

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

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Small PHA Plan Update  
Annual Plan for Fiscal Year:

07/01/2002 -06/30/02

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

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**HUD 50075**

**OMB Approval No: 2577-0226  
Expires: 03/31/2002**

## **PHA Plan Agency Identification**

**PHA Name:** Housing and Redevelopment Authority  
In and For the City of Willmar, MN (aka Willmar HRA)

**PHA Number:** MN051

**PHA Fiscal Year Beginning: (mm/yyyy)** 07/2002

### **PHA Plan Contact Information:**

Name: Dorothy Gaffaney

Phone: 320-235-8637

TDD: 320-235-8637

Email (if available): dgaffaney@willmar.com

### **Public Access to Information**

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

- X Main administrative office of the PHA
- X 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)

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

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

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

### **PHA Programs Administered:**

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Small PHA Plan Update

**HUD 50075**  
**OMB Approval No: 2577-0226**  
**Expires: 03/31/2002**

X 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 **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

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## **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 Willmar HRA's Five-Year Plan is restated below along with additional information regarding accomplishments during the current fiscal year:

## **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.

# **FIVE-YEAR PLAN**

## ***MISSION STATEMENT***

The mission of the Willmar HRA is to provide a sufficient supply of adequate, safe, and sanitary dwellings in order to protect the health, safety, morals, and welfare of the citizens of this state; to clear and redevelop blighted areas; to perform those duties according to comprehensive plans; and to remedy the shortage of housing for low and moderate income residents, in situations in which private enterprise would not act without government participation or subsidies.

Further, it is our mission to assist low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Willmar HRA is committed to operating in an efficient, ethical, and professional manner and will work cooperatively with its clients and appropriate community agencies to accomplish our mission.

## ***FIVE YEAR GOALS***

### ***I. Ensure the availability of decent, safe, and affordable housing.***

(1) Expand the supply of assisted housing through the following objectives:

(A) Reduce public housing vacancies:

(1) Make units more marketable by continuing with Capital Fund Improvement Program;

(2) Improve marketing techniques;

- (3) Maintain the HRA's real estate in a decent condition so as to continue to attract residents.
- (4) Deliver timely and high quality maintenance service to the residents of the Willmar HRA's housing programs.
- (5) The Willmar HRA shall create and implement a preventative maintenance plan for each housing project by June 30, 2001.

**NOTE:** The Willmar HRA staff has implemented preventative maintenance plans for each housing project.

- (B) Leverage private or other public funds to create additional housing opportunities:

(1) The Willmar HRA will continue to work cooperatively with local officials, community agencies/organizations, and other individuals/groups interested/involved in housing to assess and respond to affordable housing issues/needs.

- (C) The Willmar HRA has engaged the services of Community Partners Research, Inc. to conduct a housing study for the City of Willmar. Results of the study will be used to determine future housing initiatives to be implemented by the Willmar HRA.

## ***II. Improve the quality of assisted housing***

- (1) Improve public housing management: (PHAS score)

(A) The Willmar HRA will strive to manage its housing programs in an efficient and effective manner thereby qualifying as at least a standard performer with overall objective to continue to operate as a high performer.

**NOTE:** The Willmar HRA's Advisory PHAS score for FYE June 30, 2001 was 92 out of 100 for which we received a designation of Standard Performer. The Actual Management Assessment Score for FYE June 30, 2001 was 28 out of 30 for which we received the designated of High Performer.

(B) The Willmar HRA will strive to manage its housing programs in a manner that results in full compliance with applicable statutes and regulations and/or as

defined by program audit findings.

- (2) Improve voucher management: (SEMAP score)

- (A) The Willmar HRA will strive to qualify as at least a standard performer with overall objective to operate as a high performer.

**NOTE:** The Willmar HRA's score of SEMAP for FYE June 30, 2001 was 96 out of 100. Designated at a high performer.

### ***III. Increase customer satisfaction***

- (1) The Willmar HRA will be responsive to the results of the Resident Survey once received and will strive to improve management practices and delivery of maintenance services as necessary to assure customer satisfaction.

**NOTE:** Willmar HRA staff has met with the Resident Advisory Board regarding the Resident Survey results from FYE June 30, 2001. Their comments were solicited on each aspect of the survey to determine how the HRA might improve customer satisfaction.

