

## Public Housing Agency of the City of Saint Paul

# PHA Plan

5 Year Plan for Federal Fiscal Years 2001 - 2005  
(PHA Fiscal Years 2002 - 2006)

Annual Plan for Federal Fiscal Year 2001  
(PHA Fiscal Year 2002)

- **A Draft of this Plan Was Released for Public Comment on October 12, 2001.**
- **A Public Hearing on the Agency Plan was held on November 28, 2001.**
- **The PHA Board of Commissioners approved this amended Plan (version 4) on November 28, 2001.**

- **HUD approved the PHA's 5-YEAR PLAN and ANNUAL PLAN for the PHA's Fiscal Year 2002 (version 2) on May 16, 2001.**

**PHA Plan  
Agency Identification**

**PHA Name:** PUBLIC HOUSING AGENCY OF THE CITY OF  
SAINT PAUL

**PHA Number:** MN001

**PHA Fiscal Year Beginning:** 04/01/2001

**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 2002 - 2006**  
[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)

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

*The PHA helps families and individuals with low incomes achieve greater stability and self reliance by providing safe, affordable, quality housing, and links to community services.*

**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.**

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)  
See Goal #6, below (page 4)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:

- Concentrate on efforts to improve specific management functions:
  - public housing “curb appeal,” Section 8 inspections
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices
  - Objectives:
    - Provide voucher mobility counseling:
    - Conduct outreach efforts to potential voucher landlords
    - Increase voucher payment standards
    - Implement voucher homeownership program: *Under consideration.*
    - Implement public housing or other homeownership programs:
    - Implement public housing site-based waiting lists:
    - Convert public housing to vouchers:
    - Other: (list below)

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

- PHA Goal: Provide an improved living environment
  - Objectives:
    - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
    - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
    - Implement public housing security improvements:
    - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
    - Other: (list below)
      - Continue and expand resident involvement in programs and services.*

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

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

Objectives:

- 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)

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

**Agency Goals for Fiscal Year 2001**

1. **High Performance in Public Housing:** Attain "High Performer" status under HUD's expanded Public Housing Assessment System (PHAS).
2. **High Performance in Section 8:** Attain "High Performer" status under HUD's Section 8 Management Assessment Program (SEMAP). Implement strategies to address utilization issues including project-based assistance and other appropriate policy changes.
3. **Modernization:** Successfully implement the annual and five-year Capital Improvement Plan. Meet all expenditure goals for modernization grants. Actively involve residents, staff and the community in the continuing modernization of Roosevelt Homes, the initial planning for the modernization of McDonough Homes, and other modernization projects.

4. **Fair Housing:** Work cooperatively with community representatives and other units of government to ensure non-discrimination in PHA programs and to affirmatively further Fair Housing objectives.
5. **Employee and Organizational Development:** Promote education, growth and advancement of employees through career planning, training opportunities, and other resources. Attract and retain a qualified work force. Meet racial and gender hiring goals through the Affirmative Action Plan and other efforts. Continue internal rethinking strategies to promote organizational development and continuous improvement.
6. **Housing Preservation and Development:** Work with HUD, community groups, and others to preserve existing Section 8 project-based units. Administer Section 8 project-based assistance or *Hollman* units in conjunction with new affordable housing production in Saint Paul. Continue providing technical assistance to the Metropolitan Council HRA so that they can produce public housing units throughout the region. In partnership with private, public and/or non-profit partners, continue exploring ways to develop new affordable housing units in Saint Paul, including possible production on sites the PHA owns. Support other local affordable housing development initiatives through participation in the Mayor's Development Sub Cabinet and other forums.
7. **Homeownership:** Assist 15 more public housing or Section 8 households to become homebuyers through the HOME program. Explore replicating and expanding the HOME program throughout the region and the state in partnership with the MHFA, Family Housing Fund, and the Metropolitan Council. Complete the HOMEWARD program by selling the remaining homes to residents.
8. **Resident Economic Development:** Continue to support *Jobs Plus*, Step-Up, STEP, PAY and other programs that help residents achieve their goals of economic independence and self-sufficiency.
9. **State and National Leadership Responsibilities:** Continue to provide assistance to other Housing Authorities seeking organizational development, business systems, or program support. Continue active involvement with state and national housing organizations and assisting in housing policy formulation.
10. **Non-HUD Funding Sources:** Continue to seek out entrepreneurial opportunities to develop new sources of non-HUD funding, such as renting rooftop space for communications equipment, and effectively managing and marketing the 480 Cedar office building.
11. **Workplace Violence Prevention:** Adopt a workplace violence prevention policy for staff that enhances the safety and security of the PHA, its staff and clients. Actively work to promote non-violence in all aspects of the PHA's work.

**Annual PHA Plan**  
**PHA Fiscal Year 2002**  
**(4/1/2001-3/31/2002)**  
[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.

This second Saint Paul PHA Agency Plan describes the programs, policies and practices which the PHA will carry out in its Fiscal Year beginning April 1, 2001. In general the PHA will continue the same course of action described in the HUD-approved plan for the current fiscal year. This plan has proved successful over several years in meeting the needs of residents and the community, within the limits of available resources. The PHA will continue to focus on its mission and Agency Goals, stressing sound property management and maintenance and Section 8 administration. The PHA will also continue its successful homeownership and jobs programs for residents, and work with other community partners to address the critical shortage of affordable housing in the Twin Cities.

The Public Housing Reform Act of 1998 required the PHA to make some adjustments in its policies and practices, as shown in the Admission and Occupancy Policies which are supporting documents to the draft Agency Plan. The required changes on rent determination include "flat rents," "choice of rents," hardship waivers of minimum rents, temporary rent freezes (incremental earned income disregards) for newly employed workers, and rent changes when welfare grants are sanctioned.

Another new policy change required by federal law directs adult public housing residents to perform eight hours each month of "volunteer community service" and/or "economic self-sufficiency activities" (excluding employed residents, those in training programs; elderly and disabled residents and their caretakers). The volunteer community service requirement will begin April 1, 2001 and will be phased in with residents' lease renewals (annual eligibility re-examinations). When this Agency Plan was drafted, PHA staff were planning the implementation and conferring with residents, staff and community agencies.

### **iii. Summary of Policy or Program Changes for the Upcoming Year**

- Now that HUD has issued a final rule on Section 8 Homeownership programs, the PHA will consider whether to develop such a program during the plan year.
- The PHA is considering possible uses for property it owns in downtown Saint Paul, bounded by 10th, 11th, Wabasha and St. Peter Streets. The PHA may ultimately develop the site for single or mixed uses including affordable housing, office, and parking, and would do so as part of a coordinated planning effort with all appropriate parties.
- The PHA will implement the volunteer community service program for public housing residents during the plan year. See Attachment D.
- HUD recently approved a two year extension of the PHA’s “Designated Housing Allocation Plan,” which designated the hi-rise apartment buildings at 777 North Hamline and 1000 Edgerton for “elderly-only” occupancy. (This applies to new move-ins only; current residents who are younger are not required to move.) The PHA is considering whether to designate two more hi-rises as “elderly-only,” which would still leave twelve hi-rises available for non-elderly new admissions.

### **ii. 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:**

- A. Admissions Policy for Deconcentration (MN001A01.doc)
- B. FY 2000 Capital Fund Program Annual Statement (MN001B02.doc)
- C. Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- D. Implementation of Public Housing Resident Community Service Requirements (MN001D01.doc)
- E. Progress Toward Meeting the 5-Year Plan Mission and Goals (MN001E01.doc)
- F. Membership of the Resident Advisory Board (MN001F01.doc)

**Optional Attachments:**

- G. PHA Management Organizational Chart (MN001G01.doc)
- H. FY 2000 Capital Fund Program 5 Year Action Plan (MN001H02.doc)
- I. Public Housing Drug Elimination Program (PHDEP) Plan (MN001I01.doc)
- J. Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (MN001J02.doc)
- OTHER** (List below, providing each attachment name)
- K. Pet Ownership in Public Housing (MN001K02.doc)
- L. Capacity Statement; Section 8 Homeownership Program(MN001L02.doc)
- M. Resident Membership of the PHA Governing Board (MN001M02.doc)

**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	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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.	
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 (Admission and Occupancy Policy for the Section 8 Program)	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	year	
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
Attached	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
Not Applicable	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
Not Applicable	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
Not Applicable	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
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
Pending	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
Pending	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) 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
Not Applicable	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) PHA Monthly Management Report	5-Year and Annual Plan

## **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>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	15,818	75%	N/A	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	9,242	74%	N/A	N/A	N/A	N/A	N/A
Income >50% but <80% of AMI	11,352	25%	N/A	N/A	N/A	N/A	N/A
Elderly	8,469	61%	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	NA	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity - White	38,586	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity – Non-White	10,046	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2000 (CHAS Data Table 1C - from <http://webprod.aspensys.com/housing/chas/reports.asp>)
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- 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 for  
PUBLIC HOUSING**

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing 8/31/00  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)  
 If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	4900		613
Extremely low income <=30% AMI	4350	89%	
Very low income (>30% but <=50% AMI)	420	9%	
Low income (>50% but <80% AMI)	40	<1%	
Families with children	3310	68%	
Elderly families	225	5%	
Families with Disabilities	653	13%	
Race/Ethnicity – White Non-Hispanic	925	19%	
Race/Ethnicity Black Non-Hispanic	3120	64%	
Race/Ethnicity American Indian Non-Hispanic	97	2%	
Race/ethnicity Asian Non-Hispanic	600	12%	
Race/ethnicity Hispanic	220	4%	
Characteristics by Bedroom Size (Public Housing Only)			
0BR	900	18%	53
1BR	489	10%	400
2 BR	2192	45%	81
3 BR	872	18%	64
4 BR	362	7%	13
5+ BR	147	3%	2

<b>Housing Needs of Families on the Waiting List for PUBLIC HOUSING</b>	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> 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	

<b>Housing Needs of Families on the Waiting List for SECTION 8</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance - 8/31/00		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	2336		1129
Extremely low income <=30% AMI	2053	88%	
Very low income (>30% but <=50% AMI)	263	11%	
Low income (>50% but <80% AMI)	9	<1%	
Families with children	2200	99%	
Elderly families	118	5%	
Families with Disabilities	378	16%	
Race/Ethnicity – White Non-Hispanic	569	25%	
Race/Ethnicity Black Non-Hispanic	1469	63%	
Race/Ethnicity American Indian Non-Hispanic	64	3%	
Race/ethnicity Asian Non-Hispanic	120	5%	
Race/ethnicity Hispanic	105	5%	

**Housing Needs of Families on the Waiting List for  
SECTION 8**

Is the waiting list closed (select one)?  No  Yes (**Open one day per month starting 1/2000**)

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes, if eligible for special allocations of Sec 8

**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

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

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing

- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below): The PHA adopted a local hi-rise admission preference for households headed by a person who is elderly (62+) or disabled; secondary preference for near-elderly (50-61).

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

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

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available

- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below): The PHA adopted a local hi-rise admission preference for households headed by a person who is elderly (62+) or disabled; secondary preference for near-elderly (50-61).

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

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

Select if applicable

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

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

Select all that apply

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

**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:

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

## 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	\$ 8,750,000	
b) Public Housing Capital Fund*	1,395,400	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	22,000,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	250,000	
g) Resident Opportunity and Self-Sufficiency Grants	DNK	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
j) Congregate Housing Services Program	550,000	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
	0	
k) Public Housing Capital Fund*	7,300,000	
l)		
m) Public Housing Drug Elimination Program (including any Technical Assistance funds)	732,000	
n) Resident Opportunity and Self-Sufficiency Grants	485,000	
o) Jobs-Plus Grant	265,600	
p)		
q)		
<b>3. Public Housing Dwelling Rental Income</b>	<b>9,590,000</b>	<b>Public Housing Operations</b>
<b>4. Other income (list below)</b>		
Interest on Investments	600,000	Same
Other (Rooftop rentals for communications equipment; laundry equipment proceeds, etc.	310,000	Same
<b>5. Non-federal sources (list below)</b>		
Building fund	1,000,000	Activities related to low income housing
Discretionary Fund	85,000	Same

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
Section 8 Admin Fee interest and port-in fees	350,000	
CHSP	220,291	
Wilder Foundation (Assisted Living Program)	80,000	
<b>Total resources</b>	<b>\$ 53,963,291</b>	

\* The PHA may use up to 20% of its Capital Fund allocation to supplement its Operating Fund amounts during the Plan year.

### **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) Based on need for transfers, numbers of families on waiting list and number of vacancies (turnover rates) for each unit size.

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) Credit history (used primarily to check housing history)

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) Applications are mailed out in response to telephone requests. Staff will interview at other sites as a reasonable accommodation for an applicant with a disability.

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**  
NOT APPLICABLE

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
- Three or More

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

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA: Elderly and disabled applicants for Hi-Rise units receive three choices.

