



## **Crosby HRA Board Meeting**

**11:00 a.m. Tuesday February 13<sup>th</sup>, 2024**

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)*

**5. REVIEW AND APPROVE MINUTES** *(Attachment 2)*

**6. BILLS & COMMUNICATIONS**

- a. Financial Report *(Attachment 3)*
- b. Housing Manager Report *(Attachment 4)*
- c. Maintenance Director Report *(Attachment 5)*

**7. UNFINISHED BUSINESS:**

**8. NEW BUSINESS:**

- a. Multi-Family Service Coordinator Grant *(Attachment 6)*
- b. Publicly Owned Housing Program *(Attachment 7)*

**9. COMMISSIONER COMMENTS:**

**10. NEXT MEETING:** March 12<sup>th</sup>, 2024

**11. ADJOURNMENT**

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*

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To: Crosby HRA Board Members  
From: Shannon Fortune, Housing Director  
Date: Feb-08-2024  
Re: Adoption of Resolution No. 2024-04 and Approval of the Annual Plan

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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, February 13, 2024. The Notice of Public Hearing was posted in the Legal Notice section of the Crosby Ironton Courier.

**Action Requested: Adopt Resolution No. 2024-04 and Approve the Annual Plan**

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HOUSING AND REDEVELOPMENT AUTHORITY  
IN AND FOR THE CITY OF CROSBY

RESOLUTION NO. 2024- 04

PUBLIC HOUSING AGENCY ANNUAL PLAN  
FOR FISCAL YEAR BEGINNING APRIL 1, 2024

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 December 20, 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, 2024, 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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**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 &amp; 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>04/2024</u></p> <p>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p>Number of Public Housing (PH) Units <u>59</u>    Number of Housing Choice Vouchers (HCVs) <u>0</u></p> <p>Total Combined <u>59</u></p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission      <input type="checkbox"/> Revised Annual Submission</p> <p><b>Availability of Information.</b> 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"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 20%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 20%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 30%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 15%;">PH</th> <th style="width: 15%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA: n/a</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA: n/a											
Participating PHAs	PHA Code					Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program													
		PH	HCV																		
Lead PHA: n/a																					

<b>B.</b>	<p><b>Plan Elements Submitted with 5-Year PHA Plans.</b> 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>B.1</b>	<p><b>Revision of Existing PHA Plan Elements.</b></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 type="checkbox"/> <input checked="" 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>n/a</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>n/a (submission year 1-4)</p>
<b>B.2</b>	<p><b>New Activities.</b></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>B.3</b>	<p><b>Progress Report.</b></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 45 months since the start of the 5 Year Plan on 4/1/2020, the Crosby HRA staff have moved in 34 new households, completed 202 annual and 112 interim recertifications, processed 440 initial applications, added 364 new applicants to the waiting list, and completed 2,005 work orders for its public housing units. The occupancy rate was at 100% for 21 of the 45 months and has averaged 98.27% over the whole time period. There are currently 69 households on the waiting list. The program partially funds the Tenant</p>



	<p>Activities Coordinator Position, which has been integral in promoting tenant engagement in health, wellness, and stability activities. In the past 45 months, there have been 174 events engaging 689 total tenants. Additionally, the Coordinator has continued working with the Second Harvest (CSFP/NAPS) program which has provided 808 food boxes to elderly tenants. <i>(All data from 4/1/2020 through 12/31/2023.)</i></p>
<b>B.4</b>	<p><b>Capital Improvements.</b> 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>B.5</b>	<p><b>Most Recent Fiscal Year Audit.</b></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><b>Plan Elements Submitted All Other Years (Years 1-4).</b> 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>B.1</b>	<p><b>New Activities</b></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>n/a</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> <p>Deconcentration policies from ACOP attached for review.</p>

<b>B.2</b>	<p><b>Capital Improvements.</b> 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, approved on 1/09/2024.</p>	
<b>C</b>	<b>Other Document or Certification Requirements for Annual Plan Submissions.</b> Required in all submission years.	
<b>C.1</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></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> <p>No current Resident Advisory Board.</p>	
<b>C.2</b>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD-50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>See HUD Form 50077-SL.</p>	
<b>C.3</b>	<p><b>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</b></p> <p>Form HUD-50077-CRT-SM, <i>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>	
<b>C.4</b>	<p><b>Challenged Elements.</b> 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>	
<b>D.</b>	<b>Affirmatively Furthering Fair Housing (AFFH).</b>	
<b>D.1</b>	<p><b>Affirmatively Furthering Fair Housing.</b></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> <table border="1" style="width: 100%;"> <tr> <td><b>Fair Housing Goal:</b></td> </tr> </table>	<b>Fair Housing Goal:</b>
<b>Fair Housing Goal:</b>		

	<p><b>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.</b></p>
	<p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p>
	<p><b>Fair Housing Goal:</b></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)(iii))

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

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 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.



# 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 4/1/2024 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: **Eric Charpentier**

Name of Board Chairperson:

Signature

Date

Signature

Date

The United States Department of Housing and Urban Development is authorized to collect the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 *et seq.*, and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. The information is collected to ensure that PHAs carry out applicable civil rights requirements. Public reporting burden for this information collection is estimated to average 0.16 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

# 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 04/01/2024 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 2024

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

Name of 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.

**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 2024 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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### CHRA Policy

The PHA does not have designated elderly or designated disabled housing at this time.

### **Deconcentration of Poverty and Income-Mixing [24 CFR 903.1 and 903.2]**

The PHA's admission policy must be designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. A statement of the PHA's deconcentration policies must be included in its annual plan [24 CFR 903.7(b)].

The PHA's deconcentration policy must comply with its obligation to meet the income targeting requirement [24 CFR 903.2(c)(5)].

Developments subject to the deconcentration requirement are referred to as 'covered developments' and include general occupancy (family) public housing developments. The following developments are not subject to deconcentration and income mixing requirements: developments operated by a PHA with fewer than 100 public housing units; mixed population or developments designated specifically for elderly or disabled families; developments operated by a PHA with only one general occupancy development; developments approved for demolition or for conversion to tenant-based public housing; and developments approved for a mixed-finance plan using HOPE VI or public housing funds [24 CFR 903.2(b)].

