



To: Brainerd HRA Board Members
 From: Eric Charpentier, Executive Director
 Date: July 26th, 2023
 Re: DEED Redevelopment Grant Application for DW Jones Redevelopment Project

DEED Redevelopment Grant Program and Application

DW Jones, Inc has requested that the Brainerd HRA apply for the Department of Employment and Economic Development (DEED) Redevelopment Grant program in support of their proposed redevelopment project at the corner of 8th Street and Laurel Street.

The grant program was established by the 1998 legislature to incentivize the redevelopment of old industrial, residential, or commercial properties; and to assist private sector development with the challenges and costs of these sites. The program is intended to assist new parties with site development.

According to legislative requirement, if sufficient eligible applications are received, at least 50% of the grant money (DEED is anticipating at least \$2 million per grant round will be available) will be awarded to projects outside of the seven-county metro area.

The deadline for the current application period is August 1st, 2023. Eligible grant applicants are statutory or home rule charter cities, EDA's, HRA's, counties and port authorities. Even though these are the applicants, the site can be either publicly owned or privately held, as is the situation in this case. There is a local match requirement for approval of this funding and if the HRA approves the TIF redevelopment district and project, the TIF would be sufficient to meet the local match requirement for the funds.

At the July 17th City Council meeting, the council approved, by resolution, municipal consent for the Brainerd HRA to apply to DEED for funding through this program. It is a requirement of the applicant to receive such consent prior to applying.

If approved, staff will work with DW Jones, Inc to prepare the grant application. The developer is requesting up to \$500,000 in support through this grant application.

The resolution language was provided by MN DEED and is attached, along with the application packet.

Action Requested; Approve Resolution No. 2020-05 for the commitment of local matching funds and authorizing contract signature for the Minnesota Department of Employment and Economic Development Redevelopment Grant Application by the Brainerd HRA.

Redevelopment Grant Application Submittal Checklist

Logistics

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Two complete paper copies (complete copies include all attachments) |
| <input type="checkbox"/> | One complete electronic copy (i.e., one flash drive, emailed applications will not be accepted) |
| <input type="checkbox"/> | All the above submitted to DEED by 4:00 p.m. on February 1 or August 1 |

Application Form Content

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Applicant Information Cover Page |
| <input type="checkbox"/> | I. Site Identification and History |
| <input type="checkbox"/> | II. Cost Analysis: Redevelopment Sources and Uses (Budget Table) and Construction Sources and Uses |
| <input type="checkbox"/> | III. Tax Increment Financing (TIF) Analysis |
| <input type="checkbox"/> | IV. Analysis of Redevelopment Potential |
| <input type="checkbox"/> | V. Project Schedule |
| <input type="checkbox"/> | VI. Payment Information (Applicant's State SWIFT Vendor Number, Location Code, and Address) |
| <input type="checkbox"/> | VII. Resolutions (Statutory Cities must authorize Mayor and Clerk) |
| <input type="checkbox"/> | VIII. Applicant Conflict of Interest Disclosure Form |

Application Attachments

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Project Summary |
| <input type="checkbox"/> | Appraisal or Assessor's Valuation (all parcels must have a current value which cannot be zero) |
| <input type="checkbox"/> | Site maps illustrating ALL features requested in Question 4, site photographs |
| <input type="checkbox"/> | Geotechnical Soil Evaluation Report (if applicable) |
| <input type="checkbox"/> | Construction financing commitments, terms sheets, or letters of interest |
| <input type="checkbox"/> | HUD 'Invitation to Apply' letter (if applicable) |
| <input type="checkbox"/> | Resolution establishing Redevelopment TIF district and/or documentation of Redevelopment TIF qualifications (slum and blight analysis, building inspection, etc.) |
| <input type="checkbox"/> | TIF Cash Flow Analysis (if using TIF) |
| <input type="checkbox"/> | Site crime data |
| <input type="checkbox"/> | Council action/minutes or other documentation demonstrating local approvals/entitlements |
| <input type="checkbox"/> | Current property tax statements for each parcel |
| <input type="checkbox"/> | Joint agreements (if project is multi-jurisdictional) |
| <input type="checkbox"/> | Local transit schedules |
| <input type="checkbox"/> | Developer letter of commitment and/or development agreement |
| <input type="checkbox"/> | End-user or business tenant letter(s) of commitment (if applicable) |
| <input type="checkbox"/> | Resolution from applicant agency (Statutory Cities MUST authorize Mayor and Clerk) |
| <input type="checkbox"/> | MUST BE SUBMITTED AT TIME OF APPLICATION |
| <input type="checkbox"/> | Resolution from municipality in which the site is located (if different from applicant agency) |
| <input type="checkbox"/> | Conflict of Interest form signed by the applicant |

MINNESOTA DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT

651-259-7451 or toll free at 1-800-657-3858

Mail Address:

Brownfields and Redevelopment Unit
1st National Bank Building
332 Minnesota Street, DEED Basement Mail Room
St. Paul, MN 55101-1351

Physical Address:

Brownfields and Redevelopment Unit
Great Northern Building
180 East Fifth Street, Suite 1200
St. Paul, MN 55101

INSTRUCTIONS

PURPOSE/BACKGROUND:

The Redevelopment Grant Program was established by the 1998 legislature to incentivize the redevelopment of old industrial, residential, or commercial properties; and assist private sector development with the challenges/costs these sites contain. Minnesota Statutes §§ 116J.571 – 116J.575 gives the Minnesota Department of Employment and Economic Development (DEED) authority to award grants to assist development authorities with eligible redevelopment costs as defined below.

The Redevelopment Grant Program is for currently or previously developed sites where significant barriers exist to redevelop the land into a different and/or more productive use. This program is not intended for parties that have operated on the site long-term, but rather to assist new parties with site redevelopment.

GRANT FUNDING AVAILABILITY:

Funding amounts have typically varied depending on legislative appropriation; however, DEED anticipates the availability of at least \$2 million per grant round. According to legislative requirement, if sufficient eligible applications are received, at least 50 percent of the grant money will be awarded to projects outside of the seven-county metropolitan area.

APPLICATION DEADLINES:

The Redevelopment Grant Program operates on a semi-annual grant cycle. Deadlines for submitting applications are **February 1** and **August 1 by 4:00 p.m.** each year. If these days fall on a weekend, the deadline will be the following business day. **Three complete sets of application documents are required for each project: 2 paper copies and 1 electronic copy on a flash drive.** An applicant may apply for more than one project, but a separate application must be completed and submitted for each site.

NOTE: Emailed applications will not be accepted. Please fill out the entire application. All applications must be complete upon submission to qualify for a grant. This includes the fully signed, required resolutions. Applications should be in a binder or bound with attachments clearly marked and tabbed.

ELIGIBLE GRANT APPLICANTS:

Eligible applicants for this program are statutory or home rule charter cities, economic development authorities, housing and redevelopment authorities, counties, or port authorities. While these are the eligible applicants, the site can be either privately or publicly owned.

GRANT ELIGIBLE SITES:

Only sites that have been previously developed, and the need to redevelop the land into a different and/or more productive use exists, qualify for a Redevelopment Grant. Sites which were never historically developed with buildings or infrastructure (i.e., cornfield) do not qualify. This program is not intended for parties that have operated on the site long-term, but rather to assist new parties with site redevelopment.

GRANT ELIGIBLE COSTS:

The Redevelopment Grant Program can pay up to 50 percent of the redevelopment costs for a qualifying site. "Redevelopment costs" or "costs" mean the costs of land acquisition, stabilizing unstable soils when infill is required, infrastructure improvements and ponding or other environmental infrastructure, demolition costs and costs necessary for adaptive re-use of buildings, including remedial activities. For purposes of this program adaptive reuse means interior environmental abatement and does not include building rehabilitation or construction. **Costs incurred before the grant agreement is fully executed are not eligible for reimbursement.**

The redevelopment challenges/costs should be related to the site's current or previously developed use.

Examples of eligible and ineligible costs include:

Eligible Costs

- Public acquisition*
- Demolition costs (as defined by [Minn. Stat. § 116J.572](#))
- Interior environmental abatement (e.g., asbestos abatement, lead paint abatement)
- Public infrastructure improvements** (e.g., water, sanitary, and storm connections, public sidewalks, public street or sidewalk lighting, public roads, etc.)
- Environmental infrastructure (e.g., stormwater ponding or system, etc.)
- Geotechnical soil correction (must submit a geotechnical soil evaluation)

**Although the statute recognizes acquisition as an eligible expense, DEED will only consider public acquisition, and these costs are only eligible as matching costs.*

***Although these costs are eligible, they should not be the sole costs of the grant request.*

Ineligible Costs

- Construction costs
- Building rehabilitation costs (including interior demolition)
- Environmental remediation (i.e., soil, groundwater, and/or vapor contamination)
- Project/grant administration
- Costs of appraisals or other application costs
- Streetscaping/landscaping (including rain gardens)
- Soft costs (e.g., performance bonds, insurance, etc.)
- Contingencies

GRANT LOCAL MATCH REQUIREMENT:

It is required that the applicant pay for at least 50% of the eligible redevelopment costs as a local match to obtain a redevelopment grant. The match can come from any source available to the applicant. Eligible redevelopment costs incurred up to 12 months prior to the application due date may be included as local match

but cannot be reimbursed by DEED. See “Grant Eligible Costs” above. Prior costs should be identified in the Cost Analysis section of the application.

The applicant must complete and adopt the attached resolution authorizing this application and committing the local match from the applicant (see Section VII, Resolutions).

REQUIRED APPRAISALS OR ASSESSMENTS FOR GRANTS:

Current (as-is) and projected (pre-construction) assessed values as determined by the local assessor are required. In lieu of the assessed value, appraisals done by an independent appraiser using accepted appraisal methodology, may be submitted. Values cannot be determined in any other manner. For tax exempt properties without an assessed value, a current market value must be provided.

The value of the property after the proposed development is completed is also required. This estimate is generally based on similar development projects in the city or a tax capacity estimate from the local assessor.

GRANT AWARD CRITERIA:

DEED will award grants to projects that provide the highest return in public benefits for the public costs incurred and meet all the statutory requirements. To evaluate the applications for public benefits with respect to the costs incurred, the law specifies priorities that DEED must consider.

To fulfill this requirement of reviewing applications in an objective and fair manner, the following criteria have been assigned maximum point values to systematically award grants. All assigned scores will be relative to scores awarded to other applications during the same grant round. **An application must receive a minimum of 50 points to be eligible for funding.**

1. Need for redevelopment in conjunction with contamination remediation needs. *Maximum = 15 points.*
2. Redevelopment project meets current tax increment financing requirements for a redevelopment district and tax increments will contribute to the project. *Maximum = 25 points.*
3. Redevelopment potential within the municipality. *Maximum = 85 points.*
4. Proximity to public transit if located in the metropolitan area. *Maximum = 5 points.*
5. Multi-jurisdictional projects that consider the need for affordable housing, transportation, and environmental impact. *Maximum = 15 points.*

Note: application review is a closed process. DEED reviewers may request clarification, but unanswered questions will not receive a score. Additional materials and required attachments will not be accepted after the application deadline without prior request or approval.

DEED has Redevelopment Grant rounds every six months. It is expected that projects are ready to begin grant activities as soon as grant funds are available. If there are one or more grant rounds before grant activities are scheduled to begin, DEED strongly recommends applying in a future grant round that is closer to commencement of the project. Be advised that if awarded, the application will be incorporated into the grant contract. The schedule provided in the application should be as accurate and realistic as possible. **Significant changes to the project and its schedule may result in grant termination.**



Brownfields and Redevelopment Unit

Redevelopment Grant Application

Applicant (Public Entity) *		
Head of Applicant Agency (e.g., Mayor) <i>Name and Title</i>		
Address		
City		Zip Code:
Email of Agency Head		
If the applicant is a city, what form of government?	<input type="checkbox"/> Home Rule	<input type="checkbox"/> Statutory City
Project Contact for the Public Entity		
Phone		
Email		
Address		
City		Zip Code:
Project Manager for this project from the Public Entity, in the event of an award*		
Phone		
Email		
Application Author		
Phone		
Email		

*If awarded, please note that the applicant is responsible for administering the grant and ensuring all grant terms and conditions are met.

PROJECT SUMMARY

ATTACH a summary of the project including the applicant's capacity to manage the grant in the event one is awarded.

I. SITE IDENTIFICATION AND HISTORY

SITE INFORMATION

1. Name of site/project: Click or tap here to enter text.

Site address: Click or tap here to enter text.

