

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

Small PHA Plan Update
Annual Plan for Fiscal Year: 2001

MN077vol1/2001

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

PHA Plan Agency Identification

PHA Name: Albert Lea HRA

PHA Number: MN077

PHA Fiscal Year Beginning: (mm/yyyy) 04/2001

PHA Plan Contact Information:

Name: Robert A. Graham, City Planner

Phone:507-377-4316

TDD:

Email (if available): bgraham@city.albertlea.org

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, 221 E. Clark Street, Albert Lea, MN 56007
- X PHA development management offices, 800 4th. Ave. So. Albert Lea, MN 56007

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 2001**

[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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X Attachment __: Capital Fund Program Annual Statement Page 5	
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<input type="checkbox"/> Attachment __: Capital Fund Program Replacement Housing Factor Annual Statement Not included in plan.	
<input type="checkbox"/> Attachment __: Public Housing Drug Elimination Program (PHDEP) Plan Not included in Plan	
X Attachment __: Resident Membership on PHA Board or Governing Body Page 19	
X Attachment __: Membership of Resident Advisory Board or Boards Page 20	
X Attachment __: Comments of Resident Advisory Board or Boards & Explanation of PHA Response (must be attached if not included in PHA Plan text) Included in text.	
<input type="checkbox"/> Other (List below, providing each attachment name)	
HRA Resolution adopting Agency Plan page 23	
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ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

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

There are not any significant changes in the annual plan for the HRA fiscal year ending 3/31/02. The HRA will continue to concentrate on occupancy and physical improvements to the properties which will be 30 years old at the end of the fiscal year.

The HRA will have competition in the LMI housing area that will require maintaining public housing units in top rental condition, but will assist in Section 8 tenant based voucher utilization.

A reorganization of the HRA staff during the fiscal year ending 3/31/01 is expected to assist in improved occupancy, shortened turnover time, and greater Section 8 voucher utilization.

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.

The HRA will adopt a pet policy for family housing and revise the pet policy for senior apartment housing.

Staff reorganization has taken place providing for two housing technicians to concentrate on occupancy. This is not a staff increase.

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? \$ 287,516.00.

C. 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

(1) Capital Fund Program 5-Year Action Plan

The Capital Fund Program 5-Year Action Plan is provided as Attachment

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment

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 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

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 <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for units <input type="checkbox"/> Public housing for units

<input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> 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.)

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.

A. Yes X 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 X 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)]

A. 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?

2. If yes, the comments are Attached at Attachment (File name) Included below:

MINUTES
PUBLIC HOUSING RESIDENT'S ADVISORY COMMITTEE
APRIL 10, 2001

MEMBERS PRESENT: Dick Anderson, Clarence Olson, Clarence Iverson, Shelly Marks.

MEMBERS ABSENT: Marilyn Tomczak

STAFF PRESENT: Bob Graham, City Planner; Cindy Johnson, Housing Technician; Mary Ann Venem, Housing Technician.

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

PET POLICY AMENDMENT: The City Planner reviewed the pet policy amendment that applies to all public housing units. A motion was made by Dick Anderson and seconded by Clarence Olson to recommend approval of the pet policy. The motion was approved unanimously.

AGENCY PLAN YEAR 2001: The City Planner reviewed the Agency Plan for the year 2001. The five year action plan was reviewed and was amended to include utility sheds for the scattered sites. A motion was made by Clarence Olson and Seconded by Dick Anderson to recommend adoption of the Agency Plan for 2001. The motion was approved unanimously.

OTHER BUSINESS – COMMITTEE COMMENTS: Dick Anderson requested that a bicycle rack be installed at the front of Shady Oaks for day-time use. He stated that bicycles were being tied to the new handrail. Dick also stated that there is a need to put up a sign regarding skate boarding in the front of the building. There can be some safety conflict between the residents and the fast moving skate boards. The City Planner agreed that a bicycle rack could be ordered and that signs could be installed regarding no skate boarding.

ADJOURNMENT: A motion was made by Dick Anderson, seconded by Clarence Iverson to adjourn the meeting at 11:00 A.M. The motion was approved unanimously.

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 ____.
- Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the at the end of the RAB Comments in Attachment ____.
- Other: (list below) Adopted minutes and recommendations as reported in the minutes.