### ***Steps for Implementation [24 CFR 903.2(c)(1)]***

To implement the statutory requirement to deconcentrate poverty and provide for income mixing in covered developments, the PHA must comply with the following steps:

Step 1. The PHA must determine the average income of all families residing in all the PHA's covered developments. The PHA may use the median income, instead of average income, provided that the PHA includes a written explanation in its annual plan justifying the use of median income.

#### CHRA Policy

The PHA will determine the average income of all families in all covered developments on an annual basis.

Step 2. The PHA must determine the average income (or median income, if median income was used in Step 1) of all families residing in each covered development. In determining average income for each development, the PHA has the option of adjusting its income analysis for unit size in accordance with procedures prescribed by HUD.

#### CHRA Policy

The PHA will determine the average income of all families residing in each covered development (not adjusting for unit size) on an annual basis.

Step 3. The PHA must then determine whether each of its covered developments falls above, within, or below the established income range (EIR), which is from 85% to 115% of the average family income determined in Step 1. However, the upper limit must never be less than the income at which a family would be defined as an extremely low-income family (federal poverty level or 30 percent of median income, whichever number is higher).

Step 4. The PHA with covered developments having average incomes outside the EIR must then determine whether or not these developments are consistent with its local goals and annual plan.

Step 5. Where the income profile for a covered development is not explained or justified in the annual plan submission, the PHA must include in its admission policy its specific policy to provide for deconcentration of poverty and income mixing.

Depending on local circumstances the PHA's deconcentration policy may include, but is not limited to the following:

- Providing incentives to encourage families to accept units in developments where their income level is needed, including rent incentives, affirmative marketing plans, or added amenities
- Targeting investment and capital improvements toward developments with an average income below the EIR to encourage families with incomes above the EIR to accept units in those developments
- Establishing a preference for admission of working families in developments below the EIR

- Skipping a family on the waiting list to reach another family in an effort to further the goals of deconcentration
- Providing other strategies permitted by statute and determined by the PHA in consultation with the residents and the community through the annual plan process to be responsive to local needs and PHA strategic objectives

A family has the sole discretion whether to accept an offer of a unit made under the PHA's deconcentration policy. The PHA must not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under the PHA's deconcentration policy [24 CFR 903.2(c)(4)].

If, at annual review, the average incomes at all general occupancy developments are within the EIR, the PHA will be considered to be in compliance with the deconcentration requirement and no further action is required.

#### CHRA Policy

For developments outside the EIR the PHA will take the following actions to provide for deconcentration of poverty and income mixing:

Targeting investment and capital improvements toward developments with an average income below the EIR to encourage families with incomes above the EIR to accept units in those developments

Skipping a family on the waiting list to reach another family in an effort to further the goals of deconcentration

Providing other strategies permitted by statute and determined by the PHA in consultation with the residents and the community through the annual plan process to be responsive to local needs and PHA strategic objectives

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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:	
Type of Grant <div><input type="checkbox"/> Original Annual Statement      <input type="checkbox"/> Reserve for Disasters/Emergencies      <input checked="" type="checkbox"/> Revised Annual Statement (Revision No: 1 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 1/31/2024      <input type="checkbox"/> Final Performance and Evaluation Report</div>					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>(1)</sup>	
		Original	Revised <sup>(2)</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$10,000.00	\$22,883.15	\$10,000.00	\$10,000.00
3	1408 Management Improvement	\$9,982.00	\$9,982.00	9,982.00	\$9,982.00
4	1410 Administration				
5	1480 General Capital Activity	\$109,909.00	\$97,490.85	\$97,490.85	\$86,790.85
6	1492 MovingToWorkDemonstration				
7	1501 Collater Exp / Debt Srvc				
8	1503 RAD-CFP				
9	1504 Rad Investment Activity				
10	1505 RAD-CPT				
11	1509 Preparing for, Preventing and Responding to Coronavirus (1509)				

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

Part I: Summary					
PHA Name: HRA OF CROSBY, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. MN46P08250122 Replacement Housing Factor Grant No. Date of CFFP:		FFY of Grant: 2022 FFY of Grant Approval:	
Type of Grant <div><input type="checkbox"/> Original Annual Statement      <input type="checkbox"/> Reserve for Disasters/Emergencies      <input checked="" type="checkbox"/> Revised Annual Statement (Revision No: 1 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 1/31/2024      <input type="checkbox"/> Final Performance and Evaluation Report</div>					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>(1)</sup>	
		Original	Revised <sup>(2)</sup>	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	\$130,356.00	\$117,472.85	\$106,772.85

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

Part I: Summary					
PHA Name: HRA OF CROSBY, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. MN46P08250122 Replacement Housing Factor Grant No. Date of CFFP:		FFY of Grant: 2022 FFY of Grant Approval:	
Type of Grant <div><input type="checkbox"/> Original Annual Statement      <input type="checkbox"/> Reserve for Disasters/Emergencies      <input checked="" type="checkbox"/> Revised Annual Statement (Revision No: 1 ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending:      <input type="checkbox"/> Final Performance and Evaluation Report</div>					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>(1)</sup>	
		Original	Revised <sup>(2)</sup>	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Activities				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

Part II: Supporting Pages								
PHA Name: HRA OF CROSBY, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. MN46P08250122 Replacement Housing Factor Grant No. CFFP(Yes/No):				Federal FFY of Grant: 2022		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost <sup>(2)</sup>		Status of Work
				Original	Revised <sup>(1)</sup>	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	\$22,883.15	\$10,000.00	\$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		\$18,126.00	\$10,700.00	\$10,700.00		

