

# South St. Paul Agency Plan

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

**PHA Plan  
Agency Identification**

**PHA Name:** South St. Paul Housing and Redevelopment Authority

**PHA Number:** MN010

**PHA Fiscal Year Beginning:** (mm/yyyy) 01/2000

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting:**  
South St. Paul HRA office-125 3<sup>rd</sup> Ave. North, South St. Paul

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at:

South St. Paul HRA  
South St. Paul City Hall  
South St. Paul Public Library

PHA Plan Supporting Documents are available for inspection at:

South St. Paul HRA Office

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**

[24 CFR Part 903.5]

**A. Mission**

The mission of the South St. Paul HRA is to serve the citizens of South St. Paul by:

- Providing affordable housing opportunities in a safe environment.
- Revitalizing and maintaining neighborhoods
- Forming effective partnerships to maximize social and economic opportunities.

The mission shall be accomplished by a fiscally responsible, creative organization committed to excellence in public service.

**B. Goals**

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

**South St. Paul HRA Goal:** Expand the supply of assisted housing

***Objectives:***

The South St. Paul HRA will apply for additional funding as the HRA becomes aware of NOFAs from HUD.

**South St. Paul HRA Goal:** Improve the quality of assisted housing

***Objectives:***

Improve or maintain public housing management: PHAS score unknown  
Improve or maintain Section 8 management: SEMAP score unknown

**South St. Paul HRA Goal:** Increase assisted housing choices

***Objectives:***

Provide voucher mobility counseling:  
Conduct outreach efforts to potential voucher landlords  
Implement Section 8 homeownership program when final Section 8 homeownership rule is issued.

**HUD Strategic Goal: Improve community quality of life and economic vitality**

**South St. Paul HRA Goal:** Provide an improved living environment

***Objectives:***

Implement public housing security improvements when funding available.

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

**South St. Paul HRA Goal:** Promote self-sufficiency and asset development of assisted households

***Objectives:***

Provide or attract supportive services to improve recipients' employability, especially through implementation of the Family Self Sufficiency Program.  
Provide or attract supportive services to increase independence for the elderly or families with disabilities especially through the Service Coordinators and Congregate Housing Services Program (CHSP).

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

**South St. Paul HRA Goal:** Ensure equal opportunity and affirmatively further fair housing

***Objectives:***

Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

**Annual PHA Plan**  
**PHA Fiscal Year 2000**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

The South St. Paul HRA is submitting a streamlined plan as allowed under HUD guidelines for High Performing Public Housing Agencies

**ii. Executive Summary of the Annual PHA Plan**

The South St. Paul Housing and Redevelopment Authority has prepared the Agency Plan for the year 2000 in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998. Our mission and goals are to maintain and improve our public housing units our public housing units, provide assistance to our Section 8 participants, and to upgrade our services to prepare all of our participants to be as self sufficient as possible.

The plans, statements, budget summary and policies set forth in the Annual Plan will accomplish our goals and objectives. A comprehensive approach has been used to meet planned outcomes and these are consistent with the Consolidated Plan.

Highlights of the plan are:

- We have adopted local preferences to provide assistance to families described in the Consolidated Plan and to applicants who live or work in South St. Paul.
- We have adopted an aggressive screening policy for public housing to ensure to the best of our ability that new admissions will be good neighbors. In our Section 8 program we are screening applicants to the fullest extent allowable while not taking the ultimate responsibility from the landlord.
- We have implemented a deconcentration policy.
- Applicants will be selected from the waiting list by preference and in order of date and time of application.
- We have established a \$25.00 minimum rent
- We have established flat rents and ceiling rents for all of our developments.
- We will utilize the published FMR's effective 10/1/98 as our payment standard for the Section 8 program. In order to encourage work and advancement, we are not requiring interim recertifications if a public housing resident or Section 8 participant has an increase in income. The increase is reported at the next regular recertification.
- We continue to promote our Section 8 Family Self Sufficiency Program in order to assist our participants on their path to self sufficiency.
- We will develop a Section 8 homeownership program when the final rule is available.

