

**REGULAR MEETING OF THE  
ST. CLOUD HRA BOARD OF COMMISSIONERS**

**St. Cloud HRA, 1225 West St. Germain Street, Board Room**

**Wednesday, April 27, 2022  
6:00 P.M.**

**Mission Statement: To enhance the communities we serve by providing  
housing opportunities, fostering stability, and promoting neighborhood revitalization.**

**Regular Meeting Agenda:**

1. Roll Call and Pledge of Allegiance.

**Consent Agenda:**

2. Approval of Agenda. REQUESTED ACTION: Approve.
3. Approval of Study Session Minutes, March 23, 2022. REQUESTED ACTION: Approve.
4. Approval of Regular Minutes, March 23, 2022. REQUESTED ACTION: Approve.
5. Approval to Write-Off Accounts Receivable. REQUESTED ACTION: Approve.
6. Approval of Contract for Generator Replacement at Wilson Apartments. REQUESTED ACTION: Approve.
7. Approval of Contract for Design / Engineering Services for Wilson Apartments Boiler Replacement. REQUESTED ACTION: Approve.

**Open Forum:** At this time members of the public may address the Board with questions, concerns, or comments (regarding an item NOT on the agenda). Citizens are asked to sign up to speak prior to the Open Forum portion of the meeting. Speakers will be limited to the first five citizens who sign up. The Board members will not ask questions of the speakers, but rather refer the matter to the Administration with a request for a follow-up report. A citizen may speak at the Open Forum only twice during the year. Open Forum is limited to a total of 10 minutes. TIME LIMIT IS 2 MINUTES PER PERSON.

**Old Business:** none.

**New Business:**

8. A. Public Hearing for the Proposed Modification and Reissuance of Multifamily Housing Revenue Bonds (Sanctuary at St. Cloud Project)  
  
B. Approval of Resolution 2022-02 – Resolution Relating to the Proposed Modification and Reissuance of the Issuer’s Multifamily Housing Revenue Bonds (Sanctuary at St. Cloud Project), Series 2016

9. Approval of Resolution 2022-03 – Acceptance of HUD CoC Rental Assistance Grants.
10. Approval of Resolution 2022-04 – Acceptance of HUD CoC Domestic Violence Rapid Re-Housing Grant.
11. Approval of Resolution 2022-05 – Authorization of Housing Tax Credits Suballocator Joint Powers Agreement – 2023.
12. Report on Activities.

**ST. CLOUD HOUSING & REDEVELOPMENT AUTHORITY  
STUDY SESSION**

**Wednesday, March 23, 2022**

A Study Session for the St. Cloud HRA Board of Commissioners was held on Wednesday, March 23, 2022 at the St. Cloud HRA main office, 1225 West St. Germain Street, St. Cloud, MN. Chair Nancy Gohman called the meeting to order at 5:00 p.m. Commissioners present: Mike Conway, John Dvorak, Seal Dwyer, Jeff Goerger, Nancy Gohman, George Hontos, and Hani Jacobson.

Executive Director Louise Reis introduced guest speaker, Neal Fortier, the Executive Director of the Stearns County HRA. The St. Cloud HRA has been approached by the Stearns County HRA on a possible partnership for a Housing Trust Fund that would cover Stearns County to include the City of St. Cloud. Mr. Fortier began by introducing and discussing Housing Trust Funds (HTFs). Mr. Fortier shared that the Housing Trust Fund dedicates public revenues to a distinct fund that is used to address housing needs. The idea would be for Stearns County to pass an ordinance for a HTF. Stearns County has proposed funding the HTF with \$1,000,000 to start with. Mr. Fortier continued with discussing how the HTF would be funded moving forward, and suggested the HRAs use some of the levy funding to contribute to the HTF yearly. Mr. Fortier noted there needs to be funds that come into the HTF on an annual basis. The benefits of a HTF include: combating housing shortages, contributing to cost-burdened households, and rehabbing substandard housing units.

Commissioner Goerger asked about the benefit of combining HRAs instead of individually setting up HTFs. Mr. Fortier and Ms. Reis mentioned it is the initial seed money of \$1,000,000 that would make it worth combining organizations for the HTF. Commissioner Conway commented he would like to see more single-family homes over multi-family housing if the agreement moves forward.

Commissioner Dvorak asked if the Stearns County HRA would move forward without the St. Cloud HRA. Mr. Fortier said he does not want to move forward without the St. Cloud HRA. Commissioner Dvorak followed-up by asking who would make up the board for the HTF. Mr. Fortier suggested an equally shared governance since both HRAs share the same mission.

Commissioner Gohman asked Mr. Fortier if there is a cost to start it up. Mr. Fortier replied that the Minnesota Housing Partnership would be able to provide more details if the conversation moved forward. Commissioner Dwyer mentioned if there is an opportunity to provide more affordable housing now, and she would like to see it move forward.

Mr. Fortier and Ms. Reis will work on next steps with Mr. Fortier drafting up an ordinance for review with the hopes of applying in late summer.

There being no questions, the study session meeting adjourned at 6:05pm.

ATTEST:

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Chair, Nancy Gohman

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Secretary, George Hontos

**ST. CLOUD HOUSING & REDEVELOPMENT AUTHORITY  
REGULAR MEETING MINUTES**

**Wednesday, March 23, 2022**

A Regular Meeting for the St. Cloud HRA Board of Commissioners was held on Wednesday, March 23, 2022, at the St. Cloud HRA main office, 1225 West St. Germain Street, St. Cloud, MN. Chair Nancy Gohman called the meeting to order at 6:06 p.m.

Consent Agenda:

1. Roll call was taken and the pledge of allegiance spoken. Commissioners present: Mike Conway, John Dvorak, Seal Dwyer, Nancy Gohman, Jeff Goerger, George Hontos, and Hani Jacobson.
2. Approval of Agenda – Chair Gohman pulled item #7 from agenda and Commissioner Goerger moved for approval as amended; Commissioner Dwyer seconded the motion. All board members voted in favor; the agenda and consent agenda moved as presented.
3. Approval of Study Session Minutes, February 23, 2022 – approved as presented.
4. Approval of Regular Minutes, February 23, 2022 – approved as presented.
5. Approval of Contract for Electronic Door Access System Replacement at Riverside Apartments – contract approved with Safeguard Security for \$41,273.00.
6. Approval of Contracts for Fire Protection System Repairs at Various Properties – contract approved with Brothers Fire & Security for \$36,045.00.

Open Forum: Chair Gohman asked Louise Reis, Executive Director, if any member of the public had requested to speak; Ms. Reis responded there were none.

Old Business: none.

