

**REGULAR MEETING OF THE
ST. CLOUD HRA BOARD OF COMMISSIONERS
Wednesday, August 26, 6:00 P.M.**

City Hall Council Chambers, 400 2nd Street South

NO STUDY SESSION SCHEDULED PERSONNEL COMMITTEE WILL MEET AT 5:30 P.M.
--

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

Regular Meeting Agenda:

1. Roll Call and Pledge of Allegiance.

Consent Agenda:

2. Approval of Agenda. REQUESTED ACTION: Approve.
3. Approval of Study Session Minutes, July 22, 2020. REQUESTED ACTION: Approve.
4. Approval of Regular Minutes, July 22, 2020. REQUESTED ACTION: Approve.
5. Review of Financials: Al Loehr Apartments Fund, Brownstones Family Housing Fund, Plum Creek Family Housing Fund, Riverside Apartments Fund, Swisshelm Village One Apartments Fund, Swisshelm Village Two Apartments Fund, Westwood Village One Apartments Fund and Westwood Village Two Apartments Fund.
REQUESTED ACTION: NONE
6. Approval to Write-Off Resident Accounts Receivable.
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.
 - A. Public Hearing for the PHA Plan for the FY 2021.
 - B. Resolution 2020-07 - Approval of 2021 Public Housing Agency Plan.
 - C. Resolution 2020-08 – Approval of Capital Fund Program and 5-Year Plan.
8. Approval of Emergency Sick Leave Policy.

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

Wednesday, July 22, 2020

A Study Session for the St. Cloud HRA Board of Commissioners was held on Wednesday, July 22, 2020, City Hall Chambers, 400 2nd Street South, St. Cloud, MN. Chair Nancy Gohman called the meeting to order at 5:00 p.m. Commissioners present: Mike Conway, Abdi Daisane, Seal Dwyer, Jeff Goerger, Nancy Gohman and George Hontos. Absent: NONE. [board has one vacancy].

Karen Rizer, Finance Director, presented the Tax Levy and Central Office Cost Center (COCC) budget. She stated there were no significant changes from last year's budget. Ms. Rizer added, however, this is a non-COVID budget so there may be changes prior to adopting that are needed. She stated the main difference from last year is the additional cost of a new maintenance truck under #14, Maintenance Supplies and Services. Commissioner Hontos asked the age of the truck and the mileage. Ms. Rizer responded she was unsure of the mileage; the truck is six years old but has high mileage and has been experiencing some repair issues. She said if they find the repairs not to be substantial the truck will be kept and the budget adjusted to reflect not purchasing in this year.

Ms. Rizer reminded the Board they are not adopting the budget at this meeting, only reviewing for reasonableness. Commissioner Conway commented to Ms. Rizer that she must be depreciating it over six years to which she said that was correct.

Chair Gohman asked the impact of COVID-19 on the budget. Ms. Rizer said under the Charges for Services estimated column there is an additional \$40,000 more than the adopted 2020 actual budget. She said based on what it appears now an additional \$40,000 - \$60,000 in Federal dollars could be received but you are required to take revenue to the extent of expenses only. Ms. Rizer said at this point we do not have the expenses so she reduced total revenues to \$1,240,000. She said this is the line item where the additional \$60,000 in COVID expenses would go if needed. Ms. Rizer added that last year HUD approved a greater administrative fee; however, again, you can only get an increase in admin fees equal to expenses.

Commissioner Daisane asked about the core neighborhood portion of the levy and its use. Ms. Rizer said a few years back the levy request was increased and the increased amount was set aside for use in the core neighborhoods. Commissioner Daisane asked if this money was meant for neighborhood organizations. Ms. Rizer responded not usually; she said it generally it is for home owner programs.

Ms. Rizer continued presenting the budget showing the calculation of the tax levy. She said the amount allowable by State Statute is .0185% which would be approximately \$850,000; she said her proposal is \$486,000 or .0106% which amounts to an increase of 4.7% over last year.

Ms. Rizer presented a graph showing where all the revenues were in 2019 and where they are projected for 2021. She said the only significant difference is under State and Other Governments that shows it lowering from 7.5% to 4.2%; the reason being new elevators were done in 2019 with one-time state grants.

Commissioner Conway asked what falls under the term "Other". Ms. Rizer responded interest and charges for services would be the majority of expenses here.

Chair Gohman commended Ms. Rizer and staff in maintaining the levy at the lower than authorized amount and in the great work done with limited amounts of funding provided. All Board members agreed.

There were no further questions on the budget.

The next item on the agenda was introduced by Executive Director Louise Reis. Ms. Reis said the HRA was recently notified by the Minnesota Pollution Control Agency that there is an open file on the vacant lots on 19th Avenue North owned by the HRA. She said property on 19th Avenue North was purchased in 2003 from Anderson Trucking and then later sold to Youth for Christ in 2007. Ms. Reis said when the property was purchased all soil conditions were acceptable. She said in 2010 and 2013 the HRA had homes built on two of the lots and three lots remain. Ms. Reis said there were wells on the property but they were closed at that time. She said in reviewing the environmental report from that time it does not state anything further needing to be done other than what had been. Ms. Reis said staff was unaware of any open files or issues and unable to find any documentation showing any issues.

Paul Soenneker, Project Manager, introduced Kris Stahl and John Baxter from Environmental Health Testing Services to explain to the Board their findings and recommendations for moving forward. Ms. Reis said staff does not have expertise in this area so Ms. Stahl and Mr. Baxter were asked for advice on how to handle.

Mr. Baxter stated that the recommendation is to start with a Phase I creating a workplan and try to meet the standards as requested. Mr. Baxter stated the standards are quite similar today to what they were in 2003. He said since the part of the parcel in question was formerly a parking lot it makes it more confusing. Mr. Baxter said he and Ms. Stahl would act as consultants in setting up the workplan, contact current land and/or property owners to access their property and homes.

The Board was curious how the sale of the land ever went through without this being brought up before. Ms. Reis responded the buyers, Youth for Christ, did not test the site. Mr. Baxter added that Anderson Trucking, the original owners, were most likely doing business like everyone else at that time in regards to where they were dumping chemicals so no one thought anything of it. Ms. Stahl said they feel the most concern now is with the septic drain field, most likely paint dumped or washed away leaving solvents as the root problem.

Mr. Baxter said there is grant money available to help with the cost. He said he and Ms. Stahl can help in writing the application and overseeing the project. Chair Gohman asked what the cost for their services would be. Ms. Stahl said approximately \$2,500 for Phase I to write up a work plan and help with the grant application.

Commissioner Hontos asked what the total cost will be. Mr. Baxter said for the entire cleanup it could be less than \$10,000 but as high \$50,000; this is where the workplan comes in.

Commissioner Goerger asked the next step as all Board members agreed there is no option but to address and take care of the problem. He asked when Mr. Baxter and Ms. Stahl would begin the work if hired? Ms. Stahl responded in the next week. All Board members agreed for them to start the process.

The meeting adjourned at 5:56 p.m.

ATTEST:

Secretary, George Hontos

Chair, Nancy Gohman

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

Wednesday, July 22, 2020

A Regular Meeting for the St. Cloud HRA Board of Commissioners was held on Wednesday, July 22, 2020, City Hall Council Chambers, 400 2nd Street South, St. Cloud, MN. Chair Nancy Gohman called the meeting to order at 6:00 p.m. Pledge of allegiance was spoken.

1. Roll call was taken and the following Commissioners were present: Abdi Daisane, Seal Dwyer, Nancy Gohman, George Hontos, Jeff Goerger and Mike Conway. Absent: None. [The board has one vacancy.] Chair Nancy Gohman stated an additional item regarding COVID-19 and staffing would be added to the agenda at the end of the meeting.
2. Approval of Agenda – Commissioner Goerger moved for approval of the consent items and agenda; Commissioner Conway seconded the motion. The motion carried.
3. Approval of Study Session Minutes, June 24, 2020 – approved as presented.
4. Approval of Regular Meeting Minutes, June 24, 2020 – approved as presented.
5. Approval of Scattered Site Furnace and Water Heater Replacement and Air Conditioner Installation – contract approved with Mechanical Brothers in the amount of \$78,044.00 to replace furnaces and water heaters and install central air conditioners in 7 scattered site homes.
6. Review of Financials: Central Office Cost Center Fund, Housing Choice Vouchers Fund, CDBG Housing Rehab Fund, Community Housing Fund, and Housing Development Fund & Rehab Fund – no action requested.
7. Approval of Caretaker Compensation Policy – approved as presented.

Old Business:

8. Update on Goals – Louise Reis, Executive Director, stated the goals provided are to update the Board on where staff is with each goal and activities that have taken place. No action requested and the Board had no concerns.

New Business:

9. Approval of 2021 Tax Levy – Karen Rizer, Finance Director, stated for the public the staff recommendation for \$486,000 was discussed in detail at the 5:00 Study Session. She said the approved dollar amount will be discussed by City Council August 5th and then be presented in September for City Council final approval. Commissioner Dwyer moved for approval; Commissioner Goerger seconded the motion. Commissioner Conway thanked HRA staff for their diligence in using funds and keeping the requested levy amount a minimal for tax payors. All Commissioners voted in favor. The motion carried.

10. Report on Activities – Ms. Reis updated the Board on a grant opportunity that came out the previous week for housing assistance using federal dollars to help persons in need due to COVID-19. She stated an application request for \$1.6 million was sent out today. Karen Rizer, Finance Director, explained further the need expressed for central Minnesota and the timeline. She stated recipients will know if they are receiving the funding by August 3rd; the funding will be released August 10th and payments will need to be going out the door within two weeks. Ms. Rizer said MHFA has not released all the rules at this time.

11. [New Item Added at Meeting] – Authorization for Executive Director to hire as needed for position to accomplish workload created by COVID-19 – Ms. Reis stated this position is dependent upon the awarding of the grant application discussed in her report on activities. Commissioner Conway moved for approval; Commissioner Dwyer seconded the motion. Commissioner Conway asked where the funding would come from to pay for the new position. Ms. Rizer responded mainly from the administrative fees received with the grant dollars. All Commissioners voted in favor. The motion carried.

Open Discussion: none.

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

ATTEST:

Chair, Nancy Gohman

Secretary, George Hontos

TO: HRA Board of Commissioners

FROM: Karen Rizer, CPA Finance Director

DATE: August 17, 2020

SUBJECT: 2020 Financial Reports

Requested Action: None.

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

The planned reporting schedule is as follows:

June – Central Office Cost Center Fund, Housing Choice Vouchers Fund, CDBG Housing Rehab Fund, Community Housing Fund, Housing Development & Rehab Fund, Public Housing Fund (operating statements by AMP), Germain Towers Fund, Northway Projects A&B Fund, Eastwood Apartments Fund, Al Loehr Apartments Fund, and the seven tax credit limited partnership funds.

July and October – Central Office Cost Center Fund, Housing Choice Vouchers Fund, CDBG Housing Rehab Fund, Community Housing Fund, and Housing Development & Rehab Fund.

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

September and December – Public Housing Fund (operating statements by AMP), Germain Towers Fund, Northway Projects A&B Fund, and Eastwood Apartments Fund.

Comment for all properties: Protective Services is under budget because since March, the HRA's dedicated police officer has been put on other duty due to the department changing operating procedures due to COVID-19. It is unknown when he will return to working full-time or mostly full-time for the HRA again.

If you have any questions about the financial statements, it is helpful if you call or email prior to the meeting in case I need to research your question. (202-3148 or krizer@stcloudhra.com) Thank you.

**St. Cloud HRA
Al Loehr Veteran and Community Apartments
Balance Sheet
June 30, 2020**

Assets

Cash	\$ 55,825
Restricted Reserves	701,010
Tenant Security Deposits	25,054
Accounts Receivable Net of Allowance - Tenants	4,080
Due from Other Governments	617
Prepaid Insurance and Expenses	8,756
Furniture, Equipment, Machinery - Dwelling	16,213
Buildings	6,152,284
Accumulated Depreciation	<u>(2,156,854)</u>
Total Assets	<u>\$ 4,806,985</u>

Liabilities & Equity

Due to Other Governments	\$ 11,765
Accounts Payable	22,882
Tenant Security Deposit & Interest Payable	24,625
Prepaid Rent	<u>4,157</u>
Total Liabilities	<u>\$ 63,429</u>
 Net Assets	 <u>\$ 4,743,556</u>
 Total Liabilities & Equity	 <u>\$ 4,806,985</u>

Operating Statement

Date: June 30, 2020

Al Loehr Veteran and Community Apartments			
4055 12th Street N		Budgeted Vacancy Loss	1.7%
Number of Units	61	Vacancy Loss YTD	1.5%

	Account Title	Annual Budget	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
Operating Income:						
1	Gross Potential Rent	\$ 293,900	\$ 146,950	\$ 146,269	\$ (681)	-0.5%
2	Less: Vacancy Loss	(5,900)	(2,950)	(2,133)	817	27.7%
3	Net Tenant Rental Revenue	288,000	144,000	144,136	136	0.1%
4	Other Income	26,000	13,000	8,252	(4,748)	-36.5%
5	Total Operating Income	314,000	157,000	152,388	(4,612)	-2.9%

Operating Expenses:						
6	Management & Bkpg Fees	68,400	34,200	34,485	(285)	-0.8%
7	Auditing Fees	5,000	4,500	1,912	2,588	57.5%
8	Legal Expense	1,000	500	-	500	0.0%
9	Travel & Training	-	-	-	-	0.0%
10	Other Administrative Costs	21,500	10,750	8,429	2,321	21.6%
11	Total Administrative	95,900	49,950	44,826	5,124	10.3%
12	Tenant Services	2,500	1,250	1,252	(1,252)	-100.2%
Utilities						
13	Water & Sewer	\$ 16,000	\$ 8,000	\$ 5,575	\$ 2,425	30.3%
14	Electricity	40,000	20,000	17,255	2,745	13.7%
15	Gas	3,000	1,500	1,172	328	21.9%
16	Total Utilities	59,000	29,500	24,002	5,498	18.6%
17	Maintenance	92,600	46,300	40,972	9,029	19.5%
18	Protective Services	17,000	8,500	627	7,873	92.6%
19	Insurance Expense	11,000	5,500	6,524	(1,024)	-18.6%
20	Payments in Lieu of Taxes	14,400	7,200	6,253	947	13.2%
21	Bad Debt-Tenants	1,000	500	181	319	63.8%

22	Total Operating Expenses	293,400	148,700	124,637	26,514	17.8%
----	---------------------------------	----------------	----------------	----------------	---------------	--------------

23	Net Income (Loss) Excl. Depr & Amort.	20,600	8,300	27,751	21,902	263.9%
----	--	---------------	--------------	---------------	---------------	---------------

Other Financial Items-Sources & (Uses)						
24	Capital Reserves	(20,600)	(10,300)	(10,300)	-	0.0%
25	Total Other Financial Items	(20,600)	(10,300)	(10,300)	-	0.0%

26	Net Cash Flow	\$ -	\$ (2,000)	\$ 17,451	\$ 21,902	0.0%
----	----------------------	-------------	-------------------	------------------	------------------	-------------

**St. Cloud HRA
Plum Creek Family Housing, LP
Balance Sheet
June 30, 2020**

Assets

Cash	\$ 165,944
Restricted Reserves	27,010
Tenant Security Deposits	14,022
Accounts Receivable Net of Allowance - Tenants	5,933
Due from Other Governments	814
Prepaid Insurance and Expenses	6,456
Land	166,378
Land Improvements	117,034
Furniture, Equipment, Machinery - Dwelling	1,654
Buildings	2,646,097
Accumulated Depreciation	<u>(2,055,994)</u>
Total Assets	<u>\$ 1,095,348</u>