The South St. Paul HRA continues to be committed to providing a safe living environment and an affordable housing option for all of our assisted housing participants.

Respectfully Submitted,  
Branna K. Lindell  
Executive Director

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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**Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment’s name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

**Required Attachments:**

- Admissions Policy for Deconcentration--page 27
- FY 2000 Capital Fund Program Annual Statement--Table Library

**Optional Attachments:**

- FY 2000 Capital Fund Program 5 Year Action Plan--Table Library
- Comments of Resident Advisory Board are provided in body of the plan.

**Supporting Documents Available for Review**

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	PHA's involvement.	
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>
Income <= 30% of AMI	12867	5	5	3	5	5	1
Income >30% but <=50% of AMI	15,566	5	5	3	5	4	1
Income >50% but <80% of AMI	9724	3	4	2	5	2	1
Elderly	3265	5	5	3	5	2	1
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Black and Non-Hispanic	1085	5	5	3	5	5	1
Hispanic	1060	5	5	3	5	5	1

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

Consolidated Plan of the Jurisdiction which when written included the jurisdiction of Dakota County, Washington County, Anoka County and Urban Ramsey (area outside of the city of the St. Paul).

Indicate year: 1995

U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset: 1990 data specifically for Dakota County.

**B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists**

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: Section 8 tenant-based assistance			
	# of families	% of total families	Annual Turnover
Waiting list total	118	100	72
Extremely low income <=30% AMI	91	77	
Very low income (>30% but <=50% AMI)	22	19	
Low income (>50% but <80% AMI)	4	3	
Families with children	90	76	
Elderly families	1	1	
Families with Disabilities	20	17	
Caucasian	78	66	
African American	33	28	
American Indian	1	1	
Hispanic	6	5	

<b>Housing Needs of Families on the Waiting List</b>			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	28	24	12
2 BR	63	53	48
3 BR	24	20	12
4 BR	2	3	0
5 BR	1	1	0
5+ BR	0	0	
The South St. Paul HRA waiting lists for both public housing and the Section 8 Rental Assistance Program are open for applications			

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: Public Housing			
	# of families	% of total families	Annual Turnover
Waiting list total	30	100	40
Extremely low income <=30% AMI	20	67	
Very low income (>30% but <=50% AMI)	8	27	
Low income (>50% but <80% AMI)	2	1	
Families with children	0	0	
Elderly families	9	30	
Families with Disabilities	12	40	
Caucasian	24	80	
African American	3	10	
Asian	3	10	

<b>Housing Needs of Families on the Waiting List</b>			
Hispanic	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	30	100	40
2 BR	0	0	0
3 BR	0	0	0
4 BR	0	0	0
5 BR	0	0	0
5+ BR	0	0	0
The South St. Paul HRA waiting lists for both public housing and the Section 8 Rental Assistance Program are open for applications			

**C. Strategy for Addressing Needs**

**(1) STRATEGIES**

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction and within 90-110% of FMR
- Maintain or increase section 8 lease-up rates by marketing the program to owners.

**Strategy 2: Increase the number of affordable housing units by:**

- Pursue housing resources other than public housing or Section 8 tenant based assistance.

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

- The South St. Paul HRA plans to meet federal targeting requirements of 75% of all new admissions to the Section 8 program are to families at or below 30% of median area income. The HRA will issue assistance to families on our waiting list which already reflects 77% of applicants are at or below 30% of area median income.
- The South St. Paul HRA plans to meet federal targeting requirements by targeting 40% of all new admissions to public housing are to families at or below 30% of median area income.

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

- The Section 8 Rental Assistance Program will not issue to families who have incomes over 50% of the area median.
- Public Housing will admit applicants as needed to meet guidelines on income mixing and to maintain optimum occupancy rates.

