

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

Small PHA Plan Update
Annual Plan for Fiscal Year: 2004
Clay County Housing & Redevelopment Authority
116 Center Avenue East
Dilworth, Minnesota
MN164

**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: Clay County HRA

PHA Number: MN164

PHA Fiscal Year Beginning: 01/01/2004

PHA Plan Contact Information:

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Public Access to Information

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

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

Display Locations for PHA Plans and Supporting Documents

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

- Main administrative office of the PHA
- PHA development management offices
- Main administrative office of the local, county or State government
- Public library in Moorhead, Minnesota
- PHA web site
- Other (list below)

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

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

PHA Programs Administered:

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

Annual PHA Plan Fiscal Year 2004

[24 CFR Part 903.7]

i. Table of Contents

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

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<input checked="" type="checkbox"/> Attachment A:	Supporting Documents Available for Review
<input checked="" type="checkbox"/> Attachment B:	Capital Fund Program Annual Statement – 2002
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<input checked="" type="checkbox"/> Attachment D:	Capital Fund Program Annual Statement – 2004
<input checked="" type="checkbox"/> Attachment E:	Capital Fund Program 5-Year Action Plan
<input checked="" type="checkbox"/> Attachment F:	Resident Membership on PHA Board or Governing Body
<input checked="" type="checkbox"/> Attachment G:	Membership of Resident Advisory Board or Boards
<input type="checkbox"/> Other (List below, providing each attachment name)	

ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

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

Not Applicable

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

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

The Clay County HRA has made no changes in programs or policies that were discussed in last year's Plan.

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? **\$39,928** (MN46P16450103)

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 "E".

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment "B" for 2002, Attachment "C" for 2003 and Attachment "D" for 2004.

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

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

4. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

A. Yes 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 down payment requirement of at least 3 percent and requiring that at least 1 percent of the down payment 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)
- 3. In what manner did the PHA address those comments? (select all that apply)
 - The PHA changed portions of the PHA Plan in response to comments
A list of these changes is included
 Yes No: below or
 Yes No: at the end of the RAB Comments in Attachment _____.
 - Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA’s consideration is included at the at the end of the RAB Comments in Attachment _____.

Other: (list below)

B. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: **City of Moorhead, Minnesota and the State of Minnesota Consolidated Plan**

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:

The Moorhead, Minnesota Consolidated Plan staff and the State of Minnesota Consolidated Plan staff have each provided a "Letter of Consistency" to Clay County HRA stating that following review of our 5-Year and Annual Plan, they find no inconsistencies with our Plan.

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

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

A. Substantial Deviation from the 5-year Plan:

Not Applicable

B. Significant Amendment or Modification to the Annual Plan:

Not Applicable

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Related Plan Component
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
	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
X	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

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Related Plan Component
	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	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
	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
	PHDEP-related documentation: <ul style="list-style-type: none"> · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. 	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <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
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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

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.

CFP 5-Year Action Plan		
<input type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years		

PHA Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Section 1: General Information/History

A. Amount of PHDEP Grant \$ _____

B. Eligibility type (Indicate with an “x”) **N1**_____ **N2**_____ **R**_____

C. FFY in which funding is requested _____

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area. Unit count information should be consistent with that available in PIC.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

12 Months_____ **18 Months**_____ **24 Months**_____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. The Fund Balances should reflect the balance as of Date of Submission of the PHDEP Plan. The Grant Term End Date should include any HUD-approved extensions or waivers. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Grant Start Date	Grant Term End Date
FY 1995						
FY 1996						
FY 1997						
FY1998						
FY 1999						

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FFY _____ PHDEP Budget Summary	
Original statement	
Revised statement dated:	
Budget Line Item	Total Funding
9110 – Reimbursement of Law Enforcement	
9115 - Special Initiative	
9116 - Gun Buyback TA Match	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 – Reimbursement of Law Enforcement					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDE P Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

9115 - Special Initiative					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

9116 - Gun Buyback TA Match					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9120 - Security Personnel					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 – Voluntary Tenant Patrol					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9150 - Physical Improvements					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9170 - Drug Intervention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9180 - Drug Treatment					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

Attachment A

Clay County HRA Comprehensive Plan - 2004

1. Admissions Policy for Deconcentration

Clay County HRA has no admissions policy for deconcentration. The reason for this is that 100% of our public housing units are scattered site duplex houses. These houses are located in a number of neighborhoods in 3 different communities. We believe that this arrangement is already “deconcentrated” to the point where it would be a meaningless exercise to create a deconcentration policy.

