

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

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# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2003

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

## PHA Plan Agency Identification

**PHA Name:** Housing and Redevelopment Authority of Virginia, Minnesota

**PHA Number:** MN007

**PHA Fiscal Year Beginning: (mm/yyyy)** 04/2003

### Public Access to Information

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

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

### Display Locations for PHA Plans and Supporting Documents

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

MISSION STATEMENT

HOUSING AND REDEVELOPMENT AUTHORITY OF VIRGINIA, MINNESOTA

*The mission of the Housing and Redevelopment Authority of Virginia, Minnesota is to provide comprehensive housing opportunities for qualified individuals and families, without discrimination. The Housing Authority will promote programs to help clients improve the quality of their lives. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order accomplish this mission.*

**B. Goals**

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

**HUD Strategic Goal: Improve community quality of life and economic vitality**

- PHA Goal: Provide an improved living environment
- Objectives:
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

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

Provide or attract supportive services to improve assistance recipients' employability:

Provide or attract supportive services to increase independence for the elderly or families with disabilities.

Other: (list below)

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

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:

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

Other: (list below)

**Other PHA Goals and Objectives:**

*HOUSING NEED ISSUES*

Assist our community with increasing the availability of emergency housing for families.

Coordinate with local Economic Development Agency to develop new emergency housing units.

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

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**
- Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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**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. Note: 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.

**Required Attachments:**

<input checked="" type="checkbox"/> "A" Admissions Policy for Deconcentration	50
<input checked="" type="checkbox"/> "B" Component 20(B) Voluntary Conversion Initial Assessment	51
<input checked="" type="checkbox"/> "C" Pet Policy Description	52
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**Optional Attachments:**

- Organizational Chart
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
(See (1) Below)	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is	Annual Plan:

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Housing Needs
NA	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), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: <ol style="list-style-type: none"> <li>1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and</li> <li>2. Documentation of the required deconcentration and income mixing analysis</li> </ol>	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
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	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
NA	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	attachment (provided at PHA option)	
NA	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
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	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	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
NA	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	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
NA	Troubled PHA's: MOA/Recovery Plan	Troubled PHA's
NA	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

(1) Awaiting further clarification and instructions from HUD.

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

## A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the “Overall” Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact.” Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2720	5	1	1	NA	1	1
Income >30% but <=50% of AMI	1658	4	1	1	NA	1	1
Income >50% but <80% of AMI	1356	3	1	1	NA	1	1
Elderly	2505	4	1	1	NA	1	1
Families with Disabilities	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity B	8	4	1	1	NA	1	1
Race/Ethnicity H	19	4	1	1	NA	1	1
Race/Ethnicity NA	124	4	1	1	NA	1	1
Race/Ethnicity A	8	4	1	1	NA	1	1

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2000-2004
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

## B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHA's may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	112		76
Extremely low income <=30% AMI	103	92%	
Very low income (>30% but <=50% AMI)	5	4.4%	
Low income (>50% but <80% AMI)	4	3.5%	
Families with children	67	59.8%	
Elderly families	10	8.9%	
Families with Disabilities	35	31.2%	
Race/ethnicity – W	91	81.2%	
Race/ethnicity – AA	9	8.0%	
Race/ethnicity – AI	12	10.7%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	53	47.3%	
2 BR	34	30.2%	
3 BR	8	7.1%	
4 BR	2	1.7%	
5 BR			
5+ BR			

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	589		27.3%
Extremely low income <=30% AMI	517	88%	
Very low income (>30% but <=50% AMI)	65	11%	
Low income (>50% but <80% AMI)	7	-0-	
Families with children	286	49%	
Elderly families	27	5%	
Families with Disabilities	177	30%	
Race/ethnicity W	521	88%	
Race/ethnicity AA	38	6%	
Race/ethnicity AI	22	4%	
Race/ethnicity ASP	3	1%	
Hispanic	5	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Is the waiting list closed (select one)?  No  Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes

### C. Strategy for Addressing Needs

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

Public Housing Developments - units will be assigned according to the Occupancy Policies.

Section HAP Tenant Based Program – units will be assigned according to the Administrative Plan.