#### **(4) Admissions Preferences**

a. Income targeting:

- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?  
*The PHA adopted a 55% target.*

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies  
 Overhoused  
 Underhoused  
 Medical justification  
 Administrative reasons determined by the PHA (e.g., to permit modernization work)  
 Resident choice: (state circumstances below)  
 Other: (list below) Based on need for transfers, numbers of families on waiting list and number of vacancies (turnover rates) for each unit size.

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) (Hi-rise admission preference only)  
 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): (Hi-Rises) Persons with disabilities, near-elderly

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.

#### 1 Date and Time

Former Federal preferences:

- 2 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  
4 Veterans and veterans’ families  
4 Residents who live and/or work in the jurisdiction  
4 Those enrolled currently in educational, training, or upward mobility programs (student preference is for hi-rise admission only)  
 Households that contribute to meeting income goals (broad range of incomes)  
 Households that contribute to meeting income requirements (targeting)  
 Those previously enrolled in educational, training, or upward mobility programs  
 Victims of reprisals or hate crimes  
 Other preference(s) (list below)  
1 (Hi-Rise preference only) Persons accepted for special programs (e.g., Assisted Living, Congregate Housing Services Program)  
2 (Hi-Rise preference only) Elderly, Disabled, Displaced  
3 (Hi-Rise preference only) Near Elderly (50-61)

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)

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

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

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

**(6) Deconcentration and Income Mixing**

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

b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)  
IF disparities in average incomes among developments occur, the PHA will offer incentives to reduce the disparities.

d.  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)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments

- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

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

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

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

b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes? (Yes, if the applicant discloses a criminal history.)

c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes? ? (Yes, if the applicant discloses a criminal history.)

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

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

- Criminal or drug-related activity
- Other (describe below)  
Applicant's current address.

## **(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) Applications are mailed out in response to telephone requests, when the waiting list is open. Staff will interview at other sites as a reasonable accommodation for an applicant with a disability.

## **(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:

Due to the very low rental vacancy rate in the Twin Cities, the PHA now allows all voucher shoppers 120 days, with an additional 60 days shopping time whenever requested. A household with a disability or handicap requiring reasonable accommodation may request and receive an additional 60 days, for a total of 240 days.

## **(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)
  - *“Lease in place” preference for families who live within the City of St. Paul and whose existing landlord certifies that they are willing to continue renting to the family if the family and unit are determined eligible for Section 8 housing assistance.*
  - *“Preservation” preference allows residents of preservation projects to receive assistance.*
  - *“Welfare to Work” preference allows families participating in the Welfare to Work program to receive assistance.*
  - *“Special Programs” preference allows families to receive assistance if they are participating in supportive housing programs using project-based Section 8 vouchers from the PHA.*

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

3 Date and Time

Former Federal preferences

- 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
- 3  Veterans and veterans' families
- 3  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)
- 2  Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 3  Other preference(s) (list below)
- 1  "Lease in place" preference. See above.
- 1  "Preservation preference"
- 1  "Welfare to Work preference"
- 1  "Special Programs preference"

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 (*Section 8 Admission and Occupancy Policies*)
- Briefing sessions and written materials
- Other (list below)

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

- Through published notices
- Other (list below)  
*Mailings to the waiting list, social service agencies, etc.*

#### **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? (*The PHA adopted statutory requirements only.*)

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? (*No, except in the case of flat/ceiling rents and special rent structures for Jobs-Plus participants at Mt. Airy Homes.*)

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).

**PHA has adopted all required income deductions and exclusions.**

- 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

- The “rental value” of the unit
- Other (list below)  
Operating cost plus reserve for replacement; also referred to Fair Market Rents

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \$400/mo. *Exception: Households who choose to pay flat rents will not have to report every increase.*
- Other (list below)  
Family option to report decrease in income. Any change in family composition must be reported.

- g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

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

**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)

**To increase Section 8 utilization.**

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)
- Metropolitan Area rental vacancy rates

## **(2) Minimum Rent**

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

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

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

## **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)

- An organization chart showing the PHA's management structure and organization is attached. (MN001E01.ppt)
- A brief description of the management structure and organization of the PHA follows:

## B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning 4/1/2001	Expected Turnover
Public Housing	4234	15%
Section 8 Vouchers and Certificates (merged)	3625	17% (1120 total cancels in 1999)
Section 8 Mod Rehab: Mary Hall Single Room Occupancy units(SRO)	75	20%
Special Purpose Section 8 Certificates/Vouchers (list individually)	Included above	
Public Housing Drug Elimination Program (PHDEP)	4244	NA
Other Federal Programs (list individually)		
Congregate Housing Services Program (CHSP)	110	35%
Tenant Opportunities Program	500	NA
Economic Development & Supportive Services	175	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)

- Admission and Occupancy Policies
- Housing Managers Manual
- Hi Rise Residents Handbook
- Family Residents Handbook
- Technical Specifications for Pest Control Contracts

(2) Section 8 Management: (list below)

- Admission and Occupancy Policies

## **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?  
(*PHA complies with federal requirements.*)

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
  - PHA development management offices
  - Other (list below)

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

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

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- PHA main administrative office
  - Other (list below)  
PHA Rental Office, 480 Cedar Street, 3<sup>rd</sup> Floor, St. Paul MN 55101

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

### **A. Capital Fund Activities**

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

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (MN001B01.xls)

-or-

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

### **(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.  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 (MN001F01.xls)

-or-

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  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? *Maybe.*  
If yes, list developments or activities below:  
*The PHA is considering possible uses for property it owns in downtown Saint Paul, bounded by 10<sup>th</sup>, 11<sup>th</sup>, Wabasha and St. Peter Streets. The PHA may ultimately develop the sited for single or mixed uses including affordable housing, office, and parking, and would do so as part of a coordinated planning effort with all appropriate parties.*

*[new]: If the PHA does sell its office building at 480 Cedar Street during the Plan Year (see below), it will develop a building on the 10<sup>th</sup> Street site for the PHA's Central Administrative Office and Rental Office, possibly in addition to other uses.*

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 [new]**

[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: <u>480 Cedar Building</u>	
1b. Development (project) number: <u>MN I-33</u>	
<p><u>The PHA intends to sell the 480 Cedar Building, the PHA’s six-story downtown office building with a parking ramp on the lower floors. The building houses the PHA’s Central Administrative Office and Rental Office; it was acquired by the PHA in 1992. The 480 Cedar Building was included in HUD’s Deed of Trust for MN I-33, a 45-unit scattered site housing development project, so HUD approval is required for any change in ownership.</u></p> <p><u>The PHA does not intend to dispose of or demolish any housing units in connection with the sale of the 480 Cedar Building.</u></p> <p><u>If the building is sold, the PHA anticipates that it would lease back its current office space at 480 Cedar Street for 2-3 years, after which it would relocate its offices to another downtown location. The PHA owns property on 10<sup>th</sup> Street which it intends to develop for its office space and other uses. (See Section 7.B.d. above.)</u></p>	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input checked="" type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(11/28/01)</u>	
5. Number of units affected: <u>0 housing units (sale of office building/parking ramp only)</u>	
6. Coverage of action (select one)	
<input checked="" type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity: <u>Any change in ownership of the PHA’s central administrative office building at 480 Cedar Street in St. Paul is contingent on full compliance with HUD requirements, including notice to RAB and affected residents, public notice and hearing, PHA Board and HUD approval of amendment to the Agency Plan, HUD approval of disposition application, etc. We anticipate that a purchase agreement, subject to these contingencies, may be signed in October or November, 2001.</u>	
b. Projected end date of activity: <u>12/31/01 estimated closing date. As stated above, if the building is sold, the PHA anticipates that it would lease back its current office space at 480 Cedar Street for 2-3 years, after which it would relocate its offices to another downtown location.</u>	

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	1000 Edgerton Hi-Rise, 777 North Hamline Hi-Rise
1b. Development (project) number:	MN001024, MN001026
2. Designation type:	Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	5-year designation approved by HUD in 1995; 2-year extension request approved by HUD on 10/2/00. The PHA plans to submit a request to designate one or two more hi-rises for elderly-only before the end of fiscal year 2001.
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan? (Continuation approved; expansion under consideration.)
6. Number of units affected:	405 approved; possible addition of up to 400.
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" 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  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  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  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: *During the Plan year the PHA will consider starting a Section 8 Homeownership program under the final rule published 9/12/00.*

a. Size of Program

Yes  No: Will the PHA limit the number of families participating in the section 8 homeownership option?  
*To be determined; probably 25 or fewer initially.*

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: *To be determined.*

### 3. Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply): *[THIS IS UNDER CONSIDERATION.]*

- Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family's resources  
 Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards  
 Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, 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  No: Has the PHA 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)?  
*PENDING.*

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

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

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

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

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

b. Economic and Social self-sufficiency programs

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



- 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. Community Service Requirement (section 12(c) of the U.S. Housing Act of 1937)**

See Attachment D.

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

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs 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) [**BOTH**]
- 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. (MN001G01.doc)

**14. PET POLICY**

[24 CFR Part 903.7 9 (n)]

*The PHA has adopted a policy on Pet Ownership in Public Housing.*

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

**A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment F (MN001H01.doc)
  - Provided below:  
\_\_\_\_\_
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
  - The PHA changed portions of the PHA Plan in response to comments  
List changes below:
  - Other: (list below)

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)  
*Two residents appointed by the Mayor and confirmed by the City Council serve on the PHA Board.*

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
- Candidates were nominated by resident and assisted family organizations
  - Candidates could be nominated by any adult recipient of PHA assistance
  - Self-nomination: Candidates registered with the PHA and requested a place on ballot
  - Other: (describe)
- b. Eligible candidates: (select one)
- Any recipient of PHA assistance
  - Any head of household receiving PHA assistance
  - Any adult recipient of PHA assistance
  - Any adult member of a resident or assisted family organization
  - Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- 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: City of Saint Paul, Minnesota

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)  
The PHA will continue to serve primarily both small family and large family renter households with very low incomes (<50% of median) and extremely low incomes (<30% of median), most of whom have high housing cost burdens. These groups are among the highest priority housing needs and planned housing activities identified by the City in its Consolidated Plan.
- Other: (list below)

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

*The City's Consolidated Plan and Submission 2000 Annual Update includes the following statement under §91.220(f) Other Actions: "Saint Paul will also continue its myriad of programs designed to foster and maintain affordable housing, and remove barriers to affordable housing. Among the activities included are . . . cooperation and support with . . . the Saint Paul Public Housing Agency (PHA) , and other organizations."*

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

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

## **Attachments to Agency Plan**

- Attachment A. Admissions Policy for Deconcentration
- Attachment B. FFY 2001 Capital Fund Annual Statement
- Attachment C. [Budget – Not a required attachment, but available on request.]
- Attachment D. Implementation of Public Housing Resident Community Service Requirements
- Attachment E. Progress Toward Meeting the 5-Year Plan Mission and Goals
- Attachment F. Membership of the Resident Advisory Board
- Attachment G. PHA Management Organizational Chart
- Attachment H. Capital Fund Program 5 Year Action Plan
- Attachment I. Public Housing Drug Elimination Program (PHDEP) Plan
- Attachment J. Comments on Agency Plan and PHA Responses
- Attachment K. Pet Ownership in Public Housing
- Attachment L. Capacity Statement: Section 8 Homeownership Program
- Attachment M. Resident Membership of the PHA Governing Board

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**PUBLIC HOUSING ADMISSION & OCCUPANCY POLICIES**

**PART TWO:  
APPLICANT SELECTION**

**I. OVERVIEW:**

**Refer to:**  
24 CFR

- A. The PHA will house the maximum number of eligible applicants within available resources.
- B. **Selecting Applicants:** Applicants will be selected from the waiting list. Their place on the waiting list will be determined by two factors:
  - 1. Local Preference factors (there are different policies for applying Local Preferences to family units and hi-rise units); and;
  - 2. Date and time of application.
- C. **Income Mix:** As required by the Quality Housing and Work Responsibility Act of 1998 (QHWRA), this admissions policy is designed to provide for deconcentration of poverty and income-mixing, in a manner which is also consistent with meeting the housing needs of the maximum number of very-low income families in the PHA’s jurisdiction. Of the public housing dwelling units made available for occupancy in any fiscal year by eligible families, not less than 55 percent shall be occupied by families whose incomes at the time of commencement of occupancy do not exceed 30 percent of the area median income.

**II. DEFINITIONS OF PREFERENCES AND RELATED TERMS:**

§960.212  
960.212

Local Preferences are used in selecting applicants for public housing admission:

- A. **Local Preferences:** The PHA uses four preferences, called Local Preferences, to prioritize applicants. These are a Residency Preference, Veteran’s Preference, Student Preference, and a Special Program Preference.

SAINT PAUL PHA AGENCY PLAN – ATTACHMENT A:  
DECONCENTRATION POLICIES (FROM ADMISSION & OCCUPANCY POLICIES)

1. **Residency Preference:** This preference is given to applicants whose head of household or spouse:
  - a. Lives in Saint Paul;
  - b. Works in or has been notified that they have been hired to work in Saint Paul; or
  - c. Attends school or has been accepted to attend school in Saint Paul.
2. **Veteran’s or Service Person Preference (applies to both family and hi-rise applicants):** This preference is given to an applicant who is a Veteran or member of the Armed Services or a dependent family member of a Veteran or a Service Person.

