



To: Brainerd HRA Board Members
 From: Shannon Fortune, Housing Manager
 Date: Oct-25-2023
 Re: Payment Standard Increases

HUD has published the FY2024 Fair Market Rents (FMRs), prompting a review of our current payment standards, which must be between 90% - 110% of the FMRs.

In 2022 we increased our payment standards to the highest threshold with the hope that more households would be able to utilize a voucher as they compete to lease up available rentals in the community. This strategy no doubt contributed to the incredibly successful lease up in 2023.

At this time, we are recommending that we increase our payment standards to remain at the 110% level, which are shown in the table below.

	0BR	1BR	2BR	3BR	4BR
FY2023 FMR	\$665	\$755	\$994	\$1,280	\$1,397
FY2023 Payment Standard	\$730	\$830	\$1,090	\$1,400	\$1,530
FY2024 FMR	\$748	\$840	\$1,104	\$1,373	\$1,556
FY2024 Payment Standard <i>Recommended at 110%</i>	\$820	\$920	\$1,210	\$1,510	\$1,710

Action Requested: Adopt 2024 Payment Standards

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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: October 18, 2023
Re: October Financial Report

Please find attached the financial information for September 2023.

Capital Fund Program (CFP) Operating Draws

Reflected in the September Public Housing financials is \$133,804 in Capital Fund Income. Due to the potential federal government shutdown last month, we drew down the 2020, 2021 and 2022 CFP operations dollars into the Public Housing operating account. These funds were required to be drawn down the first half of next year – so we just processed the draws a few months ahead of schedule.

2024 Budget Preparation

Staff are working on the 2024 budgets, which will be presented at the November board meeting.

Action Requested: Motion for approval of payments as presented.

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September 2023 Operating Account Balances

Property/Program	September 2022	August 2023	September 2023
General Fund	\$449,362.03	\$511,244.55	\$501,028.15
Housing Rehab Program	\$188,979.49	\$193,368.73	\$176,439.45
Bridges	\$5,135.21	-\$1,593.31	\$6,469.69
Crow Wing County HRA	\$1,732,089.64	\$1,996,423.95	\$1,956,796.79
Public Housing	\$800,087.62	\$1,016,018.75	\$1,248,595.58
Brainerd South	\$47,442.01	\$37,425.97	\$51,123.47
Housing Choice Voucher	\$67,082.76	\$38,818.31	\$21,184.88
Total	\$3,290,178.76	\$3,791,706.95	\$3,961,638.01

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Brainerd Housing & Redevelopment Authority

2023 Ratios

(and December, 2022)

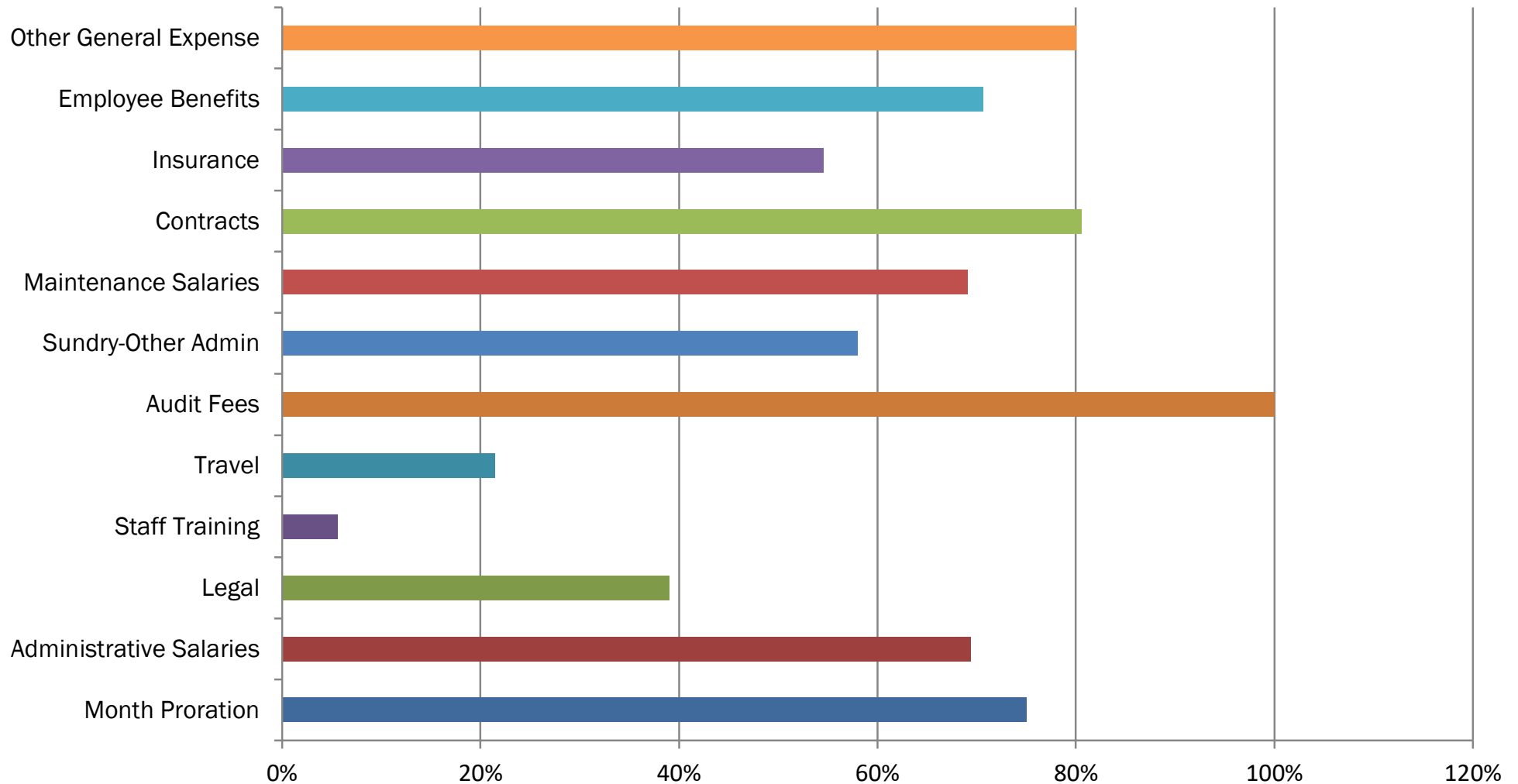
FASS Ratios	Max Pts	Scoring	Dec 2022 After YE JE, B4 audit	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Quick Ratio	12	QR <1 = 0, QR >2 =12	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Months Expended Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00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

MASS Ratios	Max Pts	Scoring										
Occupancy	16	O <90% =0, O >98% =16	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00
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	2.00	2.00	2.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Total Points	25		25.00	20.00	20.00	20.00	20.00	20.00	20.00	22.00	22.00	22.00
Total of Above Ratios	50		50.00	45	45	45	45	45	45	47	47	47

