

TO: St. Cloud HRA Board of Commissioners
FROM: Louise Reis, Executive Director
DATE: August 16, 2022
SUBJECT: Apartment Building Tour

Requested Action: No action requested.

Background: On Wednesday, August 24, 2022 at 5:00 pm, we will meet at Wilson Apartments located at 41 3rd Avenue NE, St. Cloud for a tour of the apartment building. You may park behind Wilson Apartments on the street and in parking spaces that face the railroad tracks. We will meet in the front of the building. The property manager, Matt Swanson, will conduct the tour.

After the Wilson tour (approximately 5:30 pm), we will travel to Empire Apartments, located at 54 4th Avenue N, St. Cloud for a tour of Empire Apartments. You may park in the parking lot next to Skylight Gardens. This is a city parking lot. We will meet in front of the apartment building. The property manager, Pam Shaw, will conduct the tour.

After the building tours are completed, the regular St. Cloud HRA Board meeting is scheduled for 6:00 pm at the St. Cloud HRA office.

Frequency of Request: n/a

Related Actions: None.

Future Action: None.

Relationship to Goals: Goal #2 – The St. Cloud HRA will promote fair housing and assure high performance in HRA properties and housing subsidy programs.

Budget Impact: No budget impact.

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

**St. Cloud HRA, 1225 West St. Germain Street, Board Room
Wednesday, August 24, 2022
6:00 P.M.**

Apartment Tours -- 5:00 P.M., Wilson Apartments, 41 3rd Ave NE Approximately 5:30 P.M., Empire Apartments, 54 4th Ave N
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**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, July 27, 2022. REQUESTED ACTION: Approve.
4. Approval of Regular Minutes, July 27, 2022. REQUESTED ACTION: Approve.
5. Review of 2022 Financial Reports. REQUESTED ACTION: None.
6. Approval of Contract for Replacement of Pneumatic Valves in Units at Grace McDowall Apartments. REQUESTED ACTION: Approve.
7. Approval of Contract for Boiler Replacement at Wilson Apartments. REQUESTED ACTION: Approve.
8. Approval of Application for HUD CoC Rental Assistance Grants. 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:

9. A. Public Hearing for the PHA Plan for FY 2023.
 B. Approval of Resolution 2022-07 – 2023 Public Housing Agency Plan.
 C. Approval of Resolution 2022-08 – Capital Fund Program and Five-Year Plan.
10. Approval of Amazon Locker Purchase.
11. Report on Activities.

Open Discussion:

Adjourn.

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

Wednesday, July 27, 2022

A Study Session for the St. Cloud HRA Board of Commissioners was held on Wednesday, July 27, 2022. Chair Nancy Gohman called the meeting to order at 5:00 p.m. Commissioners present: Mike Conway, John Dvorak, Seal Dwyer, Nancy Gohman, George Hontos, and Hani Jacobson. Absent: Jeff Goerger.

Finance Director Karen Rizer began the meeting by pointing to the Central Office Cost Center – Fund 440 in the study session materials. She noted it includes the proposed budget for 2023, with minimal changes, but added that the maintenance supplies and services line is lower because the HRA purchased a new maintenance truck in 2022. Ms. Rizer also said when the 2022 budget was adopted, one position was allocated between the funds in salaries and benefits. The position changed to be fee for service, and as a result both charges for services revenue and salaries and benefits expenses are projected to be over budget in 2022.

Commissioner Hontos inquired about legal expenses and travel and training expenses. Ms. Rizer noted legal fees vary year to year; it is an unpredictable expense. Executive Director, Louise Reis, responded that a lot of training has been offered virtually or has been held in nearby cities so that budget fluctuates due to what training is available and where it is being held.

Commissioner Hontos asked if any reserves are being used in the 2023 budget. Ms. Rizer confirmed there are no reserves projected to be used in 2023. Commissioner Gohman asked Ms. Rizer how many times in the last 10 years has the budget been negative in the estimate versus actual. Ms. Rizer responded that has never been the case. Commissioner Dvorak asked how money ends up in the reserves. Ms. Rizer responded the biggest reason is funds received from charges for managing programs. Commissioner Hontos asked if there is a standard for the number of dollars in reserves for agencies similarly sized to the St. Cloud HRA, and Ms. Rizer responded there is not a standard recommended amount due to the diversity of programs that housing authorities administer.

Ms. Rizer asked the Board if there is any consideration in increasing the levy above the proposed \$527,000 amount to include additional funds for the Housing Trust Fund. Commissioner Gohman responded she does not feel the fund is far enough along to increase the levy in 2023. Ms. Reis added that she has not heard back from Stearns County Attorney’s Office with the proposed changes she had provided after June’s study session. The Board confirmed there are too many unknowns with the Housing Trust Fund to request additional funds in the proposed 2023 tax levy.

There being no further discussion, the study session ended at 5:33 p.m.

ATTEST:

Chair, Nancy Gohman

Secretary, George Hontos

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

Wednesday, July 27, 2022

A Regular Meeting for the St. Cloud HRA Board of Commissioners was held on Wednesday, July 27, 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 5:34pm.

Consent Agenda:

1. Roll call was taken and the pledge of allegiance spoken. Commissioners present: Mike Conway, John Dvorak, Seal Dwyer, Nancy Gohman, George Hontos, and Hani Jacobson. Absent: Jeff Goerger
2. Approval of Agenda – Commissioner Hontos pulled items 7 and 9 for further discussion; Commissioner Dwyer moved for approval on the remaining items; Commissioner Jacobson seconded the motion. All commissioners voted in favor; the agenda and consent agenda moved as presented.
3. Approval of Study Session Minutes, June 22, 2022 – approved as presented.
4. Approval of Regular Minutes, June 22, 2022 – approved as presented.
5. Review of 2022 Financial Reports – no action required.
6. Approval of Review of Waiting List Information – Authorization to Close Waiting Lists – approved as presented.
7. Review of Progress on 2020-2025 Goals – Commissioner Hontos inquired about refreshing the goals. Commissioner Dwyer suggested the Covid-19 pandemic put a pause on lofty goals, but the items are still relevant and in the works. Executive Director Louise Reis added that the goals are in the works, but staff is waiting on bids and contractor availability before more work can be completed. Commissioner Conway suggested revisiting the goals in early 2023 to reevaluate. No action required.
8. Approval of Contract for Scattered Sites Furnace, Water Heater Replacement, and Air Conditioner Installation 2022 – contract approved with August Plumbing & Heating for \$87,639.00.
9. Approval of Contract for Roof Repair at the Brownstones Family Townhomes – contract approved with Project One Construction, Inc. for \$59,400.00. Commissioner Hontos inquired about the price difference between the two quotes. Ms. Reis stated it is how the bids were submitted; the amount of work remains the same. Commissioner Gohman added that Project One Construction, Inc. has completed good work for the St. Cloud HRA before. Commissioner Hontos moved for approval; Commissioner Dwyer seconded. All commissioners voted in favor; the motion moved as presented.

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:

10. Approval of Resolution 2022-02 – Resolution Approving the Modification and Reissuance of the Issuer's Multifamily Housing Revenue Bonds (Sanctuary at St. Cloud Project), Series 2016. Finance Director Karen

Rizer said in 2016 the HRA issued housing bonds on behalf of the Sanctuary at St. Cloud and the borrower is currently in default and is requesting modification to the terms. Commissioner Gohman asked if all units are considered assisted living. Ms. Reis responded yes. Commissioner Hontos moved for approval; Commissioner Conway seconded the motion. All commissioners voted in favor; the motion moved as presented.

New Business:

11. Approval of Resolution 2022-06 – Adopting the Special Tax Levy for Payment in the Year of 2023. Commissioner Hontos moved for approval; Commissioner Conway seconded the motion. All commissioners voted in favor; the motion moved as presented.

