
Cambridge EDA
Meeting Announcement and Agenda
MONDAY, OCTOBER 5, 2015 AT 2:45 PM
CAMBRIDGE CITY CENTER
300 3RD AVENUE NE

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

If you are interested in addressing the EDA, please inform the Chair. If the item you wish to address is an agenda item, the Chair, as the presiding officer, will determine if public comment will be heard during the meeting. When addressing the EDA, please state your name, address, and the issue you wish to speak about.

AGENDA

1. Call to Order
 2. Approval of Agenda (p. 1)
 3. Consent Agenda
 - A. Approve September 21, 2015 EDA meeting minutes (p. 3)
 - B. Approve EDA Draft August 2015 Financial Statements (p. 5)
 - C. Housing Div Bills check #16717 and ACH transactions totaling \$53,971.70 (p. 31)
 - D. Approve EDA Admin Division bills checks #100624 -#100805 totaling \$50,824.67 (p. 33)
 - E. Housing Supervisor Report (p. 42)
 - F. Approve closing account at Minnco (p. 43)
 - G. Resident Meeting (p. 44)
 4. New Business
 - A. Public Hearing – 2016 Annual PHA Plan
 1. Approve Resolution R15-003 Adopting 2016 PHA Plan (p. 45)
 5. Unfinished Business
 6. Adjourn
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Notice to the hearing impaired: Upon request to City staff, assisted hearing devices are available for public use.

Accommodations for wheelchair access, Braille, large print, etc. can be made by calling Cambridge City Hall at 763-689-3211 at least three days prior to the meeting.

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**Cambridge Economic Development Authority (EDA)
Special Meeting Minutes – September 21, 2015**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, September 21, 2015 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

Members Present: President Joe Morin, Vice President Howard Lewis, and EDA members Lisa Iverson, and Marlys Palmer

Members Absent: Tiffany Kafer

Others Present: Executive Director Lynda Wolfe, Economic Development Director Stan Gustafson

Call to Order

Morin called the meeting to order at 5:45 pm.

Approval of Agenda

Lewis moved, seconded by Iverson, to approve the agenda as presented. Motion carried unanimously.

Consent Agenda

Iverson moved, seconded by Lewis, to approve the consent agenda item A as presented:

- A. Approve EDA meeting minutes

Upon call of the role, Morin, Iverson, Palmer, Kafer, and Lewis voted aye, no nays. Motion carried unanimously.

New Business

Recommending the City Council Adopt a Property Tax Abatement and the Approval of the Property Tax Abatement Agreement, Loan, Mortgage, and Promissory Note for Motek-Team Industries 625 2nd Ave SE, Cambridge

Gustafson introduced Steve Kast from Motek-Team Industries (Motek). Gustafson explained that staff received an application for both tax abatement and a request for a revolving loan from Motek to assist with the loading dock area and parking lot. Gustafson reported that Motek has been in Cambridge since 1967. Their building is approximately 127,872 sq. ft. in the Southeast Industrial Park and covers an entire block. Gustafson stated Motek employs approximately 200 people with an average salary of approximately \$20.00 per hour excluding benefits. Motek also provides a good benefit package.

Gustafson explained Motek has loading docks that face westerly and use Cleveland Street South to back their trucks up to load and unload. Gustafson stated these docks have been there for 25 years and was originally constructed by Cambridge Metals and Plastics when they owned the building. Gustafson stated in the past this has worked but as time moves forward and trucks got bigger this started to create an issue with loading and unloading which creates a public safety issue from blocking the street at great length. Gustafson stated the trucks would need to drive over the curb in order to back their trucks in and back over the storm water catch basins which causes damage to and creates issues with the sewer and water lines underground.

Gustafson stated the 2016 street project provides an opportunity for Motek to relocate their dock doors to utilize their own property rather than the street for semi movements. Gustafson reported Motek receives around 25 trucks per day. Gustafson stated their plans are to start construction on this project on September 25, 2015 and complete the project by spring of 2016.

Gustafson reviewed the project costs which estimated at \$237,336 and indicated they are requesting a \$50,000 loan utilizing the Minnesota Investment Fund loan designed to assist manufacturers in projects like this. Gustafson stated the loan is amortized over 10 years at a 3% interest rate with a monthly principle and interest payment. Gustafson reported Motek is seeking 100% Tax Abatement for up to \$187,000.00 or 6 years whichever comes first.

Lewis asked about the public purpose on page 12. Gustafson stated the public purpose is job retention (150 jobs).

Lewis moved, seconded by Palmer, to recommend to the City Council to hold a Public Hearing and adopt the Property Tax Abatement, approve the Tax Abatement Agreement, Loan, Mortgage and Promissory Note for Motek-Team Industries, Inc. on the property located at 625 2nd Avenue SE, Cambridge. Motion passed 4/0 on roll call.

Unfinished Business

There was no unfinished business.

Adjournment

Lewis moved, seconded by Iverson, to adjourn the meeting at 5:55 p.m. Motion carried unanimously

Joe Morin, President

ATTEST:

Lynda J. Woulfe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
AUGUST 31, 2015

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10102	INVESTMENTS--PBC	316,907.74	
901-10103	INVESTMENTS-MINNCO	16,314.31	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	269,573.75	
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	474,877.78	
901-16250	BUILDING IMPROVEMENTS	1,154,993.21	
901-16300	SITE IMPROVEMENTS	126,849.24	
901-16350	NON-DWELLING STRUCTURES	76,009.20	
901-16400	FURNITURE, EQUIPMENT, MACH-DWE	42,659.20	
901-16450	FURN, EQUIP, MACH-ADMIN	83,544.39	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(1,640,539.22)	
	TOTAL ASSETS		1,055,231.97

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	7,380.00	
901-21650	ACCRUED VACATION & SICK PAY	37,662.56	
901-22600	TENANT SECURITY DEPOSITS	24,632.00	
	TOTAL LIABILITIES		69,674.56

