



Brainerd HRA Board of Commissioners Meeting
Wednesday, October 25th, 2023 @ 1:00pm
Brainerd HRA Office Conference Room
324 E River Road, Brainerd, MN

"Our mission is to provide affordable housing and redevelopment opportunities to strengthen our neighborhoods and community."

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. Public Hearing: Approve Annual Plan and Adopt Resolution 2023-08 (*Attachment 1*) Pg.3
4. Public Hearing: Annual Updates to ACOP (*Attachment 2*) Pg. 55
5. REVIEW AND APPROVE AGENDA
6. APPROVAL OF MINUTES
 - a. Approval of Minutes from Regular Board Mtg. on September 27th, 2023 (*Attachment 3*) Pg. 57
7. UNFINISHED BUSINESS
 - a. Strategic Goals and Project Opportunities (*Attachment 4*) Pg. 63
 - i. *Scattered Site Replacement Program*
 - ii. *Brainerd Oaks Out lot F*
8. NEW BUSINESS
 - a. HUD Payment Standard Increase (*Attachment 5*) Pg. 75
9. BILLS & COMMUNICATIONS
 - a. Financial Report (*Attachment 6*) Pg. 77
 - b. HCV Report (*Attachment 7*) Pg. 105
 - c. Housing Management Report (*Attachment 8*) Pg. 109
 - d. Rehab Programs Report (*Attachment 9*) Pg. 117
 - e. Executive Director Report (*Attachment 10*) Pg. 119

10. COMMISSIONER COMMENTS

11. NEXT MEETING: Wed. November 15th, 2023

12. ADJOURN to Joint Crow Wing County and Crow Wing County HRA Meeting on November 14th, 2023 in the County Land Services Building at 5pm.

Rebekah Kent-Ehlebracht, term expiring 12/31/23
Gabe Johnson, term expiring 12/31/24
Allie Verchota, term expiring 12/31/24
Michael Duval, term expiring 12/31/25
Wayne Erickson, term expiring 12/31/25
Janet Decker, term expiring 12/31/26
Kevin Yeager, term expiring 12/31/27



To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Manager
Date: Oct-19-2023
Re: Adoption of Resolution No. 2023-08

We are required to create an Annual Plan including Capital Fund dollars every fiscal year. The PHA Plan is a comprehensive guide to policies, programs, operations and strategies for meeting local housing needs and goals. A public hearing must be held prior to the approval of the Annual Plan, a copy of which is attached.

A public hearing is scheduled at 1:00 p.m. on Wednesday, October 25, 2023 at the Brainerd HRA office at 324 East River Road, Brainerd, MN. The Notice of Public Hearing was posted in the Legal Notice section of the Brainerd Daily Dispatch on September 2, 2023.

Action Requested: Adopt Resolution No. 2023-08 and Approve the Annual Plan

This page intentionally left blank.

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. The Form HUD-50075-SM is to be completed annually by **Small PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, HCV-Only PHA, or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

A.	PHA Information.																				
A.1	<p>PHA Name: <u>Brainerd Housing & Redevelopment Authority</u> PHA Code: <u>MN032</u> PHA Type: <input checked="" type="checkbox"/> Small PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2024</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>203</u> Number of Housing Choice Vouchers (HCVs) <u>325</u> Total Combined <u>529</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 20%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 25%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 12.5%;">PH</th> <th style="width: 12.5%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA: n/a</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA: n/a											
Participating PHAs	PHA Code					Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program													
		PH	HCV																		
Lead PHA: n/a																					

B.	<p>Plan Elements Submitted with 5-Year PHA Plans. Required elements for Small PHAs completing this document in years in which the 5-Year Plan is also due. This section does not need to be completed for years when a Small PHA is not submitting its 5-Year Plan. See sub-section below for required elements in all other years (Years 1-4).</p>
B.1	<p>Revision of Existing PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last <u>Five-Year PHA Plan</u> submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>n/a (submission year 1-4)</p>
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.</p> <p><input type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>n/a (submission year 1-4)</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p>
B.3	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p>See attachment "Progress of Goals in 5-Year Action Plan".</p>

B.4	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p> <p>n/a (submission year 1-4)</p>
B.5	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>Plan Elements Submitted All Other Years (Years 1-4). Required elements for all other fiscal years. This section does not need to be completed in years when a Small PHA is submitting its 5-Year PHA Plan.</p>	
B.1	<p>New Activities</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods. <input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development. <input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition. <input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance. <input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD. <input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers. <input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization. <input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process.</p> <p>(c) If using Project-Based Vouchers, provide the projected number of project-based units, general locations, and describe how project-basing would be consistent with the PHA Plan.</p> <p>n/a</p> <p>(d) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>Deconcentration policies from ACOP attached for review.</p>
B.2	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p> <p>See HUD Form 50075.2, submitted to HUD on.</p>
<p>C Other Document or Certification Requirements for Annual Plan Submissions. Required in all submission years.</p>	
C.1	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p>

	<p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>			
C.2	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>See HUD Form 50077-SL.</p>			
C.3	<p>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</p> <p>Form HUD-50077-CRT-SM, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>See HUD Form 50077-CRT-SM.</p>			
C.4	<p>Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>			
D.	<p>Affirmatively Furthering Fair Housing (AFFH).</p>			
D.1	<p>Affirmatively Furthering Fair Housing.</p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item</p> <table border="1" style="width: 100%;"> <tr> <td> <p>Fair Housing Goal:</p> <p>The agency has not yet completed the AFH process. Until this process has been completed, the agency remains compliant with fair housing requirements through policies established in the ACOP.</p> </td></tr> <tr> <td> <p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> </td></tr> <tr> <td> <p>Fair Housing Goal:</p> </td></tr> </table>	<p>Fair Housing Goal:</p> <p>The agency has not yet completed the AFH process. Until this process has been completed, the agency remains compliant with fair housing requirements through policies established in the ACOP.</p>	<p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p>	<p>Fair Housing Goal:</p>
<p>Fair Housing Goal:</p> <p>The agency has not yet completed the AFH process. Until this process has been completed, the agency remains compliant with fair housing requirements through policies established in the ACOP.</p>				
<p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p>				
<p>Fair Housing Goal:</p>				

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

Instructions for Preparation of Form HUD-50075-SM Annual Plan for Small PHAs

A. PHA Information. All PHAs must complete this section. (24 CFR §903.4)

- A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Inventory**, **Number of Public Housing Units and or Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. (24 CFR §903.23(4)(e))

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

B. Plan Elements. PHAs must complete this section during years where the 5-Year Plan is also due. (24 CFR §903.12)

B.1 Revision of Existing PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

☐ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR §5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR § 903.7(a)).

