

U.S.DepartmentofHousingandUrbanDevelopment  
OfficeofPublicandIndianHousing

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# PHAPlans

5YearPlanforFiscalYears2003 -2007  
AnnualPlanforFiscalYear2003

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBEC OMPLETEDIN  
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

## PHA Plan Agency Identification

**PHAName:** Housing Authority of St. Louis Park

**PHANumber:** MN144

**PHAFiscalYearBeginning:(mm/yyyy)** 04/2003

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

**5-YEAR PLAN**  
**PHAF ISCAL YEARS 2003 -2007**  
[24CFRPart903.5]

**A.Mission**

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

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

**In conjunction with Vision St. Louis Park, the Housing Authority works to integrate policies and programs that enhance the livability and strong sense of community in St. Louis Park.**

**The Housing Authority operates a variety of programs to ensure the availability of safe and desirable housing options that meet the diverse needs of the St. Louis Park community, including opportunities for a variety of lifecycle housing options and a range of housing choices for households of all incomes.**

**The Housing Authority operates to make assisted housing programs a strong community asset by maintaining our public housing buildings well, by administering strong and effective rental assistance programs, and by promoting opportunities for program participants to achieve economic independence.**

**B.Goals**

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

**The St. Louis Park Housing Authority adopts an Annual Action Plan that lists the Housing Authority's vision elements (goals) and the actions required to address the vision elements. The Action Plan is attached.**

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:

- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing
- Objectives:
- Improve public housing management: (PHA Score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)
- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)

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

- PHA Goal: Provide an improved living environment
- Objectives:
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements:

- Designated developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability:
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: (list below)

**Other PHA Goals and Objectives: (list below)**

**The St. Louis Park Housing Authority creates an annual Action Plan. The Plan will be presented to the Housing Authority Board of Commissioners for their review and approval at the January 2004 meeting. The Action Plan lists the Housing Authority's "vision elements" (goals) and action activities to address the vision elements. The Action Plan is Attachment G.**

**AnnualPHAPlan**  
**PHAFiscalYear2003**  
 [24CFRPart903.7]

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

- HighPerformingPHA**
- SmallAgency(<250PublicHousingUnits)**
- AdministeringSection8Only**

**TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart90 3.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,inclodinghighlightsofmajorinitiativesanddiscretionarypoliciessthePHAhasincludedintheAnnualPlan.

**iii. AnnualPlanTableofContents**

[24CFRPart903.79(r)]

Provideatab leofcontentsfortheAnnualPlan ,includingattachments,andalistofsupportingdocuments availableforpublicinspection .

**TableofContents**

	<u>Page#</u>
<b>AnnualPlan</b>	
i. ExecutiveSummary	4
ii. TableofContents	
1. HousingNeeds	8
2. FinancialResources	15
3. PoliciesonEligibility,SelectionandAdmissions	16
4. RentDeterminationPolicies	25
5. OperationsandManagementPolicies	29
6. GrievanceProcedures	30
7. CapitalImprovementNeeds	31
8. DemolitionandDisposition	33
9. DesignationofHousing	34
10. ConversionsofPublicHousing	36
11. Homeownership	36
12. CommunityServicePrograms	38
13. CrimeandSafety	40
14. Pets(InactiveforJanuary1PHAs)	42

15. Civil Rights Certifications (included with PHA Plan Certifications)	42
16. Audit	42
17. Asset Management	43
18. Other Information	43

**Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the filename in parentheses in the space to the right of the title.

**Required Attachments:**

- Admissions Policy for Deconcentration (Attachment J)
- FY2002 Capital Fund Program Annual Statement (Attachments C)
- Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

- PHA Management Organizational Chart (Attachment F)
- FY2002 Capital Fund Program 5 Year Action Plan (Attachment E)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (Attachment I)
- Other

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
x	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the U.S. Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	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
	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	Annual Plan: Designation of

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	housing (Designated Housing Plans)	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	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing using homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
x	Pet Policy	Attachment A

## 1. Statement of Housing Needs

**A.HousingNeedsofFamiliesintheJurisdiction/sServedby thePHA**

BasedupontheinformationcontainedintheConsolidatedPlan/sapplicabletothejurisdiction,and/orother dataavailabletothePHA,provideastatementofthehousingneedsinthejurisdictionbycompletingthe followingtable.Inthe“Overall”Needscolumn,providetheestimatednumberofrenterfamiliesathave housingneeds.Fortheremainingcharacteristics,ratetheimpactofthatfactoronthehousingneedsfor eachfamilytype,from1to5,with1being“noimpact”and5being“severeimpact.”UseN/Atoindicate thatnoinformationisavailableuponwhichthePHAcannmakethisassessment.

<b>HousingNeedsofFamiliesintheJurisdiction byFamilyType</b>							
FamilyType	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income<=30% ofAMI	726 HH	5	5	3	N/A	3	N/A
Income>30%but <=50%ofAMI	841 HH	5	5	3	N/A	3	N/A
Income>50%but <80%ofAMI	1000 HH	3	3	3	N/A	2	N/A
Elderly	1049	5	5	5	5	3	N/A
Familieswith Disabilities	156	N/A	N/A	N/A	N/A	N/A	N/A
Black	85	N/A	N/A	N/A	N/A	N/A	N/A
Hispanic	24	N/A	N/A	N/A	N/A	N/A	N/A
AllMinority	186	N/A	N/A	N/A	N/A	N/A	N/A

WhatsourcesofinformationdidthePHAusetoconductthisanalysis?(Checkallthat apply;allmaterialsmustbemadeavailableforpublicinspection.)

- ConsolidatedPlanoftheJurisdiction/s  
Indicateyear: 2000to2004
- U.S.Censusdata:theComprehensiveHousingAffordabilityStrategy(“CHAS”) dataset
- AmericanHousingSurveydata  
Indicateyear:
- Otherhousingmarketstudy  
Indicateyear:
- Othersources:(listandindicateyearofinformation)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	467		
Extremely low income <= 30% AMI	423	90.6%	
Very low income (>30% but <=50% AMI)	42	10%	
Low income (>50% but <80% AMI)	1	.4%	
Families with children	342	73%	
Elderly families	15	3%	
Families with Disabilities	32	7%	
White/Hispanic	132/9	29/2%	
Black/Hispanic	316/2	67/.4%	
American Indian - Alaskan Native/Hispanic	10/0	2/0%	
Asian Pacific - Islander/Hispanic	9/0	2/0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2BR			
3BR			

Housing Needs of Families on the Waiting List			
4BR			
5BR			
5+BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 14			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant - based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site - Based or sub - jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	652		
Extremely low income <= 30% AMI	551	84.5%	
Very low income (> 30% but <= 50% AMI)	88	13.5%	
Low income (> 50% but < 80% AMI)	7	1%	
Families with children	315	48%	
Elderly families	41	6%	
Families with Disabilities	146	22%	
White/Hispanic	222/18	34/3%	
Black/Hispanic	409/4	63/.5%	
American Indian - Alaskan Native/Hispanic	8/0	1/0%	
Asian Pacific - Islander/Hispanic	13/0	2/0%	
Characteristics by Bedroom Size			

Housing Needs of Families on the Waiting List			
(Public Housing Only)			
1BR	337	52%	18%
2BR	91	14%	17%
3BR	192	30%	6%
4BR	22	3%	11%
5BR	10	1%	0% (last 12 months)
5+BR	0	0	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 14 Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed financed development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

**\*St. Louis Park jurisdiction contains no census tracts defined as poverty concentrated and no areas of minority concentration.**

- Maintain or increase section 8 lease -updates by effectively screening Section 8 applicantsto increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed -finance housing
- Pursue housing resources other than public housing or Section 8 tenant -based assistance.
- Other: (list below)
  - 1) **Continue partnership with Project for Pride in Living to operate a mixed finance 127 unit affordable housing complex; 12 of the units are public housing units.**
  - 2) **Continue partnership with two non -profit organizations to administer 22 units of Shelter Plus Care housing vouchers.**
  - 3) **Partner with developer of the city's Park Commons project, a mixed -use project, to develop 18 Section 8 Project -Based units and Vail Place to develop 7 Section 8 Project -Based units.**
  - 4) **Provide CDBG funding to Vail Place to assist in the construction of a 7 unit apartment building that will provide permanent housing for mentally disabled individuals.**

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant -based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)
  - **Waiting list preference has been established for families that are participating or are recent graduates of a self -sufficiency program.**

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

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

Select all that apply

- Employ admission preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)
- **Waiting list preference has been established for families that are participating or are recent graduate of a self-sufficiency program.**

