
Economic Development Authority - City Hall Council Chambers
Regular Meeting, Monday, September 17, 2018
Meeting Announcement and Agenda
5:30 pm

*Members of the audience are encouraged to follow the agenda.
Agendas are available on the table outside the Council Chambers door.*

1. Call to Order

2. Approval of Agenda (p.)

3. Consent Agenda Approvals

A. Approve August 20, 2018 EDA Meeting Minutes (p. 3)

B. Approve EDA Draft July 2018 Financial Statements (p. 5)

C. Housing Div Bills ACH only, Totaling \$58,874.90 (P. 33)

D. Approve EDA Admin Division Bills Checks #111121- #111422 Totaling \$18,984.20 (p. 36)

4. Work Session

5. Unfinished Business

6. New Business

A. Supervisor's Report (p. 46)

B. 2018 Public Housing Plan

1. Public Hearing on 2018 Plan (p. 47)

2. Adopt 2018 Plan (p.48)

3. Call for hearing on amending 2018 Plan (p. 55)

C. 2018 Admissions & Continued Occupancy Policy (p. 62)

1. Public Hearing

2. Adopt 2018 Admissions & Continued Occupancy Policy (Included in online packet)

D. Approve proposal for door replacement of rear Workforce Center entrance door (p. 63)

7. Adjourn

**Cambridge Economic Development Authority (EDA)
Regular Meeting Minutes
August 20, 2018**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, August 20, 2018 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

Members Present: President Joe Morin and EDA members Lisa Iverson, Marlys Palmer, Jim Godfrey and Kersten Conley. All present, no absences.

Staff present: Executive Director Moe and Housing Supervisor Barrett.

Call to Order

The EDA first met at Woodcrest Park Church at 2275 335th Ln NE at 5:00 pm to view the property then returned to City Hall at 5:38 pm.

Approval of Agenda

Moe added 6B 2017 and 2018 PHA Plan Amendment and changed Woodcrest Park Church and EDA Owned Properties Discussion to agenda item 6C. Conley moved, seconded by Iverson, to approve the agenda as amended. Motion carried unanimously.

Consent Agenda

Iverson moved, seconded by Godfrey, to approve consent agenda items A - D:

- A. Approve July 16, 2018 EDA Meeting Minutes
- B. Approve EDA Draft June 2018 Financial Statements
- C. Housing Division Bills July ACH only, Totaling \$60,368.90
- D. Approve EDA Admin Division Bills Checks #110864- #111114 Totaling \$76,682.05

Upon call of the roll, all ayes, no nays. Motion carried unanimously.

Work Session & Unfinished Business

There were no items for the work session or unfinished business.

New Business

Supervisor's Report

Barrett reviewed items and activities since the last EDA meeting along with a review of the resident meeting.

2017 & 2018 PHA Plan Amendment

Barrett explained they need to repurpose 2017 and 2018 Capital Funds to the asbestos project. Barrett noted items currently in the plan such as landscaping and the mill and overlay of the parkig lot can be delayed at this time.

Iverson moved, seconded by Godfrey to approve the repurpose of the 2017 and 2018 PHA Plan Amendment. Upon call of the roll, all ayes, no nays. Motion carried unanimously.

Woodcrest Park Church and EDA Owned Properties Discussion

Gustafson thanked Council for coming out to Woodcrest Park Church to view the exterior and interior of the building. Gustafson reviewed the repair work that needed to be completed including the septic system, water softener, heating system, along with other items.

Morin confirmed if the building is demolished, the City would annex the property and bring utilities to the property for redevelopment.

The EDA discussed possibilities for the property and what the potential costs could be for repairing the items. Godfrey encouraged staff to speak with developers about this property.

It was the consensus of the EDA they did not want to expend any funds for a new septic design, however, they would like to get an estimate as to how long they can operate on the current system. The EDA would like to continue the lease with Woodcrest Park Church for an additional year to allow them time to relocate. Staff will also find out what it would cost for a new furnace.

Palmer encouraged the City start the process of annexation for those properties and recommended speaking with Arrow Tank and Schlagel to see if they are looking at expanding and interested in any of the properties.

Adjournment

Conley moved, seconded by Godfrey, to adjourn the meeting at 6:01 p.m. Motion carried unanimously.

Joe Morin, President

ATTEST:

Caroline Moe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
JULY 31, 2018

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	113.00	
901-10102	INVESTMENTS--PBC	322,927.42	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	435,396.52	
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	474,877.78	
901-16250	BUILDING IMPROVEMENTS	1,243,440.52	
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	56,192.12	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(1,691,997.69)	
TOTAL ASSETS			1,189,402.24

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	790.42	
901-20200	ACCOUNTS PAYABLE	539.66	
901-22600	TENANT SECURITY DEPOSITS	27,539.84	
TOTAL LIABILITIES			28,869.92

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS	817,760.01	
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		41,216.54	
BALANCE - CURRENT DATE		41,216.54	
TOTAL FUND EQUITY			1,160,532.32
TOTAL LIABILITIES AND EQUITY			1,189,402.24

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2018

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	80,000.00	80,000.00	41,303.00	38,697.00	51.63	75,931.00
TOTAL INTERGOVERNMENTAL REVE	80,000.00	80,000.00	41,303.00	38,697.00	51.63	75,931.00
<u>INTEREST & MISC INCOME</u>						
901-36200 MISCELLANEOUS INCOME	100.00	100.00	45.00	55.00	45.00	50.18
901-36210 INTEREST EARNINGS	1,500.00	1,500.00	1,412.80	87.20	94.19	2,384.65
TOTAL INTEREST & MISC INCOME	1,600.00	1,600.00	1,457.80	142.20	91.11	2,434.83
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	144,000.00	144,000.00	100,831.27	43,168.73	70.02	167,690.62
901-37221 LAUNDRY INCOME BRIDGE PARK	2,000.00	2,000.00	2,262.33	(262.33)	113.12	5,991.26
TOTAL RENTAL INCOME	146,000.00	146,000.00	103,093.60	42,906.40	70.61	173,681.88
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	48,400.00	48,400.00	.00	48,400.00	.00	21,654.69
TOTAL OTHER FINANCING SOURCES	48,400.00	48,400.00	.00	48,400.00	.00	21,654.69
TOTAL FUND REVENUE	276,000.00	276,000.00	145,854.40			273,702.40

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2018

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	31,478.00	31,478.00	21,866.88	(9,611.12)	69.47	27,697.84
901-49500-121 PERA (EMPLOYER)	2,360.00	2,360.00	1,640.02	(719.98)	69.49	2,077.34
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,408.00	2,408.00	1,672.83	(735.17)	69.47	2,118.89
901-49500-151 WORKERS' COMPENSATION PREMIU	500.00	500.00	91.14	(408.86)	18.23	197.65
<i>TOTAL PERSONAL SERVICES</i>	<u>36,746.00</u>	<u>36,746.00</u>	<u>25,270.87</u>	<u>(11,475.13)</u>	<u>68.77</u>	<u>32,091.72</u>
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,500.00	1,500.00	154.50	(1,345.50)	10.30	1,346.80
<i>TOTAL SUPPLIES</i>	<u>1,500.00</u>	<u>1,500.00</u>	<u>154.50</u>	<u>(1,345.50)</u>	<u>10.30</u>	<u>1,346.80</u>
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	1,000.00	1,000.00	.00	(1,000.00)	.00	1,418.60
901-49500-306 AUDITING	3,000.00	3,000.00	1,100.00	(1,900.00)	36.67	3,600.00
901-49500-313 IT MGMT & BACKUP	3,000.00	3,000.00	1,580.67	(1,419.33)	52.69	2,483.91
901-49500-321 TELEPHONE EXPENSE	6,600.00	6,600.00	3,804.27	(2,795.73)	57.64	7,486.97
901-49500-322 POSTAGE	250.00	250.00	9.70	(240.30)	3.88	.00
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	.00	(100.00)	.00	281.13
901-49500-340 ADVERTISING	100.00	100.00	266.27	166.27	266.27	3.92
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>14,050.00</u>	<u>14,050.00</u>	<u>6,760.91</u>	<u>(7,289.09)</u>	<u>48.12</u>	<u>15,274.53</u>
<i>MISCELLANEOUS</i>						
901-49500-409 LICENSE & SUPPORT CONTRACT	2,000.00	2,000.00	.00	(2,000.00)	.00	.00
901-49500-413 RENTALS - OFFICE EQUIPMENT	400.00	400.00	81.26	(318.74)	20.32	165.44
901-49500-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	5,240.22	4,240.22	524.02	580.00
901-49500-440 STAFF TRAINING	1,000.00	1,000.00	499.00	(501.00)	49.90	455.00
<i>TOTAL MISCELLANEOUS</i>	<u>4,400.00</u>	<u>4,400.00</u>	<u>5,820.48</u>	<u>1,420.48</u>	<u>132.28</u>	<u>1,200.44</u>
TOTAL LOW RENT ADMINISTRATION	<u><u>56,696.00</u></u>	<u><u>56,696.00</u></u>	<u><u>38,006.76</u></u>	<u><u>(18,689.24)</u></u>	<u><u>67.04</u></u>	<u><u>49,913.49</u></u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 31, 2018