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

- Apply for special-purpose vouchers targeted to the elderly, should they become available

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

- Apply for special-purpose vouchers targeted to families with disabilities, should they become available

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs.

**Strategy 2: Conduct activities to affirmatively further fair housing**

- Continue to market Section 8 Rental Assistance Program to landlords in South St. Paul

**(2) Reasons for Selecting Strategies**

The following factors influenced the South St. Paul HRA's selection of the strategies that it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	N/A	
b) Public Housing Capital Fund	577,000	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,560,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	NA	
g) Resident Opportunity and Self-Sufficiency Grants (Service Coordinator Grant)	53,469	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
(j) CHSP	110,000	CHSP
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
1998 Comp Grant	577,000	PH Capital Improve.
<b>3. Public Housing Dwelling Rental Income</b>	803,000	PH Operations
<b>4. Other income (list below)</b>		
Interest	10,000	PH Operations
Excess Utilities	4500	PH Operations
Washer/Dryer Use	9600	PH Operations
Beauty Shop Rental	800	PH Operations
<b>FSS Coordinator Grant</b>	37,780	FSS Coordinator
<b>Total resources</b>	<b>3,267,190</b>	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing?

When families are within a certain time of being offered a unit: 60 Days

- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing ?
  - Criminal or Drug-related activity
  - Rental history
  - Housekeeping
- c. The South St. Paul does not request criminal records from local law enforcement agencies for screening purposes.
- d. The South St. Paul HRA does request criminal records from State law enforcement agencies for screening purposes.
- e. The South St. Paul HRA does not access FBI criminal records from the FBI for screening purposes (either directly or through an NCIC-authorized source).

**(2)Waiting List Organization**

- a. Which methods does the PHA plan to use to organize its public housing waiting list?
  - Community-wide list
- b. Where may interested persons apply for admission to public housing?
  - HRA main administrative office
- c. The South St. Paul HRA does not plan to operate one or more site-based waiting lists in the coming year.

**(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list?
  - Prospective tenants are given one choice and if they refuse, they fall to the bottom of the waiting list. If they refuse five times then they are removed from the waiting list.
- b. This policy is consistent across all waiting list types.
  - Applicants fall to the bottom of the waiting list when they refuse the apartment that is offered. They retain their preferences.

**(4) Admissions Preferences**

a. Income targeting:

The South St. Paul HRA does not plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income.

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions?

Emergencies

Medical justification

Administrative reasons determined by the PHA (e.g., to permit modernization work)

c. Preferences

1. The South St. Paul HRA has established preferences for admission to public housing (other than date and time of application).

2. The South St. Paul HRA plans to employ the following admission preferences:

- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Elderly
- Disabled or handicapped
- Near-elderly (age 50-61)
- Single (who is non-elderly, non-disabled or handicapped, or non-near-elderly)
- Couple (who is non-elderly, non-disabled or handicapped or non-near-elderly)
- Special Housing/Supportive Services Program Applicants (Applicants who are apparently eligible for CHSP and/or in need of a wheel chair accessible apartment.

So. St. Paul HRA currently has 16 wheel-chair accessible apartments and a maximum of 30 clients for the CHSP.)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

4 Date and Time

- 3 Veterans and veterans' families
- 2 Residents who live and/or work in the jurisdiction
- 1 Elderly
- 2 Disabled or handicapped
- 1\* Special Housing/Supportive Services Applicants when wheelchair accessible apartment is available or when CHSP space is available.

