

Cambridge EDA Meeting – Monday, November 15, 2021, 5:45 pm
City Council Chambers, 300 3rd Avenue NE
 Meeting Announcement and Agenda

Members of the audience are encouraged to follow along with the meeting's agenda. Agendas are available on the table just outside the Council Chambers entrance door.

Tentative Time	Agenda Item
	1. Call to Order
	2. Approval of Agenda
	3. Consent Agenda
	A. Approval of October 18, 2021 meeting minutes (p. 3)
	B. Approve EDA Draft September 2021 Financial Statements (p. 5)
	C. Approve EDA Admin Division Bills Checks #121354- #121574 Totaling \$9,782.97 (p. 19)
	D. Housing Supervisor's Monthly Report (p. 28)
	4. Work Session
	5. Unfinished Business
	6. New Business
	A. Public Housing Authority Plan (p. 29)
	1. Public Hearing
	2. Adopt Resolution EDA R21-004
	B. Resolution EDA R21-005 Adjust Fair Market Rent (p. 35)
	7. Adjourn

Notice to the hearing impaired: Upon request to City Staff, assisted hearing devices are available for public use. Accommodations for wheelchair access, Braille, large print, etc. can be made by calling City Hall at 763-689-3211 at least three days prior to the meeting.

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Cambridge Economic Development Authority (EDA)

Regular Meeting Minutes – October 18, 2021

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, October 18, 2021 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

Members Present: EDA members Bob Shogren, Mark Ziebarth, Lisa Iverson, Jim Godfrey and Kersten Conley.

Staff present: Executive Director Moe, Housing Supervisor Deb Barrett, City Administrator Vogel, and Assistant City Administrator Lewis.

Call to Order

Shogren called the meeting to order at 5:45 p.m.

Approval of Agenda

Iverson moved, seconded by Godfrey, to approve the agenda. Motion carried unanimously.

Consent Agenda

Ziebarth moved, seconded by Godfrey, to approve consent agenda items A – E:

- A. Approval of September 20, 2021 meeting minutes
- B. Approve EDA Draft August 2021 Financial Statements
- C. Approve EDA Admin Division Bills Checks #121102- #121344 Totaling \$52,071.01
- D. Housing Supervisor's Monthly Report
- E. Approve Contract for Ceramic Tile Cleaning

Upon call of the roll, Ziebarth, Iverson, Godfrey, Conley, and Shogren all voted aye. Motion carried unanimously.

Work Session

Update on Eviction Moratorium and Eviction Procedures/Lease Termination

Barrett provided the board with information about Eviction and Lease Termination procedures as a follow-up from the EDA meeting held on September 20, 2021. These procedures are direct excerpts from the Cambridge EDA Admission & Continued Occupancy Policy that was last updated by the EDA Board on September 17, 2018. Barrett noted the state is not allowing eviction if the tenant has applied for COVID-19 rental assistance, and this will be in effect until June 1, 2022. Godfrey asked if there has been a decrease in damages, and Barrett informed him that Moe and Pennings were at Bridge Park to do inspections for four units. She said two of the units have been cleaned up, but there are still two units that are in progress and getting better. Vogel stated Moe, Barrett, and himself met to discuss the processes for handling evictions, and said they haven't had to resort to evicting anyone. He noted that the state and

federal eviction moratoriums have lifted, but any non-paying tenants would not be able to be evicted if they have applied for COVID-19 rental assistance. Iverson asked if a tenant facing eviction for reasons other than non-payment could apply for rental assistance to evade eviction. Vogel stated the tenant would have to have had missed payments, and have also applied for rental assistance, for them to not be evicted. Seeming satisfied with the update, the board dissolved their discussion on the subject.

Update on Procedures for Unit Inspections/Entry

Barrett provided excerpts from the Admission & Continued Occupancy Policy for Special Inspections and Emergency Entry. All recent inspections were identified and covered in the preceding eviction update discussion.

Unfinished Business

There were no items under unfinished business.

New Business

There were no items under new business.

Adjournment

Godfrey moved, seconded by Ziebarth, to adjourn the meeting at 5:451 p.m. Motion carried unanimously.

Bob Shogren, President

ATTEST:

Caroline Moe, Executive Director

CITY OF CAMBRIDGE
 BALANCE SHEET
 SEPTEMBER 30, 2021

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	(51,251.11)	
901-10102	INVESTMENTS--PBC		120,870.76	
901-10200	EDA OPERATING ACCOUNT-LOW RENT		141,340.85	
901-16100	LAND AND LAND IMPROVEMENTS		134,042.37	
901-16200	BUILDINGS AND STRUCTURES		474,877.78	
901-16250	BUILDING IMPROVEMENTS		1,281,349.52	
901-16300	SITE IMPROVEMENTS		103,618.10	
901-16350	NON-DWELLING STRUCTURES		76,009.20	
901-16400	FURNITURE, EQUIPMENT, MACH-DWE		34,782.90	
901-16450	FURN, EQUIP, MACH-ADMIN		42,422.71	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(1,770,802.85)	
	TOTAL ASSETS			587,260.23

