

# PHA Plans

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

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

**PHA Plan  
Agency Identification**

**PHAName:** St.CloudHRA

**PHANumber:** MN038

**PHAFiscalYearBeginning:(mm/yyyy)** 07/01/03

**Public Access to Information**

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

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

**Display Locations For PHA Plans and Supporting Documents**

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

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

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

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

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

**A.Mission**

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

- The 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)  
 Strengthening St. Cloud through housing, economic and community development.

**B.Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
 Objectives:
  - Apply for additional rental vouchers: Applied for and received 100 additional vouchers.
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
 Objectives:
  - Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:

- Concentrate one effort to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide placement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach effort to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

**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: Working with law enforcement to establish crime free housing meeting.
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below): Improve energy efficiency of public housing units.

**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: All staff received fair housing training.
  - 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: (list below)**

**Housing Authority Strategic Goal: Manage the St. Cloud HRA in an efficient and effective manner.**

- HUD shall recognize the St. Cloud HRA as a high performer within the five year period.
- The St. Cloud HRA shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer -friendly and fiscally prudent leader in the affordable housing industry.
- Manage the St. Cloud HRA in a manner that results in full compliance with applicable statutes and regulations.

**AnnualPHAPlan**  
**PHAFiscalYear2001**  
[24CFRPart903.7]

**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**

[24CFRPart903.79(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.

The St. Cloud Housing and Redevelopment Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

We have adopted the following mission statement to guide the activities of the St. Cloud Housing and Redevelopment Authority.

**Strengthening St. Cloud through housing, economic, and community development.**

We have also adopted the following goals and objectives for the next five years.

**Goal One:** Manage the St. Cloud Housing and Redevelopment Authority's Public Housing Program in an efficient and effective manner.

- Objectives:**
1. HUD shall recognize the St. Cloud Housing and Redevelopment Authority as a high performer within the five-year period.
  2. The St. Cloud Housing and Redevelopment Authority shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.
  3. Manage the St. Cloud Housing and Redevelopment Authority in a manner that results in full compliance with applicable statutes and regulations.

**Goal Two :** The St. Cloud Housing and Redevelopment Authority will increase the availability of decent, safe, and affordable housing.

- Objectives:**
1. The St. Cloud Housing and Redevelopment Authority will apply for additional rent vouchers as available.
  2. The St. Cloud Housing and Redevelopment Authority will try to leverage private or other public funds to create additional housing opportunities.
  3. Through the use of Community Development Block Grants the St. Cloud Housing and Redevelopment Authority will support funding for other housing.
  4. Through the use of Community Development Block Grants the St. Cloud Housing and Redevelopment Authority will support funding for other housing.

**Goal Three:** The St. Cloud Housing and Redevelopment Authority will strive to improve or maintain community quality of life and economic vitality.

- Objectives:**
1. The St. Cloud Housing and Redevelopment Authority will work to implement measures to decrease poverty by bringing higher income public housing households into lower income developments.
  2. In cooperation with the St. Cloud Police Department's Crime Free Multi-Housing and Community Crime Impact Team, the St. Cloud Housing and Redevelopment Authority will set up and maintain a working relationship to implement public housing security improvements.
  3. The St. Cloud Housing and Redevelopment Authority will apply for PHDEP grants.
  4. The St. Cloud Housing and Redevelopment Authority will look into measures to improve the energy efficiency of public housing units.

**Goal Four:** The St. Cloud Housing and Redevelopment Authority will strive to improve or maintain community quality of life and economic vitality.

- Objectives:**
1. The St. Cloud Housing and Redevelopment Authority shall ensure that at least two (2) positive stories a year will be in the local media regarding the Housing Authority or one of its residents.
  2. The St. Cloud Housing and Redevelopment Authority shall provide information about the agency to at least two (2) civic, religious or fraternal groups a year: 2001 - provided to St. Cloud School District Adult Education and Family Stabilization program.
  3. The St. Cloud Housing and Redevelopment Authority shall achieve

proper curb appeal for its Public Housing Developments by improving its landscaping, keeping the grass cut, making the properties litter-free and other actions by December 31, 2002.

**Goal Five:** The St. Cloud Housing and Redevelopment Authority will ensure equal opportunity in its public housing for all Americans.

- Objectives:**
1. Affirmative measures will be undertaken to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability.
  2. Affirmative measures will be undertaken 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 St. Cloud Housing and Redevelopment Authority will work to increase the amount and variety of housing options in St. Cloud.

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

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

In summary, we are on course to improve the condition of affordable housing in St. Cloud, Minnesota.

**iii. Annual Plan Table of Contents**

[24CFR Part 903.79(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**

Indicatewhichattachmentsareprovidedbyselectingallthatapply.Providetheattachment'sname(A,B, etc.)inthespacetotheleftofthenameoftheattachment.Note:Iftheattachmentisprovidedasa **SEPARATE**filesubmissionfromthePHAPlansfile,providethefilenameinparenthesesinthespaceto therightofthetitle.

**Required Attachments**

- AdmissionsPolicyforDeconcentration
- FY2003CapitalFundProgramAnnualStatement
- Mostrecentboard -approvedoperatingbudget(RequiredAttachmentforPHAs thataretroubledoratriskofbeingdesignatedtroubledONLY)

**Optional Attachments:**

- PHAManagementOrganizationalChart
- FY2003CapitalFundProgram5YearActionPlan
- PublicHousingDrugEliminationProgram(PHDEP)Plan
- CommentsofResidentAdvisoryBoardorBo ards(mustbeattachedifnot includedinPHAPlantext)
- Other(Listbelow,providingeachattachmentname)  
ProjectBasedAssistance

