

# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2002

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

## PHA Plan Agency Identification

**PHAName:** Brainerd Housing and Redevelopment Authority

**PHANumber:** MN032

**PHAFiscalYearBeginning:(mm/yyyy)** 01/2002

### 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**  
**PHAF ISCAL YEARS 2000 -2004**  
[24CFRPart903.5]

**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 Brainerd HRA is committed to providing affordable housing and services in an efficient and creative manner.

**B.Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD -suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS .** (Quantifiable measures would include target sets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the space to the right of or below the stated objectives.

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

- Brainerd HRA Goal: Expand the supply of affordable housing  
Objectives:
  - Leverage private or other public funds to create additional housing opportunities through the creation of new programs and services, and the expansion of existing ones, where an unmet need is determined to exist.
  - Assist in the development of an affordable 20+ -unit multi -family rental housing development in Brainerd by December 31, 2004.
  - Acquire and rehabilitate blighted single -family houses in transitional neighborhoods, and sell them to low and moderate income first -time home buyers by December 31, 2003.
  
- Brainerd HRA Goal: Improve the quality of assisted housing  
Objectives:
  - Concentrate one effort to improve specific management functions on an annual basis: (e.g., housing authority finance; management information systems; continual training for staff; marketing; etc.).
  - Purchase new washers and dryers for the North Star Apartments by December 31, 2003.
  - Complete a physical needs assessment for all Public Housing units by December 31, 2003.

- Purchase new furniture for North Star Apartments lounges and common areas by December 31, 2004.
- Improve parking lots and sidewalks at the North Star Apartments by December 31, 2004.
- Remodel second floor in the North Star Apartments by December 31, 2004.
- Make accessibility improvements to Public Housing developments and offices by December 31, 2004.
- Improve landscaping at Public Housing developments by December 31, 2004.
- Improve fire protection systems and the North Star Apartments by December 31, 2004.
- Improve or replace heating and hot water systems at Public Housing developments by December 31, 2004.
- Renovate Caretaker units at the North Star Apartments by December 31, 2003.
- Implement interior and exterior improvements at Public Housing developments based on the needs assessment.
- Install air conditioning in the North Star Apartments Community Room and office area by December 31, 2002.
- Renovate/modernize public housing units on an annual basis .

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

**Provide a safe and secure environment in the Brainerd HRA's Public Housing developments and administrative offices.**

- Install a basic video surveillance system in the common areas of the North Star Apartments and around the building's main points of entry by December 31, 2004.
- Improve the safety of the balconies in the North Star Apartments by renovating them in accordance with reasonable standards by December 31, 2004.
- Locate and purchase/lease office space outside of the North Star Apartments by December 31, 2003.
- Improve the parking lot, and parking lot lighting at the North Star Apartments by December 31, 2004

**Improve the marketing strategy of the Brainerd HRA**

- Network with area social service providers through participation in meetings for groups such as the Central Minnesota Regional Advisory Group (EVHI), the Continuum of Care, the Region Five Development Commission housing meetings, the Brainerd Community Resource Committee, the Brainerd Lakes Area Chambers of Commerce, etc.

- Create an annual report for the Brainerd HRA, displaying the prior fiscal year and providing a brief description of the programs and services provided by September 30, 2003.
- Create and regularly update brochures for each program and property administered by the Brainerd HRA by January 1, 2004.
- Utilize the Lutheran Social Services Energy Assistance mass mailing each fall to market Brainerd HRA housing, programs, and services by December 31, 2004.
- Participate in the creation of a community social services informational packet by December 31, 2002.
- Participate in the update of a housing market study for the effective region by December 31, 2002.

### **Upgrade the Management Information Systems of the Brainerd HRA**

- Purchase and place all agency workstations on a secure server by December 31, 1999.
- Replacement of obsolete agency personal computers by December 31, 1999, and the creation of a PC upgrade plan.
- Ensuring all Brainerd HRA Management Information Systems are Y2K compliant by December 31, 1999.
- Provision of Management Information System training for all staff by June 30, 2000.
- Provision of e-mail addresses and internet access to relevant Brainerd HRA staff by December 31, 1999.
- Creation of an MIS hardware and software inventory by December 31, 2000.

### **Provide Professional Training Opportunities to Staff and Board**

- Successful completion of Section 8 Housing Manager training by Executive Director by October 1, 1999.
- Successful completion of Public Housing Manager training by Executive Director and relevant staff by September 30, 2000.
- Provision of Public Housing Occupancy training for relevant staff by June 30, 2003.
- Successful completion by relevant staff of CIAP/Capital Fund training by December 31, 2003.

### **Improve Services Provided to Tenants**

- Improve the type and quality of services provided to tenants in all developments owned and/or managed by the Brainerd HRA (implementation of a recycling program, marketing of programs provided by the Brainerd HRA and other service providers, improving and increasing social gatherings at the North Star Apartments, etc). Ongoing.

- Investigate the possible hiring of an AmeriCorps VISTA Member or Service Coordinator and/or securing an intern through an area college to assist in providing new and expanded tenants services by December 31, 2003.

**AnnualPHAPlan**  
**PHAFiscalYear2002**  
[24CFRPart903.7]

**i. AnnualPlanType:**

Selectwhichtypeof AnnualPlanthePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

- HighPerformingPHA**  
 **SmallAgency(<250PublicHousingUnits)**  
 **AdministeringSection8Only**
- TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,inclodinghighlightsofmajorinitiativesanddiscretionarypoliciessthePHAhasincludedintheAnnual Plan.

The Housing and Redevelopment Authority in and for the City of Brainerd (Brainerd HRA) has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan.

**iii. AnnualPlanTableofContents**

[24CFRPart903.79(r)]

ProvideatableofcontentsfortheAnnualPlan ,includingattachments,andalistofsupportingdocumentsavailableforpublicinspection .

## TableofContents

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### Attachments

Indicatewhichattachmentsareprovidedbyselectingallthatapply.Providetheattachment'sname(A,B,etc.)inthespacetotheleftofthenameoftheattachment.Note:Ifthe attachmentisprovidedasa **SEPARATE**filesubmissionfromthePHAPlansfile,providethefilenameinparenthesesinthespacetotheleftofthetitle.

Required Attachments:

- Admissions Policy for Deconcentration
- FY2002 Capital Fund Program Annual Statement
- Most recent board -approved operating budget (Required Attachment for PHA that are troubled or at risk of being designated troubled ONLY)  
Statement of Progress in Meeting Mission Statement and Goals  
Resident Advisory Board Members  
Name, Method, and Selection of Resident Member of the PHA Governing Board

Optional Attachments:

- PHA Management Organizational Chart
- FY2000 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)  
Statement of Progress in Meeting Mission and Goals of Five Year Plan  
Annual Plan Table of Contents

**Attachment A**

**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.

| List of Supporting Documents Available for Review |   |                           |
|---|---|---------------------------|
| Applicable & On Display                           | Supporting Document   | Applicable Plan Component |
| a)  | PHA Plan Certification of Compliance with the PHA Plans and Related Regulations | 5 Year and Annual Plans   |
| b)  | State/Local Government Certification of Consistency with                        | 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>                             |
|  | the Consolidated Plan  |  |
| c)   | 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                                      |
| d)   | 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                                   |
| e)   | Most recent board -approved operating budget for the public housing program  | Annual Plan: Financial Resources;                            |
| f)   | 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 |
| g)   | Section 8 Administrative Plan  | Annual Plan: Eligibility, Selection, and Admissions Policies |
| h)   | Public Housing Deconcentration and Income Mixing Documentation:<br>1. PHA board certification 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</i> ; Notice and any further HUD guidance) and   | Annual Plan: Eligibility, Selection, and Admissions Policies |

| <b>List of Supporting Documents Available for Review</b> |  |   |
|--|--|---|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>   | <b>Applicable Plan Component</b>        |
|  | 2. Documentation of the required deconcentration and income mixing analysis  |   |
| •  | Public housing rent determination policies, including the methodology for setting public housing flat rents<br><input checked="" type="checkbox"/> check here if included in the public housing A&O Policy | Annual Plan: Rent Determination         |
| •  | Schedule of flat rents offered at each public housing development<br><input checked="" type="checkbox"/> check here if included in the public housing A&O Policy   | Annual Plan: Rent Determination         |
| •  | Section 8 rent determination (payment standard) policies<br><input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan  | Annual Plan: Rent Determination         |
| i)   | 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 |
| •  | Public housing grievance procedures<br><input checked="" type="checkbox"/> check here if included in the public housing A&O Policy   | Annual Plan: Grievance Procedures       |
| •  | Section 8 informal review and hearing procedures<br><input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan  | Annual Plan: Grievance Procedures       |
| j)   | The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year  | Annual Plan: Capital Needs              |
| k)   | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant  | 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>                  |
| <input checked="" type="checkbox"/>                      | 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 HOPEVI applications or, if more recent, approved or submitted HOPEVI 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 as sessments 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 home ownership programs/plans   | Annual Plan: Homeownership                        |
|  | Policies governing any Section 8 Homeownership program<br><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 |
| l)   | FSS Action Plan/s for public housing and/or Section 8  | 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 for any open grant and most recently submitted PHDEP application (PHDEP Plan)                    | Annual Plan:Safety and Crime Prevention           |
| m)   | 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.  | Annual Plan:Annual Audit                          |

| <b>List of Supporting Documents Available for Review</b> |   |                                  |
|--|---|----------------------------------|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>  | <b>Applicable Plan Component</b> |
|  | S.C. 1437c(h)), the results of that audit and the PHA's response to any findings          |                                  |
|  | 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

