



Red Wing Housing and Redevelopment Authority Equal Opportunity Housing/Equal Opportunity Employment

Our Mission

To provide quality, affordable, sustainable housing and community redevelopment programs utilizing resources that develop public and private partnerships.

Statement of Intent

We gather today in this room as one people to discuss and attend to the matters of Red Wing. Together, as a government body and as community members, we agree to treat everyone with courtesy, dignity, and respect. We will listen to all sides of an issue, encourage participation, support each other, act with honor and accountability, and inspire pride in our community. This we commit as we open this meeting.

Meeting Announcement and Agenda Housing & Redevelopment Authority Board Regular Meeting City Council Chambers, 315 West 4th Street, Red Wing, MN & Virtually Tuesday, July 11, 2023, at 3:30 PM

This meeting will be held in the City Hall Council Chambers and virtually via Webex at the same time. Members of the public can join this meeting either in person at City Hall or virtually. To join this meeting via Webex, [click this link](#). To join via telephone, please dial (415) 655-0001. Enter access code 2559 127 7149 and password 2023 when prompted.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Agenda**
5. **Public Comment**

We now invite anyone to share their thoughts on a topic that is not on the agenda. We welcome all opinions and ideas. We appreciate you stating your name at the lectern, and please remember that personal attacks may be ruled out of order. You will have up to three minutes to comment, and we appreciate your time in coming tonight.

6. **Consent Agenda (Roll Call Required *)**

Approval of the Consent Agenda constitutes approval of the following Consent Agenda items:

- 6.A. Motion to Approve June 13, 2023 Minutes.
- 6.B. Motion to Approve Bills (Check #50726-50808, totaling \$213,765.66).

1. Public Housing: \$69,660.72
2. Housing Choice Voucher: \$4,056.24
3. Jordan Tower II: \$56,452.41
4. Redevelopment: \$32,669.79
5. Small Cities: \$50,650.00

- 6. TIF: \$0
- 7. AHTF: \$276.50

- 6.C. Motion to Approve Public Housing Utility Allowance 2023
- 6.D. Motion to Approve Public Housing Flat Rent 2023

7. Motions & General Business

- 7.A. Jordan Tower II Loan Payment Options
- 7.B. Jordan Tower I Drain Diversion
- 7.C. Capital Improvements

8. Communication Items

- 8.A. Director's Report
- 8.B. Finance Report
- 8.C. Housing Report
- 8.D. Community Redevelopment Report
- 8.E. Resident Council Report
- 8.F. Hope Coalition Liaison Report
- 8.G. City Council Liaison Report
- 8.H. Announcements
- 8.H. The next HRA Board Meeting will be on August 8, 2023 at 3:30 p.m. in City Council Chambers.

9. Adjournment

Accommodations for signing interpreter, Braille, large print, etc. can be made. Call City Hall at 385.3600 seven days prior to the need. Hearing assistance devices are available during meetings.



Red Wing Housing and Redevelopment Authority
HRA Board Regular Meeting
City Council Chambers
June 13, 2023

Board Members Present: Board Chair, Glen Witham; Commissioners: Sara Hoffman, Roseanne Grosso, Dana Borgschatz, and Jackie Luikart.

Others Present: Kurt Keena, Executive Director; Jennifer Cook, Housing Director; and Ron Goggin, City Council Liaison.

Absent: Vice Chair, Jason Jech; Commissioner, Kristi Reuter; Finance Director, Corrine Stockwell; Housing Assistance Navigator, Megan Conway.

1. Call to Order

The meeting was called to order at 3:30 p.m. by Board Chair Witham.

2. Pledge of Allegiance

3. Roll Call

Roll Call taken all members present with the exception of Jech and Reuter.

4. Approval of Agenda

A motion to approve the agenda made by Hoffman and seconded by Luikart.

5. Public Comment

There were no public comments.

6. Consent Agenda (Roll Call Required*)

A. Motion to Approve May 9, 2023 Regular Meeting Minutes

B. Motion to Approve Bills (Checks #50661-50725, totaling \$211,998.02)

a. Public Housing: \$76,746.63

b. Housing Choice Voucher: \$1837.33

c. Jordan Tower II: \$81,053.60

d. Redevelopment: \$43,360.46

e. Small Cities: \$0

f. TIF: \$0

g. AHTF: \$9,000.00

Motion to accept the Consent Agenda was made by Borgschatz and seconded by Grosso. Roll Call was taken and all board members in favor of approving the Consent Agenda.

7. Motions and General Business

A. Resolution No. 1439-23 Approval for Participation in Bridges Housing Grant
RWHRA began administering a Bridges program in 2017. This program provides temporary rental assistance until the participating household is able to obtain either a Housing Choice Voucher or some other rental subsidy. Contracts are awarded every two years, the current one is coming to an end. Staff is recommending approval to enter into another grant agreement with the Minnesota Housing Finance Agency for the amount of \$225,792 to continue the program. Motion to approve the resolution was made by Luikart and seconded by Borgschatz. A unanimous roll call was taken to adopt Resolution No. 1439-23.

B. Motion to Accept 2022 Annual Audit.

Required annual audit was performed by Smith Schafer & Associates, LTD of Red Wing. Steve Salvesson of Smith Schafer & Associates, LTD presented a summary of the conducted audit of the 2022 financial statements. Grosso made a motion to accept the 2022 Annual Audit and Borgschatz seconded. Motion carried.

8. Communication Items

A. Executive Director Report

State level there is going to be additional money available for affordable housing programs. This provides extra funding for programs we have taken advantage of in the past and potential new opportunities that we may be able to utilize to increase the investment of affordable housing in Red Wing. Federal level provides stable funding to expect adequate resources to run the Public Housing program; however, if rents continue to increase we may be able to fund fewer vouchers in the Housing Choice Voucher program. Shared information regarding a new program at the state level creating a statewide housing aid fund that directs money to communities to help address affordable housing needs. A recommendation for consideration of our options to utilize the Jordan Tower II Home Loan Maturity will be brought to the July meeting. Summary included from the Physical Needs Assessments (PNA's) of the HRA Public Housing properties. The PNA for Jordan Tower II will soon be completed and the reports will be presented at the July meeting to review. Attached update of progress made toward Strategic Plan items.

B. Finance Report

April financials not yet received by the time of report submission. Presentation of Request for Proposals for Commercial and Property Insurance will be brought to July meeting for board input. Passed the Housing Choice Voucher Financial Accounting & Reporting exam. Completed a mini office remodel, with a new front desk and paint.

C. Housing Report

Steadily gaining individuals on to waitlist, while continuing to process. Occupancy doing very well in the ninety percent. Exceeded received funding for the Housing Choice Voucher program. Staff is working on the environmental review step for the flooring project at the Haven of Hope. The exterior ground and some interior common area work will begin this month for Jordan Tower I. Hoping to have a Jordan Tower I Drainage Diversion Bid for board review at July meeting, as none were received by the May due date. Jordan Tower I Lighting Upgrade has begun, it is estimated to be completed within two weeks. Minnesota Housing will complete their annual administrative review and physical inspection of Jordan Tower II on June 7 and 14, 2023.

D. Community Development Report

One Small Cities Loan borrower was able to complete their roof project that had been delayed for several months. Affordable Housing Trust Fund approved loan for the Hallstrom project is still waiting to be closed, as we are waiting to hear when the developer will be ready to proceed. Progress continues on the construction of the final phase of the TIF development. Continuing to assist Goodhue County Habitat for Humanity with exploring issues related to recent purchase

and the possible role HRA may have in bringing affordable ownership properties to the City.
Attached email regarding Three Rivers Housing Project.

E. Resident Council Report

Had a party/potluck for Memorial Day. Received a grant to have vegetable garden boxes, consists of tomato, green beans, and pepper plants.

F. Hope Coalition Report

Approved for additional grant monies to use for rental support for clients. Received \$3,000 from Salsalicious fundraiser and it was matched by Masonic Lodge. Still looking for additional staff. Beautification project of the front and backyard of the Haven of Hope was completed by Red Wing Shoe. Working on resources for transitional housing.

G. City Council Report

Four city council members in favor reiterated their support for the Three Rivers project. Toured Grandview Trailer Park, owner is very motivated to make upgrades to the park, including new streets, curbs, gutter, and sewer system.

H. Announcements

- a. The next HRA Board Meeting will be on July 11, 2023 at 3:30pm in City Council Chambers.

9. Adjourn

Meeting was adjourned at 4:34 p.m. by Board Chair Witham.

Respectfully Submitted By,
Megan Conway

Board Chair

A handwritten signature in blue ink, appearing to be 'Megan Conway', is written over a horizontal line. The signature is stylized and includes a large loop on the left side.

Red Wing Housing & Redevelopment Authority

Checks Written Report

June 1, 2023 - June 30, 2023

Payment Date	Payment Number	Payment Amount	Payee Name
6/1/2023	1147	\$200.00	Charles Bleything
6/1/2023	1148	\$100.00	Dana Borgschatz
6/1/2023	1149	\$281.17	ESI Hosted Services
6/1/2023	1150	\$100.00	Roseanne Grosso
6/1/2023	1151	\$50.00	Jason Jech
6/1/2023	1152	\$1,626.11	National Business Furniture
6/1/2023	1153	\$200.00	Barry Preble
6/1/2023	1154	\$100.00	Kristi L. Reuter
6/1/2023	1155	\$46.28	Shred-It USA, LLC
6/1/2023	1156	\$100.00	Glen Witham
6/9/2023	1157	\$171.81	Adam's Pest Control
6/9/2023	1158	\$221.94	Carahsoft Technology Corporation
6/9/2023	1159	\$220.00	FileVision USA
6/9/2023	1160	\$650.00	MKC Inc.
6/9/2023	1161	\$582.50	Maids in Minnesota
6/9/2023	1162	\$329.00	MRI Software LLC
6/16/2023	1163	\$129.95	Carahsoft Technology Corporation
6/16/2023	1164	\$139.26	Jennifer Cook
6/16/2023	1165	\$210.00	Kurt Keena
6/16/2023	1166	\$299.43	THEIPGUYS.NET, LLC OneNet Global
6/30/2023	1167	\$402.66	Adam's Pest Control
6/30/2023	1168	\$30.00	Jennifer Cook
6/30/2023	1169	\$18,747.15	Minnesota Housing Finance Agency
6/30/2023	1170	\$30.00	Barry Preble
6/30/2023	1171	\$46.28	Shred-It USA, LLC
6/1/2023	50726	\$41.09	Ace Hardware
6/1/2023	50727	\$200.00	James Alexander
6/1/2023	50728	\$0.00	Void / City of Red Wing-water & sewer
6/1/2023	50729	\$0.00	Void / City of Red Wing-water & sewer
6/1/2023	50730	\$12,285.82	City of Red Wing-water & sewer
6/1/2023	50731	\$200.00	Candis Fleck
6/1/2023	50732	\$276.50	Gorman & Lodermeier, PLC
6/1/2023	50733	\$100.00	Sara Hoffman
6/1/2023	50734	\$9,010.79	Steve Junge Installations, Inc
6/1/2023	50735	\$100.00	Jackie Luikart
6/1/2023	50736	\$95.42	Menards-Red Wing
6/1/2023	50737	\$850.00	Red Wing Plumbing & Heating
6/1/2023	50738	\$80.57	Corrine Stockwell
6/9/2023	50739	\$247.61	American Heritage Life Insurance Company
6/9/2023	50740	\$618.00	City of Red Wing-Other Utils
6/9/2023	50741	\$19.85	Megan Conway
6/9/2023	50742	\$281.12	Culligan Water Conditioning

6/9/2023	50743	\$130.00	Goodhue Co Sherrifs Dept
6/9/2023	50744	\$304.00	Hawkins, Ash,CPAs, LLP
6/9/2023	50745	\$335.00	P Hanson Marketing Inc
6/9/2023	50746	\$5,382.00	Housing Authority Risk Retention Group
6/9/2023	50747	\$500.00	Quadient Finance USA, INC
6/9/2023	50748	\$374.98	Hiawatha Broadband
6/9/2023	50749	\$346.04	HD Supply Facilities Maintenance
6/9/2023	50750	\$34,470.00	Housing Insurance Services Inc.
6/9/2023	50751	\$232.16	Innovative Office Solutions
6/9/2023	50752	\$618.00	Landrum Dobbins LLC
6/9/2023	50753	\$110.36	Menards-Red Wing
6/9/2023	50754	\$1,060.00	Plunketts Pest Control Inc
6/9/2023	50755	\$3.81	Karen Lyon
6/9/2023	50756	\$442.35	Runnings Farm & Fleet
6/9/2023	50757	\$1,274.13	Schumacher Elevator Company
6/9/2023	50758	\$9.93	The Sherwin Williams Co
6/9/2023	50759	\$4,000.00	Smith Schafer & Associates
6/9/2023	50760	\$270.00	Startech Computing Inc
6/9/2023	50761	\$3,448.00	Tee Jay North Inc.
6/9/2023	50762	\$112.50	Vickis Foot and Nail Care PLLC
6/9/2023	50763	\$3,713.24	Visa
6/9/2023	50764	\$930.61	Xcel Energy
6/16/2023	50765	\$1,704.79	City of Red Wing-Other Utils
6/16/2023	50766	\$450.00	Coinmach Corporation-NY
6/16/2023	50767	\$150.00	Steven Gregory
6/16/2023	50768	\$196.77	Innovative Office Solutions
6/16/2023	50769	\$150.00	Erick Johnson
6/16/2023	50770	\$448.58	Menards-Red Wing
6/16/2023	50771	\$150.00	Nathan Mewes
6/16/2023	50772	\$900.00	Minnesota NAHRO
6/16/2023	50773	\$500.00	Startech Computing Inc
6/16/2023	50774	\$192.25	Corrine Stockwell
6/16/2023	50775	\$1,797.30	Stortz Satellite
6/30/2023	50776	\$30.00	Irene Alger
6/30/2023	50777	\$10.00	Larry Cedar
6/30/2023	50778	\$1,520.00	City of Red Wing-Other Utils
6/30/2023	50779	\$0.00	Void / City of Red Wing-water & sewer
6/30/2023	50780	\$0.00	Void / City of Red Wing-water & sewer
6/30/2023	50781	\$12,713.24	City of Red Wing-water & sewer
6/30/2023	50782	\$4,034.48	Finn Daniels Architects
6/30/2023	50783	\$50,000.00	Fischer Companies, Inc.
6/30/2023	50784	\$20.00	Jeanelle Fosberg
6/30/2023	50785	\$50.00	Patrick Garza
6/30/2023	50786	\$50.00	Steven Gregory
6/30/2023	50787	\$30.00	Joyce Hadler
6/30/2023	50788	\$335.00	P Hanson Marketing Inc
6/30/2023	50789	\$1,171.58	HD Supply Facilities Maintenance

6/30/2023	50790	\$4,445.26	Institute for Environmental Assessment
6/30/2023	50791	\$241.25	Innovative Office Solutions
6/30/2023	50792	\$146.50	Johnson Tire Service
6/30/2023	50793	\$3,781.89	Steve Junge Installations, Inc
6/30/2023	50794	\$55.00	League of MN Cities Insurance Trust WC
6/30/2023	50795	\$20.00	Cheryl Lund
6/30/2023	50796	\$576.68	Menards-Red Wing
6/30/2023	50797	\$30.00	Romelia Moreno
6/30/2023	50798	\$6,237.06	Mutual of Omaha
6/30/2023	50799	\$239.00	Nan McKay & Assoc.
6/30/2023	50800	\$227.68	Tom Parker Electric, Inc.
6/30/2023	50801	\$30.00	Barbara Rietmann
6/30/2023	50802	\$30.00	Linda Rowan
6/30/2023	50803	\$20.00	Jaime Schmidt
6/30/2023	50804	\$45.01	The Sherwin Williams Co
6/30/2023	50805	\$5,275.00	Startech Computing Inc
6/30/2023	50806	\$16.11	Corrine Stockwell
6/30/2023	50807	\$30.00	Joyce Thompson
6/30/2023	50808	\$8,227.81	Xcel Energy

\$213,765.66



Red Wing Housing & Redevelopment Authority

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July 11, 2023

TO: Red Wing HRA Board of Commissioners
FROM: Jennifer Cook, Housing Director
RE: Public Housing Family Utility Allowance Schedule

BACKGROUND

The Department of Housing and Urban Development (HUD) requires Housing Authorities to review their utility allowances every year to determine whether the allowances need to be revised in order to remain consistent with federal regulations. If the utility rates change by 10% or more, the Housing Authority must revise its allowances accordingly.

PROPOSAL

The utility allowance has been calculated using a three-year rolling base to mitigate fluctuations from any one year. Allowances were calculated using data from three successive years 2021, 2022, and 2023. By using a 3-year rolling base in the calculation, the impact on the allowance of a single-year's fluctuation in weather patterns is reduced. A rolling base will incorporate changes in consumption patterns over time that result from resident turnover, gradual changes in the number and type of appliances used and physical changes to the buildings.

When the sample size for an allowance category is less than six units the only way to achieve statistical validity is to merge allowance categories; therefore, the data from the four 4-bedroom family Public Housing units were combined with the 3-bedroom family Public Housing units.

See Attachment A - Public Housing Utility Allowance 3 Year Average. Tenants pay the Xcel Energy bill directly to Xcel Energy. The utility allowance for gas and electric is deducted from the tenants rent. The Red Wing HRA pays the City of Red Wing bill (water, sewer, recycling, and garbage) and charges any excess amount above the utility allowance to the tenant.

The current total utility allowance is \$254 (gas, electric, water, sewer, garbage and recycling). In calculating this year's utility allowance using the three-year average, the total utility allowance calculated to \$271 (gas, electric, water, sewer, garbage and recycling). This is less than a 10% difference; therefore, no adjustment to the utility allowance is required for 2023.

RECOMMENDATION

No Action Required

Attachment A: Public Housing Utility Allowance

Three and Four Bedroom Units

3 Year Average

Tuesday, July 11, 2023

Summary

Current Utility Allowance

City of Red Wing	\$ 118.00
Xcel Energy	<u>\$ 136.00</u>
Total	\$ 254.00

City of Red Wing Bill

- * this bill includes water, sewer, recycling and garbage
- * Red Wing HRA pays this bill and charges any excess above the utility allowance to the tenant

Xcel Energy Bill

- * this bill includes gas and electric
- * tenant pays this bill directly to Xcel Energy
- *The Utility Allowance is deducted from the tenant rent

2021 Monthly Average

City of Red Wing Bill	\$ 119.84
Xcel Energy Bill	<u>\$ 126.57</u>
Total	\$ 246.41

2022 Monthly Average

City of Red Wing Bill	\$ 121.65
Xcel Energy Bill	<u>\$ 155.80</u>
Total	\$ 277.45

Three Year Average

City of Red Wing Bill	\$ 123.34
Xcel Energy Bill	<u>\$ 147.50</u>
Total	\$ 270.84

2023 Monthly Average

City of Red Wing Bill	\$ 128.54
Xcel Energy Bill	<u>\$ 160.13</u>
Total	\$ 288.67



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July 11, 2023

To: Red Wing HRA Board of Commissioners
From: Jennifer Cook, Housing Director
RE: Establishing Public Housing Flat Rent

Background

Rent for participants of the Public Housing Program is based on 30% of the household's monthly adjusted income. HUD Regulations require agencies to establish Flat Rents to limit the amount of rent a tenant must pay to encourage self-sufficiency and avoid creating disincentives for continued residency by higher income families. Families are offered the choice of Flat Rent versus income based rent annually. The Flat Rent is to be based on the rent charged for comparable units in the private rental market.

