



300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088
FAX (218) 546-5041
www.crosbyhra.org

Crosby HRA Board Meeting

Tuesday, January 14, 2020

11:00 a.m.

300 Third Ave. NE, Crosby, MN

AGENDA

- 1. Call to Order**
- 2. Roll Call**
- 3. Public Hearing**
 - a. Adoption of Resolution No. 2020-04 and Approval of the Five-Year and Annual Plans
(*Attachment 1*)
- 4. Reading and Approval of Minutes** (*Attachment 2*)
- 5. Bills and Communications**
 - a. Financial Report (*Attachment 3*)
 - b. Housing Manager Report (*Attachment 4*)
- 6. Unfinished Business**
- 7. New Business**
 - a. Addition of Resident Commissioner to Unity Bank Account (*Attachment 5*)
- 8. Adjournment**
Next Meeting: Tuesday, February 11, 2020

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To: Crosby HRA Board Members
From: Shannon Fortune, Housing Manager
Date: January 8, 2020
Re: Adoption of Resolution No. 2020-04 and Approval of the Five-Year and Annual Plans

We are required to develop a Five-Year Plan once every fifth fiscal year and an annual plan every year. The PHA Plan is a comprehensive guide to policies, programs, operations, and strategies for meeting local housing needs and goals. A public hearing must be held prior to the approval of the Five-Year and Annual Plan, copies of which are attached.

A public hearing is scheduled at 11:00 a.m. on Tuesday, January 14th, 2020, at the Crosby HRA office. The Notice of Public Hearing was posted in the Legal Notice section of the Crosby-Ironton Courier on November 20th, 2019.

Action Requested: Motion to adopt Resolution No. 2020-04 and Approve of the 5-Year and Annual Plans

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5-Year PHA Plan (for All PHAs)

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

OMB No. 2577-0226
Expires: 02/29/2016

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form **HUD-50075-5Y** is to be completed once every 5 PHA fiscal years by all PHAs.

A.	PHA Information.																									
A.1	<p>PHA Name: <u>Housing & Redevelopment Authority of Crosby</u> PHA Code: <u>MN082</u></p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>04/2020</u></p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>The PHA Plan is available in the Crosby HRA office, located at 300 Third Avenue NE, Crosby, MN 56441. Additionally, the PHA Plan is posted on the Crosby HRA website at www.crosbyhra.org.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:											
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B.	5-Year Plan. Required for <u>all</u> PHAs completing this form.																									
B.1	<p>Mission. State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years.</p> <p>The mission of the Crosby HRA is to provide quality, affordable housing options and opportunities to those we serve.</p>																									

B.2

Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years.

Goal 1: Provide safe, decent, and affordable housing to extremely low-income, very low income, and low-income households.

Objective 1: Continue the successful administration of the Public Housing Programs.

Objective 2: Maintain a "High Performance" rating in the Public Housing Program.

Objective 3: Continue to improve the public housing units with the administration of the Capital Fund Program.

Objective 4: Explore options for repositioning Public Housing units through Voluntary Conversion, Section 18, or Rental Assistance Demonstration (RAD).

B.3	<p>Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>2015 Goal 1: Provide decent, safe and affordable housing to extremely low-income, low income, and very low-income families by:</p> <p>Objective A: Continue the successful administration of the Public Housing Programs.</p> <p><u>Progress Report:</u> Over the course of the previous 5-Year plan, 52 new households became residents of Crosby HRA's Public Housing. In October 2019, 59 units of Public Housing were occupied (100% occupancy).</p> <p>Objective B: Maintain high performance rating in Public Housing Program.</p> <p><u>Progress Report:</u> The Public Housing Program strived to maintain a high performance rating for all five years of the previous plan period, however a pre-approved modernization project affected a year-end point-in-time occupancy count resulting in fewer points awarded and only a standard performer rating for 2017. An agency appeal to adjust the rating because the modernization project and the resulting occupancy issues had been pre-approved by HUD was not granted. This was the only year in the past five of the reporting period that Crosby HRA was below a high performance rating.</p> <p>Objective C: Continue to improve public housing units with the administration of the capital fund program.</p> <p><u>Progress Report:</u> The Crosby HRA has been successful in obligating and expending funds in a timely manner. Notable projects completed during the previous 5-year plan include a roof replacement at the Dellwood Apartments building, front entry stoop replacements at the scattered family site units, updated kitchen and bathroom cabinets in the scattered family site units, and a major upgrade to the emergency safety notification system in the Dellwood Apartment units and the building-wide system. Please see attached Capital Fund Program Annual Statement/Performance and Evaluation Report, HUD-50075.1 for open CFP grant years 2017, 2018 and 2019</p> <p>2015 Goal 2: Continue to support the laws and requirements outlined in the Violence Against Women Act (VAWA) of 2005.</p> <p><u>Progress Report:</u> Public Housing move-in packets have been updated to include information related to occupancy rights and emergency transfer plans. In the coming year, it is our plan to add a resource section to the Crosby HRA website that will include contact information for victims' services and other community service providers, among other useful resources.</p> <p>2015 Goal 3: Continue to ensure equal opportunity and affirmatively further fair housing as set forth in the Federal Fair Housing Act and the Minnesota Human Rights Act</p> <p><u>Progress Report:</u> The Crosby HRA continues to follow all guidance related to affirmatively furthering fair housing and offers information to all applicants and tenants on how to proceed if they feel they have been a victim of discrimination, including how to activate the HRA's grievance procedure.</p>
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B.4	<p>Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>The Crosby HRA complies with all of the protections provided by VAWA for victims of domestic violence, dating violence, sexual assault, or stalking. The notice of occupancy rights under VAWA and the Crosby HRA's emergency transfer plan is provided to all tenants at move-in and again upon request, as well as being available on the Crosby HRA website.</p>
B.5	<p>Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p><u>Significant Amendment or Modification to the Annual Plan:</u> A significant Amendment or Modification is a change in PHA plans or policies that require formal approval by the Board of Commissioners.</p> <p><u>Substantial Deviation from the 5 Year Plan:</u> A Substantial Deviation is a decision made by the Board of Commissioners to change the PHA's mission statement, goals, or objectives identified in the 5-Year Plan. It is also when goals or objectives are changed that affect the residents or have significant impact to the PHA's financial situation.</p>
B.6	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>The Crosby HRA has no active Resident Advisory Board.</p>
B.7	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>Form is attached.</p>

Instructions for Preparation of Form HUD-50075-5Y 5-Year PHA Plan for All PHAs

A. PHA Information [24 CFR §903.23\(4\)\(e\)](#)

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning (MM/YYYY)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table.

B. 5-Year Plan.

B.1 Mission. State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years. ([24 CFR §903.6\(a\)\(1\)](#))

B.2 Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. ([24 CFR §903.6\(b\)\(1\)](#)) For Qualified PHAs only, if at any time a PHA proposes to take units offline for modernization, then that action requires a significant amendment to the PHA's 5-Year Plan.

B.3 Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5- Year Plan. ([24 CFR §903.6\(b\)\(2\)](#))

B.4 Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. ([24 CFR §903.6\(a\)\(3\)](#))

B.5 Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.

B.6 Resident Advisory Board (RAB) comments.

