

# City of South St. Paul Housing and Redevelopment Authority Agenda Annual Meeting

Monday, October 28, 2024  
6:30 P.M.



**1. CALL TO ORDER:**

**2. ROLL CALL:**

**3. AGENDA:**

*A. Approval of Agenda*

*Action – Motion to Approve*

*Action – Motion to Approve as Amended*

**4. CONSENT AGENDA:**

*All items listed on the Consent Agenda are items, which are considered to be routine by the Economic Development Authority and will be approved by one motion. There will be no separate discussion of these items unless a Commissioner or citizen so requests, in which event the item will be removed from the consent agenda and considered at the end of the Consent Agenda.*

A. Approval of Minutes – Special Meeting – April 8, 2024

**5. GENERAL BUSINESS:**

A. Election of Officers

- Chairperson
- Vice Chairperson
- Secretary

B. Approval of 2025 Public Housing Budget – Resolution No. 2024-3359

**6. PUBLIC HEARINGS:**

A. Approval of 2025 Agency Plan and 5-Year Capital Fund Plan – Resolution No. 2024-3360

**7. ADJOURNMENT:**

Respectfully Submitted,

Ryan Garcia, Executive Director

HOUSING AND REDEVELOPMENT AUTHORITY  
OF THE CITY OF SOUTH ST. PAUL

BOARD OF COMMISSIONERS  
MINUTES  
SPECIAL MEETING  
April 8, 2024

The Special Meeting of the Housing and Redevelopment Authority of the City of South St. Paul was held on April 8, 2024, in the Training Room at South St. Paul City Hall. Chairperson Hansen called the meeting to order at 6:45 P.M.

The following Commissioners were present: Pam Bakken, Tom Seaberg, Todd Podgorski, Lori Hansen, Joe Kaliszewski, Matthew Thompson and Jimmy Francis.

Staff present were Ryan Garcia, Executive Director, Housing Program Administrator Tiffany Greene.

#### APPROVAL OF AGENDA

It was moved by Commissioner Kaliszewski and seconded by Commissioner Thompson to approve the agenda as presented.

Motion carried        7 Ayes / 0 Nays

#### CONSENT AGENDA

A. Approval of Minutes – Special Meeting – January 16, 2024

It was moved by Commissioner Kaliszewski and Seconded by Commissioner Bakken to approve the Consent Agenda as presented.

Motion carried        7 Ayes / 0 Nays

#### GENERAL BUSINESS

A. Approval of Borrowing Resolution for Minnesota Housing's Publicly Owned Housing Program (POHP) – Resolution No. 2024 – 3358

It was moved by Commissioner Francis and Seconded by Commissioner Seaberg to approve Resolution 2024 – 3358.

#### ADJOURNMENT

There being no further business to come before the Board it was moved by Commissioner Bakken and seconded by Commissioner Seaberg to adjourn. Chairperson Hansen declared the meeting adjourned at 6:51 PM.

Respectfully submitted,

---

Todd Podgorski, Secretary

---

Lori Hansen, Chairperson



## HRA Agenda Report

Date: October 28, 2024

HRA Executive Director: \_\_\_\_\_

rg

5-A

### **Agenda Item: Election of HRA Officers for 2025**

**Action to be considered:** Motion to elect officers

#### **Overview:**

All members of the HRA are considered Commissioners and are members of the HRA Board. Per its Bylaws, the HRA Board has the following officers, which must be elected on an annual basis:

Chairperson

Vice Chairperson

Secretary

The current officers are Lori Hansen – Chairperson, Pam Bakken – Vice Chairperson, and Todd Podgorski – Secretary.

**Source of Funds:** N/A



## HRA Agenda Report

Date: October 28, 2024

HRA Executive Director: \_\_\_\_\_

*Rg*

5-B

### **Agenda Item: Approval of 2025 Public Housing Budget – Resolution No. 2024-3359**

**Action to be considered:** Motion to adopt Resolution 2024-3359 approving the 2025 Public Housing Budget.

#### **Overview:**

In our capacity as a Public Housing Agency, each year we are required to prepare an Annual Budget and submit this to the U.S. Department of Housing and Urban Development (HUD) for approval. The 2025 budget is enclosed for the board's review and approval.

2025 budgeted operating income totaling \$2,329,000 is anticipated from the following sources:

- |  |             |
|--|-------------|
| • Rental income                                  | \$1,235,000 |
| • Operating Subsidy                              | \$945,000   |
| • Excess Utilities (air conditioner surcharge)   | \$17,500    |
| • Other Income (washer/dryer income, keys, misc) | \$131,500   |

2025 budgeted operating expenses of \$2,121,850 are estimated and include:

- |   |             |
|---|-------------|
| • Administrative Expenses               | \$388,850   |
| • Maintenance and Operation (Contracts) | \$1,235,300 |
| • Utilities                             | \$403,200   |
| • Payment in lieu of Tax                | \$88,000    |
| • Other Expenses                        | \$6,500     |

Residual receipts are budgeted to be approximately \$207,150 for 2025.

This budget represents a reasonable estimate based on a relatively consistent operating budget that has seen minimal variance for several years; however, our 20-year Energy Performance Contract (EPC) with HUD came to close the end of 2023, so we were not able to apply for the Rate Reduction Incentive (RRI) that we have received annually through this program, amounting to a loss of about \$150,000 for 2025's operating subsidy. Staff is planning to apply for another EPC with HUD in December 2025, which if approved, will be managed by Johnson Controls for its 20-year commitment.

As always, our Operating Subsidy from HUD is to be determined and may vary from our budget. That said, the properties remain leased up with consistent rent collection and revenues, and we anticipate that to remain the case for 2025.

**Source of Funds:** The Public Housing Budget is supported primarily by rental income from the units in the John Carroll and Nan McKay buildings and the annual operating subsidy from HUD.

**Attachments:**

2025 Highrise Operating Budget

HUD-52574\_Res No.2024-3359\_PblcHsgBgt 2025

Combined Budget (NM & JC) - 2025

SSP G/L Account Code	Account Description	2023 Actual	2024 Budget	2024 as of 7-31-23	2024 Estimated Full Year	2025 Budget
4303	FED GRANTS-HUD HOUSING	(937,027.00)	(950,000)	(549,339.00)	(1,026,204)	(945,000)
4325	STATE GRANTS AND AIDS	0.00	0	0.00	0	0
4551	APARTMENT RENT	(1,199,518.38)	(1,245,000)	(704,161.87)	(1,316,770)	(1,235,000)
4552	EXCESS UTILITIES	(17,503.00)	(17,000)	(9,383.19)	(17,485)	(17,500)
4553	KEYS	(30.00)	0	0.00	0	0
4554	LATE FEES	(713.00)	(1,500)	(2,284.03)	(4,156)	(2,500)
4555	LAUNDRY	(41,058.00)	(38,000)	(20,561.00)	(38,186)	(40,000)
4556	OTHER FEES	(6,388.87)	(9,500)	(7,226.42)	(12,696)	(35,000)
4671	INTEREST EARNINGS	(16,207.60)	(16,000)	(54,722.16)	(100,931)	(50,000)
4672	OTHER	(1,100.12)	(100)	(953.42)	(1,696)	(500)
4673	CASH OVER/SHORT	(5.02)	0	0.00	0	0
4675	INSURANCE DIVIDEND	(8,986.83)	(7,500)	0.00	0	(3,500)
4677	MISC REVENUE	0.00	0	0.00	0	0
4678	REBATES ON PURCHASES	0.00	0	0.00	0	0
4680	INSURANCE PROCEEDS	0.00	0	0.00	0	0
4903	SALE OF GENERAL FIXED ASSETS	0.00	0	0.00	0	0
4920	INTERFUND OPERATING TRANSFER	(149,651.00)	(500,000)	(118,317.10)	(5,580,823)	(2,250,000)
6101	ADMIN SALARIES & BENEFITS	0.00	0	0.00	0	
6111	MAINTENANCE SALAIES & BENEFITS	0.00	0	0.00	0	0
6121	SECURITY SALARIES & BENEFITS	0.00	0	0.00	0	0
6201	OFFICE SUPPLIES	11,333.52	12,000	7,063.29	12,992	11,500
6210	OPERATING SUPPLIES	3,755.80	3,400	1,225.30	2,305	3,200
6211	CLEANING SUPPLIES	7,416.02	15,000	13,032.75	24,351	22,000
6220	REPAIR & MAINTENANCE SUPPLIES	74,445.06	85,000	72,749.86	129,217	85,000
6240	MINOR EQUIP & FURNITURE	589.00	0	0.00	0	0
6245	CLOTHING ALLOWANCE	0.00	1,500	330.00	613	1,000
6302	PROFESSIONAL SERVICES - TENANT SVCS	118,601.97	155,000	157,837.17	294,484	150,000
6302	PROFESSIONAL SERVICES - LEGAL	929.00	0	364.00	728	1,000
6302	PROFESSIONAL SERVICES - ACCOUNTING FEES	0.00	0	0.00	0	0
6302	PROFESSIONAL SERVICES - OTHER ADMIN EXPENSES	0.00	0	0.00	0	0
6331	CONFERENCES, TRAINING, TRAVEL - MILEAGE	0.00	500	0.00	0	400
6331	CONFERENCES, TRAINING, TRAVEL - TRAINING	4,734.75	7,500	5,205.66	9,728	10,000