**PART FOUR:  
DWELLING UNIT ASSIGNMENT**

**I. OVERVIEW:**

**Refer to:**

- A. When a public housing applicant’s name reaches the top of the waiting list and their preference point entitlement has been verified, they will be offered the next available unit appropriate for their household size. There are different policies for offering family units and hi-rise units.
- B. **Income Mix and Deconcentration of Poverty.** As required by the Quality Housing and Work Responsibility Act of 1998 (QHWRA), the PHA will try to avoid concentrating very low-income families (or other families with relatively low incomes) in certain public housing family developments. If the average annual household income (adjusted for unit size) in one development varies from the average income for all four family developments by more than 15%, the PHA will offer incentives to eligible applicants to accept unit assignments which will reduce the income disparity in the development.

24 CFR

## ATTACHMENT D to Saint Paul PHA Agency Plan for FY2002

### VOLUNTEER COMMUNITY SERVICE SUMMARY “GIVING BACK TO YOUR COMMUNITY”

Beginning April 1, 2001 the PHA will launch the “**Giving Back to Your Community**” Service Project, to implement a new HUD regulation. In order to be eligible for continued occupancy, many adult public housing residents will have to either contribute **eight hours per month** of volunteer community service, or participate in an economic self-sufficiency program (including educational programs).<sup>1</sup>

- This requirement applies to residents who are 18-61 years old and not working.
- Adults who are participating in MFIP are exempt from this requirement.
- Adults who are caring for a disabled family member are also exempt.
- An adult who has a disability which prevents him or her from doing volunteer work is exempt from the requirement.
- PHA staff estimate that 600-700 current residents may be required to participate in volunteer community service or economic self-sufficiency programs, to continue living in public housing.

Starting in December 2000, PHA staff will send packets of information to each resident household with an “ACO” interview scheduled in January 2001<sup>2</sup>. The packet will include a notice explaining the volunteer community service requirement and listing the exemptions. The notice will also explain that non-exempt adult residents will have to comply with this requirement to be eligible to live in public housing.

Starting with January 2001 ACO interviews, PHA staff will help residents complete an exemption questionnaire for each adult member of the household to determine who is exempt from the volunteer community service requirement. Each non-exempt adult will receive a “Giving Back to Your Community” packet that will include lists of volunteer opportunities and resources, and timesheets to record hours of service.

At their ACO interview the following year and thereafter, each non-exempt resident will have to show timesheets (signed by a volunteer supervisor) to prove that they completed their eight hours of monthly community service or economic self-sufficiency activities (96 hours cumulative) during the year.

The PHA will provide a list of volunteer opportunities that include a wide range of options that reflect interests of residents at both hi-rises and family developments. Residents will also be able to propose other types of volunteer work.

Questions about the “Giving Back to Your Community” program may be directed to Jennifer Roba, PHA Rent Coordinator, at 651-298-5270.

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<sup>1</sup> Congress created this requirement in the 1998 Public Housing Reform Act.

<sup>2</sup> The “Application for Continued Occupancy” is each household’s annual eligibility review and lease renewal. The January ACO interviews will be for households with April 1, 2001 lease renewals.

## **ATTACHMENT E** to Saint Paul PHA Agency Plan for FY2002

### **PROGRESS MEETING THE 5-YEAR PLAN MISSION AND GOALS**

As this Agency Plan for PHA Fiscal Year 2002 was being drafted, the PHA was making good progress toward achieving its mission and goals for the current year.

- The PHA was designated a “High Performer” agency by HUD, recognizing its successful operation of the public housing program during the previous fiscal year (based on the PHAS – Public Housing Assessment System). Some highlights:
  - Occupancy rates regularly exceed 99%.
  - Rents are collected on time.
  - Maintenance work orders are completed quickly.
  - Residents report being satisfied with PHA programs and services.
  - Safety and security programs benefit residents, staff and the community.
  - All funds are managed correctly; the PHA’s latest financial audit showed “zero findings” (that is, no reported findings of non-compliance with statutes, rules and government accounting standards).
- The PHA also administered the Section 8 program in compliance with all standards and goals, scoring well on all indicators of SEMAP (the Section 8 Management Assessment Program) which were within the PHA’s control. The PHA’s SEMAP advisory score was below the “High Performer” range because the PHA’s “utilization rate” was below 95%, caused primarily by the tight rental market in the Twin Cities. (The utilization rate compares the number of certificates and vouchers under lease with the total number authorized under Annual Contributions Contracts.) The PHA is pursuing a variety of strategies to increase the utilization rate; and the rate is rising.
- The PHA’s modernization projects are on time and within budget, making needed improvements and upgrades to PHA properties.
- The PHA’s two homeownership continue to provide homebuyer education and entry cost assistance to public housing residents and Section 8 participants who are then able to buy their own homes on the private market.
- The PHA’s welfare-to-work strategies and programs are ongoing. At Mt. Airy Homes where the *Jobs-Plus* demonstration program provides intensive training and support to job-seekers, more than one-half of all households now have one or more employed members.
- Although HUD has no funds for adding more public housing units, the PHA has helped spur the development of new affordable housing by offering some Section 8 subsidies for use as “project-based assistance” (PBA). The first such development including 25 PBA units, has received almost all of the

**ATTACHMENT E** to Saint Paul PHA Agency Plan for FY2002

necessary approvals and financing to proceed to construction. Other projects are in the proposal stage.

**ATTACHMENT F** to Saint Paul PHA Agency Plan for FY2002:

**MEMBERSHIP OF THE RESIDENT ADVISORY BOARD**

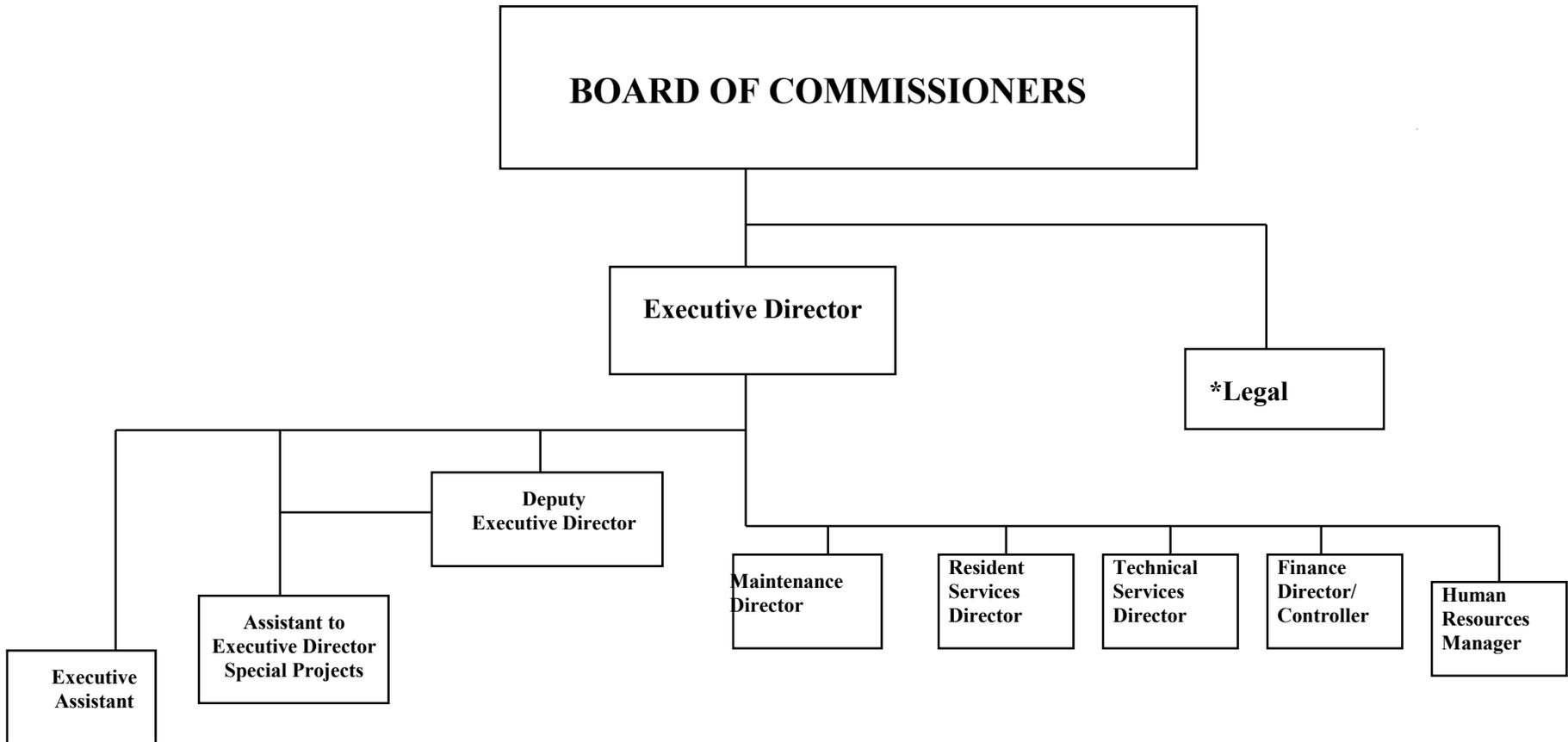
The following resident leaders were designated by the PHA Board of Commissioners on July 28, 1999 as the PHA's Resident Advisory Board (RAB):

- All members of the Hi-Rise Presidents Council (16 members, comprised of the president of each hi-rise).
- All members of the Family Residents' City-Wide Residents Council (16 members, including the four officers from each of the four family housing developments).
- The two PHA Commissioners who are residents of public housing (currently Shirley Kane and Soua Yang).
- Section 8 representatives who volunteered for the RAB in response to mailings.
- Other public housing resident leaders (not Presidents Council or CWRC members) have participated actively in the RAB meetings.
- Representatives of Southern Minnesota Regional Legal Services, Inc. (SMRLS) have also attended most RAB meetings.

The Resident Advisory Board membership has fluctuated due to changes in officers, residents moving out of public housing or leaving the Section 8 program, etc.

PHA staff have regularly mailed all RAB meeting agendas, materials and summaries of meetings to all of the RAB members listed above. Mailings have also been sent to SMRLS and the Community Stabilization Project, who asked to be kept informed of the Agency Plan development.

# Public Housing Agency of the City of St. Paul Organization Chart



\*Services purchased from the City of Saint Paul

Board Approved September 16, 1998

\$ASQmn001g04

## Public Housing Drug Elimination Program Plan

**Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.**

**Annual PHDEP Plan Table of Contents:**

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

**Section 1: General Information/History**

**A. Amount of PHDEP Grant \$1,052,788**

**B. Eligibility type (Indicate with an "x")**      N1   X        N2 \_\_\_\_\_      R \_\_\_\_\_

**C. FFY in which funding is requested**    FFY2001

**D. Executive Summary of Annual PHDEP Plan**

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Public Housing Agency of the City of Saint Paul's PHDEP plan for FFY2001 includes supporting three successful current programs: (1) ACOP community policing program, providing above base-line police services to the four family and 16 hi-rise developments; (2) Boys and Girls Club of the Twin Cities, supporting youth and family programs at Mt. Airy, East Side and West Side Clubs; and (3) McDonough Parks and Recreation Center, implementing teen and youth programs. The grant will also pay for special training on cross-cultural communication and conflict resolution; eviction prevention services; some resident scholarships, both youth and adult; and a PHDEP program evaluation.

**E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
McDonough Homes	580	2312
Roosevelt Homes	313	890
Mt. Airy Homes	298	1475
Dunedin Terrace	88	514
16 Hi Rise Buildings	2548	2585

**F. Duration of Program**

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

6 Months \_\_\_\_\_      12 Months \_\_\_\_\_      18 Months \_\_\_\_\_      24 Months   X        Other \_\_\_\_\_

**G. PHDEP Program History**

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

<b>Fiscal Year of Funding</b>	<b>PHDEP Funding Received</b>	<b>Grant #</b>	<b>Fund Balance as of Date of this Submission</b>	<b>Grant Extensions or Waivers</b>	<b>Anticipated Completion Date</b>
FY 1995					
FY 1996 X	\$1,024,750	MN46DEP0010196	0		
FY 1997 X	\$1,111,760	MN46DEP0010197	0		
FY 1998 X	\$1,111,760	MN46DEP0010198	0		
FY 1999 X	\$ 942,665	MN46DEP0010199	\$ 43,988*		06-30-01
FY 2000 X	\$ 982,450	MN46DEP0010100	\$874,546**		06-30-02
FY 2001 X	\$1,052,788* **	MN46DEP0010101	\$1,052,788** *		06-30-03

\*LOCCS balance as of 3-31-01. The final invoices will be paid soon.

\*\*The FFY2000 grant supports PHDEP activities during calendar year 2001.

\*\*\*Funds applied for. The FFY2001 grant will support PHDEP activities during calendar year 2002.