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

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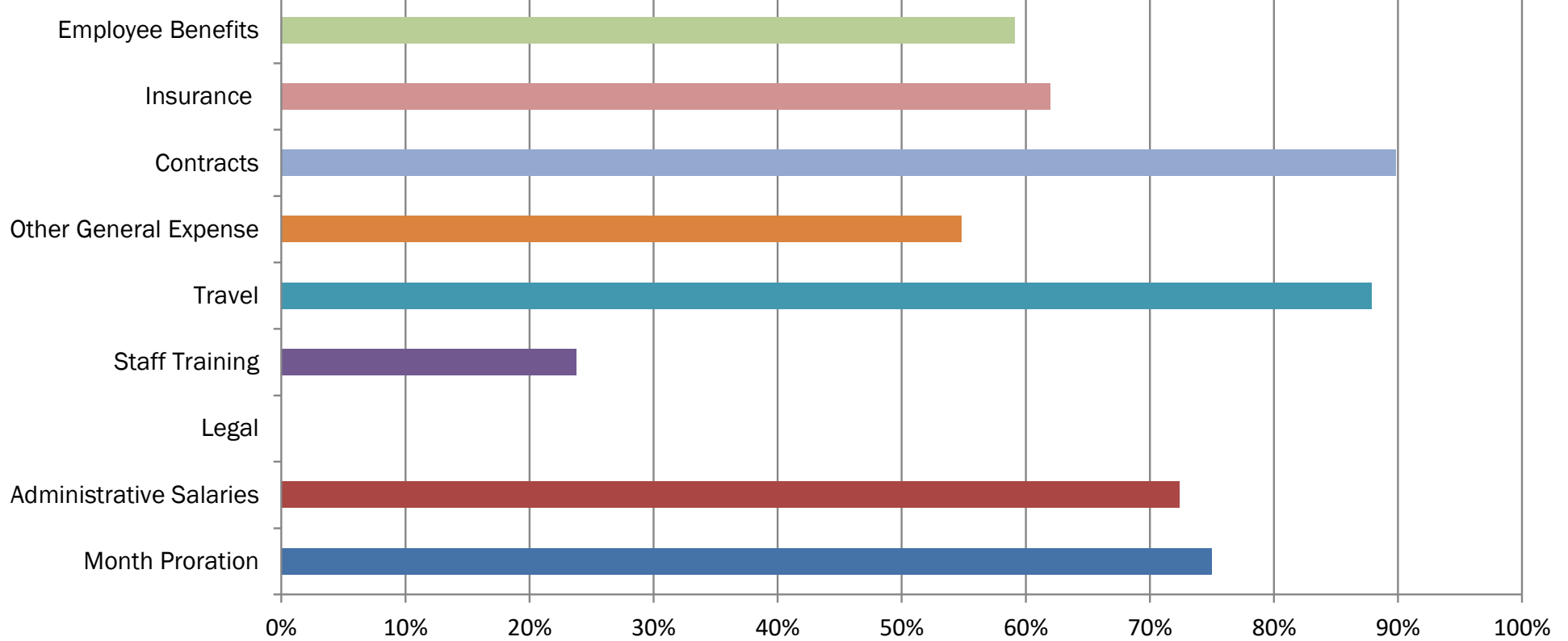
September 2023 YTD General Fund Expense/Annual Budget Comparison



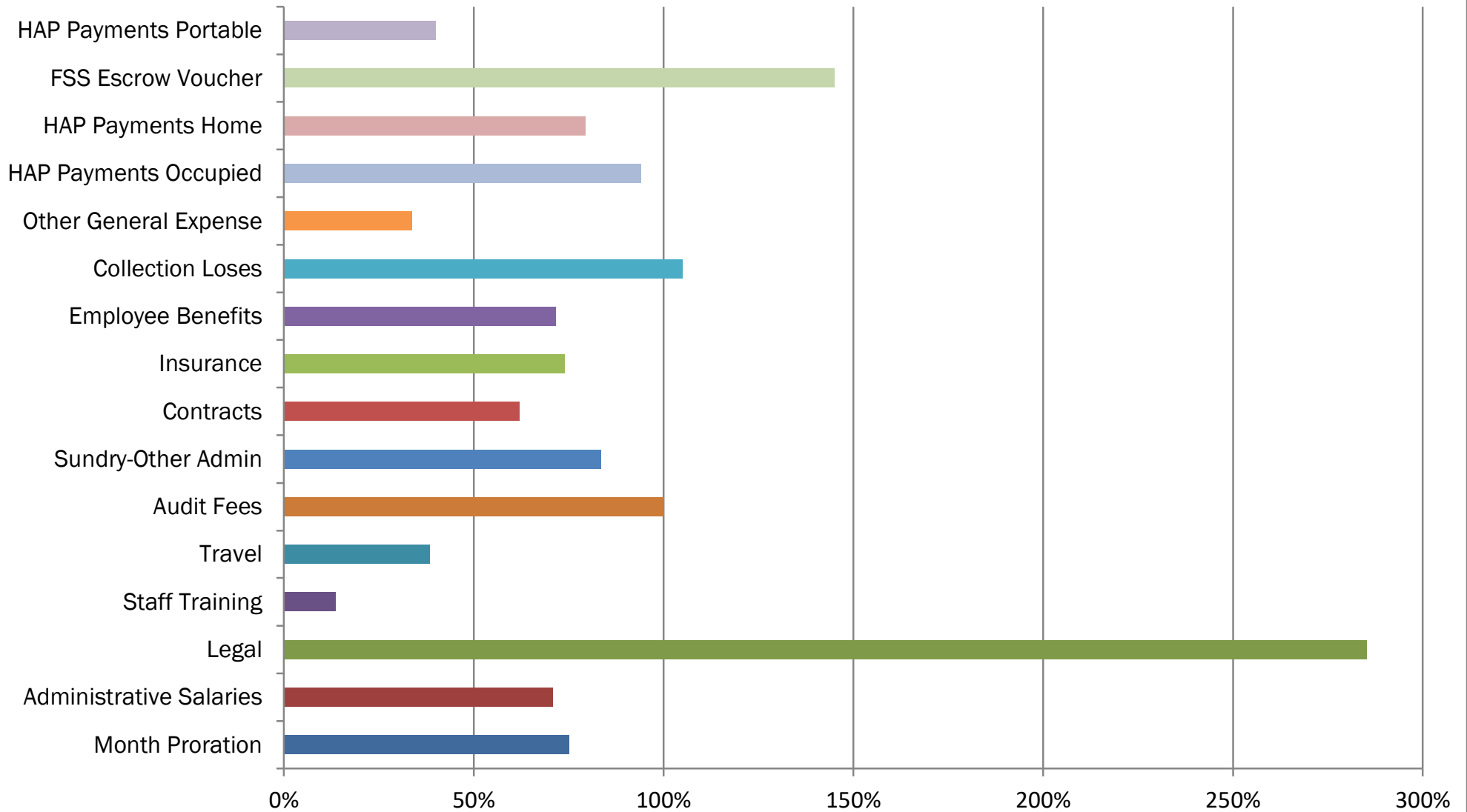
Audit Fees: Audit was completed.

Contracts: Quarterly HR Fees to the City of Brainerd.

