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Crosby HRA Board Meeting

11:00 a.m. Tuesday March 14th, 2023

Community Room, 300 Third Avenue NE, Crosby, MN 56441

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. REVIEW AND APPROVE AGENDA

4. Public Hearing (*Attachment 1*) pg. 3

- a.** Adoption of Resolution 2023-04 and Approval of the 5-year Annual Plans

5. REVIEW AND APPROVE MINUTES

- a.** February 14th, 2023 Minutes (*Attachment 2*) pg. 53
- b.** February 21st, 2023 Minutes (*Attachment 3*) pg. 57

6. BILLS & COMMUNICATIONS

- a.** Financial Report (*Attachment 4*) pg. 59
- b.** Housing Manager Report (*Attachment 5*) pg. 67
- c.** Executive Director Report (*Attachment 6*) pg. 73

7. UNFINISHED BUSINESS:

8. NEW BUSINESS:

- a.** Budget Review and Approval (*Attachment 7*) pg. 75
- b.** Approval of Accounts Receivable Write-Off (*Attachment 8*) pg. 83

9. COMMISIONER COMMENTS:

10. NEXT MEETING: April 11th, 2023

Marna Paron, Chair & Resident Commissioner Term Expires: 2026

Renae Marsh, Secretary/Treasurer Term Expires: 2025

Buzz Neprud, Commissioner Term Expires: 2027

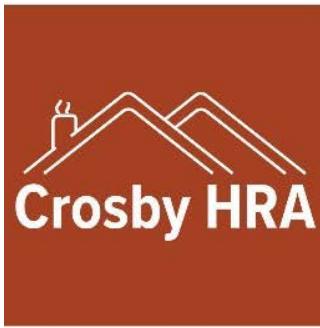
Maxine Fisher, Vice Chair Term Expires: 2024

Paula Traylor, Commissioner Term Expires: 2026

**All terms expire August 31st*

11. ADJOURNMENT

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To: Crosby HRA Board Members
From: Shannon Fortune
Date: Mar-08-2023
Re: Adoption of Resolution No. 2023-04 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, March 14, 2023. The Notice of Public Hearing was posted in the Legal Notice section of the Crosby Ironton Courier.

Action Requested: Adopt Resolution No. 2023-04 and Approve the Annual Plan

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

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

Definitions.

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

A.	PHA Information.				
A.1	<p>PHA Name: <u>Crosby Housing & Redevelopment Authority</u> PHA Code: <u>MN082</u></p> <p>PHA Type: <input checked="" type="checkbox"/> Small</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>04/2023</u></p> <p>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p>Number of Public Housing (PH) Units <u>120</u> Number of Housing Choice Vouchers (HCVs) <u>0</u></p> <p>Total Combined <u>120</u></p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p>				
	<p>Participating PHAs</p> <p>Lead PHA: n/a</p>	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program
PH					HCV

B.	<p>Plan Elements Submitted with 5-Year PHA Plans. Required elements for Small PHAs completing this document in years in which the 5-Year Plan is also due. This section does not need to be completed for years when a Small PHA is not submitting its 5-Year Plan. See sub-section below for required elements in all other years (Years 1-4).</p>
B.1	<p>Revision of Existing PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last <u>Five-Year PHA Plan</u> submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p> <p>On 2/21/2023 the Board approved a significant amendment/modification to the five-year PHA plan to include the addition of a keyless entry project into the 2021 Capital Fund Program grant.</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>n/a (submission year 1-4)</p>
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>n/a (submission year 1-4)</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p>
B.3	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p>In the 33 months since the start of the 5 Year Plan on 4/1/2020, the Crosby HRA staff have moved in 28 new households, completed 146 annual and 89 interim recertifications, processed 351 initial applications, added 36 new applicants to the waiting list, and completed 708 work orders for its public housing units. The occupancy rate was at 100% for 12 of the 33 months and has averaged 98.31% over the whole time period. There are</p>

	<p>currently 103 households on the waiting list. The program partially funds the Tenant Activities Coordinator Position, which has been integral in promoting tenant engagement in health, wellness, and stability activities. In the past 33 months, there have been 38 events engaging 247 total tenants. Additionally, the Coordinator has continued working with the Second Harvest (CSFP/NAPS) program which has provided 630 food boxes to elderly tenants. <i>(All data from 4/1/2020 through 12/31/2022.)</i></p>
B.4	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p> <p>n/a (submission year 1-4)</p>
B.5	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
	<p>Plan Elements Submitted All Other Years (Years 1-4). Required elements for all other fiscal years. This section does not need to be completed in years when a Small PHA is submitting its 5-Year PHA Plan.</p>
B.1	<p>New Activities</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods. <input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development. <input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition. <input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance. <input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD. <input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers. <input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization. <input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process.</p> <p style="padding-left: 20px;">In June 2022 the HRA submitted an application for Emergency Safety and Security Grant funds which would be utilized in a project to upgrade, modernize, and standardize internal and external lock systems however the grant was not approved.</p> <p>(c) If using Project-Based Vouchers, provide the projected number of project-based units, general locations, and describe how project-basing would be consistent with the PHA Plan.</p> <p>n/a</p> <p>(d) The PHA must submit its Deconcentration Policy for Field Office Review.</p>

	Deconcentration policies from ACOP attached for review.
B.2	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p> <p>See HUD Form 50075.2, previously approved by HUD on 6/09/2022.</p>
C	Other Document or Certification Requirements for Annual Plan Submissions. Required in all submission years.
C.1	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
C.2	<p>Certification by State or Local Officials.</p> <p><i>Form HUD 50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>See HUD Form 50077-SL.</p>
C.3	<p>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</p> <p><i>Form HUD-50077-CRT-SM, PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>See HUD Form 50077-CRT-SM.</p>
C.4	<p>Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>
D.	Affirmatively Furthering Fair Housing (AFFH).
D.1	<p>Affirmatively Furthering Fair Housing.</p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item</p>

	<p>Fair Housing Goal:</p> <p>The agency has not yet completed the AFH process. Until this process has been completed, the agency remains compliant with fair housing requirements through policies established in the ACOP.</p>
	<p><u>Describe fair housing strategies and actions to achieve the goal</u></p>
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Instructions for Preparation of Form HUD-50075-SM Annual Plan for Small PHAs

A. PHA Information. All PHAs must complete this section. (24 CFR §903.4)

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

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

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

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

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

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units,

and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR §5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR § 903.7(a)).

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(2\)\(i\)](#)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA's reasons for choosing its strategy. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#))

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

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

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

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

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

Significant Amendment/Modification. PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the 'Sample PHA Plan Amendment' found in Notice PIH-2012-32 REV-3, successor RAD Implementation Notices, or other RAD Notices.

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

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

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

HOPE VI or Choice Neighborhoods. **1)** A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD's website at: https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6. ([Notice PIH 2011-47](#))

Mixed Finance Modernization or Development. **1)** A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6/mfph#4

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

Conversion of Public Housing under the Voluntary or Mandatory Conversion programs. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. ([24 CFR §903.7\(j\)](#))

Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to Project-Based Rental Assistance or Project-Based Vouchers under RAD. See additional guidance on HUD's website at: [Notice PIH 2012-32 REV-3, successor RAD Implementation Notices, and other RAD notices](#).

Project-Based Vouchers. Describe any plans to use HCVs for new project-based vouchers. ([24 CFR §983.57\(b\)\(1\)](#)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan ([24 CFR §903.7\(b\)](#)).

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

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

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

B.4 Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. ([24 CFR §903.7\(g\)](#)). To comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan in EPIC and the date that it was approved. PHAs can reference the form by including the following language in the Capital Improvement section of the appropriate Annual or Streamlined PHA Plan Template: "See Capital Fund 5 Year Action Plan in EPIC approved by HUD on XX/XX/XXXX."

B.5 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. ([24 CFR §903.7\(p\)](#))

B. Annual Plan Elements Submitted All Other Years (Years 1-4). PHAs must complete this section during years where the 5-Year Plan is also due. (24 CFR §903.12)

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

Hope VI or Choice Neighborhoods. 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD's website at:

https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6. ([Notice PIH 2010-30](#))

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

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

Demolition and/or Disposition. With respect to public housing only, describe any public housing development(s), or portion of a public housing development projects, owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition approval under section 18 of the 1937 Act (42 U.S.C. 1437p); and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. Approval of the PHA Plan does not constitute approval of these activities. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. ([24 CFR §903.7\(h\)](#))

Conversion of Public Housing under the Voluntary or Mandatory Conversion programs. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. ([24 CFR §903.7\(j\)](#))

Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to Project-Based Rental Assistance or Project-Based Vouchers under RAD. See additional guidance on HUD's website at: [Notice PIH 2012-32 REV-3, successor RAD Implementation Notices, and other RAD notices](#).

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

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

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

B.2 Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. ([24 CFR §903.7\(g\)](#)). To comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan in EPIC and the date that it was approved. PHAs can reference the form by including the following language in the Capital Improvement section of the appropriate Annual or Streamlined PHA Plan Template: "See Capital Fund 5 Year Action Plan in EPIC approved by HUD on XX/XX/XXXX."

