

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

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# PHA Plans

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

**HOUSING AND REDEVELOPMENT AUTHORITY  
IN AN FOR THE CITY OF ALBERT LEA**

**ALBERT LEA, MINNESOTA**

MN077v4

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

**PHA Plan  
Agency Identification**

**PHA Name:** Albert Lea HRA

**PHA Number:** MN077

**PHA Fiscal Year Beginning: (mm/yyyy)** 04/2000

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting:  
(select all that apply)**

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

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

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)



**5-YEAR PLAN**  
**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 one of the choices below)

- X      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)

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent 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: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

- X      PHA Goal: Expand the supply of assisted housing  
Objectives:  
      Apply for additional rental vouchers:  
X      Reduce public housing vacancies:  
X      Leverage private or other public funds to create additional housing opportunities:  
      Acquire or build units or developments  
      Other (list below)
- X      PHA Goal: Improve the quality of assisted housing  
Objectives:  
X      Improve public housing management: (PHAS score)  
X      Improve voucher management: (SEMAP score)  
X      Increase customer satisfaction:

- X Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
- X Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)
  
- X PHA Goal: Increase assisted housing choices
  - Objectives:
    - X Provide voucher mobility counseling:
    - X Conduct outreach efforts to potential voucher landlords
    - Increase voucher payment standards
    - Implement voucher homeownership program:
    - Implement public housing or other homeownership programs:
    - Implement public housing site-based waiting lists:
    - Convert public housing to vouchers:
    - Other: (list below)
  - X Work with private sector to improve the number and quality of private LMI housing opportunities.

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

- X PHA Goal: Provide an improved living environment
  - Objectives:
    - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
    - X Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
    - X Implement public housing security improvements:
      - 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**

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

- X Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)
- X Encourage residents to attend classes to improve home and family management, and "home stretch" to encourage home-ownership.

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

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
  - X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - X 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:
  - X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Other: (list below)
  - X Encourage affirmative action training for realtors and landlords.

**Other PHA Goals and Objectives: (list below)**

1. Improve housekeeping standards and tenant training to preserve the aging housing stock.
2. Do significant unit renovation at the time of turnover in order to maintain quality and low maintenance housing.
3. Establish extensive capital improvements for scattered sites to improve energy efficiency and longevity.

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

[24 CFR Part 903.7]

**i. 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**

**ii. 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 Annual PHA plan provides the guideline for the Albert Lea HRA for capital improvements and management improvements in order to continue to provide low and moderate income housing throughout the community. Policies of the HRA are those required by HUD.

The plan provides for the adoption of pet policies, in accordance with HUD guidelines ro families. A pet policy exists for senior units.

The HRA Board has been modified to consist of seven members. Five are members of the City Council. These are elected by the public to the Council and appointed to the HRA by the Mayor. The HRA Board also has two resident members appointed by the Mayor at the recommendation of the Resident's Advisory Council and the HRA.

The first Resident's Advisory Council was appointed by the Mayor from residents of scattered family sites and senior housing. There are 50 family scattered sites and 129 senior units. Two HH of families were appointed and three senior residents to be consistent with proportional representation. The Resident's Advisory Council will adopt bylaws in accordance with 964.115.

Minutes of the first meeting of the Resident's Advisory Council are attached.

The Capital Improvement Plan for the HRA is attached.

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

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

Required Attachments:

- X Admissions Policy for Deconcentration
- X 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:

- X PHA Management Organizational Chart  
 X FY 2000 Capital Fund Program 5 Year Action Plan  
 Public Housing Drug Elimination Program (PHDEP) Plan  
 X 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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents 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 <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures X 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
	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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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 <input type="checkbox"/> 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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	678	2	2	1	1	1	1
Income >30% but <=50% of AMI	498	2	2	1	1	1	1
Income >50% but <80% of AMI	423	2	2	1	1	1	1
Elderly	NA						
Families with Disabilities	NA						
Race/Ethnicity	NA						
Race/Ethnicity	NA						
Race/Ethnicity	NA						
Race/Ethnicity	NA						

Data is for rental families from information provided by MHFA from the 1990 census. The City Planning staff believes the data is relevant to the current population.

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.)

- X Consolidated Plan of the Jurisdiction/s  
Indicate year: 1996 and current MHFA Plan.
- X U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- X Other housing market study  
Indicate year: 1998 “Community-Wide Housing Assessment for Albert Lea, MN” prepared by AdMark resources, Inc.
- Other sources: (list and indicate year of information)

## B. 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 type="checkbox"/> Public Housing			
<input checked="" 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	29		
Extremely low income <=30% AMI	NA		
Very low income (>30% but <=50% AMI)	22	76	
Low income (>50% but <80% AMI)	7	24	
Families with children	24	83	
Elderly families	2	7	
Families with Disabilities	0		
Race/ethnicity	Hispanic 7	24	
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	1	5	18
2 BR	16	80	4
3 BR	2	10	7
4 BR	1	5	2

Housing Needs of Families on the Waiting List			
5 BR			
5+ BR			
Is the waiting list closed (select one)? X No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### 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
- X      Reduce turnover time for vacated public housing units
- X      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
- X      Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- X      Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- X      Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- X      Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- X      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
- X Leverage affordable housing resources in the community through the creation of mixed - finance housing
- X Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

**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
- X Other: (list below) No specific policies. There is low utilization of Section 8 Vouchers and high-need families can be accomodated.