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

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

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose voucher targeted to the elderly, should they become available
- Other: (list below)
- **Waiting list preference established for elderly and near elderly families.**

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

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

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the Section 504 Needs Assessment for Public Housing
- Apply for special-purpose voucher targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)
- **Waiting list preferences have been established for applicants with disabilities for both the Section 8 and Public Housing programs.**

### **Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

#### **Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

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

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

Select all that apply

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

**• St. Louis Park jurisdiction contains no defined areas of poverty concentration and no areas of minority concentration. Counseling relates to units available in St. Louis Park and the portability process.**

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

**(2) Reasons for Selecting Strategies**

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

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

[24CFR Part 903.79(b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund	270,842	
b) Public Housing Capital Fund	232,000	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,421,087	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	FSS-20,778	
h) Community Development Block Grant	269,981	Housing rehabilitation, new construction, and support services
i) HOME		
Other Federal Grants (list below)		
j) Shelter Plus Care	609,110	Rent Assistance
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
2001 Capital Fund Program		Public Housing Capital improvements and maintenance needs
2002 Capital Fund Program	231,682	“
<b>3. Public Housing Dwelling Rental Income</b>	426,900	Public Housing Operations
<b>4. Other income (list below)</b>		
Other Income (PH and Section 8)	10,000	PH and Sec. 8 Program Operations
Interest Income	10,000	PH and Sec. 8 Program Operations

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>4. Non-federal sources</b> (list below)		
4d Monitoring	4,500	Housing Programs
<b>Total resources</b>		

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

[24CFR Part 903.79(c)]

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

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

##### (1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)  
**When families are within 1 -10 places from the top of the list.**
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

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

- **Credit History**
- **Personal/Professional references**

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

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

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

**(2)WaitingListOrganization**

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

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

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

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

• **Applications are mailed upon request when the waiting list is open.**

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

1. How many site-based waiting lists will the PHA operate in the coming year? none

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

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

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

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

**(3)Assignment**

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

- One (**for Family Scattered Site Units**)
- Two (**for Hamilton House**)
- Three or More

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

- **Both families and Hamilton House applicants are allowed Hardship Refusals for mitigating circumstances.**

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

- **Hardship transfers are granted to alleviate an extreme hardship.**
- **Convenience transfer to another unit are granted with a \$50.00 charge for Hamilton House residents, not offered to scattered site residents.**

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability

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

- **Elderly or Disabled or Handicapped or family of 2 or more.**
- **Nearelderly (Age 50 -61) non -handicapped or disabled.**

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

- **Nearelderly (age 50 -61) non -handicapped or disabled -5 point**
- **Elderly or handicapped or disabled or family of 2 or more -10 points**

4. Relationship of preferences to income targeting requirements:

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

**(5)Occupancy**

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

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

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

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

**(6)Deconcentration and Income Mixing**

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

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

**St. Louis Park public housing program consists of one “highrise” apartment building, 37 single family scattered site homes and 12 -2 bedroom apartment units dispersed throughout a 127 unit apartment complex. Based on the 200 Census, the St. Louis Park jurisdiction contains no census tracts that meet the definition of poverty concentration.**

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

- Adoption of site based waiting lists  
If selected, list targeted developments below:
- Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

Other (list policies and development targeted below)

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

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

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

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

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

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

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

## B. Section 8

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

### (1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug -related activity only to the extent required by law or regulation
- Criminal and drug -related activity, more extensively than required by law or regulation
- More general screening than criminal and drug -related activity (list factors below)
- Other (list below)

- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC - authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug -related activity
- Other (describe below) **Previous address of participant**

**(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant -based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project -based voucher program
- Other federal or local program (list below)

- b. Where may interested persons apply for admission to section 8 tenant -based assistance? (select all that apply)
- PHA main administrative office
- Other (list below)

**Applications will be mailed upon request when the waiting list is open.**

**(3) Search Time**

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

If yes, state circumstances below:

- **When the HA is satisfied that the family has made reasonable effort to locate a unit, including seeking the assistance of the HA, throughout the initial 60 day period.**
- **The family was unable to search for a unit due to illness or other emergency conditions.**

**(4) Admissions Preferences**

- a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

- **Elderly or handicapped or disabled or family of 2 or more persons.**
- **Near-elderly single (age 50 - 61) non-handicapped or disabled.**

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

1 Date and Time

Former Federal preferences

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

Highrentburden

Other preferences (select all that apply)

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

- **Elderly or Handicapped or Disabled or family with 2 or more persons -1**
- **Near-elderly (age 50 -61) non -handicapped or disabled -1**

4. Among applicants on the waiting list with the equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plan to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

**The HA has established a preference for residents who live in the City of St. Louis Park and lease in their current residence.**

6. Relationship of preference to income targeting requirements: (select one)

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

**To date this has been true. Propose to establish a preference for income targeting when Section 8 Admin Plan is next updated.**

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

a. In which documents or other reference materials are the policies governing eligibility, selection, and admission to any special -purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefings sessions and written materials
- Other (list below)

b. How does the PHA announce the availability of any special -purpose section 8 programs to the public?

- Through published notices
- Other (list below)

- **Informational mailing to targeted community agencies and service organizations.**

#### **4.PHARentDeterminationPolicies**

[24CFRPart903.79(d)]

#### **A.PublicHousing**

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

#### **(1)IncomeBasedRentPolicies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

**The HA established flat rents for all its units in accordance with the Quality Housing and Work Responsibility Act. Residents with higher incomes who choose to pay the flat rent could possibly pay less than 30% of adjusted income for rent.**

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

<b>1 bedroom</b>	<b>\$606</b>	<b>4 bedroom</b>	<b>\$1187</b>
<b>2 bedroom</b>	<b>\$775</b>	<b>5 bedroom</b>	<b>\$1366</b>
<b>3 bedroom</b>	<b>\$1048</b>		

**effective 04/01/2003**

**Public Housing residents will be permitted to choose annually whether the family will pay a "flat rent" for their unit or an income based rent.**

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

For the earned income of a previously unemployed household member

For increases in earned income

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

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

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

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

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

f. Rent re-determinations:

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

- Never
- At family option (**for income decreases**)
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) **\$300.00 per month**
- Other (list below)

**Any addition to the household members named on the lease, excluding births, require written approval of the Housing Authority.**

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

## (2) Flat Rents

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

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

• **Fair Market Rents and Annual Rental Survey**

## B. Section 8 Tenant -Based Assistance

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

### (1) Payment Standards

Describe the voucher payment standards and policies .

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

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

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

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

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

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
  - Reflects market or submarket
  - To increase housing options for families
  - Other (list below)
- **To minimize the number of participant families who experience rent burdens in excess of 30% of household income.**

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

- Annually
- Other (list below)

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

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

- **Comparative analysis with the annual rentals survey data.**

**(2) Minimum Rent**

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

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

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

**5. Operations and Management**

[24CFR Part 903.79(e)]

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

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

- An organization chart showing the PHA’s management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	157	14%
Section 8 Vouchers	265	10%
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program		

(PHDEP)		
ShelterPlusCare	22	30%
OtherFederal Programs(list individually)		
FamilySelf -Sufficiency	40	15%

### C. Management and Maintenance Policies

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

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

**Lease**

**Leasing and Occupancy Policy**

**Tenant Handbook**

**Housekeeping Handbook**

(2) **Section 8 Management: (list below)**

**Section 8 Administrative Plan**

**Housing Assistance Contract**

### 6. PHA Grievance Procedures

[24CFR Part 903.79(f)]

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

#### A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.79(g)]

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

**A. Capital Fund Activities**

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

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) Attachments B, C, & D

-or-

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

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

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

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

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

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

If yes, list development name/s below:

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

If yes, list developments or activities below:

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

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

[24CFR Part 903.79(h)]

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

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

#### 2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)	
5. Number of units affected:	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:	

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

[24CFR Part 903.79(i)]

Exemptions from Component 9; Section 8 only PH As are not required to complete this section.