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: State of Minnesota, MHFA
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - 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 specific initiatives contained in the Consolidated Plan. (list such initiatives below)
 1. Assist in the rehabilitation of owner-occupied housing for those with an extremely low or low income:
 - a. The Division of Community Development and Housing Administration, the management division of the City of Albert Lea that manages the HRA, participates in the MHFA deferred loan and revolving loan programs to assist in housing rehabilitation.
 2. Serving homeless persons:
 - a. The Division collaborates with the Community Action Agency and assists with funding for temporary housing.
 - b. The need to provide additional temporary housing, especially for new workers in the community is a continuing need. The Division collaborates with the Action Agency, Salvation Army, and area churches to help meet temporary housing needs.
 3. Serving those with special needs:
 - a. The special needs population is not significant in the community except for persons with mental illness or developmental disabilities that are being de-institutionalized. Theses persons are being housed in

- Public Housing and Section 8 programs for those able to live independently.
- b. For persons not able to live independently, the private market has responded and Supervised Living Facilities have been constructed. The City has modified the Zoning Ordinance requirements to permit Supervised Living Facilities.
 - c. Based on the underutilization of Section 8 Vouchers, there does not appear to be a population that is unserved other than single men or heads of families coming into the community to work and that are employed but need SRO housing on a temporary basis. The Division is collaborating with a new non-profit, Partners in Housing, toward the goal of establishing SRO.
4. Strengthening the community's housing stock:
- a. Housing construction has increased through the City developing tax-forfeited lots for new home construction. The City has also seen a positive population growth.
 - b. The City has subsidized new subdivisions for private housing development.
 - c. New housing alternatives such as townhouses and assisted living are being constructed. These options help to turn over single family housing for new families, which helps maintain the housing stock.
 - d. The City has participated in a LMI Tax Credit family housing development.
 - e. MHFA housing rehab programs are utilized.
5. Assisting in home-ownership opportunities
- a. The City participates in the MHFA City Participation Program for first time homebuyers.
 - b. The City participates in the Freeborn County Family Services Collaborative, which has programs for building families such as wrap-around and home-stretch.
6. Assisting in building housing capacity:
- a. The City participates through TIF and federal Small Cities programs to assist private developers to bring LMI housing onto the market.
7. Preserving Affordable MHFA-Financed Housing:
- a. The City has two MHFA financed housing developments. Both of these projects have substantial numbers of Section 8 tenant based voucher families in occupancy. This program assists in preserving this housing through its housing quality standards and through an assurance that there will be continued high occupancy in projects that may not otherwise be market affordable.
 - b. A problem with these units is that the owners are letting the rents float above the Section 8 payment standard and the units are becoming unaffordable.
8. Resources that support community development:

- a. The City maintains an economic development revolving fund to assist in the development of new jobs.
- b. The City has had significant success in obtaining DTED state and federal grants for industrial development, housing rehabilitation, neighborhood improvement and LMI housing construction.
- c. The City's management of the HRA has allowed the sharing of professional staff and reduced the total staff costs of operating an independent HRA. The City also provides maintenance vehicles, retirement plans, and health insurance that would not be as available through an independent HRA.

3. PHA Requests for support from the Consolidated Plan Agency

X Yes 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:

1. Tax Credits
2. Small Cities grants.
3. First Time Homebuyers.
4. Deferred rehab programs
5. Revolving rehab loans.

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

A. The Consolidated Plan of the State of Minnesota supports the PHA plan with those items listed in #2 above.

C. Criteria for Substantial Deviation and Significant Amendments

1. 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: It will be a substantial deviation from the 5 Year Plan when a Board decision is made to change the PHA's mission statement, goals or objectives as identified in the 5 Year Plan, including changes to goals or objectives that effect residents or have a significant impact on the PHA's financial status.

B. Significant Amendment or Modification to the Annual Plan: Changes in the Plans or Policies of the PHA that require formal approval by the Board of Commissioners will be considered reason for amendment or modification to the Annual PHA Plan.

