



Brainerd Board of Commissioners Meeting
Wednesday, September 22nd, 2021 @ 1:00pm
Brainerd City Hall Council Chambers and via WebEx
501 Laurel Street, Brainerd, MN 56401

Join from browser:
<https://brainerdhra.my.webex.com/brainerdhra.my/j.php?MTID=me0f0a169b923e115b9a37575aaa27451>
Join by phone: 415-655-0001
Meeting number (access code): 255 772 7991
Meeting password: 35549877

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

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. Public Hearing: Approve the Annual Plan and Adopt Resolution No. 2021-04 (*Attachment 1*)
4. Approval of Minutes from Regular Board Meeting on August 25th, 2021 (*Attachment 2*)
5. UNFINISHED BUSINESS
6. NEW BUSINESS
 - a. Request for Approval of Continuation Agreement between the Brainerd HRA and the City of Emily for the Emily SCDP grant (*Attachment 3*)
7. BILLS & COMMUNICATIONS
 - a. Financial Report (*Attachment 4*)
 - b. HCV/Section 8 Report (*Attachment 5*)
 - c. Housing Management Report (*Attachment 6*)
 - d. Rehab Programs Report (*Attachment 7*)
 - e. Executive Director Report (*Attachment 8*)
8. COMMISSIONER COMMENTS
9. ADJOURN

Next Meeting: Wednesday, October 27, 2021

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324 East River Road
Brainerd, MN 56401
PH (218) 828-3705
FAX (218) 828-8817
www.brainerdhra.org

To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Manager
Date: Sep-17-2021
Re: Adoption of Resolution No. 2021-04

Attachment 1

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

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

Action Requested: Adopt Resolution No. 2021-04 and Approve the Annual Plan

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HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF BRAINERD

RESOLUTION NO. 2021-04

PUBLIC HOUSING AGENCY ANNUAL PLAN
FOR FISCAL YEAR BEGINNING JANUARY 1, 2022

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

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

WHEREAS, the Annual Plan and Annual Statement were made available for public comment on September 22, 2021; and

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

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

1. The Annual Plan for the PHA Fiscal Year beginning January 1, 2022, is hereby approved.
2. The Board Chair is authorized to execute the Certification of Compliance with the PHA Plan and Related Regulations Including Civil Rights Certifications.

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

Dated: _____

Gabe Johnson, Board Chair

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Streamlined Annual PHA Plan <i>(High Performer PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

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

Definitions.

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

A.	PHA Information.																														
A.1	<p>PHA Name: <u>Brainerd Housing & Redevelopment Authority</u> PHA Code: <u>MN082</u></p> <p>PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2022</u></p> <p>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p>Number of Public Housing (PH) Units <u>203</u> Number of Housing Choice Vouchers (HCVs) <u>320</u></p> <p>Total Combined <u>523</u></p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
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B.	Annual Plan Elements
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual PHA Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below:</p>
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p>
B.3	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p>2020 Goal 1: Provide safe, decent, and affordable housing to extremely low-income, very low-income, and low-income households.</p> <p>Objective 1: Continue the successful administration of the Housing Choice Voucher and Public Housing Programs.</p> <p><u>Progress Report:</u> Since January 2021, 20 new households participated in the Brainerd HRA's Housing Choice Voucher program and 15 new households became residents of Brainerd HRA's Public Housing program. In July 2021, there were a total of 319 Housing Choice Vouchers (which includes 8 Homeownership Vouchers) leased (98% of unit months leased) and 203 units of Public Housing were occupied (100% occupancy).</p> <p>Objective 2: Maintain a "High Performance" rating in the Housing Choice Voucher and Public Housing Programs.</p> <p><u>Progress Report:</u> Although most scoring platforms were suspended mid-way through 2020, both the Housing Choice Voucher Program and the Public Housing Program have continued to perform to the level required to maintain a high performance rating.</p>

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

Progress Report: The Brainerd HRA has been successful in obligating and expending funds in a timely manner. The most notable projects in progress this year are the replacement of the building-wide boiler and water heating systems at the North Star Apartments. Please see attached Capital Fund Program Annual Statement/Performance and Evaluation Report, HUD-50075.1 for open CFP grant years 2018, 2019, 2020 and 2021.

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

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

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

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

Progress Report: Since January 2021, 6 new households have enrolled in the Brainerd HRA's Family Self-Sufficiency Program, with a total of 30 households participating in the program from 1/1/2021 through 7/31/2021. During this period of time, 2 households graduated after an average of 60 months in the program and \$8,794.64 was paid out in escrow. There have been no interim disbursements yet this year.

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

Progress Report: The ROSS program is currently 29 months into the second 36-month grant, which runs through Mar-2022. Since January 2021 the Resident Opportunities for Self-Sufficiency (ROSS) Program enrolled 9 new households and provided non-enrollment outreach services to 94 households. Highlights from 2021 include 22% of participating households increasing income and 77% of participating households adding at least one supportive resource which adds to their stability and housing satisfaction. Of the 8 people that exited the program, 2 exited into unsubsidized housing. Additionally, the Service Coordinator has partnered with 4 different food delivery resources to provide a combination of fresh, frozen, and shelf-stable food options to residents resulting in an average of 1,291 meals per month (total of 9,040 meals) provided since January 2021.

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

Progress Report: To date, the Brainerd HRA has requested and received funding for 11 Foster Youth to Independence (FYI) Initiative Vouchers. Of those 11 participants, 5 are completely leased up and 6 did not utilize their vouchers. Additionally, staff have been researching an opportunity to provide up to 8 Project-Based Vouchers as part of an affordable housing development which is just now in the early stages of planning.

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

Instructions for Preparation of Form HUD-50075-HP

Annual Plan for High Performing PHAs

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

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

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

B. Annual Plan.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

☐ **Mixed Finance Modernization or Development.** 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD’s website at:

<http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

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

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

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

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

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

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

C. Other Document and/or Certification Requirements

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

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

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

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

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

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

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

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

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

Civil Rights Certification
(Qualified PHAs)

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

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

PHA Name

PHA Number/HA Code

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

Name of Authorized Official

Title

Signature

Date

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

U. S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 2/29/2016

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

I, _____, the _____
Official's Name *Official's Title*

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

Brainerd Housing & Redevelopment Authority

PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of

Impediments (AI) to Fair Housing Choice of the

State of Minnesota

Local Jurisdiction Name

pursuant to 24 CFR Part 91.

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

Many aspects of the Minnesota Consolidated Plan for Housing and Community Development (2017-2021) are reflected in the Brainerd HRA Annual Plan and ongoing programming. Specifically, this includes: reducing barriers to homeownership through the Housing Choice Voucher Homeownership program; assisting participants in successfully accessing community resources in Family Self-Sufficiency Program, the Resident Opportunity and Self-Sufficiency Program, the Housing Choice Voucher Program, and the Foster Youth to Independence Initiative; and preserving existing affordable housing through collaboration and support of our partner agency (Crow Wing County HRA) to facilitate funding through the MHFA Rehabilitation Loan Program, the DEED Small Cities Development Program, and the Crow Wing County Housing Trust Fund. These same Brainerd HRA programs and initiatives also address a number of the areas of concern identified in the State of Minnesota's Analysis of Impediments to Fair Housing such as poor housing condition, higher barriers to homeownership, and "NIMBYism" opposition to housing opportunities. Additionally, key Brainerd HRA staff participate in community initiatives addressing local homelessness, expanding supportive transitional housing, and developing new affordable housing options, all which contribute to the diversity of local housing infrastructure.

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

Name of Authorized Official

Title

Signature

Date

Certification of Compliance with PHA Plans and Related Regulations (Small PHAs)

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

PHA Certifications of Compliance with the PHA Plans and Related Regulations including Civil Rights and PHA Plan Elements that Have Changed

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 01/01/2022, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last Annual PHA Plan (check all policies, programs, and components that have been changed):
 - ___ 903.7a Housing Needs
 - ___ 903.7b Deconcentration and Other Policies Governing Eligibility, Selection, Occupancy, and Admissions Policies
 - ___ 903.7c Financial Resources
 - ___ 903.7d Rent Determination Policies
 - ___ 903.7h Demolition and Disposition
 - ___ 903.7k Homeownership Programs
 - ___ 903.7r Additional Information
 - ___ A. Progress in meeting 5-year mission and goals
 - ___ B. Criteria for substantial deviation and significant amendments
 - ___ C. Other information requested by HUD
 - ___ 1. Resident Advisory Board consultation process
 - ___ 2. Membership of Resident Advisory Board
 - ___ 3. Resident membership on PHA governing board

The PHA provides assurance as part of this certification that:

- (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
 6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
 7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
 8. For a PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);

- The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting lists would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
 10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
 11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
 12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
 13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
 14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
 15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
 16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
 17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
 18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
 19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
 20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
 21. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Brainerd Housing & Redevelopment Authority
PHA Name

MN082
PHA Number/HA Code

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

Annual PHA Plan for Fiscal Year 2022

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

Name of Authorized Official	Title
Gabe Johnson	Board Chairperson
Signature	Date

Capital Fund Program - Five-Year Action Plan

Status: Draft

Approval Date:

Approved By:

Part I: Summary						
PHA Name : HRA IN AND FOR THE CITY OF BRAINERD, MINNESOTA PHA Number: MN032		Locality (City/County & State) <input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revised 5-Year Plan (Revision No:)				
A.	Development Number and Name	Work Statement for Year 1 2022	Work Statement for Year 2 2023	Work Statement for Year 3 2024	Work Statement for Year 4 2025	Work Statement for Year 5 2026
	NORTH STAR APARTMENTS (MN032000001)	\$230,000.00	\$230,000.00	\$230,000.00	\$230,000.00	\$300,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2022				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	NORTH STAR APARTMENTS (MN032000001)			\$230,000.00
ID0001	Scattered Sites kitchen rehabilitations and bathroom vanities(Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing)	Remove and properly dispose of all cabinetry, countertops, sinks and faucets in the kitchens and vanities, tops, sinks and incidentals in the bathrooms of the 16 Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Install new cabinets of the same layout as the existing that were removed. Repair any drywall that has deteriorated or was damaged in the removal, tape, sand, prime and paint as necessary. Install new post formed laminate countertops, new sinks, water shut off valves, water supply lines and drain assemblies. Asbestos and lead-based paint will be addressed when found.		\$20,000.00
ID0002	Concrete replacement at HRA Office Building(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter)	Remove and dispose of sidewalks and curbing along the east and south sides of the office building Install rebar, drill and pin to adjoining surfaces and pour 4000 psi fiber entrained concrete where old concrete was removed. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning		\$40,000.00
ID0003	Flooring replacement and painting at HRA Office Building(Non-Dwelling Interior (1480)-Administrative Building)	Remove and properly dispose of existing flooring in bathrooms, offices and common areas at HRA office building. Install new durable flooring applicable for the area it is serving and paint offices, hallways and common areas. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0004	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management of kitchen rehabilitation and bathroom vanity replacement at Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Concrete replacement at HRA Office Building, Valley Trail Townhomes fence/landscaping, office building windows and deck replacement and security and camera system replacement at North Star Apartments and the office building. Asbestos and lead-based paint will be addressed when found.		\$17,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2022				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0005	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property, liability and workman's comp insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Health insurance, employee benefits and wages. Asbestos and lead-based paint will be addressed when found.		\$66,000.00
ID0006	Fence and landscaping at Valley Trail Townhomes(Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape)	Install new perimeter fence along west and south line of property. Remove deteriorated landscaping, regrade for proper drainage and install new foliage to facilitate reduced maintenance. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$50,000.00
ID0007	Replace office windows and decking(Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Windows)	Remove existing deteriorated windows and decking at the HRA office building and replace windows with new of the same type, size and quantity. Replace decking with new composite decking of the same layout as existing. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues. Asbestos and lead-based paint will be addressed when found.		\$15,000.00
ID0008	Replace security and camera systems at Northstar Apts and HRA office building(Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-System Improvements)	Remove and properly dispose of existing security and camera systems that are at the end of their life cycle at Northstar Apartments and the HRA office building. Install new systems of substantially the same layout as the existing that were removed. Asbestos and lead-based paint will be addressed when found.		\$17,000.00
	Subtotal of Estimated Cost			\$230,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2 2023				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	NORTH STAR APARTMENTS (MN032000001)			\$230,000.00
ID0016	Rehabilitate bathrooms at Scattered Sites(Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Remove and properly dispose of toilets, bathtub/showers, tub/shower faucets and flooring in the bathrooms of 16 Scattered Site units (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Repair any drywall that has deteriorated or was damage in the removal, tape, sand, prime and paint. Install new water shut off valves, supply lines, drain and faucet assemblies, flooring, shower stalls and low water consumption toilets. <u>Asbestos and lead-based paint will be addressed when found.</u>		\$20,000.00
ID0017	Replace domestic water heater at North Star Apartments(Non-Dwelling Interior (1480)-Plumbing)	Remove and properly dispose of old domestic water heater, controls, pump and valves at North Star apartments. Install new energy efficient domestic water heater with new controls, software, pumps, valves, associated piping and wiring for a complete and properly functioning system. Asbestos and lead-based paint will be addressed when found		\$20,000.00
ID0018	Water line replacement at North Star Apartments(Dwelling Unit-Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Plumbing)	Remove and properly dispose of cast iron DWV and galvanized water supply piping. Install new PVC DWV and water supply piping at Northstar Apartments. Asbestos and lead-based paint will be addressed when found.		\$30,000.00
ID0019	Rehabilitate kitchens at North Star Apartments(Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets)	Remove and properly dispose of all cabinetry, countertops, sinks and faucets in the kitchens of the 162 units at North Star Apartments. Install new cabinets of the same layout as the existing that were removed. Repair any drywall that has deteriorated or was damaged in the removal, tape, sand, prime and paint as necessary. Install new post formed laminate countertops, new sinks, water shut off valves, water supply lines, and drain assemblies. Asbestos and lead-based paint will be addressed when found.		\$40,000.00
ID0020	Driveway and sidewalk replacement at Valley Trail Townhomes(Dwelling Unit-Exterior (1480)-Other)	Remove and properly dispose of deteriorated concrete driveways, sidewalks and incidental landscaping at 25 units at Valley Trail Townhomes (613-718 SW 5th Street). Install rebar, drill and pin to adjoining surfaces and pour 4000 psi fiber entrained concrete where old concrete was removed. Restore landscaping that was disturbed to accommodate construction. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$10,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2		2023		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0021	Driveway and sidewalk replacement at Scattered Sites(Dwelling Unit-Exterior (1480)-Other)	Remove and properly dispose of deteriorated concrete driveways, sidewalks and incidental landscaping at 16 Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Install rebar, drill and pin to adjoining surfaces and pour 4000 psi fiber entrained concrete where old concrete was removed. Restore landscaping that was disturbed to accommodate construction. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil <u>Environmental Review issues, prior to work beginning</u>		\$10,000.00
ID0022	Replace siding at Scattered Sites(Dwelling Unit-Exterior (1480)-Siding)	Remove and properly dispose of stucco siding on 16 Scattered Site units(2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street) . Install proper flashings, vapor barrier, frieze board, J-channel, and new siding. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0023	North Star Apartments bathroom rehabilitation(Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Remove and properly dispose of toilets, showers, shower and vanity faucets, vanities, vanity tops and flooring in the bathrooms of 162 North Star Apartments. Repair any drywall that has deteriorated or was damaged in the removal, tape, sand, prime and paint. Install new water shut off valves, supply lines, drain and faucet assemblies, flooring, vanities, shower stalls and low water consumption toilets. Asbestos and lead-based paint will be addressed when found		\$5,000.00
ID0024	Replace exterior entrance doors at North Star Apartments(Dwelling Unit-Exterior (1480)-Exterior Doors)	Remove and properly dispose of exterior entrance doors and associated hardware at North Star Apartments. Install new of the same style, size, handing and type as those that were removed. Include new locking mechanisms, handles and hardware. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0025	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management for kitchen rehabilitation at Northstar Apartments, sidewalk and driveway replacement at Valley Trail Townhomes, siding, sidewalk and driveway replacement at Scattered Sites, exterior entrance doors, bathroom rehabilitation, domestic water heater replacement and water line replacement at North Star Apartments and Scattered Sites. Asbestos and lead-based paint will be addressed when found.		\$14,000.00
ID0026	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property, liability and workman's comp insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies,		\$66,000.00