**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
- X Adopt rent policies to support and encourage work
- Other: (list below)

**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

X Other: (list below) There is an adequate number of elderly units available. The elderly will need to learn to live with handicapped persons in high-rise facilities in order to maximize the utilization of housing resources. There are currently many problems associated with a mixed population, however, these problems are of a social nature and do not generally represent threats to life safety or comfortable living.

**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
- X Other: (list below) Market Section 8 to handicapped and families with disabilities. Encourage private Section 202 projects to accept handicapped. They currently do not accept persons with developmental disabilities.

**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
- X Other: (list below)
- 1.The City does not have any pockets of poverty or Census Tracts that qualify as LMI. There are a limited number of developments available that can conform to the HUD FMR and therefore there are some developments that become concentrations of Section 8. This should be expected because theses developments were built with requirements that they maintain LMI rent structures.

2. The HRA will continue to market to all landlords, continue fair housing training, and encourage use of Section 8 to maintain rent structures, guaranteed rents, and stable occupancy.

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

**(2) Reasons for Selecting Strategies**

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

- X Funding constraints
- X Staffing constraints
- X Limited availability of sites for assisted housing
- X Extent to which particular housing needs are met by other organizations in the community
- X Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- X Influence of the housing market on PHA programs
- X Community priorities regarding housing assistance
- X Results of consultation with local or state government
- X Results of consultation with residents and the Resident Advisory Board
- X Results of consultation with advocacy groups
- X Other: (list below)
  - 1. Results of collaboration with the Freeborn County Family Services Collaborative.

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	103,970.00	
b) Public Housing Capital Fund	281,817.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$457,494.00	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
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)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	\$346,536.00	Operations
<b>4. Other income (list below)</b>	\$19,563.00	Operations
<b>4. Non-federal sources (list below)</b>	None	
<b>Total resources</b>	1,209,380.00	

### **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: (state time)
  - 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)
- c.  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)

## **(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
  - 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?

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
  - Two
  - X Three or More
- b.X 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 X 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)
- X Emergencies
  - X Overhoused

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

c. Preferences

1.  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**)
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 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)

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.

Date and Time

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

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)

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

### **(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)

- X The PHA-resident lease
- X The PHA's Admissions and (Continued) Occupancy policy
- X PHA briefing seminars or written materials
- X Other source (list) Discussion with housing assistance staff.

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

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

**(6) Deconcentration and Income Mixing**

a. X 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. X 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:

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

X Other (list policies and developments targeted below)

The HRA recognizes that concentration is a factor in Section 8 because of the availability of developments that are either old enough to meet FMR and still maintain HQS, or developments are new and built for LMI families. Therefore, there is not a way to avoid some concentration. This is recognized in the policy, and the HRA will continue to select tenants and Sec.8 participants on a date and time basis.

d. X Yes  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)  
See above.

X 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)

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

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)

- 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. 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).

### (1) Eligibility

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity
- Other (describe below)

**(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) Public Housing assistance office.

**(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:

There is a tight housing market. If the applicant has been actively looking and has communicated difficulties in finding housing with the HRA staff, then an additional 30 days will be granted and the staff will suggest possible housing opportunities.

**(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.

Date and Time

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

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

#### **(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
- X Other (list below) No special purpose Section 8 programs are administered.

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

- Through published notices
- Other (list below)

#### **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:

c. 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:

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

For increases in earned income

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)

- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- X 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
- X 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)\_\_\_\_\_
- X Other (list below) If the family has requested a rent decrease during the year due to income decrease, they must report and income increase during the year between annual re-examinations.

g.  Yes X 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.)

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

**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, certificates).

### **(1) 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)  
Availability of units in the market place within the Payment Standard.

**(2) Minimum Rent**

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

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

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

**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**

Describe the PHA’s management structure and organization.

(select one)

- X An organization chart showing the PHA’s management structure and organization is attached.
- X A brief description of the management structure and organization of the PHA follows:

HRA ORGANIZATIONAL MANAGEMENT STRUCTURE

The Housing and Redevelopment Authority in and for the City of Albert Lea is an operating section of the City’s Division of Community Development and Housing Administration.

The HRA Board consists of seven members. Five are appointed by the Mayor from the seven-member City Council and two are tenant representatives.

The City is a Minnesota Charter City and is a Council-Manager form of government. The City Manager is the Chief Executive Officer of the City and directs all staff operations for all departments and divisions. Consequently, the City Manager serves as the Executive Director of the HRA. All staff services provided to the HRA are on a contractual basis between the City and HRA.

