

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

**St. Cloud HRA, 1225 West St. Germain Street, Board Room  
Wednesday, April 26, 2023  
*Immediately following 5:00 p.m. Study Session***

<b>STUDY SESSION -- 5:00 P.M., St. Cloud HRA, Board Room AGENDA: Tax Levy and Operations Discussion</b>
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**Mission Statement: To enhance the communities we serve by providing housing opportunities, fostering stability, and promoting neighborhood revitalization.**

**Regular Meeting Agenda:**

1. Roll Call and Pledge of Allegiance.

**Consent Agenda:**

2. Approval of Agenda. REQUESTED ACTION: Approve.
3. Approval of Study Session Minutes, March 22, 2023. REQUESTED ACTION: Approve.
4. Approval of Regular Minutes, March 22, 2023. REQUESTED ACTION: Approve.
5. Approval of Contracts for Lighting Replacements with Emergency Battery Back-Up at Riverside Apartments. REQUESTED ACTION: Approve.
6. Approval of Contract for Furnace, Water Heater and Air Conditioner Replacement at Cedar Ridge Townhomes 2023. 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:**

7. Approval of Resolution 2023-04 – Authorization of Housing Tax Credit Suballocator Joint Powers Agreement – 2024.
8. Approval of Resolution 2023-05 Acceptance of HUD CoC Rental Assistance Grants and Rapid Re-Housing Grants.
9. Report on Activities.

**Open Discussion:**

**Adjourn.**

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

**Wednesday, March 22, 2023**

A Study Session for the St. Cloud HRA Board of Commissioners was held on Wednesday, March 22, 2023 at 1225 West St. Germain Street. Chair Nancy Gohman called the meeting to order at 5:00 p.m. She presided over the meeting remotely from 123 Riverside Drive SE, St. Cloud, MN. Commissioners present: Mike Conway, John Dvorak, Seal Dwyer, George Hontos, Hani Jacobson, and Carol Lewis.

Executive Director Louise Reis introduced Officer D'Andre Clark and asked him to present the 2022 HRA Police Calls for Service. Officer Clark began by breaking down the calls for service into two categories: criminal and civil. He noted that behavioral health/medical calls are the most received calls and they primarily come from Empire Apartments and Wilson Apartments. Officer Clark added he spends most of his time at those properties.

Commissioner Hontos asked Officer Clark how the total number of calls compares to previous years. Officer Clark responded that it is about the same. Commissioner Hontos followed-up by asking about the number of overdose calls and Officer Clark clarified that it could be a Tylenol overdose or something else medical, but listed as an overdose.

Commissioner Conway thanked Officer Clark for his work on the report and for providing the calls as criminal versus civil. Commissioner Conway asked if there are additional educational resources that can be provided to the residents to avoid so many medical calls. Commissioner Dwyer adds that if there were more ARMHS (Adult Rehabilitative Mental Health Services) resources, that would be beneficial, but there is a several months wait in the St. Cloud area. Ms. Reis said the HRA already coordinates with ARMHS, but if it is an emergency for a resident, the police are being called and it might not always generate a call to ARMHS.

Commissioner Lewis suggested sending a letter of resources to residents that have had calls for service to prevent further calls. Ms. Reis added property managers have had presentations at the properties to educate residents. Commissioner Conway asked if volunteers from organizations could spend more time with residents connecting them to resources. Commissioner Dwyer said waiting lists for all resources are overwhelmed in the St. Cloud area. Ms. Reis noted she has been a part of attempting to help individual residents receive assistance or help, but the resources cannot connect with the HRA employees, they have to connect with the resident and if the resident does not reach out, the agency cannot do more. Officer Clark added there is a co-responder for the St. Cloud Police Department, and they do assist with behavioral health calls when available.

Commissioner Hontos asked Officer Clark if he felt the HRA properties are safe. Officer Clark said there are no significant concerns at the HRA properties in regards to safety. The calls coming from the HRA properties are not unique to the HRA, and they are happening across the City of St. Cloud. Commissioner Conway asked how many calls from the HRA properties are not residents, but rather visitors or trespassers. Officer Clark said the majority of calls are residents.

