

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

**St. Cloud HRA, 1225 West St. Germain Street, Board Room
Wednesday, September 28, 2022
*Immediately following 5:00 p.m. Study Session***

STUDY SESSION -- 5:00 P.M., St. Cloud HRA, Board Room AGENDA: Recommendation from Personnel Committee
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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 Regular Minutes, August 24, 2022. REQUESTED ACTION: Approve.
4. Review of 2022 Financial Reports. REQUESTED ACTION: None.
5. Approval to Write-Off Resident Accounts Receivable. REQUESTED ACTION: Approve.
6. Changes to Personnel Policy 05.10 – Paid Leave Policy. REQUESTED ACTION: Approve.
7. Approval of Contract for Design / Engineering Services for Grace McDowall 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. Approval of Payment Standards Effective December 1, 2022.
9. Approval of Application for Stability Vouchers.
10. Approval of Funding for the Homestead Incentive Loan Program.
11. Report on Activities.

Open Discussion:

Adjourn.

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

Wednesday, August 24, 2022

A Regular Meeting for the St. Cloud HRA Board of Commissioners was held on Wednesday, August 24, 2022, at the St. Cloud HRA main office, 1225 West St. Germain Street, St. Cloud, MN.

Prior to the 6:00pm meeting, the following Board members attended two HRA apartment tours: Mike Conway, John Dvorak, Seal Dwyer, Jeff Goerger, Nancy Gohman, and Hani Jacobson. The first tour was conducted at Wilson Apartments at 5:00pm, and the second tour was conducted at Empire Apartments at 5:30pm.

Chair Nancy Gohman called the meeting to order at 6:00pm.

Consent Agenda:

1. Roll call was taken and the pledge of allegiance spoken. Commissioners present: Mike Conway, John Dvorak, Seal Dwyer, Jeff Goerger, Nancy Gohman, and Hani Jacobson. Absent: George Hontos
2. Approval of Agenda – Commissioner Goerger abstained from voting on items 3 and 4; Commissioner Dwyer moved for approval on the remaining items; Commissioner Dvorak seconded the motion. All commissioners voted in favor; the agenda and consent agenda moved as presented.
3. Approval of Study Session Minutes, July 27, 2022 – approved as presented.
4. Approval of Regular Minutes, July 27, 2022 – approved as presented.
5. Review of 2022 Financial Reports – no action required.
6. Approval of Contract for Replacement of Pneumatic Valves in Units at Grace McDowall Apartments – contract approved with Weidner’s Mechanical Contractors in the amount of \$32,273.00.
7. Approval of Contract for Boiler Replacement at Wilson Apartments – contract approved with Project One Construction Inc. in the amount of \$398,000.00.
8. Approval of Application for HUD CoC Rental Assistance Grants – approved.

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:

9. A. Public Hearing for the PHA Plan for FY 2023 – Louise Reis, Executive Director, introduced the item and gave a brief summary of the proposed changes. In Public Housing, the following items were adjusted: applying for waiting lists, records retention, medical cannabis, repayment agreements, pet policy, and Flat Rents, Income Limits, and Utility Allowances.

For the Housing Choice Voucher (Admin Plan), the following items were adjusted: participant notice required, carbon monoxide detector info, weather deferments on inspections, medical cannabis, and Income Limits and Utility Allowances were updated. Vouchers Programs Manager, Lori Lygre, added that the biggest change is that the Admin

Plan is following Public Housing in terms of medical cannabis. Commissioner Goerger asked if procedures or policies were changed and Ms. Lygre said no, it was more clarification changes for participants and staff members. Ms. Reis stated the changes were submitted to legal counsel for review and received no objections from Rinke Noonan and St. Cloud Area Legal Services.

Commissioner Gohman open the public hearing at 6:07pm. There being no one present to speak, the public hearing closed.

B. Resolution 2022-07 – Approval of 2023 Public Housing Agency Plan – Commissioner Goerger moved for approval; Commissioner Conway seconded the motion. All Commissioners present voted in favor; the motion carried.

C. Resolution 2022-08 – Approval of Capital Fund Program and Five-Year Plan – Commissioner Goerger moved for approval; Commissioner Conway seconded the motion. All Commissioners present voted in favor; the motion carried.

10. Approval of Amazon Locker Purchase – Ms. Reis shared the HRA has been researching Amazon Lockers to provide added security at properties for residents to receive deliveries. The Amazon Locker for Grace McDowall Apartments is 12 feet, has 68 compartments for packages, and is priced at \$25,300.00. Commissioner Goerger asked about installing a locker at all the HRA properties, and Ms. Reis responded the HRA is looking at installing at the high-rise complexes: Empire, Wilson, Germain Towers, and Grace McDowall, as deemed suitable by Amazon and allowed in the budget. Commissioner Gohman asked what the incentive is for installing the locker. Ms. Reis responded it provides security for residents and will allow the property managers to spend less time reviewing cameras for package thefts. Commissioner Dvorak asked how big the compartments are. Ms. Reis responded they range in different sizes. Commissioner Dvorak asked how the residents access the packages. Ms. Reis said the residents will receive a code when their package is delivered so they can access the correct compartment. Commissioner Goerger moved for approval; Commissioner Conway seconded the motion. All Commissioners present voted in favor; the motion carried.

11. Report on Activities – Ms. Reis noted the Manufactured Home Community Redevelopment Program of Minnesota announced the annual competitive request for proposals for applications for manufactured home parks will be released around August 29, 2022. Project Manager Paul Soenneker will be reaching out to local manufactured home parks in the area and encouraging them to apply. Commissioner Gohman asked what the funds can be used for and Ms. Reis said it is for infrastructure improvements at the park, not the individual units.

There being no further business, the meeting adjourned at 6:22 p.m.

ATTEST:

Chair, Nancy Gohman

Secretary, George Hontos

TO: HRA Board of Commissioners

FROM: Karen Rizer, CPA Finance Director

DATE: September 20, 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.

