

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

Small PHA Plan Update
Annual Plan for Fiscal Year: 2003

MN077 vol1/2003

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

PHA Plan Agency Identification

PHA Name: Albert Lea HRA

PHA Number: MN077

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

PHA Plan Contact Information:

Name: Jon Ford, Executive Director

Phone: (507) 377-4375

TDD:

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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 2002**

[24 CFR Part 903.7]

i. Table of Contents

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

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Attachments included in text.

- X Attachment A : Supporting Documents Available for Review
- X Attachment B: Capital Fund Program Annual Statements
- X Attachment C: Capital Fund Program 5 Year Action Plan
- X Attachment D: Resident Membership on PHA Board or Governing Body
- X Attachment E: Membership of Resident Advisory Board or Boards
- X Attachment F: Comments of Resident Advisory Board or Boards
&Explanation of PHA Response. This is the minutes of the annual meeting of the Shady Oaks Resident's Association.
- X Attachment G: Voluntary Conversion – Required Initial Assessments
- X Attachment H: Component 3 - Deconcentration and Income Mixing

ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

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

In June of 2002 the City of Albert Lea appointed an independent Board of volunteer Commissioners to oversee the operation of the HRA, effectively eliminating the HRA as a City Department Through this process the Board hired an Executive Director for the agency to oversee daily operations.

Currently the agency is being reorganized including; changes in staffing, policy updates, public relations efforts, etc.

Aside from these changes, there are no other significant changes in the annual plan for the HRA for the fiscal year ending 3/31/04. The HRA will continue to concentrate on occupancy and physical improvements to the properties that are now 30 years old.

The HRA's goal is to reach 95% occupancy in both the Public Housing and Section 8 programs.

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.

Numerous policy changes are anticipated in the upcoming year; updating of existing policies, implementation of a new personnel policy, and other various housing related policies.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. **XX** 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? \$ 273,149.00

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

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

The Capital Fund Program 5-Year Action Plan is provided as Attachment C. within text.

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment B, within text.

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 **XX** 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

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

<input type="checkbox"/> Other housing for _____ units (describe below)
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:

4. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

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

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

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

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

6. Other Information

[24 CFR Part 903.7 9 (r)]

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

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

2. If yes, the comments are included in attachment F as the minutes of the Shady Oaks Resident's Association.

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 ____.

X Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included below:

The residents' concern about the repair of the penthouse water problems and cosmetic improvements to the main floor of Shady Oaks are included in the Capital Fund activities.

Other: (list below)

B. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: State of Minnesota, MHFA

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

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

1. Serving homeless persons:

- a. The HRA collaborates with the Community Action Agency and assists with finding temporary housing.
 - b. The need to provide additional temporary housing, especially for new workers in the community is a continuing need. The HRA collaborates with the Action Agency, Salvation Army, and area churches to help meet temporary housing needs.
2. Serving those with special needs:
- a. The special needs population is not significant in the community except for persons with mental illness or developmental disabilities that are being de-institutionalized. These persons are being housed in Public Housing and Section 8 programs for those able to live independently.
 - b. For persons not able to live independently, the private market has responded and Supervised Living Facilities have been constructed. The City has modified the Zoning Ordinance requirements to permit Supervised Living Facilities.
 - c. Based on the underutilization of Section 8 Vouchers, there does not appear to be a population that is unserved other than single men or heads of families coming into the community to work and that are employed but need SRO housing on a temporary basis. The HRA is collaborating with a new non-profit, Partners in Housing, toward the goal of establishing SRO.
3. Preserving Affordable MHFA-Financed Housing:
- a. The City has two MHFA financed housing developments. Both of these projects have substantial numbers of Section 8 tenant based voucher families in occupancy. This program assists in preserving this housing through its housing quality standards and through an assurance that there will be continued high occupancy in projects that may not otherwise be market affordable.
 - b. A problem with these units is that the owners are letting the rents float above the Section 8 payment standard and the units are becoming unaffordable.

3. PHA Requests for support from the Consolidated Plan Agency

Yes No: Does the PHA request financial or other support from any Federal, 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:

1. First Time Homebuyers/MHFA.
2. Purchase, Rehabilitation and Resell program funds/MHFA.
3. Supportive Services Grants/State of Minnesota
4. Voucher Homeownership Initiatives/MHFA
5. Assisted Living Program Funds/USDA/MHFA

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

A. The Consolidated Plan of the State of Minnesota supports the PHA plan with those items listed in #2 above.

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: It will be a substantial deviation from the 5 Year Plan when a Board decision is made to change the PHA's mission statement, goals or objectives as identified in the 5 Year Plan, including changes to goals or objectives that effect residents or have a significant impact on the PHA's financial status.

