

TO: St. Cloud HRA Board of Commissioners  
FROM: Louise Reis, Executive Director  
DATE: August 16, 2023  
SUBJECT: Apartment Building Tour

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On Wednesday, August 23, 2023 at 5:00 pm, we will meet at the Riverside Apartments located at 101 Riverside Drive SE, St. Cloud for a tour of the apartment building. You will need to park on the street. We will meet in the front of the building. The property manager, Nicole Wellen will conduct the tour.

After the Riverside tour, we will travel to the St. Cloud HRA Office for the regular HRA Board meeting.

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

**St. Cloud HRA, 1225 West St. Germain Street, Board Room  
Wednesday, August 23, 2023  
Immediately following 5:00 p.m. Study Session**

**STUDY SESSION -- 5:00 P.M., Riverside Apartments, 101 Riverside Dr SE, St. Cloud, MN 56304  
AGENDA: Riverside Apartments Tour**

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

**Regular Meeting Agenda:**

1. Roll Call and Pledge of Allegiance.

**Consent Agenda:**

2. Approval of Agenda. REQUESTED ACTION: Approve.
3. Approval of Study Session Minutes, July 26, 2023. REQUESTED ACTION: Approve.
4. Approval of Regular Minutes, July 26, 2023. REQUESTED ACTION: Approve.
5. Review of 2023 Financial Reports. REQUESTED ACTION: None.
6. Approval of Personnel Policy Changes to 02.05, 06.11, 06.12, and 06.25. REQUESTED ACTION: Approve.
7. Approval of Change Order for Replacement of Boilers, HVAC Pumps, and Air Handling Units at Grace McDowall Apartments. REQUESTED ACTION: Approve.
8. Approval of Changes to Procurement Policy Related to Cooperative Purchasing. REQUESTED ACTION: Approve.

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

**Old Business:** none.

**New Business:**

9. A. Public Hearing for PHA Plan for FY 2024 and Capital Fund Program and Five-Year Plan  
B. Approval of Resolution 2023-11 – 2024 Public Housing Agency Plan.  
C. Approval of Resolution 2023-12 – Capital Fund Program and Five-Year Plan.

10. Report on Activities.

**Open Discussion:**

**Adjourn.**

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

**Wednesday, July 26, 2023**

A Study Session for the St. Cloud HRA Board of Commissioners was held on Wednesday, July 26, 2023. Vice-Chair Seal Dwyer called the meeting to order at 5:00 p.m. Commissioners present: Mike Conway, Seal Dwyer, Hani Jacobson, and Carol Lewis. Commissioner John Dvorak participated via Zoom and Commissioner Nancy Gohman listened via Zoom. Commissioner George Hontos was absent.

Guest: Tim Poland, Continuum of Care Coordinator

Louise Reis, Executive Director, introduced Tim Poland and asked him to provide the Board with an overview about Continuum of Care (CoC), programs funded, and information from the last point in time count of homeless individuals.

Mr. Poland began with a PowerPoint presentation and explained that CoCs were born from the federal Continuum of Care Program, administered by the U.S. Department of Housing & Urban Development (HUD). The programs include both direct funding for housing and service programs, as well as requirements for planning to coordinate homeless response efforts across funding streams. The CoC is designed to build community-wide and community-level efforts to end homelessness. Mr. Poland added that the CoC work ensures that local communities are competitive for federal CoC Program funding. In the 2021 HUD CoC Program year, 211 programs in Minnesota were awarded \$37,983,851.

Commissioner Lewis asked if there was anything in the Minnesota State Legislature that was passed last session for homelessness. Mr. Poland noted there is an economic opportunity grant/RFP that is available for emergency shelters to use and 40% of the funds have been earmarked for rural Minnesota. Commissioner Dvorak asked if the funds specify which type of shelters it can be used for. Mr. Poland responded the funds are available for any shelter type.

Mr. Poland continued the conversation by discussing the latest point in time count of homeless individuals in the 13 Central MN CoC counties. He stated the numbers are captured on the last Wednesday of January, a mandated decision by HUD because they hope it is a cold day and people will be in shelters to be counted. Mr. Poland noted the swings in numbers can be attributed to how it is completed by different county employees and the numbers do not always accurately depict the number of actively homeless individuals because it is a single day where numbers are captured. Mr. Poland added that the total number for the HRA's four counties was captured at 1,360 in 2023.

Commissioner Conway asked if Elk River has a shelter. Mr. Poland responded that there is no shelter and they previously had not reported homeless individuals, but are now providing data and it has been helpful in the counts. Commissioner Lewis asked if anyone else in the City of St. Cloud is interested in establishing a shelter. Mr. Poland was unsure, but noted many individuals in the area receive his emails about information on available grants and funds. Mr. Poland provided his contact information and let the Board know they could reach out if additional questions arose.

The second part of the Study Session involved Finance Director, Karen Rizer, discussing the 2024 COCC budget. Ms. Rizer asked the Board to turn to page two to review the levy amount of \$714,000.00. It will fund the Fix-up loan program at \$150,000, and the other significant line changes include higher costs in lines 9 and 12 as the HRA's computers need to be updated. Commissioner Conway noted his continued concerns about the levy request being higher than previous years. Ms. Rizer acknowledged his concern

and said it is difficult for the HRA to want to request a higher levy amount. Ms. Rizer added that she has been a big proponent of housing bond fees because then the HRA would have fees to fund loan or other programs and not have to rely on the tax levy.

There being no further discussion, the Study Session adjourned at 6:08 p.m.

ATTEST:

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Vice-Chair, Seal Dwyer

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Secretary, Hani Jacobson

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

**Wednesday, July 26, 2023**

A Regular Meeting for the St. Cloud HRA Board of Commissioners was held on Wednesday, June 28, 2023 at 1225 West St. Germain Street. Vice-Chair Seal Dwyer called the meeting to order at 6:09 p.m. Commissioners present: Mike Conway, Seal Dwyer, Hani Jacobson, and Carol Lewis. Commissioner John Dvorak participated via Zoom and Commissioner Nancy Gohman listened via Zoom. Commissioner George Hontos was absent.

Consent Agenda:

1. Roll call was taken and the pledge of allegiance spoken.
2. Approval of Agenda – Item 12 was pulled from the agenda prior to the meeting due to new software implementation delays. Commissioner Dvorak asked to pull Item 5. Commissioner Lewis moved for Items 2-4 and 6-9 to be approved; Commissioner Jacobson 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 Study Session Minutes, June 28, 2023 – approved as presented.
4. Approval of Regular Minutes, June 28, 2023 – approved as presented.
5. Review of 2023 Financial Reports – Commissioner Dvorak asked Finance Director Karen Rizer about the difference on line item Salaries and Benefits on the Central Office Cost Center – Fund 440. Ms. Rizer noted she would not consider it a large difference and something as nominal as the third payroll of a month can skew the numbers the first five months of the year. No approval needed.
6. Review of Waiting List Information. No approval needed.
7. Review of Progress on 2020-2025 Goals. No approval needed.
8. Approval of Contract for Electronic Door Access System Replacement at Germain Towers – contract approved with Safeguard Security for \$46,850.77.
9. Approval of Funding for the Homestead Incentive Loan Program – approved transfer to the Core Neighborhoods Fund from the Housing Development Fund for \$200,000.00.

Open Forum: Vice-Chair Dwyer 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:

10. Approval of Resolution 2023-09 – Adopting the Special Tax Levy for Payment in the Year of 2024. Ms. Rizer requested approval for the Special Tax Levy amount of \$714,000. The tax levy request will be discussed by the City Council at the August budget meeting on August 16. 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.

11. Approval of Resolution 2023-10 – Application for Renewal of HUD CoC Rental Assistance and Rapid Re-Housing Grants. Executive Director, Louise Reis, requested approval of the application for HUD CoC Rental Assistance Grants in the amounts of \$398,904, \$88,416, and \$143,790 from the Department of Housing & Urban Development. Commissioner Conway moved for approval; Commissioner Lewis seconded the motion. A roll call vote was taken and all commissioners voted in favor; the motion carried.

12. Pulled from agenda.

13. Report on Activities – Ms. Reis noted on June 7, 2023 Minnesota Housing completed a Management and Occupancy Review for the Grace McDowall Apartments and Northway B Townhomes. The property scored a “Satisfactory” rating. The HRA received its Public Housing Assessment System (PHAS) score for the year ending December 31, 2022 and the agency received a score of 85 out of 100.

Ms. Reis added that Xcel Energy is participating in the Multifamily Energy Savings Program that provides qualifying building owners and managers with select energy saving services and appliances. For the HRA apartment buildings that Xcel Energy provides electrical service, with 5 or more units, and 66% or more units that are income qualified, they may receive appliance replacement services.

Ms. Reis continued with the State Rent Assistance Program funded by the Minnesota Legislative Session, which will provide rent assistance to households in need. The local HCV administrator will have a choice in administering the program in their jurisdiction. Minnesota Housing is working with MN NAHRO and HCV administrators to roll out the program.

Included in the board packet was a letter sent out to all HRA residents about the legalization of marijuana at the state level in Minnesota. Because marijuana remains illegal under federal law, nothing will change on properties owned or managed by the HRA, and a resident’s manufacture, sale, distribution, purchase, use, and/or possession of a controlled substance like marijuana constitutes grounds to terminate the lease and end the resident’s tenancy.

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

ATTEST:

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Vice-Chair, Seal Dwyer

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Secretary, Hani Jacobson

TO: HRA Board of Commissioners  
FROM: Karen Rizer, CPA Finance Director  
DATE: August 17, 2023  
SUBJECT: 2023 Financial Reports

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**Requested Action:** None.

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

The planned reporting schedule is as follows:

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

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

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

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

If you have any questions, call or email 320-202-3148 or [krizer@stcloudhra.com](mailto:krizer@stcloudhra.com) Thank you.



