

Capital Fund Program - Five-Year Action Plan

Part I: Summary						
PHA Name : THE HRA OF HIBBING, MINNESOTA		Locality (City/County & State)				
PHA Number: MN004		<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 2018	Work Statement for Year 2 2019	Work Statement for Year 3 2020	Work Statement for Year 4 2021	Work Statement for Year 5 2022
	7TH AVE & PARK TERRANCE APTS (MN004000002)	\$268,948.00	\$198,000.00	\$102,000.00	\$25,000.00	\$40,000.00
	FIRST AVENUE APARTMENTS (MN004000003)	\$129,000.00	\$68,561.00	\$70,000.00	\$50,000.00	\$80,000.00
	HAVEN COURT (MN004000001)	\$20,000.00	\$70,000.00	\$19,561.00	\$146,000.00	\$275,000.00
	AUTHORITY-WIDE	\$111,226.00	\$192,613.00	\$337,613.00	\$308,174.00	\$134,174.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
1	2018			
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	7TH AVE & PARK TERRANCE APTS (MN004000002)			\$268,948.00
ID0001	Balcony Restoration Project(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc)	Repainting the steel structures, recoat the entrance and walks ways & concrete structure repairs and coating The contract will include mitigation for lead based paint and asbestos, if need		\$75,000.00
ID0004	Brick Repairs(Dwelling Unit-Exterior (1480)-Tuck-Pointing)	Brick Repair, tuckpointing & sealant for the exterior of the building The contract will include mitigation for lead based paint and asbestos, if needed		\$10,000.00
ID0007	New Hydronics-New Boiler(Non-Dwelling Construction - Mechanical (1480)-Central Boiler,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System)	The hydronic system that runs through this building is long past its useful life (installed 1963), the copper piping has pinhole leaks. The current heating system is steam which will be switched to natural gas fueled boilers. POHP funded, our leverage <u>The contract will include mitigation for lead based paint and asbestos, if needed.</u>		\$100,000.00
ID0008	Asbestos & LBP Inspection and Assessment(Contract Administration (1480)-Other Fees and Costs)	Both buildings in the AMP will be inspected/assessed/O&M manual/design for this project. will be leveraged with POHP funds.		\$10,000.00
ID0009	Sidewalk Replacement(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Replacing the deteriorated parts of the sidewalk outside the building exterior (building perimeter). The City of Hibbing has a grant program and will pay for 1/2 the cost Because the soil will be disturbed, the PHA will be responsive to any soil <u>Environmental Review issues prior to the work beginning</u>		\$2,000.00
ID0010	Courtyard Updates(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Landscape)	Park Terrace's courtyard contains a high percentage of concrete and many tripping hazards. We will add additional greenspace and remove about 50% of the cement. Because the soil will be disturbed, the PHA will be responsive to any soil <u>Environmental Review issues prior to the work beginning</u>		\$15,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
1	2018			
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0011	Toilet Replacement(Dwelling Unit-Interior (1480)-Plumbing)	<p>At Seventh Avenue Apartments, the toilets in the building are wall hung, installed in 1984, they are weak and need to be replaced and have a base added. The wall behind the toilet will be disturbed. Energy efficient toilets will be installed.</p> <p>The contract will include mitigation for asbestos, if needed. There is no lead paint in the building. The building was constructed post 1978.</p> <p>POHP funded, the amount listed will be leverage for this project.</p>		\$27,000.00
ID0012	Generator Update(Non-Dwelling Construction - Mechanical (1480)-Generator)	<p>Current generator is old and needs upgrades to continue to safely operate.</p>		\$3,448.00
ID0013	Main Electrical Panel Update(Non-Dwelling Construction - Mechanical (1480)-Electric Distribution)	<p>Main panel will be replaced; fuses are no longer made, all replacement fuses must be purchased second-hand. POHP funded, our amount is leverage.</p> <p>The contract will include mitigation for lead based paint and asbestos, if needed.</p>		\$20,000.00
ID0014	Apartment Door Lock Replacement(Dwelling Unit-Exterior (1480)-Exterior Doors)	<p>Replace all apartment door locks. We will update the entire system also adding a card entry system for non-residents.</p> <p>The contract will include mitigation for LBP & asbestos, if needed</p>		\$2,000.00
ID0020	Replace Carpet in Common Areas(Dwelling Unit-Interior (1480)-Flooring (non routine))	<p>Replace carpeting in the common areas with a more durable floor, most likely glue down laminate.</p> <p>The contract will include mitigation for lead based paint and asbestos, if needed.</p>		\$2,500.00
ID0027	Exterior lighting and contactor(Dwelling Unit-Exterior (1480)-Exterior Lighting)	<p>replace and relocate lighting contactor. The current one has malfunctioned and all the lights remain on, the relocation will make it easier to perform maintenance on it.</p> <p>The contract will include mitigation for lead based paint and asbestos, if needed.</p>		\$2,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
1		2018		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	FIRST AVENUE APARTMENTS (MN004000003)			\$129,000.00
ID0002	Balcony Restoration Project(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc)	Repainting the steel structures, recoat the entrance and walks ways & concrete structure repairs and coating The contract will include mitigation for lead based paint and asbestos, if need		\$75,000.00
ID0003	Brick Repair(Dwelling Unit-Exterior (1480)-Tuck-Pointing)	Brick Repair, tuckpointing & sealant for the exterior of the building The contract will include mitigation for lead based paint and asbestos, if needed		\$15,000.00
ID0015	Parking Lot Renovation(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	The parking lot will be redesigned and repaved. The current layout is unsafe as cars exit from a blind spot into a busy street. The surface of the parking lot is weathered. The HRA has performed a phase I environmental on this parking lot and there are no environmental concerns. Because the soil will be disturbed, the PHA will be responsive to any soil Environmental Review issues prior to the work beginning.		\$37,000.00
ID0016	Exterior Sidewalk Replacement(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Tripping hazard and parts of sidewalk missing. The City of Hibbing has a grant program that will pay 1/2 the cost. Because the soil will be disturbed, the PHA will be responsive to any soil Environmental review issues prior to the work beginning.		\$2,000.00
	HAVEN COURT (MN004000001)			\$20,000.00
ID0005	Consultant-Tax Credit/RAD(RAD (1503))	Considering converting AMP 1 to RAD, will hire a professional to determine the best way to proceed/develop this project, ideally we would go for tax credits		\$20,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
1	2018			
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$111,226.00
ID0006	Fire Extinguisher Replacement(Operations (1406))	Replace existing fire Extinguishers		\$999.00
ID0017	Signs(Non-Dwelling Site Work (1480)-Signage)	For Main office and Seventh Avenue Apartments. Current sign at the main office is damaged. Seventh Avenue does not have adequate signage out front. Resident input was received on this signage addition during Capital Improvement meeting. Because the soil will be disturbed, the PHA will be responsive to any soil Environmental Review issues prior to the work beginning.		\$3,614.00
ID0018	Cordless Hammer Drill and batteries(Operations (1406))	Maintenace equipment that will be used for drilling into concrete and brick will be used at all AMPS		\$500.00