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

2. Activity Description

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

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

- Part of the development  
 Total development

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

[24CFR Part 903.79(j)]

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

**A. Assessment of Reasonable Revitalization Pursuant to Section 202 of the HUD FY 1996 HUD Appropriations Act**

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

2. Activity Description

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

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

<input type="checkbox"/> Units addressed in a pending or approved HOPEVI demonstration application (date submitted or approved: _____)
<input type="checkbox"/> Units addressed in a pending or approved HOPEVI Revitalization Plan (date submitted or approved: _____)
<input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent
<input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units
<input type="checkbox"/> Other: (describe below)

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

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

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

[24CFR Part 903.79(k)]

**A. Public Housing**

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

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

2. Activity Description

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

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

## B. Section 8 Tenant Based Assistance

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

- **After considering the implementation of a Section 8 Homeownership Program, the HA Board decided not pursue the homeownership option at this time. The Board asked the topic be revisited in a year's time. The topic of Section 8 Homeownership will be brought back to the Board for further consideration in early 2003.**

2. Program Description:

a. Size of Program

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

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

- 25 or fewer participants

- 26- 50participants
- 51to100participants
- morethan100participants

b.PHA establishedeligibilitycriteria

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

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

[24CFR Part 903.79(l)]

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

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

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? DD/MM/Y

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

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

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

#### **(1) General**

a. Self -Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families

- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing home ownership option participation
- Preference/eligibility for section 8 home ownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PHA main office/ other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Tenant Opportunity Program - Hamilton House residents</i>	<i>108 residents</i>	<i>N/A</i>	<i>Hamilton House Coordinator Office</i>	<i>Hamilton House Resident</i>

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	*Program is Voluntary Goal is to serve a total of 40 clients for both the PH and Se. 8 Programs	14
Section 8		26

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

If no, list steps the PHA will take below:

- **Although we serve our targeted program size, the program is not HUD mandated.**

### C. Welfare Benefit Reductions

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

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

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

### 13. PHA Safety and Crime Prevention Measures

[24CFR Part 903.79(m)]

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

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

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

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

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

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

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

- **Scattered Site units and Hamilton House**

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

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

- Contracting with outside and/or resident organizations for the provision of crime and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)
- **Police officers conducted crime prevention seminar for residents at Hamilton House.**
- **Regular contact/meetings with police department staff to facilitate communication.**

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

- **Hamilton House**

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

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents

- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

- **Applies to all units**

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

PHA eligible for FY2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

Yes  No: Is the PHA eligible to participate in the PHDEP in \_\_\_\_\_ the fiscal year covered by this PHA Plan?

Yes  No: Has the PHA included the PHDEP Plan for FY2000 in this PHA Plan?

Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24CFR Part 903.79(n)]

- **The housing Authority has adopted a Pet Policy that allows families other than elderly or disabled families the opportunity to have common household pet effective. See Attachment A.**

**15.C Civil Rights Certifications**

[24CFR Part 903.79(o)]

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

**16. Fiscal Audit**

[24CFR Part 903.79(p)]

1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)

2.  Yes  No: Was the most recent fiscal audit submitted to HUD?

3.  Yes  No: Were there any findings as the result of that audit?

4.  Yes  No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain? \_\_\_\_\_

5.  Yes  No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)?

## **17.PHA Asset Management**

[24CFR Part 903.79(q)]

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

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

## **18. Other Information**

[24CFR Part 903.79(r)]

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

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

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

### 3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

**The HA currently has a public housing resident serving as a commissioner on the HA Board. A notice of interest in serving as a commissioner on the HA Board was mailed to all Public Housing residents and Section 8 participants. Interested individuals submitted an application to the City of St. Louis Park. Applications were reviewed and interviews conducted by the Mayor and City Council. The appointment was made by the Mayor and confirmed by the City Council.**

## C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

- **Hennepin County, Minnesota**

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

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

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

**Suburban Hennepin County has several goals including:**

- **Increase the number of opportunities for individuals and families to access safe, appropriate, and affordable housing.**
- **Improve the stability of neighborhoods by encouraging integration by race, income group, and household type.**
- **Promote neighborhood redevelopment and revitalization by encouraging economic development and redevelopment and eliminating slum and blight.**
- **Improve delivery of services to populations in need.**
- **Provide adequate resources to address the needs of homeless families and individuals.**
- **Encourage and support greater public awareness of current housing and community development needs in suburban Hennepin County.**

**The County has reviewed the Agency Plan and certified that the Plan is consistent with the County's Consolidated Plan.**

**D. Other Information Required by HUD**

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

**Attachments**

## Attachment A

### **Pet Policy for Scattered Site Units**

#### **A. Permitted Pets**

Scattered Site residents shall be permitted to have the following types of common household pets: Dogs (no more than 2' high from the top of the head to the floor when standing with four feet on the floor and weighing no more than 60 pounds), cats, small caged birds, small caged mammals and aquarium fish. Only one (1) dog or one (1) cat may be kept in each unit. All pets must be registered and approved by the Authority as defined under Item I in this policy.

#### **B. Prohibited Pets**

Domesticated animals other than those listed in A above, wild, undomesticated, vicious, destructive or uncontrollable animals of any type shall not be permitted to be kept as pets.

With the exception of an animal which is trained and certified to assist the handicapped or disabled (for example, a seeing-eyed dog), a pet belonging to a non-resident shall not be permitted in the units or on the grounds without the explicit consent of the Housing Authority.

#### **C. License, Inoculation and Identification Requirements for Dogs**

In accordance with City Ordinance, each dog shall be licensed annually and shall wear a valid animal license tag at all times. In addition, a dog owned by a resident shall wear at all times a valid rabies inoculation tag and an identification tag bearing the owner's name, address and telephone number. Dogs must be re-inoculated against rabies no less than every twenty-four (24) months. The pet must be maintained with applicable State and local public health, animal control and animal cruelty laws and regulations.

#### **D. Inoculation and Identification Requirements for Cats**

A cat owned by a resident shall wear at all times a valid rabies inoculation tag and an identification tag bearing the owner's name, address, and telephone number.

Cats must be re-inoculated against rabies no less than every twenty-four (24) months.

**E. Spaying or Neutering Requirements**

Each female dog and cat over six (6) months of age shall be spayed and each male dog or cat over eight (8) months of age shall be neutered.

**F. Rental Deposits for Pet-Related Housing Authority Property Damage**

Residents who own pets shall be liable for the cost of repairing any and all damage caused by their pets, including damage to grounds. Each resident who owns a dog or a cat shall be required to pay to the Housing Authority a rental deposit in the amount of Two Hundred Dollars (\$200.00) prior to housing the pet.

A new resident who owns a dog or cat at the time of lease of moving into a scattered site unit must pay the deposit at the time of lease signing.

A resident who acquires a dog or cat after moving into a scattered site unit must pay the pet deposit before bringing the dog or cat into the unit.

The rental deposit shall be held by the Housing Authority until the resident moves out and will be fully refunded, provided that no pet-related damage has been done to the premises. Amounts necessary to repair such damages shall be deducted from the rental deposit. The pet owners shall be responsible for any additional cost not covered by the deposit.

**G. Pet-Related Liability Insurance (Renter's Insurance**

A pet owner may be liable for any injury or damage that the pet owner's pet causes to the person or property of another resident, a visitor, a Housing Authority employee, or an agent of the Housing Authority. Therefore, it is strongly recommended that residents who own a dog or cat purchase a personal liability insurance policy (renter's insurance) from an insurance carrier of their choice.

**H. Pet Registration Requirements**

At the time that a pet owner is admitted to Public Housing as a new resident, or at such time that a resident acquires a pet, said pet owner shall register the pet with the Housing Authority management and shall continue to do so annually at the time of the Application for Continued Occupancy.

At the time of initial registration and at each registration thereafter, each pet owner shall provide the Housing Authority Management with:

- 1) When inoculations are required by applicable State and local law, a certificate signed by a licensed veterinarian or a State or local authority empowered to inoculate animals (or designated agent of such an authority) stating that the pet has received all such inoculations as required;
- 2) Information sufficient to identify the pet and to demonstrate that it is a common household pet; and
- 3) The name, address, and phone number of one or more responsible parties who will care for the pet if the pet owner dies, is incapacitated, or is otherwise unable to care for the pet. Additional information may be required to ensure compliance with the pet rules. The pet owners shall be required to sign a statement indicating that they or she has read the pet rules and agree to comply with them.
- 4) The Housing Authority may refuse to register a pet if the pet is not a common household pet, if the keeping of the pet would violate any applicable house pet rule; if the pet owner fails to provide complete pet registration information or fails annually to update the pet registration, or if the Housing Authority reasonably determines, based on the pet owner's habits and practices, that the pet owner will be unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament may be considered as a factor in determining the prospective pet owner's ability to comply with the pet rules and other lease obligations. A pet owner shall be given notice if the Housing Authority refuses to register a pet.

**I. Pet Control Requirements**

Each dog or cat shall be kept on a leash when being taken outside of the owner's house. The dog or cat shall always be accompanied by, and in the direct control of, an adult or a child of responsible age who has demonstrated the ability to adequately control the pet.

