



Brainerd Board of Commissioners Meeting
Wednesday, January 25th, 2023 @ 1:00pm
Brainerd HRA Office Conference Room
324 E River Road, Brainerd, MN

"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. Annual Meeting
 - a. Oath of Office
 - b. Election of Officers
 - c. Review Bylaws
 - d. Review and adoption of meeting calendar
4. REVIEW AND APPROVE AGENDA
5. READING AND APPROVAL OF MINUTES
 - a. Approval of Minutes from Regular Board Meeting on November 16th, 2022 (*Attachment 1a*) Pg. 11
 - b. Approval of Minutes from Regular Board Meeting on December 21st, 2022 (*Attachment 1b*) Pg. 17
6. UNFINISHED BUSINESS
7. NEW BUSINESS
 - a. Accounts Receivable Write-Off (*Attachment 2*) Pg. 21
 - b. Designation of Official Depository (*Attachment 3*) Pg. 23
 - c. Shared Services Agreement between Crow Wing County HRA and the Brainerd HRA (*Attachment 4*) Pg. 25
 - d. Admissions and Continued Occupancy Policy (ACOP) Updated (*Attachment 5*) Pg. 33
8. BILLS & COMMUNICATIONS
 - a. Financial Report (*Attachment 6*) Pg. 39
 - b. HCV Report (*Attachment 7*) Pg. 71
 - c. Housing Management Report (*Attachment 8*) Pg. 87
 - d. Rehab Programs Report (*Attachment 9*) Pg. 95
 - e. Executive Director Report (*Attachment 10*) Pg. 99
9. COMMISSIONER COMMENTS
10. NEXT MEETING: Wed. February 22nd 2023
11. ADJOURN

Gabe Johnson, term expiring 12/31/23
Rebekah Kent-Ehlebracht, term expiring 12/31/23
Open Term, term expiring 12/31/24
Michael Duval, term expiring 12/31/25
Wayne Erickson, term expiring 12/31/25
Janet Decker, term expiring 12/31/26
Open Term, term expiring 12/31/27

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To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: January 25, 2023
Re: Annual Meeting

Typically at annual meetings, all new or reappointed members are given the oath of office, the board elects officers, bylaws are reviewed, and a meeting schedule is established for the upcoming year.

Oath of Office

There are currently no commission members that have been reappointed for an additional term. I received word from the City Administrator on 1/18/23 that Commissioner Yeager will be unable to continue to serve on our board, effective immediately. We currently have 2 openings on our board with terms expiring on 12/31/24 and 12/21/27. We will continue to work with the City and Mayor to get appointments to this commission.

Election of Officers

According to the Brainerd HRA Bylaws, the chair, vice chair and secretary/treasurer shall be elected at the annual meeting of the HRA.

The 2022 slate of officers and commissioners is as such:

Gabe Johnson, Chair, term expiring 12/31/23
Vacant, term expiring 12/31/27
Michael Duval, Secretary/Treasurer, term expiring 12/31/25
Rebekah Kent-Ehlebracht, Vice Chair, term expiring 12/31/23
Vacant, term expiring 12/31/24
Wayne Erickson, term expiring 12/31/25
Janet Decker, term expiring 12/31/26

Review Bylaws (Attachment 1a)

Staff is not recommending any changes to the bylaws at this time.

Review Meeting Schedule (Attachment 1b)

The meeting schedule is attached.

Action Items: Elect HRA chair, vice chair and secretary/treasurer.

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BY-LAWS

BY-LAWS OF THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF BRAINERD, MINNESOTA

Adopted 02-21-2001
Revised 06-20-2001
Revised 09-24-2003
Revised 06-09-2005
Revised 03-24-2010
Revised 07-25-2012
Revised 07-23-2014
Revised 07-29-2015
Revised 06-26-2019

ARTICLE I – THE AUTHORITY

Section 1.1. Name of the Authority. The name of the Authority shall be the Housing and Redevelopment Authority in and for the City of Brainerd, Minnesota (hereinafter, the “Authority”), and its governing body shall be called the board of Commissioners (hereinafter, the “Board”).

Section 1.2. Seal of Authority. The seal of Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 1.3. Office of the Authority. The offices of the Authority shall be at 324 East River Road in Brainerd, Minnesota.

ARTICLE II – ORGANIZATION

Section 2.1. Officers. The officers of the Authority shall consist of a Chair, a Vice Chair, a Secretary/Treasurer, and an Executive Director. The Chair, Vice Chair, and the Secretary/Treasurer shall be members of the board and shall be elected at the annual meeting of the Authority.

Section 2.2. Chair. The Chair shall preside at all meetings of the board.

Section 2.3. Vice Chair. The Vice Chair shall preside at any meeting of the Board in the absence of the Chair and may exercise all powers and perform all responsibilities of the Chair if the Chair cannot exercise or perform the same due to absence or other inability.

Section 2.4. Chair Pro Tem. In the absence or inability of the Chair and the Vice Chair at any meeting, the Board may appoint any remaining Commissioner as Chair Pro Tem to preside at such meeting.

Section 2.5. Secretary/Treasurer. The Secretary/Treasurer shall oversee the keeping of all minutes of the Board and shall oversee the maintenance of all records of

the Authority. He or she shall be responsible for the oversight and recording and maintaining of accurate records of the meetings of the Board and of all official actions, official, financial and otherwise, taken by or on behalf of the Authority.

Section 2.6. Executive Director. The Executive Director shall be appointed by resolution and shall serve at the pleasure of the Board of Commissioners, shall be the chief appointed executive officer of the Authority, and shall have such additional responsibilities and authority as the Board may from time to time by resolution prescribe.

Section 2.7. Resident Commissioner. One Resident Commissioner shall hold an Authority Board position. The nature of selection shall be governed by federal regulation and Minnesota state statute, with ratification from the City of Brainerd consistent with other Board Commissioners. The term of the Resident Commissioner and their authority shall be consistent with the other Commissioners serving on the Board.

ARTICLE III – PROCEDURES OF THE BOARD OF COMMISSIONERS

Section 3.1. Annual Meeting. The annual meeting of the Board shall coincide with the regular meeting of January in each year.

Section 3.2. Regular Meetings. The Board shall hold regular meetings on the fourth Wednesday of each month, commencing at 1:00 o'clock P.M., Central Time or at such other time as the Board and Executive Director may determine, and be held at the principal office of the Authority, or at such other location as the Board and Executive Director may determine.

Section 3.3. Special Meetings. Special meetings of the Board may be called by the Chair, or in the event of the Chair's absence or inability, by the Vice Chair at any time, upon seventy-two hours prior notice exclusive of Saturdays, Sundays, and holidays to all Commissioners and the Executive Director. Upon the same notice, any two Commissioners may also call special meetings of the Board. The Executive Director shall post notice of any special meeting in the principal office of the Authority no less than seventy-two hours prior to such special meeting exclusive of Saturdays, Sundays, and holidays.

Section 3.4. Quorum. A quorum of the Board shall consist of a simple majority of Commissioners. In the absence of quorum, no official action may be taken by, or on behalf of, or in the name of the Board or the Authority. Commissioners can attend any regular, special, or annual meetings and participate in any manner allowed by MN Statute 13D.

Section 3.5. Adoption of Resolutions. Resolutions of the Board shall be deemed adopted if approved by at least a simple majority of all commissioners present. Resolutions may but need not be read aloud prior to vote taken thereon and may but

need not be executed after passage. All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Authority.

Section 3.6. Rules of Order. The most recent edition of Robert's Rule of Order shall govern the Meetings of the Board.

Section 3.7. Order of Business. The order of business will be determined by the Chair.

Section 3.8. Manner of Voting. The voting on all questions coming before the Authority shall be by voice vote, recorded into the official minutes. A roll call vote can be instituted for a particular vote at the discretion of the Chair.

Section 3.9. Attendance. Commissioners shall be expected to attend all meetings except with an excused absence. Any Commissioner who misses three consecutive meetings without an excused absence is considered to have resigned from the Board of Commissioners

ARTICLE IV – AMENDMENTS

Section 4.1. Amendments to By-Laws. The By-Laws of the Authority shall be amended only with the approval of a simple majority of a quorum of the Commissioners of the Authority at a regular or a special meeting.

ARTICLE V – MISCELLANEOUS

Section 5.1. Fiscal Year. The fiscal year of the Authority shall be the calendar year.

Section 5.2. Execution of Contracts. All contracts, notes, and other written agreements or instruments to which the Authority is a party or signatory or by which the Authority may be bound shall be executed by the Chair and/or Executive Director or other authorized signatory of the Authority as prescribed by the Chair and/or Executive Director.

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Brainerd HRA Board Meeting Schedule for 2023

Board meetings are typically held on the fourth Wednesday of each month at 1:00 p.m. in the conference room at the Brainerd HRA office, 324 East River Road, Brainerd, MN. However, due to the COVID-19 pandemic, meetings are currently being held virtually via Webex Video/Teleconference. Details for joining each meeting are posted at <http://brainerdhra.org/resources/>.

| MONTH | DAY | DATE |
|-----------|------|-----------|
| January | 25 | 1-25-23 |
| February | 22 | 2-22-23 |
| March | 22 | 3-22-23 |
| April | 26 | 4-26-23 |
| May | 17** | 5-17-23 |
| June | 28 | 6-28-23 |
| July | 26 | 7-26-23 |
| August | 23 | 8-23-23 |
| September | 27 | 9-27-23 |
| October | 25 | 10-25-23 |
| November | 15* | 11-15-23* |
| December | 20* | 12-20-23 |

*Date changed due to holiday.

**Date Change due to MN NAHRO Training

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**Brainerd HRA
BOARD MEETING MINUTES
Wednesday, November 16th, 2022**

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 Brainerd HRA Board Meeting Room at 1:00 p.m., Wednesday, November 16th, 2022.

1. **CALL TO ORDER:** Chair Gabe Johnson called the meeting to order at 1:00 p.m.
2. **ROLL CALL:** Present: President Gabe Johnson, Secretary/Treasurer Michael Duval, Wayne Erickson, Kevin Yeager, and Janet Decker. Absent: Vice President Rebekah Kent-Ehlebracht

Others present: Executive Director Eric Charpentier, Finance Director Karen Young, Rental Assistance Manager Tania Eller, & Rehab Administrative Specialist Kristin Miller. Absent: Housing Manager Shannon Fortune, & Rehab Director John Schommer

3. **REVIEW AND APPROVAL OF AGENDA:**

Moved and seconded by Commissioners Kevin Yeager and Wayne Erickson to approve the agenda as presented for the November 16th, 2022, board meeting. Through a vote, all commissioners were in favor, and none were opposed. The minutes were approved.

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

Moved and seconded by Commissioners Michael Duval and Wayne Erickson to approve the minutes from the October 26th, 2022, board meeting. Through a vote, all commissioners were in favor, and none were opposed. The minutes were approved.

5. **UNFINISHED BUSINESS:**

- a. **Strategic Plan Review**

In October staff presented a draft of the strategic plan, goals and action steps for the next two year period. After giving the board time to review and add any comments we have the plan sheet as well as the action steps and status report updated with the feedback that we received. On the status report, you will now see some updates to the status column to indicate what we perceive as lower, mid and higher priority initiatives that we will continue to work on. The timeline that we are striving to hit on all of these goals is within the next 2-year cycle but we also recognize that some of the action steps will be continuous throughout the term. The action steps and status report is the working document that we will continue to bring back to the board with updates but this gives us a starting reference point. If the board is in agreement with the updates to this document, we would ask the board to adopt the plan and action steps.

Commissioner Michael Duval moved to Adopt the Strategic Plan Goals for the agency for the next two-year period as presented. Commissioner Kevin Yeager seconded the motion. Upon a vote, all commissioners voted in favor of the motion, and none were opposed. The motion carried.

***The Strategic Plan will be reviewed by the board on a quarterly basis.**

6. NEW BUSINESS:

a. Review and Adoption of 2023 Budgets

The 2023 budgets were presented for the General Fund, Housing Choice Voucher, Public Housing and Bridges.

Overview

- Federal program funding for Housing Choice Voucher and Public Housing are not known at this time and are based on estimates.
- Health insurance rates increased by 3%.
- Employee opt-out of health insurance benefit increased to \$400 per month to match City benefit.
- A 5% annual adjustment to wages is included for all permanent full-time positions.
- Payroll allocations adjusted to reflect how staff tracking time.
- Property Insurance increased by about 7% and Liability Insurance increased by about 2%.
- Budgeted additional \$6,000 in legal fees for employee policy manual update.
- Expenses are generally based on three-year averages.

General Fund

- City Tax Levy - .0185% of estimated taxable market value.
- Management Fees – Management Fees for Crosby HRA \$90,000, CWC HRA \$162,770 and Brainerd South \$52,000.
- TIF Revenue – TIF Increment for Downtown District.
- Operating Transfer – Transfer from Bridges Program.
- SCDP Admin Fee - Anticipated admin for SCDP reimbursements for Garrison and Jenkins grants.
- Other Income:
 - \$20,000 Distribution for College Drive and Trail Ridge (2022 budgeted \$10,000).
 - \$204,000 Six MHFA Loans for Housing Rehab (2022 budgeted five loans for \$154,250).
 - \$5,000 Tax Forfeit Property Sale of one lot.
 - \$1,000 Miscellaneous Income (2022 budgeted \$500).
- Loan Interest Revenue – Interest Accrued for DT TIF Interfund Loan. (Offsets expense).

Operating Expenses:

- Salaries – Variance due to staff reorganization and payroll allocations.
- Employee Benefits – Variance due to staff reorganization and payroll allocations.
- Other Administrative – Three-year average for Sundry, Publications, Membership, Advertising, Office Supplies, Telephone and Postage.
- Contract Costs – Includes technology contracts for General Fund. Includes six MHFA
- Loans of \$180,000 for Housing Rehab (Five loans in 2022).

General Expenses:

- TIF Expense – Downtown TIF District reporting to CWC.
- Debt Service – Downtown TIF District Bonds will be paid off, resulting in no remaining debt service.
- Other Programs - Other initiatives as directed by the Board \$25,000. \$500 TFP closing costs.
- Interfund Loan Interest – Interest Expense for Downtown TIF Interfund Loan (Offsets Revenue).

Net Cash Flow:

- Net Cash Flow - Surplus of \$33,741.

Budget Stabilization:

- No designated fund balance is needed in 2023. The budgeted revenues in 2023 are
- sufficient to cover the budgeted expenses.

Housing Choice Voucher

Income:

- Housing Assistance Payments (HAP) based on 2022 estimated expenditures.
- Administrative Fees estimated at 89% of eligibility.
- HCV Unit Months Leased (UML) is estimated at 98%.
- Fraud Recovery based on a three-year average repayments from tenants.
- Other Income includes miscellaneous revenue – removed FSS Forfeitures.

Operating Expenses:

- Salaries – Variance due to staff reorganization and payroll allocations.
- Employee Benefits – Variance due to staff reorganization and payroll allocations.
- Other Administrative – Three-year average for Sundry, Publications, Membership, Advertising, Office Supplies, Telephone and Postage.
- Contract Costs – Includes annual utility study. Includes \$11,250 for Penmac temporary employee.
- Other General Expense – Admin Fee paid to receiving agency for Port-Out Vouchers.

General Expenses:

- Collection Losses – Participant default of repayment agreements. Processed through Revenue Recapture.

Other Financial Items:

- Housing Assistance Payments – Estimated HAP expense to lease at 98% UML.

Net Cash Flow:

- Net Cash Flow – Operating deficit of (\$23,167) due to increased contract costs and salary/benefit allocation changes to spend down administrative reserves.

Public Housing

Income:

- A 2% Dwelling Rent vacancy loss is projected.
- Operating Subsidy funding is estimated at 98% eligibility.
- Other Tenant Charges – Based on three-year average.
- Other Income:
 - \$81,950 ROSS Grant (2022 Grant budgeted at \$80,084).
 - \$107,550 Antenna Revenue.
 - \$19,780 Laundry Revenue.
 - \$6,300 Misc. Revenue.

Operating Expenses:

- Salaries – Variance due to staff reorganization and payroll allocations.
- Benefits – Variance due to staff reorganization and payroll allocations.
- Legal – Three-year average (increased due to contract updates) plus Employee Policy Manual Update.
- Other Administrative – Three-year average for Sundry, Publications, Membership, Advertising and Postage.
- Garbage – New garbage contract with additional \$3,000 budgeted.
- Plumbing – Decreased based on three-year average.
- Elevator – Increase due to annual contract increase.
- Decorating – Increased for supply/availability concerns.
- Exterminating – Decreased based on three-year average.

- Other Contract Costs – Contract Costs (based on 2022 estimated costs and increased by \$5,000), Snow Removal and Janitor/Cleaning.
- Water – Increased for anticipated commodity charge.
- Electric – Increased for anticipated rate adjustment.
- Gas – Estimated 2022 expense with 10% rate increase.
- Sewer – Increased for anticipated commodity charge.

Other Financial Items:

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

Net Cash Flow:

- Net Cash Flow – Surplus of \$51,475. We currently have about 7 months of reserves for PH. Historically we have tried to maintain approximately 6 months of reserves.

Bridges

- Bridges Grant Revenue – Bridges MHFA HAP \$55,800 and Admin Fee \$7,200. Based on 10 Unit Months Leased in 2023.
- Operating Transfer Out to General Fund.

Commissioner Wayne Erickson moved to Adopt the 2023 General Fund, Housing Choice Voucher and Bridges budgets. Commissioner Michael Duval seconded the motion. Upon a vote, all commissioners voted in favor of the motion, and none were opposed. The motion carried.

***Chair Johnson voiced that he was not happy with the 5% annual adjustment to wages in the general fund budget for 2023.**

Commissioner Michael Duval moved to Adopt Resolution No. 2022-08 PHA Board Resolution Approving the 2023 Public Housing Operating Budget. Commissioner Wayne Erickson seconded the motion. Upon a vote, all commissioners voted in favor of the motion, and none were opposed. The motion carried.

7. BILLS & COMMUNICATIONS:

a. Financial Report

Financial information for October 2022 was presented by Karen Young

Sealcoating

In October, we processed payment to Anderson Brothers in the amount of \$23,381.23 for sealcoating at the Brainerd HRA office, North Star Apartments and Brainerd South Apartments.

Commissioner Kevin Yeager moved to approve payments as presented. Commissioner Wayne Erickson seconded the motion. Upon a vote, all commissioners voted in favor of the motion, and none were opposed. The motion carried.

b. HCV Report (Presented by Tania Eller)

Our Unit Months Leased (UML) through October is 97% and HAP utilization through October is 76%.