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

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

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

**Need: Specific Family Types: Races or ethnicity's with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicity's with disproportionate needs:**

Select if applicable

- Affirmatively market to races/ethnicity's shown to have disproportionate housing needs
- Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community

- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	196,254	
b) Public Housing Capital Fund	453,338	
c) HOPE VI Revitalization	NA	
d) HOPE VI Demolition	NA	
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,798,829	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	NA	
g) Resident Opportunity and Self-Sufficiency Grants	NA	
h) Community Development Block Grant	NA	
i) HOME	NA	
Other Federal Grants (list below)	NA	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
None		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>3. Public Housing Dwelling Rental Income</b>	611,250	P.H. Operations
<b>4. Other income</b> (list below)		
Non-Dwelling Rent	51,800	P.H. Operations
Laundry/Other Income	17,500	P.H. Operations
<b>5. Non-federal sources</b> (list below)		
P.H. Investment Income	14,000	P.H. Operations
Section 8 Investment Income	500	Section 8 Operations
<b>Total resources</b>	3,143,471	

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

[24 CFR Part 903.7 9 (c)]

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

Exemptions: PHA's that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (One)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

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

d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

**(2)Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2.  Yes  No: Are any or all of the PHA’s site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?

If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

**(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

b.  Yes  No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

a. Income targeting:

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

a. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection (5) Occupancy)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

## 2 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tier
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA’s Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

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

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

**(6) Deconcentration and Income Mixing**

*See Attachment “A” – Admissions Policy for Deconcentration*

a.  Yes  No: Did the PHA’s analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site-based waiting lists  
If selected, list targeted developments below:
- Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

## B. Section 8

Exemptions: PHA's that do not administer section 8 are not required to complete sub-component 3B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

### (1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
  - Criminal and drug-related activity, more extensively than required by law or regulation
  - More general screening than criminal and drug-related activity (list factors below)
  - Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity  
 Other (describe below)  
Rental History, Family Composition, Damage Claims, Violations.

## **(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None  
 Federal public housing  
 Federal moderate rehabilitation  
 Federal project-based certificate program  
 Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office  
 Other (list below)

## **(3) Search Time**

a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Extension given by just a written request for more time – 60 days  
Maximum 120 days

## **(4) Admissions Preferences**

a. Income targeting

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent (5) Special purpose section 8 assistance programs)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)

- Households that contribute to meeting income requirements (targeting)
  - Those previously enrolled in educational, training, or upward mobility programs
  - Victims of reprisals or hate crimes
  - Other preference(s) (list below)
4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)
- Date and time of application
  - Drawing (lottery) or other random choice technique
5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)
- This preference has previously been reviewed and approved by HUD
  - The PHA requests approval for this preference through this PHA Plan
6. Relationship of preferences to income targeting requirements: (select one)
- The PHA applies preferences within income tiers
  - Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Special Purpose Section 8 Assistance Programs**

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
- The Section 8 Administrative Plan
  - Briefing sessions and written materials
  - Other (list below)
- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
- Through published notices
  - Other (list below)

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

[24 CFR Part 903.7 9 (d)]

### **A. Public Housing**

Exemptions: PHA's that do not administer public housing are not required to complete sub-component 4A.

#### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0  
 \$1-\$25  
 \$26-\$50

2.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)
  - 1) If interim rent recertification pre-scheduled
  - 2) Change in family composition

g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISA's) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)  
Section 8 fair-market rents

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

Exemptions: PHA's that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

**(1) Payment Standards**

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMR's are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMR's are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHA's are not required to complete this section. Section 8 only PHA's must complete parts A, B, and C(2)

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

An organization chart showing the PHA’s management structure and organization is attached.

A brief description of the management structure and organization of the PHA follows:

**B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	254	56%
Section 8 Vouchers	487	15%
Section 8 Certificates	0	0
Section 8 Mod Rehab	11	16%
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually) BRIDGES	18	50%
RAFS	18	60%
FSS	5	20%

**C. Management and Maintenance Policies**

List the PHA’s public housing management and maintenance policy documents, manuals and handbooks that contain the Agency’s rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

- Access Policy
- Admission and Continued Occupancy Policy
- Blood-Borne Diseases Policy
- Capitalization Policy

Closed Meeting Policy  
 Criminal, Drug Treatment, and Registered Sex Offender Classification  
 Records Management Policy  
 Deconcentration Policy  
 Disposition Policy  
 Document Disposal Policy  
 Drug-Free Workplace Policy  
 Equal Housing Opportunity Policy  
 Equipment Policy  
 Ethics Policy  
 Facilities Use Policy  
 Financial Report and Check Signing Authorization Policy  
 Fraud Policy  
 Investment Policy  
 Maintenance Policy  
 Marketing Plan  
 Parking Policy  
 Personnel Policy  
 Procurement Policy  
 Affirmative Action Policy  
 Grievance Procedure  
 Repayment Agreement Policy  
 Travel Policy

(2) Section 8 Management: (list below)

Administrative Plan

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHA's are not required to complete component 6. Section 8-Only PHA's are exempt from sub-component 6A.