Pets shall be physically controlled or confined by the pet owner during the times when the Housing Authority employees, agents of the Housing Authority or others must enter the pet owner's home to conduct business, provide services, enforce lease terms, etc.

**J. Disturbances Caused by Pets**

No disturbances by pets shall be permitted which interfere with the peace of other neighbors, visitors, Housing Authority staff or agents of the Housing Authority, whether by barking, howling, growling, chirping, biting, chewing, scratching or other such activities that threaten or disturb others.

**K. Unattended Pets**

Residents who own pets shall be or shall arrange for others to be responsible for their pets at all times.

If any pet is left unattended and it is determined by the Housing Authority that the pet is in distress or is suffering from lack of care or if the pet is causing a disturbance to others, the Housing Authority may, at its sole discretion, enter the pet owner's home, remove the pet and deliver it or cause it to be delivered to the proper authorities. The Housing Authority accepts no responsibility for the pet under such circumstances.

**M. Improperly Cared For Pets**

If it is determined by the Housing Authority that a pet owner is no longer capable of properly caring for a pet, the Housing Authority may, at its sole discretion, require that the pet be removed from the owner's immediate possession and control.

**N. Pet Waste Disposal Requirements**

Each pet owner shall be responsible for promptly cleaning up pet wastes deposited within the tenant's home or on the unit grounds. Such waste must be disposed of in the exterior trash container.

The cat owner shall provide a cat litter box. Each litter box shall be kept within the pet owner's home. No less than twice a week the litter box shall be cleaned, and the accumulated wastes properly wrapped and disposed of in the outside garbage container.

Each pet owner shall take adequate precautions to prevent or eliminate any pet odors within or around the owner's home and shall maintain the home in a clean and sanitary condition at all times.

In **no event** shall pet wastes or litter box material be disposed of through sinks or toilets.

**Q. Pet Enclosure Restrictions**

Appropriate shelter must be provided for pets kept outdoors. However, a pet owner shall not alter the interior or exterior physical structure of the dwelling unit or yard in order to create an enclosure for a pet without the prior approval of the management. This includes the installation of any fences, kennels or doghouses.

**R. Policy Violations**

Residents who violate the above conditions shall be subject to the following actions by the Housing Authority.

a) If a pet causes harm to any person, the pet owners shall be required to permanently remove the pet from their unit within twenty-four (24) hours of

written notice from the Housing Authority. Said pet owner may also be subject to termination of the pet owner's dwelling lease.

b) Pet owners who violate any other conditions of this policy may be required to remove their pet from the unit within seven (7) days of written notice from the Housing Authority. Said pet owner may also be subject to termination of the pet owner's dwelling lease.

The Housing Authority's Grievance Procedure shall be applicable to all individual grievances or disputes arising out of violations or alleged violations of this policy.

HH609/21/0



AttachmentB

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHAName:</b> St.LouisPark		<b>GrantTypeandNumber</b> CapitalFundProgram: MN46P14450103 CapitalFundProgram ReplacementHousingFactorGrantNo:			<b>FederalFYofGrant:</b>  2003
<input checked="" type="checkbox"/> <b>OriginalAnnualStatement</b>		<input type="checkbox"/> <b>ReserveforDisasters/Emergenc ies</b>			<input type="checkbox"/> <b>RevisedAnnualStatement(revisionno: )</b>
<input type="checkbox"/> <b>PerformanceandEvaluationReportforPeriodEnding:</b>		<input type="checkbox"/> <b>FinalPerformanceandEvaluationReport</b>			
Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations	50,000			
3	1408ManagementImprovements				
4	1410Administration				
5	1411Audit				
6	1415liquidatedDamages				
7	1430FeesandCosts	25,000			
8	1440SiteAcquisition				
9	1450SiteImprovement				
10	1460DwellingStructures	150,000			
11	1465.1DwellingEquipment —Nonexpendable				
12	1470NondwellingStructures				
13	1475NondwellingEquipment				
14	1485Demolition				
15	1490Re placementReserve				
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationCosts				
18	1498ModUsedforDevelopment				
19	1502Contingency				
20	AmountofAnnualGrant:(sumoflines2 -19)	225,000			

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

<b>PHAName:</b> St.LouisPark	<b>GrantTypeandNumber</b> CapitalFundProgram: MN46P14450103 CapitalFundProgram ReplacementHousingFactorGrantNo:	<b>FederalFYofGrant:</b>  2003
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**Original Annual Statement**       **Reserve for Disasters/Emergencies**     **Revised Annual Statement (revision no: )**  
 **Performance and Evaluation Report for Period Ending:**       **Final Performance and Evaluation Report**

<b>Line No.</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>	
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

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

PHAName: St.LouisPark		GrantTypeandNumber CapitalFundProgram#:MN46P14450103 CapitalFundProgram ReplacementHousingFactor#:			FederalFYofGrant: 2003			
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.AcctNo.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
MN144002	Repair/refinishentrydoors,installnew bathroomandbedroomdoorsasneeded, installnewclosetdoors.	1460	LumpSum	120,000				
MN144005	Repair/replacethresholds	1460	LumpSum	5,000				
MN144001	Replaceobsoleteplumbingfixtures	1460	LumpSum	5,000				
MN144002	Replaceobsoleteplumbingfixtures	1460	LumpSum	5,000				
MN144004	Replaceobsoleteplumbingfixtures	1460	LumpSum	5,000				
MN144005	Replaceobsoleteplumbingfixtures	1460	LumpSum	10,000				
HAWide	Operations(Extraordinaryturnover maintenance)	1406	LumpSum	20,000				
HAWide	PublicHousingOperations/Non -routine maintenance	1406	LumpSum	30,000				
HA-Wide	HireA/ EToDesignWork	1430	LumpSum	25,000				

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

PHAN ame: St.LouisPark	Grant Type and Number Capital Fund Program#: MN46P14450103 Capital Fund Program Replacement Housing Factor#:	Federal FY of Grant: 2003
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MN144-002	6/30/05			6/30/06			
MN144-005	6/30/05			6/30/06			
HA Wide	6/30/05			6/30/06			

AttachmentC

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement			Housing Factor (CFP/CFPRHF) Part 1: Summary		
PHAName: St. Louis Park		Grant Type and Number Capital Fund Program: MN46P14450102 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant:  2002
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1 )	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/02		<input type="checkbox"/> Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations	0	98,300	0	0
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,000	15,960	15,960	11,682.11
8	1440 Site Acquisition				
9	1450 Site Improvement	16,682	12,865	12,865	0
10	1460 Dwelling Structures	190,000	78,000	78,000	0
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Non Dwelling Structures				
13	1475 Non Dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Rese rve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency	0	26,557	0	0
20	Amount of Annual Grant: (sum of lines 2 -19)	231,682	231,682	0	0

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

<b>PHAName:</b> St.LouisPark	<b>GrantTypeandNumber</b> CapitalFundProgram: MN46P14450102 CapitalFundProgram ReplacementHousingFactorGrantNo:	<b>FederalFYofGrant:</b>  2002
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Original Annual Statement
  Reserve for Disasters/Emergencies
  Revised Annual Statement (revision no: 1 )
  Performance and Evaluation Report for Period Ending: 9/30/02
  Final Performance and Evaluation Report

Line 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**

PHAName: St. Louis Park		Grant Type and Number Capital Fund Program #: MN46P14450102 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
MN144005	Reside, re-roof, replaced deck	1460	4	40,900	27,600	27,600	0	
MN144005	Driveway Replacement	1450	1	4,682	0			
MN144002	Reside, re-roof	1460	5	90,000	51,000	51,000	0	
MN144002	Install new courtyard walkway	1450	1	8,000	8,900	12,865	0	
MN144004	Replace floors, stoops, facia, trim, siding, roofs, doors. Remodel bathrooms	1460	3	18,000	0			
MN144004	Driveway Replacement	1450	1	4,000	0			
MN144001	Replace steps, windows, siding, roofing, trim.	1460	3	41,000	0			
MN144001	Driveway Replacement	1450	1	4,000	0			
HA Wide	Operating Budget/Operations	1406	Lump Sum	0	98,300			
HA Wide	Hire A/E To Design Work	1502	Lump Sum	0	25,957			
HA-Wide	Hire A/E To Design Work	1430	Lump Sum	25,000	15,960	15,960	11,682.11	



Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHAName: St. Louis Park		Grant Type and Number Capital Fund Program: MN46P14450101 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 checked="" type="checkbox"/> Revised Annual Statement (revision no: 1 )	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/02		<input type="checkbox"/> Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations	0	10,000.00	10,000.00	10,000.00
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	23,500.00	22,240.00	22,240.00	19,817.63
8	1440 Site Acquisition				
9	1450 Site Improvement	13,000.00	8,852.00	8,852.00	8,852.00
10	1460 Dwelling Structures	196,424.00	191,832.00	181,350.00	156,503.00
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Non Dwelling Structures				
13	1475 Non Dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2 -19)	232,924.00	232,924.00	222,442.00	195,172.63
21	Amount of line 20 Related to LBP Activities				

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

<b>PHAName:</b> St.LouisPark	<b>GrantTypeandNumber</b> CapitalFundProgram: MN46P14450101 CapitalFundProgram ReplacementHousingFactorGrantNo:	<b>FederalFYofGrant:</b>  2001
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Original Annual Statement
  Reserve for Disasters/Emergencies
  Revised Annual Statement (revision no: 1 )
  Performance and Evaluation Report for Period Ending: 9/30/02
  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				

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

PHAName: St. Louis Park		Grant Type and Number Capital Fund Program #: MN46P14450101 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
MN144005	Replace roofs, install egress windows, wrap trim, flooring, cabinet replacement, replace chimney, remodel bathroom, siding	1460		26,100.00	26,100	26,100	26,100	
MN144005	Driveway replacement	1450		3,000	8,852	8,852	8,852	
MN144002	Wrap ext. door trim, replace bathroom wall, install new shower mechanisms and repair tile, repair exterior insulation, cap interior walls, siding, roofing	1460		102,000	96,135	96,135	76,135	
MN144002	Replace driveway	1450		3,000	0	0	0	
MN144004	Add handrail to front steps, flooring, front stoop replacement, replace fascia, wrap trim, install egress windows, remodel bathroom, siding, roofing	1460		20,224	20,224	20,224	20,224	
MN144001	Replace front steps, windows, foundation insulation, install new garage, wrap trim, siding, roofing	1460		50,100	49,373	49,373	34,044	

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

PHAName: St. Louis Park		Grant Type and Number Capital Fund Program #: MN46P14450101 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: <b>2001</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
MN144001	Driveway replacement	1450		2,000	0	0	0	
HA-Wide	Hire A/E To Design Work	1430		23,500	22,240	22,240	19,817.63	
	Operations	1406		0	10,000	10,000	10,000	

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

PHAName: St.LouisPark		GrantTypeandNumber CapitalFundProgram MN46P14450101 CapitalFundProgramReplacementHousingFactor#:					FederalFYofGrant: 2001
DevelopmentNumber Name/HA-Wide Activities	AllFundObligated (QuartEndingDate)			AllFundsExpended (QuarterEndingDate)			ReasonsforRevisedTargetDates
	Original	Revised	Actual	Original	Revised	Actual	
MN144-001	9/30/02			9/30/03			
MN144-002	9/30/02			9/30/03			
MN144-004	9/30/02			9/30/03			
MN144-005	9/30/02			9/30/03			
HAWide	9/30/02			9/30/03			

# Attachment E Capital Fund Program Five - Year Action Plan

## Part I: Summary

PHAName St.LouisParkHA		<input checked="" type="checkbox"/> Original 5 - Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA- Wide	Year1	WorkStatementforYear2 FFYGrant:2004 PHAFY:20 04	WorkStatementforYear3 FFYGrant:2005 PHAFY:2005	WorkStatementforYear4 FFYGrant:2006 PHAFY:2006	WorkStatementforYear5 FFYGrant:2007 PHAFY:2007
MN144-001	Annual Statement	40,000	37,000	85,000	35,000
MN144-002		195,000	6,000	45,000	50,000
MN144-004		11,000	6,000	15,000	15,000
MN144-005		5,000	76,000	50,000	30,000
MN144-007		5,000	20,000		65,000
HAWide		15,000	16,000	45,000	30,000
TotalCFPFunds (Est.)		271,000	161,000	240,000	225,000
TotalReplacement HousingFactorFunds					

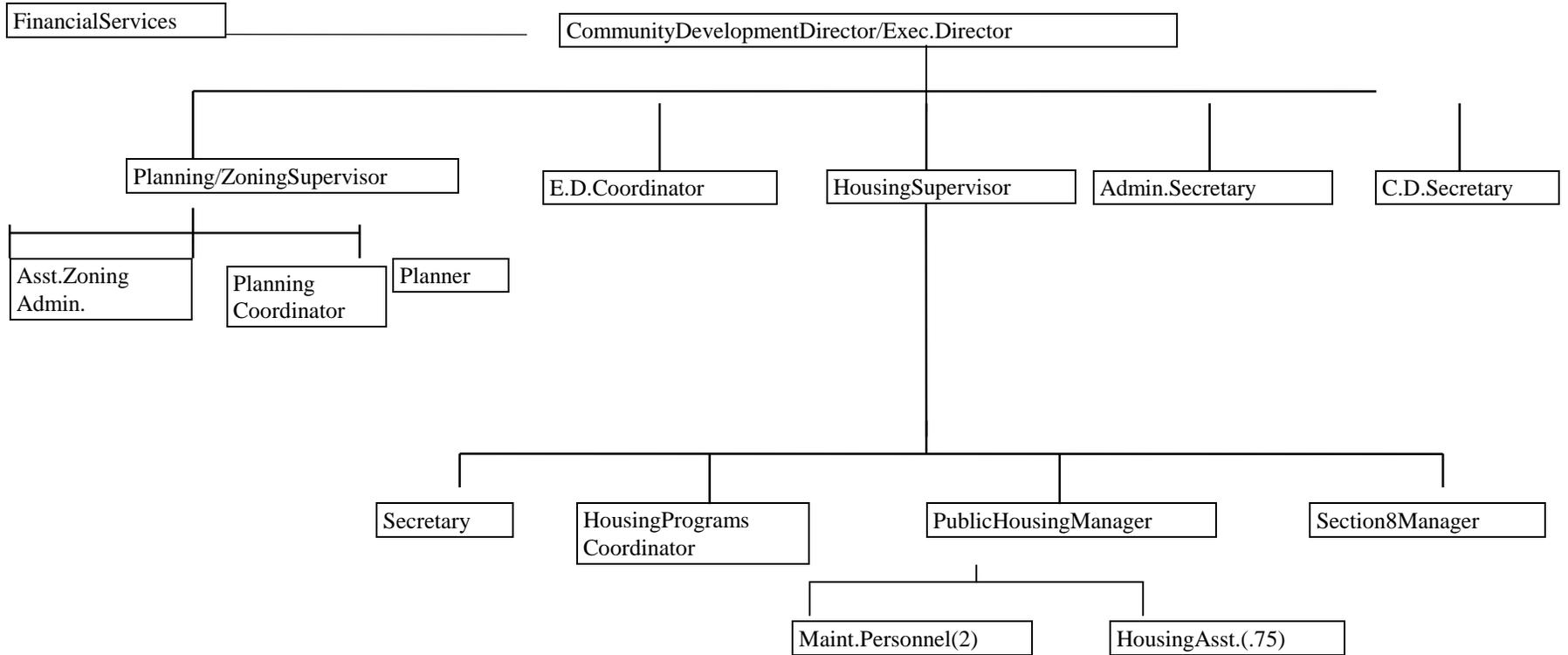
**Capital Fund Program Five - Year Action Plan**  
**Part II: Supporting Pages — Work Activities**

Activities for Year 1	Activities for Year: <u>2</u> _____ FFY Grant: PHAFY: 2004			Activities for Year: <u>3</u> _____ FFY Grant: PHAFY: 2005		
	MN144-001	Replace Siding	10,000	MN144-001	Replace cabinets	15,000
		Replace roof & flashing	10,000		Replace flooring	6,000
		Replace plumbing fixtures	5,000		Mesh wall Rx	6,000
		Replace driveways	10,000		Reroofing	10,000
		Replace furnaces	5,000	MN144-002	Replace driveways	6,000
	MN144-002	New roof	150,000	MN144-004	Replace driveways	6,000
		Wallpaper replacement	40,000			
		Replace plumbing fixtures	5,000	MN144-005	Reroofing	10,000
		Replace Deck/stairs	6,000		Residing	30,000
	MN144-004	Replace plumbing fixtures	5,000		Replace driveways	10,000
					Replace kitchen cabinets	15,000
	MN144-005	Replace plumbing fixtures	5,000		Replace furnace	5,000
	MN144-007	Replace plumbing fixtures	5,000		Mesh Wall Rx	6,000
				MN144-007	Mesh wall Rx	6,000
	HAWide	Operations	40,000		Replace flooring	10,000

