

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

Small PHA Plan Update
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: Otter Tail County Housing and Redevelopment Authority

PHA Number: MN177

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

PHA Plan Contact Information:

Name: Jeffrey Gaffaney, Executive Director

Phone: (218) 739-3249

TDD:

Email (if available): ffhra@prtcl.com

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

PHA Programs Administered:

- Public Housing and Section 8 Section 8 Only Public Housing Only

- 11.1 Income – Added paragraph to reflect the right of the HRA to annualize income if income is seasonal or cyclic.
 - I
 - F. Welfare Assistance
 - 2. Add wording for calculating income based on welfare assistance and imputed welfare assistance and relations with welfare agencies
- 11.2 Annual Income
 - (H) (11) Changed to reflect Welfare-To-Work Requirements
- 11.3 Deductions from Annual Income
 - Delete C,D, and E and add new wording per template
 - C Unreimbursed medical expenses for elderly and disabled families
 - D Reasonable child care expenses
- Add 11.4 Receipt of letter or notice from HUD concerning income discrepancies
 - Defines the process to reconcile any income discrepancies
- Add 11.5 Regarding Cooperation Agreements with Welfare Agencies
- 13.1 Family Choice
 - Add (C) Otter Tail County HRA will provide the family information for family to make a choice of rent
 - 1) Policy of switching rent amount in case of hardship
 - 2) Amount of rent under each option
- 13.2 Change to Income Method
 - C Defines welfare rent
 - D Minimum rent \$0.00
- 13.3 Minimum Rent
 - A Defines hardship
 - B No hardship
 - C Temporary hardship
 - D Long-term hardship
 - E Appeals
- 13.4 Flat Rent
 - Paragraph 2 wording changed and added “There is no utility allowance for a family paying a flat rent.”
- 20.1 Termination by Tenant
 - Wording was changed to clarify when notice must be given

- 20.2 Abandonment
Clarification of length of time abandoned property will be held and other relevant procedures

CHANGES TO OTTER TAIL COUNTY SECTION ADMIN. PLAN

- Section 3.2(A)(3) Delete near-elderly family definition (does not pertain)
- 4.4 Change wording to reflect that family must contact HRA to set up interview within time specified or application will be placed inactive.
- 5.2 Preferences changes to read:
A. Residents
B. Non-Residents
- 6.2 Briefing Packet
Change (E) to explain in more detail how portability works.
Delete R – Brochure for owners is not included in tenant briefing packet, but is sent to owner upon request.
- 6.4 Voucher Term
Changed wording on suspending term of voucher.
- 7.2 Procedures regarding Family Moves
Changed wording an deleted “attend meeting” and added “will be briefed on transfer procedures.”

Deleted H – Regarding supplying all initial briefing materials upon port.
- 9.0 Determining Family Income
Added wording for calculating income based on welfare assistance and imputed welfare assistance and relations with welfare agencies.
- 9.3 Exclusions from Income, H (4)
Add income derived from serving as a member of the Otter Tail County HRA Board
- 9.4 Deductions from Annual Income
Delete C, D and E and add new wording regarding
C Unreimbursed medical expenses for elderly and disabled families
D Reasonable child care expenses
- 9.5 Added – Receipt of letter or notice from HUD concerning income. Defines the process to reconcile any income discrepancies.

9.6 Cooperating with Welfare Agencies
Added information relating to entering into cooperation agreement with local welfare agencies.

11.4.1.1 Added paragraph regarding setting higher payment standards.

11.4.1.2 Regarding hardship waivers – definitions changed:

A(4) Defines “Welfare Rent”

B(1)(a) Defines “Hardship”

B(1)(d) Delete current, change to “death in family”

12.0 Inspections Paragrph 2:

Changed wording to “notified when it is time to schedule an appointment for annual inspection.”

12.5 A: Corrected failed HQS Items: Changed from 5 to 15 working days.

16.3 Informal Hearings:

D) Hearing Procedures:

Added 7). Regarding scheduling of hearing “within 10 working days of request for hearing, the hearing officer will set a date/time and place. If this initial date/time/place is not acceptable to applicant/participant, only one additional attempt will be made to reschedule.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

B. What is the amount of the PHA’s estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 29,417.00

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

D. Capital Fund Program Grant Submissions

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment B

3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

2. Activity Description

Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for units <input type="checkbox"/> Public housing for units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for units (describe below)
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:

4. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

- A. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24

CFR part 982 ? (If “No”, skip to next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

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

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family’s resources
- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

5. Safety and Crime Prevention: PHDEP Plan

[24 CFR Part 903.7 (m)]

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

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

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

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

6. Other Information

[24 CFR Part 903.7 9 (r)]

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

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

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

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

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

A list of these changes is included

Yes No: below or

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

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

B. Statement of Consistency with the Consolidated Plan

1. Consolidated Plan jurisdiction: State of 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 specific initiatives contained in the Consolidated Plan. (list such initiatives below)
- Other: (list below)

3. PHA Requests for support from the Consolidated Plan Agency

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

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

- Improving the quality of assisted housing
- Increasing assisted housing choices
- Improving communication with landlords with regard to rental practices
- Homeownership
- Increasing awareness of tenant and landlord rights
- Language Barriers
- Lack of Services
- Rental Property Taxes
- Meeting the needs of extremely low-income households
- Rehabilitation – Owner occupied housing
- Addressing Homelessness