(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								
<b>PHA Name:</b> HRA OF CROSBY, MINNESOTA			<b>Grant Type and Number</b> Capital Fund Program Grant No. MN46P08250122 Replacement Housing Factor Grant No. CFFP(Yes/No):			<b>Federal FFY of Grant:</b> 2022		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost <sup>(2)</sup>		Status of Work
				Original	Revised <sup>(1)</sup>	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	1480		\$80,000.00	\$75,007.85	\$75,007.85	\$75,007.85	Complete

Environmental Review issues, prior to work

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	\$11,783.00	\$11,783.00	\$11,783.00	Complete
MN082000001 - DELLWOOD APART./SCATTERED	Remodel office area at Dellwood Apartments (Management Improvement (1408)) Description : 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	1408		\$9,982.00	\$9,982.00	\$9,982.00	\$9,982.00	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 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 <sup>(1)</sup>
	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. MN46P08250123 Replacement Housing Factor Grant No. Date of CFFP:		FFY of Grant: 2023 FFY of Grant Approval:	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (Revision No:      ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>(1)</sup>	
		Original	Revised <sup>(2)</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$10,000.00			
3	1408 Management Improvement				
4	1410 Administration				
5	1480 General Capital Activity	\$123,114.00			
6	1492 MovingToWorkDemonstration				
7	1501 Collater Exp / Debt Srvc				
8	1503 RAD-CFP				
9	1504 Rad Investment Activity				
10	1505 RAD-CPT				
11	1509 Preparing for, Preventing and Responding to Coronavirus (1509)				

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



Part I: Summary					
PHA Name: HRA OF CROSBY, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. MN46P08250123 Replacement Housing Factor Grant No. Date of CFFP:		FFY of Grant: 2023 FFY of Grant Approval:	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (Revision No:      ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>(1)</sup>	
		Original	Revised <sup>(2)</sup>	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)	\$133,114.00			

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

Part I: Summary					
PHA Name: HRA OF CROSBY, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. MN46P08250123 Replacement Housing Factor Grant No. Date of CFFP:		FFY of Grant: 2023 FFY of Grant Approval:	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (Revision No:                      ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>(1)</sup>	
		Original	Revised <sup>(2)</sup>	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Activities				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

Part II: Supporting Pages								
PHA Name: HRA OF CROSBY, MINNESOTA			Grant Type and Number Capital Fund Program Grant No. MN46P08250123 Replacement Housing Factor Grant No. CFFP(Yes/No):			Federal FFY of Grant: 2023		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost <sup>(2)</sup>		Status of Work
				Original	Revised <sup>(1)</sup>	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	Replace kitchen appliances in 6 units at Dellwood Apts (Dwelling Unit-Interior (1480)) Description : 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	1480		\$15,000.00				

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

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

Part II: Supporting Pages								
PHA Name: HRA OF CROSBY, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. MN46P08250123 Replacement Housing Factor Grant No. CFFP(Yes/No):				Federal FFY of Grant: 2023		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost <sup>(2)</sup>		Status of Work
				Original	Revised <sup>(1)</sup>	Funds Obligated	Funds Expended	
MN082000001 - DELLWOOD APART./SCATTERED	Replace kitchen cabinets in 6 units at Dellwood Apts (Dwelling Unit-Interior (1480)) Description : 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	1480		\$25,000.00				
MN082000001 - DELLWOOD APART./SCATTERED	Upgrade/Repair/Replace elevators at Dellwood Apartments (Non-Dwelling Construction - Mechanical (1480)) Description : 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.	1480		\$83,114.00				

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

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

Part II: Supporting Pages								
PHA Name: HRA OF CROSBY, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. MN46P08250123 Replacement Housing Factor Grant No. CFFP(Yes/No):				Federal FFY of Grant:2023		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost <sup>(2)</sup>		Status of Work
				Original	Revised <sup>(1)</sup>	Funds Obligated	Funds Expended	
	Total:			\$133,114.00				

(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

Status: Draft

Approval Date:

Approved By:

<b>Part I: Summary</b>						
<b>PHA Name :</b> HRA OF CROSBY, MINNESOTA		<b>Locality (City/County &amp; State)</b>				
<b>PHA Number:</b> MN082		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revised 5-Year Plan (Revision No:            )</b>				
<b>A.</b>	<b>Development Number and Name</b>	<b>Work Statement for Year 1    2024</b>	<b>Work Statement for Year 2    2025</b>	<b>Work Statement for Year 3    2026</b>	<b>Work Statement for Year 4    2027</b>	<b>Work Statement for Year 5    2028</b>
	DELLWOOD APART./SCATTERED (MN082000001)	\$90,000.00	\$90,000.00	\$100,000.00	\$100,000.00	\$120,000.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
2577-0274  
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2024				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	DELLWOOD APART./SCATTERED (MN082000001)			\$90,000.00
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
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
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, replacing flooring, replacing siding, bathroom and gazebo rehabilitation. 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
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

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
2577-0274  
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2024				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0031	Physical Needs/LBP/Asbestos Assessment(Contract Administration (1480)-Other Fees and Costs)	Conduct a Physical Needs/LBP/Asbestos Assessment on public housing properties. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0045	Rehab gazebo at Dellwood Apartments(Non-Dwelling Exterior (1480)-Siding,Non-Dwelling Exterior (1480)-Soffits,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)	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
ID0055	Replace kitchen cabinets & appliances 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, sinks, drain assemblies, faucets and water supply lines. Remove old appliances and dispose of properly, replace with new energy efficient appliances. Asbestos and lead-based paint will be addressed when found.		\$20,000.00
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
	Subtotal of Estimated Cost			\$90,000.00



## Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2577-0274

02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2 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.		\$25,000.00
ID0043	Replace domestic water heaters in up to 20 Scattered Sites(Dwelling Unit-Interior (1480)-Plumbing)	Remove and replace domestic water heaters in up to 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 up to 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 up to 20 Scattered Site units including all associated wiring, piping and ductwork. Asbestos and lead-based paint will be addressed when found.		\$15,000.00
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
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		\$5,000.00

when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
2577-0274  
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 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 shower, sidewalk & step, toilet and appliance replacement, exterior doors, flooring, security and camera system, domestic water and heating boiler systems and garage door replacement, installation of isolation valves and improvement/expansion of maintenance building. 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 up to 20 Scattered Sites(Dwelling Unit-Interior (1480)-Flooring (non routine))	Remove vinyl, carpet and padding in up to 20 scattered site family units. Prepare for new flooring by replacing any deteriorated, worn or damaged sub-flooring. Install new durable flooring. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
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