ID0019	Canine Bed Bug inspections(Operations (1406))	Preventative, to stay on top of reoccurring bed bug issues we have been experiencing over the past few years. All AMPs		\$8,000.00
ID0021	Operations(Operations (1406))	Insurance, lawn care, sanding, snow removal, pest control, paint supplies for unit turns, security camera maintenance Monies used for maintenance items will be allowed items covered by Part 50 HUDs programming determination and not subject to environmental review		\$35,056.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2018		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0022	administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	This account shall be charged with the costs incurred relating to the planning and development of modernization project. This includes nontechnical salaries, technical salaries, legal fees, employee benefits, travel publications, membership dues and fees, telephone. SUNDRY- this account will be charged with all items of administravite and general expenses incurred in connection with the planning and development of the project for which a specific account is not provided above.		\$15,056.00
ID0023	Administration(Administration (1410)-Other,Administration (1410)-Sundry)	Charges to SUNDRY include, but are not limited to the following: a)cost of minor alerations to office space, rental of equipment, utilities services, and janitorial supplies, b)the cost of report and accounting forms; fees for accounting and auditing services; printing of forms and other documents, except annual reports and other informational literature; stationery and office supplies; postage; and incidental express, freight c)operating cost of motor vehicles, such as gasoline, oil, grease, batteries, tires and repairs d)insurance expenses for workers compensation, automobile insurance, public liability, fire coverage on furniture and fixtures, and fidelity bonds e)advertising costs in connection with procuring bids for demolition, construction, landscaping and other contracts for development work,		\$10,000.00
ID0024	Administration(Administration (1410)-Other,Administration (1410)-Sundry)	f)cost of obtaining the opinion of counsel in connection with financing the project g)the cost of preparing the development program beyond that which is required as basic services under the architect's contract when such work is not performed by HA personnel. This account will NOT be charged with any of the following types of costs: a)purchase of office furniture and equipment; such purchases will be charged to account 1475 (1480-Non-Dwelling Equipment-Expendable/Non-Expendable) b) blueprints, duplicating specifications, or other printing related to planning; such costs shall be charged to account 1430 (1480-Contract administration-Other Fees and Costs), and c) travel expenses of architects and engineers or their authorized agents which are reimbursable to them under their contracts; such cost shall be charged to Account 1430 (1480-Contract Administration-Other Fees and Costs)		\$10,000.00
ID0025	Architect and Engineering Fees(Contract Administration (1480)-Other Fees and Costs)	For CF Projects, including POHP. For all relevant POHP projects this amount will be used as leverage for the larger projects also		\$18,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2018		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0026	OP Sub and Non-HUD funds(Operations (1406))	Insurance, salaries, utilities, sundry, IT support, security system monitoring, maintenance supplies, cleaning supplies, insurance-Property, Liability, Works Compensation (deductible \$5,000 for property & liability, \$25,00 flood insurance), elevator maintenance & repairs. Monies used for maintenance items will be allowed items covered by Part 50 HUD's programmatic determination and not subject to environmental review		\$1.00
ID0097	Tenant Damages(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)	Repair of walls, ceilings, floors, windows, doors, plumbing, tub/sink, faucets, showerheads, cabinets, mirrors, electrical outlets, wiring, switch plates, appliances, smoke detectors. Including the remediation of Meth levels by a professional, if required. The contract will include lead based paint and asbestos mitigation and disposal if either are found		\$8,000.00
ID0134	Public Relations(Contract Administration (1480)-Other)	Consult with a Public Relations firm to assist us in educating the public on possible upcoming RAD conversion		\$2,000.00
	Subtotal of Estimated Cost			\$529,174.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2019		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	7TH AVE & PARK TERRANCE APTS (MN004000002)			\$198,000.00
ID0029	Main Panel Electrical Update(Non-Dwelling Construction - Mechanical (1480)-Electric Distribution)	Main panel replacement. existing Electrical Panel is obsolete, the replacement breakers are no longer manufactured, any replacement parts must will be second hand- will be considered leverage for larger scale project with MHFA's POHP program. <u>The contract will include mitigation for lead based paint asbestos, if needed.</u>		\$24,000.00
ID0031	Building Ventilation(Non-Dwelling Construction - Mechanical (1480)-Other)	Install two (2) gas fired packaged rooftop ventilation units-duct them down to the corridors on each floor with a new sheetrock chase. These units would be located on the roof and have cooling capabilities. The old unit ventilators will be disconnected from the outdoor air dampers and left in place to be heating only units. We will install new rooftop units complete with wiring, piping, ductwork and general construction. For the community roof; install a small gas fired packaged rooftop ventilation unit with some exposed ductwork or concealed in a soffit. Will provide ventilation and air conditioning. The old system will be left in place to be used for heating only. The small existing mini split air conditioning unit could be removed entirely. We estimate the probable cost for this new rooftop unit complete with wiring, ductwork and general construction to be \$32,000.00. The contract will include asbestos mitigation and disposal if need. Build post 1978, no LBP.		\$124,000.00
ID0034	Hot Water Replacement(Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters)	at Seventh Ave: Replace existing steam hot water heater with efficient gas hot water heaters. We will install dual tanks for redundancy. The contract will include mitigation for lead based paint and asbestos, if needed. <u>The contract will include mitigation for lead based paint and asbestos, if needed.</u>		\$50,000.00
	AUTHORITY-WIDE (NAWASD)			\$192,613.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2		2019		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0030	Exterior Building Sealant(Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Siding)	Brick at Park Terrace, 7th Avenue and 1st Avenue Apartments is sprawling and chipping, we will reseal these buildings to extend the life of the bricks. The contract will include mitigation for lead based paint and asbestos, if needed.		\$25,000.00
ID0032	Exterior Window Cleaning(Operations (1406))	ALL AMPS: We will hire a professional firm to clean the windows at our apartment complexes. Monies used for maintenance items will be allowed items covered by Part 50 HUDs programming determination and not subject to environmental review.		\$3,000.00
ID0033	Professionally Clean all Duct Work(Operations (1406))	All ducts at all complexes will be cleaned/repaired by contracted professionals. Monies used for maintenance items will be allowed items covered by Part 50 HUDs programming determination and not subject to environmental review.		\$5,000.00
