

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

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Small PHA Plan Update  
Annual Plan for Fiscal Year: **2003**

The  
Housing and Redevelopment Authority  
of Little Falls

(4/1/2003 – 3/31/2004)  
(mn042v02)

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

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

**PHA Plan  
Agency Identification**

**PHA Name: The Housing and Redevelopment Authority of Little Falls**

**PHA Number: MN042**

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

**PHA Plan Contact Information:**

Name: Vicki Kipka, Executive Director

Phone: 320 632-3305

TDD: Minnesota Relay Service 1-800-627-3529

Email (if available): lfhra@fallsnet.com

**Public Access to Information**

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

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

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

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

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

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

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

**PHA Programs Administered:**

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

**Annual PHA Plan**  
**Fiscal Year 2003**  
 [24 CFR Part 903.7]

**i. Table of Contents**

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

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| <input checked="" type="checkbox"/> Attachment G: Membership of Resident Advisory Board or Boards   |                      |
| <input type="checkbox"/> Attachment __: Comments of Resident Advisory Board or Boards & Explanation of PHA Response (must be attached if not included in PHA Plan text) |                      |
| <input checked="" type="checkbox"/> Other (List below, providing each attachment name)  |                      |
| Attachment C: Capital Fund Program P & E Report for FY 2002   |                      |
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## **ii. Executive Summary**

[24 CFR Part 903.7 9 (r)]

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

**This Section is left blank since it is optional.**

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

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

**We have made the following changes to our policies and/or programs based on changes in statutes and/or HUD regulations that have occurred in the past year. HUD mandated all of these. We have made the following changes.**

- Updated the Public Housing Admissions and Continued Occupancy Policy to include the current welfare assistance language and definitions.

### **2. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? **\$123,553**

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

D. Capital Fund Program Grant Submissions

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

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

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

The Capital Fund Program Annual Statement is provided as Attachment A

### **3. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to next component ; if "yes", complete one activity description for each development.

2. Activity Description

| <b>Demolition/Disposition Activity Description<br/>(Not including Activities Associated with HOPE VI or Conversion Activities)</b>   |
|--|
| 1a. Development name:<br>1b. Development (project) number:   |
| 2. Activity type: Demolition <input type="checkbox"/><br>Disposition <input type="checkbox"/>  |
| 3. Application status (select one)<br>Approved <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input type="checkbox"/>  |
| 4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>  |
| 5. Number of units affected:<br>6. Coverage of action (select one)<br><input type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development   |
| 7. Relocation resources (select all that apply)<br><input type="checkbox"/> Section 8 for      units<br><input type="checkbox"/> Public housing for      units<br><input type="checkbox"/> Preference for admission to other public housing or section 8<br><input type="checkbox"/> Other housing for      units (describe below) |
| 8. Timeline for activity:<br>a. Actual or projected start date of activity:<br>b. Actual or projected start date of relocation activities:<br>c. Projected end date of activity:   |

**4. Voucher Homeownership Program**

[24 CFR Part 903.7 9 (k)]

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

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

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

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

- with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

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

[24 CFR Part 903.7 (m)]

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

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

## **6. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are attached at Attachment \_\_\_\_ (See below)
  - Resident Advisor Board Comments:
    1. Remodeling of kitchen cabinets;
    2. Install better rubber stoppers on entry doors to resident apartments.
3. In what manner did the PHA address those comments? (select all that apply)
  - The PHA changed portions of the PHA Plan in response to comments  
A list of these changes is included
    - Yes  No: below or
    - Yes  No: at the end of the RAB Comments in Attachment \_\_\_\_.

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

Other: (list below)

- o Housing and Redevelopment Authority response to Resident Advisory Board comments:

The Housing and Redevelopment Authority agreed to consider the RAB comments when planning for future capital fund needs, subject to priority and availability of funds.