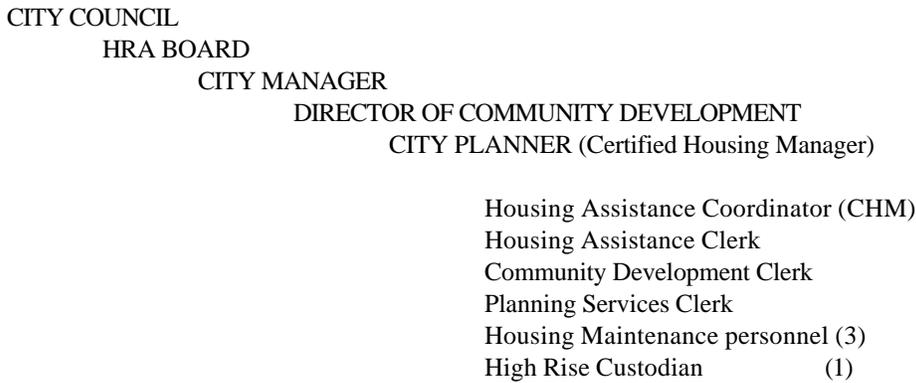
The daily operations of the HRA are managed through the Division of Community Development and Housing Administration. This division is a function of the City Manager’s Office. The Assistant City Manager serves as the Director of the Division of Community Development and Housing Administration. Services provided by the HRA include management of public housing properties, maintenance, and rental assistance through public housing and Section 8.

The City Planner directs the daily operations of the Division of Community Development and Housing Administration and therefore the daily operations of the HRA. The City Planner is a Certified Housing Manager.

Tenant services are provided by staff in the Division of Community Development and Housing Administration as are maintenance services. The Housing Assistance Coordinator intake and rental assistance services assistance to applicants and tenants for the Public Housing and Section 8 programs. Unit turn-a-round is coordinated by the Planning Services Clerk within the division.

Other housing programs carried out by the division as listed in the Consolidated Plan goals for Item 18,C,4, are not HRA specific. The attached chart shows the management diagram for the division.

**MANAGEMENT FUNCTION CHART  
DIVISION OF COMMUNITY DEVELOPMENT AND HOUSING ADMINISTRATION**



**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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	173	30
Section 8 Vouchers	28	9
Section 8 Certificates	99	30
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		

Public Housing Drug Elimination Program (PHDEP)	NA	
	NA	
Other Federal Programs(list individually)	NA	

### 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)
  - a. Administrative Plan
  - b. Unit turnover and improvement plan.
  - c. Housekeeping policy.
- (2) Section 8 Management: (list below)
  - a. 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  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 X 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
- X Other (list below)
- a. Public housing rental assistance office.

## **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.

The HRA properties were constructed in 1972 in accordance with energy standards in effect at that time. The exterior of the scattered sites is Masonite and this has deteriorated. Scattered sites require window replacement, exterior door and storm door replacement, siding with insulation, and attic insulation. Scattered site driveways are asphalt and 49 new driveways are required.

The Shady Oaks apartment building is eight stories in height and has three mechanical penthouses on the roof. The brick on these penthouses has been replaced, however, the quality of the work was substandard and the brick leaks water which is not wicked out to the roof.

This causes water to run under the roof and leak into the building.

These penthouses need to be covered with an impervious surface.

## **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-

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

**Component 7**  
**Capital Fund Program Annual Statement**  
**Parts I, II, and II**

**Annual Statement**

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

Capital Fund Grant Number      FFY of Grant Approval: (2000)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	140,000.00
10	1460 Dwelling Structures	30,000.00
11	1465.1 Dwelling Equipment-Nonexpendable	30,000.00
12	1470 Nondwelling Structures	10,000.00
13	1475 Nondwelling Equipment	10,000.00
14	1485 Demolition	
15	1490 Replacement Reserve	61,817.00

**Table Library**

16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	281,817.00
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	20,000.00

**Annual Statement**

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
MN77-01 HRA wide		1450	\$140,000.00
		1460	30,000.00
		1465.1	30,000.00
		1470	10,000.00
			10,000.00
		1475	
		1490	61,817.00

**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)
MN77-01	March 31, 2001	March 31, 2001

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

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

a. X Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund?  
(if no, skip to sub-component 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)

-OI-

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
MN77-01	PHA wide	7	3.9
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Shady Oaks sidewalk, concrete work, scattered site driveways		140,000	2000
Siding and decks, windows and doors on scattered sites		30,000.00	2000
Dwelling equipment		30,000.00	2000
Garage improvement		10,000.00	2000
Nondwelling equipment		10,000.00	2000
Replacement reserve		61,817.00	2000
Reconstruct steps and sidewalks SS		62500.00	2000
Repair roof leak damage at SO		10000.00	2001
Replace windows and siding SS		100000.00	2001
Replace windows and siding SS		200000.00	2001
Remove and replace parking lot SO		120000.00	2001
Seal and repair brick on SO		30000.00	2002
Reconstruct west patio and construct gazebo SO		30000.00	2003
Replace bathrooms and floor tile in SS		100000.00	2004
Replace air conditioner at SO		40000.00	2004
<b>Total estimated cost over next 5 years</b>		<b>898,500.00</b>	

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)

## 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 X 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.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name:
1b. Development (project) number:

2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: 6. 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 X 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.