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS	613,948.14	
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	70,053.50	
	BALANCE - CURRENT DATE	70,053.50	
	TOTAL FUND EQUITY		985,557.41
	TOTAL LIABILITIES AND EQUITY		1,055,231.97

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2015

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>						
901-33180 OPERATING GRANTS-HUD	70,000.00	70,000.00	53,911.00	16,089.00	77.02	74,818.00
TOTAL INTERGOVERNMENTAL REVE	70,000.00	70,000.00	53,911.00	16,089.00	77.02	74,818.00
<u>INTEREST & MISC INCOME</u>						
901-36200 MISCELLANEOUS INCOME	100.00	100.00	248.00	(148.00)	248.00	275.00
901-36210 INTEREST EARNINGS	1,500.00	1,500.00	1,145.83	354.17	76.39	2,116.75
TOTAL INTEREST & MISC INCOME	1,600.00	1,600.00	1,393.83	206.17	87.11	2,391.75
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	145,000.00	145,000.00	102,205.25	42,794.75	70.49	148,580.66
901-37221 LAUNDRY INCOME BRIDGE PARK	6,000.00	6,000.00	5,091.75	908.25	84.86	6,587.50
TOTAL RENTAL INCOME	151,000.00	151,000.00	107,297.00	43,703.00	71.06	155,168.16
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	35,000.00	35,000.00	.00	35,000.00	.00	53,519.12
TOTAL OTHER FINANCING SOURCES	35,000.00	35,000.00	.00	35,000.00	.00	53,519.12
TOTAL FUND REVENUE	257,600.00	257,600.00	162,601.83			285,897.03

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2015

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>						
901-49500-101 ADMIN FULL-TIME EMPLOY-REGULAR	.00	.00	3,024.92	3,024.92	.00	29,879.50
901-49500-103 ADMIN PART-TIME - REGULAR	31,048.00	31,048.00	15,485.12	(15,562.88)	49.87	.00
901-49500-112 EDA HOUSING BOARD PAY	.00	.00	.00	.00	.00	1,540.00
901-49500-121 PERA (EMPLOYER)	2,251.00	2,251.00	48.08	(2,202.92)	2.14	2,254.85
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,375.00	2,375.00	1,415.98	(959.02)	59.62	2,494.08
901-49500-131 MEDICAL/LIFE/DENTAL	52.00	52.00	.00	(52.00)	.00	17.28
901-49500-151 WORKERS' COMPENSATION PREMIU	266.00	266.00	148.96	(117.04)	56.00	215.79
TOTAL PERSONAL SERVICES	35,992.00	35,992.00	20,123.06	(15,868.94)	55.91	36,401.50
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,500.00	1,500.00	.00	(1,500.00)	.00	1,372.15
TOTAL SUPPLIES	1,500.00	1,500.00	.00	(1,500.00)	.00	1,372.15
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	100.00	100.00	.00	(100.00)	.00	.00
901-49500-306 AUDITING	3,000.00	3,000.00	2,000.00	(1,000.00)	66.67	3,000.00
901-49500-313 MARCO IT MGMT & BACKUP	.00	.00	.00	.00	.00	438.00
901-49500-321 TELEPHONE EXPENSE	3,000.00	3,000.00	4,037.20	1,037.20	134.57	2,060.83
901-49500-322 POSTAGE	250.00	250.00	147.00	(103.00)	58.80	164.50
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	.00	(100.00)	.00	51.07
901-49500-340 ADVERTISING	100.00	100.00	30.80	(69.20)	30.80	62.23
TOTAL OTHER SERVICES AND CHA	6,550.00	6,550.00	6,215.00	(335.00)	94.89	5,776.63
<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	3,000.00	3,000.00	238.80	(2,761.20)	7.96	669.71
901-49500-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	1,898.00	898.00	189.80	410.00
901-49500-440 STAFF TRAINING	500.00	500.00	.00	(500.00)	.00	.00
TOTAL MISCELLANEOUS	6,500.00	6,500.00	2,136.80	(4,363.20)	32.87	1,079.71
TOTAL LOW RENT ADMINISTRATION	50,542.00	50,542.00	28,474.86	(22,067.14)	56.34	44,629.99

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2015

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	28.25	(171.75)	14.13	403.45
	<i>TOTAL SUPPLIES</i>	<u>200.00</u>	<u>200.00</u>	<u>28.25</u>	<u>(171.75)</u>	<u>14.13</u>	<u>403.45</u>
	TOTAL LOW RENT TENANT SERVICE	<u><u>200.00</u></u>	<u><u>200.00</u></u>	<u><u>28.25</u></u>	<u><u>(171.75)</u></u>	<u><u>14.13</u></u>	<u><u>403.45</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2015