### **A. Public Housing**

1.  Yes  No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office
- PHA development management offices
- Other (list below)

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

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted family's contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office  
 Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHA's are not required to complete this component and may skip to Component 8.

**A. Capital Fund Activities**

Exemptions from sub-component 7A: PHA's that will not participate in the Capital Fund Program may skip to component 7B. All other PHA's must complete 7A as instructed.

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

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

- The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

**See Next Page**

## Capital Fund Program Annual Statement

### Parts I, II, and II

#### Annual Statement

#### Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number MN46P00750103 FFY of Grant Approval: 2003

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	90,667
3	1408 Management Improvements	
4	1410 Administration	45,334
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	5,000
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	246,437
11	1465.1 Dwelling Equipment-Nonexpendable	22,600
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	40,100
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	3,200
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	453,338
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**  
**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
1. HA-Wide	Operating Expenses	1406	90,667
	Nondwelling Equipment	1475	40,100
2. HA-Wide Administration	Administration Expenses	1410	45,334
3. Fee's	Architectural Fee's	1430	5,000
4. MN-7-1 Pine Mill Court	Dwelling Unit renovations	1460	234,437
	Replace Appliances – 10x\$400	1465	4,000
	Replace Water Heaters – 26@\$250	1465	6,500
5. MN-7-2 Columbia	Replace Appliances – 6x\$400	1465	2,400
6. MN-7-3 Rouchleau & Duplexes	Replace Appliances – 8x\$400	1465	3,200
	Replace Water Heaters – 2@\$250	1465	500
	Replace Furnaces = <a href="#">2@3,000</a>	1465	6,000
	Resurface Parking Lot	1460	12,000
7. MN-7-1 Pine Mill Court	Relocation Costs – 10@ \$600	1495.1	3,200

**Annual Statement**  
**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
MN-7-1	12-31-2004	03-31-2005
MN-7-2	12-31-2003	03-31-2004
MN-7-3	12-31-2003	03-31-2004
HA-Wide	12-31-2003	03-31-2004

The Capital Fund Program Performance and Evaluation Report for FYE 2002 is provided as an attachment to the PHA Plan at Attachment "I"



**(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

**Optional Table for 5-Year Action Plan for Capital Fund (Component 7)**

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: PHA's need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MN46P007001	Pine Mill Court	17	15.45	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Building Renovation/New Entrances			298,736	2004
Relocation costs			4,000	2004
Kitchen Appliances			4,000	2004
Building Renovation/New Entrances			298,736	2005
Relocation costs			4,000	2005
Kitchen Appliances			4,000	2005
Building Renovation/New Entrances			268,736	2006
Relocation costs			4,000	2006
Kitchen Appliances			4,000	2006
Building Renovation/New Entrances			298,736	2007
Relocation costs			4,000	2007
Kitchen Appliances			4,000	2007
<b>Total estimated cost over next 5 years</b>			<b>1,196,944</b>	

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
MN46P007002	The Columbia	3	5%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Kitchen Appliances 6x\$400			\$2,400	2004
6x\$400			2,400	2005
6x\$400			2,400	2006
6x\$400			2,400	2007
<b>Total estimated cost over next 5 years</b>			<b>\$9,600</b>	

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
MN46P007003	The Rouchleau	6	6.97	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Kitchen Appliances 6x\$400			\$ 2,400	2004
6x\$400			2,400	2005
6x\$400			2,400	2006
6x\$400			2,400	2007
<b>Total estimated cost over next 5 years</b>			<b>\$ 9,600</b>	

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
MN46P007003	Scattered Site Duplexes	1	5.55	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Kitchen Appliances 2x\$400			800	2004
Kitchen Appliances 2x\$400			800	2005
Kitchen Appliances 2x\$400			800	2006
Kitchen Appliances 2x\$400			800	2007
<b>Total estimated cost over next 5 years</b>			<b>\$3,200</b>	

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

Applicability of sub-component 7B: All PHA's administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

Revitalization Plan under development

Revitalization Plan submitted, pending approval

Revitalization Plan approved

Activities pursuant to an approved Revitalization Plan underway

Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below

Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHA's 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 component 9; if "yes", complete one activity description for each development.)

2. Activity Description

Yes  No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</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. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:	

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHA's are not required to complete this section.