We have also redone our “Equal Opportunity” section of our Section * Program Administrative Plan to allow for greater choice by program participants in locating suitable rentals outside of area o low-income and minority concentration. The “Equal Opportunity” portions our Section 8 Admin Plan is listed below:

- F. The Clay County Housing Authority will particularly encourage owners of suitable units located outside of low-income or minority concentration to attend. We will continue to provide family choice through portability and allowing families to find suitable and eligible housing in the private market not only in Clay County but also through our cooperative agreements with Fargo, ND and Cass County, ND. We will assist applicants and participants with housing and neighborhood choices by maintaining a list of available rental properties and by informing applicants about other housing programs we offer for which they qualify. CCHRA will continue to encourage landlords/owners with units outside areas of low-income or minority concentration to participate in the Section 8 Program through the following actions:
 - 1. Conducting landlord/owner workshops when needed.
 - 2. Responding to requests for presentations at various meetings and conferences of property owners and managers.
 - 3. Conducting target mailings to landlord/owners; and
 - 4. Mailing informational packets to participating landlords/owners as requested.

2. Community Service Requirement

Clay County HRA has 24 families living in three different communities in the Scattered Site Public Housing Program. Because of the small size and scattered nature of the rentals, we are claiming an exemption from this requirement. We have 100% of our tenants already working or holding an exemption from the TANF agency because of the age of their children. We do not feel that it would be cost effective to establish a community service program unit unless there is a need for one.

3. Pet Policy

Clay County HRA has established a Pet Policy for our Scattered Site tenants. It has been in effect since 1999. It is included in our Admissions & Continued Occupancy Policy and is available for review in our offices. Each new tenant receives a copy of the policy (it included in their "Tenant Handbook") when they sign their lease.

4. Progress Towards Five Year Goals

During 2001, Clay County HRA has increased the number of Section 8 Rental Vouchers available to low-income families by applying for and receiving 25 additional vouchers as of October 1, 2001. During 2002 our application for additional vouchers was denied. Other commitments by the HRA Executive Director involving the refinancing of our "new construction" Section 8 project known as Houge Estates made it impossible to prepare the needed materials and arrange for the necessary cooperation agreements to submit a housing voucher application for 2003.

Clay County HRA and the local TANF Agency have signed a Cooperative Agreement that confirms the fact that the two agencies will work together to assisted client families work toward self-sufficiency and reduced public assistance.

During 2001 CCHRA entered into an agreement with the Cities of Dilworth and Glyndon, the local Community Action Agency and the Dilworth-Glyndon-Felton School District to purchase the single-family home that the school's Construction Skills Class builds each year. The home will be relocated to a lot provided by either Dilworth or Glyndon. A low-income family with children, who meets the criteria and qualifies for a Minnesota Housing Finance Agency "First Time Home Buyer" will be assisted in purchasing the home. During 2002 the first house was sold under this program to a low-income family in Glyndon. During 2003, 2 more homes were constructed, one by the Hawley Schools and the other by the Dilworth-Glyndon-Feltons Schools. Both homes are currently in the process of arranging for financing for the two low-income families who are to buy the homes.

