



## **Red Wing Housing and Redevelopment Authority Equal Opportunity Housing/Equal Opportunity Employment**

### **Our Mission**

To provide quality, affordable, sustainable housing and community redevelopment programs utilizing resources that develop public and private partnerships.

### **Statement of Intent**

We gather today in this room as one people to discuss and attend to the matters of Red Wing. Together, as a government body and as community members, we agree to treat everyone with courtesy, dignity, and respect. We will listen to all sides of an issue, encourage participation, support each other, act with honor and accountability, and inspire pride in our community. This we commit as we open this meeting.

## **Meeting Announcement and Agenda Housing & Redevelopment Authority Board Regular Meeting City Council Chambers, 315 West 4th Street, Red Wing, MN & Virtually Tuesday, November 4, 2025, at 3:00 PM**

This meeting will be held in the City Hall Council Chambers and virtually via Webex at the same time. Members of the public can join this meeting either in person at City Hall or virtually. To join this meeting via Webex, [click this link](#). To join via telephone, please dial (415) 655-0001. Enter access code 2553 672 7607 and password 2025 when prompted.

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Approval of Agenda**
- 5. Public Comment**

We now invite anyone to share their thoughts on a topic that is not on the agenda. We welcome all opinions and ideas. We appreciate you stating your name at the lectern, and please remember that personal attacks may be ruled out of order. You will have up to three minutes to comment, and we appreciate your time in coming tonight.

**6. Consent Agenda (Roll Call Required \*)**

The Consent Agenda consists of items that often don't require Council discussion. These items are usually routine business, non-controversial, or have been discussed publicly in the past. These items can be approved by the Council all at once unless a Council member acknowledges they would like to comment or have a discussion on any of these items at this meeting. If no Council member has a concern or comment on any of the consent agenda items, the Council will approve them all at the same time.

6.A. Motion to Approve October 14, 2025 Regular Meeting Minutes.

6.B. Motion to Approve Bills (Checks 52655 - 52722, totaling \$209,653.96).

Public Housing: \$49,550.85

Housing Choice Voucher: \$1,805.32

Jordan Tower II: \$46,479.22  
Redevelopment: \$33,219.44  
Small Cities: \$53,500.00  
TIF: \$99.13  
AHTF: \$25,000.00

- 6.C. Housing Choice Voucher Payment Standards Update - Effective January 1, 2026
- 6.D. Housing Choice Voucher Utility Allowance Update - Effective January 1, 2026

**7. Motions & General Business**

- 7.A. Motion to Approve Resolution No. 1469-25 Approval of 2026 Final Operating Budget

**8. Communication Items**

- 8.A. Director's Report
- 8.B. Finance Report
- 8.C. Housing Report
- 8.D. Community Redevelopment Report
- 8.E. Resident Council Report
- 8.F. Hope Coalition Liaison Report
- 8.G. City Council Liaison Report
- 8.H. Announcements

The next HRA Board Meeting will be December 9, 2025, at 3:30 p.m. in the City Council Chambers

**9. Adjournment**

Accommodations for signing interpreter, Braille, large print, etc. can be made. Call City Hall at 385.3600 seven days prior to the need. Hearing assistance devices are available during meetings.

**Red Wing Housing & Redevelopment Authority**  
**HRA Board Regular Meeting**  
**Tuesday, October 14<sup>th</sup>, 2025 at 3:30 PM**

**Board members present:** Board Chair, Jason Jech; Commissioners: Abby Villaran, Kristi Reuter, Sara Hoffman, and Liz Magill Nic Abney.

**Others present:** Kurt Keena, Executive Director; Jennifer Jacobson, Housing Director; Beth Snyder, City Council Liaison; and Megan Conway, Assistant Voucher Manager.

**1. Call to Order**

The meeting was called to order at 3:30 p.m. by Board Chair Jech.

**2. Pledge of Allegiance**

**3. Roll Call**

Roll call was taken with all member present except Luikart.

**4. Approval of Agenda**

A motion to approve the agenda was made by Hoffman and seconded by Abney. All were in favor. Motion carried.

**5. Public Comment**

There were no public comments.

**6. Consent Agenda (Roll Call Required\*)**

- A. Motion to Approve September 9th Regular Meeting Minutes.
- B. Motion to Approve Bills (Checks 52575 – 52654; Totaling \$227,298.41).
  - a. Public Housing: \$49,452.84
  - b. Housing Choice Voucher: \$1,922.07
  - c. Jordan II: \$75,631.73
  - d. Redevelopment: \$25,323.77
  - e. Small Cities: \$74,821.00
  - f. TIF: \$100.00
  - g. AHTF: \$0.00

A motion to accept the Consent Agenda was made by Magill and seconded by Abney. Roll call was taken and all board members were in favor. Motion carried.

**7. Motions and General Business**

- A. Motion to Approve Resolution No. 1465-25 Approving Acceptance of the Grant Award for the Local Housing Trust Fund Matching Grant  
Keena stated the HRA applied for \$225,000.00 of funding form the Local Housing Trust Fund Matching Grant program and was notified earlier this summer that they were selected to receive \$150,000.00 in funding from the program. All applicants awarded funding were sent a due diligence checklist to be completed and returned to The MHFA before any matching funds will be dispersed.  
A motion to approve Resolution No. 1465-25 Approving Acceptance of the Grant Award for the Local Housing Trust Fund Matching Grant was made by Reuter and seconded by Hoffman. Roll call was taken and all were in favor. Motion carried.
- B. Motion to Approve Resolution No. 1466-25 Approving 2025 Amended Operating Budget

Keena explained that each year around month nine we take a look at our budget, cash flow and expenses and come up with an amended budget. He summarized saying this year we have taken in a little less money and spent a little less money so we will finish the year a little stronger. He then stated this is primarily due to some increases and in flows in the AHTF and not as many out flows from that fund; therefore retaining more money in that fund. A motion to approve Resolution No. 1466-25 Approving the 2025 Amended Operating Budget was made by Reuter and seconded by Abney. Roll call was taken and all were in favor. Motion carried.

C. Motion to Approve Resolution No. 1467-25 Approving the 2026 Annual PHA Plan  
Jacobson explained The Public Housing Agency (PHA) plan is a HUD document which contains the public housing agency polices, programs, operations and strategies for meeting local housing needs and goals. Jacobson then stated there are two parts to the PHA plan; the Five-Year Plan and the Annual Plan. Required forms to be included are the Annual PHA Plan-Hud-50075-SM, Civil Rights Certification –HUD-50077 CR and Resident Council and Public comments. No comments were received.

D. Motion to Approve Resolution No. 1468-25 Approving the 2026 CFP Annual Action Plan.  
Jacobson stated The Capital Fund Program Annual Action Plan must describe the capital improvements necessary to ensure long-term physical and social viability of the PHA’s public housing developments based on a formula allocation system. Required forms that are included:

- Capital Fund Program – HUD 50075.1 Annual Action Plan (2026),
- Civil Rights Certification – HUD-50077 CR,
- Certification of Payments to Influence Federal Transactions – HUD-50071
- Disclosure of Lobbying Activities – Stand. For LLL
- Resident Council and Public Comments. No comments were received
  - I. Public Hearing – Jech opened a Public Hearing at 3:39 p.m. There were no comments. Public Hearing was closed at 3:39 p.m.
  - II. Consider Motion to Adopt Resolution No. 1467-25 Approving the 2026 Annual PHA Plan.

A motion to Approve Resolution No. 1467-25 Approving the 2026 Annual PHA Plan was made by Villaran and seconded by Hoffman. Roll call was taken and all were in favor. Motion carried.

- III. Consider Motion to Adopt Resolution No. 1468-25 Approving the 2026 CFP Annual Action Plan.

A motion to approve Resolution No. 1468-25 Approving the 2026 CFP Annual Action Plan was made by Reuter and seconded by Abney. Roll call was taken and all were in favor. Motion carried.

E. Motion to Approve SCLF Loan to Valery Hoium/Aliveo Military Museum  
Keena stated this is a Small Cities Local Fund loan to put a new roof on the building. There is no other debt on this property, which would put the HRA in first position. This program helps preserve the integrity of downtown Red Wing by funding loans to make improvements to local buildings.

Motion to Approve SCLF Loan to Valery Hoium/Aliveo Military Museum was made by Abney and seconded by Magill. Roll call was taken with all in favor. Motion carried.

## 8. Communication Items

### A. Executive Director Report

Keena stated our two main Federal programs, Public Housing and Housing Choice Voucher have funding through at least the second week of November. Assuming the government shut down is resolved before the middle of November it should not be too disruptive. He also stated that HUD has released the Notice of Funding Opportunity (NOFO) for the ROSS Grant Program and we will be applying for the grant to fund our Social Service Coordinator position in Jordan Tower I. Megan Conway has resigned her position as Assistant Voucher Program Manager with us and has accepted a similar position at the Dakota County CDA. Keena said he reached out to the third party contractor who is handling the lease renewal of the Cellular Site. We are close to a final agreement and will bring the final proposed agreement to the HRA Board for consideration and approval once negotiations are complete. The November Board meeting will be held on November 4, 2025 due to the Veteran's Day holiday. The other half of the Twin Home on 5<sup>th</sup> Street has become vacant due to an eviction action and would like to discuss potential options for this half in more detail at the November meeting. The other half was sold to Goodhue County Habitat for Humanity approximately two years ago.

### B. Finance Report

Keena presented July and August's financials. He then stated that Kulseth attended the MN SHRM State Conference October 12-13, 2025 and the Hawkins Ash Financial Workshop with Gielau October 14-15, 2025. Kulseth applied with Mutual of Omaha to process the Paid Family Medical Leave required by the state of Minnesota, as opposed to processing through the state. The 2026 Final Operating Budget will be presented in November.

### C. Housing Report

Jacobson presented waitlist, move out and Voucher program numbers ending September 2025. She announced that Dwane King the Assistant Property Manager obtained his Public Housing Specialist certification and RyAnne Schutz obtained her Professional Service Coordinator certification. Jacobson was reelected to a second term as the Secretary/Treasurer for the Minnesota National Association of Housing and Redevelopment Officials (NAHRO) board. Minnesota Housing conducted a compliance review for the HOME and PARIF deferred loan and the review was completed successfully. Staff is completing annual inspections in October, which are required by HUD each year.

### D. Community Development Report

Keena presented Small Cities Program Income Notes Receivable and Cash Reserves. He also stated he is working with the City staff to finalize the planning for the Red Wing Housing Summit meeting that will take place on Wednesday, October 29, 2025 from 2:00 p.m. to 6:00 p.m. at the St. James Hotel. The school and the Port Authority are exploring a possible Port acquisition of the former Jefferson Elementary School site.

### E. Resident Council Report

Luikart was absent so no report was given

### F. Hope Coalition Report

Villaran stated Hope Coalition's 35 Year Anniversary Gala Celebration will be held at the James Hotel on October 23, 2025 from 5:30 p.m. to 8:30 p.m. She also said they are planning a Pop-up Tattoo event on October 21, 2025. The tattoos will be done by S.W.A.T.

### G. City Council Liaison Report

Snyder said the Council met last night and they are in the middle of working on the budget. She said they have renewed the insurance plan for employees and non-exempt employees and they are staying with BCBS so employees should not see much change in their insurance benefits. The City has started to work on a Bond purchase to help with the 10<sup>th</sup> Street Water Station. She said they have approximately \$2,000,000.00 worth of work to be completed there.

