

Crosby HRA Board Meeting

11:00 a.m. Tuesday, January 11th, 2022

Community Room, 300 Third Avenue NE, Crosby MN 56441

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. Public Hearing

- a. Adoption of Resolution 2022-03 and Approval of the 5-year Annual Plans
(Attachment 1) Pg. 3

4. REVIEW AND APPROVE MINUTES (Attachment 2) Pg. 47

- a. 2022 Meeting Schedule (Attachment 3) Pg. 51

5. BILLS & COMMUNICATIONS

- a. Financial Report (Attachment 4) Pg. 53

Crosby Housing & Redevelopment Authority 2022 Ratios (Attachment 4a) Pg. 55

Operating Statements December 2021 (Attachment 4b) Pg. 57

Payment Summary Report December 2021 (Attachment 4c) Pg. 59

- b. Housing Manager Report (Attachment 5) Pg. 61

Monthly Property Performance Report December 2021 (Attachment 5a) Pg. 63

Tenant Council Meeting Minutes Dec. 2, 2021 (Attachment 5b) Pg. 67

- c. Executive Director Report (Attachment 6) Pg. 69

6. UNFINISHED BUSINESS:

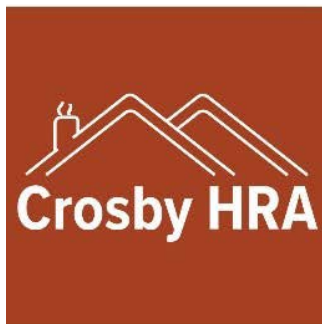
7. NEW BUSINESS:

- a. Designation of Official Depository (Attachment 7) Pg. 71

- b. Voluntary Emergency Paid Sick Leave (VEPS) Policy Renewal and Adoption of
Resolution 2022-04 (Attachment 8) Pg. 73

8. NEXT MEETING: February 8th, 2022

9. ADJOURNMENT



To: Crosby HRA Board Members
From: Shannon Fortune
Date: Jan-04-2022
Re: Adoption of Resolution No. 2022-03 and Approval of the Annual Plan

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 at the Crosby HRA office at 11:00 a.m. on Tuesday, January 11, 2022. The Notice of Public Hearing was posted in the Legal Notice section of the Crosby Ironton Courier.

Action Requested: Adopt Resolution No. 2022-03 and Approve the Annual Plan

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PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 8/30/2011
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1.0	PHA Information PHA Name: <u>Crosby Housing and Redevelopment Authority</u> PHA Code: <u>MN082</u> PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>04/2022</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>59</u> Number of HCV units: <u>0</u>				
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program PH HCV
	PHA 1:				
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: Will be included with the next 5-Year Plan (FY2025).				
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. Will be included with the next 5-Year Plan (FY2025).				
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: No elements have been changed since the last Annual Plan submission. (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. 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.				
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. Include statements related to these programs as applicable. N/A				
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.				
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing. Form HUD-50075.1 for open CFP years 2019, 2020 and 2021 are attached.				

8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>Form HUD Form 50075.2 is attached.</p>
8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p> <p>N/A</p>
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>Based on data from the current waiting list and applications processed since 4/1/2020, data, 85% of applicants are extremely low income and 10% are very low income with 56% identifying as either elderly, disabled, or both. Data from the local Housing Advisory Board, which is an area-wide group of service providers focused on identifying and resolving housing issues, reports that 45% of their participants need assistance with an affordable housing search and that housing instability due to a disability or medical need ranks in the top five reasons individuals seek assistance in the LSS HOPE Housing programs. The Crosby HRA addresses these needs by the continued provision of income-based housing and through maintaining waiting list preference categories. Additionally, the need for collaboration to provide efficient access to supportive community resources for vulnerable populations is cited in the Minnesota Consolidated Plan for Housing and Community Development (2017-2021). The Crosby HRA will continue to market to local community service providers, social service entities, emergency housing providers, and others to ensure widespread awareness of housing availability and assistance in completing the application process.</p>
9.1	<p>Strategy for Addressing Housing Needs. Provide a brief 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. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>Will be included with the next 5-Year Plan (FY2025).</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>In the 19 months since the start of the 5 Year Plan on 4/1/2020, the Crosby HRA staff have moved in 12 new households, completed 92 annual and 45 interim recertifications, processed 148 initial applications, added 33 new applicants to the waiting list, and completed 325 work orders for it's public housing units. The occupancy rate was at 100% for 3 of the 19 months and has averaged 97% over the whole time period. There are currently 53 households on the waiting list. The program partially funds the Tenant Activities Coordinator position which has been instrumental in getting Dellwood designated as a Senior Nutrition Assistance Program site, resulting in 360 monthly food boxes for elderly tenants since September 2020. Additionally, the Tenant Activities Coordinator has organized several health and wellness seminars, engaging 27 tenants in the four events to date.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>There have been no amendments or substantial deviations/modifications.</p>

11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)
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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 5-Year and Annual PHA Plans. 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 and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 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

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

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

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. 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 its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **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.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, and; 5) the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: (1) Any programs relating to services and amenities provided or offered to assisted families; (2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; (3) How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.

10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and 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.

11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.

12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

13. **Violence Against Women Act (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.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

(a) **Hope VI or Mixed Finance Modernization or Development.**

1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, 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>

(b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. 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

Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.

(c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter 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>

(d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.

(e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 **Capital Improvements.** This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 **Capital Fund Program Annual Statement/Performance and Evaluation Report.** PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

- 1. At the end of the program year; until the program is completed or all funds are expended;
- 2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
- 3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 **Capital Fund Financing Program (CFFP).** Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. 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. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c)** PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a)** Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b)** Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c)** Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d)** Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e)** Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f)** Resident Advisory Board (RAB) comments.
- (g)** Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h)** Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i)** Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

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 <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (Revision No:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2021 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$10,000.00			
3	1408 Management Improvement				
4	1410 Administration				
5	1480 General Capital Activity	\$85,392.00		\$85,392.00	\$83,857.38
6	1492 MovingToWorkDemonstration				
7	1501 Collater 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 CFFP:		FFY of Grant: 2019 FFY of Grant Approval:	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (Revision No:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2021 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
12	9000 Debt Reserves				
13	9001 Bond Debt Obligation				
14	9002 Loan Debt Obligation				
15	RESERVED				
16	RESERVED				
17	RESERVED				
18a	RESERVED				
18ba	RESERVED				
19	RESERVED				
20	RESERVED				
21	Amount of Annual Grant: (sum of lines 2-20)	\$95,392.00		\$85,392.00	\$83,857.38

