



**WEDNESDAY, JANUARY 25, 2023**  
**St. Cloud HRA, 1225 West St. Germain Street, Board Room**

**MEETINGS OF THE ST. CLOUD HRA  
BOARD OF COMMISSIONERS**

**STUDY SESSION -- St. Cloud HRA, Board Room**  
**AGENDA: 5:00 P.M. – Personnel Committee Meeting - Routine Annual Executive Director  
Performance Evaluation**  
**5:30 P.M. – Study Session (Full Board) - Routine Annual Executive Director Performance  
Evaluation**  
**6:00 P.M. or immediately following Study Session will be the Annual Meeting and the  
Regular Meeting (see agendas)**

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



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

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

**Wednesday, January 25, 2023**  
***Immediately following Study Session***

The Agenda and Order of Business are as follows:

1. Roll Call and Pledge of Allegiance.
2. Approval of Agenda.
3. Election of Board Officers for 2023.
  - A. Election of Board Chair
  - B. Election of Board Vice-Chair
  - C. Election of Board Security
4. Review and Approval of Professional Responsibilities and the Code of Professional Conduct and Ethics for Commissioners.
5. Designation of Committees:
  1. Committee-of-the-Whole.
  2. Audit Committee.
  3. Personnel Committee.
6. Designation of Official Newspaper.
7. Designation of Official Depository.
8. Designation of Legal Representation.
9. Designation of Auditors.
10. Set Commissioner Compensation for 2023.
11. Discussion of Meeting Times and Dates.
12. Annual Report for 2022. (Executive Director Louise Reis, Voucher Program Manager Lori Lygre, Property Manager Matt Swanson, Project Manager Paul Soenneker)
13. Adjourn.



TO: St. Cloud HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: January 17, 2023

SUBJECT: Annual Meeting Elections, Appointments, Designations and Department Reports

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### **Item 3: Election of Officers:**

Pursuant to the By-Laws of the Housing and Redevelopment Authority, annually the Board of commissioners must elect its officers. The duties commence immediately after selection. The Board makes nominations, and the elections take place in the following order: Chair, Vice Chair, and Secretary.

The present officers are as follows:

Chair – Nancy Gohman

Vice Chair – Seal Dwyer

Secretary – George Hontos

For each office, a motion is needed to open and close nominations, followed by the election by voice vote.

### **Item 4: Review and Approval of Professional Responsibilities and the Code of Professional Conduct and Ethics for Commissioners:**

The code of ethics states the principles and expectations governing the behavior of individuals and organizations in the conduct of the Agency. Commissioners are presented with this code when they begin their service with the HRA and annually are requested to review. At the 2015 annual meeting the Board approved the addition of *Professional Responsibilities of a Commissioner*. A motion is needed to approve and signatures are needed from each Commissioner acknowledging their understanding and agreement to abide by the codes and responsibilities as written. (see attached example)

### **Item 5: Designation of Board Committees:**

#### Committee of the Whole

In prior years, the Board has simply designated themselves as a Committee of the Whole to discuss various issues/items of Board interest throughout the year. A motion is required to do so again this year.

#### Audit Committee

The Audit Committee usually meets twice per year for entrance and exit conferences with the external auditor. For 2022, Commissioners Conway, Dwyer and Gohman served as members. A motion is in order to designate membership.

#### Personnel Committee

The Board established a Personnel Committee to discuss personnel matters within the scope and responsibility of the Board. For 2022, Commissioners Dwyer, Jacobson, and Dvorak served as members. A motion is in order to designate membership.

**Item 6: Designation of Official Newspaper and Depository:**

The HRA has designated the St. Cloud Times as the official newspaper for publicizing meetings and other legal notices.

**Item 7: Designation of Official Depository:**

The official depository is Liberty Bank Minnesota, and staff recommends approval again.

**Item 8: Designation of Legal Representation:**

The HRA requires and relies on sound legal advice and representation on a regular basis for both housing and development. In October 2020, an RFP was issued for legal services. Of those who responded, Rinke Noonan was the only firm to provide a quote for services. Under discretion of the Executive Director and approval of the Board the Rinke Noonan Law Firm will remain as the HRA's official general legal counsel. Any legal counsel needed for Bond/Public Finance will be solicited as needed.

**Item 9: Designation of Auditors:**

The Board has already approved retaining the services of Redpath and Company, LTD as the HRA auditor. However, it must also be designated at the annual meeting.

**Item 10: Set Commissioner Compensation for 2023:**

Minnesota Statute 469.011, subdivision 4, states that, "each commissioner may receive necessary expenses, including traveling expenses, incurred in the performance of duties. Each commissioner may be paid up to \$75 for attending each regular and special meeting of the authority. Commissioners who are full-time state employees or full-time employees of the political subdivisions of the state may not receive the daily payment, but they may suffer no loss in compensation or benefits from the state or a political subdivision as a result of their service on the board. Commissioners who are elected officials may receive the daily payment for a particular day only if they do not receive any other daily payment for public service on that day. Commissioners who are full-time state employees or full-time employees of the political subdivisions of the state may receive the expenses provided for in this subdivision unless the expenses are reimbursed by another source."

The rate of \$75 per meeting was set in 2008. In 2019, it was specified that the payment would not be more than \$75 per day if there were multiple meetings on the same day. The Board may discuss the rate of compensation for 2023.

**Item 11: Discussion of Meeting Times and Dates:**

The projected calendar is enclosed. In the past the Board has considered moving meetings to accommodate holiday schedules; November and December meetings forward one week to November 15<sup>th</sup> and December 20<sup>th</sup>, 2023.

**CODE OF PROFESSIONAL CONDUCT AND ETHICS  
ST. CLOUD HOUSING & REDEVELOPMENT AUTHORITY  
BOARD OF COMMISSIONERS**

**Core Values**

1. Excellence and Quality in the Delivery of Services
2. Fiscal Responsibility
3. Ethics and Integrity
4. Open and Honest Communication
5. Cooperation and Teamwork
6. Positive Relations with the Community
7. Visionary Leadership and Planning

The Purpose of the St. Cloud Housing and Redevelopment Authority is to effectively and efficiently SERVE the people of St. Cloud in the creation and implementation of client-sensitive programs to provide affordable housing opportunities and assist with neighborhood revitalization to improve the quality of life.

To this end, the Board of Commissioners of the St. Cloud Housing and Redevelopment Authority will adhere to the following Code of Professional Conduct and Ethics which will support the Purpose for the Agency and, therefore, pledges to:

- A. Promote the public interest through the advocacy for responsible administration of housing and community development policies in a manner that encourages staff implementation of effective, efficient and client-sensitive programs.
- B. Perform our duties as HRA Commissioners with the highest degree of integrity and professional care in order to merit the respect of the beneficiaries of our programs, elected officials and the citizens of St. Cloud; ALWAYS being aware of the special position of responsibility and trust placed on us as the governing body of the HRA.
- C. Maintain the highest standards of personal integrity and conduct, while exercising diligence, objectivity, and honesty in professional activities.
- D. Avoid any activity which is in conflict with our professional duties and not realize undue personal gain from the performance of our official duties. If a conflict of interest presents itself, Board Members should notify the Chairperson and/or the Executive Director of the conflict and particular item for which a conflict exists, as soon as possible. Any noted conflict would be acknowledged by the Chairperson of the Board at the particular meeting and the individual member would be required to leave the room during any deliberations on same. Said conflict would be noted in the official minutes of the Board at which the conflict was noted.
- E. Acknowledge that the HRA Board of Commissioners and the HRA staff have separate and clearly-defined roles and responsibilities and, therefore, the Board, at all times, will treat the staff as professionals that make a difference in the city.
- F. Serve the public with dedication, concern, courtesy, and responsiveness in a non-political manner.

- G. Strive for professional excellence and encourage the professional development of fellow Commissioners, recognizing the value of diverse opinions, individual talents of Board members, and the importance of team work in making informed decisions affecting the implementation of policy for the HRA.
- H. Promote and expand the relationship the Board has with the Executive Director of the HRA, affirming that the powers of the HRA are vested with the Board of Commissioners, implemented through the Executive Director.
- I. Encourage and promote the highest level of professionalism and ethics for all HRA staff.
- J. Recognize the limited nature of HRA resources and the diverse nature of the HRA's programs and client needs, insuring the effective and efficient allocation of same in the development of policies and programs for the HRA.
- K. Attend all official meetings of the HRA Board, to the extent possible, conscientiously preparing for all meetings, utilizing agenda material, additional research as needed, and openly participating in the Board decision-making process. Three consecutive absences from Regular Board Meetings, for which the Board Member has not been excused, will constitute a finding of "neglect of duties", pursuant to Minnesota Statutes and, therefore, the HRA Board would initiate removal proceedings by notifying the Mayor and City Council accordingly.

This Code of Professional Conduct and Ethics for members of the Board of Commissioners of the Housing and Redevelopment Authority in and for the City of St. Cloud has been adopted to promote and maintain the highest standards of personal and professional conduct. Adherence to this Code is required for membership on the Board and serves to insure public confidence in the integrity and service of the Board of Commissioners.

**I pledge to view my service on the St. Cloud Housing and Redevelopment Authority Board as an opportunity to serve my community, my state and my nation because I support the objectives of providing a decent, safe and sanitary home and a suitable living environment for every individual.**

**I pledge that I recognize that my responsibilities are to serve in this capacity as a government official, a community leader and an advocate for the Authority, its programs and objectives.**

**I pledge to uphold the rules of the Fair Housing Act as outlined under the U.S. Department of Housing and Urban Development (HUD) for the public safety, public health, and general welfare to assure, within constitutional limitations, equal opportunity to all persons to live in available housing facilities regardless of race, sex, color, religion, national origin, disability, familial status, sexual orientation, age, marital status, or gender identity or expression, and, to that end, to prohibit discrimination in housing by any person.**

**I pledge to try to make decisions in terms of the most economical and efficient method toward the best interests of all citizens, particularly those of low and moderate income. Decisions will provide an equal opportunity to all citizens regardless of race, creed, sex or age.**

**I have read and fully understand the Professional Responsibilities of a Commissioner and the Code of Professional Conduct and Ethics.**

Commissioner Printed Name: \_\_\_\_\_

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



# 2023

## JANUARY

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## OCTOBER

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## NOVEMBER

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## DECEMBER

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SEMAP (Section Eight Management Assessment Program)  
and  
PHAS (Public Housing Assessment System)  
St. Cloud HRA Scores

	SEMAP	PHAS
2021* same score as 12/31/2018 due to Covid-19	100	97
2020* same score as 12/31/2018 due to Covid-19	100	97
2019	100	95
2018	100	97
2017	100	97
2016	100	97
2015	100	98
2014	97	97
2013	100	97
2012	97	96
2011	100	93
2010	100	93
2009	99	91
2008	100	91
2007	90	91
2006	90	87 (standard)
2005		
2004	100	
2003	100 (1 <sup>st</sup> )	High Performer
2002	High Performer	94
2001	High Performer	
2000	High Performer (90%+)	60

Standard – 60/89  
High Performer – 90/100

# WAITING LIST APPLICANTS

December 2022

PROJECT/PROGRAM	1 BR	2 BR	3 BR	4 BR	5 BR	62+*
<b>PUBLIC HOUSING APPLICANTS</b>						
EMPIRE (89)	1791					12
WILSON	2097					19
FAMILY HOUSING		1112	1759	363	96	20
<b>SECTION 8 NEW CONSTRUCTION</b>						
GERMAIN TOWERS	3005					78
GRACE MCDOWALL	3491					129
NORTHWAY TH		1308	2032			72
<b>AFFORDABLE HOUSING</b>						
Al Loehr	78					8
EASTWOOD	1723	72				190
<b>TAX CREDITS</b>						
BROWNSTONES		2139	1269			59
CREEKS		2178	533			53
RIVERSIDE	10	11				14
SWISSHELM ONE/TWO		31	455			8
WESTWOOD ONE/TWO		242	249			11
* 62+ included in total numbers						
The one bedroom waiting lists may have duplicate applicants as an individual can apply to more than one list.						

## ADDITIONAL

Hsg Choice Voucher	37 – 2018 Lottery, 641 – 2022 Lottery	60
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## **Voucher Programs**

The voucher programs department administers 966 Housing Choice Vouchers which includes 75 HUD-Veterans Affairs Supportive Housing (VASH) Vouchers and 24 Project-Based Assistance Vouchers; 49 HUD Mainstream Vouchers; 48 HUD Emergency Housing Vouchers; up to 25 HUD Foster Youth Initiative (FYI) Vouchers; 50 HUD Continuum of Care (CoC) Vouchers; 9 HUD CoC Domestic Violence Rapid Re-Housing slots; 37 Minnesota Housing Bridges Certificates; 2 Minnesota Housing Bridges Regional Treatment Center (RTC) Certificates; 22 CommUNITY Mental Health Initiative (CAMHI) Certificates; 9 Assertive Community Treatment (ACT) Certificates; 21 Bridges Region 7E Certificates.

All of these voucher and certificate programs provide rental assistance for households renting from private landlords.

### **Housing Choice Voucher Program (HCV) Regular Vouchers**

The Housing Choice Voucher Program (HCV) is a HUD funded, locally administered program that helps low-income households affordably rent market-rate housing owned and managed by private landlords. The HRA makes a payment to the landlord that bridges the gap between 30 percent of the tenant's income and the actual rent.

- \$6,329,873 was received from HUD for housing assistance payments (HAP).
- \$6,352,245 in HAP (Housing Assistance Payment) was paid to 388 private landlords.
- \$1,163,817 was received from HUD for administrative costs.
- Average HAP was \$582.

The waiting list for HCV is currently closed. The waiting list has 585 applicants who are waiting to be contacted.

- 386 (including Mainstream eligible) applicants were contacted to determine eligibility for a voucher in 2022. 111 applicants responded.
- 51 applicants were housed in 2022.

### **Project Based Assistance (PBA), included in our total allocation of 966 vouchers**

24 vouchers are under contract for PBA. The developments that have approved contracts are:

- Westwood Village Apartments One, 4 units.
- Swisshelm Village Apartments One, 8 units.
- Swisshelm Village Apartments Two, 8 units.
- Eastwood Apartments, 4 units.

### **Veterans Affairs Supportive Housing (VASH) Vouchers, included in our total allocation of 966 vouchers**

The VASH program combines HCV housing assistance with case management provided by the Department of Veterans Affairs (VA). There are 75 VASH vouchers and they must be used by a homeless veteran that is referred to the HRA by the St. Cloud VA.

- \$297,166 was paid to private landlords/property owners for HAP.

65 VASH vouchers were under lease at the end of 2022.

### **Mainstream Vouchers**

The HRA was awarded 30 Mainstream Vouchers in November 2019, 9 additional vouchers in 2020, and 10 additional vouchers in October 2022. These vouchers are for non-elderly persons with disabilities.

35 Mainstream Vouchers were under lease at the end of 2022.

### **Foster Youth to Independence Initiative (FYI)Vouchers**

At the end of 2019, the HRA was awarded up to a maximum of 25 FYI Vouchers. These vouchers are for youth who are at least 18 years of age, left foster care or will leave foster care, at risk of homelessness or are homeless. The HRA has partnered with Stearns, Benton and Sherburne Counties who will make referrals for the program and provide support services to the voucher holders.

We continue to collaborate with partnering counties to admit eligible youth to the program. There are 2 FYI vouchers expected to be under lease in January 2023.

### **Emergency Housing Vouchers (EHV)**

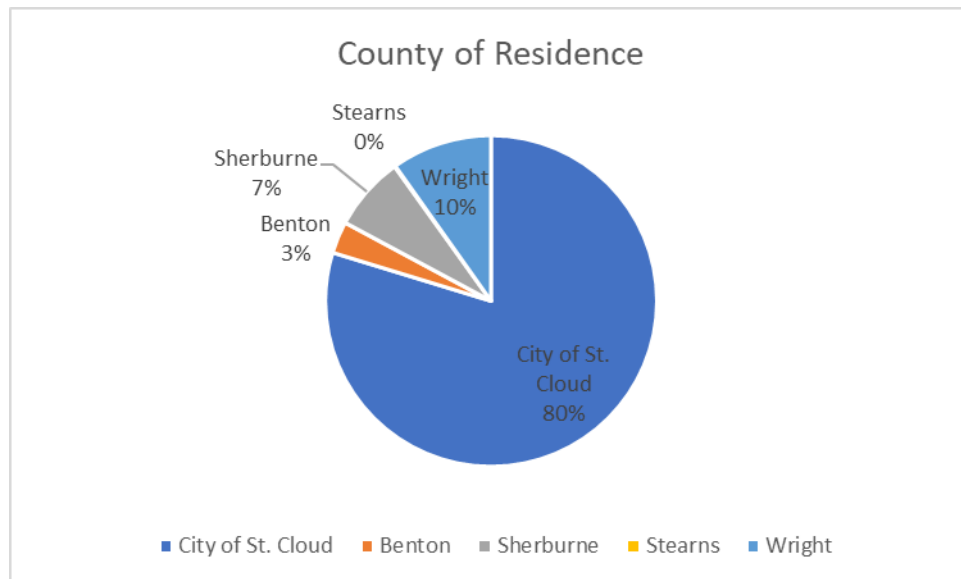
Effective July 1, 2021 the HRA was awarded 48 EHVs. The American Rescue Plan Act of 2021 (ARP) provides administrative fees and funding for the vouchers. The HRA has a partnership with the Central Minnesota Continuum of Care (CoC), Stearns County Human Services, Anna Marie's Alliance, Terebinth and Lutheran Social Services Savings Grace for the administration of EHVs.

