



300 Third Avenue NE
Crosby, MN 56441-1642

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

Crosby HRA Board Meeting
Tuesday, January 12th, 2021 at 11:00 a.m.
Remote Meeting via Webex Video/Teleconference

Join from your browser: <https://brainerdhra.my.webex.com/brainerdhra.my/j.php?MTID=m8d944167fda809cad00895034b7a8f2e>
Join by phone: 415-655-0001
Meeting number (access code): 126 068 6851
Meeting password: 0112

AGENDA

- 1. Call to Order**
- 2. Roll Call**
- 3. Public Hearing**
 - a. Adoption of Resolution No. 2021-20 and Approval of the Five-Year and Annual Plans (*Attachment 1*).....p. [3](#)
- 4. Reading and Approval of Minutes (*Attachment 2*).....p. [47](#)**
- 5. Bills and Communications**
 - a. Financial Report (*Attachment 3*).....p. [51](#)
 - b. Housing Manager Report (*Attachment 4*).....p. [59](#)
 - c. Executive Director Report (*Attachment 5*).....p. [65](#)
- 6. Unfinished Business**
- 7. New Business**
 - a. Designation of Official Depository (*Attachment 6*).....p. [67](#)
 - b. Resident Commissioner Election (*Attachment 7*).....p. [69](#)
- 8. Adjournment**

Next Meeting: Tuesday, February 9th, 2021

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PHONE (218) 546-5088
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To: Crosby HRA Board Members
From: Shannon Fortune, Housing Manager
Date: January 5, 2021
Re: Adoption of Resolution No. 2021-20 and Approval of the Five-Year and Annual Plans

We are required to create an Annual Plan every fiscal 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 Annual Plan, a copy of which is attached.

A public hearing is scheduled to be held virtually via Webex and on location at the Crosby HRA administrative office at 11:00 a.m. on Tuesday, January 12th, 2021. The Notice of Public Hearing was posted in the Legal Notices section of the Crosby-Ironton Courier.

Action Requested: Adopt Resolution No. 2021-20 and Approve the Annual Plan.

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Streamlined Annual PHA Plan (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

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-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small 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	PHA Name: <u>Crosby Housing and Redevelopment Authority</u> PHA Code: <u>MN082</u> PHA Type: ☐ Small ☒ High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>04/2021</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>59</u> Number of Housing Choice Vouchers (HCVs) <u>0</u> Total Combined <u>59</u> PHA Plan Submission Type: ☒ Annual Submission ☐ Revised Annual Submission 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. 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. ☐ PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below) <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> <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:																	
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:																											

B.	Annual Plan Elements					
B.1	Revision of PHA Plan Elements. (a) Have the following PHA Plan elements been revised by the PHA since its last Annual PHA Plan submission? Y N ☐ ☒ Statement of Housing Needs and Strategy for Addressing Housing Needs. ☐ ☒ Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. ☐ ☒ Financial Resources. ☐ ☒ Rent Determination. ☐ ☒ Homeownership Programs. ☐ ☒ Safety and Crime Prevention. ☐ ☒ Pet Policy. ☐ ☒ Substantial Deviation. ☐ ☒ Significant Amendment/Modification (b) The PHA must submit its Deconcentration Policy for Field Office Review. (c) If the PHA answered yes for any element, describe the revisions for each element below:					
B.2	New Activities. (a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year? Y N ☐ ☒ Hope VI or Choice Neighborhoods. ☐ ☒ Mixed Finance Modernization or Development. ☐ ☒ Demolition and/or Disposition. ☐ ☒ Conversion of Public Housing to Tenant Based Assistance. ☐ ☒ Conversion of Public Housing to Project-Based Assistance under RAD. ☐ ☒ Project Based Vouchers. ☐ ☒ Units with Approved Vacancies for Modernization. ☐ ☒ Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants). (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.					
B.3	Progress Report. Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan. 2020 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 Program, <u>Progress Report:</u> From April 1, 2020 to December 31, 2020, 5 new households became residents of Crosby HRA's Public Housing program. In this same time period, there were 42 Annual Recertifications and 21 Interim Recertifications completed and maintenance staff resolved 146 work orders related to Public Housing units. The occupancy rate was between 98% (for 3 of the 9 months) and 100% (for 6 of the 9 months). <i>(Progress report continued on next page.)</i>					

B.3	Progress Report. (continued) Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan. 2020 Goal 1: Provide safe, decent, and affordable housing to extremely low-income, very low-income, and low-income households. (continued) Objective 2: Maintain a "High Performance" rating in the Public Housing Programs. <u>Progress Report:</u> Although most scoring platforms were suspended mid-way through 2020, the Public Housing Program had continued to perform to the level required to maintain a high performance rating. Objective 3: Continue to improve the public housing units with the administration of the Capital Fund Program. <u>Progress Report:</u> The Crosby HRA has been successful in obligating and expending funds in a timely manner. The most notable project completed in the first nine months of the 5-year plan cycle was the renovation of 15 kitchens. Please see attached Capital Fund Program Annual Statement/Performance and Evaluation Report, HUD-50075.1 for open CFP grant years 2019 and 2020. Objective 4: Explore options for repositioning Public Housing units through Voluntary Conversion, Section 18, or Rental Assistance Demonstration (RAD). <u>Progress Report:</u> While repositioning Public Housing is still of interest, staff have been largely focused on maintaining and providing current programming safely and consistently during the COVID-19 pandemic. The Crosby HRA anticipates returning to the exploration of repositioning options later in the 5-year cycle.
B.4.	Most Recent Fiscal Year Audit. (a) Were there any findings in the most recent FY Audit? Y N ☐ ☒ (b) If yes, please describe:
Other Document and/or Certification Requirements.	
C.1	Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan <u>Form 50077-ST-HCV-HP, Certification of Compliance with PHA Plans and Related Regulations</u>, must be submitted by the PHA as an electronic attachment to the PHA Plan. Form is attached.