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
2577-0274  
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 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 up to 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
ID0059	Replace exterior doors at 20 Scattered Sites(Dwelling Unit-Exterior (1480)-Exterior Doors)	Remove entry and storm doors and frames at up to 20 scattered site family units including garages. Replace with new pre-hung doors of the same style and size as existing. Asbestos and lead-based paint will be addressed when found.		\$1,000.00
ID0060	Replace sidewalks and steps at Scattered Sites(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
ID0063	Improve/expand maintenance building(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,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Other)	Improve/expand maintenance building at Dellwood Apartments site by adding on and replacing roofing, siding, doors and windows, improving electrical, installing insulation and heat. 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.		\$6,000.00

Form HUD-50075.2(4/2008)

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
2577-0274  
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4 2027				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	DELLWOOD APART./SCATTERED (MN082000001)			\$100,000.00
ID0067	Dellwood Community Renovations(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,Non-Dwelling Interior (1480)-Common Area Finishes)	Replace deteriorating ceiling tiles including general carpentry, reconfiguring electrical, window treatments, flooring and painting. Asbestos and lead based paint will be addressed when found.		\$8,000.00
ID0069	Wrap exterior of 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 and garages 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 wrapping exterior window and door components, 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

Form HUD-50075.2(4/2008)

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2028				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	DELLWOOD APART./SCATTERED (MN082000001)			\$120,000.00
ID0011	Replace vanities, toilets and showers in up to 20 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 up to 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
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
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		\$10,000.00



## Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
2577-0274  
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2028				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
		any soil Environmental Review issues, prior to work beginning.		
ID0028	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management of tenant damage repair, office air conditioning, flooring and appliance replacement, improving CO detection, installing air conditioning in common areas and bedrooms. 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
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
ID0053	Replace flooring in up to 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 up to 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
ID0058	Replace refrigerators and ranges at up to 20 Scattered Site units.(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 up to 20 scattered site family units. Asbestos and lead-based paint will be addressed when found.		\$20,000.00
ID0075	Replace office air conditioning system(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	Replace failing office air conditioning system with new energy efficient system.		\$10,000.00

Form HUD-50075.2(4/2008)

# HRA hearing

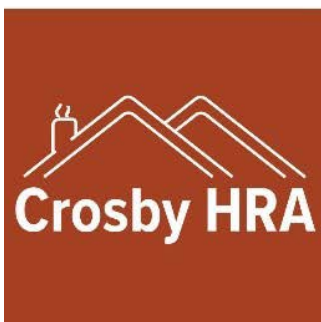
(Published in the Crosby-Ironton  
Courier Wednesday, Dec. 20, 2023)

## **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](http://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, February 13, 2024 at 11 a.m.

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## Crosby HRA BOARD MEETING MINUTES Tuesday, January 9, 2024

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00AM, Tuesday, January 9, 2024, Community Room, 300 3<sup>rd</sup> Ave NE, Crosby MN 56441.

1. **CALL TO ORDER:** Chair Paron called the meeting to order at 10:58AM.
2. **ROLL CALL:** Commissioners Paula Traylor, Maxine Fisher, Buzz Neprud, & Renae Marsh  
Absent: Marna Paron

Others present: Finance Director Karen Young, Rehab Administrative Specialist Kristin Miller, Housing Manager Shannon Fortune, Maintenance Director John Schommer, and Housing Specialist Mallory Demel. Guests: Reverend Gerald Fisher

3. **REVIEW AND APPROVE AGENDA:**

**Moved by Commissioner Neprud and seconded by Commissioner Traylor to approve the presented agenda. All commissioners were in favor, and none were opposed. The agenda is approved as presented.**

4. **REVIEW AND APPROVE MINUTES:**

**Moved by Commissioner Neprud and seconded by Commissioner Traylor to approve the amended meeting minutes from Tuesday, December 12, 2023. All commissioners were in favor, and none were opposed. The minutes were approved.**

5. **BILLS AND COMMUNICATIONS:**

- a. **Financial Report and Approval Request:**

*December 2023 financial report was presented by Karen Young.*

Banking Request for Proposals (RFP)

The Brainerd HRA received four proposals in response to the RFP and awarded banking services to Bremer Bank. Staff will proceed with an RFP for Crosby banking services this coming year. The board appointed Commissioner Traylor to the RFP committee and staff will include her in the scoring process.

**Moved by Commissioner Marsh and seconded by Commissioner Neprud to approve Approval of December checks numbered 119240 through 119268 and December ACH payments numbered 1734 through 1741 and 335 through 337. All commissioners were in favor, and none were opposed. The motion was approved.**

**b. Housing Manager Report:**

*Presented by Shannon Fortune.*

Tenant Activities Update

There were 14 participants in the NAPS food delivery program in December. In the past month, activities were chair yoga/exercises sessions (5), the Cuyuna Range Youth Center hosted a game day (2) and also assisted the Tenant Council by judging the best decorated tenant door; Immanuel Lutheran Church of Crosby arranged to deliver a holiday meal catered by Croft Kitchen (65); volunteers were onsite doing manicures (8); two groups of carolers and a church band were onsite over three dates in December; and the Iron-ton and Deerwood Legions provided a Christmas Eve meal (77). The minutes from the December Tenant Council Meeting is attached.

Resident Advisory Board (RAB) Creation

We have received enough applications of interest to move forward with the Resident Advisory Board initiative. The interview panel will be conducting interviews next week and we hope the group will be able to schedule its first meeting in late January. The first couple of meetings will focus on guidelines and structure for the RAB set up.