Form HUD-50075.2(4/2008)

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2024				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	NORTH STAR APARTMENTS (MN032000001)			\$230,000.00
ID0027	Repair excessive tenant damage at HRA office building, North Star Apartments, Valley Trail Townhomes and Scattered Sites(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Carports -Surface Garage,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Tuck-Pointing,Dwelling Unit-Exterior (1480)-Windows)	Repair excessive tenant damage or damage done by natural occurrence at HRA office building, North Star Apartments, Valley Trail Townhomes (613-718 SW 5th Street) and Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Repair and/or replacement of sitework, siding, roofing, windows, doors, walls, ceiling, flooring, cabinetry, appliances, fixtures, electrical, plumbing, and life safety systems. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$200.00
ID0028	Replace common area furniture at North Star Apartments(Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Painting)	Remove and properly dispose of furniture in common areas on all 12 floors of North Star Apartments. Replace with new furniture of like kind, quality and amount. Asbestos and lead-based paint will be addressed when found		\$40,000.00
ID0029	Replace door closers at North Star Apartments(Dwelling Unit-Interior (1480)-Electrical)	Remove and properly dispose of door closers on doors in common areas and 162 units at North Star Apartments. Install new closers where deficient ones where removed, connect to centrally monitored fire alarm where applicable. Asbestos and lead-based paint will be addressed when found.		\$24,000.00
ID0030	Improve maintenance building at Valley Trail Townhomes site(Non-Dwelling Construction-New Construction (1480)-New Construction Demolition,Non-Dwelling Construction-New Construction (1480)-Shop,Non-Dwelling Construction-New Construction (1480)-Storage Area)	Improve maintenance building at Valley Trail Townhomes site by replacing roofing, siding, doors and windows. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$80,000.00
ID0031	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management of door closer replacement at North Star Apartments and replacement of maintenance building at Valley Trail Townhomes site. Asbestos and lead-based paint will be addressed when found.		\$19,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2024				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0032	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property, liability and workman's comp insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Health insurance, employee benefits and wages. Asbestos and lead-based paint will be addressed when found		\$66,000.00
ID0034	Repair excessive tenant damage at HRA office building, North Star Apartments, Valley Trail Townhomes and Scattered Sites(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodies,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Interior (1480)-Interior Doors)	Repair excessive tenant damage or damage done by natural occurrence at HRA office building, North Star Apartments, Valley Trail Townhomes (613-718 SW 5th Street) and Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Repair and/or replacement of windows, doors, walls, ceiling, flooring, cabinetry, appliances, fixtures, electrical, plumbing, and life safety systems. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$150.00
ID0035	Repair excessive tenant damage at HRA office building, North Star Apartments, Valley Trail Townhomes and Scattered Sites(Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Electric Distribution,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Fence Painting,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Seal Coat,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping,Dwelling Unit-Site Work (1480)-Water Lines/Mains)	Repair excessive tenant damage or damage done by natural occurrence at HRA office building, North Star Apartments, Valley Trail Townhomes (613-718 SW 5th Street) and Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street) . Repair and/or replacement of site work. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$150.00
ID0036	Repair excessive tenant damage at HRA office building, North Star Apartments, Valley Trail Townhomes and Scattered Sites(Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Canopies,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Foundation,Non-Dwelling Exterior (1480)-Gutters - Downspouts,Non-Dwelling Exterior (1480)-Landings and Railings,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Siding,Non-Dwelling Exterior (1480)-Soffits,Non-Dwelling Exterior (1480)-Stairwells and Fire Escapes,Non-Dwelling Exterior (1480)-Tuck Pointing,Non-Dwelling Exterior (1480)-Windows)	Repair excessive tenant damage or damage done by natural occurrence atHRA office building, North Star Apartments, Valley Trail Townhomes (613-718 SW 5th Street) and Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street) . Repair and/or replacement of sitework, siding, roofing, windows, doors, walls, ceiling, flooring, cabinetry, appliances, fixtures, electrical, plumbing, and life safety systems. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be		\$200.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2024				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
responsive to any soil Environmental Review issues, prior to work beginning.				
ID0037	Repair excessive tenant damage at HRA office building, North Star Apartments, Valley Trail Townhomes and Scattered Sites(Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Laundry Areas,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Shop,Non-Dwelling Interior (1480)-Storage Area,Non-Dwelling Interior (1480)-Administrative Building,Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Washers,Non-Dwelling Interior (1480)-Doors)	Repair excessive tenant damage or damage done by natural occurrence at HRA office building, North Star Apartments, Valley Trail Townhomes (613-718 SW 5th Street) and Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Repair and/or replacement of windows, doors, walls, ceiling, flooring, cabinetry, appliances, fixtures, electrical, plumbing, and life safety systems. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$150.00
ID0038	Repair excessive tenant damage at HRA office building, North Star Apartments, Valley Trail Townhomes and Scattered Sites(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Dumpster and Enclosures,Non-Dwelling Site Work (1480)-Fence Painting,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage)	Repair excessive tenant damage or damage done by natural occurrence at HRA office building, North Star Apartments, Valley Trail Townhomes (613-718 SW 5th Street) and Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Repair and/or replacement of site work. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$150.00
	Subtotal of Estimated Cost			\$230,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4 2025				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	NORTH STAR APARTMENTS (MN032000001)			\$230,000.00
ID0039	Upgrade or replace agency financial & housing management software(Management Improvement (1408)-System Improvements)	Upgrade or replace the financial and/or housing management software the agency is currently using.		\$100,000.00
ID0040	Replace appliances at North Star Apartments(Dwelling Unit-Interior (1480)-Appliances)	Remove and properly dispose of refrigerator, range and range hood in 162 units at North Star Apartments. Replace with new appliances similar to those that were removed. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0041	Replace appliances at Valley Trail Townhomes(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Electrical)	Remove and properly dispose of refrigerator, range and range hood in the kitchen of the 25 units at Valley Trail Townhomes (613-718 SW 5th Street). Replace with new appliances similar to those that were removed. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0042	Replace appliances at Scattered Sites(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Electrical)	Remove and properly dispose of refrigerator, range and range hood in the kitchens of the 16 Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Replace with new appliances similar to those that were removed. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0043	Improve or replace boiler at North Star Apartments(Non-Dwelling Construction - Mechanical (1480)-Central Boiler,Non-Dwelling Construction - Mechanical (1480)-Central Chiller,Non-Dwelling Construction - Mechanical (1480)-Common Area Dryers,Non-Dwelling Construction - Mechanical (1480)-Cooling Equipment - Systems,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System)	Remove and properly dispose of old boiler, controls, pumps, devices and valves at North Star apartments. Install new energy efficient boiler with new controls, software, pumps, valves, associated piping and wiring for a complete and properly functioning system. Asbestos and lead-based paint will be addressed when found		\$10,000.00
ID0044	Improve or replace HVAC system for the office area at North Star Apartments(Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System)	Remove and properly dispose of malfunctioning HVAC equipment, controls, piping, valves and associated devices or systems for office areas at North Star apartments. Install new energy efficient HVAC equipment, controls, piping, valves and associated devices or systems and wiring for a complete and properly functioning system. Asbestos and lead-based paint will be addressed when found		\$10,000.00

Capital Fund Program - Five-Year Action Plan

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

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

Form HUD-50075.2(4/2008)

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2026				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	NORTH STAR APARTMENTS (MN032000001)			\$300,000.00
ID0010	Replace interior doors at North Star Apartments(Dwelling Unit-Interior (1480)-Interior Doors)	Remove and properly dispose of all bathroom, bedroom and closet doors in 162 units at the North Star Apartments. Install new doors of the same size, handing and type as existing. Replace locksets, handles and hardware with new. Asbestos and lead-based paint will be addressed when found.		\$15,000.00
ID0011	Rehabilitate community kitchen at North Star Apartments(Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting)	Remove and properly dispose of all cabinetry, countertops, sinks and faucets in the community kitchen at North Star Apartments. Install new cabinets of substantially the same layout as the existing that were removed. Repair any drywall that has deteriorated or was damaged in the removal, tape, sand, prime and paint as necessary. Install new post formed laminate countertops, new sinks, water shut off valves, water supply lines, drain assemblies and piping. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0012	Kitchen rehabilitations at Valley Trail Townhomes(Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets)	Remove and properly dispose of all cabinetry, countertops, sinks and faucets in the kitchens of the 25 units at Valley Trail Townhomes (613-718 SW 5th Street). Install new cabinets of the same layout as the existing that were removed. Repair any drywall that has deteriorated or was damaged in the removal, tape, sand, prime and paint as necessary. Install new post formed laminate countertops, new sinks, water shut off valves, water supply lines, and drain assemblies. Asbestos and lead-based paint will be addressed when found.		\$50,000.00
ID0013	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management of kitchen rehabilitation at Valley Trail Townhomes, North Star Apartments community kitchen, interior doors , fire alarm device replacement, elevator work, secure bike entrance, and keyless entry system. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0014	Replace fire alarm system devices at North Star Apartments(Dwelling Unit-Interior (1480)-Electrical)	Remove and properly dispose of all fire alarm devices that have reached the end of their life cycle for the centrally monitoring fire alarm system at North Star Apartments. Install new devices and necessary accessories. Asbestos and lead-based paint will be addressed when found.		\$19,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2026				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0015	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property, liability and workman's comp insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Health insurance, employee benefits and wages. Asbestos and lead-based paint will be addressed when found		\$66,000.00
ID0048	Server and Computer Hardware Replacement(Management Improvement (1408)-System Improvements)	Replace existing server and computer hardware including tablets, laptop computers, desktop computers, monitors and incidentals for the agency		\$10,000.00
ID0049	North Star Apartment Elevators(Non-Dwelling Construction - Mechanical (1480)-Elevator)	Improve and or replace elevator components, systems or infrastructure for the elevator system at North Star Apartments. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0050	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property, liability and workman's comp insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Health insurance, employee benefits and wages. Asbestos and lead-based paint will be addressed when found		\$66,000.00
ID0051	Create Secure Bike Storage at North Star Apartments(Non-Dwelling Exterior (1480)-Canopies,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Siding)	Enclose bike storage area at North Star apartments to allow for secure bike storage at North Star apartments including adding lighting, racks and integrating keyless access. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0052	Common Area Flooring Replacement at North Star Apartments(Non-Dwelling Interior (1480)-Common Area Flooring)	Remove and properly dispose of existing flooring in common areas of North Star Apartments. Install new durable flooring applicable for the area it is serving. Asbestos and lead-based paint will be addressed when found.		\$14,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2026				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0053	Paperless Technology (Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)	Purchase software and hardware needed to switch to paperless technology including training and any construction such as wiring that is needed for a complete and properly functioning system. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0054	Video and Remote Meeting Technology(Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Administrative Building,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Security)	Purchase and install software and hardware to allow for audio and video streaming at the HRA office building and North Star Apartments. Create meeting space to allow for installation and use of the equipment by constructing walls, installing doors and associated hardware, lighting, flooring and all items needed for new technology to function properly. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0055	Keyless Entry System(Dwelling Unit-Exterior (1480)-Exterior Doors)	Replace and expand existing Keri keyless entry system with new system capable of integrating scattered sites, Valley Trail and HRA office building for all doors with keyed locks. Include new hardware such as locks and handles, proximity readers, wiring, wall, ceiling and floor repair as needed for a properly functioning system. Asbestos and lead-based paints will be addressed when found.		\$10,000.00
	Subtotal of Estimated Cost			\$300,000.00

(Published in the Brainerd Dispatch, August 8, 2021, 11.)

LEGAL NOTICE

The Brainerd Housing and Redevelopment Authority (HRA) has made an amendment to its Annual Plan including Capital Fund dollars. The Plan is available on the Authority's website at www.brainerdhra.org, at the Authority's office located at 324 East River Road, Brainerd, or by calling 218-828-3705 to request a copy. A public hearing for the formal adoption of the plan will be held Wednesday, September 22, 2021 at 1:00PM at the Brainerd City Hall.

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA)

) ss.

COUNTY OF Crow Wing)

Ann Windorski, being first duly sworn, on oath states as follows:

1. I am the publisher of the Brainerd Dispatch, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.

2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.

3. The dates of the month and the year and day of the week upon which the public notice attached/copied below was published in the newspaper are as follows:

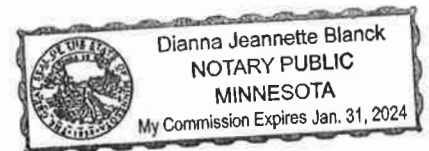
Sunday, August 8, 2021

4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to § 331A.06, is as follows:
\$14.60

Ann Windorski
[Signature]

Subscribed and sworn to before me on
this 8th day of August, 2021.

Dianna Jeannette Blanck
Notary Public



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Attachment 2

Brainerd HRA BOARD MEETING MINUTES Wednesday, August 25, 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 in person at City Hall Council Chambers and via Webex video/teleconference at 1:00 p.m., Wednesday August 25, 2021.

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

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

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

Moved and seconded by Commissioners Larson and Erickson to approve the minutes from the July 28, 2021, board meeting. Through a roll call vote, all commissioners were in favor, and none were opposed. The minutes were approved.

4. **UNFINISHED BUSINESS:**

Nothing to report.