[24CFR Part 903.79(a)]

### **A.H 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<br/>by Family Type (Brainerd)</b> |                |                       |               |                |                       |             |                  |
|--|----------------|-----------------------|---------------|----------------|-----------------------|-------------|------------------|
| <b>Family Type</b>   | <b>Overall</b> | <b>Afford-ability</b> | <b>Supply</b> | <b>Quality</b> | <b>Access-ibility</b> | <b>Size</b> | <b>Loca-tion</b> |
| Income <= 30% of AMI   | N/A            | 4                     | 4             | 5              | 3                     | 3           | 3                |
| Income > 30% but <= 50% of AMI   | N/A            | 4                     | 4             | 5              | 3                     | 3           | 3                |
| Income > 50% but < 80% of AMI  | N/A            | 3                     | 4             | 5              | 3                     | 3           | 3                |
| Elderly (65+)  | 947*           | 4                     | 3             | 3              | 3                     | 2           | 3                |

| <b>Housing Needs of Families in the Jurisdiction<br/>by Family Type (Brainerd)</b> |         |                |        |         |                |      |           |
|--|---------|----------------|--------|---------|----------------|------|-----------|
| Family Type  | Overall | Afford-ability | Supply | Quality | Access-ibility | Size | Loca-tion |
| Families with Disabilities   | N/A     |                |        |         |                |      |           |
| All Minority - Headed Households   | 678*    | 4              | 4      | 5       | 3              | 3    | 3         |
| Race/Ethnicity   | N/A     |                |        |         |                |      |           |
| Race/Ethnicity   | N/A     |                |        |         |                |      |           |
| Race/Ethnicity   | N/A     |                |        |         |                |      |           |

\*Household data not available. Total persons listed.

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:
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- 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 -based or sub-jurisdictional public housing waiting lists at their option. PHA may provide

The Brainerd HRA uses a comprehensive waiting list for all housing developments (including those which are not categorized as Public Housing). A separate waiting list is also maintained for the Section 8 Certificate/Voucher Tenant Based Rental Assistance Program.

| <b>Housing Needs of Families on the Waiting List</b>   |               |                     |                 |
|--|---------------|---------------------|-----------------|
| Waiting list type: (select one)  |               |                     |                 |
| <input type="checkbox"/> Section 8 tenant-based assistance   |               |                     |                 |
| <input type="checkbox"/> Public Housing  |               |                     |                 |
| <input checked="" 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   | 383           |                     | 105             |
| Extremely low income <= 30% AMI  | 247           | 65%                 |                 |
| Very low income (>30% but <=50% AMI)   | 101           | 26%                 |                 |
| Low income (>50% but <80% AMI)   | 32            | 8%                  |                 |
| Families with children (N/A)   | N/A           | N/A                 |                 |
| Elderly families   | 8             | 2%                  |                 |
| Families with Disabilities   | **N/A         | **N/A               |                 |
| White  | 350           | 91%                 |                 |

| Housing Needs of Families on the Waiting List   |  |    |  |
|---|--|----|--|
| African American  | 16   | 4% |  |
| American Indian   | 11   | 3% |  |
| Race/ethnicity  |  |    |  |
| <b>**Some information not provided by applicants</b>  |  |    |  |
| Characteristics by Bedroom Size (Public Housing Only)   | Note: The software used by the Brainerd HRA does not break this info out |    |  |
| 1BR   | N/A  |    |  |
| 2BR   | N/A  |    |  |
| 3BR   | N/A  |    |  |
| 4BR   | N/A  |    |  |
| 5BR   | N/A  |    |  |
| 5+BR  | N/A  |    |  |
| Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>If yes:<br>How long has it been closed (# of months)?<br>Does the PHA expect to open the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes<br>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes |  |    |  |

**C. Strategy for Addressing Needs**

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list Agency's reasons for choosing this strategy.

IN THE UPCOMING YEAR, and the

**(1) Strategies**

**Need: Shortage of affordable housing for alleligible 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
- Reduce 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 -uprates 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 PHA, regardless of unit size required
- Maintain or increase section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease -uprates 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)

Utilize Section 8 Project Based units for new developments, such as the Timberland Townhomes, a Housing Tax Credit community that will be developed in Brainerd in 2002 -2003. Six further partnerships with applicable rental property owners will be considered.

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

**Strategy1:Targetavailableassistancetofamiliesatorbelow30%ofAMI**

Selectallthatapply

- ExceedHUDfederaltargetingrequirementsforfamiliesatorbelow30%ofAMIinpublichousing
- ExceedHUDfederaltargetingrequirementsforfamiliesatorbelow30%ofAMIintenant-basedsection8assistance
- Employadmissionspreferencesaimedatfamilieswiththeeconomichardships
- Adoptrentpoliciestosupportandencouragework
- Other:(listbelow)

**Need:SpecificFamilyTypes:Familiesatorbelow50%ofmedian**

**Strategy1:Targetavailableassistanceto familiesatorbelow50%ofAMI**

Selectallthatapply

- Employadmissionspreferencesaimedatfamilieswhoareworking
- Adoptrentpoliciestosupportandencouragework
- Other:(listbelow)
- WorkwithotherareaserviceproviderstomarketHRAprogramsandservicestopotentialhouseholds

**Need:SpecificFamilyTypes:TheElderly**

**Strategy1: Targetavailableassistancetotheelderly:**

Selectallthatapply

- Seekdesignationofpublichousingfortheelderly
- Applyforspecial -purposevoucherstargetedtotheelderly,shouldtheybecomeavailable
- Other:(listbelow)

- MarketHRAhousingtoelderlyhouseholdsandserviceproviders
- Providenewandexpandedservicestoelderlytenants

**Need:SpecificFamilyTypes:FamilieswithDisabilities**

**Strategy1: TargetavailableassistancetoFamilieswithDisabilities:**

Selectallthatapply

- Seekdesignationofpublichousingforfamilieswithdisabilities
- Carryoutthomodificationsneededinpublichousingbasedonthesection504NeedsAssessmentforPublicHousing
- Applyforspecial -purposevoucherstargetedtofamilieswithdisabilities,shouldtheybecomeavailable
- Affirmativelymarkettolocalnon -profitagenciesandserviceprovidersthatassistfamilieswithdisabilities
- Other:(listbelow)

**Need:SpecificFamilyTypes:Racesorethnicitieswithdisproportionatehousingneeds**

**Strategy1:IncreaseawarenessofPHAresourcesamongfamiliesofracesandethnicitieswithdisproportionateneeds:**

Selectifapplicable

- Affirmativelymarkettoraces/ethnicitiesshowntohavedisproportionatehousingneeds
- Other:(listbelow)

**Strategy2:Conductactivitiestoaffirmativelyfurtherfairhousing**

Selectallthatapply

- Counselsection8tenantsastolocationofunitsoutsideofareasofpovertyorminorityconcentrationandassistthemtolocatethoseunits
- Marketthesection8programtoownersoutsideofareasofpoverty/minorityconcentrations
- Other:(listbelow)
- ProvideFairHousinginformationtoallhouseholdsandprospectivehouseholdsofBrainerdHRAprograms,services,anddevelopments

**OtherHousingNeeds&Strategies:(listneedsandstrategiesbelow)**

**(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**

[24CFR Part 903.79(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 support services, Section 8 tenant-based assistance, Section 8 support services or other.

| <b>Financial Resources:<br/>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                         | \$80,000          |                     |
| b) Public Housing Capital Fund                           | \$290,000         |                     |
| c) HOPEVI Revitalization                                 |                   |                     |

| <b>Financial Resources:<br/>Planned Sources and Uses</b>                              |                   |                              |
|---|-------------------|------------------------------|
| <b>Sources</b>  | <b>Planned \$</b> | <b>Planned Uses</b>          |
| d) HOPEVI Demolition  |                   |                              |
| e) Annual Contributions for Section 8 Tenant -Based Assistance                        | \$952,591         |                              |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) |                   |                              |
| g) Resident Opportunity and Self - Sufficiency Grants                                 |                   |                              |
| h) Community Development Block Grant  |                   |                              |
| i) HOME   |                   |                              |
| Other Federal Grants (list below)   |                   |                              |
|   |                   |                              |
| <b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>             |                   |                              |
| CIAP  | \$                | Public Housing Modernization |
| Capital Fund  | \$260,302         | Public Housing Modernization |
|   |                   |                              |
| <b>3. Public Housing Dwelling Rental Income</b>                                       | \$                | Public Housing               |
|   |                   |                              |
|   |                   |                              |
| <b>4. Other income (list below)</b>   |                   |                              |

| <b>Financial Resources:<br/>Planned Sources and Uses</b> |                   |                                     |
|--|-------------------|-------------------------------------|
| <b>Sources</b>   | <b>Planned \$</b> | <b>Planned Uses</b>                 |
| City levy –est.  | \$30,000          | Agency general administrative costs |
|  |                   |                                     |
| <b>4. Non -federal sources</b> (list below)              |                   |                                     |
| Mgmt. fees for properties                                | \$50,000          | Agency general administrative costs |
|  |                   |                                     |
|  |                   |                                     |
| <b>Total resources</b>                                   | \$2,452,893       |                                     |
|  |                   |                                     |

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

[24CFR Part 903.79(c)]

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

Exemptions: PHA 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 a certain time of being offered a unit: (within three months)
- 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
- a) History of disturbing neighbors or destruction of property
  - b) Fraud in connection with any housing program
  - c) Alcohol abuse that interferes with the health, safety or right to peaceful enjoyment by others
  - d) Poor history of utility payments

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)

The extent of the criminal records search depends on the residence of the applicant for the past three years.