Bridges Report

We have 11 families on our program with a monthly HAP payment of \$4,332

Family Self-Sufficiency (FSS) Report

We have 30 families on our program. We have 14 families currently escrowing a total of \$4,877 per month. We had two successfully complete the program and received their escrow funds. One payout was for \$5,065.30 and one for \$1,194.57.

c. Housing Management Report

Presented by Eric Charpentier

Vacancy Report for October 2022 Report Presented

Monthly Property Performance Report for October 2022 Report Presented

ROSS Program Updates

- 9 active participants in the ROSS program; 0 newly enrolled participant; 5 exited participant.
- 2 new contacts with non-enrolled residents for more limited resource/referral work.
- Food Program Participation
 - o SNAP Food Boxes: 21 residents; shelf-stable box; elderly tenants only.
 - o Catholic Charities: 10 residents; 210 frozen meals (10 - 30 each); elderly tenants only
- Activities Recap:
 - o There were no classes or educational seminars held in October.
- Facebook Stats:
 - o ROSS Facebook activity is slated to resume in November.
- Other Activities:
 - o The “Meet Your ROSS Coordinator” was very successful with 11 tenants signing in for the event and several others stopping by for a few minutes to ask questions.

ACOP Update

We have entered into a contract with Nan McKay for assistance in updating our Admissions and Continued Occupancy Policy (ACOP). This is a sizeable undertaking and we are looking forward to their recommendations to our ACOP that will update some of our procedures to more closely match recent changes in HUD guidance. As part of this process, Nan McKay will be reviewing our lease documents as well. Our consultant will be working with staff for several days in November and we are hopeful to have a finished product, ready for presentation in December or January.

d. Rehab Programs Report: *(Presented by Eric Charpentier)*

Garrison SCDP

- 1 Completed Project
- 1 Owner Occupied Rehab project bidding
- 1 Commercial Rehab in contract
- 4 Commercial Application in collection of documents

Jenkins SCDP

- 2 Owner Occupied Rehab out for Bidding

MHFA

- 5 Projects are in construction
- 1 Out for Bid
- 1 Scope of Work Write Up (Morrison County)
- 1 Inspection Scheduled
- 1 Applications are in collection process

Housing Trust Fund

- 1 Down Payment Assistance Closed 7/7/22
- 1 Down Payment Assistance Loan Closing Nov. 10th
- 1 Down Payment Assistance Loan in Process Potential Closing Nov. 16

- 1 Owner Occupied Project Completed 9/14/22
- 2 Owner Occupied Under Construction
- 1 Owner Occupied Loan Signing Scheduled
- 1 Owner Occupied in collection process

- 1 Rental Rehab Application in Review (Collecting documents)

Brainerd Oaks/Serene Pines/Dalmar Estates

| Development | Total | # Sold to Developer | # Sold to End Buyer | For Sale | In Construction |
|----------------|-------|---------------------|---------------------|----------|-----------------|
| Brainerd Oaks | 81* | 64 | 57 | 0 | 6 |
| Serene Pines | 23 | 19 | 16 | 0 | 3 |
| Dalmar Estates | 7 | 3 | 3 | 0 | 0 |

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

e. Executive Director Report**Staff Relocations**

As stated last month, our staff was working on relocating the public housing group over to the office in the Northstar building. This change took place on November 7th and the initial feedback has been positive. We are seeing less traffic from our public housing tenants in the office, which means that they are getting the message that the change occurred. Shannon and her team has been able to walk the halls of the building and interact with the tenants more frequently as well, which has been positive.

Commissioner Michael Duval moved to request that staff proceed with having LHV complete the blight study. Commissioner Kevin Yeager seconded the motion. Upon a vote, all commissioners voted in favor of the motion, and none were opposed. The motion carried.

Developer Interest

We have had continued interest in development within the City of Brainerd within the last few weeks. We are still working on the redevelopment project on 8th and Laurel and had a meeting with this developer on 11/7. They are still working on site plans and potential design of their building as they also explore financing options. Eric met with a new developer that is looking at the viability of a multi-family housing complex within the City limits and are also working with a landowner. He anticipates further discussions with this group in the upcoming months. We have also been able to utilize the CWC HRA housing trust fund to help a homebuyer in Brainerd with down payment assistance with a loan that closed on 11/10. We have another loan in Brainerd that we are working with the lender to provide another down payment assistance loan. These loans help to ensure that these homebuyers have payments that are affordable and in some cases will prevent the borrower from incurring private mortgage insurance.

December Meeting Date

As a reminder, we will be meeting a week earlier in December to account for the Christmas holiday. Our meeting will be held on Wednesday December 21st.

8. Commissioner Comments:

Commissioner Wayne Erickson – Happy Thanksgiving! Wayne is thankful for the HRA and what it helps accomplish within Brainerd and Crow Wing County.

Commissioner Michael Duval – Sad he missed the North Star Tour last month & will that Shannon up on a private tour at a future date.

Commissioner Gabe Johnson –Nothing at this time

Commissioner Rebekah Kent-Ehlebracht – NA

Commissioner Kevin Yeager – Nothing at this time

Commissioner Janet Decker- Nothing at this time

9. ADJOURN:

Commissioner Wayne Erickson made a motion to adjourn the meeting. Commissioner Michael Duval seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and meeting was adjourned at 2:20 p.m.



**Brainerd HRA
BOARD MEETING MINUTES
Wednesday, December 21st, 2022**

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 Brainerd HRA Board Meeting Room at 1:00 p.m., Wednesday, December 21, 2022.

1. **CALL TO ORDER:** Chair Gabe Johnson called the meeting to order at 1:04 p.m.
2. **ROLL CALL:** Present: President Gabe Johnson, Secretary/Treasurer Michael Duval, & Vice President Rebekah Kent-Ehlebracht. Absent: Wayne Erickson, Kevin Yeager, and Janet Decker

***No Action will be taken at this meeting due to Quorum not being met.**

Others present: Executive Director Eric Charpentier, Finance Director Karen Young, Rental Assistance Manager Tania Eller, & Rehab Administrative Specialist Kristin Miller, Housing Manager Shannon Fortune, & Rehab Director John Schommer. Absent: None

3. **REVIEW AND APPROVAL OF AGENDA:**

Agenda was reviewed, no action was taken.

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

Minutes were reviewed, no action was taken.

5. **UNFINISHED BUSINESS:**

6. **NEW BUSINESS:**

- a. **Accounts Receivable Write-Off**

Per Brainerd HRA policy, when an account remains unpaid for 90 days following the tenant's move out date with no repayment activity, the Finance Director shall obtain approval from the Board of Commissioner's to write-off those accounts. As such, we are requesting the approval to write-off all balances outstanding at 12/31/2022 in Public Housing Accounts Receivable that remain unpaid 90 days following the tenant's move out date. When feasible, these balances will be filed with the State of Minnesota for collection through the Revenue Recapture process. This process allows Housing Authorities to collect outstanding balances through any state return that the tenant is entitled.

No action was taken at this time.

- b. **Review & Discuss Fund Balance**

The Fund Balance Policy establishes the following classifications for governmental funds:

1. **Nonspendable** - fund balance not expected to be converted to cash such as inventory or prepaid expenses.
 2. **Restricted** - fund balance with constraints from an external source. Such as Minnesota Housing loan proceeds.
 3. **Committed** - fund balance constrained for a specific purpose by the HRA Board prior to yearend. Such as the Housing Rehab (HR) funds committed by the Board.

4. **Assigned** – fund balance that is intended for a specific purpose by the Board, executive director or finance director. These funds are neither restricted nor committed. Such as Housing and Redevelopment assigned by the Board.
5. **Unassigned** – General Fund balance that is available for any purpose.

The Board set the recommended unassigned fund balance to be maintained at 8 to 10 months of General Fund operating expenses for the year.

The Board currently has funds committed for Housing Rehab. It is recommended that the Board take action to commit funds for Housing Rehab, as it is a GASB 54 requirement that the Board commitments be established prior to yearend. The amount of the commitment will be determined after yearend when the calculation can be finalized.

The Board also has funds assigned for Redevelopment. Changes to assigned fund balance can be made after yearend and staff recommends the Board assign funds for Housing and Redevelopment Initiatives after yearend when the calculation can be finalized.

No action was taken at this time.

c. Review Update ACOP

The Admissions and Continued Occupancy Policy (ACOP) is the document that tells the public, elected officials, applicants and tenants, and public housing staff, the policy decisions of the PHA for the Public Housing program. The purpose of the ACOP is to provide daily guidance to PHA Staff; ensure fair and equitable treatment; and to justify actions to auditors and in legal challenges. The PHA must have written policies which are adopted and approved by the Board and is submitted to HUD.

This year we contracted with a consultant from Nan McKay for assistance in updating our ACOP to reflect all recent HUD requirements and guidance. As none of the updates qualified as a “significant amendment”, a public hearing to adopt the ACOP is not necessary. The plan has been uploaded to our website and is also available for viewing in the office. Due to the size of the ACOP (currently 490) pages, a copy will not be included in your board packet, but I will call out some updates of interest using the table on the next page.

No action was taken at this time.

d. Review Update Administrative Plan

The Housing Choice Voucher (HCV) Program Administrative Plan is the document that tells the public, elected officials, applicants and tenants, housing choice voucher staff, the policy decisions of the PHA for the Housing Choice Voucher program. The purpose of the plan is to provide daily guidance to PHA staff; ensure fair and equitable treatment; and to justify actions to auditors and in legal challenges. The PHA must have written policies which are adopted and approved by the Board and are submitted to HUD.

As you know, due to changes in the FSS program, our agency recently updated the FSS Action Plan. The plan was submitted to and approved by HUD in September. The Action Plan has now been added to the Administrative Plan. There were no policy changes made to the rest of the Administrative Plan. The plan has been uploaded to our website and is also available for viewing in the office.

No action was taken at this time.

7. BILLS & COMMUNICATIONS:

a. Financial Report

Financial information for November 2022 was presented by Karen Young

Downtown TIF District Bond Payoff

In December we received the bond payoff check in the amount of \$266,000 from the purchaser of the SEH building - as had been approved by the board. The total bond payoff amount with principal and accrued interest through December 15th was \$254,414.42. The reason for the difference between the check received and the payoff amount was due to the August bond payment being made during the

negotiations. The additional amount reduces the interfund loan between the TIF District and General Fund. Funds were wired on December 15th to USBank, and the bonds were paid off in full.

No action was taken at this time.

b. HCV Report *(Presented by Tania Eller)*

Our Unit Months Leased (UML) through November is 98% and HAP utilization through November is 85%.

Bridges Report

We have 10 families on our program with a monthly HAP payment of \$4,094.

Family Self-Sufficiency (FSS) Report

We have 30 families on our program. We have 15 families currently escrowing a total of \$6,182 per month.

c. Housing Management Report

Presented by Shannon Fortune

Vacancy Report for November 2022 Report Presented

Monthly Property Performance Report for November 2022 Report Presented

ROSS Program Updates:

- 9 active participants in the ROSS program; 2 newly enrolled participant; 2 exited participants.
- 11 new contacts with non-enrolled residents for more limited resource/referral work.
- Food Program Participation
 - SNAP Food Boxes: 21 residents; shelf-stable box; elderly tenants only.
 - Catholic Charities: 10 residents; 170 frozen meals (10 - 30 each); elderly tenants only
- Activities Recap:
 - Humana did not host a nutrition seminar in November.
 - Patsy hosted a demonstration to talk about the importance of having a “File of Life” prepared to help in emergency situations. The demonstration was attended by 6 tenants and Patsy assisted 5 tenants in getting their own File of Life started.
 - Upcoming activities include chair yoga, how to handle holiday stress, and a cooking series.
- Facebook Stats:
 - 4 new posts on the ROSS Facebook page this past month which reached 135 individuals, with no additional likes or comments, 1 share, and 2 viewers clicking through posts for more information.
- Other Activities:
 - Patsy assisted 18 North Star tenants get signed up for a delivered Thanksgiving meal from the American Legion.
 - The Brainerd VFW is interested in providing Christmas gifts for veterans and has been working with Patsy to identify qualifying tenants.

d. Rehab Programs Report:

(Presented by John Schommer)

SE Brainerd SCDP Preliminary Proposal

On Monday, November 11th DEED announced the 2023 SCDP Preliminary Proposal proposals were posted with submittal due Tuesday, January 17th. We have identified an area in southeast Brainerd that is bordered by Pine Street on the north, 13th Street on the east, Willow Street on the south and the city trail on the west for our primary target area. Comprehensive proposals, meaning more than one rehab activity, are more competitive so we are considering owner occupied and single-family rental rehab activities. We are working with city staff to send out interest letters to homeowners and rental property

owners to determine if we have enough interest to support submitting for both activities.

e. Executive Director Report

Central Minnesota Housing Summit

I attended the Central MN Housing Summit on December 6th and 7th that was held at Grand Casino Mille Lacs. This was a 2-day conference put on by Minnesota Housing Partnership, the Initiative Foundation and Sourcewell. There were approximately 100 individuals from regional nonprofits, developers and housing stakeholders brought together to talk about affordable as well as workforce housing needs. I was asked to present during the local housing solutions portion of the event and to specifically talk about Crow Wing County's local housing trust fund and how we went about implementing it. This was a great opportunity to share our program with others throughout the central corridor of the state as well as an opportunity to network with other housing experts.

Developer Interest

We did contract with the engineering firm LHB to have them assess the state of the buildings surrounding the potential redevelopment site at the corner of 8th and Laurel street. We have not received the written report yet, but the engineer has stated that this area would qualify for a redevelopment TIF district. I have been in contact with the developer and they are finalizing their project with an eye towards requesting funds that are available from DEED as soon as February. The developer will be requesting consideration for the HRA to create the redevelopment TIF district to support the redevelopment project. We will need to review the project specifics as they become available and we will work with our financial consultants when we have the projections and pro forma statements. I would expect that we will have more information for the board in January along with a potential request for support for the redevelopment district, similar to what this board approved in June of 2021 when this same developer was applying for funding from MHFA and were looking at a housing TIF district.

Meet Cordelia Squires-Charpentier

On Thanksgiving Day my wife and I received a wonderful gift with the birth of our daughter Cordelia. She weighed in at 8 lbs 5 oz and measured 21 inches. We are thrilled to have her finally here with us and are blessed that she is a happy, healthy baby girl!

8. Commissioner Comments:

Commissioner Wayne Erickson – N/A

Commissioner Michael Duval – Nothing at this time

Commissioner Gabe Johnson – Nothing at this time

Commissioner Rebekah Kent-Ehlebracht – Nothing at this time

Commissioner Kevin Yeager – N/A

Commissioner Janet Decker - N/A

9. ADJOURN:

No action was taken at this time, meeting was adjourned at 2:17 p.m.



To: Brainerd HRA Board Members

From: Karen Young, Finance Director

Date: January 16, 2023

Re: Accounts Receivable Write-Off

Per Brainerd HRA policy, when an account remains unpaid for 90 days following the tenant's move out date with no repayment activity, the Finance Director shall obtain approval from the Board of Commissioner's to write-off those accounts. As such, we are requesting the approval to write-off all balances outstanding at 12/31/2022 in Public Housing Accounts Receivable that remain unpaid 90 days following the tenant's move out date. When feasible, these balances will be filed with the State of Minnesota for collection through the Revenue Recapture process. This process allows Housing Authorities to collect outstanding balances through any state return that the tenant is entitled.

Action Requested: A Board motion is required to write-off uncollectible Accounts Receivable for 2022.

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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: January 17, 2023
Re: Designation of Official Depository

Pursuant to Minnesota Statute 118A.02, the Brainerd HRA Board shall designate as a depository of its funds, one or more financial institutions. At this time, the official depository is Bremer Bank.

Action Requested: Approve the designation of Bremer Bank as the official depository.

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To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: January 25th, 2023
Re: Shared Services Agreement

In 2012 the Crow Wing County HRA entered into a shared services agreement with the Brainerd HRA to implement and conduct the day-to-day business of the agency. This shared services contract continues to renew on a yearly basis unless there are updates to that agreement. We reviewed the services agreement in 2021 and updated the document to reflect updates in services that we were performing. We have updated the services agreement again for 2023 to reflect an increase in funding to the Brainerd HRA which per the agreement will now total \$162,770 annually. We have also updated section II of the agreement regarding insurance coverage to reflect that the Brainerd HRA insurance policy will be the policy that covers our staff while working on initiatives on behalf of the CWC HRA. This language was previously vague and in researching this with our insurance carrier we have opted to update the language.

I have attached a draft of the updated services agreement that reflects the current compensation amount as well as an updated list of initiatives that we continue to work on and implement.

We will continue to update the agreement when there are changes to the scope of work or compensation and make sure to get this to the board for approval in those instances.

Recommendation: Authorize the Executive Director to execute Resolution 2023-01 the updated shared services agreement between the Crow Wing County HRA and the Brainerd HRA.

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SHARED SERVICES AGREEMENT

This agreement is entered into this the 10th day of January 2023; between the Crow Wing County Housing & Redevelopment Authority (CWC HRA) and the Brainerd Housing and Redevelopment Authority (Brainerd HRA).

WHEREAS, the Brainerd HRA is a government agency local and politic with a similar mission and has the professional and administrative capacity to support the CWC HRA; and,

WHEREAS, both parties are desirous of entering into an agreement whereby the Brainerd HRA shall provide services to the CWC HRA;

NOW, THEREFORE IT IS HEREBY AGREED THAT:

I. Scope of Services

On behalf of the CWC HRA, the Brainerd HRA will carry out all business of the CWC HRA as prescribed by the CWC HRA Board of Commissioners, Minnesota State Statutes, funding source requirements and all other related Federal, State, and local laws and regulations. This includes, but is not limited to:

- A. Fiscal/Other Administrative Responsibility
 - a. Oversee the overall financial management of the CWC HRA by working closely with the CWC HRA Board of Commissioners
 - b. Prepare an annual budget for approval by the CWC HRA Board
 - c. Operate per the approved budget, oversee accounts payable, and prepare checks for CWC HRA Board approval and signature
 - d. Oversee accounts receivable processes and ensure that adequate bank security pledges for CWC HRA deposits are maintained
 - e. Communicate potential problems to the CWC HRA Board and offer viable solutions
 - f. Schedule CWC HRA Board meetings, prepare Agendas and materials (including program/project reports, fiscal reports, resolutions and minutes), attend Board meetings
 - g. Maintain all records of the CWC HRA per laws and regulations
 - h. The Brainerd HRA will use its own computer hardware and software programs for maintaining the CWC HRA's financial records

II. Compensation

The agreed upon compensation will be \$162,770 annually to be paid in monthly installments of \$13,564.16.

These fees will cover all costs listed in Section I. The fees received by the Brainerd HRA will not cover the following costs:

- A. The cost of the CWC HRA audit if required by any investor, private party, local, state or federal government
- B. Bank fees and check charges

- C. CWC HRA Board costs such as stipend for attending meetings, mileage, Board liability, insurance, other
- D. Fees incurred for legal or other professional services/representation/consultation related to CWC HRA programs and initiatives
- E. TIF related expenses including continued TIF reporting fees incurred from BakerTilly or another financial advisor
- F. Costs incurred for Brainerd HRA staff including mileage, training and meeting costs

The fees paid to the Brainerd HRA will cover CWC HRA's current programs and projects as of the date this Agreement is signed, as listed in Appendix A. Any new ventures pursued by the CWC HRA would require a renegotiation of fees and an amendment to the Agreement.

III. Term

The term of this agreement shall be for a period of 12 months commencing on the 1st day of January 2023 and terminating on the 31st day of December 2023. This agreement shall automatically renew for successive one-year terms there after unless one of the parties hereto provides at least 60 days notice of its intent to terminate this agreement at the end of the then current term. However, either party may terminate this agreement for any reason upon sixty (60) day advance written notice. In the event either party terminates this agreement before its expiration any fees owed to the Brainerd HRA will be prorated through the last day of the 60 day termination period.