Commissioner Hontos asked if HRA residents approach Officer Clark or reach out to him for assistance. Officer Clark said yes, he follows up with residents if they leave him messages or have concerns or questions. He feels he has a good relationship with the residents. Commissioner Dvorak asked how HRA properties calls of service compares to other apartments in the city. Officer Clark said HRA calls tend to be lower. Commissioner Lewis added that many residents would be homeless without the HRA properties, and asked if the HRA would reach out to services and have presentations at the properties to assist with finding appropriate resources. Ms. Reis responded that the property manager at Empire Apartments is holding weekly meetings for residents to ask questions and help find resources but

attendance varies. Commissioner Hontos added that the numbers in regards to calls for service look good and he is happy to hear the HRA properties are viewed as safe. Chair Gohman thanked Officer Clark for his service and his report. There being no further discussion, Chair Gohman adjourned the Study Session at 5:32 p.m. The Study Session moved immediately into the regular meeting.

ATTEST:

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

\_\_\_\_\_  
Secretary, Hani Jacobson

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

**Wednesday, March 22, 2023**

A Regular Meeting for the St. Cloud HRA Board of Commissioners was held on Wednesday, March 22, 2023 at 1225 West St. Germain Street. Chair Nancy Gohman called the meeting to order at 5:33 p.m. She presided over the meeting remotely from 123 Riverside Drive SE, St. Cloud, MN. Commissioners present: Mike Conway, John Dvorak, Seal Dwyer, George Hontos, Hani Jacobson, and Carol Lewis.

Consent Agenda:

1. Roll call was taken and the pledge of allegiance spoken.
2. Approval of Agenda – Commissioner Hontos moved to pull item 5 and Commissioner Dvorak moved to pull item 4. Commissioner Conway moved for approval on items 2, 3, and 6; Commissioner Dwyer seconded the motion. A roll call vote was taken and all Commissioners voted in favor; the agenda and consent agenda moved as presented.
3. Approval of Regular Minutes, February 22, 2023 – approved as presented.
4. Approval of Electrical Services Maintenance Contract – Commissioner Dvorak asked if the agency solicited quotes from other electrical companies for work. Project Manager Paul Soenneker noted this agreement is for standard maintenance and ongoing support; if a project arises the agency would solicit separate bids. Finance Director Karen Rizer added the HRA solicited quotes from 12 companies and Electrical Solutions Inc. was the only one to respond. The contract is approved with Electrical Solutions Inc. at an hourly rate of \$82.00. Commissioner Dvorak moved for approval; Commissioner Conway seconded the motion. A roll call vote was taken and all Commissioners voted in favor. The motion carried.
5. Approval to Write-Off Resident Accounts Receivable – Commissioner Hontos asked Ms. Rizer if any properties should be red flagged because some of the amounts seem unusually high. Ms. Rizer said the agency remains hopeful that within the next five years a majority of the amounts written off will be recovered through revenue recapture. Ms. Rizer added that because of COVID-19, the agency could not issue evictions and some of the high numbers are still a result of not being able to evict residents with past due rent. Commissioner Hontos moved for approval; Commissioner Dwyer seconded the motion. A roll call vote was taken and all Commissioners voted in favor. The motion carried.
6. Approval of Interfund Transfers – approved as presented.

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

Old Business: None.

New Business:

7. Approval of Contract for Replacement Asphalt Shingled Roofs at Westwood Village Apartments One and Two – Mr. Soenneker said in May of 2022 the two apartment complexes sustained hail damage. Mr. Soenneker shared that the agency received bids from seven contractors and Kue Contractors Inc. presented

the lowest bid in the amount of \$344,342.00 for the replacement of asphalt shingled roofs at Westwood Village Apartments One and Two. At the request of the Board from a previous meeting, the agency did solicit bids for bot asphalt shingles and standing seam metal. The standing seam metal costs were over a million dollars for the complexes, and Mr. Soenneker shared that he was told asphalt shingles have a better warranty. Commissioner Dwyer moved for approval; Commissioner Conway seconded the motion. A roll call vote was taken and all Commissioners voted in favor. The motion carried.