12. Report on Activities – Ms. Reis stated that Minnesota Housing conducted a Management and Occupancy Review at Grace McDowall and Northway Townhomes. The property received a score of 81 – above average for the property. Ms. Reis then announced property managers are participating in National Night Out and will be holding events at several of the properties. Commissioner Hontos inquired about an update on the CDBG program. Ms. Rizer responded she is hopeful the 18 applications will come to fruition so the funds can be spent.

There being no further business, the meeting adjourned at 6:00 p.m.

ATTEST:

Secretary, George Hontos

Chair, Nancy Gohman

TO: HRA Board of Commissioners
FROM: Karen Rizer, CPA Finance Director
DATE: August 17, 2022
SUBJECT: 2022 Financial Reports

Requested Action: None.

Background: The Board receives financial reports for certain funds on a rotating basis.

The planned reporting schedule is as follows:

June – Central Office Cost Center (COCC) Fund, Community Housing Fund, Community Development Block Grant (CDBG) Housing Rehab Fund, Housing Development & Rehab Fund, Housing Choice Vouchers Fund, Public Housing Fund – Empire Apartments, Scattered Sites, and Wilson Apartments, Germain Towers Fund, Northway Projects A&B Fund, Eastwood Apartments Fund, Al Loehr Apartments Fund, and the seven tax credit limited partnership funds.

July and October – Central Office Cost Center (COCC) Fund, Community Housing Fund, Community Development Block Grant (CDBG) Housing Rehab Fund, Housing Development & Rehab Fund, and Housing Choice Vouchers Fund.

August and November – Al Loehr Apartments Fund and the seven tax credit limited partnership funds.

September and December – Public Housing Fund – Empire Apartments, Scattered Sites, and Wilson Apartments, Germain Towers Fund, Northway Projects A&B Fund, and Eastwood Apartments Fund.

Please call or email if you have any questions. (320-202-3148 or krizer@stcloudhra.com) Thank you.

Budgeted Vacancy Loss	3%
Actual Vacancy Loss	3.8%

	Account Title	2022 BUDGET	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
Operating Income:						
1	Gross Potential Rent	\$ 312,800	\$ 156,400	\$ 155,505	\$ (895)	-0.6%
2	Less: Vacancy Loss	(9,900)	(4,950)	(5,848)	(898)	-18.1%
3	Net Tenant Rental Revenue	302,900	151,450	149,657	(1,793)	-1.2%
4	Other Income	11,000	5,500	9,447	3,947	71.8%
	Total Operating Income	313,900	156,950	159,104	2,154	1.4%

Operating Expenses:						
	Administrative					
5	Management & Bkpg Fees	73,200	36,600	35,500	(1,100)	3.0%
6	Auditing Fees	2,300	1,150	1,750	600	-52.2%
7	Legal Expense	1,200	600	-	(600)	0.0%
8	Other Administrative Costs	14,400	7,200	8,925	1,725	-24.0%
9	Total Administrative	91,100	45,550	46,175	625	-1.4%
10	Tenant Services	3,000	1,500	1,335	(165)	11.0%
	Utilities					
11	Water & Sewer	15,000	7,500	6,923	(577)	7.7%
12	Electricity	37,000	18,500	21,780	3,280	-17.7%
13	Gas	4,000	2,000	2,210	210	-10.5%
14	Total Utilities	56,000	28,000	30,913	2,913	-10.4%
15	Maintenance	101,290	50,645	57,388	6,743	-13.3%
16	Protective Services	9,000	4,500	4,103	(397)	8.8%
17	Insurance	14,400	14,400	6,701	(7,699)	53.5%
18	Payments in Lieu of Taxes	11,500	5,750	5,754	4	-0.1%
19	Bad Debt-Tenants	7,000	3,500	2,170	(1,330)	38.0%
20	Total Operating Expenses	293,290	153,845	154,539	694	-0.5%

21	Cash Flow from Operations	20,610	3,105	4,565	1,460	-47.0%
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	Other Sources & (Uses)					
22	Capital Expenditures	-	-	-	-	0.0%
23	Other Financial Items-Sources & (Uses)	(20,610)	-	-	-	0.0%
24	Total Other Financial Items	(20,610)	-	-	-	0.0%

25	Net Cash Flow	\$ -	\$ 3,105	\$ 4,565	\$ 1,460	-47.0%
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Line item notes:
12 - Colder winter

Plum Creek Family Housing LP 721, 733, 745, 757 33rd St S 24 Units Built 1999
 June 30, 2022

Budgeted Vacancy Loss	2%
Actual Vacancy Loss	1.3%

	Account Title	2022 BUDGET	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
Operating Income:						
1	Gross Potential Rent	\$ 187,900	\$ 93,950	\$ 93,718	\$ (232)	-0.2%
2	Less: Vacancy Loss	(3,800)	(1,900)	(1,211)	689	36.3%
3	Net Tenant Rental Revenue	184,100	92,050	92,507	457	0.5%
4	Other Income	18,900	9,450	8,258	(1,192)	-12.6%
	Total Operating Income	203,000	101,500	100,765	(735)	-0.7%

Operating Expenses:						
	Administrative					
5	Management & Bkpg Fees	23,100	11,550	14,300	2,750	-23.8%
6	Auditing Fees	1,000	500	558	58	-11.6%
7	Legal Expense	600	300	-	(300)	0.0%
8	Other Administrative Costs	15,400	7,700	5,497	(2,203)	28.6%
9	Total Administrative	40,100	20,050	20,355	305	-1.5%
10	Tenant Services	100	50	-	(50)	0.0%
	Utilities					
11	Water & Sewer	16,000	8,000	6,191	(1,809)	22.6%
12	Electricity	2,000	1,000	984	(16)	1.6%
13	Gas	1,400	700	775	75	-10.7%
14	Total Utilities	19,400	9,700	7,950	(1,750)	18.0%
15	Maintenance	112,100	56,050	37,304	(18,746)	33.4%
16	Protective Services	1,700	850	527	(323)	38.0%
17	Insurance	14,100	14,100	16,015	1,915	-13.6%
18	Payments in Lieu of Taxes	7,500	3,750	3,750	-	0.0%
19	Bad Debt-Tenants	8,000	4,000	-	(4,000)	0.0%
20	Total Operating Expenses	203,000	108,550	85,901	(22,649)	20.9%

21	Cash Flow from Operations	-	(7,050)	14,864	21,914	310.8%
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	Other Sources & (Uses)					
22	Capital Expenditures	-	-	-	-	0.0%
23	Other Financial Items-Sources & (Uses)	-	-	-	-	0.0%
24	Total Other Financial Items	-	-	-	-	0.0%

25	Net Cash Flow	\$ -	\$ (7,050)	\$ 14,864	\$ 21,914	310.8%
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Brownstones Family Housing LP 402 9th Ave N & 403 8th Ave N 12 Units Built 2000
June 30, 2022

Budgeted Vacancy Loss	2%
Actual Vacancy Loss	2.6%

	Account Title	2022 BUDGET	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
Operating Income:						
1	Gross Potential Rent	\$ 93,600	\$ 46,800	\$ 46,938	\$ 138	0.3%
2	Less: Vacancy Loss	(1,900)	(950)	(1,200)	(250)	-26.3%
3	Net Tenant Rental Revenue	91,700	45,850	45,738	(112)	-0.2%
4	Other Income	8,000	4,000	3,287	(713)	-17.8%
	Total Operating Income	99,700	49,850	49,025	(825)	-1.7%