H. Announcements

- a. The next HRA Board Meeting will be on November 4, 2025 at 3:00 p.m. in the City Council Chambers

**9. Adjourn**

The meeting was adjourned at 4:07 p.m. by Board Chair Jason Jech

Respectfully Submitted By,  
Dawn Gielau

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Board Director

## Red Wing Housing & Redevelopment Authority

### Checks Written Report

October 1, 2025 - October 31, 2025

Payment Date	Payment Number	Payment Amount	Payee Name
10/3/2025	1829	\$297.19	ESI HOSTED SERVICES
10/3/2025	1830	\$243.00	FILEVISION USA
10/3/2025	1831	\$104.75	INNOVATIVE OFFICE SOLUTIONS LLC
10/3/2025	1832	\$50.00	JASON JECH
10/3/2025	1833	\$294.00	KURT KEENA
10/3/2025	1834	\$150.00	RENEE LAVIGNE
10/3/2025	1835	\$200.00	BARRY PREBLE
10/3/2025	1836	\$50.00	KRISTI REUTER
10/3/2025	1837	\$50.00	ABBY VILLARAN
10/9/2025	1838	\$198.73	CINTAS CORPORATION
10/9/2025	1839	\$54.80	INNOVATIVE OFFICE SOLUTIONS LLC
10/9/2025	1840	\$268.74	MAIDS IN MINNESOTA
10/9/2025	1841	\$399.50	MRI SOFTWARE LLC
10/16/2025	1842	\$173.20	ADAMS PEST CONTROL
10/16/2025	1843	\$14.99	CARAHSOFT TECHNOLOGY CORPORATION
10/16/2025	1844	\$304.93	INNOVATIVE OFFICE SOLUTIONS LLC
10/29/2025	1845	\$163.24	ADAMS PEST CONTROL
10/29/2025	1846	\$198.73	CINTAS CORPORATION
10/29/2025	1847	\$450.00	CSC SERVICEWORKS INC
10/29/2025	1848	\$7.82	INNOVATIVE OFFICE SOLUTIONS LLC
10/29/2025	1849	\$8,748.95	STEVE JUNGE INSTALLATIONS INC
10/29/2025	1850	\$23,372.15	MINNESOTA HOUSING FINANCE AGENCY
10/29/2025	1851	\$302.95	THEIPGUYS NET LLC ONENET GLOBAL
10/29/2025	1852	\$52.99	SHRED-IT USA LLC
10/3/2025	52655	\$369.21	CITY OF RED WING OTHER UTILITIES
10/3/2025	52656	\$14,125.00	DDA HUMAN RESOURCES INC
10/3/2025	52657	\$16,800.00	FINN DANIELS ARCHITECTS
10/3/2025	52658	\$200.00	CANDIS FLECK
10/3/2025	52659	\$20.00	GOODHUE COUNTY RECORDER
10/3/2025	52660	\$3,029.00	HAWKINS ASH CPAS LLP
10/3/2025	52661	\$425.00	P HANSON MARKETING INC
10/3/2025	52662	\$384.66	HD SUPPLY FACILITIES MAINTENANCE
10/3/2025	52663	\$50.00	SARA HOFFMAN
10/3/2025	52664	\$168.00	JOHNSON TIRE SERVICE
10/3/2025	52665	\$50.00	JACKIE LUIKART
10/3/2025	52666	\$50.00	ELIZABETH MAGILL
10/3/2025	52667	\$739.96	MENARDS RED WING
10/3/2025	52668	\$424.13	OROURKE MEDIA GROUP
10/3/2025	52669	\$200.00	STEPHEN JOHN PRINGLE
10/3/2025	52670	\$50.00	Samantha Short
10/3/2025	52671	\$9.00	Travis Calamari
10/3/2025	52672	\$121.20	RUNNINGS FARM & FLEET

10/3/2025	52673	\$833.92	THE SHERWIN WILLIAMS CO
10/3/2025	52674	\$230.00	STARTECH COMPUTING INC
10/3/2025	52675	\$53.99	XCEL ENERGY
10/9/2025	52676	\$135.00	CITY OF RED WING OTHER UTILITIES
10/9/2025	52677	\$0.00	Void / CITY OF RED WING WATER & SEWER
10/9/2025	52678	\$0.00	Void / CITY OF RED WING WATER & SEWER
10/9/2025	52679	\$16,286.93	CITY OF RED WING WATER & SEWER
10/9/2025	52680	\$550.40	CULLIGAN WATER CONDITIONING
10/9/2025	52681	\$715.93	CUMMINS N POWER
10/9/2025	52682	\$377.55	HIAWATHA BROADBAND
10/9/2025	52683	\$24.96	HD SUPPLY FACILITIES MAINTENANCE
10/9/2025	52684	\$405.00	JAYTECH INC
10/9/2025	52685	\$1,135.20	LANDRUM DOBBINS LLC
10/9/2025	52686	\$230.86	PLUNKETTS PEST CONTROL INC
10/9/2025	52687	\$500.00	QUADIENT FINANCE USA INC
10/9/2025	52688	\$2,362.50	STARTECH COMPUTING INC
10/9/2025	52689	\$208.11	CORRINE KULSETH
10/9/2025	52690	\$13.75	VICKIS FOOT AND NAIL CARE PLLC
10/9/2025	52691	\$29.19	XCEL ENERGY
10/16/2025	52692	\$2,934.36	DIRECT TV
10/16/2025	52693	\$191.71	DAWN GIELAU
10/16/2025	52694	\$195.00	P HANSON MARKETING INC
10/16/2025	52695	\$138.69	HD SUPPLY FACILITIES MAINTENANCE
10/16/2025	52696	\$344.65	MENARDS RED WING
10/16/2025	52697	\$344.82	Sarah Halpaus
10/16/2025	52698	\$1,337.98	SCHUMACHER ELEVATOR COMPANY
10/16/2025	52699	\$4,870.45	VISA
10/29/2025	52700	\$32.50	ALLEGRA
10/29/2025	52701	\$851.88	CITY OF RED WING OTHER UTILITIES
10/29/2025	52702	\$200.00	CHRIST EPISCOPAL CHURCH
10/29/2025	52703	\$200.00	FAITH IN ACTION
10/29/2025	52704	\$50,000.00	FISCHER COMPANIES INC
10/29/2025	52705	\$25,000.00	GOODHUE COUNTY HABITAT FOR HUMANITY
10/29/2025	52706	\$425.00	P HANSON MARKETING INC
10/29/2025	52707	\$428.17	HD SUPPLY FACILITIES MAINTENANCE
10/29/2025	52708	\$3,500.00	LEVERETTE CONTRACTING LLC
10/29/2025	52709	\$79.50	MARCO TECHNOLOGIES LLC
10/29/2025	52710	\$1,789.12	MENARDS RED WING
10/29/2025	52711	\$3,774.93	MUTUAL OF OMAHA
10/29/2025	52712	\$200.00	NEW RIVER ASSEMBLY OF GOD
10/29/2025	52713	\$90.47	PLUNKETTS PEST CONTROL INC
10/29/2025	52714	\$62.43	Jeffery Pierce
10/29/2025	52715	\$1,049.50	RED WING PLUMBING & HEATING
10/29/2025	52716	\$200.00	SARA GEORGE
10/29/2025	52717	\$624.75	SCHUMACHER ELEVATOR COMPANY
10/29/2025	52718	\$776.30	STARTECH COMPUTING INC
10/29/2025	52719	\$1,706.75	STORTZ SATELLITE

10/29/2025	52720	\$110.01	ROBERT WEDRICKAS
10/29/2025	52721	\$200.00	LESLIE WILBURN
10/29/2025	52722	\$10,535.88	XCEL ENERGY

\$209,653.96



## Red Wing Housing & Redevelopment Authority

428 West Fifth Street  
Wing, MN 55066  
DD/TTY 7-1-1

Telephone (651) 388-7571  
FAX (651) 385-0551  
www.redwinghra.org

November 4, 2025

To: Red Wing HRA Board of Commissioners  
From: Jennifer Jacobson, Housing Director  
Re: Housing Choice Voucher Payment Standards Update –Effective January 1, 2026

### **Background**

The Department of Housing and Urban Development (HUD) publishes Fair Market Rents (FMRs) annually. FMRs are used to determine payment standard amounts for the Housing Choice Voucher program.

Every PHA is required to establish payment standards for each unit size. The payment standard sets the maximum subsidy payment a family can receive from the PHA each month. The number of bedrooms a unit has derives the amount of the payment standard. Typically, HUD regulations allow payment standards to be established between 90 percent to 110 percent of the FMR. The Red Wing HRA was granted the extension on the waiver allowing PHAs to establish the payment standards up to 120 percent of the FMR

### **Analysis**

Setting the payment standard at the highest amount possible helps new voucher holders find a unit in this tight rental market. The higher payment standard also helps current tenants to stay within 30% of their income for their rent portion. See Attachment A: Fair Market Rent and Payment Standards for the comparison between FY 2025 and FY 2026.

### **Recommendation:**

HRA staff recommends to the Board of Commissioners to approve the changes in the Payment Standards effective January 1, 2026.



# Red Wing Housing & Redevelopment Authority

428 West Fifth Street  
 Wing, MN 55066  
 DD/TTY 7-1-1

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## Attachment A Fair Market Rent and Payment Standards Goodhue County, MN

### Fiscal Year 2025

	Zero Bedroom	One Bedroom	Two Bedroom	Three Bedroom	Four Bedroom
FY2025 FMR	\$712	\$877	\$1,039	\$1,456	\$1,745
Proposed Payment Standard at 120%	<b>\$854</b>	<b>\$1,052</b>	<b>\$1,246</b>	<b>\$1,747</b>	<b>\$2,094</b>

### Fiscal Year 2026

	Zero Bedroom	One Bedroom	Two Bedroom	Three Bedroom	Four Bedroom
FY2026 FMR	\$755	\$901	\$1,095	\$1,523	\$1,837
Payment Standard at 120%	<b>\$906</b>	<b>\$1,081</b>	<b>\$1,314</b>	<b>\$1,827</b>	<b>\$2,204</b>



## Wing Housing & Redevelopment Authority

128 West Fifth Street  
N 55066  
-1-1

Telephone (651) 388-7571  
FAX (651) 385-0551  
www.redwinghra.org

November 4, 2025

To: Red Wing HRA Board of Commissioners  
From: Jennifer Jacobson, Housing Director  
Re: Housing Choice Voucher Utility Allowance Update– Effective January 1, 2026

### **Background**

The Department of Housing and Urban Development (HUD) requires an annual review of the Utility Allowances for units subsidized by the Housing Choice Voucher Program. Utility Allowances are important because a tenant's contribution is 30% of their adjusted income, which includes utility allowance credit.

### **Analysis**

The Red Wing HRA contracted with Zeffert & Associates to complete the utility allowance study. The analysis breaks down utility costs by unit types and fuel types. The four different unit types are Single Family House, Manufactured Homes, Low-rise Apartment (2-4 units) and Larger Apartment Buildings (5+ units). The fuel types are gas and electric.

There were minor increases and decreases in each category. Upon review, there is no substantial deviation from existing utility allowance. The updated allowance will be applied at the participant's next annual reexamination.

### **Attachments**

Utility Allowance Schedules based on Form HUD-52667

### **Recommendation:**

HRA staff recommend to the Board of Commissioners to approve the updated Housing Choice Voucher Utility Allowance effective January 1, 2026.

**Utility Allowance Schedule**

U.S. Department of Housing and  
Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0169

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA		Green Discount		Unit Type			Date (mm/dd/yyyy)
Red Wing Housing and Redevelopment Authority 428 West 5th Street Red Wing, MN 55066		No		Lowrise Apartment (2 - 4 units)			10/10/2025
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	Natural Gas	\$53	\$62	\$67	\$72	\$76	\$81
	Bottled Gas						
	Electric Resistance	\$49	\$58	\$76	\$95	\$113	\$131
	Electric Heat Pump	\$39	\$46	\$54	\$61	\$68	\$74
	Fuel Oil						
Cooking	Natural Gas	\$3	\$3	\$5	\$6	\$7	\$9
	Bottled Gas						
	Electric	\$7	\$8	\$12	\$15	\$19	\$23
	Other						
Other Electric	Electric	\$32	\$37	\$52	\$67	\$81	\$96
Air Conditioning	Electric	\$5	\$6	\$8	\$11	\$13	\$16
Water Heating	Natural Gas	\$9	\$10	\$14	\$19	\$23	\$28
	Bottled Gas						
	Electric	\$24	\$28	\$35	\$43	\$51	\$58
	Fuel Oil						
Water		\$34	\$35	\$45	\$60	\$75	\$90
Sewer		\$32	\$33	\$43	\$58	\$72	\$86
Trash Collection		\$20	\$20	\$20	\$20	\$20	\$20
Other - Specify							
Range/Microwave							
Refrigerator							
Electric Base Charge		\$9	\$9	\$9	\$9	\$9	\$9
Natural Gas Base Charge		\$9	\$9	\$9	\$9	\$9	\$9
Actual Family Allowances-May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance		Allowance
					Heating		
Head of Household Name					Cooking		
					Other Electric		
					Air Conditioning		
Unit Address					Water Heating		
					Water		
					Sewer		
					Trash Collection		
					Other		
Number of Bedrooms					Range/Microwave		
					Refrigerator		
					<b>Total</b>		

Previous versions are obsolete.