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHA's completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

**10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHA’s are not required to complete this section.

**A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1.  Yes  No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHA's completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____ ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____ ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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**B. Voluntary Conversions – See Attachment “B”**

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**B. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

## **11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

Exemptions from Component 11A: Section 8 only PHA's are not required to complete 11A.

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHA's completing streamlined submissions may skip to component 11B.)

#### 2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHA’s** may skip to component 12.)

2. Program Description:

a. Size of Program

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

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

Yes  No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (1)]

Exemptions from Component 12: High performing and small PHA’s are not required to complete this component. Section 8-Only PHA’s are not required to complete sub-component C.

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

Yes  No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY 05/10/01

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Women Initiating New Goals & Sobriety/Support (WINGS)	7	Waiting List	PHA Admin. Office Arrowhead Center, AEOA, Soc Srv, RTH	Public Housing
Child Care Center – On-site	35	Waiting List	Chicagami Too!	Public Housing
St. Louis County Soc. Srv. Financial Worker – On Site	170	Specific Criteria	PHA Admin. Office	Public Housing/ Section 8
Family Investment Center	110	Random	Family Investment Ctr.	Public Housing
Computer Center	15	Random	HRA Community Ctr.	Public Housing
Depression Support Group	10	Specific Criteria	Family Investment Ctr.	Public Housing
AA Meetings	50	Specific Criteria	Family Investment Ctr.	Public Housing
Dad’s Program	5	Specific Criteria	Family Investment Ctr.	Public Housing

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	5	8 12/01/02

b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA’s public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

**A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply)

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? MN007-1

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

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other: encourage residents to attend Citizen's Police Academy training course

2. Which developments are most affected? MN007-1

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? MN007-1

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

PHA's eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY** [24 CFR Part 903.7 9 (n)] See Attachment “D”

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

- Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
- Yes  No: Was the most recent fiscal audit submitted to HUD?
- Yes  No: Were there any findings as the result of that audit?
- Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
- Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

**17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHA's are not required to complete this component. High performing and small PHA's are not required to complete this component.

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
  2. What types of asset management activities will the PHA undertake? (select all that apply)
    - Not applicable
    - Private management
    - Development-based accounting
    - Comprehensive stock assessment
    - Other: (list below)
- Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
  
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)  
 Attached at Attachment (File name)  
 Provided below:
  
3. In what manner did the PHA address those comments? (select all that apply)  
 Considered comments, but determined that no changes to the PHA Plan were necessary.  
 The PHA changed portions of the PHA Plan in response to comments  
List changes below:  
 Other: (list below)

### **B. Description of Election process for Residents on the PHA Board**

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
  
2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)
3. Description of Resident Election Process
  - a. Nomination of candidates for place on the ballot: (select all that apply)  
 Candidates were nominated by resident and assisted family organizations  
 Candidates could be nominated by any adult recipient of PHA assistance  
 Self-nomination: Candidates registered with the PHA and requested a place on ballot  
 Other: all recipients had the opportunity to apply for the resident commissioner position and follow the normal selection process of the City Council.
  
  - b. Eligible candidates: (select one)  
 Any recipient of PHA assistance  
 Any head of household receiving PHA assistance  
 Any adult recipient of PHA assistance  
 Any adult member of a resident or assisted family organization  
 Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

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

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

1. Consolidated Plan jurisdiction: *SAINT LOUIS COUNTY, MN*

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

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

Increase services to homeless through cooperation and coordination with the Rural/Urban Council Partners which includes the HRA

**D. Other Information Required by HUD**

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

## Attachments

Use this section to provide any additional attachments referenced in the Plans.

### ATTACHMENT "A"

#### HOUSING AND REDEVELOPMENT AUTHORITY OF VIRGINIA, MINNESOTA

### DECONCENTRATION POLICY

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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.

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 conformance with the Quality Housing & Work Responsibility Act of 1998, the Housing and Redevelopment Authority (HRA) of Virginia, Minnesota has adopted the following *Deconcentration Policy*.

It is the HRA's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments.

The HRA will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, the HRA will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located (when available), and the income levels of the families on the waiting list. Based on this analysis the HRA will determine the level of marketing strategies and deconcentration incentives that may be needed.

**ATTACHMENT “B”**

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

- a. How many of the PHA’S developments are subject to the Required Initial Assessments?

**Two: MN007001-Pine Mill Court-110 Family units  
MN46P007003-Duplex’s-18 Family units**

- 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)?

