

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

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Small PHA Plan Update  
Annual Plan for Fiscal Year Beginning in: 2003

**RENVILLE COUNTY HRA**

**FINAL COPY**

**Adopted 3-26-2003**

**Chris Hettig Executive Director** \_\_\_\_\_

**Mark Glesener Board Chair** \_\_\_\_\_

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

## PHA Plan Agency Identification

**PHA Name:** RENVILLE COUNTY Housing and Redevelopment Authority

**PHA Number:** MN161

**PHA Fiscal Year Beginning:** 07/2003

### PHA Plan Contact Information:

Name: Chris Hettig

Phone: 320-523-3745

TDD:

Email (if available): Chris\_h@co.renville.mn.us

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

- Main administrative office of the PHA
- PHA development management offices
- Main administrative office of the local, county or State government
- Public library
- PHA website
- X Other (list below): City offices in Morton, Franklin and Sacred Heart

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

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

### PHA Programs Administered:

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

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

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## **ii. Executive Summary**

The 2003 Annual Plan contains minimal changes from the 2002 Annual Plan, which included a major revision of the HRA/EDA's Section 8 and Public Housing Policies. The plan includes minor policy changes, which are discussed in item #1 below.

This year's plan proposes some revisions to the 2002 capital improvement budget and requests a major overhaul of the five-year capital improvement plan. These changes were based on input from residents and maintenance staff, and delete or defer some previously proposed items which were either repetitious of recently done improvements or are not as high a priority as other items.

The plan requests a revision in the year 2002 Capital Fund Program budget by shifting funding for computer hardware and software and for redecoration of the community room at Centennial Apartments to future years in the five year plan. The proposed revision shifts that money to increase the line item for replacement of carpet replacement and to operations to purchase a machine to clean carpet in order to reduce on-going operating costs.

The plan proposes a 2003 Capital Fund Program budget which would allow the replacement of the 21-year old baseboard heating fixtures. It would also allow the construction of entry shelters over side doors at Centennial to prevent ice build-up and allow more accessible plumbing fixtures to be allowed as needed in some units at Centennial, as well as allowing the improvement of a parking lot and some sidewalk and driveway replacements.

The plan proposes a Five-Year Action Plan for capital improvements in Public Housing which:

- (a) provide for the replacement non-energy efficient windows in all 25 units;
- (b) mechanically update the elevator at Centennial;
- (c) replace kitchen ranges in all units;
- (d) recarpet Centennial;
- (e) Install automatic entry doors at Centennial;
- (f) replacement plumbing in public housing units;
- and (g) install central air at Centennial.

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

The Renville County HRA/EDA adopted three policy changes which will be in effect during the coming year.

1. The security deposit on single-family detached homes in the Public Housing inventory was increased from \$125 to \$240. This policy was implemented to more realistically cover the cost of cleaning, minor repairs and unpaid utility bills that sometimes follow unit vacancy.
2. The agency's pet policy was revised to limit the size of cats and dogs in single-family public housing units to no more than 25 pounds and in apartments to no more than 40 pounds. The pet deposit was reduced from \$500 to \$200. The revised policy also regulates the location of pet enclosures installed by tenants in the yards of single-family units.
3. The agency adopted a policy to formalize its housekeeping and repair policy.
4. The agency adopted a revised procurement policy requiring one quote for purchases under \$500, two verbal or written quotes for purchases from \$500 to \$999, solicitation of written quotes for purchases from \$1,000 to \$24,999, and formal bid process for purchases of \$25,000 and up.

## **2. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ est 45,000

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

D. Capital Fund Program Grant Submissions

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

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

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

The Capital Fund Program Annual Statement is provided as Attachment B

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

[24 CFR Part 903.7 9 (h)]

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

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

#### 2. Activity Description

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

#### **4. Voucher Homeownership Program**

[24 CFR Part 903.7 9 (k)]

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

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

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

- Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family's resources
- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

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

[24 CFR Part 903.7 (m)]

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

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

## **6. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
  
2. If yes, the comments are Attached at Attachment (File name) F
  
3. In what manner did the PHA address those comments? (select all that apply)
  - X The PHA changed portions of the PHA Plan in response to comments  
A list of these changes is included  
 Yes  No: below or  
X Yes  No: at the end of the RAB Comments in Attachment F.  
Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the at the end of the RAB Comments in Attachment \_\_.
  