**Section 2: PHDEP Plan Goals and Budget****A. PHDEP Plan Summary**

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

Our PHDEP strategy to address the needs of the target population/target area(s) incorporates three broad goals and objectives. They are: (1) to maintain a lower crime rate in PHA than the City of Saint Paul at large, and (2) to provide youth activities: education, training and scholarships around personal growth and prevention of illegal activities, and (3) to provide family education on drug abuse, prevention and effective response to conflicts within families and communities.

A Community Outreach Program (ACOP), one of the program’s core plan partners, is a community policing partnership between the City of Saint Paul, Saint Paul Police Department, PHA and public housing residents. Its role is to help prevent violent drug- and gang-related crime, improve the level of trust and general relations between the PHA residents and police, improve the delivery of police services to PHA communities, and empower residents to be active in community safety issues. The Boys and Girls Club of the Twin Cities provides youth development programs which include character and leadership development, educational and career development, health and life skills, arts programs and sports, fitness and recreation activities. The City of Saint Paul Parks and Recreation, McDonough Recreation Center will provide a comprehensive recreation-based program for youth of various ages and interests. Participants will be given the opportunity to maintain

involvement in positive structured activities that foster self-esteem and personal responsibility among participants while encouraging them to develop interests and skills in a variety of areas.

The PHA will monitor PHDEP programs and its financial status. The Drug Elimination Program Coordinator will meet on a regular basis with each of the core program partners to help insure goals are met and activities are running according to plan. Quarterly and Semi-Annual reports are submitted by each program partner. Financial monitoring is conducted through HUD-approved PHA fiscal and procurement procedures.

**B. PHDEP Budget Summary**

Enter the total amount of PHDEP funding allocated to each line item.

<b>FY00 PHDEP Budget Summary</b> <i>(assuming same amount available as in FY99)</i>	
<b>Budget Line Item</b>	<b>Total Funding</b>
9110 - Reimbursement of Law Enforcement	\$734,428
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	\$318,360
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
<b>TOTAL PHDEP FUNDING</b>	<b>\$1,052,788</b>

**C. PHDEP Plan Goals and Activities**

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$734,428		
Goal(s)	To maintain an overall crime rate “in and around” public housing developments that is lower than the crime rate level in the City of Saint Paul.						
Objectives	To provide above base-line police services using a community policing model, to the four family developments and sixteen hi-rises. ACOP will have ongoing contact with PHA residents and staff.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. A Community Outreach Program (ACOP)			01-01-02	12-31-02	\$734,428	\$377,805/ City of Saint Paul	(1) City crime data compared to PHA grid crime data (2) Annual resident and staff satisfaction survey and annual program evaluation.

ATTACHMENT I to Saint Paul PHA Agency Plan for FY2002

9160 - Drug Prevention					Total PHDEP Funding: \$318,360		
Goal(s)	To provide prevention services and programs to PHA resident participants, ages six years and up.						
Objectives	Services and programs will include educational experiences, employment training, drug and gang awareness groups and cultural and recreational programs.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Boys and Girls Club of the Twin Cities	2500 PHA youth will be served through B & G Club Pgms.	PHA family development residents	01-01-02	12-31-02	\$218,900	\$1,751,349/ United Way, Corp's, Pvt. Donors, Foundations	Semi-annual progress and participation reports.
2.McDonough Teen Council, and The McDonough Recreation Center  Note: These numbers will include 'duplicated' counts, as youth can participate in many separate activities during the same reporting period.	100,275  -25 in Teen Council -250 in seasonal, cultural and tutoring pgms. -up to 100,000 in youth sports and special events.	McDonough Homes residents	01-01-02	12-31-02	\$47,800	\$199,890/ City of Saint Paul	Annual Teen Council survey and staff reports, as well as quarterly progress and participation reports.
3.Wilder Social Adjustment Program	48-120	PHA family development residents	01-01-02	12-31-02	\$5,000	\$0	Quarterly progress and participation reports.
4.African American Family Services (AAFS) Successful Living Program	50-80	PHA family development residents	01-01-02	12-31-02	\$5,000	\$0	Qtrly progress and participation reports
5.Other PHA Prevention Activities	0	Administrative Costs	01-01-02	06-30-03	\$41,660	\$0	Annual resident survey and annual program evaluation and up to

							4 training sessions for staff.
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**Section 3: Expenditure/Obligation Milestones**

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	Activity #1 – 35%	\$257,050	Activity #1 – 100%	\$734,428
9120				
9130				
9140				
9150				
9160	Activity #1,2,3,4,5 – 30%	\$95,508	Activity #1,2,3,4,5 – 80%	\$254,688
9170				
9180				
9190				
<b>TOTAL</b>		\$352,558		\$989,116

**Section 4: Certifications**

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

Attached: HUD-50070, Standard Form-LLL, HUD-50071

**PART 1: SUMMARY OF COMMENTS ON AGENCY PLAN  
AND PHA RESPONSES;**

**PART 2: SUMMARY OF RESIDENT COMMENTS ON CAPITAL  
FUND PLANS AND PHA RESPONSES;**

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**PART 1: SUMMARY OF COMMENTS ON AGENCY PLAN  
AND PHA RESPONSES;**

The PHA's Resident Advisory Board (RAB) met regularly from July – December 2000 to discuss the Agency Plan requirements and drafts. The RAB did not submit written comments on the draft plan, but staff recorded and responded to RAB members' oral comments during the meetings. This is a summary of the comments received from RAB members and others, and PHA responses:

1. Community Service Requirement – The PHA should allow Resident Council and Resident Advisory Board participation to satisfy the requirement; count providing child care for other residents who participate in Resident Council activities, picking up trash and tending flowers on PHA grounds, helping in libraries, recreation centers, assist seniors in PHA hi-rises or in the community, etc. (various comments).  
*PHA RESPONSE: PHA staff continue to meet with interested residents, and staff from volunteer agencies in the community, to work out details of implementing the Community Service requirement.*
2. (Specific requests for physical improvements to PHA properties – telephone upgrades and carpet replacement at Mt. Airy Hi-Rise, additional security camera at same hi-rise, others).  
*PHA RESPONSE: These requests are considered in the budgets for Capital Fund improvements and non-routine operating expenses.*
3. Can the PHA work with Habitat for Humanity to increase the supply of affordable housing, especially for larger families?  
*PHA RESPONSE: The PHA and Habitat for Humanity have agreed in principle to work together, but so far Habitat has not built any houses specifically for public housing residents to buy. The PHA's HOME program also helps residents buy affordable homes.*
4. When renovating hi-rises, the PHA should eliminate bathtubs in individual units, since showers are easier for residents to get into and out of.  
*PHA Response: Many of the hi-rises now have only showers in individual units, after renovation. This recommendation will be considered in future planning, and discussed with resident committees in specific hi-rises as renovations are planned.*

Attachment J: Saint Paul Public Housing Agency Plan - Comments and Responses

5. The PHA should provide more assistance to families going off MFIP, going to work; they need support, counseling, “someone to talk to.”

*PHA Response: PHA Human Service Coordinators can refer residents to other community services, but the PHA’s resources are too limited to provide much direct service of that type. The PHA’s mission is to provide “safe, affordable, quality housing and links to community services.”*

Other Comments from Public Hearing on 11/21/2000:

1. Does the PHA have a plan or program for families who have been living in public housing for many years?

*PHA RESPONSE: There is no time limit on public housing participation. The PHA’s homeownership program (HOME) has helped over 170 families move into their own homes, after living in public housing or having Section 8 assistance.*

2. Section 8 – The PHA should consider raising its Payment Standards above 110% of the Fair Market Rents (FMR) to give voucherholders more choice of housing..

*PHA RESPONSE: The PHA automatically increases its Payment Standards as FMRs rise, to stay at 110% of FMR. To increase participant choice and access to housing, HUD just raised the FMRs for the Twin Cities to the 50<sup>th</sup> percentile of area rents, effective 12/1/2000. The PHA will monitor “shopping success rates” to determine the impact of the higher FMRs and Payment Standards.*

3. The PHA should send notices to applicants about their right to request reasonable accommodation of a disability.

*PHA RESPONSE: The PHA currently does this.*

4. The numbers of applicants with disabilities stated in the draft PHA plan look low, compared to figures from Metro HRA.

*PHA RESPONSE: The PHA checked the numbers and corrected them in the final Plan.*

5. Does the PHA try to recruit property owners to participate in Section 8?

*PHA RESPONSE: Yes. PHA staff conduct a variety of outreach efforts and work with advocacy groups to increase owner participation (e.g., Rental Housing Alliance of MN). We welcome other suggestions.*

## **PART 2: SUMMARY OF RESIDENT COMMENTS ON CAPITAL FUND PLANS AND PHA RESPONSES;**

### **Resident Comments from FFY2001 Capital Fund Public Hearings:**

#### **Public Hearing Number 1, 2:00 on 11/13/00 at Wilson Hi-Rise.**

The following comments were received:

1. Fix the public address system in the community room at Wilson.  
*PHA Comment: A PHA Technical Services person will look into this problem and get the system fixed.*
2. Improve or add more parking at Wilson.  
*PHA Comment: There is no room to add additional parking. Problems with neighbors parking in the lot should be brought to the attention of the PHA Resident Services Manager.*
3. Fix the second floor door by the laundry room at Wilson so it is more secure. Redo alarm and add camera.  
*PHA Comment: See response on #4 below.*
4. Improve the security at Wilson. Residents complained about doors being propped open and the general lack of security.  
*PHA Comment: Dave Lang contacted PHA Resident Services Manager – Judy Dahlberg and discussed the residents concerns. Judy will pursue the matter with Donna Rose. Dave Lang also talked to the ACOP program administrator – Oi Vang and she will discuss further with Judy & Donna..*
5. Trim the trees by the flag-pole so that the flag does not get shredded every 3 months.  
*PHA Comment: A PHA Technical Services person will get the trees trimmed.*
6. Resident from 1400 at Wilson stressed that stopping the leaks when it rains is top priority with her.  
*PHA Comment: Resident was informed that a purchase order has been cut to recaulk her and 3 or 4 other apartments at this time. The PHA has also budgeted additional \$ in 2001 to recaulk the building.*
7. One resident from Wilson wanted to know when he would get his apartment window replaced.  
*PHA Comment: Residents were informed that there are additional \$ in the 2001 Capital Fund budget to continue with the replacement of the casement windows.*
8. Residents complained about the operation of the new phone entry system at Wilson. They said that sometimes they don't get their calls – apt. 1400, and that sometimes their previous phone calls are cut off when someone calls from the building entry – apt. 405.

*PHA Comment: These complaints were forwarded to the PHA Technical Services person who administered the installation contract for resolution.*

9. Resident from Edgerton wanted more information on why the dwelling unit locks for the apartments were budgeted for replacement.

*PHA Comment: The apartment locks are original equipment from when the building was built in 1974. They sometimes do not latch due to problems with the handles and interior springs. Maintenance staff believe that the apartment locks and other original locks should be replaced.*

## **Public Hearing Number 2, 2:00 on 11/14/00 at Hamline Hi-Rise**

The following comments were received:

1. Residents at Hamline would like a horseshoe game area.  
*PHA Comment: This is up to the Resident Council.*
2. Hamline would like a men's game room.  
*PHA Comment: The use of the public space on the first floor is up to the Resident Council. There are no funds available to add onto the building for this purpose.*
3. Hamline would like to get a projector type TV/VCR for the community room.  
*PHA Comment: This is up to the Resident Council. The PHA does not have funds for this.*
4. Hamline residents would like to see the lighting in the mail area on the first floor improved.  
*PHA Comment: This work was in the budget but was cut due the tight funding level. Staff will discuss whether this item can be re-inserted in the budget.*
5. Hamline residents talked about the roof leak in the north stairwell.  
*PHA Comment: John Wold of the PHA Technical Services Department says this problem has been corrected.*
6. Hamline residents wanted to know why the PHA can't clean the apartment windows.  
*PHA Comment: There are insufficient PHA resources to clean the windows. Residents can hire someone to clean their windows if they wish.*
7. Could another laundry room be added at Hamline? Can the hours of the Hamline laundry room be expanded?  
*PHA Comment: It is doubtful if the PHA Board would support removing an apartment to create another laundry room. The Resident Council should look into expanding the hours of the laundry room if that is desired and would help.*

## **Public Hearing Number 3, 6:30 on 11/14/00 at McDonough Community Center**

The following comments were received:

1. Where does the income derived from leasing hi-rise space for cellphone antennas go?  
*PHA Comment: A portion of the income derived from the leasing of PHA rooftop space for antennas is returned to the PHA Hi-Rise Resident Councils for their use.*
2. Resident of 18xx Ivan Way complained of various issues at her house.  
*PHA Comment: The residents concerned were forwarded to the PHA Resident Services Manager for resolution.*
3. What are the “Family Development Improvements” listed under the Management Improvements?  
*PHA Comment: These are funds that would be used to make improvements in each of the various PHA Resident Services Offices.*

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## **Resident Comments For FFY01 Capital Improvement & Non Routine Budget Preparation**

Technical Services staff attended each family and hi-rise Resident Council meeting during September of 2000 to gather resident input about needed building or management improvements. Residents were informed of what work was currently budgeted for their development, the fact that the PHA had received less 2000 CFP funding than anticipated and that several bids had come in higher than anticipated. Residents were asked to select one or two high priority work items for their development that they wanted to see funded for next year. Resident responses to these questions were as follows:

### **Family Sites**

#### **McDonough Homes**

9/5/00 Meeting

Residents would like:

- a. Home Improvements
- b. Wet basement correction – this was their largest concern
- c. 2<sup>nd</sup> entry/exit door on one-bedroom units.
- d. Child proof locks for doors
- e. Correction of peeling wall paint.