LIABILITIES AND EQUITY

LIABILITIES

901-22600	TENANT SECURITY DEPOSITS		30,288.20	
	TOTAL LIABILITIES			30,288.20

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS		229,117.42	
901-27300	INVESTED IN CAPITAL ASSETS		301,555.77	
901-27400	HUD OPERATING RESERVE MEMO		227,249.46	
901-27500	HUD OPERATING RESERVE CONTRA	(227,249.46)	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		26,298.84	
	BALANCE - CURRENT DATE		26,298.84	
	TOTAL FUND EQUITY			556,972.03
	TOTAL LIABILITIES AND EQUITY			587,260.23

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
901-33160 OPERATING GRANTS-HUD	70,000.00	70,000.00	43,121.00	26,879.00	61.60	73,071.00
901-33161 COVID 19 OPERATING GRANT	.00	.00	.00	.00	.00	11,246.00
TOTAL INTERGOVERNMENTAL REVE	70,000.00	70,000.00	43,121.00	26,879.00	61.60	84,317.00
<u>INTEREST & MISC INCOME</u>						
901-36210 INTEREST EARNINGS	300.00	300.00	745.32	(445.32)	248.44	400.64
TOTAL INTEREST & MISC INCOME	300.00	300.00	745.32	(445.32)	248.44	400.64
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	170,000.00	170,000.00	118,854.00	51,146.00	69.91	182,047.00
901-37221 LAUNDRY INCOME BRIDGE PARK	4,000.00	4,000.00	2,240.77	1,759.23	56.02	3,114.26
TOTAL RENTAL INCOME	174,000.00	174,000.00	121,094.77	52,905.23	69.59	185,161.26
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	35,000.00	35,000.00	.00	35,000.00	.00	27,525.00
TOTAL OTHER FINANCING SOURCES	35,000.00	35,000.00	.00	35,000.00	.00	27,525.00
TOTAL FUND REVENUE	279,300.00	279,300.00	164,961.09			297,403.90

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LOW RENT ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
901-49500-103 ADMIN PART-TIME - REGULAR	36,990.00	36,990.00	23,494.74	(13,495.26)	63.52	32,674.18
901-49500-104 ADMIN PART-TIME - OVERTIME	.00	.00	111.15	111.15	.00	.00
901-49500-121 PERA (EMPLOYER)	2,774.00	2,774.00	1,770.45	(1,003.55)	63.82	2,450.56
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,830.00	2,830.00	1,621.38	(1,208.62)	57.29	2,231.06
901-49500-131 MEDICAL/LIFE/DENTAL	10,344.00	10,344.00	7,062.29	(3,281.71)	68.27	8,435.94
901-49500-151 WORKERS' COMPENSATION PREMIU	280.00	280.00	93.04	(186.96)	33.23	138.82
901-49500-154 HRA/FLEX FEES	100.00	100.00	49.60	(50.40)	49.60	68.65
TOTAL PERSONAL SERVICES	53,318.00	53,318.00	34,202.65	(19,115.35)	64.15	45,999.21
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,976.00	1,976.00	698.87	(1,277.13)	35.37	1,931.42
TOTAL SUPPLIES	1,976.00	1,976.00	698.87	(1,277.13)	35.37	1,931.42
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	500.00	500.00	.00	(500.00)	.00	.00
901-49500-306 AUDITING	3,000.00	3,000.00	3,000.00	.00	100.00	2,000.00
901-49500-313 IT MGMT & BACKUP	4,700.00	4,700.00	3,769.60	(930.40)	80.20	5,330.40
901-49500-321 TELEPHONE EXPENSE	6,700.00	6,700.00	4,334.34	(2,365.66)	64.69	6,142.35
901-49500-322 POSTAGE	50.00	50.00	58.00	8.00	116.00	110.00
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	.00	(100.00)	.00	55.78
901-49500-340 ADVERTISING	300.00	300.00	11.28	(288.72)	3.76	24.50
TOTAL OTHER SERVICES AND CHA	15,350.00	15,350.00	11,173.22	(4,176.78)	72.79	13,663.03
<i>MISCELLANEOUS</i>						
901-49500-413 RENTALS - OFFICE EQUIPMENT	200.00	200.00	124.52	(75.48)	62.26	174.03
901-49500-433 DUES AND SUBSCRIPTIONS	3,100.00	3,100.00	2,904.00	(196.00)	93.68	2,884.00
901-49500-440 STAFF TRAINING	400.00	400.00	.00	(400.00)	.00	85.00
TOTAL MISCELLANEOUS	3,700.00	3,700.00	3,028.52	(671.48)	81.85	3,143.03
TOTAL LOW RENT ADMINISTRATION	74,344.00	74,344.00	49,103.26	(25,240.74)	66.05	64,736.69

