



**REGULAR MEETING OF THE
ST. CLOUD HRA BOARD OF COMMISSIONERS**
Wednesday, July 23, 2025

St. Cloud HRA, 1225 West St. Germain Street, Board Room
Wednesday, July 23, 2025
Immediately following 5:00 p.m. Study Session

<p>STUDY SESSION -- 5:00 P.M., St. Cloud HRA, Board Room AGENDA: Preliminary Pay 2026 Tax Levy and COCC Budget Discussion</p>

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

**St. Cloud HRA
Calculation of Tax Levy
For Taxes Payable 2026**

	Estimated Pay 2026	Pay 2025	Pay 2024	Pay 2023	Pay 2022
Total Taxable Market Value	\$ 6,312,356,100	\$ 6,047,419,000	\$ 5,967,602,100	\$ 5,481,364,000	\$ 4,738,821,400
Levy Limit Percentage (MN Stat. 469.033 subd 6)	0.0185%	0.0185%	0.0185%	0.0185%	0.0185%
Maximum Levy Allowed	<u>\$ 1,167,786</u>	<u>\$ 1,118,773</u>	<u>\$ 1,104,006</u>	<u>\$ 1,014,052</u>	<u>\$ 876,682</u>
Actual Levy		<u>\$ 725,000</u>	<u>\$ 714,000</u>	<u>\$ 527,000</u>	<u>\$ 502,000</u>
Requested Levy	<u>\$ 790,000</u>				
Actual Levy Percentage	0.0125%	0.0120%	0.0120%	0.0096%	0.0106%
\$ Under Maximum Levy Limit	\$ 377,786	\$ 393,773	\$ 390,006	\$ 487,052	\$ 374,682
% Under Maximum Levy Limit	32.4%	35.2%	35.3%	48.0%	42.7%
Levy \$ Increase	\$ 76,000	\$ 11,000	\$ 187,000	\$ 25,000	\$ 16,000
Levy % Increase	9.0%	1.5%	35.5%	5.0%	3.3%
Property Value Increase	4.4%	1.3%	8.9%	15.7%	2.9%
Amount of increase:					
General operations	\$ 51,000				
Funding an additional Fix-up Program Loan	25,000				
Total requested increase	<u>\$ 76,000</u>				

**St. Cloud HRA
Central Office Cost Center**

	Estimated Actual 2025	Adopted Budget 2025	Proposed Budget 2026
INCOME			
TAX LEVY	\$ 722,000	\$ 725,000	\$ 790,000
FEE INCOME	1,640,000	1,620,000	1,720,000
OTHER INCOME	27,000	27,000	27,000
TOTAL INCOME	2,389,000	2,372,000	2,537,000
EXPENSES			
ADMINISTRATIVE EXPENSES			
Administrative Salaries and Benefits	1,810,000	1,930,000	1,882,000
Legal Expense	13,000	12,000	15,000
Auditing Fees	5,500	7,000	7,000
Other Admin Expenses	200,000	202,000	200,000
TOTAL ADMINISTRATIVE EXPENSES	2,028,500	2,151,000	2,104,000
UTILITY EXPENSES	7,100	7,000	8,000
MAINTENANCE AND OPERATIONAL EXPENSES	140,000	140,000	150,000
GENERAL EXPENSES (INSURANCE)	23,500	24,000	25,000
OPERATING TRANSFERS OUT	225,000	225,000	250,000 (1)
TOTAL EXPENSES	2,424,100	2,547,000	2,537,000
NET INCOME (LOSS)	\$ (35,100)	\$ (175,000)	\$ -

(1) \$50,000 for Neighborhoods programs admin costs and \$200,000 for Fix-up Loans

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

Regular Meeting Agenda:

1. Roll Call and Pledge of Allegiance.

Consent Agenda:

2. Approval of Agenda. REQUESTED ACTION: Approve.
3. Approval of Study Session Minutes, June 25, 2025. REQUESTED ACTION: Approve.
4. Approval of Regular Meeting Minutes, June 25, 2025. REQUESTED ACTION: Approve.
5. Review of 2025 Financial Reports. REQUESTED ACTION: None.
6. Approval of Payment Standards for the Housing Choice Voucher (HCV) Program. 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 Joint Powers Agreement with State of Minnesota - St. Cloud Technical and Community College.
8. Approval of Contract for construction of a single-family home at 152 19th Avenue North.
9. Approval of Contract for Common Area Furnace and Air Conditioner Replacement at Swisshelm Village Apartments Two.

10. Approval of Resolution 2025-09 – HUD Continuum of Care DV Rapid Re-Housing Grant Agreement.
11. Approval of Subrecipient Agreement with Lutheran Social Services.
12. Approval of Resolution 2025-10 – Adopting the Special Tax Levy for Payment in the Year of 2026.
13. Approval of Resolution 2025-11 – Authorizing Loan for Wilson Apartments.
14. Report on Activities.

Open Discussion:

Adjourn.

**HOUSING & REDEVELOPMENT AUTHORITY OF ST. CLOUD, MN
STUDY SESSION MINUTES**

Wednesday, June 25, 2025

A Study Session for the Housing and Redevelopment Authority of St. Cloud (HRA) Board of Commissioners was held on Wednesday, June 25, 2025. Chair Nancy Gohman called the meeting to order at 5:00 p.m. Commissioners present: Scott Brodeen, Tami Calhoun, John Dvorak, Seal Dwyer, Hudda Ibrahim, Hani Jacobson, and Nancy Gohman. Commissioners absent: none.

At 5:02 the Study Session was closed for HRA legal representation to discuss a matter with the Board.

At 5:25 the Study Session was opened and Executive Director, Louise Reis, introduced attorney James Killian from Maslon representing Core Mechanical, LLC. Mr. Killian expressed his client's interest in being considered for the Wilson plumbing project.

Ms. Reis shared Deputy Director, Lori Lindberg, will be giving an update for the Wilson Project to the Board at the July meeting. Commissioner Dvorak asked about giving the residents notice and Ms. Reis said there is a Resident Relocation Meeting with the Wilson residents on July 2.

The Study Session was closed again at 5:52 for further discussion.

The closed meeting was adjourned and the Study Session concluded at 6:40 p.m.

ATTEST:

Chair, Nancy Gohman

Secretary, Hani Jacobson

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

Wednesday, June 25, 2025

A Regular Meeting for the Housing and Redevelopment Authority of St. Cloud (HRA) Board of Commissioners was held on Wednesday, June 25, 2025 at 1225 W St. Germain Street, St. Cloud MN 56301. Chair Nancy Gohman called the meeting to order at 6:43 p.m.

Consent Agenda:

1. Roll call was taken and the pledge of allegiance spoken. Commissioners present: Scott Brodeen, Tami Calhoun, John Dvorak, Seal Dwyer, Hudda Ibrahim, Hani Jacobson, and Nancy Gohman. Commissioners absent: none.
2. Approval of Agenda – Commissioner Calhoun pulled Item 5: Review of 2025 Financial Reports. Commissioner Dvorak moved for approval on Items 2, 3, 4, 6, and 7; Commissioner Brodeen seconded the motion. All Commissioners voted in favor; the motion carried.
3. Approval of Study Session Minutes, May 28, 2025 – approved as presented.
4. Approval of Regular Meeting Minutes, May 28, 2025 – approved as presented.
5. Review of 2025 Financial Reports – no action required. Commissioner Calhoun asked about the additional costs for protective services and Executive Director, Louise Reis, said it is a contracted amount with the City of St. Cloud for the officer's wages. Ms. Calhoun also asked about the water rates and maintenance costs. Ms. Reis said the costs for water and sewer usage depends on resident's usage. The costs of labor and materials have been higher; however, the budget is set with the best estimate at the time it is completed.
6. Approval of Contract for Exterior Building Maintenance at the Brownstones Family Townhomes – contract approved with Kostreba Tuckpointing in the amount of \$63,980.00 for the exterior maintenance at the Brownstones Family Townhomes.
7. Set Date for Public Hearing for PHA (Public Housing Agency) Plan – public hearing for the PHA Plan for the FY 2026 set for August 27, 2025.

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 Contract for Sanitary and Domestic Pipe Replacement at Wilsons Apartments. Ms. Reis said HRA staff is recommending to approve the contract to Kue Contractors, Inc in the amount of \$3,198,412.00 for the replacement of the sanitary and domestic pipes at Wilson Apartments. Commissioner Dvorak moved for approval; Commissioner Ibrahim seconded the motion. All Commissioners voted in favor; the motion carried.

9. Approval of Resolution 2025-07 – Authorizing Loan for Empire Apartments. Ms. Reis requested approval for a forgivable loan of \$218,406.00 from Minnesota Housing under the Publicly Owned Housing Program (POHP) funds to replace boilers at Empire Apartments. She said the Board approved the contractor in April, but Minnesota Housing requires a signed borrowing resolution to move forward with the money. The money is forgiven after a 20-year term with no payments if the project maintains its original use. Commissioner Dvorak asked how the amount of money was determined. Commissioner Dvorak moved for approval; Commissioner Jacobson seconded the motion. All Commissioners voted in favor; the motion carried.

10. Approval of Resolution 2025-08 – Selection of Project Based Vouchers. Voucher Programs Manager, Lori Lygre, said the HRA put out an RFP for project-based vouchers, and one proposal was received for The Vista on Pinecone Road. The Vista on Pinecone Road is a proposed new construction apartment building with 58 units for seniors and the funding source for building the project will come from Low-Income Housing Tax Credits, Housing Infrastructure Bonds, and a Minnesota Housing First Mortgage. Chair Gohman asked if this would be competition for Riverside Apartments, and Ms. Reis said it could be but the required income to rent at The Vista is much lower than at Riverside Apartments. Commissioner Dvorak moved for approval; Commissioner Dwyer seconded the motion. All Commissioners voted in favor; the motion carried.

11. Report on Activities – Ms. Reis shared on May 8, 2025 Minnesota Housing conducted a Management Occupancy Review of Germain Towers and Germain Towers received a score of “Satisfactory.” The HRA met with Paramount staff regarding the mural project on the stair tower at Germain Towers, and the Paramount will cover insurance for the artist(s). The Paramount asked if Board members would be interested in being on the committee for the mural process and selection. Commissioners John Dvorak and Tami Calhoun volunteered.

Chair Gohman asked Mr. Soenneker for a CDBG update. Mr. Soenneker said there are four projects in construction, two in the bidding stage, and 13 on the waiting list. Mr. Soenneker added the HRA is contemplating on implementing a timeline or deadline for applicants on the waiting list to get their items back to staff for processing before they are removed from the waiting list.

There being no further business, the Regular Meeting adjourned at 7:01 p.m.

ATTEST:

Chair, Nancy Gohman

Secretary, Hani Jacobson

TO: HRA Board of Commissioners

FROM: Karen Rizer, CPA Finance Director

DATE: July 16, 2025

SUBJECT: 2025 Financial Reports

Requested Action: None.

Background: The Board receives financial reports for certain properties and programs on a rotating basis.