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(a)(2)(i)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA’s reasons for choosing its strategy. (24 CFR §903.7(a)(2)(ii))

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions.** Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. (24 CFR §903.7(b)) Describe the PHA’s procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. (24 CFR §903.7(b)) A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. (24 CFR §903.7(b)) Describe the unit assignment policies for public housing. (24 CFR §903.7(b))

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program and state the planned use for the resources. (24 CFR §903.7(c))

☐ **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

☐ **Homeownership Programs.** A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. ([24 CFR §903.7\(k\)](#)) and 24 CFR §903.12(b).

☐ **Substantial Deviation.** PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the 'Sample PHA Plan Amendment' found in Notice PIH-2012-32 REV-3, successor RAD Implementation Notices, or other RAD Notices.

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#))

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

☐ **HOPE VI or Choice Neighborhoods.** 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD's website at: https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6 . ([Notice PIH 2011-47](#))

☐ **Mixed Finance Modernization or Development.** 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6/mfph#4

☐ **Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including name, project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. ([24 CFR §903.7\(h\)](#))

☐ **Conversion of Public Housing under the Voluntary or Mandatory Conversion programs.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. ([24 CFR §903.7\(j\)](#))

☐ **Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to Project-Based Rental Assistance or Project-Based Vouchers under RAD. See additional guidance on HUD's website at: [Notice PIH 2012-32 REV-3, successor RAD Implementation Notices, and other RAD notices.](#)

☐ **Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers. ([24 CFR §983.57\(b\)\(1\)](#)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan ([24 CFR §903.7\(b\)](#)).

☐ **Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with [24 CFR §990.145\(a\)\(1\)](#).

☐ **Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.7\(r\)\(1\)](#))

B.4 Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. ([24 CFR §903.7\(g\)](#)). To comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan in EPIC and the date that it was approved. PHAs can reference the form by including the following language in the Capital Improvement section of the appropriate Annual or Streamlined PHA Plan Template: "See Capital Fund 5 Year Action Plan in EPIC approved by HUD on XX/XX/XXXX."

B.5 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. ([24 CFR §903.7\(p\)](#))

B. Annual Plan Elements Submitted All Other Years (Years 1-4). PHAs must complete this section during years where the 5-Year Plan is also due. ([24 CFR §903.12](#))

B.1 New Activities. If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

☐ **Hope VI or Choice Neighborhoods.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD’s website at:

https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6 . (Notice PIH 2010-30)

☐ **Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD’s website at:

<http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Demolition and/or Disposition.** With respect to public housing only, describe any public housing development(s), or portion of a public housing development projects, owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition approval under section 18 of the 1937 Act (42 U.S.C. 1437p); and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA’s last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. Approval of the PHA Plan does not constitute approval of these activities. See guidance on HUD’s website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(h))

☐ **Conversion of Public Housing under the Voluntary or Mandatory Conversion programs.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD’s website at:

<http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

☐ **Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to Project-Based Rental Assistance or Project-Based Vouchers under RAD. See additional guidance on HUD’s website at: [Notice PIH 2012-32 REV-3, successor RAD Implementation Notices, and other RAD notices.](#)

☐ **Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations and describe how project-basing would be consistent with the PHA Plan.

☐ **Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with [24 CFR §990.145\(a\)\(1\)](#).

☐ **Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

B.2 Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR §903.7 (g)). To comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan in EPIC and the date that it was approved. PHAs can reference the form by including the following language in the Capital Improvement section of the appropriate Annual or Streamlined PHA Plan Template: “See Capital Fund 5 Year Action Plan in EPIC approved by HUD on XX/XX/XXXX.”

C. Other Document and/or Certification Requirements.

C.1 Resident Advisory Board (RAB) comments. If the RAB had comments on the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

C.2 Certification by State of Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 CRT-SM, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077 CRT-SM, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of §§ 903.7(o)(1) and 903.15(d) and: (i) examines its programs or proposed programs; (ii) identifies any fair housing issues and contributing factors within those programs, in accordance with 24 CFR 5.154; or 24 CFR 5.160(a)(3) as applicable (iii) specifies actions and strategies designed to address contributing factors, related fair housing issues, and goals in the applicable Assessment of Fair Housing consistent with 24 CFR 5.154 in a reasonable manner in view of the resources available; (iv) works with jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement; (v) operates programs in a manner consistent with any applicable consolidated plan under 24 CFR part 91, and with any order or agreement, to comply with the authorities specified in paragraph (o)(1) of this section; (vi) complies with any contribution or consultation requirement with respect to any applicable AFH, in accordance with 24 CFR 5.150 through 5.180; (vii) maintains records reflecting these analyses, actions, and the results of these actions; and (viii) takes steps acceptable to HUD to remedy known fair housing or civil rights violations. impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o)).

C.4 Challenged Elements. If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

D. Affirmatively Furthering Fair Housing (AFFH).

D.1 Affirmatively Furthering Fair Housing. The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) Strategies and actions must affirmatively further fair housing" Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 7.02 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF BRAINERD

RESOLUTION NO. 2023-08

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

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd is required to prepare and submit to HUD an Annual Plan every year from its initial submission; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd has developed an Annual Plan and Annual Statement for use of Capital Funds; and

WHEREAS, the Annual Plan and Annual Statement were made available for public comment on October 25, 2023; and

WHEREAS, HUD requires the Annual Plan to be accompanied by a “Certification of Compliance with the PHA Plan and Related Regulations Including Civil Rights Certifications” executed by the Board Chair;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the PHA as follows:

1. The Annual Plan for the PHA Fiscal Year beginning January 1, 2024, is hereby approved.
2. The Board Chair is authorized to execute the Certification of Compliance with the PHA Plan and Related Regulations Including Civil Rights Certifications.

I CERTIFY THAT the above resolution was adopted by the Housing and Redevelopment Authority in and for the City of Brainerd.

Dated: _____

Rebekah Kent-Ehlebracht, Board Chair

Civil Rights Certification (Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 3/31/2024

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the fiscal year beginning 1/1/2024 in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the mission, goals, and objectives of the public housing agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.

Brainerd Housing & Redevelopment Authority

PHA Name

MN032

PHA Number/HA Code

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

Name of Executive Director: **Eric Charpentier**

Name of Board Chairperson: **Rebekah Kent-Ehlebracht**

Signature

Date

Signature

Date

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

Certifications of Compliance with PHA Plan and Related Regulations (Small PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 3/31/2024

PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations including PHA Plan Elements that Have Changed

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year and/or **X** Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning 01/01/2024 in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice (AI) or Assessment of Fair Housing (AFH) as applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR § 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last

Annual PHA Plan (check all policies, programs, and components that have been changed):

☐ 903.7a Housing Needs

☐ 903.7b Deconcentration and Other Policies Governing Eligibility, Selection, Occupancy, and Admissions Policies

☐ 903.7c Financial Resources

☐ 903.7d Rent Determination Policies

☐ 903.7h Demolition and Disposition

☐ 903.7k Homeownership Programs

☐ 903.7r Additional Information

☐ A. Progress in meeting 5-year mission and goals

☐ B. Criteria for substantial deviation and significant amendments

☐ C. Other information requested by HUD

☐ 1. Resident Advisory Board consultation process

☐ 2. Membership of Resident Advisory Board

☐ 3. Resident membership on PHA governing board

The PHA provides assurance as part of this certification that:

- (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.