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LOW RENT TENANT SERVICES</u>						
<i>SUPPLIES</i>						
901-49600-210 REC, PUB & OTHER SERVICES	4,000.00	4,000.00	2,464.87	(1,535.13)	61.62	6,416.60
<i>TOTAL SUPPLIES</i>	4,000.00	4,000.00	2,464.87	(1,535.13)	61.62	6,416.60
TOTAL LOW RENT TENANT SERVICE	4,000.00	4,000.00	2,464.87	(1,535.13)	61.62	6,416.60

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LOW RENT MAINTENANCE						
<i>PERSONAL SERVICES</i>						
901-49700-103 MAINT PT EMPLOYEES - REGULAR	24,000.00	24,000.00	12,289.72	(11,710.28)	51.21	17,059.86
901-49700-121 PERA (EMPLOYER)	1,800.00	1,800.00	921.72	(878.28)	51.21	1,288.45
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,836.00	1,836.00	843.90	(992.10)	45.96	1,250.92
901-49700-131 MEDICAL/DENTAL/LIFE	5,172.00	5,172.00	3,435.75	(1,736.25)	66.43	4,218.00
901-49700-151 WORKERS' COMPENSATION PREMIU	1,584.00	1,584.00	450.23	(1,133.77)	28.42	789.88
TOTAL PERSONAL SERVICES	34,392.00	34,392.00	17,941.32	(16,450.68)	52.17	24,587.11
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,000.00	4,000.00	3,246.56	(753.44)	81.16	2,825.38
901-49700-212 FUEL PURCHASE	200.00	200.00	.00	(200.00)	.00	.00
TOTAL SUPPLIES	4,200.00	4,200.00	3,246.56	(953.44)	77.30	2,825.38
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	35,000.00	35,000.00	17,222.23	(17,777.77)	49.21	40,761.75
901-49700-360 INSURANCE AND BONDS	11,364.00	11,364.00	8,720.00	(2,644.00)	76.73	10,826.00
901-49700-370 PAYMENT IN LIEU OF TAXES	13,000.00	13,000.00	.00	(13,000.00)	.00	14,187.00
901-49700-381 ELECTRIC UTILITIES	36,000.00	36,000.00	24,052.71	(11,947.29)	66.81	36,458.79
901-49700-382 WATER/WASTEWATER UTILITIES	9,000.00	9,000.00	4,542.03	(4,457.97)	50.47	6,808.82
901-49700-383 GAS UTILITIES	3,000.00	3,000.00	1,636.59	(1,363.41)	54.55	1,527.75
901-49700-384 REFUSE HAULING	4,000.00	4,000.00	2,208.64	(1,791.36)	55.22	3,784.38
TOTAL OTHER SERVICES AND CHA	111,364.00	111,364.00	58,382.20	(52,981.80)	52.42	114,354.49
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	45,000.00	45,000.00	.00	(45,000.00)	.00	42,476.65
TOTAL MISCELLANEOUS	45,000.00	45,000.00	.00	(45,000.00)	.00	42,476.65
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-501 REPLACEMENT OF EQUIPMENT	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
901-49700-502 BETTERMENTS AND ADDITIONS	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
TOTAL IMPROVEMENTS/BETTERM	6,000.00	6,000.00	.00	(6,000.00)	.00	.00
TOTAL LOW RENT MAINTENANCE	200,956.00	200,956.00	79,570.08	(121,385.92)	39.60	184,243.63

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	279,300.00	279,300.00	131,138.21			255,396.92
NET REVENUES OVER EXPENDITURE	.00	.00	33,822.88			42,006.98

CITY OF CAMBRIDGE
BALANCE SHEET
SEPTEMBER 30, 2021

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	9,620.00	
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	TOTAL ASSETS		9,620.00
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<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	9,620.00	
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	BALANCE - CURRENT DATE	9,620.00	
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	TOTAL FUND EQUITY		9,620.00
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	TOTAL LIABILITIES AND EQUITY		9,620.00
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CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

FUND 904 - CAPITAL FUND PROGRAM-HUD

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
904-33160 HUD CAPITAL GRANTS	35,000.00	35,000.00	9,620.00	25,380.00	27.49	27,525.00
TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	9,620.00	25,380.00	27.49	27,525.00
TOTAL FUND REVENUE	35,000.00	35,000.00	9,620.00			27,525.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

FUND 904 - CAPITAL FUND PROGRAM-HUD

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER FINANCING USES -</u>						
904-49300-720 TRANSFERS OUT	35,000.00	35,000.00	.00	(35,000.00)	.00	27,525.00
<i>TOTAL FUNCTION 7</i>	35,000.00	35,000.00	.00	(35,000.00)	.00	27,525.00
TOTAL OTHER FINANCING USES	35,000.00	35,000.00	.00	(35,000.00)	.00	27,525.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

FUND 904 - CAPITAL FUND PROGRAM-HUD

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	35,000.00	35,000.00	.00			27,525.00
NET REVENUES OVER EXPENDITURE	.00	.00	9,620.00			.00

