

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: 2002

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

## PHA Plan Agency Identification

**PHAName:** RedLakeFallsHousing&RedevelopmentAuthority

**PHANumber:** MN071

**PHAFiscalYearBeginning:(04/2002)**

### PHA Plan Contact Information:

Name: MaryAnnBenoit, Executive Director

Phone: 218 -253-2022

TDD:

Email(if available): rlfhra@gvtel.com

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

### PHA Programs Administered :

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

## Annual PHA Plan Fiscal Year 2002

[24CFR 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 filename in parentheses in the space to the right of the title.

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## ii. Executive Summary

[24CFR Part 903.79(r)]

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

The Red Lake Falls Housing Authority has made significant progress on the Five Year Agency Plan. Specifically, since year 2000 we have:

2. Managed the HRA existing public housing programs so as to achieve the HUD status of "High Performer" (up from standard status) and a 96% resident satisfaction approval rating. We registered with the State of Minnesota and are now certified to provide "Housing with Support Services" for the elderly in Red Lake Falls and Red Lake County.
3. We have completed a major renovation project of replacing 8 freestanding, small one - bedroom apartments with 7 larger apartments connected to an existing structure to enable elderly - disabled resident easy access to the congregated dining center without having to go outdoors. This also includes 2 new apartment specifically designed to meet the needs of handicapped residents.
4. We have improved the image of "Public Housing" in our local community as indicated by a higher occupancy rate, an active waiting list, and increased participation in the Senior Nutrition Program. Our units are well maintained and well managed, receiving a 88% rating (28 out of 30 points) on the PHAS advisory score for 2001. (Management assessment score was 28 out of 30 points to obtain rating of "high performer".)

## 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 five year goal plans set out in 2000 are still on target however, some new objectives have been added as indicated below.

1. One major change for the year 2002 is to implement an Assisted Living Program for the elderly - disabled residents living in our facility. The overall average age of the public housing residents is 84 years. Many are now requiring additional health care services so we are bringing on an additional staff member to coordinate these services for our residents and to assist them in obtaining financial assistance through the AC/EW social service programs.
2. We hope to achieve a grant through the NWRDC for funding startup costs, specifically for upgrading the emergency response system, an additional computer station and other items that may be required by the health care agency.
3. A second change to the Agency Plan incorporates the findings on recent HUD inspections indicating we need to improve grounds drainage, replace damaged sidewalk and patio sections and resurface the parking lot. An engineering study has been conducted, we are awaiting the results to determine extent of future expenditures.

**2. Capital Improvement Needs**

[24CFR Part 903.79(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? \$28,219

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 C. CFP 5 year Plan is revised to include items identified as needing improvements noted at time of physical inspection

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

The Capital Fund Program Annual Statement is provided as Attachment B

**3.D Demolition and Disposition**

[24CFR Part 903.79(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 <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one)

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

**4. Voucher Homeownership Program**

[24CFR Part 903.79(k)]

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

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

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

- Establishing a minimum homeowner down payment requirement of at least 3 percent and requiring that at least 1 percent of the down payment 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 the relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

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

[24CFR 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? \$Unknown

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

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

**6. Other Information**

[24CFR Part 903.79(r)]

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

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

2. If yes, the comments are attached at Attachment (Filename) F

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

- The PHA changed portions of the PHA Plan in response to comments. A list of these changes is included
  - Yes  No: below or
  - Yes  No: at the end of the RAB Comments in Attachment \_\_\_\_\_.
- Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the end of the RAB Comments in Attachment F.
- 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. (list such initiatives below)
- Other: (list below)

3. PHA Requests for support from the Consolidated Plan Agency

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

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

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

The five year goal plans set out in 2000 are still on target however, some new objectives have been added as indicated below.

