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(exp. 02/28/2006)

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

PHA Plans

5 Year Plan for Fiscal Years 2006 - 2010
Annual Plan for Fiscal Year 2006

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

PHA Plan
Agency Identification

PHA Name: Hibbing Housing and Redevelopment Authority

PHA Number: MN004

PHA Fiscal Year Beginning: 10/2006

Public Access to Information

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

☒ Main administrative office of the PHA
☐ PHA development management offices
☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2006 - 2010
[24 CFR Part 903.5]

A. Mission

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

☒ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

☐ The PHA's mission is: (state mission here)

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.

☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☐ Apply for additional rental vouchers:
- ☒ Reduce public housing vacancies:
- ☐ Leverage private or other public funds to create additional housing opportunities:
- ☐ Acquire or build units or developments
- ☐ Other (list below)

☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☒ Improve public housing management: (PHAS score)
- ☐ Improve voucher management: (SEMAP score)
- ☒ Increase customer satisfaction:
- ☒ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- ☒ Renovate or modernize public housing units:
- ☒ Demolish or dispose of obsolete public housing:

- ☐ Provide replacement public housing:
- ☐ Provide replacement vouchers:
- ☐ Other: (list below)

☐ PHA Goal: Increase assisted housing choices

Objectives:

- ☐ Provide voucher mobility counseling:
- ☐ Conduct outreach efforts to potential voucher landlords
- ☐ Increase voucher payment standards
- ☐ Implement voucher homeownership program:
- ☐ Implement public housing or other homeownership programs:
- ☐ Implement public housing site-based waiting lists:
- ☐ Convert public housing to vouchers:
- ☐ Other: (list below)

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

☒ PHA Goal: Provide an improved living environment

Objectives:

- ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☒ Implement public housing security improvements:
- ☒ 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

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

Objectives:

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

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

☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:

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

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2006
[24 CFR Part 903.7]

i. Annual Plan Type:
Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

- ☐ **High Performing PHA**
- ☐ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan
[24 CFR Part 903.7 9 (r)]
Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The major initiative the HRA will undertake this Fiscal Year is the Disposition of Jefferson Apartments, MN 004-004.

iii. Annual Plan Table of Contents
[24 CFR Part 903.7 9 (r)]
Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

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

Required Attachments: Admissions Policy for Deconcentration

☒ FY 2006 Capital Fund Program Annual Statement

☒ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

☒ PHA Management Organizational Chart

☒ FY 2006 Capital Fund Program 5 Year Action Plan

☒ Public Housing Drug Elimination Program (PHDEP) Plan

☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

☐ Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local 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	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	Housing Act of 1937, as implemented in the 2/18/99 *Quality Housing and Work Responsibility Act Initial Guidance; Notice* and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	
X	Public housing rent determination policies, including the methodology for setting public housing flat rents ☒ 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 ☒ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
N/A	Section 8 rent determination (payment standard) policies ☐ check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures ☒ check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
N/A	Section 8 informal review and hearing procedures ☐ check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
N/A	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	any active CIAP grant	
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
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
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 (Designated Housing Plans)	Annual Plan: Designation of 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	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program ☐ check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	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	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted	Annual Plan: Annual Audit

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2,555	5	1	1	N/A	1	1
Income >30% but <=50% of AMI	2,005	4	1	1	N/A	1	1
Income >50% but <80% of AMI	1,875	3	1	1	N/A	1	1

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Elderly	2,388	4	1	1	N/A	1	1
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	8	4	1	1	N/A	1	1
Race/Ethnicity	19	4	1	1	N/A	1	1
Race/Ethnicity	124	4	1	1	N/A	1	1
Race/Ethnicity	8	4	1	1	N/A	1	1

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

☐ Consolidated Plan of the Jurisdiction/s
Indicate year:
☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
☐ American Housing Survey data
Indicate year:
☐ Other housing market study
Indicate year:
☐ Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) ☐ 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/sub-j urisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1		
Extremely low income <=30% AMI	1	100	
Very low income (>30% but <=50% AMI)	0		
Low income (>50% but <80% AMI)	0		
Families with children	0	0	
Elderly families	1	100	

Housing Needs of Families on the Waiting List			
Families with Disabilities	0		
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	1	100	
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

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- [x] Employ effective maintenance and management policies to minimize the number of public housing units off-line
- [x] Reduce turnover time for vacated public housing units
- [x] 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)

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

- [x] 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)

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)

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:

- [x] Funding constraints
- [x] 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
- [x] Influence of the housing market on PHA programs
- [ ] Community priorities regarding housing assistance
- [ ] Results of consultation with local or state government
- [x] 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 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing 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 2005 grants)**		
a) Public Housing Operating Fund	565,349	Operations
b) Public Housing Capital Fund	432,564	Mod
c) HOPE VI Revitalization		
d) HOPE VI Demolition		

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	539.550	Operations
4. Other income (list below)		
Local Tax Levy	50,000	Non-Hud Programs
4. Non-federal sources (list below)		

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
Total resources	1,587,463	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

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)
☒ Other: (describe) At time of admission.

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

☒ Criminal or Drug-related activity
☒ Rental history

☒ Housekeeping
☐ Other (describe)

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)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. 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)
☒ One
☐ Two
☐ Three or More

b. ☒ 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 ☒ 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)

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

☐ Veterans and veterans' families
☐ Residents who live and/or work in the jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☐ 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.

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

☐ 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)

4. Relationship of preferences to income targeting requirements:
☐ The PHA applies preferences within income tiers
☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)
☒ The PHA-resident lease
☒ The PHA's Admissions and (Continued) Occupancy policy
☒ PHA briefing seminars or written materials
☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)
☐ At an annual reexamination and lease renewal
☒ Any time family composition changes
☐ At family request for revision
☐ Other (list)

(6) Deconcentration and Income Mixing

a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote de-concentration of poverty or income mixing?

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

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

☐ Adoption of site-based waiting lists
If selected, list targeted developments below:

☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

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

☐ Other (list policies and developments targeted below)

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

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

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

☐ Other (list below)

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

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

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

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

B. Section 8

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

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

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

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

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

☐ Criminal or drug-related activity
☐ Other (describe below)

(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:

(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.

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

☐ 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)

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

(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)

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

☐ Through published notices

☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (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)

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

---or---

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

b. Minimum Rent

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

☐ $0
☐ $1-$25
☒ $26-$50

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

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

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

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

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

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
☐ For increases in earned income
☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

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

☐ For household heads
☐ For other family members
☐ For transportation expenses
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
☐ Other (describe below)

e. Ceiling rents

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

☒ Yes for all developments
☐ Yes but only for some developments
☐ No

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

☐ For all developments
☐ For all general occupancy developments (not elderly or disabled or elderly only)
☐ For specified general occupancy developments
☐ For certain parts of developments; e.g., the high-rise portion
☐ For certain size units; e.g., larger bedroom sizes
☐ Other (list below)

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

☒ Market comparability study
☒ Fair market rents (FMR)
☐ 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: (if selected, specify threshold)_____
☒ Other (list below) Any time family composition changes initiate an increase or decrease in total family income, or whenever a decrease in family income changes.

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

(2) Flat Rents

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

☐ The section 8 rent reasonableness study of comparable housing
☐ Survey of rents listed in local newspaper
☒ Survey of similar unassisted units in the neighborhood and FMR's.
☒ Other (list/describe below) The PHA is using Ceiling Rents for Flat Rents.

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 below100% of FMR
☐ 100% of FMR
☐ Above 100% but at or below 110% of FMR
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

☐ Annually
☐ Other (list below)

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

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

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)
☐ $0
☐ $1-$25
☐ $26-$50

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)
☐ An organization chart showing the PHA's management structure and organization is attached.
☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	310	95
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

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

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

☐ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) mn004a01

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) mn004a02

-or-

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

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

☐ Revitalization Plan under development

☐ Revitalization Plan submitted, pending approval
☐ Revitalization Plan approved
☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: Jefferson Apartments 1b. Development (project) number: MN 004-004
2. Activity type: Demolition ☐ Disposition ☒
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application planned for submission: (DD/MM/YY) 30/08/06
5. Number of units affected: 60 6. Coverage of action (select one) ☐ Part of the development ☒ Total development
7. Timeline for activity: a. Actual or projected start date of activity: (DD/MM/YY) 30/08/06 b. Projected end date of activity: (DD/MM/YY) 31/12/06

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

[24 CFR Part 903.7 9 (i)]

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

1. ☒ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal

year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name: Park Terrace Manor and Seventh Avenue Apartments 1b. Development (project) number: MN 004-002 and MN 004-006
2. Designation type: Occupancy by only the elderly ☒ Occupancy by families with disabilities ☐ Occupancy by only elderly families and families with disabilities ☐
3. Application status (select one) Approved; included in the PHA's Designation Plan ☐ Submitted, pending approval ☐ Planned application ☒
4. Date this designation planned for submission: (DD/MM/YY) 30/03/07
5. If approved, will this designation constitute a (select one) ☒ New Designation Plan ☐ Revision of a previously-approved Designation Plan?
6. Number of units affected: 20 and 70 7. Coverage of action (select one) ☐ Part of the development ☒ Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

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

2. Activity Description

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

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? ☐ Assessment underway ☐ Assessment results submitted to HUD ☐ Assessment results approved by HUD (if marked, proceed to next question) ☐ Other (explain below)
3. ☐ Yes ☐ No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) ☐ Conversion Plan in development

☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY) ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY) ☐ Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) ☐ Units addressed in a pending or approved demolition application (date submitted or approved: ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) ☐ Requirements no longer applicable: vacancy rates are less than 10 percent ☐ Requirements no longer applicable: site now has less than 300 units ☐ Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: ☐ HOPE I ☐ 5(h) ☐ Turnkey III ☐ Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) ☐ Approved; included in the PHA's Homeownership Plan/Program ☐ Submitted, pending approval ☐ Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:

(DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) ☐ Part of the development ☐ Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

☐ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

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:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

* Although no formal written agreement exists between the HA and the TANF Agency, weekly meetings are held with a member(s) of the TANF Agency and the FIC Staff in which programs and problems are discussed that affect residents.

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

☐ Public housing rent determination policies
☐ Public housing admissions policies
☐ Section 8 admissions policies
☐ Preference in admission to section 8 for certain public housing families
☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
☐ Preference/eligibility for public housing homeownership option participation
☐ Preference/eligibility for section 8 homeownership option participation
☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
GED Training	46	Tenant Requested	FIC Building	Both

Computer Training	10	Tenant Requested	FIC Building	Both
On-Site Work Experience	5	St. Empl. Agency	FIC Building	Both
Start Your Own Business	1	Applicatioin	FIC Building	Both
Family Literacy	37	Application	FIC Building	Both
Parenting Classes	42	Application	FIC Building	Both
Youth Development	68	Application	FIC Building	Both
Dollar Works	60	Application	FIC Building	Both
Clothes Closet	2,100	Walk-In	FIC Building	Both

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

3. Which developments are most affected? (list below)
MN 004-004, Jefferson Apartments

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

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

- [ ] Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- [x] Crime Prevention Through Environmental Design
- [x] Activities targeted to at-risk youth, adults, or seniors
- [ ] Volunteer Resident Patrol/Block Watchers Program
- [ ] Other (describe below)

2. Which developments are most affected? (list below)
MN 004-001, Haven Court Apartments; MN 004-004, Jefferson Apartments

C. Coordination between PHA and the police

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

☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
☒ Police provide crime data to housing authority staff for analysis and action
☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
☒ Police regularly testify in and otherwise support eviction cases
☐ Police regularly meet with the PHA management and residents
☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
☐ Other activities (list below)

2. Which developments are most affected? (list below)
MN 004-001, Haven Court Apartments; MN 004-004, Jefferson Apartments

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: ___)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U S.C. 1437c(h))? (If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☒ No: If there were any findings, do any remain unresolved?
   If yes, how many unresolved findings remain?____
5. ☐ Yes ☒ No: Have responses to any unresolved findings been submitted to HUD?
   If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. ☐ Yes ☒ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