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

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

1. Consolidated Plan jurisdiction: **State of Minnesota Consolidated Housing and Community Development Plan; Morrison County**

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

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

- The HRA of Little Falls will continue to maintain and renovate its public housing units.
- The HRA of Little Falls will retrofit five (5) percent of its units in the coming year in order to continue to provide accessible housing in its public housing program to persons with disabilities.
- The HRA of Little Falls will continue to market its public housing program to make very low income and low income elderly families and individuals aware of the availability of decent, safe, sanitary and affordable housing in the City of Little Falls.
- The HRA of Little Falls Admission and Continued Occupancy Policy (ACOP) requirements are established and designed to take into consideration the needs of individual families for low- income housing and the statutory purpose in developing and operating a socially and financially sound low-income housing program which

provides a decent home and a suitable living environment and fosters economic and social diversity in the resident body as a whole:

- a. Provide improved living conditions for very low and low income families while maintaining their rent payments at an affordable level.
- b. To operate a socially and financially sound agency that provides violence and drug-free housing with a suitable living environment for residents.
- c. To deny admission of applicants, or the continued occupancy of residents, whose habits and practices adversely affect the health, safety, comfort or welfare of other residents or the physical environment of the neighborhood, or create a danger to our employees.
- d. To facilitate the judicious management of our inventory and efficient management of our staff.
- e. To ensure compliance with Title VI of the Civil Rights Act of 1964 and all other applicable Federal fair housing laws and regulations so that the admission and continued occupancy policies are conducted without regard to race, color, religion, creed, sex, national origin, handicap or familial status.

Other: (list below)

3. PHA Requests for support from the Consolidated Plan Agency

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

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

The State of Minnesota Consolidated Plan endorses the continuing objectives of national housing policy in the National Affordable Housing Act of 1990, including: ensure that all residents have access to decent shelter; increase the supply of affordable housing; make neighborhoods safe and livable; expand opportunities for home-ownership; provide a reliable supply of mortgage finance; and reduce generational poverty in assisted housing.

The Strategic Plan:

Affordable Housing

The Minnesota Housing Finance Agency has two broad policy objectives that form the priorities to meet Minnesota's basic housing needs and to strengthen communities. Priorities and objectives, listed below supports and is consistent with the Housing and Redevelopment Authority of Little Fall's plan.

A. Priorities.

1. Priority One: Serving Extremely Low and Low Income Renters. Conservation of existing affordable units is critical. A combination of rehabilitation and new construction is a must.
2. Priority Two: Rehabilitation of Owner-occupied Housing for those with an Extremely Low and Low Income.
3. Priority Three: Serving Homeless Persons.
4. Priority Four: Serving those with Special Needs
5. Priority Five: Strengthening a Community's Housing Stock
6. Priority Six: Assisting Home-ownership Opportunities
7. Priority Seven: Assisting in Building Housing Capacity.
8. Priority Eight: Preserving Affordable MHFA-Financed Housing.

### Affordable Housing Objectives

#### Homeownership Opportunities:

- a. To provide affordable home-ownership financing to low and moderate income first-time home-buyers.
- b. To target home-ownership assistance to people with the greatest need for assistance in all areas of the state.
- c. To provide affordable home-ownership opportunities to Native Americans and other people of color in proportion to their share of the eligible population as a whole, annually.

#### Home Improvement:

- a. To provide affordable rehabilitation and improvement loan assistance to qualifying low and moderate income owners of existing housing.
- b. To increase the energy efficiency of residential dwellings, especially in homes built prior to 1976
- c. To develop a framework within which MHFA can make federal grant funds available for partial abatement and interim control of lead-based paint, soil, and dust in housing units in Minneapolis, St. Paul, or Duluth.
- d. To provide affordable home improvement and rehabilitation opportunities for homeowners who are persons of color, in proportion to their share of the eligible population as a whole.
- e. Rehabilitate homes where concentrations of substandard units exist.

#### Rental Housing

- a. to add to the stock of transitional and permanent units of affordable rental housing for low and moderate income tenants by an average of 762 units annually.
- b. To diminish the rent burdens of low income tenants through rental assistance payments to qualifying households.