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	200.00	200.00	563.43	363.43	281.72	1,511.08
	<i>TOTAL SUPPLIES</i>	200.00	200.00	563.43	363.43	281.72	1,511.08
	TOTAL LOW RENT TENANT SERVICE	200.00	200.00	563.43	363.43	281.72	1,511.08

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2018

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	24,165.00	24,165.00	3,487.40	(20,677.60)	14.43	20,925.52
901-49700-121 PERA (EMPLOYER)	1,849.00	1,849.00	261.56	(1,587.44)	14.15	1,569.43
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,812.00	1,812.00	266.79	(1,545.21)	14.72	1,600.76
901-49700-151 WORKERS' COMPENSATION PREMIU	1,595.00	1,595.00	464.62	(1,130.38)	29.13	1,077.80
901-49700-153 UNEMPLOYMENT	.00	.00	3,664.00	3,664.00	.00	.00
TOTAL PERSONAL SERVICES	29,421.00	29,421.00	8,144.37	(21,276.63)	27.68	25,173.51
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	6,883.00	6,883.00	4,337.54	(2,545.46)	63.02	10,140.30
901-49700-212 FUEL PURCHASE	200.00	200.00	.00	(200.00)	.00	61.88
TOTAL SUPPLIES	7,083.00	7,083.00	4,337.54	(2,745.46)	61.24	10,202.18
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	25,000.00	25,000.00	19,180.95	(5,819.05)	76.72	22,251.11
901-49700-360 INSURANCE AND BONDS	12,500.00	12,500.00	.00	(12,500.00)	.00	9,555.00
901-49700-370 PAYMENT IN LIEU OF TAXES	13,000.00	13,000.00	.00	(13,000.00)	.00	13,776.00
901-49700-381 ELECTRIC UTILITIES	36,000.00	36,000.00	20,881.93	(15,118.07)	58.01	27,420.98
901-49700-382 WATER/WASTEWATER UTILITIES	10,500.00	10,500.00	5,305.69	(5,194.31)	50.53	8,025.79
901-49700-383 GAS UTILITIES	6,500.00	6,500.00	2,756.16	(3,743.84)	42.40	4,135.88
901-49700-384 REFUSE HAULING	2,500.00	2,500.00	1,476.03	(1,023.97)	59.04	2,867.19
TOTAL OTHER SERVICES AND CHA	106,000.00	106,000.00	49,600.76	(56,399.24)	46.79	88,031.95
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	65,000.00	65,000.00	.00	(65,000.00)	.00	45,487.02
901-49700-489 OTHER CONTRACTED SERVICES	9,600.00	9,600.00	.00	(9,600.00)	.00	.00
TOTAL MISCELLANEOUS	74,600.00	74,600.00	.00	(74,600.00)	.00	45,487.02
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-501 REPLACEMENT OF EQUIPMENT	.00	.00	3,985.00	3,985.00	.00	.00
901-49700-502 BETTERMENTS AND ADDITIONS	2,000.00	2,000.00	.00	(2,000.00)	.00	7,919.96
TOTAL IMPROVEMENTS/BETTERM	2,000.00	2,000.00	3,985.00	1,985.00	199.25	7,919.96
TOTAL LOW RENT MAINTENANCE	219,104.00	219,104.00	66,067.67	(153,036.33)	30.15	176,814.62

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 31, 2018

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	276,000.00	276,000.00	104,637.86			228,239.19
NET REVENUES OVER EXPENDITURE	.00	.00	41,216.54			45,463.21

CITY OF CAMBRIDGE
BALANCE SHEET
JULY 31, 2018

SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
902-10200	EDA OPERATING ACCT-SECTION 8	118,020.95	
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39	
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(4,475.39)	
	TOTAL ASSETS		118,020.95
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
902-20200	ACCOUNTS PAYABLE	2,789.01	
	TOTAL LIABILITIES		2,789.01
<u>FUND EQUITY</u>			
902-27200	UNRESTRICTED NET ASSETS	95,259.73	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	19,972.21	
	BALANCE - CURRENT DATE	19,972.21	
	TOTAL FUND EQUITY		115,231.94
	TOTAL LIABILITIES AND EQUITY		118,020.95

CITY OF CAMBRIDGE
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 31, 2018

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
902-33160 A.C. EARNED SECTION 8	50,000.00	50,000.00	41,251.00	8,749.00	82.50	61,158.00
TOTAL INTERGOVERNMENTAL REVE	50,000.00	50,000.00	41,251.00	8,749.00	82.50	61,158.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	216.00	216.00	.00	216.00	.00	3,166.90
902-35100 FRAUD RECOVERY INCOME	.00	.00	84.00	(84.00)	.00	.00
TOTAL RENTAL INCOME	216.00	216.00	84.00	132.00	38.89	3,166.90
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	63.99	(63.99)	.00	79.89
TOTAL INTEREST	.00	.00	63.99	(63.99)	.00	79.89
TOTAL FUND REVENUE	50,216.00	50,216.00	41,398.99			64,404.79

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2018

FUND 902 - SECTION 8 VOUCHERS PROGRAM

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SECT 8 ADMINISTRATIVE</u>							
<i>OTHER SERVICES AND CHARGES</i>							
902-49500-306	AUDIT FEES	3,000.00	3,000.00	1,100.00	(1,900.00)	36.67	3,600.00
902-49500-307	CONTRACTED SECT 8 ADMIN	50,000.00	50,000.00	23,472.78	(26,527.22)	46.95	42,544.42
<i>TOTAL OTHER SERVICES AND CHA</i>		53,000.00	53,000.00	24,572.78	(28,427.22)	46.36	46,144.42
<i>MISCELLANEOUS</i>							
902-49500-409	LICENSE & SUPPORT CONTRACT	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
<i>TOTAL MISCELLANEOUS</i>		1,000.00	1,000.00	.00	(1,000.00)	.00	.00
TOTAL SECT 8 ADMINISTRATIVE		54,000.00	54,000.00	24,572.78	(29,427.22)	45.51	46,144.42

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 31, 2018

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HAP OCCUPIED UNITS</u>						
<i>HAP EXPENDITURES</i>						
902-49775-373 HAP-PORTABLE RECEIVING	.00	.00	206,013.00	206,013.00	.00	339,005.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	(209,534.00)	(209,534.00)	.00	(339,005.00)
902-49775-376 URP PORT REC	.00	.00	375.00	375.00	.00	739.00
902-49775-378 PORT REC URP REIMB	.00	.00	.00	.00	.00	(739.00)
<i>TOTAL HAP EXPENDITURES</i>	.00	.00	(3,146.00)	(3,146.00)	.00	.00
TOTAL HAP OCCUPIED UNITS	.00	.00	(3,146.00)	(3,146.00)	.00	.00