(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 CFFP:		FFY of Grant: 2019 FFY of Grant Approval:	
Type of Grant <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Original Annual Statement </div> <div> <input type="checkbox"/> Reserve for Disasters/Emergencies </div> <div> <input type="checkbox"/> Revised Annual Statement (Revision No:) </div> </div> <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2021 </div> <div> <input type="checkbox"/> Final Performance and Evaluation Report </div> </div>					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Activities				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Signature of Executive Director	Date	Signature of Public Housing Director	Date
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(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. MN46P08250119 Replacement Housing Factor Grant No. CFFP(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

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

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

Part II: Supporting Pages								
PHA Name: HRA OF CROSBY, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. MN46P08250119 Replacement Housing Factor Grant No. CFFP(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	\$35,000.00	Complete
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	\$17,315.38	In Progress
	Total:			\$95,392.00		\$85,392.00	\$83,857.38	

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

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

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

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

Part I: Summary					
PHA Name: HRA OF CROSBY, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. MN46P08250120 Replacement Housing Factor Grant No. Date of CFFP:		FFY of Grant: 2020 FFY of Grant Approval:	
Type of Grant					
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (Revision No:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2021 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$21,735.00	\$21,735.00	\$11,735.00	\$11,735.00
3	1408 Management Improvement				
4	1410 Administration				
5	1480 General Capital Activity	\$80,093.00	\$80,661.00	\$80,661.00	\$80,661.00
6	1492 MovingToWorkDemonstration				
7	1501 Collater 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 CFFP:		FFY of Grant: 2020 FFY of Grant Approval:	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (Revision No:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2021 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
12	9000 Debt Reserves				
13	9001 Bond Debt Obligation				
14	9002 Loan Debt Obligation				
15	RESERVED				
16	RESERVED				
17	RESERVED				
18a	RESERVED				
18ba	RESERVED				
19	RESERVED				
20	RESERVED				
21	Amount of Annual Grant: (sum of lines 2-20)	\$101,828.00	\$102,396.00	\$92,396.00	\$92,396.00

(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 CFFP:		FFY of Grant: 2020 FFY of Grant Approval:	
Type of Grant <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Original Annual Statement </div> <div> <input type="checkbox"/> Reserve for Disasters/Emergencies </div> <div> <input type="checkbox"/> Revised Annual Statement (Revision No:) </div> </div> <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2021 </div> <div> <input type="checkbox"/> Final Performance and Evaluation Report </div> </div>					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Activities				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Signature of Executive Director	Date	Signature of Public Housing Director	Date
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(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. MN46P08250120 Replacement Housing Factor Grant No. CFFP(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	\$21,735.00	\$11,735.00	\$11,735.00	In Progress
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	\$25,000.00	\$25,000.00	Complete

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

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

Part II: Supporting Pages								
PHA Name: HRA OF CROSBY, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. MN46P08250120 Replacement Housing Factor Grant No. CFFP(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	\$25,000.00	\$25,000.00	Complete
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 laminated countertops, new sinks, drain assemblies, faucets and water supply lines. Asbestos and lead-based paint will be	1480		\$30,093.00	\$30,661.00	\$30,661.00	\$30,661.00	Complete
	Total:			\$101,828.00	\$102,396.00	\$92,396.00	\$92,396.00	

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

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

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

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

Part I: Summary					
PHA Name: HRA OF CROSBY, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. MN46P08250121 Replacement Housing Factor Grant No. Date of CFFP:		FFY of Grant: 2021 FFY of Grant Approval:	
Type of Grant <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Original Annual Statement </div> <div> <input type="checkbox"/> Reserve for Disasters/Emergencies </div> <div> <input checked="" type="checkbox"/> Revised Annual Statement (Revision No: 1) </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> Performance and Evaluation Report for Period Ending: </div> <div> <input type="checkbox"/> Final Performance and Evaluation Report </div> </div>					
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	\$30,000.00		
3	1408 Management Improvement				
4	1410 Administration				
5	1480 General Capital Activity	\$96,850.00	\$76,850.00		
6	1492 MovingToWorkDemonstration				
7	1501 Collater 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. MN46P08250121 Replacement Housing Factor Grant No. Date of CFFP:		FFY of Grant: 2021 FFY of Grant Approval:	
Type of Grant <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Original Annual Statement </div> <div> <input type="checkbox"/> Reserve for Disasters/Emergencies </div> <div> <input checked="" type="checkbox"/> Revised Annual Statement (Revision No: 1) </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> Performance and Evaluation Report for Period Ending: </div> <div> <input type="checkbox"/> Final Performance and Evaluation Report </div> </div>					
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)	\$106,850.00	\$106,850.00		

(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. MN46P08250121 Replacement Housing Factor Grant No. Date of CFFP:		FFY of Grant: 2021 FFY of Grant Approval:	
Type of Grant <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Original Annual Statement </div> <div> <input type="checkbox"/> Reserve for Disasters/Emergencies </div> <div> <input checked="" type="checkbox"/> Revised Annual Statement (Revision No: 1) </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> Performance and Evaluation Report for Period Ending: </div> <div> <input type="checkbox"/> Final Performance and Evaluation Report </div> </div>					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Activities				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Signature of Executive Director	Date	Signature of Public Housing Director	Date
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(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. MN46P08250121 Replacement Housing Factor Grant No. CFFP(Yes/No):				Federal FFY of Grant: 2021		
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 garage doors (Non-Dwelling Exterior (1480)) Description : 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	1480		\$23,850.00	\$23,850.00			
MN082000001 - DELLWOOD APART./SCATTERED	Replace sidewalks and steps (Non-Dwelling Site Work (1480)) Description : 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	1480		\$25,000.00	\$25,000.00			

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

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

Part II: Supporting Pages								
PHA Name: HRA OF CROSBY, MINNESOTA			Grant Type and Number Capital Fund Program Grant No. MN46P08250121 Replacement Housing Factor Grant No. CFFP(Yes/No):			Federal FFY of Grant: 2021		
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 refrigerators and ranges (Dwelling Unit-Interior (1480)) Description : 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.	1480		\$25,000.00	\$5,000.00			
MN082000001 - DELLWOOD APART./SCATTERED	Replace exterior doors at 20 Scattered Sites (Dwelling Unit-Exterior (1480)) Description : 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.	1480		\$15,000.00	\$15,000.00			
MN082000001 - DELLWOOD APART./SCATTERED	Repair asphalt at Dellwood Apartments (Non-Dwelling Site Work (1480)) Description : 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	1480		\$8,000.00	\$8,000.00			