Eligible individuals or families must meet one of the following criteria in addition to the eligibility criteria of the standard HCV program:

- Homeless
- At risk of becoming homeless
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking
- Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability as determined by the CoC

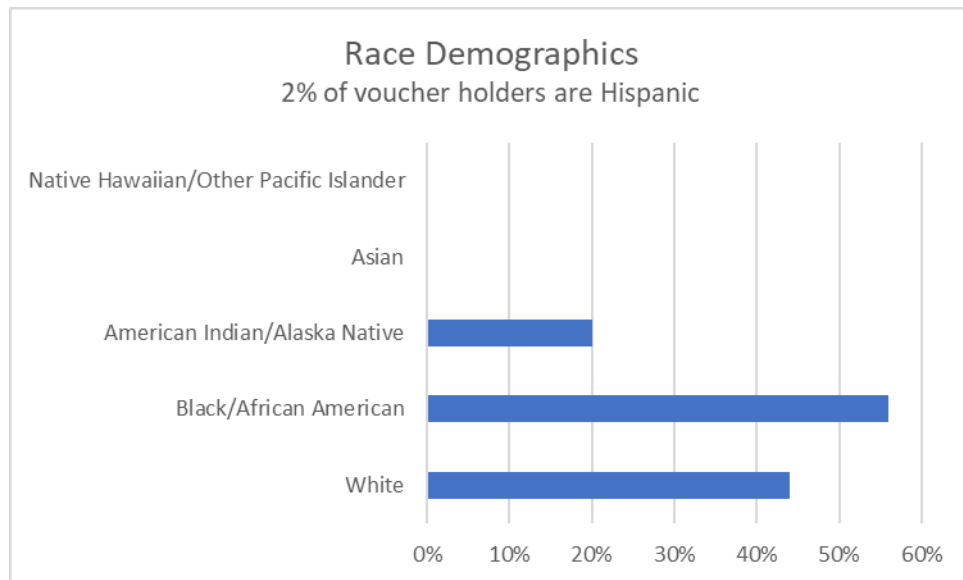
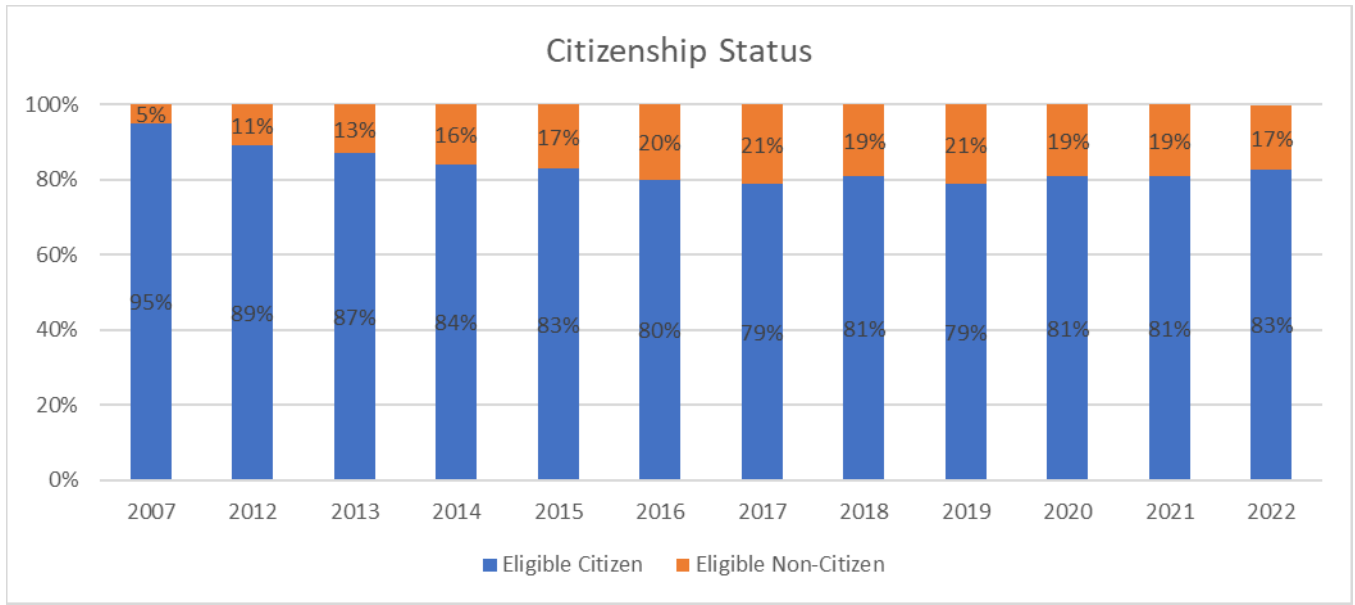
40 EHVs were under lease at the end of 2022.

The jurisdiction for the voucher program is the city limits of St. Cloud, and Benton, Sherburne and Wright Counties.



Of the leased vouchers (including port in vouchers):

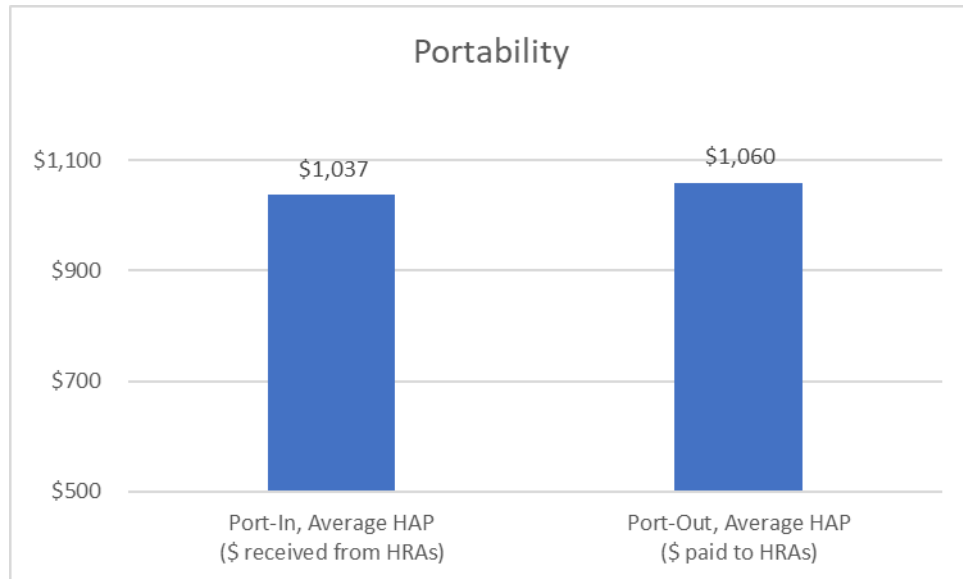
- 44% of households are disabled
- The average household has been on the program 8 1/2 years
- The average household size is 3 members per family
- The average household income is \$19,216
- 53% of household members are age 0-17
- 15% of household members are age 18-35
- 18% of household members are age 36-54
- 5% of household members are age 55-61
- 9% of household members are age 62 and older
- 79% of voucher holders are female
- 286 voucher holders pay more than 30% of their monthly adjusted income for rent



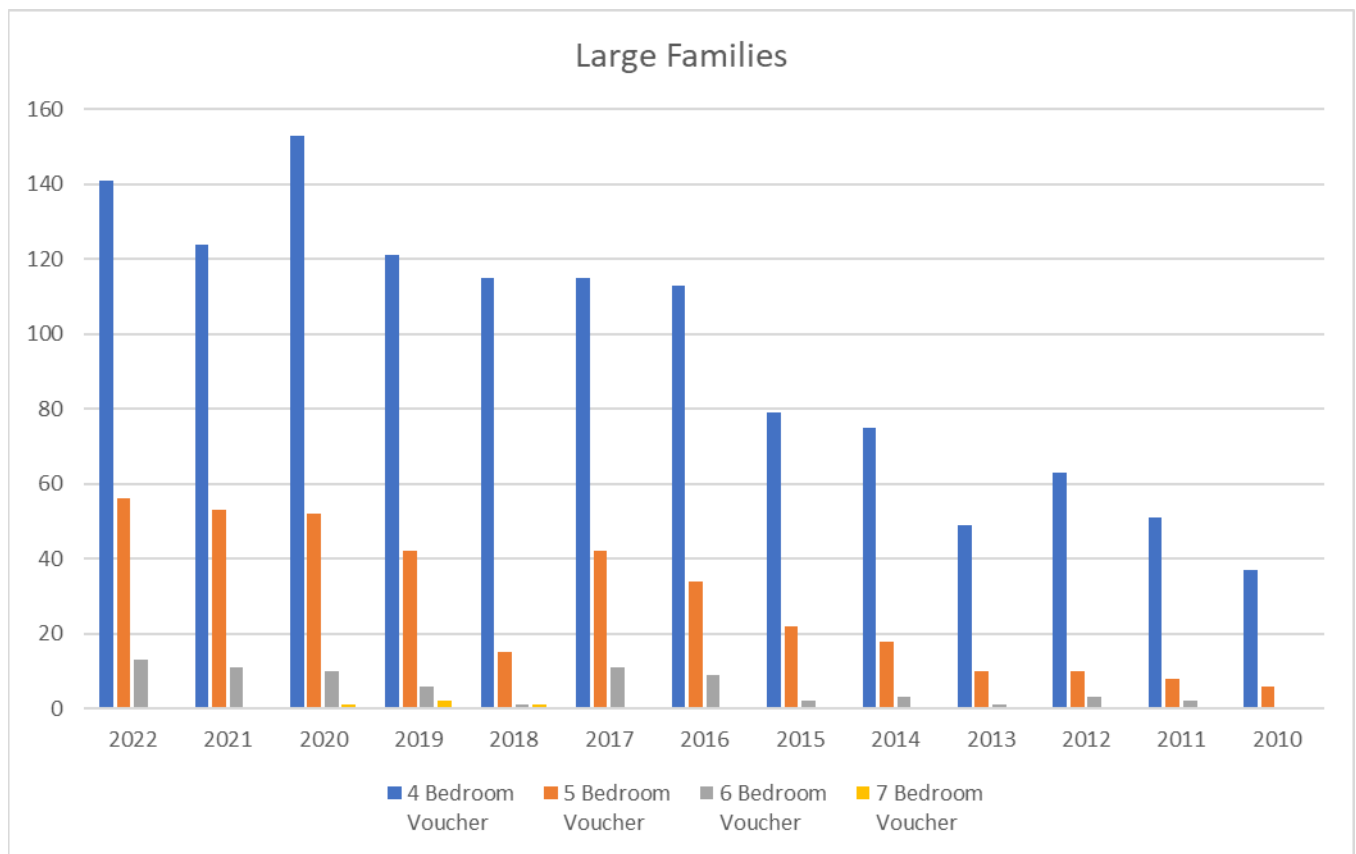


## Portability

Portability provides flexibility to participants to relocate to other areas of the country for family needs.

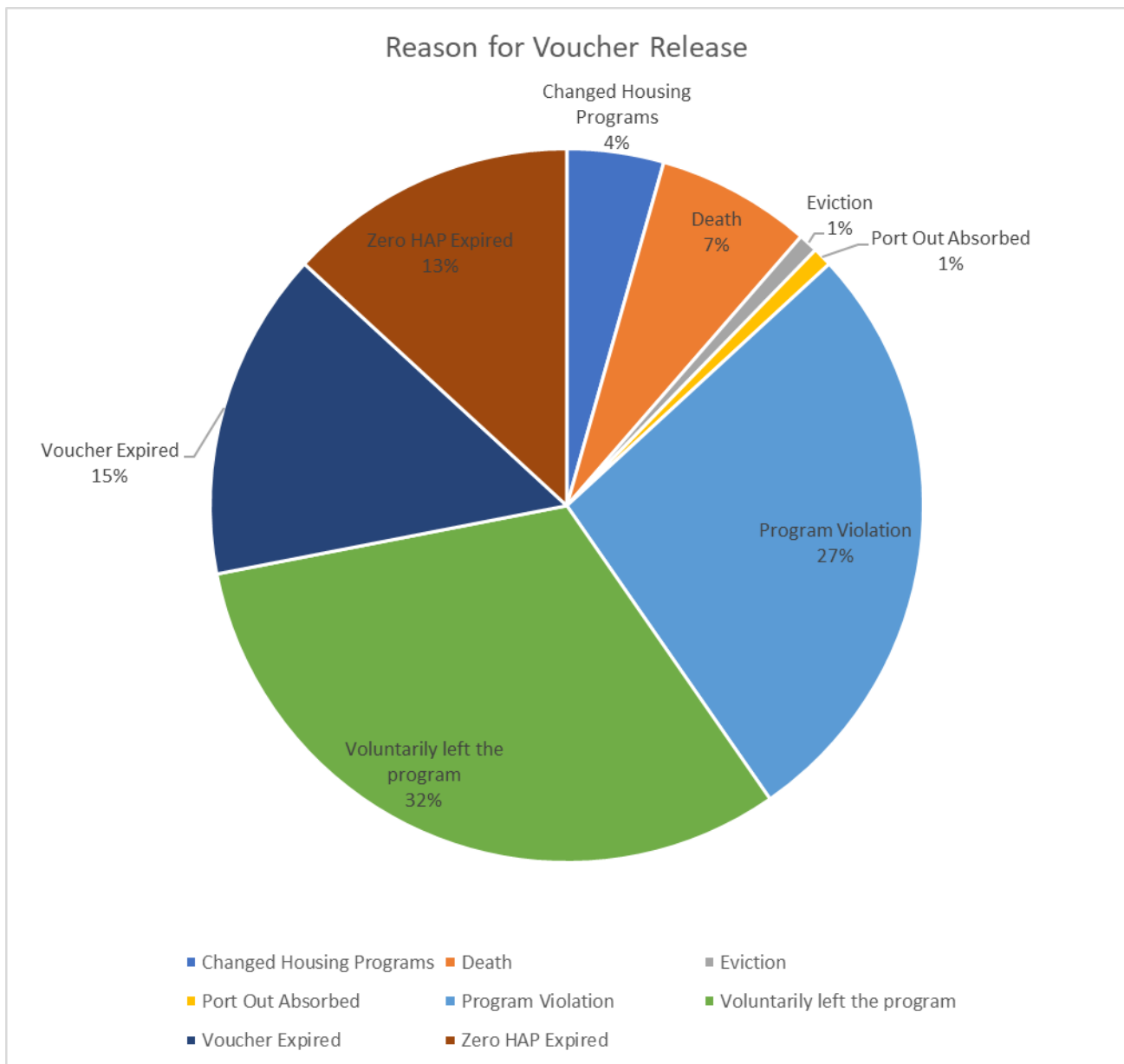


As of December 31, 2022, there were 50 port out vouchers and 78 port in vouchers.



## **Releasers**

114 Households left the Housing Choice Voucher Program in 2022.



## **Family Self-Sufficiency (FSS) Program**

This program is a collaborative effort with Tri-CAP to promote self-sufficiency among participating households who also receive HCV assistance. Tri-CAP provides employment training to FSS program participants. The program has 6 mandatory slots.

### **HUD Continuum of Care (CoC) Rental Assistance (formerly Shelter Plus Care)**

HUD CoC Rental Assistance is funded by HUD. The program provides rental assistance to persons who are chronically chemically dependent, seriously mentally ill and chronically homeless. Participants are required to cooperate with support services provided by the Central MN Mental Health Center.

- There are 50 HUD CoC Rental Assistance slots.
- \$323,424 was received for HAP. The administrative fee is 8 percent of rental assistance paid per month.