Liabilities & Equity

Due to Other Governments	\$ 7,431
Accounts Payable	3,214
Tenant Security Deposit & Interest Payable	13,981
Prepaid Rent	1,786
Loans Payable - GMHF Short-term	150,000
Accrued Interest - MHFA Long-term	49,921
Accrued Interest - GMHF Short-term	47,876
Loans Payable - MHFA Long-term	<u>250,000</u>
Total Liabilities	<u>\$ 526,689</u>
Partner's Equity	<u>\$ 568,659</u>
Total Liabilities & Equity	<u>\$ 1,095,348</u>

Operating Statement

Date: June 30, 2020

Plum Creek Family Housing, LP			
721, 733, 745, & 757 33rd St. S		Budgeted Vacancy Loss	3%
Number of Units	24	Vacancy Loss YTD	2.5%

	Account Title	Annual Budget	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
Operating Income:						
1	Gross Potential Rent	\$ 178,100	\$ 89,050	\$ 88,938	\$ (112)	-0.1%
2	Less: Vacancy Loss	(3,600)	(1,800)	(2,214)	(414)	-23.0%
3	Net Tenant Rental Revenue	174,500	87,250	86,724	(526)	-0.6%
4	Other Income	18,200	9,100	9,263	163	1.8%
5	Total Operating Income	192,700	96,350	95,987	(363)	-0.4%

Operating Expenses:						
	Administrative					
6	Management & Bkpg Fees	22,400	12,200	12,519	(319)	-2.6%
7	Audit and Accounting	1,000	800	789	11	1.4%
8	Legal	600	300	-	300	0.0%
9	Other Administrative Costs	12,400	6,200	5,884	316	5.1%
10	Total Administrative	36,400	19,500	19,192	308	1.6%
11	Tenant Services	100	50	24	26	52.0%
	Utilities					
12	Water & Sewer	16,000	8,000	7,397	603	7.5%
13	Electricity	2,000	1,000	787	213	21.3%
14	Gas	1,200	600	550	50	8.3%
15	Total Utilities	19,200	9,600	8,734	866	9.0%
16	Maintenance	81,000	40,500	32,316	5,634	13.9%
17	Protective Services	2,400	1,200	137	1,213	101.1%
18	Insurance Expense	10,400	5,450	6,184	(734)	-13.5%
19	PILOT	8,700	4,350	3,894	456	10.5%
20	Bad Debt-Tenants	1,500	750	-	750	0.0%
21	Debt Interest (excl. Deferred)	48,000	-	-	-	0.0%

22	Total Operating Expenses	207,700	81,400	70,481	8,519	10.5%
----	---------------------------------	----------------	---------------	---------------	--------------	--------------

23	Net Income (Loss) Excl. Depr & Amort.	(15,000)	14,950	25,506	10,556	70.6%
----	--	-----------------	---------------	---------------	---------------	--------------

	Other Financial Items-Sources & (Uses)					
24	Debt Principal	(150,000)	(75,000)	(75,000)	-	-
25	Extraordinary Maintenance	-	-	(4,544)	(4,544)	0.0%
26	Other Financial Items-Sources & (Uses)	65,000	-	-	-	0.0%
27	Total Other Financial Items	(85,000)	(75,000)	(79,544)	(4,544)	0.0%

28	Net Cash Flow	\$ (100,000)	\$ (60,050)	\$ (54,038)	\$ 6,012	10.0%
----	----------------------	---------------------	--------------------	--------------------	-----------------	--------------

Notes:

On all tax credit properties:

4 Maintenance and other income are typically conservatively budgeted because they can swing significantly from year-to-year.

25 Water damage repair for 2 units.

**St. Cloud HRA
Brownstones Family Housing, LP
Balance Sheet
June 30, 2020**

Assets	
Cash	\$ 86,123
Tenant Security Deposits	6,769
Accounts Receivable - Tenants	1,736
Due from Other Governments	192
Prepaid Insurance and Expenses	4,738
Land	117,806
Land Improvements	133,896
Buildings	1,597,493
Accumulated Depreciation	<u>(1,246,834)</u>
Total Assets	<u>\$ 701,919</u>
 Liabilities & Equity	
Accounts Payable	\$ 9,745
Due to Other Governments	3,746
Tenant Security Deposit & Interest Payable	6,790
Prepaid Rent	638
Loans Payable - GMHF Short-term	85,000
Advance from other funds	87,568
Accrued Interest - MHFA Long-term	50,441
Accrued Interest - GMHF Short-term	23,831
Loans Payable - MHFA Long-term	<u>255,902</u>
Total Liabilities	<u>\$ 525,872</u>
 Partner's Equity	 <u>\$ 176,047</u>
 Total Liabilities & Equity	 <u>\$ 701,919</u>

Operating Statement

Date: June 30, 2020

Brownstones Family Housing LP			
402 9th Ave N & 403 8th Ave N		Budgeted Vacancy Loss	1%
Number of Units	12	Vacancy Loss YTD	4.0%

	Account Title	Annual Budget	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
Operating Income:						
1	Gross Potential Rent	\$ 89,000	\$ 44,500	\$ 44,520	\$ 20	0.0%
2	Less: Vacancy Loss	(900)	(450)	(1,778)	(1,328)	-295.1%
3	Net Tenant Rental Revenue	88,100	44,050	42,742	(1,308)	-3.0%
4	Other Income	7,600	3,800	4,783	983	25.9%
5	Total Operating Income	95,700	47,850	47,525	(325)	-0.7%

Operating Expenses:						
	<u>Administrative</u>					
6	Management & Bkpg Fees	13,400	7,700	8,236	(536)	-7.0%
7	Audit Fees	600	500	526	(26)	-5.2%
8	Legal	300	150	-	150	0.0%
9	Other Administrative Costs	1,500	750	1,349	(599)	-79.9%
10	Total Administrative	15,800	9,100	10,111	(1,011)	-11.1%
11	Tenant Services	-	-	1,456	(1,456)	0.0%
	<u>Utilities</u>					
12	Water	10,500	5,250	4,220	1,030	19.6%
13	Electricity	400	200	263	(63)	-31.5%
14	Gas	100	50	71	(21)	-42.0%
15	Total Utilities	11,000	5,500	4,554	946	17.2%
16	Maintenance	44,800	22,400	31,218	(8,968)	-40.0%
17	Protective Services	600	300	69	281	93.7%
18	Insurance Expense	7,400	3,700	4,690	(990)	-26.8%
19	PILOT	4,400	2,200	1,861	339	15.4%
20	Bad Debt-Tenants	1,000	500	63	437	87.4%
21	Debt Interest (excl. deferred interest)	24,100	-	-	-	0.0%

22	Total Operating Expenses	109,100	43,700	54,022	(10,422)	-23.8%
----	---------------------------------	----------------	---------------	---------------	-----------------	---------------

23	Net Income (Loss) Excl. Depr & Amort.	(13,400)	4,150	(6,497)	(10,647)	-256.6%
----	--	-----------------	--------------	----------------	-----------------	----------------

	<u>Other Financial Items-Sources & (Uses)</u>					
24	Debt Principal	(85,000)	(42,500)	(42,500)	-	0.0%
25	Other Financial Items-Sources & (Uses)	65,000	-	-	-	0.0%
26	Total Other Financial Items	(20,000)	(42,500)	(42,500)	-	0.0%

27	Net Cash Flow	\$ (33,400)	\$ (38,350)	\$ (48,997)	\$ (10,647)	-27.8%
----	----------------------	--------------------	--------------------	--------------------	--------------------	---------------

16 Unit turn for two units \$13,628; one unit hadn't been turned in 15 years so significant replacements were needed

**St. Cloud HRA
Westwood Village Apartments One, LP
Balance Sheet
June 30, 2020**

Assets

Cash	\$ 16,777
Restricted Reserves	113,382
Tenant Security Deposits	18,081
Accounts Receivable Tenants	7,911
Due From Other Governments	1,510
Prepaid Insurance and Expenses	6,832
Land	191,469
Land Improvements	165,327
Furniture, Equipment, Machinery - Dwelling	11,333
Buildings	2,845,346
Accumulated Depreciation	<u>(1,947,758)</u>
Total Assets	<u>\$ 1,430,210</u>

Liabilities & Equity

Due to Other Governments	\$ 10,332
Accounts Payable	18,156
Due to Other Funds	30,861
Tenant Security Deposits & Interest Payable	18,067
Prepaid Rents	1,974
Advance from Other Funds	870,819
Accrued Interest - MHFA Long-term	68,482
Loans Payable - MHFA Long-term	<u>406,072</u>
Total Liabilities	<u>\$ 1,424,763</u>
Partner's Equity	<u>\$ 5,447</u>
Total Liabilities & Equity	<u>\$ 1,430,210</u>

Operating Statement

Date: June 30, 2020

Westwood Village Apartments One, LP			
770 Savanna Ave N.		Budgeted Vacancy Loss	4%
Number of Units	32	Vacancy Loss YTD	6.1%

	Account Title	Annual Budget	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
Operating Income:						
1	Gross Potential Rent	\$ 261,100	\$ 130,550	\$ 130,056	\$ (494)	-0.4%
2	Less: Vacancy Loss	(10,400)	(5,200)	(7,978)	(2,778)	-53.4%
3	Net Tenant Rental Revenue	250,700	125,350	121,431	(3,919)	-3.1%
4	Other Income	18,500	9,250	12,663	3,413	36.9%
5	Total Operating Income	269,200	134,600	134,094	(506)	-0.4%

Operating Expenses:						
	<u>Administrative</u>					
6	Management & Bkpg Fees	29,700	15,850	16,368	(518)	-3.3%
7	Audit Fees	1,500	1,500	789	711	47.4%
8	Legal	4,000	2,000	423	1,577	78.9%
9	Other Administrative Costs	13,400	6,700	4,917	1,783	26.6%
10	Total Administrative	48,600	26,050	22,497	3,553	13.6%
11	Tenant Services	200	100	35	65	0.0%
	<u>Utilities</u>					
12	Water & Sewer	15,000	7,500	7,331	169	2.3%
13	Electricity	9,000	4,500	3,617	883	19.6%
14	Gas	13,000	6,500	5,595	905	13.9%
15	Total Utilities	37,000	18,500	16,543	1,957	10.6%
16	Maintenance	72,000	36,000	51,552	(15,552)	-43.2%
17	Protective Services	7,000	3,500	911	2,089	59.7%
18	Insurance Expense	10,300	5,150	5,791	(641)	-12.4%
19	PILOT and MN Min. Fee	12,500	6,250	5,023	1,227	19.6%
20	Bad Debt-Tenants	4,000	2,000	4,915	(2,915)	-145.8%
21	Debt Interest (excl deferred)	31,500	15,750	15,917	(167)	-1.1%

22	Total Operating Expenses	223,100	113,300	123,184	(10,384)	-9.2%
----	---------------------------------	----------------	----------------	----------------	-----------------	--------------

23	Net Income (Loss) Excl. Depr & Amort.	46,100	21,300	10,910	(10,390)	-48.8%
----	--	---------------	---------------	---------------	-----------------	---------------

	<u>Other Financial Items-Sources & (Uses)</u>					
24	Debt Principal	(28,400)	(14,200)	(14,046)	154	-1.1%
25	Reserves	(10,700)	(5,350)	(5,280)	70	-1.3%
26	Total Other Financial Items	(39,100)	(19,550)	(19,326)	224	-1.1%

27	Net Cash Flow	\$ 7,000	\$ 1,750	\$ (8,416)	\$ (10,166)	-580.9%
----	----------------------	-----------------	-----------------	-------------------	--------------------	----------------

16 Unit turns \$19,223

**St. Cloud HRA
Westwood Village Apartments Two, LP
Balance Sheet
June 30, 2020**

Assets	
Cash	\$ 78,391
Restricted Reserves	70,950
Tenant Security Deposits	21,747
Accounts Receivable - Tenants	2,074
Due from Other Governments	859
Prepaid Insurance and Expenses	6,182
Land	255,733
Land Improvements	121,958
Buildings	2,725,197
Accumulated Depreciation	<u>(1,610,869)</u>
Total Assets	<u>\$ 1,672,222</u>
Liabilities & Equity	
Due to Other Governments	\$ 12,828
Accounts Payable	15,070
Tenant Security Deposit & Interest Payable	20,448
Prepaid Rent	3,221
Loans Payable - Short Term	380,000
Accrued Interest - GMHF Short-term	54,858
Advances from Other Funds	<u>866,062</u>
Total Liabilities	<u>\$ 1,352,487</u>
Partner's Equity	<u>\$ 319,735</u>
Total Liabilities & Equity	<u>\$ 1,672,222</u>

Operating Statement

Date: June 30, 2020

Westwood Village Apartments Two, LP			
822 Savanna Ave		Budgeted Vacancy Loss	3%
Number of Units	32	Vacancy Loss YTD	2.0%

	Account Title	Annual Budget	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
Operating Income:						
1	Gross Potential Rent	\$ 261,100	\$ 130,550	\$ 130,452	\$ (98)	-0.1%
2	Less: Vacancy Loss	(7,800)	(3,900)	(2,645)	1,255	32.2%
3	Net Tenant Rental Revenue	253,300	126,650	127,572	922	0.7%
4	Other Income	21,000	10,500	10,898	398	3.8%
5	Total Operating Income	274,300	137,150	138,470	1,320	1.0%

Operating Expenses:						
	Administrative					
6	Management & Bkpg Fees	30,100	16,050	16,457	(407)	-2.5%
7	Audit	6,500	6,500	5,480	1,020	15.7%
8	Legal	4,500	2,250	37	2,213	98.4%
9	Other Administrative Costs	14,500	7,250	7,562	(312)	-4.3%
10	Total Administrative	55,600	32,050	29,536	2,514	7.8%
11	Tenant Services	100	50	35	15	30.0%
	Utilities					
12	Water & Sewer	18,000	9,000	5,871	3,129	34.8%
13	Electricity	12,000	6,000	4,523	1,477	24.6%
14	Gas	13,000	6,500	4,733	1,767	27.2%
15	Total Utilities	43,000	21,500	15,127	6,373	29.6%
16	Maintenance	64,300	32,150	30,267	(1,767)	-5.5%
17	Protective Services	10,500	5,250	856	2,644	50.4%
18	Insurance Expense	9,000	4,500	5,191	(691)	-15.4%
19	Asset Management Fee	-	-	-	-	0.0%
20	PILOT and MN Min. Fee	12,900	6,450	5,417	1,033	16.0%
21	Bad Debt-Tenants	3,500	1,750	2,949	(1,199)	-68.5%
22	Debt Interest (excl. deferred)	106,100	53,050	25,622	27,428	51.7%

23	Total Operating Expenses	305,000	156,750	115,000	36,350	23.2%
----	---------------------------------	----------------	----------------	----------------	---------------	--------------

24	Net Income (Loss) Excl. Depr & Amort.	(30,700)	(19,600)	23,470	43,070	219.7%
----	--	-----------------	-----------------	---------------	---------------	---------------

	Other Financial Items-Sources & (Uses)					
25	Debt Principal	(1,104,500)	(724,551)	(724,551)	-	0.0%
26	Debt Proceeds	1,135,200	718,013	718,013	-	0.0%
27	Total Other Financial Items	30,700	(6,538)	(6,538)	-	0.0%

28	Net Cash Flow	\$ -	\$ (26,138)	\$ 16,932	\$ 43,070	164.8%
----	----------------------	-------------	--------------------	------------------	------------------	---------------