**Supporting Documents Available for Review**

Indicatewhichdocumentsareavailableforpublicreviewbyplacingamarkinthe“Applicable&On Display”columnintheappropriaterows.Alllisteddocumentsmustbeondisplayifapplicabletothe programactivitiesconductedbythePHA.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
Yes	PHAPlanCertificationsofCompliancewiththePHAPlans andRelatedRegulations	5YearandAnnualPlans
Yes	State/LocalGovernmentCertificationofConsistencywith theConsolidatedPlan	5YearandAnnualPlans
Yes	FairHousingDocumentation: RecordsreflectingthatthePHAhasexamineditsprograms orproposedprograms,identifiedanyimpedimentstofair	5YearandAnnualPlans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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 jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	
Yes	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
Yes	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
Yes	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
Yes	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
Yes	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certification of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/ 99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
Yes	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
Yes	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
Yes	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
Yes	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
Yes	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
Yes	Section 8 informal review and hearing procedures check here if included in Section 8 Administrative	Annual Plan: Grievance Procedures

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Plan	
NA	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 528 37) 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
Yes	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI revitalization plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
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 home ownership programs/plans	Annual Plan: Homeownership
Yes	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
NA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self -Sufficiency
NA	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
Yes	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 PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.79(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 its 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	8496	5	3	1	1	2	1
Income >30% but <=50% of AMI	1775	4	2	1	1	2	1
Income >50% but <80% of AMI	2096	2	2	1	1	2	1
Elderly	910	3	3	1	2	1	1
Families with Disabilities	Not Available	3	4	1	4	1	1
Race/Ethnicity	*13210						
Race/Ethnicity	*57						
Race/Ethnicity							
Race/Ethnicity							

1.) White 2.) Black 3.) Asian/Pacific Islander 4.) American Indian  
 Minorities represent only 3.9% of population for a total of 516. Of this number 57 were black. There was no information on the breakdown of the remainder of this population. (3&4)

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: 2002
- 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 may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) 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	880		
Extremely low income <= 30% AMI	669	76%	
Very low income (> 30% but <= 50% AMI)	185	21%	
Low income (> 50% but < 80% AMI)	26	3%	
Families with children	472	54%	
Elderly families	61	7%	
Families with Disabilities	15	2%	
Race/ethnicity(1)*	591	67%	
Race/ethnicity(2)	263	30%	
Race/ethnicity(3)	15	2%	
Race/ethnicity(4)	11	1%	
Characteristics by Bedroom Size (Public Housing			

HousingNeedsofFamiliesontheWaitingList			
Only)			
1BR	358	80%	
2BR	66	15%	
3BR	21	4.5%	
4BR	4	0.5%	
5BR	0	0%	
5+BR	0	0%	
Isthewaitinglistclosed(selectone)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Ifyes:			
Howlonghasitbeenclosed(#ofmonths)?			
DoesthePHAexpecttoreopenhelistinthePHAPlanyear? <input type="checkbox"/> No <input type="checkbox"/> Yes			
DoesthePHApermitspecificcategoriesoffamiliesontothewaitinglist,evenif generallyclosed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

\*1.)White2.)Black3.)Asian/PacificIslander4.)AmericanIndian

HousingNeedsofFamiliesontheWaitingList			
<input type="checkbox"/> PublicHousing <input type="checkbox"/> CombinedSection8andPublicHousing <input type="checkbox"/> Pub licHousingSite -Basedorsub -jurisdictionalwaitinglist(optional) Ifused,identifywhichdevelopment/subjurisdiction:			
	#offamilies	%oftotalfamilies	AnnualTurnover
Waitinglisttotal	816		
Extremelylow income<=30%AMI	614	75%	
Verylowincome (>30%but<=50%AMI)	178	22%	
Lowincome (>50%but<80%AMI)	24	3%	
Familieswith children	304	37%	
Elderlyfamilies	65	8%	
Familieswith Disabilities			
Race/ethnicity(1)*	584	72%	
Race/ethnicity(2)	212	26%	
Race/ethnicity(3)	3	0%	
Race/ethnicity(4)	2	0%	

## Housing Needs of Families on the Waiting List

\*1.) White 2.) Black 3.) Asian/Pacific Islander 4.) American Indian

### 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.

#### (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 financed development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

**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 voucher 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 voucher targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities

Other:(listbelow)

**Need:SpecificFamilyTypes:Racesorethnicitieswithdisproportionatehousing needs**

**Strategy1:IncreaseawarenessofPHAresourcesamongfamiliesofracesand ethnicitieswithdisproportionateneeds:**

Selectifapplicable

- Affirmativelymarkettoraces/ethnicitiesshowntohavedisproportionatehousing needs
- Other:(listbelow)

**Strategy2:Con ductactivitiestoaffirmativelyfurtherfairhousing**

Selectallthatapply

- Counselsection8tenantsastolocationofunitsoutsideofareasofpovertyor minorityconcentrationandassistthemtolocatethoseunits
- Marketthesection8programtoownersoutsideofareasofpoverty/minority concentrations
- Other:(listbelow)

**OtherHousingNeeds&Strategies:(listneedsandstrategiesbelow)**

**(2)ReasonsforSelectingStrategies**

Ofthefactorslistedbelow,selectallthatinfluencedthePHA'sselectionofthestrategies itwillpursue:

- Fundingconstraints
- Staffingconstraints
- Limitedavailabilityofsitesforassistedhousing
- Extenttowhichparticularhousingneedsaremetbyotherorganizationsinthe community
- EvidenceofhousingneedsasdemonstratedintheConsolidatedPlanandother informationavailabletothePHA
- InfluenceofthehousingmarketonPHAprograms
- Communityprioritiesregardinghousingassistance
- Resultsofconsultationwithlocalorstategovernment
- ResultsofconsultationwithresidentsandtheResidentAdvisoryBoard
- Resultsofconsultationwithadvocacygroups
- Other:(listbelow)