- (2) Through appointment of a resident member on the Willmar HRA Board of Commissioners a greater opportunity will exist for HRA program participants to voice their opinions and concerns. Said resident representative will work with HRA staff to develop strategies for increased resident participation through suggestion boxes, encouraging formation of resident councils in family projects, etc.

**NOTE:** A public housing resident was appointed to the Willmar HRA Board effective February 1, 2000. To date, the resident member's participation on the Board has been ineffective due to lack of regular attendance at HRA Board meetings

- (3) The Willmar HRA shall become a more customer-oriented organization.

### ***IV. Concentrate on efforts to improve specific management functions***

- (1) HRA staff will strive to reduce the percentage of tenant accounts receivable.

**NOTE:** Accounts receivable continues to be a concern of the Willmar HRA with monthly reporting by project to the Willmar HRA Board by Willmar HRA staff a requirement.

(2) HRA staff will strive to increase its overall occupancy rate.

(3) The Willmar HRA shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.

(A) The Willmar HRA shall consider the benefits of hiring or contracting for services of a Resident Services Coordinator for all of their projects for FYE beginning 7/1/02.

(4) The Willmar HRA shall assess the need for management/maintenance training programs and will develop a plan tailored to meet identified employee training needs/requirements.

**NOTE:** Willmar HRA staff training during the current fiscal year has included Section 8 Eligibility/Section 8 Rent Calculations and UPCS through Nan McKay & Associates for one HRA employee. HRA maintenance supervisor is researching training opportunities for maintenance employees.

(5) The Willmar HRA will strive to have a waiting list of sufficient size so we can fill our public housing units within 7 days of them becoming vacant.

**NOTE:** HRA staff plans to work on marketing efforts to increase sizes of waiting lists for all projects.

(6) The Willmar HRA will ensure full compliance with all applicable standards and regulations including government generally accepted accounting practices. Budgets/year-end reports will be completed in an accurate and timely manner to comply with all audit requirements.

**NOTE:** HRA staff turnover during the past and current fiscal year has placed increased burdens on current staff and in turn has impacted our timely submission of reports, etc. We recognize the importance of timely submission of various reports, etc. and will strive to become more efficient to meet imposed project deadlines.

(7) The Willmar HRA will maintain its real estate in a decent condition; regular inspections of the project grounds/project community space areas/unit exteriors will be conducted not less than quarterly; HRA maintenance and management staff will meet regularly to review status of work order requests and to ensure that work is completed in a timely and high quality manner.

**NOTE:** HRA management/maintenance staff continue to meet weekly to discuss individual project concerns/issues. A maintenance supervisor was hired in May, 2000 which has positively impacted the delivery of maintenance services.

- (8) The Willmar HRA shall achieve proper curb appeal for its housing developments by improving its landscaping, keeping its grass mowed, making the properties litter-free, removing all graffiti within 24 hours of discovering it, and other actions.
- (9) The Willmar HRA shall cooperate with other organizations/agencies to implement an effective anti-fraud program by June 30, 2002.

**NOTE:** HRA staff plan to focus on developing an effective anti-fraud program during the upcoming fiscal year. A formal agreement

has been executed with Kandiyo Hitchcock Family Services

Other applicable organizations will be contacted as well.

- (10) The Willmar HRA shall ensure that there are positive stories in the local media about the Housing Authority or its residents.

## ***V. Renovate or modernize public housing units***

(1) The Willmar HRA has made considerable improvements to its public housing stock through participation in CIAP. We will continue our efforts through participation in the Capital Fund Program. In consultation with HRA residents and staff, an assessment of the condition of its housing stock through an independent source will be conducted to identify additional needed improvements, to revise/develop on-going capital improvement programs, and to determine availability of financial resources to undertake needed improvements.

**NOTE:** The Willmar HRA contracted with Engan Associates, a local architectural/engineering firm to perform a capital needs assessment/energy audit on every project it owns and/or manages. The assessment has been completed and was used in developing our proposed Capital Fund Program for FFY 2001 and 2002. The Resident Advisory Board was also consulted regarding their priorities for improvements.

## ***VI. Increase assisted housing choices***

(1) Provide voucher mobility counseling:

(A) The Willmar HRA shall provide voucher mobility counseling through briefing materials and during actual tenant briefing.

(B) The Willmar HRA shall maintain the voucher payment standards at a minimum of 100% of FMR.

(C) The Willmar HRA shall increase its utilization rate in its tenant-based program by June 30, 2002.