5. **NEW BUSINESS:**

- a. 2022 Preliminary General Fund Budget Filing with City:

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

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

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

Young gave an overview of the budget. Stated we saw a slight increase in management fees. Admin fees for Bridges Program goes to the General Fund at year end. Stated admin can't be billed for SCDP until projects have started, so there is a significant decrease there, but we actually received \$34,000 in developer fees. Under expenditures, Commissioner Johnson asked if the HR Department contract is included in the Contract costs. Young responded to say yes, \$5,700 to general fund and \$7,500 to PH.

Commissioner Duval moved to authorize staff to file the attached General Fund budget with the city. Commissioner Kent-Ehlebracht seconded the motion. Upon roll call, all commissioners voted in favor of the motion, and none were opposed. The motion carried.

b. Approve FSS Grant Program Application:

On July 28th the Family Self-Sufficiency Program grant was released. Attached is a copy of the grant application. The due date for the grant submission is Tuesday, September 7th. The grant is for one year and covers the salary and benefits of a full time position. We will be asking for \$80,254.00.

Commissioner Larson moved to approve the submission of the FSS renewal grant application. Commissioner Kent-Ehlebracht seconded the motion. Upon roll call, all commissioners voted in favor of the motion, and none were opposed. The motion carried.

c. Approve the ROSS Grant Program Application:

The Brainerd HRA will be submitting a renewal grant application for the Resident Opportunity & Self-Sufficiency Service Coordinator Program (ROSS-SC FR-6500-N-05) on or before the closing date of September 17, 2021. The grant documents, including the narrative and the annual needs assessment survey, are attached for review.

We are requesting \$243,984.00 for the three-year grant cycle (referred to as "FY21") which begins on 3/18/2022 and ends on 3/18/2025. This amount is broken down into three budget categories: salary/fringe benefits, training/travel, and admin costs.

- The maximum amount we can request in the category of salary/fringe benefits is \$72,000.00 per year.
- We are allowed up to \$2,500.00 per year in the training/travel category. We always ask for the max so we can request more in admin.
- The admin component is calculated at 10% of the total of salary/fringe amount plus the training/travel amount.

Fortune stated we had amazing match support this year with over \$100,000. Areas of need are health and wellness, financial literacy and elderly and disabled. This next cycle they are looking for stronger performance tracking of "key indicators".

Commissioner Johnson asked why the grant is listed under the City of Brainerd and not the HRA. Fortune stated we use our legal name, and that part of the name is cut off when in print form.

Commissioner Larson moved to approve the submission of the ROSS FY21 renewal grant application. Commissioner Erickson seconded the motion. Upon roll call, all commissioners voted in favor of the motion, and none were opposed. The motion carried.

6. Bills & Communications:

a. Financial Report

General Fund Tax Levy

Reflected in the July financial statements is the deposit of \$26,838.64 in Property Tax Revenue (levy) for total first half deposits of \$72,016.85. The total levy amount for 2021 is \$136,519. The second half property tax settlement will be in December.

Developer Fee Revenue

Reflected in the July financial statements are total deposits of \$34,511.33 in developer fee revenue. The Brainerd HRA has 42.5% ownership interest in the College Drive LLC, which is the Managing General Partner of the College Drive Townhomes. The Brainerd HRA has 30% ownership in the Trail Ridge Limited Partnership. Accordingly, we received distributions of \$17,932.73 for College Drive and \$16,578.60 for Trail Ridge. This exceeds the total amount budgeted of \$10,000 for 2021.

CWC HRA Budget

The 2022 budget for CWC HRA was presented to the CWC HRA Board at their August 3rd meeting. The CWC HRA Commissioners approved the budget option with a total levy request of \$829,500. This is a levy increase of \$100,000 with the intent to fund the Housing Trust Fund at the same level for another year and to fund operating costs without reducing fund balance. We are on the agenda for the CWC budget committee meeting on August 26th to present the approved budget to the CWC Commissioners.

Commissioner Duval moved to approve the payments as presented. Commissioner Kent-Ehlebracht seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion carried.

b. HCV/Section 8 Report:

HCV Report

Our Unit Months Leased (UML) through July is 99%, and HAP utilization through July is 56%.

We have been notifying applicants and working diligently to help them utilize their vouchers. The takeaway from our 2021 statistics shown in my report is that out of 155 notified, 13 have leased up. The biggest problem we are seeing right now is unit availability. Approximately 60% of all vouchers issued are 1-bedroom vouchers. The stock of 1-bedroom units is the smallest of all units available. I've had discussions with tenants searching for housing that say landlords are telling them the wait lists are very long for 1-bedrooms compared to other unit sizes.

We started doing inspections in June. Ryan will be inspecting all HCV units and Carrie all FSS participant units by the end of the year. Ryan's been scheduling unit inspections by property asking the landlords to be present. He has inspected approximately 92 units and Carrie 11. The process has worked out well.

In the early stages of the pandemic, there was conflicting guidance regarding SEMAP scoring. We submitted our FYE 2019 SEMAP certification, which HUD did not review at that time. HUD later determined they would review the certification and provide a score. On August 5th we received notice that our SEMAP score for FYE 2019 is 100%. Pursuant to Notice PIH 2020-05, we were unable to submit our SEMAP certification for 2020, and our current score will carry over.

Bridges Report

There were eight families on the program with a monthly HAP payment of \$3,520.

Family Self-Sufficiency (FSS) Report

There were 30 families on the program with 11 families escrowing in the amount of \$2,168 per month.

Foster Youth Initiative (FYI) Report

There were three families leased up with a total HAP payment of \$1,099 per month.

c. Housing Management Report:

ROSS Program Updates

- Delivered 8,000 meals
- 13 active participants in the ROSS program; 0 newly enrolled participants; 0 exited.
- 1 new contact with non-enrolled resident for more limited resource/referral work
- Food Program Participation
 - SNAP Food Boxes: 28 residents; shelf-stable box; elderly tenants only.
 - Catholic Charities: 14 residents; 360 frozen meals (10-30 each); elderly tenants only.
 - On-Site Pop-Up Pantry: 43 residents; shelf stable & perishable items; no age restrictions.
 - LSS is no longer doing a frozen meal delivery. Their last distribution was in June.
- Facebook Stats:
 - 5 new posts on the ROSS Facebook page this past month which reached 19 individuals, with 0 additional likes/shares or viewers clicking through posts for more information.

- FY21 Grant Application
 - FY-2021 NOFA for next 3-year funding cycle has been completed and is included in this Board packet for approval. The application is due 9/17/2021.
- Upcoming Plans:
 - Humana will be resuming nutrition education seminars on the 1st Wednesday of each month, coinciding with the SNAPs food box delivery. The August session is titled “Boosting Your Mood With Food & Fitness”. Also trying to organize a non-nutrition related seminar on a different day of the month.
 - Working out details to have Detective Runde from the Brainerd Police Department onsite to provide information on spotting scams and fraud. This topic was an area of great interest, according to the recently collected needs assessment surveys.

Vacancy Report for July 2021.

100 percent occupied. Customer traffic up with 19 added and 14 denied. All annual recertifications were completed at one time for the North Star. Non-emergency workorders average 78 per month.

Annual Inspection Schedule

Annual unit inspections have been conducted for all North Star Apartments. Despite having not been inspected since 2019, the majority of the units were in good condition. Maintenance staff plan to complete Valley Trail & Scattered Site inspections in the next several months so that all units will have been inspected in calendar year 2021.

Mission moment: We had one public housing resident move to homeownership.

d. Rehab Programs Report:

We are currently working on closing out the grant. One home will be finished in a few weeks, and the rest have been completed.

8 Owner occupied projects are complete and we have three inquiries. We have reached out to DEED to pursue an extension for the grant. The Emily audit is tomorrow.

3 Projects are in the owner review phase

3 Applications are in process

We received a request for additional information from Federal Home Loan Bank of Des Moines and are working on submitting the information. This is the first time they have reached out to us.

6 owner occupied in Crow Wing County. Seeing a higher income limit than MHFA but less than small cities.

Garrison has a full grant with 5 owner occupied with 2 commercial.

Jenkins has been approved for 5 owner occupied and 2 commercial.

e. Executive Director Report:

Hiring Update

I am excited to announce that we have offered the position of Accounting Specialist to Joseph Christenson and have offered the position of Rehab Administrative Specialist to Kristin Miller. Both individuals have accepted the positions. Joe has a 4 year degree from NDSU and is two days in. Kristin Miller's first date will be sometime in September. The City of Brainerd helped us get quality candidates, and both of the new hires were pulled through NEO Gov.

Hwy 210 Listening Session

MN DOT Transportation Info Session coming up. Input will help shape the future of Highway 210/Washington Street project. We can apply for Small Cities for streetscape.

Focus Group

Eric will be a speaker at the presentation talking about the state of area housing. The focus group is being held at Crow Wing County Land Services building. Also scheduled as a speaker is Ben Winchester of the University of Minnesota.

- 7. Commissioner Comments:** Johnson discussed the 15th and 16th street construction project by Harrison school, and how exciting it was to have the sidewalks there. He also discussed the 150th birthday of the city.

8. ADJOURN:

Commissioner Erickson made a motion to adjourn the meeting. Commissioner Kent-Ehlebracht seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and meeting was adjourned at 1:57 p.m.

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324 East River Road
Brainerd, MN 56401
PH (218) 828-3705
FAX (218) 828-8817
www.brainerdhra.org

To: Brainerd HRA Board Members
From: John Schommer, Housing Rehab Coordinator
Date: September 15, 2021
Re: Administrative Contract with City of Emily

Attachment 3

Background: When DEED awarded the Small Cities Development Program grant to the city of Emily in 2018, we entered into a contract to administer the grant on behalf of the City. We requested and were granted the one-year extension for this grant. As such, the current contract has expired, and we have been requested to enter and sign another agreement for the extended timeframe. Attached is the updated contract with a revised beginning and end date to match the additional time to complete the grant.

Action Requested: Approve the administrative contract with the city of Emily to finish administering the Small Cities Development Program grant.

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ADMINISTRATIVE CONTRACT WITH BRAINERD HRA

THIS CONTRACT for administrative services is between the City of Emily Hereinafter referred to as “CITY” and the Brainerd Housing and Redevelopment Authority, hereinafter referred to as the “HRA”.

WITNESSETH: In consideration of the mutual covenants and agreements contained herein, the CITY and the HRA agree as follows:

- I. The term of this contract is for the period beginning 5-31-2021 and ending 9-30-2022.
- II. In consideration of financial reimbursement to be more specifically described below, the HRA agrees to act as administering Agent for the CITY on the Minnesota Small Cities Development Program Grant for which the CITY will receive monies from the state of Minnesota.
- III. As the Administering Agent for the above described grant, the HRA agrees to perform all tasks enumerated below in a manner which will meet or exceed the terms and conditions imposed upon the CITY in the Small Cities Development Program Grant agreement dated the **20th day of March, 2019, a copy of which is attached as exhibit A, as amended by Amendment #1 thereto, which is attached hereto as Exhibit B.**
 - A. Citizens participation. All state and federal regulations relating to this contract will be complied with.
 - B. Compliance with Federal Regulations. All Federal regulations relating to this contract will be complied with.
 - C. Project Planning. Coordinate the preparation of plans, specifications, contracts and other agreements in a manner consistent with applicable state and federal laws and regulations for all project activities.
 - D. Implementations. The HRA will implement programs authorized under the Small Cities Development Program Grant, within the respective limitations of the grant monies provided and/or in accordance with the state and federal requirements. The specific tasks the HRA will perform for each of the projected categories include the following:
 1. Initial inspection

2. Work write-up and bid specifications
 3. Securing contractor bids
 4. Bid approval and awarding of contracts
 5. Monitor construction and perform labor standards monitoring
 6. Approve payments to contractors
 7. Final inspection and final payment approval
- E. Coordination of Other Rehabilitation Programs within the Project Area. The HRA will coordinate other applicable rehabilitation programs in the project area, such as the Minnesota Housing Finance Agency Home Improvement Program and the Weatherization Program.
- F. Compliance with Equal Opportunity Regulations. Ensure that compliance with Section 3 of the Housing and Urban Development Act of 1968, Federal Equal Employment Opportunity Act and Executive Orders and Civil Rights Act of 1964 is maintained.
- G. Financial Record Keeping and Control. Keep complete and accurate records of all claims and disbursements in accordance with the following procedures:
1. The HRA will examine each claim and verify that the work has been done and/or materials were actually provided for the project.
 2. The HRA will submit all claims on a weekly basis to the CITY for payment.
 3. Requisition prepared by the CITY in anticipation of cash needs, will prepare a voucher as required by the State.
 4. Requisition prepared by the CITY in anticipation of cash needs, will obtain signatures and submit requisitions to the state.
 5. Payments to be made within three (3) days of the receipt of state monies, subject to any changes in state or federal regulations, the CITY will make payments authorized on each respective voucher.
- IV. The CITY and the HRA mutually agree that a mortgage shall be executed in their joint names as mortgagees securing each loan of monies provided under the Small Cities Development Program

to individual property owners for rehabilitation purposes. In regard to such mortgages and assignments, the HRA agrees to prepare all documents and obtain all necessary signatures required for proper execution of such documents and record the same at the county recorder's office.

- V. For the purpose of this contract, the HRA shall be deemed an independent contractor, and not an employee of the CITY. Any and all employees of the HRA or other persons while engaged in the performance of any work or services required by the HRA under this contract, shall not be considered employees of the CITY; and any and all claims that may or might arise on behalf of any act or omission on the part of said employees or the HRA shall in no way be the obligation or responsibility of the CITY.
- VI. It is further agreed that the HRA shall defend, **indemnify** and save the CITY harmless from any claims, demands, actions, or causes of action arising out of any act or omission on the part of the HRA, its agents, servants, or employees in performance of, or with relation to, any of the work or services provided to be performed or furnished by the HRA under the terms of this contract. **The HRA shall maintain liability coverage with the HRA and add the CITY as an additional insured. Alternatively, the HRA shall provide equivalent liability insurance with another insurance company.**
- VII. The HRA shall not assign any interest in this contract, and shall not transfer any interest in the same, whether by assignment, subcontract or novation, without the prior written consent of the CITY except for the following: All lead paint risk assessments and clearance testing will be performed by a HRA lead paint certified subcontractor.
- VIII. The HRA specifically agrees to comply with the requirements of 24 CFR 135.20 and to provide copies of said regulations as may be necessary for the information of parties to contracts required to contain the Section III clause set forth in 24 CFR 135.20.
- IX. Program Income. Regarding program income generated by the rehabilitation program, the HRA will assist the CITY by providing information on SCDP program income but the CITY will be

responsible for meeting requirements during the grant period as well as after the grant close-out.

Any program income will be used to meet a federal objective.