The planned reporting schedule is as follows:

June – Empire Apartments, Scattered Sites (40 single family homes and 36 townhomes), Wilson Apartments, Germain Towers Apartments, Northway Projects A&B (Northway A/Grace McDowall Apartments and Northway B Townhomes), Eastwood Apartments, Al Loehr Apartments, Brownstones Townhomes, Creeks Townhomes, Riverside Apartments, Swisshelm One Apartments, Swisshelm Two Apartments, Westwood One Apartments, Westwood Two Apartments, Housing Choice Vouchers Program, Central Office Cost Center (COCC), Community Development Block Grant (CDBG) Program, Neighborhood Programs, and Community Housing.

July and October – Housing Choice Vouchers Program, Central Office Cost Center (COCC), Community Development Block Grant (CDBG) Program, Neighborhood Programs, and Community Housing.

August and November – Al Loehr Apartments, Brownstones Townhomes, Creeks Townhomes, Riverside Apartments, Swisshelm One Apartments, Swisshelm Two Apartments, Westwood One Apartments, and Westwood Two Apartments.

September and December – Empire Apartments, Scattered Sites (40 single family homes and 36 townhomes), Wilson Apartments, Germain Towers Apartments, Northway Projects A&B (Northway A/Grace McDowall Apartments and Northway B Townhomes), and Eastwood Apartments.

If you have any questions, call or email 320-202-3148 or krizer@stcloudhra.com Thank you.

Housing Choice Vouchers
Period = Jan 2025-May 2025

	YTD Actual	YTD Budget	Variance	% Var
INCOME				
TENANT INCOME				
Other Tenant Income	\$ 11,393	\$ -	\$ 11,393	N/A %
TOTAL TENANT INCOME	11,393	0	11,393	N/A
GRANT INCOME				
Federal HAP Earned	3,797,044	3,666,667	130,377	4
Federal Admin. Fee Income	556,118	510,000	46,118	9
Port-In Admin Fees Earned	34,851	25,000	9,851	39
Port In HAP Earned	563,081	479,167	83,914	18
TOTAL GRANT INCOME	4,951,094	4,680,833	270,261	6
OTHER INCOME	18,262	19,708	-1,447	-7
TOTAL INCOME	4,980,749	4,700,542	280,207	6
EXPENSES				
ADMINISTRATIVE EXPENSES				
Administrative Salaries and Benefits	403,122	366,667	-36,455	-10
COCC Fees - Mgmt, Acctg, Intake	165,977	175,000	9,023	5
Legal Expense	7,175	6,250	-925	-15
Auditing Fees	10,078	14,300	4,222	30
Port Out Admin Fee Paid	12,446	12,500	54	0
Other Admin Expenses	40,886	69,167	28,280	41
TOTAL ADMINISTRATIVE EXPENSES	640,026	643,883	3,857	1
TENANT SERVICES EXPENSES	323	0	-323	N/A
UTILITY EXPENSES				
Water	64	83	19	23
Sewer/Stormwater	93	83	-10	-11
Electricity	1,792	1,750	-42	-2
Gas	792	800	8	1
Street Light Utilities	10	0	-10	N/A
TOTAL UTILITY EXPENSES	2,752	2,717	-35	-1
MAINTENANCE AND OPERATIONAL EXPENSES	5,529	14,583	9,055	62
GENERAL EXPENSES				
Insurance	8,879	11,000	2,121	19
Bad Debt	5	0	-5	N/A
Protective Services	912	833	-79	-9
TOTAL GENERAL EXPENSES	9,796	11,833	2,037	17
HOUSING ASSISTANCE PAYMENTS				
Housing Assistance Payments	4,043,796	4,031,250	-12,546	0
Tenant Utility Payments-Voucher	30,121	25,000	-5,121	-20
Port Out HAP Payments	236,954	83,333	-153,621	-184
FSS Escrow Payments	3,716	6,250	2,534	41
TOTAL HOUSING ASSISTANCE PAYMENTS	4,314,587	4,145,833	-168,754	-4
TOTAL EXPENSES	4,973,079	4,818,850	-154,229	-3
NET INCOME	7,669	-118,308	125,978	106

Central Office Cost Center
Period = Jan 2025-May 2025

	YTD Actual	YTD Budget	Variance	% Var
INCOME				
TAX LEVY	\$ 4	\$ -	\$ 4	N/A %
FEE INCOME	643,199	654,167	-10,968	-2
OTHER INCOME	19,396	11,250	8,146	72
TOTAL INCOME	662,599	665,417	-2,818	0
EXPENSES				
ADMINISTRATIVE EXPENSES				
Administrative Salaries and Benefits	706,512	812,500	105,988	13
Legal Expense	5,963	5,000	-963	-19
Auditing Fees	4,842	7,000	2,158	31
Other Admin Expenses	80,594	84,167	3,573	4
TOTAL ADMINISTRATIVE EXPENSES	797,911	908,667	110,756	12
TENANT SERVICES EXPENSES	397	0	-397	N/A
UTILITY EXPENSES				
Water	79	83	4	5
Sewer/Stormwater	136	125	-11	-8
Electricity	2,208	1,958	-250	-13
Gas	976	925	-51	-6
Street Light Utilities	63	42	-21	-51
TOTAL UTILITY EXPENSES	3,462	3,133	-329	-10
MAINTENANCE AND OPERATIONAL EXPENSES	59,793	50,000	-9,793	-20
GENERAL EXPENSES				
Insurance	18,215	22,000	3,785	17
Protective Services	160	0	-160	N/A
TOTAL GENERAL EXPENSES	18,374	22,000	3,626	16
NON-OPERATING ITEMS				
Operating Transfers OUT	225,000	225,000	0	0
TOTAL NON-OPERATING ITEMS	225,000	225,000	0	0
TOTAL EXPENSES	1,105,020	1,208,800	103,780	9
NET INCOME	-442,421	-543,383	100,962	19

Community Development Block Grant
Period = Jan 2025-May 2025

	Year to Date
INCOME	
GRANT INCOME	
Other Government Grants-Federal	\$ 100,653
TOTAL GRANT INCOME	100,653
TOTAL INCOME	100,653
EXPENSES	
ADMINISTRATIVE EXPENSES	
Administrative Salaries and Benefits	11,252
Legal Expense	62
Auditing Fees	2,018
Other Admin Expenses	1,420
TOTAL ADMINISTRATIVE EXPENSES	14,751
NEIGHBORHOODS EXPENSES	
Title and Recording Fees	474
Lead Fees	1,865
Rehab Loans	118,269
TOTAL NEIGHBORHOODS EXPENSES	120,608
CASH/BUDGET ITEMS	
Loan Repayment	-34,706
TOTAL CASH/BUDGET ITEMS	-34,706
TOTAL EXPENSES	100,653
NET INCOME	0

Neighborhood Programs
Period = Jan 2025-May 2025

	Year to Date
INCOME	
GRANT INCOME	
State Admin. Fee Income	\$ 4,125
Other Government Grants - State	32,495
TOTAL GRANT INCOME	36,620
FEE INCOME	4,980
OTHER INCOME	32,660
TOTAL INCOME	74,260
EXPENSES	
ADMINISTRATIVE EXPENSES	
Administrative Salaries and Benefits	7,270
Legal Expense	137
Auditing Fees	1,614
Other Admin Expenses	3,501
TOTAL ADMINISTRATIVE EXPENSES	12,522
TENANT SERVICES EXPENSES	30
UTILITY EXPENSES	
Water	6
Sewer/Stormwater	489
Electricity	167
Gas	74
Street Light Utilities	1,720
TOTAL UTILITY EXPENSES	2,456
MAINTENANCE AND OPERATIONAL EXPENSES	1,756
GENERAL EXPENSES	
Insurance	826
TOTAL GENERAL EXPENSES	826
NEIGHBORHOODS EXPENSES	
Title and Recording Fees	309
DPA Loans	165,000
Rehab Loans	90,930
TOTAL NEIGHBORHOODS EXPENSES	256,239
NON-OPERATING ITEMS	
Operating Transfers IN	-240,000
Operating Transfers OUT	15,000
TOTAL NON-OPERATING ITEMS	-225,000
TOTAL EXPENSES	48,834
NET INCOME	25,426

Community Housing Fund
Period = Jan 2025-May 2025

Year to Date	
INCOME	
OTHER INCOME	\$ 27,375
TOTAL INCOME	27,375
EXPENSES	
ADMINISTRATIVE EXPENSES	
Auditing Fees	807
TOTAL ADMINISTRATIVE EXPENSES	807
TOTAL EXPENSES	807
NET INCOME	26,568

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

FROM: Lori Lygre, Voucher Programs Manager

DATE: July 14, 2025

SUBJECT: Payment Standards for the Housing Choice Voucher (HCV) Program

Requested Action: Approval of reduced payment standards for the HCV Program to reflect the “basic range” established by the Department of HUD – between 90 and 110 percent of the published Fair Market Rents (FMR) for each unit size.

Background: The HRA may establish payment standards within the “basic range” established by HUD. The HRA Board of Commissioners approved payment standards for the HCV Program in October 2024 to reflect the updated FMRs published at that time which remain in effect today.

Establishing payment standards within the “basic range” is a scored measurement in the Section 8 Management Assessment Program (SEMAP). The HRA lost SEMAP points because the payment standards for 0 and 1 bedrooms in the city of St. Cloud and Benton County were found to be above 110 percent of the published FMRs due to a rounding error.

Listed below are the current and corrected payment standards. The corrected payment standards will be retroactive to January 1, 2025. A copy of the payment standards for the city of St. Cloud/Benton county and Sherburne/Wright counties are attached.

City of St. Cloud/Benton County	Current	Corrected
0 bedroom	\$943	\$941
1 bedroom	\$974	\$971

Frequency of Request: FMRs are updated annually by the Department of HUD.

Related Actions: None

Future Action: None anticipated.

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

Budget Impact: None

PAYMENT STANDARDS FOR THE HOUSING CHOICE VOUCHER PROGRAM

Effective: 01/01/2025

City of St. Cloud/Benton County

0 BR - \$ 943	4 BR - \$ 1,957
1 BR - \$ 974	5 BR - \$ 2,250
2 BR - \$ 1,242	6 BR - \$ 2,543
3 BR - \$ 1,646	7 BR - \$ 2,837

Sherburne and Wright Counties

0 BR - \$ 1,174	4 BR - \$ 2,540
1 BR - \$ 1,360	5 BR - \$ 2,921
2 BR - \$ 1,663	6 BR - \$ 3,221
3 BR - \$ 2,243	7 BR - \$ 3,593

PLEASE REMEMBER that all of these payment standards include utilities (except telephone and cable). When you find a unit you must determine what utilities you have to pay for and add the appropriate utility allowance to the rent to determine if the unit will qualify for the program.