**NOTE:** HRA staff have been striving to increase program utilization for the current fiscal year. This will continue to be a priority for upcoming fiscal years.

(2) Conduct outreach efforts to potential voucher landlords

(A) The Willmar HRA shall attempt to attract new landlords to participate in the program.

(3) Implement voucher homeownership program:

(A) The Willmar HRA will strive to implement a voucher homeownership program by June 30, 2003.

**NOTE:** The Willmar HRA will assess the Section 8 Voucher Homeownership Program regulations to determine if said program is feasible. This assessment will be conducted during the FYE June 30, 2002. The assessment will not be conducted by FYE June 30, 2002; however, the Willmar HRA intends on continuing to pursue this assessment in FY 2003.

(4) Implement public housing or other homeownership programs:

(A) The Willmar HRA will continue to participate in homeownership programs such as the MHFA Minnesota City Participation Program and the locally structured Down-payment Assistance Program as well as investigate the feasibility of participation in other homeownership programs.

## ***VII. Improve community quality of life and economic vitality***

(1) Provide an improved living environment

(A) Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:

(1) The Willmar HRA has adopted a Deconcentration Policy which allows for skipping persons on the waiting list as necessary to bring higher income public housing households into lower income developments.

(B) Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

(1) The Willmar HRA has adopted a Deconcentration Policy which allows for skipping persons on the waiting list as necessary to bring lower income public housing households into higher income developments.

**NOTE:** The Willmar HRA has conducted an analysis of resident incomes for each public housing project inclusive of “covered” developments and those not designated as “covered”. Deviations from the established income range will be dealt with through the HRA’s Deconcentration Policy, which is part of its Admissions and Continued Occupancy Policy.

(2) Implement public housing security improvements:

(A) The Willmar HRA shall strive to provide a safe and secure environment in its housing developments and will continue to work closely with local law enforcement to achieve this goal.

(B) The Willmar HRA shall strive to improve resident and community perception of safety and security in its housing developments through participation in the Crime-Free Multi Housing Program when available locally.

(C) The Willmar HRA shall continue to apply aggressive screening procedures to reduce the number of evictions due to violations of criminal laws.

(D) The Willmar HRA shall strive to reduce crime in its housing developments so that the crime rate is less than surrounding neighborhoods.

(E) The Willmar HRA shall strive to continue to provide security patrol services at its housing programs where determined necessary in the interest of security for its residents.

**NOTE:** During the current fiscal year, HRA staff and residents were afforded the opportunity to participate in the Crime-Free Multi Housing Program which consists of three phases. Phase I provides landlords with instruction on ways to strengthen leasing and management procedures to discourage crime in multi-housing complexes. Phase II consists of an assessment of the environmental design of projects as it relates to security. Phase III allows residents to participate in a neighborhood meeting conducted by the local police department for discussion of neighborhood concerns. Phases I and III have been completed for all multi-housing projects owned and/or managed by the HRA and Phase II is underway. All Phases have been completed.

The Willmar HRA has also increased Security Patrol to provide services from 8:00 p.m. to 4:00 a.m.

### ***VIII. Promote self-sufficiency and asset development of families and individuals***

(1) Promote self-sufficiency and asset development of assisted households

(A) Increase the number and percentage of employed persons in assisted families:

(1) The Willmar HRA shall strive to improve the access of public housing residents to services that support economic opportunity and quality of life by implementing new partnerships in order to enhance services to our residents by June 30, 2004.

**NOTE:** Staffing and financial constraints in a small organization such as the Willmar HRA substantially limit our capability to promote self-sufficiency and asset development of assisted households. However, HRA staff will continue (1) to assess the availability of various programs/ services through other agencies; (2) to refer residents to appropriate program resources; (3) to research possibilities for HRA participation in new programs.

The Willmar HRA shall consider the benefits of hiring or contracting for services of a Resident Services Coordinator for all of their projects for FYE beginning 7/1/02.

(B) The Willmar HRA shall strive to have effective, fully functioning resident organizations in each housing development and for the tenant-based program by June 30, 2004.

**NOTE:** There is currently a functioning Resident Organization at Lakeview Apartments which has limited participation by a small number of residents. Another project (Section 8 New Construction) has a functioning Resident Organization as well. Efforts by the HRA to encourage the development of Resident Organizations in family projects have not been successful to date. However, we are hopeful that the Resident Advisory Board can assist in these efforts.