- X. Any alteration, variation, modification, or waiver of the provisions of this contract shall be valid only after it has been reduced in writing, duly signed by both parties, and attached to the original of this contract.
- XI. The Waiver of any of the rights and/or remedies arising under the terms of this contract on any one occasion by either party hereto shall not constitute a waiver of any rights and/or remedies in respect to any subsequent breach or default of the terms of this contract. The rights and remedies provided or referred to under the terms of this agreement are cumulative and not mutually exclusive.
- XII. This Contract, as well as Exhibits A and B, which are attached hereto and incorporated herein by reference, shall constitute the entire agreement between the parties and shall supersede all prior oral or written negotiations.
- XIII. The CITY shall have full access to all records relating to the performance of this agreement. The HRA shall comply with the requirements of the Minnesota Government Data Practices Act.
- XIV. In performing the provisions of this contract, the HRA agrees to comply with all Federal, State and Local laws, and all applicable rules, regulations, or standards established by any agency of such governmental units, which are now or hereafter promulgated.
- XV. The Grantee must not use SCDP funds to pay any person for influencing or attempting to influence any officer or employee of a federal agency, a member of Congress, an officer or employee of Congress, or any employee of a member of Congress in connection with the awarding of any federal contract, the making of a federal grant, the making of a federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement. If the Grantee uses non-federal funds to conduct any of the aforementioned activities, the Grantee must complete and submit Standard Form LLL, "Disclosure form to Report Lobbying". Further the

Grantee must include the language of this provision in all contracts and subcontracts and all contractors and subcontractors must comply accordingly.

- XVI. In Consideration of the prompt and efficient carrying out of the above, the CITY agrees to reimburse the HRA dollar for dollar for its administrative and project related costs in carrying out the above activities up to an amount not to exceed the \$29,000 Rehab Administration Cost maximum amount allowable as specified by the State of Minnesota Department of Employment and Economic Development, Community Development Division during the term of the contracts, said monies to come from the \$229,000 totally available in Small Cities Development Program funds and monies actually received by the CITY. Accurate records of administrative costs shall be kept by HRA and billing shall be made at such times as are convenient to implement the CITY'S requisition of funds from the State of Minnesota. For the purpose of this contract, administrative and project related costs are defined as follows:
- A. Salary costs actually incurred by the HRA for time expended in all phases of the project.
 - B. Mileage, telephone, supplies and publication costs.
 - C. Costs incurred by attendance at applicable Small Cities Development Conferences within the terms of this contract, including registration fees and travel expenses. Conference attendance shall be for the purpose of gaining additional information on community development regulations and program implementation.
- XVII. Should any of the above provisions be subsequently determined by a court of competent jurisdiction to be in violation of federal or state law or to be otherwise invalid, both parties agree that only those provisions so adjudged shall be invalid and that the remainder of this contract shall remain in full force and effect.
- XVIII. Antitrust. Contractor (HRA) hereby assigns to the State of Minnesota any and all claims for overcharge as to goods and or services provided in connection with this contract resulting from antitrust violations, which arise under the antitrust laws of the United States and the antitrust laws of the State of Minnesota.

XIX. The CITY reserves the right to terminate this contract if the HRA inexcusably fails to perform any of the provisions hereof. Such termination shall occur thirty (30) days after the receipt by the HRA of written notice specifying the grounds thereof, unless, prior to that date, the HRA has cured the alleged nonperformance of the provisions of this contract.

NOTICE OF CONTRACTOR (HRA): You are required by Minnesota Statutes, 1982, Section 270.66 to provide your Social Security number or Minnesota Tax Identification number if you do business with the State of Minnesota. This information may be used in the enforcement of federal and state tax laws. Supplying these numbers could result in action to require you to file state tax returns and pay delinquent state tax liabilities. This Contract will not be approved unless these numbers are provided. These numbers will be available to federal and state tax authorities and state personnel involved in the payment of state obligations.

Minnesota Tax ID 9739599

Federal Employer ID 41-6008803

IN WITNESS WHEREOF, the parties hereto have caused this contract to be duly executed.

_____City of Emily, Minnesota_____

BRAINERD HOUSING AND
REDEVELOPMENT AUTHORITY

BY _____

BY _____

_____Mayor, City of Emily_____

Chairman of the Housing Redevelopment Authority

BY _____

BY _____

_____City Clerk/Treasurer, City of Emily_____

Secretary of the Housing and Redevelopment Authority



To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: September 15, 2021
Re: September Financial Report

Attachment 4

Please find attached the financial information for August 2021.

CWC HRA Budget

Last month we reported that the CWC HRA Board approved a 2022 budget with a total levy request of \$829,500, which reflected an increase of \$100,000. After correspondence with County Administrator Houle, the CWC HRA Board changed their levy request to a level amount of \$729,500. The levy was approved by the CWC Commissioners at their September 14th meeting. The action taken for the HRA levy is considered final and will not be revisited in December when the Commissioners approve the final CWC levy.

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

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

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

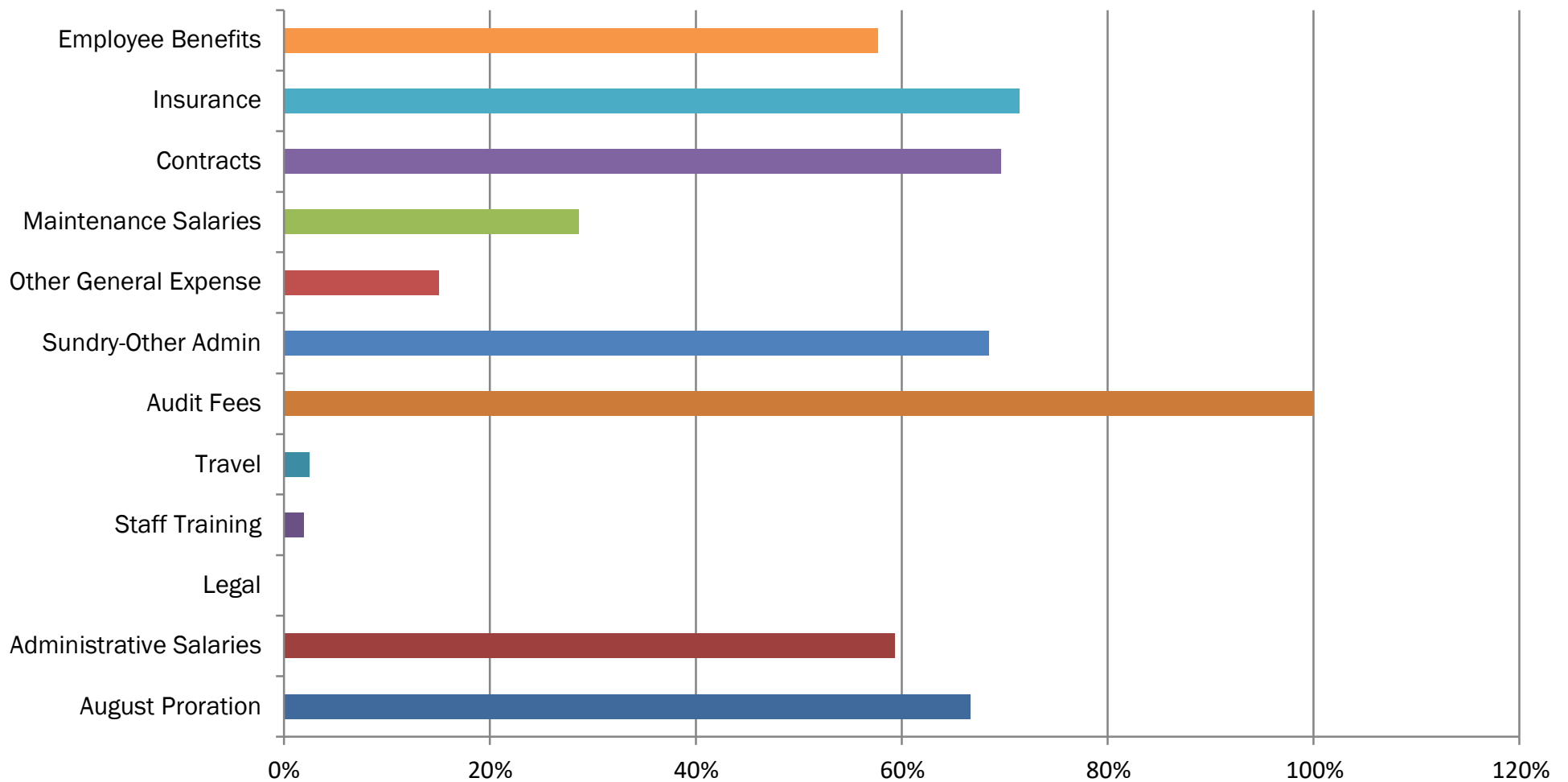
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August 2021 Operating Account Balances

Property/Program	August 2020	July 2021	August 2021
General Fund	\$305,152.24	\$362,803.84	\$364,428.37
Housing Rehab Program	\$46,892.58	\$58,798.66	\$86,693.50
Bridges	\$4,005.96	\$3,040.12	\$3,520.12
Crow Wing County HRA	\$865,037.60	\$1,393,089.78	\$1,380,426.99
Public Housing	\$683,578.66	\$721,143.68	\$753,048.31
Brainerd South	\$57,346.85	\$56,517.31	\$65,722.52
Housing Choice Voucher	\$9,985.54	\$20,836.60	\$47,826.35
Total	\$1,971,999.43	\$2,616,229.99	\$2,701,666.16

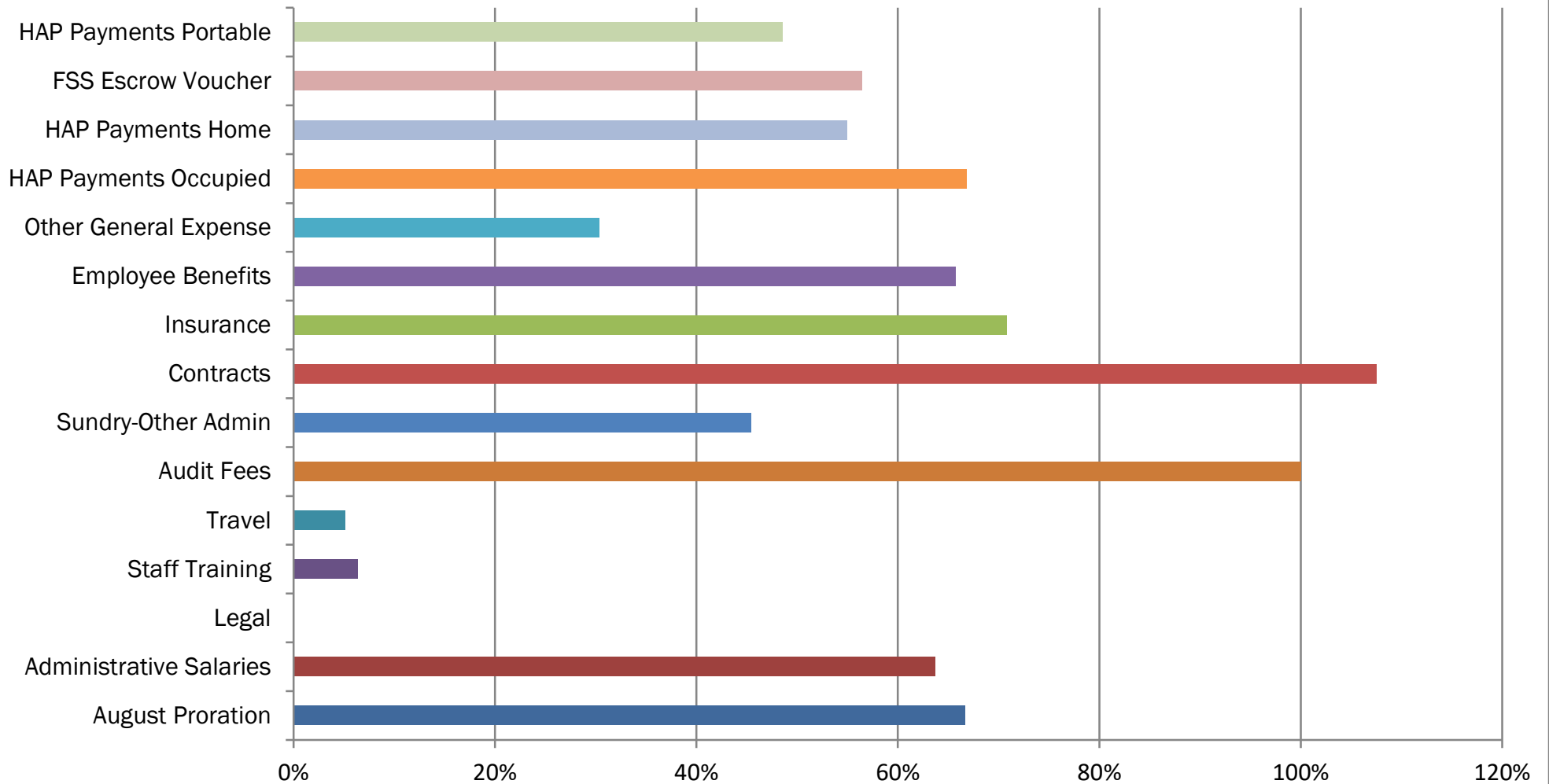
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August 2021 YTD General Fund Expense/Annual Budget Comparison



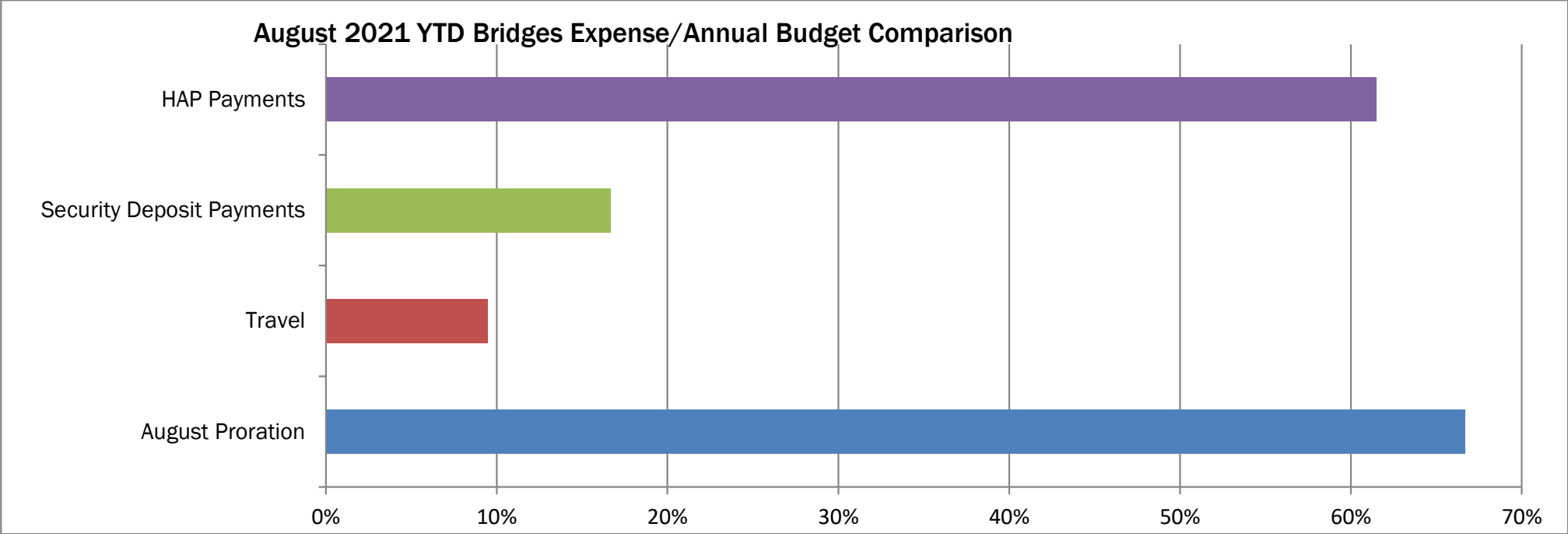
Audit Fees: Incurred early in the year for the entire year's budget.