Monthly Property Performance Reports for December 2023

*These documents were presented by Shannon Fortune.*

**c. Maintenance Director Report:**

*Presented by John Schommer.*

Edgewood Handrail

AJ Metalworks installed the new handrail last week.

#### Scattered Sites Tree Removal and Trimming

We received several quotes for the tree trimming and removal with J and M Operations coming in the lowest at \$10,700. We are working through the contract and associated paperwork and hope for the work to begin by the end of the month.

#### Cleaning

We reached out to our contractor and shared some of the concerns we were made aware of and requested additional time be spent each day they come. I did a walk-through of the areas that we voiced concerns about and there has been significant improvement. We will continue to monitor the work to ensure we are providing decent, safe and sanitary housing to our residents.

### **6. UNFINISHED BUSINESS:**

### **7. NEW BUSINESS:**

#### **a. Designation of Official Depository**

*Presented by Karen Young.*

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

**Moved by Commissioner Traylor and seconded by Commissioner Marsh to approve the designation of Unity Bank and RBC as the official depositories. All commissioners were in favor, and none were opposed. the designation of Unity Bank and RBC as the official depositories was approved.**

### **8. CHAIR COMMENTS:** None at this time

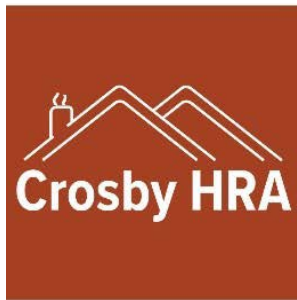
### **9. NEXT MEETING:** Tuesday, February 13<sup>th</sup>, 2024

### **10. 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 the meeting was adjourned at 11:10AM.**

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To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: February 6, 2024  
Re: February Financial Report

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Please find attached the financial information for January 2024.

**Budget Presentation**

We will be presenting the 2025 budget at the March meeting for board approval.

**Action Requested:**

**Approval of January checks numbered 119269 through 119302 and January ACH payments numbered 1742 through 1749 and 338 through 341.**

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## Crosby Housing & Redevelopment Authority

### 2024 Ratios

FASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan
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
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
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
Total Points	25		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
Occupancy	16	O <90% =0, O >98% =16	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	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
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
Total Points	25		20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00

Total of Above Ratios	50		45	45	45	45	45	45	45	45	45	45
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MASS Ratios	Max Pts	Scoring										
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	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
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

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**PH Operating - Board  
Public Housing Operating - Board  
January, 2024**

	<b>Current Period</b>	<b>Current Year</b>	<b>Year To Date Budget</b>	<b>Variance</b>
<b>Income</b>				
100-000-3110.000 Dwelling Rental	-22,296.00	-213,022.00	-191,308.30	-21,713.70
100-000-3120.000 Excess Utilities	-6.00	-1,253.82	-541.70	-712.12
100-000-3401.000 Operating Subsidy	-9,758.00	-134,239.00	-123,595.80	-10,643.20
100-000-3402.000 Capital Fund Revenue	0.00	-117,259.85	-8,333.30	-108,926.55
100-000-3490.000 Gain/Loss on Sale of A	0.00	21.88	0.00	21.88
100-000-3610.000 Interest Revenue	-59.79	-632.67	0.00	-632.67
100-000-3690.000 Other Income	-72.34	-1,585.56	-1,333.30	-252.26
100-000-3691.000 Other Tenant Revenue	-1,202.73	-9,030.14	-9,791.70	761.56
100-000-3695.000 Laundry Revenue	-318.50	-3,313.75	-2,916.70	-397.05
<b>Total Income</b>	<b>-33,713.36</b>	<b>-480,314.91</b>	<b>-337,820.80</b>	<b>-142,494.11</b>
<b>Expense</b>				
100-000-4110.000 Administration Salaries	2,166.79	23,561.67	23,000.00	561.67
100-000-4130.000 Legal	125.00	1,382.00	4,083.30	-2,701.30
100-000-4140.000 Staff Training	0.00	214.56	333.30	-118.74
100-000-4150.000 Travel	34.07	552.11	604.20	-52.09
100-000-4171.000 Auditing Fees	0.00	5,040.00	5,355.00	-315.00
100-000-4190.000 Sundry-Other Admin	47.50	444.00	479.20	-35.20
100-000-4191.000 Management Fees	4,012.50	40,125.00	40,125.00	0.00
100-000-4194.000 Office Supplies	0.00	884.28	1,500.00	-615.72
100-000-4195.000 Membership Dues	190.00	284.80	200.00	84.80
100-000-4196.000 Telephone	43.79	392.59	412.50	-19.91
100-000-4198.000 Advertising	14.78	29.56	833.30	-803.74
100-000-4199.000 Postage	330.00	462.00	281.25	180.75
100-000-4210.000 Tenant Svcs Salaries	451.97	4,805.67	4,750.00	55.67
100-000-4230.000 Tenant Services Other	4.77	47.57	1,083.30	-1,035.73
100-000-4310.000 Water	1,004.08	10,964.52	12,958.30	-1,993.78
100-000-4315.000 Sewer	1,649.71	17,428.59	19,458.30	-2,029.71
100-000-4320.000 Electricity	2,148.82	21,619.90	21,954.20	-334.30
100-000-4330.000 Gas	1,795.09	8,884.70	12,958.30	-4,073.60
100-000-4431.000 Garbage & Trash	720.22	7,711.20	7,625.00	86.20
100-000-4410.000 Maintenance Labor	3,297.33	34,899.62	34,620.80	278.82
100-000-4420.000 Materials	3,950.45	14,922.81	13,333.30	1,589.51
100-000-4430.000 Contracts Costs	1,807.20	19,580.71	15,208.30	4,372.41
100-000-4432.000 Decorating Contract	5,246.83	11,346.59	10,000.00	1,346.59
100-000-4435.000 Grounds Contract	0.00	3,612.48	2,416.70	1,195.78
100-000-4445.000 Elevator Maintenance	0.00	6,953.24	3,666.26	3,286.98
100-000-4450.000 Plumbing/Heating	0.00	1,308.18	4,166.70	-2,858.52
100-000-4455.000 Snow Removal	551.72	1,067.24	4,166.70	-3,099.46
100-000-4456.000 Exterminating	59.00	531.00	833.30	-302.30
100-000-4457.000 Janitor/Cleaning	1,034.25	9,415.86	7,400.00	2,015.86
100-000-4510.000 Insurance	2,605.13	26,022.72	25,254.10	768.62
100-000-4520.000 Property Tax	749.20	7,708.35	6,708.30	1,000.05
100-000-4540.000 Employee Benefits	3,054.67	29,949.21	29,974.90	-25.69
100-000-4583.000 Interest Exp - Leases	2.44	28.17	27.50	0.67
100-000-4590.000 Other General Expense	0.00	5,444.49	2,083.30	3,361.19
100-000-4595.000 Lease Amortization Exp	30.84	308.40	310.00	-1.60
<b>Total Expense</b>	<b>37,128.15</b>	<b>317,933.79</b>	<b>318,164.61</b>	<b>-230.82</b>
<b>Net Income(-) or Loss</b>	<b>3,414.79</b>	<b>-162,381.12</b>	<b>-19,656.19</b>	<b>-142,724.93</b>