B. Significant Amendment or Modification to the Annual Plan: Changes in the Plans or Policies of the PHA that require formal approval by the Board of Commissioners will be considered reason for amendment or modification to the Annual PHA Plan.

Attachment A
Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	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
	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	Schedule of flat rents offered at each public housing development x check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies x check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any required policies governing any Section 8 special housing types x check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures x check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures x check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	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

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

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

PHA Name: Albert Lea HRA	Grant Type and Number Capital Fund Program: MN46P07750100 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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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	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
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	201,817	146,153	146,153	146,153
10	1460 Dwelling Structures	30,000	94,695	94,695	94,695
11	1465.1 Dwelling Equipment—Nonexpendable	30,000	21,941	21,941	21,941
12	1470 Nondwelling Structures	10,000	0	0	0
13	1475 Nondwelling Equipment	10,000	19,028	19,028	19,028
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
218	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	281,817	281,817	281,817	281,817
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				

Annual Statement/Performance and Evaluation Report (Attachment B) Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary				
PHA Name: Albert Lea HRA		Grant Type and Number Capital Fund Program: MN46P07750100 Capital Fund Program Replacement Housing Factor Grant No:		Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)				
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/02 <input type="checkbox"/> Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost
24	Amount of line 20 Related to Energy Conservation Measures	20000		

Annual Statement/Performance and Evaluation Report (Attachment B) Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Albert Lea HRA		Grant Type and Number Capital Fund Program: MN46P07750101 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies			<input type="checkbox"/> Revised Annual Statement (revision no:)
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:12/21/02		<input type="checkbox"/> Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
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	20,516	20,516	20,516	20,516
10	1460 Dwelling Structures	232,000	242,000	242,000	242,000
11	1465.1 Dwelling Equipment—Nonexpendable	25,000	25,000	25,000	25,000
12	1470 Nondwelling Structures	10,000	0	0	0
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	287,516	287,516	287,516	287,516
21	Amount of line 20 Related to LBP Activities				

Annual Statement/Performance and Evaluation Report (Attachment B) Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHA Name: Albert Lea HRA		Grant Type and Number Capital Fund Program: MN46P07750101 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2001	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)						
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/21/02 <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
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	217,000				

Annual Statement/Performance and Evaluation Report (Attachment B) Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHA Name: Albert Lea HRA		Grant Type and Number Capital Fund Program: MN4607750102 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2002	
Original Annual Statement Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/ Emergencies XX Revised Annual Statement (revision no: 1) <input type="checkbox"/> Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations		42,000	0	0	
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	223,149	181,149	150,344.60	150,344.60	
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Nondwelling Structures	50,000	50,000	13,627.12	13,627.12	
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1498 Mod Used for Development					
19	1502 Contingency					
20	Amount of Annual Grant: (sum of lines 2-19)	273,149	273,149	205,971.72	205,971.72	
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Compliance					

Annual Statement/Performance and Evaluation Report (Attachment B) Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHA Name: Albert Lea HRA		Grant Type and Number Capital Fund Program: MN4607750102 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2002	
Original Annual Statement Performance and Evaluation Report for Period Ending:				<input type="checkbox"/> Reserve for Disasters/ Emergencies XX Revised Annual Statement (revision no: 1) <input type="checkbox"/> Final Performance and Evaluation Report		
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
23	Amount of line 20 Related to Security					
24	Amount of line 20 Related to Energy Conservation Measures	223,149	181,149			

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

PHA Name: Albert Lea HRA			Grant Type and Number Capital Fund Program #:MN4607750102 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2002
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MN077	03/31/03	05/30/04		12/21/03	05/30/05		To be consistent with e-Loccs

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

PHA Name: Albert Lea HRA			Grant Type and Number Capital Fund Program #:MN4607750102 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2002
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Annual Statement/Performance and Evaluation Report (Attachment B)					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Albert Lea HRA		Grant Type and Number Capital Fund Program: MN4607750103 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies			<input type="checkbox"/> Revised Annual Statement (revision no:)
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	17,000			
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	256,149			
11	1465.1 Dwelling Equipment—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				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	273,149	273,149		
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				