Empire Apartments (Public Housing)
54 4th Ave N
89 Units
Built 1971
July 31, 2022

Budgeted Vacancy Loss		2%				
Actual Vacancy Loss		13.0%	Due to fire			
	Account Title	2022 BUDGET	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
Operating Income:						
1	Gross Potential Rent	\$ 280,000	\$ 163,333	\$ 158,472	\$ (4,861)	-3.0%
2	Less: Vacancy Loss	(5,600)	(3,267)	(20,603)	(17,336)	-530.7%
3	Net Tenant Rental Revenue	274,400	160,067	137,869	(22,198)	-13.9%
4	Gross Potential Subsidy	205,500	119,875	112,200	(7,675)	-6.4%
5	Less: Subsidy Loss - Proration	(14,400)	(8,400)	4,697	13,097	155.9%
6	Net Operating Subsidy	191,100	111,475	116,897	5,422	4.9%
7	HUD PHA Operating Grant - CFP	34,000	-	-	-	0.0%
8	Other Income	30,560	17,827	14,910	(2,917)	-16.4%
	Total Operating Income	530,060	289,368	269,676	(19,692)	-6.8%
Operating Expenses:						
	Administrative					
9	Administrative Salaries & Benefits	112,000	65,333	52,590	(12,743)	19.5%
10	Management & Bkpg Fees - Operations	82,500	48,125	47,444	(681)	1.4%
11	Management Fees - CFP	24,000	-	-	-	0.0%
12	Auditing Fees	5,000	2,917	3,339	422	-14.5%
13	Legal Expense	6,500	3,792	5,301	1,509	-39.8%
14	Other Administrative Costs	26,000	15,167	16,144	977	-6.4%
15	Total Administrative	256,000	135,333	124,818	(10,515)	7.8%
16	Asset Management Fees	10,560	-	-	-	0.0%
17	Tenant Services	2,200	1,283	2,966	1,683	-131.1%
	Utilities					
18	Water & Sewer	20,000	11,667	15,016	3,349	-28.7%
19	Electricity	50,000	29,167	31,573	2,406	-8.3%
20	Gas	30,000	17,500	24,975	7,475	-42.7%
21	Total Utilities	100,000	58,333	71,564	13,231	-22.7%
22	Maintenance	243,700	142,158	171,430	29,272	-20.6%
23	Protective Services	17,000	9,917	11,306	1,389	-14.0%
24	Insurance	18,600	18,600	17,241	(1,359)	7.3%
25	Payments in Lieu of Taxes	9,000	5,250	5,250	-	0.0%
26	Bad Debt-Tenants	12,000	7,000	2,960	(4,040)	57.7%
27	Total Operating Expenses	669,060	377,875	407,535	29,660	-7.8%
28	Cash Flow from Operations	(139,000)	(88,507)	(137,859)	(49,352)	-55.8%
	Other Sources & (Uses)					
29	HUD Grants - CFP	-	-	-	-	0.0%
30	Capital Expenditures	-	-	(9,697)	(9,697)	0.0%
31	Other Financial Items-Sources & (Uses)	-	-	-	-	0.0%
32	Total Other Financial Items	-	-	(9,697)	(9,697)	0.0%
33	Net Cash Flow	\$ (139,000)	\$ (88,507)	\$ (147,556)	\$ (59,049)	-66.7%

Line item notes:

9 - When the budget was adopted a partial FTE was included. That position is now 100% maint related so HUD requires the wages to be included in the COCC and services billed out on a fee basis and included in Maint Exp

20 - Colder winter with higher gas prices

22 - Includes fire pump replacement of \$34,635

30 - Finish 2021 roof replacement

Scattered Sites (Public Housing)
76 Units
**Quarry Townhomes, Flintwood Townhomes, Cedar Ridge Townhomes, & 40 Single Homes
July 31, 2022**

Budgeted Vacancy Loss	2%
Actual Vacancy Loss	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	\$ 319,000	\$ 186,083	\$ 186,116	\$ 33	0.0%
2	Less: Vacancy Loss	(6,400)	(3,733)	(2,083)	1,650	44.2%
3	Net Tenant Rental Revenue	312,600	182,350	184,033	1,683	0.9%
4	Gross Potential Subsidy	228,000	133,000	102,969	(30,031)	-22.6%
5	Less: Subsidy Loss - Proration	(16,000)	(9,333)	4,310	13,643	146.2%
6	Net Operating Subsidy	212,000	123,667	107,279	(16,388)	-13.3%
7	HUD PHA Operating Grant - CFP	190,000	-	-	-	0.0%
8	Other Income	63,020	36,762	38,523	1,761	4.8%
	Total Operating Income	777,620	342,778	329,835	(12,943)	-3.8%

Operating Expenses:						
	Administrative					
9	Administrative Salaries & Benefits	108,000	63,000	55,974	(7,026)	11.2%
10	Management & Bkpgg Fees - Operations	71,200	41,533	42,740	1,207	-2.9%
11	Management Fees - CFP	26,000	-	-	-	0.0%
12	Auditing Fees	3,800	2,217	2,556	339	-15.3%
13	Legal Expense	1,500	875	5,396	4,521	-516.7%
14	Other Administrative Costs	28,100	16,392	16,406	14	-0.1%
15	Total Administrative	238,600	124,017	123,072	(945)	0.8%
16	Asset Management Fees	9,120	-	-	-	0.0%
17	Tenant Services	1,900	1,108	5	(1,103)	99.5%
	Utilities					
18	Water & Sewer	58,000	33,833	37,415	3,582	-10.6%
19	Electricity	9,000	5,250	4,939	(311)	5.9%
20	Gas	3,000	1,750	1,257	(493)	28.2%
21	Total Utilities	70,000	40,833	43,611	2,777	-6.8%
22	Maintenance	368,000	214,667	200,018	(14,649)	6.8%
23	Protective Services	9,000	5,250	2,998	(2,252)	42.9%
24	Insurance	55,000	55,000	34,202	(20,798)	37.8%
25	Payments in Lieu of Taxes	11,000	6,417	6,419	2	0.0%
26	Bad Debt-Tenants	15,000	8,750	-	(8,750)	0.0%