- (C) Increase the number of employed persons in assisted families through the continued use of ceiling rents.

**NOTE:** Currently the ceiling rents (and flat rents) have been established at the Section 8 FMRs. The HRA plans to conduct a market analysis to determine if these levels are appropriate or if they should be lowered.

- (2) Provide or attract supportive services to improve assistance recipients' employability

- (A) The Willmar HRA will strive to work in cooperation with other agencies to promote upward mobility of its residents in their employment opportunities.

- (B) The Willmar HRA shall consider the benefits of hiring or contracting for services of a Resident Services Coordinator for all of their projects for FYE beginning 7/1/02.

- (3) Provide or attract supportive services to increase independence for the elderly or families with disabilities.

- (A) The Willmar HRA shall work with appropriate social service agencies to increase opportunities for elderly persons to obtain necessary services to accommodate their aging-in-place.

**NOTE:** The Willmar HRA contracts with Central Minnesota Senior Care which provides assisted living services for qualified residents. Assisted living services provides the opportunity for residents to age in place versus prematurely moving into nursing home facilities.

## ***IX. Ensure Equal Opportunity in Housing for all***

- (1) Ensure equal opportunity and affirmatively further fair housing

- (A) Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability

- (1) The Willmar HRA shall operate in full compliance with all Equal Opportunity laws and regulations.

(2) The Willmar HRA shall ensure equal treatment of all applicants, residents, tenant-based participants, employees and vendors.

(2) Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:

(3) Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

**NOTE:** Due to HRA staff turnover during the past and current fiscal years the availability of additional fair housing training needs to be researched with training opportunities provided as appropriate.

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

Overall agency goals include:

Administration of existing programs - more effective and efficient agency performance.

Need to develop more positive community image.

Need to improve delivery of maintenance services to all housing projects.

Need to be more responsive to clients on overall delivery of assistance and sensitivity to clients' needs.

Applicant screening procedures/unit turnaround time needs to become more efficient.

Increase staff accountability for programs administered.

Directly participate and assist in implementing housing and community development programs.

Identify strategies to maintain a healthy financial condition in an environment of reform and downsizing.

Continue the development of partnerships to carry out the mission of the Willmar HRA.

HRA Commissioner role should be not only in general operations of agency but also in providing

leadership support for the Executive Director and Staff in promoting the HRA, presenting policy issues to the City Council and community.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

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

B. What is the amount of the PHA’s estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 262,248

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

D. Capital Fund Program Grant Submissions

**(1) Capital Fund Program 5-Year Action Plan**

The Capital Fund Program 5-Year Action Plan is provided as Attachment

**(2) Capital Fund Program Annual Statement**

The Capital Fund Program Annual Statement is provided as Attachment

**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

<b>Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)</b>
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition Disposition

<p>3. Application status (select one)</p> <p>Approved</p> <p>Submitted, pending approval</p> <p>Planned application</p>
<p>4. Date application approved, submitted, or planned for submission: (DD/MM/YY)</p>
<p>5. Number of units affected:</p> <p>6. Coverage of action (select one)</p> <p>Part of the development</p> <p>Total development</p>
<p>7. Relocation resources (select all that apply)</p> <p>Section 8 for     units</p> <p>Public housing for     units</p> <p>Preference for admission to other public housing or section 8</p> <p>Other housing for     units (describe below)</p>
<p>8. Timeline for activity:</p> <p>a. Actual or projected start date of activity:</p> <p>b. Actual or projected start date of relocation activities:</p> <p>c. Projected end date of activity:</p>

**4. Voucher Homeownership Program**

[24 CFR Part 903.7.9 (k)]

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

**NOTE:** During the FYE June 30, 2002 the Willmar HRA plans to more thoroughly research the Section 8 Voucher Homeownership Program to determine if it is feasible.