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

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

Part II: Supporting Pages								
PHA Name: HRA OF CROSBY, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. MN46P08250121 Replacement Housing Factor Grant No. CFFP(Yes/No):				Federal FFY of Grant: 2021		
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		\$10,000.00	\$30,000.00			
	Total:			\$106,850.00	\$106,850.00			

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

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

Capital Fund Program - Five-Year Action Plan

Status: Draft

Approval Date:

Approved By:

Part I: Summary						
PHA Name : HRA OF CROSBY, MINNESOTA		Locality (City/County & State)				
PHA Number: MN082		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revised 5-Year Plan (Revision No:)				
A.	Development Number and Name	Work Statement for Year 1 2022	Work Statement for Year 2 2023	Work Statement for Year 3 2024	Work Statement for Year 4 2025	Work Statement for Year 5 2026
	DELLWOOD APART./SCATTERED (MN082000001)	\$90,000.00	\$90,000.00	\$90,000.00	\$90,000.00	\$100,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2022				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	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 20 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
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.		\$30,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2022				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Subtotal of Estimated Cost			\$90,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2 2023				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	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.		\$10,000.00
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
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

Form HUD-50075.2(4/2008)

Form HUD-50075.2(4/2008)

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2024				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	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)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks)	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

Form HUD-50075.2(4/2008)

Form HUD-50075.2(4/2008)

Form HUD-50075.2(4/2008)

Form HUD-50075.2(4/2008)

Work Statement for Year 5

General Description of Major Work Categories

Estimated Cost

Crosby HRA Board Packet ~ Tuesday, January 11, 2022

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 3/31/2024

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 Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the fiscal year beginning 04/01/2022 in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the mission, goals, and objectives of the public housing 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 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.

<u>Crosby Housing and Redevelopment Authority</u>	<u>MN082</u>
PHA Name	PHA Number/HA Code

I hereby certify that all the statement above, 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 Executive Director:
Eric Charpentier

Name of Board Chairperson:
Linda Peebles

Signature

Date

Signature

Date

The United States Department of Housing and Urban Development is authorized to collect 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. The information is collected to ensure that PHAs carry out applicable civil rights requirements.

Public reporting burden for this information collection is estimated to average 0.16 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.

HRA hearing

(Published in the Crosby-Ironton
Courier Wednesday, Nov. 17, 2021)

LEGAL NOTICE

The Crosby Housing and Redevelopment Authority (HRA) has made an amendment to its Annual Plan including 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 for the formal adoption of the plan will be held at the Authority's office on Tuesday, January 11, 2022 at 11 a.m.

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HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF CROSBY

RESOLUTION NO. 2022-03

PUBLIC HOUSING AGENCY ANNUAL PLAN
FOR FISCAL YEAR BEGINNING APRIL 1, 2022

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 11, 2022; 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, 2022, 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.

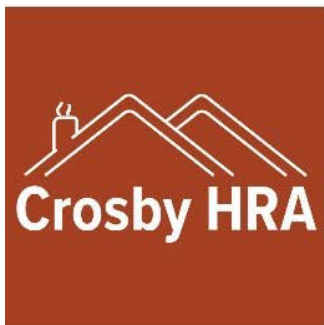
Dated: _____

Linda Peeples, Board Chair

Dated: _____

Eric Charpentier, Executive Director

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Crosby HRA BOARD MEETING MINUTES Tuesday, December 14, 2021

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00 a.m., Tuesday, December 14, 2021, Community Room, 300 3rd Ave NE, Crosby MN 56441.

1. **CALL TO ORDER:** Chair Peeples called the meeting to order at 11:01 a.m.
2. **ROLL CALL:** Commissioners Linda Peeples, Renae Marsh, Marna Paron, Buzz Neprud, and Maxine Fisher.

Others present: Executive Director Eric Charpentier, Housing Manager Shannon Fortune, Rehab Administrative Specialist Kristin Miller, Housing Specialist Mallory Demel, Special Guest Reverend Gerald Fisher.

3. **REVIEW AND APPROVE MINUTES:**

Moved by Commissioner Paron and seconded by Commissioner Neprud to approve the meeting minutes from Tuesday, November 9, 2021. All commissioners were in favor, and none were opposed. The minutes were approved.

4. **OATH OF OFFICE:**

At the November 22nd, 2021, City Council meeting, the Crosby City Council approved the appointment of Maxine Fisher as a Commissioner of the Crosby HRA Board for a term expiring 8/31/2024. This appointment will fill out the current slate of Commissioners on the board. Maxine will take an oath of office at the board meeting.

Maxine Fisher was sworn in on this 14th Day of December 2021

5. BILLS AND COMMUNICATIONS:

a. Financial Report and Approval Request:

The financial report was presented by Eric Charpentier.

Moved by Commissioner Neprud and seconded by Commissioner Marsh to approve November checks numbered 118314 through 118355 and November ACH payments numbered 1511 through 1518 and 203 through 205. All commissioners were in favor, and none were opposed. The motion was approved.

b. Housing Manager Report:

Tenant Activities Update

There were 21 participants in the NAPS food delivery program in November.

The job posting for the Activities Coordinator position has been posted in the Brainerd Dispatch, the Crosby Ironton Courier, and on the Crosby HRA's website. The position is open until filled.

Minutes from the November Tenant Counsel meeting were presented.

Floor Mats

Tenants had raised a concern about the floor mats in the entry way. Our previous mats were getting bunched up under scooter wheels which made them a potential tripping hazard for others. Our rug vendor, Aramark, suggested a different type of mat, which is now being tested in the entry ways. So far it appears to be less prone to bunching.

Annual Inspections

All (120 units) annual inspections have been completed.

Monthly Property Performance Reports for November 2021

November monthly property performance reports were presented.

c. Executive Director Report:

Payroll Update and Paystubs for Board Commissioners

In December we have transitioned to a new payroll software as our previous software was to no longer be supported after the end of the year. With that change, we do have a new way for commissioners to retrieve their pay stubs and your W-2 at the end of the year. These documents can be accessed through an online portal with our new payroll software company Harpers. You will need an email address to get set up in their system and our finance assistant, Roberta Piekarski will, or already has forwarded information to our commissioners that we have an email address for, instructing you how to set this

up. If you need help with this, please let our office know and we will do our best to guide you through it. If you do not have an email address, and still wish to receive your monthly paystubs for your commissioner stipend, please reach out to me and we will decide what our best option will be for disseminating this information to you.