27	Total Operating Expenses	777,620	456,042	410,325	(45,717)	10.0%
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28	Cash Flow from Operations	-	(113,263)	(80,490)	32,774	28.9%
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	Other Sources & (Uses)					
29	HUD Grants - CFP	-	-	-	-	0.0%
30	Capital Expenditures	-	-	-	-	0.0%
31	Other Financial Items-Sources & (Uses)	-	-	-	-	0.0%
32	Total Other Financial Items	-	-	-	-	0.0%

33	Net Cash Flow	\$ -	\$ (113,263)	\$ (80,490)	\$ 32,774	28.9%
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Line item notes:

9 - When the budget was adopted a partial FTE was included. That position is now 100% maint related so HUD requires the wages to be included in the COCC and services billed out on a fee basis and included in Maint Exp

Wilson Apartments (Public Housing)
July 31, 2022

41 3rd Ave NE

126 Units

Built 1970

Budgeted Vacancy Loss	2%
Actual Vacancy Loss	2.2%

	Account Title	2022 BUDGET	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
Operating Income:						
1	Gross Potential Rent	\$ 402,000	\$ 234,500	\$ 234,614	\$ 114	0.0%
2	Less: Vacancy Loss	(8,000)	(4,667)	(5,094)	(427)	-9.2%
3	Net Tenant Rental Revenue	394,000	229,833	229,520	(313)	-0.1%
4	Gross Potential Subsidy	310,400	181,067	152,324	(28,743)	-15.9%
5	Less: Subsidy Loss - Proration	(21,700)	(12,658)	6,376	19,034	150.4%
6	Net Operating Subsidy	288,700	168,408	158,700	(9,708)	-5.8%
7	HUD PHA Operating Grant - CFP	34,000	-	-	-	0.0%
8	Other Income	32,000	18,667	18,532	(135)	-0.7%
	Total Operating Income	748,700	416,908	406,752	(10,156)	-2.4%

Operating Expenses:						
	Administrative					
9	Administrative Salaries & Benefits	140,000	81,667	69,137	(12,530)	15.3%
10	Management & Bkpgg Fees - Operations	116,900	68,192	70,638	2,446	-3.6%
11	Management Fees - CFP	24,000	-	-	-	0.0%
12	Auditing Fees	6,000	3,500	4,055	555	-15.9%
13	Legal Expense	10,000	5,833	7,814	1,981	-34.0%
14	Other Administrative Costs	28,500	16,625	12,635	(3,990)	24.0%
15	Total Administrative	325,400	175,817	164,279	(11,538)	6.6%
16	Asset Management Fees	15,000	-	-	-	0.0%
17	Tenant Services	3,100	1,808	2,753	945	-52.2%
	Utilities					
18	Water & Sewer	23,000	13,417	13,129	(288)	2.1%
19	Electricity	73,000	42,583	44,134	1,551	-3.6%
20	Gas	45,000	26,250	41,566	15,316	-58.3%
21	Total Utilities	141,000	82,250	98,829	16,579	-20.2%
22	Maintenance	286,200	166,950	168,830	1,880	-1.1%
23	Protective Services	21,000	12,250	11,332	(918)	7.5%
24	Insurance	24,000	24,000	22,054	(1,946)	8.1%
25	Payments in Lieu of Taxes	13,000	7,583	7,588	5	-0.1%
26	Bad Debt-Tenants	6,000	3,500	4,905	1,405	-40.1%

27	Total Operating Expenses	834,700	474,158	480,570	6,412	-1.4%
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28	Cash Flow from Operations	(86,000)	(57,250)	(73,818)	(16,568)	-28.9%
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	Other Sources & (Uses)					
29	HUD Grants - CFP	580,000	300,000	295,068	(4,932)	1.6%
30	Capital Expenditures	(580,000)	(300,000)	(295,068)	4,932	1.6%
31	Other Financial Items-Sources & (Uses)	-	-	-	-	0.0%
32	Total Other Financial Items	-	-	-	-	0.0%

33	Net Cash Flow	\$ (86,000)	\$ (57,250)	\$ (73,818)	\$ (16,568)	-28.9%
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Line item notes:

9 - When the budget was adopted a partial FTE was included. That position is now 100% maint related so HUD requires the wages to be included in the COCC and services billed out on a fee basis and included in Maint Exp

20 - Colder winter with higher gas prices

Germain Towers (Section 8 New Construction) 905 W St. Germain 60 Units Built 1919; HRA purch. 1993
July 31, 2022

Budgeted Vacancy Loss	2%
Actual Vacancy Loss	2.2%

	Account Title	2022 BUDGET	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
Operating Income:						
1	Gross Potential Rent	\$ 199,000	\$ 116,083	\$ 113,589	\$ (2,494)	-2.1%
2	<i>Less: Vacancy Loss</i>	(4,000)	(2,333)	(2,538)	(205)	-8.8%
3	Net Tenant Rental Revenue	195,000	113,750	111,051	(2,699)	-2.4%
4	HUD HAP Subsidy	253,000	147,583	146,846	(737)	-0.5%
5	Other Income	44,000	25,667	22,390	(3,277)	-12.8%
	Total Operating Income	492,000	287,000	280,287	(6,713)	-2.3%