6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.
7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For a PHA Plan that includes a policy for site-based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting lists would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing; and
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.

17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Brainerd Housing & Redevelopment Authority
PHA Name

MN032
PHA Number/HA Code

5 -Year PHA Plan for Fiscal Years 2023 - 2024

Annual PHA Plan for Fiscal Year 2024

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

Name of Executive Director: Eric Charpentier

Name of Board Chairman: Rebekah Kent-Ehlebracht

Signature

Date

Signature

Date

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 3/31/2024

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, _____, the _____
Official's Name *Official's Title*

certify that the 5-Year PHA Plan for fiscal years _____ and/or Annual PHA Plan for fiscal
year 2024 of the Brainerd Housing & Redevelopment Authority is consistent with the
PHA Name

Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair
Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

State of Minnesota
Local Jurisdiction Name

pursuant to 24 CFR Part 91 and 24 CFR §§903.7(o)(3) and 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or
State Consolidated Plan.

The 2022-2026 Minnesota Consolidated Plan for Housing and Community Development is still in draft form. As stated previously, aspects of the Minnesota Consolidated Plan for Housing and Community Development (2017-2021) are reflected in the Brainerd HRA Annual Plan and ongoing programming. Specifically, this includes: reducing barriers to homeownership through the Housing Choice Voucher Homeownership program; assisting participants in successfully accessing community resources in Family Self-Sufficiency Program, the Resident Opportunity and Self-Sufficiency Program, the Housing Choice Voucher Program, and the Foster Youth to Independence Initiative; and preserving existing affordable housing through collaboration and support of our partner agency (Crow Wing County HRA) to facilitate funding through the MHFA Rehabilitation Loan Program, the DEED Small Cities Development Program, and the Crow Wing County Housing Trust Fund. These same Brainerd HRA programs and initiatives also address a number of the areas of concern identified in the State of Minnesota's Analysis of Impediments to Fair Housing such as poor housing condition, higher barriers to homeownership, and "NIMBYism" opposition to housing opportunities. Additionally, key Brainerd HRA staff participate in community initiatives addressing local homelessness, expanding supportive transitional housing, and developing new affordable housing options, all which contribute to the diversity of local housing infrastructure.

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

Name of Authorized Official:	Title:
Signature:	Date:

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

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

ORDER CONFIRMATION MEMO INVOICE

CUSTOMER:

BRAINERD HRA
324 E River Rd
Brainerd, MN 56401-3504

DATE: 08/30/2023

ACCOUNT NUMBER:

MP343452

ACCOUNT REPRESENTATIVE:

Taylor Herhold

ACCOUNT REP PHONE:

7012415509

ACCOUNT REP EMAIL:

legals@forumcomm.com

PURCHASE ORDER NUMBER:

COMPONENT-1

AD ID:

255412-1

PUBLICATION DATES:

Brainerd Dispatch 09/02/2023

TOTAL INSERTIONS:

1

CLASSIFICATION:

MN Legals

TAGLINE:

LEGAL NOTICE The Brainerd Housing and Re

AD SIZE:

1 x 1.458"

COMPONENT 1 COST:

\$21.29

TOTAL COST:

\$21.29

PAID:

\$0.00

AMOUNT DUE:

\$21.29

ORDERED BY:



Payment made by calling 701-241-5465 Forum Communications Company

or can be sent to: PO Box 2020

Fargo, ND 58107-2020

Brainerd HRA Board Meeting Packet ~ Wednesday, October 25th, 2023

Pg. 20 of 122

LEGAL NOTICE

The Brainerd Housing and Redevelopment Authority (HRA) has made an amendment to its Annual Plan including Capital Fund dollars. The Plan is available on the Authority's website at www.brainerdhra.org, at the Authority's office located at 324 East River Road, Brainerd, or by calling 218-828-3705 to request a copy. A public hearing for the formal adoption of the plan will be held Wednesday, October 25, 2023, at 1:00PM at the Authority's office.
(Sept. 2, 2023) 255412



AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA

ss.

COUNTY OF CROW WING

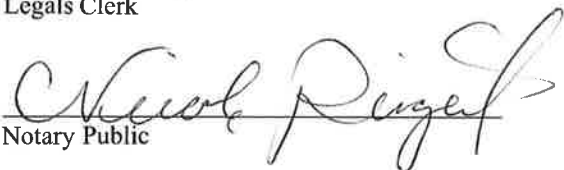
Alyssa Ose, being first duly sworn, on oath states as follows:

1. I am the publisher of the BRAINERD DISPATCH, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
3. The dates of the month and the year and day of the week upon which the public notice attached/copied below was published in the newspaper are as follows: Saturday, September 2, 2023.
4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to § 331A.06, is as follows: \$14.60 per column inch.
5. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in CROW WING County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

Dated this 2nd day of September, 2023.



Legals Clerk



Notary Public



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
 2577-0274
 02/28/2022

Part I: Summary					
PHA Name: HRA IN AND FOR THE CITY OF BRAINERD, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. MN46P03250122 Replacement Housing Factor Grant No. Date of CFFP:		FFY of Grant: FFY of Grant Approval:	
Type of Grant <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 48%;"> <input type="checkbox"/> Original Annual Statement </div> <div style="width: 48%;"> <input type="checkbox"/> Reserve for Disasters/Emergencies </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 5px;"> <div style="width: 48%;"> <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/2023 </div> <div style="width: 48%;"> <input type="checkbox"/> Revised Annual Statement (Revision No:) <input type="checkbox"/> Final Performance and Evaluation Report </div> </div>					
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	\$66,000.00		\$66,000.00	\$66,000.00
3	1408 Management Improvement	\$107,011.00			
4	1410 Administration				
5	1480 General Capital Activity	\$310,169.00			
6	1492 MovingToWorkDemonstration				
7	1501 Collater Exp / Debt Srvc				
8	1503 RAD-CFP				
9	1504 Rad Investment Activity				
10	1505 RAD-CPT				
11	1509 Preparing for, Preventing and Responding to Coronavirus (1509)				