Al Loehr Apartments  
June 30, 2023

4055 12th St N

61 Units

Built 2006

Budgeted Vacancy Loss	3%
Actual Vacancy Loss	3.6%

	Account Title	2023 BUDGET	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
<b>Operating Income:</b>						
1	Gross Potential Rent	\$ 322,300	\$ 161,150	\$ 165,748	\$ 4,598	2.9%
2	Less: Vacancy Loss	(9,700)	(4,850)	(5,895)	(1,045)	-21.5%
3	<b>Net Tenant Rental Revenue</b>	<b>312,600</b>	<b>156,300</b>	<b>159,853</b>	<b>3,553</b>	<b>2.3%</b>
4	Other Income	12,230	6,115	30,700	24,585	402.0%
	<b>Total Operating Income</b>	<b>324,830</b>	<b>162,415</b>	<b>190,553</b>	<b>28,138</b>	<b>17.3%</b>

<b>Operating Expenses:</b>						
	<b>Administrative</b>					
5	Management & Bkpg Fees	73,100	36,550	35,900	(650)	1.8%
6	Auditing Fees	1,800	1,800	2,350	550	-30.6%
7	Legal Expense	2,000	1,000	4,827	3,827	-382.7%
8	Other Administrative Costs	18,000	9,000	9,667	667	-7.4%
9	<b>Total Administrative</b>	<b>94,900</b>	<b>48,350</b>	<b>52,744</b>	<b>4,394</b>	<b>-9.1%</b>
10	<b>Tenant Services</b>	<b>3,000</b>	<b>1,500</b>	<b>1,577</b>	<b>77</b>	<b>-5.1%</b>
	<b>Utilities</b>					
11	Water & Sewer	17,000	8,500	6,856	(1,644)	19.3%
12	Electricity	45,000	22,500	22,572	72	-0.3%
13	Gas	4,500	2,250	1,795	(455)	20.2%
14	<b>Total Utilities</b>	<b>66,500</b>	<b>33,250</b>	<b>31,223</b>	<b>(2,027)</b>	<b>6.1%</b>
15	<b>Maintenance</b>	<b>164,200</b>	<b>82,100</b>	<b>55,585</b>	<b>(26,515)</b>	<b>32.3%</b>
16	<b>Protective Services</b>	<b>14,000</b>	<b>7,000</b>	<b>1,228</b>	<b>(5,772)</b>	<b>82.5%</b>
17	<b>Insurance</b>	<b>13,700</b>	<b>6,850</b>	<b>6,554</b>	<b>(296)</b>	<b>4.3%</b>
18	<b>Payments in Lieu of Taxes</b>	<b>11,500</b>	<b>5,750</b>	<b>5,754</b>	<b>4</b>	<b>-0.1%</b>
19	<b>Bad Debt-Tenants</b>	<b>3,000</b>	<b>1,500</b>	<b>8,591</b>	<b>7,091</b>	<b>-472.7%</b>

20	<b>Total Operating Expenses</b>	<b>370,800</b>	<b>186,300</b>	<b>163,256</b>	<b>(23,044)</b>	<b>12.4%</b>
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21	<b>Cash Flow from Operations</b>	<b>(45,970)</b>	<b>(23,885)</b>	<b>27,297</b>	<b>51,182</b>	<b>214.3%</b>
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<b>Other Sources &amp; (Uses)</b>						
22	Capital Expenditures	-	-	-	-	0.0%
23	Other Financial Items-Sources & (Uses)	45,970	(1,497)	(1,497)	-	0.0%
24	<b>Total Other Financial Items</b>	<b>45,970</b>	<b>(1,497)</b>	<b>(1,497)</b>	<b>-</b>	<b>0.0%</b>

25	<b>Net Cash Flow</b>	<b>\$ -</b>	<b>\$ (25,382)</b>	<b>\$ 25,800</b>	<b>\$ 51,182</b>	<b>201.6%</b>
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Line item notes:

- 4 - Billing former tenant for insurance deductible of \$10,000 for fire damages
- 7 - Two eveictions, one from fire
- 19 - Write-off of evicted tenant account (majority is the billed deductible)

Plum Creek Family Housing LP 721, 733, 745, 757 33rd St S 24 Units Built 1999  
 June 30, 2023

Budgeted Vacancy Loss	3%
Actual Vacancy Loss	6.4%

	Account Title	2023 BUDGET	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
<b>Operating Income:</b>						
1	Gross Potential Rent	\$ 195,800	\$ 97,900	\$ 101,242	\$ 3,342	3.4%
2	Less: Vacancy Loss	(5,900)	(2,950)	(6,528)	(3,578)	-121.3%
3	<b>Net Tenant Rental Revenue</b>	<b>189,900</b>	<b>94,950</b>	<b>94,714</b>	<b>(236)</b>	<b>-0.2%</b>
4	Other Income	19,000	9,500	10,658	1,158	12.2%
	<b>Total Operating Income</b>	<b>208,900</b>	<b>104,450</b>	<b>105,372</b>	<b>922</b>	<b>0.9%</b>

<b>Operating Expenses:</b>						
	<b>Administrative</b>					
5	Management & Bkpg Fees	28,800	14,400	14,000	(400)	2.8%
6	Auditing Fees	600	600	740	140	-23.3%
7	Legal Expense	1,000	500	-	(500)	0.0%
8	Other Administrative Costs	14,000	7,000	6,698	(302)	4.3%
9	<b>Total Administrative</b>	<b>44,400</b>	<b>22,500</b>	<b>21,438</b>	<b>(1,062)</b>	<b>4.7%</b>
10	<b>Tenant Services</b>	<b>100</b>	<b>50</b>	<b>-</b>	<b>(50)</b>	<b>0.0%</b>
	<b>Utilities</b>					
11	Water & Sewer	16,000	8,000	5,354	(2,646)	33.1%
12	Electricity	3,000	1,500	955	(545)	36.3%
13	Gas	1,600	800	999	199	-24.9%
14	<b>Total Utilities</b>	<b>20,600</b>	<b>10,300</b>	<b>7,308</b>	<b>(2,992)</b>	<b>29.0%</b>
15	<b>Maintenance</b>	<b>125,000</b>	<b>62,500</b>	<b>51,622</b>	<b>(10,878)</b>	<b>17.4%</b>
16	<b>Protective Services</b>	<b>1,500</b>	<b>750</b>	<b>-</b>	<b>(750)</b>	<b>0.0%</b>
17	<b>Insurance</b>	<b>17,300</b>	<b>17,300</b>	<b>10,120</b>	<b>(7,180)</b>	<b>41.5%</b>
18	<b>Payments in Lieu of Taxes</b>	<b>8,000</b>	<b>4,000</b>	<b>4,002</b>	<b>2</b>	<b>-0.1%</b>
19	<b>Bad Debt-Tenants</b>	<b>4,000</b>	<b>2,000</b>	<b>514</b>	<b>(1,486)</b>	<b>74.3%</b>

20	<b>Total Operating Expenses</b>	<b>220,900</b>	<b>119,400</b>	<b>95,004</b>	<b>(24,396)</b>	<b>20.4%</b>
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21	<b>Cash Flow from Operations</b>	<b>(12,000)</b>	<b>(14,950)</b>	<b>10,368</b>	<b>25,318</b>	<b>169.4%</b>
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<b>Other Sources &amp; (Uses)</b>						
22	Capital Expenditures	-	-	-	-	0.0%
23	Other Financial Items-Sources & (Uses)	-	-	-	-	0.0%
24	<b>Total Other Financial Items</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>

25	<b>Net Cash Flow</b>	<b>\$ (12,000)</b>	<b>\$ (14,950)</b>	<b>\$ 10,368</b>	<b>\$ 25,318</b>	<b>169.4%</b>
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Line item notes:

17 - All tax credit properties changed insurance provider resulting in lower rates from prior year

**Brownstones Family Housing LP 402 9th Ave N & 403 8th Ave N 12 Units Built 2000**  
**June 30, 2023**

Budgeted Vacancy Loss	3%
Actual Vacancy Loss	0.0%

	Account Title	2023 BUDGET	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
<b>Operating Income:</b>						
1	Gross Potential Rent	\$ 97,300	\$ 48,650	\$ 48,652	\$ 2	0.0%
2	Less: Vacancy Loss	(2,900)	(1,450)	-	1,450	0.0%
3	<b>Net Tenant Rental Revenue</b>	<b>94,400</b>	<b>47,200</b>	<b>48,652</b>	<b>1,452</b>	<b>3.1%</b>
4	Other Income	8,000	4,000	4,645	645	16.1%
	<b>Total Operating Income</b>	<b>102,400</b>	<b>51,200</b>	<b>53,297</b>	<b>2,097</b>	<b>4.1%</b>

<b>Operating Expenses:</b>						
	<b>Administrative</b>					
5	Management & Bkpg Fees	14,400	7,200	7,200	-	0.0%
6	Auditing Fees	600	600	370	(230)	38.3%
7	Legal Expense	1,000	500	-	(500)	0.0%
8	Other Administrative Costs	1,700	850	876	26	-3.1%
9	<b>Total Administrative</b>	<b>17,700</b>	<b>9,150</b>	<b>8,446</b>	<b>(704)</b>	<b>7.7%</b>
10	<b>Tenant Services</b>	<b>100</b>	<b>50</b>	<b>-</b>	<b>(50)</b>	<b>0.0%</b>
	<b>Utilities</b>					
11	Water & Sewer	10,500	5,250	4,227	(1,023)	19.5%
12	Electricity	600	300	185	(115)	38.3%
13	Gas	300	150	-	(150)	0.0%
14	<b>Total Utilities</b>	<b>11,400</b>	<b>5,700</b>	<b>4,412</b>	<b>(1,288)</b>	<b>22.6%</b>
15	<b>Maintenance</b>	<b>170,000</b>	<b>85,000</b>	<b>36,169</b>	<b>(48,831)</b>	<b>57.4%</b>
16	<b>Protective Services</b>	<b>500</b>	<b>250</b>	<b>-</b>	<b>(250)</b>	<b>0.0%</b>
17	<b>Insurance</b>	<b>12,500</b>	<b>12,500</b>	<b>8,228</b>	<b>(4,272)</b>	<b>34.2%</b>
18	<b>Payments in Lieu of Taxes</b>	<b>4,200</b>	<b>2,100</b>	<b>2,100</b>	<b>-</b>	<b>0.0%</b>
19	<b>Bad Debt-Tenants</b>	<b>1,000</b>	<b>500</b>	<b>-</b>	<b>(500)</b>	<b>0.0%</b>

20	<b>Total Operating Expenses</b>	<b>217,400</b>	<b>115,250</b>	<b>59,355</b>	<b>(55,895)</b>	<b>48.5%</b>
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21	<b>Cash Flow from Operations</b>	<b>(115,000)</b>	<b>(64,050)</b>	<b>(6,058)</b>	<b>57,992</b>	<b>90.5%</b>
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	<b>Other Sources &amp; (Uses)</b>					
22	Capital Expenditures	-	-	-	-	0.0%
23	Other Financial Items-Sources & (Uses)	130,000	15,000	15,000	-	0.0%
24	<b>Total Other Financial Items</b>	<b>130,000</b>	<b>15,000</b>	<b>15,000</b>	<b>-</b>	<b>0.0%</b>

25	<b>Net Cash Flow</b>	<b>\$ 15,000</b>	<b>\$ (49,050)</b>	<b>\$ 8,942</b>	<b>\$ 57,992</b>	<b>118.2%</b>
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Line item notes:

17 - All tax credit properties changed insurance provider resulting in lower rates from prior year