City: Click or tap here to enter text. Zip code: Click or tap here to enter text.

Site acreage: Click or tap here to enter text.

Property Identification Number(s): Click or tap here to enter text.

Minnesota Legislative District* in which **the site** is located:

A: Click or tap here to enter text.

B: Click or tap here to enter text.

*The Minnesota Legislature has an online tool to look up legislative district numbers: [Legislative Website](#)

SITE OWNERSHIP

2. A. Current property owner(s): Click or tap here to enter text.

When was the property purchased? Click or tap here to enter text.

For what amount? \$Click or tap here to enter text.

From whom was the property purchased? Click or tap here to enter text.

- B. Who will develop the site? Click or tap here to enter text.

Will the developer/affiliate own the property at any time? ☐ Yes ☐ No

When was/will the property be purchased? Click or tap here to enter text.

For what amount? \$Click or tap here to enter text.

- C. Who will own the site after development? Click or tap here to enter text.

When was/will the property be purchased? Click or tap here to enter text.

For what amount? \$ Click or tap here to enter text.

- D. What is the relationship (if any) between the current owner, the developer, and/or the future owner(s)? Click or tap here to enter text.

SITE VALUATION: ASSESSMENT OR APPRAISAL

3. DEED requires an appraisal or current assessed value as shown below. For tax-exempt properties without an assessed value, a current market value must be provided.

ATTACH an appraisal completed by a qualified independent appraiser licensed under chapter 82B using accepted appraisal methodology which shows the current market value of the property. This value should

include both the value of the land and, if applicable, any buildings on the Site. Along with the appraisal, please include the projected value after redevelopment activities and development have been completed.

Current Appraised Value	
Projected Value	

Or **ATTACH** documentation showing the assessed value of the property for the most recent year, as determined by the local assessor, shown on the most recent valuation notice used under Minn. Stat. § 273.121. Along with the assessed value, please include the projected value after redevelopment activities and development have been completed.

Current Assessed Value	
Projected Value	

MAPS AND SITE FEATURES

4. **ATTACH** accurate and legible site and location maps, showing locations of prominent and relevant site features such as buildings, retaining walls, etc. Maps must include site boundaries, a north arrow and bar scale, and show the following:
 - ☐ Current condition of the site including labeled structures.
 - ☐ Specifically, where and for what activities DEED money will apply
 - ☐ If requesting, geotechnical soil correction location and depth
 - ☐ Proposed development of the site including labeled structures.
5. **ATTACH** current (and historic, if available) photographs of the site.

HISTORY

6. Provide the timeline and history of the site. This includes, but is not limited to, when the site was first developed, former and current uses, as well as former and current occupants, etc., and describe what led to the site's current dilapidated condition.

Click or tap here to enter text.

CURRENT AND FUTURE SITE USE

7. Zoning/Land Use:
 - A. Current: ☐ Industrial ☐ Commercial ☐ Residential ☐ Mixed-use ☐ Other (Specify) Click or tap here to enter text.
 - B. After Redevelopment: ☐ Industrial ☐ Commercial ☐ Residential ☐ Mixed-use ☐ Other (Specify) Click or tap here to enter text.
8. Current buildings on site:

	Number of buildings	How many are occupied?	If vacant, for how long?
Industrial			
Commercial			
Residential			

9. Year building(s) was/were constructed: Click or tap here to enter text.
10. Describe the current condition of the buildings on site: Click or tap here to enter text.

11. Describe plans for the existing buildings as redevelopment occurs:

[Click or tap here to enter text.](#)

12. Describe **IN DETAIL** the proposed development plan for the site. Include information such as the number and size of buildings, number of housing units, square footage of commercial space, any known future tenants, etc.

[Click or tap here to enter text.](#)

IMPORTANT NOTE: Per [Minn. Stat. § 116J.575, Subd. 4](#), if this redevelopment project fails to substantially provide the public benefits (jobs and taxes) listed in this application within five years of the grant award date, the Commissioner may require that 100 percent of the grant amount be repaid to DEED.

13. Is the proposed development related to the bioscience field? ☐ Yes ☐ No

If yes, describe: [Click or tap here to enter text.](#)

14. Is the proposed development an expansion of an existing Minnesota bioscience business?

☐ Yes ☐ No

II. COST ANALYSIS

15. Total redevelopment costs as defined on Page iii: [Click or tap here to enter text.](#)

16. DEED request amount: [Click or tap here to enter text.](#)

Note: at least 50% of the total redevelopment costs must be paid with a match source.

17. Describe **IN DETAIL** the specific activities for which DEED funds are being requested:

[Click or tap here to enter text.](#)

18. If requesting assistance with geotechnical soil correction, explain how these costs are related to the site's past use and **ATTACH** the site's geotechnical soil evaluation report.

[Click or tap here to enter text.](#)

19. Complete the budget table below indicating the sources, uses, and amounts of all funds (including TIF, DEED requests, etc.) that will be used for eligible redevelopment costs as defined on Page iii. The table should list the total redevelopment costs, including any costs that have already been incurred.

The 50% local match can come from any source. Eligible redevelopment activities that have been completed up to 12 months prior to the application due date can count toward local match. If eligible costs have been incurred, attach the invoices. Public acquisition is only eligible as a match cost.

Redevelopment Sources and Uses of Funds for the Project (Budget Table)					
Use of Funds (Activity) (List individually)	Cost	Cost Incurred? Y/N	Date Incurred	Source of Funds	Date Funds Committed*
	\$				
	\$				
	\$				
	\$				

	\$				
	\$				
Total	\$				

Use of Funds (Activity): See Page iii for a list of eligible redevelopment costs. Be specific. List activities individually rather than combining into one line item (e.g., city water connection upgrade, city sanitary connection upgrade, etc.)

Cost: Total cost of the budget line item.

Costs Incurred: Has work on this activity started?

Date Incurred: When was this work done? Give a time range if necessary.

Source of Funds: List the funding sources, including match sources, contributing to each activity.

Date Funds Committed: When were the funds secured from this source?

***ATTACH** documentation of funding commitments.

20. Complete the table below indicating the sources, uses, and amounts of all funds that will be used for development construction.

Construction Sources and Uses of Funds for the Project			
Construction Activity	Cost	Sources of Funds (list individually)	Date Funds Committed*
Total	\$		

Construction Activity: May include building construction or other costs ineligible for Redevelopment.

Commitment Date: If construction financing is pending, list the date closing is anticipated.

***ATTACH** documentation of funding commitments.

21. What are the development's construction costs? Note the tables in question 19 and 20 should have the same total.

Total	\$
Public	\$
Private	\$

22. Is all the construction financing in place for the development of the site? ☐ Yes ☐ No

If yes, **ATTACH** documentation of funding commitments.

23. If construction financing is not in place, what is the process and timeline to secure the funds and when is closing anticipated?

[Click or tap here to enter text.](#)

ATTACH any letters of interest, term sheets from lenders or other funding sources, and include this information in Section V, Project Schedule.

24. Is the project seeking financial assistance from HUD and/or MHFA?

☐ Yes ☐ No

If yes, where is the project in the HUD and or MHFA financing process?

Click or tap here to enter text.

25. Will the development plan proceed without a DEED Redevelopment Grant?

☐ Yes ☐ No

Please explain.

Click or tap here to enter text.

III. TAX INCREMENT FINANCING (TIF) ANALYSIS

26. Is this project included in a currently established Redevelopment TIF district? ☐ Yes ☐ No

If yes, **ATTACH** the adopted resolution establishing the Redevelopment TIF district.

27. If not, does the project currently meet TIF requirements for a Redevelopment TIF district?

☐ Yes ☐ No

28. If yes, check the following TIF criteria that apply and **ATTACH** documentation (slum and blight analysis, building inspection, etc.) determining Redevelopment TIF qualifications:

- ☐ A. Parcels consisting of 70% of the area of the TIF district must be occupied by buildings, streets, utilities, or other improvements, and more than 50% of the buildings (excluding outbuildings) must be structurally substandard to a degree requiring substantial renovation or clearance; or
- ☐ B. Parcels must consist of vacant, unused, under used, inappropriately used, or infrequently used rail yards, rail storage facilities or excessive or vacated railroad rights-of-way; or
- ☐ C. Tank facilities (see criteria in [Minn. Stat. § 469.174, Subd. 10\[a\]\[3\]](#)); or
- ☐ D. A qualifying disaster area.

29. How much TIF will be used for the project? \$Click or tap here to enter text.

ATTACH a cash flow analysis that indicates how much TIF will be used towards this project.

If another type of TIF is being used for this project, what type is it? (Housing, pooled, etc.)

Click or tap here to enter text.

30. What activities are being financed with TIF? Click or tap here to enter text.

31. What is the maximum amount of TIF that can be generated? \$Click or tap here to enter text.

32. If TIF is not being used fully, or at all, explain why:

Click or tap here to enter text.

33. Is there a gap in financing after applying TIF? ☐ Yes ☐ No

If yes, how much is the gap? \$Click or tap here to enter text.

IV. ANALYSIS OF REDEVELOPMENT POTENTIAL

34. Describe how redevelopment of this site will spur future development of adjacent sites by identifying nearby properties with redevelopment potential.

Click or tap here to enter text.

35. Describe the relative adequacy of the infrastructure at the site.

Click or tap here to enter text.

36. **ATTACH** the most recent data on criminal activity at the site. Describe how redevelopment of the site will reduce crime.

Click or tap here to enter text.

37. Has the site been found or suspected to be contaminated? ☐ Yes ☐ No

If yes, describe the type of contamination: Click or tap here to enter text.

Check all that have been completed:

- ☐ Phase I ESA
- ☐ Phase II ESA
- ☐ Response Action Plan (RAP)
- ☐ MPCA RAP Approval
- ☐ Hazardous Material Survey

What are the anticipated remediation costs? \$Click or tap here to enter text.

What are the sources of funding for contamination cleanup? Click or tap here to enter text.

38. Have all the required local approvals/entitlements necessary for this project to proceed been obtained (planning commission, zoning, etc.)? ☐ Yes ☐ No

If yes, **ATTACH** council action/minutes or other documentation to confirm.

If not, what approvals remain and what is the timeline for obtaining these approvals? Include this information in Section V, Project Schedule.

Click or tap here to enter text.

PROPERTY TAX INFORMATION

39. What are the current property taxes (as determined by the County or City Assessor) for the site:

\$Click or tap here to enter text.

ATTACH a current property tax statement for each parcel.

40. What are the projected property taxes after development is completed: \$Click or tap here to enter text.

How was this figure determined? Click or tap here to enter text.

JOB CREATION

41. Project the number of new full-time equivalent (FTE) jobs to be created after redevelopment and development of the site is completed. These should include permanent jobs that did not exist in Minnesota prior to development and do not include temporary or construction jobs.

Total New Jobs: Click or tap here to enter text. FTEs

New Jobs Table

Position Title	Total # of Full-Time Jobs (FTE)	Total # of Part-Time Jobs	Part-time Hours Per Week	Expected Hiring/Start Date

JOB RETENTION

42. Project the number of retained FTE jobs after redevelopment and development of the site is completed. These should include permanent jobs that existed either on-site or elsewhere in Minnesota prior to development.

Total Retained Jobs: [Click or tap here to enter text.](#) FTEs

Retained Jobs Table

Position Title	Total # of Full-Time Jobs (FTE)	Total # of Part-Time Jobs	Part-time Hours Per Week	Former Location of Retained Jobs

HOUSING DATA

43. If the site will be redeveloped for residential use, provide the following data:

RENTAL:

Total number of units	
Monthly rental cost per unit	\$
Number of affordable units*	
Level of affordability	
Construction cost per unit	\$

OWNER OCCUPIED:

Total number of units	
Purchase price per unit	\$
Number of affordable units/homes*	
Level of affordability	
Construction cost per unit	\$

*For purposes of this program, DEED considers affordable housing to be at or below 60% area median income (AMI).

OTHER PUBLIC BENEFITS

44. Is this a multi-jurisdictional project (a joint application, joint powers agreement, joint development agreement, etc.)? ☐ Yes ☐ No

If yes, describe how the project is multi-jurisdictional and **ATTACH** any joint agreements.

Click or tap here to enter text.

Note: projects with other state agencies and/or the Metropolitan Council are not considered multi-jurisdictional projects.

45. What positive environmental benefit does this project have to the state and region?

46. Does the project advance or promote the growth of the green economy as defined in [Minn. Stat. § 116J.437](#)? ☐ Yes ☐ No

If yes, describe how the project advances or promotes the growth of the green economy in Minnesota:

Click or tap here to enter text.