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

Activities for Year 1	Activities for Year: 4 FFY Grant: PHAFY: 2006			Activities for Year: 5 FFY Grant: PHAFY: 2007		
MN144-001	Reroofing	20,000	MN144-001	Residing	15,000	
	Replace kitchen cabinets	15,000		Window replacement	20,000	
	Replace flooring	10,000				
	residing	20,000	MN144-002	Reroofing	20,000	
	Window replacements	20,000		Replaced driveways	10,000	
MN144-002	Replaced driveways	5,000		Window replacement	20,000	
	Reroofing	20,000				
	Window replacements	20,000	MN144-004	New boiler	5,000	
				Reroofing	10,000	
MN144-004	Replaced driveways	5,000				
	New boiler	10,000	MN144-007	Reroofing	20,000	
				Replaced driveways	15,000	
MN144-005	Reroofing	10,000		Residing	20,000	
	Replaced driveways	15,000		Reroofing	10,000	
	Replace Kitchen cabinets	15,000	MN144-005	Residing	20,000	
	Replacesiding	30,000		Replaced driveway	10,000	
MN144-007	Replace flooring	10,000				

**COMMUNITY DEVELOPMENT  
DEPARTMENTAL STRUCTURE**



**TableLibrary**

Attachment G  
 St. Louis Park Housing Authority 2002 Action Plan – Progress Report

Housing Authority Vision Elements	Action Items	
	One Year	Five Year
<p>The Community</p> <p>Desirable housing choices exist for families and individuals of all incomes.</p>	<p>a. Apply for 1<sup>st</sup> Time Homebuyer funds in cooperation with MN Housing Finance Agency, MN Cities Participation and Community Action Set-Aside Programs.</p> <p>b. Execute HAP contracts and other administrative requirements to implement the 3 Project Based Section 8 programs authorized by the Board.</p> <p>c. Continue to partner with Habitat for Humanity, identifying suitable properties and assisting as needed.</p> <p>d. Encourage remodeling and maintenance of multi-family housing through the development, application and marketing of rehab loan products.</p> <p>e. Utilizing the Housing Improvement Area Policy, work with Cedar Trails and other homeowner associations by providing an additional resource to meet the housing rehab needs of condominium and townhouse developments.</p> <p>f. Publicize and market existing single family housing related services offered by the City.</p> <p>g. Submit application to MHFA and Federal Home Loan Bank for discount and deferred loan to support single family rehab programs developed as part of the Residential Property Condition Assessment conducted by Inspections.</p> <p>h. Consider applying for additional "Fair Share" Section 8 units based on community need, community goals and staff capacity to administer additional units.</p> <ul style="list-style-type: none"> <li>• <b>The City applied for 1<sup>st</sup> Time Homebuyer as part of a consortium with Hennepin County.</b></li> <li>• <b>Project-Based contracts for the Wayside House</b></li> </ul>	<p>a. Assess the housing needs of the City and pursue funds to develop and administer a variety of housing programs to meet identified needs - assisted, 1<sup>st</sup> time buyer, rehab, move-up, etc.</p> <ul style="list-style-type: none"> <li>• <b>Citywide pilot home improvement program implemented.</b></li> <li>• <b>Housing Summit being planned to be held in early '03 to assess the communities needs and examine and revise housing policies, goals and strategies.</b></li> </ul>

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	<p><b>development have been signed and all 20 vouchers issued. Contracts for the Park Commons development are signed and 7 of 18 units are occupied.</b></p> <ul style="list-style-type: none"> <li>• <b>Project based contracts for Wayside house are signed and occupancy is scheduled for June 1.</b></li> <li>• <b>Rehab loan programs marketed through utility bills, Sun Sailor, Park Perspective, Home Remodeling Fair, Business Line and the Rental Survey to multi family property owners.</b></li> <li>• <b>HIA ordinance for Cedar Trails adopted Nov. 4<sup>th</sup>. Development contract executed 12/23/02; improvements scheduled to begin in Spring '03 .</b></li> <li>• <b>Staff successfully submitted an application to MHFA for \$209,000 in matching rehab funds for the Citywide pilot targeted home improvement program .</b></li> <li>• <b>Submitted application for 25 additional Sec. 8 vouchers.</b></li> </ul>	
<p>There is a balance of housing choices for households at all phases of the lifecycle.</p>	<ul style="list-style-type: none"> <li>a. Continue Home Renewal and Home Renewal "Lite" Program. Purchase and develop 1 -3 Home Renewal properties within the next year.</li> <li>b. Work with landlords to increase acceptance of tenants with rental assistance.</li> <li>c. Assist non profit and for profit developers who will work with the City on the acquisition, improvement and/or development of additional housing opportunities to meet the City's housing needs.</li> <li>d. Explore the feasibility of partnering with West Hennepin Affordable Land Trust to create affordable homeownership opportunities utilizing the Land Trust model in St. Louis Park.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Closed on Home Renewal property on Wooddale, sold properly to developer and home currently under construction. Closed on Home Renewal Lite property on Nevada in January. Development</b></li> </ul>	<ul style="list-style-type: none"> <li>a. Continue to evaluate the need for housing rehab funds and new rehab programs.</li> <li>b. Encourage and facilitate home buying and other unique homeownership opportunities.</li> </ul>

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	<p>contract awarded to Stobbe Builders, closing pending.</p> <ul style="list-style-type: none"> <li>• CDBG funds designated to Perspectives, Wayside House, Meadowbrook and Va il Placeto assist in acquisition, renovation and new construction of affordable housing and site improvements.</li> <li>• Project-based 45 units of Section 8 voucher rental assistance in three developments.</li> <li>• Sent letter to W. Henn. Affordable Land Trust indicating interest in exploring partnering to develop land trust model in SLP.</li> </ul>	
St. Louis Park is a unique, safe, pedestrian - and transit - oriented community.	<p>a. Incorporate livable communities' principles into policies and planning.</p> <ul style="list-style-type: none"> <li>• <b>Livable communities' principles incorporated into the Park Commons development.</b></li> </ul>	
Agency Administration and Programs		
The public housing stock is well - maintained and a positive community asset.	<p>a. Continue to address maintenance deficiencies noted by HUD at the annual PHAS inspection and maintain properties at a level that ensures we meet the highest PHAS property inspection criteria.</p> <p>b. Implement improvements as noted in the public housing one-year and a five - year capital fund improvement plan utilizing the formula allocated Capital Improvement grant funds. Enhance Plan, developing a comprehensive PH property condition inventory that includes all capital and equipment improvements/replacements regardless of funding source.</p> <ul style="list-style-type: none"> <li>• <b>Staff completed inspections of all scattered site properties prior to HUD inspection visit. Follow -up to complete all outstanding repairs conducted. Second round of inspections completed in fall of '02.</b></li> <li>• <b>Improvements funded under the '01 Capital fund grant complete as of 12/31/02. Board approved architectural contract for '02 Capital Fund Grant improvements at the November Board meeting. Contract awarded to Merit Construction</b></li> </ul>	<p>a. Evaluate need for changes in maintenance strategies, procedures and policies on an ongoing basis.</p> <ul style="list-style-type: none"> <li>• <b>PH maintenance and management staff have implemented regular meetings to review, discuss and document maintenance related policies and procedures.</b></li> </ul>

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<p>The Housing Authority is financially solvent and strives for greater financial capacity.</p>	<ul style="list-style-type: none"> <li>a. Continue to undertake entrepreneurial activities consistent with the HA mission; monitoring of 4d properties, administration of Shelter Plus Care, etc.</li> <li>b. Continue to apply for available HUD funding to ensure a self-supported TRAILS program.</li> <li>c. Achieve and maintain adequate accounting systems and internal control procedures to comply with HUD audit requirements.</li> <li>d. Develop budgets for agency programs that reflect prudent fiscal operation. Continue to review financial principles and policies related to HA reserve funds.</li> <li>e. Enhance financial monitoring of housing rehab programs; determine approach to ensure long-term viability of the Housing Rehab fund.</li> <li>• <b>Administrative fees earned for the administration of the Shelter Plus Care Program and 4d monitoring.</b></li> <li>• <b>Family Self-Sufficiency Grant awarded to the HA in the amount of \$20,778.</b></li> <li>• <b>HA received a clear audit for FYE 3/31/02.</b></li> <li>• <b>Approved budgets minimized use of reserves (\$1,262 in PH budget). Capital funds utilized to supplement operating budget.</b></li> </ul>	<ul style="list-style-type: none"> <li>a. Seek other funding sources to supplement existing housing program resources.</li> <li>b. Diversify agency income sources including possible revenue producing ventures to support other activities.</li> </ul>
<p>The administration of Housing Authority programs is efficient, effective and productive.</p>	<ul style="list-style-type: none"> <li>a. Continue to "Rethink" our products, services and systems. Institute uniform policies across programs to improve specific management functions. Revise policies and procedures to reflect Congressional changes, HUD rules and procedural practices.</li> <li>b. Create a "monthly management report" to track key program indicators needed for PHAS, SEMAP and Performance Measurement.</li> <li>c. Revise Public Housing Leasing and Occupancy Plan and Lease.</li> <li>d. Continue to operate the PH program in a manner that maintains HUD "high performer" status.</li> <li>e. Maintain PH occupancy level of 98% while continuing</li> </ul>	<ul style="list-style-type: none"> <li>a. Continue to identify training and professional development opportunities for staff.</li> <li>b. On an ongoing basis, evaluate and streamline procedures, revising outmoded or redundant systems.</li> </ul>