**Crosby HRA  
Edgewood Operating Stmt - Board  
January, 2024**

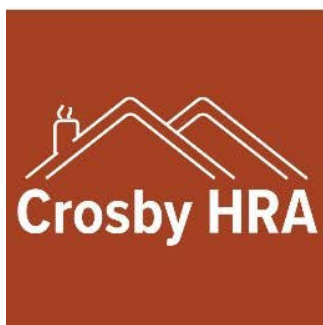
	Current Period	Current Year	Year To Date Budget	Variance
<b>Income</b>				
700-000-3110.000 Dwelling Rental	-20,704.00	-205,546.00	-205,870.80	324.80
700-000-3120.000 Excess Utilities	-57.00	-1,757.00	-1,625.00	-132.00
700-000-3404.000 Other Government Grant	-10,791.00	-105,147.00	-96,879.20	-8,267.80
700-000-3490.000 Gain/Loss on Sale of A	0.00	564.71	0.00	564.71
700-000-3610.000 Interest Revenue	-3,979.54	-29,178.87	-583.30	-28,595.57
700-000-3690.000 Other Income	-108.52	-2,093.32	-1,250.00	-843.32
700-000-3691.000 Other Tenant Revenue	-37.00	-3,049.50	-5,916.70	2,867.20
700-000-3695.000 Laundry Revenue	-666.75	-6,827.50	-8,166.70	1,339.20
<b>Total Income</b>	<b>-36,343.81</b>	<b>-353,034.48</b>	<b>-320,291.70</b>	<b>-32,742.78</b>
<b>Expense</b>				
700-000-4110.000 Administration Salaries	2,166.82	23,562.01	23,000.00	562.01
700-000-4130.000 Legal	125.00	225.00	2,666.70	-2,441.70
700-000-4140.000 Staff Training	0.00	218.85	416.70	-197.85
700-000-4150.000 Travel	34.06	545.71	708.30	-162.59
700-000-4171.000 Auditing Fees	0.00	5,040.00	5,355.00	-315.00
700-000-4190.000 Sundry-Other Admin	32.50	380.00	500.00	-120.00
700-000-4191.000 Management Fees	4,012.50	40,125.00	40,125.00	0.00
700-000-4194.000 Office Supplies	0.00	914.51	1,458.30	-543.79
700-000-4195.000 Membership Dues	0.00	94.80	200.00	-105.20
700-000-4196.000 Telephone	43.81	392.68	412.50	-19.82
700-000-4198.000 Advertising	0.00	0.00	833.30	-833.30
700-000-4199.000 Postage	330.00	462.00	281.25	180.75
700-000-4210.000 Tenant Svcs Salaries	677.95	7,208.37	7,125.00	83.37
700-000-4230.000 Tenant Services Other	4.77	47.58	208.30	-160.72
700-000-4310.000 Water	1,147.60	6,994.12	6,666.70	327.42
700-000-4315.000 Sewer	2,049.02	12,386.47	11,041.70	1,344.77
700-000-4320.000 Electricity	2,770.67	30,361.54	33,541.70	-3,180.16
700-000-4330.000 Gas	2,266.38	10,526.28	14,812.50	-4,286.22
700-000-4431.000 Garbage & Trash	367.41	3,220.82	4,150.00	-929.18
700-000-4410.000 Maintenance Labor	3,297.34	34,899.68	34,620.80	278.88
700-000-4420.000 Materials	2,676.67	17,452.91	12,500.00	4,952.91
700-000-4430.000 Contracts Costs	1,419.77	14,688.00	14,466.70	221.30
700-000-4432.000 Decorating Contract	0.00	7,509.86	10,833.30	-3,323.44
700-000-4435.000 Grounds Contract	1,635.40	3,580.54	3,750.00	-169.46
700-000-4445.000 Elevator Maintenance	0.00	6,061.16	3,666.26	2,394.90
700-000-4450.000 Plumbing/Heating	0.00	0.00	5,833.30	-5,833.30
700-000-4455.000 Snow Removal	827.58	1,600.86	5,416.70	-3,815.84
700-000-4456.000 Exterminating	59.00	2,025.00	833.30	1,191.70
700-000-4457.000 Janitor/Cleaning	1,047.36	9,300.09	8,000.00	1,300.09
700-000-4510.000 Insurance	2,269.04	22,661.82	21,891.60	770.22
700-000-4520.000 Property Tax	608.00	7,215.68	7,083.30	132.38
700-000-4540.000 Employee Benefits	3,072.05	30,232.40	30,162.40	70.00
700-000-4583.000 Interest Exp - Leases	2.45	28.17	27.50	0.67
700-000-4590.000 Other General Expense	0.00	270.16	2,083.30	-1,813.14
700-000-4595.000 Lease Amortization Exp	30.83	308.30	310.00	-1.70
<b>Total Expense</b>	<b>32,973.98</b>	<b>300,540.37</b>	<b>314,981.41</b>	<b>-14,441.04</b>
<b>Net Income(-) or Loss</b>	<b>-3,369.83</b>	<b>-52,494.11</b>	<b>-5,310.29</b>	<b>-47,183.82</b>

