

PHA Plans

Streamlined 5-Year/Annual Version

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

OMB No. 2577-0226
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

Streamlined 5-Year Plan for Fiscal Years 2005 - 2010

Streamlined Annual Plan for Fiscal Year 2005

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.

Streamlined Five-Year PHA Plan Agency Identification

PHA Name:
Housing and Redevelopment Authority
In and For the City of Willmar, MN
(aka Willmar HRA)

PHA Number: MN051

PHA Fiscal Year Beginning: (mm/yyyy) 07/2005

PHA Programs Administered:

Public Housing and Section 8 **Section 8 Only** **Public Housing Only**
 Number of public housing units: 174 Units Number of S8 units: Number of public housing units:
 Number of S8 units: 50 Vouchers

PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

| Participating PHAs | PHA Code | Program(s) Included in the Consortium | Programs Not in the Consortium | # of Units Each Program |
|----------------------|----------|---------------------------------------|--------------------------------|-------------------------|
| Participating PHA 1: | | | | |
| Participating PHA 2: | | | | |
| Participating PHA 3: | | | | |

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 and attachments (if any) 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)

Streamlined Five-Year PHA Plan

PHA FISCAL YEARS 2005 - 2010

[24 CFR Part 903.12]

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)

MISSION STATEMENT

The mission of the Willmar HRA is to provide a sufficient supply of adequate, safe, and sanitary dwellings in order to protect the health, safety, morals, and welfare of the citizens of this state; to clear and redevelop blighted areas; to perform those duties according to comprehensive plans; and to remedy the shortage of housing for low and moderate income residents, in situations in which private enterprise would not act without government participation or subsidies.

Further, it is our mission to assist low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Willmar HRA is committed to operating in an efficient, ethical, and professional manner and will work cooperatively with its clients and appropriate community agencies to accomplish our mission.

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 targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

- X PHA Goal: Expand the supply of assisted housing
Objectives:
 - Apply for additional rental vouchers:
 - X Reduce public housing vacancies:
 - 1. Make units more marketable by continuing with Capital Fund Improvement Programs.
 - 2. Improve marketing techniques.
 - 3. Deliver timely and high quality maintenance service to the residents of the Willmar HRA's housing programs.
 - 4. Maintain the HRA's real estate in a decent condition so as to continue to attract residents.
 - 5. Staff has implemented preventative maintenance plans for each housing project.
- X Leverage private or other public funds to create additional housing opportunities:
 - 1. **The Willmar HRA will continue to work cooperatively with local officials, community agencies/organizations, and other individuals/groups interested/involved in housing to assess and respond to affordable housing issues/needs.**
 - 2. **The Willmar HRA is working cooperatively with the SW Minnesota Housing Partnership in the following areas:**
 - a) Subdivision Development (for gap and entry cost financing)
 - b) HUD Permanent Supportive Housing Project – for homeless persons with disabilities
 - 3. **The Willmar HRA is working cooperatively with the Southwest Minnesota Adult Mental Health Consortium in the following areas:**
 - a) Bridges to Bridges Program for persons with SPMI diagnosis
 - b) Bridges Program for persons with SPMI diagnosis
 - 4. **In October 2002, Community Partners Research, Inc. published a comprehensive analysis of the overall housing needs for the Cities of Kandiyohi County. Included in the publication was a section of Findings and Recommendation information for the City of Willmar. The Willmar HRA Board reviewed this information and voted that the Willmar HRA Board would support the following:**

- a. Four objectives utilized in formulating the City of Willmar Findings and Recommendations including:
 1. Preservation and Improvement of the Existing Housing Stock.
 2. Promote Home Ownership
 3. Develop Life Cycle Housing
 4. Promote New Construction
 - b. In theory, without endorsement of any specific quantities, the findings/recommendations for each category including:
 1. Rental Housing Development
 2. Home Ownership
 3. Single Family Housing Development
 4. Housing Rehabilitation
 5. Other Housing Issues
 - c. A balanced approach in addressing the housing needs of Willmar, recognizing that an overly aggressive or overly passive approach to any of the objectives can cause problems in achieving other objectives.
 - d. **The Willmar HRA and the Kandiyohi County HRA Board of Commissioners have recently each appointed 2 board members to serve on a Committee to further review the Housing Study Findings and Recommendations for the purpose of developing a joint comprehensive housing plan.**
- X Acquire or build units or developments
The Willmar HRA will work with the local governing body, developers and/or non-profit agencies as required to fulfill its mission and goals.
- Other (list below)
- X PHA Goal: Improve the quality of assisted housing
Objectives:
- X Improve public housing management: (PHAS score)
 1. **The Willmar HRA will strive to manage it's housing programs in an efficient and effective manner thereby qualifying as at least a standard performer with overall objective to continue to operate as a high performer.**
 2. **The Willmar HRA will strive to manage it housing programs in a manner that results in full compliance with applicable statutes and regulations and/or as defined by program audit findings.**
 - X Improve voucher management: (SEMAP score)
 1. **The Willmar HRA will strive to continue to operate as a high performer. Due to recent changes in HUD's funding renewal policies for Section 8 Vouchers, the Willmar HRA encountered tremendous budget shortfall issues in calendar year 2004; successfully appealed the per unit cost determination; and has tried to overcome obstacles**

- in becoming fully utilized**
- X Increase customer satisfaction:
1. **The Willmar HRA will be responsive to the results of the Resident Survey once received and will strive to improve management practices and delivery of maintenance services as necessary to assure customer satisfaction.**
 2. **A public housing resident was appointed to the Willmar HRA Board effective February 1, 2000. The initial Resident Commissioner did not attend meetings on a regular basis and was removed from the Willmar HRA's board. On September 18, 2002, Susana Hunnicutt was appointed as Resident Commissioner to the Willmar HRA Board and has been attending Board Meetings and Resident Advisory Board Meetings on a regular basis. She has shown a active interest in serving as a liaison between HRA staff and residents. Through appointment of a resident member on the Willmar HRA Board of Commissioners, a greater opportunity will exist for HRA program participants to voice their opinions and concerns. Susana has held community forums to gather input on policies, concerns throughout the year for each of the PHA's projects.**
2. The Willmar HRA shall become a more customer-oriented organization.
- X Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
1. HRA staff will strive to reduce the percentage of tenant accounts receivable.
 - a. Accounts receivable continues to be a concern of the Willmar HRA with monthly reporting by project to the Willmar HRA Board by Willmar HRA staff a requirement.
 - b. In October 2004, the Willmar HRA created the position of Financial Specialist to assist in accounts receivable issues.
 2. HRA staff will strive to increase its overall occupancy rate.
 3. The Willmar HRA shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.
 - a. Recently, the Willmar HRA created Financial Management Specialist position to strengthen fiscal policies/procedures and a part-time Housing Programs Assistant position to allow for better service to is clients.
 4. The Willmar HRA shall assess the need for management/maintenance training programs and will develop a plan tailored to meet identified employee training needs/requirements.
 - a. Willmar HRA staff training during the FYE 2004 included RHIIP for Section 8 and Public Housing. Changeover in staff will require researching additional training opportunities. The HRA maintenance supervisor is researching training opportunities for

maintenance employees.