Spreadsheet (ver14) based on Form HUD-52667 (04/2023).  
ref. Handbook 7420.8

Utility Allowance Schedule

U.S. Department of Housing and  
Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0169

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA		Green Discount		Unit Type				Date (mm/dd/yyyy)
Red Wing Housing and Redevelopment Authority 428 West 5th Street Red Wing, MN 55066		No		Larger Apartment Bldgs. (5+ units)				10/10/2025
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	\$24	\$28	\$33	\$38	\$43	\$48	
	Bottled Gas							
	Electric Resistance	\$28	\$33	\$45	\$57	\$70	\$82	
	Electric Heat Pump	\$25	\$29	\$35	\$39	\$43	\$47	
	Fuel Oil							
Cooking	Natural Gas	\$2	\$3	\$4	\$5	\$6	\$7	
	Bottled Gas							
	Electric	\$6	\$7	\$10	\$13	\$16	\$19	
	Other							
Other Electric	Electric	\$21	\$25	\$35	\$45	\$54	\$64	
Air Conditioning	Electric	\$4	\$4	\$6	\$8	\$10	\$11	
Water Heating	Natural Gas	\$6	\$7	\$9	\$12	\$15	\$18	
	Bottled Gas							
	Electric	\$15	\$18	\$23	\$28	\$33	\$38	
	Fuel Oil							
Water		\$34	\$35	\$45	\$60	\$75	\$90	
Sewer		\$32	\$33	\$43	\$58	\$72	\$86	
Trash Collection		\$20	\$20	\$20	\$20	\$20	\$20	
Other - Specify								
Range/Microwave								
Refrigerator								
Electric Base Charge		\$9	\$9	\$9	\$9	\$9	\$9	
Natural Gas Base Charge		\$9	\$9	\$9	\$9	\$9	\$9	
Actual Family Allowances-May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance		Allowance	
					Heating			
Head of Household Name					Cooking			
					Other Electric			
					Air Conditioning			
Unit Address					Water Heating			
					Water			
					Sewer			
					Trash Collection			
					Other			
Number of Bedrooms					Range/Microwave			
					Refrigerator			
					Total			

Previous versions are obsolete.

Spreadsheet (ver14) based on Form HUD-52667 (04/2023),  
ref. Handbook 7420.8

Utility Allowance Schedule

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0169

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA		Green Discount		Unit Type				Date (mm/dd/yyyy)
Red Wing Housing and Redevelopment Authority 428 West 5th Street Red Wing, MN 55066		No		Single Family House				10/10/2025
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas			\$58	\$66	\$75	\$84	
	Bottled Gas							
	Electric Resistance			\$113	\$130	\$147	\$164	
	Electric Heat Pump			\$60	\$68	\$75	\$83	
	Fuel Oil							
Cooking	Natural Gas			\$5	\$6	\$7	\$9	
	Bottled Gas							
	Electric			\$12	\$15	\$19	\$23	
	Other							
Other Electric	Electric			\$63	\$80	\$98	\$115	
Air Conditioning	Electric			\$9	\$15	\$20	\$25	
Water Heating	Natural Gas			\$14	\$19	\$23	\$28	
	Bottled Gas							
	Electric			\$35	\$43	\$51	\$58	
	Fuel Oil							
Water			\$45	\$60	\$75	\$90		
Sewer			\$43	\$58	\$72	\$86		
Trash Collection			\$20	\$20	\$20	\$20		
Other - Specify								
Range/Microwave								
Refrigerator								
Electric Base Charge				\$9	\$9	\$9	\$9	
Natural Gas Base Charge				\$9	\$9	\$9	\$9	
Actual Family Allowances-May be used by the family to compute allowance while searching for a unit.				Utility/Service/Appliance		Allowance		
				Heating				
Head of Household Name				Cooking				
				Other Electric				
Unit Address				Air Conditioning				
				Water Heating				
				Water				
				Sewer				
				Trash Collection				
Number of Bedrooms				Other				
				Range/Microwave				
				Refrigerator				
				<b>Total</b>				

Previous versions are obsolete.

Spreadsheet (ver14) based on Form HUD-52667 (04/2023).  
ref. Handbook 7420.8

Utility Allowance Schedule

U.S. Department of Housing and  
Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0169

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA		Green Discount		Unit Type				Date (mm/dd/yyyy)
Red Wing Housing and Redevelopment Authority 428 West 5th Street Red Wing, MN 55066		N/A		Manufactured Homes				10/10/2025
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas		\$42	\$49	\$56	\$64	\$71	
	Bottled Gas							
	Electric Resistance		\$100	\$104	\$107	\$110	\$114	
	Electric Heat Pump		\$43	\$51	\$58	\$64	\$70	
	Fuel Oil							
Cooking	Natural Gas		\$3	\$5	\$6	\$7	\$9	
	Bottled Gas							
	Electric		\$8	\$12	\$15	\$19	\$23	
	Other							
Other Electric	Electric		\$45	\$63	\$80	\$98	\$115	
Air Conditioning	Electric		\$5	\$9	\$12	\$16	\$20	
Water Heating	Natural Gas		\$10	\$14	\$19	\$23	\$28	
	Bottled Gas							
	Electric		\$28	\$35	\$43	\$51	\$58	
	Fuel Oil							
Water			\$35	\$45	\$60	\$75	\$90	
Sewer			\$33	\$43	\$58	\$72	\$86	
Trash Collection			\$20	\$20	\$20	\$20	\$20	
Other - Specify								
Range/Microwave								
Refrigerator								
Electric Base Charge			\$9	\$9	\$9	\$9	\$9	
Natural Gas Base Charge			\$9	\$9	\$9	\$9	\$9	
Actual Family Allowances-May be used by the family to compute allowance while searching for a unit.				Utility/Service/Appliance		Allowance		
				Heating				
Head of Household Name				Cooking				
				Other Electric				
Unit Address				Air Conditioning				
				Water Heating				
				Water				
				Sewer				
				Trash Collection				
Number of Bedrooms				Other				
				Range/Microwave				
				Refrigerator				
				<b>Total</b>				

Previous versions are obsolete.

Spreadsheet (ver14) based on Form HUD-52667 (04/2023).  
ref. Handbook 7420.8



## Red Wing Housing & Redevelopment Authority

428 West Fifth Street  
Red Wing, MN 55066  
TDD/TTY 7-1-1

Telephone (651) 388-7571  
FAX (651) 385-0551  
www.redwinghra.org

November 4, 2025

To: **Red Wing HRA Board of Commissioners**

From: Corrine Kulseth, Finance Director

Subject: Resolution No. 1469-25 Approval of 2026 Final Operating Budget

### **Background:**

The HRA presents its final operating budget for the coming year by the end of each fiscal year. The FY 2026 Final Budget is a refinement of the 2026 Preliminary Budget adopted by Resolution No. 1463-25 in August 2025. Staff will submit this budget to HUD after approval, and in December to the City for final acceptance. The HRA's preliminarily approved levy amount for 2026 is \$545,000.

### **Analysis:**

The final budget consists of eleven pages plus an appendix with supporting budgets on the specific programs of General Redevelopment.

- Page 1 – Recap of income and expenditures with net income/loss of all activities, as well as a recap of the preliminary budget.
- Page 2 and 3 – Low Rent Public Housing
- Page 4 – Capital Funds Program (CFP)
- Page 5 – Housing Choice Voucher
- Page 6 and 7 – Jordan Towers II
- Page 8 – Bridges
- Page 9 – Bring It Home
- Page 10 – Small Cities
- Page 11 and 12 – General Redevelopment
- Page 13 – Appendix
- Page 14 to 17 – Supporting budgets for General Redevelopment

### **Page 1 – Recap**

#### **Page 2 and 3 – Low Rent Public Housing**

- Slight increase to Dwelling Rents
- Operating Subsidy for 2026 is \$56,967. This is a substantial cut from previous years.
- Removed budget amounts for Replace Equipment and Extraordinary Expenses

#### **Page 4 – CFP**

- Primary use of CFP funds will be for leverage of \$7.75 million POHP grant

#### **Page 5 – Housing Choice Voucher**

- Decrease in use of Tax Levy due to decrease in Salaries
  - More time will be spent in Bring It Home program

#### **Page 6 and 7 – Jordan Tower II**

- Increase in SCMF Grant amount
  - Also adjusts expenses for Salaries/Benefits, Travel, Sundry, and Admin Fee to HRA
- Adjustments to Water & Sewer and Electric



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- Decrease in Maintenance Materials
- Removed budget amounts for Replace Equipment and Extraordinary Expenses

### **Page 8 – Bridges**

- No changes

### **Page 9 – Bring It Home**

- New Program

### **Page 10 – Small Cities**

- Added \$10,000 to Contract Costs for Small Cities Grant Application for 2027

### **Pages 11 and 12 – General Redevelopment**

- Tax Levy amount \$545,000
- Levy transfer Out decreased
- Increased payment to TIF

### **Pages 14 to 17 – Supporting Budgets for General Redevelopment**

#### **Bluffview**

#### **Womens Center**

#### **Hill Street**

#### **Twin Home**

- No changes to these programs

### **Recommendation:**

Staff requests the Red Wing HRA Board of Commissioners to approve Resolution No. 1469-25 Approval of the 2026 Final Operating Budget and to submit the budget to the City of Red Wing and HUD for acceptance.

**RESOLUTION No. 1469-25**

**APPROVING 2026 FINAL OPERATING BUDGET**

**WHEREAS**, the Red Wing Housing and Redevelopment Authority Annual Operating Budget has been developed to meet anticipated revenues and expenditures for the Fiscal Year 2026, and

**WHEREAS**, individual Program Budgets are also included as part of this Resolution, and

**NOW THEREFORE BE IT RESOLVED**, that the Red Wing Housing and Redevelopment Authority Board of Commissioners hereby adopt Resolution No.1469-25 to approve the 2026 Final Operating Budget as presented.

Dated: November 4, 2025

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Board Chair

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Secretary/Treasurer

Red Wing Housing and Redevelopment Authority									
2026 Final Budget									
	LRPH	CFP	HCV	Jordan II	Gen Red	Bridges	Bring It Home	Small Cities	Total
<b>Total Operating Income</b>	\$804,000	\$636,715	\$1,185,900	\$1,410,000	\$1,713,313	\$164,000	\$149,000	\$75,100	<b>\$6,138,028</b>
<b>Total Expenditures</b>	\$954,905	\$490,000	\$1,278,100	\$1,306,430	\$1,459,302	\$189,000	\$149,000	\$126,500	<b>\$5,953,237</b>
<b>Net Income (Loss)</b>	-\$150,905	\$146,715	-\$92,200	\$103,570	\$254,011	-\$25,000	\$0	-\$51,400	<b>\$184,791</b>
<b>Use of Cash Reserves</b>	\$150,905							\$51,400	<b>\$202,305</b>
<b>Use of Levy Funds</b>			\$93,000			\$25,000			<b>\$118,000</b>

Red Wing Housing and Redevelopment Authority									
2026 Preliminary Budget									
	LRPH	CFP	HCV	Jordan II	Gen Red	Bridges		Small Cities	Total
<b>Total Operating Income</b>	\$849,500	\$636,715	\$1,185,900	\$1,395,000	\$1,713,313	\$164,000		\$75,100	<b>\$6,019,528</b>
<b>Total Expenditures</b>	\$964,905	\$490,000	\$1,288,100	\$1,304,430	\$1,452,802	\$189,000		\$116,500	<b>\$5,805,737</b>
<b>Net Income (Loss)</b>	-\$115,405	\$146,715	-\$102,200	\$90,570	\$260,511	-\$25,000		-\$41,400	<b>\$213,791</b>
<b>Use of Cash Reserves</b>	\$115,405							\$41,400	<b>\$156,805</b>
<b>Use of Levy Funds</b>			\$103,000			\$25,000			<b>\$128,000</b>