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST</u>						
205-36210 INTEREST EARNINGS	.00	.00	.00	.00	.00	12,253.79
TOTAL INTEREST	.00	.00	.00	.00	.00	12,253.79
<u>MALL OPERATING REVENUES</u>						
205-37200 MISCELLANEOUS	.00	.00	.00	.00	.00	500.00
205-37220 RENTAL FEES	240,000.00	240,000.00	176,987.60	63,012.40	73.74	272,360.81
TOTAL MALL OPERATING REVENUES	240,000.00	240,000.00	176,987.60	63,012.40	73.74	272,860.81
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	130,000.00	130,000.00	.00	130,000.00	.00	294,391.00
TOTAL TRANSFERS FROM OTHER FU	130,000.00	130,000.00	.00	130,000.00	.00	294,391.00
TOTAL FUND REVENUE	<u>370,000.00</u>	<u>370,000.00</u>	<u>176,987.60</u>			<u>579,505.60</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
EDA ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
205-41930-101 FULL-TIME EMPLOYEES - REGULAR	.00	.00	.00	.00	.00	152,366.87
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	1,155.00	(1,345.00)	46.20	1,189.84
205-41930-121 PERA (EMPLOYER)	.00	.00	.00	.00	.00	7,544.47
205-41930-122 FICA/MEDICARE (EMPLOYER)	191.00	191.00	88.35	(102.65)	46.26	7,480.92
205-41930-131 MEDICAL/DENTAL/LIFE	.00	.00	(1,519.80)	(1,519.80)	.00	19,560.30
205-41930-133 DEDUCTIBLE CONTRIBUTION	.00	.00	.00	.00	.00	1,200.00
205-41930-151 WORKERS' COMPENSATION PREMIU	.00	.00	.00	.00	.00	371.55
205-41930-154 HRA/FLEX FEES	.00	.00	.00	.00	.00	68.65
TOTAL PERSONAL SERVICES	2,691.00	2,691.00	(276.45)	(2,967.45)	(10.27)	189,782.60
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	250.00	250.00	.00	(250.00)	.00	228.99
205-41930-221 REPAIR & MAINT VEH/EQUIPMENT	200.00	200.00	.00	(200.00)	.00	.00
205-41930-240 SMALL TOOLS & MINOR EQUIPMENT	3,300.00	3,300.00	.00	(3,300.00)	.00	.00
TOTAL SUPPLIES	3,750.00	3,750.00	.00	(3,750.00)	.00	228.99
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	1,768.87	(3,231.13)	35.38	3,675.00
205-41930-313 IT MGMT & BACKUP	3,000.00	3,000.00	3,769.60	769.60	125.65	5,330.40
205-41930-321 TELEPHONE/CELLULAR	1,400.00	1,400.00	551.32	(848.68)	39.38	1,084.45
205-41930-331 TRAVEL/MEALS/LODGING	800.00	800.00	.00	(800.00)	.00	6.10
205-41930-334 MILEAGE REIMBURSEMENT	1,200.00	1,200.00	.00	(1,200.00)	.00	202.40
205-41930-351 LEGAL NOTICES/ORD PUB	200.00	200.00	.00	(200.00)	.00	20.00
205-41930-360 INSURANCE AND BONDS	2,100.00	2,100.00	1,728.78	(371.22)	82.32	1,922.49
205-41930-381 ELECTRIC UTILITIES	.00	.00	795.24	795.24	.00	1,744.69
205-41930-382 WATER/SEWER/STORM PROPERTY A	75.00	75.00	.00	(75.00)	.00	41.86
205-41930-383 GAS UTILITIES	.00	.00	140.22	140.22	.00	456.92
TOTAL OTHER SERVICES & CHARG	13,775.00	13,775.00	8,754.03	(5,020.97)	63.55	14,484.31
<i>MISCELLANEOUS</i>						
205-41930-407 HWY 95 PROPERTY ACQ MAINT EXP	15,000.00	15,000.00	8,740.00	(6,260.00)	58.27	26,080.00
205-41930-408 PROPERTY ACQ MAINT EXP	.00	.00	9,600.00	9,600.00	.00	.00
205-41930-430 MISCELLANEOUS	.00	.00	56.00	56.00	.00	46.00
205-41930-433 DUES AND SUBSCRIPTIONS	2,800.00	2,800.00	1,455.00	(1,345.00)	51.96	295.00
205-41930-440 SCHOOLS & MEETINGS	1,500.00	1,500.00	1,400.00	(100.00)	93.33	704.00
205-41930-451 TAX ABATEMENT-MOTEK/TEAM IND	30,000.00	30,000.00	14,004.55	(15,995.45)	46.68	28,618.78
205-41930-489 IND PARK MARKETING	10,500.00	10,500.00	.00	(10,500.00)	.00	2,400.00
205-41930-497 EDA ADM-WEB SITE MAINT	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
TOTAL MISCELLANEOUS	62,800.00	62,800.00	35,255.55	(27,544.45)	56.14	58,143.78
TOTAL EDA ADMINISTRATION	83,016.00	83,016.00	43,733.13	(39,282.87)	52.68	262,639.68

