

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

Small PHA Plan Update
Annual Plan for Fiscal Year:

07/01/2001-6/30/2002

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

**PHA Plan
Agency Identification**

PHA Name: Housing and Redevelopment Authority
In and For the City of Willmar, Minnesota
(aka Willmar HRA)

PHA Number: MN 051

PHA Fiscal Year Beginning: (07/2001)

PHA Plan Contact Information:

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Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

PHA Programs Administered:

X Public Housing and Section 8 Section 8 Only Public Housing Only

**Annual PHA Plan
Fiscal Year 20**
[24 CFR Part 903.7]

i. Table of Contents

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

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Attachments

- Attachment A : Supporting Documents Available for Review
- Attachment B : Capital Fund Program Annual Statement/FY2001
- Attachment C: Capital Fund Program 5 Year Action Plan
- Attachment D: Capital Fund Program Replacement Housing Factor Annual Statement (FY2000)
- Attachment :N/A Public Housing Drug Elimination Program (PHDEP) Plan
- Attachment E: Resident Membership on PHA Board or Governing Body
- Attachment F: Membership of Resident Advisory Board or Boards
- Attachment G: Comments of Resident Advisory Board or Boards & Explanation of PHA Response (must be attached if not included in PHA Plan text) mn051g01
- Other (List below, providing each attachment name)

ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

The Willmar HRA's Five-Year Plan is re-stated below along with additional information regarding accomplishments during the current fiscal year:

FIVE YEAR PLAN

MISSION STATEMENT

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

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

FIVE YEAR GOALS

I. Ensure the availability of decent, safe, and affordable housing.

(1) Expand the supply of assisted housing through the following objectives:

(A) Reduce public housing vacancies:

- (1) Make units more marketable by continuing with Capital Fund Improvement Program;
- (2) Improve marketing techniques;
- (3) Maintain the HRA's real estate in a decent condition so as to continue to attract residents.
- (4) Deliver timely and high quality maintenance service to the residents of the Willmar HRA's housing programs.
- (5) The Willmar HRA shall create and implement a preventative maintenance plan for each housing project by June 30, 2001.

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

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

II. Improve the quality of assisted housing

(1) Improve public housing management: (PHAS score)

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

NOTE: The Willmar HRA's PHAS score for FYE June 30, 2000 was 90 out of 100 for which we received a designation of Standard Performer. We will continue to strive toward receiving a designation of High Performer.

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

- (2) Improve voucher management: (SEMAP score)

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

NOTE: The Willmar HRA's first actual score of SEMAP will be for FYE June 30, 2001.

III. Increase customer satisfaction

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

NOTE: Willmar HRA staff has met with the Resident Advisory Board regarding the Resident Survey results from FYE June 30, 2000. Their comments were solicited on each aspect of the survey to determine how the HRA might improve customer satisfaction.

- (2) Through appointment of a resident member on the Willmar HRA Board of Commissioners a greater opportunity will exist for HRA program participants to

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

NOTE: A public housing resident was appointed to the Willmar HRA Board effective February 1, 2000. To date, the resident member's

participation on the Board has been ineffective due to lack of regular attendance at HRA Board meetings

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

IV. Concentrate on efforts to improve specific management functions

- (1) HRA staff will strive to reduce the percentage of tenant accounts receivable.

NOTE: Accounts receivable continues to be a concern of the Willmar HRA with monthly reporting by project to the Willmar HRA Board by Willmar HRA staff a requirement.

- (2) HRA staff will strive to increase its overall occupancy rate.
- (3) The Willmar HRA shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.
- (4) The Willmar HRA shall assess the need for management/maintenance training programs and will develop a plan tailored to meet identified employee training needs/requirements.

NOTE: Willmar HRA staff training during the current fiscal year has included public housing manager/certification through NAHRO for two HRA employees; Section 8 Eligibility/Section 8 Rent Calculations through Nan McKay & Associates for one HRA employee. HRA maintenance supervisor is researching training opportunities for maintenance employees.

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

NOTE: HRA staff plans to work on marketing efforts to increase sizes of waiting lists for all projects.

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

NOTE: HRA staff turnover during the past and current fiscal year

has placed increased burdens on current staff and in turn has impacted our timely submission of reports, etc. We recognize the importance of timely submission of various reports, etc. and will strive to become more efficient to meet imposed project deadlines.