EXAMPLE: You have a two-bedroom voucher and find a suitable two-bedroom apartment and the rent is \$1,150 per month. In addition, you as the tenant must pay for electricity (lighting, electric cooking, and air conditioning). You would then check the utility allowance schedule and discover that, on a monthly basis, the cost of these utilities is \$76 (that is, electricity cost of \$50, electric cooking cost of \$11, air conditioning cost of \$6 and monthly electric charge of \$9). Consequently,

Rent	\$ 1,150
Utilities	\$ <u>76</u>
Total	\$ 1,226

\$1,226 is below the payment standard for a two-bedroom voucher (\$1,242). Therefore, in this example, the apartment would qualify for rental assistance.

A Request for Tenancy Approval Packet for a new unit must be turned in by 4:00 p.m. the 15th of the month before housing assistance starts. If the 15th falls on a holiday, Saturday or Sunday you will have until 4:00 p.m. the following business day to turn in your necessary paperwork. THERE WILL BE NO EXCEPTIONS TO THIS POLICY.

The rental unit will need to pass inspection before housing assistance starts. If the unit is located in a city that requires rental licensing, it needs to have a current rental license with that city.

Portability

If you are planning to move to an area outside of the city limits of St. Cloud, Benton, Sherburne or Wright Counties, please contact your St. Cloud HRA case worker for specific information regarding portability. You may be required to live in the St. Cloud HRA's jurisdiction for the first twelve (12) months prior to using the portability feature of your Section 8 Housing Choice Voucher.

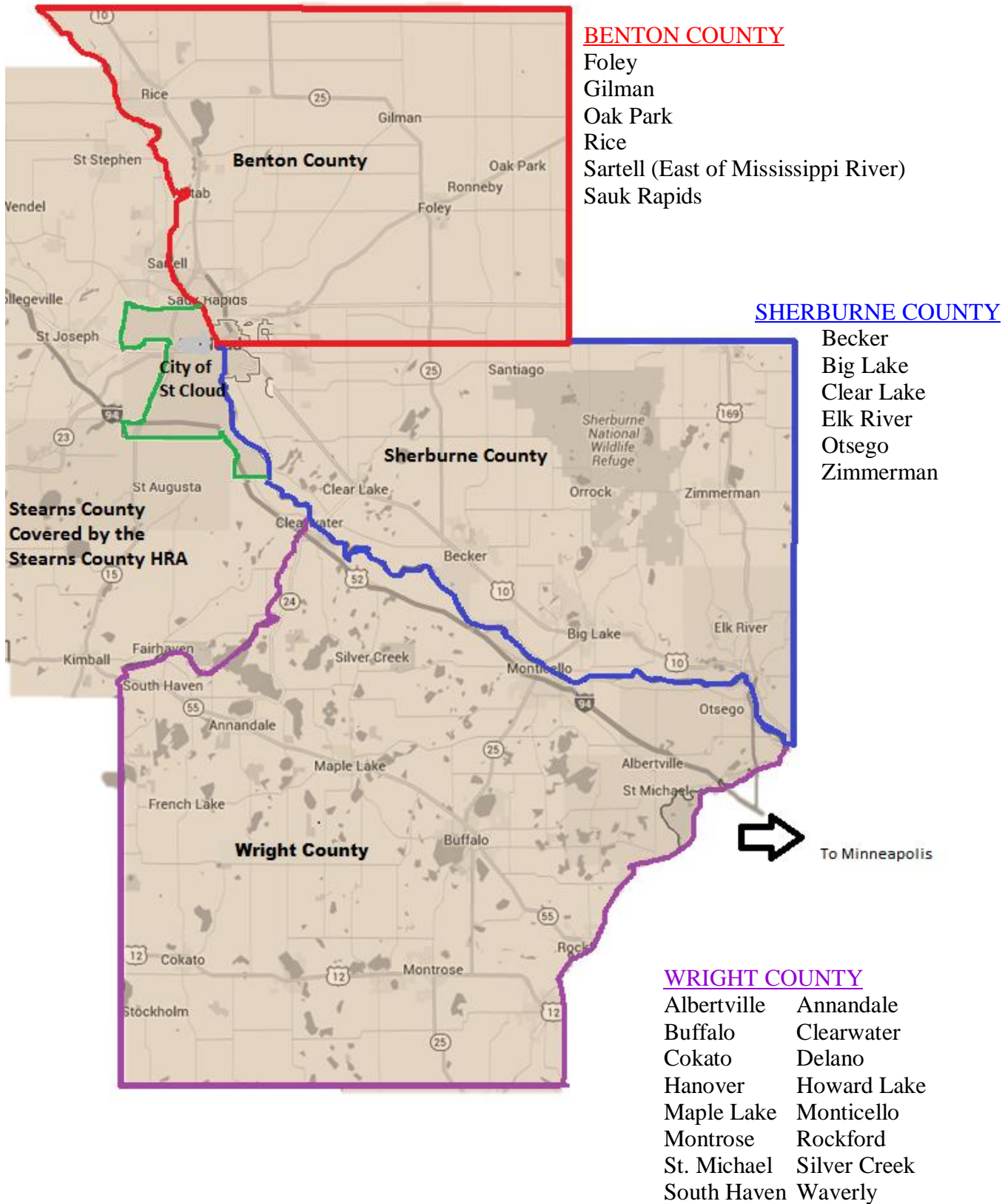


1225 West Saint Germain, St. Cloud, MN 56301
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ST. CLOUD HRA JURISDICTION COVERAGE AREAS

AND THE CITY LIMITS OF ST. CLOUD



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

FROM: Louise Reis, Executive Director

DATE: July 16, 2025

SUBJECT: Approval of Joint Powers Agreement with the State of Minnesota – St. Cloud Technical and Community College

Requested Action: Approval of Joint Powers Agreement with the State of Minnesota – St. Cloud Technical and Community College (SCTCC) for a home build at 152 19th Avenue North.

Background: The HRA made plans to build a single-family home on the vacant lot at 152 19th Avenue North in partnership with the SCTCC. The HRA received value gap funds in the amount of \$99,252 from Minnesota Housing to assist with the build. In order to provide the build opportunity for the students at SCTCC, the attached Joint Powers Agreement will need to be approved. The Joint Powers Agreement outlines the responsibilities of the SCTCC and the HRA.

Frequency of Request: One-time request.

Related Actions: Approval of construction contract for the single-family home.

Future Action: None at this time.

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

Budget Impact: The house is expected to be sold at a break-even for the HRA. Should there be a net cost to the HRA, it would be funded from the Community Housing Fund.



JOINT POWERS AGREEMENT

THIS JOINT POWERS AGREEMENT, and amendments and supplements thereto, (hereinafter "contract") is between the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of ST. CLOUD TECHNICAL AND COMMUNITY COLLEGE (hereinafter "Minnesota State") address 1540 NORTHWAY DRIVE, ST. CLOUD, MINNESOTA, which is empowered to enter into joint powers agreements pursuant to Minnesota Statutes, Chapter 471.59, Subd. 10, and HOUSING & REDEVELOPMENT AUTHORITY OF ST. CLOUD address 1225 W ST GERMAIN ST, ST CLOUD, MINNESOTA 56301-3457 (hereinafter "HRA"), which is empowered to enter into joint powers agreements pursuant to Minnesota Statutes, Chapter 471.59, Subd. 10;

WHEREAS, HRA represents that it is duly qualified and willing to perform the services set forth herein.

NOW, THEREFORE, it is agreed

1. DUTIES & RESPONSIBILITIES.

SCTCC Construction programs will be working with HRA on build projects in the St Cloud and surrounding areas (to be determined). Upon approval by both parties, this collaboration will be to meet the objectives of the courses in SCTCC's Construction programs and the building goal of HRA.

- a. **HRA's DUTIES.** HRA shall provide MINNESOTA STATE students the opportunity to participate in building projects at various locations in the St Cloud and surrounding area. The purpose of this collaboration is for MINNESOTA STATE students to learn skills and achieve course objectives by successfully completing a pre-defined build as designated by HRA.

HRA will provide staff to collaborate with the MINNESOTA STATE instructor to facilitate the students' learning during the time they are on HRA's build site.

HRA will provide adequate space for parking a MINNESOTA STATE trailer in a spot that is readily accessible to the build site. MINNESOTA STATE will provide the tools for their students and HRA will supply the tools for their staff. Each party agrees that they are solely responsible for their own property in case of damage or loss.

HRA will inform the MINNESOTA STATE instructor and students where they may park their vehicles at each build site. Initially, access to parking will be on street parking. HRA will inform the MINNESOTA STATE instructor if there needs to be a change in the parking location during the contract period.

- b. **DUTIES OF MINNESOTA STATE.** MINNESOTA STATE shall assign the instructor and students in the MINNESOTA STATE Construction programs to be on-site at the pre-determined build site upon approval by both parties. The purpose of this collaboration is for MINNESOTA STATE students to learn skills and achieve course objectives by successfully completing a pre-defined build as designated by HRA.

A MINNESOTA STATE instructor will be on-site at HRA build sites whenever MINNESOTA STATE students are assigned to HRA. The schedule for MINNESOTA STATE instructor and students to be on-site and participating in the build will be based on a calendar agreed to by MINNESOTA STATE and HRA. The typical time for MINNESOTA STATE instructor and students to be on-site will be Monday-Thursday 8:00 am – 3:00 pm and as arranged with HRA staff. HRA will provide a contact and a phone number to be used if needed, while the students are on-site.

MINNESOTA STATE agrees their instructor and students will abide by the health and safety protocols in place by HRA.

MINNESOTA STATE instructor and students will be required to complete the MINNESOTA STATE prepared photo release in order to participate in any scheduled public relations events, which could include video or photography of the instructor/student.

MINNESOTA STATE and HRA will assign student duties based on Occupational Safety and Health Administration (OSHA) protocols and guidance.

MINNESOTA STATE will provide the tools for their students and HRA will supply the tools for their staff. Each party agrees that they are solely responsible for their own property in case of damage or loss.

2. **CONSIDERATION AND TERMS OF PAYMENT.**

- a. **Consideration** for all services performed by the HRA pursuant to this contract shall be paid by the Minnesota State as follows: Zero and 00/100 Dollars (\$0.00).
- b. **Payment** shall be made by Minnesota State promptly after the HRA's presentation of invoices for services performed and acceptance of such services by Authorized Representative of Minnesota State. All services provided by the HRA pursuant to this contract shall be performed to the satisfaction of Minnesota State, as determined at the sole discretion of its Authorized Representative, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. The HRA shall not receive payment for work found by Minnesota State to be unsatisfactory or performed in violation of any applicable federal, state or local law, ordinance, rule or regulation. Invoices shall be presented by HRA according to the following schedule:

No invoices or payments anticipated.

3. CONDITIONS OF PAYMENT.

All services provided by the HRA pursuant to this contract shall be performed to the satisfaction of Minnesota State, as determined at the sole discretion of its Authorized Representative, and in accord with all applicable federal, state, and local laws, ordinances, rules and regulations. The HRA shall not receive payment for work found by Minnesota State to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation

4. TERM OF CONTRACT.

This contract shall be effective on August 18, 2025, or upon the date that the final required signature is obtained by Minnesota State, whichever occurs later, and shall remain in effect until May 15, 2026, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The HRA understands that NO work should begin under this contract until ALL required signatures have been obtained, and the HRA is notified to begin work by the Authorized Representative of Minnesota State.