- 4. Relationship of preferences to income targeting requirements:  
Not applicable: The pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Occupancy**

- a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing?  
The HRA-resident lease  
The HRA's Admissions and (Continued) Occupancy policy  
HRA Public Housing Handbook
- b. How often must residents notify the PHA of changes in family composition?  
At an annual reexamination and lease renewal  
Any time family composition changes  
Any change in income source  
At family request for revision

**(6) Deconcentration and Income Mixing**

- a. The South St. Paul HRA's analysis of its developments for concentrations of poverty did not indicate the need for measures to promote deconcentration of poverty or income mixing. This analysis was determined using information from the U.S. Census of 1990.
- b. The South St. Paul HRA did not adopt any changes to its admissions policies based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing
- c. NOT APPLICABLE
- c. The South St. Paul HRA did not adopt any changes to other policies based on the

results of the required analysis of the need for deconcentration of poverty and income mixing

e. NOT APPLICABLE

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families?

Not applicable: results of analysis did not indicate a need for such efforts

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families?

Not applicable: results of analysis did not indicate a need for such efforts

## **B. Section 8**

### **(1) Eligibility**

a. What is the extent of screening conducted by the PHA?

- Criminal or drug-related activity only to the extent required by law or regulation. The South St. Paul HRA relies on self-reporting by the applicant before additional screening is done. If the applicant affirmatively reports that criminal records are requested from state and local law enforcement agencies.

b. Indicate what kinds of information the HRA shares with prospective landlords?

- The South St. Paul HRA will supply the name and address of the previous landlord as required by regulation. The South St. Paul HRA encourages all landlords to screen all assisted tenants in the same manner as unassisted tenants.

### **(2) Waiting List Organization**

The South St. Paul HRA Section 8 tenant based waiting list is not merged with any other waiting list.

Persons interested in Section 8 tenant based rental assistance may apply at the South St. Paul HRA office located at 125 3<sup>rd</sup> Ave. North in South St. Paul on the second Wednesday of every month.

**(3) Search Time**

- The South St. Paul HRA does give extensions to the standard 60-day period to search for a unit. The request for an extension must be in the HRA office prior to the expiration date, it must be in writing and must be accompanied by documentation of an active search

**(4) Admissions Preferences**

a. Income targeting

- The South St. Paul HRA plans to meet the federal targeting requirements by targeting 75% of all new admissions to the section 8 program to families at or below 30% of median area income.

b. Preferences

- The South St. Paul HRA has established preferences for admission to section 8 tenant-based assistance (other than date and time of application).

2. The following admission preferences are employed by the South St. Paul HRA:

Former Federal preferences

- Victims of domestic violence
- Homelessness

Other preferences

- Elderly or Disabled
- Residents who live and/or work and/or attend school in our jurisdiction
- Households that contribute to meeting income requirements (targeting).

3. If the HRA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

2 Date and Time

Former Federal preferences

- 1 Victims of domestic violence
- 1 Homelessness

Other preferences

- 3 Elderly or disabled
- 3 Residents who live and/or work and/or attend school in our jurisdiction
- 2 Households that contribute to meeting income requirements (targeting)

4. Among applicants on the waiting list with equal preference status, how are applicants selected?

Date and time of application

5. If the HRA plans to employ preferences for “residents who live and/or work in the jurisdiction”

This preference has previously been reviewed and approved by HUD

6. Relationship of preferences to income targeting requirements:

Not applicable: the pool of applicant families ensures that the HRA will meet income targeting requirements

**(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the HRA contained?

The Section 8 Administrative Plan

- b. How does the HRA announce the availability of any special-purpose section 8 programs to the public?  
Through published notices

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing**

###### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

- a. Use of discretionary policies:

The HRA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions).

- b. Minimum Rent

1. What amount is the HRA's minimum rent?  
\$25

2. The South St. Paul HRA has not adopted any discretionary minimum rent hardship exemption policies.

- c. Rents set at less than 30% of adjusted income:

1. The South St. Paul HRA does not plan to charge rents at a fixed amount or percentage less than 30% of adjusted income.

- e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)

Yes for all developments

2. For which kinds of developments are ceiling rents in place?

For all developments

3. The South St. Paul HRA arrives at ceiling rents by using the Fair Market Rents issued by the Federal Department of Housing and Urban Development.