September 2023 YTD Housing Rehab Expense/Annual Budget Comparison

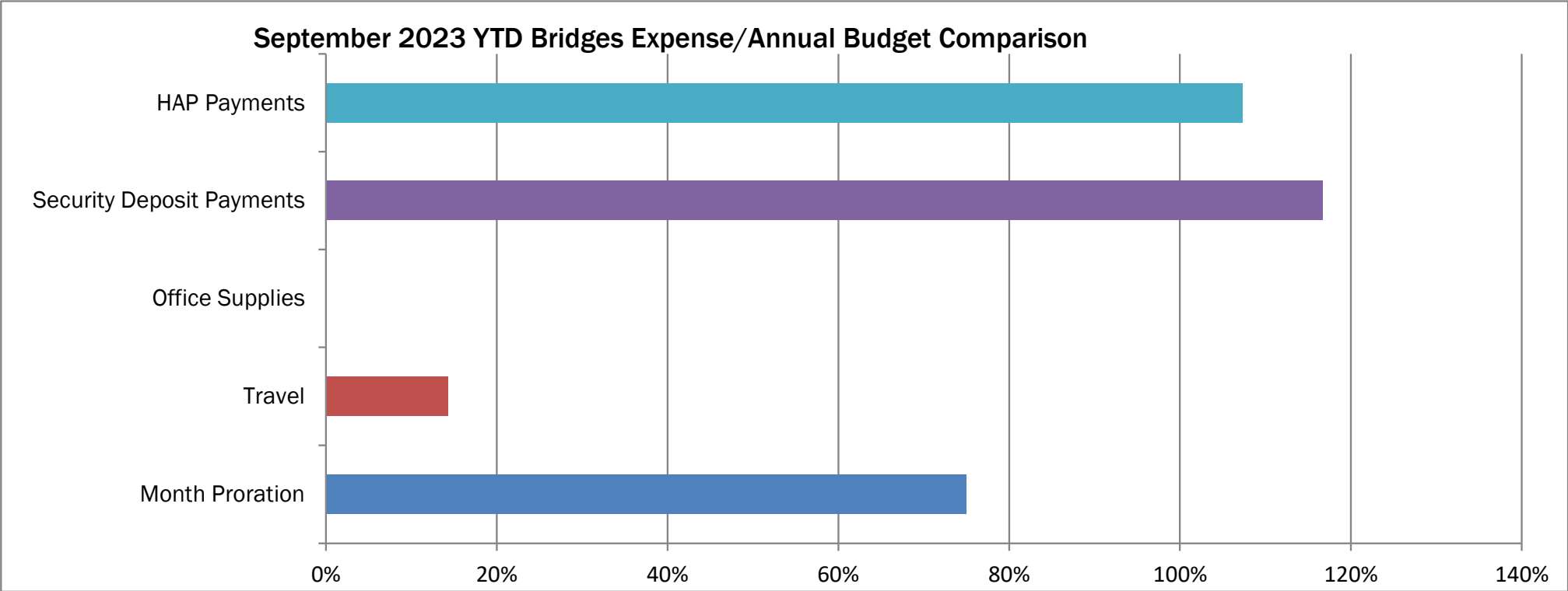


September 2023 YTD Housing Choice Voucher Expense/Annual Budget Comparison



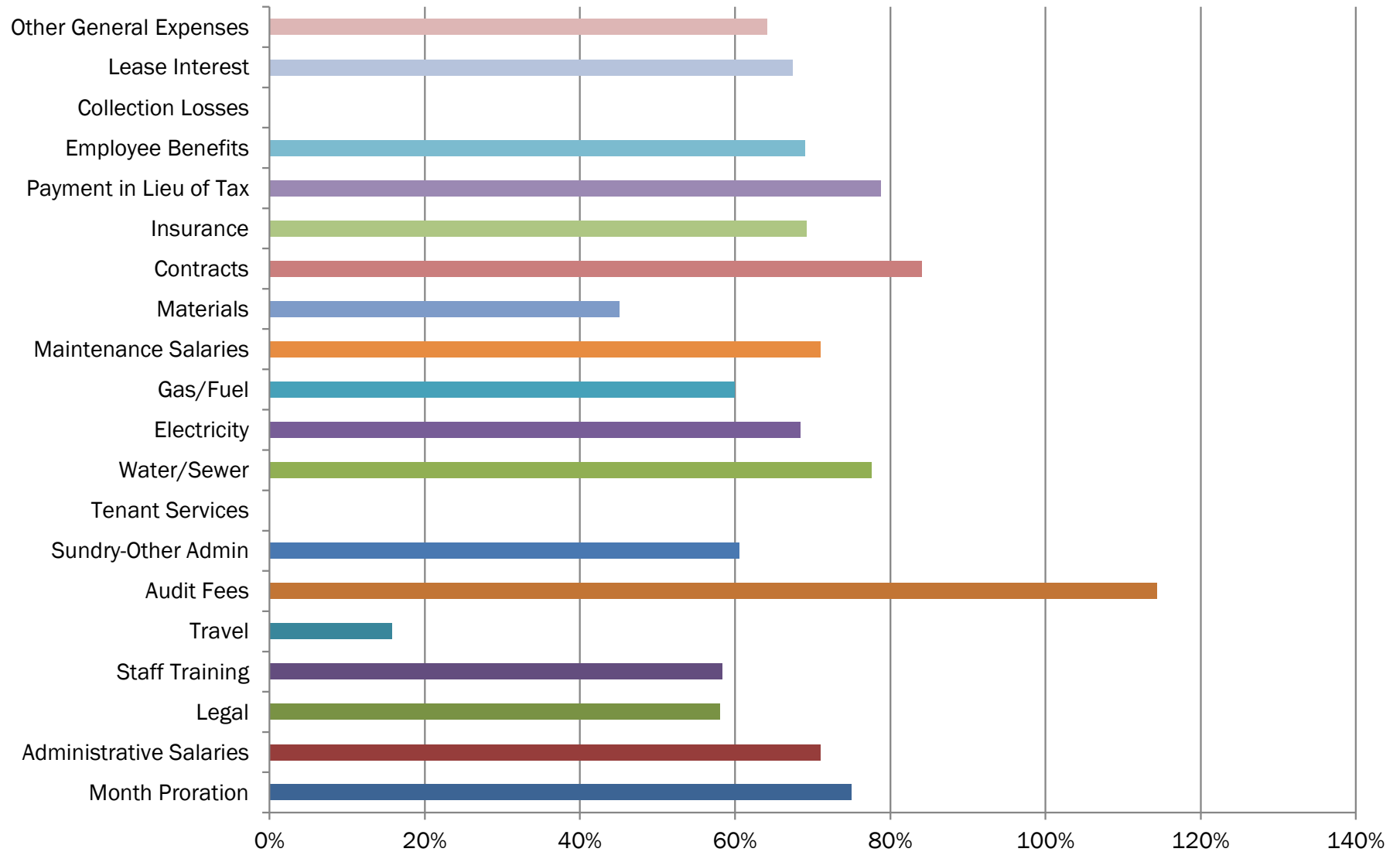
Audit Fees: Audit was completed.

Legal: Due to Human Resources issues.



Security Deposit Payments: Paid four security deposits.

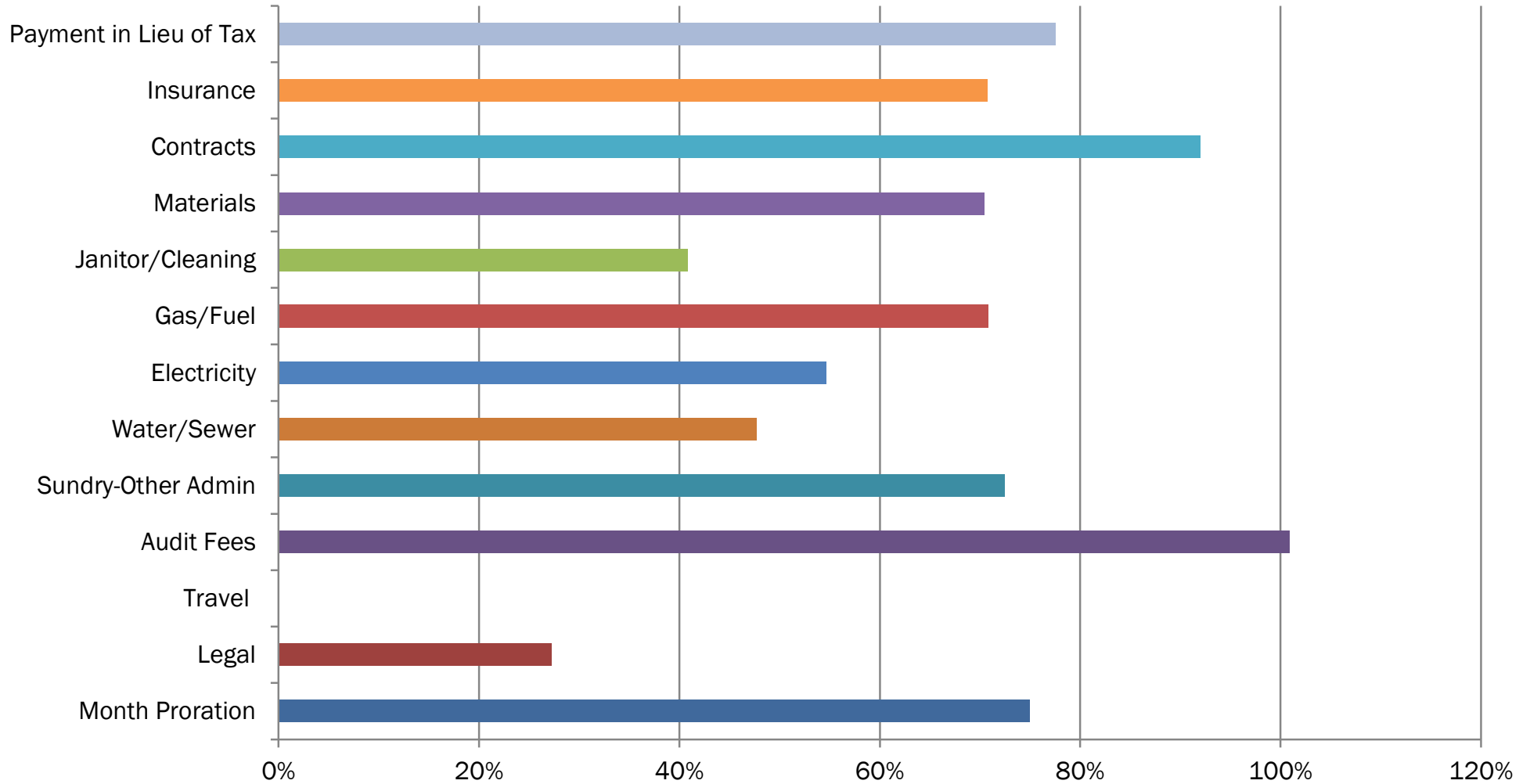
September 2023 YTD Public Housing Expense/Annual Budget Comparison



Audit Fees: Audit completed to date.

