

**Cambridge Economic Development Authority (EDA)
Special Meeting Minutes – December 5, 2022**

Pursuant to due call and notice thereof, a special meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, December 5, 2022 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

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

Staff present: City Administrator Vogel, Deputy City Administrator Smith, Finance Director Moe, Housing Supervisor Deb Barrett, and Emergency Management Director/Deputy Fire Chief Pennings, Assistant to the City Administrator Seiberlich.

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.

New Business

A1 & 2 EDA Resolution R22-004 Adopting 2023 EDA Admin Budget and R22-005 Adopting 2023 EDA Housing Budget

Moe presented the 2023 proposed EDA Admin budget, making one correction was made to the submitted staff report: 80% of the Deputy City Administrator's wages and benefits come from the EDA budget. Furthermore, the budget includes \$480,000 for Parking Lot Improvements.

Barfknecht-Conley motioned to approve EDA Resolution R22-004 Adopting EDA Administration Division Budget and R22-005 Adopting EDA Housing Division Budget, seconded by Ziebarth. All members voted aye, no nays. Motion passed unanimously.

B. 2023 Annual PHA Plan & 5- year Capital Fund 2023-2027

Barrett said they were finishing up the bathroom remodels, and future repairs in the 5-year capital fund include replacing the roof, vinyl in the stairways, bedroom and bathroom doors, as well as the parking lot.

Public Notice was published in the Isanti-Chisago County Star on October 27, 2022.

Public Hearing

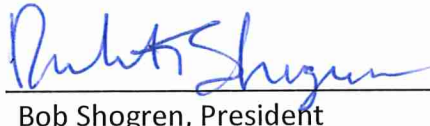
Shogren opened the Public Hearing opened at 5:48 p.m.

Shogren closed the Public Hearing at 5:49 p.m.

Iverson motioned to approve resolution R22-006 accepting the 2023 Annual PHA Plan and the 2023-2027 capital plan, seconded by Godfrey. All members voted aye, no nays. Motion passed unanimously.

Adjournment

Ziebarth moved, seconded by Godfrey, to adjourn the meeting at 5:50 p.m. Motion carried unanimously.



Bob Shogren, President

ATTEST:



Caroline Moe, Executive Director

City of Cambridge EDA- Fund #205
Proposed Budget for year ended December 31, 2023

		Proposed Budget <u>2023</u>	Adopted Budget <u>2022</u>	6/30/2022 YTD Actual <u>2021</u>	12/31/2021 YTD Actual <u>2021</u>
OTHER FINANCING SOURCES					
205-36210	Interest Earnings	0	1,000	0.00	0.00
205-37200	Miscellaneous			0.00	0.00
205-37220	Rental Fees	180,000	225,000	123951.34	250,131.84
TOTAL OTHER FINANCING SOURCES		180,000	226,000	123951.34	250,131.84
205-39203	General Fund Transfer In	50,000	230,000	0.00	285,940.74
TOTAL TRANSFERS IN		50,000	230,000	0.00	285,940.74
TOTAL REVENUES AND TRANSFERS IN		230,000	456,000	123951.34	536,072.58
EDA Admin #41930					
Personal Services					
205-41930-101	Salaries	68,521	28,664	17239.04	0.00
205-41930-102	Overtime			0.00	0.00
205-41930-112	EDA Meeting Payments	2,500	2,500	630.00	1,995.00
205-41930-121	PERA Employer Share	5,150	2,154	1292.90	0.00
205-41930-122	FICA/Medicare Employer Share/Employee Benefits	5,253	2,387	1338.90	152.60
205-41930-131	Medical/Dental/Life Employer Share	13,826	6,049	4533.30	-1,519.80
205-41930-132	Longevity	143	50	0.00	0.00
205-41930-133	Deductible Contribution	1,200	420	0.00	0.00
205-41930-151	Workers' Compensation Insurance	566	162	79.65	0.00
205-41930-154	HRA Fees	80	0	11.28	0.00
205-41930-XXX	Unemployment	0	0	0.00	0.00
Total Personal Services		97,238	42,386	25125.07	627.80
Supplies					
205-41930-201	Office Supplies - Accessories	300	300	241.53	205.49
205-41930-204	Stationary, Forms and Envelopes		0	0.00	0.00
205-41930-209	Software Updates			0.00	0.00
205-41930-210	Miscellaneous Operating Supplies			0.00	0.00
205-41930-212	Gasoline/Fuel/Lubricants/Additives			0.00	0.00
205-41930-221	Repair and Maintenance Supplies - Vehicles	350	350	0.00	0.00
205-41930-240	Small Tools and Minor Equipment	3,300	3,300	279.99	0.00
Total Supplies		3,950	3,950	521.52	205.49
Other Services and Charges					
205-41930-304	Miscellaneous Professional Services	5000	5000	1321.50	1,768.87
205-41930-306	Hotel Study		3000	0.00	0.00
205-41930-307	Market or BRE Study		5000	0.00	
205-41930-313	IT Mgmt	5600	5330	2665.20	5,546.40
205-41930-321	Telephone/Cellular Phones	540	1400	298.88	711.36
205-41930-331	Travel/Meals/Lodging	1200	800	499.96	800.00
205-41930-334	Mileage Reimbursement	1500	1200	0.00	0.00
205-41930-351	Legal Notices/Ordinance Publishing	350	350	0.00	0.00

