alternative method • Allows for repairs to be verified by alternative methods 	<ul style="list-style-type: none"> • 12/31/21 	Yes	12/16/2020
HQS-9 HQS Quality Control Inspections	<u>Regulatory Authority</u> §§ 982.405(b), 983.103(e)(3)	<ul style="list-style-type: none"> • Provides for a suspension of the requirement for QC sampling inspections 	<ul style="list-style-type: none"> • 12/31/21 	Yes	4/10/2020
HQS-11 Homeownership Option: Initial HQS Inspection	<u>Statutory Authority</u> Section 8(o)(8)(A)(i), Section 8(y)(3)(B) <u>Regulatory Authority</u> § 982.631(a)	<ul style="list-style-type: none"> • Waives the requirement to perform an initial HQS inspection in order to begin making homeownership assistance payments • Requires family to obtain independent professional inspection 	<ul style="list-style-type: none"> • 12/31/21 	Yes	5/19/2021

Attachment 2a: Summary of Public Housing and HCV Waivers and Alternative Requirements)

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HCV-1 Administrative Plan	<u>Regulatory Authority</u> § 982.54(a)	<ul style="list-style-type: none"> Establishes an alternative requirement that policies may be adopted without board approval until 9/30/21 Any provisions adopted informally must be adopted formally by 12/31/21 	<ul style="list-style-type: none"> 9/30/21 12/31/21 	Yes	4/10/2020
HCV-2 Information When Family is Selected: PHA Oral Briefing	<u>Regulatory Authority</u> §§ 982.301(a)(1), 983.252(a)	<ul style="list-style-type: none"> Waives the requirement for an oral briefing Provides for alternative methods to conduct required voucher briefing 	<ul style="list-style-type: none"> 12/31/21 	Yes	4/10/2020
HCV-3 Term of Voucher: Extensions of Term	<u>Regulatory Authority</u> § 982.303(b)(1)	<ul style="list-style-type: none"> Allows PHAs to provide voucher extensions regardless of current PHA policy 	<ul style="list-style-type: none"> 12/31/21 	Yes	4/10/2020
HCV-4 PHA Approval of Assisted Tenancy: When HAP Contract is Executed	<u>Regulatory Authority</u> § 982.305(c)	<ul style="list-style-type: none"> Provides for HAP payments for contracts not executed within 60 days PHA must not pay HAP to owner until HAP contract is executed 	<ul style="list-style-type: none"> 12/31/21 	Yes	4/10/2020

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Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did the PHA implement the waiver or alternative requirement?	Date of PHA adoption.
HCV-5 Absence from Unit	<u>Regulatory Authority</u> § 982.312	<ul style="list-style-type: none"> Allows for PHA discretion on absences from units longer than 180 days PHAs must not make HAP payments beyond 12/31/20 for units vacant more than 180 consecutive days 	<ul style="list-style-type: none"> 12/31/21 	Yes	4/10/2020
HCV-6 Automatic Termination of HAP Contract	<u>Regulatory Authority</u> § 982.455	<ul style="list-style-type: none"> Allows PHA to extend the period of time after the last HAP payment is made before the HAP contract terminates automatically. 	<ul style="list-style-type: none"> 12/31/21 	Yes	4/10/2020
HCV-8 Utility Allowance Schedule: Required Review and Revision	<u>Regulatory Authority</u> § 982.517	<ul style="list-style-type: none"> Provides for delay in updating utility allowance schedule 	<ul style="list-style-type: none"> 12/31/21 	Yes	12/16/2020

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HCV-10 Family Unification Program (FUP): FUP Youth Age Eligibility to Enter HAP Contract	<u>Statutory Authority</u> Section 8(x)(2)	<ul style="list-style-type: none"> Allows PHAs to increase age to 26 for foster youth initial leaseup 	<ul style="list-style-type: none"> 12/31/21 	Yes	12/16/2020
HCV-12 Family Unification Program (FUP): Timeframe for Referral	<u>Statutory Authority</u> Section 8(x)(2)	<ul style="list-style-type: none"> Allows PHAs to accept referrals of otherwise eligible youth who will leave foster care within 120 days 	<ul style="list-style-type: none"> 12/31/21 	Yes	12/16/2020
HCV-13 Homeownership: Maximum Term of Assistance	<u>Regulatory Authority</u> § 982.634(a)	<ul style="list-style-type: none"> Allows a PHA to extend homeownership assistance for up to 1 additional year 	<ul style="list-style-type: none"> 12/31/21 	Yes	12/16/2020
PH-1 Fiscal Closeout of Capital Grant Funds	<u>Regulatory Authority</u> § 905.322(b), 2 CFR § 200.344(a)	<ul style="list-style-type: none"> Extension of deadlines for closeout documents (ADCC and AMCC) 	Varies by PHA; For grants that were open on March 19, 2020, the deadline for submission of grantcloseout documents(ADCCs and AMCCs) is extended from 120 days to one year.	Yes	7/2/2020

Attachment 2a: Summary of Public Housing and HCV Waivers and Alternative Requirements)

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

Attachment 2a: Summary of Public Housing and HCV Waivers and Alternative Requirements)

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did the PHA implement the waiver or alternative requirement?	Date of PHA adoption.
PH-7 Over-Income Families	<u>Statutory Authority</u> Section 16(a)(5) <u>Sub-regulatory Guidance</u> Housing Opportunity Through Modernization Act of 2016: Final Implementation of the Public Housing Income Limit 83 FR 35490, Notice PIH 2019-11	<ul style="list-style-type: none"> Changes to timeframes for determination of over-income when a delay in the annual reexamination occurs as a result of adoption of waiver PH and HCV-2 	<ul style="list-style-type: none"> 12/31/21 	Yes	4/10/2020
PH-8 Resident Council Elections	<u>Regulatory Authority</u> § 964.130(a)(1)	<ul style="list-style-type: none"> Provides for delay in resident council elections 	<ul style="list-style-type: none"> 12/31/21 	Yes	4/10/2020
PH-9 Review and Revision of Utility Allowance	<u>Regulatory Authority</u> § 965.507	<ul style="list-style-type: none"> Provides for delay in updating utility allowance schedule 	<ul style="list-style-type: none"> 12/31/21 	Yes	4/10/2020
PH-10 Tenant Notifications for Changes to Project Rules and Regulations	<u>Regulatory Authority</u> § 966.5	<ul style="list-style-type: none"> Advance notice not required except for policies related to tenant charges 	<ul style="list-style-type: none"> 12/31/21 	Yes	7/2/2020

Attachment 2a: Summary of Public Housing and HCV Waivers and Alternative Requirements)

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did the PHA implement the waiver or alternative requirement?	Date of PHA adoption.
PH-12 Public Housing Agency Annual Self- Inspections	<u>Statutory Authority</u> Section 6(f)(3) <u>Regulatory Authority</u> § 902.20(d)	<ul style="list-style-type: none"> • Waives the requirement that the PHA must inspect each project 	<ul style="list-style-type: none"> • 12/31/20 	Yes	7/2/2020
PH-13 Over-Income Limit: Termination Requirement	<u>Statutory Authority</u> Section 16(a) as amended by section 103 of HOTMA Implementation Notice: Housing Opportunity Through Modernization Act of 2016: Final Implementation of Public Housing Income Limit, 83 Fed. Reg. 35,490 (July 26, 2018)	<ul style="list-style-type: none"> • Waives the requirement that a family whose income has exceeded the over-income limit for the locality for two consecutive years be terminated within 6 months of the third income determination • As an alternative requirement, over-income families will remain public housing 	<ul style="list-style-type: none"> • 12/31/21 	Yes	12/16/2020

Attachment 2a: Summary of Public Housing and HCV Waivers and Alternative Requirements)

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did the PHA implement the waiver or alternative requirement?	Date of PHA adoption.
		households instead of being terminated and will be charged the applicable FMR as the family's monthly rental amount			
PH-14 Annual Choice of Rent	<u>Statutory Authority:</u> 42 USC 1437a(a)(2)(A) <u>Regulatory Authority</u> § 960.253	<ul style="list-style-type: none"> Allows a PHA to give families up to two opportunities to choose between a flat rent and an income-based rent within the same one-year period 	<ul style="list-style-type: none"> 12/31/21 	Yes	12/16/2020
11a PHAS	<u>Regulatory Authority</u> 24 CFR Part 902	<ul style="list-style-type: none"> Allows for alternatives related to inspections PHA to retain prior year PHAS score unless requests otherwise 	HUD will carry forward the most recent PHAS score on record for any PHAs with a fiscal year on or before 12/31/21	Yes	12/16/2020
11b SEMAP	<u>Regulatory Authority</u> 24 CFR Part 985	<ul style="list-style-type: none"> PHA to retain prior year SEMAP score unless requests otherwise 	HUD will carry forward the most recent SEMAP	Yes	12/16/2020

Attachment 2a: Summary of Public Housing and HCV Waivers and Alternative Requirements)

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did the PHA implement the waiver or alternative requirement?	Date of PHA adoption.
			score on record for any PHAs with a fiscal year on or before 12/31/21		
11b-1 SEMAP	<u>Regulatory Authority</u> § 985.105(d)	<ul style="list-style-type: none"> Allows field offices to perform a remote SEMAP confirmatory review instead of an on-site confirmatory review before changing a PHA's rating from troubled to standard or high performer 	<ul style="list-style-type: none"> 12/31/21 	Yes	12/16/2020
11b-2 SEMAP	<u>Regulatory Authority</u> § 985.101(a)	<ul style="list-style-type: none"> Waives the requirement for PHAs to submit an annual SEMAP certification in PIC within 60 days of FYE during the period of time that HUD will roll forward prior year SEMAP scores 	<ul style="list-style-type: none"> 1/1/22 	Yes	12/16/2020

Attachment 2a: Summary of Public Housing and HCV Waivers and Alternative Requirements)

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did the PHA implement the waiver or alternative requirement?	Date of PHA adoption.
11c Uniform Financial Reporting Standards: Filing of Financial Reports; Reporting Compliance Dates	<u>Regulatory Authority</u> §§ 5.801(c), 5.801(d)(1)	<ul style="list-style-type: none"> Allows for extensions of financial reporting deadlines 	Varies by PHA FYE	Yes	7/2/2020
12a PHA Reporting Requirements on HUD Form 50058	<u>Regulatory Authority</u> 24 CFR Part 908, § 982.158 <u>Sub-regulatory Guidance</u> Notice PIH 2011-65	<ul style="list-style-type: none"> Waives the requirement to submit 50058 within 60 days Alternative requirement to submit within 90 days of the effective date of action 	<ul style="list-style-type: none"> 12/31/20 	Yes	7/2/2020
12c Extension of Deadline for Programmatic Obligation and Expenditure of Capital Funds	<u>Statutory Authority</u> Section 9(j) <u>Regulatory Authority</u> § 905.306(d)(5)	<ul style="list-style-type: none"> Provides a 24-month extension 	For all Capital Fund grants that were open on April 10, 2020, a 24-month extension from the obligation	Yes	7/2/2020

Attachment 2a: Summary of Public Housing and HCV Waivers and Alternative Requirements)

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did the PHA implement the waiver or alternative requirement?	Date of PHA adoption.
			and expenditure end date in LOCCS as of April 10, 2020; For new Capital Fund grants opened between April 11, 2020, and December 31, 2020, a 24-month extension from the obligation and expenditure end dates in LOCCS as of December 31, 2020.		

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did the PHA implement the waiver or alternative requirement?	Date of PHA adoption.
12e Community Service and Self-Sufficiency Requirement (CSSR) suspension	<u>Statutory Authority</u> Section 12(c) <u>Regulatory Authority</u> 24 CFR §§ 960.603(a), 960.603(b), 960.607, 966.4(l)(2)(iii)(D)	<ul style="list-style-type: none"> • Waives the requirement that each non-exempt adult resident of public housing contribute 8 hours per month of community service and/or participation in an economic self-sufficiency program. This non-discretionary waiver also suspends enforcement of the requirement by all PHAs operating a public housing program 	Effective for all annual reexaminations completed between publication date of this notice through April 30, 2022.	Yes	5/19/2021

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To: Brainerd HRA Board Members
From: Tania Eller, Rental Assistance Manager
Date: May 11, 2021
Re: Authorization to Administer the Bridges Program

The Announcement of Funding came out for the MHFA Bridges Rental Assistance Program. We have been awarded \$148,824.00 for a two-year grant period of July 1, 2021–June 30, 2023.