### **HUD CoC Rapid Re-Housing**

HUD CoC Rapid Re-Housing is funded by HUD. The program provides short term housing assistance to persons experiencing domestic violence. The HRA has a partnership with Anna Marie's Alliance for referrals. The grant began July 1, 2022.

- There are 9 HUD CoC Rapid Re-Housing slots.

### **Bridges and Bridges Regional Treatment Center (RTC)**

Bridges and Bridges RTC programs are funded by Minnesota Housing. Qualified persons must have a severe mental illness. Support services are provided by Catholic Charities Hope Community Support Program.

Bridges RTC provides housing assistance for people who are homeless or at significant risk of homelessness upon Anoka Regional Treatment Center at admission or discharge. Support services are provided by the Assertive Community Treatment Teams of Central MN Mental Health Center. There have not been any referrals for this program in 2022 and HRA staff does not intend to apply for renewal funding.

- Bridges has 37 slots. Bridges RTC has 2 slots.
- \$238,501 was received for HAP and administrative fees for Bridges.
- \$0 was received for HAP and administrative fees for Bridges RTC.
- \$53 per month per participant is paid to the HRA for an administrative fee.

### **CommUNITY**

CommUNITY is funded through a grant that is co-sponsored by Benton, Sherburne, Stearns and Wright County's Mental Health Initiative. Rental assistance is provided to persons with severe persistent mental illness. Support Services are provided by Catholic Charities Hope Community Support Program.

- \$149,959 was received for HAP and administrative fees and served 22 households.
- \$500 administrative fee is paid per month regardless of the number of participants.

### **ACT Housing (formerly Phase I Program)**

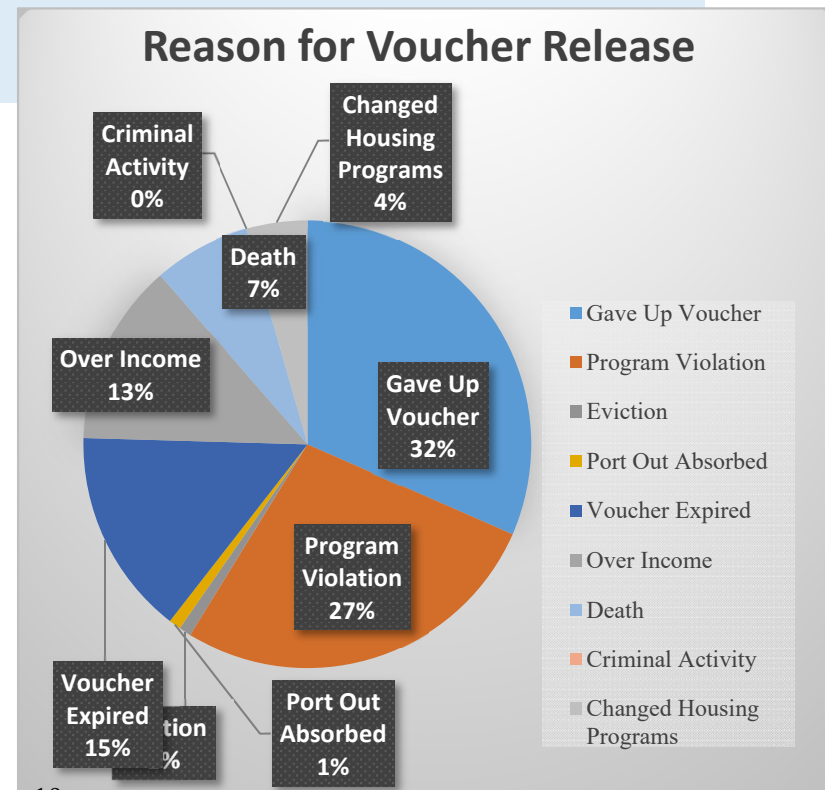
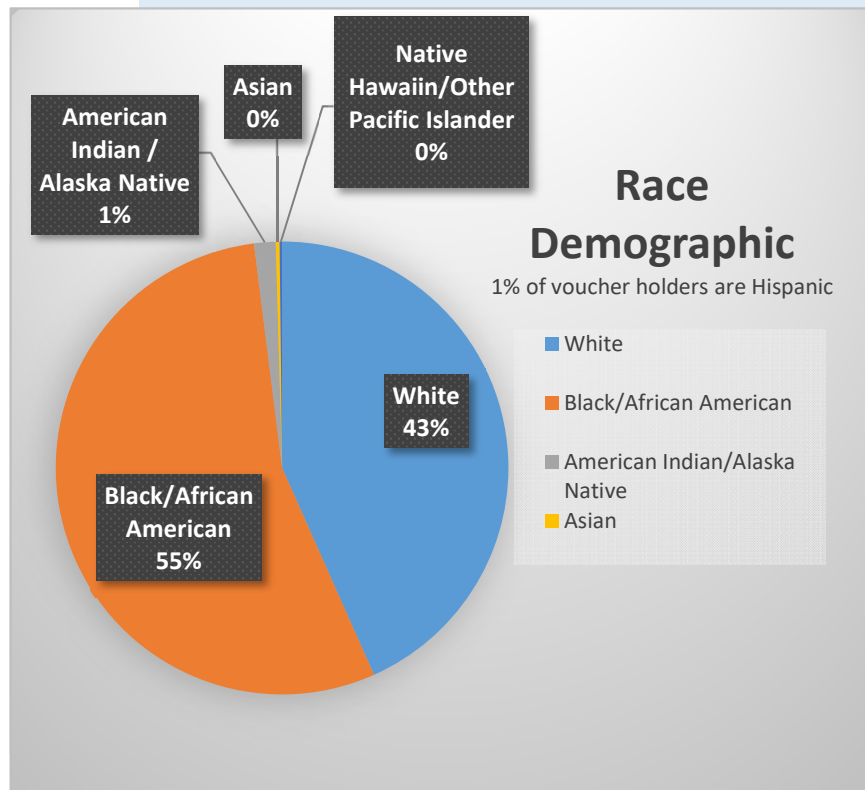
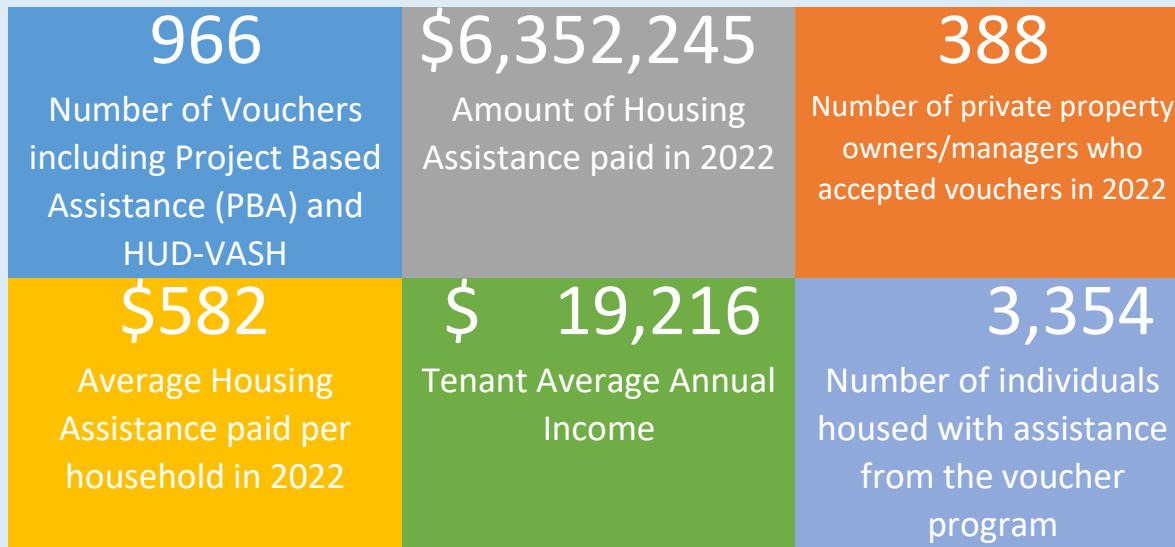
ACT Housing provides rental assistance for persons being released from state hospitals and those that would have been served by state hospitals. Support services are provided by the Assertive Community Treatment Teams of Central MN Mental Health Center.

- \$41,315 was received for HAP and administrative fees to serve 9 households.
- \$40 per month per participant is paid to the HRA for administrative fee.

**Bridges Region 7E**

Bridges Region 7E functions the same as the Bridges Program the HRA administers for our agency's jurisdiction. Bridges Region 7E was formerly administered by the Mora HRA. The Mora HRA did not apply to renew their Bridges Grant for the biennium July 1, 2021 through June 30, 2023. Minnesota Housing asked the HRA to administer the rental assistance dollars from September 1, 2021 through June 30, 2023. Region 7E covers Mille Lacs, Kanabec, Isanti, Pine and Chisago Counties and the Mille Lacs Band of Ojibwe. The total grant for housing assistance and administrative fees is \$284,626 to serve 21 households. Minnesota Housing pays the HRA \$53 per month per participant for an administrative fee.

## Know the Voucher Numbers 2022



## PROPERTY MANAGEMENT AND RENTAL PROGRAMS

### Property Management

The rental housing owned by the St. Cloud HRA consists of four funding areas. The four areas are Public Housing, Section 8 New Construction, Affordable, and Tax Credit. The overall vacancy rate for 2022 was 1.22%. In 2021 the overall vacancy rate was 1.16%.

### Public Housing

The Public Housing Program was created in 1937 under the Housing Act. Each resident pays 30% of their adjusted income in rent. Public Housing is operated from the rent paid by residents and an operating subsidy from HUD. The Public Housing vacancy rate for 2022 was 3.37%. In 2021 the Public Housing vacancy rate was 1.62%.

The HRA owns and manages 291 units of Public Housing comprised of:

- 89 units at Empire Apartments, built in 1971
- 126 units at Wilson Apartments, built in 1971
- 76 family units, including 40 scattered site homes, built 1955 to 1992

In 2022:

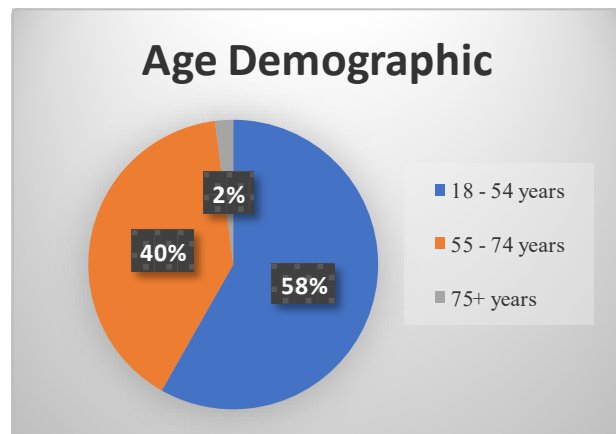
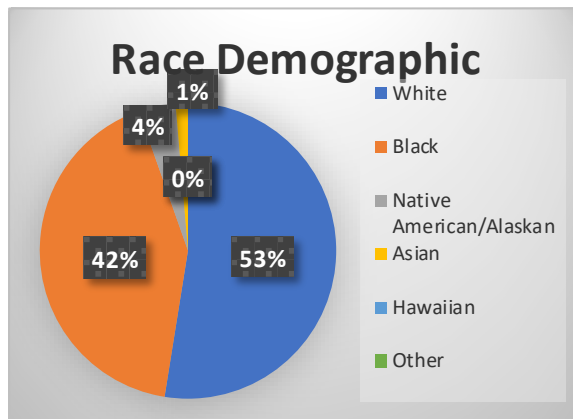
- Wilson (647), Empire (602), Scattered Sites (120) applicants were sent out for top of the waiting list selection. Of those, 138 applications were processed. This is a 9.92% response rate to letters sent.

Head of household race:

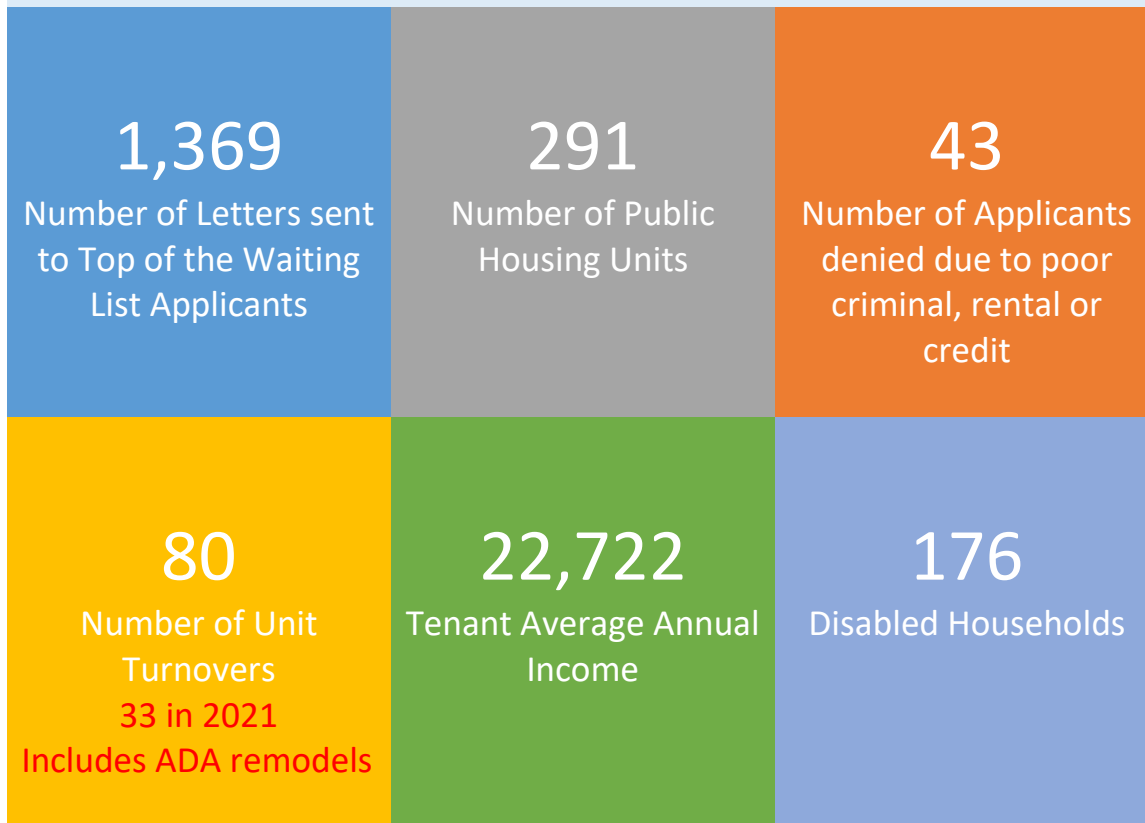
- 53% White, 42% Black, 4% American Indian, 1% Asian, 0% Native Hawaiian, 0% other
- 57% female head of household
- 60% head of households are disabled
- \$22,722 is the average annual income of Public Housing residents
- 204 households were on fixed incomes (Social Security, SSI, pensions)
- 105 households reported variable income (wages)—Some residents have both Fixed and Variable incomes
- Unit turnover: Wilson 34; Empire 32; Scattered Sites 14

Household age demographic:

- 18-54yrs. 58%    55-74yrs 40%    74+yrs 2%
- 0-17yrs    178 children residing in public housing



## Know the Public Housing Numbers 2022



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### **Section 8 New Construction:**

The Housing and Community Development Act of 1974 created the Section 8 New Construction Program. Each resident pays 30% of their adjusted income in rent. Each apartment complex has a Housing Assistance Contract with HUD to cover the balance of the rents. The vacancy rate in 2022 for these properties was 1.86%. In 2021 the vacancy rate was .66%

The HRA owns and manages 162 units of S8NC comprised of:

- 102 units Grace McDowall Apartments/Northway B Townhomes, built in 1978
- 60 units Germain Towers Apartments, built in 1921, rehabbed to apts 1982, HRA purchased in 1995

In 2022:

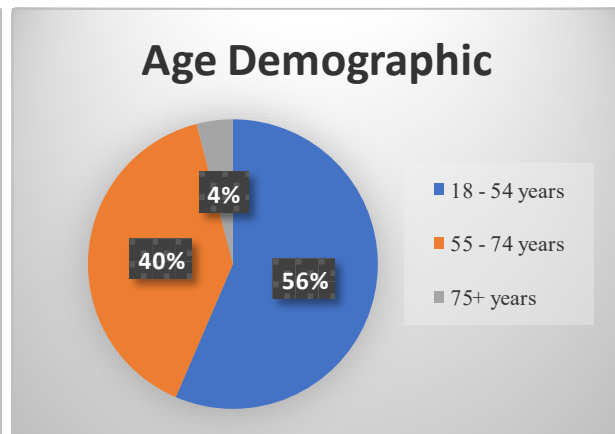
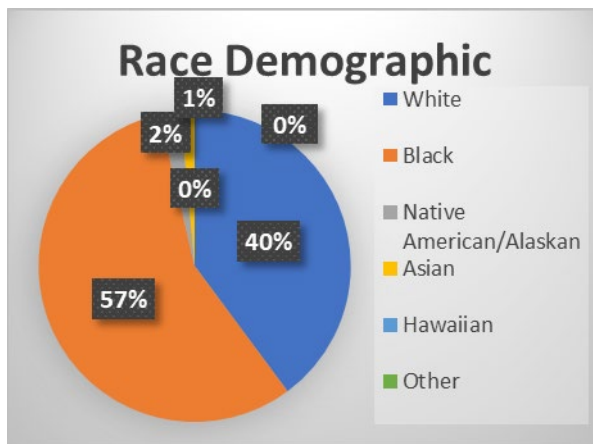
- 1,976 applicants were sent top of the waiting list letters. Of those, 149 persons responded with follow-up appointments. This is a 13.26% response rate to letters sent.