25 Pay off 1st mortgage

26 New 1st mortgage from HRA

**St. Cloud HRA
Swisshelm Village Apartments One, LP
Balance Sheet
June 30, 2020**

Assets

Cash	\$ 14,534
Restricted Reserves	181,966
Tenant Security Deposits	17,597
Accounts Receivable - Tenants	4,992
Due from Other Governments	645
Prepaid Insurance and Expenses	5,916
Land	169,624
Land Improvements	177,266
Buildings	2,640,197
Accumulated Depreciation	<u>(1,764,242)</u>
Total Assets	<u>\$ 1,448,495</u>

Liabilities & Equity

Due to Other Governments	\$ 10,071
Accounts Payable	8,002
Tenant Security Deposits & Interest Payable	17,528
Prepaid Rent	1,514
Loans Payable - US Bank Short-term	33,766
Accrued Interest - US Bank Short-term	1,772
Accrued Interest - MHFA Long-term	70,352
Advances from Other Funds	294,921
Loans Payable - US Bank Long-term	497,216
Loans Payable - MHFA Long-term	<u>531,658</u>
Total Liabilities	<u>\$ 1,466,800</u>
Partner's Equity	<u>\$ (18,305)</u>
Total Liabilities & Equity	<u>\$ 1,448,495</u>

Operating Statement

Date: June 30, 2020

Swisshelm Village Apartment One, LP			
316 Laudenbach Ct		Budgeted Vacancy Loss	3%
Number of Units	32	Vacancy Loss YTD	3.0%

	Account Title	Annual Budget	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
Operating Income:						
1	Gross Potential Rent	\$ 261,100	\$ 130,550	\$ 129,978	\$ (572)	-0.4%
2	Less: Vacancy Loss	(7,800)	(3,900)	(3,869)	31	0.8%
3	Less: Free Rent	-	-	(227)	(227)	0.0%
3	Net Tenant Rental Revenue	253,300	126,650	125,882	(768)	-0.6%
4	Other Income	14,400	7,200	7,116	(84)	-1.2%
5	Total Operating Income	267,700	133,850	132,998	(852)	-0.6%

Operating Expenses:						
	Administrative					
6	Management Bkpg Fees	29,600	15,800	15,889	(89)	-0.6%
7	Audit and Accounting	1,500	1,500	789	711	47.4%
8	Legal	1,000	500	-	500	0.0%
9	Other Administrative Costs	17,000	8,500	6,065	2,435	28.6%
10	Total Administrative	49,100	26,300	22,743	3,557	13.5%
11	Tenant Services	100	50	51	(1)	-2.0%
	Utilities					
12	Water & Sewer	18,500	9,250	8,968	282	3.0%
13	Electricity	12,500	6,250	4,849	1,401	22.4%
14	Gas	12,000	6,000	5,383	617	10.3%
15	Total Utilities	43,000	21,500	19,200	2,300	10.7%
16	Maintenance	59,200	29,600	34,931	(6,481)	-21.9%
17	Protective Services	7,000	3,500	811	2,689	76.8%
18	Insurance Expense	9,700	4,850	5,478	(628)	-12.9%
19	PILOT and MN Min. Fee	12,800	6,400	5,058	1,342	21.0%
20	Bad Debt-Tenants	2,000	1,000	-	1,000	0.0%
21	Debt Interest (excl. deferred)	31,000	15,500	15,573	(73)	-0.5%

22	Total Operating Expenses	213,900	108,700	103,845	3,705	3.4%
----	---------------------------------	----------------	----------------	----------------	--------------	-------------

23	Net Income (Loss) Excl. Depr & Amort.	53,800	25,150	29,153	4,003	15.9%
----	--	---------------	---------------	---------------	--------------	--------------

	Other Financial Items-Sources & (Uses)					
24	Debt Principal	(32,700)	(16,350)	(16,123)	227	-1.4%
25	Reserves	(21,100)	(10,550)	(7,903)	2,647	-25.1%
26	Total Other Financial Items	(53,800)	(26,900)	(24,026)	2,874	-10.7%

27	Net Cash Flow	-	(1,750)	5,127	6,877	393.0%
----	----------------------	----------	----------------	--------------	--------------	---------------

16 Unit turns \$6,362 over budget through June

**St. Cloud HRA
Swisshelm Village Apartments Two, LP
Balance Sheet
June 30, 2020**

Assets	
Cash	\$ 4,983
Restricted Reserves	38,046
Tenant Security Deposits	16,375
Accounts Receivable - Tenants	3,545
Due from Other Governments	433
Prepaid Insurance and Expenses	6,193
Land	57,149
Land Improvements	102,324
Buildings	2,476,856
Accumulated Depreciation	(1,583,436)
Total Assets	<u>\$ 1,143,305</u>
Liabilities & Equity	
Due to Other Governments	\$ 9,747
Accounts Payable	37,175
Tenant Security Deposits & Interest Payable	16,275
Due to Other Funds	29,354
Prepaid Rent	2,938
Advance from Other Funds	870,800
Total Liabilities	<u>\$ 966,289</u>
Partner's Equity	<u>\$ 177,016</u>
Total Liabilities & Equity	<u>\$ 1,143,305</u>

Operating Statement

Date: June 30, 2020

Swisshelm Village Apartment Two, LP			
304 Laudenbach Ct.		Budgeted Vacancy Loss	3%
Number of Units	32	Vacancy Loss YTD	4.4%

	Account Title	Annual Budget	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
Operating Income:						
1	Gross Potential Rent	\$ 261,100	\$ 130,550	\$ 130,068	\$ (482)	-0.4%
2	Less: Vacancy Loss	(7,800)	(3,900)	(5,746)	(1,846)	-47.3%
3	Net Tenant Rental Revenue	253,300	126,650	123,356	(3,294)	-2.6%
4	Other Income	14,300	7,150	34,932	27,782	388.6%
5	Total Operating Income	267,600	133,800	158,288	24,488	18.3%

Operating Expenses:						
	Administrative					
6	Management & Bkpg Fees	33,800	17,900	16,324	1,576	8.8%
7	Audit	1,500	1,500	789	711	47.4%
8	Legal	1,500	750	-	750	0.0%
9	Other Administrative Costs	15,600	7,800	6,352	1,448	18.6%
10	Total Administrative	52,400	27,950	23,465	4,485	16.0%
11	Tenant Services	100	50	51	(1)	-2.0%
	Utilities					
12	Water & Sewer	24,000	12,000	13,936	(1,936)	-16.1%
13	Electricity	12,000	6,000	5,455	545	9.1%
14	Gas	13,000	5,850	5,529	321	5.5%
15	Total Utilities	49,000	23,850	24,920	(1,070)	-4.5%
16	Maintenance	59,600	29,800	49,255	(19,655)	-66.0%
17	Protective Services	7,800	3,900	1,428	2,572	65.9%
18	Insurance Expense	10,200	5,100	5,680	(580)	-11.4%
19	Asset Management Fee	-	-	-	-	0.0%
20	PILOT and MN Min. Fee	12,700	6,350	4,788	1,562	24.6%
21	Bad Debt-Tenants	1,800	900	4,311	(3,411)	-379.0%
22	Debt Interest (excl. deferred)	45,400	22,700	-	22,700	0.0%

23	Total Operating Expenses	239,000	120,600	113,898	6,602	5.5%
----	---------------------------------	----------------	----------------	----------------	--------------	-------------

24	Net Income (Loss) Excl. Depr & Amort.	28,600	13,200	44,390	31,190	236.3%
----	--	---------------	---------------	---------------	---------------	---------------

	Other Financial Items-Sources & (Uses)					
25	Debt Principal	(28,600)	\$ (14,300)	(14,143)	157	-1.1%
26	Extraordinary Maintenance	-	-	(28,776)	(28,776)	0.0%
27	Total Other Financial Items	(28,600)	(14,300)	(42,919)	(28,619)	200.1%

28	Net Cash Flow	\$ -	\$ (1,100)	\$ 1,471	\$ 2,571	233.7%
----	----------------------	-------------	-------------------	-----------------	-----------------	---------------

4 Insurance proceeds for fire damage \$23,776
16 Unit turns \$15,917
26 Fire damage repairs for 1 unit - all but \$5,000 deductible will be reimbursed from insurance.

**St. Cloud HRA
Riverside Apartments, LP
Balance Sheet
June 30, 2020**

Assets

Cash	\$ 98,239
Restricted Reserves	370,407
Tenant Security Deposits	48,180
Accounts Receivable - Tenants	1,041
Due from Other Governments	962
Prepaid Insurance and Expenses	12,163
Land	448,500
Land Improvements	87,822
Furniture, Equipment, Machinery - Dwelling	435,716
Buildings	5,774,921
Accumulated Depreciation	(3,631,564)
Financing Fees - Net	75,422
Total Assets	<u>\$ 3,721,809</u>

Liabilities & Equity

Due to Other Governments	\$ 29,821
Accounts Payable	7,520
Tenant Security Deposits & Interest Payable	48,075
Due to Related Party	7,214
Prepaid Rents	15,915
Loan Payable - MHFA - 1st Mortgage Short-term	76,985
Accrued Interest - MHFA 1st Mortgage Short-term	9,979
Accrued Interest - MHFA 2nd Mortgage Long-term	50,157
Accrued Interest - Related Party Long-term	795,845
Loans Payable - MHFA 1st Mortgage Long-term	2,009,252
Loans Payable - MHFA 2nd Mortgage Long-term	334,167
Loans Payable - Related Party Long-term	33,598
Mortgage Payable - Related Party Long-term	1,125,000
Total Liabilities	<u>\$ 4,543,528</u>
Partner's Equity	<u>\$ (821,719)</u>
Total Liabilities & Equity	<u>\$ 3,721,809</u>

Operating Statement

Date: June 30, 2020

Riverside Apartments, LP			
101 Riverside Drive SE		Budgeted Vacancy Loss	2.1%
Number of Units	85	Vacancy Loss YTD	0.6%

	Account Title	Annual Budget	YTD Budget	YTD Actual	YTD Budget vs. Actual Var. \$	YTD Budget vs. Actual Var. %
Operating Income:						
1	Gross Potential Rent	\$ 611,652	\$ 305,826	\$ 305,009	\$ (817)	-0.3%
2	Less: Vacancy Loss	(12,636)	(6,318)	(1,829)	4,489	71.1%
3	Less: Free Rent	(2,600)	(1,300)	(277)	1,023	78.7%
3	Net Tenant Rental Revenue	596,416	298,208	302,903	4,695	1.6%
4	Other Income	31,056	15,528	11,273	(4,255)	-27.4%
5	Total Operating Income	627,472	313,736	314,176	440	0.1%

Operating Expenses:						
	Administrative					
6	Management & Bkpg Fees	77,400	39,700	40,336	(636)	-1.6%
7	Audit	7,400	7,400	7,035	365	4.9%
8	Legal	7,600	3,800	560	3,240	85.3%
9	Other Administrative Costs	28,472	14,236	11,405	2,831	19.9%
10	Total Administrative	120,872	65,136	59,336	5,800	8.9%
11	Tenant Services	3,500	1,750	1,426	(1,426)	0.0%
	Utilities					
12	Water & Sewer	17,000	8,500	8,806	(306)	-3.6%
13	Electricity	44,000	22,000	19,017	2,983	13.6%
14	Gas	16,000	8,000	6,097	1,903	23.8%
15	Total Utilities	77,000	38,500	33,920	4,580	11.9%
16	Maintenance	138,900	69,450	31,556	37,894	54.6%
17	Protective Services	12,000	6,000	7,009	(1,009)	-16.8%
18	Insurance Expense	14,900	7,450	10,408	(2,958)	-39.7%
20	Asset Management Fee	5,500	2,750	4,992	(2,242)	-81.5%
21	PILOT and MN Min. Fee	30,400	15,200	13,895	1,305	8.6%
22	Bad Debt-Tenants	5,000	2,500	-	2,500	0.0%
23	Debt Interest (excl. deferred)	119,900	59,950	62,404	(2,454)	-4.1%

24	Total Operating Expenses	527,972	268,686	224,946	41,990	15.6%
----	---------------------------------	----------------	----------------	----------------	---------------	--------------

25	Net Income (Loss) Excl. Depr & Amort.	99,500	45,050	89,230	44,180	98.1%
----	--	---------------	---------------	---------------	---------------	--------------

	Other Financial Items-Sources & (Uses)					
26	Debt Principal	(74,800)	(37,400)	(36,871)	529	-1.4%
27	Reserves	(16,700)	(8,350)	(8,340)	10	-0.1%
28	Total Other Financial Items	(91,500)	(45,750)	(45,211)	539	0.0%

29	Net Cash Flow	\$ 8,000	\$ (700)	\$ 44,019	\$ 44,719	6388.4%
----	----------------------	-----------------	-----------------	------------------	------------------	----------------

TO: St. Cloud HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: August 19, 2020

SUBJECT: Write-Off Resident Accounts Receivable

Requested Action: Authorization from the Board to write-off accounts receivable on former residents and program participants in the following amounts:

Public Housing	\$ 3,424.14
Germain Towers	\$ 2,769.04
Northway A & B	\$ 1,270.32
Eastwood	\$ 1,136.36
Al Loehr	\$ 180.52
Creeks	\$ -
Brownstones	\$ 62.59
Swisshelm One	\$ -
Swisshelm Two	\$ 4,311.04
Westwood One	\$ 4,914.75
Westwood Two	\$ 2,949.10

Background: Periodically, we are required to review the vacated resident accounts receivable and determine which accounts are not collectible.

The receivables for the HRA properties include actual rent and all damages not paid by a resident prior to vacating the unit. The receivables greater than 60 days old, as of June 30, 2020 are determined not to be collectible.

The receivables that are greater than 60 days old are forwarded to Minnesota Department of Revenue under the Revenue Recapture Program. During the first six months of 2020, the HRA has recovered the following amounts:

Public Housing	\$ 8,518.99
Germain Towers	\$ 278.87
Northway A & B	\$ 458.22
Eastwood	\$ 76.20
Al Loehr	\$ 240.00
Creeks	\$ 616.61
Brownstones	\$ -
Swisshelm One	\$ 3,659.22
Swisshelm Two	\$ 517.55
Westwood One	\$ 50.00
Westwood Two	\$ 947.77

Frequency of Request: Bi-annually

Related Actions: None

Future Action: None

Relationship to Goals: None

Budget Impact: Collection losses are budgeted for each property.