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
X	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
	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> 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 <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
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
	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
	Results of latest Section 8 Management Assessment System (SEMAP)	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
	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
	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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, 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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	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
	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
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
	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) X check here if included in the public housing A & O Policy	Pet Policy
X	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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name Albert Lea HRA		Grant Type and Number Capital Fund Program: MN4607750101 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)			
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<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				
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	20,516			
10	1460 Dwelling Structures	232,000			
11	1465.1 Dwelling Equipment—Nonexpendable	25,000			
12	1470 Nondwelling Structures	10,000			
13	1475 Nondwelling Equipment	.			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	287,516			
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				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary				
PHA Name Albert Lea HRA	Grant Type and Number Capital Fund Program: MN4607750101 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)				
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost
24	Amount of line 20 Related to Energy Conservation Measures	217,000		

Capital Fund Program 5-Year Action Plan

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		
X Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
MN077	Development wide	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace siding, decks, windows, and doors on scattered sites.	700,000	June 01
Replace dwelling furnaces and hot water heaters	100,000	June 01
Repair existing garage	10,000	July 01
Replace Shady Oaks ventilation system	130,000	June 03
Replace dwelling sidewalks	20,000	June 03
Complete Attic insulation	12,000	October 01
Replace Shady Oaks Parking Lot	120,000	June 02
Cover Shady Oaks Penthouses	40,000	August 0
Seal and repair Shady Oaks Bricks	20,000	June 03
Replace bathrooms and floor tiles at scattered sites	120,000	June 03
Replace Shady Oaks airconditioner	40,000	June 04
Install and replace carpeting in Shady Oaks and remodel common space.	40,000	October 01
Shady Oaks security system	10,000	October 04
Utility sheds for scattered sites	75,000	October 04
Total estimated cost over next 5 years	1,437,580.00	

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 PIC.

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.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Grant Start Date	Grant Term End Date
FY 1995						
FY 1996						
FY 1997						
FY1998						
FY 1999						

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.

B. PHDEP Budget Summary

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

FFY _____ PHDEP Budget Summary	
Original statement	
Revised statement dated:	
Budget Line Item	Total Funding
9110 – Reimbursement of Law Enforcement	
9115 - Special Initiative	
9116 - Gun Buyback TA Match	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	

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: \$
Goal(s)	
Objectives	

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDE P Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

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

9130 – Employment of Investigators					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
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 Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9160 - Drug Prevention					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.							

9170 - Drug Intervention					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.							

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 Person s Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

Required Attachment ____ : 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)

A. Name of resident member(s) on the governing board: Marilyn Tomczak, Clarence Olson.

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

- Elected
X Appointed

C. The term of appointment is (include the date term expires): July 2000 to July 2001

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

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
 the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
 Other (explain):

B. Date of next term expiration of a governing board member: July 2001

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): Mayor Robert Haukoos

Required Attachment _____: 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.)

- Marilyn Tomczak, Family representative
- Clarence Olson, Senior representative
- Dick Anderson, Senior representative
- Clarence Iverson, Senior representative
- Shelly Marks, Family representative

HRA Minutes for April 23, 2001 including approval of the Agency Plan follow:

**MINUTES
REGULAR MEETING
HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF ALBERT LEA
FIRST FLOOR CONFERENCE ROOM –7:00 P. M.
APRIL 23, 2001**

COMMISSIONERS PRESENT: Ron Sorenson, Mary Kron, Al Brooks, Dave McPherson, Warren Amundson, Marilyn Tomczak, Clarence Olson

OTHERS PRESENT Mayor Haukoos, Councilman Marin

STAFF PRESENT: Bob Graham, City Planner

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

MINUTES OF MARCH 26, 2001

A motion was made by Mary Kron seconded by Al Brooks to approve the minutes of March 26, 2001. The motion was approved unanimously.

ACCOUNTS PAYABLE FOR APRIL 23, 2001

A motion was made by Warren Amundson seconded by Al Brooks to approve the accounts payable for April 23, 2001. The motion was approved unanimously.

PUBLIC HOUSING

SMIG	\$44.85
ALLIANT ENERGY	\$8,340.23
QWEST	\$36.00
CITY OF ALBERT LEA	\$886.62
ALLIANT ENERGY	\$368.32
BRIDLEY, ELIZABETH	\$139.75
ROISEN, KARI	\$115.06
ALBERT LEA ELECTRIC	\$418.09
ALLIANT ENERGY	\$57.37