New Business:

7. Pulled from agenda.
8. Approval of Payment Standards for the Emergency Housing Voucher Program – Voucher Programs Manager, Lori Lygre, requested approval of Payment Standards for the Emergency Housing Voucher Program to reflect the changes in the Fair Market Rents. Commissioner Dwyer moved for approval; Commissioner Goerger seconded. All commissioners voted in favor; the motion carried.
9. Approval of Contract for Exterior Brick Maintenance at Grace McDowall Apartments – Project Manager Paul Soenneker requested to approve the contract with Pogatchnik Building Restoration, Inc. in the amount of \$61,625.00 to provide exterior brick maintenance at Grace McDowall

Apartments. Commissioner Dwyer moved for approval; Commissioner Conway seconded. All commissioners voted in favor; the motion carried.

10. Report on Activities – Ms. Reis noted the Housing Choice Voucher Wait List will open on May 2 and close on May 6. Ms. Lygre continued by sharing out of the pool that applies in that period, there will be a lottery to determine eligibility for the wait list and those numbers will be posted to the HRA website. Commissioner Hontos asked how many people are on the current HCV wait list and Ms. Lygre responded that there are approximately 250 people remaining on the current wait list and those individuals will be contacted prior to the new lottery winners.

Ms. Reis then shared on Tuesday, March 15, 2022, Habitat for Humanity held a dedication for the home built on 110 15<sup>th</sup> Avenue North. This was a blighted property that was purchased by the HRA and the cleared lot was donated to Habitat.

There being no further business, the meeting adjourned at 6:27 p.m.

ATTEST:

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Chair, Nancy Gohman

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Secretary, George Hontos

TO: St. Cloud HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: April 20, 2022

SUBJECT: Write-Off Resident Accounts Receivable

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**Requested Action:** Authorization from the Board to write-off accounts receivable on former residents and program participants in the following amounts:

Public Housing	\$ 24,674.83
Eastwood	\$ 15,259.57
Al Loehr	\$ 150.23
Swisshelm Two	\$ 2,331.72
Westwood One	\$ 9,663.34
Westwood Two	\$ 2,413.08
Riverside	\$ 1,685.45

**Background:** Periodically, we are required to review the vacated resident accounts receivable and determine which accounts are not collectible.

The receivables for the HRA properties include actual rent and all damages not paid by a resident prior to vacating the unit. The receivables greater than 60 days old, as of December 31, 2021 are determined not to be collectible.

The receivables that are greater than 60 days old are forwarded to Minnesota Department of Revenue under the Revenue Recapture Program. During the last six months of 2021, the HRA has recovered the following amounts:

Public Housing	\$ 3,032.86
Germain Towers	\$ 23.00
Northway A & B	\$ 9.00
Brownstones	\$ 62.59
Swisshelm Two	\$ 360.08
Westwood One	\$ 289.14
Westwood Two	\$ 20.00

**Frequency of Request:** Bi-annually

**Related Actions:** None

**Future Action:** None

**Relationship to Goals:** None

**Budget Impact:** Collection losses are budgeted for each property.

**St Cloud HRA  
Dwelling Rent and Tenant A/R Written Off  
Fiscal Period 7/1/21 through 12/31/21**

	<u>Dwelling Rental Income</u>	<u>Tenant Accounts Written Off</u>	<u>percentage w/o to income</u>
Empire	\$ 103,143.00	\$ 15,056.91	14.60%
Scattered Sites	151,583.00	9,617.92	6.34%
Wilson	201,662.90	0.00	0.00%
Germain Towers	95,240.00	0.00	0.00%
Northway A & B	164,698.73	0.00	0.00%
Eastwood	42,084.00	15,259.57	36.26%
Al Loehr	142,926.00	150.23	0.11%
Creeks	83,828.00	0.00	0.00%
Brownstones	33,410.00	0.00	0.00%
Swisshelm One	101,836.00	0.00	0.00%
Swisshelm Two	97,896.00	2,331.72	2.38%
Westwood One	98,451.00	9,663.34	9.82%
Westwood Two	123,543.00	2,413.08	1.95%
Riverside	249,446.00	1,685.45	0.68%
<b>Total</b>	<b>\$ 1,689,747.63</b>	<b>\$ 56,178.22</b>	<b>3.32%</b>
Total Recovered through Revenue Recapture, Collection Agencies or private payments		<u>3,796.67</u>	
Net Bad Debt	<b>1,689,747.63</b>	<b>52,381.55</b>	<b>3.10%</b>

**St Cloud HRA**  
**Analysis of Tenant Accounts Receivable Written-Off**  
**Year Ending December 31, 2021**

	Dwelling Rental Income	A/R W/O 6/30/2021	A/R W/O 12/31/2021	Total A/R W/O 2021	Total W/O as % of Income	Total 2021 Recoveries	Net W/O as % of Income
Empire Apts	241,675.00	3,584.79	15,056.91	18,641.70	7.71%	645.03	7.45%
Scattered Sites	324,743.00	0.00	9,617.92	9,617.92	2.96%	3,568.65	1.86%
Wilson Apts	399,319.96	2,542.15	0.00	2,542.15	0.64%	532.07	0.50%
Total Public Housing	965,737.96	6,126.94	24,674.83	30,801.77		4,745.75	
Germain Towers	196,356.00	867.08	0.00	867.08	0.44%	701.44	0.08%
Northway A & B	328,178.73	333.43	0.00	333.43	0.10%	213.00	0.04%
Eastwood	83,414.00	0.00	15,259.57	15,259.57	18.29%	682.62	17.48%
Al Loehr	284,619.00	812.76	150.23	962.99	0.34%	0.00	0.34%
Creeks	164,226.00	7,964.48	0.00	7,964.48	4.85%	0.00	4.85%
Brownstones	71,259.00	0.00	0.00	0.00	0.00%	62.59	-0.09%
Swisshelm One	202,161.00	6,225.28	0.00	6,225.28	3.08%	0.00	3.08%
Swisshelm Two	196,437.00	2,802.22	2,331.72	5,133.94	2.61%	560.08	2.33%
Westwood One	186,539.00	2,654.79	9,663.34	12,318.13	6.60%	643.14	6.26%
Westwood Two	244,803.00	197.57	2,413.08	2,610.65	1.07%	1,847.36	0.31%
Riverside	491,291.00	2,336.53	1,685.45	4,021.98	0.82%	0.00	0.82%
	3,415,021.69	30,321.08	56,178.22	86,499.30	2.53%	9,455.98	2.26%
		A/R W/O @ 12/31/2021 % total A/R	A/R Balance After W/O				
<i>Balance as of December 31, 2021</i>	A/R Balance Prior to W/O						
Empire Apts	20,542.12	73.30%	5,485.21				
Scattered Sites	21,075.38	45.64%	11,457.46				
Wilson Apts	8,250.86	0.00%	8,250.86				
Total Public Housing	49,868.36	49.48%	25,193.53				
Germain Towers	2,408.00	0.00%	2,408.00				
Northway A & B	6,643.25	0.00%	6,643.25				
Eastwood	20,868.57	73.12%	5,609.00				
Al Loehr	14,614.65	1.03%	14,464.42				
Creeks	9,474.07	0.00%	9,474.07				
Brownstones	1,613.10	0.00%	1,613.10				
Swisshelm One	11,409.16	0.00%	11,409.16				
Swisshelm Two	10,199.22	22.86%	7,867.50				
Westwood One	26,076.96	37.06%	16,413.62				
Westwood Two	9,985.09	24.17%	7,572.01				
Riverside	9,517.87	17.71%	7,832.42				
	172,678.30		116,500.08				