**St Cloud HRA
Dwelling Rent and Tenant A/R Written Off
Fiscal Period 1/1/20 through 6/30/20**

	Dwelling Rental Income	Tenant Accounts Written Off	percentage w/o to income
Empire	\$ 133,054.00	\$ 1,782.76	1.34%
Scattered Sites	150,123.00	0.00	0.00%
Wilson	192,328.00	1,641.38	0.85%
Germain Towers	96,591.00	2,769.04	2.87%
Northway A & B	160,512.00	1,270.32	0.79%
Eastwood	51,933.00	1,136.36	2.19%
Al Loehr	134,968.00	180.52	0.13%
Creeks	82,000.00	0.00	0.00%
Brownstones	37,316.00	62.59	0.17%
Swisshelm One	96,511.00	0.00	0.00%
Swisshelm Two	89,976.00	4,311.04	4.79%
Westwood One	81,660.00	4,914.75	6.02%
Westwood Two	115,332.00	2,949.10	2.56%
Total	\$ 1,422,304.00	\$ 21,017.86	1.48%
Total Recovered through Revenue Recapture, Collection Agencies or private payments		15,363.43	
Net Bad Debt	1,422,304.00	5,654.43	0.40%

St Cloud HRA
Analysis of Tenant Accounts Receivable Written-Off
Period Ending June 30, 2020

	Dwelling Rental	A/R W/O	Total A/R W/O	Total W/O as % of Income	Total 2020 Recoveries	Net W/O as % of Income
	Income	6/30/2020	2020			
Empire Apts	133,054.00	1,782.76	1,782.76	1.34%	2,359.36	-0.43%
Scattered Sites	150,123.00	0.00	0.00	0.00%	4,117.01	-2.74%
Wilson Apts	192,328.00	1,641.38	1,641.38	0.85%	2,042.62	-0.21%
Total Public Housing	475,505.00	3,424.14	3,424.14		8,518.99	
Germain Towers	96,591.00	2,769.04	2,769.04	2.87%	278.87	2.58%
Northway A & B	160,512.00	1,270.32	1,270.32	0.79%	458.22	0.51%
Eastwood	51,933.00	1,136.36	1,136.36	2.19%	76.20	2.04%
Al Loehr	134,968.00	180.52	180.52	0.13%	240.00	-0.04%
Creeks	82,000.00	0.00	0.00	0.00%	616.61	-0.75%
Brownstones	37,316.00	62.59	62.59	0.17%	0.00	0.17%
Swisshelm One	96,511.00	0.00	0.00	0.00%	3,659.22	-3.79%
Swisshelm Two	89,976.00	4,311.04	4,311.04	4.79%	517.55	4.22%
Westwood One	81,660.00	4,914.75	4,914.75	6.02%	50.00	5.96%
Westwood Two	115,332.00	2,949.10	0.00	0.00%	947.77	-0.82%
	1,422,304.00	21,017.86	18,068.76	1.27%	15,363.43	0.19%

	A/R Balance	A/R W/O @	A/R Balance
<i>Balance as of June 30, 2020</i>	Prior to W/O	6/30/2020 % total A/R	After W/O
Empire Apts	5,421.87	32.88%	3,639.11
Scattered Sites	19,784.60	0.00%	19,784.60
Wilson Apts	11,374.18	14.43%	9,732.80
Total Public Housing	36,580.65	9.36%	33,156.51
Germain Towers	2,926.04	94.63%	157.00
Northway A & B	4,293.06	29.59%	3,022.74
Eastwood	5,666.35	20.05%	4,529.99
Al Loehr	4,260.99	4.24%	4,080.47
Creeks	5,984.59	0.00%	5,984.59
Brownstones	1,798.90	3.48%	1,736.31
Swisshelm One	4,991.56	0.00%	4,991.56
Swisshelm Two	7,855.13	54.88%	3,544.09
Westwood One	13,105.72	37.50%	8,190.97
Westwood Two	4,709.66	62.62%	1,760.56

St. Cloud HRA
Tenant Write-Off History by Property

	2019	2018	2017	2016
PUBLIC HOUSING				
Total Write-offs	15,187.49	31,229.62	13,835.79	24,663.38
Total Recoveries	11,244.60	8,579.61	17,598.45	14,545.50
Net Write-Offs	3,942.89	22,650.01	(3,762.66)	10,117.88
Net Write-Offs as a % of Rental Revenue	0.46%	2.47%	-0.43%	1.23%
GERMAIN TOWERS				
Total Write-offs	7,444.38	514.98	6,309.17	4,377.69
Total Recoveries	499.11	3,924.99	1,403.95	1,167.22
Net Write-Offs	6,945.27	(3,410.01)	4,905.22	3,210.47
Net Write-Offs as a % of Rental Revenue	3.88%	-2.04%	3.44%	2.41%
NORTHWAY A & B				
Total Write-offs	2,029.20	224.35	4,797.83	4,419.64
Total Recoveries	771.59	1,576.43	3,928.44	1,511.70
Net Write-Offs (Recoveries)	1,257.61	(1,352.08)	869.39	2,907.94
Net Write-Offs as a % of Rental Revenue	0.39%	-0.43%	0.29%	0.99%
EASTWOOD				
Total Write-offs	2,810.10	3,385.24	2,117.35	681.87
Total Recoveries	3,089.20	291.00	2,160.32	2,275.38
Net Write-Offs (Recoveries)	(279.10)	3,094.24	(42.97)	(1,593.51)
Net Write-Offs as a % of Rental Revenue	-0.24%	2.69%	-0.04%	-1.43%
AL LOEHR				
Total Write-offs	73.67	3,264.30	2,350.00	0.00
Total Recoveries	400.00	0.00	0.00	0.00
Net Write-Offs (Recoveries)	(326.33)	3,264.30	2,350.00	0.00
Net Write-Offs as a % of Rental Revenue	-0.12%	1.19%	0.86%	0.00%
CREEKS				
Total Write-offs	3,344.09	0.00	2,299.45	0.00
Total Recoveries	149.00	582.36	725.99	2,424.28
Net Write-Offs (Recoveries)	3,195.09	(582.36)	1,573.46	(2,424.28)
Net Write-Offs as a % of Rental Revenue	1.90%	-0.35%	0.98%	-1.51%

St. Cloud HRA
Tenant Write-Off History by Property

	2019	2018	2017	2016
BROWNSTONES				
Total Write-offs	0.00	0.00	0.00	0.00
Total Recoveries	188.00	0.00	0.00	0.00
Net Write-Offs (Recoveries)	(188.00)	0.00	0.00	0.00
Net Write-Offs as a % of Rental Revenue	-0.22%	0.00%	0.00%	0.00%
SWISSHELM ONE				
Total Write-offs	1,077.20	0.00	1,863.52	0.00
Total Recoveries	992.62	337.63	1,702.71	2,099.69
Net Write-Offs (Recoveries)	84.58	(337.63)	160.81	(2,099.69)
Net Write-Offs as a % of Rental Revenue	0.03%	-0.14%	0.07%	-0.87%
SWISSHELM TWO				
Total Write-offs	527.15	1,198.40	2,333.87	181.66
Total Recoveries	238.67	2,368.20	1,636.43	1,713.88
Net Write-Offs (Recoveries)	288.48	(1,169.80)	697.44	(1,532.22)
Net Write-Offs as a % of Rental Revenue	0.12%	-0.48%	0.29%	-0.65%
WESTWOOD ONE				
Total Write-offs	289.14	3,565.00	7,170.18	5,161.35
Total Recoveries	894.38	4,951.79	6,435.74	6,209.08
Net Write-Offs (Recoveries)	(605.24)	(1,386.79)	734.44	(1,047.73)
Net Write-Offs as a % of Rental Revenue	-0.24%	-0.57%	0.31%	-0.43%
WESTWOOD TWO				
Total Write-offs	1,923.95	6,506.86	4,289.12	2,021.39
Total Recoveries	6,191.60	3,195.16	5,768.08	4,855.49
Net Write-Offs (Recoveries)	(4,267.65)	3,311.70	(1,478.96)	(2,834.10)
Net Write-Offs as a % of Rental Revenue	-1.73%	1.38%	-0.61%	-1.20%

TO: St. Cloud HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: August 20, 2020

SUBJECT: Public Hearing and Approval of the FY 2021 Public Housing Agency Plan

Requested Action: Hold Public Hearing and Approve of the FY 2021 Public Housing Agency Plan (PHA Plan).

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

A summary of the proposed changes are listed below:

Public Housing (ACOP)

The Admissions and Continued Occupancy Policy (ACOP) reflects changes based on the public housing regulations from the Department of HUD. The following items were adjusted and/or corrected: Occupancy Standards, Income Limits and Utility Allowances were updated.

Housing Choice Voucher (Admin Plan)

The Administrative Plan (Admin Plan) reflects changes based on the current federal regulations from the Department of HUD. The following items were adjusted: Foster Youth Voucher language was updated; Income Limits and Utility Allowances were updated.

Capital Fund Program (public housing only)

Attached are the projects planned for the Capital Fund Program 2021 and the 5-Year Plan.

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

Frequency of Request: Annually

Related Actions: None at this time.

Future Action: None at this time.

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

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

RESOLUTION 2020-07

**HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR
THE CITY OF ST. CLOUD, MINNESOTA**

APPROVAL OF THE PUBLIC HOUSING AGENCY PLAN

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

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

WHEREAS, the PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held on August 26, 2020 and conducted a hearing to discuss the Plan and invited public comment; and

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

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

Adopted this 26th day of August, 2020.

ATTEST:

Nancy Gohman, Chair

George Hontos, Secretary

RESOLUTION 2020-08

**HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR
THE CITY OF ST. CLOUD, MINNESOTA**

APPROVAL OF THE CAPITAL FUND PROGRAM AND FIVE-YEAR PLAN

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

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

WHEREAS, the St. Cloud Housing and Redevelopment Authority Board of Commissioners held a public hearing on the plan as presented on August 26, 2020 and have reviewed and approved the plan; and

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

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

Adopted this 26th day of August, 2020.

ATTEST:

Nancy Gohman, Chair

George Hontos, Secretary

**Certifications of Compliance with
PHA Plans and Related Regulations
(Standard, Troubled, HCV-Only, and
High Performer PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 02/29/2016

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including
Required Civil Rights Certifications**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 1-1-2021, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

St. Cloud HRA
PHA Name

MN038
PHA Number/HA Code

X Annual PHA Plan for Fiscal Year 2021

X 5-Year PHA Plan for Fiscal Years 2021 - 2025

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Authorized Official

Title

Signature

Date

Nancy Cushman

Board Chair

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

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

Part I: Summary					
PHA Name: HRA of ST. CLOUD, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. Replacement Housing Factor Grant No. Date of CFFP:		FFY of Grant: 2021 FFY of Grant Approval:	
Type of Grant					
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (Revision No:)	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$124,000.00			
3	1408 Management Improvement				
4	1410 Administration	\$62,300.00			
5	1480 General Capital Activity	\$437,151.00			
6	1492 MovingToWorkDemonstration				
7	1501 Collater Exp / Debt Svc				
8	1503 RAD-CFP				
9	1504 Rad Investment Activity				
10	1505 RAD-CPT				
11	1509 Preparing for, Preventing and Responding to Coronavirus (1509)				

- (1) To be completed for the Performance and Evaluation Report
(2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement
(3) PHAs with under 250 units in management may use 100% of CFP Grants for operations
(4) RHF funds shall be include here

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022 83

Part I: Summary		Grant Type and Number		FFY of Grant:	
PHA Name: HRA of ST. CLOUD, MINNESOTA		Capital Fund Program Grant No. Replacement Housing Factor Grant No. Date of CFFP:		FFY of Grant Approval:	
Type of Grant					
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (Revision No:)			
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
12	9000 Debt Reserves				
13	9001 Bond Debt Obligation				
14	9002 Loan Debt Obligation				
15	RESERVED				
16	RESERVED				
17	RESERVED				
18a	RESERVED				
18ba	RESERVED				
19	RESERVED				
20	RESERVED				
21	Amount of Annual Grant: (sum of lines 2-20)	\$623,451.00			

(1) To be completed for the Performance and Evaluation Report
 (2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement
 (3) PHAs with under 250 units in management may use 100% of CFF Grants for operations
 (4) RHF funds shall be include here

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

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

Part I: Summary					
PHA Name: HRA of ST. CLOUD, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. Replacement Housing Factor Grant No. Date of CFPP:		FFY of Grant: FFY of Grant Approval:	
Type of Grant					
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (Revision No:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Activities				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Signature of Executive Director	Date	Signature of Public Housing Director	Date
--	-------------	---	-------------

(1) To be completed for the Performance and Evaluation Report
 (2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement
 (3) PHAs with under 250 units in management may use 100% of CFP Grants for operations
 (4) RHF funds shall be include here

Part II: Supporting Pages

PHA Name: HRA of ST. CLOUD, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. Replacement Housing Factor Grant No.		Federal FFY of Grant:	
Development Number Name/PHA-Wide Activities		General Description of Major Work Categories		Development Account No.	
Quantity		Total Estimated Cost		Total Actual Cost (2)	
Original		Revised (1)		Funds Obligated	
Funds Obligated		Funds Expended		Status of Work	
MN038000002 - ST. CLOUD HRA		Install Security Cameras (Management Improvement (1408) - Security Improvements (not police or guard-non-physical)) Installation of security cameras and server using NVR at Cedar Ridge Townhomes - 3455 through 3477 14 St. N and Quarry Ridge Townhomes 2005 through 2027 Quarry Rd, St. Cloud, MN		1408	
MN038000003 - WILSON APARTMENTS		Roof Replacement (Contract Administration (1480) Non-Dwelling Exterior (1480)) Description : Replace rubber roof at Wilson Apartments, 41 3rd Ave NE St Cloud MN. Replace rubber roof at Wilson Apartments, 41 3 Av NE, St. Cloud, MN. Remove current roofing materials and insulation, and inspect deck. Make any necessary repairs to decking before installing new roofing materials.		1480	
MN038000001 - EMPIRE APARTMENTS		Exterior Painting (Non-Dwelling Exterior (1480)-Paint and Caulking) Description : Prepare areas of building exterior by scraping loose paint and sealing concrete areas. Paint Exterior of building with color to match existing.		1480	
		\$65,000.00		\$60,000.00	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages

PHA Name: HRA of ST. CLOUD, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. Replacement Housing Factor Grant No. CFPP(Yes/No):		Federal FFY of Grant:				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
MN038000002 - ST. CLOUD HRA	Furnace and Water Heater Replacement (Dwelling Unit-Interior (1480)- Mechanical,Dwelling Unit-Interior (1480)- Plumbing) Description : Replace the furnaces and water heaters in 12 homes using energy star furnaces and water heaters. New exhaust and intake venting to be installed if necessary. Old equipment to be removed by vendor. No asbestos issues are anticipated, but will abate	1480		\$47,151.00				
MN038000001 - EMPIRE APARTMENTS	Capital Fund Fee Administration (Administration (1410)) Description : Empire Apartments, 54 4th Avenue North, St Cloud MN 56303 Capital Fund Fee Administration	1410		\$19,054.00				
MN038000001 - EMPIRE APARTMENTS	Operations (Operations (1406)) Description : Empire Apartments, 54 4th Avenue North, St Cloud MN 56303 Operating Expenses	1406		\$37,924.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages									
PHA Name: HRA of ST. CLOUD, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. Replacement Housing Factor Grant No. CFPP(Yes/No):				Federal FFY of Grant:			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work	
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended		
MN038000002 - ST. CLOUD HRA	Operations (Operations (1406)) Description : Operating Expenses	1406		\$32,385.00					
MN038000002 - ST. CLOUD HRA	Capital Fund Fee (Administration (1410)) Description : Administration of Capital Funds for Amp 2, 76 Scattered Sites in St Cloud MN	1410		\$16,271.00					
MN038000003 - WILSON APARTMENTS	Operations (Operations (1406)) Description : Wilson Apartments 41 3rd Av NE, St. Cloud, MN. Operating Expenses	1406		\$53,691.00					

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages									
PHA Name: HRA of ST. CLOUD, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. Replacement Housing Factor Grant No. CFPP(Yes/No):			Federal FFY of Grant:				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost (2)		Status of Work	
				Original	Revised (1)	Funds Obligated	Funds Expended		
MN038000003 - WILSON APARTMENTS	Administration of Capital Funds (Administration (1410)) Description : Administration of Capital Funds for 41 3rd Ave NE, St Cloud MN 56304, Wilson Apartments	1410		\$26,975.00					
MN038000002 - ST. CLOUD HRA	Install Exterior Lighting (Non-Dwelling - Exterior (1480)-Lighting) Description : Installation and update of exterior lighting at Cedar Ridge Townhomes - 3455 through 3477 14 St N, St. Cloud, MN Lighting to be replaced with LEDs. Removal of old fixtures/ballasts and replace with LED fixtures. Estimated that 24 lamps are needed.	1480		\$75,000.00					
exterior and interior lights will also be									
MN038000002 - ST. CLOUD HRA	Roof Replacement at three Townhome Developments (Dwelling Unit-Exterior (1480), Contract Administration (1480)) Description : Replace roofs at Flintwood Townhomes (5702-5724 Flintwood Dr), Cedar Ridge Townhomes (3455-3477 14th St N) & Quarry Ridge Townhomes (2005-2027 Quarry Rd). Old roofing materials to be removed and disposed of. New materials to include ice dam and	1480		\$180,000.00					

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages

PHA Name: HRA of ST. CLOUD, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. Replacement Housing Factor Grant No. CFPP(Yes/No):			Federal FFY of Grant:			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost (2)		Status of Work
				Original	Revised (1)	Funds Obligated	Funds Expended	
tar paper. Replace wood sheathing as necessary.								