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
MALL OPERATING EXPENSES						
<i>PERSONAL SERVICES</i>						
205-47000-101 FULL-TIME EMPLOYEES - REGULAR	27,654.00	27,654.00	19,509.59	(8,144.41)	70.55	28,009.77
205-47000-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
205-47000-103 TEMPORARY EMPLOYEE	7,000.00	7,000.00	4,875.16	(2,124.84)	69.65	4,006.79
205-47000-121 PERA (EMPLOYER)	4,904.00	4,904.00	1,463.22	(3,440.78)	29.84	2,088.36
205-47000-122 FICA/MEDICARE (EMPLOYER)	5,003.00	5,003.00	1,815.71	(3,187.29)	36.29	2,367.24
205-47000-131 MEDICAL/DENTAL/LIFE	8,642.00	8,642.00	6,241.47	(2,400.53)	72.22	8,321.40
205-47000-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00	(600.00)	.00	.00
205-47000-151 WORKERS' COMPENSATION PREMIU	2,593.00	2,593.00	454.03	(2,138.97)	17.51	1,266.71
205-47000-154 HRA/FLEX FEES	100.00	100.00	24.80	(75.20)	24.80	34.35
TOTAL PERSONAL SERVICES	57,496.00	57,496.00	34,383.98	(23,112.02)	59.80	46,094.62
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	148.74	(51.26)	74.37	255.34
205-47000-212 GASOLINE/FUEL	125.00	125.00	.00	(125.00)	.00	23.87
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	15,000.00	15,000.00	4,076.80	(10,923.20)	27.18	10,980.21
205-47000-240 SMALL TOOLS	1,000.00	1,000.00	14.99	(985.01)	1.50	3,463.44
TOTAL SUPPLIES	16,325.00	16,325.00	4,240.53	(12,084.47)	25.98	14,722.86
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	166.03	(183.97)	47.44	252.97
205-47000-360 INSURANCE AND BONDS	6,000.00	6,000.00	4,007.00	(1,993.00)	66.78	4,976.00
205-47000-381 ELECTRIC UTILITIES	20,500.00	20,500.00	10,577.79	(9,922.21)	51.60	14,855.22
205-47000-382 WATER/WASTEWATER UTILITIES	5,200.00	5,200.00	3,168.22	(2,031.78)	60.93	5,009.37
205-47000-383 GAS UTILITIES	4,200.00	4,200.00	1,730.98	(2,469.02)	41.21	2,250.46
205-47000-384 REFUSE HAULING	6,800.00	6,800.00	2,786.30	(4,013.70)	40.98	5,195.18
TOTAL OTHER SERVICES & CHARG	43,050.00	43,050.00	22,436.32	(20,613.68)	52.12	32,539.20
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	16,000.00	16,000.00	5,120.64	(10,879.36)	32.00	31,905.05
205-47000-413 BNSF PARKING LOT LEASE	1,750.00	1,750.00	2,421.50	671.50	138.37	1,716.20
205-47000-440 SCHOOLS & MEETINGS	.00	.00	.00	.00	.00	20.00
205-47000-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	186.00	(11,814.00)	1.55	(.20)
205-47000-499 MALL ROOF PROJECT	.00	.00	446,159.70	446,159.70	.00	31,875.20
TOTAL MISCELLANEOUS	29,750.00	29,750.00	453,887.84	424,137.84	1,525.67	65,516.25
TOTAL MALL OPERATING EXPENSES	146,621.00	146,621.00	514,948.67	368,327.67	351.21	158,872.93

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	229,637.00	229,637.00	558,681.80			421,512.61
NET REVENUES OVER EXPENDITURE	140,363.00	140,363.00	(381,694.20)			157,992.99

<p>CAMBRIDGE EDA MEETING November 15, 2021 BILLS LIST</p>

Disbursement Type:	Date:	Check Numbers:	Submitted For Approval
Prepaid Checks	10/13/2021	121354 - 121392	1,994.37
Prepaid Checks	10/20/2021	121424 - 121430	257.02
Prepaid Checks	10/27/2021	121472 - 121520	1,820.72
Prepaid Checks	11/3/2021	121533 - 121574	5,710.86
	Prepaid Totals		9,782.97

TOTAL SUBMITTED FOR APPROVAL

\$9,782.97

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 10/7/21-11/3/2021.