Westwood Village Apartments One LP  
June 30, 2023

770 Savanna Ave N

32 Units

Built 2002

Budgeted Vacancy Loss	3%
Actual Vacancy Loss	3.4%

	Account Title	2023 BUDGET	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
<b>Operating Income:</b>						
1	Gross Potential Rent	\$ 288,000	\$ 144,000	\$ 145,634	\$ 1,634	1.1%
2	Less: Vacancy Loss	(8,600)	(4,300)	(4,915)	(615)	-14.3%
3	<b>Net Tenant Rental Revenue</b>	<b>279,400</b>	<b>139,700</b>	<b>140,719</b>	<b>1,019</b>	<b>0.7%</b>
4	Other Income	23,000	11,500	17,706	6,206	54.0%
	<b>Total Operating Income</b>	<b>302,400</b>	<b>151,200</b>	<b>158,425</b>	<b>7,225</b>	<b>4.8%</b>

<b>Operating Expenses:</b>						
	<b>Administrative</b>					
5	Management & Bkpg Fees	38,400	19,200	19,000	(200)	1.0%
6	Auditing Fees	700	700	925	225	-32.1%
7	Legal Expense	2,200	1,100	217	(883)	80.3%
8	Other Administrative Costs	15,000	7,500	7,714	214	-2.9%
9	<b>Total Administrative</b>	<b>56,300</b>	<b>28,500</b>	<b>27,856</b>	<b>(644)</b>	<b>2.3%</b>
10	<b>Tenant Services</b>	<b>9,000</b>	<b>4,500</b>	<b>-</b>	<b>(4,500)</b>	<b>0.0%</b>
	<b>Utilities</b>					
11	Water & Sewer	21,000	10,500	9,602	(898)	8.6%
12	Electricity	10,000	5,000	4,775	(225)	4.5%
13	Gas	22,000	11,000	11,126	126	-1.1%
14	<b>Total Utilities</b>	<b>53,000</b>	<b>26,500</b>	<b>25,503</b>	<b>(997)</b>	<b>3.8%</b>
15	<b>Maintenance</b>	<b>390,000</b>	<b>50,000</b>	<b>48,865</b>	<b>(1,135)</b>	<b>2.3%</b>
16	<b>Protective Services</b>	<b>7,000</b>	<b>3,500</b>	<b>5,887</b>	<b>2,387</b>	<b>-68.2%</b>
17	<b>Insurance</b>	<b>14,500</b>	<b>14,500</b>	<b>9,577</b>	<b>(4,923)</b>	<b>34.0%</b>
18	<b>Payments in Lieu of Taxes</b>	<b>10,000</b>	<b>5,000</b>	<b>5,004</b>	<b>4</b>	<b>-0.1%</b>
19	<b>Bad Debt-Tenants</b>	<b>7,000</b>	<b>3,500</b>	<b>4,210</b>	<b>710</b>	<b>-20.3%</b>
20	<b>Debt Interest (excl deferred)</b>	<b>27,700</b>	<b>13,850</b>	<b>14,019</b>	<b>169</b>	<b>-1.2%</b>

21	<b>Total Operating Expenses</b>	<b>574,500</b>	<b>149,850</b>	<b>140,921</b>	<b>(8,929)</b>	<b>6.0%</b>
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22	<b>Cash Flow from Operations</b>	<b>(272,100)</b>	<b>1,350</b>	<b>17,504</b>	<b>16,154</b>	<b>-1196.6%</b>
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	<b>Other Sources &amp; (Uses)</b>					
23	Debt Principal (HRA)	(33,900)	(15,980)	(15,980)	-	0.0%
24	Capital Expenditures	-	-	(4,550)	(4,550)	0.0%
25	Other Financial Items-Sources & (Uses)	306,000	8,286	8,286	-	0.0%
26	<b>Total Other Financial Items</b>	<b>272,100</b>	<b>(7,694)</b>	<b>(12,244)</b>	<b>(4,550)</b>	<b>-59.1%</b>

27	<b>Net Cash Flow</b>	<b>\$ -</b>	<b>\$ (6,344)</b>	<b>\$ 5,260</b>	<b>\$ 11,604</b>	<b>182.9%</b>
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Line item notes:

4 - Revenue recapture \$6,200; maintenance billings \$6,000

17 - All tax credit properties changed insurance provider resulting in lower rates from prior year

Westwood Village Apartments Two LP  
June 30, 2023

822 Savanna Ave N

32 Units

Built 2004

Budgeted Vacancy Loss	3%
Actual Vacancy Loss	6.8%

	Account Title	2023 BUDGET	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
<b>Operating Income:</b>						
1	Gross Potential Rent	\$ 289,400	\$ 144,700	\$ 146,058	\$ 1,358	0.9%
2	Less: Vacancy Loss	(8,700)	(4,350)	(9,895)	(5,545)	-127.5%
3	<b>Net Tenant Rental Revenue</b>	<b>280,700</b>	<b>140,350</b>	<b>136,163</b>	<b>(4,187)</b>	<b>-3.0%</b>
4	Other Income	20,000	10,000	10,177	177	1.8%
	<b>Total Operating Income</b>	<b>300,700</b>	<b>150,350</b>	<b>146,340</b>	<b>(4,010)</b>	<b>-2.7%</b>

<b>Operating Expenses:</b>						
	<b>Administrative</b>					
5	Management & Bkpg Fees	38,400	19,200	18,300	(900)	4.7%
6	Auditing Fees	700	700	925	225	-32.1%
7	Legal Expense	3,500	1,750	1,384	(366)	20.9%
8	Other Administrative Costs	16,600	8,300	4,262	(4,038)	48.7%
9	<b>Total Administrative</b>	<b>59,200</b>	<b>29,950</b>	<b>24,871</b>	<b>(5,079)</b>	<b>17.0%</b>
10	<b>Tenant Services</b>	<b>200</b>	<b>100</b>	<b>-</b>	<b>(100)</b>	<b>0.0%</b>
	<b>Utilities</b>					
11	Water & Sewer	22,000	11,000	7,838	(3,162)	28.7%
12	Electricity	14,000	7,000	6,391	(609)	8.7%
13	Gas	22,000	11,000	10,223	(777)	7.1%
14	<b>Total Utilities</b>	<b>58,000</b>	<b>29,000</b>	<b>24,452</b>	<b>(4,548)</b>	<b>15.7%</b>
15	<b>Maintenance</b>	<b>390,000</b>	<b>50,000</b>	<b>50,588</b>	<b>588</b>	<b>-1.2%</b>
16	<b>Protective Services</b>	<b>7,000</b>	<b>3,500</b>	<b>6,847</b>	<b>3,347</b>	<b>-95.6%</b>
17	<b>Insurance</b>	<b>13,100</b>	<b>13,100</b>	<b>10,107</b>	<b>(2,993)</b>	<b>22.8%</b>
18	<b>Payments in Lieu of Taxes</b>	<b>11,300</b>	<b>5,650</b>	<b>5,304</b>	<b>(346)</b>	<b>6.1%</b>
19	<b>Bad Debt-Tenants</b>	<b>4,000</b>	<b>2,000</b>	<b>131</b>	<b>(1,869)</b>	<b>93.5%</b>
20	<b>Debt Interest (excl deferred)</b>	<b>46,800</b>	<b>23,400</b>	<b>23,569</b>	<b>169</b>	<b>-0.7%</b>

21	<b>Total Operating Expenses</b>	<b>589,600</b>	<b>156,700</b>	<b>145,869</b>	<b>(10,831)</b>	<b>6.9%</b>
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22	<b>Cash Flow from Operations</b>	<b>(288,900)</b>	<b>(6,350)</b>	<b>471</b>	<b>6,821</b>	<b>107.4%</b>
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	<b>Other Sources &amp; (Uses)</b>					
23	Debt Principal (HRA)	(31,100)	(15,431)	(15,431)	-	0.0%
24	Other Financial Items-Sources & (Uses)	320,000	40,000	40,000	-	0.0%
25	<b>Total Other Financial Items</b>	<b>288,900</b>	<b>24,569</b>	<b>24,569</b>	<b>-</b>	<b>0.0%</b>

26	<b>Net Cash Flow</b>	<b>\$ -</b>	<b>\$ 18,219</b>	<b>\$ 25,040</b>	<b>\$ 6,821</b>	<b>-37.4%</b>
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Line item notes:

16 - Fire sprinkler repairs - \$6,000

17 - All tax credit properties changed insurance provider resulting in lower rates from prior year

Swisshelm Village Apartments One LP    316 Laudенbach Ct    32 Units    Built 2002  
 June 30, 2023

Budgeted Vacancy Loss	3%
Actual Vacancy Loss	4.3%

	Account Title	2023 BUDGET	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
<b>Operating Income:</b>						
1	Gross Potential Rent	\$ 287,500	\$ 143,750	\$ 145,303	\$ 1,553	1.1%
2	Less: Vacancy Loss	(8,600)	(4,300)	(6,300)	(2,000)	-46.5%
3	<b>Net Tenant Rental Revenue</b>	<b>278,900</b>	<b>139,450</b>	<b>139,003</b>	<b>(447)</b>	<b>-0.3%</b>
4	Other Income	12,100	6,050	12,504	6,454	106.7%
	<b>Total Operating Income</b>	<b>291,000</b>	<b>145,500</b>	<b>151,507</b>	<b>6,007</b>	<b>4.1%</b>

<b>Operating Expenses:</b>						
	<b>Administrative</b>					
5	Management & Bkpg Fees	38,400	19,200	18,500	(700)	3.6%
6	Auditing Fees	700	700	925	225	-32.1%
7	Legal Expense	1,500	750	-	(750)	0.0%
8	Other Administrative Costs	14,000	7,000	8,654	1,654	-23.6%
9	<b>Total Administrative</b>	<b>54,600</b>	<b>27,650</b>	<b>28,079</b>	<b>429</b>	<b>-1.6%</b>
10	<b>Tenant Services</b>	<b>9,000</b>	<b>4,500</b>	<b>-</b>	<b>(4,500)</b>	<b>0.0%</b>
	<b>Utilities</b>					
11	Water & Sewer	25,000	12,500	10,206	(2,294)	18.4%
12	Electricity	14,000	7,000	6,105	(895)	12.8%
13	Gas	22,000	11,000	9,473	(1,527)	13.9%
14	<b>Total Utilities</b>	<b>61,000</b>	<b>30,500</b>	<b>25,784</b>	<b>(4,716)</b>	<b>15.5%</b>
15	<b>Maintenance</b>	<b>100,000</b>	<b>50,000</b>	<b>46,790</b>	<b>(3,210)</b>	<b>6.4%</b>
16	<b>Protective Services</b>	<b>6,000</b>	<b>3,000</b>	<b>1,278</b>	<b>(1,722)</b>	<b>57.4%</b>
17	<b>Insurance</b>	<b>14,800</b>	<b>14,800</b>	<b>10,117</b>	<b>(4,683)</b>	<b>31.6%</b>
18	<b>Payments in Lieu of Taxes</b>	<b>10,600</b>	<b>5,300</b>	<b>5,304</b>	<b>4</b>	<b>-0.1%</b>
19	<b>Bad Debt-Tenants</b>	<b>5,000</b>	<b>2,500</b>	<b>628</b>	<b>(1,872)</b>	<b>74.9%</b>