Total:				\$623,451.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement
(2) To be completed for the Performance and Evaluation Report

Capital Fund Program - Five-Year Action Plan

Status: Draft

Approval Date:

Approved By:

Part I: Summary						
PHA Name : HRA of ST. CLOUD, MINNESOTA		Locality (City/County & State)				
PHA Number: MN038		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revised 5-Year Plan (Revision No:)				
A.	Development Number and Name	Work Statement for Year 1 2021	Work Statement for Year 2 2022	Work Statement for Year 3 2023	Work Statement for Year 4 2024	Work Statement for Year 5 2025
	EMPIRE APARTMENTS (MN038000001)	\$116,978.00	\$56,978.00	\$56,978.00	\$234,129.00	\$251,478.00
	WILSON APARTMENTS (MN038000003)	\$145,666.00	\$155,666.00	\$160,666.00	\$180,666.00	\$190,166.00
	ST. CLOUD HRA (MN038000002)	\$360,807.00	\$410,807.00	\$405,807.00	\$208,656.00	\$181,807.00

Capital Fund Program - Five-Year Action Plan

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

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2021				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	EMPIRE APARTMENTS (MN038000001)			\$116,978.00
ID0001	Exterior Painting(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Exterior (1480)-Paint and Caulking)	Prep areas of exterior that need paint by scraping loose paint particles, seal concrete area to be painted and repaint chipped painting on exterior of building with color to match existing.		\$60,000.00
ID0184	Capital Fund Fee Administration(Administration (1410)-Salaries)	Empire Apartments, 54 4th Avenue North, St Cloud MN 56303 Capital Fund Fee Administration		\$19,054.00
ID0185	Operations(Operations (1406))	Empire Apartments, 54 4th Avenue North, St Cloud MN 56303 Operating Expenses		\$37,924.00
	WILSON APARTMENTS (MN038000003)			\$145,666.00
ID0065	Roof Replacement(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Exterior (1480)-Roofs)	Replace rubber roof at Wilson Apartments, 41 3rd Ave NE St Cloud MN 56304. Remove current rubber membrane, insulation and inspect decking before replacing the above materials. Make all necessary repairs to decking before rubber installation.		\$65,000.00
ID0188	Operations(Operations (1406))	Wilson Apartments 41 3rd Av NE, St. Cloud, MN. Operating Expenses		\$53,691.00

Capital Fund Program - Five-Year Action Plan

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

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2021				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0189	Administration of Capital Funds(Administration (1410)-Salaries)	Administration of Capital Funds for 41 3rd Ave NE, St Cloud MN 56304, Wilson Apartments		\$26,975.00
	ST. CLOUD HRA (MN038000002)			\$360,807.00
ID0186	Operations(Operations (1406))	Operating Expenses		\$32,385.00
ID0187	Capital Fund Fee(Administration (1410)-Salaries)	Administration of Capital Funds for Amp 2, 76 Scattered Sites in St Cloud MN		\$16,271.00
ID0227	Roof Replacement at three Townhome Developments(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Soffits)	Replace roofs at Flintwood Townhomes (5702-5724 Flintwood Dr), Cedar Ridge Townhomes (3455-3477 14th St N) & Quarry Ridge Townhomes (2005-2027 Quarry Rd). Old roofing materials to be removed and disposed of. New materials installed including ice dam protection and tar paper. Replace wood sheathing as necessary.		\$180,000.00
ID0242	Install Exterior Lighting(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Exterior (1480)-Lighting)	Installation and update of exterior lighting at Cedar Ridge Townhomes - 3455 through 3477 14 St. N, St. Cloud, MN. Lighting to be replaced with LEDs. Removal of old fixtures/ballasts and replace with LED fixtures. Estimated that 24 lamps are needed.		\$75,000.00
ID0243	Install Security Cameras(Management Improvement (1408)-Security Improvements (not police or guard-non-physical))	Installation of security cameras and server using NVR at Cedar Ridge Townhomes - 3455 through 3477 14th St. N and Quarry Ridge Townhomes - 2005 through 2027 Quarry Rd, St. Cloud, MN.		\$10,000.00

Capital Fund Program - Five-Year Action Plan

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

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2021				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0244	Furnace and Water Heater Replacement(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing)	Replace the furnaces and water heaters in 12 scattered site single-family homes using energy star furnaces and water heaters. New exhaust and intake venting to be installed if necessary. Old equipment to be removed by vendor. No asbestos issues are anticipated, but will abate if necessary. Addresses of homes: 2405 14 St S, 1717 7 Av S, 1213 15 Av SE, 1103 9 Av SE, 825 15 Av S, 623 Wilson Av NE, 614 5 Av NE, 929 36 Av N, 860 19 Av N, 819 36 Av N, and 449 30 Av N.		\$47,151.00
	Subtotal of Estimated Cost			\$623,451.00

Capital Fund Program - Five-Year Action Plan

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

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2 2022				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	WILSON APARTMENTS (MN038000003)			\$155,666.00
ID0117	Parking Lot(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Resurface areas of the parking lot at Wilson Apartments, 41 3rd Ave NE, St Cloud MN 56304. Lots to be swept, repair to cracks, soft spots and holes. Overlay of 1.5 -2 inches asphalt. Vendor to provide labor and products.		\$25,000.00
ID0194	Operations(Operations (1406))	Wilson Apartments 41 3rd Av NE, St. Cloud, MN. Operating Expenses		\$53,691.00
ID0195	Administration of Capital Funds(Administration (1410)-Salaries)	Administration of Capital Funds for 41 3rd Ave NE, St Cloud MN 56304, Wilson Apartments		\$26,975.00
ID0235	Boiler Replacement(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Construction - Mechanical (1480)-Central Boiler,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System)	Wilson Apartments 41 3rd Av NE, St. Cloud, MN. Repair or replace Boiler if necessary.		\$50,000.00
	ST. CLOUD HRA (MN038000002)			\$410,807.00
ID0162	Flooring Replacement(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Flooring (non routine))	Flooring replacement in 4 of the 40 scattered homes: 416 24 Av N, 449 30 Av N, 2809 4 1/2 St. N, 711 2 Av N, St. Cloud, MN. Remove old flooring and install new to include vinyl and carpet for kitchens, bathrooms, hallways, bedrooms and living rooms. Disposal of old materials to be the responsibility of the vendor. Maintenance to move appliances. Vendor will provide supplies for installing flooring and will install baseboard. Asbestos may be present and will be removed/abated if necessary.		\$49,500.00

Capital Fund Program - Five-Year Action Plan

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

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2 2022				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0165	Plumbing Upgrades(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing)	Replace Kitchen and Bathroom faucets in 4 of 40 scattered site single-family homes:416 24 Av N, 449 30 Av N, 2809 4 1/2 St N, 711 25 Av N, St. Cloud, MN. Single lever, chrome fixtures with low flow aerators, water shut-off valves and "P" traps to be replaced as needed. Sinks to be replaced as needed.		\$18,500.00
ID0166	Cabinetry(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Kitchen Cabinets)	Replace old and outdated kitchen cabinetry in 4 scattered site homes: 416 24 Av N, 449 30 Av N, 2809 4 1/2 St N, 711 25 Av N. St. Cloud, MN. Remove and dispose of old wall and base cabinets. Replace with wood, custom cabinets to fit in current space in kitchens. Will coordinate with flooring replacement. Vendor will remove and replace. Laminate countertops will be replaced.		\$46,950.00
ID0192	Operations(Operations (1406))	Operating Expenses		\$32,385.00
ID0193	Capital Fund Fee(Administration (1410)-Salaries)	Administration of Capital Funds for Amp 2, 76 Scattered Sites in St Cloud MN		\$16,271.00
ID0222	Replace Trash Enclosures(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures)	Replace current trash enclosures for 3 townhome properties. Remove old structures and dispose of debris. Replace with maintenance free wrapped columns, half walls etc. New roof with shingles on enclosures. Will use same site as old enclosures, same size. Location of townhomes: Flintwood Townhomes - 5702 Flintwood Dr., Cedar Ridge Townhomes - 3455 14 St. N, and Quarry Ridge Townhomes - 2005 Quarry Rd., St. Cloud, MN		\$35,000.00
ID0245	Lighting Replacement - Interior(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Electrical)	Replacement of light fixtures throughout 4 of 40 scattered site single-family homes: 416 24 Av N, 449 30 Av N, 2809 4 1/2 St N, 711 25 Av N, St. Cloud, MN. Replacement to include kitchen overhead lighting, dining room overhead lighting, hallway lighting and overhead lighting in bedrooms. Will use existing wiring.		\$28,100.00
ID0246	General Carpentry related to Remodel(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Other)	General Carpentry related to the remodel of 4 of 40 scattered site single-family homes: 416 24 Av N, 449 39 Av N, 2809 4 1/2 St N, 711 25 Av N., St. Cloud, MN. Including drywall, rough and finish carpentry, interior doors (if needed), and trim.		\$87,500.00

Capital Fund Program - Five-Year Action Plan

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

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2 2022				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0247	Interior Painting(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Interior Painting (non routine))	Interior Painting related to the remodel of 4 of 40 scattered site single-family homes: 416 24 Av N, 449 30 Av N, 2809 4 1/2 St. N, 711 25 Av N, St. Cloud, MN.		\$11,601.00
ID0248	Replace Exterior and Interior Lighting(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Interior (1480)-Electrical)	Replacement of Lighting both interior and exterior (if needed) at Cedar Ridge Townhomes - 3455 through 3477 14 St N and Quarry Ridge Townhomes - 2005 through 2027 Quarry Rd, St. Cloud, MN. Interior ceiling lights to be replaced with energy efficient LED fixtures. All light bulbs will be replaced with LED bulbs. Exterior porch lights will be replaced with energy efficient fixtures as well.		\$85,000.00
	EMPIRE APARTMENTS (MN038000001)			\$56,978.00
ID0190	Capital Fund Fee Administration(Administration (1410)-Salaries)	Empire Apartments, 54 4th Avenue North, St Cloud MN 56303 Capital Fund Fee Administration		\$19,054.00
ID0191	Operations(Operations (1406))	Empire Apartments, 54 4th Avenue North, St Cloud MN 56303 Operating Expenses		\$37,924.00
	Subtotal of Estimated Cost			\$623,451.00

Capital Fund Program - Five-Year Action Plan

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

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2023				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	ST. CLOUD HRA (MN038000002)			\$405,807.00
ID0057	Window Replacement(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Windows)	Window to be replaced at 4 of the 40 homes: 1103 9 Av SE, 2405 14 St S, 614 5 Av NE, 1016 10 Av SE, St. Cloud, MN. The old wood windows will be removed and disposed of. Vinyl energy star windows of the same size will be inserted. All wood studding will be checked and repaired if moisture damaged. Siding will be checked for lead based paint & asbestos; replaced if necessary.		\$86,050.00
ID0164	Replace Sidewalks and Steps(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving)	Concrete work at 4 of 40 Scattered Site single-family homes: 1103 (Av SE, 2405 14 St S, 614 5 Av NE, 1016 10 Av SE, St. Cloud, MN. Replace steps and sidewalks by removing and disposing of old concrete. Prepare area, pour and finish sidewalks/steps as needed. Because soil will be disturbed, the PHA will be responsive to any soil environmental review issues prior to work beginning.		\$34,651.00
ID0170	Roof Replacement(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Roofs)	Replacement of shingles for 4 of the 40 homes; 1103 9 Av SE, 2405 14 St S, 614 5 Av NE, 1016 10 Av SE, St. Cloud, MN. Remove and dispose of old materials and replace with new. Install ice dam protection and tar paper. Repair wood sheathing if necessary.		\$84,250.00
ID0173	Replace Siding(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Siding)	Replace siding of 4 of 40 scattered site single-family homes: 1103 9 AV SE, 2405 14 St S, 614 5 Av NE, 1016 10 Av SE, St. Cloud, MN. Remove and dispose of old materials. Insulate and install new maintenance-free siding.		\$113,250.00
ID0198	Operations(Operations (1406))	Operating Expenses		\$32,385.00
ID0199	Capital Fund Fee(Administration (1410)-Salaries)	Administration of Capital Funds for Amp 2, 76 Scattered Sites in St Cloud MN		\$16,271.00

Capital Fund Program - Five-Year Action Plan

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

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2023				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0249	Replace Gutters(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Gutters - Downspouts)	Replace Gutters at 4 of 40 scattered site single-family homes: 1103 9 Av SE, 2405 14 St S, 614 5 Av NE, 1016 10 Av SE, St. Cloud, MN. Remove and dispose of old materials and replace with new.		\$9,550.00
ID0250	Replace Entry Doors(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Other)	Replace entry doors at 4 of 40 scattered site single-family homes: 1103 9 Av SE, 2405 14 St S, 614 5 Av NE, 1016 10 Av SE, St. Cloud, MN. Includes any carpentry and trim as necessary. No asbestos issues are anticipated, but will abate if necessary.		\$7,400.00
ID0251	Replace Garage Overhead Doors(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Other)	Replace overhead doors on garages at 4 of 40 scattered site single-family homes: 1103 9 Av SE, 2405 14 St S, 614 5 Av NE, 1016 10 Av SE, St. Cloud, MN. Old doors and parts to be removed and disposed of and replaced with new. Includes all carpentry necessary to complete the work		\$22,000.00
	EMPIRE APARTMENTS (MN038000001)			\$56,978.00
ID0196	Capital Fund Fee Administration(Administration (1410)-Salaries)	Empire Apartments, 54 4th Avenue North, St Cloud MN 56303 Capital Fund Fee Administration		\$19,054.00
ID0197	Operations(Operations (1406))	Empire Apartments, 54 4th Avenue North, St Cloud MN 56303 Operating Expenses		\$37,924.00
	WILSON APARTMENTS (MN038000003)			\$160,666.00

Capital Fund Program - Five-Year Action Plan

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

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2023				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0200	Operations(Operations (1406))	Wilson Apartments 41 3rd Av NE, St. Cloud, MN. Operating Expenses		\$53,691.00
ID0201	Administration of Capital Funds(Administration (1410)-Salaries)	Administration of Capital Funds for 41 3rd Ave NE, St Cloud MN 56304, Wilson Apartments		\$26,975.00
ID0259	Replace or Reline Plumbing Lines(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Plumbing)	Wilson Apartments, 41 3 Av NE, St. Cloud, MN is a 7-story, 126-unit high-rise building. Affected area pipes will be replaced or relined as necessary. No asbestos issues are expected, but will abate if necessary.		\$80,000.00
	Subtotal of Estimated Cost			\$623,451.00