5. CANCELLATION.

This contract may be canceled by Minnesota State or the HRA at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, the HRA shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

6. AUTHORIZED REPRESENTATIVE OF MINNESOTA STATE.

Authorized Representative of Minnesota State for the purposes of administration of this contract is:

Name: Jeff Wagner
Address: 1540 Northway Drive, St. Cloud, Minnesota 56303
Telephone: +1 320-308-5026
E-Mail: jeffrey.wagner@sctcc.edu

The Authorized Representative of Minnesota State shall have final authority for acceptance of the HRA's services and if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause 2, paragraph b.

7. THE HRA'S AUTHORIZED REPRESENTATIVE.

Authorized Representative of HRA for the purposes of administration of this contract is:

Name: Louise Reis
Address: 1225 W ST GERMAIN ST, ST CLOUD, Minnesota 56301-3457
Telephone: 320-202-3147
E-Mail: Lreis@stcloudhra.com

8. ASSIGNMENT.

The HRA shall neither assign nor transfer any rights or obligations under this contract without the prior written consent of Minnesota State.

9. AMENDMENTS.

Any amendments to this contract shall be in writing, and shall be executed by the same parties who executed the original contract, or their successors in office.

10. INDEMNIFICATION.

The HRA shall indemnify, save, and hold Minnesota State, its representatives and employees harmless from any and all claims or causes of action, including all attorney's fees incurred by Minnesota State, arising from the performance of this contract by the HRA or HRA's agents or employees. This clause shall not be construed to bar any legal remedies the HRA may have for the failure of Minnesota State to fulfill its obligations pursuant to this contract. Nothing within this contract, whether express or implied, shall be deemed to create an obligation on the part of Minnesota State to indemnify, defend, hold harmless or release the HRA. This shall extend to all agreements related to the subject matter of this contract, and to all terms subsequently added, without regard to order of precedence

11. STATE AUDITS.

The books, records, documents, and accounting procedures and practices of the HRA relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor.

12. GOVERNMENT DATA PRACTICES ACT.

The requirements of Minnesota Statutes § 13.05, subd. 11 apply to this contract. The HRA and Minnesota State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by Minnesota State in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the HRA in accordance with this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the HRA or Minnesota State.

In the event the HRA receives a request to release the data referred to in this clause, the HRA must immediately notify Minnesota State. Minnesota State will give the HRA instructions concerning the release of the data to the requesting party before the data is released.

13. OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY RIGHTS.

- a. Minnesota State shall own all rights, title and interest in all of the materials conceived or created by the HRA, or its employees or subcontractors, either individually or jointly with others and which arise out of the performance of this contract, created and paid for under this contract, including any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form (hereinafter Materials).

The HRA hereby assigns to Minnesota State all rights, title and interest to the Materials. The HRA shall, upon request of Minnesota State, execute all papers and perform all other acts necessary to assist Minnesota State to obtain and register copyrights, patents or other forms of protection provided by law for the Materials.

The Materials created under this contract by the HRA, its employees or subcontractors, individually or jointly with others, shall be considered “works made for hire” as defined by the United States Copyright Act. All of the Materials, whether in paper, electronic, or other form, shall be remitted to Minnesota State by the HRA, its employees and any subcontractors, and the HRA shall not copy, reproduce, allow or cause to have the Materials copied, reproduced or used for any purpose other than performance of the HRA’s obligations under this contract without the prior written consent of the Authorized Representative of Minnesota State.

- b. The HRA represents and warrants that Materials produced or used under this contract do not and will not infringe upon any intellectual property rights of another, including, but not limited to, patents, copyrights, trade secrets, trade names, and service marks and names. The HRA shall indemnify and defend, to the extent permitted by the Attorney General, Minnesota State at the HRA’s expense from any action or claim brought against Minnesota State to the extent that it is based on a claim that all or part of the Materials infringe upon the intellectual property rights of another. The HRA shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including, but not limited to, reasonable attorney fees arising out of this contract, amendments and supplements thereto, which are attributable to such claims or actions.

If such a claim or action arises, or in the HRA’s or the opinion of Minnesota State is likely to arise, the HRA shall, at the discretion of Minnesota State, either procure for Minnesota State the right or license to continue using the Materials at issue or replace or modify the allegedly infringing Materials. This remedy shall be in addition to and shall not be exclusive to other remedies provided by law.

14. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

HRA acknowledges that to the extent it collects, stores, or maintains Minnesota State Educational Data as defined by Minn. Stat. § 13.32, Minnesota State designates HRA as a school official with a legitimate educational interest in Minnesota State Educational Data. HRA represents that, to the extent it collects, stores, or maintains Minnesota State Educational Data, it will 1) use Minnesota State Educational Data for the sole purpose of fulfilling its duties under this contract and 2) follow the limitations and requirements imposed by the Family Educational Rights and Privacy Act (34 CFR 99) on school officials.

15. PUBLICITY.

Any publicity given to the program, publications, or services provided resulting from this contract, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the HRA or its employees individually or jointly with others, or any subcontractors shall identify Minnesota State as the sponsoring agency and shall not be released prior to receiving the approval of the Authorized Representative of Minnesota State.

16. CLERICAL ERROR.

Notwithstanding clauses “Assignment”, “Amendments”, and Entire Agreement” of this contract, Minnesota State reserves the right to unilaterally fix clerical errors, defined as misspellings, minor grammatical or typographical mistakes or omissions, that do not have a substantive impact on the terms of this contract without executing an amendment. Minnesota State must inform the HRA of clerical errors that have been fixed pursuant to this paragraph within a reasonable period of time.
amendment. Minnesota State must inform the HRA of clerical errors that have been fixed pursuant to this paragraph within a reasonable period of time.

17. ENTIRE AGREEMENT

This contract represents the entire agreement between the parties and with regard to the stated subject matter and supersedes any previous discussions or agreements, either verbal or written that occurred between the parties with respect to this subject matter. This contract may not be amended except by written agreement signed by the parties hereto. In the event of any conflict or inconsistency between this contract and any riders, exhibits, addenda, or other document incorporated herein, this contract shall govern.

18. OTHER PROVISIONS. None.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. MINNESOTA STATE COLLEGES AND UNIVERSITIES

ST. CLOUD TECHNICAL AND COMMUNITY COLLEGE

By (authorized signature and printed name) <u>Jeff Wagner</u> <u>JW</u>	
Jeff Wagner (Jul 10, 2025 09:37 CDT) JW	
Title	
Date	07/10/2025

2. VERIFIED AS TO ENCUMBRANCE

The employee certifies that funds have been encumbered as required by Minnesota Statutes §16A.15

By (authorized signature and printed name) <u>Mary Fesenmaier</u> <u>MF</u>	
Mary Fesenmaier (Jul 10, 2025 09:46 CDT) MF	
Title	
Date	07/10/2025

3. HRA: HOUSING & REDEVELOPMENT AUTHORITY OF ST. CLOUD:

HRA certifies that the appropriate person(s) have executed the contract on behalf of the HRA as required by applicable articles, by-laws, resolutions, or ordinances.

By (authorized signature and printed name)
Title
Date

By (authorized signature)
Title
Date

4. AS TO FORM AND EXECUTION:

By (authorized and printed name)
Title
Date

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

FROM: Paul Soenneker, Project Manager

DATE: July 14, 2025

SUBJECT: Approval of Contract to Build a New Home at 152 19th Ave. N. in St. Cloud

Requested Action: Approve the contract with Brand Built Homes, Inc. in the amount of \$367,918.55 to build a new single-family home at 152 19th Ave. N. in St. Cloud.

Background: The HRA owns the vacant lot at 152 19th Ave. N. in St. Cloud. The HRA wishes to build a new four-bedroom rambler with basement. Two of the bedrooms will be on the main floor and the two will be in the basement. The home will have three bathrooms and a detached two car garage. The homes total finished square footage on the two levels will be 2,324. Energy star systems will be utilized in the home where possible. It is the intent of the HRA to build a home that complements the existing general neighborhood aesthetics.

The HRA has applied for and has received \$99,252.00 in Value Gap Funding through Minnesota Housing for this home. This funding requires that the HRA partner with the St. Cloud Technical and Community College (SCTCC). The SCTCC will provide instructors and student labor for construction, plumbing and electrical work, while the HRA will provide the funding to pay the general contractor for all other aspects of the home build; including materials.

Once the home is complete; it is the intent of the HRA to sell the home to an individual or family that has income that is under the 115% Area Medium Income (AMI) which is currently \$83,145 for 1 person or \$118,680 for a household of 4 people. The Value Gap Funding of \$99,252.00 will help cover the cost difference between the development cost and the appraised value of the home.

The HRA solicited bids from four contractors. The invitation for bids was placed on the HRA website and advertised in the St. Cloud Times. One contractor submitted a bid by the due date and time.

Bids

Brand Built Homes, Inc.	
5879 Co. Rd. 136	\$367,918.55
St. Cloud, MN 56301	

HRA staff believes that the low bid we received is reasonable for the scope of work requested and therefore recommend awarding a contract to Brand Built Homes, Inc.

Frequency of Requests: Once

Related Action: Approval of Joint Powers Agreement with State of Minnesota – St. Cloud Technical and Community College

Future Action: Approve sale of home

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 Minnesota Housing Value Gap Funding award of \$92,252.00 and construction financing from the Community Housing Fund.

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

FROM: Paul Soenneker, Project Manager

DATE: July 14, 2025

SUBJECT: Approval of Contract for Common Area Furnace and Air Conditioner Replacement at
Swisshelm Village Two Apartments.

Requested Action: Approve the contract with Weidner's Mechanical in the amount of \$26,760.00 for the replacement of the common area furnace and central air conditioner at Swisshelm Village Two Apartments.

Background: The air conditioners for cooling the common areas at Swisshelm Village Two Apartments are currently not working. It has been determined that the air conditioners cannot be repaired and should be replaced. HRA staff had two HVAC companies visit the property in order to provide estimates for replacement. Both companies stated that the air conditioners could not be replaced on their own and that the furnaces would also need to be replaced. The existing furnaces and air conditioners were installed when the apartment was built in 2004.

Both companies that visited the property provided proposals as outlined below.

	<u>Proposal</u>
Weidner's Mechanical 29 Wilson Ave. NE St. Cloud, MN 56304	\$26,760.00
Yale Mechanical 1301 10 th St. N. Sauk Rapids, MN 56379	\$27,230.00

HRA staff recommends awarding the work to Weidner's Mechanical.

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 a transfer from the Community Housing Fund.