**Table Library**

	<p>to perform complete and consistent screening of applicants.</p> <p>f. Strive to achieve “high performer” status under HUD’s Section 8 Management Assessment Program (SEMAP).</p> <p>g. Maintain Section 8 program utilization rates at an average of at least 98% or greater. Explore the financial and administrative benefits of purchasing new housing management software.</p> <ul style="list-style-type: none"> <li>• <b>Both the PH Occupancy Plan and the Sec. 8 Administrative Plan have been updated to reflect new HA policies and HUD regulations.</b></li> <li>• <b>PH maintenance and management staff meet regularly to discuss and document maintenance related procedures.</b></li> <li>• <b>PH overall occupancy level for current fiscal year is 99%.</b></li> <li>• <b>Sec. 8 utilization has exceeded 100% percent of allocation for entire fiscal year.</b></li> </ul>	
The Housing Authority has a good professional image as a developer, property manager and policymaker in St. Louis Park.	<p>a. Pursue community outreach opportunities.</p> <p>b. HA staff, Board and residents work to become better neighbors, e.g., more active with neighborhood associations.</p>	<p>a. Develop HA Annual Report. (in conjunction with a Community Development Department Annual Report)</p> <p>b. Identify and undertake new public relations activities.</p>
The Agency as Partner		
The Housing Authority seeks opportunities to work in partnership with for-profit and non-profit organizations to address housing needs in St. Louis Park	<p>a. Continue to participate in NAHRO, Metropolitan Interfaith Council on Affordable Housing, Multi-Housing-Association, and, other housing related organizations etc.</p> <p>b. Seek opportunities to collaborate with non-profit and for-profit developers to expand home improvement programming, resources and financing options.</p> <p>c. Serve as an active Board member on the Meadowbrook Collaborative Board. Support council appointed Board member to Louisiana Court Board of Governors.</p> <p>d. Implement Section 8 Project Based Program in 3 developments awarded by the Board.</p> <ul style="list-style-type: none"> <li>• <b>CDBG funds utilized to assist Wayside, Perspectives,</b></li> </ul>	<p>a. Seek further opportunities to collaborate on non-profit and government planning efforts regarding housing in the community.</p> <p>b. Actively seek opportunities for connections with the business and for-profit real estate communities.</p> <ul style="list-style-type: none"> <li>• <b>Identified several in-kind contributions from businesses as a component of the citywide pilot home improvement program.</b></li> </ul>

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	<p><b>Meadowbrook and Vail Place with various affordable housing and site needs.</b></p> <ul style="list-style-type: none"> <li>• <b>Staff continue to serve/support various Boards and Collaboratives including the Meadowbrook Collaborative, Community Housing Partnership, SPARC and the Louisiana Court Limited Partnership.</b></li> <li>• <b>Wayside project -based program fully implemented. Park Commons contract in the process of being signed, screening of first tenants underway. Vail place has received city approval to commence construction.</b></li> </ul>	
<p>The Housing Authority has a strong relationship with the City Council, City staff and the citizens of St. Louis Park.</p>	<p><i>a. Continued discussions with the City Planning and Inspections staff on areas for greater collaboration.</i></p> <p>b. Meet with the City Council during 2002.</p> <p>c. Continue to collaborate with the Police Department to support the Crime Free Multi -Housing Coalition and serve as Community Development staff liaison to the Coalition; obtain Crime Free Multi -Family Housing designation for PH units.</p> <p>d. Work with neighborhood associations to address housing related issues. Identify neighborhood and work with Neighborhood Association on targeted neighborhood revitalization effort.</p> <p>e. Identify activities to better market City housing -related programs to the residents of St. Louis Park.</p> <ul style="list-style-type: none"> <li>• <b>Collaborated with inspections staff on the planning and implementation of the Citywide pilot home improvement program.</b></li> <li>• <b>Inspections performed property condition inspections on multiple Home Renewal properties and the Cedar Trails.</b></li> <li>• <b>Planning is underway to hold a Housing Summit in early '03.</b></li> <li>• <b>Staff attended police training meeting to discuss Sec. 8 and PH programs. Staff and police dept.</b></li> </ul>	<p><i>a. Continue to partner with Police, Fire, Inspections and other department regarding buildings safety, criminal screening, and tenant education.</i></p>

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	<p>collaborated to evict PHt enant on drug charges. Staff continues to work with police to support the multi-family crime free coalition.</p> <ul style="list-style-type: none"> <li>Utilized CDBG funds to construct a park shelter at the Meadowbrook apartment complex.</li> <li>Marketing efforts have included: utility bills, Sun Sailor, Park Perspective, Home Remodeling Fair, Business Line and Rental Survey to multi-family property owners; mailing to all homeowners that have recently pulled building permits.</li> </ul>	
Our Residents		
Current and past residents of subsidized housing have improved their economic status and are less dependent on public assistance.	<ul style="list-style-type: none"> <li>Continued to administer the Trails Family Self-Sufficiency program, access "permanent" funding sources for TRAILS.</li> <li>Investigate role of HA and opportunities for linking to programming by community support services organizations.</li> <li>Executed the eighth contract with EAC for Coordinator services for the TRAILS program. HUD grant funds to support the program have been received for 5 consecutive years. There have been 4 successful graduates of the programs since April '02.</li> </ul>	<ul style="list-style-type: none"> <li>Seek long-term opportunities to partner regarding referral and delivery of self-sufficiency services.</li> <li>Act as advocate to make referrals and encourage self-advocacy in residents and flexibility among landlord and employers.</li> </ul>
Residents unable to achieve economic independence because of age, disability or circumstance have improved their quality of life and are contributing members of the community.	<ul style="list-style-type: none"> <li>Help tenants through referral and advocacy to strengthen their relationships with local service organizations.</li> <li>Assist the Hamilton House Club in implementation and contract administration of the TOP grant to provide the coordination of social services. Seek alternative funding to sustain services beyond the end of the grant period.</li> <li>Staff have referred residents to services with STEP, Housing Link, Lutheran Social Services and CA SH. TOP grant has been expended and services through Jewish Family Services ended 12/31/02. Staff exploring the feasibility of bringing a social worker onsite at Hamilton House for a limited # of hours per week to provide service coordination and crisis intervention at Hamilton House.</li> </ul>	<ul style="list-style-type: none"> <li>Consider policies to address any unique needs of these populations.</li> <li>Adopted policy that increased the threshold requiring resident to report increases in income from \$100 to \$300 per month.</li> </ul>

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**AttachmentH  
St.LouisParkHousingAuthority2003ActionPlan**

Adopted

<b>HousingAuthorityVisionElements</b>	<b>ActionItems</b>	<b>OneYear</b>	<b>FiveYear</b>
TheCommunity Desirablehousingchoicesexistforfamiliesandindividualsofallincomes.	a.Applyfor1 <sup>st</sup> TimeHomebuyerfundsincooperationwith MNhousingFinanceAgency,MNCitiesParticipation andCommunityActionSet -AsidePrograms.	a.Assessthehoui ngneedsoftheCityandpursuefundsto developandadministeravarietyofhousingprogramsto meetidentifiedneeds -assisted,1 <sup>st</sup> timebuyer,rehab,	