- c. To increase local nonprofit organizations' capacity to provide technical assistance, project support, and capacity building to meet community housing needs.
- d. To facilitate public /private partnerships that provide capital contributions from outside MHFA that total at least 35% of total development costs (TDC).
- e. To maintain and preserve the existing stock of affordable rental housing for low-income tenants that has assistance contracts administered by MHFA.
- f. To rehabilitate the existing stock of rental housing for low and moderate income tenants.

Homeless Assistance

- a. To provide a variety of housing options for people with special housing needs, including homeless people.
- b. To assist families who are homeless or at risk of being homeless

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

**1. Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

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

**A. Substantial Deviation from the 5-year Plan:**

A substantial deviation from the 5-year Plan occurs when the Board of Commissioners decides that it wants to change the mission statement, goals or objectives of the 5-year plan.

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

Significant amendments or modifications to the Annual Plan are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the plans of the agency and which require formal approval of the Board of Commissioners.

## Attachment E

### Housing and Redevelopment Authority of Little Falls

#### Annual Plan

Fiscal Year Beginning April 1, 2003

#### Supporting Documents Available for Review

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

| <b>List of Supporting Documents Available for Review</b> |   |  |
|--|---|--|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>  | <b>Related Plan Component</b>                                |
| X  | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations  | 5 Year and Annual Plans                                      |
| NA   | State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)   | 5 Year and Annual Plans                                      |
| X  | Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement. | 5 Year and Annual Plans                                      |
| X  | Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction  | Annual Plan: Housing Needs                                   |
| X  | Most recent board-approved operating budget for the public housing program  | Annual Plan: Financial Resources                             |
| X  | Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]   | Annual Plan: Eligibility, Selection, and Admissions Policies |

| <b>List of Supporting Documents Available for Review</b> |   |  |
|--|---|--|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>  | <b>Related Plan Component</b>  |
| X  | Any policy governing occupancy of Police Officers in Public Housing<br><input checked="" type="checkbox"/> check here if included in the public housing A&O Policy                                      | Annual Plan: Eligibility, Selection, and Admissions Policies                     |
| NA   | Section 8 Administrative Plan   | Annual Plan: Eligibility, Selection, and Admissions Policies                     |
| X  | Public housing rent determination policies, including the method for setting public housing flat rents<br><input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Rent Determination  |
| X  | Schedule of flat rents offered at each public housing development<br><input type="checkbox"/> check here if included in the public housing A & O Policy   | Annual Plan: Rent Determination  |
| NA   | Section 8 rent determination (payment standard) policies<br><input type="checkbox"/> check here if included in Section 8 Administrative Plan  | Annual Plan: Rent Determination  |
| X  | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)                                  | Annual Plan: Operations and Maintenance  |
| X  | Results of latest binding Public Housing Assessment System (PHAS) Assessment  | Annual Plan: Management and Operations   |
| X  | Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)   | Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency |
| NA   | Results of latest Section 8 Management Assessment System (SEMAP)  | Annual Plan: Management and Operations   |
| NA   | Any required policies governing any Section 8 special housing types<br><input type="checkbox"/> check here if included in Section 8 Administrative Plan   | Annual Plan: Operations and Maintenance  |

| <b>List of Supporting Documents Available for Review</b> |  |   |
|--|--|---|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>   | <b>Related Plan Component</b>                     |
| X  | Public housing grievance procedures<br><input type="checkbox"/> check here if included in the public housing A & O Policy  | Annual Plan: Grievance Procedures                 |
| NA   | Section 8 informal review and hearing procedures<br><input type="checkbox"/> check here if included in Section 8 Administrative Plan   | Annual Plan: Grievance Procedures                 |
| X  | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year   | Annual Plan: Capital Needs                        |
| NA   | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants   | Annual Plan: Capital Needs                        |
| NA   | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing   | Annual Plan: Capital Needs                        |
| NA   | Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).  | Annual Plan: Capital Needs                        |
| 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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937 | Annual Plan: Conversion of Public Housing         |
| NA   | Approved or submitted public housing homeownership programs/plans  | Annual Plan: Homeownership                        |
| NA   | Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)  | Annual Plan: Homeownership                        |
| NA   | Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies (Elderly and Disabled Housing only)   | Annual Plan: Community Service & Self-Sufficiency |