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 31, 2018

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	54,000.00	54,000.00	21,426.78			46,144.42
NET REVENUES OVER EXPENDITURE	(3,784.00)	(3,784.00)	19,972.21			18,260.37

CITY OF CAMBRIDGE
BALANCE SHEET
JULY 31, 2018

HOUSING-OTHER BUS ACTIVITIES

<u>ASSETS</u>			
903-10102	INVESTMENTS--PBC	265,364.30	
903-10200	EDA HOUSING DIV OPERATING CASH	110,920.81	
	TOTAL ASSETS		<u>376,285.11</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
903-27200	UNRESTRICTED NET ASSETS	359,762.48	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>16,522.63</u>	
	BALANCE - CURRENT DATE	<u>16,522.63</u>	
	TOTAL FUND EQUITY		<u>376,285.11</u>
	TOTAL LIABILITIES AND EQUITY		<u>376,285.11</u>

CITY OF CAMBRIDGE
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 31, 2018

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST & MISC INCOME</u>						
903-36210 INTEREST EARNINGS	.00	.00	991.71	(991.71)	.00	1,749.34
TOTAL INTEREST & MISC INCOME	.00	.00	991.71	(991.71)	.00	1,749.34
<u>OTHER REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	15,000.00	15,000.00	16,774.25	(1,774.25)	111.83	17,083.00
TOTAL OTHER REVENUES	15,000.00	15,000.00	16,774.25	(1,774.25)	111.83	17,083.00
TOTAL FUND REVENUE	15,000.00	15,000.00	17,765.96			18,832.34

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2018

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER HOUSING BUS ACTIV-ADMIN</i>							
903-49500-112	BOARD PAY	2,100.00	2,100.00	1,155.00	(945.00)	55.00	1,750.00
903-49500-122	FICA/MEDICARE (EMPLOYER)	.00	.00	88.33	88.33	.00	133.81
<i>TOTAL FUNCTION 1</i>		2,100.00	2,100.00	1,243.33	(856.67)	59.21	1,883.81
<i>OTHER SERVICES AND CHARGES</i>							
903-49500-304	LEGAL FEES	.00	.00	.00	.00	.00	1,000.00
903-49500-305	ACCOUNTING FEES	.00	.00	.00	.00	.00	520.00
903-49500-331	TRAVEL/MEALS/LODGING	500.00	500.00	.00	(500.00)	.00	.00
<i>TOTAL OTHER SERVICES AND CHA</i>		500.00	500.00	.00	(500.00)	.00	1,520.00
<i>TRANSFERS</i>							
903-49500-720	TRANSFERSOUT	12,400.00	12,400.00	.00	(12,400.00)	.00	.00
<i>TOTAL TRANSFERS</i>		12,400.00	12,400.00	.00	(12,400.00)	.00	.00
TOTAL OTHER HOUSING BUS ACTIV		15,000.00	15,000.00	1,243.33	(13,756.67)	8.29	3,403.81

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 31, 2018

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	15,000.00	15,000.00	1,243.33			3,403.81
NET REVENUES OVER EXPENDITURE	.00	.00	16,522.63			15,428.53

CITY OF CAMBRIDGE
BALANCE SHEET
JULY 31, 2018

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	31,915.00	
	TOTAL ASSETS		31,915.00
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	31,915.00	
	BALANCE - CURRENT DATE	31,915.00	
	TOTAL FUND EQUITY		31,915.00
	TOTAL LIABILITIES AND EQUITY		31,915.00

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2018

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	36,000.00	36,000.00	31,915.00	4,085.00	88.65	21,654.69
TOTAL INTERGOVERNMENTAL REVE	36,000.00	36,000.00	31,915.00	4,085.00	88.65	21,654.69
TOTAL FUND REVENUE	36,000.00	36,000.00	31,915.00			21,654.69

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 31, 2018

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	36,000.00	36,000.00	.00	(36,000.00)	.00	21,654.69
	<i>TOTAL FUNCTION 7</i>	36,000.00	36,000.00	.00	(36,000.00)	.00	21,654.69
	TOTAL OTHER FINANCING USES	36,000.00	36,000.00	.00	(36,000.00)	.00	21,654.69

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2018

FUND 904 - CAPITAL FUND PROGRAM-HUD

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	36,000.00	36,000.00	.00			21,654.69
NET REVENUES OVER EXPENDITURE	.00	.00	31,915.00			.00

CITY OF CAMBRIDGE
BALANCE SHEET
JULY 31, 2018

HAP SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
905-10130	FSS-CASH WITH ESCROW AGENT	12,974.47	
905-10200	EDA OPERATING ACCT-SECTION 8	12,693.40	
	TOTAL ASSETS		25,667.87
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
905-22000	FSS ESCROW	12,974.47	
	TOTAL LIABILITIES		12,974.47
<u>FUND EQUITY</u>			
905-27200	RESTRICTED NET ASSETS-HAP	(15,204.47)	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	27,897.87	
	BALANCE - CURRENT DATE	27,897.87	
	TOTAL FUND EQUITY		12,693.40
	TOTAL LIABILITIES AND EQUITY		25,667.87

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2018

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
905-33160 A.C. EARNED SECTION 8	350,000.00	350,000.00	257,730.00	92,270.00	73.64	396,525.00
TOTAL INTERGOVERNMENTAL REVE	350,000.00	350,000.00	257,730.00	92,270.00	73.64	396,525.00
<u>SOURCE 35</u>						
905-35100 FRAUD RECOVERY	.00	.00	84.00	(84.00)	.00	.00
TOTAL SOURCE 35	.00	.00	84.00	(84.00)	.00	.00
<u>INTEREST</u>						
905-36211 HAP INTEREST INCOME	.00	.00	1.17	(1.17)	.00	31.27
TOTAL INTEREST	.00	.00	1.17	(1.17)	.00	31.27
 TOTAL FUND REVENUE	 <u>350,000.00</u>	 <u>350,000.00</u>	 <u>257,815.17</u>			 <u>396,556.27</u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 31, 2018

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HAP EXPENDITURES</u>						
<i>HAP EXPENDITURES</i>						
905-49775-370 HAP OCCUPIED UNITS	346,216.00	346,216.00	221,488.00	(124,728.00)	63.97	402,657.00
905-49775-371 HAP-UTILITY ALLOWANCES	.00	.00	.00	.00	.00	145.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	5,348.00	5,348.00	.00	13,347.00
905-49775-375 FSS	.00	.00	2,635.00	2,635.00	.00	4,332.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	446.30	446.30	.00	1,186.84
<i>TOTAL HAP EXPENDITURES</i>	<u>346,216.00</u>	<u>346,216.00</u>	<u>229,917.30</u>	<u>(116,298.70)</u>	<u>66.41</u>	<u>421,667.84</u>
TOTAL HAP EXPENDITURES	<u>346,216.00</u>	<u>346,216.00</u>	<u>229,917.30</u>	<u>(116,298.70)</u>	<u>66.41</u>	<u>421,667.84</u>

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 31, 2018

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	346,216.00	346,216.00	229,917.30			421,667.84
NET REVENUES OVER EXPENDITURE	3,784.00	3,784.00	27,897.87			(25,111.57)

CITY OF CAMBRIDGE
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 31, 2018

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	200.00	200.00	.00	200.00	.00	2,954.05
TOTAL INTEREST	200.00	200.00	.00	200.00	.00	2,954.05
<u>MALL OPERATING REVENUES</u>						
205-37220 RENTAL FEES	207,000.00	207,000.00	141,505.53	65,494.47	68.36	223,283.28
TOTAL MALL OPERATING REVENUES	207,000.00	207,000.00	141,505.53	65,494.47	68.36	223,283.28
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	90,000.00	90,000.00	.00	90,000.00	.00	275,000.00
TOTAL TRANSFERS FROM OTHER FU	90,000.00	90,000.00	.00	90,000.00	.00	275,000.00
TOTAL FUND REVENUE	297,200.00	297,200.00	141,505.53			501,237.33