8. Report on Activities – Ms. Reis noted Scattered Sites units had a HUD REAC inspection on February 17, 2023, and scored a 97 out of 100. Ms. Reis mentioned on Friday, March 10, 2023 the City of St. Cloud submitted a Congressional FY24 Project Funding Request to Senator Klobuchar’s office, and prior to the City submission, Ms. Reis had provided suggested changes to the document for clarification, but the final funding request did not include the suggested changes.

There being no further business, the meeting adjourned at 5:47 p.m.

ATTEST:

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Chair, Nancy Gohman

\_\_\_\_\_  
Secretary, Hani Jacobson

TO: St. Cloud HRA Board of Commissioners  
 FROM: Paul Soenneker, Project Manager  
 DATE: April 17, 2023  
 SUBJECT: Approval of Contracts for Lighting Replacements with Emergency Battery Back-Up at Riverside Apartments

**Requested Action:**

- Approve the contract with Electric Mikes in the amount of \$42,737.00 to provide labor to replace common area lighting and exterior lighting at Riverside Apartments.
- Approve the contract with Border States Electric in the amount of \$29,499.53 to provide light fixtures for common area lighting and exterior lighting at Riverside Apartments.

**Background:** The HRA worked with a consultant to review the lighting needs at Riverside Apartments and it was determined that the current lighting in the common areas is either florescent bulbs or incandescent bulbs. The exterior lighting is high pressure sodium lamps; all of which are not efficient. It was recommended that the lighting be replaced with new LED light fixtures with an emergency battery backup system installed.

It was determined that we would get better pricing if we were to purchase the fixtures separately from an electrical supply company and get separate pricing from electricians for labor to install the fixtures.

The HRA solicited proposals from three electricians and two electrical supply companies. We received proposals from two electricians and two electrical supply companies as outlined below.

**Proposals for Labor**

Electric Mikes 1505 55 <sup>th</sup> Ave. NE Sauk Rapids, MN 56379	\$42,737.00
Electrical Solutions Inc. (ESI) 702 9 <sup>th</sup> Ave. S. Sauk Rapids, MN 56379	\$70,500.00

**Proposals for Light Fixtures**

Border States Electric 2800 1-1/2 St. N St. Cloud, MN 56301	\$29,499.53
Van Meter 2900 1 <sup>st</sup> St. S. St. Cloud, MN 56301	\$30,300.01

I believe the low proposals we received are reasonable for the scope of work requested and therefore recommend awarding the following contracts for a total project cost of \$72,236.53:

- Contract with Electric Mikes in the amount of \$42,737.00

- Contract with Border States Electric in the amount of \$29,499.53

**Frequency of Request:** Once

**Related Actions:** None

**Future Action:** None

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

**Budget Impacts:** This item will be funded through Riverside Apartments Operating Fund.

TO: St. Cloud HRA Board of Commissioners

FROM: Paul Soenneker, Project Manager

DATE: April 17, 2023

SUBJECT: Approval of Contract for Furnace, Water Heater and Air Conditioner Replacement at Cedar Ridge Townhomes 2023

**Requested Action:** Approval of the contract with Lyon Sheet Metal & Heating in the amount of \$92,000.00 to replace furnaces, water heaters and central air conditioners in the 12 units at Cedar Ridge Townhomes and furnace and water heater at the maintenance garage at the same property.

**Background:** Staff at the HRA have identified the furnaces, water heaters and air conditioners at Cedar Ridge Townhomes as being older, inefficient models that need to be replaced. We solicited proposals from 11 companies. We received proposals from 6 companies as outlined below.

The proposals are:

	<u><b>Proposal</b></u>
Air Max LLC P.O. Box 364 Rockville, MN 56369	\$139,748.00
Augusta Plumbing & Heating 2489121 <sup>st</sup> Ave. St. Cloud, MN 56301	\$148,000.00
5 Star Plumbing, Heating & Air 510 9 <sup>th</sup> Ave. S Sauk Rapids, MN 56379	\$110,955.00
Lyon Sheet Metal & Heating 235 Stearns Dr. Sauk Rapids, MN 56379	\$92,000.00
H & S Heating & AC 3995 County Rd. 74 St. Cloud, MN 56301	\$135,765.00
Mechanical Energy Systems 629 Lincoln Ave. NE St. Cloud, MN 56304	\$94,868.00

I believe the low proposal we received is reasonable for the scope of work requested and therefore recommend awarding a contract to Lyon Sheet Metal & Heating for the sum of \$92,000.00.