Operating Expenses:						
	Administrative					
6	Administrative Salaries & Benefits	43,000	25,083	33,512	8,429	-33.6%
7	Management & Bkpg Fees	55,300	32,258	33,251	993	-3.1%
8	Auditing Fees	1,200	700	1,116	416	-59.4%
9	Legal Expense	1,200	700	1,082	382	-54.6%
10	Other Administrative Costs	16,100	9,392	7,806	(1,586)	16.9%
11	Total Administrative	116,800	68,133	76,767	8,634	-12.7%
12	Tenant Services	8,300	4,842	12,221	7,379	-152.4%
	Utilities					
13	Water & Sewer	13,000	7,583	6,699	(884)	11.7%
14	Electricity	17,500	10,208	10,859	651	-6.4%
15	Gas	23,000	13,417	20,858	7,441	-55.5%
16	Total Utilities	53,500	31,208	38,416	7,208	-23.1%
17	Maintenance	150,300	87,675	81,002	(6,673)	7.6%
18	Protective Services	13,700	7,992	8,502	510	-6.4%
19	Insurance	33,100	33,100	29,576	(3,524)	10.6%
20	Payments in Lieu of Taxes	8,300	4,842	6,112	1,270	-26.2%
21	Bad Debt-Tenants	3,000	1,750	1,196	(554)	31.7%

22	Total Operating Expenses	387,000	239,542	253,792	14,250	-5.9%
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23	Cash Flow from Operations	105,000	47,458	26,495	(20,963)	44.2%
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Other Sources & (Uses)						
24	Debt Principal (HRA)	(105,000)	-	-	-	0.0%
25	Capital Expenditures	-	-	-	-	0.0%
26	Other Financial Items-Sources & (Uses)	-	-	-	-	0.0%
27	Total Other Financial Items	(105,000)	-	-	-	0.0%

28	Net Cash Flow	\$ -	\$ 47,458	\$ 26,495	\$ (20,963)	44.2%
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Line item notes:

15 - Colder winter with higher gas prices

Northway A & B (Section 8 New Construction)

102 Units

Built 1980

Northway A (Grace McDowall Apts) 1525 Northway Dr & Nway B Townhomes 2401 15 St N
 July 31, 2022

Budgeted Vacancy Loss	2%
Actual Vacancy Loss	2.4%

	Account Title	2022 BUDGET	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
Operating Income:						
1	Gross Potential Rent	\$ 323,600	\$ 188,767	\$ 194,760	\$ 5,993	3.2%
2	Less: Vacancy Loss	(4,900)	(2,858)	(4,747)	(1,889)	-66.1%
3	Net Tenant Rental Revenue	318,700	185,908	190,013	4,105	2.2%
4	HUD HAP Subsidy	385,000	224,583	215,779	(8,804)	-3.9%
5	Other Income	19,300	11,258	5,009	(6,249)	-55.5%
	Total Operating Income	723,000	421,750	410,801	(10,949)	-2.6%

Operating Expenses:						
	Administrative					
6	Administrative Salaries & Benefits	85,000	49,583	48,694	(889)	1.8%
7	Management & Bkpg Fees	95,200	55,533	56,932	1,399	-2.5%
8	Auditing Fees	1,600	933	1,394	461	-49.4%
9	Legal Expense	2,000	1,167	3,318	2,151	-184.4%
10	Other Administrative Costs	23,800	13,883	9,150	(4,733)	34.1%
11	Total Administrative	207,600	121,100	119,488	(1,612)	1.3%
12	Asset Management Fees	12,100	-	-	-	0.0%
13	Tenant Services	1,000	583	207	(376)	64.5%
	Utilities					
14	Water & Sewer	35,500	20,708	41,896	21,188	-102.3%
15	Electricity	18,500	10,792	13,161	2,369	-22.0%
16	Gas	33,000	19,250	28,633	9,383	-48.7%
17	Total Utilities	87,000	50,750	83,690	32,940	-64.9%
18	Maintenance	459,300	267,925	155,752	(112,173)	41.9%
19	Protective Services	16,000	9,333	11,205	1,872	-20.1%
20	Insurance	30,000	30,000	25,331	(4,669)	15.6%
21	Payments in Lieu of Taxes	12,000	7,000	7,000	-	0.0%
22	Bad Debt-Tenants	3,000	1,750	3,334	1,584	-90.5%

23	Total Operating Expenses	828,000	488,442	406,007	(82,435)	16.9%
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24	Cash Flow from Operations	(105,000)	(66,692)	4,794	71,486	107.2%
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	Other Sources & (Uses)					
25	Capital Expenditures	-	-	-	-	0.0%
26	Other Financial Items-Sources & (Uses)	-	-	-	-	0.0%
27	Total Other Financial Items	-	-	-	-	0.0%

28	Net Cash Flow	\$ (105,000)	\$ (66,692)	\$ 4,794	\$ 71,486	107.2%
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Line item notes:

14 - Most of increase is likely due to boiler leak and maintenance issue at townhomes

16 - Colder winter with higher gas prices

**Eastwood Apartments 530 3rd St NE
July 31, 2022**

18 Units

Built 1982; HRA purch. 2002

Budgeted Vacancy Loss	5%
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	\$ 130,600	\$ 76,183	\$ 76,938	\$ 755	1.0%
2	Less: Vacancy Loss	(6,500)	(3,792)	(3,606)	186	4.9%
3	Net Tenant Rental Revenue	124,100	72,392	73,332	940	1.3%
4	Other Income	7,700	4,492	5,802	1,310	29.2%
	Total Operating Income	131,800	76,883	79,134	2,251	2.9%