6341	ADVERTISING	1,391.39	1,700	685.27	1,256	1,750
6361	INSURANCE	102,394.87	50,500	98,636.00	80,885	103,000
6365	INS CLAIMS WITHING DEDUCTIBLE	0.00	0	0.00	0	0
6371.010	MTNCE-GARBAGE/TRASH/RECYCLING	22,987.19	27,000	13,566.26	26,120	28,000
6371.020	MTNCE-HEATING/COOLING	65,703.19	62,000	11,526.68	19,760	40,000
6371.030	MTNCE-SNOW REMOVAL	17,831.50	24,000	600.00	10,000	18,000
6371.040	MTNCE-ELEVATOR MTNCE	45,074.62	32,000	30,326.85	56,112	43,000
6371.050	MTNCE-LANDSCAPE/GROUNDS	17,692.72	15,000	24,752.45	45,315	22,000
6371.060	MTNCE-UNIT TURNAROUND	118,785.59	155,000	30,000.16	54,732	105,000
6371.070	MTNCE-ELECTRICAL	11,044.00	26,000	4,526.25	7,759	6,000
6371.080	MTNCE-PLUMBING	35,080.21	35,000	4,777.00	9,013	18,000
6371.090	MTNCE-EXTERMINATION	24,682.19	53,000	20,635.91	41,026	26,000
6371.110	MTNCE-CONTRACTS	4,418.84	17,000	1,810.60	3,242	4,000
6371.120	MTNCE-MISCELLANEOUS	6,198.17	5,000	0.00	0	0
6371.150	MTNCE-CLEANING CONTRACTS	10,899.91	10,000	3,998.06	7,396	10,500
6371.200	MTNCE-OTHER	0.00	0	0.00	0	0
6374	ADMINISTRATION SUPPORT FEE	417,238.84	400,000	119,925.00	221,400	435,000
6375	OTHER CONTR SVCS-non-maintenance	185,511.90	180,000	190,522.17	354,015	200,000
6375	OTHER CONTR SVCS-MAINTENANCE-	185,511.79	180,000	190,522.16	354,015	200,000
6375.1	OTHER CONTR SVCS-KEYPERSON	2,300.00	6,900	1,900.00	3,657	3,800
6375.2	OTHER CONTR SVCS-SOFTWARE SUPP	8,449.72	18,000	18,195.00	34,103	18,000
6375.3	OTHER CONTR SVCS-SECURITY	28,792.60	32,000	9,122.75	17,142	27,000
6375.4	OTHER CONTR SVCS-AUDIT FEES	14,000.00	10,500	6,500.00	12,000	14,000
6381	OTHER RENTALS	19,780.41	21,000	8,442.20	15,596	17,000
6385	UTILITY SERVICE	33,529.75	23,000	0.00	0	15,000
6385	UTILITY SERVICE - FUEL OIL	0.00	0	0.00	0	0
6385.1	UTILITY SERVICE-ELECTRIC	208,934.08	205,000	72,148.41	135,367	205,000
6385.2	UTILITY SERVICE-GAS	76,888.79	65,000	22,941.80	43,067	70,000
6385.3	UTILITY SERVICE-SEWER	65,540.32	70,000	28,392.96	53,397	68,000
6385.4	UTILITY SERVICE-WATER	31,527.23	40,000	16,605.76	31,222	30,000
6390	POSTAGE AND TELEPHONE	5,836.35	9,000	5,242.14	9,464	6,000
6390.1	TELEPHONE-SECURITY	4,407.05	4,500	12,399.66	24,120	8,000
6412	CREDIT CARD/ACH/BANK FEE	0.00	0	0.00	0	0
6414	BREMER SERVICE CHARGES	14.23	0	0.00	0	0
6420	DEPRECIATION	0.00	0	0.00	0	0

6430	MISCELLANEOUS	948.08	750	9,979.80	9,980	1,000
6465	INTEREST/FINANCE CHARGE	370.74	350	0.00	0	200
6468	BAD DEBT EXPENSE	21,135.71	0	0.00	0	0
6469	PYMT IN LIEU OF TAX	82,380.00	90,000	(87,196.00)	87,443	88,000
6471	DUES & SUBSCRIPTIONS	970.46	1,500	0.00	0	0
6510	LAND	0.00	0	0.00	0	0
6520	BUILDINGS AND STRUCTURE	0.00	0	0.00	0	0
6530	IMPR OTHER THAN BUILDING	1,640.00	0	0.00	0	0
6560	BUILDING FIXTURES AND IMPRS	111,063.42	90,000	700,967.34	5,496,277	2,250,000
6570	OFFICE EQUIP & FURNISHINGS	978.00	0	0.00	0	0
6580	OTHER EQUIPMENT	3,070.40	1,000	31,049.10	56,585	2,500
6612	INTEREST EXPENSE	7,970.21	11,500	2,136.57	3,663	4,000
6720	OPERATING TRANSFERS	0.00	0	0.00	0	0
		(153,409.23)	(531,500.00)	396,498.15	(299,399.29)	(207,150.00)

**PHA Board Resolution**  
Approving Operating Budget

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026  
(exp. 07/31/2019)

**Public reporting burden for** this collection of information is estimated to average **10 minutes 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. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: City of South St. Paul HRA

PHA Code: MN010

PHA Fiscal Year Beginning: 01/01/2025

Board Resolution Number: 2024-3359

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on: 10/28/2024
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

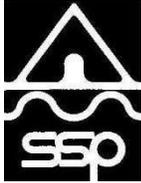
I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, 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 and 3802)

Print Board Chairperson's Name: Lori Hansen	Signature:	Date:
--	------------	-------



## HRA Agenda Report

Date: October 28, 2024

HRA Executive Director: \_\_\_\_\_

*Rg*

6-A

### **Agenda Item: Review and Approval of 2022-2026 Agency Plan and 5-Year Capital Fund Plan – Resolution No. 2024-3360**

**Action to be considered:** Motion to adopt Resolution 2024-3360 approving the 2022-2026 Agency Plan and 5-Year Capital Fund Action Plan.

#### **Overview:**

As a Public Housing Agency, in previous years we have been required to prepare an annual Agency and Capital Fund Plan (CFP), which was approved by the board every year, along with a 5-Year Agency and Capital Plan that was approved by the board every five years. The Agency Plan guides the operations of the Housing Agency for the year, and in tandem with the Capital Fund Plan forms the basis for the HUD subsidy dollars we receive each year to operate and maintain the Public Housing program and buildings.

HUD has offered new guidance as it relates to the PHAs Agency and Capital Plan submissions, which exempts qualified and high-performing PHAs from having to prepare and submit these plans annually, and only requires them to be approved every 5 years.

The Housing and Economic Recovery Act (HERA), Title VII, Small Public Housing Authorities Paperwork Reduction Act exempted qualified PHAs from the requirement to prepare and submit an annual plan.

A qualified PHA is a PHA that:

1. has a combined unit total of 550 or less public housing units and section 8 vouchers; and
2. is not designated troubled under section 6(j)(2) of the 1937 Act, the Public Housing Assessment System (PHAS), as troubled during the prior 12 months; and
3. does not have a failing score under the Section 8 Management Assessment Program (SEMAP) during the prior 12 months.

HUD publishes a list of qualified PHAs every year, based off many factors, and the HRA of the City of South St. Paul has been listed as a Qualified PHA for the last several years, with a most recently qualified date of April 1, 2024. Included in the attachment is a portion of the HUD approved list of qualified PHAs, listing the SSP HRA as a Qualified PHA.

Although HERA exempts qualified PHAs from the requirement to prepare and submit an annual plan, qualified PHAs must carry out the following annual requirements:

1. **Annual Public Hearing** - Each PHA must annually hold a public hearing regarding any changes to the goals, objectives, and policies and invite public comment regarding such changes.
2. **Civil Rights Certification** - Each PHA is required to submit a signed civil rights certification to the local HUD office annually by mail or the PHA may submit a scanned copy via email.

3. **5-Year Plan** - All qualified PHAs are required to submit a 5-Year Plan every fifth year from its initial submission.
4. **Resident Participation** - As prescribed in HERA, each PHA shall establish 1 or more resident advisory boards, the membership of which shall reflect and represent the residents assisted by the PHA.
5. **Consistency with the Consolidated Plan** - The PHA must assure that its 5-Year Plan is consistent with information and data available in the Consolidated Plan for the jurisdiction(s) in which the PHA is located.
6. **Public Availability** - It is the responsibility of each PHA to make the approved plan and supporting documentation available to the general public.

Enclosed for board review and approval is the 2022-2026 Agency Plan and 5-year (CFP), along with our 2024 CFP Grant Award letter, that must be reviewed and signed by an authorizing agent. It is important to note, the 5-Year Capital Fund Plan was previously approved at the Annual HRA Meeting in October 2021, and no “significant changes” (as defined by HUD) have been made to the plan.

Several notable capital projects have been completed in the last five years at both Nan McKay and John Carroll, and staff is committed to continue successfully utilizing all monies received from HUD to ensure the longevity of the high-rise buildings and to create a healthy, safe, and welcoming environment for all residents.

Building/Program Improvements 2020-2024:

<b>2020</b>	<b>John Carroll:</b>	<ul style="list-style-type: none"> <li>***Repaved and restriped parking lots</li> <li>***Replaced all common area and unit sprinkler heads</li> <li>***Updated outdoor lighting to LED</li> </ul>
	<b>Nan McKay:</b>	<ul style="list-style-type: none"> <li>***Repaved and restriped parking lots</li> <li>***Replaced all common area and unit sprinkler heads</li> </ul>
<b>2021</b>	<b>John Carroll</b>	<ul style="list-style-type: none"> <li>***Replaced small roof over front building entryway</li> <li>***Painted all common areas and hallways</li> </ul>
	<b>Nan McKay</b>	<ul style="list-style-type: none"> <li>***Replaced metal roof over front bridge area</li> </ul>
<b>2022</b>	<b>John Carroll</b>	<ul style="list-style-type: none"> <li>***Completed painting project of all common areas and hallways</li> </ul>
	<b>Nan McKay</b>	<ul style="list-style-type: none"> <li>***Replaced outside generator fence enclosure</li> </ul>
<b>2023</b>	<b>John Carroll</b>	<ul style="list-style-type: none"> <li>***Design and build radon vapor mitigating system</li> <li>***Replaced booster skid warter pump</li> <li>***Updated community room &amp; atrium flooring to LVP</li> <li>***Updated all unit flooring to LVP upon turnover</li> <li>***Coated floors in garage, maintenance, and mechanical areas with slip-r</li> </ul>
	<b>Nan McKay</b>	<ul style="list-style-type: none"> <li>***Updated community room flooring to LVP</li> <li>***Updated all unit flooring to LVP upon turnover</li> <li>***Replaced all AC units in building (six total minisplits)</li> <li>***Coated floors in garage, maintenance, and mechanical areas with slip-r</li> </ul>
<b>2024</b>	<b>John Carroll</b>	<ul style="list-style-type: none"> <li>***Began \$8.5M plumbing modernization project - POHP</li> <li>***Updated all trash room flooring to LVP</li> </ul>
	<b>Nan McKay</b>	<ul style="list-style-type: none"> <li>***Painted all common areas and hallways</li> <li>***Currently updated all hallway flooring to LVP</li> </ul>

As we continue planning the Performance Development Agreement (PDA) with Johnson Controls, our Capital Fund Plan will slightly change due to a large portion of our capital dollars being used towards these projects. Some items previously considered and approved by the board may be removed to ensure we have available funds for these higher priority items. Johnson Controls will have the plan ready for review and approval by mid-December 2024.