## **(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)

c. If the PHA plan 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**

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 approved site based waiting list plan)? -HUD-  
If yes, how many lists?

3.  Yes  No: May families be on more than one lists 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
- 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:

**(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?

Not a preference.

b. Transfer policies:

In what circumstances will transfer 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)  
Willing to pay transfer fee.
- Other: (list below)

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 reprisal or hate crimes
- Other preference(s) (list below)

The North Star Apartments provide a preference to elderly and disabled households.

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 points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time: 1

Former Federal preferences:

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

Homelessness  
Highrentburden

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 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 residences (North Star Apartments only)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensure 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 using (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)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Anytime family composition changes
- At family request for revision
- Other (list)

**(6) Deconcentration and Income Mixing**

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 income mixing?

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 development 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)

- Additionalaffirmativemarketing
- Actionstoimprovethe marketabilityofcertaindevelopments
- Adoptionoradjustmentofceilingrentsforcertaindevelopments
- Adoptionofrentincentivestoencourage deconcentrationofpovertyandincome -mixing
- Other(listbelow)

f. Basedontheresultsoftherequiredanalysis,inwhichdevelopmentswillthePHA makespecialeffortsto attractorretainhigher -incomefamilies?  
(selectallthatapply)

- Notapplicable: resultsof analysisdidnotindicateaneedforsuch efforts
- List(anyapplicable)developmentsbelow:

g. Basedontheresultsoftherequiredanalysis,inwhichdevelopmentswillthePHA makespecialeffortsto assureaccessfor lower -income families?(selectallthatapply)

- Notapplicable: resultsof analysisdidnotindicateaneedforsuch efforts
- List(anyapplicable)developmentsbelow:

## B. Section 8

Exemptions: PHAthatdonotadministersection8arenotrequiredto completesub -component3B.  
**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. WhatistheextentofscreeningconductedbythePHA?(selectallthatapply)

- Criminalordrug -relatedactivityonlytotheextentrequiredbylaworregulation
- Criminalanddrug -relatedactivity, moreextensivelythanrequiredbylaworregulation
- Moregeneralscreeningthancriminalanddrug -relatedactivity(listfactorsbelow)
- Other(listbelow)

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

The name and address of the prospective tenant's two previous landlords.

**(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)  
The Brainerd HRA housing waiting list (all properties)

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)

**(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:

A 60 day extension is available if the household has a disability which makes finding appropriate housing difficult, they have a legitimate, difficult time finding qualified, affordable housing, and/or the family size meets the qualification of "hard to house". For persons with disabilities, an additional 60 days may be requested.

**(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 admission to the section 8 program to families at or below 30% of median area income?

The Brainerd HRA will use a limited preference to ensure at least 75% of all new admissions are 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
- Highrentburden(rentis>50percentofincome)

Otherpreferences(selectallthatapply)

- Workingfamiliesandthoseunabletoworkbecauseofageordisability
- Veteransandveterans’families
- Residentswholiveand/orworkinyourjurisdiction
- Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobilityprograms
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)  
Householdsatorbellow30%ofmedian areaincome.

3.IfthePHAwillemployadmissionspreferences,pleaseprioritizebyplacinga“1”in thespacethatrepresentsyourfirstpriority,a“2”inthebox representingyour secondpriority,andsoon.Ifyougiveequalweighttooneormoreofthese choices(eitherthroughanabsolutehierarchy orthroughapointsystem),placethe samenumbertoeach.Thatmeansyoucanuse“1”morethanonce,“2”more thanonce,etc.

- DateandTime: 1

FormerFederalpreferen ces

- InvoluntaryDisplacement(Disaster,GovernmentAction,ActionofHousingOwner,Inaccessibility,PropertyDisposition)
- Victimsofdomesticviolence
- Substandardhousing
- Homelessness
- Highrentburden

Otherpreferences(selectallthatapply)

- Workingfamiliesandthoseunabletoworkbecauseofageordisability

- 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 reprisal or hate crimes
- Other preference(s) (list below)

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 plan to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

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

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

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensure 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 admission to any special program administered by the PHA contained? (select all that apply) -purpose section 8

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

The Brainerd HRA is setting aside six project-based units for the Timberland Townhomes, a Housing Tax Credit development to be constructed in Brainerd in 2002-2003 and managed by the Brainerd HRA.

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

- Through public notices  
 Other (list below)

#### **4. PHA Rent Determination Policies**

[24CFR Part 903.79(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 :

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

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

For all Public Housing developments, ceiling and flat rents will be the same, based on bedroom size:

**Flat and Ceiling Rents**

|                           |                 |
|---------------------------|-----------------|
| One bedroom unit (small): | \$350 per month |
| One bedroom unit (large): | \$350 per month |
| Two-bedroom unit:         | \$425 per month |
| Three-bedroom unit:       | \$450 per month |
| Four-bedroom unit:        | \$525 per month |

d. Which of the discretionary (optional) deductions and/or exclusion policies does the PHA plan to employ (select all that apply)

- 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(describewhatbelow)

e.Ceilingrents

1. Doyouhaveceilingrents?(rentssetatalevellowerthan30%ofadjustedincome)(selectone)

- Yesforalldevelopments
- Yesbutonlyforsomeddevelopments
- No

2. Forwhichkindsofdevelopmentsareceilingrentsinplace?(select allthatapply)

- Forallddevelopments
- Forallgeneraloccupancydevelopments(notelderlyordisabledorelderlyonly)
- Forspecifiedgeneraloccupancydevelopments
- Forcertainpartsofdevelopments;e.g.,thehigh -riseportion
- Forcertainsizeunits;e.g.,largerbedroomsizes
- Other(listbelow)

3. Selectthespaceorspacesthatbestdescribewhatyouarriveatceilingrents(selectallthatapply)

- Marketcomparabilitystudy
- Fairmarketrents(FMR)
- 95<sup>th</sup>percentilerents
- 75percentofoperatingcosts
- 100percentofoperatingcostsforgeneraloccupancy(family)developments
- Operatingcostsplusdebt-service
- The“rentalvalue”oftheunit
- Other(listbelow)

f. Rentre -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
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \$40 per month
- Other (list below)

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)

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

Exemptions: PHA 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)

- 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)

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 burden 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:

**5. Operations and Management**

[24CFR Part 903.79(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:

The six person Board of Commissioners of the Brainerd HRA hires the Executive Director, who is responsible for the overall management of the agency. There are currently three agency departments under the Executive Director: Housing Management, Rental Assistance, and Administration.

**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.)

| Program Name   | Units or Families Served at Year Beginning | Expected Turnover |
|----------------|--|-------------------|
| Public Housing | 198  | 60                |

|  |  |     |
|--|--|-----|
| Section8Vouchers   | 320  | 110 |
| Section8Certificates   | 0  | 0   |
| Section8ModRehab   | 0  |     |
| SpecialPurposeSection8Certificates/Vouchers (listindividually) | NA(wearerequesting 6ProjectBased Vouchersforthe Timberland Townhomes,anHTC developmenttobegin leasinginmid2002, andtobecompletedin 2003. |     |
| PublicHousingDrug EliminationProgram (PHDEP)                   | NA   |     |
|  |  |     |
| OtherFederal Programs(list individually)                       |  |     |
|  |  |     |
|  |  |     |

**C.ManagementandMaintenancePolicies**

ListthePHA’spublichousingmanagementandmaintenancepolicydocuments,manualsandhandbooksthatcontaintheAgency’srules,standards,andpoliciesthatgovern maintenanceandmanagementofpublichousing,includingadescriptionofany measuresnecessaryforthe preventionoreradicationofpestinfestation(whichincludescockroach infestation)andthepoliciesgoverningSection8management.