  - Other: (list below)

## B. Statement of Consistency with the Consolidated Plan

1. Consolidated Plan jurisdiction: State of 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 specific initiatives contained in the Consolidated Plan. (list such initiatives below)
  - Other: (list below)
3. PHA Requests for support from the Consolidated Plan Agency
  - Yes  No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The goals of the plan include: sustaining families by “promoting affordable housing” and providing for growing elderly population by “expanding the range of housing choices.”

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

### **1. Amendment and Deviation Definitions**

**Substantial Deviation** – A substantial deviation is a decision made by the Board of Commissioners to change the PHA’s mission statement, goals, or objectives identified in the 5-Year Plan. It is also when goals or objectives are changed that affect the residents or have a significant impact to the PHA’s financial situation.

**Significant Amendment or Modification to the Annual Plan** – Changes in the plans or policies of the PHA that require formal approval by the Board of Commissioners.

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

No significant changes to the PHA Five-year plan occurred this year.

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

Significant changes proposed to the Annual Plan include:

Increase in Capital Fund request for replacement of windows in Single-family Public Housing units to fully fund that project

The addition to the five year plan of window replacement at Centennial Apartments; kitchen range replacement in all units; recarpeting of Centennial Apartments; and replacement of cupboards, countertops and plumbing fixtures in the single-family homes.

## Attachment A Supporting Documents Available for Review

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents <input 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 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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any required policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	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 any active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Income Analysis of Public Housing Covered Developments	Required by PIH Notice 2001-26 (specify as needed)
	Voluntary Conversion Required Initial Assessment	Required by PIH Notice 2001-26 (specify as needed)
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name:</b> RENVILLE COUNTY HRA		<b>Grant Type and Number</b> Capital Fund Program: MN46P16150103 Capital Fund Program Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2003
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:     )</b>					
<input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	2,000			
3	1408 Management Improvements	2,000			
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	7,500			
10	1460 Dwelling Structures	31,500			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	2,000			
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)	45,000			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 related to energy conservation measures				

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: RENVILLE COUNTY HRA		<b>Grant Type and Number</b> Capital Fund Program #: MN46)16150103 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
MN161-001	Operations	1406	Lump sum	2,000				
MN161-001	Computer software	1408	Lump sum	2,000				
MN161-001	Baseboard heating fixture replacement	1460	17	10,000				
MN161-001	Side entry door roof structures	1460	2	8,000				
MN161-001	Plumbing fixture replacement	1460	5	4,000				
MN161-001	Carpet replacement in apartments	1460	5	7,500				
MN161-001	Community room redecorating	1460	Lump sum	2,000				
MN161-001	Parking lot sealcoating, driveway and sidewalk replacement as needed	1450	Lump sum	7,500				
MN161-001	Computer hardware replacement	1475.1	Lump sum	2,000				



### Capital Fund Program 5-Year Action Plan

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

<b>CFP 5-Year Action Plan</b>		
<input type="checkbox"/> Original statement <input checked="" type="checkbox"/> Revised statement		
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	
MN161001	Renville County HRA/EDA	
<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Baseboard hot water heating fixtures	10,000.00	7/2003
Roof structures/awnings over side doors at Centennial	8,000.00	7/2003
Plumbing fixture replacement	4,000.00	7/2003
Parking lot, driveway and sidewalk improvements	7,500.00	7/2003
Carpet replacement in five apartment units	7,500.00	7/2003
Community room redecorating	2,000.00	7/2003
Computer hardware	2,000.00	7/2003
Computer software	2,000.00	7/2003
Operations	2,000.00	7/2003
Replace windows in single-family homes	28,000.00	7/2004
Elevator mechanical update	15,000.00	7/2004
Centennial windows – phase I	20,000.00	7/2005
Kitchen ranges in all units	8,000.00	7/2005
Carpet replacement in five apartment units	7,500.00	7/2005
Automatic entry doors in apartment building	9,500.00	7/2005
Centennial windows – phase II	17,000.00	7/2006
Replace carpeting in apartment common areas	7,500.00	7/2006
Central air conditioning in apartment building	20,000.00	7/2007
Plumbing replacement – all units	25,000.00	7/2007