ID0035	Operations(Operations (1406))	Insurance, lawn care, sanding, snow removal, pest control, paint supplies for unit turns, security camera maintenance Monies used for maintenance items will be allowed items covered by Part 50 HUDs programming determination and not subject to environmental review		\$35,056.00
ID0036	OP Sub and Non-HUD Funds(Operations (1406))	Insurance, salaries, utilities, sundry, IT support, security system monitoring, maintenance supplies, cleaning supplies, insurance-Property, Liability, Works Compensation (deductible \$5,000 for property & liability, \$25,00 flood insurance), elevator maintenance & repairs. Monies used for maintenance items will be allowed items covered by Part 50 HUD's programmatic determination and not subject to environmental review		\$1.00
ID0040	Administration(Administration (1410)-Salaries,Administration (1410)-Sundry)	This account shall be charged with the costs incurred relating to the planning and development of modernization project. This includes nontechnical salaries, technical salaries, legal fees, employee benefits, travel publications, membership dues and fees, telephone. SUNDRY- this account will be charged with all items of administrative and general expenses incurred in connection with the planning and development of the project for which a specific account is not provided above.		\$15,056.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2019		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0044	Administration(Administration (1410)-Sundry)	Charges to SUNDRY include, but are not limited to the following: a)cost of minor alterations to office space, rental of equipment, utilities services, and janitorial supplies, b)the cost of report and accounting forms; fees for accounting and auditing services; printing of forms and other documents, except annual reports and other informational literature; stationery and office supplies; postage; and incidental express, freight c)operating cost of motor vehicles, such as gasoline, oil, grease, batteries, tires and repairs d)insurance expenses for workers compensation, automobile insurance, public liability, fire coverage on furniture and fixtures, and fidelity bonds e)advertising costs in connection with procuring bids for demolition, construction, landscaping and other contracts for development work,		\$10,000.00
ID0048	Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	f)cost of obtaining the opinion of counsel in connection with financing the project g)the cost of preparing the development program beyond that which is required as basic services under the architect's contract when such work is not performed by HA personnel. This account will NOT be charged with any of the following types of costs: a)purchase of office furniture and equipment; such purchases will be charged to account 1475 (1480-Non-Dwelling Equipment-Expendable/Non-Expendable) b) blueprints, duplicating specifications, or other printing related to planning; such costs shall be charged to account 1430 (1480-Contract administration-Other Fees and Costs), and c) travel expenses of architects and engineers or their authorized agents which are reimbursable to them under their contracts; such cost shall be charged to Account 1430 (1480-Contract Administration-Other Fees and Costs)		\$10,000.00
ID0056	New Washers and Dryers(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	We will purchase and own our washers and driers for all complexes.		\$40,000.00
ID0057	Website(Operations (1406))	Website Administration costs Monies used for maintenance items will be allowed items covered by Part 50 HUDs programming determination and not subject to environmental review		\$1,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2		2019		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0061	Tenant Damages(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-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)	Repair of walls, ceilings, floors, windows, doors, plumbing, tub/sink, faucets, showerheads, cabinets, mirrors, electrical outlets, wiring, switch plates, appliances, smoke detectors. Including the remediation of Meth levels by a professional, if required. The contract will include lead based paint and asbestos mitigation and disposal if either are found		\$10,000.00
ID0065	Expansion Tank Replacement(Non-Dwelling Construction - Mechanical (1480)-Water Distribution)	AMPS 2 & 3: Replace expansion tanks and do some minor plumbing including replacing pipe to tank. The expansion tanks have passed their useful life and Park Terrace has a significant leak, First Avenue has a small leak and Seventh Avenue has no issues at this time, but the tank expectancy is nearing the end. If tanks lose pressure the system will go down. This contract will include mitigation for lead based paint and asbestos, if needed.		\$12,000.00
ID0066	Architect & Engineering Services(Contract Administration (1480)-Other Fees and Costs)	Professional services performed for Capital Fund projects.		\$25,000.00
ID0070	Fire Extinguisher Replacement(Operations (1406))	Update and Replace fire extinguishers Monies used for maintenance items will be allowed items covered by Part 50 HUDs programming determination and not subject to environmental review.		\$1,500.00
	HAVEN COURT (MN004000001)			\$70,000.00
ID0055	EPC Consultant(Contract Administration (1480)-Other Fees and Costs)	If we move forward with an Energy Performance Contract, we will hire a consultant to assist us with this process.		\$30,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2		2019		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0075	Phase I Environmental(Contract Administration (1480)-Other Fees and Costs)	Perform an Environmental Review of the complex to determine if there are any environmental issues.		\$20,000.00
ID0077	Lead Based Paint Mitigation(Dwelling Unit-Interior (1480)-Interior Painting (non routine))	O&M manual and mitigation for any LBP hazards and issues identified from the LBP inspection The contract will include mitigation for lead based paint and asbestos, if needed.		\$20,000.00
	FIRST AVENUE APARTMENTS (MN004000003)			\$68,561.00
ID0074	Fire Caulking(Dwelling Unit-Interior (1480)-Other)	Materials needed to fire caulk the building, to add further protection from fire and block the paths traveled by bed bugs, thereby preventing the spread of this continued nuisance. The contract will include mitigation for lead based paint and asbestos, if needed.		\$5,000.00
ID0076	Hot Water Heater Replacement(Dwelling Unit-Interior (1480)-Plumbing)	Replace hot water heater. Current system is heated by steam, we will install two energy efficient natural gas units so that we have redundancy and can always be providing hot water to residents. Pipe to hot water heaters may also be replaced. This contract will include mitigation for lead based paint & asbestos, if needed		\$15,000.00
ID0078	Repave Parking Lot(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter)	The parking lot will be redesigned and repaved. The current layout is weathered and the exits will be rerouted to a safer part of the street. Because the soil will be disturbed, the PHA will be responsive to any soil Environmental Review issues prior to the work beginning.		\$48,561.00
	Subtotal of Estimated Cost			\$529,174.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2020		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$337,613.00
ID0037	Op Sub and Non-HUD funds(Operations (1406))	Insurance, salaries, utilities, sundry, IT support, security system monitoring, maintenance supplies, cleaning supplies, insurance-Property, Liability, Works Compensation (deductible \$5,000 for property & liability, \$25,00 flood insurance), elevator maintenance & repairs. Monies used for maintenance items will be allowed items covered by Part 50 HUD's programmatic determination and not subject to environmental review		\$1.00