August 2021 YTD Housing Choice Voucher Expense/Annual Budget Comparison

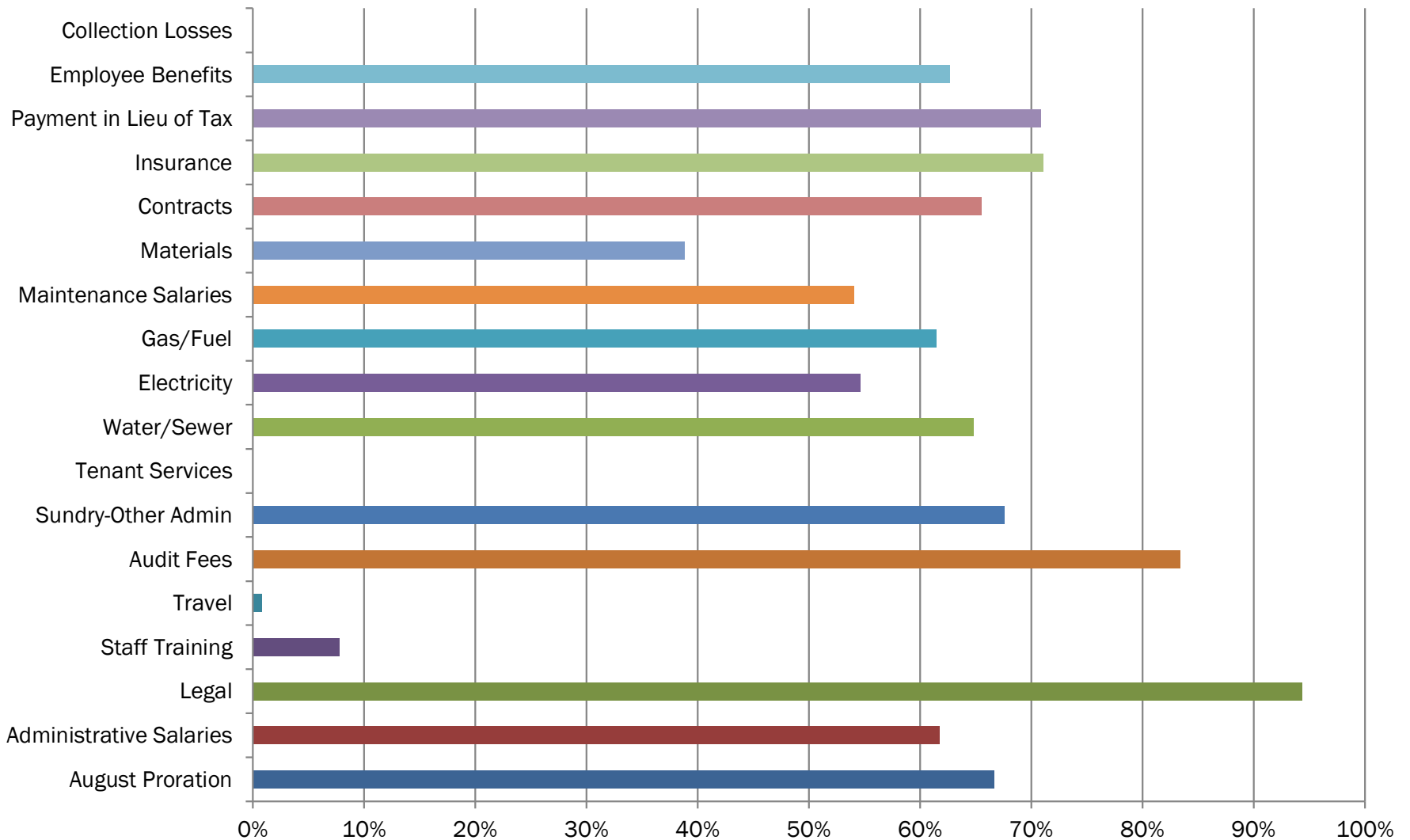


Audit Fees: Incurred early in the year for the entire year budget.

Contract Costs: Yearly utility study paid for in June.



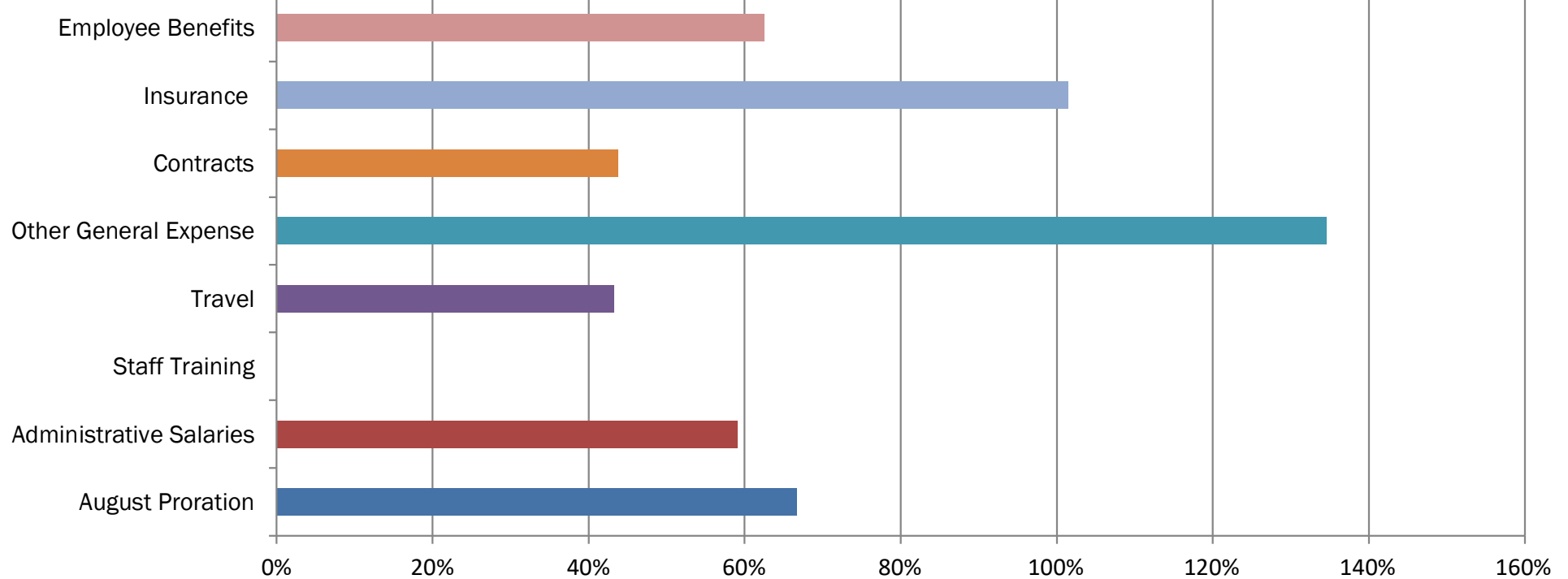
August 2021 YTD Public Housing Expense/Annual Budget Comparison



Audit Fees: Incurred early in year for entire annual budget.

Legal: Assistance with Human Resource Issues.

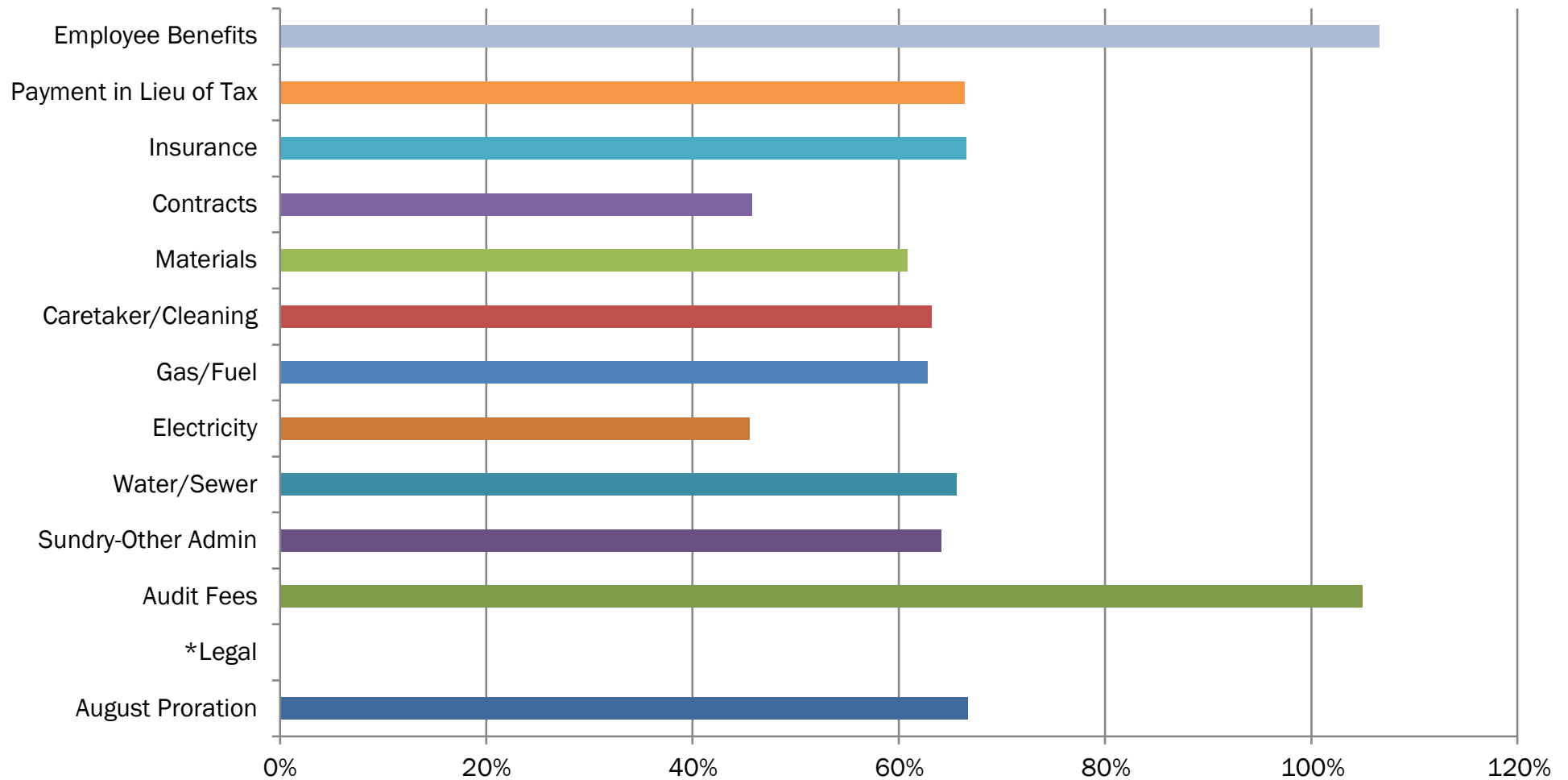
August 2021 YTD Housing Rehab Expense/Annual Budget Comparison



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

Other General Expense: Happy software purchased for rehab department needs. Advertising for rehab admin specialist.

August 2021 YTD Brainerd South Expense/Annual Budget Comparison



Employee Benefits: FICA not budgeted for caretaker non-cash compensation.

Audit Fees: Incurred early in budget year for entire year.

*Legal: Assistance with human resources issues. Current costs \$8,601 with budget of \$500.