| <b>List of Supporting Documents Available for Review</b> |  |  |
|--|--|--|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>   | <b>Related Plan Component</b>                        |
| NA   | FSS Action Plan/s for public housing and/or Section 8  | Annual Plan:<br>Community Service & Self-Sufficiency |
| X  | Section 3 documentation required by 24 CFR Part 135, Subpart E   | Annual Plan:<br>Community Service & Self-Sufficiency |
| NA   | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports   | Annual Plan:<br>Community Service & Self-Sufficiency |
| NA   | The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report   | Annual Plan:<br>Safety and Crime Prevention          |
| NA   | PHDEP-related documentation: <ul style="list-style-type: none"> <li>· Baseline law enforcement services for public housing developments assisted under the PHDEP plan;</li> <li>· Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);</li> <li>· Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;</li> <li>· Coordination with other law enforcement efforts;</li> <li>· Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and</li> <li>· All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.</li> </ul> | Annual Plan:<br>Safety and Crime Prevention          |
| X  | Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) (Elderly and Disabled Housing only)<br><input type="checkbox"/> check here if included in the public housing A & O Policy  | Pet Policy   |

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

## Attachment F

### Housing and Redevelopment Authority of Little Falls

#### Annual Plan

#### Fiscal Year Beginning April 1, 2003

#### Resident Member on the PHA Governing Board

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

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

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

- Elected  
 Appointed

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

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

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis  
 the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.  
 Other (explain):

B. Date of next term expiration of a governing board member: 01/31/03

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

Mayor Brian Mackinac  
308 9th St. SE  
Little Falls, MN 56345

## **Attachment G**

### **Housing and Redevelopment Authority of Little Falls**

#### **Annual Plan**

#### **Fiscal Year Beginning April 1, 2002**

#### **Membership of the Resident Advisory Board or Boards**

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

Marian Karhula

Ruth Rahn

Virginia Swanson

## Attachment H

### Housing and Redevelopment Authority of Little Falls

#### Annual Plan

Fiscal Year Beginning April 1, 2003

#### **Component 3, (6) Deconcentration and Income Mixing**

- a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

| Deconcentration Policy for Covered Developments |                 |   |  |
|---|-----------------|---|--|
| Development Name:                               | Number of Units | Explanation (if any) [see step 4 at §903.2(c)(1)(iv)] | Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)] |
|   |                 |   |  |
|   |                 |   |  |
|   |                 |   |  |
|   |                 |   |  |

Attachment A – version 2

| <b>Annual Statement/Performance and Evaluation Report</b><br><b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>   |   |   |         |                   |  |  |
|---|---|---|---------|-------------------|--|--|
| <b>PHA Name: Housing and Redevelopment</b><br><b>Authority of Little Falls</b>  |   | <b>Grant Type and Number</b><br>Capital Fund Program: MN46P04250103<br>Capital Fund Program<br>Replacement Housing Factor Grant No: |         |                   | <b>Federal FY of Grant:</b><br><br><b>2003</b> |  |
| <input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:      )</b><br><input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b> |   |   |         |                   |  |  |
| Lin<br>e<br>No.   | Summary by Development Account              | Total Estimated Cost  |         | Total Actual Cost |  |  |
|   |   | Original  | Revised | Obligated         | Expended                                       |  |
| 1   | Total non-CFP Funds                         |   |         |                   |  |  |
| 2   | 1406 Operations                             | 9,756   |         |                   |  |  |
| 3   | 1408 Management Improvements                |   |         |                   |  |  |
| 4   | 1410 Administration                         |   |         |                   |  |  |
| 5   | 1411 Audit                                  |   |         |                   |  |  |
| 6   | 1415 liquidated Damages                     |   |         |                   |  |  |
| 7   | 1430 Fees and Costs                         |   |         |                   |  |  |
| 8   | 1440 Site Acquisition                       |   |         |                   |  |  |
| 9   | 1450 Site Improvement                       |   |         |                   |  |  |
| 10  | 1460 Dwelling Structures                    |   |         |                   |  |  |
| 11  | 1465.1 Dwelling Equipment—<br>Nonexpendable |   |         |                   |  |  |
| 12  | 1470 Nondwelling Structures                 | 113,797   |         |                   |  |  |
| 13  | 1475 Nondwelling Equipment                  |   |         |                   |  |  |
| 14  | 1485 Demolition                             |   |         |                   |  |  |
| 15  | 1490 Replacement Reserve                    |   |         |                   |  |  |
| 16  | 1492 Moving to Work Demonstration           |   |         |                   |  |  |
| 17  | 1495.1 Relocation Costs                     |   |         |                   |  |  |
| 18  | 1498 Mod Used for Development               |   |         |                   |  |  |
| 19  | 1502 Contingency                            |   |         |                   |  |  |