**Two: MN007002-Columbia-60 elderly units  
MN46P007003-Rouchleau-86 Elderly units**

- c. How many Assessments were conducted for the PHA’s covered developments?

**Two**

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

<b>Development Name</b>	<b>Number of Units</b>
<b>None</b>	

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

## **ATTACHMENT “C”**

### **DESCRIPTION OF IMPLEMENTATION OF PET POLICY**

The Public Housing Reform Act of 1998 established new pet ownership requirements for residents of dwelling units in public housing for families. In keeping with the intent of this act, the Housing and Redevelopment Authority is allowing pet ownership in the Scattered Site Duplex Units owned by the HRA. A condition of the act is that the resident maintain each pet responsibly and in accordance with applicable State and local public health, animal control, and animal anti-cruelty laws and regulations and with the policies established by the HRA.

The HRA has established a pet policy that incorporates reasonable requirements for pet ownership. The following is a list of the items that are addressed in the established pet policy:

1. Permitted pets
2. Prohibited pets
3. License, inoculations, and identification requirements for dogs and cats
4. Spaying or neutering requirements
5. Pet deposits
6. Non-refundable fee
7. Pet registration requirements
8. Pet control requirements
9. Disturbances caused by pets
10. Unattended pets
11. Improperly cared for pets
12. Waste disposal requirements
13. Pet committee
14. Additional rules
15. Liability
16. Policy Violations

## ATTACHMENT “D”

### STATEMENT OF PROGRESS – MISSION AND GOALS

#### **Mission:**

The Housing and Redevelopment Authority of Virginia, MN continues to promote programs to help clients improve the quality of their lives, and to create and maintain partnerships with its clients and appropriate community agencies in order to accomplish its mission to provide comprehensive housing opportunities for qualified individuals and families, without discrimination.

#### **Goals:**

*Provide an improved living environment:*

*Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments.*

*Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments.*

The HRA continues to monitor income levels of families residing in each of our developments as well as families on the waiting list. However, since each housing complex experiences ongoing vacancies, deconcentration is easily accomplished.

*Promote self-sufficiency and asset development of families and individuals:*

*Promote self-sufficiency and asset development of assisted households/provide or attract supportive services to improve assistance recipients' employability.*

The HRA developed a 'Family Investment Center' with a staff to coordinate residents with service providers, educational opportunity's, and job search representatives to help individual residents strive for self-sufficiency. The center continues to expand the opportunities for residents through the HRA's continued cooperative efforts with service providers. The Family Investment Center is coordinating the expansion of the center by adding space for a family advocate from the Arrowhead Economic Opportunity Agency to provide outreach support services. Also, a grant for a support services program for women, coordinated through Honore Lehtinen, LICSW, Bois Forte Health Services is in process for accessibility by HRA clients.

*Ensure Equal Opportunity and affirmatively further fair housing objectives:*

*Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability.*

*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.*

The HRA continues to promote equal opportunity for assisted housing and to provide a suitable living environment for families regardless of race, color, religion, national origin, sex, familial status, and disability.

*Other PHA Goals and Objectives. Housing Need Issues:*

*Assist our community with increasing the availability of emergency housing for families.*

In a cooperative effort with the local Economic Opportunity Agency, the HRA, using Tax Increment funds, purchased and demolished three dilapidated properties, demolished the buildings, and donated the property to the Economic Opportunity Agency for the development of a regional 'Emergency Shelter' and short term 'Transitional Housing' shelter.

**ATTACHMENT “E”**

**RESIDENT MEMBERSHIP OF THE PHA GOVERNING BOARD**

All recipients of programs administered by the HRA were notified that they have the opportunity to serve as a member of the HRA board of Commissioners. Interested applicants are required to apply as any other qualified individual does. The Mayor of the City of Virginia interviews the applicants and appoints the most qualified candidate.

**ATTACHMENT "F"**

**MEMBERSHIP OF THE RESIDENT ADVISORY BOARD**

The following individuals are presently the members of the resident advisory board:

**MN007001 Pine Mill Court**

President	Diana Boesen
Vice President	Dorothy Kelm
Secretary	Chris Riihinen
Treasurer	Bob Okasanen
Board Member	Robin Mayry
Board Member	Mike Wharton

**MN007002 The Columbia**

President	Betty Zalkowski
Vice President	Angie Haryn
Secretary	Mable Brooks
Treasurer	Clara Niemi

**MN46P007003 The Rouchleau**

President	Diane Lamke
Vice President	Shirley Mattson
Secretary	Carol Maki
Treasurer	Rosemary Groebner