20	<b>Total Operating Expenses</b>	<b>261,000</b>	<b>138,250</b>	<b>117,980</b>	<b>(20,270)</b>	<b>14.7%</b>
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21	<b>Cash Flow from Operations</b>	<b>30,000</b>	<b>7,250</b>	<b>33,527</b>	<b>26,277</b>	<b>-362.4%</b>
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<b>Other Sources &amp; (Uses)</b>						
22	Capital Expenditures	-	-	-	-	0.0%
23	Other Financial Items-Sources & (Uses)	-	-	(3,534)	(3,534)	0.0%
24	<b>Total Other Financial Items</b>	<b>-</b>	<b>-</b>	<b>(3,534)</b>	<b>(3,534)</b>	<b>0.0%</b>

25	<b>Net Cash Flow</b>	<b>\$ 30,000</b>	<b>\$ 7,250</b>	<b>\$ 29,993</b>	<b>\$ 22,743</b>	<b>-313.7%</b>
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Line item notes:

4 - Revenue recapture \$4,800; maintenance billings \$1,300; EHV Landlord Incentive \$800

17 - All tax credit properties changed insurance provider resulting in lower rates from prior year

Swisshelm Village Apartments Two LP  
June 30, 2023

304 Laudенbach Ct

32 Units

Built 2003

Budgeted Vacancy Loss	3%
Actual Vacancy Loss	3.6%

	Account Title	2023 BUDGET	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
<b>Operating Income:</b>						
1	Gross Potential Rent	\$ 288,000	\$ 144,000	\$ 143,843	\$ (157)	-0.1%
2	Less: Vacancy Loss	(8,600)	(4,300)	(5,170)	(870)	-20.2%
3	<b>Net Tenant Rental Revenue</b>	<b>279,400</b>	<b>139,700</b>	<b>138,673</b>	<b>(1,027)</b>	<b>-0.7%</b>
4	Other Income	18,000	9,000	13,536	4,536	50.4%
	<b>Total Operating Income</b>	<b>297,400</b>	<b>148,700</b>	<b>152,209</b>	<b>3,509</b>	<b>2.4%</b>

<b>Operating Expenses:</b>						
	<b>Administrative</b>					
5	Management & Bkpg Fees	38,400	19,200	18,600	(600)	3.1%
6	Auditing Fees	700	700	925	225	-32.1%
7	Legal Expense	1,200	600	-	(600)	0.0%
8	Other Administrative Costs	13,500	6,750	7,075	325	-4.8%
9	<b>Total Administrative</b>	<b>53,800</b>	<b>27,250</b>	<b>26,600</b>	<b>(650)</b>	<b>2.4%</b>
10	<b>Tenant Services</b>	<b>9,000</b>	<b>4,500</b>	<b>-</b>	<b>(4,500)</b>	<b>0.0%</b>
	<b>Utilities</b>					
11	Water & Sewer	28,000	14,000	12,476	(1,524)	10.9%
12	Electricity	15,000	7,500	7,357	(143)	1.9%
13	Gas	22,000	11,000	11,282	282	-2.6%
14	<b>Total Utilities</b>	<b>65,000</b>	<b>32,500</b>	<b>31,115</b>	<b>(1,385)</b>	<b>4.3%</b>
15	<b>Maintenance</b>	<b>95,000</b>	<b>47,500</b>	<b>50,131</b>	<b>2,631</b>	<b>-5.5%</b>
16	<b>Protective Services</b>	<b>6,000</b>	<b>3,000</b>	<b>153</b>	<b>(2,847)</b>	<b>94.9%</b>
17	<b>Insurance</b>	<b>15,000</b>	<b>15,000</b>	<b>9,994</b>	<b>(5,006)</b>	<b>33.4%</b>
18	<b>Payments in Lieu of Taxes</b>	<b>10,600</b>	<b>5,300</b>	<b>5,304</b>	<b>4</b>	<b>-0.1%</b>
19	<b>Bad Debt-Tenants</b>	<b>4,000</b>	<b>2,000</b>	<b>8,590</b>	<b>6,590</b>	<b>-329.5%</b>
20	<b>Debt Interest (excl deferred)</b>	<b>40,800</b>	<b>20,400</b>	<b>20,599</b>	<b>199</b>	<b>-1.0%</b>
21	<b>Total Operating Expenses</b>	<b>299,200</b>	<b>157,450</b>	<b>152,486</b>	<b>(4,964)</b>	<b>3.2%</b>

22	<b>Cash Flow from Operations</b>	<b>(1,800)</b>	<b>(8,750)</b>	<b>(277)</b>	<b>8,473</b>	<b>96.8%</b>
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	<b>Other Sources &amp; (Uses)</b>					
23	Debt Principal (HRA)	(33,200)	(16,401)	(16,401)	-	0.0%
24	Capital Expenditures	-	-	-	-	0.0%
25	Other Financial Items-Sources & (Uses)	-	-	30,000	30,000	0.0%
26	<b>Total Other Financial Items</b>	<b>(33,200)</b>	<b>(16,401)</b>	<b>13,599</b>	<b>30,000</b>	<b>182.9%</b>

27	<b>Net Cash Flow</b>	<b>\$ (35,000)</b>	<b>\$ (25,151)</b>	<b>\$ 13,322</b>	<b>\$ 38,473</b>	<b>153.0%</b>
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Line item notes:

4 - Revenue recapture \$2,500; maintenance billings \$3,800

17 - All tax credit properties changed insurance provider resulting in lower rates from prior year

25 - Transfer in from HRA

Riverside Apartments of St. Cloud LP 101 Riverside Dr SE 85 Units Built 1975; HRA Purch 2005  
 June 30, 2023

Budgeted Vacancy Loss	3%
Actual Vacancy Loss	10.9%

	Account Title	2023 BUDGET	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
<b>Operating Income:</b>						
1	Gross Potential Rent	\$ 664,000	\$ 332,000	\$ 337,052	\$ 5,052	1.5%
2	Less: Vacancy Loss	(19,900)	(9,950)	(36,701)	(26,751)	-268.9%
3	<b>Net Tenant Rental Revenue</b>	<b>644,100</b>	<b>322,050</b>	<b>300,351</b>	<b>(21,699)</b>	<b>-6.7%</b>
4	Other Income	30,100	15,050	21,520	6,470	43.0%
	<b>Total Operating Income</b>	<b>674,200</b>	<b>337,100</b>	<b>321,871</b>	<b>(15,229)</b>	<b>-4.5%</b>

<b>Operating Expenses:</b>						
	<b>Administrative</b>					
5	Management & Bkpg Fees	101,900	50,950	46,800	(4,150)	8.1%
6	Auditing Fees	1,700	1,700	2,220	520	-30.6%
7	Legal Expense	4,000	2,000	5,052	3,052	-152.6%
8	Other Administrative Costs	29,000	14,500	24,837	10,337	-71.3%
9	<b>Total Administrative</b>	<b>136,600</b>	<b>69,150</b>	<b>78,909</b>	<b>9,759</b>	<b>-14.1%</b>
10	<b>Tenant Services</b>	<b>4,000</b>	<b>2,000</b>	<b>1,938</b>	<b>(62)</b>	<b>3.1%</b>
	<b>Utilities</b>					
11	Water & Sewer	20,000	10,000	9,264	(736)	7.4%
12	Electricity	55,000	27,500	22,128	(5,372)	19.5%
13	Gas	27,000	13,500	11,917	(1,583)	11.7%
14	<b>Total Utilities</b>	<b>102,000</b>	<b>51,000</b>	<b>43,309</b>	<b>(7,691)</b>	<b>15.1%</b>
15	<b>Maintenance</b>	<b>270,000</b>	<b>135,000</b>	<b>106,910</b>	<b>(28,090)</b>	<b>20.8%</b>
16	<b>Protective Services</b>	<b>21,000</b>	<b>10,500</b>	<b>614</b>	<b>(9,886)</b>	<b>94.2%</b>
17	<b>Insurance</b>	<b>21,800</b>	<b>21,800</b>	<b>16,879</b>	<b>(4,921)</b>	<b>22.6%</b>
18	<b>Payments in Lieu of Taxes</b>	<b>26,400</b>	<b>13,200</b>	<b>13,200</b>	<b>-</b>	<b>0.0%</b>
19	<b>Bad Debt-Tenants</b>	<b>7,000</b>	<b>3,500</b>	<b>4,005</b>	<b>505</b>	<b>-14.4%</b>
20	<b>Debt Interest (excl deferred)</b>	<b>50,400</b>	<b>25,200</b>	<b>25,200</b>	<b>-</b>	<b>0.0%</b>

21	<b>Total Operating Expenses</b>	<b>639,200</b>	<b>331,350</b>	<b>290,964</b>	<b>(40,386)</b>	<b>12.2%</b>
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22	<b>Cash Flow from Operations</b>	<b>35,000</b>	<b>5,750</b>	<b>30,907</b>	<b>25,157</b>	<b>-437.5%</b>
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	<b>Other Sources &amp; (Uses)</b>					
23	Debt Principal	(125,000)	(125,000)	(125,000)	-	0.0%
24	Capital Expenditures	-	-	-	-	0.0%
25	Other Financial Items-Sources & (Uses)	-	-	-	-	0.0%
26	<b>Total Other Financial Items</b>	<b>(125,000)</b>	<b>(125,000)</b>	<b>(125,000)</b>	<b>-</b>	<b>0.0%</b>

27	<b>Net Cash Flow</b>	<b>\$ (90,000)</b>	<b>\$ (119,250)</b>	<b>\$ (94,093)</b>	<b>\$ 25,157</b>	<b>21.1%</b>
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Line item notes:

7 - Two evictions

8 - Advertising \$12,600

17 - All tax credit properties changed insurance provider resulting in lower rates from prior year



TO: St. Cloud HRA Board of Commissioners  
FROM: Louise Reis, Executive Director  
DATE: August 15, 2023  
SUBJECT: Approval of Change to Personnel Policy 02.05, 06.11, 06.12, and 06.25

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**Requested Action:** Approval of Change to Personnel Policy 02.05, 06.11, 06.12, and 06.25

**Background:** The attached Personnel Policies were reviewed by our legal counsel for compliance with the changes to Minnesota State Law regarding recreational marijuana. The four policies have minor changes as the St. Cloud HRA still must comply with federal law regarding marijuana due to the federal funds received.