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

|  |   |  |
|--|---|--|
| <b>PHA Name: Housing and Redevelopment Authority of Little Falls</b> | <b>Grant Type and Number</b><br>Capital Fund Program: MN46P04250103<br>Capital Fund Program<br>Replacement Housing Factor Grant No: | <b>Federal FY of Grant:</b><br><br><b>2003</b> |
|--|---|--|

**Original Annual Statement**
                         
  **Reserve for Disasters/ Emergencies**
                         
  **Revised Annual Statement (revision no:            )**

**Performance and Evaluation Report for Period Ending:**
                         
  **Final Performance and Evaluation Report**

| <b>Line No.</b> | <b>Summary by Development Account</b>                     | <b>Total Estimated Cost</b> |  | <b>Total Actual Cost</b> |  |
|-----------------|---|-----------------------------|--|--------------------------|--|
| 20              | Amount of Annual Grant: (sum of lines 2-19)               | 123,553                     |  |                          |  |
| 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 |                             |  |                          |  |





Attachment B – version 2

**Capital Fund Program Five-Year Action Plan**

**Part I: Summary**

| PHA Name : Housing & Redevelopment Authority of Little Falls, Minnesota |                  |  |  | <input checked="" type="checkbox"/> <b>Original 5-Year Plan</b><br><input type="checkbox"/> <b>Revision No:</b> |  |
|---|------------------|--|--|---|--|
| Development Number/Name/H A-Wide  | Year 1           | Work Statement for Year 2<br>FFY Grant: 2004<br>PHA FY: 4/1/2004 | Work Statement for Year 3<br>FFY Grant: 2005<br>PHA FY: 4/1/2005 | Work Statement for Year 4<br>FFY Grant: 2006<br>PHA FY: 4/1/2006  | Work Statement for Year 5<br>FFY Grant: 2007<br>PHA FY: 4/1/2007 |
|   | Annual Statement |  |  |   |  |
| <b>MN042-01</b>   |                  | 123,553  | 123,553  | 123,553   | 123,553  |
|   |                  |  |  |   |  |
|   |                  |  |  |   |  |
|   |                  |  |  |   |  |
| CFP Funds Listed for 5-year planning                                    |                  | <b>123,553</b>   | <b>123,553</b>   | <b>123,553</b>  | <b>123,553</b>   |
|   |                  |  |  |   |  |
| Replacement Housing Factor Funds  |                  |  |  |   |  |



**Capital Fund Program Five-Year Action Plan  
Part II: Supporting Pages—Work Activities**

| Activities for Year : <u>4</u><br>FFY Grant: 2006<br>PHA FY: 4/1/2006 |  |                       | Activities for Year: <u>5</u><br>FFY Grant: 2007<br>PHA FY: 4/1/2007 |  |                       |
|---|--|-----------------------|--|--|-----------------------|
| <b>Development Name/Number</b>  | <b>Major Work Categories</b>                       | <b>Estimated Cost</b> | <b>Development Name/Number</b>                                       | <b>Major Work Categories</b>                       | <b>Estimated Cost</b> |
| <b>MN042-01</b>   | <b><u>Operations</u></b><br><b>(1406)</b>          |                       | <b>MN042-01</b>  | <b><u>Fees &amp; Costs</u></b><br><b>(1430)</b>    |                       |
|   | Roof Repairs                                       | 10,000                |  | A/E Fees related to roof replacement               | 30,000                |
| <b>MN042-01</b>   | <b><u>Dwelling Structures</u></b><br><b>(1460)</b> |                       |  | <b><u>Dwelling Structures</u></b><br><b>(1460)</b> |                       |
|   | Roof replacement Set-Aside                         | 113,553               |  | Roof replacement Set-Aside                         | 93,553                |
|   |  |                       |  |  |                       |
|   |  |                       |  |  |                       |
|   |  |                       |  |  |                       |
| <b>Total CFP Estimated Cost</b>                                       |  | <b>123,553</b>        |  |  | <b>123,553</b>        |