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2018

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	87,796.00	87,796.00	51,871.22	(35,924.78)	59.08	92,201.51
205-41930-112	EDA MEETING PAYMENTS	2,500.00	2,500.00	350.00	(2,150.00)	14.00	490.00
205-41930-121	PERA (EMPLOYER)	6,746.00	6,746.00	3,890.34	(2,855.66)	57.67	6,729.66
205-41930-122	FICA/MEDICARE (EMPLOYER)	6,088.00	6,088.00	3,858.46	(2,229.54)	63.38	6,695.96
205-41930-131	MEDICAL/DENTAL/LIFE	16,649.00	16,649.00	10,779.00	(5,870.00)	64.74	15,303.60
205-41930-132	LONGEVITY PAY	2,150.00	2,150.00	.00	(2,150.00)	.00	.00
205-41930-133	DEDUCTIBLE CONTRIBUTION	1,200.00	1,200.00	1,200.00	.00	100.00	1,434.32
205-41930-151	WORKERS' COMPENSATION PREMIU	685.00	685.00	240.29	(444.71)	35.08	447.71
205-41930-154	HRA/FLEX FEES	.00	.00	49.85	49.85	.00	73.35
TOTAL PERSONAL SERVICES		123,814.00	123,814.00	72,239.16	(51,574.84)	58.34	123,376.11
<i>SUPPLIES</i>							
205-41930-201	OFFICE SUPPLIES	250.00	250.00	99.10	(150.90)	39.64	136.72
205-41930-210	MISCELLANEOUS OPER SUPPLIES	.00	.00	.00	.00	.00	215.30
205-41930-221	REPAIR & MAINT VEH/EQUIPMENT	.00	.00	500.00	500.00	.00	196.25
205-41930-240	SMALL TOOLS & MINOR EQUIPMENT	3,300.00	3,300.00	6.42	(3,293.58)	.19	2,503.60
TOTAL SUPPLIES		3,550.00	3,550.00	605.52	(2,944.48)	17.06	3,051.87
<i>OTHER SERVICES & CHARGES</i>							
205-41930-304	MISC PROFESSIONAL SERVICES	3,600.00	3,600.00	7,800.76	4,200.76	216.69	3,497.55
205-41930-313	IT MGMT & BACKUP	.00	.00	1,580.67	1,580.67	.00	2,523.91
205-41930-321	TELEPHONE/CELLULAR	500.00	500.00	542.45	42.45	108.49	743.68
205-41930-331	TRAVEL/MEALS/LODGING	750.00	750.00	265.94	(484.06)	35.46	1,314.59
205-41930-334	MILEAGE REIMBURSEMENT	1,100.00	1,100.00	743.95	(356.05)	67.63	625.15
205-41930-351	LEGAL NOTICES/ORD PUB	200.00	200.00	.00	(200.00)	.00	138.00
205-41930-360	INSURANCE AND BONDS	1,500.00	1,500.00	.00	(1,500.00)	.00	1,086.87
205-41930-381	ELECTRIC UTILITIES	400.00	400.00	590.91	190.91	147.73	836.99
205-41930-382	WATER/SEWER/STORM PROPERTY A	60.00	60.00	2,030.34	1,970.34	3,383.90	731.32
205-41930-383	GAS UTILITIES	100.00	100.00	271.70	171.70	271.70	118.44
TOTAL OTHER SERVICES & CHARG		8,210.00	8,210.00	13,826.72	5,616.72	168.41	11,616.50

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2018

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
205-41930-407 HWY 95 PROPERTY ACQ MAINT EXP	.00	.00	7,548.52	7,548.52	.00	10,061.85
205-41930-430 MISCELLANEOUS	.00	.00	46.00	46.00	.00	.00
205-41930-433 DUES AND SUBSCRIPTIONS	1,500.00	1,500.00	726.40	(773.60)	48.43	840.66
205-41930-440 SCHOOLS & MEETINGS	1,500.00	1,500.00	440.00	(1,060.00)	29.33	305.00
205-41930-450 TAX ABATEMENT-MAIN & 65 LLC	.00	.00	3,094.08	3,094.08	.00	6,403.00
205-41930-451 TAX ABATEMENT-MOTEK/TEAM IND	.00	.00	15,827.10	15,827.10	.00	32,875.84
205-41930-484 NLX ACTIVITIES	6,650.00	6,650.00	6,650.00	.00	100.00	4,830.00
205-41930-485 PROPERTY TAXES	3,000.00	3,000.00	.00	(3,000.00)	.00	1,172.00
205-41930-486 COMMUNITY COLLABORATIONS PRO	.00	.00	.00	.00	.00	5,475.88
205-41930-489 IND PARK MARKETING	8,500.00	8,500.00	5,547.00	(2,953.00)	65.26	9,457.11
205-41930-497 EDA ADM-WEB SITE MAINT	3,000.00	3,000.00	3,000.00	.00	100.00	3,000.00
<i>TOTAL MISCELLANEOUS</i>	<u>24,150.00</u>	<u>24,150.00</u>	<u>42,879.10</u>	<u>18,729.10</u>	<u>177.55</u>	<u>74,421.34</u>
TOTAL EDA ADMINISTRATION	<u>159,724.00</u>	<u>159,724.00</u>	<u>129,550.50</u>	<u>(30,173.50)</u>	<u>81.11</u>	<u>212,465.82</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2018

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	26,063.00	26,063.00	15,205.18	(10,857.82)	58.34	25,250.24
205-47000-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	.00	(1,000.00)	.00	46.05
205-47000-103 TEMPORARY EMPLOYEE	3,000.00	3,000.00	4,967.26	1,967.26	165.58	6,121.58
205-47000-121 PERA (EMPLOYER)	2,053.00	2,053.00	1,140.39	(912.61)	55.55	1,886.34
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,324.00	2,324.00	1,503.85	(820.15)	64.71	2,331.03
205-47000-131 MEDICAL/DENTAL/LIFE	8,324.00	8,324.00	5,384.80	(2,939.20)	64.69	7,643.76
205-47000-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	539.63	(60.37)	89.94	.00
205-47000-151 WORKERS' COMPENSATION PREMIU	1,503.00	1,503.00	357.46	(1,145.54)	23.78	1,346.03
205-47000-154 HRA/FLEX FEES	75.00	75.00	25.00	(50.00)	33.33	36.75
TOTAL PERSONAL SERVICES	44,942.00	44,942.00	29,123.57	(15,818.43)	64.80	44,661.78
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	.00	.00	81.86	81.86	.00	129.99
205-47000-212 GASOLINE/FUEL	250.00	250.00	35.04	(214.96)	14.02	67.75
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	10,000.00	10,000.00	6,384.03	(3,615.97)	63.84	10,305.61
TOTAL SUPPLIES	10,250.00	10,250.00	6,500.93	(3,749.07)	63.42	10,503.35
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	850.00	850.00	180.33	(669.67)	21.22	289.54
205-47000-360 INSURANCE AND BONDS	7,000.00	7,000.00	.00	(7,000.00)	.00	4,388.00
205-47000-381 ELECTRIC UTILITIES	21,000.00	21,000.00	9,781.66	(11,218.34)	46.58	20,859.83
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	2,588.86	(3,111.14)	45.42	4,733.14
205-47000-383 GAS UTILITIES	6,000.00	6,000.00	2,862.85	(3,137.15)	47.71	3,651.30
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	1,749.35	(2,750.65)	38.87	3,727.53
TOTAL OTHER SERVICES & CHARG	45,050.00	45,050.00	17,163.05	(27,886.95)	38.10	37,649.34
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	13,000.00	13,000.00	1,560.60	(11,439.40)	12.00	16,419.16
205-47000-413 BNSF PARKING LOT LEASE	2,300.00	2,300.00	.00	(2,300.00)	.00	1,036.80
205-47000-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	2,896.80	(9,103.20)	24.14	(133.20)
205-47000-490 MALL CAP FUND CONTRIBUTION	.00	.00	.00	.00	.00	2,350.00
205-47000-496 MALL CAPITAL EQUIPMENT	.00	.00	18,370.31	18,370.31	.00	11,290.00
205-47000-498 RUM RIVER BUILD OUT	.00	.00	93,791.69	93,791.69	.00	.00
TOTAL MISCELLANEOUS	27,300.00	27,300.00	116,619.40	89,319.40	427.18	30,962.76
TOTAL MALL OPERATING EXPENSE	127,542.00	127,542.00	169,406.95	41,864.95	132.82	123,777.23