## **ATTACHMENT “G”**

### **DESCRIPTION OF FOLLOW-UP PLAN FOR SAFETY BASED ON RESULTS OF RESIDENT SERVICE AND SATISFACTION SURVEY**

Based on the results of the Resident Service and Satisfaction Survey, the Virginia HRA has developed a follow-up plan to address safety concerns expressed in the survey. The following is a list of suggestions that are expected to make improvements in this area:

1. Partner with police. Cooperation with police may include, but is not limited to:
  - a. Continue to communicate openly with the Virginia Police Department
  - b. Continue to provide access to the local police agency to vacant units in order to facilitate surveillance and pursuit
  - c. Continue to encourage police department to have a presence in the public housing community (space will be provided as needed)
  - d. Continue dialogue with police regarding community policing
  - e. Continue to encourage residents to attend Citizen’s Police Academy training course offered free of charge by the Virginia Police Department. This will foster a better relationship between residents and police
  - f. Continue to encourage residents to form a neighborhood watch program and work jointly with police department to make this program viable
2. Report all criminal activity to local police authorities
3. Continue to track crime and crime related activities
4. Continue to conduct criminal background checks on prospective tenants and deny admission to those individuals who do not meet the selection criteria established by HUD and the Virginia HRA
5. Continue to work cooperatively with Legal Aid Service of Northeastern Minnesota to address lease violation issues and educate residents on how to be a good tenant
6. Expand mediation process to address resident conflict

## ATTACHMENT "H"

Annual Statement /Performance and Evaluation Report						Part I: Summary			
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)									
PHA Name: HRA of Virginia, MN		Grant Type and Number		CFP MN46P00750100		Federal FY of Grant: 2000			
Replacement Housing Factor Grant No:									
Original Annual Statement			Reserve for Disasters/Emergencies		Revised Annual Statement (revision no:)				
Performance and Evaluation Report for Period Ending:						x		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	\$90,250.00		\$90,250.00		\$90,250.00			
3	1408 Management Improvements								
4	1410 Administration	\$45,127.00		\$45,127.00		\$45,127.00			
5	1411 Audit								
6	1415 Liquidated Damages								
7	1430 Fees and Costs	\$46,397.00		\$46,397.00		\$46,397.00			
8	1440 Site Acquisition								
9	1450 Site Improvement								
10	1460 Dwelling Structures	\$272,185.51		\$272,185.51		\$272,185.51			
11	1465.1 Dwelling Equipment-Nonexpendable	\$16,400.49		\$16,400.49		\$16,400.49			
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 Cost								
18	1499 Development Activities								
19	1501 Collateralization or Debt Service								
20	1502 Contingency								
21	<b>Amount of Annual Grant: (sum of lines 2-20)</b>	<b>\$470,360.00</b>		<b>\$470,360.00</b>		<b>\$470,360.00</b>			
22	Amount of line 21 Related to LBP Activities	\$0.00		\$0.00		\$0.00			
23	Amount of line 21 Related to Section 504	\$0.00		\$0.00		\$0.00			

	Compliance				
24	Amount of line 21 Related to Security -- Soft Costs	\$0.00		\$0.00	\$0.00
25	Amount of line 21 Related to Security -- Hard Costs	\$2,695.00		\$2,695.00	\$2,695.00
26	Amount of line 21 Related to Energy Conservation Meas.	\$0.00		\$0.00	\$0.00

Annual Statement /Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name:		Grant Type and Number			Federal FY of Grant: 2000			
HRA of Virginia		Capital Fund Program <b>MN46P0075010</b> GrantNo Replacement Housing Factor Grant No:						
Development Number	General Description of Major Work	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
Name/HA-Wide Activities	Categories			Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operating Expenses	1406		\$90,250.00		\$90,250.00	\$90,250.00	100%
HA-Wide Admin	Salaries-Coordinator, Tech, Secret	1410		\$45,127.00		\$45,127.00	\$45,127.00	100%
HA-Wide Fees	Architectural Fees	1430		\$46,397.00		\$46,397.00	\$46,397.00	100%
MN-7-1-P M C	Water Heater Replacement	1465	110	\$2,125.29		\$2,125.29	\$2,125.29	100%
	Kitchen Appliances	1465	110	\$7,200.00		\$7,200.00	\$7,200.00	100%
MN-7-2-Columbia	Repair Brick/Tuck Point/Roof	1460		\$26,666.63		\$26,666.63	\$26,666.63	100%
	Install Mail Lockers	1460	2	\$2,695.00		\$2,694.83	\$2,694.83	100%