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

NOTE: HRA management/maintenance staff continue to meet weekly to discuss individual project concerns/issues. A maintenance supervisor was hired in May, 2000 which has positively impacted the delivery of maintenance services.

- (8) The Willmar HRA shall achieve proper curb appeal for its housing developments by improving its landscaping, keeping its grass mowed, making the properties litter-free, removing all graffiti within 24 hours of discovering it, and other actions.
- (9) The Willmar HRA shall cooperate with other organizations/agencies to implement an effective anti-fraud program by June 30, 2002.

NOTE: HRA staff plan to focus on developing an effective anti-fraud program during the upcoming fiscal year. Contacts have been made with Kandiyohi County Family Services to initiate these discussions and formal agreements. Other applicable organizations will be contacted as well.

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

V. Renovate or modernize public housing units

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

NOTE: The Willmar HRA contracted with Engan Associates,

a local architectural/engineering firm to perform a capital needs assessment/energy audit on every project it owns and/or manages. The assessment has been completed and was used in developing our proposed Capital Fund Program for FFY 2001. The Resident Advisory Board was also consulted regarding their priorities for improvements.

VI. Increase assisted housing choices

(1) Provide voucher mobility counseling:

(A) The Willmar HRA shall provide voucher mobility counseling through

briefing materials and during actual tenant briefing.

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

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

NOTE: HRA staff have been striving to increase program utilization for the current fiscal year. This will continue to be a priority for upcoming fiscal years.

(2) Conduct outreach efforts to potential voucher landlords

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

(3) Implement voucher homeownership program:

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

NOTE: The Willmar HRA will assess the Section 8 Voucher Homeownership Program regulations to determine if said program is feasible. This assessment will be conducted during the FYE June 30, 2002.

(4) Implement public housing or other homeownership programs:

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

VII. Improve community quality of life and economic vitality

(1) Provide an improved living environment

- (A) Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:

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

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

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

NOTE: The Willmar HRA has conducted an analysis of resident incomes for each public housing project inclusive of “covered” developments and those not designated as “covered”. Deviations from the established income range will be dealt with through the HRA’s Deconcentration Policy, which is part of its Admissions and Continued Occupancy Policy.

(2) Implement public housing security improvements:

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

- (B) The Willmar HRA shall strive to improve resident and community perception of safety and security in its housing developments through participation in

the Crime-Free Multi Housing Program when available locally.

- (C) The Willmar HRA shall continue to apply aggressive screening procedures to reduce the number of evictions due to violations of criminal laws.
- (D) The Willmar HRA shall strive to reduce crime in its housing developments so that the crime rate is less than surrounding neighborhoods.
- (E) The Willmar HRA shall strive to continue to provide security patrol services at its housing programs where determined necessary in the interest of security for its residents.

NOTE: During the current fiscal year, HRA staff and residents were afforded the opportunity to participate in the Crime-Free Multi Housing Program which consists of three phases. Phase I provides landlords with instruction on ways to strengthen leasing and management procedures to discourage crime in multi-housing complexes. Phase II consists of an assessment of the environmental design of projects as it relates to security. Phase III allows residents to participate in a neighborhood meeting conducted by the local police department for discussion of neighborhood concerns. Phases I and III have been completed for all multi-housing projects owned and/or managed by the HRA and Phase II is underway.

VIII. Promote self-sufficiency and asset development of families and individuals

- (1) Promote self-sufficiency and asset development of assisted households
 - (A) Increase the number and percentage of employed persons in assisted families:
 - (1) The Willmar HRA shall strive to improve the access of public housing residents to services that support economic opportunity and quality of life by implementing new partnerships in order to enhance services to our residents by June 30, 2004.

NOTE: Staffing and financial constraints in a small organization such as the Willmar HRA substantially limit our capability to promote self-sufficiency and asset development of assisted households. However, HRA staff will continue (1) to assess the availability of various programs/ services through other agencies; (2) to refer residents to appropriate program resources; (3) to research possibilities for HRA participation in new programs.

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

NOTE: There is currently a functioning Resident Organization at Lakeview Apartments which has limited participation by a small number of residents. Another project (Section 8 New Construction) has a functioning Resident Organization as well. Efforts by the HRA to encourage the development of Resident Organizations in family projects have not been successful to date. However, we are hopeful that the Resident Advisory Board can assist in these efforts.