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

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	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating INCOME				
Management Fees	-14,148.84	-115,548.49	-112,666.64	-2,881.85
Interest Income	-8.39	-32.32	-666.64	634.32
Operating Transfer In	0.00	-3,229.00	0.00	-3,229.00
Other Income	0.00	-107,008.84	-90,090.00	-16,918.84
TOTAL INCOME	-14,157.23	-225,818.65	-203,423.28	-22,395.37
EXPENSE				
Administrative				
Administrative Salaries	8,603.58	100,292.44	112,786.64	-12,494.20
Legal	0.00	0.00	1,600.00	-1,600.00
Staff Training	0.00	96.25	3,333.36	-3,237.11
Travel	13.44	14.56	400.00	-385.44
Auditing Fees	0.00	6,900.00	6,900.00	0.00
Sundry-Other Admin	149.13	4,147.36	4,039.92	107.44
Total Administration	8,766.15	111,450.61	129,059.92	-17,609.31
Maintenance				
Maintenance Salaries	707.96	3,448.73	8,040.00	-4,591.27
Contracts	6.38	1,461.42	1,400.00	61.42
Total Maintenance	714.34	4,910.15	9,440.00	-4,529.85
General				
TIF Expense	58.40	88.40	86.64	1.76
Insurance	485.41	4,108.67	3,833.36	275.31
Employee Benefits	3,691.71	46,960.00	54,303.28	-7,343.28
Other General Expense	0.00	3,750.00	16,666.64	-12,916.64
Total General	4,235.52	54,907.07	74,889.92	-19,982.85
TOTAL EXPENSE	13,716.01	171,267.83	213,389.84	-42,122.01
Net Income/Loss	-441.22	-54,550.82	9,966.56	-64,517.38

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Housing Rehab Operating Statement August, 2021

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-40,850.00	-111,037.50	-162,266.64	51,229.14
Grant Admin Revenue	0.00	0.00	-18,666.64	18,666.64
TOTAL INCOME	-40,850.00	-111,037.50	-180,933.28	69,895.78
EXPENSE				
Administrative				
Administrative Salaries	3,934.20	54,954.23	62,006.64	-7,052.41
Legal	105.00	105.00	0.00	105.00
Staff Training	0.00	0.00	3,333.36	-3,333.36
Travel	5.04	432.32	666.64	-234.32
Other Admin Exp	1,075.25	3,836.99	1,900.08	1,936.91
Total Administration	5,119.49	59,328.54	67,906.72	-8,578.18
Maintenance				
Contracts	6,090.00	47,289.88	72,000.00	-24,710.12
Total Maintenance	6,090.00	47,289.88	72,000.00	-24,710.12
General				
Insurance	0.00	507.32	333.36	173.96
Employee Benefits	1,745.67	21,253.46	22,669.92	-1,416.46
Total General	1,745.67	21,760.78	23,003.28	-1,242.50
TOTAL EXPENSE	12,955.16	128,379.20	162,910.00	-34,530.80
Net Income/Loss	-27,894.84	17,341.70	-18,023.28	35,364.98

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

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-127,630.00	-1,005,662.00	-965,673.36	-39,988.64
Admin Fees Earned	-22,236.67	-181,664.69	-167,853.36	-13,811.33
Interest Income	-0.07	-1.35	-100.00	98.65
Other Income	-8,960.00	-29,667.52	-9,333.36	-20,334.16
TOTAL INCOME	-158,826.74	-1,216,995.56	-1,142,960.08	-74,035.48
EXPENSE				
Administrative				
Administrative Salaries	12,702.80	108,840.10	113,873.36	-5,033.26
Legal	0.00	0.00	333.36	-333.36
Staff Training	0.00	404.00	4,200.00	-3,796.00
Travel	70.00	127.68	1,666.64	-1,538.96
Accounting & Audit Fees	0.00	3,650.00	2,433.36	1,216.64
Sundry-Other Admin	108.82	2,432.19	3,566.56	-1,134.37
Total Administration	12,881.62	115,453.97	126,073.28	-10,619.31
Maintenance				
Contracts	6.37	4,193.62	2,600.00	1,593.62
Total Maintenance	6.37	4,193.62	2,600.00	1,593.62
General				
Insurance	513.14	4,157.84	3,920.00	237.84
Employee Benefits	6,371.00	60,672.95	61,546.72	-873.77
Collection Losses	0.00	2,174.00	0.00	2,174.00
Other General Expense	119.94	819.66	1,800.00	-980.34
Total General	7,004.08	67,824.45	67,266.72	557.73
HAP Payments				
HAP Payments Occupied	111,812.00	910,527.00	907,840.00	2,687.00
HAP Payments Home	2,426.00	24,419.00	29,603.36	-5,184.36
FSS Escrow Voucher	2,168.00	16,705.00	19,733.36	-3,028.36
HAP Payments Portable	3,043.00	21,542.00	29,603.36	-8,061.36
Total HAP	119,449.00	973,193.00	986,780.08	-13,587.08
TOTAL EXPENSE	139,341.07	1,160,665.04	1,182,720.08	-22,055.04
Net Income/Loss	-19,485.67	-56,330.52	39,760.00	-96,090.52

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Bridges Program
Bridges Operating Statement
August, 2021

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	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Received MHFA	-3,568.00	-31,850.00	-36,000.00	4,150.00
Admin Revenue	-480.00	-3,510.00	-4,000.00	490.00
Operating Transfer	0.00	3,229.00	3,700.00	-471.00
Total Income	-4,048.00	-32,131.00	-36,300.00	4,169.00
EXPENSE				
Administrative				
Travel	0.00	42.56	300.00	-257.44
Total Administration	0.00	42.56	300.00	-257.44
General				
Security Deposit Pmts	0.00	500.00	2,000.00	-1,500.00
HAP Payment to Landlords	3,568.00	31,350.00	34,000.00	-2,650.00
Total General	3,568.00	31,850.00	36,000.00	-4,150.00
TOTAL EXPENSE	3,568.00	31,892.56	36,300.00	-4,407.44
Net Income/Loss	-480.00	-238.44	0.00	-238.44

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

	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-68,598.00	-505,774.00	-499,146.64	-6,627.36
Excess Utilities	-760.00	-2,944.00	-2,400.00	-544.00
Operating Subsidy	-30,782.00	-248,862.00	-176,666.64	-72,195.36
Investment Interest	41.15	387.36	-1,333.36	1,720.72
Other Income	-12,771.79	-97,459.91	-122,713.36	25,253.45
Other Income Tenants	-762.00	-10,265.75	-16,666.64	6,400.89
Capital Fund Income	-29,450.00	-102,920.80	-44,000.00	-58,920.80
Laundry Income	-1,711.00	-13,033.75	-13,466.64	432.89
TOTAL INCOME	-144,793.64	-980,872.85	-876,393.28	-104,479.57
EXPENSE				
Administrative				
Administrative Salaries	19,953.44	188,234.93	203,273.36	-15,038.43
Legal	146.25	3,303.49	2,333.36	970.13
Staff Training	0.00	1,086.75	9,333.36	-8,246.61
Travel	0.00	8.40	666.64	-658.24
Accounting & Audit Fees	0.00	9,212.50	11,050.00	-1,837.50
Sundry-Other Admin	502.71	12,677.63	12,503.36	174.27
Total Administration	20,602.40	214,523.70	239,160.08	-24,636.38
 Rec Public and Other	 0.00	 0.00	 3,300.00	 -3,300.00
Total Tenant Services	0.00	0.00	3,300.00	-3,300.00
Utilities				
Water/Sewer	6,795.79	46,284.49	47,596.72	-1,312.23
Electricity	7,968.53	43,400.67	52,986.64	-9,585.97
Gas/Fuel	0.00	25,677.36	27,866.64	-2,189.28
Total Utilities	14,764.32	115,362.52	128,450.00	-13,087.48
Maintenance				
Labor	14,888.44	112,033.43	138,246.64	-26,213.21
Materials	1,906.65	9,704.04	16,666.64	-6,962.60
Contracts	8,240.63	106,403.81	108,273.28	-1,869.47
Total Maintenance	25,035.72	228,141.28	263,186.56	-35,045.28
General				
Insurance	8,489.89	68,966.67	64,693.36	4,273.31
Payment in Lieu of Tax	2,632.06	19,142.68	18,000.00	1,142.68
Employee Benefits	15,421.96	144,768.12	153,919.92	-9,151.80
Collection Losses	0.00	0.00	5,333.36	-5,333.36
Other General Expense	0.00	1,000.00	0.00	1,000.00
Total General	26,543.91	233,877.47	241,946.64	-8,069.17
TOTAL EXPENSE	86,946.35	791,904.97	876,043.28	-84,138.31
 Net Income/Loss	 -57,847.29	 -188,967.88	 -350.00	 -188,617.88

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Brainerd South Operating Statement
August, 2021

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	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-21,783.00	-168,543.00	-165,046.64	-3,496.36
Rental Supplement	-4,185.00	-33,829.00	-26,980.00	-6,849.00
Investment Interest	9.50	77.11	-333.36	410.47
Other Income	-1,825.00	-16,992.07	-20,833.36	3,841.29
Laundry Income	-618.50	-4,746.00	-5,746.64	1,000.64
TOTAL INCOME	-28,402.00	-224,032.96	-218,940.00	-5,092.96
EXPENSE				
Administrative				
Legal	48.75	8,600.99	333.36	8,267.63
Accounting & Audit Fees	0.00	5,250.00	5,000.00	250.00
Sundry-Other Admin	3,546.47	33,343.87	34,666.64	-1,322.77
Total Administration	3,595.22	47,194.86	40,000.00	7,194.86
Utilities				
Water	1,610.87	9,840.77	10,000.00	-159.23
Electricity	356.97	2,959.50	4,333.36	-1,373.86
Gas/Fuel	0.00	10,991.64	11,676.64	-685.00
Total Utilities	1,967.84	23,791.91	26,010.00	-2,218.09
Maintenance				
Labor	1,123.70	10,082.80	10,640.00	-557.20
Materials	1,341.38	14,289.96	15,666.64	-1,376.68
Contracts	2,161.37	31,537.64	45,966.72	-14,429.08
Total Maintenance	4,626.45	55,910.40	72,273.36	-16,362.96
General				
Insurance	2,788.92	22,719.01	22,766.64	-47.63
Payment in Lieu of Tax	968.88	6,969.12	7,000.00	-30.88
Employee Benefits	119.96	1,001.96	626.64	375.32
Total General	3,877.76	30,690.09	30,393.28	296.81
TOTAL EXPENSE	14,067.27	157,587.26	168,676.64	-11,089.38
Net Income/Loss	-14,334.73	-66,445.70	-50,263.36	-16,182.34

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August 2021
Prior Year Comparative Operating
Statements

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

	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
General Fund Operating INCOME				
Management Fees	-115,548.49	-112,666.64	-115,276.54	-113,768.42
Interest Income	-32.32	-666.64	-1,176.59	0.00
Operating Transfer In	-3,229.00	0.00	0.00	0.00
Other Income	-107,008.84	-90,090.00	-101,987.58	-72,605.98
TOTAL INCOME	-225,818.65	-203,423.28	-218,440.71	-186,374.40
EXPENSE				
Administrative				
Administrative Salaries	100,292.44	112,786.64	121,971.95	100,989.33
Legal	0.00	1,600.00	2,531.00	0.00
Staff Training	96.25	3,333.36	238.63	3,953.68
Travel	14.56	400.00	1.15	307.15
Auditing Fees	6,900.00	6,900.00	6,700.00	6,700.00
Sundry-Other Admin	4,147.36	4,039.92	4,763.88	4,655.31
Total Administration	111,450.61	129,059.92	136,206.61	116,605.47
Maintenance				
Maintenance Salaries	3,448.73	8,040.00	7,460.70	7,308.78
Contracts	1,461.42	1,400.00	1,483.53	1,110.27
Total Maintenance	4,910.15	9,440.00	8,944.23	8,419.05
General				
TIF Expense	88.40	86.64	0.00	130.00
Insurance	4,108.67	3,833.36	3,699.89	2,786.16
Employee Benefits	46,960.00	54,303.28	58,081.21	51,323.83
Other General Expense	3,750.00	16,666.64	20,700.00	2,000.00
Total General	54,907.07	74,889.92	82,481.10	56,239.99
TOTAL EXPENSE	171,267.83	213,389.84	227,631.94	181,264.51
Net Income/Loss	-54,550.82	9,966.56	9,191.23	-5,109.89

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

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Housing Rehab Operating INCOME				
Other Income	-111,037.50	-162,266.64	-119,560.49	-77,587.75
Grant Admin Revenue	0.00	-18,666.64	-4,707.34	-1,034.96
TOTAL INCOME	-111,037.50	-180,933.28	-124,267.83	-78,622.71
EXPENSE				
Administrative				
Administrative Salaries	54,954.23	62,006.64	59,183.66	32,626.27
Legal	105.00	0.00	0.00	0.00
Staff Training	0.00	3,333.36	154.80	2,404.07
Travel	432.32	666.64	558.96	381.06
Other Admin Exp	3,836.99	1,900.08	4,281.96	1,885.42
Total Administration	59,328.54	67,906.72	64,179.38	37,296.82
Maintenance				
Contracts	47,289.88	72,000.00	111,676.55	41,106.28
Total Maintenance	47,289.88	72,000.00	111,676.55	41,106.28
General				
Insurance	507.32	333.36	496.47	257.47
Employee Benefits	21,253.46	22,669.92	20,785.00	15,140.96
Total General	21,760.78	23,003.28	21,281.47	15,398.43
TOTAL EXPENSE	128,379.20	162,910.00	197,137.40	93,801.53
Net Income/Loss	17,341.70	-18,023.28	72,869.57	15,178.82

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

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-1,005,662.00	-965,673.36	-978,785.00	-940,075.00
Admin Fees Earned	-181,664.69	-167,853.36	-261,101.36	-178,906.00
Interest Income	-1.35	-100.00	-94.50	-167.98
Other Income	-29,667.52	-9,333.36	-12,020.55	-9,152.23
TOTAL INCOME	-1,216,995.56	-1,142,960.08	-1,252,001.41	-1,128,301.21
EXPENSE				
Administrative				
Administrative Salaries	108,840.10	113,873.36	89,637.58	95,519.95
Legal	0.00	333.36	366.00	0.00
Staff Training	404.00	4,200.00	674.00	6,560.13
Travel	127.68	1,666.64	324.88	1,186.87
Accounting & Audit Fees	3,650.00	2,433.36	3,500.00	3,500.00
Sundry-Other Admin	2,432.19	3,566.56	4,540.65	3,246.47
Total Administration	115,453.97	126,073.28	99,043.11	110,013.42
Maintenance				
Contracts	4,193.62	2,600.00	3,608.95	3,374.26
Total Maintenance	4,193.62	2,600.00	3,608.95	3,374.26
General				
Insurance	4,157.84	3,920.00	4,197.73	3,363.87
Employee Benefits	60,672.95	61,546.72	56,096.24	54,552.56
Collection Losses	2,174.00	0.00	2,302.00	0.00
Other General Expense	819.66	1,800.00	810.19	1,760.57
Total General	67,824.45	67,266.72	63,406.16	59,677.00
HAP Payments				
HAP Payments Occupied	910,527.00	907,840.00	884,742.00	878,132.00
HAP Payments Home	24,419.00	29,603.36	29,745.00	30,492.00
FSS Escrow Voucher	16,705.00	19,733.36	13,170.00	15,444.00
HAP Payments Portable	21,542.00	29,603.36	15,237.00	30,687.00
Total HAP	973,193.00	986,780.08	942,894.00	954,755.00
TOTAL EXPENSE	1,160,665.04	1,182,720.08	1,108,952.22	1,127,819.68
Net Income/Loss	-56,330.52	39,760.00	-143,049.19	-481.53

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Bridges Program PY
Bridges Operating Statement
August, 2021

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Bridges Operating INCOME				
HAP Received MHFA	-31,850.00	-36,000.00	-34,781.00	-54,030.00
Admin Revenue	-3,510.00	-4,000.00	-4,050.00	-6,000.00
Operating Transfer	3,229.00	3,700.00	0.00	0.00
Total Income	-32,131.00	-36,300.00	-38,831.00	-60,030.00
EXPENSE				
Administrative				
Travel	42.56	300.00	59.23	158.92
Total Administration	42.56	300.00	59.23	158.92
General				
Security Deposit Pmts	500.00	2,000.00	0.00	5,943.00
HAP Payment to Landlords	31,350.00	34,000.00	34,557.00	48,087.00
Total General	31,850.00	36,000.00	34,557.00	54,030.00
TOTAL EXPENSE	31,892.56	36,300.00	34,616.23	54,188.92
Net Income/Loss	-238.44	0.00	-4,214.77	-5,841.08