1. One major change for the year 2002 is to implement an Assisted Living Program for the elderly disabled residents living in our facility. The overall average age of the public housing residents is 84 years. Many are now requiring additional health care services so we are bringing on an additional staff member to coordinate these services for our residents and to assist them in obtaining financial assistance through the AC/EW social service programs.
2. We hope to achieve a grant through the NWRDC for funding startup costs, specifically for upgrading the emergency response system, an additional computer station and other items that may be required by the health care agency.
3. A second change to the Agency Plan incorporates the findings on recent HUD inspections indicating we need to improve grounds drainage, replace damaged sidewalks and patio sections and resurface the parking lot. An engineering study has been conducted, we are awaiting the results to determine extent of future expenditures.

**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.

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	Schedule of flat rents offered each public housing development <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 <input type="checkbox"/> 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
X	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	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
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99 -52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
	PHDEP-related documentation: <ul style="list-style-type: none"> <li>· Baseline law enforcement services for public housing developments assisted under the PHDEP plan;</li> <li>· Consortium agreement/s between the PHA participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHA 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) <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Pet Policy

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

<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>						
<b>PHAName:</b> Red Lake Falls Housing & Redevelopment Authority		<b>Grant Type and Number</b> Capital Fund Program: MN46P07150102 Capital Fund Program Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2002	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <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	4,400.00		4,400.00		
3	1408 Management Improvements					
4	1410 Administration					
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	3,000.00				
8	1440 Site Acquisition					
9	1450 Site Improvement	8,500.00				
10	1460 Dwelling Structures	9,119.00				
11	1465.1 Dwelling Equipment — Nonexpendable	3,200.00				
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1498 Mod Used for Development					
19	1502 Contingency					
20	Amount of Annual Grant: (sum of lines 2 -19)	28,219.00				
21	Amount of line 20 Related to LBP Activities	0				
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					

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: Red Lake Falls Housing & Redevelopment Authority		Grant Type and Number Capital Fund Program#: MN46P07150102 Capital Fund Program Replacement Housing Factor#:				Federal FY of Grant: 2002		
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	
MN071	Operations Loan Escrow	1406	1	4,400		4,400		Obligated
MN071	Fees & Costs	1430	1	3,000				
MN071	Site Improvements	1450						
	Landscaping		1	3,000				
	Sidewalk & Parking Lot		1	5,500				
MN071	Replace Fridges 4 @ 800	1465	1	3,200				
MN071	Auto. Accessible Entry "A"	1460	1	5,619				
MN071	Ventilate Commons	1460	1	3,500				
	Total			28,219				





### 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 development 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.

CFP5 -Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
MN071	Red Lake Falls Housing & Redevelopment Authority	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
1406 –Operations -Loan Escrow	22,000	04/01/02
1450 –Site Improvements		
Landscaping	10,000	04/01/02
Sidewalk & Parking Lot	30,000	04/01/02
1460 –Dwelling Structures		
Roofing -FM	25,000	04/01/05
Window Replacements -FM	10,800	04/01/04
Hall Smoke Alarms & Nurse Call -SV	5,000	04/01/02
1465.1 –Dwelling Equipment		
Replace Appliances	16,000	04/01/02
1470 –Non -dwelling Structures		
Heat/Ventilate SV Commons	5,400	04/01/02
Automate Entry -SV	10,300	04/01/03
1475 –Non -dwelling Equipment		
Laundry Machines	3,500	04/01/03
<b>Total estimated cost over next 5 years</b>	<b>138,000</b>	



**Required Attachment "D": 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: Jean Weinberg, Fairview Manor Apt. 7, 209 International Drive, Red Lake Falls, MN

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

- Elected
- Appointed

C. The term of appointment is (include the date term expires): 1/20/2002-1/20/2007

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 20, 2002

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): Allen Ducharme, Mayor, Red Lake Falls approved by Red Lake Falls City Council

## **Required Attachment "E": 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.)

Darlene Bennett –SC Apt. 22

Donna Benoit –SC Apt. 21

Hazel Doyea –SV Apt. 28

Theresa Cardinal –SC Apt. 13

Dwight Huot –SV Apt. 27

Aaron LaPlante –FM Apt. 6

Esther Page –SV Apt. 25

Lucille Pahlen –SV Apt. 31

Georgia Presnell –SC Apt. 24

Bernard Remick –SC Apt. 9

Cherie Walters –SC Apt. 7

Jean Weinberg –FM Apt. 7

## **Required Attachment "F" - Comments on the PHA Plan from the**

## Resident Advisory Council

On November 6, 2002, the Executive Director for the Red Lake Falls Housing and Redevelopment Authority met with members of the Resident Advisory Council at their regular scheduled meeting to present proposals for the 2002 Agency Plan.

