

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

Small PHA Plan Update
Annual Plan for Fiscal Year: 2001

**HOUSING AND
REDEVELOPMENT AUTHORITY
OF
PINE RIVER, MINNESOTA**

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 of Pine River

PHA Number: MN092

PHA Fiscal Year Beginning: (mm/yyyy) 01/01/2001

PHA Plan Contact Information:

Name: Carol Christensen, Executive Director

Phone: 218 587-4929

TDD: 218 587-4929 or Minnesota Relay Service: 1-800-627-3529

Email (if available): prhsg@uslink.net

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

PHA Programs Administered:

- 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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<input checked="" type="checkbox"/> Other (List below, providing each attachment name)	
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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

This section intentionally left blank since it is optional.

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.

We have made numerous changes to our policies and/or programs based on changes in statutes and/or HUD regulations that have occurred in the past year. HUD mandated all of these. We made the following changes:

- a. We have updated our Admissions and Continued Occupancy Policy, Grievance Procedure and Dwelling lease to conform with the current HUD regulations.
- b. We have adopted a new Pet Policy for our family development and our elderly development.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. 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? **\$ 62,313**

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 C

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment B

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: (DD/MM/YY)
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. 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 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 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? \$ **NA**

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)]

A. Resident Advisory Board (RAB) Recommendations and PHA Response

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

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

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)

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 Consolidated Housing and Community Development Plan; FFY 1996-2000; Cass County.**

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)
- The Housing and Redevelopment Authority of Pine River will continue to maintain and renovate its public housing units.
 - The Housing and Redevelopment Authority of Pine River will continue to provide accessible housing in its public housing program to persons with disabilities.
 - The Housing and Redevelopment Authority of Pine River will continue to market its public housing program to make very low income, low income and elderly families and individuals aware of the availability of decent, safe, sanitary and affordable housing in the City of Pine River.
 - The Housing and Redevelopment Authority of Pine River Admission and Continued Occupancy Policy (ACOP) requirements are established and designed to take into consideration the needs of individual families for low- income housing and the statutory purpose in developing and operating a socially and financially sound low-income housing program which provides a decent home and a suitable living environment and fosters economic and social diversity in the resident body as a whole.

Other: (list below)

3. PHA Requests for support from the Consolidated Plan Agency

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:

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

The State of Minnesota Consolidated Plan endorses the continuing objectives of national housing policy in the National Affordable Housing Act of 1990, including: ensure that all residents have access to decent shelter; increase the supply of affordable housing; make neighborhoods safe and livable; expand opportunities for home-ownership; provide a reliable supply of mortgage finance; and reduce generational poverty in assisted housing.

The Strategic Plan:

Affordable Housing

The Minnesota Housing Finance Agency has two broad policy objectives that form the priorities to meet Minnesota's basic housing needs and to strengthen communities. Priorities and objectives, listed below supports and is consistent with the Housing and Redevelopment Authority of Pine River's plan.

A. Priorities.

1. Priority One: Serving Extremely Low and Low Income Renters. Conservation of existing affordable units is critical. A combination of rehabilitation and new construction is a must.
2. Priority Two: Rehabilitation of Owner-occupied Housing for those with an Extremely Low and Low Income.
3. Priority Three: Serving Homeless Persons.
4. Priority Four: Serving those with Special Needs
5. Priority Five: Strengthening a Community's Housing Stock
6. Priority Six: Assisting Home-ownership Opportunities
7. Priority Seven: Assisting in Building Housing Capacity.
8. Priority Eight: Preserving Affordable MHFA-Financed Housing.

Affordable Housing Objectives

Homeownership Opportunities:

- a. To provide affordable home-ownership financing to low and moderate income first-time homebuyers.
- b. To target home-ownership assistance to people with the greatest need for assistance in all areas of the state.
- c. To provide affordable home-ownership opportunities to Native Americans and other people of color in proportion to their share of the eligible population as a whole, annually.

Home Improvement:

- a. to provide affordable rehabilitation and improvement loan assistance to qualifying low and moderate income owners of existing housing.
- b. To increase the energy efficiency of residential dwellings, especially in homes built prior to 1976
- c. To develop a framework within which MHFA can make federal grant funds available for partial abatement and interim control of lead-based paint, soil, and dust in housing units in Minneapolis, St. Paul, or Duluth.
- d. To provide affordable home improvement and rehabilitation opportunities for homeowners who are persons of color, in proportion to their share of the eligible population as a whole.
- e. Rehabilitate homes where concentration of substandard units exists.

Rental Housing

- a. to add to the stock of transitional and permanent units of affordable rental housing for low and moderate income tenants by an average of 762 units annually.
- b. To diminish the rent burdens of low income tenants through rental assistance payments to qualifying households.
- c. To increase local nonprofit organizations' capacity to provide technical assistance, project support, and capacity building to meet community housing needs.
- d. To facilitate public /private partnerships that provide capital contributions from outside MHFA that total at least 35% of total development costs (TDC).
- e. To maintain and preserve the existing stock of affordable rental housing for low income tenants that has assistance contracts administered by MHFA.
- f. To rehabilitate the existing stock of rental housing for low and moderate income tenants.

