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Department of Housing and Urban Development  
Office of Public and Indian Housing

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# PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005

Annual Plan for Fiscal Year 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:** Housing Authority of St. Louis Park

**PHA Number:** MN144

**PHA Fiscal Year Beginning: (04/2001)**

**Public Access to Information**

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

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

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

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2001 - 2005**  
[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

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

**In conjunction with Vision St. Louis Park, the Housing Authority works to integrate policies and programs that enhance the livability and strong sense of community in St. Louis Park.**

**The Housing Authority operates a variety of programs to ensure the availability of safe and desirable housing options that meet the diverse needs of the St. Louis Park community, including opportunities for a variety of lifecycle housing options and a range of housing choices for households of all incomes.**

**The Housing Authority operates to make assisted housing programs a strong community asset by maintaining our public housing buildings well, by administering strong and effective rental assistance programs, and by promoting opportunities for program participants to achieve economic independence.**

**B. Goals**

C.

The St. Louis Park Housing Authority has adopted an Action Plan that lists the Housing Authority's vision elements (goals) and the actions required to address the vision elements. The Action Plan is attached.

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:

- Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
  
- PHA Goal: Improve the quality of assisted housing
 

Objectives:

  - Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)
  
- PHA Goal: Increase assisted housing choices
 

Objectives:

  - Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)

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

- PHA Goal: Provide an improved living environment
 

Objectives:

  - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements:
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

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

**The St. Louis Park Housing Authority has created an Action Plan for 2001 that was adopted by the Housing Authority Board of Commissioners on December 13, 2000. The Action Plan lists the Housing Authority's "vision elements" (goals) and action activities to address the vision elements. The Action Plan is attached.**

**Annual PHA Plan**  
**PHA Fiscal Year 2001**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

- High Performing PHA**  
 **Small Agency (<250 Public Housing Units)**  
 **Administering Section 8 Only**

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Not required to be submitted as part of the plan by High Performing PHAs or small PHAs.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

**Table of Contents**

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**Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

**Required Attachments:**

- Admissions Policy for Deconcentration
- FY 2001 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

- PHA Management Organizational Chart
- FY 2001 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
x	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
x	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
x	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
x	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	any active CIAP grant	
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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

[24 CFR Part 903.79 (a)]

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

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter

families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact.” Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	726 HH	5	5	5	N/A	3	N/A
Income >30% but <=50% of AMI	841 HH	5	5	5	N/A	3	N/A
Income >50% but <80% of AMI	1000 HH	3	3	3	N/A	2	N/A
Elderly	1049	5	3	3	3	1	N/A
Families with Disabilities	156*	5	5	5	5	3	N/A
Black	85	N/A	N/A	N/A	N/A	N/A	N/A
Hispanic	24	N/A	N/A	N/A	N/A	N/A	N/A
All Minority	186	N/A	N/A	N/A	N/A	N/A	N/A

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: **2000 to 2004**
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset **1990 Census Data**
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

## **B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists**

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	738		
Extremely low income <=30% AMI	Not Available	Not Available	
Very low income (>30% but <=50% AMI)	Not Available	Not Available	
Low income (>50% but <80% AMI)	Not Available	Not Available	
Families with children	557	75%	
Elderly families	38	5%	
Families with Disabilities	97	13%	
White/Hispanic	254/19	34/2%	
Black/Hispanic	447/3	61/.4%	
American Indian, Alaskan Native/Hispanic	18/0	2/0%	
Asian Pacific Islander/Hispanic	11/0	2/0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			

Housing Needs of Families on the Waiting List			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? <b>Since May of 1999 (11 months)</b>			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	459		
Extremely low income <=30% AMI	Not Available	Not Available	
Very low income (>30% but <=50% AMI)	Not Available	Not Available	
Low income (>50% but <80% AMI)	Not Available	Not Available	
Families with children	299	65%	
Elderly families	35	8%	
Families with Disabilities	84	18%	
White/Hispanic	168/13	37/3%	
Black/Hispanic	289/1	63/.2%	
American Indian, Alaskan Native/Hispanic	10/0	2/0%	
Asian pacific	4/0	.8/0%	

<b>Housing Needs of Families on the Waiting List</b>			
Islander/Hispanic			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	193	42%	
2 BR	0* recently opened, data not yet available	0	
3 BR	211	46%	
4 BR	42	9%	
5 BR	13	3%	
5+ BR	0	0	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? <b>Since May of 1999 (11 months)</b> Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Minimize turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction

- Undertake measures to ensure access to affordable housing among families assisted by the HA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration **\*St. Louis Park jurisdiction does not contain any defined areas of minority and poverty concentration.**
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)
  - 1) **Partner with Project for Pride in Living to develop and operate a mixed finance 127 unit affordable housing complex; 12 of the units will be public housing units.**
  - 2) **Partner with two non-profit organizations to administer 25 units of Shelter Plus Care housing vouchers.**
  - 3) **Partner with developer of the City's Park Commons project to develop additional MHOP (public housing) units.**

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
  - Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
  - Employ admissions preferences aimed at families with economic hardships
  - Adopt rent policies to support and encourage work
  - Other: (list below)
- 1) Waiting list preference has been established for families that are participating in or are a recent graduate a self-sufficiency program.**

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

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

Select all that apply

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

**1) Waiting list preference has been established for families that are participating in or are a recent graduate of a self-sufficiency program.**

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

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

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

**1) Waiting list preference established for elderly and near elderly families.**

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

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

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

**1) Waiting list preferences have been established for applicants for the Section 8 and Public Housing programs for persons with disabilities.**

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

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

Select if applicable

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

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

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- \*St. Louis Park jurisdiction does not contain any defined areas of minority and poverty concentration. Counseling relates to units available in St. Louis Park and the portability process.**
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

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

**(2) Reasons for Selecting Strategies**

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs

- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	\$207,422	
b) Public Housing Capital Fund	\$229,200	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$1,473,550	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	TOP- \$77,400 FSS - \$22,087	
h) Community Development Block Grant	\$280,000	Housing rehabilitation and support services
i) HOME	\$100,000	Mixed-finance affordable housing development
Other Federal Grants (list below)		
Shelter Plus care	\$609,110	Rental assistance
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Comprehensive Improvement Grant (CIAP) Fiscal Year 1999	\$229,200	Public Housing capital improvements