ID0041	Administration(Administration (1410)-Salaries,Administration (1410)-Sundry)	This account shall be charged with the costs incurred relating to the planning and development of modernization project. This includes nontechnical salaries, technical salaries, legal fees, employee benefits, travel publications, membership dues and fees, telephone. SUNDRY- this account will be charged with all items of administrative and general expenses incurred in connection with the planning and development of the project for which a specific account is not provided above.		\$15,056.00
ID0045	Administration(Administration (1410)-Sundry)	Charges to SUNDRY include, but are not limited to the following: a)cost of minor alterations to office space, rental of equipment, utilities services, and janitorial supplies, b)the cost of report and accounting forms; fees for accounting and auditing services; printing of forms and other documents, except annual reports and other informational literature; stationery and office supplies; postage; and incidental express, freight c)operating cost of motor vehicles, such as gasoline, oil, grease, batteries, tires and repairs d)insurance expenses for workers compensation, automobile insurance, public liability, fire coverage on furniture and fixtures, and fidelity bonds e)advertising costs in connection with procuring bids for demolition, construction, landscaping and other contracts for development work,		\$10,000.00
ID0049	Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	f)cost of obtaining the opinion of counsel in connection with financing the project g)the cost of preparing the development program beyond that which is required as basic services under the architect's contract when such work is not performed by HA personnel. This account will NOT be charged with any of the following types of costs: a)purchase of office furniture and equipment; such purchases will be charged to account 1475 (1480-Non-Dwelling Equipment-Expendable/Non-Expendable)		\$10,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
3	2020			
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
		<p>b) blueprints, duplicating specifications, or other printing related to planning; such costs shall be charged to account 1430 (1480-Contract administration-Other Fees and Costs), and c) travel expenses of architects and engineers or their authorized agents which are reimbursable to them under their contracts; such cost shall be charged to Account 1430 (1480-Contract Administration-Other Fees and Costs)</p>		
ID0052	Operations(Operations (1406))	<p>Insurance, lawn care, sanding, snow removal, pest control, paint supplies for unit turns, security camera maintenance</p> <p>Monies used for maintenance items will be allowed items covered by Part 50 HUDs programming determination and not subject to environmental review</p>		\$35,056.00
ID0058	Website (Operations (1406))	<p>Website Administration costs</p> <p>Monies used for maintenance items will be allowed items covered by Part 50 HUDs programming determination and not subject to environmental review</p>		\$1,000.00
ID0062	Tenant Damages(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)	<p>Repair of walls, ceilings, floors, windows, doors, plumbing, tub/sink, faucets, showerheads, cabinets, mirrors, electrical outlets, wiring, switch plates, appliances, smoke detectors. Including the remediation of Meth levels by a professional, if required.</p> <p>The contract will include lead based paint and asbestos mitigation and disposal if either are found</p>		\$10,000.00
ID0067	Architect & Engineer Services(Contract Administration (1480)-Other Fees and Costs)	Professional services performed for capital fund projects		\$25,000.00
ID0071	Fire Extinguisher Replacement(Operations (1406))	<p>Update and Replace fire extinguishers</p> <p>Monies used for maintenance items will be allowed items covered by Part 50 HUDs programming determination and not subject to environmental review.</p>		\$1,500.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2020		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0079	New Truck with Plow(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	3/4 ton truck with plow for snow removal. Services all AMPS. Our current truck is a 2002 GMC and continues to have excessive maintenance issues, including transmission delays, excessive wear on the clutches, and additional wear on internal parts. Much of this caused from continued plowing and heavy duty hauling/towing. It also has rusty body panels and floor boards. The plow is leaking hydraulics and electrical issues due to wear, the plow is as old as the truck.		\$50,000.00
ID0080	Computer Updates(Management Improvement (1408)-System Improvements)	Plan for replacement of two office computers. We will use the old computers to run the key card system at AMPs 2 & 3.		\$5,000.00
ID0081	Key Card System(Non-Dwelling Construction - Mechanical (1480)-Security - Fire Alarm)	For the entrance of the secure buildings. We will be able to track who is coming and going in the buildings. The contract will include mitigation for asbestos and lead based paint, if needed.		\$5,000.00
ID0086	Security Cameras(Non-Dwelling Construction - Mechanical (1480)-Security - Fire Alarm)	Security Camera surveillance to ensure and safe and secure buildings. The contract will include lead based paint and asbestos mitigation and disposal if either are found		\$100,000.00
ID0087	Update Appliances(Dwelling Unit-Interior (1480)-Appliances)	Install safe, updated and energy efficient appliances, most needed stoves and refrigerators.		\$40,000.00
ID0088	Parking Lot Sealant(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Sealcoat the parking lots, extend the life of the lots. Because the soil will be disturbed, the PHA will be responsive to any soil Environmental Review issues prior to the work beginning.		\$5,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2020		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0095	Smoking Structure(Non-Dwelling Construction-New Construction (1480)-Other)	Cement slab and covered posts. The HRA will abide by the following for the proposed structure: A smoking shelter is considered a public (common aread) under the MN clean Indoor Air Act and therefore cannot be enclosed on more than 50% of the vertical faces (this includes doors & windows). Because the soil may be disturbed, the PHA will be responsive to any soil Environmental Review issues prior to the work beginning.		\$25,000.00
	7TH AVE & PARK TERRANCE APTS (MN004000002)			\$102,000.00
ID0082	Steam Condenser(Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System)	At Seventh Avenue: Replace steam condenser and potentially any piping. The existing steam condenser is past its useful life. The contract will include mitigation for lead based paint and asbestos, if needed.		\$2,000.00
ID0083	Elevator Updates(Non-Dwelling Construction - Mechanical (1480)-Elevator)	If there is a change in elevator codes that would require a upgrade or if we feel this elevator poses a safety issue to residents, we would plan to update or replace the elevator. The contract will include lead based paint and asbestos mitigation and disposal if either are found.		\$10,000.00
ID0084	Electrical Upgrades(Dwelling Unit-Interior (1480)-Electrical)	Lights & lighting contactor replacement. All replaced light will be an energy efficient product. The contract will include mitigation for lead based paint & Asbestos, if needed.		\$20,000.00