City of Cambridge EDA- Fund #205
Proposed Budget for year ended December 31, 2023

		Proposed Budget <u>2023</u>	Adopted Budget <u>2022</u>	6/30/2022 YTD Actual <u>2021</u>	12/31/2021 YTD Actual <u>2021</u>
205-41930-360	Insurance	2500	2200	0.00	2,385.80
205-41930-381	Electric--Church	1000	2000	0.00	795.24
205-41930-382	Water Sewer Acq Property	75	100	0.00	0.00
205-41930-383	Gas--Church	200	600	0.00	140.22
205-41930-404	Repairs and Maintenance	101	100	0.00	0.00
205-41930-407	HWY 95 Property Maint	15000	30000	1000.00	13,235.74
205-41930-408	Property Maint Exp			31360.67	16,449.45
205-41930-409	Maintenance Contracts - Office Equipment			0.00	0.00
205-41930-430	Miscellaneous	100	100	0.00	56.00
205-41930-433	Dues and Subscriptions	3,770	2,800	3583.60	2,035.00
205-41930-440	Schools and Meetings	2,000	2,000	1363.00	1,400.00
205-41930-451	Tax Abatement--Motek	30,000	30,000	0.00	28,009.10
205-41930-484	NLX Activity	7,800	0	0.00	0.00
205-41930-485	Property taxes on acquired land		0	712.00	0.00
205-41930-486	Community Collaborations			0.00	0.00
205-41930-488	Downtown Task Force			0.00	0.00
205-41930-497	EDA Web Maintenance	0	3,000	0.00	0.00
205-41930-487	MN Design Team			0.00	0.00
205-41930-489	Other Contracted Services--marketing	5,000	2,500	0.00	0.00
Total Other Services and Charges		<u>81,736</u>	<u>97,480</u>	<u>42804.81</u>	<u>73,333.18</u>
<i>Total EDA Administration</i>		<u>182,924</u>	<u>143,816</u>	<u>68451.40</u>	<u>74,166.47</u>
Mall Management					
Personal Services					
205-47000-101	Salaries	29,193	28,070	13231.20	28,284.10
205-47000-102	Overtime	1,000	1,000	0.00	18.42
205-47000-103	Temporary Employee	7,000	7,000	1129.76	7,103.98
205-47000-121	PERA Employer Share	2,843	2,752	992.34	2,196.69
205-47000-122	FICA/Medicare Employer Share/Employee Benefits	2,900	2,807	1066.46	2,767.31
205-47000-131	Medical/Dental/Life Employer Share	8,642	8,641	4936.75	8,234.69
205-47000-132	Longevity Pay	712	1,228	0.00	0.00
205-47000-133	Deductible Contribution	750	600	0.00	0.00
205-47000-151	Workers' Compensation Insurance	3,089	1,598	798.20	674.91
205-47000-154	HRA/Flex Fees	100	100	19.90	34.20
Total Personal Services		<u>56,229</u>	<u>53,796</u>	<u>22174.61</u>	<u>49,314.30</u>
205-47000-211	Miscellaneous Operating Supplies	200	200	110.72	220.99
205-47000-212	Gasoline	125	125	118.91	0.00
205-47000-221	Repair and Maintenance Supplies	15,000	15,000	2390.11	12,729.37
205-47000-240	Small Tools	1,000	1,000	0.00	14.99
Total Supplies		<u>16,325</u>	<u>16,325</u>	<u>2619.74</u>	<u>12,965.35</u>
Other Services and Charges					
205-47000-321	Telephone/Cellular Phones	350	350	123.65	248.62
205-47000-351	Legal Notices/Ordinance Publishing		0	0.00	0.00

