

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2000

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE
WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA FISCAL YEARS 2000 - 2004

[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction (select the PHA choice below)

The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

The PHA's mission is: (state mission here)

The mission of the Willmar HRA is to provide a sufficient supply of adequate, safe, and sanitary dwellings in order to protect the health, safety, morals, and welfare of the citizens of this state; to clear and redevelop blighted areas; to perform those duties according to comprehensive plans; and to remedy the shortage of housing for low and moderate income residents, in situations in which private enterprise would not act without government participation or subsidies. Further, it is our mission to assist low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Willmar HRA is committed to operating in an efficient, ethical, and professional manner and will work cooperatively with its clients and appropriate community agencies to accomplish our mission.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in HUD legislation. PHAs may select any of these goals and objectives as their own or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, PHAs are strongly

ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS. (Quantifiable measures would include targets such as:

PHA Goal: Expand the supply of assisted housing numbers of families served or PHAs scores achieved.) PHAs should identify these measures in the spaces to the right

Objectives:

Apply for additional rental vouchers:

Reduce public housing vacancies:

Make units more marketable by continuing with Capital Fund Improvement Programs.

Improve marketing techniques.

The Willmar HRA shall maintain the HRA's real estate in a decent condition so as to continue to attract residents.

Deliver timely and high quality maintenance service to the residents of the Willmar HRA's housing programs.

The Willmar HRA shall create and implement a preventative maintenance plan by June 30, 2001.

Leverage private or other public funds to create additional housing opportunities:

The Willmar HRA will continue to work cooperatively with local officials, community agencies/organizations, and other individuals/groups interested/involved in housing to assess and respond to affordable housing issues/needs.

Acquire or build units or developments
 Other (list below)

PHA Goal: Improve the quality of assisted housing
Objectives:

Improve public housing management: (PHAS score)

The Willmar HRA will strive to manage its housing programs in an efficient and effective manner thereby qualifying as at least a standard performer with overall objective to continue to operate as a high performer.

The Willmar HRA will strive to manage its housing programs in a manner that results in full compliance with applicable statutes and regulations and/or as defined by program audit findings.

Improve voucher management: (SEMAP score)

The Willmar HRA will strive to qualify as at least a standard performer with overall objective to operate as a high performer.

Increase customer satisfaction:

The Willmar HRA will be responsive to the results of the Resident Survey once received and will strive to improve management practices and delivery of maintenance services as necessary to assure customer satisfaction.

Through appointment of a resident member on the Willmar HRA Board of Commissioners a greater opportunity will exist for HRA program

participants to voice their opinions and concerns. Said resident representative will work with HRA staff to develop strategies for increased resident participation through suggestion boxes, encouraging formation of resident councils in family projects, etc.

The Willmar HRA shall become a more customer-oriented organization.

 X Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)

HRA staff will strive to reduce the percentage of tenant accounts receivable.

HRA staff will strive to increase its overall occupancy rate.

The Willmar HRA shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.

The Willmar HRA shall assess the need for management/maintenance training programs and will develop a plan tailored to meet employee identified training needs/requirements.

The Willmar HRA will strive to have a waiting list of sufficient size so we can fill our housing units within 7 days of them becoming vacant.

The Willmar HRA will ensure full compliance with all applicable standards and regulations including government generally accepted accounting practices. Budgets/year-end reports will be completed in an accurate and timely manner to comply with all audit requirements.

The Willmar HRA will maintain its real estate in a decent condition; regular inspections of the project grounds/project community space areas/unit exteriors will be conducted not less than quarterly; HRA maintenance and management staff will meet regularly to review status of work order requests and to ensure that work is completed in a timely and high quality manner.

The Willmar HRA shall achieve proper curb appeal for its housing developments by improving its landscaping, keeping its grass mowed, making the properties litter-free, removing all graffiti within 24 hours of discovering it, and other actions as determined necessary and prudent.

The Willmar HRA shall cooperate with other organizations/agencies to implement an effective anti-fraud program by June 30, 2002.

The Willmar HRA shall ensure that there are positive stories in the local media about the Housing Authority or its residents.

Renovate or modernize public housing units:

The Willmar HRA has made considerable improvements to its public housing stock through participation in CIAP. We will continue our efforts through participation in the Capital Fund Program. In consultation with HRA residents and staff, an assessment of the condition of its housing stock through an independent source will be conducted to identify additional needed improvements, to revise/develop on-going capital improvement programs, and to determine availability of financial resources to undertake needed improvements.

Demolish or dispose of obsolete public housing:

Provide replacement public housing:

Provide replacement vouchers:

Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

Provide voucher mobility counseling:

The Willmar HRA shall provide voucher mobility counseling through

**briefing
materials and
during actual
tenant
briefing.**

The Willmar HRA shall maintain the voucher payment standards at a minimum of 100% of FMR.

The Willmar HRA shall increase its utilization rate in its tenant-based program by June 30, 2001.

Conduct outreach efforts to potential voucher landlords

The Willmar HRA shall attempt to attract new landlords to participate in the program.

Increase voucher payment standards

Implement voucher homeownership program:

The Willmar HRA will strive to implement a voucher homeownership program by June 30, 2003.

Implement public housing or other homeownership programs:

The Willmar HRA will continue to participate in homeownership programs such as the MHFA Minnesota City Participation Program and the locally structured Down-payment Assistance Program as well as investigate the feasibility of participation in other homeownership programs.