ID0085	Garbage Pad(Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures)	Replacement of the cement and wood decking that serves as a garbage pad. The wood is weathered and the cement is cracking. Because the soil will be disturbed, the PHA will be responsive to any soil Environmental Review issues prior to the work beginning.		\$25,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2020				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0089	Interior Electrical Updates(Dwelling Unit-Interior (1480)-Electrical)	Update and add additional lighting throughout the complex interior . Replace any aged electrical wiring & panels. The contract will include mitigation for lead based paint and asbestos, if needed		\$15,000.00
ID0093	Call System Replacement(Dwelling Unit-Exterior (1480)-Other)	Replace the call systems with an updated system that will withstand the elements and will not require constant maintenance The contract will include mitigation for lead based paint and asbestos, if needed.		\$10,000.00
ID0131	Exterior Electrical Update(Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Site Utilities)	Update and add additional lighting throughout the complex exterior and perimeter . Replace any aged electrical wiring & panels. The contract will include mitigation for lead based paint and asbestos, if needed. Because the soil may be disturbed, the PHA will be responsive to any soil Environmental Review issues prior to the work beginning.		\$20,000.00
	HAVEN COURT (MN004000001)			\$19,561.00
ID0090	Interior Electrical Updates(Dwelling Unit-Interior (1480)-Electrical)	Lights & lighting contactor replacement. All replaced lights will be an energy efficient product. The contract will include mitigation for lead based paint & Asbestos, if needed		\$5,000.00
ID0096	Apartment Updates(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,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)	The kitchens and bathrooms in this complex have constant plumbing issues. It is common to have unexpected and excessive leaking. Update as needed. The contract will include mitigation for lead based paint and asbestos, if needed.		\$4,561.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3		2020		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0098	Weather Stripping(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Windows)	The doors and windows need to have most of the weather stripping replaced. The contract will include mitigation for lead based paint and asbestos, if needed.		\$5,000.00
ID0132	Exterior Electrical Updates(Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Electric Distribution)	Lights & lighting contactor replacement. All replaced lights will be an energy efficient product. The contract will include mitigation for lead based paint & Asbestos, if needed. Because the soil may be disturbed, the PHA will be responsive to any soil Environmental Review issues prior to the work beginning.		\$5,000.00
	FIRST AVENUE APARTMENTS (MN004000003)			\$70,000.00
ID0091	Interior Electrical Updates(Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Interior (1480)-Electrical)	Lights & lighting contactor replacement. All replaced lights will be an energy efficient product. The contract will include mitigation for lead based paint & Asbestos, if needed		\$5,000.00
ID0092	Elevator Updates(Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Electrical)	If there is a change in elevator codes that would require a upgrade or if we feel this elevator poses a safety issue to residents, we would plan to update or replace the elevator. The contract will include lead based paint and asbestos mitigation and disposal if either are found.		\$10,000.00
ID0094	Call System Replacement(Dwelling Unit-Exterior (1480)-Other)	Replace the call systems with an updated system that will withstand the elements and will not require constant maintenance The contract will include mitigation for lead based paint and asbestos, if needed.		\$50,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2020				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0133	Exterior Electrical Updates(Dwelling Unit-Site Work (1480)-Electric Distribution,Dwelling Unit-Site Work (1480)-Lighting)	Lights & lighting contactor replacement. All replaced lights will be an energy efficient product. The contract will include mitigation for lead based paint & Asbestos, if needed. Because the soil may be disturbed, the PHA will be responsive to any soil Environmental Review issues prior to the work beginning.		\$5,000.00
	Subtotal of Estimated Cost			\$529,174.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2021		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$308,174.00
ID0038	Op Sub and Non-HUD Funds(Operations (1406))	Insurance, salaries, utilities, sundry, IT support, security system monitoring, maintenance supplies, cleaning supplies, insurance-Property, Liability, Works Compensation (deductible \$5,000 for property & liability, \$25,00 flood insurance), elevator maintenance & repairs. Monies used for maintenance items will be allowed items covered by Part 50 HUD's programmatic determination and not subject to environmental review		\$1.00
ID0042	Administration(Administration (1410)-Salaries,Administration (1410)-Sundry)	This account shall be charged with the costs incurred relating to the planning and development of modernization project. This includes nontechnical salaries, technical salaries, legal fees, employee benefits, travel publications, membership dues and fees, telephone. SUNDRY- this account will be charged with all items of administrative and general expenses incurred in connection with the planning and development of the project for which a specific account is not provided above.		\$15,056.00
ID0046	Administration(Administration (1410)-Sundry)	Charges to SUNDRY include, but are not limited to the following: a)cost of minor alterations to office space, rental of equipment, utilities services, and janitorial supplies, b)the cost of report and accounting forms; feed for accounting and auditing services; printing of forms and other documents, except annual reports and other informational literature; stationery and office supplies; postage; and incidental express, freight c)operating cost of motor vehicles, such as gasoline, oil, grease, batteries, tires and repairs d)insurance expenses for workers compensation, automobile insurance, public liability, fire coverage on furniture and fixtures, and fidelity bonds e)advertising costs in connection with procuring bids for demolition, construction, landscaping and other contracts for development work,		\$10,000.00
ID0050	Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	f)cost of obtaining the opinion of counsel in connection with financing the project g)the cost of preparing the development program beyond that which is required as basic services under the architect's contract when such work is not performed by HA personnel. This account will NOT be charged with any of the following types of costs: a)purchase of office furniture and equipment; such purchases will be charged to account 1475 (1480-Non-Dwelling Equipment-Expendable/Non-Expendable)		\$10,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
4	2021			
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
		<p>b) blueprints, duplicating specifications, or other printing related to planning; such costs shall be charged to account 1430 (1480-Contract administration-Other Fees and Costs), and</p> <p>c) travel expenses of architects and engineers or their authorized agents which are reimbursable to them under their contracts; such cost shall be charged to Account 1430 (1480-Contract Administration-Other Fees and Costs)</p>		