Capital Fund Program - Five-Year Action Plan

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

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4 2024				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	EMPIRE APARTMENTS (MN038000001)			\$234,129.00
ID0151	Operations(Operations (1406))	Empire Apartments, 54 4th Avenue North, St Cloud MN 56303 Operating Expenses		\$37,924.00
ID0152	Capital Fund Fee Administration(Administration (1410)-Salaries)	Empire Apartments, 54 4th Avenue North, St Cloud MN 56303 Capital Fund Fee Administration		\$19,054.00
ID0178	Lighting Replacement - LED Conversion(Non-Dwelling Interior (1480)-Electrical,Contract Administration (1480)-Other Fees and Costs)	Empire Apartments, 54 4th Av N, St. Cloud, MN. Replace all common area light fixtures with LED fixtures. Electrician to remove old fixtures and ballasts and replace with new, energy efficient LED fixtures.		\$30,000.00
ID0239	Replace Fence(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Site Work (1480)-Fencing)	Empire Apartments, 54 4th Av N, St. Cloud, MN. Rence replacement to include removal and disposal of old materials and replace with new.		\$27,151.00
ID0240	Replace Hot Water Expansion Tank(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System)	Replacement of building hot water tank. Seal old water tank that is suspended from ceiling in mechanical room. Remove all plumbing and asbestos attached to the old tank. Build new concrete platform for 1 boiler, 2 pumps and 3 tanks for hot water. Inspections by State of MN for electrical and plumbing before use. Certified asbestos abatement completion; must remove old materials and clean area.		\$65,000.00
ID0262	Replace Boiler(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Construction - Mechanical (1480)-Central Boiler)	Empire Apartments - 54 4th Av N, St. Cloud, MN. Repair or replace the boiler if necessary.		\$55,000.00

Capital Fund Program - Five-Year Action Plan

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

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4 2024				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	ST. CLOUD HRA (MN038000002)			\$208,656.00
ID0160	Operations(Operations (1406))	Operating Expenses		\$32,385.00
ID0161	Capital Fund Fee(Administration (1410)-Salaries)	Administration of Capital Funds for Amp 2, 76 Scattered Sites in St Cloud MN		\$16,271.00
ID0252	Furnace and Water Heater Replacement(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Mechanical)	Replace the furnaces and water heaters in 12 scattered site single-family homes: 1424 12 Av N, 3019 12 St N, 3400 8 St N, 3501 8 St. N, 236 23 Av N, 328 25 Av N, 416 24 Av N, 451 29 Av N, 432 30 Av N, 1047 33 Av N, 1042 33 Av N, 1018 35 Av N, St. Cloud, MN. Old equipment to be removed by vendor and replaced with new energy star furnaces and water heaters. New exhaust and intake venting to be installed if necessary. No asbestos issues are anticipated, but will abate if necessary.		\$50,000.00
ID0253	Concrete Work and Landscaping(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Parking)	Concrete work at 4 of 40 scattered site single-family homes: 711 25 Av N, 819 36 Av N, 1042 35 Av N, 1103 9 Av SE, St. Cloud, MN. Replace stoops, sidewalks, parking pads and driveways, and landscaping work as needed. Remove and dispose of old concrete. Prepare area, pour and finish concrete as needed. Because soil will be disturbed, the PHA will be responsive to any soil environmental review issues prior to work beginning		\$110,000.00
	WILSON APARTMENTS (MN038000003)			\$180,666.00
ID0174	Operations(Operations (1406))	Wilson Apartments 41 3rd Av NE, St. Cloud, MN. Operating Expenses		\$53,691.00

Capital Fund Program - Five-Year Action Plan

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

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4 2024				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0175	Administration of Capital Funds(Administration (1410)-Salaries)	Administration of Capital Funds for 41 3rd Ave NE, St Cloud MN 56304, Wilson Apartments		\$26,975.00
ID0231	Upgrade Lighting - Conversion to LED(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Interior (1480)-Electrical)	Wilson Apartments, 41 3 Av NE, St. Cloud, MN. Replace all common area light fixtures with LED fixtures. Electrician to remove old fixtures and ballasts and replace with new, energy efficient LED fixtures.		\$35,000.00
ID0260	Replace Hot Water Expansion Tank(Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Contract Administration (1480)-Other Fees and Costs)	Upgrade the hot water system. Remove old hot water tank and all piping to that tank. Asbestos abatement to be completed by certified expert. New concrete pad to be formed. 1 new boiler, 2 pumps and 3 tanks to be installed with applicable new piping. Complete inspection by State of MN for electrical and plumbing before use. Must remove all old materials and clean area.		\$65,000.00
	Subtotal of Estimated Cost			\$623,451.00

Capital Fund Program - Five-Year Action Plan

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

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2025				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	EMPIRE APARTMENTS (MN038000001)			\$251,478.00
ID0052	Replace or reline Plumbing Lines - Plumbing(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Interior (1480)-Plumbing)	Remove old water lines at bottom of one stack located in the main level lobby. Affected area pipes will be removed and disposed of by plumbing contractor. New pipes fit into existing space. No asbestos issues expected.		\$60,000.00
ID0205	Capital Fund Fee Administration(Administration (1410)-Salaries)	Empire Apartments, 54 4th Avenue North, St Cloud MN 56303 Capital Fund Fee Administration		\$19,054.00
ID0206	Operations(Operations (1406))	Empire Apartments, 54 4th Av N, St Cloud MN 56303 Operating Expenses		\$37,924.00
ID0236	Replace Emergency Generator(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Construction - Mechanical (1480)-Generator)	Empire Apartments 54 4th Av N, St. Cloud, MN. Replace Emergency Generator with new unit. Old unit to be removed and disposed of.		\$72,500.00
ID0238	Security System Upgrade(Management Improvement (1408)-Security Improvements (not police or guard-non-physical))	Replace current security system including cameras and camera servers		\$37,000.00
ID0241	Resurface Parking Lot(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Contract Administration (1480)-Other Fees and Costs)	Empire Apartments - 54 4th Av N, St. Cloud, MN. Resurface area of parking lot. Area to be swept, repair cracks, holes or soft spots. Overlay with 1.5 to 2 inches asphalt. Vendor to provide labor and materials. Soil will be disturbed - HRA will be responsive to any environmental requirements.		\$25,000.00

Capital Fund Program - Five-Year Action Plan

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

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2025				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	ST. CLOUD HRA (MN038000002)			\$181,807.00
ID0207	Operations(Operations (1406))	Operating Expenses		\$32,385.00
ID0208	Capital Fund Fee(Administration (1410)-Salaries)	Administration of Capital Funds for Amp 2, 76 Scattered Sites in St Cloud MN		\$16,271.00
ID0230	Replace Cabinetry(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Other)	Replace cabinetry in the kitchens of 2 of 40 scattered site single-family homes: 860 19 Av N, and 3501 8 St N, St. Cloud, MN. Remove and dispose of old wall and base cabinets and replace with new wood cabinetry to fit in existing space. Laminate countertops will be replaced.		\$24,650.00
ID0254	Replace Flooring(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Flooring (non routine))	Replace flooring in 2 of 40 scattered site single-family homes: 860 19 Av N, and 3501 8 St N, St. Cloud, MN. Remove old flooring and install new to include vinyl and carpet for kitchens, bathrooms, hallways, bedrooms, and living rooms. Disposal of old materials to be the responsibility fo the vendor. Asbestos abatement will be completed if necessary.		\$26,750.00
ID0255	Carpentry(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Other)	General carpentry related to the remodel of 2 of 40 scattered site single-family homes: 860 19 Av N and 3501 8 St N, St. Cloud, MN. To include drywall, rough and finish carpentry and interior doors (if needed), and trim.		\$53,250.00
ID0256	Interior Painting(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Interior Painting (non routine))	Painting related to the remodel at 2 of 40 scattered site single-family homes: 860 19 Av N, and 3501 8 St N, St. Cloud, MN.		\$6,201.00

Capital Fund Program - Five-Year Action Plan

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

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2023				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0257	Replace Lighting(Dwelling Unit-Interior (1480)-Electrical,Contract Administration (1480)-Other Fees and Costs)	Replace light fixtures throughout 2 of 40 scattered site single-family homes: 860 19 Av N, and 3501 8 St. N, St. Cloud, MN. Replacement to include kitchen overhead lighting, dining room overhead lighting, hallway lighting, overhead lighting in bedrooms. Will use existing wiring.		\$13,500.00
ID0258	Replace Kitchen & Bathroom Faucets(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing)	Replace kitchen and bathroom faucets in 2 of 40 scattered site single-family homes: 860 19 Av N, and 3501 8 St N, St. Cloud, MN. Chrome finish, single lever faucets with low-flow aerators. Water shut-off valves and "P" traps to be replaced as needed. Sinks to be replaced if needed.		\$8,800.00
	WILSON APARTMENTS (MN038000003)			\$190,166.00
ID0209	Operations(Operations (1406))	Wilson Apartments 41 3rd Av NE, St. Cloud, MN. Operating Expenses		\$53,691.00
ID0210	Administration of Capital Funds(Administration (1410)-Salaries)	Administration of Capital Funds for 41 3rd Ave NE, St Cloud MN 56304, Wilson Apartments		\$26,975.00
ID0237	Replace Emergency Generator(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Construction - Mechanical (1480)-Generator)	Wilson Apartments 41 3rd Av N, St. Cloud, MN. Replace Emergency Generator with new unit. Old unit to be removed and disposed of.		\$72,500.00
ID0261	Upgrade Security System(Management Improvement (1408)-Security Improvements (not police or guard-non-physical))	Replace current security system including cameras and camera servers.		\$37,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2025				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Subtotal of Estimated Cost			\$623,451.00

To: St. Cloud HRA Board of Commissioners

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

Date: August 20, 2020

Subject: New Emergency Sick Leave Policy

Requested Action: Approve Emergency Sick Leave Policy

Background: Policy 05.18 (attached) was approved as required by Federal regulation. Management is proposing to add an additional Emergency Sick Leave Policy so that the 80 hours of Emergency Paid Sick Leave (EPSL) granted under 05.18 are available to be used for any serious health condition. If using for the COVID-19 reasons, the ESPL is used first, before any regular Paid Leave. If using for a different serious health condition, all Paid Leave must be used first. And if you already used the EPSL under the current rules, you would not have any left for the Emergency Sick Leave proposed below. It is only one bank of 80 hours.

Proposed new policy:

If an employee has exhausted all their Paid Leave and cannot work because they have a serious health condition or are caring for a spouse or child with a serious health condition, the employee may use any remaining Emergency Paid Sick Leave (EPSL) balance. The employee may be required to provide a physician's statement. Payments are at the employee's regular rate of pay, capped at \$511 a day (\$5,110 in total) for dealing with an employee's own illness. Employees who are caring for a spouse or child with a serious health condition receive up to two-thirds of their pay, and that benefit is limited to \$200 a day (\$2,000 in total). This policy will be in effect for as long as the HRA is required by Federal regulation to provide EPSL.

The Personnel Committee was provided with this information on the 17th and will be meeting prior to the regular meeting to discuss. Their recommendation will be provided at the regular meeting.

Frequency of Request: Once.

Related Actions: None.

Future Action: Unknown, but likely none.

Budget Impact: Unknown. At this point, under current circumstances, there could be two employees who may be eligible prior to December 31 to use this leave.

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

Topic: Families First Coronavirus Response Act Policy
Section: Hours of Work
Number: 05.18

Page 1 of 3
Date Issued: 4-1-20

Statement of Policy

It is the policy of the St. Cloud Housing and Redevelopment Authority (HRA) to comply with the requirements of the Federal Families First Coronavirus Response Act (FFCRA). The FFCRA provides employees with Emergency Paid Sick Leave (EPSL) and Emergency Paid Family and Medical Leave (EFMLA) for those affected by the COVID-19 pandemic, from April 1, 2020 through December 31, 2020.

Two Types of Leave Covered Under FFCRA

1) Emergency Paid Sick Leave (EPSL)

Emergency paid sick leave will be available for an employee who is unable to work or work remotely because:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by a health care provider to self-quarantine because of COVID19;
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
4. The employee is caring for an individual subject (or advised) to quarantine or isolation;
5. The employee is caring for a son or daughter whose school or place of care is closed, or childcare provider is unavailable, due to COVID-19 precautions; or
6. The employee is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Eligibility for EPSL

All employees, regardless of their tenure with the HRA, with full-time or part-time status are eligible to receive this benefit.

Paid Benefits for EPSL

Eligible employees will receive up to two weeks of paid sick leave.

- Full-time employees: 80 hours at their regular rate of pay, subject to caps and reasons noted below.
- Part-time employees: the number of hours that the employee works, on average, over a two week period, subject to caps and reasons noted below.

Payments are capped at \$511 a day (\$5,110 in total) for dealing with an employee's own illness or quarantine (reasons 1, 2 and 3 above). Employees who are caring for an individual affected by COVID-19 and those whose children's schools have closed (reasons 4, 5 and 6 above) receive up to two-thirds of their pay, and that benefit is limited to \$200 a day (\$2,000 in total). Employees may choose to use existing paid leave to supplement the amount received, up to normal earnings.

Return to Work Following EPSL

Topic: Families First Coronavirus Response Act Policy
Section: Hours of Work
Number 05.18

Employees are required to follow guidelines established by the [Centers for Disease Control and Prevention](#) as it relates to ceasing home isolation practices.

2). Emergency Family Medical Leave Act (EFMLA) Expansion

Employees will be entitled to take up to 12 weeks of job-protected leave if an employee is unable to work or work remotely due to caring for the employee's son or daughter (who is under 18) because the child's school or place of care has been closed or his or her childcare provider is unavailable due to the public health emergency.

Eligibility for EFMLA

Under this policy, full-time and part-time employees who have been employed by the HRA for 30 days, prior to taking the leave, are eligible for leave.

Paid Benefits for EFMLA

The EFMLA provides for a combination of unpaid and paid leave.

- x The first 10 days of EFMLA may be unpaid. An employee may choose to take the HRA's existing paid leave benefit during the 10-day unpaid period, or the 10 days may be paid under EPSL, if taken for a qualifying reason.
- x After ten days of unpaid leave, employees are entitled to 10 weeks of job-protected leave at two-thirds their usual pay. Part-time employees are entitled to be paid two-thirds of their usual pay based on the average number of hours worked for the six months prior to taking the leave. x The cap of the paid leave entitlement for employees is \$200 per day (\$10,000 in the aggregate).
- x Employees may choose to use existing paid leave to supplement the amount received, up to normal earnings.

Notifying the HRA of the Need for FFCRA Leave

Employees should request their need for leave under the FFCRA as soon as possible, by notifying their Supervisor and filling out the request form(s). If an employee is incapacitated, the employee's representative should give verbal notice as soon as possible. Calling in "sick" does not qualify as adequate notice. An employee must provide sufficient information regarding the reason for an absence for the HRA to know that protection and benefits may exist under this policy.

Insurance Benefit Continuation During FFCRA Leave

Coverage under group health insurance will continue while on leave, but employees must continue to pay their portion of the premium. Other employment benefits [*such as dental insurance, life insurance, AD&D, etc.*] will also be continued during the leave, as long as the employee continues to pay any required contribution.

Certification for FFCRA Leave

Generally, the HRA will require certification to verify the qualifying reason for the leave. Employees should be prepared to provide documentation such as a copy of any quarantine or isolation order, or written note by a health care provider advising self-quarantine, or a notice of closure of school or childcare provider (i.e. email, notification on website, or news article).