Projects being considered in this PDA include:

- HVAC Upgrades to more efficient Heat Pump units
- New HVAC MUA for Common Areas
- Lighting Upgrades to LED
- Efficient Water Fixtures
- Solar Photovoltaic
- Building Envelope Efficiency
- Others to be considered

Another large ticket item that may require additional funding from capital dollars and outside grants includes the Electrical Panel Upgrades scheduled at both John Carroll and Nan McKay - to be completed in 2025 and 2026. Items from our 2014 Physical Needs Assessment are also included in this five-year plan.

Major projects that will be completed for the 2025 plan year, paid for with the 2024 and 2025 Capital Fund Award include:

Electrical Panel Upgrades (Nan McKay)	<b>\$150,000</b>
Plumbing Project (John Carroll)	<b>\$500,000</b>
Unit Refrigerators (Nan McKay & John Carroll)	<b>\$80,000</b>
Replace Trash Compactor (Nan McKay)	<b>\$30,000</b>

For 2026, we are proposing the following major Capital Projects which will be paid for with the 2026 Capital Fund Award:

Roof Installation (Nan McKay)	<b>\$515,000</b>
Update Outside Lighting (Nan McKay)	<b>\$7,000</b>
Common Area Furniture (Nan McKay)	<b>\$20,000</b>
Common Area Furniture (John Carroll)	<b>\$15,000</b>
Window Replacements (Nan McKay)	<b>\$35,000</b>

The City's total 2025 Capital Fund Plan assumes that our Capital Award in 2025 will be equal to the 2024 award of \$954,242; however, we fully expect the actual 2025 award to not be identical to the 2024 award. Thus, we anticipate needing to adjust projects and priorities once final award amounts are known (in early 2025).

**Source of Funds:** The Public Housing and Capital Fund Programs are supported by both an operating subsidy and capital fund subsidy from HUD, respectively.

**Attachments:**

- PHA Plan Requirements
- 2024 Qualified PHA List
- 2024 High Performer List
- 50075-5Y Annual Agency Plan
- 2022-2026 Capital Fund Plan

RAB Meeting Documents

Res No. 2024-3360 Approval of Agency Plan & CFP

HUD 50077-HP-Signature Only

HUD-50077-CR-Signature Only

2024 CFP Amendment Award – Signature Only

# PHA PLAN: QUALIFIED PHAS

## Qualified PHAs

The Housing and Economic Recovery Act (HERA), Title VII, Small Public Housing Authorities Paperwork Reduction Act exempted qualified PHAs from the requirement to prepare and submit an Annual Plan.

A qualified PHA is a PHA that:

1. has a combined unit total of 550 or less public housing units and section 8 vouchers; and
2. is not designated troubled under section 6(j)(2) of the 1937 Act, the Public Housing Assessment System (PHAS), as troubled during the prior 12 months; and
3. does not have a failing score under the Section 8 Management Assessment Program (SEMAP) during the prior 12 months.

## Requirements

Although HERA exempts qualified PHAs from the requirement to prepare and submit an annual plan, qualified PHAs must carry out the following annual requirements:

**Annual Public Hearing** - Each PHA must annually hold a public hearing regarding any changes to the goals, objectives, and policies and invite public comment regarding such changes. The PHA must also consult with and consider the recommendations of the resident advisory board(s) at the public hearing. HUD considers the annual public hearing essential to PHAs in determining whether changes to goals, objectives, and policies are needed.

At least 45 days before the date of the public hearing, the PHA shall:

1. Make all information relevant to the hearing and any determination of the agency regarding changes to the goals, objectives, and policies of the agency to be considered at the hearing, available for inspection by the public at the principal office of the PHA during normal business hours.
2. Publish a notice informing the public that-

- The information to be reviewed during the public hearing is available, and where and when they may inspect the information.
- The date, time, and location of the public hearing.

**Civil Rights Certification** - Each PHA is required to submit a signed civil rights certification to the local HUD office annually by mail or the PHA may submit a scanned, signed copy via email. The civil rights certification should be submitted to the local HUD office no later than 75 days prior to the beginning of the PHAs fiscal year. Qualified PHAs must use form HUD-50077 CR ([PDF](#) or [Word](#)).

### **5- Year Plan**

All qualified PHAs are required to submit a 5-Year Plan every fifth year from its initial submission. The 5-Year Plan covers mission, goals, objectives, and Violence Against Women Act requirements. The PHA must include the civil rights certification in its electronic submission. PHA policies and procedures are not included in the 5-Year Plan.

### **Resident Participation**

As prescribed in HERA, each PHA shall establish 1 or more resident advisory boards, the membership of which shall reflect and represent the residents assisted by the PHA. Each PHA shall consult with and consider the recommendations of the resident advisory boards at the annual public hearing.

### **Consistency with the Consolidated Plan**

The PHA must assure that its 5-Year Plan is consistent with information and data available in the Consolidated Plan for the jurisdiction(s) in which the PHA is located. With each 5-Year Plan, the PHA must include a certification of consistency, form HUD-50077SL ([PDF](#) or [Word](#)), signed by the state or local official certifying that the PHA Plan is consistent with the jurisdiction's Consolidated Plan.

### **Public Availability**

It is the responsibility of each PHA to make the approved plan and supporting documentation available to the general public. It is strongly encouraged that PHAs post these documents on their websites for easy access.



# Qualified PHA List

Last Updated as of 04/01/2024

<b>MN021</b>	<b>Crookston Housing And Eda</b>
<b>MN090</b>	<b>Hra Of Red Wing Minnesota</b>
<b>MN182</b>	<b>Stevens County Hra</b>
<b>MN177</b>	<b>Otter Tail County Hra</b>
<b>MN034</b>	<b>Hra Of Worthington Minnesota</b>
<b>MN169</b>	<b>Grant County Hra</b>
<b>MN006</b>	<b>Hra Of Winona Minnesota</b>
<b>MN010</b>	<b>Hra Of The City Of South St Paul Minnesota</b>
<b>MN067</b>	<b>Cambridge Economic Development Authority</b>
<b>MN017</b>	<b>Moorhead Public Housing Agency</b>
<b>MN074</b>	<b>Hra Of The City Of Mound Minnesota</b>
<b>MN211</b>	<b>Carver County Cda</b>
<b>MN103</b>	<b>Hra Of Hutchinson Minnesota</b>
<b>MN064</b>	<b>Hra Of Princeton Minnesota</b>
<b>MN027</b>	<b>Thief River Falls Housing &amp; Redevelopment Aut</b>
<b>MN068</b>	<b>Hra Of Barnesville Minnesota</b>