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the HRA such that the changes result in an adjustment to rent?

Family must report any change in family composition.

Family must report when income source changes.

At family option.

- g. The South St. Paul HRA does not plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year.

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability?

U.S. Dept. of Housing & Urban Development's Fair Market Rents

**B. Section 8 Tenant-Based Assistance**

**(1) Payment Standards**

- a. What is the HRA's payment standard?

- At or above 90% but below 100% of FMR
- b. If the payment standard is higher than FMR, why has the HRA chosen this level?  
Not Applicable
- d. How often are payment standards reevaluated for adequacy?
- Annually
- e. What factors will the HRA consider in its assessment of the adequacy of its payment standard?
- Success rates of assisted families
  - Rent burdens of assisted families

**(2) Minimum Rent**

- a. What amount best reflects the HRA's minimum rent?
- \$25
- a. The South St. Paul HRA has not developed any discretionary minimum rent hardship exemption policies as of yet.

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

**The South St. Paul HRA has been designated a high-performing agency and is not required to complete this section.**

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

**The South St. Paul HRA has been designated as a high-performer and is not required to complete this section.**

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

**A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

The Capital Fund Program Annual Statement is provided for the 2000 Capital Fund Program at the end of this Agency Plan starting on page 27.

### **(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a. The South St. Paul HRA is providing an optional 5-Year Action Plan for the Capital Fund.
- b. The Capital Fund Program 5-Year Action Plan is provided at the end of the PHA Plan starting on page 32.

## **A. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- a) The South St. Paul HRA has not received a HOPE VI revitalization grant
- c) The South St. Paul HRA does not plan to apply for a HOPE VI Revitalization grant in this Plan year.
- d) The South St. Paul HRA will not be engaging in any mixed-finance development activities for public housing in the Plan year.
- e) The South St. Paul HRA will not be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement.

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

1. The South St. Paul HRA does not plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) in the plan Fiscal Year.

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

The South St. Paul HRA has not designated or applied for approval to designate any public housing for occupancy only by the elderly families or only by families with disabilities.

**10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

**A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

None of the South St. Paul HRA's developments or portions of developments have been identified by HUD or the HRA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

The South St. Paul HRA does not administer any homeownership programs under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) nor has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4).

## **B. Section 8 Tenant Based Assistance**

1. The South St. Paul HRA plans to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 depending upon the final rule that is issued by HUD and the availability of funding. Until the final rule is issued and the availability of funding is determined, the South St. Paul HRA will be unable to provide a more thorough description of this program and as a High Performing Agency is not required to do so at this time.

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

**The South St. Paul HRA has been designated as a high performer and is not required to complete this section.**

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

## **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

**The South St. Paul HRA has been designated as a High-Performer Agency and is not required to complete this section. The HRA has not applied for PHDEP funds.**

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

See Attachment

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the Attachment section (See Attachments)

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1. The South St. Paul HRA is required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)).
2. The most recent fiscal audit has been submitted to HUD.

3. There were no reportable findings as the result of the audit.
4. There were no reportable findings that remain unresolved.

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

**The South St. Paul HRA has been designated as a High-Performer Agency and is not required to complete this section.**

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1. The South St. Paul HRA did receive comments from the Resident Advisory Board.
  1. If yes, the comments are provided below:

"The Agency Plan helped me to understand the HRA Public Housing Hand book better."
  2. In what manner did the PHA address those comments?

Considered comments, but determined that no changes to the PHA Plan were necessary.

### **B. Description of Election process for Residents on the PHA Board**

1. The South St. Paul HRA does not meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937.
2. The South St. Paul HRA does not currently have an opening on the board on which to place a resident commissioner. Minnesota State Law currently allows for only five commissioners on the Board and there are currently no openings. All Board members are currently appointed by the Mayor and approved by the city council.
3. Description of Resident Election Process: Not Applicable

### **C. Statement of Consistency with the Consolidated Plan**

1. Consolidated Plan jurisdiction: Dakota County, Washington County, Anoka County and Urban Ramsey (area outside of the city of St. Paul)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:

The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan.