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

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

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

(4) RHF funds shall be include here

Part I: Summary					
PHA Name: HRA IN AND FOR THE CITY OF BRAINERD, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. MN46P03250122 Replacement Housing Factor Grant No. Date of CFFP:		FFY of Grant: FFY of Grant Approval:	
Type of Grant <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 48%;"> <input checked="" type="checkbox"/> Original Annual Statement </div> <div style="width: 48%;"> <input type="checkbox"/> Reserve for Disasters/Emergencies </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 5px;"> <div style="width: 48%;"> <input type="checkbox"/> Performance and Evaluation Report for Period Ending: </div> <div style="width: 48%;"> <input type="checkbox"/> Revised Annual Statement (Revision No:) <input type="checkbox"/> Final Performance and Evaluation Report </div> </div>					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
12	9000 Debt Reserves				
13	9001 Bond Debt Obligation				
14	9002 Loan Debt Obligation				
15	RESERVED				
16	RESERVED				
17	RESERVED				
18a	RESERVED				
18ba	RESERVED				
19	RESERVED				
20	RESERVED				
21	Amount of Annual Grant: (sum of lines 2-20)	\$483,180.00		\$66,000.00	\$66,000.00

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

Part I: Summary					
PHA Name: HRA IN AND FOR THE CITY OF BRAINERD, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. MN46P03250122 Replacement Housing Factor Grant No. Date of CFFP:		FFY of Grant: 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
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Activities				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Signature of Executive Director	Date	Signature of Public Housing Director	Date
--	-------------	---	-------------

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

Part II: Supporting Pages								
PHA Name: HRA IN AND FOR THE CITY OF BRAINERD, MINNESOTA			Grant Type and Number Capital Fund Program Grant No. MN46P03250122 Replacement Housing Factor Grant No. CFFP(Yes/No):			Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
MN032000001 - NORTH STAR APARTMENTS	Operations (Operations (1406)) Description : Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property, liability and workman's comp insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Health insurance, employee benefits and wages. Asbestos and lead-based paint will be addressed	1406		\$66,000.00		\$66,000.00	\$66,000.00	Complete
MN032000001 - NORTH STAR APARTMENTS	Replace security and camera systems at Northstar Apts and HRA office building (Management Improvement (1408)) Description : Remove and properly dispose of existing security and camera systems that are at the end of their life cycle at Northstar Apartments and the HRA office building. Install new systems of substantially the same layout as the existing that were removed. Asbestos and lead-based paint will be	1408		\$107,011.00				

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

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

Part II: Supporting Pages								
PHA Name:		Grant Type and Number				Federal FFY of Grant:		
HRA IN AND FOR THE CITY OF BRAINERD, MINNESOTA		Capital Fund Program Grant No. MN46P03250122 Replacement Housing Factor Grant No. CFFP(Yes/No):						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
MN032000001 - NORTH STAR APARTMENTS	Repair excessive tenant damage at HRA office building, North Star Apartments, Valley Trail Townhomes and Scattered Sites (Dwelling Unit-Exterior (1480)) Description : Repair excessive tenant damage or damage done by natural occurrence at HRA office building, North Star Apartments, Valley Trail Townhomes (613-718 SW 5th Street) and Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312	1480		\$61,918.00				

Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Repair and/or replacement of sitework, siding, roofing, windows, doors, walls, ceiling, flooring, cabinetry, appliances, fixtures, electrical, plumbing, and life safety systems. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.

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

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

Part II: Supporting Pages								
PHA Name: HRA IN AND FOR THE CITY OF BRAINERD, MINNESOTA			Grant Type and Number Capital Fund Program Grant No. MN46P03250122 Replacement Housing Factor Grant No. CFFP(Yes/No):			Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
MN032000001 - NORTH STAR APARTMENTS	Keyless Entry System (Dwelling Unit- Exterior (1480)) Description : Replace and expand existing Keri keyless entry system with new system capable of integrating scattered sites, Valley Trail and HRA office building for all doors with keyed locks. Include new hardware such as locks and handles, proximity readers, wiring, wall, ceiling and floor repair as needed for a properly functioning system. Asbestos and lead-based paints will be	1480		\$248,251.00				
	Total:			\$483,180.00		\$66,000.00	\$66,000.00	

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

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: HRA IN AND FOR THE CITY OF BRAINERD, MINNESOTA					Federal FFY of Grant:
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ⁽¹⁾
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

(1) Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S, Housing Act of 1937, as amended.

Part I: Summary					
PHA Name: HRA IN AND FOR THE CITY OF BRAINERD, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. MN46P03250123 Replacement Housing Factor Grant No. Date of CFFP:		FFY of Grant: FFY of Grant Approval:	
Type of Grant <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <input checked="" type="checkbox"/> Original Annual Statement </div> <div style="width: 45%;"> <input type="checkbox"/> Reserve for Disasters/Emergencies </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 5px;"> <div style="width: 45%;"> <input type="checkbox"/> Performance and Evaluation Report for Period Ending: </div> <div style="width: 45%;"> <input type="checkbox"/> Revised Annual Statement (Revision No:) <input type="checkbox"/> Final Performance and Evaluation Report </div> </div>					
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	\$66,000.00			
3	1408 Management Improvement	\$199,574.00			
4	1410 Administration				
5	1480 General Capital Activity	\$236,022.00			
6	1492 MovingToWorkDemonstration				
7	1501 Collater Exp / Debt Srvc				
8	1503 RAD-CFP				
9	1504 Rad Investment Activity				
10	1505 RAD-CPT				
11	1509 Preparing for, Preventing and Responding to Coronavirus (1509)				

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

Part I: Summary					
PHA Name: HRA IN AND FOR THE CITY OF BRAINERD, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. MN46P03250123 Replacement Housing Factor Grant No. Date of CFFP:		FFY of Grant: FFY of Grant Approval:	
Type of Grant <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> Original Annual Statement </div> <div> <input type="checkbox"/> Reserve for Disasters/Emergencies </div> <div> <input type="checkbox"/> Revised Annual Statement (Revision No:) </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input type="checkbox"/> Performance and Evaluation Report for Period Ending: </div> <div> <input type="checkbox"/> Final Performance and Evaluation Report </div> </div>					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
12	9000 Debt Reserves				
13	9001 Bond Debt Obligation				
14	9002 Loan Debt Obligation				
15	RESERVED				
16	RESERVED				
17	RESERVED				
18a	RESERVED				
18ba	RESERVED				
19	RESERVED				
20	RESERVED				
21	Amount of Annual Grant: (sum of lines 2-20)	\$501,596.00			

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

Part I: Summary					
PHA Name: HRA IN AND FOR THE CITY OF BRAINERD, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. MN46P03250123 Replacement Housing Factor Grant No. Date of CFFP:		FFY of Grant: 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
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Activities				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Signature of Executive Director	Date	Signature of Public Housing Director	Date
--	-------------	---	-------------