**St. Cloud HRA**  
**Tenant Write-Off History by Property**

	2021	2020	2019	2018
<b>PUBLIC HOUSING</b>				
Total Write-offs	30,801.77	15,396.63	15,187.49	31,229.62
Total Recoveries	4,745.75	10,155.77	11,244.60	8,579.61
Net Write-Offs	26,056.02	5,240.86	3,942.89	22,650.01
Net Write-Offs as a % of Rental Revenue	2.70%	0.55%	0.46%	2.47%
<b>GERMAIN TOWERS</b>				
Total Write-offs	867.08	2,769.04	7,444.38	514.98
Total Recoveries	701.44	1,283.91	499.11	3,924.99
Net Write-Offs	165.64	1,485.13	6,945.27	(3,410.01)
Net Write-Offs as a % of Rental Revenue	0.08%	0.75%	3.88%	-2.04%
<b>NORTHWAY A &amp; B</b>				
Total Write-offs	333.43	1,396.61	2,029.20	224.35
Total Recoveries	213.00	622.07	771.59	1,576.43
Net Write-Offs (Recoveries)	120.43	774.54	1,257.61	(1,352.08)
Net Write-Offs as a % of Rental Revenue	0.04%	0.25%	0.39%	-0.43%
<b>EASTWOOD</b>				
Total Write-offs	15,259.57	1,136.36	2,810.10	3,385.24
Total Recoveries	682.62	76.20	3,089.20	291.00
Net Write-Offs (Recoveries)	14,576.95	1,060.16	(279.10)	3,094.24
Net Write-Offs as a % of Rental Revenue	17.48%	1.18%	-0.24%	2.69%
<b>AL LOEHR</b>				
Total Write-offs	962.99	1,396.67	73.67	3,264.30
Total Recoveries	0.00	1,002.95	400.00	0.00
Net Write-Offs (Recoveries)	962.99	393.72	(326.33)	3,264.30
Net Write-Offs as a % of Rental Revenue	0.34%	0.15%	-0.12%	1.19%
<b>CREEKS</b>				
Total Write-offs	7,964.48	4,461.86	3,344.09	0.00
Total Recoveries	0.00	616.61	149.00	582.36
Net Write-Offs (Recoveries)	7,964.48	3,845.25	3,195.09	(582.36)
Net Write-Offs as a % of Rental Revenue	4.85%	2.38%	1.90%	-0.35%

**St. Cloud HRA**  
**Tenant Write-Off History by Property**

	2021	2020	2019	2018
<b>BROWNSTONES</b>				
Total Write-offs	0.00	62.59	0.00	0.00
Total Recoveries	62.59	0.00	188.00	0.00
Net Write-Offs (Recoveries)	(62.59)	62.59	(188.00)	0.00
Net Write-Offs as a % of Rental Revenue	-0.09%	0.09%	-0.22%	0.00%
<b>SWISSHELM ONE</b>				
Total Write-offs	6,225.28	0.00	1,077.20	0.00
Total Recoveries	0.00	3,659.22	992.62	337.63
Net Write-Offs (Recoveries)	6,225.28	(3,659.22)	84.58	(337.63)
Net Write-Offs as a % of Rental Revenue	3.08%	-1.89%	0.03%	-0.14%
<b>SWISSHELM TWO</b>				
Total Write-offs	5,133.94	6,671.12	527.15	1,198.40
Total Recoveries	560.08	1,057.55	238.67	2,368.20
Net Write-Offs (Recoveries)	4,573.86	5,613.57	288.48	(1,169.80)
Net Write-Offs as a % of Rental Revenue	2.33%	3.00%	0.12%	-0.48%
<b>WESTWOOD ONE</b>				
Total Write-offs	12,318.13	5,244.62	289.14	3,565.00
Total Recoveries	643.14	1,954.83	894.38	4,951.79
Net Write-Offs (Recoveries)	11,674.99	3,289.79	(605.24)	(1,386.79)
Net Write-Offs as a % of Rental Revenue	6.26%	1.98%	-0.24%	-0.57%
<b>WESTWOOD TWO</b>				
Total Write-offs	2,610.65	4,349.22	1,923.95	6,506.86
Total Recoveries	1,847.36	1,007.77	6,191.60	3,195.16
Net Write-Offs (Recoveries)	763.29	3,341.45	(4,267.65)	3,311.70
Net Write-Offs as a % of Rental Revenue	0.31%	1.44%	-1.73%	1.38%
<b>RIVERSIDE</b>				
Total Write-offs	4,021.98	1,249.24	3,559.30	5,480.50
Total Recoveries	0.00	327.22	760.00	4,149.80
Net Write-Offs (Recoveries)	4,021.98	922.02	2,799.30	1,330.70
Net Write-Offs as a % of Rental Revenue	0.81%	0.19%	0.48%	0.24%

TO: St. Cloud HRA Board of Commissioners

FROM: Paul Soenneker, Project Manager

DATE: April 14, 2022

SUBJECT: Approval of Contract for Generator Replacement at Wilson Apartments

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**Requested Action:** Approve the contract with Interstate Power Systems in the amount of \$47,985.00 to replace standby generator at Wilson Apartments.

**Background:** The existing natural gas standby generator is original to the building (1971). Midwest Machinery Co. recently serviced the generator and noted that the engine was leaking coolant from the head gasket. In order to replace the head gasket; the generator would need to be removed from the site & transferred to a service shop in order to be worked on. It was determined that because of the age of the generator, the cost of replacing the head gasket and rental of a portable generator while the existing generator was being repaired; it would be beneficial to the St. Cloud HRA to replace the existing generator.

The HRA solicited proposals from three companies to provide a new generator. We received proposals from two companies as outlined below.