**Housing and Redevelopment Authority of Crosby**  
**Payment Summary Report**  
**January 2024**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
1/10/2024	338	Brian Bartz	\$75.33
1/10/2024	339	Eric Charpentier	\$20.96
1/10/2024	340	Jessica Mulroy	\$25.55
1/10/2024	341	John Schommer	\$86.48
1/8/2024	1742	Payroc Payment Systems LLC	\$45.65
1/8/2024	1743	Payroc Payment Systems LLC	\$102.44
1/11/2024	1744	Harpers Payroll Service	\$1,285.18
1/11/2024	1745	Harpers Payroll Service	\$41.78
1/11/2024	1746	Lincoln Financial Group	\$759.29
1/25/2024	1747	Harpers Payroll Service	\$1,454.92
1/25/2024	1748	Harpers Payroll Service	\$136.20
1/25/2024	1749	Lincoln Financial Group	\$781.82
1/9/2024	119269	AJ Metalworks Inc.	\$1,635.40
1/9/2024	119270	Bremer Bank Credit Card	\$101.00
1/9/2024	119271	Cintas	\$169.32
1/9/2024	119272	City Of Crosby	\$6,269.43
1/9/2024	119273	Crosby Ace Hardware	\$422.22
1/9/2024	119274	Crosby-Ironton Courier	\$14.78
1/9/2024	119275	Dearborn National Life Ins Co	\$30.38
1/9/2024	119276	Granite Pest Control LLC	\$118.00
1/9/2024	119277	Hagman Inc.	\$2,016.00
1/9/2024	119278	Handyman's Inc.	\$727.90
1/9/2024	119279	Harpers Time & Attendance	\$13.00
1/9/2024	119280	Hd Supply Facilities Maint	\$245.29
1/9/2024	119281	Healthpartners	\$5,386.20
1/9/2024	119282	Hitesman & Wold, P.A.	\$250.00
1/9/2024	119283	Holden Electric Co. Inc.	\$1,231.22
1/9/2024	119284	Integrity Woodwork	\$388.00
1/9/2024	119285	Kristin Miller	\$21.62
1/9/2024	119286	League of MN Cities Insurance Trust	\$7.80
1/9/2024	119287	MRI Software LLC	\$25.00
1/9/2024	119288	Majestic Creations Landscape	\$1,379.30
1/9/2024	119289	Minnesota Dept Of Labor & Ind	\$100.00
1/9/2024	119290	Phada	\$190.00
1/9/2024	119291	Postmaster	\$660.00
1/9/2024	119292	Sherwin-Williams	\$251.18
1/9/2024	119293	Strike Painting & Finishing	\$750.00
1/9/2024	119294	The Office Shop	\$216.08
1/9/2024	119295	Visa--Unity	\$1,269.26
1/9/2024	119296	Waste Partners Inc	\$668.61
1/9/2024	119297	West Central Flooring	\$4,021.71
1/9/2024	119298	Xtona	\$335.00
1/9/2024	119299	Yde's Major Appliance	\$4,200.00
1/31/2024	119300	Ctc	\$375.61
1/31/2024	119301	Minnesota Energy Resources	\$4,061.47
1/31/2024	119302	Minnesota Power	\$4,919.49
		<b>Report Total</b>	<b>\$47,285.87</b>

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To: Crosby HRA Board Members  
From: Shannon Fortune, Housing Director  
Date: Feb-07-2024  
Re: Housing Programs Report

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**Tenant Activities Update**

There were 14 participants in the NAPS food delivery program in January. In the past month, activities were chair yoga/exercises sessions (8); Humana monthly nutrition seminar (3); SNAP-Education cooking classes (12); "Ask Me Anything" roundtable (8); board game sessions (5); DIY lip balm demonstration (5); and a total of 372 meals were provided by our two groups that offer ongoing free meals to community members. The minutes from the January Tenant Council Meeting is attached.

**Monthly Property Performance Reports for January 2024**

Please see Attachment.

**No Action Requested; Discussion Items**

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# Crosby Housing and Redevelopment Authority

## Monthly Property Performance Report January 2024

### 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	12
Applications Placed on PH Wait List	6
Applications Denied on PH Wait List	4

### 4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	73	6	6	1
2 bdrm	13	18	0	0	0
3 bdrm	6	9	0	0	0
4 bdrm	2	8	0	0	0
TOTAL	120	108	6	6	1

### 5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	2	13
Move-Outs	2	10

*\*Starting 4/1/2023*

### 6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	6
Annual Recertifications	4
Completed for this month	10

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 4/1/2023*

9. Lease Enforcements

Lease warnings/violations issued	2
30-day lease terminations	4

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	8
Received	41
Closed	45
Ending Balance	4
Total Completed Work Orders for Year	420

*\*Starting 4/1/2023*

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	3	7
Completed within 24 hours	3	7
Percent completed within 24 hours	100%	100%

*\*Starting 4/1/2023*

## **Tenant Council Meeting - January 1, 2024 at 11 a.m.**

Members present: Roxy, Doris, Linda, Robin, Sharilyn, Diana

### **Treasurers Report for month of December**

Coffee income: \$140.59

Coffee expense: \$91.15

Bingo income: \$36.00

Bingo expense: \$48.74

Potluck expense: \$54.80

Tenant Council expense: \$94.83

Petty Cash for end of December: \$163.88

Checking for end of December: \$925.71

### **OLD BUSINESS:**

The kids from the youth center came on December 17th, to play games with tenants. Only one person came. The kids also did the judging of the doors for our door decorating contest. They had fun going around and looking at the doors. They want to do it again next year. The winners will be announced at the New Year's Eve potluck.