Implement public housing site-based waiting lists:

Convert public housing to vouchers:

Other: (list below)

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

PHA Goal: Provide an improved living environment

Objectives:

X Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:

The Willmar HRA has adopted a Deconcentration Policy which allows

for skipping persons on the waiting list as necessary to bring higher income public housing households into lower income developments.

Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

The Willmar HRA has adopted a Deconcentration Policy which allows for skipping persons on the waiting list as necessary to bring lower income public housing households into higher income developments.

Implement public housing security improvements:

The Willmar HRA shall strive to provide a safe and secure environment in its housing developments and will continue to work closely with local law enforcement to achieve this goal.

The Willmar HRA shall strive to improve resident and community perception of safety and security in its housing developments through participation in the Crime-Free Multi Housing Program when available locally.

The Willmar HRA shall continue to apply aggressive screening procedures to reduce the number of evictions due to violations of criminal laws.

The Willmar HRA shall strive to reduce the crime in its housing developments so that the crime rate is less than surrounding neighborhoods.

The Willmar HRA shall strive to continue to provide security patrol services at its housing projects where determined necessary in the interest of security for its residents.

Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

Other: (list below)

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

PHA Goal: Promote self-sufficiency and asset development of assisted
Objectives:

Increase the number and percentage of employed persons in assisted families:

The Willmar HRA shall strive to improve the access of public housing residents to services that support economic opportunity and quality of life by implementing new partnerships in order to enhance services to our residents by June 30, 2004.

The Willmar HRA shall strive to have effective, fully functioning resident organizations in each housing development and for the tenant-based program by June 30, 2004.

Increase the number of employed persons in assisted families through the continued use of ceiling rents.

Provide or attract supportive services to improve assistance recipients' employability:

The Willmar HRA will strive to work in cooperation with other agencies to promote upward mobility of its residents in their employment opportunities.

Provide or attract supportive services to increase independence for the elderly or families with disabilities.

The Willmar HRA shall work with appropriate social service agencies to increase opportunities for elderly persons to obtain necessary services to accommodate their aging-in-place.

_____ Other: (list below)

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

PHA 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:

The Willmar HRA shall operate in full compliance with all Equal Opportunity laws and regulations.

The Willmar HRA shall ensure equal treatment of all applicants, residents, tenant-based participants, employees and vendors.

- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: (list below)

Other PHA Goals and Objectives: (list below)

Overall agency goals include:

Administration of existing programs - more effective and efficient agency performance.

Need to develop more positive community image.

Need to improve delivery of maintenance services to all housing projects.

Need to be more responsive to clients on overall delivery of assistance and sensitivity to clients' needs.

Applicant screening procedures/unit turnaround time needs to become more efficient.

Increase staff accountability for programs administered.

Directly participate and assist in implementing housing and community development programs.

Identify strategies to maintain a healthy financial condition in an environment of reform and downsizing.

Continue the development of partnerships to carry out the mission of the Willmar HRA.

HRA Commissioner role should be not only in general operations of agency but also in providing leadership support for the Executive Director and Staff in promoting the HRA, presenting policy issues to the City Council and community.

**Annual PHA Plan
PHA Fiscal Year 2000**

[24 CFR Part 903.7]

Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

High Performing PHA

Small Agency (<250 Public Housing Units)

Administering Section 8 Only

Troubled Agency Plan

Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Housing and Redevelopment Authority In and For the City of Willmar, Minnesota (hereinafter referred to as Willmar HRA), has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing and corresponding HUD requirements. The Willmar HRA has adopted the following mission statement to serve as guiding principles in undertaking the activities of the Willmar HRA:

MISSION STATEMENT

The mission of the Willmar HRA is to provide a sufficient supply of adequate, safe, and sanitary dwellings in order to protect the health, safety, morals, and welfare of the citizens of this state; to clear and redevelop blighted areas; to perform those duties according to comprehensive plans; and to remedy the shortage of housing for low and moderate income residents, in situations in which private enterprise would not act without government participation or subsidies.

Further, it is our mission to assist low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Willmar HRA is committed to operating in an efficient, ethical, and professional manner and will work cooperatively with its clients and appropriate community agencies to accomplish our mission.

To accomplish our mission, we have established the following goals which are defined

more clearly under the Five-Year Plan section preceding the Annual Plan:

GOALS

Increase the availability of decent, safe, and affordable housing.

Improve the quality of assisted housing

Increase customer satisfaction

Concentrate on efforts to improve specific management functions

Renovate or modernize public housing units

Increase assisted housing choices

Improve community quality of life and economic vitality

Promote self-sufficiency and asset development of families and individuals

Ensure Equal Opportunity in Housing for all Americans

Other OVERALL AGENCY GOALS:

- *Administration of existing programs - more effective and efficient agency performance.*
- *Need to develop more positive community image.*
- *Need to improve delivery of maintenance services to all housing projects.*
- *Need to be more responsive to clients on overall delivery of assistance and sensitivity to clients' needs.*
- *Applicant screening procedures/unit turnaround time needs to become more efficient.*
- *Increase staff accountability for programs administered.*
- *Directly participate and assist in implementing housing and community development programs.*
- *Identify strategies to maintain a healthy financial condition in an environment of reform and downsizing.*
- *Continue the development of partnerships to carry out the mission of the Willmar HRA.*
- *HRA Commissioner role should be not only in general operations of agency but also in providing leadership support for the Executive Director and Staff in promoting the HRA, presenting policy issues to the City Council and community.*

Our annual plan is based on the premise that if we accomplish our goals and objectives, we will be working towards the achievement of our mission. The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives and are consistent with the Consolidated Plan. The following are a few highlights of our plan:

(1) *The Willmar HRA has elected to retain the Federal Preferences but as local*

preferences. This will provide housing to the most needy.