IV. Indemnification

The Crow Wing County HRA and the Brainerd HRA agree to indemnify, hold harmless and defend each other, together with their respective elected officials, officers and employees from any and all liability arising out of their respective acts and omissions, and those of their respective officers and employees, in the execution, performance or failure to adequately perform obligations pursuant to this agreement.

V. Insurance

CWC HRA will maintain adequate insurance to protect the CWC HRA Board. The Brainerd HRA will maintain adequate insurance to protect from claims and liability for all work performed by the Brainerd HRA and its respective employees, Board or agents on behalf of CWC HRA. The minimum accepted coverage is \$500,000 per Claimant and \$1,500,000 per occurrence.

VI. Compliance With Laws

The Brainerd HRA shall abide by all Federal, State, or local laws, statutes, ordinances, rules and regulations now in effect, or here after adopted, pertaining to this Agreement or the subject matter of this Agreement. This shall include obtaining all licenses, permits or other rights required for the provision of services contemplated by this Agreement. This Agreement shall be governed by and construed in accordance with the substantive and procedural laws of the State of Minnesota without giving effect to the principles of conflict of laws. All proceedings related to this Agreement shall be venued in the County of Crow Wing, State of Minnesota.

VII. Independent Contractor Status

The Brainerd HRA is an independent Contractor, and nothing herein contained shall be

construed to create the relationship of an employer and employee between County and Brainerd HRA or Brainerd HRA's agents, servants or employees. The Brainerd HRA shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services. The Brainerd HRA acknowledges and agrees that the Brainerd HRA, agents, servants and employees, are not entitled to receive any of the benefits received by County employees and is not eligible for workers' or unemployment compensation benefits. The Brainerd HRA also acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due the Brainerd HRA and that it is the Brainerd HRA's sole obligation to comply with applicable provisions of all Federal and State tax laws.

VIII. Assignment Of Interest

The parties shall not enter into any subcontract for the performance of services contemplated under this Agreement nor assign any interest in the Agreement without prior written consent of all parties and subject to such conditions and provisions as are deemed necessary. Any subcontracting or assigning party shall be responsible for the performance of its subcontractors or assignees unless otherwise agreed.

IX. Non-Discrimination

During the performance of this agreement, the Brainerd HRA agrees that no person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment rights and, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

X. Authorized Representative

Notification required to be provided pursuant to this Agreement shall be provided to the following named persons and addresses unless otherwise stated in this Agreement or in a modification of this Agreement.

Brainerd HRA
Brainerd HRA
Eric Charpentier
324 East River Road
Brainerd, MN 56401
(218) 824-3425

CWC HRA
Crow Wing County HRA
Michael Aulie
326 Laurel St. Suite 13
Brainerd, MN 56401
(218) 824-1067

XI. Severability

The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement unless the part or parts which are void, invalid or otherwise unenforceable shall substantially impair the value of the entire Agreement with

respect to either party.

XII. Modifications

The CWC HRA and the Brainerd HRA hereby acknowledge that they have read this Agreement and affirmatively states and represents that they understand its contents. Further, that the above constitutes the entire agreement by and between the CWC HRA and the Brainerd HRA and is binding upon themselves, their heirs, assigns and successors in interest and any alterations, variations, modifications or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing and signed by the authorized representatives of the CWC HRA and the Brainerd HRA.

Approved this the 10th day of January 2023.

Crow Wing County Housing and Redevelopment Authority

By: _____
Zachary Tabatt

Its: Chair

Brainerd Housing and Redevelopment Authority

By: _____
Eric Charpentier

Its: Executive Director

HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF BRAINERD

RESOLUTION NO. 2023-01

RESOLUTION APPROVING AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND
FOR THE CITY OF BRAINERD AND THE HOUSING AND
REDEVELOPMENT AUTHORITY IN AND FOR THE COUNTY OF CROW
WING

BE IT RESOLVED By the Board of Commissioners ("Board") of the Housing and Redevelopment Authority in and for the City of Brainerd ("Authority") as follows:

Section 1. Recitals.

1.01. The Authority is a housing and redevelopment authority governed by Minnesota Statutes, Sections 469.001 to 469.047 ("HRA Act"), and has determined to carry out housing and redevelopment activities within Crow Wing County (the "County") pursuant to the HRA Act.

1.02. The Authority and The Housing and Redevelopment Authority in and for the County of Crow Wing have proposed to enter into an Agreement for Professional Services (the "Agreement"), setting forth the scope and terms of various housing and redevelopment activities to be performed by the Authority on behalf of the Housing and Redevelopment Authority in and for the County of Crow Wing.

1.03. The Board has reviewed the Agreement and found that the execution thereof and performance of the Authority's obligations thereunder are in the public interest and will further the objectives of its general plan of housing and redevelopment, because it will further the above-stated redevelopment goals of the City and County.

Section 2. Authority Approval; Further Proceedings.

2.01. The Agreement as presented to the Board, including the terms of payment by the Authority for the Services described therein, is hereby in all respects approved, subject to modifications that do not alter the substance of the transaction and that are approved by the Chair and Executive Director, provided that execution of the documents by such officials shall be conclusive evidence of approval.

2.02. The Chair and Executive Director are hereby authorized to execute on behalf of the Authority the Agreement and any documents referenced therein requiring execution by the Authority, and to carry out, on behalf of the Authority, its obligations thereunder.

2.03. Authority staff are authorized and directed to take all actions to implement the Agreement.

Approved by the Board of Commissioners of the Housing and Redevelopment Authority in and for the City of Brainerd this 25th day of January, 2023.

Chair

ATTEST:

Secretary



To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Manager
Date: Jan- 19-2023
Re: Admissions and Continued Occupancy Policy (ACOP) Update

The Admissions and Continued Occupancy Policy (ACOP) is the document that tells the public, elected officials, applicants and tenants, and public housing staff, the policy decisions of the PHA for the Public Housing program. The purpose of the ACOP is to provide daily guidance to PHA Staff; ensure fair and equitable treatment; and to justify actions to auditors and in legal challenges. The PHA must have written policies which are adopted and approved by the Board and is submitted to HUD.

This year we contracted with a consultant from Nan McKay for assistance in updating our ACOP to reflect all recent HUD requirements and guidance. As none of the updates qualified as a “significant amendment”, a public hearing to adopt the ACOP is not necessary. The plan has been uploaded to our website and is also available for viewing in the office. Due to the size of the ACOP (currently 490) pages, a copy will not be included in your board packet, but I will call out some updates of interest using the table on the next page.

Action Requested: Approve Resolution No. 2023-02 adopting the Public Housing Program Admissions and Continued Occupancy Policy. (ACOP).

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| Chapter | Name | Length | Notes on Updates |
|----------------|-------------------|---------------|--|
| <i>n/a</i> | Revision Page | 2 pages | Updated dates |
| <i>n/a</i> | Title Page | 2 pages | Updated dates |
| <i>n/a</i> | Table of Contents | 16 pages | No major changes |
| <i>n/a</i> | Intro | 7 pages | No major changes |
| 1 | Overview | 11 pages | No major changes |
| 2 | Fair Housing | 20 pages | Cannot rely on a minor to act as an interpreter; ensure postings are easily viewed at wheelchair height |
| 3 | Eligibility | 39 pages | Updated use of EIV system prior to program participation to reduce risk of a multiple subsidy or an applicant that owes money to another PHA |
| 4 | Applications | 27 pages | Added electronic and distance communication options; clarified how preference points are applied to applications on the waiting list |
| 5 | Occupancy | 8 pages | Clarified how shared custody impacts unit size |
| 6 | Income | 71 pages | Simplified how to calculate the cost to convert real estate to cash (10% of market value); reference to IRS Form 502 for voluntary medical deductions; clarified frequency of utility reimbursements |
| 7 | Verification | 33 pages | Expanded information related to EIV; added IRS form 4506-T to aid income verification |
| 8 | Leasing | 22 pages | Adjusted notice for annual inspections from 48 hours to 2 weeks; updated lease packet and attachments |
| 9 | Reexaminations | 20 pages | Clarified background check requirement for children turning 18 years old |
| 10 | Pets | 22 pages | Updated definitions and expectations for animals that are not pets |
| 11 | Community Service | 30 pages | Clarified/simplified exemption verification |
| 12 | Transfers | 16 pages | No major changes |
| 13 | Terminations | 37 pages | Updated timeline and verification process related to households that become over-income after program entry |
| 14 | Grievances | 34 pages | Added electronic and distance communication options as well as remote hearing options |
| 15 | Program Integrity | 12 pages | No major changes |
| 16 | Program Admin | 47 pages | Added information about local VAWA resources |
| <i>n/a</i> | Glossary | 14 pages | No major changes |

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HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF BRAINERD

RESOLUTION NO. 2023-02

ADMISSION AND CONTINUED OCCUPANCY POLICY

WHEREAS, federal regulations require the Housing and Redevelopment Authority in and for the City of Brainerd to review and update the Admission and Continued Occupancy Policy for the Public Housing programs as needed;

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd has reviewed and updated its previously adopted Admission and Continued Occupancy Policy;

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

1. The Admission and Continued Occupancy Policy is hereby approved.

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

Dated: _____
Chair

Dated: _____
Executive Director

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To: Brainerd HRA Board Members
 From: Karen Young, Finance Director
 Date: January 17, 2023
 Re: January Financial Report

Please find attached the financial information for December 2022.

Year-end Financial Statements and Ratios

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

2022 Levy Payment

In December we received the second half 2022 tax settlement of \$66,578.65 as reflected in the General Fund financial statements. Year to date, we received \$146,068.53 in levy payments. The 2022 tax levy was estimated at \$147,996.

Audit Schedule

The 2022 audit schedule has been set with CliftonLarsonAllen (CLA). The Brainerd HRA audit and Brainerd South compilation are scheduled for the first week of February. The Crow Wing County HRA audit is scheduled for the second week in February. The Agency unaudited financial statements are due to the Real Estate Assessment Center (REAC) by February 28th, and the unaudited Brainerd South financial statements are due to REAC by March 31st.

Fund Balance Review

At the December board meeting we presented a Fund Balance resolution for the commitment of Housing Rehab funds, but due to the lack of a quorum, the board could not take action. After discussing this with our auditor it was determined that the funds stay committed for Housing Rehab each year if the board does not take action to remove the commitment. Therefore, we can set the amount of the commitment at the February meeting once the financials have been finalized.

Action Requested: Motion for approval of November and December payments as presented.

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Brainerd Housing & Redevelopment Authority

2022 Ratios (and December, 2021)

| FASS Ratios | Max Pts | Scoring | Dec 2021 After YE JE, B4 audit | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec 2022 |
|-------------------------------|-----------|---------------------------|---|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Quick Ratio | 12 | QR <1 = 0-, QR >2 =12 | 12.00 | 12.00 | 12.00 | 12.00 | 12.00 | 12.00 | 12.00 | 12.00 | 12.00 | 12.00 | 12.00 | 12.00 | 12.00 |
| Months Expended Net Assets | 11 | MENA <1.0= 0, ME >4 =11 | 11.00 | 11.00 | 11.00 | 11.00 | 11.00 | 11.00 | 11.00 | 11.00 | 11.00 | 11.00 | 11.00 | 11.00 | 11.00 |
| Debt Svc Coverage | 2 | DSC < 1 = 0, DSC >1.25 =2 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Total Points | 25 | | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 |

| MASS Ratios | Max Pts | Scoring | | | | | | | | | | | | | |
|-------------------------------|-----------|--------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Occupancy | 16 | O <90% =0, O >98% =16 | 16.00 | 16.00 | 16.00 | 16.00 | 16.00 | 16.00 | 16.00 | 16.00 | 16.00 | 16.00 | 16.00 | 16.00 | 16.00 |
| Tenant Accounts Receivable | 5 | TAR <20%=5, TAR >40%=0 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 |
| Accounts Payable | 4 | AP < .75 = 4, AP >1.5 =0 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| Total Points | 25 | | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 |
| Total of Above Ratios | 50 | | 50.00 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 |

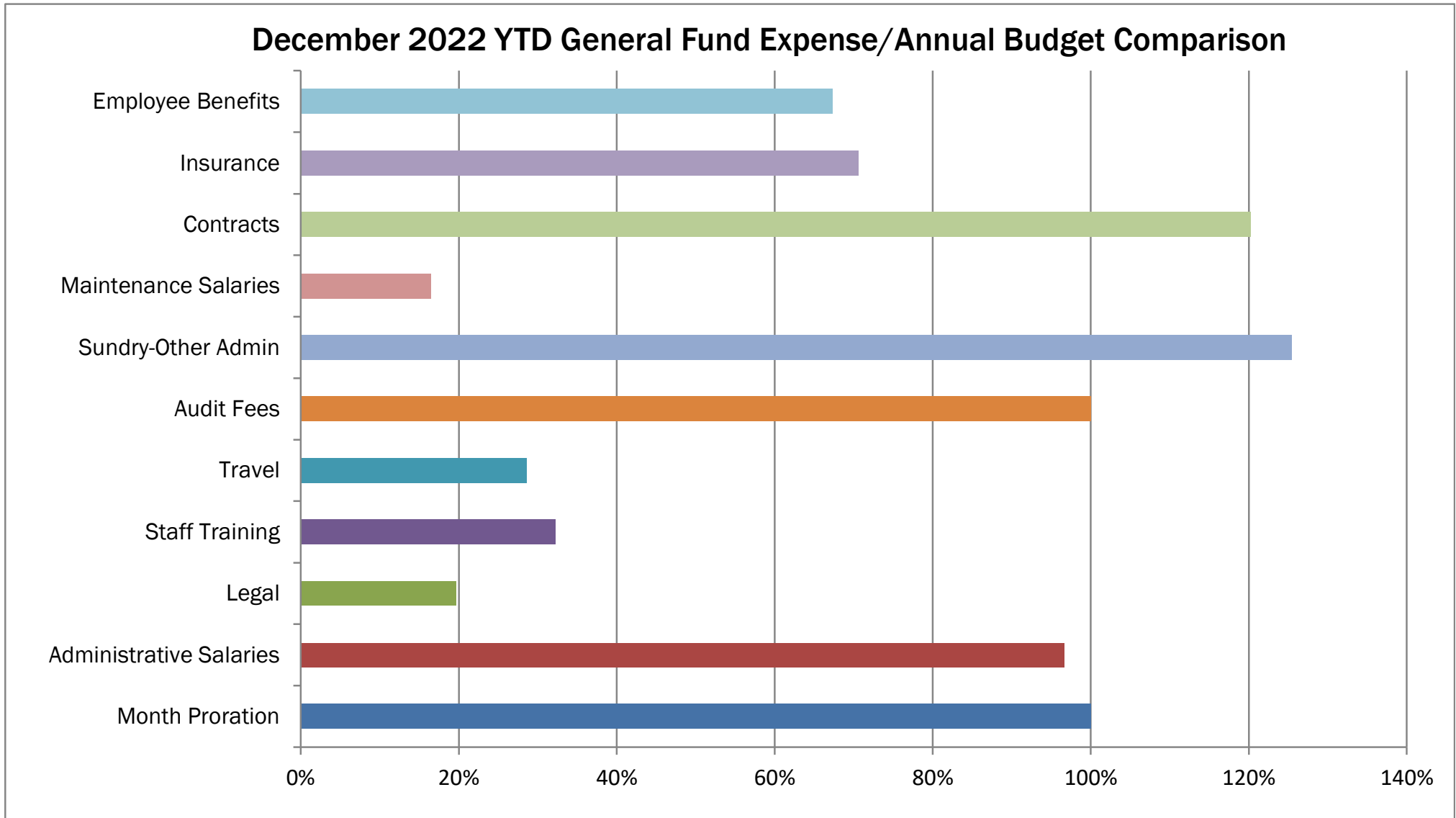
| MASS Ratios | Max Pts | Scoring | | | | | | | | | | | | | |
|-----------------------------|-----------|---|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Timeliness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

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December 2022 Operating Account Balances

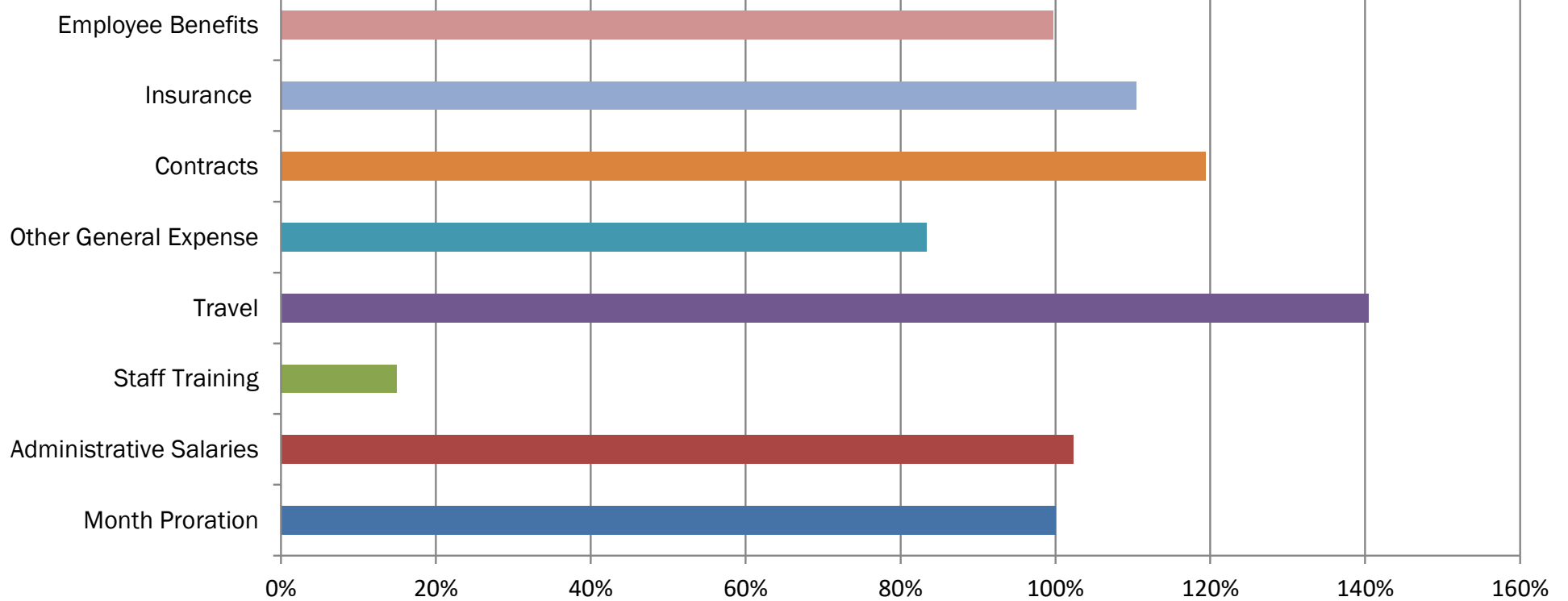
| Property/Program | December 2021 | November 2022 | December 2022 |
|------------------------|-----------------------|-----------------------|-----------------------|
| General Fund | \$424,706.97 | \$447,592.46 | \$518,292.20 |
| Housing Rehab Program | \$171,571.27 | \$230,758.18 | \$227,567.76 |
| Bridges | \$30.32 | \$6,334.58 | \$47.70 |
| Crow Wing County HRA | \$1,572,037.39 | \$1,641,464.20 | \$1,919,545.17 |
| Public Housing | \$634,736.49 | \$780,832.92 | \$669,373.83 |
| Brainerd South | \$55,835.36 | \$57,616.50 | \$50,155.07 |
| Housing Choice Voucher | \$14,176.67 | \$46,298.73 | \$16,569.19 |
| Total | \$2,873,094.47 | \$3,210,897.57 | \$3,401,550.92 |