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

	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Public Housing Operating INCOME				
Dwelling Rental	-505,774.00	-499,146.64	-491,540.00	-483,097.00
Excess Utilities	-2,944.00	-2,400.00	-2,869.48	-2,661.83
Operating Subsidy	-248,862.00	-176,666.64	-173,977.00	-173,792.00
Investment Interest	387.36	-1,333.36	-1,460.85	328.95
Other Income	-97,459.91	-122,713.36	-109,662.85	-111,061.30
Other Income Tenants	-10,265.75	-16,666.64	-11,814.56	-19,428.05
Capital Fund Income	-102,920.80	-44,000.00	-175,719.40	-122,348.00
Laundry Income	-13,033.75	-13,466.64	-11,862.25	-13,248.25
TOTAL INCOME	-980,872.85	-876,393.28	-978,906.39	-925,307.48
EXPENSE				
Administrative				
Administrative Salaries	188,234.93	203,273.36	175,825.76	194,786.30
Legal	3,303.49	2,333.36	915.50	1,445.00
Staff Training	1,086.75	9,333.36	1,223.32	12,945.25
Travel	8.40	666.64	209.66	638.96
Accounting & Audit Fees	9,212.50	11,050.00	8,700.00	8,300.00
Sundry-Other Admin	12,677.63	12,503.36	15,956.98	14,017.78
Total Administration	214,523.70	239,160.08	202,831.22	232,133.29
 Rec Public and Other	 0.00	 3,300.00	 0.00	 0.00
Total Tenant Services	0.00	3,300.00	0.00	0.00
Utilities				
Water/Sewer	46,284.49	47,596.72	41,437.55	40,748.14
Electricity	43,400.67	52,986.64	45,439.52	44,761.99
Gas/Fuel	25,677.36	27,866.64	22,543.67	28,701.94
Total Utilities	115,362.52	128,450.00	109,420.74	114,212.07
Maintenance				
Labor	112,033.43	138,246.64	132,015.64	124,179.50
Materials	9,704.04	16,666.64	8,048.30	17,978.22
Contracts	106,403.81	108,273.28	90,889.63	76,422.83
Total Maintenance	228,141.28	263,186.56	230,953.57	218,580.55
General				
Insurance	68,966.67	64,693.36	60,692.89	52,858.69
Payment in Lieu of Tax	19,142.68	18,000.00	18,846.35	18,060.38
Employee Benefits	144,768.12	153,919.92	146,992.46	139,077.37
Collection Losses	0.00	5,333.36	0.00	0.00
Other General Expense	1,000.00	0.00	1,000.00	0.00
Total General	233,877.47	241,946.64	227,531.70	209,996.44
TOTAL EXPENSE	791,904.97	876,043.28	770,737.23	774,922.35
 Net Income/Loss	 -188,967.88	 -350.00	 -208,169.16	 -150,385.13

Brainerd South Operating Statement
August, 2021

	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Brainerd South Operating				
INCOME				
Dwelling Rental	-168,543.00	-165,046.64	-164,168.00	-159,049.00
Rental Supplement	-33,829.00	-26,980.00	-33,143.00	-27,930.00
Investment Interest	77.11	-333.36	-2,128.92	78.85
Other Income	-16,992.07	-20,833.36	-16,085.83	-21,736.38
Laundry Income	-4,746.00	-5,746.64	-5,727.75	-5,216.50
TOTAL INCOME	-224,032.96	-218,940.00	-221,253.50	-213,853.03
EXPENSE				
Administrative				
Legal	8,600.99	333.36	0.00	0.00
Accounting & Audit Fees	5,250.00	5,000.00	4,961.25	4,950.00
Sundry-Other Admin	33,343.87	34,666.64	32,655.21	31,492.94
Total Administration	47,194.86	40,000.00	37,616.46	36,442.94
Utilities				
Water	9,840.77	10,000.00	9,638.64	7,513.22
Electricity	2,959.50	4,333.36	2,977.09	3,478.38
Gas/Fuel	10,991.64	11,676.64	9,930.55	11,728.26
Total Utilities	23,791.91	26,010.00	22,546.28	22,719.86
Maintenance				
Labor	10,082.80	10,640.00	10,403.42	7,035.86
Materials	14,289.96	15,666.64	18,080.03	11,547.50
Contracts	31,537.64	45,966.72	30,193.13	32,721.49
Total Maintenance	55,910.40	72,273.36	58,676.58	51,304.85
General				
Insurance	22,719.01	22,766.64	22,019.73	21,341.29
Payment in Lieu of Tax	6,969.12	7,000.00	6,839.53	6,546.52
Employee Benefits	1,001.96	626.64	654.71	813.36
Total General	30,690.09	30,393.28	29,513.97	28,701.17
TOTAL EXPENSE	157,587.26	168,676.64	148,353.29	139,168.82
Net Income/Loss	-66,445.70	-50,263.36	-72,900.21	-74,684.21

Brainerd Housing and Redevelopment Authority

Payment Summary Report

August 2021

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
8/12/2021	831	Carrie Burrell	\$1.12
8/12/2021	832	Dudley Gangestad	\$54.60
8/12/2021	833	Eric Charpentier	\$13.44
8/12/2021	834	John Schommer	\$21.84
8/12/2021	835	Keri Woitalla	\$30.80
8/12/2021	836	Michael Foote	\$60.80
8/12/2021	837	Ryan Barnett	\$69.44
8/12/2021	1875	Minnesota State Retirement System	\$1,320.98
8/12/2021	1876	Electronic Federal Tax Payment System	\$6,524.86
8/12/2021	1877	MN Dept of Revenue	\$1,082.49
8/12/2021	1879	Health Savings Accounts	\$1,124.73
8/12/2021	1880	Security Benefit	\$3,648.17
8/2/2021	1881	EBSO	\$20,956.97
8/26/2021	1882	Minnesota State Retirement System	\$1,405.00
8/26/2021	1883	Electronic Federal Tax Payment System	\$6,605.08
8/26/2021	1884	MN Dept of Revenue	\$1,129.06
8/26/2021	1885	Health Savings Accounts	\$1,124.73
8/26/2021	1886	Security Benefit	\$3,648.17
8/12/2021	24103	Ace Hardware	\$40.94
8/12/2021	24104	Aramark Uniform Services	\$336.68
8/12/2021	24105	Brainerd Daily Dispatch	\$116.80
8/12/2021	24106	Brainerd Public Utilities	\$13,777.35
8/12/2021	24107	CTCIT	\$650.00
8/12/2021	24108	Capital One Commercial	\$594.68
8/12/2021	24109	Culligan	\$89.45
8/12/2021	24110	Dacotah Paper Co	\$855.16
8/12/2021	24111	Dearborn National	\$187.02
8/12/2021	24112	Elite Environmental Services LLC	\$160.00
8/12/2021	24113	Frank Olson Drywall Repair	\$1,000.00
8/12/2021	24114	Void	\$0.00
8/12/2021	24115	Home Depot Credit Services	\$422.02
8/12/2021	24116	Home Depot Supply	\$37.90
8/12/2021	24117	Kennedy & Graven, Chartered	\$1,299.70
8/12/2021	24118	MN Elevator, Inc.	\$794.84
8/12/2021	24119	Mike Jones	\$39.76
8/12/2021	24120	NAC Mechanical and Electrical Services	\$29,450.00
8/12/2021	24121	Nisswa Sanitation	\$2,377.27
8/12/2021	24122	Paper Storm	\$25.50
8/12/2021	24123	Ratwik, Roszak & Maloney, P.A.	\$195.00
8/12/2021	24124	Rental History Reports	\$75.00
8/12/2021	24125	Strike Painting & Finishing	\$450.00
8/12/2021	24126	Wex Health	\$8.50
8/26/2021	24127	Asmus Construction LLC	\$6,000.00
8/26/2021	24128	Atlas Abstract & Title	\$90.00
8/26/2021	24129	Avesis Third Party Admininstrators	\$26.15
8/26/2021	24130	Brainerd Public Utilities	\$3,040.81
8/26/2021	24131	CTC	\$2,560.31
8/26/2021	24132	Crosby HRA	\$208.73
8/26/2021	24133	Delta Dental	\$651.76
8/26/2021	24134	Forum Communications Company	\$27.80
8/26/2021	24135	Hirshfield's Inc.	\$190.69
8/26/2021	24136	Jobs HQ	\$1,049.00
8/26/2021	24137	Kennedy & Graven, Chartered	\$105.00
8/26/2021	24138	Office Shop	\$160.34
8/26/2021	24139	TKDA	\$1,197.00
8/26/2021	24140	Verizon Wireless	\$357.82
8/26/2021	24141	Viking Electric Supply, Inc	\$1,049.00
8/26/2021	24142	West Central Flooring	\$2,096.10
		Report Total	\$120,616.36



To: Brainerd HRA Board Members
From: Tania Eller, Rental Assistance Manager
Date: September 14, 2021
RE: Housing Choice Voucher Programs Report

Attachment 5

HCV Report

Please see the attached report.

Our Unit Months Leased (UML) through August is 99%, and HAP utilization through August is 64%.

Fair Market Rents (FMRs) and Payment Standards for 2022

HUD released the new FMRs at the end of August with an October 1st effective date. As you know, our payment standards must fall between 90 and 110 percent of the FMRs. We saw a significant increase in all of the FMRs; however, we had to increase our zero, one, two and three bedroom payment standards to meet the 90% threshold. We made these changes immediately as we are in the process of running annual recertifications for October and wanted to give our tenants as much notice as possible.

Bridges Report

Please see the attached report.

We have 8 families on our program with a monthly HAP payment of \$3,568.

Family Self-Sufficiency (FSS) Report

Please see the attached report.

We have 30 families on our program. We have 11 families currently escrowing a total of \$2,168 per month.

Foster Youth Initiative (FYI) Report

Please see the attached report.

We have 3 families leased up with a total HAP payment of \$1,099 per month.

No Action Requested; Discussion Items

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August Housing Choice Voucher Programs (HCV)

<u>Voucher Allocation</u>	325
August Move-ins	8
August Move-outs	3
August Vouchers - looking for housing	25
August Vouchers - first day of month	316
Average Vouchers to date	322
Unit Months Leased	99%
HAP Utilization through 8/31/2021	64%

Reasons For Leaving Program

Voluntarily Left	2
Port-out	1
Terminated	0

Payments

Housing Assistance Payment (HAP)	\$117,357
August HUD Administrative Fee	\$16,628

Port Out Vouchers

St. Cloud (1), Metro HRA (1) MPLS PHA (1)	3
	\$3,043

Homeownership

Homeownership HAP	8
	\$2,426

FYI Vouchers

FYI Vouchers HAP	3
	\$1,099

Annual Average Income

\$14,730

Length of Time on Program

< 1 year	17%
< 2 years	19%
< 3 years	10%
< 4 years	9%
< 5 years	7%
> 5 years	37%

Demographics

Elderly Households	89
Disabled/Handicapped Households	163
Families with Children	123

Waiting List Total

Crow Wing County Preference	155
Non Preference	59
	96

Average HAP Payment

\$353

2022 FMRs and Payment Standards

2022 FMRs (effective October 1, 2021)

Bedroom Size	0	1	2	3	4
FMR 2022	\$ 588	\$ 673	\$ 885	\$ 1,150	\$ 1,232

Payment Standards (effective October 1, 2021)

Bedroom Size	0	1	2	3	4
Old Payment Standard	\$ 512	\$ 596	\$ 785	\$ 1,020	\$ 1,121
New Payment Standard	\$ 530	\$ 606	\$ 797	\$ 1,035	\$ 1,121

Amount of Increase	\$ 18	\$ 10	\$ 12	\$ 15	\$ -
Percentage of FMR	90%	90%	90%	90%	91%

Bridges Program

August 2021

Summary

- Tenants leased up in units: 8
- Participants issued a Voucher & searching for a unit: 7
- Notified: 3
- Participants receiving HCV voucher: 0
- Participants giving up Bridges voucher: 0
- Tenants' Residing Counties:
 - Cass County: 0
 - Morrison: 1
 - Aitkin: 1
 - Crow Wing: 6
 - Todd:
 - Wadena:

Total HAP Payment: \$ 3,568.00

Additional Info

No additional information.

Family Self-Sufficiency Program

August 2021

Summary

- Active FSS participants: 30
- Tenants going OFF for month: 0
- Tenants going ON for month: 0
- Tenants start ESCROWING: 0
- Total number of FSS participants escrowing monthly: 11
- Total amount of escrow: \$2,168.00
- Total combined amount of monthly escrow: \$ 42,752.68

Foster Youth to Independence Program August 2021

Summary

- Active FSS participants: 3
- Searching for a unit: 0
- Working on getting a voucher: 0
- Declined voucher: 0
- Gave up voucher: 0

Additional Info

Continue to partner with LSS and CWCSS to fill open FYI vouchers.





To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Manager
Date: Sep-15-2021
Re: Housing Management Report

Attachment 6

Vacancy Report for August 2021

Please see attachment.

Monthly Property Performance Report for August 2021

Please see attachment.

Eviction Moratorium Off-Ramp Update

Now that the federal eviction moratorium has ended, many tenants in Minnesota are still protected in some way by the “off-ramp” plan. (Minnesota Session Laws 2021, 1st Special Session, Chapter 8 H. F. No. 4, Article 5). This plan requires some additional notification language about available resources and a slightly extended notification timeline for terminations or evictions related to non-payment. Behavior-related terminations are not prohibited or restricted. The table below has been provided in numerous publications and websites.

Phase 1 June 30, 2021	Phase 2 July 14, 2021	Phase 3 Aug. 13, 2021	Phase 4 Sept. 12, 2021	Phase 5 Oct. 12, 2021	Phase 6 June 1, 2022
Landlords can file evictions and terminate leases when: <ul style="list-style-type: none"> tenant seriously endangers the safety of others, tenant significantly damages property, tenant allows illegal activity on premises (504B.171 Subd. 1) Manufactured home residents fail to comply with manufactured home related laws. Landlords can terminate/non-renew leases for: <ul style="list-style-type: none"> material violations of the lease other than nonpayment of rent Landlords can file evictions for: <ul style="list-style-type: none"> Tenants who owe rent and refuse to apply for the COVID-19 emergency rental assistance. Tenants who owe rent and refuse to give their landlord info needed to apply for the COVID-19 emergency rental assistance. Tenants who owe rent and refuse to provide proof that they applied for the COVID-19 emergency rental assistance. 	Landlords can file evictions for material lease violations Landlord cannot file evictions for non-payment of rent	Landlords can terminate leases and not renew leases of tenants behind on rent <u>and ineligible</u> for COVID-19 emergency rental assistance	Landlords can file evictions for tenants behind on rent who are ineligible for COVID-19 emergency rental assistance	Most off-ramp protections end this day Landlords can end a lease for any legal reason with appropriate notice under the lease Landlords can file evictions for any legal reason EXCEPT for non-payment of rent evictions for tenants who have a pending COVID-19 emergency rental assistance application	Protections for tenants with pending COVID-19 emergency rental assistance applications expire on <u>June 1, 2022</u>

Source: <https://homelinemn.org/phaseout/>

ROSS Program Updates

- 14 active participants in the ROSS program; 1 newly enrolled participant; 1 exited participant.
- 1 new contact with non-enrolled resident for more limited resource/referral work
- Food Program Participation
 - SNAP Food Boxes: 28 residents; shelf-stable box; elderly tenants only.
 - Catholic Charities: 16 residents; 340 frozen meals (10-30 each); elderly tenants only.
- Facebook Stats:
 - 3 new posts on the ROSS Facebook page this past month which reached 6 individuals, with 0 additional likes/shares or viewers clicking through posts for more information.
- FY21 Grant Application
 - FY-2021 NOFA was successfully submitted. No specific timeline has been given for award notification, however the new grant cycle is estimated to start 3/18/2022.
- Event Participation & Upcoming Plans:
 - Humana resumed the wellness seminars and had 4 participants in their August session.
 - Still working with Brainerd Police to provide a presentation regarding scams and fraud.
 - Recently connected with Babinski Foundation to talk about hosting a session devoted to happy and healthy pet ownership in small spaces/apartment living.