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

Part II: Supporting Pages								
PHA Name: HRA IN AND FOR THE CITY OF BRAINERD, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. MN46P03250123 Replacement Housing Factor Grant No. CFFP(Yes/No):				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
MN032000001 - NORTH STAR APARTMENTS	Concrete replacement at HRA Office Building (Non-Dwelling Site Work (1480)) Description : Remove and dispose of sidewalks and curbing along the east and south sides of the office building Install rebar, drill and pin to adjoining surfaces and pour 4000 psi fiber entrained concrete where old concrete was removed. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work	1480		\$20,000.00				
MN032000001 - NORTH STAR APARTMENTS	A&E (Contract Administration (1480)) Description : A/E for design, bidding and construction management of kitchen rehabilitation and bathroom vanity replacement at Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Concrete replacement at HRA Office Building, Valley Trail Townhomes fence/landscaping, office building windows and deck replacement and security and camera system replacement at North Star Apartments and the office building. Asbestos and lead-based paint will be addressed when	1480		\$17,000.00				

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

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

Part II: Supporting Pages								
PHA Name: HRA IN AND FOR THE CITY OF BRAINERD, MINNESOTA			Grant Type and Number Capital Fund Program Grant No. MN46P03250123 Replacement Housing Factor Grant No. CFFP(Yes/No):			Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
MN032000001 - NORTH STAR APARTMENTS	Operations (Operations (1406)) Description : Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property, liability and workman's comp insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Health insurance, employee benefits and wages. Asbestos and lead-based paint will be addressed	1406		\$66,000.00				
MN032000001 - NORTH STAR APARTMENTS	Replace security and camera systems at Northstar Apts and HRA office building (Management Improvement (1408)) Description : Remove and properly dispose of existing security and camera systems that are at the end of their life cycle at Northstar Apartments and the HRA office building. Install new systems of substantially the same layout as the existing that were removed. Asbestos and lead-based paint will be	1408		\$169,574.00				

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

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

Part II: Supporting Pages								
PHA Name: HRA IN AND FOR THE CITY OF BRAINERD, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. MN46P03250123 Replacement Housing Factor Grant No. CFFP(Yes/No):				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
MN032000001 - NORTH STAR APARTMENTS	Upgrade or replace agency financial & housing management software (Management Improvement (1408)) Description : Upgrade or replace the financial and/or housing management software the agency is currently using.	1408		\$30,000.00				
MN032000001 - NORTH STAR APARTMENTS	Tree removal and landscaping at Office, North Star Apartments, Valley Trail Townhomes and Scattered Sites (Dwelling Unit-Site Work (1480)) Description : Remove trees, brush, bushes, shrubby, other vegetation and incidental items that are overgrown or cumbersome as needed including grinding stumps. Replace with new to facilitate proper drainage and eliminate risks of damage to property.	1480		\$10,000.00				

Asbestos and lead-based paint will be
 addressed
 when found. Because the soil will be
 disturbed, the HRA will be responsive to any
 soil Environmental Review issues, prior to

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

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

Part II: Supporting Pages								
PHA Name: HRA IN AND FOR THE CITY OF BRAINERD, MINNESOTA		Grant Type and Number Capital Fund Program Grant No. MN46P03250123 Replacement Housing Factor Grant No. CFFP(Yes/No):				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
MN032000001 - NORTH STAR APARTMENTS	Build screening wall at North Star Apartments (Non-Dwelling Exterior (1480)) Description : Remove curbing along eastern most side of parking lot, excavate out side of hill to give sufficient room to construct a screening wall and extend bituminous from parking lot to screening wall. Work to include landscaping work for erosion control and repair of existing landscaping and lawn areas. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior	1480		\$50,000.00				
MN032000001 - NORTH STAR APARTMENTS	Remodel office (Non-Dwelling Interior (1480)) Description : Remodel office to create more office space for employees including framing, electrical, HVAC, drywall, painting, flooring and trim work. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior	1480		\$100,000.00				

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

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

Part II: Supporting Pages								
PHA Name: HRA IN AND FOR THE CITY OF BRAINERD, MINNESOTA			Grant Type and Number Capital Fund Program Grant No. MN46P03250123 Replacement Housing Factor Grant No. CFFP(Yes/No):			Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
MN032000001 - NORTH STAR APARTMENTS	Landscaping at North Star Apartments and Office Building (Non-Dwelling Exterior (1480)) Description : Replace existing landscaping at North Star Apartments and the office building. Remove overgrown plants and shrubs and replace, fix edging, restore rock and fix/expand irrigation system as needed. Fix and/or paint signage, railings or other exterior surfaces as neccessary. Asbestos and lead based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental	1480		\$39,022.00				
	Total:			\$501,596.00				

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

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: HRA IN AND FOR THE CITY OF BRAINERD, MINNESOTA					Federal FFY of Grant:
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ⁽¹⁾
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

(1) Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S, Housing Act of 1937, as amended.

Capital Fund Program - Five-Year Action Plan

Status: Draft

Approval Date:

Approved By:

Part I: Summary						
PHA Name : HRA IN AND FOR THE CITY OF BRAINERD, MINNESOTA		Locality (City/County & State)				
PHA Number: MN032		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revised 5-Year Plan (Revision No:)				
A.	Development Number and Name	Work Statement for Year 1 2024	Work Statement for Year 2 2025	Work Statement for Year 3 2026	Work Statement for Year 4 2027	Work Statement for Year 5 2028
	NORTH STAR APARTMENTS (MN032000001)	\$230,000.00	\$230,000.00	\$300,000.00	\$300,000.00	\$500,000.00