Operating Expenses:						
	Administrative					
5	Management & Bkpg Fees	13,600	6,800	7,000	200	-2.9%
6	Auditing Fees	600	300	558	258	-86.0%
7	Legal Expense	1,000	500	-	(500)	0.0%
8	Other Administrative Costs	1,900	950	754	(196)	20.6%
9	Total Administrative	17,100	8,550	8,312	(238)	2.8%
10	Tenant Services	100	50	-	(50)	0.0%
	Utilities					
11	Water & Sewer	10,500	5,250	3,745	(1,505)	28.7%
12	Electricity	500	250	248	(2)	0.8%
13	Gas	100	50	185	135	-270.0%
14	Total Utilities	11,100	5,550	4,178	(1,372)	24.7%
15	Maintenance	55,200	27,600	24,495	(3,105)	11.3%
16	Protective Services	600	300	162	(138)	46.0%
17	Insurance	10,800	10,800	11,543	743	-6.9%
18	Payments in Lieu of Taxes	3,800	1,900	1,902	2	-0.1%
19	Bad Debt-Tenants	1,000	500	-	(500)	0.0%

20	Total Operating Expenses	99,700	55,250	50,592	(4,658)	8.4%
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21	Cash Flow from Operations	-	(5,400)	(1,567)	3,833	71.0%
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	Other Sources & (Uses)					
22	Capital Expenditures	-	-	-	-	0.0%
23	Other Financial Items-Sources & (Uses)	-	-	-	-	0.0%
24	Total Other Financial Items	-	-	-	-	0.0%

25	Net Cash Flow	\$ -	\$ (5,400)	\$ (1,567)	\$ 3,833	71.0%
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Swisshelm Village Apartments One LP
June 30, 2022

316 Laudенbach Ct

32 Units

Built 2002

Budgeted Vacancy Loss	3%
Actual Vacancy Loss	2.8%

	Account Title	2022 BUDGET	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
Operating Income:						
1	Gross Potential Rent	\$ 275,500	\$ 137,750	\$ 137,758	\$ 8	0.0%
2	Less: Vacancy Loss	(8,600)	(4,300)	(3,801)	499	11.6%
3	Net Tenant Rental Revenue	266,900	133,450	133,957	507	0.4%
4	Other Income	10,600	5,300	12,067	6,767	127.7%
	Total Operating Income	277,500	138,750	146,024	7,274	5.2%

Operating Expenses:						
	Administrative					
5	Management & Bkpg Fees	30,300	15,150	18,700	3,550	-23.4%
6	Auditing Fees	1,000	500	697	197	-39.4%
7	Legal Expense	1,500	750	-	(750)	0.0%
8	Other Administrative Costs	14,800	7,400	6,793	(607)	8.2%
9	Total Administrative	47,600	23,800	26,190	2,390	-10.0%
10	Tenant Services	8,100	4,050	-	(4,050)	0.0%
	Utilities					
11	Water & Sewer	21,000	10,500	9,799	(701)	6.7%
12	Electricity	12,000	6,000	6,292	292	-4.9%
13	Gas	13,500	6,750	12,361	5,611	-83.1%
14	Total Utilities	46,500	23,250	28,452	5,202	-22.4%
15	Maintenance	102,200	51,100	52,582	1,482	-2.9%
16	Protective Services	6,000	3,000	3,625	625	-20.8%
17	Insurance	12,300	12,300	13,738	1,438	-11.7%
18	Payments in Lieu of Taxes	10,500	5,250	5,250	-	0.0%
19	Bad Debt-Tenants	7,000	3,500	14,863	11,363	-324.7%
20	Total Operating Expenses	240,200	126,250	144,700	18,450	-14.6%

21	Cash Flow from Operations	37,300	12,500	1,324	(11,176)	89.4%
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	Other Sources & (Uses)					
22	Capital Expenditures	-	-	-	-	0.0%
23	Other Financial Items-Sources & (Uses)	(16,300)	-	-	-	0.0%
24	Total Other Financial Items	(16,300)	-	-	-	0.0%

25	Net Cash Flow	\$ 21,000	\$ 12,500	\$ 1,324	\$ (11,176)	89.4%
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Line item notes:

13 - Colder winter with higher gas prices

Swisshelm Village Apartments Two LP
June 30, 2022

304 Laudенbach Ct

32 Units

Built 2003

Budgeted Vacancy Loss	3%
Actual Vacancy Loss	3.8%

	Account Title	2022 BUDGET	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
Operating Income:						
1	Gross Potential Rent	\$ 276,100	\$ 138,050	\$ 137,573	\$ (477)	-0.3%
2	Less: Vacancy Loss	(8,900)	(4,450)	(5,178)	(728)	-16.4%
3	Net Tenant Rental Revenue	267,200	133,600	132,395	(1,205)	-0.9%
4	Other Income	15,900	7,950	10,309	2,359	29.7%
	Total Operating Income	283,100	141,550	142,704	1,154	0.8%

Operating Expenses:						
	Administrative					
5	Management & Bkpg Fees	34,900	17,450	18,700	1,250	-7.2%
6	Auditing Fees	1,200	600	697	97	-16.2%
7	Legal Expense	1,000	500	-	(500)	0.0%
8	Other Administrative Costs	13,800	6,900	6,133	(767)	11.1%
9	Total Administrative	50,900	25,450	25,530	80	-0.3%
10	Tenant Services	7,600	3,800	-	(3,800)	0.0%
	Utilities					
11	Water & Sewer	27,000	13,500	11,858	(1,642)	12.2%
12	Electricity	13,000	6,500	6,674	174	-2.7%
13	Gas	14,500	7,250	12,878	5,628	-77.6%
14	Total Utilities	54,500	27,250	31,410	4,160	-15.3%
15	Maintenance	89,300	44,650	65,627	20,977	-47.0%
16	Protective Services	6,000	3,000	6,335	3,335	-111.2%
17	Insurance	12,800	12,800	13,855	1,055	-8.2%
18	Payments in Lieu of Taxes	10,000	5,000	5,004	4	-0.1%
19	Bad Debt-Tenants	6,000	3,000	3,311	311	-10.4%
20	Debt Interest (excl deferred)	42,400	21,200	21,389	189	-0.9%

21	Total Operating Expenses	279,500	146,150	172,461	26,311	-18.0%
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22	Cash Flow from Operations	3,600	(4,600)	(29,757)	(25,157)	-546.9%
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	Other Sources & (Uses)					
23	Debt Principal (HRA)	(31,600)	-	-	-	0.0%
24	Capital Expenditures	-	-	-	-	0.0%
25	Other Financial Items-Sources & (Uses)	28,000	-	-	-	0.0%
26	Total Other Financial Items	(3,600)	-	-	-	0.0%

27	Net Cash Flow	\$ -	\$ (4,600)	\$ (29,757)	\$ (25,157)	-546.9%
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Line item notes:

13 - Colder winter with higher gas prices

15 - 4 unit turns; 2 of which hadn't been turned in around 7 years

16 - Fire sprinkler repair \$4,400

Westwood Village Apartments One LP 770 Savanna Ave N 32 Units Built 2002
 June 30, 2022

Budgeted Vacancy Loss	3%
Actual Vacancy Loss	4.7%

	Account Title	2022 BUDGET	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
Operating Income:						
1	Gross Potential Rent	\$ 275,900	\$ 137,950	\$ 137,923	\$ (27)	0.0%
2	Less: Vacancy Loss	(8,300)	(4,150)	(6,474)	(2,324)	-56.0%
3	Net Tenant Rental Revenue	267,600	133,800	131,449	(2,351)	-1.8%
4	Other Income	22,200	11,100	19,902	8,802	79.3%
	Total Operating Income	289,800	144,900	151,351	6,451	4.5%