Homeless Assistance

- a. to provide a variety of housing options for people with special housing needs,

- including homeless people.
- b. To assist families who are homeless or at risk of being homeless

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:

A substantial deviation from the 5-year Plan occurs when the Board of Commissioners decides that it wants to change the mission statement, goals or objectives of the 5-year Plan.

B. Significant Amendment or Modification to the Annual Plan:

Significant amendments or modifications to the Annual Plan are defined as discretionary changes in the plans or policies of the Housing and Redevelopment Authority that fundamentally change the plans of the agency and which require formal approval of the Board of Commissioners.

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
X	Any policy governing occupancy of Police Officers in Public Housing <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
NA	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 <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
NA	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	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
NA	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
NA	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
NA	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
NA	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
NA	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
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	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
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	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
NA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
NA	<p>PHDEP-related documentation:</p> <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	<p>Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G)</p> <p><input checked="" type="checkbox"/> check here if included in the public housing A & O Policy (Incorporated by Reference)</p>	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
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
NA	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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 of Pine River	Grant Type and Number Capital Fund Program: MN46P09250101 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: FFY 2001
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Original Annual Statement (revision no:) **Reserve for Disasters/ Emergencies** **Revised Annual Statement**
 Performance and Evaluation Report for Period Ending: **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	2,000			
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	5,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	55,313			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	62,313			

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 of Pine River	Grant Type and Number Capital Fund Program: MN46P09250101 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: FFY 2001
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Original Annual Statement **Reserve for Disasters/ Emergencies** **Revised Annual Statement**

(revision no:)

Performance and Evaluation Report for Period Ending: **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
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				

Attachment C

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		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
MN092-1	Norway Brook Apartments	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Improvements to dwelling structures and units	42,313	01/01/02
Improvements to dwelling structures and units	42,313	01/01/03
Improvements to dwelling structures and units	42,313	01/01/04
Total estimated cost over next 5 years	126,939	

CFP 5-Year Action Plan

Original statement **Revised statement**

Development Number	Development Name (or indicate PHA wide)	
MN092-2	Scattered site family homes	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Improvements to dwelling structures and units	20,000	01/01/02
Improvements to dwelling structures and units	20,000	01/01/03
Improvements to dwelling structures and units	20,000	01/01/04
Total estimated cost over next 5 years	60,000	

Required Attachment D: Resident Member on the PHA Governing Board

1. 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:

Karen Bresnahan

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

Elected

Appointed

C. The term of appointment is (include the date term expires):

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:

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

Required Attachment E: 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.)

1. Mary Plouffe
2. Edna Siltman
3. Ruth Holton
4. Lillian Hohlen

Attachment mn092f01

HOUSING AND REDEVELOPMENT AUTHORITY OF PINE RIVER RESIDENT SURVEY FOLLOW UP PLAN

OVERVIEW/BACKGROUND

The results of the Resident Service and Satisfaction Survey indicate that Housing and Redevelopment Authority of Pine River received a score of 55.2% under the Communications Section and 50.7% under the Safety Section. As a result, we are required to include this Resident Assessment Follow-up Plan along with our PHA Annual Plan for our fiscal year that begins on January 1, 2001.

Our Authority is interested in addressing any real or perceived concerns that the residents may have regarding communications, neighborhood appearance, services, maintenance and repair and safety. We will strive to make any necessary and appropriate improvements to our management operations, our maintenance policies and practices and in our modernization plans that are in the best interests of our residents, the Authority and the community.

RESIDENT SURVEY

In the absence of any specific information relating to the concerns expressed by the residents in the Resident Survey, we determined that our best course of action was to discuss all five (5) of the elements of the Resident Service and Satisfaction Survey with the residents that were in attendance at the Resident Advisory Board meetings held as a part of our Agency Plan development process.

Our Resident Survey Follow-up Plan consists of the following steps:

STEP ONE: CONDUCT MEETINGS WITH THE RESIDENT ADVISORY BOARD

Action: Meet with the Resident Advisory Board and discuss their concerns regarding any of the sections outlined in the Survey.

Comments: During the Agency Plan development process the Housing Authority met periodically with the Resident Advisory Board.

STEP TWO: DOCUMENT COMMENTS RECEIVED IN THE PHA PLAN

Action: Document comments received (if any) from the residents in the PHA Plan, Section 18.A.1. and 18.A.2;

Comments: The Resident Advisory Board comments (if any) were documented by the Authority.

STEP THREE: ADDRESS THE COMMENTS RECEIVED

Action: Address the comments received (if any) from the residents in the PHA Plan, Section 18.A.3.

Results: The comments received from residents are addressed in Section 18 of the PHA Plan.

GOALS AND OBJECTIVES

The Housing and Redevelopment Authority of Pine River has adopted goals and objectives that include, but are not limited to, resident concerns. They are as follows.

