



**To:** Brainerd HRA Board Members  
**From:** Tania Eller, Rental Assistance Manager  
**Date:** March 13, 2023  
**RE:** Housing Choice Voucher Programs Report

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**HCV Report**

Please see the attached reports.

Our Unit Months Leased (UML) through February is 107% and HAP utilization through February is 20%.

**Bridges Report**

Please see the attached report.

We have 11 families on our program with a monthly HAP payment of \$5,875.

**Family Self-Sufficiency (FSS) Report**

Please see the attached report.

We have 40 families on our program. We have 18 families currently escrowing a total of \$7,628 per month.

**No Action Requested; Discussion Items**

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## February Housing Choice Voucher Programs (HCV)

<b><u>Voucher Allocation</u></b>	326
February Move-ins	5
February Move-outs	2
February Vouchers - looking for housing	24
February Vouchers - first day of month	350
Average Vouchers to date	350
Unit Months Leased	107%
HAP Utilization through 2/28/2023	20%

**Reasons For Leaving Program**

Voluntarily Left	1
Looking for housing	1

**Payments**

Housing Assistance Payment (HAP)	\$164,984
February HUD Administrative Fee	\$19,580

**Port Out Vouchers**

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

**Homeownership**

	7
Homeownership HAP	\$2,405

**FYI Vouchers**

	2
FYI Vouchers HAP	\$616

**Length of Time on Program**

< 1 year	30%
< 2 years	12%
< 3 years	8%
< 4 years	9%
< 5 years	7%
> 5 years	35%

**Demographics**

Elderly Households	109
Disabled/Handicapped Households	175
Families with Children	135
Average Annual Income	\$15,619
Average HAP	\$437

**Waiting List Total**

	133
Crow Wing County Preference	104
Non Preference	29

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

Dec 2022

Jan 2023

Feb 2023

**TAB 1: Voucher UML and HAP**

Homeownership (UML)	8	8	7
Homeownership (HAP)	2,283	2,405	2,405
Portable Vouchers Paid (UML)	2	2	2
Portable Vouchers Paid (HAP)	2,440	2,440	2,440
Foster Youth To Independence (UML)	2	2	2
Foster Youth To Independence (HAP)	951	951	616
All Other Vouchers (UML)	331	337	339
All Other Vouchers (HAP)	144,159	147,939	151,895
HCV-All Voucher HAP Expenses for contracts after the first of month	436	0	0
HCV-FSS Escrow Deposits	6,302	8,079	7,628

**TAB 1: Other Voucher Reporting Requirements**

HCV-Number of vouchers under Lease on the last day of Month	344	349	350
HCV-Number of vouchers issued but not under contract as of last day of Month	48	37	24

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## Bridges Program February 2023

### Summary

- Tenants leased up in units: 11
- Participants issued a Voucher & searching for a unit: 2
- Notified: 2
- Participants receiving HCV voucher: 0
- Participants giving up Bridges voucher: 0
- Tenants Residing Counties:
  - Cass County: 1
  - Morrison: 0
  - Aitkin: 0
  - Crow Wing: 10
  - Todd:
  - Wadena:

**Total HAP Payment: \$5,875.00**

**Additional Info:** Bridges grant was submitted and should know by end of April if grant was awarded.

## Family Self-Sufficiency Program February 2023

### Summary

- Active FSS participants: 40
- Tenants going OFF for month: 0
- Tenants going ON for month: 3
- New tenants ESCROWING: 2
- Total number of FSS participants escrowing monthly: 18
- Total amount of escrow: \$7,628.00
- Total combined amount of monthly escrow: \$89,995.24

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

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To: Brainerd HRA Board Members  
From: Shannon Fortune, Housing Manager  
Date: Mar-16-2023  
Re: Housing Management Report

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**Vacancy Report for February 2023**

Please see attachment.

**Monthly Property Performance Report for February 2023**

Please see attachment.

**ROSS Program Updates**

- 15 active participants in the ROSS program; 0 newly enrolled participant; 1 exited participant.
- 19 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: 8 residents; 85 frozen meals (10 - 30 each); elderly tenants only
- Activities Recap:
  - Humana hosted a "Give Your Brain A Boost" seminar (5).
  - Guardian Pest Control hosted 2 sessions related to identifying and treating common household pests (28)
  - Weekly chair yoga and low-impact body weight sessions
  - Cleaning guides and personalized schedules offered to tenants that did poorly in their annual units inspections.
- Facebook Stats:
  - 5 new posts on the ROSS Facebook page this past month, which reached 21 individuals, with no likes or comments or shares, and 2 viewers clicked through to obtain more information about the posts.