Operating Expenses:						
	Administrative					
5	Administrative Salaries & Benefits	14,500	8,458	9,637	1,179	-13.9%
6	Management & Bkpg Fees	16,300	9,508	12,200	2,692	-28.3%
7	Auditing Fees	300	175	279	104	-59.4%
8	Legal Expense	2,000	1,167	-	(1,167)	0.0%
9	Other Administrative Costs	3,700	2,158	2,180	22	-1.0%
10	Total Administrative	36,800	21,467	24,296	2,829	-13.2%
11	Tenant Services	200	117	104	(13)	10.9%
	Utilities					
12	Water & Sewer	6,300	3,675	3,392	(283)	7.7%
13	Electricity	3,700	2,158	2,485	327	-15.1%
14	Gas	8,000	4,667	4,951	284	-6.1%
15	Total Utilities	18,000	10,500	10,828	328	-3.1%
16	Maintenance	47,800	27,883	43,755	15,872	-56.9%
17	Protective Services	5,000	2,917	4,884	1,967	-67.5%
18	Insurance	4,700	4,700	4,396	(304)	6.5%
19	Payments in Lieu of Taxes	5,000	2,917	2,919	2	-0.1%
20	Bad Debt-Tenants	8,000	4,667	1,918	(2,749)	58.9%

21	Total Operating Expenses	125,500	75,167	93,100	17,933	-23.9%
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22	Cash Flow from Operations	6,300	1,717	(13,966)	(15,683)	913.6%
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	Other Sources & (Uses)					
23	Debt Principal (HRA)	(25,000)	-	-	-	0.0%
24	Capital Expenditures	-	-	-	-	0.0%
25	Other Financial Items-Sources & (Uses)	20,000	-	-	-	0.0%
26	Total Other Financial Items	(5,000)	-	-	-	0.0%

27	Net Cash Flow	\$ 1,300	\$ 1,717	\$ (13,966)	\$ (15,683)	913.6%
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Line item notes:

14 - Colder winter with higher gas prices

16 - Two water pipes burst due to resident leaving window open. Repairs were charged back to the now former resident.. Also had another unit with a large amount of repairs required.

TO: St. Cloud HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: September 21, 2022

SUBJECT: Write-Off Resident Accounts Receivable

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

Public Housing	\$ 7,865.15
Germain Towers	\$ 1,196.08
Northway A & B	\$ 3,333.60
Eastwood	\$ 1,918.40
Al Loehr	\$ 2,169.76
Swisshelm One	\$ 14,863.05
Swisshelm Two	\$ 3,311.38
Westwood One	\$ 7,517.54
Riverside	\$ 9,725.69

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 June 30, 2022 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 first six months of 2022, the HRA has recovered the following amounts:

Public Housing	\$ 1,116.01
Germain Towers	\$ 593.97
Northway A & B	\$ 336.43
Eastwood	\$ 799.33
Swisshelm One	\$ 585.00
Swisshelm Two	\$ 248.00
Westwood One	\$ 5,692.68
Westwood Two	\$ 1,388.80
Riverside	\$ 1,515.51

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 1/1/22 through 6/30/22

	<u>Dwelling Rental Income</u>	<u>Tenant Accounts Written Off</u>	<u>percentage w/o to income</u>
Empire	\$ 115,192.00	\$ 2,959.88	2.57%
Scattered Sites	159,343.00	0.00	0.00%
Wilson	196,214.86	4,905.27	2.50%
Germain Towers	97,122.00	1,196.08	1.23%
Northway A & B	162,275.00	3,333.60	2.05%
Eastwood	46,588.00	1,918.40	4.12%
Al Loehr	141,484.00	2,169.76	1.53%
Creeks	84,562.00	0.00	0.00%
Brownstones	35,114.00	0.00	0.00%
Swisshelm One	109,224.00	14,863.05	13.61%
Swisshelm Two	94,978.00	3,311.38	3.49%
Westwood One	98,712.00	7,517.54	7.62%
Westwood Two	125,538.00	0.00	0.00%
Riverside	260,554.00	9,725.69	3.73%
Total	\$ 1,726,900.86	\$ 51,900.65	3.01%
Total Recovered through Revenue Recapture, Collection Agencies or private payments		12,275.73	
Net Bad Debt	1,726,900.86	39,624.92	2.29%

St Cloud HRA
Analysis of Tenant Accounts Receivable Written-Off
Period Ending June 30, 2022

	Dwelling Rental	A/R W/O	Total A/R W/O	Total W/O as % of Income	Total 2022 Recoveries	Net W/O as % of Income
	Income	6/30/2022	2022			
Empire Apts	115,192.00	2,959.88	2,959.88	2.57%	556.27	2.09%
Scattered Sites	159,343.00	0.00	0.00	0.00%	447.00	-0.28%
Wilson Apts	196,214.86	4,905.27	4,905.27	2.50%	112.74	2.44%
Total Public Housing	470,749.86	7,865.15	7,865.15		1,116.01	
Germain Towers	97,122.00	1,196.08	1,196.08	1.23%	593.97	0.62%
Northway A & B	162,275.00	3,333.60	3,333.60	2.05%	336.43	1.85%
Eastwood	46,588.00	1,918.40	1,918.40	4.12%	799.33	2.40%
Al Loehr	141,484.00	2,169.76	2,169.76	1.53%	0.00	1.53%
Creeks	84,562.00	0.00	0.00	0.00%	0.00	0.00%
Brownstones	35,114.00	0.00	0.00	0.00%	0.00	0.00%
Swisshelm One	109,224.00	14,863.05	14,863.05	13.61%	585.00	13.07%
Swisshelm Two	94,978.00	3,311.38	3,311.38	3.49%	248.00	3.23%
Westwood One	98,712.00	7,517.54	7,517.54	7.62%	5,692.68	1.85%
Westwood Two	125,538.00	0.00	0.00	0.00%	1,388.80	-1.11%
Riverside	260,554.00	9,725.69	9,725.69	3.73%	1,515.51	3.15%
	1,726,900.86	51,900.65	51,900.65	3.01%	12,275.73	2.29%