C.2	Civil Rights Certification. <u>Form 50077-ST-HCV-HP</u>, <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. Form is attached.
C.3	Resident Advisory Board (RAB) Comments. (a) Did the RAB(s) provide comments to the PHA Plan? Y N ☐ ☒ 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. The Crosby HRA has no active Resident Advisory Board.
C.4	Certification by State or Local Officials. <u>Form HUD 50077-SL</u>, <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. Form is attached.
D	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).
D.1	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. See HUD Form 50075.2 approved by HUD on 11/18/2020.

Instructions for Preparation of Form HUD-50075-HP Annual Plan for 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.

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\(b\)](#).

☐ **Safety and Crime Prevention (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. [\(24 CFR §903.7\(m\)\(5\)\)](#)

☐ **Pet Policy.** Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing. [\(24 CFR §903.7\(n\)\)](#)

☐ **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.** **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))

B.4 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. (24 CFR §903.7(p))

C. Other Document and/or Certification Requirements

C.1 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 and submitting form HUD-50077 SM-HP.

C.2 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))

C.3 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)

C.4 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)

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

D.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.

**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 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning April 1, 2021, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).

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

Housing and Redevelopment Authority of Crosby

MN082

PHA Name

PHA Number/HA Code

 X Annual PHA Plan for Fiscal Year 2021

 5-Year PHA Plan for Fiscal Years 20 - 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

Linda Peeples

Board Chair

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 program, 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

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**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, _____, the _____
Official's Name *Official's Title*

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

Crosby Housing and Redevelopment Authority (MN082)
PHA Name

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

State of 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

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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: 2019 FFY of Grant Approval:	
Type of Grant					
☐ Original Annual Statement ☒ Performance and Evaluation Report for Period Ending: 12/31/2020		☐ Reserve for Disasters/Emergencies ☐ Revised Annual Statement (Revision No:) ☐ 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	\$10,000.00			
3	1408 Management Improvement				
4	1410 Administration				
5	1480 General Capital Activity	\$85,392.00		\$85,392.00	\$74,573.92
6	1492 Moving To Work Demonstration				
7	1501 Collateral Exp / Debt Srvc				
8	1503 RAD-CFP				
9	1504 Rad Investment Activity				
10	1505 RAD-CPT				
11	1509 Preparing for, Preventing and Responding to Coronavirus (1509)				

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

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 CFEP:		FFY of Grant: 2019 FFY of Grant Approval:	
Type of Grant ☐ Original Annual Statement ☐ Reserve for Disasters/Emergencies ☒ Performance and Evaluation Report for Period Ending: 12/31/2020 ☐ Revised Annual Statement (Revision No:) ☐ Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
12	9000 Debt Reserves				
13	9001 Bond Debt Obligation				
14	9002 Loan Debt Obligation				
15	RESERVED				
16	RESERVED				
17	RESERVED				
18a	RESERVED				
18ba	RESERVED				
19	RESERVED				
20	RESERVED				
21	Amount of Annual Grant: (sum of lines 2-20)	\$95,392.00		\$85,392.00	\$74,573.92

(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
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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 CFEP:	FFY of Grant: 2019 FFY of Grant Approval:		
Type of Grant ☐ Original Annual Statement ☐ Reserve for Disasters/Emergencies ☒ Performance and Evaluation Report for Period Ending: 12/31/2020 ☐ Revised Annual Statement (Revision No:) ☐ Final Performance and Evaluation Report				
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾
		Original	Revised ⁽²⁾	Obligated
22	Amount of line 21 Related to LBP Activities			Expended
23	Amount of line 21 Related to Section 504 Activities			
24	Amount of line 21 Related to Security - Soft Costs			
25	Amount of line 21 Related to Security - Hard Costs			
26	Amount of line 21 Related to Energy Conservation Measures			

Signature of Executive Director	Date
Signature of Public Housing Director	Date

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

Part II: Supporting Pages								
PHA Name: HRA OF CROSBY, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. Replacement Housing Factor Grant No. CFEP(Yes/No):			Federal FFY of Grant: 2019			
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)) Description : Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, PNA assessment, 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	1406		\$10,000.00				
MN082000001 - DELLWOOD APART./SCATTERED	Replace kitchen cabinets (Dwelling Unit- Interior (1480)) Description : 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 laminated countertops, new sinks, drain assemblies, faucets and water supply lines. Asbestos and lead-based paint will be	1480		\$31,542.00		\$31,542.00	\$31,542.00	Complete

Part II: Supporting Pages								
PHA Name: HRA OF CROSBY, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. Replacement Housing Factor Grant No. CFPP(Yes/No):			Federal FFY of Grant: 2019			
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 kitchen appliances (Dwelling Unit- Interior (1480)) Description : Remove old ranges, range hoods and refrigerators in 21 units at Dellwood Apartments, dispose of properly. Replace with new energy efficient refrigerators, ranges and range hoods. Asbestos and lead-based paint will be addressed when found.	1480		\$35,000.00		\$35,000.00	\$27,327.47	In Progress
MN082000001 - DELLWOOD APART./SCATTERED	A&E (Contract Administration (1480)) Description : A/E for design, bidding and construction management of refrigerator, range, toilet, shower, exterior door and flooring replacement and roof replacement. Life safety systems and interior/exterior door replacement	1480		\$18,850.00		\$18,850.00	\$15,704.45	In Progress
	Total:			\$95,392.00		\$85,392.00	\$74,573.92	