ID0053	Operations(Operations (1406))	<p>Insurance, lawn care, sanding, snow removal, pest control, paint supplies for unit turns, security camera maintenance</p> <p>Monies used for maintenance items will be allowed items covered by Part 50 HUDs programming determination and not subject to environmental review</p>		\$35,056.00
ID0059	Website(Operations (1406))	<p>Website Administration costs</p> <p>Monies used for maintenance items will be allowed items covered by Part 50 HUDs programming determination and not subject to environmental review</p>		\$1,000.00
ID0063	Tenant Damages(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)	<p>Repair of walls, ceilings, floors, windows, doors, plumbing, tub/sink, faucets, showerheads, cabinets, mirrors, electrical outlets, wiring, switch plates, appliances, smoke detectors. Including the remediation of Meth levels by a professional, if required.</p> <p>The contract will include lead based paint and asbestos mitigation and disposal if either are found</p>		\$10,000.00
ID0068	Architect & Engineer Services(Contract Administration (1480)-Other Fees and Costs)	Professional services performed for capital fund projects		\$25,000.00
ID0072	Fire Extinguisher Replacement(Operations (1406))	<p>Update and Replace fire extinguishers</p> <p>Monies used for maintenance items will be allowed items covered by Part 50 HUDs programming determination and not subject to environmental review.</p>		\$1,500.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4		2021		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0103	PPE Equipment(Management Improvement (1408)-Staff Training)	Personal Protective Equipment for maintenance use when working in units that may pose a health and safety hazard. The Employees will be trained in safe use of this equipment		\$15,000.00
ID0105	Storage Shelves(Dwelling Unit-Interior (1480)-Other)	Install additional shelving at complexes where we need additional storage. The contract will include mitigation for lead based paint and asbestos, if needed.		\$1,000.00
ID0106	New Truck and Plow(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	New 3/4 ton truck servicing all complexes from hauling tools to plowing lots. Our current truck is a 2005 Chevrolet and has many miles on it in 4 wheel drive, resulting in accelerated drive line wear due to plowing.		\$40,000.00
ID0107	Furnace Replacment Parts(Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System)	Parts need to be updated within the furnace, parts include heat exchangers, blower motors, circuit boards, limit switches, flame switch, igniters and fan motors. Piping going to the exhaust stacks may also need to be replaced. The contract will include mitigation for lead based paint and asbestos, if needed.		\$5,000.00
ID0109	Mold/Mildew Clean Up(Dwelling Unit-Interior (1480)-Other)	For extraordinary incidences of mold or mildew in any complex or building.		\$2,000.00
ID0110	Meth Tests(Operations (1406))	Purchase of tests in bulk for a discount, used at all complexes		\$25,000.00
ID0111	Zero Turn Lawn Mower(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	Lawn mower for maintaining the grounds, our current lawn mower is serveral years old.		\$10,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4		2021		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0112	Key Buildings to Master System(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Other)	Rekey the buildings that were not included in the rekeying done in summer 2018 so all doors will be on the master key system.		\$25,000.00
ID0113	HC Accessibility Upgrades(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)	Installing handicapped accessible accommodations in the apartments: Replacement of walls, floors, counters, plumbing, tub/sink, electrical outlets, wiring, switch plates, appliances. The contract will include lead based paint and asbestos mitigation and disposal if either are found.		\$40,000.00
ID0114	New Server(Management Improvement (1408)-System Improvements)	New Information Technology Server for the office to administer the rental program		\$27,561.00
ID0130	Roof Replacement(Non-Dwelling Exterior (1480)-Roofs)	Our main office roof shingles are curling and will need to be replaced with the same product. There is no lead paint in the building. The building was constructed post 1978. The contract will include mitigation for asbestos, if needed.		\$10,000.00
	HAVEN COURT (MN004000001)			\$146,000.00
ID0099	Roof Replacement/Repairs(Dwelling Unit-Exterior (1480)-Roofs)	Replace shingle roof on multiple units. The shingles are starting to curl and deteriorate. The PNA supports a new roof as current is passed its useful life. The contract will include mitigation for lead based paint and asbestos, if needed.		\$65,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
4	2021			
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0100	landscaping(Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Storm Drainage)	Revising landscaping and drainage throughout the complex. We have many instances of pooling water. Because the soil will be disturbed, the PHA will be responsive to any soil environmental review issues prior to the work beginning.		\$55,000.00
ID0101	Speed Bumps(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Install removable speed bumps to slow down traffic in this family oriented complex where we have many children residing. Because the soil may be disturbed, the PHA will be responsive to any soil Environmental Review issues prior to the work beginning.		\$6,000.00
ID0102	Sidewalk Repairs(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter)	Repair or replace the concrete in the areas of the sidewalks and stoops that are worn and/or pose a safety concern. Because the soil will be disturbed, the PHA will be responsive to any soil environmental review issues prior to the work beginning.		\$20,000.00
	FIRST AVENUE APARTMENTS (MN004000003)			\$50,000.00
ID0104	Roof Replacement(Dwelling Unit-Exterior (1480)-Roofs)	Replacing the 43rd section of the roof (SW). It is a flat rubber roof we will replace with the same material. The other two sections of the roof have been replaced within the past 5 years. The contract will include mitigation for lead based paint and asbestos, if needed. Because the soil may be disturbed, the PHA will be responsive to any soil Environmental Review issues prior to the work beginning.		\$50,000.00
	7TH AVE & PARK TERRANCE APTS (MN004000002)			\$25,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		4	2021	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0108	Furniture for Common Areas(Non-Dwelling Interior (1480)-Other)	Furniture would be vinyl and metal, to deter the survival of bed bugs. We had to dispose of all almost all the community furniture due to a constant infestation of bed bugs.		\$25,000.00
	Subtotal of Estimated Cost			\$529,174.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2022		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$134,174.00
ID0039	Op Subsidy & Non-HUD Funds(Operations (1406))	Insurance, salaries, utilities, sundry, IT support, security system monitoring, maintenance supplies, cleaning supplies, insurance-Property, Liability, Works Compensation (deductible \$5,000 for property & liability, \$25,00 flood insurance), elevator maintenance & repairs. Monies used for maintenance items will be allowed items covered by Part 50 HUD's programmatic determination and not subject to environmental review		\$1.00