MN-7-3- Rouchlea	Kitchen Appliances	1465	8	\$3,200.00	\$3,200.00	\$3,200.00	100%
	Modernize Elevators	1460	2	\$235,400.00	\$235,400.17	\$235,400.17	100%
	Repaint Unit/Refinish Cabinets	1460	86	\$7,423.88	\$7,423.88	\$7,423.88	100%
	Kitchen Appliances	1465	8	\$3,200.00	\$3,200.00	\$3,200.00	100%
MN-7-3-Duplexes	Kitchen Appliances	1465	2	\$675.20	\$675.20	\$675.20	100%
<b>Total</b>	<b>Virginia HRA</b>		<b>Project Total:</b>	<b>\$470,360.00</b>	<b>\$470,360.00</b>	<b>\$470,360.00</b>	

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

<b>PHA Name:</b>  <b>HRA of Virginia MN</b>	<b>Grant Type and Number</b> Capital Fund Program <b>MN46P00750100</b> Grant No.: Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b>  <b>2000</b>
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MN-7-1	12/31/01		12/30/01	12/31/02		06/30/02	
MN-7-2	12/31/01		09/30/01	12/31/02		09/30/01	
MN-7-3	12/31/01		12/31/01	12/31/02		12/31/02	

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**ATTACHMENT ‘I’**

Annual Statement /Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)					Part I: Summary	
PHA Name: <a href="#">HRA of Virginia, MN</a>			Grant Type and Number: Capital Fund Prog. <a href="#">MN46P00750101</a>		Federal FY of Grant: <a href="#">2001</a>	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2 )		
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:		09-30-02		<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	\$95,970.00	\$95,970.00	\$95,970.00	\$95,970.00	
3	1408 Management Improvements					
4	1410 Administration	\$47,980.00	\$47,980.00	\$47,980.00	\$47,980.00	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	\$51,255.00	\$51,255.00	\$51,255.00	\$38,870.10	
8	1440 Site Acquisition					

9	1450	Site Improvement				
10	1460	Dwelling Structures	\$257,559.76	\$257,559.76	\$257,559.76	\$107,223.75
11	1465.1	Dwelling Equipment-Nonexpendable	\$27,098.24	\$27,098.24	\$27,098.24	\$26,739.21
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 Cost				
18	1499	Development Activities				
19	1501	Collateralization or Debt Service				
20	1502	Contingency				
21	<b>Amount of Annual Grant: (sum of lines 2-20)</b>		<b>\$479,863.00</b>	<b>\$479,863.00</b>	<b>\$479,863.00</b>	<b>\$316,783.06</b>
22	Amount of line 21 Related to LBP Activities		\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 Compliance		\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security -- Soft Costs		\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of line 21 Related to Security -- Hard Costs		\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures		\$0.00	\$0.00	\$0.00	\$0.00

Annual Statement /Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name:		Grant Type and Number			Federal FY of Grant:			
HRA of VA MN		Capital Fund Program			2001			
		GrantNo			1			
		Replacement Housing Factor Grant No:			2001			
Development Number	General Description of Major Work	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
Name/HA-Wide Activities	Categories			Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operating Expenses	1406		\$95,970.00	\$95,970.00	\$95,970.00	\$95,970.00	100%
HA-Wide Admin	Salaries-Coordinator, Tech, Secret	1410		\$47,980.00	\$47,980.00	\$47,980.00	\$47,980.00	100%

HA-Wide Fees	Architectual Fees	1430		\$51,255.00	\$51,255.00	\$51,255.00	\$38,870.10	76%
MN-7-1-Pine Mill Court	Building Renovations/Wind Barriers & Storm doors	1460		\$237,559.76	\$237,402.76	\$237,402.76	\$87,066.75	37%
	Replace Appliances	1465	10	\$4,100.00	\$5,065.74	\$5,065.74	\$4,706.71	95%
MN-7-2-Columbia	Laundry Room Washers & Dryers	1465	3	\$7,396.39	\$6,982.50	\$6,982.50	\$6,982.50	100%
	Replace Appliances	1465	6	\$2,460.00	\$2,460.00	\$2,460.00	\$2,460.00	100%
MN-7-3-Rouchleau & Duplexes	Replace Appliances	1465	8	\$3,280.00	\$3,280.00	\$3,280.00	\$3,280.00	100%
	Replace Sidewalks	1460		\$10,000.00	\$13,987.00	\$13,987.00	\$13,987.00	100%
	Install Automatic Door Openers	1460	1	\$10,000.00	\$6,170.00	\$6,170.00	\$6,170.00	100%
	Laundry Room Washers & Dryers	1465	4	\$9,861.85	\$9,310.00	\$9,310.00	\$9,310.00	100%
<b>Total, Virginia HRA</b>			<b>Project Total:</b>	<b>\$479,863.00</b>	<b>\$479,863.00</b>	<b>\$479,863.00</b>	<b>\$316,783.06</b>	