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

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

- Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family’s resources
- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards

Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

**5. Safety and Crime Prevention: PHDEP Plan**

[24 CFR Part 903.7 (m)]

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

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

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

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

D. Yes X No: The PHDEP Plan is attached at Attachment \_\_\_\_\_

**6. Other Information**

[24 CFR Part 903.7 9 (r)]

**Resident Advisory Board (RAB) Recommendations and PHA Response**

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

2. If yes, the comments are Attached at Attachment MN051g01  
Attachment G

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

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

A list of these changes is included

Yes No: below or

X Yes No: at the end of the RAB Comments in Attachment G

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

Other: (list below)

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

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

1. Consolidated Plan jurisdiction: State of Minnesota

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)

- X 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.
- X Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)  
Other: (list below)

Monitor the availability of decent, safe and affordable housing.  
 Improve the quality of assisted housing.  
 Increase assisted housing choices.  
 Increase community quality of life and economic vitality.  
 Increase homeownership opportunities.  
 Develop employer assisted housing programs.  
 Improve communications with landlords regarding rental practices.  
 Increase awareness of tenant and landlord rights.  
 Focus on cultural insensitivity, language barriers, and Fair Housing issues.  
 Rental Property Taxes.  
 Rehabilitation of owner-occupied housing.  
 Rental housing rehabilitation.  
 Homelessness.

PHA Requests for support from the Consolidated Plan Agency

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

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

**C. Criteria for Substantial Deviation and Significant Amendments**

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:**

Substantial deviations or significant amendments or modifications to this Plan are defined as discretionary changes in the plan or policies of the Willmar HRA that fundamentally change the mission, goals, objectives or plans of the agency and which require formal approval of the Board of Commissioners.

**B. Significant Amendment or Modification to the Annual Plan:**

Refer to definition above.

**Attachment A**  
**Supporting Documents Available for Review**

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

**List of Supporting Documents Available for Review**

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

Applicable & On Display	Supporting Document	Related Plan Component
X	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any required policies governing any Section 8 special housing types X check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
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).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency

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Applicable & On Display	Supporting Document	Related Plan Component
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
N/A	PHDEP-related documentation: <ul style="list-style-type: none"> <li>• Baseline law enforcement services for public housing developments assisted under the PHDEP plan;</li> <li>• 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);</li> <li>• Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;</li> <li>• Coordination with other law enforcement efforts;</li> <li>• Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and</li> <li>• 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.</li> </ul>	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) X check here if included in the public housing A & O Policy	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Income Analysis of Public Housing Covered Developments	Required by PIH Notice 2001-26
X	Voluntary Conversion Required Initial Assessment	Required by PIH Notice 2001-26

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Table Library

Attachment J

<b>Annual Statement/Performance and Evaluation Report</b>					
PHA Name: Willmar HRA		Grant Type and Number Capital Fund # MN 46 P05150100			Federal FY of Grant: 2000
Original Annual Statement P & E for Period Ending 3/31/02		Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations		\$60,000.00		
3	1408 Management Improvements	\$11,850.00	\$11,850.00	\$11,850.00	\$11,850.00
4	1410 Administration	\$12,500.00	\$12,500.00	\$6,561.26	\$6,561.26
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	\$20,000.00	\$20,000.00	\$20,000.00	\$6,874.19
8	1440 Site Acquisition				
9	1450 Site Improvement		\$76,556.00		
10	1460 Dwelling Structures	\$116,782.00	\$89,726.00	\$89,726.04	\$86,326.04
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	\$94,500.00	\$0.00		
13	1475 Nondwelling Equipment	\$15,000.00	\$0.00		
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	\$270,632.00	\$270,632.00	\$128,137.30	\$111,611.49
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				



Name/HA-Wide Activities				Original	Revised	Funds Obligated	Funds Expended	Work





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**Table Library**  
**Attachment K**

<b>Annual Statement/Performance and Evaluation Report</b>					
PHA Name: Willmar HRA		Grant Type and Number Capital Fund # MN 46 P05150101			Federal FY of Grant: 2001
Original Annual Statement P & E for Period Ending 3/31/02		Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: )			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	\$25,000.00		\$25,000.00	\$23,320.58
4	1410 Administration	\$10,000.00		\$0.00	\$0.00
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	\$20,000.00		\$15,374.19	\$0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$15,000.00		\$0.00	\$0.00
10	1460 Dwelling Structures	\$163,509.00		\$0.00	\$0.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	\$14,148.00		\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$28,423.00		\$0.00	\$0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	\$276,080.00		\$40,374.10	\$23,320.58
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