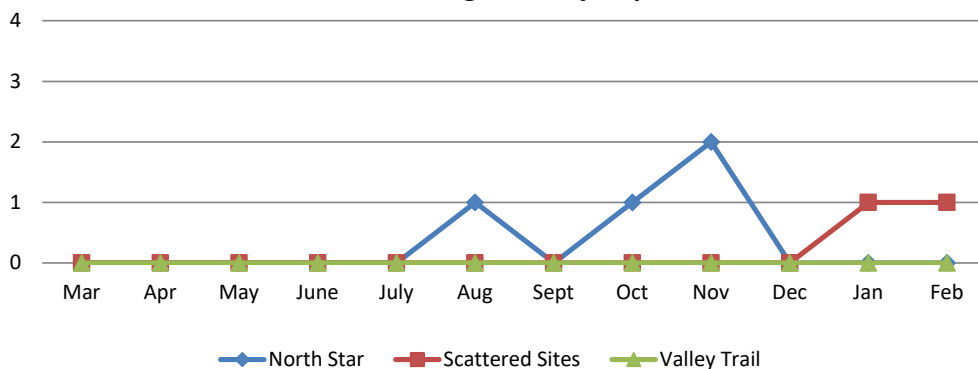
**No Action Requested; Discussion Items**

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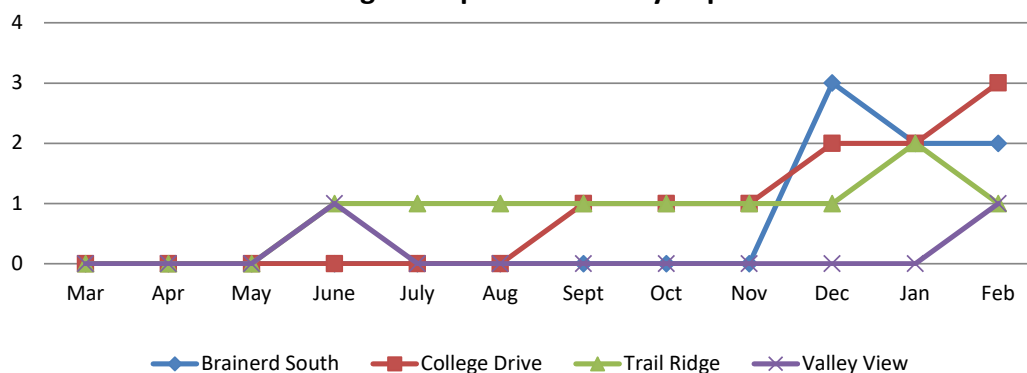
## Brainerd HRA 2022 Vacancy Report

	Public Housing				Section 236 Brainerd South	Tax Credit - DW Jones		
	North Star	Scattered Sites	Valley Trail	Total PH Vac/%		College Drive	Trail Ridge	Valley View
# units	162	16	25	203	60	24	18	20
<b>Jan 31</b>	0	1	0	1	2	2	2	0
Jan %	0.00%	6.25%	0.00%	0.49%	3.33%	8.33%	11.11%	0.00%
<b>Feb 28</b>	0	1	0	1	2	3	1	1
Feb %	0.00%	6.25%	0.00%	0.49%	3.33%	12.50%	5.56%	5.00%
<b>March 31</b>								
March %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>April 30</b>								
April %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>May 31</b>								
May %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>June 30</b>								
June %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>July 31</b>								
July %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Aug 31</b>								
Aug %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Sept 30</b>								
Sept %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Oct 31</b>								
Oct %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Nov 30</b>								
Nov %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Dec 31</b>								
Dec %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total</b>	0	2	0	2	4	5	3	1
%	0.00%	6.25%	0.00%	0.49%	3.33%	10.42%	8.33%	2.50%

### Public Housing Vacancy Report



### Managed Properties Vacancy Report



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# Brainerd Housing and Redevelopment Authority

## Monthly Property Performance Report February 2023

### 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	15	n/a	n/a	1	94%
<b>TOTAL</b>	<b>203</b>	<b>202</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>100%</b>

### 3. Customer Traffic

Applications Requested	29
Applications Placed on PH Wait List	9
Applications Denied on PH Wait List	20

### 4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	77	8	3	0
2 bdrm	14	20	0	0	0
3 bdrm	24	21	3	2	2
4 bdrm	5	7	0	0	0
<b>TOTAL</b>	<b>203</b>	<b>125</b>	<b>11</b>	<b>5</b>	<b>2</b>

### 5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	0	3
Move-Outs	3	3

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

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
SS#714	3BR	3/28/2023	Yes

7. Recertifications

Interim Recertifications	2
Annual Recertifications	2
Completed for this month	4

8. Annual Unit Inspections

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

9. Lease Enforcements

Lease warnings/violations issued	12
30-day lease terminations	6

10. Evictions

Resident	Reason	Summons Date	Judgment Action
VT#711	Criminal/Non-Pay	03/01/23	Eviction 3/31/2023
NS#315	Behavior/Non-Pay	03/27/23	Hearing Scheduled

11. Non-Emergency Work Orders

Beginning Balance	27
Received	159
Closed	150
Ending Balance	36
Total Completed Work Orders for Year	219

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	2	6
Completed within 24 hours	2	6
Percent completed within 24 hours	100%	100%

13. Rent Collection

	This Month
Rent Charges	69,579
Other Charges	1,037
<b>Total New Charges</b>	<b>70,616</b>
Arrears, tenants in possession	448

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	281
Current Rent Charges	69,579
Current Rent Collections	69,298
Accounts Receivable Rate	0%
Collection Rate	100%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	3,588
Prior Rent Charges	821,101
Collection Rate	100%

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To: Brainerd HRA Board Members  
 From: John Schommer, Rehab & Maintenance Director  
 Date: March 14, 2023  
 Re: Rehab Programs Report

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#### **SE Brainerd SCDP Preliminary Proposal**

We were notified that our preliminary proposal was deemed marginally competitive so we can submit a formal application which is due May 1<sup>st</sup>. We met virtually with our DEED representative on Monday, March 13<sup>th</sup> to get feedback on why our preliminary proposal was deemed marginally competitive and gained a much better understanding of ways to improve the application. With some changes to the target areas and how we compile the information we will have a strong application.