5. The Willmar HRA will strive to have a waiting list of sufficient size so we can fill our public housing units within 7 days of them becoming vacant.
 1. HRA staff plans to work on marketing efforts to increase sizes of waiting lists for all projects.
3. The Willmar HRA will ensure full compliance with all applicable standards and regulations including government generally accepted accounting practices. Budgets/year-end reports will be completed in an accurate and timely manner to comply with all audit requirements.
 1. Due to staff workload the continuation of timely submissions continues to be a challenge. However, we recognize the importance of timely submission of various reports, etc. and will strive to become more efficient to meet imposed project deadlines.
4. The Willmar HRA will maintain its real estate in a decent condition; regular inspections of the project grounds/project community space areas/unit exteriors will be conducted not less than quarterly; HRA maintenance and management staff will meet regularly to review status of work order requests and to ensure that work is completed in a timely and high quality manner.
 1. HRA management/maintenance staff continue to meet weekly to discuss individual project concerns/issues. A maintenance supervisor was hired in May, 2000 which has positively impacted the delivery of maintenance services. During the REAC Physical Inspection in FYE 2002, the Willmar HRA scored 28 out of 30 points.
5. The Willmar HRA shall achieve proper curb appeal for its housing developments by improving its landscaping, keeping its grass mowed, making the properties litter-free, removing all graffiti within 24 hours of discovering it, and other actions.
6. The Willmar HRA has implemented the following anti-fraud programs:
 1. HRA adopted an Anti-Fraud Policy for both the Section 8 and Public Housing programs after Resident Comment and Review.
 2. A formal agreement has been executed with Kandiyohi County Family Services.
 3. The Willmar HRA monitors the UIV system on a monthly basis.
7. The Willmar HRA shall ensure that there are positive stories in the local media about the Housing Authority or its residents.

X Renovate or modernize public housing units:

1. The Willmar HRA has made considerable improvements to its public housing stock through participation in CFP. In consultation with HRA residents and staff, an assessment of the condition of its housing stock through an independent source will be conducted to identify additional needed improvements, to revise/develop on-going capital improvement programs, and to determine availability of financial resources to undertake needed improvements.

- a. The Willmar HRA contracted with Engan Associates, a local architectural/engineering firm to perform a capital needs assessment/energy audit on every project it owns and/or manages. The assessment has been completed and is continuing to be used for developing our proposed Capital Fund Program for our 5-Year Plan. The Resident Advisory Board is also consulted regarding their priorities for improvements on a yearly basis.
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)
- X PHA Goal: Increase assisted housing choices
- Objectives:
- X Provide voucher mobility counseling:
 - 1. The Willmar HRA shall provide voucher mobility counseling through briefing materials and during actual tenant briefing.
 - 2. The Willmar HRA shall maintain the voucher payment standards at a @ 110% of FMRs.
 - 3. The Willmar HRA shall strive for a 100% utilization rate in its tenant-based program.
 - a. The Willmar HRA will strive to become 100% utilized by April 1, 2005. Due to recent changes in HUD's funding renewal policies for Section 8 Vouchers, the Willmar HRA encountered tremendous budget shortfall issues in calendar year 2004; successfully appealed the per unit cost determination; and has tried to overcome obstacles in becoming fully utilized.
 - X Conduct outreach efforts to potential voucher landlords
 - 1. **The Willmar HRA shall attempt to attract new landlords to participate in the program.**
 - X Increase voucher payment standards
 - 1. **In December 2004, the Willmar HRA changed the 0, 1, 2, & 4 bedroom voucher payment standards to 110% of the FMR. This was done because the FMRs were lowered for all bedroom sizes except 3-bedrooms in 2004. The Willmar HRA is also now changing the 3-bedroom payment standard to 110% of FMRs effective April 12, 2005.**
 - X Implement voucher homeownership program:
 - 1. **The Willmar HRA continues to assess the Section 8 Voucher Homeownership Program regulations to determine if said program is feasible. The Willmar HRA staff continues to monitor for upcoming Section 8 Homeownership meetings.**
 - X Implement public housing or other homeownership programs:
 - 1. **The Willmar HRA will continue to participate in homeownership**

programs such as the MHFA Minnesota City Participation Program and the locally structured Down-payment Assistance Program as well as investigate the feasibility of participation in other homeownership programs. The HRA is also partnering with the SW Minnesota Housing Partnership in a gap and entry cost financing program for a subdivision development they are undertaking in Willmar.

- 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

X PHA Goal: Provide an improved living environment

Objectives:

- X Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - 1. The Willmar HRA has adopted a Deconcentration Policy which allows for skipping persons on the waiting list as necessary to bring higher income public housing households into lower income developments.
- X Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - 1. The Willmar HRA has adopted a Deconcentration Policy which allows for skipping persons on the waiting list as necessary to bring higher income public housing households into lower income developments.
 - 1. The Willmar HRA has conducted an analysis of resident incomes for each public housing project inclusive of “covered” developments and those not designated as “covered”. Deviations from the established income range will be dealt with through the HRA’s Deconcentration Policy, which is part of its Admissions and Continued Occupancy Policy.
- X Implement public housing security improvements:
 - 1. The Willmar HRA shall strive to provide a safe and secure environment in its housing developments and will continue to work closely with local law enforcement to achieve this goal.
 - 2. During the 2001 fiscal year, HRA staff and residents were afforded the opportunity to participate in the Crime-Free Multi Housing Program which consists of three phases. Phase I provides landlords with instruction on ways to strengthen leasing and management procedures to discourage crime in multi-housing complexes. Phase II consists of an assessment of the environmental design of projects as it relates to security. Phase III allows residents to participate in a neighborhood meeting conducted by the local police department for discussion of neighborhood concerns. All Phases have been completed and signs are posted at projects. Phase III of the Crime-Free Multi Housing Program - i.e. neighborhood meetings - is ongoing and includes two neighborhood site meetings each year.

- a. The Willmar HRA will continue training new staff and updates when available locally.
- 3. The Willmar HRA shall continue to apply aggressive screening procedures to reduce the number of evictions due to violations of criminal laws.
- 4. The Willmar HRA shall strive to reduce crime in its housing developments so that the crime rate is less than surrounding neighborhoods.
- 5. The Willmar HRA shall strive to continue to provide security patrol services at its housing programs where determined necessary in the interest of security for its residents. The Willmar HRA has also increased Security Patrol to provide services from 8:00 p.m. to 4:00 a.m.
- 6. The Willmar HRA is in the process of advertising and interviewing potential applicants to live in Apt. 106 at Lakeview Apartments. This individual would be onsite after work hours for emergencies and after hour complaints (example loud music, etc.)
- Designate 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

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

Objectives:

- X Increase the number and percentage of employed persons in assisted families:
 - 1. The Willmar HRA shall strive to improve the access of public housing residents to services that support economic opportunity and quality of life by implementing new partnerships in order to enhance services to our residents by June 30, 2005.
 - a. Staffing and financial constraints in a small organization such as the Willmar HRA substantially limit our capability to promote self-sufficiency and asset development of assisted households. However, HRA staff will continue (1) to assess the availability of various programs/ services through other agencies; (2) to refer residents to appropriate program resources; (3) to research possibilities for HRA participation in new programs.
 - 2. The Willmar HRA shall strive to have effective, fully functioning resident organizations in each housing development and for the tenant-based program by June 30, 2005.
 - a. There is currently a functioning Resident Organization at Lakeview Apartments which has limited participation by a small number of residents. Another project (Section 8 New Construction) has a functioning Resident Organization as well.