**2. StatementofFinancialResources**

[24CFRPart903.79(b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2002 grants)</b>		
a) Public Housing Operating Fund	\$365,689.00	
b) Public Housing Capital Fund	\$471,765.00	
c)		
d) HOPEVI Revitalization	N/A	
e) HOPEVI Demolition	N/A	
f) Annual Contributions for Section 8 Tenant-Based Assistance	\$3,932,900.00	
g) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
h) Resident Opportunity and Self-Sufficiency Grants	N/A	
i) Community Development Block Grant	\$664,998.00.00	
j) HOME	N/A	
Other Federal Grants (list below)		
Anti-Drug Grants	\$92,283.00.00	
Shelter@PlusCare	\$40,204.00.00	Housing
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
2001 CGP	\$369,003.00	PH Capital Improvements
2002 CGP	\$331,114.00	PH Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>	\$701,628.00	
<b>4. Other income (list below)</b>		
Laundry/Misc.	\$36,590.00	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
Interest	\$10,871.00	
<b>4. Non-federal sources</b> (list below)		
Operating Transfer - Section 8		
<b>Total resources</b>	\$7,017,045.00	

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

[24CFR Part 903 .79(c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: 60 Days
- 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) Credit Report

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

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

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously 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/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 transfer take precedence over new admissions? (list below)

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

c. Preferences

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

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

Former Federal preferences:

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

- Homelessness
- Highrentburden(rentis>50percentofincome)

Otherpreferences:(selectbelow)

- Workingfamiliesandthoseunabletoworkbecauseofageordisability
- Veteransandveterans' families
- Residentswholiveand/orworkinthejurisdiction
- Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)

3.IfthePHAwillemployadmissionspreferences,pleaseprioritizebyplacinga“1”in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victimsofdomesticviolence
- Substandard housing
- Homelessness
- Highrentburden

Other preferences (select all that apply)

- Workingfamiliesandthoseunabletoworkbecauseofageordisability
- Veteransandveterans' families
- Residentswholiveand/orworkinthejurisdiction
- Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)

4. Relationship of preferences to income targeting requirements:

- ThePHAappliespreferenceswithinincometiers
- Notapplicable:thepoolofapplicantfamiliesensuresthatthePHAwillmeet incometargetingrequirements

**(5)Occupancy**

a. Whatreferencematerialscanapplicantsandresidentsuse toobtaininformationabout therulesofoccupancyofpublichousing(selectallthatapply)

- ThePHA -residentlease
- ThePHA’sAdmissionsand(Continued)Occupancypolicy
- PHAbriefingseminarsorwritte nmaterials
- Othersource(list)  
ResidentHandbook

b. HowoftenmustresidentsnotifythePHAofchangesinfamilycomposition? (select allthatapply)

- Atanannualreexaminationandleaserenewal
- Anytimefamilycompositionchanges
- Atfamilyrequestforrevision
- Other(list)

**(6)DeconcentrationandIncomeMixing**

a. Yes No: DidthePHA’sanalysisofitsfamily(generaloccup ancy) developmentstodetermineconcentrationsofpovertyindicatethe needformeasurestopromotedeconcentrationofpovertyorincome mixing?

a-1 Yes No: DoesthePHAhaveanygeneraloccupancy(family)publichous ing developmentscoveredbythedecentralizationrule?Ifno,this sectioniscomplete.Ifyes,continuetotheneftquestion.

b. Yes No: Doanyofthesecovereddevelopmentshaveaverageincomes aboveorbelow85%to115%oftheaverageincomesofallsuch developments?Ifno,thissectioniscomplete.

Ifyes,listthesedevelopmentsasfollows:

<b>DeconcentrationPolicyforCoveredDevelopments</b>			
<b>DevelopmentName :</b>	<b>Number ofUnits</b>	<b>Explanation(ifany)[seestep4at §903.2(c)(1)(iv)]</b>	<b>Deconcentrationpolicy(if noexplanation)[seestep5 at §903.2(c)(1)(v)]</b>
Empire	90	Onebedroomwithincomes below85%	Willgivepreference forhigherincome persons

Wilson	126	One bedroom within incomes below 85%	Will give preference for higher income persons
--------	-----	--------------------------------------	--

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 development targeted below)

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

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

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

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

d. X 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)

### (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:  
 Automatically give 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
- Household that contribute to meeting income goals (broad range of incomes)
- Household 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 points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

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 the 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) N/A

- 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 admission to any special -purpose section 8 program administered by the PHA contained? (select all that apply )

- The Section 8 Administrative Plan
- X 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?

- X Through published notices
- Other (list below)

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

[24 CFR Part 903.79(d)]

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

Exemptions: PHA 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---

- ThePHAemploysdiscretionarypoliciesfordeterminingincomebasedrent(If selected,continuetoquestionb.)

**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 :

If family requests minimum rent hardship exemption, HRA will determine whether hardship exists. If so, minimum rents suspended (upto 90 days) in temporary situation. In hardship of long term duration, HRA will exempt payment of minimum rent until the hardship no longer exists.

**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 exclusion policies does the PHA plan to employ (select all that apply)**

- For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent -setting policy)  
If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent -setting policy)  
If yes, state percentage/s and circumstances below:

- For household heads  
 For other family members  
 For transportation expenses

- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (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 redeterminations:

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

- Never
- At family option

- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- Other (list below)

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

## (2) Flat Rents

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

- These 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)  
Flat rent not to exceed 90% of fair market rent.

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

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

### (1) Payment Standards

Describe the voucher payment standards and policies .

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

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

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

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area

- ThePHAhaschosentoserveadditionalfamiliesbyloweringthepayment standard
- Reflectsmarketorsubmarket
- Other(listbelow)

c.IfthepaymentstandardishigherthanFMR,whyhasthePHAchosenthislevel?  
(selectallthatapply)

- FMRsarenotadequatetoensuresuccessamongassistedfamiliesinthePHA's segmentoftheFMR area
- Reflectsmarketorsubmarket
- Toincreasehousingoptionsforfamilies
- Other(listbelow)

d.Howoftenarepaymentstandardsreevaluatedforadequacy?(selectone)

- Annually
- Other(listbelow)  
Annually,orifitappearstobeffectinglease -up.

e.WhatfactorswillthePHAconsiderinitsassessmentoftheadquacyofitspayment standard?(selectallthatapply)

- Successratesofassisted families
- Rentburdensofassistedfamilies
- Other(listbelow)

## **(2)MinimumRent**

a.WhatamountbestreflectsthePHA'sminimumrent?(selectone)

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

b.  Yes  No: HasthePHAadoptedanydiscretionaryminimumrenthardship exemptionpolicies?(ifyes,listbelow)

!.Whenafamilyhaslosteligibilityfororiswaitinganeligibilitydetermination foraFederal ,Stateorlocalassistanceprogram.