We understand that requesting healthcare provider documentation may place additional burdens on our medical community during this pandemic, therefore if an employee is unable to obtain this documentation, at a minimum, the name, address, and phone number of your treating healthcare provider must be provided. The HRA also reserves the right to request additional documentation completed by your healthcare provider or childcare provider (as applicable) in situations where there is reason to believe an employee has fraudulently obtained leave or paid benefits.

Intermittent Leave

For employees working on HRA premises, intermittent leave will only be permitted for the qualifying reason related to caring for their minor child whose school or place of care is closed, or childcare provider is unavailable.

For employees working remotely, intermittent leave will be permitted if the employee is unable to work his or her normal schedule of hours. The employee and employer will come to an agreement on a schedule that provides for the least amount of disruption to an employee's job. For EFLMA purposes, the total amount of leave taken in should not exceed the 12 weeks defined earlier in this policy.

Rights Upon Return from FFCRA Leave

An employee who takes leave under this policy may be reinstated to the same job or an equivalent position upon completion of the leave. If an individual has exhausted all leave under this policy and is still unable to return to work, the situation will be reviewed on a case-by-case basis to determine what rights and protections might exist.

The law provides that an employee has no greater rights upon a return from leave than the individual would have had if s/he had continued to work. Therefore, an employee may be affected by a layoff, reorganization, furlough, change in job duties or other change in employment if the action would have occurred had the employee remained actively at work.

To: St. Cloud HRA Board of Commissioners

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

Date: August 20, 2020

Subject: Change to Personnel Policy 05.10 Paid Leave

Requested Action: Approve change to Personnel Policy 05.10

Background: The current policy contains this sentence:

The maximum Paid Leave carry-over at the first full or partial pay period ending in each January is 240 hours.

Management is requesting approval to add this sentence:

The maximum Paid Leave carry-over at the first full or partial pay period ending January 2021 and 2022 is 320 hours.

Management has not denied any requests for Paid Leave. But, staff workload is such that many staff have cancelled Paid Leave plans and some are working more than their regularly scheduled hours. We do not want to require employees to take Paid Leave during the next 12 months or so if they do not want to or need to. We do not want employees who continue to work in order to assist with overall workload issues to be penalized and lose accumulated Paid Leave.

The Personnel Committee was provided with this information on the 17th and will be meeting prior to the regular meeting to discuss. Their recommendation will be provided at the regular meeting.

Frequency of Request: Once.

Related Actions: None.

Future Action: Unknown, but likely none.

Budget Impact: None.

TO: HRA Board of Commissioners

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

DATE: August 19, 2020

SUBJECT: Authorizing the acquisition of the limited partnership interests for
Riverside Apartments of St. Cloud Limited Partnership

Requested Action: Approve.

Background: Riverside Apartments of St. Cloud Limited Partnership (Riverside) is a limited partnership that owns and operates a 85-unit tax credit senior rental housing project. The HRA is the General Partner (GP) with .01% ownership and the Limited Partner (LP) is NDC Corporate Equity Fund VI, L.P (NDC) with 99.99% ownership.

The end of the 15-year compliance period is March 2021.

St. Cloud HRA Holdings, LLC is a blended component unit of the HRA and the HRA has 100% ownership of the LLC. The HRA will use this entity to acquire the limited partner interest.

NDC reached out to us on August 3 to initiate the process of completing the transfer with an effective date of December 31, 2020.

The following resolution will authorize said acquisition and allow the Executive Director to execute all documents.

The current draft of the Assignment and Assumption Agreement is also included for your reference. The cost to HRA Holdings to acquire NDC's partnership interest is \$3,000.

Options: Approve, deny, or table.

Frequency of Request: Once.

Related Actions: None.

Future Action: None.

Relationship to Goals: N/A

Budget Impact: \$3,000 to HRA Holdings and 100% ownership of the property going forward.

RESOLUTION 2020-09

**RIVERSIDE APARTMENTS OF ST. CLOUD, LLC
AND
ST. CLOUD HRA HOLDINGS, LLC**

**AUTHORIZING THE ACQUISITION OF LIMITED PARTNERSHIP INTERESTS
IN RIVERSIDE APARTMENTS OF ST. CLOUD LIMITED PARTNERSHIP FROM
NDC CORPORATE EQUITY FUND VI, L.P.**

WHEREAS, Riverside Apartments of St. Cloud, LLC, a Minnesota limited liability company (the “**General Partner**”) is the general partner and NDC Corporate Equity Fund VI, L.P. (the “**Limited Partner**”) is the limited partner of Riverside Apartments of St. Cloud Limited Partnership (the “**Partnership**”), relating to that certain 85-unit multifamily rental housing project of which 79 are low-income units located in St. Cloud, Minnesota (the “**Project**”); and

WHEREAS, the Limited Partner desires to transfer and assign (the “**Buyout**”) all of its right, title and interest in and to the Partnership as a limited partner, including all of its limited partnership interests in the Partnership (the “**Limited Partnership Interests**”); and

WHEREAS, the General Partner is a wholly-owned subsidiary of the The Housing and Redevelopment Authority in and for the City of St. Cloud, Minnesota (the “**HRA**”); and

WHEREAS, the HRA desires that its wholly-owned subsidiary, St. Cloud HRA Holdings, LLC (the “**Subsidiary**”) acquire the Limited Partnership Interests from the Limited Partner so that following the Subsidiary’s acquisition of the Limited Partnership Interests, the General Partner will be the sole general partner and the Subsidiary will be the sole limited partner of the Partnership;

NOW, THEREFORE, BE IT RESOLVED, by the HRA’s Board of Commissioners (the “**Board**”) in its capacity as the HRA’s board of commissioners, as the General Partner’s sole member, and as the Subsidiary’s board of governors, that the HRA, acting on its own behalf, on behalf of the General Partner, on behalf of the Subsidiary, and on behalf of the Partnership is authorized and directed to execute and deliver any and all documents and to take any and all actions to complete the Buyout and enable the Subsidiary to acquire the Limited Partnership Interests; and

FURTHER RESOLVED, that Louise Reis as the HRA’s Executive Director, the General Partner’s Chief Manager, and the Subsidiary’s Chief Manager, is authorized and directed on behalf of the HRA, acting on its own behalf, on behalf of the General Partner, on behalf of the Subsidiary, or on behalf of the Partnership, as the case might be, to execute and deliver each and every document, and to take all actions, which she in her sole and absolute discretion deems necessary or desirable to facilitate the Buyout, for the Subsidiary to acquire the Limited Partnership Interests and to carry out the purposes set forth in this Resolution; and

FURTHER RESOLVED, that this Resolution may be executed in one or more counterparts, each of which will be deemed an original, but all of which together constitute one

and the same instrument. The facsimile or emailed signature of any party shall be sufficient for all purposes.

Adopted _____, 2020.

Nancy Gohman, Chair

Attest:

George Hontos, Secretary

ASSIGNMENT AND ASSUMPTION AGREEMENT
(Riverside Apartments of St. Cloud Limited Partnership)

This Assignment and Assumption Agreement (the "Agreement") is made and entered into effective as of December 31, 2020 by and between NDC CORPORATE EQUITY FUND VI, L.P., a Delaware limited partnership whose address is One Battery Park Plaza, 24 Whitehall Street, Suite 710, New York, New York 10004 ("Transferor"), and St. Cloud HRA Holdings, LLC, a Minnesota limited liability company, whose address is 1225 West Saint Germain Street, St. Cloud, Minnesota 56301 ("Transferee"). Capitalized terms used herein and not otherwise defined shall have the meanings ascribed to them in the below defined Partnership Agreement.

RECITALS

WHEREAS, Riverside Apartments of St. Cloud Limited Partnership, a Minnesota limited partnership (the "Partnership") exists and operates pursuant to its Amended and Restated Agreement of Limited Partnership dated as of June 29, 2005, (the "Partnership Agreement");

WHEREAS, Transferor is the sole Limited Partner of the Partnership and owns 99.99% of the limited partner interests in the Partnership (the "Limited Partner Interest");

WHEREAS, Transferee wishes to purchase the Limited Partner Interest, become the substitute limited partner in the Partnership and assume all of Transferor's rights, duties and obligations as the limited partner in the Partnership and under the Partnership Agreement from and after the date hereof;

WHEREAS, the Partnership is the owner of an 85 unit multifamily rental housing project of which 79 are Low-Income Units, on certain real property located in the City of St. Cloud, State of Minnesota, together with all buildings and improvements (the "Project");

WHEREAS, Transferor desires to transfer and assign all of its right, title and interest in and to the Partnership, including the Limited Partner Interest, to Transferee, and Transferor and Transferee desire that Transferee be assigned the Limited Partner Interest pursuant to the provisions of the Partnership Agreement (collectively, the "Transfer"); and

WHEREAS, Transferee has agreed to accept the Transfer and to release the Transferor from certain of its obligations on the terms set forth herein.

NOW, THEREFORE, in consideration of the premises hereof and other good and valuable consideration, the parties hereto hereby agree as follows:

AGREEMENT

§1. Recitals. The Recitals are hereby incorporated in and made a part of this Agreement by this reference.

§2. Transfer, Assignment and Assumption and Release.

(a) In consideration of the payment of Transferor's legal fees of \$3,000, the receipt and sufficiency of which are hereby acknowledged, Transferor hereby transfers, sells, bargains, assigns and conveys to Transferee one hundred percent (100%) of the Limited Partner Interest and all Transferor's right, title and interest in and to the Partnership and its property and under the Partnership Agreement. Transferee hereby accepts the Transfer and agrees to be bound by all of the terms and conditions of the Partnership Agreement and assume the obligations of Transferor under the Partnership Agreement related to the Limited Partner Interest from and after the date hereof.

(b) By execution of this Agreement, Transferee and the Partnership hereby releases Transferor from any and all obligations and liabilities under the Partnership Agreement relating to the Limited Partner Interest arising on or after the date hereof. Transferor hereby withdraws as a partner of the Partnership, effective as of the date hereof and Transferee is hereby admitted as the substitute limited partner subject to all of the terms and provisions of the Partnership Agreement.

(c) By execution of this Agreement, the Transferor is also transferring to the Transferee any and all interest that the Transferor, or its affiliates, have in connection with any option agreement or right of first refusal in connection with the Project owned by the Partnership.

§3. Representations and Warranties.

(a) **Transferor.** Transferor hereby represents and warrants to Transferee as follows:

(i) The Limited Partner Interest transferred pursuant to the terms hereof constitutes one hundred percent (100%) of Transferor's interest in and to the Partnership and under the Partnership Agreement.

(ii) Transferor is the sole lawful owner of the Limited Partner Interest transferred and assigned under this Agreement, is the sole limited partner of the Partnership and has valid and marketable title to the Limited Partner Interest, free and clear of all claims, liens, pledges, security interests, restrictions, hypothecations, equities or encumbrances of any nature whatsoever.

(iii) Transferor has full legal capacity, right and power to enter into this Agreement (including the consent of any party or court of law whose consent is required other than project lenders) to assign, transfer and deliver the Limited Partner Interest transferred and assigned under this Agreement to Transferee free and clear of any claims, liens, pledges, security interests, restrictions, hypothecations, equities or encumbrances of any nature whatsoever, all in accordance with the terms of this Agreement. The execution and delivery of this Agreement and each of the other documents and agreements described in or contemplated by this Agreement, if any, to be executed by Transferor and the performance of the transactions contemplated herein and in each such other

document have been duly authorized by all requisite action, and will not result in the breach of or default under any agreement, mortgage or other instrument to which it is a party or by which it is bound.

(iv) Transferor acknowledges and agrees that Transferor shall do, execute, acknowledge and deliver all such further acts, deeds, transfers, assignments, conveyances and assurances for the assigning, granting, transferring, conveying and conferring unto Transferee, the Limited Partner Interest.

(v) This Agreement and the provisions hereof are legal, valid and binding against the Transferor in accordance with their terms.

(vi) Transferor is a limited partnership, duly organized, validly existing, and in good standing under the laws of the State of Delaware.

(vii) Transferor has not registered the Limited Partner Interest under applicable state and federal securities laws.

THE REPRESENTATIONS AND WARRANTIES OF TRANSFEROR SET FORTH ABOVE ARE EXCLUSIVE AND IN LIEU OF ALL OTHER GUARANTEES, REPRESENTATIONS AND WARRANTIES OF ANY KIND, WHETHER WRITTEN, ORAL, EXPRESS OR IMPLIED, WITH RESPECT TO THE LIMITED PARTNER INTEREST. ACCORDINGLY, TRANSFEROR HAS NOT MADE, AND SHALL NOT BE DEEMED, BY VIRTUE OF HAVING SOLD THE LIMITED PARTNER INTEREST, OR OTHERWISE, TO HAVE MADE, ANY OTHER GUARANTEE, REPRESENTATION OR WARRANTY WHATSOEVER, WHETHER WRITTEN, ORAL, EXPRESS, OR IMPLIED, WITH RESPECT TO THE LIMITED PARTNER INTEREST, IT BEING AGREED THAT ALL SUCH RISKS ARE TO BE BORNE BY TRANSFEE.

(b) **Transferee.** Transferee hereby represents and warrants as follows:

(i) Transferee has full legal capacity, right and power to enter into this Agreement (including the consent of any party or court of law whose consent is required) and to accept the transfer of the Limited Partner Interest and assume the obligations of Transferor under the Partnership Agreement.

(ii) Transferee is a limited liability company, duly formed, validly existing and in good standing under the laws of the State of Minnesota.

(iii) The execution and delivery of this Agreement and each of the other documents and agreements described in or contemplated by this Agreement, if any, to be executed by Transferee and the performance of the transactions contemplated herein and in each such other document have been duly authorized by all requisite action, and will not result in the breach of or default under any agreement, mortgage or other instrument to which it is a party or by which it is bound.

(iv) Transferee is acquiring the Limited Partner Interest for its account, for investment only and not with a view to the sale or distribution thereof.

(v) Transferee recognizes that (i) the Limited Partner Interest has not been registered under the Securities Act of 1933, as amended (the "Securities Act"), in reliance upon an exemption from such registration, and agrees that Transferee will not sell, offer for sale, transfer, pledge or hypothecate an interest in the Partnership in the absence of an effective registration statement covering such interest under the Securities Act, or an available exemption therefrom, unless such sale, offer of sale, transfer, pledge or hypothecation is exempt from registration; and (ii) the restrictions on transfer may severely affect the liquidity of its investment.

(vi) Transferee has performed its own due diligence with respect to the risks and rewards of its investment in the Partnership.

(vii) Transferee expressly agrees to be bound, to the same extent as Transferor, by the provisions of the Partnership Agreement and to assume the obligations of Transferor thereunder.

(viii) Transferee agrees to execute such instrument or instruments as shall be reasonably required by the Partnership to signify Transferee's agreement to be bound by and made a party to the provisions of the Partnership Agreement with respect to the Limited Partner Interest.

§4. Indemnification. Transferor hereby agrees to defend, indemnify Transferee and hold Transferee, and its owners, officers, agents and employees, and their respective successors and assigns, harmless from and against any and all claims, demands, judgments, suits, actions, causes of action, losses, liabilities, damages, costs and expenses, including reasonable attorney's fees and costs ("Claims") relating to the Limited Partner Interest, which Claims accrue prior to the date hereof. Transferee hereby agrees to indemnify Transferor and hold Transferor harmless from any and all Claims arising as a result of Transferee's ownership of the Limited Partner Interest assigned to Transferee by Transferor, first accruing on or after the date hereof. In the event of an audit or inquiry by the Internal Revenue Service or the State Housing Agency relating to the Partnership or Limited Partner Interest for tax periods on or before the date hereof, the Transferee agrees to provide, or cause the General Partner of the Partnership to provide, such documentation and or information relating to the Partnership reasonably requested by the Transferor to address such audit or inquiry.