Our request was for \$148,200.00 for 13 vouchers per month. We were awarded more because they approved our request to increase our admin fee to \$60 instead of the requested \$58.

Action Requested: Authorization to administer the Bridges Program for grant period July 1st, 2021 through June 30th, 2023, by adopting Resolution No. 2021-01.

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BRIDGES COOPERATIVE AGREEMENT

I. PARTIES

Brainerd HRA and Region V+ Mental Health Initiative (Aitkin, Crow Wing, Morrison, Todd and Wadena County Health and Human Services Department, Mille Lacs Band of Ojibwe and Leech Lake Band of Ojibwe). The Brainerd HRA is the Housing Authority (HA) and the Region V+ Mental Health Initiative is the Local Mental Health Authority (LMH).

II. TERM OF AGREEMENT

July 1st, 2021 to June 30th, 2023

III. PURPOSE

For the purpose of entering into a partnership to implement the Bridges Rental Assistance Program to help person with a mental illness access housing, treatment, supportive services, and income supports; to promote cooperation between Brainerd HRA, and Region V+ Mental Health Initiative entity, and a Behavioral Health Agency/Agencies and Service Partners providing Housing Stabilization Services.

IV. GUIDING PRINCIPLES

- A. Individuals with mental illness will have fair and equitable access to housing. Awarding of housing subsidy will be based solely on meeting eligibility criteria, not on participation in service programs.
- B. Brainerd HRA and Region V+ Mental Health Initiative jointly recognize that:
 - 1. Persons with a serious mental illness are diverse in terms of their strengths, motivations, goals, background, needs and disabilities.
 - 2. Not all individuals with a mental illness who apply for housing will need to be participants of Region V+ Mental Health Initiative or linked to support services in order to live successfully in the community.
 - 3. People with a mental illness are member of the community with all the rights, privileges, opportunities, and responsibilities accorded other individuals.
 - 4. People with a mental illness have the right to meaningful choices in matters affecting their lives.

5. In developing the Cooperative Agreement and managing the grant, the input of participants and persons with a mental illness in the community will be sought.
6. Nothing in this Cooperative agreement precludes Region V+ Mental Health Initiative from providing services to housing applicants or participants who are not Region V+ Mental Health Initiative participants and who request mental health services while the agreement is in effect.

C. Therefore, Brainerd HRA and Region V+ Mental Health Initiative resolve:

1. To make available as many housing options as possible, coordinated with Behavioral Health Service Agencies and partners providing Housing Stabilization services and tailored to meet the needs and preferences of each person with a mental illness;
2. To assure that housing and supportive services are, to extent possible;
 - a. Based on the individual's needs, preferences, and choices;
 - b. Safe, decent, and accessible to transportation
 - c. Offered in the terms of site, intensity, and schedule
3. To work cooperatively to achieve the stated purpose.

V. RESPONSIBILITIES

- A. The Region V+ Mental Health Initiative will (as agreed to by the county and tribal mental health authorities):
 1. Be responsible for outreach to institutional, segregated, correctional supervision, and homeless settings where eligible Participants may currently reside.
 2. Be responsible for identifying and referring to the HA or to the local Continuum of Care (COC) Coordinated Assessment low-income individuals in need of housing who have mental illnesses and/or individuals who have mental illness who are homeless. This may include determining initial eligibility of the mental illness, and/or when applicable, the homelessness status.
 3. Perform the initial/screening process with potential applicants and obtain the required serious mental illness documentation by third party verification.

4. Inform participants of the range of housing options that could meet their needs and preferences. Encourage participants to consider all housing in the community.
5. Provide assistance to participants in understanding their rights and responsibilities under a lease. This includes explaining the eviction notification and appeals process.
6. Provide consultation to the Brainerd HRA in the management of disputes or differences between participants or between participants and the Brainerd HRA.
7. Provide assistance, advice, and services to individuals with mental illness who are experiencing problems related to housing in resolving disputes or differences with other participants or the Brainerd HRA.
8. Encourage participants to make rental payments in a timely manner.
9. Assist participant in maintaining the unit in good repair.
10. Provide emergency response on a 24-hour basis to participants and/or the Brainerd HRA. Work with participants to develop individualized crisis plans.
11. Provide certification, with the consent or agreement of the participant, that the Region V+ Mental Health Initiative is providing and will continue to provide services to the participant. Such assistance may continue as long as the participant is eligible for and requests it, throughout their tenure in housing.
12. Provide, or identify and refer to specific agencies to provide, any necessary mental health and supportive services to participants, as needed and as agreed to by the Participant. These services may include the following:
 - Case management services;
 - Diagnosis and treatment of mental illness;
 - Services targeted to assist Participants in maintaining their housing and preventing future episodes of homelessness;
 - Rehabilitation, vocational training, and employment assistance;
 - Income support and benefits;
 - General health care and dental services;
 - Alcohol and/or other substances use treatment
 - Housing Stabilization services
 - Consumer and Family involvement; and
 - Legal protection (including protection provided under civil rights laws, such as Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990)

B. The Brainerd HRA will:

1. Provide to the Region V+ Mental Health Initiative a copy of its formally adopted admission policies. The admission policy will include, but is not limited to:
 - a. A Participant selection and assignment plan that covers:
 - The organization that manages the waiting list
 - The method by which applicants will be chosen from the waiting list and offered available dwelling units, including any of the Brainerd HRA selection preferences and their relative weights; and
 - The process for maintaining the waiting list, including notification of applicants, situations where the list may be closed, and monitoring the length of wait time.
 - b. The Brainerd HRA standards for determining:
 - Eligibility;
 - Suitability for occupancy; and
 - The size and type of unit.
 - c. The Brainerd HRA's verification policy and procedures.
2. Provide to Region V+ a copy of Brainerd HRAs:
 - a. Requirements for maintaining occupancy.
 - b. Leasing procedure;
 - c. Appeals and/or grievance procedures;
 - d. Policy regarding holding units for participants who are unavoidably absent from their units for a period of time, as in the case of extended medical or psychiatric crisis, and
 - e. Specific policies relevant to the particular sites (e.g., congregate dining, pets).
3. Provide new Participants with an explanation of participants rights and responsibilities, including payment of rent and income reporting requirements.
4. Provide new Participants with an orientation including what the housing site provides (e.g., laundry facilities, recreational -social activities), and who to contact in case of emergency or for repairs.
5. Work with supportive service agencies to provide information to new participants to familiarize them with community resources.
6. Notify participants when other rental subsidies become available, including notification when the Section 8 Housing Choice Voucher (HCV) waiting list

will be open and other permanent rental subsidy opportunities become available.

C. Both Agencies will jointly:

1. Work to reduce barriers for persons who are experiencing homelessness.
2. Reach out to institutions and other segregated setting to inform prospective recipients about housing and services.
3. Meet quarterly and/or when needed during the term of the grant to review program performance, including referral and intake processes, housing choices, and other participants comments.
4. Develop and regularly update a list of all the current housing resources available to persons with low incomes in the community, including all publicly and privately-owned assisted housing, consulting with the HUD field office to assure completeness of the list. This list should include both housing programs that are administered by the Brainerd HRA and those that are not.
5. Work together to preserve and/or increase the supply of assisted housing available to persons with serious mental illnesses and provide a broad range of choice (e.g., locale, level of services, integration with non-disabled persons) as possible by:
 - a. Developing housing specifically designed for people with mental illnesses and/or people with mental illness who are also long-term homeless; and
 - b. Using local preferences and set-asides of units for people needing supportive mental health services in ongoing housing program.
6. Administer all of its policies and procedures on a nondiscriminatory basis in accordance with the Fair Housing Act which prohibits discrimination in the sale or rental of housing on the basis of disability, and Section 504 of the Rehabilitation Act of 1973 which says that no persons shall be denied an opportunity to participate in or benefit from any Federally assisted program because of disability. In particular, under the Fair Housing Act, the available units may be used by individuals with mental disorders, who are not referred by, or participants of, the mental health authority, but who meet housing program eligibility criteria.

7. Develop, in accordance with concerns for client confidentiality, a mutual referral process for any persons who is in need of, and who appears eligible for, mental health, supportive services, or housing. When referrals are made, the parties will ensure the coordination of support services and housing to the mutual client.
8. Provide technical assistance and training efforts to include:
 - a. Training for mental health staff on HUD housing assistance programs;
 - b. Training for housing agency staff on understanding serious mental illnesses, long-term homelessness, mental health programs and the service delivery system, and in recognizing the unique needs, strengths, and skills of individuals with a mental health illnesses;
 - c. Training for landlords and managers of rental units on the advantage of renting under the Section 8 Housing Choice Voucher, understanding the client population, and the ongoing cooperative efforts between housing and mental health authorities to meet the housing needs of the population; and
 - d. Training for both agencies on fair housing and reasonable accommodation requirements of the Fair Housing Amendments Act of 1988, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.
9. Develop and document strategies for preventing and managing behavioral health and housing crises involving participants
10. Identify and adhere to requirements or standards regarding confidentiality of participants information, such as requiring the participants permission to release information to either agency
11. Involve participants and, as requested by the participant, family and community members, in efforts to plan, deliver, monitor, and evaluate the quality of housing and supportive services.
12. Develop and maintain a list of current community behavioral health services and provider of Housing Stabilization services available in the service area.

VI. PARTICIPANT RIGHTS AND RESPONSIBILITIES

- A. No participant will be evicted or otherwise penalized by the Brainerd HRA solely for terminating status as a recipient of services from the Region V+ Mental Health Initiative, provided they continue to fulfill residency requirements specified in the lease agreement.
- B. A participant who begins to fail to meet residency requirements and who ceases receiving services from Region V+ Mental Health Initiative will, to the extent possible, have the opportunity to re-establish the service relationship with Region V+ Mental

Health Initiative, or alternatively to make similar, equivalent arrangements with another agency chosen by the individual, which may assist in meeting residency requirements and working to maintain housing stability.

VII. IMPLEMENTATION AND EVALUATION

- A. This agreement shall be in effect from July 1, 2012 through June 30, 2023 and may be cancelled by either party without cause with a 60-day notice. If there needs to be modifications or amendments to the agreement they should be brought forth by either party and voted upon by the Brainerd HRA and the Region V+ Mental Health Initiative. If any problems arise with implementation this should be brought to the immediate attention of the Mental Health Initiative Coordinator. The Cooperative Agreement will be reviewed annually to determine if the policies and procedures are effective in helping individuals' access and maintain housing in a manner that is satisfactory to participants, the LMH Entity, the HA, and the housing owners and managers.
- B. The Resident Program Coordinator from Brainerd HRA will meet the Region V+ Mental Health Initiative quarterly to discuss the program, monitor and evaluate the agreement.

VIII. SIGNATURES

BRAINERD HRA

BY: _____

TITLE: _____

EXECUTED ON: _____

REGION V+ MENTAL HEALTH INITIATIVE

BY: _____

TITLE: _____

EXECUTED ON: _____

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**MINNESOTA HOUSING FINANCE AGENCY
GRANT CONTRACT AGREEMENT
BRIDGES RENTAL ASSISTANCE PROGRAM**

This Grant Contract Agreement is between the Minnesota Housing Finance Agency ("MHFA") and Brainerd Housing and Redevelopment Authority, 324 East River Road, Brainerd, MN 56401 ("GRANTEE").

Recitals

1. Under Minn. Stat. 462A.2097, MHFA is empowered to enter into this Grant Contract Agreement.
2. MHFA is in need of a tenant-based rental housing assistance program for people of low income and with mental illness or families that include an adult family member with mental illness.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this Grant Contract Agreement to the satisfaction of MHFA. Pursuant to [Minn.Stat. §16B.98](#), Subd.1, the Grantee agrees to minimize administrative costs as a condition of this Grant Contract Agreement.

Grant Contract Agreement

1 Term of Grant Contract Agreement

1.1 *Effective date:*

July 1, 2021, Per [Minn. Stat. §16B.98](#), Subd. 5, the Grantee must not begin work until this Grant Contract Agreement is fully executed and MHFA's Authorized Representative has notified the Grantee that work may commence. Per [Minn.Stat. §16B.98](#) Subd. 7, no payments will be made to the Grantee until this Grant Contract Agreement is fully executed.