City of Cambridge EDA- Fund #205
Proposed Budget for year ended December 31, 2023

		Proposed Budget <u>2023</u>	Adopted Budget <u>2022</u>	6/30/2022 YTD Actual <u>2021</u>	12/31/2021 YTD Actual <u>2021</u>
205-47000-360	Insurance	6,000	6,000	0.00	5,376.00
205-47000-381	Electric Utilities	20,500	20,500	7411.66	17,118.38
205-47000-382	Water/Wastewater Utilities	5,500	5,500	2562.10	4,842.60
205-47000-383	Gas Utilities	4,200	4,200	3236.10	2,753.03
205-47000-384	Refuse Hauling	6,000	6,000	2105.82	4,026.18
205-47000-401	Rep & Maint.-Building/Structures	20,000	30,000	5386.45	6,924.54
205-47000-413	BNSF Parking Lot Lease	2,500	2,300	2494.15	2,421.50
205-47000-440	Schools & Meetings	0		0.00	0.00
205-47000-489	Other Contracted Services	5,000	12,000	0.00	186.00
(1) 205-47000-490	Mall Cap Fund & Gen Fund Contribution	0		0.00	0.00
205-47000-499	Mall Roof Project	0		306.39	683,704.36
205-47000-496	Mall Capital Equipment			0.00	8,880.30
205-47000-xxx	Parking Lot Mill & Overlay	480,000	0	0.00	
205-47000-498	Rum River Buildout	0		0.00	0.00
	Total Other Services and Charges	<u>550,050</u>	<u>86,850</u>	<u>23626.32</u>	<u>736,481.51</u>
	<i>Total Mall Management</i>	<u>622,604</u>	<u>156,971</u>	<u>48420.67</u>	<u>798,761.16</u>
	Total EDA Admin & Mall Management Expenditures	<u>805,528</u>	<u>300,787</u>	<u>116872.07</u>	<u>872,927.63</u>
	NET INCREASE (DECREASE) IN FUND BALANCE	<u>(575,528)</u>	<u>155,213</u>	<u>7079.27</u>	<u>-336,855.05</u>

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** Planned decrease in fund balance for parking lot project.