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>						
901-49700-101 MAINT FT EMPLOYEES - REGULAR	25,764.00	25,764.00	2,967.04	(22,796.96)	11.52	38,662.79
901-49700-103 MAINT PT EMPLOYEES - REGULAR	.00	.00	15,728.96	15,728.96	.00	.00
901-49700-121 PERA (EMPLOYER)	1,868.00	1,868.00	43.78	(1,824.22)	2.34	2,806.78
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,971.00	1,971.00	1,430.26	(540.74)	72.57	2,879.59
901-49700-131 MEDICAL/DENTAL/LIFE	.00	.00	.00	.00	.00	9,314.32
901-49700-133 DEDUCTIBLE CONTRIBUTION	.00	.00	.00	.00	.00	728.92
901-49700-151 WORKERS' COMPENSATION PREMIU	1,190.00	1,190.00	1,121.07	(68.93)	94.21	1,946.22
901-49700-154 HRA/FLEX FEES	.00	.00	.00	.00	.00	52.32
TOTAL PERSONAL SERVICES	30,793.00	30,793.00	21,291.11	(9,501.89)	69.14	56,390.94
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,400.00	4,400.00	1,386.14	(3,013.86)	31.50	3,574.47
901-49700-212 FUEL PURCHASE	200.00	200.00	52.35	(147.65)	26.18	107.21
TOTAL SUPPLIES	4,600.00	4,600.00	1,438.49	(3,161.51)	31.27	3,681.68
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	16,000.00	16,000.00	9,186.82	(6,813.18)	57.42	17,861.05
901-49700-360 INSURANCE AND BONDS	13,500.00	13,500.00	.00	(13,500.00)	.00	12,230.50
901-49700-370 PAYMENT IN LIEU OF TAXES	11,100.00	11,100.00	.00	(11,100.00)	.00	11,574.00
901-49700-381 ELECTRIC UTILITIES	35,700.00	35,700.00	19,022.55	(16,677.45)	53.28	29,874.16
901-49700-382 WATER/WASTEWATER UTILITIES	10,000.00	10,000.00	5,972.64	(4,027.36)	59.73	8,300.42
901-49700-383 GAS UTILITIES	6,000.00	6,000.00	3,180.65	(2,819.35)	53.01	7,286.53
901-49700-384 REFUSE HAULING	2,100.00	2,100.00	1,216.96	(883.04)	57.95	2,055.32
TOTAL OTHER SERVICES AND CHA	94,400.00	94,400.00	38,579.62	(55,820.38)	40.87	89,181.98
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	70,000.00	70,000.00	.00	(70,000.00)	.00	46,356.53
901-49700-430 MISCELLANEOUS & GENERAL EXP	65.00	65.00	.00	(65.00)	.00	3.53
TOTAL MISCELLANEOUS	70,065.00	70,065.00	.00	(70,065.00)	.00	46,360.06
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-501 REPLACEMENT OF EQUIPMENT	7,000.00	7,000.00	.00	(7,000.00)	.00	.00
901-49700-502 BETTERMENTS AND ADDITIONS	.00	.00	2,736.00	2,736.00	.00	6,246.00
TOTAL IMPROVEMENTS/BETTERM	7,000.00	7,000.00	2,736.00	(4,264.00)	39.09	6,246.00
TOTAL LOW RENT MAINTENANCE	206,858.00	206,858.00	64,045.22	(142,812.78)	30.96	201,860.66

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2015

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	257,600.00	257,600.00	92,548.33			246,894.10
NET REVENUES OVER EXPENDITURE	.00	.00	70,053.50			39,002.93

CITY OF CAMBRIDGE
 BALANCE SHEET
 AUGUST 31, 2015

SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>		
902-10200	EDA OPERATING ACCT-SECTION 8	58,877.27
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(4,475.39)
	TOTAL ASSETS	<u>58,877.27</u>
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
902-20200	ACCOUNTS PAYABLE	<u>2,732.20</u>
	TOTAL LIABILITIES	2,732.20
<u>FUND EQUITY</u>		
902-27200	UNRESTRICTED NET ASSETS	47,257.42
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>8,887.65</u>
	BALANCE - CURRENT DATE	<u>8,887.65</u>
	TOTAL FUND EQUITY	<u>56,145.07</u>
	TOTAL LIABILITIES AND EQUITY	<u>58,877.27</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2015

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	40,000.00	40,000.00	30,112.00	9,888.00	75.28	39,773.00
TOTAL INTERGOVERNMENTAL REVE	40,000.00	40,000.00	30,112.00	9,888.00	75.28	39,773.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	.00	.00	8,893.46	(8,893.46)	.00	25,350.74
902-35100 FRAUD RECOVERY INCOME	.00	.00	.00	.00	.00	923.00
TOTAL RENTAL INCOME	.00	.00	8,893.46	(8,893.46)	.00	26,273.74
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	35.22	(35.22)	.00	52.04
TOTAL INTEREST	.00	.00	35.22	(35.22)	.00	52.04
 TOTAL FUND REVENUE	 40,000.00	 40,000.00	 39,040.68			 66,098.78

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2015

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
SECT 8 ADMINISTRATIVE						
<i>PERSONAL SERVICES</i>						
902-49500-101	ADMIN FULL-TIME EMP - REGULAR	.00	.00	.00	.00	31,082.35
902-49500-121	PERA (EMPLOYER)	.00	.00	.00	.00	2,254.60
902-49500-122	FICA/MEDICARE (EMPLOYER)	.00	.00	.00	.00	2,376.28
902-49500-131	MEDICAL/DENTAL/LIFE	.00	.00	.00	.00	17.28
902-49500-151	WORKERS' COMPENSATION PREMIU	.00	.00	.00	.00	215.81
	TOTAL PERSONAL SERVICES	.00	.00	.00	.00	35,926.32
<i>SUPPLIES</i>						
902-49500-201	OFFICE SUPPLIES	.00	.00	.00	.00	1,460.35
	TOTAL SUPPLIES	.00	.00	.00	.00	1,460.35
<i>OTHER SERVICES AND CHARGES</i>						
902-49500-304	LEGAL FEES	.00	.00	.00	.00	15.63
902-49500-308	AUDIT FEES	3,000.00	3,000.00	2,000.00 (1,000.00)	66.67 3,000.00
902-49500-307	CONTRACTED SECT 8 ADMIN	36,000.00	36,000.00	27,311.87 (8,688.13)	75.87 .00
902-49500-313	MARCO IT MGMT & BACKUP	.00	.00	.00	.00	.00 438.00
902-49500-321	TELEPHONE	.00	.00	.00	.00	.00 1,660.84
902-49500-322	POSTAGE	.00	.00	.00	.00	.00 399.70
902-49500-331	TRAVEL/MEALS/LODGING	.00	.00	.00	.00	.00 724.28
902-49500-340	ADVERTISING	.00	.00	.00	.00	.00 76.80
	TOTAL OTHER SERVICES AND CHA	39,000.00	39,000.00	29,311.87 (9,688.13)	75.16 6,315.25
<i>MISCELLANEOUS</i>						
902-49500-409	LICENSE & SUPPORT CONTRACT	1,000.00	1,000.00	.00 (1,000.00)	.00 .00
902-49500-413	RENTALS - OFFICE EQUIPMENT	.00	.00	.00	.00	.00 669.68
902-49500-433	DUES AND SUBSCRIPTIONS	.00	.00	.00	.00	.00 310.00
902-49500-440	STAFF TRAINING	.00	.00	.00	.00	.00 28.00
	TOTAL MISCELLANEOUS	1,000.00	1,000.00	.00 (1,000.00)	.00 1,007.68
	TOTAL SECT 8 ADMINISTRATIVE	40,000.00	40,000.00	29,311.87 (10,688.13)	73.28 44,709.60