1.2 *Grant period:*

The Grant Contract Agreement period for the Program begins with the Effective Date of this Grant Contract Agreement and continues through June 30, 2023, (the "Grant Period"). All funds provided through this Grant Contract Agreement must be fully expended in compliance with this Grant Contract Agreement by the end of the Grant Period.

1.3 *Expiration date:*

September 30, 2023, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.4 *Survival of Terms.*

The following clauses survive the expiration or cancellation of this Grant Contract Agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

2 Grantee's Duties

The Grantee, who is not a state employee, will:

Comply with required grants management policies and procedures set forth through [Minn.Stat. §16B.97](#), Subd. 4 (a) (1) and review the State of Minnesota Office of Grants Management policy 08-01, (Conflict of Interest for State Grant-Making). If the Grantee has knowledge or becomes aware of any actual, potential, perceived, or organizational conflicts of interest with respect to the Grant Contract Agreement, the Grantee shall immediately disclose the conflict of interest directly to MHFA.

- 2.1 The Grantee has submitted an application for funding under the Bridges Rental Assistance Program (the "Bridges Program"), which as revised as required by MHFA, is attached hereto as **Exhibit A** and made a part hereof (the "Application"). The Grantee was selected by MHFA to establish and administer a local tenant-based rental assistance program (the "Local Program"). A summary of the Local Program is attached hereto as **Exhibit B** and is made a part hereof (the "Program Summary").

2.2 The Grantee and the local provider(s) of mental health services for persons with mental illness (collectively, the "Local Mental Health Entity") agree to perform the programmatic expectations and administrative functions assigned to them in the Program Guide (as defined below). The Local Mental Health Entity and the Grantee have entered into a Cooperative Agreement, which is attached hereto as **Exhibit C** and made a part hereof (the "Cooperative Agreement"), that outlines how the activities required by this Grant Contract Agreement will be carried out at the local level.

The Grantee and the Local Mental Health Entity shall further agree to develop and uniformly apply objective criteria (based upon the Program Guide) for selecting participants. These criteria must be approved in writing by MHFA. The Grantee and Local Mental Health Entity shall further agree to assure that participants will be permitted to exercise freedom of choice in looking for and selecting dwelling units.

2.3 The Grantee agrees to comply with all Bridges Program expectations and requirements outlined in the Bridges and Bridges Regional Treatment Center Rental Assistance Programs Guide (the "Program Guide") located on the MHFA's [website](#) and made a part hereof.

2.4 The Grantee is required to attend annual grantee meetings and annual provider meetings as scheduled by MHFA. The schedule of required meetings will be provided to the Grantee at least 60 days prior to the meeting.

2.5 **Reporting**

The Grantee shall submit annual project reports to MHFA. These reports must be submitted in a template provided by MHFA and include actual Bridges Program results compared to Bridges Program objectives outlined in the Program Summary. The Grantee shall submit to MHFA information about individual households served by the Grantee, as determined necessary by MHFA.

2.6 **Contracts**

The Grantee shall include in any contract with a sub-grantee, in addition to the provisions necessary to define a sound and complete agreement, (i) provisions necessary for MHFA, or its representatives, or the Legislative or State Auditor for the State of Minnesota to inspect, audit, copy, or abstract, any and all of sub-grantee's books, records, papers, or other documents relevant to the Grant Proceeds (as defined below) or the use of the Grant Proceeds thereof, (ii) provisions that sub-grantee is not allowed, without the prior written consent of MHFA, which consent may be withheld at the sole discretion of MHFA, to enter into any sub-contract or agreement that is relevant to the Grant Proceeds or the use of the Grant Proceeds, and (iii) all provisions necessary to assure sub-grantee compliance with applicable laws. **Notwithstanding the foregoing, MHFA reserves the right to limit, at any time and in its sole discretion, the ability of the Grantee to enter into any contract relevant to the Grant Proceeds or the use of the Grant Proceeds.**

3 **Time**

The Grantee must comply with all the time requirements described in this Grant Contract Agreement. In the performance of this Grant Contract Agreement, time is of the essence.

4 **Consideration and Payment**

4.1 **Consideration.**

MHFA will pay for all services performed by the Grantee under this Grant Contract Agreement as follows:

(a) Compensation

The Grantee will be paid a monthly reimbursement of actual expenses. Payment for total actual expenses will not exceed \$148,824.00.

(b) Travel Expenses

Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this Grant Contract Agreement will not exceed \$0.00; provided that the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received MHFA's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

(c) Total Obligation.

The total obligation of MHFA for all compensation and reimbursements to the Grantee under this Grant Contract Agreement will not exceed \$148,824.00 (the "Grant Proceeds").

4.2 Payment

(a) Invoices

MHFA will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and MHFA's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule:

Monthly Payments. MHFA shall disburse the Grant Proceeds to the Grantee, no more than once a month (the "Reimbursement") and in accordance with the provisions of this Grant Contract Agreement and the Program Guide, upon submission by the Grantee of a completed Draw Request Form and Participant Log (the "Payment Request"). Each Payment Request shall be submitted by the Grantee to MHFA no later than the fifteenth day of each month. Each Payment Request shall include the number of participants served and the amount of Grant Proceeds actually expended for Eligible Uses (as defined below) on behalf of each participant during the current month. The Grantee shall also provide MHFA with details of the rent roll identifying, for each participant, the amount of rental assistance received. Any underpayment of funds from the previous month shall be included in the Reimbursement for the next month and any overpayment of funds from the previous month shall be deducted from the Reimbursement for the next month, or, if the term of this Grant Contract Agreement has ended, shall be repaid to MHFA by the Grantee within 30 days after notice by MHFA.

Payment by the State. Within 20 days of receipt of the Payment Request and verification by MHFA that it is consistent with the Program Summary, MHFA shall disburse the amount necessary to cover the allowable Eligible Uses for the applicable time period.

Administrative Fees. If applicable, MHFA shall include in each Reimbursement to the Grantee a payment for administrative fees, in the amount set forth in the Program Summary, for each month in which a participant resides in an assisted unit. The Grantee shall report earned administrative fees for the current month in the Payment Request. Any underpayment of funds from the previous month shall be included in the Reimbursement for the next month and any overpayment of funds from the previous month shall be deducted from the Reimbursement for the next month, or, if the term of this Grant contract has ended, shall be repaid to the State by Grantee within 30 days after notice by the State.

Required Accounts. The Grantee shall establish one or more separate bank accounts for the deposit of Grant Proceeds. The accounts may be either checking or savings accounts. The Grantee may combine the Grant Proceeds with other funds in a consolidated account, provided that the Grantee's banking system can segregate the various restricted funds and their interest

earnings within one account. Any interest earned on the Grant Proceeds may be retained and applied for the purposes of the Local Program.

(b) Use of Grant Proceeds.

The Grantee covenants and warrants that it will use the Grant Proceeds for the Local Program in accordance with the Program Guide by paying for Eligible Uses. “Eligible Uses” is defined as rental subsidies, application fees, security deposits, crisis funding and administrative fees as further described in the Program Guide.

(c) Unexpended Funds

The Grantee must promptly return to MHFA any unexpended funds that have not been accounted for annually in a financial report to MHFA due at grant closeout.

4.3 Contracting and Bidding Requirements

- (a)** Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.
- (b)** Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- (c)** Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- (d)** The Grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
 - a. [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
 - b. Metropolitan Council Underutilized Business Program: MCUB: [Metropolitan Council Underutilized Business Program](#)
 - c. Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Directory](#)
- (e)** The Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- (f)** The Grantee must maintain support documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
- (g)** Notwithstanding (a) - (d) above, MHFA may waive bidding process requirements when:
 - Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant.
 - It is determined there is only one legitimate or practical source for such materials or services and that the Grantee has established a fair and reasonable price.
- (h)** For projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minn. Stat. §§177.41](#) through [177.44](#). These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.
- (i)** The Grantee must not contract with vendors who are suspended or debarred in MN: <http://www.mmd.admin.state.mn.us/debarredreport.asp>

5 Conditions of Payment

All services provided by the Grantee under this Grant Contract Agreement must be performed to MHFA's satisfaction, as determined at the sole discretion of the MHFA's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by MHFA to be unsatisfactory or performed in violation of federal, state, or local law.

6 Authorized Representative

MHFA's Authorized Representative is James Lehnhoff, Multifamily Assistant Commissioner, 400 Wabasha St N, Suite 400, St. Paul, MN 55102; 651.296.3028, james.lehnhoff@state.mn.us or his successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this Grant Contract Agreement. If the services are satisfactory, the MHFA's Authorized Representative will certify acceptance on each invoice submitted for payment. The Authorized Representative may delegate certain responsibilities to the Program Manager: Ellie Miller, 651.215.6236, ellie.miller@state.mn.us

The Grantee's Authorized Representative is Carrie Burrell, Resident Program Coordinator, 324 East River Road, Brainerd, MN 56401, 218.824.3427, cburrell@brainerdhra.org. If the Grantee's Authorized Representative changes at any time during this Grant Contract Agreement, the Grantee must immediately notify MHFA.

7 Assignment Amendments, Waiver, and Grant Contract Agreement Complete

7.1 Assignment

The Grantee shall neither assign nor transfer any rights or obligations under this Grant Contract Agreement without the prior written consent of MHFA, approved by the same parties who executed and approved this Grant Contract Agreement, or their successors in office.

7.2 Amendments

Any amendments to this Grant Contract Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Grant Contract Agreement, or their successors in office.

7.3 Waiver

If MHFA fails to enforce any provision of this Grant Contract Agreement, that failure does not waive the provision or MHFA's right to enforce it.

7.4 Grant Contract Agreement Complete

This Grant Contract Agreement contains all negotiations and agreements between MHFA and the Grantee. No other understanding regarding this Grant Contract Agreement, whether written or oral, may be used to bind either party.

8 Liability

The Grantee must indemnify, save, and hold MHFA, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by MHFA, arising from the performance of this Grant Contract Agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the MHFA's failure to fulfill its obligations under this Grant Contract Agreement.

9 State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this Grant Contract Agreement or transaction are subject to examination by MHFA and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Grant Contract Agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10 Government Data Practices and Intellectual Property Rights

10.1 *Government Data Practices*

The Grantee and MHFA must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by MHFA under this Grant Contract Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this Grant Contract Agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Grantee or MHFA. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify MHFA. MHFA will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law

10.2 *Intellectual Property Rights*

(a) MHFA owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the works and documents created and paid for under this Grant Contract Agreement. The "works" means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this Grant Contract Agreement. "Works" includes documents. The "documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this Grant Contract Agreement. The documents will be the exclusive property of MHFA and all such documents must be immediately returned to MHFA by the Grantee upon completion or cancellation of this Grant Contract Agreement. To the extent possible, those works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Grantee assigns all right, title, and interest it may have in the works and the documents to MHFA. The Grantee must, at the request of MHFA, execute all papers and perform all other acts necessary to transfer or record MHFA's ownership interest in the works and documents.

(b) *Obligations*

- (1) Notification. Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this Grant Contract Agreement, the Grantee will immediately give MHFA's Authorized Representative written notice thereof, and must promptly furnish MHFA's Authorized Representative with complete information and/or disclosure thereon.
- (1) Representation. The Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the works and documents are the sole property of MHFA, and that neither the Grantee nor its employees, agents, or subcontractors retain any interest in and to the works and documents. The Grantee represents and warrants that the works and documents do not and will not infringe upon any intellectual property rights of other persons or entities. The Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless MHFA, at Grantee's expense, from any action or claim brought against MHFA to the extent that it is based on a claim that all or part of the works or documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Grantee's or MHFA's opinion is likely to arise, the Grantee must, at the MHFA's discretion, either procure for MHFA the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This

remedy of MHFA will be in addition to and not exclusive of other remedies provided by law.

11 Workers Compensation

The Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered MHFA employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way MHFA's obligation or responsibility.

The Grantee will obtain additional insurance as described in **Exhibit D**.

12 Publicity and Endorsement

12.1 Publicity

Any publicity regarding the subject matter of this Grant Contract Agreement must identify MHFA as the sponsoring agency and must not be released without prior written approval from MHFA's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Grant Contract Agreement. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the Grantee's website when practicable.