Cambridge EDA Housing Division		2023	2022	Actual Results	2023	2022	Actual Results	Adopted		
Operating Budget		Adopted Budget	Adopted Budget	8/31/2022	Adopted Budget	Adopted Budget	8/31/2022	Original 2023	2022	2021
For FYE 12/31/2023								Budget	Budget	Actual to
		Low Rent	Low Rent		Capital Fund	Capital Fund	Capital Fund	Total	Total	12/31/2021
Operating Income										
901-33160	HUD Grant Revenue	85,000	70,000	63,763.00				85,000.00	70,000.00	87,113.00
901-36210	Interest Income	300	300	415.90				300.00	300.00	954.87
901-37220	Dwelling Rents	175,000	170,000	124,845.29				175,000.00	170,000.00	182,542.92
901-37221	Laundry Income	3,000	3,500	3,163.90				3,000.00	3,500.00	3,246.90
901-39203	Transfer In	35,000	35,000	-				35,000.00	35,000.00	60,989.00
904-33160	CFP Operations Funds				35,000	35,000	-	35,000.00	35,000.00	50,989.00
	Total Operating Income	298,300	278,800	192,188.09	35,000	35,000	-	333,300.00	313,800.00	375,835.69
Operating Expenses										
Administration										
901-49500-103	Administrative Salaries--PT	41,833	38,851	24,007.18				41,833.00	38,851.00	35,296.54
901-49500-104	Admin Overtime	262	-	-				262.00	-	111.15
901-49500-121	PERA	3,138	2,914	1,800.55				3,138.00	2,914.00	2,655.58
901-49500-122	FICA	3,200	2,972	1,666.70				3,200.00	2,972.00	2,438.35
901-49500-131	Insurance	9,544	10,344	7,253.17				9,544.00	10,344.00	8,971.00
901-49500-151	Work Comp	300	294	96.56				300.00	294.00	160.18
901-49500-154	HRA/Flex Fees	100	100	49.20				100.00	100.00	68.40
901-49500-201	Office Supply	800	1,000	55.86				800.00	1,000.00	709.04
901-49500-304	Legal Expense	2,000	500	2,190.00				2,000.00	500.00	-
901-49500-306	Audit Fees	3,000	3,000	2,500.00				3,000.00	3,000.00	3,000.00
901-49500-313	IT Services	6,500	6,300	3,553.60				6,500.00	6,300.00	5,546.40
901-49500-321	Telephone	7,500	6,700	4,324.27				7,500.00	6,700.00	7,353.99
901-49500-322	Postage	100	100	58.00				100.00	100.00	58.00
901-49500-331	Travel/Meals/Lodging	100	100	-				100.00	100.00	-
901-49500-340	Advertising	100	200	12.60				100.00	200.00	15.89
901-49500-413	Copier Lease	200	200	110.38				200.00	200.00	175.23
901-49500-433	Dues & Subscriptions	3,500	3,100	3,239.00				3,500.00	3,100.00	3,064.00
901-49500-440	Staff Training	400	400	-				400.00	400.00	-
	Total Administration	82,577	77,075	50,917.07	-	-	-	82,577.00	77,075.00	69,623.75
Tenant Services										
901-49600-210	Services	240	4,336	4,471.20				240.00	4,336.00	6,553.79
	Total Tenant Services	240	4,336	4,471.20	-	-	-	240.00	4,336.00	6,553.79
Utilities										
901-49700-381	Electricity	38,000	38,000	22,703.34				38,000.00	38,000.00	32,357.22
901-49700-382	Water	9,000	9,000	4,358.99				9,000.00	9,000.00	6,880.63
901-49700-383	Gas	3,000	3,000	1,300.58				3,000.00	3,000.00	2,617.77
	Total Utilities	50,000	50,000	28,362.91	-	-	-	50,000.00	50,000.00	41,855.62
Maintenance & Labor										
901-49700-103	Salaries and Wages	24,586	22,847	12,592.07				24,586.00	22,847.00	18,571.97
901-49700-121	PERA	1,844	1,714	944.41				1,844.00	1,714.00	1,392.88
901-49700-122	FICA	1,881	1,748	874.00				1,881.00	1,748.00	1,278.55
901-49700-131	Insurance	4,772	5,172	3,435.75				4,772.00	5,172.00	4,581.00
901-49700-151	Work Comp	2,000	1,508	502.27				2,000.00	1,508.00	767.61
901-49700-210	Materials	4,000	4,000	2,291.63				4,000.00	4,000.00	4,322.24
901-49700-212	Fuel Purchase	200	200	-				200.00	200.00	-
901-49700-304	Contract Costs	35,000	31,000	20,358.99				35,000.00	31,000.00	25,366.50
901-49700-384	Garbage Removal	4,200	4,200	2,309.26				4,200.00	4,200.00	3,373.08
	Total Maintenance	78,483	72,389	43,308.38	-	-	-	78,483.00	72,389.00	59,653.83
General Expense										
901-49700-360	Insurance-Property	14,000	12,500	8,925.00				14,000.00	12,500.00	11,695.00
901-49700-370	PILOT	15,000	14,500	-				15,000.00	14,500.00	14,069.00
	Other General Expenses	-	-	-				-	-	-
	Total General Expense	29,000	27,000	8,925.00	-	-	-	29,000.00	27,000.00	25,764.00
Extraordinary Maintenance										
901-49700-501	Replacements (carpet & appliances)	5,000	-	2,548.82				5,000.00	-	-
901-49700-502	Betterments & Additions	5,000	5,000	-				5,000.00	5,000.00	3,725.45
	Total Ext. Maintenance	10,000	5,000	2,548.82	-	-	-	10,000.00	5,000.00	3,725.45
	Total Expenses	250,300	235,800	138,533	-	-	-	250,300.00	235,800.00	207,176.44
	Profit/(Loss)-Operations	48,000	43,000	53,654.71	35,000	35,000	0.00	83,000.00	78,000.00	168,659.25
Other Expenses										
904-49300-720	Transfer between funds				35,000	35,000	-	35,000.00	35,000.00	50,989.00
901-49700-420	Depreciation-Less add-back	48,000	43,000	-	0	0	-	48,000.00	43,000.00	40,156.15
	Total Other Expenses	48,000	43,000	-	35,000	35,000	-	83,000.00	78,000.00	91,145.15
	Profit/(Loss)	-	-	53,654.71	0	0	-	-	-	77,514.10

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>1/01/2023</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 checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan <input type="checkbox"/> 5-Year Plan Only					
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
					PH	HCV
	PHA 1:					
	PHA 2:					
	PHA 3:					
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.					
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: 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 2023 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 c. IP Communicator and monitoring company was installed on October 8, 2019. New Carbon Monoxide Detector was replaced on December 15, 2021. d. Installation of water sprinkler system in the building 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.</p> <p>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.</p> <p>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”</p> <p>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)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(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.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>