**Frequency of Request:** N/A

**Related Actions:** None.

**Future Action:** None.

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

**Budget Impact:** None.

**St. Cloud Housing and Redevelopment Authority  
Personnel Policy Manual**

Topic: Pre-Employment Medical Exam  
Section: Employment Policies  
Number 02.05

Page 1 of 1  
Date Issued: 7-01-99  
Date Revised: ~~10-01-06~~

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When a position is posted, it will be determined whether a pre-employment medical examination and documentation will be required of an applicant to demonstrate that the applicant is capable of performing the necessary duties of the position. Any required examination or documentation, for this purpose, will be limited to determining whether the applicant is capable of performing essential job-related duties. After the HRA makes a conditional offer of employment, the applicant will be required to complete the required examination. The nature of the examination will not be affected by the applicant's disability and all persons conditionally offered employment for the same position will be required to complete the examination. Any medical information so obtained will be maintained in a separate folder within the employee's personnel file, which will be treated as confidential information that is not shared with anyone other than the employee upon request. Once an offer of employment has been made and accepted, the HRA may require the new employee to cooperate with any medical disclosure requirements imposed by its workers' compensation carrier.

The medical examination may include a drug and alcohol test pursuant to the HRA's "Drug and Alcohol Testing" Policy, located at 06.25.

Examinations are paid for by the HRA and must be completed by the clinic designated by the HRA. Examinations will be scheduled by the Human Resources department.

Section: Employee Relations  
Number 06.11

Page 1 of 2  
Date Issued: 7-01-99  
Date Revised: 7-11-01  
Date Revised: ~~10-01-06~~

The HRA recognizes that substance abuse and drugs in the workplace can create health and safety problems for all employees and must be addressed. Therefore, it is the policy of the HRA that:

1. The unlawful manufacture, distribution, dispensing, possession, use of a controlled substance or being under the influence of a controlled substance is prohibited in all HRA office and maintenance spaces, in all HRA vehicles, while operating HRA machinery or equipment, while on all HRA grounds and in the common areas of all HRA owned and managed properties, or during scheduled work hours. The HRA is a federal grant recipient, and, therefore, is required to abide by the requirements of federal law under the Drug-Free Workplace Act, codified at 41 U.S.C. § 8101 et seq. Marijuana is a controlled substance under federal law and so is included within the term “drug” for purposes of HRA policy and is a prohibited substance under this policy.

Further, possession, use of or being under the influence of alcohol in all HRA office and maintenance spaces, in all HRA vehicles, while operating HRA machinery or equipment, while on all HRA grounds and in the common areas of all HRA owned and managed properties, or during scheduled work hours is prohibited.

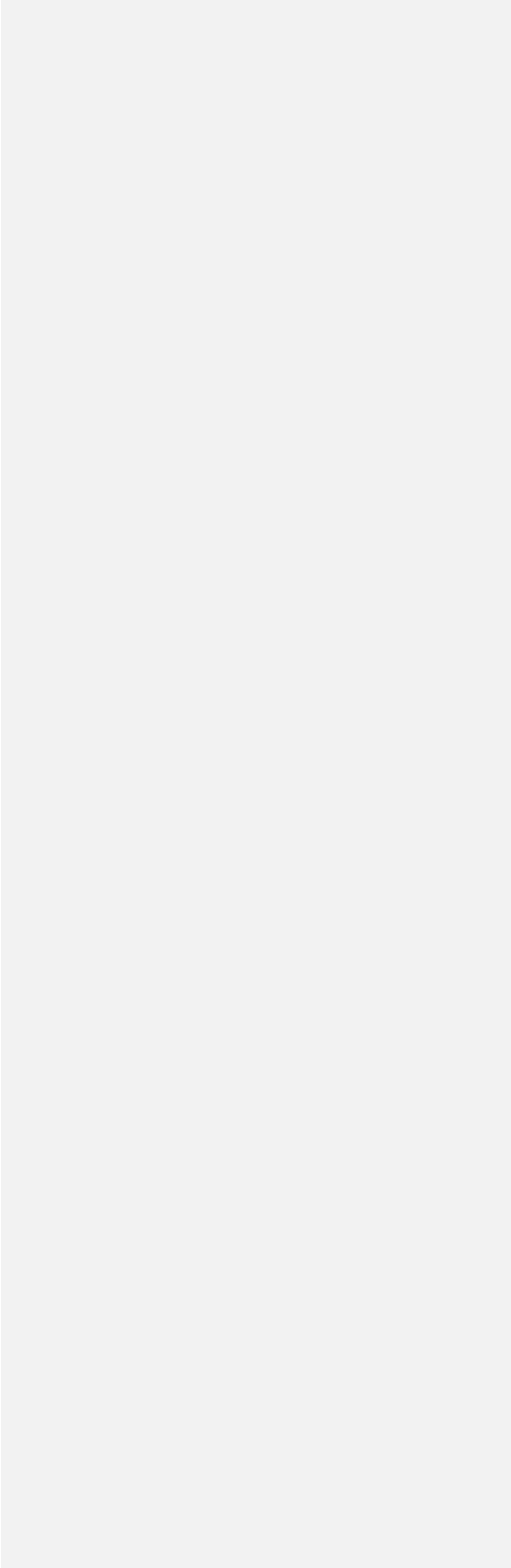
2. Each HRA employee will be notified that as a condition of employment, the employee is required to:
  - a. Abide by the HRA's Substance Abuse/Drug-free Workplace policy; and
  - b. Immediately ~~N~~otify the HRA of any criminal drug statute conviction (including a plea of no contest) for a violation that occurred in the workplace or loss of driver's license where a license is required to perform the duties of the individual's position ~~immediately~~.
3. The **HRA will** take one of the following actions within 30 calendar days of receiving notice of the conviction:
  - a. Take appropriate disciplinary action against the employee; and/or
  - b. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by a federal, state or local health or law enforcement agency. Upon successful completion of this program, the employee may be entitled to return to HRA employment; and/or
  - c. Determine any required job restrictions that may be required because of loss of license if termination of the employee is not appropriate.
4. The HRA employees, through the employee orientation and personnel manual, are made aware of the HRA's policy of maintaining a drug-free workplace and the disciplinary actions that may be taken for violations.

Section: Employee Relations  
Number 06.11

5. The health plan offered to employees through the HRA provides substance abuse treatment programs.
6. For programs established under state or federal grants, the HRA agrees to abide by the requirements of the grants.

| Section: Employee Relations  
Number: 06.25

Date Issued: 3-12-03  
Date Revised: ~~10-01-06~~



I. Introduction and Purpose

The use, possession, sale, or transfer of drugs or alcohol by any employee while on the HRA premises (including all HRA office and maintenance spaces, in all HRA vehicles, on all HRA grounds and in the common areas of all HRA owned and managed properties), while performing HRA work, or while operating an HRA vehicle, machinery, or equipment is strictly prohibited, ~~or being~~ under the influence of drugs or alcohol while on HRA premises (including all HRA office and maintenance spaces, in all HRA vehicles, on all HRA grounds and in the common areas of all HRA owned and managed properties), while performing HRA work, or while operating an HRA vehicle, machinery, or equipment is strictly prohibited. The HRA is a federal grant recipient, and, therefore, is required to abide by the requirements of federal law under the Drug-Free Workplace Act, codified at 41 U.S.C. § 8101 et seq. Marijuana is a controlled substance under federal law and so is included within the term "drug" for purposes of HRA policy and is a prohibited substance under this policy. Consequences of violation of this policy may subject the employee to immediate disciplinary action, up to and including termination.

II. Types of Testings

Employees covered by this policy will be subject to testing for the prohibited use of drugs or alcohol under the following circumstances:

1. Pre-Employment. All applicants for employment who have received a conditional offer of employment must pass a drug and alcohol test. The applicant will not be hired or used if he or she fails the test.
2. Reasonable cause or suspicion testing. The HRA may require any employee to undergo drug and alcohol testing if the HRA has reasonable cause or suspicion to believe:
  - a) The employee is under the influence of drugs or alcohol;
  - b) The employee has violated provisions of the HRA's policy regarding the use, possession, sale or transfer of drugs or alcohol while the employee is working, ~~or~~ on HRA premises as defined above, or operating HRA vehicles, machinery, or equipment;
  - c) The employee has sustained a personal injury, as that term is defined in Section 176.011, Subd. 16, of Minnesota law, or has caused another employee to sustain a personal injury; or
  - ~~d) The employee has caused or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident. has been involved in a work related accident which requires reporting to the HRA's insurance company or which involves non-HRA persons or property.~~  
d)
- ~~3.~~ Treatment program testing. Any employee who has been referred by the HRA for chemical dependency evaluation or treatment ~~or~~ ~~f~~ who ~~e~~-is participating in such

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3. treatment under an employee benefit plan, and has returned to work, may be required to undergo drug and alcohol testing during the evaluation or treatment period and for up to two (2) years after completion of any prescribed chemical dependency treatment program.

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4. —

4. Refusing employees. Any covered applicant or employee may refuse to undergo testing pursuant to this policy. However, applicants who refuse or fail to cooperate in the testing procedures will not be hired by the HRA. Any covered employee who ~~fails or~~ refuses to comply with testing pursuant to this policy will be subject to discipline, including dismissal, as determined solely by the HRA.

A refusal to submit includes failing to appear for a test within a reasonable time and failing to provide a specimen in the manner required by the appropriate testing procedure.

### III. Testing Procedures

Drug and alcohol testing is to be conducted in accordance with state and federal guidelines regarding the procedures to be used. These laws will include procedures for collecting urine samples, testing laboratories, testing procedures, procedures for laboratories, record-keeping and reporting requirements, and standards and procedures for state and federal certification of drug testing laboratories. The intent of the state and federal guidelines is to safeguard the accuracy of the test results and the privacy of individuals who are tested.

Any testing laboratory used will do a confirmatory test on all samples that produced a positive test result on the initial screening test. The HRA will require any laboratory used to disclose the test results to the HRA within three (3) working days after the test.

Within three (3) working days after test results are received from any testing laboratory, the individual ~~being~~-tested will be informed in writing, of the results of that test. In the event an individual's test results are positive, information will be sent to the individual regarding their rights, which includes the opportunity to submit additional information for the purpose of explaining the test requests and requesting a confirmatory retest and the employee's own expense.

All tests will be done by licensed testing laboratories unaffiliated in any ~~other~~-way with the HRA, and testing procedures will be identical for all employees. All initial screening tests and confirmatory tests will be done at the sole expense of the HRA and in accordance with procedures set forth in this policy. Confirmatory ~~re~~testing requested by the employee or applicant will be at the employee's or applicant's own expense.