Caroline Moe 11/4/2021
Caroline Moe, Director of Finance signature & date

Linda Gerlach 11-4-2021
Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
1648	East Central Exterminating	October Service - Bridge Park	145.00
Total 1648:			145.00
2411	Hillyard Inc.	Maintenance Supplies - Mall	31.36
2411	Hillyard Inc.	Maintenance Supplies - Mall	85.68
2411	Hillyard Inc.	Maintenance Supplies - Mall	40.58
Total 2411:			157.62
3675	MNCAR	Exchange Access - EDC Member	580.00
Total 3675:			580.00
4567	Precision Property Maintenan	Property Maintenance Services - Lawn Care	1,000.00
Total 4567:			1,000.00
5528	Tight Miter Carpentry, LLC	Service Call and Repairs - Bridge Park	107.50
Total 5528:			107.50
Grand Totals:			1,994.37

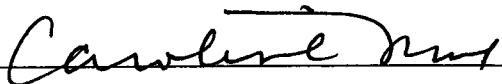
Dated: 10/13/2021

City Treasurer: Caroline Moul

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/21	10/13/2021	121354	1140	Cintas Corporation	205-20100	4.25
10/21	10/13/2021	121357	1648	East Central Exterminating	901-20100	145.00
10/21	10/13/2021	121360	2411	Hillyard / Minneapolis	205-20100	157.62
10/21	10/13/2021	121376	3675	MNCAR Exchange	205-20100	580.00
10/21	10/13/2021	121384	4567	Precision Property Maintenance	205-20100	1,000.00
10/21	10/13/2021	121392	5528	Tight Miter Carpentry, LLC	901-20100	107.50
Grand Totals:						<u>1,994.37</u>

Vendor	Vendor Name	Description	Net Invoice Amount
3006	Kramer Mechanical Plumbing	Repairs - Bridge Park Apt	146.77
Total 3006:			146.77
3056	Lake Superior Laundry Inc.	Mall Rugs	77.05
Total 3056:			77.05
3521	Menards	Materials - Operating Supplies - Bridge Park	33.20
Total 3521:			33.20
Grand Totals:			257.02

Dated: 10-20-21

City Treasurer: 

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/21	10/20/2021	121424	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	146.77
10/21	10/20/2021	121425	3056	Lake Superior Laundry Inc.	205-20100	77.05
10/21	10/20/2021	121430	3521	Menards	901-20100	33.20
Grand Totals:						<u>257.02</u>

Vendor	Vendor Name	Description	Net Invoice Amount
969	Cardmember Service	Lodging - A. Lewis	495.20
969	Cardmember Service	Meals - A. Lewis	21.76
969	Cardmember Service	Lodging - A. Lewis	283.04
969	Cardmember Service	Repairs & Maintenance Supplies - Mall	18.89
Total 969:			818.89
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			8.50
2411	Hillyard Inc.	Maintenance Supplies - Mall	203.40
Total 2411:			203.40
3189	LePage and Sons	Trash and Recycle Service - City Hall/Mall	346.24
Total 3189:			346.24
3821	MN Dept of Commerce	Unclaimed Property	341.81
Total 3821:			341.81
5801	Verizon Wireless	wireless phone service - Economic Development	40.01
5801	Verizon Wireless	wireless phone service - Maintenance	20.62
5801	Verizon Wireless	wireless phone service - Bridge Park	41.25
Total 5801:			101.88
Grand Totals:			1,820.72

Dated: 10/27/21

City Treasurer: Caroline [Signature]

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/21	10/27/2021	121472	969	Cardmember Service	205-20100	818.89
10/21	10/27/2021	121474	1140	Cintas Corporation	205-20100	8.50
10/21	10/27/2021	121487	2411	Hillyard / Minneapolis	205-20100	203.40
10/21	10/27/2021	121497	3189	LePage and Sons	205-20100	346.24
10/21	10/27/2021	121508	3821	Minnesota Department of Commerce	901-20100	341.81
10/21	10/27/2021	121520	5801	Verizon Wireless	205-20100	101.88
Grand Totals:						1,820.72

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
1837	Evergreen Recycling LLC	Electronics, Appliances, Bulbs Recycling	13.00
	Total 1837:		13.00
2455	HDS, LLC	HDSWin Annual License and Support	1,980.00
	Total 2455:		1,980.00
2568	Inspec, Inc	RR and Mechanical Rehabilitation Const Observation	2,325.00
	Total 2568:		2,325.00
3501	MEI Total Elevator Solutions	November Monthly Service - Bridge Park	271.04
	Total 3501:		271.04
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base Rate	16.58
	Total 3543:		16.58
4171	Northern Business Products, I	Office Supplies - Economic Development	26.59
	Total 4171:		26.59
4211	Northland Fire Protection	Service & Re-certification Fire Extinguisher(s) - Bridge	186.00
	Total 4211:		186.00
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	444.20
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	444.20
	Total 5965:		888.40
	Grand Totals:		5,710.86

Dated: 11/3/2021

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/21	11/03/2021	121533	1140	Cintas Corporation	205-20100	4.25
11/21	11/03/2021	121541	1837	Evergreen Recycling LLC	901-20100	13.00
11/21	11/03/2021	121545	2455	HDS, LLC DBA Kanso Software	901-20100	1,980.00
11/21	11/03/2021	121548	2568	Inspec, Inc	205-20100	2,325.00
11/21	11/03/2021	121555	3501	MEI Total Elevator Solutions	901-20100	271.04
11/21	11/03/2021	121557	3543	Metro Sales, Inc.	901-20100	16.58
11/21	11/03/2021	121560	4171	Northern Business Products, Inc.	205-20100	26.59
11/21	11/03/2021	121561	4211	Northland Fire Protection	901-20100	186.00
11/21	11/03/2021	121574	5965	White Bear IT Solutions LLC	901-20100	888.40
Grand Totals:						<u>5,710.86</u>