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>3. Public Housing Dwelling Rental Income</b>	\$375,010	Public Housing Operations
<b>4. Other income</b> (list below)		
Other income (PH and Sec. 8)	\$19,320	PH and Sec. 8 Operations
Interest Income (PH and Sec. 8)	\$34,560	Public Housing and Section 8 program Operations
<b>4. Non-federal sources</b> (list below)		
4D Monitoring Contract	\$3,460	Housing Programs
<b>Total resources</b>	<b>\$3,660.319</b>	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number – **when families are within 8 places from the top of the waiting list**)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history

- Housekeeping
- Other (describe)
  - 1) Credit History
  - 2) Personal/professional references

- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

**(2)Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below)

**Applications will be mailed upon request when the waiting list is open.**

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

N/A

1. How many site-based waiting lists will the PHA operate in the coming year?
2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?
3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

### **(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One (for Families)
- Two
- Three or More

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

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**1) Applicants for Hamilton House (1 Bedroom units) are allowed two refusals.**

**2) Both families and Hamilton House applicants are allowed Hardship Refusals for mitigating circumstances.**

### **4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

- 1) Hardship transfers are granted to alleviate an extreme hardship.
- 2) Convenience transfers to another unit are granted with a \$50.00 charge for Hamilton House residents, not offered to scattered site residents.

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

- 1) **Elderly or Disabled or Handicapped or family of 2 or more.**
- 2) **Near elderly (Age 50-61) non-handicapped or disabled.**
- 3) **Year of application.**

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

**1 Date and Time**

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
  - 1 Veterans and veterans' families
  - Residents who live and/or work in the jurisdiction
  - 1 Those enrolled currently in educational, training, or upward mobility programs
  - Households that contribute to meeting income goals (broad range of incomes)
  - Households that contribute to meeting income requirements (targeting)
  - 1 Those previously enrolled in educational, training, or upward mobility programs
  - Victims of reprisals or hate crimes
- 1)  Other preference(s) (list below) **Near elderly (age 50-61) non-handicapped or disabled – 1 point**
- 2) **Elderly or handicapped or disabled or family of 2 or more – 4 points**
- 3) **Year of application – 1 to 5 points depending on year**

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

### **(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

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

1) **Resident Handbook**

b. How often must residents notify the PHA of changes in family composition?

(select all that apply)

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

Other (list)

**(6) Deconcentration and Income Mixing**

**In accordance with December 14, 1999 HUD Notice: PIH 99-51, PHAs should disregard the questions in section 3(a)(6) since they do not fully reflect the requirements of the final rule.**

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

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

St. Louis Park public housing program consists of one "highrise" apartment building 37 single family scattered site homes. The jurisdiction does not contain any areas of poverty concentration.

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

Adoption of site based waiting lists  
If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

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

Other (list policies and developments targeted below)

d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

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

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

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

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

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

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

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

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

b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

**\*only if the HA has factual knowledge of criminal history or declaration from applicant.**

c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

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

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

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

**1) Previous address of participant.**

**(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None  
 Federal public housing  
 Federal moderate rehabilitation  
 Federal project-based certificate program  
 Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office  
 Other (list below)

**Applications will be mailed upon request when the waiting list is open.**

**(3) Search Time**

a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

- 1) When the HA is satisfied that the family has made reasonable effort to locate a unit, including seeking the assistance of the HA, throughout the initial 60 day period.**
- 2) The family was unable to search for a unit due to illness or other emergency conditions.**

**(4) Admissions Preferences**

a. Income targeting

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

- 1) **Elderly or handicapped or disabled or family of 2 or more persons.**
- 2) **Near-elderly single (age 50-61) non-handicapped or disabled .**
- 3) **Year of application.**

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

**1 Date and Time**

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
- 1 Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- 1 Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- 1 Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

**1) Elderly or Handicapped or Disabled or family with 2 or more persons– 4 points.**

**2) Near-elderly (age 50-61) non-handicapped or disabled – 1 point.**

**3) Year of application – 1 to 5 points, depends on year of application.**

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one) N/A

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

**The HA has established a preference for applicants who are employed, but the place of employment is not required to be in the jurisdiction.**

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

The HA currently doesn't administer any special purpose Section 8 vouchers.

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

- Through published notices
- Other (list below)

**1) Informational mailing to targeted community agencies and service organizations.**

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

**(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

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

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

2.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1.  Yes  No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

**The HA established flat rents for all its units in accordance with the Quality Housing and Work Responsibility Act. Residents with higher incomes who choose to pay the flat rent could possibly pay less than 30% of adjusted income for rent.**

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

<b>1 bedroom</b>	<b>\$535</b>	<b>4 bedroom</b>	<b>\$1048</b>
<b>2 bedroom</b>	<b>\$684</b>	<b>5 bedroom</b>	<b>\$1205</b>
<b>3 bedroom</b>	<b>\$925</b>		

**\*effective 4/01/00**

**Public Housing residents will be permitted to choose annually whether the family will pay a "flat rent" for their unit or an income based rent.**

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply) **N/A, The HA has not adopted any discretionary rent policies.**

- For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)
- Never
  - At family option **(for income decreases)**
  - Any time the family experiences an income increase
  - Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) **\$100 per month**
  - Other (list below)  
Any additions to the household members named on the lease, excluding births, require written approval of the Housing Authority.
- g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- The section 8 rent reasonableness study of comparable housing
  - Survey of rents listed in local newspaper
  - Survey of similar unassisted units in the neighborhood
  - Other (list/describe below)

**\*Section 8 Fair Market Rents.**

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

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

**(1) Payment Standards**

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)
- At or above 90% but below 100% of FMR
  - 100% of FMR
  - Above 100% but at or below 110% of FMR

Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply) N/A

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

**1) To minimize the number of participant families who experience rent burdens in excess of 30% of household income.**

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

**Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)**

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

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

### **B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	159	14%
Section 8 Vouchers	266	16%
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Shelter Plus Care	22	15%
Other Federal Programs(list individually)		
Family Self Sufficiency	42	11%

### **C. Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

Lease  
Leasing and Occupancy Policy  
Tenant Handbook  
Housekeeping Handbook

(2) Section 8 Management: (list below)

Section 8 Administrative Plan  
Housing Assistance Contract

### **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

**Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.**

#### **A. Public Housing**

1.  Yes  No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office  
 PHA development management offices  
 Other (list below)

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

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal

hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.79 (g)]

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

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

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

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

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

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

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

**Annual Statement**

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

**Amended 05/04/01**

Capital Fund Grant Number MN46P14450201 FFY of Grant Approval: 2001

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	23,500
8	1440 Site Acquisition	
9	1450 Site Improvement	13,000
10	1460 Dwelling Structures	196,424
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	232,924
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