Capital Fund Program - Five-Year Action Plan

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

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2024				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	NORTH STAR APARTMENTS (MN032000001)			\$230,000.00
ID0004	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management of all tenant or natural occurrence damage, kitchen rehabilitation and bathroom vanity replacement at Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Valley Trail Townhomes fence/landscaping, common area furniture replacement, door closer replacement, security and camera system replacement at North Star Apartments and the office building. Asbestos and lead-based paint will be addressed when found.		\$17,000.00
ID0005	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property, liability and workman's comp insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Health insurance, employee benefits and wages. Asbestos and lead-based paint will be addressed when found.		\$66,000.00
ID0006	Fence and landscaping at Valley Trail Townhomes(Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape)	Install new perimeter fence along east, west and south line of property. Remove deteriorated landscaping, regrade for proper drainage and install new foliage to facilitate reduced maintenance. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$5,000.00
ID0008	Replace security and camera systems at Northstar Apts and HRA office building(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	Remove and properly dispose of existing security and camera systems that are at the end of their life cycle at Northstar Apartments and the HRA office building. Install new systems of substantially the same layout as the existing that were removed. Asbestos and lead-based paint will be addressed when found.		\$37,000.00
ID0027	Repair excessive tenant damage at HRA office building, North Star Apartments, Valley Trail Townhomes and Scattered Sites(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Carports -Surface Garage,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint	Repair excessive tenant damage or damage done by natural occurrence at HRA office building, North Star Apartments, Valley Trail Townhomes (613-718 SW 5th Street) and Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703		\$200.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2024				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Tuck-Pointing,Dwelling Unit-Exterior (1480)-Windows)	Todd Street, 1003 Ivy Street). Repair and/or replacement of sitework, siding, roofing, windows, doors, walls, ceiling, flooring, cabinetry, appliances, fixtures, electrical, plumbing, and life safety systems. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		
ID0028	Replace common area furniture at North Star Apartments(Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Other)	Remove and properly dispose of furniture in common areas on all 12 floors of North Star Apartments. Replace with new furniture of like kind, quality and amount. Asbestos and lead-based paint will be addressed when found		\$5,000.00
ID0029	Replace door closers at North Star Apartments(Dwelling Unit-Interior (1480)-Electrical)	Remove and properly dispose of door closers on doors in common areas and 162 units at North Star Apartments. Install new closers where deficient ones where removed, connect to centrally monitored fire alarm where applicable. Asbestos and lead-based paint will be addressed when found.		\$14,000.00
ID0031	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management of door closer replacement at North Star Apartments and replacement of maintenance building at Valley Trail Townhomes site. Asbestos and lead-based paint will be addressed when found.		\$19,000.00
ID0032	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property, liability and workman's comp insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Health insurance, employee benefits and wages. Asbestos and lead-based paint will be addressed when found		\$66,000.00
ID0034	Repair excessive tenant damage at HRA office building, North Star Apartments, Valley Trail Townhomes and Scattered Sites(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodos,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Interior (1480)-Interior Doors)	Repair excessive tenant damage or damage done by natural occurrence at HRA office building, North Star Apartments, Valley Trail Townhomes (613-718 SW 5th Street) and Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Repair and/or replacement of windows, doors, walls, ceiling, flooring, cabinetry, appliances, fixtures, electrical, plumbing, and life safety systems. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be responsive to any soil		\$150.00

Part II: Supporting Pages - Physical Needs Work Statements (s)**Work Statement for Year** 1 2024

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
Environmental Review issues, prior to work beginning.				
ID0035	Repair excessive tenant damage at HRA office building, North Star Apartments, Valley Trail Townhomes and Scattered Sites(Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Electric Distribution,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Fence Painting,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Seal Coat,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping,Dwelling Unit-Site Work (1480)-Water Lines/Mains)	Repair excessive tenant damage or damage done by natural occurrence at HRA office building, North Star Apartments, Valley Trail Townhomes (613-718 SW 5th Street) and Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street) . Repair and/or replacement of site work. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$150.00
ID0036	Repair excessive tenant damage at HRA office building, North Star Apartments, Valley Trail Townhomes and Scattered Sites(Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Canopies,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Foundation,Non-Dwelling Exterior (1480)-Gutters - Downspouts,Non-Dwelling Exterior (1480)-Landings and Railings,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Siding,Non-Dwelling Exterior (1480)-Soffits,Non-Dwelling Exterior (1480)-Stairwells and Fire Escapes,Non-Dwelling Exterior (1480)-Tuck Pointing,Non-Dwelling Exterior (1480)-Windows)	Repair excessive tenant damage or damage done by natural occurrence atHRA office building, North Star Apartments, Valley Trail Townhomes (613-718 SW 5th Street) and Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street) . Repair and/or replacement of sitework, siding, roofing, windows, doors, walls, ceiling, flooring, cabinetry, appliances, fixtures, electrical, plumbing, and life safety systems. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$200.00
ID0037	Repair excessive tenant damage at HRA office building, North Star Apartments, Valley Trail Townhomes and Scattered Sites(Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Laundry Areas,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Shop,Non-Dwelling Interior (1480)-Storage Area,Non-Dwelling Interior (1480)-Administrative Building,Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Washers,Non-Dwelling Interior (1480)-Doors)	Repair excessive tenant damage or damage done by natural occurrence at HRA office building, North Star Apartments, Valley Trail Townhomes (613-718 SW 5th Street) and Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Repair and/or replacement of windows, doors, walls, ceiling, flooring, cabinetry, appliances, fixtures, electrical, plumbing, and life safety systems. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$150.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2024				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0038	Repair excessive tenant damage at HRA office building, North Star Apartments, Valley Trail Townhomes and Scattered Sites(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Dumpster and Enclosures,Non-Dwelling Site Work (1480)-Fence Painting,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage)	Repair excessive tenant damage or damage done by natural occurrence at HRA office building, North Star Apartments, Valley Trail Townhomes (613-718 SW 5th Street) and Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Repair and/or replacement of site work. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$150.00
	Subtotal of Estimated Cost			\$230,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2 2025				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	NORTH STAR APARTMENTS (MN032000001)			\$230,000.00
ID0039	Upgrade or replace agency financial & housing management software(Administration (1410)-Other)	Upgrade or replace the financial and/or housing management software the agency is currently using.		\$100,000.00
ID0040	Replace appliances at North Star Apartments(Dwelling Unit-Interior (1480)-Appliances)	Remove and properly dispose of refrigerator, range and range hood in 162 units at North Star Apartments. Replace with new appliances similar to those that were removed. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0041	Replace appliances at Valley Trail Townhomes(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Electrical)	Remove and properly dispose of refrigerator, range and range hood in the kitchen of the 25 units at Valley Trail Townhomes (613-718 SW 5th Street). Replace with new appliances similar to those that were removed. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0042	Replace appliances at Scattered Sites(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Electrical)	Remove and properly dispose of refrigerator, range and range hood in the kitchens of the 16 Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Replace with new appliances similar to those that were removed. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0045	Improve or replace generator at North Star Apartments(Non-Dwelling Construction - Mechanical (1480)-Generator)	Remove and properly dispose of generator, controls and associated systems or devices at North Star apartments. Install new generator, controls and associated systems or devices and wiring for a complete and properly functioning system. Asbestos and lead-based paint will be addressed when found		\$30,000.00
ID0046	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property, liability and workman's comp insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Health insurance,		\$66,000.00

Work Statement for Year 2 2025

employee benefits and wages. Asbestos and lead-based paint will be addressed when found