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 31, 2018

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	287,266.00	287,266.00	298,957.45			336,243.05
NET REVENUES OVER EXPENDITURE	9,934.00	9,934.00	(157,451.92)			164,994.28

ACH Transaction Report

Batch #: 000172

Created On: 07/30/2018

Name	Amount
Bungalows of Chisago L	\$1,187.00
Calhoun Apartments	\$1,110.00
Cambridge Square Assoc	\$1,248.00
Cambridge Town Square	\$990.00
PG Companies Redwing A	\$1,032.00
DJ Properties of Stanc	\$510.00
Erlandson - Nelson Con	\$555.00
Hanson Properties	\$269.00
Haven Properties	\$353.00
New Challenges, Inc.	\$5,295.00
Isanti Village Apartme	\$1,414.00
Kaizen Property Soluti	\$1,068.00
Kestrel Meadows Townho	\$4,925.00
Legacy Townhomes	\$3,831.00
Minneapolis Public Hou	\$663.90
Allen Moulton	\$530.00
Normandy Townhomes	\$3,421.00
North Branch Senior Ho	\$577.00
Oakhurst Apartments	\$361.00
Oakview Terrace Townho	\$1,765.00
Northern Management	\$452.00
Rush Oaks Apartments	\$790.00
Sunrise Court Apartmen	\$1,116.00
Sunset Assets LLC	\$739.00
Taylors Falls Villas	\$573.00
Tower Terrace Limited	\$4,240.00
Wyoming Limited Partne	\$1,262.00
Wyoming Limited Partne	\$1,115.00
Cambridge EDA	\$-41,391.90

Batch Total: \$0.00

August 2018
Housing
Payments Σ = +58,874.90

,30/2018

Peoples Bank of Commerc / Cambridge EDA

Page: 1

ACH Transaction Report

Batch #: 000173

Created On: 07/30/2018

Name	Amount
Aaron Jordan	\$489.00
Bohmer, John	\$729.00
Dean & Jennifer Bondes	\$995.00
Charles Satak	\$585.00
Chen Liu	\$5,143.00
David Findell	\$555.00
Elmer D. Harp	\$572.00
Jenell King	\$550.00
John Maher	\$370.00
Kathryn Dahlberg	\$669.00
Kristine Yerigan	\$250.00
Brian Leet	\$376.00
Michael Doran	\$558.00
Loral Myers	\$272.00
Ordeen Splittstoser	\$278.00
Pleasant Knoll Apartme	\$623.00
Randall Propp	\$597.00
Richard Berget	\$264.00
Robert Blaisdell-Blais	\$423.00
Robert Mattson	\$538.00
Sharon Johnson	\$322.00
Steve Baker	\$798.00
Paul & Bethany Stiles	\$668.00
Thomas Olin	\$304.00
Cambridge EDA	\$-16,928.00



Batch Total: \$0.00

ACH Transaction Report

Batch #: 000174

Created On: 08/30/2018

<u>Name</u>	<u>Amount</u>
Tower Terrace Limited	\$555.00
Cambridge EDA	\$-555.00
Batch Total:	\$0.00

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<p>CAMBRIDGE EDA MEETING September 17, 2018 BILLS LIST</p>
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Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
Prepaid Checks	8/8/2018	111121 - 111174	11,843.67
Prepaid Checks	8/22/2018	111190 - 111309	1,564.23
Prepaid Checks	8/29/2018	111335 - 111371	3,790.48
Prepaid Checks	9/5/2018	111378 - 111422	1,785.82
	Prepaid Totals		<hr/> 18,984.20 <hr/>

TOTAL SUBMITTED FOR APPROVAL

\$18,984.20

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	3.03
Total 1140:			3.03
3056	Lake Superior Laundry Inc.	Mall Rugs	60.50
Total 3056:			60.50
3755	Minuteman Press	Signs	525.00
Total 3755:			525.00
5048	Seasonal Property Services, LLC	Turf Maintenance - Cypress St S, 1st Ave E, 4th	1,200.00
Total 5048:			1,200.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - August	1,500.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - August	750.00
Total 5191:			2,250.00
5567	Todd Lind Construction	Rum River Build Out	7,510.31
Total 5567:			7,510.31
5878	Waste Management	Dumpster Service & Recycle - 180 Buchanan St	294.83
Total 5878:			294.83
Grand Totals:			11,843.67

Dated: 8/8/18

City Treasurer: Caroline Mor

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/18	08/08/2018	111121	1140	Cintas Corporation	205-20100	3.03
08/18	08/08/2018	111142	3056	Lake Superior Laundry Inc.	205-20100	60.50
08/18	08/08/2018	111149	3755	Minuteman Press	205-20100	525.00
08/18	08/08/2018	111162	5048	Seasonal Property Services, LLC	205-20100	1,200.00
08/18	08/08/2018	111164	5191	SPEW Health Plan	205-20100	2,250.00
08/18	08/08/2018	111169	5567	Todd Lind Construction	205-20100	7,510.31
08/18	08/08/2018	111174	5878	Waste Management of WI-MN	205-20100	294.83
Grand Totals:						11,843.67

Vendor	Vendor Name	Description	Net Invoice Amount
555	Business Essentials	Maintenance Supplies - Mall	166.97
	Total 555:		166.97
969	Cardmember Service	Maintenance Supplies - Mall	4.28
969	Cardmember Service	Maintenance Supplies - Mall	32.80
969	Cardmember Service	Maintenance Supplies - Mall	2.14
	Total 969:		39.22
1140	Cintas Corporation	Uniform Rental - Maintenance	3.03
	Total 1140:		3.03
1686	Ecolab Pest Elimination Div.	Pest Control - Bridge Park	150.00
	Total 1686:		150.00
2350	HD Supply Facilities Maintenance	Materials - Operating Supplies - Bridge Park	138.14
2350	HD Supply Facilities Maintenance	Credit Materials - Operating Supplies - Bridge P	41.00-
	Total 2350:		97.14
2456	Housing Data Systems	MTCS Transmittal Service 07/01/18-09/30/18	120.00
	Total 2456:		120.00
3056	Lake Superior Laundry Inc.	Mall Rugs	60.50
	Total 3056:		60.50
3521	Menards	Materials - Bridge Park	22.54
3521	Menards	Small Tools - Mall	1.45
3521	Menards	Small Tools - Mall	123.84
3521	Menards	Repair & Maint Supplies - Mall	97.76
3521	Menards	Repair & Maint Supplies - Mall	9.92
	Total 3521:		255.51
4131	Nordberg's Electric Supply Inc	Rooftop - Exhaust Control - Bridge Park Apts	300.00
	Total 4131:		300.00
5861	Walmart Community Card	Tenant Services - Bridge Park	139.30
	Total 5861:		139.30
5878	Waste Management	Dumpster Service & Recycle - Bridge Park Apts	232.56
	Total 5878:		232.56

Vendor	Vendor Name	Description	Net Invoice Amount
Grand Totals:			<u>1,564.23</u>