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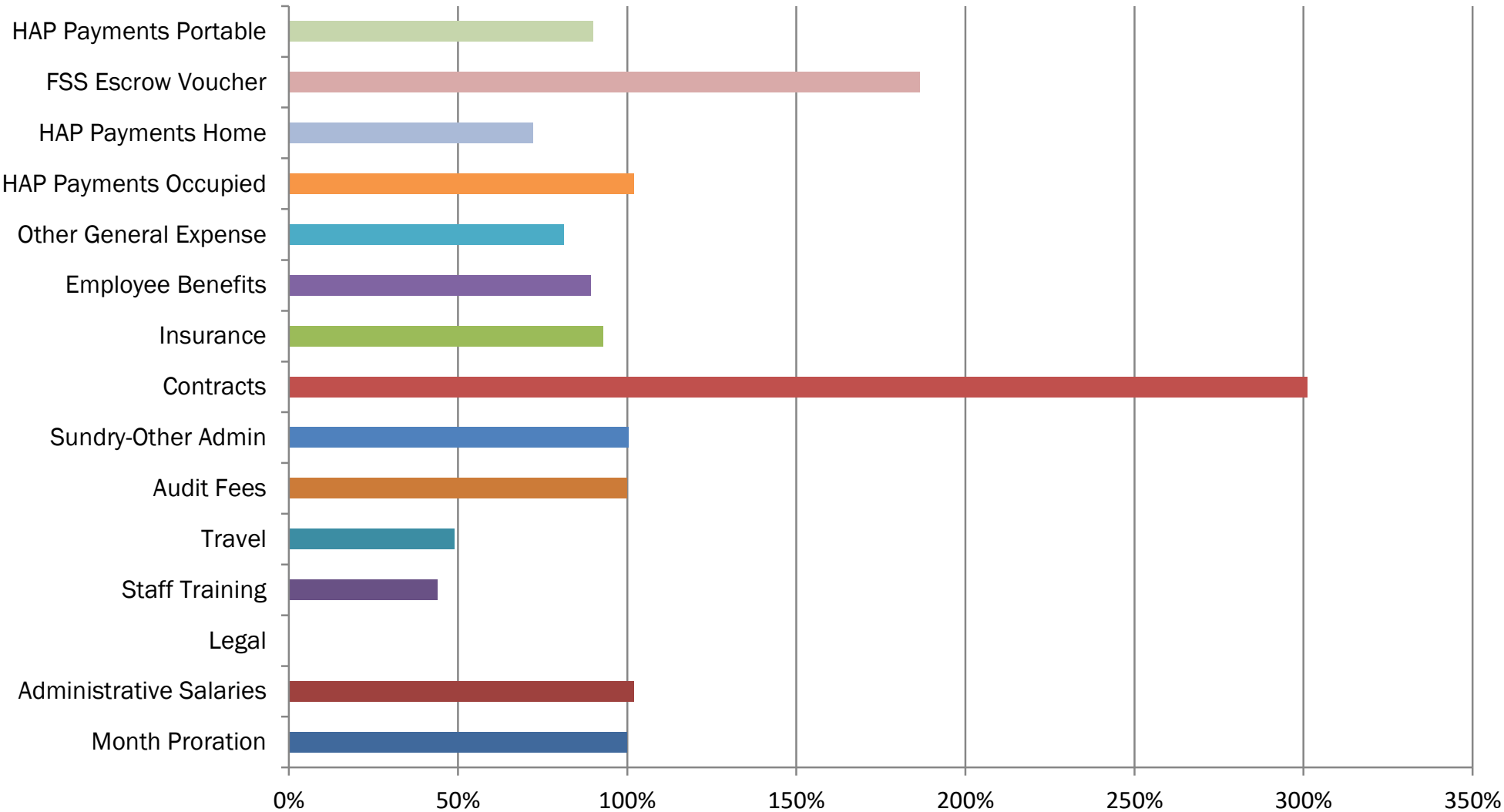


Sundry-Other Admin: Advertising, Office Supplies, BLAHDC Annual Reporting.

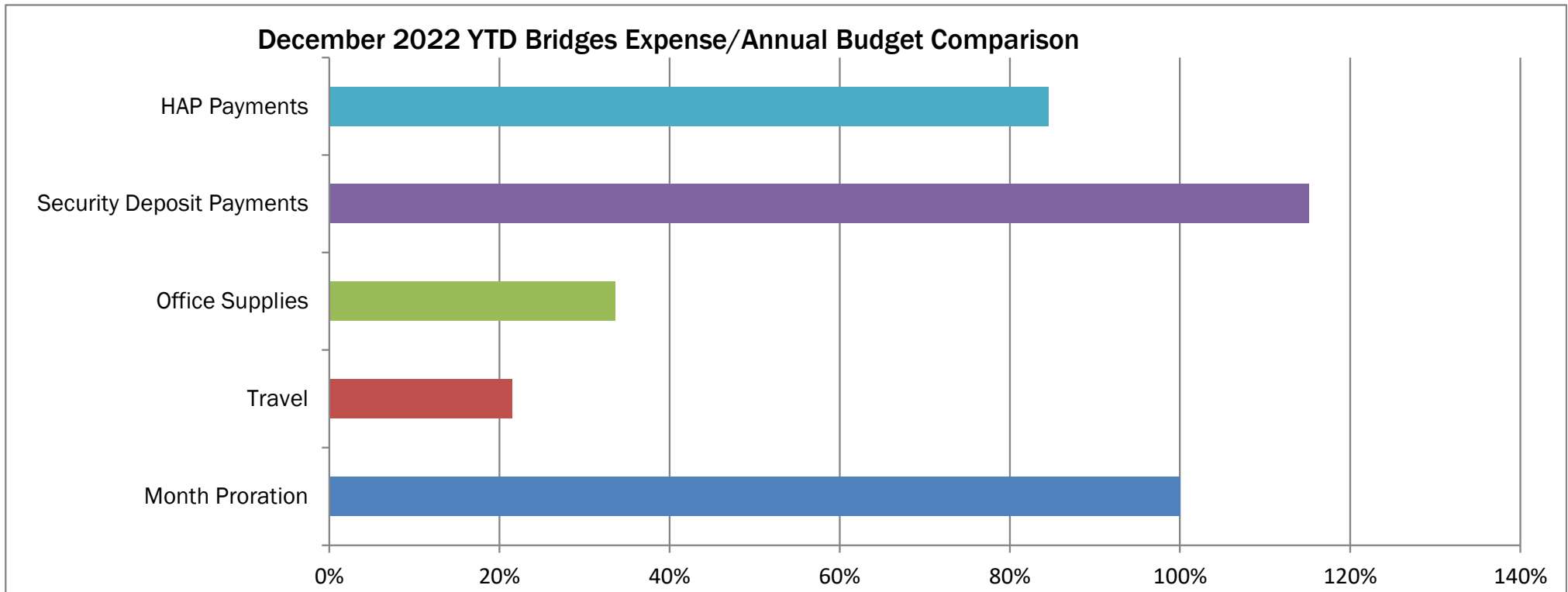
December 2022 YTD Housing Rehab Expense/Annual Budget Comparison



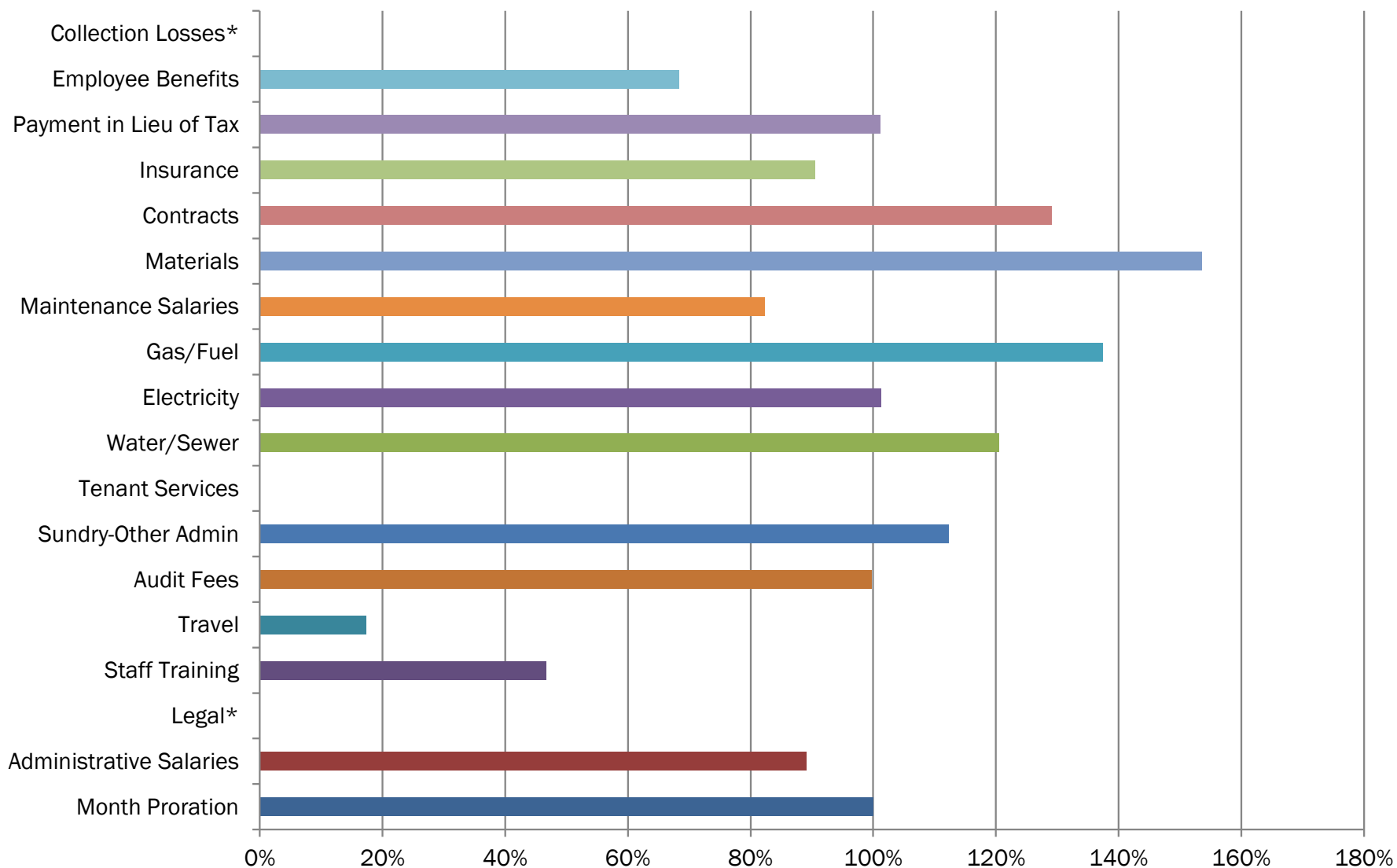
December 2022 YTD Housing Choice Voucher Expense/Annual Budget Comparison



Contracts: A study was conducted to update utility allowance for 2022. Hired a temporary position.



December 2022 YTD Public Housing Expense/Annual Budget Comparison



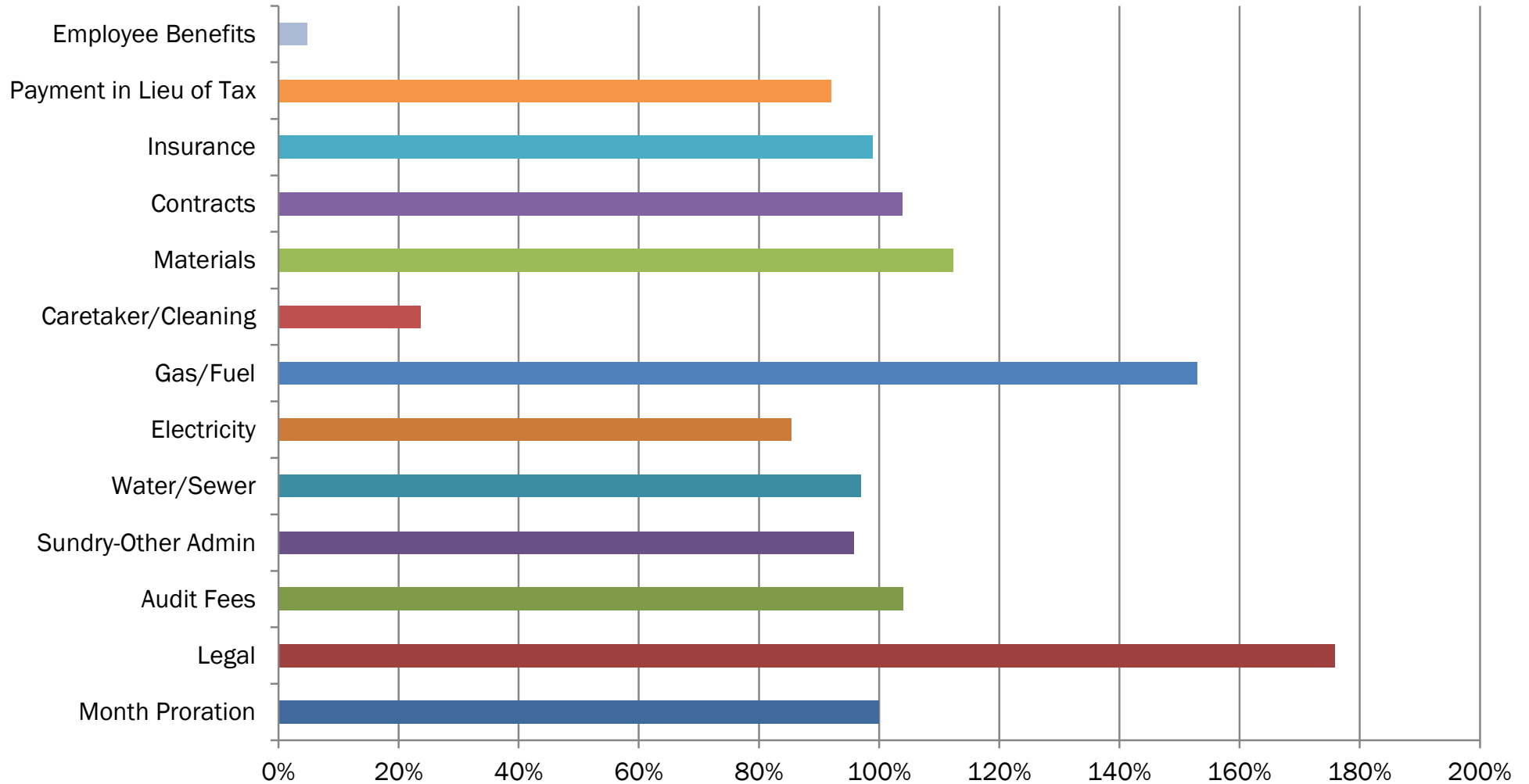
Materials: Purchase of refrigerators.

Legal*: \$10,803 Total. Service and construction contracts.

Collection Losses*: \$13,248.88 Total. Accounts Receivable write off.

Contracts: Unit with mold and relocation costs. Housekeeping equipment. Valley Trail Fire Unit. Large tree removal at a scattered site.

December 2022 YTD Brainerd South Expense/Annual Budget Comparison



Audit Fees: Audit was completed.

Date: 1/19/2023
 Time: 12:23:47 PM
 joe

**Brainerd HRA
 General Fund Operating Statement
 December, 2022**

Page: 1
 Rpt File: F:\HMS\REP

| | Current Period | Current Year | Year To Date Budget | Variance |
|--------------------------------------|--------------------|--------------------|---------------------|-------------------|
| General Fund Operating INCOME | | | | |
| Management Fees | -14,372.02 | -174,858.75 | -172,000.00 | -2,858.75 |
| Interest Income | -461.70 | -1,303.25 | -50.00 | -1,253.25 |
| Operating Transfer In | -6,850.00 | -6,850.00 | -6,750.00 | -100.00 |
| Other Income | -68,603.11 | -173,181.54 | -161,696.00 | -11,485.54 |
| Loan Interest Revenue | -12,752.85 | -12,752.85 | -5,000.00 | -7,752.85 |
| TOTAL INCOME | -103,039.68 | -368,946.39 | -345,496.00 | -23,450.39 |
| EXPENSE | | | | |
| Administrative | | | | |
| Administrative Salaries | 20,765.68 | 168,219.44 | 174,065.00 | -5,845.56 |
| Legal | 0.00 | 491.05 | 2,500.00 | -2,008.95 |
| Staff Training | 247.60 | 1,610.36 | 5,000.00 | -3,389.64 |
| Travel | 49.25 | 171.56 | 600.00 | -428.44 |
| Auditing Fees | 0.00 | 6,900.00 | 6,900.00 | 0.00 |
| Sundry-Other Admin | 1,966.09 | 8,844.02 | 7,050.00 | 1,794.02 |
| Total Administration | 23,028.62 | 186,236.43 | 196,115.00 | -9,878.57 |
| Maintenance | | | | |
| Maintenance Salaries | -164.36 | 1,928.29 | 11,700.00 | -9,771.71 |
| Contracts | 409.95 | 10,306.29 | 8,570.00 | 1,736.29 |
| Total Maintenance | 245.59 | 12,234.58 | 20,270.00 | -8,035.42 |
| General | | | | |
| TIF Expense | 0.00 | 85.60 | 130.00 | -44.40 |
| Insurance | 424.27 | 4,346.92 | 6,155.00 | -1,808.08 |
| Employee Benefits | -7,368.64 | 56,766.31 | 84,315.00 | -27,548.69 |
| Other General Expense | 0.00 | 3,949.60 | 25,000.00 | -21,050.40 |
| Total General | -6,944.37 | 65,148.43 | 115,600.00 | -50,451.57 |
| TOTAL EXPENSE | 16,329.84 | 263,619.44 | 331,985.00 | -68,365.56 |
| Net Income/Loss | -86,709.84 | -105,326.95 | -13,511.00 | -91,815.95 |

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Housing Rehab Operating Statement
December, 2022