	A/R Balance	A/R W/O @	A/R Balance
<i>Balance as of June 30, 2022</i>	Prior to W/O	6/30/2022 % total A/R	After W/O
Empire Apts	8,201.93	36.09%	5,242.05
Scattered Sites	20,074.19	0.00%	20,074.19
Wilson Apts	12,591.41	38.96%	7,686.14
Total Public Housing	40,867.53	19.25%	33,002.38
Germain Towers	4,220.36	28.34%	3,024.28
Northway A & B	4,991.47	66.79%	1,657.87
Eastwood	4,608.68	41.63%	2,690.28
Al Loehr	4,646.31	46.70%	2,476.55
Creeks	6,626.04	0.00%	6,626.04
Brownstones	2,561.68	0.00%	2,561.68
Swisshelm One	18,971.41	78.34%	4,108.36
Swisshelm Two	10,655.38	31.08%	7,344.00
Westwood One	13,592.52	55.31%	6,074.98
Westwood Two	3,824.80	0.00%	3,824.80
Riverside	11,920.94	81.58%	2,195.25
	127,487.12		75,586.47

ST CLOUD HRA
REVENUE RECAPTURE COLLECTIONS
January 1, 2022 through June 30, 2022

Empire	Wilson	PH	Crk	Brn	Grace	Nway b	Germain	Eastwood	Al Loehr	WW1	WW2	Sw1	Sw2	Rvr	
		447.00				333.43	467.97	519.31		1,357.00	197.57	585.00	169.00	694.93	
								280.02		517.00	1,009.56		79.00		
										329.87					
										611.00					
										1,811.28					
-	-	447.00	-	-	-	333.43	467.97	799.33	-	4,626.15	1,207.13	585.00	248.00	694.93	rec'd from collection agency or other payments on old accts
-	-	447.00	-	-	-	333.43	467.97	799.33	-	4,626.15	1,207.13	585.00	248.00	694.93	rec'd on repay agreements
556.27	112.74					3.00	126.00			1,066.53	181.67			820.58	personal payments
556.27	112.74	447.00	-	-	-	336.43	593.97	799.33	-	5,692.68	1,388.80	585.00	248.00	1,515.51	12,275.73
															applied to accounts before written-off
556.27	112.74	447.00	-	-	-	336.43	593.97	799.33	-	5,692.68	1,388.80	585.00	248.00	1,515.51	<u>12,275.73</u>

St. Cloud HRA
Tenant Write-Off History by Property

	2022	2021	2020	2019
PUBLIC HOUSING				
Total Write-offs	7,865.15	30,801.77	15,396.63	15,187.49
Total Recoveries	1,116.01	4,745.75	10,155.77	11,244.60
Net Write-Offs	6,749.14	26,056.02	5,240.86	3,942.89
Net Write-Offs as a % of Rental Revenue	1.43%	2.70%	0.55%	0.46%
GERMAIN TOWERS				
Total Write-offs	1,196.08	867.08	2,769.04	7,444.38
Total Recoveries	593.97	701.44	1,283.91	499.11
Net Write-Offs	602.11	165.64	1,485.13	6,945.27
Net Write-Offs as a % of Rental Revenue	0.62%	0.08%	0.75%	3.88%
NORTHWAY A & B				
Total Write-offs	3,333.60	333.43	1,396.61	2,029.20
Total Recoveries	336.43	213.00	622.07	771.59
Net Write-Offs (Recoveries)	2,997.17	120.43	774.54	1,257.61
Net Write-Offs as a % of Rental Revenue	1.85%	0.04%	0.25%	0.39%
EASTWOOD				
Total Write-offs	1,918.40	15,259.57	1,136.36	2,810.10
Total Recoveries	799.33	682.62	76.20	3,089.20
Net Write-Offs (Recoveries)	1,119.07	14,576.95	1,060.16	(279.10)
Net Write-Offs as a % of Rental Revenue	2.40%	17.48%	1.18%	-0.24%
AL LOEHR				
Total Write-offs	2,169.76	962.99	1,396.67	73.67
Total Recoveries	0.00	0.00	1,002.95	400.00
Net Write-Offs (Recoveries)	2,169.76	962.99	393.72	(326.33)
Net Write-Offs as a % of Rental Revenue	1.53%	0.34%	0.15%	-0.12%
CREEKS				
Total Write-offs	0.00	7,964.48	4,461.86	3,344.09
Total Recoveries	0.00	0.00	616.61	149.00
Net Write-Offs (Recoveries)	0.00	7,964.48	3,845.25	3,195.09
Net Write-Offs as a % of Rental Revenue	0.00%	4.85%	2.38%	1.90%

St. Cloud HRA
Tenant Write-Off History by Property

	2022	2021	2020	2019
BROWNSTONES				
Total Write-offs	0.00	0.00	62.59	0.00
Total Recoveries	0.00	62.59	0.00	188.00
Net Write-Offs (Recoveries)	0.00	(62.59)	62.59	(188.00)
Net Write-Offs as a % of Rental Revenue	0.00%	-0.09%	0.09%	-0.22%
SWISSHELM ONE				
Total Write-offs	14,863.05	6,225.28	0.00	1,077.20
Total Recoveries	585.00	0.00	3,659.22	992.62
Net Write-Offs (Recoveries)	14,278.05	6,225.28	(3,659.22)	84.58
Net Write-Offs as a % of Rental Revenue	13.07%	3.08%	-1.89%	0.03%
SWISSHELM TWO				
Total Write-offs	3,311.38	5,133.94	6,671.12	527.15
Total Recoveries	248.00	560.08	1,057.55	238.67
Net Write-Offs (Recoveries)	3,063.38	4,573.86	5,613.57	288.48
Net Write-Offs as a % of Rental Revenue	3.23%	2.33%	3.00%	0.12%
WESTWOOD ONE				
Total Write-offs	7,517.54	12,318.13	5,244.62	289.14
Total Recoveries	5,692.68	643.14	1,954.83	894.38
Net Write-Offs (Recoveries)	1,824.86	11,674.99	3,289.79	(605.24)
Net Write-Offs as a % of Rental Revenue	1.85%	6.26%	1.98%	-0.24%
WESTWOOD TWO				
Total Write-offs	0.00	2,610.65	4,349.22	1,923.95
Total Recoveries	1,388.80	1,847.36	1,007.77	6,191.60
Net Write-Offs (Recoveries)	(1,388.80)	763.29	3,341.45	(4,267.65)
Net Write-Offs as a % of Rental Revenue	-1.11%	0.31%	1.44%	-1.73%
RIVERSIDE				
Total Write-offs	9,725.69	4,021.98	1,249.24	3,559.30
Total Recoveries	1,515.51	0.00	327.22	760.00
Net Write-Offs (Recoveries)	8,210.18	4,021.98	922.02	2,799.30
Net Write-Offs as a % of Rental Revenue	3.15%	0.81%	0.19%	0.48%

