

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

Small PHA Plan Update Annual Plan for Fiscal Year: **2002**

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

PHA Plan Agency Identification

PHA Name: HRA of Park Rapids

PHA Number: MN043

PHA Fiscal Year Beginning: (01/01/02)

PHA Plan Contact Information:

Name: Sharon Voyda, Executive Director

Phone: (218) 732-4158

TDD:

Email (if available): hrapr@unitelc.com

Public Access to Information

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

- Main administrative office of the PHA
PHA development management offices

Display Locations For PHA Plans and Supporting Documents

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

- Main administrative office of the PHA
PHA development management offices
Main administrative office of the local, county or State government

Public library
PHA website

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

Main business office of the PHA
PHA development management offices

PHA Programs Administered:

Public Housing and Section 8 Section 8 Only Public Housing Only

**Annual PHA Plan
Fiscal Year 2002**
[24 CFR Part 903.7]

i. Table of Contents

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a SEPERATE file submission form the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Attachment: mn043v01a

ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

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

The 2002 PHA Plan reflects many of the activities undertaken 1999 - 2001 and our desire to expand these efforts, such as:

- continue to improve project management practices**
- better define the roles and responsibilities of PHA staff**
- continue to involve tenants in CIAP, Capital Fund and other projects**
- better recognize and accommodate the needs of low-income, disabled, and elderly tenants**
- continue to improve communications among the tenant population**

- maintain income mixing
- reduce vacancy rate
- complete major renovation and modernization activities
- maintain waiting list

1. Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

The HRA of Park Rapids has not adopted new changes in policies or programs identified in the 5 Year Plan 2002-2006. However, we have initiated new methods of screening tenants prior to admission in order to obtain more accurate rental history and financial data.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

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

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$91,936

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

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan Attachment mn043v04c

(2) Capital Fund Program Annual Statement Attachment mn043v04c

3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

1. Yes No Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) in the plan

Fiscal Year? If "No", skip to next component ; if "Yes", complete one activity description for each development.

2. Activity Description

Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)

- 1a. Development name:
- 1b. Development (project) number:
2. Activity type: Demolition Disposition
3. Application status (select one) Approved, Submitted, Pending Approval, Planned Application
4. Date application approved, submitted, or planned for submission:
5. Number of units affected:
6. Coverage of action (select one)
 - Part of the development
 - Total development
7. Relocation resources (select all that apply)
 - Section 8 for units
 - Public housing for units
 - Preference for admission to other public housing or section 8
 - Other housing for units (describe below)
8. Timeline for activity:
 - a. Actual or projected start date of activity:
 - b. Actual or projected start date of relocation activities:
 - c. Projected end date of activity:

4. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

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

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

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

Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family's resources

Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with accepted secondary mortgage underwriting requirements; or comply with generally accepted private sector underwriting standards

Demonstrating that it has or will acquire other relevant experience

5. Safety and Crime Prevention: PHDEP Plan

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- A. Yes No Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$0
- C. Yes No Does the PHA plan to participate in the PHDEP in the upcoming answer question D. If no, skip to next component.
- D. Yes No The PHDEP Plan is attached at Attachment ___

6. Other Information

[24 CFR Part 903.7 9 (r)]

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

1. Yes No Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board?
2. If yes, the comments are Attached at Attachment: **mno43v01b**
3. In what manner did the PHA address those comments? (select all that apply)

The PHA changed portions of the PHA Plan in response to comments
A list of these changes is included

Yes No below or
Yes No at the end of the RAB Comments

Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the end of the RAB Comments in Attachment: **mn043v01b**

Other: (list below)

B. Statement of Consistency with the Consolidated Plan

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

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

The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan

Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan.

Other: (List Below)

**Certification by the State of Minnesota of Five Year PHA Plans
Consistency with
the Minnesota Housing and Community Development Consolidated Plan
04/12/00**

3. PHA Requests for support from the Consolidated Plan Agency

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

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

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

A. Substantial Deviation from the 5-year Plan:

A Substantial Deviation is a decision made by the Board of Commissioners to change the PHA's mission statement, goals, or objectives identified in the 5-Year Plan. It is also when goals or objectives are changed that affect the residents or have a significant impact to the PHA's financial situation.

B. Significant Amendment or Modification to the Annual Plan:

A Significant Amendment or Modification is a change in PHA plans or policies that require formal approval by the Board of Commissioners

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review

Applicable	Supporting Document
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations
X	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional

backup data to support statement of housing needs in the jurisdiction

X Most recent board-approved operating budget for the public housing program

X Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]

Any policy governing occupancy of Police Officers in Public Housing

Check here if included in the public housing A&O Policy

Section 8 Administrative Plan

X Public housing rent determination policies, including the method for setting public housing flat rents

X Check here if included in the public housing A & O Policy

X Schedule of flat rents offered at each public housing development

Check here if included in the public housing A & O Policy

Section 8 rent determination (payment standard) policies

Check here if included in Section 8 Administrative Plan

X Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)

X Results of latest binding Public Housing Assessment System (PHAS)

X Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)

Results of latest Section 8 Management Assessment System (SEMAP)