### IV. Test Results and HRA Action

The HRA will not dismiss, discipline, discriminate against, or require an employee to participate in a counseling or rehabilitation program on the basis of ~~one-a~~ positive ~~test result from an~~ initial screening result. Before any such action will be taken, the initial positive screening test must be verified by a confirmatory test.



If an employee tests positive on an initial screening test, the HRA reserves the right to temporarily suspend the employee without pay or to transfer the employee to another position at the same rate of pay until confirmatory test results are received by the HRA.

An applicant for employment who fails the confirmatory test will not be hired by the HRA. Any employee who tests positive based on the results of a confirmatory test, or retest if one is requested pursuant to this policy. will also be subject to discipline, including dismissal, as determined by the HRA; provided, however, that if the positive test is the first such result for a current employee on a drug or alcohol test required by the employer, the employee will not be dismissed unless:

- I. The HRA has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to an applicable employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the HRA after consultation with a certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
2. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a test after completion of the program.

Nothing in this statement of policy is to be interpreted as constituting a waiver of the HRA's right to maintain discipline and take disciplinary measures as it sees fit.

V. Other Rights Of Employees and Job Applicants

Before the HRA requests that an employee undergo drug and alcohol testing, the HRA will provide the employee with a form on which the employee will acknowledge that he/she has seen the drug and alcohol testing policy.

The testing laboratory used will conduct a confirmatory test on any samples that produce a positive test result on an initial screening test. If a sample produces a negative test result on the initial screening test no further testing will occur. ~~The~~ results of a test will be provided to the HRA within three (3) working days of the negative initial screening test or confirmatory test. Within three (3) working days of the HRA's receipt of the results of the initial test and/or the confirmatory test, the HRA will provide written notification to the employee of the test results. The employee has the right to then request a copy of the actual test result report from the HRA and provide an explanation to the HRA for the positive test results.

If the test results were positive, the employee may request that the original sample be retested at the employee's expense. In order to do this, the employee should notify the HRA in writing within five (5) working days after the notice of the test results has been received; that he/she would like a confirmatory retest done. Within three (3) working days after the HRA's receipt of that notice from the employee, the HRA will notify the original testing lab that the employee has requested that they perform a confirmatory retest or that the sample be transferred to another laboratory to conduct the confirmatory retest. Any confirmatory retest done must use the same drug threshold detection level as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test results, there will be no adverse personnel action taken based on that original positive confirmatory test.

V. Privacy and Confidentiality

Testing laboratories may not disclose the results of a drug and alcohol test except to the HRA.

All test result reports and other information acquired in the testing process are private and confidential information. As such, this information may not be disclosed by the HRA to any other employer or third party individual without the employee's written consent.

There are certain exceptions to the privacy and confidentiality disclosure limitations. Evidence of a positive test result may be used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing or a judicial proceeding if the information is relevant; it may be disclosed to any federal agency or other unit of the United States Government as required under federal law, regulation, or order; and it may be disclosed to a substance abuse treatment facility for the purpose of evaluating or treating the employee

No positive test results obtained pursuant to this policy may be used as evidence in a criminal action against an employee.

TO: St. Cloud HRA Board of Commissioners

FROM: Paul Soenneker, Project Manager

DATE: August 17, 2023

SUBJECT: Approval of Change Order for Replacement of Two Primary Heating Pumps at Grace McDowall Apartments.

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**Requested Action:** Approve authorizing the Executive Director to sign change order up to \$30,000.00 with Kue Contractors Inc. for the replacement of 2 primary heating pumps at Grace McDowall Apartments.

**Background:** The boilers and air handlers at Grace McDowall Apartments are currently being replaced by Kue Contractors Inc. in the amount of \$542,880.00. It came to the attention of HRA staff during the pre-construction meeting that the replacement of the 2 primary heating pumps was not a part of the original contract. These pumps are old and showing signs of leaking. One of the pump motors looks to have been rebuilt, but the other is original.

GLTArchitects is working with the Engineer; Cain Thomas Associates to determine what pumps will work best with the variable frequency drives (VFD's) which are currently installed at the building and are only two years old.

HRA staff has been told that the cost of this change order should be somewhere in the range of \$15,000.00 and \$30,000.00. The pumps are currently 4 – 6 weeks out once ordered, so it is important that we receive board approval to expedite the process once we get a firm dollar amount from the contractor.

HRA staff recommends replacing the pumps to ensure that an integral part of the boiler system has been updated along with the boilers & air handlers.

**Frequency of Request:** Once

**Related Actions:** None

**Future Action:** Approval of loan from the Community Housing Fund in summer or early fall.

**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 a loan from the Community Housing Fund which is expected to be repaid in full within two to three years.

TO: St. Cloud HRA Board of Commissioners  
FROM: Karen Rizer, CPA Finance Director  
DATE: August 17, 2023  
SUBJECT: Amendment to Procurement Policy

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**Requested Action:** Approve the changes to the HRA’s procurement policy as indicated below.

**Background:** The section on cooperative purchasing needs to be updated to also include the option to use Federal cooperative purchasing.

Current section on cooperative purchasing:

H. COOPERATIVE PURCHASING

1. The HRA may enter into State and local intergovernmental agreements to purchase or use common goods and services. The decision to use an intergovernmental agreement or conduct a direct procurement shall be based on economy and efficiency. In order to implement cost savings on otherwise properly authorized acquisitions, the Executive Director is authorized to sign Joint Powers Agreements with governmental subdivisions or the State to take advantage of lawful joint purchasing opportunities.
2. For each contract for the purchase of supplies, materials, or equipment over \$25,000, the HRA must consider the availability, price and quality of supplies, materials, or equipment available through the State’s cooperative purchasing venture before purchasing through another source.

The above will be replaced with:

H. COOPERATIVE PURCHASING/INTERGOVERNMENTAL AGREEMENTS/GSA

1. The HRA may enter into Federal, State and/or local cooperative or intergovernmental agreements to purchase or use common supplies, equipment, or services. The decision to use an interagency agreement instead of conducting a direct procurement shall be based on economy and efficiency. The interagency agreement, if used, shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions. The HRA may use Federal or State excess and surplus property instead of purchasing new equipment and property if feasible and if it will result in a reduction of project costs. The goods and services obtained under a cooperative purchasing agreement must have been procured in accordance with 2 CFR Part 200.320.
2. General Services Administration (GSA) Purchasing: The HRA may utilize cooperative purchasing, subject to any limitations that may be established under state and local laws and procedures, to purchase certain items offered through the GSA under “GSA Schedule 70”. Purchases are limited to the following automated data processing equipment: firmware, software, supplies, support equipment, and services. Other GSA Government wide Acquisition Contracts (GWACs) are not authorized for use by public housing agencies.

3. For each contract for the purchase of supplies, materials, or equipment over \$25,000, the HRA must consider the availability, price and quality of supplies, materials, or equipment available through the State's cooperative purchasing venture before purchasing through another source.

**Options:** Approve, Table, or Deny.

**Frequency of Request:** As needed.

**Related Actions:** None.

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

TO: St. Cloud HRA Board of Commissioners  
FROM: Louise Reis, Executive Director  
DATE: August 16, 2023  
SUBJECT: Public Hearing and Approval of the FY 2024 Public Housing Agency Plan

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**Requested Action:** Hold Public Hearing and Approve of the FY 2024 Public Housing Agency Plan (PHA Plan)

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

A summary of the proposed changes is listed below:

**Public Housing (ACOP)**

The Admissions and Continued Occupancy Policy (ACOP) reflects changes based on the public housing regulations from the Department of HUD. The following items were adjusted and/or corrected: students, inspection information, recreational cannabis, lease updates to reflect changes required by Minnesota Law, Flat Rents, Income Limits and Utility Allowances will be updated.

**Housing Choice Voucher (Admin Plan)**

The Administrative Plan (Admin Plan) reflects changes based on the current federal regulations from the Department of HUD. The following items were adjusted and/or corrected: Emergency Housing Voucher information, gender information, and Income Limits and Utility Allowances will be updated.

**Capital Fund Program (public housing only)**

See attached Five-Year Plan.

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

**Frequency of Request:** Annually

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

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

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

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

**RESOLUTION 2023-11**

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

**APPROVAL OF THE PUBLIC HOUSING AGENCY PLAN**

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

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

WHEREAS, the St. Cloud Housing and Redevelopment Authority made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held on August 23, 2023 and conducted a hearing to discuss the Plan and invited public comment; and

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF ST. CLOUD, MINNESOTA that this Public Housing Agency Plan is approved and shall be submitted to the U.S. Department of Housing and Urban Development.

Adopted this 23rd day of August 2023.

ATTEST:

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

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



**RESOLUTION 2023-12**

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

**APPROVAL OF THE CAPITAL FUND PROGRAM AND FIVE-YEAR PLAN**

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

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

WHEREAS, the St. Cloud Housing and Redevelopment Authority Board of Commissioners held a public hearing on the plan as presented on August 23, 2023 and have reviewed and approved the plan; and

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF ST. CLOUD, MINNESOTA that this Capital Fund Program and Five-Year Plan is approved and shall be submitted to the U.S. Department of Housing and Urban Development.

Adopted this 23rd day of August 2023.

ATTEST:

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

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

Capital Fund Program - Five-Year Action Plan

Status: Draft

Approval Date:

Approved By:

<b>Part I: Summary</b>						
<b>PHA Name :</b> HRA of ST. CLOUD, MINNESOTA			<b>Locality (City/County &amp; State)</b>			
<b>PHA Number:</b> MN038			<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b>		<input type="checkbox"/> <b>Revised 5-Year Plan (Revision No: )</b>	
<b>A.</b>	<b>Development Number and Name</b>	<b>Work Statement for Year 1 2024</b>	<b>Work Statement for Year 2 2025</b>	<b>Work Statement for Year 3 2026</b>	<b>Work Statement for Year 4 2027</b>	<b>Work Statement for Year 5 2028</b>
	WILSON APARTMENTS (MN038000003)	\$359,473.00	\$77,395.00	\$339,616.00	\$243,047.00	\$42,395.00
	EMPIRE APARTMENTS (MN038000001)	\$120,000.00	\$432,531.00	\$75,000.00	\$310,000.00	\$325,652.00
	ST. CLOUD HRA (MN038000002)	\$444,474.00	\$414,021.00	\$509,331.00	\$370,900.00	\$555,900.00