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2015

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SECT 8 MAINTENANCE</u>						
<i>PERSONAL SERVICES</i>						
902-49700-101	INSPECT FULL-TIME EMP- REGULAR	.00	.00	.00	.00	12,887.61
902-49700-121	PERA (EMPLOYER)	.00	.00	.00	.00	935.57
902-49700-122	FICA/MEDICARE (EMPLOYER)	.00	.00	.00	.00	959.94
902-49700-131	MEDICAL/DENTAL/LIFE	.00	.00	.00	.00	3,558.54
902-49700-133	INSURANCE DEDUCTIBLE	.00	.00	.00	.00	242.97
902-49700-151	WORKERS' COMPENSATION PREMIU	.00	.00	.00	.00	898.05
902-49700-154	HRA/FLEX FEES	.00	.00	.00	.00	18.55
	<i>TOTAL PERSONAL SERVICES</i>	.00	.00	.00	.00	19,501.23
	TOTAL SECT 8 MAINTENANCE	.00	.00	.00	.00	19,501.23

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2015

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
HAP OCCUPIED UNITS						
<i>HAP EXPENDITURES</i>						
902-49775-373 HAP-PORTABLE RECEIVING	.00	.00	211,479.00	211,479.00	.00	341,717.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	(210,414.84)	(210,414.84)	.00	(341,717.00)
902-49775-376 URP PORT REC	.00	.00	329.00	329.00	.00	2,171.00
902-49775-378 PORT REC URP REIMB	.00	.00	(552.00)	(552.00)	.00	(2,171.00)
TOTAL HAP EXPENDITURES	.00	.00	841.16	841.16	.00	.00
TOTAL HAP OCCUPIED UNITS	.00	.00	841.16	841.16	.00	.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2015

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	40,000.00	40,000.00	30,153.03			64,210.83
NET REVENUES OVER EXPENDITURE	.00	.00	8,887.65			1,887.95

CITY OF CAMBRIDGE
BALANCE SHEET
AUGUST 31, 2015

HOUSING-OTHER BUS ACTIVITIES

ASSETS

903-10102	INVESTMENTS--PBC	260,417.67	
903-10200	EDA HOUSING DIV OPERATING CASH	76,228.65	
	TOTAL ASSETS		336,646.32

LIABILITIES AND EQUITY

LIABILITIES

903-22200	DEFERRED REVENUE	533.42	
903-23000	MHFA FUNDING-UNEARNED	975.10	
903-23001	MHFA FUNDING CHISAGO UNEARNED	800.00	
903-23004	DEF REV-ADDITION 7E MENTAL HEA	238.00	
	TOTAL LIABILITIES		2,546.52

FUND EQUITY

903-27200	UNRESTRICTED NET ASSETS	312,187.68	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	21,912.12	
	BALANCE - CURRENT DATE	21,912.12	
	TOTAL FUND EQUITY		334,099.80
	TOTAL LIABILITIES AND EQUITY		336,646.32

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2015

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
903-33410 HAP FEES EARNED MHFA	42,000.00	42,000.00	72,109.00	(30,109.00)	171.69	103,984.00
TOTAL INTERGOVERNMENTAL REVE	42,000.00	42,000.00	72,109.00	(30,109.00)	171.69	103,984.00
<u>CHARGES FOR SERVICES</u>						
903-35010 ADMIN FEES MHFA	4,000.00	4,000.00	6,446.00	(2,446.00)	161.15	10,800.00
TOTAL CHARGES FOR SERVICES	4,000.00	4,000.00	6,446.00	(2,446.00)	161.15	10,800.00
<u>INTEREST & MISC INCOME</u>						
903-36210 INTEREST EARNINGS	500.00	500.00	819.56	(319.56)	163.91	1,606.83
TOTAL INTEREST & MISC INCOME	500.00	500.00	819.56	(319.56)	163.91	1,606.83
<u>OTHER REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	15,000.00	15,000.00	16,434.25	(1,434.25)	109.56	13,143.75
TOTAL OTHER REVENUES	15,000.00	15,000.00	16,434.25	(1,434.25)	109.56	13,143.75
TOTAL FUND REVENUE	61,500.00	61,500.00	95,808.81			129,534.58

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2015

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
OTHER HOUSING BUS ACTIV-ADMIN							
903-49500-112	BOARD PAY	2,100.00	2,100.00	1,050.00	(1,050.00)	50.00	.00
903-49500-122	FICA/MEDICARE (EMPLOYER)	.00	.00	80.30	80.30	.00	.00
	<i>TOTAL FUNCTION 1</i>	<u>2,100.00</u>	<u>2,100.00</u>	<u>1,130.30</u>	<u>(969.70)</u>	<u>53.82</u>	<u>.00</u>
<i>SUPPLIES</i>							
903-49500-201	OFFICE SUPPLY	.00	.00	.00	.00	.00	16.00
	<i>TOTAL SUPPLIES</i>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>16.00</u>
<i>OTHER SERVICES AND CHARGES</i>							
903-49500-331	TRAVEL/MEALS/LODGING	500.00	500.00	286.39	(213.61)	57.28	852.71
	<i>TOTAL OTHER SERVICES AND CHA</i>	<u>500.00</u>	<u>500.00</u>	<u>286.39</u>	<u>(213.61)</u>	<u>57.28</u>	<u>852.71</u>
<i>MISCELLANEOUS</i>							
903-49500-433	DUES AND SUBSCRIPTIONS	.00	.00	567.00	567.00	.00	.00
	<i>TOTAL MISCELLANEOUS</i>	<u>.00</u>	<u>.00</u>	<u>567.00</u>	<u>567.00</u>	<u>.00</u>	<u>.00</u>
	TOTAL OTHER HOUSING BUS ACTIV	<u><u>2,600.00</u></u>	<u><u>2,600.00</u></u>	<u><u>1,983.69</u></u>	<u><u>(616.31)</u></u>	<u><u>76.30</u></u>	<u><u>868.71</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2015