6. UNFINISHED BUSINESS: None at this time.

7. NEW BUSINESS:

a. Voluntary Emergency Paid Sick Leave

In November the board and staff had discussion about voluntary emergency paid sick leave (VEPS) and directed staff to bring forward a policy for review in December. This policy is meant to supplement our current sick leave accruals specifically in response to the ongoing COVID-19 pandemic. This policy is intended to allow all employees to have access to this voluntary paid leave if certain criteria is met, as laid out in the proposed policy. This policy, if adopted, is set to expire at the end of 2021, at which time the board could choose to extend it if they see fit. This is a voluntary policy that would be adopted by the agency which is different than the previous FFCRA that was mandated by the Federal government in 2020. The proposed policy would allow up to 80 hours of paid sick leave to a full-time employee as defined in the attached proposal. As discussed in October, the proposed policy would allow for reimbursement of previously used accruals in 2021 if the employee met the criteria for the use of this VEPS at that time.

The Voluntary Emergency Paid Sick Leave (VEPS) Policy was presented along with the 2022-02 Resolution.

Moved by Commissioner Paron and seconded by Commissioner Marsh to approve the Adopt Board Resolution 2022-02 and adopt the Voluntary Emergency Paid Sick Leave (VEPS) policy. Through a roll call vote, commissioners Fisher, Paron, and Marsh were in favor and Neprud was opposed stating he is tired of hearing about Covid. The motion passed.

NEXT MEETING: Tuesday, January 11, 2022

8. ADJOURNMENT:

Commissioner Paron made a motion to adjourn the meeting. Commissioner Neprud seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and meeting was adjourned at 11:28 a.m.

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300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088

FAX (218) 546-5041

www.crosbyhra.org

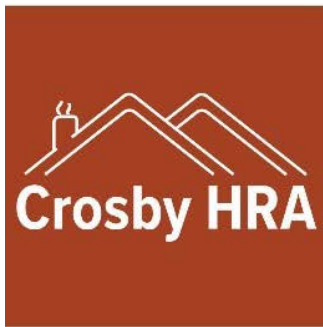
Crosby HRA Board Meeting Schedule for 2022

Board meetings are typically held on the second Tuesday of each month at 11:00 a.m. located in the community room at Dellwood Apartments, 300 Third Avenue NE in Crosby, Minnesota.

MONTH	DAY	DATE
January	11	1-11-22
February	8	2-8-22
March	8	3-8-22
April	12	4-12-22
May	10	5-10-22
June	14	6-14-21
July	12	7-12-21
August	9	8-9-22
September	13	9-13-22
October	11	10-11-22
November	8	11-8-22
December	13	12-13-22



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To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: January 4, 2022
Re: January Financial Report

Please find attached the financial information for December 2021.

In November we paid assessments for a street improvement project that impacted street frontage for both Dellwood and Edgewood. This was an unbudgeted expense for both properties and is reflected in account 4590 Other General Expense. The amounts were \$6,867.79 for Dellwood and \$8,378.70 for Edgewood.

In December we issued a check to Jet-Black of Brainerd in the amount of \$8,710.50 for commercial sealcoating and crack repair on the Dellwood and Edgewood parking lots. This was booked as an asset for both properties in the amount of \$4,250.60 for Dellwood and \$4,459.90 for Edgewood.

Action Requested:

Approval of December checks numbered 118356 through 118396 and December ACH payments numbered 1519 through 1530 and 206 through 208.

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Crosby Housing & Redevelopment Authority

2022 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	8.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Tenant Accounts Receivable	5	TAR <1.5%=5, TAR >2.5% =0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Total Points	25		12.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00
Total of Above Ratios	50		37	41	41	41	41	41	41	41	41

MASS Ratios	Max Pts	Scoring									
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0

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Date: 1/5/2022
Time: 8:44:26 AM
joe

**PH Operating - Board
Public Housing Operating - Board
December, 2021**

Page: 1
Rpt File: F:\HMS\REP

	Current Period	Current Year	Year To Date Budget	Variance
Income				
100-000-3110.000 Dwelling Rental	-16,290.00	-157,348.00	-150,000.03	-7,347.97
100-000-3120.000 Excess Utilities	-6.00	-712.76	-427.50	-285.26
100-000-3401.000 Operating Subsidy	-12,358.00	-112,442.00	-66,592.53	-45,849.47
100-000-3402.000 Capital Fund Revenue	0.00	0.00	-7,506.00	7,506.00
100-000-3610.000 Interest Revenue	0.16	3.55	0.00	3.55
100-000-3690.000 Other Income	-46.03	-2,473.21	-450.00	-2,023.21
100-000-3691.000 Other Tenant Revenue	-273.00	-8,541.75	-6,750.00	-1,791.75
100-000-3695.000 Laundry Revenue	-599.50	-2,023.25	-1,837.53	-185.72
100-000-3699.000 POHP Grant Revenue	0.00	-450.85	0.00	-450.85
Total Income	-29,572.37	-283,988.27	-233,563.59	-50,424.68
Expense				
100-000-4110.000 Administration Salaries	2,237.75	14,896.64	14,550.03	346.61
100-000-4130.000 Legal	0.00	-7.50	2,250.00	-2,257.50
100-000-4140.000 Staff Training	0.00	9.80	299.97	-290.17
100-000-4150.000 Travel	53.98	546.38	495.00	51.38
100-000-4171.000 Auditing Fees	0.00	3,150.00	3,275.00	-125.00
100-000-4190.000 Sundry-Other Admin	32.50	400.00	243.72	156.28
100-000-4191.000 Management Fees	3,000.00	27,000.00	27,000.00	0.00
100-000-4194.000 Office Supplies	78.40	691.94	675.00	16.94
100-000-4195.000 Membership Dues	0.00	92.40	232.47	-140.07
100-000-4196.000 Telephone	70.88	666.33	675.00	-8.67
100-000-4198.000 Advertising	194.47	885.89	363.78	522.11
100-000-4199.000 Postage	0.00	392.50	225.00	167.50
100-000-4210.000 Tenant Svcs Salaries	0.00	1,342.32	3,240.00	-1,897.68
100-000-4230.000 Tenant Services Other	17.12	185.00	974.97	-789.97
100-000-4310.000 Water	1,299.74	11,614.36	11,137.50	476.86
100-000-4315.000 Sewer	1,983.21	17,477.52	17,174.97	302.55
100-000-4320.000 Electricity	3,124.40	17,651.80	15,075.00	2,576.80
100-000-4330.000 Gas	3,427.82	6,365.19	6,675.03	-309.84
100-000-4431.000 Garbage & Trash	814.15	6,574.82	7,650.00	-1,075.18
100-000-4410.000 Maintenance Labor	4,879.43	27,473.60	33,059.97	-5,586.37
100-000-4420.000 Materials	1,797.67	12,173.91	9,749.97	2,423.94
100-000-4430.000 Contracts Costs	2,186.05	8,706.58	12,750.03	-4,043.45
100-000-4432.000 Decorating Contract	2,093.55	7,322.70	6,750.00	572.70
100-000-4435.000 Grounds Contract	-392.01	2,125.57	749.97	1,375.60
100-000-4445.000 Elevator Maintenance	0.00	6,780.23	2,625.03	4,155.20
100-000-4450.000 Plumbing/Heating	0.00	481.04	3,750.03	-3,268.99
100-000-4455.000 Snow Removal	0.00	0.00	1,800.00	-1,800.00
100-000-4456.000 Exterminating	110.00	550.00	749.97	-199.97
100-000-4457.000 Janitor/Cleaning	949.17	6,494.32	5,100.03	1,394.29
100-000-4510.000 Insurance	2,102.87	18,925.83	18,566.19	359.64
100-000-4520.000 Property Tax	282.33	5,109.03	4,848.75	260.28
100-000-4540.000 Employee Benefits	2,567.98	18,599.15	18,322.56	276.59
100-000-4590.000 Other General Expense	0.00	6,867.79	0.00	6,867.79
Total Expense	32,911.46	231,545.14	231,034.94	510.20
Net Income(-) or Loss	3,339.09	-52,443.13	-2,528.65	-49,914.48