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2026				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	NORTH STAR APARTMENTS (MN032000001)			\$300,000.00
ID0010	Replace interior doors at North Star Apartments(Dwelling Unit-Interior (1480)-Interior Doors)	Remove and properly dispose of all bathroom, bedroom and closet doors in 162 units at the North Star Apartments. Install new doors of the same size, handing and type as existing. Replace locksets, handles and hardware with new. Asbestos and lead-based paint will be addressed when found.		\$15,000.00
ID0011	Rehabilitate community kitchen at North Star Apartments(Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting)	Remove and properly dispose of all cabinetry, countertops, sinks and faucets in the community kitchen at North Star Apartments. Install new cabinets of substantially the same layout as the existing that were removed. Repair any drywall that has deteriorated or was damaged in the removal, tape, sand, prime and paint as necessary. Install new post formed laminate countertops, new sinks, water shut off valves, water supply lines, drain assemblies and piping. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0012	Kitchen rehabilitations at Valley Trail Townhomes(Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets)	Remove and properly dispose of all cabinetry, countertops, sinks and faucets in the kitchens of the 25 units at Valley Trail Townhomes (613-718 SW 5th Street). Install new cabinets of the same layout as the existing that were removed. Repair any drywall that has deteriorated or was damaged in the removal, tape, sand, prime and paint as necessary. Install new post formed laminate countertops, new sinks, water shut off valves, water supply lines, and drain assemblies. Asbestos and lead-based paint will be addressed when found.		\$50,000.00
ID0013	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management of kitchen rehabilitation at Valley Trail Townhomes, North Star Apartments community kitchen, interior doors , fire alarm device replacement, elevators, secure bike entrance, paperless, video and remote meeting technology. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0014	Replace fire alarm system devices at North Star Apartments(Dwelling Unit-Interior (1480)-Electrical)	Remove and properly dispose of all fire alarm devices that have reached the end of their life cycle for the centrally monitoring fire alarm system at North Star Apartments. Install new devices and necessary accessories. Asbestos and lead-based paint will be addressed when found.		\$19,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2026				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0015	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property, liability and workman's comp insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Health insurance, employee benefits and wages. Asbestos and lead-based paint will be addressed when found		\$66,000.00
ID0048	Server and Computer Hardware Replacement(Management Improvement (1408)-System Improvements)	Replace existing server and computer hardware including tablets, laptop computers, desktop computers, monitors and incidentals for the agency		\$10,000.00
ID0049	North Star Apartment Elevators(Non-Dwelling Construction - Mechanical (1480)-Elevator)	Improve and or replace elevator components, systems or infrastructure for the elevator system at North Star Apartments. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0050	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property, liability and workman's comp insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Health insurance, employee benefits and wages. Asbestos and lead-based paint will be addressed when found		\$66,000.00
ID0051	Create Secure Bike Storage at North Star Apartments(Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Canopies,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Siding)	Enclose existing bike storage area and expand it as needed at North Star apartments to allow for secure bike storage at North Star apartments including adding lighting, cameras, racks and integrating keyless access. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0052	Common Area Flooring Replacement at North Star Apartments(Non-Dwelling Interior (1480)-Common Area Flooring)	Remove and properly dispose of existing flooring in common areas of North Star Apartments. Install new durable flooring applicable for the area it is serving. Asbestos and lead-based paint will be addressed when found.		\$14,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2026				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0053	Paperless Technology (Administration (1410)-Other)	Purchase software and hardware needed to switch to paperless technology including training and any construction such as wiring that is needed for a complete and properly functioning system. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0054	Video and Remote Meeting Technology(Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Administrative Building,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Security)	Purchase and install software and hardware to allow for audio and video streaming at the HRA office building and North Star Apartments. Create meeting space to allow for installation and use of the equipment by constructing walls, installing doors and associated hardware, lighting, flooring and all items needed for new technology to function properly. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0055	Keyless Entry System at North Star Apartments, Valley Trail Townhomes and Scattered Sites(Dwelling Unit-Exterior (1480)-Exterior Doors)	Replace and expand existing Keri keyless entry system with new system and integrate scattered sites, Valley Trail and HRA office building for all doors with keyed locks. Include new hardware such as locks and handles, proximity readers, wiring, wall, ceiling and floor repair as needed for a properly functioning system. Asbestos and lead-based paints will be addressed when found.		\$10,000.00
	Subtotal of Estimated Cost			\$300,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4 2027				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	NORTH STAR APARTMENTS (MN032000001)			\$300,000.00
ID0016	Rehabilitate bathrooms at Scattered Sites(Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Remove and properly dispose of toilets, bathtub/showers, tub/shower faucets and flooring in the bathrooms of 16 Scattered Site units (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Repair any drywall that has deteriorated or was damage in the removal, tape, sand, prime and paint. Install new water shut off valves, supply lines, drain and faucet assemblies, flooring, shower stalls and low water consumption toilets. <u>Asbestos and lead-based paint will be addressed when found.</u>		\$20,000.00
ID0018	Water line replacement at North Star Apartments(Dwelling Unit-Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Plumbing)	Remove and properly dispose of cast iron DWV and galvanized water supply piping. Install new PVC DWV and water supply piping at Northstar Apartments. Asbestos and lead-based paint will be addressed when found.		\$30,000.00
ID0019	Rehabilitate kitchens at North Star Apartments(Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing)	Remove and properly dispose of all cabinetry, countertops, sinks and faucets in the kitchens of the 162 units at North Star Apartments. Install new cabinets of the same layout as the existing that were removed. Repair any drywall that has deteriorated or was damaged in the removal, tape, sand, prime and paint as necessary. Install new post formed laminate countertops, new sinks, water shut off valves, water supply lines, and drain assemblies. Asbestos and lead-based paint will be addressed when found.		\$40,000.00
ID0020	Driveway and sidewalk replacement at Valley Trail Townhomes(Dwelling Unit-Exterior (1480)-Other)	Remove and properly dispose of deteriorated concrete driveways, sidewalks and incidental landscaping at 25 units at Valley Trail Townhomes (613-718 SW 5th Street). Install rebar, drill and pin to adjoining surfaces and pour 4000 psi fiber entrained concrete where old concrete was removed. Restore landscaping that was disturbed to accommodate construction. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$40,000.00
ID0021	Driveway and sidewalk replacement at Scattered Sites(Dwelling Unit-Exterior (1480)-Other)	Remove and properly dispose of deteriorated concrete driveways, sidewalks and incidental landscaping at 16 Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Install rebar, drill and pin to adjoining		\$10,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2027		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
		surfaces and pour 4000 psi fiber entrained concrete where old concrete was removed. Restore landscaping that was disturbed to accommodate construction. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning		
ID0022	Replace siding at Scattered Sites(Dwelling Unit-Exterior (1480)-Siding)	Remove and properly dispose of stucco siding on 16 Scattered Site units(2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street) . Install proper flashings, vapor barrier, frieze board, J-channel, and new siding. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0023	North Star Apartments bathroom rehabilitation(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Remove and properly dispose of toilets, showers, shower and vanity faucets, vanities, vanity tops and flooring in the bathrooms of 162 North Star Apartments. Repair any drywall that has deteriorated or was damaged in the removal, tape, sand, prime and paint. Install new water shut off valves, supply lines, drain and faucet assemblies, flooring, vanities, shower stalls and low water consumption toilets. Asbestos and lead-based paint will be addressed when found		\$5,000.00
ID0024	Replace exterior entrance doors at North Star Apartments(Dwelling Unit-Exterior (1480)-Exterior Doors)	Remove and properly dispose of exterior entrance doors and associated hardware at North Star Apartments. Install new of the same style, size, handing and type as those that were removed. Include new locking mechanisms, handles and hardware. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0025	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management for building screening wall and kitchen rehabilitation at North Star Apartments, sidewalk and driveway replacement at Valley Trail Townhomes, siding, sidewalk and driveway replacement at Scattered Sites, exterior entrance doors, bathroom rehabilitation, water line replacement at North Star Apartments and bathroom rehabilitation at Scattered Sites. Asbestos and lead-based paint will be addressed when found.		\$14,000.00
ID0026	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property, liability and workman's comp insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Health insurance, employee benefits and wages. Asbestos and lead-based paint will be addressed when found		\$66,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4 2027				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0056	Tree removal and landscaping at Office, North Star Apartments, Valley Trail Townhomes and Scattered Sites(Dwelling Unit-Site Work (1480)-Landscape)	Remove trees, brush, bushes, shrubbery, other vegetation and incidental items that are overgrown or cumbersome as needed including grinding stumps. Replace with new to facilitate proper drainage and eliminate risks of damage to property including installation of concrete or landscaping blocks/pavers. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$10,000.00
ID0057	Painting at North Star Apartments(Dwelling Unit-Interior (1480)-Interior Painting (non routine),Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Interior (1480)-Common Area Painting)	Prep, prime and paint exterior and interior common areas, office areas and apartments at North Star Apartments. Areas to be painted include door jambs, ceilings and walls. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0058	Add Heat Recovery Ventilators to Valley Trail Townhomes and Scattered Sites(Dwelling Unit-Interior (1480)-Mechanical)	Add air exchangers to 25 units at Valley Trail Townhomes (613-718 SW 5th St.) and at 16 Scattered Site units (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street) Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0059	Build screening wall at North Star Apartments(Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Landings and Railings,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Paint and Caulking)	Remove landscaping and other items as needed to give sufficient room to construct a screening wall. Work to include concrete, fencing, electrical, painting and landscaping work for erosion control and repair of existing landscaping and lawn areas. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$10,000.00
ID0060	Remodel and/or expand office building(Non-Dwelling Interior (1480)-Administrative Building)	Remodel and/or expand office building to create more office space for employees and improve existing including roofing, framing, windows, doors, electrical, HVAC, drywall, painting, flooring, trim, furnishings, technology, landscaping, signage and parking lot. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$10,000.00
ID0062	Landscaping at North Star Apartments and Office Building(Non-Dwelling Exterior (1480)-Landings and Railings,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking)	Replace existing landscaping at North Star Apartments and the office building. Remove overgrown plants and shrubs and replace, fix edging, restore rock and fix/expand irrigation system as needed. Fix and/or paint signage, railings or other exterior surfaces as necessary. Asbestos and lead based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$10,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4 2027				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Subtotal of Estimated Cost			\$300,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2028				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	NORTH STAR APARTMENTS (MN032000001)			\$500,000.00
ID0001	Scattered Sites kitchen rehabilitation(Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing)	Remove and properly dispose of all cabinetry, countertops, sinks and faucets in the kitchens of the 16 Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Install new cabinets of the same layout as the existing that were removed. Repair any drywall that has deteriorated or was damaged in the removal, tape, sand, prime and paint as necessary. Install new post formed laminate countertops, new sinks, water shut off valves, water supply lines and drain assemblies. Asbestos and lead-based paint will be addressed when found.		\$50,000.00
ID0002	Concrete replacement at HRA Office Building(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter)	Remove and dispose of existing sidewalks and curbing at the office building. Form, install rebar, drill and pin to adjoining surfaces and pour 4000 psi concrete where old concrete was removed and other areas as needed. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$40,000.00
ID0030	Improve maintenance areas at Valley Trail Townhomes site(Non-Dwelling Construction-New Construction (1480)-New Construction Demolition,Non-Dwelling Construction-New Construction (1480)-Shop,Non-Dwelling Construction-New Construction (1480)-Storage Area)	Improve/expand maintenance areas at Valley Trail Townhomes site by adding onto existing building and installing and/or replacing concrete, electrical, roofing, siding, insulation, drywall, doors and windows of existing areas. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$80,000.00
ID0063	Replace parking lot at North Star Apartments(Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Striping,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving)	Remove all bituminous and concrete that is at the end of it's useful life including parking areas, curb and gutter, spillways and retaining structures. Reconfigure if necessary to improve functionality. Install new concrete and bituminous, striping, signage and other incidentals. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues prior to work beginning.		\$200,000.00
ID0064	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property, liability and workman's comp insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Health insurance, employee benefits and wages. Asbestos and lead-based paint will be addressed		\$66,000.00