Had our Christmas potluck on December 23rd. There were 23 people. The tenant council provided a ham. There was no charge for this meal.

Had our New Year's Eve potluck on December 31st. Was an appetizer potluck. Announced the winners of the door contest. There were 19 people that came. The winners were: 1st - Teresa EW; 2nd - Beth & Randy EW; and 3rd - Robin DW. There were two honorable mention: Betty Jo & Mark DW; Lynne DW. Was suggested to give the honorable mention winners 3 free cards at bingo whenever they want to play. We also had a White Elephant Game, there were 10 people that participated. Was fun and people want to do again next year. Was suggested that for those that can not purchase a gift to bring something from home that was in new shape.

### **NEW BUSINESS:**

Was mentioned to have something else besides food as prizes for bingo. Will think about what we can do. Diana mentioned about the SAIL info. session on Jan. 25th, will be an hour long, will include a stretching program.

Q & A Roundtable will be on the 25th of Jan. Tenants can ask anything to the staff.

Oak Street Chapel Band will be coming on the 23rd of Jan.

There will be a craft session on the 29th of Jan., will be making lip balm.

Carolyn from the extension office will be coming the 16th and the 30th. Will be a food demonstration.

There were some kids that came on the 28th of Jan. to paint some tenants nails. Was a good turn out. They will be coming back on the 19th of February.

**The next tenant council meeting will be Feb. 5th.**

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To: Crosby HRA Board Members  
From: John Schommer, Rehab & Maintenance Director  
Date: February 8, 2024  
Re: Maintenance Update

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**Tree Removal and Trimming**

J and M Operations has trimmed and removed all the identified trees and will have to come back in the spring to grind the stumps and do the final raking and clean up. The project went extremely well and was completed up to this point very quickly.

**Maintenance Specialist**

We are advertising to fill our maintenance specialist position as James Wheeler is no longer with the agency. We posted the ad in the Brainerd and Crosby papers as well as online and will interview as soon as we have qualified candidates.

**No Action Requested; Discussion Items.**

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To: Crosby HRA Board Members  
 From: Shannon Fortune, Housing Director  
 Date: Feb-07-2024  
 Re: Multi-Family Service Coordinator Grant Application Approval

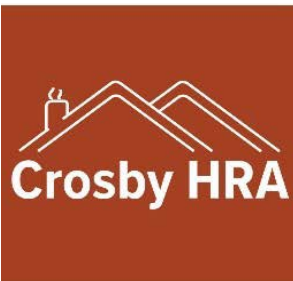
HUD recently made \$40,000,000 in grant funding available for Service Coordinators in Multifamily Housing (SCMF) with a grant submission deadline of Mar-14-2024. As this funding is restricted for use solely in programs designed “HUD Multifamily”, this would limit the bulk of services to Edgewood tenants, except for offerings such as events or scheduled classes. To gauge tenant support, Diana has expanded her annual tenant needs assessment/interest survey to include questions related to this potential initiative. After being reviewed for completion and overall eligibility, grants will be awarded using a lottery system, with a total of 160 awards available. The funding timeframe is 8/01/2024 through 07/31/2027.

From the grant application:

*The Service Coordinators in Multifamily Housing (SCMF) program supports service coordinator positions for elderly individuals and non-elderly persons with disabilities living in HUD assisted housing. Service coordinators play a critical role in connecting older adults and persons with disabilities with community-based supportive services for independent living and reducing premature and unnecessary transitions to higher levels of care. Service Coordinators work to promote access to resources, financial security, social connections, health and well-being for residents in assisted housing. Service coordinators help residents identify and access supportive services that will enable them to continue living independently in the community and age in place. Participation in the service coordinator program is voluntary, and residents choose which services they accept. Service coordinators work with residents and their families to identify the individual needs and preferences of residents and connect them with appropriate resources. Services may include nutrition support, housekeeping and shopping assistance, coordination with healthcare providers, help accessing public benefits, financial management assistance, and other services that support Activities of Daily Living (ADLs) and Instrumental Activities of Daily Living (IADLs) including services for persons with severe disabilities. Service coordinators also organize educational programming that gives residents tools to support independent living, and help property management better understand the service and support needs of their particular resident population.*

**Action Requested:** Board approval to complete and submit grant application packet #FR-6700-N-74 - Service Coordinators in Multifamily Housing (SCMF) Discretionary.

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To: Crosby HRA Board Members  
 From: John Schommer, Rehab & Maintenance Director  
 Date: February 6, 2024  
 Re: POHP Application Approval

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### **POHP**

Minnesota Housing announced the availability of up to \$41 million in General Obligation (GO) bond proceeds to help finance public housing rehabilitation costs. These funds will be administered through a one-time Publicly Owned Housing Program (POHP) Request for Proposals (RFP), and application materials are now available.

POHP is a competitive funding program that uses the proceeds of General Obligation (GO) Bonds to provide financing in the form of a 20-year deferred, forgivable loan for the rehabilitation and preservation of public housing. Applications are due by March 6, 2024.

Staff is proposing to apply for POHP funding for:

- **Dellwood Elevator Replacement-** MEI (our elevator vendor) has expressed that our current elevator does not meet code and appears to be at the end of its useful life as we have seen with the multitude of work orders. MEI has indicated that some parts are not readily available and provided a proposal to upgrade the mechanicals in October of 2022 that came in at \$110,561.84.
- **5 Dellwood Kitchen Modernization Upgrades-** Previous renovations to units were done in 2020, we are looking to make the same upgrades to ensure all units are uniform and up to date.
- **Removal/Installation of New Windows, Door and Siding at Scattered Sites-** Replace existing windows and doors with new insulated units of the same style and size. Remove deteriorated siding and install proper flashings, vapor barrier, frieze board, J-Channel, and new siding.

**Action Items Requested:** Staff requests approval to proceed with applying for the Public Owned Housing Program grant for Scattered Sites/Dellwood renovations.

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