12.2 Endorsement

The Grantee must not claim that MHFA endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this Grant Contract Agreement. Venue for all legal proceedings out of this Grant Contract Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination

14.1 Termination by MHFA

MHFA may immediately terminate this Grant Contract Agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 Termination for Cause

MHFA may immediately terminate this Grant Contract Agreement if MHFA finds that there has been a failure to comply with the provisions of this Grant Contract Agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. MHFA may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 Termination for Insufficient Funding

MHFA may immediately terminate this Grant Contract Agreement if:

- (a) It does not obtain funding from the Minnesota Legislature
- (b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. MHFA is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. MHFA will not be assessed any penalty if this Grant Contract Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. MHFA must provide the Grantee

notice of the lack of funding within a reasonable time of MHFA's receiving that notice.

15 Data Disclosure

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to MHFA, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

16 Fraud Disclosure

Fraud is any intentionally deceptive action made for personal gain or to damage another. Any person or entity (including its employees and affiliates) that enters into an agreement with MHFA and witnesses, discovers evidence of, receives a report from another source, or has other reasonable basis to suspect that fraud or embezzlement has occurred must immediately make a report to:

- MHFA's Chief Risk Officer at 651.296.7608 or 800.657.3769;
- Any member of MHFA's [Servant Leadership Team](#); or
- [EthicsPoint](#), the State hotline reporting service vendor.

17 Suspension

By entering into any agreement with MHFA, a contracting party represents that the contracting party (including its employees or affiliates that will have direct control over the subject of the agreement) has not been suspended from doing business with MHFA. Please refer to MHFA's website for a list of [suspended individuals and organizations](#).

1. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the Grant Contract Agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

2. MINNESOTA HOUSING FINANCE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

Distribution:
Agency
Grantee

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HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF BRAINERD
RESOLUTION NO. 2021-01

AUTHORIZATION TO ADMINISTER BRIDGES PROGRAM

I HEREBY CERTIFY that I am the duly elected Board Chair and keeper of the records of the Brainerd HRA, a public body corporate and politic of the City of Brainerd, which is a political subdivision of the State of Minnesota (the “HRA”); that the following is a true and correct copy of the Resolutions duly and unanimously adopted by all of the members of the HRA on May 19th, 2021, all of the members of the HRA being present and constituting a quorum for the transaction of business; that the meeting was called in compliance with all applicable laws of the HRA; that the Resolutions do not conflict with any laws of the HRA; that the Resolutions have not been in any way altered, amended, or repealed and are in full force and effect, unrevoked and unrescinded as of this date, and have been entered upon the regular Minute Book of the HRA as of this date; and that all of the members of the HRA have, and at the time of adoption of the Resolution had, full power and lawful authority to adopt the Resolutions and to confer the powers thereby granted to the officer(s) named therein, who has (have) full power and lawful authority to exercise the same.

WHEREAS, on this 19th day of May, 2021, there has been presented to the meeting of the members of the HRA a proposal for the HRA to receive a Bridges Program Tenant-Based Rental Assistance Grant (the “Grant”) from the Minnesota Housing Finance Agency, a public body corporate and politic of the State of Minnesota, 400 Sibley Street, Suite 300, St. Paul, Minnesota 55101 (the “Agency”), of a sum not to exceed \$148,824.00, the terms and receipt of which will be evidenced by a Grant Agreement between the HRA and the Agency.

NOW THEREFORE, be it resolved by the members of the HRA that the HRA is authorized to establish and administer a tenant-based rental assistance program; and

BE IT FURTHER RESOLVED that the Chair and Executive Director of the HRA, are authorized, on behalf of the HRA at any time hereafter and without further action by or authority or direction from the members of the HRA, to execute and deliver to the Agency, in the forms required by the Agency, the Grant Agreement and all other agreements, instruments, certificates and documents required by the Agency, and to do or cause to be done all other acts and things that the Officers may determine to be necessary or advisable under or in connection with the Grant, and that the execution by the Officers of any agreement, instrument, certificate or document, or the doing of any such act or thing, shall be conclusive evidence of their determination in that respect; and

BE IT FURTHER RESOLVED, that the Agency is authorized to rely on the continuing force and effect of these Resolutions until receipt by the Commissioner of the Agency at its principal office of notice in writing from the HRA of any amendments or alterations thereto.

ATTEST:

Brainerd HRA Board Chair

Brainerd HRA Executive Director

Dated: , 20

(SEAL)



To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: May 11, 2021
Re: May Financial Report

Please find attached the financial information for April 2021.

Rent Subsidy Payments

In May, we processed the final rent subsidy payment to Crow Wing Food Co-Op. The rent subsidies provided to downtown businesses through the Destination Downtown initiative have been fully paid out per the loan agreements.

Action Requested: Motion for approval of payments as presented.

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Brainerd Housing & Redevelopment Authority

2021 Ratios (and December, 2020)

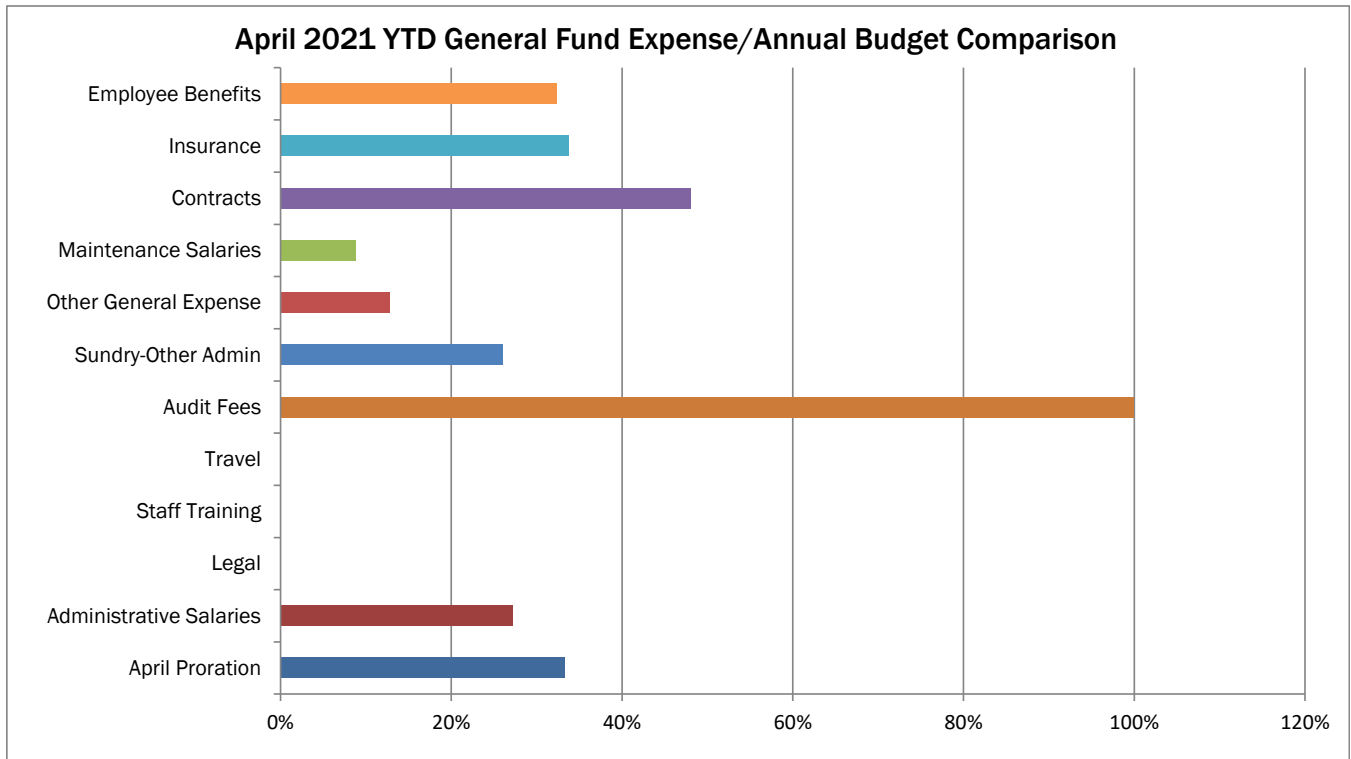
FASS Ratios	Max Pts	Scoring	Dec 2020 After YE JE, B4 audit	Jan	Feb	Mar	Apr
Quick Ratio	12	QR <1 =0-, QR >2 =12	12.00	12.00	12.00	12.00	12.00
Months Expended Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00	11.00	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00	2.00	2.00	2.00
Total Points	25		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
Tenant Accounts Receivable	5	TAR <1.5%=5, TAR >2.5% =0	5.00	0.00	0.00	0.00	2.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00	4.00	4.00
Total Points	25		25.00	20.00	20.00	20.00	22.00
Total of Above Ratios	50		50	45	45	45	47

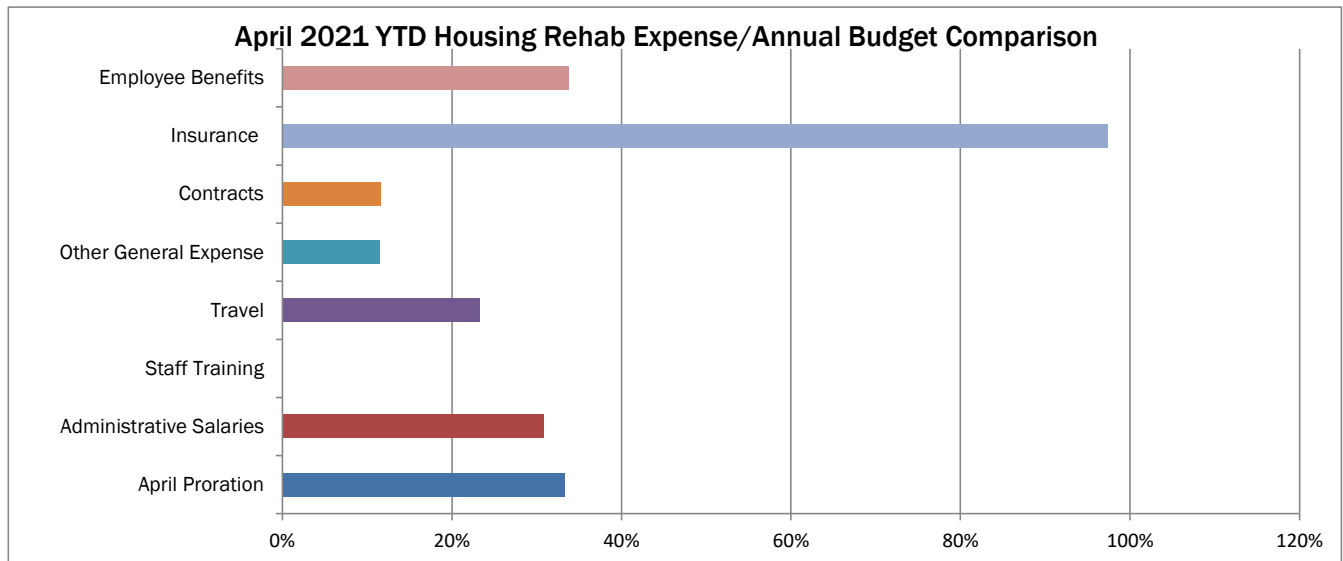
MASS Ratios	Max Pts	Scoring					
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or	5.00	5.00	5.00	5.00	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0	10.0