Page: 1
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| | Current Period | Current Year | Year To Date Budget | Variance |
|---------------------------------------|-------------------|--------------------|---------------------|-------------------|
| Housing Rehab Operating INCOME | | | | |
| Other Income | -48,590.60 | -340,167.52 | -274,250.00 | -65,917.52 |
| Grant Admin Revenue | -6,056.03 | -9,258.85 | -4,800.00 | -4,458.85 |
| TOTAL INCOME | -54,646.63 | -349,426.37 | -279,050.00 | -70,376.37 |
| EXPENSE | | | | |
| Administrative | | | | |
| Administrative Salaries | 5,962.90 | 82,903.68 | 81,035.00 | 1,868.68 |
| Legal | 567.00 | 1,871.00 | 0.00 | 1,871.00 |
| Staff Training | 0.00 | 745.27 | 5,000.00 | -4,254.73 |
| Travel | 405.01 | 1,404.59 | 1,000.00 | 404.59 |
| Other Admin Exp | 144.42 | 3,061.90 | 3,670.00 | -608.10 |
| Total Administration | 7,079.33 | 89,986.44 | 90,705.00 | -718.56 |
| Maintenance | | | | |
| Contracts | 42,036.77 | 161,154.77 | 135,000.00 | 26,154.77 |
| Total Maintenance | 42,036.77 | 161,154.77 | 135,000.00 | 26,154.77 |
| General | | | | |
| Insurance | 0.00 | 552.29 | 500.00 | 52.29 |
| Employee Benefits | 2,664.93 | 37,409.71 | 37,525.00 | -115.29 |
| Total General | 2,664.93 | 37,962.00 | 38,025.00 | -63.00 |
| TOTAL EXPENSE | 51,781.03 | 289,103.21 | 263,730.00 | 25,373.21 |
| Net Income/Loss | -2,865.60 | -60,323.16 | -15,320.00 | -45,003.16 |

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**Brainerd HRA
 HCV Operating Statement
 December, 2022**

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| | Current Period | Current Year | Year To Date Budget | Variance |
|--|--------------------|----------------------|----------------------|------------------|
| Housing Choice Voucher Operating INCOME | | | | |
| HUD HAP Received | -206,084.00 | -1,460,157.00 | -1,481,900.00 | 21,743.00 |
| Admin Fees Earned | -28,447.84 | -303,947.72 | -283,280.00 | -20,667.72 |
| Interest Income | -31.22 | -105.58 | 0.00 | -105.58 |
| Other Income | -2,104.72 | -23,489.74 | -30,000.00 | 6,510.26 |
| TOTAL INCOME | -236,667.78 | -1,787,700.04 | -1,795,180.00 | 7,479.96 |
| EXPENSE | | | | |
| Administrative | | | | |
| Administrative Salaries | 21,180.39 | 199,836.47 | 195,780.00 | 4,056.47 |
| Legal | 0.00 | 0.00 | 500.00 | -500.00 |
| Staff Training | 379.90 | 2,189.81 | 5,000.00 | -2,810.19 |
| Travel | 186.89 | 1,222.45 | 2,500.00 | -1,277.55 |
| Accounting & Audit Fees | 0.00 | 3,650.00 | 3,650.00 | 0.00 |
| Sundry-Other Admin | 914.05 | 5,469.71 | 5,450.00 | 19.71 |
| Total Administration | 22,661.23 | 212,368.44 | 212,880.00 | -511.56 |
| Maintenance | | | | |
| Contracts | 9,177.08 | 28,186.42 | 9,360.00 | 18,826.42 |
| Total Maintenance | 9,177.08 | 28,186.42 | 9,360.00 | 18,826.42 |
| General | | | | |
| Insurance | 518.09 | 6,117.39 | 6,585.00 | -467.61 |
| Employee Benefits | -2,170.44 | 91,034.66 | 102,110.00 | -11,075.34 |
| Collection Losses | 0.00 | 1,973.00 | 0.00 | 1,973.00 |
| Other General Expense | -45.54 | 1,301.28 | 1,600.00 | -298.72 |
| Total General | -1,697.89 | 100,426.33 | 110,295.00 | -9,868.67 |
| HAP Payments | | | | |
| HAP Payments Occupied | 150,696.00 | 1,405,252.00 | 1,378,171.00 | 27,081.00 |
| HAP Payments Home | 2,283.00 | 32,038.00 | 44,456.00 | -12,418.00 |
| FSS Escrow Voucher | 6,302.00 | 55,302.99 | 29,634.00 | 25,668.99 |
| HAP Payments Portable | 3,122.00 | 26,658.00 | 29,639.00 | -2,981.00 |
| Total HAP | 162,403.00 | 1,519,250.99 | 1,481,900.00 | 37,350.99 |
| TOTAL EXPENSE | 192,543.42 | 1,860,232.18 | 1,814,435.00 | 45,797.18 |
| Net Income/Loss | -44,124.36 | 72,532.14 | 19,255.00 | 53,277.14 |

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**Bridges Program
 Bridges Operating Statement
 December, 2022**

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| | Current Period | Current Year | Year To Date Budget | Variance |
|---------------------------------|-----------------|-------------------|---------------------|------------------|
| Bridges Operating INCOME | | | | |
| HAP Received MHFA | -4,238.00 | -50,531.00 | -58,850.00 | 8,319.00 |
| Admin Revenue | -600.00 | -6,960.00 | -7,200.00 | 240.00 |
| Operating Transfer | 6,850.00 | 6,850.00 | 6,750.00 | 100.00 |
| Total Income | 2,012.00 | -50,641.00 | -59,300.00 | 8,659.00 |
| EXPENSE | | | | |
| Administrative | | | | |
| Travel | 46.88 | 85.82 | 400.00 | -314.18 |
| Office Supplies | 0.00 | 16.80 | 50.00 | -33.20 |
| Total Administration | 46.88 | 102.62 | 450.00 | -347.38 |
| General | | | | |
| Security Deposit Pmts | 0.00 | 2,960.00 | 2,570.00 | 390.00 |
| HAP Payment to Landlords | 4,238.00 | 47,571.00 | 56,280.00 | -8,709.00 |
| Total General | 4,238.00 | 50,531.00 | 58,850.00 | -8,319.00 |
| TOTAL EXPENSE | 4,284.88 | 50,633.62 | 59,300.00 | -8,666.38 |
| Net Income/Loss | 6,296.88 | -7.38 | 0.00 | -7.38 |

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**Brainerd HRA
Public Housing Operating Statement
December, 2022**

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Current Period Current Year Year To Date Budget Variance

**Public Housing Operating
INCOME**

| | | | | |
|----------------------|--------------------|----------------------|----------------------|-------------------|
| Dwelling Rental | -67,489.00 | -806,334.00 | -788,390.00 | -17,944.00 |
| Excess Utilities | 0.00 | -3,870.99 | -3,600.00 | -270.99 |
| Operating Subsidy | -28,947.00 | -326,151.00 | -330,000.00 | 3,849.00 |
| Investment Interest | -534.67 | -1,212.03 | 0.00 | -1,212.03 |
| Other Income | -27,892.32 | -176,626.34 | -184,580.00 | 7,953.66 |
| Other Income Tenants | -954.00 | -27,205.76 | -19,550.00 | -7,655.76 |
| Capital Fund Income | 0.00 | -74,082.03 | -66,000.00 | -8,082.03 |
| Laundry Income | -1,534.75 | -20,141.75 | -19,100.00 | -1,041.75 |
| TOTAL INCOME | <u>-127,351.74</u> | <u>-1,435,623.90</u> | <u>-1,411,220.00</u> | <u>-24,403.90</u> |

EXPENSE

Administrative

| | | | | |
|-----------------------------|------------------|-------------------|-------------------|-------------------|
| Administrative Salaries | 33,049.96 | 298,291.60 | 334,910.00 | -36,618.40 |
| Legal | 500.00 | 11,302.95 | 4,000.00 | 7,302.95 |
| Staff Training | 1,804.70 | 6,533.10 | 14,000.00 | -7,466.90 |
| Travel | 0.63 | 173.88 | 1,000.00 | -826.12 |
| Accounting & Audit Fees | 0.00 | 11,541.51 | 11,575.00 | -33.49 |
| Sundry-Other Admin | 5,135.78 | 23,105.69 | 20,570.00 | 2,535.69 |
| Total Administration | <u>40,491.07</u> | <u>350,948.73</u> | <u>386,055.00</u> | <u>-35,106.27</u> |

Tenant Services

| | | | | |
|------------------------------|-------------|-------------|-----------------|------------------|
| Rec Public and Other | 0.00 | 0.00 | 4,950.00 | -4,950.00 |
| Total Tenant Services | <u>0.00</u> | <u>0.00</u> | <u>4,950.00</u> | <u>-4,950.00</u> |

Utilities

| | | | | |
|------------------------|------------------|-------------------|-------------------|------------------|
| Water/Sewer | 14,997.75 | 91,479.46 | 75,940.00 | 15,539.46 |
| Electricity | 11,813.65 | 81,384.16 | 80,360.00 | 1,024.16 |
| Gas/Fuel | 12,668.10 | 58,344.45 | 42,465.00 | 15,879.45 |
| Total Utilities | <u>39,479.50</u> | <u>231,208.07</u> | <u>198,765.00</u> | <u>32,443.07</u> |

Maintenance

| | | | | |
|--------------------------|------------------|-------------------|-------------------|------------------|
| Labor | 15,437.29 | 185,824.51 | 225,740.00 | -39,915.49 |
| Materials | 7,856.88 | 46,062.07 | 30,000.00 | 16,062.07 |
| Contracts | 22,066.79 | 235,114.35 | 182,150.00 | 52,964.35 |
| Total Maintenance | <u>45,360.96</u> | <u>467,000.93</u> | <u>437,890.00</u> | <u>29,110.93</u> |

General

| | | | | |
|------------------------|------------------|-------------------|-------------------|-------------------|
| Insurance | 8,730.56 | 99,951.22 | 110,340.00 | -10,388.78 |
| Payment in Lieu of Tax | 1,394.79 | 28,329.55 | 28,000.00 | 329.55 |
| Employee Benefits | -8,881.82 | 178,463.59 | 261,070.00 | -82,606.41 |
| Collection Losses | 13,248.88 | 13,248.88 | 4,200.00 | 9,048.88 |
| Other General Expense | 0.00 | 1,000.00 | 0.00 | 1,000.00 |
| Total General | <u>14,492.41</u> | <u>320,993.24</u> | <u>403,610.00</u> | <u>-82,616.76</u> |

| | | | | |
|------------------------|-------------------|---------------------|---------------------|-------------------|
| TOTAL EXPENSE | 139,823.94 | 1,370,150.97 | 1,431,270.00 | -61,119.03 |
| Net Income/Loss | 12,472.20 | -65,472.93 | 20,050.00 | -85,522.93 |

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**Brainerd South Operating Statement
 December, 2022**

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| | Current Period | Current Year | Year To Date Budget | Variance |
|---------------------------------|-------------------|--------------------|---------------------|-------------------|
| Brainerd South Operating | | | | |
| INCOME | | | | |
| Dwelling Rental | -20,832.00 | -258,339.00 | -245,240.00 | -13,099.00 |
| Rental Supplement | -4,352.00 | -55,524.00 | -50,700.00 | -4,824.00 |
| Investment Interest | -607.55 | -1,858.96 | 0.00 | -1,858.96 |
| Other Income | -2,036.11 | -25,355.90 | -26,600.00 | 1,244.10 |
| Laundry Income | -582.25 | -7,742.75 | -8,680.00 | 937.25 |
| TOTAL INCOME | -28,409.91 | -348,820.61 | -331,220.00 | -17,600.61 |
| EXPENSE | | | | |
| Administrative | | | | |
| Legal | 0.00 | 8,792.45 | 5,000.00 | 3,792.45 |
| Accounting & Audit Fees | 0.00 | 5,512.50 | 5,300.00 | 212.50 |
| Sundry-Other Admin | 3,627.81 | 45,237.98 | 47,240.00 | -2,002.02 |
| Total Administration | 3,627.81 | 59,542.93 | 57,540.00 | 2,002.93 |
| Utilities | | | | |
| Water | 2,438.71 | 15,851.04 | 16,340.00 | -488.96 |
| Electricity | 994.25 | 4,954.10 | 5,800.00 | -845.90 |
| Gas/Fuel | 5,500.70 | 27,272.58 | 17,840.00 | 9,432.58 |
| Total Utilities | 8,933.66 | 48,077.72 | 39,980.00 | 8,097.72 |
| Maintenance | | | | |
| Labor | 327.56 | 4,559.12 | 19,300.00 | -14,740.88 |
| Materials | 1,708.11 | 20,321.94 | 24,700.00 | -4,378.06 |
| Contracts | 16,700.80 | 71,093.89 | 68,500.00 | 2,593.89 |
| Total Maintenance | 18,736.47 | 95,974.95 | 112,500.00 | -16,525.05 |
| General | | | | |
| Insurance | 2,963.79 | 35,387.60 | 35,800.00 | -412.40 |
| Payment in Lieu of Tax | 570.50 | 10,120.22 | 11,000.00 | -879.78 |
| Employee Benefits | 0.00 | 59.63 | 1,250.00 | -1,190.37 |
| Total General | 3,534.29 | 45,567.45 | 48,050.00 | -2,482.55 |
| TOTAL EXPENSE | 34,832.23 | 249,163.05 | 258,070.00 | -8,906.95 |
| Net Income/Loss | 6,422.32 | -99,657.56 | -73,150.00 | -26,507.56 |



December 2022 Prior Year Comparative Operating Statements

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**Brainerd HRA
General Fund Operating Statement
December, 2022**

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| | YTD 2022 | YTD 2022 Budget | YTD 2021 | YTD 2020 |
|--------------------------------------|--------------------|--------------------|--------------------|--------------------|
| General Fund Operating INCOME | | | | |
| Management Fees | -174,858.75 | -172,000.00 | -173,422.90 | -172,933.52 |
| Interest Income | -1,303.25 | -50.00 | -31.41 | -1,208.39 |
| Operating Transfer In | -6,850.00 | -6,750.00 | -9,129.00 | -2,245.00 |
| Other Income | -173,181.54 | -161,696.00 | -172,669.37 | -163,827.72 |
| Loan Interest Revenue | -12,752.85 | -5,000.00 | -8,415.78 | -7,918.89 |
| TOTAL INCOME | -368,946.39 | -345,496.00 | -363,668.46 | -348,133.52 |
| EXPENSE | | | | |
| Administrative | | | | |
| Administrative Salaries | 168,219.44 | 174,065.00 | 150,796.89 | 192,788.34 |
| Legal | 491.05 | 2,500.00 | 2,674.85 | 9,495.75 |
| Staff Training | 1,610.36 | 5,000.00 | 41.25 | 288.63 |
| Travel | 171.56 | 600.00 | 24.42 | 10.19 |
| Auditing Fees | 6,900.00 | 6,900.00 | 6,900.00 | 6,700.00 |
| Sundry-Other Admin | 8,844.02 | 7,050.00 | 6,512.23 | 6,914.77 |
| Total Administration | 186,236.43 | 196,115.00 | 166,949.64 | 216,197.68 |
| Maintenance | | | | |
| Maintenance Salaries | 1,928.29 | 11,700.00 | 6,834.30 | 14,956.63 |
| Contracts | 10,306.29 | 8,570.00 | 2,008.35 | 2,690.07 |
| Total Maintenance | 12,234.58 | 20,270.00 | 8,842.65 | 17,646.70 |
| General | | | | |
| TIF Expense | 85.60 | 130.00 | 88.40 | 54.75 |
| Insurance | 4,346.92 | 6,155.00 | 6,140.17 | 5,597.64 |
| Employee Benefits | 56,766.31 | 84,315.00 | 71,449.47 | 88,618.17 |
| Other General Expense | 3,949.60 | 25,000.00 | 3,750.00 | 32,040.45 |
| Total General | 65,148.43 | 115,600.00 | 81,428.04 | 126,311.01 |
| TOTAL EXPENSE | 263,619.44 | 331,985.00 | 257,220.33 | 360,155.39 |
| Net Income/Loss | -105,326.95 | -13,511.00 | -106,448.13 | 12,021.87 |

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Housing Rehab Proj Operating PY
Housing Rehab Operating Statement
December, 2022

Page: 1
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| | YTD 2022 | YTD 2022 Budget | YTD 2021 | YTD 2020 |
|---------------------------------------|--------------------|--------------------|--------------------|--------------------|
| Housing Rehab Operating INCOME | | | | |
| Other Income | -340,167.52 | -274,250.00 | -304,565.15 | -218,810.49 |
| Grant Admin Revenue | -9,258.85 | -4,800.00 | -5,218.01 | -28,869.47 |
| TOTAL INCOME | -349,426.37 | -279,050.00 | -309,783.16 | -247,679.96 |
| EXPENSE | | | | |
| Administrative | | | | |
| Administrative Salaries | 82,903.68 | 81,035.00 | 83,200.13 | 91,442.46 |
| Legal | 1,871.00 | 0.00 | 105.00 | 0.00 |
| Staff Training | 745.27 | 5,000.00 | 0.00 | 154.80 |
| Travel | 1,404.59 | 1,000.00 | 966.56 | 1,007.48 |
| Other Admin Exp | 3,061.90 | 3,670.00 | 5,970.46 | 4,560.92 |
| Total Administration | 89,986.44 | 90,705.00 | 90,242.15 | 97,165.66 |
| Maintenance | | | | |
| Contracts | 161,154.77 | 135,000.00 | 120,209.63 | 130,240.07 |
| Total Maintenance | 161,154.77 | 135,000.00 | 120,209.63 | 130,240.07 |
| General | | | | |
| Insurance | 552.29 | 500.00 | 507.32 | 496.47 |
| Employee Benefits | 37,409.71 | 37,525.00 | 32,717.99 | 32,345.36 |
| Total General | 37,962.00 | 38,025.00 | 33,225.31 | 32,841.83 |
| TOTAL EXPENSE | 289,103.21 | 263,730.00 | 243,677.09 | 260,247.56 |
| Net Income/Loss | -60,323.16 | -15,320.00 | -66,106.07 | 12,567.60 |

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**Brainerd HRA
HCV Operating Statement
December, 2022**