Head of household race:

- 40% White, 57% Black, 2% American Indian, 1% Asian, 0% Hawaiian Islander, Other 0%
  - 48% female head of households
  - 73% head of households are disabled
  - \$14,474 is the average annual income of S8NC residents at Germain Towers
  - \$13,872 is the average annual income of S8NC residents at Grace McDowall/Northway B
  - 140 households with fixed incomes (Social Security, SSI, Pension)
  - 22 households had variable income (wages)—Some resident's have both Fixed and Variable incomes
- Unit turnover: Grace/Northway 16; Germain Towers 6

Household age demographic:

18-54yrs. 56%    55-74yrs 40%    74+yrs 4%  
0-17yrs. = 4



*Section 8 New Construction 49 applicants were denied due to one or more of these reasons: 1) Criminal Background 2) Credit History 3) Rental References.*



## Know the Numbers Section 8 New Construction 2022

1,976

Number of Letters sent  
to Top of the Waiting  
List Applicants

162

Number of Section 8  
New Construction,  
Multifamily Housing  
Units

49

Number of Applicants  
denied due to poor  
criminal, rental or  
credit

22

Number of Unit  
Turnovers

12,797

Tenant Average Annual  
Income

118

Disabled Households

### **Affordable Housing:**

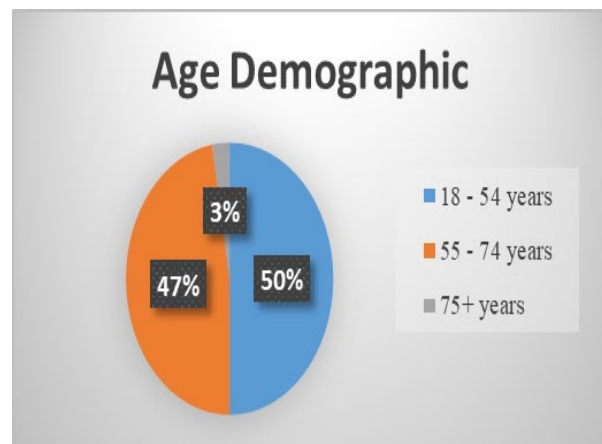
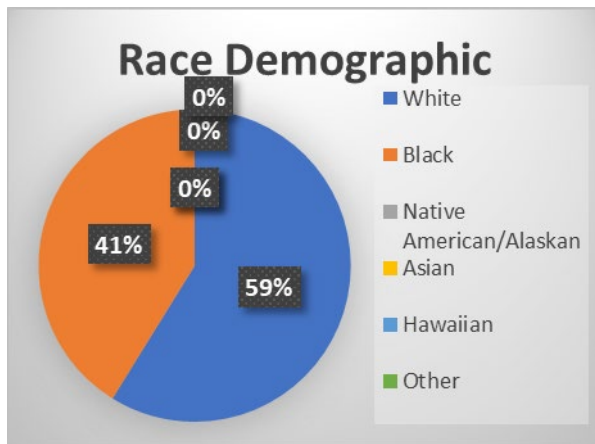
The St. Cloud HRA has two apartment complexes under the Affordable Housing Fund. Rents are set below the fair market rents. The vacancy rate for 2022 was 3.26%. The vacancy rate in 2021 was 5.64%.

The HRA owns both properties:

- 18 units at Eastwood Apartments, built 1982, HRA purchased in 2002
- 61 units at Al Loehr Apartments, built 2006
- Unit turnover: Eastwood 5; Al Loehr 9

### **Eastwood Apartments Head of Household:**

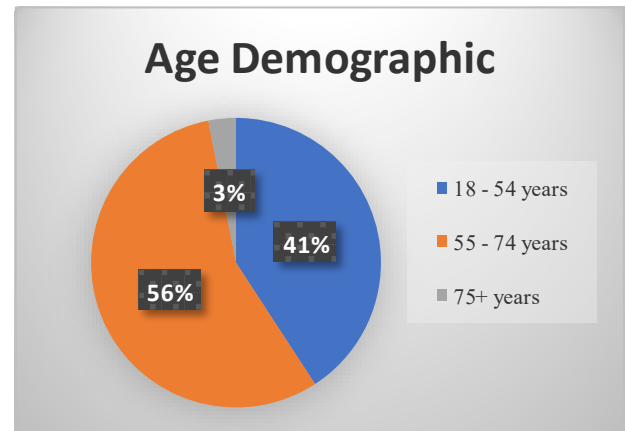
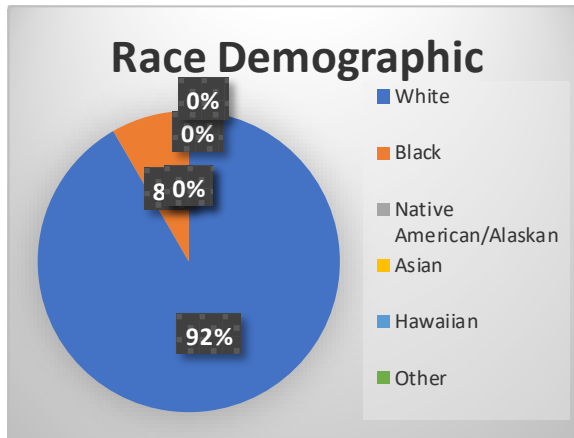
- Average Income: 2022: \$22,243, 2021: \$16,821
- Rent for 0BR-\$414, 1BDRM-\$545 & 2BDRM-\$650



## Al Loehr Veterans and Community Apartments

### Head of Household:

- 72% Male; 28% Female
- 62% Veterans
- Average income: \$12,620
- Studios: \$432.00, \$412.00, \$340.00, Varies based on income



Some residents don't identify their race

### Al Loehr current residents came from:

42-St. Cloud	1-Crystal
1-St. Joseph	2-Sartell
1-Crystal	1-Mora
1-Litchfield	1-Eagan
1-Moorhead	2-Avon
1-Annandale	2-Grand Rapids
1-Mankato	1-Anoka
1-Waite Park	
1-Brainerd	
1-St. Francis	

### **Tax Credit:**

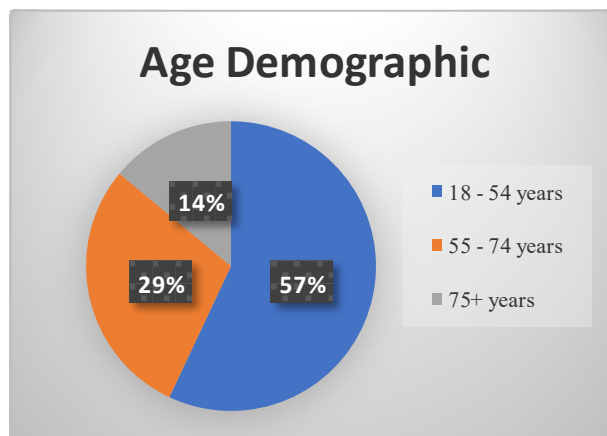
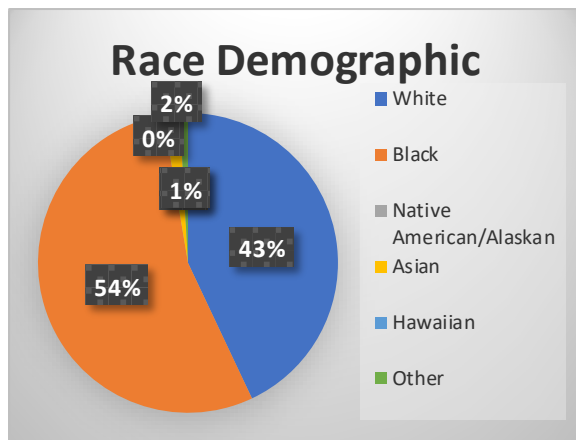
The St. Cloud HRA has seven tax credit properties. These complexes were built under Section 42 of the IRS Housing Tax Credit Regulations. Eligible residents must have incomes at or below for 2 persons - \$42,480 and for 3 persons - \$47,820 to rent at a tax credit property. The vacancy rate at the tax credit properties was 2.97% in 2022. In 2021 the vacancy rate was 2.10%.

The HRA owns and manages 249 units of Tax Credit housing comprised of:

- 24 units at The Creeks Townhomes, built 2000
- 12 units at The Brownstones Townhomes, built 2000
- 32 units at Westwood Village One Apartments, built 2003
- 32 units at Westwood Village Two Apartments, built 2005
- 32 units at Swisshelm Village One Apartments, built 2004
- 32 units at Swisshelm Village Two Apartments, built 2004
- 85 units at Riverside Apartments, built 1975, HRA purchased and rehabbed in 2006

In 2022:

- 66% of tax credit units have female head of household
- Head of household race - 43% White, 54% Black, Other 2%, Native Hawaiian 0%, Asian 1%
- Unit turnover: Creeks - 2; Brownstones - 1; Westwood Village One - 2; Westwood Village Two - 7; Swisshelm Village One - 3; Swisshelm Village Two - 1; Riverside - 18
- Brownstone and Creeks - 2 bedroom \$600.00 & 3 bedroom \$680.00
- Swisshelm One and Two - 2 bedroom \$679.00 & 3 bedroom \$849.00
- Riverside - 1 bedroom \$622, 1L bedroom \$642 & 2 bedroom \$745
- Westwood One and Two - 2 bedroom \$679, changed effective 11/1/22 to \$840 & 3 bedroom \$849, changed effective 11/1/22 to \$970



