

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

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

**Wednesday, May 28, 2025**

*Immediately following 5:00 p.m. Study Session*

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

**Regular Meeting Agenda:**

1. Roll Call and Pledge of Allegiance.

**Consent Agenda:**

2. Approval of Agenda. REQUESTED ACTION: Approve.
3. Approval of Regular Meeting Minutes, April 23, 2025. REQUESTED ACTION: Approve.
4. Approval of Auditor's Reports for the Year Ended December 31, 2024. REQUESTED ACTION: Approve.
5. Approval of Contract for Parking Lot Improvements at Quarry Ridge Townhomes. REQUESTED ACTION: Approve.
6. Approval of Contract for Parking Lot Improvements at Riverside Apartments. REQUESTED ACTION: Approve.

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

**Old Business:** none.

**New Business:**

7. Approval of Relocation Policy.
8. Approval of Resolution 2025-05 – Renewal of Bridges Rental Assistance Grant.
9. Approval of Resolution 2025-06 – Acceptance of HUD CoC Rental Assistance Grant.
10. Report on Activities.

**Open Discussion:**

**Adjourn.**

**HOUSING & REDEVELOPMENT AUTHORITY OF ST. CLOUD, MN  
REGULAR MEETING MINUTES**

**Wednesday, April 23, 2025**

Prior to the meeting, the following Board members attended an apartment building tour at Germain Towers: Scott Brodeen, Tami Calhoun, John Dvorak, Seal Dwyer, Nancy Gohman, Hudda Ibrahim, and Hani Jacobson.

A Regular Meeting for the St. Cloud HRA Board of Commissioners was held on Wednesday, April 23, 2025 at 905 W St. Germain Street, St. Cloud MN 56301. Chair Nancy Gohman called the meeting to order at 5:25 p.m.

**Consent Agenda:**

1. Roll call was taken. Commissioners present: Scott Brodeen, Tami Calhoun, John Dvorak, Seal Dwyer, Nancy Gohman, Hudda Ibrahim, and Hani Jacobson. Commissioners absent: none.
2. Approval of Agenda – Commissioner Dwyer moved for approval; Commissioner Dvorak seconded the motion. All Commissioners voted in favor; the motion carried.
3. Approval of Study Session Minutes, March 26, 2025 – approved as presented.
4. Approval of Regular Minutes, March 26, 2025 – approved as presented.
5. Approval to Write-Off Resident Accounts Receivable – approved as presented.
6. Approval of Contract for Lead Based Paint Risk Assessor and Clearance Testing Services – contract approved with Environmental Health Testing Services for the Lead Based Paint Risk Assessments in the amount of \$465.00 for Risk Assessment, \$275.00 for Clearance Test, and \$740.00 if both are needed.
7. Approval of Contract for Boiler Replacement at Eastwood Apartments – contract approved with Yale Mechanical in the amount of \$37,700.00 for the replacement of two boilers at Eastwood Apartments.

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

Old Business: none.

**New Business:**

8. Approval of Mural on Germain Towers Stair Tower – Ms. Reis shared within Germain Towers there is a portion of space that is rented by the Paramount Center for the Arts. The Paramount has their name on the stair tower closest to the Paramount entrance by the parking ramp, and they are requesting permission for an artist to design and install a mural with paint or possibly another art medium. Commissioner Calhoun added that murals and public art create a perception that our downtown is safe and approachable and draw people to the area. Chair Gohman asked who will approve the mural and Ms. Reis requested the Paramount bring ideas to the HRA to be presented to the Board for final approval. Chair Dvorak asked who will cover insurance for the artists to complete the work on the tower and Ms. Reis said that is a question for the Paramount before the project begins. Commissioner Dvorak asked if the other outside tower could have art installed? This request will be discussed with the Paramount. Commissioner Dwyer added there are many grants available for artists to create on the space. Commissioner Dwyer moved for approval; Commissioner Dvorak seconded the motion. All Commissioners voted in favor; the motion carried.