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

FROM: Lori Lindberg, Deputy Director

DATE: July 14, 2025

SUBJECT: Resolution 2025-09 Acceptance of HUD Continuum of Care DV Rapid Re-housing Grant

Requested Action: Approval of Resolution 2025-09 Acceptance of grant for \$173,257 from the Department of Housing & Urban Development (HUD) for the FY 2024 Continuum of Care (CoC) Domestic Violence (DV) Rapid Re-housing grant.

Background: The HUD CoC DV Rapid Re-housing grant provides tenant-based rental assistance at scattered sites throughout Benton, Stearns, Sherburne and Wright counties. The participants of the HUD CoC DV Rapid Re-housing grant are victims of domestic violence. Many households experiencing DV remain homeless, stay with their abuser or return to their abuser after trying to flee due to lack of rental assistance and support services available. The FY 2024 CoC DV Rapid Re-housing grant provides rental assistance and support services focused on helping participants achieve long-term housing stability. Support services that will be provided in the form of case management include; mental health, medical, transportation, budgeting, lifestyle skills, employment related skills, and crisis assistance. The HRA has secured match support up to the amount of \$43,314 from Lutheran Social Services in support of this grant.

Frequency of Request: The St. Cloud HRA plans to continue participation in the HUD CoC, however does not plan to reapply for a DV Rapid Re-housing grant in the FY 2025 funding round. The St. Cloud HRA will continue to encourage collaborative partnership to apply for similar or like funding.

Related Actions: Approval of Subrecipient Agreement with Lutheran Social Services.

Future Action: None at this time.

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

Budget Impact: The HRA will no longer administer the rental assistance for this grant, which will be a loss of approximately \$4,000 in administrative fees.

RESOLUTION 2025-09

HOUSING AND REDEVELOPMENT AUTHORITY OF ST. CLOUD, MINNESOTA

ACCEPTANCE OF CONTINUUM OF CARE (CoC) DV RAPID RE-HOUSING 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 Department of Housing and Urban (HUD) CoC DV Rapid Re-Housing Grant under this authority, and has been administering tenant based rental assistance grants from HUD for persons who are considered homeless as a result of domestic violence. Support services are required for this rapid re-housing grant under this approval and must be in the form of case management to include; housing search, mental health, medical, transportation, budgeting, lifestyle skills, employment related skills and crisis assistance.

WHEREAS, 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, HUD will provide the funding for rental assistance and support services.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF ST. CLOUD, MINNESOTA TO ACCEPT THE GRANT AMOUNT TO BE AUTHORIZED BY THE EXECUTIVE DIRECTOR: \$173,257.

Adopted this 23rd day of July, 2025.

ATTEST:

Nancy Gohman
Chair

Hani Jacobson
Secretary

TO: St. Cloud HRA Board of Commissioners

FROM: Lori Lindberg, Deputy Director

DATE: July 14, 2025

SUBJECT: Subrecipient Agreement with Lutheran Social Services for administration of HUD FY 2024 Continuum of Care DV Rapid Re-housing Grant

Requested Action: Approval of Subrecipient Agreement with Lutheran Social Services (LSS) to Administer the Department of Housing & Urban Development (HUD) FY 2024 Continuum of Care (CoC) DV Rapid Re-housing Grant.

Background: The HUD CoC DV Rapid Re-housing Program is an important housing stability resource for the Central CoC region. The St. Cloud HRA and LSS worked in collaboration to develop a Subrecipient Agreement that will ensure the FY 2024 CoC DV Rapid Re-housing funding in the amount of \$173,257 is available for victims of Domestic Violence in Benton, Stearns, Sherburne and Wright counties. The grant will provide Rental Assistance and Support Services to participants.

LSS as the Subrecipient will administer the grant on behalf of the St. Cloud HRA, and the St. Cloud HRA will oversee LSS's performance and ensure the grant is administered in compliance with the agreement and applicable program regulations. LSS has committed to providing up to \$43,314 match funding for the grant.

Frequency of Request: The St. Cloud HRA plans to continue participation in the HUD CoC, however does not plan to reapply for DV Rapid Re-housing grants in the FY 2025 funding round. The St. Cloud HRA will continue to encourage collaborative partnership to apply for similar or like funding.

Related Actions: Resolution 2025-09 Acceptance of HUD Continuum of Care DV Rapid Re-housing Grant.

Future Action: None at this time.

Relationship to Goals: #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 is allowed to draw administrative fees for participation under these grants, however has chosen to allow the administrative fees to support the costs of the Subrecipient.

**SUBRECIPIENT AGREEMENT BETWEEN LUTHERAN SOCIAL SERVICES AND THE
HOUSING AND REDEVELOPMENT AUTHORITY OF ST. CLOUD, MINNESOTA**

**FISCAL YEAR 2024 UNITED STATES DEPARTMENT OF HOUSING AND URBAN
DEVELOPMENT (HUD) CONTINUUM OF CARE (COC) RAPID REHOUSING FOR
VICTIMS OF DOMESTIC VIOLENCE PROGRAM**

The Grantee has applied for and received funds from the United States Department of Housing and Urban Development (HUD) for administration of the 2024 HUD Continuum of Care (CoC) Domestic Violence (DV) Rapid Re-Housing program, grant number MN0502D5K052403, which operates under the regulations set by HUD at 24 CFR 578.

I. TERM OF AGREEMENT

This AGREEMENT, entered this 11th day of July, 2025 by and between The Housing and Redevelopment Authority of St. Cloud, Minnesota “Grantee” and Lutheran Social Services “Subrecipient” will begin on September 1, 2025, and continue until the grant term date of August 31, 2026.

II. PURPOSE AND GUIDING PRINCIPLES

The Subrecipient will be responsible for administering the grant in a manner satisfactory to the Grantee consistent with any standards required as a condition of providing these grant funds.

Each party to this Agreement will work in cooperation to achieve the stated purpose of the 2024 HUD CoC DV Rapid Re-Housing program serving up to 9 eligible households in the counties of Benton, Sherburne, Stearns, and Wright in Central Minnesota. Services will include but not be limited to assisting applicants to obtain permanent housing, remain stably housed, and identify services that will assist them with their unique needs.

The Grantee will be required to enter into the Line of Credit Control System (eLOCCS) the Operating Start Date (OSD) and Operating End Date. The Operating End Date determines the due date for the Annual Performance Report.

III. SUBRECIPIENT INFORMATION AND ELIGIBILITY

The Subrecipient will ensure ongoing eligibility under regulations at 24 CFR 578.3 and 24 CFR 578.231, and the *Characteristics Indicative of a Subrecipient* outlined in the **July 24, 2015: Using Contractors in ESG and CoC Programs** located on HUD Exchange. See Subrecipient information in Exhibit B.

The Subrecipient will provide the documentation outlined in Exhibit B no later than August 15, 2025, and agrees to maintain the required documentation to support ongoing eligibility to administer this grant as a Subrecipient as outlined in Exhibit B.

IV. ADMINISTRATION AND PROGRAM DELIVERY

The 2024 HUD Continuum of Care (CoC) Domestic Violence (DV) Rapid Re-Housing program MN0502D5K052403 will include the following activities, unless HUD amended:

Activity 1: Support Services

Activity 2: Rental
Assistance

This Subrecipient Agreement, including the budget and applicable policies and procedures will outline the obligations of program administration and oversight, and include the responsibilities of the Grantee and Subrecipient.

Both parties are responsible to ensure that the program operates in accordance with the HUD Grant Agreement, the regulation, and the McKinney-Vento Act.

Both parties are responsible to ensure program integrity which includes privacy and confidentiality of program participant information. Both parties certify through signature of this Agreement that they will uphold the confidentiality and data privacy provisions under federal program obligations of this grant, the VAWA, and other obligations set forth in regulation and program guidance.

The Subrecipient will be responsible for administration of the program in accordance with 24 CFR 578 and as applicable for activities under this grant. Instances where the Subrecipient is unable to perform any of the tasks under this Agreement, may result in the Grantee terminating the Subrecipient Agreement.

The Subrecipient will conduct all activities under the grant, and if amended, which may include but is not limited to case management, intake activities including assistance with paperwork, documentation of homeless status, income and rent calculation, rent reasonableness, inspections, and necessary assessments for services and rental assistance. Additionally, the Subrecipient will provide supportive services to assist participants with ensuring long-term housing stability which may include but is not limited to such things as lists of resources, landlords, services that meet their unique needs, referral contacts in the service area and all other assessment or consultation to establish a service package that meets each participant unique needs. Additionally, the Subrecipient will comply with the standards for participation in the program, which include being subject to monitoring by the Grantee. The Subrecipient will cooperate with the Grantee, and when necessary adjust any errors and or content of documents if deemed necessary by the Grantee to ensure ongoing compliance with federal regulations, program guidance, and HRA policy for grant reporting.

The Subrecipient will be required to submit program guides, forms, and program documents to the HRA for review and approval. The HRA may require changes to forms and documentation to ensure the obligations of the Grantee are met and the program obligations are adequately covered.

The Subrecipient will work directly with participants and monitor their progress and ensure that assistance end dates are clearly communicated as well as timing for any transitions off of the program at the end of the term, if required.

Both parties are responsible to ensure confidentiality of participant information. The Subrecipient agrees to adhere to data privacy obligations under federal and state regulations which include but is not limited to the provisions of the Violence Against Women's Reauthorization Act of 2022(VAWA) which reauthorized, amended, and strengthened the Violence Against Women Act of 1994.

- LSS will use the centralized coordinated entry system.
- LSS will follow the written policies and procedures established by the Central MN Continuum of Care (CMCoC) to ensure that program delivery aligns with the prioritization for applicants to receive rental assistance and supportive services under this grant and the proper percentage of rent is determined based on the unique circumstances of the family and as allowed.

Activity 1-Case Management-Support Services: 24 CFR 578.37 and 24 CFR 578.53

All case management services must be eligible under the grant and applicable regulation.

The Subrecipient will provide Case Management and Support Services to include but not limited to the following list:

- The costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant(s) are eligible costs require supporting documentation to be provided to the Grantee and retained in the client file as appropriate.
- Component services and activities consist of:
 - Counseling;
 - Developing, securing, and coordinating services;
 - Using the centralized or coordinated assessment system as required under§ 578.23(c)(9).
 - Obtaining federal, State, and local benefits;
 - Monitoring and evaluating program participant progress;
 - Providing information and referrals to other providers;
 - Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking; and
 - Developing an individualized housing and service plan, including planning a path to permanent housing stability.
 - Assess and refer as needed, any participant that may benefit from services such as but not limited to mental health crisis intervention, counseling, individual-family or group therapy.
 - Appropriate supportive services within the community that strengthen the family and ensure housing stability (such as access to local services such as school programs).

The Subrecipient will ensure participants are notified of the August 31, 2026 sunset of the grant and establish a transition plan for participants that are on the program at the end of the grant term.

Activity 2-Rental Assistance: 24 CFR 578.37, 24 CFR 578.51

Grant funds may be used for rental assistance for homeless individuals and families. Rental assistance cannot be provided to a program participant who is already receiving rental assistance, or living in a housing unit receiving rental assistance or operating assistance through other federal, State, or local sources.