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
OTHER HOUSING BUS ACTIV-MAINT						
<i>PERSONAL SERVICES</i>						
903-49700-101 MAINT FT EMPLOYEES - REGULAR	.00	.00	.00	.00	.00	9,549.01
903-49700-121 PERA (EMPLOYER)	.00	.00	.00	.00	.00	708.36
903-49700-122 FICA/MEDICARE (EMPLOYER)	.00	.00	.00	.00	.00	722.47
903-49700-131 MEDICAL/DENTAL/LIFE	.00	.00	.00	.00	.00	2,979.50
903-49700-151 WORKERS' COMPENSATION PREMIU	.00	.00	.00	.00	.00	610.62
TOTAL PERSONAL SERVICES	.00	.00	.00	.00	.00	14,569.96
<i>FUNCTION 4</i>						
903-49700-489 OTHER CONTRACTED SERVICES	16,900.00	16,900.00	.00	(16,900.00)	.00	.00
TOTAL FUNCTION 4	16,900.00	16,900.00	.00	(16,900.00)	.00	.00
TOTAL OTHER HOUSING BUS ACTIV	16,900.00	16,900.00	.00	(16,900.00)	.00	14,569.96

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2015

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HOUSING ASSISTANCE PROGRAMS</u>							
<i>HAP EXPENDITURES</i>							
903-49775-370	HAP-MHFA	42,000.00	42,000.00	71,913.00	29,913.00	171.22	103,984.00
<i>TOTAL HAP EXPENDITURES</i>		42,000.00	42,000.00	71,913.00	29,913.00	171.22	103,984.00
TOTAL HOUSING ASSISTANCE PRO		42,000.00	42,000.00	71,913.00	29,913.00	171.22	103,984.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2015

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	<u>61,500.00</u>	<u>61,500.00</u>	<u>73,898.69</u>			<u>119,422.67</u>
NET REVENUES OVER EXPENDITURE	<u>.00</u>	<u>.00</u>	<u>21,912.12</u>			<u>10,111.91</u>

CITY OF CAMBRIDGE
BALANCE SHEET
AUGUST 31, 2015

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	<u>6,000.00</u>	
	TOTAL ASSETS		<u>6,000.00</u>
 <u>LIABILITIES AND EQUITY</u>			
 <u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>6,000.00</u>	
	BALANCE - CURRENT DATE	<u>6,000.00</u>	
	TOTAL FUND EQUITY		<u>6,000.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>6,000.00</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2015

FUND 904 - CAPITAL FUND PROGRAM-HUD

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>							
904-33160	HUD CAPITAL GRANTS	35,000.00	35,000.00	6,000.00	29,000.00	17.14	53,519.12
	TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	6,000.00	29,000.00	17.14	53,519.12
	TOTAL FUND REVENUE	35,000.00	35,000.00	6,000.00			53,519.12

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2015

FUND 904 - CAPITAL FUND PROGRAM-HUD

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER FINANCING USES</u>							
904-49300-720	TRANSFERS OUT	35,000.00	35,000.00	.00	(35,000.00)	.00	53,519.12
	<i>TOTAL FUNCTION 7</i>	35,000.00	35,000.00	.00	(35,000.00)	.00	53,519.12
	TOTAL OTHER FINANCING USES	35,000.00	35,000.00	.00	(35,000.00)	.00	53,519.12

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2015

FUND 904 - CAPITAL FUND PROGRAM-HUD

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	35,000.00	35,000.00	.00			53,519.12
NET REVENUES OVER EXPENDITURE	.00	.00	6,000.00			.00

CITY OF CAMBRIDGE
 BALANCE SHEET
 AUGUST 31, 2015

HAP SECTION 8 VOUCHERS PROGRAM

<u>ASSETS</u>			
905-10130	FSS-CASH WITH ESCROW AGENT	4,318.89	
905-10200	EDA OPERATING ACCT-SECTION 8	5,828.98	
		<hr/>	
	TOTAL ASSETS		<u>10,147.87</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
905-22000	FSS ESCROW	4,318.89	
		<hr/>	
	TOTAL LIABILITIES		4,318.89
<u>FUND EQUITY</u>			
905-27200	RESTRICTED NET ASSETS-HAP	3,417.78	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	2,411.20	
		<hr/>	
	BALANCE - CURRENT DATE	2,411.20	
		<hr/>	
	TOTAL FUND EQUITY		<u>5,828.98</u>
	TOTAL LIABILITIES AND EQUITY		<u>10,147.87</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2015

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>						
905-33100 A.C. EARNED SECTION 8	294,371.00	294,371.00	188,612.00	105,759.00	64.07	287,652.00
TOTAL INTERGOVERNMENTAL REVE	294,371.00	294,371.00	188,612.00	105,759.00	64.07	287,652.00
<u>SOURCE 35</u>						
905-35100 FRAUD RECOVERY	.00	.00	.00	.00	.00	923.00
TOTAL SOURCE 35	.00	.00	.00	.00	.00	923.00
<u>INTEREST</u>						
905-36211 HAP INTEREST INCOME	.00	.00	2.20	(2.20)	.00	6.81
TOTAL INTEREST	.00	.00	2.20	(2.20)	.00	6.81
 TOTAL FUND REVENUE	 <u>294,371.00</u>	 <u>294,371.00</u>	 <u>188,614.20</u>			 <u>288,581.81</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2015