April 2021 Operating Account Balances

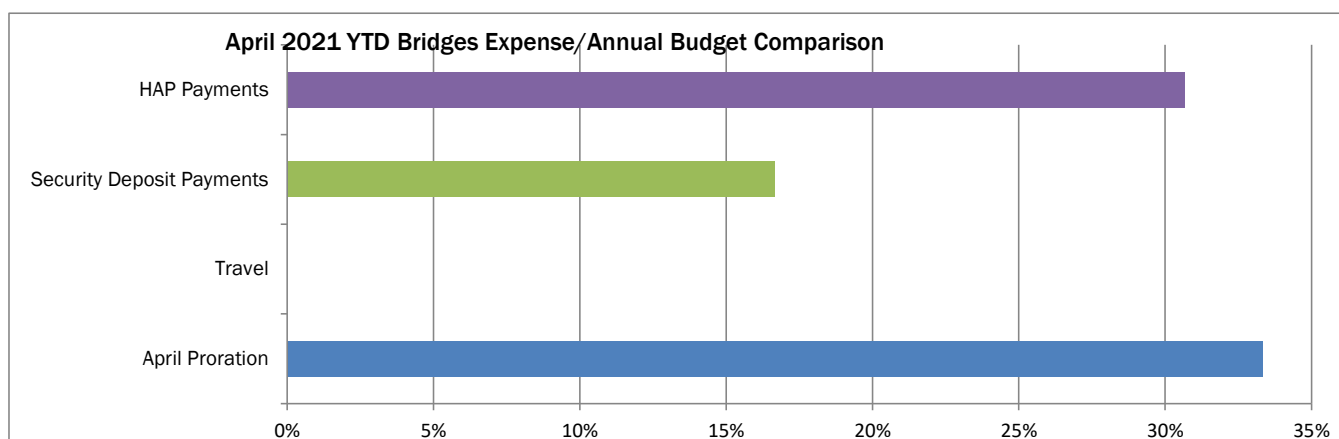
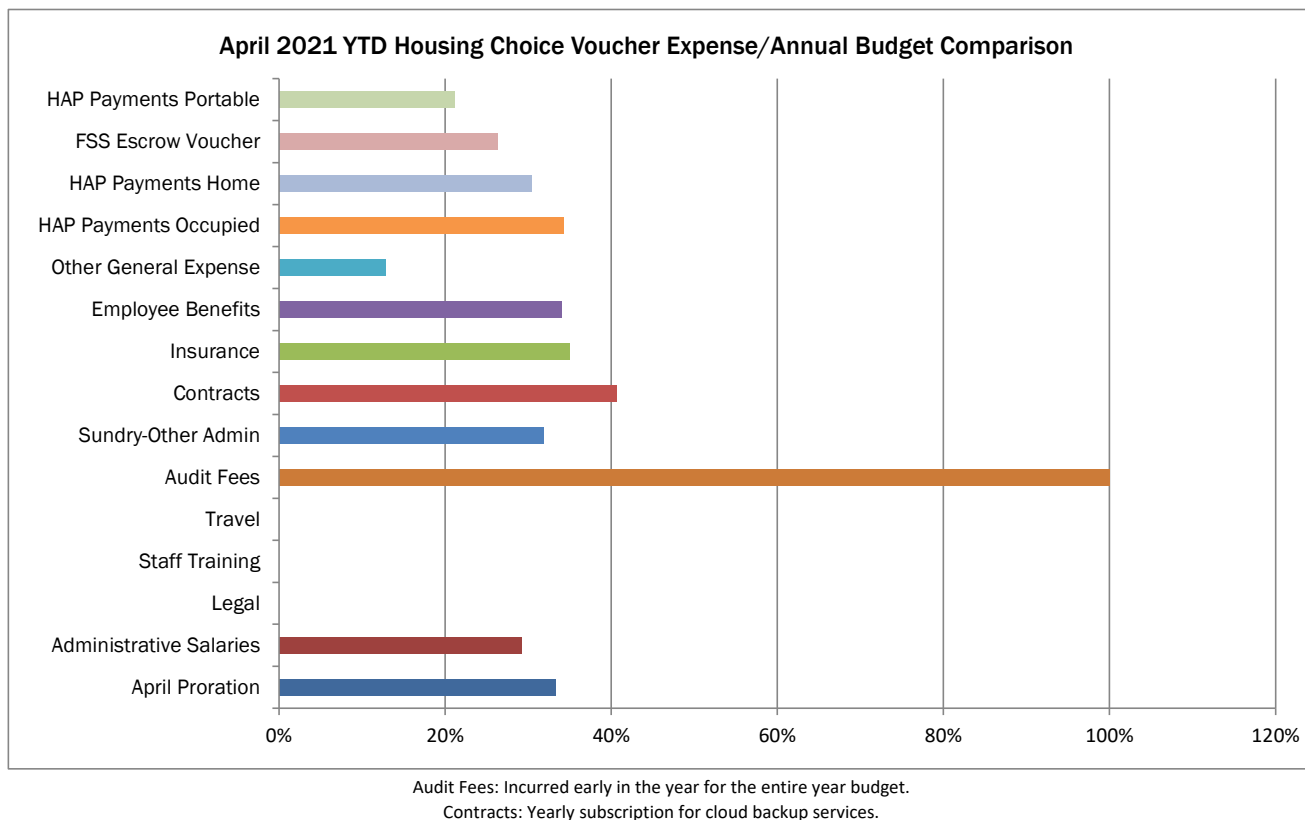
Property/Program	April 2020	March 2021	April 2021
General Fund	\$282,265.61	\$275,268.56	\$264,610.68
Brainerd Revolving Loan Program	\$99,077.00	\$0.00	\$0.00
Housing Rehab Program	\$68,478.53	\$90,847.75	\$90,380.09
Bridges	\$2,355.96	\$1,252.68	\$1,702.68
Crow Wing County HRA	\$451,275.64	\$1,015,742.85	\$1,000,051.67
Public Housing	\$666,334.89	\$639,196.79	\$660,239.28
Brainerd South	\$45,178.78	\$38,371.80	\$37,748.29
Housing Choice Voucher	\$66,254.39	\$10,807.83	\$33,826.10
Total	\$1,681,220.80	\$2,071,488.26	\$2,088,558.79



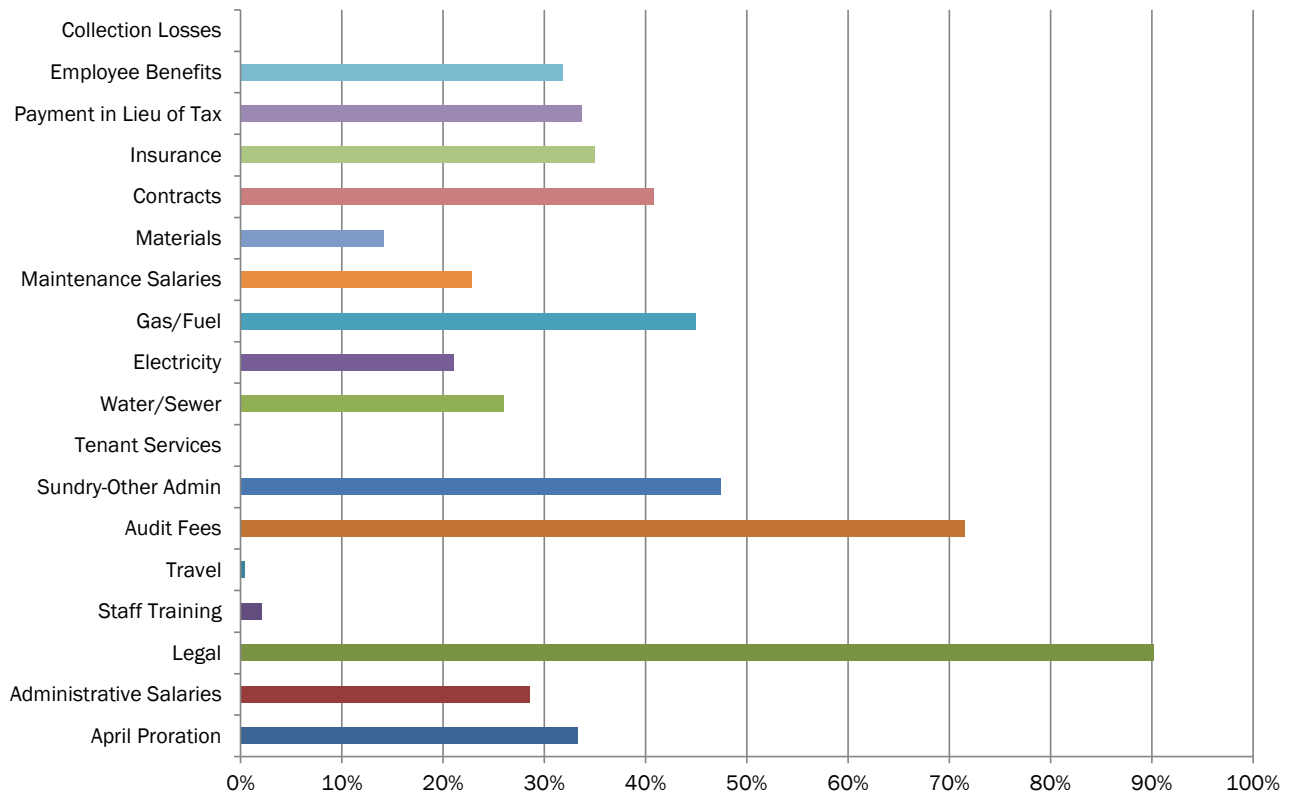
Audit Fees: Incurred early in the year for the entire year's budget.
 Contracts: Yearly subscription for cloud backup.



Insurance: Worker's Comp insurance is incurred in January for the entire year.



April 2021 YTD Public Housing Expense/Annual Budget Comparison

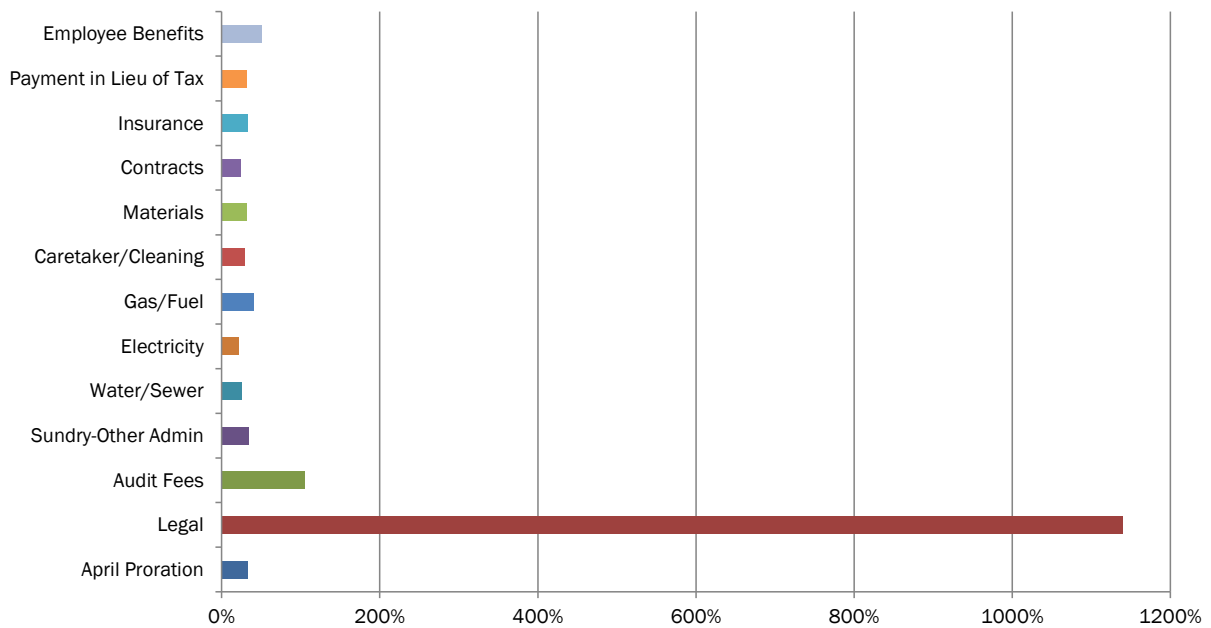


Contracts: LED lighting project done in January -CIP funds yearly software fees.

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

Legal: Assistance with Human Resource Issues.

April 2021 YTD Brainerd South Expense/Annual Budget Comparison



Audit: Costs incurred early in year for annual budget amount.

Legal: Assistance with Human Resource Issues.