§5. Counterparts. This Agreement may be executed in several counterparts all of which shall constitute one agreement, binding on all parties hereto, notwithstanding that all the parties are not signatories to the same counterpart.

§6. Applicable Law. This Agreement shall be interpreted and enforced in accordance with the laws of the State of Minnesota.

§7. Successors. This Agreement shall inure to the benefit of, be binding

upon, and be enforceable by and against the parties hereto, their heirs, executors, administrators, successors, and assigns.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties hereto subscribed their names effective as of the day and year first aforesaid.

TRANSFEROR:

**NDC CORPORATE EQUITY FUND VI,
L.P.**, a Delaware limited partnership

By: NDC Housing and Economic
Development Corporation
Its: General Partner

By: _____
Daniel Marsh III, President

TRANSFeree:

ST. CLOUD HRA HOLDINGS, LLC, a
Minnesota limited liability company

By: _____
Louise Reis
Its Chief Manager

The undersigned is the General Partner of the Partnership and is executing this document to acknowledge its consent to the assignment and to this Agreement and to agree to deliver to the Transferor such documentation reasonably requested by the Transferor to address any audit or inquiry by the Internal Revenue Service or the State Housing Agency concerning the Partnership for tax periods on or before the date hereof.

**RIVERSIDE APARTMENTS OF ST.
CLOUD, LLC**, a Minnesota limited
liability company

By: _____
Louise Reis
Its Chief Manager

(Top 3 inches reserved for recording data)

QUIT CLAIM DEED
Business Entity to Business Entity

Minnesota Uniform Conveyancing Blanks
Form 10.3.5 (2013)

eCRV Number: _____

DATE: _____, 2020

DEED TAX DUE: \$ 1.65

The total consideration for this transfer of property is \$3,000.00 or less.

FOR VALUABLE CONSIDERATION, The Housing and Redevelopment Authority in and for the City of St. Cloud, Minnesota, a Minnesota public body corporate and politic, and NDC Housing and Economic Development Corporation, a Virginia non-profit corporation exempt under Section 501(c)(3) of the Internal Revenue Code, on behalf of NDC Corporate Equity Fund VI, L.P., a Delaware limited partnership (collectively the “**Grantors**”), hereby convey and quitclaim to Riverside Apartments of St. Cloud Limited Partnership, a Minnesota limited partnership (“**Grantee**”), real property in Benton County, Minnesota, legally described as follows:

See attached **Exhibit A**.

together with all hereditaments and appurtenances belonging thereto.

Check here if all or part of the described real property is Registered (Torrens) ☐

[Remainder of page intentionally left blank. Signature pages follow.]

Grantor:

The Housing and Redevelopment
Authority in and for the City of St. Cloud,
Minnesota

By _____
Louise Reis
Its Executive Director

STATE OF MINNESOTA)
) SS
COUNTY OF _____)

On this _____ day of _____, 2020, before me, a Notary Public for this
County, personally appeared Louise Reis, who, being by me duly sworn, did say that she is the
Executive Director of the Housing and Redevelopment Authority in and for the City of St. Cloud,
Minnesota, duly authorized to sign this instrument by its Board of Commissioners, and
acknowledged that she executed the same on behalf of said Authority, as the free act and deed of
the Housing and Redevelopment Authority in and for the City of St. Cloud, Minnesota.

Notary Public

Grantor:

**NDC CORPORATE EQUITY FUND VI,
L.P.**, a Delaware limited partnership,

By: NDC Housing and Economic
Development Corporation
Its General Partner

By _____
Daniel Marsh III
Its President

STATE OF NEW YORK)
) SS
COUNTY OF _____)

On this ____ day of _____, 2020, before me, a Notary Public for this County, personally appeared Daniel Marsh III, who, being by me duly sworn, did say that he is the President of NDC Housing and Economic Development Corporation, the General Partner of NDC Corporate Equity Fund VI, L.P., a Delaware limited partnership, and that this instrument was signed on behalf of said limited partnership by authority of its General Partner(s) and acknowledged said instrument to be the free act and deed of said limited partnership.

Notary Public

THIS INSTRUMENT DRAFTED BY:
Rinke Noonan (HAM/SLH)
1015 W. St. Germain St., Suite 300
P.O. Box 1497
St. Cloud, MN 56302-1497
(320) 251-6700
File No. 06385-0317

**TAX STATEMENTS FOR THE REAL
PROPERTY DESCRIBED IN THIS
INSTRUMENT SHOULD BE SENT TO:**
Riverside Apartments of St. Cloud Limited
Partnership
c/o Riverside Apartments of St. Cloud, LLC
1225 West St. Germain Street
St. Cloud, Minnesota 56301

EXHIBIT A

Legal Description

Parcel 1:

All of Lots Sixteen (16), Seventeen (17), Eighteen (18), Nineteen (19), Twenty (20), Twenty-one (21), Twenty-two (22), and Twenty-three (23), Block One (1) in Riverside (now a part of the City of St. Cloud), Together with that part of the vacated alley in said Block 1, lying between the Northwestern line of said Lot 18, extended Southwesterly and the Southeasterly line of said Lot 23 extended Southwesterly, according to the plat and survey thereof on file and of record in the office of the County Recorder in and for Benton County, Minnesota.

All of Lot One (1), Block One (1), Reis's Addition to St. Cloud, according to the plat and survey thereof on file and of record in the office of the County Recorder in and for Benton County, Minnesota.

All of Lots One (1), Two (2) and Three (3), Block One (1), Wright and Bensen's Subdivision of Blocks "A" and "B" in East St. Cloud and Block "C" in Riverside, (now a part of the City of St. Cloud), according to the plat and survey thereof on file and of record in the office of the County Recorder in and for Benton County, Minnesota.

Together with the vacated First Street Southeast lying Westerly of the West right of way line of Riverside Drive Southeast and Easterly of the East Bank of the Mississippi River.

Parcel 2:

The West Ten (10) feet of Lot Four (4), Block One (1), Wright and Bensen's Subdivision of Blocks "A" and "B" in East St. Cloud and Block "C" in Riverside, (now a part of the City of St. Cloud), according to the plat and survey thereof on file and of record in the office of the County Recorder in and for Benton County, Minnesota.

TO: St. Cloud HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: August 19, 2020

SUBJECT: Approval of Redevelopment for 418 Wilson Avenue SE

Requested Action: Authorization for the St. Cloud HRA to enter into appropriate contracts for the redevelopment of 418 Wilson Avenue SE.

Background: For the past few years, the St. Cloud HRA has been acquiring blighted properties in the City of St. Cloud and getting the property shovel ready for Habitat for Humanity using funds from the Neighborhood Stabilization Program (NSP). Minnesota Housing is the administrator of the NSP funds. Minnesota Housing has informed our office that they will be closing out the program within the next year and would like homes completed on all properties purchased under the program. In an effort to close out the program and provide additional affordable housing, Minnesota Housing has awarded the St. Cloud HRA \$225,000 to build a single-family home to be used as a rental owned by the St. Cloud HRA. We are requesting Board approval for the acceptance of the \$225,000 in funds to build the home and move forward with the project. We anticipate a three or four bedroom home will be built.

The remaining funds needed to construct the home will come from the housing bonds issuer's fee revenue from the Housing Development and Rehab Fund. Through 2020, the HRA has received approximately \$139,500. The HRA is currently projected to receive an average of \$25,000 per year over the next 15 years, as long as the bonds remain outstanding.

There is a chance that any NSP net income (pro-rated based on funding source) will need to be returned to Minnesota Housing annually. If that is the case and there is an annual shortfall in the future due to maintenance needs, the funding needed to operate the property would come from any remaining housing bond fees or the Community Housing Fund.

Frequency of Request: One time.

Related Actions: None.

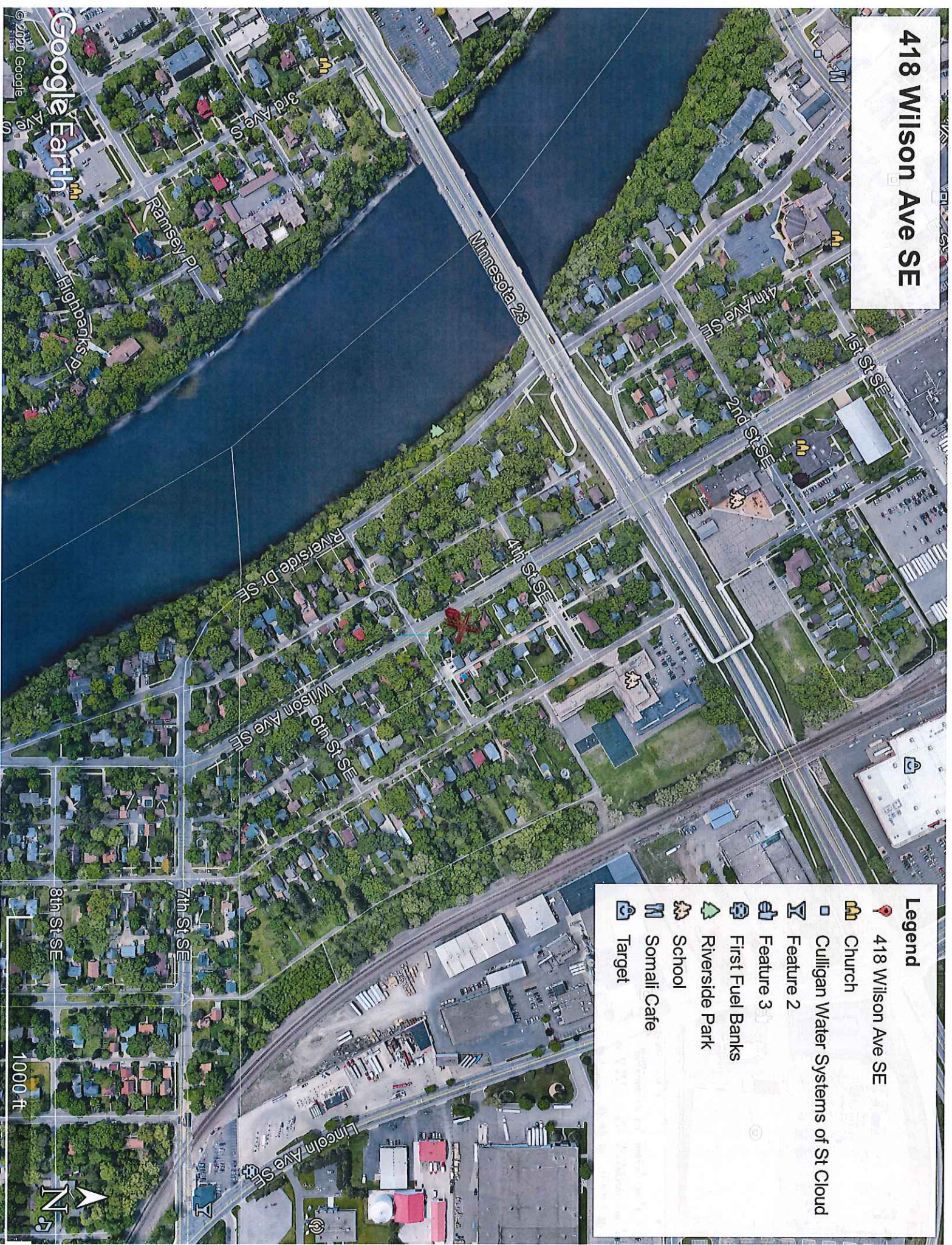
Future Action: Construction contract approval.

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

Budget Impact: See above. Total unknown until bidding process is completed.

418 Wilson Ave SE

- Legend**
- 418 Wilson Ave SE
 - Church
 - Culligan Water Systems of St Cloud
 - Feature 2
 - Feature 3
 - First Fuel Banks
 - Riverside Park
 - School
 - Somali Cafe
 - Target



TO: HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: August 18, 2020

SUBJECT: Report on Activities

MN Housing Grant Opportunity: The St. Cloud HRA applied to become an administrator of the 2020 COVID-19 Housing Assistance Program (CHAP) with Minnesota Housing. However, our agency was not selected for the region. Lutheran Social Services was awarded the administrator contract. Minnesota Housing will be putting information on their website when the administrators are ready for applications.

HUD Audit: The HUD audit that was previously scheduled for April through June and had been postponed due to COVID-19 is expected to take place in late September. We are awaiting further information.

19th Avenue Update: A contract has been signed with Environmental Health Testing Services to conduct a Phase I Environmental Site Assessment for these lots. Cost of services is estimated at \$2500.

Rent Collection: Current numbers will be provided at the meeting.

Board Bus Tour: We had planned to have the St. Cloud HRA Board of Commissioners take a bus tour of the HRA properties earlier this year. Due to COVID, we will now plan the bus tour for next spring.

Board Retreat: We are planning the HRA Board Retreat for October 28, 2020 starting at 5 pm. Please let me know if there are topics that you would like to discuss at the retreat. Nancy and I will plan the agenda once topics are finalized.

Face Masks: The State of Minnesota provided cloth masks for residents and staff of affordable housing properties across the state at no cost. The St. Cloud HRA became a hub to distribute face masks to local housing providers in Central Minnesota. The masks were shipped to our office, and 36 affordable housing providers made arrangements to pick up their allotment of masks.

Northway A & B and Germain Towers: HUD issued a grant application for Section 8 New Construction properties in late July that was due August 5 for reimbursement of specific allowed costs during specific dates due to COVID-19. The HRA submitted a request for \$2,627 for Northway A & B and \$1,946 for Germain Towers.

Housing Choice Voucher Program: During July, there were two housing choice vouchers released. One voucher was voluntary released, and one voucher expired. One of the voucher holders was over the age of 62.

HUD issued a notice on July 31 indicating that agencies could apply for additional HAP funding if PUC (per unit costs) had increased due to COVID-19. The HRA was funded at \$508.26 PUC and the July PUC was \$534.75. The HRA submitted an application on August 11. HUD also indicated in that notice that

agencies who were in shortfall could now issue VASH vouchers up to their limit and allow current voucher holders to move even if it results in higher HAP. Therefore, we are now doing both of those items.

On August 10, HUD awarded additional CARES Act HCV administrative fees to the HRA of \$156,486. This brings total CARES Act HCV admin fees to \$301,770. The date to use the funds has been changed from December 31, 2020 to June 30, 2021.

As of July 31, 2020 – we have 230 Port In vouchers and 24 Port Out.

CDBG Update:

For the homeowner rehab program:

- 4 in construction
- 1 out for bids
- 1 in scope of work
- 1 in application stage
- 9 on the waiting list

Housing Department Vacancy Report – For the Month Ending July 31, 2020

Fund: Public Housing – 291 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>7/31/20</u>
Empire	89	2.28%	0
Wilson	126	0.73%	0
Scattered Sites	76	0.12%	0

Fund: Section 8 New Construction – 162 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>7/31/20</u>
Germain	60	0.42%	0
Grace/NWB	102	0.96%	2*

Fund: Tax Credit – 249 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>7/31/20</u>
Creeks	24	1.80%	0
Brownstones	12	3.57%	0
Swisshelm One	32	2.97%	0
Westwood One	32	5.58%	0
Swisshelm Two	32	4.11%	0
Westwood Two	32	2.07%	1
Riverside	85	0.55%	0

Fund: Affordable Housing – 79 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>7/31/20</u>
Eastwood	18	1.97%	0
Loehr	61	1.64%	2**

* One unit rented 8/1/20, other offered to applicant

** One unit rented 8/1/20, other offered to applicant