Operating Expenses:						
	Administrative					
5	Management & Bkpg Fees	31,200	15,600	18,600	3,000	-19.2%
6	Auditing Fees	1,200	600	697	97	-16.2%
7	Legal Expense	2,000	1,000	4,299	3,299	-329.9%
8	Other Administrative Costs	16,700	8,350	5,875	(2,475)	29.6%
9	Total Administrative	51,100	25,550	29,471	3,921	-15.3%
10	Tenant Services	8,100	4,050	-	(4,050)	0.0%
	Utilities					
11	Water & Sewer	18,000	9,000	9,567	567	-6.3%
12	Electricity	9,000	4,500	4,311	(189)	4.2%
13	Gas	15,000	7,500	13,313	5,813	-77.5%
14	Total Utilities	42,000	21,000	27,191	6,191	-29.5%
15	Maintenance	116,600	58,300	69,504	11,204	-19.2%
16	Protective Services	6,000	3,000	22,286	19,286	-642.9%
17	Insurance	13,000	13,000	13,401	401	-3.1%
18	Payments in Lieu of Taxes	10,500	5,250	5,250	-	0.0%
19	Bad Debt-Tenants	12,000	6,000	7,518	1,518	-25.3%
20	Debt Interest (excl deferred)	28,700	14,350	14,752	402	-2.8%

21	Total Operating Expenses	288,000	150,500	189,373	38,873	-25.8%
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22	Cash Flow from Operations	1,800	(5,600)	(38,022)	(32,422)	-579.0%
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	Other Sources & (Uses)					
23	Debt Principal (HRA)	(31,300)	-	-	-	0.0%
24	Capital Expenditures	-	-	-	-	0.0%
25	Other Financial Items-Sources & (Uses)	29,500	-	-	-	0.0%
26	Total Other Financial Items	(1,800)	-	-	-	0.0%

27	Net Cash Flow	\$ -	\$ (5,600)	\$ (38,022)	\$ (32,422)	-579.0%
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Line item notes:

13 - Colder winter with higher gas prices

15 - Increased cleaning costs due to hiring cleaning service during Caretaker turnover/vacancy; 8 unit turns

16 - Fire sprinkler repair \$18,800

Westwood Village Apartments Two LP
June 30, 2022

822 Savanna Ave N

32 Units

Built 2004

Budgeted Vacancy Loss	3%
Actual Vacancy Loss	1.1%

	Account Title	2022 BUDGET	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
Operating Income:						
1	Gross Potential Rent	\$ 276,700	\$ 138,350	\$ 138,408	\$ 58	0.0%
2	Less: Vacancy Loss	(8,300)	(4,150)	(1,552)	2,598	62.6%
3	Net Tenant Rental Revenue	268,400	134,200	136,856	2,656	2.0%
4	Other Income	22,200	11,100	9,407	(1,693)	-15.3%
	Total Operating Income	290,600	145,300	146,263	963	0.7%

Operating Expenses:						
	Administrative					
5	Management & Bkpg Fees	31,200	15,600	19,000	3,400	-21.8%
6	Auditing Fees	1,200	600	697	97	-16.2%
7	Legal Expense	2,000	1,000	90	(910)	91.0%
8	Other Administrative Costs	16,600	8,300	8,462	162	-2.0%
9	Total Administrative	51,000	25,500	28,249	2,749	-10.8%
10	Tenant Services	8,100	4,050	-	(4,050)	0.0%
	Utilities					
11	Water & Sewer	17,000	8,500	10,339	1,839	-21.6%
12	Electricity	12,000	6,000	5,767	(233)	3.9%
13	Gas	14,000	7,000	11,512	4,512	-64.5%
14	Total Utilities	43,000	21,500	27,618	6,118	-28.5%
15	Maintenance	104,300	52,150	32,501	(19,649)	37.7%
16	Protective Services	6,000	3,000	7,299	4,299	-143.3%
17	Insurance	11,700	11,700	12,094	394	-3.4%
18	Payments in Lieu of Taxes	10,500	5,250	5,250	-	0.0%
19	Bad Debt-Tenants	8,000	4,000	-	(4,000)	0.0%
20	Debt Interest (excl deferred)	48,000	24,000	24,168	168	-0.7%

21	Total Operating Expenses	290,600	151,150	137,179	(13,971)	9.2%
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22	Cash Flow from Operations	-	(5,850)	9,084	14,934	255.3%
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	Other Sources & (Uses)					
23	Debt Principal (HRA)	(30,000)	-	-	-	0.0%
24	Capital Expenditures	-	-	-	-	0.0%
25	Other Financial Items-Sources & (Uses)	30,000	-	-	-	0.0%
26	Total Other Financial Items	-	-	-	-	0.0%

27	Net Cash Flow	\$ -	\$ (5,850)	\$ 9,084	\$ 14,934	255.3%
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Line item notes:

13 - Colder winter with higher gas prices

Riverside Apartments of St. Cloud LP 101 Riverside Dr SE 85 Units Built 1975; HRA Purch 2005
 June 30, 2022

Budgeted Vacancy Loss	3%
Actual Vacancy Loss	2.8%

	Account Title	2022 BUDGET	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
Operating Income:						
1	Gross Potential Rent	\$ 641,100	\$ 320,550	\$ 322,563	\$ 2,013	0.6%
2	Less: Vacancy Loss	(21,200)	(10,600)	(9,091)	1,509	14.2%
3	Net Tenant Rental Revenue	619,900	309,950	313,472	3,522	1.1%
4	Other Income	26,300	13,150	17,236	4,086	31.1%
	Total Operating Income	646,200	323,100	330,708	7,608	2.4%

Operating Expenses:						
	Administrative					
5	Management & Bkpg Fees	80,000	40,000	50,000	10,000	-25.0%
6	Auditing Fees	1,600	800	1,673	873	-109.1%
7	Legal Expense	2,000	1,000	2,521	1,521	-152.1%
8	Other Administrative Costs	31,000	15,500	12,552	(2,948)	19.0%
9	Total Administrative	114,600	57,300	66,746	9,446	-16.5%
10	Tenant Services	4,000	2,000	1,682	(318)	15.9%
	Utilities					
11	Water & Sewer	18,500	9,250	8,490	(760)	8.2%
12	Electricity	47,000	23,500	22,727	(773)	3.3%
13	Gas	19,000	9,500	14,700	5,200	-54.7%
14	Total Utilities	84,500	42,250	45,917	3,667	-8.7%
15	Maintenance	269,500	134,750	143,263	8,513	-6.3%
16	Protective Services	10,000	5,000	4,281	(719)	14.4%
17	Insurance	18,000	18,000	20,205	2,205	-12.3%
18	Payments in Lieu of Taxes	26,500	13,250	13,254	4	0.0%
19	Bad Debt-Tenants	5,000	2,500	6,047	3,547	-141.9%
20	Debt Interest (excl deferred)	54,100	27,050	27,177	127	-0.5%

21	Total Operating Expenses	586,200	302,100	328,572	26,472	-8.8%
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22	Cash Flow from Operations	60,000	21,000	2,136	(18,864)	89.8%
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	Other Sources & (Uses)					
23	Debt Principal	(100,000)	-	-	-	0.0%
24	Capital Expenditures	-	-	(29,649)	(29,649)	0.0%
25	Other Financial Items-Sources & (Uses)	40,000	-	-	-	0.0%
26	Total Other Financial Items	(60,000)	-	(29,649)	(29,649)	0.0%

27	Net Cash Flow	\$ -	\$ 21,000	\$ (27,513)	\$ (48,513)	231.0%
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Line item notes:

13 - Colder winter with higher gas prices

24 - \$29,649 Radon mitigation

TO: St. Cloud HRA Board of Commissioners

FROM: Paul Soenneker, Project Manager

DATE: August 15, 2022

SUBJECT: Approval of Contract for Replacement of Pneumatic Valves in Units at Grace McDowall Apartments

Requested Action: Approve the contract with Weidner’s Mechanical Contractors in the amount of \$32,273.00 to remove 60 pneumatic valves and replace them with new Danfoss valves at Grace McDowall Apartments.