- (2) *We have adopted aggressive screening procedures for our housing programs 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 away the ultimate responsibility from the landlord. Our screening practices will meet all fair housing requirements.*
- (3) *We have implemented a deconcentration policy.*
- (4) *All HRA policies/procedures have been examined and changes as appropriate made/proposed to conform to local practices, Minnesota Statutes, and Federal rules and regulations.*
- (5) *We have established a minimum rent of \$50 for public housing and Section 8 programs.*
- (6) *We have established flat rents for our public housing developments.*
- (7) *To encourage work and advancement in the workplace, we are not requiring interim recertifications if a resident or Section 8 participants have an increase in income. The increase will be reported at the next regular recertification.*
- (8) *The published FMRs are utilized as our payment standard for the Section 8 program as well as our flat rents. These figures should accurately reflect the local rental housing market as HUD conducted a random-digit dialing survey of area rents through an independent tester and FMRs were revised to reflect the results of the survey.*

In summary, we are on course to improve the conditions of affordable housing in Willmar, Minnesota.

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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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 Plan file, provide the file name in parentheses in the space to the right of the title.

- A** Admissions Policy for Deconcentration
- _____ FY 2000 Capital Fund Program Annual Statement
- _____ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- B** PHA Management Organizational Chart
- _____ FY 2000 Capital Fund Program 5 Year Action Plan
- _____ Public Housing Drug Elimination Program (PHDEP) Plan
- _____ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- _____ Other (List below, providing each attachment name)

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.

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
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
	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 PHA's involvement.	5 Year and Annual Plans
	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: 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 18. 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 X 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 X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination

Applicable & On Display	Supporting Document	Applicable Plan Component
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 check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	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 check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	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

Applicable & On Display	Supporting Document	Applicable Plan Component
	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 "Family Type" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Family Type	Overall	Affordability	Swaps	Quality	Affordability	Size	Location
Income <= 30% of AMI	737	5	N/A	N/A	N/A	1	N/A
Income >30% but <=50% of AMI	497	5	N/A	N/A	N/A	1	N/A
Income >50% but <80% of AMI	248	5	N/A	N/A	N/A	1	N/A
Elderly	394	5	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hispanics	83.1%*						
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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/s

Indicate year: _____

U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
(*83.1% of this group listed "with any housing problems" while for all renter households 41.6% listed "with any housing problems")

American Housing Survey data

Indicate year: ____
 ____ Other housing market study
 Indicate year: ____
 ____ Other sources: (list and indicate year of information)

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

State the housing needs of the families on the PHA's waiting list/s. Complete one table for each type of PHA-wide waiting list administered by the PHA. PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	111		301
Extremely low income <=30% AMI	86	77%	
Very low income (>30% but <=50% AMI)	23	21%	
Low income (>50% but <80% AMI)	2	2%	
Families with children	62	56%	
Elderly families	2	2%	
Families with Disabilities	13	12%	
White	68	61%	
White/Hispanic	36	32%	
Black	5	5%	
Amer. Indian or Alaskan Native	2	2%	

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Characteristics by Bedroom Size (Public Housing Only)			
1BR	49	44%	203
2 BR	26	23%	42
3 BR	31	28%	49
4 BR	5	5%	7
5 BR			
5+ BR			

Is the waiting list closed (select one)? (No) Yes
 If yes:
B. How long has it been closed (# of months)?
 Does the PHA expect to reopen the list in the PHA Plan year? No Yes
 Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

Housing Needs of Families on the Waiting List

Waiting list type: (select one)
 Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)
 If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	144		121
Extremely low income <=30% AMI	113	78%	
Very low income (>30% but <=50% AMI)	31	22%	
Low income (>50% but <80% AMI)	0	0%	

Families with children	92	64%	
Elderly families	0	0%	
Families with Disabilities	5	3%	
White	93	65%	
White/Hispanic	40	28%	
Black	8	5%	
Amer. Indian or Alaskan Native	3	2%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? (No) Yes			
If yes:			
B. How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? No Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes			

NOTE: All waiting lists currently being updated. Information provided is prior to updates.

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(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:

Select all that apply

X Employ effective maintenance and management policies to minimize the number of public housing units off-line

- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)
Maintain involvement in other assisted housing programs in addition to the public housing and section 8 programs.

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)
Employ admissions policies aimed at families at or below 30% of AMI in public housing and section 8 programs.

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

B. Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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:

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

Provide Fair Housing brochure and appropriate information to applicants and residents through briefing and briefing packet and assist in discrimination complaints.