Dated: 8/22/18

City Treasurer: Caroline M

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/18	08/22/2018	111190	555	Business Essentials	205-20100	166.97
08/18	08/22/2018	111193	969	Cardmember Service	205-20100	39.22
08/18	08/22/2018	111195	1140	Cintas Corporation	205-20100	3.03
08/18	08/22/2018	111206	1686	Ecolab Pest Elimination Div.	901-20100	150.00
08/18	08/22/2018	111225	2350	HD Supply Facilities Maintenance Ltd	901-20100	97.14
08/18	08/22/2018	111230	2456	Housing Data Systems	901-20100	120.00
08/18	08/22/2018	111244	3056	Lake Superior Laundry Inc.	205-20100	60.50
08/18	08/22/2018	111253	3521	Menards	205-20100	255.51
08/18	08/22/2018	111266	4131	Nordberg's Electric Supply Inc	901-20100	300.00
08/18	08/22/2018	111308	5861	Walmart Business/SYNCB	901-20100	139.30
08/18	08/22/2018	111309	5878	Waste Management of WI-MN	901-20100	232.56
Grand Totals:						<u>1,564.23</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	3.02
1140	Cintas Corporation	Uniform Rental - Maintenance	3.03
Total 1140:			6.05
2411	Hillyard Inc.	Maintenance Supplies - Mall	134.89
Total 2411:			134.89
3521	Menards	Maintenance Supplies - Mall	3.49
3521	Menards	Maintenance Supplies - Mall	8.99
3521	Menards	Small Tools - Mall	34.50
Total 3521:			46.98
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base	12.73
Total 3543:			12.73
3933	Mora HRA	August Contracted Section 8 Administration	3,443.10
Total 3933:			3,443.10
5801	Verizon Wireless	wireless phone service - Economic Developmen	69.60
5801	Verizon Wireless	wireless phone service - Maintenance Dept	25.71
5801	Verizon Wireless	wireless phone service - Bridge Park	51.42
Total 5801:			146.73
Grand Totals:			3,790.48

Dated: 8/29/18

City Treasurer: Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/18	08/29/2018	111335	1140	Cintas Corporation	205-20100	6.05
08/18	08/29/2018	111346	2411	Hillyard / Minneapolis	205-20100	134.89
08/18	08/29/2018	111357	3521	Menards	205-20100	46.98
08/18	08/29/2018	111358	3543	Metro Sales, Inc.	901-20100	12.73
08/18	08/29/2018	111360	3933	Mora HRA	902-20100	3,443.10
08/18	08/29/2018	111371	5801	Verizon Wireless	205-20100	146.73
Grand Totals:						<u>3,790.48</u>

Vendor	Vendor Name	Description	Net Invoice Amount
555	Business Essentials	Maintenance Supplies - Mall	39.24
	Total 555:		39.24
1140	Cintas Corporation	Uniform Rental - Maintenance	3.03
	Total 1140:		3.03
3056	Lake Superior Laundry Inc.	Mall Rugs	60.50
	Total 3056:		60.50
3521	Menards	Maintenance Supplies - Mall	8.17
3521	Menards	Materials - Bridge Park	28.43
	Total 3521:		36.60
4211	Northland Fire Protection	Service Maint of Fire Extinguishers - Workforce	78.00
	Total 4211:		78.00
4987	Scott Olson Construction	August Mowing - Bridge Park	270.00
	Total 4987:		270.00
5261	Star Quality Glass	Materials/Operating Supplies - Bridge Park	30.00
	Total 5261:		30.00
5878	Waste Management	Dumpster Service & Recycle - Bridge Park Apts	463.04
5878	Waste Management	Dumpster Service & Recycle - 180 Buchanan St	353.79
	Total 5878:		816.83
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
	Total 5965:		451.62
	Grand Totals:		1,785.82

Dated: _____

9/5/18

City Treasurer: _____

Caroline [Signature]

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/18	09/05/2018	111378	555	Business Essentials	205-20100	39.24
09/18	09/05/2018	111381	1140	Cintas Corporation	205-20100	3.03
09/18	09/05/2018	111391	3056	Lake Superior Laundry Inc.	205-20100	60.50
09/18	09/05/2018	111396	3521	Menards	901-20100	36.60
09/18	09/05/2018	111400	4211	Northland Fire Protection	205-20100	78.00
09/18	09/05/2018	111410	4987	Scott Olson Construction	901-20100	270.00
09/18	09/05/2018	111412	5261	Star Quality Glass	901-20100	30.00
09/18	09/05/2018	111420	5878	Waste Management of WI-MN	205-20100	816.83
09/18	09/05/2018	111422	5965	White Bear IT Solutions LLC	901-20100	451.62
Grand Totals:						<u>1,785.82</u>

Date: September 17, 2018
To: EDA Board of Commissioners
From: Deb Barrett, Housing Supervisor
Re: Report on EDA Housing Operations

Public Housing:

- Vacancy report submitted (MTCS). Currently have 4 vacancies.
- Finished cleaning out storage units. Hauled a lot of stuff to the thrift store. Moved resident's storage unit to bigger storage closet so that each apartment has a storage shelf.
- Processed rent checks
- Submitted Semi Annual Labor Report to the Office of Davis Bacon and Labor Standards
- Cleaning building and doing turnovers
- Had two air conditioners leaking water into the apartment. They were pulled out & taken outside and cleaned.

Capital Project

N/A

Prepared by: Deb Barrett

Background:

On an annual basis, PHA's are required to develop a Public Housing Agency Plan in relation to funding we receive from the US Department of Housing & Urban Development. The 2018 PHA Plan & 5 year plan was brought to EDA Board meeting on July 16, 2018 and went out for 45 days public notice as required by federal regulation. After conducting a hearing, staff would like the EDA Board to adopt the 2018 PHA Plan that has been available for comment for over 45 days.

Per Mark Wunderlich – HUD Field Office any significant change to the PHA Plan, the updated version has to be posted and then board approved. Since the Special EDA Board Meeting held on 8/6/18, staff was directed to repurpose the 2018 PHA Plan for the asbestos abatement project that will be re-bid in 2019. Since this action represents a significant change in the 2018 PHA Plan, we need to post notice of the intention to revise the plan and hold a hearing in November on this matter.

Recommendation

1. Conduct for public hearing on the 2018 PHA Plan & 5 year plan.
2. Motion to approve the 2018 PHA Plan & 5 year plan
3. Call for public hearing on revised 2018 PHA plan & 5 year plan on November 19, 2018 and direct staff to post the revised 2018 PHA plan until the meeting on November 19, publishing the hearing notice as well.

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>1/01/2018</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>936</u>				
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH HCV
	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 2017 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 <ul style="list-style-type: none"> ▪ Cambridge EDA was allotted 20 additional vouchers due to owner op out of their Section 8 Contract as of September 30, 2016. Cambridge has contracted with Mora HRA to administer the vouchers for the EDA. ▪ There is no revision to the Section 8 HCV Administrative Plan ▪ AMENDED PHA PLAN FOR PUBLIC HOUSING 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 access when there is an emergency. <ul style="list-style-type: none"> ▪ Abate Asbestos Project ▪ Sending out bid proposals to hire out for Project Manager to oversee all aspect of the asbestos removal process ▪ Removal of all asbestos in ceilings and floors of all apartments, restore all units back to good condition. 5. Smoke-Free Policy <ul style="list-style-type: none"> ▪ 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 <ul style="list-style-type: none"> ▪ 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></p> <p>N/A</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p> <p>N/A</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 has entered into an agreement with Mora HRA on January 1, 2016 to provide services for the administration of the Section 8 Housing Choice Program.</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>