9. Approval of Funding for and Suspension of the Homestead Incentive Loan Program – Ms. Reis shared the Homestead Incentive Loan Program provides a qualified homebuyer up to \$5,000 to be used for down payment, closing costs, and prepaids. Ms. Reis added it is a very popular program, so the HRA has requested the Board to designate \$15,000 for the Homestead Incentive Loan Program, which is \$14,680 from loan repayments in previous down payment assistance programs and \$320 of reserves. Ms. Reis then asked the Board to suspend the program until at least \$150,000 is available to restart the program. Commissioner Dwyer asked if there is a way to get additional funds from Minnesota Housing. Ms. Reis said an email was received that Minnesota Housing has also ran out of funds in their program. Commissioner Brodeen asked if the only source of incoming funds from the repayment of loans. Ms. Reis said yes, right now the program is primarily funded through repayments. Commissioner Dvorak moved for approval; Commissioner Brodeen seconded the motion. All Commissioners voted in favor; the motion carried.

10. Approval of Contract for Boiler Replacement at Empire Apartments – Mr. Soenneker shared the HRA is requesting approving the contract with Kraft Contracting & Mechanical in the amount of \$193,000.00 for the replacement of two boilers and two water pumps at Empire Apartments. He said the HRA hiring Design Tree Engineering to evaluate the existing heating system and to create a replacement plan; they solicited bids from contractors and received six bids. Kraft Contracting was the lowest bid received. Commissioner Dvorak asked why Kraft came in significantly lower the Mr. Soenneker replied they are looking for work, and the reference checks came back positive so the HRA is comfortable moving forward. Chair Gohman asked when the project will begin and Mr. Soenneker said as soon as the boilers can be shut down, the project will move forward. Commissioner Dvorak moved for approval; Commissioner Jacobson seconded the motion. All Commissioners voted in favor; the motion carried.

11. Report on Activities – Ms. Reis shared April is Fair Housing Month and HRA staff will be undergoing fair housing training at the monthly staff meeting. She also shared The Minnesota Department of Revenue conducted an audit of the HRA's agency claim process, a sampling of claims and records related to those debts. The audit had one finding that stated two payments were not reported timely to Revenue Recapture because payments must be reported within 30 days and the HRA missed the 30-day deadline. Commissioner Dwyer asked about the open units at Riverside and Ms. Reis responded part of it is the aging population; deaths, moves to assisted living, etc. Commissioner Jacobson asked if someone with a Section 8 voucher could move into Riverside and Ms. Reis said yes.

Chair Gohman asked Mr. Soenneker for a CDBG update. Mr. Soenneker said there are four in construction, 13 on the waiting list, and six in the eligibility stage. Commissioner Dvorak asked if applicants let the HRA know if they find alternative financing while on the waiting list. Mr. Soenneker responded the applicants generally do not let the HRA know until they come to the top of the waiting list and are in the eligibility stage.

There being no further business, the Regular Meeting adjourned at 5:56 p.m.

ATTEST:

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Chair, Nancy Gohman

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Secretary, Hani Jacobson

TO: HRA Board of Commissioners

FROM: Karen Rizer, CPA Finance Director

DATE: May 21, 2025

SUBJECT: Completion of the Annual Audit for the Year Ended December 31, 2024

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**Requested Action:** Accept the auditor's reports for the year ended December 31, 2024.

**Background:** An independent audit was performed by Redpath and Company, LTD., for the year ended December 31, 2024.

An unmodified opinion was issued on the financial statements. An unmodified opinion is in effect a "clean" report which means that the financial statements are fairly presented, in all material respects, in accordance with U.S. generally accepted accounting principles. There were no financial statement findings.

The Minnesota Legal Compliance portion of the audit covers state law requirements in the areas of deposits of public funds and public investing, conflicts of interest, public indebtedness, claims and disbursements, contracting and bidding and other miscellaneous provisions. There were no Minnesota Legal Compliance findings

There is federal legislation that provides for recipients of federal financial awards to have an audit performed to meet the needs of all federal grantor agencies. To comply, there was detail transaction testing and review of the Housing Choice Voucher program and the Section 8 New Construction properties (Germain Towers and Northway A & B). There were no federal award findings.

**Requested Action:** Motion to accept the auditor's reports.

**Frequency of Request:** Annually.

**Future Actions:** None.

TO: Housing and Redevelopment Authority of St. Cloud, MN (HRA) Board of Commissioners

FROM: Paul Soenneker, Project Manager

DATE: May 12, 2025

SUBJECT: Approval of Contract for Parking Lot Improvements at Quarry Ridge Townhomes

**Requested Action:** Approve the contract with Hanson Paving in the amount of \$101,201.70 for the parking lot improvements at Quarry Ridge Townhomes.