Other Housing Needs & Strategies: (list needs and strategies below)

- Monitor the availability of decent, safe, and affordable housing**
- Improve the quality of assisted housing**
- Increase assisted housing choices**
- Increase community quality of life and economic vitality**
- Increase homeownership opportunities**
- Develop employer assisted housing programs**
- Improve communications with landlords regarding rental practices**
- Increase awareness of tenant and landlord rights**
- Focus on cultural insensitivity, language barriers, and Fair Housing issues**
- Rental Property Taxes**
- Rehabilitation of owner-occupied housing**
- Rental housing rehabilitation**
- Homelessness**

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- 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
- Results of consultation with advocacy groups
- Other: (list below)

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

Financial Resources		
Planned Sources and Uses		
Source	Planned \$	Planned Uses
I. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	\$104,818 (FY 99-00)	

Sources	Planned \$	Planned Uses
b) Public Housing Capital Fund	\$249,950	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$190,032 (FY 99-00)	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	\$316,930	PH Operations
4. Other income (list below)		
Investment Income	\$ 9,380	PH Operations
Other Income	\$ 16,790	PH Operations
4. Non-federal sources (list below)		
Total resources	\$887,900	

We specifically reserve the right to change this financial resources statement based on later, better information.

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

When families are within a certain number of being offered a unit: (state number)

When families are within a certain time of being offered a unit: (3 months)

Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

Criminal or Drug-related activity

Rental history

Housekeeping

Other (describe)

History of disturbing neighbors or destruction of property

History of having committed fraud in connection with any Federal housing assistance program

Alcohol abuse that interferes with the health, safety or right to peaceful enjoyment by others

Xc. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

The extent of the criminal records search depends on the residence of the applicant for the past five years.

(2) Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

Community-wide list based on bedroom size needed

Sub-jurisdictional lists

Site-based waiting lists

Other (describe)

b. Where may interested persons apply for admission to public housing?

PHA main administrative office

PHA development site management office

____ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year? 0

2. ____ Yes ____ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ____ Yes ____ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ____ PHA main administrative office
- ____ All PHA development management offices
- ____ Management offices at developments with site-based waiting lists
- ____ At the development to which they would like to apply
- ____ Other (list below)

(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? (select one)

One - **Unless the offer is for deconcentration purposes. If declined, this does not affect the applicant's place on the waiting list.**

____ Two

____ Three or More

b. Yes ____ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

Yes ____ No: Does the PHA 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? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
 - Incentive transfers to accommodate deconcentration objectives.
- Other: (list below)

a. Preferences

X1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection (5) **Occupancy**)

1. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing
- Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

Preference will be given to elderly and disabled families for buildings designed for the elderly and disabled.

Preference will be given to families who may benefit from the accessible features for accessible units.

Skipping on the waiting list will be permitted to achieve income targeting goals and in accordance with deconcentration policy.

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.

 3 Date and Time

Former Federal preferences:

- 2 Involuntary Displacement (Disaster, Government Action, Action of Housing
 Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence
- 2 Substandard housing
- 2 Homelessness
- 2 High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

- 1 Preference will be given to elderly and disabled families for buildings designed for the elderly and disabled.
- 1 Preference will be given to families who may benefit from the accessible features for accessible units.
- 1 Skipping on the waiting list will be permitted to achieve income targeting goals and in accordance with deconcentration policy.

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

Policy allows for skipping on waiting list to 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 (select all that apply)

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)
Resident Handbooks

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA 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. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site-based waiting lists
- If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

Lakeview Apartments, Family Public Housing

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and developments targeted below)

d. ___ Yes X No: Did the PHA 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. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

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? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- X List (any applicable) developments below:

Lakeview Apartments

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? (select all that apply)

- X Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

(f) Eligibility
Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
- X Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

b. X Yes ___ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. X Yes ___ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

The extent of the criminal records search depends on the residence of the applicant for the past five years.

- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
 Criminal or drug-related activity
 Other (describe below)

Family's current and prior addresses and the names/addresses of the landlords for those addresses (if known). Upon request, the HRA will also supply any factual information or third party verification relating to the applicant's history as a tenant or their ability to comply with material standard lease terms or any history of drug trafficking, drug-related criminal activity or any violent criminal activity.

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
 Federal public housing
 Federal moderate rehabilitation
 Federal project-based certificate program
 Other federal or local program (list below)

- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
 Other (list below)

(3) Search Time

- a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

If the family documents their efforts and additional time can be reasonably expected to result in success or the family contains a person with a disability.

(4) Admissions Preferences

- a. Income targeting

- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting

more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the _____ coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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.

2 Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 1 High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements
- Administrative Plan provides for skipping on waiting list to achieve 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 PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)
- N/A

a. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
- Other (list below)

N/A

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(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:** (select one)

The PHA 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). (If selected, skip to sub-component (2))

---or---

The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. **Minimum Rent**

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
 \$1-\$25
 \$26-\$50

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

Hardship exists under following circumstances:

- (a) When family has lost eligibility for or is waiting an eligibility determination for a Federal, State or local assistance program;**
- (b) When the family would be evicted as a result of the imposition of the minimum rent requirement;**
- (c) When the income of the family has decreased because of changed circumstances including loss of employment;**
- (d) When a death has occurred in the family.**

a. Rents set at less than 30% than adjusted income

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

(A) Flat Rents - Family Choice

(B) Ceiling Rents - If 30% of adjusted income is greater than ceiling rent, family pays ceiling rent.

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

For the earned income of a previously unemployed household member

(A) Unemployed for one or more years

For increases in earned income

(A) Just at recertification

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____

Other (list below)

- (A) Change in family composition**
- (B) Decrease in income at family's option**
- (C) Increase in allowable expenses at family's option**

g. Yes No: Does the PHA 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? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

(A) FMRs - HUD conducted a random digit-dialing survey of rental market in our area through an independent contractor in March of 1998; therefore, FMRs accurately reflect rental market.

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, 9) Payment Standards**

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard?