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

September 2023 YTD Brainerd South Expense/Annual Budget Comparison



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
September, 2023

Page: 1

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	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating INCOME				
Management Fees	-16,612.26	-146,797.56	-138,577.50	-8,220.06
Interest Income	-1,017.59	-6,118.70	-225.00	-5,893.70
Other Income	0.00	-90,881.36	-105,852.53	14,971.17
TOTAL INCOME	-17,629.85	-243,797.62	-244,655.03	857.41
EXPENSE				
Administrative				
Administrative Salaries	17,037.09	153,050.68	165,408.75	-12,358.07
Legal	0.00	1,677.50	3,224.97	-1,547.47
Staff Training	0.00	279.50	3,750.03	-3,470.53
Travel	0.00	107.20	375.03	-267.83
Auditing Fees	0.00	7,950.00	7,950.00	0.00
Sundry-Other Admin	626.79	4,988.34	6,449.94	-1,461.60
Total Administration	17,663.88	168,053.22	187,158.72	-19,105.50
Maintenance				
Maintenance Salaries	1,131.62	10,154.51	11,025.00	-870.49
Contracts	261.52	7,457.85	6,945.03	512.82
Total Maintenance	1,393.14	17,612.36	17,970.03	-357.67
General				
TIF Expense	0.00	36.50	97.47	-60.97
Insurance	442.19	3,735.39	5,137.47	-1,402.08
Employee Benefits	7,613.58	69,713.70	73,968.75	-4,255.05
Other General Expense	0.00	20,011.68	18,749.97	1,261.71
Total General	8,055.77	93,497.27	97,953.66	-4,456.39
TOTAL EXPENSE	27,112.79	279,162.85	303,082.41	-23,919.56
Net Income/Loss	9,482.94	35,365.23	58,427.38	-23,062.15

Housing Rehab Operating Statement

September, 2023

	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-10,000.00	-198,252.36	-243,375.03	45,122.67
Grant Admin Revenue	0.00	-5,686.23	-14,062.50	8,376.27
TOTAL INCOME	-10,000.00	-203,938.59	-257,437.53	53,498.94
EXPENSE				
Administrative				
Administrative Salaries	7,327.20	68,926.35	71,444.97	-2,518.62
Legal	0.00	0.00	150.03	-150.03
Staff Training	0.00	1,190.00	3,750.03	-2,560.03
Travel	189.30	1,054.64	900.00	154.64
Other Admin Exp	17.50	3,217.71	4,427.50	-1,209.79
Total Administration	7,534.00	74,388.70	80,672.53	-6,283.83
Maintenance				
Contracts	16,739.00	161,737.80	135,000.00	26,737.80
Total Maintenance	16,739.00	161,737.80	135,000.00	26,737.80
General				
Insurance	4.29	371.78	450.00	-78.22
Employee Benefits	2,651.99	24,649.80	31,290.03	-6,640.23
Total General	2,656.28	25,021.58	31,740.03	-6,718.45
TOTAL EXPENSE	26,929.28	261,148.08	247,412.56	13,735.52
Net Income/Loss	16,929.28	57,209.49	-10,024.97	67,234.46

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

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

	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-161,185.00	-1,473,242.00	-1,125,000.00	-348,242.00
Admin Fees Earned	-60,689.25	-316,447.19	-249,175.53	-67,271.66
Interest Income	-56.19	-290.47	0.00	-290.47
Other Income	-624.00	-19,000.32	-22,162.50	3,162.18
TOTAL INCOME	-222,554.44	-1,808,979.98	-1,396,338.03	-412,641.95
EXPENSE				
Administrative				
Administrative Salaries	16,710.04	153,738.21	162,922.50	-9,184.29
Legal	4,868.87	7,701.19	2,025.00	5,676.19
Staff Training	0.00	682.00	3,750.03	-3,068.03
Travel	25.55	576.42	1,125.00	-548.58
Accounting & Audit Fees	0.00	5,300.00	5,300.00	0.00
Sundry-Other Admin	573.45	4,761.22	4,462.41	298.81
Total Administration	22,177.91	172,759.04	179,584.94	-6,825.90
Maintenance				
Contracts	487.86	13,421.00	16,229.97	-2,808.97
Total Maintenance	487.86	13,421.00	16,229.97	-2,808.97
General				
Insurance	531.20	4,690.72	4,751.28	-60.56
Employee Benefits	8,878.09	82,587.24	86,516.28	-3,929.04
Collection Losses	1,947.00	2,623.00	700.00	1,923.00
Other General Expense	0.00	568.50	1,267.47	-698.97
Total General	11,356.29	90,469.46	93,235.03	-2,765.57
HAP Payments				
HAP Payments Occupied	134,662.00	1,297,841.00	1,035,000.00	262,841.00
HAP Payments - Port In	770.00	2,310.00	0.00	2,310.00
HAP Payments Home	2,764.00	23,824.00	22,500.00	1,324.00
FSS Escrow Voucher	11,717.00	87,044.00	45,000.00	42,044.00
HAP Payments Portable	0.00	12,015.00	22,500.00	-10,485.00
Total HAP	149,913.00	1,423,034.00	1,125,000.00	298,034.00
TOTAL EXPENSE	183,935.06	1,699,683.50	1,414,049.94	285,633.56
Net Income/Loss	-38,619.38	-109,296.48	17,711.91	-127,008.39

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**Bridges Program
Bridges Operating Statement
September, 2023**

Page: 1
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	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Received MHFA	-12,914.00	-60,151.00	-41,850.00	-18,301.00
Admin Revenue	-1,606.00	-6,489.00	-5,400.00	-1,089.00
Operating Transfer	0.00	0.00	5,062.50	-5,062.50
Total Income	-14,520.00	-66,640.00	-42,187.50	-24,452.50
EXPENSE				
Administrative				
Travel	0.00	57.01	299.97	-242.96
Office Supplies	0.00	0.00	37.53	-37.53
Total Administration	0.00	57.01	337.50	-280.49
General				
Security Deposit Pmts	0.00	3,500.00	2,250.00	1,250.00
HAP Payment to Landlords	6,457.00	56,651.00	39,600.00	17,051.00
Total General	6,457.00	60,151.00	41,850.00	18,301.00
TOTAL EXPENSE	6,457.00	60,208.01	42,187.50	18,020.51
Net Income/Loss	-8,063.00	-6,431.99	0.00	-6,431.99