Members present included: D. Bennett, D. Benoit, H. Doyea, E. Page, L. Pahlen, G. Presnell, C. Walters, and J. Weinberg.

Budget plans for facility improvements were presented as well as plans to implement an Assisted Living Program. Comments noted were as follows, HRA response is given after comment.

Resident: If HRA starts Assisted Living, will I have to change my healthcare provider?

HRA Response: Each resident may continue with their current healthcare provider and the services you now receive. Only those who need to switch to the Assisted Living Program may get a different health care person. You would not need to switch unless you require daily assistance with dressing, medication reminders, or

Resident: Well, like what you did with the south steps, can we get a handrail before winter?

HRA Response: The handrail is scheduled to be installed before Thanksgiving.

Resident: The heating system at Sunview still knocks and rattles. Can anything be done to correct it?

HRA Response: The HRA is proposing a service contractor with a local plumber who will do a system review and establish a preventive maintenance schedule.

On Wed. Nov. 7, the Executive Director and two HRA Board Members met with residents in general at the Sunset Court location to present the proposed Agency Plan for 2002. Present: C. Deshene, C. Johanneck, D. Benoit, D. Bennett, L. Ostgard, A. Gagner, E. Haupt.

Resident: Would be able to get a telephone entry system like you have at the other building?

HRA Response: That item has been included in the budget for 2002. However, we have been having trouble getting that other system to work properly so we'd want to be sure this is a good system before we install another one.

Resident: How long can a person stay in their house or apt? I have people coming to me and asking me to sign them up.

HRA Response: We would encourage you to have anyone desiring to sign up to contact us at the office for an application. No one can be added to the waiting list unless we have a completed application form. If they are reluctant to do that, you tell us their name and we will contact them for you.

### Public Meeting held December 17, 2001 to present Agency Plan

21 people attended the event hosted at the Senior Dining Center at Fairview Manor.

Presentation was made by HRA Board Chairman Vaughn Thorfinnson. He reviewed list of items already completed as goals and objectives on the 5 year plan. He described the extent of facility

improvements planned for the year 2002 and the impact on residents. He ended with HRA plans to implement an Assisted Living Plus Program for residents.

Resident: Would it be possible to have another driveway out of the parking lot?

HRA Response: We have commissioned an engineering study to plot elevations across the yard. Since we are having difficulty with water draining away from the building and out of the parking lot, we could ask the engineers if a second driveway would be appropriate and what location would be possible. We also plan to enlarge the existing lot when do the resurfacing so there would be more room for vehicles to turn around.

Resident: Can we have a sidewalk from Bldg. B to the street on the north and east side of the building?

HRA Response: We can add that consideration when we work out the sidewalk replacement schedule.

Resident: Can we get an emergency call bell system in the new units?

HRA Response: We are studying the different types of systems available. If we do Assisted Living, we may want to upgrade the current system so resident and care providers can operate on a remote system rather than a hardwired system. We will keep you informed as we gather information.

Resident: Would you be able to help me on weekends now?

HRA Response: We are working to get a grant in place to help us cover costs to initiate the program. We already have a Health Service Coordinator who can work with you to get the added care you need now.

**Required Attachment "G"**  
**Component 10(B) Voluntary Conversion Initial Assessment**

2001 The Red Lake Falls Housing & Redevelopment Authority has two developmentssubjecttothe RequiredInitialAssessment.

2002 OnlyonedevlopmentisnotsubjecttotheRequiredInitialAssessmentbasedonanexempt ionas unitsforelderly/disabledresidentsratherthangeneraloccupancyprojects.