### **Roosevelt Homes**

9/25/00 Meeting

No comments were received

### **Mt. Airy Homes**

9/19/00 Meeting

Residents would like:

- a. Correct second floor windows so they lock or take other steps to prevent people from climbing onto the porches and breaking in.
- b. Install playground equipment in the remaining blank sand areas that were constructed during modernization.
- c. Replace sand in playground areas with rubber matting. There was lots of discussion about problems with sand areas.
- d. Install central air in the apartments or install AC sleeves.
- e. Install more bike racks throughout the development or develop a place for residents to lock up bikes, lawnmowers, etc. Residents were told that an eyehook had been built into the masonry trash enclosures for that purpose.
- f. Clean heat ducts or do something to stop the dust particles from the furnaces.
- g. Allow the residents to install their own portable burglar alarm systems on doors and windows.

### **Dunedin Homes**

9/19/00 Meeting

Residents would like:

- a. Install air conditioner sleeves or central air – this was by far the most requested item.
- b. Construct a porch over the entry doors to the units.
- c. Kitchen, dining room, etc. VCT floors that are easier to clean. Residents complain that the newly installed floors were not waxed and are very hard to keep clean.
- d. Comprehensive modernization, like Mt. Airy and Roosevelt.

### **City Wide**

9/27/00 Meeting

Residents would like:

- a. Dunedin would like something done with VCT floors to make them easier to clean as noted above. Julia Hupperts suggested giving directions on how to clean and putting a coat of wax on.
- b. Julia requested range hoods for West Side Duplexes.
- c. Dunedin stated that they don't like new 90 gallon plastic wheeled trash containers that they have to take to the curb for pick-up. Residents are

- worried about getting the containers to the curb in the snow, shorter resident's capability to load and push the containers, etc.
- d. McDonough residents would like to have the heat ducts cleaned out. They are also concerned about rusty bottoms in the return air vents. They were informed that Maintenance staff had requested that cleaning the ducts be inserted in the budget and that some \$ are listed for this work in the budget draft.
  - e. Mt. Airy residents would like to have a vent opening in their bathroom glass block windows.
  - f. McDonough residents complained about the operation of the summer/winter switch on the bathroom fans. They complained that sometimes the fans run all the time unless they switch from winter to summer. It was explained that the winter position brings a humidistat into the circuit and that the fans are supposed to run until the humidity drops in the unit. A resident complained about the noise that the exhaust fans make.
  - g. Mt. Airy residents requested more bike racks as discussed above.
  - h. Julia Hupperts complained about the handicapped accessible playground swing at Roosevelt that is not accessible because of the large concrete curb surrounding the playground.
  - i. Dunedin residents requested that the low area be filled in and resodded and that the earth berm/hill be removed.
  - j. Mt. Airy residents requested that something be done to close off around the furnaces so that the balance of the basements would be more usable.
  - k. Residents would like to see basketball teams organized at each site that could play each other in tournaments.
  - l. A McDonough resident requested that a water hose be added to the toilets like a bidet.
  - m. Residents requested that the Maintenance shops be open in the evenings and on Saturdays so they could bring their screens in for repair, etc.
  - n. Mt. Airy residents would like to see the city bus come up the hill into the development.
  - o. A McDonough resident requested permission to plant more trees and to reseed her lawn. It was explained that grass seed can be obtained at the Maintenance Shop.

## **Hi-Rises**

### **Mt. Airy Hi-Rise**

9/11/00 Meeting

Residents would like:

- a. To have their picnic tables returned. They would like to have one picnic table behind the building and one in front of the building. They would also like to have ashtrays installed on the patio to the south of the community room.

## Attachment J: Saint Paul Public Housing Agency Plan - Comments and Responses

- b. Install floor mounted fans in the laundry rooms on 4 and 8.
- c. Install a community room closed circuit TV camera. The resident council would like to know if they could purchase the camera and install an alarm on the south community room door themselves.
- d. Install a fence around the patio area in the front of the building for privacy.

### **Central Hi-Rise**

9/14/00 Meeting

Residents would like:

- a. Install a windbreak around the recycling enclosures. The wind routinely scatters the recycling.

### **Valley Hi-Rise**

9/5/00 Meeting

Residents would like:

- a. Better lighting in stairwells
- b. Better bathroom lighting in the apartments.
- c. To have their windows cleaned.
- d. To have a handicapped door operator on the community room bathroom doors.
- e. To have the community room table legs repaired. Residents would also like to have the community room furniture replaced with something more appealing and more residential. They don't like the rubber tips on the community room dining chairs – they say they are hazardous.
- f. Install a fireplace in the community room.
- g. Install a new water fountain with a cooler in the community room.
- h. Fix the community room air conditioning.

### **Neill Hi-Rise**

Meeting moved to October 11

### **Dunedin Hi-Rise**

9/11/00 Meeting

Residents would like:

- a. New bathroom vanities with base cabinets for storage. Similar request in previous years.
- b. New tile for shower floors. Existing material is difficult to clean.
- c. New floor tile in dwelling units.
- d. Replace cloth community room seating with vinyl fabric.
- e. Clean exterior windows.
- f. ACOP added improved lighting and surveillance cameras for the parking lots.

### **Cleveland Hi-Rise**

9/19/00 Meeting

Residents would like:

- a. Exterior caulking repairs at windows – apts. 311, 511, 608, 800, 809, 1000, and 1200 as soon as possible. Note; these caulking repairs have been authorized and will be accomplished asap.
- b. Replace rear door to hi-rise as security issue – door can be pulled open when locked. Note; the replacement of these doors is on the list of items to be funded with 2002 non routine \$ which will become available in April 2001. A work order should be issued to repair the doors until they can be replaced.
- c. Repair patio doors to community room as security issue – doors can be lifted off tracks. PHA staff will investigate this issue.
- d. Paint hallways, doors and frames.
- e. Install handicapped door openers on 1<sup>st</sup> floor bathroom and laundry doors.

### **Iowa Hi-Rise**

9/11/00 Meeting

Residents would like:

- a. New community room furniture that is not cloth.
- b. New apartment kitchen sinks – stainless steel, double compartment.
- c. Paint steel ladder bars in bathroom showers.
- d. Reconfigure the front entry vestibule with sliding doors.

### **Wilson Hi-Rise**

9/13/00 Meeting

Residents would like:

- a. Exterior caulking repairs at balconies – apts. 509 and 1400 as soon as possible. Note this work has been authorized and will proceed asap.
- b. Water pressure in upper apartments is low.
- c. Cold water comes out luke warm and rusty.

### **Front Hi-Rise**

9/6/00 Meeting

Residents would like:

- a. More information about the new exterior smoking area.
- b. New refrigerator for the community room kitchen.
- c. Separate door from kitchen into community room.
- d. Countertops in kitchens need to be replaced.
- e. Paint the closet doors.
- f. Weatherstrip apartment windows.

## Attachment J: Saint Paul Public Housing Agency Plan - Comments and Responses

- g. Community room stove needs to be replaced. It would be very expensive to bring gas into the community room kitchen for a new gas stove.
- h. Remodel the community room and replace furniture.
- i. Repair leaks in atrium roof.
- j. Vestibule door operator takes too long to close the door, unauthorized persons can enter while the door is closing.

### **Ravoux Hi-Rise**

9/6/00 Meeting

Residents would like:

- a. Improvements to hallway carpeting because it is coming up. There was some discussion about whether it would make more sense to get rid of the carpeting.
- b. More ash trays outside the building and another bench or two outside for smokers.
- c. A couple more patio tables with chairs, wrought iron, not plastic.
- d. A smoking tent or somewhere to go outside to smoke when it rains or snows.

### **Wabasha Hi-Rise**

9/21/00 Meeting

Residents would like:

- a. Their elevator fixed
- b. More lights in the kitchen and living room
- c. Drains under the kitchen sinks fixed
- d. Range hoods that vent to the outside
- e. More ventilation in the halls
- f. A way to avoid their windows frosting up on the inside in the winter.

### **Montreal Hi-Rise**

9/7/00 Meeting

Residents would like:

- a. Install additional furniture outside the rear of the building. Currently residents congregate outside the rear door and sit on plastic resin chairs. Occasionally there are so many residents in this area that the pathway to the building entry is blocked.

### **Exchange Hi-Rise**

9/11/00 Meeting

Residents would like:

- a. New light fixtures in living room, bedroom and kitchen

- b. Internet access for computer
- c. Ventilation for kitchen / laundry
- d. New carpet in public areas
- e. Carpet in apartments
- f. Exercise room
- g. Handicapped access at front entry door or space in entry.

### **Edgerton Hi-Rise**

9/13/00 Meeting

Residents would like:

- a. Wash the exterior of all apartment windows – some residents felt this is the responsibility of the PHA.
- b. Install new lights in the apartment bathrooms.
- c. Install shower doors in the apartment showers.
- d. Lower the curtain rods in the living rooms and bedrooms.
- e. Paint the columns in the community room.
- f. Improve resident council computer space.
- g. More information on what is happening with exterior smoking areas.
- h. Replacement of patio doors with broken thermal seals, (fogged).

### **Hamline Hi-Rise**

9/5/00 Meeting

Residents would like:

- a. Repairs to the large elevator. Residents complain that it is not leveling properly. This item was referred to Les Sarne who called the elevator maintenance company.
- b. An update on the provisions for exterior no smoking areas, cleaning of community room, etc.
- c. More information on the pending brick repair and how they should prepare.

### **Seal Hi-Rise**

9/13/00

Residents would like:

- a. More information on the exterior smoking area. Tim Angaran should call Pat Kramer.
- b. Help with the movement of furniture for voting. Residents got help from caretaker in past for voting set-up until this year.
- c. Elevator modernization – there is trouble with the elevator now.
- d. New community room chairs with vinyl instead of cloth chair seats. The dining chairs are falling apart.
- e. Replace community room kitchen faucet and spray – high priority. Resident were told to send in a work order on this.

Attachment J: Saint Paul Public Housing Agency Plan - Comments and Responses

- f. Miscellaneous plumbing repairs. Some residents complained that they are slow to get hot water, some complained that cold water is warm and vice versa. Residents were told to call in work orders to have their mixing valves checked.
- g. Wash the walls in the community room.
- h. Heat for apartment 206. Resident complained that she doesn't get enough heat each winter.
- i. Re-install the wall that was constructed in the breezeway to stop cold complaints from residents on the second floor.

## **PET OWNERSHIP IN PUBLIC HOUSING**

The PHA has a policy on pet ownership in public housing which takes into account the different types of housing the PHA provides. This is a summary of the policy.

- ALL HOUSING SITES:
  - a. Small caged birds (maximum 3), small caged mammals (maximum 3), turtles and aquarium fish are permitted.
  - b. “Wild, undomesticated, vicious, destructive or uncontrollable animals of any type” are not permitted to be kept as pets. Animals such as, but not limited to, reptiles (*except turtles*), pigeons, ferrets, chickens, and rabbits are not permitted. Animals trained to fight each other are not permitted.
  - c. Service animals (for example, a “seeing eye dog”) are permitted.
- HI-RISE HOUSING for Elderly, Disabled and Single residents
  - One cat or dog is permitted, subject to reasonable requirements stated in the policy (registration, inoculation, spay/neuter, pet deposit, etc.).
- FAMILY HOUSING
  - a. TOWNHOUSE DEVELOPMENTS (McDonough, Roosevelt, Mt. Airy Homes and Dunedin Terrace)
    - Dogs and cats are not permitted in the family developments, due to high density, noise issues, and health issues.
  - a. DUPLEX SCATTERED SITE HOUSING (Central Duplexes and West Side Duplexes)
    - One cat is permitted, subject to requirements stated in the policy (registration, spay/neuter, pet deposit, etc.).
  - a. SCATTERED SITES
    - One cat or dog is permitted, subject to requirements stated in the policy (registration, spay/neuter, pet deposit, etc.).

## **CAPACITY STATEMENT: SECTION 8 HOMEOWNERSHIP PROGRAM**

As stated in the Plan (11. Homeownership Programs Administered by the PHA, Section B. Section 8 Tenant Based Assistance), "During the Plan year the PHA will consider starting a Section 8 Homeownership program under the final rule published 9/12/00."

- The size of the program is still to be determined, probably 25 or fewer participants initially.
- The PHA's program MAY have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria. (To be determined.)