Efforts by the HRA to encourage the development of Resident Organizations in family projects have not been successful to date.

3. Increase the number of employed persons in assisted families through the continued use of ceiling rents.
 - a. Currently the ceiling rents (and flat rents) have been established at the Section 8 Voucher Program Payment Standards. The HRA plans to conduct a market analysis to determine if these levels are appropriate or if they should be lowered.

- X Provide or attract supportive services to improve assistance recipients' employability:
 1. The Willmar HRA will strive to work in cooperation with other agencies to promote upward mobility of its residents in their employment opportunities.
- X Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 1. The Willmar HRA shall work with appropriate social service agencies to increase opportunities for elderly persons to obtain necessary services to accommodate their aging-in-place.
 - a. The Willmar HRA contracts with Central Minnesota Senior Care which provides assisted living services for qualified residents. Assisted living services provides the opportunity for residents to age in place versus prematurely moving into nursing home facilities.
 - b. Effective April 1, 2003 Central Minnesota Senior Care, Inc. is providing Assisted Living Plus (24 Hour Care) at Highland Apartments (Section 8 New Construction).
- Other: (list below)

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

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
 - X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 1. The Willmar HRA shall operate in full compliance with all Equal Opportunity laws and regulations.
 2. The Willmar HRA shall ensure equal treatment of all applicants, residents, tenant-based participants, employees and vendors.
 3. The Willmar HRA has is promoting fair housing education in our community through a local project at Roosevelt school. The project consists of providing basic information to fifth and sixth graders about fair housing to encourage them to participate in a Create a Poster contest. The posters will be judged and prizes awarded according to those that best depict fair housing issues.
 - X 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:
 - X 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)

Overall agency goals include:

1. Administration of existing programs - more effective and efficient agency performance.
2. Need to develop more positive community image.
3. Need to improve delivery of maintenance services to all housing projects.
4. Need to be more responsive to clients on overall delivery of assistance and sensitivity to clients' needs.
5. Applicant screening procedures/unit turnaround time needs to become more efficient.
6. Increase staff accountability for programs administered.
7. Directly participate and assist in implementing housing and community development programs.
8. Identify strategies to maintain a healthy financial condition in an environment of reform and downsizing.
9. Continue development of partnerships to carry out the mission of the Willmar HRA.
10. HRA Commissioner role should be not only in general operations of agency but also in providing leadership support for the Executive Director and Staff in promoting the HRA, presenting policy issues to the City Council and community.

Streamlined Annual PHA Plan

PHA Fiscal Year 2005

[24 CFR Part 903.12(b)]

Table of Contents

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

A. ANNUAL STREAMLINED PHA PLAN COMPONENTS

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| X | 13. Capital Fund Program 5-Year Action Plan | Page 57-59 |
| <input type="checkbox"/> | 14. Other (List below, providing name for each item) | |

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations. Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.

Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.

For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:

Form HUD-50070, Certification for a Drug-Free Workplace.

Form HUD-50071, Certification of Payments to Influence Federal Transactions.

Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.

Executive Summary (optional)

[903.7(r)]. If desired, provide a brief overview of the contents of the streamlined 5-Year/Annual Plan.

EXECUTIVE SUMMARY

The Housing and Redevelopment Authority In and For the City of Willmar, Minnesota (hereinafter referred to as Willmar HRA), has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing and corresponding HUD requirements. The Willmar HRA has adopted the following mission statement to serve as guiding principles in undertaking the activities of the Willmar HRA:

MISSION STATEMENT

The mission of the Willmar HRA is to provide a sufficient supply of adequate, safe, and sanitary dwellings in order to protect the health, safety, morals, and welfare of the citizens of this state; to clear and redevelop blighted areas; to perform those duties according to comprehensive plans; and to remedy the shortage of housing for low and moderate income residents, in situations in which private enterprise would not act

without government participation or subsidies.

Further, it is our mission to assist low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Willmar HRA is committed to operating in an efficient, ethical, and professional manner and will work cooperatively with its clients and appropriate community agencies to accomplish our mission.

GOALS

- I. Ensure the availability of decent, safe, and affordable housing.*
- II. Improve the quality of assisted housing*
- III. Increase customer satisfaction*
- IV. Concentrate on efforts to improve specific management functions*
- V. Renovate or modernize public housing units*
- VI. Increase assisted housing choices*
- VII. Improve community quality of life and economic vitality*
- VIII. Promote self-sufficiency and asset development of families and individuals*
- IX. Ensure Equal Opportunity in Housing for all*
- X. Other PHA Goals and Objectives: (list below)*

Overall agency goals include:

Administration of existing programs - more effective and efficient agency performance.

Need to develop more positive community image.

Need to improve delivery of maintenance services to all housing projects.

Need to be more responsive to clients on overall delivery of assistance and sensitivity to clients' needs.

Applicant screening procedures/unit turnaround time needs to become more efficient.

Increase staff accountability for programs administered.

Directly participate and assist in implementing housing and community development programs.

Identify strategies to maintain a healthy financial condition in an environment of reform and downsizing.

Continue the development of partnerships to carry out the mission of the Willmar HRA.

HRA Commissioner role should be not only in general operations of agency but also in providing leadership support for the Executive Director and Staff in promoting the HRA, presenting policy issues to the City Council and community.

Specific objectives /accomplishments for goals listed above are included in the Five-Year Plan. Our annual plan is based on the premise that if we accomplish our goals and objectives, we will be working towards the achievement of our mission. The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives and are consistent with the Consolidated Plan. The following are a few highlights of our plan:

(1) The Willmar HRA has elected to retain the Federal Preferences but as local preferences. This will provide housing to the most needy.

(2) We have adopted aggressive screening procedures for our housing programs to ensure to the best of our ability that new admissions will be good neighbors. In our Section 8 Program, we are screening applicants to the fullest extent allowable while not taking away the ultimate responsibility from the landlord. Our screening practices will meet all fair housing requirements.

(3) We have implemented a deconcentration policy.

(4) All HRA policies/procedures have been examined and changes as appropriate made/proposed to conform to local practices, Minnesota Statutes, and Federal rules and regulations.

(5) We have established a minimum rent of \$50 for public housing and Section 8 programs.

(6) We have established flat rents for our public housing developments.

(7) Due to budget shortfall issues resulting from the 2004 calendar year HUD renewal funding policy for the Section 8 program, we now require interim recertifications when Section 8 participants have an increase in income of \$40 per month. However, to encourage work and advancement in the workplace, we are not requiring interim recertifications if a public housing resident has an increase in income. The increase will be reported at the next regular recertification.

(8) The payment standards have been increased to 110% of the 10/1/2004 published FMRs as the FMRs in this jurisdiction decreased from the prior year except for the 0 bedroom and the 3 bedroom amounts. The FMRs as published do not accurately reflect the local rental housing market without applying the 110% factor for the payment standard.

In summary, we are on course to improve the conditions of affordable housing in Willmar, Minnesota.