**Brainerd HRA
Public Housing Operating Statement
September, 2023**

	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-71,864.00	-621,264.00	-628,035.03	6,771.03
Excess Utilities	-744.00	-3,694.00	-3,900.00	206.00
Operating Subsidy	-95,485.00	-345,912.00	-243,225.00	-102,687.00
Investment Interest	-1,574.83	-6,982.10	0.00	-6,982.10
Lease Interest	-3,530.60	-28,806.57	-32,043.78	3,237.21
Other Income	-23,270.03	-422,102.69	-114,806.25	-307,296.44
Other Income Tenants	-1,504.50	-21,313.08	-17,812.53	-3,500.55
Capital Fund Income	-133,804.00	-199,804.00	-49,500.00	-150,304.00
Laundry Income	-1,785.00	-15,533.00	-14,834.97	-698.03
TOTAL INCOME	-333,561.96	-1,665,411.44	-1,104,157.56	-561,253.88
EXPENSE				
Administrative				
Administrative Salaries	25,471.74	233,040.54	246,015.00	-12,974.46
Legal	705.00	7,540.20	9,749.97	-2,209.77
Staff Training	86.79	8,177.69	10,500.03	-2,322.34
Travel	0.00	157.72	749.97	-592.25
Accounting & Audit Fees	0.00	15,152.50	13,250.00	1,902.50
Sundry-Other Admin	1,354.77	13,574.93	17,165.00	-3,590.07
Total Administration	27,618.30	277,643.58	297,429.97	-19,786.39
Tenant Services				
Rec Public and Other	0.00	0.00	3,712.50	-3,712.50
Total Tenant Services	0.00	0.00	3,712.50	-3,712.50
Utilities				
Water/Sewer	7,920.07	65,326.89	63,123.66	2,203.23
Electricity	9,827.39	58,566.29	64,237.50	-5,671.21
Gas/Fuel	860.83	36,263.64	45,337.50	-9,073.86
Total Utilities	18,608.29	160,156.82	172,698.66	-12,541.84
Maintenance				
Labor	13,187.66	120,333.26	127,019.97	-6,686.71
Materials	1,406.82	13,539.62	22,500.00	-8,960.38
Contracts	17,558.57	180,827.52	161,392.59	19,434.93
Casualty Loss	0.00	18,384.63	0.00	18,384.63
Total Maintenance	32,153.05	333,085.03	310,912.56	22,172.47
General				
Insurance	8,616.37	76,269.01	82,687.50	-6,418.49
Payment in Lieu of Tax	2,557.69	22,847.52	21,750.03	1,097.49
Employee Benefits	17,080.29	156,177.80	169,691.22	-13,513.42
Lease Interest	28.98	245.98	273.78	-27.80
Other General Expense	133.95	3,598.72	4,207.50	-608.78
Total General	28,417.28	259,139.03	278,610.03	-19,471.00
TOTAL EXPENSE	106,796.92	1,030,024.46	1,063,363.72	-33,339.26
Net Income/Loss	-226,765.04	-635,386.98	-40,793.84	-594,593.14

Brainerd South Operating Statement
September, 2023

	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-24,030.00	-207,131.00	-204,975.00	-2,156.00
Rental Supplement	-4,742.00	-40,495.60	-42,750.00	2,254.40
Investment Interest	-1,605.11	-9,380.04	-562.50	-8,817.54
Other Income	-183.32	-10,115.88	-8,039.97	-2,075.91
Laundry Income	0.00	-5,448.85	-6,000.03	551.18
TOTAL INCOME	-30,560.43	-272,571.37	-262,327.50	-10,243.87
EXPENSE				
Administrative				
Legal	0.00	1,361.32	3,750.03	-2,388.71
Travel	0.00	0.00	74.97	-74.97
Accounting & Audit Fees	0.00	6,142.00	6,090.00	52.00
Sundry-Other Admin	4,022.42	36,346.07	36,562.41	-216.34
Total Administration	4,022.42	43,849.39	46,477.41	-2,628.02
Utilities				
Water	0.00	9,209.43	14,490.00	-5,280.57
Electricity	0.00	2,952.34	4,050.00	-1,097.66
Gas/Fuel	561.89	17,867.29	18,922.50	-1,055.21
Total Utilities	561.89	30,029.06	37,462.50	-7,433.44
Maintenance				
Labor	1,134.00	11,643.75	21,375.00	-9,731.25
Materials	1,521.54	20,253.35	21,562.56	-1,309.21
Contracts	3,092.86	58,603.80	47,775.06	10,828.74
Total Maintenance	5,748.40	90,500.90	90,712.62	-211.72
General				
Insurance	3,359.54	26,524.55	28,125.00	-1,600.45
Payment in Lieu of Tax	1,136.16	8,530.04	8,250.03	280.01
Total General	4,495.70	35,054.59	36,375.03	-1,320.44
TOTAL EXPENSE	14,828.41	199,433.94	211,027.56	-11,593.62
Net Income/Loss	-15,732.02	-73,137.43	-51,299.94	-21,837.49



September 2023 Prior Year Comparative Operating Statements

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

Page: 1

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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
General Fund Operating INCOME				
Management Fees	-146,797.56	-138,577.50	-131,238.27	-129,994.49
Interest Income	-6,118.70	-225.00	-226.46	-40.50
Other Income	-90,881.36	-105,852.53	-103,742.81	-107,577.64
TOTAL INCOME	-243,797.62	-244,655.03	-235,207.54	-240,841.63
EXPENSE				
Administrative				
Administrative Salaries	153,050.68	165,408.75	113,269.49	111,819.03
Legal	1,677.50	3,224.97	491.05	0.00
Staff Training	279.50	3,750.03	887.07	96.25
Travel	107.20	375.03	87.30	14.56
Auditing Fees	7,950.00	7,950.00	6,900.00	6,900.00
Sundry-Other Admin	4,988.34	6,449.94	6,056.82	4,411.17
Total Administration	168,053.22	187,158.72	127,691.73	123,241.01
Maintenance				
Maintenance Salaries	10,154.51	11,025.00	2,092.65	4,146.41
Contracts	7,457.85	6,945.03	6,891.68	1,482.05
Total Maintenance	17,612.36	17,970.03	8,984.33	5,628.46
General				
TIF Expense	36.50	97.47	85.60	88.40
Insurance	3,735.39	5,137.47	3,209.49	4,594.08
Employee Benefits	69,713.70	73,968.75	50,911.12	51,936.72
Other General Expense	20,011.68	18,749.97	3,949.60	3,750.00
Total General	93,497.27	97,953.66	58,155.81	60,369.20
TOTAL EXPENSE	279,162.85	303,082.41	194,831.87	189,238.67
Net Income/Loss	35,365.23	58,427.38	-40,375.67	-51,602.96

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

Page: 1
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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Housing Rehab Operating INCOME				
Other Income	-198,252.36	-243,375.03	-229,701.92	-121,037.50
Grant Admin Revenue	-5,686.23	-14,062.50	0.00	-5,172.01
TOTAL INCOME	-203,938.59	-257,437.53	-229,701.92	-126,209.51
EXPENSE				
Administrative				
Administrative Salaries	68,926.35	71,444.97	62,033.56	60,051.43
Legal	0.00	150.03	200.00	105.00
Staff Training	1,190.00	3,750.03	745.27	0.00
Travel	1,054.64	900.00	787.39	482.72
Other Admin Exp	3,217.71	4,427.50	2,657.57	3,863.24
Total Administration	74,388.70	80,672.53	66,423.79	64,502.39
Maintenance				
Contracts	161,737.80	135,000.00	118,384.00	47,444.40
Total Maintenance	161,737.80	135,000.00	118,384.00	47,444.40
General				
Insurance	371.78	450.00	552.29	507.32
Employee Benefits	24,649.80	31,290.03	28,309.43	23,090.97
Total General	25,021.58	31,740.03	28,861.72	23,598.29
TOTAL EXPENSE	261,148.08	247,412.56	213,669.51	135,545.08
Net Income/Loss	57,209.49	-10,024.97	-16,032.41	9,335.57

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

	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-1,473,242.00	-1,125,000.00	-1,022,110.00	-1,128,051.00
Admin Fees Earned	-316,447.19	-249,175.53	-227,182.04	-205,546.36
Interest Income	-290.47	0.00	-27.77	-1.49
Other Income	-19,000.32	-22,162.50	-17,663.93	-32,085.86
TOTAL INCOME	-1,808,979.98	-1,396,338.03	-1,266,983.74	-1,365,684.71
EXPENSE				
Administrative				
Administrative Salaries	153,738.21	162,922.50	139,996.11	121,832.16
Legal	7,701.19	2,025.00	0.00	0.00
Staff Training	682.00	3,750.03	1,349.71	404.00
Travel	576.42	1,125.00	741.18	194.32
Accounting & Audit Fees	5,300.00	5,300.00	3,650.00	3,650.00
Sundry-Other Admin	4,761.22	4,462.41	4,039.21	2,582.07
Total Administration	172,759.04	179,584.94	149,776.21	128,662.55
Maintenance				
Contracts	13,421.00	16,229.97	8,324.88	4,303.99
Total Maintenance	13,421.00	16,229.97	8,324.88	4,303.99
General				
Insurance	4,690.72	4,751.28	4,581.27	4,670.98
Employee Benefits	82,587.24	86,516.28	75,043.51	67,068.88
Collection Losses	2,623.00	700.00	1,973.00	2,174.00
Other General Expense	568.50	1,267.47	1,160.50	899.62
Total General	90,469.46	93,235.03	82,758.28	74,813.48
HAP Payments				
HAP Payments Occupied	1,297,841.00	1,035,000.00	997,320.00	1,023,538.00
HAP Payments - Port In	2,310.00	0.00	0.00	0.00
HAP Payments Home	23,824.00	22,500.00	25,189.00	26,736.00
FSS Escrow Voucher	87,044.00	45,000.00	37,941.99	19,925.00
HAP Payments Portable	12,015.00	22,500.00	20,532.00	24,425.00
Total HAP	1,423,034.00	1,125,000.00	1,080,982.99	1,094,624.00
TOTAL EXPENSE	1,699,683.50	1,414,049.94	1,321,842.36	1,302,404.02
Net Income/Loss	-109,296.48	17,711.91	54,858.62	-63,280.69