TO: St. Cloud HRA Board of Commissioners

FROM: Louise Reis, Executive Director and Karen Rizer, Finance Director

DATE: September 20, 2022

SUBJECT: Changes to Personnel Policy 05.10 – Paid Leave Policy

Requested Action: Approve changes to Personnel Policy 05.10.

Background: The maximum Paid Leave carry-over at the first full or partial pay period ending in each January is 320 hours. Last year, the following sentence was added: If an employee is not allowed to take paid leave due to staffing circumstances, the Executive Director may allow up to an additional 40 hours to be carried-over.

In order that the Executive Director is not approving their own Paid Leave carry-over, management would also like to add this sentence: The Executive Director may be granted the same benefit of an additional 40 hours to be carried-over upon approval by the Finance Director.

In addition, this Policy 05.10 limits the payment of accrued Paid Leave at a maximum of 320 hours at termination of employment. Management is requesting to remove this maximum hour limit on the payment. In most cases, management would prefer an employee who is leaving by their own choice to work as many hours as possible before their departure. If an employee starts the year at 320 hours and later in the year has 370 hours and plans to resign or retire, management would typically prefer to have them work as much as possible and pay out all accumulated Paid Leave than have them take the time off and burn Paid Leave hours above 320 since they are not being compensated for them.

Frequency of Request: Once.

Related Actions: This was discussed with the Personnel Committee on September 20 and they unanimously support approval.

Future Action: None.

TO: St. Cloud HRA Board of Commissioners

FROM: Paul Soenneker, Project Manager

DATE: September 20, 2022

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

Requested Action: Approve the contract with GLTArchitects in the amount of \$28,350.00 for the design and engineering services for the replacement of 2 boilers, 2 HVAC pumps and 2 air handling units at Grace McDowall Apartments.

Background: There are currently 2 boilers that heat the building. These boilers were installed in 2003 and within the past several years have been having several maintenance issues. On one occasion; both boilers were down & emergency calls for service were put in to get them up & running again. Maintenance personnel have been told that the heat exchangers inside the boilers are cracked because the boilers keep losing pressure.

One air handler on the second level has a gas heater installed that heats the buildings hallways. There are no controls for the gas heater, so it runs continuously and is not efficient.

For the reasons mentioned above; it has been recommended that the HRA replace the existing equipment.

The HRA requested proposals from 6 companies for design / engineering services to remove the existing boilers, HVAC pumps and air handling units and replace with new high-efficient boilers, HVAC pumps and air handling units. We received proposals from two companies as outlined below.

	<u>Proposal</u>
GLTArchitects 808 Courthouse Square St. Cloud, MN 56303	\$28,350.00
Short Elliot Hendrickson (SEH) 2351 Connecticut Ave. Sartell, MN 56377	\$61,102.00

HRA staff recommends awarding the work to GLTArchitects.

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 Grace McDowall Apartments operating fund.

TO: St. Cloud HRA Board of Commissioners

FROM: Lori Lygre, Voucher Programs Manager
Louise Reis, Executive Director

DATE: September 20, 2022

SUBJECT: Payment Standards for the Housing Choice Voucher Program

Requested Action: Approval of Payment Standards for the Housing Choice Voucher Program to reflect the changes in the Fair Market Rents.

Background: The Department of Housing and Urban Development has published the new Fair Market Rents. The payment standard for the voucher program is required to be between 90 to 110 percent of the fair market rent. The payment standard for each unit size is for the monthly rent plus utilities that the resident would be responsible for.

Listed below are the current and proposed payment standards. The proposed Payment Standards would take effect on December 1, 2022.

Housing Choice Voucher Program (Section 8)

City of St. Cloud/Benton County	Current	Proposed
0 bedroom	\$688.00	\$795.00
1 bedroom	\$725.00	\$820.00
2 bedroom	\$905.00	\$1020.00
3 bedroom	\$1216.00	\$1375.00
4 bedroom	\$1535.00	\$1615.00
5 bedroom	\$1750.00	\$1900.00
6 bedroom	\$1900.00	\$2100.00
7 bedroom	\$2095.00	\$2300.00

Sherburne and Wright Counties	Current	Proposed
0 bedroom	\$848.00	\$930.00
1 bedroom	\$981.00	\$1100.00
2 bedroom	\$1215.00	\$1300.00
3 bedroom	\$1705.00	\$1800.00
4 bedroom	\$1980.00	\$2100.00
5 bedroom	\$2260.00	\$2400.00
6 bedroom	\$2545.00	\$2700.00
7 bedroom	\$2840.00	\$3000.00

Emergency Housing Voucher Program

City of St. Cloud/Benton County	Current	Proposed
0 bedroom	\$720.00	\$867.00
1 bedroom	\$805.00	\$898.00
2 bedroom	\$985.00	\$1117.00
3 bedroom	\$1392.00	\$1505.00
4 bedroom	\$1628.00	\$1784.00
5 bedroom	\$1800.00	\$2053.00
6 bedroom	\$2000.00	\$2320.00
7 bedroom	\$2100.00	\$2587.00

Sherburne and Wright Counties	Current	Proposed
0 bedroom	\$848.00	\$1007.00
1 bedroom	\$981.00	\$1149.00
2 bedroom	\$1215.00	\$1410.00
3 bedroom	\$1705.00	\$1916.00
4 bedroom	\$1980.00	\$2209.00
5 bedroom	\$2260.00	\$2540.00
6 bedroom	\$2545.00	\$2872.00
7 bedroom	\$2840.00	\$3203.00

Frequency of Request: Fair market rents are updated annually by the Department of HUD.