Any required policies governing any Section 8 special housing types

Check here if included in Section 8 Administrative Plan

X Public housing grievance procedures

X Check here if included in the public housing A & O Policy

Section 8 informal review and hearing procedures

Check here if included in Section 8 Administrative Plan

- X The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year
- X Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants
- Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing
- X Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).
- Approved or submitted applications for demolition and/or disposition of public housing
- Approved or submitted applications for designation of public housing (Designated Housing Plans)
- Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937
- Approved or submitted public housing homeownership programs/plans
- Policies governing any Section 8 Homeownership program (section_ of the Section 8 Administrative Plan)
- Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies
- FSS Action Plan/s for public housing and/or Section 8
- Section 3 documentation required by 24 CFR Part 135, Subpart E
- Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports
- The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report
- PHDEP-related documentation:
- Baseline law enforcement services for public housing developments assisted under the PHDEP plan;
 - Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to

PHAs participating in a consortium as specified under 24 CFR 761.15);

Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;

Coordination with other law enforcement efforts;

Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and

All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.

- X Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G)

Check here if included in the public housing A & O Policy

- X The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings

Troubled PHAs: MOA/Recovery Plan

Other supporting documents (optional)
(list individually; use as many lines as necessary)

- X Resident Advisory Board By-Laws

- X Pet Policy

- X Income Analysis

- X Voluntary Conversion - Initial Assessment

- X Resident Assessment Year 2000 - Follow Up Plan

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

Attachment: mn043v01b

Annual Statement/Performance and Evaluation Report

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

Attachment: mn043v04c

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule

Attachment: mn043v04c

Capital Fund Program 5-Year Action Plan

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

Attachment: mn043v04c

PHA Public Housing Drug Elimination Program Plan

Not Applicable

Resident Member on the PHA Governing Board

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

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

Nancy Tague

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

Elected

Appointed - Appointed by the Mayor of the City of Park Rapids

C. The term of appointment is (include the date term expires): **Term Expires 12/31/01**

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

the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

B. Date of next term expiration of a governing board member: 12/31/01

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

position): **Ted Godfrey, Mayor, City of Park Rapids**

**Membership of the Resident Advisory Board or Boards
Required Attachment : mn043v01b**

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

Other - Attachments

Voluntary Conversion - Initial Assessment
mn043v01d

Resident Assessment Year 2000 - Follow Up Plan
mn043v01e

Pet Policy
mn043v01f

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part 1: Summary mn043v04c

PHA Name: HRA of Park Rapids

Capital Fund Program: MN46P04350102

Federal FY of Grant: 2002

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost		Total Estimated Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	91,000			
11	1465.1 Dwelling Equipment (Non Expendable)				
12	1470 Non-Dwelling Structures				
13	1475 Non-Dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				

CFP 5-Year Action Plan

Original Statement Revised Statement

Development Number:

Development Name:

MN043-1

HRA of Park Rapids/River Heights Apts

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date HA Fiscal Year
Window Replacement - 10	65,530	2003
Public Restroom Renovation (HC Accessibility)	5,000	2003
Apartment Renovation - 4 Units (HC Accessibility)	30,000	2003
New Roof	82,000	2004
Apartment Modernization (Kitchens) - 35 Units	100,000	2005
Apartment Modernization (Kitchens) - 35 Units	100,000	2006
Apartment Modernization (Bathrooms) - 35 Units	100,000	2007
Total estimated cost over next five years	482,530	

Housing & Redevelopment Authority of Park Rapids
River Heights Apartments
Resident Advisory Board
mn043v02b

Tenant Advisory Board Membership

Lena Long, President
500 Riverside Avenue #212
Park Rapids, MN 56470

Frank Gerner, Vice President
500 Riverside Avenue #236
Park Rapids, MN 56470

Dorothy Ernhart, Treasurer
500 Riverside Avenue #226
Park Rapids, MN 56470

Tenant Advisory Board Comments

- 1) Complete window replacement project
- 2) Complete kitchen modernization

PHA Response

Capital Fund Projects (Proposed) are consistent with Tenant Advisory Board recommendations

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

i. Table of Contents

Contents	Page #
i. Executive Summary	2
ii. Annual Plan Information	1
iii. Table of Contents	mn043v02a
1. Description of Policy and Program changes for the Upcoming FY	2
2. Capital Improvement Needs	2
3. Demolition and Disposition	3
4. Homeownership: Voucher Homeownership Program	4
5. Crime and Safety: PHDEP Plan	5
6. Other Information:	
A. Resident Advisory Board Consultation Process	5
B. Statement of Consistency with Consolidated Plan	6
C. Criteria for Substantial Deviations and Significant Amendments	6
7. List of Supporting Documents Available for Review	7 - 10
8. Capital Fund Program 5 Year Action Plan	mn043v04c
9. Capital Fund Program Annual Statement	mn043v04c
10. Resident Advisory Board Membership	mn043v01b
11. Resident Advisory Board Comments	mn043v01b
12. PHA Response to Resident Advisory Board Comments	mn043v01b
13. Voluntary Conversion - Initial Assessment	mn043v01d
14. Resident Assessment Year 2000 - Follow Up Plan	mn043v01e
15. Pet Policy	mn043v01f

Voluntary Conversion Initial Assessment
Component 10(B)
mn043v01d

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

None

b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions?

One (Elderly Development)

c. How many Assessments were conducted for the PHA's covered development?

N/A

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

Development Name	Number of Units
River Heights Apartments MN043 001	71

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