**Crosby HRA
Edgewood Operating Stmt - Board
December, 2021**

	Current Period	Current Year	Year To Date Budget	Variance
Income				
700-000-3110.000 Dwelling Rental	-18,931.00	-166,727.00	-173,707.47	6,980.47
700-000-3120.000 Excess Utilities	-47.00	-1,722.00	-1,440.00	-282.00
700-000-3404.000 Other Government Grant	-9,051.00	-84,962.00	-78,397.47	-6,564.53
700-000-3490.000 Gain/Loss on Sale of A	0.00	-3,900.00	0.00	-3,900.00
700-000-3610.000 Interest Revenue	613.94	7,111.86	-11,999.97	19,111.83
700-000-3690.000 Other Income	-46.02	-2,180.02	-600.03	-1,579.99
700-000-3691.000 Other Tenant Revenue	-77.00	-4,758.88	-4,875.03	116.15
700-000-3695.000 Laundry Revenue	-1,967.00	-6,827.75	-6,300.00	-527.75
Total Income	-29,505.08	-263,965.79	-277,319.97	13,354.18
Expense				
700-000-4110.000 Administration Salaries	3,556.65	24,044.97	23,879.97	165.00
700-000-4130.000 Legal	0.00	-7.50	2,250.00	-2,257.50
700-000-4140.000 Staff Training	0.00	28.17	450.00	-421.83
700-000-4150.000 Travel	53.98	617.40	562.50	54.90
700-000-4171.000 Auditing Fees	0.00	3,150.00	3,275.00	-125.00
700-000-4190.000 Sundry-Other Admin	37.50	395.00	209.97	185.03
700-000-4191.000 Management Fees	4,500.00	40,500.00	40,500.00	0.00
700-000-4194.000 Office Supplies	78.41	1,541.49	675.00	866.49
700-000-4195.000 Membership Dues	0.00	92.40	232.47	-140.07
700-000-4196.000 Telephone	70.88	666.39	540.00	126.39
700-000-4198.000 Advertising	291.71	983.13	299.97	683.16
700-000-4199.000 Postage	0.00	392.50	225.00	167.50
700-000-4210.000 Tenant Svcs Salaries	0.00	2,013.48	4,860.00	-2,846.52
700-000-4230.000 Tenant Services Other	17.12	185.02	150.03	34.99
700-000-4310.000 Water	609.82	4,766.60	4,612.50	154.10
700-000-4315.000 Sewer	1,024.70	8,003.83	8,325.00	-321.17
700-000-4320.000 Electricity	4,363.52	24,817.87	20,850.03	3,967.84
700-000-4330.000 Gas	3,629.83	6,580.68	7,650.00	-1,069.32
700-000-4431.000 Garbage & Trash	510.43	3,333.57	4,079.97	-746.40
700-000-4410.000 Maintenance Labor	5,104.87	28,300.03	34,522.47	-6,222.44
700-000-4420.000 Materials	2,491.62	13,055.51	9,000.00	4,055.51
700-000-4430.000 Contracts Costs	1,210.66	10,882.54	11,250.00	-367.46
700-000-4432.000 Decorating Contract	4.79	5,206.89	8,250.03	-3,043.14
700-000-4435.000 Grounds Contract	-471.03	2,273.87	450.00	1,823.87
700-000-4445.000 Elevator Maintenance	0.00	3,547.24	3,150.00	397.24
700-000-4450.000 Plumbing/Heating	608.00	2,052.50	6,750.00	-4,697.50
700-000-4455.000 Snow Removal	0.00	1,059.60	2,400.03	-1,340.43
700-000-4456.000 Exterminating	110.00	440.00	900.00	-460.00
700-000-4457.000 Janitor/Cleaning	686.27	5,116.14	6,300.00	-1,183.86
700-000-4510.000 Insurance	1,649.95	14,849.55	14,834.97	14.58
700-000-4520.000 Property Tax	441.99	6,037.00	6,431.22	-394.22
700-000-4540.000 Employee Benefits	3,008.05	21,912.29	21,840.03	72.26
700-000-4590.000 Other General Expense	723.97	9,102.67	0.00	9,102.67
Total Expense	34,313.69	245,940.83	249,706.16	-3,765.33
Net Income(-) or Loss	4,808.61	-18,024.96	-27,613.81	9,588.85

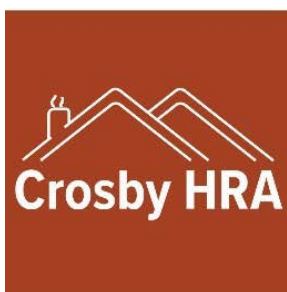
Housing and Redevelopment Authority of Crosby
Payment Summary Report
December 2021