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
HAP EXPENDITURES						
<i>HAP EXPENDITURES</i>						
905-49775-370 HAP OCCUPIED UNITS	.00	.00	184,544.00	184,544.00	.00	290,401.00
905-49775-371 HAP-UTILITY ALLOWANCES	.00	.00	180.00	180.00	.00	759.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	.00	.00	.00	488.00
905-49775-375 FSS	.00	.00	1,479.00	1,479.00	.00	1,812.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	.00	.00	.00	39.88
TOTAL HAP EXPENDITURES	.00	.00	186,203.00	186,203.00	.00	293,499.88
TOTAL HAP EXPENDITURES	.00	.00	186,203.00	186,203.00	.00	293,499.88

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2015

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	.00	.00	186,203.00			293,499.88
NET REVENUES OVER EXPENDITURE	294,371.00	294,371.00	2,411.20			(4,918.07)

Date: 09/24/2015
 Time: 12:23:07

Cambridge EDA
Check Register Detail Report
 Cambridge
 From: 09/01/2015 To: 09/24/2015

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
09/01/2015	DEP	Peoples Bank Of Commerce	Deposit	288.04	416,796.69	
09/01/2015	DEP	Peoples Bank Of Commerce	Deposit	1,192.31	417,989.00	
09/01/2015	DEP	Peoples Bank Of Commerce	Deposit	3,095.00	421,084.00	
09/01/2015	DEP	Peoples Bank Of Commerce	Deposit	23,310.00	444,394.00	
09/01/2015	ADJST	Peoples Bank Of Commerce	Payment	51,239.50	393,154.50	
09/02/2015	DEP	Peoples Bank Of Commerce	Deposit	248.00	393,402.50	
09/02/2015	DEP	Peoples Bank Of Commerce	Deposit	379.00	393,781.50	
09/02/2015	DEP	Peoples Bank Of Commerce	Deposit	292.24	394,073.74	
09/08/2015	DEP	Peoples Bank Of Commerce	Deposit	607.26	394,681.00	
09/08/2015	DEP	Peoples Bank Of Commerce	Deposit	6,210.00	400,891.00	
09/08/2015	DEP	Peoples Bank Of Commerce	Deposit	6,703.75	407,594.75	
09/08/2015	DEP	Peoples Bank Of Commerce	Deposit	7,864.00	415,458.75	
09/10/2015	016714	Peoples Bank Of Commerce	Payment	281.00	415,177.75	
		Reissue lost check #16700 dated 10/1/14. FSS payment for Christine LeCuyer - \$281				
09/14/2015	016700	**VOID** Peoples Bank Of Commerce 4715.6 Hap - Fss Escrow Void Refer 016700 re-issued check	Payment (281.00)	(281.00)	415,458.75	October Hap LeCuyer, Christine J: Hap - Fss Escrow
09/14/2015	016715	Mora HRA	Payment	2,732.20	412,726.55	
		August admin fee Port in - 486.70 Cambridge - 2245.50				

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Date: 4/2015
 Time: 12:23:07

Cambridge EDA

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Check Register Detail Report

Cambridge

From: 09/01/2015 To: 09/24/2015

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
09/14/2015	016715	**VOID** Mora HRA	Payment	(2,732.20)	415,458.75	
		Void Refer 016715				
09/14/2015	016716	Minnesota Housing Finance Agency	Payment	65.00	415,393.75	
		Remaining 2013-2015 Bridge's grant balance from Cambridge Economic Development Authority.				
09/14/2015	016716	**VOID** Minnesota Housing Finance	Payment	(65.00)	415,458.75	
		Void Refer 016716				
		Unused grant money- they never issued this to us.				
09/14/2015	016717	Mora HRA	Payment	2,732.20	412,726.55	
		August admin fee				
		Port in - 486.70				
		Cambridge - 2245.50				
09/18/2015	DEP	Peoples Bank Of Commerce	Deposit	6,718.00	419,444.55	
09/21/2015	DEP	Peoples Bank Of Commerce	Deposit	20.00	419,464.55	
09/21/2015	DEP	Peoples Bank Of Commerce	Deposit	20.00	419,484.55	
09/21/2015	DEP	Peoples Bank Of Commerce	Deposit	17,269.60	436,754.15	

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*Aug Admin Contract
 Check # 16717
 \$2732.20*

*+ Section 8
 Alt \$51,239.50*

\$53,971.70

<p>CAMBRIDGE EDA MEETING</p> <p>October 5, 2015</p> <p>BILLS LIST</p>

Disbursement Type:	Date:	Check Numbers:	Submitted For <u>Approval</u>
Prepaid Checks	9/2/2015	100624 - 100666	603.64
Prepaid Checks	9/10/2015	100673 - 100721	48,695.54
Prepaid Checks	9/16/2015	100740 - 100778	840.18
Prepaid Checks	9/22/2015	100785 - 100805	685.31
		Prepaid Totals	<hr/> 50,824.67 <hr/>

TOTAL SUBMITTED FOR APPROVAL

\$50,824.67

Vendor	Vendor Name	Description	Net Invoice Amount
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			2.50
2411	Hillyard Inc.	Maintenance Supplies - Mall	77.92
Total 2411:			77.92
3070	Lakes & Pines CAC, Inc.	GPS FAM Tour	500.00
Total 3070:			500.00
5251	Star	Public Notice Public Hearing Tax Abatement	6.90
Total 5251:			6.90
5801	Verizon Wireless	wireless phone service - Maintenance Dept	16.32
Total 5801:			16.32
Grand Totals:			603.64

Dated: 9/2/15

City Treasurer: Caroline More

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/15	09/02/2015	100624	2046	G & K Services, Inc.	205-20100	2.50
09/15	09/02/2015	100632	2411	Hillyard / Minneapolis	205-20100	77.92
09/15	09/02/2015	100637	3070	Lakes & Pines CAC, Inc.	205-20100	500.00
09/15	09/02/2015	100656	5251	Star	205-20100	6.90
09/15	09/02/2015	100666	5801	Verizon Wireless	205-20100	16.32
Grand Totals:						<u>603.64</u>