No Action Requested; Discussion Items

Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report August 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	24
Applications Denied on PH Wait List	5

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	105	5	2	0
2 bdrm	14	37	11	3	0
3 bdrm	24	16	0	0	0
4 bdrm	5	3	0	0	0
TOTAL	203	161	16	5	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	2	17
Move-Outs	2	15

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	6
Annual Recertifications	5
Completed for this month	11

8. Annual Unit Inspections

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

9. Lease Enforcements

Lease warnings/violations issued	5
30-day lease terminations	1

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	2
Received	170
Closed	169
Ending Balance	3
Total Completed Work Orders for Year	716

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	66,571
Other Charges	1,487
Total New Charges	68,058
Arrears, tenants in possession	2,504

Accounts Receivable

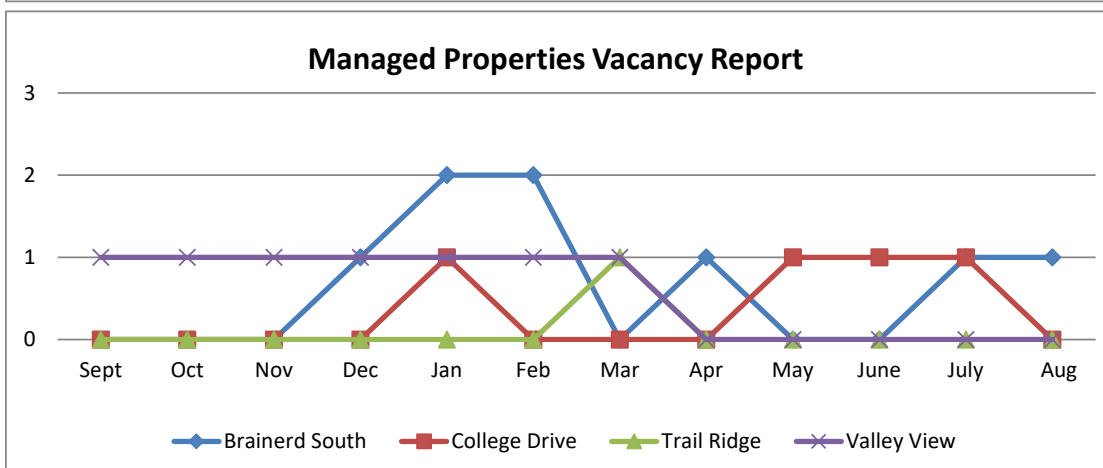
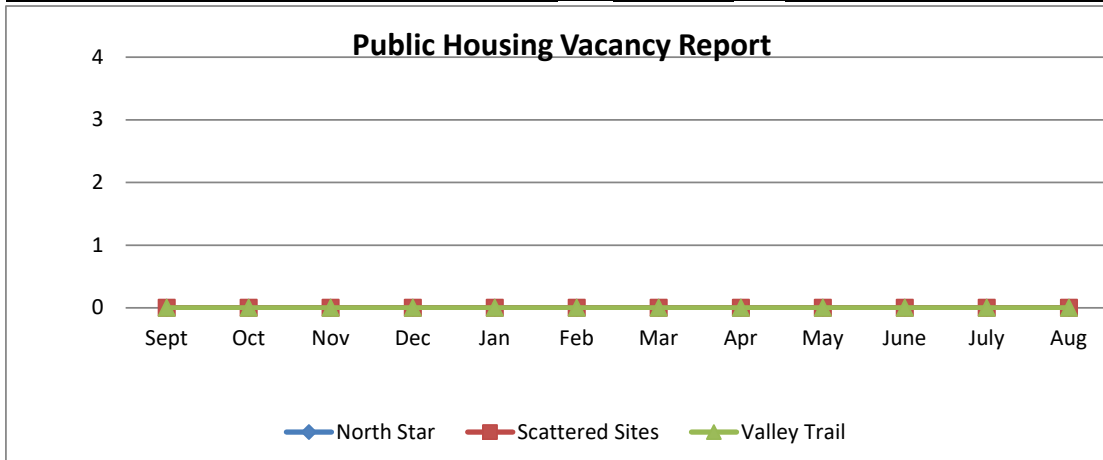
Current Tenant Accounts Receivable (Rent)	2,404
Current Rent Charges	66,571
Current Rent Collections	64,167
Accounts Receivable Rate	4%
Collection Rate	96%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	11,493
Prior Rent Charges	761,846
Collection Rate	98%

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	1	0	0
May %	0.00%	0.00%	0.00%	0.00%	0.00%	4.17%	0.00%	0.00%
June 30	0	0	0	0	0	1	0	0
June %	0.00%	0.00%	0.00%	0.00%	0.00%	4.17%	0.00%	0.00%
July 31	0	0	0	0	1	1	0	0
July %	0.00%	0.00%	0.00%	0.00%	1.67%	4.17%	0.00%	0.00%
Aug 31	0	0	0	0	1	0	0	0
Aug %	0.00%	0.00%	0.00%	0.00%	1.67%	0.00%	0.00%	0.00%
Sept 30				0				
Sept %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Oct 31				0				
Oct %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Nov 30				0				
Nov %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dec 31				0				
Dec %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total	0	0	0	0	7	4	1	3
%	0.00%	0.00%	0.00%	0.00%	1.46%	2.08%	0.69%	1.88%





To: Brainerd HRA Board Members
From: John Schommer, Rehab Coordinator
Date: September 15, 2021
Re: Rehab Programs Report

Attachment 7

Emily SCDP

8 Owner occupied projects are complete and we have four inquires. DEED did grant a one year extension for the grant.

MHFA

2 Projects are bidding
2 Projects are in the owner review phase
3 Applications are in process

FHLB AHP

We submitted additional information Federal Home Loan Bank of Des Moines requested regarding the application and, provided they don't need any additional information, will find out in December if the application is funded.

Brainerd Oaks/Serene Pines/Dalmar Estates

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	55	47	0	7
Serene Pines	23	16	14	0	2
Dalmar Estates	7	2	1	0	1

*Originally 83 lots, 2 have been merged/combined into a single parcel

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To: Brainerd HRA Board Members

From: Eric Charpentier, Executive Director

Date: September 22nd, 2021

Re: Executive Director Report

Attachment 8

Developer Meetings

We have recently been involved in meetings with 2 separate developers that are looking for developable land in Brainerd for both multifamily and single-family development. I met with these developers along with City staff to provide information and feedback on the need for additional housing in and around Brainerd. There was a large piece of property that recently went on the market in Southwest Brainerd that we are keeping an eye on as it is the largest piece of private, undeveloped land that has come on the market in quite some time. We are excited to be having these discussions and that there has been interest in the private sector in new development.

Employee Appreciation Day

On Wednesday September 15th the City along with BPU and the HRA held an Employee Appreciation Day with the Wellness committee providing a boxed lunch for all employees. Employee service awards were given out to two of our employees. Carrie Burrell has been with our agency for 5 years and Nancy Thull has been with us for 3 years.

Brainerd Sesquicentennial Celebration (September 18th – 26th)

The City of Brainerd is celebrating its 150th birthday this year. The City has put together a list of activities that are occurring throughout the City during the celebration week. There are multiple organizations that are participating or holding events. If you are interested in any of the remaining activities, a calendar of events can be found at www.ci.brainerd.mn.us

Preliminary Budget Levy

On Monday September 20th the Brainerd City Council set their preliminary levy for 2022. Our levy request to the City was also included. I have attached a copy of the letter requesting our maximum levy that was sent to the City and Mayor.

No Action Requested; Discussion Items

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324 East River Road
Brainerd, MN 56401

Phone: 218/828-3705
Fax: 218/828-8817

September 2, 2021

Mayor Badeaux and City Council Members
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Dear Honorable Mayor Badeaux and City Council Members:

The purpose of this letter is to request the 2022 Brainerd Housing and Redevelopment Authority (HRA) operating levy. The Brainerd HRA has three funds: General Fund, Public Housing, and Housing Choice Voucher. Our levy dollars go into the General Fund and support our rehab and redevelopment initiatives. Attached is a copy of the preliminary General Fund budget.

General Fund

The levy dollars allow us the opportunity to administer other programs that benefit Brainerd residents, to increase the value of the property in the City of Brainerd, and assist in redevelopment projects. To address these needs, the HRA created or participated in a number of programs:

Brainerd Oaks/Serene Pines/Dal Mar Estates

The Brainerd HRA, in cooperation with the Crow Wing County (CWC) HRA, successfully negotiated a Purchase and Redevelopment Agreement with a developer to purchase 113 lots in three tax forfeited subdivisions (Brainerd Oaks, Serene Pines and Dal Mar Estates). These subdivisions had been tax forfeited for several years. The County agreed to convey the land to the CWC HRA, the City of Brainerd agreed to waive the special assessments in lieu of the proceeds of the sale of the lots (minus the direct costs of the CWC HRA), and the CWC HRA agreed to hold the land while the lots are purchased by Level Contracting, LLC. The developer has agreed to purchase between 10–30 lots per year with at least two lots in Brainerd Oaks to every one in Serene Pines or Dal Mar Estates. The developer must keep \$1.5 million in construction going at all times. To date, the developer has purchased 55 lots in Brainerd Oaks (47 homes completed and sold and 7 homes in construction) and 16 lots in Serene Pines (14 homes completed and sold), and 2 lots in Dal Mar Estates (1 home completed and sold).

Tax Forfeit Property Policy

As a result of the success of the Brainerd Oaks project, the Brainerd HRA created a Tax Forfeit Property Policy where we can purchase tax forfeited properties from the County for \$1.00. The Brainerd HRA



Board recently amended their policy temporarily to offer tax forfeited properties to developers at a discounted rate of zero percent of assessed value plus costs. This is a result of the recently completed CWC HRA Workforce Housing Study recommendation to support the sale of properties to developers to promote the construction of housing units. The Brainerd HRA continues to actively market this policy to developers to promote the return of tax forfeited lots to the tax roll. We hope to assist the City with this program in 2022.

Rehab Programs

The Brainerd HRA, on behalf of the City of Brainerd, has administered multiple Small Cities Development Program grants through the Department of Employment and Economic Development (DEED) for owner-occupied and renter-occupied rehab in targeted areas throughout Brainerd. Our most recent grant in Northeast Brainerd is set to close out in September of 2021 and we will be assessing the needs within the City for our next application. Our goal with these SCDP grants is to improve the properties that receive the funds but also to aid in increasing the overall value of the properties within the City for its tax base.

Federal Funds: Public Housing and Housing Choice Voucher

The Brainerd HRA operates two federal programs that are funded by the Department of Housing and Urban Development (HUD). The HRA owns and/or manages 325 units of affordable housing in the City of Brainerd and we provide approximately 325 Housing Choice Vouchers (HCV) to our residents.

Every three years, the Brainerd HRA is scored by HUD on how we manage our programs. I am proud to report that the Brainerd HRA received 97 out of 100 on our public housing (PHAS) score for 2018. The national average PHAS score is 90 and the regional average is 92. HUD also scored us on the management of the HCV program and we received 100%. These scores reflect the hard work and dedication of our board and staff and benefit our community and our residents.

Although the levy funds are less than five percent of our overall budget, these funds are critical. They allow us to continue to provide affordable housing for approximately 900 Brainerd residents and assist in the rehab and redevelopment needs in the City of Brainerd. The Brainerd HRA is requesting the City Council approve the full HRA levy, which is .0185% of the estimated market value, which will be approximately \$147,996 for 2022.

Thank you for your continued support of the Brainerd HRA and considering our request for the 2022 levy.

Sincerely,



Eric Charpentier
Executive Director



General Fund Comparative Budget

Brainerd Housing Authority
324 E River Rd
Brainerd, MN 56401

Fiscal Year 12/31/2022

Account Title	2021 YTD Actual	2021 Budget	2022 Budget	Difference	% Difference
Revenues:					
City Tax Levy	72,017	136,520	147,996	11,476	8%
Investment Interest	24	1,000	100	(900)	-90%
Management Fees	171,400	289,000	292,000	3,000	1%
TIF Revenue	33,670	43,930	44,160	230	1%
Operating Transfer	3,229	5,550	5,500	(50)	-1%
SCDP Admin Fee	-	40,000	3,000	(37,000)	-93%
Other Income	35,180	138,900	169,750	30,850	22%
Interfund Loan Interest	0	5,000	5,000	0	0%
Total Revenues	315,520	659,900	667,506	7,606	1%
Expenditures:					
Administrative					
Salaries	145,450	274,250	267,070	(7,180)	-3%
Employee Benefits	62,776	115,460	130,580	15,120	13%
Travel	429	1,600	1,600	0	0%
Staff Training	96	10,000	10,000	0	0%
Audit Cost	6,900	6,900	6,900	0	0%
Legal	0	6,900	7,000	100	1%
Other Administrative Costs	6,760	8,910	10,650	1,740	20%
Contract Costs	42,655	110,100	137,100	27,000	25%
Total Administrative	265,066	534,120	570,900	36,780	7%
General Expenditures					
TIF Expense	130	230	230	0	0%
Insurance	4,131	6,250	6,710	460	7%
Debt Service	34,144	53,440	55,140	1,700	3%
Other Programs	3,750	25,500	25,500	0	0%
Interfund Loan Interest	0	5,000	5,000	0	0%
Total General Expenditures	42,155	90,420	92,580	2,160	2%
Total Expenditures	307,221	624,540	663,480	38,940	6%
Cash Flow	8,299	35,360	4,026	(31,334)	
Designated Fund Balance	0	0	0	0	
Cash Flow from Operations	8,299	35,360	4,026	(31,334)	