☒ Not applicable
☐ Private management
☐ Development-based accounting

☐ Comprehensive stock assessment
☐ Other: (list below)

3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
☒ Attached at Attachment (File name) mn004a03
☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)
☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:

☒ Other: (list below) See attachment: mn004a04

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here) St. Louis County CHAS

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

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

☐ Other: (list below)

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

D. Other Information Required by HUD

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

Attachments

Use this section to provide any additional attachments referenced in the Plans.

mn004v01	PHA Plan
mn004a01	Annual Plan and Five Year Funding Plan
mn004a02	Physical and Management Needs Assessment
mn004a04	HRA Organization Chart
mn004a05	Pet Policy
mn004a07	Resident Programs and Self-Sufficiency
mn004a08	St. Louis County Housing Needs/Consolidated Plan
mn004a09	Community Service Policy
mn004a10	Resident Membership on Governing Board

Annual Statement
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Hibbing Housing and Redevelopment Authority	Grant Type and Number Capital Fund Program Grant No: MN46P00450106	Federal FY of Grant: 2006

Original 2006 Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	71,314			
3	1408 Management Improvements				
4	1410 Administration	43,250			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	18,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	50,000			
10	1460 Dwelling Structures	115,000			
11	1465.1 Dwelling Equipment—Nonexpendable	70,000			
12	1470 Nondwelling Structures	50,000			
13	1475 Nondwelling Equipment	15,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	432,564			
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				

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

PHA Name: Hibbing Housing and Redevelopment Authority	**Grant Type and Number** Capital Fund Program Grant No: **MN46P00450106**	**Federal FY of Grant: FY 2006**

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	Operations Admin A&E	1406 1410 1430	Lump Sum Lump Sum Lump Sum	71,314 43,250 18,000				
MN 004-001 Haven Court Apartments	New Storage Building Pave Alley New Electric Stoves Paint Porch Canopies New 220 wiring for Stoves/Breaker Panel	1470 1450 1465.1 1460 1460	Lump Sum Lump Sum 100 56 100	50,000 25,000 40,000 20,000 50,000				
MN 004-003 First Avenue Apartments	Replace Refrigerators	1465.1	60	30,000				
MN 004-006 Seventh Avenue Apartments	New Sidewalks Common Area Furniture and Community Room Furniture Community Room Remodeling	1450 1475 1460	Lump Sum Lump Sum Lump Sum	25,000 15,000 25,000				

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

PHA Name: **Hibbing Housing and Redevelopment Authority**	**Grant Type and Number** Capital Fund Program No: : **MN46P00450106**	**Federal FY of Grant: 2006**

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	
Operations	30 Sep07			30Sep09			
HA-Wide Administration Fees	30Sep07			30Sep09			
Architectural Engineering Fees	30Sep07			30Sep09			
MN 004-001 Haven Court Apartments New Storage Building Pave Alley New Stoves Paint Porches	 30Sep07 30Sep07 30Sep07 30Sep07 30Sep07			 30Sep09 30Sep09 30Sep09 30Sep09			
MN 004-003 First Avenue Apartments	30Sep07			30Sep09			
MN 004-006 Seventh Avenue Apartments New Sidewalks Community Room Furniture Remodel Community Room Install Telephone Jacks in Bedrooms	 30Sep07 30Sep07 30Sep07 30Sep07			 30Sep09 30Sep09 30Sep09 30Sep09			

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

Hibbing Housing and Redevelopment Authority				**Original 5-Year Plan**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 3 FFY Grant: 2008 PHA FY: 2008	Work Statement for Year 4 FFY Grant: 2009 PHA FY: 2009	Work Statement for Year 5 FFY Grant: 2010 PHA FY: 2010
HA-Wide 1406 HA-Wide 1410 HA-Wide 1430 HA-Wide 1408	Annual Statement	66,934 43,250 24,000	62,314 43,250 24,000 32,000	76,133 43,250 22,000 20,000	65,492 43,250 25,250
MN 004-001 Haven Court Apts.		95,000	248,000		
MN 004-002 Park Terrace Manor		86,500			
MN 004-003 First Avenue Apts		0	0	271,181	213,572
MN 004-006 Seventh Avenue Apts		119,000	23,000		85,000
CFP Funds Listed for 5-year planning		432,564	432,564	432,564	432,564
Replacement Housing Factor Funds					

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

Activities for Year 1	Activities for Year : 2 FFY Grant: 2007 PHA FY: 2007			Activities for Year: 3 FFY Grant: 2008 PHA FY: 2008		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
See	HA-Wide	Operations	66,934	HA-Wide	Operations	62,314
Annual	HA-Wide	Admin	43,250	HA-Wide	Admin	43,250
Statement	HA-Wide	A&E	24,000	HA-Wide	A&E	24,000
	HA-Wide			HA-Wide	Replace Truck	32,000
	MN 004-001 Haven Court Apartments	New Flooring Phase 1 Fridge Replacement	85,000 10,000	MN 004-001 Haven Court Apartments	Landscape/ Water Problems Porch Repairs Sidewalk/Curb Repairs New Storm Doors New Entry Doors, Locks and Hardware Phase 2 Fridge Replacement	30,000 30,000 50,000 38,000 80,000 20,000
	MN004-002 Park Terrace Manor	Renovate Comm. Room/Laundry New Community Room Furniture Renovate Caretaker Apartment Re-carpet partments Paint Metal Trim	20,000 7,500 24,000 25,000 10,000			
	MN 004-006 Seventh Avenue Apartments	New Toilets Add Car Plug-Ins New Closet Doors New Med. Cabinets New LR Light Fix.	65,000 6,000 28,000 10,000 10,000	MN 004-006 Seventh Avenue Apartments	Replace Elevator Controller	23,000
		Total CFP Estimated Cost	432,564			432,564

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

Activities for Year : 4 FFY Grant: 2009 PHA FY: 2009			Activities for Year: 5 FFY Grant: 2010 PHA FY: 2010		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
HA-Wide	Operations	76,133	HA-Wide	Operations	65,492
HA-Wide	Administration	43,250	HA-Wide	Administration	43,250
HA-Wide	A&E	22,000	HA-Wide	A&E	25,250
HA-Wide	Replace Computers	20,000	HA_Wide		
MN 004-003 First Avenue Apartments	Site Lighting/Landscaping Renovate 30 Apartments New Kitchens New Bathrooms New Flooring Painting New Fridges New Wiring New Stoves/Hoods Renovate Laundry Rm Renovate Svc. Office Renovate 3 Elevator Rooms	 20,000 52,500 52,500 45,681 15,000 15,000 10,000 22,500 15,000 20,000 3,000	MN 004-003 First Avenue Apartments	 Renovate 30 Apartments New Kitchens New Bathrooms New Flooring Painting New Fridges New Stoves/Hoods Re-wire Apts	 52,500 52,500 46,072 15,000 15,000 22,500 10,000
MN 004-006 Seventh Avenue Apartments			MN 004-006 Seventh Avenue Apartments	Air Condition Community Room Carpet Apts	 10,000 75,000
	Total CFP Estimated Cost	432,564			432,564

Optional 5-Year Action Plan Tables			
Development Number	**Development Name (or indicate PHA wide)**	**Number Vacant Units**	**% Vacancies in Development**
MN 004	PHA Wide Management Improvements		

Description of Needed Physical Improvements or Management Improvements	**Estimated Cost**	**Planned Start Date (HA Fiscal Year)**
FIC Coordinator and Staff Salary and Benefit Package @$55,000/yr	220,000	2005-2009
Replace plow truck	32,700	2005
Replace computers	20,000	2008
New Storage Building	35,000	2005
Operations	133,500	2005-2009
Total estimated cost over next 5 years	$441,200	

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
MN 004-001	Haven Court Apartments Physical Improvements		

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Landscaping for surface water runoff	41,151	2007
Sidewalk and curb/gutter replacement	50,000	2007
Re-floor 1st floor of family apartments	110,191	2006
Change Door Locks	6,000	2005
New Ranges	44,600	2007
New Refrigerators	50,000	2005
New Parking Lot/Pave Alley	22,980	2005
Repair Porch Stoops	50,000	2007
Replace Storm Doors	17,000	2005
Paint Porch Canopies	5,600	2005
	397,522	
Total Estimated Cost of the next 5 Years	397,522	

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
MN 004-002	Park Terrace Manor Physical Needs		

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Laundry Room Renovation	25,000	2007
Remodel Caretaker Unit	30,000	2007
Replace Apartment Carpeting	30,251	2008
Paint Metal Window/Building Trim	10,000	2007
	90,251	
Total estimated cost over next 5 years	90,251	

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
MN 004-003	First Avenue Apartments Physical Improvements	7	12%

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
New Kitchen Cabinets (Two Year Phased Work)	210,000	2008-2009
New Bathrooms (Two Year Phased Work)	210,000	2008-2009
New Flooring (Two Year Phased Work)	120,000	2008-2009
Site Lighting and Landscaping	20,000	2008
Apartment Painting (Two Year Phased Work)	30,000	2008-2009
New Kitchen Appliances (Two Year Phased Work)	95,000	2008-2009
Renovate Laundry Room	10,000	2008
Renovate Svc Coordinator Office	10,000	2008
Renovate Elevator Lobbies (3 Floors)	3,000	2008
Total estimated cost over next 5 years	$550,000	

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
MN 004-0004	Jefferson Apartments Physical Improvements	30	51%

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Relocation Costs (Project Disposition)	25,000	2005
Total estimated cost over next 5 years	25,000	

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
MN 004-0006	Seventh Avenue Apartments Physical Improvements	2	3%

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
New Bathroom Light Fixtures/Medicine Cabinets	18,000	2006
New Closet Doors	28,000	2006
A/C Sleeves	25,000	2006
Additional Phone Jacks in Bedrooms	5,000	2006
New Covered Entry at Front of Building	40,000	2005
Enlarge Community Room	55,000	2006
Replace Toilet Fixtures	75,000	2006
Additional Plug Ins for Resident Vehicles	6,000	2006
Replace Community/Lobby Furniture	31,450	2005
Replace Elevator Controller	40,000	2007
Add New Elevator	300,000	2010
New Sidewalks	16,761	2005
Replace Domestic Hot Water Tank	40,000	2005
New Apartment Carpeting	92,500	2009
	772,711	
Total estimated cost over next 5 years	472,711	

Annual Statement
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Hibbing Housing and Redevelopment Authority	Grant Type and Number Capital Fund Program Grant No: MN46P00450105	Federal FY of Grant: 2005

Revised 2005 Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	114,400		114,400	
3	1408 Management Improvements				
4	1410 Administration	30,261		30,261	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	~~17,000~~	22,000	22,000	
8	1440 Site Acquisition				
9	1450 Site Improvement	~~39,741~~	11,795	11,795	
10	1460 Dwelling Structures	~~103,000~~	198,396	198,396	
11	1465.1 Dwelling Equipment—Nonexpendable	~~50,000~~	24,000	24,000	
12	1470 Nondwelling Structures	~~35,000~~	0		
13	1475 Nondwelling Equipment	~~31,450~~	40,000	27,309	
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	~~25,000~~	5,000	5,000	
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	445,852		445,852	
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				