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

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

1.0 PHA Information

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

2.0 Inventory

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

3.0 Submission Type

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

4.0 PHA Consortia

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

5.0 Five-Year Plan

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

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

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

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

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

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

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

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

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

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

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

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

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

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

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

8.2 Capital Fund Program Five-Year Action Plan

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

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

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

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

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

9.1 Strategy for Addressing Housing Needs. Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

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

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

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

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

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

Summary of Five Year Capital Plan						
2018-2022						
	Actual	Estimated	Estimated	Estimated	Estimated	Estimated
	2018	2019	2020	2021	2022	
Grant Amount	54,993	35,000	35,000	35,000	35,000	
Capital Projects						
Description						
Operations	13,745	8,700	8,700	8,700	8,700	
Landscaping						
Water pipe replacement/under concrete - first floor south end	\$ 30,248.00					
Gazebo	\$ 3,000.00					
Replace outdated electrical service in mechanical room	\$ 8,000.00					
Renovate bathrooms in 45 units		\$ 26,300.00				
Roof Replacement (done in 2007)			\$ 26,300.00	\$ 26,300.00	\$ 11,000.00	\$ 15,300.00
Total						
	\$ 54,993.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00
	Spent \$18,732.58					
	Obligation date					
	3/22/18 Drew Down \$6000					
	4/4/18 Drew Down \$12,732.58					

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 2018 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 <ul style="list-style-type: none"> ▪ Cambridge has contracted with Mora HRA to administer the vouchers for the EDA. ▪ There is no revision to the Section 8 HCV Administrative Plan 3. AMENDED PHA PLAN FOR PUBLIC HOUSING 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 access when there is an emergency. <ul style="list-style-type: none"> Abate Asbestos Project Sending out bid proposals to hire out for Project Manager to oversee all aspect of the asbestos removal process Removal of all asbestos in ceilings and floors of all apartments and two public restrooms, restore all units and 2 public restroom back to good condition. 5. Smoke-Free Policy <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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></p> <p>N/A</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p> <p>N/A</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 has entered into an agreement with Mora HRA on January 1, 2016 to provide services for the administration of the Section 8 Housing Choice Program.</p>
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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>
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11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

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

1.0 PHA Information

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

2.0 Inventory

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

3.0 Submission Type

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

4.0 PHA Consortia

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

5.0 Five-Year Plan

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

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

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

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

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

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

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.

3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.

4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.

5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, and; 5) the number of units affected.

7. **Community Service and Self-Sufficiency.** A description of: (1) Any programs relating to services and amenities provided or offered to assisted families; (2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; (3) How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. (Note: applies to only public housing).

8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

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

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

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

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

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

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

8.2 Capital Fund Program Five-Year Action Plan

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

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

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

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

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

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

(b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)

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

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

(a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*

(b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only)

(c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only)

(d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only)

(e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only)

(f) Resident Advisory Board (RAB) comments.

(g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.

(h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (Must be attached electronically for PHAs receiving CFP grants only). See instructions in 8.1.

(i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (Must be attached electronically for PHAs receiving CFP grants only). See instructions in 8.2.

Summary of Five Year Capital Plan		Actual	Estimated	Estimated	Estimated	Estimated	Estimated
2018-2022		2018	2019	2020	2021	2022	
	Grant Amount	54,993	35,000	35,000	35,000	35,000	
Capital Projects							
Description							
Operations		13,745	8,700	8,700	8,700	8,700	
Restore 2 public restrooms		41,248					
Landscaping							
Water pipe replacement/under concrete - first floor south end							
Gazebo							
Replace outdated electrical service in mechanical room							
Renovate bathrooms in 45 units							
Roof Replacement (done in 2007)							
Total							
		\$ 54,993.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	
		Spent \$18,732.58					
		Obligation date					
		3/22/18 Drew Down \$6000					
		4/4/18 Drew Down \$12,732.58					

Prepared by: Deb Barrett

Background:

The 2018 Admissions & Continued Occupancy Policy (ACOP) was completely updated based on a template provided by Nan McKay. Nan McKay specializes in Public Housing Agencies with policies guidance based on the latest HUD Policies and guidelines for public housing.

On July 16, 2018 current updates were made:

Preferences points were assigned:

5 points for senior status

4 points for Cambridge residents

3 points for Veteran/surviving widow

2 points for handicapped individuals

1 point for people suffering from domestic violence

Smoke Free Policy & required language for compliance with the Violence Against Women Act.
45 day public notice has been completed.

Recommendation

1. Conduct Public Hearing on 2018 Admissions & Continued Occupancy Policy.
2. Motion to approve the 2018 Admissions & Continued Occupancy Policy if appropriate after Public Hearing.

Attachment—Admissions & Continued Occupancy Policy (included in on-line packet, Board members remember to bring your printed copy from 7/16/18 EDA meeting)

6D Approve Proposal to Replace the Workforce Center east entrance door in the City Center Mall

September 17, 2018

Author: Stan Gustafson, Economic Development Director

Request

Staff is requesting approval to replace one exterior entrance door for the Workforce Center east entrance door.

Review

There is one door that needs to be replaced, the east side entrance door for the Workforce Center at City Center Mall. The door is rusting out at the bottom and starting to affect their operation. There is no way to repair this, only replacement. We will reuse the lockset and closures. The doors will need to be painted at a later date.

Staff received the following two quotes: Please note the Star Quality Glass quote includes all three doors that need to be replaced.

Star Quality Glass:	\$3,425.99
Workforce Center	

Commercial Door System	
Workforce Center	\$1,984.00

Fiscal Note: The funds will come from the 2018 budget and Fund 205-47000-401 City Center Mall Workforce Center

Recommendation

Approve the quote submitted by Commercial Door Systems, Inc to replace one exterior doors for City Center Mall (Workforce Center) for \$1,984.00 and authorized the EDA President and Executive Director to sign the proposal with Commercial Doors Systems, Inc.

Attachments:

Proposal bids from Star Quality Glass and Commercial Door Systems.



**COMMERCIAL
DOOR
SYSTEMS, INC.**

7670 Commerce Street
P.O. Box 277
Corcoran, MN 55340
(763) 494-9533 Fax (763) 420-3937

PROPOSAL

work four corners

Proposal Submitted To: CITY OF CAMBRIDGE		Job Name: DOOR AND FRAME REPLACEMENT	
Attn: STAN GUSTAFSON- 612-221-9485		Job Location: 300 3RD AVE. NE	
City, State & Zip Code CAMBRIDGE MN		Architect:	
Tele:	Fax:	Date of Plans:	Addendums:

LOADING ZONE

1 EA 3-0 X 7-0 HOLLOW METAL FRAME- 5 3/4" WIDTH- 2 HEAD
HINGE AND EXIT DEVICE PREP
GALVANIZED
CONCRETE ANCHOR BOLT PREP

1 EA 3-0 X 7-0 HOLLOW METAL DOOR- FLUSH
HINGE AND MORTISE LOCK PREP
GALVANIZED

3 EA 4 1/2" X 4 1/2" BUTT HINGE
1 EA SURFACE PIVOT HINGE- PBB- BB85
1 EA WEATHERSTRIP- 40" X 84"
1 EA THRESHOLD - 40"
1 EA SWEEP- 40"
1 EA LATCHGUARD
1 EA 10" KICKPLATE
REUSE MORTISE LOCKSET, CLOSER AND ELECTRIC STRIKE
LABOR TO INSTALL
SUM FOR THE ABOVE \$ 1,984.00

ALTERNATE:

1 EA HEAVY DUTY CLOSER ADD \$ 95.00 TO ABOVE PRICE
1 EA EXIT DEVICE ADD \$ 1,325.00 TO ABOVE PRICE
MORTISE LOCKSET- ADD \$ 570.00 TO ABOVE PRICE

FINISH PAINTING BY OTHERS
WIRING OF ELECTRIC STRIKE BY OTHERS
TAX AND DELIVERY INCLUDED

THANK YOU
CARL SCHUTT 8-21-18

Terms Payment terms net 30 days not dependant of payment by owner. Materials only, freight F.O.B. tailgate. Clerical errors subject to correction. All agreements must be in writing in order to be binding. All agreements are contingent upon strikes, accidents and other delays unavoidable or beyond our control. Backcharges will not be accepted without pre-authorization by Commercial Door Systems Inc.

We Propose hereby to furnish material - complete in accordance with proposal listed above. Proposal may be withdrawn if not accepted within 60 days.

Signature _____ Date _____

Acceptance of proposal - The above prices, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as proposed above.