**Background:** Over the course of the past several years the existing asphalt parking lot has deteriorated and will not benefit from additional patching or seal coating. The lot is sloped from the street towards the back of the property which causes water to flow across the asphalt. During the freeze / thaw cycle this causes the asphalt to breakdown over time. The HRA hired Stantec Consulting Services to evaluate the existing parking lot and to create a replacement plan. Stantec recommends that a concrete gutter be installed running down the length of the parking lot that would drain into a concrete catch basin which would then drain into the existing storm sewer. There has also been a persistent water issue at unit 2023. Stantec evaluated the situation & is recommending a concrete apron be installed at the rear of unit 2023 to ensure that water will flow away from the structure.

Stantec created the specifications and solicited proposals from four companies. Four proposals were received as outlined below

	<u>Proposal</u>
Granite City Paving PO Box 361 Foley, MN 56329	\$101,022.50
Hanson Paving 3636 Quail Rd. NE Sauk Rapids, MN 56379	\$101,201.70
MN Paving & Materials 14475 Quiram Dr. Rogers, MN 55374	\$122,483.00
Craig Bardson Excavating 31980 Maplevue Rd. Albany, MN 56307	\$129,174.09

Stantec reviewed all of the proposals & noted that Granite City Paving's proposal was \$179.20 less than Hanson Paving's proposal, but due to the nature of the work and the potential for variability in the actual unit price quantities used during construction and the fact that Hanson Paving included epoxy paint for the pavement messaging; Stantec is recommending that the work be awarded to Hanson Paving. HRA staff are recommending going with Stantec's recommendation and awarding the work to Hanson Paving.

**Frequency of Requests:** Once

**Related Action:** None.

**Future Action:** None.

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

**Budget Impact:** This item will be funded HUD's Capital Fund Program.

TO: Housing and Redevelopment Authority of St. Cloud, MN (HRA) Board of Commissioners

FROM: Paul Soenneker, Project Manager

DATE: May 14, 2025

SUBJECT: Approval of Contract for Parking Lot Improvements at Riverside Apartments

**Requested Action:** Approve the contract with Granite City Paving in the amount of \$106,382.00 for the parking lot improvements at Riverside Apartments.

**Background:** Over the course of the past several years the existing asphalt parking lot has deteriorated and will not benefit from additional patching or seal coating. We intend to remove and replace all of the bituminous (asphalt) in the two parking lots and the area to the north of the garages. We will also remove and replace approximately 225 ft of concrete curb along with approximately 230 ft of sidewalk at different areas of the property. We solicited proposals from four companies. We received proposals from three companies as outlined below.

	<u>Proposal</u>
Granite City Paving 9969 170 <sup>th</sup> Ave. NE. Oak Park, MN 56357	\$106,382.00
Hanson Paving 3636 Quail Rd. NE Sauk Rapids, MN 56379	\$125,450.00
Knife River Corporation 4787 Shadow Wood Dr. NE. Sauk Rapids, MN 56379	\$158,345.00

HRA staff are recommends awarding the work to Granite City Paving.

**Frequency of Requests:** Once

**Related Action:** None.

**Future Action:** None.

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

**Budget Impact:** This item will be funded through Riverside Apartments Replacement Reserve Fund.



TO: Housing and Redevelopment Authority of St. Cloud, MN (HRA) Board of Commissioners

FROM: Lori Lindberg, Deputy Director

DATE: May 21, 2025

SUBJECT: Approval of the Relocation Policy

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**Requested Action:** Approval of the Relocation Policy

**Background:** When the HRA plans to undertake a rehabilitation project, the Uniform Relocation Act (URA) is required to be followed. Under the URA, regulatory requirements necessitate a written Relocation Policy to ensure a resident impacted by a rehabilitation project is offered protections and continues to be treated in a fair and equitable manner.

The Relocation Policy is written to ensure that HRA staff can develop a Relocation Plan that is clear, easy to follow, facilitates an efficiently managed project, and protects the rights of the HRA and the resident.

Relocation Plans will be written to address the unique needs of the project and residents and adheres to the approved Relocation Policy. Relocation Plans will include details that are unique to the rehabilitation project and include a budget for relocation costs, HRA staff and resident responsibilities, a project timeline, and communication details such as resident notices and resident meetings.