- Did the public or RAB provide comments?
- If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. ([24 CFR §903.17\(a\)](#), [24 CFR §903.19](#))

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average .76 hours 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. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

Streamlined Annual PHA Plan (Small PHAs)

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

OMB No. 2577-0226
Expires: 02/29/2016

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-SM is to be completed annually by **Small PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, HCV-Only PHA, or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																								
A.1	<p>PHA Name: <u>Housing & Redevelopment Authority of Crosby</u> PHA Code: <u>MN082</u> PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performer</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>04/2020</u></p> <p>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p>Number of Public Housing (PH) Units <u>59</u> Number of Housing Choice Vouchers (HCVs) <u>0</u></p> <p>Total Combined <u>59</u></p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>The PHA Plan is available in the Crosby HRA office, located at 300 Third Avenue NE, Crosby, MN 56441. Additionally, the PHA Plan is posted on the Crosby HRA website at www.crosbyhra.org.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:											
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B.	<p>Annual Plan Elements Submitted with 5-Year PHA Plans. Required elements for all PHAs completing this document in years in which the 5-Year Plan is also due. This section does not need to be completed for years when a PHA is not submitting its 5-Year Plan. See Section C for required elements in all other years (Years 1-4).</p>
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Five-Year PHA Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below:</p>
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p>

<p>B.3 Progress Report.</p>	<p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p>2015 Goal 1: Provide decent, safe and affordable housing to extremely low-income, low income, and very low-income families by:</p> <p>Objective A: Continue the successful administration of the Public Housing Programs.</p> <p><u>Progress Report:</u> Over the course of the previous 5-Year plan, 52 new households became residents of Crosby HRA's Public Housing. In October 2019, 59 units of Public Housing were occupied (100% occupancy).</p> <p>Objective B: Maintain high performance rating in Public Housing Program.</p> <p><u>Progress Report:</u> The Public Housing Program strived to maintain a high performance rating for all five years of the previous plan period, however a pre-approved modernization project affected a year-end point-in-time occupancy count resulting in fewer points awarded and only a standard performer rating for 2017. An agency appeal to adjust the rating because the modernization project and the resulting occupancy issues had been pre-approved by HUD was not granted. This was the only year in the past five of the reporting period that Crosby HRA was below a high performance rating.</p> <p>Objective C: Continue to improve public housing units with the administration of the capital fund program.</p> <p><u>Progress Report:</u> The Crosby HRA has been successful in obligating and expending funds in a timely manner. Notable projects completed during the previous 5-year plan include a roof replacement at the Dellwood Apartments building, front entry stoop replacements at the scattered family site units, updated kitchen and bathroom cabinets in the scattered family site units, and a major upgrade to the emergency safety notification system in the Dellwood Apartment units and the building-wide system. Please see attached Capital Fund Program Annual Statement/Performance and Evaluation Report, HUD-50075.1 for open CFP grant years 2017, 2018 and 2019</p> <p>2015 Goal 2: Continue to support the laws and requirements outlined in the Violence Against Women Act (VAWA) of 2005.</p> <p><u>Progress Report:</u> Public Housing move-in packets have been updated to include information related to occupancy rights and emergency transfer plans. In the coming year, it is our plan to add a resource section to the Crosby HRA website that will include contact information for victims' services and other community service providers, among other useful resources.</p> <p>2015 Goal 3: Continue to ensure equal opportunity and affirmatively further fair housing as set forth in the Federal Fair Housing Act and the Minnesota Human Rights Act</p> <p><u>Progress Report:</u> The Crosby HRA continues to follow all guidance related to affirmatively furthering fair housing and offers information to all applicants and tenants on how to proceed if they feel they have been a victim of discrimination, including how to activate the HRA's grievance procedure.</p>
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C.	Annual Plan Elements Submitted All Other Years (Years 1-4). Required elements for all other fiscal years. This section does not need to be completed in years when a PHA is submitting its 5-Year PHA Plan.
C.1.	<p>New Activities</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process.</p> <p>(c) If using Project-Based Vouchers, provide the projected number of project-based units, general locations, and describe how project-basing would be consistent with the PHA Plan.</p> <p>(d) The PHA must submit its Deconcentration Policy for Field Office Review.</p>
C.2	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</p> <p>Form 50077-SM, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, including Item 5 must be submitted by the PHA as an electronic attachment to the PHA Plan. Item 5 requires certification on whether plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public.</p> <p>Form is attached.</p>
D	<p>Other Document or Certification Requirements for Annual Plan Submissions. Required in all submission years.</p>
D.1	<p>Civil Rights Certification.</p> <p>Form 50077-SM-HP, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>Form is attached.</p>
D.2	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>The Crosby HRA has no active Resident Advisory Board.</p>
D.3	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>Form is attached.</p>
E	<p>Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>

E.1	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <p style="text-align: center;">See HUD Form 50075.2 submitted to HUD on 11/7/2018 and modified 11/14/2019.</p>
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Instructions for Preparation of Form HUD-50075-SM Annual Plan for Small and High Performing PHAs

A. PHA Information. All PHAs must complete this section.

A.1 Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. ([24 CFR §903.23\(4\)\(e\)](#))

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

B. Annual Plan. PHAs must complete this section during years where the 5-Year Plan is also due. (24 CFR §903.12)

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. ([24 CFR §903.7\(a\)\(1\)](#) and 24 CFR §903.12(b)). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#) and 24 CFR §903.12(b)).

Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions. Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. ([24 CFR §903.7\(b\)](#)) Describe the PHA’s procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. ([24 CFR §903.7\(b\)](#)) A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. ([24 CFR §903.7\(b\)](#)) Describe the unit assignment policies for public housing. ([24 CFR §903.7\(b\)](#))

Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

Rent Determination. A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

Homeownership Programs. A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. ([24 CFR §903.7\(k\)](#)) and 24 CFR §903.12(b).

Substantial Deviation. PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

Significant Amendment/Modification. PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency public housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan); or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD’s website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#))

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

Hope VI or Choice Neighborhoods. **1)** A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. ([Notice PIH 2010-30](#))

Mixed Finance Modernization or Development. **1)** A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD’s website at:

<http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. ([Notice PIH 2010-30](#))

Demolition and/or Disposition. Describe any public housing projects owned by the PHA and subject to ACCs (including name, project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD’s website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. ([24 CFR §903.7\(h\)](#))

Conversion of Public Housing. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. ([24 CFR §903.7\(j\)](#))

Project-Based Vouchers. Describe any plans to use HCVs for new project-based vouchers. ([24 CFR §983.57\(b\)\(1\)](#)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.7\(r\)\(1\)](#))

C. Annual Plan. PHAs must complete this section during years where the 5-Year Plan is not due. ([24 CFR §903.12](#))

C.1 New Activities. If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

Hope VI or Choice Neighborhoods. **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. ([Notice PIH 2010-30](#))

Mixed Finance Modernization or Development. **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD’s website at:

<http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. ([Notice PIH 2010-30](#))

Demolition and/or Disposition. Describe any public housing projects owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD’s website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. ([24 CFR §903.7\(h\)](#))

Conversion of Public Housing. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. ([24 CFR §903.7\(j\)](#))

Conversion of Public Housing. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to project-based assistance under RAD. See additional guidance on HUD’s website at: [Notice PIH 2012-32](#)

Project-Based Vouchers. Describe any plans to use HCVs for new project-based vouchers. ([24 CFR §983.57\(b\)\(1\)](#)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

Units with Approved Vacancies for Modernization. The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with [24 CFR §990.145\(a\)\(1\)](#).

Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

C.2 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the

following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing form HUD-50077 SM-HP.

D. Annual Plan. PHAs must complete this section in all years.

D.1 Civil Rights Certification. Form HUD-50077 SM-HP, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. ([24 CFR §903.7\(o\)](#))

D.2 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

D.3 Certification by State or Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#))

E. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. ([24 CFR 903.7 \(g\)](#))

E.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: "See HUD Form 50075.2 approved by HUD on XX/XX/XXXX."

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 16.64 hours 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. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

Certification of Compliance with PHA Plans and Related Regulations (Small 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 Plans and Related Regulations including Civil Rights and PHA Plan Elements that Have Changed

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 Annual PHA Plan for the PHA fiscal year beginning 04/01/2020, 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 Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (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 certifies that the following policies, programs, and plan components have been revised since submission of its last Annual PHA Plan (check all policies, programs, and components that have been changed):
 - 903.7a Housing Needs
 - 903.7b Deconcentration and Other Policies Governing Eligibility, Selection, Occupancy, and Admissions Policies
 - 903.7c Financial Resources
 - 903.7d Rent Determination Policies
 - 903.7h Demolition and Disposition
 - 903.7k Homeownership Programs
 - 903.7r Additional Information
 - A. Progress in meeting 5-year mission and goals
 - B. Criteria for substantial deviation and significant amendments
 - C. Other information requested by HUD
 - 1. Resident Advisory Board consultation process
 - 2. Membership of Resident Advisory Board
 - 3. Resident membership on PHA governing board

The PHA provides assurance as part of this certification that:

- (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
- (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
- (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. 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.
6. 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.
7. 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.
8. For a PHA Plan 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 site-based waiting lists 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 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).