Background: The existing heat control system (thermostats) in each unit at Grace McDowall Apartments is a pneumatic system (air-lines and control valves). The air-lines inside of the walls of the building and the control valves in the units have started to leak and cannot be repaired. On unit turns; maintenance staff have been removing the existing pneumatic controls, capping the air-lines and installing new Danfoss electric thermostats. Approximately one third of the pneumatic valves have been replaced so far and 60 pneumatic valves remain. The air leaking has been getting worse and the current air compressor that supplies the system runs continuously. Once all of the pneumatic valves have been replaced; the existing system (air-lines) can be abandoned.

The HRA solicited proposals from two companies to replace the remaining 60 pneumatic valves. We received proposals from two companies as outlined below.

Proposals

El-Jay Plumbing & Heating 520 Apollo Ave. NE. St. Cloud, MN 56304	\$44,800.00
Weidner’s Mechanical Contractors 29 Wilson Ave. NE. St. Cloud, MN 56304	\$32,276.00

HRA staff recommends awarding the work to Weidner’s Mechanical Contractors.

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 Grace McDowall Apartments operating fund.

TO: St. Cloud HRA Board of Commissioners

FROM: Paul Soenneker, Project Manager

DATE: August 15, 2022

SUBJECT: Approval of Contract for Boiler Replacement at Wilson Apartments

Requested Action: Approve the contract with Project One Construction Inc. in the amount of \$398,000.00 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 St. Cloud HRA hired Short Elliot Hendrickson (SEH) to evaluate the existing heating system and to create replacement plans and specifications for the contractors to bid. SEH recommended installing a new access hatch in the concrete floor in the rear receiving room to allow for the old equipment to be removed and the new equipment to be installed. This hatch will have a metal cover and be permanent. New lighting will also be installed in the basement mechanical room.

SEH solicited bids from contractors. The invitation for bids was placed on the HRA website, SEH's website, QuestCDN's website, and advertised in the St. Cloud Times. Three contractors submitted bids by the due date and time.

	<u>Proposal</u>
Kue Contractors, Inc. 130 Central Ave. S. Watkins, MN 55389	\$429,886.00
Masters Plumbing, Heating & Cooling 3446 State Highway 29 N. Alexandria, MN 56308	\$435,000.00
Project One Construction, Inc. 10375 County Rd. 8 Kimball, MN 55353	\$398,000.00

I believe the low bid we received is reasonable for the scope of work requested and therefore recommend awarding a contract to Project One Construction, Inc. for the sum of \$398,000.00.

Because of the expected lead times for the new boilers and water pumps; the projected substantial completion date is June 30, 2023.

Frequency of Request: Once.

Related Actions: Contract award to Short Elliot Hendrickson (SEH) for Design / Engineering Services.

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: Louise Reis, Executive Director
DATE: August 16, 2022
SUBJECT: Approval of Application for HUD CoC Rental Assistance Grants

Requested Action: Approval of Application for HUD CoC Rental Assistance Grants in the amounts of \$398,904, \$88,416, and \$143,790 from the Department of Housing & Urban Development (HUD).

Background: The HUD CoC Rental Assistance provides tenant-based rental assistance to participants. The participants of two of the HUD CoC Rental Assistance are the chronic homeless individuals and families. The remaining grant of \$143,790 is for the Domestic Violence Rapid Re-Housing Program with Anna Marie's. These programs build on the premise that housing and services need to be linked 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 grant application is for a renewal for one year. The support service providers are Central Minnesota Mental Health Center, Salvation Army of Wright County, Catholic Charities, and Anna Marie's.

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.

TO: St. Cloud HRA Board of Commissioners
FROM: Louise Reis, Executive Director
DATE: August 16, 2022
SUBJECT: Public Hearing and Approval of the FY 2023 Public Housing Agency Plan

Requested Action: Hold Public Hearing and Approve of the FY 2023 Public Housing Agency Plan (PHA Plan)

Background: Annually the St. Cloud HRA is required to submit their PHA Plan for the fiscal year to the Department of Housing and Urban Development (HUD). This plan includes policies for the agency with regard to Public Housing, Housing Choice Voucher and the Capital Fund Programs. The proposed changes to the Public Housing Admissions and Continued Occupancy Policies (ACOP) and the Housing Choice Voucher Administrative Plan were submitted to legal counsel at Rinke Noonan and St. Cloud Area Legal Services.

A summary of the proposed changes is listed below:

Public Housing (ACOP)

The Admissions and Continued Occupancy Policy (ACOP) reflects changes based on the public housing regulations from the Department of HUD. The following items were adjusted and/or corrected: applying for waiting lists, records retention, medical cannabis, repayment agreements, pet policy, and Flat Rents, Income Limits and Utility Allowances were updated.

Housing Choice Voucher (Admin Plan)

The Administrative Plan (Admin Plan) reflects changes based on the current federal regulations from the Department of HUD. The following items were adjusted and/or corrected: participant notice required, carbon monoxide detector info, weather deferrals on inspections, medical cannabis and Income Limits and Utility Allowances were updated.

Capital Fund Program (public housing only)

Attached are the projects planned for the Capital Fund Program 2023 that are listed on the 5-Year Plan.

Options: #1 - Approve PHA Plan as written.
#2 - Approve PHA Plan with recommendations that occur during public hearing and meeting.

Frequency of Request: Annually.

Related Actions: None at this time.

Future Action: None at this time.

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 Impact: The PHA Plan needs to be submitted on a timely basis in order for the St. Cloud HRA to receive funding for the above programs.

RESOLUTION 2022-07

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

APPROVAL OF THE PUBLIC HOUSING AGENCY PLAN

WHEREAS, pursuant to Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990, requires each Public Housing Agency to prepare and update its annual plan; and

WHEREAS, the St. Cloud Housing and Redevelopment Authority Board of Commissioners must review and approve the Public Housing Agency Plan as prepared; and

WHEREAS, the St. Cloud Housing and Redevelopment Authority made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held on August 24, 2022 and conducted a hearing to discuss the Plan and invited public comment; and

WHEREAS, the St. Cloud Housing and Redevelopment Authority Board of Commissioners have considered all public comment on the plan

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 that this Public Housing Agency Plan is approved and shall be submitted to the U.S. Department of Housing and Urban Development.

Adopted this 24th day of August 2022.

ATTEST:

Nancy Gohman, Chair

George Hontos, Secretary

RESOLUTION 2022-08

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

APPROVAL OF THE CAPITAL FUND PROGRAM AND FIVE-YEAR PLAN

WHEREAS, pursuant to Section 511 of the Quality Housing and Work Responsibility Act of 1998 that requires each Public Housing Agency to prepare and update its Capital Fund Program and Five-Year Plan; and

WHEREAS, the St. Cloud Housing and Redevelopment Authority Board of Commissioners must review and approve the Capital Fund Program and Five-Year Plan as prepared; and

WHEREAS, the St. Cloud Housing and Redevelopment Authority Board of Commissioners held a public hearing on the plan as presented on August 24, 2022 and have reviewed and approved the plan; and

WHEREAS, the St. Cloud Housing and Redevelopment Authority Board of Commissioners have considered all public comment on the plan

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 that this Capital Fund Program and Five-Year Plan is approved and shall be submitted to the U.S. Department of Housing and Urban Development.

Adopted this 24th day of August 2022.