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

PHA Name: Housing and Redevelopment Authority In and For the City of Willmar, MN		Grant Type and Number Capital Fund Program #: MN 46 P05150101 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2001			
Development Number 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	
HA-Wide	Management Improvements	1408	LS	\$25,000.00		\$25,000.00	\$23,320.58	
HA-Wide	Administration	1410	LS	\$10,000.00				
HA-Wide	Fees/Costs	1430	LS	\$20,000.00		\$15,374.19		
51-1	Replace Heater in Main Entrance	1460	1	\$1,000.00				Working on Bid Specs
51-1	Replace Ventilation Motors	1460	LS	\$3,000.00				Working on Bid Specs
51-1	Replace Recirculate Line	1460	LS	\$40,000.00				Working on Bid Specs
51-1	Replace Light Fixture	1460	LS	\$12,600.00				Working on Bid Specs
51-1	Replace Light Fixture	1460	38	\$28,200.00				Working on Bid Specs
51-2	Pipe Insulation/Hot & Cold in Basement	1460	38	\$6,920.00				Working on Bid Specs
51-2	Reinsulate Bedroom Overhangs	1460	38	\$6,300.00				Working on Bid Specs
51-2	Replace Tub/Shower Units	1460	38	\$38,573.00				Working on Bid Specs
51-2	Replace Water Closets	1460	38	\$2,450.00				Working on Bid Specs
51-2	Replace Bathroom Mirrors	1460	38	\$8,640.00				Working on Bid Specs
51-4	Replace Tub/Shower Units	1460	9	\$8,250.00				Working on Bid Specs
51-4	Replace Water Closets	1460	9	\$1,876.00				Working on Bid Specs
51-4	Replace Vanities	1460	9	\$4,600.00				Working on Bid Specs
51-4	Pipe Insulation/Hot & Cold in Basement	1460	9	\$1,100.00				Working on Bid Specs
51-2	Replace Landscape Rock with Mulch	1450	LS	\$15,000.00				Working on Bid Specs
51-2	Install Garage Man-Doors	1470	29	\$8,700.00				Working on Bid Specs
51-4	Install Garage Man-Doors	1470	13	\$5,448.00				Working on Bid Specs

Name/HA-Wide Activities				Original	Revised	Funds Obligated	Funds Expended	Work
51-1	Laundry Facilities Equipment Replacement	1475	LS	\$13,200.00				Working on Bid Specs
51-1	Update Security Camera System	1475	LS	\$15,223.00				Working on Bid Specs
	TOTALS	—	—	\$276,080.00				

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

PHA Name: Housing and Redevelopment Authority In and For the City of Willmar, MN	<b>Grant Type and Number</b> Capital Fund Program #: MN 46 P05150101 Capital Fund Program Replacement Housing Factor #:	<b>Federal FY of Grant:</b> 2001
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MN051-001	06/30/03			06/30/04			
MN051-002	06/30/03			06/30/04			
MN051-004	06/30/03			06/30/04			
HA-Wide	06/30/03			06/30/04			

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**Table Library**  
**ATTACHMENT B**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>PHA Name:</b> Willmar HRA		<b>Grant Type and Number</b> Capital Fund # MN 46 P05150102			<b>Federal FY of Grant:</b> 2002
<b>Original Annual Statement</b>		<b>Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: )</b>			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$79,569.00			
3	1408 Management Improvements				
4	1410 Administration	\$12,500.00			
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	\$15,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$8,446.00			
10	1460 Dwelling Structures	\$109,533.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	\$17,200.00			
13	1475 Nondwelling Equipment	\$20,000.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	\$262,248.00			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

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

PHA Name: Housing and Redevelopment Authority In and For the City of Willmar, MN	<b>Grant Type and Number</b> Capital Fund Program #: MN 46 P05150102 Capital Fund Program Replacement Housing Factor #:	<b>Federal FY of Grant:</b> 2002
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Development Number 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	
HA-Wide	Operations	1406	LS	\$79,569.00				
HA-Wide	Administration	1410	LS	\$12,500.00				
HA-Wide	Fees/Costs	1430	LS	\$15,000.00				
51-1	Install Landscape Mulch	1450	LS	\$400.00				
51-1	Replace Rooftop PRV'S	1460	LS	\$8,623.00				
51-1	Install New Exterior Doors	1460	LS	\$19,500.00				
51-1	Replace Lobby Furniture	1475	LS	\$20,000.00				
51-2	Install New Garage Doors	1470	38	\$14,500.00				
51-2	Install Splash Blocks	1450	38	\$2,600.00				
51-4	Install Splash Blocks	1450	9	\$1,056.00				
51-4	Install New Water Softeners	1460	9	\$6,300.00				
51-4	Reside 5 Units	1460	5	\$50,000.00				
51-4	Replace Water Heaters	1460	9	\$4,900.00				
51-4	Replace Furnaces	1460	9	\$17,500.00				
51-4	Replace Light Fixtures	1460	9	\$5,400.00				
51-4	Replace Stoop/Garage Steps	1460	9	\$1,700.00				
51-4	Install New Garage Doors	1470	9	\$2,700.00				
	<b>TOTALS</b>	—	—	\$262,248.00				