PROXIMITY TO PUBLIC TRANSIT

47. **ATTACH** any local transit schedules and highlight the lines that serve the project site or nearby area. If a regularly scheduled route does not serve the area, please provide information about other forms of transit that serve the community.

Click or tap here to enter text.

DEVELOPER/END-USER/TENANT COMMITMENT

48. If there is a developer, complete the following and **ATTACH** a letter of commitment.

Developer	
Contact Person	
Title	
Phone Number / Email	

49. If there is an end-user or third party, such as a business tenant, complete the following and **ATTACH** a letter(s) of commitment.

Third Party/Company Name	
Contact Person	
Title	
Phone Number / Email	

V. PROJECT SCHEDULE

50. Provide a detailed schedule outlining the individual tasks necessary to complete the project. This includes redevelopment and development tasks and activities such as, but not limited to, site acquisition, local approvals (entitlements, TIF, etc.), financing commitments, abatement, demolition, development construction start and end date, and any other project activities.

IMPORTANT NOTE: Per [Minn. Stat. § 116J.575, Subd.4](#), if this redevelopment project fails to substantially provide the public benefits (jobs and taxes) listed in this application within five years of the grant award date, the Commissioner may require that 100 percent of the grant amount be repaid to DEED.

DEED has redevelopment grant rounds every six months. It is expected that projects are ready to begin grant activities as soon as grant funds are available. If there are one or more grant rounds before grant activities are scheduled to begin, DEED strongly recommends applying in a future grant round that is closer to commencement of the project. Premature applications increase the likelihood that public benefits will not be achieved within five years thus requiring grant repayment.

If awarded, this schedule will be incorporated into the grant contract. Be as accurate and realistic as possible. Significant changes to this schedule may result in grant termination.

Scheduled Tasks

Task	20__												20__												20__											
	Jan	Feb	Mar	Apr	Ma	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Ma	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Ma	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Redevelopment activities start date: Click or tap to enter a date.

Redevelopment activities completion date: Click or tap to enter a date.

Construction completion date: Click or tap to enter a date.

Benefits achievement date: Click or tap to enter a date.

51. Please list any factors which would change or delay this schedule. Click or tap here to enter text.

VI. PAYMENT INFORMATION

52. To receive payment from DEED, a SWIFT Vendor Number (with Location Code) assigned by Minnesota Management and Budget is required. For prompt payment, ensure the Vendor Number and Location Code are set up to allow electronic funds transfer (EFT) or Automated Clearing House (ACH) payment. State Vendor information may be found at: [Supplier Portal](#)

Applicant's Financial Contact	
Phone	
Email	
Applicant's SWIFT <u>Remit To</u> Vendor Number and Location Code	
Address Associated with SWIFT Vendor Number and Location Code	

VII. RESOLUTIONS

53. Resolutions must be adopted prior to the application deadline and submitted with the application. The two required elements are:

- A. A resolution from the governing body of the city where the project site is located, which approves the application.
- B. A resolution from the applicant committing the local match and authorizing contract signatures.
Note: Pursuant to Minn. Stat. § 412.201, **Statutory Cities must authorize the Mayor and Clerk to execute all contracts.**

Blank resolution templates are included on the following pages. The applicant may choose to reformat or combine them, but the adopted resolution must include all the following statements. **Resolutions that do not contain all statements will not be accepted.**

RESOLUTION #1: Municipality Approving the Application

BE IT RESOLVED that the _____ (Municipality of project location) has approved the Redevelopment Grant application submitted to the Department of Employment and Economic Development (DEED) on _____ (Date), by _____ (Applicant) for the _____ (Site name) site.

I certify that the above resolution was adopted by the city council on _____ (Date)

Signed: _____ (Authorized Official)

Title: _____

Date: _____

Witnessed by: _____

Title: _____ Date: _____

RESOLUTION #2: Committing the Local Match and Authorizing Contract Signature

BE IT RESOLVED that _____ (Applicant) act as the legal sponsor for project(s) contained in the Redevelopment Grant Program application to be submitted on _____ (Date), and that _____ (Title of Authorized Official) is hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of _____ (Applicant).

BE IT FURTHER RESOLVED that _____ (Applicant) has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration.

BE IT FURTHER RESOLVED that the sources and amounts of the local match identified in the application are committed to the project identified.

BE IT FURTHER RESOLVED that if the project identified in the application fails to substantially provide the public benefits listed in the application within five years from the date of the grant award, _____ (Applicant) may be required to repay 100 percent of the awarded grant per Minn. Stat. § 116J.575, Subd. 4;

BE IT FURTHER RESOLVED that _____ (Applicant) has not violated any Federal, State, or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the state, _____ (Applicant) may enter into an agreement with the State of Minnesota for the above-referenced project(s), and

that _____ (Applicant) certifies that it will comply with all applicable laws and regulation as stated in all contract agreements.

NOW, THEREFORE BE IT FINALLY RESOLVED that the Mayor and the Clerk (for Statutory Cities), or Title of Authorized Official(s), are hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

Note: Do not include the name, only the title of the official(s).

Pursuant to Minn. Stat. § 412.201, Statutory Cities must authorize both the Mayor and Clerk to execute all contracts, whereas Home Rule Charter Cities or other public entities may differ.

I CERTIFY THAT the above resolution was adopted by the _____ (City Council, County Board, etc.)
of _____ (Applicant) on _____ (Date)

SIGNED: (Authorized Official)

WITNESSED BY:

(Title and Date)

(Title and Date)

VIII. Applicant Conflict of Interest Disclosure Form

This form gives applicants and grantees an opportunity to disclose any actual or potential conflicts of interest that may exist when receiving a grant. It is the applicant/grantee's obligation to be familiar with the Office of Grants Management (OGM) [Policy 08-01: Grants Conflict of Interest](#) (Current Policies tab) and to disclose any conflicts of interest accordingly.

All grant applicants must complete and sign a conflict-of-interest disclosure form.

☐ I or my grant organization do NOT have an ACTUAL or POTENTIAL conflict of interest.

If at any time after submission of this form, I or my grant organization discover any conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

☐ I or my grant organization have an ACTUAL or POTENTIAL conflict of interest.

(Please describe): Click or tap here to enter text.

If at any time after submission of this form, I or my grant organization discover any additional conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

Printed name: Click or tap here to enter text.

Signature: _____

Organization: Click or tap here to enter text.

Date: Click or tap here to enter text.

HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF
BRAINERD
RESOLUTION NO. 2023-05

**RESOLUTION OF COMMITMENT OF THE LOCAL MATCH AND
AUTHORIZING CONTRACT SIGNATURE FOR MINNESOTA DEPARTMENT OF
EMPLOYMENT AND ECONOMIC DEVELOPMENT REDEVELOPMENT GRANT
APPLICATION BY BRAINERD HRA**

BE IT RESOLVED that The Brainerd Housing and Redevelopment Authority (HRA) act as the legal sponsor for project(s) contained in the Redevelopment Grant Program application to be submitted on August 1st, 2023 and that the Executive Director is hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of The Brainerd Housing and Redevelopment Authority.

BE IT FURTHER RESOLVED that The Brainerd Housing and Redevelopment Authority has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration.

BE IT FURTHER RESOLVED that the sources and amounts of the local match identified in the application are committed to the project identified.

BE IT FURTHER RESOLVED that if the project identified in the application fails to substantially provide the public benefits listed in the application within five years from the date of the grant award, The Brainerd Housing and Redevelopment Authority may be required to repay 100 percent of the awarded grant per Minn. Stat. § 116J.575, Subd. 4;

BE IT FURTHER RESOLVED that The Brainerd Housing and Redevelopment Authority has not violated any Federal, State, or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the state, The Brainerd Housing and Redevelopment Authority may enter into an agreement with the State of Minnesota for the above-referenced project(s), and that The Brainerd Housing and Redevelopment Authority certifies that it will comply with all applicable laws and regulation as stated in all contract agreements.

NOW, THEREFORE BE IT FINALLY RESOLVED that the Executive Director is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

Adopted this ____ day of July 2023

Rebekah Kent-Ehlebracht
Chair, Brainerd HRA



To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: July 20, 2023
Re: July Financial Report

Please find attached the financial information for June 2023.

General Fund Tax Levy and TIF Increment

Reflected in the June General Fund Financial Statements is the deposit of \$59,495.62 in Property Tax Revenue (levy). The second deposit of \$27,521.88 was deposited in July for total first half levy deposits of \$87,017.50. The total levy amount for 2023 is \$155,981. The second half property tax settlement will be in December.

Also deposited in July was Downtown TIF District increment of \$24,390.15. Since the TIF bond debt was paid off for this project in 2022, the increment collected will pay down the interfund loan between the TIF District and the General Fund.

Preliminary General Fund Budget

For the August meeting next month, staff will present the preliminary General Fund budget to be approved by the Board and then submitted to the City.

CWC HRA Budget

The 2023 budget for CWC HRA will be presented to the CWC HRA Board at their July 25th special budget meeting. The CWC Budget Committee meeting is scheduled for presentation on August 10th.

Action Requested: Motion for approval of payments as presented.

Brainerd Housing & Redevelopment Authority

2023 Ratios (and December, 2022)

FASS Ratios	Max Pts	Scoring	Dec 2022 After YE JE, B4 audit	Jan	Feb	Mar	Apr	May	June
Quick Ratio	12	QR <1 = 0, QR >2 = 12	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
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
Total Points	25		25.00	25.00	25.00	25.00	25.00	25.00	25.00

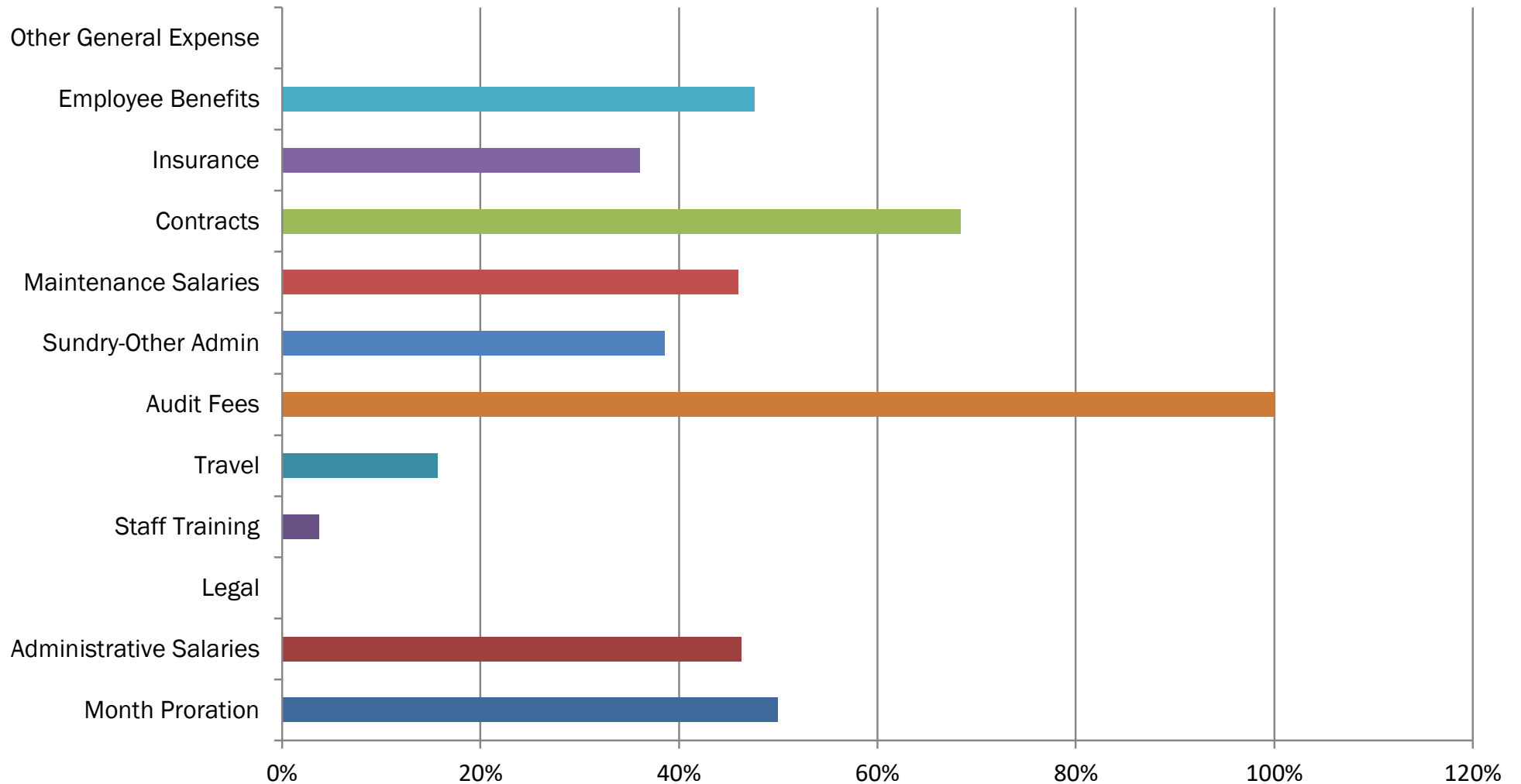
MASS Ratios	Max Pts	Scoring							
Occupancy	16	O <90% = 0, O >98% = 16	16.00	16.00	16.00	16.00	16.00	16.00	16.00
Tenant Accounts Receivable	5	TAR <1.5% = 5, TAR >2.5% = 0	5.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 = 0	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Total Points	25		25.00	20.00	20.00	20.00	20.00	20.00	20.00
Total of Above Ratios	50		50.00	45	45	45	45	45	45