1. Statement of Housing Needs [24 CFR Part 903.12 (b), 903.7(a)]

A. 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 PHA's Waiting Lists | | | |
|--|---------------|---------------------|-----------------|
| 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 | 155 | | 72 |
| Extremely low income <=30% AMI | 155 | 100% | |
| Very low income (>30% but <=50% AMI) | | | |
| Low income (>50% but <80% AMI) | | | |
| Families with children | 98 | 63% | |
| Elderly families | 0 | 0% | |

| Housing Needs of Families on the PHA's Waiting Lists | | | |
|---|----|-----|--|
| Families with Disabilities | 15 | 10% | |
| White | 99 | 64% | |
| White/Hispanic | 46 | 30% | |
| Black | 9 | 6% | |
| Ameri. Indian or Alaskan Native | 1 | 0% | |

| Characteristics by Bedroom Size (Public Housing Only) | | | |
|--|-----|-----|--|
| 1BR | 57 | 37% | |
| 2 BR | 81 | 52% | |
| 3 BR | 13 | 8% | |
| 4 BR | 4 | 3% | |
| 5 BR | N/A | N/A | |
| 5+ BR | N/A | N/A | |

Is the waiting list closed (select one)? No Yes
 If yes:
 How long has it been closed (# of months)?
 Does the PHA expect to reopen the list in the PHA Plan year? No Yes
 Does the PHA permit specific categories of families onto the waiting list, even if generally closed?
 No Yes

Housing Needs of Families on the PHA's Waiting Lists

Waiting list type: (select one)

- Section 8 tenant-based assistance
- Public Housing
- Combined Section 8 and Public Housing
- 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 | 38 | 100% | 17 |
| Extremely low income <=30% AMI | 38 | 100% | |
| Very low income (>30% but <=50% AMI) | 0 | 0% | |
| Low income (>50% but <80% AMI) | 0 | 0% | |
| Families with children | 24 | 63% | |
| Elderly families | 0 | 0% | |
| Families with Disabilities | 3 | 1% | |
| White | 29 | 76% | |
| White/Hispanic | 8 | 21% | |
| Black | 1 | 3% | |
| Ameri Indian or Alaskan Native | 0 | 0% | |

| Characteristics by Bedroom Size (Public Housing Only) | | | |
|---|--|--|--|
| 1BR | | | |
| 2 BR | | | |
| 3 BR | | | |
| 4 BR | | | |
| 5 BR | | | |
| 5+ BR | | | |

Is the waiting list closed (select one)? No Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?

No Yes

B. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **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 finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates 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-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to 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)

Maintain involvement in other assisted housing program in addition to the public housing and Section 8 programs.

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)

Employ admissions policies aimed at families at or below 30% of AMI in public housing and Section 8 programs.

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 admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

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 vouchers targeted to the elderly, should they become available
- Other: (list below)

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 vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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 as 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)

Provide fair housing brochure and appropriate information to applicants and residents through briefing and briefing packet and assist in discrimination complaints.

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

[24 CFR Part 903.12 (b), 903.7 (c)]

List on the following table 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 or 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 the use 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.

| Financial Resources: Planned Sources and Uses | | |
|---|--|--|
| Sources | Planned \$ | Planned Uses |
| 1. Federal Grants (FY 20__ grants) | | |
| Public Housing Operating Fund | \$262,028 (FY04-05) | |
| Public Housing Capital Fund | \$249,889 (FFY 2004 CFP) | |
| HOPE VI Revitalization | | |
| HOPE VI Demolition | | |
| Annual Contributions for Section 8 Tenant-Based Assistance | \$175,692 (CALENDAR YEAR 2005 HAP) \$ 23,204 (CALENDAR YEAR 2005 ADMIN) | |
| Resident Opportunity and Self-Sufficiency Grants | | |
| Community Development Block Grant | | |
| HOME | \$120,000 (ANTICIPATED FOR 2005 FOR REHAB) | RENTAL REHABILITATION ONLY |
| Other Federal Grants (list below) | | |
| | | |
| 2. Prior Year Federal Grants (unobligated funds only) (list below) | | |
| SMALL CITIES DEVELOPMENT PROGRAM NORTHSIDE TARGET AREA FUNDED 2002 | \$389,837 (FUNDS REMAINING AS OF 2/11/05) | REHABILITATION PROGRAM IN TARGET AREA ONLY |
| | | |
| | | |
| 3. Public Housing Dwelling Rental Income | | |
| | \$326,915 (EST. FY 04-05) | PH OPERATIONS |
| | | |
| | | |
| 4. Other income (list below) | | |
| Investment Income | \$ 3,125.00 (EST. FY 04-05) | PH OPERATIONS |
| Other Income (Excess Utilities) | \$ 1,307.00 (EST. FY 04-05) | PH OPERATIONS |

| Sources | Planned \$ | Planned Uses |
|--|--------------|--------------|
| 4. Non-federal sources (list below) | | |
| | | |
| | | |
| | | |
| Total resources | \$1, 551,997 | |
| | | |

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.12 (b), 903.7 (b)]

A. Public Housing

Exemptions: PHAs 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 a certain time of being offered a unit: (state time)
- X Other: (describe) When the Willmar HRA discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income targeting goal.

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

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

History of disturbing neighbors or destruction of property

History of having committed fraud in connection with any Federal housing assistance program

Alcohol abuse that interferes with the health, safety or right to peaceful enjoyment

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

d. X 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)Waiting List Organization

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)

c. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year?
If yes, complete the following table; if not skip to d.

| Site-Based Waiting Lists | | | | |
|--|----------------|--|---|--|
| Development Information: (Name, number, location) | Date Initiated | Initial mix of Racial, Ethnic or Disability Demographics | Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL | Percent change between initial and current mix of Racial, Ethnic, or Disability demographics |
| | | | | |
| | | | | |
| | | | | |

2.What is the number of site based waiting list developments to which families may apply at one time?

3.How many unit offers may an applicant turn down before being removed from the site-based waiting list?

4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

d. Site-Based Waiting Lists – Coming Year

If the PHA plans 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?
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)
 - X One **Unless the unit offer is for deconcentration purposes. If declined, this does not affect the applicants place on the waiting list.**
 - Two
 - Three or More
- b. X Yes No: Is this policy consistent across all waiting list types?
- 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 X No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)

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

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:

- X Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- X Victims of domestic violence
- X Substandard housing
- X Homelessness
- X 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
- Households that contribute to meeting income goals (broad range of incomes)
- X Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- X Victims of reprisals or hate crimes
- X Other preference(s) (list below)

Preferences will be given to elderly and disabled families for buildings designed for the Elderly and disabled.

Preference will be given to families who may benefit from the accessible features for accessible units.

Skipping on the waiting list will be permitted to achieve income targeting goals and in accordance with deconcentration policy.

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 point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

3 Date and Time

Former Federal preferences:

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

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 and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

- 1 Preference will be given to elderly and disabled families for buildings designed for the elderly and disabled.
- 1 Preference will be given to families who may benefit from the accessible features for accessible units.
- 1 Skipping on the waiting list will be permitted to achieve income targeting goals and in accordance with deconcentration policy.

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
- Policy allows for skipping on waiting list to meet income targeting.

(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)

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

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

(6) Deconcentration and Income Mixing

a. Yes X 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 on the following table:

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

B. Section 8

Exemptions: PHAs 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
 - X Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors):
 - Other (list below)

b. X 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)

The extent of the criminal records search depends on the residence of the applicant for the past five years.

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

Criminal or drug-related activity (See below)

Other (describe below) (See below)

Upon the written request of a prospective owner, the Willmar HRA will provide to the owner the name, address, and phone number of the applicant's current landlord and any previous landlords that are known to the housing authority.