<b>Total estimated cost over next 5 years</b>	<b>217,500.00</b>	
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**Required Attachment D: Resident Member on the PHA Governing Board**

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

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

Caroline Pitts

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

- Elected
- Appointed

C. The term of appointment is (include the date term expires): 2 Years through Jan 2004

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

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

B. Date of next term expiration of a governing board member: 12/31/2003

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

Renville County Board of Commissioners

- \*Gale Dahlager      Chairman
- \*Ralph Novotny
- \*John Stahl
- \*Paul Setzepfandt
- \*Robert Fox

## **Required Attachment E: Membership of the Resident Advisory Board or Boards**

Because of the small size of the Renville County HRA all residents of Public Housing programs are invited to take part in the Resident Advisory Board Meetings. The Resident Advisory Board meets annually and is open to all participants for comments and review.

## **Required Attachment F: Comments of the Resident Advisory Board & Explanation of PHA response**

Because of the small size of the Renville County PHA, all public housing residents are invited to the annual Residents Advisory Meeting. This year's meeting regarding the annual plan was held at 1:30 p.m. on January 27, 2003 in the Community Room of Centennial Apartments. Ten residents attended the meeting. Residents made several comments regarding improvements they would like to see made to the building or to their own units.

Some requests were reflective of the advancing age of residents at Centennial Apartments. They included higher toilet seats in some units and changes in bathing accommodations in some units. These requests are reflected in the 2003 capital improvement budget request.

A stationary picnic table with umbrella was requested for the patio. This expenditure is budgeted for in 2002 capital improvements as part of the larger patio refurbishing line item and requires no additional budget request or revision.

A request was made for awnings or roof structures over the side doors due to ice build-up. This is reflected in the 2003 capital request plan submitted with this plan.

Requests were made for new carpeting in some units at Centennial Apartments. Some carpeting is budgeted for in the 2002 capital budget. Because the redecorating of the community room at Centennial, which was budgeted for in 2002, no longer is not as high a priority with residents, the plan requests a revision moving that money to increase the carpeting line item, moving the redecoration of the community room to 2003. Recarpeting the remainder of Centennial is addressed in the five-year capital improvement plan.

Comments were also made regarding the draftiness of the windows and the desirability of central air conditioning, including a need to air condition the laundry room at Centennial Apartments. The replacement of windows in all PHA units and the installation of central air at Centennial is included in the 5-year capital improvement plan submitted with this plan.

## **Required Attachment \_\_\_G\_\_\_: Brief Statement of Progress in Meeting the Five-Year Plan Mission and Goals.**

A goal of the five year plan is increasing the availability of decent, safe and affordable housing. One way that is being achieved is better usage of the voucher program. In November of 2002, the HRA/EDA received a letter from HUD stating that it had met its lease-up goal and was no longer in troubled status. HAP usage rose from 66 units in July of 2001 to 95 units in June of 2002. HAP usage from July through January of the current fiscal year was consistently at or above 100 percent usage. The HRA/EDA is also working to obtain additional resources for the construction or rehabilitation of additional decent, safe and affordable housing. In July the HRA/EDA applied for and received a \$10,000 Community Building grant from Minnesota Housing Partnership to assist with planning costs for the creation of transitional housing. The HRA/EDA, in conjunction with Southwest Minnesota Housing Partnership, has submitted a proposal to HUD for Supportive Housing Program funding for 18 units of 2, 3 and 4 bedroom transitional housing. In January we received notification that a \$439,779 grant for that purpose has been approved under the McKinney-Vento Act funding. The Agency has also committed to cooperation during the lease-up phase of the Heins building in Olivia by the Southwest Minnesota Housing Partnership, which will include the creation of eight units of affordable rental housing in a currently unused building. In addition, the HRA/EDA has set a goal for calendar year 2003 of creating a housing rehab revolving loan fund to assist in the renovation of existing housing.