C. Other Document and/or Certification Requirements.

C.1 Resident Advisory Board (RAB) comments. If the RAB had comments on the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

C.2 Certification by State of Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#)). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 CRT-SM, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077 CRT-SM, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of §§ 903.7(o)(1) and 903.15(d) and: (i) examines its programs or proposed programs; (ii) identifies any fair housing issues and contributing factors within those programs, in accordance with 24 CFR 5.154; or 24 CFR 5.160(a)(3) as applicable (iii) specifies actions and strategies designed to address contributing factors, related fair housing issues, and goals in the applicable Assessment of Fair Housing consistent with 24 CFR 5.154 in a reasonable manner in view of the resources available; (iv) works with jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; (v) operates programs in a manner consistent with any applicable consolidated plan under 24 CFR part 91, and with any order or agreement, to comply with the authorities specified in paragraph (o)(1) of this section; (vi) complies with any contribution or consultation requirement with respect to any applicable AFH, in accordance with 24 CFR 5.150 through 5.180; (vii) maintains records reflecting these analyses, actions, and the results of these actions; and (viii) takes steps acceptable to HUD to remedy known fair housing or civil rights violations. impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. ([24 CFR §903.7\(o\)](#)).

C.4 Challenged Elements. If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

D. Affirmatively Furthering Fair Housing (AFFH).

D.1 Affirmatively Furthering Fair Housing. The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) Strategies and actions must affirmatively further fair housing" Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless , the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own 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 maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

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

Public reporting burden for this information collection is estimated to average 7.02 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.

10.4 DECONCENTRATION POLICY

The Housing and Redevelopment Authority of Crosby has not deemed any of its projects to have a concentration of poverty. Additionally, the Authority does not have any deconcentration policies at this time, but the Authority reserves the right to implement deconcentration policies and preferences in the future.

10.5 DECONCENTRATION INCENTIVES

The Housing and Redevelopment Authority of Crosby does not offer any deconcentration incentives at this time. Please refer to section 10.4 for further explanation.

10.6 OFFER OF A UNIT

When the Housing and Redevelopment Authority of Crosby discovers that a unit will become available, the Housing and Redevelopment Authority of Crosby will contact the first family on the waiting list who has the highest priority for this type of unit and whose income category would help to meet the income-targeting goal.

The Housing and Redevelopment Authority of Crosby will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given five (5) business days from the date the letter was mailed to contact the Housing and Redevelopment Authority of Crosby regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have two (2) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant file. If the family rejects the offer of the unit, the Housing and Redevelopment Authority of Crosby will document the offer and the rejection in the applicant's file.

10.7 REJECTION OF UNIT

If the family rejects the unit without good cause, the family will forfeit their application's date and time. The family will keep their preferences, but the date and time of application will be changed to the date and time the unit was rejected.

If the family rejects a second unit without good cause, the family will forfeit their application and will have to formally re-apply for housing. The family will be offered the right to an informal review of the decision to alter their application status.

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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:
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Type of Grant Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (Revision No: 2) Performance and Evaluation Report for Period Ending: 3/6/2023 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	\$21,735.00	\$11,735.00	\$11,735.00
3	1408 Management Improvement				
4	1410 Administration				
5	1480 General Capital Activity	\$91,828.00	\$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

Form HUD-50075.1(4/2008)

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:
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Type of Grant

Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (Revision No: 2)
 Performance and Evaluation Report for Period Ending: 3/6/2023 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

Form HUD-50075.1(4/2008)

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:
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Type of Grant

Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (Revision No: 2)
 Performance and Evaluation Report for Period Ending: 3/6/2023 Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Activities				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Signature of Executive Director	Date	Signature of Public Housing Director	Date
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(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

Form HUD-50075.1(4/2008)

Part II: Supporting Pages

PHA Name:		Grant Type and Number				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
MN082000001 - DELLWOOD APART./SCATTERED	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	\$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

PHА Name:		Grant Type and Number				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
MN082000001 - DELLWOOD APART./SCATTERED	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 laminate countertops, new sinks, drain assemblies, faucets and water supply lines. Asbestos and lead-based paint will be	1480		\$41,828.00	\$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. MN46P08250122 Replacement Housing Factor Grant No. Date of CFFP:	FFY of Grant: 2022 FFY of Grant Approval:
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Type of Grant

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

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$10,000.00			
3	1408 Management Improvement	\$10,000.00			
4	1410 Administration				
5	1480 General Capital Activity	\$109,891.00			
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

Form HUD-50075.1(4/2008)

Part I: Summary

PHA Name: HRA OF CROSBY, MINNESOTA	Grant Type and Number Capital Fund Program Grant No. MN46P08250122 Replacement Housing Factor Grant No. Date of CFFP:	FFY of Grant: 2022 FFY of Grant Approval:
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Type of Grant

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

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
12	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)	\$129,891.00			

(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

Form HUD-50075.1(4/2008)

Part I: Summary

PHA Name: HRA OF CROSBY, MINNESOTA	Grant Type and Number Capital Fund Program Grant No. MN46P08250122 Replacement Housing Factor Grant No. Date of CFFP:	FFY of Grant: 2022 FFY of Grant Approval:
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Type of Grant

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

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Activities				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Signature of Executive Director	Date	Signature of Public Housing Director	Date
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(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

Form HUD-50075.1(4/2008)

Part II: Supporting Pages

PHA Name:		Grant Type and Number				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
MN082000001 - DELLWOOD APART./SCATTERED	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				
MN082000001 - DELLWOOD APART./SCATTERED	Landscaping and tree removal (Dwelling Unit-Site Work (1480)) Description : 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	1480		\$10,000.00				

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

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

Part II: Supporting Pages

PHA Name:		Grant Type and Number				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
MN082000001 - DELLWOOD APART./SCATTERED	Replace sidewalks at Dellwood Apts (Non-Dwelling Site Work (1480)) Description : Remove and properly dispose of sidewalks at Dellwood Apartments. Pour new sidewalks with 4000 psi fiber entrained concrete of the same or similar layout of existing that was removed. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work	1480		\$35,000.00				
MN082000001 - DELLWOOD APART./SCATTERED	Rehab gazebo at Dellwood Apartments (Non-Dwelling Exterior (1480)) Description : Remove and replace roof, soffit, fascia, flooring, door, trim, lighting and furniture, pressure wash and stain gazebo at Dellwood Apartments. Asbestos and lead-based paint will be addressed when found.	1480		\$5,000.00				
MN082000001 - DELLWOOD APART./SCATTERED	Replace washers and dryers at Dellwood Apartments (Non-Dwelling Construction - Mechanical (1480)) Description : Replace 2 commercial washer and dryers at Dellwood Apartments including all associated venting, plumbing or wiring as applicable. Repair any drywall if it gets damaged in the removal, tape, sand and paint to match existing. Asbestos and lead-	1480		\$11,783.00				

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

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

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2577-0274

Status: Draft

Approval Date:

Approved By:

02/28/2022

Part I: Summary

PHA Name : HRA OF CROSBY, MINNESOTA		Locality (City/County & State) <input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revised 5-Year Plan (Revision No:)				
PHA Number: MN082						
A.	Development Number and Name	Work Statement for Year 1 2023	Work Statement for Year 2 2024	Work Statement for Year 3 2025	Work Statement for Year 4 2026	Work Statement for Year 5 2027
	DELLWOOD APART./SCATTERED (MN082000001)	\$90,000.00	\$90,000.00	\$90,000.00	\$100,000.00	\$100,000.00

Form HUD-50075.2(4/2008)

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		1	2023	
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.		\$5,000.00
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.		\$5,000.00
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.		\$5,000.00
ID0016	Landscaping and tree removal(Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Landscape)	Remove overgrown, dead and deteriorated trees and landscaping at 20 scattered site units. Replace with new plantings or lawn at appropriate. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$5,000.00
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

Part II: Supporting Pages - Physical Needs Work Statements (s)**Work Statement for Year 1 2023**

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0020	Replace sidewalks at Dellwood Apts(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Remove and properly dispose of sidewalks at Dellwood Apartments. Pour new sidewalks with 4000 psi fiber entrained concrete of the same or similar layout of existing that was removed. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$5,000.00
ID0028	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management of asphalt repair, office remodel, kitchen appliance, toilet and shower replacement, painting, 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.		\$10,000.00
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.		\$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
ID0045	Rehab gazebo at Dellwood Apartments(Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Siding,Non-Dwelling Exterior (1480)-Soffits)	Remove and replace roof, soffit, fascia, flooring, door, trim, lighting and furniture, pressure wash and stain gazebo at Dellwood Apartments. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
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.		\$5,000.00
ID0054	Replace kitchen appliances in 6 units at Dellwood Apts(Dwelling Unit-Interior (1480)-Appliances)	Remove old ranges, range hoods and refrigerators in 6 units at Dellwood Apartments and dispose of properly. Replace with new energy efficient refrigerators, ranges and range hoods. Asbestos and lead-based paint will be addressed when found		\$5,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		1	2023	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0055	Replace kitchen cabinets in 6 units at Dellwood Apts(Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing)	Remove all upper and lower kitchen cabinets, sinks and countertops in 6 units at Dellwood Apartments. Replace with new cabinets of the same layout as existing that were removed. Install new post formed laminate countertops, new sinks, drain assemblies, faucets and water supply lines. Asbestos and lead-based paint will be addressed when found.		\$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 paint will be addressed when found.		\$5,000.00
ID0065	Keyless entry and hardware replacement(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Interior (1480)-Interior Doors,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Interior (1480)-Doors)	Replace and expand existing keyless entry system with new system capable of integrating scattered sites and Dellwood Apartment building for all doors with keyed locks. Include new hardware such as locks and handles, proximity readers, wiring, wall, ceiling and floor repair as needed for a properly functioning system. Asbestos and lead-based paints will be addressed when found.		\$10,000.00
	Subtotal of Estimated Cost			\$90,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2	2024	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	DELLWOOD APART./SCATTERED (MN082000001)			\$90,000.00
ID0019	Replace flooring at Dellwood Apts(Non-Dwelling Interior (1480)-Common Area Flooring)	Remove and properly dispose of existing hallway/common area carpet and flooring on all 3 floors at Dellwood Apartments. Install new durable flooring throughout common areas. Asbestos and lead-based paint will be addressed when found.		\$20,000.00
ID0023	Repair excessive exterior tenant damage at Dellwood Apartments and Scattered Site Family Units(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Carports - Surface Garage,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Tuck-Pointing,Dwelling Unit-Exterior (1480)-Windows)	Repair excessive exterior tenant damage or damage done by natural occurrence. Repair and/or replacement of sitework, siding, roofing, soffit & fascia, windows and doors, Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$10,000.00
ID0024	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property, liability and workman's comp insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Health insurance, employee benefits and wages. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$10,000.00
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.		\$40,000.00