2.Whenthefamilywouldbeevictedasaresultoftheimpositionofthe minimumrentrequirement.

3.Whentheincomeofthefamilyhasdecreasedbecauseofchanged circumstances,includinglossofemployment.

4.Whenafamilyhasanincreaseinexpensesbecauseofchangedcircumstances formedicalcosts,childcare,transportation,educationorsimilaritems.

5. When a death has occurred in the family.

**5. Operations and Management**

[24CFR Part 903.79(e)]

- Public Housing Admissions & Occupancy Policy
- Pet Policy
- Safety & Crime Prevention Policy
- Community/Facilities Use Policy
- Criminal Record Management Policy
- Hazardous Waste Policy
- Maintenance Policy
- Pest Control Policy
- Deconcentration Policy

**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	289	25%
Section 8 Vouchers	818	15%
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	0	0
Other Federal Programs (list individually)		0
Section 8 New	162	20%

Construction		
ShelterPlusCare	15	20%

### C. Management and Maintenance Policies

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

- Public Housing Admissions & Occupancy Policy
- Pet Policy
- Safety & Crime Prevention Policy
- Community/Facilities Use Policy
- Criminal Record Management Policy
- Grievance Procedures
- Hazardous Waste Policy
- Maintenance Policy
- Pest Control Policy
- Deconcentration Policy

(2) Section 8 Management: (list below)

See Section 8 Administration Plan.

## 6. PHA Grievance Procedures

[24CFR Part 903.79(f)]

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

### A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

### B. Section 8 Tenant -Based Assistance

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

If yes, list addition to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.79(g)]

see PHA Plan Table Library – Component 7

### **A. Capital Fund Activities**

See attached tables

### **(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 G.

-or-

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

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

**Table Library**

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:

X The Capital Fund Program 5 -Year Action Plan is provided as an attachment to the PHA Plan at Attachment G

-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 there)

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

Applicability of sub -component 7B: All PHAs 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 state ment 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 -financed development activities for public housing in the Plan year? If yes, list developments or activities below:

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

### **8. Demolition and Disposition**

[24CFR Part 903.79(h)]

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

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to 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**

[24CFR Part 903.79(i)]

Exemptions from Component 9; Section 8 only PHAs 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; PHAs completing streamlined submissions may skip to component 10.)

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA's Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>(DD/MM/YY)</u>
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)

Part of the development

Total development

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

[24CFR Part 903.79(j)]

Exemptions from Component 10; Section 8 only PHAs 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. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>
1a. Development name: 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)

- Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

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

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

[24CFR Part 903.79(k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

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

2. Activity Description

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPEI <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 activity: (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 PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA established eligibility criteria

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

If yes, list criteria below:

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

[24CFR Part 903.79(1)]

see community service plan – under attachments

### **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 support 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

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programsto eligible families (RAFSP program)
- 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 home ownership participation
- Preference/eligibility for section 8 home ownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

Yes  No: Does the PHA coordinate, promote or provide any 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)
FSS	14	Waiting List	TriCap	Both

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: 1/31/02)
Public Housing	0	1
Section 8	10	14

- b.  Yes  No: If the PHA is not maintaining the minimum programs size required by HUD, does the most recent FSS Action Plan address the steps the PHA plan to take to achieve at least the minimum program size?  
 If no, list steps the PHA will take below:  
 N/A

**C. Welfare Benefit Reductions**

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

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

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

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

[24CFR Part 903. 79(m)]

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

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

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

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

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

Wilson Apartments, Empire Apartments, Family Multi -Housing Units

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

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

- Contracting with outside and/or resident organizations for the provision of crime and/or drug -prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at -risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)  
Work with Gang and Drug Force Task and Community Impact Team of St . Cloud Police Department.

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

Wilson Apartments, Empire Apartments, Family Multi - Housing Units

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

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

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

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

Wilson Apartments, Empire Apartments, Multi - Family Housing Units

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

PHA eligible for FY2001 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 FY2002 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24CFR Part 903.79(n)]

**15. Civil Rights Certifications**

[24CFR Part 903.79(o)]

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

**16. Fiscal Audit**

[24CFR Part 903.79(p)]

1.  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.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5.  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 903.79(q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs 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)  
Capital Funds 5 Year Plan
3.  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 903.79(r)]

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

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached as Attachment (Filename)
  - 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 3)
2.  Yes/No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant assistance) - based
- 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: City of St. Cloud

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)
  - Initiate activities to reduce Lead Based Paint Hazards
  - HRA will work with other Housing Developments to provide additional affordable housing units.
  - Create more affordable housing through housing vouchers.
  - Fair Housing training in collaboration with the City of St. Cloud and Central MN Multi-Housing Association.
- Other: (list below)

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

- Need for affordable housing
- Fair Housing education and training

### **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

### **Pet Policy**

The St. Cloud Housing and Redevelopment Authority has a pet policy that allows common household pets in all public housing units.

Residents requesting a pet must comply with the following requirements:

1. Only one four-legged warm-blooded animal per unit.
2. Registration of pet with HR A Office.
3. Certificate from certified state authority empowered to inoculate that inoculations are up-to-date and pet has been spayed or neutered.
4. Pet deposit required on cat or dog.