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

**Amended 04/23/01**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
MN144005	Replace roofs, install egress windows, wrap trim, flooring, cabinet replacement, replace chimney, remodel bathroom, siding	1460	26,100
	Driveway replacement	1450	3,000
MN144002	Wrap exterior door trim, replace bathroom wall, install new shower mechanisms and repair tile as needed, repair exterior insulation, cap interior walls, siding, roofing	1460	100,000
	Driveway replacement	1450	3,000
MN144004	Add handrail to front steps, flooring, front stoop replacement, replace fascia, wrap trim, install egress windows, remodel bathroom, siding, roofing	1460	20,224
	Driveway replacement	1450	4,000
MN144001	Replace front steps, windows, foundation insulation, install new garage, wrap trim, siding, roofing	1460	50,100
	Driveway replacement	1450	3,000

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**Annual Statement  
Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
005 002 004 001	9/30/02 9/30/02 9/30/02 9/30/02	9/30/03 9/30/03 9/30/03 9/30/03

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

**PHAs with fiscal years beginning on January 1, 2000, or April 1, 2000, are not required to submit a 5-Year Action Plan for the Capital Fund in their first Plans.**

a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-or-

- The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MN144P23001	PHA wide	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace roof or flashing			\$ 9,000	2003
Plumbing upgrades			\$ 2,000	2002
Replace and repair floors			\$ 6,500	2003
Bring fire walls up to code			\$ 3,500	2002
Replace driveway or cement work/stoop/sidewalk			\$ 4,000	2003
Wrap exterior doors & trim, replace windows			\$ 12,000	2003
Replace furnaces and water heaters			\$ 6,000	2004
Replace siding			\$ 15,000	2004
<b>Total estimated cost over next 5 years</b>			<b>\$ 58,000</b>	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MN144P23002	Hamilton House	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Plumbing improvements & replace shower fixtures			\$ 96,000	2002
Replace furnaces			\$ 7,000	2002
Replace doors			\$ 1,500	2003
Replace driveways & concrete			\$ 2,600	2004
Replace flooring			\$ 2,800	2004

Replace siding	\$ 90,000	2004
Replace roofs - single family	\$ 12,000	2003
Replace windows	\$ 8,400	2004
Replace entry doors	\$ 80,000	2002
Replace interior doors	\$ 110,000	2002
Replace roof on Hamilton House	\$ 100,000	2002
<b>Total estimated cost over next 5 years</b>	<b>\$ 510,300</b>	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
MN144P23004	PHA wide	0	0
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Bring fire walls up to code, cover exposed insulation		\$ 10,500	2002
Plumbing improvements & replace water heaters		\$ 2,000	2003
Replace doors or windows, wrap trim, add window wells		\$ 7,500	2003
Replace flooring		\$ 4,500	2004
Renovate bathroom: floor, ceiling, tub, underlayment, etc.		\$ 6,500	2002
Replace siding		\$ 10,000	2003
Replace furnaces		\$ 6,000	2003
Replace roofs		\$ 6,000	2002
<b>Total estimated cost over next 5 years</b>		<b>\$ 53,000</b>	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
MN144P23005	PHA wide	0	0
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Bring fire walls up to code		\$ 7,000	2002
Replace driveways, stoops, sidewalks		\$ 9,500	2004
Replace deck, steps, handrails & laundry chute, enclose eave space		\$ 2,500	2004
Upgrade electrical & plumbing & fixtures		\$ 2,500	2003
Landscaping		\$ 3,000	2003
Wrap trim, soffit & fascia		\$ 2,500	2003

Replace siding	\$ 90,000	2004
Replace roofs	\$ 22,000	2002
Replace doors	\$ 4,500	2003
Replace furnaces	\$ 6,000	2002
<b>Total estimated cost over next 5 years</b>	<b>\$ 149,500</b>	

## B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved
  - Activities pursuant to an approved Revitalization Plan underway

- Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

- Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:

- 1) **The HA has partneredg with the non-profit housing development organization, Project for Pride In Living, to develop and operate a 127 unit affordable housing project; 12 of the 127 units will be public housing units.**
- 2) **The HA is partnering with the City's Park Common's developer to assist in the development and operation of a fixed-financed housing development containing up to 18 MHOP public housing units.**

Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

**The HA is planning another mixed finance development that will include public units as part of the Park Commons development in the year 2001. Development schedule has not yet been established.**

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

### 2. Activity Description

Yes  No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>

4. Date application approved, submitted, or planned for submission: <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. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)

Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.79(j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1.  Yes  No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)

3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under

section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

**B. Section 8 Tenant Based Assistance**

1. \* Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the

PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

**The Housing Authority is interested in exploring this component of the Section 8 program. We are in the process of reviewing the regulations and determining our capacity to administer such a program.**

2. Program Description:

a. Size of Program

\* Yes  No: Will the PHA limit the number of families participating in the section 8 homeownership option?

\*

Have yet to determine, but most likely will limit the size of the program.

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

\*Yet to be determined.

b. PHA-established eligibility criteria

Yes  No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

\*Yet to be determined.

**12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

**Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.**

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

1. Cooperative agreements:

Yes  No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive

services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

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

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

- Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self-

Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<b>Tenant Opportunity Program - Hamilton House</b>	<b>108 residents</b>	<b>N/A</b>	<b>Hamilton House Coordinator Office</b>	<b>Hamilton House Resident</b>

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 12/1/99)
<b>Public Housing</b>	<b>* Program is Voluntary; Total goal for both the public housing and Section 8 programs is 39 participants.</b>	<b>12</b>
<b>Section 8</b>		<b>30</b>

b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

**N/A- Although we have maintained our targeted program size, the HA's FSS program is voluntary.**

### C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

<b>D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937</b>
--

**As a high performing agency, the HA is not required to submit an implementation plan for the Community Service Requirement.**

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

[24 CFR Part 903.7 9 (m)]

Only required for those Has that participate in the HUD PHDEP program. The St. Louis Park Housing Authority does not participate in the PHDEP

**St. Louis Park does not receive PHDEP funds.**

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services

- Other activities (list below)
2. Which developments are most affected? (list below)

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**The housing Authority has adopted a Pet Policy that allows families other than elderly or disabled families the opportunity to have common household pets effective. See attached.**

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

**The St. Louis Park Housing Authority is a high performing HA and is not required to complete the following component.**

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
  
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
  - Attached at Attachment (File name)
  - Provided below:
  