Bridges Program PY
Bridges Operating Statement
September, 2023

	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Bridges Operating INCOME				
HAP Received MHFA	-60,151.00	-41,850.00	-37,867.00	-31,850.00
Admin Revenue	-6,489.00	-5,400.00	-5,160.00	-3,510.00
Operating Transfer	0.00	5,062.50	0.00	3,229.00
Total Income	-66,640.00	-42,187.50	-43,027.00	-32,131.00
EXPENSE				
Administrative				
Travel	57.01	299.97	38.31	63.28
Office Supplies	0.00	37.53	16.80	13.00
Total Administration	57.01	337.50	55.11	76.28
General				
Security Deposit Pmts	3,500.00	2,250.00	2,960.00	500.00
HAP Payment to Landlords	56,651.00	39,600.00	34,907.00	35,643.00
Total General	60,151.00	41,850.00	37,867.00	36,143.00
TOTAL EXPENSE	60,208.01	42,187.50	37,922.11	36,219.28
Net Income/Loss	-6,431.99	0.00	-5,104.89	4,088.28

**Brainerd HRA
Public Housing Operating Statement
September, 2023**

	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Public Housing Operating INCOME				
Dwelling Rental	-621,264.00	-628,035.03	-603,095.00	-569,134.00
Excess Utilities	-3,694.00	-3,900.00	-3,870.99	-3,680.00
Operating Subsidy	-345,912.00	-243,225.00	-243,431.00	-279,643.00
Investment Interest	-6,982.10	0.00	77.82	425.60
Lease Interest	-28,806.57	-32,043.78	0.00	0.00
Other Income	-422,102.69	-114,806.25	-118,260.25	-110,567.74
Other Income Tenants	-21,313.08	-17,812.53	-22,254.05	-12,470.65
Capital Fund Income	-199,804.00	-49,500.00	-74,082.03	-364,892.80
Laundry Income	-15,533.00	-14,834.97	-16,144.32	-14,707.75
TOTAL INCOME	-1,665,411.44	-1,104,157.56	-1,081,059.82	-1,354,670.34
EXPENSE				
Administrative				
Administrative Salaries	233,040.54	246,015.00	204,438.05	210,365.61
Legal	7,540.20	9,749.97	10,670.95	5,069.74
Staff Training	8,177.69	10,500.03	2,889.04	1,786.75
Travel	157.72	749.97	113.25	8.40
Accounting & Audit Fees	15,152.50	13,250.00	11,541.51	9,212.50
Sundry-Other Admin	13,574.93	17,165.00	16,226.13	13,350.74
Total Administration	277,643.58	297,429.97	245,878.93	239,793.74
Tenant Services				
Rec Public and Other	0.00	3,712.50	0.00	0.00
Total Tenant Services	0.00	3,712.50	0.00	0.00
Utilities				
Water/Sewer	65,326.89	63,123.66	60,519.34	53,318.06
Electricity	58,566.29	64,237.50	55,017.66	52,187.93
Gas/Fuel	36,263.64	45,337.50	41,220.34	26,442.28
Total Utilities	160,156.82	172,698.66	156,757.34	131,948.27
Maintenance				
Labor	120,333.26	127,019.97	136,606.48	127,043.28
Materials	13,539.62	22,500.00	32,773.53	10,760.35
Contracts	180,827.52	161,392.59	177,397.84	117,135.27
Casualty Loss	18,384.63	0.00	0.00	0.00
Total Maintenance	333,085.03	310,912.56	346,777.85	254,938.90
General				
Insurance	76,269.01	82,687.50	74,635.11	77,456.56
Payment in Lieu of Tax	22,847.52	21,750.03	22,140.52	21,518.19
Employee Benefits	156,177.80	169,691.22	149,746.34	161,073.10
Lease Interest	245.98	273.78	0.00	0.00
Other General Expense	3,598.72	4,207.50	1,000.00	1,000.00
Total General	259,139.03	278,610.03	247,521.97	261,047.85
TOTAL EXPENSE	1,030,024.46	1,063,363.72	996,936.09	887,728.76
Net Income/Loss	-635,386.98	-40,793.84	-84,123.73	-466,941.58

Brainerd South Operating Statement
September, 2023

	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Brainerd South Operating				
INCOME				
Dwelling Rental	-207,131.00	-204,975.00	-193,301.00	-189,677.00
Rental Supplement	-40,495.60	-42,750.00	-42,048.00	-38,014.00
Investment Interest	-9,380.04	-562.50	-365.87	85.95
Other Income	-10,115.88	-8,039.97	-19,474.79	-18,884.57
Laundry Income	-5,448.85	-6,000.03	-5,707.25	-5,519.75
TOTAL INCOME	-272,571.37	-262,327.50	-260,896.91	-252,009.37
EXPENSE				
Administrative				
Legal	1,361.32	3,750.03	8,792.45	12,624.74
Travel	0.00	74.97	0.00	0.00
Accounting & Audit Fees	6,142.00	6,090.00	5,512.50	5,250.00
Sundry-Other Admin	36,346.07	36,562.41	34,299.48	37,251.58
Total Administration	43,849.39	46,477.41	48,604.43	55,126.32
Utilities				
Water	9,209.43	14,490.00	9,904.67	9,840.77
Electricity	2,952.34	4,050.00	3,184.18	2,982.52
Gas/Fuel	17,867.29	18,922.50	18,900.47	11,487.79
Total Utilities	30,029.06	37,462.50	31,989.32	24,311.08
Maintenance				
Labor	11,643.75	21,375.00	4,033.06	11,249.35
Materials	20,253.35	21,562.56	15,862.13	15,581.58
Contracts	58,603.80	47,775.06	46,397.81	33,738.50
Total Maintenance	90,500.90	90,712.62	66,293.00	60,569.43
General				
Insurance	26,524.55	28,125.00	26,496.33	25,630.65
Payment in Lieu of Tax	8,530.04	8,250.03	7,745.99	7,977.48
Total General	35,054.59	36,375.03	34,301.95	34,730.05
TOTAL EXPENSE	199,433.94	211,027.56	181,188.70	174,736.88
Net Income/Loss	-73,137.43	-51,299.94	-79,708.21	-77,272.49

Brainerd Housing and Redevelopment Authority
Payment Summary Report
September 2023