Attachment: B

### **Resident Membership of PHA Governing Board**

The St. Cloud Housing and Redevelopment Authority has met the exemption criteria provided in section 2(b)(2) of the U.S. Housing Act of 1937.

Attachment: C

### **Membership of Resident Advisory Board**

<u>Name</u>	<u>Address</u>
Maya Bailey	54 North Fourth Avenue #1002, St. Cloud, MN 56303
Sharon Dwyer	54 North Fourth Avenue #205, St. Cloud, MN 56303
Tim Cates	41 Northeast Third Avenue #417, St. Cloud, MN 56304
Theresa Schmitz	41 Northeast Third Avenue #612, St. Cloud, MN 56304
Fern Burrington	41 Northeast Third Avenue #101, St. Cloud, MN 56304
Merlyn Haag	41 Northeast Third Avenue, #713, St. Cloud, MN 56304
Judith Mueller	41 Northeast Third Avenue, #208, St. Cloud, MN 56304

Attachment:D

**Agency Plan Project Based Assistance**

The St. Cloud Housing and Redevelopment Authority has chosen to Project -Base up to 50 Section 8 Vouchers.

These units may be located anywhere within our jurisdiction.

This will increase the availability of units in future years, which is now threatened due to the lack of eligible units in the city of St. Cloud and the low vacancy rate.

Requirements for this program are included in the Section 8 Administrative Plan.



**Attachment:F**

**Component10(B)VoluntaryConversionInitialAssessment**

HowmanyofthePHA'sdevelopmentsaresubjecttotheRequiredInitialAssessments?6

HowmanyofthePHA'sdevelopmentsarenotsubjecttotheRequiredInitialAssessmentsbasedon exemptions(e.g.,elderly,and./ordisableddevelopmentsnotgeneraloccupancyprojects)?None

HowmanyAssessmentswereconductedforthePHA'scovereddevelopments?6

IdentifyPHAdevelopmentsthatmaybeappropriateforconversionbasedontheRequiredInitial Assessments:None

IfthePHAhasnotcompletedtheRequiredInitialAssessments,describethestatusoftheseassessments:  
N/A

**AttachmentG:seeseparateattachment**

- 1) 2001CF12/31/02P&EReport
- 2) 2002CF12/31/02P&EReport
- 3) 2003CFAnnualStatement
- 4) 5-YearActionPlan

## Statement of Progress in Meeting 5-Year Plan Mission and Goals

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

**PHA Goal : Expand the supply of assisted housing**

In October 2002, St. Cloud HRA purchased an 18 unit apartment building. Rents are at Fair Market Levels.

In December 2001, St. Cloud Housing and Redevelopment Authority received 48 mortgage prepayment vouchers.

In the fall of 2000, the St. Cloud Housing and Redevelopment Authority was awarded additional 100 vouchers.

**Manage the St. Cloud HRA's Public Housing program in an efficient & effective manner.**

For FY 2002, the Public Housing Program was recognized by HUD as a "High Performer."

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

**PHA Goal : Provide an improved living environment**

In 2001, four housing complexes were certified under the Crime Free Multi-Housing Program.

In 2000, two public housing complexes were certified under the Crime Free Multi-housing program.

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

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

In January 2002, St. Cloud HRA along with Central MN Multi. Housing sponsored a fair housing training.

All staff at the St. Cloud Housing and Redevelopment Authority has received fair housing training.



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

PHAName: St. Cloud HRA	Grant Type and Number Capital Fund Program: MN46P03850101 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement       Reserve for Disasters/Em ergencies X Revised Annual Statement (revision no: 5)  
 Performance and Evaluation Report for Period Ending: 'December 31, 2002       Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original Revision #4	Revised #5	Obligated	Expended
1	Total Non - CFP Funds				
2	1406 Operations	\$105,429.00	\$105,429.00	\$105,429.00	\$105,429.00
3	1408 Management Improvements	\$23,000.00	\$21,445.24	\$12,463.03	\$12,463.03
4	1410 Administration	\$52,714.00	\$52,714.00	\$52,714.00	\$35,775.33
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$23,900.00	\$23,900.00	\$4,571.72	\$2,171.72
8	1440 Site Acquisition				
9	1450 Site Improvement	\$18,205.00	\$18,205.00	\$18,205.00	\$18,205.00
10	1460 Dwelling Structures	\$298,102.11	\$301,567.50	\$262,458.51	\$262,458.51
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Non Dwelling Structures				
13	1475 Non Dwelling Equipment	\$5,500.00	\$3,589.37	\$1,089.37	\$1,089.37
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$ 295.89	\$295.89	\$295.89	\$295.89
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$527,146.00	\$527,146.00	\$ 457,226.52	\$437,887.85
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

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

PHAName: St.CloudHRA		Grant Type and Number Capital Fund Program#: MN46P03850101 Capital Fund Program Replacement Housing Factor#:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Revised #4	Revised #5	Funds Obligated	Funds Expended	
Operation	Public Housing Operating Fund	1406		\$105,429.00	\$105,429.00	\$105,429.00	\$105,429.00	Complete
Management	Training etc.	1408		\$23,000.00	\$21,445.24	\$12,463.03	\$12,463.03	
Administration	Salaries and Benefits	1410		\$52,714.00	\$52,714.00	\$52,714.00	\$35,775.33	
Fees and Costs	Architectural, Engineering, Const. Mgt	1430		\$23,900.00	\$23,900.00	\$4,571.72	\$2,171.72	
38-1	New Boiler Burners	1460	2	\$18,000.00	\$18,000.00	.00	.00	
	Weatherstrip Windows	1460	89 units	\$15,000.00	\$15,000.00	.00	.00	
	Carbon Monoxide Detectors	1480	2	\$250.00	\$250.00	.00	.00	
	Asbestos Removal (ceiling Texture)	1460	8	\$1,700.00	\$1,610.00	.00	.00	
	Interior Common Area Improvements	1460		\$3,843.00	\$3,933.00	\$3,933.00	\$3,933.00	Complete
38-3	Carbon Monoxide Detectors	1460	2	\$73.46	\$73.46			
	Asbestos Removal (Ceiling Texture)	1460		\$300.00	\$300.00	\$300.00	\$300.00	Remainder from operating
	Interior Common Area Improvements (Camera's)	1460		\$8,333.50	\$8,333.50	\$8,333.50	\$8,333.50	Complete
	Interior Common Area Improvement (paint)	1460	3 floors	\$4,934.00	\$4,934.00	\$4,934.00	\$4,934.00	Complete
	Boiler Mudleak, add access loop	1460	1	\$5,245.00	\$5,645.00	\$5,645.00	\$5,645.00	Co coming for additional work
38-5	Smoke Detectors	1460	59	\$2,000.53	\$2,000.53	.00	.00	Completed with 2000 CF