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

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	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating INCOME				
Management Fees	-14,528.57	-57,742.60	-56,333.32	-1,409.28
Interest Income	-2.61	-10.49	-333.32	322.83
Operating Transfer In	0.00	-3,229.00	0.00	-3,229.00
Other Income	0.00	-476.15	-7,500.00	7,023.85
TOTAL INCOME	-14,531.18	-61,458.24	-64,166.64	2,708.40
EXPENSE				
Administrative				
Administrative Salaries	13,024.75	46,122.61	56,393.32	-10,270.71
Legal	0.00	0.00	800.00	-800.00
Staff Training	0.00	0.00	1,666.68	-1,666.68
Travel	0.00	0.56	200.00	-199.44
Auditing Fees	1,000.00	6,900.00	5,175.00	1,725.00
Sundry-Other Admin	476.92	1,578.62	2,019.96	-441.34
Total Administration	14,501.67	54,601.79	66,254.96	-11,653.17
Maintenance				
Maintenance Salaries	0.00	1,063.66	4,020.00	-2,956.34
Contracts	523.33	1,009.52	700.00	309.52
Total Maintenance	523.33	2,073.18	4,720.00	-2,646.82
General				
TIF Expense	0.00	30.00	43.32	-13.32
Insurance	485.41	1,941.64	1,916.68	24.96
Employee Benefits	7,186.14	26,406.93	27,151.64	-744.71
Other General Expense	550.00	3,200.00	8,333.32	-5,133.32
Total General	8,221.55	31,578.57	37,444.96	-5,866.39
TOTAL EXPENSE	23,246.55	88,253.54	108,419.92	-20,166.38
Net Income/Loss	8,715.37	26,795.30	44,253.28	-17,457.98

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**Housing Rehab Operating Statement
April, 2021**

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-10,000.00	-40,187.50	-81,133.32	40,945.82
Grant Admin Revenue	0.00	0.00	-9,333.32	9,333.32
TOTAL INCOME	-10,000.00	-40,187.50	-90,466.64	50,279.14
EXPENSE				
Administrative				
Administrative Salaries	7,255.20	28,716.40	31,003.32	-2,286.92
Staff Training	0.00	0.00	1,666.68	-1,666.68
Travel	89.60	233.52	333.32	-99.80
Other Admin Exp	56.62	326.79	950.04	-623.25
Total Administration	7,401.42	29,276.71	33,953.36	-4,676.65
Maintenance				
Contracts	0.00	12,579.88	36,000.00	-23,420.12
Total Maintenance	0.00	12,579.88	36,000.00	-23,420.12
General				
Insurance	0.00	486.86	166.68	320.18
Employee Benefits	3,066.24	11,499.16	11,334.96	164.20
Total General	3,066.24	11,986.02	11,501.64	484.38
TOTAL EXPENSE	10,467.66	53,842.61	81,455.00	-27,612.39
Net Income/Loss	467.66	13,655.11	-9,011.64	22,666.75

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

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-125,364.00	-500,042.00	-482,836.68	-17,205.32
Admin Fees Earned	-25,620.67	-92,891.01	-83,926.68	-8,964.33
Interest Income	-0.08	-0.75	-50.00	49.25
Other Income	-2,010.85	-15,810.46	-4,666.68	-11,143.78
TOTAL INCOME	-152,995.60	-608,744.22	-571,480.04	-37,264.18
EXPENSE				
Administrative				
Administrative Salaries	13,304.72	49,964.89	56,936.68	-6,971.79
Legal	0.00	0.00	166.68	-166.68
Staff Training	0.00	0.00	2,100.00	-2,100.00
Travel	0.00	0.00	833.32	-833.32
Accounting & Audit Fees	0.00	3,650.00	1,216.68	2,433.32
Sundry-Other Admin	199.01	1,702.07	1,783.28	-81.21
Total Administration	13,503.73	55,316.96	63,036.64	-7,719.68
Maintenance				
Contracts	563.33	1,583.06	1,300.00	283.06
Total Maintenance	563.33	1,583.06	1,300.00	283.06
General				
Insurance	513.15	2,052.58	1,960.00	92.58
Employee Benefits	8,603.42	31,416.13	30,773.36	642.77
Collection Losses	0.00	2,174.00	0.00	2,174.00
Other General Expense	114.96	344.88	900.00	-555.12
Total General	9,231.53	35,987.59	33,633.36	2,354.23
HAP Payments				
HAP Payments Occupied	112,208.00	466,064.00	453,920.00	12,144.00
HAP Payments Home	2,628.00	13,510.00	14,801.68	-1,291.68
FSS Escrow Voucher	1,803.00	7,801.00	9,866.68	-2,065.68
HAP Payments Portable	4,509.00	9,370.00	14,801.68	-5,431.68
Total HAP	121,148.00	496,745.00	493,390.04	3,354.96
TOTAL EXPENSE	144,446.59	589,632.61	591,360.04	-1,727.43
Net Income/Loss	-8,549.01	-19,111.61	19,880.00	-38,991.61

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Bridges Program
Bridges Operating Statement
April, 2021

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	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Received MHFA	-4,214.00	-16,144.00	-18,000.00	1,856.00
Admin Revenue	-450.00	-1,650.00	-2,000.00	350.00
Operating Transfer	0.00	3,229.00	1,850.00	1,379.00
Total Income	-4,664.00	-14,565.00	-18,150.00	3,585.00
EXPENSE				
Administrative				
Travel	0.00	0.00	150.00	-150.00
Total Administration	0.00	0.00	150.00	-150.00
General				
Security Deposit Pmts	0.00	500.00	1,000.00	-500.00
HAP Payment to Landlords	4,214.00	15,644.00	17,000.00	-1,356.00
Total General	4,214.00	16,144.00	18,000.00	-1,856.00
TOTAL EXPENSE	4,214.00	16,144.00	18,150.00	-2,006.00
Net Income/Loss	-450.00	1,579.00	0.00	1,579.00

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

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	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-61,699.00	-247,378.00	-249,573.32	2,195.32
Excess Utilities	0.00	0.00	-1,200.00	1,200.00
Operating Subsidy	-20,542.00	-90,093.00	-88,333.32	-1,759.68
Investment Interest	7.77	158.14	-666.68	824.82
Other Income	-7,397.04	-46,434.01	-61,356.68	14,922.67
Other Income Tenants	-849.00	-5,604.68	-8,333.32	2,728.64
Capital Fund Income	-20,570.90	-20,570.90	-22,000.00	1,429.10
Laundry Income	-1,765.00	-6,441.75	-6,733.32	291.57
TOTAL INCOME	-112,815.17	-416,364.20	-438,196.64	21,832.44
EXPENSE				
Administrative				
Administrative Salaries	23,552.16	87,175.26	101,636.68	-14,461.42
Legal	150.00	3,157.24	1,166.68	1,990.56
Staff Training	294.00	294.00	4,666.68	-4,372.68
Travel	3.92	3.92	333.32	-329.40
Accounting & Audit Fees	7,400.00	7,900.00	8,287.00	-387.00
Sundry-Other Admin	1,605.57	8,896.95	6,251.68	2,645.27
Total Administration	33,005.65	107,427.37	122,342.04	-14,914.67
Rec Public and Other	0.00	0.00	1,650.00	-1,650.00
Total Tenant Services	0.00	0.00	1,650.00	-1,650.00
Utilities				
Water/Sewer	6,135.32	18,600.35	23,798.36	-5,198.01
Electricity	5,004.67	16,740.94	26,493.32	-9,752.38
Gas/Fuel	4,775.61	18,783.26	13,933.32	4,849.94
Total Utilities	15,915.60	54,124.55	64,225.00	-10,100.45
Maintenance				
Labor	12,692.36	47,463.80	69,123.32	-21,659.52
Materials	1,161.62	3,551.05	8,333.32	-4,782.27
Contracts	10,820.42	66,249.96	54,136.64	12,113.32
Total Maintenance	24,674.40	117,264.81	131,593.28	-14,328.47
General				
Insurance	8,489.89	33,959.56	32,346.68	1,612.88
Payment in Lieu of Tax	2,187.59	9,116.11	9,000.00	116.11
Employee Benefits	20,307.51	73,458.87	76,959.96	-3,501.09
Collection Losses	0.00	0.00	2,666.68	-2,666.68
Other General Expense	200.00	755.00	0.00	755.00
Total General	31,184.99	117,289.54	120,973.32	-3,683.78
TOTAL EXPENSE	104,780.64	396,106.27	440,783.64	-44,677.37
Net Income/Loss	-8,034.53	-20,257.93	2,587.00	-22,844.93

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**Brainerd South Operating Statement
April, 2021**

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	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-21,138.00	-82,528.00	-82,523.32	-4.68
Rental Supplement	-4,224.00	-16,989.00	-13,490.00	-3,499.00
Investment Interest	9.30	38.74	-166.68	205.42
Other Income	-2,386.00	-9,188.71	-10,416.68	1,227.97
Laundry Income	-696.25	-2,115.75	-2,873.32	757.57
TOTAL INCOME	-28,434.95	-110,782.72	-109,470.00	-1,312.72
EXPENSE				
Administrative				
Legal	4,004.79	5,702.24	166.68	5,535.56
Accounting & Audit Fees	2,100.00	5,250.00	5,000.00	250.00
Sundry-Other Admin	5,914.11	17,770.80	17,333.32	437.48
Total Administration	12,018.90	28,723.04	22,500.00	6,223.04
Utilities				
Water	1,270.79	3,801.64	5,000.00	-1,198.36
Electricity	407.73	1,457.92	2,166.68	-708.76
Gas/Fuel	2,006.46	7,104.79	5,838.32	1,266.47
Total Utilities	3,684.98	12,364.35	13,005.00	-640.65
Maintenance				
Labor	1,166.55	4,769.64	5,320.00	-550.36
Materials	2,130.49	7,593.87	7,833.32	-239.45
Contracts	3,921.29	16,533.62	22,983.36	-6,449.74
Total Maintenance	7,218.33	28,897.13	36,136.68	-7,239.55
General				
Insurance	2,788.92	11,145.43	11,383.32	-237.89
Payment in Lieu of Tax	851.59	3,317.18	3,500.00	-182.82
Employee Benefits	119.95	477.51	313.32	164.19
Total General	3,760.46	14,940.12	15,196.64	-256.52
TOTAL EXPENSE	26,682.67	84,924.64	86,838.32	-1,913.68
Net Income/Loss	-1,752.28	-25,858.08	-22,631.68	-3,226.40

**April 2021
Prior Year
Comparative Statements**

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

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
General Fund Operating INCOME				
Management Fees	-57,742.60	-56,333.32	-57,613.18	-56,767.10
Interest Income	-10.49	-333.32	-1,031.08	0.00
Operating Transfer In	-3,229.00	0.00	0.00	0.00
Other Income	-476.15	-7,500.00	-13,152.36	-122.04
TOTAL INCOME	-61,458.24	-64,166.64	-71,796.62	-56,889.14
EXPENSE				
Administrative				
Administrative Salaries	46,122.61	56,393.32	47,247.36	46,658.84
Legal	0.00	800.00	0.00	0.00
Staff Training	0.00	1,666.68	238.63	2,368.86
Travel	0.56	200.00	0.00	250.02
Auditing Fees	6,900.00	5,175.00	6,700.00	6,700.00
Sundry-Other Admin	1,578.62	2,019.96	2,652.79	2,666.97
Total Administration	54,601.79	66,254.96	56,838.78	58,644.69
Maintenance				
Maintenance Salaries	1,063.66	4,020.00	3,409.18	3,372.46
Contracts	1,009.52	700.00	965.91	749.19
Total Maintenance	2,073.18	4,720.00	4,375.09	4,121.65
General				
TIF Expense	30.00	43.32	0.00	30.00
Insurance	1,941.64	1,916.68	1,838.73	1,393.08
Employee Benefits	26,406.93	27,151.64	28,668.51	26,817.16
Other General Expense	3,200.00	8,333.32	5,000.00	2,000.00
Total General	31,578.57	37,444.96	35,507.24	30,240.24
TOTAL EXPENSE	88,253.54	108,419.92	96,721.11	93,006.58
Net Income/Loss	26,795.30	44,253.28	24,924.49	36,117.44

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

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Housing Rehab Operating INCOME				
Other Income	-40,187.50	-81,133.32	-79,558.76	-10,000.00
Grant Admin Revenue	0.00	-9,333.32	-2,045.93	0.00
TOTAL INCOME	-40,187.50	-90,466.64	-81,604.69	-10,000.00
EXPENSE				
Administrative				
Administrative Salaries	28,716.40	31,003.32	27,949.57	16,199.05
Staff Training	0.00	1,666.68	154.80	1,418.56
Travel	233.52	333.32	196.68	16.82
Other Admin Exp	326.79	950.04	3,965.36	1,780.42
Total Administration	29,276.71	33,953.36	32,266.41	19,414.85
Maintenance				
Contracts	12,579.88	36,000.00	89,887.06	213.00
Total Maintenance	12,579.88	36,000.00	89,887.06	213.00
General				
Insurance	486.86	166.68	496.47	257.47
Employee Benefits	11,499.16	11,334.96	10,238.37	7,695.49
Total General	11,986.02	11,501.64	10,734.84	7,952.96
TOTAL EXPENSE	53,842.61	81,455.00	132,888.31	27,580.81
Net Income/Loss	13,655.11	-9,011.64	51,283.62	17,580.81