Capital Fund 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
Occupancy Rate	5	OR <93% = 0, OR >96% = 5 Must have 5 points or	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0	10.0	10.0	10.0

June 2023 Operating Account Balances

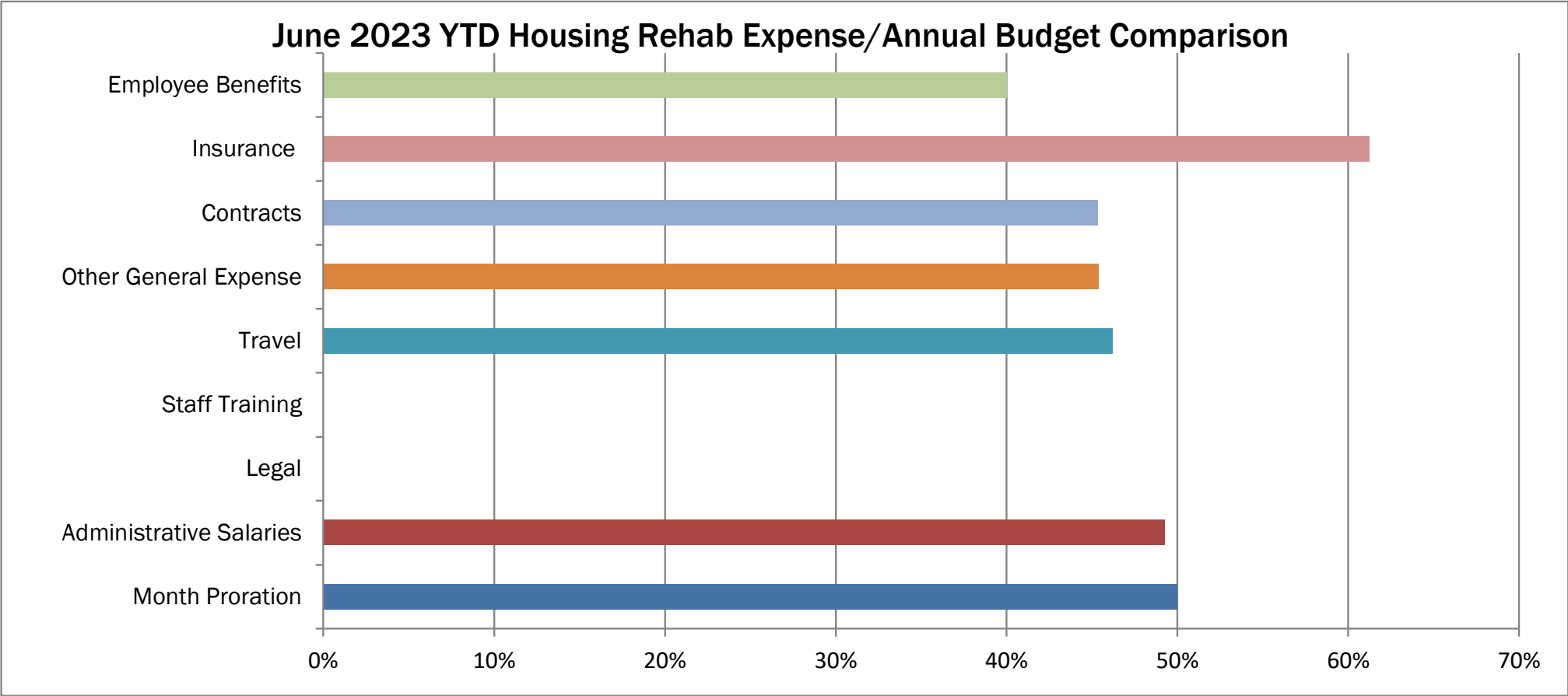
Property/Program	June 2022	May 2023	June 2023
General Fund	\$516,710.53	\$452,873.51	\$488,854.97
Housing Rehab Program	\$53,857.06	\$212,561.02	\$215,793.20
Bridges	-\$546.27	\$3,347.90	\$4,060.69
Crow Wing County HRA	\$1,685,939.46	\$1,744,746.71	\$1,981,693.25
Public Housing	\$727,414.03	\$703,459.56	\$735,756.41
Brainerd South	\$52,963.90	\$58,561.31	\$51,771.12
Housing Choice Voucher	\$53,857.06	\$59,350.59	\$38,191.73
Total	\$3,090,195.77	\$3,234,900.60	\$3,516,121.37

June 2023 YTD General Fund Expense/Annual Budget Comparison



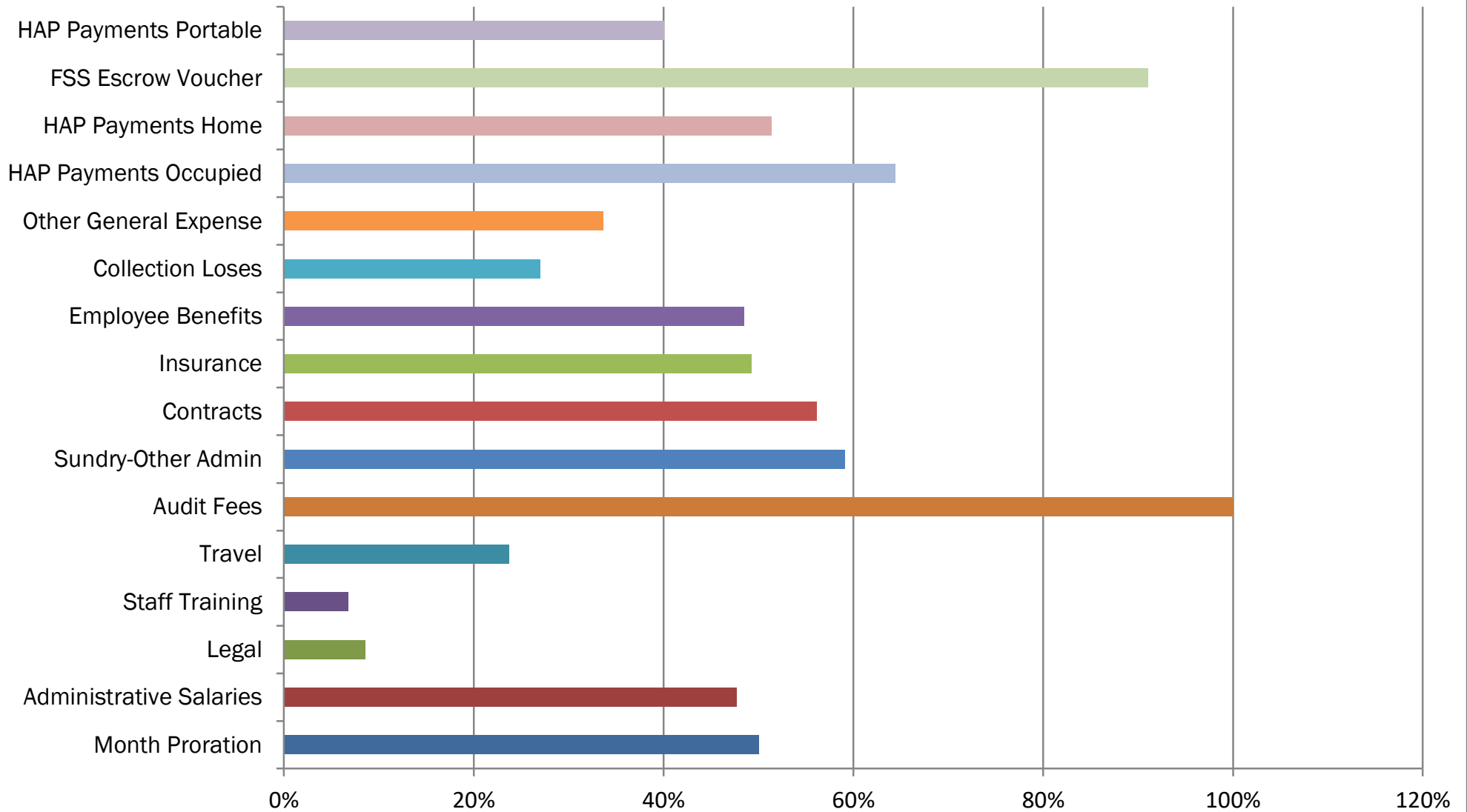
Audit Fees: Audit was completed.

Contracts: Quarterly HR Fees to the City of Brainerd.



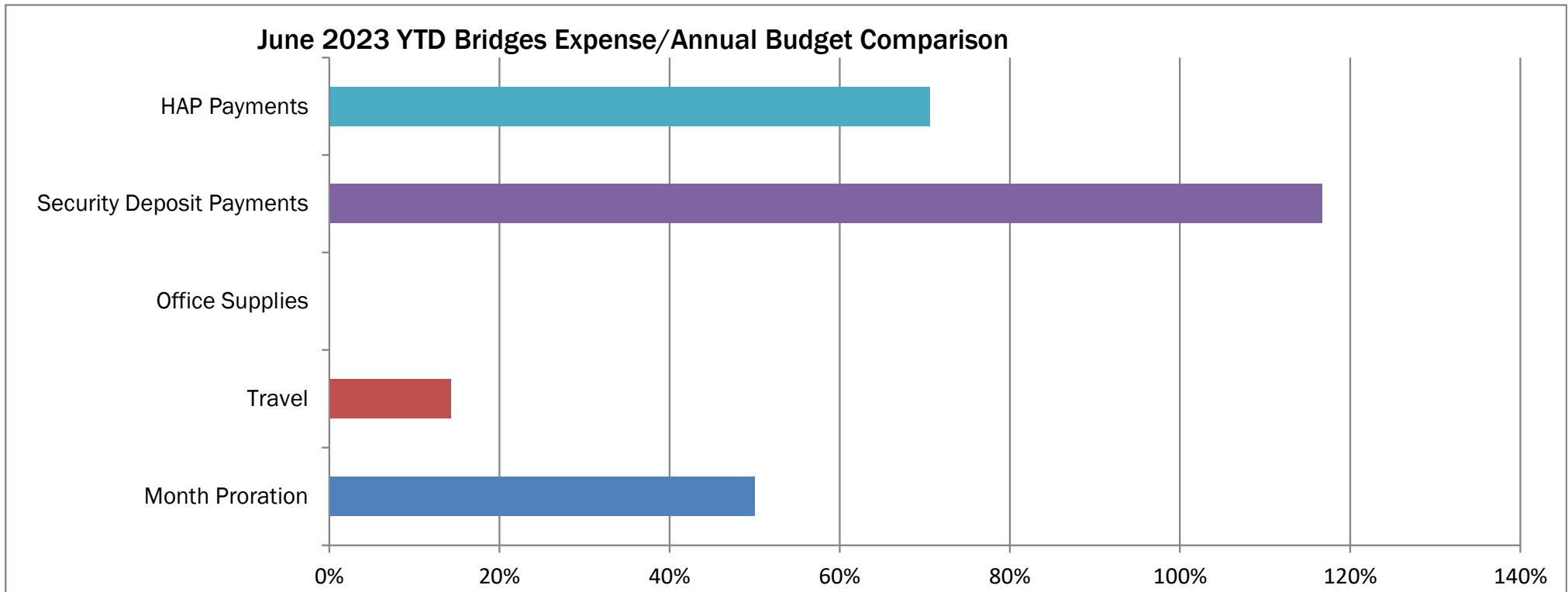
Insurance: Yearly premuim was paid in January.