3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)  
**The HA currently has a public housing resident serving as a commissioner on the HA Board. A notice of interest in serving as a commissioner on the HA Board was mailed to all Public Housing residents and Section 8 participants. Interested individuals submitted an application to the City of St. Louis Park. Applications were reviewed and interviews conducted by the Mayor and City Council. The appointment was made by the Mayor and confirmed by the City Council.**

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe) **See response to question #2 above.**

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list) **N/A**

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list) **Appointment made by the Mayor and confirmed by the City Council.**

**C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here)

**Hennepin County, Minnesota**

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

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

Other: (list below)

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

**Suburban Hennepin County has several goals including:**

- **Increase the number of opportunities for individuals and families to access safe, appropriate, and affordable housing.**
- **Improve the stability of neighborhoods by encouraging integration by race, income group, and household type.**
- **Promote neighborhood redevelopment and revitalization by encouraging economic development and redevelopment and eliminating slum and blight.**
- **Improve delivery of services to populations in need.**
- **Provide adequate resources to address the needs of homeless families and individuals.**
- **Encourage and support greater public awareness of current housing and community development needs in suburban Hennepin County.**

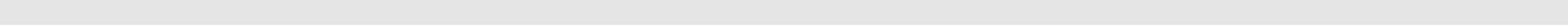
**The County has reviewed the Agency Plan and certified that the Plan is consistent with the County's Consolidated Plan.**

**D. Other Information Required by HUD**

Definition of "Substantial Deviation" and "Significant Amendment or Modification":  
Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.

## **Attachments**

Use this section to provide any additional attachments referenced in the Plans.



**St. Louis Park Housing Authority 2001 Action Plan**

Adopted 12/00

**Housing Authority Vision Elements**

**Action Items**

**One Year**

**Five Year**

The Community		
Desirable housing choices exist for families and individuals of all incomes.	<ul style="list-style-type: none"> <li>a. Apply for 1<sup>st</sup> Time Homebuyer funds in cooperation with MN housing Finance Agency, MN Cities Participation and Community Action Set-Aside Programs.</li> <li>b. With City staff, continue to identify opportunities for utilization of Hollman funds. Transfer the Annual Contributions Contract for the Louisiana Court units from MPHA to the HA. Facilitate the development of the Park Commons Hollman units.</li> <li>c. Rehab 1-2 homes for low-income homeowners with Habitat for Humanity.</li> <li>d. Encourage remodeling and maintenance of homes in multi-family dwellings through the development, application and marketing of rehab loan products.</li> <li>e. Develop and obtain Council approval of a Housing Improvement Area Policy in an effort to provide additional resources for the housing rehab needs of condominium and townhouse developments.</li> <li>f. Publicize and market existing single family housing related services offered by the City.</li> </ul>	<ul style="list-style-type: none"> <li>a. Assess the housing needs of the city and pursue funds to develop and administer a variety of housing programs to meet identified needs - assisted, 1<sup>st</sup> time buyer, rehab, move-up, etc.</li> </ul>
There is a balance of housing choices for households at all phases of the life cycle.	<ul style="list-style-type: none"> <li>a. Continue Home Renewal Program. Purchase and develop 2-5 Home Renewal properties within the next year.</li> <li>b. Pilot a remodeling program for multi-family rental properties.</li> <li>c. Work with landlords to increase acceptance of tenants with rental assistance.</li> <li>d. Assist nonprofit and for profit developers who will work with the City on the acquisition, improvement and/or</li> </ul>	<ul style="list-style-type: none"> <li>a. Continue to evaluate the need for rehab funds and new rehab programs.</li> <li>b. Analyze feasibility of a lease-purchase program and other unique home ownership opportunities.</li> </ul>

	development of additional housing opportunities to meet the City's housing needs.	
St. Louis Park is a unique, safe, pedestrian- and transit-oriented community.	a. Incorporate livable communities' principles into policies and planning.	
<b>Agency Administration and Programs</b>		
The public housing stock is well-maintained and a positive community asset.	<ul style="list-style-type: none"> <li>a. Continue to address maintenance deficiencies noted in the HUD PHAS advisory inspection report and maintain properties to ensure that we meet the highest PHAS property inspection criteria.</li> <li>b. Implement improvements as noted in the one-year and a five-year capital improvement plan for the public housing properties utilizing of the formula allocated Capital Improvement grant funds.</li> </ul>	a. Evaluate need for changes in maintenance strategies, procedures and policies on an ongoing basis.
The Housing Authority is financially solvent and strives for greater financial capacity.	<ul style="list-style-type: none"> <li>a. Continue to undertake entrepreneurial activities consistent with the HA mission; monitoring of 4d properties, administration of Shelter Plus Care.</li> <li>b. Continue to apply for available HUD funding to ensure a self-supported TRAILS program.</li> <li>c. Achieve and maintain adequate accounting systems and internal control procedures to comply with HUD audit requirements.</li> <li>d. Develop budgets for agency programs that reflect prudent fiscal operation.</li> </ul>	<ul style="list-style-type: none"> <li>a. Seek other funding sources to supplement existing housing program resources.</li> <li>b. Diversify agency income sources including possible revenue producing ventures to support other activities.</li> </ul>
The administration of Housing Authority programs is efficient, effective and productive.	<ul style="list-style-type: none"> <li>a. "Rethink" our products, services and systems. Institute uniform policies across programs to improve specific management functions. Revise policies and procedures to reflect Congressional changes, HUD rules and procedural practices.</li> <li>b. Upgrade technological support, as appropriate.</li> <li>c. Continue to operate the PH program in a manner to qualify for "high performer" status. Strive to improve score.</li> <li>d. Maintain a PH occupancy level of 99% while continuing to perform complete and consistent screening of applicants.</li> </ul>	<ul style="list-style-type: none"> <li>a. Continue training and professional development opportunities for staff.</li> <li>b. On an ongoing basis, evaluate and streamline procedures, dropping outmoded or redundant systems.</li> </ul>