Attachment 4c

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
12/15/2021	206	Eric Charpentier	\$53.76
12/15/2021	207	Scott Risnes	\$194.88
12/15/2021	208	Shannon Fortune	\$35.84
12/2/2021	1519	Lincoln Financial Group	\$431.69
12/2/2021	1520	Minnesota State Retirement System	\$50.00
12/1/2021	1521	Harpers Payroll Service	\$1,260.22
12/2/2021	1522	Harpers Payroll Service	\$141.78
12/16/2021	1523	Lincoln Financial Group	\$431.69
12/16/2021	1524	Minnesota State Retirement System	\$50.00
12/16/2021	1525	Harpers Payroll Service	\$1,260.24
12/16/2021	1526	Harpers Payroll Service	\$41.78
12/30/2021	1527	Harpers Payroll Service	\$49.90
12/30/2021	1528	Lincoln Financial Group	\$431.69
12/30/2021	1529	Minnesota State Retirement System	\$50.00
12/30/2021	1530	Harpers Payroll Service	\$1,419.47
12/2/2021	118356	Bremer Bank Credit Card	\$30.00
12/2/2021	118357	Jet-Black of Brainerd	\$8,710.50
12/2/2021	118358	Minnesota Energy Resources	\$2,436.30
12/2/2021	118359	Minnesota Power	\$3,768.29
12/2/2021	118360	T-Mobile	\$86.19
12/2/2021	118361	Verizon Wireless	\$27.44
12/14/2021	118362	Aramark Uniform Services	\$50.02
12/14/2021	118363	Bremer Bank Credit Card	\$71.25
12/14/2021	118364	City Of Crosby	\$5,303.49
12/14/2021	118365	Climate Makers	\$608.00
12/14/2021	118366	Crosby Ace Hardware	\$1,350.01
12/14/2021	118367	Ctc	\$363.80
12/14/2021	118368	Ctcit	\$325.00
12/14/2021	118369	Deerwood True Value Hardware	\$150.96
12/14/2021	118370	Forum Communications	\$486.18
12/14/2021	118371	Granite Pest Control LLC	\$220.00
12/14/2021	118372	Hd Supply Facilities Maint	\$385.61
12/14/2021	118373	Healthpartners	\$7,841.70
12/14/2021	118374	Judy Robinson	\$1,025.00
12/14/2021	118375	Kristin Miller	\$18.36
12/14/2021	118376	Mercury Technologies of Minnesota Inc.	\$352.99
12/14/2021	118377	Minnesota Power	\$90.00
12/14/2021	118378	Minnesota Power	\$33.00
12/14/2021	118379	Rasinski Total Door Service	\$221.09
12/14/2021	118380	Rental History Reports	\$75.00
12/14/2021	118381	Servicemaster Clean of Brainerd	\$500.00
12/14/2021	118382	Strike Painting & Finishing	\$450.00
12/14/2021	118383	The Office Shop	\$156.81
12/14/2021	118384	Tom's Total Tree Service	\$1,200.00
12/14/2021	118385	Visa-Unity	\$2,299.33
12/14/2021	118386	West Central Flooring	\$4,314.36
12/14/2021	118387	Yde's Major Appliance	\$144.95

Housing and Redevelopment Authority of Crosby
Payment Summary Report
December 2021

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
12/16/2021	118388	Handyman's Inc.	\$295.76
12/16/2021	118389	Nisswa Sanitation Inc	\$938.56
12/16/2021	118390	ShofCorp LLC	\$75.48
12/29/2021	118391	Bremer Bank Credit Card	\$35.00
12/29/2021	118392	Dearborn National Life Ins Co	\$20.05
12/29/2021	118393	Housing Auth Risk Retention Group	\$723.97
12/29/2021	118394	Minnesota Energy Resources	\$4,621.35
12/29/2021	118395	Minnesota Power	\$3,719.63
12/29/2021	118396	T-Mobile	\$86.16
		Report Total	\$59,514.53



To: Crosby HRA Board Members
From: Shannon Fortune
Date: Jan-04-2022
Re: Housing Manager Report

Tenant Activities Update

There were 21 participants in the NAPS food delivery program in December. The Activities Coordinator position has been posted since early December and so far there have not been any applications received. The Ironton American Legion provided Christmas eve dinner for 35 households. Minutes from the December Tenant Counsel meeting are attached.

Caretaker

Rachel Hanford has resigned as the Caretaker. Her last day was Dec-30-2021. Until the position is filled, the caretaker phone is being forwarded to the on-call maintenance person.

REAC Inspection

We have been notified that an inspector will be onsite on Jan-12-2022 to conduct the REAC physical inspection of Edgewood. In preparation, we have done a pre-inspection walkthrough of all common areas, maintenance areas, and several tenant units. The inspector will not tell us which units will be inspected until they arrive onsite that day, so all Edgewood tenants have been notified of the possibility that their unit will be chosen for inspection.

Monthly Property Performance Reports for December 2021

Please see Attachment.

No Action Requested; Discussion Items

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Crosby Housing and Redevelopment Authority

Monthly Property Performance Report
December 2021

1. Property Narrative
2. Physical Occupancy

Unit Size	Total Units	Occupied Units	Mod Rehab	Make Ready	Vacant Units	Percent Occupied
Edgewood	61	61	n/a	n/a	0	100%
Dellwood	39	36	n/a	n/a	3	92%
Family Units	20	20	n/a	n/a	0	100%
TOTAL	120	117	0	0	3	98%

3. Customer Traffic

Applications Requested	14
Applications Placed on PH Wait List	13
Applications Denied on PH Wait List	2

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	54	25	8	6
2 bdrm	13	8	0	0	0
3 bdrm	6	10	0	0	0
4 bdrm	2	6	0	0	0
TOTAL	120	78	25	8	6

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	1	11
Move-Outs	1	13

*Starting 4/1/2020

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
DW#104	1BR	1/06/2022	In Process
DW#207	1BR	by 1/31/2022	Re-screening
DW#315	1BR	by 1/31/2022	Re-screening

7. Recertifications

Interim Recertifications	5
Annual Recertifications	7
Completed for this month	12

8. Annual Unit Inspections

Total units to be inspected this year	120
Number completed start of month	120
Number inspected for the month	0
Number completed year-to-date	120
Total left to be inspected this year	0
Have all building system inspections been completed?	In Process
If yes, please enter date	n/a

**Starting 4/1/2021*

9. Lease Enforcements

Lease warnings/violations issued	6
30-day lease terminations	5

10. Evictions

Resident	Reason	Summons Date	Judgment Action
DW#209	Non-payment (\$8,113.00)	1/12/2022	TBD

11. Non-Emergency Work Orders

Beginning Balance	8
Received	47
Closed	52
Ending Balance	3
Total Completed Work Orders for Year	414

**Starting 4/1/2020*

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	3	11
Completed within 24 hours	3	11
Percent completed within 24 hours	n/a	100%

**Starting 4/1/2020*

13. Rent Collection

	This Month
Rent Charges	37,390
Other Charges	331
Total New Charges	37,721
Arrears, tenants in possession	84

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	43
Current Rent Charges	37,390
Current Rent Collections	37,347
Accounts Receivable Rate	0%
Collection Rate	100%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	7,717
Prior Rent Charges	425,666
Collection Rate	98%

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Tenant Council Meeting - December 11, 2021 at 10:00 a.m.