3D

Date: November 15, 2021
To: EDA Board of Commissioners
From: Deb Barrett, Housing Supervisor
Re: Report on EDA Housing Operations

Public Housing:

- Processed rent checks, submitted MTCS Report (Vacancy Report)
- Northland Fire Protection was out for the yearly inspection on all fire extinguishers
- Received two improper vacate notices. Both residents moving out in the middle of November. Resident from unit #105 is moving closer to his employer, unit is re-rented for December 1st. Resident from unit #101 is moving into assisted living, unit is re-rented for December 1st. Resident from unit #207 is transferring to unit #101. Will be working on re-renting unit #207 before December 10th.
- Trusted Carpet Cleaners was out on November 3rd and cleaned all the ceramic tile in the building.
- Eco Water Systems was out and installed a new Aspirator Solenoid on the water softener.
- Filed with MN Revenue Re-Capture on the resident that vacated unit #311 in September.

Prepared by: Deb Barrett

Background:

On an annual basis the PHA is required to develop a Public Housing Agency (PHA) Plan in relation to the funding we receive from the US Department of Housing & Urban Development (HUD).

The purpose of the PHA Plan is to provide a source for interested parties to operation, programs, and services.

The Five-Year Action Plan describes the mission of our agency and our agency's long-range goals and objectives for achieving our mission over a five year, and our approach for managing programs and providing services for the upcoming year.

The 2022 Annual Plan lists the planned capital projects using 2022 Capital Fund.

The 2022-2026 Capital Fund Program describes our long-range projects.

Public Notice was published in the Isanti-Chisago County Star on September 30, 2021.

Recommendation

Conduct public hearing and adopt resolution R21- 004 accepting the 2022 Annual PHA Plan and the 2022-2026 capital plan.

Resolution No EDA R21-004

RESOLUTION ADOPTING THE PUBLIC HOUSING 2022 ANNUAL STATEMENT AND 5 YEAR ACTION PLAN.

WHEREAS, the Commissioners of the Economic Development Authority (the "EDA") approved the Five -Year Capital Plan and Annual PHA Plan for Fiscal Years beginning January 1, 2022 – January 1, 2026 along with the Annual/Five Year Capital Statements and supporting attachments for submission to HUD.

BE IT RESOLVED, after careful examination, a motion made by _____ and seconded by _____ was unanimously passed that the resolution and the certification be approved.

BE IT FURTHER RESOLVED, that the President and Secretary are hereby authorized to execute this agreement.

Adopted by the EDA
this
15th day of November 2021

ECONOMIC DEVELOPMENT AUTHORITY

By _____
Its President

By _____
Its Executive Director

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>Cambridge Economic Development Authority</u> PHA Code: <u>MN067</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>1/01/2022</u>														
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>45</u> Number of HCV units: <u>0</u>														
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only														
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)														
	Participating PHAs PHA 1: PHA 2: PHA 3:	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	<table border="1"> <thead> <tr> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	No. of Units in Each Program		PH	HCV						
No. of Units in Each Program															
PH	HCV														
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.														
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination."														
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. N/A Annual Plan														

6.0	<p>PHA Plan Update</p> <ul style="list-style-type: none"> ▪ Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: ▪ No revision; ongoing <p>The Cambridge Economic Development (Cambridge EDA) aim for 2022 is to continue to work toward accomplishing the goals that are currently in place:</p> <ol style="list-style-type: none"> 1. Public Housing: <ul style="list-style-type: none"> ▪ Continue to maintain 100% occupancy rate with public housing. ▪ Continue to modernize/update our public housing units. ▪ Provide reasonable accommodations for persons with disabilities in accordance with ACOP Plan ▪ Timely and accurate reporting of financial data and all other components of quality property management and maintenance. ▪ Continue & expand on resident involvement and services; ▪ Ensure that the PHA property continue to be managed to the highest possible standard, including regular preventive maintenance; ▪ Prompt responses to maintenance work orders, full occupancy and timely turnover of vacant units; ▪ Strive to provide customer satisfaction through on going resident/staff communication by the way of monthly resident meetings; post notices etc.). ▪ Maintain "High Performer" status under HUD's Public Housing Assessment System (PHAS); ▪ Promote affordable housing unit development in our jurisdiction through the use of Low Income Housing Tax Credits. ▪ Maintain EDA Web Page providing program information to potential landlords. ▪ Ensure equal access to assisted housing regardless of race, color, religion, national origin, sex, age, familial status, disability, sexual orientation, gender identity, marital status and the reliance on public assistance in the development and administration of Cambridge EDA. 2. Section 8 Section 8 HCV Administrative Plan was transferred to Mora HRA on January 1, 2021. 3. Capital Improvements: <ul style="list-style-type: none"> ▪ Continue to make improvements to our public housing property. Continue to actively involve residents, staff and community in planning capital improvements. ▪ 4. Safety and Security: <ol style="list-style-type: none"> a. Maintain safety and security at our public housing site for residents, staff and public. Continue to make physical b. Improvements to properties that enhance safety, and security make provisions for local police and ambulance services 5. Smoke-Free Policy Enforce the smoke-free Public Housing Policies effective July 30, 2018 Update the Admission & Continued Occupancy Policy No smoking within 50 feet of entrance of building Designated smoking area is 50 feet away from structures on property All residents to sign smoke-free lease addendum Lease and resident handbook updated to include the Smoke-Free Policy 6. Violence Against Women and Justice Department Reauthorization Act of 2005 All resident to sign Lease Addendum of the VAWA – HUD-91067, HUD-5380 & HUD-5382 Update the Admission & Continued Occupancy Policy <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <ol style="list-style-type: none"> 7. Public may review or obtain copies of the 5-Year and Annual PHA Plan at the Authority's office located at 121 South Fern St., Cambridge, MN
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i> N/A</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>