**Designation of Public Housing Activity Description**

1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## **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 X 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.

<b>Conversion of Public Housing Activity Description</b>
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. <input type="checkbox"/> Yes <input type="checkbox"/> 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) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> 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) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> 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 X 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.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
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: (DD/MM/YYYY)	
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 X 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 8-Only PHAs are not required to complete sub-component C.

### A. PHA Coordination with the Welfare (TANF) Agency

#### 1. Cooperative agreements:

- Yes X 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 X 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. )



- 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 903.79 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

#### **A. Need for measures to ensure the safety of public housing residents**

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)

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

**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)

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)

**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**

[24 CFR Part 903.7 9 (n)]

The Pet Policy for the Shady Oaks building is included in the Public Housing Leasing and Occupancy Policy. A revised pet policy for family units will be taken under consideration after HUD completes final rule making on this subject. The HRA does not currently allow pets in family units and does not plan to do so at this time.

**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. X 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. X Yes  No: Was the most recent fiscal audit submitted to HUD?
- 3. X Yes  No: Were there any findings as the result of that audit?
- 4.  Yes X 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. X 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
- X Comprehensive stock assessment
- X Other: (list below) Capital Improvement Plan.

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

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

Attached at Attachment (File name) Advisory Council Minutes.

X Provided below:

Minutes  
HRA Resident's Advisory Committee  
August 15, 2000  
9:30 A.M.  
Planning Conference Room

The meeting was called to order at 9:30 A.M by City Planner Bob Graham.

Members present: Clarence Olson (Joe), Dick Anderson, Clarence Iverson, and Shelly Marks.

Members absent: Marilyn Tomczak

Others present: Bob Graham, City Planner

This was the first meeting of the new established HRA Resident's Advisory Committee. Members were appointed by the Mayor and City Council upon recommendation of the HRA. Members include:

Marilyn Tomczak, Clarence Olson, Dick Anderson, Clarence Iverson, and Shelly Marks. Marilyn Tomczak and Clarence Olson were also appointed to be members of the HRA Board.

The City Planner provided background and historical information regarding the formation and activities of the HRA including the recent change from five to seven members and the HRA's contract with the City for

staff. The planner explained that the committee needs to adopt by-laws and operating procedures and ultimately an election process for future members of the Advisory Committee.

The Planner explained that the Advisory Committee's purpose is to advise the HRA on policy and budget issues. The City Planner will provide staff to the committee. The planner directs the daily operations of the HRA.

The planner reviewed the HRA's proposed Agency Plan including the five year action plan.

A motion was made by Clarence Olson and seconded by Dick Anderson to recommend approval of the Agency Plan to the HRA.

The committee decided to meet on a bi-monthly basis on the third Tuesday at 9:30 A.M.

The meeting was adjourned at 10:30 A.M.

Respectfully submitted  
Robert A. Graham, City Planner

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.)

3. Description of Resident Election Process: The Mayor appointed two residents to the HRA Board and five residents to the HRA Resident's Advisory Council. The Resident's Advisory Council will adopt bylaws and election procedures that will result in the residents being elected to the Advisory Council and HRA Board directly by the residents..

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

Candidates were nominated by resident and assisted family organizations

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
- X 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)

- X All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- X Representatives of all PHA resident and assisted family organizations
- 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: (provide name here) Consolidated Plans include the “Albert Lea/Freeborn County Consolidate Plan” and “The Minnesota Consolidated Housing and Community Development Plan” (MHFA).

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)

- X The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- X The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- X 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)

Other: (list below)

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

HRA AGENCY PLAN

PART 18,C,4  
CONSISTENCY WITH CONSOLIDATED PLAN AND COMMUNITY COMMITMENTS.

The Albert Lea Housing and Redevelopment Authority is an operating section within the City's Division of Community Development and Housing Administration. All activities of the HRA are consistent with the City's Consolidated Plan and with the Consolidated Plan (CHAS) as prepared by the Minnesota Housing Finance Agency (MHFA) for the non-entitlement communities in the State of Minnesota.

The following is a listing of goals and summary of how those goals are expected to be achieved:

1. Assisting in the Rehabilitation of owner-occupied housing for those with an extremely low or low income.
  - a. The division participates in the MHFA deferred loan and revolving loan programs to assist in housing rehabilitation.
2. Serving homeless persons:
  - a. The City collaborates with the Community Action Agency and assists with funding for temporary housing.
  - b. The need to provide additional temporary housing, especially for new workers in the community is a continuing need. The community collaborates with the Community Action Agency, Salvation Army, and area churches to help meet temporary housing needs.
3. Serving those with special needs:
  - a. The special needs population is not significant in the community except for persons with mental illness or developmental disabilities that are being de-institutionalized. These persons are being housed in the Public Housing and Section 8 programs for those able to live independently.
  - b. For persons not able to live independently, the private market has responded and Supervised Living Facilities have been constructed. The City has modified Zoning Ordinance requirements to all Supervised Living Facilities.
  - c. Based on the underutilization of Section 8 vouchers, there does not appear to be a population that is unserved.
4. Strengthening the community's housing stock.
  - a. Housing construction has been increased through the City of Albert Lea developing tax-forfeited lots for new home construction.
  - b. The City has subsidized new subdivisions for private housing development.
  - c. New housing alternatives such as townhouses and assisted living are being constructed. These options help to turn over single family housing for new families, which in turn helps maintain the housing stock.
  - d. MHFA housing rehab programs are utilized.
5. Assisting in Home-ownership opportunities.
  - a. The City participates in the MHFA City Participation First Time Homebuyers program.
  - b. The City participates in the Freeborn County Family Services Collaborative, which has programs for building families such as wrap-a-round and home-stretch.
6. Assisting in building housing capacity.
  - a. In the last year the City obtained a \$500,000.00 DTED-HUD grant to assist in the construction of 24 rental LMI townhouses. The City is adding an additional \$500,000.00 in utility construction, street improvements, park improvements, and waiver of various fees. In addition, TIF is being provided.
  - b. The City is assisting an assisted living facility with TIF.

- c. Project a. will assist in housing LMI and project b. will assist in housing turnover, some of which will be in the lower cost range and available to LMI working families.
- 7. Preserving Affordable MHFA-Financed Housing.
  - a. The City has two MHFA finance housing development. Both of these projects have a significant number of units occupied by Sec. 8 certificate and voucher holders. This program assists in preserving this housing through its housing quality requirements and through an assurance that there will be continued high occupancy in projects that may not otherwise be market affordable.
- 8. Resources that support community development.
  - a. The City maintains an Economic Development Revolving Fund to assist in the development of new jobs.
  - b. The City has had significant success in obtaining DTED state and Federal grants for industrial development, housing rehabilitation, neighborhood improvement and LMI housing construction.
  - c. The City's management of the HRA has allowed the sharing of professional staff and reduced the total staff cost of operating a independent HRA. The City also provides maintenance vehicles, retirement plans, and health insurance that would not be as available through an independent HRA.

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

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

## Attachments

**MINUTES  
REGULAR MEETING  
HOUSING AND REDEVELOPMENT AUTHORITY  
IN AND FOR THE CITY OF ALBERT LEA  
CITY HALL - 7:00 P.M.  
JANUARY 24, 2000**

**COMMISSIONERS PRESENT:** Ron Sorenson, Mary Kron, Don Mathison, Dave McPherson, Warren Amundson

**COMMISSIONERS ABSENT:**

**STAFF PRESENT:** Bob Graham, City Planner

### **ELECTION OF OFFICERS**

A motion was made by Dave McPherson, seconded by Don Mathison to nominate Ron Sorenson as chairperson. A motion was made by Don Mathison, seconded by Warren Amundson to nominate Dave McPherson as Vice Chairperson. A motion was made by Dave McPherson, seconded by Don Mathison to nominate Mary Kron as secretary. The motions on the election of officers were approved unanimously.

The meeting was called to order at 7:00 p.m. by Chairman Ron Sorenson.

### **MINUTES OF DECEMBER 27, 1999**

A motion was made by Warren Amundson seconded by Don Mathison to approve the minutes of December 27, 1999. The motion was approved unanimously.

### **ACCOUNTS PAYABLE FOR JANUARY 24, 2000**

A motion was made by Don Mathison seconded by Mary Kron to approve the accounts payable for January 24, 2000. Warren Amundson asked about the \$254.00 change and the planner stated that the tenant had moved out and the landlord had refunded the HRA payment. The motion was approved unanimously.

PUBLIC HOUSING	PERFORMANCE LANDSCAPING	\$	2,298.50 (Approved 12/27/99)
	CITY OF ALBERT LEA	\$	1,017.44
	ALLIANT UTILITIES-IPC	\$	6,154.05
	USWEST COMMUNICATIONS		\$
			40.00
	GARCIA, JOSE		\$
			52.41
	ALLIANT UTILITIES-IPC		\$
			67.00
	CITY OF ALBERT LEA	\$	25,364.62
	CITY OF ALBERT LEA	\$	2,665.66
	COAST TO COAST		\$
			54.66
	FLEET FARM SUPPLY		\$
			59.75
	FREEBORN COUNTY SHERIFF		\$
			10.00
	HANNAS HEATING & A C		\$
			45.00