Most recently the HRA received approval to undertake a large capital project at Wilson Apartments, which is a 7-story high rise public housing development located at 41 3rd Av NE, St. Cloud, MN 56304. This property was built in 1971 and has 126 units. Because of the extent of the rehabilitation work at Wilson Apartments, residents will be required to temporarily relocate from their units for approximately 30 days each, over the course of 10 months (from late October 2025 to August 2026). All residents of the building will be offered relocation benefits commensurate with the project and required amount of time the resident must be away from their unit. Relocation benefits will include the costs associated with temporary housing, necessary transportation, and other costs associated with the move. This project is an example of the benefit of a Relocation Policy and the importance of a well written Relocation Plan.

**Frequency of Request:** As needed.

**Related Actions:** None

**Future Action:** None

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

**Budget Impact:** The Relocation Policy by itself does not have an immediate budgetary impact. Relocation will impact individual project budgets when relocation is necessary to complete modernization or rehabilitation of a project.

**Housing and Redevelopment  
Authority of St. Cloud, MN  
RESIDENTIAL ANTI-DISPLACEMENT  
AND  
RELOCATION ASSISTANCE POLICY**

**May 28, 2025**

## **Introduction:**

This Residential Anti-Displacement and Relocation Assistance Policy is prepared by the Housing and Redevelopment Authority of St. Cloud, MN (HRA) in accordance with HUD regulations at 24 CFR 42 and is applicable to programs and projects assisted with HUD funding.

Rehabilitation of the HRA's Public Housing properties may be necessary to ensure that the physical asset remains preserved, continues to meet federal health and safety standards and remains competitive in the comparable rental market. Major systems can deteriorate over time, and repairs can exceed available capital funds and reserves. When additional funding is needed for capital improvements the HRA will seek all options available including state, local and federal resources.

When considering capital projects, the HRA will carefully evaluate the impact to residents and ensure that decisions remain consistent with the goals and objectives of activities assisted under the Uniform Relocation Act (URA). Whenever possible the HRA will minimize displacement of persons (families and individuals) from their homes and neighborhoods as a result of assisted activities.

The HRA will avoid actions that directly result in permanent displacement of residents, and ensure that the planned improvements conform to the mission of the HRA. The HRA will cover eligible costs associated with relocation for projects where a resident may be required to move off site during construction. Relocation costs are determined based on project scope, extent of the relocation, and are further identified in the individual project plans.

The HRA will attempt to complete work in phases whenever possible to minimize the impact of a period of displacement or other disruptions to residents during construction.

## **Key Aspects of the HRA's Anti-Displacement and Relocation Policy:**

### **Compliance with Regulations:**

The HRA will comply with federal and state laws.

### **Contacts:**

The Property Manager will be the primary contact for residents regarding relocation.

The HRA may decide to manage the Relocation Plan in-house or hire a Relocation Consultant. In all instances, the HRA will form a relocation team that may include the Executive Director, Project Manager, and Property Manager. Each staff person on the relocation team will have assigned roles and responsibilities. The team will ensure that all relocation requirements are met, the residents continue to have access to information, and a staff person is assigned to address resident concerns and ask questions.

Primary responsibilities for HRA staff when oversight of the Relocation Plan is handled in-house:

1. Communicate with Residents and Contractors
2. Communicate with the Board and other stakeholders
3. Develop the unique property Relocation Plan
4. Address complaints or concerns, review requests for reasonable accommodations, and address any appeals of relocation benefits.
5. Coordinate relocation benefits for residents.

The HRA will ensure that communication is accessible to residents with disabilities, as well as those with Limited English Proficiency.

**Initiation of Negotiations (ION):**

ION is the trigger for the compliance requirements under the Uniform Relocation Act (URA) which includes resident notices. URA regulations determine ION based on varying factors including whether or not a resident is displaced permanently and the nature of the activity.

Public Housing agencies may receive a combination of funding to assist with rehabilitation of a Public Housing property. Funding may include federal Capital Fund Grants and other state or local funds.