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. MN46P08250120 Replacement Housing Factor Grant No. Date of CFFP:		FFY of Grant: 2020 FFY of Grant Approval:	
Type of Grant					
☐ Original Annual Statement		☐ Reserve for Disasters/Emergencies			
☒ Performance and Evaluation Report for Period Ending: 12/31/2020		☐ Revised Annual Statement (Revision No:) ☐ 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	\$21,735.00		\$11,735.00	\$11,735.00
3	1408 Management Improvement				
4	1410 Administration				
5	1480 General Capital Activity	\$80,093.00		\$80,093.00	
6	1492 Moving To Work Demonstration				
7	1501 Collateral Exp / Debt Srvc				
8	1503 RAD-CFP				
9	1504 Rad Investment Activity				
10	1505 RAD-CPT				
11	1509 Preparing for, Preventing and Responding to Coronavirus (1509)				

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

Part I: Summary					
PHA Name: HRA OF CROSBY, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. MN46P08250120 Replacement Housing Factor Grant No. Date of CFEP:		FFY of Grant: 2020 FFY of Grant Approval:	
Type of Grant					
☐ Original Annual Statement		☐ Reserve for Disasters/Emergencies		☐ Revised Annual Statement (Revision No:)	
☒ Performance and Evaluation Report for Period Ending: 12/31/2020		☐ Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
12	9000 Debt Reserves				
13	9001 Bond Debt Obligation				
14	9002 Loan Debt Obligation				
15	RESERVED				
16	RESERVED				
17	RESERVED				
18a	RESERVED				
18ba	RESERVED				
19	RESERVED				
20	RESERVED				
21	Amount of Annual Grant: (sum of lines 2-20)	\$101,828.00		\$91,828.00	\$11,735.00

(1) To be completed for the Performance and Evaluation Report
 (2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement
 (3) PHAs with under 250 units in management may use 100% of 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. MN46P08250120 Replacement Housing Factor Grant No. Date of CFEP:	FFY of Grant: 2020 FFY of Grant Approval:		
Type of Grant ☐ Original Annual Statement ☐ Reserve for Disasters/Emergencies ☒ Performance and Evaluation Report for Period Ending: ☐ Revised Annual Statement (Revision No:) ☐ Final Performance and Evaluation Report				
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾
		Original	Revised ⁽²⁾	Obligated Expended
22	Amount of line 21 Related to LBP Activities			
23	Amount of line 21 Related to Section 504 Activities			
24	Amount of line 21 Related to Security - Soft Costs			
25	Amount of line 21 Related to Security - Hard Costs			
26	Amount of line 21 Related to Energy Conservation Measures			

Signature of Executive Director	Date
Signature of Public Housing Director	Date

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

Part II: Supporting Pages								
PHA Name: HRA OF CROSBY, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. Replacement Housing Factor Grant No. CFRP(Yes/No):			Federal FFY of Grant: 2020			
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)) Description : 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 will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work	1406		\$21,735.00		\$11,735.00	\$11,735.00	
MN082000001 - DELLWOOD APART./SCATTERED	Replace flooring in 39 units at Dellwood Apts (Dwelling Unit-Interior (1480)) Description : 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	1480		\$25,000.00		\$25,000.00		

Part II: Supporting Pages								
PHA Name: HRA OF CROSBY, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. Replacement Housing Factor Grant No. CFRP(Yes/No):			Federal FFY of Grant: 2020			
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 kitchen appliances in 21 units at Dellwood Apts (Dwelling Unit-Interior (1480)) Description : 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	1480		\$25,000.00		\$25,000.00		
MN082000001 - DELLWOOD APART./SCATTERED	Replace kitchen cabinets at Dellwood Apts (Dwelling Unit-Interior (1480)) Description : 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 laminare countertops, new sinks, drain assemblies, faucets and water supply lines. Asbestos and lead-based paint will be	1480		\$30,093.00		\$30,093.00		
Total:				\$101,828.00		\$91,828.00	\$11,735.00	

(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		Locality (City/County & State) ☒ Original 5-Year Plan ☐ Revised 5-Year Plan (Revision No:)				
PHA Number: MN082						
A.	Development Number and Name	Work Statement for Year 1 2021	Work Statement for Year 2 2022	Work Statement for Year 3 2023	Work Statement for Year 4 2024	Work Statement for Year 5 2025
	DELLWOOD APART./SCATTERED (MN082000001)	\$90,000.00	\$90,000.00	\$90,000.00	\$90,000.00	\$90,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year		1	2021	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	DELLWOOD APART./SCATTERED (MN082000001)			\$90,000.00
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.		\$15,000.00
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. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$5,000.00
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. 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
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
ID0033	Replace vanities, toilets and showers(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodities,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

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year		1	2021	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
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		\$25,000.00
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
ID0057	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 will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$10,000.00
	Subtotal of Estimated Cost			\$90,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year		2	2022	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	DELLWOOD APART./SCATTERED (MN082000001)			\$90,000.00
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.		\$40,000.00
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 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 will be disturbed, the HRA will be responsive to any soil Environmental Review issues prior to work beginning.		\$10,000.00
ID0027	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management for asphalt repair, office remodel, kitchen appliance, toilet and shower replacement and painting. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
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.		\$5,000.00
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.		\$20,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year		2	2022	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
ID0056	Remodel office area at Dellwood Apartments(Management Improvement (1408)-Security Improvements (not police or guard-non-physical))	Remodel office area to create a controlled entrance and improve security including furniture and fixtures. Reconfigure layout to provide a secure environment for employees to work with applicants and tenants that allows the employee to control access into the office area. Asbestos and lead-based pain will be addressed when found.		\$10,000.00
	Subtotal of Estimated Cost			\$90,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year		3	2023	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	DELLWOOD APART./SCATTERED (MN082000001)			\$90,000.00
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. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$10,000.00
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 12 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. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$10,000.00
ID0028	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management of landscaping, tree removal and replacement of kitchen cabinets, siding, sidewalks and steps. 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