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| | YTD 2022 | YTD 2022 Budget | YTD 2021 | YTD 2020 |
|--|----------------------|----------------------|----------------------|----------------------|
| Housing Choice Voucher Operating INCOME | | | | |
| HUD HAP Received | -1,460,157.00 | -1,481,900.00 | -1,459,828.00 | -1,432,997.00 |
| Admin Fees Earned | -303,947.72 | -283,280.00 | -272,054.00 | -350,669.00 |
| Interest Income | -105.58 | 0.00 | -2.39 | -96.82 |
| Other Income | -23,489.74 | -30,000.00 | -45,182.76 | -20,022.56 |
| TOTAL INCOME | -1,787,700.04 | -1,795,180.00 | -1,777,067.15 | -1,803,785.38 |
| EXPENSE | | | | |
| Administrative | | | | |
| Administrative Salaries | 199,836.47 | 195,780.00 | 177,256.06 | 141,769.12 |
| Legal | 0.00 | 500.00 | 3,701.37 | 392.25 |
| Staff Training | 2,189.81 | 5,000.00 | 404.00 | 728.50 |
| Travel | 1,222.45 | 2,500.00 | 371.28 | 501.42 |
| Accounting & Audit Fees | 3,650.00 | 3,650.00 | 3,650.00 | 3,500.00 |
| Sundry-Other Admin | 5,469.71 | 5,450.00 | 3,789.96 | 6,711.48 |
| Total Administration | 212,368.44 | 212,880.00 | 189,172.67 | 153,602.77 |
| Maintenance | | | | |
| Contracts | 28,186.42 | 9,360.00 | 4,959.61 | 4,727.30 |
| Total Maintenance | 28,186.42 | 9,360.00 | 4,959.61 | 4,727.30 |
| General | | | | |
| Insurance | 6,117.39 | 6,585.00 | 6,245.93 | 5,602.96 |
| Employee Benefits | 91,034.66 | 102,110.00 | 91,674.18 | 84,791.96 |
| Collection Losses | 1,973.00 | 0.00 | 2,174.00 | 2,302.00 |
| Other General Expense | 1,301.28 | 1,600.00 | 1,103.44 | 1,116.75 |
| Total General | 100,426.33 | 110,295.00 | 101,197.55 | 93,813.67 |
| HAP Payments | | | | |
| HAP Payments Occupied | 1,405,252.00 | 1,378,171.00 | 1,350,778.00 | 1,349,687.00 |
| HAP Payments Home | 32,038.00 | 44,456.00 | 34,984.00 | 44,109.00 |
| FSS Escrow Voucher | 55,302.99 | 29,634.00 | 29,398.98 | 19,979.00 |
| HAP Payments Portable | 26,658.00 | 29,639.00 | 29,719.00 | 20,529.00 |
| Total HAP | 1,519,250.99 | 1,481,900.00 | 1,444,879.98 | 1,434,304.00 |
| TOTAL EXPENSE | 1,860,232.18 | 1,814,435.00 | 1,740,209.81 | 1,686,447.74 |
| Net Income/Loss | 72,532.14 | 19,255.00 | -36,857.34 | -117,337.64 |

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Bridges Program PY
Bridges Operating Statement
December, 2022

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| | YTD 2022 | YTD 2022 Budget | YTD 2021 | YTD 2020 |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|
| Bridges Operating INCOME | | | | |
| HAP Received MHFA | -50,531.00 | -58,850.00 | -52,805.00 | -50,332.00 |
| Admin Revenue | -6,960.00 | -7,200.00 | -6,090.00 | -5,800.00 |
| Operating Transfer | 6,850.00 | 6,750.00 | 9,129.00 | 2,245.00 |
| Total Income | -50,641.00 | -59,300.00 | -49,766.00 | -53,887.00 |
| EXPENSE | | | | |
| Administrative | | | | |
| Travel | 85.82 | 400.00 | 196.00 | 240.36 |
| Office Supplies | 16.80 | 50.00 | 16.36 | 48.15 |
| Total Administration | 102.62 | 450.00 | 212.36 | 288.51 |
| General | | | | |
| Security Deposit Pmts | 2,960.00 | 2,570.00 | 3,660.00 | 750.00 |
| HAP Payment to Landlords | 47,571.00 | 56,280.00 | 49,145.00 | 49,358.00 |
| Total General | 50,531.00 | 58,850.00 | 52,805.00 | 50,108.00 |
| TOTAL EXPENSE | 50,633.62 | 59,300.00 | 53,017.36 | 50,396.51 |
| Net Income/Loss | -7.38 | 0.00 | 3,251.36 | -3,490.49 |

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**Brainerd HRA
Public Housing Operating Statement
December, 2022**

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| | YTD 2022 | YTD 2022 Budget | YTD 2021 | YTD 2020 |
|--|----------------------|----------------------|----------------------|----------------------|
| Public Housing Operating INCOME | | | | |
| Dwelling Rental | -806,334.00 | -788,390.00 | -760,721.00 | -745,569.00 |
| Excess Utilities | -3,870.99 | -3,600.00 | -3,680.00 | -3,645.48 |
| Operating Subsidy | -326,151.00 | -330,000.00 | -376,539.00 | -315,557.00 |
| Investment Interest | -1,212.03 | 0.00 | 463.64 | -1,437.03 |
| Other Income | -176,626.34 | -184,580.00 | -214,844.47 | -181,104.24 |
| Other Income Tenants | -27,205.76 | -19,550.00 | -16,348.40 | -16,626.81 |
| Capital Fund Income | -74,082.03 | -66,000.00 | -917,281.30 | -251,144.67 |
| Laundry Income | -20,141.75 | -19,100.00 | -19,379.75 | -17,939.25 |
| TOTAL INCOME | -1,435,623.90 | -1,411,220.00 | -2,308,330.28 | -1,533,023.48 |
| EXPENSE | | | | |
| Administrative | | | | |
| Administrative Salaries | 298,291.60 | 334,910.00 | 296,801.12 | 301,055.31 |
| Legal | 11,302.95 | 4,000.00 | 14,462.42 | 3,064.05 |
| Staff Training | 6,533.10 | 14,000.00 | 3,033.77 | 1,597.82 |
| Travel | 173.88 | 1,000.00 | 37.52 | 217.71 |
| Accounting & Audit Fees | 11,541.51 | 11,575.00 | 11,050.00 | 10,700.00 |
| Sundry-Other Admin | 23,105.69 | 20,570.00 | 18,855.83 | 21,664.68 |
| Total Administration | 350,948.73 | 386,055.00 | 344,240.66 | 338,299.57 |
| Tenant Services | | | | |
| Rec Public and Other | 0.00 | 4,950.00 | 222.04 | 222.04 |
| Total Tenant Services | 0.00 | 4,950.00 | 222.04 | 222.04 |
| Utilities | | | | |
| Water/Sewer | 91,479.46 | 75,940.00 | 79,538.05 | 73,002.67 |
| Electricity | 81,384.16 | 80,360.00 | 77,218.76 | 79,185.11 |
| Gas/Fuel | 58,344.45 | 42,465.00 | 39,083.02 | 32,508.41 |
| Total Utilities | 231,208.07 | 198,765.00 | 195,839.83 | 184,696.19 |
| Maintenance | | | | |
| Labor | 185,824.51 | 225,740.00 | 182,260.47 | 208,206.90 |
| Materials | 46,062.07 | 30,000.00 | 17,767.96 | 28,718.01 |
| Contracts | 235,114.35 | 182,150.00 | 172,589.67 | 153,030.79 |
| Total Maintenance | 467,000.93 | 437,890.00 | 372,618.10 | 389,955.70 |
| General | | | | |
| Insurance | 99,951.22 | 110,340.00 | 103,499.86 | 91,567.86 |
| Payment in Lieu of Tax | 28,329.55 | 28,000.00 | 27,626.80 | 27,593.39 |
| Employee Benefits | 178,463.59 | 261,070.00 | 223,251.10 | 229,543.69 |
| Collection Losses | 13,248.88 | 4,200.00 | 4,141.66 | 2,073.94 |
| Other General Expense | 1,000.00 | 0.00 | 14,467.57 | 2,000.00 |
| Total General | 320,993.24 | 403,610.00 | 372,986.99 | 352,778.88 |
| TOTAL EXPENSE | 1,370,150.97 | 1,431,270.00 | 1,285,907.62 | 1,265,952.38 |
| Net Income/Loss | -65,472.93 | 20,050.00 | -1,022,422.66 | -267,071.10 |

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**Brainerd South Operating Statement
December, 2022**

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| | YTD 2022 | YTD 2022 Budget | YTD 2021 | YTD 2020 |
|---------------------------------|--------------------|--------------------|--------------------|--------------------|
| Brainerd South Operating | | | | |
| INCOME | | | | |
| Dwelling Rental | -258,339.00 | -245,240.00 | -252,207.00 | -246,112.00 |
| Rental Supplement | -55,524.00 | -50,700.00 | -51,170.00 | -50,757.00 |
| Investment Interest | -1,858.96 | 0.00 | 125.19 | -2,192.09 |
| Other Income | -25,355.90 | -26,600.00 | -24,375.32 | -24,227.12 |
| Laundry Income | -7,742.75 | -8,680.00 | -8,101.37 | -8,706.50 |
| TOTAL INCOME | -348,820.61 | -331,220.00 | -335,728.50 | -331,994.71 |
| EXPENSE | | | | |
| Administrative | | | | |
| Legal | 8,792.45 | 5,000.00 | 16,653.01 | 2,590.41 |
| Accounting & Audit Fees | 5,512.50 | 5,300.00 | 5,250.00 | 4,961.25 |
| Sundry-Other Admin | 45,237.98 | 47,240.00 | 49,190.00 | 52,178.24 |
| Total Administration | 59,542.93 | 57,540.00 | 71,093.01 | 59,729.90 |
| Utilities | | | | |
| Water | 15,851.04 | 16,340.00 | 17,889.79 | 15,941.03 |
| Electricity | 4,954.10 | 5,800.00 | 5,257.62 | 5,142.65 |
| Gas/Fuel | 27,272.58 | 17,840.00 | 18,687.42 | 14,957.06 |
| Total Utilities | 48,077.72 | 39,980.00 | 41,834.83 | 36,040.74 |
| Maintenance | | | | |
| Labor | 4,559.12 | 19,300.00 | 14,726.91 | 16,942.62 |
| Materials | 20,321.94 | 24,700.00 | 20,869.90 | 28,432.81 |
| Contracts | 71,093.89 | 68,500.00 | 52,424.07 | 53,754.66 |
| Total Maintenance | 95,974.95 | 112,500.00 | 88,020.88 | 99,130.09 |
| General | | | | |
| Insurance | 35,387.60 | 35,800.00 | 34,365.51 | 32,982.19 |
| Payment in Lieu of Tax | 10,120.22 | 11,000.00 | 10,244.48 | 10,270.83 |
| Employee Benefits | 59.63 | 1,250.00 | 1,481.79 | 1,152.43 |
| Total General | 45,567.45 | 48,050.00 | 46,091.78 | 44,405.45 |
| TOTAL EXPENSE | 249,163.05 | 258,070.00 | 247,040.50 | 239,306.18 |
| Net Income/Loss | -99,657.56 | -73,150.00 | -88,688.00 | -92,688.53 |

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Brainerd Housing and Redevelopment Authority

Payment Summary Report

November 2022

| Payment Date | Payment Number | Remit to Vendor | Total Check Amt |
|--------------|----------------|---|-----------------|
| 11/3/2022 | 939 | Creo Block | \$112.19 |
| 11/3/2022 | 940 | Jessica Mulroy | \$8.75 |
| 11/3/2022 | 941 | John Schommer | \$188.77 |
| 11/3/2022 | 942 | Joseph Christenson | \$110.41 |
| 11/3/2022 | 943 | Karen Young | \$27.43 |
| 11/3/2022 | 944 | Nancy Thull | \$3.75 |
| 11/3/2022 | 945 | Ryan Barnett | \$105.63 |
| 11/3/2022 | 946 | Shannon Fortune | \$13.41 |
| 11/17/2022 | 947 | Creo Block | \$17.50 |
| 11/17/2022 | 948 | Eric Charpentier | \$309.63 |
| 11/2/2022 | 2061 | 90 Degree Benefits Inc. | \$22,974.56 |
| 11/3/2022 | 2062 | Health Savings Accounts | \$3,557.72 |
| 11/3/2022 | 2063 | Harpers Payroll Service | \$9,480.80 |
| 11/3/2022 | 2064 | Harpers Payroll Service | \$100.80 |
| 11/3/2022 | 2065 | Security Benefit | \$4,024.59 |
| 11/3/2022 | 2066 | Minnesota State Retirement System | \$561.00 |
| 11/17/2022 | 2067 | Health Savings Accounts | \$885.72 |
| 11/17/2022 | 2068 | Harpers Payroll Service | \$9,455.58 |
| 11/11/2022 | 2069 | Harpers Payroll Service | \$90.39 |
| 11/17/2022 | 2070 | Security Benefit | \$4,024.59 |
| 11/17/2022 | 2071 | Minnesota State Retirement System | \$561.00 |
| 12/1/2022 | 2072-2076 | Void | \$0.00 |
| 11/8/2022 | 2077 | Payroc LLC | \$246.95 |
| 11/30/2022 | 2078 | Harpers Payroll Service | \$9,477.35 |
| 11/30/2022 | 2079 | Harpers Payroll Service | \$98.72 |
| 11/30/2022 | 2080 | Void | \$0.00 |
| 11/16/2022 | 2083* | Brainerd Daily Dispatch | \$225.15 |
| 11/16/2022 | 2084* | Brainerd Daily Dispatch | \$225.15 |
| 11/3/2022 | 24996 | Ace Hardware | \$61.85 |
| 11/3/2022 | 24997 | Aramark Uniform Services | \$323.66 |
| 11/3/2022 | 24998 | Brainerd Public Utilities | \$12,898.24 |
| 11/3/2022 | 24999 | Bremer Bank Credit Card | \$277.16 |
| 11/3/2022 | 25000 | Capital One Commercial | \$784.04 |
| 11/3/2022 | 25001 | CenterPoint Energy | \$4,904.60 |
| 11/3/2022 | 25002 | City of Brainerd | \$1,750.00 |
| 11/3/2022 | 25003 | Culligan | \$102.50 |
| 11/3/2022 | 25004 | First American Title | \$20,000.00 |
| 11/3/2022 | 25005 | Granite Pest Control, LLC | \$426.00 |
| 11/3/2022 | 25006 | Handyman's, Inc. | \$1,610.73 |
| 11/3/2022 | 25007 | Hirshfield's Inc. | \$84.96 |
| 11/3/2022 | 25008 | Home Depot Credit Services | \$385.65 |
| 11/3/2022 | 25009 | Home Depot Supply | \$1,104.11 |
| 11/3/2022 | 25010 | Integrity Woodwork LLC | \$1,175.00 |
| 11/3/2022 | 25011 | Jim's Electric Co., Inc | \$4,169.78 |
| 11/3/2022 | 25012 | Lakes Area Habitat for Humanity | \$1,737.64 |
| 11/3/2022 | 25013 | MN Elevator, Inc. | \$826.64 |
| 11/3/2022 | 25014 | Mike Jones | \$21.25 |
| 11/3/2022 | 25015 | Miller Testing & Consulting LLC | \$450.00 |
| 11/3/2022 | 25016 | Office Shop | \$669.93 |
| 11/3/2022 | 25017 | Paper Storm | \$275.60 |
| 11/3/2022 | 25018 | Penmac Staffing Services Inc. | \$2,205.20 |
| 11/3/2022 | 25019 | T-Mobile | \$157.39 |
| 11/3/2022 | 25020 | West Central Flooring | \$3,167.03 |
| 11/3/2022 | 25021 | Xtona | \$730.00 |
| 11/17/2022 | 25022 | Tenant Refund | \$153.25 |
| 11/17/2022 | 25023 | Atlas Abstract & Title | \$100.00 |
| 11/17/2022 | 25024 | Borden Steinbauer Krueger & Knudson, PA | \$132.00 |
| 11/17/2022 | 25025 | Brainerd Public Utilities | \$3,746.28 |
| 11/17/2022 | 25026 | CTC | \$2,390.39 |
| 11/17/2022 | 25027 | CenturyLink | \$110.58 |
| 11/17/2022 | 25028 | City of Brainerd | \$766.39 |
| 11/17/2022 | 25029 | Crow Wing Cty Recorder's Office | \$92.00 |
| 11/17/2022 | 25030 | Tenant Refund | \$340.58 |
| 11/17/2022 | 25031 | Dearborn National | \$192.61 |

Brainerd Housing and Redevelopment Authority
Payment Summary Report
November 2022

| Payment Date | Payment Number | Remit to Vendor | Total Check Amt |
|--------------|--|---|---------------------|
| 11/17/2022 | 25032 | Elite Title & Escrow | \$20,000.00 |
| 11/17/2022 | 25033 | Granite Pest Control, LLC | \$541.00 |
| 11/17/2022 | 25034 | Harpers Time & Attendance Division | \$55.25 |
| 11/17/2022 | 25035 | Holden Electric Company Inc | \$1,615.83 |
| 11/17/2022 | 25036 | Kennedy & Graven, Chartered | \$929.50 |
| 11/17/2022 | 25037 | Life Insurance Company of North America | \$57.45 |
| 11/17/2022 | 25038 | MN Chapter NAHRO | \$450.00 |
| 11/17/2022 | 25039 | MRI Software LLC | \$25.00 |
| 11/17/2022 | 25040 | Office Shop | \$285.61 |
| 11/17/2022 | 25041 | Paper Storm | \$52.00 |
| 11/17/2022 | 25042 | Penmac Staffing Services Inc. | \$1,938.80 |
| 11/17/2022 | 25043 | Pike Plumbing & Heating, Inc | \$391.28 |
| 11/17/2022 | 25044 | Tenant Refund | \$219.33 |
| 11/17/2022 | 25045 | Tenant Refund | \$600.67 |
| 11/17/2022 | 25046 | Strike Painting & Finishing | \$2,500.00 |
| 11/17/2022 | 25047 | The Hartford | \$309.43 |
| 11/17/2022 | 25048 | Thelen Heating and Roofing, Inc. | \$100.00 |
| 11/17/2022 | 25049 | Turf & More | \$1,200.00 |
| 11/17/2022 | 25050 | VSP | \$48.80 |
| 11/17/2022 | 25051 | Waste Partners, Inc. | \$2,807.85 |
| 11/17/2022 | 25052 | Wex Health | \$8.00 |
| | | | |
| | *Out of Sequence for Error - Found After Month End | | |
| | | | |
| | | Report Total | \$169,346.38 |