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

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-500,042.00	-482,836.68	-488,059.00	-468,372.00
Admin Fees Earned	-92,891.01	-83,926.68	-88,482.68	-95,722.00
Interest Income	-0.75	-50.00	-77.21	-86.49
Other Income	-15,810.46	-4,666.68	-7,895.44	-5,113.63
TOTAL INCOME	-608,744.22	-571,480.04	-584,514.33	-569,294.12
EXPENSE				
Administrative				
Administrative Salaries	49,964.89	56,936.68	41,068.88	43,619.91
Legal	0.00	166.68	0.00	0.00
Staff Training	0.00	2,100.00	0.00	3,367.26
Travel	0.00	833.32	324.88	613.25
Accounting & Audit Fees	3,650.00	1,216.68	3,500.00	3,500.00
Sundry-Other Admin	1,702.07	1,783.28	3,105.27	2,075.47
Total Administration	55,316.96	63,036.64	47,999.03	53,175.89
Maintenance				
Contracts	1,583.06	1,300.00	967.12	879.18
Total Maintenance	1,583.06	1,300.00	967.12	879.18
General				
Insurance	2,052.58	1,960.00	1,868.40	1,681.94
Employee Benefits	31,416.13	30,773.36	29,329.10	27,641.44
Collection Losses	2,174.00	0.00	2,302.00	0.00
Other General Expense	344.88	900.00	505.82	851.34
Total General	35,987.59	33,633.36	34,005.32	30,174.72
HAP Payments				
HAP Payments Occupied	466,064.00	453,920.00	436,434.00	440,758.00
HAP Payments Home	13,510.00	14,801.68	15,503.00	15,666.00
FSS Escrow Voucher	7,801.00	9,866.68	7,203.00	6,543.00
HAP Payments Portable	9,370.00	14,801.68	9,471.00	14,524.00
Total HAP	496,745.00	493,390.04	468,611.00	477,491.00
TOTAL EXPENSE	589,632.61	591,360.04	551,582.47	561,720.79
Net Income/Loss	-19,111.61	19,880.00	-32,931.86	-7,573.33

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Bridges Program PY
Bridges Operating Statement
April, 2021

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Bridges Operating INCOME				
HAP Received MHFA	-16,144.00	-18,000.00	-20,733.00	-25,083.00
Admin Revenue	-1,650.00	-2,000.00	-2,400.00	-2,550.00
Operating Transfer	3,229.00	1,850.00	0.00	0.00
Total Income	-14,565.00	-18,150.00	-23,133.00	-27,633.00
EXPENSE				
Administrative				
Travel	0.00	150.00	59.23	104.98
Total Administration	0.00	150.00	59.23	104.98
General				
Security Deposit Pmts	500.00	1,000.00	0.00	3,146.00
HAP Payment to Landlords	15,644.00	17,000.00	20,509.00	21,937.00
Total General	16,144.00	18,000.00	20,509.00	25,083.00
TOTAL EXPENSE	16,144.00	18,150.00	20,568.23	25,187.98
Net Income/Loss	1,579.00	0.00	-2,564.77	-2,445.02

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

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Public Housing Operating INCOME				
Dwelling Rental	-247,378.00	-249,573.32	-245,273.00	-241,387.00
Excess Utilities	0.00	-1,200.00	0.00	0.00
Operating Subsidy	-90,093.00	-88,333.32	-84,445.00	-73,537.00
Investment Interest	158.14	-666.68	-1,297.65	163.66
Other Income	-46,434.01	-61,356.68	-49,813.76	-38,602.09
Other Income Tenants	-5,604.68	-8,333.32	-6,592.83	-7,247.09
Capital Fund Income	-20,570.90	-22,000.00	-24,408.36	-122,348.00
Laundry Income	-6,441.75	-6,733.32	-5,894.00	-6,916.00
TOTAL INCOME	-416,364.20	-438,196.64	-417,724.60	-489,873.52
EXPENSE				
Administrative				
Administrative Salaries	87,175.26	101,636.68	74,372.61	92,078.30
Legal	3,157.24	1,166.68	132.50	0.00
Staff Training	294.00	4,666.68	984.32	4,374.03
Travel	3.92	333.32	164.23	390.14
Accounting & Audit Fees	7,900.00	8,287.00	8,200.00	6,300.00
Sundry-Other Admin	8,896.95	6,251.68	11,044.73	9,621.98
Total Administration	107,427.37	122,342.04	94,898.39	112,764.45
 Rec Public and Other	 0.00	 1,650.00	 0.00	 0.00
Total Tenant Services	0.00	1,650.00	0.00	0.00
Utilities				
Water/Sewer	18,600.35	23,798.36	16,374.91	16,112.04
Electricity	16,740.94	26,493.32	17,569.18	18,496.03
Gas/Fuel	18,783.26	13,933.32	15,800.82	24,557.85
Total Utilities	54,124.55	64,225.00	49,744.91	59,165.92
Maintenance				
Labor	47,463.80	69,123.32	58,875.26	57,535.32
Materials	3,551.05	8,333.32	2,617.60	3,200.64
Contracts	66,249.96	54,136.64	37,941.26	38,496.92
Total Maintenance	117,264.81	131,593.28	99,434.12	99,232.88
General				
Insurance	33,959.56	32,346.68	30,320.21	26,429.34
Payment in Lieu of Tax	9,116.11	9,000.00	9,332.83	8,999.57
Employee Benefits	73,458.87	76,959.96	75,413.83	72,970.34
Collection Losses	0.00	2,666.68	0.00	0.00
Other General Expense	755.00	0.00	0.00	0.00
Total General	117,289.54	120,973.32	115,066.87	108,399.25
TOTAL EXPENSE	396,106.27	440,783.64	359,144.29	379,562.50
 Net Income/Loss	 -20,257.93	 2,587.00	 -58,580.31	 -110,311.02

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**Brainerd South Operating Statement
April, 2021**

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Brainerd South Operating				
INCOME				
Dwelling Rental	-82,528.00	-82,523.32	-82,389.00	-77,995.00
Rental Supplement	-16,989.00	-13,490.00	-15,619.00	-14,459.00
Investment Interest	38.74	-166.68	-1,536.24	30.32
Other Income	-9,188.71	-10,416.68	-8,336.83	-12,066.90
Laundry Income	-2,115.75	-2,873.32	-2,794.25	-2,400.25
TOTAL INCOME	-110,782.72	-109,470.00	-110,675.32	-106,890.83
EXPENSE				
Administrative				
Legal	5,702.24	166.68	0.00	0.00
Accounting & Audit Fees	5,250.00	5,000.00	3,465.00	3,450.00
Sundry-Other Admin	17,770.80	17,333.32	15,255.01	14,798.78
Total Administration	28,723.04	22,500.00	18,720.01	18,248.78
Utilities				
Water	3,801.64	5,000.00	3,385.24	1,760.77
Electricity	1,457.92	2,166.68	1,415.54	1,464.10
Gas/Fuel	7,104.79	5,838.32	5,889.81	9,006.93
Total Utilities	12,364.35	13,005.00	10,690.59	12,231.80
Maintenance				
Labor	4,769.64	5,320.00	1,802.42	3,471.84
Materials	7,593.87	7,833.32	7,274.22	5,237.06
Contracts	16,533.62	22,983.36	14,833.81	16,130.05
Total Maintenance	28,897.13	36,136.68	23,910.45	24,838.95
General				
Insurance	11,145.43	11,383.32	11,131.46	10,667.08
Payment in Lieu of Tax	3,317.18	3,500.00	3,414.94	3,135.75
Employee Benefits	477.51	313.32	178.56	406.68
Total General	14,940.12	15,196.64	14,724.96	14,209.51
TOTAL EXPENSE	84,924.64	86,838.32	68,046.01	69,529.04
Net Income/Loss	-25,858.08	-22,631.68	-42,629.31	-37,361.79

Brainerd Housing and Redevelopment Authority

Payment Summary Report

April 2021

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
4/9/2021	804	Dudley Gangestad	\$47.60
4/9/2021	805	John Schommer	\$109.20
4/9/2021	806	Keri Weitalla	\$24.64
4/9/2021	807	Mike Jones	\$60.48
4/9/2021	808	Nancy Thull	\$2.24
4/9/2021	809	Shannon Fortune	\$7.06
4/22/2021	810	John Schommer	\$38.07
4/1/2021	1819	Smith Commercial Properties LLC	\$550.00
4/5/2021	1820	EBSO	\$23,673.69
4/8/2021	1821	Minnesota State Retirement System	\$1,361.00
4/8/2021	1822	Electronic Federal Tax Payment System	\$7,482.02
4/8/2021	1823	MN Dept of Revenue	\$1,251.49
4/1/2021	1824	Health Savings Accounts	\$8,125.00
4/8/2021	1825	Health Savings Accounts	\$1,446.52
4/8/2021	1826	Security Benefit	\$4,427.48
4/22/2021	1827	Minnesota State Retirement System	\$1,361.00
4/22/2021	1828	Electronic Federal Tax Payment System	\$7,578.57
4/22/2021	1829	MN Dept of Revenue	\$1,266.32
4/22/2021	1830	Health Savings Accounts	\$1,446.52
4/22/2021	1831	Security Benefit	\$4,479.70
4/8/2021	23884	Aramark	\$480.72
4/8/2021	23885	Batteries Plus	\$95.64
4/8/2021	23886	Brainerd Public Utilities	\$10,205.12
4/8/2021	23887	CDW-Government	\$1,746.36
4/8/2021	23888	CTCIT	\$650.00
4/8/2021	23889	Capital One Commercial	\$1,012.25
4/8/2021	23890	CenterPoint Energy	\$6,782.07
4/8/2021	23891	Climate Makers Acquisition, Inc.	\$1,260.00
4/8/2021	23892	College Drive Townhouses	\$1,420.68
4/8/2021	23893	Culligan	\$25.50
4/8/2021	23894	Dacotah Paper Co	\$1,101.72
4/8/2021	23895	Gull Lake Glass	\$380.17
4/8/2021	23896	Home Depot Credit Services	\$270.51
4/8/2021	23897	Home Depot Supply	\$622.00
4/8/2021	23898	Kennedy & Graven, Chartered	\$1,802.80
4/8/2021	23899	Life Insurance Company of North America	\$56.35
4/8/2021	23900	MN Elevator, Inc.	\$794.84
4/8/2021	23901	Mike's Tree Company LLC	\$546.10
4/8/2021	23902	Nisswa Sanitation	\$2,440.07
4/8/2021	23903	Office Shop	\$845.82
4/8/2021	23904	Ratwik, Roszak & Maloney, P.A.	\$1,020.00

4/8/2021	23905	Rental History Reports	\$200.00
4/8/2021	23906	Roto-Rooter Sewer & Drain Service	\$195.00
4/8/2021	23907	Sun Life Financial	\$355.07
4/8/2021	23908	Trail Ridge Townhomes	\$1,348.80
4/8/2021	23909	Valley View Townhomes	\$454.00
4/8/2021	23910	Verizon Wireless	\$397.77
4/8/2021	23911	Viking Electric Supply, Inc	\$75.24
4/21/2021	23912	Tenant Refund	\$208.83
4/21/2021	23913	Tenant Refund	\$397.06
4/22/2021	23914	Avesis Third Party Administrators	\$26.15
4/22/2021	23915	Brainerd Public Utilities	\$2,691.39
4/22/2021	23916	CTC	\$2,557.36
4/22/2021	23917	City of Brainerd	\$1,920.00
4/22/2021	23918	CliftonLarsonAllen LLP	\$11,655.00
4/22/2021	23919	Dacotah Paper Co	\$564.35
4/22/2021	23920	Dearborn National	\$204.45
4/22/2021	23921	Delta Dental	\$729.36
4/22/2021	23922	ECM Publishers, Inc.	\$682.10
4/22/2021	23923	Housing Auth Risk Retention Group	\$200.00
4/22/2021	23924	Jobs HQ	\$394.00
4/22/2021	23925	MN Dept of Labor and Industry	\$200.00
4/22/2021	23926	Paper Storm	\$25.50
4/22/2021	23927	Ratwik, Roszak & Maloney, P.A.	\$3,134.79
4/22/2021	23928	Strike Painting & Finishing	\$1,450.00
4/22/2021	23929	Viking Electric Supply, Inc	\$72.80
4/22/2021	23930	West Central Flooring	\$719.95
4/22/2021	23931	Wex Health	\$8.50
4/22/2021	23932	Bremer Bank Credit Card	\$2,238.53
		Report Total	\$131,403.32



To: Brainerd HRA Board Members
From: Tania Eller, Rental Assistance Manager
Date: May 12, 2021
Re: HCV Programs Report

HCV Report *(Attachment 5a)*

Through April, our Unit Months Leased (UML) was 100% and HAP utilization was 33%.