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year		3	2023	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0053	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.		\$25,000.00
ID0054	Replace kitchen appliances in 6 units at Dellwood Apts(Dwelling Unit-Interior (1480)-Appliances)	Remove old ranges, range hoods and refrigerators in 6 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
ID0055	Replace kitchen cabinets in 6 units at Dellwood Apts(Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing)	Remove all upper and lower kitchen cabinets, sinks and countertops in 6 units 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.		\$15,000.00
	Subtotal of Estimated Cost			\$90,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year		4	2024	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	DELLWOOD APART./SCATTERED (MN082000001)			\$90,000.00
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.		\$20,000.00
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
ID0023	Repair excessive exterior tenant damage at Dellwood Apartments and Scattered Site Family Units(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 Garage,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios, Dwelling Unit-Exterior (1480)-Exterior Doors,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)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,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)	Repair excessive exterior tenant damage or damage done by natural occurrence. Repair and/or replacement of sidewalk, siding, roofing, soffit & fascia, windows and doors. 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.		\$10,000.00
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

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year		4	2024	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
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 and sidewalks. 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
ID0030	Replace heating units isolation valves at Dellwood Apts(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Remove and replace failing isolation valves on heating units at Dellwood Apartments. Asbestos and lead based paint will be addressed when found.		\$20,000.00
ID0052	Repair excessive interior tenant damage at Dellwood Apartments and Scattered Site Family Units(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)-Commodities,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-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,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Repair excessive interior tenant damage or damage done by natural occurrence. Repair and/or replacement of walls, ceiling, flooring, cabinetry, appliances, fixtures, electrical, plumbing, and life safety systems. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
	Subtotal of Estimated Cost			\$90,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year		5	2025	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	DELLWOOD APART./SCATTERED (MN082000001)			\$90,000.00
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.		\$15,000.00
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.		\$25,000.00
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	Relab gazebo at Dellwood Apartments(Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Lighting,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.		\$15,000.00
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

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year		5	2025	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
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, apartment, 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. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$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. 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
	Subtotal of Estimated Cost			\$90,000.00

Part I: Summary						
PHA Name : HRA OF CROSBY, MINNESOTA		Locality (City/County & State)				
PHA Number: MN082		☒ Original 5-Year Plan ☐ Revised 5-Year Plan (Revision No:)				
A.	Development Number and Name	Work Statement for Year 1 2021	Work Statement for Year 2 2022	Work Statement for Year 3 2023	Work Statement for Year 4 2024	Work Statement for Year 5 2025
	DELLWOOD APART./SCATTERED (MN0820000001)	\$90,000.00	\$90,000.00	\$90,000.00	\$90,000.00	\$90,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year		5	2025	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
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, apartment, 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. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$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. 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
	Subtotal of Estimated Cost			\$90,000.00

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LEGAL NOTICE
The Crosby Housing and Redevelopment Authority (HRA) has made an amendment to its Annual Plan to include Capital Fund Dollars. The Plan is available on the Authority's website at www.crosbyhra.org. At the Authority's office located at 300 Third Ave., Crosby, or by calling 218-546-5088 to request a copy. A public hearing will be held Tuesday, January 12, 2021 at 11 a.m. for formal adoption of the plan. The meeting may be attended via conference call. Please call 218-546-5088 for details on that option.

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

(4) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper as provided by Minnesota Statutes §§ 63A.02, 63A.07, and other applicable laws, as amended.

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

Notary Public

134

~~Display format~~

 NICHOLAS G. ZILMER
Notary Public
My Commission Expires
Jan. 11, 2025

† *For word counts, see Appendix 1.*

2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 2680, 2681, 26

Keywords: child sexual abuse; disclosure; self-blame; social support

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HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF CROSBY

RESOLUTION NO. 2021-20

PUBLIC HOUSING AGENCY ANNUAL PLAN
FOR FISCAL YEAR BEGINNING APRIL 1, 2021

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby is required to prepare and submit to HUD an Annual Plan every year from its initial submission; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby has developed an Annual Plan and Annual Statement for use of Capital Funds; and

WHEREAS, the Annual Plan and Annual Statement were made available for public comment on January 12, 2021; and

WHEREAS, HUD requires the Annual 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 Annual Plan for the PHA Fiscal Year beginning April 1, 2021, 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: _____

Linda Peebles, Board Chair

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Minutes of the December 8, 2020, 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 8th, 2020, via Webex teleconference.

1. **CALL TO ORDER:** Chair Peeples called the meeting to order at 11:00 a.m.
2. **ROLL CALL:** Present: Commissioners Linda Peeples, Julie McGinnis, Renae Marsh, and Buzz Neprud.

Others present: Executive Director Eric Charpentier, Finance Director Karen Young, Housing Manager Shannon Fortune, Rehab Coordinator John Schommer, and Housing Specialist Mallory Demel.

3. **READING AND APPROVAL OF MINUTES FROM PREVIOUS MEETING:**

Moved by Commissioner Neprud and seconded by Commissioner Marsh to approve the meeting minutes from November 10th, 2020. Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.

4. **BILLS AND COMMUNICATIONS:**

- a. **Financial Report:** Young reported on the financial information provided for November 2020.

Lakes Area Professional Services Payment

A check was processed in November to Lakes Area Professional Services in the amount of \$23,500. This was the second payment to the contractor for the reconstruction of the three garages at the family units as a result of the fire on June 13th. Insurance proceeds have been received to cover the cost of the garage reconstruction, less the deductible.