**FY24 High Performer List as of 6/30/23**

PHA	PHA Name	FYE	SOURCE DESIGNATION	PHAS SCORE	HP Status
AK001	Alaska Housing Finance Corporation	06/30	MTW Agreement	XXX	MTW HP
AL005	PHENIX CITY HOUSING AUTHORITY	09/30	High Performer	92	HP
AL007	Housing Authority of the City of Dothan	12/31	MTW Agreement	XXX	MTW HP
AL009	Housing Authority of the City of Attalla	12/31	High Performer	98	HP
AL012	Housing Authority of the City of Jasper	06/30	High Performer	90	HP
AL013	Tarrant Housing Authority	12/31	High Performer	96	HP
AL051	Housing Authority of Red Bay	12/31	High Performer	92	HP
AL052	HA CULLMAN	09/30	High Performer	94	HP
AL053	Housing Authority of Hamilton, Alabama	12/31	High Performer	95	HP
AL055	HA CORDOVA	09/30	High Performer	98	HP
AL057	Sylacauga Housing Authority	06/30	High Performer	93	HP
AL060	HA RUSSELLVILLE	06/30	High Performer	98	HP
AL063	H A ONEONTA	12/31	High Performer	93	HP
AL064	Housing Authority of the City of Carbon Hill	12/31	High Performer	90	HP
AL066	Housing Authority of Reform	03/31	High Performer	98	HP
AL068	Sheffield Housing Authority	03/31	MTW Agreement	XXX	MTW HP
AL071	Housing Authority of Guin, Alabama	06/30	High Performer	98	HP
AL073	HOUSING AUTHORITY OF THE CITY OF OZARK	03/31	MTW Agreement	XXX	MTW HP
AL076	HACKLEBURG HOUSING AUTHORITY	03/31	High Performer	96	HP
AL077	HA TUSCALOOSA	03/31	High Performer	91	HP
AL078	Housing Authority of the Town of Berry	06/30	High Performer	96	HP
AL079	Housing Authority of the Town of Montevallo	06/30	High Performer	91	HP
AL080	Housing Authority of the City of Moulton, AL	12/31	High Performer	92	HP
AL081	Bear Creek Housing Authority	03/31	High Performer	97	HP
AL083	Collinsville Housing Authority	12/31	High Performer	96	HP
AL084	Housing Authority of the City of Vernon, AL	12/31	High Performer	91	HP
AL085	Housing Authority of the Town of Calera	06/30	High Performer	95	HP
AL087	Housing Authority of the City of Hartselle	06/30	High Performer	90	HP
AL088	Housing Authority of the City of Luverne, AL	12/31	High Performer	98	HP
AL089	Vincent Housing Authority	09/30	High Performer	99	HP
AL090	PHIL CAMPBELL HOUSING AUTHORITY	06/30	High Performer	96	HP
AL091	HA ARAB	09/30	High Performer	99	HP
AL095	HA MILLPORT	12/31	High Performer	91	HP
AL096	Housing Authority of the City of Heflin	09/30	High Performer	91	HP
AL098	Housing Authority of the City of Aliceville	06/30	High Performer	95	HP
AL100	Housing Authority of the City of Columbia	03/31	High Performer	99	HP
AL101	Abbeville Housing Authority	12/31	High Performer	90	HP
AL103	Housing Authority of the City of Hartford	09/30	High Performer	94	HP
AL104	Cottonwood Housing Authority	06/30	High Performer	94	HP
AL106	Pell City Housing Authority	09/30	High Performer	96	HP
AL107	HA ELBA	06/30	High Performer	99	HP
AL112	HA OPP	06/30	High Performer	97	HP
AL117	Washington County Housing Authority	09/30	High Performer	94	HP
AL119	Housing Authority of the City of Sulligent, AL	06/30	High Performer	93	HP
AL120	Housing Authority of the City of Linden	06/30	High Performer	93	HP
AL121	Albertville Housing Authority	12/31	High Performer	98	HP
AL123	Housing Authority of the City of Headland, AL	12/31	High Performer	98	HP
AL126	Brundidge Housing Authority	12/31	High Performer	91	HP
AL128	HA SAMSON	12/31	High Performer	94	HP
AL132	Housing Authority of the City of Goodwater	06/30	High Performer	95	HP
AL134	Housing Authority of the Town of Blountsville, AL	09/30	High Performer	98	HP
AL138	GORDO HOUSING AUTHORITY	12/31	High Performer	93	HP
AL139	HA JACKSONVILLE	06/30	High Performer	99	HP
AL140	Housing Authority of the City of Centre, Al	06/30	High Performer	96	HP
AL143	Housing Authority of the Town of Slocomb	12/31	High Performer	98	HP
AL144	HA ASHFORD	03/31	High Performer	92	HP
AL146	Housing Authority of the City of Eutaw	09/30	High Performer	98	HP
AL149	Housing Authority of the Town of New Brockton	12/31	High Performer	92	HP
AL150	Housing Authority of the City of Clanton	06/30	High Performer	97	HP

PHA	PHA Name	FYE	SOURCE DESIGNATION	PHAS_SCORE	HP Status
MI116	Elk Rapids Housing Commission	09/30	High Performer	93	HP
MI117	Ionia Housing Commission	09/30	High Performer	96	HP
MI121	Alma Housing Commission	12/31	High Performer	98	HP
MI142	Dundee Housing Commission	09/30	High Performer	95	HP
MI156	Bedford Township Housing Commission	09/30	High Performer	99	HP
MI157	Sterling Heights Housing Commission	09/30	High Performer	99	HP
MI158	Mackinac County Housing Commission	06/30	High Performer	95	HP
MI161	Marysville Housing Commission	06/30	High Performer	93	HP
MI168	Ingham County Housing Commission	09/30	High Performer	90	HP
MI182	Charlevoix Housing Commission	03/31	High Performer	92	HP
MI183	Middleville Housing Commission	06/30	High Performer	91	HP
MI186	Montcalm County Housing Commission	12/31	High Performer	97	HP
MI187	Rapid River Housing Commission	06/30	High Performer	99	HP
MI191	Caseville Housing Commission	03/31	High Performer	99	HP
MN002	PHA in and for the City of Minneapolis	12/31	MTW Agreement	XXX	MTW HP
MN003	HRA of DULUTH, MINNESOTA	09/30	High Performer	90	HP
MN004	THE HRA OF HIBBING, MINNESOTA	09/30	MTW Agreement	XXX	MTW HP
MN010	HRA OF THE CITY OF SOUTH ST PAUL, MINNESOTA	12/31	High Performer	90	HP
MN011	HRA of EVELETH, MINNESOTA	09/30	High Performer	98	HP
MN014	HRA of BENSON, MINNESOTA	03/31	High Performer	95	HP
MN018	HRA of WADENA, MINNESOTA	06/30	High Performer	92	HP
MN019	North Mankato Housing and Redevelopment Autho	06/30	High Performer	98	HP
MN021	CROOKSTON HOUSING AND EDA	12/31	High Performer	93	HP
MN023	HRA OF INTERNATIONAL FALLS, MINNESOTA	06/30	High Performer	92	HP
MN026	HRA of MONTEVIDEO, MINNESOTA	03/31	High Performer	93	HP
MN027	THIEF RIVER FALLS HOUSING & REDEVELOPMENT AUT	06/30	High Performer	97	HP
MN029	HRA of MADISON, MINNESOTA	09/30	High Performer	94	HP
MN032	HRA IN AND FOR THE CITY OF BRAINERD, MINNESOTA	12/31	High Performer	100	HP
MN033	HRA of MONTGOMERY, MINNESOTA	12/31	High Performer	90	HP
MN038	HRA of ST. CLOUD, MINNESOTA	12/31	High Performer	97	HP
MN042	HRA of LITTLE FALLS, MINNESOTA	03/31	High Performer	90	HP
MN043	HRA of PARK RAPIDS, MINNESOTA	12/31	High Performer	94	HP
MN046	HRA of ST. PETER, MINNESOTA	03/31	High Performer	91	HP
MN053	HRA of ELY, MINNESOTA	12/31	High Performer	95	HP
MN054	HRA of FAIRMONT, MINNESOTA	09/30	High Performer	92	HP
MN056	HRA of GLENWOOD, MINNESOTA	09/30	High Performer	97	HP
MN058	HRA of MOUNTAIN LAKE, MINNESOTA	09/30	High Performer	100	HP
MN060	HRA OF SLEEPY EYE, MINNESOTA	09/30	High Performer	90	HP
MN061	HRA OF WARROAD, MINNESOTA	12/31	High Performer	99	HP
MN064	HRA OF PRINCETON, MINNESOTA	06/30	High Performer	91	HP
MN065	HRA OF CITY OF MELROSE, MINNESOTA	06/30	High Performer	98	HP
MN068	HRA OF BARNESVILLE, MINNESOTA	09/30	High Performer	97	HP
MN070	HRA OF LITCHFIELD, MINNESOTA	09/30	High Performer	96	HP
MN075	HRA OF STAPLES	09/30	High Performer	96	HP
MN080	HRA OF WINDOM, MINNESOTA	03/31	High Performer	93	HP
MN082	HRA OF CROSBY, MINNESOTA	03/31	High Performer	97	HP
MN085	Housing & Redevelopment Authority of Austin	09/30	High Performer	90	HP
MN087	HRA OF WASECA, MINNESOTA	12/31	High Performer	100	HP
MN088	HRA OF LONG PRAIRIE, MINNESOTA	03/31	High Performer	95	HP
MN089	HRA OF JACKSON, MINNESOTA	09/30	High Performer	91	HP
MN100	HRA OF CASS LAKE, MINNESOTA	03/31	High Performer	92	HP
MN102	HRA OF LINDSTROM, MINNESOTA	03/31	High Performer	98	HP
MN107	HRA OF DETROIT LAKES, MINNESOTA	06/30	High Performer	90	HP
MN144	HOUSING AUTHORITY OF ST LOUIS PARK, MINNESOTA	12/31	High Performer	90	HP
MN151	OLMSTED COUNTY HRA	12/31	High Performer	91	HP
MN154	ITASCA COUNTY HRA	12/31	High Performer	91	HP
MN168	KANDIYOHKI COUNTY HRA	06/30	MTW Agreement	XXX	MTW HP
MN180	TODD COUNTY HRA	12/31	High Performer	91	HP
MN182	STEVENS COUNTY HRA	12/31	High Performer	91	HP
MN190	BECKER COUNTY ECONOMIC DEVELOPMENT AUTHORITY	12/31	High Performer	99	HP
MN192	DOUGLAS COUNTY HRA	12/31	High Performer	93	HP