	<ul style="list-style-type: none"> <li>b. Continue to execute HAP contracts and other administrative requirements to implement the Excelsior and Grand and Vail Place Project Based Section 8 programs authorized by the Board.</li> <li>i. Continue to partner with Habitat for Humanity, identifying suitable properties and assisting as needed.</li> <li>j. Encourage remodeling and maintenance of multi-family housing through the development, application and marketing of rehab loan products.</li> <li>k. Continue administration of the Cedar Trails Housing Improvement Area, work with other homeowner associations by providing interested in utilizing HIA as a resource to meet the housing rehab needs of condominium and townhouse developments.</li> <li>l. Publicize and market existing single family housing related services offered by the City.</li> <li>m. Continue implementation of the Citywide “Rhodes Remodel” program, close out and evaluate program effectiveness at year end.</li> <li>n. Consider applying for additional “Fair Share” Section 8 units based on community need, community goals and staff capacity to administer additional units.</li> </ul>	<p>move-up, etc.</p>
<p>There is a balance of housing choices for households at all phases of the life cycle.</p>	<ul style="list-style-type: none"> <li>e. Continue Home Renewal and Home Renewal “Lite” Program. Purchase and develop 1-3 Home Renewal properties within the next year.</li> <li>f. Work with landlords to increase acceptance of tenants with rental assistance.</li> <li>g. Assist non-profit and for-profit developers who will work with the City on the acquisition, improvement and/or development of additional housing opportunities to meet the City’s housing needs.</li> <li>h. Explore the feasibility of partnering with West Hennepin</li> </ul>	<ul style="list-style-type: none"> <li>a. Continue to evaluate the need for housing rehab funds and new rehab programs.</li> <li>b. Encourage and facilitate home buying and other unique homeownership opportunities.</li> </ul>

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	Affordable Land Trust to create affordable homeownership opportunities utilizing the Land Trust model in St. Louis Park.	
St. Louis Park is a unique, safe, pedestrian - and transit - oriented community.	<i>b. Incorporate livable communities' principles into policies and planning.</i>	
<b>Agency Administration and Programs</b>		
The public housing stock is well - maintained and a positive community asset.	<p>c. Continue to address maintenance deficiencies noted by HUD at the annual PHAS inspection and maintain properties at a level that ensures we meet the highest PHAS property inspection criteria.</p> <p>d. Implement improvements as noted in the public housing one-year and a five - year capital fund improvement plan utilizing the formula allocated Capital Improvement grant funds. Enhance Plan, developing a comprehensive PH property condition inventory that includes all capital and equipment improvements/replacements regardless of funding source.</p>	a. Evaluate need for changes in maintenance strategies, procedures and policies on an ongoing basis.
The Housing Authority is financially solvent and strives for greater financial capacity.	<p>f. Continue to undertake entrepreneurial activities consistent with the HA mission; monitoring of 4d properties, administration of Shelter Plus Care, etc.</p> <p>g. Continue to apply for available HUD funding to ensure a self-supported TRAILS program.</p> <p>h. Achieve and maintain adequate accounting systems and internal control procedures to comply with HUD audit requirements.</p> <p>i. Develop budgets for agency programs that reflect prudent fiscal operation. Continue to review financial principles and policies related to HA reserve funds.</p> <p>j. Enhance financial monitoring of housing rehab programs; determine approach to ensure long - term viability of the Housing Rehab fund.</p>	<p>a. Seek other funding sources to supplement existing housing program resources.</p> <p>b. Diversify agency income sources including possible revenue producing ventures to support other activities.</p>
The administration of Housing Authority programs is efficient, effective and productive.	h. "Continue to "Rethink" our products, services and systems. Institute uniform policies across programs to improve specific management functions. Revise policies and procedures to reflect Congressional changes, HUD	<p><i>a. Continue to identify training and professional development opportunities for staff.</i></p> <p>b. On an ongoing basis, evaluate and streamline procedures, revising outmoded or redundant systems.</p>

**Table Library**

	<p>rules and procedural practices.</p> <ul style="list-style-type: none"> <li>i. Create a “monthly management report” to track key program indicators needed for PHAS, SEMAP and Performance Measurement.</li> <li>j. Revise Public Housing Leasing and Occupancy Plan and Lease.</li> <li>k. Continue to operate the PH program in a manner that maintains HUD “high performer” status.</li> <li>l. Maintain a PH occupancy level of 98% while continuing to perform complete and consistent screening of applicants.</li> <li>m. Strive to achieve “high performer” status under HUD’s Section 8 Management Assessment Program (SEMAP).</li> <li>n. Maintain Section 8 program utilization rates at an average of at least 98% or greater. Explore the financial and administrative benefits of purchasing new housing management software.</li> </ul>	
The Housing Authority has a good professional image as a developer, property manager and policymaker in St. Louis Park.	<ul style="list-style-type: none"> <li>c. Pursue community outreach opportunities.</li> <li>d. HA staff, Board and residents work to become better neighbors, e.g., more active with neighborhood associations.</li> </ul>	<ul style="list-style-type: none"> <li>a. Develop HA Annual Report. (in conjunction with a Community Development Department Annual Report)</li> <li>b. Identify and undertake new public relations activities.</li> </ul>
The Agency as Partner		
The Housing Authority seeks opportunities to work in partnership with for-profit and non-profit organizations to address housing needs in St. Louis Park	<ul style="list-style-type: none"> <li>a. Continue to participate in NAHRO, Metropolitan Interfaith Council on Affordable Housing, Multi-Housing Association, and other housing related organizations etc.</li> <li>e. Seek opportunities to collaborate with non-profit and for-profit developers to expand home improvement programming, resources and financing options.</li> <li>f. Serve as an active Board member on the Meadowbrook Collaborative Board. Support council appointed Board member to Louisiana Court Board of Governors.</li> <li>g. Implement Section 8 Project Based Program in 3 developments awarded by the Board.</li> </ul>	<ul style="list-style-type: none"> <li>a. Seek further opportunities to collaborate on non-profit and government planning efforts regarding housing in the community.</li> <li>b. Actively seek opportunities for connections with the business and for-profit real estate communities.</li> </ul>

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<p>The Housing Authority has a strong relationship with the City Council, City staff and the citizens of St. Louis Park.</p>	<p>a. Continued discussions with the City Planning and Inspections staff on areas for greater collaboration.</p> <p>f. Meet with the City Council during 2002.</p> <p>g. Continue to collaborate with the Police Department to support the Crime Free Multi-Family Housing Coalition and serve as Community Development staff liaison to the Coalition; obtain Crime Free Multi-Family Housing designation for PH units.</p> <p>h. Work with neighborhood associations to address housing related issues. Identify neighborhood and work with Neighborhood Association on targeted neighborhood revitalization effort.</p> <p>i. Identify activities to better market City housing related programs to the residents of St. Louis Park.</p>	<p>a. Continue to partner with Police, Fire, Inspections and other departments regarding buildings safety, criminal screening, tenant education.</p>
<p><b>Our Residents</b></p>		
<p>Current and past residents of subsidized housing have improved their economic status and are less dependent on public assistance.</p>	<p>c. Continue to administer the Trails family self-sufficiency program, access "permanent" funding sources for TRAILS.</p> <p>d. Investigate role of HA and opportunities for linking to programming by community support services organizations.</p>	<p>a. Seek long-term opportunities to partner regarding referral and delivery of self-sufficiency services.</p> <p>b. Act as advocate to make referrals and encourage self-advocacy in residents and flexibility among landlord and employers.</p>
<p>Residents unable to achieve economic independence because of age, disability or circumstance have improved their quality of life and are contributing members of the community.</p>	<p>c. Help tenants through referral and advocacy to strengthen their relationships with local service organizations.</p> <p>d. Assist the Hamilton House Club in implementation and contract administration of the TOP grant to provide the coordination of social services. Seek alternative funding to sustain services beyond the end of the grant period.</p>	<p>a. Consider policies to address any unique needs of these populations.</p>

**Table Library**

**AttachmentI**

AgencyPlanResidentAdvisoryBoardMembership

EstelleBrooks  
2400Nevada  
St.LouisPark,MN55416

VirgieSmith  
9015ClubRoad  
St.LouisPark,MN55416

\*The HA solicited Public Housing residents and Section 8 participants to serve on the Resident Advisory Board through, staff contacts, an informational mailing and newsletter article. Several residents were also contacted directly. Due to the lack of interest, the HA Board has indicated that they will approve the payment of meeting stipend to participants in an effort to garner greater participation.

Housing Authority Board of Commissioners

Shone Row  
8220 West 34 1/2 Street  
St. Louis Park, MN 55426

Term Expires: 06/30/07

**Attachment J**

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
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Development Name:	Number of Units	Explanation(if any)[seestep4at §903.2(c)(1)(iv)]	Deconcentration policy(if no explanation)[seestep5 at §903.2(c)(1)(v)]