ID0043	Administration(Administration (1410)-Salaries,Administration (1410)-Sundry)	This account shall be charged with the costs incurred relating to the planning and development of modernization project. This includes nontechnical salaries, technical salaries, legal fees, employee benefits, travel publications, membership dues and fees, telephone. SUNDRY- this account will be charged with all items of administrative and general expenses incurred in connection with the planning and development of the project for which a specific account is not provided above.		\$15,056.00
ID0047	Administration(Administration (1410)-Sundry)	Charges to SUNDRY include, but are not limited to the following: a)cost of minor alterations to office space, rental of equipment, utilities services, and janitorial supplies, b)the cost of report and accounting forms; fees for accounting and auditing services; printing of forms and other documents, except annual reports and other informational literature; stationery and office supplies; postage; and incidental express, freight c)operating cost of motor vehicles, such as gasoline, oil, grease, batteries, tires and repairs d)insurance expenses for workers compensation, automobile insurance, public liability, fire coverage on furniture and fixtures, and fidelity bonds e)advertising costs in connection with procuring bids for demolition, construction, landscaping and other contracts for development work,		\$10,000.00
ID0051	Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	f)cost of obtaining the opinion of counsel in connection with financing the project g)the cost of preparing the development program beyond that which is required as basic services under the architect's contract when such work is not performed by HA personnel. This account will NOT be charged with any of the following types of costs: a)purchas of office furniture and equipment; such purchases will be charged to account 1475 (1480-Non-Dwelling Equipment-Expendable/Non-Expendable)		\$10,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2022		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
		b) blueprints, duplicating specifications, or other printing related to planning; such costs shall be charged to account 1430 (1480-Contract administration-Other Fees and Costs), and c) travel expenses of architects and engineers or their authorized agents which are reimbursable to them under their contracts; such cost shall be charged to Account 1430 (1480-Contract Administration-Other Fees and Costs)		
ID0054	Operations(Operations (1406))	Insurance, lawn care, sanding, snow removal, pest control, paint supplies for unit turns, security camera maintenance Monies used for maintenance items will be allowed items covered by Part 50 HUDs programming determination and not subject to environmental review		\$35,056.00
ID0060	Website(Operations (1406))	Website Administration costs Monies used for maintenance items will be allowed items covered by Part 50 HUDs programming determination and not subject to environmental review		\$1,000.00
ID0064	Tenant Damages(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)	Repair of walls, ceilings, floors, windows, doors, plumbing, tub/sink, faucets, showerheads, cabinets, mirrors, electrical outlets, wiring, switch plates, appliances, smoke detectors. Including the remediation of Meth levels by a professional, if required. The contract will include lead based paint and asbestos mitigation and disposal if either are found		\$10,000.00
ID0069	Architect & Engineer Services(Contract Administration (1480)-Other Fees and Costs)	Professional services performed for capital fund projects		\$25,000.00
ID0073	Fire Extinguisher Replacement(Operations (1406))	Update and Replace fire extinguishers Monies used for maintenance items will be allowed items covered by Part 50 HUDs programming determination and not subject to environmental review.		\$1,500.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5		2022		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0115	Energy Performance Contract(Contract Administration (1480)-Other)	Any unnamed services required to perform and Energy Performance Contract		\$5,000.00
ID0116	Debt Service(Loan Debt Obligation (9002))	Money allotted for payment of debt service for EPC or purchase/development of additional housing.		\$20,000.00
ID0129	Video Conferencing Camera(Management Improvement (1408)-Other)	Purchase a camera to enable us to do video conferencing.		\$1,561.00
	HAVEN COURT (MN004000001)			\$275,000.00
ID0117	Demolition(RAD (1503))	Leverage for Demolition should we proceed with RAD, we will be able to get a grant from the IRRRB if we demolished the existing apartments		\$10,000.00
ID0118	Furnace Replacement(Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System)	Due to the existing design of the heating system in this complex, we commonly have cracked heat exchangers that we need to replace. The contract will include mitigation for lead based paint and asbestos, if needed.		\$15,000.00
ID0119	Hot Water Heater Replacement(Dwelling Unit-Interior (1480)-Plumbing)	Replace all hot water heaters with energy efficient ones as the old ones malfunction. The contract will include mitigation for lead based paint and asbestos, if needed.		\$30,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5		2022		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0120	Electrical Update(Dwelling Unit-Interior (1480)-Electrical)	This complex will needs significant electrical replacements in most buildings. The panels, fuses, breakers and some wiring are in need of replacement. The contract will include mitigation for lead based paint and asbestos, if needed.		\$30,000.00
ID0121	Floor Replacement(Dwelling Unit-Interior (1480)-Flooring (non routine))	Replace the worn VCT tile through the complex in common areas and apartments. We will replace with a more durable, water resistant glue down product vinyl flooring. The contract will include lead based paint and asbestos mitigation and disposal, if needed.		\$30,000.00
ID0126	New Gutters(Dwelling Unit-Exterior (1480)-Gutters - Downspouts)	Existing gutters have passed their useful life. We need full replacement. The contract will include mitigation for lead based paint and asbestos, if needed.		\$60,000.00
ID0127	Roof Replacement/Coating(Dwelling Unit-Exterior (1480)-Roofs)	Replace the roofs in this complex consisting of 25 rowhouse apartments. The roofs that do not need to be replaced will be coated to extend the life. These roofs are shingled, and will be replaced with the same materials. The contract will include mitigation for lead based paint and asbestos, if needed.		\$75,000.00
ID0128	Replace Siding(Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits)	Steel siding has chipped paint and damaged, will replace with a steel siding, unless professionals recommend a better option. The contract will include mitigation for lead based paint and asbestos, if needed.		\$25,000.00
	FIRST AVENUE APARTMENTS (MN004000003)			\$80,000.00
ID0122	Floor Replacement(Non-Dwelling Interior (1480)-Common Area Flooring)	Replace carpeting in the common areas with a more durable floor, most likely glue down laminate. The contract will include mitigation for lead based paint and asbestos, if needed		\$10,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5		2022		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0123	Update heating system in common areas(Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System)	Update the heating system in all common areas of the building, this wall mounted system will be replaced with an efficient electric wall mounted system. This contract will include mitigation for lead based paint and asbestos, if needed.		\$30,000.00
ID0124	Heating System Replacement-In units(Dwelling Unit-Interior (1480)-Mechanical)	Replace the steam heat in the apartments with natural gas heating, This contract will include mitigation for lead based paint and asbestos, if needed.		\$40,000.00