Members present: Roxy, Marna, Sandy

Treasurer Report:

For November 17 to December 6

Coffee income: \$104.72

Coffee spent: \$48.38

Bingo income: \$12.25

Bingo spent: \$0.00

Petty Cash: \$292.26

Checking: \$625.71

Deposited \$150.00 into checking acct. on Nov. 9th

Deposited \$30.00 into savings acct. on Nov. 9th (T.C.)

OLD BUSINESS:

Had the Bake and Craft Sale on November 6th. Took in \$110.00.

Had a fair turn out of goods and people buying. This is our first bake/craft sale in two years. So am pleased with what we accomplished.

Had our Thanksgiving Potluck on November 20th. Took in \$28.00 and served 20 people. Was a good time.

Decided not to have the movies and cookie exchange this year. Will try it next year.

NEW BUSINESS:

Purchased new bingo balls for bingo on Tuesdays. Seem to be working okay.

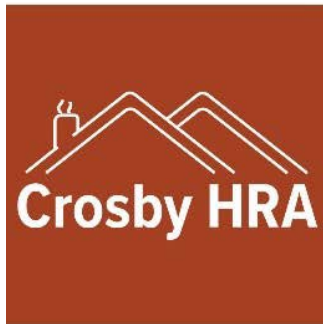
Will check on getting Bible Study started after first of the year.

Has been reported that more people coming down to play cards and put puzzles together.

Doors are starting to get decorated for contest. Talked to Judy Robinson to judge doors this year. Winners to be announced at the New Years Eve potluck on the 31st.

The next tenant council meeting will be January 3rd at 9:30 a.m.

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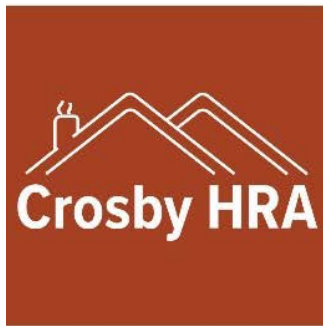
To: Crosby HRA Board Members
From: Eric Charpentier, Executive Director
Date: January 5th, 2022
Re: Executive Director Report

REAC Inspection in Edgewood

In December we were notified by HUD and a HUD inspector that our Edgewood property would go through a REAC inspection on Wednesday January 12th at 11am. This inspection will include the entire property: project grounds, common areas, office, maintenance work areas, laundry rooms, community room and a sample of units (5) will be selected at random on the day of the inspection. I will be accompanying the inspector along with our maintenance engineer, Scott Risnes. We did a pre-inspection visit to the building on 12/28 and identified some areas that we could improve on prior to the inspection and our maintenance staff has been busy getting ready for the full inspection.

No Action Requested; Discussion Items

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To: Crosby HRA Board Members

From: Karen Young, Finance Director

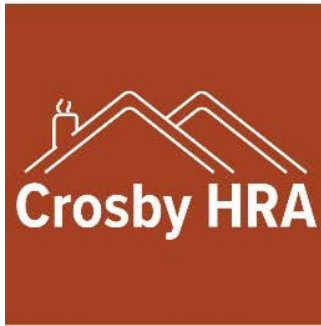
Date: January 4, 2022

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: Eric Charpentier, Executive Director
Date: January 5th, 2022
Re: Voluntary Emergency Paid Sick Leave

In November the board and staff had discussion about voluntary emergency paid sick leave (VEPS) and directed staff to bring forward a policy for review in December. The VEPS policy was adopted by the board in December of 2021 and expired at the end of the year. This policy is meant to supplement our current sick leave accruals specifically in response to the ongoing COVID-19 pandemic. This policy is intended to allow all employees to have access to this voluntary paid leave if certain criteria is met, as laid out in the proposed policy. This policy, if adopted, would expire at the end of 2022, at which time the board could choose to extend it if they see fit. This is a voluntary policy that would be adopted by the agency which is different than the previous FFCRA that was mandated by the Federal government in 2020. The proposed policy would allow up to 80 hours of paid sick leave to a full-time employee as defined in the attached proposal. The proposed policy will allow for reimbursement of previously used accruals in 2022 if the employee met the criteria for the use of this VEPS at that time.

Recommended Action Item: Approve and Adopt Board Resolution 2022-04 and adopt the Voluntary Emergency Paid Sick Leave (VEPS) policy .

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CROSBY HOUSING AND REDEVELOPMENT AUTHORITY
VOLUNTARY EMERGENCY PAID SICK LEAVE (VEPS) POLICY
Adopted: 12/14/2021 Resolution No. 2022-02

Purpose/Scope

- A. It is the policy of the HRA to create a voluntary emergency paid sick leave policy that will be effective from January 1, 2022 through December 31, 2022 to provide additional leave to employees who require leave because of the COVID-19 pandemic. In the interest of encouraging employees to take leave as needed to avoid negative impacts on themselves and other employees, the HRA has voluntarily decided to create a leave policy to provide additional emergency leave to employees. This policy will automatically expire on December 31, 2022, unless otherwise extended. This policy will be retroactive to allow employees to refill their used sick and vacation leave for leave taken earlier in 2022 that would have been eligible under this policy. An employee that had used VEPS in previous years will have their maximum allotment of VEPS hours adjusted each year that this policy is approved up to a maximum allotment of 80 hours available to any one employee.

Voluntary Emergency Paid Sick Leave (VEPS)

- B. Voluntary emergency paid sick leave will be available for an employee who is unable to work, remotely or in person, for the following reasons:
1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
 2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
 3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
 4. The employee is caring for a child, spouse, or parent (as those terms are defined under the Family and Medical Leave Act) who is subject to a Federal, State, or local quarantine or isolation order, or who is or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; or
 5. The employee is caring for a child or children whose school or place of care is closed, or childcare provider is unavailable, due to COVID-19 precautions.