### **CAPACITY OF THE PHA TO ADMINISTER A SECTION 8 HOMEOWNERSHIP PROGRAM**

The Saint Paul PHA has the capacity to administer such a program, should it decide to do so. The PHA has extensive experience administering homeownership programs for low income families:

- The PHA successfully managed a Turnkey 3 homeownership program ("HOPLIF") from about 1970 until about 1990; 202 scattered site homes were sold to public housing residents.
- In 1989 the PHA created HOME, an ongoing homeownership program for public housing residents and Section 8 participants. This is a partnership with the Family Housing Fund, the City of Saint Paul's Department of Planning and Economic Development, and Thompson Associates, a real estate consulting firm. Over 170 low income families have purchased homes, with fewer than 2% defaults. The program provides education, intensive counseling emphasizing budgeting and credit repair, and financial assistance to make the home purchase affordable.
- The PHA also has been following the progress of the Minneapolis Public Housing Agency's pilot Section 8 Homeownership Program, which has been addressing the financing and other issues locally.
- If it establishes a Section 8 homeownership program, the PHA will adopt one or more of the following HUD requirements:
  - Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family's resources
  - Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market

**ATTACHMENT L** to Saint Paul PHA Agency Plan for FY2002

underwriting requirements; or comply with generally accepted private sector underwriting standards

## **Resident Membership of the PHA Governing Board**

The PHA's Board of Commissioners always has two public housing residents among its seven members. (This is a requirement of the authorizing state statute, Chapter 228 of 1977 Session Laws.) Like other Commissioners, they are appointed by the Mayor of Saint Paul and the appointments are ratified by the City Council. The statute provides that, "The mayor shall consider a list of names submitted by the senior executive board [now called the Presidents Council] in appointing a commissioner to represent elderly housing tenants and shall consider a list of names submitted by the city-wide resident council in appointing a commissioner to represent family housing tenants."

The current resident Commissioners are

- Shirley Kane, resident of Neill Hi-Rise (2-year term), representing elderly housing (hi-rise) residents; and
- Soua Yang, resident of a scattered site home (3-year term), representing family housing residents.

## **Section 8 Project-Based Assistance**

The PHA's Board of Commissioners has approved a Project-Based Assistance (PBA) program, using up to 544 units of the PHA's existing 3,625 units of tenant-based Section 8 assistance. "Project-basing" program attaches the rent subsidy to a specific development or certain apartments in a development. If the tenant moves out, the subsidy stays with the apartment. However, the PHA will issue the tenant a voucher to use elsewhere.

The goals of the PHA's PBA program are consistent with and will further the goals of the PHA's Agency Plan. The goals include contributing to the upgrading and long-term viability of the city's housing stock; increasing the supply of affordable housing; integrating housing and supportive services; and promoting the coordination and leveraging of resources. The supply of units available for tenant-based assistance is very limited and project-basing some assistance in Saint Paul is needed to assure the availability of units for a period of years.

The PHA will use the following criteria for approving applications under the PBA program:

1. Documented need for the proposed type of residential housing in the proposed geographic area. Projects that serve families with children (specifically 2+ bedroom units) will receive highest priority in this category.
2. Proposal requires significant rehabilitation such as major systems replacements, modifications for handicapped residency, energy efficiency improvements or aimed at correcting major violations of Housing Quality Standards. If new construction, document that there is a sufficient demand for the construction of new rental units that cannot be met by the rehabilitation of existing units.
3. Extent to which the project identifies and integrates tenant support and self-sufficiency services (i.e., education, job training, employment, day care); or special accessibility for physically handicapped; or amenities or services for elderly, handicapped, or special need tenants.

## **ATTACHMENT N** to Saint Paul PHA Agency Plan for FY2002

4. Relationship of the proposed development to public facilities, sources of employment and services, including public transportation, health, education, and recreational facilities.
5. Prior extensive experience of the applicant in developing and managing similar residential housing.
6. Demonstrated ability and capacity of the applicant to proceed expeditiously with the proposal.
7. Extent of community and constituency support for the proposed type of housing.
8. Extent to which the proposed project has been developed as a result of a cooperative agreement or arrangement among public, semi-public or non-profit agencies or organizations.
9. Extent to which the project contributes to the geographic distribution of affordable housing throughout the city of Saint Paul.
10. Extent to which Women and Minority Businesses are represented in the development, ownership, administrative and/or management process.

The PHA has not identified specific census tracts where PBA should be located, to allow it to respond to future development opportunities and allow a reasonable choice of buildings or projects to be provided PBA when the PHA solicits applications.

The PHA participates in the Minnesota Housing Finance Agency's "SuperRFP process" which publicly announces development and rental subsidy opportunities to the widest possible audience. The PHA also does supplemental advertising for that process.

## **Officer In Residence Program**

HUD and the PHA's Board of Commissioners have approved the plan for the **Officer In Residence Program** which currently allows one Saint Paul Police Department officer to live in each of the PHA's hi-rise apartment buildings, and at one of the PHA's family housing developments. Of the sixteen hi-rises, the twelve listed below currently have an Officer in Residence (January 2001). One officer lives at the Dunedin Terrace family development.

Each Officer in Residence makes a one year commitment to the program initially, schedules office hours for resident contact, attends family resident council meetings and get-togethers when possible, and provides information and assistance to staff and residents related to illegal activity in and around the development. The officer also parks a police squad car in front of the assigned building during off-duty hours. In exchange for making these commitments, the Officers in Residence do not pay rent to the PHA. Each officer signs a special lease with the PHA (copies are available).

The PHA staff and Commissioners believe that this arrangement is needed to improve security for residents and staff, complementing the successful ACOP community policing program.

Under the Public Housing Reform Act of 1998 (QHWRA), the PHA receives operating subsidy for all dwelling units rented to law enforcement officers.

Saint Paul Police Officers Reside at the following PHA Hi-Rises:			
Mt. Airy	Dunedin	Front	Edgerton
554 W. Central	Cleveland	Ravoux	Hamline
Valley (University)	Wilson	Montreal	Seal

## **ATTACHMENT O** to Saint Paul PHA Agency Plan for FY2002

[website description]

**Police-In-Residence Program:** through a joint effort between the City of Saint Paul, Saint Paul Police Department and the PHA, the Police-in-Residence Program provides a police presence in public housing hi-rises to help deter crime in the buildings and their immediate surrounding neighborhoods. After screening by both the PHA and the police department, interested Saint Paul police officers become part of this growing program by living in a selected PHA hi-rise for a period of at least one year. In exchange for free rent, each officer parks their police squad car in the building parking lot during their off-duty hours, schedules regular office hours for resident contact, attends hi-rise meetings and resident get-togethers whenever possible, and provides information and assistance to staff and residents related to illegal activity in and around the building.

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<b>PHA</b> Public Housing Agency of the City of St. Paul	<b>Grant Type and Number</b> Capital Fund Program Replacement Housing	<b>Federal FY of Grant:</b> 2001
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Original Annual Statement   Reserve for Disasters/ Emergencies   Revised Annual Statement (revision no: )  
Pe

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$ 40,000			
3	1408 Management Improvements	\$ 623,640			
4	1410 Administration	\$ 634,180			
5	1411 Audit	\$ 2,500			
6	1415 Liquidated Damages	\$ -			
7	1430 Fees and Costs	\$ 684,500			
8	1440 Site Acquisition	\$ -			
9	1450 Site Improvement	\$ 209,000			
10	1460 Dwelling Structures	\$ 7,344,800			
11	1465.1 Dwelling Equipment—Nonexpendable	\$ 33,350			
12	1470 Nondwelling Structures	\$ -			
13	1475 Nondwelling Equipment	\$ 123,500			
14	1485 Demolition	\$ -			
15	1490 Replacement Reserve	\$ -			
16	1492 Moving to Work Demonstration	\$ -			
17	1495.1 Relocation Costs	\$ -			
18	1499 Development Activities	\$ -			
19	1501 Collateralization or Debt Service	\$ -			
20	1502 Contingency	\$ 80,853			
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$ 9,776,323			
22	Amount of line 21 Related to LBP Activities	\$ 1,250,000			
23	Amount of line 21 Related to Section 504 compliance	\$ 350,000			
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs	\$ 36,000			
26	Amount of line 21 Related to Energy Conservation Measures	\$ 750,000			

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part II:**

PHA Name:  Public Housing Agency of the City of St. Paul		Grant Type and Number Capital Fund Program Grant No: MN46P00150101 Replacement Housing Factor Grant No:			Federal FY of Grant:  2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
McDonough	A/E fees for modernization	1430	580 DU	\$450,000				
MN 1-1	Sidewalk replacement	1450	lump sum	\$25,000				
	Modernization Prototypes	1460	16 DU	\$360,000				
	Roof replacements	1460	3 bldgs	\$20,000				
	Clean furnace ductwork	1460	135 DU	\$40,000				
	Replace rusty refrigerators	1465	50	\$20,000				
Roosevelt	A/E fees modernization	1430	lump sum	\$50,000				
MN 1-2	Modernization Phase IV	1460	66 DU	\$4,134,000				
Mt. Airy	Paint exterior handrails/fences @ family area	1450	lump sum	\$35,000				
MN 1-3	Repair cap blocks, retnq walls, trash encl. @ family	1450	lump sum	\$64,000				
	Replace HR picnic tables and laundry room fans	1450	lump sum	\$2,500				
	Replace HR DU smoke detectors	1460	158 DU	\$35,000				
	Tie elevators/fire pump into emerg. Generator	1460	lump sum	\$55,000				
First addition to McDonough	Replace one playground	1450	lump sum	\$30,000				
MN 1-4								
Central Hi-Rise & Duplexes	A/E fees for exterior mod. of duplexes	1430	42 DU	\$40,000				
	Engineering fees for fire alarm, sprinkler work	1430	lump sum	\$38,000				
MN 1-5	Replace family area sidewalks	1450	lump sum	\$5,000				
	Hi-Rise Exterior Painting, balconies	1460	142 DU	\$35,000				
	Replace family area appliances	1465	20 DU	\$13,350				
	Hi-Rise Exterior Envelope repairs, brick/caulk	1460	lump sum	\$48,000				
	Tie elevators/fire pump into emerg. Generator	1460	lump sum	\$45,000				

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**Capital Fund  
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Capital Fund  
Program  
Replacement  
Housing  
Factor  
(CFP/CFPRH  
F)**

**Part II:**

PHA Name:  Public Housing Agency of the City of St. Paul		<b>Grant Type and Number</b> Capital Fund Program Grant No: MN46P00150 101 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b>  2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Valley Hi-Rise MN 1-6	Repair plumbing supply line leaks	1460	lump sum	\$25,000				
First addition to Mt. Airy MN 1-8b	Phase II family unit modernization	1460	42 DU	\$121,000				
Dunedin Hi-Rise MN 1-9	Upgrade hi-rise elevator fire service	1460	lump sum	\$15,000				
Cleveland Hi-Rise MN 1-11	Recaulk window mullions	1460	45 DU	\$40,000				
Iowa Hi-Rise MN 1-13	Reconfigure building entry for HC access	1460	lump sum	\$20,000				
Wilson Hi-Rise MN 1-14	Engineering fees for sprinkler, fire alarm	1430	lump sum	\$38,000				
	Phase II Window replacement	1460	1/3 of DU	\$52,800				
	Exterior building caulking/repairs	1460	lump sum	\$60,000				
	Tie elevators, fire pump into emerg. Generator	1460	lump sum	\$55,000				
Front Hi-Rise MN 1-15	Replace community room kitchen refrigerator	1475	1	\$3,500				
Ravoux Hi-Rise MN 1-16	Engineering fees for plumbing replacem.	1430	lump sum	\$40,000				
	Tie elevator, fire pump into emerg. Generator	1460	lump sum	\$55,000				
	Phased plumbing supply line replacement	1460	55 DU	\$150,000				

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**Capital Fund  
Program and  
Capital Fund  
Program  
Replacement  
Housing  
Factor  
(CFP/CFPRH  
F)**

**Part II:**

PHA Name:  Public Housing Agency of the City of St. Paul		<b>Grant Type and Number</b> Capital Fund Program Grant No: MN46P00150 101 Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b>  2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Wabasha Hi-Rise MN 1-17	Masonry fence & patio repair	1450	lump sum	\$15,000				
Exchange Hi-Rise MN 1-19	Repair and stain remaining wood privacy fence Improve building entry for HC access	1450 1460	lump sum lump sum	\$2,500 \$5,000				
Egerton Hi-Rise MN 1-24	New mortise locks on DU & non DU doors Replace fogged DU patio doors Replace DU bathroom light fixtures Tie elevator, fire pump into emerg. Generator Replace panic bars, w.s. on front and rear entry doors	1460 1460 1460 1460 1460	220 DU 50 DU 220 DU lump sum lump sum	\$70,000 \$25,000 \$15,000 \$55,000 \$10,000				
Hamline Hi-Rise MN 1-26	Insulated DU window glass replacement Phase IV exterior brick repair/replacement Elevator Modernziation	1460 1460 1460	35 DU 1/3 bldg. lump sum	\$2,000 \$210,000 \$400,000				
Seal Hi-Rise MN 1-27	Replace DU insulated window glass	1460	45 DU	\$5,000				
Scattered Site MN 1-29/37	Driveway Replacement Unit Modernization funds (includes appliances) Roof Replacement Siding Replacement Window Replacement Cabinet Replacement Wet Basements/Mold & Mildew Lead paint abatement/Interim Controls	1450 1460 1460 1460 1460 1460 1460	20 DU 30 DU 18 DU 4 DU 8 DU 15 DU 8 DU lump sum	\$30,000 \$380,000 \$90,000 \$32,000 \$120,000 \$80,000 \$30,000 \$50,000				
2001 Capital Fund Program budget								