(1)PublicHousingMaintenanceandManagement:(listbelow)

TheBrainerdHRAhasfollowingpoliciesgovernouoperations:

- a) AdmissionsandContinuedOccupancyPolicy
- b) Section8AdministrativePlan
- c) BloodBorneDiseasePolicy
- d) CapitalizationPolicy
- e) CheckSigningPolicy
- f) CommunitySpacePolicy
- g) CriminalRecordsManagementPolicy
- h) DispositionPolicy
- i) DrugFreePolicy
- j) EqualHousingOpportunityPolicy
- k) EthicsPolicy
- l) FundTransferPolicy
- m) HazardousMaterialsPolicy
- n) InvestmentPolicy
- o) MaintenancePolicy(includingpestcontrol)
- p) NaturalDisasterPolicy
- q) PersonnelPolicy
- r) ProcurementPolicy

(2)Section8Management:(listbelow)

TheSection8TenantBasedProgramsaregovernedbytherelevantandgermanepolicieslistedabove.

CopiesofthesepoliciescanbefoundattheBrainerdHousingandRedevelopmentAuthoritymainadministrativeoffice,locatedat410EastRiver Road,Brainerd,Minnesota.

## **6. PHA Grievance Procedures**

[24CFR Part 903.79(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 24CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA offices 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 24CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA offices 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**

[24CFRPart903.79(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: PHA 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 Form 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 III**

| <b>Annual Statement/Performance and Evaluation Report</b>   |   |  |           |                              |          |
|---|---|--|-----------|------------------------------|----------|
| <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>  |   |  |           |                              |          |
| PHAName: Brainerd Housing and Redevelopment Authority   |   | Grant Type and Number<br>Capital Fund Program: MN46P03250100<br>Capital Fund Program<br>Replacement Housing Factor Grant No: |           | Federal FY of Grant:<br>2000 |          |
| <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) |   |  |           |                              |          |
| <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report  |   |  |           |                              |          |
| Line No.  | Summary by Development Account            | Total Estimated Cost   |           | Total Actual Cost            |          |
|   |   | Original   | Revised   | Obligated                    | Expended |
| 1   | Total Non - CFP Funds                     |  |           |                              |          |
| 2   | 1406 Operations                           | \$28,000   | \$28,000  | \$28,000                     | \$28,000 |
| 3   | 1408 Management Improvements              | \$20,000   | \$7,500   | \$7,500                      |          |
| 4   | 1410 Administration                       | \$15,000   | \$0       |                              |          |
| 5   | 1411 Audit                                | \$0  | \$0       |                              |          |
| 6   | 1415 Liquidated Damages                   | \$0  | \$0       |                              |          |
| 7   | 1430 Fees and Costs                       | \$25,000   | \$0       |                              |          |
| 8   | 1440 Site Acquisition                     | \$0  | \$0       |                              |          |
| 9   | 1450 Site Improvement                     | \$10,000   | \$100,000 |                              |          |
| 10  | 1460 Dwelling Structures                  | \$59,302   | \$52,590  | \$52,590                     |          |
| 11  | 1465.1 Dwelling Equipment — Nonexpendable | \$10,000   | \$0       |                              |          |
| 12  | 1470 Nondwelling Structures               | \$21,000   | \$0       |                              |          |
| 13  | 1475 Nondwelling Equipment                | \$100,000  | \$100,212 | \$100,212                    | \$81,416 |
| 14  | 1485 Demolition                           | \$0  | \$0       |                              |          |
| 15  | 1490 Replacement Reserve                  | \$0  | \$0       |                              |          |
| 16  | 1492 Moving to Work Demonstration         | \$0  | \$0       |                              |          |

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

|   |  |                              |
|---|--|------------------------------|
| PHAName: Brainerd Housing and Redevelopment Authority | Grant Type and Number<br>Capital Fund Program: MN46P03250100<br>Capital Fund Program<br>Replacement Housing Factor Grant No: | Federal FY of Grant:<br>2000 |
|---|--|------------------------------|

Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending:     
  Final Performance and Evaluation Report

| Line No. | Summary by Development Account                            | Total Estimated Cost |           | Total Actual Cost |  |
|----------|---|----------------------|-----------|-------------------|--|
| 17       | 1495.1 Relocation Costs                                   | \$0                  | \$0       |                   |  |
| 18       | 1498 Mod Used for Development                             | \$0                  | \$0       |                   |  |
| 19       | 1502 Contingency  | \$0                  | \$0       |                   |  |
| 20       | Amount of Annual Grant: (sum of lines 2 - 19)             | \$288,302            | \$288,302 |                   |  |
| 21       | Amount of line 20 Related to LBP Activities               | \$0                  | \$0       |                   |  |
| 22       | Amount of line 20 Related to Section 504 Compliance       | \$0                  | \$0       |                   |  |
| 23       | Amount of line 20 Related to Security                     | \$86,288             | \$86,288  |                   |  |
| 24       | Amount of line 20 Related to Energy Conservation Measures | \$0                  | \$0       |                   |  |

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

| PHAName: Brainerd Housing and Redevelopment Authority |  | Grant Type and Number<br>Capital Fund Program#: MN46P03250100<br>Capital Fund Program Replacement Housing Factor#: |          |                      |           | Federal FY of Grant: 2000 |                |  |
|---|--|--|----------|----------------------|-----------|---------------------------|----------------|--|
| Development Number<br>Name/HA-Wide Activities         | General Description of Major Work Categories | Dev. Acct No.  | Quantity | Total Estimated Cost |           | Total Actual Cost         |                | Status of Proposed Work                              |
|   |  |  |          | Original             | Revised   | Funds Obligated           | Funds Expended |  |
| MN032001-North Star Apartments                        | Installation of video security System        | 1475   | 1 Bldg   | \$90,000             | \$86,288  | \$86,288                  | \$81,416       | Contract Signed Jan. 2002, work to be completed 3/02 |
|   | Carpet and vinyl flooring Replacement        | 1460   | N/A      | \$29,302             | \$0       |                           |                |  |
|   | Common Space/Office Improvement              | 1470   | N/A      | \$21,000             | \$0       |                           |                |  |
|   | Parking lot Improvement                      | 1450   | 1 Lot    | \$10,000             | \$100,000 |                           |                | Contract to be signed 8/02, work to be complete 5/03 |

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

| PHAName: Brainerd Housing and Redevelopment Authority |  | Grant Type and Number<br>Capital Fund Program#: MN46P03250100<br>Capital Fund Program<br>Replacement Housing Factor#: |          |                      |          | Federal FY of Grant: 2000 |                |   |
|---|--|---|----------|----------------------|----------|---------------------------|----------------|---|
| Development Number<br>Name/HA-Wide Activities         | General Description of Major Work Categories | Dev. Acct No.   | Quantity | Total Estimated Cost |          | Total Actual Cost         |                | Status of Proposed Work                         |
|   |  |   |          | Original             | Revised  | Funds Obligated           | Funds Expended |   |
| MN032002-Scattered Site                               | Vinyl flooring replacement/ Carpet           | 1460  | 2 Units  | \$5,000              | \$0      |                           |                |   |
|   | Roof Replacement                             | 1460  | 1 Unit   | \$5,000              | \$0      |                           |                |   |
|   | Office furniture, replacement of Server      | 1475  | 3        | \$5,000              | \$13,924 | \$13,924                  |                | Purchased 5/02                                  |
| HA-Wide   | Maintenance Equipment –tools                 | 1475  | N/A      | \$5,000              | \$0      |                           |                |   |
|   | Operations                                   | 1406  | Lump Sum | \$28,000             | \$28,000 | \$28,000                  | \$28,000       |   |
|   | Administrative costs                         | 1408-10   | Lump Sum | \$35,000             | \$7,500  | \$7,500                   |                |   |
|   | A/E fees and costs                           | 1430  | Lump Sum | \$25,000             | \$0      |                           |                | Contract signed 2/02, work to be completed 3/02 |
|   | Dwelling Equipment -general                  | 1465.1  | N/A      | \$10,000             | \$0      |                           |                | Contact signed                                  |

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

| PHAName: Brainerd Housing and Redevelopment Authority |   | Grant Type and Number<br>Capital Fund Program#: MN46P03250100<br>Capital Fund Program<br>Replacement Housing Factor#: |                                  |                      | Federal FY of Grant: 2000 |                    |                   |                               |
|---|---|---|----------------------------------|----------------------|---------------------------|--------------------|-------------------|-------------------------------|
| Development Number<br>Name/HA-Wide<br>Activities      | General Description of Major Work<br>Categories | Dev. Acct No.   | Quantity                         | Total Estimated Cost |                           | Total Actual Cost  |                   | Status of<br>Proposed<br>Work |
|   |   |   |                                  | Original             | Revised                   | Funds<br>Obligated | Funds<br>Expended |                               |
| Mn032001-<br>North Star<br>Apartments                 | Air Conditioning                                | 1460  | 3 Offices and<br>Common<br>Space | \$0                  | \$52,590                  |                    |                   |                               |
|   |   |   |                                  |                      |                           |                    |                   |                               |
|   |   |   |                                  |                      |                           |                    |                   |                               |
|   |   |   |                                  |                      |                           |                    |                   |                               |
|   |   |   |                                  |                      |                           |                    |                   |                               |