C. Eligibility

1. All employees, regardless of their tenure with the HRA, with full-time status are eligible to receive this benefit.
2. Eligible employees may receive leave under this policy according to the following:
 - i. Full-time employees (meaning employees normally scheduled to work at least 60 hours over two work weeks at the time of the leave) may use up to the number of hours that the employee works, on average over a two-week period at the time of the leave (up to 80 hours).
3. No employees may use more than 80 hours of total VEPS leave under this policy for the reasons, individually or together, set out as the basis for the leave under this policy.

4. Employees will be allowed to take intermittent leave under this policy, not to exceed a total of 80 hours, if approved by their supervisor.

D. Paid Benefits for VEPS Leave

1. Payments:

- i. Employees who take leave for reasons 1, 2, and 3 (as set out in Part B of this Policy) will be paid their normal rate of pay for sick leave at the time of the leave, except that no employee shall be compensated more than \$511 per 8 hours of VEPS leave (a maximum of \$5,110 in total), even if the employee would have been paid more if they had used a different type of leave.
- ii. Employees who take leave for reasons 4 and 5 (as set out in Part B of this Policy) will be paid at two-thirds of their normal rate of pay for sick leave at the time of the leave, except that no employee shall be compensated more than \$200 per 8 hours of VEPS leave (a maximum of \$2,000 in total), even if the employee would have been paid more if they had used a different type of leave.
 - a. Employees who take leave for reasons 4 or 5 may choose to supplement their leave with other leave to receive their full pay. An employee choosing to supplement their pay in this manner must choose to supplement and identify the type of leave used to supplement at the time the request for leave is submitted. The supplemental leave will be used on a per-day basis, such that, for each day on which VEPS leave pay will be supplemented in this manner, one-third of the amount of that day's VEPS leave will be deducted from the balance of the type of leave used to supplement the VEPS leave pay

2. Reimbursement of Leave for Retroactive VEPS Leave

- i. Eligible employees requesting the use of emergency paid leave retroactively for qualifying previous absences for reasons 1 through 3 under this policy will be given back any paid leave used by the employee for the time for which the retroactive leave is granted. No other retroactive changes shall be permitted on the basis of this policy, including in connection with unpaid leave related to the time for which the retroactive leave is granted, paid or unpaid leave since the time for which the retroactive leave is granted, unexcused absences and related discipline, or any other reason or issue.
- ii. Eligible employees requesting the use of emergency paid leave retroactively for qualifying previous absences under reasons 4 or 5 will be given back two-thirds of any paid leave used by the employee for the time for which the retroactive leave is granted.
- iii. In no event shall any employee be credited back with an amount of already-used leave that would result in them being overpaid. The amount of leave credited back to the employee for retroactive VEPS leave may be reduced to correlate to the actual pay received or to be received by the employee in connection with the leave under this policy.

3. The employee assumes all responsibility for tax, insurance, benefit, and related issues that may result from the use of leave under this policy.
4. Employees are not entitled to a payout for unused leave under this policy. Leave under this policy may not be carried beyond the end of the term of the policy.
5. No employee may be paid more than their usual rate, or paid for two types of leave for the same time, or receive any other undue enrichment through the use of VEPS leave. With the exception of the leave reimbursement for retroactive leave under this policy, no employee may be paid for VEPS leave if the employee was or will be paid for the same time through the use of other paid leave. Leave under this policy may be used for time for which an employee previously took unpaid leave of any type for a reason qualifying for leave under this policy.

E. Return to Work Following VEPS Leave

1. Employees are required to follow guidelines established by the Centers for Disease Control and Prevention as it relates to ceasing home isolation practices.
2. Employees should update their supervisor on the return status as their condition allows.

Notifying the HRA of the Need for VEPS Leave

- F. Employees should request VEPS leave as soon as possible, by notifying their supervisor and submitting the VEPS Leave Request Form. If an employee is incapacitated, the employee's representative should give verbal notice as soon as possible. Calling in "sick" does not qualify as adequate notice of the intent to use VEPS leave. An employee must provide sufficient information, as determined by the HRA, regarding the reason for an absence for the company to know that protection and benefits may exist under this policy.
- G. Employees requesting to use emergency paid leave retroactively for previous absences that qualify for VEPS Leave, should submit the VEPS Leave Request Form and note on the form that request is concerning a previous absence. Employees may only make a request to use leave under this policy retroactively for time between January 1, 2021, and December 15th, 2021.

Certification for VEPS Leave

- H. Generally, the HRA may require certification to verify the qualifying reason for the leave. Employees should be prepared to provide documentation such as a copy of any quarantine or isolation order, or written note by a health care provider directing or advising quarantine or self-quarantine, or a notice of closure of school or childcare provider (i.e. email, notification on website, or news article) if requested.
- I. If an employee is unable or unwilling to provide appropriate documentation, an amount of leave equivalent to that used under this policy may be deducted from the employee's other leave balances.

Intermittent Leave

- J. Intermittent VEPS leave may be permitted for reasons 4 and 5 under this policy, if the employee is unable to work his or her normal schedule of hours. The employee and employer will come to an agreement on a schedule that provides for the least amount of disruption to an employee's job.

Additional Limitations on VEPS Leave

- K. Employees are not entitled to a payout of any unused VEPS leave upon termination of their employment or upon leaving their position for any reason.
- L. Former employees who may have had qualifying previous absences under this policy before their departure from the HRA are not entitled to the benefits of this policy and may not request retroactive leave be granted. This policy only applies to current employees.
- M. This policy is not intended to create any contractual rights or duties and will be applied at Crosby HRA's discretion. This policy does not create any future rights to VEPS leave or rights to have this leave paid out in the future.
- N. This policy is for the term stated herein, and may or may not be reinstituted, reenacted, or extended beyond the stated term at the sole discretion of the Crosby HRA.

RRM: 433117

HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR
THE CITY OF CROSBY
RESOLUTION NO. 2022-04

VOLUNTARY EMERGENCY PAID SICK LEAVE (VEPS) POLICY

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby has elected to have in place a Voluntary Emergency Paid Sick Leave (VEPS) Policy; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby has established a Voluntary Emergency Paid Sick Leave (VEPS) Policy; and

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

1. The Voluntary Emergency Paid Sick Leave (VEPS) Policy is hereby approved.

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

Dated: _____
Linda Peeples, Chair

Dated: _____
Eric Charpentier, Executive Director

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