(select all that apply)

Success rates of assisted families

Rent burdens of assisted families

Other (list below)

(A) Vacancy rates and rents in market area

(B) Size and quality of units leased under the program

(C) Rents for units leased under the program

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

\$0

\$1-\$25

\$26-\$50

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

Hardship exists under following circumstances:

(a) When family has lost eligibility for or is waiting an eligibility determination for a Federal, State or local assistance program;

(b) When the family would be evicted as a result of the imposition of the minimum rent requirement;

(c) When the income of the family has decreased because of changed circumstances including loss of employment;

(d) When a death has occurred in the family.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section.

Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

(select one) PHA's management structure and organization.

An organization chart showing the PHA's management structure and organization is attached.

A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

_. List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	172	58 Est. based upon previous 12 months
Section 8 Vouchers }	50 (Combined voucher/certificates)	30 Est. based upon previous 12 months
Section 8 Certificates }		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		
Rural Development 515/Tax Credit (Mgmt)	48	
Tax Credit (Mgmt)	48	
CIAP		
Section 811	12	
CDBG Small Cities Development Program	Rehabilitation of residential properties	
Section 8 New Construction	79	

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

Admissions and Continued Occupancy Policy
Blood-Borne Diseases Policy
Capitalization Policy
Check Signing Authorization Policy
Criminal, Drug Treatment and Registered Sex Offender Classification
Records Management Policy
Disposition Policy
Drug-Free Workplace Policy
Ethics Policy
Equal Employment Opportunity Policy
Equal Housing Opportunity Policy
Facilities Use Policy
Funds Transfer Policy
Hazardous Materials Policy
Investment Policy
Maintenance Policy
Natural Disaster Response Guidelines
Pest Control Policy
Personnel Policy
Procurement Policy
Rent Collection Policy
Repayment Agreement Policy
Travel Policy

(2) Section 8 Management: (list below)

Section 8 Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ____ Yes ___X___ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office
- PHA development management offices
- Other (list below)

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office
- Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

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.

Select one: The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

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

**Annual Statement
Capital Fund Program (CFP) Part I: Summary**

Line No.	Summary by Development Account	Total Estimated
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	11,850.00
4	1410 Administration	12,500.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	20,000.00
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	96,100.00
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	94,500.00
13	1475 Nondwelling Equipment	15,000.00
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)	249,950.00
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	
24	Amount of line 20 Related to Energy Conservation Measures	

Total of \$249,950 based upon 92% of FFY 99 Capital Fund allocation.

**Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA-Wide Activities			
HA-Wide Activities	Management Improvements		11,850.00
HA-Wide Activities	Administration	1410	12,500.00
MN 51-1	Dwelling Structures	1460	12,700.00
MN 51-2	Dwelling Structures	1460	23,400.00
MN 51-4	Dwelling Structures		60,000.00
MN 51-2	Non-dwelling structures	1470	94,500.00
HA-Wide Activities	Fees and Costs	1430	20,000.00
MN 51-2	Non-dwelling equipment	1475	15,000.00

See below:

1408/ Management Improvements: Assess Willmar HRA overall management capabilities, investigate economic development activities, homeownership programs, drug elimination programs, etc.

1410/Administration: Costs associated with administration of Capital Fund Program.

1430/Fees and Costs: Conduct five-year assessment of projects to include identification of physical needs, security improvements, energy conservation issues, etc. Also, costs associated with bidding/inspection process for construction activities.

1460/Dwelling Structures:

- 51-1 Replace bathroom tile in 127 apartments with vinyl flooring
- 51-2 Replace storm doors; replace rotting decks
- 51-4 Reside and re-roof 4 houses

1470/Non-dwelling Structures:

- 51-2 Construct community center

1475/Non-dwelling Equipment:
51-2 Furnishings/equipment for community center

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)
All activities	March 31, 2001	September 30, 2003

(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.

a. X Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component OR by completing and attaching a properly updated HUD-52834.

7B)

b. If yes to question a, select one:

 The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-or-

 X The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MN 51-1	Lakeview Apartments			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1460 Dwelling Structures: Replace central air conditioning unit on main floor - repair bills to keep unit operational are excessive and system is becoming obsolete Install sprinkler system in corridors (including suspended ceiling, recessed lights, new fire panel) - this will require at least two years to build up enough capital to fund improvement.			Unknown at this time \$580,000.00	FY2001 FY2003 & 2005
1475 Replace lobby area and office furnishings/equipment			\$ 20,000.00	FY2001
Other items as determined necessary upon completion of 5-year physical needs assessment, security assessments and resident survey/management needs assessment.				

Total estimated cost over next 5 years	\$600,000.00	
---	---------------------	--

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
MN 51-2	Family Public Housing		

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
1460 Dwelling Structures: Replace tub/shower units as they are becoming degraded with age and use.	\$114,000.00	FY2001
Install new interior doors/frames as existing doors/frames are becoming irreparable.	38,000.00	FY2002
1470 Non-dwelling Structures: Install man doors in garages	8,700.00	FY2001
Other items as determined necessary upon completion of 5-year physical needs assessment, security assessment, and resident survey/management improvements.		
Total estimated cost over next 5 years	\$160,700.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
MN 51-4	Family Public Housing		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
1460 Dwelling Structures: Bathroom fixtures, etc. are degraded and need to be replaced Window replacement in four units as windows are rotting and in poor condition Install new interior doors/frames as existing doors/frames are in poor condition		\$ 31,500.00	FY2001
		20,000.00	FY2001
		9,000.00	FY2001
Other items as determined necessary upon completion of 5-year physical needs assessment, security assessment, and resident survey/management improvements.			
Total estimated cost over next 5 years		\$ 60,500.00	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PHA-Wide	PHA-Wide			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1430 Fees and Costs			\$ 75,000.00	Total all FYs
1408 Management Improvements			\$ 40,000.00	Total all FYs
1410 Administration			\$ 45,000.00	Total all FYs
Amount subject to change due to items identified management, physical needs and security assessments, and resident survey.				
Total estimated cost over next 5 years			\$160,000.00	