Method Used to Determine Flat Rents

PHAs may use rent reasonableness data to establish flat rents for their units.

1 & 2 Bedroom Units: The flat rent was determined based on rent reasonableness data used for Jordan Tower II, a complex similar in size, location and amenities to Jordan Tower I. Utilities supplied by the HRA are included in the flat rent.

3 & 4 Bedroom Units: The flat rent amount is based on a percentage of Fair Market Rent (FMR) for Goodhue County. The FMR is published yearly by HUD. The current flat rent amount is at 100% of the FMR. Utilities supplied by the HRA are included in the flat rent. According to PIH Notice 2017-23, PHA's are allowed to determine Flat Rents at no less than 80% of Fair Market Rent for area.

Bedroom Size	Current Flat Rents July 12, 2022	Proposed Flat Rents	Difference
1	\$887	\$938	+\$51
2	\$1,106	\$1,118	+\$12
3	\$1,345	\$1,563	+\$218
4	\$1,544	\$1,823	+\$279

The new flat rent will be factored at the next Annual Recertification/Update for all Public Housing tenants. Currently, six tenants in the public housing program pay the flat rent amount. Staff will evaluate the information for these tenants to ensure they are paying 30% or less of their adjusted income. Any time a tenant has a decrease in income, they can request a review of the rent calculations to ensure they are paying 30% or less of their adjusted income.

Recommendation

Staff recommend to the HRA Board of Commissioners to approve the proposed flat rent for: 1) one bedroom units at \$938; 2) two bedroom unit at \$1,118; 3) three bedroom units at \$1,563; and 4) four bedroom units at \$1,823 effective July 11, 2023.

Public Housing Flat Rent

Analysis of Years

Bedroom Size	2021	2022	2023
1	\$861	\$887	\$938
2	\$1,080	\$1,106	\$1,118
3	\$1,306	\$1,465	\$1,563
4	\$1,383	\$1,684	\$1,823

FMR + UA= Flat Rent



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To: Red Wing HRA Board of Commissioners

From: Kurt Keena, Executive Director

Re: Jordan Tower II Loan Payment Options

Date: July 11, 2023

Background

We were notified by Minnesota Housing that the HOME Rental Rehab loan we have with them will mature on January 1, 2024. The loan amount is \$1,044,110, has a 0% interest rate and has been deferred up to this point. The HRA asked for and received a 5-year extension of the deferral period in 2019. We have been informed by MHFA that another extension of the deferral period would likely not be granted. MHFA would like a Request for Action (RFA) submitted to them with our proposal for payment of this loan.

In addition to this loan, we also have a \$3M 0% interest deferred loan with them that will mature in 2037 as well as a \$2,857,044 4.5% interest loan with them that we are currently amortizing that will mature in 2047.

The property is currently cash flowing quite well and we have been able to add approximately \$200K to reserves annually for the past couple of years. Barring any unforeseen circumstances, we expect that to continue for several years to come. Jordan Tower II currently has approximately \$1.1M in unrestricted reserves available.

The property recently underwent an extensive renovation, is in good shape, and doesn't have any immediate capital needs. The recently completed Physical Needs Assessment (PNA) for the property indicates that there could be as much as \$12,415,000 (in today's dollars) in capital improvements necessary in the next 20 years. These projects would be paid for either with reserves or through additional borrowing or other grant funding. Jordan Tower II, unlike Jordan Tower I, does not receive an annual capital improvement grant from HUD.

Options

Seeking a further extension of the deferral period of this loan is probably not an option at this time as we have already received one and MHFA staff advise that is unlikely another one would be granted. Since the property is performing well and has adequate reserves it seems like now is a good time to start making payments on this loan and eventually retire this debt.

Paying the loan in full would reduce our reserves to a low level and it would take several years to build back up to a level where a large capital improvement could be undertaken. It would also



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leave us in a precarious position should we have an emergency repair that is needed in the near future.

It seems more prudent to make a partial payment of the principal amount and then amortize the balance over a period of years. It also makes sense to tie the maturity of this loan to one of our other outstanding loans, either 2037 or 2047. I would suggest selecting the 2037 date as that is when we will have to take action on the loan that is deferred until then. Having this loan paid off at the time of that loan's maturity would allow us additional flexibility and options at that time.

Considerations

It is likely that there will negotiations with MHFA over the final terms of the RFA so we should present a reasonable request, but perhaps with more favorable initial terms, knowing that we may need to move from our initial request. Our request will first be considered at the staff level at MHFA but will ultimately be subject to the approval of their credit committee as well as their Board. That process could take several months to complete.

Recommendation

Myself and the Finance Committee recommend that we submit our RFA with the proposal to make an initial \$300,000 principal payment and then amortize the remaining balance over 13 years at 0% interest. That would result in an approximately \$54,000 annual payment which seems reasonable given our current cash flow.



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July 11, 2023

To: Red Wing HRA Board of Commissioners
From: Jennifer Cook, Housing Director
Re: Approval of Bid for Jordan Tower I Roof Drain Diversion Project

Background

Jordan Tower I roof has three drains that get funneled down to a single outlet at the ground on the 4th street side of the building. The water currently funnels down the grass bank on a concrete swale and over across the top of the sidewalk to the street. Because this is the north side of the building there is more shade so in the colder months that water tends to freeze on the sidewalk which can cause a potential slip hazard. This project would extend a drainpipe underground, under the sidewalk, to drain directly into the street eliminating the potential for the roof drain water from accumulating on the sidewalk surface itself.

Proposal

Staff sent out bid packets to six local contractors. The bids were due in the HRA office by 3:00 p.m. on May 31, 2023. There were no bids received at that time. Staff reached out to contractors to explore the reasoning there had been no bids received. Contractors were busy and the project is smaller in scale than other available projects. Staff were able to secure a bid for the concrete work and a bid for the plumbing work by extending the deadline to submit the bid.

List of Bidding Contractors	Base Bid Amount
Bluff Country Concrete	\$11,900.00
RiverWorks Plumbing	\$4,170.50

Budget Impact

The estimated cost to do this project was \$15,000 to \$20,000. The funds for this project will come out of Capital Fund Program 2022.

Recommendation

Staff requests the HRA Board of Commissioners to approve: 1) award the base bid of \$11,900 to Bluff Country Concrete; 2) award bid of \$4,170.50 to RiverWorks Plumbing and 3) authorize the Executive Director to execute all necessary documents.



Red Wing Housing & Redevelopment Authority

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To: Red Wing HRA Board of Commissioners

From: Kurt Keena, Executive Director

Re: Capital Improvements Planning Materials

Date: July 11, 2023

Background

We are presenting you with a variety of materials and information regarding capital improvements to our properties as part of the follow-up to our Board tour of properties we did in May. At last month's meeting you got the Executive Summary portions of the Physical Needs Assessments (PNA's) from Jordan Tower I and our Public Housing Family Sites. Included with this report are other materials including the PNA from Jordan Tower II, an overview of recently completed improvements at our properties, the Board approved Capital Fund Program 5 Year Plan and an overview of improvements funded under that program, and a listing of the various inspections that take place at our properties.

The goal is to give you the information you need in order to provide direction to staff on capital improvement priorities and use of various funding sources to accomplish the improvements necessary to keep our housing in good condition and meeting its mission.

Physical Needs Assessments

Mike Hegna from FinnDaniels Architects will be at the meeting to provide a high-level overview of the process of completing a PNA for a property and to summarize the needs the recently completed PNA's documented.

We have typically only done PNA's on each Tower and our family public housing sites as they are Federally funded and PNA's are useful (and often required) when we apply for grants or loans from other entities to make large capital improvements to them. We have not historically done them on our locally financed properties as they are smaller and funding for them is more constrained.

Funding Sources

We utilize a variety of funding sources to complete capital improvement projects at our properties and they often are dictated by the original funding that was used to build/acquire them. For our Public Housing units (Jordan Tower I, Deer Run, Pioneer Place and Featherstone) we get an annual capital fund grant from HUD. Recent funding levels have provided approximately between \$250,000 and \$290,000 per year for both operations and capital improvements.

For improvements to Jordan Tower II we have relied upon project reserves or loans from MHFA to fund projects. Only recently has this property generated sufficient cash flow to build up a meaningful reserve balance that could be used for an improvement project of larger scale.



Red Wing Housing & Redevelopment Authority

428 West Fifth Street
1 Wing, MN 55066
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For our non-Federal properties we rely upon the HRA tax levy to provide funds for needed repairs and improvements. These properties include our shelter property, Bluffview, and the Hillstreet property. Bluffview has a modest reserve account but the others do not.

We have been relatively successful in obtaining outside funds through grants and other competitive processes to supplement our own resources. These funds can be from Federal, State or private sources and often require us to provide a local match or leverage as part of the project. We have most often used Public Housing Capital Grant funds when the project is related to those properties and local tax levy funds when related to other properties.

We recently completed the sale of one half of our Twin Home property with the proceeds of that sale tentatively earmarked for capital improvements to our non-federal properties.

It should be noted that most of the funding sources bring with them requirements that typically apply to publicly funded projects but are not typical of privately funded projects. These can include environmental review and testing including remediation of any hazards identified, payment of Davis-Bacon wage rates, and the requirement that projects be publicly bid according to our procurement policy.

Projects Completed and Planned

Attached is an overview of projects that we have completed, are in progress, or are planned at each of our properties. In most cases the planned projects are subject to identifying and securing funding for them.

Board Direction

Staff is seeking your input and feedback so that we can prioritize projects in our planning process and seek appropriate funding sources for them.

Attachments

- Jordan Tower II PNA Executive Summary
- Public Housing Capital Fund 5 Year Plan
- Overview of Capital Fund projects completed and planned
- Overview of projects completed and planned at all properties
- List of various inspections completed

Red Wing Housing & Redevelopment Authority

**Jordan Tower II Apartments
440 West 5th Street
Red Wing, MN 55066**

**Physical Needs Assessment
Based on the MHFA 20 Year Capital Expenditure Template**

**Executive Summary
June 19, 2023**

Prepared for
Red Wing Housing & Redevelopment Authority
428 West 5th Street
Red Wing, MN 55066

Prepared by
Finn Daniels, Inc.
2145 Ford Parkway Suite 301
Saint Paul, MN 55116

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1.0 Executive Summary

1.1 SITE / FACILITY DATA SHEET

Owner Information:

Owner: Red Wing Housing & Redevelopment Authority
428 West 5th Street
Red Wing, MN 55066

Contacts: Kurt Keena, Executive Director
Phone: (651) 388-7574
Email: kurt.keena@ci.red-wing.mn.us

Jennifer Cook, Housing Director
Phone: (651) 301-7024
Email: jennifer.cook@ci.red-wing.mn.us

Erick Johnson, Head of Maintenance
Phone: (651) 388-7571
Email: erick.johnson@ci.red-wing.mn.us

Building Types:

High Rise (HR): Jordan Tower II Apartments
440 West 5th Street
Red Wing, MN 55066

Year Constructed

1978

Inspection Information:

Date Inspected: March 20, 2023 / March 22, 2023 / March 24, 2023 / April 7, 2023 / May 4, 2023
Plans Available: Yes
Total # of Units: 104
Required to be Inspected: 26 (104 x 25% = 26)
Inspected: 26
Units Inspected: 110, 115, 202, 208, 300, 308, 314, 406, 408, 413, 503, 508, 511, 512, 600, 604, 605, 608, 610, 703, 708, 709, 715, 800, 808, 811

Unit Breakdown:

<u>Classification</u>	<u>Unit Type</u>	<u>Quantity</u>	<u># Bed/# Bath</u>	<u>Square Footages</u>
Efficiency - Studio	0.1	2	0 / 1	334 SF (Gross)
1 Bedroom	1.1L	23	1 / 1	615 SF (Gross)
1 Bedroom	1.1R	19	1 / 1	615 SF (Gross)
1 Bedroom	1.2L	7	1 / 1	637 SF (Gross)
1 Bedroom	1.2R	17	1 / 1	637 SF (Gross)
1 Bedroom	1.3	16	1 / 1	627 SF (Gross)
1 Bedroom	1.4	8	1 / 1	619 SF (Gross)
1 Bedroom - HDCP	1.5 HC	5	1 / 1	637 SF (Gross)
1 Bedroom - HDCP	1.6 HC	1	1 / 1	637 SF (Gross)
2 Bedroom	2.1	1	2 / 1	887 SF (Gross)

- 9-story above grade high-rise.
- 104 Units
 - 2 units are efficiency – studio with one bathroom
 - 96 units are one bedroom with one bathroom
 - 6 unit is two bedroom with one bathroom
 - See Site / Facility Data Sheet section above for additional breakdown information.
- Multiple common areas serving tenant units including Lobbies, Community Room, Kitchen, Activities Room, Movie Room, Arts & Crafts Room, Conference Room, Lounges at ground level and floors 2-8, Corridors, Laundry Room, Trash Rooms, Offices, Public Restrooms, Maintenance, Storage, Egress Stairwells, and Utility Rooms.
- See Physical Needs Assessment Plans dated 6/19/2023 under separate cover for existing site, building, unit, roof, and exterior elevation layouts.

1.3 General Conditions

The site is accessible to both vehicles and pedestrians with street parking on West 5th Street on the southeast side of the building and an off-street "resident only" parking lot on the southwest side of the building. Across West 4th Street there is a municipal parking ramp for additional parking. The building is a 9-story high-rise elevator building built primarily of concrete construction with brick masonry veneer. The building is "L" shaped and has a lobby and elevator area at the intersection of two corridors with apartments accessed off both sides of each corridor. All areas of the building are in use. The building is a "secured" building accessed by automatic entry doors. Access to levels 2-8 are via two elevators serving all floors, with stairwells at each end of the corridors acting as emergency egress from all floors to grade level.

The building and site have been well maintained with periodic maintenance and are in generally good operating condition but are in need of larger "systems" repairs which are quite typical of buildings of this age. See photo documentation under separate cover.

1.4 Property Estimated Useful Life

The improvements to the building and site have been performed adequately since the original construction. Provided that as components and systems age or fail, and repairs and replacements are made in an appropriate and timely manner it is our opinion that the properties Estimated Useful Life should be at least 50 years barring natural disasters or acts of terror.

2.0 Building Information

2.1 General Information

- Year Constructed - 1978
- The building is a 9-story high-rise elevator building assumed under the 2020 Minnesota Building Code based on the IBC code to be a type 1-A (Non-combustible) construction of R-2 (Multi-Residential), A-3 (Community Rooms), B (Offices) occupancies, and S-2 (Maintenance/Storage areas).
- The building is sprinklered and does have a fire alarm system throughout.
- The building is considered a public accommodation so it must be accessible to people with disabilities. The Americans with Disabilities Act along with the U.S. Department of Housing and Urban Development Section 504 requirements dictates handicap accessibility throughout the site and facility. The site and building are generally in compliance with these requirements however five of the six handicap tenant units along with other minor components not in full compliance with the current requirements. See Specific Building Deficiencies section below for additional information.

2.2 Specific Building Deficiencies

- The current facility has six HDCP units, which complies with the 5% requirement for the buildings as well as an additional two "audio assist rooms" which complies with the 2% requirement for the building. Five of the six HDCP units were made handicap at the time of the original building construction however they are not in compliance with the current handicap codes. Costs to remodel these units into

full compliance with current codes is included as a specific separate line item. The sixth HDCP unit was added in 2017 to reach the 5% requirement and is in general compliance with the current handicap codes. Most Common areas are also in reasonable compliance and the costs to address corrections are included in other scopes of work.

- The following major components are at the end of their expected useful life and are in need of replacement.
 - Concrete Walkways and Retaining Walls
 - Parking Lot
 - Common Area HVAC Heat Pump Units
 - Main Electrical Gear
 - Tenant Unit Electrical Panels
 - Backup Generator
 - Handicap Unit Upgrades
 - Public Restroom Handicap Upgrades
- The following major components are nearing the end of their expected useful life and will be in need of replacement soon.
 - Interior Common Area Doors
 - Flooring (Levels 2-8 Corridors and Louges)
 - Building Plumbing Piping
 - Building Heating Boilers
 - Tenant Unit Refrigerators
 - Fire Alarm System Upgrades
 - Hydronic Heating Radiators and Unit Heaters
 - Tenant Unit and Common Area Light Fixtures

3.0 Anticipated Capital Expenses

3.1 Total Cumulative Anticipated Capital Expenses

The PNA calculates anticipated capital expenses over a 20-year period. 20 year projections estimate a total capital need of \$12,414,958 in (today's dollars) over that 20 year period. The MHFA Template also adjusts each year's capital expenditure with a prescribed rate of inflation to indicate what the cost of improvements may cost years from now. What is clear is that at the roughly 3% rate of inflation in the form, projects that are scheduled years from now will be more costly. While the MHFA form uses roughly 3% we are seeing much greater increases in Construction Costs due to the current bidding environment which is very unstable. Design Professional Service Fees are not included in the Construction Costs nor are Hazardous Materials Abatement Costs.

The following sub-totals are in "Today's Dollars"

- \$1,842,829 – Immediate need – Year 1
- \$5,735,515 Needed in years 2-5
- \$2,345,425 Needed in years 6-10
- \$1,345,470 Needed in years 11-15
- \$1,145,719 Needed in years 16-20

It is highly recommended that the Housing Authority review the costs included in the first 3 years and perhaps the first 5 years to determine what projects they wish to proceed with. Some items in years 2-5 will likely make sense to move up into a more immediate project, for economies of scale, and reducing "rework" associated with several smaller projects.

3.2 Anticipated Costs per Unit over the 20-Year Period

- The anticipated cost per unit is \$119,375 (in today's dollars)

3.3 Highlights - Large Scale Anticipated Capital Expenditures Years 1-3

Again the following costs are in today's dollars and do not include Design Professional Service Fees nor Hazardous Materials Abatement Costs.

- Concrete Walkways and Retaining Walls = \$109,102
 - Includes removal and replacement of select portions of concrete walkways as well as removal and replacement of retaining walls, railings, and all associated components.
- Parking Lot = \$58,069
 - Includes removal and replacement of bituminous pavement, select portions of concrete curbs, and new striping.
- Common Area HVAC Heat Pump Units = \$113,706
 - Includes removal and replacement of select common area HVAC heat pump units which were not replaced in 2017 along with all associated components.
- Main Electrical Gear = \$344,445
 - Includes removal and replacement of all main electrical gear. Does not include removal and replacement of panels within tenant units.
- Tenant Unit Electrical Panels = \$394,684
 - Includes removal and replacement of all tenant unit electrical panels and all associated components. Does not include the removal and replacement of distribution wiring, lighting, or receptacles.
- Backup Generator = \$312,983
 - Includes removal, relocation, and replacement of back up generator and all related components.
- Handicap Unit Upgrades = \$95,386
 - Includes full remodel of kitchens and bathrooms in units 208, 308, 408, 508, and 608 to bring the units into compliance with the current handicap codes.
- Public Restroom Handicap Upgrades = \$55,642
 - Includes full remodel of ground level mens and womens public restrooms to bring them into compliance with the current handicap codes.
- Interior Common Area Doors = \$62,177
 - Includes removal and replacement of doors, frames, hardware, and all related components.
- Common Area Flooring (Levels 2 through 8 Corridors and Lounges) = \$100,835
 - Includes removal and replacement of carpet flooring and wall base.
- Building Heating Boilers = \$536,915
 - Includes removal and replacement of building heating boilers, pumps, and all other associated components.
- Tenant Unit Refrigerators = \$111,008
 - Includes removal and replacement of all tenant unit refrigerators.