During 2001, Clay County HRA initiated the development of an "assisted living" service at its 221(d)(3) elderly and disabled housing projects in Dilworth. A "provider" of the services has been selected and arrangements made with County Social Services to contract with the provider for payments for those persons who qualify for financial aid under the Elderly Waiver, Alternative Care or CADI programs through the Minnesota Department of Human Services. The assisted living service will begin operation in early 2002 and will provide 24 hour, 7 day per week assisted living service to the project's low-income residents

The Clay County HRA Scattered Site Public Housing has reduced its vacancies over the years. Most vacancies have been the result of not having families on its Scattered Site waiting list in the communities of Ulen and Hawley. Demand for these units is low due to their distance from the Fargo-Moorhead MSA. In terms of our "turnaround" time, our average "turnaround time" for 2003 is 5.3 days. In 2002 it was 5.86 days and in 2001 it was 12 days.

Clay County HRA continues to renovate and modernize its Scattered Site Public Housing using Capital Funds and Operating Subsidy. In the past 12 months we have installed new driveway on 12 units and installed new air Circulation equipment to fight mold in 12 units. We have also completed the installation of new vinyl siding on all our Hawley Scattered Site units.

5. Resident/Client Member of the Clay County HRA Board

The current Resident/Client Member of the HRA Board is Ms. Karen Vlam of Moorhead, Minnesota. Ms. Vlam is a Section 8 Rent Assistance Client.

6. Membership on the Resident Advisory Committee

The current Resident Advisory Committee member is also Ms. Karen Vlam of Moorhead, Minnesota. Ms. Vlam is a Section 8 Rent Assistance client. She has served on the committee as of September 2001.

7. Required Initial Assessment, 24 CFR Part 972 Voluntary Conversion of Developments from Public Housing Stock

The Clay County Housing & Redevelopment Authority has completed the required initial assessment of its two scattered site public housing developments (MN46P164-001 and MN46P164-002). For the purposes of this review, we will consider the two projects as one single project. The required assessment is to determine the suitability of

converting the above public housing development to Section 8 tenant-based funding using the three criteria specified by CFR Part 972(b)(1), (2), and (3). The development includes twenty-one 3-bedroom and three 4-bedroom scattered site duplex rentals located in three communities within Clay County, Minnesota. These rentals are located in the communities of Dilworth (8 units), Hawley (12 units) and Ulen (4 units).

As part of our initial assessment, we have concluded that CFR Part 972.200(a)(1), (2) and (3) do not apply to this public housing project. The project is not subject to required conversion, not scheduled for demolition or disposition disapproved by HUD, and has not been awarded a HOPE VI revitalization grant.

CFR 972.200[c] has three conditions that must be met for voluntary conversion. These conditions are that the conversion of a public housing development may be appropriate if the PHA concludes that conversion will:

972.200[c][1] "not be more expensive to continuing to operate the development (or portion of it) as public housing"; We have reviewed the project operations as a public housing project, considering the implications of converting them to tenant-based assistance. Our conclusions show that the conversion to Section 8 tenant-based assistance would provide the development with a greater revenue stream than that generated by the normal public housing revenues generated from tenant rents and the HUD Capital Fund operating subsidy. Our revenues under public housing are approximately \$110,000 per year while under Section 8 tenant-based funding, the project would generate approximately \$190,000 per year in revenues. It would appear that conversion would cost the federal Treasury more money but would stabilize the project's income stream. The cost to the HRA would be less in that we would not have to subsidize the projects as we have done in the past. The wording of 972.200[c][1] is confusing about who should benefit from determining the expense of conversion, the federal Treasury or the PHA? Conversion would reduce the expense to the PHA as we have subsidized this development in the past prior to the infusion of Capital Fund operating subsidy.

972.200[c][2] "principally benefit the residents of the public housing development to be converted and the community"; In looking at benefits the tenants may derive from the conversion, it is our feeling they would enjoy a development that is better maintained under the Section 8 tenant-based funding. This is the result of the greater revenue generating capacity of approximately \$80,000 per year as opposed to public housing revenue.