**Red Wing Housing and Redevelopment Authority  
2026 Final Low Rent Public Housing Budget**

	2026 Final Budget	2026 Final Final	2026 Preliminary ROSS	2026 Preliminary Budget	2026 Preliminary Total
<b>Income</b>					
Dwelling Rental	\$600,000	\$600,000		\$580,000	\$580,000
Excess Utilities	\$9,000	\$9,000		\$9,500	\$9,500
Nondwelling Rental	\$2,500	\$2,500		\$2,500	\$2,500
<b>Total Rental Income</b>	<b>\$611,500</b>	<b>\$611,500</b>	<b>\$0</b>	<b>\$592,000</b>	<b>\$592,000</b>
Interest Income	\$6,500	\$6,500		\$6,500	\$6,500
CFP 2026 Grant-Operating	\$101,000	\$101,000		\$101,000	\$101,000
Shortfall Funding	\$0	\$0		\$0	\$0
ROSS Grant	\$0	\$0		\$0	\$0
Other Tenant Income	\$25,000	\$25,000		\$25,000	\$25,000
Operating Subsidy	\$60,000	\$60,000		\$125,000	\$125,000
<b>Total Other Income</b>	<b>\$192,500</b>	<b>\$192,500</b>	<b>\$0</b>	<b>\$257,500</b>	<b>\$257,500</b>
<b>Total Operating Income</b>	<b>\$804,000</b>	<b>\$804,000</b>	<b>\$0</b>	<b>\$849,500</b>	<b>\$849,500</b>
<b>Expenses</b>					
Administrative Salaries	\$200,000	\$200,000		\$200,000	\$200,000
Administrative Employee Benefits	\$86,000	\$86,000		\$86,000	\$86,000
Advertising & Marketing	\$5,000	\$5,000		\$5,000	\$5,000
Legal	\$2,000	\$2,000		\$2,000	\$2,000
Travel	\$1,000	\$1,000		\$1,000	\$1,000
Training	\$5,000	\$5,000		\$5,000	\$5,000
Accounting	\$11,000	\$11,000		\$11,000	\$11,000
Audit	\$5,500	\$5,500		\$5,500	\$5,500
Office Rent	\$0	\$0		\$0	\$0
Rental License Fees	\$2,380	\$2,380		\$2,380	\$2,380
Office Expenses	\$8,000	\$8,000		\$8,000	\$8,000
Sundry	\$12,000	\$12,000		\$12,000	\$12,000
Telephone	\$2,000	\$2,000		\$2,000	\$2,000
<b>Total Administrative Expense</b>	<b>\$339,880</b>	<b>\$339,880</b>	<b>\$0</b>	<b>\$339,880</b>	<b>\$339,880</b>

Resident Council	\$4,000	\$4,000		\$4,000	\$4,000
Tenant Participation	\$2,925	\$2,925		\$2,925	\$2,925
<b>Total Tenant Services</b>	<b>\$6,925</b>	<b>\$6,925</b>	<b>\$0</b>	<b>\$6,925</b>	<b>\$6,925</b>
Water & Sewer	\$60,000	\$60,000		\$60,000	\$60,000
Electricity	\$40,000	\$40,000		\$40,000	\$40,000
Gas	\$40,000	\$40,000		\$40,000	\$40,000
Rubbish/Recycling	\$20,000	\$20,000		\$20,000	\$20,000
<b>Total Utilities</b>	<b>\$160,000</b>	<b>\$160,000</b>	<b>\$0</b>	<b>\$160,000</b>	<b>\$160,000</b>
Maintenance Salaries	\$157,500	\$157,500		\$157,500	\$157,500
Maintenance Employee Benefits	\$70,000	\$70,000		\$70,000	\$70,000
Maintenance Materials	\$20,000	\$20,000		\$20,000	\$20,000
Uniforms	\$600	\$600		\$600	\$600
Replace Equipment	\$0	\$0		\$5,000	\$5,000
Elevator Contract	\$9,000	\$9,000		\$9,000	\$9,000
Exterminating	\$1,000	\$1,000		\$1,000	\$1,000
Heating/Cooling Contracts	\$1,000	\$1,000		\$1,000	\$1,000
Plumbing Contracts	\$5,000	\$5,000		\$5,000	\$5,000
Unit Turnaround	\$10,000	\$10,000		\$10,000	\$10,000
Contract Services	\$20,000	\$20,000		\$20,000	\$20,000
Extraordinary Expenses	\$0	\$0		\$5,000	\$5,000
<b>Total Maintenance Expense</b>	<b>\$294,100</b>	<b>\$294,100</b>	<b>\$0</b>	<b>\$304,100</b>	<b>\$304,100</b>
Property Insurance	\$70,000	\$70,000		\$70,000	\$70,000
Liability Insurance	\$12,000	\$12,000		\$12,000	\$12,000
Work Comp Insurance	\$10,000	\$10,000		\$10,000	\$10,000
Misc Insurance	\$5,000	\$5,000		\$5,000	\$5,000
PILOT	\$48,000	\$48,000		\$48,000	\$48,000
Software Maintenance	\$11,000	\$11,000		\$11,000	\$11,000
Collections/Losses	-\$2,000	-\$2,000		-\$2,000	-\$2,000
<b>Total General Expense</b>	<b>\$154,000</b>	<b>\$154,000</b>	<b>\$0</b>	<b>\$154,000</b>	<b>\$154,000</b>
<b>Total Expenses</b>	<b>\$954,905</b>	<b>\$954,905</b>	<b>\$0</b>	<b>\$964,905</b>	<b>\$964,905</b>
Net Operating Income (Loss)	-\$150,905	-\$150,905	\$0	-\$115,405	-\$115,405

Red Wing Housing and Redevelopment Authority 2026 Final Capital Funds Program		
	2026 Final	2026 Preliminary
<b>Income</b>		
CFP 2023 Grant		
CFP 2024 Grant		
CFP 2025 Grant	\$326,715	\$326,715
CFP 2026 Grant	\$310,000	\$310,000
<b>Total Income</b>	<b>\$636,715</b>	<b>\$636,715</b>
PH Operating	\$101,000	\$101,000
POHP Leverage	\$389,000	\$389,000
Tenant Damages		
<b>Total Expenses</b>	<b>\$490,000</b>	<b>\$490,000</b>
<b>Funds Remaining</b>	<b>\$146,715</b>	<b>\$146,715</b>

Red Wing Housing and Redevelopment Authority						
2026 Final Housing Choice Voucher Budget						
	2026 Final Admin	2026 Final HAP	2026 Final Total	2026 Preliminary Admin	2026 Preliminary HAP	2026 Preliminary Total
<b>Income</b>						
HAP Disbursement		\$1,070,000	\$1,070,000		\$1,070,000	\$1,070,000
Administrative Fees	\$115,000		\$115,000	\$115,000		\$115,000
Fraud Recovery - HAP		\$200	\$200		\$200	\$200
Fraud Recovery - Admin	\$200		\$200	\$200		\$200
Interest	\$500		\$500	\$500		\$500
Operating Transfer In	\$93,000		\$93,000	\$103,000		\$103,000
<b>Total Income</b>	<b>\$208,700</b>	<b>\$1,070,200</b>	<b>\$1,278,900</b>	<b>\$218,700</b>	<b>\$1,070,200</b>	<b>\$1,288,900</b>
<b>Expenses</b>						
Administrative Salaries	\$110,000		\$110,000	\$120,000		\$120,000
Employee Benefits	\$52,000		\$52,000	\$52,000		\$52,000
Accounting	\$7,000		\$7,000	\$7,000		\$7,000
Audit	\$5,500		\$5,500	\$5,500		\$5,500
Training	\$3,000		\$3,000	\$3,000		\$3,000
Travel	\$600		\$600	\$600		\$600
Sundry	\$5,000		\$5,000	\$5,000		\$5,000
Telephone	\$2,000		\$2,000	\$2,000		\$2,000
Office Expenses	\$7,000		\$7,000	\$7,000		\$7,000
Software Maintenance	\$10,000		\$10,000	\$10,000		\$10,000
Port Fees	\$6,000		\$6,000	\$6,000		\$6,000
HAP Payments		\$1,070,000	\$1,070,000		\$1,070,000	\$1,070,000
<b>Total Operating Expense</b>	<b>\$208,100</b>	<b>\$1,070,000</b>	<b>\$1,278,100</b>	<b>\$218,100</b>	<b>\$1,070,000</b>	<b>\$1,288,100</b>
<b>Net Operating Income (Loss)</b>	<b>\$600</b>	<b>\$200</b>	<b>\$800</b>	<b>\$600</b>	<b>\$200</b>	<b>\$800</b>

**Red Wing Housing and Redevelopment Authority  
2026 Final Jordan Towers II Budget**

	2026 Final SCMF	2026 Final Jordan Tower II	2026 Final Total	2026 Preliminary SCMF	2026 Preliminary Jordan Tower II	2026 Preliminary Total
<b>Income</b>						
Dwelling Rental		\$550,000	\$550,000		\$550,000	\$550,000
HAP Subsidy		\$650,000	\$650,000		\$650,000	\$650,000
Interest Income		\$20,000	\$20,000		\$20,000	\$20,000
Other Income	\$110,000	\$80,000	\$190,000	\$95,000	\$80,000	\$175,000
<b>Total Operating Income</b>	<b>\$110,000</b>	<b>\$1,300,000</b>	<b>\$1,410,000</b>	<b>\$95,000</b>	<b>\$1,300,000</b>	<b>\$1,395,000</b>
<b>Expenses</b>						
Administrative Salaries	\$60,000	\$220,000	\$280,000	\$58,500	\$220,000	\$278,500
Administrative Employee Benefits	\$24,000	\$86,000	\$110,000	\$23,400	\$86,000	\$109,400
Advertising & Marketing		\$5,000	\$5,000		\$5,000	\$5,000
Legal		\$0	\$0		\$0	\$0
Travel	\$2,000	\$1,000	\$3,000	\$1,500	\$1,000	\$2,500
Training	\$1,500	\$5,000	\$6,500	\$1,500	\$5,000	\$6,500
Accounting		\$8,500	\$8,500		\$8,500	\$8,500
Audit		\$5,500	\$5,500		\$5,500	\$5,500
Office Rent		\$10,500	\$10,500		\$10,500	\$10,500
Rental License Fees		\$2,080	\$2,080		\$2,080	\$2,080
Office Expense	\$1,500	\$8,000	\$9,500	\$1,500	\$8,000	\$9,500
Sundry	\$12,200	\$14,000	\$26,200	\$1,000	\$14,000	\$15,000
Telephone		\$2,000	\$2,000		\$2,000	\$2,000
Admin Fee to HRA	\$8,800		\$8,800	\$7,600		\$7,600
<b>Total Administrative Expense</b>	<b>\$110,000</b>	<b>\$367,580</b>	<b>\$477,580</b>	<b>\$95,000</b>	<b>\$367,580</b>	<b>\$462,580</b>
Water & Sewer		\$40,000	\$40,000		\$42,000	\$42,000
Electricity		\$39,000	\$39,000		\$35,000	\$35,000
Gas		\$40,000	\$40,000		\$40,000	\$40,000
Rubbish/Recycling		\$12,000	\$12,000		\$12,000	\$12,000
<b>Total Utilities Expense</b>	<b>\$0</b>	<b>\$131,000</b>	<b>\$131,000</b>	<b>\$0</b>	<b>\$129,000</b>	<b>\$129,000</b>

Maintenance Salaries		\$115,000	\$115,000		\$115,000	\$115,000
Maintenance Employee Benefits		\$49,000	\$49,000		\$49,000	\$49,000
Maintenance Materials		\$20,000	\$20,000		\$25,000	\$25,000
Uniforms		\$600	\$600		\$600	\$600
Replace Equipment		\$0	\$0		\$5,000	\$5,000
Elevator Contract		\$9,500	\$9,500		\$9,500	\$9,500
Exterminating		\$3,000	\$3,000		\$3,000	\$3,000
Heating/Cooling Contract		\$2,000	\$2,000		\$2,000	\$2,000
Plumbing Contract		\$7,000	\$7,000		\$7,000	\$7,000
Unit Turnaround		\$16,000	\$16,000		\$16,000	\$16,000
Contract Services		\$45,000	\$45,000		\$45,000	\$45,000
Extraordinary Expenses		\$0	\$0		\$5,000	\$5,000
<b>Total Maintenance Expense</b>	<b>\$0</b>	<b>\$267,100</b>	<b>\$267,100</b>	<b>\$0</b>	<b>\$282,100</b>	<b>\$282,100</b>
Property Insurance		\$61,000	\$61,000		\$61,000	\$61,000
Liability Insurance		\$10,000	\$10,000		\$10,000	\$10,000
Work Comp Insurance		\$10,000	\$10,000		\$10,000	\$10,000
Misc Insurance		\$5,000	\$5,000		\$5,000	\$5,000
PILOT		\$48,000	\$48,000		\$48,000	\$48,000
Software Maintenance		\$11,000	\$11,000		\$11,000	\$11,000
HOME Loan Repayment		\$56,000	\$56,000		\$56,000	\$56,000
PARIF Interest Payment		\$119,000	\$119,000		\$119,000	\$119,000
PARIF Principle Payment		\$110,000	\$110,000		\$110,000	\$110,000
Paying Agent Fee		\$750	\$750		\$750	\$750
<b>Total General Expense</b>	<b>\$0</b>	<b>\$430,750</b>	<b>\$430,750</b>	<b>\$0</b>	<b>\$430,750</b>	<b>\$430,750</b>
<b>Total Expenses</b>	<b>\$110,000</b>	<b>\$1,196,430</b>	<b>\$1,306,430</b>	<b>\$95,000</b>	<b>\$1,209,430</b>	<b>\$1,304,430</b>
<b>Net Operating Income (Loss)</b>	<b>\$0</b>	<b>\$103,570</b>	<b>\$103,570</b>	<b>\$0</b>	<b>\$90,570</b>	<b>\$90,570</b>