The sum of the Large Scale Anticipated Capital Expenditures in years 1-3 listed above equals \$2,194,117 out of the total of \$3,005,001 anticipated over the 3 year period.

3.4 Highlights - Large Scale Anticipated Capital Expenditures Years 4-5

Again the following costs are in today's dollars and do not include Design Professional Service Fees nor Hazardous Materials Abatement Costs.

- Domestic Plumbing Piping and Fixtures = \$3,045,505
 - Includes removal and replacement of all waste, vent, and supply piping, as well as all toilets, showers, tubs, shower and tub controls, and tenant unit bathroom flooring. Does not include handicap unit plumbing fixtures (the cost of which is included in the handicap upgrades category), or kitchen sinks or faucets, or other floor or wall finishes which may be necessary and/or prudent to include in such a large scale project.

- Fire Alarm System Upgrades = \$221,275
 - Includes removal and replacement of all fire alarm devices (horns, strobes, pull stations, smoke/CO detectors, fire alarm control panels, etc.) throughout building.
- Light Fixtures = \$77,029
 - Includes removal and replacement of common area and tenant unit light fixtures that are not already LED.
- Tenant Unit Hydronic Heating = \$606,320
 - Includes removal and replacement of all tenant unit fin tube radiator piping, valves, surround covers, and all related components. Does not include removal and replacement of main hydronic piping stacks.

The sum of the Large Scale Anticipated Capital Expenditures in years 4-5 listed above equals \$3,950,129 out of the total of \$4,573,343 anticipated over the 2 year period.

3.5 Hazardous Materials Notes

- Asbestos:
 - An asbestos survey report was completed for the facility in December 2016 by Legend Technical Services, Inc. which indicated some positive tests for asbestos.
- Lead:
 - No known lead assessment has been completed. 1978 was the year the federal government banned consumer uses of lead-based paints however because the building was built in 1978 a lead assessment is recommended as products could have been used that had already been purchased by the original contractors.
- Cost Implications:
 - Costs for hazardous abatement are not included in the above costs nor are they included in the 20 Year Capital Expenditures Template.
 - For budgeting purposes, an additional 10% - 15% on average should be considered on top of the costs listed.

3.6 Basis of Expenses

The Capital Expenditure projections listed above are based on:

- On-site observations conducted on March 20, 2023, March 22, 2023, March 24, 2023, April 17, 2023 and May 4, 2023 for:
 - Site
 - Building exterior
 - Building systems
 - 100% of Common Areas
 - 25% of all Tenant Units
- Expected Useful Life (EUL) Tables from sources such as Minnesota Housing Finance Agency (MHFA), Fannie Mae, U.S. Department of Housing and Urban Development (HUD), and R.S Means.
- Cost indexes primarily from RS Means 2021 edition. Also see section 4.6 Opinion of Cost section below.
- An energy audit was not performed in conjunction with the building inspections.
- Section 504 Handicapped Accessibility to make building as compliant as possible to current code.
- Maintenance and marketability items the HRA believes are necessary for the properties.

4.0 Qualifications

4.1 Purpose

The purpose of the PNA is to observe and document the conditions and possible defects of readily visible, materials and building systems which might significantly affect the value of the property, and to evaluate if conditions exist, which may have a significant impact of the continued operation of the facility.

The observations, findings, and conclusions within this report are based on the professional judgment and information obtained during the course of this assessment.

The Red Wing HRA is expected to use the information provided in this PNA to assist in decisions regarding future maintenance and usability of the existing facility.

4.2 Scope

This report is based on observations made during an on-site review. The on-site review included several site visits by two staff members of Finn Daniels, Inc. along with interviews of the staff and review of construction drawings and other documents obtained from the Red Wing HRA.

4.3 Procedures

The on-site survey includes observations of visible and readily accessible areas, visual observations of site improvements, building exterior and enclosure systems, building structure, mechanical, electrical, plumbing, and life/safety fire protection systems, interior construction and finishes and general ADA and Section 504 Compliance.

The observations were performed without testing, sampling, operating equipment, disassembling or damaging the existing building systems (i.e.: no destructive testing was authorized or performed in the assessment). Assumptions regarding the overall condition of the property have been developed based on a review of "representative" units, consequently certain assumptions have been made regarding the conditions of all units. As such, the schematic methods and associated costs for the correction of identified deficiencies are based on observations, and are also limited with respect to completeness.

4.4 Limitations

The opinions and recommendations contained herein are based on the site reviewer's observation of construction, improvements, observable defects, deficiencies and wear, review of available documents, evaluations of the information provided, and interviews with personnel familiar with the property, and the condition and performance of systems and improvements.

No calculations have been performed to determine the adequacy of the facility's original design.

The recommendations and opinions of cost provided herein are for observed deficiencies and expected wear based on the Estimated Useful Life and the Remaining Useful Life of each component and under the understanding that the facility will continue operating in its present occupancy classification.

The opinions and recommendations contained in this PNA shall not be construed as a warranty or guarantee of the current performance or any future performance of the building, building systems, or improvements.

4.5 Use and Reliance Restrictions

The observations, findings, and conclusions contained in this report are based on the professional judgment of a qualified professional experienced in this type of work using the degree of skill and care normally exercised by reputable consultants performing similar services under like assignments and circumstances.

This report has been prepared for the use and benefit of the Red Wing HRA, its consultants, agents, and affiliated personnel. Reliance has been placed on the accuracy and disclosure of the property conditions as reported by management personnel with regard to equipment operation, condition of spaces and concealed areas not observed or viewable, and for the disclosure of known problems, if any. Possession of this report does not imply the right to publication, nor may it be used for any purpose by anyone but the Red Wing HRA in any event, and only in its entirety.

4.6 Opinion of Cost

The Opinion of Costs presented are for the readily visible materials and building systems defects and wear items that affect the value and operation of the facilities over the next 20 years. These opinions do not constitute a warranty on items/systems longevity.

The opinions presented are based on published unit prices data primarily from RS Means 2023 edition pricing guidelines. Where a component may not be covered by RS Means cost indexes, alternate methods such as engaging engineers, manufacturers, contractors, previously completed projects with similar scopes, and/or internet-based information in conjunction with our best professional judgement was utilized to ascertain costs required by the PNA. All costs are stated in present value with inflation factors as listed on MHFA's 20 Year Capital Expenditure Template. Additional inflation should be considered given the current economic environment.

In evaluating the costs presented, it is important to understand that actual costs depend on various factors including but not limited to, existing conditions not readily apparent during the PNA inspection, contractor's expertise, previous contractor commitment, seasonal workload, local conditions, insurance, bonding, required labor rates, lender requirements, etc. These and other factors may cause wide variations in actual cost provided from bidder to bidder. In view of these limitations, the costs presented herein should be considered "order of magnitude" and used for budgeting purposes only and should not be interpreted as a bid or offer to perform the work. Detail design and contractor bidding is required to determine actual cost.

MHFA's 20 Year Capital Expenditure Template typically considers replacement of components without thorough consideration of their impact on surrounding materials and areas, and associated work that may be necessary to perform the actual replacement of the component. Therefore, replacement of complicated or concealed systems is likely to be more costly than the actual component replacement.

Report respectfully submitted by:



Rebecca L. Olson, NCARB, AIA
MN Registration number 49243
Finn Daniels, Inc.
June 19, 2023

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2027				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0079	Modernization of units(Dwelling Unit-Development (1480)-Other,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Upon move out of Jordan Tower I (433 West 5th Street) or Family Scattered sites (613 21st Street, 861 Featherstone Road, 341 Pioneer Road, and 813 Hallstrom Drive), any updates needed to the unit such as flooring, fixtures, appliances, etc. would be completed during the turn.		\$5,000.00
ID0085	Administrative Fees(Administration (1410)-Salaries)	To pay the salary and benefits for staff, along with other expenses, to administer the CFP grant.		\$29,000.00
ID0097	HVAC Maintenance(Dwelling Unit-Interior (1480)-Mechanical)	At Jordan Tower I (433 West 4th Street) or Family Scattered sites (613 21st Street, 861 Featherstone, 341 Pioneer Road, 813 Hallstrom Drive); includes replacement of kitchen and bathroom exhaust fans, range hoods, water heaters, dryer vent ductwork, and AC sleeve. Includes cleaning of existing ductwork. If there are any hazardous materials, it will be mitigated properly		\$26,000.00
ID0098	Replace flooring in Family Scattered units(Dwelling Unit-Interior (1480)-Flooring (non routine))	At 613 21st Street, 861 Featherstone Drive, 341 Pioneer Road, and 813 Hallstrom Drive, replace flooring and base boards in each unit. the flooring would be tile and base boards with either wood or plastic. There is no carpet in any of the units. When taking out the old, there may be hazardous materials which will be mitigated properly.		\$25,000.00
	Subtotal of Estimated Cost			\$290,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5		2027		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0055	Architectural and Engineering Fees(Contract Administration (1480)-Other Fees and Costs)	For projects at 433 West 4th Street, 613 21st street, 861 Featherstone Road, 341 Pioneer Road and 813 Hallstrom Drive, contract with a an architectural and engineering firm to perform and monitor project.		\$1,000.00
ID0059	Physical Needs Assessment(Contract Administration (1480)-Other Fees and Costs)	The HRA would hire an architectural firm to look at Jordan Tower I, 433 West 4th Street and the Family Public housing units, 613 21st Street, 861 Featherstone Road, 341 Pioneer Road, and 813 Hallstrom Drive. The PNA would assist staff in planning for future capital needs of these properties and prioritize them.		\$1,000.00
ID0060	Plumbing Above Slabs(Dwelling Unit-Interior (1480)-Plumbing)	At Jordan Tower I, 433 West 4th Street; Replace all existing domestic water supply piping, vent piping, and sanitary piping with new throughout the entire building. Also replace all showers, tubs, toilets, sinks, faucets, cabinets, finishes, lighting, and accessories with new in bathrooms due to demolition required to replace plumbing pipes. Also replace kitchen sinks and faucets with new. Any hazardous materials will be mitigated.		\$1,000.00
ID0062	Upgrade smoke detectors and fire alarm system(Non-Dwelling Construction - Mechanical (1480)-Security - Fire Alarm,Non-Dwelling Construction - Mechanical (1480)-Smoke/Fire Detection)	At Jordan Tower I, 433 West 4th Street, replace fire alarm system and all smoke detectors in the 100 unit building. Any hazardous materials will be mitigated.		\$1,000.00
ID0063	Gas valve-emergency shutoff (Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Site Utilities)	At Jordan Tower I, 433 West 4th Street, restoration of black top and landscaping from work being done to install excess flow valves and shut off valves as advised to by utility company. Rest of project would be completed by utility company and paid for by them.		\$1,000.00
ID0064	Misc. heating units(Non-Dwelling Interior (1480)-Mechanical)	At Jordan Tower I, 433 West 4th Street, replace existing heaters with more economical units throughout the building, maintenance rooms and common areas. Any hazardous materials will be mitigated.		\$1,000.00
ID0065	Replace sewer lines(Non-Dwelling Exterior (1480)-Foundation,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage)	At 613 21st Street, 861 Featherstone Road, 341 Pioneer Road, and 813 Hallstrom Drive, replace sewer line system. Any hazardous materials will be mitigated.		\$1,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2027				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0038	Hazardous Materials Survey(Contract Administration (1480)-Other)	Contract to test and report on Jordan Tower I, 433 West 4th Street and the Family Public Housing scattered units; 613 21st Street, 813 Hallstrom Drive, 341 Pioneer Road and 861 Featherstone Road. This survey would examine all possible hazardous materials at these properties.		\$500.00
ID0039	Operations(Operations (1406))	Sustain and maintain the property, to include general repairs; administrative and maintenance salaries; and utility payments. If there were hazardous material to be found, it would be mitigated properly.		\$72,000.00
ID0043	Excessive Tenant Damage to all units(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Other)	Upon move out of Jordan Tower I (433 West 4th Street) or Family Scattered sites (613 21st Street, 861 Featherstone, 341 Pioneer Road, 813 Hallstrom Drive), any damage above and exceeds normal wear and tear of the unit. This could be repair walls, plumbing, painting, cleaning, or other areas. If there were hazardous material to be found, it would be mitigated properly.		\$1,000.00
ID0045	Exterior Doors at scattered family units(Dwelling Unit-Exterior (1480)-Exterior Doors)	Replace exterior doors at Deer Run, 613 21st Street (approx. 12 doors); Featherstone Court, 861 Featherstone Road (approx. 12 doors); Pioneer Place, 341 Pioneer Road (approx. 12 doors); and 813 Hallstrom Drive (approx. 2 doors). The replacement doors would include knobs, hardware for door and possible new door frames. if there would be any hazardous materials, it would be mitigated properly.		\$1,000.00
ID0046	Interior Doors at scattered family units(Dwelling Unit-Interior (1480)-Interior Doors)	Replace interior doors at Deer Run, 613 21st Street (approx. 55 doors); Featherstone Court, 861 Featherstone Road (approx. 55 doors); Pioneer Place, 341 Pioneer Road (approx. 55 doors); and 813 Hallstrom Drive (approx. 8 doors). The replacement doors would include knobs, hardware for door and possible new door frames. if there would be any hazardous materials, it would be mitigated properly.		\$1,000.00
ID0047	Interior and Exterior doors at Jordan Tower I(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Interior (1480)-Interior Doors)	Replace exterior and interior doors at Jordan Tower I, 433 West 4th Street (approx. 115 doors). The replacement doors would include knobs, hardware for door and possible new door frames. mechanical overhead door replacement. if there would be any hazardous materials, it would be mitigated properly.		\$1,000.00
ID0048	Architectural and Engineering Fees(Contract Administration (1480)-Other Fees and Costs)	Contract with A&E Firm to perform and monitor projects for Jordan Tower I, 433 West 4th Street, 613 21st Street, 861 Featherstone Road, 341 Pioneer Road and 813 Hallstrom Drive. The project to be completed is replacing the cement sidewalks and steps.		\$1,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year **5** **2027**