CARES Act Funding Update

The CARES Act provided additional funding to prevent, prepare for, and respond to coronavirus, including to provide additional funds for public housing agencies to maintain normal operations and take other necessary actions during the period that the program is impacted by coronavirus. Clarification was received that any current eligible expenses are also allowed in addition to the coronavirus-related expenses.

An additional \$13,220 in Public Housing Operating Funds was received. The funds can only be used for eligible expenses back to March 27th and expire at the end of 2021.

To date, an additional \$2,630 in coronavirus-eligible expenses have been incurred for Public Housing. For HUD reporting purposes, it will show that the funds have been fully spent in 2020 for eligible operating and coronavirus expenses.

Moved by Commissioner Marsh and seconded by Commissioner McGinnis to approve November checks numbered 117891 through 117924 and November ACH payments numbered 1412 through 1419 and 142 through 149. Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.

b. Housing Manager Report:

Ongoing COVID-19 Response

Annual inspections are temporarily paused until the surge in community infections subsides. Most of the HUD waivers have been extended to June 2021. Staff will bring them back for the board's approval at the next meeting. The office remains closed with move-ins, recertifications, and other administrative functions being handled through mail, drop box, email or brief socially-distant interactions. Service Master has been in the Edgewood and Dellwood buildings for additional surface cleaning services. Maintenance staff continues to inquire about exposure and symptoms before proceeding with work orders. The State of MN peacetime emergency order was once again extended and prevents terminations except in extreme cases. The federal level CDC order halting evictions remains in effect through December 31st. Staff continues to review webinars, mailing lists, and other communications for the latest in industry-specific guidance related to COVID-19 risk management.

Resident Commissioner Election

Staff clarified that only Public Housing residents are eligible to serve as commissioners. Nomination forms went out to all Dellwood and Scattered Site tenants and are due back December 14th. Candidate interview worksheets will be collected from all expressing interest in the election process. The interviews will be combined into one document that will be made available to residents prior to the election, which is scheduled for January 5th. The results of the election will be presented to the board at the January 12th meeting.

Tenant Activities Update

There were 27 participants in the NAPS food delivery program last month. Staff has reviewed the job description and anticipates posting for the position after the first of the year.

Caretaker Position Update

Interviews for the caretaker position took place on December 7th and the hope is to have a candidate hired from that pool by the end of the year.

Scattered Site Garage Reconstruction

There was a slight delay in product arrival; however, the contractor is now finishing up the siding on the garages and we expect the project to be wrapped up in the next couple weeks.

Annual Plan & Public Hearing

The public hearing for the 2021 Annual Plan will be held during the January 12th board meeting. The plan document will be posted online and included in the January board packet.

Monthly Property Performance Report for November 2020

Fortune reviewed the report from November. The number of applications were down but rent review requests were up. Two units are vacant: one at Dellwood, which is being held for the new caretaker, and one at Edgewood.

c. Executive Director Report:

Baratto Brothers Project Complete

The final piece to be installed on the inner door was completed last week, the final walk-through took place on December 7th, and all punch list items are completed. Staff is awaiting the final paperwork so that this project can be closed out with Minnesota Housing Finance Agency (MHFA).

5. UNFINISHED BUSINESS: Nothing to report.

6. NEW BUSINESS

- a. Approval of COVID-19 Premium Pay:** Based on market research, staff determined that additional one-time compensation would be considered reasonable for employees who are working during the COVID-19 pandemic. Staff recommended a one-time payment of \$500 for full-time employees for essential work. The estimated cost of this premium pay including taxes and retirement would be approximately \$1,745. This full amount would be paid out of Edgewood funds.

No motion was made by the board and approval of the COVID-19 Premium Pay was not approved.

- b. Approval of Section 3/MBE/WBE Policy:** Federal regulations at 24 CFR Part 135 requires that, to the extent possible, employment and other economic opportunities generated by HUD funds be directed to low- and very-low income (Section 3) residents. The purpose of this policy is to ensure that requirements of Section 3/MBE/WBE (Minority Business Enterprise/Woman Business Enterprise) are met. The Crosby HRA will take all necessary affirmative steps to assure that Section 3 residents, minority firms and women's business enterprises are used when possible.

It was noted that there was an error in the policy presented. Section 3.0 Goals, Other Contracts states, "The Agency will make every attempt to award at least **3%** of all other contracts to Section 3 businesses." It should instead state, "The Agency will make every attempt to award at least **30%** of all other contracts to Section 3 businesses." Staff will make the correction to the policy.

Commissioner Neprud moved to approve Resolution No. 2021-19 adopting the Section 3/MBE/WBE Policy as amended followed with a second by Commissioner McGinnis. Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.

7. **NEXT MEETING:** Tuesday, January 12, 2021.

8. **ADJOURNMENT:**

Moved by Commissioner Neprud and seconded by Commissioner McGinnis to adjourn the meeting at 11:27 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 4, 2021
Re: January Financial Report

Please find attached the financial information for December 2020.

Baratto Brothers Payment

A check was processed in December to Baratto Brothers in the amount of \$20,170.69. This was the final payment to the contractor for the Dellwood Apartment Upgrades. We are awaiting processing from Minnesota Housing for the receipt of POHP funding to cover the payment.

Action Requested:

Approval of December checks numbered 117925 through 117974 and December ACH payments numbered 1420 through 1431 and 150 through 156.