Bridges Report *(Attachment 5b)*

We have nine families on our program with a monthly HAP payment of \$4,214.

We received notice we were funded \$148,824 for a grant period of July 1, 2021 through June 30, 2023.

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

We currently have 29 families on our program. We have 9 families that are currently escrowing in the amount of \$1,803 per month.

Foster Youth Initiative (FYI) Report *(Attachment 5c)*

We have 3 families leased up with a total HAP payment of \$1,023 per month.

No Action Requested; Discussion Items

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April Housing Choice Voucher Programs (HCV)

<u>Voucher Allocation</u>	325
April Move-ins	0
April Move-outs	4
April Vouchers - looking for housing	4
April Vouchers - first day of month	317
Average Vouchers to date	326
Unit Months Leased	100%
HAP Utilization through 4/30/2021	33%

Reasons For Leaving Program

Voluntarily Left	3
Port-out	0
Terminated	1

Payments

Housing Assistance Payment (HAP)	\$124,230
April HUD Administrative Fee	\$16,455

Port Out Vouchers

	3
St. Cloud (1), Garland TX (1)	\$3,043

Homeownership

	8
Homeownership HAP	\$2,628

FYI Vouchers

	3
FYI Vouchers HAP	\$1,023

Annual Average Income

\$13,971

Length of Time on Program

< 1 year	20%
< 2 years	16%
< 3 years	11%
< 4 years	10%
< 5 years	5%
> 5 years	39%

Demographics

Elderly Households	87
Disabled/Handicapped Households	164
Families with Children	124

Waiting List Total

	164
Crow Wing County Preference	80
Non Preference	84

Average HAP Payment

\$359

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Bridges Program Report for April 2021

Summary

- » Tenants leased up in units: 9
- » Participants issued a voucher & searching for a unit: 4
- » Notified: 5
- » Participants receiving HCV voucher: 0
- » Participants giving up Bridges voucher: 0
- » Tenants' Residing Counties
 - Cass County: 0
 - Morrison: 1
 - Aitkin: 1
 - Crow Wing: 7
 - Todd: 0
 - Wadena: 0

Total HAP payment: \$ 4,214.00

Additional Info

Received notice on April 26th that we were funded \$148,824.00 to assist with 13 vouchers. The grant period is July 1, 2021–June 30, 2023. I have begun working on the due diligence items that need to be submitted June 7th.

Family Self-Sufficiency Program Report for April 2021

Summary

- » Active FSS participants: 29
- » Tenants going OFF for month: 0
- » Tenants going ON for month: 1
- » Tenants start ESCROWING: 1
- » Total number of FSS participants escrowing monthly: 9
- » Total amount of escrow: \$1,803.00
- » Total combined amount of monthly escrow: \$33,846.22

Foster Youth to Independence (FYI) Report for April 2021

Summary

- » Active FYI participants: 3
- » Searching for a unit: 1
- » Working on getting a voucher: 1
- » Declined voucher: 5
- » Gave up voucher: 1

Additional Info

We continue to work with one FYI applicant in utilizing their voucher. We have reached out to LSS about finding a FYI applicant to fill the last open voucher.



To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Manager
Date: May 11, 2021
Re: Housing Management Report

Vacancy Report for April 2021

Please see Attachment 6a.

Monthly Property Performance Report for April 2021

Please see Attachment 6b.

ROSS Program Updates

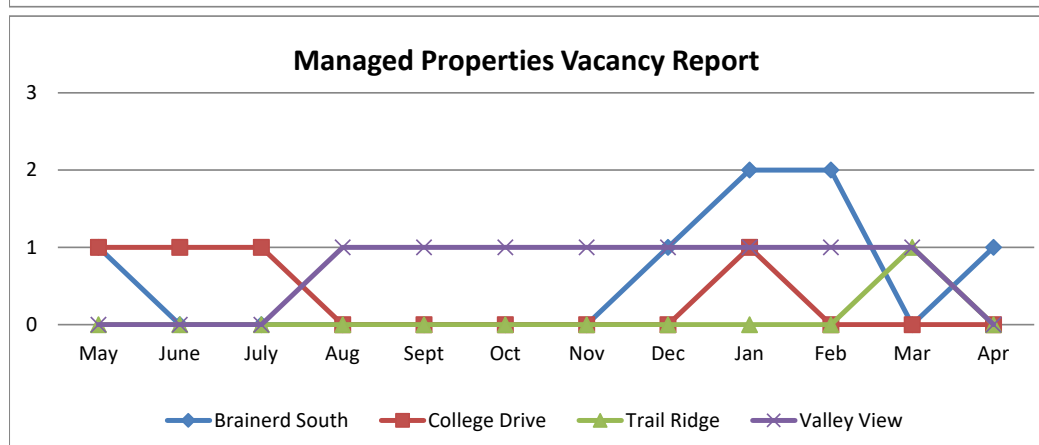
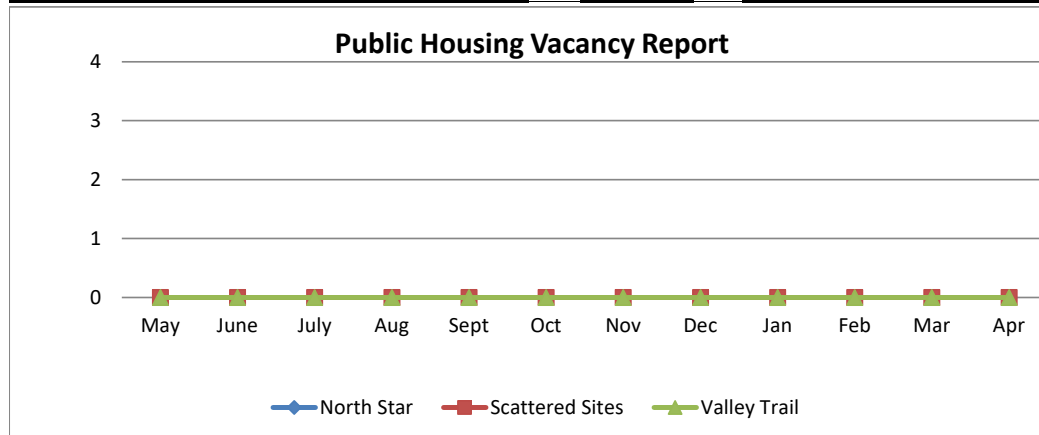
- » 14 active participants in the ROSS program; 2 newly enrolled participant; 6 exits.
- » 2 new contacts with non-enrolled residents for more limited resource/referral work.
- » Food Program Participation:
 - SNAP Food Boxes: 29 residents; shelf-stable box; elderly tenants only.
 - LSS Senior Dining: 4 residents; 48 frozen meals (12 each); elderly tenants only.
 - Catholic Charities: 18 residents; 530 frozen meals (30 each); elderly tenants only.
 - On-Site Pop-Up Pantry: 26 residents; shelf stable & perishable; no age restrictions.
- » Facebook Stats: 7 new posts on the ROSS Facebook page this past month, which reached 20 individuals, with 0 additional likes or shares, and 0 viewers clicked through posts for more information.
- » Grant Prep Work:
 - Continuing to solicit needs assessment surveys from all Public Housing residents – currently have a 28.57% response rate.
 - Reviewing census data and compiling list of partner agencies that will provide letters of programmatic match support.
- » Success Story: a ROSS participant had received a stimulus check but could not cash it due to lack of proper identification or existing bank account. Erik assisted the participant in obtaining a birth certificate and then a state ID. After that, the participant was able to establish a bank account and deposit the check.

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	0	0	0	2	0	0	1
Feb %	0.00%	0.00%	0.00%	0.00%	3.33%	0.00%	0.00%	5.00%
March 31	0	0	0	0	0	0	1	1
March %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.56%	5.00%
April 30	0	0	0	0	1	0	0	0
April %	0.00%	0.00%	0.00%	0.00%	1.67%	0.00%	0.00%	0.00%
May 31	0	0	0	0	0	0	0	0
May %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
June 30	0	0	0	0	0	0	0	0
June %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
July 31	0	0	0	0	0	0	0	0
July %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Aug 31	0	0	0	0	0	0	0	0
Aug %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Sept 30	0	0	0	0	0	0	0	0
Sept %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Oct 31	0	0	0	0	0	0	0	0
Oct %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Nov 30	0	0	0	0	0	0	0	0
Nov %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dec 31	0	0	0	0	0	0	0	0
Dec %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total %	0	0	0	0	5	1	1	3
	0.00%	0.00%	0.00%	0.00%	2.08%	1.04%	1.39%	3.75%



Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report April 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	47
Applications Placed on PH Wait List	15
Applications Denied on PH Wait List	7

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	71	0	0	0
2 bdrm	14	36	0	0	0
3 bdrm	24	24	1	1	0
4 bdrm	5	5	0	0	0
TOTAL	203	136	1	1	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	2	11
Move-Outs	0	7

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	3
Annual Recertifications	3
Completed for this month	6

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	2
30-day lease terminations	0

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	3
Received	91
Closed	91
Ending Balance	3
Total Completed Work Orders for Year	315

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	61,897
Other Charges	804
Total New Charges	62,701
Arrears, tenants in possession	41

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	12
Current Rent Charges	61,897
Current Rent Collections	61,885
Accounts Receivable Rate	0%
Collection Rate	100%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	6,331
Prior Rent Charges	749,275
Collection Rate	99%



To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: May 19, 2021
Re: Executive Director Report

Housing Trust Fund Update

I have had a few back-and-forth calls with MMFCU to gauge their interest in servicing our portfolio and am currently trying to set up a meeting with their director of mortgage services. We continue to have interest in our rehab program and our down payment assistance program, so the momentum is picking up to get some of these funds out to the community. We are anticipating an in-person meeting with our reps from MHP as they are hoping to visit the Brainerd area in June sometime with the plan to hopefully host some developers in the near future.

Discussion with Brainerd Chamber

I met with Chamber President Matt Killian, Chamber Staff Member Paula Chapulis, and GLAR Director Dolly Matten to discuss housing in the Brainerd Lakes Area. I shared with the group the progress we've made on the Housing Trust Fund, shared progress updates on the status of the development agreement for Brainerd Oaks/Serene Pines/Dalmar. The group discussed the underlying worry from our businesses that there is not currently enough housing to bring in the workers that are needed. Dolly was able to share some info on housing numbers and we also discussed the housing study that was completed in 2020. This is the first of what will likely be ongoing semi-regular meetings with the Chamber. The Chamber is willing and ready to help us market the trust fund as we roll out the different programs to the county.

Ongoing COVID-19 Response

There have been no changes in the COVID-19 response in the past month. Staff continues to monitor several 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. With the recent updated guidelines from the governor, we are starting to plan for the opening of our community spaces. We would ideally like to have those spaces open by Memorial Day weekend to match the easing of restrictions across the state. We are working to get a set of guidelines and best practices created to post in and around our community spaces. Once that has been drafted, we will be moving forward with reopening our spaces!

No Action Requested; Discussion Item

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To: Brainerd HRA Board Members
From: John Schommer, Rehab Coordinator
Date: May 11, 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	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
215 Gillis Ave. NE	Cheri S.	Owner-occupied	1	In Construction
414 3 rd Ave. NE	Select Rental Properties	Rental	1	Complete
206 Gillis Ave. NE	Herbert & Robin J.	Owner-occupied	1	In Construction
721 2 nd Ave. NE	Darin K.	Owner-occupied	1	Complete
315 4 th Ave. NE	Wayne A.	Rental	3	Application PHase
113 B St. NE	Diana L.	Rental	1	Bidding
121 3 rd Ave. NE	Joe M.	Rental	3	Application Phase
507 2 nd Ave. NE	Bob L.	Owner-occupied	1	Application Phase

Emily SCDP

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

MHFA

- » 1 project in construction
- » 1 project in the inspection phase
- » 3 applications in process

Brainerd Oaks/Serene Pines

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	53	47	1	4
Serene Pines	23	15	14	0	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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