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0021	Replace flooring in Family Scattered units(Dwelling Unit-Interior (1480)-Flooring (non routine))	At 613 21st Street, 861 Featherstone Drive, 341 Pioneer Road, and 813 Hallstrom Drive, replace flooring and base boards in each unit. the flooring would be tile and base boards with either wood or plastic. There is no carpet in any of the units. When taking out the old, there may be hazardous materials which will be mitigated properly.		\$1,000.00
ID0023	Appliance and Equipment Replacement(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Mechanical)	At 433 West 4th Street, 613 21st Street, 861 Featherstone Road, 341 Pioneer Road, 813 Hallstrom Drive; replace appliances/ equipment with energy efficient appliances for the refrigerator, stove, furnace, hot water heaters, boiler system where present, etc. For some of the appliances, the electrical may need to be examined for updates. Some pipes may be disturbed to install the new appliances. <u>if any hazardous material is present, it will be mitigated properly.</u>		\$1,000.00
ID0025	Landscape at all properties(Non-Dwelling Site Work (1480)-Landscape)	Landscape at 433 West 4th Street, 613 21st Street, 861 Featherstone Road, 341 Pioneer Road, and 813 Hallstrom Drive. This would include planting shrubs, trees, grass, and other décor. There would be some disturbance to the ground so if any hazardous material is found, it will be mitigated properly.		\$1,000.00
ID0026	Domestic Water System (Non-Dwelling Interior (1480)-Plumbing)	At 433 West 4th Street, 613 21st Street, 861 Featherstone Road, 341 Pioneer Road, and 813 Hallstrom Drive, replace the domestic water system. This system would include hot water heater, softener, and tank. These systems are either in the basements or in the boiler room. There is a possibility of hazardous material so it will be mitigated properly.		\$1,000.00
ID0027	Smoke Detectors and Fire Protection(Non-Dwelling Construction - Mechanical (1480)-Security - Fire Alarm,Non-Dwelling Construction - Mechanical (1480)-Smoke/Fire Detection)	Replace smoke detectors at Family Scattered sites, 613 21st Street, 861 Featherstone Road, 341 Pioneer Road and 813 Hallstrom Drive. there may be some work to the wall to replace these devices. Any hazardous materials will be mitigated.		\$1,000.00
ID0028	Plumbing(Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Water Lines/Mains)	Replace horizontal pipes, sewer lines, and subsurface drainage in Jordan Tower 1, 433 West 4th Street. There would be disturbance to the walls, soil and plumbing fixtures. At the family units, 613 21st Street, 861 Featherstone Road, 341 Pioneer Road, and 813 Hallstrom Drive, the plumbing would also be replaced. There may be hazardous materials and if found, would be mitigated properly.		\$1,000.00
ID0029	Signage for interior and exterior(Dwelling Unit-Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Signage)	Signage for 433 West 4th Street, 613 21st Street, 861 Featherstone Road, 341 Pioneer Road, and 813 Hallstrom Drive. the signs would be for the property name and at 433 West 4th Street for all interior signage required. There would be minimal disturbance to the ground and walls.		\$500.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2027				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
		and replace with melamine doors and all associated hardware. If there is any hazardous materials, it would be mitigated properly.		
ID0017	Handicap Accessible compliant common areas(Dwelling Unit-Exterior (1480)-Building Slob,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Washers)	Upgrade as required to be handicap accessible. This would be at all the properties, 433 West 4th Street; 613 21st street; 861 Featherstone Road; 341 Pioneer Road; and 813 Hallstrom Drive. the scope of work would depend on the area needing to be updated for code. Any hazardous materials will be mitigated properly.		\$1,000.00
ID0018	Remodel bathrooms in common areas and in units(Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Non-Dwelling Interior (1480)-Common Area Bathrooms,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks)	Remodel the bathrooms in the common areas of each floor of Jordan Tower I, 433 West 4th Street (5 rooms). In each unit located at 433 West 4th Street (100 units), 613 21st Street (10 rooms), 861 Featherstone Road (10 rooms), 341 Pioneer Road (10 rooms), and 813 Hallstrom Drive (one room), there will be work done in the unit bathrooms. For remodeling, the plumbing, wall, doors, toilet, sink, tub/shower, flooring, and doors may be replaced or disturbed. if there are any hazardous materials, it will be mitigated properly.		\$107,000.00
ID0019	Building design for trash removal in Jordan Tower I(Non-Dwelling Interior (1480)-Other)	At Jordan Tower I, 433 West 4th Street, exam the most efficient way to design the trash chutes and collections for the nine story building. Replace the trash chute doors on each floor. There may be disturbance to the door frame and walls pending the design. Also hallways in common areas in which the dumpster would be pushed to the outside. for any disturbance, all hazardous materials found would be mitigated properly.		\$1,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2027		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	JORDAN TOWERS/SCATTERED (MN09000001)			\$290,000.00
ID0002	Sanitary Waste(Dwelling Unit-Interior (1480)-Plumbing)	Contract to use a camera in the pipes of the Jordan Tower I, 433 West 4th Street, to locate any deficiencies and to identify future repairs. These pipes run under the floor in the ground. While using camera to identify any problems with the pipes, clean out the pipes using a pipe snake and chain. no chemicals would be used. No other structures will be affected during this project. There is not expected to be any hazardous materials found or disturbed in this process. If there is, it would be mitigated properly.		\$1,000.00
ID0011	Roofing and Gutters(Non-Dwelling Exterior (1480)-Gutters - Downspouts,Non-Dwelling Exterior (1480)-Roofs)	Repair and replace the roofing and gutters at 613 21st Street (663 sf), 341 Pioneer Road (480 sf), 861 Featherstone Road (675 sf), and 813 Hallstrom Drive (389 sf). Remove existing townhome, duplex, and single family pitched roofing materials including underlayment, asphalt shingles, metal trims, vents, and gutters and replace with new underlayment, asphalt shingles, metal trims, vents, and gutters. There could be hazardous material and if found, will be remediated as required.		\$1,000.00
ID0014	Replacement of electrical panels(Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Site Work (1480)-Lighting)	At 433 West 4th Street, 613 21st Street, 861 Featherstone Road, 341 Pioneer Road, and 813 Hallstrom Drive; Replace all electrical panels (approx. 119 total) within tenant units with new panels. Also replace main electrical distribution equipment all all properties (1 distribution bank at each) except 433 West 4th Street. If any hazardous materials would be found, it would be mitigated properly.		\$1,000.00
ID0015	Security Cameras for each floor in Jordan Tower I(Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Other)	Jordan Tower I, 433 West 5th Street to install security cameras on each floor. There would three on each floor which would total approx. 24 more cameras installed. There would be some disturbance to the walls when mounting the cameras. These cameras would be located in the hallways and common areas. If there is any asbestos or lead based paint, it will be mitigated appropriately.		\$1,000.00
ID0016	Doors: interior and exterior(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Interior (1480)-Interior Doors)	Replace doors at Jordan Tower I, 433 West 4th Street (appx. 115 doors); Deer Run, 613 21st Street (apox. 55 doors); Featherstone Court, 861 Featherstone Road (appx. 55 doors); Pioneer Place, 341 Pioneer Road (appx. 55 doors); and 813 Hallstrom Drive (appx. 8 doors). Jordan Tower I exterior doors: remove existing hollow metal door, frame, and glazing system and all associated hardware and replace with new aluminum door frame, all associated hardware. JT I & Family Interior Doors: remove existing entrance fire rated wood doors and metal frames and replace with like materials; Family Exterior Doors: remove existing metal door, frame, interior wood trim casing, casing, metal storm door, and all associated hardware and replace with like materials and all associated hardware; Family Bi-Fold Doors: remove existing metal doors and all associated hardware		\$1,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4 2026				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0077	Modernization of units(Dwelling Unit-Development (1480)-Other,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Upon move out of Jordan Tower I (433 West 5th Street) or Family Scattered sites (613 21st Street, 861 Featherstone Road, 341 Pioneer Road, and 813 Hallstrom Drive), any updates needed to the unit such as flooring, fixtures, appliances, etc. would be completed during the turn.		\$5,000.00
ID0084	Administrative Fees(Administration (1410)-Salaries)	To pay the salary and benefits for staff, along with other expenses, to administer the CFP grant.		\$29,000.00
ID0090	Landscape at all properties(Non-Dwelling Site Work (1480)-Landscape)	Landscape at 433 West 4th Street, 613 21st Street, 861 Featherstone Road, 341 Pioneer Road, and 813 Hallstrom Drive. This would include planting shrubs, trees, grass, and other décor. There would be some disturbance to the ground so if any hazardous material is found, it will be mitigated properly.		\$5,000.00
ID0095	HVAC Maintenance(Dwelling Unit-Interior (1480)-Mechanical)	At Jordan Tower I (433 West 4th Street) or Family Scattered sites (613 21st Street, 861 Featherstone, 341 Pioneer Road, 813 Hallstrom Drive); includes replacement of kitchen and bathroom exhaust fans, range hoods, water heaters, dryer vent ductwork, and AC sleeve. Includes cleaning of existing ductwork. If there are any hazardous materials, it will be mitigated properly		\$26,000.00
ID0096	Replace flooring in Family Scattered units(Dwelling Unit-Interior (1480)-Flooring (non routine))	At 613 21st Street, 861 Featherstone Drive, 341 Pioneer Road, and 813 Hallstrom Drive, replace flooring and base boards in each unit. the flooring would be tile and base boards with either wood or plastic. There is no carpet in any of the units. When taking out the old, there may be hazardous materials which will be mitigated properly.		\$25,000.00
	Subtotal of Estimated Cost			\$290,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4 2026				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	JORDAN TOWERS/SCATTERED (MN090000001)			\$290,000.00
ID0008	Operations(Operations (1406))	Sustain and maintain the property, to include general repairs; administrative and maintenance salaries; and utility payments. If there were hazardous material to be found, it would be mitigated properly.		\$72,000.00
ID0024	Common Area updates and Finishes for Jordan Tower I (Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Other)	At Jordan Tower I, 433 West 4th Street, update the common areas. For the walls, the wall paper would be removed and the walls would be painted. New base boards would be installed. There may be some hazardous materials and if found, will be mitigated properly. Buy new furniture as needed for each of the nine floor of the building for the lounges and common areas. along with new furniture, also wall decorations.		\$125,000.00
ID0042	Excessive Tenant Damage to all units(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Upon move out of Jordan Tower I (433 West 4th Street) or Family Scattered sites (613 21st Street, 861 Featherstone, 341 Pioneer Road, 813 Hallstrom Drive), any damage above and exceeds normal wear and tear of the unit. This could be repair walls, plumbing, painting, cleaning, or other areas. If there were hazardous material to be found, it would be mitigated properly.		\$1,000.00
ID0050	Architectural and Engineering Fees(Contract Administration (1480)-Other Fees and Costs)	For projects at 433 West 4th Street, 613 21st street, 861 Featherstone Road, 341 Pioneer Road and 813 Hallstrom Drive, contract with an architectural and engineering firm to perform and monitor project.		\$1,000.00
ID0054	Davis Bacon Fees(Contract Administration (1480)-Other Fees and Costs)	For projects at 433 West 4th Street, 613 21st street, 861 Featherstone Road, 341 Pioneer Road and 813 Hallstrom Drive, contract with a Davis Bacon firm to perform and monitor project.		\$1,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2025				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0094	Replace flooring in Family Scattered units(Dwelling Unit-Interior (1480)-Flooring (non routine))	At 613 21st Street, 861 Featherstone Drive, 341 Pioneer Road, and 813 Hallstrom Drive, replace flooring and base boards in each unit. the flooring would be tile and base boards with either wood or plastic. There is no carpet in any of the units. When taking out the old, there may be hazardous materials which will be mitigated properly.		\$25,000.00
	Subtotal of Estimated Cost			\$290,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2025				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0049	Architectural and Engineering Fees(Contract Administration (1480)-Other Fees and Costs)	For any possible future projects needing an architect at 433 West 4th Street, 613 21st street, 861 Featherstone Road, 341 Pioneer Road and 813 Hallstrom Drive, contract with an architectural and engineering firm to perform and monitor project.		\$1,000.00
ID0053	Davis Bacon Fees(Contract Administration (1480)-Other Fees and Costs)	For projects at 433 West 4th Street, 613 21st street, 861 Featherstone Road, 341 Pioneer Road and 813 Hallstrom Drive, contract with a Davis Bacon firm to perform and monitor project.		\$1,000.00
ID0076	Modernization of units(Dwelling Unit-Development (1480)-Other,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodos,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Upon move out of Jordan Tower I (433 West 5th Street) or Family Scattered sites (613 21st Street, 861 Featherstone Road, 341 Pioneer Road, and 813 Hallstrom Drive), any updates needed to the unit such as flooring, fixtures, appliances, etc. would be completed during the turn.		\$5,000.00
ID0083	Administrative Fees(Administration (1410)-Salaries)	To pay the salary and benefits for staff, along with other expenses, to administer the CFP grant.		\$29,000.00
ID0089	Landscape at all properties(Non-Dwelling Site Work (1480)-Landscape)	Landscape at 433 West 4th Street, 613 21st Street, 861 Featherstone Road, 341 Pioneer Road, and 813 Hallstrom Drive. This would include planting shrubs, trees, grass, and other décor. There would be some disturbance to the ground so if any hazardous material is found, it will be mitigated properly.		\$5,000.00
ID0093	HVAC Maintenance(Dwelling Unit-Interior (1480)-Mechanical)	At Jordan Tower I (433 West 4th Street) or Family Scattered sites (613 21st Street, 861 Featherstone, 341 Pioneer Road, 813 Hallstrom Drive); includes replacement of kitchen and bathroom exhaust fans, range hoods, water heaters, dryer vent ductwork, and AC sleeve. Includes cleaning of existing ductwork. If there are any hazardous materials, it will be mitigated properly		\$26,000.00

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
	JORDAN TOWERS/SCATTERED (MN090000001)			\$290,000.00
ID0006	Operations(Operations (1406))	Sustain and maintain the property, to include general repairs; administrative and maintenance salaries; and utility payments. If there were hazardous material to be found, it would be mitigated properly.		\$72,000.00
ID0020	Replace Windows at Family Scattered sites(Dwelling Unit-Exterior (1480)-Windows,Non-Dwelling Exterior (1480)-Windows)	Replace windows and frames at 613 21st Street, 861 Featherstone Drive, 341 Pioneer Road, and 813 Hallstrom Drive. There about 10 windows in each unit. Remove existing vinyl windows, interior wood casing, and exterior metal wrapped wood casing and replace with new fiberglass windows, interior cellular PVC trim casing, and exterior cellular PVC trim casing. Any hazardous materials would be mitigated properly.		\$100,000.00
ID0041	Excessive Tenant Damage to all units(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Upon move out of Jordan Tower I (433 West 4th Street) or Family Scattered sites (613 21st Street, 861 Featherstone, 341 Pioneer Road, 813 Hallstrom Drive), any damage above and exceeds normal wear and tear of the unit. This could be repair walls, plumbing, painting, cleaning, or other areas. If there were hazardous material to be found, it would be mitigated properly.		\$1,000.00
ID0044	Exterior Storage Doors at scattered family units(Dwelling Unit-Exterior (1480)-Exterior Doors)	Replace doors for storage at Deer Run, 613 21st Street (approx. 6 doors); Featherstone Court, 861 Featherstone Road (approx. 12 doors); and Pioneer Place, 341 Pioneer Road (approx. 12 doors). The replacement doors would include remove existing painted wood doors, wood frames, metal wrapper wood trim casing, and all associated hardware and replace with new metal doors, metal frames, cellular PVC trim casing, and exterior cellular PVC trim casing. If there would be any hazardous materials, it would be mitigated properly.		\$25,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2 2024				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Subtotal of Estimated Cost			\$290,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2 2024				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0052	Davis Bacon Fees(Contract Administration (1480)-Other Fees and Costs)	For projects at 433 West 4th Street, 613 21st street, 861 Featherstone Road, 341 Pioneer Road and 813 Hallstrom Drive, contract with a Davis Bacon firm to perform and monitor project.		\$1,000.00
ID0075	Modernization of units(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Development (1480)-Other,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Upon move out of Jordan Tower I (433 West 5th Street) or Family Scattered sites (613 21st Street, 861 Featherstone Road, 341 Pioneer Road, and 813 Hallstrom Drive), any updates needed to the unit such as flooring, fixtures, appliances, etc. would be completed during the turn.		\$5,000.00
ID0082	Administrative Fees(Administration (1410)-Salaries)	To pay the salary and benefits for staff, along with other expenses, to administer the CFP grant.		\$29,000.00
ID0088	Landscape at all properties(Non-Dwelling Site Work (1480)-Landscape)	Landscape at 433 West 4th Street, 613 21st Street, 861 Featherstone Road, 341 Pioneer Road, and 813 Hallstrom Drive. This would include planting shrubs, trees, grass, and other décor. There would be some disturbance to the ground so if any hazardous material is found, it will be mitigated properly.		\$5,000.00
ID0091	Replace flooring in Family Scattered units(Dwelling Unit-Interior (1480)-Flooring (non routine))	At 613 21st Street, 861 Featherstone Drive, 341 Pioneer Road, and 813 Hallstrom Drive, replace flooring and base boards in each unit. the flooring would be tile and base boards with either wood or plastic. There is no carpet in any of the units. When taking out the old, there may be hazardous materials which will be mitigated properly.		\$6,000.00
ID0092	HVAC Maintenance(Dwelling Unit-Interior (1480)-Mechanical)	At Jordan Tower I (433 West 4th Street) or Family Scattered sites (613 21st Street, 861 Featherstone, 341 Pioneer Road, 813 Hallstrom Drive); includes replacement of kitchen and bathroom exhaust fans, range hoods, water heaters, dryer vent ductwork, and AC sleeve. Includes cleaning of existing ductwork. If there are any hazardous materials, it will be mitigated properly		\$5,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2 2024				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	JORDAN TOWERS/SCATTERED (MN090000001)			\$290,000.00
ID0004	Operations(Operations (1406))	Sustain and maintain the property, to include general repairs; administrative and maintenance salaries; and utility payments. If there were hazardous material to be found, it would be mitigated properly.		\$72,000.00
ID0007	Family Units Steps and Sidewalks(Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving)	Remove all current sidewalks and steps as needed on each Public Housing property. Deer Run- 613 21st Street (663 sf), Pioneer Place- 341 Pioneer Road (480 sf), Featherstone Court- 861 Featherstone Road (675 sf), 813 Hallstrom Drive (389 sf), and Jordan Tower I- 433 West 4th Street (673 sf); Red Wing, MN. Replace with new concrete as per code and regulations. There would be minimal disturbance of the ground and the new concrete would be located in the same location.		\$165,000.00
ID0037	Architectural and Engineering fees(Contract Administration (1480)-Other Fees and Costs)	Contract with A&E Firm to perform and monitor projects for Jordan Tower I, 433 West 4th Street, 613 21st Street, 861 Featherstone Road, 341 Pioneer Road and 813 Hallstrom Drive. The project to be completed is replacing the cement sidewalks and steps.		\$1,000.00
ID0040	Excessive Tenant Damage to all units(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Upon move out of Jordan Tower I (433 West 4th Street) or Family Scattered sites (613 21st Street, 861 Featherstone, 341 Pioneer Road, 813 Hallstrom Drive), any damage above and exceeds normal wear and tear of the unit. This could be repair walls, plumbing, painting, cleaning, or other areas. If there were hazardous material to be found, it would be mitigated properly.		\$1,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2023				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0086	Deck on Single Family Home(Dwelling Unit-Exterior (1480)-Decks and Patios)	Remove and Replace the deck for the single family home located at 813 Hallstrom Drive. If any hazardous material is present, it will be mitigated.		\$6,000.00
ID0087	Landscape at all properties(Non-Dwelling Site Work (1480)-Landscape)	Landscape at 433 West 4th Street, 613 21st Street, 861 Featherstone Road, 341 Pioneer Road, and 813 Hallstrom Drive. This would include planting shrubs, trees, grass, and other décor. There would be some disturbance to the ground so if any hazardous material is found, it will be mitigated properly.		\$10,000.00
	Subtotal of Estimated Cost			\$292,884.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2023		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
		disturbance of the ground and the new concrete would be located in the same location.		
ID0010	Parking lot, driveways, sidewalks, steps(Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving)	Repair and replace as needed according to the site condition. The properties are 433 West 4th Street (673 sf), 613 21st Street (663 sf), 813 Hallstrom Drive (389 sf), 341 Pioneer Road (480 sf) and 861 Featherstone Road (675 sf). There are three parking lots associated with these properties and separate driveways for the others. each of these properties would be evaluated for the sidewalks and steps as to what would be needed to repair the concrete.		\$3,000.00
ID0061	Jordan Tower 1 roof replacement(Dwelling Unit-Exterior (1480)-Roofs)	At Jordan Tower 1, 433 West 4th Street, remove and replace roof. Remove existing high-rise and penthouse flat roofing materials including rigid insulation, underlayment's, EPDM roofing, metal coping, main roof drain basins and penthouse gutters and replace with new rigid insulation, EPDM roofing, metal copings, main roof drain basins, and penthouses' gutters. Also provide new supplemental secondary overflow drains. Any hazardous materials will be mitigated.		\$20,000.00
ID0074	Modernization of units(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Development (1480)-Other,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Upon move out of Jordan Tower 1 (433 West 5th Street) or Family Scattered sites (613 21st Street, 861 Featherstone Road, 341 Pioneer Road, and 813 Hallstrom Drive), any updates needed to the unit such as flooring, fixtures, appliances, etc. would be completed during the turn.		\$5,000.00
ID0080	Level 1 Common Area Ductwork(Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Other)	at Jordan Tower 1 (433 West 4th Street), remove and replace all of the ductwork servicing community room, community kitchen, and office areas. Remove and replace lighting, ceiling, and other mechanical equipment to complete this project.		\$20,000.00
ID00R1	Administrative Fees(Administration (1410)-Salaries)	To pay the salary and benefits for staff, along with other expenses, to administer the CFP grant.		\$29,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2023		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	JORDAN TOWERS/SCATTERED (MN09000001)			\$292,884.00
ID0001	Operations(Operations (1406))	Sustain and maintain the property, to include general repairs; administrative and maintenance salaries; and utility payments. If there were hazardous material to be found, it would be mitigated properly.		\$72,000.00
ID0035	Architectural and Engineering fees(Contract Administration (1480)-Other Fees and Costs)	For projects at 433 West 4th Street, 613 21st Street, 861 Featherstone Road, 341 Pioneer Road, and 813 Hallstrom drive, contract with an architectural and engineering firm to perform and monitor projects such as boiler replacement, coating the building, any structure work, etc.		\$1,000.00
ID0051	Davis Bacon Fees(Contract Administration (1480)-Other Fees and Costs)	For projects at 433 West 4th Street, 613 21st street, 861 Featherstone Road, 341 Pioneer Road and 813 Hallstrom Drive, contract with a Davis Bacon firm to perform and monitor project.		\$1,000.00
ID0030	Excessive Tenant Damage to all units(Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Sidings)	Upon move out of Jordan Tower 1 (433 West 4th Street) or Family Scattered sites (613 21st Street, 861 Featherstone, 341 Pioneer Road, 813 Hallstrom Drive), any damage above and exceeds normal wear and tear of the unit. This could be repair walls, plumbing, painting, cleaning, or other areas. If there were hazardous material to be found, it would be mitigated properly.		\$1,000.00
ID0005	Family Unit Steps and Sidewalks(Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving)	Remove all current sidewalks and steps as needed on each Public Housing property. Deer Run- 613 21st Street (663 sf), Pioneer Place- 341 Pioneer Road (480 sf), Featherstone Court- 861 Featherstone Road (675 sf), 813 Hallstrom Drive (389 sf), and Jordan Tower 1- 433 West 4th Street (673 sf); Red Wing, MN. Replace with new concrete as per code and regulations. There would be minimal		\$124,884.00