9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. 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.
11. 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.
12. 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.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. 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.
15. 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.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. 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.
18. 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).
19. 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.
20. 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.
21. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Housing and Redevelopment Authority of Crosby
PHA Name

MN082
PHA Number/HA Code

X 5-Year PHA Plan for Fiscal Years 2020 - 2024

Annual PHA Plan for Fiscal Year 20_____

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

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 2/29/2016

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Bob Novak, the Mayor
Official's Name *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Housing and Redevelopment Authority of Crosby
PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of Impediments (AI) to Fair Housing Choice of the

City of Crosby, Minnesota
Local Jurisdiction Name

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State Consolidated Plan and the AI.

The Crosby HRA's Plan aligns with many aspects of the Minnesota Consolidated Plan for Housing and Community Development (2017-2021) including preserving affordable housing options and collaborating to provide efficient access to supportive community resources for vulnerable populations. The State of Minnesota's Analysis of Impediments to Fair Housing final report cites goals of decreasing loss of housing through eviction, addressing limited knowledge of fair housing laws, and improving opportunities for housing mobility, which are supported in the Crosby HRA's Plan specifically through the continued provision of the Public Housing Program and the provision of affordable housing options for the community.

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

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 Annual PHA Plan for the PHA fiscal year beginning 4/01/2020, 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).

Housing and Redevelopment Authority of Crosby
 PHA Name

MN082
 PHA Number/HA Code

 Annual PHA Plan for Fiscal Year 20

X 5-Year PHA Plan for Fiscal Years 2020 - 2024

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

Civil Rights Certification (Qualified PHAs)

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

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency 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, and 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 working 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.

Housing and Redevelopment Authority of Crosby
PHA Name

MN082
PHA Number/HA Code

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

Part I: Summary

PHA Name: HRA OF CROSBY, MINNESOTA	Grant Type and Number Capital Fund Program Grant No. MN46P08250117 Replacement Housing Factor Grant No. Date of CFFP:	FFY of Grant: 2017 FFY of Grant Approval:
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Type of Grant

Original Annual Statement

Reserve for Disasters/Emergencies

Revised Annual Statement (Revision No:)

Performance and Evaluation Report for Period Ending: 11/21/19

Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 20)(3)	\$10,000.00		\$10,000.00	\$10,000.00
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 20)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment-Nonexpendable				

(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 I: Summary

PHA Name: HRA OF CROSBY, MINNESOTA	Grant Type and Number Capital Fund Program Grant No. MN46P08250117 Replacement Housing Factor Grant No. Date of CFFP:	FFY of Grant: 2017 FFY of Grant Approval:
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Type of Grant

Original Annual Statement

Reserve for Disasters/Emergencies

Revised Annual Statement (Revision No:)

Performance and Evaluation Report for Period Ending: 11/21/19

Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling equipment				
14	1480 General Capital Fund	\$53,400.00		\$53,400.00	\$9,199.00
15	1485 Demolition				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18a	1499 Development Activities (4)				
18ba	1501 Collateralization or Debt Service paid by the PHA				
19	9000 Collateralization or Debt Service paid via System of Direct Payment				
20	1502 Contingency (may not exceed 8% of line 20)				
21	Amount of Annual Grant: (sum of lines 2-20)	\$63,400.00		\$63,400.00	\$19,199.00

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Part I: Summary

PHA Name: HRA OF CROSBY, MINNESOTA	Grant Type and Number Capital Fund Program Grant No. MN46P08250117 Replacement Housing Factor Grant No. Date of CFFP:	FFY of Grant: 2017 FFY of Grant Approval:
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Type of Grant

Original Annual Statement

Reserve for Disasters/Emergencies

Revised Annual Statement (Revision No:)

Performance and Evaluation Report for Period Ending: 11/21/19

Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	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
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Part II: Supporting Pages

PHA Name:		Grant Type and Number				Federal FFY of Grant: 2017		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MN082000001 - DELLWOOD APART./SCATTERED	Replace exterior doors (Dwelling Unit-Exterior (1480))			\$5,000.00		\$5,000.00		
Not associated with any specific development	Operations (Operations (1406))			\$10,000.00		\$10,000.00	\$10,000.00	Complete
MN082000001 - DELLWOOD APART./SCATTERED	Replace interior doors (Dwelling Unit-Interior (1480))			\$5,000.00		\$5,000.00		
MN082000001 - DELLWOOD APART./SCATTERED	Replace flat roof at Dellwood Apartments (Dwelling Unit-Exterior (1480))			\$33,400.00		\$33,400.00	\$9,199.00	In Progress

(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:		Grant Type and Number				Federal FFY of Grant: 2017		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MN082000001 - DELLWOOD APART./SCATTERED	Replace entrance doors (Non-Dwelling Interior (1480))			\$10,000.00		\$10,000.00		

(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 CROSBY, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. MN46P08250117 Replacement Housing Factor Grant No. CFFP(Yes/No):				Federal FFY of Grant: 2017		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Total:			\$63,400.00		\$63,400.00	\$19,199.00	

(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 III: Implementation Schedule for Capital Fund Financing Program

PHA Name: HRA OF CROSBY, MINNESOTA					Federal FFY of Grant: 2017
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates⁽¹⁾
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

(1) Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Part I: Summary

PHA Name: HRA OF CROSBY, MINNESOTA	Grant Type and Number Capital Fund Program Grant No. MN46P08250118 Replacement Housing Factor Grant No. Date of CFFP:	FFY of Grant: FFY of Grant Approval:
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Type of Grant

Original Annual Statement **Reserve for Disasters/Emergencies** **Revised Annual Statement (Revision No:)**
 Performance and Evaluation Report for Period Ending: **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 (may not exceed 20% of line 20)(3)	\$10,000.00			
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 20)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment-Nonexpendable				

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Part I: Summary

PHA Name: HRA OF CROSBY, MINNESOTA	Grant Type and Number Capital Fund Program Grant No. MN46P08250118 Replacement Housing Factor Grant No. Date of CFFP:	FFY of Grant: FFY of Grant Approval:
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Type of Grant

Original Annual Statement **Reserve for Disasters/Emergencies** **Revised Annual Statement (Revision No:)**
 Performance and Evaluation Report for Period Ending: **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling equipment				
14	1480 General Capital Fund	\$87,865.00			
15	1485 Demolition				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18a	1499 Development Activities (4)				
18ba	1501 Collateralization or Debt Service paid by the PHA				
19	9000 Collateralization or Debt Service paid via System of Direct Payment				
20	1502 Contingency (may not exceed 8% of line 20)				
21	Amount of Annual Grant: (sum of lines 2-20)	\$97,865.00			

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Part I: Summary

PHA Name: HRA OF CROSBY, MINNESOTA	Grant Type and Number Capital Fund Program Grant No. MN46P08250118 Replacement Housing Factor Grant No. Date of CFFP:	FFY of Grant: FFY of Grant Approval:
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Type of Grant

Original Annual Statement **Reserve for Disasters/Emergencies** **Revised Annual Statement (Revision No:)**
 Performance and Evaluation Report for Period Ending: **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
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Part II: Supporting Pages

PHА Name:		Grant Type and Number				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	
Not associated with any specific development	Operations (Operations (1406))			\$10,000.00				
MN082000001 - DELLWOOD APART./SCATTERED	Replace kitchen cabinets (Dwelling Unit-Interior (1480))			\$30,000.00				
MN082000001 - DELLWOOD APART./SCATTERED	Replace kitchen appliances (Dwelling Unit-Interior (1480))			\$30,000.00				
MN082000001 - DELLWOOD APART./SCATTERED	Replace interior doors (Dwelling Unit-Interior (1480))			\$1,000.00				