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

PHAName: St.CloudHRA		Grant Type and Number Capital Fund Program#: MN46P03850101 Capital Fund Program Replacement Housing Factor#:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Revised #4	Revised #5	Funds Obligated	Funds Expended	
38-6	Smoke Detectors	1460	83	\$2,175.00	\$2,175.00	.00	.00	Completed with 2000 CF
	Roofing	1460	1	.00	\$3,190.00	\$3,190.00	\$3,190.00	Complete
38-7	Interior improvements to include Kitchen, bath	1460	15	\$233,946.47	\$233,946.47	\$233,946.47	\$233,946.47	Completed first (8) 38 -7 homes
	Flooring (GCO)	1460	1	\$1,692.60	\$1,692.60	\$1,692.60	\$1,692.60	Complete
	Door Knobs (Home Depot) 454 .40+tax 29.54	1460	15	\$483.94	\$483.94	\$483.94	\$483.94	Complete
	Exterior improvements to include sidewalks	1450	15	\$18,205.00	\$18,205.00	\$18,205.00	\$18,205.00	Complete
	Re-Location 38 -7	1495.1	1	\$295.89	\$295.89	\$295.89	\$295.89	Re-location bathwork
	Communication upgrades (cell phones, palm pilot)	1475		\$1,089.37	\$1,089.37	\$1,089.37	\$1,089.37	Transferred from 2003 CF
HA Wide								
	Office Furniture	1475		\$2,035.24	.00			
	Computer (Public Housing Dirt.)	1475	1	\$2,500.00	\$2,500.00	.00	.00	

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

PHAName: St.CloudHRA		Grant Type and Number Capital Fund Program#: MN46P03850101 Capital Fund Program Replacement Housing Factor#:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Revised#4	Revised#5	Funds Obligated	Funds Expended	
	TOTAL			\$527,146.00	\$527,146.00	\$457,226.52	\$437,887.85	
	Small PHA Plan Update Page 2							
	Table Library							

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

PHAName: St. Cloud HRA			Grant Type and Number Capital Fund Program #: MN46p03850101 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2001	
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	
Activities	Revision #4	Revision #5		Revision #4	Revision #5		
Management(1408)	6/30/2003	6/30/2003		6/30/2004	6/30/2004		
Admin	6/30/2003	6/30/2003	12/31/01	6/30/2004	6/30/2004		
Fees & Cost(1430)	6/30/2003	6/30/2003		6/30/2004	6/30/2004		
Operations(1406)	6/30/2003	6/30/2003	12/31/01	6/30/2004	6/30/2004	12/31/2001	
38-1							
Boiler Burners	6/30/2003	6/30/2003		6/30/2004	6/30/2004		
Weatherstrip Windows	6/30/2003	6/30/2003		6/30/2004	6/30/2004		
Carbon Monoxide Detectors	6/30/2003	6/30/2003		6/30/2004	6/30/2004		
Asbestos Removal	6/30/2003	6/30/2003		6/30/2004	6/30/2004		
Interior Improvements	6/30/2003	6/30/2003	12/31/02	6/30/2004	6/30/2004	12/31/2002	
38-3							
Carbon Monoxide Detectors	6/30/2003	6/30/2003		6/30/2004	6/30/2004		
Asbestos Removal	6/30/2003	6/30/2003	12/31/02	6/30/2004	6/30/2004	12/31/2002	
Interior Improvements	6/30/2003	6/30/2003	12/31/02	6/30/2004	6/30/2004		
Boiler Mud Leg/access loop	6/30/2003	6/30/2003		6/30/2004	6/30/2004		
38-5							
Smoke Detectors	6/30/2003	6/30/2003					
38-6							
Smoke Detector	6/30/2003	6/30/2003					
38-7							

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

PHAName: St. Cloud HRA			<b>Grant Type and Number</b> Capital Fund Program #: MN46p03850101 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Interior Improvements	6/30/2003	6/30/2003	3/31/02	6/30/2004	6/30/2004	12/31/2002	
Exterior Improvements	6/30/2003	6/30/2003	3/31/02	6/30/2004	6/30/2004	12/31/2002	
HA-Wide	6/30/2003	6/30/2003		6/30/2004	6/30/2004		
Office Furniture	6/30/2003	6/30/2003		6/30/2004	6/30/2004		
Computer	6/30/2003	6/30/2003		6/30/2004	6/30/2004		
		SmallPHA Plan Update page 3					

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

PHAName: St. Cloud HRA	Grant Type and Number Capital Fund Program: MN46PO3850102 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement     
 Reserve for Disasters/Emergencies     
 Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 12/31/02     
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised #1	Obligated	Expended
1	Total Non - CFP Funds				
2	1406 Operations	\$100,147.00		\$100,147.00	\$100,147.00
3	1408 Management Improvements	\$10,000.00		\$0.00	\$0.00
4	1410 Administration	\$50,073.00		\$50,073.00	\$0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$19,000.00		\$0.00	\$0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$44,000.00		\$0.00	\$0.00
10	1460 Dwelling Structures	\$219,667.00		\$0.00	\$0.00
11	1465.1 Dwelling Equipment — Nonexpendable	\$37,850.00		\$0.00	\$0.00
12	1470 Non Dwelling Structures	\$20,000.00		\$0.00	\$0.00
13	1475 Non Dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$500,737.00		\$150,220.00	\$100,147.00
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