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Crosby Housing & Redevelopment Authority

2021 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	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00
Tenant Accounts Receivable	5	TAR <1.5%=5, TAR >2.5% =0	0.00	0.00	5.00	2.00	2.00	5.00	5.00	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		20.00	20.00	25.00	22.00	22.00	25.00	25.00	20.00	20.00
Total of Above Ratios	50		45	45	50	47	47	50	50	45	45

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
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, 2020

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	Current Period	Current Year	Year To Date Budget	Variance
Income				
100-000-3110.000 Dwelling Rental	-16,292.00	-149,989.00	-148,567.50	-1,421.50
100-000-3120.000 Excess Utilities	0.00	-600.00	-412.47	-187.53
100-000-3401.000 Operating Subsidy	-8,934.00	-79,297.00	-67,500.00	-11,797.00
100-000-3402.000 Capital Fund Revenue	-2,577.46	-188,451.36	-10,000.00	-178,451.36
100-000-3610.000 Interest Revenue	-0.15	3.23	0.00	3.23
100-000-3690.000 Other Income	-17,341.59	-79,564.69	-5,242.50	-74,322.19
100-000-3691.000 Other Tenant Revenue	-1,366.00	-3,673.76	-9,150.03	5,476.27
100-000-3695.000 Laundry Revenue	-234.00	-1,782.50	-1,710.00	-72.50
100-000-3699.000 POHP Grant Revenue	-1,065.30	-149,319.46	0.00	-149,319.46
Total Income	-47,810.50	-652,674.54	-242,582.50	-410,092.04
Expense				
100-000-4110.000 Administration Salaries	2,172.49	14,431.07	14,122.53	308.54
100-000-4130.000 Legal	0.00	3,381.10	1,687.50	1,693.60
100-000-4140.000 Staff Training	0.00	337.50	299.97	37.53
100-000-4150.000 Travel	38.18	413.08	592.47	-179.39
100-000-4171.000 Auditing Fees	0.00	3,000.00	3,275.00	-275.00
100-000-4190.000 Sundry-Other Admin	40.00	412.50	262.53	149.97
100-000-4191.000 Management Fees	3,000.00	27,000.00	27,000.00	0.00
100-000-4194.000 Office Supplies	47.65	1,109.27	675.00	434.27
100-000-4195.000 Membership Dues	87.50	178.70	232.47	-53.77
100-000-4196.000 Telephone	78.41	630.84	540.00	90.84
100-000-4198.000 Advertising	216.01	1,073.97	363.78	710.19
100-000-4199.000 Postage	0.00	426.50	213.75	212.75
100-000-4210.000 Tenant Svcs Salaries	0.00	2,378.28	3,240.00	-861.72
100-000-4230.000 Tenant Services Other	21.26	195.47	974.97	-779.50
100-000-4310.000 Water	1,092.25	9,893.90	11,163.78	-1,269.88
100-000-4315.000 Sewer	1,652.83	15,266.63	16,428.78	-1,162.15
100-000-4320.000 Electricity	3,150.61	13,353.51	15,903.72	-2,550.21
100-000-4330.000 Gas	2,002.09	3,447.78	9,063.72	-5,615.94
100-000-4431.000 Garbage & Trash	591.26	4,851.89	6,300.00	-1,448.11
100-000-4410.000 Maintenance Labor	4,500.00	27,224.68	31,552.47	-4,327.79
100-000-4420.000 Materials	1,212.89	8,011.75	9,749.97	-1,738.22
100-000-4430.000 Contracts Costs	5,537.75	15,513.81	12,750.03	2,763.78
100-000-4432.000 Decorating Contract	1,462.36	4,894.67	6,750.00	-1,855.33
100-000-4435.000 Grounds Contract	23.40	303.73	749.97	-446.24
100-000-4445.000 Elevator Maintenance	0.00	2,580.41	2,625.03	-44.62
100-000-4450.000 Plumbing/Heating	0.00	2,127.93	3,750.03	-1,622.10
100-000-4455.000 Snow Removal	189.24	189.24	1,800.00	-1,610.76
100-000-4456.000 Exterminating	118.00	184.00	929.97	-745.97
100-000-4457.000 Janitor/Cleaning	599.64	4,526.68	5,100.03	-573.35
100-000-4510.000 Insurance	1,856.66	16,709.94	15,285.06	1,424.88
100-000-4520.000 Property Tax	390.15	5,307.20	5,238.72	68.48
100-000-4540.000 Employee Benefits	1,668.55	15,724.15	24,487.47	-8,763.32
Total Expense	31,749.18	205,080.18	233,108.72	-28,028.54
Net Income(-) or Loss	-16,061.32	-447,594.36	-9,473.78	-438,120.58

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**Crosby HRA
Edgewood Operating Stmt - Board
December, 2020**