2003 OnlyoneAssessmentwasdoneforHousingAuthority'scovereddevelopments.

2004 PHAdevelopmentstobeassessedare:

- ProjectNo.MN071001 -FairviewManor -16units
- ProjectNo.MN071002 -SunviewApts. -7units

TheRedLakeFallsHousing&RedevelopmentAuthorityhasdeterminedthisconversionwouldbe inappropriatebecauseremovalofthedevelopmentswouldnotmeetthenecessaryconditionsfor voluntaryconve rsionasdescribedin972.200(c)

InitialAssessmentwasbasedonthefollowingfactors:

- a. Occupancy:ThetownofRedLakeFallshasfiveothergeneraloccupancyrental developments.Theyallacceptvouchersfromeligiblresidentsandarerunningwith vacancies.Ourtwoprojectsaretheonlyunitsinourcommunitythathavehandicap accessibilityandthesupportservicesfortheelderlysotheSeniorCitizenspreferour apartments.Wecurrentlyhave15peopleonthewaitinglistwhichisa2to3yearw ait.
- b. CostFactor -OurparticularagencywhichhasjurisdictionovertheCityofRedLake Fallsonly,hasnotbeenestablishedtoworkwithvouchersbecauseofthesmall populationweserve.ThevoucherprogramsarecoordinatedbytheMulti -CountyHRA inMentorwhichhasalargerjurisdictionandhigherpopulationbase.Changingourmode ofoperationnowwouldbeacostlyventure,requiringadditionalstafftraining,additional officeexpensesandmaintenanceexpenses.
- c. Workability -Voucherswouldn otbeusedbytheresidentsweservebecausetheyare notinterestedinmobilitybutwouldratherremainwheretheyareaslongaspossible. TheirnextanticipatedmovewouldbetotheNursingHome. Additionally,underthevouchersystemwewouldloosethecapitalfundprogramfor facilityimprovements.Itwouldbeextremelydifficulttoraisetherenttocoverrepair costsandpropertytaxesbecauseourresidentsliveonafixedincomethatplacesthem in the30%to80%bracketofmedianincomefor ourcounty.Ouragencywouldhavegreat difficultyoperatingwithouttheHUDsubsidy.

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHAName: Red Lake Falls Housing & Redevelopment Authority		Grant Type and Number Capital Fund Program: MN46P07150101 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2001	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <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	4,400.00		4,400.00	0	
3	1408 Management Improvements					
4	1410 Administration					
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	3,000.00	3,659	3,659	1,059	
8	1440 Site Acquisition					
9	1450 Site Improvement		7,571.42	0	0	
10	1460 Dwelling Structures	19,735	10,004.58	3,004.58	567.23	
11	1465.1 Dwelling Equipment — Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment	2,500	4,000	0	0	
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)	29,635	29,635	11,063.58	1,623.23	
21	Amount of line 20 Related to LBP Activities	0				
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					

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: Red Lake Falls Housing & Redevelopment Authority			Grant Type and Number Capital Fund Program#: MN46P07150101 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	
MN071-HAW	Operations	1406	1	4,400	4,400	4,400		Obligated
MN071001	Lead Base Paint Testing	1430	1	3,000	1,059	1,059	1,059	Complete
MN071-HAW	Engr. Study, Grounds Survey	1430	1	0	2,600	2,600		Obligated
	Parking Lot Resurface	1450	1	0	5,000			Pending
	Sidewalk Replacement	1450	1	0	1,072.42			Pending
MN071	Replace Sunview sign	1450	1	0	1,500			Pending
MN071	Nurse Call System	1460		5,500				Pending
MN071	Replace Lighting Fixtures	1460	44	3,000	1,500	1,500		Obligated
	Replace Entry Doors	1460	8	11,235	1,200	1,200		Pending
	Replace Carpet	1460	1	0	567.23	567.23	567.23	Complete
	Attic Insulation	1460	1	0	1237.35	1237.35		Obligated
	Purchase Exercise Equipment	1475	1	2,500				Pending
	Computer Update	1475	1	0	1,500			Pending