June 2023 YTD Housing Choice Voucher Expense/Annual Budget Comparison



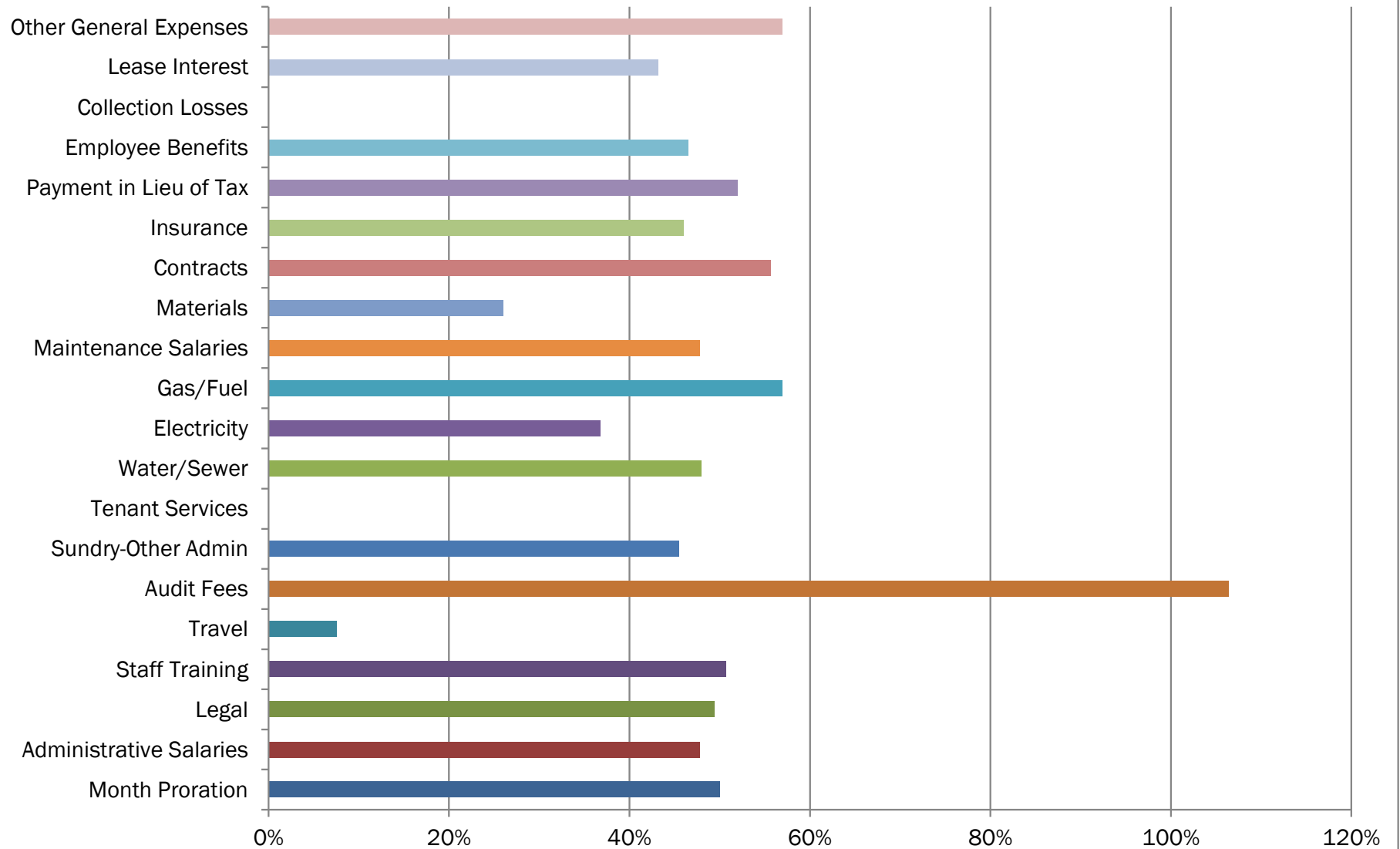
Audit Fees: Audit was completed.

Contracts: Quarterly HR Fees to the City of Brainerd.



Security Deposit Payments: Paid four security deposits.

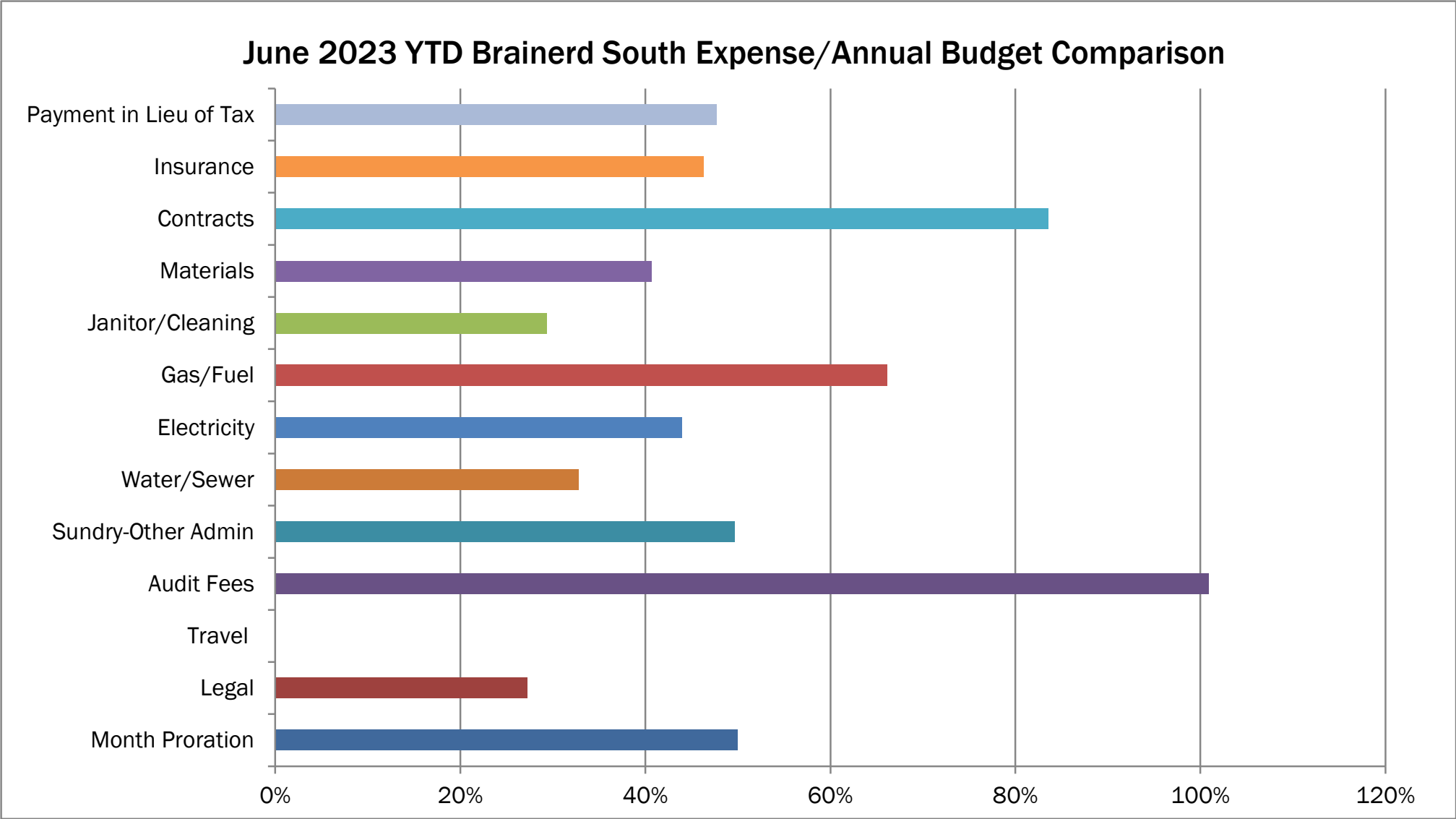
June 2023 YTD Public Housing Expense/Annual Budget Comparison



Audit Fees: Audit completed to date.

Contract Costs: Quarterly billing for HR services from the City of Brainerd. Snow Removal. Exterminating.

Other General Expenses: 1 Liability Insurance Claim



Audit Fees: Audit completed to date.

Contract Costs: Snow Removal and Unit Turn Flooring Costs. Laundry Room Repairs.

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**Brainerd HRA
General Fund Operating Statement
June, 2023**

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	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating INCOME				
Management Fees	-16,570.88	-97,291.60	-92,385.00	-4,906.60
Interest Income	-801.36	-2,794.63	-150.00	-2,644.63
Other Income	-60,949.99	-61,457.99	-67,970.02	6,512.03
TOTAL INCOME	-78,322.23	-161,544.22	-160,505.02	-1,039.20
EXPENSE				
Administrative				
Administrative Salaries	18,492.09	102,164.41	110,272.50	-8,108.09
Legal	0.00	0.00	2,149.98	-2,149.98
Staff Training	0.00	184.50	2,500.02	-2,315.52
Travel	2.23	78.08	250.02	-171.94
Auditing Fees	0.00	7,950.00	7,950.00	0.00
Sundry-Other Admin	346.25	3,312.13	4,449.96	-1,137.83
Total Administration	18,840.57	113,689.12	127,572.48	-13,883.36
Maintenance				
Maintenance Salaries	1,101.63	6,759.65	7,350.00	-590.35
Contracts	1,806.36	6,332.91	4,630.02	1,702.89
Total Maintenance	2,907.99	13,092.56	11,980.02	1,112.54
General				
TIF Expense	0.00	0.00	64.98	-64.98
Insurance	411.65	2,469.90	3,424.98	-955.08
Employee Benefits	6,889.38	46,959.72	49,312.50	-2,352.78
Other General Expense	0.00	0.00	12,499.98	-12,499.98
Total General	7,301.03	49,429.62	65,302.44	-15,872.82
TOTAL EXPENSE	29,049.59	176,211.30	204,854.94	-28,643.64
Net Income/Loss	-49,272.64	14,667.08	44,349.92	-29,682.84

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Housing Rehab Operating Statement
June, 2023

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-10,000.00	-129,073.58	-162,250.02	33,176.44
Grant Admin Revenue	-1,906.78	-1,906.78	-9,375.00	7,468.22
TOTAL INCOME	-11,906.78	-130,980.36	-171,625.02	40,644.66
EXPENSE				
Administrative				
Administrative Salaries	5,647.22	46,944.73	47,629.98	-685.25
Legal	0.00	0.00	100.02	-100.02
Staff Training	0.00	0.00	2,500.02	-2,500.02
Travel	267.91	554.20	600.00	-45.80
Other Admin Exp	219.34	2,664.16	3,010.00	-345.84
Total Administration	6,134.47	50,163.09	53,840.02	-3,676.93
Maintenance				
Contracts	146.00	81,629.80	90,000.00	-8,370.20
Total Maintenance	146.00	81,629.80	90,000.00	-8,370.20
General				
Insurance	0.00	367.49	300.00	67.49
Employee Benefits	2,394.13	16,693.84	20,860.02	-4,166.18
Total General	2,394.13	17,061.33	21,160.02	-4,098.69
TOTAL EXPENSE	8,674.60	148,854.22	165,000.04	-16,145.82
Net Income/Loss	-3,232.18	17,873.86	-6,624.98	24,498.84

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**Brainerd HRA
HCV Operating Statement
June, 2023**

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-156,916.00	-969,829.00	-750,000.00	-219,829.00
Admin Fees Earned	-32,379.75	-185,076.94	-166,117.02	-18,959.92
Interest Income	-71.12	-144.65	0.00	-144.65
Other Income	-25.00	-15,260.33	-14,775.00	-485.33
TOTAL INCOME	-189,391.87	-1,170,310.92	-930,892.02	-239,418.90
EXPENSE				
Administrative				
Administrative Salaries	16,709.97	103,608.20	108,615.00	-5,006.80
Legal	231.00	231.00	1,350.00	-1,119.00
Staff Training	0.00	337.00	2,500.02	-2,163.02
Travel	37.35	356.06	750.00	-393.94
Accounting & Audit Fees	0.00	5,300.00	5,300.00	0.00
Sundry-Other Admin	1,164.61	3,369.41	3,412.44	-43.03
Total Administration	18,142.93	113,201.67	121,927.46	-8,725.79
Maintenance				
Contracts	1,795.43	12,153.76	10,819.98	1,333.78
Total Maintenance	1,795.43	12,153.76	10,819.98	1,333.78
General				
Insurance	519.94	3,119.64	3,167.52	-47.88
Employee Benefits	8,224.37	55,952.95	57,677.52	-1,724.57
Collection Losses	0.00	676.00	700.00	-24.00
Other General Expense	97.50	568.50	844.98	-276.48
Total General	8,841.81	60,317.09	62,390.02	-2,072.93
HAP Payments				
HAP Payments Occupied	143,341.00	888,293.00	690,000.00	198,293.00
HAP Payments Home	2,694.00	15,425.00	15,000.00	425.00
FSS Escrow Voucher	9,861.00	54,629.00	30,000.00	24,629.00
HAP Payments Portable	1,367.00	12,015.00	15,000.00	-2,985.00
Total HAP	157,263.00	970,362.00	750,000.00	220,362.00
TOTAL EXPENSE	186,043.17	1,156,034.52	945,137.46	210,897.06
Net Income/Loss	-3,348.70	-14,276.40	14,245.44	-28,521.84