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

PHA Name: Hibbing Housing and Redevelopment Authority	**Grant Type and Number** Capital Fund Program Grant No: **MN46P00450105**	**Federal FY of Grant: FY 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	Operations	1406	Lump Sum	114,400		114,400		Complete
	Admin	1410	Lump Sum	30,261		30,261		In Progress
	A&E	1430	Lump Sum	~~17,000~~	22,000	22,000		In Progress
MN 004-001 Haven Court Apartments	~~New Storage Building~~	1470	Lump Sum	~~35,000~~	0			Carried into 2006 CGP
	~~Pave Alley~~	1450	Lump Sum	~~22,980~~	0			
	~~New Fridges~~	1465.1	100	~~50,000~~	0			"
	~~New Storm Doors~~	1460	84	~~17,000~~	0			"
	~~New Door Locks~~	1460	184	~~6,000~~	0			"
	~~Paint Porch Canopies~~	1460	56	~~5,600~~	0			"
	Site Lighting	1450	Lump Sum	0	11,795	11,795		Complete
MN 004-004 Jefferson Apartments	Relocation Costs URA	1495.1	Lump Sum	~~25,000~~	5,000	5,000		In Progress
MN 004-006 Seventh Avenue Apartments	Replace Domestic Hot Water Tank	1465.1	1	~~34,400~~	24,000			Plans Being Drawn
	~~New Building Entrance~~	1460	1	~~40,000~~	0			
	~~New Sidewalks~~	1450	Lump Sum	~~16,761~~	0			
	Common Area Furniture and Community Room Furniture	1475	Lump Sum	~~17,131~~	40,000	27,309		Last Furniture on Order
	Corridor Remodeling (Continued from 2004 CGP)	1460	Lump Sum	0	198,396	198,396		Last Floor Pending

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

PHA Name: **Hibbing Housing and Redevelopment Authority**	**Grant Type and Number** Capital Fund Program No: : **MN46P00450105**	**Federal FY of Grant: 2005**

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 Management Improvements		17Aug07		17Aug09			
HA-Wide Administration Fees	30Sep06	17Aug07		17Aug09			
Architectural Engineering Fees	30Sep06	17Aug07		17Aug09			
~~MN 004-001~~ ~~Haven Court Apartments~~ ~~New Storage Building~~ ~~Pave Alley~~ ~~New Fridges~~ ~~New Storm Doors~~ ~~New Door Locks~~	 ~~30Sep06~~ ~~30Sep06~~ ~~30Sep06~~ ~~30Sep06~~ ~~30Sep06~~	 ~~17Aug07~~ ~~17Aug07~~ ~~17Aug07~~ ~~17Aug07~~ ~~17Aug07~~		 ~~17Aug09~~ ~~17Aug09~~ ~~17Aug09~~ ~~17Aug09~~ ~~17Aug09~~			
MN 004-006 Seventh Avenue Apartments Replace Domestic Hot Water Tank ~~New Building Entrance~~ ~~New Sidewalks~~ Replace Common Area and Community Room Furniture Renovate Hallways	 30Sep06 ~~30Sep06~~ ~~30Sep06~~ 30Sep06 30 Sep06	 17Aug07 ~~17Aug07~~ ~~17Aug07~~ 17Aug07 17Aug07		 17Aug09 ~~17Aug09~~ ~~17Aug09~~ 17Aug09 17Aug07			

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

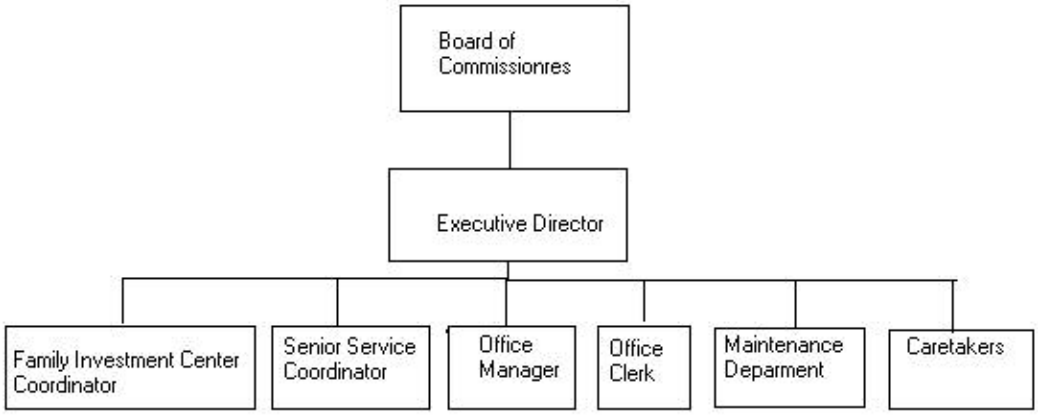
Hibbing Housing and Redevelopment Authority				**Original 5-Year Plan**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 2008	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 2009
HA-Wide 1406 HA-Wide 1410 HA-Wide 1430	Annual Statement	81,700 44,580 26,700	101,700 44,580 23,140	81,700 44,580 23,140 20,000	81,700 44,580 23,500
MN 004-001 Haven Court Apts.		95,872	200,751		
MN 004-002 Park Terrace Manor		0	50,681	30,251	
MN 004-003 First Avenue Apts		0	0	246,181	203,572
MN 004-004 Jefferson Apartments		Disposition – 2005	Disposition – 2005	Disposition – 2005	Disposition – 2005
MN 004-006 Seventh Avenue Apts		197,000	25,000		92,500
CFP Funds Listed for 5-year planning		445,852	445,852	445,852	445,852
Replacement Housing Factor Funds					

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**
See	HA-Wide	Operations	81,700	HA-Wide	Operations	101,700
Annual	HA-Wide	Admin	44,580	HA-Wide	Admin	44,580
Statement	HA-Wide	A&E	26,700	HA-Wide	A&E	23,140
	HA-Wide			HA-Wide		
	MN 004-001 Haven Court Apartments	New Flooring	95,872	MN 004-001 Haven Court Apartments	New Ranges Landscape/ Water Problems Porch Repairs Sidewalk/Curb Repairs Paint Porch Canopies	44,600 41,151 50,000 50,000 15,000
	MN004-002 Park Terrace Manor			MN 004-002 Park Terrace Manor	Renovate Comm. Room/Laundry Renovate Caretaker Apartment	20,681 30,000
	MN 004-003 First Avenue Apartments			MN 004-003 First Avenue Apartments		
	MN 004-004 Jefferson Apartments			MN 004-004 Jefferson Apartments		
	MN 004-006 Seventh Avenue Apartments	New Toilets Expand Comm. Rm BR Phone Jacks Add Car Plug-Ins New Closet Doors New Med. Cabinets New LR Light Fix.	75,000 55,000 5,000 6,000 28,000 18,000 10,000	MN 004-006 Seventh Avenue Apartments	Replace Elevator Controller	25,000
		Total CFP Estimated Cost	445,852			445,852

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**
HA-Wide	Operations	81,700	HA-Wide	Operations	81,700
HA-Wide	Administration	44,580	HA-Wide	Administration	44,580
HA-Wide	A&E	23,140	HA-Wide	A&E	23,500
HA-Wide	New Computers	20,000	HA_Wide		
MN 004-001 Haven Court Apartments			MN 004-001 Haven Court Apartments		
MN 004-002 Park Terrace Manor	Replace Carpeting in Apartments	30,251	MN 004-002 Park Terrace Manor		
MN 004-003 First Avenue Apartments	Site Lighting/Landscaping Renovate 30 Apartments New Kitchens New Bathrooms New Flooring Painting New Fridges New Stoves/Hoods Renovate Laundry Rm Renovate Svc. Office Renovate 3 Elevator Rooms	20,000 52,500 52,500 45,681 15,000 15,000 22,500 10,000 10,000 3,000	MN 004-003 First Avenue Apartments	Renovate 30 Apartments New Kitchens New Bathrooms New Flooring Painting New Fridges New Stoves/Hoods	 52,500 52,500 46,072 15,000 15,000 22,500
MN 004-004 Jefferson Apartments			MN 004-004 Jefferson Apartments		
MN 004-006 Seventh Avenue Apartments			MN 004-006 Seventh Avenue Apartments	Carpet Apartments	92,500
	Total CFP Estimated Cost	445,852			445,852


Board of Commissionres
Executive Director
Family Investment Center Coordinator
Senior Service Coordinator
Office Manager
Office Clerk
Maintenance Deparment
Caretakers

ATTACHMENT NO. 3 TO LEASE

PET POLICY AND LEASE ADDENDUM

This attachment to the Lease Agreement reflects the Landlord's requirements and responsibilities for resident ownership of a household pet and will be attached and made part of the Dwelling Lease.

Eligible residents are those residents who have not committed acts of cruelty to animals or have previously experienced an inability to follow the provisions of Pet Addendums or Policies at former residences as noted in Landlord References or other verified sources.

1. Permitted Pets: The following types of common household pets are permitted: dogs, cats small caged mammals, and aquarium fish. Dogs will be limited in size to no more than twenty (20) pounds. In any event, only one (1) cat or one (1) dog may be kept in the apartments of an eligible resident.

2. Prohibited Pets: Wild, undomesticated, vicious, destructive or uncontrollable animals of any type shall not be permitted to be kept as pets.

   With the exception of an animal which is trained and certified to assist the handicapped or disabled (for example, a Seeing Eye dog), no dog, cat or other pet shall be allowed on Authority property without the explicit consent of the Housing and Redevelopment Authority of Hibbing.

3. Areas Off Limits to Pets: With the exception of an animal which is trained and certified to assist the handicapped or disabled (for example, a seeing eye dog), no dog, cat, or other pet shall be allowed to be taken into the community room, community room kitchen, laundry, meeting rooms, or office.

   A pet owner shall not take a pet into the apartment of another resident without the explicit permission of that resident.

4. License, Inoculation and Identification Requirements for Dogs: In accordance with the City Ordinance, each dog shall be licensed annually and shall wear a valid animal license tag at all times. All dogs must be licensed and wearing tags after reaching the age of 6 months. In addition, a dog owned by a resident shall wear at all times, a valid rabies inoculation tag bearing the owner's name, address, and telephone number.

   All dogs must have the required shots with records to prove it after the age of 3 months. Thereafter, they are required to have yearly visits to the veterinarian. Proof of vaccinations is required. This not only insures health of animal, but the protection of residents in case of serious bites or injuries.

5. Inoculation and Identification of Cats: A cat owned by a resident shall wear at all times a valid inoculation tag and an identification tag bearing the owners name, address, and telephone number.

   All cats must have the required shots with records to prove it after the age of 3 months. Thereafter, they are required to have yearly visits to the veterinarian, Proof of vaccinations is required. This not only insures the health of the animal, but the protection of residents in case of serious bite or injuries.

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

7. One Time Fee and Pet Deposits for Pet-Related HRA Property Damage: A One Time Fee shall be charged to each resident for costs related to operating costs to the development related to the presence of the pet(s) in the amount of $200.

   Additionally, residents who own pets shall be liable for the cost of repairing damage caused by their pets. Each resident who owns a dog or a cat shall be required to pay the HRA a Pet Deposit dependent upon apartment size as follows:

   1 bedroom - $250.00
   2 bedrooms - $275.00
   3 bedrooms - $300.00
   4 bedrooms - $350.00

8. A new resident who owns a dog or cat at the time of moving into the HRA shall pay the Pet Deposit at the time of Lease signing. A resident who acquires a dog or a cat having moved into the HRA shall pay the Pet Deposit before bringing the dog or the cat onto the HRA property.

   The Pet Deposit shall be held by the HRA until the resident moves out. The deposit will be fully refunded, with interest, according to State Law, provided that no pet related damage has been done on the premises. Amounts necessary to repair such damage shall be deducted from the rental deposit.

9. Pet Registration Requirements: At the time that a pet owner is admitted into HRA housing as a new resident, or at such time that a resident acquires a pet, said pet owner shall register his/her pet with the HRA management and shall continue to do so annually at the time of Application for Continued Occupancy (Recertification).

   At the time of initial registration, and at each registration thereafter, each pet owner shall provide the HRA management with the following information:

a. The names, addresses and telephone numbers of no less than two (2) people who shall be responsible for housing and caring of the owner's pet during vacations or in the event of an emergency, hospitalization, or death of the pet owner. The names, addresses, and telephone number of the two (2) people shall be given to the Caretaker if applicable for that Project, and posted on the back of the pet owner's apartment door; and

b. If the pet is a dog or a cat, proof of valid license and inoculations as well as verifications of spaying and neutering signed by a licensed veterinarian.