Attachment C – version 2

| <b>Annual Statement/Performance and Evaluation Report</b>  |   |   |  |                          |  |
|--|---|---|--|--------------------------|--|
| <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b> |   |   |  |                          |  |
| <b>PHA Name: Housing and Redevelopment<br/>Authority of Little Falls</b>                                     |   | <b>Grant Type and Number</b><br>Capital Fund Program: MN46P04250102<br>Capital Fund Program<br>Replacement Housing Factor Grant No: |  |                          | <b>Federal FY of Grant:</b><br><br><b>2002</b> |
| <input type="checkbox"/> <b>Original Annual Statement</b>  |   | <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b>  | <input type="checkbox"/> <b>Revised Annual Statement (revision no: )</b> |                          |  |
| <input checked="" type="checkbox"/> <b>Performance and Evaluation Report for Period Ending: 09-30-02</b>     |   | <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>   |  |                          |  |
| <b>Line No.</b>  | <b>Summary by Development Account</b>       | <b>Total Estimated Cost</b>   |  | <b>Total Actual Cost</b> |  |
|  |   | <b>Original</b>   | <b>Revised</b>   | <b>Obligated</b>         | <b>Expended</b>                                |
| 1  | Total non-CFP Funds                         |   |  |                          |  |
| 2  | 1406 Operations                             | 8,553   |  |                          |  |
| 3  | 1408 Management Improvements                |   |  |                          |  |
| 4  | 1410 Administration                         |   |  |                          |  |
| 5  | 1411 Audit                                  |   |  |                          |  |
| 6  | 1415 liquidated Damages                     |   |  |                          |  |
| 7  | 1430 Fees and Costs                         | 30,000  |  |                          |  |
| 8  | 1440 Site Acquisition                       |   |  |                          |  |
| 9  | 1450 Site Improvement                       | 30,000  |  |                          |  |
| 10   | 1460 Dwelling Structures                    | 35,000  |  | 22,440                   | 21,360   |
| 11   | 1465.1 Dwelling Equipment—<br>Nonexpendable |   |  |                          |  |
| 12   | 1470 Non-dwelling Structures                | 20,000  |  |                          |  |
| 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) | 123,553   |  | 22,440                   | 21,360   |

| <b>Annual Statement/Performance and Evaluation Report</b><br><b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>                                  |   |                      |  |   |
|--|---|----------------------|--|---|
| <b>PHA Name: Housing and Redevelopment Authority of Little Falls</b>   | <b>Grant Type and Number</b><br>Capital Fund Program: MN46P04250102<br>Capital Fund Program<br>Replacement Housing Factor Grant No: |                      |  | <b>Federal FY of Grant:</b><br><br><div style="text-align: center; font-weight: bold; font-size: 1.2em;">2002</div> |
| <input type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:      )</b> |   |                      |  |   |
| <input checked="" type="checkbox"/> <b>Performance and Evaluation Report for Period Ending: 09-30-02</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>                           |   |                      |  |   |
| Lin<br>e<br>No.  | Summary by Development Account  | Total Estimated Cost |  | Total Actual Cost   |
| 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**