972.200[c][3] "not adversely affect the availability of affordable housing in the community". We do not feel that conversion to Section 8 tenant-based funding would adversely affect the availability of affordable housing in the community. Availability would remain essentially the same. It is our intent to make the project available only to families who are eligible for Section 8 assistance.

Our assessment concludes that voluntary conversion of both MN46P164-001 and MN46P164-002 to Section 8 tenant-based assistance is something we would like to consider although it is not necessary for us to convert at this time. The conversion may be more expensive to the Treasury but it would stabilize the revenue generating ability of the project so that buildings and equipment could be maintained or replaced in the future.

8. Section 8 Special Purpose “Project-Based Program

The Clay County Housing & Redevelopment Authority (CCHRA), in order to increase the availability of decent, safe and affordable housing will project-base up to 16 housing vouchers for use in qualified units. Qualified units will be housing developments providing "permanent supportive housing for homeless low-income individuals and families with disabilities". Developments must be located within Clay County. This program is being done to allow the CCHRA to respond to future development opportunities and allow a reasonable choice of buildings or projects to be assisted by project-based housing vouchers when acceptable.

Program Goals:

1. Contribute to the upgrading and long-term viability of Clay County’s housing stock.
2. Increase Clay County's supply of affordable housing and locational choice for extremely low-income and very low-income households who are homeless and suffer from disabilities.

3. Integrate the affordable housing with appropriate supportive services that may include such services as education, case management, counseling, life skills, job training, and day care to help families and individuals achieve stability and self-reliance.
4. Promote the coordination and leveraging of resources of public, semi-public, or non-profit agencies with compatible missions.

Proposal Review Criteria:

1. Documentation of the need for supportive residential housing in the proposed geographic area. Projects that serve homeless families with disabilities will receive highest priority.
2. Documentation that significant rehabilitation such as major systems replacements, modifications for handicapped residency, energy efficiency improvements are needed or aimed at correcting major violations of Housing Quality Standards. If new construction, documentation that there is a sufficient demand for the new rental units that cannot be met by the rehabilitation of existing units.
3. What is the extent to which the project identifies and integrates tenant support services and self-sufficiency services (i.e., education, case management, counseling, life skills, job training, employment, day care); or special accessibility for physically handicapped; or amenities or services for disabled or special need tenants?
4. The extent to which the proposed development integrates with public facilities, sources of employment and services, including public transportation, health, education, and recreational facilities.
5. The extent to which the applicant has documented prior extensive experience in developing and managing similar residential housing.
6. The extent to which the applicant has demonstrated the ability and the capacity to proceed expeditiously with the proposal.
7. The extent of community and constituency support for the proposed type of housing.
8. The extent the proposed project being developed is the result of a cooperative agreements or arrangements among public, semi-public or non-profit agencies or organizations.
9. The extent to which the proposed project contributes to the geographic distribution of affordable housing throughout the city of Moorhead and Clay County, promotes the deconcentration of poverty, and furthers fair housing objectives?

9. Tenant Education Program

In an effort to ensure the most successful housing placement for is assisted clients, Clay County HRA has instituted a Tenant Education Program that offers free training to all Section 8 and Public Housing applicants on ‘How to be a Good Tenant’. At pre-application for Section 8 assistance pr or Scattered Site Public Housing, each family is notified about the requirement to attend he free tenant education classes. Each family will receive a “Certificate of Completion” after attending the classes. The Certificate must be provided to the Section 8 or Public Housing staff during the initial application process in order to be accepted as a program participant or tenant. The Tenant Education Program is addressed under Chapter 3.2 “Eligibility Criteria”, Item G.