9 Pet Control Requirements: Each dog or cat shall be kept on a leash when being taken outside of the owner's apartment. The dog or cat shall always be accompanied by, and in direct control of, an adult person.

A pet owner shall physically be in control of/or confine his/her pet during the times when HRA employees, agents of the HRA or others must enter the pet owner's apartment to conduct business, provide services, enforce lease terms, etc.

10. Pet-related Use of Corridors or Lobby(ies): An escorted dog or cat shall be allowed in the building corridors and lobby only for the purpose of passing through.

11. Disturbances Caused by Pets: A pet owner shall not permit any disturbances by his/her pet which interferes with the peace of other residents, visitors, HRA staff or agents of the HRA, whether by barking, howling, growling, chirping, biting, chewing, scratching or other such activities which threaten to disturb others.

12. Unattended Pets: Residents who own pets shall be, or shall arrange for others to be responsible for their pets at all times. If any pet is left unattended and it is determined by the HRA that the pet is in distress or is suffering from lack of care, or if the pet is causing a disturbance to other's apartments, the HRA will have the pet removed and delivered to the proper authorities. The HRA accepts no responsibility for the pet under such circumstances.

13. Improperly Cared for Pets: If it is determined by the HRA that a pet owner is no longer capable of caring for a pet, the HRA may, at its sole discretion, require that pet to be removed from the owner's immediate possession and control.

14. Pet Waste Disposal Requirements: Each pet owner shall be responsible for promptly cleaning up pet wastes deposited within his/her apartment, within public areas of the building or on the building grounds, and disposing of the wastes in a tied plastic bag in containers that shall be provided by the HRA; i.e. City of Hibbing garbage dumpsters. Entrance areas, walkways, and parking lots are to be avoided as places for pets to deposit wastes.

Each cat owner shall provide a litter box for his/her cat. Each litter box shall be kept within the pet owner's apartment. No less than every other day, the litter box shall be cleaned and accumulated wastes properly wrapped and disposed of in the containers provided.

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

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

15. Pet Bathing Restrictions: The bathing of a pet shall be permitted in the building laundry room or in a tub/shower room.

    Pet bedding shall also not be washed in any common laundry facilities.

16. Policy Violations: Residents who violate the above conditions shall be subject to the following actions by the HRA:

    a. If a pet causes harm to any person, the pet's owner shall be required to permanently remove the pet from the building within twenty-four (24) hours of written notice from the HRA. Said pet owner may also be subject to termination of his/her dwelling lease.
    b. A pet owner who violates any other conditions of this policy may be required to remove his/her pet from the building within seven (7) days of written notice from the HRA. Said pet owner may also be subject to termination of his/her dwelling lease.

The HRA Grievance Procedures shall be applicable to all individual grievances or disputes arising out of violations of this policy.

This policy in no way releases residents of their obligation to abide by state or local law or regulation regarding pets. If a conflict arises between this policy and state or local law or regulation, state or local law or regulation shall apply. The HRA is indemnified for any damages caused by the resident's pet during the term of the Lease Agreement. The HRA recommends that the resident carry a Pet Liability Rider in the resident's Homeowner Insurance Policy for further protection.

Pet Name: _____

License Tag Number: _____

Veterinarians Certification for Immunizations attached? _____ Yes _____ No

Veterinarians Certification for spaying or neutering attached? _____ Yes _____ No

In my absence, the following individual(s) will care for my pet:

Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

I understand and agree to the terms of the terms of the Lease Addendum:

Resident Signature: _____ Date:_____

HRA Signature: _____ Date:_____

Annual Statement
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Hibbing Housing and Redevelopment Authority	Grant Type and Number Capital Fund Program Grant No: MN46P00450104	Federal FY of Grant: 2004

Final Performance and Evaluation Report 16Feb06

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Revision 1	Revised	Obligated	Expended
1	Total non-CFP Funds			81,700	81,700.00
2	1406 Operations	81,700			
3	1408 Management Improvements			46,176	46,176.00
4	1410 Administration	46,176			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	26,700		26,700	26,700.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	283,534.61		283,534.61	283,534.61
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	23,656.39		23,656.39	23,656.39
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	461,767		461,767	461,767
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				

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

PHA Name: Hibbing Housing and Redevelopment Authority		**Grant Type and Number** Capital Fund Program Grant No: **MN46P00450104**				**Federal FY of Grant: FY 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
				Revision 1	Revised2	Funds Obligated	Funds Expended	
HA-Wide	Salary and Benefit Package for Family Investment Center Staff and Coordinator	1406	Lump Sum	81,700		81,700	81,700	Complete
HA-Wide	Admin Fees	1410	Lump Sum	46,176		46,176	46,176	Complete
HA-Wide	A&E Fees	1430	Lump Sum	26,700		26,700	26,700	Complete
HA-Wide	Replace Computer System	1475	Lump Sum	23,656.39		23,656.39	23,656.39	Complete
MN 004-001 Haven Court Apts.	Replace Furnaces	1460	101	93,440		93,440	93,440.00	Complete
MN 004-006 Seventh Avenue Apartments	Replace Roof Renovate Hallways (Brought Foreward from 2005 CFP)	1460 1460	Lump Sum Lump Sum	102,899.50 110,851.50	101,234.19 88,860.42	101,234.19 88,860.42	101,234.19 88,860.42	Complete Complete
Total						461,767	461,767	

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

PHA Name: **Hibbing Housing and Redevelopment Authority**	**Grant Type and Number** Capital Fund Program No: : **MN46P00450104**	**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 Management Improvements	13Sep06			13Sep08		16Feb06	
HA-Wide Administration Fees	13Sep06			13Sep08		16Feb06	
Architectural/ Engineering Fees	13Sep06			13Sep08		16Feb06	
MN 004-001 Haven Court Apts Replace Furnaces	13Sep06			13Sep08		16Feb06	
HA-Wide Replace Computer System	13Sep06			13Sep08		16Feb06	
MN 004-006 Seventh Avenue Apts Replace Roof	13Sep06			13Sep08		16Feb06	
MN 004-006 Seventh Avenue Apts Hallway Renovattion	13Sep06			13Sep08		16Feb06	

Family Investment Center
Jefferson – Haven Tenant Organization

Mission: Creating a complete network of resources within the community to assist HRA residents in identifying their barriers to self-sufficiency and developing a plan to overcome them.

LIST OF PROGRAMS

- GED program provided by Hibbing Community Education
- A homework helper program
- Resource materials
- Computer Center
- Parent support groups
- Nutrition classes in cooperation with Minnesota Extension
- Literacy programs in cooperation with the Literacy Council
- Clothes Closet
- Household items through Project Warmth
- Career assessment exploration through the Hibbing Community College
- Tenant parties sponsored by the Jefferson-Haven Tenant Organization
- Neighborhood Cleanups (Spring and Fall)
- Conflict resolution
- Special needs (prom dress shopping for example)
- Help with filling out renters rebate forms
- Various agencies use the Center for interviews and information meetings as needed
- Monthly newsletter published for the tenants
- Referrals to service agencies and other programs
- Dads Program
- Young Parent Program
- Crisis Intervention
- Maple Leaf 4- H Club
- Employment and Training Skills
- Women's Groups

KEY ELEMENT: CLIENT BASED SERVICES ARE DELIVERED ON A ONE – TO – ONE BASIS!!!

Projected Housing Needs

The housing needs and housing market analysis components which follow continue to support the priorities for programs established by St. Louis County and the Consortium. Those programs include the following:

- single family rehabilitation
- home ownership assistance
- housing development fund
- Community Housing Development Organization (CHDO) development through rehab and construction of single family units

The jurisdiction's efforts in the ensuing five years will focus on further expansion of these programs through diversification of their respective funding sources.

The 2000 Census data provides a baseline for the following discussion of the housing needs for St. Louis County and the Northeast Minnesota HOME Consortium. Updated information was received through ongoing participation in regional housing groups and regional focus group meetings. The discussion will relate housing needs as they pertain to the income levels of 4 categories of renter and owner households:

- Extremely low-income households (0-30% of median family income)
- Low-income households (31-50% of median family income)
- Moderate-income households (51-80% of median family income)
- Upper-income households (greater than 80% of median family income)

One of the first and most important points to note from the Census data is the predominance of home ownership (82%) vs. rental (18%) throughout our region. These figures are consistent with the 1990 Census data.

Extremely Low-Income Households

Renters

Approximately 28% of all renters are households falling into the extremely low income category. This rate represents a reduction of 3% when compared with the 1990 Census data. The extremely low income group also experiences a high percentage of housing problems (64%) and cost burden > 30% of their income (62%). In terms of household make-up, 33% are elderly, 25% small related households, and 39% are "other" households. Housing problems and cost burdens weigh in heavily on all extremely low income renters. Although at 4%, large related families are the smallest group represented but they experience housing problems and cost burdens in greater percentage than do the other households.

Owners

Applying like analysis to the ownership group reveals that only 8% of all owners fall into the extremely low income category. This rate is comparable to the 1990 Census rate. However, they experience similar percentages of housing problems (67%) and cost burden > 30% of their income (64%). The household makeup is mostly elderly (48%). While all renter categories face

high cost burden rates at the >30% of income level, the elderly group fares considerably better at the >50% cost burden level. The elderly group has limited and often fixed income and is impacted by increasing property tax and energy costs, but most own their homes debt free. The "all other owners" category includes young working families that experience the same energy and property tax costs, but also have the additional burden of mortgage payments.

Low-Income Households

Renters

The low income category represents 23% of all renters. Their incidence of housing problems and cost burden > 30% of income as a group is less than the extremely low income group, but they have far less incidence of cost burden > 50% of income. Household make-up is still primarily elderly (39%) with small related households at 25%, large related at 5%, and all other households at 31%.

Owners

While the percent of total renters in the income category declined between extremely low income and low income, the percent of total owners increased from 8% to 11%. The elderly represent 53% of the group, but experience housing problems and cost burden rates substantially less than the balance of the group. The non-elderly owners incurred housing problems and cost burden > 30% at rates of 58% and 53% respectively while these rates for the elderly were correspondingly 25% and 23%. When comparing the incidence rate of cost burden > 50% between the extremely low income and the low income group the rate falls from 40% to 16% respectively.

Moderate-Income Households

Renters

Moderate-income renters represent 22% of all renters. This income level indicates the turning point at which marked decreases occur in both the housing problems and cost burden percentages for the group. It is also the point where the household make-up is no longer primarily the elderly, although they maintain 25% of the group. All other households make up 31% of moderate-income renters followed by small related households at 31% and large related households at 8%. When comparing incidence rates between the low- and moderate-income categories, the cost burden > 30% rates for the large related group drops from 40% to 9% and for the all other group from 49% to 11% as their respective incomes begin to support market rental rates. The cost burden > 50% rates become almost nonexistent at this income level.

Owners

Owners with moderate-incomes make up 18% of total home owners. The household breakdown of the group is comparable to previous trends at 45% elderly and 55% other households. For the elderly group, the housing problem and cost burden rates are 12% and 11% respectively. While the rates are far lower than these same rates for the low income group, the rates are double those reported from 1990 Census data. The elderly have had to push back their retirement age, experienced reductions in planned retirement income, and have been unable to retire their mortgage debt to coincide with the income reductions.

The incidence rate of housing problems and cost burden for the other groups in the moderate-income category again drop by almost half, but 36% still incur housing problems and 30% experience a cost burden > 30%. The cost burden >50% rates also fall sharply from those reported in the low income category. However, both the housing problem and cost burden rates are higher than those reported with the 1990 Census data.

The moderate-income category has been affected by the economic changes in our region as we move from an economy rooted in natural resources to a more service- and commercial-oriented economy. The jobs lost in the mining industry and its supporting industries are being replaced by lower-paying jobs in the commercial service area.