- (C) Increase the number of employed persons in assisted families through the continued use of ceiling rents.

NOTE: Currently the ceiling rents (and flat rents) have been established at the Section 8 FMRs. The HRA plans to conduct a market analysis to determine if these levels are appropriate or if they should be lowered.

- (2) Provide or attract supportive services to improve assistance recipients' employability

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

- (3) Provide or attract supportive services to increase independence for the elderly or families with disabilities.

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

NOTE: The Willmar HRA contracts with Central Minnesota Senior Care which provides assisted living services for qualified residents. Assisted living services provides the opportunity for residents to age in place versus prematurely moving into nursing home facilities.

IX. Ensure Equal Opportunity in Housing for all

- (1) Ensure equal opportunity and affirmatively further fair housing

- (A) Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability
 - (1) The Willmar HRA shall operate in full compliance with all Equal Opportunity laws and regulations.
 - (2) The Willmar HRA shall ensure equal treatment of all applicants, residents, tenant-based participants, employees and vendors.
- (2) 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:
- (3) Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

NOTE: Due to HRA staff turnover during the past and current fiscal years the availability of additional fair housing training needs to be researched with training opportunities provided as appropriate.

X. Other PHA Goals and Objectives: (list below)

Overall agency goals include:

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

Need to develop more positive community image.

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

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

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

Increase staff accountability for programs administered.

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

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

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

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

1. Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

Refer to above notes.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. X Yes No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$276,080 (Amount received FFY 2000)

C. X Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

~~The Capital Fund Program 5-Year Action Plan~~ provided as Attachment B.

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment C.

3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

1. Yes X 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 next component ; if "yes", complete one activity description for each development.)

2. Activity Description: Not applicable.

**Demolition/Disposition Activity Description
(Not including Activities Associated with HOPE VI or Conversion Activities)**

1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition Disposition
3. Application status (select one) Approved Submitted, pending approval Planned application
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: 6. Coverage of action (select one) Part of the development Total development
7. Relocation resources (select all that apply) Section 8 for units Public housing for units Preference for admission to other public housing or section 8 Other housing for units (describe below)
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:

4. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

A. Yes X No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

NOTE: During the FYE June 30, 2002 the Willmar HRA plans to more thoroughly research the Section 8 Voucher Homeownership Program to determine if it is feasible.

B. 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):
 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):

5. Safety and Crime Prevention: PHDEP Plan

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for 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?

B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ _____

C. Yes No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.

D. Yes No: The PHDEP Plan is attached at Attachment _____

6. Other Information

[24 CFR Part 903.7 9 (r)]

Resident Advisory Board (RAB) Recommendations and PHA Response

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

2. If yes, the comments are Attached at Attachment (File name) mn051g01

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

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

A list of these changes is included

Yes No: below or

Yes No: at the end of the RAB Comments in Attachment _____.

X Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the end of the RAB Comments in Attachment _mn051g01_.

Other: (list below)

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

- X The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- X Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)

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

Rental housing rehabilitation
 Homelessness

Other: (list below)

PHA Requests for support from the Consolidated Plan Agency

Yes X No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

- 4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and

commitments: (describe below)

C. Criteria for Substantial Deviation and Significant Amendments

Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

A. Substantial Deviation from the 5-year Plan.
Substantial deviations or significant amendments or modifications to this Plan are defined as discretionary changes in the plans or policies of the Willmar HRA that fundamentally change the mission, goals, objectives or plans of the agency and which require formal approval of the Board of Commissioners.

B. Significant Amendment or Modification to the Annual Plan:

Refer to definition above.

Attachment A Supporting Documents Available for Review

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

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Related Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
N/A	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located 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/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers in Public Housing X check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents X check here if included in the public housing	Annual Plan: Rent Determination

Applicable & On Display	Supporting Document	Related Plan Component
	A & O Policy	
X	Schedule of flat rents offered at each public housing development X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
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	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP) (not binding until FYE 6/30/2001)	Annual Plan: Management and Operations
X	Any required policies governing any Section 8 special housing types X check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
N/A	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
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public	Annual Plan:

Applicable & On Display	Supporting Document	Related Plan Component
	housing (Designated Housing Plans)	Designation of Public Housing
N/A	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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
In progress	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	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	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
N/A	PHDEP-related documentation: <ul style="list-style-type: none"> • Baseline law enforcement services for public housing developments assisted under the PHDEP plan; • Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); • Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; • Coordination with other law enforcement efforts; • Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and • All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. 	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G)	Pet Policy

Applicable & On Display	Supporting Document	Related Plan Component
	check here if included in the public housing A & O Policy	
In progress	The results of 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
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

Small PHA Plan Update Page
Table Library

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF WILLMAR, MN		Grant Type and Number Capital Fund Program: MN 46P05150100 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2000
Original Annual Statement		Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)			
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2000		<input type="checkbox"/> Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	11850		0	0
4	1410 Administration	12500		0	0
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	20000		0	0
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	116782		0	0
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	94500		0	0
13	1475 Nondwelling Equipment	15000		0	0

14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	270632		0	0
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF WILLMAR, MN		Grant Type and Number Capital Fund Program #: MN 46 P05150100 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Management Improvements	1408		11850		0	0	Planning
HA-Wide	Administration	1410		12500		0	0	Planning
HA-Wide	Fees/Costs	1430		20000		0	0	Planning
51-1	Replace bath tile with vinyl	1460		12700		0	0	Planning
51-2	Replace storm doors	1460		11400		0	0	Planning
51-2	Replace 4 rotting decks	1460		12000		0	0	Planning
51-2	Install air conditioner sleeves	1460		20682		0	0	Planning
51-4	Reside 4 houses	1460		40000		0	0	Planning
51-4	Reroof 4 houses	1460		20000		0	0	Planning
51-2	Construct townhouse site community center	1470		94500		0	0	Planning
51-2	Furnish community center	1475		15000		0	0	Planning
	Totals			270632		0	0	

Name/HA-Wide Activities				Original	Revised	Funds Obligated	Funds Expended	Work

	Original	Revised	Actual	Original	Revised	Actual	

ATTACHMENT B

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF WILLMAR, MN	Grant Type and Number Capital Fund Program: MN46P05150101 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement Performance and Evaluation Report for Period Ending: Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	25000			
4	1410 Administration	10000			
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	20000			
8	1440 Site Acquisition				
9	1450 Site Improvement	15000			
10	1460 Dwelling Structures	163509			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	14148			
13	1475 Nondwelling Equipment	28423			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	276080			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF WILLMAR, MN		Grant Type and Number Capital Fund Program #: MN46P05150101 Capital Fund Program Replacement Housing Factor #:			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 Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-wide	Management Improvements	1408	LS	25000				
HA-wide	Administration	1410	LS	10000				
HA-wide	Fees/Costs	1430	LS	20000				
51-1	Replace heater at main entrance	1460	1	1000				
51-1	Replace ventilation motors	1460	LS	3000				
51-1	Replace recirculate line	1460	LS	40000				
51-1	Replace light fixtures	1460	LS	12600				
51-2	Replace light fixtures	1460	38	28200				
51-2	Pipe insulation/Hot & Cold in basements	1460	38	6920				
51-2	Reinsulate bedroom overhangs	1460	38	6300				
51-2	Replace tub/shower units	1460	38	38573				
51-2	Replace water closets	1460	38	2450				
51-2	Replace bath mirrors	1460	38	8640				
51-4	Replace shower/tub units	1460	9	8250				
51-4	Replace water closets	1460	9	1876				
51-4	Replace vanities	1460	9	4600				
51-4	Pipe insulation/Hot & Cold in basements	1460	9	1100				
51-2	Replace landscape rock with mulch	1450	LS	15000				

Name/HA-Wide Activities				Original	Revised	Funds Obligated	Funds Expended	Work
51-2	Install garage man-doors	1470	29	8700				
51-4	Install garage man-doors	1470	13	5448				
51-1	Laundry facilities equipment replacement	1475	LS	13200				
51-1	Update security camera system	1475	LS	15223				
	Total			276080				

Capital Fund Program 5-Year Action Plan: ATTACHMENT C

NOTE: ITEMS INCLUDED FOR FIVE YEAR PERIOD SUBSEQUENT TO 2001 CAPITAL FUND REQUEST.

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.