B. 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.

Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

Revitalization Plan under development

Revitalization Plan submitted, pending approval

Revitalization Plan approved

Activities pursuant to an approved Revitalization Plan underway

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. Yes No: Does the PHA 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? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description

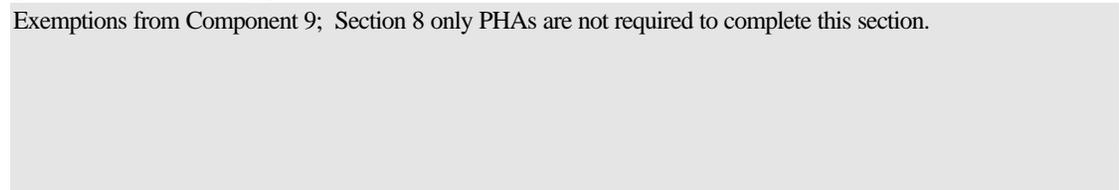
Yes No: **Has the PHA provided the activities description information in the optional Public Housing Asset Management Table?**
 (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: <input type="checkbox"/> Demolition <input type="checkbox"/> Disposition
3. Application status (select one) <input type="checkbox"/> Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.



1. Yes No: **Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)**

2. Activity Description

Yes No: **Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.**

<u>Designation of Public Housing Activity Description</u>
1a. Development name:
1b. Development (project) number:
2. Designation type: <input type="checkbox"/> <u>Occupancy by only the elderly</u> <input type="checkbox"/> <u>Occupancy by families with disabilities</u> <input type="checkbox"/> <u>Occupancy by only elderly families and families with disabilities</u>
3. Application status (select one) <input type="checkbox"/> <u>Approved; included in the PHA’s Designation Plan</u> <input type="checkbox"/> <u>Submitted, pending approval</u> <input type="checkbox"/> <u>Planned application</u>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> <u>New Designation Plan</u> <input type="checkbox"/> <u>Revision of a previously-approved Designation Plan?</u>

<p>1. Number of units affected:</p> <p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

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

1. Yes No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway	
<input type="checkbox"/> Assessment results submitted to HUD	
<input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)	
<input type="checkbox"/> Other (explain below)	

3. ___ Yes ___ No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)

4. Status of Conversion Plan (select the statement that best describes the current status)

- ___ Conversion Plan in development
- ___ Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- ___ Conversion Plan approved by HUD on: (DD/MM/YYYY)
- ___ Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- ___ Units addressed in a pending or approved demolition application (date submitted or approved:)
- ___ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)
- ___ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)
- ___ Requirements no longer applicable: vacancy rates are less than 10 percent
- ___ Requirements no longer applicable: site now has less than 300 units
- ___ Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA 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) or 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). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to small PHA or high performing PHA status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval

<input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <u>(DD/MM/YYYY)</u>
5. Number of units affected:
6. Coverage of action: (select one)
<input type="checkbox"/> Part of the development
<input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. **Yes** **No:** Does the PHA plan 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 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. High performing PHAs may skip to component 12.)

2. Program Description:

a. Size of Program

Yes **No:** Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants**
- 26 - 50 participants**
- 51 to 100 participants**
- more than 100 participants**

b. PHA-established eligibility criteria

Yes **No:** Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in

addition to HUD criteria?
If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component.

Section 12A Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of

assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of

income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs need not ensure the safety of public housing residents. PHAs participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority

- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below):

HRA plans to conduct assessment of need for actions to improve safety of residents with said assessment to include much of the information or data listed above.

3. Which developments are most affected? (list below)

Lakeview Apartments, Family Public Housing Townhouse site

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

Participate in the Crime-Free Multi-Housing Program if offered locally.

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan**
- Police provide crime data to housing authority staff for analysis and action**
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)**
- Police regularly testify in and otherwise support eviction cases**
- Police regularly meet with the PHA management and residents**
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services**
- Other activities (list below)**

2. Which developments are most affected? (list below)

Welshire Family Public Housing Townhouse Site

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

Yes **No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?**

Yes **No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?**

Yes **No: This PHDEP Plan is an Attachment. (Attachment Filename: _____)**

14. RESERVED FOR PET POLICY

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA 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))? (If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have not been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

3. Yes No: Has the PHA included descriptions of asset management activities in the optional Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA MUST select one)

Attached at Attachment (File name)

Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

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

The PHA changed portions of the PHA Plan in response to comments

List changes below:

Other: (list below)

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

Resident was elected by Resident Advisory Board.