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**Capital Fund  
Program and  
Capital Fund  
Program  
Replacement  
Housing  
Factor  
(CFP/CFPRH  
F)**

**Part II:**

PHA Name:  Public Housing Agency of the City of St. Paul		<b>Grant Type and Number</b> Capital Fund Program Grant No: MN46P00150 101 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b>  2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Agency Wide	Capital Fund blueprints and drawing costs	1430	lump sum	\$3,500				
	Eng. Fees tie elevators, fire pumps to EMG's	1430	4 bldgs	\$25,000				
	Manager's Discretionary Paint Fund	1406	35 DU	\$40,000				
	DU Handicapped mod per resident request	1460	as requested	\$15,000				
	Complete family smoke detector replacement	1460	125 DU	\$90,000				
	Replace corridor carpet in 2 hi-rises	1460	lump sum	\$200,000				
	Paint hi-rise hallways, doors & frames	1460	lump sum	\$95,000				
	Replace hi-rise community room furniture	1475	lump sum	\$60,000				
Equipment	CAD drawing software, hardware, etc.	1475	lump sum	\$60,000				
Management	Computer hardware and software	1408	lump sum	\$90,000				
Improvements	Resident Initiatives - salaries	1408	hourly	\$218,250				
	Resident Initiatives - benefits	1408	hourly	\$60,390				
	Resident Initiatives - staff training	1408	lump sum	\$2,500				
	Hi-Rise Resident Council Training	1408	lump sum	\$7,000				
	Family Resident Council Training	1408	lump sum	\$3,500				
	Family Development Improvements	1408	lump sum	\$2,500				
	Resident Training and employment	1408	lump sum	\$7,500				
	Resident Training in crime prevention	1408	lump sum	\$1,000				
	Hi-Rise Studies Project	1408	1	\$35,000				
	Interpreter fees	1408	hourly	\$3,000				
Management	Security Training Program	1408	hourly	\$36,000				
Improvements	Janitorial Training Program	1408	4 bldgs	\$147,000				
	Resident Training/employment costs	1408	lump sum	\$5,000				
	Youth Employment Program	1408	lump sum	\$5,000				
				2001 Capital Fund Program budget				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II:								
PHA Name:  Public Housing Agency of the City of St. Paul			Grant Type and Number Capital Fund Program Grant No: MN46P00150 101 Replacement Housing Factor Grant No:			Federal FY of Grant:  2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Administrative Costs	Non Tech Salaries	1410	hourly	\$56,180				
	Tech Salaries	1410	hourly	\$420,000				
	Employee benefits	1410	hourly	\$138,000				
	Legal fees	1410	lump sum	\$2,000				
	Advertising Bids	1410	lump sum	\$18,000				
	Audit costs	1411	lump sum	\$2,500				
Contingency		1502	lump sum	\$80,853				
				\$9,776,323				

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Capital Fund  
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Capital Fund  
Program  
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Housing Factor  
(CFP/CFPRHF)  
Part III:  
Implementation  
Schedule**

PHA Name:  Public Housing Agency of the City of St. Paul	Grant Type and Number Capital Fund Program Grant No: MN46P00150101 Replac ement Housin g Factor No:	Federal FY of Grant:  2001
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
McDonough	Sep 30, 2003			Sep 30, 2004			
MN 1-1							
Roosevelt	Sep 30, 2003			Sep 30, 2004			
MN 1-2							
Mt. Airy	Sep 30, 2003			Sep 30, 2004			

2001 Capital Fund Program budget

MN 1-3						
First addition to McDonough MN 1-4	Sep 30, 2003			Sep 30, 2004		
Central Hi-Rise & Duplexes MN 1-5	Sep 30, 2003			Sep 30, 2004		
Valley Hi-Rise MN 1-6	Sep 30, 2003			Sep 30, 2004		
First addition to Mt. Airy MN 1-8b	Sep 30, 2003			Sep 30, 2004		

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Part III:  
Implementation  
Schedule**

PHA Name:  Public Housing Agency of the City of St. Paul	Grant Type and Number Capital Fund Progra m Grant No: MN46 P0015 0101 Replac ement Housin g Factor No:	Federal FY of Grant:  2001
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date) 2001 Capital Fund Program budget	All Funds Expended (Quarter Ending Date)	Reasons for Revised Target Dates
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	Original	Revised	Actual	Original	Revised	Actual	
Dunedin Hi-Rise	Mar 30, 2003			Sep 30, 2004			
MN 1-9							
Cleveland Hi-Rise	Mar 30, 2003			Sep 30, 2004			
MN 1-11							
Iowa Hi-Rise	Mar 30, 2003			Sep 30, 2004			
MN 1-13							
Wilson Hi-Rise	Mar 30, 2003			Sep 30, 2004			
MN 1-14							
Front Hi-Rise	Mar 30, 2003			Sep 30, 2004			
MN 1-15							
Ravoux Hi-Rise	Mar 30, 2003			Sep 30, 2004			
MN 1-16							
Wabasha Hi-Rise	Mar 30, 2003			Sep 30, 2004			
MN 1-17							
Exchange Hi-Rise	Mar 30, 2003			Sep 30, 2004			
MN 1-19							

**Annual  
Statement/Performance and  
Evaluation Report  
Capital Fund  
Program and  
Capital Fund  
Program  
Replacement  
Housing Factor  
(CFP/CFPRHF)  
Part III:  
Implementation  
Schedule**

PHA Name:  Public Housing Agency of the City of St. Paul	Grant Type and Number Capital Fund Progra m Grant No: MN46 P0015 0101 Replac ement Housin g Factor No:	Federal FY of Grant:  2001
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date) 2001 Capital Fund Program budget	All Funds Expended (Quarter Ending Date)	Reasons for Revised Target Dates
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	Original	Revised	Actual	Original	Revised	Actual	
Edgerton Hi-Rise	Mar 30, 2003			Sep 30, 2004			
MN 1-24							
Hamline Hi-Rise	Mar 30, 2003			Sep 30, 2004			
MN 1-26							
Seal Hi-Rise	Mar 30, 2003			Sep 30, 2004			
MN 1-27							
Scattered Site	Mar 30, 2003			Sep 30, 2004			
MN 1-29/37							
Agency Wide	Mar 30, 2003			Sep 30, 2004			
Equipment	Mar 30, 2003			Sep 30, 2004			
Management	Mar 30, 2003			Sep 30, 2004			
Improvements							
Administrative	Mar 30, 2003			Sep 30, 2004			
Costs							

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

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

<b>Optional 5-Year Action Plan Tables</b>					
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant</b>	<b>% Vacancie</b>		
MN46P001001	McDonough Homes	3	0.52%		
<b>Description of Needed Physical Improvements or Management Improvements</b>				<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
DU Modernization Phase I				3,900,000	2003
Modernization A/E Fees				246,154	2003
Replace community center gym roof				80,000	2003
Com. Center Gym Roof Eng. Fees				15,000	2003
Seal coat parking lots				20,000	2003
Replace Bryant Furnaces (Phase II)				285,000	2003
Roof replacements				20,000	2003
Sidewalk replacement				25,000	2003
DU Modernization Phase II				4,250,000	2004
Modernization A/E Fees				200,904	2004
Roof replacements				20,000	2004
Sidewalk replacement				25,000	2004
DU Modernization Phase III				4,900,000	2005
Modernization A/E Fees				137,904	2005
DU Modernization Phase IV				5,275,904	2006
Modernization A/E Fees				100,000	2006
<b>Total estimated</b>				<b>\$19,500,866</b>	
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>		
MN46P001002	Roosevelt Homes	8	2.56%		

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Description of Needed Physical Improvements or Management Improvements				Estimated Cost	Planned Start Date (HA Fiscal Year)
[Major renovation to be completed in FY02]					
<b>Total estimated</b>				\$0	

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Optional 5-Year Action Plan Tables					
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
MN46P001003	Mt. Airy Homes	0	0%		
Description of Needed Physical Improvements or				Estimated Cost	Planned Start Date (HA Fiscal Year)
Repair cap blocks, retng walls, trash enclo. @ family				30,000	2003
Repair cap blocks, retng walls, trash enclo. @ family				30,000	2004
Repair cap blocks, retng walls, trash enclo. @ family				30,000	2005
Install community bldg room divider				15,000	2005
Repair cap blocks, retng walls, trash enclo. @ family				30,000	2006
<b>Total estimated</b>				\$135,000	
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
MN46P001004	First Addition to McDonough Homes	0	0%		
Description of Needed Physical Improvements or				Estimated Cost	Planned Start Date (HA Fiscal Year)
Misc. McDonough Addition Improvements				125,000	2006
<b>Total estimated</b>				\$125,000	

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Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MN46P001005	Central Hi-Rise &	3	2.16%	
<b>Description of Needed Physical</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Install sprinklers, replace fire alarm system			475,000	2003
Contingency for fire alarm, sprinkler @ 2.5%			11,875	2003
Family Duplex exterior modernization			200,000	2003
Family Duplex exterior modernization			200,000	2004
Replace patio doors that fog, sills that leak			250,000	2005
Replace kitchen and bedroom lights			50,000	2005
DU modernization, light fix. Kit. Cabs & counters			500,000	2005
<b>Total estimated</b>			<b>\$1,686,875</b>	
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MN 46P001006	Valley Hi-Rise	5	3.21%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Repair plumbing supply line leaks			25,000	2003
Replace DU sinks w/2 compartment stainless			75,000	2004
Improve stairwell lighting			10,000	2004
Remodel existing Res. Ser. Offices			10,000	2004
Replace radiator covers in apartments			150,000	2006
Improve parking lot lighting			20,000	2006
Improve parking lot lighting			20,000	2006
<b>Total estimated</b>			<b>\$310,000</b>	

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Optional 5-Year Action Plan Tables					
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
MN46P001007	Neill Hi-Rise & West Side Duplexes	0	0%		
Description of Needed Physical Improvements or Management Improvements				Estimated Cost	Planned Start Date  (HA Fiscal Year)
Replace laundry room flooring				15,000	2003
Resurface parking lots @ duplexes				15,000	2003
Remove hi-rise bathroom wall mounted heaters				1,500	2003
Remove or renovate large playground @ duplex				35,000	2005
Replace family unit kitchen cabinets				56,000	2005
Redo roof mounted exhaust fans @ hi-rise				45,000	2006
Repair broken hi-rise DU window tracks				45,000	2006
<b>Total estimated</b>				\$212,500	
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
MN46P001008	McDonough & Mt. Airy Additions	0	0%		
Description of Needed Physical Improvements or Management Improvements				Estimated Cost	Planned Start Date  (HA Fiscal Year)
Misc. McDonough 2nd addition improvements				85,000	2006
<b>Total estimated</b>				\$85,000	

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Optional 5-Year Action Plan Tables					
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
MN46P001009	Dunedin Hi-Rise & Family Units	0	0%		
Description of Needed Physical Improvements or Management Improvements				Estimated Cost	Planned Start Date
					(HA Fiscal Year)
Exterior envelope caulking and repair				40,000	2003
Engineering fees for sprinklers, fire alarm				45,000	2003
Replace bad sidewalks				15,000	2003
Install fire sprinklers, replace fire alarm @ hi-rise				500,000	2004
Replace bad sidewalks				15,000	2004
Replace family unit bathroom floors				22,000	2005
Replace bad sidewalks				15,000	2005
Redo roof mounted exhaust fans @ hi-rise				45,000	2006
Replace bad sidewalks				15,000	2006
Hi-Rise DU modernization, lights, bath sinks, w.s.				180,000	2006
<b>Total estimated</b>				<b>\$892,000</b>	
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
MN46P001010	Mt. Airy Addition	0	0%		
Description of Needed Physical Improvements or Management Improvements				Estimated Cost	Planned Start Date
					(HA Fiscal Year)
DU modernization, smokes, GFIs, kitchen cabs				15,000	2003
DU modernization, smokes, GFIs, kitchen cabs				15,000	2004
DU modernization, smokes, GFIs, kitchen cabs				15,000	2005
<b>Total estimated</b>				<b>\$45,000</b>	

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<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>		
MN46P001011	Cleveland Hi-Rise	0	0%		
<b>Description of Needed Physical Improvements or Management Improvements</b>				<b>Estimated Cost</b>	<b>Planned Start Date</b>
					<b>(HA Fiscal Year)</b>
Recaulk window mullions				60,000	2003
Replace elev. Lobby light fixtures				15,000	2004
<b>Total estimated</b>				<b>\$75,000</b>	