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
9/8/2023	1011	Creo Block	\$72.38
9/8/2023	1012	Eric Charpentier	\$207.70
9/8/2023	1013	John Schommer	\$248.25
9/8/2023	1014	Nancy Thull	\$1.31
9/8/2023	1015	Ryan Barnett	\$25.55
9/8/2023	1016	Taylor Crocker	\$28.82
9/5/2023	2200	90 Degree Benefits Inc.	\$22,857.66
9/7/2023	2201	Harpers Payroll Service	\$10,561.51
9/7/2023	2202	Harpers Payroll Service	\$102.88
9/7/2023	2203	Health Savings Accounts	\$3,406.69
9/7/2023	2204	Security Benefit	\$5,211.95
9/7/2023	2205	Minnesota State Retirement System	\$1,897.10
9/5/2023	2206	Payroc LLC	\$246.62
9/21/2023	2207	Health Savings Accounts	\$823.35
9/21/2023	2208	Harpers Payroll Service	\$10,558.93
9/21/2023	2209	Harpers Payroll Service	\$87.06
9/21/2023	2210	Security Benefit	\$5,211.95
9/21/2023	2211	Minnesota State Retirement System	\$1,649.10
9/6/2023	25685	Atlas Abstract & Title	\$100.00
9/7/2023	25686	Ace Hardware	\$90.01
9/7/2023	25687	Brainerd Public Utilities	\$14,269.67
9/7/2023	25688	Capital One Commercial	\$354.18
9/7/2023	25689	CenterPoint Energy	\$1,422.72
9/7/2023	25690	Cintas	\$372.28
9/7/2023	25691	Crow Wing County Landfill	\$35.00
9/7/2023	25692	Crow Wing Cty Recorder's Office	\$46.00
9/7/2023	25693	Culligan	\$199.00
9/7/2023	25694	Faster Solutions, Inc.	\$95.00
9/7/2023	25695	Granite Pest Control, LLC	\$1,207.50
9/7/2023	25696	HRdirect	\$89.99
9/7/2023	25697	Hagman Inc.	\$1,134.00
9/7/2023	25698	Handyman's, Inc.	\$533.55
9/7/2023	25699	Harpers Time & Attendance Division	\$58.50
9/7/2023	25700	Home Depot Credit Services	\$235.98
9/7/2023	25701	Hy-Tec Construction of Brainerd, Inc.	\$25,330.85
9/7/2023	25702	Kennedy & Graven, Chartered	\$1,200.00
9/7/2023	25703	League of Minnesota Cities	\$202.56
9/7/2023	25704	MN Elevator, Inc.	\$876.24
9/7/2023	25705	Master Trade Service Inc.	\$19,633.00
9/7/2023	25706	Mike Jones	\$54.37
9/7/2023	25707	Miller Testing & Consulting LLC	\$850.00
9/7/2023	25708	Office Shop	\$801.07
9/7/2023	25709	Paper Storm	\$52.00
9/7/2023	25710	Quick Construction, Inc	\$29,874.61
9/7/2023	25711	Ratwik, Roszak & Maloney, P.A.	\$4,835.87
9/7/2023	25712	Strike Painting & Finishing	\$550.00
9/7/2023	25713	T-Mobile	\$157.35
9/7/2023	25714	Trail Ridge Townhomes	\$1,139.00
9/7/2023	25715	Turf & More	\$787.50
9/7/2023	25716	VSP	\$42.70
9/7/2023	25717	Waste Partners, Inc.	\$3,509.92
9/7/2023	25718	West Central Flooring	\$4,942.56
9/7/2023	25719	Wicks Advanced Drain Cleaning LLC	\$250.00
9/7/2023	25720	Xtona	\$1,130.00
9/12/2023	25721	Integrity Woodwork LLC	\$1,312.00
9/21/2023	25722	Borden Steinbauer Krueger & Knudson, PA	\$705.00
9/21/2023	25723	Brainerd Public Utilities	\$3,555.79
9/21/2023	25724	CTC	\$891.19
9/21/2023	25725	Cash	\$24.79
9/21/2023	25726	CenturyLink	\$110.56
9/21/2023	25727	City of Brainerd	\$33.00
9/21/2023	25728	Crosby HRA	\$83.26
9/21/2023	25729	Crow Wing County Landfill	\$80.75
9/21/2023	25730	Dearborn National	\$194.98

Brainerd Housing and Redevelopment Authority
Payment Summary Report
September 2023

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
9/21/2023	25731	Granite Pest Control, LLC	\$1,772.00
9/21/2023	25732	Harvey Love	\$201.67
9/21/2023	25733	Home Depot Supply	\$879.86
9/21/2023	25734	International eProcurement	\$1,000.00
9/21/2023	25735	Jen-Tor Construction LLC	\$12,783.00
9/21/2023	25736	Lakes Printing Inc.	\$92.95
9/21/2023	25737	Life Insurance Company of North America	\$41.35
9/21/2023	25738	MRI Software LLC	\$75.00
9/21/2023	25739	Miller Testing & Consulting LLC	\$380.00
9/21/2023	25740	Pike Plumbing & Heating, Inc	\$841.00
9/21/2023	25741	Postmaster	\$1,320.00
9/21/2023	25742	Tenant Refund	\$421.23
9/21/2023	25743	Strike Painting & Finishing	\$450.00
9/21/2023	25744	The Hartford	\$334.59
9/21/2023	25745	Wex Health	\$8.50
9/25/2023	25746	Tenant Refund	\$238.36
9/25/2023	25747	Minnesota Department of Commerce	\$625.91
		Report Total	\$208,118.53



To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Manager
Date: Oct-19-2023
Re: Housing Choice Voucher Report

HCV Report

- Through September, our Unit Months Leased (UML) is 97% and HAP utilization is 85%.
- HUD has asked PHAs to decide by mid-November if they will do unit inspections using the updated NSPIRE system or if they will continue to use the HQS method of inspection for another year. As one of the PHAs that participated in an early phase of the HCV NSPIRE demonstration project, the option to delay isn't necessary.
- Additionally, HUD is now allowing PHAs the option to postpone implementation of eligibility and program admin changes required under HOTMA, including changes necessary to the Administrative Plan.
- Please see attached report.

Bridges Report

- We have 11 families on the program with a monthly HAP payment of \$6,457.00
- Please see attached report.

Family Self-Sufficiency (FSS) Report

- We have 54 families on the program and 32 families currently escrowing a total of \$11,717.00 per month.
- Please see attached report.

No Action Requested; Discussion Items

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Bridges Program September 2023

Summary

- Tenants leased up in units: 11
- Participants issued a Voucher & searching for a unit: 0
- 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: 10
 - Todd:
 - Wadena:

Total HAP Payment: \$6,457.00

Additional Info: No changes.



Family Self-Sufficiency Program September 2023

Summary

- Active FSS participants: 54
- Tenants going OFF for month: 0
- Tenants going ON for month: 3
- New tenants ESCROWING: 3
- Total number of FSS participants escrowing monthly: 32
- Total amount of escrow: \$11,717.00
- Total combined amount of monthly escrow:
\$158,324.47
-

Update: no updates

June Housing Choice Voucher Programs (HCV)

Attachment 7b

<u>Voucher Allocation</u>	325
September Move-ins	0
September Move-outs	3
September Vouchers - looking for housing	1
September Vouchers - first day of month	311
Average Vouchers to date	341
Unit Months Leased	97%
HAP Utilization through 9/30/2023	85%
HAP Payments	\$150,198

Reasons For Leaving Program

Voluntarily Left	3
Terminated	0
Port	0

Revenue

Housing Assistance Payment (HAP)	\$160,415
September HUD Administrative Fee	\$46,775

Port Out Vouchers

St. Cloud HRA, Mpls HRA	0
	\$0

Homeownership

Homeownership HAP	6
	\$2,764

FYI Vouchers

FYI Vouchers HAP	1
	\$127

Length of Time on Program

< 1 year	16%
< 2 years	20%
< 3 years	7%
< 4 years	9%
< 5 years	7%
> 5 years	41%

Demographics

Elderly Households	107
Disabled/Handicapped Households	160
Families with Children	105
Average Annual Income	\$16,222
Average HAP	\$449

Waiting List Total

Crow Wing County Preference	112
Non Preference	65



To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Manager
Date: Oct-18-2023
Re: Housing Management Report

Vacancy Report for September 2023

Please see attachment.

Monthly Property Performance Report for September 2023

Please see attachment.

ROSS Program Updates

- 17 active participants in the ROSS program; 0 newly enrolled participants; 0 exited participants.
- 7 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: 13 residents; 230 frozen meals (10 - 30 each); elderly tenants only
- Activities Recap:
 - Humana-hosted health seminar "Rate Your Plate" (4); working with North Star Resident Council to restart meetings and activities.
- Facebook Stats:
 - No new posts on the ROSS Facebook page this past month.

Valley View Townhomes

Staff met with maintenance and property management staff of the current management company to fine tune plans for the transfer of management duties back to HRA staff effective 1/1/2024. A letter of introduction will be included with the property rent increases mailed out by the current management company in October. A Brainerd HRA maintenance person will join the staff in completing annual in-unit inspections scheduled for later this fall.