PHA	PHA Name	FYE	SOURCE_DESIGNATION	PHAS_SCORE	HP Status
WI026	Abbotsford Housing Authority	09/30	High Performer	91	HP
WI028	Monroe Housing Authority	06/30	High Performer	100	HP
WI029	Bruce Housing Authority	09/30	High Performer	92	HP
WI030	Reedsville Housing Authority	09/30	High Performer	94	HP
WI031	Wausau Community Development Authority	12/31	High Performer	91	HP
WI034	Algoma Housing Authority	06/30	High Performer	91	HP
WI037	Stevens Point Housing Authority	12/31	High Performer	92	HP
WI038	Fond du Lac Housing Authority	06/30	High Performer	92	HP
WI040	Hurley Housing Authority	06/30	High Performer	90	HP
WI041	Lake Mills Housing Authority	06/30	High Performer	98	HP
WI042	Hudson Housing Authority	09/30	High Performer	94	HP
WI045	Shawano Housing Authority	06/30	High Performer	90	HP
WI046	Richland Center Housing Authority	06/30	High Performer	95	HP
WI051	Chetek Housing Authority	06/30	High Performer	92	HP
WI055	Albany Housing Authority	12/31	High Performer	93	HP
WI056	Frederic Housing Authority	09/30	High Performer	90	HP
WI059	Woodville Housing Authority	06/30	High Performer	98	HP
WI060	River Falls Housing Authority	06/30	High Performer	95	HP
WI061	Housing Authority of the City of Shell Lake	06/30	High Performer	98	HP
WI063	Wausaukee Housing Authority	09/30	High Performer	90	HP
WI064	Beloit Housing Authority	12/31	High Performer	91	HP
WI065	City of Appleton Housing Authority	12/31	High Performer	91	HP
WI066	Mondovi Housing Authority	12/31	High Performer	99	HP
WI067	Prairie du Chien Housing Authority	12/31	High Performer	96	HP
WI070	Rhineland Housing Authority	12/31	High Performer	92	HP
WI072	Clintonville Housing Authority	09/30	High Performer	98	HP
WI073	Osceola Housing Authority	12/31	High Performer	100	HP
WI075	Pulaski Housing Authority	09/30	High Performer	96	HP
WI086	Jefferson Housing Authority	09/30	High Performer	91	HP
WI093	Sauk City Housing Authority	03/31	High Performer	91	HP
WI096	Tomah Public Housing Authority	12/31	High Performer	92	HP
WI102	DePere Housing Authority	12/31	High Performer	95	HP
WI111	Ladysmith Housing Authority	03/31	High Performer	93	HP
WI127	Washburn Housing Authority	12/31	High Performer	90	HP
WI158	Boscobel Housing Authority	12/31	High Performer	94	HP
WI246	Fond du Lac County Housing Authority	06/30	High Performer	96	HP
WV001	Charleston/Kanawha Housing Authority	03/31	MTW Agreement	XXX	MTW HP
WV005	Housing Authority of the City of Parkersburg	06/30	High Performer	95	HP
WV006	Housing Authority of the City of Martinsburg	06/30	High Performer	94	HP
WV007	Housing Authority of the City of Mount Hope	06/30	High Performer	91	HP
WV008	Housing Authority of the City of Williamson	09/30	High Performer	93	HP
WV010	Housing Authority of the City of Keyser	12/31	High Performer	97	HP
WV013	Housing Authority of the City of Buckhannon	12/31	High Performer	91	HP
WV014	Housing Authority of Benwood and McMechen	09/30	High Performer	94	HP
WV020	Housing Authority of the City of Elkins	03/31	High Performer	97	HP
WV022	Housing Authority of the City of South Charleston	03/31	High Performer	91	HP
WV024	Housing Authority of the City of Dunbar	09/30	High Performer	92	HP
WV029	Housing Authority of the City of Piedmont	03/31	High Performer	91	HP
WV037	Housing Authority of Mingo County	12/31	High Performer	93	HP
WV042	Housing Authority of Boone County	09/30	High Performer	100	HP
WV013	Evanston Housing Authority	09/30	High Performer	96	HP

# 5-Year PHA Plan (for All PHAs)

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

OMB No. 2577-0226  
Expires: 02/29/2016

**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, 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.** Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

<b>A.</b>	<b>PHA Information.</b>				
A.1	<b>PHA Name:</b> _____ South St. Paul Housing and Redevelopment Authority _____ <b>PHA Code:</b> _____ MN010 _____  <b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): <u>01/2022</u> <b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission  <p><b>Availability of Information.</b> 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 on 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 websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>The HRA's AGENCY PLAN is posted on the City of South St. Paul's official website, <a href="http://www.southstpaul.org">www.southstpaul.org</a>. The HRA's Admission &amp; Occupancy Policy for the Public Housing program is also posted there. Copies of the Plan are posted and are available upon request at the HRA's Administrative Office, 125 Third Street N., South St. Paul MN 55075 and are available in the library at both the John Carroll and Nan McKay Highrises.</p>				
	<input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)				
	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:				

<b>B.</b>	<b>5-Year Plan.</b> Required for <u>all</u> PHAs completing this form.
<b>B.1</b>	<p><b>Mission.</b> State the PHA’s mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA’s jurisdiction for the next five years.</p> <p>It is the Mission of the South St. Paul Housing and Redevelopment Authority to provide affordable housing opportunities in a safe and welcoming environment, by forming effective partnerships to maximize social and economic opportunities for households of limited means.</p>
<b>B.2</b>	<p><b>Goals and Objectives.</b> Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years.</p> <ol style="list-style-type: none"> <li>1. Retain High Performer rating.</li> <li>2. Maintain an average annual vacancy rate below 3%.</li> <li>3. Maintain a waitlist of at least 6 months.</li> <li>4. Increase resident participation in CHSP-supported programs.</li> <li>5. Undertake a capital needs assessment in 2022 to identify priority capital needs.</li> <li>6. Explore repositioning options for appropriateness and evaluate whether repositioning is in the best interests of Public Housing Residents, the broader community, and the organization.</li> <li>7. Identify preferred property management approach and successfully transition from current 3<sup>rd</sup>-party management entity to preferred approach (contract terminates February 29, 2020).</li> </ol>
<b>B.3</b>	<p><b>Progress Report.</b> Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>The HRA has earned a “High Performer” rating for the public housing program for the previous two years.</p> <p>We have maintained an average annual vacancy rate in the public housing program below 2% throughout the previous 5-year period.</p> <p>The HRA no longer administers a Housing Choice Voucher program after transferring all HCV program elements to Dakota County CDA in 2016.</p> <p>Capital funds are fully obligated through the 2017 CFP, and 43% expended. We intend to fully expend 2017 CFP dollars by 12/31/2019. The 2018 CFP is 1% obligated and 1% expended. We intend to fully obligate and expend 2018 CFP dollars by 12/31/2020. Upon completion of a capital needs assessment, we will identify capital priorities for the 2019 Capital Fund award. The HRA strives to deploy CFP in a timely manner.</p>
<b>B.4</b>	<p><b>Violence Against Women Act (VAWA) Goals.</b> Provide a statement of the PHA’s goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>To comply with the VAWA Reauthorization Amendments of 2013 and subsequent HUD guidance, the HRA adopted VAWA Occupancy Rights and Emergency Transfer Policies for the Public Housing program, on October 11, 2017.</p>

<p><b>B.5</b></p>	<p><b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>The South St. Paul HRA defines “significant amendment” to the Annual Plan for the Public Housing program to be changes to the local preference given in waiting list systems and those changes that may be required by HUD through regulation, if any. For Public Housing, “significant amendment” is further defined as any change to the proposed demolition or disposition of property.</p> <p>The South St. Paul HRA defines “substantial deviation/modification” as a fundamental change to the South St. Paul HRA’s mission statement, goals, or objectives identified in the 5 year plan.</p>
<p><b>B.6</b></p>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?</p> <p>Y   N  <input checked="" type="checkbox"/>   <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
<p><b>B.7</b></p>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <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>

## Instructions for Preparation of Form HUD-50075-5Y 5-Year PHA Plan for All PHAs

**A. PHA Information** [24 CFR §903.23\(4\)\(e\)](#)

**A.1** Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

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

**B. 5-Year Plan.**

**B.1 Mission.** State the PHA’s mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA’s jurisdiction for the next five years. ([24 CFR §903.6\(a\)\(1\)](#))

**B.2 Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years. (24 CFR §903.6(b)(1)) For Qualified PHAs only, if at any time a PHA proposes to take units offline for modernization, then that action requires a significant amendment to the PHA's 5-Year Plan.

**B.3 Progress Report.** Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. (24 CFR §903.6(b)(2))

**B.4 Violence Against Women Act (VAWA) Goals.** Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. (24 CFR §903.6(a)(3))

**B.5 Significant Amendment or Modification.** Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.

**B.6 Resident Advisory Board (RAB) comments.**

(a) Did the public or RAB provide comments?

(b) If yes, submit 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 §903.17(a), 24 CFR §903.19)

---

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 PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low-income, very low-income, and extremely low-income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average .76 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.

---

Capital Fund Program - Five-Year Action Plan

Status: Approved

Approval Date: 03/12/2024

Approved By: PONTIFF , MORGAN

Part I: Summary						
<b>PHA Name :</b> HRA OF THE CITY OF SOUTH ST PAUL, MINNESOTA  <b>PHA Number:</b> MN010		<b>Locality (City/County &amp; State)</b> <input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revised 5-Year Plan (Revision No:        )</b>				
A.	Development Number and Name	Work Statement for Year 1 2022	Work Statement for Year 2 2023	Work Statement for Year 3 2024	Work Statement for Year 4 2025	Work Statement for Year 5 2026
	NAN MCKAY (MN01000001)		\$97,932.00	\$70,000.00	\$554,894.00	\$530,000.00
	AUTHORITY-WIDE	\$279,894.00	\$321,962.00	\$321,962.00	\$325,000.00	\$325,000.00
	JOHN CARROLL (MN01000002)	\$640,000.00	\$500,000.00	\$527,932.00	\$40,000.00	\$64,894.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2022		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$279,894.00
ID0057	Operations(Operations (1406))	Operations is calculated at 20% of the total grant. The Physical Needs Assessment (PNA) dated 10/29/2014 is an all inclusive document of the capital improvements needs of the properties. All of the PNA work items are covered in the previous or current 5 year Action Plans. These funds will be used for operation eligible uses (for example: HVAC, roof repair, insurance, utilities, snow removal/lawn care) per PIH Notice 2016-22 Appendix A. Mitigate asbestos if needed.		\$189,894.00
ID0062	Administration(Administration (1410)-Other)	Administration is calculated at 10% of total grant. The Physical Needs Assessment (PNA) dated 10/29/2014 is an all inclusive document of the capital improvements needs of the properties. All of the PNA work items are covered in the 5 year Action Plan with the exception of the improvements previously constructed.		\$90,000.00
	JOHN CARROLL (MN010000002)			\$640,000.00
ID0111	Plumbing Replacement(Non-Dwelling Interior (1480)-Plumbing)	Upgrade/replace all outdated plumbing, access panels, toilets, shower heads, kitchen and bathroom faucets in all units and common areas. Mitigate asbestos as needed.		\$600,000.00
ID0113	Plumbing Modernization Fees and Costs (Dwelling Unit-Interior (1480)-Plumbing)	Architectural/engineering consulting related to the plumbing modernization (10% of estimated project cost.) Mitigate asbestos if needed.		\$40,000.00



Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2	2023	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	NAN MCKAY (MN010000001)			\$97,932.00
ID0131	Kitchen Cabinets (Dwelling Unit-Interior (1480)-Kitchen Cabinets)	Begin replacing cabinetry as needed during tenant move outs based on unit grading procedure. Mitigate asbestos as needed. \$5000 per unit.		\$42,697.00
ID0107	Paint Interior Common Areas and Hallways(Non-Dwelling Exterior (1480)-Roofs)	Paint Interior Common Area Walls and Hallways. Mitigate Asbestos if Needed.		\$55,235.00
	AUTHORITY-WIDE (NAWASD)			\$321,962.00
ID0053	Operations(Operations (1406))	Operations is calculated at 20% of the total grant. The Physical Needs Assessment (PNA) dated 10/29/2014 is an all inclusive document of the capital improvements needs of the properties. All of the PNA work items are covered in the previous or current 5 year Action Plans. These funds will be used for operation eligible uses (for example: HVAC, roof repair, insurance, utilities, snow removal/lawn care) per PIH Notice 2016-22 Appendix A. Mitigate asbestos if needed.		\$229,973.00
ID0058	Administration(Administration (1410)-Other)	Administration is calculated at 10% of total grant. The Physical Needs Assessment (PNA) dated 10/29/2014 is an all inclusive document of the capital improvements needs of the properties. All of the PNA work items are covered in the 5 year Action Plan with the exception of the improvements previously constructed.		\$91,989.00
	JOHN CARROLL (MN010000002)			\$500,000.00



Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2024		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	NAN MCKAY (MN010000001)			\$70,000.00
ID0000143	Interior Paint - Common Areas and Hallways(Dwelling Unit-Exterior (1480)-Roofs)	Paint interior common areas, hallways, bathrooms, and offices. This property is designated senior and does not need to comply with lead regulations. Mitigate asbestos if needed.		\$70,000.00
	AUTHORITY-WIDE (NAWASD)			\$321,962.00
ID0054	Operations(Operations (1406))	Operations is calculated at 20% of the total grant. The Physical Needs Assessment (PNA) dated 10/29/2014 is an all inclusive document of the capital improvements needs of the properties. All of the PNA work items are covered in the previous or current 5 year Action Plans. These funds will be used for operation eligible uses (for example: HVAC, roof repair, insurance, utilities, snow removal/lawn care) per PIH Notice 2016-22 Appendix A. Mitigate asbestos if needed.		\$229,973.00
ID0059	Administration(Administration (1410)-Other)	Administration is calculated at 10% of total grant. The Physical Needs Assessment (PNA) dated 10/29/2014 is an all inclusive document of the capital improvements needs of the properties. All of the PNA work items are covered in the 5 year Action Plan with the exception of the improvements previously constructed.		\$91,989.00
	JOHN CARROLL (MN010000002)			\$527,932.00
ID0120	Electrical Panels(Dwelling Unit-Interior (1480)-Electrical)	Replace unit electrical panels from Federal Pacific panels. Disturbances to the surrounding interior walls will be handled in the industry approved manner to mitigate any asbestos containing materials (ACM) and protect the building residents from friable ACM. The AMP is designated elderly and is not subject to the lead-based paint regulations.		\$123,167.00



Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2025		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	NAN MCKAY (MN010000001)			\$554,894.00
ID0000142	Replace Trash Compactor(Dwelling Unit-Interior (1480)-Kitchen Cabinets)	Replace failing trash compactor. Mitigate asbestos as needed. \$5000 per unit.		\$14,235.00
ID0128	Electrical Panels(Dwelling Unit-Interior (1480)-Electrical)	Replace unit electrical panels from Federal Pacific panels. Disturbances to the surrounding interior walls will be handled in the industry approved manner to mitigate any asbestos containing materials (ACM) and protect the building residents from friable ACM. The AMP is designated elderly and is not subject to the lead-based paint regulations.		\$450,000.00
ID0129	Electrical Panels Fees and Costs (Dwelling Unit-Interior (1480)-Electrical)	Architectural/engineering consulting related to replacement of unit electrical panels (10% of estimated project cost.)		\$50,659.00
ID0130	Unit Refrigerators (Dwelling Unit-Interior (1480)-Appliances)	Replace all unit refrigerators as needed with new energy efficient models.		\$40,000.00
	AUTHORITY-WIDE (NAWASD)			\$325,000.00
ID0055	Operations(Operations (1406))	Operations is calculated at 20% of the total grant. The Physical Needs Assessment (PNA) dated 10/29/2014 is an all inclusive document of the capital improvements needs of the properties. All of the PNA work items are covered in the previous or current 5 year Action Plans. These funds will be used for operation eligible uses (for example: HVAC, roof repair, insurance, utilities, snow removal/lawn care) per PIH Notice 2016-22 Appendix A. Mitigate asbestos if needed.		\$225,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4 2025				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0060	Administration(Administration (1410)-Other)	Administration is calculated at 10% of total grant. The Physical Needs Assessment (PNA) dated 10/29/2014 is an all inclusive document of the capital improvements needs of the properties. All of the PNA work items are covered in the 5 year Action Plan with the exception of the improvements previously constructed.		\$100,000.00
	JOHN CARROLL (MN010000002)			\$40,000.00
ID0119	Unit Refrigerators (Dwelling Unit-Interior (1480)-Appliances)	Replace all unit refrigerators as needed with new energy efficient models.		\$40,000.00
	Subtotal of Estimated Cost			\$919,894.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		5	2026	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$325,000.00
ID0056	Operations(Operations (1406))	Operations is calculated at 20% of the total grant. The Physical Needs Assessment (PNA) dated 10/29/2014 is an all inclusive document of the capital improvements needs of the properties. All of the PNA work items are covered in the previous or current 5 year Action Plans. These funds will be used for operation eligible uses (for example: HVAC, roof repair, insurance, utilities, snow removal/lawn care) per PIH Notice 2016-22 Appendix A. Mitigate asbestos if needed.		\$225,000.00
ID0061	Administration(Administration (1410)-Other)	Administration is calculated at 10% of total grant. The Physical Needs Assessment (PNA) dated 10/29/2014 is an all inclusive document of the capital improvements needs of the properties. All of the PNA work items are covered in the 5 year Action Plan with the exception of the improvements previously constructed.		\$100,000.00
	NAN MCKAY (MN010000001)			\$530,000.00
ID0108	Roof Installation(Dwelling Unit-Exterior (1480)-Roofs)	Roof replacement. Disturbances will be handled in the industry approved manner to mitigate any asbestos containing materials (ACM) and protect the building residents from friable ACM. The AMP is designated elderly and is not subject to the lead-based paint regulations.		\$515,106.00
ID0115	Common Area Furniture(Dwelling Unit-Interior (1480)-Other)	Replace common area furniture- chairs, sofas, tables as needed.		\$14,894.00
	JOHN CARROLL (MN010000002)			\$64,894.00



Capital Fund Program - Five-Year Action Plan

<b>Part III: Supporting Pages - Management Needs Work Statements (s)</b>	
<b>Work Statement for Year</b> 1	2022
<b>Development Number/Name General Description of Major Work Categories</b>	<b>Estimated Cost</b>
Housing Authority Wide	
Operations(Operations (1406))	\$189,894.00
Administration(Administration (1410)-Other)	\$90,000.00
Subtotal of Estimated Cost	\$279,894.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 2577-0274  
 10/31/2026

<b>Part III: Supporting Pages - Management Needs Work Statements (s)</b>	
<b>Work Statement for Year</b> 2	2023
<b>Development Number/Name General Description of Major Work Categories</b>	<b>Estimated Cost</b>
Housing Authority Wide	
Operations(Operations (1406))	\$229,973.00
Administration(Administration (1410)-Other)	\$91,989.00
Subtotal of Estimated Cost	\$321,962.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 2577-0274  
 10/31/2026

<b>Part III: Supporting Pages - Management Needs Work Statements (s)</b>	
<b>Work Statement for Year</b> 3	2024
<b>Development Number/Name General Description of Major Work Categories</b>	<b>Estimated Cost</b>
Housing Authority Wide	
Operations(Operations (1406))	\$229,973.00
Administration(Administration (1410)-Other)	\$91,989.00
Subtotal of Estimated Cost	\$321,962.00

Capital Fund Program - Five-Year Action Plan

<b>Part III: Supporting Pages - Management Needs Work Statements (s)</b>	
<b>Work Statement for Year</b> 4	2025
<b>Development Number/Name General Description of Major Work Categories</b>	<b>Estimated Cost</b>
Housing Authority Wide	
Operations(Operations (1406))	\$225,000.00
Administration(Administration (1410)-Other)	\$100,000.00
Subtotal of Estimated Cost	\$325,000.00