ATTEST:

Nancy Gohman, Chair

George Hontos, Secretary

Capital Fund Program - Five-Year Action Plan

Status: Draft

Approval Date:

Approved By:

Part I: Summary						
PHA Name : HRA of ST. CLOUD, MINNESOTA			Locality (City/County & State)			
PHA Number: MN038			<input checked="" type="checkbox"/> Original 5-Year Plan		<input type="checkbox"/> Revised 5-Year Plan (Revision No:)	
A.	Development Number and Name	Work Statement for Year 1 2023	Work Statement for Year 2 2024	Work Statement for Year 3 2025	Work Statement for Year 4 2026	Work Statement for Year 5 2027
	ST. CLOUD HRA (MN038000002)	\$569,521.00	\$339,400.00	\$362,521.00	\$441,478.00	\$319,400.00
	EMPIRE APARTMENTS (MN038000001)	\$34,000.00	\$166,221.00	\$345,178.00	\$166,221.00	\$304,000.00
	WILSON APARTMENTS (MN038000003)	\$240,358.00	\$338,258.00	\$136,180.00	\$236,180.00	\$220,479.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		1	2023	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	ST. CLOUD HRA (MN038000002)			\$569,521.00
ID0034	Window Replacement(Dwelling Unit-Exterior (1480)-Windows)	Replace windows at 4 of 40 scattered site single-family homes: 1103 9 Av SE, 2405 14 St S, 614 5 Av NE, 1016 10 Av SE. Old windows to be removed and disposed of. Vinyl energy star windows of the same size will be installed. All window studding will be checked for lead based paint and asbestos and will be replaces as necessary.		\$96,050.00
ID0035	Roof Replacement(Dwelling Unit-Exterior (1480)-Roofs)	Replace asphalt shingles at 4 of 40 scattered site single-family homes: 1103 9 Av SE, 2405 14 St S, 614 5 Av NE, 1016 10 Av SE. Remove and dispose of old materials and replace with new. Install ice dam protection and tar paper. Repair wood sheathing under shingles as necessary.		\$90,000.00
ID0036	Replace Siding(Dwelling Unit-Exterior (1480)-Siding)	Replace siding on 4 of 40 scattered site single-family homes: 1103 9 Av SE, 2405 14 St S, 614 5 Av NE, 1016 10 Av SE. Remove and dispose of old materials. Insulate and install new maintenance-free siding.		\$95,470.00
ID0037	Replace Gutters(Dwelling Unit-Exterior (1480)-Gutters - Downspouts)	Replace gutters at 4 of 40 scattered site single-family homes: 1103 9 Av SE, 2405 14 St S, 614 5 Av NE, 1016 10 Av SE. Remove and dispose of old materials and replace with new.		\$14,550.00
ID0038	Replace Entry Doors(Dwelling Unit-Exterior (1480)-Exterior Doors)	Replace entry doors at 4 of 40 scattered site single-family homes: 1103 9 Av SE, 2405 14 St S, 614 5 Av NE, 1016 10 Av SE. Includes any carpentry and trim as necessary. No asbestos issues are anticipated, but will abate if necessary.		\$12,400.00
ID0039	Replace Sidewalks and Steps(Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving)	Concrete work at 4 of 40 scattered site single-family homes: 1103 9 Av SE, 2405 14 St S, 614 5 Av NE, 1016 10 Av SE. Replace steps and sidewalks. Remove and dispose of old concrete. Prepare area, pour and finish sidewalks/steps as needed. Because soil will be disturbed, the PHA will be responsive to any soil environmental review issues prior to work beginning.		\$44,651.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		1	2023	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0040	Overhead Garage Door Replacement(Dwelling Unit-Exterior (1480)-Other)	Replace overhead doors on garages at 4 of 40 scattered site single-family homes: 1103 9 Av SE, 2405 14 St S, 614 5 Av NE, 1016 10 Av SE. Old doors and parts to be removed and disposed of. Replace with new. Includes all carpentry necessary to complete the work.		\$27,000.00
ID0049	Operations(Operations (1406))	On-going maintenance operating costs as necessary.		\$165,400.00
ID0050	Capital Fund Administration(Administration (1410)-Salaries)	Capital Fund Administration		\$24,000.00
	EMPIRE APARTMENTS (MN038000001)			\$34,000.00
ID0044	Operations(Operations (1406))	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303 On-going operating costs including trash removal, snow removal, lawn care, exterminating services and cleaning, as well as other costs as necessary.		\$10,000.00
ID0045	Capital Fund Administration(Administration (1410)-Salaries)	Capital Fund Administration		\$24,000.00
	WILSON APARTMENTS (MN038000003)			\$240,358.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2023				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0053	Operations(Operations (1406))	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304 On-going operating costs including trash removal, snow removal, lawn care, exterminating services and cleaning, as well as other costs as necessary.		\$10,000.00
ID0054	Capital Fund Administration(Administration (1410)-Salaries)	Capital Fund Administration		\$26,180.00
ID0096	Boiler Replacement(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Construction - Mechanical (1480)-Central Boiler,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System)	Wilson Apartments 41 3rd Av NE, St. Cloud, MN. Repair or replace boiler if necessary. Contractor to provide new equipment and remove and dispose all old equipment. The presence of asbestos is not anticipated, but abatement will be completed if necessary.		\$204,178.00
	Subtotal of Estimated Cost			\$843,879.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2024		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	WILSON APARTMENTS (MN038000003)			\$338,258.00
ID0043	Replace or Reline Plumbing Lines(Non-Dwelling Interior (1480)-Plumbing,Contract Administration (1480)-Other Fees and Costs)	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304 is a 7-story, 126- unit high-rise building. Affected area pipes will be replaced or relined as necessary and shut-off valves will be installed. No asbestos issues are expected, but will abate if necessary.		\$172,078.00
ID0055	Upgrade Common Area Lighting(Non-Dwelling Interior (1480)-Electrical)	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304. Replace all common area light fixtures with LED fixtures. Electrician to remove old fixtures and ballasts and replace with new, energy efficient LED fixtures.		\$50,000.00
ID0056	Replace Hot Water Expansion Tank(Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System)	Update hot water system. Remove old hot water tank and all piping to that tank. Asbestos abatement to be completed by certified expert. New concrete pad to be formed. 1 new boiler, 2 pumps, and 3 tanks to be installed with applicable new piping. Complete inspections by Electrical and Plumbing before use.		\$80,000.00
ID0070	Operations(Operations (1406))	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304 On-going operating costs including trash removal, snow removal, lawn care, exterminating services and cleaning, as well as other costs as necessary.		\$10,000.00
ID0071	Capital Fund Administration(Administration (1410)-Salaries)	Capital Fund Administration		\$26,180.00
	EMPIRE APARTMENTS (MN038000001)			\$166,221.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2		2024		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0046	Replace Fence(Dwelling Unit-Site Work (1480)-Fencing)	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303. Fence replacement to include removal and disposal of old materials and replace with new.		\$27,221.00
ID0047	Upgrade Interior Lighting(Non-Dwelling Interior (1480)-Electrical)	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303. Replace all common area light fixtures with LED fixtures. Electrician to remove old fixtures and ballasts and replace with new, energy efficient LED fixtures.		\$40,000.00
ID0048	Replace Hot Water Expansion Tank(Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Interior (1480)-Plumbing)	Replacement of building hot water tank. Seal old water tank that is suspended from ceiling in mechanical room. Remove all plumbing and asbestos attached to the old tank. Build new concrete platform for 1 boiler, 2 pumps and 3 tanks for hot water. Inspections by State of MN for electrical and plumbing before use. Certified asbestos abatement completion: must remove all old materials and clean area.		\$65,000.00
ID0057	Operations(Operations (1406))	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303 On-going operating costs including trash removal, snow removal, lawn care, exterminating services and cleaning, as well as other costs as necessary.		\$10,000.00
ID0058	Capital Fund Administration(Administration (1410)-Salaries)	Capital Fund Administration		\$24,000.00
	ST. CLOUD HRA (MN038000002)			\$339,400.00
ID0051	Furnace and Water Heater Replacement(Dwelling Unit-Interior (1480)-Mechanical)	Replace the furnaces and water heaters in 12 scattered site single-family homes: 1424 12 Av N, 3019 12 St N, 3400 8 St N, 3501 8 St N, 236 23 Av N, 328 25 Av N, 416 24 Av N, 451 29 Av N, 432 30 Av N, 1047 33 Av N, 1042 33 Av N, 1018 35 Av N., using energy star furnaces and water heaters. New exhaust and intake venting to be installed if necessary. Old equipment to be removed by vendor. No asbestos issues are anticipated, but will abate if necessary.		\$50,000.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2024		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0052	Concrete Work and Landscaping(Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Parking)	Concrete work at 4 of 40 scattered site single-family homes: 711 25 Av N, 819 36 Av N, 1042 35 Av N, 1103 9 Av SE. Replace stoops, sidewalks, parking pads and driveways, and landscaping work as needed. Remove and dispose of old concrete. Prepare area, pour and finish concrete as needed. Because soil will be disturbed, the PHA will be responsive to any soil environmental review issues <u>prior to work beginning.</u>		\$100,000.00
ID0062	Operations(Operations (1406))	On-going maintenance operating costs as necessary.		\$165,400.00
ID0063	Capital Fund Administration(Administration (1410)-Salaries)	Capital Fund Administration		\$24,000.00
	Subtotal of Estimated Cost			\$843,879.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2025				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	EMPIRE APARTMENTS (MN038000001)			\$345,178.00
ID0014	Operations(Operations (1406))	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303 On-going operating costs including trash removal, snow removal, lawn care, exterminating services and cleaning, as well as other costs as necessary.		\$10,000.00
ID0015	Capital Fund Administration (Administration (1410)-Salaries)	Capital Fund Administration		\$24,000.00
ID0016	Replace or Reline Plumbing Lines(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Interior (1480)-Plumbing)	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303 is a 10-story, 89 unit high-rise building. Affected area pipes will be replaced or relined as necessary and shut off valves will be installed. No asbestos issues are expected, but will abate if necessary.		\$184,178.00
ID0059	Resurface Parking Lot(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Empire Apartments - 54 4th Av N, St. Cloud, MN. Resurface area of parking lot. Area to be swept, repair cracks, holes or soft spots. Overlay with 1.5 to 2 inches asphalt. Vendor to provide labor and materials. Soil will be disturbed - HRA will be responsive to any environmental requirements.		\$30,000.00
ID0060	Security System Upgrade(Management Improvement (1408)-Security Improvements (not police or guard-non-physical))	Replace current security system including camera and camera servers.		\$32,000.00
ID0061	Repair or Replace Emergency Generators(Non-Dwelling Construction - Mechanical (1480)-Generator)	Repair or replacement of the emergency generators an Empire Apartments.		\$65,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2025				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	ST. CLOUD HRA (MN038000002)			\$362,521.00
ID0017	Operations(Operations (1406))	On-going maintenance operating costs as necessary.		\$165,400.00
ID0018	Capital Fund Administration(Administration (1410)-Salaries)	Capital Fund Administration		\$24,000.00
ID0064	Flooring Replacement(Dwelling Unit-Interior (1480)-Flooring (non routine))	Replace flooring in 2 of 40 scattered site single-family homes: 860 19 Av N and 3501 8 St N. Remove old flooring and install new to include vinyl and carpet for kitchens, bathrooms, hallways, bedrooms and living rooms. Disposal of old materials to be the responsibility of the vendor. Asbestos abatement will be completed if necessary.		\$26,750.00
ID0065	Replace Cabinetry(Dwelling Unit-Interior (1480)-Kitchen Cabinets)	Replace cabinetry in 2 of 40 scattered site single-family homes: 860 19 Av N and 3501 8 St N. Remove and dispose of wall and base cabinets in kitchens. Will replace using same configuration. Laminate countertops will be replaced.		\$44,650.00
ID0066	Carpentry(Dwelling Unit-Interior (1480)-Other)	General carpentry related to the remodel of 2 of 40 scattered site single-family homes: 860 19 Av N and 3501 8 St N, including drywall, rough and finish carpentry, interior doors (if needed), and trim.		\$53,250.00
ID0067	Interior Painting(Dwelling Unit-Interior (1480)-Interior Painting (non routine))	Painting related to the remodel at 2 of 40 scattered site single-family homes: 860 19 Av N and 3501 8 St N.		\$9,171.00