Capital Fund Program - Five-Year Action Plan

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

Status: Approved

Approval Date: 02/16/2023

Approved By: KITCHEN, DANA

Part I: Summary						
PHA Name : HRA OF RED WING, MINNESOTA			Locality (City/County & State)			
PHA Number: MN090			<input checked="" type="checkbox"/> Original 5-Year Plan		<input type="checkbox"/> Revised 5-Year Plan (Revision No:)	
A.	Development Number and Name	Work Statement for Year 1 2023	Work Statement for Year 2 2024	Work Statement for Year 3 2025	Work Statement for Year 4 2026	Work Statement for Year 5 2027
	JORDAN TOWERS/SCATTERED (MN090000001)	\$292,884.00	\$290,000.00	\$290,000.00	\$290,000.00	\$290,000.00

Capital Fund Program Overview

Capital Fund Year	Amount Awarded	Amount for Operations	Amount for Projects	List of Projects
2017	\$ 129,567.00	\$ 79,132.00	\$ 50,435.00	Walkway Roof Leverage for POHP- HVAC System
2018	\$ 201,500.00	\$ 79,875.00	\$ 121,625.00	Leverage for POHP- HVAC System
2019	\$ 209,978.00	\$ 79,875.00	\$ 130,103.00	Leverage for DEED grant-sealant, balcony, air cans Tunnel Window Replacement Project Upgrade FOB system
2020	\$ 226,643.00	\$ 89,876.00	\$ 136,767.00	Jl First Floor Finishings ADA Ramp for Family Unit Tree and Landscaping PNA \$32,000 Tunnel Window Jl Roof Repair
2021	\$ 238,345.00	\$ 68,700.00	\$ 169,645.00	Leverage for POHP Electrical Project
2022	\$ 291,247.00	\$ 72,000.00	\$ 219,247.00	Leverage for POHP Electrical Project Featherstone & Deer Run Concrete Project-along with funds from HAI Jl Drain Issue Excessive Tenant Damage Jl Lighting Upgrades Family Unit Sitework
2023	\$ 292,884.00	\$ 101,000.00	\$ 191,884.00	Family Unit Site Work Family Flooring Replacement at Turnover 2023 POHP Leverage for Jl Roof and Ventilation
2024	\$ 290,000.00	\$ 101,000.00	\$ 189,000.00	Family Unit Site Work Family Flooring Replacement at Turnover Window and Storage doors Family Units
2025	\$ 290,000.00	\$ 101,000.00	\$ 189,000.00	Family Unit Site Work Family Flooring Replacement at Turnover Window and storage doors family units
2026	\$ 290,000.00	\$ 101,000.00	\$ 189,000.00	Family Unit Site Work Family Flooring Replacement at Turnover Update Common Areas in Jl
2027	\$ 290,000.00	\$ 101,000.00	\$ 189,000.00	Family Unit Site Work Family Flooring Replacement at Turnover Update Common Areas in Jl

Red Wing HRA Inspections

- ❖ HRA Annual Inspections (All HRA Owned Units)
 - October 2019, October 2021, & October 2022

- ❖ HUD REAC Inspection for Public Housing
 - 7/31/2019 Score 73c
 - 3/8/2023 Score 98b

- ❖ HUD REAC Inspection for Jordan Tower II
 - 6/12/2019 Score 76c
 - 7/20/2021 Score 87b

- ❖ Jordan Tower I POHP Funding Inspections (Minnesota Housing)
 - 7/31/2019
 - 7/13/2021

- ❖ Jordan Tower II HOME/PARIF Funding Inspections (Minnesota Housing)
 - 1/30/2019
 - 8/23/2022
 - 6/14/2023

- ❖ Jordan Tower II MOR Inspections (Minnesota Housing)
 - 6/3/2021
 - 6/9/2022
 - 6/14/2023

Twin Home

Completed:

- Flooring replaced-2016
- Siding and roof replaced (hail damage)- 2017
- Front Step repair- 2018

Hill Street

Completed:

- Retaining Wall- 2015 & 2016
- Painted- 2018
- Gutters -2019

Future:

- Sidewalk replacement/Furnace/Window- possible congressional funds
- Unit interior updates

Haven of Hope

Completed:

- HVC Replacement- 2023

In Progress:

- Flooring Replacement

Future:

-

Family Units

Completed:

- Kitchens- 2009
- Hallstrom Sewer Line- 2010
- Deer Run and Featherstone Roof- 2014
- Structural Repairs- 2014
- Physical Needs Assessment- 2022

In Progress:

- Featherstone/Deer Run Concrete Replacement
- Hallstrom Deck Replacement

Future:

- Concrete and parking lot replacement
- Flooring
- All doors
- Storage shed repair
- Landscaping
- Kitchens

Bluffview

Completed:

- Parking Lot Replacement- 2014
- Painted- 2015
- Gutters-2016
- Sidewalk, steps and handrails- 2019

Future:

- Landscaping
- Parking lot sealant
- Move hot water heaters
- Update kitchens

Overview of Projects

Jordan Tower I

Completed:

- Window Replacement- 2014
- Boilers and Air Handlers- 2020
- Balcony Repair and Seal Coating-2021
- Tunnel Window Replacement 2022
- Physical Needs Assessment- 2022

In Progress:

- Electrical Replacement
- Drainage Diversion
- Lighting Upgrades

Future:

- Roof Replacement- possible POHP funding
- Ventilation Replacement- possible POHP funding
- Concrete and landscaping-possible HAI Funding
- Common area finishes
- Plumbing and waste lines

Jordan Tower II

Completed:

- \$5 million dollar project- windows, toilets, sealant on building, common areas, post tension cable work, etc.- 2021
- Tunnel Window Replacement- 2022
- Sidewalk between building and office replaced- 2023
- Physical Needs Assessment- 2023

Future:

- Concrete and landscaping-possible HAI Funding
- HVAC upgrade
- Electrical upgrades



RED WING HOUSING & REDEVELOPMENT AUTHORITY

428 WEST FIFTH STREET, RED WING, MN 55066

TELEPHONE (651) 388-7571

FAX (651) 385-0551

TDD/TTY 711

WWW.REDWINGHRA.ORG

July 11, 2023

To: Red Wing HRA Board of Commissioners

From: Kurt Keena, Executive Director

Re: Executive Director's Report

Federal and State Funding

We continue to monitor developments at both levels to determine where the opportunities for us may be and what might be challenging in terms of future funding for our existing programs. Right now, the state is still working out the details for many of the new programs and funds and we are participating in calls and meetings with our partners at MN NAHRO and others to understand it all.

Local Affordable Housing Aid (LAHA)

One thing we have learned about this new program is that the City can choose to allocated the funds to the AHTF and in doing so it is considered expended by the State and stops the three-year time frame for it to be spend or lost. This would allow the City to accumulate enough money for a more significant project or to expend the funds over a longer period of time on smaller projects. I have had preliminary discussions about this with the Community Development Director and hope to follow up with the City Council when it is appropriate.

Jordan Tower II HOME Loan Maturity

Pending approval by the HRA Board, we should be able to submit our Request for Action (RFA) to MHFA after our July meeting. This would start the process with MHFA with anticipated completion before the end of the year when the loan is due.

Attachments

None.



RED WING HOUSING & REDEVELOPMENT AUTHORITY

428 WEST FIFTH STREET, RED WING, MN 55066

TELEPHONE (651) 388-7571

FAX (651) 385-0551

TDD/TTY 711

WWW.REDWINGHRA.ORG

July 11, 2023

To: Red Wing HRA Board of Commissioners

From: Corrine Stockwell, Finance Director

Re: Finance Report

Reserves Adjusted

Program	April 2023	May 2023
Public Housing	\$302,762	\$366,224
Housing Choice Vouchers (FSS and restricted included)	\$29,352	\$16,483
Redevelopment	\$543,731	\$492,571
AHTF	\$334,685	\$334,083
Bridges	\$0	\$0
Small Cities Program	\$334,558	\$347,242
Jordan Tower II	\$1,260,272	\$1,250,596
Total	\$2,805,360	\$2,817,200

Operating Budget Update

Category	YTD (May)	Budgeted	Variance
Revenues	\$1,685,430	\$1,928,548	-13%
Expenses	\$1,336,730	\$1,791,912	-25%
Net Income	\$348,700		

Notes to Financial Statements

- Insurance and PILOT paid between April and May
- PH-Received \$101,000 from CFP for operating and administrative, and \$60,000 for shortfall funding.
- Will be receiving tax levy funds soon and variances to Revenues and Expenses should even out more.

Other Business

- 2022 Audit was submitted to HUD for review and approval.
- Budget
 - August – 2024 Preliminary and Tax Levy Request
 - October – Amended 2023 Budget
 - November – Final 2024 Budget

Committee Reports

A summary of the Finance Committee meeting is attached to my report.

RED WING HRA RESERVE ACCOUNTS
April 2023 Month End

Program	Fund Account	31-Mar-2023	30-Apr-2023	30-Apr-2022
Jordan Tower I & Family Units	Unrestricted - CDs	\$ 42,925	42,925	42,711
	Unrestricted	\$ 149,232	211,931	91,132
	Restricted - Sec Dep	\$ 48,512	48,902	48,905
	Total	\$ 240,669	303,758	182,748
	Due to/from Redevelopment	9,694.46	996.04	-1.40
Sec 8 Voucher	Unrestricted Cash	\$ 5,438	5,024	8,525
	FSS Escrow	\$ 18,011	19,157	8,542
	HAP Reserve Acct	\$ 16,238	10,945	49,868
	Total	\$ 39,687	35,125	66,935
	Due to/from Redevelopment	6,187.60	5,773.42	7,276.75
Redevelopment	MURL Investments	\$ 110,820	111,705	104,508
	Transitional Housing	\$ 0	0	6,119
	Bluff View	\$ 62,693	64,093	50,729
	Twin Homes	\$ 12,868	13,169	9,569
	Hill Street	\$ 2,437	1,572	12,783
	Restricted - Sec Dep	\$ 12,800	12,800	13,083
	Restricted - CDG	\$ 36,000	36,000	36,000
	ILSP	\$ -2,255	-2,785	-2,523
	Unrestricted	\$ 369,198	338,420	159,043
	Total	\$ 604,581	574,973	389,312
Bridges	Unrestricted	12,808	13,562	9,314
	Front Funded HAP	\$ 0	0	0
	Total	\$ 12,808	13,562	8,792
	Due to/from Redevelopment	12,808.39	13,562.39	9,314.39
AHTF	Unrestricted AHTF	\$ 334,293	334,685	306,291
	Program Income	0	0	0
	Total	\$ 334,293	334,685	306,291
	Due to/from Redevelopment	0.00	0.00	0.00
Small Cities	Small Cities Program	\$ 341,374	334,558	448,522
	Program Income	0	0	0
	Total	\$ 341,374	334,558	442,218
	Due to/from Redevelopment	0.00	0.00	0.00
Jordan II Tower	Unrestricted	\$ 1,191,012	1,170,716	1,036,390
	Restricted - Sec Dep	\$ 38,317	37,983	39,956
	City Bond Debt Escrow	\$ 0	0	5,934
	Total	\$ 1,229,329	1,208,699	1,082,280
	Due to/from Redevelopment	-51,418.87	-51,573.26	0.00
Total Cash Reserves		2,802,721	2,805,360	2,485,402

Financial Institution	Funds	Funds	Funds
Associated Bank	2,283,439	2,232,989	2,026,060
Edward D Jones	106,738	106,738	106,254
First Minnesota	147,844	147,844	146,770
Merchant's Bank	264,700	327,789	206,318
	\$2,802,721	\$2,815,360	\$2,485,402