Upper-Income Households

Renters

The obvious correlation between income level and housing problem rates and cost burden rates shows up dramatically at the upper-income level. For the group as a whole, housing problem and cost burden rates dropped markedly. Individually, the large related households reported housing problems at a rate of 22%. This group has low rate of cost burden >30% (6%), but rental payments are still perceived to be excessive in relation to household income. For the elderly, housing problems impacted 6% of the group and a close percentage incurred cost burden > 30%. Their incidence of cost burden >50% shows becomes negligible.

Small related households make up 32% of the group, elderly 21%, large related households 6%, and all other households 41%.

Owners

Upper-income owners represent 63% of total owners. The incidence of housing problems is greatest in the large family group at 19% and cost burden > 30% is greatest in the all other households group. Cost burden > 50% is minimal for the entire group. The split between elderly and all other owners moved from about 45/55 to 21/79 when compared with the moderate-income group.

General Comments

As mentioned earlier in the discussion, renters as a whole represent only 18% of all households in the region. However, 73% of the renter households have an income less than 80% of the median. Stated another way--of the 14,722 renter households in the region 10,788 may positively benefit from resources directed to rental-related programs that target income levels at 80% of median or less.

In comparison, home owners make up 82% of the region's households and 37% of the owner households have an income at 80% or less than the median. The 37% equates to 25,023 households that may benefit from ownership-related programs targeted by income.

Housing Problems Output for -All Households

Name of Jurisdiction:	Source of Data:	Data Current as of:
Cnsrt-St Louis County(HOME), Minnesota	CHAS Data Book	2000

	Renters					Owners					
Household by Type, Income, & Housing Problem	Elderly 1 & 2 member households (A)	Small Related (2 to 4) (B)	Large Related (5 or more) (C)	All Other Households (D)	Total Renters (E)	Elderly 1 & 2 member households (F)	Small Related (2 to 4) (G)	Large Related (5 or more) (H)	All Other Households (I)	Total Owners (J)	Total Households (L)
1. Household Income <=50% MFI	2,705	1,863	310	2,626	7,504	6,510	3,043	778	2,462	12,793	20,297
2. Household Income <=30% MFI	1,354	993	144	1,570	4,061	2,633	1,323	290	1,273	5,519	9,580
3. % with any housing problems	51.9	69.9	94.4	67.1	63.7	59.3	75.4	82.8	72.5	67.4	65.8
4. % Cost Burden >30%	51	68.3	80.6	64.8	61.6	56.7	72.6	71	66.1	63.5	62.7
5. % Cost Burden >50%	25.8	48.4	38.9	45.5	39.4	28.7	54.2	50.3	47.1	40.2	39.9
6. **Household Income >30% to <=50% MFI**	1,351	870	166	1,056	3,443	3,877	1,720	488	1,189	7,274	10,717
7. % with any housing problems	37.5	52.2	77.1	51.5	47.4	24.5	56.2	66	57.8	40.2	42.5
8. % Cost Burden >30%	36.9	45.6	40.4	48.5	42.8	22.6	53.5	52.5	50.7	36.5	38.5
9. % Cost Burden >50%	14	3.9	2.4	9.7	9.6	9.4	21	20.9	27.2	15.8	13.8
10. **Household Income >50 to <=80% MFI**	804	1,026	246	1,198	3,274	5,437	3,764	1,192	1,837	12,230	15,504
11. % with any housing problems	19	19	37.8	14.7	18.8	11.9	33.2	42.8	37	25.2	23.9
12.% Cost Burden >30%	17	12.6	9.3	10.8	12.8	11	29.2	26.8	32.4	21.3	19.5
13. % Cost Burden >50%	1.7	0	0	0.7	0.7	3.5	6.7	6.2	9.6	5.7	4.6
14. Household Income >80% MFI	822	1,269	250	1,603	3,944	8,970	24,701	3,817	5,411	42,899	46,843
15. % with any housing problems	6.1	7.1	22	4.6	6.8	5	6.8	19.4	12.5	8.3	8.2
16.% Cost Burden >30%	4.6	0	6	2.9	2.5	4.2	4.7	6.1	8.5	5.2	5
17. % Cost Burden >50%	1	0	0	0.5	0.4	0.4	0.7	0.6	1.4	0.7	0.7
18. **Total Households**	4,331	4,158	806	5,427	14,722	20,917	31,508	5,787	9,710	67,922	82,644
19. % with any housing problems	32.6	34.5	51.1	34	34.7	17.2	15.6	31.3	30.5	19.6	22.3
20. % Cost Burden >30	31.5	29	27.4	31.4	30.5	16	13.2	17.5	25.7	16.2	18.8
21. % Cost Burden >50	12.9	12.4	7.4	15.3	13.4	6.4	4.8	6	12.1	6.4	7.7

Housing Problems Output for -All Households

Name of Jurisdiction:	Source of Data:	Data Current as of:
Cook County, Minnesota	CHAS Data Book	2000

	Renters					Owners					
Household by Type, Income, & Housing Problem	Elderly 1 & 2 member households (A)	Small Related (2 to 4) (B)	Large Related (5 or more) (C)	All Other Households (D)	Total Renters (E)	Elderly 1 & 2 member households (F)	Small Related (2 to 4) (G)	Large Related (5 or more) (H)	All Other Households (I)	Total Owners (J)	Total Households (L)
1. Household Income <=50% MFI	77	44	4	85	210	107	77	12	73	269	479
2. Household Income <=30% MFI	37	22	4	33	96	53	41	0	44	138	234
3. % with any housing problems	59.5	81.8	100	42.4	60.4	81.1	65.9	N/A	90.9	79.7	71.8
4. % Cost Burden >30%	59.5	81.8	0	42.4	56.3	73.6	56.1	N/A	68.2	66.7	62.4
5. % Cost Burden >50%	32.4	63.6	0	30.3	37.5	26.4	46.3	N/A	68.2	45.7	42.3
6. **Household Income >30% to <=50% MFI**	40	22	0	52	114	54	36	12	29	131	245
7. % with any housing problems	30	36.4	N/A	73.1	50.9	44.4	88.9	66.7	65.5	63.4	57.6
8. % Cost Burden >30%	30	36.4	N/A	73.1	50.9	37	77.8	66.7	65.5	57.3	54.3
9. % Cost Burden >50%	20	0	N/A	19.2	15.8	22.2	38.9	0	51.7	31.3	24.1
10. **Household Income >50 to <=80% MFI**	22	34	4	63	123	126	108	22	79	335	458
11. % with any housing problems	0	0	0	22.2	11.4	17.5	39.8	63.6	36.7	32.2	26.6
12.% Cost Burden >30%	0	0	0	6.3	3.3	14.3	26.9	18.2	31.6	22.7	17.5
13. % Cost Burden >50%	0	0	0	0	0	3.2	3.7	18.2	19	8.1	5.9
14. Household Income >80% MFI	16	68	4	103	191	320	590	94	209	1,213	1,404
15. % with any housing problems	0	20.6	0	3.9	9.4	6.3	16.1	30.9	28.2	16.7	15.7
16.% Cost Burden >30%	0	0	0	0	0	5	6.8	16	13.9	8.2	7.1
17. % Cost Burden >50%	0	0	0	0	0	1.3	1.7	0	1.9	1.5	1.3
18. **Total Households**	115	146	12	251	524	553	775	128	361	1,817	2,341
19. % with any housing problems	29.6	27.4	33.3	27.9	28.2	19.7	25.4	39.8	40.7	27.7	27.9
20. % Cost Burden >30	29.6	17.8	0	22.3	22.1	16.8	15.5	21.1	28.5	18.9	19.6
21. % Cost Burden >50	17.4	9.6	0	8	10.3	6.1	6.1	3.1	17.7	8.2	8.7

Housing Problems Output for -All Households

Name of Jurisdiction:	Source of Data:	Data Current as of:
Itasca County, Minnesota	CHAS Data Book	2000

	Renters					Owners					
Household by Type, Income, & Housing Problem	Elderly 1 & 2 member households (A)	Small Related (2 to 4) (B)	Large Related (5 or more) (C)	All Other Households (D)	Total Renters (E)	Elderly 1 & 2 member households (F)	Small Related (2 to 4) (G)	Large Related (5 or more) (H)	All Other Households (I)	Total Owners (J)	Total Households (L)
1. Household Income <=50% MFI	597	359	69	391	1,416	1,353	726	217	522	2,818	4,234
2. Household Income <=30% MFI	292	218	30	206	746	545	303	89	250	1,187	1,933
3. % with any housing problems	52.1	70.2	100	73.3	65.1	52.5	73.6	78.7	76	64.8	64.9
4. % Cost Burden >30%	49.3	70.2	86.7	71.4	63	49.9	72.3	67.4	70.4	61.2	61.9
5. % Cost Burden >50%	23.6	50	40	52.9	40.1	26.4	55.8	53.9	45.2	39.9	40
6. **Household Income >30% to <=50% MFI**	305	141	39	185	670	808	423	128	272	1,631	2,301
7. % with any housing problems	47.9	64.5	74.4	48.6	53.1	26.6	49.2	72.7	61.4	41.9	45.2
8. % Cost Burden >30%	47.9	58.9	35.9	43.2	48.2	25.1	48.2	57.8	54.4	38.6	41.4
9. % Cost Burden >50%	28.9	2.8	0	5.4	15.2	10.9	18.9	26.6	30.9	17.5	16.9
10. **Household Income >50 to <=80% MFI**	212	260	79	214	765	1,192	917	274	379	2,762	3,527
11. % with any housing problems	26.9	28.8	55.7	6.5	24.8	12.8	36.8	34.3	42	26.9	26.4
12.% Cost Burden >30%	25	17.3	19	6.5	16.6	11.6	34.6	25.2	35.6	23.9	22.3
13. % Cost Burden >50%	1.9	0	0	0	0.5	2.9	6.4	3.6	9.2	5	4
14. Household Income >80% MFI	179	329	33	367	908	1,911	5,470	859	990	9,230	10,138
15. % with any housing problems	13.4	7.3	12.1	3.3	7	4.2	7.3	16.2	11.1	7.9	7.8
16.% Cost Burden >30%	11.2	0	0	1.1	2.6	3.6	5.1	8	8.6	5.4	5.2
17. % Cost Burden >50%	0	0	0	0	0	0.7	0.7	2.3	2	1	0.9
18. **Total Households**	988	948	181	972	3,089	4,456	7,113	1,350	1,891	14,810	17,899
19. % with any housing problems	38.4	36.2	59.1	27.5	35.5	16.5	16.4	29.3	33.1	19.7	22.5
20. % Cost Burden >30	36.7	29.6	30.4	25.2	30.6	15.3	14.3	20.1	28.8	17	19.3
21. % Cost Burden >50	16.3	11.9	6.6	12.2	13.1	6.3	4.9	8.3	13.3	6.7	7.8

Housing Problems Output for -All Households

Name of Jurisdiction:	Source of Data:	Data Current as of:
Koochiching County, Minnesota	CHAS Data Book	2000