Capital Fund Program - Five-Year Action Plan

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

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2028				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
		when found		
ID0065	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management of parking lot replacement and concrete work at North Star Apartments, scattered site kitchen rehabilitation, improving maintenance areas at Valley Trail and concrete replacement at office building. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning		\$54,000.00
ID0066	Concrete work at North Star Apartments(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape)	Remove landscaping and deteriorated concrete to prepare for installation of new at entries on 1st and 2nd floor. Install new concrete, applying sealant or other coatings as needed, install fencing, lawn repair and other incidentals as needed.		\$10,000.00
	Subtotal of Estimated Cost			\$500,000.00



To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Manager
Date: Oct-19-2023
Re: Admission and Continued Occupancy Policy Update

The Admissions and Continued Occupancy Policy (ACOP) is the document that tells the public, elected officials, applicants and tenants, and public housing staff, the policy decisions of the PHA for the Public Housing program. The purpose of the ACOP is to provide daily guidance to PHA Staff; ensure fair and equitable treatment; and to justify actions to auditors and in legal challenges. The PHA must have written policies which are adopted and approved by the Board and are submitted to HUD.

This year a number of changes in the overall administration of the Public Housing Program were rolled out under newly released HOTMA (Housing Opportunity Through Modernization Act of 2016) guidelines. The timeline for implementation of these changes was initially set for 1/1/2024, however in September HUD postponed that deadline and is allowing agencies more time to get their ACOP policies updated.

We had posted for the public hearing in early September and decided to use this an opportunity to discuss upcoming changes and challenges that are raised as questions by the Board or members of the public attending the hearing.

Action Requested: No Action; Discussion Items.

This page intentionally left blank.