**Frequency of Requests:** Once.

**Related Action:** None.

**Future Action:** None.

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

**Budget Impact:** This project will be funded by HUD's Public Housing Shortfall funding that was granted late in 2022 of approximately \$98,000.

TO: St. Cloud HRA Board of Commissioners  
FROM: Louise Reis, Executive Director  
DATE: April 17, 2023  
SUBJECT: Resolution 2023-04 Authorization of Housing Tax Credit Suballocator Joint Powers Agreement - 2024

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**Requested Action:** Resolution 2023-04 Authorization for Executive Director to sign the Housing Tax Credit Suballocator Joint Powers Agreement between the St. Cloud Housing and Redevelopment Authority and Minnesota Housing Finance Agency

**Background:** The St. Cloud Housing and Redevelopment Authority in and for the City of St. Cloud, Minnesota (HRA) is authorized to allocate low-income housing tax credits pursuant to Section 42 of the Internal Revenue Code of 1986, as amended and Minnesota Statutes Sections 462A.221 through 462A.225. The St. Cloud HRA is under Minnesota Housing as a suballocator of these housing tax credits. There are seven suballocators in Minnesota. St. Cloud is the smallest sub allocator with an amount of \$ 152,820.

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

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

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

**Related Actions:** None

**Future Action:** None

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

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

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

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

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

**WHEREAS**, under Minnesota law, the Minnesota Housing Finance Agency (Minnesota Housing) and certain counties and cities are authorized to allocate HTCs and the State Housing Credit Ceiling, as that term is defined in 26 CFR § 1.42-14, is divided by statutory formula and reserved for allocation by the respective entities; and

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

**WHEREAS**, Minnesota Housing and the City of St. Cloud wish to enter into a joint powers agreement (the “Agreement”) under Minn. Stat. § 471.59, pursuant to which, except for certain functions expressly set forth in this Agreement, Minnesota Housing will perform all of the HTC allocation, award and compliance monitoring functions on behalf of the City of St. Cloud with respect to HTCs allocated for the calendar year 2024 State Housing Credit Ceiling or awarded in calendar year 2024 to developments financed with volume limited tax exempt bonds; and

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

**WHEREAS**, the Minnesota Housing 2024-2025 Housing Tax Credit Qualified Allocation Plan (2024-2025 QAP), and any revisions and amendments thereto, are hereby incorporated in its entirety into this Agreement by reference.

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

**1. Allocation and Award.**

- a. City of St. Cloud agrees to transfer its entire 2024 HTC annual tax credit distribution to Minnesota Housing using the form attached hereto. Said credits become part of the portion of the 2024 State Housing Credit Ceiling to be allocated by Minnesota Housing pursuant to Minnesota Statutes Section 462A.223.
- b. With respect to the City of St. Cloud HTCs, the parties agree that the 2024-2025 QAP will apply to all projects and that Minnesota Housing

shall perform all of the allocation duties on behalf of the City of St. Cloud using the 2024-2025 QAP. All applicants shall use the application forms included in the 2024-2025 QAP.