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

|   |  |                              |
|---|--|------------------------------|
| PHAName: Brainerd Housing and Redevelopment Authority | Grant Type and Number<br>Capital Fund Program: MN46P03250101<br>Capital Fund Program<br>Replacement Housing Factor Grant No: | Federal FY of Grant:<br>2001 |
|---|--|------------------------------|

Original Annual Statement     
 Reserve for Disasters/Emergencies     
 Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending:     
 Final Performance and Evaluation Report

| Line No. | Summary by Development Account               | Total Estimated Cost |           | Total Actual Cost |          |
|----------|--|----------------------|-----------|-------------------|----------|
|          |  | Original             | Revised   | Obligated         | Expended |
| 1        | Total Non -CFP Funds                         |                      |           |                   |          |
| 2        | 1406 Operations                              | \$29,298             | \$58,596  | \$29,298          | \$29,298 |
| 3        | 1408 Management Improvements                 | \$10,000             | \$12,500  |                   |          |
| 4        | 1410 Administration                          | \$20,000             | \$20,000  |                   |          |
| 5        | 1411 Audit                                   | \$3,000              | \$0       |                   |          |
| 6        | 1415 Liquidated Damages                      |                      |           |                   |          |
| 7        | 1430 Fees and Costs                          | \$12,000             | \$41,888  |                   |          |
| 8        | 1440 Site Acquisition                        |                      |           |                   |          |
| 9        | 1450 Site Improvement                        | \$5,000              | \$50,000  |                   |          |
| 10       | 1460 Dwelling Structures                     | \$120,500            | \$110,000 |                   |          |
| 11       | 1465.1 Dwelling Equipment — Nonexpendable    |                      |           |                   |          |
| 12       | 1470 Nondwelling Structures                  | \$5,000              | \$0       |                   |          |
| 13       | 1475 Nondwelling Equipment                   | \$86,186             | \$0       |                   |          |
| 14       | 1485 Demolition                              | \$0                  | \$0       |                   |          |
| 15       | 1490 Replacement Reserve                     | \$0                  | \$0       |                   |          |
| 16       | 1492 Moving to Work Demonstration            | \$0                  | \$0       |                   |          |
| 17       | 1495.1 Relocation Costs                      | \$0                  | \$0       |                   |          |
| 18       | 1498 Mod Used for Development                | \$0                  | \$0       |                   |          |
| 19       | 1502 Contingency                             | \$2,000              | \$0       |                   |          |
| 20       | Amount of Annual Grant: (sum of lines 2 -19) | \$292,984            | \$292,984 |                   |          |

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

|   |  |                              |
|---|--|------------------------------|
| PHAName: Brainerd Housing and Redevelopment Authority | Grant Type and Number<br>Capital Fund Program: MN46P03250101<br>Capital Fund Program<br>Replacement Housing Factor Grant No: | Federal FY of Grant:<br>2001 |
|---|--|------------------------------|

Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending:     
  Final Performance and Evaluation Report

| Line No. | Summary by Development Account                            | Total Estimated Cost |     | Total Actual Cost |  |
|----------|---|----------------------|-----|-------------------|--|
| 21       | Amount of line 20 Related to LBP Activities               | \$0                  |     |                   |  |
| 22       | Amount of line 20 Related to Section 504 Compliance       | \$0                  |     |                   |  |
| 23       | Amount of line 20 Related to Security                     | \$75,000             | \$0 |                   |  |
| 24       | Amount of line 20 Related to Energy Conservation Measures | \$0                  |     |                   |  |

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

| PHAName: Brainerd Housing and Redevelopment Authority |  | Grant Type and Number<br>Capital Fund Program#: MN46P03250101<br>Capital Fund Program Replacement Housing Factor#: |          |                      |          | Federal FY of Grant: 2001 |                |                         |
|---|--|--|----------|----------------------|----------|---------------------------|----------------|-------------------------|
| Development Number<br>Name/HA-Wide Activities         | General Description of Major Work Categories | Dev. Acct No.  | Quantity | Total Estimated Cost |          | Total Actual Cost         |                | Status of Proposed Work |
|   |  |  |          | Original             | Revised  | Funds Obligated           | Funds Expended |                         |
| MN032001-North Star Apartments                        | Installation of video security System        | 1475   | 1 Bldg   | \$75,000             | \$0      |                           |                |                         |
|   | Carpet and vinyl flooring Replacement        | 1460   | N/A      | \$15,500             | \$0      |                           |                |                         |
|   | New Lock and Key System                      | 1460   | 1 Bldg   | \$40,000             | \$0      |                           |                |                         |
|   | Parking lot Improvement                      | 1450   | 1 Lot    | \$5,000              | \$50,000 |                           |                |                         |
| MN032002-Scattered Site                               | Vinyl flooring replacement/ Carpet           | 1460   | N/A      | \$25,000             | \$0      |                           |                |                         |
|   | Roof Replacement                             | 1460   | 15 Units | \$10,000             | \$24,000 |                           |                |                         |

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

| PHAName: Brainerd Housing and Redevelopment Authority |  | Grant Type and Number<br>Capital Fund Program#: MN46P03250101<br>Capital Fund Program Replacement Housing Factor#: |          |                      |          | Federal FY of Grant: 2001 |                |                         |
|---|--|--|----------|----------------------|----------|---------------------------|----------------|-------------------------|
| Development Number<br>Name/HA-Wide Activities         | General Description of Major Work Categories | Dev. Acct No.  | Quantity | Total Estimated Cost |          | Total Actual Cost         |                | Status of Proposed Work |
|   |  |  |          | Original             | Revised  | Funds Obligated           | Funds Expended |                         |
|   | Furnace and Water Heater Replacement         | 1460   | N/A      | \$15,000             | \$0      |                           |                |                         |
|   | Window Replacement                           | 1460   | 15 Units | \$0                  | \$45,000 |                           |                |                         |
|   | Closet Doors                                 | 1460   | 16 Units | \$0                  | \$7,500  |                           |                |                         |
|   | Cabinet Fronts - Kitchen and Bath            | 1460   | 16 Units | \$0                  | \$26,000 |                           |                |                         |
|   | Exterior Doors and Casing                    | 1460   | 16 Units | \$0                  | \$7,500  |                           |                |                         |
|   | New Lock and Key System                      | 1460   | 16 Units | \$40,000             | \$0      |                           |                |                         |
| MN032003 Valley Trail                                 | Roof Repairs                                 | 1460   | N/A      | \$0                  | \$0      |                           |                |                         |
| HA-Wide   | Maintenance Equipment - tools                | 1475   | N/A      | \$5,000              | \$0      |                           |                |                         |
|   | Operations                                   | 1406   | Lump Sum | \$29,298             | \$58,596 |                           |                |                         |
|   | Administration                               | 1410   | N/A      | \$20,000             | \$0      |                           |                |                         |
|   | A/E fees and costs                           | 1430   | Lump Sum | \$12,000             | \$22,188 |                           |                |                         |
|   | Market Study                                 |  | Lump Sum | \$0                  | \$19,700 |                           |                |                         |
|   | Office Furniture/Computers                   | 1475   | N/A      | \$6,186              | \$0      |                           |                |                         |
|   | Staff Salaries/Wages and Costs               | 1408   | Lump Sum | \$20,000             | \$20,000 |                           |                |                         |
|   | Capital Fund Training                        | 1408   | Lump Sum | \$5,000              | \$7,500  |                           |                |                         |
|   | Fiscal Training                              | 1408   | Lump Sum | \$5,000              | \$5,000  |                           |                |                         |

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

| PHAName: Brainerd Housing and Redevelopment Authority |  | Grant Type and Number<br>Capital Fund Program#: MN46P03250101<br>Capital Fund Program Replacement Housing Factor#: |            |                      | Federal FY of Grant: 2001 |                   |                |                         |
|---|--|--|------------|----------------------|---------------------------|-------------------|----------------|-------------------------|
| Development Number<br>Name/HA-Wide Activities         | General Description of Major Work Categories | Dev. Acct No.  | Quantity   | Total Estimated Cost |                           | Total Actual Cost |                | Status of Proposed Work |
|   |  |  |            | Original             | Revised                   | Funds Obligated   | Funds Expended |                         |
|   | Audit Fees                                   | 1411   | N/A        | \$3,000              | \$0                       |                   |                |                         |
|   | Contingency                                  | 1502   | N/A        | \$2,000              | \$0                       |                   |                |                         |
|   | Storage Facility                             | 1470   | 1 Facility | \$5,000              | \$0                       |                   |                |                         |



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFP RHF) Part 1: Summary**

|   |  |                              |
|---|--|------------------------------|
| PHAName: Brainerd Housing and Redevelopment Authority | Grant Type and Number<br>Capital Fund Program: MN46P03250102<br>Capital Fund Program<br>Replacement Housing Factor Grant No: | Federal FY of Grant:<br>2002 |
|---|--|------------------------------|