Due to the varying nature of the projects, and timing of approval for funding, the HRA will generally consider the first notification to residents regarding prospective capital projects, as the date of the annual approval of the HRA's Five-Year Capital Plan. When the HRA is able to move forward with the project, the intent to rehabilitate is acknowledged formally, and a project necessitates relocation of residents, the Board will be notified. Approval of the HRA to use specific funding to cover the costs of relocation will be requested. When funding is approved, the HRA will begin to issue Resident Notices and communicate more details regarding the project, tenant rights under URA, and any relocation that is expected.

**Minimize Displacement:**

The HRA will minimize displacement to the extent possible. The HRA will limit temporary displacement for residents of properties undergoing modernization or rehabilitation where the work requires some level of relocation. The HRA will ensure that residents are fairly treated when access to their unit is restricted during the period of relocation (regardless of duration).

Relocation can take many forms. Residents can relocate within the property or may be temporarily relocated off-site. Displacement occurs when a person is permanently displaced from their unit. Temporary relocation occurs when a resident is required to move temporarily.

For the purpose of this document, temporary relocation may include in-place displacement where a resident has to be away from their unit for a portion of a day, and is not expected to be permanently displaced. Residents who have to be away from their unit for more than a day, but for less than one year, would also fall under temporary relocation.

Whenever possible, a phased approach to the project will be considered to minimize impact to residents regardless of the duration of the relocation. A project timeline may change due to circumstances the HRA cannot control. The HRA will communicate changes in the timeline as it impacts a resident's temporary relocation.

**Reasonable Accommodations and Appeals:**

Residents will be offered the opportunity to request reasonable accommodations that help the resident with their unique accessibility needs and where the resident would benefit from a reasonable accommodation during the period of temporary relocation. Residents will also be able to appeal relocation benefit decisions.

**Recordkeeping:**

Documentation associated with relocation will be retained for each household and include tracking of a resident's receipt of notices. Resident acknowledgement of receipt of notices will be through signature on a sign in sheet or other form of acknowledgement. The HRA staff will be responsible to track notices as required by URA.

Records will be retained in accordance with the records retention regulations for no less than 3 years after the resident vacates the property or project completion, whichever is later.

**Relocation Counseling, Needs Assessment, Assistance, and Advisory Services:**

The HRA will provide relocation assistance to residents that are temporarily relocated or displaced as a result of rehabilitation work on the property. Relocation assistance will include advisory services, counseling, calculation and payment of relocation benefits, or other forms of assistance that would facilitate resident moves during the relocation period.

Relocation counseling and advisory services are ongoing between the Property Manager and the resident, and will include written and verbal communication, in-person or virtual resident meetings (when appropriate) and personal interviews with residents. The HRA will work with residents to schedule and coordinate temporary relocation moves, continue to communicate changes in the project timeline, and will track relocation activities. The HRA staff will work with residents and allow time to meet with residents to discuss concerns throughout the process.

Unique needs of individual residents will be discussed with the Property Manager. The Property Manager offers interpreter/translation services and sign language when requested. Reasonable accommodations can be requested by residents and submitted to the Property Manager.

An appeal based on the denial of an accommodation request or calculation of relocation benefits, will be reviewed by assigned HRA staff and follow the process outlined in the project's Relocation Plan. Residents may appeal decisions regarding relocation eligibility. Written appeals must be submitted at least 30 days after the resident receives the 90-day notice regarding eligibility. Grievances will follow the procedure outlined in Chapter 14 of the Admissions and Continued Occupancy Policy (ACOP).

Relocation that lasts for more than 12 months will adhere to the HRA's Relocation Plans and Relocation Policies, applicable federal and state regulations, and the URA. Relocation Benefits will vary based on the extent and duration of the relocation. The Relocation Benefits will be outlined in the individual project Relocation Plan.

**Relocation Budget:**

The HRA will prepare a budget that includes the sources of funding to complete the rehabilitation work as well as the estimated costs for temporary relocation. If a project results in residents having to be away from their unit for a period of more than one day, the budget will include lodging, moving, and other associated relocation costs as appropriate for the project. Residents that are required to be away from their unit for 24-hours or less will be allowed to use the public kitchen and bathroom at the Public Housing property.

**Relocation Plans:**

The HRA will prepare a Relocation Plan in accordance with this policy and it will be based on the project's unique needs, funding requirements, and the URA.