Another goal of the five year plan is improvement of the quality of existing assisted housing. Over the past two years, the HRA/EDA has used its Capital Fund Program to replace the furnaces serving 21 of the 25 units in its Public Housing Program and has funds budgeted this year to replace the remaining four furnaces. The Capital Fund Program has also been used to undertake systematic replacement of building elements including closet doors, laundry equipment and carpeting, and includes funding in the current year to continue flooring replacement and to upgrade security systems and public areas.

Another goal of the five year plan is to increase self-sufficiency and asset development of assisted households. The HRA/EDA continues to work with Heartland Community Action Agency to promote and provide Family Self-Sufficiency usage among Housing Choice Voucher Program participants. The HRA/EDA has also applied and been approved for McKinney-Vento funding for Supportive Housing for an 18-unit new construction transitional housing project which would include a self-sufficiency component.

Another component of the five year plan is to ensure equal opportunity housing. The HRA/EDA's 2003 budget includes local funding to contribute toward county-wide cultural diversity awareness efforts, which will begin with a community-wide meeting in May.

The Five-Year Action Plan for Capital funding included the following that have been completed as of January 2003:

- Replacement of Closet Doors
- Replacement of Laundry Equipment
- Replacement of Furnaces in Centennial Apartments and four of the single-family homes
- Replacement of carpeting in four single-family homes
- Replacement of kitchen flooring in one single-family home

**Required Attachment \_\_\_H\_\_\_: Deconcentration and Income Mixing.**

The Renville County HRA/EDA strives to have Income Mixing and Deconcentration of Poverty Areas. We work with landlords to find new housing options in all areas of the County. Of the 84 Housing Choice Vouchers that the HRA/EDA administers, five is the greatest to be located at any one address. Units assisted with vouchers are located at all 10 communities in the county. Program participants also have the option of renting qualified units in unincorporated areas of the county. The HRA/EDA's 25 Public Housing units are spread among three different communities in the county.

**Required Attachment \_I\_: Voluntary Conversion Required Initial Assessments.**

**a. How many of the PHA's developments are subject to the Required Initial Assessments?**

All of the PHA's developments, which include a 17-unit apartment building and eight single-family homes, are subject to the required initial assessments.

**b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?**

None

**c. How many Assessments were conducted for the PHA's covered developments?**

Initial assessments have been conducted on all units.

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

None of the PHA's current units were determined to be appropriate for conversion.

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

Not applicable



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

<b>PHA Name:</b> RENVILLE COUNTY HRA	<b>Grant Type and Number</b> Capital Fund Program: MN46P16150102 Capital Fund Program Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2002
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Original Annual Statement     
  Reserve for Disasters/ Emergencies X Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending: 12/31/2002     
  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		2,000		
3	1408 Management Improvements	2,500	0		
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	2,000	2,000	527	527
10	1460 Dwelling Structures	32,669	36,669	11,813	5112
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	3,500	0		
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)	40,669	40,669	12,340	5,639
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	6,469	6,269	4,976	
24	Amount of line 20 Related to Energy Conservation Measures	8,500	8,500	1,679	1,679

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

PHA Name: RENVILLE COUNTY HRA		Grant Type and Number Capital Fund Program #: MN46P16150102 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	
MN46P161	New Security System	1460	1	6,469	6,269	4,976	0	Bid awarded
	Replacement of kitchen flooring	1460	12	7,900	7,900		0	
	Replace carpeting	1460	6	7,800	14,000	5,158	3,433	In progress
	Remodeling Com Room	1460	Lump sum	2,000	0		0	
	New hardware	1475.1	Lump sum	3,500	0		0	
	Furnace replacement	1460	5	8,500	8,500	1,679	1,679	In progress
	Remodel patio	1450	Lump sum	2,000	2,000	527	527	25% done
	New software	1408	Lump sum	2,500	0		0	
	Operations	1406	Lump sum	0	2,000		0	