Original Annual Statement     
  Reserve for Disasters/Emergencies     
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| Line No. | Summary by Development Account                      | Total Estimated Cost |         | Total Actual Cost |          |
|----------|---|----------------------|---------|-------------------|----------|
|          |   | Original             | Revised | Obligated         | Expended |
| 1        | Total Non -CFP Funds                                |                      |         |                   |          |
| 2        | 1406 Operations                                     | \$55,787             |         |                   |          |
| 3        | 1408 Management Improvements                        | \$12,500             |         |                   |          |
| 4        | 1410 Administration                                 | \$20,000             |         |                   |          |
| 5        | 1411 Audit  | \$0                  |         |                   |          |
| 6        | 1415 Liquidated Damages                             | \$0                  |         |                   |          |
| 7        | 1430 Fees and Costs                                 | \$30,000             |         |                   |          |
| 8        | 1440 Site Acquisition                               | \$0                  |         |                   |          |
| 9        | 1450 Site Improvement                               | \$0                  |         |                   |          |
| 10       | 1460 Dwelling Structures                            | \$145,649            |         |                   |          |
| 11       | 1465.1 Dwelling Equipment — Nonexpendable           | \$15,000             |         |                   |          |
| 12       | 1470 Nondwelling Structures                         | \$0                  |         |                   |          |
| 13       | 1475 Nondwelling Equipment                          | \$0                  |         |                   |          |
| 14       | 1485 Demolition                                     | \$0                  |         |                   |          |
| 15       | 1490 Replacement Reserve                            | \$0                  |         |                   |          |
| 16       | 1492 Moving to Work Demonstration                   | \$0                  |         |                   |          |
| 17       | 1495.1 Relocation Costs                             | \$0                  |         |                   |          |
| 18       | 1498 Mod Used for Development                       | \$0                  |         |                   |          |
| 19       | 1502 Contingency                                    | \$0                  |         |                   |          |
| 20       | Amount of Annual Grant: (sum of lines 2 - 19)       | \$278,936            |         |                   |          |
| 21       | Amount of line 20 Related to LBP Activities         | \$0                  |         |                   |          |
| 22       | Amount of line 20 Related to Section 504 Compliance | \$0                  |         |                   |          |

| <b>Annual Statement/Performance and Evaluation Report</b>  |   |  |  |                              |
|--|---|--|--|------------------------------|
| <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFP RHF) Part 1: Summary</b>  |   |  |  |                              |
| PHAName: Brainerd Housing and Redevelopment Authority  |   | Grant Type and Number<br>Capital Fund Program: MN46P03250102<br>Capital Fund Program<br>Replacement Housing Factor Grant No: |  | Federal FY of Grant:<br>2002 |
| <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement<br><input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report |   |  |  |                              |
| Line No.   | Summary by Development Account                            | Total Estimated Cost   |  | Total Actual Cost            |
| 23   | Amount of line 20 Related to Security                     | \$0  |  |                              |
| 24   | Amount of line 20 Related to Energy Conservation Measures | \$0  |  |                              |

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**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

| PHAName: Brainerd Housing and Redevelopment Authority |  | Grant Type and Number<br>Capital Fund Program#: MN46P03250102<br>Capital Fund Program<br>Replacement Housing Factor#: |           |                      | Federal FY of Grant: 2002 |                   |                |                         |
|---|--|---|-----------|----------------------|---------------------------|-------------------|----------------|-------------------------|
| Development Number<br>Name/HA-Wide Activities         | General Description of Major Work Categories | Dev. Acct No.   | Quantity  | Total Estimated Cost |                           | Total Actual Cost |                | Status of Proposed Work |
|   |  |   |           | Original             | Revised                   | Funds Obligated   | Funds Expended |                         |
| MN032001-North Star Apartments                        | Update of Video Security System              | 1475  | 1 bldg    | \$0                  |                           |                   |                |                         |
|   | Carpet and Vinyl Flooring Replacement        | 1460  | N/A       | \$0                  |                           |                   |                |                         |
|   | Furniture for the North Star Lounges         | 1460  | 10 Floors | \$30,000             |                           |                   |                |                         |
|   | Parking Lot Improvement, Sidewalk Repair     | 1450  | 1 lot     | \$0                  |                           |                   |                |                         |
|   | Washers and Dryers                           | 1475  | 6         | \$15,000             |                           |                   |                |                         |
|   | Fire Protection Modification                 | 1460  | 1         | \$25,000             |                           |                   |                |                         |
|   | Second Floor Lounge Furniture                | 1475  | 1 Floor   | \$0                  |                           |                   |                |                         |
|   | Fire Panel                                   | 1460  | 1         | \$60,649             |                           |                   |                |                         |
| MN032002-Scattered Site                               | Furnace and Water Heater Replacement         | 1460  | N/A       | \$0                  |                           |                   |                |                         |

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

| PHAName: Brainerd Housing and Redevelopment Authority |   | Grant Type and Number<br>Capital Fund Program#: MN46P03250102<br>Capital Fund Program Replacement Housing Factor#: |          |                      | Federal FY of Grant: 2002 |                   |                |                         |
|---|---|--|----------|----------------------|---------------------------|-------------------|----------------|-------------------------|
| Development Number<br>Name/HA-Wide Activities         | General Description of Major Work Categories                  | Dev. Acct No.  | Quantity | Total Estimated Cost |                           | Total Actual Cost |                | Status of Proposed Work |
|   |   |  |          | Original             | Revised                   | Funds Obligated   | Funds Expended |                         |
|   | Vinyl Flooring Replacement, Carpet                            | 1460   | N/A      | \$0                  |                           |                   |                |                         |
|   | Roof Replacement  | 1460   | N/A      | \$0                  |                           |                   |                |                         |
|   | New Lock and Key System                                       | 1460   | 16 Units | \$0                  |                           |                   |                |                         |
|   | Window, Door Replacement                                      | 1460   | N/A      | \$0                  |                           |                   |                |                         |
|   | Exterior Painting   | 1460   | 15 Units | \$30,000             |                           |                   |                |                         |
| MN032004-Valley Trail                                 | Vinyl Flooring Replacement/Carpet                             | 1460   | N/A      | \$0                  |                           |                   |                |                         |
|   | Roof Repair, Replacement                                      | 1460   | N/A      | \$0                  |                           |                   |                |                         |
|   | Brick molding and Trim around Exterior Doors and Garage Doors | 1460   | N/A      | \$0                  |                           |                   |                |                         |
| HA-Wide   | Office Furniture and Computers                                | 1475   | N/A      | \$0                  |                           |                   |                |                         |
|   | Maintenance Equipment - Tools                                 | 1406   | N/A      | \$0                  |                           |                   |                |                         |
| HA-Wide   | Operations  | 1406   | Lump Sum | \$55,787             |                           |                   |                |                         |
|   | Staff Salaries/Wages and Related Costs                        | 1410   | Lump Sum | \$20,000             |                           |                   |                |                         |
|   | A/E Fees and Costs  | 1430   | Lump Sum | \$30,000             |                           |                   |                |                         |
|   | Capital Fund/Fiscal Training                                  | 1408   | Lump Sum | \$12,500             |                           |                   |                |                         |

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

| PHAName: Brainerd Housing and Redevelopment Authority |  | Grant Type and Number<br>Capital Fund Program#: MN46P03250102<br>Capital Fund Program Replacement Housing Factor#: |            |                      | Federal FY of Grant: 2002 |                   |                |                         |
|---|--|--|------------|----------------------|---------------------------|-------------------|----------------|-------------------------|
| Development Number<br>Name/HA-Wide Activities         | General Description of Major Work Categories | Dev. Acct No.  | Quantity   | Total Estimated Cost |                           | Total Actual Cost |                | Status of Proposed Work |
|   |  |  |            | Original             | Revised                   | Funds Obligated   | Funds Expended |                         |
|   | Audit Fees                                   | 1411   | N/A        | \$0                  |                           |                   |                |                         |
|   | Storage Facility                             | 1470   | 1 Facility | \$0                  |                           |                   |                |                         |
|   | Contingency                                  | 1502   | N/A        | \$0                  |                           |                   |                |                         |
|   | Safety Improvements                          | 1460   | N/A        | \$0                  |                           |                   |                |                         |
|   |  |  |            |                      |                           |                   |                |                         |





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## **B. HOPEVI and Public Housing Development and Replacement Activities (Non -Capital Fund)**

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPEVI 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 HOPEVI 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 HOPEVI 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 Plans 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 HOPEVI Revitalization grant in the Plan year?  
If yes, list development name/s below:

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

- 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:

## **8. Demolition and Disposition**

[24 CFR Part 903.79(h)]

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

1.  Yes  No: DoesthePHAplantoconductanydemolitionordisposition activities(pursuanttosection18oftheU.S.HousingActof 1937(42U.S.C.1437p))intheplanFiscalYear?(If“No”, skiptocomponent9;if“yes”,completeoneactivitydescription foreachdevelopment.)