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Part II: Supporting Pages

PHA Name:		Grant Type and Number				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	
MN082000001 - DELLWOOD APART./SCATTERED	Replace flat roof at Dellwood Apartments (Non-Dwelling Exterior (1480))			\$1,000.00				
MN082000001 - DELLWOOD APART./SCATTERED	Replace entrance doors (Non-Dwelling Interior (1480))			\$1,000.00				
MN082000001 - DELLWOOD APART./SCATTERED	Replace flooring (Dwelling Unit-Interior (1480))			\$24,865.00				
	Total:			\$97,865.00				

(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 III: Implementation Schedule for Capital Fund Financing Program

PHA Name: HRA OF CROSBY, MINNESOTA					Federal FFY of Grant:
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ⁽¹⁾
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

(1) Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Part I: Summary

PHA Name: HRA OF CROSBY, MINNESOTA	Grant Type and Number Capital Fund Program Grant No. MN46P08250119 Replacement Housing Factor Grant No. Date of CFFP:	FFY of Grant: FFY of Grant Approval:
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Type of Grant

Original Annual Statement **Reserve for Disasters/Emergencies** **Revised Annual Statement (Revision No:)**
 Performance and Evaluation Report for Period Ending: **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 (may not exceed 20% of line 20)(3)	\$10,000.00			
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 20)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment-Nonexpendable				

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Part I: Summary

PHA Name: HRA OF CROSBY, MINNESOTA	Grant Type and Number Capital Fund Program Grant No. MN46P08250119 Replacement Housing Factor Grant No. Date of CFFP:	FFY of Grant: FFY of Grant Approval:
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Type of Grant

Original Annual Statement **Reserve for Disasters/Emergencies** **Revised Annual Statement (Revision No:)**
 Performance and Evaluation Report for Period Ending: **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling equipment				
14	1480 General Capital Fund	\$85,392.00			
15	1485 Demolition				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18a	1499 Development Activities (4)				
18ba	1501 Collateralization or Debt Service paid by the PHA				
19	9000 Collateralization or Debt Service paid via System of Direct Payment				
20	1502 Contingency (may not exceed 8% of line 20)				
21	Amount of Annual Grant: (sum of lines 2-20)	\$95,392.00			

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Part I: Summary

PHA Name: HRA OF CROSBY, MINNESOTA	Grant Type and Number Capital Fund Program Grant No. MN46P08250119 Replacement Housing Factor Grant No. Date of CFFP:	FFY of Grant: FFY of Grant Approval:
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Type of Grant

Original Annual Statement **Reserve for Disasters/Emergencies** **Revised Annual Statement (Revision No:)**
 Performance and Evaluation Report for Period Ending: **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
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Part II: Supporting Pages

PHА Name:		Grant Type and Number				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	
MN082000001 - DELLWOOD APART./SCATTERED	Operations (Operations (1406))			\$10,000.00				
MN082000001 - DELLWOOD APART./SCATTERED	Replace kitchen cabinets (Dwelling Unit-Interior (1480))			\$34,916.00				
MN082000001 - DELLWOOD APART./SCATTERED	Replace kitchen appliances (Dwelling Unit-Interior (1480))			\$35,000.00				
MN082000001 - DELLWOOD APART./SCATTERED	Repair asphalt at Dellwood Apartments (Non-Dwelling Site Work (1480))			\$10,000.00				

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

Part II: Supporting Pages

PHА Name:		Grant Type and Number				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	
MN082000001 - DELLWOOD APART./SCATTERED	A&E (Contract Administration (1480))			\$5,476.00				
	Total:			\$95,392.00				

(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 III: Implementation Schedule for Capital Fund Financing Program

PHA Name: HRA OF CROSBY, MINNESOTA					Federal FFY of Grant:
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ⁽¹⁾
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

(1) Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Capital Fund Program - Five-Year Action Plan

Status: Draft

Approval Date:

Approved By:

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
2577-0274
07/31/2017

Part I: Summary						
PHA Name : HRA OF CROSBY, MINNESOTA PHA Number: MN082		Locality (City/County & State) <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 2020	Work Statement for Year 2 2021	Work Statement for Year 3 2022	Work Statement for Year 4 2023	Work Statement for Year 5 2024
	DELLWOOD APART./SCATTERED (MN082000001)	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1		2020		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	DELLWOOD APART./SCATTERED (MN082000001)			\$60,000.00
ID0007	Replace showers(Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Remove and properly dispose of bathroom showers at Dellwood Apartments. Repair any drywall that is deteriorated or was damaged in the removal, tape, sand and paint to match existing. Replace faucet and drain assemblies with new. Install new shower stalls. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0008	Replace garage doors(Non-Dwelling Exterior (1480)-Doors)	Remove and properly dispose of overhead garage doors and all associated hardware at 20 scattered site family units. Replace with new doors of the same size as those removed, including new tracks, springs and hardware. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0009	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property, liability and workman's comp insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Health insurance, employee benefits and wages. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0026	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management of kitchen cabinet, shower, appliance, vanities, toilets, showers, exterior doors, flooring, security and camera system, domestic water and heating boiler systems and garage door replacement and installation of isolation valves.		\$5,000.00
ID0032	Replace refrigerators and ranges(Dwelling Unit-Interior (1480)-Appliances)	Remove old ranges, range hoods and refrigerators, dispose of properly, replace with new energy efficient refrigerators, ranges and range hoods in our 20 scattered site family units. Asbestos and lead-based paint will be addressed when found.		\$5,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2020				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0033	Replace vanities, toilets and showers(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Replace toilets and showers in 10 scattered site family units. Remove toilets, vanities, bathtub/showers and dispose of properly. Fix drywall if damaged during the removal process, prime and paint if applicable. Install new vanities, bathtubs, shower surrounds, faucet and drain assemblies. Install new water saving toilets including new wax rings, supply lines and water shut off valves. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0034	Replace exterior doors at 20 Scattered Sites(Dwelling Unit-Exterior (1480)-Exterior Doors)	Remove 40 entry and storm doors and frames at our 20 scattered site family units. Replace with new prehung doors of the same style and size as existing. Install new locksets and associated hardware. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0035	Replace flooring at 20 Scattered Sites(Dwelling Unit-Interior (1480)-Flooring (non routine))	Remove vinyl, carpet and padding in 20 scattered site family units. Prepare for new flooring by replacing any deteriorated, worn or damaged sub-flooring. Install new padding and carpet in the living room, hallway and bedrooms. Install new vinyl in the kitchen and bathrooms. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0036	Replace security and camera systems at Dellwood Apts(Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-System Improvements)	Remove and properly dispose of existing security and camera systems that are at the end of their life cycle at Dellwood Apartments. Install new systems of substantially the same layout as the existing that were removed. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0037	Replace domestic water and heating boilers at Dellwood Apts(Non-Dwelling Construction - Mechanical (1480)-Central Boiler,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters)	Remove and properly dispose of old domestic water and heating boilers, controls, pumps and valves at Dellwood apartments. Install new energy efficient domestic water and heating boilers with new controls, software, pumps, valves, associated piping and wiring for a complete and properly functioning system. Asbestos and lead-based paint will be addressed when found		\$5,000.00
ID0038	Install isolation valves on domestic water lines at Dellwood Apts.(Non-Dwelling Construction - Mechanical (1480)-Other,Non-Dwelling Construction - Mechanical (1480)-Water Distribution)	Install new isolation valves on water lines at Dellwood Apartments. Repair any finishes if disturbed as a result of the work. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
	Subtotal of Estimated Cost			\$60,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2		2021		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	DELLWOOD APART./SCATTERED (MN082000001)			\$60,000.00
ID0011	Replace vanities, toilets and showers in 10 Scattered Sites(Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Replace vanities, toilets and showers in 10 scattered site family units. Remove vanities, toilets, bathtub/showers and dispose of properly. Fix drywall if damaged during the removal process, prime and paint if applicable. Install new vanities, bathtubs, shower surrounds, faucet and drain assemblies. Install new water saving toilets including new wax rings, supply lines and water shut off valves. Asbestos and lead-based paint will be addressed when found.		\$20,000.00
ID0012	Painting hallways and common areas(Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Laundry Areas,Non-Dwelling Interior (1480)-Common Area Bathrooms)	Clean and fix holes, nicks and other inconsistencies in the walls. Spot prime and paint the hallways and all other common areas at Dellwood Apartments. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0013	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property, liability and worker's comp insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Health insurance, employee benefits and wages. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0027	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management of kitchen appliance, toilet and shower replacement and painting.		\$5,000.00
ID0039	Replace kitchen appliances in 21 units at Dellwood Apts(Dwelling Unit-Interior (1480)-Appliances)	Remove old ranges, range hoods and refrigerators in 21 units at Dellwood Apartments and dispose of properly. Replace with new energy efficient refrigerators, ranges and range hoods. Asbestos and lead-based paint will be addressed when found.		\$15,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2		2021		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Subtotal of Estimated Cost			\$60,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3		2022		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	DELLWOOD APART./SCATTERED (MN082000001)			\$60,000.00
ID0015	Replace siding(Dwelling Unit-Exterior (1480)-Carports -Surface Garage,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits)	Remove and properly dispose of deteriorated siding on 20 Scattered Site units and garages. Install proper flashings, vapor barrier, frieze board, J-channel, and new siding. Asbestos and lead-based paint will be addressed when found.		\$24,000.00
ID0016	Landscaping and tree removal(Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Other)	Remove overgrown, dead and deteriorated trees and landscaping at 20 scattered site units. Replace with new plantings or lawn at appropriate. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$5,000.00
ID0017	Replace sidewalks and steps(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Remove and properly dispose of 20 sets of concrete steps and sidewalks at scattered site family units. Pour new steps and sidewalks with 4000 psi fiber entrained concrete of a similar layout of existing that was removed. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$5,000.00
ID0018	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property, liability and workman's comp insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Health insurance, employee benefits and wages. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0028	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management of asphalt repair, landscaping and tree removal and replacement of siding, sidewalks and steps.		\$5,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2022				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0031	Physical Needs/LBP/Asbestos Assessment(Contract Administration (1480)-Other Fees and Costs)	Conduct a Physical Needs/LBP/Asbestos Assessment on public housing properties. Asbestos and lead-based paint will be addressed when found.		\$1,000.00
ID0040	Repair asphalt at Dellwood Apartments(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Route out and blow out/clean cracks in bituminous. Remove any broken or damaged areas and patch with new. Seal entire area and paint new striping. Restore landscaping that was disturbed, if any. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$10,000.00
	Subtotal of Estimated Cost			\$60,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4		2023		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	DELLWOOD APART./SCATTERED (MN082000001)			\$60,000.00
ID0019	Replace flooring at Dellwood Apts(Non-Dwelling Interior (1480)-Common Area Flooring)	Remove and properly dispose of existing hallway/common area carpet and flooring on all 3 floors at Dellwood Apartments. Install new carpeting throughout areas that were carpeted before and new tile in all other common areas. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0020	Replace sidewalks at Dellwood Apts(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Remove and properly dispose of sidewalks at Dellwood Apartments. Pour new sidewalks with 4000 psi fiber entrained concrete of the same or similar layout of existing that was removed. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$15,000.00
ID0021	Replace flooring in 39 units at Dellwood Apts(Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Flooring (non routine))	Remove vinyl, carpet and padding in 39 units at Dellwood Apartments. Prepare for new flooring by replacing any deteriorated, worn or damaged sub-flooring. Install new padding and carpet in the living room, hallway and bedrooms. Install new vinyl in the kitchen and bathrooms. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0022	Replace foundation skirting at 20 Scattered Sites(Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Siding)	Remove and properly dispose of existing deteriorated aluminum skirting at 20 scattered site family units. Re-attach existing styrofoam if needed, install new corrugated steel and trim where aluminum was removed. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$5,000.00
ID0023	Repair excessive tenant damage at Dellwood Apartments and Scattered Site Family Units(Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Tuck-Pointing,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-	Repair excessive tenant damage or damage done by natural occurrence. Repair and/or replacement of sitework, siding, roofing, windows, doors, walls, ceiling, flooring, cabinetry, appliances, fixtures, electrical, plumbing, and life safety systems. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$5,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 4 2023

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
		Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Carports -Surface Garages,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Electric Distribution,Dwelling Unit-Site Work (1480)-Fence Painting,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Playground Areas - Equipment,Dwelling Unit-Site Work (1480)-Seal Coat,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping,Dwelling Unit-Site Work (1480)-Water Lines/Mains,Non-Dwelling Construction - Mechanical (1480)-Central Boiler,Non-Dwelling Construction - Mechanical (1480)-Central Chiller,Non-Dwelling Construction - Mechanical (1480)-Common Area Dryers,Non-Dwelling Construction - Mechanical (1480)-Cooling Equipment - Systems,Non-Dwelling Construction - Mechanical (1480)-Electric Distribution,Non-Dwelling Construction - Mechanical (1480)-Elevator,Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System,Non-Dwelling Construction - Mechanical (1480)-Generator,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Siding,Non-Dwelling Exterior (1480)-Soffits,Non-Dwelling Construction - Mechanical (1480)-Other,Non-Dwelling Construction - Mechanical (1480)-Security - Fire Alarm,Non-Dwelling Construction - Mechanical (1480)-Smoke/Fire Detection,Non-Dwelling Construction - Mechanical (1480)-Trash Compactor,Non-Dwelling Construction - Mechanical (1480)-Unit Sub-panels,Non-Dwelling Construction - Mechanical (1480)-Water Distribution,Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Canopies,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Foundation,Non-Dwelling Exterior (1480)-Gutters - Downspouts,Non-Dwelling Exterior (1480)-Landings and Railings,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Stairwells and Fire Escapes,Non-Dwelling Exterior (1480)-Tuck Pointing,Non-Dwelling Exterior (1480)-Windows,Non-Dwelling Interior (1480)-Administrative Building,Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Washers,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Day Care Center,Non-Dwelling		

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2577-0274

07/31/2017

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4		2023		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Family Investment Center,Non-Dwelling Interior (1480)-Laundry Areas,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Shop,Non-Dwelling Interior (1480)-Storage Area,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Dumpster and Enclosures,Non-Dwelling Site Work (1480)-Fence Painting,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Playground Areas - Equipment,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage)				
ID0024	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property, liability and workman's comp insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Health insurance, employee benefits and wages. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$10,000.00
ID0029	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management of excessive tenant damage and replacement of isolation valves, flooring, sidewalks and foundation skirting.		\$5,000.00
ID0030	Replace heating units isolation valves at Dellwood Apts(Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing)	Remove and replace failing isolation valves on heating units at Dellwood Apartments. Asbestos and lead based paint will be addressed when found.		\$5,000.00
	Subtotal of Estimated Cost			\$60,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5		2024		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	DELLWOOD APART./SCATTERED (MN082000001)			\$60,000.00
ID0041	Replace kitchen cabinets at Dellwood Apts(Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets)	Remove all upper and lower kitchen cabinets, sinks and countertops at Dellwood Apartments. Replace with new cabinets of the same layout as existing that were removed. Install new post formed laminate countertops, new sinks, drain assemblies, faucets and water supply lines. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0042	Replace HVAC system fans, motors, dampers and all associated appurtenances at Dellwood Apts(Non-Dwelling Construction - Mechanical (1480)-Other)	Remove and replace HVAC system fans, motors, controls, dampers and all associated appurtenances at Dellwood Apartments. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0043	Replace domestic water heaters at 20 Scattered Sites(Dwelling Unit-Interior (1480)-Plumbing)	Remove and replace domestic water heaters at 20 Scattered Site units including all associated wiring and piping as needed. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0044	Replace common area furniture at Dellwood Apartments(Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Other)	Remove and properly dispose of furniture in common areas on all floors of Dellwood Apartments. Replace with new furniture of like kind, quality and amount. Asbestos and lead-based paint will be addressed when found		\$5,000.00
ID0045	Rehab gazebo at Dellwood Apartments(Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Siding,Non-Dwelling Exterior (1480)-Soffits)	Remove and replace roof, soffit, fascia, flooring, door, trim, lighting and furniture, pressure wash and stain gazebo at Dellwood Apartments. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0046	Replace furnaces at 20 Scattered Sites(Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other)	Remove and replace gas forced air furnaces at 20 Scattered Site units including all associated wiring, piping and ductwork. Asbestos and lead-based paint will be addressed when found.		\$10,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5		2024		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0047	Replace washers and dryers at Dellwood Apartments(Non-Dwelling Construction - Mechanical (1480)-Common Area Dryers,Non-Dwelling Construction - Mechanical (1480)-Other)	Replace 2 commercial washer and dryers at Dellwood Apartments including all associated venting, plumbing or wiring as applicable. Repair any drywall if it gets damaged in the removal, tape, sand and paint to match existing. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0048	Install rain gutters at Scattered Sites(Dwelling Unit-Exterior (1480)-Gutters - Downspouts)	Install new seamless rain gutters with gutter guards including all mounting hardware, down spouts and splash blocks at 20 Scattered Sites. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0049	Replace lighting at Dellwood Apartments(Non-Dwelling Exterior (1480)-Lighting)	Remove and properly recycle or dispose of existing exterior, maintenance, mechanical, office and common area lighting at Dellwood Apartments. Replace with new LED lighting. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0050	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property, liability and workman's comp insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Health insurance, employee benefits and wages. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0051	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management of gazebo rehab, water heater, furnace, HVAC systems component and lighting replacement.		\$5,000.00
	Subtotal of Estimated Cost			\$60,000.00