Red Wing Housing and Redevelopment Authority
Income and Expense Report
4/30/2021

Account	Public Housing			Housing Choice Voucher			Section 8			Redevelopment			Bridges			All Programs																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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REVENUES																			Rental Income	\$20,311	\$18,667	16%	\$11,196	\$10,140	9%	\$16,627	\$15,131	13%	\$13,031	\$10,061	29%	\$20,919	\$21,000	-4%	\$471,190	\$416,631	13%	Subsidy	\$40,782	\$50,000	-18%				\$179,696	\$206,467	-13%							\$4,924	\$4,667	4%	Other Income - Rentals	\$16,316	\$4,667	145%													\$4,924	\$4,667	4%	Interest Income	\$375	\$0		\$131	\$0		\$4,735	\$0		\$1,661	\$167	898%				\$4,924	\$4,667	4%	Other Income	\$335	\$44,000	-99%				\$73,001	\$73,131	-1%	\$10,126	\$11,131	-10%	\$3,117	\$1,748	78%	\$11,240	\$10,667	5%	Grants/Donations	\$47,117	\$0		\$10,994	\$10,140	8%	\$77,396	\$78,634	-1%	\$11,131	\$11,131	0%				\$11,240	\$10,667	5%	Tax Levy	\$0	\$0								\$11,131	\$11,131	0%				\$0	\$11,131	-100%	Direct TV	\$0	\$0								\$2,000	\$2,000	0%				\$0	\$2,000	-100%	Office Rent	\$0	\$0								\$2,000	\$2,000	0%				\$0	\$2,000	-100%	IFP Fee Increment	\$0	\$0								\$2,000	\$2,000	0%				\$0	\$2,000	-100%	Operating Transfer In	\$181,649	\$160,510	13%	\$48,171	\$21,500	123%	\$397,330	\$417,027	-4%	\$103,611	\$157,000	-34%	\$4,448	\$3,831	16%	\$38,639	\$72,331	-46%	TOTAL REVENUES	\$381,649	\$360,510	6%	\$164,492	\$151,740	9%	\$797,330	\$797,027	0%	\$103,611	\$157,000	-34%	\$18,519	\$49,081	-62%	\$1,406,645	\$1,342,839	4%	EXPENSES																			Administrative																			Salaries	\$41,003	\$48,131	-15%	\$19,679	\$30,000	-34%	\$40,884	\$31,667	29%	\$45,697	\$36,167	26%	\$5,240	\$5,000	5%	\$168,763	\$191,137	-11%	Employment Benefits	\$15,708	\$19,131	-18%	\$14,333	\$17,000	-20%	\$14,998	\$20,667	-28%	\$15,541	\$12,167	28%	\$1,851	\$2,000	-7%	\$4,948	\$14,131	-65%	Advertising & Marketing	\$1,071	\$1,000	7%	\$0	\$0		\$600	\$1,500	-60%	\$2,111	\$2,111	0%				\$1,000	\$2,111	-53%	Memberships/Publications	\$0	\$0		\$0	\$0		\$0	\$0		\$2,811	\$4,667	-40%				\$1,000	\$2,111	-53%	Legal	\$333	\$333	0%	\$0	\$0		\$0	\$0		\$1,111	\$1,111	0%				\$0	\$1,111	-100%	Travel	\$462	\$667	-30%	\$197	\$300	-34%	\$444	\$667	-33%	\$1,360	\$467	291%				\$2,111	\$667	213%	Training	\$1,082	\$1,667	-35%	\$1,684	\$1,000	68%	\$482	\$1,667	-71%	\$545	\$4,131	-87%	\$7,408	\$7,200	3%	\$2,111	\$7,200	-70%	Accounting	\$2,911	\$3,167	-9%	\$1,817	\$2,000	-9%	\$2,144	\$2,667	-20%	\$1,241	\$1,000	24%	\$1,178	\$1,000	18%	\$10,178	\$12,831	-21%	Amort	\$3,275	\$1,667	97%	\$3,275	\$1,667	97%	\$2,173	\$1,667	30%	\$2,173	\$1,667	30%	\$13,000	\$9,667	35%	\$7,000	\$9,667	-28%	Office Rent	\$1,500	\$1,500	0%	\$1,500	\$1,500	0%	\$1,500	\$1,500	0%	\$1,500	\$1,500	0%				\$1,500	\$1,500	0%	Office Supplies/Equip	\$7,000	\$1,000	6%	\$1,825	\$1,667	10%	\$1,271	\$3,331	-62%	\$2,098	\$3,331	-37%				\$7,000	\$1,131	5%	Supplies	\$5,000	\$1,000	4%	\$1,825	\$1,667	10%	\$1,271	\$3,331	-62%	\$2,098	\$3,331	-37%				\$7,000	\$1,131	5%	Telephone	\$425	\$425	0%	\$425	\$425	0%	\$425	\$425	0%	\$425	\$425	0%				\$425	\$425	0%	TOTAL EXPENSES	\$78,311	\$87,000	-10%	\$41,178	\$51,717	-20%	\$72,027	\$93,167	-23%	\$42,816	\$105,167	-59%	\$9,250	\$7,000	32%	\$304,311	\$346,900	-13%	Transfers																			Social Services Coordinator	\$3,267	\$2,317	41%				\$2,725	\$18,000	-85%										Repayment Activities	\$971	\$2,000	-51%				\$2,725	\$18,000	-85%										TOTAL TRANSFERS EXP.	\$3,267	\$2,317	41%				\$2,725	\$18,000	-85%										Utilities																			Water & Sewer	\$19,161	\$20,000	-5%				\$12,491	\$15,000	-17%	\$3,171	\$3,831	-17%				\$12,725	\$40,811	-68%	Electricity	\$11,870	\$18,131	-34%				\$9,536	\$11,667	-18%	\$2,878	\$2,131	35%				\$24,114	\$12,131	98%	Gas	\$7,061	\$11,667	-40%				\$12,273	\$8,131	50%	\$4,038	\$3,131	29%				\$18,862	\$13,131	43%	Rubbish/Recycling	\$6,867	\$7,444	-7%				\$3,995	\$4,000	0%	\$1,818	\$1,000	82%				\$11,607	\$12,567	-7%	TOTAL UTILITIES EXP.	\$53,777	\$59,667	-9%				\$42,316	\$39,000	11%	\$11,905	\$13,000	-8%				\$112,811	\$128,603	-12%	Maintenance Expenses																			Salaries	\$40,075	\$41,667	-4%				\$38,889	\$20,000	95%	\$4,266	\$6,131	-30%				\$20,264	\$18,500	10%	Benefits	\$8,753	\$11,667	-25%				\$8,896	\$12,000	-26%	\$4,100	\$2,731	50%				\$18,059	\$31,000	-42%	Materials	\$9,881	\$10,000	-1%				\$6,112	\$8,131	-25%	\$2,694	\$4,131	-35%				\$18,798	\$22,667	-18%	Utilities	\$119	\$200	-41%				\$353	\$200	77%							\$217	\$400	-45%	Hardware/Contract	\$2,748	\$2,667	3%				\$2,748	\$2,667	3%	\$0	\$0					\$3,497	\$3,331	5%	Intermarriage	\$1,667	\$1,667	0%				\$450	\$1,667	-73%	\$82	\$187	-57%				\$272	\$1,500	-82%	Insurance/Contract	\$187	\$1,333	-86%				\$2,483	\$333	219%	\$187	\$1,000	-81%				\$7,650	\$1,000	665%	Plumbing/Contract	\$5,000	\$467	61%				\$2,378	\$467	508%	\$467	\$467	0%				\$2,366	\$1,700	39%	Light Turnaround	\$8,131	\$5,000	63%				\$12,827	\$4,000	221%	\$7	\$1,667	-99%				\$3,135	\$10,667	-70%	Contract Cost	\$8,131	\$10,000	-18%				\$12,274	\$20,000	-39%	\$47	\$3,131	-99%				\$2,702	\$10,167	-73%	TOTAL MAINTENANCE EXP.	\$68,937	\$118,667	-41%				\$76,608	\$79,667	4%	\$8,199	\$49,611	-83%				\$122,639	\$255,267	-52%	General Expenses																			Property Insurance	\$21,066	\$21,667	-3%				\$17,861	\$18,131	-1%	\$4,214	\$4,717	-11%				\$48,454	\$48,717	-1%	Liability Insurance	\$3,780	\$3,131	21%				\$2,800	\$3,131	-10%	\$1,786	\$3,131	-43%				\$2,001	\$4,000	-50%	Health Insurance	\$4,344	\$1,000	334%				\$4,344	\$2,667	63%	\$4,344	\$3,131	39%				\$19,101	\$9,000	112%	Life Insurance	\$643	\$1,131	-43%				\$706	\$1,131	-38%	\$1,365	\$500	173%				\$1,793	\$1,167	54%	PE OI	\$14,773	\$4,667	316%				\$12,131	\$13,333	-9%	\$1,365	\$5,444	-75%				\$20,269	\$13,444	51%	Software Maintenance	\$1,007	\$2,833	-65%				\$1,007	\$2,667	-62%	\$4,482	\$4,000	12%				\$19,274	\$13,167	46%	Collection/Contract	\$467	\$467	0%				\$1,447	\$0		\$1,447	\$0					\$1,447	\$467	310%	Other General Expense	\$1,311	\$1,311	0%				\$148	\$4,750	-97%	\$0	\$0					\$1,757	\$50,750	-97%	Direct TV																			ISP																			Service																			Operating Transfer Out																			IF Payment																			Transfer to AMT																			TOTAL GENERAL EXPENSES	\$50,148	\$45,000	11%	\$24,237	\$20,811	16%	\$44,044	\$48,417	-9%	\$4,312	\$10,127	-57%				\$30,146	\$42,000	-28%	TOTAL EXPENSES	\$297,348	\$351,667	-16%	\$165,625	\$213,550	-23%	\$268,888	\$329,164	-18%	\$110,201	\$248,177	-55%	\$19,518	\$9,000	117%	\$122,899	\$243,350	-49%	NET INCOME/LOSS	\$84,081	\$65,993	126%	\$1,183	\$230	-416%	\$183,504	\$90,833	103%	\$48,400	\$8,131	489%	\$0	\$0		\$113,977	\$109,809	3%
Rental Income	\$20,311	\$18,667	16%	\$11,196	\$10,140	9%	\$16,627	\$15,131	13%	\$13,031	\$10,061	29%	\$20,919	\$21,000	-4%	\$471,190	\$416,631	13%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Subsidy	\$40,782	\$50,000	-18%				\$179,696	\$206,467	-13%							\$4,924	\$4,667	4%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Other Income - Rentals	\$16,316	\$4,667	145%													\$4,924	\$4,667	4%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Interest Income	\$375	\$0		\$131	\$0		\$4,735	\$0		\$1,661	\$167	898%				\$4,924	\$4,667	4%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Other Income	\$335	\$44,000	-99%				\$73,001	\$73,131	-1%	\$10,126	\$11,131	-10%	\$3,117	\$1,748	78%	\$11,240	\$10,667	5%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Grants/Donations	\$47,117	\$0		\$10,994	\$10,140	8%	\$77,396	\$78,634	-1%	\$11,131	\$11,131	0%				\$11,240	\$10,667	5%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Tax Levy	\$0	\$0								\$11,131	\$11,131	0%				\$0	\$11,131	-100%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Direct TV	\$0	\$0								\$2,000	\$2,000	0%				\$0	\$2,000	-100%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Office Rent	\$0	\$0								\$2,000	\$2,000	0%				\$0	\$2,000	-100%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
IFP Fee Increment	\$0	\$0								\$2,000	\$2,000	0%				\$0	\$2,000	-100%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Operating Transfer In	\$181,649	\$160,510	13%	\$48,171	\$21,500	123%	\$397,330	\$417,027	-4%	\$103,611	\$157,000	-34%	\$4,448	\$3,831	16%	\$38,639	\$72,331	-46%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
TOTAL REVENUES	\$381,649	\$360,510	6%	\$164,492	\$151,740	9%	\$797,330	\$797,027	0%	\$103,611	\$157,000	-34%	\$18,519	\$49,081	-62%	\$1,406,645	\$1,342,839	4%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
EXPENSES																			Administrative																			Salaries	\$41,003	\$48,131	-15%	\$19,679	\$30,000	-34%	\$40,884	\$31,667	29%	\$45,697	\$36,167	26%	\$5,240	\$5,000	5%	\$168,763	\$191,137	-11%	Employment Benefits	\$15,708	\$19,131	-18%	\$14,333	\$17,000	-20%	\$14,998	\$20,667	-28%	\$15,541	\$12,167	28%	\$1,851	\$2,000	-7%	\$4,948	\$14,131	-65%	Advertising & Marketing	\$1,071	\$1,000	7%	\$0	\$0		\$600	\$1,500	-60%	\$2,111	\$2,111	0%				\$1,000	\$2,111	-53%	Memberships/Publications	\$0	\$0		\$0	\$0		\$0	\$0		\$2,811	\$4,667	-40%				\$1,000	\$2,111	-53%	Legal	\$333	\$333	0%	\$0	\$0		\$0	\$0		\$1,111	\$1,111	0%				\$0	\$1,111	-100%	Travel	\$462	\$667	-30%	\$197	\$300	-34%	\$444	\$667	-33%	\$1,360	\$467	291%				\$2,111	\$667	213%	Training	\$1,082	\$1,667	-35%	\$1,684	\$1,000	68%	\$482	\$1,667	-71%	\$545	\$4,131	-87%	\$7,408	\$7,200	3%	\$2,111	\$7,200	-70%	Accounting	\$2,911	\$3,167	-9%	\$1,817	\$2,000	-9%	\$2,144	\$2,667	-20%	\$1,241	\$1,000	24%	\$1,178	\$1,000	18%	\$10,178	\$12,831	-21%	Amort	\$3,275	\$1,667	97%	\$3,275	\$1,667	97%	\$2,173	\$1,667	30%	\$2,173	\$1,667	30%	\$13,000	\$9,667	35%	\$7,000	\$9,667	-28%	Office Rent	\$1,500	\$1,500	0%	\$1,500	\$1,500	0%	\$1,500	\$1,500	0%	\$1,500	\$1,500	0%				\$1,500	\$1,500	0%	Office Supplies/Equip	\$7,000	\$1,000	6%	\$1,825	\$1,667	10%	\$1,271	\$3,331	-62%	\$2,098	\$3,331	-37%				\$7,000	\$1,131	5%	Supplies	\$5,000	\$1,000	4%	\$1,825	\$1,667	10%	\$1,271	\$3,331	-62%	\$2,098	\$3,331	-37%				\$7,000	\$1,131	5%	Telephone	\$425	\$425	0%	\$425	\$425	0%	\$425	\$425	0%	\$425	\$425	0%				\$425	\$425	0%	TOTAL EXPENSES	\$78,311	\$87,000	-10%	\$41,178	\$51,717	-20%	\$72,027	\$93,167	-23%	\$42,816	\$105,167	-59%	\$9,250	\$7,000	32%	\$304,311	\$346,900	-13%	Transfers																			Social Services Coordinator	\$3,267	\$2,317	41%				\$2,725	\$18,000	-85%										Repayment Activities	\$971	\$2,000	-51%				\$2,725	\$18,000	-85%										TOTAL TRANSFERS EXP.	\$3,267	\$2,317	41%				\$2,725	\$18,000	-85%										Utilities																			Water & Sewer	\$19,161	\$20,000	-5%				\$12,491	\$15,000	-17%	\$3,171	\$3,831	-17%				\$12,725	\$40,811	-68%	Electricity	\$11,870	\$18,131	-34%				\$9,536	\$11,667	-18%	\$2,878	\$2,131	35%				\$24,114	\$12,131	98%	Gas	\$7,061	\$11,667	-40%				\$12,273	\$8,131	50%	\$4,038	\$3,131	29%				\$18,862	\$13,131	43%	Rubbish/Recycling	\$6,867	\$7,444	-7%				\$3,995	\$4,000	0%	\$1,818	\$1,000	82%				\$11,607	\$12,567	-7%	TOTAL UTILITIES EXP.	\$53,777	\$59,667	-9%				\$42,316	\$39,000	11%	\$11,905	\$13,000	-8%				\$112,811	\$128,603	-12%	Maintenance Expenses																			Salaries	\$40,075	\$41,667	-4%				\$38,889	\$20,000	95%	\$4,266	\$6,131	-30%				\$20,264	\$18,500	10%	Benefits	\$8,753	\$11,667	-25%				\$8,896	\$12,000	-26%	\$4,100	\$2,731	50%				\$18,059	\$31,000	-42%	Materials	\$9,881	\$10,000	-1%				\$6,112	\$8,131	-25%	\$2,694	\$4,131	-35%				\$18,798	\$22,667	-18%	Utilities	\$119	\$200	-41%				\$353	\$200	77%							\$217	\$400	-45%	Hardware/Contract	\$2,748	\$2,667	3%				\$2,748	\$2,667	3%	\$0	\$0					\$3,497	\$3,331	5%	Intermarriage	\$1,667	\$1,667	0%				\$450	\$1,667	-73%	\$82	\$187	-57%				\$272	\$1,500	-82%	Insurance/Contract	\$187	\$1,333	-86%				\$2,483	\$333	219%	\$187	\$1,000	-81%				\$7,650	\$1,000	665%	Plumbing/Contract	\$5,000	\$467	61%				\$2,378	\$467	508%	\$467	\$467	0%				\$2,366	\$1,700	39%	Light Turnaround	\$8,131	\$5,000	63%				\$12,827	\$4,000	221%	\$7	\$1,667	-99%				\$3,135	\$10,667	-70%	Contract Cost	\$8,131	\$10,000	-18%				\$12,274	\$20,000	-39%	\$47	\$3,131	-99%				\$2,702	\$10,167	-73%	TOTAL MAINTENANCE EXP.	\$68,937	\$118,667	-41%				\$76,608	\$79,667	4%	\$8,199	\$49,611	-83%				\$122,639	\$255,267	-52%	General Expenses																			Property Insurance	\$21,066	\$21,667	-3%				\$17,861	\$18,131	-1%	\$4,214	\$4,717	-11%				\$48,454	\$48,717	-1%	Liability Insurance	\$3,780	\$3,131	21%				\$2,800	\$3,131	-10%	\$1,786	\$3,131	-43%				\$2,001	\$4,000	-50%	Health Insurance	\$4,344	\$1,000	334%				\$4,344	\$2,667	63%	\$4,344	\$3,131	39%				\$19,101	\$9,000	112%	Life Insurance	\$643	\$1,131	-43%				\$706	\$1,131	-38%	\$1,365	\$500	173%				\$1,793	\$1,167	54%	PE OI	\$14,773	\$4,667	316%				\$12,131	\$13,333	-9%	\$1,365	\$5,444	-75%				\$20,269	\$13,444	51%	Software Maintenance	\$1,007	\$2,833	-65%				\$1,007	\$2,667	-62%	\$4,482	\$4,000	12%				\$19,274	\$13,167	46%	Collection/Contract	\$467	\$467	0%				\$1,447	\$0		\$1,447	\$0					\$1,447	\$467	310%	Other General Expense	\$1,311	\$1,311	0%				\$148	\$4,750	-97%	\$0	\$0					\$1,757	\$50,750	-97%	Direct TV																			ISP																			Service																			Operating Transfer Out																			IF Payment																			Transfer to AMT																			TOTAL GENERAL EXPENSES	\$50,148	\$45,000	11%	\$24,237	\$20,811	16%	\$44,044	\$48,417	-9%	\$4,312	\$10,127	-57%				\$30,146	\$42,000	-28%	TOTAL EXPENSES	\$297,348	\$351,667	-16%	\$165,625	\$213,550	-23%	\$268,888	\$329,164	-18%	\$110,201	\$248,177	-55%	\$19,518	\$9,000	117%	\$122,899	\$243,350	-49%	NET INCOME/LOSS	\$84,081	\$65,993	126%	\$1,183	\$230	-416%	\$183,504	\$90,833	103%	\$48,400	\$8,131	489%	\$0	\$0		\$113,977	\$109,809	3%																																																																																																																																																																																																																																																							
Administrative																			Salaries	\$41,003	\$48,131	-15%	\$19,679	\$30,000	-34%	\$40,884	\$31,667	29%	\$45,697	\$36,167	26%	\$5,240	\$5,000	5%	\$168,763	\$191,137	-11%	Employment Benefits	\$15,708	\$19,131	-18%	\$14,333	\$17,000	-20%	\$14,998	\$20,667	-28%	\$15,541	\$12,167	28%	\$1,851	\$2,000	-7%	\$4,948	\$14,131	-65%	Advertising & Marketing	\$1,071	\$1,000	7%	\$0	\$0		\$600	\$1,500	-60%	\$2,111	\$2,111	0%				\$1,000	\$2,111	-53%	Memberships/Publications	\$0	\$0		\$0	\$0		\$0	\$0		\$2,811	\$4,667	-40%				\$1,000	\$2,111	-53%	Legal	\$333	\$333	0%	\$0	\$0		\$0	\$0		\$1,111	\$1,111	0%				\$0	\$1,111	-100%	Travel	\$462	\$667	-30%	\$197	\$300	-34%	\$444	\$667	-33%	\$1,360	\$467	291%				\$2,111	\$667	213%	Training	\$1,082	\$1,667	-35%	\$1,684	\$1,000	68%	\$482	\$1,667	-71%	\$545	\$4,131	-87%	\$7,408	\$7,200	3%	\$2,111	\$7,200	-70%	Accounting	\$2,911	\$3,167	-9%	\$1,817	\$2,000	-9%	\$2,144	\$2,667	-20%	\$1,241	\$1,000	24%	\$1,178	\$1,000	18%	\$10,178	\$12,831	-21%	Amort	\$3,275	\$1,667	97%	\$3,275	\$1,667	97%	\$2,173	\$1,667	30%	\$2,173	\$1,667	30%	\$13,000	\$9,667	35%	\$7,000	\$9,667	-28%	Office Rent	\$1,500	\$1,500	0%	\$1,500	\$1,500	0%	\$1,500	\$1,500	0%	\$1,500	\$1,500	0%				\$1,500	\$1,500	0%	Office Supplies/Equip	\$7,000	\$1,000	6%	\$1,825	\$1,667	10%	\$1,271	\$3,331	-62%	\$2,098	\$3,331	-37%				\$7,000	\$1,131	5%	Supplies	\$5,000	\$1,000	4%	\$1,825	\$1,667	10%	\$1,271	\$3,331	-62%	\$2,098	\$3,331	-37%				\$7,000	\$1,131	5%	Telephone	\$425	\$425	0%	\$425	\$425	0%	\$425	\$425	0%	\$425	\$425	0%				\$425	\$425	0%	TOTAL EXPENSES	\$78,311	\$87,000	-10%	\$41,178	\$51,717	-20%	\$72,027	\$93,167	-23%	\$42,816	\$105,167	-59%	\$9,250	\$7,000	32%	\$304,311	\$346,900	-13%	Transfers																			Social Services Coordinator	\$3,267	\$2,317	41%				\$2,725	\$18,000	-85%										Repayment Activities	\$971	\$2,000	-51%				\$2,725	\$18,000	-85%										TOTAL TRANSFERS EXP.	\$3,267	\$2,317	41%				\$2,725	\$18,000	-85%										Utilities																			Water & Sewer	\$19,161	\$20,000	-5%				\$12,491	\$15,000	-17%	\$3,171	\$3,831	-17%				\$12,725	\$40,811	-68%	Electricity	\$11,870	\$18,131	-34%				\$9,536	\$11,667	-18%	\$2,878	\$2,131	35%				\$24,114	\$12,131	98%	Gas	\$7,061	\$11,667	-40%				\$12,273	\$8,131	50%	\$4,038	\$3,131	29%				\$18,862	\$13,131	43%	Rubbish/Recycling	\$6,867	\$7,444	-7%				\$3,995	\$4,000	0%	\$1,818	\$1,000	82%				\$11,607	\$12,567	-7%	TOTAL UTILITIES EXP.	\$53,777	\$59,667	-9%				\$42,316	\$39,000	11%	\$11,905	\$13,000	-8%				\$112,811	\$128,603	-12%	Maintenance Expenses																			Salaries	\$40,075	\$41,667	-4%				\$38,889	\$20,000	95%	\$4,266	\$6,131	-30%				\$20,264	\$18,500	10%	Benefits	\$8,753	\$11,667	-25%				\$8,896	\$12,000	-26%	\$4,100	\$2,731	50%				\$18,059	\$31,000	-42%	Materials	\$9,881	\$10,000	-1%				\$6,112	\$8,131	-25%	\$2,694	\$4,131	-35%				\$18,798	\$22,667	-18%	Utilities	\$119	\$200	-41%				\$353	\$200	77%							\$217	\$400	-45%	Hardware/Contract	\$2,748	\$2,667	3%				\$2,748	\$2,667	3%	\$0	\$0					\$3,497	\$3,331	5%	Intermarriage	\$1,667	\$1,667	0%				\$450	\$1,667	-73%	\$82	\$187	-57%				\$272	\$1,500	-82%	Insurance/Contract	\$187	\$1,333	-86%				\$2,483	\$333	219%	\$187	\$1,000	-81%				\$7,650	\$1,000	665%	Plumbing/Contract	\$5,000	\$467	61%				\$2,378	\$467	508%	\$467	\$467	0%				\$2,366	\$1,700	39%	Light Turnaround	\$8,131	\$5,000	63%				\$12,827	\$4,000	221%	\$7	\$1,667	-99%				\$3,135	\$10,667	-70%	Contract Cost	\$8,131	\$10,000	-18%				\$12,274	\$20,000	-39%	\$47	\$3,131	-99%				\$2,702	\$10,167	-73%	TOTAL MAINTENANCE EXP.	\$68,937	\$118,667	-41%				\$76,608	\$79,667	4%	\$8,199	\$49,611	-83%				\$122,639	\$255,267	-52%	General Expenses																			Property Insurance	\$21,066	\$21,667	-3%				\$17,861	\$18,131	-1%	\$4,214	\$4,717	-11%				\$48,454	\$48,717	-1%	Liability Insurance	\$3,780	\$3,131	21%				\$2,800	\$3,131	-10%	\$1,786	\$3,131	-43%				\$2,001	\$4,000	-50%	Health Insurance	\$4,344	\$1,000	334%				\$4,344	\$2,667	63%	\$4,344	\$3,131	39%				\$19,101	\$9,000	112%	Life Insurance	\$643	\$1,131	-43%				\$706	\$1,131	-38%	\$1,365	\$500	173%				\$1,793	\$1,167	54%	PE OI	\$14,773	\$4,667	316%				\$12,131	\$13,333	-9%	\$1,365	\$5,444	-75%				\$20,269	\$13,444	51%	Software Maintenance	\$1,007	\$2,833	-65%				\$1,007	\$2,667	-62%	\$4,482	\$4,000	12%				\$19,274	\$13,167	46%	Collection/Contract	\$467	\$467	0%				\$1,447	\$0		\$1,447	\$0					\$1,447	\$467	310%	Other General Expense	\$1,311	\$1,311	0%				\$148	\$4,750	-97%	\$0	\$0					\$1,757	\$50,750	-97%	Direct TV																			ISP																			Service																			Operating Transfer Out																			IF Payment																			Transfer to AMT																			TOTAL GENERAL EXPENSES	\$50,148	\$45,000	11%	\$24,237	\$20,811	16%	\$44,044	\$48,417	-9%	\$4,312	\$10,127	-57%				\$30,146	\$42,000	-28%	TOTAL EXPENSES	\$297,348	\$351,667	-16%	\$165,625	\$213,550	-23%	\$268,888	\$329,164	-18%	\$110,201	\$248,177	-55%	\$19,518	\$9,000	117%	\$122,899	\$243,350	-49%	NET INCOME/LOSS	\$84,081	\$65,993	126%	\$1,183	\$230	-416%	\$183,504	\$90,833	103%	\$48,400	\$8,131	489%	\$0	\$0		\$113,977	\$109,809	3%																																																																																																																																																																																																																																																																										