	Renters					Owners					
Household by Type, Income, & Housing Problem	Elderly 1 & 2 member households (A)	Small Related (2 to 4) (B)	Large Related (5 or more) (C)	All Other Households (D)	Total Renters (E)	Elderly 1 & 2 member households (F)	Small Related (2 to 4) (G)	Large Related (5 or more) (H)	All Other Households (I)	Total Owners (J)	Total Households (L)
1. Household Income <=50% MFI	305	160	30	187	682	497	209	54	137	897	1,579
2. Household Income <=30% MFI	202	73	18	88	381	232	79	30	68	409	790
3. % with any housing problems	48	94.5	100	60.2	62.2	76.7	94.9	66.7	64.7	77.5	70.1
4. % Cost Burden >30%	48	89	100	55.7	60.1	75	84.8	53.3	64.7	73.6	67.1
5. % Cost Burden >50%	28.7	68.5	22.2	44.3	39.6	44.8	69.6	40	42.6	48.9	44.4
6. **Household Income >30% to <=50% MFI**	103	87	12	99	301	265	130	24	69	488	789
7. % with any housing problems	28.2	59.8	100	39.4	43.9	26.8	65.4	41.7	43.5	40.2	41.6
8. % Cost Burden >30%	28.2	55.2	66.7	35.4	39.9	23.8	53.8	41.7	43.5	35.5	37.1
9. % Cost Burden >50%	0	4.6	0	0	1.3	8.7	19.2	41.7	29	16	10.4
10. **Household Income >50 to <=80% MFI**	64	70	25	70	229	447	265	74	72	858	1,087
11. % with any housing problems	21.9	0	0	0	6.1	8.3	22.6	59.5	16.7	17.8	15.4
12.% Cost Burden >30%	21.9	0	0	0	6.1	8.3	22.6	32.4	16.7	15.5	13.5
13. % Cost Burden >50%	15.6	0	0	0	4.4	3.1	7.5	18.9	5.6	6.1	5.7
14. Household Income >80% MFI	93	45	24	119	281	783	1,689	255	394	3,121	3,402
15. % with any housing problems	4.3	0	0	11.8	6.4	5.5	5	11.8	9.9	6.3	6.3
16.% Cost Burden >30%	4.3	0	0	11.8	6.4	5	3.5	3.9	8.9	4.6	4.7
17. % Cost Burden >50%	4.3	0	0	3.4	2.8	0.5	0.2	0	2.5	0.6	0.8
18. **Total Households**	462	275	79	376	1,192	1,727	2,163	383	603	4,876	6,068
19. % with any housing problems	31.2	44	38	28.2	33.6	19.1	14.1	27.2	20.7	17.7	20.8
20. % Cost Burden >30	31.2	41.1	32.9	26.1	32	18.1	11.8	15.7	20.1	15.4	18.6
21. % Cost Burden >50	15.6	19.6	5.1	11.4	14.5	8.4	4.8	9.4	10.4	7.1	8.6

Housing Problems Output for -All Households

Name of Jurisdiction:	Source of Data:	Data Current as of:
Lake County, Minnesota	CHAS Data Book	2000

	Renters					Owners					
Household by Type, Income, & Housing Problem	Elderly 1 & 2 member households (A)	Small Related (2 to 4) (B)	Large Related (5 or more) (C)	All Other Households (D)	Total Renters (E)	Elderly 1 & 2 member households (F)	Small Related (2 to 4) (G)	Large Related (5 or more) (H)	All Other Households (I)	Total Owners (J)	Total Households (L)
1. Household Income <=50% MFI	144	96	4	116	360	316	165	18	98	597	957
2. Household Income <=30% MFI	43	49	0	62	154	102	76	0	68	246	400
3. % with any housing problems	76.7	79.6	N/A	67.7	74	57.8	75	N/A	79.4	69.1	71
4. % Cost Burden >30%	76.7	79.6	N/A	61.3	71.4	50	69.7	N/A	79.4	64.2	67
5. % Cost Burden >50%	32.6	49	N/A	22.6	33.8	11.8	51.3	N/A	57.4	36.6	35.5
6. **Household Income >30% to <=50% MFI**	101	47	4	54	206	214	89	18	30	351	557
7. % with any housing problems	36.6	25.5	100	63	42.2	21	66.3	22.2	53.3	35.3	37.9
8. % Cost Burden >30%	28.7	25.5	100	63	38.3	19.2	61.8	22.2	40	31.9	34.3
9. % Cost Burden >50%	4	8.5	0	7.4	5.8	13.6	33.7	0	13.3	17.9	13.5
10. **Household Income >50 to <=80% MFI**	62	59	8	31	160	337	176	70	87	670	830
11. % with any housing problems	12.9	6.8	50	38.7	17.5	9.8	29	50	42.5	23.3	22.2
12.% Cost Burden >30%	12.9	0	0	25.8	10	9.8	24.4	28.6	33.3	18.7	17
13. % Cost Burden >50%	0	0	0	0	0	1.2	4.5	0	4.6	2.4	1.9
14. Household Income >80% MFI	34	118	14	74	240	742	1,334	204	399	2,679	2,919
15. % with any housing problems	0	3.4	28.6	5.4	5	3	5.5	6.9	14.8	6.3	6.2
16.% Cost Burden >30%	0	0	0	0	0	2.4	2.5	0	8.8	3.2	3
17. % Cost Burden >50%	0	0	0	0	0	0	0.3	0	0	0.1	0.1
18. **Total Households**	240	273	26	221	760	1,395	1,675	292	584	3,946	4,706
19. % with any housing problems	32.5	21.6	46.2	41.6	31.7	11.4	14.4	18.2	28.4	15.7	18.3
20. % Cost Burden >30	29.2	18.7	15.4	36.2	27	10.3	11	8.2	22.3	12.2	14.6
21. % Cost Burden >50	7.5	10.3	0	8.1	8.4	3.2	4.8	0	8	4.4	5

Housing Problems Output for -All Households

Name of Jurisdiction:	Source of Data:	Data Current as of:
St Louis County(CDBG), Minnesota	CHAS Data Book	2000

	Renters					Owners					
Household by Type, Income, & Housing Problem	Elderly 1 & 2 member households (A)	Small Related (2 to 4) (B)	Large Related (5 or more) (C)	All Other Households (D)	Total Renters (E)	Elderly 1 & 2 member households (F)	Small Related (2 to 4) (G)	Large Related (5 or more) (H)	All Other Households (I)	Total Owners (J)	Total Households (L)
1. Household Income <=50% MFI	1,494	1,139	192	1,735	4,560	3,924	1,667	372	1,380	7,343	11,903
2. Household Income <=30% MFI	747	588	86	1,134	2,555	1,569	707	118	707	3,101	5,656
3. % with any housing problems	49.7	64.8	90.7	66.8	62.1	57	74.8	89.8	71.1	65.6	64
4. % Cost Burden >30%	49.1	62.8	76.7	65	60.2	54.7	74.3	78	64.9	62.4	61.4
5. % Cost Burden >50%	24.5	44.7	46.5	45.7	39.3	27.7	54.5	44.1	47.5	39	39.1
6. **Household Income >30% to <=50% MFI**	747	551	106	601	2,005	2,355	960	254	673	4,242	6,247
7. % with any housing problems	34.7	50.1	67.9	51.4	45.7	21.4	55.2	67.7	55.7	37.2	40
8. % Cost Burden >30%	34.7	41.9	29.2	48.4	40.5	19.5	52.5	48.8	48.6	33.3	35.6
9. % Cost Burden >50%	11.6	4	3.8	10.3	8.7	7.3	19.3	17.3	22.7	13.1	11.7
10. **Household Income >50 to <=80% MFI**	421	570	92	792	1,875	3,221	2,194	680	1,149	7,244	9,119
11. % with any housing problems	16.4	19.8	34.8	16.2	18.2	10.7	31.3	40.1	34.4	23.4	22.4
12.% Cost Burden >30%	13.5	14.2	4.3	11.7	12.5	9.9	26.9	24.7	30.5	19.7	18.2
13. % Cost Burden >50%	0	0	0	1	0.4	3.8	5.9	6.8	7.8	5.3	4.3
14. Household Income >80% MFI	473	692	154	911	2,230	5,086	15,581	2,314	3,326	26,307	28,537
15. % with any housing problems	4.2	6.1	27.9	4	6.3	4.7	5.9	20.8	10.4	7.6	7.5
16.% Cost Burden >30%	2.5	0	9.7	2.6	2.3	3.9	4.4	5.4	7.2	4.8	4.6
17. % Cost Burden >50%	0.8	0	0	0	0.2	0.3	0.6	0.2	0.8	0.5	0.5
18. **Total Households**	2,388	2,401	438	3,438	8,665	12,231	19,442	3,366	5,855	40,894	49,559
19. % with any housing problems	30.1	33.8	51.4	35.8	34.5	16.2	13.7	30.7	27.7	17.8	20.8
20. % Cost Burden >30	29.1	28.4	26.5	33.3	30.4	15	11.9	15.1	23.5	14.8	17.5
21. % Cost Burden >50	11.5	11.9	10	17.1	13.7	6.1	4.1	4.3	10.4	5.6	7

Number Of Renter Households With Cost Burden Region-wide					
Income Group	**Elderly**	**Small Related**	**Large Related**	**Other Households**	**Total**
Extremely low income (0-30% median)	691	678	116	1,017	2,502
Low income (31-50% median)	499	397	67	512	1,475
Moderate-income (51-80% median)	137	129	23	129	418
Upper-income (81-95% median)	38	0	15	46	99
TOTALS	**1,365**	**1,204**	**221**	**1,704**	**4,494**

Housing - Homeless Needs

Northeast Minnesota Consortium Continuum of Care

St. Louis County is the lead agency for the coordination and administration of the five-county Northeast Minnesota HOME Consortium. In order to receive HOME funds, St. Louis County, as an urban entitlement county, formed a consortium with four non-urban entitlement counties: Cook, Lake, Itasca and Koochiching. The HOME program provides affordable housing funding to participating jurisdictions, but has no provision for homeless service activities.

The state of Minnesota is responsible for the Continuum of Care (COC) homeless planning for non-urban counties and has established six Greater Minnesota COC regions. The Northeast COC region is covered by a separate COC plan facilitated by the Arrowhead Regional Development Commission (ARDC), a regional planning agency serving the seven-county Arrowhead region.

St. Louis County Continuum of Care

In March 1995 St. Louis County Community Development brought providers from across the county together to explore further coordination of efforts in the development of a seamless system of service delivery for homeless people throughout the county. This included members of the Duluth Low-Income Housing Consortium and the Rural Housing Coalition of northern St. Louis County, and representatives from the city of Duluth and St. Louis County government. The St. Louis County Rural/Urban Housing Council (RUHC) was formed as a result. Membership of the RUHC was open to any provider of services for homeless people in St. Louis County. St. Louis County staff provided administrative support to the RUHC and its advisory committee by facilitating strategic planning and setting clear action steps which impacted how the homeless COC operated in St. Louis County.

The RUHC made significant progress in implementing the actions in the strategic plan from capacity building to improving systems coordination. Over time many changes occurred on the national, state and local levels that warranted an evaluation of the existing St. Louis County COC process by city and county government. St. Louis County staff researched other COC processes around the nation, searching for best practices to build a more efficient and coordinated method for visioning, planning, and implementing services to homeless people in St. Louis County. In order to accomplish this goal, county and city government representatives changed the way work

is done with housing, homeless and associated funding. The RUHC was disbanded and replaced with a new *Committee to End Homelessness*.

The Committee to End Homelessness was formed by the County in early 2004. The committee is composed of representatives from HRAs; homeless housing and service providers; formerly homeless person; funders; business; workforce development; community development; law enforcement; and county human services, veterans, planning, and a state Inter-Agency Task Force on Homelessness representative. The committee's purpose is to create a vision for ending homelessness with a primary focus on chronic homelessness; to develop policies, practice and financial strategies to accomplish the vision; and to evaluate and rank applications for federal and state programs to support the goals and strategies.

The process includes county-wide housing service providers' participation in assessing the housing and service needs of homeless persons; inventorying the existing resources available to serve them; and identifying gaps in housing and service delivery. The St. Louis County continuum of care planning process was conducted in 2004 the *St. Louis County Continuum of Care* is included in Appendix B along with The *Northeast Minnesota Continuum of Care*, which covers the four non-urban counties in the Northeast Minnesota HOME Consortium.

Table 1A.1 provides a current inventory of available facilities and services for the homeless population in St. Louis County, excluding the city of Duluth. The estimated need and unmet need columns report figures for St. Louis County, excluding Duluth estimates, and is based upon demand for services during 2003. The relative priority is based upon current available services. Table 1A.2 provides the inventory for the Northeast Minnesota Consortium service area.