Red Wing Housing and Redevelopment Authority 2026 Final Bridges Budget		
	2026 Final Budget	2026 Preliminary Budget
<b>Income</b>		
Grant Funds	\$150,000	\$150,000
Administrative Fees Earned	\$14,000	\$14,000
Transfer in from Redevelopment	\$25,000	\$25,000
<b>Total Income</b>	<b>\$189,000</b>	<b>\$189,000</b>
<b>Expenses</b>		
Administrative Salaries	\$27,000	\$27,000
Employee Benefits	\$11,000	\$11,000
Sundry	\$1,000	\$1,000
HAP Payments	\$150,000	\$150,000
<b>Total Expenses</b>	<b>\$189,000</b>	<b>\$189,000</b>
<b>Net Operating Income (Loss)</b>	<b>\$0</b>	<b>\$0</b>

Red Wing Housing and Redevelopment Authority 2026 Final Bring It Home Budget		
	2026 Final Budget	2026 Preliminary Budget
<b>Income</b>		
Grant Funds	\$100,000	
Administrative Fees Earned	\$49,000	
Transfer in from Redevelopment		
<b>Total Income</b>	<b>\$149,000</b>	<b>\$0</b>
<b>Expenses</b>		
Administrative Salaries	\$15,000	
Employee Benefits	\$7,000	
Sundry	\$27,000	
HAP Payments	\$100,000	
<b>Total Expenses</b>	<b>\$149,000</b>	<b>\$0</b>
<b>Net Operating Income (Loss)</b>	<b>\$0</b>	<b>\$0</b>

Red Wing Housing and Redevelopment Authority 2026 Final Small Cities Budget		
	2026 Final Budget	2026 Preliminary Budget
<b>Income</b>		
Interest	\$100	\$100
Loan Payments	\$75,000	\$75,000
Fees Earned		
<b>Total Income</b>	<b>\$75,100</b>	<b>\$75,100</b>
<b>Expenses</b>		
Administrative Salaries	\$5,000	\$5,000
Employee Benefits	\$1,500	\$1,500
Contract Costs	\$20,000	\$10,000
Funds Expended in Loans	\$100,000	\$100,000
<b>Total Expenses</b>	<b>\$126,500</b>	<b>\$116,500</b>
<b>Net Income (Loss)</b>	<b>-\$51,400</b>	<b>-\$41,400</b>
<b>Use of Reserves</b>	<b>\$51,400</b>	<b>\$41,400</b>

**Red Wing Housing and Redevelopment Authority**

**2026 Final General Redevelopment Authority Budget**

	2026 Final Total	2026 Final General	2026 Final AHTF	2026 Final Bluffview	2026 Final Women's Center	2026 Final Hill Street	2026 Final Twin Home	2026 Preliminary Total	2026 Preliminary General	2026 Preliminary AHTF	2026 Preliminary Bluffview	2026 Preliminary Women's Center	2026 Preliminary Hill Street	2026 Preliminary Twin Home
<b>Income</b>														
City of RW Tax Levy	\$545,000	\$445,000	\$100,000		\$0	\$0	\$0	\$545,000	\$445,000	\$100,000		\$0	\$0	\$0
TIF Tax Increment	\$675,000	\$600,000	\$75,000					\$675,000	\$600,000	\$75,000				
Rental Income	\$198,313			\$140,420	\$15,322	\$27,052	\$15,519	\$198,313			\$140,420	\$15,322	\$27,052	\$15,519
Office Rent	\$10,500	\$10,500						\$10,500	\$10,500					
DirectTV	\$100,000	\$100,000						\$100,000	\$100,000					
AHTF Match	\$150,000		\$150,000					\$150,000		\$150,000				
Interest Income	\$11,000	\$7,000	\$4,000				\$0	\$11,000	\$7,000	\$4,000				\$0
Other Income	\$23,500	\$22,000		\$1,500	\$0	\$0		\$23,500	\$22,000		\$1,500	\$0	\$0	
<b>Total Income</b>	<b>\$1,713,313</b>	<b>\$1,184,500</b>	<b>\$329,000</b>	<b>\$141,920</b>	<b>\$15,322</b>	<b>\$27,052</b>	<b>\$15,519</b>	<b>\$1,713,313</b>	<b>\$1,184,500</b>	<b>\$329,000</b>	<b>\$141,920</b>	<b>\$15,322</b>	<b>\$27,052</b>	<b>\$15,519</b>
<b>Expenses</b>														
Administrative Salaries	\$194,500	\$180,000		\$5,000	\$4,000	\$5,000	\$500	\$194,500	\$180,000	\$0	\$5,000	\$4,000	\$5,000	\$500
Admin Employee Benefits	\$82,725	\$77,000		\$2,000	\$1,600	\$2,000	\$125	\$82,725	\$77,000	\$0	\$2,000	\$1,600	\$2,000	\$125
Advertising & Marketing	\$200	\$100		\$100				\$200	\$100		\$100			
Legal	\$2,000	\$2,000		\$0	\$0	\$0	\$0	\$2,000	\$2,000		\$0	\$0	\$0	\$0
Travel	\$5,000	\$5,000						\$5,000	\$5,000					
Training	\$12,400	\$12,400						\$12,400	\$12,400					
Accounting	\$14,000	\$14,000						\$14,000	\$14,000					
Audit	\$5,500	\$5,500						\$5,500	\$5,500					
Rental License Fees	\$320			\$240		\$60	\$20	\$320			\$240		\$60	\$20
Office Expenses	\$10,000	\$10,000						\$10,000	\$10,000					
Sundry	\$22,200	\$20,000		\$1,500	\$0	\$500	\$200	\$22,200	\$20,000		\$1,500	\$0	\$500	\$200
Telephone	\$2,000	\$2,000						\$2,000	\$2,000					
Board Stipends	\$4,500	\$4,500						\$4,500	\$4,500					
ILSP	\$10,000	\$10,000						\$10,000	\$10,000					
Software Upgrades	\$20,000	\$20,000						\$20,000	\$20,000					
Consultant-TIF	\$20,000	\$20,000						\$20,000	\$20,000					
Memberships	\$4,000	\$4,000						\$4,000	\$4,000					
DirectTV	\$56,000	\$56,000						\$56,000	\$56,000					
<b>Total Administrative Expense</b>	<b>\$465,345</b>	<b>\$442,500</b>	<b>\$0</b>	<b>\$8,840</b>	<b>\$5,600</b>	<b>\$7,560</b>	<b>\$845</b>	<b>\$465,345</b>	<b>\$442,500</b>	<b>\$0</b>	<b>\$8,840</b>	<b>\$5,600</b>	<b>\$7,560</b>	<b>\$845</b>

Water & Sewer	\$15,100	\$2,000		\$10,000		\$2,100	\$1,000	\$15,100	\$2,000		\$10,000		\$2,100	\$1,000
Electricity	\$6,700	\$5,000		\$200		\$1,500	\$0	\$5,200	\$3,500		\$200		\$1,500	\$0
Gas	\$11,000	\$3,500		\$7,500				\$11,000	\$3,500		\$7,500			
Rubbish/Recycling	\$5,450	\$1,000		\$2,750		\$1,400	\$300	\$5,450	\$1,000		\$2,750		\$1,400	\$300
<b>Total Utilities Expense</b>	<b>\$38,250</b>	<b>\$11,500</b>	<b>\$0</b>	<b>\$20,450</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$1,300</b>	<b>\$36,750</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$20,450</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$1,300</b>
Maintenance Salaries	\$15,500	\$2,000		\$9,000	\$1,500	\$2,500	\$500	\$15,500	\$2,000		\$9,000	\$1,500	\$2,500	\$500
Maintenance Emp Bene	\$6,575	\$850		\$4,000	\$600	\$1,000	\$125	\$6,575	\$850		\$4,000	\$600	\$1,000	\$125
Maintenance Materials	\$13,700	\$5,000		\$7,000	\$500	\$1,000	\$200	\$13,700	\$5,000		\$7,000	\$500	\$1,000	\$200
Exterminating	\$600					\$600		\$600					\$600	
Heating/Cooling Contracts	\$750			\$750	\$0	\$0	\$0	\$750			\$750	\$0	\$0	\$0
Plumbing Contracts	\$500			\$500	\$0	\$0	\$0	\$500			\$500	\$0	\$0	\$0
Unit Turnaround	\$2,500			\$1,500		\$1,000	\$0	\$2,500			\$1,500		\$1,000	\$0
Contract Costs	\$23,500	\$10,000		\$10,000	\$1,000	\$2,000	\$500	\$23,500	\$10,000		\$10,000	\$1,000	\$2,000	\$500
<b>Total Maintenance Expenses</b>	<b>\$63,625</b>	<b>\$17,850</b>	<b>\$0</b>	<b>\$32,750</b>	<b>\$3,600</b>	<b>\$8,100</b>	<b>\$1,325</b>	<b>\$63,625</b>	<b>\$17,850</b>	<b>\$0</b>	<b>\$32,750</b>	<b>\$3,600</b>	<b>\$8,100</b>	<b>\$1,325</b>
Property Insurance	\$22,500	\$8,000		\$7,500	\$4,200	\$1,400	\$1,400	\$22,500	\$8,000		\$7,500	\$4,200	\$1,400	\$1,400
Liability Insurance	\$3,950	\$1,000		\$1,300	\$900	\$500	\$250	\$3,950	\$1,000		\$1,300	\$900	\$500	\$250
Work Comp Insurance	\$10,000	\$10,000						\$10,000	\$10,000					
Misc Insurance	\$1,750	\$1,200		\$550				\$1,750	\$1,200		\$550			
PILOT/Real Estate Taxes	\$16,882			\$13,000		\$382	\$3,500	\$16,882			\$13,000		\$382	\$3,500
Software Maintenance	\$24,000	\$24,000						\$24,000	\$24,000					
Replace Equipment	\$5,000	\$5,000						\$5,000	\$5,000					
Levy Transfer Out	\$118,000	\$118,000						\$118,000	\$118,000					
Payment to TIF #8	\$540,000	\$540,000						\$450,000	\$450,000					
Community Development	\$150,000	\$0	\$150,000					\$225,000	\$75,000	\$150,000				
<b>Total General Expense</b>	<b>\$892,082</b>	<b>\$707,200</b>	<b>\$150,000</b>	<b>\$22,350</b>	<b>\$5,100</b>	<b>\$2,282</b>	<b>\$5,150</b>	<b>\$887,082</b>	<b>\$702,200</b>	<b>\$150,000</b>	<b>\$22,350</b>	<b>\$5,100</b>	<b>\$2,282</b>	<b>\$5,150</b>
<b>Total Expenses</b>	<b>\$1,459,302</b>	<b>\$1,179,050</b>	<b>\$150,000</b>	<b>\$84,390</b>	<b>\$14,300</b>	<b>\$22,942</b>	<b>\$8,620</b>	<b>\$1,452,802</b>	<b>\$1,172,550</b>	<b>\$150,000</b>	<b>\$84,390</b>	<b>\$14,300</b>	<b>\$22,942</b>	<b>\$8,620</b>
<b>Net Operating Income (Loss)</b>	<b>\$254,011</b>	<b>\$5,450</b>	<b>\$179,000</b>	<b>\$57,530</b>	<b>\$1,022</b>	<b>\$4,110</b>	<b>\$6,899</b>	<b>\$260,511</b>	<b>\$11,950</b>	<b>\$179,000</b>	<b>\$57,530</b>	<b>\$1,022</b>	<b>\$4,110</b>	<b>\$6,899</b>