The Grantee and Subrecipient will set a maximum amount or percentage of rental assistance that a program participant may receive, a maximum number of months that a program participant may receive rental assistance, and/or a maximum number of times that a program participant may receive rental assistance. The Grantee or Subrecipient may also require program participants to share in the costs of rent. For the purposes of calculating rent for rapid rehousing, the rent shall equal the sum of the total monthly rent for the unit and, if the tenant pays separately for utilities, the monthly allowance for utilities (excluding telephone) established by the public housing authority for the area in which the housing is located.

The Subrecipient will enter into a contract with landlords to provide rental assistance for eligible participants, and will provide a copy of the template contract for review to ensure all required elements for the program are included in the contract and are in accordance with the regulation to include 24 CFR part 5 subpart L, and 24CFR 5.005 for VAWA.

The Subrecipient will ensure participants are notified of the 8/31/2026 sunset of the grant and establish a transition plan for participants that are on the program at the end of the grant term.

The grant will not cover costs of emergency transfers unless funding is available. Any approval of a budget modification or payment for costs outside of Rental Assistance and Support Services BLI must be approved by the Grantee, and in some cases may need HUD approval. The Subrecipient will need to make these requests in writing to the Grantee. Emergency Transfers will be handled in accordance with the CoC's policies.

The Subrecipient will perform required inspections and adhere to current regulations for housing quality standards, which include NSPIRE standards. If training of Subrecipient staff is needed to perform the property housing quality standard inspection, the Grantee may need to perform the unit inspections on a temporary basis without a charge to the Subrecipient for the inspection.

The Subrecipient will:

- Re-evaluate program participant needs to retain housing or continue to receive rental assistance. This information will be reported to the Grantee, and may include such things as changes in income or household composition and amount of rental assistance or type of supportive service.
- Calculate participant rent and income in accordance with program regulations. Income must be calculated in accordance with 24 CFR 5.609 and 24 CFR 5.611(a).
- Examine initial income eligibility, and when there is a change in family composition (e.g., birth of a child) or a decrease in the resident's income during the year. Changes in income and household composition will be reported to the Grantee.
- Process rental assistance payments to landlords and utility reimbursement payments if applicable to utility vendors.
- Process annual and interim recertification in accordance with HUD CoC Rapid Rehousing regulations.
- Complete Rent Reasonableness certifications.
- Meet with participants monthly to ensure long-term housing stability.
- Ensure that program staff are trained and kept up to date on regulatory and program changes.
- Meet with participants to explain the terms and conditions of the lease, tenant responsibilities and expectations for ongoing assistance.
- Process lease and contracts with landlords, and work with residents to help resolve disputes with landlords or find services that may assist them with concerns that have put their housing at risk.
- Assist participant with finding resources that can help with the cost of security deposits or other items needed to establish a new residence.
- Provide case management and life skills education if needed to support a participants long-term housing stability.
- Assess and refer as needed, any participant that may benefit from services such as but not limited to mental health crisis intervention, counseling, individual-family or group therapy.
- Report termination of assistance information including reasons for termination to the Grantee.
- Offer residents who are terminated a hearing or opportunity to discuss any grievance.
- Follow the grievance procedure.
- Ensure participants are notified of the 8/31/2026 sunset of the grant and establish a transition plan for participants that are on the program at the end of the grant term.

Annual Assessment of Service Needs:

The Subrecipient will complete the Annual Assessment of Service Needs for program participants, and determine adjustments to services being provided. The Grantee and Subrecipient will discuss the assessment of services needs during the quarterly progress meeting, and in some cases earlier if needed.

The Subrecipient will provide documentation to support an Annual Assessment was conducted for each participant and in instances when assistance is being terminated evidence of reason for the termination and that the participant was offered the opportunity to dispute that termination in accordance with the policy.

Conflict of Interest:

The Subrecipient will notify the Grantee of any conflict of interest in association with this grant, and will adjust program oversight policies, procedures, and staff assignments to avoid risks to program integrity. The Subrecipient will certify through this Agreement that should any conflicts arise, staff will notify the designated person at the organization and that information will be shared with the Grantee.

The Subrecipient will provide copy of their conflict of interest and personnel policy to comply with 24 CFR 578.95 and notify the Grantee if any exceptions or changes to the policy are impacting this grant.

Debarred or Suspension:

The Subrecipient must be in good standing with HUD and not be debarred or suspended from working with federal programs

The Subrecipient certifies through signing of this Agreement that they are not debarred or suspended from participating in federal programs, and will provide documentation to demonstrate this if requested by the Grantee.

Forms:

Where possible, the Grantee will permit the Subrecipient to use current and existing forms to complete the requirements under the grant. If a modification is needed to forms or reporting format to comply with HUD requirements, the Grantee will request that the Subrecipient modify the form to accomplish the mutual goal of meeting the obligations of the grant.

The Grantee will review and approve the Subrecipient's template lease or Housing Assistance Payment Agreement that is entered into with a participant or landlord and the Subrecipient prior to use of the forms to verify program compliance with the content of each agreement.

Monitoring and Enforcement:

The Subrecipient shall make available all program records if requested by the Grantee for monitoring or for other types of review initiated by a financial, program, or other type of audit, or monitoring by HUD. Program records shall be maintained in an orderly fashion and be easily auditable. The Subrecipient will restrict access to program records to only authorized representatives of the organization, the federal government, or for other reviews if required under the regulation, which may include audits or reviews performed after the closing date of this Agreement.

The Grantee will monitor compliance with program obligations and program administration responsibilities performed by the Subrecipient. The Grantee will monitor the Subrecipient and ensure that client level data collected reflects the progress of the program to the CoC.

The Grantee will monitor remotely whenever possible through periodic reviews, monthly review of invoices, and periodic data collection reports and if necessary, the Grantee may perform an on-site review of program records at the Subrecipient offices. If corrective actions are required, the Grantee will notify the Subrecipient in writing with a date for completion of the correction. The Grantee will share outcomes of any monitoring including corrective actions to be completed no more than 30 days after discovery.

If an instance of noncompliance with the Subrecipient Agreement occurs, the Grantee may suspend or pause reimbursement payments to the Subrecipient until the matter is satisfactorily resolved. The Grantee will follow the responsibilities outlined in 24 CFR 587.107(c).

If HUD determines that there is non-compliance with administration of the grant as a result of the Subrecipient not adhering to regulations or policies and procedures or a refusal to make the necessary corrections resulting in repayment to HUD due to the noncompliance, the Subrecipient may be responsible for reimbursement of the cost of the ineligible expense.

If HUD determines that there is an area of non-compliance with the obligations of the grant, and the remedy to correct the non-compliance is the responsibility of the Subrecipient, the Subrecipient agrees to cooperate with the Grantee to resolve the non-compliance and correct any deficiencies.

Monitoring - remote	Grantee and Subrecipient staff	Remote-limited: with monthly invoice review and any quarterly reporting (monthly, quarterly) Remote-Subrecipient monitoring: program monitoring prior to grant close out (near or around mid-grant term-6-7 months)
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Policies and Procedures:

The Subrecipient will establish and provide to the Subrecipient their policies and practices that ensure confidentiality, program compliance, financial accountability, program recordkeeping (financial and other program information), and that services to the homeless are handled in accordance with applicable laws and do not restrict the rights provided by regulation and applicable laws to participants.

The Subrecipient will be required to adhere to the program obligations and the Subrecipient Agreement, and will be required to work collaboratively with the CMCoC, and participate in scheduled meetings.

The Subrecipient will ensure staff are knowledgeable and adhere to the participant protection and obligations under VAWA and all applicable program obligations.

Recordkeeping:

Both parties must retain records in accordance with regulatory requirements as outlined in 24 CFR 578.103, which includes but is not limited to records retention requirements and obligations for obtaining and retaining documentation of homeless status, services provided, rental assistance provided, and each program participant's annual income.

Referrals:

The Subrecipient will use the centralized coordinated entry system and the CMCoC policies to ensure proper handling of referrals for participants.

The Subrecipient will follow the written policies and procedures established by the CMCoC to ensure that program delivery aligns with the prioritization for applicants to receive rental assistance and supportive services under this grant and the proper percentage of rent is determined based on the unique circumstances of the family and as allowed.

Rent Reasonableness:

The Subrecipient will complete a rent reasonableness certification and provide a copy to the Grantee in coordination with a completed copy of the inspection and lease execution.

Reporting and Outcomes:

The Grantee and Subrecipient will meet to discuss program outcomes and reporting on a regular basis aligned with the schedule below:

Monthly	Program Managers Subrecipient and Grantee	15 min to ½ hour or more if necessary to touch base on program administration to include topics such as (but not limited to): utilization, request for reimbursement, areas of concern or emerging issues
Quarterly	Program Director, Program Managers, Senior Director of Housing Services, Executive Director HRA, Financial Directors (as needed)	½ hour to 45 minutes or more if necessary to discuss program performance to include topics such as (but not limited to): utilization, budget, issues with billing, other concerns, changes in HUD policy, or potential or emerging concerns with meeting grant obligations (if any)
Semi-Annually	Program Director, Program Managers, Senior Director of Housing Services, Executive Director HRA, Financial Directors (as needed)	One hour or more if necessary to firm up outstanding items related to program performance, match, and reporting, additional items may include billing, policy changes, and preparing for final APR and close out
Annually – close out	Program Director, Program Managers, Senior Director of Housing Services, Executive Director HRA, Financial Directors (as needed)	One hour or more if necessary to finalize outstanding items related to program performance, match, and reporting, additional items to prepare for final APR and close out and program transitions
Other-as needed	Determined based on outstanding items, emerging issues or concerns/risk	Determined based on outstanding items, emerging issues or concerns/risk
Monitoring - remote	Grantee and Subrecipient staff	Remote-limited: with monthly invoice review and any quarterly reporting (monthly, quarterly) Remote-Subrecipient monitoring: program monitoring prior to grant close out (near or around mid-grant term-6-7 months)

The Grantee will utilize client level data provided by the Subrecipient through the HMIS system, and HUD's Annual Performance Reporting process to ensure utilization of the program supports community need and demonstrates effectiveness of the grant.

Close out:

The Subrecipient's obligation to the Grantee will not end until all close out requirements are completed. Activities during the close out period shall include but are not limited to; making final payments, program assets (as applicable), and the custodianship of program records.

The Subrecipient agrees to provide required documentation and reports necessary in a timely manner to ensure that the Grantee can complete close out procedures and steps by the required deadline set by HUD. Program close out requirements may necessitate additional documentation from the Grantee to support information necessary to close out the grant and submit final reporting to HUD. These systems may include but are not limited to eLOCCs, SAGE, HMIS, or eSNAPs, etc. as applicable. The Grantee will complete necessary close out activities in the timeline required.