Table 1A.1
Covering St. Louis County, except the city of Duluth
Homeless and Special Needs Population

		Estimated Need	Current Inventory	Unmet Need / Gap	Relative Priority
Individuals					
Beds / Units	Emergency Shelter	15	13	2	L
	Transitional Housing	25	24	1	L
	Permanent Housing	50	26	24	H
	Total	90	63	27	
Estimated Supportive Services Slots	Job Training	132	33	99	L
	Case Management	165	105	60	M
	Substance Abuse Treatment	116	18	98	L
	Mental Health Care	66	33	33	L
	Housing Placement	165	41	124	M
	Life Skills Training	165	39	126	M
	Other: Transportation	81	21	60	M
Estimated Sub-populations	Chronic Substance Abusers	116	20	96	L
	Seriously Mentally Ill	45	21	24	L
	Dually – Diagnosed	30	20	10	L
	Veterans	41	10	31	L
	Persons with HIV/AIDS	10	8	2	L
	Victims of Domestic Violence	41	20	21	L
	Youth	17	7	10	M
	Other				

Persons in Families with Children					
Beds / Units	Emergency Shelter	35	33	2	L
	Transitional Housing	100	99	1	L
	Permanent Housing	60	46	14	H
	Total	195	178	17	
Estimated Supportive Services Slots	Job Training	81	4	77	L
	Case Management	162	93	69	M
	Substance Abuse Treatment	107	53	54	L
	Mental Health Care	81	41	40	L
	Housing Placement	162	81	81	M
	Life Skills Training	49	38	11	L
	Other: Transportation	81	25	56	M
Estimated Sub-populations	Chronic Substance Abusers	40	13	27	L
	Seriously Mentally Ill	28	10	18	L
	Dually – Diagnosed	25	19	6	L
	Veterans	15	2	13	L
	Persons with HIV/AIDS	20	10	10	L
	Victims of Domestic Violence	49	24	25	L
	Youth	10	5	5	M
	Other				

Table 1A.2
Covering the Northeast Minnesota Consortium
Homeless and Special Needs Population

		Estimated Need	Current Inventory	Unmet Need / Gap	Relative Priority
Individuals					
Example	**Emergency Shelter**	**115**	**89**	**26**	**M**
Beds / Units	Emergency Shelter	59	54	5	L
	Transitional Housing	74	54	20	M
	Permanent Housing	21	5	18	H
	Total	134	113	43	
Estimated Supportive Services Slots	Job Training	69	17	52	L
	Case Management	86	55	31	M
	Substance Abuse Treatment	60	9	51	L
	Mental Health Care	34	17	17	L
	Housing Placement	86	21	65	M
	Life Skills Training	86	20	66	M
	Other: Transportation	42	11	31	M
Estimated Sub-populations	Chronic Substance Abusers	90	18	72	L
	Seriously Mentally Ill	74	37	37	L
	Dually – Diagnosed	24	14	10	L
	Veterans	6	2	4	L
	Persons with HIV/AIDS	2	1	1	L
	Victims of Domestic Violence	24	12	12	L
	Youth	36	12	24	M
	Other				
Persons in Families with Children					
Example	**Emergency Shelter**	**115**	**89**	**26**	**M**
Beds / Units	Emergency Shelter	7	0	7	M
	Transitional Housing	112	89	23	M
	Permanent Housing	8	0	8	L
	Total	127	89	38	
Estimated Supportive Services Slots	Job Training	42	2	40	L
	Case Management	84	48	36	L
	Substance Abuse Treatment	56	28	28	L
	Mental Health Care	42	21	21	L
	Housing Placement	84	42	42	M
	Life Skills Training	25	20	5	L
	Other: Transportation	42	13	29	M
Estimated Sub-populations	Chronic Substance Abusers	24	8	16	L
	Seriously Mentally Ill	36	12	24	L
	Dually - Diagnosed	15	9	6	L
	Veterans	15	2	13	L
	Persons with HIV/AIDS	8	1	7	L
	Victims of Domestic Violence	20	8	12	L
	Youth	14	7	7	M
	Other				

At this time the extent of homelessness by racial/ethnic group is not available. The annual CAPER reports race/ethnicity of persons receiving shelter services and transitional housing. While there is no local effort to collect specific homeless data at this time, data will be collected through the Homeless Management Information System (HMIS) and reports will be readily available after one year of data collection. The target date for all homeless service providers to be on the HMIS is early 2005, making the data available in 2006.

A local analysis of need is conducted each year by the Rural Housing Coalition and the Affordable Housing Coalition. In addition, St. Louis County conducts an annual survey of constituents and providers to determine needs. The *Committee to End Homelessness* has been charged to continue the effort to develop a plan to end homelessness in St. Louis County by 2012. The following strategies which are applicable to St. Louis County include the following:

Number of sheltered and unsheltered

Wilder Research Center coordinated a point-in-time survey of homeless people in Minnesota on October 23, 2004 with the assistance of volunteers across the state. The survey found a total of 533 homeless people in St. Louis County with 158 men, women and children in emergency shelters, 296 in transitional housing, and 79 unsheltered. Based on selected survey responses, 85 people in St. Louis County were determined to meet the HUD definition of chronically homeless (16% of the total number of homeless identified in the survey.) There were 23 people (4% of total homeless) who were unsheltered the night of the survey. The survey did not identify how many of the people experiencing long-term homelessness were children. The data will more easily be collected once providers in St. Louis County are all online on the HMIS.

County Strategy

- The city of Duluth held a homeless summit in September 2004 to examine the issues affecting poor and homeless people in the city. Participants were to develop working goals and strategies to address the increasing needs in the community. A primary task was to develop goals and strategies for addressing chronic homelessness which became part of the County's plan to end homelessness.
- During FY 05 ESG, HOME, CDBG and Homeless Assistance Program funding from the city, county and state will be coordinated to create a budget that will support development of supportive housing for chronically homeless people in the county.
- HUD Shelter Plus Care funds will be increasingly used to develop new projects as well as renewing existing projects.
- Existing strategies will be formalized and additional placements and follow-up strategies will be developed for people exiting the county jail, foster care, and other institutions.
- St. Louis County has established strategies as stated in the Strategic Plan (Section 91.215) of the Consolidated Plan to help very-low and low-income individuals and families who are at imminent risk of becoming homeless. Over 60% of CDBG funds will be used for homeless prevention, operations and support services. ESG funds will be used for prevention, operations and essential services.

In addition, St. Louis County has applied and received Minnesota Housing Finance Agency funds every biennium since 1995 for the prevention of homelessness and for those who are at imminent

risk of homelessness. During 2001-03, 1696 households were served the through the state homeless prevention program in St. Louis County and in the first year of the 2004-05 biennium, 777 households have already been served.

Housing - Populations with Special Needs Other Than Homeless

Elderly and Frail Elderly

The 2000 Census identified the elderly as approximately 31% of all households (25,248 of 82,644) in the Consortium territory. The table below shows the variation by jurisdiction.

County	Elderly Percentage
Cook	28.5%
Itasca	30.4%
Koochiching	36.1%
Lake	34.7%
St. Louis	29.5%

The elderly with extremely-low incomes, 41.6% of all elderly households in the region, have increasing difficulty solving the problems presented with their aging. *Frail elderly* is defined as households at 85 years old and older. Using Census data that indicates 2.3% of the population is 85 or older, the number of frail elderly households may be calculated at approximately 1,900 (82,644 x .023).

Housing developments operated by the public housing (PHAs) and redevelopment authorities (HRAs) in the region provide communities with a reasonable number of subsidized and market rate housing for the elderly. At present, the waiting time for subsidized elderly units is minimal, and several providers have ongoing vacancies in their elderly subsidized units.

A growing emphasis is being placed on development of assisted living facilities and providing in-home care and support to allow individuals to remain longer in their own homes.

Persons with Severe Mental Illness

Housing for persons with severe mental illness is provided through community-based systems that include foster care, board and lodging, and supportive housing facilities scattered throughout the region. The housing system is matched to an individual client's need for supportive service.

Foster care housing creates an option for clients within their existing community and has integrated clients more closely to residential neighborhoods through the use of single family residences as the housing style. There are also a number of "board and care" facilities in cities and towns throughout the region and these provide appropriate placement for residents who require a lower level of daily assistance to live.

The evolution of regional Intensive Residential Treatment (IRTs) facilities and the phase out of some Rule 36 facilities has created the need for additional single-family style foster care homes in the region. The nonprofit and private sectors, in cooperation with government social service personnel, are working to fill this need. The funding base and client reimbursement formulas for the severe and persistent mentally ill (SPMI) appears to make the new development feasible by nonprofit and for profit agencies.

Persons with Developmental and Physical Disabilities

The Census data for the Consortium reports 20,891 persons age 65 and over with a mobility, self-care, sensory, or "go-outside-home" disability and 32,952 persons 16 to 64 years of age with these same limitations. Based upon these numbers and the percentage of households that fall into the extremely-low income category, a conservative estimate of 2,500 households may need supportive housing.

The Association for Retarded Citizens (ARC) has estimated that 2.5-3% of the total population is developmentally disabled. Using a conservative 2.5% calculation applied to the households with extremely low incomes, it is estimated that 240 households who are developmentally disabled may need supportive housing.

Chemically Dependent

Chemically dependent individuals, especially those with alcohol dependency, present special housing problems in Northeastern Minnesota. Many have extremely low incomes subsisting on limited federal benefits programs (SSDI, etc.) or part-time low wage jobs. Inpatient and outpatient treatment is available in the region, but there is limited halfway house availability. Temporary needs are met by board and lodging houses and hotels, but these do not provide supportive services. Regional estimates project 10% of the population to be in need of supportive permanent housing due to chemical dependency issues.

People with AIDS

According to the Minnesota AIDS Project, approximately 12% of the HIV/AIDS cases statewide occur in Greater Minnesota. Of these cases, 54% are reported for the communities of Rochester, St. Cloud, and Duluth. Males compose 79% of all AIDS cases statewide with approximately 64% of these affecting white males. Women compose 21% of the total AIDS population. Children (under 13 years of age) account for close to 4% of the statewide AIDS cases and are included in the male/female percentages previously listed.

Information provided by the Minnesota AIDS Project suggests that in the Consortium counties there are approximately 85 persons who have HIV/AIDS. These figures include the city of Duluth without a separate break down for the remainder of St. Louis County. As noted above, a concentration of HIV/AIDS cases exists in Duluth so the actual cases for the remainder of the Consortium region may be overstated.

Providing safe, affordable, and stable housing is a strong prevention strategy for reducing transmission of HIV infection in Minnesota. It is also important to couple the housing with supportive services helps to reduce cost of institutional medical care.

The Minnesota AIDS Project recommends that housing options should include preserving the confidentiality of a person's HIV status, affordability for persons with low incomes, and easy accessibility to services.

Assessment of Greater Housing Needs of the Black and Native American Households

The two tables that follow at the end of this section show the disproportionate housing needs by tenure of the occupant within racial categories, household makeup, and income group. The owner occupied table shows disproportionate need among the African American, Pacific Islander, Hispanic and "Other" racial categories.

The renter occupied table similarly shows disproportionate need among the African American, Hispanic, and "other categories." Without specific information on which these households are, the targeting of resources to correct the disproportionate need is not possible.

Housing - Lead-Based Paint

According to the Environmental Protection Agency, 1 in 6 children in the United States has unacceptable levels of lead in his or her blood. Minorities and the poor are disproportionately impacted, especially those living in older homes in inner cities. African-American children are almost 5 times as likely as white children to suffer from lead poisoning. Low income children are 8 times as likely to suffer from lead poisoning as children who are not poor. Childhood lead poisoning causes reduced intelligence, low attention span, reading and learning disabilities, and has been linked to juvenile delinquency, behavioral problems, and many other adverse health effects. Over the past 20 years, the removal of lead from gasoline, food canning and other sources has been successful in reducing population blood lead levels by over 80%. Nearly one million children, however, still have excessive levels of lead in their blood, making lead poisoning a major childhood environmental disease.