2. ActivityDescription

Yes  No: HasthePHAprovidedtheactivitiesdescriptioninformationin the **optional**PublicHousingAssetManagementT able?(If “yes”,skiptocomponent9.If“No”,completetheActivity Descriptiontablebelow.)

| <b>Demolition/DispositionActivityDescription</b>                        |  |
|---|--|
| 1a. Developmentname:  |  |
| 1b. Development(project)number:   |  |
| 2. Activitytype: Demolition <input type="checkbox"/>                    |  |
| Disposition <input type="checkbox"/>                                    |  |
| 3. Applicationstatus(selectone)   |  |
| Approved <input type="checkbox"/>                                       |  |
| Submitted,pendingapproval <input type="checkbox"/>                      |  |
| Plannedapplication <input type="checkbox"/>                             |  |
| 4. Dateapplicationapproved,submitted,orplannedforsubmission: (DD/MM/YY) |  |
| 5. Numberofunitsaffected:   |  |
| 6. Coverageofaction(selectone)  |  |
| <input type="checkbox"/> Partofthedevelopment                           |  |
| <input type="checkbox"/> Totaldevelopment                               |  |
| 7. Timelineforactivity:   |  |
| a. Actualorprojectedstartdateofactivity:                                |  |
| b. Projectedendddateofactivity:   |  |

**9. DesignationofPublicHousingforOccupancybyElderlyFamilies orFamilieswithDisabilitiesorElderlyFamiliesandFamilieswith Disabilities**

[24CFRPart903.79(i)]

ExemptionsfromComponent9;Section8onlyPHAsarenotreq uiredtocompletethissection.

1.  Yes  No: HasthePHAdesignatedorappliedforapprovaltodesignateor doesthePHAplantoapplytodesignateanypublichousingfor

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: <span style="float: right;">(DD/MM/YY)</span> |                          |
| 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. Assessment of Reasonable Revitalization Pursuant to Section 202 of the HUD FY1996 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 FY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete as 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:<br>1b. Development (project) number:  |
| 2. What is the status of the required assessment?<br><input type="checkbox"/> Assessment underway<br><input type="checkbox"/> Assessment results submitted to HUD<br><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)<br><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)<br><input type="checkbox"/> Conversion Plan in development<br><input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)<br><input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)<br><input type="checkbox"/> Activities pursuant to HUD - approved Conversion Plan underway   |
| 5. Description of how requirements of Section 202 are being satisfied by me or another than conversion (select one)<br><input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: )<br><input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: )<br><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<br><input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units<br><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**

[24CFR Part 903.79(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<br/>(Complete one for each development affected)</b> |
|---|
| 1a. Development name:   |
| 1b. Development (project) number:   |
| 2. Federal Program authority:<br><input type="checkbox"/> HOPEI   |

|  |
|--|
| <input type="checkbox"/> 5(h)<br><input type="checkbox"/> Turnkey III<br><input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)   |
| 3. Application status: (select one)<br><input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program<br><input type="checkbox"/> Submitted, pending approval<br><input type="checkbox"/> Planned application |
| 4. Date Homeownership Plan/Program approved, submitted, or planned for submission:<br>(DD/MM/YYYY)   |
| 5. Number of units affected:<br>6. Coverage of action: (select one)<br><input type="checkbox"/> Part of the development<br><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.)

2. Program Description:

a. Size of Program

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

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

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:

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

[24CFR Part 903.79(1)]

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 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?

The agreement is currently a verbal understanding. Both parties will sign a formal agreement in April 2002.

#### 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 program to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare -to-Work voucher program
- Joint administration of other demonstration program
- Other (describe: Family Self Sufficiency)

### **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 home ownership option participation
- Preference/eligibility for section 8 home ownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

Yes  No: Does the PHA coordinate, promote or provide any program 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<br>(including location, if appropriate) | Estimated Size | Allocation Method<br>(waiting list/random selection/specific criteria/other) | Access<br>(development office/<br>PHA main office/<br>other provider name) | Eligibility<br>(public housing or<br>section 8<br>participants or<br>both) |
|  |                |  |  |  |
|  |                |  |  |  |
|  |                |  |  |  |
|  |                |  |  |  |
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|  |                |  |  |  |
|  |                |  |  |  |
|  |                |  |  |  |
|  |                |  |  |  |

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

a. Participation Description

| Family Self Sufficiency (FSS) Participation |  |  |
|---|--|--|
| Program                                     | Required Number of Participants<br>(start of FY 2001 Estimate) | Actual Number of Participants<br>(As of: DD/MM/YY) |
| Public Housing                              |  |  |

|           |  |  |
|-----------|--|--|
|           |  |  |
| Section 8 |  |  |

- 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 plan to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

### 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)

### D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

## 13. PHA Safety and Crime Prevention Measures

[24CFR Part 903.79(m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub component D.

### 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 area 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 level of violent and/or drug -related crime
- Other (describe below)

2. What information or data did the PHA use 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 anti crime/anti drug programs
- Other (describe below)

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

All relatively the same.

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

1. List the crime prevention activities the PHA has undertaken or plan 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)

Video surveillance system to be installed in North Star Apartments. New key system to be installed.

Multi-housing Crime Free Prevention Program to be implemented in all developments in 2002 -2003.

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

All developments are affected by a low level of minor crime and vandalism.

### 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)

All developments have a low level of crime and vandalism.

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

PHA eligible for FY2000 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 FY2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

### **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.79(n)]

The Brainerd HRA has adopted a policy allowing residents to have pets in Public Housing units. Dogs and cats under 20 pounds are allowed, fish are allowed, and birds are allowed. A pet deposit of \$200 is required for any pet at any Public Housing site. The pet policy is on display in the Brainerd HRA administrative office.

### **15. Civil Rights Certifications**

[24CFRPart903.79(o)]

CivilrightscertificationsareincludedinthePHAPlanCertificationsofCompliance withthePHAPlansandRelatedRegulations.

## **16.FiscalAudit**

[24CFR Part903.79(p)]

1.  Yes  No: IsthePHArequiredtohaveanauditconductedundersection 5(h)(2)oftheU.S.HousingActof1937(42US.C.1437c(h))? (Ifno,skipto component17.)
2.  Yes  No: WasthemostrecentfiscalauditsubmittedtoHUD?
3.  Yes  No: Werethereanyfindingsastheresultofthataudit?
4.  Yes  No: Iftherewereanyfindings, doanyremainunresolved? Ifyes,howmanyunresolvedfindingsremain? \_\_\_\_
5.  Yes  No: Haveresponsestoanyunresolvedfindingsbeensubmittedto HUD? Ifnot,whenaretheydue(statebelow)?

## **17.PHAAssetManagement**

[24CFRPart903.79(q)]

Exemptionsfromcomponent17:Section8OnlyPHAsarenorequiredto completethiscomponent. HighperformingandsmallPHAsarenorequiredto completethiscomponent.

1.  Yes  No: Is thePHAengaginginanyactivities thatwillcontribute tothe long-termassetmanagementofitspublichousingstock, includinghowtheAgencywillplanforlong -termoperating, capitalinvestment,rehabilitation,modernization,disposition,and otherneedsthat have **not**beenaddressedelsewhereinthisPHA Plan?
2. WhattypesofassetmanagementactivitieswillthePHAundertake?(selectallthat apply)
  - Notapplicable
  - Privatemanagement
  - Development-basedaccounting
  - Comprehensivestockassessment
  - Other:(listbelow)
3.  Yes  No: HasthePHAincludeddescriptions ofassetmanagementactivities inthe**optional** PublicHousingAssetManagementTable?

## **18.OtherInformation**

[24CFRPart903.79(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 (Filename)

Provided below:

The Brainerd HRA went through the Annual Plan with the Resident Advisory Board, but no formal recommendations or comments were provided by the RAB.

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.)

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)

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)

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)

### 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): 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 the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

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

The Brainerd HRA actively participates in the regional Continuum of Care, and serves on the selection committee for the purpose of rating and selecting projects that receive funding to assist homeless individuals. The Brainerd HRA serves as the Crow Wing County administrator for the Minnesota Housing Finance Agency Rental Assistance for Family Stabilization Program (RAFS), which provides short-term rent assistance to eligible families, who generally also sign up for the Section 8 Rental Assistance

Program. The RAS program serves as an effective bridge for families who are on the waiting list for the Section 8 tenant-based assistance. The Brainerd HRA also assists the City of Brainerd in the administration of the Small Cities Development Program, which is used in the City of Brainerd to provide homeownership opportunities to low-income households. The Brainerd HRA serves as the administrator on behalf of the Crow Wing County HRA for the MHFA Minnesota City Participation Program, which provides low-income first-time homebuyers with access to below-market rate mortgage funds. The Brainerd HRA also serves as the management entity for Section 8 Project Based, Section 236, and Section 42 housing projects in Brainerd. The Brainerd HRA has received funding through the CIAP to improve and modernize the Public Housing units it manages. The HRA also provides the Section Rental Assistance Program in Crow Wing County.