8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. The Cambridge EDA is a HIGH PERFORMANCE agency and will complete this section for the Annual Plan submitted with the 5-Year Plan.</p>
9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>The Cambridge EDA transferred the Section 8 Voucher program to the Mora HRA effective January 1, 2021.</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan. The Cambridge EDA is a HIGH PERFORMANCE agency and will complete this section for the Annual Plan submitted with the 5-Year Plan.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification" The Cambridge EDA is a HIGH PERFORMANCE agency and will complete this section for the Annual Plan submitted with the 5-Year Plan.</p>
11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

Summary of Five Year Capital Plan	Estimated	Estimated	Estimated	Estimated	Estimated
2022-2026	2022	2023	2024	2025	2026
Grant Amount	\$ 56,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Capital Projects					
Description					
Operations	\$ 8,700.00	\$ 8,700.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Mill/overlay, restripping parking lot				\$ 20,000.00	
Renovate bathrooms in 45 units	\$ 47,300.00	\$ 41,300.00			
Roof Replacement (done in 2007)			\$ 40,000.00	\$ 20,000.00	
Replace vinyl on all stairway's and landing on 4 floors					\$ 40,000.00
TOTAL HUD FUNDED	\$ 56,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
NON HUD FUNDED--MN HOUSING FINANCE AGENCY					
PUBLICLY OWNED HOUSING PROGRAM:					
Sprinkler system installation including soffit covering and expanded water service to supply sprinkler system					
PQHP Program funded	\$ 80,000.00				
Cambridge EDA Reserve funded	\$ 48,250.00				
TOTAL NON HUD FUNDED--MN HOUSING FINANCE AGENCY	\$ 128,250.00				
Total capital project planned	\$ 184,250.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00

Prepared by: Deb Barrett

Background:

Staff is requesting that the EDA Board approve the attached Resolution approving establishment of the payment standards of the fair market rent and undated utility allowance effective January 1, 2022.

In metropolitan areas, HUD defines Small Areas using Zip Codes within the metropolitan area. Using Zip Codes as the basis for FMRs provides tenants with greater ability to move into Opportunity Neighborhoods with jobs, public transportation, and good schools. They also provide for multiple payment standards within a metropolitan area, and they are likely to reduce for extensive market area rent reasonableness studies. Lastly, HUD hopes that setting FMRs for each Zip Code will reduce overpayment in lower-rent areas.

Isanti County is part of the Minneapolis-St. Paul-Bloomington, MN-WI Hud Metro FMR Area.

The FY 2022 Minneapolis-St. Paul-Bloomington, MN-WI HUD Metro FMR Area Small Area FMRs for All Bedroom Sizes in ZIP Code 55008

FY2022 SAFMRs By Unit Bedrooms

One-Bedroom
\$950

Recommendation

Motion for EDA Board Members to approve the EDA Resolution No. EDA R21-005

EDA RESOLUTION NO. EDA R21-005

Resolution approving new Payment Standard established on HUD Fair Market Rents for FY 2022 and updated Utility Allowance effective January 1, 2022

WHEREAS, the Cambridge EDA Board of Commissioners pass a resolution adopting payment standards based on HUD Fair Market Rents for FY 2022 and updated Utility Allowance.

WHEREAS, the Mora HRA staff are hereby directed to implement the Fair Market Rent final ruling set by HUD effective January 1, 2022.

WHEREAS, after careful examination and discussion of same, on a motion made by _____, seconded by _____ it was unanimously resolved that the Payment Standard and utility allowances be approved, and the President and the Executive Director were directed to execute the same on behalf of the Authority.

BE IT FURTHER RESOLVED, that the President and Executive Director are hereby authorized to execute this agreement.

President

Executive Director

CERTIFICATION

State of Minnesota)
County of Isanti) ss
City of Cambridge)

I, Robert Shogren, President of the Cambridge Economic Development Authority, do hereby certify that the above resolution is a true and correct copy of the resolution adopted by the Board of Commissioners of the Authority on this 15th day of November 2021.

Robert Shogren