	<b><u>Proposal</u></b>	<b><u>Anticipated Date of Installation</u></b>
Interstate Power Systems 21568 Highview Ave. Lakeville, MN 55044	\$47,985.00	Sept/Oct 2022
Ziegler Power Systems 8050 State Highway 101 Shakopee, MN 55379	\$50,600.00	Oct 2022

I believe the low proposal we received is reasonable, therefore I recommend awarding a contract to Interstate Power Systems for the sum of \$47,985.00.

**Frequency of Request:** Once

**Related Actions:** None

**Future Action:** None

**Relationship to Goals:** Goal #2 - St. Cloud HRA will promote fair housing and strive for high performance in HRA properties and housing subsidy programs.

**Budget Impacts:** This item will be funded through HUD's Capital Fund Program.

TO: St. Cloud HRA Board of Commissioners

FROM: Paul Soenneker, Project Manager

DATE: April 14, 2022

SUBJECT: Approval of Contract for Design / Engineering Services for Wilson Apartments Boiler Replacement

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**Requested Action:** Approve the contract with Short Elliott Hendrickson (SEH) in the amount of \$42,985.00 for the design and engineering services for the replacement of 3 boilers and 2 water pumps at Wilson Apartments.

**Background:** There are currently 3 boilers that heat the building. These boilers were installed in 2009 and within the past year have been having several maintenance issues. On several occasions; there has only been one boiler functioning because the other two have been broken down. The manufacturer of the existing boilers is no longer in business and multiple maintenance companies have told us that parts are becoming harder to find and they recommend replacing the existing boilers.

The HRA requested proposals from 5 companies for design / engineering services to remove the existing boilers and replace with new high-efficient boilers and water pumps. We received proposals from three companies as outlined below.

	<u>Proposal</u>
CMTA 1331 Tyler St. NE, Suite 201 Minneapolis, MN 55413	\$43,300.00
Short Elliot Hendrickson (SEH) 2351 Connecticut Ave. Sartell, MN 56377	\$42,985.00
Steen Engineering 5430 Douglas Dr. N. Minneapolis, MN 55429	\$19,300.00

St. Cloud HRA staff met with representatives from all three companies at Wilson Apartments to evaluate existing conditions before they submitted their proposals. The representative from Steen Engineering stated that he was not good with technology. This statement concerned HRA staff; because the HRA has recently put in place a control system on the existing boiler system that allows staff and vendors to check boiler pressures and temperature remotely. It also allows staff and vendors to change set-points on the boilers remotely. This control system would need to be integrated into the new boiler system.

In reviewing the proposal from Steen, the following discrepancies were noted:

- They included modifying the existing exhaust piping and venting in their estimate; not replacement like the other two companies
- Estimate included assisting with bidding; while the other two companies included bidding the project.

- Steen also made note that they would charge an additional \$1,200 per additional site visit per person over the 4 site visits that they included in their estimate.

St. Cloud HRA staff believes that it would not be in the HRA's best interest if the project was awarded to Steen Engineering. Either CMTA or SEH would provide a better product with less HRA staff time in the end.

I checked references for both CMTA & SEH and they were both highly recommended. Therefore; I recommend awarding the work to SEH because their proposal is slightly lower than CMTA with the possibility of being lower with their "not to exceed" proposal.

**Frequency of Request:** Once

**Related Actions:** None

**Future Action:** Contract award for work to be completed

**Relationship to Goals:** Goal #2 - St. Cloud HRA will promote fair housing and strive for high performance in HRA properties and housing subsidy programs.

**Budget Impacts:** This item will be funded through HUD's Capital Fund Program.

TO: HRA Board of Commissioners

FROM: Karen Rizer, CPA Finance Director

DATE: April 21, 2022

SUBJECT: Multifamily Housing Revenue Bonds (Sanctuary at St. Cloud Project),  
Series 2016

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**Requested Action:** Approve resolution 2022-02 for the modification and reissuance of the Multifamily Housing Revenue Bonds (Sanctuary at St. Cloud Project), Series 2016

**Background:** The Sanctuary at St. Cloud, LP, a Minnesota limited partnership (the “Borrower”) requested the HRA to issue its Multifamily Housing Revenue Bonds (Sanctuary at St. Cloud Project), Series 2016, to finance the 141-unit Sanctuary at St. Cloud assisted living project. (2410 20th Ave SE) The Bonds were issued and are special limited obligations of the HRA, payable solely from revenues pledged to the payment thereof, including amounts payable by the Borrower, certain bond proceeds and certain reserves. The Bonds are referred to as conduit debt and are not an indebtedness, liability, or general or moral obligation of the HRA.

The Borrower is currently in default and is requesting modification to the terms. A representative from the Borrower will be at the meeting to provide further details and answer questions.

**Options:** Approve, deny, or table.

**Frequency of Request:** Once.

**Related Actions:** None.

**Future Action:** None.

**Relationship to Goals:** The St. Cloud HRA will be an active partner in neighborhood/community concerns regarding housing and neighborhoods.

CERTIFICATION OF MINUTES RELATING TO  
MULTIFAMILY HOUSING REVENUE BONDS (SANCTUARY AT ST. CLOUD  
PROJECT), SERIES 2016

Issuer: Housing and Redevelopment Authority of St. Cloud, Minnesota

Governing Body: Board of Commissioners

Kind, date, time and place of meeting: A regular meeting held April 27, 2022, at  
6 o'clock P.M. at the Issuer's offices.

Members present:

Members absent:

Documents Attached:

Minutes of said meeting (including):

RESOLUTION NO. 2022-02

RESOLUTION RELATING TO THE PROPOSED MODIFICATION AND REISSUANCE OF  
THE ISSUER'S MULTIFAMILY HOUSING REVENUE BONDS (SANCTUARY AT ST.  
CLOUD PROJECT), SERIES 2016

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the bonds referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said bonds; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer \_\_\_\_\_, 2022.

\_\_\_\_\_  
Secretary

The Chair stated that this was the time and place fixed for a public hearing to be held on the proposal that the Issuer modify and reissue its Multifamily Housing Revenue Bonds (Sanctuary at St. Cloud Project), Series 2016A, outstanding in the aggregate principal amount of \$17,465,000 (the “Series 2016A Bonds”), all pursuant to Minnesota Statutes, Chapters 462A and 462C, as amended (the “Act”), and at the request of The Sanctuary at St. Cloud LP (the “Borrower”). The Secretary presented an affidavit showing publication of the notice of public hearing at least once not fewer than seven (7) days prior to the date fixed for the public hearing, in the St. Cloud Times, being the official newspaper of the Issuer and a newspaper of general circulation in the jurisdiction of the Issuer. The affidavit was examined, found to be satisfactory and ordered placed on file with the Secretary.