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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2025				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0068	Electrical (Dwelling Unit-Interior (1480)-Electrical)	Replacement of light fixtures throughout 2 of 40 scattered site single-family homes: 860 19 Av N and 3501 8 St N. Replacement to include kitchen overhead lighting, dining room overhead lighting, hallway lighting, overhead lighting in bedrooms. Will use existing wiring.		\$23,500.00
ID0069	Plumbing Upgrades(Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing)	Replace Kitchen and Bathroom faucets in 2 of 40 scattered site single-family homes: 860 19 Av N and 3501 8 St N. Chrome finish, single lever faucets with low flow aerators. Water shut-off valves and "P" traps to be replaced as needed. Sinks to be replaced if needed.		\$15,800.00
	WILSON APARTMENTS (MN038000003)			\$136,180.00
ID0027	Operations(Operations (1406))	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304 On-going operating costs including trash removal, snow removal, lawn care, exterminating services and cleaning, as well as other costs as necessary.		\$10,000.00
ID0028	Capital Fund Administration(Administration (1410)-Salaries)	Capital Fund Administration		\$26,180.00
ID0073	Repair or Replace Emergency Generators(Non-Dwelling Construction - Mechanical (1480)-Generator,Contract Administration (1480)-Other Fees and Costs)	Repair or replacement of the emergency generators at Wilson Apartments.		\$30,000.00
ID0074	Security System Upgrade(Management Improvement (1408)-Security Improvements (not police or guard-non-physical))	Replace current security system including cameral and camera servers.		\$35,000.00

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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
3	2025			
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0095	Fire Pump Replacement(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System)	Wilson Apartments 41 3rd Av NE, St. Cloud, MN 56304. Repair or replace fire pump if necessary. Contractor to provide new equipment and remove and dispose all old equipment. The presence of asbestos is not anticipated, but abatement will be completed if necessary.		\$35,000.00
	Subtotal of Estimated Cost			\$843,879.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4 2026				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	EMPIRE APARTMENTS (MN038000001)			\$166,221.00
ID0079	Operations(Operations (1406))	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303 On-going operating costs including trash removal, snow removal, lawn care, exterminating services and cleaning, as well as other costs as necessary.		\$10,000.00
ID0080	Capital Fund Administration(Administration (1410)-Other,Administration (1410)-Salaries)	Capital Fund Administration		\$24,000.00
ID0081	Common Area Air Conditioning(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Construction - Mechanical (1480)-Cooling Equipment - Systems,Non-Dwelling Interior (1480)-Mechanical,Contract Administration (1480)-Other)	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303 Install new air conditioning units to service common areas. New units will be placed at same location as old units. Old units to be removed and taken to recycling center. New units of sufficient capacity to be installed according to code.		\$35,000.00
ID0092	Replace Outdoor Lighting(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Site Work (1480)-Lighting,Non-Dwelling Exterior (1480)-Lighting)	Empire Apartments, 54 4th Ave N, St. Cloud, MN 56303. Replace outdoor lighting with LED lighting, including new light poles. Contractor to provide new materials and remove and dispose of old materials. Soil may be disturbed - HRA will be responsive to any soil and environmental issues.		\$97,221.00
	ST. CLOUD HRA (MN038000002)			\$441,478.00
ID0082	Operations(Operations (1406))	On-going maintenance operating costs as necessary.		\$165,400.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4		2026		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0083	Capital Fund Administration(Administration (1410)-Other,Administration (1410)-Salaries)	Capital Fund Administration		\$24,000.00
ID0085	Replace Playground Equipment, Fence and Playground Surface(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Playground Areas - Equipment)	Cedar Ridge Townhomes, 3459 through 3477 14th Av N, St. Cloud, MN. Replace playground surface, equipment and fence. Current surface material to be removed and replaced with new materials. Equipment to be removed and replaced with new equipment. Current chain link fence to be removed and replaced with new. Vendor to provide labor and will be responsible for disposal of all old materials. Soil will be disturbed. HRA will be responsive to any environmental requirements		\$150,000.00
ID0098	Upgrade Electrical Boxes in All Single Family Homes(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Electrical)	Upgrade electrical boxes throughout 40 scattered site single-family homes. Contractor to provide new materials and remove and dispose of old materials.		\$102,078.00
	WILSON APARTMENTS (MN038000003)			\$236,180.00
ID0086	Operations(Operations (1406))	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304. On-going operating costs including trash removal, snow removal, lawn care, exterminating services and cleaning, as well as other costs as necessary.		\$10,000.00
ID0087	Capital Fund Administration(Administration (1410)-Other,Administration (1410)-Salaries)	Capital Fund Administration		\$26,180.00
ID0088	Common Area Air Conditioning(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Construction - Mechanical (1480)-Cooling Equipment - Systems,Non-Dwelling Construction - Mechanical (1480)-Other,Non-Dwelling Interior (1480)-Mechanical,Contract Administration (1480)-Other)	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304. Install new air conditioning units to service common areas. New units will be placed at same location as old units. Old units to be removed and taken to recycling center. New units of sufficient capacity to be installed according to code.		\$35,000.00