Related Actions: The new Payment Standards will be reflected in the PHA Plan for 2022.

Future Action: None anticipated.

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

Budget Impact: The Housing Choice Voucher budget would need to absorb any increases in cost.

TO: St. Cloud HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: September 20, 2022

SUBJECT: Approval of Application for Stability Vouchers

Requested Action: Approval of Application for Stability Vouchers

Background: The Department of Housing and Urban Development (HUD) has issued a notice giving the opportunity for public housing authorities to express interest in receiving an award of Stability Vouchers. HUD will award the Stability Vouchers based on evaluation of the homeless data from the 2020 Point-In-Time count. These vouchers must be issued to individuals and/or families who are homeless, at risk of homelessness, fleeing domestic violence, dating violence, sexual assault, stalking or human trafficking, or veterans. PIH Notice 2022-24 sets forth the requirements for the Stability Vouchers. Our agency will have until October 20, 2022 to notify HUD of our interest in the vouchers.

Frequency of Request: One time.

Related Actions: None.

Future Action: If awarded stability vouchers, our agency will request approval of a Memorandum of Understanding with Central MN Continuum of Care to receive referrals for the Stability Vouchers.

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: Funds for this program are provided by HUD.

TO: HRA Board of Commissioners

FROM: Karen Rizer, CPA
Finance Director

DATE: September 20, 2022

SUBJECT: Funding for the Homestead Incentive Loan Program

Requested Action: Approve the following funding for the Homestead Incentive Loan Program, with an effective date of September 28, 2022:

- Transfer to the Core Neighborhoods Fund from the Housing Development Fund: \$70,822.60
- Use of Core Neighborhoods Fund reserves of \$29,177.40

Background: The Homestead Incentive Loan Program provides a qualified homebuyer up to \$5,000 to be used for down payment, closing costs, and pre-pays. This loan is interest free and payment free but not forgiven. It runs co-terminus with the first mortgage and is due and payable at time of sale, refinance, if the home ceases to be the primary residence of the homeowner, or when the first mortgage term ends. Since the program started in 2013, 268 loans have been issued totaling approximately \$890,000.

There have been loan repayments in past down payment assistance (DPA) programs, which is the source of funding we are recommending be transferred into the Homestead Incentive Loan program from the Housing Development Fund. This is the total balance available in the Housing Development Fund from DPA repayments.

Management is also recommending allocating \$29,177.40 of Core Neighborhoods Fund reserves so the grand total made available to the program is \$100,000. This will leave approximately \$125,000 of reserves in the fund to be used for future Homestead Incentive Loans, Fix-Up Loans, or a different future project/program.

To date in 2022, 28 loans have been disbursed and 3 loans are in process, for a total of \$155,000. The program currently has approximately \$60,000 remaining, so adding \$100,000 should fund it for approximately one year.

Options: Approve, deny, or table.

Frequency of Request: One time.

Related Actions: None.

Future Action: Assess program for additional future funding when spent down.

Relationship to Goals: #1 – The St. Cloud HRA will be an active partner in neighborhood/community concerns regarding housing and neighborhoods.

Budget Impact: Using \$70,822.60 of reserves from the Housing Development Fund and \$29,177.40 of reserves from the Core Neighborhoods Fund.

TO: HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: September 21, 2022

SUBJECT: Report on Activities

Grace McDowall Apartments and Northway Townhomes: On August 15, 2022, Grace McDowall and Northway Townhomes had a HUD REAC Inspection. The properties received a score of 90. The REAC Inspection is a physical inspection that is conducted by HUD to make sure the housing is decent, safe and sanitary.

Al Loehr Apartments: On July 26, 2022, the Al Loehr Veteran and Community Apartments has a Property Inspection and Management Review by Minnesota Housing. The project received a score of “Satisfactory”.

Housing Choice Vouchers: On August 29, 2022 the Department of HUD awarded 12 additional regular vouchers to the St. Cloud HRA. Public housing agencies were awarded these vouchers under the Consolidated Appropriations Act of 2022.

Housing Choice Voucher Program: During the month of August 2022, there were ten housing choice vouchers released. Two of the vouchers were for program violations, four had their voucher expire, three were voluntary released, and one due to death. Three of the voucher holders were over the age of 62.

As of August 31, 2022 – 104 Port In vouchers and 45 Port Out vouchers.

CDBG Update:

For the homeowner rehab program:

- 11 in construction
- 2 in bidding
- 9 applications in processing

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

Fund: Public Housing – 291 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>08/31/22</u>
Empire	89	5.81%	2
Wilson	126	1.37%	2
Scattered Sites	76	2.07%	3 *

Fund: Section 8 New Construction – 162 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>08/31/22</u>
Germain	60	2.28%	4 **
Grace/NWB	102	1.26%	1

Fund: Tax Credit – 249 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>08/31/22</u>
Creeks	24	1.04%	1
Brownstones	12	2.08%	0
Swisshelm One	32	2.71%	1
Westwood One	32	3.63%	2
Swisshelm Two	32	3.17%	0
Westwood Two	32	2.19%	2
Riverside	85	1.92%	1

Fund: Affordable Housing – 79 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>08/31/22</u>
Eastwood	18	3.68%	0
Loehr	61	3.45%	1

* two units filled in September

** three units filled in September.