	<ul style="list-style-type: none"> <li>e. Strive to achieve high performer status under HUD's new Section 8 Management Assessment Program (SEMAP).</li> <li>f. Increase Section 8 utilization rates to maintain at least an average of 97% utilization. Monitor rent burdens and consider increasing the Payment Standard if warranted.</li> <li>g. Explore the feasibility of implementing a Section 8 Homeownership program.</li> </ul>	
The Housing Authority has a good professional image as a developer, property manager and policy maker in St. Louis Park.	<ul style="list-style-type: none"> <li>a. Pursue community outreach opportunities.</li> <li>b. HA staff, Board and residents work to become better neighbors, e.g., more active with neighborhood associations.</li> </ul>	<ul style="list-style-type: none"> <li>a. Develop HA Annual Report. (in conjunction with a Community Development Department Annual Report)</li> <li>b. Identify and undertake new public relations activities.</li> </ul>
<b>The Agency as Partner</b>		
The Housing Authority seeks opportunities to work in partnership with for-profit and nonprofit organizations to address housing needs in St. Louis Park	<ul style="list-style-type: none"> <li>a. Continue to participate in NAHRO, Metropolitan Interfaith Council on Affordable Housing, Multi-Housing-Association, and,-other housing related organizations etc.</li> <li>b. Seek opportunities to collaborate with nonprofit and for profit developers to expand home improvement programming, resources and financing options.</li> <li>c. Serve as an active Board member on the Meadowbrook Collaborative Board. Support council appointed Board member to Louisiana Court Board of Governors.</li> </ul>	<ul style="list-style-type: none"> <li>a. Seek further opportunities to collaborate on nonprofit and government planning efforts regarding housing in the community.</li> <li>b. Actively seek opportunities for connections with the business and for-profit real estate communities.</li> </ul>
The Housing Authority has a strong relationship with the City Council, City staff and the citizens of St. Louis Park.	<ul style="list-style-type: none"> <li>a. Continue discussions with the City Planning and Inspections staff on areas for greater collaboration.</li> <li>b. Meet with the City Council during 20001.</li> <li>c. Continue to collaborate with the Police Department to <del>initiate</del> <u>support</u> the Crime Free Multi-Housing Coalition and serve as City staff liaison to the Coalition; obtain Crime Free Multi-Family Housing designation for PH units.</li> <li>d. Work with neighborhood associations to address housing related issues.</li> <li>e. Identify activities to better market City housing-related programs to the residents of St. Louis Park.</li> </ul>	<ul style="list-style-type: none"> <li>a. Continue to partner with Police, Fire, Inspections and other departments regarding building safety, criminal screening, tenant education.</li> </ul>

Our Residents		
<p>Current and past residents of subsidized housing have improved their economic status and are less dependent on public assistance.</p>	<ul style="list-style-type: none"> <li>a. Continue to administer the Trails family self-sufficiency program, access “permanent” funding sources for TRAILS.</li> <li>b. Investigate role of HA and opportunities for linking to programming in welfare reform.</li> </ul>	<ul style="list-style-type: none"> <li>a. Seek long-term opportunities to partner regarding referral and delivery of self-sufficiency services.</li> <li>b. Act as advocates to make referrals and encourage self-advocacy in residents and flexibility among landlord and employers.</li> </ul>
<p>Residents unable to achieve economic independence because of age, disability or circumstance have improved their quality of life and are contributing members of the community.</p>	<ul style="list-style-type: none"> <li>a. Help tenants through referral and advocacy to strengthen their relationships with local service organizations.</li> <li>b. Assist the Hamilton House Club in implementation and contract administration of the TOP grant to provide the coordination of social services. Seek alternative funding to sustain services beyond the end of the grant period.</li> </ul>	<ul style="list-style-type: none"> <li>a. Consider policies to address any unique needs of these populations.</li> </ul>

## **Safety Plan - 2000/2001**

- Article written in resident newsletter that informed residents of HA policies regarding lease violations.
- Special meeting held at which a local Police Officer met with residents to discuss personal safety concerns and police response.
- Letter sent to all residents regarding the HA “One Strike and Your Out” drug policy.
- Partnered with local police to create procedural response to suspected drug use in Public Housing Units.
- Staff met with individual residents to discuss specific concerns on safety and lease violation enforcement.
- HA in process of becoming designated as a “Crime Free” development through a program sponsored by local police department.
- Security Cameras that can be viewed on resident’s televisions installed at entrances to multi-unit building.
- Staff works closely with local police and receives reports on any calls to Public Housing addresses enabling quick response to any concerns.
- New lighting installed in exterior common areas of multi-unit building.
- Resident screening processes in place that reviews criminal history of all adult applicants.

## VOLUNTEER COMMUNITY SERVICE SUMMARY

Beginning April 1, 2001, the HA will launch the "Volunteer Community Service Project, to implement a new HUD regulation. In order to be eligible for continued occupancy, adult public housing residents will have to either contribute eight hours per month of volunteer community service, or participate in an economic self-sufficiency program (including educational programs).

- This requirement applies to residents who are 18 - 61 years old and not working.

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Exemptions: The following residents are exempt from the volunteer requirement:

- Adults who are participating in MFIP who are either complying with program requirements or are exempt from MFIP's work requirement.
- Adults who are caring for a disabled family member.
- An adult who has a disability which prevents him or her from doing volunteer work.

Starting in March 2001, each Public Housing household will receive a packet of information with their annual rent re-certification materials. The packet will include a notice explaining the volunteer community service requirement and listing the exemptions. The notice will also explain that non-exempt adult residents will have to comply with this requirement to be eligible to live in public housing.

Starting with the March of 2001 re-certification, HA staff will advise residents that they must complete an exemption questionnaire for each adult member of the household to determine who is exempt from the volunteer community service requirement. Each non-exempt adult will receive a "Volunteer Community Service" packet that will include lists of volunteer opportunities and resources, and timesheets to record hours of service.

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

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

Questions about the "Volunteer Community Service" program may be directed to Michele Schnitker at 952-924-2571.

## **Pet Policy for Scattered Site Units**

### **A. Permitted Pets**

Scattered Site residents shall be permitted to have the following types of common household pets: Dogs (no more than 2' high from the top of the head to the floor when standing with four feet on the floor and weighing no more than 60 pounds), cats, small caged birds, small caged mammals and aquarium fish. Only one (1) dog or one (1) cat may be kept in each unit. All pets must be registered and approved by the Authority as defined under Item I in this policy.

### **B. Prohibited Pets**

Domesticated animals other than those listed in A above, wild, undomesticated, vicious, destructive or uncontrollable animals of any type shall not be permitted to be kept as pets.

With the exception of an animal which is trained and certified to assist the handicapped or disabled (for example, a seeing-eye dog), a pet belonging to a non-resident shall not be permitted in the units or on the grounds without the explicit consent of the Housing Authority.