## SUPPORTING BUDGETS

Bluffview  
Women's Center  
Hill Street  
Twin Homes

**Red Wing Housing and Redevelopment Authority  
2026 Final Bluffview Budget**

	2026	2026
<b>Income</b>		
Dwelling Rental	\$140,420	\$140,420
Non rental Income	\$1,500	\$1,500
<b>Total Operating Income</b>	<b>\$141,920</b>	<b>\$141,920</b>
<b>Expenses</b>		
Administrative Salaries	\$5,000	\$5,000
Administrative Employee Benefits	\$2,000	\$2,000
Rental License Fees	\$240	\$240
Advertising & Marketing	\$100	\$100
Legal		
Sundry	\$1,500	\$1,500
<b>Total Administrative Expense</b>	<b>\$8,840</b>	<b>\$8,840</b>
Water & Sewer	\$10,000	\$10,000
Electricity	\$200	\$200
Gas	\$7,500	\$7,500
Rubbish/Recycling	\$2,750	\$2,750
<b>Total Utilities Expense</b>	<b>\$20,450</b>	<b>\$20,450</b>
Maintenance Salaries	\$9,000	\$9,000
Maintenance Employee Benefits	\$4,000	\$4,000
Maintenance Materials	\$7,000	\$7,000
Heating/Cooling Contracts	\$750	\$750
Plumbing Contracts	\$500	\$500
Unit Turnaround	\$1,500	\$1,500
Contract Costs	\$10,000	\$10,000
<b>Total Maintenance Expense</b>	<b>\$32,750</b>	<b>\$32,750</b>
Property Insurance	\$7,500	\$7,500
Liability Insurance	\$1,300	\$1,300
Misc Insurance	\$550	\$550
PILOT	\$13,000	\$13,000
<b>Total General Expense</b>	<b>\$22,350</b>	<b>\$22,350</b>
<b>Total Expenses</b>	<b>\$84,390</b>	<b>\$84,390</b>
<b>Net Operating Income (Loss)</b>	<b>\$57,530</b>	<b>\$57,530</b>
Less to General Redevelopment	\$40,730	\$40,730
<b>Net to Reserves</b>	<b>\$16,800</b>	<b>\$16,800</b>

<b>Capital Improvements</b>	
<b>Uses</b>	
<b>Sources</b>	
Reserves	\$104,000
	\$16,800
<b>Net to Reserve</b>	<b>\$120,800</b>

<b>Rent</b>	
2026 - 6/12 units	\$1,000
2026 - 6/12 units	\$1,050

**Red Wing Housing and Redevelopment Authority  
2026 Final Womens Center Budget**

	2026 Final Budget	2026 Preliminary Budget
<b>Income</b>		
Dwelling Rental	\$15,322	\$15,322
Non rental Income		
Transfer in from Redevelopment		
<b>Total Operating Income</b>	<b>\$15,322</b>	<b>\$15,322</b>
<b>Expenses</b>		
Administrative Salaries	\$4,000	\$4,000
Administrative Employee Benefits	\$1,600	\$1,600
Legal		
Sundry		
<b>Total Administrative Expense</b>	<b>\$5,600</b>	<b>\$5,600</b>
Maintenance Salaries	\$1,500	\$1,500
Maintenance Employee Benefits	\$600	\$600
Maintenance Materials	\$500	\$500
Heating/Cooling Contracts		
Plumbing Contracts		
Contract Costs	\$1,000	\$1,000
<b>Total Maintenance Expense</b>	<b>\$3,600</b>	<b>\$3,600</b>
Property Insurance	\$4,200	\$4,200
Liability Insurance	\$900	\$900
<b>Total General Expense</b>	<b>\$5,100</b>	<b>\$5,100</b>
<b>Total Expenses</b>	<b>\$14,300</b>	<b>\$14,300</b>
<b>Net Operating Income (Loss)</b>	<b>\$1,022</b>	<b>\$1,022</b>

Capital Improvements	
<b>Uses</b>	
<b>Sources</b>	
Reserves	
Grant/Tax Levy	
<b>Net to Reserve</b>	

Rent Calculation	
2025	
Two Months - \$1,232	\$2,464
Ten Months - \$1,256	\$12,560
<b>Total</b>	<b>\$15,024</b>
2026	
2% increase March 1	
Two Months - \$1,256	\$2,512
Ten Months - \$1,281	\$12,810
<b>Total</b>	<b>\$15,322</b>

**Red Wing Housing and Redevelopment Authority**  
**2026 Final Hill Street Budget**

	2026 Final Budget	2026 Preliminary Budget
<b>Income</b>		
Dwelling Rental	\$27,052	\$27,052
CDS Grant		
Transfer in from Redevelopment		
<b>Total Operating Income</b>	<b>\$27,052</b>	<b>\$27,052</b>
<b>Expenses</b>		
Administrative Salaries	\$5,000	\$5,000
Administrative Employee Benefits	\$2,000	\$2,000
Rental License Fees	\$60	\$60
Legal		
Sundry	\$500	\$500
<b>Total Administrative Expense</b>	<b>\$7,560</b>	<b>\$7,560</b>
Water & Sewer	\$2,100	\$2,100
Electricity/Gas	\$1,500	\$1,500
Rubbish/Recycling	\$1,400	\$1,400
<b>Total Utilities</b>	<b>\$5,000</b>	<b>\$5,000</b>
Maintenance Salaries	\$2,500	\$2,500
Maintenance Employee Benefits	\$1,000	\$1,000
Maintenance Materials	\$1,000	\$1,000
Extermination	\$600	\$600
Heating/Cooling Contracts		
Plumbing Contracts		
Unit Turnaround	\$1,000	\$1,000
Contract Costs	\$2,000	\$2,000
<b>Total Maintenance Expense</b>	<b>\$8,100</b>	<b>\$8,100</b>
Property Insurance	\$1,400	\$1,400
Liability Insurance	\$500	\$500
PILOT	\$382	\$382
<b>Total General Expense</b>	<b>\$2,282</b>	<b>\$2,282</b>
<b>Total Expenses</b>	<b>\$22,942</b>	<b>\$22,942</b>
<b>Net Operating Income (Loss)</b>	<b>\$4,110</b>	<b>\$4,110</b>

<b>Capital Improvements</b>	
<b>Uses</b>	
<b>Sources</b>	
Reserves	\$8,500
	\$1,954
<b>Net to Reserve</b>	<b>\$10,454</b>

<b>Rent</b>	
<b>2025</b>	
One Bedroom	\$748
Two Bedroom	\$877
<b>Total</b>	<b>\$28,476</b>
<b>2026</b>	
One Bedroom	\$748
Two Bedroom	\$877
<b>Total</b>	<b>\$28,476</b>

**Red Wing Housing and Redevelopment Authority  
2026 Final Twin Home Budget**

	2026 Final Budget	2026 Preliminary Budget
<b>Income</b>		
Dwelling Rental	\$15,519	\$15,519
Interest Income		
Transfer in from Redevelopment		
<b>Total Operating Income</b>	<b>\$15,519</b>	<b>\$15,519</b>
<b>Expenses</b>		
Administrative Salaries	\$500	\$500
Administrative Employee Benefits	\$125	\$125
Rental License Fees	\$20	\$20
Legal		
Sundry	\$200	\$200
<b>Total Administrative Expense</b>	<b>\$845</b>	<b>\$845</b>
Water & Sewer	\$1,000	\$1,000
Electricity/Gas		
Rubbish/Recycling	\$300	\$300
<b>Total Utilities</b>	<b>\$1,300</b>	<b>\$1,300</b>
Maintenance Salaries	\$500	\$500
Maintenance Employee Benefits	\$125	\$125
Maintenance Materials	\$200	\$200
Heating/Cooling Contracts		
Plumbing Contracts		
Unit Turnaround		
Contract Costs	\$500	\$500
<b>Total Maintenance Expense</b>	<b>\$1,325</b>	<b>\$1,325</b>
Property Insurance	\$1,400	\$1,400
Liability Insurance	\$250	\$250
Real Estate Taxes	\$3,500	\$3,500
<b>Total General Expense</b>	<b>\$5,150</b>	<b>\$5,150</b>
<b>Total Expenses</b>	<b>\$8,620</b>	<b>\$8,620</b>
<b>Net Operating Income (Loss)</b>	<b>\$6,899</b>	<b>\$6,899</b>

<b>Capital Improvements</b>	
<b>Uses</b>	
<b>Sources</b>	
Reserves	
<b>Net to Reserve</b>	

<b>Rent</b>			
<b>2025</b>			
<b>Rent</b>	<b>Months</b>	<b>Gross</b>	
\$1,348	8	\$10,784	
\$1,388	4	\$5,552	
<b>Total Rent</b>		<b>\$16,336</b>	
<b>2026</b>			
<b>Rent</b>	<b>Months</b>	<b>Gross</b>	
\$1,388	8	\$11,104	
\$1,430	4	\$5,720	
<b>Total Rent</b>		<b>\$16,824</b>	

**Public reporting burden** for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: .....PHA Code:

PHA Fiscal Year Beginning: .....Board Resolution Number:

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on:
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, 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 and 3802)

Print Board Chairperson's Name:	Signature:	Date:



## RED WING HOUSING & REDEVELOPMENT AUTHORITY

428 WEST FIFTH STREET, RED WING, MN 55066

TELEPHONE (651) 388-7571

FAX (651) 385-0551

TDD/TTY 711

WWW.REDWINGHRA.ORG

November 4, 2025

**To: Red Wing HRA Board of Commissioners**

From: Kurt Keena, Executive Director

Re: Executive Director's Report

### **Federal, State & Local Funding**

The Federal government shutdown continues. HUD has added funding for public housing and housing choice voucher through the month of December so our residents and participants in those programs remain unaffected at this time. Hopefully the budget impasse is resolved soon and we can return to "normal" operations with our HUD funded programs.

Prior to the shutdown HUD issued a NOFO for the ROSS program and we continue to work on our application that is due on December 2<sup>nd</sup>.

### **Staffing**

Interviews for the open position of Assistant Voucher Manager have been concluded and we expect to make an offer to a candidate this week.

### **Cellular Site Lease Negotiations**

I continue to work with the folks negotiating the renewal on behalf of Verizon. We are trying to reach agreement on termination language that gives each party rights and protection. They currently have our proposal and are considering it. We will bring the final agreement to you for your consideration and approval at a future meeting once negotiations are complete.

### **Twin Home Update**

The other half of our twin home on 5<sup>th</sup> Street has become vacant due to an eviction action. The unit is currently full of the former residents' possessions and we will gain full control of the unit later this month once the required storage period has expired.

I would like to discuss potential options for this half of the property with you in more detail. We sold the other half of the unit to Goodhue County Habitat for Humanity approximately 2 years ago and I have attached that Board report for your information. Habitat is interested in purchasing this half for eventual purchase by a participating family. We are having the unit appraised by the appraiser who donates their services to Habitat so we have a basis of understanding of the value for negotiations. The acquisition and rehab of this unit would fit nicely into their winter schedule if we can reach agreement on terms of a sale.

I'd like direction from the Board to move forward with negotiations with Habitat on the sale of this property with potential consideration and approval at the December meeting.



## Red Wing Housing & Redevelopment Authority

428 West Fifth Street  
Red Wing, MN 55066  
TDD/TTY 7-1-1

Telephone (651) 388-7571  
FAX (651) 385-0551  
www.redwinghra.org

January 10, 2023

To: Red Wing HRA Board of Commissioners  
From: Kurt Keena, Executive Director  
Re: Sales Price for Twin Home Property

### **Background**

In previous meetings the Board has given staff direction to continue to explore the sale of one half of this property to Habitat for Humanity for the purpose of promoting affordable home ownership and to provide resources in our General Redevelopment account for future affordable housing activities and/or capital improvements at or properties.

Goodhue County Habitat for Humanity had the property inspected and is interested in purchasing one half of the property for use in their program. The inspection showed the property to be in generally good condition with only a few relatively minor items needing attention or correction.

The next step is for the HRA to determine a sales price for the property and to enter into negotiations with Habitat on a purchase agreement.

### **Use of Sales Proceeds**

Proceeds from the sale of the property would go into our General Redevelopment account and be earmarked for use in completing capital improvement projects at our supportive housing properties such as the women's shelter and our transitional housing property on Hill Street. Both properties are or will be in need of interior and exterior improvements in the near future and neither property has meaningful reserves to complete such projects.

We recently spent about \$65,000 upgrading the HVAC system at the shelter and used tax levy funds to pay for the project. We were very fortunate to receive earmarked federal funds to reimburse the cost of that project but can't count on that happening in each instance where improvements are needed.

Having the sales proceeds from this property available for capital improvements at these properties relieves the pressure on our tax levy funds and allows them to be used for other mission related purposes.