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

PHAName: St.cloudHra		<b>Grant Type and Number</b> Capital Fund Program #: MN46PO385010 2 Capital Fund Program Replacement Housing Factor #:				<b>Federal FY of Grant:</b> 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
Operations	Public Housing Operating Fund	1406	LS	\$100,147		\$100,147	\$100,147	
Management	Training etc	1408	LS	\$10,000		.00	.00	
Admin.	Salaries and Benefits	1410	LS	\$50,073		\$50,073	.00	
Fees & Cost	Architectural, Engineering, Const. Mgmt	1430	LS	\$19,000				Added from 2001 CF
38-4	Exterior to include sidewalks, decks, & steps	1450	12	\$30,000		.00	.00	
	Central air conditioners	1460	12	\$18,237		.00	.00	Added funds to possibly Include furnaces
38-7	Exterior Improvements	1450	7	\$14,000		.00	.00	
38-7	Interior Improvements	1460	7	\$175,100		.00	.00	
38-7	Garage(2)	1470	2	\$20,000		.00	.00	
38-1	Security Camera's	1460	LS	\$1,630		.00	.00	Moved to 2001 CF
38-3	Appliances	1465	89	\$37,850		.00	.00	

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

PHAName: St.cloudHra		Grant Type and Number Capital Fund Program #: MN46PO385010 2 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
	Security Cameras	1460	LS	\$4,700		.00	.00	Moved to 2001 CF
38-1	Flooring	1460	2	\$3000		.00	.00	
38-4	"	1460	2	\$3000		.00	.00	
38-5	Flooring	1460	2	\$3000		.00	.00	
38-6	Flooring	1460	2	\$3000		.00	.00	
38-7	"	1460	2	\$4000		.00	.00	
38-10	Flooring	1460	2	\$4000		.00	.00	
	Total			\$500,737		\$150,220	\$100,232	

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

PHAName: St. cloud HRA December 31, 2002		Grant Type and Number MN46PO3850102 Capital Fund Program#: Capital Fund Program Replacement Housing Factor#:				Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Management (1408)	6/30/04			6/30/05			
Admin (1410)	6/30/04			6/30/05			
Fees & Costs (1430)	6/30/04			6/30/05			
Operations (1406)	6/30/04			6/30/05			
38-4							
Exterior to include sidewalks, decks & steps	6/30/04			6/30/05			
Central Air Conditioners/Fi	6/30/04			6/30/05			
38-7							
Exterior Improvements	6/30/04			6/30/05			
Interior Improvements /FI	6/30/04			6/30/05			
Garages (2)	6/30/04			6/30/05			
38-1							
Security Cameras /Fi	6/30/04			6/30/05			
38-3							
Appliances	6/30/04			6/30/05			
Security cameras	6/30/04			6/30/05			
38-5							
Flooring	6/30/04			6/30/05			
38-6							
Fi	6/30/04			6/30/05			

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
PHA Name: St. Cloud HRA December 31, 2002			<b>Grant Type and Number MN46PO3850102</b> Capital Fund Program#:			<b>Federal FY of Grant: 2002</b>	
<b>Capital Fund Program Replacement Housing Factor#:</b>							
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
38-10							
FL	6/30/04			6/30/05			

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

PHAName: St. Cloud HRA	Grant Type and Number Capital Fund Program: MN46P03850103 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement       Reserve for Disasters/Emergencies       Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:       Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non -CFP Funds				
2	1406 Operations	\$99,410			
3	1408 Management Improvements	\$10,000			
4	1410 Administration	\$50,073			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$30,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$276,392			
11	1465.1 Dwelling Equipment — Nonexpendable	\$34,125			
12	1470 Non Dwelling Structures				
13	1475 Non Dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2 -19)	\$500,000			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

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

PHAName: St.CloudHRA		Grant Type and Number Capital Fund Program#: MN46P03850103 Capital Fund Program Replacement Housing Factor#:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
	Operations	1406	LS	\$99,410				
	Management Improvements	1408	LS	\$10,000				
	Administration Costs	1410	LS	\$50,073				
38-1 Empire	Refrigerators	1465	85	\$31,125				
	Stoves	1465	90	\$3,000				
	Interior Common Area Improvements	1460	LS	\$12,000				
	Smoke Detectors	1460	90	\$8,000				
38-3 Wilson	Smoke Detector (replace existing)	1460	252	\$12,000				
	Upgrade Federal Circuit Breakers	1460	LS	\$29,392				
38-4 Flintwood	Interior Improvements	1460	12 units	\$215,000				
	Plumbing, heating, flooring							
	Doors, Repair to kitchens & baths							
	Basement moisture etc.							
	Architect/Engineer	1430	LS	\$30,000				

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

PHAName: St. Cloud HRA		Grant Type and Number Capital Fund Program#: MN46P03850103 Capital Fund Program Replacement Housing Factor#:				Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Empire 38 -1							
Interior Common Area Improvements	6/30/05			6/30/06			
Smoke Detectors	6/30/05			6/30/06			
Wilson 38 -3	6/30/05			6/30/06			
Smoke Detector (replace existing)	6/30/05			6/30/06			
Upgrade Federal Circuit Breakers	6/30/05			6/30/06			
Flintwood 38 -4							
Interior Improvements	6/30/05			6/30/06			
Plumbing, heating, flooring	6/30/05			6/30/06			
Doors, Repair to kitchens & baths	6/30/05			6/30/06			
Basement moisture etc.	6/30/05			6/30/06			
HA Wide	6/30/05			6/30/06			