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
(Nominated by Resident Advisory Board)
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
(Voted for by Resident Advisory Board Members)
- Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: State of Minnesota

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- 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 participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

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

X Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Monitor the availability of decent, safe, and affordable housing

Improve the quality of assisted housing

Increase assisted housing choices

Increase community quality of life and economic vitality

Increase homeownership opportunities

Develop employer assisted housing programs

Improve communications with landlords regarding rental practices

Increase awareness of tenant and landlord rights

Focus on cultural insensitivity, language barriers, and Fair Housing issues

Rental Property Taxes

Rehabilitation of owner-occupied housing

Rental housing rehabilitation

Homelessness

_____ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Substantial deviations or significant amendments or modifications to this Plan are defined as discretionary changes in the plans or policies of the Willmar HRA that fundamentally change the mission, goals, objectives or plans of the agency and which require formal approval of the

Board of Commissioners.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

Attachment A: Deconcentration Policy

Attachment B: HRA Management Organizational Chart

PHA Plan
Table Library **Component 7**
Capital Fund Program Annual Statement
Parts I, II, and II

Annual Statement
Capital Fund Program (CFP) Part I: Summary

Line No.	Summary by Development Account	Total Estimated
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	11,850.00
4	1410 Administration	12,500.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	20,000.00
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	96,100.00
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	94,500.00
13	1475 Nondwelling Equipment	15,000.00
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**Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA-Wide Activities			
HA-Wide Activities	Management Improvements		11,850.00
HA-Wide Activities	Administration	1410	12,500.00
MN 51-1	Dwelling Structures	1460	12,700.00
MN 51-2	Dwelling Structures	1460	23,400.00

MN 51-4	Dwelling Structures		60,000.00
MN 51-2	Non-dwelling structures	1470	94,500.00
HA-Wide Activities	Fees and Costs	1430	20,000.00
MN 51-2	Non-dwelling equipment	1475	15,000.00

Table Library

**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)
All activities	March 31, 2001	September 30, 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.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
MN 51-1	Lakeview Apartments		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
1460 Dwelling Structures: Replace central air conditioning unit on main floor - repair bills to keep unit operational are excessive and system is becoming obsolete Install sprinkler system in corridors (including suspended ceiling, recessed lights, new fire panel) - this will require at least two years to build up enough capital to fund improvement.		Unknown at this time \$580,000.00	FY2001 FY2003 & 2005
1475 Replace lobby area and office furnishings/equipment		\$ 20,000.00	FY2001
Other items as determined necessary upon completion of 5-year physical needs assessment, security assessments and resident survey/management improvements.			
Total estimated cost over next 5 years		\$600,000.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
MN 51-2	Family Public Housing		

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
1460 Dwelling Structures: Replace tub/shower units as they are becoming degraded with age and use.	\$114,000.00	FY2001
Install new interior doors/frames as existing doors/frames are becoming irreparable.	38,000.00	FY2002
1470 Non-dwelling Structures: Install man doors in garages	8,700.00	FY2001
Other items as determined necessary upon completion of 5-year physical needs assessment, security assessment, and resident survey/management improvements.		
Total estimated cost over next 5 years	\$160,700.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
MN 51-4	Family Public Housing		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
1460 Dwelling Structures: Bathroom fixtures, etc. are degraded and need to be replaced Window replacement in four units as windows are rotting and in poor condition Install new interior doors/frames as existing doors/frames are in poor condition		\$ 31,500.00	FY2001
		20,000.00	FY2001
		9,000.00	FY2001
Other items as determined necessary upon completion of 5-year physical needs assessment, security assessment, and resident survey/management improvements.			
Total estimated cost over next 5 years		\$ 60,500.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PHA-Wide	PHA-Wide		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
1430 Fees and Costs		\$ 75,000.00	Total all FYs
1408 Management Improvements		\$ 40,000.00	Total all FYs
1410 Administration		\$ 45,000.00	Total all FYs
Amount subject to change due to items identified in management, physical needs and security assessments, and resident survey.			
Total estimated cost over next 5 years		\$160,000.00	

October 19, 1999

RESOLUTION NO. 99-1352

WHEREAS, the Quality Housing and Work Responsibility Act of 1998 requires the Housing and Redevelopment Authority to adopt policies that encourage deconcentration of poverty and income-mixing by (1) determining and comparing the relative tenant incomes of each development and the incomes of census tracts in which the developments are located and (2) considering what policies, measures or incentives are necessary to bring higher income families into lower income developments; and

WHEREAS, the Willmar Housing and Redevelopment Authority's public housing programs consist of Lakeview Apartments (a high-rise apartment complex of 127 apartments) on one site, 18 scattered-site family public housing units, and 29 town-house family public housing units on one-site, which in itself provides a limited number of units and options available for deconcentration; and

WHEREAS, the Admissions and Continued Occupancy Policy of the Willmar Housing and Redevelopment Authority shall be amended to provide for deconcentration of poverty to the greatest extent feasible by encouraging income mixing within Lakeview Apartments, throughout its scattered site units and within its townhouse complex and in conjunction with the census tracts in which said units are located; notwithstanding the targeting requirements for new admissions to public housing in that 40% of new admissions in any given fiscal year must have incomes at or below 30% of the area median income for household size;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing and Redevelopment Authority In and For the City of Willmar, Minnesota, that said policy shall provide for skipping families on the waiting list to reach other families with a lower or higher income as necessary to achieve deconcentration and income-mixing and that said public housing shall be affirmatively marketed to all eligible income groups; and

BE IT FURTHER RESOLVED that the attached Deconcentration Policy/ Deconcentration Incentives/Income-Targeting Policy be and hereby are adopted and incorporated into the Willmar Housing and Redevelopment Authority's Admissions and Continued Occupancy Policy currently in effect.