The grant close out will conform to 24 CFR 587.109 and 2 CFR part 200 Subpart D, and all other relevant close out procedures established by HUD. The Subrecipient will cooperate with the Grantee and HUD to ensure that grant close out conforms to 24 CFR 587.109 and 2 CFR part 200 subpart D and relevant close out procedures established by HUD.

IV: FINANCIAL OVERSIGHT**Accounting Standards**

The Subrecipient agrees to comply with 2 CFR 200 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

Cost Principles

The Subrecipient shall administer the program in conformance with 2 CFR 200 as applicable. These principles shall be applied for all costs incurred. A de minimus rate may be applied to the grant and may be amended from time to time.

The Grantee will maintain possession of grant funds and will reimburse the Subrecipient as costs are incurred and monthly reimbursement requests are made and approved.

The Subrecipient will provide required financial and program records and information as needed to ensure grant funds are administered and records are properly maintained.

The Subrecipient will be responsible to ensure eligible costs are billed to the grant as outlined in this Agreement, regulation, and applicable HUD published notices and guidance.

The Subrecipient must have accounting and finance systems in place to demonstrate accurate reporting and cost coding for the grant. This may include but is not limited to ensuring the obligations in 2 CFR part 200 at <https://www.ecfr.gov/current/title-2/part-200/subpart-D> are met. The Subrecipient will be required to demonstrate to the Grantee that accounting records, and written policy can demonstrate costs billed to the grant are eligible for this grant and easily auditable.

The Subrecipient agrees to follow accounting procedures that demonstrate adequate internal financial controls, and that source documentation regarding client eligibility and costs of services and rental assistance is maintained for the required period in a format acceptable to the Grantee.

Audit:

The Subrecipient shall make available all program records if requested by the Grantee for any audit or review required for financial, program, or other type of review by an auditor or by HUD. Program records shall be maintained in an orderly fashion and be easily auditable. The Subrecipient will restrict access to program records to only authorized representatives of the organization, the federal government, or for other reviews if required under the regulation, which may include audits or reviews performed after the closing date of this Agreement.

Both parties must comply with 2 CFR part 200, Subpart F and other parts as applicable.

Budget Modifications:

Both parties will monitor program expenditures, and meet regularly (monthly and quarterly) to discuss utilization and program budget. Budget modifications may be considered if deemed necessary by the Grantee. Amendments to Activity 1 or 2 or an additional of an eligible activity, if necessary, will be requested in writing by the Subrecipient with an explanation for the reasons to Amend. Amendment requests would be submitted to the Grantee, and approval to request from HUD an amendment to this Agreement will be made in accordance with HUD guidance and the FY 2024 CoC Program Competition NOFO.

Drawdowns/Reimbursement Requests:

On a monthly basis the Subrecipient will submit reimbursement requests. Reimbursement requests must include details to ensure the costs being billed are eligible. Reimbursement requests must include supporting documentation such as as description of the services provided and the amount spent on that service, and include documentation to support costs associated with administration and staff costs to provide the services under the activity being billed (including costs for rental assistance in accordance with 24 CFR 578.103).

The Grantee will reimburse the Subrecipient for eligible activities in accordance with 24 CFR 578.85 and distribute the portion of funds determined eligible within 45 days of receiving approvable requests for reimbursement.

Both parties must comply with 2 CFR part 200, subpart F and other parts as applicable. The Grantee will require documentation to approval reimbursement for costs associated with each activity and outlined in Exhibit C. The documentation for each reimbursement request will need to support the cost and demonstrate that it was an eligible cost. The Grantee will not reimburse for ineligible costs, or for amounts above the grant amount. Both parties will closely monitor grant funds and ensure that expenses do not exceed the grant award.

The grant will not cover costs for Emergency Transfers unless there is budget available. Approval of costs associated with an Emergency Transfer will have to be requested in writing and submitted to the Grantee prior to approval of the expenditures. Requests for reimbursement by the Subrecipient for Emergency Transfers may be denied by the Grantee.

Reporting outcomes and activities will be integral to the success of the program. Timeliness of reporting and accuracy of billing will be facilitated through the submission of monthly reports and due diligence to include but not limited to tenant eligibility verifications, financial records for supportive services costs and match as requested. Documentation requested by the Grantee will be specific to the due diligence necessary to demonstrate eligible activities are being billed to the grant. Documentation of eligible costs

will be required to be submitted to the Grantee prior to reimbursement being approved and payment being sent to the Subrecipient. The Grantee will not reimburse for ineligible costs, or for amounts above the grant amount.

Indirect Costs:

A de minimus rate may be applied to the grant and may be amended from time to time.

Match: 24 CPR 578 Subpart D

The Grantee is responsible for 100% of the match requirement which is 25% of total expended funds or **\$43,315** whichever is less. Match is outlined in the Match Agreement which is attached to the Subrecipient Agreement under Exhibit A.

Instances where the Grantee makes available additional support to perform obligations under the grant (such as NSPIRE Inspections), will be made available and provide as In-Kind Match.

The Subrecipient will provide documentation in accordance with the Match Agreement (Exhibit A) which may include but not be limited to payroll records, accounting records, reports, and verification documents. All documentation must include the grant number and year of the grant. The records must outline how the calculation for match was derived. Volunteer services, must be supported by the same method as costs for staff.

Utilization:

The Subrecipient agrees to ensure prudent oversight of the grant, and will monitor utilization and report monthly to the Grantee current utilization information to include projections for 30-60 days, changes in expenditures such as end of participation, changes in rental assistance amounts, or other associated program costs.

The Grantee and Subrecipient will meet monthly and quarterly to evaluate utilization and make necessary adjustments based on financial information.

The Subrecipient will report termination of assistance information including reasons for termination to the Grantee. Participants who are terminated should be offered a hearing or opportunity to discuss any grievance for termination. The Subrecipient must follow the grievance procedure.

V: INSURANCE AND BONDING

The Subrecipient shall carry sufficient insurance coverage to protect contract assets from loss due to theft, fraud and/or undue physical damage, and as a minimum shall purchase a blanket fidelity bond covering all employees in an amount equal to cash advances from the Grantee. The Subrecipient shall comply with the bonding and insurance requirements of 2 CFR 200, Bonding and Insurance

The Subrecipient will provide a copy of the policy no later than August 15, 2025.

VI: SUSPENSION AND TERMINATION OF AGREEMENT

In accordance with 2 CFR 200, the Grantee may suspend or terminate this Agreement if the Subrecipient materially fails to comply with any terms of this Agreement, which include (but are not limited to) the following:

- Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and HUD guidelines, policies or directives as may become applicable at any time;
- Failure, for any reason, of the Subrecipient to fulfill in a timely and proper manner its obligations under this Agreement;
- Ineffective or improper use of funds provided under this Agreement; or
- Submission by the Subrecipient to the Grantee reports that are incorrect or incomplete in any material respect.

In accordance with 2 CFR 200, this Agreement may also be terminated by either the Grantee or the Subrecipient, in whole or in part, with a 60-day notice, to include the reasons for termination, the effective date, and, in the case of partial termination, the portion to be terminated. If in the case of a partial termination of this Agreement, the Grantee determines that the remaining portion of the award will not accomplish the purpose for which the award was made, the Grantee may terminate the award in its entirety.

VI: ASSIGNABILITY

The Subrecipient shall not assign or transfer any interest in this Agreement without the prior written consent of the Subrecipient.

VII: PROGRAM CONTACTS

Grantee: Housing and Redevelopment Authority of St. Cloud, MN

Primary contact:

Name: Lori Lygre

Title: Voucher Programs Manager

Email: llygre@stcloudhra.com

Alternate contact:

Name: Stacy Fuglesten

Title: Senior Occupancy Specialist Email:

sfuglesten@stcloudhra.com

Subrecipient: Lutheran Social Services

Name: Kim Prinsen

Title: Program Director

Email: kim.prinsen@lssmn.org

VIII. Termination

This MOU may be terminated by any Party at any time, with or without cause, upon 60 days written notice to the other Parties. The termination shall be effective on the date specified in the notice of termination but will not release any of the parties from fulfilling their responsibilities for time spent under this MOU.

IX. **Signatures:**

**Housing and Redevelopment Authority
of St. Cloud, MN**

Name: Louise Reis

Title: Executive Director

Signature: _____

Date: _____

Lutheran Social Services

Name: Alexis Oberdorfer

Title: Senior Vice President Service

Signature: Alexis Oberdorfer

Date: 7/11/2025

Exhibit A-Match Agreement

Documentation to support match may include but not be limited to payroll records, accounting records, reports, and verification documents. All documentation must include the grant number and year of the grant. The records must outline how the calculation for match was derived. Volunteer services, must be supported by the same method as costs for staff. The Subrecipient will submit match information with necessary invoices or reporting methods outlined in this agreement or as determined during the term of this agreement.



July 8th, 2025

Housing and Redevelopment Authority of St. Cloud, MN (HRA)
1225 W St Germain St.
St. Cloud, MN 56301

RE: Lutheran Social Services of Minnesota –
Letter of Commitment of HUD Case Match and Leverage
St. Cloud MN DV Rapid Rehousing

Lutheran Social Service of Minnesota provides Rapid Rehousing Services. Funding for support services and rental subsidies from FHPAP will be used as our match for HUD 2024 DV Rapid Rehousing Program.

FHPAP- \$43,314

These funds will be available for the period of performance dates 09/01/2025-08/31/2026.

Please contact me with any questions regarding the match commitment.

Warm Regards,

Zayed Ahmed

Zayed Ahmed Senior Director Housing Services
Zayed.ahmed@lssmn.org | 612-512-1884

Exhibit B-Subrecipient Information

1. Organization Name: Lutheran Social Service of MN
2. Organization Type: Social Service
3. Employer or Tax Identification Number: 41-0872993
4. Organizations physical address: 2485 Como Ave, St. Paul, MN 55108
5. Organizations congressional district: MN-04
6. Is the Subrecipient a faith-based organization (circle yes or no) ? **Yes**
7. Prior or current recipient of other federal funding (circle yes or no)? **Yes**
8. Expected Subaward amount: \$173,257.00 based on authorized award under FY 2024 HUD CoC Program
9. Contact Person authorized to act on the organization's behalf as it relates to carrying out actions contracted by the Grantee:

Jamie Wilkins
Associate Vice President

Alexis Oberdorfer
Senior Vice President Service

Subrecipient Documentation to provide to the Grantee:

1. Non-profit documentation:
Submit either:
 - A copy of IRS final determination letter providing tax-exempt status under Section 5011(3) of the IRS code (preferred), or
 - A certification from a licensed CPA that the organization meets each component of the definition of a private non-profit organization as defined by 24 CFR 578.3
2. Completed W-9 or other required documentation to authorize and submit reimbursement to the Subrecipient
3. Insurance Documentation outlined in Section V of this Agreement

Exhibit C-Documentation

Documentation to demonstrate eligible costs were incurred, will be required for reimbursement. The contract requirements allow for reimbursement of eligible costs incurred, not projected or “expected”. Costs must have occurred within the grant term for participants on the program.