#### **Brainerd Oaks/Serene Pines/Dalmar Estates**

<b>Development</b>	<b>Total</b>	<b># Sold to Developer</b>	<b># Sold to End Buyer</b>	<b>For Sale</b>	<b>In Construction</b>
Brainerd Oaks	81*	64	59	2	5
Serene Pines	23	19	19	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		1		1
Total				<b>2</b>

**2. CURRENT PROJECTS IN PROCESS**

	HTF	MHFA	SCDP	Total
City of Brainerd	3	2		5
County of Crow Wing	1	2	4	7
County of Morrison		1		1
Total				<b>13</b>

**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						2	

**5. HOUSING TRUST FUND**

	App. Request	App. Review	Inspection Scheduled	Work Writeup	Out for Bid	Prebid Meeting	Closing Loan	Under Constr.	Complete
DPA.				N/A	N/A	N/A	1	N/A	4
OOR.	1			1				3	2
RR	1								

**6. MINNESOTA HOUSING**

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

**7. OVERALL CURRENT LOAN APPLICATION/PROJECT OUTLINE**

	HTF	MHFA	SCDP	Total
Application Requested	2	3		6
Application Received/Collection	1	1	1	3
Inspection Scheduled				
Work Write Up/Review Proof	1			1
Out for Bid				
Pre-Bid Meeting				
Closing/Signing Paperwork	1		1	1
Under Construction	2	3	4	9
Total	7	7	6	20

**8. 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: March 22<sup>nd</sup>, 2023  
 Re: Executive Director Report

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#### **Developer Interest**

John and I sat down with a developer that has two separate sites in Brainerd that they are interested in developing for housing. The developer does have rental units throughout the City and County and they are also looking at starting to transition their business to their children as the next generation of contractors and developers. We will be looking at the parcels and working with the City to determine what the land is best suited for before bringing back recommendations to the developer. This meeting was a direct result of John's efforts to reach out to local real estate offices to have discussions about options we have for rehab and development throughout the County.

#### **Pegquot Lakes HRA Update**

No substantial update currently for the Pegquot HRA agency. A previously planned meeting with two of their board members had to be postponed. I do have a follow up meeting scheduled with these individuals, along with Commissioner Johnson, scheduled for March 24<sup>th</sup>.

#### **Online Commissioner Training Opportunity through MN NAHRO**

The Minnesota chapter of NAHRO is offering a 5 session training for commissioners that are interested. The 5 sessions cover a variety of topics and are 90 minutes each. These are online sessions running every other month, starting in March. I have attached the flyer to my report for your information. If there are commissioners that are interested in attending one or all of these sessions, please reach out to myself and we will get you signed up. We do have a training budget specifically for our commissioners so the cost of these courses would be covered.

#### **No Action Requested; Discussion Items**

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# Understanding The Multifaceted Role of the HRA Commissioner

**Online Series Begins March 2023**

Minnesota NAHRO is excited to offer an online series tailored specifically for Housing Authority Commissioners. Our Online Commissioner Series will feature five sessions that cover the multifaceted role of a commissioner in a easy to access online format.

**WHEN:** Each session will be 90 minutes on the last Wednesday of every other month beginning in March. Our first event will be Wednesday, March 29 at 11:30am. The series continues throughout 2023 on May 31, July 26, September 27 and November 29.

**TOPICS:** Our sessions will be provided by the national faculty from NAHRO and each session will build upon the other so that by the end of the series, attendees will have a better understanding of the unique and important leadership role of an HRA Commissioner. Our series will address the following timely topics:

**Session 1: The Role of the Commissioner in the HRA's Success**

**Session 2: The Role of the Commissioner in Agency Policies & Performance**

**Session 3: The Role of the Commissioner in Agency Financials & Oversight**

**Session 4: The Role of the Commissioner in ED Hiring, Compensation, Performance & Succession Planning**

**Session 5: The Role of the Commissioner in the HRAs Future**

**PRICING: Two options and two ways to SAVE!**

- Bundle Option – Get the Full Series & SAVE **BEST DEAL!**  
Get the full series for one price: \$350 for all 5 sessions with Minnesota NAHRO member discount, \$475 bundle for non-members
- Individual Sessions - \$75 for Minnesota NAHRO members, \$95 non-members

**REGISTER ONLINE AT [WWW.MNNAHRO.ORG/events](http://WWW.MNNAHRO.ORG/events)**

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