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

PHA Name: Housing and Redevelopment Authority In and For the City of Willmar, MN	<b>Grant Type and Number</b> Capital Fund Program #: MN 46 P05150102 Capital Fund Program Replacement Housing Factor #:	<b>Federal FY of Grant:</b> 2002
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MN051-001	06/30/04			06/30/05			
MN051-002	06/30/04			06/30/05			
MN051-004	06/30/04			06/30/05			
HA-Wide	06/30/04			06/30/05			

### Capital Fund Program 5-Year Action Plan

### ATTACHMENT C

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.

<b>CFP 5-Year Action Plan</b>		
<b>Original statement</b>	<b>Revised statement</b>	
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	
MN51-2	Family Public Housing - Welshire Townhomes & Northside	
<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>1460 Dwelling Structures</b>		
Replace Kitchen Faucets/Sinks	\$12,500.00	2004
Replace Interior Doors/Frames	\$113,400.00	2004
Install A/C Sleeves	\$20,682.00	2003
<b>1470 Community Center</b>	\$200,000.00	2003
Furnish Community Center	\$20,000.00	2003
<b>Total estimated cost over next 5 years</b>	<b>\$366,582.00</b>	

### Capital Fund Program 5-Year Action Plan

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

CFP 5-Year Action Plan		
Original statement	Revised statement	
Development Number	Development Name (or indicate PHA wide)	
MN 51-4	Family Public Housing - Scattered Sites	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
1460 Dwelling Structures		
Replace Carpeting	\$27,000.00	2003
Replace Vinyl Flooring	\$3,800.00	2004
Replace Kitchen Sinks/Faucets	\$2,700.00	2004
Replace Handrails	\$800.00	2003
Replace Storm Doors	\$2,600.00	2004
Replace Interior Doors/Frames	\$7,200.00	2003
Reroof 5 units	\$25,000.00	2003
Replace Light Fixtures	\$5,400.00	2003
<b>Total estimated cost over next 5 years</b>	<b>\$74,500.00</b>	



### 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.

<b>CFP 5-Year Action Plan</b>		<b>Original statement</b>	<b>Revised statement</b>
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>		
MN 51-1	Lakeview Apartments		
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>1450 Site Improvements</b>			
Install Guard Rail @ North Sidewalk/Entrance		\$500.00	2004
<b>1460 Dwelling Structures</b>			
Replace Plumbing Fixtures		\$35,880.00	2003
Replace Shower Units		\$124,758.00	2003
Replace Kitchen Sinks/Faucets		\$63,500.00	2004
Replace Tile Floors		\$81,360.00	2005
Paint Units/Community Space Areas		\$160,380.00	2005
Replace Bath Vanities		\$50,900.00	2005
Replace Corridor and Community Space Carpet		\$45,000.00	2006
Replace Windows/Screens, as needed		\$2,850.00	2004
Replace Water Closets		\$20,000.00	2006
Replace Carpet in Units		\$50,800.00	2006
Replace Shower Units		\$124,758.00	2006
Replace Corridor & Community Carpet		\$45,000.00	2006
Install Sprinkler System (including suspended ceiling, recessed lights, new fire panel); this work item will require at least two years to three years to build up enough capital to fund improvement.		\$650,000.00	See Comment in Description
<b>1465 Dwelling Equipment</b>			
Replace ranges, refrigerators, and range hoods		\$105,000.00	2005
<b>1470 Non-dwelling Structure</b>			
Rebuild Garbage Shed		\$10,000.00	2006
Reside/Reroof Maintenance Garage		\$15,000.00	2006
<b>1475 Non-dwelling Equipment</b>			
Replace Water Softeners		\$30,000.00	2005
Pneumatic Control Upgrade		\$15,000.00	2003
Replace Central A/C System		\$50,000.00	2003
Elevator Controller Upgrade		\$75,000.00	2006
<b>Total estimated cost over next 5 years</b>		<b>\$1,755,686.00</b>	



# PHA Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

## Section 1: General Information/History

- A. Amount of PHDEP Grant \$ \_\_\_\_\_
- B. Eligibility type (Indicate with an "x")      N1 \_\_\_\_\_ N2 \_\_\_\_\_ R \_\_\_\_\_
- C. FFY in which funding is requested \_\_\_\_\_
- D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

## E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area. Unit count information should be consistent with that available in PIC.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)

## F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

12 Months \_\_\_\_\_ 18 Months \_\_\_\_\_ 24 Months \_\_\_\_\_

## G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. The Fund Balances should reflect the balance as of Date of Submission of the PHDEP Plan. The Grant Term End Date should include any HUD-approved extensions or waivers. For grant extensions received, place “GE” in column or “W” for waivers.