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

Work Statement for Year 2 **2024**

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
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)-Commodes,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

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

Work Statement for Year 3 **2025**

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	DELLWOOD APART./SCATTERED (MN082000001)			\$90,000.00
ID0042	Replace HVAC system fans, motors, dampers and all associated appurtenances at Dellwood Apts(Non-Dwelling Construction - Mechanical (1480)-Other)	Remove and replace HVAC system fans, motors, controls, dampers and all associated appurtenances at Dellwood Apartments. Asbestos and lead-based paint will be addressed when found.		\$15,000.00
ID0043	Replace domestic water heaters at 20 Scattered Sites(Dwelling Unit-Interior (1480)-Plumbing)	Remove and replace domestic water heaters at 20 Scattered Site units including all associated wiring and piping as needed. Asbestos and lead-based paint will be addressed when found.		\$25,000.00
ID0044	Replace common area furniture at Dellwood Apartments(Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Other)	Remove and properly dispose of furniture in common areas on all floors of Dellwood Apartments. Replace with new furniture of like kind, quality and amount. Asbestos and lead-based paint will be addressed when found		\$10,000.00
ID0046	Replace furnaces at 20 Scattered Sites(Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other)	Remove and replace gas forced air furnaces at 20 Scattered Site units including all associated wiring, piping and ductwork. Asbestos and lead-based paint will be addressed when found.		\$15,000.00
ID0047	Replace washers and dryers at Dellwood Apartments(Non-Dwelling Construction - Mechanical (1480)-Common Area Dryers,Non-Dwelling Construction - Mechanical (1480)-Other)	Replace 2 commercial washer and dryers at Dellwood Apartments including all associated venting, plumbing or wiring as applicable. Repair any drywall if it gets damaged in the removal, tape, sand and paint to match existing. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0048	Install rain gutters at Scattered Sites(Dwelling Unit-Exterior (1480)-Gutters - Downspouts)	Install new seamless rain gutters with gutter guards including all mounting hardware, down spouts and splash blocks at 20 Scattered Sites. Asbestos and lead-based paint will be addressed when found.		\$5,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		3	2025	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0049	Replace lighting at Dellwood Apartments(Non-Dwelling Exterior (1480)-Lighting)	Remove and properly recycle or dispose of existing exterior, apartment, maintenance, mechanical, office and common area lighting at Dellwood Apartments. Replace with new LED lighting. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0050	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property, liability and workman's comp insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Health insurance, employee benefits and wages. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$5,000.00
ID0051	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management of gazebo rehab, water heater, furnace, HVAC systems component and lighting replacement. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$5,000.00
	Subtotal of Estimated Cost			\$90,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4		2026		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	DELLWOOD APART./SCATTERED (MN082000001)			\$100,000.00
ID0007	Replace showers(Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Remove and properly dispose of bathroom showers at Dellwood Apartments. Repair any drywall that is deteriorated or was damaged in the removal, tape, sand and paint to match existing. Replace faucet and drain assemblies with new. Install new shower stalls. Asbestos and lead-based paint will be addressed when found.		\$15,000.00
ID0026	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management of kitchen cabinet, shower, appliance, vanities, toilets, showers, exterior doors, flooring, security and camera system, domestic water and heating boiler systems and garage door replacement and installation of isolation valves. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$5,000.00
ID0035	Replace flooring at 20 Scattered Sites(Dwelling Unit-Interior (1480)-Flooring (non routine))	Remove vinyl, carpet and padding in 20 scattered site family units. Prepare for new flooring by replacing any deteriorated, worn or damaged sub-flooring. Install new padding and carpet in the living room, hallway and bedrooms. Install new vinyl in the kitchen and bathrooms. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0036	Replace security and camera systems at Dellwood Apts(Management Improvement (1408)-System Improvements,Management Improvement (1408)-Security Improvements (not police or guard-non-physical))	Remove and properly dispose of existing security and camera systems that are at the end of their life cycle at Dellwood Apartments. Install new systems of substantially the same layout as the existing that were removed. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0037	Replace domestic water and heating boilers at Dellwood Apts(Non-Dwelling Construction - Mechanical (1480)-Central Boiler,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters)	Remove and properly dispose of old domestic water and heating boilers, controls, pumps and valves at Dellwood apartments. Install new energy efficient domestic water and heating boilers with new controls, software, pumps, valves, associated piping and wiring for a complete and properly functioning system. Asbestos and lead-based paint will be addressed when found		\$25,000.00
ID0038	Install isolation valves on domestic water lines at Dellwood Apts.(Non-Dwelling Construction - Mechanical (1480)-Other,Non-Dwelling Construction - Mechanical (1480)-Water Distribution)	Install new isolation valves on water lines at Dellwood Apartments. Repair any finishes if disturbed as a result of the work. Asbestos and lead-based paint will be addressed when found.		\$5,000.00

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

Work Statement for Year 4 **2026**

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0057	Replace garage doors(Non-Dwelling Exterior (1480)-Doors)	Remove and properly dispose of overhead garage doors and all associated hardware at 20 scattered site family units. Replace with new doors of the same size as those removed, including new tracks, springs and hardware. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$15,000.00
ID0058	Replace refrigerators and ranges(Dwelling Unit-Interior (1480)-Appliances)	Remove old ranges, range hoods and refrigerators, dispose of properly, replace with new energy efficient refrigerators, ranges and range hoods in our 20 scattered site family units. Asbestos and lead-based paint will be addressed when found.		\$1,000.00
ID0059	Replace exterior doors at 20 Scattered Sites(Dwelling Unit-Exterior (1480)-Exterior Doors)	Remove 40 entry and storm doors and frames at our 20 scattered site family units. Replace with new prehung doors of the same style and size as existing. Install new locksets and associated hardware. Asbestos and lead-based paint will be addressed when found.		\$1,000.00
ID0060	Replace sidewalks and steps(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Remove and properly dispose of 12 sets of concrete steps and sidewalks at scattered site family units. Pour new steps and sidewalks with 4000 psi fiber entrained concrete of a similar layout of existing that was removed. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$1,000.00
ID0061	Repair asphalt at Dellwood Apartments(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Route out and blow out/clean cracks in bituminous. Remove any broken or damaged areas and patch with new. Seal entire area and paint new striping. Restore landscaping that was disturbed, if any. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$1,000.00
ID0062	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

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		4	2026	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0063	Improve maintenance building(Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Siding,Non-Dwelling Exterior (1480)-Soffits,Non-Dwelling Exterior (1480)-Windows)	Improve maintenance building at Dellwood Apartments site by replacing roofing, siding, doors and windows. 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
ID0064	Upgrade/Repair/Replace elevators at Dellwood Apartments(Non-Dwelling Construction - Mechanical (1480)-Elevator)	Improve, repair and or replace elevator components, systems or infrastructure for the elevator system at Dellwood Apartments to make code compliant. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0066	Replace toilets at Dellwood Apartments(Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Plumbing)	Remove and properly dispose of toilets in all of the bathrooms at Dellwood Apartments. Repair any drywall that has deteriorated or was damaged in the removal, tape, sand, prime and paint. Install new water shut off valves and supply lines in addition to the low water consumption toilets. Asbestos and lead-based paint will be addressed when found		\$1,000.00
	Subtotal of Estimated Cost			\$100,000.00

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

Work Statement for Year 5 **2027**

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	DELLWOOD APART./SCATTERED (MN082000001)			\$100,000.00
ID0067	Replace Dellwood Community Renovations(Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security)	Replace deteriorating ceiling tiles including general carpentry, reconfiguring electrical, window treatments and painting. Asbestos and lead based paint will be addressed when found.		\$8,000.00
ID0069	Wrap exterior windows and doors at 20 Scattered Sites with prefinished aluminum(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Windows)	Wrap all exterior wood components of all windows and doors at 20 scattered site units with prefinished aluminum.		\$40,000.00
ID0070	Replace windows at 20 Scattered Site units(Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Exterior (1480)-Other)	Remove windows at our 20 scattered site family units. Replace with new insulated windows of the same style and size as existing including any incidental work. Asbestos and lead-based paint will be addressed when found.		\$20,000.00
ID0071	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
ID0072	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management of window replacement and community room renovations. 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.		\$20,000.00