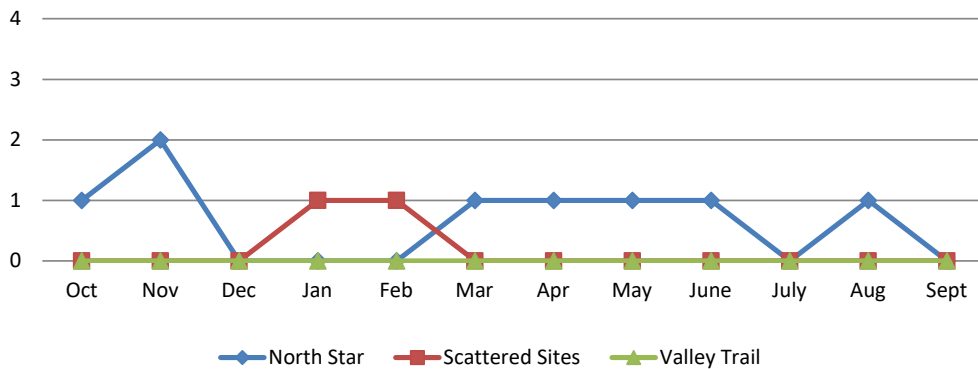
No Action Requested; Discussion Items

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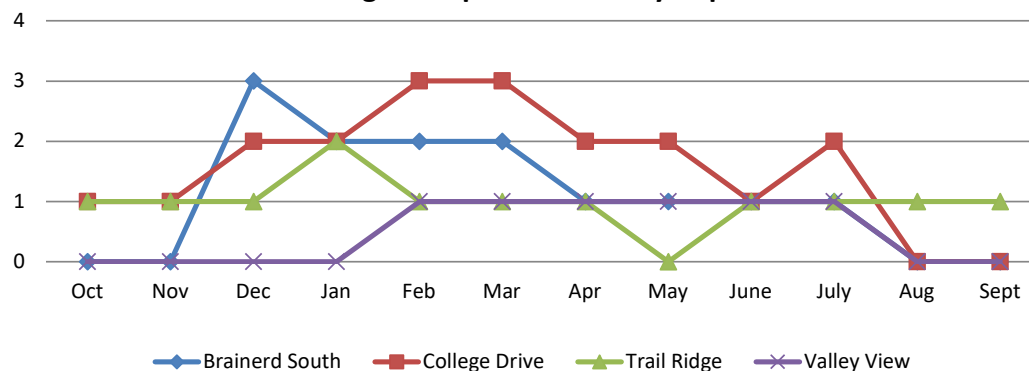
Brainerd HRA 2023 Vacancy Report

	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	0	0	0	0	1	2	1	1
July %	0.00%	0.00%	0.00%	0.00%	1.67%	8.33%	5.56%	5.00%
Aug 31	1	0	0	1	0	0	1	0
Aug %	0.62%	0.00%	0.00%	0.49%	0.00%	0.00%	5.56%	0.00%
Sept 30	0	0	0	0	0	0	1	0
Sept %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.56%	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	5	2	0	7	10	15	9	6
%	0.34%	1.39%	0.00%	0.38%	1.85%	6.94%	5.56%	3.33%

Public Housing Vacancy Report



Managed Properties Vacancy Report



Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report September 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	16	n/a	n/a	0	100%
TOTAL	203	203	0	0	0	100%

3. Customer Traffic

Applications Requested	34
Applications Placed on PH Wait List	7
Applications Denied on PH Wait List	5

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	75	13	7	0
2 bdrm	14	42	0	0	0
3 bdrm	24	24	0	0	0
4 bdrm	5	3	0	0	0
TOTAL	203	150	13	7	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	3	20
Move-Outs	3	20

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	7
Annual Recertifications	3
Completed for this month	10

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	5
30-day lease terminations	3

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	8
Received	94
Closed	95
Ending Balance	7
Total Completed Work Orders for Year	770

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	1	18
Completed within 24 hours	1	18
Percent completed within 24 hours	100%	100%

13. Rent Collection

	This Month
Rent Charges	53,857
Other Charges	1,613
Total New Charges	55,470
Arrears, tenants in possession	1,378

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	1,102
Current Rent Charges	53,857
Current Rent Collections	52,755
Accounts Receivable Rate	2%
Collection Rate	98%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	3,988
Prior Rent Charges	814,750
Collection Rate	100%



To: Brainerd HRA Board Members
 From: John Schommer, Rehab & Maintenance Director
 Date: October 19, 2023
 Re: Rehab Programs and Maintenance Report

SE Brainerd SCDP Application

The City of Brainerd passed a resolution adopting all of the required policies and procedures at their October 16th board meeting. Staff has completed the environmental review and submitted it to DEED for review and approval. After any corrections are completed if needed, it will be sent to the mayor for his signature after which we will be ready to start soliciting applications.

Brainerd Oaks/Serene Pines/Dalmar Estates

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	80*	72	65	0	1
Serene Pines	24	21	19	0	2
Dalmar Estates	7	4	3	0	1

**Originally 83 lots ,3 have been merged/combined into a single parcel*

Keyless Entry

The keyless entry project is substantially complete with only punch list items remaining, we anticipate being fully complete by the end of November.

Camera System Replacement

We are currently working on issuing an IFB (Invitation For Bid) to replace our existing camera system for public housing. It is anticipated that it will be released in the weeks to come.

Action Requested: None, discussion items.

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1. CURRENT PROJECTS IN PROCESS

	HTF	MHFA-RLP/ELP	SCDP	Total
City of Brainerd	2	1/0	*	5
Morrison County	*	3/1	*	4

**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									7
Owner Occupied Rehab								2	4

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	3							1	2

4. MORRISON COUNTY – MN 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		2	1

5. BRAINERD COMPLETED PROJECTS

	HTF (DP/OO)	MHFA	SCDP	Total
January-December 2022	3/2	1	-----	7
January-December 2023	4/3	2	-----	9
Total				16

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To: Brainerd HRA Board Members
 From: Eric Charpentier, Executive Director
 Date: October 25th, 2023
 Re: Executive Director Report

Joint CWC and CWC HRA Meeting

The Crow Wing County HRA board is going to meet with the Crow Wing County Commissioners in a joint meeting on Tuesday November 14th at 5pm in the Land Services building in meeting room 1 to discuss a number of topics surrounding the housing goals of the County and HRA as well as the funding for the Housing Trust Fund. We are planning on having a presentation from the Association of Minnesota Counties to help explain the roles of the County and the HRA when it comes to housing initiatives. I would invite anyone from the Brainerd board that wishes to attend the meeting to please come and listen to the conversation. Staff will be inviting individuals to attend the meeting to voice their support for the housing trust fund and to give their firsthand experiences surrounding the housing needs in the County. Any and all support for housing and housing initiatives is more than welcomed at this meeting.

Deed Redevelopment Grant Update

We received correspondence from DEED on our application for the redevelopment grant program in support of the 805 Laurel Street redevelopment project, on October 2nd to inform us that this project was not selected for funding in this round. Staff had a follow up meeting with the director of the program along with the developer to review how this project stacked up to the others that requested funding. Staff believes that this project will have a better opportunity for funding from this program as the project gets closer to it breaking ground. The application did not score poorly but as this project is not scheduled to start until later in 2024 we believe if we reapply for the next funding round by February 1st of 2024 we will have a better chance to be awarded a grant. We did share with DEED that the developer is also waiting on the RFP to be released from MN Housing for their workforce development grant program and that the application for those funds will hopefully be submitted prior to the application deadline for this DEED grant in February. We will bring this grant request back to the City Council and to this board in January for authorization to apply again.

No Action Requested; Discussion Items

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September 29, 2023

Eric Charpentier
Executive Director Brainerd HRA
324 E. River Rd.
Brainerd, MN 56401

RE: Redevelopment Grant Program
Project: Eight05 Laurel


Sent by email to: eric@brainerdhra.org

Dear Mr. Charpentier:

The Department of Employment and Economic Development has completed its review of the 8 applications for the Redevelopment Grant Program received on August 1, 2023. We are not able to offer you a grant for this project because your project did not score within the funding range and competition for the grant funds was very high due to the limited amount of funds available.

If you would like to discuss your application, or other funding programs that may be applicable to your project, please call me at 651-259-7451.

Sincerely,



Kristin Lukes, Director
Brownfields and Redevelopment Unit

cc: Mayor Dave Badeaux

Minnesota Department of Employment and Economic Development
Economic Development Division, Office of Community Finance
332 Minnesota St. Ste. E200, St. Paul, MN 55101
mn.gov/deed

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