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**Bridges Program
 Bridges Operating Statement
 June, 2023**

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	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Received MHFA	-7,370.00	-40,780.00	-27,900.00	-12,880.00
Admin Revenue	-720.00	-4,080.00	-3,600.00	-480.00
Operating Transfer	0.00	0.00	3,375.00	-3,375.00
Total Income	-8,090.00	-44,860.00	-28,125.00	-16,735.00
EXPENSE				
Administrative				
Travel	7.21	57.01	199.98	-142.97
Office Supplies	0.00	0.00	25.02	-25.02
Total Administration	7.21	57.01	225.00	-167.99
General				
Security Deposit Pmts	500.00	3,500.00	1,500.00	2,000.00
HAP Payment to Landlords	6,870.00	37,280.00	26,400.00	10,880.00
Total General	7,370.00	40,780.00	27,900.00	12,880.00
TOTAL EXPENSE	7,377.21	40,837.01	28,125.00	12,712.01
Net Income/Loss	-712.79	-4,022.99	0.00	-4,022.99

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Brainerd HRA
Public Housing Operating Statement
June, 2023

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	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-67,850.00	-405,919.00	-418,690.02	12,771.02
Excess Utilities	-728.00	-1,446.00	-1,560.00	114.00
Operating Subsidy	-31,116.50	-186,925.50	-162,150.00	-24,775.50
Investment Interest	-905.69	-2,839.80	0.00	-2,839.80
Lease Interest	-3,591.04	-18,154.16	-21,362.52	3,208.36
Other Income	-34,995.24	-125,791.78	-76,537.50	-49,254.28
Other Income Tenants	-1,045.00	-14,832.08	-11,875.02	-2,957.06
Capital Fund Income	0.00	-66,000.00	-33,000.00	-33,000.00
Laundry Income	-1,618.75	-10,256.75	-9,889.98	-366.77
TOTAL INCOME	-141,850.22	-832,165.07	-735,065.04	-97,100.03
EXPENSE				
Administrative				
Administrative Salaries	25,471.77	156,625.29	164,010.00	-7,384.71
Legal	1,236.98	6,420.20	6,499.98	-79.78
Staff Training	1,970.66	7,100.40	7,000.02	100.38
Travel	12.71	75.59	499.98	-424.39
Accounting & Audit Fees	0.00	14,102.50	13,250.00	852.50
Sundry-Other Admin	1,436.51	10,192.44	12,260.00	-2,067.56
Total Administration	30,128.63	194,516.42	203,519.98	-9,003.56
Tenant Services				
Rec Public and Other	0.00	0.00	2,475.00	-2,475.00
Total Tenant Services	0.00	0.00	2,475.00	-2,475.00
Utilities				
Water/Sewer	8,726.26	40,410.22	42,082.44	-1,672.22
Electricity	6,400.24	31,462.92	42,825.00	-11,362.08
Gas/Fuel	4,226.46	34,429.26	30,225.00	4,204.26
Total Utilities	19,352.96	106,302.40	115,132.44	-8,830.04
Maintenance				
Labor	12,923.89	80,876.58	84,679.98	-3,803.40
Materials	1,887.35	7,792.02	15,000.00	-7,207.98
Contracts	24,455.90	119,845.01	107,595.06	12,249.95
Casualty Loss	280.00	18,384.63	0.00	18,384.63
Total Maintenance	39,547.14	226,898.24	207,275.04	19,623.20
General				
Insurance	8,456.58	50,739.48	55,125.00	-4,385.52
Payment in Lieu of Tax	2,335.85	15,089.33	14,500.02	589.31
Employee Benefits	15,249.59	105,189.54	113,127.48	-7,937.94
Lease Interest	30.50	157.51	182.52	-25.01
Other General Expense	133.95	3,196.87	2,805.00	391.87
Total General	26,206.47	174,372.73	185,740.02	-11,367.29
TOTAL EXPENSE	115,235.20	702,089.79	714,142.48	-12,052.69
Net Income/Loss	-26,615.02	-130,075.28	-20,922.56	-109,152.72

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Brainerd South Operating Statement
June, 2023

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	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-23,798.00	-135,023.00	-136,650.00	1,627.00
Rental Supplement	-4,140.00	-26,619.60	-28,500.00	1,880.40
Investment Interest	-1,292.12	-4,253.50	-375.00	-3,878.50
Other Income	-230.00	-9,265.89	-5,359.98	-3,905.91
Laundry Income	-770.25	-4,091.60	-4,000.02	-91.58
TOTAL INCOME	-30,230.37	-179,253.59	-174,885.00	-4,368.59
EXPENSE				
Administrative				
Legal	0.00	1,361.32	2,500.02	-1,138.70
Travel	0.00	0.00	49.98	-49.98
Accounting & Audit Fees	0.00	6,142.00	6,090.00	52.00
Sundry-Other Admin	3,901.49	24,892.37	24,374.94	517.43
Total Administration	3,901.49	32,395.69	33,014.94	-619.25
Utilities				
Water	2,608.99	6,327.42	9,660.00	-3,332.58
Electricity	757.17	2,374.06	2,700.00	-325.94
Gas/Fuel	2,529.83	16,674.42	12,615.00	4,059.42
Total Utilities	5,895.99	25,375.90	24,975.00	400.90
Maintenance				
Labor	1,755.00	8,367.75	14,250.00	-5,882.25
Materials	1,710.67	11,693.45	14,375.04	-2,681.59
Contracts	17,848.46	53,212.30	31,850.04	21,362.26
Total Maintenance	21,314.13	73,273.50	60,475.08	12,798.42
General				
Insurance	2,896.70	17,371.57	18,750.00	-1,378.43
Payment in Lieu of Tax	868.94	5,244.12	5,500.02	-255.90
Total General	3,765.64	22,615.69	24,250.02	-1,634.33
TOTAL EXPENSE	34,877.25	153,660.78	142,715.04	10,945.74
Net Income/Loss	4,646.88	-25,592.81	-32,169.96	6,577.15

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**Brainerd HRA
General Fund Operating Statement
June, 2023**

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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
General Fund Operating INCOME				
Management Fees	-97,291.60	-92,385.00	-87,501.92	-87,028.59
Interest Income	-2,794.63	-150.00	-23.92	-15.54
Other Income	-61,457.99	-67,970.02	-74,391.69	-45,658.87
TOTAL INCOME	-161,544.22	-160,505.02	-161,917.53	-135,932.00
EXPENSE				
Administrative				
Administrative Salaries	102,164.41	110,272.50	72,878.41	78,520.97
Legal	0.00	2,149.98	491.05	0.00
Staff Training	184.50	2,500.02	887.07	41.25
Travel	78.08	250.02	4.70	0.56
Auditing Fees	7,950.00	7,950.00	6,900.00	6,900.00
Sundry-Other Admin	3,312.13	4,449.96	5,075.56	2,844.50
Total Administration	113,689.12	127,572.48	86,236.79	88,307.28
Maintenance				
Maintenance Salaries	6,759.65	7,350.00	2,092.65	1,458.16
Contracts	6,332.91	4,630.02	5,109.44	1,076.03
Total Maintenance	13,092.56	11,980.02	7,202.09	2,534.19
General				
TIF Expense	0.00	64.98	30.00	30.00
Insurance	2,469.90	3,424.98	2,139.66	3,137.85
Employee Benefits	46,959.72	49,312.50	33,284.87	37,609.21
Other General Expense	0.00	12,499.98	1,997.10	3,750.00
Total General	49,429.62	65,302.44	37,451.63	44,527.06
TOTAL EXPENSE	176,211.30	204,854.94	130,890.51	135,368.53
Net Income/Loss	14,667.08	44,349.92	-31,027.02	-563.47

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Housing Rehab Proj Operating PY
Housing Rehab Operating Statement
June, 2023

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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Housing Rehab Operating INCOME				
Other Income	-129,073.58	-162,250.02	-98,408.60	-60,187.50
Grant Admin Revenue	-1,906.78	-9,375.00	0.00	0.00
TOTAL INCOME	-130,980.36	-171,625.02	-98,408.60	-60,187.50
EXPENSE				
Administrative				
Administrative Salaries	46,944.73	47,629.98	44,144.92	43,101.80
Legal	0.00	100.02	200.00	0.00
Staff Training	0.00	2,500.02	5.27	0.00
Travel	554.20	600.00	328.84	243.60
Other Admin Exp	2,664.16	3,010.00	2,542.09	2,435.49
Total Administration	50,163.09	53,840.02	47,221.12	45,780.89
Maintenance				
Contracts	81,629.80	90,000.00	59,585.00	39,579.88
Total Maintenance	81,629.80	90,000.00	59,585.00	39,579.88
General				
Insurance	367.49	300.00	552.29	507.32
Employee Benefits	16,693.84	20,860.02	19,599.61	16,692.06
Total General	17,061.33	21,160.02	20,151.90	17,199.38
TOTAL EXPENSE	148,854.22	165,000.04	126,958.02	102,560.15
Net Income/Loss	17,873.86	-6,624.98	28,549.42	42,372.65

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**Brainerd HRA
HCV Operating Statement
June, 2023**

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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-969,829.00	-750,000.00	-666,876.00	-750,402.00
Admin Fees Earned	-185,076.94	-166,117.02	-160,850.20	-137,191.35
Interest Income	-144.65	0.00	-1.35	-1.14
Other Income	-15,260.33	-14,775.00	-15,130.33	-19,803.52
TOTAL INCOME	-1,170,310.92	-930,892.02	-842,857.88	-907,398.01
EXPENSE				
Administrative				
Administrative Salaries	103,608.20	108,615.00	93,604.21	77,083.10
Legal	231.00	1,350.00	0.00	0.00
Staff Training	337.00	2,500.02	649.71	404.00
Travel	356.06	750.00	447.54	2.24
Accounting & Audit Fees	5,300.00	5,300.00	3,650.00	3,650.00
Sundry-Other Admin	3,369.41	3,412.44	3,510.15	2,193.90
Total Administration	113,201.67	121,927.46	101,861.61	83,333.24
Maintenance				
Contracts	12,153.76	10,819.98	6,811.74	4,079.57
Total Maintenance	12,153.76	10,819.98	6,811.74	4,079.57
General				
Insurance	3,119.64	3,167.52	3,054.18	3,131.56
Employee Benefits	55,952.95	57,677.52	50,413.09	44,891.86
Collection Losses	676.00	700.00	1,973.00	2,174.00
Other General Expense	568.50	844.98	648.12	579.78
Total General	60,317.09	62,390.02	56,088.39	50,777.20
HAP Payments				
HAP Payments Occupied	888,293.00	690,000.00	650,052.00	689,425.00
HAP Payments Home	15,425.00	15,000.00	17,292.00	19,001.00
FSS Escrow Voucher	54,629.00	30,000.00	22,206.99	12,369.00
HAP Payments Portable	12,015.00	15,000.00	13,412.00	15,456.00
Total HAP	970,362.00	750,000.00	702,962.99	736,251.00
TOTAL EXPENSE	1,156,034.52	945,137.46	867,724.73	874,441.01
Net Income/Loss	-14,276.40	14,245.44	24,866.85	-32,957.00

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Bridges Program PY
Bridges Operating Statement
June, 2023