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

Work Statement for Year 5 **2027**

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0073	Upgrade or replace agency financial & housing management software(Management Improvement (1408)-System Improvements)	Upgrade or replace the financial and/or housing management software the agency \$100,000.00 is currently using.		\$1,000.00
ID0074	Paperless Technology(Management Improvement (1408)-System Improvements)	Purchase software and hardware needed to switch to paperless technology \$10,000.00 including training and any construction such as wiring that is needed for a complete and properly functioning system. Asbestos and lead-based paint will be addressed when found.		\$1,000.00
	Subtotal of Estimated Cost			\$100,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		4	2025	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0049	Replace lighting at Dellwood Apartments(Non-Dwelling Exterior (1480)-Lighting)	Remove and properly recycle or dispose of existing exterior, apartment, maintenance, mechanical, office and common area lighting at Dellwood Apartments. Replace with new LED lighting. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0050	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property, liability and workman's comp insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Health insurance, employee benefits and wages. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$5,000.00
ID0051	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management of gazebo rehab, water heater, furnace, HVAC systems component and lighting replacement. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$5,000.00
	Subtotal of Estimated Cost			\$85,000.00

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

Work Statement for Year 5 **2026**

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	DELLWOOD APART./SCATTERED (MN08200001)			\$90,000.00
ID0007	Replace showers(Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Remove and properly dispose of bathroom showers at Dellwood Apartments. Repair any drywall that is deteriorated or was damaged in the removal, tape, sand and paint to match existing. Replace faucet and drain assemblies with new. Install new shower stalls. Asbestos and lead-based paint will be addressed when found.		\$15,000.00
ID0026	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management of kitchen cabinet, shower, appliance, vanities, toilets, showers, exterior doors, flooring, security and camera system, domestic water and heating boiler systems and garage door replacement and installation of isolation valves. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$5,000.00
ID0035	Replace flooring at 20 Scattered Sites(Dwelling Unit-Interior (1480)-Flooring (non routine))	Remove vinyl, carpet and padding in 20 scattered site family units. Prepare for new flooring by replacing any deteriorated, worn or damaged sub-flooring. Install new padding and carpet in the living room, hallway and bedrooms. Install new vinyl in the kitchen and bathrooms. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0036	Replace security and camera systems at Dellwood Apts(Management Improvement (1408)-System Improvements,Management Improvement (1408)-Security Improvements (not police or guard-non-physical))	Remove and properly dispose of existing security and camera systems that are at the end of their life cycle at Dellwood Apartments. Install new systems of substantially the same layout as the existing that were removed. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0037	Replace domestic water and heating boilers at Dellwood Apts(Non-Dwelling Construction - Mechanical (1480)-Central Boiler,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters)	Remove and properly dispose of old domestic water and heating boilers, controls, pumps and valves at Dellwood apartments. Install new energy efficient domestic water and heating boilers with new controls, software, pumps, valves, associated piping and wiring for a complete and properly functioning system. Asbestos and lead-based paint will be addressed when found		\$25,000.00
ID0038	Install isolation valves on domestic water lines at Dellwood Apts.(Non-Dwelling Construction - Mechanical (1480)-Other,Non-Dwelling Construction - Mechanical (1480)-Water Distribution)	Install new isolation valves on water lines at Dellwood Apartments. Repair any finishes if disturbed as a result of the work. Asbestos and lead-based paint will be addressed when found.		\$5,000.00

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

Work Statement for Year 5 **2026**

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0057	Replace garage doors(Non-Dwelling Exterior (1480)-Doors)	Remove and properly dispose of overhead garage doors and all associated hardware at 20 scattered site family units. Replace with new doors of the same size as those removed, including new tracks, springs and hardware. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$5,000.00
ID0058	Replace refrigerators and ranges(Dwelling Unit-Interior (1480)-Appliances)	Remove old ranges, range hoods and refrigerators, dispose of properly, replace with new energy efficient refrigerators, ranges and range hoods in our 20 scattered site family units. Asbestos and lead-based paint will be addressed when found.		\$1,000.00
ID0059	Replace exterior doors at 20 Scattered Sites(Dwelling Unit-Exterior (1480)-Exterior Doors)	Remove 40 entry and storm doors and frames at our 20 scattered site family units. Replace with new prehung doors of the same style and size as existing. Install new locksets and associated hardware. Asbestos and lead-based paint will be addressed when found.		\$1,000.00
ID0060	Replace sidewalks and steps(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Remove and properly dispose of 12 sets of concrete steps and sidewalks at scattered site family units. Pour new steps and sidewalks with 4000 psi fiber entrained concrete of a similar layout of existing that was removed. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$1,000.00
ID0061	Repair asphalt at Dellwood Apartments(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Route out and blow out/clean cracks in bituminous. Remove any broken or damaged areas and patch with new. Seal entire area and paint new striping. Restore landscaping that was disturbed, if any. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$1,000.00
ID0062	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

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		5	2026	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0063	Improve maintenance building(Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Siding,Non-Dwelling Exterior (1480)-Soffits,Non-Dwelling Exterior (1480)-Windows)	Improve maintenance building at Dellwood Apartments site by replacing roofing, siding, doors and windows. 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
ID0064	Upgrade/Repair/Replace elevators at Dellwood Apartments(Non-Dwelling Construction - Mechanical (1480)-Elevator)	Improve, repair and or replace elevator components, systems or infrastructure for the elevator system at Dellwood Apartments to make code compliant. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0066	Replace toilets at Dellwood Apartments(Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Plumbing)	Remove and properly dispose of toilets in all of the bathrooms at Dellwood Apartments. Repair any drywall that has deteriorated or was damaged in the removal, tape, sand, prime and paint. Install new water shut off valves and supply lines in addition to the low water consumption toilets. Asbestos and lead-based paint will be addressed when found		\$1,000.00
	Subtotal of Estimated Cost			\$90,000.00

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

U. S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 3/31/2024

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

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

certify that the 5-Year PHA Plan for fiscal years _____ and/or Annual PHA Plan for fiscal year 2023 of the Crosby Housing & Redevelopment Authority is consistent with the
PHA Name

Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

State of Minnesota

Local Jurisdiction Name

pursuant to 24 CFR Part 91 and 24 CFR §§ 903.7(o)(3) and 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or State Consolidated Plan.

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

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

Name of Authorized Official:	Title:
Signature:	Date:

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. This information is collected to ensure consistency with the consolidated plan or state consolidated plan.

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

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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 4/1/2023 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.

Crosby Housing & Redevelopment Authority
PHA Name

MN082
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: <u>Eric Charpentier</u>	Name of Board Chairperson:
<u>Signature</u>	<u>Signature</u>

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.

Certifications of Compliance with PHA Plan and Related Regulations (*Small PHAs*)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 3/31/2024

PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations including PHA Plan Elements that Have Changed

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 and/or X Annual 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 PHA fiscal year beginning 04/01/2023 in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice (AI) or Assessment of Fair Housing (AFH) as applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR § 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last Annual PHA Plan (check all policies, programs, and components that have been changed):

- 903.7a Housing Needs
- 903.7b Deconcentration and Other Policies Governing Eligibility, Selection, Occupancy, and Admissions Policies
- 903.7c Financial Resources
- 903.7d Rent Determination Policies
- 903.7h Demolition and Disposition
- 903.7k Homeownership Programs
- 903.7r Additional Information
 - A. Progress in meeting 5-year mission and goals
 - B. Criteria for substantial deviation and significant amendments
 - C. Other information requested by HUD
 - 1. Resident Advisory Board consultation process
 - 2. Membership of Resident Advisory Board
 - 3. Resident membership on PHA governing board

The PHA provides assurance as part of this certification that:

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

5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.

6. The PHA certifies that it will carry out the 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.
7. 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.
8. For a PHA Plan that includes a policy for site-based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting lists would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing; and
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.

17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Crosby Housing & Redevelopment Authority

PHA Name

MN082

PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20____ - 20____

Annual PHA Plan for Fiscal Year 2023

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

Name of Executive Director: Eric Charpentier

Name of Board Chairman:

Signature

Date

Signature

Date

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. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year 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, Jan. 11, 2023)

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, March 14, 2023 at 11 a.m.

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HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF CROSBY

RESOLUTION NO. 2023-04

PUBLIC HOUSING AGENCY ANNUAL PLAN
FOR FISCAL YEAR BEGINNING APRIL 1, 2023

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 Five-Year Action Plan for use of Capital Funds; and

WHEREAS, the Annual Plan and Five-Year Action Plan were made available for public comment on January 11, 2023; 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, 2023, 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: _____

Marna Paron, Board Chair

Dated: _____

Eric Charpentier, Executive Director

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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 MINUTES Tuesday, February 14, 2023

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00AM, Tuesday, February 14, 2023,
Community Room, 300 3rd Ave NE, Crosby MN 56441.

- 1. CALL TO ORDER:** Chair Paron called the meeting to order at 11:00AM.
- 2. ROLL CALL:** Commissioners Marna Paron, Renae Marsh, Buzz Neprud, Paula Traylor, and Maxine Fisher. Absent: None.
Others present: Executive Director Eric Charpentier, Finance Director Karen Young, Housing Manager Shannon Fortune, Housing Specialist Mallory Demel, Rehab Administrative Specialist Kristin Miller, and Guest Reverend Gerald Fisher.
- 3. REVIEW AND APPROVE AGENDA:**

Moved by Commissioner Neprud and seconded by Commissioner Marsh to approve the agenda as presented for Tuesday, February 14, 2023. All commissioners were in favor, and none were opposed. The agenda is approved as presented.