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	Current Period	Current Year	Year To Date Budget	Variance
Income				
700-000-3110.000 Dwelling Rental	-17,200.00	-166,435.00	-171,483.75	5,048.75
700-000-3120.000 Excess Utilities	-35.00	-1,685.00	-1,440.00	-245.00
700-000-3404.000 Other Government Grant	-8,961.00	-77,931.00	-77,043.78	-887.22
700-000-3610.000 Interest Revenue	-1,652.94	-12,418.64	-23,850.00	11,431.36
700-000-3690.000 Other Income	-350.99	-1,158.66	-164.97	-993.69
700-000-3691.000 Other Tenant Revenue	-165.00	-5,611.96	-4,897.53	-714.43
700-000-3695.000 Laundry Revenue	-737.25	-6,068.75	-5,958.72	-110.03
Total Income	-29,102.18	-271,309.01	-284,838.75	13,529.74
Expense				
700-000-4110.000 Administration Salaries	3,458.72	23,296.56	23,242.50	54.06
700-000-4130.000 Legal	0.00	3,381.10	1,687.50	1,693.60
700-000-4140.000 Staff Training	0.00	337.50	450.00	-112.50
700-000-4150.000 Travel	38.19	341.80	562.50	-220.70
700-000-4171.000 Auditing Fees	0.00	3,000.00	3,275.00	-275.00
700-000-4190.000 Sundry-Other Admin	40.00	416.50	209.97	206.53
700-000-4191.000 Management Fees	4,500.00	40,500.00	40,500.00	0.00
700-000-4194.000 Office Supplies	39.28	1,102.46	675.00	427.46
700-000-4195.000 Membership Dues	87.50	178.70	232.47	-53.77
700-000-4196.000 Telephone	78.41	630.90	540.00	90.90
700-000-4198.000 Advertising	216.02	1,006.41	299.97	706.44
700-000-4199.000 Postage	0.00	426.50	209.97	216.53
700-000-4210.000 Tenant Svcs Salaries	0.00	3,567.37	4,860.00	-1,292.63
700-000-4230.000 Tenant Services Other	21.26	195.50	150.03	45.47
700-000-4310.000 Water	412.48	3,883.76	5,396.22	-1,512.46
700-000-4315.000 Sewer	710.47	6,623.76	8,932.50	-2,308.74
700-000-4320.000 Electricity	3,791.35	17,767.17	20,745.00	-2,977.83
700-000-4330.000 Gas	1,481.36	3,343.88	9,299.97	-5,956.09
700-000-4431.000 Garbage & Trash	135.65	1,369.46	1,649.97	-280.51
700-000-4410.000 Maintenance Labor	4,500.00	27,891.97	32,467.50	-4,575.53
700-000-4420.000 Materials	3,539.91	12,994.64	7,499.97	5,494.67
700-000-4430.000 Contracts Costs	1,434.53	8,864.82	9,749.97	-885.15
700-000-4432.000 Decorating Contract	730.67	7,484.54	8,250.03	-765.49
700-000-4435.000 Grounds Contract	35.08	232.06	450.00	-217.94
700-000-4445.000 Elevator Maintenance	0.00	4,413.08	2,625.03	1,788.05
700-000-4450.000 Plumbing/Heating	0.00	85.00	9,000.00	-8,915.00
700-000-4455.000 Snow Removal	283.86	283.86	2,625.03	-2,341.17
700-000-4456.000 Exterminating	118.00	217.00	1,125.00	-908.00
700-000-4457.000 Janitor/Cleaning	774.44	7,192.09	6,149.97	1,042.12
700-000-4510.000 Insurance	1,509.16	13,582.44	17,077.59	-3,495.15
700-000-4520.000 Property Tax	535.18	6,607.77	6,356.25	251.52
700-000-4540.000 Employee Benefits	1,934.81	18,063.47	28,335.06	-10,271.59
Total Expense	30,406.33	219,282.07	254,629.97	-35,347.90
Net Income(-) or Loss	1,304.15	-52,026.94	-30,208.78	-21,818.16

Housing and Redevelopment Authority of Crosby

Payment Summary Report

December 2020

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
12/4/2020	150	Alex Balster	\$83.39
12/4/2020	151	Erik Warner	\$18.98
12/4/2020	152	James Wheeler	\$45.43
12/4/2020	153	Shannon Fortune	\$18.40
12/4/2020	154	Terry Quick	\$18.98
12/30/2020	155	Eric Charpentier	\$20.01
12/30/2020	156	Erik Warner	\$18.98
12/3/2020	1420	Lincoln Financial Group	\$262.50
12/3/2020	1421	Minnesota State Retirement System	\$50.00
12/3/2020	1422	Electronic Federal Tax Payment System	\$1,126.67
12/3/2020	1423	Minnesota Dept Of Revenue	\$195.56
12/17/2020	1424	Lincoln Financial Group	\$262.50
12/17/2020	1425	Minnesota State Retirement System	\$50.00
12/17/2020	1426	Electronic Federal Tax Payment System	\$1,238.46
12/17/2020	1427	Minnesota Dept Of Revenue	\$195.56
12/31/2020	1428	Lincoln Financial Group	\$262.50
12/31/2020	1429	Minnesota State Retirement System	\$50.00
12/31/2020	1430	Electronic Federal Tax Payment System	\$1,126.69
12/31/2020	1431	Minnesota Dept Of Revenue	\$195.56
12/3/2020	117925	Batteries Plus	\$518.70
12/3/2020	117926	Bremer Bank Credit Card	\$24.00
12/3/2020	117927	Crosby Ace Hardware	\$158.17
12/3/2020	117928	Guardian Pest Control	\$118.00
12/3/2020	117929	HDS, Inc.	\$120.00
12/3/2020	117930	Holmvg Excavating LLC	\$4,400.00
12/3/2020	117931	Judy Robinson	\$1,025.00
12/3/2020	117932	Majestic Creations Landscape	\$412.80
12/3/2020	117933	Minnesota Energy Resources	\$1,448.00
12/3/2020	117934	Minnesota Power	\$26.00
12/3/2020	117935	Minnesota Power	\$6.16
12/3/2020	117936	Minnesota Power	\$3,438.20
12/3/2020	117937	Patnodes Custom Cabinets	\$1,995.00
12/3/2020	117938	Sherwin-Williams	\$228.28
12/3/2020	117939	Tkda	\$3,642.76
12/3/2020	117940	Verizon Wireless	\$128.78
12/3/2020	117941	West Central Flooring	\$616.53
12/17/2020	117942	Void	\$0.00
12/17/2020	117943	Baratto Brothers Construction, Inc.	\$20,170.69
12/17/2020	117944	Tenant Refund	\$444.57
12/17/2020	117945	City Of Crosby	\$4,308.85
12/17/2020	117946	Crosby-Ironton Courier	\$38.03
12/17/2020	117947	Ctc	\$427.07
12/17/2020	117948	Ctcit	\$325.00
12/17/2020	117949	Tenant Refund	\$126.42

Housing and Redevelopment Authority of Crosby
Payment Summary Report
December 2020