**Table Library**

	KOPSA SYLVESTER & ASSOC	\$	130.00
	LAWSON PRODUCTS	\$	432.18
	LINDSEY SOFTWARE SYSTEM		\$
			62.50
	M & S OUTDOOR EQUIPMENT		\$
			28.13
	MAINTENANCE WAREHOUSE	\$	761.71
	MINNESOTA ELEVATOR INC	\$	428.00
	MINNESOTA NAHRO	\$	190.00
	PAAPE DISTRIBUTING CO	\$	785.64
	PHA FINANCE REPORT		\$
			39.00
	PICHA'S CLEANING SERVICE		\$
			63.70
	PLUNKETTS PEST CONTROL	\$	101.28
	PRECISION PLUMBING		\$
			52.00
	S & T OFFICE PRODUCTS		\$
			39.68
	SERVICEMASTER COMM CLEANING	\$	127.80
	SKYLINE HARDWARE HANK	\$	115.59
	SULLIVAN PAINT CO		\$
			36.63
	SYSTEM SERVICES OF A L		\$
			29.82
	TEIGEN PAPER & SUPPLY	\$	187.54
	TOTAL GLASS LOCK INC		\$
			7.93
	TRADING POST	\$	256.67
	U S POSTMASTER		\$
			99.00
	UNITED BUILDING CENTER	\$	1,382.55
	WALMART STORES	\$	164.54
	WARREN WHOLESALE	\$	424.57
	WASTE MANAGEMENT OF S MN	\$	1,029.98
			<hr/>
		\$	44,805.53
SECTION 8	CITY OF ALBERT LEA	\$	6,928.00
	KOPSA SYLVESTER & ASSOC		\$
			96.00
	LINDSEY SOFTWARE SYSTEMS		\$
			62.50
	PUBLIC HOUSING ACCOUNT	\$	200.00
			<hr/>
		\$	7,286.50
TOTAL HAP FOR JANUARY = \$21,267.00			

**OLD BUSINESS - NONE**

**NEW BUSINESS**

A. Agreement for Staff Services – Resolution #493

A motion was made by Don Mathison, seconded by Warren Amundson to approve Resolution #493 Agreement for Staff Services. The motion was approved unanimously.

**B. Removing Delinquent Accounts Receivable – Res. #494**

A motion was made by Mary Kron, seconded by Don Mathison to approve Resolution #494 Removing Delinquent Accounts Receivable. During the discussion of the motion the staff was directed to look into the possibility of having a collection agency take over the collection process for accounts in excess of \$1000. The staff will report back at the next meeting.

**C. Resolution #495 Directing Action on the Five-Year Plan**

A motion was made by Don Mathison, seconded by Warren Amundson to approve Resolution #495 Directing Action on the Five-Year Plan. The motion was approved unanimously.

**COMMISSIONERS ITEMS - NONE**

**COMMUNICATIONS**

The planner reported that the utilization of the Section 8 Certificates continued to drop with there being approximately forty vacant certificates at this time. The planner stated that he would do additional research to try to determine what the utilization problem is.

**MISCELLANEOUS - NONE**

**ADJOURNMENT**

A motion was made by Don Mathison seconded by Dave McPherson to adjourn the meeting at 7:25 p.m.

Respectfully submitted,

Mary Kron  
Secretary

Albert Lea, Minnesota

February 24, 2000

Planning Commission  
Regular Meeting  
City Center  
Albert Lea, MN  
February 24, 2000

**MEMBERS PRESENT:** Joyce Erickson, Jan Birkhofer, Doug Lind, Tony Samudio, Rachel Christensen,  
Councilman Dave McPherson

**MEMBERS ABSENT:** Dick Polley, Gary Schindler, Paul Moore, Mary Adams

**STAFF PRESENT:** Bob Graham, City Planner  
Jan Venem, Staff Secretary

The meeting was called to order at 7:30 p.m. by Vice Chair Joyce Erickson.

**Table Library**

## **APPROVAL OF MINUTES OF FEBRUARY 10, 2000**

The minutes of the February 10, 2000 meeting were not available at the time of the Planning Commission mailing and therefore action on the minutes will be deferred until the next regular meeting.

## **PUBLIC HEARINGS**

### **A. Albert Lea Housing and Redevelopment Authority Agency Plan – Case #00-01**

The only person attending the public hearing other than Planning Commission members and staff was Ginny Larson, Chair, Albert Lea Chamber of Commerce Housing Committee.

The City Planner reviewed the draft agency plan, which had been prepared and sent to the Planning Commission and other interested parties prior to the meeting. A list of persons receiving the agency plan is attached. Comments from the public and Planning Commission were as follows:

1. Ginny Larson asked where the Housing Authority would receive emergency funds from if there was a need and the City Planner responded that it was not clear as to whether or not emergency funds would be available once the capital fund system was in place and the PFS Funding was eliminated.
2. Rachel Christensen asked about the status of rent policies supporting and encouraging work to increase rents and the elimination of the Brooke Amendment. The Planner stated that there seemed to be some interest on the part of Housing Authorities and City Managers to eliminate the Brooke Amendment and set a basic rent for housing units so that HRA's could plan on a consistent rental income that would be adequate to cover operating costs and provide for some reserve. He stated that the recent Welfare Acts are requiring people to work and that is resulting in some overall increase in rents based on increases in income.
3. Ginny Larson asked about the mixing of elderly and handicapped in the Shady Oaks building and the Planner stated that there are some issues involved with that and the mix does result in a marketing problem in that elderly people don't generally care to live in a mixed building with the handicapped. He stated that the rule was established prior to the building being developed and that the building was developed as an elderly/handicapped facility.
4. David McPherson asked about selling any of the units to tenants or other parties and the Planner stated that some Housing Authorities had sold units but that they had been required to replace sold units with additional housing so that the total amount of Public Housing available was not reduced.
5. Jan Birkhofer asked about the financing mechanism for Capital Improvements and how that effected the National Debt. The Planner stated that HUD grants money to the Housing Authority either through the new Capital Fund or the previous CIAP program and that the grant dollars are provided either through the sale of bonds or from tax dollars. The debt is increased because there is not a provision for the repayment of the bonds by the Housing Authorities and there are fewer taxes available to repay the National Debt.