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments:

The South St. Paul HRA has received a statement from the Consolidated Plan Consortium that states the South St. Paul HRA is in compliance with the plan.

**D. Other Information Required by HUD:**

**DECONCENTRATION POLICY**

It is the South St. Paul Housing and Redevelopment Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach families of lower or higher income as needed. We accomplish this in a uniform and non-discriminating manner.

The South St. Paul HRA will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered to higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of the census tract in which our developments are located, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

## HA Plan Table Library

### Component 7

### Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement		
Capital Fund Program (CFP) Part I: Summary		
Capital Fund Grant Number MN46P01070800 FFY of Grant Approval: (01/2000)		
Original Annual Statement		
Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	54,760
4	1410 Administration	25,000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	43,512
8	1440 Site Acquisition	0
9	1450 Site Improvement	
10	1460 Dwelling Structures	415,128
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	4,600
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	543,000
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	

23	Amount of line 20 Related to Security	4,380
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement			
Capital Fund Program (CFP) Part II: Supporting Table			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
<b>Nan McKay</b>	<b>Management Improvements:</b>		
MN 10-1	Security Checks	1408	2,190
	Service Coordinator for Mentally Ill	1408	2,500
	Implementation of Work Order System Additional user fee/training	1408	1,250
	Phone Line Fees	1408	1,440
	Physical Needs Assessment Study	1408	10,000
	Service Coordinator for CHSP	1408	10,000
	<b>Non-Dwelling Equipment:</b>		
	Laptop Computer	1475	2,000
	Printer	1475	150
	Fax machine	1475	150
	<b>Dwelling Structures:</b>		
	Water Softner Replacement	1460	16,500
	Inspect and Repair Handicap unit Bathrooms	1460	21,000
<b>John Carroll Bldg</b>	<b>Management Improvements:</b>		
MN 10-2	Security Checks	1408	2,190
	Service Coordinator for Mentally Ill	1408	2,500
	Implementation of work order system (additional user fee/training)	1408	1,250
	Phone Line Fees	1408	1,440
	Physical Needs Assessment Study	1408	10,000
	Service Coordinator for CHSP	1408	10,000

	<b>Non-Dwelling Equipment:</b>		
	Laptop Computer	1475	2,000
	Printer	1475	150
	Fax Machine	1475	150
	<b>Dwelling Structures:</b>		
	Inspect and Repair Handicap Unit Bathrooms.	1460	27,000
	Replace Carpet for John Carroll Community Room	1460	4800
	Replace Cabinets/Countertops/Sinks and Faucets (57 Units)	1460	345,828

**Annual Statement  
Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
Nan McKay MN 10-1 John Carroll Bldg. MN 10-2	06/30/2002  06/30/2002	12/2003  12/2003

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
MN 10-1	Nan Mckay	2	1.5%
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Renovate Bathrooms--125 Units		187,500	2001
Paint Building Exterior		25,000	2001
Replace Entry Doors		33,000	2002
Replace Floors		250,000	2002
Install Computer Hardware		10,000	2002
Repair Trash Chute		5,000	2003
Replace Boiler System		250,000	2004
<b>Total estimated cost over next 5 years</b>		<b>760500</b>	

### Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
MN 10-2	John Carroll	3	1.8%
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Repair Landscaping		256,627	2001
Replace Main Entry Sidewalk		9,000	2002
Install Computer Hardware		10,000	2002
Renovate 4 <sup>th</sup> Floor Entry		140,000	2002
Replace units Thermostats		41500	2003
Replace Floors		354,400	2003
Paint Common Areas in Building		40,000	2003
Repair Trash Chute		5,000	2003
Replace Boiler		250,000	2004
<b>Total estimated cost over next 5 years</b>		<b>1,106,527</b>	