In addition, if an owner submits a request to the Willmar Housing Authority for criminal records concerning an adult member of an applicant or resident household, signed consent forms, and the owner's standards for prohibiting admission, the Willmar Housing Authority must request the criminal conviction records from the appropriate law enforcement agency or agencies, as determined by the Housing Authority. If the Willmar Housing Authority receives criminal conviction records requested by an owner, the Willmar Housing Authority must determine whether criminal action by a household member, as shown by such criminal conviction records, may be a basis for applicant screening, lease enforcement or eviction, as applicable in accordance with HUD regulations and the owner's criteria. The Willmar Housing Authority must notify the owner whether the Housing Authority has received criminal conviction records concerning the household member, and of its determination whether such criminal conviction records may be a basis for applicant screening, lease enforcement or eviction. However, the PHA must not disclose the household member's criminal conviction record or the content of that record to the owner, but merely the fact of whether or not they comply with HUD regulations and the owner's criteria. The Willmar Housing Authority will charge the owners the actual cost the agency charged the Willmar HRA to obtain this information.

The same service shall be available to owners of federally assisted housing in their attempt to determine if an applicant is on the state sex offender list upon the request of the owner. Once again, the information itself will not be disclosed to the owner; the Willmar Housing Authority will merely apply the criteria the owner establishes. The fee for this service shall be the actual cost to obtain this information.

(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 certificate 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)

(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:

If the family documents their efforts and additional time can be reasonably expected to result in success or the family contains a person with a disability.

(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 to 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 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 and/or work in your jurisdiction

- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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 point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

3 Date and Time

Former Federal preferences:

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

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 and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- 1 Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- 2 Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Among applicants on the waiting list with 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 plans 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

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

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

- income targeting requirements
- X Administrative Plan provides for skipping on waiting list to achieve income targeting requirements.

(5) Special Purpose Section 8 Assistance Programs

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

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)
- X N/A

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

- Through published notices
- Other (list below)
- X N/A

4. PHA Rent Determination Policies

[24 CFR Part 903.12(b), 903.7(d)]

A. Public Housing

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

(1) Income Based Rent Policies

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 of the following two)

- 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))
- X 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
- X \$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:

Hardship exists under following circumstances:

- (a) When family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;
- (b) When the family would be evicted as a result of the imposition of the minimum rent requirement;
- (c) When the income of the family has decreased because of changed circumstances including Loss of employment;
- (d) When a death has occurred in the family.

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

1. Yes No: Does the PHA plan to charge rents at a fixed amount or

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

- (A) Flat rents – Family Choice
- (B) Ceiling Rents – If 30% of adjusted income is greater than ceiling rent, family pays ceiling rent.

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

For the earned income of a previously unemployed household member

(A) Unemployed for one or more years.

For increases in earned income

(A) Just at recertification

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) (using Section 8 payment standard amount)
- 95th 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
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (
- Other (list below)
 - (A) Change in family composition
 - (B) Decrease in income at family's option
 - (C) Increase in allowable expenses at family's option

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

a. 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

- X Other (list/describe below)
- (A) Payment Standard for Section 8 (110% of FMR) which seems to Accurately reflect the local market.

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs 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
- X 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)

- X FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- X Reflects market or submarket
- X To increase housing options for families
- Other (list below)

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

- X Annually
- X Other (list below)
As necessary to affect Cost Saving measures if Section 8 funding so warrant it.

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

- X Success rates of assisted families
- X Rent burdens of assisted families
- X Other (list below)
(A) Vacancy rates and rents in market area.

- (B) Size and quality of units leased under the program.
- (C) Rents for units leased under the program.

(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)

Hardship exists under following circumstances:

- (A) When family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;
- (B) When the family would be evicted as a result of the imposition of the minimum rent requirement;
- (C) When the income of the family has decreased because of changed circumstances including Loss of employment;
- (D) When a death has occurred in the family.

5. Capital Improvement Needs

[24 CFR Part 903.12(b), 903.7 (g)]

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

A. Capital Fund Activities

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

(1) Capital Fund Program

- a. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.

- b. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability of sub-component 5B: 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.

(1) Hope VI Revitalization

- a. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below 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)
Development name:
Development (project) number:
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
- c. Yes No: Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:
- d. Yes No: Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:
- e. Yes No: 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:

6. Demolition and Disposition

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

- a. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If "No", skip to component 7; if "yes", complete one activity description for each development on the following chart.)
-

| Demolition/Disposition Activity Description |
|---|
| 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. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity: |

7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

- (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 the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)

(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, what is the maximum number of participants this fiscal year?

b. PHA-established eligibility criteria

- 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:

- c. What actions will the PHA undertake to implement the program this year (list)?

(3) 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):

- a. Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- b. 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.
- c. Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).
- d. Demonstrating that it has other relevant experience (list experience below).

8. Civil Rights Certifications

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

9. Additional Information

[24 CFR Part 903.12 (b), 903.7 (r)]

A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan

(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 2000 - 2004.)

The Willmar HRA has accomplished the following relative to some of the goals it established with 2000 – 2004 Agency Plan:

- (1) Continued to participate in the Capital Fund Program to make units more marketable.
- (2) Maintain units in a decent condition to continue to attract residents.
- (3) Work on marketing techniques to fill vacancies.
- (4) Create and implement a preventative maintenance plan for each housing project.
- (5) Jointly with the County HRA, secured the services of an independent third party to conduct and complete a comprehensive analysis of the overall housing needs in the cities located in Kandiyohi County. The study was completed in October, 2002 and included in the publication was a section of Findings and Recommendations information for Willmar.
The study results are being used as a guide to determine future housing initiatives to be implemented by the Willmar HRA.

- (6) The Willmar HRA continues to strive to manage its programs in an efficient and effective manner. The Willmar HRA Board has recently approved changes in staffing which when properly trained will eventually assist in better delivery of programs to clients. Changes have included hiring a full-time Financial Management Specialist and a part-time Housing Programs Assistant to work on another HRA owned project which should allow the Housing Programs Supervisor to spend more time on public housing and Section 8 programs.
- (7) The City of Willmar appointed a Resident Commissioner to the HRA Board of Commissioners. The current Resident Commissioner has displayed a great interest in promoting increased participation from residents and program participants and has made a valuable contribution to the Board.
- (8) Training opportunities for staff members have been explored and staff have participated in various training experiences offered through HUD, Nan McKay and Associates, etc. However, staff turnover has created additional training needs which will be explored as opportunities present themselves.
- (9) Willmar HRA staff continue to work on issues with accounts receivable and unit turnaround.
- (10) The Willmar HRA Maintenance Supervisor conducts regular on-site inspections at the various projects owned and/or managed by the Willmar HRA to assure proper curb appeal and to positively impact the delivery of maintenance services.
- (11) The Willmar HRA has adopted anti-fraud policies for both its Section 8 and Public Housing programs and has entered into a formal agreement with Kandiyohi County Family Services as well.
- (12) Implementation of security improvements have included participation in the local Crime-Free Multi Housing Program for each property owned and/or managed by the HRA as well as increasing security patrol services to 8 p.m. to 4 a.m.
- (13) On behalf of the Willmar HRA, the SW Minnesota Housing Partnership has applied for and secured funding from multiple sources for the HRA to construct a 6-unit project under HUD's Permanent Supportive Housing Program. The project is under construction and will serve qualified homeless persons with disabilities.
- (14) The HRA is continuing to increase its participation in the HOME Rental Rehabilitation Program for landlords to make affordable improvements, thereby preserving the existing rental housing stock.
- (15) The HRA has secured 24 hour assisted living services through a contractor for its Section 8 New Construction project for elderly and disabled persons.
- (16) The HRA is providing gap and entry cost financing opportunities to qualifying families moving into a subdivision development owned by SW Minnesota Housing Partnership.