The public hearing was closed and no additional action was required on the part of the Planning Commission.

## **OLD BUSINESS**

### **A. Fountain Lake Point Second Subdivision**

Modifications have been made to the Fountain Lake Point Second Subdivision which includes the northerly extension of the cul-du-sac and the creation of three lots along the cul-de-sac instead of the one single campus type lot. The Planner stated that he had discussed the changes with the representative from the Bay Oaks neighborhood and that no changes were required in the Conditional Use Permit for the limited care facilities. No action was taken by the Planning Commission.

**B. Habben Property Annexation**

The City Planner reported that the Habben property annexation was now complete and that the annexation included the rezoning of the property to IDD Interstate Development District. The Planner stated that a subdivision would be prepared and would come before the commission in the near future and that it would be appropriate to establish the Site Plan and Architectural Review Subcommittee so that they could start meeting with the developer and gain his vision for the project.

Vice Chair Joyce Erickson named the representatives to the Site Plan and Architectural Review Committee as follows:

Either Joyce Erickson or Dick Polley would serve on the committee, Rachel Christensen, City Planner Bob Graham, representative from the Building Inspection Department and Ann Entorf as the representative from the construction industry.

**NEW BUSINESS**

The City Planner reviewed slides of various types of development in other parts of the country and also included the Euclid Avenue Green Belt and discussed the success of that project. He also showed a video on urban sprawl entitled "The Future is Now". The Planner related the urban rural boundary around the City of Albert Lea to the MUSA line in the Twin Cities Metropolitan Area and talked about the need to contain development within that zone.

**REPORT OF CHAIRMAN**

Vice Chair Erickson expressed her appreciation for the work of the staff in the preparation of the HRA Agency Plan and the other information provided to the Planning Commission.

**PLANNING COMMISSIONERS ITEMS**

David McPherson, City Council representative to the Planning Commission, stated that the SOB ordinances were introduced at the last City Council meeting and the public hearing and probable action would take place on February 28, 2000.

**REPORT OF STAFF - NONE**

**COMMUNICATIONS - NONE**

**MISCELLANEOUS - NONE**

**ADJOURNMENT**

A motion was made by Jan Birkhofer seconded by Doug Lind to adjourn the meeting at 9:15 p.m.

Respectfully submitted,

Robert A Graham  
City Planner

Approved

Planning Commission Secretary

RAG:jv

**MINUTES  
REGULAR MEETING  
HOUSING AND REDEVELOPMENT AUTHORITY  
IN AND FOR THE CITY OF ALBERT LEA  
CITY HALL - 7:00 P.M.  
FEBRUARY 28, 2000**

**COMMISSIONERS PRESENT:** Ron Sorenson, Mary Kron, Dave McPherson, Warren Amundson

**COMMISSIONERS ABSENT:** Don Mathison

**STAFF PRESENT:** Bob Graham, City Planner

The meeting was called to order at 7:00 p.m. by Chairman Ron Sorenson.

**MINUTES OF JANUARY 24, 2000**

A motion was made by Mary Kron seconded by Warren Amundson to approve the minutes of January 24, 2000. The minutes were approved unanimously.

**ACCOUNTS PAYABLE FOR FEBRUARY 28, 2000**

A motion was made by Dave McPherson seconded by Mary Kron to approve the accounts payable for February 28, 2000. The motion was approved unanimously.

PUBLIC HOUSING	HACKETT, MICHELLE	\$	20.00
	USWEST COMMUNICATIONS	\$	34.72
	ALLIANT UTILITIES-IPC	\$	7,358.41
	ALLIANT UTILITIES-IPC	\$	71.38
	USWEST COMMUNICATIONS	\$	40.00
	CITY OF ALBERT LEA	\$	1,101.76
	ALBERT LEA ELECTRIC	\$	154.53
	ALLIANT UTILITIES-IPC	\$	161.87
	ARROW PRINTING	\$	352.78
	CITY OF ALBERT LEA	\$	722.47
	COAST TO COAST	\$	70.33
	DESART, BILLI JOE	\$	-
	FLEET FARM SUPPLY	\$	21.57
	FLOORCRAFTERS	\$	1,874.01
	FREEBORN COUNTY SHERIFF	\$	35.00
	GENERAL ELECTRIC	\$	1,118.25
	LAFAVE CONSULTING SERV	\$	94.50
	LINDSEY SOFTWARE SYSTEM	\$	62.50
	MAINTENANCE WAREHOUSE	\$	339.34
	MINNESOTA ELEVATOR	\$	856.00
	NABOR & ASSOCIATES, C	\$	130.00
	NORTHLAND CHEMICAL CORP	\$	76.14
	OHM ESTATE, ERNEST	\$	190.81