The Chair then opened the meeting for the public hearing on the proposal to modify the Series 2016A Bonds and loan provisions related thereto on behalf of the Borrower. The purpose of the hearing was explained, and all persons present who desired to do so were afforded an opportunity to express their views with respect to the proposal, in response to which the following persons either appeared, were recognized and made statements, or filed written comments with the Secretary before the date set for the hearing, summaries of which appear opposite their respective names:

Name of Speaker

Summary of Views

The Secretary [reported that no written comments had been] [read a summary of the written comments]\* filed in [her/his] office before the date of the hearing.

After all persons who wished to do so had stated or filed their views on the proposal, the Chair declared the public hearing to be closed.

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\*Strike inappropriate language



RESOLUTION APPROVING THE MODIFICATION AND REISSUANCE OF THE ISSUER'S  
MULTIFAMILY HOUSING REVENUE BONDS (SANCTUARY AT ST. CLOUD PROJECT),  
SERIES 2016

WHEREAS, the Housing and Redevelopment Authority of St. Cloud, Minnesota (the "Issuer") and Computershare Trust Company, National Association, as successor to Wells Fargo Bank, National Association, as trustee (the "Trustee"), have heretofore entered into that certain Trust Indenture dated as of August 1, 2016 (the "Original Indenture"), relating to the Issuer's \$17,485,000 Multifamily Housing Revenue Bonds (Sanctuary at St. Cloud Project), Series 2016A (the "Series 2016A Bonds") and \$4,865,000 Taxable Multifamily Housing Revenue Bonds (Sanctuary at St. Cloud Project), Series 2016B (the "Series 2016B Bonds," and together with the Series 2016A Bonds, the "Bonds").

WHEREAS, pursuant to the terms of that certain Loan Agreement dated as of August 1, 2016 (the "Original Loan Agreement"), the Issuer loaned the proceeds of the Bonds to The Sanctuary at St. Cloud, LP, a Minnesota limited partnership (the "Borrower"), to finance (i) the acquisition and construction of the facility (as defined herein) and (ii) costs of issuance of the Bonds (the "Project").

WHEREAS, certain defaults and events of default have occurred under the Original Indenture and the Original Loan Agreement including, without limitation, the Borrower's failure to make payments due under the Original Loan Agreement and default in the due and punctual payment of principal and interest on the Bonds.

WHEREAS, the Board of Commissioners (the "Board") of the Issuer has received a proposal from the Borrower pursuant to which the Borrower has requested that the Issuer modify the terms of the Original Indenture and Original Loan Agreement, pursuant to the terms of a First Supplemental Trust Indenture between the Issuer and the Trustee and a First Amendment to Loan Agreement between the Issuer and the Borrower, respectively (the "Amendments"; the Original Indenture as so amended, the "Indenture" and the Original Loan Agreement as so amended, the "Loan Agreement").

WHEREAS, at a public hearing, duly noticed and held on the date hereof, in accordance with Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code"), on the proposal to modify the terms of the Series 2016A Bonds, all parties who appeared at the hearing were given an opportunity to express their views with respect to the proposal to reissue the Series 2016A Bonds, and interested persons were given the opportunity to submit written comments to the Issuer before the time of the hearing.

WHEREAS, pursuant to the Amendments, the Borrower will agree, in consideration for the loan made under Original Loan Agreement, as modified, to, among other things, make payments to the Trustee, as assignee of the Issuer, in such amounts and at such times as will be sufficient to pay the principal of, premium, if any, and interest on the Bonds when due.

WHEREAS, the Bonds are special, limited obligations of the Issuer payable solely from amounts payable by the Borrower, other than to the extent payable from amounts held by the Trustee pursuant to the Indenture. The Bonds shall not be payable from or charged upon any funds other than the revenue pledged to the payment thereof, nor shall the Issuer or the City of St. Cloud, Minnesota (the "City"), be subject to any liability thereon. No holder or holders of any Bond shall ever have the right to compel any exercise of the taxing power of the Issuer or the City to pay any such Bond or the interest thereon, nor to enforce payment thereof against any property of the Issuer or the City. The Bonds shall not constitute a debt of the Issuer or the City within the meaning of any charter, constitutional or statutory limitation.

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

1. The Issuer hereby approves the restructuring represented by the Amendments and authorizes the reissuance of the Bonds. The Chair and the Executive Director are hereby authorized to approve (i) the maturity schedule of the Bonds, provided that the Bonds shall mature at any time or times in such amount or amounts not exceeding twenty (20) years from the date hereof; (ii) the provisions for prepayment and redemption of the Bonds prior to their stated maturity; and (iii) the interest rates for any series of Bonds, provided that the interest rate on any series of the Bonds shall not exceed 4.60% per annum. Such approval shall be conclusively evidenced by the execution of the Amendments as provided herein.

2. Each Bond shall be executed on behalf of the Issuer by the manual or facsimile signatures of the Chair and the Executive Director. The Bonds, when executed and delivered, shall contain a recital that they are issued pursuant to the Act. If any of the officers who shall have signed any of the Bonds shall cease to be such officers of the Issuer before the Bonds so signed shall have been actually authenticated by the Trustee or delivered by the Issuer, such Bonds nevertheless may be authenticated, issued and delivered with the same force and effect as though the person or persons who signed such Bonds had not ceased to be such officer or officers of the Issuer.

3. The Amendments, drafts of which have been presented to the Board at this meeting and which have been reviewed to the extent deemed necessary, are hereby made a part of this resolution as though set forth in full herein and are hereby approved in substantially the form submitted to this meeting, and the Chair and the Executive Director are hereby authorized and directed to execute, acknowledge and deliver the same on behalf of the Issuer (within the limitations set forth herein) with only such changes, insertions and omissions as may be approved by the Chair and the Executive Director, such approval to be evidenced conclusively by their execution of such documents.

4. The Chair and the Executive Director and all other officers of the Issuer are hereby authorized and directed to execute and deliver all other documents, instruments and certificates which may be required under the terms of the Indenture, the Loan Agreement, and any other

agreement entered into in conjunction with the Amendments, and to take such other action as may be required or appropriate for the performance of the duties imposed thereby or to carry out the purposes thereof.

5. In the absence or disability of the Chair and the Executive Director or any other officer of the Issuer named in any instrument to be executed on behalf of the Issuer in connection with the issuance of the Bonds, the acting Chair, the Vice-Chair or other officer may execute such instrument. The execution of any instrument by an officer of the Issuer shall be conclusive evidence of its approval.

6. The Executive Director is hereby designated for all purposes of the Loan Agreement and the Indenture as the Issuer official authorized to execute on behalf of the Issuer any certificates, requests or consents to be provided pursuant to such documents.