	7TH AVE & PARK TERRANCE APTS (MN004000002)			\$40,000.00
ID0125	Roof Repairs-Replace(Dwelling Unit-Exterior (1480)-Roofs)	Repair and replace the roof. Park Terrace has a section that has a continual leak. Seventh Avenue Apartments is coming up on the end of its useful life. The contract will include mitigation for lead based paint and asbestos, if needed.		\$40,000.00
	Subtotal of Estimated Cost			\$529,174.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 1	2018
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Fire Extinguisher Replacement(Operations (1406))	\$999.00
Signs(Non-Dwelling Site Work (1480)-Signage)	\$3,614.00
Cordless Hammer Drill and batteries(Operations (1406))	\$500.00
Canine Bed Bug inspections(Operations (1406))	\$8,000.00
Operations(Operations (1406))	\$35,056.00
administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	\$15,056.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 1	2018
Development Number/Name General Description of Major Work Categories	Estimated Cost
Administration(Administration (1410)-Other,Administration (1410)-Sundry)	\$10,000.00
Administration(Administration (1410)-Other,Administration (1410)-Sundry)	\$10,000.00
Architect and Engineering Fees(Contract Administration (1480)-Other Fees and Costs)	\$18,000.00
OP Sub and Non-HUD funds(Operations (1406))	\$1.00
Tenant Damages(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-	\$8,000.00
Public Relations(Contract Administration (1480)-Other)	\$2,000.00
Subtotal of Estimated Cost	\$111,226.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 2	2019
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Exterior Building Sealant(Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Siding)	\$25,000.00
Exterior Window Cleaning(Operations (1406))	\$3,000.00
Professionally Clean all Duct Work(Operations (1406))	\$5,000.00
Operations(Operations (1406))	\$35,056.00
OP Sub and Non-HUD Funds(Operations (1406))	\$1.00
Administration(Administration (1410)-Salaries,Administration (1410)-Sundry)	\$15,056.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 2	2019
Development Number/Name General Description of Major Work Categories	Estimated Cost
Administration(Administration (1410)-Sundry)	\$10,000.00
Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	\$10,000.00
New Washers and Dryers(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	\$40,000.00
Website(Operations (1406))	\$1,000.00
Tenant Damages(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-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-	\$10,000.00
Expansion Tank Replacement(Non-Dwelling Construction - Mechanical (1480)-Water Distribution)	\$12,000.00
Architect & Engineering Services(Contract Administration (1480)-Other Fees and Costs)	\$25,000.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 2	2019
Development Number/Name General Description of Major Work Categories	Estimated Cost
Fire Extinguisher Replacement(Operations (1406))	\$1,500.00
Subtotal of Estimated Cost	\$192,613.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 3	2020
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Op Sub and Non-HUD funds(Operations (1406))	\$1.00
Administration(Administration (1410)-Salaries,Administration (1410)-Sundry)	\$15,056.00
Administration(Administration (1410)-Sundry)	\$10,000.00
Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	\$10,000.00
Operations(Operations (1406))	\$35,056.00
Website (Operations (1406))	\$1,000.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 3	2020
Development Number/Name General Description of Major Work Categories	Estimated Cost
Tenant Damages(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-	\$10,000.00
Architect & Engineer Services(Contract Administration (1480)-Other Fees and Costs)	\$25,000.00
Fire Extinguisher Replacement(Operations (1406))	\$1,500.00
New Truck with Plow(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	\$50,000.00
Computer Updates(Management Improvement (1408)-System Improvements)	\$5,000.00
Key Card System(Non-Dwelling Construction - Mechanical (1480)-Security - Fire Alarm)	\$5,000.00
Security Cameras(Non-Dwelling Construction - Mechanical (1480)-Security - Fire Alarm)	\$100,000.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 3	2020
Development Number/Name General Description of Major Work Categories	Estimated Cost
Update Appliances(Dwelling Unit-Interior (1480)-Appliances)	\$40,000.00
Parking Lot Sealant(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	\$5,000.00
Smoking Structure(Non-Dwelling Construction-New Construction (1480)-Other)	\$25,000.00
Subtotal of Estimated Cost	\$337,613.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 4	2021
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Op Sub and Non-HUD Funds(Operations (1406))	\$1.00
Administration(Administration (1410)-Salaries,Administration (1410)-Sundry)	\$15,056.00
Administration(Administration (1410)-Sundry)	\$10,000.00
Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	\$10,000.00
Operations(Operations (1406))	\$35,056.00
Website(Operations (1406))	\$1,000.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 4	2021
Development Number/Name General Description of Major Work Categories	Estimated Cost
Tenant Damages(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-	\$10,000.00
Architect & Engineer Services(Contract Administration (1480)-Other Fees and Costs)	\$25,000.00
Fire Extinguisher Replacement(Operations (1406))	\$1,500.00
PPE Equipment(Management Improvement (1408)-Staff Training)	\$15,000.00
Storage Shelves(Dwelling Unit-Interior (1480)-Other)	\$1,000.00
New Truck and Plow(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	\$40,000.00
Furnace Replacment Parts(Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System)	\$5,000.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 4	2021
Development Number/Name General Description of Major Work Categories	Estimated Cost
Mold/Mildew Clean Up(Dwelling Unit-Interior (1480)-Other)	\$2,000.00
Meth Tests(Operations (1406))	\$25,000.00
Zero Turn Lawn Mower(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	\$10,000.00
Key Buildings to Master System(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Other)	\$25,000.00
HC Accessibility Upgrades(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	\$40,000.00
New Server(Management Improvement (1408)-System Improvements)	\$27,561.00
Roof Replacement(Non-Dwelling Exterior (1480)-Roofs)	\$10,000.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 4	2021
Development Number/Name General Description of Major Work Categories	Estimated Cost
Subtotal of Estimated Cost	\$308,174.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 5	2022
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Op Subsidy & Non-HUD Funds(Operations (1406))	\$1.00
Administration(Administration (1410)-Salaries,Administration (1410)-Sundry)	\$15,056.00
Administration(Administration (1410)-Sundry)	\$10,000.00
Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	\$10,000.00
Operations(Operations (1406))	\$35,056.00
Website(Operations (1406))	\$1,000.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 5	2022
Development Number/Name General Description of Major Work Categories	Estimated Cost
Tenant Damages(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-	\$10,000.00
Architect & Engineer Services(Contract Administration (1480)-Other Fees and Costs)	\$25,000.00
Fire Extinguisher Replacement(Operations (1406))	\$1,500.00
Energy Performance Contract(Contract Administration (1480)-Other)	\$5,000.00
Debt Service(Loan Debt Obligation (9002))	\$20,000.00
Video Conferencing Camera(Management Improvement (1408)-Other)	\$1,561.00
Subtotal of Estimated Cost	\$134,174.00