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>				
<b>Work Statement for Year</b>				
1		2024		
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
	WILSON APARTMENTS (MN038000003)			\$359,473.00
ID0043	Replace or Reline Plumbing Lines(Non-Dwelling Interior (1480)-Plumbing,Contract Administration (1480)-Other Fees and Costs)	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304 is a 7-story, 126- unit high-rise building. Affected area pipes will be replaced or relined as necessary and shut-off valves will be installed. No asbestos issues are expected, but will abate if necessary.		\$172,078.00
ID0053	Operations(Operations (1406))	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304 On-going operating costs including trash removal, snow removal, lawn care, exterminating services and cleaning, as well as other costs as necessary.		\$10,000.00
ID0054	Capital Fund Administration(Administration (1410)-Salaries)	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304. Capital Fund Administration		\$32,395.00
ID0055	Upgrade Common Area Lighting(Non-Dwelling Interior (1480)-Electrical)	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304. Replace all common area light fixtures with LED fixtures. Electrician to remove old fixtures and ballasts and replace with new, energy efficient LED fixtures.		\$50,000.00
ID0056	Replace Hot Water Expansion Tank(Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Interior (1480)-Plumbing)	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304. Update hot water system. Remove old hot water tank and all piping to that tank. Asbestos abatement to be completed by certified expert. New concrete pad to be formed. 1 new boiler, 2 pumps, and 3 tanks to be installed with applicable new piping. Complete inspections by Electrical and Plumbing before use.		\$80,000.00
ID0113	Software Conversion(Management Improvement (1408)-System Improvements)	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304 Software Conversion.		\$15,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2024		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	EMPIRE APARTMENTS (MN038000001)			\$120,000.00
ID0044	Operations(Operations (1406))	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303 On-going operating costs including trash removal, snow removal, lawn care, exterminating services and cleaning, as well as other costs as necessary.		\$10,000.00
ID0045	Capital Fund Administration(Administration (1410)-Salaries)	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303. Capital Fund Administration		\$30,000.00
ID0048	Replace Hot Water Expansion Tank(Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Interior (1480)-Plumbing)	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303. Replacement of building hot water tank. Seal old water tank that is suspended from ceiling in mechanical room. Remove all plumbing and asbestos attached to the old tank. Build new concrete platform for 1 boiler, 2 pumps and 3 tanks for hot water. Inspections by State of MN for electrical and plumbing before use. Certified asbestos abatement completion; must remove all old materials and clean area.		\$65,000.00
ID0057	Software Conversion(Management Improvement (1408)-System Improvements)	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303 Software Conversion.		\$15,000.00
	ST. CLOUD HRA (MN038000002)			\$444,474.00
ID0051	Furnace, Air Conditioner, and Water Heater Replacement(Dwelling Unit-Interior (1480)-Mechanical,Non-Dwelling Construction - Mechanical (1480)-Cooling Equipment - Systems)	Replace the furnaces, air conditioners, and water heaters in 12 scattered site single-family homes: 1424 12 Av N, 3019 12 St N, 3400 8 St N, 3501 8 St N, 236 23 Av N, 328 25 Av N, 416 24 Av N, 451 29 Av N, 432 30 Av N, 1047 33 Av N, 1042 33 Av N, 1018 35 Av N., using energy star furnaces, AC units, and water heaters. New exhaust and intake venting to be installed if necessary. Old equipment to be removed by vendor. No asbestos issues are anticipated, but will abate if necessary.		\$90,000.00

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>				
<b>Work Statement for Year 1 2024</b>				
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
ID0052	Concrete Work and Landscaping(Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Parking)	Concrete work at 4 of 40 scattered site single-family homes: 711 25 Av N, 819 36 Av N, 1042 35 Av N, 1103 9 Av SE. Replace stoops, sidewalks, parking pads and driveways, and landscaping work as needed. Remove and dispose of old concrete. Prepare area, pour and finish concrete as needed. Because soil will be disturbed, the PHA will be responsive to any soil environmental review issues prior to work beginning.		\$100,000.00
ID0062	Operations(Operations (1406))	On-going maintenance operating costs as necessary.		\$210,900.00
ID0063	Capital Fund Administration(Administration (1410)-Salaries)	Capital Fund Administration		\$30,000.00
ID0112	Software Conversion(Management Improvement (1408)-System Improvements)	Software Conversion.		\$13,574.00
	Subtotal of Estimated Cost			\$923,947.00

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>				
<b>Work Statement for Year</b> 2		2025		
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
	EMPIRE APARTMENTS (MN038000001)			\$432,531.00
ID0014	Operations(Operations (1406))	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303 On-going operating costs including trash removal, snow removal, lawn care, exterminating services and cleaning, as well as other costs as necessary.		\$10,000.00
ID0015	Capital Fund Administration (Administration (1410)-Salaries)	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303. Capital Fund Administration		\$30,000.00
ID0016	Replace or Reline Plumbing Lines(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Interior (1480)-Plumbing)	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303 is a 10-story, 89 unit high-rise building. Affected area pipes will be replaced or relined as necessary and shut off valves will be installed. No asbestos issues are expected, but will abate if necessary.		\$184,178.00
ID0059	Resurface Parking Lot(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Empire Apartments - 54 4th Av N, St. Cloud, MN 56303. Resurface area of parking lot. Area to be swept, repair cracks, holes or soft spots. Overlay with 1.5 to 2 inches asphalt. Vendor to provide labor and materials. Soil will be disturbed - HRA will be responsive to any environmental requirements.		\$30,000.00
ID0060	Security System Upgrade(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Security)	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303. Replace current security system including camera and camera servers. Contractor to provide new equipment and remove and dispose of all old equipment.		\$32,000.00
ID0061	Repair or Replace Emergency Generators(Non-Dwelling Construction - Mechanical (1480)-Generator)	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303. Repair or replacement of the emergency generators at Empire Apartments. Contractor to provide new equipment and remove and dispose of old equipment.		\$65,000.00

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>				
<b>Work Statement for Year</b>				
2		2025		
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
ID0120	Upgrade Interior Lighting in Units(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Other)	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303 is a 10-story, 89 unit high-rise building. Replace all interior light fixtures with LED fixtures. Electrician to remove old fixtures and ballasts and replace with new, energy efficient LED fixtures.		\$81,353.00
	ST. CLOUD HRA (MN038000002)			\$414,021.00
ID0017	Operations(Operations (1406))	On-going maintenance operating costs as necessary.		\$210,900.00
ID0018	Capital Fund Administration(Administration (1410)-Salaries)	Capital Fund Administration		\$30,000.00
ID0064	Flooring Replacement(Dwelling Unit-Interior (1480)-Flooring (non routine))	Replace flooring in 2 of 40 scattered site single-family homes: 860 19 Av N and 3501 8 St N. Remove old flooring and install new to include vinyl and carpet for kitchens, bathrooms, hallways, bedrooms and living rooms. Disposal of old materials to be the responsibility of the vendor. Asbestos abatement will be completed if necessary.		\$26,750.00
ID0065	Replace Cabinetry(Dwelling Unit-Interior (1480)-Kitchen Cabinets)	Replace cabinetry in 2 of 40 scattered site single-family homes: 860 19 Av N and 3501 8 St N. Remove and dispose of wall and base cabinets in kitchens. Will replace using same configuration. Laminate countertops will be replaced.		\$44,650.00
ID0066	Carpentry(Dwelling Unit-Interior (1480)-Other)	General carpentry related to the remodel of 2 of 40 scattered site single-family homes: 860 19 Av N and 3501 8 St N, including drywall, rough and finish carpentry, interior doors (if needed), and trim.		\$53,250.00

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>				
<b>Work Statement for Year</b>				
2	2025			
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
ID0067	Interior Painting(Dwelling Unit-Interior (1480)-Interior Painting (non routine))	Painting related to the remodel at 2 of 40 scattered site single-family homes: 860 19 Av N and 3501 8 St N.		\$9,171.00
ID0068	Electrical (Dwelling Unit-Interior (1480)-Electrical)	Replacement of light fixtures throughout 2 of 40 scattered site single-family homes: 860 19 Av N and 3501 8 St N. Replacement to include kitchen overhead lighting, dining room overhead lighting, hallway lighting, overhead lighting in bedrooms. Will use existing wiring.		\$23,500.00
ID0069	Plumbing Upgrades(Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing)	Replace Kitchen and Bathroom faucets in 2 of 40 scattered site single-family homes: 860 19 Av N and 3501 8 St N. Chrome finish, single lever faucets with low flow aerators. Water shut-off valves and "P" traps to be replaced as needed. Sinks to be replaced if needed.		\$15,800.00
	WILSON APARTMENTS (MN038000003)			\$77,395.00
ID0027	Operations(Operations (1406))	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304 On-going operating costs including trash removal, snow removal, lawn care, exterminating services and cleaning, as well as other costs as necessary.		\$10,000.00
ID0028	Capital Fund Administration(Administration (1410)-Salaries)	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304. Capital Fund Administration		\$32,395.00
ID0074	Security System Upgrade(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Interior (1480)-Security)	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304. Replace current security system including cameral and camera servers. Contractor to provide new equipment and remove and dispose of all old equipment.		\$35,000.00



Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2 2025				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Subtotal of Estimated Cost			\$923,947.00

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>				
<b>Work Statement for Year 3 2026</b>				
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
	EMPIRE APARTMENTS (MN038000001)			\$75,000.00
ID0079	Operations(Operations (1406))	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303 On-going operating costs including trash removal, snow removal, lawn care, exterminating services and cleaning, as well as other costs as necessary.		\$10,000.00
ID0080	Capital Fund Administration(Administration (1410)-Other,Administration (1410)-Salaries)	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303. Capital Fund Administration		\$30,000.00
ID0081	Common Area Air Conditioning(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Construction - Mechanical (1480)-Cooling Equipment - Systems,Non-Dwelling Interior (1480)-Mechanical,Contract Administration (1480)-Other)	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303 Install new air conditioning units to service common areas. New units will be placed at same location as old units. Old units to be removed and taken to recycling center. New units of sufficient capacity to be installed according to code.		\$35,000.00
	ST. CLOUD HRA (MN038000002)			\$509,331.00
ID0082	Operations(Operations (1406))	On-going maintenance operating costs as necessary.		\$210,900.00
ID0083	Capital Fund Administration(Administration (1410)-Other,Administration (1410)-Salaries)	Capital Fund Administration		\$30,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2026		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0085	Replace Playground Equipment, Fence and Playground Surface(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Playground Areas - Equipment)	Cedar Ridge Townhomes, 3459 through 3477 14th Av N, St. Cloud, MN. Replace playground surface, equipment and fence. Current surface material to be removed and replaced with new materials. Equipment to be removed and replaced with new equipment. Current chain link fence to be removed and replaced with new. Vendor to provide labor and will be responsible for disposal of all old materials. Soil will be disturbed. HRA will be responsive to any environmental requirements.		\$150,000.00
ID0098	Upgrade Electrical Boxes in All Single Family Homes(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Electrical)	Upgrade electrical boxes throughout 40 scattered site single-family homes. Contractor to provide new materials and remove and dispose of old materials.		\$118,431.00
	WILSON APARTMENTS (MN038000003)			\$339,616.00
ID0086	Operations(Operations (1406))	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304. On-going operating costs including trash removal, snow removal, lawn care, exterminating services and cleaning, as well as other costs as necessary.		\$10,000.00
ID0087	Capital Fund Administration(Administration (1410)-Other,Administration (1410)-Salaries)	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304. Capital Fund Administration		\$32,395.00
ID0088	Common Area Air Conditioning(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Construction - Mechanical (1480)-Cooling Equipment - Systems,Non-Dwelling Construction - Mechanical (1480)-Other,Non-Dwelling Interior (1480)-Mechanical,Contract Administration (1480)-Other)	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304. Install new air conditioning units to service common areas. New units will be placed at same location as old units. Old units to be removed and taken to recycling center. New units of sufficient capacity to be installed according to code.		\$35,000.00
ID0091	Window Awnings(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Canopies)	Wilson Apartments, 41 3rd Ave NE, St. Cloud, MN 56304. Adding window awnings. Contractor to provide new materials and cleanup of the project.		\$45,000.00