CFP 5-Year Action Plan		
Original statement	Revised statement	
Development Number	Development Name Family Public Housing (Welshire Townhomes and Northside (or indicate PHA wide) Scattered-Site	
MN 51-2		
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
1450 Site Improvements		
Caulk driveway/slab joints	1,782.00	2002
Install splash blocks @ downspouts	2,600.00	2003
1460 Dwelling Structures		
Caulk sidewalks/patio joints	1,732.00	2002
Replace stoop and garage steps	2,000.00	2002
Replace kitchen faucets/sinks	12,500.00	2004
Replace interior doors/frames	113,400.00	2004
1470 Non-dwelling structures		
Install new garage doors	14,500.00	2002
Total estimated cost over next 5 years	\$ 148,514.00	

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.

CFP 5-Year Action Plan		
Original statement	Revised statement	
Development Number	Development Name Family Public Housing Scattered-Site (or indicate PHA wide)	
MN 51-4		
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
1450 Site Improvements		
Caulk driveway/slab joints	876.00	2002
Install splash blocks @ downspouts	1,050.00	2002
1460 Dwelling Structures		
Caulk sidewalk/patio building joint	1,040.00	2002
Replace carpeting	27,000.00	2003
Replace vinyl flooring	3,800.00	2004
Replace kitchen sinks/faucets	2,700.00	2004
Replace handrails	800.00	2003
Replace storm doors	2,600.00	2004
Replace interior doors/frames	7,200.00	2003
Re-roof 5 units	25,000.00	2004
Total estimated cost over next 5 years	Continued on next page	

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.

CFP 5-Year Action Plan		
Original statement	Revised statement	
Development Number	Development Name Family Public Housing Scattered-Site Units (Continued) (or indicate PHA wide)	
MN 51-4		
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
1460 Dwelling Structures Continued		
Install new water softeners	\$ 6,300.00	2002
Re-side 5 units	50,000.00	2002
Replace water heaters	4,900.00	2002
Replace furnaces	17,500.00	2002
Replace light fixtures	5,400.00	2003
Replace stoop and garage steps	1,700.00	2002
1470 Non-dwelling Structures		
Install new garage doors	2,700.00	2002
Total estimated cost over next 5 years	\$160,566.00	

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.

CFP 5-Year Action Plan		
Original statement	Revised statement	
Development Number	Development Name (or indicate PHA wide)	
MN 51-1	Lakeview Apartments	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
1450 Site Improvements		
Install landscape/mulch	400.00	2002
Install guard rail @ north sidewalk/entrance	500.00	2004
1460 Dwelling Structures		
Caulk sidewalk/patio building joint	1,500.00	2002
Replace plumbing fixtures	35,880.00	2003
Replace shower units	124,758.00	2003
Replace kitchen sinks/faucets	63,500.00	2004
Replace tile floors	81,360.00	2005
Total estimated cost over next 5 years	Continued on next page	

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.

CFP 5-Year Action Plan		
Original statement	Revised statement	
Development Number	Development Name Lakeview Apartments (Continued) (or indicate PHA wide)	
MN 51-1		
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
1460 Dwelling Structures		
Paint units/community space areas	\$ 160,380.00	2005
Replace bath vanities	50,900.00	2005
Replace corridor and community space carpet	45,000.00	2003
Replace rooftop PRVs	8,525.00	2002
Replace windows/screens as needed	2,850.00	2004
Replace central air conditioning system	50,000.00	2005
Install sprinkler system (including suspended ceiling, recessed lights, new fire panel); this work item will require at least two years to three years to build up enough capital to fund improvement	650,000.00	See Comment in Description
Install new exterior walk doors, frames, hardware	19,500.00	2002
1465 Dwelling Equipment		
Replace ranges, refrigerators, and range hoods	105,000.00	2005
1475 Non-dwelling Equipment		
Replace water softeners	30,000.00	2005
Replace lobby furniture and office furnishings/equipment	20,000.00	2002
Total estimated cost over next 5 years	\$1,450,053.00	

Capital Fund Program 5-Year Action Plan: ATTACHMENT C
NOTE: ITEMS INCLUDED FOR FIVE YEAR PERIOD SUBSEQUENT TO 2001 CAPITAL FUND REQUEST.

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.