<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>	
38-3	Wilson			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Commercial Washers/Dryers (3 each)			\$6,500	2004
Common Area Improvements			\$16,000	2004
Exterior door to Courtyard/bikerack				2004
Clean drain pipes			\$15,000	2004
Bath Fan roof Replacements (8)			\$6,000	2004
Retrofit Windows (Tuck Point)			\$30,000	2005
Hand Dryers in Public baths			\$1,500	2006
Install new Boiler System			\$100,000	2006
Stair rail upgrade			\$25,000	2006
Energy Improvements			\$9,200	2006
Roofing			\$100,000	2007
<b>Total estimated cost over next 5 years</b>			<b>\$309,200</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>	
38-10	Cedar/Quarry			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Closet doors Cedar/Quarry			\$50,000	2005
Install garage service doors			\$15,000	2005
Replace damaged siding			\$15,000	2005
Landscaping			\$10,000	2005
Storm sewer drain (Quarry)			\$15,000	2005
Install water meters 1460 (Quarry)			\$10,000	2005

Parking pad maintenance	\$2,500	2006
Security Cameras	\$8,000	2006
Replaced damaged siding	\$7,500	2006
	\$5,000	2006
<b>Totalestimatedcostovertnext5years</b>	<b>\$138,000</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>	
38-4	Flintwood			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Replaced damaged siding			\$7,500	2006
Seal driveway and stripe			\$5,000	2006
Roofing			\$35,000	2007
<b>Totalestimatedcostovertnext5years</b>			<b>\$47,500</b>	

<b>Optional5 -YearActionPlanTables</b>				
<b>Development Number</b>	<b>DevelopmentName (orindicatePHAwide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies inDevelopment</b>	
38-5	ScatteredSites			
<b>DescriptionofNeededPhysicalImprovementsorManagement Improvements</b>			<b>Estimated Cost</b>	<b>PlannedStartDate (HAFiscalYear)</b>
Flooring			\$3,333.34	2004
Flooring			\$3,333.34	2005
Flooring			\$3,333.34	2006
Garages(\$15,000)			\$20,000	2006
Landscaping			\$6,666.67	2006
Roofing			\$7,000	2007
Garages(\$15,000)			\$10,000	2007
<b>Totalestimatedcostovertnext5years</b>			<b>\$53,666.69</b>	

<b>Optional5 -YearActionPlanTables</b>				
<b>Development Number</b>	<b>DevelopmentName (orindicatePHAwide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies inDevelopment</b>	
38-6	ScatteredSites			
<b>DescriptionofNeededPhysicalImprovementsorManagement Improvements</b>			<b>EstimatedCost</b>	<b>PlannedStartDate (HAFiscalYear)</b>
Flooring			\$3,333.33	2004

<b>Flooring</b>	<b>\$3,333.33</b>	<b>2005</b>
<b>Windows</b>	<b>\$50,000</b>	<b>2005</b>
<b>Flooring</b>	<b>\$3,333.33</b>	<b>2006</b>
<b>Garages(\$15,000)</b>	<b>\$20,000</b>	<b>2006</b>
<b>Landscaping</b>	<b>\$6,666.66</b>	<b>2006</b>
<b>Roofing(\$3,500each)</b>	<b>\$7,000</b>	<b>2007</b>
<b>Garages(\$15,000)</b>	<b>\$10,000</b>	<b>2007</b>
<b>Totalestimatedcostovernext5years</b>	<b>\$103,666.65</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>
<b>38-7</b>	<b>Scattered Sites</b>		
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>Flooring</b>		<b>\$3,333.33</b>	<b>2004</b>
<b>Flooring</b>		<b>\$3,333.33</b>	<b>2005</b>
<b>Landscaping</b>		<b>\$6,666.66</b>	<b>2006</b>
<b>Flooring</b>		<b>\$3,333.33</b>	<b>2006</b>
<b>Garages</b>		<b>\$20,000</b>	<b>2006</b>
<b>Roofing(\$3,500each)</b>		<b>\$7,000</b>	<b>2007</b>
<b>Garages(\$15,000)</b>		<b>\$10,000</b>	<b>2007</b>
<b>Totalestimatedcostovernext5years</b>		<b>\$53,666.65</b>	

Optional5 -YearActionPlanTables			
Development Number	DevelopmentName (orindicatePHAwide)	Number Vacant Units	% Vacancies inDevelopment
	ManagementImprovements		
DescriptionofNeededPhysicalImprovementsorManagement Improvements			PlannedStartDate (HAFiscalYear)
ManagementImprovements			2004
Staffing&ResidentTraining			
Contingency			
AdministrationCosts			2004
Architect/Engineer			2004
Operations			2004
ManagementImprovements			2005
WebSiteSoftware,InternTuitiontraining			
Contingency			2005
AdministrationCosts			2005
Architect/Engineer			2005
Operations			
ManagementImprovements			2006
PHInformationalVideo/Advertising			
Residenttraining,StaffTraining			
<input checked="" type="checkbox"/> OptionButton1			
ComputerSoftware			2006
Contingency			2006
AdministrationCosts			2006
Architect/Engineer			2006
Operation			
ManagementImprovement			2007
WebSiteSoftware,training			2007
Contingency			2007
AdministrationCosts			2007
Architect/Engineer			
Operations			
Totalestimatedcostovertnext5years			
			\$770,197
Optional5 -YearActionPlanTables			
Development Number	DevelopmentName (orindicatePHAwide)	Number Vacant Units	% Vacancies inDevelopment
1475			
DescriptionofNeededPhysicalImprovementsorManagement Improvements			PlannedStartDate (HAFiscalYear)
Computerupgrades			2005

<b>PHAS Inspection Computer</b>	<b>\$1,500.00</b>	<b>2007</b>
<b>Computer Upgrades</b>	<b>\$5,000.00</b>	<b>2007</b>
<b>HUD Website Training Equipment</b>	<b>\$17,217.00</b>	<b>2007</b>
<b>Printer(2)</b>	<b>\$800.00</b>	<b>2007</b>
<b>Total estimated cost over next 5 years</b>	<b>\$29,517.00</b>	