| PHA Name: Housing and Redevelopment Authority of Little Falls |   | Grant Type and Number<br>Capital Fund Program #: <b>MN46P04250102</b><br>Capital Fund Program<br>Replacement Housing Factor #: |          |                      | Federal FY of Grant: <b>2002</b> |                   |                |                         |
|---|---|--|----------|----------------------|----------------------------------|-------------------|----------------|-------------------------|
| Development Number<br>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 |                         |
| <b>HA Wide</b>  | <b><u>Operations</u></b>  | 1406   | Lump Sum |                      |                                  |                   |                | In progress             |
|   | Public Housing Operations   |  |          | 8,553                |                                  |                   |                |                         |
|   | <b>Subtotal Account 1406</b>  |  |          | <b>8,553</b>         |                                  |                   |                |                         |
| <b>MN042-1</b>  | <b><u>Fees and Costs</u></b>  | 1430   | Lump Sum |                      |                                  |                   |                | Planning                |
|   | A & E Fees; reimbursable costs estimated for construction of garages in 2003            |  |          | 30,000               |                                  | 22,440            | 21,360         |                         |
|   | <b>Subtotal Acct 1430</b>   |  |          | <b>30,000</b>        |                                  | <b>22,440</b>     | <b>21,360</b>  |                         |
|   | <b><u>Site Improvements</u></b>   | 1450   | Lump Sum |                      |                                  |                   |                | Planning                |
|   | Repair/replace sidewalks  |  |          | 20,000               |                                  |                   |                |                         |
|   | Install exterior handrails  |  |          | 10,000               |                                  |                   |                |                         |
|   | <b>Subtotal Acct 1450</b>   |  |          | <b>30,000</b>        |                                  |                   |                |                         |
| <b>MN042-1</b>  | <b><u>Dwelling Structures</u></b>   | 1460   |          |                      |                                  |                   |                | Planning                |
|   | Replace Exit Doors  |  | 12 Doors | 35,000               |                                  |                   |                |                         |
|   | <b>Subtotal Acct 1460</b>   |  |          | <b>35,000</b>        |                                  |                   |                |                         |
| <b>MN042-1</b>  | <b><u>Non-Dwelling Structures</u></b>   | 1470   |          |                      |                                  |                   |                | Planning                |
|   | Construct Parking Garages: portion of funds set aside for construction planned for 2003 |  |          | 20,000               |                                  |                   |                |                         |
|   | <b>Subtotal Account 1470</b>  |  |          | <b>20,000</b>        |                                  |                   |                |                         |
|   | <b>Grand Total</b>  |  |          | <b>123,553</b>       |                                  | <b>22,440</b>     | <b>21,360</b>  |                         |



Attachment D – version 2

| <b>Annual Statement/Performance and Evaluation Report</b>  |   |   |                |                          |  |
|--|---|---|----------------|--------------------------|--|
| <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b> |   |   |                |                          |  |
| <b>PHA Name: Housing and Redevelopment Authority of Little Falls</b>   |   | <b>Grant Type and Number</b><br>Capital Fund Program: MN46P04250101<br>Capital Fund Program<br>Replacement Housing Factor Grant No: |                |                          | <b>Federal FY of Grant:</b><br><br><b>2001</b>                                       |
| <input type="checkbox"/> <b>Original Annual Statement</b>  |   | <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b>  |                |                          | <input checked="" type="checkbox"/> <b>Revised Annual Statement (revision no: 1)</b> |
| <input checked="" type="checkbox"/> <b>Performance and Evaluation Report for Period Ending: 09/30/02</b>     |   | <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>   |                |                          |  |
| <b>Line No.</b>  | <b>Summary by Development Account</b>       | <b>Total Estimated Cost</b>   |                | <b>Total Actual Cost</b> |  |
|  |   | <b>Original</b>   | <b>Revised</b> | <b>Obligated</b>         | <b>Expended</b>  |
| 1  | Total non-CFP Funds                         |   |                |                          |  |
| 2  | 1406 Operations                             | 22,684  | 22,684         | 0                        | 0  |
| 3  | 1408 Management Improvements                |   |                |                          |  |
| 4  | 1410 Administration                         |   |                |                          |  |
| 5  | 1411 Audit                                  |   |                |                          |  |
| 6  | 1415 liquidated Damages                     |   |                |                          |  |
| 7  | 1430 Fees and Costs                         | 0   | 6,462          | 0                        | 0  |
| 8  | 1440 Site Acquisition                       |   |                |                          |  |
| 9  | 1450 Site Improvement                       |   |                |                          |  |
| 10   | 1460 Dwelling Structures                    | 107,072   | 100,610        | 99,330                   | 69,535   |
| 11   | 1465.1 Dwelling Equipment—<br>Nonexpendable |   |                |                          |  |
| 12   | 1470 Nondwelling Structures                 |   |                |                          |  |
| 13   | 1475 Nondwelling Equipment                  |   |                |                          |  |
| 14   | 1485 Demolition                             |   |                |                          |  |
| 15   | 1490 Replacement Reserve                    |   |                |                          |  |
| 16   | 1492 Moving to Work Demonstration           |   |                |                          |  |
| 17   | 1495.1 Relocation Costs                     |   |                |                          |  |
| 18   | 1498 Mod Used for Development               |   |                |                          |  |