### **C. License, Inoculation and Identification Requirements for Dogs**

In accordance with City Ordinance, each dog shall be licensed annually and shall wear a valid animal license tag at all times. In addition, a dog owned by a resident shall wear at all times a valid rabies inoculation tag and an identification tag bearing the owner's name, address and telephone number. Dogs must be re-inoculated against rabies no less than every twenty-four (24) months. The pet must be maintained with applicable State and local public health, animal control and animal cruelty laws and regulations.

### **D. Inoculation and Identification Requirements for Cats**

A cat owned by a resident shall wear at all times a valid rabies inoculation tag and an identification tag bearing the owner's name, address, and telephone number. Cats must be re-inoculated against rabies no less than every twenty-four (24) months.

**E. Spaying or Neutering Requirements**

Each female dog and cat over six (6) months of age shall be spayed and each male dog or cat over eight (8) months of age shall be neutered.

**F. Rental Deposits for Pet-Related Housing Authority Property Damage**

Residents who own pets shall be liable for the cost of repairing any and all damage caused by their pets, including damage to grounds. Each resident who owns a dog or a cat shall be required to pay to the Housing Authority a rental deposit in the amount of Two Hundred Dollars (\$200.00) prior to housing the pet.

A new resident who owns a dog or cat at the time of lease of moving into a scattered site unit must pay the deposit at the time of lease signing.

A resident who acquires a dog or a cat after moving into a scattered site unit must pay the pet deposit before bringing the dog or cat into the unit.

The rental deposit shall be held by the Housing Authority until the resident moves out and will be fully refunded, provided that no pet-related damage has been done to the premises. Amounts necessary to repair such damage shall be deducted from the rental deposit. The pet owner shall be responsible for any additional cost not covered by the deposit.

**G. Pet-Related Liability Insurance (Renter's Insurance)**

A pet owner may be liable for any injury or damage that the pet owner's pet causes to the person or property of another resident, a visitor, a Housing Authority employee, or an agent of the Housing Authority. Therefore, it is strongly recommended that residents who own a dog or cat purchase a personal liability insurance policy (renter's insurance) from an insurance carrier of their choice.

**H. Pet Registration Requirements**

At the time that a pet owner is admitted to Public Housing as a new resident, or at such time that a resident acquires a pet, said pet owner shall register the pet with the Housing Authority management and shall continue to do so annually at the time of the Application for Continued Occupancy.

At the time of initial registration and at each registration thereafter, each pet owner shall provide the Housing Authority Management with:

- 1) When inoculations are required by applicable State and local law, a certificate signed by a licensed veterinarian or a State or local authority empowered to inoculate animals (or designated agent of such an authority) stating that the pet has received all such inoculations as required;
- 2) Information sufficient to identify the pet and to demonstrate that it is a common household pet; and
- 3) The name, address, and phone number of one or more responsible parties who will care for the pet if the pet owner dies, is incapacitated, or is otherwise unable to care for the pet. Additional information may be required to ensure compliance with the pet rules. The pet owner shall be required to sign a statement indicating that he or she has read the pet rules and agrees to comply with them.
- 4) The Housing Authority may refuse to register a pet if the pet is not a common household pet, if the keeping of the pet would violate any applicable house pet rule; if the pet owner fails to provide complete pet registration information or fails annually to update the pet registration, or if the Housing Authority reasonably determines, based on the pet owner's habits and practices, that the pet owner will be unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament may be considered as a factor in determining the prospective pet owner's ability to comply with the pet rules and other lease obligations. A pet owner shall be given notice if the Housing Authority refuses to register a pet.

**I. Pet Control Requirements**

Each dog or cat shall be kept on a leash when being taken outside of the owner's house. The dog or cat shall always be accompanied by, and in the direct control of, an adult or a child of responsible age who has demonstrated the ability to adequately control the pet.

Pets shall be physically controlled or confined by the pet owner during the times when the Housing Authority employees, agents of the Housing Authority or others must enter the pet owner's home to conduct business, provide services, enforce lease terms, etc.

**J. Disturbances Caused by Pets**

No disturbances by pets shall be permitted which interferes with the peace of other neighbors, visitors, Housing Authority staff or agents of the Housing Authority, whether by barking, howling, growling, chirping, biting, chewing, scratching or other such activities that threaten or disturb others.

**K. Unattended Pets**

Residents who own pets shall be or shall arrange for others to be responsible for their pets at all times.

If any pet is left unattended and it is determined by the Housing Authority that the pet is in distress or is suffering from lack of care or if the pet is causing a disturbance to others, the Housing Authority may, at its sole discretion, enter the pet owner's home, remove the pet and deliver it or cause it to be delivered to the proper authorities. The Housing Authority accepts no responsibility for the pet under such circumstances.

**M. Improperly Cared For Pets**

If it is determined by the Housing Authority that a pet owner is no longer capable of properly caring for a pet, the Housing Authority may, at its sole discretion, require that the pet be removed from the owner's immediate possession and control.

**N. Pet Waste Disposal Requirements**

Each pet owner shall be responsible for promptly cleaning up pet wastes deposited with in the tenant's home or on the unit grounds. Such waste must be disposed of in the exterior trash container.

The cat owner shall provide a cat litter box. Each litter box shall be kept within the pet owner's home. No less than twice a week the litter box shall be cleaned, and the accumulated wastes properly wrapped and disposed of in the outside garbage container.

Each pet owner shall take adequate precautions to prevent or eliminate any pet odors within or around the owner's home and shall maintain the home in a clean and sanitary condition at all times.

In no event shall pet wastes or litter box material be disposed of through sinks or toilets.

**Q. Pet Enclosure Restrictions**

Appropriate shelter must be provided for pets kept outdoors. However, a pet owner shall not alter the interior or exterior physical structure of the dwelling unit or yard in order to create an enclosure for a pet without the prior approval of the management. This includes the installation of any fences, kennels or doghouses.

**R. Policy Violations**

Residents who violate the above conditions shall be subject to the following actions by the Housing Authority.

a) If a pet causes harm to any person, the pet owners shall be required to permanently remove the pet from their unit within twenty-four (24) hours of written notice from the

Housing Authority. Said pet owner may also be subject to termination of the pet owner's dwelling lease.

b) Pet owners who violate any other conditions of this policy may be required to remove their pet from the unit within seven (7) days of written notice from the Housing Authority. Said pet owner may also be subject to termination of the pet owner's dwelling lease.

The Housing Authority's Grievance Procedure shall be applicable to all individual grievances or disputes arising out of violations or alleged violations of this policy.