### **Typical Goodhue County Habitat for Humanity (GCHFH) Mortgage Structure**

Habitat has the homeowners apply for a first mortgage from the USDA RD 502 program. They work with USDA to structure the family's monthly payment (mortgage/real estate taxes/homeowner's insurance) so it equates to 26% of their gross income on a 33-year term. They also structure the mortgage to take into account other debt the homeowner may have so that total debt payments do not exceed 40% of gross income. If it does, the amount of the first mortgage is reduced.

They then typically seek a deferred, 0% interest second mortgage from HFH MN. GCHFH fills the gap between the home's appraised value and the first + second mortgage amounts with a deferred, 0% third mortgage of our own. The family makes no payments on these mortgages



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during the term of the first mortgage, the second mortgage is paid after the first mortgage has been paid off and GCHFH forgives the third mortgage if they live in the home for the full term of the first mortgage.

If the homeowner decides to sell before the first mortgage is paid, GCHFH may have first right to buy the house back based on a new, current appraisal. If the homeowner decides to sell and GCHFH does not purchase the home all mortgages become payable.

While much of the financing is based on the selected homeowner's individual circumstances, GCHFH feels that they could make a sale of this property work for their participants and program somewhere in the \$200,000 to \$205,000 range. This is where they feel they can close the gap on the appraised value for the HRA and maintain an affordable housing scenario for their homeowner.

### **Value**

The property had a 2021 assessed value of \$191,700 according to Goodhue County tax records. The assessed value for 2022 has risen to \$229,400.

This past August we have a market analysis completed by John Rohan, a local realtor who has handled past sales for the HRA, and the value he arrived at for the property was \$175,000.

We had the property appraised for sale in December and the value indicated by the appraisal is \$229,000.

### **Options**

The Board can set the sales price at any level they deem reasonable. Options could include:

- Using the assessed value from the County.
- Using the value arrived at in the market analysis by Mr. Rohan.
- Using the appraised value.
- Some other price that is based on the three values and takes into consideration objectives the HRA wishes to achieve such as advancing affordable home ownership.

### **Considerations**

A direct sale to GCHFH would save the HRA costs related to a sale on the open market. Net proceeds to the HRA from a sale on the open market for appraised value would be estimated at approximately \$213,000 assuming a 6% realtor commission and other related seller paid closing costs.

### **Direction/Action**

Staff seeks direction on the value the Board would like to use so that we may continue to work with Habitat to complete this transaction. If the Board is ready to set a price, staff requests a motion to that effect.



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November 4, 2025

**To: Red Wing HRA Board of Commissioners**

From: Corrine Kulseth, Finance Director

Re: Finance Report

## Reserves Adjusted

Program	August 2025	September 2025
Public Housing	\$348,618	\$312,926
Housing Choice Vouchers (FSS and restricted included)	\$19,579	\$24,714
Redevelopment	\$871,305	\$854,806
AHTF	\$374,901	\$375,258
Bridges	-\$34,779	-\$34,789
Small Cities Program	\$386,711	\$321,680
Jordan Tower II	\$1,554,973	\$1,559,022
<b>Total</b>	<b>\$3,521,309</b>	<b>\$3,413,617</b>

## Operating Budget Update

Category	YTD 2025 (September)	Budgeted	Variance
Revenues	\$3,658,887	\$3,982,896	-8%
Expenses	\$3,446,246	\$3,877,074	-11%
<b>Net Income</b>	<b>\$212,641</b>		

## Notes to Financial Statements

- Public Housing decrease reflects payments made for A&E for POHP 2024, and quarterly insurance premiums
- Bridges is still not caught up. Currently waiting for September and October HAP
- Small Cities is pay out of recent loans

## Other Business

- ROSS Grant NOFO out. Staff is working on the application process and will submit by the end of November
- 2026 Final Budget presented at this meeting
- CD renew for J2 at Minnesota First. 13-month for 4.10% APY

## Committee Reports

No Finance Committee held for November

## Red Wing Housing & Redevelopment Authority

### Checks Written Report

October 1, 2025 - October 31, 2025

Payment Date	Payment Number	Payment Amount	Payee Name
10/3/2025	1829	\$297.19	ESI HOSTED SERVICES
10/3/2025	1830	\$243.00	FILEVISION USA
10/3/2025	1831	\$104.75	INNOVATIVE OFFICE SOLUTIONS LLC
10/3/2025	1832	\$50.00	JASON JECH
10/3/2025	1833	\$294.00	KURT KEENA
10/3/2025	1834	\$150.00	RENEE LAVIGNE
10/3/2025	1835	\$200.00	BARRY PREBLE
10/3/2025	1836	\$50.00	KRISTI REUTER
10/3/2025	1837	\$50.00	ABBY VILLARAN
10/9/2025	1838	\$198.73	CINTAS CORPORATION
10/9/2025	1839	\$54.80	INNOVATIVE OFFICE SOLUTIONS LLC
10/9/2025	1840	\$268.74	MAIDS IN MINNESOTA
10/9/2025	1841	\$399.50	MRI SOFTWARE LLC
10/16/2025	1842	\$173.20	ADAMS PEST CONTROL
10/16/2025	1843	\$14.99	CARAHSOFT TECHNOLOGY CORPORATION
10/16/2025	1844	\$304.93	INNOVATIVE OFFICE SOLUTIONS LLC
10/29/2025	1845	\$163.24	ADAMS PEST CONTROL
10/29/2025	1846	\$198.73	CINTAS CORPORATION
10/29/2025	1847	\$450.00	CSC SERVICEWORKS INC
10/29/2025	1848	\$7.82	INNOVATIVE OFFICE SOLUTIONS LLC
10/29/2025	1849	\$8,748.95	STEVE JUNGE INSTALLATIONS INC
10/29/2025	1850	\$23,372.15	MINNESOTA HOUSING FINANCE AGENCY
10/29/2025	1851	\$302.95	THEIPGUYS NET LLC ONENET GLOBAL
10/29/2025	1852	\$52.99	SHRED-IT USA LLC
10/3/2025	52655	\$369.21	CITY OF RED WING OTHER UTILITIES
10/3/2025	52656	\$14,125.00	DDA HUMAN RESOURCES INC
10/3/2025	52657	\$16,800.00	FINN DANIELS ARCHITECTS
10/3/2025	52658	\$200.00	CANDIS FLECK
10/3/2025	52659	\$20.00	GOODHUE COUNTY RECORDER
10/3/2025	52660	\$3,029.00	HAWKINS ASH CPAS LLP
10/3/2025	52661	\$425.00	P HANSON MARKETING INC
10/3/2025	52662	\$384.66	HD SUPPLY FACILITIES MAINTENANCE
10/3/2025	52663	\$50.00	SARA HOFFMAN
10/3/2025	52664	\$168.00	JOHNSON TIRE SERVICE
10/3/2025	52665	\$50.00	JACKIE LUIKART
10/3/2025	52666	\$50.00	ELIZABETH MAGILL
10/3/2025	52667	\$739.96	MENARDS RED WING
10/3/2025	52668	\$424.13	OROURKE MEDIA GROUP
10/3/2025	52669	\$200.00	STEPHEN JOHN PRINGLE
10/3/2025	52670	\$50.00	Samantha Short
10/3/2025	52671	\$9.00	Travis Calamari
10/3/2025	52672	\$121.20	RUNNINGS FARM & FLEET

10/3/2025	52673	\$833.92	THE SHERWIN WILLIAMS CO
10/3/2025	52674	\$230.00	STARTECH COMPUTING INC
10/3/2025	52675	\$53.99	XCEL ENERGY
10/9/2025	52676	\$135.00	CITY OF RED WING OTHER UTILITIES
10/9/2025	52677	\$0.00	Void / CITY OF RED WING WATER & SEWER
10/9/2025	52678	\$0.00	Void / CITY OF RED WING WATER & SEWER
10/9/2025	52679	\$16,286.93	CITY OF RED WING WATER & SEWER
10/9/2025	52680	\$550.40	CULLIGAN WATER CONDITIONING
10/9/2025	52681	\$715.93	CUMMINS N POWER
10/9/2025	52682	\$377.55	HIAWATHA BROADBAND
10/9/2025	52683	\$24.96	HD SUPPLY FACILITIES MAINTENANCE
10/9/2025	52684	\$405.00	JAYTECH INC
10/9/2025	52685	\$1,135.20	LANDRUM DOBBINS LLC
10/9/2025	52686	\$230.86	PLUNKETTS PEST CONTROL INC
10/9/2025	52687	\$500.00	QUADIENT FINANCE USA INC
10/9/2025	52688	\$2,362.50	STARTECH COMPUTING INC
10/9/2025	52689	\$208.11	CORRINE KULSETH
10/9/2025	52690	\$13.75	VICKIS FOOT AND NAIL CARE PLLC
10/9/2025	52691	\$29.19	XCEL ENERGY
10/16/2025	52692	\$2,934.36	DIRECT TV
10/16/2025	52693	\$191.71	DAWN GIELAU
10/16/2025	52694	\$195.00	P HANSON MARKETING INC
10/16/2025	52695	\$138.69	HD SUPPLY FACILITIES MAINTENANCE
10/16/2025	52696	\$344.65	MENARDS RED WING
10/16/2025	52697	\$344.82	Sarah Halpaus
10/16/2025	52698	\$1,337.98	SCHUMACHER ELEVATOR COMPANY
10/16/2025	52699	\$4,870.45	VISA
10/29/2025	52700	\$32.50	ALLEGRA
10/29/2025	52701	\$851.88	CITY OF RED WING OTHER UTILITIES
10/29/2025	52702	\$200.00	CHRIST EPISCOPAL CHURCH
10/29/2025	52703	\$200.00	FAITH IN ACTION
10/29/2025	52704	\$50,000.00	FISCHER COMPANIES INC
10/29/2025	52705	\$25,000.00	GOODHUE COUNTY HABITAT FOR HUMANITY
10/29/2025	52706	\$425.00	P HANSON MARKETING INC
10/29/2025	52707	\$428.17	HD SUPPLY FACILITIES MAINTENANCE
10/29/2025	52708	\$3,500.00	LEVERETTE CONTRACTING LLC
10/29/2025	52709	\$79.50	MARCO TECHNOLOGIES LLC
10/29/2025	52710	\$1,789.12	MENARDS RED WING
10/29/2025	52711	\$3,774.93	MUTUAL OF OMAHA
10/29/2025	52712	\$200.00	NEW RIVER ASSEMBLY OF GOD
10/29/2025	52713	\$90.47	PLUNKETTS PEST CONTROL INC
10/29/2025	52714	\$62.43	Jeffery Pierce
10/29/2025	52715	\$1,049.50	RED WING PLUMBING & HEATING
10/29/2025	52716	\$200.00	SARA GEORGE
10/29/2025	52717	\$624.75	SCHUMACHER ELEVATOR COMPANY
10/29/2025	52718	\$776.30	STARTECH COMPUTING INC
10/29/2025	52719	\$1,706.75	STORTZ SATELLITE

10/29/2025	52720	\$110.01	ROBERT WEDRICKAS
10/29/2025	52721	\$200.00	LESLIE WILBURN
10/29/2025	52722	\$10,535.88	XCEL ENERGY

\$209,653.96



# Red Wing Housing & Redevelopment Authority

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 FAX (651) 385-0551  
 www.redwinghra.org

November 4, 2025

To: Red Wing HRA Board of Directors  
 From: Jennifer Jacobson, Housing Director  
 Re: Housing Board Report for month ending October 2025

## HRA Owned Properties

	Jordan Tower I	Jordan Tower II	Family Public Housing Units	Market Rate Units (13)
Waiting List Numbers	127	90	59	n/a
Move-outs	0	1	0	0
Move-ins/Offline*	16*	0	0*	0
Lease Terminations or Evictions this month	0	0	0	0
Occupancy Rate	100%*	99%	100%*	92%

## Voucher Programs

### Housing Choice Voucher

Waiting List Numbers	440	Monthly HAP Received	\$100,673
Allocated Vouchers	169	Monthly HAP Paid	\$97,821
Funded Vouchers	131	HAP Reserves	\$111,517
Leased Vouchers	118	Per Unit Cost	\$742
Utilization Rate for Vouchers	90%	Utilization Rate for Monthly Funding	97%
Move-ins	3	Shopping (includes PO)	18
Move-outs	3	Processing Applications	20

### Bridges Rental Assistance

Grant Years	2025-2027	Total Grant Awarded	\$368,280
Awarded Vouchers	16	Available Balance	\$323,796
Vouchers Leased	13	Grant Months remaining	20
Utilization of Vouchers	81%	Grant Funds Utilization	15%
Move-ins	0	Shopping	5
Move-outs	0	Processing Applications	4



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### Program/Project Updates

- Senior Resource Fair
  - The HRA will have a booth at this resource fair. Please see the attached flyer and share it with others.
- Naturally Occurring Affordable Housing (NOAH)
  - Staff submitted an application for approximately \$2.5 million in funding for the Bluffview Townhomes. We still expect to hear the decision sometime in November or December 2025.
- POHP 2024 Updates
  - We are 90% complete with the plans and specifications for Jordan Tower I. Once we reach 100%, the plans will be sent to Minnesota Housing for final approval before we proceed with the bidding process. We anticipate bringing the bid for approval to the January or February board meeting.
  - Here are some of the items we hope to complete, pending sufficient funding.
    - Building Improvements
      - Replacing all the domestic water supply, waste, and vent piping
      - Replacing the domestic water heaters
      - New main entry doors and secondary entry doors
      - Remodel first-floor bathrooms
      - Replacing the plumbing connections in the laundry room
    - Unit Improvements
      - Bathroom
        - New toilets
        - New sinks, faucets, and vanity cabinets
        - New shower enclosures and controls
        - New light fixtures
        - New outlets, flooring, and wall base
        - New accessories such as toilet paper holders, medicine cabinets, towel bars, etc.
      - New kitchen sink and faucet
      - New electrical box



LETS MAKE THE FUTURE FEEL LESS OVERWHELMING- AND MORE EMPOWERING.