## Know the Numbers Tax Credit Properties 2022

18,248

Average Annual  
Income

249

Number of Tax Credit  
Housing Units

30

Number of Applicants  
denied due to poor  
criminal, rental or  
credit

34

Number of Unit  
Turnovers

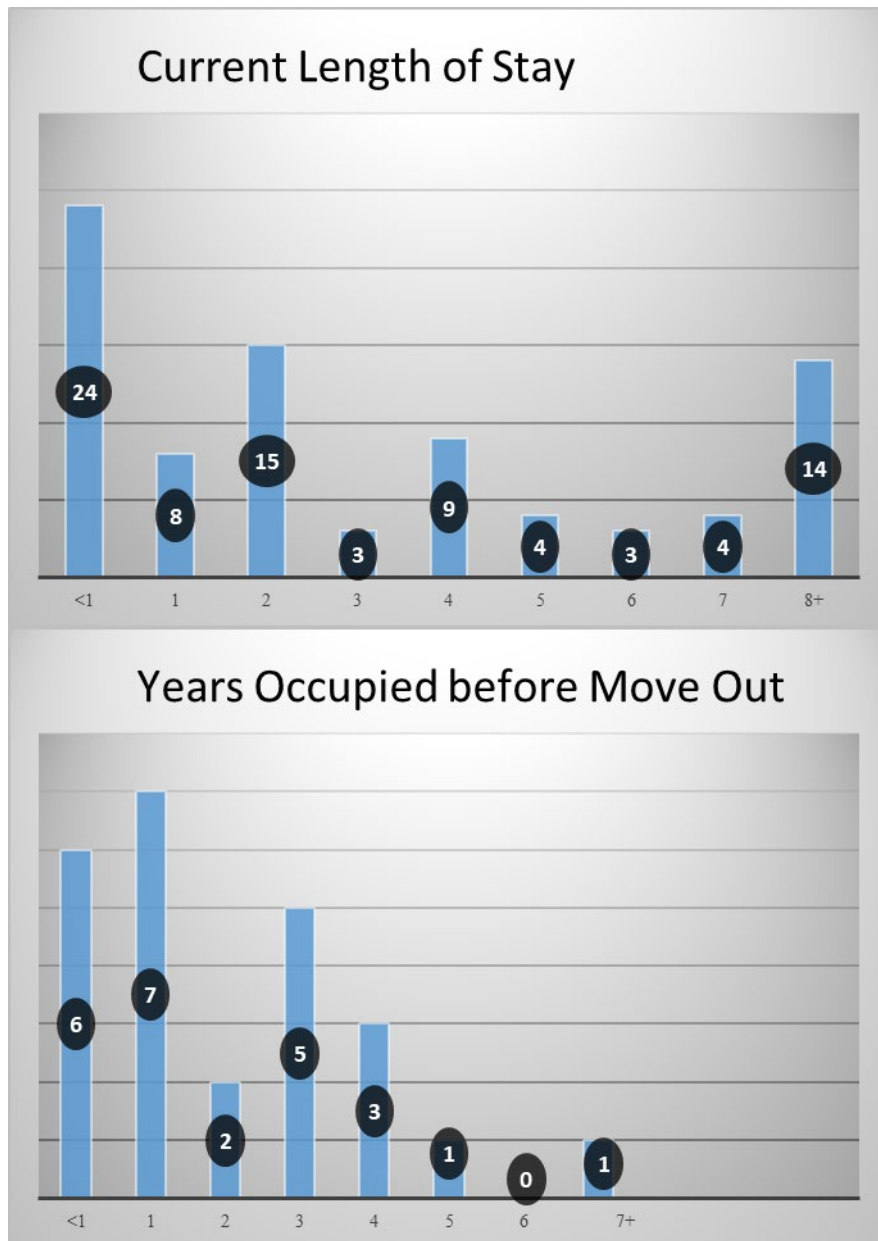
79

Number of Children  
housed in Tax Credit  
Properties

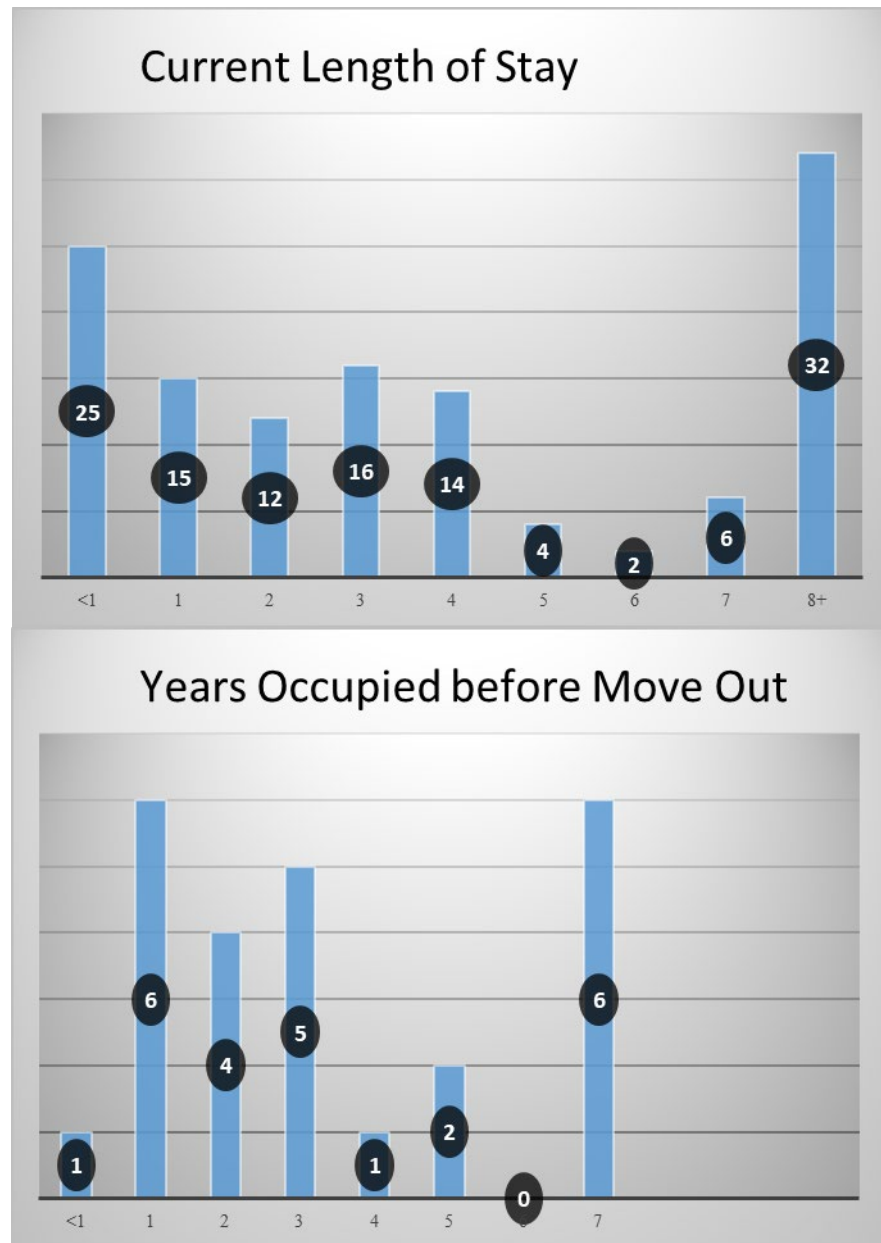
103

Disabled Households

# EMPIRE 2022



# WILSON 2022

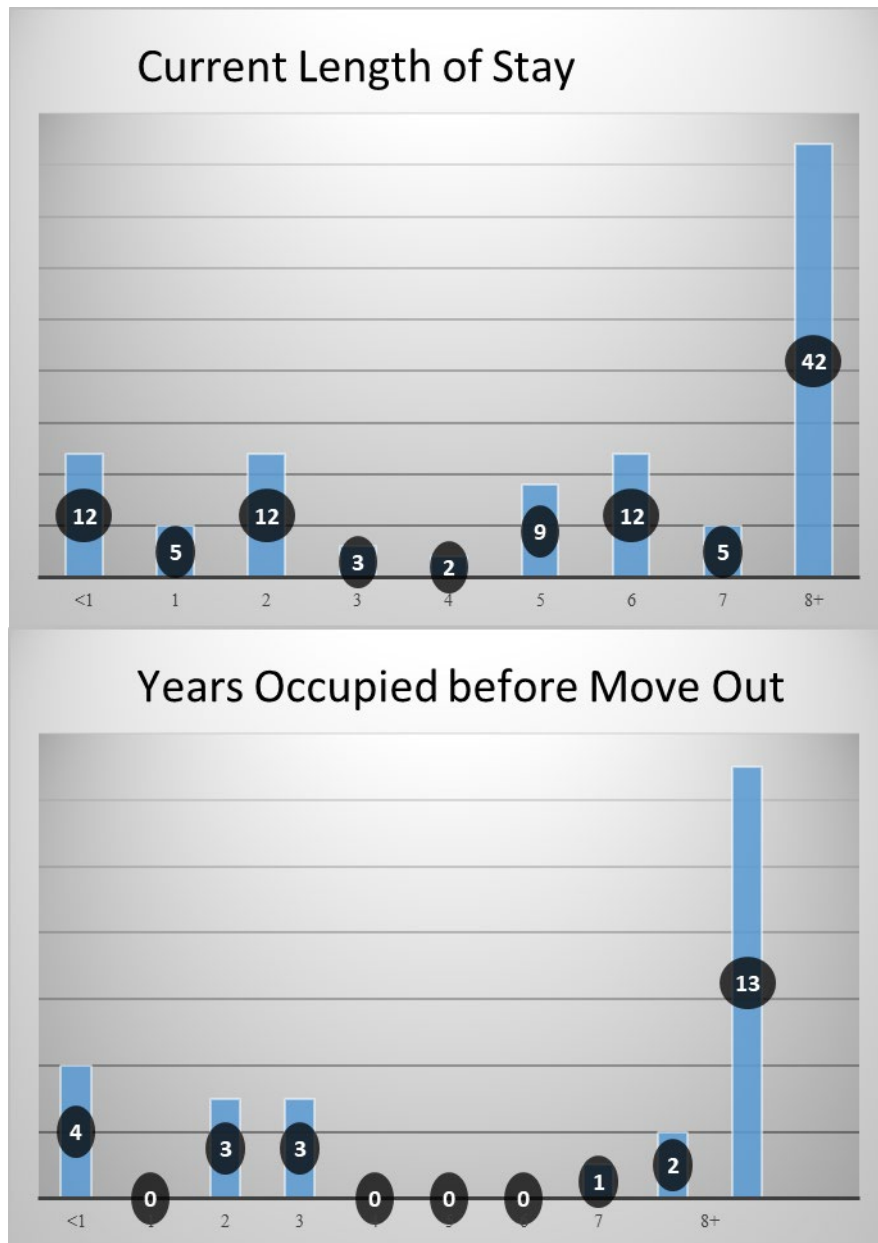


# SCATTERED SITES 2022

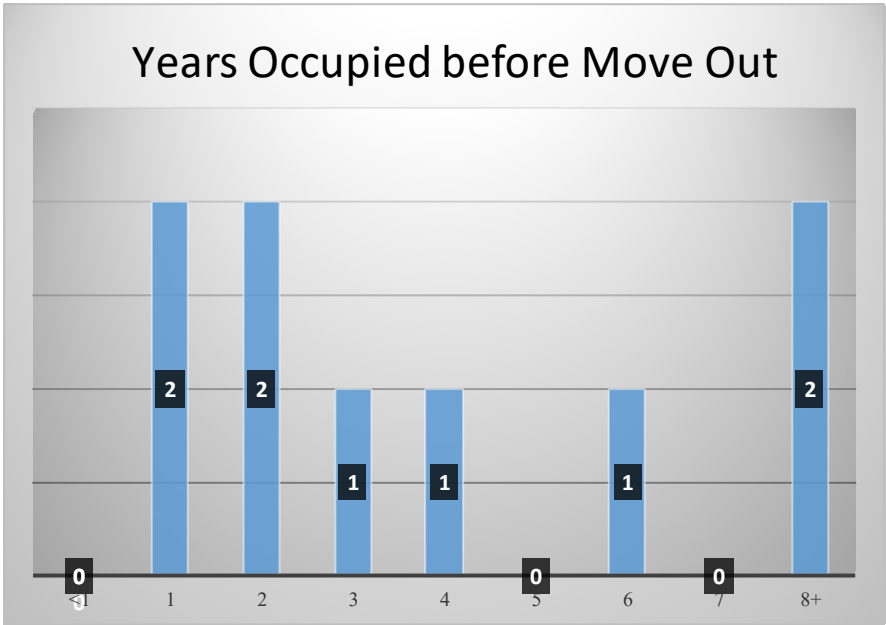
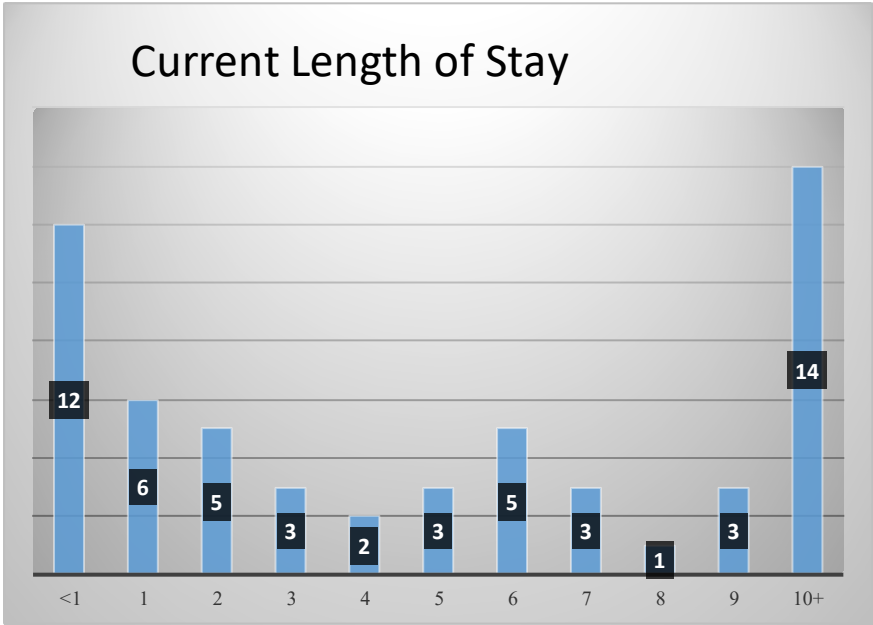