Salaries	\$41,003	\$48,131	-15%	\$19,679	\$30,000	-34%	\$40,884	\$31,667	29%	\$45,697	\$36,167	26%	\$5,240	\$5,000	5%	\$168,763	\$191,137	-11%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Employment Benefits	\$15,708	\$19,131	-18%	\$14,333	\$17,000	-20%	\$14,998	\$20,667	-28%	\$15,541	\$12,167	28%	\$1,851	\$2,000	-7%	\$4,948	\$14,131	-65%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Advertising & Marketing	\$1,071	\$1,000	7%	\$0	\$0		\$600	\$1,500	-60%	\$2,111	\$2,111	0%				\$1,000	\$2,111	-53%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Memberships/Publications	\$0	\$0		\$0	\$0		\$0	\$0		\$2,811	\$4,667	-40%				\$1,000	\$2,111	-53%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Legal	\$333	\$333	0%	\$0	\$0		\$0	\$0		\$1,111	\$1,111	0%				\$0	\$1,111	-100%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Travel	\$462	\$667	-30%	\$197	\$300	-34%	\$444	\$667	-33%	\$1,360	\$467	291%				\$2,111	\$667	213%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Training	\$1,082	\$1,667	-35%	\$1,684	\$1,000	68%	\$482	\$1,667	-71%	\$545	\$4,131	-87%	\$7,408	\$7,200	3%	\$2,111	\$7,200	-70%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Accounting	\$2,911	\$3,167	-9%	\$1,817	\$2,000	-9%	\$2,144	\$2,667	-20%	\$1,241	\$1,000	24%	\$1,178	\$1,000	18%	\$10,178	\$12,831	-21%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Amort	\$3,275	\$1,667	97%	\$3,275	\$1,667	97%	\$2,173	\$1,667	30%	\$2,173	\$1,667	30%	\$13,000	\$9,667	35%	\$7,000	\$9,667	-28%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Office Rent	\$1,500	\$1,500	0%	\$1,500	\$1,500	0%	\$1,500	\$1,500	0%	\$1,500	\$1,500	0%				\$1,500	\$1,500	0%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Office Supplies/Equip	\$7,000	\$1,000	6%	\$1,825	\$1,667	10%	\$1,271	\$3,331	-62%	\$2,098	\$3,331	-37%				\$7,000	\$1,131	5%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Supplies	\$5,000	\$1,000	4%	\$1,825	\$1,667	10%	\$1,271	\$3,331	-62%	\$2,098	\$3,331	-37%				\$7,000	\$1,131	5%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Telephone	\$425	\$425	0%	\$425	\$425	0%	\$425	\$425	0%	\$425	\$425	0%				\$425	\$425	0%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
TOTAL EXPENSES	\$78,311	\$87,000	-10%	\$41,178	\$51,717	-20%	\$72,027	\$93,167	-23%	\$42,816	\$105,167	-59%	\$9,250	\$7,000	32%	\$304,311	\$346,900	-13%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Transfers																			Social Services Coordinator	\$3,267	\$2,317	41%				\$2,725	\$18,000	-85%										Repayment Activities	\$971	\$2,000	-51%				\$2,725	\$18,000	-85%										TOTAL TRANSFERS EXP.	\$3,267	\$2,317	41%				\$2,725	\$18,000	-85%										Utilities																			Water & Sewer	\$19,161	\$20,000	-5%				\$12,491	\$15,000	-17%	\$3,171	\$3,831	-17%				\$12,725	\$40,811	-68%	Electricity	\$11,870	\$18,131	-34%				\$9,536	\$11,667	-18%	\$2,878	\$2,131	35%				\$24,114	\$12,131	98%	Gas	\$7,061	\$11,667	-40%				\$12,273	\$8,131	50%	\$4,038	\$3,131	29%				\$18,862	\$13,131	43%	Rubbish/Recycling	\$6,867	\$7,444	-7%				\$3,995	\$4,000	0%	\$1,818	\$1,000	82%				\$11,607	\$12,567	-7%	TOTAL UTILITIES EXP.	\$53,777	\$59,667	-9%				\$42,316	\$39,000	11%	\$11,905	\$13,000	-8%				\$112,811	\$128,603	-12%	Maintenance Expenses																			Salaries	\$40,075	\$41,667	-4%				\$38,889	\$20,000	95%	\$4,266	\$6,131	-30%				\$20,264	\$18,500	10%	Benefits	\$8,753	\$11,667	-25%				\$8,896	\$12,000	-26%	\$4,100	\$2,731	50%				\$18,059	\$31,000	-42%	Materials	\$9,881	\$10,000	-1%				\$6,112	\$8,131	-25%	\$2,694	\$4,131	-35%				\$18,798	\$22,667	-18%	Utilities	\$119	\$200	-41%				\$353	\$200	77%							\$217	\$400	-45%	Hardware/Contract	\$2,748	\$2,667	3%				\$2,748	\$2,667	3%	\$0	\$0					\$3,497	\$3,331	5%	Intermarriage	\$1,667	\$1,667	0%				\$450	\$1,667	-73%	\$82	\$187	-57%				\$272	\$1,500	-82%	Insurance/Contract	\$187	\$1,333	-86%				\$2,483	\$333	219%	\$187	\$1,000	-81%				\$7,650	\$1,000	665%	Plumbing/Contract	\$5,000	\$467	61%				\$2,378	\$467	508%	\$467	\$467	0%				\$2,366	\$1,700	39%	Light Turnaround	\$8,131	\$5,000	63%				\$12,827	\$4,000	221%	\$7	\$1,667	-99%				\$3,135	\$10,667	-70%	Contract Cost	\$8,131	\$10,000	-18%				\$12,274	\$20,000	-39%	\$47	\$3,131	-99%				\$2,702	\$10,167	-73%	TOTAL MAINTENANCE EXP.	\$68,937	\$118,667	-41%				\$76,608	\$79,667	4%	\$8,199	\$49,611	-83%				\$122,639	\$255,267	-52%	General Expenses																			Property Insurance	\$21,066	\$21,667	-3%				\$17,861	\$18,131	-1%	\$4,214	\$4,717	-11%				\$48,454	\$48,717	-1%	Liability Insurance	\$3,780	\$3,131	21%				\$2,800	\$3,131	-10%	\$1,786	\$3,131	-43%				\$2,001	\$4,000	-50%	Health Insurance	\$4,344	\$1,000	334%				\$4,344	\$2,667	63%	\$4,344	\$3,131	39%				\$19,101	\$9,000	112%	Life Insurance	\$643	\$1,131	-43%				\$706	\$1,131	-38%	\$1,365	\$500	173%				\$1,793	\$1,167	54%	PE OI	\$14,773	\$4,667	316%				\$12,131	\$13,333	-9%	\$1,365	\$5,444	-75%				\$20,269	\$13,444	51%	Software Maintenance	\$1,007	\$2,833	-65%				\$1,007	\$2,667	-62%	\$4,482	\$4,000	12%				\$19,274	\$13,167	46%	Collection/Contract	\$467	\$467	0%				\$1,447	\$0		\$1,447	\$0					\$1,447	\$467	310%	Other General Expense	\$1,311	\$1,311	0%				\$148	\$4,750	-97%	\$0	\$0					\$1,757	\$50,750	-97%	Direct TV																			ISP																			Service																			Operating Transfer Out																			IF Payment																			Transfer to AMT																			TOTAL GENERAL EXPENSES	\$50,148	\$45,000	11%	\$24,237	\$20,811	16%	\$44,044	\$48,417	-9%	\$4,312	\$10,127	-57%				\$30,146	\$42,000	-28%	TOTAL EXPENSES	\$297,348	\$351,667	-16%	\$165,625	\$213,550	-23%	\$268,888	\$329,164	-18%	\$110,201	\$248,177	-55%	\$19,518	\$9,000	117%	\$122,899	\$243,350	-49%	NET INCOME/LOSS	\$84,081	\$65,993	126%	\$1,183	\$230	-416%	\$183,504	\$90,833	103%	\$48,400	\$8,131	489%	\$0	\$0		\$113,977	\$109,809	3%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
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Utilities																			Water & Sewer	\$19,161	\$20,000	-5%				\$12,491	\$15,000	-17%	\$3,171	\$3,831	-17%				\$12,725	\$40,811	-68%	Electricity	\$11,870	\$18,131	-34%				\$9,536	\$11,667	-18%	\$2,878	\$2,131	35%				\$24,114	\$12,131	98%	Gas	\$7,061	\$11,667	-40%				\$12,273	\$8,131	50%	\$4,038	\$3,131	29%				\$18,862	\$13,131	43%	Rubbish/Recycling	\$6,867	\$7,444	-7%				\$3,995	\$4,000	0%	\$1,818	\$1,000	82%				\$11,607	\$12,567	-7%	TOTAL UTILITIES EXP.	\$53,777	\$59,667	-9%				\$42,316	\$39,000	11%	\$11,905	\$13,000	-8%				\$112,811	\$128,603	-12%	Maintenance Expenses																			Salaries	\$40,075	\$41,667	-4%				\$38,889	\$20,000	95%	\$4,266	\$6,131	-30%				\$20,264	\$18,500	10%	Benefits	\$8,753	\$11,667	-25%				\$8,896	\$12,000	-26%	\$4,100	\$2,731	50%				\$18,059	\$31,000	-42%	Materials	\$9,881	\$10,000	-1%				\$6,112	\$8,131	-25%	\$2,694	\$4,131	-35%				\$18,798	\$22,667	-18%	Utilities	\$119	\$200	-41%				\$353	\$200	77%							\$217	\$400	-45%	Hardware/Contract	\$2,748	\$2,667	3%				\$2,748	\$2,667	3%	\$0	\$0					\$3,497	\$3,331	5%	Intermarriage	\$1,667	\$1,667	0%				\$450	\$1,667	-73%	\$82	\$187	-57%				\$272	\$1,500	-82%	Insurance/Contract	\$187	\$1,333	-86%				\$2,483	\$333	219%	\$187	\$1,000	-81%				\$7,650	\$1,000	665%	Plumbing/Contract	\$5,000	\$467	61%				\$2,378	\$467	508%	\$467	\$467	0%				\$2,366	\$1,700	39%	Light Turnaround	\$8,131	\$5,000	63%				\$12,827	\$4,000	221%	\$7	\$1,667	-99%				\$3,135	\$10,667	-70%	Contract Cost	\$8,131	\$10,000	-18%				\$12,274	\$20,000	-39%	\$47	\$3,131	-99%				\$2,702	\$10,167	-73%	TOTAL MAINTENANCE EXP.	\$68,937	\$118,667	-41%				\$76,608	\$79,667	4%	\$8,199	\$49,611	-83%				\$122,639	\$255,267	-52%	General Expenses																			Property Insurance	\$21,066	\$21,667	-3%				\$17,861	\$18,131	-1%	\$4,214	\$4,717	-11%				\$48,454	\$48,717	-1%	Liability Insurance	\$3,780	\$3,131	21%				\$2,800	\$3,131	-10%	\$1,786	\$3,131	-43%				\$2,001	\$4,000	-50%	Health Insurance	\$4,344	\$1,000	334%				\$4,344	\$2,667	63%	\$4,344	\$3,131	39%				\$19,101	\$9,000	112%	Life Insurance	\$643	\$1,131	-43%				\$706	\$1,131	-38%	\$1,365	\$500	173%				\$1,793	\$1,167	54%	PE OI	\$14,773	\$4,667	316%				\$12,131	\$13,333	-9%	\$1,365	\$5,444	-75%				\$20,269	\$13,444	51%	Software Maintenance	\$1,007	\$2,833	-65%				\$1,007	\$2,667	-62%	\$4,482	\$4,000	12%				\$19,274	\$13,167	46%	Collection/Contract	\$467	\$467	0%				\$1,447	\$0		\$1,447	\$0					\$1,447	\$467	310%	Other General Expense	\$1,311	\$1,311	0%				\$148	\$4,750	-97%	\$0	\$0					\$1,757	\$50,750	-97%	Direct TV																			ISP																			Service																			Operating Transfer Out																			IF Payment																			Transfer to AMT																			TOTAL GENERAL EXPENSES	\$50,148	\$45,000	11%	\$24,237	\$20,811	16%	\$44,044	\$48,417	-9%	\$4,312	\$10,127	-57%				\$30,146	\$42,000	-28%	TOTAL EXPENSES	\$297,348	\$351,667	-16%	\$165,625	\$213,550	-23%	\$268,888	\$329,164	-18%	\$110,201	\$248,177	-55%	\$19,518	\$9,000	117%	\$122,899	\$243,350	-49%	NET INCOME/LOSS	\$84,081	\$65,993	126%	\$1,183	\$230	-416%	\$183,504	\$90,833	103%	\$48,400	\$8,131	489%	\$0	\$0		\$113,977	\$109,809	3%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
Water & Sewer	\$19,161	\$20,000	-5%				\$12,491	\$15,000	-17%	\$3,171	\$3,831	-17%				\$12,725	\$40,811	-68%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Electricity	\$11,870	\$18,131	-34%				\$9,536	\$11,667	-18%	\$2,878	\$2,131	35%				\$24,114	\$12,131	98%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Gas	\$7,061	\$11,667	-40%				\$12,273	\$8,131	50%	\$4,038	\$3,131	29%				\$18,862	\$13,131	43%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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TOTAL UTILITIES EXP.	\$53,777	\$59,667	-9%				\$42,316	\$39,000	11%	\$11,905	\$13,000	-8%				\$112,811	\$128,603	-12%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Maintenance Expenses																			Salaries	\$40,075	\$41,667	-4%				\$38,889	\$20,000	95%	\$4,266	\$6,131	-30%				\$20,264	\$18,500	10%	Benefits	\$8,753	\$11,667	-25%				\$8,896	\$12,000	-26%	\$4,100	\$2,731	50%				\$18,059	\$31,000	-42%	Materials	\$9,881	\$10,000	-1%				\$6,112	\$8,131	-25%	\$2,694	\$4,131	-35%				\$18,798	\$22,667	-18%	Utilities	\$119	\$200	-41%				\$353	\$200	77%							\$217	\$400	-45%	Hardware/Contract	\$2,748	\$2,667	3%				\$2,748	\$2,667	3%	\$0	\$0					\$3,497	\$3,331	5%	Intermarriage	\$1,667	\$1,667	0%				\$450	\$1,667	-73%	\$82	\$187	-57%				\$272	\$1,500	-82%	Insurance/Contract	\$187	\$1,333	-86%				\$2,483	\$333	219%	\$187	\$1,000	-81%				\$7,650	\$1,000	665%	Plumbing/Contract	\$5,000	\$467	61%				\$2,378	\$467	508%	\$467	\$467	0%				\$2,366	\$1,700	39%	Light Turnaround	\$8,131	\$5,000	63%				\$12,827	\$4,000	221%	\$7	\$1,667	-99%				\$3,135	\$10,667	-70%	Contract Cost	\$8,131	\$10,000	-18%				\$12,274	\$20,000	-39%	\$47	\$3,131	-99%				\$2,702	\$10,167	-73%	TOTAL MAINTENANCE EXP.	\$68,937	\$118,667	-41%				\$76,608	\$79,667	4%	\$8,199	\$49,611	-83%				\$122,639	\$255,267	-52%	General Expenses																			Property Insurance	\$21,066	\$21,667	-3%				\$17,861	\$18,131	-1%	\$4,214	\$4,717	-11%				\$48,454	\$48,717	-1%	Liability Insurance	\$3,780	\$3,131	21%				\$2,800	\$3,131	-10%	\$1,786	\$3,131	-43%				\$2,001	\$4,000	-50%	Health Insurance	\$4,344	\$1,000	334%				\$4,344	\$2,667	63%	\$4,344	\$3,131	39%				\$19,101	\$9,000	112%	Life Insurance	\$643	\$1,131	-43%				\$706	\$1,131	-38%	\$1,365	\$500	173%				\$1,793	\$1,167	54%	PE OI	\$14,773	\$4,667	316%				\$12,131	\$13,333	-9%	\$1,365	\$5,444	-75%				\$20,269	\$13,444	51%	Software Maintenance	\$1,007	\$2,833	-65%				\$1,007	\$2,667	-62%	\$4,482	\$4,000	12%				\$19,274	\$13,167	46%	Collection/Contract	\$467	\$467	0%				\$1,447	\$0		\$1,447	\$0					\$1,447	\$467	310%	Other General Expense	\$1,311	\$1,311	0%				\$148	\$4,750	-97%	\$0	\$0					\$1,757	\$50,750	-97%	Direct TV																			ISP																			Service																			Operating Transfer Out																			IF Payment																			Transfer to AMT																			TOTAL GENERAL EXPENSES	\$50,148	\$45,000	11%	\$24,237	\$20,811	16%	\$44,044	\$48,417	-9%	\$4,312	\$10,127	-57%				\$30,146	\$42,000	-28%	TOTAL EXPENSES	\$297,348	\$351,667	-16%	\$165,625	\$213,550	-23%	\$268,888	\$329,164	-18%	\$110,201	\$248,177	-55%	\$19,518	\$9,000	117%	\$122,899	\$243,350	-49%	NET INCOME/LOSS	\$84,081	\$65,993	126%	\$1,183	\$230	-416%	\$183,504	\$90,833	103%	\$48,400	\$8,131	489%	\$0	\$0		\$113,977	\$109,809	3%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
Salaries	\$40,075	\$41,667	-4%				\$38,889	\$20,000	95%	\$4,266	\$6,131	-30%				\$20,264	\$18,500	10%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Benefits	\$8,753	\$11,667	-25%				\$8,896	\$12,000	-26%	\$4,100	\$2,731	50%				\$18,059	\$31,000	-42%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Materials	\$9,881	\$10,000	-1%				\$6,112	\$8,131	-25%	\$2,694	\$4,131	-35%				\$18,798	\$22,667	-18%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Utilities	\$119	\$200	-41%				\$353	\$200	77%							\$217	\$400	-45%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Hardware/Contract	\$2,748	\$2,667	3%				\$2,748	\$2,667	3%	\$0	\$0					\$3,497	\$3,331	5%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Intermarriage	\$1,667	\$1,667	0%				\$450	\$1,667	-73%	\$82	\$187	-57%				\$272	\$1,500	-82%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Insurance/Contract	\$187	\$1,333	-86%				\$2,483	\$333	219%	\$187	\$1,000	-81%				\$7,650	\$1,000	665%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Plumbing/Contract	\$5,000	\$467	61%				\$2,378	\$467	508%	\$467	\$467	0%				\$2,366	\$1,700	39%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Light Turnaround	\$8,131	\$5,000	63%				\$12,827	\$4,000	221%	\$7	\$1,667	-99%				\$3,135	\$10,667	-70%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Contract Cost	\$8,131	\$10,000	-18%				\$12,274	\$20,000	-39%	\$47	\$3,131	-99%				\$2,702	\$10,167	-73%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
TOTAL MAINTENANCE EXP.	\$68,937	\$118,667	-41%				\$76,608	\$79,667	4%	\$8,199	\$49,611	-83%				\$122,639	\$255,267	-52%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
General Expenses																			Property Insurance	\$21,066	\$21,667	-3%				\$17,861	\$18,131	-1%	\$4,214	\$4,717	-11%				\$48,454	\$48,717	-1%	Liability Insurance	\$3,780	\$3,131	21%				\$2,800	\$3,131	-10%	\$1,786	\$3,131	-43%				\$2,001	\$4,000	-50%	Health Insurance	\$4,344	\$1,000	334%				\$4,344	\$2,667	63%	\$4,344	\$3,131	39%				\$19,101	\$9,000	112%	Life Insurance	\$643	\$1,131	-43%				\$706	\$1,131	-38%	\$1,365	\$500	173%				\$1,793	\$1,167	54%	PE OI	\$14,773	\$4,667	316%				\$12,131	\$13,333	-9%	\$1,365	\$5,444	-75%				\$20,269	\$13,444	51%	Software Maintenance	\$1,007	\$2,833	-65%				\$1,007	\$2,667	-62%	\$4,482	\$4,000	12%				\$19,274	\$13,167	46%	Collection/Contract	\$467	\$467	0%				\$1,447	\$0		\$1,447	\$0					\$1,447	\$467	310%	Other General Expense	\$1,311	\$1,311	0%				\$148	\$4,750	-97%	\$0	\$0					\$1,757	\$50,750	-97%	Direct TV																			ISP																			Service																			Operating Transfer Out																			IF Payment																			Transfer to AMT																			TOTAL GENERAL EXPENSES	\$50,148	\$45,000	11%	\$24,237	\$20,811	16%	\$44,044	\$48,417	-9%	\$4,312	\$10,127	-57%				\$30,146	\$42,000	-28%	TOTAL EXPENSES	\$297,348	\$351,667	-16%	\$165,625	\$213,550	-23%	\$268,888	\$329,164	-18%	\$110,201	\$248,177	-55%	\$19,518	\$9,000	117%	\$122,899	\$243,350	-49%	NET INCOME/LOSS	\$84,081	\$65,993	126%	\$1,183	\$230	-416%	\$183,504	\$90,833	103%	\$48,400	\$8,131	489%	\$0	\$0		\$113,977	\$109,809	3%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
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Liability Insurance	\$3,780	\$3,131	21%				\$2,800	\$3,131	-10%	\$1,786	\$3,131	-43%				\$2,001	\$4,000	-50%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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Life Insurance	\$643	\$1,131	-43%				\$706	\$1,131	-38%	\$1,365	\$500	173%				\$1,793	\$1,167	54%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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Other General Expense	\$1,311	\$1,311	0%				\$148	\$4,750	-97%	\$0	\$0					\$1,757	\$50,750	-97%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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TOTAL GENERAL EXPENSES	\$50,148	\$45,000	11%	\$24,237	\$20,811	16%	\$44,044	\$48,417	-9%	\$4,312	\$10,127	-57%				\$30,146	\$42,000	-28%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
TOTAL EXPENSES	\$297,348	\$351,667	-16%	\$165,625	\$213,550	-23%	\$268,888	\$329,164	-18%	\$110,201	\$248,177	-55%	\$19,518	\$9,000	117%	\$122,899	\$243,350	-49%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
NET INCOME/LOSS	\$84,081	\$65,993	126%	\$1,183	\$230	-416%	\$183,504	\$90,833	103%	\$48,400	\$8,131	489%	\$0	\$0		\$113,977	\$109,809	3%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												