HH60 9/21/00

# Progress Report

## St. Louis Park Housing Authority 2000 Action Plan-Summary of Progress Made in Meeting 5-Year Plan Mission and Goals

Amended 12/00

Adopted January 26, 2000

### Housing Authority Vision Elements

	One Year	Five Year
<b>The Community</b>		
Desirable housing choices exist for families and individuals of all incomes.	<ul style="list-style-type: none"> <li>a. Apply for 1<sup>st</sup> Time Homebuyer funds in cooperation with MN housing Finance Agency, MN Cities Participation and Community Action Set-Aside Programs.</li> <li>b. With City staff, continue to identify opportunities for utilization of Hollman funds. Continue work to develop the Louisiana Court and Park Commons Hollman units.</li> <li>c. Rehab 1-2 homes for low-income homeowners with Habitat for Humanity.</li> <li>d. Encourage remodeling and maintenance of homes in multi-family dwellings through the development, application and marketing of rehab loan products.</li> <li>e. Develop and obtain Council approval of a Housing Improvement Area Policy in an effort to provide additional resources for the housing rehab needs of condominium and townhouse developments.</li> <li>f. Publicize and market existing single family housing related services offered by the City.</li> </ul> <p><b>-All development documents related to the Louisiana Court Hollman units executed 5/30. PPL closed on the properties 6/7. 1st Hollman units leased 9/30/00.</b></p> <p><b>-Staff identified home at 3116 Georgia and 3141 Jersey; helped coordinate the purchase for rehabilitation of the property by Habitat for Humanity.</b></p> <p><b>-Implemented CDBG discount loan program.</b></p> <p><b>-Partnered to solicit additional MHFA interest rate write-down for home improvement loans.</b></p>	<ul style="list-style-type: none"> <li>a. Assess the housing needs of the City and pursue funds to develop and administer a variety of housing programs to meet identified needs - assisted, 1<sup>st</sup> time buyer, rehab, move-up, etc.</li> </ul>

	<p><b>-CEE dev/mailed marketing piece on home rehab loans.</b>  <b>-Over 480 applications mailed to residents for single family housing related programs.</b>  <b>-Developed pilot exterior maintenance housing rehab program to be considered for funding in 2001 legislative session.</b></p>	
There is a balance of housing choices for households at all phases of the life cycle.	<p>a. Continue Home Renewal Program. Purchase and develop 3-7 Home Renewal properties within the next year.  b. Pilot a remodeling and expansion program for multi-family rental properties.  c. Work with landlords to increase acceptance of tenants with rental assistance.  d. Assist nonprofit and for profit developers who will work with the City on the acquisition, improvement and/or development of additional housing opportunities to meet the City's housing needs.</p> <p><b>-Purchased and demolished property at 2929 Ottawa for Home Renewal program. Signed development agreement with builder, closed 8/00, estimated construction completion 12/00.</b></p>	<p>a. Continue to evaluate the need for rehab funds and new rehab programs.  b. Analyze feasibility of a lease-purchase program and other unique home ownership opportunities.</p>
St. Louis Park is a unique, safe, pedestrian- and transit-oriented community.	<p>a. Incorporate livable communities' principles into policies and planning.  <b>-Livable Communities principles were incorporated into the Louisiana Court dev. plan.</b></p>	
<b>Agency Administration and Programs</b>		
The public housing stock is well-maintained and a positive community asset.	<p>a. Resolve maintenance deficiencies noted in the HUD PHAS advisory inspection report and maintain properties to ensure that we meet the highest PHAS property inspection criteria.  b. Assess the need and explore options for implementing a computerized work order system.  c. Create a one-year and a five-year capital improvement plan for the public housing properties that would include utilization of the formula allocated comprehensive modernization grant funds.</p>	<p>a. Evaluate need for changes in maintenance strategies, procedures and policies on an on-going basis.</p>

	<p><b>-Work orders were written and repairs made for deficiencies noted in the 6/00 PHAS inspections.</b></p> <p><b>-Work orders data base system created updated monthly.</b></p> <p><b>-Improved PHAS physical inspection score from last year's 18 to 27.2 (out of a possible 30).</b></p> <p><b>-Inspections completed with City inspection department to inspect PH properties and create a physical needs assessment.</b></p>	
<p>The Housing Authority is financially solvent and strives for greater financial capacity.</p>	<p>a. Continue to undertake monitoring of 4d properties.</p> <p>b. Seek funding for TRAILS to be self-supporting.</p> <p>c. Analyze capacity of administrative fees to meet costs for the Section 8 program.</p> <p>d. Achieve and maintain adequate accounting systems and internal control procedures to comply with HUD audit requirements.</p> <p>e. Develop budgets for agency programs that reflect prudent fiscal operation.</p> <p><b>-4d monitoring completed for calendar year '99.</b></p> <p><b>-Received federal FSS grant and PH operating funds in an amount adequate to fund the FSS case-management contract for FY'00. Also, received \$1000 donation from Park National Bank.</b></p> <p><b>-Developed balanced Section 8 Administrative budget.</b></p> <p><b>-PH budget adopted, decreased projected use of reserves from that of the previous two years.</b></p> <p><b>-Received \$70,000 in development fees for the Louisiana Court project; \$35K each to the city and the HA.</b></p> <p><b>-Transferred administration of the Shelter Plus Care program from MHFA to HA 10/00. Earning 5% admin fee.</b></p>	<p>a. Seek other funding sources to supplement existing housing program resources.</p> <p>b. Diversify agency income sources including possible revenue producing ventures to support other activities.</p>
<p>The administration of Housing Authority programs is efficient, effective and productive.</p>	<p>a. "Rethink" our products, services and systems. Institute uniform policies across programs, as appropriate. Revise policies and procedures to reflect Congressional changes, HUD rules and procedural practices.</p> <p>b. Upgrade technological support, as appropriate.</p>	<p>a. Continue training and professional development opportunities for staff.</p> <p>b. On an ongoing basis, evaluate and streamline procedures, dropping outmoded or redundant systems.</p>