# GRACE MCDOWALL/NORTHWAY B 2022

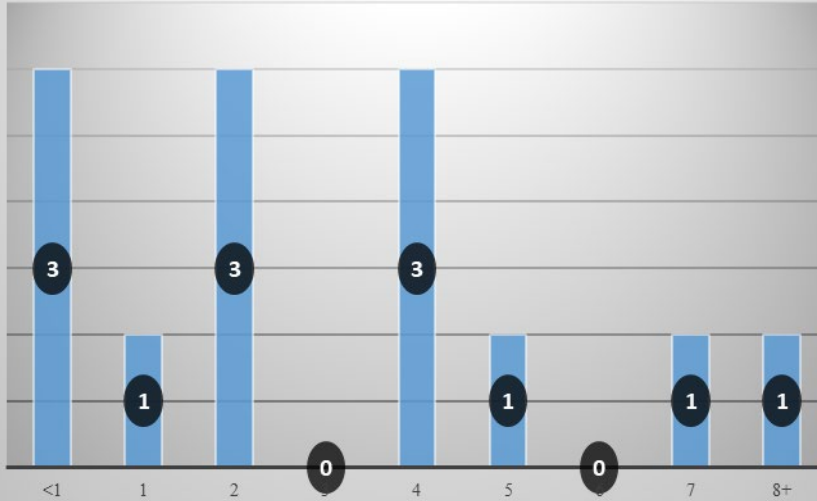


# GERMAIN TOWERS 2022

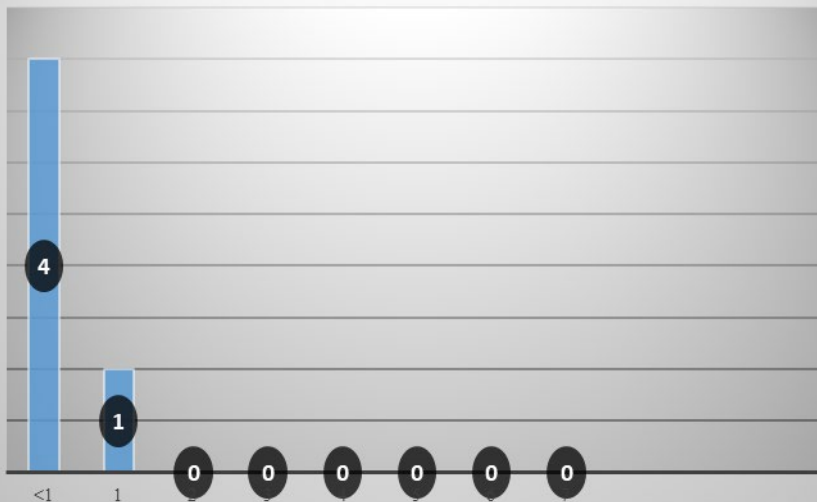


# EASTWOOD 2022

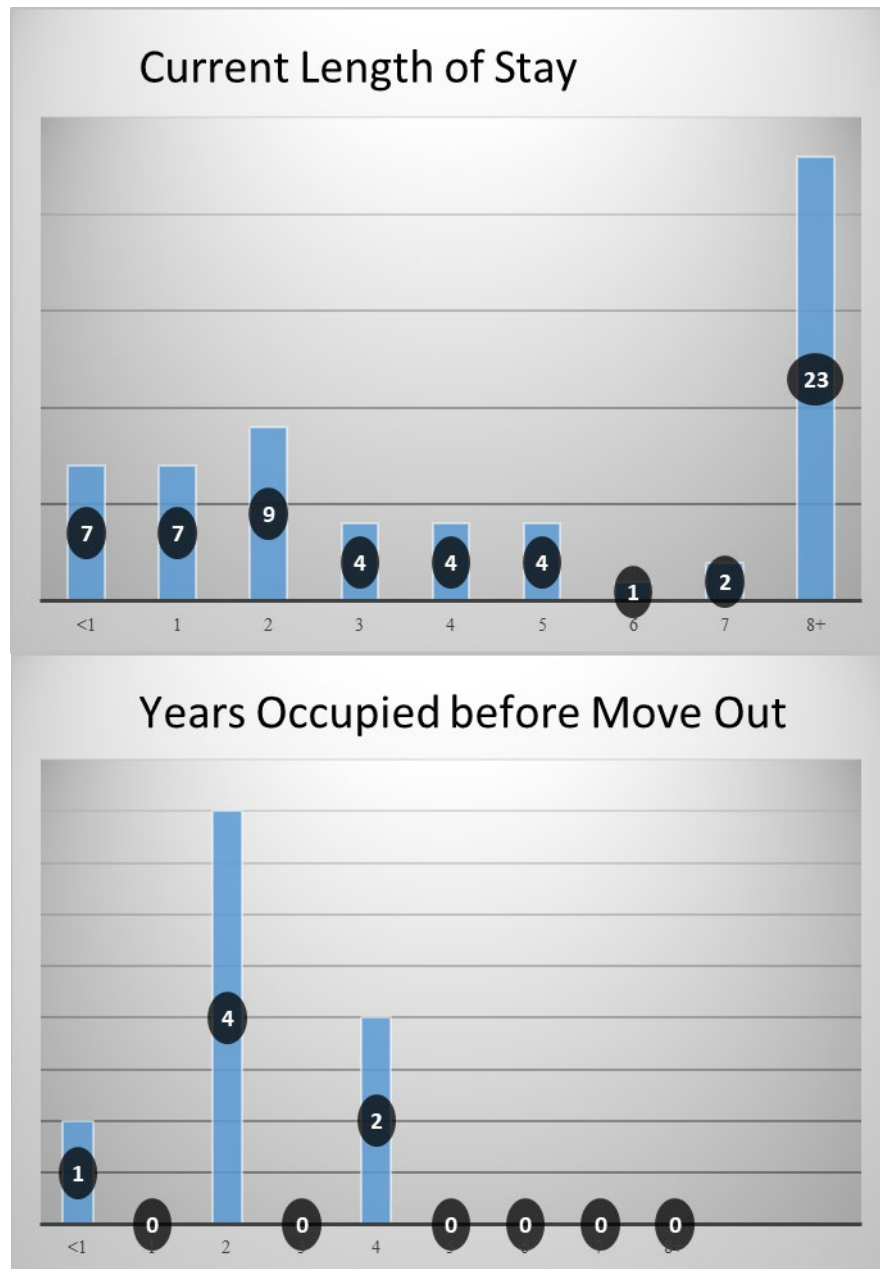
## Current Length of Stay



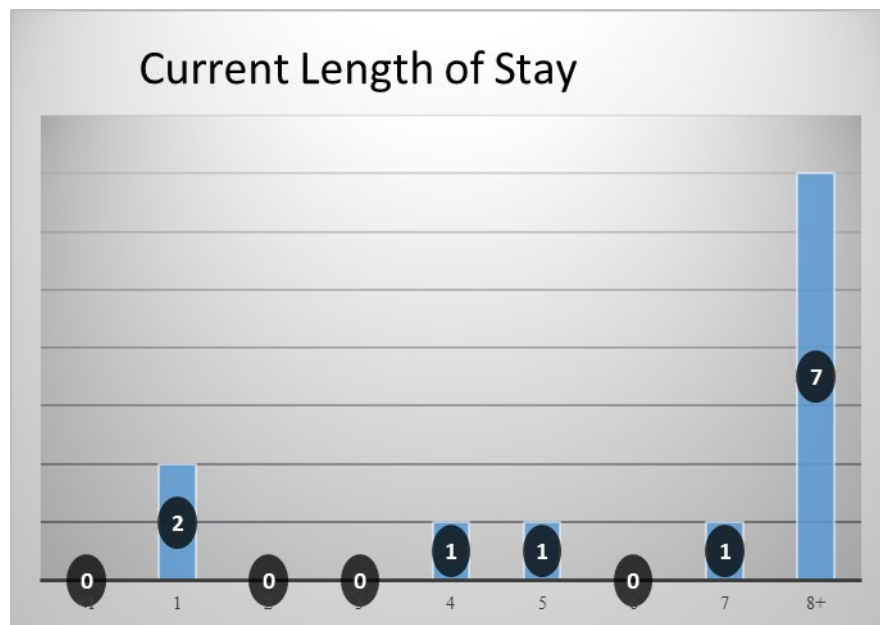
## Years Occupied before Move Out



# AL LOEHR 2022



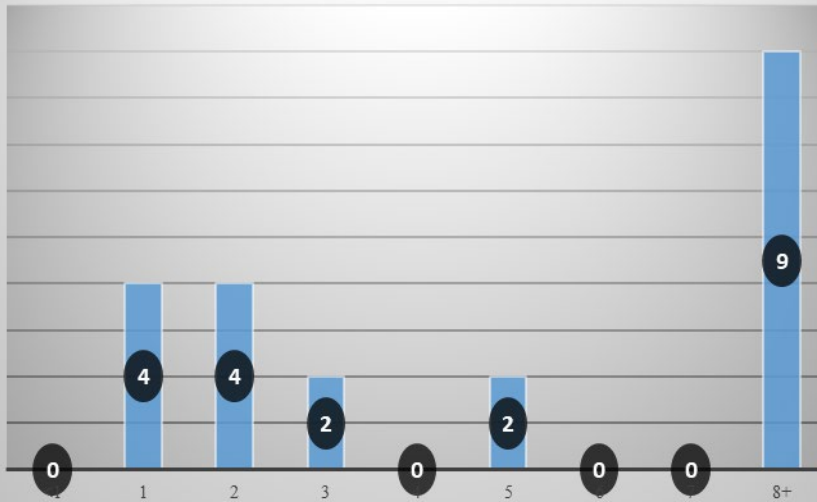
# BROWNSTONE 2022



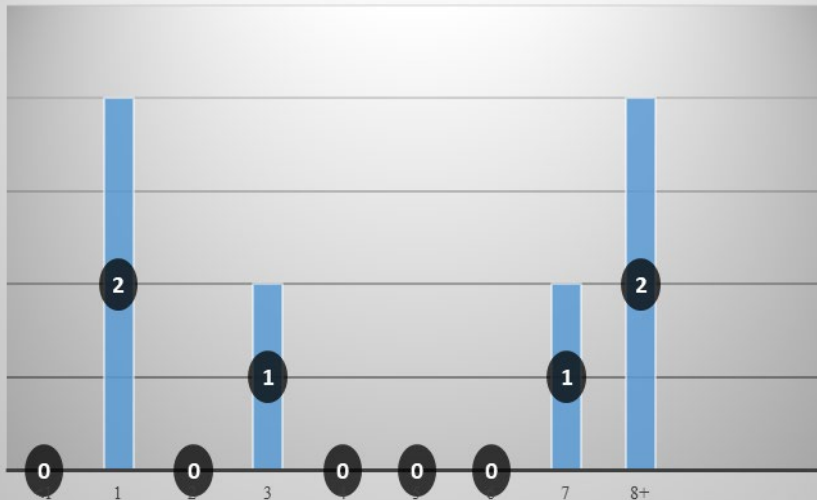
No move outs in 2022

# CREEKS 2022

Current Length of Stay



Years Occupied before Move Out



# SWISSHELM I 2022

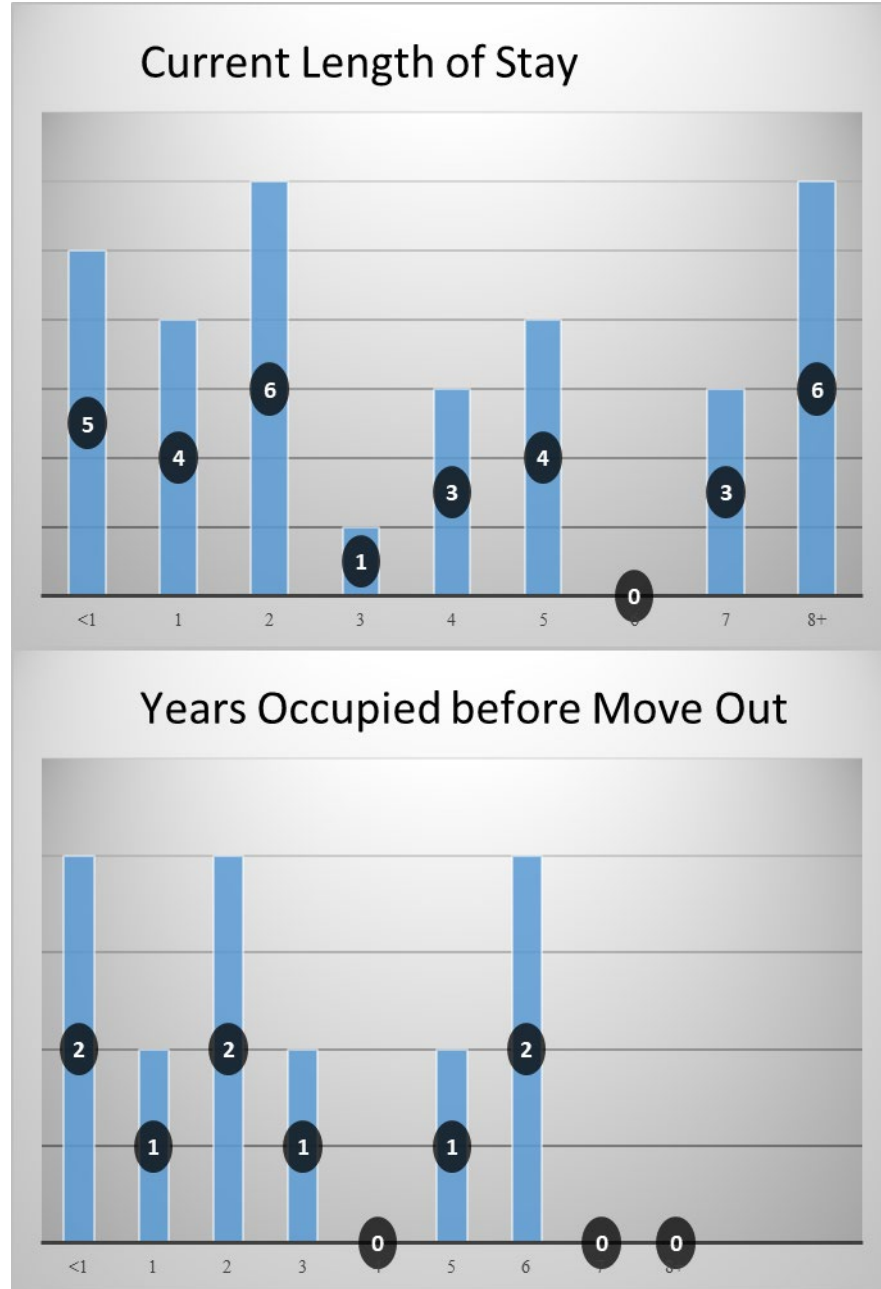


# SWISSELM II 2022

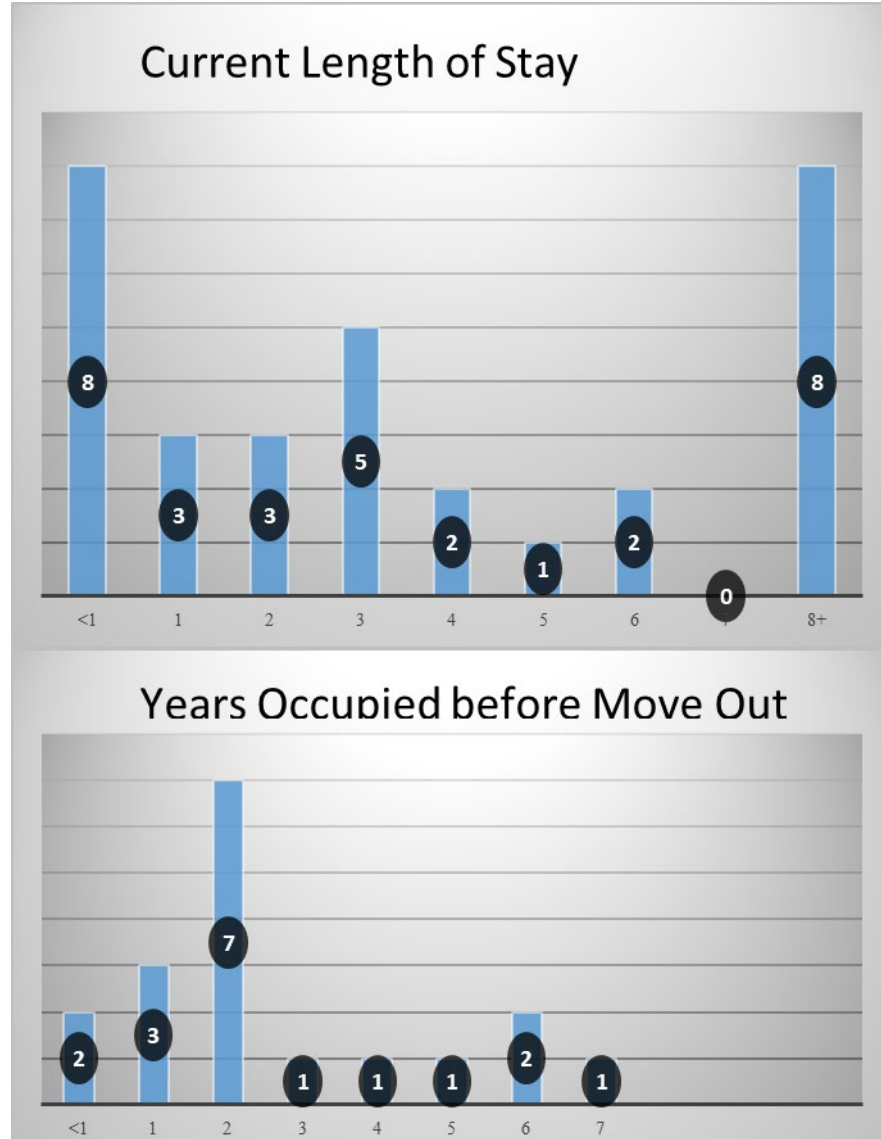




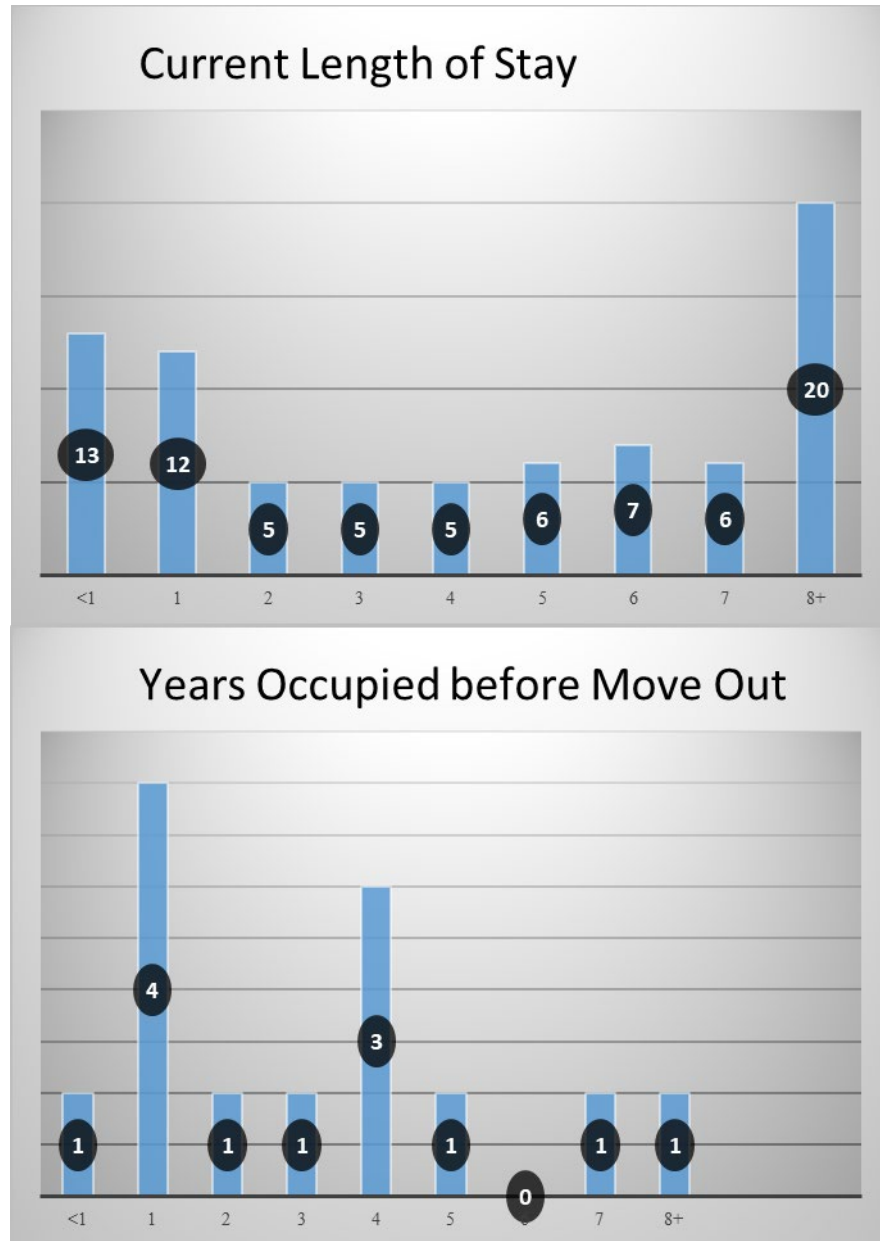
# Westwood I 2022



# WESTWOOD II 2022



# RIVERSIDE 2022



# ANNUAL REPORT 2022

## CAPITAL IMPROVEMENT AND SIGNIFICANT MAINTENANCE PROJECTS

Improvement projects over \$25,000 approved during 2022 were as follows:

- 418 Wilson Ave. SE. New Home Build \$364,450
- Brownstones Roof Repair \$59,400
- Creeks Concrete Replacement \$29,696
- Grace McDowall Exterior Brick Maintenance \$61,625
- Grace McDowall Domestic Hot Water Boilers \$63,400
- Grace McDowall Attic Fire Suppression Replacement \$129,340
- Grace McDowall Danfoss Valve Replacement \$32,276
- Northway B Townhome Unit Fire Restoration/Service/Remodel \$115,504
- Riverside Electronic Lock Installation \$41,273
- Wilson Generator Replacement \$47,985
- Wilson Electronic Lock Installation \$100,956
- Wilson Boiler Replacement \$398,000
- Public Housing Properties Parking Lot Maintenance \$43,459
- 12 Properties and Office Parking Lot Maintenance \$96,669
- 8 Public Housing Homes HVAC and Water Heater Projects \$87,639

The Grace McDowall fire suppression replacement and Danfoss valve replacement projects; as well as the Wilson electronic lock installation and boiler replacement projects will be completed in 2023.

## NEIGHBORHOOD PROGRAMS

### CDBG (Community Development Block Grant)

CDBG is a federal program administered by the City. The City awards funding on an annual basis.

### CDBG Single Family Homeowner Housing Rehabilitation Loan Program:

The CDBG Single Family Rehab Loan Program provides a deferred loan (no payment – no interest) for a period of 30 years or whenever the owner sells the home. The loan is for low-to-moderate income homeowners for home improvements directly affecting the safety, habitability, energy efficiency and accessibility of their homes. The maximum loan amount is \$25,000.

The original grant amount from the City was \$216,000 in 2022. A maximum of 9% of the award can be used for administration of the program. A maximum of 5% of the award can be used for lead risk assessments, lead clearances, and document fees. A minimum of 86% of the award must be used for the rehab loans (payments directly to contractors).

In 2022 there were 8 projects completed and 10 that were started and are still in progress. As of the date of this report, total 2022 program expenses were approximately \$370,000. There were 13 loan repayments (program income) totaling \$227,089.

### St. Cloud Fix Up Loan Program

The St. Cloud Fix Up Loan Program provides a deferred loan (no payment – no interest) for a period of 15 years or whenever the owner sells the home or it ceases to be their primary residence. The loan is for homeowners with an income of 85% Area Median Income or lower to make home

improvements directly affecting the safety, habitability, energy efficiency and accessibility of their homes. The maximum loan is \$25,000. This program was originally funded with HRA reserves and some tax levy dollars. Those funds were all loaned in previous years. The rising cost of supplies and construction have increased the need for funds for homeowners. The Fix Up funds have been increasingly used to layer with CDBG funding to assist homeowners in completing the needed repairs. In June 2022, the Fix Up fund was funded an additional \$300,000 from program reserves. There were 10 loans in 2022. There is currently \$223,893 remaining in the program to be used for loans in 2023.