HRA hearing

(Published in the Crosby-Ironton
Courier Wednesday, Nov. 20, 2019)
LEGAL NOTICE

WENGSCHY, NOV. 2
LEGAL NOTICE

LEGAL NOTICE
The Housing and Redevelopment Authority of Crosby (HRA) has updated its PHA 5-Year and Annual Agency Plan, including Capital Fund dollars. The Plan is available for review at the HRA office located at 300 Third Avenue NE, Crosby. Office hours are 9:00 a.m. to 12:00 p.m. Monday through Thursday. A public hearing will be held on Tuesday, January 14, 2020, at 11:00 a.m. at the HRA for the formal adoption of the plan.

AFFIDAVIT OF PUBLICATION

State of Minnesota,)
)
County of Crow Wing) ss.

Lori J. LaBorde, being duly sworn, on oath says that she is the publisher and employee of the publisher of the newspaper known as Crosby-Ironton Courier, and has full knowledge of the facts which are stated below:

(A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper, as provided by Minnesota Statute 331A.02, 331A.07, and other applicable laws, as amended.

(B) The printed: **Housing and Redevelopment Authority public hearing Jan. 14** which is attached, was cut from the columns of said newspaper, and was printed and published once a week, for one successive week. It was published on Wednesday, the 20th day of November, 2019.

Printed below is a copy of the lower case alphabet from A to Z, both inclusive, which is hereby acknowledged as being the size and kind of type used in the composition and publication of the notice:

X abcdefghijklmnopqrstuvwxyz – 7 pt.

... Display format

BY:

TITLE: Publisher

Subscribed and sworn to before me on this 30.....
day of November, 2019, before me, the
undersigned Notary Public personally appeared Lori J.
LaBorde, personally known to me.



May B. Allen

RATE INFORMATION

Line, word, or inch rate Effective Jan. 1, 2019

(1) Lowest classified rate paid by commercial users for comparable space \$8.45 col. inch (10 pt.)

(2) Maximum rate allowed by law for the above matter \$8.45 col. inch (\$9.70 col. in. in 7 pt.)

(3) Rate actually charged for the above matter \$8.45 col. inch (\$9.70 col. in. in 7 pt.)

(Conversion formula approved through Minnesota Newspaper Association)

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HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF CROSBY

RESOLUTION NO. 2020-04

PUBLIC HOUSING AGENCY FIVE YEAR AND ANNUAL PLAN
FOR FISCAL YEAR BEGINNING APRIL 1, 2020

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby is required to prepare and submit to HUD a Five-Year Action Plan every fifth year from its initial submission; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby has developed a Five-Year Action Plan and Annual Statement for use of Capital Funds; and

WHEREAS, the Five-Year Action Plan and Annual Statement were made available for public comment on January 14, 2020; and

WHEREAS, HUD requires the Five-Year Action Plan to be accompanied by a “Certification of Compliance with the PHA Plan and Related Regulations Including Civil Rights Certifications” executed by the Board Chair;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the PHA as follows:

1. The Five-Year Agency Plan for the PHA Fiscal Year beginning April 1, 2020, is hereby approved.
2. The Board Chair is authorized to execute the Certification of Compliance with the PHA Plan and Related Regulations Including Civil Rights Certifications.

I CERTIFY THAT the above resolution was adopted by the Housing and Redevelopment Authority in and for the City of Crosby.

Dated: _____, _____, Board Chair

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Minutes of the December 10, 2019, Crosby HRA Board Meeting

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00 a.m., Tuesday, December 10, 2019, at 300 3rd Ave NE in Crosby, Minnesota.

1. **CALL TO ORDER:** Chair Peeples called the meeting to order at 11:10 a.m.
2. **ROLL CALL:** Present at the meeting were Chair Linda Peeples and Commissioners Julie McGinnis, Renae Marsh, and Margaret Saba. Also present were Executive Director Jennifer Bergman, Executive Assistant LeAnn Goltz, and Housing Specialist Mallory Smith. Absent: Buzz Neprud.
3. **READING AND APPROVAL OF MINUTES FROM PREVIOUS MEETING:**

Commissioner McGinnis moved to approve the minutes from the November 12th, 2019, board meeting, seconded by Commissioner Marsh. All commissioners voted in favor of the motion and none were opposed. The minutes were approved.

4. **BILLS AND COMMUNICATIONS:**
 - a. **Financial Report:**

Commissioner Marsh made a motion to approve November checks numbered 117468 through 117503 and November ACH payments numbered 105 through 107 and 1331 through 1336. Commissioner Saba seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved.
 - b. **Housing Manager Report:** The handbooks were distributed for review at the end of November to allow for a 30-day review period prior to them taking effect on 1/1/2020. To help answer questions tenants may have, a resident meeting has been scheduled for Thursday, December 19th, at 10 a.m. in the Dellwood Community/Dining Room. Mallory reached out to local banks to invite representatives to attend the meeting or to provide information on establishing new accounts that we can provide to residents that may not have existing bank accounts and want to make arrangements for an account prior to the no cash policy taking effect. We will also bring information on the ACH (automatic payment) option, for residents that would like to take advantage of that payment option. Bergman explained to the Board that the no-cash policy changes were recommended by HUD.

As of December 17th, annual inspections for all units will have been completed.

For the month of November, there were no vacancies at Edgewood, Dellwood, or the family units.

5. **UNFINISHED BUSINESS:** Bergman informed the Board that the City of Brainerd approved her contract and she will be starting her new position as city administrator on January 6th, 2020. She reported that the Brainerd HRA has hired a consultant, David Drown Associates (DDA), to assist in the search for a new executive director. DDA is working with the Brainerd HRA Board and staff and anticipates posting the position on January 6th, with interviews taking place on February 26th. A board member from the Crosby and Crow Wing County HRAs will likely be asked to sit in on the interviews. Bergman thanked the Crosby HRA Board for the opportunity to work with them over the past six years.
6. **NEW BUSINESS:** Nothing to report.
7. **NEXT MEETING:** Tuesday, January 14th, 2020.
8. **ADJOURNMENT:**

Moved and seconded by Commissioners Saba and McGinnis, the meeting was adjourned at 11:33 a.m.