B. Criteria for Substantial Deviations 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: Substantial deviations are defined as discretionary changes in the plans or policies of the Willmar HRA that fundamentally change the mission, goals, objectives or plans of the Agency. It is also when goals or objectives are changed that

affect the residents or have a significant impact to the HRA's financial situation.

- b. Significant Amendment or Modification to the Annual Plan: A change in the plans or policies of the HRA that require formal approval of the Board of Commissioners.

C. Other Information

[24 CFR Part 903.13, 903.15]

(1) Resident Advisory Board Recommendations

- a. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

If yes, provide the comments below:

- 1) Capital Fund – reviewed – no corrections submitted by the RAB
- 2) Pets – would like to add language so a Resident may have a bird or fish in addition to another pet.
- 3) Agreed with the Willmar HRA on wording regarding sex offenders and criminal activity clarification.
- 4) Reviewed Security Deposit amounts being charged – no suggestions or corrections submitted by the RAB.
- 5) Preferences – reviewed – comments to keep the preferences as is.

- b. 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:

The Willmar HRA changed the wording in the Pet Policy and the ACOP regarding the limitations on pets.

- Other: (list below)

(2) Resident Membership on PHA Governing Board

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

- a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

- Yes No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board: Susana Hunnicutt

Method of Selection:

- X Appointment (appointed by the City of Willmar Council and Mayor)
The term of appointment is (include the date term expires):
Reappointed: 2/1/05 to 1/31/2010
- Election by Residents (if checked, complete next section--Description of Resident Election Process)

Description of Resident Election Process

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)

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)

Eligible voters: (select all that apply)

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

b. 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):

Date of next term expiration of a governing board member:

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

(3) PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

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

Consolidated Plan jurisdiction: (State of Minnesota – Minnesota Housing Finance Agency)

a. 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 on its waiting list 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)

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

- A. Monitor the availability of decent, safe and affordable housing.
- B. Improve the quality of assisted housing.
- C. Increase community quality of life and economic vitality.
- D. Increase homeownership opportunities.
- E. Develop employer assisted housing programs.
- F. Improve communications with landlords regarding rental practices.
- G. Increase awareness of tenant and landlord rights.
- H. Focus on cultural insensitivity, language barriers, and Fair Housing Issues.
- I. Rental Property Tax.
- J. Rehabilitation of owner-occupied housing.
- K. Rental housing rehabilitation.
- L. Homelessness.
- M. Meeting the needs of extremely low households.

(4) (Reserved)

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

10. Project-Based Voucher Program

- a. Yes No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.
- b. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

- Low utilization rate for vouchers due to lack of suitable rental units
- Access to neighborhoods outside of high poverty areas
- Other (describe below:)

- c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

11. List of Supporting Documents Available for Review for Streamlined

Five-Year/ Annual PHA Plans

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 | <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i> | Standard 5 Year and Annual Plans; streamlined 5 Year Plans |
| X | State/Local Government Certification of Consistency with the Consolidated Plan. | 5 Year 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 for families on the PHA’s public housing and Section 8 tenant-based waiting lists. | 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 | Annual Plan: Eligibility, Selection, and Admissions |

| Applicable & On Display | Supporting Document | Related Plan Component |
|-------------------------|--|--|
| | Plan [TSAP] and the Site-Based Waiting List Procedure. | Policies |
| X | Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. X 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. X 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. X Check here if included in the public housing A & O Policy. | Annual Plan: Rent Determination |
| X | Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. X Check here if included in Section 8 Administrative Plan. | Annual Plan: Rent Determination |
| X | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation). | Annual Plan: Operations and Maintenance |
| X | Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable 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 policies governing any Section 8 special housing types X check here if included in Section 8 Administrative Plan | Annual Plan: Operations and Maintenance |
| N/A | Consortium agreement(s). | Annual Plan: Agency Identification and Operations/ Management |
| X | Public housing grievance procedures X Check here if included in the public housing A & O Policy. | Annual Plan: Grievance Procedures |
| X | Section 8 informal review and hearing procedures. X Check here if included in Section 8 Administrative Plan. | Annual Plan: Grievance Procedures |
| X | The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year. | Annual Plan: Capital Needs |
| N/A | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants. | Annual Plan: Capital Needs |
| N/A | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing. | Annual Plan: Capital Needs |
| X | Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA). | Annual Plan: Capital Needs |
| N/A | Approved or submitted applications for demolition and/or disposition of public housing. | Annual Plan: Demolition and Disposition |
| N/A | Approved or submitted applications for designation of public housing | Annual Plan: Designation of |

| Applicable & On Display | Supporting Document | Related Plan Component |
|-------------------------|---|---|
| | (Designated Housing Plans). | Public Housing |
| N/A | 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 |
| X | Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion. | Annual Plan: Voluntary Conversion of Public Housing |
| N/A | Approved or submitted public housing homeownership programs/plans. | Annual Plan: Homeownership |
| X | Policies governing any Section 8 Homeownership program (Section _23_of the Section 8 Administrative Plan) | Annual Plan: Homeownership |
| X | Public Housing Community Service Policy/Programs X Check here if included in Public Housing A & O Policy | Annual Plan: Community Service & Self-Sufficiency |
| X | Cooperative 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 for public housing. | Annual Plan: Community Service & Self-Sufficiency |
| N/A | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing. | Annual Plan: Community Service & Self-Sufficiency |
| X | Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). X Check here if included in the public housing A & O Policy. | Pet Policy |
| X | The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings. | Annual Plan: Annual Audit |
| N/A | Consortium agreement(s), if a consortium administers PHA programs. | Joint PHA Plan for Consortia |
| N/A | Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection | Joint PHA Plan for Consortia |
| N/A | Other supporting documents (optional). List individually. | (Specify as needed) |

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

| Annual Statement/Performance and Evaluation Report | | | | | |
|---|---|--|--------------|-------------------|--|
| Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary | | | | | |
| PHA Name: Willmar HRA | | Grant Type and Number Capital Fund Program Grant No: MN 46 P05150104 Replacement Housing Factor Grant No: | | | Federal FY of Grant: 2004 |
| <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: 3/31/05 <input type="checkbox"/> Final Performance and Evaluation Report | | | | | |
| Line | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | \$ 72,889.00 | \$ 35,000.00 | \$.00 | \$.00 |
| 3 | 1408 Management Improvements | | | | |
| 4 | 1410 Administration | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$5,000.00 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | \$ 10,000.00 | \$ 16,110.00 | \$ 16,110.00.00 | \$ 1,330.00 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | \$ 4,818.00 | \$.00 | \$.00 | \$.00 |
| 10 | 1460 Dwelling Structures | \$157,182.00 | \$193,779.00 | \$.00 | \$.00 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

| Annual Statement/Performance and Evaluation Report | | | | | |
|---|---|--|--------------|-------------------|--|
| Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary | | | | | |
| PHA Name: Willmar HRA | | Grant Type and Number Capital Fund Program Grant No: MN 46 P05150104 Replacement Housing Factor Grant No: | | | Federal FY of Grant: 2004 |
| <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: 3/31/05 <input type="checkbox"/> Final Performance and Evaluation Report | | | | | |
| Line | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
| | | Original | Revised | Obligated | Expended |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | \$249,889.00 | \$249,889.00 | \$ 21,110.00 | \$ 6,330.00 |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | | | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security – Hard Costs | | | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | | | | |

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

| Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages | | | | | | | | |
|--|--|---|----------|----------------------|--------------|---------------------------|----------------|----------------|
| PHA Name: Willmar HRA | | Grant Type and Number Capital Fund Program Grant No: MN 46 P05150104 Replacement Housing Factor Grant No: | | | | Federal FY of Grant: 2004 | | |
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| HA – Wide | Administration | 1410 | LS | \$ 5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 | |
| HA – Wide | Fees/Costs (for elevator) | 1430 | LS | \$10,000.00 | \$16,110.00 | \$16,110.00 | \$1,330.00 | |
| HA - Wide | Operations | 1406 | LS | \$35,000.00 | \$35,000.00 | \$.00 | \$.00 | |
| HA – Wide | Operations (Truck) | 1406 | 1 | \$30,000.00 | \$.00 | \$.00 | \$.00 | |
| HA - Wide | Operations (Trailer dumping) | 1406 | 1 | \$ 7,889.00 | \$.00 | \$.00 | \$.00 | |
| MN051 01 | Elevator Control Upgrade | 1460 | 2 | \$112,182.00 | \$193,779.00 | \$.00 | \$.00 | |
| MN051 01 | Clean Ventilation | 1460 | LS | \$40,000.00 | \$.00 | \$.00 | \$.00 | |
| MN051 02 | Replace Clothesline poles & fixtures | 1450 | 38 | \$2,818.00 | \$.00 | \$.00 | \$.00 | |
| MN051 04 | Install A/C Sleeves | 1460 | 9 | \$5,000.00 | \$.00 | \$.00 | \$.00 | |
| MN051 04 | Replace Clothesline poles & fixtures | 1450 | 9 | \$2,000.00 | \$.00 | \$.00 | \$.00 | |
| | TOTALS | | | \$249,889.00 | \$249,889.00 | \$21,110.00 | \$6,330.00 | |

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

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

| PHA Name: Willmar HRA | | Grant Type and Number Capital Fund Program No: MN46P05150104 Replacement Housing Factor No: | | | | | Federal FY of Grant: 2004 | |
|--|---|--|--------|---|------------|--------|----------------------------------|--|
| 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 | | |
| HA Wide | 9/13/2006 | 09/13/2006 | | 9/13/2008 | 09/13/2008 | | | |
| MN 051-01 | 9/13/2006 | 09/13/2006 | | 9/13/2008 | 09/13/2008 | | | |
| MN 051-02 | 9/13/2006 | 09/13/2006 | | 9/13/2008 | 09/13/2008 | | | |
| MN 051-04 | 9/13/2006 | 09/13/2006 | | 9/13/2008 | 09/13/2008 | | | |
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12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

| Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary | | | | | |
|---|---|---|---------|-------------------|------------------------------------|
| PHA Name: Willmar HRA | | Grant Type and Number Capital Fund Program Grant No: MN46P05150105 Replacement Housing Factor Grant No: | | | Federal FY of Grant: 2005 |
| <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report | | | | | |
| Line | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | \$ 38,000.00 | | | |
| 3 | 1408 Management Improvements | \$ 8,500.00 | | | |
| 4 | 1410 Administration | \$ 7,500.00 | | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | \$ 10,000.00 | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | \$96,000.00 | | | |
| 10 | 1460 Dwelling Structures | \$ 74,000.00 | | | |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | \$ 15,000.00 | | | |
| 13 | 1475 Nondwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

| Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary | | | | | |
|---|---|---|---------|-------------------|------------------------------------|
| PHA Name: Willmar HRA | | Grant Type and Number Capital Fund Program Grant No: MN46P05150105 Replacement Housing Factor Grant No: | | | Federal FY of Grant: 2005 |
| <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report | | | | | |
| Line | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
| | | Original | Revised | Obligated | Expended |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | \$249,000.00 | | | |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | | | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security – Hard Costs | | | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | | | | |

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

| Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages | | | | | | | | |
|--|---|---|----------|----------------------|---------|---------------------------|-------------------|----------------------|
| PHA Name: Willmar HRA | | Grant Type and Number Capital Fund Program Grant No: MN46P05150105 Replacement Housing Factor Grant No: | | | | Federal FY of Grant: 2005 | | |
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| HA-Wide | Arch. Fees | 1430 | LS | \$10,000.00 | | | | |
| HA-Wide | Admin | 1410 | LS | \$ 7,500.00 | | | | |
| HA-Wide | Management Improvements (Staff Training) | 1408 | LS | \$ 8,500.00 | | | | |
| MN051-1 | Upgrade Heat Pumps | 1460 | 1 | \$12,000.00 | | | | |
| MN051-1 | Put all Exterior Light on Photo Cells, New Patio Balcony Lights, Flag Pole lights, Add Backstairs Lights SW & NW – energy eff. | 1450 | LS | \$ 13,000.00 | | | | |
| MN051-1 | Repave North Parking Lot | 1450 | 1 lot | \$ 25,000.00 | | | | |
| MN051-1 | Re-landscape N & E of Building (erosion correction) | 1450 | LS | \$ 20,000.00 | | | | |
| MN051-1 | Install (3) New Water Softeners and convert cold water to soft water side – add cold water hard water drinking line. | 1460 | 3 | \$ 11,000.00 | | | | |
| Welshire | | | | | | | | |

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

| Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages | | | | | | | | |
|--|---|---|----------|----------------------|---------|---------------------------|----------------|----------------|
| PHA Name: Willmar HRA | | Grant Type and Number Capital Fund Program Grant No: MN46P05150105 Replacement Housing Factor Grant No: | | | | Federal FY of Grant: 2005 | | |
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| MN051-2 | Add New Patios concrete slab to fill in dirt areas next to building. Install sleeves for clothesline poles | 1450 | LS | \$ 30,000.00 | | | | |
| MN051-2 | Replace clothesline poles and fixtures. | 1450 | 1 | \$ 2,000.00 | | | | |
| MN051-04 | Install A/C sleeves. (9) | 1460 | 9 | \$ 5,000.00 | | | | |
| MN051-02 | Replace security lights on garages – Install energy efficient (more light). Re-wire garage switch so can't shut off security lights. Dusk to Dawn photo sensor, need cages. | 1450 | LS | \$ 6,000.00 | | | | |
| MN051-4 | Reroof – 505 26 th Ave SW | 1460 | 1 | \$ 6,000.00 | | | | |
| | Reside – 505 26 th Ave SW & Add new maintenance free front porch. | 1460 | 1 | \$ 18,000.00 | | | | |
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12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

| Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages | | | | | | | | |
|--|---|---|----------|----------------------|---------|---------------------------|-------------------|----------------------|
| PHA Name: Willmar HRA | | Grant Type and Number Capital Fund Program Grant No: MN46P05150105 Replacement Housing Factor Grant No: | | | | Federal FY of Grant: 2005 | | |
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| MN051-4 | Replace exterior doors to houses (7) New deadbolt & locks. Metal clad maintenance free doors (Brad has list). | 1460 | 7 | \$ 7,500.00 | | | | |
| HA-Wide | Operations ~ (New Truck) | 1406 | LS | \$ 30,000.00 | | | | |
| HA-Wide | Operations ~ (Dump trailer) | 1406 | LS | \$ 8,000.00 | | | | |
| MN051-4 | (9 units) Reside inside of garage walls. Sheetrock reinforcement | 1470 | 9 | \$ 15,000.00 | | | | |
| MN051-2 | Re-plumb sump-pumps – to dump in sanitary in winter month, Oct. to April. Re-place hoses & pumps as needed. (38 units). | 1460 | 38 | \$ 20,250.00 | | | | |
| MN051-4 | (16 units) – Re-plumb sump pumps to go to sanitary in winter months – replace hoses and pumps as needed (16 units). | 1460 | 16 | \$ 6,250.00 | | | | |
| | Total Expenses | | | \$249,000.00 | | | | |