*MN Housing Rehab Loan Program:*

The MN Housing Rehab Loans are used to provide rehabilitation money to single family homes. Primary goals are to improve the health, safety, weatherization, and provide accessibility improvements. The loan is for homeowners with extremely low income (30% of the Minneapolis/St. Paul area median) based on household size with a one-person household income limit of \$24,700. The maximum loan amount is \$37,500. The loans are forgiven if the applicants live in the home for a period of 15 years, or if the property is a mobile home the loan is forgiven in 10 years. This is the only program that offers financial assistance to mobile homes. There were 2 loans completed in 2022. There are currently 5 applicants on the waiting list.

*Homestead Incentive Program*

Each homebuyer may receive up to \$5,000 to be used for down payment, closing costs or towards the purchase of the home. 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.

The Income Guidelines are:

Households of 1-2 persons = \$104,000

Households of 3 + persons = \$119,600

The home must be in the city limits of St. Cloud and be homesteaded by the buyer at time of purchase. The homebuyer is required to bring in a minimum of \$1,000 of their own funds towards the purchase of the property. There is currently \$138,028 available in program funds.

There were 34 households assisted with this program in 2022.

## Know the Numbers CDBG Rehab Loans

**\$19,892**

Average Loan Amount per Household

**47**

Average Age of Homeowner

**\$140,783**

Average Value of Home pre-Rehab

**54**

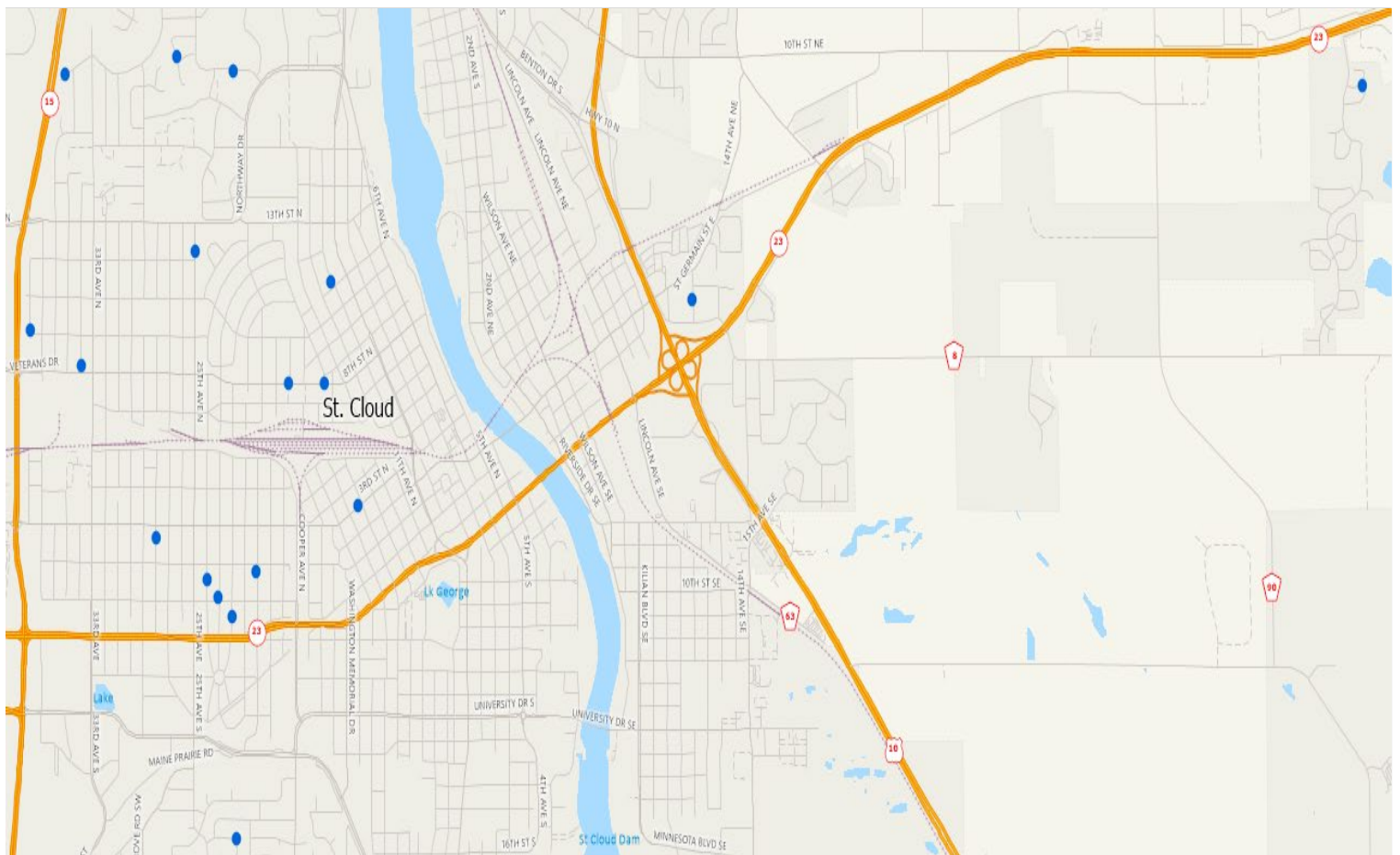
Average Age of Home

**\$40,429**

Homeowner Average Annual Income

**25%**

Household 55+



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

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

**Wednesday, January 25, 2023**  
*Immediately following Annual Meeting*

**Regular Meeting Agenda:**

1. Roll Call.

**Consent Agenda:**

2. Approval of Agenda. REQUESTED ACTION: Approve.
3. Approval of Study Session Minutes, December 14, 2022. REQUESTED ACTION: Approve.
4. Approval of Regular Minutes, December 14, 2022. 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:**

5. Approval of Resolution 2023-01 – Approval of Section 8 Management Assessment Program (SEMAP) Certification.
6. Approval of Resolution 2023-02 – Authorization to Apply for Renewal of the Bridges Rental Assistance Program.
7. Approval of Resolution 2023-03 – Authorization to Apply for Renewal of Bridges 7E Rental Assistance Grant.
8. Approval of Recommendation from Personnel Committee as Relating to the Annual Performance Review of the Executive Director for 2022.
9. Review of Progress on Goals 2020-2025.
10. Report on Activities.

**Open Discussion:**

**Adjourn.**





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

**Wednesday, December 14, 2022**

A Study Session for the St. Cloud HRA Board of Commissioners was held on Wednesday, December 14, 2022. Prior to the Study Session meeting, the following Board members attended an HRA tour of the newly built single-family home located at 418 Wilson Ave in St. Cloud: Mike Conway, John Dvorak, Seal Dwyer, Jeff Goerger, Nancy Gohman, George Hontos, and Hani Jacobson. Chair Nancy Gohman called the meeting to order at 5:20 p.m. Commissioners present: Mike Conway, John Dvorak, Seal Dwyer, Jeff Goerger, Nancy Gohman, George Hontos, and Hani Jacobson.

Finance Director, Karen Rizer, began by discussing the auditor for 2022. She noted she is recommending a one-year contract with Redpath and Company for 2022 and then issuing an RFP during 2023 for the 2023-2025 audits.

Ms. Rizer then moved to discuss the remaining 2023 budgets. She started with the Central Office Cost Center (COCC) fund, noting the changes to the proposed 2023 budget since the June meeting was increasing charges for services revenue to better reflect the new fee structure adopted for the non-Federal properties in 2022, increased revenue from HUD's Public Housing Capital Fund program due to a higher grant amount, and the increase in Federal vouchers which results in higher management fees. The increase is off-set by the increase to salaries and benefits due primarily to the market increases implemented over the past month and slightly higher insurance costs than previously planned.

Ms. Rizer moved to the Housing Choice Vouchers (HCV) Program Fund. The HRA will be applying for the higher administrative fee from HUD. Ms. Rizer added the HRA is looking to add an additional staff member in 2023 due to additional vouchers. Commissioner Hontos asked about the current number of the vouchers. Executive Director Ms. Reis responded that there are 1,063 vouchers, including the Emergency Housing Vouchers. Commissioner Hontos asked about how many vouchers per staff member. Ms. Reis responded it is less about the number of vouchers, but more about the workload each voucher entails. Ms. Rizer added that there are more job changes in the current economy, and the staff processes each job change for each respective individual and so forth. Commissioner Dvorak asked about clarification on vouchers. Voucher Programs Manager, Lori Lygre, responded that for the regular vouchers, anyone can apply when the waiting list is open, regardless of age/disability/or homeless status, and for the Emergency Housing Voucher, the HRA receives referrals from several organizations in St. Cloud. Ms. Lygre noted the different vouchers can require different eligibility requirements, but once individuals are on the voucher program, they are all ran the same.

Continuing with Property Budgets, Ms. Rizer moved to Public Housing and noted there was nothing at risk for recapture, all of the 2023 Public Housing budgets are break-even. The HRA is proposing to use the short-fall funding, requested from HUD, at the scattered sites to replace HVAC systems.

Ms. Rizer moved to the Germain Towers Fund, and Commissioner Hontos asked about the retail stores on the first floor. Ms. Reis responded that the Paramount Center for the Arts and Wimmer's leases space from the HRA. They pay monthly rent. Commissioner Hontos asked about the length of the contracts with the retail spaces and Ms. Reis responded that the contracts are for very long durations, but she feels the HRA is fairly compensated for the spaces used.

Continuing the budget discussion, Ms. Rizer moved to the Northway Project A&B Fund, noting major planned maintenance items include new HVAC at two townhomes, courtyard concrete replacement, and at least 26 new refrigerators at Grace McDowall. Then either a boiler replacement at Grace McDowall or siding and windows at the townhomes. The boiler replacement will be bid out this spring and if it can be completed this year, then the siding and windows will be done next year. Ms. Rizer added Northway has no debt.

Moving to Eastwood Apartments Fund, Ms. Rizer mentioned there have been significant unexpected maintenance items – burst pipes, tenant damage, etc. The property will likely receive funds from the COCC in February or March and may need an additional advance from the Community Housing Fund.

Continuing with Al Loehr Veterans and Community Studio Apartments Fund, Ms. Rizer noted it is not much different than previous years, but the major planned maintenance items include replacing the common area carpet.

Commissioner Gohman asked Ms. Rizer about the Proration Rates. Ms. Rizer responded that proration is if the federal government says it costs 5 billion dollars to run all Public Housing in the country, but Congress only appropriates 4 billion dollars, then everyone gets 80% of what the formula says. Commissioner Gohman asked if it is enough to feel comfortable, and Ms. Rizer said she feels the HRA is in a good financial situation with reserves if needed.

There being no further discussion, the study session ended at 5:47 p.m.

ATTEST:

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Chair, Nancy Gohman

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Secretary, George Hontos

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

**Wednesday, December 14, 2022**

A Regular Meeting for the St. Cloud HRA Board of Commissioners was held on Wednesday, December 15, 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 5:48 p.m.

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, George Hontos, and Hani Jacobson.
2. Approval of Agenda – Commissioner Hontos moved to pull item 10 from the agenda for further discussion and Commissioner Conway seconded the motion. All commissioners voted in favor; the agenda and consent agenda moved as presented. Commissioner Dwyer moved for approval on items 2-9. Commissioner Goerger seconded the motion. All commissioners voted in favor; the agenda and consent agenda moved as presented.
3. Approval of Study Session Minutes, October 26, 2022 – approved as presented.
4. Approval of Regular Minutes, October 26, 2022 – approved as presented.
5. Review of 2022 Financial Reports – no action required.
6. Approval of Resolution 2022-11 – Adopting the 2023 Budgets for COCC, HCV Program, Public Housing, Germain Towers, Northway A&B, and Affordable Housing Projects – approved.
7. Approval of Resolution 2022-12 – Amending the 2022 Budgets for COCC, HCV Program, Public Housing, Northway A&B, and Eastwood Apartments – approved.
8. Approval of Auditors for 2022 Annual Audit – approved.
9. Approval of Resolution 2022-13 – Authorizing Participating in the Minnesota City Participation Program for 2023 – approved.
10. Approval of Extension of Policy 05.18 – Families First Coronavirus Response Act Policy and Policy 05.19 Emergency Sick Leave Policy – Commissioner Hontos inquired how many hours are outstanding. Ms. Rizer responded that she would look up the official number, but noted there are several people that were out in September and October of 2022. Commissioner Gohman clarified if the hours would stay with the employee until they are used up, and Ms. Rizer responded yes. Commissioner Jacobson asked if the hours are strictly for COVID-19. Ms. Rizer responded that if an employee uses all of their PTO, and have not exhausted their emergency sick leave hours, they are able to use them at that time.

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:

11. Approval of Amazon Locker Purchase for Wilson Apartments – Ms. Reis requested an Amazon locker to be installed at Wilson Apartments. The locker will be slightly larger than the locker installed at Grace McDowall, and comes at a cost of \$27,000. Commissioner Goerger asked how it was going at Grace McDowall and Ms. Reis responded that there have been no complaints and residents are happy with the service. Commissioner Goerger moved for approval; Commissioner Conway seconded the motion. All commissioners voted in favor; the motion moved as presented.

12. Report on Activities – Ms. Reis started by noting Empire Apartments was inspected by the Department of HUD on October 31, 2022 and received a score of 77 out of 100. Wilson Apartments was inspected on November 1, 2022 and scored an 86 out of 100. Next, Ms. Reis brought up the CDBG application and the St. Cloud HRA's intent to apply for \$250,000 in single-family rehab funds. Commissioner Gohman asked if the HRA is comfortable with applying for the same amount as last year. Ms. Rizer commented that they feel confident the funds will be spent. Ms. Reis added that there are currently 10 homes in the construction phase for the current CDBG update. Commissioner Dwyer encouraged the HRA to apply for the \$250,000 amount because the HRA does not have access to all grants because of the Government status, but can apply for CDBG funds to help families. Ms. Reis provided a final update on the Local Housing Trust Fund: stating that Stearns County was moving forward on their own and if the Board was interested, the HRA would continue to work with legal counsel at other options for the agency.

There being no further business, the meeting adjourned at 6:13 p.m.

ATTEST:

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Chair, Nancy Gohman

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Secretary, George Hontos

TO: St. Cloud HRA Board of Commissioners

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

DATE: January 18, 2023

SUBJECT: Approval of Section 8 Management Assessment Program Certification

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**Requested Action:** Approval of Resolution 2023-01 Section 8 Management Assessment Program Certification for the fiscal year ending December 31, 2022.

**Background:** We are required by HUD regulations to process and have board approval for performance measures on key areas of the Section 8 Housing Choice Voucher Program. I have attached a copy of the Section 8 Management Assessment Program (SEMAP) Certification for your review.

**Frequency of Request:** Annually.

**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:** Failure to submit the certification will result in the loss of funds for the Section 8 Voucher Program.

**RESOLUTION 2023-01**  
**APPROVAL OF SECTION 8 MANAGEMENT ASSESSMENT**  
**PROGRAM CERTIFICATION**

WHEREAS, the Housing and Redevelopment Authority of St. Cloud administers the Housing Choice Voucher Program,

WHEREAS, the Department of Housing and Urban Development (HUD) requires Housing Authorities administering the Housing Choice Voucher Program to complete a Section 8 Management Assessment Program (SEMAP) Certification,

NOW, THEREFORE, BE IT RESOLVED, that the Section 8 Management Assessment Program (SEMAP) has been completed and accurately reflects the status of the Housing Choice Voucher Program for the fiscal year ending December 31, 2022.

Adopted this 25<sup>th</sup> day of January, 2023.