	<ul style="list-style-type: none"> <li>c. Continue to operate the PH program in a manner to qualify for “high performer” status.</li> <li>d. Maintain a PH occupancy level of 99% while continuing to perform complete and consistent screening of applicants.</li> <li>e. Strive to achieve high performer status under HUD’s new Section 8 Management Assessment Program (SEMAP) which is anticipated to be implemented next fiscal year.</li> <li>f. Increase Section 8 utilization rates to maintain at least an average of 97% utilization.</li> </ul> <p><b>-PH occupancy has been maintained at 99% through 9/00.</b>  <b>-FY 00 PHAS advisory score 92, HA classified “high performer”.</b></p>	<p><b>Staff attended:</b>  <b>Lead base paint training</b>  <b>MN NAHRO spring Conference</b>  <b>League of Cities Seminars</b></p>
<p>The Housing Authority has a good professional image as a developer, property manager and policy maker in St. Louis Park.</p>	<ul style="list-style-type: none"> <li>a. Pursue community outreach opportunities, e.g. Board speaks at MultiHousing Coalition meeting.</li> <li>b. HA staff, Board and residents work to become better neighbors, e.g., more active with neighborhood associations.</li> </ul> <p><b>-Staff is working with the Blackstone Neighborhood Assoc. to explore neighborhood revitalization efforts. Revitalization Plan finalized and approved by the Council. Implementation began 9/00.</b>  <b>-SPARC sponsored an open house event for property owners and managers to meet city staff and elected officials.</b>  <b>-PH Property Manager presented tenant-screening information at Crime-Free Multi Housing Coal. Mtg.</b>  <b>-Staff working with elected officials on pilot rehab program.</b></p>	<ul style="list-style-type: none"> <li>a. Develop HA Annual Report. (in conjunction with a Community Development Department Annual Report)</li> <li>b. Identify and undertake new public relations activities.</li> </ul>
<p><b>The Agency as Partner</b></p>		
<p>The Housing Authority seeks opportunities to work in partnership with for profit and nonprofit organizations to address housing needs in St. Louis Park</p>	<ul style="list-style-type: none"> <li>a. Continue to participate in NAHRO, Metropolitan Interfaith Council on Affordable Housing, Wilder Foundation, MN Coalition for the Homeless, etc.</li> <li>b. Investigate opportunities to be more actively involved in</li> </ul>	<ul style="list-style-type: none"> <li>a. Seek further opportunities to collaborate on nonprofit and government planning efforts regarding housing in the community.</li> <li>b. Actively seek opportunities for connections with the</li> </ul>

	<p>MultiHousing Association.</p> <ul style="list-style-type: none"> <li>c. Seek opportunities to collaborate with nonprofit and for profit developers to expand home improvement programming, resources and financing options.</li> <li>d. Serve as an active Board member on the Meadowbrook Collaborative Board. Serve as or support council appointed Board member to Louisiana Court Board of Governors.</li> </ul> <p><b>-Staff attended MN NAHRO conferences.</b>  <b>-Staff met 2x with Interfaith Council to discuss affordable housing opportunities.</b>  <b>-Staff participated as a panel member on interfaith affordable housing presentation.</b>  <b>-Staff continues to serve as a Board member on the Meadowbrook Collaborative.</b></p>	<p>business and for profit real estate communities.</p>
<p>The Housing Authority has a strong relationship with the City Council, City staff and the citizens of St. Louis Park.</p>	<ul style="list-style-type: none"> <li>a. Continue discussions with the City Planning and Inspections staff on areas for greater collaboration.</li> <li>b. Meet with the City Council during 2000.</li> <li>c. Collaborate with the Police Department to initiate the Crime Free Multi-Housing Coalition and assist in developing a long term plan for sustaining the Coalition; obtain Crime Free Multi-Family Housing designation for PH units.</li> <li>d. Work with neighborhood associations to address housing related issues.</li> <li>e. Identify activities to better market City housing related programs to the residents of St. Louis Park.</li> </ul> <p><b>-HA Board of Commissioners met with the City Council at their May 8 Study Session.</b>  <b>-Staff served as a planning committee member and participant in the Home Remodeling Fair.</b>  <b>-Staff is working with the Blackstone neighborhood on revitalization efforts.</b>  <b>-Staff met with inspections department staff to explore development of multi-family housing inspection/rehab program.</b></p>	<ul style="list-style-type: none"> <li>a. Continue to partner with Police, Fire and other departments regarding building safety, criminal screening, tenant education.</li> </ul>

	<b>-Inspections and Comm Dev./Housing collaborating on dev. of exterior maintenance pilot program.</b>	
<b>Our Residents</b>		
Current and past residents of subsidized housing have improved their economic status and are less dependent on public assistance.	<ul style="list-style-type: none"> <li>a. Continue to administer the Trails family self-sufficiency program, access permanent funding sources for TRAILS.</li> <li>b. Investigate role of HA and opportunities for linking to programming in welfare reform.</li> <li>c. Collaborate with MHFA regarding transferring the administration of the Perspectives Shelter Plus Care Program to the HA.</li> </ul> <p><b>-Federal funding adequate to cover program expenses received for year 2000. Applied for FSS grant for 2001.</b>  <b>-Board approved the transfer of Shelter Plus Care administration from MHFA to St. Louis Park.</b>  <b>-TRAILS received HUD Best Practices award.</b></p>	<ul style="list-style-type: none"> <li>a. Seek long-term opportunities to partner regarding referral and delivery of self-sufficiency services.</li> <li>b. Act as advocates to make referrals, encourage self-advocacy in residents, and flexibility among landlord and employers.</li> </ul>
Residents unable to achieve economic independence because of age, disability or circumstance have improved their quality of life and are contributing members of the community.	<ul style="list-style-type: none"> <li>a. Help tenants through referral and advocacy to strengthen their relationships with local service organizations.</li> <li>b. Assist the Hamilton House Club in implementation and contract administration of the TOP grant to provide the coordination of social services.</li> </ul> <p><b>-Contract executed with Jewish Family Services to provide a social services coordinator for Hamilton House residents.</b></p>	<ul style="list-style-type: none"> <li>a. Consider policies to address any unique needs of these populations.</li> </ul>

## **Resident membership of the HA Governing Board**

Name of Board member:

Commissioner Shone Row  
1653 Ottawa Ave. So.  
St. Louis Park, MN 55416

The resident Commissioner was appointed to the Housing Authority Board by the Mayor and confirmed by the City Council.

## **Membership of the Resident Advisory Board**

### Members of the Resident Advisory Board:

Falice Beverly  
2738 Jersey  
St. Louis Park, MN 55426

Leticia Ivy  
1841 Jersey  
St. Louis Park, MN 55426

Estelle Brooks  
2400 Nevada Ave. So.  
St. Louis Park, MN 22426

The Housing Authority sent flyers to the entire Public Housing resident and Section 8 participation populations soliciting volunteers for to serve on the resident advisory Committee. Those that responded where placed on the committee. The draft Plan was also presented at the Hamilton House resident Council meeting.