Rental Assistance Activity documentation:

Documentation to support rental assistance costs under 24 CFR 578.51 provided monthly unless a modification is approved.

The documentation for reimbursement may include but is not limited to documentation to demonstrate the total costs incurred for the rental assistance activity, in a form that demonstrates payment was made for eligible costs under the regulation, for active participants during the grant period.

Documentation to demonstrate new participant eligibility, and costs paid on their behalf may include but not be limited to:

- New participant eligibility paperwork
- Passed inspection of new units
- Lease that includes required elements
- Summary page or other documentation that a client assessment was completed
- Landlord contract
- Rent calculation, to include applicable rent tier
- Utility allowance calculation
- Rent reasonableness

Documentation to demonstrate ongoing rental assistance is paid:

- Monthly report in sufficient detail to demonstrate rent and other eligible costs were paid, to include the amount and any identifier for the participant and vendor
- Documentation to support a change in rent assistance amount, which may include (but not be limited to) changes in income, household expenses, utilities, and other adjustments in rent tier (if applicable)
- Additional documentation as needed to support the request for reimbursement

Invoices must include:

- Date cost was incurred/paid
- Specific costs being requested for reimbursement
- Unique identifier for resident
- Information to tie costs to the program code/accounting code for this grant

Support Services 24 CFR 578.53:

Documentation must include a financial or payroll report, time sheets, hourly rate, and benefit information to quantify staff costs associated with performing support services to meet the obligations in 24 CFR 578.53 (e)(3) when required.

Documentation to include but not limited to:

- Relevant documentation to support costs for services provided to the participant under this activity and in sufficient detail necessary to confirm eligible costs

Match documentation:

Documentation to demonstrate match aligns with the match type.

In-kind documentation may include but not be limited to:

- Relevant records to account for the in-kind in accordance with Match Policy, (also see match agreement in Exhibit A)

Cash documentation may include but not be limited to:

- A letter of the cash commitment

Close out:

Documentation for close out provided in the timeline required in regulation, which may include but not be limited to that outlined in 2 CFR part 200.328. Documentation may include but not be limited to:

- Final report with outcomes and final invoice for expenditures

File documentation to retain:

Documentation to be retained by the Subrecipient may be transferred at the end of the contract term if requested.

Program documentation may include but not be limited to such items as listed below:

- Housing search
- Landlord recruitment
- # on program/participated in Intake
- Amount of Rent and Move in assistance paid (detail costs: ie rent, fees, other costs to stabilize home, utilities, etc.)
- Documentation rent was paid to the landlord, utility company, receipts for other costs that were made to stabilize household in compliance with reg)
- Lease
- Rent reasonableness
- Rent and Utility allowance
- Agreement with landlord
- Income calculation
- Amount of subsidy
- Agreements (lease, contract etc.)
- Utility reimbursement to resident
- Rent tiers used
- Assessments completed
- Monthly meeting with case manager
- Referral information as appropriate
- Certification by staff to obtain third party documentation, and participant
- Relevant program related financial records

TO: St. Cloud HRA Board of Commissioners

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

DATE: July 16, 2025

SUBJECT: Pay 2026 Tax Levy

Requested Action: Approve the pay 2026 tax levy.

Background: The pay 2026 tax levy request and 2026 draft Central Office Cost Center budget will be discussed at the July 23 study session.

Options: Approve the pay 2026 tax levy.

Frequency of Request: Annually.

Related Actions: The tax levy request will be discussed by the City Council at an August budget meeting. It will then be presented for approval at a September City Council meeting.

Future Action: Approval of the 2026 budgets prior to year-end. Levy may be amended (downward only) if needed, prior to final certification in December.

Relationship to Goals: Will enable us to continue striving towards achieving our goals.

Budget Impact: 2026 tax levy revenue.

RESOLUTION 2025-10

HOUSING AND REDEVELOPMENT AUTHORITY OF ST. CLOUD, MINNESOTA

**ADOPTING THE SPECIAL LEVY FOR PAYMENT
IN THE YEAR OF 2026**

WHEREAS, pursuant to Minnesota Statutes, Section 469.033, Subdivision 6, the Housing and Redevelopment Authority of St. Cloud, Minnesota (the “HRA”), upon approval of the City Council of St. Cloud, is authorized to levy a special tax upon all property, both real and personal, within the City of St. Cloud to be expended and applied for purposes of Minnesota Statutes 469.001 to 469.047; and

WHEREAS, the amount of the levy shall not exceed 0.0185 percent of taxable market value; and

WHEREAS, the Board of Commissioners of the HRA has reviewed the Central Office Cost Center budget and finds the expenditures to be in keeping with the stated sections of Minnesota Statutes and prudent use of public funds;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF ST. CLOUD, MINNESOTA:

1. The special tax, in the amount of \$790,000, for payment in the calendar year 2026; and that the Finance Director of the HRA is hereby authorized and directed to forward this Resolution to the City Council of St. Cloud, Minnesota, for its consideration; and
2. The Finance Director of the HRA, subsequent to City Council approval, is hereby authorized and directed to certify such tax to the Auditors of Benton, Sherburne, and Stearns Counties.

Adopted this 23rd day of July, 2025.

ATTEST:

Nancy Gohman, Chair

Hani Jacobson, Secretary

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

FROM: Louise Reis, Executive Director

DATE: July 16, 2025

SUBJECT: Approval of Resolution 2025 – 11 Authorizing Loan for Wilson Apartments

Requested Action: Approval of Resolution 2025 - 11 Authorizing a forgivable loan of \$4,800,000.00 from Minnesota Housing under the Publicly Owned Housing Program (POHP) funds for replacement of domestic and sanitary plumbing lines at Wilson Apartments.

Background: The St. Cloud Housing and Redevelopment Authority applied for funds through the Publicly Owned Housing Program (POHP) from Minnesota Housing. Minnesota Housing had \$41 million available for local units of government to use for non-recurring capital projects to improve public housing units and reduce operating costs. The loan will have a 20- year term with no payments, and be forgiven if the project maintains the original use (public housing) as stated in the application documents.

Frequency of Request: One time only.

Related Actions: Approval for the design and engineering services - October 2024 meeting, Approval of contractor – June 2025 meeting

Future Action: None at this time.

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

Budget Impacts: This item was budgeted for under the Capital Fund Program.

RESOLUTION 2025 – 11

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

**AUTHORIZING THE APPROVAL OF THE TERMS OF A \$4,800,000.00 LOAN TO WILSON
APARTMENTS**

BE IT RESOLVED by the Board of Commissions (Board) of the Housing and Redevelopment Authority of St. Cloud, Minnesota (HRA) as follows:

WHEREAS, the Housing and Redevelopment Authority of St. Cloud, Minnesota (HRA) is the owner and manager of the Wilson Apartments, (legal description attached) a public housing apartment building in the City of St. Cloud, Minnesota; and

WHEREAS, the HRA desires to enter into a loan with Minnesota Housing for \$4,800,000 for the replacement of domestic and sanitary plumbing lines in the Wilson Apartments;

NOW, THEREFORE, BE IT RESOLVED, the HRA's Board of Commissioners in its capacity as the HRA's Board of Commissioners, that the HRA acting on its own behalf, is authorized and directed to execute and deliver any and all documents and to take any and all actions to enable the HRA to receive the loan of \$4,800,000; and

FURTHER RESOLVED, that Louise Reis as the HRA's Executive Director is authorized and directed on behalf of the HRA, acting on its own behalf, to execute and deliver each and every document and to take all actions, which she deems necessary to facility the loan.

Adopted July 23, 2025.

Nancy Gohman, Chair

Hani Jacobson
Secretary

TO: HRA Board of Commissioners
FROM: Louise Reis, Executive Director
DATE: July 15, 2025
SUBJECT: Report on Activities

Northway A & B – The Department of HUD completed a NSPIRE inspection on Grace McDowall Apartments and the Northway B Townhomes on June 9, 2025. The properties received a score of 83. We also had Minnesota Housing complete a Management and Occupancy Review on June 11, 2025. The properties received a score of “Satisfactory”.

SEMAP – We received notification that the Department of HUD gave the St. Cloud HRA a score of 97 out of 100 on the Section 8 Management Assessment Program (SEMAP) for the year ending 12/31/2024. The score lists our agency as a “High Performer”. The SEMAP information enables HUD to better manage and assess the administration of the program.

Wilson Plumbing Project: Our office has submitted the signed contract with Kue Contractors to Minnesota Housing for approval.

Housing Choice Voucher Program: During the month of June, 2025 there were 5 housing choice vouchers released. Two for program violations, two were voluntarily released, and one was due to death.

As of June 30, 2025 - Port In 99, Port Out 47

CDBG Update:

For the homeowner rehab program:

- 4 in construction
- 4 in process
- 11 on waiting list

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

Fund: Public Housing – 291 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>06/30/25</u>
Empire	89	2.16%	0
Wilson	126	1.89%	2
Scattered Sites	76	1.64%	1

Fund: Section 8 New Construction – 162 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>06/30/25</u>
Germain	60	2.33%	0
Grace/NWB	102	1.02%	1

Fund: Tax Credit – 249 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>06/30/25</u>
Creeks	24	0.51%	0
Brownstones	12	2.28%	0
Swisshelm One	32	8.22%	0
Westwood One	32	2.93%	0
Swisshelm Two	32	11.9%	2*
Westwood Two	32	5.00%	1
Riverside	85	7.68%	4*

Fund: Affordable Housing – 79 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>06/30/25</u>
Eastwood	18	6.09%	1
Loehr	61	1.87%	2*
3SFH	3	34.8%	0

*one unit rented in July

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

St. Cloud HRA, 1225 West St. Germain Street, Board Room
Wednesday, July 23, 2025
Immediately following 5:00 p.m. Study Session

<p>STUDY SESSION -- 5:00 P.M., St. Cloud HRA, Board Room AGENDA: Preliminary Pay 2026 Tax Levy and COCC Budget Discussion</p>

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, June 25, 2025. REQUESTED ACTION: Approve.
- 4. Approval of Regular Meeting Minutes, June 25, 2025. REQUESTED ACTION: Approve.
- 5. Review of 2025 Financial Reports. REQUESTED ACTION: None.
- 6. Approval of Payment Standards for the Housing Choice Voucher (HCV) Program. 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 Joint Powers Agreement with State of Minnesota - St. Cloud Technical and Community College
- 8. Approval of Contract for construction of a single-family home at 152 19th Avenue North.
- 9. Approval of Contract for Common Area Furnace and Air Conditioner Replacement at Swisshelm Village Apartments Two
- 10. Approval of Resolution 2025-09 – HUD Continuum of Care DV Rapid Re-Housing Grant Agreement.
- 11. Approval of Subrecipient Agreement with Lutheran Social Services.
- 12. Approval of Resolution 2025-10 – Adopting the Special Tax Levy for Payment in the Year of 2026.
- 13. Approval of Resolution 2025-11 – Authorizing Loan for Wilson Apartments.
- 14. Report on Activities.

Open Discussion:

Adjourn.