RED WING HRA RESERVE ACCOUNTS
May 2023 Month End

Program	Fund Account	30-Apr-2023	31-May-2023	31-May-2022
Jordan Tower I & Family Units	Unrestricted - CDs	\$ 42,925	42,925	42,711
	Unrestricted	\$ 211,931	282,890	94,226
	Restricted - Sec Dep	\$ 48,902	48,405	48,421
	Total	\$ 303,758	374,220	185,358
	Due to/from Redevelopment	996.04	7,995.91	46,105.38
Sec 8 Voucher	Unrestricted Cash	\$ 5,024	4,549	8,650
	FSS Escrow	\$ 19,157	20,302	9,193
	HAP Reserve Acct	\$ 10,945	-3,070	51,980
	Total	\$ 35,126	21,781	69,823
	Due to/from Redevelopment	5,773.42	5,298.47	7,331.72
Redevelopment	MURL Investments	\$ 111,705	112,746	104,340
	Transitional Housing	\$ 0	0	6,119
	Bluff View	\$ 64,093	65,493	52,129
	Twin Homes	\$ 13,169	13,500	9,869
	Hill Street	\$ 1,572	1,266	11,790
	Restricted - Sec Dep	\$ 12,800	12,855	13,673
	Restricted - CDG	\$ 36,000	36,000	36,000
	ILSP	\$ -2,785	-3,417	-3,566
	Unrestricted	\$ 338,420	280,751	65,546
	Total	\$ 574,974	519,194	295,900
Bridges	Unrestricted	13,562	14,316	3,062
	Front Funded HAP	\$ 0	0	0
	Total	\$ 13,562	14,316	3,062
	Due to/from Redevelopment	13,562.39	14,316.39	6,836.39
AHTF	Unrestricted AHTF	\$ 334,685	344,083	297,291
	Program Income	0	0	0
	Total	\$ 334,685	344,083	297,291
	Due to/from Redevelopment	0.00	0.00	49,546.00
Small Cities	Small Cities Program	\$ 334,558	347,242	454,293
	Program Income	0	0	0
	Total	\$ 334,558	347,242	454,293
	Due to/from Redevelopment	0.00	0.00	0.00
Jordan II Tower	Unrestricted	\$ 1,170,716	1,157,394	942,369
	Restricted - Sec Dep	\$ 37,983	38,969	39,956
	City Bond Debt Escrow	\$ 0	0	39,756
	Total	\$ 1,208,699	1,196,363	1,022,081
	Due to/from Redevelopment	-51,573.26	-54,233.20	0.00
Total Cash Reserves		2,805,360	2,817,200	2,327,808

Financial Institution	Funds	Funds	Funds
Associated Bank	2,232,989	2,164,367	1,865,856
Edward D Jones	106,738	106,738	106,254
First Minnesota	147,844	147,844	146,770
Merchant's Bank	327,789	398,251	208,928
	\$2,815,360	\$2,817,200	\$2,327,808



Red Wing Housing & Redevelopment Authority

428 West Fifth Street
Red Wing, MN 55066

Telephone & TDD (651) 388-7571
FAX (651) 385-0551

Website: www.redwinghra.org

SUMMARY

Finance Committee Meeting
HRA Office Conference Room
Tuesday, June 27, 2023 at 3:30pm
Agenda

In Attendance: Jackie Luikart, Sara Hoffman

Email Response: Glen Witham

3:30 pm Approval of Agenda 3:36 pm

Jordan Tower II Loan Payment Options
Recommended to Board of Commissioners
Other Business

4:30 pm Adjourn 3:49 pm

Next Finance Committee Meeting: **Tuesday, August 1, 2023**, at 3:30 p.m.

Housing Board Report

Month Ending June 2023

Waiting List Numbers

	Jordan Tower I	Jordan Tower II	Family Public Housing	Housing Choice Voucher
May 2023	88	34	22	131
June 2023	92	31	20	168

HRA Owned Properties

	Jordan Tower I	Jordan Tower II	Family Public Housing Units	Market Rate Rentals
Move-outs	1	1	0	0
Move-ins	1	2	1	0
Lease Terminations or Evictions this month	1	0	0	0
Occupancy Rate	100%	98%	94%	100%

Voucher Programs

Housing Choice Voucher		Monthly HAP Received	\$76,009
Allocated Vouchers	169	Monthly HAP Paid	\$86,480
Funded Vouchers	119	HAP Reserves	\$125,296
Leased Vouchers	133	Per Unit Cost	\$650
Utilization Rate for Provided Funding	111%	Utilization Rate for Monthly Funding	113%
Move-ins	2	FSS Program	3 Signed Contracts
Move-outs	0	Shopping	20
		Processing Applications	15

Bridges Rental Assistance	GY 2021-2023	Total Grant Awarded	\$206,784
Vouchers Leased	12	Available Balance	\$51,044
Awarded Vouchers	12	Grant Months remaining	0
Utilization of Vouchers	100%	Grant Funds Utilization	75%
Move-ins	0	Shopping	1
Move-outs	1	Processing Applications	1

Program/Project Updates

- Jordan Tower I Electrical Project
 - Architect had to revise the plans for the placement of the generator.
- Haven of Hope Flooring Project
 - Staff is working on the environmental review and the due diligence for HUD.
- Jordan Tower I Lighting Upgrades
 - This upgrade has been completed
- Direct Install- Energy Savings
 - The week of July 24, 2023, Center Point Energy in conjunction with Xcel Energy are going to go into each unit at Jordan Tower I & II. They will replace items for more energy cost saving measures. They will only replace HRA owned fixtures. All residents that are included in this will received a free energy efficient power strip.
- Jordan Tower II Management and Occupancy Review
 - We received an above average rating. See attached form.
- Public Housing Assessment System (PHAS)
 - The system that HUD uses to assess a PHA's performance in managing its low-rent public housing programs. There are four categories for indicators: physical, financial, management, and capital fund program. We received high performer status. See attached form.
- CallMax System
 - We are launching a new system to better communicate with our residents, participants, and landlords. It is in the beginning phase of set-up and we are working on getting all contact information updated, including adding emails.

Homeless & Supportive Housing Updates

- Goodhue County Resource Center
 - Location:
 - Lower Level of Christ Episcopal Church, 321 West Ave (use East Ave Door)
 - Contact:
 - 651-448-6246 or gcrw@gmail.com
 - Hours:
 - Monday 11:00 am - 4:00 pm
 - Tuesdays 3:00 pm – 7:00 pm
 - Thursday 11:00 am – 4:00 pm
 - Fridays 11:00 am – 4:00 pm
- Monthly meetings staff attend to review and update on local resources
 - Hands for Hope
 - Homeless Response Team
 - Continuum of Care

SUMMARY REPORT

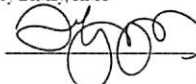
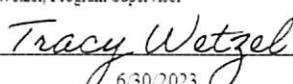
Date of On-Site Review: 6/14/2023	Date of Report: 6/30/2023	Project Number: 800011014	Contract Number: MN468023010
Section of the Act: No HUD affiliated loan	Name of Owner: Red Wing HRA	Project Name: Jordan Tower II	Project Address: 440 West 5th Street Red Wing, MN 55066
Loan Status: <input type="checkbox"/> Insured <input type="checkbox"/> HUD-Held <input checked="" type="checkbox"/> Non-Insured <input type="checkbox"/> Co-Insured	Contract Administrator: <input type="checkbox"/> HUD <input type="checkbox"/> CA <input checked="" type="checkbox"/> PBCA	Type of Subsidy: <input checked="" type="checkbox"/> Section 8 <input type="checkbox"/> PAC <input type="checkbox"/> Section 236 <input type="checkbox"/> Section 221(d)(3) BMIR <input type="checkbox"/> Rent Supplementation <input type="checkbox"/> RAP <input type="checkbox"/> PRAC <input type="checkbox"/> Unsubsidized	Type of Housing: <input type="checkbox"/> Family <input type="checkbox"/> Disabled <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Elderly/Disabled <input type="checkbox"/> Other (please specify)

For each applicable category, assess the overall performance by checking the appropriate column. Indicate A (Acceptable) or C (Corrective action required). Include target completion dates (TCD) for all corrective action items. For those items not applicable, place 'N/A' in the TCD column.

A. General Appearance and Security	A	C	TCD	General Appearance and Security Rating
1. General Appearance	X			82 Above Average This category is 10 % of the overall score.
2. Security	X			
B. Follow-up and Monitoring of Project Inspections	A	C	TCD	Follow-up and Monitoring of Project Inspections Rating
3. Follow-Up and Monitoring of Last Phy. Insp. and Observations	X			82 Above Average This category is 10 % of the overall score.
4. Follow-Up and Monitoring of Lead-Based Paint Inspection	X			
C. Maintenance and Standard Operating Procedures	A	C	TCD	Maintenance and Standard Operating Procedures Rating
5. Maintenance	X			82 Above Average This category is 10 % of the overall score.
6. Vacancy and Turnover	X			
7. Energy Conservation	X			
D. Financial Management/Procurement	A	C	TCD	Financial Management Procurement Rating
8. Budget Management				0 Not Rated This category is 25 % of the overall score.
9. Cash Controls				
10. Cost Controls				
11. Procurement Controls				
12. Accounts Receivable Payable				
13. Accounting and Bookkeeping				
E. Leasing and Occupancy	A	C	TCD	Leasing and Occupancy Rating
14. Application Processing/ Tenant Selection		X	7/30/2023	83 Above Average This category is 25 % of the overall score.
15. Leases and Deposits	X			
16. Eviction Termination of Assistance Procedures	X			
17. Enterprise Income Verification (EIV) System Access and Security Compliance	X			
18. Compliance with Using EIV Data and Reports	X			
19. Tenant Rental Assistance Certifications (TRACS) Monitoring and Compliance	X			
20. TRACS Security Requirements	X			
21. Tenant File Security	X			
22. Summary of Tenant File Review		X	7/30/2023	
F. Tenant/Management Relations	A	C	TCD	Tenant Services Rating
23. Tenant Concerns	X			84 Above Average This category is 10 % of the overall score.
24. Provision of Tenant Services	X			
G. General Management Practices	A	C	TCD	General Management Practices Rating
25. General Management Operations	X			82 Above Average This category is 10 % of the overall score.
26. Owner Agent Participation	X			
27. Staffing and Personnel Practices	X			

Overall Rating: Above Average

To calculate an overall score: Multiply the derived performance value by the assigned percentage of the overall rating for each category. Once all tested categories have been calculated based on the performance indicator and performance indicator values, the total calculated points is divided by the total percentage of overall rating and rounded to the nearest whole number. For convenience, a utility is included with this form which will perform all of the necessary calculations.

Name and Title of Person Preparing this Report: (Please type or print): Toy LeMay, HMO Signature:  Date: 6/30/2023	Name and Title of Person Approving this Report: (Please type or print): Tracy Wetzel, Program Supervisor Signature:  Date: 6/30/2023
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NOTE: If this review is conducted by a CA or PBCA as indicated above, the overall rating reflects a review as it relates to compliance with the Housing Assistance Payment Contract (HAP) only.



U.S. Department of Housing and Urban Development

OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

Public Housing Assessment System (PHAS) Score Report for Interim

Report Date: 06/29/2023

PHA Code:	MN090
PHA Name:	HRA OF RED WING, MINNESOTA
Fiscal Year End:	12/31/2022

PHAS Indicators	Score	Maximum Score
Physical	39	40
Financial	21	25
Management	25	25
Capital Fund	7	10
Late Penalty Points	0	
PHAS Total Score	92	100
Designation Status:	High Performer	
Published 06/29/2023	Initial published	06/29/2023

Financial Score Details	Score	Maximum Score
Unaudited/Single Audit		
1. FASS Score before deductions	21.48	25
2. Audit Penalties	0.00	
Total Financial Score Unrounded (FASS Score - Audit)	21.48	25

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90.00	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	94.12	
4. Occupancy Rate Points	2	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	7	10

Notes:

- The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
- Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
- "0" FASS Score indicates a late presumptive failure. See 902.60 and 902.92 of the Interim PHAS rule.
- "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund
- PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasinrule.cfm>



RED WING HOUSING & REDEVELOPMENT AUTHORITY

428 WEST FIFTH STREET, RED WING, MN 55066

TELEPHONE (651) 388-7571

FAX (651) 385-0551

TDD/TTY 711

WWW.REDWINGHRA.ORG

July 11, 2023

To: Red Wing HRA Board of Commissioners

From: Kurt Keena, Executive Director
Corrine Stockwell, Finance Director

Re: Community Redevelopment Report

Small Cities Program Income Notes Receivable and Cash Reserves

Category	May 2023
Notes Receivable	\$1,777,407
Forgivable	\$957,901
Reserves	\$347,242

Small Cities Loan Servicing and Activities

We have been running notices about the program in local publications and web sites in the hopes of generating additional interest in the program. It has resulted in several inquiries but no new applications at this time.

Affordable Housing Trust Fund Activities and Reserves

The approved loan for the Hallstrom project is still waiting to be closed. The delay is on the part of the developer and we are waiting to hear when they will be ready to proceed.

There are a couple of potential funding opportunities for the AHTF with the new Local Affordable Housing Aid (LAHA) program and with the matching funds for housing trust funds from the state. The LAHA program could mean an additional \$95K per year should the Council choose to dedicate the funds to the AHTF. The amount available from the state as a match has yet to be determined along with the mechanism for dispersal. We are watching both developments closely. Building up the balance in the AHTF through these methods would mean that we would have more resources to meet affordable housing priorities within the community.

May reserves for AHTF are \$334,083.

TIF (Housing) District No. 8

No change. Progress continues on the construction of the final phase of the development. We will work with the developer to certify this last phase as they get closer to obtaining a certificate of occupancy and certify all their expenses on this last building.

Three Rivers Tax Credit Development MOU

The process of rezoning the preferred site continues at the City level. The outcome of that exercise should be known by the end of the summer and will impact next steps for Three Rivers, the City and the HRA. If the site is rezoned it could mean we are able to proceed to working on the TIF portion of the project. If it is not rezoned it would mean that we would need to find and get approval for another



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site in town that would score competitively in the MFHA process. The goal is to have all the necessary approvals in time for the 2024 funding round next year in July.

Housing & Redevelopment Related Updates

No change. We continue to assist Goodhue County Habitat for Humanity with exploration of issues related to their purchase of the former St. John's Hospital site and what role there may be for the HRA to partner with them in bringing much needed affordable ownership properties to the City. There may be potential for them to access some of the additional affordable housing funds approved by the State to complete the site work necessary before they can begin building houses.

Attachments:

None.