ATTEST:

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

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

# Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0215  
(exp. 02/29/2020)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

**Instructions** Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
St. Cloud Housing & Redevelopment Authority	12/31/2022	

Check here if the PHA expends less than \$300,000 a year in Federal awards ☐

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

## Performance Indicators

1. Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes ☒ No ☐

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes ☒ No ☐

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes ☒ No ☐

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response ☒ At least 98% of units sampled ☐ 80 to 97% of units sampled ☐ Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response ☐ At least 90% of files sampled ☒ 80 to 89% of files sampled ☐ Less than 80% of files sampled

4. Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes ☒ No ☐

5. HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes ☒ No ☐

6. HQS Enforcement. (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response ☒ At least 98% of cases sampled ☐ Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable ☐

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes ☒ No ☐

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes ☒ No ☐

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes ☒ No ☐

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes ☒ No ☐

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes ☒ No ☐

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes ☒ No ☐

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes ☒ No ☐

Enter current FMRs and payment standards (PS)

St. Cloud, MN

0-BR FMR	754	1-BR FMR	781	2-BR FMR	972	3-BR FMR	1309	4-BR FMR	1552
PS	795	PS	820	PS	1020	PS	1375	PS	1615

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes ☒ No ☐

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes ☒ No ☐

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes ☒ No ☐

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes ☒ No ☐

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response Yes ☒ No ☐

- 14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable ☐

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

or, Number of mandatory FSS slots under HUD-approved exception

6



7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable ☐

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes ☒ No ☐

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes ☒ No ☐

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes ☒ No ☐

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes ☒ No ☐

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes ☒ No ☐

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes ☒ No ☐

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes ☒ No ☐

Enter current FMRs and payment standards (PS)

*Mpls, MN*

0-BR FMR	1007	1-BR FMR	1149	2-BR FMR	1410	3-BR FMR	1916	4-BR FMR	2209
PS	930	PS	1100	PS	1300	PS	1800	PS	2100

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes ☒ No ☐

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes ☒ No ☐

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes ☒ No ☐

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes ☒ No ☐

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response Yes ☒ No ☐

- 14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable ☐

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

6

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

6

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b + c divided by a)

6.00

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program

Check here if not applicable ☐

PHA Response

Yes ☒

No ☐

80%

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

**Deconcentration Bonus Indicator** (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;
- or
- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response

Yes ☐

No ☐

If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) 01/25/2023

Date (mm/dd/yyyy) 01/25/2023

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

TO: St. Cloud HRA Board of Commissioners

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

DATE: January 18, 2023

SUBJECT: Approval of Resolution 2023-02 - Authorization to Apply for Renewal of the Bridges Rental Assistance Program

---

**Requested Action:** Approval of Resolution 2023-02 - Authorization to Apply for Renewal the Bridges Rental Assistance Program from Minnesota Housing.

**Background:** The St. Cloud HRA has administered rental assistance grants from Minnesota Housing since 2002.

The Bridges Rental Assistance Program provides rental assistance for people with very low incomes and a serious mental illness while they wait for a Housing Choice Voucher or another rental subsidy. Participants receive support services provided by Benton, Stearns, Sherburne and Wright Counties. The waiting list for the Bridges Program is maintained by Central Minnesota Coordinated Entry and the CommUNITY Adult Mental Health Initiative, made up of representatives from each of the four counties.

The dollar amount being requested for the Bridges Program is \$693,438.00, with 47 slots of rental assistance. The grant term will run from July 1, 2023 through June 30, 2025.

**Frequency of Request:** The Bridges Program needs to be renewed every two years.

**Related Actions:** None.

**Future Action:** Acceptance of grant funds if awarded.

**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:** Minnesota Housing will provide the funding for the rental assistance and fees to cover the cost of administering the grants.

**RESOLUTION 2023-02**

**HOUSING AND REDEVELOPMENT AUTHORITY OF  
ST. CLOUD, MINNESOTA**

**APPROVAL OF APPLICATION FOR RENEWAL OF BRIDGES RENTAL ASSISTANCE GRANT**

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

WHEREAS, the HRA is authorized to administer the Bridges program under this authority, and has been administering rental assistance grants from the Minnesota Housing Agency under both the Bridges Rental Assistance Program for persons with mental illness, now

HEREBY, is requesting Board approval for the Executive Director of the HRA to apply for renewal of the Bridges rental assistance grant from the Minnesota Housing Agency, for the grant period of July 1, 2023 through June 30, 2025, to provide the funding for the rental assistance and fees to cover the cost of administering the grants in the DOLLAR AMOUNT of \$693,438.00.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF ST. CLOUD, MINNESOTA THE APPLICATION OF BRIDGES RENTAL ASSISTANCE GRANT DOLLARS TO BE AUTHORIZED BY THE EXECUTIVE DIRECTOR.

Adopted this 25<sup>th</sup> day of January, 2023.

ATTEST:

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

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

TO: St. Cloud HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: January 19, 2023

SUBJECT: Approval of Resolution 2023-03 – Authorization to Apply for Renewal of Bridges  
Region 7E Rental Assistance Grant

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**Requested Action:** Approval of Resolution 2023-03 – Authorization to Apply for Renewal of Bridges  
Region 7E Rental Assistance Grant.

**Background:** In May 2021, the St. Cloud HRA Board of Commissioners approved Resolution 2021-12 for the administration of a rental assistance grants from Minnesota Housing for Region 7E. The rental assistance grant is for persons with a mental illness. Region 7E covers Mille Lacs, Kanabec, Isanti, Pine, and Chisago Counties, and the Mille Lacs Band of Ojibwe. The grant has 21 slots of rental assistance and the total amount being requested is \$309,834. The grant period for Region 7E will July 1, 2023 to June 30, 2025.

**Frequency of Request:** This request will occur every two years provided Minnesota Housing continues the Bridges Program.

**Related Actions:**

**Future Action:** None anticipated 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:** Minnesota Housing will provide the funding for the rental assistance and fees to cover the cost of administering the grants.

**RESOLUTION 2023-03**

**HOUSING AND REDEVELOPMENT AUTHORITY  
OF ST. CLOUD, MINNESOTA**

**APPROVAL OF APPLICATION FOR RENEWAL OF BRIDGES REGION 7E RENTAL  
ASSISTANCE GRANT**

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

WHEREAS, the HRA is authorized to administer the Bridges program under this authority, and has been administering rental assistance grants from the Minnesota Housing Agency under the Bridges Rental Assistance Program for persons with mental illness, now

HEREBY, is requesting Board approval for the Executive Director of the HRA to apply for renewal of the Bridges Region 7E rental assistance grant from the Minnesota Housing Agency, for the grant period of July 1, 2023 through June 30, 2025, to provide the funding for the rental assistance and fees to cover the cost of administering the grants in the DOLLAR AMOUNT of \$309,834.00.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF ST. CLOUD, MINNESOTA THE APPLICATION OF BRIDGES REGION 7E RENTAL ASSISTANCE GRANT DOLLARS TO BE AUTHORIZED BY THE EXECUTIVE DIRECTOR.

Adopted this 25<sup>th</sup> day of January, 2023.

ATTEST:

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

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

TO: St. Cloud HRA Board of Commissioners  
FROM: Louise Reis, Executive Director  
DATE: January 18, 2023  
SUBJECT: Annual Performance Review of the Executive Director

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The full board will meet for discussion at 5:30 pm on Wednesday, January 25, 2023 prior to this meeting.

A report from the Personnel Committee on the annual routine Executive Director evaluation for 2022 will be given.

Personnel Committee: Seal Dwyer, Hani Jacobson and John Dvorak – recommendation to the full Board on the acceptance of the evaluation process for the Executive Director will be read for approval.

## St. Cloud Housing and Redevelopment Authority 2020 to 2025 Goals

### GOAL #1

The St. Cloud HRA will be an active partner in neighborhood/community concerns regarding housing and neighborhoods.

#### Action Steps

- ~~1. Maintain presence at St. Cloud Neighborhood Coalition meetings. Neighborhood Organization disbanded in 2022.~~
  - ~~• Committed dollars (\$500) to community event – Spring 2020~~
  - ~~• Continue to serve, helped them with their business plan.~~
2. Work with other Core Neighborhood Associations when requested.
  - HRA membership requested on Heritage Preservation Commission – January 2020
3. ~~Serve on Neighborhood Best Practices Task Force. This task force no longer meets.~~
  - \* Attended Age Friendly St. Cloud Task Force Meeting – January 2022
4. Continue to explore funding partnerships/options for blighted city properties.
  - Purchased 418 Wilson Ave SE – January 2020
  - Anna Marie's construction of shelter – Hope Park – April 2020
  - Approved transfer of 110 15<sup>th</sup> Ave N to Habitat for Humanity – June 2020
  - Update to Board – 19<sup>th</sup> Ave N – July 2020; August 2020; October 2020
  - Funding Awarded for 418 Wilson Ave SE – August 2020
  - Grant Applications to DEED – 19<sup>th</sup> Ave Lots – April 2021
  - MPCA Update on Testing 19<sup>th</sup> Avenue Lots – June 2022
  - Construction Contract Approved for 418 Lot – February 2022
  - Shared information with Mobile Home Parks on grant program from Minnesota Housing – August 2022
  - 418 House Completed and Board Tour – December 2022
5. Continue to explore other opportunities for Fix Up Loan Program.
  - \* Funding for Fix-Up Loan Program – June 2022, September 2022
6. Continue to market all rehab programs.
  - CDBG Single Family Rehab – February 2020; March 2021
  - Monthly updates to Board on CDBG Rehab Program.
  - Increase Homestead Incentive Loan amount – August 2021
  - Homestead Incentive Loan to entire city – August 2021
  - CDBG Single Family Rehab Presentation – February 2022<sup>62</sup>



## **GOAL #2**

**The St. Cloud HRA will promote fair housing and strive for high performance in HRA properties and housing subsidy programs.**

### **Action Steps**

1. Provide annual fair housing training for allstaff.
  - Family Housing Videos – April 2020
  - Fair Housing Training – March 2021; April 2021, April 2022
  - Customer Service Training – April 2021
2. Provide monthly/quarterly updates to Board on any compliance or management review.
  - Annual Report 2019 – January 2020; Annual Report 2020 - January 2021, Annual Report 2021 – January 2022
  - SEMAP 2019 – January 2020; SEMAP 2020 - January 2021, SEMAP 2021 – January 2022
  - Scattered Sites REAC Inspections – February 2020
  - Public Housing score high performer - 2019 – 2020
  - PHA Plan for 2021 approved – August 2020
  - PHA Plan for 2022 approved – August 2021
  - Germain Towers 20-year HAP contract renewed – September 2020
  - Compliance Review Al Loehr Apartments – October 2020, November 2021, September 2022
  - HUD Compliance Review on Agency – December 2020
  - Creeks Compliance Review – December 2020
  - Westwood One Compliance Review – July 2021
  - 2020 Calls for Service – SCPD – September 2021
  - Germain Towers REAC Inspection – December 2021
  - Germain Towers Management Occupancy Review – June 2022
  - Northway A&B Management Occupancy Review – June 2022
  - Northway A&B REAC Inspection – August 2022
  - Empire REAC Inspection – October 2022
  - Wilson REAC Inspection – November 2022
3. Inspection of all HRA units and units contracted under the Housing Choice Voucher programs.
  - Restarted inspections under COVID – June 2020
  - Created Landlord Incentive Program – August 2020 to December 2021
  - HCV COVID-19 landlord incentive retention payments – December 2021
  - Hired full-time Housing Quality Standards Inspector – January 2022

4. Monitor waiting lists for any significant changes in demographics of households applying.
  - Current waiting list information – January 2020, January 2021, July 2021, January 2022, July 2022
  - Opened HCV Waiting List – May 2022
  - Started Waitlistcheck software for all new applicants to allow applicants to view position on waiting lists – September 2022
  - Introduced Assistance Connect for current and new applicants to allow edits made to applications (address changes, household members, etc.) – September 2022
5. Continue to apply for Bridges grant(s).
  - Applications for 2021–2023 Grant Period – March 2021
  - Bridges Renewed for 2021-2033 – May 2021
  - Approval of Bridges 7E Administrator – May 2021

### **GOAL #3**

**The St. Cloud HRA will encourage collaboration with other community organizations and continue to seek funding sources for all programs.**

#### **Action Steps**

1. Continue collaboration with the Central MN Continuum of Care.
  - Attended monthly meetings
  - Presentation of St. Cloud HRA Program – February 2021
2. Continue to monitor Minnesota Housing Single Family Loan Products
  - Staff attended Central MN Housing Summit – December 2022
3. Research funding sources for rental assistance and housing options to serve all households with an emphasis on homeless populations.
4. Board approved St. Cloud HRA to administer HCV for Delano HRA – February 2020
5. St. Cloud School District 744 LSS – Homework Starts at Home – March 2020
6. HUD COC Rental Assistance Grants – April 2020, April 2021, April 2022
  - Additional Mainstream Vouchers awarded – June 2020, May 2022
  - Foster Youth Initiative vouchers approved by HUD – September 2020
  - Beyond Backgrounds Program with Housing Link – November 2020
  - Emergency Housing Vouchers – May 2021
  - Housing Search Services with Stearns County – May 2021
  - Approval for Domestic Violence Rapid Re-Housing Grant – September 2021
  - Awarded Domestic Violence Rapid Re-Housing Grant – April 2022
  - Applied for Stability Vouchers – October 2022

- Awarded 13 Regular Vouchers by HUD – September 2022

#### **GOAL #4**

**The St. Cloud HRA will make efficient use of funding, technology and personnel resources.**

#### **Action Steps**

1. Work with landlords to reduce the number of first-time inspections fails (HCV).
  - Hired full-time Housing Quality Standards Inspector – January 2022
  - Staff attended Landlord Engagement Meeting – 2021, 2022
2. Implement plan to go paperless with regard to files, inspections, etc.
  - Signature pads for staff, digital signage – January 2020
  - Laptops for staff to work from home – March 2020
  - Computers and printers installed at properties for resident use – March 2021
  - Emergency Sick Leave Policy and addition to Paid Leave Policy due to COVID – August 2020, December 2020, December 2022
  - Families First Coronavirus Response Act Policy – April 2021
  - Moved payroll to ADP – February 2022
  - Introduced Tenant Connect for current participants and residents – September 2022
  - Maintenance & Residential Property Management Training Series – started November 2022 and ongoing in 2023
3. Continued fiscal responsibility for all programs.
  - 2019 Audit Approval – June 2020
  - COVID-19 telework plan – March 2020
  - Approval of HUD Waivers under COVID-19 – April 2020
  - 2020 Audit Approval – May 2021
  - 2021 Audit Approval – May 2022
  - Cyber security awareness training monthly – started September 2021
  - Implemented Rent Payment for rental sites – October 2021
4. Implement sustainable energy efficiencies to reduce carbon footprint.
  - Continued subscriptions with solar gardens – January 2020
  - Lighting replaced with LED in HRA office – June 2020
  - Approval of window replacement – Scattered Sites (2) – September 2020
  - LED lighting completed at Flintwood – September 2020
  - LED lighting in process at Germain – September 2020
  - LED lighting in process at Empire and exterior of Eastwood – December 2020
  - Interior LED lighting installed at Grace McDowall – July 2021
  - Remote Boiler Controls installed at Empire, Wilson, Germain and Riverside – 2021

- Remote Boiler Controls installed at Grace, Westwood One and Two – October 2022
- Remote Boiler Controls installed at Swisshelm One – November 2022
- Amazon Locker installed at Grace McDowall – November 2022
- Approved Amazon Locker for Wilson – December 2022

[updated January 2023]

TO: HRA Board of Commissioners  
FROM: Louise Reis, Executive Director  
DATE: January 17, 2023  
SUBJECT: Report on Activities

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**Annual Audit:** Redpath staff will be in the HRA office auditing Housing Choice Voucher files on January 19<sup>th</sup> and 20<sup>th</sup>. They will be meeting with the Audit Committee (virtually) on February 9, 2022. Final fieldwork is expected to take place on the second and third weeks of March.

**Housing Choice Voucher Program:** During the month of December 2022, there were ten housing choice vouchers released. Two of the voucher holders were at Zero HAP, three were for program violations, three were voluntary releases, one due to death, and one had their voucher expired. One was over the age of 62.

As of December 31, 2022 – 78 Port In vouchers and 50 Port Out vouchers.

**CDBG Update:**

For the homeowner rehab program:

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

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

<b>Fund: Public Housing – 291 Units</b>			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>12/31/22</u>
Empire	89	5.25%	2
Wilson	126	2.43%	0
Scattered Sites	76	2.44%	4*

<b>Fund: Section 8 New Construction – 162 Units</b>			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>12/31/22</u>
Germain	60	2.15%	0
Grace/NWB	102	1.57%	3**

<b>Fund: Tax Credit – 249 Units</b>			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>12/31/22</u>
Creeks	24	3.26%	3***
Brownstones	12	1.35%	0
Swisshelm One	32	2.35%	0
Westwood One	32	4.84%	2
Swisshelm Two	32	3.65%	1
Westwood Two	32	2.39%	2
Riverside	85	2.94%	3

<b>Fund: Affordable Housing – 79 Units</b>			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>12/31/22</u>
Eastwood	18	3.77%	1
Loehr	61	2.75%	1

\* 3 units rented in January

\*\* 2 units rented in January

\*\*\* 2 units rented in January