**GOAL 1 – MANAGE THE HOUSING AND REDEVELOPMENT AUTHORITY
IN A MANNER THAT RESULTS IN FULL COMPLIANCE WITH
APPLICABLE STATUTES AND REGULATIONS.**

Objective 1 – HUD shall recognize the Housing and Redevelopment Authority as a standard performer by December 31, 2001.

Objective 2 – HUD shall recognize the Housing and Redevelopment Authority as a high performer by December 31, 2004.

**GOAL 2 – ENHANCE THE MARKETABILITY OF THE HOUSING AND
REDEVELOPMENT AUTHORITY’S PUBLIC HOUSING UNITS.**

Objective 1 – The Housing and Redevelopment Authority shall achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System. This objective will be accomplished by December 31, 2005.

**GOAL 3 – DELIVER TIMELY AND HIGH QUALITY MAINTENANCE SERVICE TO
THE RESIDENTS OF THE HOUSING AND REDEVELOPMENT AUTHORITY.**

Objective 1 – The Housing and Redevelopment Authority shall create and implement a pest control policy that includes procedures for the eradication of cockroaches by December 31, 2000.

Objective 2 – The Housing and Redevelopment Authority shall create an appealing up-to-date environment in its developments by December 31, 2004.

Objective 3 – The Housing and Redevelopment Authority shall develop and implement a maintenance plan that includes the duties of the maintenance staff by December 31, 2000.

GOAL 4 – ENSURE FULL COMPLIANCE WITH ALL APPLICABLE STANDARDS AND REGULATIONS INCLUDING GOVERNMENT GENERALLY ACCEPTED ACCOUNTING PRACTICES.

Objective 1 – The Housing and Redevelopment Authority shall convert its accounting records from a HUD basis of accounting to Generally Accepted Accounting Principles, GAAP, by December 31, 2000.

GOAL 5 – IMPROVE THE QUALITY OF LIFE AND EXTEND THE INDEPENDENT LIVING OF RESIDENTS IN THE NORWAY BROOK APARTMENTS PROJECT.

Objective 1 – Implement home health care and domestic services for the residents of the Norway Brook Apartments project by December 31, 2001.

OTHER ACTION ITEMS

- The Housing and Redevelopment Authority of Pine River will continue to seek resident involvement in the development of both an annual and long-range plan for the modernization of its public housing units and site improvements.
- The Housing and Redevelopment Authority of Pine River will encourage residents to attend meetings of the Board of Commissioners. Resident Organization officers now regularly attend meetings of the Board of Commissioners.
- The Housing and Redevelopment Authority of Pine River is considering publishing a newsletter to all residents. We currently post notices when there are policy and procedural changes as well as sending notices directly to all residents.

- The Housing and Redevelopment Authority of Pine River is developing a long range physical needs assessment of its public housing developments. We will consider physical improvements that will enhance neighborhood appearance and improve resident perception of security and safety.
- In response to or senior resident's concerns at the Norway Brook Apartments, we have posted notices on the apartment doors of all residents that use oxygen.
- Residents expressed concerns that the furnace room was not kept clean enough. We have the furnace room now a regular schedule for maintenance.
- Residents of the Norway Brook Apartments conducted their own survey to determine the hours that the main doors to the building should be unlocked. As a result of that survey we have established an official policy that doors are to be locked between the hours of 9:00PM and 6:00AM.
- We are working with the local police department to develop and conduct a survey targeting the senior population in the City of Pine River to determine their perceptions of current safety conditions in the community and needs for improving or enhancing the senior population's perception of safety and securing in the community.
- We are now registered with the State of Minnesota as a Housing With Services Establishment which allows our Authority to provide assisted living services. We have contracted with Good Neighbor Home Health Care, Inc. to provide the assisted living services.

In summary, the Housing and Redevelopment Authority of Pine River is striving to improve the quality of life for its residents. In addition, we will continue to address all aspects of the resident survey including maintenance and repair, safety, communications, neighborhood appearance and services in our operations and administration of the public housing program and in our periodic meetings and other forms of communications with our residents. **Our ultimate goal is to achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System.**

Attachment C

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		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
MN092-1	Norway Brook Apartments	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Improvements to dwelling structures and units	42,313	01/01/02
Improvements to dwelling structures and units	42,313	01/01/03
Improvements to dwelling structures and units	42,313	01/01/04
Improvements to dwelling structures and units	42,313	01/01/05
Total estimated cost over next 5 years	169,252	

CFP 5-Year Action Plan

Original statement Revised statement

Development Number	Development Name (or indicate PHA wide)	MN092-2	Scattered site family homes	Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
				Improvements to dwelling structures and units	20,000	01/01/02
				Improvements to dwelling structures and units	20,000	01/01/03
				Improvements to dwelling structures and units	20,000	01/01/04
				Improvements to dwelling structures and units	20,000	01/01/05
				Total estimated cost over next 5 years	80,000	