Capital Fund Program - Five-Year Action Plan

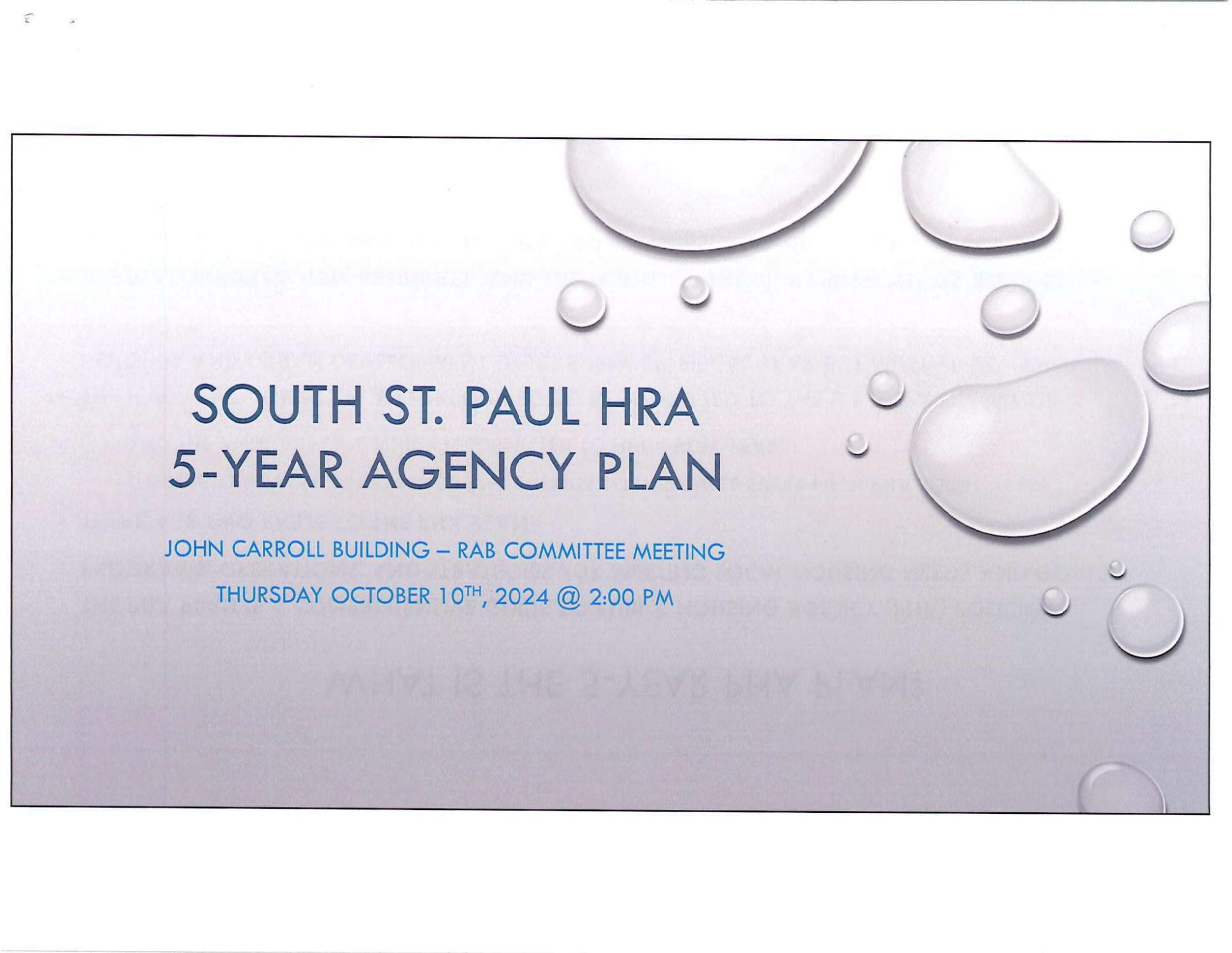
<b>Part III: Supporting Pages - Management Needs Work Statements (s)</b>	
<b>Work Statement for Year</b> 5	2026
<b>Development Number/Name General Description of Major Work Categories</b>	<b>Estimated Cost</b>
Housing Authority Wide	
Operations(Operations (1406))	\$225,000.00
Administration(Administration (1410)-Other)	\$100,000.00
Subtotal of Estimated Cost	\$325,000.00



**Resident Advisory Board Agenda**  
**John Carroll Building**  
**October 10<sup>th</sup>, 2024 @ 2pm**

- Introductions
- Overview of Agency Plan
  - Power Point
- Review of capital fund expenditures
  - Expended funds/completed projects
- Planned capital fund expenditures for 2022-2026
  - Obligated funds and planned projects
- Questions, comments, and/or suggestions from residents



The background of the slide is a light blue gradient with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a three-dimensional appearance. The text is centered on the left side of the slide.

# SOUTH ST. PAUL HRA 5-YEAR AGENCY PLAN

JOHN CARROLL BUILDING – RAB COMMITTEE MEETING

THURSDAY OCTOBER 10<sup>TH</sup>, 2024 @ 2:00 PM

## WHAT IS THE 5-YEAR PHA PLAN?

- **THE PHA PLAN IS A COMPREHENSIVE GUIDE TO PUBLIC HOUSING AGENCY (PHA) POLICIES, PROGRAMS, OPERATIONS, AND STRATEGIES FOR MEETING LOCAL HOUSING NEEDS AND GOALS.**
- **THERE ARE TWO PARTS TO THE PHA PLAN:**
  - **THE FIVE-YEAR PLAN, WHICH EACH PHA SUBMITS TO HUD ONCE EVERY FIFTH PHA FISCAL YEAR;**
  - **AND THE ANNUAL PLAN, WHICH IS SUBMITTED TO HUD EVERY YEAR.**
- **THE FIVE-YEAR AGENCY PLAN IS REQUIRED TO BE SUBMITTED TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) EVERY 5<sup>TH</sup> FISCAL YEAR BUT MUST BE REVIEWED ANNUALLY.**
- **THE PLAN INFORMS HUD, RESIDENTS, AND THE PUBLIC OF THE PHA'S MISSION FOR SERVING THE NEEDS OF LOW-INCOME AND VERY LOW-INCOME FAMILIES, AND PHA'S STRATEGY FOR ADDRESSING THOSE NEEDS.**

## THE SOUTH ST. PAUL HRA'S MISSION STATEMENT:

- *"IT IS THE MISSION OF THE SOUTH ST. PAUL HOUSING AND REDEVELOPMENT AUTHORITY TO PROVIDE AFFORDABLE HOUSING OPPORTUNITIES IN A SAFE AND WELCOMING ENVIRONMENT, BY FORMING EFFECTIVE PARTNERSHIPS TO MAXIMIZE SOCIAL AND ECONOMIC OPPORTUNITIES FOR HOUSEHOLDS OF LIMITED MEANS."*



# THE SOUTH ST. PAUL HRA'S GOALS AND OBJECTIVES

THE PHA IS REQUIRED BY HUD TO IDENTIFY THE GOALS AND OBJECTIVES THAT WILL ENABLE THE AGENCY TO SERVE THE NEEDS OF LOW-INCOME, VERY LOW-INCOME, AND EXTREMELY LOW-INCOME HOUSEHOLDS FOR THE NEXT 5 YEARS.

SSPHRA'S GOALS AND OBJECTIVES ARE TO:

- **RETAIN THE "HIGH PERFORMER" DESIGNATION THROUGH HUD'S REAC/PHAS RATING SYSTEM, MAINTAIN AN AVERAGE ANNUAL OCCUPANCY RATE AT OR ABOVE 98%, AND ENSURE COMPLIANCE REQUIREMENTS ARE BEING MET.**
- **UPDATE OR REVISE AS NEEDED ALL LEASING DOCUMENTS AND ADDENDA, VERIFICATION FORMS, RESIDENT HANDBOOK, AND THE HRA'S ACOP TO ENSURE COMPLIANCE WITH HUD REQUIREMENTS.**
- **PROACTIVELY PULL APPLICANTS FROM THE WAITING LIST TO ENSURE OCCUPANCY ALWAYS STAYS AT OR ABOVE 98%.**
- **INCREASE PARTICIPATION IN RESIDENT ACTIVITIES PROVIDED BY THE SSP HOUSING & REDEVELOPMENT AUTHORITY. MEET MONTHLY WITH DARTS, MANAGEMENT, AND THE RESIDENT ACTIVITIES COORDINATOR TO ENSURE WE ARE PROVIDING EFFICIENT AND EFFECTIVE SERVICES.**
- **UNDERTAKE A CAPITAL NEEDS ASSESSMENT TO IDENTIFY PRIORITY CAPITAL NEEDS; CONTINUE TO UPDATE ALL VENDOR CONTRACTS TO ENSURE ACCURATE PRICING AND SERVICES FOR THE CURRENT YEAR.**
- **REORGANIZE HRA STAFFING BY UTILIZING NAN MCKAY & ASSOCIATES TO ASSESS OUR CURRENT STAFFING LEVELS AND OUR PUBLIC HOUSING PROGRAM OVERALL.**

## PROGRESS ON GOALS AND OBJECTIVES FROM PREVIOUS 5-YEAR PLAN

THE PHA IS REQUIRED BY HUD TO REPORT ON PROGRESS THE AGENCY HAS MADE IN MEETING THE GOALS AND OBJECTIVES FROM THE PREVIOUS 5-YEAR PLAN. SSPHRA HAS ACCOMPLISHED THE FOLLOWING SINCE THE ADOPTION OF THE LAST 5-YEAR PLAN:

- EARNED A “HIGH PERFORMER” RATING FOR THE PUBLIC HOUSING PROGRAM FOR THE PREVIOUS THREE REPORTING YEARS; MAINTAINED AN AVERAGE ANNUAL OCCUPANCY RATE AT OR ABOVE 98% THROUGHOUT THE PREVIOUS 5-YEAR PERIOD.
- MONTHLY AUDITS ON NEW WAIT LIST SYSTEM IN YARDI TO ENSURE TRACKING AND MAINTENANCE HAS BEEN SETUP CORRECTLY. SENT OUT WAITING CONFIRMATION LETTERS TO UPDATE ALL CURRENT APPLICANTS.
- CONTINUE TO REORGANIZED THE HRA TO BETTER MANAGE BOTH HIGHRISE BUILDINGS.
- UPDATED ACOP, AND ALL LEASING, ADDENDUM, AND RECERTIFICATION DOCUMENTS.
- MADE CAPITAL INVESTMENTS IN THE BUILDINGS:
  - ALL 2022 CAPITAL FUND DOLLARS ARE OBLIGATED AND EXPENDED.
  - ALL 2023 CAPITAL FUND DOLLARS ARE OBLIGATED AND EXPENDED.
  - ALL 2024 CAPITAL FUND DOLLARS ARE OBLIGATED AND WILL BE FULLY EXPENDED BY 12/31/2024.