Vendor	Vendor Name	Description	Net Invoice Amount
576	BJ Baas Builders, Inc.	Workforce Center Build-Out	38,453.00
	Total 576:		38,453.00
1738	Electrical Installation & Maintenan	Parking Lot Lights & Poles - Bridge Park	7,380.00
	Total 1738:		7,380.00
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
	Total 2046:		2.50
2411	Hillyard Inc.	Maintenance Supplies - Mall	13.02
	Total 2411:		13.02
3056	Lake Superior Laundry Inc.	Mall Rugs	7.40
	Total 3056:		7.40
3501	MEI Total Elevator Solutions	September Service Billing	218.77
	Total 3501:		218.77
5043	SealTech, Inc.	Seal Coating & Striping - Parking Lot Bridge Par	1,985.00
	Total 5043:		1,985.00
5056	SelectAccount	Participant Fees - September	2.35
	Total 5056:		2.35
5191	SPEW Health Plan	Health Insurance Premium - October	633.50
	Total 5191:		633.50
	Grand Totals:		48,695.54

Dated: 9/10/15

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/15	09/10/2015	100673	576	BJ Baas Builders, Inc.	205-20100	38,453.00
09/15	09/10/2015	100686	1738	Electrical Installation & Maintenance Co	901-20100	7,380.00
09/15	09/10/2015	100691	2046	G & K Services, Inc.	205-20100	2.50
09/15	09/10/2015	100693	2411	Hillyard / Minneapolis	205-20100	13.02
09/15	09/10/2015	100702	3056	Lake Superior Laundry Inc.	205-20100	7.40
09/15	09/10/2015	100705	3501	Minnesota Elevator, Inc	901-20100	218.77
09/15	09/10/2015	100718	5043	SealTech, Inc.	901-20100	1,985.00
09/15	09/10/2015	100719	5056	SelectAccount	205-20100	2.35
09/15	09/10/2015	100721	5191	SPEW Health Plan	205-20100	633.50
Grand Totals:						<u>48,695.54</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1201	Cliff's Vacuum	Vacuum Cleaner Supplies - Bridge Park	90.98
Total 1201:			90.98
1661	East Central Sanitation	Trash Removal - Bridge Park	143.12
1661	East Central Sanitation	Trash Removal - 180 Buchanan St N	314.50
Total 1661:			457.62
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			2.50
3376	Marco, Inc	Sales Tax Due 2012-2013 Invoices	12.24
Total 3376:			12.24
3521	Menards	Materials - Bridge Park	58.35
3521	Menards	Materials - Bridge Park	59.55
3521	Menards	Materials - Bridge Park	51.46
Total 3521:			169.36
5251	Star	Public Notice Public Hearing Tax Abatement	8.64
Total 5251:			8.64
5861	Walmart Community Card	Tenant Services - Bridge Park	98.84
Total 5861:			98.84
Grand Totals:			840.18

Dated: 9/16/15

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/15	09/16/2015	100740	1201	Cliffs Vacuum	901-20100	90.98
09/15	09/16/2015	100744	1661	East Central Sanitation	205-20100	457.62
09/15	09/16/2015	100747	2046	G & K Services, Inc.	205-20100	2.50
09/15	09/16/2015	100757	3376	Marco, Inc	901-20100	12.24
09/15	09/16/2015	100759	3521	Menards	901-20100	169.36
09/15	09/16/2015	100770	5251	Star	205-20100	8.64
09/15	09/16/2015	100778	5861	Walmart Business/SYNCB	901-20100	98.84
Grand Totals:						<u>840.18</u>

Vendor	Vendor Name	Description	Net Invoice Amount
969	Cardmember Service	For Sale Signs for City Property	653.29
Total 969:			653.29
2986	Konica Minolta Business	BIZHUB C650 Printer/Copier - Copy Charge	16.57
Total 2986:			16.57
3056	Lake Superior Laundry Inc.	Mall Rugs	7.40
Total 3056:			7.40
3521	Menards	Maintenance Supplies - Mall	8.05
Total 3521:			8.05
Grand Totals:			685.31

Dated: 9/22/15

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/15	09/22/2015	100785	969	Cardmember Service	205-20100	653.29
09/15	09/22/2015	100798	2986	Konica Minolta Business	901-20100	16.57
09/15	09/22/2015	100799	3056	Lake Superior Laundry Inc.	205-20100	7.40
09/15	09/22/2015	100805	3521	Menards	205-20100	8.05
Grand Totals:						<u>685.31</u>

3E

Date: October 5, 2015
To: EDA Board of Commissioners
From: Marilyn Fromm, Housing Supervisor
Re: Report on EDA Housing Operations

Public Housing:

- Submitted Semi-Annual Labor Standard Report to HUD.
- PHA Plan will be submitted on or before Thursday October 15.
- Staff will be on vacation from Monday, October 19- November 5. Tom Schibilla will be filling in while staff is gone.
- Staff is working on updating the housing list.

Capital Projects:

- Closet doors have been installed in units on 3rd and 4th floor. There are a few that were damaged and need to be reordered. Contractor is hoping they will be in by the end of the month.

Section 8:

- Mora HRA continues to administer Section 8 on our behalf. Mora HRA is working on adding additional program participants so we utilized some Section 8 reserves held at HUD.

3F

EDA-Housing Division Meeting 10/5/2015
Cambridge Economic Development Authority

Staff Report –Authorize staff to close CD at Minnco Credit Union

Background:

In July 1998 Cambridge HRA invested in a Certificate of Deposit at the Minnco Credit Union. As of June 30 the balance is \$16,309.31. The interest rate is 0.180. We would like to close this account at the end of the term in January 2016 to consolidate our accounts at the Peoples Bank of Commence. The saving account at Peoples Bank is paying .6% which is almost 3 times the interest we are now receiving.

There are three signers on this account, one being Marilyn Fromm and two others who no longer serve on the Board. In order to close this CD the Board needs to authorize a signer to do so. Staff is asking the Board to authorize Marilyn Fromm to close this account when the term is up.

Board action requested:

Motion to approve staff to close CD at Minnco Credit Union upon maturity date and transfer funds to Peoples Bank of Commerce.