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Optional 5-Year Action Plan Tables					
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
MN46P001013	Iowa Hi-Rise	3	2.04%		
<b>Description of Needed Physical Improvements or Management Improvements</b>				<b>Estimated Cost</b>	<b>Planned Start Date</b>
					<b>(HA Fiscal Year)</b>
Lengthen building entry vestibule. For HC access				20,000	2003
Replace DU sinks, faucets & counters				95,000	2003
Eng. Fees for sprinklers, fire alarm work				45,000	2003
Strip & repaint shower ladders				30,000	2003
Install fire sprinklers, replace fire alarm system				500,000	2004
Expand Community Room kitchen				150,000	2005
<b>Total estimated</b>				<b>\$840,000</b>	
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
MN46P001014	Wilson Hi-Rise	1	0.54%		
<b>Description of Needed Physical Improvements or Management Improvements</b>				<b>Estimated Cost</b>	<b>Planned Start Date</b>
					<b>(HA Fiscal Year)</b>
Install sprinklers, replace fire alarm				475,000	2003
Sprinkler, fire alarm contingency @ 2.5%				11,875	2003
Phase III window replacement				55,000	2003
Replace fuel oil tank				60,000	2003
A/E fees for community room modernization				20,000	2006
Community room modernization				150,000	2006
<b>Total estimated</b>				<b>\$771,875</b>	

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Optional 5-Year Action Plan Tables					
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
MN46P001015	Front Hi-Rise	0	0%		
Description of Needed Physical Improvements or Management Improvements				Estimated Cost	Planned Start Date
					(HA Fiscal Year)
Replace fuel oil tank				60,000	2003
Exterior building concrete restoration & repair				285,000	2004
Paint all bi-fold apartment closet doors				25,000	2004
Repair cracks in DU walls				25,000	2004
Replace DU kitchen and bath faucets				35,000	2004
Replace DU bedroom light fixtures				15,000	2004
A/E fees for community room modernization				20,000	2006
Community room modernization				200,000	2006
<b>Total estimated</b>				\$665,000	
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
MN46P001016	Ravoux Hi-Rise	0	0%		
Description of Needed Physical Improvements or Management Improvements				Estimated Cost	Planned Start Date
					(HA Fiscal Year)
Phased plumbing supply line replacement				500,000	2003
Eng. Fees for sprinkler, fire alarm work				50,000	2004
Install sprinklers, replace fire alarm system				500,000	2005
Install grease shields at DU stoves				50,000	2006
<b>Total estimated</b>				\$1,100,000	

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Optional 5-Year Action Plan Tables					
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
MN46P001017	Wabasha Hi-Rise	0	0%		
<b>Description of Needed Physical Improvements or Management Improvements</b>				<b>Estimated Cost</b>	<b>Planned Start Date</b>
					<b>(HA Fiscal Year)</b>
Correct Exterior brick problems				50,000	2003
Replace community room AC unit				7,500	2003
Correct Exterior brick problems				50,000	2004
Elevator modernization consultant				30,000	2004
Eng. Fees for sprinklers, fire alarm work\				40,000	2005
Add new elevator or modernize existing				350,000	2005
Install sprinklers, replace fire alarm system				350,000	2006
DU modernization, light fixtures, etc				175,000	2006
<b>Total estimated</b>				<b>\$1,052,500</b>	
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
MN46P001018	Montreal Hi-Rise	1	0.55%		
<b>Description of Needed Physical Improvements or Management Improvements</b>				<b>Estimated Cost</b>	<b>Planned Start Date</b>
					<b>(HA Fiscal Year)</b>
Replace DU entry locks				40,000	2003
Exterior building envelope repairs				35,000	2003
Replace DU water supply lines				250,000	2004
Replace apartment door closers				15,000	2004
Replace DU water supply lines				250,000	2005
Replace DU smoke detectors with strobes				60,000	2005
Exterior building envelope repairs				200,000	2006
Replace DU water supply lines				250,000	2006
<b>Total estimated</b>				<b>\$1,100,000</b>	

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Optional 5-Year Action Plan Tables					
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
MN46P001019	Exchange Hi-Rise	3	1.56%		
<b>Description of Needed Physical Improvements or Management Improvements</b>				<b>Estimated Cost</b>	<b>Planned Start Date</b>
					<b>(HA Fiscal Year)</b>
Remodel Res. Ser. Office into waiting area				10,000	2004
A/E fees for community room expansion				40,000	2005
Install lights over dining tables, living rooms, etc				70,000	2006
Community room expansion				350,000	2006
<b>Total estimated</b>				\$470,000	
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
MN46P001024	Edgerton Hi-Rise	6	2.75%		
<b>Description of Needed Physical Improvements or Management Improvements</b>				<b>Estimated Cost</b>	<b>Planned Start Date</b>
					<b>(HA Fiscal Year)</b>
Increase light level in stairwells				5,000	2003
Repair DU kitchen cabinet plastic laminate faces				15,000	2003
Repair DU closet door hardware				15,000	2003
<b>Total estimated</b>				\$35,000	

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Optional 5-Year Action Plan Tables					
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
MN46P001026	Hamline Hi-Rise	1	0.55%		
Description of Needed Physical Improvements or Management Improvements				Estimated Cost	Planned Start Date
					(HA Fiscal Year)
Phase IV exterior brick repair/replacement				210,000	2003
Insulated DU window glass replacement				2,000	2003
Phase IV exterior brick repair/replacement				210,000	2004
Replace DU closet doors				40,000	2004
Replace first floor mail area ceiling lights				10,000	2004
Eng. Fees for sprinkler, fire alarm work				40,000	2004
Install sprinklers, replace fire alarm system				500,000	2005
Install grease shields at stoves				25,000	2005
Improve kitchen lighting				10,000	2005
<b>Total estimated</b>				<b>\$1,047,000</b>	
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
MN46P001027	Seal Hi-Rise	0	0%		
Description of Needed Physical Improvements or Management Improvements				Estimated Cost	Planned Start Date
					(HA Fiscal Year)
Replace DU insulated window glass				5,000	2003
Install door protectors on du entry doors				5,000	2004
Replace fuel oil tanks				60,000	2003
Exterior building caulking, repairs				45,000	2003
Eng. Fees for elevator modernization				35,000	2003
Elevator Modernization				350,000	2004

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<b>Total estimated</b>	\$500,000	
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Optional 5-Year Action Plan Tables					
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
MN46P001000	480 Cedar	N/A	N/A		
Description of Needed Physical Improvements or Management Improvements				Estimated Cost	Planned Start Date
					(HA Fiscal Year)
Parking ramp repairs				120,000	2003
Replace first floor entry doors				5,000	2003
Replace 6th floor carpet				20,000	2003
Parking ramp repairs				180,000	2004
Replace roof				100,000	2004
<b>Total estimated</b>				\$425,000	
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
MN46P001020,22,23,29,30,31,32,33,34,35,37,38,39	PHA Scattered Site Homes	7	1.79%		
Description of Needed Physical Improvements or Management Improvements				Estimated Cost	Planned Start Date
					(HA Fiscal Year)
Additional Modernization funds (incl. applicances)				30,000	2003
General Modernization				80,000	2003
Driveway Replacement				30,000	2003
Roof Replacement				30,000	2003
Siding Replacement				32,000	2003
Window Replacement				120,000	2003
Cabinet Replacement				80,000	2003
Wet Basements/Mold & Mildew				30,000	2003
Lead paint abatement/Interim Controls				50,000	2003
General Modernization				80,000	2004
Driveway Replacement				30,000	2004
Roof Replacement				80,000	2004

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Siding Replacement	32,000	2004
Window Replacement	120,000	2004
Cabinet Replacement	80,000	2004
Wet Basements/Mold & Mildew	30,000	2004
Lead paint abatement/Interim Controls	50,000	2004
General Modernization	80,000	2005
Driveway Replacement	30,000	2005
Roof Replacement	50,000	2005
Siding Replacement	32,000	2005
Window Replacement	120,000	2005
Cabinet Replacement	80,000	2005
Wet Basements/Mold & Mildew	30,000	2005
Lead paint abatement/Interim Controls	50,000	2005
General Modernization	80,000	2006
Driveway Replacement	30,000	2006
Roof Replacement	80,000	2006
Siding Replacement	32,000	2006
Window Replacement	120,000	2006
Cabinet Replacement	80,000	2006
Wet Basements/Mold & Mildew	30,000	2006
Lead paint abatement/Interim Controls	50,000	2006

<b>Total estimated cost over next 5 years</b>	\$1,958,000	
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**Optional 5-Year Action Plan Tables**

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
All	PHA Wide	N/A	N/A	

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date
		(HA Fiscal Year)

Replace corridor carpet in 2 hi-rises	200,000	2003
Paint hi-rise hallways, doors & frames	100,000	2003
Replace hi-rise community room furniture	60,000	2003
Manager's Discretionary Paint Fund	40,000	2003
DU Handicapped mod per resident request	15,000	2003
Capital Fund blueprints and drawing costs	3,500	2003
Replace corridor carpet in 2 hi-rises	200,000	2004
Paint hi-rise hallways, doors & frames	100,000	2004

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Replace hi-rise community room furniture				60,000	2004
Manager's Discretionary Paint Fund				40,000	2004
DU Handicapped mod per resident request				15,000	2004
Capital Fund blueprints and drawing costs				3,500	2004
Manager's Discretionary Paint Fund				40,000	2005
DU Handicapped mod per resident request				15,000	2005
Capital Fund blueprints and drawing costs				3,500	2005
Manager's Discretionary Paint Fund				40,000	2006
DU Handicapped mod per resident request				15,000	2006
Capital Fund blueprints and drawing costs				3,500	2006
<b>Total estimated</b>				\$954,000	
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>		
All	Management Improvements	N/A	N/A		
<b>Description of Needed Physical Improvements or Management Improvements</b>				<b>Estimated Cost</b>	<b>Planned Start Date</b>
					<b>(HA Fiscal Year)</b>
Computer hardware and software				90,000	2003
Resident Initiatives - salaries				218,250	2003
Resident Initiatives - benefits				60,390	2003
Resident Initiatives - staff training				2,500	2003
Hi-Rise Resident Council Training				7,000	2003
Family Resident Council Training				3,500	2003
Family Development Improvements				2,500	2003
Resident Training and employment				7,500	2003
Resident Training in crime prevention				1,000	2003
interpreter fees				3,000	2003
Security Training Program				36,000	2003
Janitorial Training Program				147,000	2003
Resident Training/employment costs				5,000	2003
Youth Employment Program				5,000	2003
Computer hardware and software				90,000	2004
Resident Initiatives - salaries				218,250	2004
Resident Initiatives - benefits				60,390	2004
Resident Initiatives - staff training				2,500	2004
Hi-Rise Resident Council Training				7,000	2004
Family Resident Council Training				3,500	2004
Family Development Improvements				2,500	2004
Resident Training and employment				7,500	2004
Resident Training in crime prevention				1,000	2004

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interpreter fees				3,000	2004
Security Training Program				36,000	2004
Janitorial Training Program				147,000	2004
Resident Training/employment costs				5,000	2004
Youth Employment Program				5,000	2004
Computer hardware and software				90,000	2005
Resident Initiatives - salaries				218,250	2005
Resident Initiatives - benefits				60,390	2005
Resident Initiatives - staff training				2,500	2005
Hi-Rise Resident Council Training				7,000	2005
Family Resident Council Training				3,500	2005
Family Development Improvements				2,500	2005
Resident Training and employment				7,500	2005
<b>Total estimated cost over next 5 years</b>				Next Page	
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>		
All	Management Improvements	N/A	N/A		
<b>Description of Needed Physical Improvements or Management Improvements</b>				<b>Estimated Cost</b>	<b>Planned Start Date</b>
					<b>(HA Fiscal Year)</b>
Resident Training in crime prevention				1,000	2005
interpreter fees				3,000	2005
Security Training Program				36,000	2005
Janitorial Training Program				147,000	2005
Resident Training/employment costs				5,000	2005
Youth Employment Program				5,000	2005
Computer hardware and software				90,000	2006
Resident Initiatives - salaries				218,250	2006
Resident Initiatives - benefits				60,390	2006
Resident Initiatives - staff training				2,500	2006
Hi-Rise Resident Council Training				7,000	2006
Family Resident Council Training				3,500	2006
Family Development Improvements				2,500	2006
Resident Training and employment				7,500	2006
Resident Training in crime prevention				1,000	2006
interpreter fees				3,000	2006
Security Training Program				36,000	2006
Janitorial Training Program				147,000	2006



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Tech Salaries	420,000	2005
Employee benefits	138,000	2005
Legal fees	2,000	2005
Advertising Bids	18,000	2005
Audit costs	2,500	2005
Non Tech Salaries	56,180	2006
Tech Salaries	420,000	2006
Employee benefits	138,000	2006
Legal fees	2,000	2006
Advertising Bids	18,000	2006
Audit costs	2,500	2006
<b>Total estimated cost over next 5 years</b>	\$2,546,720	