## FREE REFRESHMENTS & TREATS / GIVEAWAYS

PIER 55  
240 HARRISON ST,  
STE 2  
RED WING, MN 55066

10:00 AM  
- 1:00 PM

WEDNESDAY  
NOVEMBER 19, 2025

- HEALTH & WELLNESS RESOURCES
- HOUSING OPTIONS & ASSISTED LIVING
- LEGAL & FINANCIAL PLANNING
- MENTAL HEALTH & CAREGIVING SUPPORT
- MEDICARE, INCURANCES & BENEFITS GUIDANCE

EXPLORE TOPICS LIKE:

## RESOURCES & CONNECTIONS

## KNOWLEDGE,

EMPOWERING SENIORS  
& THEIR FAMILIES WITH

JOIN US FOR THIS  
RESOURCE FAIR!

# SENIOR RESOURCE FAIR





# RED WING HOUSING & REDEVELOPMENT AUTHORITY

428 WEST FIFTH STREET, RED WING, MN 55066

TELEPHONE (651) 388-7571

FAX (651) 385-0551

TDD/TTY 711

WWW.REDWINGHRA.ORG

November 4, 2025

**To:** Red Wing HRA Board of Commissioners

**From:** Kurt Keena, Executive Director

**Re:** Community Redevelopment Report

## Small Cities Program Income Notes Receivable and Cash Reserves

Category	September 2025
Notes Receivable	\$1,729,825
Forgivable	\$708,905
Reserves	\$321,680

## Small Cities Loan Servicing and Activities

We have one application pending. Further applications will depend on funding availability based on future loan repayments and the possible submission of an application to MN DEED for additional Small Cities Development Program funds. I have attached a proposal from CEDA for the preparation and submission of a SCDP grant to MN DEED for the 2027 round of funding. I recommend that we enter into an agreement with CEDA to secure our spot in their work plan.

## Affordable Housing Trust Fund Activities and Reserves

We have submitted the due diligence paperwork required by MHFA to get access to the LHFT matching grant that we were awarded. Once they have reviewed and approved the paperwork we can execute an agreement and then request funding in two separate increments. This will add \$150K to our fund.

September reserves for the AHTF are \$375,258.

## Housing TIF District No. 8

The developer finally got a Certificate of Occupancy for the last phase. We are currently working with our TIF attorney to draft the final TIF note for this phase and hope to have it executed before the end of this year.

I have an initial meeting with the folks who will assist us with ongoing compliance monitoring later this month in preparation for the file review they will be conducting starting in early 2026.

## Red Wing Housing Summit

Thank you to those of you who were able to attend and participate in the Housing Summit last week. We will now be working with City staff and Council to determine and implement next steps in terms of housing initiatives for the City.



## **RED WING HOUSING & REDEVELOPMENT AUTHORITY**

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### **Owner Occupied Rehab Program Update**

We had our second quarterly meeting with Habitat and the City on the status of the program. Habitat reports that they have completed five projects so far with another four in progress. Projects have ranged in price between \$3600 and \$14,000 so far. The program seems to be working as envisioned with both Habitat and the homeowner participating in the projects either through donations of materials and labor or financially.

### **Housing & Redevelopment Related Update**

No new updates at this time.



City of Red Wing

# Grant Writing Proposal

Prepared October 2025

# Proposal Introduction

Dear Mr. Keena, Red Wing HRA and the City of Red Wing,

Thank you for your continued partnership with CEDA. We're truly excited about the opportunity to work with your community again and to assist with your upcoming project through our grant writing services.

Having collaborated on a previous Small Cities Development Program (SCDP) project, we've seen firsthand the City's strong commitment to community development and teamwork. It was a pleasure working with the city staff and leadership, and we look forward to building on that success with this next effort. This initiative represents a strategic investment in Red Wing's continued growth, supporting local businesses, expanding quality housing options, and strengthening the community's economic vitality

Our team will work closely with you to gather the necessary project details, ensure compliance with program requirements, and develop a clear and competitive application that reflects Red Wing's goals and vision. We understand how important this project is to your community, and we're dedicated to helping you secure the resources needed to make it a success.

We look forward to working with you again and would be happy to discuss next steps at your convenience.

Sincerely,



Hillary Tweed  
Grant Manager  
CEDA

# Overview

## About CEDA

CEDA is a 501c3 non-profit organization first established in 1986. The organization serves Greater Minnesota, Northeast Iowa, and Western Wisconsin with its community development and economic needs. Notable initiatives range from its Community Support Program, to grant writing, to planning and development. With over 100 years of combined experience in the economic and community development field, CEDA strives for aiding communities and projects alike.

CEDA began as a grant writing organization and, at its roots, remains deeply committed to helping communities secure funding for important projects. Over the years, we have successfully obtained grants for a wide range of initiatives, with a current focus on housing development, infrastructure improvements, and community facilities.

**At CEDA, we know rural cities work with limited resources, so we make securing grant funding simple and effective.**

Our grant services focus on building collaboration from the start of the funding search through successful project implementation. By working closely with staff and local officials, we identify funding opportunities and craft strong, competitive applications that align with the community's unique needs and goals.



# Meet the Team

The CEDA model is based on a team approach; while you may have one point of contact, your community can utilize the specialty and resources of the full CEDA team.



**Courtney Bergey Swanson**  
Chief Mission Officer

Courtney joined CEDA in 2016 and has 15+ years of experience in grant proposal writing, public engagement, and economic development--all within the context of rural communities. Courtney's experience ranges from multi-million dollar capital campaigns for public facilities to community-driven projects for playgrounds and murals.



**Allison Wagner**  
Vice President  
Strategic Initiatives

Allison joined CEDA in 2018. She has over a decade of experience working in both economic development and public administration. Since starting at CEDA, Allison has administered \$4.6 million in grants for small rural communities.



**Hillary Tweed**  
Grants Manager

Hillary joined CEDA in 2021 and serves as Grant Manager, specializing in securing state and federal funding for rural communities. Raised and living in the Midwest, she understands the unique challenges and opportunities of rural life. With a Bachelor's degree in Business Administration, Hillary has led initiatives that promote economic growth, foster collaboration, and strengthen resilient communities.



**Kelly Wilkens**  
Grants Specialist

Kelly joined the CEDA team in 2021 as a Grant Specialist and to-date has written over \$6.7 million in successful grant applications focused on community development projects and initiatives. Previous to CEDA, Kelly worked for, and was part owner of, a small upholstery workroom and knows first-hand the power of supporting local businesses.



# Our Process

At CEDA, we believe successful grant funding starts with collaboration. CEDA works closely with communities to guide them through the Minnesota DEED Small Cities Development Program (SCDP) grant process, helping ensure applications are thorough, well-organized, and competitive. Our process follows the three key phases of the SCDP grant cycle:

## ➤ Phase 1: Project Planning

**(April 2026 - September 2026)**

- Host kick-off meeting with project stakeholders to understand priorities and vision
- Review project details, timelines, and desired outcomes ensuring alignment with SCDP requirements
- Discuss past grant history and current funding needs
- Administer a community survey to gauge interest

## ➤ Phase 2: Preliminary Proposal

**(September 2026 - November 2026)**

- Collect necessary documentation, project details, and supporting documentation
- Prepare clear, persuasive, and compelling applications
- Complete a windshield survey, as required by DEED, to assess conditions of buildings in the target area
- Submit one (1) Preliminary Proposal on time and in full compliance with funder requirements

## ➤ Phase 3: Final Application

**(January 2027 - April 2027)**

- Develop one (1) full application, including narratives, budgets and required attachments
- Provide support for any follow-up questions or clarifications from DEED

# Project Budget

CEDA is partnering with the City of Red Wing on a Small Cities Development Program (SCDP) project to support multifamily housing and commercial rehabilitation. This investment will strengthen Red Wing’s downtown, expand quality housing options, and promote continued community and economic growth.

CEDA will follow an appropriate timeline for the SCDP grant cycle and ensure the application meets all program requirements. The ideal start date is **April 2026**, with a full grant application anticipated to be submitted in April 2027.

CEDA’s services will be provided for a **not-to-exceed fee of \$14,210**. The project will progress in phases, with the community moving forward step-by-step. Billing will only occur for the work completed in each phase, ensuring costs align directly with progress. Payment will be due upon completion of each phase of the project. This amount includes the following phases:

- **Phase 1: Project Planning** Host project kick-off meeting with city leadership and stakeholders to set priorities and goals. Administer a community survey to gauge interest.
- **Phase 2: Preliminary Proposal** – Gather project details and supporting materials, conduct DEED-required windshield survey, coordinate mailing logistics with the city (including addresses, self-addressed stamped envelopes, and postage), prepare one (1) funding application
- **Phase 3: Full Application**– Develop one (1) full application, including narratives, budgets, and attachments, and provide support for any DEED follow-up or clarifications.

Phase 1	Budget
Project Planning	\$4,060
<b>Phase Total</b>	<b>\$4,060</b>

Phase 2	Budget
Preliminary Proposal	\$6,090
<b>Phase 2 Total</b>	<b>\$6,090</b>

Phase 3	Budget
Full Application	\$4,060
<b>Phase 3 Total</b>	<b>\$4,060</b>
<b>Total Cost</b>	<b>\$14,210</b>

*This proposal is valid for 60 days from the date of issuance.*

*Note: Proposed timeline is based on the anticipated SCDP schedule, informed by previous funding cycles. Actual dates may vary based on DEED announcements and program requirements.*

# References

CEDA’s Grants Department specializes in securing funding for rural communities through targeted research, strategic application development, and efficient post-award administration. Our team works closely with local leaders to identify priority projects, match them with viable funding opportunities, and prepare competitive applications. We focus on delivering results that translate directly into community impact, ensuring projects can move forward once funding is awarded. Below is a list of recent references that CEDA’s Grants Department has partnered with.

Grant	Partner	Contact	Contact Info
Small Cities Development Program	City of Benson	Jack Evenson - Mayor	jevenson@bensonmn.us
USDA Wood Innovations	MN North College	Jenna Trisko - Director of Grant Services	jenna.trisko@minnesotanorth.edu
MN Department of Education - Library Construction	Spring Valley Public Library	Melissa Vander Plas - Library Director	mvanderplas@selco.info

Our team authored **2024** **96 successful grant awards** resulting in over **\$9.7million in grant funding** for our communities.

So far, our team has authored **2025** **54 successful grant awards,** totaling nearly **\$7.1 million in grant funding** for our communities.


# Thank You

We hope you find this Grant Writing Proposal insightful and valuable. Our team is happy to discuss this proposal in depth and talk about potential next steps. Our contact information is provided below, so if you have any questions or require further assistance, please don't hesitate to contact us.

## Hillary Tweed


Grant Manager

 [hillary.tweed@cedausa.com](mailto:hillary.tweed@cedausa.com)

 (701) 388-7327

### **CEDA Corporate Office**

1500 S. Hwy 53, Chatfield, MN

 507-867-3164

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