Signature _____ **P64** Date _____



648 N. MAIN ST.
CAMBRIDGE, MN 55008
WWW.STARQUALITYGLASS.COM

PROPOSAL

TO: CITY OF CAMBRIDGE

FROM: DIANNE OLIVER

DATE: 8/23/18

JOB: DOORS REUSE HARDWARE AS MUCH AS POSSIBLE

FOR THE SUM OF: \$ 10,277.97 FOR TOTAL JOB, INCLUDES MATERIALS LISTED BELOW, TAX, AND LABOR TO INSTALL MATERIALS LISTED BELOW.

CURRENT METAL SHOP LEAD TIME 5 WEEKS

FRAMING SYSTEM: T14000 THERMAL SCREW SPLINE

MATERIAL FINISH: DB DARK BRONZE : ANODIZED

Doors: 2 DOORS:

3 BUTT HINGES
MEDIUM STILE
NO CLOSER
PREP FOR ELEC STRIKE
PREP FOR LATCH LOCK
NO PUSH PULL
10" BOTTOM RAIL
SWEEP
THRESHOLD

1 DOORS:

3 BUTT HINGES
MEDIUM STILE
4040 CLOSER W/DROP PLATE
PREP YALE LEVER / PANIC
NO PUSH PULL
10" BOTTOM RAIL
SWEEP
THRESHOLD

Glass: BV 1" MAPES PANEL CUSTOM COLOR
EXTERIOR -MAPES STANDARD 2-COAT KYNAR (EMBOSSSED)
SUBSTRATE -3MM CORRUGATED POLYPROPYLENE
CORE - POLYSTYRENE (EXPANDED)
SUBSTRATE -CORRUGATED POLYPROPYLENE
INTERIOR - MAPES STANDARD 2-COAT KYNAR (EMBOSSSED)

Project Name: 062218 CITY OF CAMBRIDGE

8/23/2018 4:18 PM

Frame Set Name: Frame Set 1

Frame Name: Frame 1

Metal Group: T14003 THERMAL SCREW SPLINE

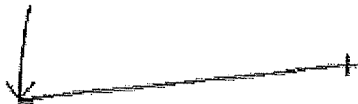
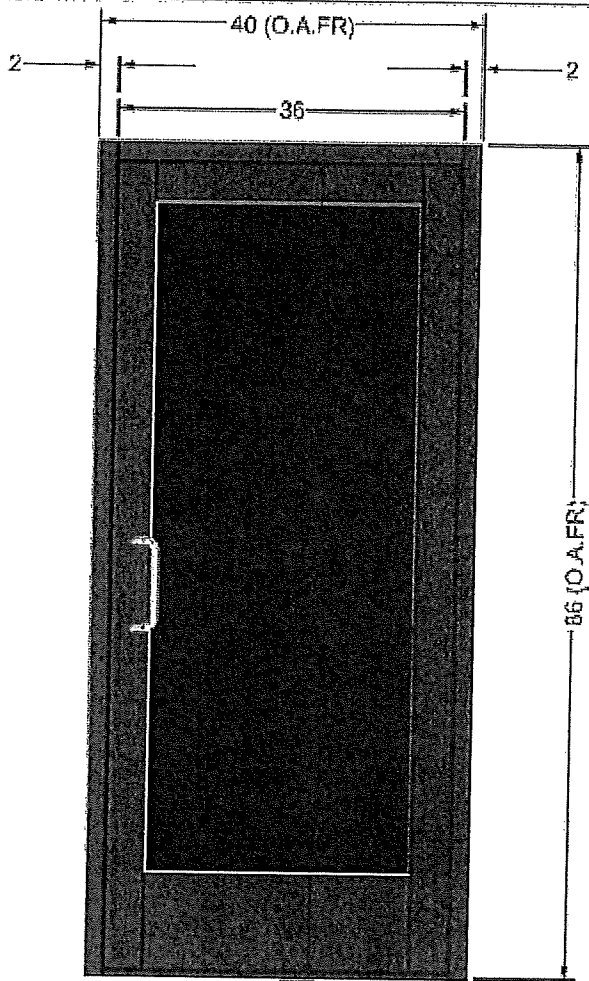
D/S: 1 Frame Type: Standard

Required: 2 Panels: 1 Rows: 1

Frame Width: 40 Frame Height: 86

Back Member Color: DB DARK BRONZE - ANODIZED

Face Member Color: DB DARK BRONZE - ANODIZED



Report Provided Courtesy of Glazier Studio - 5.0.0.43

Page: 1 Of 2

Project Name: 082318 CITY OF CAMBRIDGE

8/23/2018 4:19 PM

Frame Set Name: Frame Set 1

Frame Name: Frame 2

Metal Group: T14000 THERMAL SCREW BFLINE

D/S: 1 Frame Type: Standard

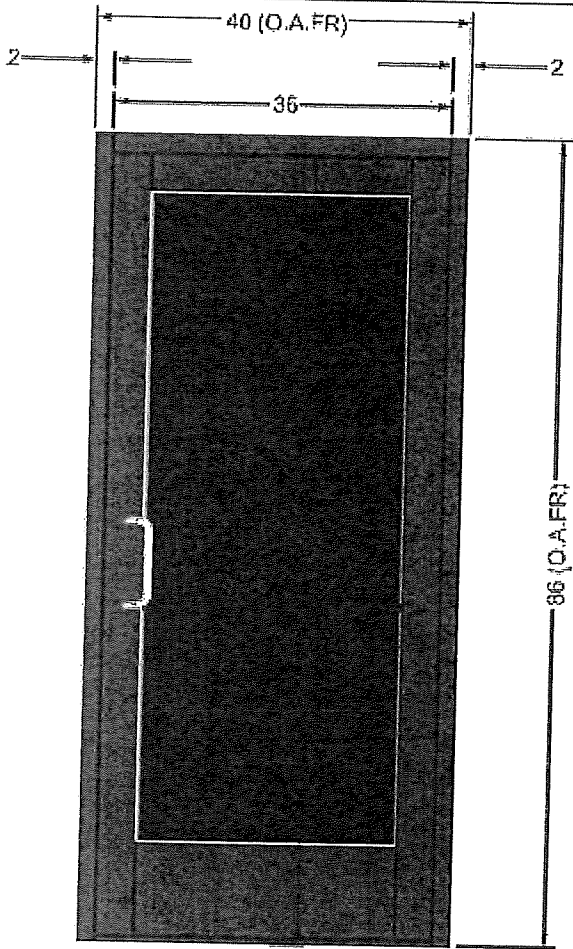
Required: 1 Panels: 1 Rows: 1

Frame Width: 40

Frame Height: 86

Back Member Color: DB DARK BRONZE : ANODIZED

Face Member Color: DB DARK BRONZE : ANODIZED



Report Provided Courtesy of Glazier Studio - 5.0.0.43

Page: 2 of 2

- If there are any unforeseen issues when job is started, we will have the right to add them to the final bill.
- Bids good for 90 days.
- Rough openings : add 1/2" TO HEIGHT AND 5/8" TO WIDTH to all commercial frames sizes or add 3/4" TO HEIGHT AND WIDTH to all vinyl window openings.
- Verify all hardware lists, sizes, colors prior to shops for any changes.
-

The proposal stated above shall become the governing contract upon execution by both parties in the appropriate spaces provided below.

Proposed by DIANNE OLIVER

Accepted for Contract _____

Approval Signature

Date _____

Customer acknowledgement: I have reviewed my order listed above and have double-checked everything. I understand that my order will not be placed until Star Quality Glass receives this signed and dated form and either a 50% deposit or my credit card number to hold. Final payment due upon completion of job.

Credit card number: _____ Exp. date: _____ verification numbers: _____

Customer signature: _____ Date: _____

Star Quality Glass rep: _____ Date: _____

Thank you,

Dianne Oliver
Star Quality Glass
648 N. Main
Cambridge, MN 55008
763-689-1551
Fax 763-689-1555
Dianneo@Starqualityglass.com