300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088
FAX (218) 546-5041
www.crosbyhra.org

To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: January 7, 2020
Re: January Financial Report

Please find attached the financial information for December 2019.

Baratto Brothers Payment

The second and third pay applications were processed in December for \$252,905.25 to Baratto Brothers for the Dellwood POHP project. Funds were drawn out of the TIF Account and Capital Fund for the final leverage required of \$41,583.23. The remaining payments will be completely funded by the POHP grant and will not require any further HRA funding.

Executive Director Search

The Brainerd HRA Board met with Gary Weiers from DDA Human Resources, Inc., at their December 18th board meeting to finalize the position profile and hiring process for an executive director. The schedule is to have the position advertised (<https://www.ddahumanresources.com/active-searches>) and open from January 6th to February 3rd and conduct interviews on February 26th. The interview process will include one member from the Crosby HRA Board and one member from the CWC HRA Board. The two members from Crosby HRA and CWC HRA can provide input but will not take part in the candidate selection.

Action Requested:

Approval of November check 117504 and December checks numbered 117505 through 117533 and December ACH payments numbered 108 and 1337 through 1342.

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Crosby Housing & Redevelopment Authority 2019 Ratios

FASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Quick Ratio	12	QR <1 =0-, QR >2 =12	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Months Expendable Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Total Points	25		25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00
MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Occupancy	16	O <90% =0, O >98% =16	4.00	12.00	12.00	12.00	12.00	12.00	16.00	16.00	16.00
Tenant Accounts Receivable	5	TAR <1.5% =5 , TAR >2.5% =0	0.00	5.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Total Points	25		8.00	21.00	16.00	18.00	16.00	16.00	20.00	20.00	20.00
Total of Above Ratios	50		33	46	41	43	41	41	45	45	45
MASS Ratios	Max Pts	Scoring									
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0

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PH Operating - Board
Public Housing Operating - Board
December, 2019

	Current Period	Current Year	Year To Date	Budget	Variance
Income					
100-000-3110.000 Dwelling Rental	-16,983.00	-148,563.00	-149,610.78	1,047.78	
100-000-3120.000 Excess Utilities	-18.00	-1,328.00	-487.53	-840.47	
100-000-3401.000 Operating Subsidy	-8,587.00	-76,514.00	-48,018.78	-28,495.22	
100-000-3402.000 Capital Fund Revenue	-32,005.00	-51,204.00	-10,000.00	-41,204.00	
100-000-3610.000 Interest Revenue	-7.10	-16.62	0.00	-16.62	
100-000-3690.000 Other Income	0.00	-303.11	-5,139.00	4,835.89	
100-000-3691.000 Other Tenant Revenue	-244.84	-9,369.41	-7,499.97	-1,869.44	
100-000-3695.000 Laundry Revenue	-361.55	-1,699.55	-1,725.03	25.48	
100-000-3699.000 POHP Grant Revenue	-224,295.85	-243,031.40	0.00	-243,031.40	
Total Income	-282,502.34	-532,029.09	-222,481.09	-309,548.00	
Expense					
100-000-4110.000 Administration Salaries	1,344.00	17,231.99	16,267.50	964.49	
100-000-4130.000 Legal	0.00	809.00	1,125.00	-316.00	
100-000-4140.000 Staff Training	0.00	3,547.88	450.00	3,097.88	
100-000-4150.000 Travel	27.84	702.25	607.50	94.75	
100-000-4171.000 Auditing Fees	0.00	3,200.00	3,250.00	-50.00	
100-000-4190.000 Sundry-Other Admin	12.50	165.00	180.00	-15.00	
100-000-4191.000 Management Fees	2,167.00	19,503.00	19,500.03	2.97	
100-000-4194.000 Office Supplies	0.00	1,173.83	487.53	686.30	
100-000-4195.000 Membership Dues	0.00	91.20	202.50	-111.30	
100-000-4196.000 Telephone	78.28	730.90	825.03	-94.13	
100-000-4198.000 Advertising	0.00	0.00	93.78	-93.78	
100-000-4199.000 Postage	0.00	339.10	225.00	114.10	
100-000-4210.000 Tenant Svcs Salaries	305.57	2,848.76	3,146.22	-297.46	
100-000-4230.000 Tenant Services Other	16.43	146.74	150.03	-3.29	
100-000-4310.000 Water	942.30	8,233.93	8,827.47	-593.54	
100-000-4315.000 Sewer	1,604.19	13,840.88	14,512.50	-671.62	
100-000-4320.000 Electricity	1,339.80	11,943.08	15,311.25	-3,368.17	
100-000-4330.000 Gas	650.13	2,352.00	7,042.50	-4,690.50	
100-000-4431.000 Garbage & Trash	540.39	5,703.72	5,924.97	-221.25	
100-000-4410.000 Maintenance Labor	3,140.60	29,872.39	30,690.00	-817.61	
100-000-4420.000 Materials	398.84	9,435.27	9,749.97	-314.70	
100-000-4430.000 Contracts Costs	1,951.82	6,474.83	12,150.00	-5,675.17	
100-000-4432.000 Decorating Contract	0.00	6,574.02	6,750.00	-175.98	
100-000-4435.000 Grounds Contract	0.00	110.32	749.97	-639.65	
100-000-4440.000 Repairs Contract	0.00	69.98	187.47	-117.49	
100-000-4445.000 Elevator Maintenance	0.00	2,359.62	2,205.00	154.62	
100-000-4450.000 Plumbing/Heating	0.00	1,282.92	3,750.03	-2,467.11	
100-000-4455.000 Snow Removal	0.00	91.00	1,387.53	-1,296.53	
100-000-4456.000 Exterminating	22.00	170.00	929.97	-759.97	
100-000-4457.000 Janitor/Cleaning	413.83	4,331.50	5,100.03	-768.53	
100-000-4510.000 Insurance	1,545.26	14,004.84	15,033.69	-1,028.85	
100-000-4520.000 Property Tax	596.21	6,497.10	5,887.53	609.57	
100-000-4540.000 Employee Benefits	2,218.21	20,866.09	23,118.84	-2,252.75	
Total Expense	19,315.20	194,703.14	215,818.84	-21,115.70	
Net Income(-) or Loss	-263,187.14	-337,325.95	-6,662.25	-330,663.70	