- c. With respect to projects financed with tax-exempt bonds located in City of St. Cloud that apply for an award of HTCs, the project must comply with the Minnesota Housing QAP in effect for the year that sufficient bonds are issued. The parties agree that Minnesota Housing shall conduct all applicable reviews under Section 42(m) and the issuer must provide documentation of its review pursuant to Section 42(m)(2)(d).
    - d. Under Rounds 1 and 2 of the 2024-2025 QAP, Minnesota Housing shall make selections according to the selection processes established by the 2024-2025 QAP and shall allocate HTCs in Round 1 and, if applicable, Round 2, pursuant to the requirements and limitations contained in the 2024-2025 QAP.
2. **Compliance Monitoring.** For all projects receiving their initial allocation of HTCs from Minnesota Housing, all compliance monitoring functions throughout the Compliance Period and Extended Use Period for each project, as those terms are defined in Section 42(i)(l)(i) and Section 42(h)(6)(D), shall be performed by Minnesota Housing. Minnesota Housing shall perform the compliance monitoring responsibilities for the projects pursuant to the compliance monitoring provisions of the 2024-2025 QAP, the Minnesota Housing Tax Credit Program Compliance Guide (Compliance Guide) and 26 CFR §1.42-5, all as may be amended from time to time.
3. **Compensation.** Only Minnesota Housing shall charge and receive compensation for the allocation and compliance duties and shall do so in accordance with the 2024-2025 QAP and the Compliance Guide. The compensation shall be paid to Minnesota Housing directly by the HTC applicant/owner at the times and in the amounts set forth therein.
4. **Term of Contract.** Subject to execution by all of the parties' herein below, this Agreement shall be effective on June 1, 2023. With respect to the allocation responsibilities herein, this Agreement shall not terminate until all allocation responsibilities under this Agreement have been completed. With respect to awards of HTCs to developments financed with tax exempt bonds, this Agreement shall not terminate until all award responsibilities have been completed. With respect to the compliance monitoring responsibilities herein, said responsibilities shall continue from the beginning of the Compliance Period through the end of the Extended Use Period, as those terms are defined under IRC Section 42.

5. **Addresses for Notices.** All notices to be given by either party to the other hereunder shall be in writing addressed as follows:

(a) To the City of Sat. Cloud at:

St. Cloud HRA  
1225 W. St. Germain  
St. Cloud, MN 56301

(b) To Minnesota Housing at:

Minnesota Housing Finance Agency  
400 Wabasha Street North, Suite 400  
St. Paul, Minnesota 55102

or addressed to any such party at such other address as such party shall hereafter furnish by notice to the other party.

6. **Records.** Both Minnesota Housing and the City of St. Cloud agree that it will make available all pertinent information, data and records under their respective control for each other's use in the performance of this Agreement, and will assist the other, whenever possible, to obtain such records, data and information.

7. **Liability.** Each party shall be responsible for its own acts and omissions, the acts and omissions of its employees, and results thereof to the extent authorized by law. The parties shall not be responsible for the acts of any others and the results thereof.

8. **Assignment.** Neither party shall assign any interest in this Agreement without prior written consent of the parties and subject to such conditions and provisions as are deemed necessary.

9. **Independent Contractors.** The parties agree that the employees of Minnesota Housing shall always be considered employees of Minnesota Housing for all purposes including workers' compensation and the employees of the City of St. Cloud shall always be considered employees of the City of St. Cloud for all purposes including workers' compensation. No employee of either party shall be entitled to any claim or benefit from the other party from any event or occurrence arising out of the performance of this Agreement. This Agreement is not intended and should not be construed in any manner as creating or establishing a relationship of co-partners between the parties hereto. Neither party under any circumstances shall be liable for any employee benefits of the other party's employees. This Agreement shall be construed in such a manner as

to not interfere with the contractual obligations of either party with its employees under any valid collective bargaining agreement.

10. **Amendments.** This Agreement may be amended only in writing signed by the parties.
11. **Authority to Enter into Agreement.** Each Party represents that the individual executing this Agreement has been authorized to do so by its governing body.

**CITY OF ST. CLOUD/ST. CLOUD HRA**

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

Its: Executive Director

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

**MINNESOTA HOUSING FINANCE AGENCY**

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

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

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

**City Clerk**

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

Its: City Clerk

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

**RESOLUTION No. 2023 - 04**

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

Pursuant to Minn. Stat. § 462A.222, the City of St. Cloud is expected to receive approximately \$152,820.00 in 2024 Low Income Housing Tax Credits (HTCs).

The City of St. Cloud has entered into a Joint Powers Agreement with the Minnesota Housing Finance Agency (Minnesota Housing) dated April 26, 2023.