7. This resolution shall be effective upon its passage.

Upon a vote being taken on the foregoing Resolution, the following Commissioners

voted in favor thereof:

and the following voted against the same:

whereupon the Resolution was declared duly passed and adopted

TO: St. Cloud HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: April 20, 2022

SUBJECT: Approval of Resolution 2022-03 Acceptance of HUD CoC Rental Assistance Grants

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**Requested Action:** Approval of Resolution 2022-03 Acceptance of the three grants for \$362,280. \$88,416 and \$36,624 from the Department of Housing & Urban Development (HUD) for the HUD CoC Rental Assistance formerly known as Shelter Plus Care.

**Background:** The HUD CoC Rental Assistance provides tenant-based rental assistance to participants. The participants of the HUD CoC Rental Assistance are the chronic homeless individuals and families. The program builds on the premise that housing and services need to be linked in order to ensure stability of housing. Support service providers are required for each grant. Support services that will be provided in the form of case management and include; mental health, medical, transportation, budgeting, lifestyle skills, employment related skills, and crisis assistance.

The support service providers are Central MN Mental Health Center, Salvation Army of Wright County and Catholic Charities. These grants will provide rental assistance to approximately 51 households each month.

**Frequency of Request:** We plan to continue participation in the HUD CoC Rental Assistance and make this request on an annual basis.

**Related Actions:** None at this time.

**Future Action:** None at this time.

**Relationship to Goals:** Goal #3 – St. Cloud HRA will encourage collaboration with other community organizations and continue to seek funding sources for all programs.

**Budget Impact:** The St. Cloud HRA will be allowed to draw administrative fees for participants served under these grants.

**RESOLUTION 2022-03**

**HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR  
THE CITY OF ST. CLOUD, MINNESOTA**

**ACCEPTANCE OF HUD CoC RENTAL  
ASSISTANCE GRANTS**

WHEREAS, the Housing and Redevelopment Authority in and for the City of St. Cloud, Minnesota (the “HRA”), is authorized to administer rental assistance under the Housing Programs, and

WHEREAS, the HRA is authorized to administer the HUD CoC Rental Assistance Program under this authority, and has been administering tenant based rental assistance grants from the Department of Housing and Urban (HUD) for persons who are considered homeless and chronic homeless, on the premise that housing and services are linked to a service provider in order to ensure stability of housing. Support services are required for each of the three grants under this approval and must be in the form of case management to include; mental health, medical, transportation, budgeting, lifestyle skills, employment related skills and crisis assistance.

WHEREAS, the Department of Housing and Urban Development (HUD) is now requesting Board approval for the Executive Director of the HRA to accept the terms as outlined in the grants as stated below, and

WHEREAS, the Department of Housing and Urban Development (HUD) will provide the funding and allow the HRA to draw from the amount a fee for administering the grants,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF ST. CLOUD, MINNESOTA THE ACCEPTED GRANT AMOUNTS TO BE AUTHORIZED BY THE EXECUTIVE DIRECTOR: \$362,280, \$88,416, \$36,624.

Adopted this 27<sup>th</sup> day of April, 2022.

ATTEST:

\_\_\_\_\_  
Nancy Gohman, Chair

\_\_\_\_\_  
George Hontos, Secretary

TO: St. Cloud HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: April 20, 2022

SUBJECT: Approval of Resolution 2022-04 Acceptance of HUD CoC Domestic Violence Rapid Re-Housing Grants

---

**Requested Action:** Approval of Resolution 2022-04 Acceptance of grant for \$143,790 from the Department of Housing & Urban Development (HUD) for the HUD CoC Domestic Violence Rapid Re-Housing

**Background:** In 2021, our office applied for a Domestic Violence Rapid Re-Housing grant in partnership with Anna Marie's Alliance. We have been informed that our agency was awarded the grant in the amount of \$143,790. The St. Cloud HRA and Anna Marie's Alliance put together a joint application for rental assistance and support services for victims of domestic violence. The St. Cloud HRA is the lead applicant and will provide the rental assistance to nine households. Anna Marie's Alliance is a subrecipient under the grant and would provide the support services for participants receiving the rental assistance. Support services that will be provided in the form of case management and include; employment opportunities, education, life skills, child care, transportation, housing search and moving expenses.

**Frequency of Request:** We plan to continue participation in the HUD CoC Rapid Re-Housing and make this request on an annual basis.

**Related Actions:** None at this time.

**Future Action:** None at this time.

**Relationship to Goals:** Goal #3 – St. Cloud HRA will encourage collaboration with other community organizations and continue to seek funding sources for all programs.

**Budget Impact:** The St. Cloud HRA will be allowed to draw administrative fees for participants served under these grants.

**RESOLUTION 2022-04**

**HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR  
THE CITY OF ST. CLOUD, MINNESOTA**

**ACCEPTANCE OF HUD CoC RAPID RE-HOUSING GRANT**

WHEREAS, the Housing and Redevelopment Authority in and for the City of St. Cloud, Minnesota (the “HRA”), is authorized to administer rental assistance under the Housing Programs, and

WHEREAS, the HRA is authorized to administer the HUD CoC Rapid Re-Housing grant under this authority, and has been administering tenant based rental assistance grants from the Department of Housing and Urban (HUD) for persons who are considered homeless and chronic homeless, on the premise that housing and services are linked to a service provider in order to ensure stability of housing. Support services are required for this grant and must be in the form of case management to include; employment opportunities, education, life skills, child care, transportation, housing search and moving expenses.

WHEREAS, the Department of Housing and Urban Development (HUD) is now requesting Board approval for the Executive Director of the HRA to accept the terms as outlined in the grant, and

WHEREAS, the Department of Housing and Urban Development (HUD) will provide the funding and allow the HRA to draw from the amount a fee for administering the grant,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF ST. CLOUD, MINNESOTA THE ACCEPTED GRANT AMOUNT TO BE AUTHORIZED BY THE EXECUTIVE DIRECTOR: \$143,790.

Adopted this 27<sup>th</sup> day of April, 2022.

ATTEST:

\_\_\_\_\_  
Nancy Gohman, Chair

\_\_\_\_\_  
George Hontos, Secretary



TO: St. Cloud HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: April 19, 2022

SUBJECT: Resolution 2022-05 Authorization of Housing Tax Credit Suballocator Joint Powers Agreement - 2023

---

**Requested Action:** Resolution 2022-05 Authorization for Executive Director to sign the Housing Tax Credit Suballocator Joint Powers Agreement between the St. Cloud Housing and Redevelopment Authority and Minnesota Housing Finance Agency

**Background:** The St. Cloud Housing and Redevelopment Authority in and for the City of St. Cloud, Minnesota (HRA) is authorized to allocate low-income housing tax credits pursuant to Section 42 of the Internal Revenue Code of 1986, as amended and Minnesota Statutes Sections 462A.221 through 462A.225. The St. Cloud HRA is under Minnesota Housing as a suballocator of these housing tax credits. There are seven suballocators in Minnesota. St. Cloud is the smallest sub allocator with an amount of \$ 187,508.