Annual Statement/Performance and Evaluation Report (Attachment B) Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary				
PHA Name: Albert Lea HRA		Grant Type and Number Capital Fund Program: MN4607750103 Capital Fund Program Replacement Housing Factor Grant No:		Federal FY of Grant: 2003
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)				
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost
24	Amount of line 20 Related to Energy Conservation Measures	213,149	256,149	

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

CFP 5-Year Action Plan		
X Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
Mno77	Albert Lea HRA (PHA wide)	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Remove old garage and construct maintenance building and garage	50,000	2003
Install siding, windows, and decks on scattered sites	700,000	2002
Replace Shady Oaks Air Handling and Air Conditioner	600,000	2004
Remove and replace parking lot at Shady Oaks	120,000	2006
Total estimated cost over next 5 years	1,470,000	

Required Attachment _D_: Resident Member on the PHA Governing Board

1. **X** 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: **Kris Gil**

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

Elected

Appointed

C. The term of appointment is (include the date term expires): Three (3) years. **08/01/2005**

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

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

Other (explain): Tenant members resigned after one year. The Advisory Board will be re-established using the elected officers of the Shady Oaks Residents Association, two residents from scattered sites, and two residents from the Section 8 Program..

B. Date of next term expiration of a governing board member: **August 1, 2005.**

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): **Mayor Bob Haukoos. Jean Eaton, Mayor Elect (will take office January 2003)**

Required Attachment ___E___: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards:

The officers of the Shady Oaks Resident's Association will serve as the members of the Advisory Board. The officers and floor representatives are elected annually in January. The minutes of the annual meeting are attached. The Officers and floor representatives meet monthly with the staff. There have been no appointments from scattered site housing or Section 8 due to a lack of interest. Efforts to attain inclusion of individuals from the scattered sites and Section 8 programs will continue.

Residents that were a part of the PHA Plan development and review process include the following:

Bette Tlamka, Margery Bice, Vi Caya, Denis Nielsen, Margaret Hamor, Verna Carlson, Almyra Seath, Mary Freemyer and Joe Probst. These individuals are the Board and Floor representatives for Shady Oak's Resident's Association.

This plan was discussed during an open meeting with the residents on January 6, 2003. Notice of the meeting was provided through ads in the local paper and flyers posted at the HRA office.

EXHIBIT F, Comments of Resident Advisory Board

**Minutes of Shady Oaks Resident's Association
January 6, 2003
Shady Oaks Community Room**

A Public Hearing was held in conjunction with the Annual Meeting of the Shady Oaks Resident Advisory Board on January 6, 2003. The Public Hearing was called to order at 2:00 P.M. Executive Director Ford conducted a short overview of the Annual Plan for 2003.

Ford focused most of his discussion on the major differences or changes in the Plan from 2002 to 2003. Specifically Ford explained the organizational changes that are currently underway and that will take place. Ford also carried out a discussion of the Capital Improvement section of the plan, Crime Prevention efforts and in particular the "One Strike and You're Out" policy of the agency, and the future possibility of Voucher Homeownership programs.

Ford explained also that a copy of the current plan was available at the HRA office, the City Library, and in the HRA Arts and Crafts/Community Room. No comments specifically concerning the plan were made by attendants at the Public Hearing. The Chairperson for the Resident Advisory Board did state her support for the proposed plan. No other Public Comment was made, and the hearing was closed at 2:15 P.M.

Attachment G: Voluntary Conversion Required Initial Assessments

- a. How many of the PHA’s developments are subject to the Required Initial Assessments? **One (1)**
- b. How many of the PHA’s developments are not subject to the Required Initial Assessments based on exemptions? **Zero (0)**
- c. How many assessments were conducted for the PHA’s covered developments? **One (1)**
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
MN077-001	50 Scattered Site units

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

Conclusion of Assessments:

The 50 scattered site family units are in good condition with capital improvements currently underway to provide new siding, windows, doors and other interior/exterior improvements. If the units were to be converted to Section 8 tenant based assistance, it is assumed that the units would be sold to private developers and rental companies. Aside from the Section 8 HQS, there would be some concern that the units might not be maintained in good condition at reasonable long term rates. With this in mind, it is possible that the community would suffer the loss of this sound affordable housing alternative. Low-income tenants can best be served by the HRA retaining these rental properties in the Public Housing inventory. Affordable rental housing is in demand in the community and this resource must remain as currently established.

Attachment H: Deconcentration and Income Mixing

Component 3, (6) Deconcentration and Income Mixing

- a. Yes No: Does the PHA have 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 the 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)	Deconcentration Policy (if no explanation)