- 4. REVIEW AND APPROVE MINUTES:**

Moved by Commissioner Traylor and seconded by Commissioner Fischer to approve the meeting minutes from Tuesday, January 10, 2023. All commissioners were in favor, and none were opposed. The minutes were approved.

- 5. BILLS AND COMMUNICATIONS:**

a. Financial Report and Approval Request:

January 2023 financial report was presented by Eric Charpentier.

Crescent Electric Payment

In January, we received a rebate check from MN Power for \$18,660. We processed another check in the amount of \$1,920 to Crescent Electric for LED lighting replacement in Edgewood and Dellwood. We anticipate the 311 LED light conversion project to start in March.

Moved by Commissioner Marsh and seconded by Commissioner Neprud to approve January checks numbered 118855 through 118892 and January ACH payments numbered 1642 through 1647 and 270 through 272. All commissioners were in favor, and none were opposed. The motion was approved.

b. Housing Manager Report:

Tenant Activities Update

There were 17 participants in the CSFP/NAPS food delivery program in January. In the past month, activities were chair yoga/exercise classes (15), the third of five "Back to the Kitchen" cooking classes hosted by the University of MN Extension Office (7), a seminar hosted by Humana on "4 Steps to Jumpstart Healthy Habits" (1), and a number of socialization events (i.e. theme-based trivia events, games related to observing fun "National Days", board games, crafting interest projects, etc.) engaged 23 people over five separate dates. The "Love Loops" volunteer crochet/knitting group continues with 2 members, meeting bi-weekly. New this month was the first in what we hope will be a monthly series of game nights hosted by the director of the Cuyuna Range Youth Center and several of his youth group volunteers. Minutes from the Tenant Council meeting in January are attached.

Project Updates

- Light Fixture Installation: the installation contract was awarded to Jim's Electric as the lowest bid. Tenant notices will go out once the installation teams have finalized their schedule, but work is expected to begin in March.
- Keyless Entry: the project was awarded to Safeguard Security, out of Cold Spring, MN. Once contracts have been signed the vendor will be onsite to do a pre-order walk through. The project is expected to reach substantial completion by Jul-31st.
- Office Safety Update: waiting for final bid verification from the last of the 3 bidders. The safety and security grant has been submitted and is expected to be reviewed by the scoring committee in mid-February. Any grant funds received will help offset the cost of this project however the project is not dependent on this additional funding source. Work is expected to begin in March.
- Plow Notification Lights: the flashing blue lights have been used for both of the last snow events and no cars were towed! So far staff have received very positive feedback on this system.
- Washers & Dryers: staff are collecting pricing for replacement laundry machines for both Edgewood and Dellwood and are hoping to work through the procurement process in time for a 2023 installation.
- Edgewood Painting: the next common areas in Edgewood to be painted will be 2nd & 3rd floor hallways and the lounge/game area.

Monthly Property Performance Reports for January 2023

January monthly property performance reports were presented.

Executive Director Report:

Keyless Entry System for Edgewood and Dellwood

The keyless entry system project is continuing to move forward after bid closing in January. The project has been awarded to Safeguard Security, a vendor based out of the St. Cloud area. We are currently working on having our contract finalized and then signed so that we are then able to obligate the portion of our capital fund dollars that is required to be obligated by February 22nd. I will be reviewing the contract and hope to have everything signed by the date of the board meeting. This will be a great security enhancement for our buildings as well as our tenants. We do not yet have a start date for the project, but it will be late spring or early summer.

Discussions:

Eric noted the year end budgets will be presented by Karen Young Finance Director at the March meeting.

Brian Bartz has started the maintenance engineer position in Crosby and Eric reports he is doing a great job. He comes with Public Housing experience working formally for Douglas County. He will be introduced to the board at an upcoming meeting.

Shannon noted there will be a public hearing at the March meeting this has been posted to the public.

6. UNFINISHED BUSINESS: None at this time.

7. NEW BUSINESS: None at this time.

8. CHAIR COMMENTS: None at this time.

9. NEXT MEETING: Tuesday, March 14, 2023

10. ADJOURNMENT:

Commissioner Neprud made a motion to adjourn the meeting. Commissioner Marsh seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and meeting was adjourned at 11:22AM.

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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 **SPECIAL BOARD MEETING MINUTES** **Tuesday, February 21, 2023**

The special meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00AM, Tuesday, February 21, 2023,
Community Room, 300 3rd Ave NE, Crosby MN 56441.

- 1. CALL TO ORDER:** Chair Paron called the meeting to order at 11:00AM.
- 2. ROLL CALL:** Commissioners Marna Paron, Renae Marsh, Buzz Neprud, Paula Traylor, and Maxine Fisher. Absent.

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

- 3. REQUEST AMENDMENT OF THE FIVE-YEAR ACTION PLAN (2021-2025)**

Keyless Entry System for Public Housing

The keyless entry system project is continuing to move forward after bid closing in January. The project has been awarded to Safeguard Security, a vendor based out of the St. Cloud area. We are currently working on having our contract finalized and then signed so that we are then able to obligate the portion of our capital fund dollars that is required to be obligated by February 22nd.

It recently came to our attention that the keyless entry system project for our Public Housing units, was not included in the Five-Year Action Plan (5YAP) for the 2021 Capital Fund Program (CFP) grant. In order to use the 2021 CFP for the keyless entry project, we have to add the project to the Five-Year Action Plan which requires board approval.

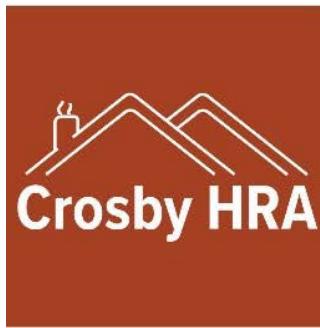
We have attached the amended Action Plan for your review that shows the addition of the keyless entry project. This has also been submitted to HUD for their approval.

Moved by Commissioner Neprud and seconded by Commissioner Traylor to approve the Resolution #2023-03 amending the Five-Year Action Plan for 2021-2025. Through Roll Call Vote, All commissioners were in favor, and none were opposed. The resolution # 2023-03 is approved as presented.

4. NEXT MEETING: Tuesday, March 14, 2023

5. ADJOURNMENT:

Commissioner Marsh 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 11:13AM.



To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: March 8, 2023
Re: March Financial Report

Please find attached the financial information for February 2023.

Operating Subsidy Grant Submission

The Operating Subsidy grant submission was due in March for our Public Housing properties. This funding is calculated to cover the gap between the estimated tenant rental income that we receive and the annual operating expenses that we incur for our Public Housing units. The approved grant calculation is in the amount of \$156,124 which is higher than last year's calculation of \$103,221. This amount has been approved by HUD and is subject to proration.

Capital Fund Program (CFP)

At the special board meeting in February, the board amended the 2021 Five-Year Action Plan to allow funds for the Public Housing keyless entry system project. To have the funds obligated by February 22nd, we drew the entire \$106,850 2021 CFP grant into operations. These funds are now available to pay for the keyless project as it is completed.

Action Requested:

Approval of February checks numbered 118893 through 118924 and February ACH payments numbered 1648 through 1653 and 273 through 279.

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Crosby Housing & Redevelopment Authority
2023 Ratios

FASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
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	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	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	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	25.00	25.00

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Occupancy	16	O <90% =0, O >98% =16	16.00	12.00	12.00	12.00	12.00	16.00	16.00	16.00	16.00	16.00	16.00
Tenant Accounts Receivable	5	TAR <1% =5 , TAR >2.5% =0	0.00	0.00	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	4.00	4.00
Total Points	25		20.00	16.00	16.00	16.00	16.00	20.00	20.00	20.00	20.00	20.00	20.00
Total of Above Ratios	50		45	41	41	41	41	45	45	45	45	45	45

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
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	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	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	10.0	10.0

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PH Operating - Board
Public Housing Operating - Board
February, 2023