FY	Year of PHDEP	Grant #	Fund Balance as of	Grant	Grant Start	Grant Term
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**Section 2: PHDEP Plan Goals and Budget**

**A. PHDEP Plan Summary**

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

**B. PHDEP Budget Summary**

Enter the total amount of PHDEP funding allocated to each line item.

Budget Line Item	PHDEP Budget Summary	Total Funding
9110 - Reimbursement of Law Enforcement		
9110 - Support of Police Match		
9110 - Support of Police Investigators		
9110 - Support of Police Officers		
9110 - Support of Police Training		
9110 - Support of Police Equipment		
<b>TOTAL PHDEP FUNDING</b>		

**PHDEP Plan Goals and Activities**

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 – Reimbursement of Law Enforcement						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDP Funding	Other Funding (Amount/Source)	Performance Indicators

1.							
2.							
3.							

<b>9115 - Special Initiative</b>						<b>Total PHDEP Funding: \$</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

<b>9116 - Gun Buyback TA Match</b>						<b>Total PHDEP Funding: \$</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9120 - Security Personnel</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9130 – Employment of Investigators</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9140 – Voluntary Tenant Patrol</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9150 - Physical Improvements</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9170 - Drug Intervention</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9180 - Drug Treatment</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9190 - Other Program Costs</b>					<b>Total PHDEP Funds: \$</b>		
Goal(s)							
Objectives							

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

## Required Attachment E: 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)

Name of resident member(s) on the governing board: Glynda DeLeon

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

Elected - through Resident Advisory Board and then appointed by

Mayor  
and  
City  
Council

Appointed

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

January 31, 2000 - January 31, 2005

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: January 31, 2003

Name and title of appointing official(s) for governing board (indicate appointing official for the next position): Mayor Lester J. Heitke

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

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

Janice Brant  
Glynda DeLeon  
Jean Greene  
Sue Hunnicutt  
Shelly Jarveis  
Jeni Krogfus  
Peter Meyer  
Nadine Morales

## Required Attachment H: Deconcentration and Income Mixing

### 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? In 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 §903.2(c)(1)(v)]		
MN 051-01	126	
MN 051-02	38	
MN 051-04	9	

**Required Attachment I: Voluntary Conversion Required Initial Assessments.**

A. How many of the PHA's developments are subject to the Required Initial Assessments?  
Three (3) \*

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)? None (0)

C. How many Assessments were conducted for the PHA's covered developments?  
Three (3)

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

Development Name	Number of Units
None	None

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

The Required Initial Assessment has been completed.

\* Included in the required initial assessment is one PHA development that gives preference to elderly/disabled households but has many single general occupancy households.

## **ATTACHMENT G (mn051g02)**

### RESIDENT ADVISORY BOARD COMMENTS

The Willmar HRA met periodically with its Resident Advisory Board during the development of its Agency Plan Update. At the meetings, various information including but not limited to the following was provided:

- HUD Notice PIH 2000-36 Role of Resident Advisory Boards
- Copies of the 2001 Resident Survey (RASS) results
- Capital Fund Program: Update on current funding
- Review capital needs assessment
- Solicit RAB recommendations for priority improvements
- Five-year Capital Improvement Plan
- Willmar HRA Mission Statement/Five Year Goals/Annual Progress
- Deconcentration Policy
- Voluntary Conversions Requirements
- Community Service Requirements

The Capital Fund Program proposed improvements for FY 2006 are the result of verbal recommendations from the RAB. The RAB met to review the Agency Plan and provide comments; with only one person in attendance at the meeting. Comments submitted included the following:

- ? Concerns on the new Cleaning and Repair Standards being too strict for the average working family.
- ? Smoke Detector Addendum - good idea.
- ? 5 year Plan - looks complete