Brainerd Housing and Redevelopment Authority
Payment Summary Report
December 2022

| Payment Date | Payment Number | Remit to Vendor | Total Check Amt |
|--------------|----------------|---|-----------------|
| 12/15/2022 | 949 | Carrie Burrell | \$39.38 |
| 12/15/2022 | 950 | Creo Block | \$80.31 |
| 12/15/2022 | 951 | John Schommer | \$265.65 |
| 12/15/2022 | 952 | Nancy Thull | \$21.25 |
| 12/15/2022 | 953 | Patsy Rajala | \$13.13 |
| 12/15/2022 | 954 | Ryan Barnett | \$146.88 |
| 12/15/2022 | 955 | Shannon Fortune | \$10.77 |
| 12/29/2022 | 956 | Creo Block | \$53.75 |
| 12/29/2022 | 957 | Eric Charpentier | \$76.00 |
| 12/29/2022 | 958 | John Schommer | \$190.64 |
| 12/29/2022 | 959 | Nancy Thull | \$5.00 |
| 12/29/2022 | 960 | Ryan Barnett | \$32.50 |
| 12/1/2022 | 2081 | Health Savings Accounts | \$3,510.69 |
| 12/2/2022 | 2082 | 90 Degree Benefits Inc. | \$22,974.56 |
| 11/16/2022 | 2083-2084 | November ACH Checks | \$0.00 |
| 12/15/2022 | 2085 | Health Savings Accounts | \$885.72 |
| 12/9/2022 | 2086 | Harpers Payroll Service | \$9,378.21 |
| 12/15/2022 | 2087 | Harpers Payroll Service | \$82.07 |
| 12/15/2022 | 2088 | Security Benefit | \$4,024.59 |
| 12/15/2022 | 2089 | Minnesota State Retirement System | \$561.00 |
| 12/1/2022 | 2090 | Minnesota State Retirement System | \$561.00 |
| 12/1/2022 | 2091 | Security Benefit | \$4,024.59 |
| 12/1/2022 | 2092 | Payroc LLC | \$250.56 |
| 12/29/2022 | 2093 | Health Savings Accounts | \$1,937.32 |
| 12/29/2022 | 2094 | Harpers Payroll Service | \$9,567.97 |
| 12/29/2022 | 2095 | Harpers Payroll Service | \$93.72 |
| 12/29/2022 | 2096 | Security Benefit | \$4,011.59 |
| 12/29/2022 | 2097 | Minnesota State Retirement System | \$561.00 |
| 12/1/2022 | 25053 | Baker Tilly Municipal Advisors, LLC | \$4,000.00 |
| 12/1/2022 | 25054 | Brainerd Public Utilities | \$2,360.93 |
| 12/1/2022 | 25055 | Bremer Bank Credit Card | \$4,363.16 |
| 12/1/2022 | 25056 | CenterPoint Energy | \$6,806.16 |
| 12/1/2022 | 25057 | Dacotah Paper Co | \$401.44 |
| 12/1/2022 | 25058 | Delta Dental | \$729.36 |
| 12/1/2022 | 25059 | Granite Pest Control, LLC | \$2,136.00 |
| 12/1/2022 | 25060 | Hillyard / Hutchinson | \$286.60 |
| 12/1/2022 | 25061 | Holden Electric Company Inc | \$482.30 |
| 12/1/2022 | 25062 | Home Depot Credit Services | \$3,025.61 |
| 12/1/2022 | 25063 | Home Depot Supply | \$44.53 |
| 12/1/2022 | 25064 | Housing Auth Risk Retention Group | \$22,606.00 |
| 12/1/2022 | 25065 | Housing Insurance Services Inc. | \$75,674.42 |
| 12/1/2022 | 25066 | Jingco Contracting | \$36,564.77 |
| 12/1/2022 | 25067 | Kennedy & Graven, Chartered | \$1,220.44 |
| 12/1/2022 | 25068 | Mike's Tree Company LLC | \$3,175.00 |
| 12/1/2022 | 25069 | North Central Lawn Care & Irrigation | \$150.00 |
| 12/1/2022 | 25070 | Patnode's Custom Cabinets | \$864.00 |
| 12/1/2022 | 25071 | Penmac Staffing Services Inc. | \$1,694.60 |
| 12/1/2022 | 25072 | Quick Construction, Inc | \$11,880.00 |
| 12/1/2022 | 25073 | SHI International Corp | \$18,670.02 |
| 12/1/2022 | 25074 | T-Mobile | \$157.31 |
| 12/1/2022 | 25075 | Thelen Heating and Roofing, Inc. | \$216.00 |
| 12/1/2022 | 25076 | West Central Flooring | \$6,861.39 |
| 12/15/2022 | 25077 | Ace Hardware | \$64.42 |
| 12/15/2022 | 25078 | Aramark Uniform Services | \$224.41 |
| 12/15/2022 | 25079 | Borden Steinbauer Krueger & Knudson, PA | \$20.00 |
| 12/15/2022 | 25080 | Brainerd Public Utilities | \$12,443.61 |
| 12/15/2022 | 25081 | CTC | \$2,441.25 |
| 12/15/2022 | 25082 | Capital One Commercial | \$830.33 |
| 12/15/2022 | 25083 | CenturyLink | \$110.58 |
| 12/15/2022 | 25084 | Cintas | \$420.58 |
| 12/15/2022 | 25085 | Climate Makers Acquisition, Inc. | \$2,828.67 |
| 12/15/2022 | 25086 | Crow Wing County Landfill | \$15.00 |
| 12/15/2022 | 25087 | Crow Wing Cty Recorder's Office | \$46.00 |
| 12/15/2022 | 25088 | Culligan | \$85.00 |

Brainerd Housing and Redevelopment Authority
Payment Summary Report
December 2022

| Payment Date | Payment Number | Remit to Vendor | Total Check Amt |
|--------------|----------------|--|-----------------|
| 12/15/2022 | 25089 | Granite Pest Control, LLC | \$1,232.00 |
| 12/15/2022 | 25090 | Harpers Time & Attendance Division | \$55.25 |
| 12/15/2022 | 25091 | Holden Electric Company Inc | \$5,492.40 |
| 12/15/2022 | 25092 | Home Depot Supply | \$444.90 |
| 12/15/2022 | 25093 | Integrity Woodwork LLC | \$1,400.00 |
| 12/15/2022 | 25094 | Kennedy & Graven, Chartered | \$871.50 |
| 12/15/2022 | 25095 | Kristin Miller | \$13.76 |
| 12/15/2022 | 25096 | MN Dept of Labor and Industry | \$50.00 |
| 12/15/2022 | 25097 | MN Elevator, Inc. | \$826.64 |
| 12/15/2022 | 25098 | MRI Software LLC | \$125.00 |
| 12/15/2022 | 25099 | Mike Jones | \$53.44 |
| 12/15/2022 | 25100 | Void | \$0.00 |
| 12/15/2022 | 25101 | Office Shop | \$3,234.11 |
| 12/15/2022 | 25102 | Penmac Staffing Services Inc. | \$1,391.20 |
| 12/15/2022 | 25103 | Pike Plumbing & Heating, Inc | \$451.60 |
| 12/15/2022 | 25104 | Void | \$0.00 |
| 12/15/2022 | 25105 | Strike Painting & Finishing | \$400.00 |
| 12/15/2022 | 25106 | Thelen Heating and Roofing, Inc. | \$130.00 |
| 12/15/2022 | 25107 | VSP | \$48.80 |
| 12/15/2022 | 25108 | Waste Partners, Inc. | \$3,321.63 |
| 12/15/2022 | 25109 | Wex Health | \$8.00 |
| 12/15/2022 | 25110 | Xtona | \$730.00 |
| 12/20/2022 | 25111 | Tenant Refund | \$481.19 |
| 12/29/2022 | 25112 | Ace Hardware | \$74.98 |
| 12/29/2022 | 25113 | Tenant Refund | \$28.00 |
| 12/29/2022 | 25114 | Batteries Plus | \$479.76 |
| 12/29/2022 | 25115 | Borden Steinbauer Krueger & Knudson, PA | \$480.00 |
| 12/29/2022 | 25116 | Brainerd Lakes Area Economic Development | \$297.28 |
| 12/29/2022 | 25117 | Brainerd Public Utilities | \$12,769.46 |
| 12/29/2022 | 25118 | Bremer Bank Credit Card | \$731.23 |
| 12/29/2022 | 25119 | Bremer Bank Credit Card | \$452.84 |
| 12/29/2022 | 25120 | Capital One Commercial | \$936.88 |
| 12/29/2022 | 25121 | Cash | \$1.75 |
| 12/29/2022 | 25122 | CenterPoint Energy | \$11,762.64 |
| 12/29/2022 | 25123 | Cintas | \$237.42 |
| 12/29/2022 | 25124 | Void | \$0.00 |
| 12/29/2022 | 25125 | Tenant Refund | \$40.00 |
| 12/29/2022 | 25126 | Culligan | \$93.00 |
| 12/29/2022 | 25127 | Tenant Refund | \$27.84 |
| 12/29/2022 | 25128 | Footings To Trim Inc. | \$9,500.00 |
| 12/29/2022 | 25129 | Forum Communications Company | \$67.58 |
| 12/29/2022 | 25130 | Granite Pest Control, LLC | \$747.00 |
| 12/29/2022 | 25131 | Greatland Corporation | \$99.00 |
| 12/29/2022 | 25132 | HDS, LLC DBA Kanso Software | \$170.00 |
| 12/29/2022 | 25133 | Handyman's, Inc. | \$333.11 |
| 12/29/2022 | 25134 | Harpers Time & Attendance Division | \$55.25 |
| 12/29/2022 | 25135 | Tenant Refund | \$67.50 |
| 12/29/2022 | 25136 | Hillyard / Hutchinson | \$35.28 |
| 12/29/2022 | 25137 | Holden Electric Company Inc | \$158.25 |
| 12/29/2022 | 25138 | Home Depot Credit Services | \$166.54 |
| 12/29/2022 | 25139 | Home Depot Supply | \$1,789.42 |
| 12/29/2022 | 25140 | Initiative Foundation | \$297.28 |
| 12/29/2022 | 25141 | Integrity Woodwork LLC | \$1,090.00 |
| 12/29/2022 | 25142 | Tenant Refund | \$27.00 |
| 12/29/2022 | 25143 | Tenant Refund | \$75.00 |
| 12/29/2022 | 25144 | Kennedy & Graven, Chartered | \$6,796.25 |
| 12/29/2022 | 25145 | Kristin Miller | \$13.75 |
| 12/29/2022 | 25146 | Tenant Refund | \$23.00 |
| 12/29/2022 | 25147 | Lakes Printing Inc. | \$306.10 |
| 12/29/2022 | 25148 | Tenant Refund | \$57.00 |
| 12/29/2022 | 25149 | Tenant Refund | \$29.00 |
| 12/29/2022 | 25150 | MN Chapter NAHRO | \$450.00 |
| 12/29/2022 | 25151 | MRI Software LLC | \$175.00 |
| 12/29/2022 | 25152 | Mike Jones | \$75.94 |

Brainerd Housing and Redevelopment Authority
Payment Summary Report
December 2022

| Payment Date | Payment Number | Remit to Vendor | Total Check Amt |
|--------------|----------------|----------------------------------|---------------------|
| 12/29/2022 | 25153 | Morrison County Records Office | \$92.00 |
| 12/29/2022 | 25154 | Nan McKay & Associates Inc | \$7,324.00 |
| 12/29/2022 | 25155 | Office Shop | \$501.52 |
| 12/29/2022 | 25156 | Paper Storm | \$93.60 |
| 12/29/2022 | 25157 | Park Supply, Inc. | \$389.94 |
| 12/29/2022 | 25158 | Penmac Staffing Services Inc. | \$1,041.76 |
| 12/29/2022 | 25159 | Penmac Staffing Services Inc. | \$2,116.40 |
| 12/29/2022 | 25160 | SHI International Corp | \$1,757.00 |
| 12/29/2022 | 25161 | Siemens Industry, Inc. | \$4,179.41 |
| 12/29/2022 | 25162 | Strike Painting & Finishing | \$3,300.00 |
| 12/29/2022 | 25163 | T-Mobile | \$157.35 |
| 12/29/2022 | 25164 | The Hartford | \$1.80 |
| 12/29/2022 | 25165 | Thelen Heating and Roofing, Inc. | \$65.00 |
| 12/29/2022 | 25166 | West Central Flooring | \$3,970.03 |
| 12/29/2022 | 25167 | Wex Health | \$8.00 |
| 12/29/2022 | 25168 | Xtona | \$730.00 |
| 12/29/2022 | 25169 | Yde's Major Appliance | \$120.00 |
| 12/29/2022 | 25170 | City of Brainerd | \$316.02 |
| 12/29/2022 | 25171 | Holden Electric Company Inc | \$246.85 |
| | | | |
| | | Report Total | \$385,449.17 |

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To: Brainerd HRA Board Members

From: Tania Eller, Rental Assistance Manager

Date: January 18, 2023

RE: Housing Choice Voucher Programs Report

HCV Report

Please see the attached reports.

Our Unit Months Leased (UML) through December is 98% and HAP utilization through December is 94%.

Bridges Report

Please see the attached report.

We have 10 families on our program with a monthly HAP payment of \$4,238.

The MHFA Bridges Rental Assistance Program funding application was released on January 9th. The due date for the application is February 14, 2023. The funding is for a 2-year period starting July 1st, 2023, through June 30th, 2025.

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

Family Self-Sufficiency (FSS) Report

Please see the attached report.

We have 36 families on our program, which is up from 30 in November. We have 14 families currently escrowing a total of \$6,302 per month.

We are still waiting for the FSS grant announcement for FY23.

No Action Requested; Discussion Items

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December Housing Choice Voucher Programs (HCV)

| | |
|---|-----|
| <u>Voucher Allocation</u> | 326 |
| December Move-ins | 14 |
| December Move-outs | 4 |
| December Vouchers - looking for housing | 45 |
| December Vouchers - first day of month | 334 |
| Average Vouchers to date | 317 |
| Unit Months Leased | 98% |
| HAP Utilization through 12/31/2022 | 94% |

Reasons For Leaving Program

| | |
|------------------|---|
| Voluntarily Left | 3 |
| Terminated | 1 |

Payments

| | |
|----------------------------------|-----------|
| Housing Assistance Payment (HAP) | \$156,689 |
| December HUD Administrative Fee | \$19,580 |

Port Out Vouchers

| | |
|-------------------------|---------|
| | 2 |
| St. Cloud HRA, Mpls HRA | \$2,440 |

Homeownership

| | |
|-------------------|---------|
| | 8 |
| Homeownership HAP | \$2,283 |

FYI Vouchers

| | |
|------------------|-------|
| | 2 |
| FYI Vouchers HAP | \$951 |

Length of Time on Program

| | |
|-----------|-----|
| < 1 year | 30% |
| < 2 years | 10% |
| < 3 years | 10% |
| < 4 years | 9% |
| < 5 years | 5% |
| > 5 years | 38% |

Demographics

| | |
|---------------------------------|----------|
| Elderly Households | 111 |
| Disabled/Handicapped Households | 174 |
| Families with Children | 130 |
| Average Annual Income | \$15,040 |
| Average HAP | \$430 |

Waiting List Total

| | |
|-----------------------------|----|
| | 62 |
| Crow Wing County Preference | 46 |
| Non Preference | 16 |

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Brainerd Housing & Redevelopment Authority
HUD-52681-B Report
Vouchers

Attachment 7b

| | Oct 2022 | Nov 2022 | Dec 2022 |
|--|----------|----------|----------|
| TAB 1: Voucher UML and HAP | | | |
| Homeownership (UML) | 8 | 8 | 8 |
| Homeownership (HAP) | 2,283 | 2,283 | 2,283 |
| Portable Vouchers Paid (UML) | 1 | 2 | 2 |
| Portable Vouchers Paid (HAP) | 1,265 | 2,440 | 2,440 |
| Foster Youth To Independence (UML) | 2 | 2 | 2 |
| Foster Youth To Independence (HAP) | 619 | 619 | 951 |
| All Other Vouchers (UML) | 314 | 320 | 332 |
| All Other Vouchers (HAP) | 126,140 | 132,913 | 144,277 |
| HCV-All Voucher HAP Expenses for contracts after the first of month | 455 | 922 | 436 |
| HCV-FSS Escrow Deposits | 4,877 | 6,182 | 6,302 |
| TAB 1: Other Voucher Reporting Requirements | | | |
| HCV-Number of vouchers under Lease on the last day of Month | 326 | 334 | 345 |
| HCV-Number of vouchers issued but not under contract as of last day of Month | 47 | 53 | 45 |

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Bridges Program December 2022

Summary

- Tenants leased up in units: 10
- Participants issued a Voucher & searching for a unit: 4
- Notified: 3
- Participants receiving HCV voucher: 0
- Participants giving up Bridges voucher: 0
- Tenants Residing Counties:
 - Cass County: 0
 - Morrison: 0
 - Aitkin: 0
 - Crow Wing: 10
 - Todd:
 - Wadena:

Total HAP Payment: \$4,238.00

Additional Info: Bridges RFP was released for the next grant cycle, 2023-2025.

Family Self-Sufficiency Program December 2022

Summary

- Active FSS participants: 36
- Tenants going OFF for month: 1
- Tenants going ON for month: 6
- New tenants ESCROWING: 0
- Total number of FSS participants escrowing monthly: 14
- Total amount of escrow: \$6,302.00
- Total combined amount of monthly escrow: \$78,270.11

Update: Still waiting to hear on FSS grant announcement for FY23.

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**Bridges and Bridges Regional Treatment Center Rental Assistance Programs
2024-2025 Application for Funding
July 1, 2023 – June 30, 2025**

Updated January 2023

Application Deadline: Tuesday, February 14, 2023 no later than noon Central Time.

Refer to the [Request for Proposals Application Instructions](#) for direction on how to submit the completed Application for Funding

Applicant Information

Housing Agency Name

Legal Organization Name
(if different than above)

Contact Person

Contact Title

Address

City, State, Zip Code

Telephone Number

Email Address

Program Applying For and
Amount Requesting:

Bridges ☐ \$

Bridges RTC ☐ \$

Proposed Service Area:

Instructions: Applicants must use this required Application for Funding form, without modifications, and complete all sections. Applicants are encouraged to be clear and concise in the presentation of information. The minimum font size is 12. Refer to the Request for Proposals Instructions for further direction on how to submit the completed Application for Funding along with the signature page.

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

See Exhibit A attached to the Request for Proposals Instructions for the definitions of the capitalized

terms. In the event of a conflict between the definitions set forth in Exhibit A of the Request for Proposals Instructions and the definitions in another document relevant to this RFP, the definitions in Exhibit A shall control. Any capitalized terms that are not otherwise defined in Exhibit A of the Request for Proposals Instructions shall be defined as set forth in the Program Guide.

Priority Populations (Possible Points: 15 points)

Bridges is designed to assist people with high needs through housing subsidies that are linked with services provided by Behavioral Health Service Agencies and Housing Stabilization service providers.. To achieve this goal, Housing Agencies must prioritize the following populations, with highest priority given to people in category 1. The following priorities must be identified in the Housing Agency's waiting list management and tenant selection plan:

- People living in an Institution, Segregated Setting, or under Correctional Supervision who will be Homeless upon exit
- People experiencing Homelessness who are assessed as High Priority Homeless (HPH) through the Coordinated Entry (CE) system including households of individuals, families with children, or youth (age 18+)
- People who are experiencing Homelessness or are at Imminent Risk of Homelessness

1. What plan does your Housing Agency have to prioritize, reach, and serve people living in an Institution, Segregated Setting, or under Correctional Supervision who will be Homeless upon exit? If your organization is a current Housing Agency, highlight any changes your organization has made to the plan in the last contract term.

2. How specifically will your Housing Agency reach households exiting Correctional Facilities or who are on Supervised Release? Who will be your referring partners for this group? If your organization is a current Housing Agency, identify any new approaches and Behavioral Health Service Agency/Agencies and partners that provide Housing Stabilization Services relationships that have developed in the last contract term.

3. Does your Housing Agency's waiting list practice allow for people to transition directly from an Institution or Homelessness? If not, what are some ways your Housing Agency's practice could be altered to allow for more real-time openings for People with Mental illness in your Housing Agency's Service Area?

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

Program Design and Implementation (Possible points: 15 points)

1. Describe how your Housing Agency will ensure subsidies are available throughout your proposed Service Area, including to Tribal nations within the area? If there are portions of your Service Area where program utilization is limited, what efforts will be made to better serve these regions?

2. How will your Housing Agency conduct Housing Quality Standards (HQS) inspections and complete recertifications within your proposed Service Area? How will your Housing Agency incorporate virtual HQS inspections into the inspection plan?