PLUNKETTS PEST CONTROL	\$	101.28
PRECISION PLUMBING	\$	137.33
S & T OFFICE PRODUCTS	\$	61.25
SERVUCEMASTER COMM CLEANING	\$	63.90
SKYLINE HARDWARE HANK	\$	139.09
SULLIVAN PAINT CO	\$	30.67
TOTAL GLASS & LOCK INC	\$	800.18
TRADING POST	\$	163.21
ULLAND BROS INC	\$	768.85
UNITED BUILDING CENTER	\$	1,055.61
USWEST COMMUNICATIONS	\$	34.79
WALMART	\$	130.58
WASTE MANAGEMENT OF S MN	\$	1,071.16
	<hr/>	
	\$	19,444.27

SECTION 8	CITY OF ALBERT LEA	\$	57.54
	LINDSEY SOFTWARE SYSTEMS	\$	62.50
	C NABOR & ASSOCIATES	\$	96.00
	PUBLIC HOUSING ACCOUNT	\$	200.00
		<hr/>	
		\$	416.04

TOTAL HAP FOR FEBRUARY = \$22,090

**OLD BUSINESS - NONE**

**NEW BUSINESS**

**A. Public Housing Budget Revision #1 FYE 3/31/00 – Res. #496**

The City Planner reviewed the staff report dated February 9, 2000. A motion was made by Mary Kron seconded by Warren Amundson to adopt Resolution #496 approving the Public Housing Budget Revision #1 FYE 3/31/00. The motion was adopted unanimously.

**B. Public Housing Budget FYE 3/31/01 – Res. #497**

The City Planner reviewed the staff report dated February 11, 2000. A motion was made by Mary Kron seconded by Dave McPherson to approve Resolution #497. The motion was approved unanimously.

**C. Amendment to Public Housing Leasing & Occupancy Policy deleting Federal Preferences – Res. #498**

The City Planner reviewed the staff report dated January 25, 2000. A motion was made by Warren Amundson seconded by Mary Kron to adopt Resolution #498. The motion was approved unanimously.

**D. Approval of Agency Plan - Res. #499**

The City Planner reviewed the proposed agency plan. A motion was made by Mary Kron seconded by Warren Amundson to adopt Resolution #499. The motion was approved unanimously.

**E. Audit – FYE 3/31/99**

The City Planner explained the two audit findings and the staff recommendation regarding the findings. A motion was made by Warren Amundson seconded by Mary Kron to receive the audit for filing.

**COMMISSIONERS ITEMS - NONE**

**COMMUNICATIONS**

The City Planner presented copies of pictures of a single-family unit that had just been completed where the oak kitchen cabinets had been refinished. He also presented pictures of debris left in a single-family unit at moveout time.

**MISCELLANEOUS - NONE**

**ADJOURNMENT**

The meeting was adjourned on a motion by Mary Kron seconded by Dave McPherson at 7:20 p.m.

Respectfully submitted,

Mary Kron  
Secretary

jv

**NOTICE OF PUBLIC HEARING**

**HRA AGENCY PLAN**

The Housing and Redevelopment Authority in and for the City of Albert Lea has established a public hearing date for the HRA Agency Plan. The plan designates the Housing Authority's operating policies and capital improvements anticipated for the next five years.

Date: February 24, 2000

Time: 7:30 P.M.

Place: City Center Multi-Purpose Room

221 E. Clark St.

Albert Lea, MN

Anyone desiring to review the document may do so between 8:00 AM and Noon, or 1:00PM and 5:00PM Monday through Friday at the following locations:

HRA Rental Office

800 4<sup>th</sup> Ave. South

City Planning Office

221 E. Clark St.

Telephone questions or comments may be made by calling the City Planner at (507) 377-4316.

**PERSONS RECEIVING A COPY OF THE HRA AGENCY PLAN**

**Table Library**

Paul Sparks, Ex. Director  
 Bill Schmitt, Assistant Ex. Dir.  
 Ron Sorenson, HRA Commissioner  
 Dave McPherson, HRA Commissioner  
 Mary Kron, HRA Commissioner  
 Don Mathison, HRA Commissioner  
 Warren Amundson, HRA Commissioner  
 Dick Polley, Planning Commission  
 Jan Birkhofer, Planning Commission  
 Joyce Erickson, Planning Commission  
 Doug Lind, Planning Commission  
 Gary Schindler, Planning Commission  
 Rachel Christensen, Planning Commission  
 Paul Moore, Planning Commission  
 Mary Adams, Planning Commission  
 Tony Samudio Jr., Planning Commission  
 Sue Miller, County Engineer  
 Mike Klukow, County Pl. & Zoning  
 Gene Smith, County Administrator  
 Chamber  
 Albert Lea Tribune  
 KAAL  
 KATE  
 Valerie Kiger-Austin Post Bulletin  
 Shady Oaks  
 Cindy Johnson  
 Bob Graham, City Planner

**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**

Capital Fund Grant Number      FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
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**Table Library**

1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
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	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
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	

**Annual Statement**

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

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**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)

## 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	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total estimated cost over next 5 years</b>				