In 2002, Minnesota Housing and the St. Cloud HRA entered into a Joint Powers Agreement whereby Minnesota Housing will perform all of the housing tax credit allocation and compliance monitoring functions on behalf of the St. Cloud HRA. There are no significant changes to the agreement with Minnesota Housing.

If the Board chooses not to authorize the Joint Powers Agreement, the St. Cloud HRA would then become responsible to develop a Qualified Allocation Plan, Procedural Plan, and selection process.

**Frequency of Request:** This is done on an annual basis.

**Related Actions:** None

**Future Action:** None

**Options:** The Board could choose not to authorize the amendment.

**Relationship to Goals:** Goal #3 – The St. Cloud HRA will encourage collaboration with other community organizations and continue to seek funding sources for all programs.

**Budget Impact:** There is no impact on our budgets if the amendment is authorized.

**MINNESOTA HOUSING FINANCE AGENCY  
HOUSING TAX CREDIT ADMINISTRATION  
JOINT POWERS AGREEMENT**

**WHEREAS**, Section 42 of the Internal Revenue Code of 1986 (Section 42) provides for low-income housing credits (HTCs) to be allocated by Housing Credit Agencies as that term is defined in Section 42(h)(8)(A), pursuant to a Qualified Allocation Plan (QAP) as that term is defined in Section 42(m)(1); and

**WHEREAS**, under Minnesota law, the Minnesota Housing Finance Agency (Minnesota Housing) and certain counties and cities are authorized to allocate HTCs and the State's Housing Credit Ceiling is divided by statutory formula and reserved for allocation by the respective entities; and

**WHEREAS**, the City of St. Cloud is a City which is eligible to receive a reservation of HTCs under Minn. Stat. 462A.222, subd. 1; and

**WHEREAS**, Minnesota Housing and the City of St. Cloud wish to enter into a joint powers agreement under Minn. Stat. § 471.59, pursuant to which, except for certain functions expressly set forth in this Agreement, Minnesota Housing will perform all of the HTC allocation, award and compliance monitoring functions on behalf of the City of St. Cloud with respect to HTCs allocated for the calendar year 2023 Housing Credit Ceiling, as that term is defined in 26 CFR § 1.42-14 or awarded in calendar year 2023 to developments financed with volume limited tax exempt bonds; and

**WHEREAS**, pursuant to Section 42, Minnesota Housing adopts Qualified Allocation Plans (QAPs) which include both procedures for the allocation and award of HTCs and compliance monitoring procedures and also contemplate a joint powers agreement as set forth herein; and

**WHEREAS**, the State of Minnesota Housing Tax Credit 2022-2023 Qualified Allocation Plan (QAP) and the 2022-2023 Housing Tax Credit Program Compliance Manual (HTC Compliance Manual), and any revisions and amendments thereto, are hereby incorporated in their entirety into this Agreement by reference.

**NOW, THEREFORE, IT IS AGREED:**

**1. Allocation and Award.**

- a. City of St. Cloud agrees to transfer its entire 2023 HTC annual tax credit distribution to Minnesota Housing using the form attached hereto. Said credits become part of the Minnesota Housing 2023 Housing credit ceiling pursuant to Minnesota Statutes Section 462A.223.
- b. With respect to the City of St. Cloud HTCs, the parties agree that the 2022-2023 QAP will apply to all projects and that Minnesota Housing shall perform all of the allocation duties on behalf of the City of St. Cloud using the 2022-2023 QAP. All applicants shall use the application forms included in the 2022-2023 QAP.
- c. With respect to City of St. Cloud HTCs through the issuance of volume limited tax-exempt bonds, the project must comply with the QAP in effect for the year that the bonds are issued. The parties agree that Minnesota Housing shall conduct all applicable reviews under Section 42(m) and the issuer must provide documentation of its review pursuant to Section 42(m)(2)(d).

- d. Under Round 1 of the 2022-2023 QAP, Minnesota Housing shall make selections according to the selection processes established by the 2022-2023 QAP and shall allocate HTC's in Round 1 and, if applicable, Round 2, pursuant to the requirements and limitations contained in the 2022-2023 QAP.
2. **Compliance Monitoring.** For all projects receiving their initial allocation of HTC's from Minnesota Housing, all compliance monitoring functions throughout the Compliance Period and Extended Use Period for each project, as those terms are defined in Internal Revenue Code Sections 42(i)(1)(i) and 42(h)(6)(D), shall be performed by Minnesota Housing. Minnesota Housing shall perform the compliance monitoring responsibilities for the projects pursuant to the compliance monitoring provisions of the 2022-2023 QAP, the HTC Compliance Manual and 26 CFR Section 1.42.5, all as may be amended from time to time.
3. **Compensation.** Only Minnesota Housing shall charge and receive compensation for the allocation and compliance duties and shall do so in accordance with the QAP and the HTC Compliance Manual. The compensation shall be paid to Minnesota Housing directly by the HTC applicant/owner at the times and in the amounts set forth therein.
4. **Term of Contract.** Subject to execution by all of the parties' herein below, this Agreement shall be effective on [DATE]. With respect to the allocation responsibilities herein, this Agreement shall not terminate until all allocation responsibilities under this Agreement have been completed. With respect to awards of HTC's to developments financed with tax exempt bonds, this Agreement shall terminate at the conclusion of calendar year 2023. With respect to the compliance monitoring responsibilities herein, said responsibilities shall continue from the beginning of the Compliance Period through the end of the Extended Use Period, as those terms are defined under IRC Section 42.
5. **Addresses for Notices.** All notices to be given by either party to the other hereunder shall be in writing addressed as follows:
  - (a) To the City of St. Cloud at:  
  
St. Cloud HRA  
1225 W. St. Germain  
St. Cloud, MN 56301
  - (b) To Minnesota Housing at:  
  
Minnesota Housing Finance Agency  
400 Wabasha Street North, Suite 400  
St. Paul, Minnesota 55102or addressed to any such party at such other address as such party shall hereafter furnish by notice to the other party.
6. **Records.** Both Minnesota Housing and the City of St. Cloud agree that it will make available all pertinent information, data and records under their respective control for each other's use in the performance of this Agreement, and will assist the other, whenever possible, to obtain such records, data and information.