3. People with Mental Illness that are exiting Institutions and Segregated Settings often have barriers to housing. Home sharing and a higher maximum subsidy amount are allowable for this contract period. How will these program modifications be integrated into your Housing Agency's housing search plans for Participants?

4. If your Housing Agency is planning to use Subgrantees to implement the program in your Housing Agency's proposed Service Area, describe how your Housing Agency will provide oversight and conduct monitoring of Bridges/Bridges RTC funded activities by these entities.

5. Describe your Housing Agency's policies or procedures to monitor utilization of program funds and assess your Housing Agency's program model throughout the contract term and how your Housing Agency will address issues identified. _____

Diversity and Inclusion (Possible points 10 Points)

1. How will your Housing Agency help ensure that referrals are received, and access is created to the program so as to reach the most vulnerable households that are underserved and exiting Institutions, including those who are disparately impacted by Homelessness: Black, Indigenous and people of color, veterans, and those with Mental Illness that are lesbian, gay, bisexual, transgender, questioning/queer, intersex and asexual (LGBTQIA)?

2. If Tribal nations are included in your Housing Agency's proposed Service Area, describe how Tribal members access the program and how they are involved in the Adult Mental Health Initiatives (AMHI) or collaborative meetings. If there is not Tribal land in the Service Area, how will your Housing Agency outreach to Indigenous people residing in the region?

3. Specifically name the Behavioral Health Service Agency partners and Housing Stabilization Services partners who will assist with the services for the most vulnerable households that are exiting Institutions and who will include people on Correctional Supervision, or households disparately

impacted by Homelessness. State the specific service plan and resources that will be used.

Foundational Service Practices (Possible points: 10 points)

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

- Documents required for enrollment
 - Frequency of required in-person appointments
 - Mailing address and phone number requirements
 - Communication methods
 - Criminal history
 - Documenting housing status
1. Describe specific strategies that your Housing Agency will implement to reduce barriers to accessing or maintaining participation in the program. In the program annual report, your Housing Agency will be asked to report outcomes from these strategies.

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

Services (Possible points: 15 points)

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

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

3. Describe the plan and process for successfully transferring Participants to another permanent housing options, including how your Housing Agency and Behavioral Health Service Agency/Agencies and partners that provide Housing Stabilization Services will work with the Participant to achieve this goal. Identify how Participant transitions will be facilitated through increasing income, and what supportive services are in place to do so.
-

| |
|--|
| Bridges RTC Applicants Only (Possible points: 5 points) |
|--|

1. Describe how your Housing Agency and your Behavioral Health Service Agency/Agencies will identify and engage people at Anoka Metro Regional Treatment Center (AMRTC) and/or St. Peter Regional Treatment Center to remove barriers to housing and help ensure that Participants can apply for and transition to Bridges eligible housing.
-
2. Describe how your Housing Agency and your Behavioral Health Service Agency/Agencies and partners that provide Housing Stabilization Services will utilize behavioral health, housing, and other services and resources to assist Participants in retaining housing.
-

| |
|---|
| New Applicants Only (Possible points: 35 points) |
|---|

1. Describe your Housing Agency's administrative experience with similar projects. Your Housing Agency's response must include, but is not limited to:
 - Previous experience with state or federal funding or housing programs that serve low-income households
 - Experience administering rental assistance
 - Experience serving the most vulnerable individuals with mental illness that are exiting Institutions, including people on Correctional Supervision or households disparately impacted by Homelessness
 - Program management, monitoring, and evaluation
-
2. Describe your Housing Agency's ability to administer the program. Your Housing Agency's response must include, but is not limited to:
 - How will your Housing Agency identify and build relationships with landlords?
 - How will your Housing Agency provide access to permanent housing options for Participants?
-
3. Describe your Housing Agency's staff's experience working with People with Mental Illness who are exiting Institutions, and who are experiencing Homelessness or Housing Instability.
-

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

| |
|---|
| Performance – Current Housing Agencies Only (Possible points: 35 points) |
|---|

Program staff will review the following when evaluating current Housing Agencies:

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

Signature

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

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

Applicant's Name

Authorized Signature

Printed Name

Title

Date

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To: Brainerd HRA Board Members
 From: Shannon Fortune, Housing Manager
 Date: Jan-19-2023
 Re: Housing Management Report

Vacancy Report for December 2022

Please see attachment.

Monthly Property Performance Report for December 2022

Please see attachment.

REAC Inspection

We have received notice that a REAC inspection has been scheduled for Friday, Feb-10-2023 for all Public Housing units. We won't know which 23 units will be selected for inspection until the inspector arrives on site that day so all units will be notified of the possibility of being selected. In preparation for this inspection, maintenance and admin staff have scheduled pre-inspections for all North Star units to be completed within two weeks. Valley Trail and Scattered Site units were just inspected in November with associated follow-up work orders wrapping up in December.

Valley Trail Flooded Unit

A furnace failure in one of the 2BR units at Valley Trail units resulted in a number of frozen and broken pipes which led to flooding in the crawl-space. All repairs have been made.

ROSS Program Updates

- 12 active participants in the ROSS program; 2 newly enrolled participant; 0 exited participants.
- 3 new contacts with non-enrolled residents for more limited resource/referral work.
- Food Program Participation
 - SNAP Food Boxes: 24 residents; shelf-stable box; elderly tenants only.
 - Catholic Charities: 11 residents; 190 frozen meals (10 - 30 each); elderly tenants only
- Activities Recap:
 - Humana did not host a nutrition seminar in November.
 - Patsy kicked off two different fitness groups this month, chair yoga and low-impact body weight, which will each be running weekly. Additionally, she hosted a group roundtable focused on managing holiday anxiety (6).
 - Planning for upcoming activities will draw from the results of a needs assessment survey that was distributed at the end of the month.

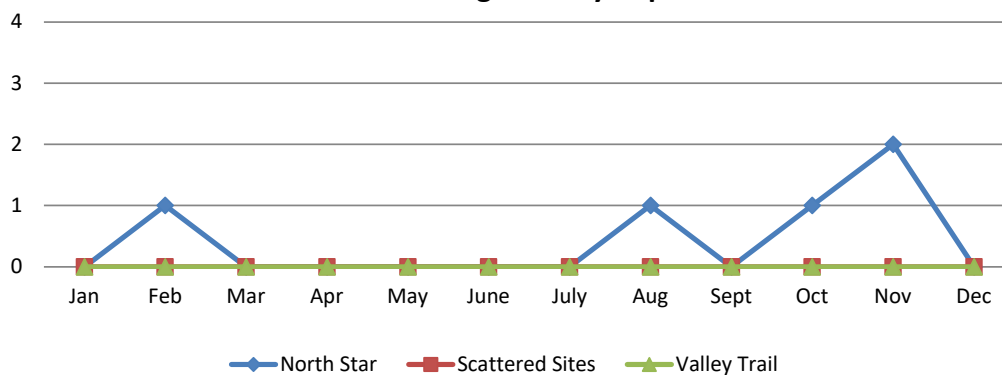
No Action Requested; Discussion Items

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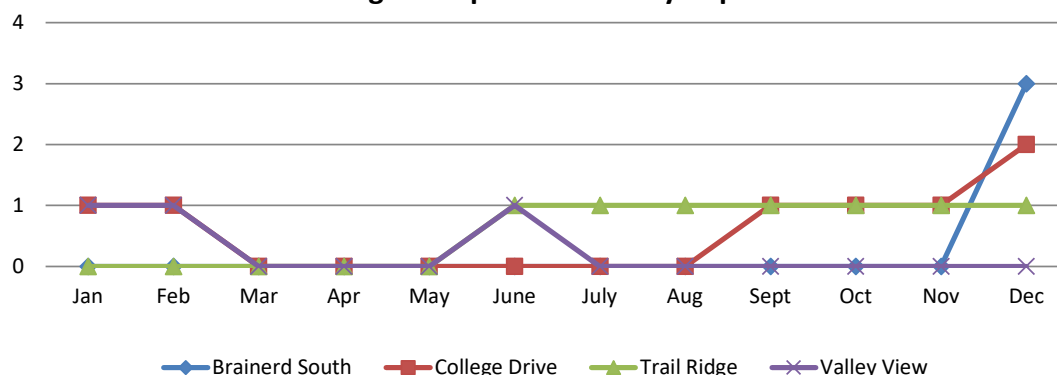
Brainerd HRA 2022 Vacancy Report

| | Public Housing | | | | Section 236 | Tax Credit - DW Jones | | |
|-----------------|----------------|-----------------|--------------|----------------|----------------|-----------------------|-------------|-------------|
| | North Star | Scattered Sites | Valley Trail | Total PH Vac/% | Brainerd South | College Drive | Trail Ridge | Valley View |
| # units | 162 | 16 | 25 | 203 | 60 | 24 | 18 | 20 |
| Jan 31 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Jan % | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 4.17% | 0.00% | 5.00% |
| Feb 28 | 1 | 0 | 0 | 1 | 0 | 1 | 0 | 1 |
| Feb % | 0.62% | 0.00% | 0.00% | 0.49% | 0.00% | 4.17% | 0.00% | 5.00% |
| March 31 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| March % | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| April 30 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| April % | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| May 31 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| May % | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| June 30 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| June % | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 5.56% | 5.00% |
| July 31 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| July % | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 5.56% | 0.00% |
| Aug 31 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 0 |
| Aug % | 0.62% | 0.00% | 0.00% | 0.49% | 0.00% | 0.00% | 5.56% | 0.00% |
| Sept 30 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| Sept % | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 4.17% | 5.56% | 0.00% |
| Oct 31 | 1 | 0 | 0 | 1 | 0 | 1 | 1 | 0 |
| Oct % | 0.62% | 0.00% | 0.00% | 0.49% | 0.00% | 4.17% | 5.56% | 0.00% |
| Nov 30 | 2 | 0 | 0 | 2 | 2 | 1 | 1 | 0 |
| Nov % | 1.23% | 0.00% | 0.00% | 0.99% | 3.33% | 4.17% | 5.56% | 0.00% |
| Dec 31 | 0 | 0 | 0 | 0 | 3 | 2 | 1 | 0 |
| Total | 5 | 0 | 0 | 5 | 5 | 7 | 7 | 3 |
| % | 0.26% | 0.00% | 0.00% | 0.21% | 0.69% | 2.43% | 3.24% | 1.25% |

Public Housing Vacancy Report



Managed Properties Vacancy Report



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Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report December 2022

1. Property Narrative

2. Physical Occupancy

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

3. Customer Traffic

| | |
|-------------------------------------|----|
| Applications Requested | 28 |
| Applications Placed on PH Wait List | 3 |
| Applications Denied on PH Wait List | 11 |

4. Waiting List

| Unit Size | # of Units | Total # on Wait List | Notified | Screening | Denied |
|--------------|------------|----------------------|-----------|-----------|----------|
| 1 bdrm | 160 | 62 | 20 | 6 | 2 |
| 2 bdrm | 14 | 24 | 0 | 0 | 0 |
| 3 bdrm | 24 | 12 | 0 | 0 | 0 |
| 4 bdrm | 5 | 5 | 0 | 0 | 0 |
| TOTAL | 203 | 103 | 20 | 6 | 2 |

5. Move-Ins and Move Outs

| | This Month | Year-to-Date |
|-----------|------------|--------------|
| Move-Ins | 3 | 22 |
| Move-Outs | 4 | 23 |

6. Lists of Vacant Units and Unit Status

| Unit | Unit Size | Anticipated Lease Date | Applicant Approved? |
|------|-----------|------------------------|---------------------|
| None | | | |

7. Recertifications

| | |
|--------------------------|----|
| Interim Recertifications | 6 |
| Annual Recertifications | 4 |
| Completed for this month | 10 |

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? | Yes |
| If yes, please enter date | Ongoing Throughout Year |

9. Lease Enforcements

| | |
|----------------------------------|---|
| Lease warnings/violations issued | 6 |
| 30-day lease terminations | 4 |

10. Evictions

| Resident | Reason | Summons Date | Judgment Action |
|----------|--------------------------|--------------|-----------------|
| NS#505 | Non-Payment/Failed Repay | TBD | |

11. Non-Emergency Work Orders

| | |
|--------------------------------------|------|
| Beginning Balance | 11 |
| Received | 98 |
| Closed | 94 |
| Ending Balance | 15 |
| Total Completed Work Orders for Year | 1087 |

12. Emergency Work Orders

| | This Month | Year-to-Date |
|-----------------------------------|------------|--------------|
| Requested | 2 | 21 |
| Completed within 24 hours | 2 | 21 |
| Percent completed within 24 hours | 100% | 100% |

13. Rent Collection

| | This Month |
|--------------------------------|------------|
| Rent Charges | 69,096 |
| Other Charges | 868 |
| Total New Charges | 69,964 |
| Arrears, tenants in possession | 1,755 |

Accounts Receivable

| | |
|---|--------|
| Current Tenant Accounts Receivable (Rent) | 1,523 |
| Current Rent Charges | 69,096 |
| Current Rent Collections | 67,573 |
| Accounts Receivable Rate | 2% |
| Collection Rate | 98% |

Collections - Prior 12 Month Period

| | |
|--|---------|
| Prior Tenants Accounts Receivable (Rent) | 8,271 |
| Prior Rent Charges | 812,817 |
| Collection Rate | 99% |

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To: Brainerd HRA Board Members
 From: John Schommer, Rehab Director
 Date: January 18, 2023
 Re: Rehab Programs Report

SE Brainerd SCDP Preliminary Proposal

We received 13 interest letters for owner-occupied single-family rehab and 3 interest letters from 2 different property owners for single-family rental rehab by the due date for the 2023 SCDP Preliminary Proposal that we submitted on behalf of the City of Brainerd. Based off these responses we proposed 5 units of single-family owner-occupied rehab and 2 units of single-family rental rehab. The tentative determination date is February 21st. Proposals are categorized as competitive, marginally competitive, or not competitive, if our proposal is deemed as competitive or marginally competitive, we will be allowed to submit a formal application which would be due May 1st.

NE Brainerd FY18 SCDP Grant

We received the final FY18 SCDP Grant Closeout Adjustment Notice today formally closing out the grant with DEED, this is the final step for this grant.

Brainerd Oaks/Serene Pines/Dalmar Estates

| Development | Total | # Sold to Developer | # Sold to End Buyer | For Sale | In Construction |
|--------------------|--------------|----------------------------|----------------------------|-----------------|------------------------|
| Brainerd Oaks | 81* | 64 | 59 | 2 | 4 |
| Serene Pines | 23 | 19 | 16 | 0 | 3 |
| Dalmar Estates | 7 | 3 | 3 | 0 | 0 |

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

Action Requested: None, discussion items.

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1. COMPLETED OO PROJECTS 2023

| | HTF | MHFA | SCDP | Total |
|---------------------|-----|------|------|-------|
| City of Brainerd | | 1 | | 1 |
| County of Crow Wing | | | | |
| | | | | |
| Total | | | | 1 |

2. CURRENT PROJECTS IN PROCESS

| | HTF | MHFA | SCDP | Total |
|---------------------|-----|------|------|-------|
| City of Brainerd | 2 | 2 | | 4 |
| County of Crow Wing | | 3 | 4 | 7 |
| County of Morrison | | 1 | | 1 |
| | | | | |
| Total | | | | 12 |

3. GARRISON SMALL CITIES – 2 Commercial Rehab / 5 Owner-Occupied

| | App. Request | App. Review | Inspection Scheduled | Work Writeup | Out for Bid | Prebid Meeting | Closing Loan | Under Constr. | Complete |
|------|-----------------|----------------|-------------------------|-----------------|-------------------|-------------------|-----------------|------------------|----------|
| CML. | | | | | | | | 1 | |
| OOR. | | | | | | | | 1 | 1 |

4. JENKINS SMALL CITIES – 5 Owner Occupied Rehab

| | App. Request | App. Review | Inspection Scheduled | Work Writeup | Out for Bid | Prebid Meeting | Closing Loan | Under Constr. | Complete |
|------|-----------------|----------------|-------------------------|-----------------|-------------------|-------------------|-----------------|------------------|----------|
| OOR. | | | | | | | 1 | 1 | |

5. HOUSING TRUST FUND

| | App. Request | App. Review | Inspection Scheduled | Work Writeup | Out for Bid | Prebid Meeting | Closing Loan | Under Constr. | Complete |
|------|-----------------|----------------|-------------------------|-----------------|-------------------|-------------------|-----------------|------------------|----------|
| DPA. | | | | | | | | | 3 |
| OOR. | 2 | | | | | | | 2 | 2 |

6. MINNESOTA HOUSING

| | App. Request | App. Review | Inspection Scheduled | Work Writeup | Out for Bid | Prebid Meeting | Closing Loan | Under Constr. | Complete |
|------|-----------------|----------------|-------------------------|-----------------|-------------------|-------------------|-----------------|------------------|----------|
| OOR. | 4 | 1 | | 2 | | | 1 | 3 | 1 |

6. OVERALL CURRENT LOAN APPLICATION/PROJECT OUTLINE

| | HTF | MHFA | SCDP | Total |
|---------------------------------|-----|------|------|-------|
| Application Requested | 2 | 4 | | 6 |
| Application Received/Collection | | 1 | | 1 |
| Inspection Scheduled | | | | |
| Work Write Up/Review Proof | | 2 | | 2 |
| Out for Bid | | | | |
| Pre-Bid Meeting | | | | |
| Closing/Signing Paperwork | | 1 | 1 | 2 |
| Under Construction | 2 | 3 | 3 | 8 |
| | | | | |
| Total | 4 | 11 | 4 | 19 |

7. COMPLETED OO PROJECTS 2022

| | HTF | MHFA | SCDP | Total |
|---------------------|-----|------|------|-------|
| City of Brainerd | 1 | 1 | | 2 |
| County of Crow Wing | 1 | 4 | 3 | 8 |
| | | | | |
| Total | | | | 10 |

**City of Emily SCDP Grant was closed in 2022 w/ 5 Owner-Occupied Projects completed*



To: Brainerd HRA Board Members

From: Eric Charpentier, Executive Director

Date: January 19th, 2023

Re: Executive Director Report

Bremer Business Banking Seminar

I have been invited to attend and be part of a panel of experts regarding housing and real estate trends at a seminar being hosted by Bremer bank at the Dennis Drummond Winery on February 8th. The seminar is aiming to bring together local business leaders to give them an insight into what the area is seeing as far as trends in both the commercial real estate market and the residential real estate market. I am planning to talk about what we see as a need for both multi family and single-family homes within Brainerd and the County as a whole.

Developer Interest

I attended a meeting with representatives with the City of Brainerd, BLAEDC and a developer/property manager based out of Duluth to discuss opportunities for development within the city limits of Brainerd. This was a first meeting with this company that we hope will spur opportunities for additional multi-family housing units to be developed.

Pequot Lakes HRA Update

Per the board's direction, We have continued the conversation with staff with the Pequot Lakes HRA and have been reviewing their financial documents. Karen is also planning on sitting down with their staff to clarify some questions that have come about while reviewing the financials from their fee accountant. Their board chair has been out of town recently and I anticipate having additional conversations with them when they return. We will continue to keep the board updated on any developments or opportunities as we continue these conversations.

No Action Requested; Discussion Items

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