ALLIANT UTILITIES-IPC	\$74.00
ARROW PRINTING	\$137.94
BOWMAN ELECTRIC	\$275.22
CITY OF ALBERT LEA	\$1,686.38
CLARKS GROVE LUMBER	\$191.70
D C SALES INC	\$12.77
FLEET FARM SUPPLY	\$55.18
FREEBORN COUNTY AUDITOR	\$28,922.67
FREEBORN COUNTY SHERIFF	\$10.00
HANNA'S H & A C	\$6,719.18
JIM & DUDES P & H	\$231.00
LINDSEY SOFTWARE SYSTEMS	\$96.25
MENARDS - MASON CITY	\$317.95
MINNESOTA ELEVATOR INC	\$440.40
NABOR & ASSOC	\$145.00
PICHA'S CLEANING SERIVCE	\$154.32
PLUNKETTSPEST CONTROL	\$1,154.61
PUBLIC HOUSING AGENCY OF ST PAUL	\$260.75
RALEIGH'S HARDWARE	\$19.31
REYNOLDS BLDG PROD	\$941.25
SERVICEMASTER COMM CLEANING	\$70.29
SKYLINE HARDWARE HANK	\$51.75
TOTAL GLASS & LOCK INC	\$297.61
U S POSTMASTER	\$34.00
ULLAND BROS INC	\$220.00
UNITED BUILDING CENTER	\$468.49
ALMART	\$204.28
WASTE MANAGEMENT OF S MN	\$1,122.74
	<hr/>
	\$54,721.33

SECTION 8

CITY OF ALBERT LEA	\$17.27
LINDSEY SOFTWARE SYSTEMS	\$62.50
NABOR & ASSOCIATES, C	\$131.00
PUBLIC HOUSING ACCOUNT	\$200.00
	<hr/>

\$410.77

TOTAL HAP FOR APRIL = \$17,691.00

PUBLIC HEARINGS

A. Adoption of the Agency Plan – Res. #521

No public attended the meeting to speak regarding the Agency Plan. A motion was made by Mary Kron, seconded by Marilyn Tomczak to adopt Resolution No. 521 and adopt the Agency Plan. The motion was approved unanimously.

OLD BUSINESS

NEW BUSINESS

A. Adopting Section 8 and Public Housing Income Limits – Res. #518

A motion was made by Dave McPherson, seconded by Al Brooks to approve Resolution No. 518. The motion was approved unanimously.

B. Amending Public Housing Leasing & Occupancy Policy – Section XIII – Pet Policy – Res. #519

A motion was made by Warren Amundson, seconded by Mary Kron to approve Resolution No. 519. The motion was approved unanimously.

C. Establishing Utility Allowances – Scattered Sites – Res. #520

A motion was made by Mary Kron, seconded by Marilyn Tomczak to approve Resolution No. 520. The motion was approved unanimously.

D. Amending Public Housing Leasing & Occupancy Policy – Section X – Late Fees – Res. #522

A motion was made by Warren Amundson, seconded by Al Brooks to approve Resolution No. 522. The motion was approved unanimously.

COMMISSIONERS ITEMS - NONE

COMMUNICATIONS

A. Councilor Marin requested that the HRA set a special meeting at the Shady Oaks building in the near future. The board agreed to have a special meeting but no specific date was set due to other coming meetings.

B. Resident's Committee Meeting – April 10, 2001

The board accepted the minutes as prepared.

C. Communication from Partners in Housing

The board set a special meeting for May 7, 2001 at 7:00 p.m. to hear the proposal from Partners in Housing.

MISCELLANEOUS - NONE

ADJOURNMENT

A motion was made by Mary Kron seconded by Warren Amundson to adjourn the meeting at 7:28 p.m.

Respectfully submitted,

Mary Kron
Secretary

jv

Resolution of the HRA adopting the Agency Plan for 2001 follows:

RESOLUTION NO. 521

A RESOLUTION OF THE HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF ALBERT LEA, MINNESOTA
ADOPTING THE AGENCY PLAN

Introduced by _____

Seconded by _____

WHEREAS, the HRA has prepared and reviewed the Agency Plan; and

WHEREAS, a public hearing was held on April 23, 2001 by the Housing & Redevelopment Authority; and

WHEREAS, any comments from the public hearing have been taken into account and the draft Agency Plan amended accordingly, now, therefore

BE IT RESOLVED BY THE HOUSING AND REDEVELOPMENT AUTHORITY OF ALBERT LEA, MN.

Sec. 1. It is resolved that the Agency Plan is approved and the Chairman is authorized to sign the "PHA Certifications of Compliance with the PHA Plans and Related Regulations".

Dated this 23rd day of April 2001.

Effective: April 23, 2001

Aye

Nay

Secretary

Chairman

Note: A signed copy of the above resolution is being submitted to the Minneapolis Area Office.