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
12/17/2020	117950	Healthpartners	\$2,141.73
12/17/2020	117951	Jobs HQ	\$394.00
12/17/2020	117952	Judy Robinson	\$212.50
12/17/2020	117953	Nisswa Sanitation Inc	\$286.09
12/17/2020	117954	Phada	\$175.00
12/17/2020	117955	Rental History Reports	\$75.00
12/17/2020	117956	ShofCorp LLC	\$75.48
12/17/2020	117957	The Office Shop	\$78.55
12/17/2020	117958	Visa–Unity	\$2,163.47
12/17/2020	117959	West Central Flooring	\$1,288.23
12/17/2020	117960	Tenant Refund	\$121.01
12/17/2020	117961	Crosby Ace Hardware	\$29.93
12/17/2020	117962	Hd Supply Facilities Maint	\$894.65
12/17/2020	117963	Void	\$0.00
12/17/2020	117964	Hudrlik Design Studio	\$2,691.96
12/30/2020	117965	Bremer Bank Credit Card	\$72.31
12/30/2020	117966	Ctcit	\$506.68
12/30/2020	117967	Guardian Pest Control	\$118.00
12/30/2020	117968	Holiday	\$21.45
12/30/2020	117969	Judy Robinson	\$25.00
12/30/2020	117970	Majestic Creations Landscape	\$60.30
12/30/2020	117971	Minnesota Dept Of Labor & Ind	\$100.00
12/30/2020	117972	Minnesota Energy Resources	\$2,035.45
12/30/2020	117973	Minnesota Power	\$3,503.76
12/30/2020	117974	Tkda	\$427.13
		Report Total	\$66,884.86



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 5, 2021
Re: Housing Manager Report

Tenant Activities Update

There were 27 participants in the NAPS food delivery program last month. The tenant activities coordinator job description has been reviewed and staff has begun working on the job posting ad, which is expected to run later in January.

Caretaker Position Update

Interviews for the caretaker position have been completed and backgrounds are being reviewed.

Monthly Property Performance Reports for December 2020

Please see Attachment 4A.

No Action Requested; Discussion Items

Crosby Housing and Redevelopment Authority

Monthly Property Performance Report
December 2020

1. Property Narrative

2. Physical Occupancy

Unit Size	Total Units	Occupied Units	Mod Rehab	Make Ready	Vacant Units	Percent Occupied
Edgewood	61	58	n/a	n/a	3	95%
Dellwood	39	38	n/a	n/a	1	97%
Family Units	20	20	n/a	n/a	0	100%
TOTAL	120	116	0	0	4	97%

3. Customer Traffic

Applications Requested	1
Applications Placed on PH Wait List	9
Applications Denied on PH Wait List	1

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	14	14	4	0
2 bdrm	13	13	1	1	0
3 bdrm	6	17	0	0	0
4 bdrm	2	7	0	0	0
TOTAL	120	51	15	5	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	3	15
Move-Outs	1	19

**Starting 4/1/2020*

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
DW#108	1BR	TBD	Caretaker Unit
EW#115	1BR	mid Jan-2021	In Process
EW#205	1BR	mid Jan-2021	In Process
EW#214	1BR	mid Jan-2021	Screening

7. Recertifications

Interim Recertifications	0
Annual Recertifications	9
Completed for this month	9

8. Annual Unit Inspections

Total units to be inspected this year	120
Number completed start of month	5
Number inspected for the month	0
Number completed year-to-date	5
Total left to be inspected this year	115
Have all building system inspections been completed?	Yes
If yes, please enter date	Ongoing Throughout Year

**Starting 4/1/2020*

9. Lease Enforcements

Lease warnings/violations issued	3
30-day lease terminations	1

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	2
Received	18
Closed	19
Ending Balance	1
Total Completed Work Orders for Year	263

**Starting 4/1/2020*

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	0	5
Completed within 24 hours	0	5
Percent completed within 24 hours	n/a	100%

**Starting 4/1/2020*

13. Rent Collection

	This Month
Rent Charges	33,832
Other Charges	70
Total New Charges	33,902
Arrears, tenants in possession	276

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	261
Current Rent Charges	33,832
Current Rent Collections	33,571
Accounts Receivable Rate	1%
Collection Rate	99%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	4,336
Prior Rent Charges	429,146
Collection Rate	99%

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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: Eric Charpentier, Executive Director
Date: January 12, 2021
Re: Executive Director Report

Crosby Garage Replacement Progress

The electrical work has been completed on the new garages. Our builder has indicated that the electrical inspection was completed the last week of the year. He had one last punch list item to complete on 1/6/21 and the project would be complete. We anticipate our residents being able to utilize these garages by the end of the week on 1/8/21.

Ongoing COVID-19 Response

There have been no changes in the COVID-19 response in the past month. Staff continues to monitor a number for federal- and state-level sources to ensure that our response is consistent with other PHAs while still being appropriate for our own community's needs.

No Action Requested; Discussion Items

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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: Karen Young, Finance Director
Date: January 4, 2021
Re: Designation of Official Depository

Pursuant to Minnesota Statute 118A.02, the Crosby HRA Board shall designate as a depository of its funds, one or more financial institutions. At this time, the official depository is Unity Bank.

Action Requested: Approve the designation of Unity Bank as the official depository.

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To: Crosby HRA Board Members
From: Shannon Fortune, Housing Manager
Date: January 5, 2021
Re: Resident Commissioner Election

Initially, two self-nominations were received for the resident commissioner position; however, one candidate retracted his nomination. With only one candidate remaining, a formal election was not necessary.

Action Requested: Authorize staff to forward the nomination to the mayor for the appointment of John Ohlin to the Crosby HRA Board.

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