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: HRA of Virginia MN			Grant Type and Number Capital Fund Program <b>MN46P00750101</b> Replacement Housing Factor Grant				Federal FY of Grant: <b>2001</b>
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MN-7-1	06/30/03	06/30/03		09/30/03	09/30/03		
MN-7-2	06/30/02	06/30/02		09/30/02	09/30/02		
MN-7-3	06/30/02	06/30/02		09/30/02	09/30/02		

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**ATTACHMENT "J"**

Annual Statement /Performance and Evaluation Report				Part I: Summary	
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)					
PHA Name: <a href="#">HRA of Virginia, MN</a>		Grant Type and Number: Capital Fund Prog. <a href="#">MN46P00750102</a>		Federal FY of Grant: <a href="#">2002</a>	
<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1			
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:	09-30-02	<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	\$90,667.00		\$90,667.00	\$90,667.00
3	1408 Management Improvements				
4	1410 Administration	\$45,334.00		\$9,891.21	\$9,891.21
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$5,000.00		\$4,678.65	\$130.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$298,737.00		\$199,765.23	-0-
11	1465.1 Dwelling Equipment-Nonexpendable	\$9,600.00		-0-	-0-
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 Cost	\$4,000.00		-0-	-0-
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	<b>Amount of Annual Grant: (sum of lines 2-20)</b>	<b>\$453,338.00</b>		<b>\$305,002.09</b>	<b>\$100,688.21</b>
22	Amount of line 21 Related to LBP Activities	\$0.00		\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 Compliance	\$0.00		\$0.00	\$0.00
24	Amount of line 21 Related to Security -- Soft Costs	\$0.00		\$0.00	\$0.00
25	Amount of line 21 Related to Security -- Hard Costs	\$0.00		\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00		\$0.00	\$0.00

<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>				
<b>PHA Name:</b>		<b>Grant Type and Number</b>		<b>Federal FY of Grant:</b>
HRA of VA MN		Capital Fund Program MN46P0750102		2002
GrantNo		Replacement Housing Factor Grant No:		
Development		Total Estimated Cost	Total Actual Cost	Status of Work

Number Name/HA-Wide Activities HA-Wide	General Description of Major Work Categories	Development Account Number	Quantity			Funds Obligated	Funds Expended
				Original	Revised		
	Operating Expenses	1406		\$90,667.00		\$90,667.00	\$90,667.00
HA-Wide Admin	Salaries-Coordinator, Tech, Secret	1410		\$45,334.00		\$9,891.21	\$9,891.21
HA-Wide Fees	Architectual Fees	1430		\$5,000.00		\$4,678.65	\$130.00
MN-7-1-Pine Mill Court	Building Renovations/Wind Barriers & Storm doors	1460		\$298,737.00		\$199,765.23	-0-
	Relocation Costs	1495.1		\$4,000.00		-0-	-0-
MN-7-2- Columbia	Replace Appliances	1465	10	\$4,000.00		-0-	-0-
	Replace Appliances	1465	6	\$2,400.00		-0-	-0-
MN-7-3- Rouchleau & Duplexes	Replace Appliances	1465	8	\$3,200.00		-0-	-0-
<b>Total, Virginia HRA</b>			<b>Project Total:</b>	<b>\$453,338.00</b>		<b>\$305,002.09</b>	<b>\$100,688.21</b>

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule			
PHA Name:		Grant Type and Number	
HRA of Virginia MN		Capital Fund Program <b>MN46P00750102</b> Replacement Housing Factor Grant	
		Federal FY of Grant: <b>2002</b>	
Development Number Name/HA-Wide Activities		All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

	Original	Revised	Actual	Original	Revised	Actual	Reasons for Revised Target Dates
MN-7-1	12/31/03			03/31/04			
MN-7-2	12/31/02			03/31/03			
MN-7-3	12/31/02			03/31/03			
HA-Wide	09/30/02	09/30/03		12/31/02	03/31/04		

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