## NEXT STEPS

- **APPROVE THE ANNUAL AGENCY PLAN AND 2025 HRA BUDGET DURING OUR HRA BOARD MEETING ON MONDAY, OCTOBER 28<sup>TH</sup>, 2024, AT 6:30PM.**
- **SUBMIT OUR 2025 BUDGET AND A NEW 5-YEAR CAPITAL PLAN FOR YEARS 2022-2026 TO HUD.**
  - **FUTURE GOALS – LATE 2024 THROUGH 2025**
    - **REBUILD THE HRA AND STAFF FOR BETTER BUILDING MANAGEMENT AND HUD COMPLIANCE, FOLLOWING RECOMMENDATIONS FROM NAN MCKAY & ASSOCIATES PUBLIC HOUSING PROGRAM AUDIT.**
    - **UNDERTAKE CAPITAL NEEDS ASSESSMENT FOR OUR 5 YEAR CAPITAL PLAN THAT WILL BE SUBMITTED TO HUD IN 2025. WORK WITH JOHNSON CONTROLS ON NEW PERFORMANCE DEVELOPMENT CONTRACT.**
    - **CONTINUE TO IDENTIFY ANY POTENTIAL WAYS TO INCREASE PARTICIPATION IN RESIDENT ACTIVITIES AND OTHER PROGRAMS PROVIDED BY DARTS AGING SERVICES.**
    - **UPDATE AND REVISE ACOP, RESIDENT HANDBOOK, HOUSE RULES, LEASING DOCUMENTS, AND ADDENDA AS REQUIRED BY US DEPARTMENT OF HUD, MN STATE, AND FEDERAL LAWS.**
    - **CONTINUE TO BUILD A FOUNDATION FOR OUR NEW RAB (RESIDENT ADVISORY BOARD) FOR EACH BUILDING.**

COMMENTS,  
QUESTIONS, AND  
DISCUSSION!





THANK YOU!

**John Carroll**  
**Resident Advisory Board (RAB)**

**October 10th @ 2:00 in Atrium**

<u>Name</u>	<u>Apt.#</u>	<u>Signature</u>
Greg Littler	408	<i>Gregory W. Littler</i>
Jerry Mickelson	608	<i>Jerry Mickelson</i>
Karen Tuquilar	812	
Donny Bowe	1006	<i>Donny Bowe</i>
Kevin Holtorf	1011	
Debbie B		<i>Debbie B</i>
Tiffany G		<i>Tiffany G</i>
<i>Jeff R</i>	714	<i>Jeff R</i>
<i>Nick</i>	306	
<i>Robert</i>	917	

Housing and Redevelopment Authority (HRA)  
of the City of South St. Paul

RESOLUTION NO. 2024-3360

APPROVING 5-YEAR AGENCY PLAN AND CAPITAL FUND PLAN FOR THE PUBLIC  
HOUSING PROGRAM

**WHEREAS**, pursuant to Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990, requires each Public Housing Agency to prepare and update its annual plan; and

**WHEREAS**, the Housing and Redevelopment Authority of the City of South St. Paul Board of Commissioners must review and approve the Annual Public Housing Agency Plan and the Capital Fund Plan as prepared; and

**WHEREAS**, the HRA 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 on October 16, 2023 and conducted a hearing to discuss the Plan and invited public comment; and

**WHEREAS**, the HRA's Board of Commissioners have considered all public comment on the plan.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing and Redevelopment Authority of the City of South St. Paul, Minnesota, that this Annual Public Housing Agency Plan and Capital Fund Activities Plan are approved.

Adopted this 28<sup>th</sup> day of October, 2024.

---

Chair

---

Secretary

**Certifications of Compliance with  
PHA Plan and Related Regulations  
(Standard, Troubled, HCV-Only, and  
High Performer 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 X 5-Year and/or      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 2022, 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 (AI) to Fair Housing Choice, or Assessment of Fair Housing (AFH) when 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 Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (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 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 PHA Plans that include 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 2011-65);

- 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 a site-based waiting list 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 a 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(o)(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 2 CFR 200.333 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).

HRA of the City of South St. Paul  
 PHA Name

MN010  
 PHA Number/HA Code

\_\_\_\_\_ Annual PHA Plan for Fiscal Year 20\_\_\_\_\_

5-Year PHA Plan for Fiscal Years 2022 - 2026

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 <b>Ryan Garcia</b>		Name Board Chairman <b>Lori Hansen</b>	
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.

HRA of the Cit

**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 01.01.2025 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.

HRA of the City of South St. Paul

MN010

PHA Name

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:

Ryan Garcia

Name of Board Chairperson:

Lori Hansen

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.

**2024 Capital Fund**

OMB Approval No. 2577-0303  
(exp. 10/31/2026)

**Capital Fund Program  
(CFP) Amendment**  
to Consolidated Annual Contributions Contract  
Terms and Conditions (HUD-53012)

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing

The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2577-0303. There is no personal information contained in this application. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when disclosure is not required. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

**Whereas**, (Public Housing Authority) HRA OF THE CITY OF SOUTH ST PAUL, MINNESOTA MN010 (herein called the "PHA") and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into an Annual Contributions Contract ACC(s) Numbers(s) (On File) dated (On File)

**Whereas**, in accordance with Public Law No: 118-42,

**Whereas**, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out capital and management activities at existing public housing projects in order to ensure that such projects continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. When HUD provides additional amounts, it will notify the PHA and those amended grants will be subject to these terms and conditions.

\$ 954,242.00 for Fiscal Year 2024 to be referred to under the Capital Fund Grant Number MN46P01050124  
PHA Tax Identification Number (TIN): On File UEI Number: On File

**Whereas**, HUD and the PHA are entering into the CFP Amendment Number On File

**Now Therefore**, the ACC is amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for capital and management activities of PHA projects. This CFP Amendment is a part of the ACC.
2. The PHA must carry out all capital and management activities in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Part 905 (the Capital Fund Final rule) as well as other applicable HUD requirements, except that the limitation in section 9(g)(1) of the Act is increased such that of the amount of CFP assistance provided for under this CFP amendment only, the PHA may use no more than 25 percent for activities that are eligible under section 9(e) of the Act only if the PHA's HUD-approved Five Year Action Plan provides for such use; however, if the PHA owns or operates less than 250 public housing dwelling units, such PHA may continue to use the full flexibility in accordance with section 9(g)(2) of the Act.
3. The PHA has a HUD-approved Capital Fund Five Year Action Plan and has complied with the requirements for reporting on open grants through the Performance and Evaluation Report. The PHA must comply with 24 CFR 905.300 of the Capital Fund Final rule regarding amendment of the Five Year Action Plan where the PHA proposes a Significant Amendment to the Capital Fund Five Year Action Plan.
4. For cases where HUD has approved a Capital Fund Financing Amendment to the ACC, HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee within 3 days of the due date.
5. Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the Act and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.
6. Subject to the provisions of the ACC(s) and paragraph 3, and to assist in capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.
7. The PHA shall continue to operate each public housing project as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for each public housing project or portion thereof and for a period of forty years after the last distribution of CFP assistance for development activities for each public housing project and for a period of ten years following the last payment of assistance from the Operating Fund to each public housing project. Provided further that, no disposition of any project covered by this amendment shall occur unless approved by HUD.
8. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this CFP Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

9. Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s).  
(mark one) : Yes  No
10. The PHA is required to report in the format and frequency established by HUD on all open Capital Fund grants awarded, including information on the installation of energy conservation measures.
11. If CFP assistance is provided for activities authorized pursuant to agreements between HUD and the PHA under the Rental Assistance Demonstration Program, the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements. For total conversion of public housing projects, no disposition or conversion of any public housing project covered by these terms and conditions shall occur unless approved by HUD. For partial conversion, the PHA shall continue to operate each non-converted public housing project as low-income housing in accordance with paragraph 7.
12. CFP assistance provided as an Emergency grant or a Safety and Security grant shall be subject to a 12 month obligation and 24 month expenditure time period. CFP assistance provided as a Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period. The start date shall be the date on which such funding becomes available to the PHA for obligation. The PHA must have a recorded and effective Declaration(s) of Trust on all property funded with Capital Fund grants (all types) or HUD will exercise all available remedies including recapture of grant funds.
13. Waste, Fraud, Abuse, and Whistleblower Protections. Any person who becomes aware of the existence or apparent existence of fraud, waste or abuse of any HUD award must report such incidents to both the HUD official responsible for the award and to HUD's Office of Inspector General (OIG). HUD OIG is available to receive allegations of fraud, waste, and abuse related to HUD programs via its hotline number (1-800-347-3735) and its online hotline form. You must comply with U.S.C. § 4712, which includes informing your employees in writing of their rights and remedies, in the predominant native language of the workforce. Under 41 U.S.C. § 4712, employees of a government contractor, subcontractor, grantee, and subgrantee—as well as a personal services contractor—who make a protected disclosure about a Federal grant or contract cannot be discharged, demoted, or otherwise discriminated against as long as they reasonably believe the information they disclose is evidence of:
  1. Gross mismanagement of a Federal contract or grant;
  2. Waste of Federal funds;
  3. Abuse of authority relating to a Federal contract or grant;
  4. Substantial and specific danger to public health and safety; or
  5. Violations of law, rule, or regulation related to a Federal contract or grant.
14. This grant may be subject to the requirements of the Build America Buy, America Act (BABA) which was enacted on November 15, 2021, as part of the Infrastructure Investment and Jobs Act (Public Law 117-58), unless waived by the Department: refer to HUD's BABA webpage for further information ([https://www.hud.gov/program\\_offices/general\\_counsel/build\\_america\\_buy\\_america](https://www.hud.gov/program_offices/general_counsel/build_america_buy_america))

The parties have executed this CFP Amendment, and it will be effective on the date HUD signs below.

<b>U.S. Dept of HUD</b>	<b>PHA (Executive Director or authorized agent)</b>
By <u>/s/</u> Date:	By _____ Date:
<u>Marianne Nazzaro</u> 8/20/2024	
Title: Deputy Assistant Secretary Office Public Housing Invest.	Title <b>Executive Director</b>