#### **D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

#### **Statement of Progress in Meeting Five-Year Plan Mission and Goals**

The following progress has been made in meeting the mission and goals in the Five Year Plan:

**Mission:** The Board and Staff of the Brainerd HRA are consistently meeting the intent of the mission statement, in that affordable housing and services are provided in an efficient and creative manner.

The following goals are being or have been met:

##### **Expand the Supply of Affordable Housing**

**Objective:** Assist in the development of a 20+ unit multi-family rental development in Brainerd by December 31, 2004.

**Progress:** The Brainerd HRA is working with a non-profit development corporation (Central Minnesota Housing Partnership) in the development of a 30 unit Housing Tax Credit development in Brainerd. The MHFA approved the development for funding in 2002, and the units will be constructed in 2002, and will be fully leased in 2003.

**Objective:** Acquire and rehab blighted single-family houses in Brainerd by December 31, 2003.

**Progress:** The Brainerd HRA, working with the Central Minnesota Housing Partnership, has received funding from the Minnesota Housing Finance Agency (in 2001) to purchase, rehabilitate or raise, and sell up four homes to low and moderate income first-time homebuyers in the City of Brainerd through the Minnesota Urban and Rural Homesteading Program (MURL), and the Community Revitalization Program (CRV). The projects should be completed in 2002. The Brainerd HRA is

assisting the CMHP in the application for the demolition of three blighted houses and the construction of three new, affordable houses on the building sites in 2002 -2003. The Brainerd HRA has assisted the Region 5 Development Commission in securing two tax -forfeited lots in the City of Brainerd for the development of two affordable houses, that will be constructed utilizing the Department of Corrections home construction program.

### **Improve the Quality of Assisted Housing**

**Objective:** Concentrate one effort to improve specific management functions.

**Progress:** In 2000 and 2001, the Brainerd HRA replaced its accounting software with a more user friendly, Windows based software (Peachtree).

The Brainerd HRA participates in the Minnesota NAHRO Professional Development Committee, which organizes conferences and training events.

**Objective:** Renovate/modernize Public Housing units on an annual basis.

**Progress:** The Brainerd HRA will complete its 1999 CIAP program in 2002, and its 2000 Capital Fund program in 2002. The Brainerd HRA will also be create a new preventative maintenance plan in 2002, which will assist in determining future capital improvements pending.

### **Improve the Marketing Strategy of the Brainerd HRA**

**Objective:** Network with area social service committees.

**Progress:** The Brainerd HRA serves in an active capacity with the Continuum of Care committee, the Community Resource Committee, the Region Five Development Commission housing committee, Habitat for Humanity, the Brainerd Lakes Area Chamber of Commerce Workforce Committee. The Brainerd HRA Executive Director serves on the boards of the Central Minnesota Housing Partnership, and the Minnesota chapter of the National Association of Housing and Redevelopment Officials (NAHRO).

**Objective:** Create and regularly update brochures for each program and property by January 1, 2001.

**Progress:** Basic brochures have been created for some programs, such as the Housing Choice Voucher and Rental Assistance for Family Stabilization Program (RAFS). Microsoft Publisher was purchased in 2000, and will be used to complete the brochures for all agency programs and properties in 2001/2002. A Housing Resource brochure was created in late 2001, detailing area housing programs. This will be distributed in coordination with the Brainerd Lakes Area Chambers of Commerce, and available on their website in 2002.

**Objective:** Participate in the creation of a community social services informational packet By December 31, 1999.

**Progress:** As a community social services informational brochure was already created and distributed by Lutheran Social Services in 1999, the Brainerd HRA worked throughout the second half of 2000 to complete a comprehensive update of the informational brochure, which will be complete in March 2001. A Housing Resource brochure was created in late 2001, detailing area housing programs. This will be distributed in coordination with the Brainerd Lakes Area Chambers of Commerce, and available on their website in 2002.

**Objective:** Participate in the update of a housing market study for the region by December 31, 2000.

**Progress:** A brief update was completed in January 2001, with a more comprehensive update to be completed in Spring 2002. Community Partners Research was retained to complete the housing market study by Spring 2002.

**Objective:** Purchase and place all agency workstations on a secure server by December 31, 1999.

**Progress:** All new workstations were purchased, and all agency workstations were on a secure server by December 31, 1999. A new server, with better networking software will be purchased in 2002.

**Objective:** The replacement of obsolete computers by December 31, 1999, and the creation of a PC upgrade plan.

**Progress:** All obsolete computers were replaced by December 31, 1999, and a PC upgrade plan will be updated and finalized in 2002.

**Objective:** Ensuring all Brainerd HRA MIS systems are Y2K compliant by December 31, 1999.

**Progress:** All Brainerd HRA software was certified to be Y2K compliant by December 31, 2001.

**Objective:** Provision of MIS training for all staff by June 30, 2001.

**Progress:** Training in Windows, Microsoft Office, and the internet was provided to staff throughout the year 2000. Future training will be conducted on a regular basis.

**Objective:** Provision of e-mail addresses and Internet access to relevant Brainerd HRA staff by December 31, 1999.

**Progress:** Internet access and e-mail addresses were provided to relevant staff by February 2000.

**Objective:** Creation of an MIS hardware and software inventory by December 31, 2000.

**Progress:** A basic inventory listing of agency hardware and software was assembled in 2000, and a more detailed listing will be put together by late 2001, with a comprehensive list to be kept by the Accounting Specialist in mid-2002.

### **Provide Professional Training Opportunities to Staff and Board**

**Objective:** Successful completion of Section 8 Housing Manager training by the Executive Director by October 1, 1999.

**Progress:** The SHM certification was received for a training completed in summer of 1999.

**Objective:** Successful completion of PHM training by the Executive Director and relevant staff by September 30, 2000.

**Progress:** The PHM certification was received by the Executive Director and the Assistant Director during the summer of 2000.

**Objective:** Training in HUD Section 236 housing provided to relevant staff by December 31, 2002.

**Progress:** Two staff persons attended a Quadel HUD Multi-Family training in Minneapolis in summer 2000, with an additional person attending the Quadel training in 2001.

**Objective:** Training in HUD Section 8 New Construction/Project Based housing provided to relevant staff by December 31, 2002.

**Progress:** Two staff persons attended a Quadel HUD Multi-Family training in Minneapolis in summer 2000, with an additional person attending the Quadel training in 2001.

### **Improve Services Provided to Tenants**

**Objective:** Investigate the possible hiring of an Americorps VISTA Member and/or securing an intern through an area college to assist in providing new and expanded tenant services.

**Progress:** An Americorps VISTA Member began with the Brainerd HRA in May 2000. The position has assisted HRA residents with setting up a recycling program, and with homeownership counseling. The VISTA commitment was renewed for another year in 2001.

### **Name and Method of Selection of Resident Member of the PHA Governing Board**

The Brainerd HRA Resident Member of the Board of Commissioners is Shirley Homister. Notices were sent out to all Public Housing residents, and all who were interested contacted the office, and their names were placed on a ballot. The Resident Council elected Commissioner Homister from among the other candidates. Commissioner Homister will serve a five-year term, and her authority will be the same as the other Commissioners.

## Resident Advisory Board Members

Bill Polchow  
Mary Krzystofiak  
Dennis Roloff

### Definitions to Substantial Deviation from the 5 -year Plan and Significant Amendment or Modification

The Brainerd HRA considers a substantial deviation from the 5 -year Plan to be when a decision is made by the Board of Commissioners to change the Brainerd HRA's mission statement, goals, or objectives that are identified in the 5 -year Plan.

The Brainerd HRA considers significant amendments or modifications to the Annual Plan to be changes in the plans for policies of the PHA that require formal approval by the Board of Commissioners.

### Voluntary Conversion

#### Component 10(B) Voluntary Conversion Initial Assessments

- a) How many of the PHA's developments are subject to the Required Initial Assessments?

Two.

- b) How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?

One.

- c) How many assessments were conducted for the PHA's covered developments?

One assessment was conducted for each development.

- d) Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

| Development Name | Number of Units |
|------------------|-----------------|
| Scattered Site   | 16              |
| Valley Trail     | 25              |

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|--|--|
|  |  |
|--|--|

a) If the PHA has not completed the Required Initial Assessments, describe the status of these assessments.

The Brainerd HRA has completed the Required Initial Assessments, and has determined that at the present time, Voluntary Conversion of the eligible development is not in the best interests of the potentially affected residents or community.

**Required Attachment \_\_\_ : Component 3, (6) Deconcentration and Income Mixing**

- a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

| Deconcentration Policy for Covered Developments |                 |  |   |
|---|-----------------|--|---|
| Development Name                                | Number of Units | Explanation (if any) [see step 4 at 903.2(c)(1)(iv)] | Deconcentration policy (if no explanation) [see step 5 at 903.2(c)(1)(v)] |
|   |                 |  |   |
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