CFP 5-Year Action Plan		
Original statement	Revised statement	
Development Number	Development Name :	
	PHA - WIDE	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
1408 Management Improvements		
Citrix Computer System	\$20,000.00	2002
Software Upgrade	\$30,000.00	2002
Computer Hardware Upgrades	\$20,000.00	2002
Security Improvements	\$50,000.00	2002
Security Improvements	\$50,000.00	2003
Security Improvements	\$50,000.00	2004
Security Improvements	\$50,000.00	2005
Staff Training	\$1,500.00	2002
Staff Training	\$1,000.00	2004
New Lawn Mower, Tractor, Snow blower	\$28,000.00	2004
Maintenance Truck	\$30,000.00	2005
Resident Services	\$5,000.00	2003
Screening Improvements	\$5,000.00	2003
Rent Collection Improvements	\$5,000.00	2003
Office Equipment/Furnishings	\$9,000.00	2004
Accounting/Financial Improvement	\$18,420.00	

Total estimated cost over next 5 years	\$896,370.00	
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PHA 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.

Section 1: General Information/History

- A. Amount of PHDEP Grant \$** _____
- B. Eligibility type (Indicate with an "x")** N1 _____ N2 _____ R _____
- C. FFY in which funding is requested** _____
- 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

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. Unit count information should be consistent with that available in PHDEP Target Areas PIC (Name of development(s) or site)

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)

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). **12 Months** _____ **18 Months** _____ **24 Months** _____

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. The fund balances should reflect the balance as of Date of Submission of the PHDEP Plan. The Grant Term End Date should include any HUD-approved extensions or waivers. For grant extensions received, place "GE" in column or "W" for waivers.

1.							
2.							
3.							

9115 - Special Initiative					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9116 - Gun Buyback TA Match					Total PHDEP Funding: \$		
------------------------------------	--	--	--	--	--------------------------------	--	--

Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							

3.							
----	--	--	--	--	--	--	--

9120 - Security Personnel					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators					Total PHDEP Funding: \$		
---	--	--	--	--	--------------------------------	--	--

Goal(s)							
Objectives							
Proposed Activities	# of Persons	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators

	Served						
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9150 - Physical Improvements					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person	Target Population	Start Date	Expected Complete	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators

	s Served			Date			
1.							
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9170 - Drug Intervention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							

2.							
3.							

9180 - Drug Treatment					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

Required Attachment E: Resident Member on the PHA Governing Board

1. X Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

Name of resident member(s) on the governing board: Glynda DeLeon

How was the resident board member selected: (select one)?

X Elected - through Resident Advisory Board and then appointed by Mayor and City Council

Appointed

- C. The term of appointment is (include the date term expires): January 31, 2000 - January 31, 2005

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not? Not Applicable

B. Date of next term expiration of a governing board member: January 31, 2002

Name and title of appointing official(s) for governing board (indicate appointing official for the next position): Mayor Lester J. Heitke

Required Attachment __F__ : Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Glynda DeLeon
Robyn Mireles
Nadine Morales
Pedro Moncada
Andrea Rasmussen
Shelly Jarveis
Phillip Standingcrow
Peter Meyer
Sue Hunnicutt
Terry Lipsit

ATTACHMENT G (mn051g01)

RESIDENT ADVISORY BOARD COMMENTS

The Willmar HRA met periodically with its Resident Advisory Board during the development of its Agency Plan Update 2002. At the meetings, various information including but not limited to the following was provided:

- HUD Notice PIH 2000-36 Role of Resident Advisory Boards
- HUD Notice PIH 2001-3 Interim Instructions on Distribution and Use of Operating Subsidy Funds Received for Resident Participation
- Copies of the 2000 Resident Survey (RASS) results
- Capital Fund Program: Update on current funding
 - Review capital needs assessment
 - Solicit RAB recommendations for priority improvements
 - Five-year Capital Improvement Plan
- Americans with Disabilities Act
- Section 504 of Rehabilitation Act
- Willmar HRA Mission Statement/Five Year Goals/Annual Progress
- Deconcentration Policy
- Community Service Requirements

The Capital Fund Program proposed improvements for FY2001 are the result of recommendations from the RAB; additionally the follow-up plan for the Resident Survey was developed based on recommendations from said Board as well. The RAB met to review the Agency Plan and provide comments; attendance at the meeting was limited and no written comments were received from the RAB on the overall Agency Plan; however, verbal comments were favorable with anticipation that dialogue between the RAB and HRA Board/Staff will continue.