Page: 1

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	Current Period	Current Year	Year To Date Budget	Variance
Income				
100-000-3110.000 Dwelling Rental	-19,588.00	-205,665.62	-192,472.50	-13,193.12
100-000-3120.000 Excess Utilities	-6.00	-726.67	-595.87	-130.80
100-000-3401.000 Operating Subsidy	-7,550.00	-90,668.00	-101,163.37	10,495.37
100-000-3402.000 Capital Fund Revenue	-106,850.00	-106,850.00	-9,166.63	-97,683.37
100-000-3610.000 Interest Revenue	-0.42	7.41	0.00	7.41
100-000-3690.000 Other Income	-104.59	-2,088.07	-1,466.63	-621.44
100-000-3691.000 Other Tenant Revenue	-1,882.00	-19,191.05	-9,166.63	-10,024.42
100-000-3695.000 Laundry Revenue	-321.00	-3,370.77	-2,383.37	-987.40
Total Income	-136,302.01	-428,552.77	-316,415.00	-112,137.77
Expense				
100-000-4110.000 Administration Salaries	1,536.65	18,417.36	18,315.00	102.36
100-000-4130.000 Legal	0.00	2,882.01	2,750.00	132.01
100-000-4140.000 Staff Training	0.00	141.50	366.63	-225.13
100-000-4150.000 Travel	54.73	526.14	664.62	-138.48
100-000-4171.000 Auditing Fees	0.00	3,675.00	3,675.00	0.00
100-000-4190.000 Sundry-Other Admin	37.50	881.37	481.25	400.12
100-000-4191.000 Management Fees	3,000.00	33,000.00	33,000.00	0.00
100-000-4194.000 Office Supplies	29.15	1,068.64	1,650.00	-581.36
100-000-4195.000 Membership Dues	92.50	278.60	200.00	78.60
100-000-4196.000 Telephone	70.62	782.56	825.00	-42.44
100-000-4198.000 Advertising	826.74	1,294.46	916.63	377.83
100-000-4199.000 Postage	0.00	156.76	375.00	-218.24
100-000-4210.000 Tenant Svcs Salaries	340.67	4,078.26	4,042.50	35.76
100-000-4230.000 Tenant Services Other	17.38	190.40	1,191.63	-1,001.23
100-000-4310.000 Water	875.28	11,886.14	13,750.00	-1,863.86
100-000-4315.000 Sewer	1,363.21	17,793.34	20,854.13	-3,060.79
100-000-4320.000 Electricity	2,156.12	21,430.01	21,230.00	200.01
100-000-4330.000 Gas	3,596.03	12,365.59	8,745.00	3,620.59
100-000-4431.000 Garbage & Trash	767.18	10,182.61	8,066.63	2,115.98
100-000-4410.000 Maintenance Labor	3,066.00	34,291.49	39,824.62	-5,533.13
100-000-4420.000 Materials	714.11	8,949.86	16,500.00	-7,550.14
100-000-4430.000 Contracts Costs	826.70	20,136.92	16,225.00	3,911.92
100-000-4432.000 Decorating Contract	0.00	18,944.93	8,250.00	10,694.93
100-000-4435.000 Grounds Contract	0.00	2,927.67	2,658.37	269.30
100-000-4445.000 Elevator Maintenance	0.00	4,635.00	3,710.00	925.00
100-000-4450.000 Plumbing/Heating	6,933.65	13,013.48	4,583.37	8,430.11
100-000-4455.000 Snow Removal	1,572.96	3,321.26	2,200.00	1,121.26
100-000-4456.000 Exterminating	118.00	613.00	916.63	-303.63
100-000-4457.000 Janitor/Cleaning	502.20	11,573.62	6,691.63	4,881.99
100-000-4510.000 Insurance	2,259.98	24,859.78	26,473.37	-1,613.59
100-000-4520.000 Property Tax	541.81	6,961.74	6,708.75	252.99
100-000-4540.000 Employee Benefits	2,378.87	27,405.85	29,044.62	-1,638.77
Total Expense	33,678.04	318,665.35	304,885.38	13,779.97
Net Income(-) or Loss	-102,623.97	-109,887.42	-11,529.62	-98,357.80

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Crosby HRA
Edgewood Operating Stmt - Board
February, 2023

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	Current Period	Current Year	Year To Date Budget	Variance
Income				
700-000-3110.000 Dwelling Rental	-19,774.00	-213,053.76	-215,875.00	2,821.24
700-000-3120.000 Excess Utilities	-52.00	-1,709.00	-1,778.37	69.37
700-000-3404.000 Other Government Grant	-9,406.00	-100,989.00	-104,710.87	3,721.87
700-000-3610.000 Interest Revenue	10.16	3,212.61	-5,316.63	8,529.24
700-000-3690.000 Other Income	-607.79	-2,418.67	-733.37	-1,685.30
700-000-3691.000 Other Tenant Revenue	-37.00	-9,051.87	-5,500.00	-3,551.87
700-000-3695.000 Laundry Revenue	-755.00	-7,613.50	-8,066.63	453.13
Total Income	-30,621.63	-331,623.19	-341,980.87	10,357.68
Expense				
700-000-4110.000 Administration Salaries	2,554.96	29,925.94	29,988.75	-62.81
700-000-4130.000 Legal	0.00	121.00	2,750.00	-2,629.00
700-000-4140.000 Staff Training	0.00	149.76	550.00	-400.24
700-000-4150.000 Travel	58.39	549.81	779.13	-229.32
700-000-4171.000 Auditing Fees	0.00	3,675.00	3,675.00	0.00
700-000-4190.000 Sundry-Other Admin	37.50	520.35	504.13	16.22
700-000-4191.000 Management Fees	4,500.00	49,500.00	49,500.00	0.00
700-000-4194.000 Office Supplies	29.16	1,043.73	1,833.37	-789.64
700-000-4195.000 Membership Dues	92.50	278.60	200.00	78.60
700-000-4196.000 Telephone	70.63	782.70	825.00	-42.30
700-000-4198.000 Advertising	809.50	1,277.22	916.63	360.59
700-000-4199.000 Postage	0.00	156.77	375.00	-218.23
700-000-4210.000 Tenant Svcs Salaries	511.01	6,117.42	6,063.75	53.67
700-000-4230.000 Tenant Services Other	17.38	190.40	183.37	7.03
700-000-4310.000 Water	427.60	6,363.28	5,958.37	404.91
700-000-4315.000 Sewer	757.07	10,676.12	10,312.50	363.62
700-000-4320.000 Electricity	2,900.21	32,349.42	28,508.37	3,841.05
700-000-4330.000 Gas	0.00	10,023.42	10,615.00	-591.58
700-000-4431.000 Garbage & Trash	364.28	4,175.27	3,208.37	966.90
700-000-4410.000 Maintenance Labor	3,066.00	34,291.80	41,616.63	-7,324.83
700-000-4420.000 Materials	575.56	6,219.81	15,583.37	-9,363.56
700-000-4430.000 Contracts Costs	1,545.53	17,292.08	14,391.63	2,900.45
700-000-4432.000 Decorating Contract	450.00	9,262.34	25,666.63	-16,404.29
700-000-4435.000 Grounds Contract	0.00	3,644.73	2,383.37	1,261.36
700-000-4445.000 Elevator Maintenance	0.00	2,894.58	3,710.00	-815.42
700-000-4450.000 Plumbing/Heating	0.00	4,955.95	8,250.00	-3,294.05
700-000-4455.000 Snow Removal	2,359.44	4,981.88	2,383.37	2,598.51
700-000-4456.000 Exterminating	118.00	613.00	1,100.00	-487.00
700-000-4457.000 Janitor/Cleaning	753.80	11,606.10	7,700.00	3,906.10
700-000-4510.000 Insurance	1,951.25	21,463.75	20,744.24	719.51
700-000-4520.000 Property Tax	768.84	7,583.76	7,956.63	-372.87
700-000-4540.000 Employee Benefits	2,771.25	31,822.40	33,655.38	-1,832.98
700-000-4590.000 Other General Expense	0.00	2,654.02	0.00	2,654.02
Total Expense	27,489.86	317,162.41	341,887.99	-24,725.58
Net Income(-) or Loss	-3,131.77	-14,460.78	-92.88	-14,367.90

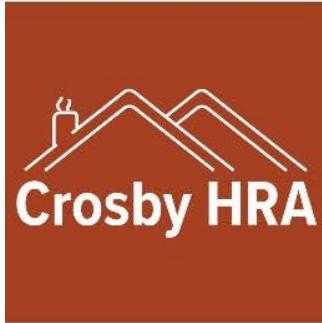
Housing and Redevelopment Authority of Crosby

Attachment 4d

Payment Summary Report**February 2023**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
2/15/2023	273	Diana Banks	\$21.48
2/15/2023	274	Eric Charpentier	\$20.96
2/15/2023	275	James Wheeler	\$46.76
2/15/2023	276	John Schommer	\$172.96
2/15/2023	277	Mallory Demel	\$50.13
2/15/2023	278	Shannon Fortune	\$41.92
2/16/2023	279	Brian Bartz	\$52.40
2/9/2023	1648	Harpers Payroll Service	\$1,259.46
2/9/2023	1649	Harpers Payroll Service	\$41.78
2/3/2023	1650	Lincoln Financial Group	\$444.69
2/23/2023	1651	Harpers Payroll Service	\$1,343.23
2/23/2023	1652	Harpers Payroll Service	\$51.98
2/23/2023	1653	Lincoln Financial Group	\$444.69
2/14/2023	118893	Bremer Bank Credit Card	\$79.00
2/14/2023	118894	City Of Crosby	\$3,809.18
2/14/2023	118895	Climate Makers	\$6,198.65
2/14/2023	118896	Crosby Ace Hardware	\$127.90
2/14/2023	118897	Crosby-Ironton Courier	\$17.24
2/14/2023	118898	Ctc	\$376.86
2/14/2023	118899	Forum Communications	\$1,619.00
2/14/2023	118900	Granite Pest Control LLC	\$236.00
2/14/2023	118901	Harpers Time & Attendance	\$3.25
2/14/2023	118902	Hd Supply Facilities Maint	\$485.42
2/14/2023	118903	Healthpartners	\$5,355.27
2/14/2023	118904	Integrity Woodwork	\$547.50
2/14/2023	118905	Judy Robinson	\$1,256.00
2/14/2023	118906	Kristin Miller	\$21.62
2/14/2023	118907	MRI Software LLC	\$100.00
2/14/2023	118908	Majestic Creations Landscape	\$3,932.40
2/14/2023	118909	Minnesota Energy Resources	\$3,596.03
2/14/2023	118910	Minnesota Power	\$95.33
2/14/2023	118911	Minnesota Power	\$5,056.33
2/14/2023	118912	Minnesota Power	\$33.00
2/14/2023	118913	Park Supply Inc.	\$370.94
2/14/2023	118914	Phada	\$185.00
2/14/2023	118915	ShofCorp LLC	\$75.48
2/14/2023	118916	Strike Painting & Finishing	\$450.00
2/14/2023	118917	T-Mobile	\$51.06
2/14/2023	118918	TCH	\$245.00
2/14/2023	118919	The Office Shop	\$35.80
2/14/2023	118920	Thelen Heating And Roofing	\$735.00
2/14/2023	118921	Visa-Unity	\$128.13
2/14/2023	118922	Waste Partners Inc	\$745.44
2/14/2023	118923	Xtona	\$335.00
2/14/2023	118924	Yde's Major Appliance	\$526.01
		Report Total	\$40,821.28