Report Submitted by: Marilyn Fromm

Date: 10/5/2015

Resident Gathering – Thursday, September 24

October is fire safety month.

1. Go over fire Safety Tips
2. What to do in case of a fire or emergency.

How to apply for the Lifeline and Telephone Assistance Program (discount telephone service.)

1. What are the requirements?
2. How/where to apply.

Closet doors in apartments:

New closet doors have been installed on 3rd and 4th floors (a few were damaged and had to be reordered.) They should be in by the end of the month. We are planning on replacing the 1st and 2nd floor doors early in 2016.

Parking lot has just finished been resurfaced.

Leaking fluids: from vehicles – charges will be imposed if your car is leaking oil or any type of fluids that would damage the asphalt in the parking lot. No more warnings, so please check to make sure your car is not leaking.

Staff vacation:

Jerry and I will be on vacation from Monday, October 19 until Thursday, November 5. Tom Schibilla will be filling in for us. His name and number will be posted on the bulletin in case of an emergency. Otherwise call 911.

Comments/suggestions:

- Residents commented on how well they liked Tom when he was here in the past 😊
- Residents would like to have a pot luck Thanksgiving and Christmas dinner. Laura will spear head these events.
- Staff with the help of residents will do a thorough cleaning in the common kitchen.

4A

Cambridge Economic Development Authority – Housing Division Staff Report

Public Housing Plan

Background:

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

The purpose of the PHA Plan is to provide a source for interested parties to locate basic PHA policies, rules, and requirements concerning its operation, programs and services. It also informs HUD, families that are served by the PHA and the public of the PHA's mission and strategies for serving the needs of low -income and very low-income families.

Board action requested:

1. Conduct public hearing on the PHA Plan.
2. Approve the PHA Plan.

Report Submitted by: Marilyn Fromm

Date: October 5, 2015

Resolution No. EDA R15-003

**RESOLUTION ADOPTING THE 2016 ANNUAL &
PUBLIC HOUSING AGENCY PLAN**

WHEREAS, the Commissioners of the Economic Development Authority (the "EDA") approved the 2016 Annual & PHA Plan and supporting attachments for submission to HUD.

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

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

Adopted by the EDA this 5th of October, 2015

Joe Morin, EDA President

Attest:

Lynda Woulfe, Executive Director

	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: (b) No revision; ongoing</p> <p>The Cambridge Economic Development (Cambridge EDA) aim for 2016 is to continue to work toward accomplishing the goals that are currently in place:</p> <p>1. Public Housing:</p> <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. <p>2. Section 8:</p> <ul style="list-style-type: none"> • There is no revision to the Section 8 HCV Administrative Plan <p>3. Capital Improvements:</p> <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. <p>4. Safety and Security:</p> <ul style="list-style-type: none"> ▪ Maintain safety and security at our public housing site for residents, staff and public. Continue to make physical improvements to properties that enhance safety and security make provisions for local police and ambulance services access when there is an emergency. <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> <ul style="list-style-type: none"> ▪ Public may review or obtain copies of the 5-Year and Annual PHA Plan at the Authority's office located at 121 South Fern St., Cambridge, MN
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i> N/A</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. See HUD Form 50075.2 approved by HUD on 12/01/2014</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>
8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. The Cambridge EDA is a HIGH PERFORMANCE agency and will complete this section for the Annual Plan submitted with the 5-Year Plan.</p>

9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>The Cambridge EDA will enter 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> <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)

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.

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.*

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 8/31/2011

Part I: Summary	PHA Name: Cambridge Economic Development Authority Grant Type and Number: MN46P06750116 Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2016 FFY of Grant Approval:
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Type of Grant
 Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	6,000			
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	29,000			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

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

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Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 08/31/2011

Part I: Summary						
PHA Name: Cambridge Economic Development Authority		Grant Type and Number Capital Fund Program Grant No: MN46P06750116 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2016 FFY of Grant Approval:	
Type of Grant						
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)		
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report				
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹		
		Original	Revised ²	Obligated	Expended	
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant:: (sum of lines 2 - 19)	35,000				
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Costs					
24	Amount of line 20 Related to Security - Hard Costs					
25	Amount of line 20 Related to Energy Conservation Measures					
Signature of Executive Director			Date	Signature of Public Housing Director		
				Date		

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Resident Advisory Board met on Thursday, August 20, 2015. 10 a.m.

Staff explained to the committee the two different document that needed to be discussed – the PHA Plan/Capital Projects and the purpose of the ACOP (Admissions and Continued Occupancy Plan).

Members of the Resident Advisory Committee

- Cindy Davies
- Michelle Simonson (PCA)
- Geraldine Russell
- Heidi Johnson
- Claranne Stevens
- Mark Sturges – Absent
- Leah Degerstrom – Section 8 participant – telephone interview
- Linda Darveaux – Section 8 participant – telephone interview

Comments:

No Section 8 policy changes this year. Board will decide if they renew our contract to administer the Section 8 Program with Mora for another year.

Even though the Cambridge EDA has outsourced our Section 8 Program we are still the official owner and will establish the 2016 payment standard and utility allowance. New payment standards go into effect January 2016.

Leah Degerstrom - via telephone 8/14/2015 – She hasn't had much contact with Mora but what she has had has been positive. Leah said they are nice but misses being able to stop in our office like she used to.

Linda Darveaux - via telephone 8/13/2015. She hasn't had her annual recertification yet so she hasn't had any contact with Mora. She doesn't have any concerns, just wondering if she can remain living where she is currently living. I told her yes, being she has lived there over a year she can pay over 30% if her rent is increased.

We discussed the upcoming capital project. Some on the committee suggested that the stoves be replaced before kitchens the bedroom lighting. Being there are not many residents who use their ovens staff feels it is more beneficial to have energy efficient lighting installed before stoves. Other than this comment residents liked the projects being planned.

Other comments were that they enjoyed living here and were very proud to be a resident at Bridge Park.

Committee members shared that they enjoyed being part of the committee as they learned so much.

Meeting adjourned at 11:15 am.