Attachment B

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: <p style="text-align: center;">Clay County HRA</p>		Grant Type and Number Capital Fund Program: MN46P16450102 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: <p style="text-align: center;">2002</p>
<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: 09/30/2003 <input checked="" 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	\$12,928	\$505	\$505	\$505
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	\$16,000	\$5,085	\$5,085	\$5,085
10	1460 Dwelling Structures	\$22,500	\$45,838	\$45,838	\$45,838
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	\$51,428	\$51,428	\$51,428	\$51,428
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

Attachment C

Page B-1 Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Clay County HRA		Grant Type and Number Capital Fund Program #: MN46P16450103 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	
MN46P164-001	Install Attic Insulation	1460	12 units	6,000	0			
MN46P164-001	Replace A/C covers	1460	12 unit	1,500	0			
MN46P164-001	Convert furnaces from oil to natural gas	1460	12 units	18,000	0			
MN46P164-001	Replace siding on duplex and garages	1460	2 units	9,000	0			
MN46P-164-001	Replace driveways	1450	12 units	0	33,480	04/25/03	09/26/2003	
MN46P-164-001	Replace kitchen cabinets	1460	1 unit	0	3,948			
AW	Operations	1406	Lump Sum	2,500	2,500			
MN46P-164-002	Replace driveways & mudjack sidewalk	1450	8 units	10,000	0			
MN46P-164-002	Replace sidewalk	1450	8 units	5,000	0			
MN46P-164-002	Replace overhead garage door	1460	4 units	2,000	0			
				54,000	\$39,928			

Attachment E

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.

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
MN46P-164-001	Clay County HRA Hawley Scattered Sites	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Convert Fuel Oil to Natural Gas Furnace 3 units	7,500	2004
Install New Kitchen Cabinets & Countertop 3 units	13,500	2004
Install New Bathroom Cabinets & Countertop 2 units	4,200	2004
Convert Fuel Oil to Natural Gas Furnace 3 units	7,500	2005
Install New Kitchen Cabinets & Countertop 3 units	13,500	2005
Install New Bathroom Cabinets & Countertop 3 units	4,200	2005
Convert Fuel Oil to Natural Gas Furnace 3 units	7,500	2006
Install New Kitchen Cabinets & Countertop 3 units	13,500	2006
Install New Bathroom Cabinets & Countertop 3 units	4,200	2006
Convert Fuel Oil to Natural Gas Furnace 2 units	5,000	2007
Install New Kitchen Cabinets & Countertop 2 units	9,000	2007
Install New Bathroom Cabinets & Countertop 2 units	2,800	2007
Purchase and install new drapes/curtains for 12 units	24,000	2008
Total estimated cost over next 5 years	116,400	

Attachment E

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.

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
MN46P-164-002	Clay County HRA Dilworth/Ulen Scattered Sites	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Install new bathroom cabinet countertop 3 units	4,200	2004
Refinish kitchen cabinets and install new countertop 3 units	4,000	2004
Install new bathroom cabinet countertop 3 units	4,200	2005
Refinish kitchen cabinets and install new countertop 3 units	4,000	
Install new bathroom cabinet countertop 3 units	4,200	2006
Refinish kitchen cabinets and install new countertop 3 units	4,000	
Install new bathroom cabinet countertop 3 units	4,200	2007
Refinish kitchen cabinets and install new countertop 3 units	4,000	
Install new mailbox and post 12 units	2,400	2008
Purchase & install new drapes/curtains 12 units	12,000	
Total estimated cost over next 5 years	47,200	

Clay County HRA

Required Attachment F: 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:

Karen Vlam, a Section 8 Participant.

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

- Elected
 Appointed

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

5 years. Ms. Vlam's term expires September 1, 2005.

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

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

B. Date of next term expiration of a governing board member:

February 1, 2004

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

The Clay County Board of County Commissioners as required by Minnesota Statute appoints all Clay County HRA Board members.

Clay County HRA

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

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

Clay County HRA operates 24 units of Scattered Site Public Housing for low income families and administers a 360 Housing Choice Voucher Section 8 Program. Following a poll of all public housing tenants and Section 8 participants, there was no interest in forming a Resident Advisory Board. Our Resident Member of the HRA governing board, Karen Vlam along with several other persons consented to be a candidate for appointment by the Clay County Board of County Commissioners. These names were presented to the County Commissioners and Ms. Vlam was selected as the appointee.