**Resident Rights, Protections, and Responsibilities:**

The resident is responsible to cooperate with the Relocation Plan. The Property Manager will continue to communicate with residents on lease violations, and will continue to adhere to state and federal regulations regarding lease enforcement, which includes but is not limited to Eviction for Cause under the lease. As part of the project's Relocation Plan, resident responsibilities will be reviewed with the resident, and they will be asked to acknowledge that the responsibilities were discussed with them. The Property Manager may initiate actions under the eviction procedures if a resident refuse to comply with the lease and fails to cooperate with the relocation process.

The HRA staff will undertake every effort to best accommodate resident needs during the period of relocation. The HRA will coordinate relocation activities with the support of resident emergency contacts, service providers, and family members if necessary to avoid eviction action. If during the modernization/rehabilitation work, an unforeseen circumstance results in relocation beyond 12 months, the HRA will continue to follow the URA and the Relocation Plan, and will make necessary adjustments to a resident's relocation benefits.

Residents are generally entitled to return to the property after rehabilitation work is complete. Return to units is subject to specific conditions such as health and safety.

For Public Housing residents that choose to accept housing relocation benefits, the HRA will pay the cost of temporary housing and the resident will continue to pay 30% of their income for rent on their Public Housing unit.

For Public Housing residents that choose to not accept housing relocation benefits and secure their own temporary housing, the resident will not be required to pay rent on their unit during the time they must be away from their Public Housing unit. Upon return to their unit, the resident will resume rent payments at 30% of their income.

Changes in household size and income must still be reported to the Property Manager in accordance with the lease and the HRA's Admissions and Continued Occupancy Policies.

#### **Resident Notices and Meetings:**

The HRA will provide required notices under the URA, and hold at least one resident meeting during the project. The HRA will notify residents as soon as possible when capital projects that are contemplated are expected to impact a residents' access to their unit. The HRA will provide additional notices to residents if relocation is needed. Additional resident meetings may also be determined necessary by the HRA to facilitate completion of the project.

Each year a public hearing is held where a proposed use of Capital Funding for capital needs at Public Housing properties is discussed with the public, and approved by the HRA Board of Commissioners. Residents are made aware of the public hearing and the opportunity to discuss the project at the hearing as well.

The HRA may shift priorities as it pertains to capital needs, and at times may modify a previously approved Five-Year Capital Plan based on urgency, age of a major system, or the overall physical condition of the other Public Housing properties in the portfolio.

The HRA will provide notice to residents of its intent to undertake a rehabilitation project as close as possible to the award of funding. This allows the HRA to proceed with its intent to rehabilitate a specific project. This may occur prior to the date the HRA is approved to proceed with the bidding process.

As soon as possible residents will begin to receive appropriate notices under URA, to include the General Information Notice (GIN) which notifies a resident who may be displaced or who may be required to move temporarily with a general written description of the agency's relocation program and the proposed plan. A resident may also receive at this time the Notice of Non-Displacement if temporarily relocation may occur, but permanent displacement is not anticipated. The HRA has the option to combine the GIN and Notice of Non-Displacement if beneficial to the HRA.

Residents will be notified of rehabilitation plans and relocation benefits in writing.

**Uniform Relocation Act (URA):**

The HRA will comply with the URA to ensure fair and equitable treatment for any resident who is temporarily or permanently displaced for activities that address capital needs and meet affordable housing objectives necessary to maintain or preserve federally funded housing.

TO: St. Cloud HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: May 20, 2025

SUBJECT: Approval of Resolution 2025 - 05 – Renewal of Bridges Rental Assistance Grant

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**Requested Action:** Approval of Resolution 2025-05 for Renewal of Bridges Rental Assistance Grant in the amount of \$927,445.00 from Minnesota Housing.

**Background:** The St. Cloud HRA has been administering rental assistance grants from Minnesota Housing since 2002. The rental assistance grants are: Bridges Rental Assistance Program for persons with a mental illness. The grant period is July 1, 2025 to June 30, 2027. The renewal grants will have 47 slots of rental assistance for our agency.

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

**Related Actions:** The application for renewal funding was approved at the November 2024 Board meeting.

**Future Action:** None

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

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



**RESOLUTION 2025 - 05**

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

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

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

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

HEREBY, is requesting Board approval for authorization for the Louise Reis, Executive Director of the HRA to accept the Bridges Rental Assistance Grant from the Minnesota Housing Agency, for the grant period of July 1, 2025 through June 30, 2027, to provide the funding for the rental assistance and fees to cover the cost of administering the grants in the DOLLAR AMOUNT of \$927,445.