Date: 1/7/2020
Time: 7:10:10 AM
roberta

**Crosby HRA
Edgewood Operating Stmt - Board
December, 2019**

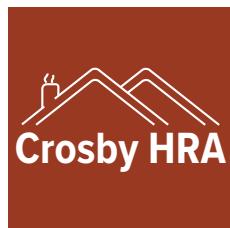
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	Current Period	Current Year	Year To Date	Budget	Variance
Income					
700-000-3110.000 Dwelling Rental	-19,302.00	-170,027.00	-169,600.50	-426.50	
700-000-3120.000 Excess Utilities	-62.00	-3,790.00	-1,424.97	-2,365.03	
700-000-3404.000 Other Government Grant	-8,314.00	-75,748.00	-76,619.97	871.97	
700-000-3610.000 Interest Revenue	-5,070.87	-23,853.88	-1,125.00	-22,728.88	
700-000-3690.000 Other Income	0.00	-323.09	-74.97	-248.12	
700-000-3691.000 Other Tenant Revenue	-92.50	-3,498.80	-4,500.00	1,001.20	
700-000-3695.000 Laundry Revenue	-1,122.50	-5,836.31	-6,225.03	388.72	
Total Income	-33,963.87	-283,077.08	-259,570.44	-23,506.64	
Expense					
700-000-4110.000 Administration Salaries	2,216.00	34,032.51	26,460.00	7,572.51	
700-000-4130.000 Legal	0.00	0.00	749.97	-749.97	
700-000-4140.000 Staff Training	0.00	254.50	675.00	-420.50	
700-000-4150.000 Travel	27.84	522.60	562.50	-39.90	
700-000-4171.000 Auditing Fees	0.00	3,200.00	3,250.00	-50.00	
700-000-4190.000 Sundry-Other Admin	12.50	210.00	195.03	14.97	
700-000-4191.000 Management Fees	5,333.00	47,997.00	47,999.97	-2.97	
700-000-4194.000 Office Supplies	0.00	1,179.45	637.47	541.98	
700-000-4195.000 Membership Dues	0.00	91.20	150.03	-58.83	
700-000-4196.000 Telephone	78.28	731.01	825.03	-94.02	
700-000-4198.000 Advertising	0.00	0.00	74.97	-74.97	
700-000-4199.000 Postage	0.00	110.00	225.00	-115.00	
700-000-4210.000 Tenant Svcs Salaries	458.35	4,273.18	4,717.53	-444.35	
700-000-4230.000 Tenant Services Other	16.44	146.79	150.03	-3.24	
700-000-4310.000 Water	514.26	3,963.80	5,006.25	-1,042.45	
700-000-4315.000 Sewer	954.46	7,355.01	8,827.47	-1,472.46	
700-000-4320.000 Electricity	1,716.86	15,761.38	20,651.22	-4,889.84	
700-000-4330.000 Gas	909.18	3,062.32	7,582.50	-4,520.18	
700-000-4431.000 Garbage & Trash	148.59	1,149.90	1,500.03	-350.13	
700-000-4410.000 Maintenance Labor	3,231.30	30,722.51	31,605.03	-882.52	
700-000-4420.000 Materials	558.67	9,609.36	6,450.03	3,159.33	
700-000-4430.000 Contracts Costs	705.54	5,122.88	9,749.97	-4,627.09	
700-000-4432.000 Decorating Contract	0.00	5,865.21	8,250.03	-2,384.82	
700-000-4435.000 Grounds Contract	0.00	153.97	450.00	-296.03	
700-000-4440.000 Repairs Contract	0.00	104.97	112.50	-7.53	
700-000-4445.000 Elevator Maintenance	0.00	2,359.62	2,205.00	154.62	
700-000-4450.000 Plumbing/Heating	0.00	2,713.56	10,874.97	-8,161.41	
700-000-4455.000 Snow Removal	0.00	136.50	2,077.47	-1,940.97	
700-000-4456.000 Exterminating	33.00	255.00	1,125.00	-870.00	
700-000-4457.000 Janitor/Cleaning	520.73	4,716.94	6,149.97	-1,433.03	
700-000-4510.000 Insurance	1,735.26	15,714.84	15,026.22	688.62	
700-000-4520.000 Property Tax	756.03	6,917.21	6,225.03	692.18	
700-000-4540.000 Employee Benefits	2,460.84	23,368.68	26,651.34	-3,282.66	
Total Expense	22,387.13	231,801.90	257,192.56	-25,390.66	
Net Income(-) or Loss	-11,576.74	-51,275.18	-2,377.88	-48,897.30	

**Housing and Redevelopment Authority of Crosby
Payment Summary Report
December 2019**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
12/11/2019	108	Shannon Fortune	\$55.68
12/5/2019	1337	Lincoln Financial Group	\$717.24
12/5/2019	1338	Electronic Federal Tax Payment System	\$1,068.72
12/5/2019	1339	Minnesota Dept Of Revenue	\$136.41
12/19/2019	1340	Lincoln Financial Group	\$717.24
12/19/2019	1341	Electronic Federal Tax Payment System	\$1,145.13
12/19/2019	1342	Minnesota Dept Of Revenue	\$138.68
11/21/2019	117504	Minnesota Power*	\$3,438.95
12/5/2019	117505	Minnesota Energy Resources	\$1,559.31
12/5/2019	117506	Verizon Wireless	\$132.23
12/10/2019	117507	Adams Pest Control	\$55.00
12/10/2019	117508	Baratto Brothers Construction, Inc.	\$252,905.25
12/10/2019	117509	Bremer Bank Credit Card	\$24.00
12/10/2019	117510	City Of Crosby	\$4,452.22
12/10/2019	117511	Crosby Ace Hardware	\$130.86
12/10/2019	117512	HDS, Inc.	\$120.00
12/10/2019	117513	Handyman's Inc.	\$57.98
12/10/2019	117514	Hd Supply Facilities Maint	\$257.91
12/10/2019	117515	Healthpartners	\$3,476.41
12/10/2019	117516	Holden Electric Co. Inc.	\$424.60
12/10/2019	117517	Judy Robinson	\$925.00
12/10/2019	117518	Minnesota Dept Of Labor & Ind	\$100.00
12/10/2019	117519	Minnesota Power	\$114.00
12/10/2019	117520	Nisswa Sanitation Inc	\$226.09
12/10/2019	117521	Paper Storm	\$25.88
12/10/2019	117522	Precision Electrical LLC	\$1,382.16
12/10/2019	117523	Rental History Reports	\$50.00
12/10/2019	117524	Sell Hardware Inc.	\$267.10
12/10/2019	117525	ShofCorp LLC	\$75.48
12/10/2019	117526	Susan Kalk	\$236.00
12/10/2019	117527	Terry Quick	\$38.28
12/10/2019	117528	Visa-Unity	\$216.99
12/10/2019	117529	Yde's Major Appliance	\$39.90
12/19/2019	117530	Ctc	\$424.56
12/19/2019	117531	Minnesota Power	\$3,056.66
12/19/2019	117532	ShofCorp LLC	\$75.48
12/19/2019	117533	Tenant Refund	\$322.07
		*Check missed on November list	
		Report Total	\$278,589.47

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300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088
FAX (218) 546-5041
www.crosbyhra.org

To: Crosby HRA Board Members
From: Shannon Fortune, Housing Manager
Date: January 7, 2020
Re: Housing Manager Report

Handbook Roll-Out Tenant Q & A Meeting

There were 18 residents that attended the handbook Q & A meeting in December. Much of the conversation centered around what to do when dealing with conflicts with other residents, how and when to report work orders, parking questions, and clarification regarding the use of common spaces in the buildings. Both Shannon and Mallory made a point to bring up the no cash policy going into effect on 1/1/2020, but there weren't really any specific questions about this change. There were no comments submitted in writing prior to the meeting. The majority of tenants (97.5%) submitted their receipts acknowledging the new handbooks in a timely manner and the few that didn't get them in by the initial deadline have received reminder memos. We anticipate no problems in collecting all remaining receipts by the end of the month.

Edgewood Section 8 Contract Renewal & OCAF – Based Rent Increase

The annual paperwork for the Section 8 contract renewal was submitted in December, which included a request for the standard Operating Cost Adjustment Factor (OCAF) rent increase, which is typically under 3%. This year the OCAF worked out to be 2.5%. The change in contract rents of \$462 for a 1-bedroom unit and \$514 for a 2-bedroom unit will take effect on 5/1/2020, as the new contract with Minnesota Housing starts on 4/25/2020. The notice of the increase will go out to all Edgewood tenants in March, which is well in advance of the 30-day notice, but that will be done to allow time for any questions that may arise. Most tenants should not see an impact as their rent is calculated annually based on 30% of their adjusted income and there is no utility allowance to consider, however the notice may still worry some tenants.

Year-End Statistics Review

Below is a brief snap-shot of activity from 1/1/2019 through 12/31/2019.

	Dellwood & Family Units	Edgewood	Total
New Move-Ins	15	7	22
Annual Re-Examinations	41	50	91
Flat Rent Annual Updates	7	n/a	7
Interim Re-Examinations	33	29	62
Move Outs	11	6	17
Transfers	0	4	4
TOTAL	107	96	203

December Vacancies

Edgewood: 0

Dellwood: 0

Family Units: 0

No Action Requested; Discussion Items



300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088
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To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: January 7, 2020
Re: Addition of Resident Commissioner to Unity Bank Account

We would like to add our new resident commissioner, Margaret Saba, to the Unity Bank account as a signatory. Unity Bank requires action by the Board approving this addition. As such, we are asking for a motion to add Margaret Saba to the Unity Bank account.

Action Requested:

Motion to approve the addition of resident commissioner Margaret Saba to the Unity Bank account as a signatory.

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