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

|  |   |  |
|--|---|--|
| <b>PHA Name: Housing and Redevelopment<br/>Authority of Little Falls</b> | <b>Grant Type and Number</b><br>Capital Fund Program: MN46P04250101<br>Capital Fund Program<br>Replacement Housing Factor Grant No: | <b>Federal FY of Grant:</b><br><br><b>2001</b> |
|--|---|--|

Original Annual Statement     
  Reserve for Disasters/ Emergencies     
  Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending: 09/30/02     
  Final Performance and Evaluation Report

| Line No. | Summary by Development Account                            | Total Estimated Cost |         | Total Actual Cost |        |
|----------|---|----------------------|---------|-------------------|--------|
| 19       | 1502 Contingency  |                      |         |                   |        |
| 20       | Amount of Annual Grant: (sum of lines 2-19)               | 129,756              | 129,756 | 99,330            | 69,535 |
| 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**

| PHA Name: Housing and Redevelopment Authority of Little Falls |   | Grant Type and Number<br>Capital Fund Program #: MN46P04250101<br>Capital Fund Program<br>Replacement Housing Factor #: |          |                      |                | Federal FY of Grant: 2001 |                   |                               |
|---|---|---|----------|----------------------|----------------|---------------------------|-------------------|-------------------------------|
| Development Number<br>Name/HA-Wide<br>Activities              | General Description of Major<br>Work Categories | Dev. Acct No.   | Quantity | Total Estimated Cost |                | Total Actual Cost         |                   | Status of<br>Proposed<br>Work |
|   |   |   |          | Original             | Revised        | Funds<br>Obligated        | Funds<br>Expended |                               |
| <b>MN042-01</b>   | <b><u>Dwelling Structures</u></b>               | 1460  |          |                      |                |                           |                   |                               |
|   | Boiler Replacement                              |   | Lump Sum | 107,072              | 100,610        | 99,330                    | 69,535            | 69%                           |
|   | <b>Subtotal Acct 1460</b>                       |   |          | <b>107,072</b>       | <b>100,610</b> | <b>99,330</b>             | <b>69,535</b>     |                               |
| <b>MN042-01</b>   | <b><u>Fees and Costs</u></b>                    | 1430  |          |                      |                |                           |                   |                               |
|   | Hire A/E for Boiler Replacement                 |   | Lump Sum | 0                    | 6,462          | 0                         | 0                 | In progress                   |
|   | <b>Subtotal Acct 1430</b>                       |   |          | <b>0</b>             | <b>6,462</b>   | <b>0</b>                  | <b>0</b>          |                               |
|   | <b><u>Operations</u></b>                        | 1406  |          |                      |                |                           |                   |                               |
| <b>HA Wide</b>  | Public Housing Operations                       |   | Lump Sum | 22,684               | 22,684         | 0                         | 0                 | In progress                   |
|   | <b>Subtotal Acct 1406</b>                       |   |          | <b>22,684</b>        | <b>22,684</b>  | <b>0</b>                  | <b>0</b>          |                               |
|   | <b>Grand Total</b>                              |   |          | <b>129,756</b>       | <b>129,756</b> | <b>99,330</b>             | <b>69,535</b>     |                               |