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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Bridges Operating INCOME				
HAP Received MHFA	-40,780.00	-27,900.00	-19,397.00	-24,762.00
Admin Revenue	-4,080.00	-3,600.00	-2,880.00	-2,550.00
Operating Transfer	0.00	3,375.00	0.00	3,229.00
Total Income	-44,860.00	-28,125.00	-22,277.00	-24,083.00
EXPENSE				
Administrative				
Travel	57.01	199.98	32.79	0.56
Office Supplies	0.00	25.02	16.80	0.00
Total Administration	57.01	225.00	49.59	0.56
General				
Security Deposit Pmts	3,500.00	1,500.00	790.00	500.00
HAP Payment to Landlords	37,280.00	26,400.00	22,014.00	24,262.00
Total General	40,780.00	27,900.00	22,804.00	24,762.00
TOTAL EXPENSE	40,837.01	28,125.00	22,853.59	24,762.56
Net Income/Loss	-4,022.99	0.00	576.59	679.56

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Brainerd HRA
Public Housing Operating Statement
June, 2023

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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Public Housing Operating INCOME				
Dwelling Rental	-405,919.00	-418,690.02	-393,155.00	-372,715.00
Excess Utilities	-1,446.00	-1,560.00	-1,472.00	-1,440.00
Operating Subsidy	-186,925.50	-162,150.00	-161,241.00	-187,242.00
Investment Interest	-2,839.80	0.00	218.61	304.71
Lease Interest	-18,154.16	-21,362.52	0.00	0.00
Other Income	-125,791.78	-76,537.50	-72,237.02	-72,401.73
Other Income Tenants	-14,832.08	-11,875.02	-15,793.93	-8,157.75
Capital Fund Income	-66,000.00	-33,000.00	0.00	-47,872.80
Laundry Income	-10,256.75	-9,889.98	-11,427.82	-9,306.75
TOTAL INCOME	-832,165.07	-735,065.04	-655,108.16	-698,831.32
EXPENSE				
Administrative				
Administrative Salaries	156,625.29	164,010.00	133,888.67	138,351.33
Legal	6,420.20	6,499.98	1,792.82	3,157.24
Staff Training	7,100.40	7,000.02	1,214.04	866.75
Travel	75.59	499.98	1.17	7.84
Accounting & Audit Fees	14,102.50	13,250.00	9,441.51	9,212.50
Sundry-Other Admin	10,192.44	12,260.00	12,416.34	10,672.55
Total Administration	194,516.42	203,519.98	158,754.55	162,268.21
Tenant Services				
Rec Public and Other	0.00	2,475.00	0.00	0.00
Total Tenant Services	0.00	2,475.00	0.00	0.00
Utilities				
Water/Sewer	40,410.22	42,082.44	36,669.94	31,391.82
Electricity	31,462.92	42,825.00	29,284.99	27,307.73
Gas/Fuel	34,429.26	30,225.00	38,186.09	24,544.76
Total Utilities	106,302.40	115,132.44	104,141.02	83,244.31
Maintenance				
Labor	80,876.58	84,679.98	98,190.54	74,279.66
Materials	7,792.02	15,000.00	28,866.28	4,644.81
Contracts	119,845.01	107,595.06	96,425.95	88,816.11
Casualty Loss	18,384.63	0.00	0.00	0.00
Total Maintenance	226,898.24	207,275.04	223,482.77	167,740.58
General				
Insurance	50,739.48	55,125.00	49,756.74	51,986.89
Payment in Lieu of Tax	15,089.33	14,500.02	14,391.68	14,227.88
Employee Benefits	105,189.54	113,127.48	103,893.95	106,551.78
Lease Interest	157.51	182.52	0.00	0.00
Other General Expense	3,196.87	2,805.00	1,000.00	1,000.00
Total General	174,372.73	185,740.02	169,042.37	173,766.55
TOTAL EXPENSE	702,089.79	714,142.48	655,420.71	587,019.65
Net Income/Loss	-130,075.28	-20,922.56	312.55	-111,811.67

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Brainerd South Operating Statement
June, 2023

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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Brainerd South Operating				
INCOME				
Dwelling Rental	-135,023.00	-136,650.00	-128,338.00	-125,494.00
Rental Supplement	-26,619.60	-28,500.00	-28,046.00	-25,427.00
Investment Interest	-4,253.50	-375.00	25.86	57.95
Other Income	-9,265.89	-5,359.98	-13,163.54	-13,222.07
Laundry Income	-4,091.60	-4,000.02	-3,856.75	-3,535.25
TOTAL INCOME	-179,253.59	-174,885.00	-173,378.43	-167,620.37
EXPENSE				
Administrative				
Legal	1,361.32	2,500.02	8,333.45	8,552.24
Travel	0.00	49.98	0.00	0.00
Accounting & Audit Fees	6,142.00	6,090.00	5,512.50	5,250.00
Sundry-Other Admin	24,892.37	24,374.94	23,511.59	26,013.11
Total Administration	32,395.69	33,014.94	37,357.54	39,815.35
Utilities				
Water	6,327.42	9,660.00	6,472.59	5,091.04
Electricity	2,374.06	2,700.00	2,398.00	1,913.14
Gas/Fuel	16,674.42	12,615.00	17,141.73	10,132.37
Total Utilities	25,375.90	24,975.00	26,012.32	17,136.55
Maintenance				
Labor	8,367.75	14,250.00	2,613.86	7,760.40
Materials	11,693.45	14,375.04	10,933.69	11,639.67
Contracts	53,212.30	31,850.04	28,548.81	25,678.30
Total Maintenance	73,273.50	60,475.08	42,096.36	45,078.37
General				
Insurance	17,371.57	18,750.00	17,301.75	17,141.17
Payment in Lieu of Tax	5,244.12	5,500.02	4,862.80	5,195.43
Total General	22,615.69	24,250.02	22,224.18	23,098.65
TOTAL EXPENSE	153,660.78	142,715.04	127,690.40	125,128.92
Net Income/Loss	-25,592.81	-32,169.96	-45,688.03	-42,491.45

Brainerd Housing and Redevelopment Authority
Payment Summary Report
June 2023

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
6/1/2023	989	Jessica Mulroy	\$62.58
6/1/2023	990	Taylor Crocker	\$28.48
6/15/2023	991	Carrie Burrell	\$5.90
6/15/2023	992	Creo Block	\$102.51
6/15/2023	993	Eric Charpentier	\$3.14
6/15/2023	994	John Schommer	\$255.48
6/15/2023	995	Ryan Barnett	\$38.66
6/15/2023	996	Shannon Fortune	\$21.56
6/29/2023	997	Creo Block	\$27.51
6/1/2023	2161	Security Benefit	\$4,936.35
6/1/2023	2162	Minnesota State Retirement System	\$1,897.10
6/1/2023	2163	Health Savings Accounts	\$3,389.19
6/2/2023	2164	90 Degree Benefits Inc.	\$22,857.66
6/15/2023	2165	Health Savings Accounts	\$805.85
6/15/2023	2166	Harpers Payroll Service	\$10,518.68
6/15/2023	2167	Harpers Payroll Service	\$87.06
6/15/2023	2168	Security Benefit	\$4,936.35
6/15/2023	2169	Minnesota State Retirement System	\$1,897.09
6/29/2023	2170	Harpers Payroll Service	\$10,868.05
6/29/2023	2171	Harpers Payroll Service	\$91.22
6/29/2023	2172	Health Savings Accounts	\$805.85
6/29/2023	2173	Security Benefit	\$4,910.35
6/29/2023	2174	Minnesota State Retirement System	\$1,897.09
6/2/2023	2175	Payroc LLC	\$240.68
6/1/2023	25478	A Finishing Touch Painters	\$2,850.00
6/1/2023	25479	Brainerd Public Utilities	\$2,271.43
6/1/2023	25480	Bremer Bank Credit Card	\$1,814.00
6/1/2023	25481	CIGNA Health & Life Insurance Company	\$807.95
6/1/2023	25482	Capital One Commercial	\$750.06
6/1/2023	25483	CenterPoint Energy	\$5,189.84
6/1/2023	25484	Crow Wing Contracting LLC	\$15,005.00
6/1/2023	25485	Crow Wing Cty Recorder's Office	\$46.00
6/1/2023	25486	Dacotah Paper Co	\$1,302.88
6/1/2023	25487	Granite Pest Control, LLC	\$1,194.00
6/1/2023	25488	Handyman's, Inc.	\$306.59
6/1/2023	25489	Hillyard / Hutchinson	\$165.75
6/1/2023	25490	Home Depot Credit Services	\$141.86
6/1/2023	25491	Home Depot Supply	\$227.48
6/1/2023	25492	Kennedy & Graven, Chartered	\$794.50
6/1/2023	25493	Midwest Machinery Co	\$26.78
6/1/2023	25494	Mike's Tree Company LLC	\$891.25
6/1/2023	25495	Miller Testing & Consulting LLC	\$380.00
6/1/2023	25496	Pike Plumbing & Heating, Inc	\$11,400.62
6/1/2023	25497	T-Mobile	\$157.35
6/1/2023	25498	Viking Electric Supply, Inc	\$17.22
6/1/2023	25499	West Central Flooring	\$2,121.47
6/15/2023	25500	Ace Hardware	\$43.30
6/15/2023	25501	Atlas Abstract & Title	\$200.00
6/15/2023	25502	Borden Steinbauer Krueger & Knudson, PA	\$1,161.98
6/15/2023	25503	Brainerd Public Utilities	\$13,096.46
6/15/2023	25504	CTC	\$450.44
6/15/2023	25505	CenturyLink	\$110.54
6/15/2023	25506	City of Brainerd	\$5,705.25
6/15/2023	25507	College Drive Townhouses	\$1,097.01
6/15/2023	25508	Crow Wing County Sheriff's Office	\$75.00
6/15/2023	25509	Culligan	\$172.50
6/15/2023	25510	Cygnature Title Solutions LLC	\$20,000.00
6/15/2023	25511	Dearborn National	\$194.98
6/15/2023	25512	Granite Pest Control, LLC	\$338.00
6/15/2023	25513	HDS, LLC DBA Kanso Software	\$6,045.46
6/15/2023	25514	Hagman Inc.	\$1,260.00
6/15/2023	25515	Harpers Time & Attendance Division	\$58.50
6/15/2023	25516	Holden Electric Company Inc	\$818.60
6/15/2023	25517	Integrity Woodwork LLC	\$2,076.35

Brainerd Housing and Redevelopment Authority
Payment Summary Report
June 2023

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
6/15/2023	25518	Kennedy & Graven, Chartered	\$1,061.00
6/15/2023	25519	MN Elevator, Inc.	\$876.24
6/15/2023	25520	Master Trade Service Inc.	\$19,000.00
6/15/2023	25521	Mike Jones	\$69.10
6/15/2023	25522	Northland Fire Protection	\$768.85
6/15/2023	25523	Office Shop	\$1,088.60
6/15/2023	25524	Ratwik, Roszak & Maloney, P.A.	\$231.00
6/15/2023	25525	Synchrony Bank (Mills Fleet Farm)	\$60.03
6/15/2023	25526	The Cleaning Bee LLC	\$495.00
6/15/2023	25527	Trail Ridge Townhomes	\$390.00
6/15/2023	25528	Turf & More	\$675.00
6/15/2023	25529	VSP	\$42.70
6/15/2023	25530	Waste Partners, Inc.	\$3,005.29
6/15/2023	25531	West Central Flooring	\$280.00
6/15/2023	25532	Wex Health	\$8.50
6/15/2023	25533	Xtona	\$1,130.00
6/21/2023	25534	Tenant Refund	\$59.67
6/28/2023	25535	Brainerd Public Utilities	\$3,124.77
6/28/2023	25536	Bremer Bank Credit Card	\$2,999.76
6/28/2023	25537	Builders FirstSource	\$236.69
6/28/2023	25538	CIGNA Health & Life Insurance Company	\$807.95
6/28/2023	25539	CenterPoint Energy	\$1,586.20
6/28/2023	25540	Cintas	\$271.52
6/28/2023	25541	Granite Pest Control, LLC	\$1,666.00
6/28/2023	25542	Handyman's, Inc.	\$313.58
6/28/2023	25543	Holden Electric Company Inc	\$120.75
6/28/2023	25544	Home Depot Supply	\$346.10
6/28/2023	25545	Life Insurance Company of North America	\$41.35
6/28/2023	25546	Midwest Machinery Co	\$30.99
6/28/2023	25547	Paper Storm	\$52.00
6/28/2023	25548	Siemens Industry, Inc.	\$1,180.00
6/28/2023	25549	Strike Painting & Finishing	\$450.00
6/28/2023	25550	T-Mobile	\$155.77
6/28/2023	25551	The Hartford	\$331.09
6/28/2023	25552	Yde's Major Appliance	\$99.90
6/29/2023	25553	Fireline Sprinkler Corp	\$1,143.75
		Report Total	\$215,649.94



To: Brainerd HRA Board Members
From: Tania Eller, Rental Assistance Manager
Date: July 18, 2023
RE: Housing Choice Voucher Programs Report

HCV Report

Please see the attached reports.