/s/ Laura Warne
Laura Warne, Chair

ROLL-CALL

(3) Ayes, (0) Nays

DECONCENTRATION POLICY

The Willmar HRA's public housing programs include Lakeview Apartments (a high-rise apartment complex consisting of 127 apartments), 18 scattered-site family public housing units, and 29 town-house family public housing units. The town-house units are located on one site. While there are a limited number of units and options available for deconcentration, it is the intent of the Willmar HRA's policy to provide for deconcentration of poverty to the extent feasible by encouraging income mixing within the high-rise (Lakeview Apartments), throughout its scattered-site units, and within its townhouse complex in conjunction with the neighborhoods (census tracts) in which they are situated. Toward this end [but notwithstanding the targeting requirements for new admissions to public housing, in that 40% of new admissions in any given fiscal year must have incomes at or below 30% of the area median income for household size] we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Willmar 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 toward 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 census tracts 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. The worksheet to be used for the analysis is attached hereto.

DECONCENTRATION INCENTIVES

The Willmar HRA may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

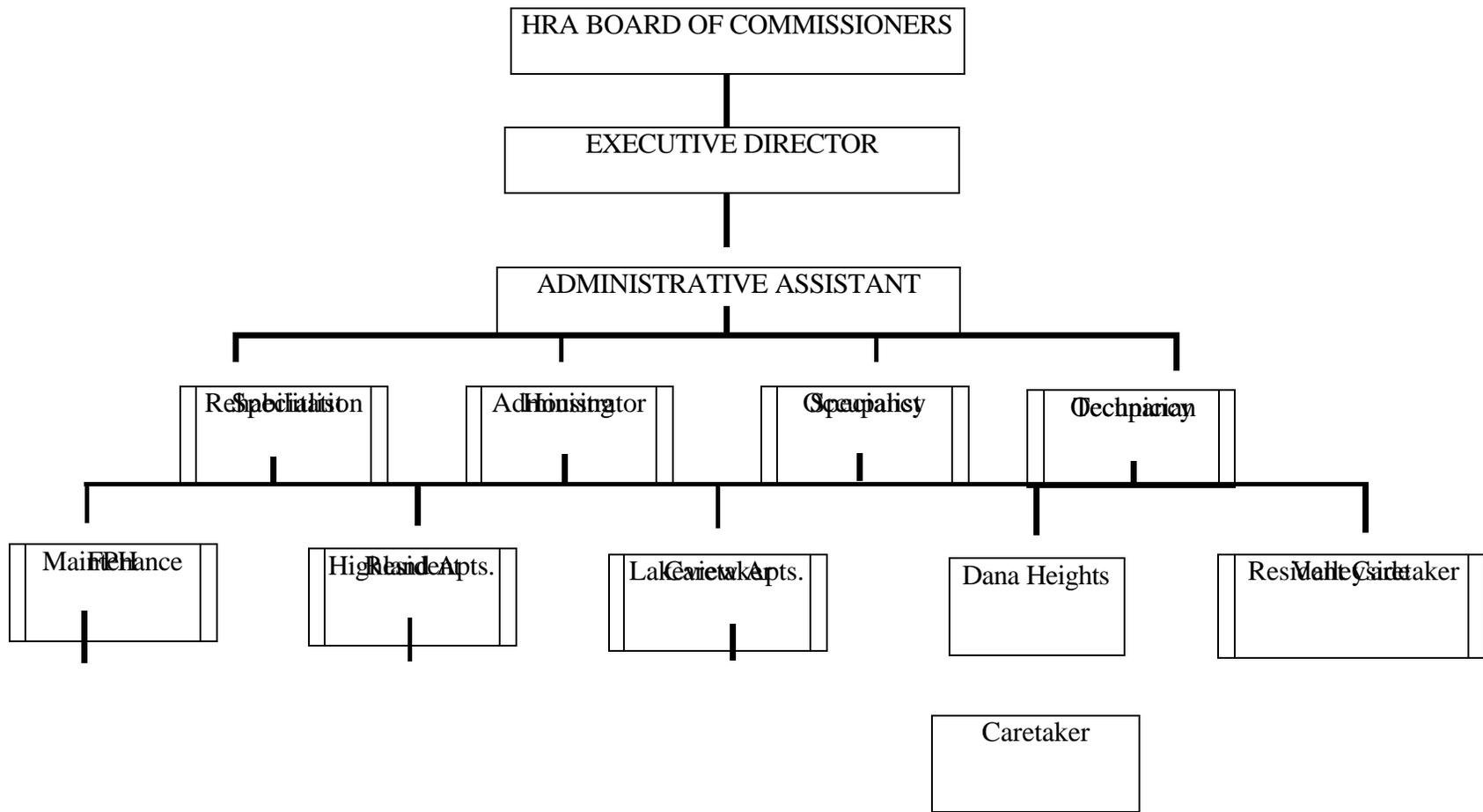
Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

INCOME-TARGETING

The Willmar HRA shall follow the statutory requirement that at least 40% of newly admitted families in any fiscal year be families whose annual income is at or below 30% of the area median income. To insure this requirement is met we shall quarterly monitor the incomes of newly admitted families and the incomes of the families on the waiting list. If it appears that the requirement to house extremely low-income families will not be met, we will skip higher income families on the waiting list to reach extremely low-income families.

If there are not enough extremely low-income families on the waiting list we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

HOUSING AND REDEVELOPMENT AUTHORITY
 IN AND FOR THE CITY OF WILLMAR, MINNESOTA
 ORGANIZATION CHART



Secretary

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