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>				
<b>Work Statement for Year 3 2026</b>				
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
ID0099	Patio Area With Raised Garden Beds(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Site Work (1480)-Landscape)	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304. Add handicap accessible patio area with raised garden beds. Vendor to provide all labor and materials. Soil will be disturbed. HRA will be responsive to any environmental requirements.		\$50,000.00
ID0121	Install Stove Exhaust Hoods/cabinets in All Units(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Mechanical)	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304. Install stove exhaust hoods, cabinets, and related electrical throughout 126 unit high-rise. Contractor to provide new materials and remove and dispose of old materials.		\$167,221.00
	Subtotal of Estimated Cost			\$923,947.00

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>				
<b>Work Statement for Year</b>				
4		2027		
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
	ST. CLOUD HRA (MN038000002)			\$370,900.00
ID0100	Replace Furnaces, Air Conditioners, and Water Heaters at Quarry and Flintwood(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing)	Replace furnaces, air conditioners, and water heaters at 12 Quarry Ridge Townhomes (2005-2027 Quarry Rd) and 12 Flintwood Townhomes (5702-5724 Flintwood Rd) using energy star appliances. New exhaust and intake venting to be installed if necessary. Old equipment to be removed by vendor. No asbestos issues are anticipated, but will abate if necessary.		\$130,000.00
ID0106	Operations(Operations (1406))	On-going maintenance operating costs as necessary.		\$210,900.00
ID0109	Capital Fund Administration(Administration (1410)-Other,Administration (1410)-Salaries)	Capital Fund Administration		\$30,000.00
	WILSON APARTMENTS (MN038000003)			\$243,047.00
ID0101	Upgrade Electrical Boxes in All Units(Dwelling Unit-Interior (1480)-Electrical,Contract Administration (1480)-Other Fees and Costs)	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304. Replace electrical boxes throughout 126 unit high-rise. Contractor to provide new materials and remove and dispose of old materials.		\$80,652.00
ID0102	Update Fire Sprinkler System(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System)	Wilson Apartments 41 3rd Av NE, St. Cloud, MN 56304. Contractor to provide new equipment and remove and dispose all old equipment. The presence of asbestos is not anticipated, but abatement will be completed if necessary.		\$120,000.00

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>				
<b>Work Statement for Year</b>				
4	2027			
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
ID0105	Operations(Operations (1406))	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304. On-going operating costs including trash removal, snow removal, lawn care, exterminating services and cleaning, as well as other costs as necessary.		\$10,000.00
ID0108	Capital Fund Administration(Administration (1410)-Other,Administration (1410)-Salaries)	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304. Capital Fund Administration		\$32,395.00
	EMPIRE APARTMENTS (MN03800001)			\$310,000.00
ID0103	Boiler Replacement(Non-Dwelling Construction - Mechanical (1480)-Central Boiler,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Contract Administration (1480)-Other Fees and Costs)	Empire Apartments 54 4th Av N, St. Cloud, MN 56303. Repair or replace boiler if necessary. Contractor to provide new equipment and remove and dispose all old equipment. The presence of asbestos is not anticipated, but abatement will be completed if necessary.		\$150,000.00
ID0104	Update Fire Sprinkler System(Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System,Contract Administration (1480)-Other Fees and Costs)	Empire Apartments 54 4th Av N, St. Cloud, MN 56303. Contractor to provide new equipment and remove and dispose all old equipment. The presence of asbestos is not anticipated, but abatement will be completed if necessary.		\$120,000.00
ID0107	Operations(Operations (1406))	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303 On-going operating costs including trash removal, snow removal, lawn care, exterminating services and cleaning, as well as other costs as necessary.		\$10,000.00
ID0110	Capital Fund Administration(Administration (1410)-Other,Administration (1410)-Salaries)	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303. Capital Fund Administration		\$30,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4 2027				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Subtotal of Estimated Cost			\$923,947.00

Capital Fund Program - Five-Year Action Plan

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>				
<b>Work Statement for Year</b> 5		2028		
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
	ST. CLOUD HRA (MN038000002)			\$555,900.00
ID0049	Operations(Operations (1406))	On-going maintenance operating costs as necessary.		\$210,900.00
ID0050	Capital Fund Administration(Administration (1410)-Salaries)	Capital Fund Administration		\$30,000.00
ID0114	Upgrade Door Locks to Electronic Fob System at 36 Townhomes(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Other)	Upgrade door locks at Cedar Ridge Townhomes (3455-3477 14 St N), Quarry Ridge Townhomes (2005-2027 Quarry Rd), and Flintwood Townhomes (5702-5724 Flintwood Rd). All entry door locks to be replaced with an electronic fob system.		\$75,000.00
ID0115	Upgrade Interior Lighting to Energy Efficient Lighting in 36 Townhomes(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Electrical)	Upgrade interior lighting at Cedar Ridge Townhomes (3455-3477 14 St N), Quarry Ridge Townhomes (2005-2027 Quarry Rd), and Flintwood Townhomes (5702-5724 Flintwood Rd). All interior lighting to be replaced with energy efficient LED fixtures. All light bulbs will be replaced with LED bulbs.		\$60,000.00
ID0116	Replace Exterior Steps at Cedar Ridge Townhomes(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Site Work (1480)-Other)	Replace exterior steps in 12 Cedar Ridge Townhomes (3455-3477 14 St N) using maintenance free materials. Contractor responsible for providing all new materials and removal and disposal of all old materials. Asbestos abatement will be completed if necessary.		\$60,000.00
ID0117	Replacement of Exterior Patios and Exterior Lighting at 24 Townhomes (Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Site Work (1480)-Lighting,Non-Dwelling Exterior (1480)-Lighting)	Repair or replace exterior patios and lighting in 12 Cedar Ridge Townhomes (3455-3477 14 St N) and 12 Quarry Ridge Townhomes (2005-2027 Quarry Rd). Contractor responsible for providing all new materials and removal and disposal of all old materials. Exterior lighting to be replaced with energy efficient fixtures. Asbestos abatement will be completed if necessary.		\$120,000.00



<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>				
<b>Work Statement for Year</b> 5		2028		
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
	EMPIRE APARTMENTS (MN038000001)			\$325,652.00
ID0058	Capital Fund Administration(Administration (1410)-Salaries)	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303. Capital Fund Administration		\$30,000.00
ID0111	Operations(Operations (1406))	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303 On-going operating costs including trash removal, snow removal, lawn care, exterminating services and cleaning, as well as other costs as necessary.		\$10,000.00
ID0118	Boiler Replacement(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Construction - Mechanical (1480)-Central Boiler,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System)	Empire Apartments 54 4th Av N, St. Cloud, MN 56303. Repair or replace boiler if necessary. Contractor to provide new equipment and remove and dispose all old equipment. The presence of asbestos is not anticipated, but abatement will be completed if necessary.		\$165,652.00
ID0119	Replace Heat Registers and Zone Valves(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Mechanical)	Empire Apartments, 54 4th Av N, St. Cloud, MN 56303 is a 10-story, 89 unit high-rise building. Replace heat registers and zone valves. Contractor to provide new materials and remove and dispose of all old materials. No asbestos issues are expected, but will abate if necessary.		\$120,000.00
	WILSON APARTMENTS (MN038000003)			\$42,395.00
ID0070	Operations(Operations (1406))	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304 On-going operating costs including trash removal, snow removal, lawn care, exterminating services and cleaning, as well as other costs as necessary.		\$10,000.00

Capital Fund Program - Five-Year Action Plan

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

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>				
<b>Work Statement for Year</b> 5		2028		
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
ID0071	Capital Fund Administration(Administration (1410)-Salaries)	Wilson Apartments, 41 3rd Av NE, St. Cloud, MN 56304. Capital Fund Administration		\$32,395.00
	Subtotal of Estimated Cost			\$923,947.00

TO: HRA Board of Commissioners  
FROM: Louise Reis, Executive Director  
DATE: August 16, 2023  
SUBJECT: Report on Activities

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**Multi-Family Energy Savings Program:** Last month I informed you about the Multifamily Energy Savings Program that provides qualifying building owners and managers with select energy saving services and appliances. Our multifamily buildings are being assessed and to date we will have appliances replaced in the following buildings: Eastwood, Germain, Creeks, Swisshelm's, Riverside and Brownstones. We are waiting for the report on Grace McDowall and Northway.

**HRA Office Building:** We will be opening our office lobby during business hours Monday through Thursday, with Friday by appointment only. We are in the process of designing the best layout of the lobby as we move forward. The outside and inside drop boxes will continue to be utilized.

**Housing Choice Voucher Program:** During the month of July 2023, there were twelve housing choice vouchers released. Two of the voucher holders were at Zero HAP, eight were for program violations, and two were voluntary releases. One was over the age of 62.

As of July 31, 2023 – 77 Port In vouchers and 39 Port Out vouchers.

**CDBG Update:**

For the homeowner rehab program:

- 12 in construction
- 5 in bidding
- 12 on wait list

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

<b>Fund: Public Housing – 291 Units</b>			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>7/31/23</u>
Empire	89	1.28%	3
Wilson	126	2.18%	3
Scattered Sites	76	5.28%	2

<b>Fund: Section 8 New Construction – 162 Units</b>			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>7/31/23</u>
Germain	60	2.02%	2
Grace/NWB	102	1.63%	0

<b>Fund: Tax Credit – 249 Units</b>			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>7/31/23</u>
Creeks	24	3.22%	0
Brownstones	12	0.00%	0
Swisshelm One	32	2.68%	0
Westwood One	32	4.03%	1
Swisshelm Two	32	3.12%	1
Westwood Two	32	6.54%	2
Riverside	85	9.21%	5*

<b>Fund: Affordable Housing – 79 Units</b>			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>7/31/23</u>
Eastwood	18	5.52%	2
Loehr	61	3.64%	2
418 House	1	0.00%	0

\*one unit rented August 1<sup>st</sup> and another scheduled for the end of August