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To: Crosby HRA Board Members
From: Shannon Fortune
Date: Mar-08 -2023
Re: Housing Manager Report

Tenant Activities Update

There were 3 tenant volunteers and 17 participants in the NAPS food delivery program in February, including one new participant. In the past month, activities were chair yoga/exercise classes (5), the fourth installation of the "Back to the Kitchen" cooking class series hosted by the University of MN Extension Office (7), a seminar hosted by Humana on "Give Your Brain A Boost" (1), several themed socialization events (8), and a return visit from youth volunteers of the Cuyuna Range Youth Center to play board games with tenants (3). The "Love Loops" volunteer crochet/knitting group continues has grown to 3 members and has made donations of their creations to St. Joseph's-Essentia and Bridges of Hope Warming Shelter. Minutes from the Tenant Council meeting in February are attached.

Project Updates

- Edgewood Painting: 2nd & 3rd floor hallways are being repainted
- Light Fixture Installation: scheduled to begin Mar-20th.
- Keyless Entry: contracts are signed, pre-order walk through scheduled for Mar-9th.
- Office Safety Update: grant request submitted to see if supplemental funds will be available.
- Washers & Dryers: new laundry machines have been ordered, 4-6 week lead-time.

Monthly Property Performance Reports for February 2023

Please see Attachment.

No Action Requested; Discussion Items

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Crosby Housing and Redevelopment Authority

Monthly Property Performance Report February 2023

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	39	n/a	n/a	0	100%
Family Units	20	20	n/a	n/a	0	100%
TOTAL	120	120	0	0	0	100%

3. Customer Traffic

Applications Requested	10
Applications Placed on Wait List	16
Applications Denied on Wait List	3

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	67	10	4	2
2 bdrm	13	13	0	0	0
3 bdrm	6	22	0	0	0
4 bdrm	2	4	0	0	0
TOTAL	120	106	10	4	2

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	2	25
Move-Outs	1	25

*Starting 4/1/2022

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	2
Annual Recertifications	5
Completed for this month	7

8. Annual Unit Inspections

Total units to be inspected this year	120
Number completed start of month	61
Number inspected for the month	0
Number completed year-to-date	61
Total left to be inspected this year	59
Have all building system inspections been completed?	In Process
If yes, please enter date	n/a

*Starting 4/1/2022

9. Lease Enforcements

Lease warnings/violations issued	2
30-day lease terminations	1

10. Evictions

Resident	Reason	Summons Date	Judgment Action
DW#305	Criminal Activity	3/22/2023	TBD

11. Non-Emergency Work Orders

Beginning Balance	1
Received	43
Closed	43
Ending Balance	1
Total Completed Work Orders for Year	576

*Starting 4/1/2022

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	0	6
Completed within 24 hours	0	6
Percent completed within 24 hours	n/a	100%

*Starting 4/1/2022

Tenant Council Meeting - February 6, 2023 at 11:00 a.m.

Members present: Roxy, Doris, Diana

Treasurer Report:

For the month of January:

Coffee income: \$194.33

Coffee expense: \$84.90

Bingo income: \$30.00

Bingo expense: \$115.00

Potluck income: \$19.00

Potluck expense: \$5.15

Misc. expense: \$60.00

Deposited into checking: \$150.00

Petty Cash for end of January: \$262.67

Checking for end of January: \$925.71

OLD BUSINESS:

Our Bible Study was held on January 10th, there were 2 people attending.

Oak Street Chapel Band came on January 24th, there were 14 people attending.

Roxy order more bingo cards, due to more people coming to play.

Also ordered more cookies for prizes.

Roxy ordered a shopping cart for people in buildings to use. It came but after opening box found it would be too small for groceries, so returned to the store and will purchase a larger cart.

Had our potluck on January 21st, there was 19 people that attended.

NEW BUSINESS:

Potluck will be February 11th at 1 p.m.

Bible Study will be February 14th at 2 p.m.

Oak Street Chapel Band will be February 28th at 2 p.m.

Roxy returned shopping cart and purchased a different one from Walmart that is larger. The cost was \$35.00, so saved approx. \$25.00. The cart will be kept in Jen or Robin's apt. along with a sign out and sign in sheet. Diana will put in newsletter about the availability of cart.

There will be no craft on the 15th of February.

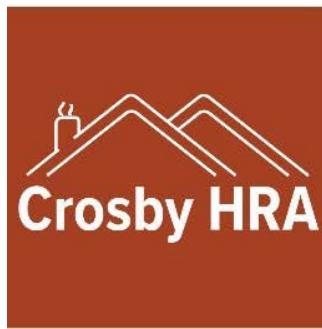
The young people from the youth center came last month and played games with those tenants that came down to lobby. They will be returning the 19th of February.

Was requested to purchase a Yahtzee and Scramble games for the game time that Diana has each month. The Scramble and Yahtzee games will be held the 20th and 27th of February. Hangman will be held once a month with theme of that month.

Diana and Roxy and Mallory checked on the TV in Edgewood to see if can start having movies. They hooked up dvd to tv and it works. So we can plan on showing movies next winter.

The next meeting will be March 6th.

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To: Crosby HRA Board Members
From: Eric Charpentier, Executive Director
Date: March 14th, 2023
Re: Executive Director Report

Annual Unit Inspections

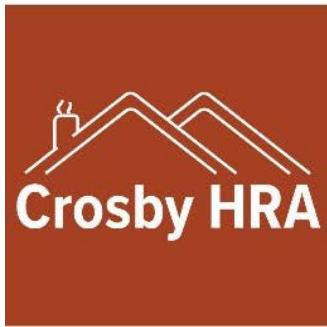
Our maintenance staff has been busy completing the remaining annual unit inspections for our tenants prior to our fiscal year end. This is a great opportunity for our staff to get into these units and make sure we are keeping up on preventative maintenance and addressing anything we see that has not had a work order put in for.

Keyless Entry Update

Just a quick update, we were successful in drawing down our capital funds into the operating account as is allowed by HUD. We were also notified that our amendment and update to our 5 year action plan was accepted by HUD to allow us to include the keyless project for 2021. The contract was signed for the project and preliminary work is starting on March 9th. The project is estimated to be completed by the end of July as the lead time for the components is estimated to be between 12-18 weeks.

No Action Requested; Discussion Items

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To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: March 8, 2023
Re: Approval of Budgets

The 2024 budgets are attached for Public Housing and Edgewood.

Overview

- Most line items were budgeted on a 3-year average unless more accurate information was available.
- Vacancy Loss is calculated at 2%.
- Budget reflects a 5% wage increase.
- Employee Benefits increased due to staff changes and increased premiums on health insurance. Increasing the Opt-Out for health insurance to \$400 per month.

Public Housing

- Dwelling Rent increased based on an 8.7% Social Security COLA increase in 2023.
- Operating Subsidy is based on HUD's approved amount for fiscal year 2024.
- Other Tenant Charges increased based on 3-year average.
- Other Income increased based on 3-year averages.
- Administrative Expenses – Salaries increased because of allocation changes. Audit increased due to new lease requirement. Legal increased from needing to update our employee policy manual. Management fee is increasing by 7% and will be split 50/50 between Public Housing and Edgewood.
- Maintenance Expenses – Labor decreased due to no caretaker position. Materials decreased as decorating increased based on a 3-year average. Snow removal and janitor increased because of new pricing.
- Electric increased based off a 3-year average.
- Gas increased from an interim rate 33% price increase at Minnesota Energy.

- Tenant Services expenses - Increased Resident Services hours by 3 per week.
- Insurance increased based off actual premiums from Housing Authority Insurance (HAI). Work Comp premium increased based on an estimate.
- Collection Losses increased based off recent history of tenant accounts receivable write-offs.
- Net Cash – Public Housing has a \$14,560 budget surplus. Any budget surplus will increase reserves.

HUD requires the submission of a board resolution approving the Public Housing Budget prior to yearend. Resolution 2023-05 is attached.

Edgewood

- Dwelling Rent increased based off an 7.3% OCAF increase for 2023.
- Interest Income decreased as CD interest rates had decreased.
- Administrative Expenses – Salaries decreased because of allocation changes. Audit increased due to new lease requirement. Management fee is increasing by 7% and will be split 50/50 between Public Housing and Edgewood.
- Maintenance Expenses – Plumbing decreased based on a 2-year average. Snow removal, janitor, and garbage increased because of new pricing. Decorating decreased because 2023 budget consisted of extra projects.
- Water and Sewer increased based off a 2-year average increase.
- Electric increased based off a 3-year average.
- Gas increased from an interim rate 33% price increase at Minnesota Energy.
- Tenant Services expenses - Increased Resident Services hours by 3 per week.
- Insurance increased based off actual premiums from HAI. Work Comp premium increased based on an estimate.
- Collection Losses increased based off recent history of tenant accounts receivable write-offs.
- Net Cash – Edgewood has a \$3,995 budget surplus. Any budget surplus will increase reserves for future capital improvements. This is recommended given the significant capital improvements planned for the property.