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

A. Substantial Deviation from the 5-year Plan: N/A

B. Significant Amendment or Modification to the Annual Plan: N/A

Attachment A
Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP) (Submitted Certification Available for Review)	Annual Plan: Management and Operations
X	Any required policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	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 any active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
	PHDEP-related documentation: <ul style="list-style-type: none"> · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. 	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

Required Attachment __C__: Resident Member on the PHA Governing Board

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

A. Name of resident member(s) on the governing board:

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

- Elected
- Appointed

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

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

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- The Otter Tail County HRA has notified all Section 8 participants and Public Housing residents, annually, of the opportunity that they have to serve on a Resident Advisory Board (RAB). Due to lack of interest the HRA has been unable to establish the RAB and, therefore, has not been notified by any participant/resident of their interest in serving on the HRA governing board.

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

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): Virginia Portmann, Otter Tail County Chairperson

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

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

As stated above, the Otter Tail County HRA has not been notified by any participant/resident of their interest to participate in the RAB. We will continue to notify participants and residents of this opportunity and between now and the time that an actual RAB is established, we plan to appoint all Section 8 participants and all Public Housing residents to serve. We will notify all participants and residents that the 5-Year Agency Plan and Annual Plan are available for review at our main administrative office and will encourage their participation and comments.

Attachment E - Progress in Meeting the 5-Year Plan Mission and Goals

The Otter Tail County HRA continues its mission to assist low-income, very low-income and extremely low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical, and professional manner. The Housing Authority will work cooperatively with its clients and appropriate community agencies in order to accomplish this mission.

This narrative will list some of the Otter Tail County HRA goals and objectives and the progress made toward achieving these goals.

Goal: Improve the quality of assisted housing:

1. The HRA has updated and improved briefing materials for residents, assisted tenants and landlords.
2. Renovation/modernization of the Otter Tail County HRA public housing units is now 100% complete.

Increase assisted housing choices:

1. Requested and received a blanket waiver to maintain a voucher payment standard of up to 120% of FMR for handicapped/disabled families.

Provide an improved living environment and promote self-sufficiency:

1. The HRA has continued the use of ceiling rents and also, in keeping with HUD regulation changes, has implemented the use of the flat rent option for public housing residents.

Ensure equal opportunity and affirmatively further fair housing:

1. Briefing materials for residents and assisted tenants now include HUDs “Housing Discrimination Complaint” form and all residents and tenants briefed are informed that HRA staff is available to assist them in completing this complaint if necessary.

To reduce turnover time between tenancies in Public Housing units:

1. The Otter Tail County HRA advertises the availability of public housing units in and around each locality where units are located. Newspaper ads, posters, church and radio announcements have been used.

Now that the interiors and exteriors of the HRA family units have been completely renovated, we have put together a booklet of pictures of each unit providing interested applicants with a view of just exactly what each unit looks like. It is obvious, by looking at these pictures, just how much more marketable these units are now that renovation is complete.

Provide a safe and secure environment for Public Housing residents:

1. The HRA continues its efforts to keep violence and drugs out of public housing by conducting criminal background checks.

Manage the tenant-based program in an efficient and effective manner thereby qualifying as a standard performer under SEMAP:

1. The HRA has undertaken additional steps to increase the number of applicants on the voucher waiting list. Flyers and brochures have been printed and distributed to surrounding communities in Otter Tail County (churches, restaurants, laundromats, social service organizations, etc.) The HRA has also taken advantage of local radio broadcasting to market the program.

Maintain Housing Authority real estate in decent condition:

1. Quarterly inspections of public housing units are conducted and the work order system ensures that work is completed in a timely manner. Each public housing tenant is provided with a list of contractors (plumbing & heating, etc.) to call if repairs are needed and a housing staff person is not available.

Ensure full compliance with all applicable standards and regulations including government generally accepted accounting practices:

1. All budgets/year-end reports have been completed in an accurate and timely manner and were found to comply with relevant audit requirements.

To further address the issue of high rental property taxes:

1. The HRA encourages landlords to apply for 4d tax classification and in doing so increases landlord participation in the Section 8 Voucher Program.

Better meet the needs of extremely low-income households and the homeless:

1. As stated above, the HRA has undertaken additional efforts in marketing the availability of Section 8 Housing Choice Vouchers in Otter Tail County through the use of brochure distribution, newspaper advertising and radio broadcasting. The advertising has included information regarding the targeting of extremely low-income families.
2. The preference to house elderly, disabled and displaced over singles has been eliminated.

Manage the Otter Tail County HRA's existing public housing program in an efficient manner thereby qualifying as at least a standard performer:

1. The results of the latest binding Public Housing Assessment System (PHAS) Assessment indicate that the Otter Tail County is a standard performer.

The HRA shall make the public housing units more marketable to the community as evidenced by increasing the number of applicants on the waiting list from 9 applicants to 18 by December 31, 2004:

1. As of November 14, 2000, the HRA has 25 applicants on the public housing waiting list, proving that our improved marketing practices have been successful.

Expand the range and quality of housing choices available to participants in the Otter Tail County HRA tenant-based assistance program:

1. The HRA has updated a list of apartments available in the Otter Tail County HRA jurisdiction which includes landlord/manager names and telephone numbers and the location of the unit. This list is available to potential assisted and non-assisted families trying to find housing in the area.