Our Unit Months Leased (UML) through June is 106% and HAP utilization through June is 59%.

Bridges Report

Please see the attached report.

We have 12 families on our program with a monthly HAP payment of \$6,626.

Family Self-Sufficiency (FSS) Report

Please see the attached report.

We have 50 families on our program. We have 28 families currently escrowing a total of \$10,179 per month.

No Action Requested; Discussion Items

June Housing Choice Voucher Programs (HCV)

<u>Voucher Allocation</u>	325
June Move-ins	1
June Move-outs	6
June Vouchers - looking for housing	1
June Vouchers - first day of month	328
Average Vouchers to date	345
Unit Months Leased	106%
HAP Utilization through 6/30/2023	59%

Reasons For Leaving Program

Voluntarily Left	4
Terminated	1
Port	1

Payments

Housing Assistance Payment (HAP)	\$156,916
June HUD Administrative Fee	\$20,171

Port Out Vouchers

	1
St. Cloud HRA, Mpls HRA	\$1,367

Homeownership

	7
Homeownership HAP	\$2,694

FYI Vouchers

	1
FYI Vouchers HAP	\$127

Length of Time on Program

< 1 year	25%
< 2 years	15%
< 3 years	7%
< 4 years	9%
< 5 years	6%
> 5 years	38%

Demographics

Elderly Households	104
Disabled/Handicapped Households	165
Families with Children	114
Average Annual Income	\$16,027
Average HAP	\$442

Waiting List Total

	274
Crow Wing County Preference	214
Non Preference	60



Bridges Program June 2023

Summary

- Tenants leased up in units: 12
- Participants issued a Voucher & searching for a unit: 3
- Notified: 0
- Participants receiving HCV voucher: 0
- Participants giving up Bridges voucher: 0
- Tenants Residing Counties:
 - Cass County: 1
 - Morrison: 0
 - Aitkin: 0
 - Crow Wing: 11
 - Todd:
 - Wadena:

Total HAP Payment: \$6,626.00

Additional Info: no additional information at this time.

Family Self-Sufficiency Program June 2023

Summary

- Active FSS participants: 50
- Tenants going OFF for month: 1
- Tenants going ON for month: 1
- New tenants ESCROWING: 3
- Total number of FSS participants escrowing monthly: 28
- Total amount of escrow: \$10,179.00
- Total combined amount of monthly escrow:
\$126,356.65
-

Update: no additional information at this time.



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

Vacancy Report for June 2023

Please see attachment.

Monthly Property Performance Report for June 2023

Please see attachment.

ROSS Program Updates

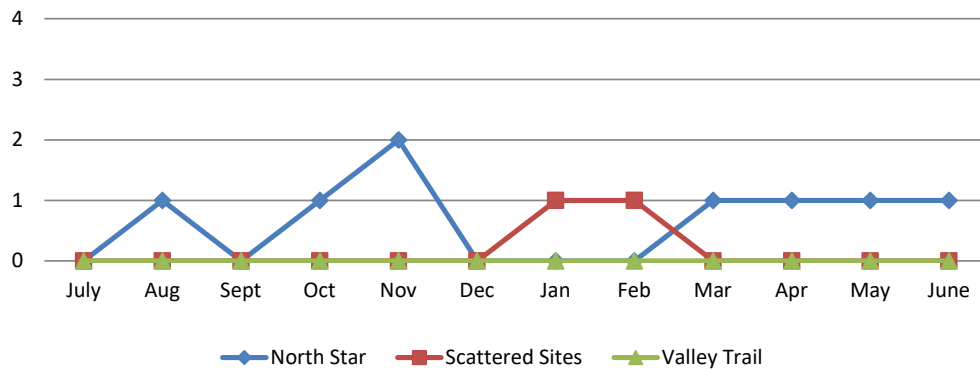
- 15 active participants in the ROSS program; 0 newly enrolled participants; 0 exited participants.
- 9 new contacts with non-enrolled residents for more limited resource/referral work.
- Food Program Participation
 - SNAP Food Boxes: 26 residents; shelf-stable box; elderly tenants only.
 - Catholic Charities: 11 residents; 200 frozen meals (10 - 30 each); elderly tenants only
- Activities Recap:
 - Humana-hosted health seminar "Boost Your Mood With Food & Fitness"(6); Senior Linkage Line hosted an information/resource session (7). Patsy has been spending time walking around or sitting in common areas in an effort to help make herself more available to tenants, which has been well-received. Upcoming events will focus on employment opportunities, community service requirements, and pet/animal topics.
- Facebook Stats:
 - 5 new posts on the ROSS Facebook page this past month, which reached 13 individuals, with no likes, comments, or click-throughs, and no additional sharing of the posts.

No Action Requested; Discussion Items

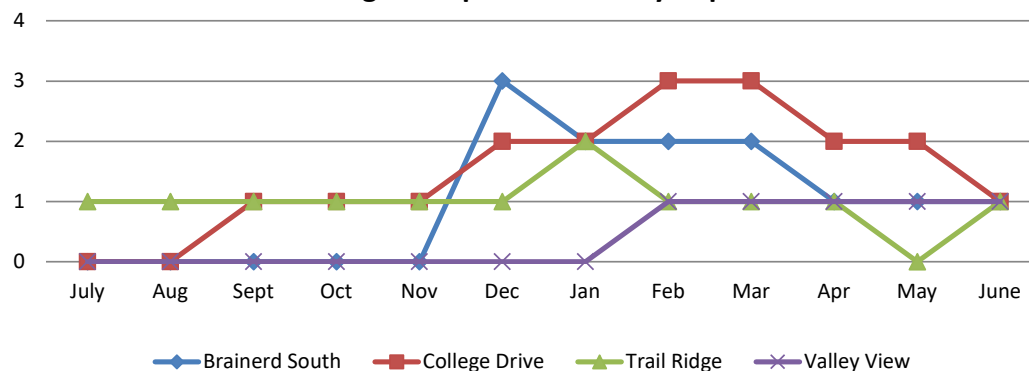
Brainerd HRA 2023 Vacancy Report

	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
Jan 31	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%
Feb 28	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%
March 31	1	0	0	1	2	3	1	1
March %	0.62%	0.00%	0.00%	0.49%	3.33%	12.50%	5.56%	5.00%
April 30	1	0	0	1	1	2	1	1
April %	0.62%	0.00%	0.00%	0.49%	1.67%	8.33%	5.56%	5.00%
May 31	1	0	0	1	1	2	0	1
May %	0.62%	0.00%	0.00%	0.49%	1.67%	8.33%	0.00%	5.00%
June 30	1	0	0	1	1	1	1	1
June %	0.62%	0.00%	0.00%	0.49%	1.67%	4.17%	5.56%	5.00%
July 31								
July %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Aug 31								
Aug %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Sept 30								
Sept %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Oct 31								
Oct %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Nov 30								
Nov %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dec 31								
Dec %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total	4	2	0	6	9	13	6	5
%	0.41%	2.08%	0.00%	0.49%	2.50%	9.03%	5.56%	4.17%

Public Housing Vacancy Report



Managed Properties Vacancy Report



Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report June 2023

1. Property Narrative

2. Physical Occupancy

Unit Size	Total Units	Occupied Units	Mod Rehab	Make Ready	Vacant Units	Percent Occupied
North Star	162	161	n/a	n/a	1	99%
Valley Trail	25	25	n/a	n/a	0	100%
Scattered Sites	16	16	n/a	n/a	0	100%
TOTAL	203	202	0	0	1	100%

3. Customer Traffic

Applications Requested	28
Applications Placed on PH Wait List	12
Applications Denied on PH Wait List	14

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	90	0	3	0
2 bdrm	14	31	0	0	0
3 bdrm	24	30	0	0	0
4 bdrm	5	8	0	0	0
TOTAL	203	159	0	3	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	2	12
Move-Outs	2	11

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
NS#515	1BR	early August	Yes

7. Recertifications

Interim Recertifications	3
Annual Recertifications	3
Completed for this month	6

8. Annual Unit Inspections

Total units to be inspected this year	203
Number completed start of month	0
Number inspected for the month	0
Number completed year-to-date	0
Total left to be inspected this year	41
Have all building system inspections been completed?	In Process
If yes, please enter date	n/a

9. Lease Enforcements

Lease warnings/violations issued	7
30-day lease terminations	4

10. Evictions

Resident	Reason	Summons Date	Judgment Action
NS#616	Non-Payment	TBD	TBD
NS#904	Criminal/Non-Payment	TBD	TBD

11. Non-Emergency Work Orders

Beginning Balance	7
Received	75
Closed	74
Ending Balance	8
Total Completed Work Orders for Year	519

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	3	11
Completed within 24 hours	3	11
Percent completed within 24 hours	100%	100%

13. Rent Collection

	This Month
Rent Charges	69,659
Other Charges	1,911
Total New Charges	71,570
Arrears, tenants in possession	816

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	650
Current Rent Charges	69,659
Current Rent Collections	69,009
Accounts Receivable Rate	1%
Collection Rate	99%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	3,918
Prior Rent Charges	827,769
Collection Rate	100%



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

SE Brainerd SCDP Application

We received notice in DEED's SCDP Quarterly Newsletter that the SCDP Unit will be announcing 2023 grant awards once HUD approves the State's 2023 Annual Action Plan and releases the State of Minnesota's CDBG allocation to DEED.

MHFA

We received another request for a MHFA Rehabilitation Loan Program (RLP) loan for a disabled household in Morrison County. TCC helped the applicant submit a complete application packet to Kristin with their information and they would qualify. The board has previously approved administering loans in Morrison County but did limit it to the more northern part of the county, this loan is in the west side of Little Falls. We currently have two other active loans in Morrison County and have closed one.

Brainerd Oaks/Serene Pines/Dalmar Estates

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	66	62	0	3
Serene Pines	24	21	18	0	3
Dalmar Estates	7	4	3	0	0

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

Action Requested; Approve staff administering MHFA rehab loans in Morrison County.

July 17th, 2023**1.CURRENT PROJECTS IN PROCESS**

	HTF	MHFA	SCDP	Total
City of Brainerd	2	3	*	5

**City of Brainerd SE SCDP Grant was applied for May 1st, 2023 asking:
8 Owner-Occupied & 12 Single Family Rental Rehab Projects*

2.BRAINERD - CROW WING COUNTY HRA HOUSING TRUST FUND LOANS

	App. Request	App. Review	Inspection Scheduled	Work Writeup/ Review	Prebid Mtg.	Out for Bid	Closing Loan Scheduled	Under Constr.	Complete
Down Payment Assistance							1		6
Owner Occupied Rehab						2		1	3

3.BRAINERD - MINNESOTA HOUSING LOANS - Rehab Loan Program (RLP)/Emergency Loan Program (ELP)

	App. Request	App. Review	Inspection Scheduled	Work Writeup/ Review	Prebid Mtg.	Out for Bid	Closing Loan Scheduled	Under Constr.	Complete
Owner Occupied Rehab	2	1						2	1

4. COMPLETED PROJECTS

	HTF (DP/OO)	MHFA	SCDP	Total
January-December 2022	3/2	1	-----	7
January-December 2023	1/1	1	-----	3
Total				10



To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: July 26th, 2023
Re: Executive Director Report

Relocation Possibilities

Department Head staff did a walk through of the building adjacent to our office to get an idea of what the space could be transformed into and to see if there was interest in pursuing an opportunity to purchase the building to relocate our offices. The current owners of the building were willing to share their architectural drawings of the building with us as well so we have taken that opportunity to start brainstorming ways to improve the layout of the building to see if it would ultimately fit our needs. We are going to have an engineering firm look at the building specs along with our rough ideas of a remodel to see if it is feasible before we bring a recommendation back to the board to see if we want to keep pursuing this option.

Software Upgrade

An internal working group has been looking at options for upgrading our housing and financial software due to the planned obsolescence of our current platforms. Our current housing software provider does have a new database that they are promoting but at this time it does not have everything that we are looking for as we ideally would have one system combining our financial operations, housing, and rehab into one database. The working group recently received pricing on a vendor that would be able to combine all our data into one database. We are currently reviewing the governmental pricing that we have access to through Sourcewell and will be deciding during our budget review for 2024 to decide if we will be able to move forward with implementation in the later half of 2024.

No Action Requested; Discussion Items