Pursuant to the above-described Joint Powers Agreement, the City of St. Cloud agrees to voluntarily and irrevocably transfer its entire 2024 HTC annual tax credit distribution to Minnesota Housing.

The City of St. Cloud understands that by transferring the HTCs to Minnesota Housing, the HTCs become part of the Minnesota Housing 2024 Housing Credit Ceiling under Minn. Stat. § 462A.222 and the City of St. Cloud relinquishes all of its rights and entitlements with respect to those HTCs.

The transfer of the HTCs is effective immediately.

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

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

Its: Board Chair

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

TO: St. Cloud HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: April 18, 2023

SUBJECT: Approval of Resolution 2023-05 Acceptance of HUD CoC Rental Assistance Grants and Rapid Re-Housing Grants

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**Requested Action:** Approval of Resolution 2023-05 Acceptance of the three grants for \$398,904. \$88,416, and \$143,790 from the Department of Housing & Urban Development (HUD) for the HUD CoC Rental Assistance and Rapid Re-Housing.

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

The support service providers are Central MN Mental Health Center, Salvation Army of Wright County and Catholic Charities. Anna Marie's Alliance provides the support services for the Rapid Re-Housing grant. The three grants will provide rental assistance to approximately 60 households each month.

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

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

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

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

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

**RESOLUTION 2023-05**

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

**ACCEPTANCE OF HUD CoC RENTAL  
ASSISTANCE AND RAPID RE-HOUSING GRANTS**

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF ST. CLOUD, MINNESOTA THE ACCEPTED GRANT AMOUNTS TO BE AUTHORIZED BY THE EXECUTIVE DIRECTOR: \$398,904, \$88,416, \$143,790.

Adopted this 26<sup>th</sup> day of April, 2023.

ATTEST:

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

\_\_\_\_\_  
Hani Jacobson, Secretary

TO: HRA Board of Commissioners  
FROM: Louise Reis, Executive Director  
DATE: April 18, 2023  
SUBJECT: Report on Activities

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**Senator Smith's Office:** On Monday, April 10, 2023, I met with Myles Artis from Senator Tina Smith's office. The senator's office was seeking information on how the homeless programs that we are administering are performing.

**Summer Hours:** Our office will plan to go to summer hours starting with Memorial Day and ending on Labor Day. These hours will be 7:30 am to 5:00 pm, Monday through Thursday, and 7:30 am to 11:30 am on Fridays. We currently schedule in-office appointments and monitor our front vestibule for customers who need assistance with forms or to schedule an appointment.

**Housing Choice Voucher Program:** During the month of March 2023, there were ten housing choice vouchers released. Three of the voucher holders were at Zero HAP, three were for program violations, two were voluntary releases, and two vouchers expired. Four were over the age of 62.

As of March 31, 2023 – 93 Port In vouchers and 50 Port Out vouchers.

**CDBG Update:**

For the homeowner rehab program:

- 11 in construction
- 4 in bidding
- 12 on wait list

**Housing Department Vacancy Report – For the Month Ending March 31, 2023**

<b>Fund: Public Housing – 291 Units</b>			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>3/31/23</u>
Empire	89	0.36%	0
Wilson	126	2.43%	4 *
Scattered Sites	76	5.45%	4 **

<b>Fund: Section 8 New Construction – 162 Units</b>			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>3/31/23</u>
Germain	60	2.27%	0
Grace/NWB	102	2.49%	1

<b>Fund: Tax Credit – 249 Units</b>			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>3/31/23</u>
Creeks	24	6.14%	1
Brownstones	12	0.00%	0
Swisshelm One	32	5.04%	1
Westwood One	32	4.69%	1
Swisshelm Two	32	3.13%	1
Westwood Two	32	8.12%	2
Riverside	85	7.06%	6 ***

<b>Fund: Affordable Housing – 79 Units</b>			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>3/31/23</u>
Eastwood	18	5.55%	0
Loehr	61	4.46%	3 ****
418 House	1	0.00%	0

- \* two units rented in April
- \*\*four units rented in April
- \*\*\* one unit rented in April
- \*\*\*\*two units rented in April