13. Capital Fund Program Five-Year Action Plan

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

| | | | | | | | |
|-----------------------|-----------|---------|--|-----------|---------|--------|---------------------------|
| PHA Name: Willmar HRA | | | Grant Type and Number Capital Fund Program No: MN46P05150105 Replacement Housing Factor No: | | | | Federal FY of Grant: 2005 |
| | Original | Revised | Actual | Original | Revised | Actual | |
| HA Wide | 9/01/2007 | | | 9/01/2009 | | | |
| MN 051-01 | 9/01/2007 | | | 9/01/2009 | | | |
| MN 051-02 | 9/01/2007 | | | 9/01/2009 | | | |
| MN 051-04 | 9/01/2007 | | | 9/03/2009 | | | |

13. Capital Fund Program Five-Year Action Plan

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|---|
| Capital Fund Program Five-Year Action Plan Part I: Summary |
|---|

| PHA Name Willmar HRA | | <input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 4 | | | |
|--------------------------------------|--------|---|--|--|--|
| Development Number/Name/HA-Wide | Year 1 | Work Statement for Year 2 FFY Grant: 2006 PHA FY: 2006 | Work Statement for Year 3 FFY Grant: 2007 PHA FY: 2007 | Work Statement for Year 4 FFY Grant: 2008 PHA FY: 2008 | Work Statement for Year 5 FFY Grant: 2009 PHA FY: 2009 |
| HA Wide | | \$60,000.00 | \$.00 | \$.00 | \$17,500.00 |
| MN 51-1 | | \$132,160.00 | \$230,380.00 | \$163,500.00 | \$47,000.00 |
| MN 51-2 | | \$233,400.00 | \$ 22,000.00 | \$245,000.00 | \$193,000.00 |
| MN 51-4 | | \$ 36,200.00 | \$ 9,800.00 | \$.00 | \$10,000.00 |
| | | | | | |
| | | | | | |
| TOTALS | | \$461,760.00 | \$262,180.00 | \$408,500.00 | \$267,500.00 |
| | | | | | |
| CFP Funds Listed for 5-year planning | | | | | |
| Replacement Housing Factor Funds | | | | | |

13. Capital Fund Program Five-Year Action Plan

| Capital Fund Program Five-Year Action Plan Part II: Supporting Pages—Work Activities | | | | | | |
|---|--|--|----------------|---|---|----------------|
| Activities for Year 1 | Activities for Year :_2 FFY Grant: 2006 PHA FY: 2006 | | | Activities for Year: 3 FFY Grant: 2007 PHA FY: 2007 | | |
| | Development Name/Number | Major Work Categories | Estimated Cost | Development Name/Number | Major Work Categories | Estimated Cost |
| Se | MN 051-1 | Replace Tile Floors | \$ 81,360.00 | MN 051-1 | Paint Units/Community Space Areas | \$ 160,380.00 |
| An | MN 051-1 | Replace carpet in Units | \$ 50,800.00 | MN 051-1 | Replace Corridor & Community Space Carpet | \$ 45,000.00 |
| Statement | MN 051-2 | Replace Interior Doors/Frames | \$ 113,400.00 | MN 051-1 | Rebuild Garage Shed | \$ 10,000.00 |
| | MN 051-2 | Redo tile in homes | \$ 120,000.00 | MN 051-1 | Reside/Re-roof Maintenance Garage | \$ 15,000.00 |
| | MN 051-4 | Replace Carpeting | \$ 27,000.00 | MN 051-2 | Extend Patios to fences | \$ 22,000.00 |
| | MN 051-4 | Replace Vinyl Flooring | \$ 3,800.00 | MN 051-4 | Replace storm doors | 2,600.00 |
| | MN 051-4 | Replace Light Fixtures | \$ 5,400.00 | MN 051-4 | Replace Interior Doors/Frames | \$ 7,200.00 |
| | HA Wide | Management Improvements (Computer Hardware/Software) | \$60,000.00 | | | |
| | | | | | | |
| | | | | | | |
| Total CFP Estimated Cost | | | \$461,760.00 | | | \$262,180.00 |

13. Capital Fund Program Five-Year Action Plan

| Capital Fund Program Five-Year Action Plan Part II: Supporting Pages—Work Activities | | | | | |
|---|--|----------------|--|---|----------------|
| Activities for Year :_4 FFY Grant: 2008 PHA FY: 2008 | | | Activities for Year: _5 FFY Grant: 2009 PHA FY: 2009 | | |
| Development Name/Number | Major Work Categories | Estimated Cost | Development Name/Number | Major Work Categories | Estimated Cost |
| MN 051-1 | Replace Screens/Windows as needed | \$ 20,500.00 | HA Wide | Archet. Fees | \$ 10,000.00 |
| MN 051-1 | Re-caulk exterior windows or replace with thermo windows | \$ 18,000.00 | HA Wide | Administration | 7,500.00 |
| MN 051-1 | Replace ranges, refrigerators & range hoods | \$ 105,000.00 | MN 051-1 | Clean ventilation ducts | \$ 40,000.00 |
| MN 051-2 | Rebuild storm sewer in community area | \$ 15,000.00 | MN 051-1 | Replace Air Compressor-for pneumatic valves | \$ 7,000.00 |
| MN 051-2 | Replace gutters & downspouts | \$ 10,000.00 | MN 051-2 | Cement new patios & extensions from back garage door – corner to corner Northside | \$ 20,000.00 |
| MN 051-2 | Community Center | \$ 200,000.00 | MN 051-2 | Replace Clothesline poles & fixtures Northside | \$ 2,000.00 |
| MN 051-2 | Furnishing Community Center | \$ 20,000.00 | MN 051-2 | Replace basement pull chain lights – with T-8 energy efficient lamps. Receive 80 lights come on by a switch | \$ 10,000.00 |
| MN 051-1 | Replace Central A/C System | \$ 20,000.00 | MN 051-4 | Replace basement pull chain lights – with T-8 energy efficient lamps – Rewire so lights come on by a switch | \$ 10,000.00 |
| | | | MN 051-2 | Re-roof buildings and garages 9 buildings and 13 garages | \$161,000.00 |
| Total CFP Estimated Cost | | \$408,500.00 | | | \$267,500.00 |

13. Capital Fund Program Five-Year Action Plan