7. **Liability.** Each party shall be responsible for its own acts and omissions, the acts and omissions of its employees, and results thereof to the extent authorized by law. The parties shall not be responsible for the acts of any others and the results thereof.
8. **Assignment.** Neither party shall assign any interest in this Agreement without prior written consent of the parties and subject to such conditions and provisions as are deemed necessary.
9. **Independent Contractors.** The parties agree that the employees of Minnesota Housing shall always be considered employees of Minnesota Housing for all purposes including workers' compensation and the employees of the City of St. Cloud shall always be considered employees of the City of St. Cloud for all purposes including workers' compensation. No employee of either party shall be entitled to any claim or benefit from the other party from any event or occurrence arising out of the performance of this Agreement. This Agreement is not intended and should not be construed in any manner as creating or establishing a relationship of co-partners between the parties hereto. Neither party under any circumstances shall be liable for any employee benefits of the other party's employees. This Agreement shall be construed in such a manner as to not interfere with the contractual obligations of either party with its employees under any valid collective bargaining agreement.
10. **Amendments.** This Agreement may be amended only in writing signed by the parties.
11. **Authority to Enter into Agreement.** Each Party represents that the individual executing this Agreement has been authorized to do so by its governing body.

**CITY OF St. Cloud/St. Cloud HRA**

By: \_\_\_\_\_

Its: Executive Director

Date: \_\_\_\_\_

**MINNESOTA HOUSING FINANCE AGENCY**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

**City Clerk**

By: \_\_\_\_\_

Its: City Clerk

Date: \_\_\_\_\_

**RESOLUTION NO. 2022-05**

**TRANSFER OF HOUSING TAX CREDITS  
TO MINNESOTA HOUSING FINANCE AGENCY**

Pursuant to Minn. Stat. 462A.222, the City of St. Cloud is expected to receive approximately \$187,508. In 2023 Low-Income Housing Tax Credits (HTCs).

The City of St. Cloud has entered into a Joint Powers Agreement with the Minnesota Housing Finance Agency (Minnesota Housing) dated April 27, 2022.

Pursuant to the above-described Joint Powers Agreement, the City of St. Cloud agrees to voluntarily and irrevocably transfer its entire 2023 HTC annual tax credit distribution to Minnesota Housing.

The City of St. Cloud understands that by transferring the HTCs to Minnesota Housing the HTCs become part of the Minnesota Housing 2023 Housing Credit Ceiling under Minn. Stat. 462A.222 and the City of St. Cloud relinquishes all rights and entitlements with respect to those HTCs.

The transfer of the HTCs is effective immediately.

**City of St. Cloud/St. Cloud HRA**

By: \_\_\_\_\_

Its: Board Chair

Date: April 27, 2022

**TRANSFER OF HOUSING TAX CREDITS  
TO MINNESOTA HOUSING FINANCE  
AGENCY**

Pursuant to Minn. Stat. § 462A.222, the City of St. Cloud is expected to receive approximately \$187,508 in 2023 Low Income Housing Tax Credits (HTCs).

The City of St. Cloud has entered into a Joint Powers Agreement with the Minnesota Housing Finance Agency (Minnesota Housing) dated April 27, 2022.

Pursuant to the above-described Joint Powers Agreement, the City of St. Cloud agrees to voluntarily and irrevocably transfer its entire 2023 HTC annual tax credit distribution to Minnesota Housing.

The City of St. Cloud understands that by transferring the HTCs to Minnesota Housing, the HTCs become part of the Minnesota Housing 2023 Housing Credit Ceiling under Minn. Stat. § 462A.222 and the City of St. Cloud relinquishes all of its rights and entitlements with respect to those HTCs.

The transfer of the HTCs is effective immediately.

**City of St. Cloud/St. Cloud HRA**

By: \_\_\_\_\_

Its: Board Chair

Date: April 27, 2022

TO: HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: April 20, 2022

SUBJECT: Report on Activities

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**Housing Choice Voucher Wait List:** The St. Cloud HRA will be accepting applications for the Housing Choice Voucher Program online starting on May 2, 2022 at 12:01 am and ending May 6, 2022 at 11:59 pm. We anticipate we will receive far more applications for the Housing Choice Voucher Program than we will be able to house in a reasonable period of time. In order to be fair and consistent with Federal law, we plan to process the housing applications we receive using a lottery. The lottery means that after all of the applications are received, we will use a computer to randomly select 1,000 of the applications to be place on the Housing Choice Voucher waiting list.

**Summer Hours:** Our office will plan to go to summer hours starting with Memorial Day and ending on Labor Day. These hours will be 7:30 am to 5:00 pm, Monday through Thursday, and 7:30 am to 11:30 am on Friday. The office vestibule is open during business hours for customers to drop off forms, pick up or schedule an appointment. The staff are seeing customers by appointment.

**Mainstream Vouchers:** The Department of HUD has offered the opportunity for housing authorities with Mainstream Voucher Programs to request additional vouchers for their jurisdiction. The Mainstream Vouchers are vouchers for non-elderly persons with disabilities. Our agency will be requesting an additional 10 vouchers. Ten vouchers are the maximum we can request.

**Housing Choice Voucher Program:** During the month of March 2022, there were ten housing choice vouchers released. Four of the vouchers were voluntary released, two for program violations, two were due to death and two vouchers were at zero HAP. Four of the voucher holders were over the age of 62.

As of March 31, 2022 – 119 Port In vouchers and 43 Port Out vouchers.

**CDBG Update:**

For the homeowner rehab program:

- 4 in construction
- 3 out for bids
- 1 in application stage
- 5 on waiting list

## Housing Department Vacancy Report – For the Month Ending March 31, 2022

<b>Fund: Public Housing – 291 Units</b>			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>03/31/22</u>
Empire	89	10.8%	8 * fire repairs-5 rented April 1st
Wilson	126	2.22%	0
Scattered Sites	76	0.00%	0

<b>Fund: Section 8 New Construction – 162 Units</b>			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>03/31/22</u>
Germain	60	1.50%	2
Grace/NWB	102	1.97	1

<b>Fund: Tax Credit – 249 Units</b>			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>03/31/22</u>
Creeks	24	0.00%	0
Brownstones	12	5.55%	0
Swisshelm One	32	3.13%	1
Westwood One	32	3.80%	2
Swisshelm Two	32	4.02%	3 *2 rented April 1st
Westwood Two	32	2.38%	0
Riverside	85	3.38%	2

<b>Fund: Affordable Housing – 79 Units</b>			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>03/31/22</u>
Eastwood	18	3.70%	0
Loehr	61	2.61%	1