Lead-based paint is the most widespread and dangerous high-dose source of lead exposure for young children. About 74% of privately owned and occupied housing units in the United States built prior to 1978 contain lead-based paint. Based on the 1990 census information, this correlates to about 1.2 million homes in Minnesota. Many of these homes have only small amounts of such paint, however, generally, the older the home, the greater the amount of lead-based paint. The use of lead in paint was highest in housing built before 1960. It was completely banned for residential use in 1978 by the Consumer Product Safety Commission.

The Minnesota Department of Health (MDH) maintains an extensive blood lead surveillance system for the purpose of monitoring trends in blood lead levels in adults and children in Minnesota. The data is used to help identify populations at risk for elevated blood lead levels. The surveillance system is designed to help ensure that screening services are provided to groups identified as having the highest risk of lead poisoning and that environmental and medical follow-up is provide to children with elevated blood lead levels. Lead program staff advise local health departments of elevated venous blood lead levels that require follow up. Health care providers and public health agencies educate families of children with blood lead level of 10 μg/dL or greater about the hazards of lead. Homes of children and pregnant women with venous blood lead levels of 20 μg/dL or greater, or with levels of 15-19 μg/dL that persist for 90 days, are inspected for lead hazards so that they can be made lead safe and blood lead levels can be reduced.

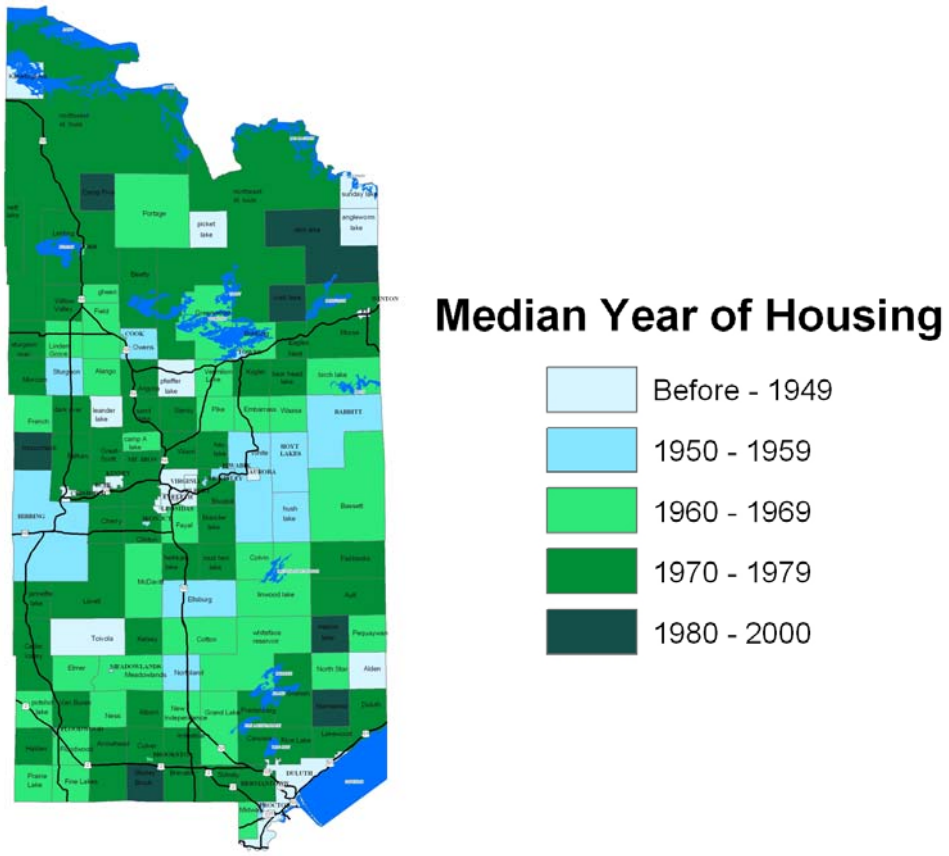
According to the Minnesota Environmental Health Profile, 2003 data, 2,643 children were tested for elevated blood lead levels in St. Louis County, including the city of Duluth, and a total of 87 children and 4 adults had elevated levels. A geographic location breakdown of the testing wasn't available.

Children 0 to 72 mos. Levels of 10 to 14.9	Children 0 to 72 mos. Levels of 15 to 19	Children 0 to 72 mos. Levels of 20 or greater	Children Tested	Adults 17 or older Levels of 40 or greater
56	15	16	2,643	4

The U.S. Center for Disease Control and Prevention (CDC) recommends educational, medical, and/or environmental intervention if blood lead levels measure 10μdL or greater. Deteriorating paint (chipping, flaking, and peeling) contributes to lead dust, contaminates soil around a home, and makes chips of paint accessible to children.

The St. Louis County Public Health and Human Services Department provides information on lead safety and performs lead screen through the Women, Infants, and Children (WIC) program; provides education and information on lead and performs lead screening through the Public Health Home Visits Program. A blood lead assessment is performed at one and two years of age and at any age when risk factors are identified through the Child and Teen Checkup Program.

Lead paint was routinely used in housing built in the 1940s, although its use declined in the 1950s, lead paint continued to be available until the late 1970s. In 1978, the Consumer Product Safety Commission banned the manufacture of paint containing dangerous levels of lead. The following table is an estimate of the numbers of housing units in the Consortium which have lead-based paint. Data which cross-tabulates age of housing with income of residents is not available.



Estimates of Regional Housing Conditions

Indications of Units with Lead-Based Paint

Location and Tenure Type	Units Built Prior to 1940		Units Built 1940-1959		Units Built 1960-1979		Units Built Post 1979	Total Housing Units	Presumed % of Total Units With LBP
	Total	W/LBP	Total	W/LBP	Total	W/LBP	Total		
Cook County	269	242	424	339	662	410	995	2,350	42%
Owner Occupied	230	207	316	253	485	301	807	1,838	41%
Renter Occupied	39	35	108	86	177	110	188	512	45%
Itasca County	2,719	2,447	3,780	3,024	6,070	3,763	5,220	17,789	52%
Owner Occupied	2,284	2,056	3,166	2,533	4,987	3,092	4,307	14,744	52%
Renter Occupied	435	392	614	491	1,083	671	913	3,045	51%
Koochiching County	1,144	1,030	1,589	1,271	2,184	1,354	1,123	6,040	61%
Owner Occupied	914	823	1,220	976	1,772	1,099	950	4,856	60%
Renter Occupied	230	207	369	295	412	255	173	1,184	64%
Lake County	1,105	995	1,353	304	1,388	243	800	4,646	33%
Owner Occupied	860	774	1,142	135	1,192	122	708	3,902	26%
Renter Occupied	245	221	211	169	196	122	92	744	69%
St. Louis	12,455	11,210	12,395	9,916	13,539	8,394	8,743	47,132	63%
Owner Occupied	10,083	9,075	10,751	8,601	10,708	6,639	7,361	38,903	63%
Renter Occupied	2,372	2,135	1,644	1,315	2,831	1,755	1,382	8,229	63%
Consortium Totals	17,692	15,923	19,541	14,854	23,843	14,165	16,881	77,957	58%
Owner Occupied	14,371	12,934	16,595	12,497	19,144	11,252	14,133	64,243	57%
Renter Occupied	3,321	2,989	2,946	2,357	4,699	2,913	2,748	13,714	60%

The *Comprehensive and Workable Plan for the Abatement of Lead-Based in Privately Owned Structures,* suggests that, based on the construction date the following percent of homes with lead-based paint is: before 1940 – 90%; 1940 to 1959 – 80%; 1960 to 1979 – 62%; 1980 and later – 0%.

14.0 COMMUNITY SERVICE POLICY

14.1 GENERAL

In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities), or (2) participate in an economic self-sufficiency program, or (3) perform eight hours per month of combined activities as previously described unless they are exempt from this requirement.

14.2 EXEMPTIONS

The following adult family members of tenant families are exempt from this requirement:

A. Family members who are 62 or older.

B. Family members who are blind or disabled as defined under 216(I)(1) or 1614 of the Social Security Act (42 U.S.C. 416(I)(1) and who certifies that because of this disability she or he is unable to comply with the community service requirements.

C. Family members who are the primary care giver for someone who is blind or disabled as set forth in Paragraph B above.

D. Family members engaged in work activity as defined in section 407(d) of the Social Security Act, specified below.

1. Unsubsidized employment;

2. Subsidized private-sector employment;

3. Subsidized public-sector employment;

4. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;

5. On-the-job-training;

6. Job-search and job-readiness assistance;

7. Community service programs;

8. Vocational educational training (not to exceed 12 months with respect to any individual);

9. Job-skills training directly related to employment;

10. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;

11. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate; and

12. The provision of childcare services to an individual who is participating in a community service program.

E. Family members who are or would be exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program.

F. Family members receiving assistance, benefits or services under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program.

14.3 NOTIFICATION OF THE REQUIREMENT

The HIBBING Housing Authority shall identify all adult family members who are apparently not exempt from the community service requirement.

The HIBBING Housing Authority shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The Hibbing Housing Housing Authority shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after FYE2003. For families paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

14.4 VOLUNTEER OPPORTUNITIES

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self-sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The Hibbing Housing Authority and Family Investment Center will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.

Together with the resident advisory councils, the Hibbing Housing Authority may create volunteer positions such as hall monitoring, litter patrols, and supervising and record keeping for volunteers.

14.5 THE PROCESS

Upon admission or at the first annual reexamination on or after FYE 2003, and each annual reexamination thereafter, the Hibing Housing Authority and Family Investment Center will do the following:

A. Provide a list of volunteer opportunities to the family members.

B. Provide information about obtaining suitable volunteer positions.

C. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.

D. Assign family members to a volunteer coordinator who will assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities. The volunteer coordinator will track the family member's progress monthly and will meet with the family member as needed to best encourage compliance.

E. At least thirty (30) calendar days before the family's next lease anniversary date, the volunteer coordinator will advise the Hibbing Housing Authority whether each applicable adult family member is in compliance with the community service requirement.

14.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT

The Hibbing Housing Authority will notify any family found to be in noncompliance of the following:

A. The family member(s) has been determined to be in noncompliance;

B. That the determination is subject to the grievance procedure; and

C. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated;

14.7 OPPORTUNITY FOR CURE

The Hibbing Housing Authority will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. It will state the number of hours that the family member is deficient. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement. The first hours a resident earns go toward the current commitment until the current year's commitment is made.

The volunteer coordinator will assist the family member in identifying volunteer opportunities and will track compliance on a monthly basis.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service, the Hibbing Housing Authority shall take action to terminate the lease unless the noncompliant family member no longer lives in the unit.

14.8 PROHIBITION AGAINST REPLACEMENT OF AGENCY EMPLOYEES

In implementing the service requirement, the Hibbing Housing Authority may not substitute community service or self-sufficiency activities performed by residents for work ordinarily performed by its employees or replace a job at any location where residents

HOUSING AND
REDEVELOPMENT
AUTHORITY OF
HIBBING

RESIDENT MEMBERSHIP ON THE GOVERNING BOARD

The Haven Court Jefferson Tenant Organization conducted an election in 2005 for the resident representative seat on the Hibbing HRA Board of Commissioners.

Any resident of the HRA eighteen years of age and older was allowed to vote in the election and was given the opportunity to submit their name for inclusion on the ballot. Residents eighteen years of age and older were allowed to submit another individuals name for this elected position as long as the person being nominated agreed to serve if elected.

Lisha Lautizi was elected by the resident and has served on the Board since January of 2006.

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