**Action Requested: Adopt the 2024 Public Housing Budget by approving Resolution 2023-05
PHA Board Resolution Approving Operating Budget. Adopt the 2024 Edgewood Budget.**

2024 Public Housing Comparative Operating Budget

FDS Line #	Account Title	2023 Budget	2024 Budget	Difference	% Difference
Operating Income:					
703	Gross Potential Rent	214,255	234,255	20,000	9%
	Less: Vacancy Loss	(4,285)	(4,685)	(400)	9%
	Net Dwelling Rent	209,970	229,570	19,600	9%
706	HUD Operating Grant Income	113,671	156,121	42,450	37%
	Less: Proration Amount	(3,311)	(7,806)	(4,495)	136%
	Net Operating Grant Income	110,360	148,315	37,955	34%
704	Other Tenant Charges	10,000	11,750	1,750	18%
704	Excess Utilities	650	650	0	0%
711	Interest Income	0	0	0	0%
715	Other Income	14,200	15,100	900	6%
Total Operating Income		345,180	405,385	60,205	17%
Operating Expenditures:					
Administrative					
911	Salaries	19,980	27,600	7,620	38%
915	Employee Benefits	9,005	12,280	3,275	36%
916	Travel	725	725	0	0%
916	Staff Training	400	400	0	0%
912	Audit Cost	3,675	5,355	1,680	46%
916	Legal	3,000	4,900	1,900	63%
916	Telephone	900	900	0	0%
916	Office Supplies	1,800	1,800	0	0%
	Management Fee	36,000	48,150	12,150	34%
916	Other Administrative Costs	2,100	2,150	50	2%
Total Administrative		77,585	104,260	26,675	34%
Maintenance					
941	Labor	43,445	41,545	(1,900)	-4%
945	Employee Benefits	22,340	23,255	915	4%
942	Maintenance Materials	18,000	16,000	(2,000)	-11%
943	Maintenance Contract:				
	Contract Costs	17,700	18,250	550	3%
	Snow Removal	2,400	5,000	2,600	108%
	Grounds	2,900	2,900	0	0%
	Janitor	7,300	8,880	1,580	22%
943	Garbage	8,800	9,150	350	4%
943	Plumbing	5,000	5,000	0	0%
943	Elevator	3,800	3,870	70	2%
943	Decorating	9,000	12,000	3,000	33%
943	Exterminating	1,000	1,000	0	0%
Total Maintenance		141,685	146,849	5,164	4%

FDS Line #	Account Title	2023 Budget	2024 Budget	Difference	% Difference
Utilities					
931	Water	15,000	15,550	550	4%
932	Electricity	23,160	26,345	3,185	14%
933	Gas	9,540	15,550	6,010	63%
936	Sewer	22,750	23,350	600	3%
Total Utilities		70,450	80,795	10,345	15%
Tenant Services					
921	Resident Services Salaries	4,410	5,700	1,290	29%
923	Employee Benefits	340	435	95	28%
924	Ten Svcs - Con Costs Train, Other 4230	1,300	1,300	0	0%
Total Tenant Services		6,050	7,435	1,385	23%
General Expenses					
961	Insurance				
961.1	Property	20,470	21,635	1,165	6%
961.2	General Liability	4,070	3,850	(220)	-5%
961.5	Worker's Comp	2,360	2,920	560	24%
961.6	D & O	1,980	1,900	(80)	-4%
962	Other General Expenses	0	2,500	2,500	
963	Payments in Lieu of Taxes	7,300	8,050	750	10%
966	Collection Losses	5,000	10,630	5,630	113%
Total General Expenses		41,180	51,485	10,305	25%
Total Operating Expenditures		336,950	390,825	53,875	16%
Cash Flow from Operations		8,230	14,560	6,330	
Other Financial Items					
Bond Payment					
Transfer of Operations (BLI Acct. 1406)					
706.1	HUD Grants-Capital Contributions	80,000	90,000	10,000	13%
	Debt Service Payment-CFFP				
	Capital Expenditures	(80,000)	(90,000)	(10,000)	13%
Total Other Financial Items		0	0	0	
Net Cash Flow		8,230	14,560	6,330	

2024 Edgewood Comparative Operating Budget

FDS Line #	Account Title	2023 Budget	2024 Budget	Difference	% Difference
Operating Income:					
703	Gross Potential Rent	240,305	252,087	11,782	5%
	Less: Vacancy Loss	(4,809)	(5,042)	(233)	5%
	Net Dwelling Rent	235,500	247,045	11,545	5%
	HAP Subsidy	114,230	116,255	2,025	2%
704	Other Tenant Charges	6,000	7,100	1,100	18%
704	Excess Utilities	1,940	1,950	10	1%
711	Interest Income	5,800	700	(5,100)	-88%
715	Other Income	9,600	11,300	1,700	18%
Total Operating Income		373,070	384,350	11,280	3%
Operating Expenditures:					
Administrative					
911	Salaries	32,715	27,600	(5,115)	-16%
915	Employee Benefits	13,720	12,280	(1,440)	-10%
916	Travel	850	850	0	0%
916	Staff Training	600	500	(100)	-17%
912	Audit Cost	3,675	5,355	1,680	46%
916	Legal	3,000	3,200	200	7%
916	Telephone	900	900	0	0%
916	Office Supplies	2,000	1,750	(250)	-13%
	Management Fee	54,000	48,150	(5,850)	-11%
916	Other Administrative Costs	2,125	2,175	50	2%
Total Administrative		113,585	102,760	(10,825)	-10%
Maintenance					
941	Labor	45,400	41,545	(3,855)	-8%
945	Employee Benefits	22,485	23,260	775	3%
942	Maintenance Materials	17,000	15,000	(2,000)	-12%
943	Maintenance Contract:				
	Contract Costs	15,700	17,360	1,660	11%
	Snow Removal	2,600	6,500	3,900	150%
	Grounds	2,600	4,500	1,900	73%
	Janitor	8,400	9,600	1,200	14%
943	Garbage	3,500	4,980	1,480	42%
943	Plumbing	9,000	7,000	(2,000)	-22%
943	Elevator	3,800	3,870	70	2%
943	Decorating	28,000	13,000	(15,000)	-54%
943	Exterminating	1,200	1,000	(200)	-17%
Total Maintenance		159,685	147,615	(12,070)	-8%

FDS Line #	Account Title	2023 Budget	2024 Budget	Difference	% Difference
Utilities					
931	Water	6,500	8,000	1,500	23%
932	Electricity	31,100	40,250	9,150	29%
933	Gas	11,580	17,775	6,195	53%
936	Sewer	11,250	13,250	2,000	18%
Total Utilities		60,430	79,275	18,845	31%
Tenant Services					
921	Resident Services Salaries	6,615	8,550	1,935	29%
923	Employee Benefits	510	655	145	28%
924	Ten Svcs - Recreation, Pubs, Other 4220	200	250	50	25%
Total Tenant Services		7,325	9,455	2,130	29%
General Expenses					
961	Insurance				
961.1	Property	14,490	17,600	3,110	21%
961.2	General Liability	3,860	3,850	(10)	0%
961.5	Worker's Comp	2,360	2,920	560	24%
961.6	D & O	1,920	1,900	(20)	-1%
962	Other General Expenses	0	2,500	2,500	
963	Payments in Lieu of Taxes	8,680	8,500	(180)	-2%
966	Collection Losses	500	3,980	3,480	696%
Total General Expenses		31,810	41,250	9,440	30%
Total Operating Expenditures		372,835	380,355	7,520	2%
Cash Flow from Operations		235	3,995	3,760	
Other Financial Items					
706.1	Bond Payment				
	Transfer of Operations (BLI Acct. 1406)				
	HUD Grants-Capital Contributions				
	Debt Service Payment-CFFP				
	Capital Expenditures				
Total Other Financial Items		0	0	0	
Net Cash Flow		235	3,995	3,760	

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

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

PHА Name: PHА Code:

PHА Fiscal Year Beginning: Board Resolution Number:

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

DATE

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

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

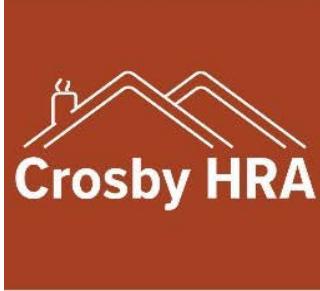
1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;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

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
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To: Crosby HRA Board Members

From: Karen Young, Finance Director

Date: March 7, 2023

Re: Approval of Accounts Receivable Write-Off

Per Crosby HRA policy, when an account remains unpaid for 90 days following the tenant's move out date with no repayment activity, the Finance Director shall obtain approval from the Board of Commissioner's to write-off those accounts. As such, we are requesting the approval to write-off all balances outstanding at 3/31/2023 in Accounts Receivable that remain unpaid 90 days following the tenant's move out date.

When feasible, these balances will be filed with the State of Minnesota for collection through the Revenue Recapture process. This process allows Housing Authorities to collect outstanding balances through any state return that the tenant is entitled.

Action Requested: Approve the write-off of uncollectible Accounts Receivable for 2023.

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