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

Adopted this 28<sup>th</sup> day of May, 2025.

ATTEST:

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Nancy Gohman, Chair

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Hani Jacobson, Secretary

TO: St. Cloud HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: May 21, 2025

SUBJECT: Approval of Resolution 2025-06 – Acceptance of HUD CoC Rental Assistance Grant

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**Requested Action:** Approval of Resolution 2025-06 Acceptance of a grant for \$602,520 from the Department of Housing & Urban Development (HUD) for the HUD CoC Rental Assistance One.

**Background:** The HUD CoC Rental Assistance provides tenant-based rental assistance to participants. The participants of the HUD CoC Rental Assistance are the chronic homeless individuals and families. The program builds on the premise that housing and services need to be linked in order to ensure stability of housing. Support service providers are required for each grant. Support services that will be provided in the form of case management and include; mental health, medical, transportation, budgeting, lifestyle skills, employment related skills, and crisis assistance. The Department of HUD has allowed two grants to be combined for a total of \$602,520. The two grants were HUD CoC Rental Assistance One and HUD CoC Rental Assistance Five. We are currently working to secure our support service providers for this grant.

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

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

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

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

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

**RESOLUTION 2025-06**

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

**ACCEPTANCE OF HUD CoC RENTAL  
ASSISTANCE GRANT**

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF ST. CLOUD, MINNESOTA THE ACCEPTED GRANT AMOUNT TO BE AUTHORIZED BY THE EXECUTIVE DIRECTOR: \$602,520.

Adopted this 28<sup>th</sup> day of May, 2025.

ATTEST:

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Nancy Gohman, Chair

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Hani Jacobson, Secretary

TO: HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: May 21, 2025

SUBJECT: Report on Activities

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**HUD CoC DV Rapid Re-Housing Grant:** The HRA and Anna Marie's Alliance partnered for a grant under the Department of HUD Continuum of Care Program for rental assistance and support services for rapid rehousing. The partnership was for the past two years and Anna Marie's Alliance has indicated that they are withdrawing from the grant. We have partnered with Lutheran Social Services for the remaining months of the grant. Once the grant period is completed, we have asked Lutheran Social Services to take over the new grant award instead of our agency as we were unable to find a support service provider for the grant.

**The Creeks:** The Creeks Family Townhomes had a compliance review and physical inspection conducted by Minnesota Housing on April 3, 2025. No issues of noncompliance were noted.

**Summer Hours:** The HRA office will move to summer hours on May 27, 2025. We will be open to the public Monday through Thursday, 7:30 am to 5:00 pm and on Friday by appointment only from 7:30 am to 11:30 am. The summer hours end on September 1.

**Housing Choice Voucher Program:** During the month of April, 2025 there were 3 housing choice vouchers released. One for program violations, and two were voluntarily released.

As of April 30, 2025 - Port In 111, Port Out 45

**CDBG Update:**

For the homeowner rehab program:

- 2 in construction
- 3 in bidding stage
- 13 on waiting list
- 2 in eligibility stage

## Housing Department Vacancy Report – For the Month Ending April 30, 2025

<b>Fund: Public Housing – 291 Units</b>			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>04/30/25</u>
Empire	89	2.77%	1
Wilson	126	1.26%	1
Scattered Sites	76	2.13%	0

<b>Fund: Section 8 New Construction – 162 Units</b>			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>04/30/25</u>
Germain	60	3.07%	0
Grace/NWB	102	1.50%	1

<b>Fund: Tax Credit – 249 Units</b>			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>04/30/25</u>
Creeks	24	0.77%	0
Brownstones	12	3.43%	0
Swisshelm One	32	9.83%	3 *
Westwood One	32	4.41%	0
Swisshelm Two	32	14.2%	4 **
Westwood Two	32	5.17%	1
Riverside	85	7.53%	9***

<b>Fund: Affordable Housing – 79 Units</b>			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>04/30/25</u>
Eastwood	18	6.37%	1
Loehr	61	1.88%	1
3SFH	3	52.2%	0

\*one unit rented in May, one unit rented for June and one for July

\*\*two units rented in May, one in June

\*\*\*one unit rented in May, continuing to advertise