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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2026		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0089	Update Security Systems - Entrances and Apartment Doors(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Other)	Wilson Apartments 41 3rd Av NE, St. Cloud, MN 56304. Upgrade security system in a 126 unit high-rise with installation of keyless electronic access-control system for entrance and apartment doors. Locks on all entrance doors and apartment doors to be changed to electronic locks and keys to be replaced with fobs. Vendor to provide all labor and materials.		\$70,000.00
ID0091	Window Awnings(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Canopies)	Wilson Apartments, 41 3rd Ave NE, St. Cloud, MN 56304. Adding window awnings. Contractor to provide new materials and cleanup of the project.		\$45,000.00
ID0099	Patio Area With Raised Garden Beds(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Site Work (1480)-Landscape)	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304. Add handicap accessible patio area with raised garden beds. Vendor to provide all labor and materials. Soil will be disturbed. HRA will be responsive to any environmental requirements.		\$50,000.00
	Subtotal of Estimated Cost			\$843,879.00

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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2027		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	ST. CLOUD HRA (MN038000002)			\$319,400.00
ID0100	Replace Furnaces in Cedar, Quarry, and Flintwood(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Mechanical,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System)	Replace furnaces in 12 Cedar Ridge townhomes, 12 Quarry Ridge townhomes, and 12 Flintwood townhomes using energy star furnaces. New exhaust and intake venting to be installed if necessary. Old equipment to be removed by vendor. No asbestos issues are anticipated, but will abate if necessary.		\$130,000.00
ID0106	Operations(Operations (1406))	On-going maintenance operating costs as necessary.		\$165,400.00
ID0109	Capital Fund Administration(Administration (1410)-Salaries,Administration (1410)-Other)	Capital Fund Administration		\$24,000.00
	WILSON APARTMENTS (MN038000003)			\$220,479.00
ID0101	Upgrade Electrical Boxes in All Units(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Electrical)	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304. Replace electrical boxes throughout 126 unit high-rise. Contractor to provide new materials and remove and dispose of old materials.		\$64,299.00
ID0102	Update Fire Sprinkler System(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System)	Wilson Apartments 41 3rd Av NE, St. Cloud, 56304. Contractor to provide new equipment and remove and dispose all old equipment. The presence of asbestos is not anticipated, but abatement will be completed if necessary.		\$120,000.00

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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2027		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0105	Operations(Operations (1406))	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304. On-going operating costs including trash removal, snow removal, lawn care, exterminating services and cleaning, as well as other costs as necessary.		\$10,000.00
ID0108	Capital Fund Administration(Administration (1410)-Other,Administration (1410)-Salaries)	Capital Fund Administration		\$26,180.00
	EMPIRE APARTMENTS (MN038000001)			\$304,000.00
ID0103	Boiler Replacement(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Construction - Mechanical (1480)-Central Boiler,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System)	Empire Apartments 54 4th Av N, St. Cloud, MN 56303. Repair or replace boiler if necessary. Contractor to provide new equipment and remove and dispose all old equipment. The presence of asbestos is not anticipated, but abatement will be completed if necessary.		\$150,000.00
ID0104	Update Fire Sprinkler System(Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System,Contract Administration (1480)-Other Fees and Costs)	Empire Apartments 54 4th Av N, St. Cloud, MN 56303. Contractor to provide new equipment and remove and dispose all old equipment. The presence of asbestos is not anticipated, but abatement will be completed if necessary.		\$120,000.00
ID0107	Operations(Operations (1406))	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303 On-going operating costs including trash removal, snow removal, lawn care, exterminating services and cleaning, as well as other costs as necessary.		\$10,000.00
ID0110	Capital Fund Administration(Administration (1410)-Other,Administration (1410)-Salaries)	Capital Fund Administration		\$24,000.00

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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2027				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Subtotal of Estimated Cost			\$843,879.00

TO: St. Cloud HRA Board of Commissioners
FROM: Louise Reis, Executive Director
DATE: August 15, 2022
SUBJECT: Approval to Purchase Amazon Locker

Requested Action: Approval to purchase Amazon Locker for Grace McDowall Apartments in the amount of \$25,300.

Background: During the past several months, the staff has had contact with Amazon representatives regarding the installation of an Amazon Apartment Locker. The locker is a package management solution for apartment buildings. Approval for the purchase and installation at Grace McDowall Apartments was approved by Amazon after they completed their on-site inspection. The cost of the indoor locker is \$23,500 plus wired internet of \$1,800 for a total of \$25,300. The locker is 12 feet and has 68 compartments for packages.

Other vendors will have access to use the locker for package delivery.

Frequency of Request: One time.

Related Actions: None.

Future Action: None.

Relationship to Goals: Goal #4 – St. Cloud HRA will make efficient use of funding, technology, and personnel resources.

Budget Impact: This purchase will be paid out of the operating funds for Grace McDowall.

TO: HRA Board of Commissioners
FROM: Louise Reis, Executive Director
DATE: August 16, 2022
SUBJECT: Report on Activities

Minnesota Housing: The Manufactured Home Community Redevelopment Program of Minnesota Housing announced that the annual competitive request for proposals (RFP) for applications for manufactured home parks will be released around August 29, 2022. These grants are to fund infrastructure improvements or acquisition of manufactured home parks to assist the needs of aging manufactured home communities around Minnesota. The program will prioritize projects based on health, safety, and critical need improvements. Privately owned communities, as well as an agency acting as an intermediary on behalf of the park, are eligible to apply. Our office will be sharing information on the RFP to the three manufactured home parks in St. Cloud.

Housing Choice Voucher Program: During the month of July 2022, there were eight housing choice vouchers released. Two of the vouchers were for program violations, three had their voucher expire, one was a voluntary release, one for zero HAP, and one due to death. Five of the voucher holders were over the age of 62.

As of July 31, 2022 – 124 Port In vouchers and 45 Port Out vouchers.

CDBG Update:

For the homeowner rehab program:

- 5 in construction
- 6 in bidding
- 1 in closing
- 1 in application stage (all on waiting list have been sent an application package)

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

Fund: Public Housing – 291 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>07/31/22</u>
Empire	89	6.37%	4
Wilson	126	1.07%	2
Scattered Sites	76	1.80%	1

Fund: Section 8 New Construction – 162 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>07/31/22</u>
Germain	60	1.74%	2
Grace/NWB	102	1.30%	2

Fund: Tax Credit – 249 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>07/31/22</u>
Creeks	24	0.59%	1
Brownstones	12	2.38%	0
Swisshelm One	32	2.65%	1
Westwood One	32	2.95%	1
Swisshelm Two	32	3.62%	1
Westwood Two	32	2.75%	1
Riverside	85	2.17%	0

Fund: Affordable Housing – 79 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>07/31/22</u>
Eastwood	18	4.20%	0
Loehr	61	3.53%	1