

5.2	<p>Goals and Objectives. Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p><u>GOAL: IMPROVE QUALITY OF ASSISTANCE PROVIDED TO CLIENTS.</u></p> <p><u>Objective:</u> Improve/maintain voucher management (SEMAP score).</p> <p><u>Objective:</u> Achieve/maintain maximum utilization based on funding per ACC Contract.</p> <p><u>Objective:</u> Increase customer satisfaction.</p> <p><u>GOAL: PROMOTE SELF-SUFFICIENCY AND ASSET DEVELOPMENT OF ASSISTED HOUSEHOLDS.</u></p> <p><u>Objective:</u> Increase the number and percentage of employed persons in assisted families.</p> <p><u>Objective:</u> Provide or attract support services to improve employability of assistance recipients.</p> <p><u>Objective:</u> Increase the number of FSS participants.</p> <p><u>Objective:</u> Recruit new homeownership clients each year onto the homeownership program.</p> <p><u>GOAL: PROMOTE AVAILABILITY OF AFFORDABLE HOUSING WITHIN THE FIVE-COUNTY REGION.</u></p> <p><u>Objective:</u> Conduct outreach efforts to potential voucher landlords.</p> <p><u>Objective:</u> Promote programs beyond the Housing Choice Voucher Program that assist in making housing affordable.</p> <p><u>Objective:</u> Participate in Housing Conversion Actions to provide affordable housing to very low and low income clients.</p> <p><u>Objective:</u> Provide voucher mobility counseling.</p> <p><u>GOAL: COLLABORATE WITH COMMUNITY ORGANIZATIONS.</u></p> <p><u>Objective:</u> Continue to develop and nurture relationships with community organizations and county human service agencies on an ongoing basis. Routinely participate in meetings with or speak to organizations/committees about the importance of housing in our region.</p>
6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p>Amendments to Section 8 Tenant Based Assistance – Section 8 Homeownership Program: Be a participant OR qualified applicant in the SCMMCHRA Section 8 Program. Removal of credit score requirement.</p> <p>Amendments to the Section 8 Administrative Plan: See Attached Administrative Plan changes (Attachment B).</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p>PHA’s main administrative office PHA website</p>
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>SCMMCHRA has a Section 8 Homeownership Program with approximately 6 participants. Participants must: Meet minimum income requirements. Be a first time homebuyer. Participate in home buying training and counseling courses before purchase of the home. Have no history of property destruction or criminal behavior. Have sufficient income to support home ownership including house payment, utilities, taxes, insurance and upkeep. Meet employment requirement of one-year continuous full time employment.</p>

	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.																								
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.																								
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.																								
8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>																								
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>Currently, there are 519 families on the waiting list for SCMMCHRA's Housing Choice Voucher Program. Of those, 410 families are extremely low income. Sixty four percent of the total families on the waiting list are families with children. Forty five percent of the applicants are white and almost 48 percent are African American. Elderly families comprise 1.54% and disabled families comprise 13.87% of the Housing Choice Voucher Waiting List. The majority of the families need a 1 or 2 bedroom voucher. See Attachment A.</p> <p>The U.S. Census Bureau indicates that there are 8,896 total Renter-Occupied Housing Units and 2,417 Vacant Housing Units in the five county service area of SCMMCHRA:</p> <table border="1"> <thead> <tr> <th>County</th> <th>Total Housing Units</th> <th>Renter-Occupied Housing Units</th> <th>Vacant Housing Units</th> </tr> </thead> <tbody> <tr> <td>Martin (2005-2007 data)</td> <td>10,031</td> <td>2,162</td> <td>806 (8.0%)</td> </tr> <tr> <td>Nicollet (2005-2007 data)</td> <td>12,591</td> <td>3,168</td> <td>582 (4.6%)</td> </tr> <tr> <td>Sibley (2000 data)</td> <td>6,024</td> <td>1,100</td> <td>252 (4.2%)</td> </tr> <tr> <td>Waseca (2000 data)</td> <td>7,427</td> <td>1,405</td> <td>368 (5.0%)</td> </tr> <tr> <td>Watonwan (2000 data)</td> <td>5,036</td> <td>1,061</td> <td>409 (8.1%)</td> </tr> </tbody> </table> <p>2000 Minnesota Comprehensive Housing Affordability Strategy indicates the following information regarding vacate units that actually are affordable for people with income between <=30% AMI and <=80% AMI:</p> <p>Units with rent affordable with income <=30% AMI: Martin County 140 of 960 units Nicollet County 90 of 724 units Sibley County 24 of 389 units Waseca County 34 of 494 units Watonwan County 95 of 469 units</p> <p>Units with rent affordable with income <=50% AMI: Martin County: 40 of 884 Nicollet County: 80 of 1359 units Sibley County: 34 of 534 units Waseca County: 44 of 720 units Watonwan County: 65 of 449 units</p> <p>Units with rent affordable with income <=80% AMI: Martin County: 4 of 145 units Nicollet County: 4 of 462 units Sibley County: 8 of 169 units Waseca County: 14 of 196 units Watonwan County: 12 of 127 units</p>	County	Total Housing Units	Renter-Occupied Housing Units	Vacant Housing Units	Martin (2005-2007 data)	10,031	2,162	806 (8.0%)	Nicollet (2005-2007 data)	12,591	3,168	582 (4.6%)	Sibley (2000 data)	6,024	1,100	252 (4.2%)	Waseca (2000 data)	7,427	1,405	368 (5.0%)	Watonwan (2000 data)	5,036	1,061	409 (8.1%)
County	Total Housing Units	Renter-Occupied Housing Units	Vacant Housing Units																						
Martin (2005-2007 data)	10,031	2,162	806 (8.0%)																						
Nicollet (2005-2007 data)	12,591	3,168	582 (4.6%)																						
Sibley (2000 data)	6,024	1,100	252 (4.2%)																						
Waseca (2000 data)	7,427	1,405	368 (5.0%)																						
Watonwan (2000 data)	5,036	1,061	409 (8.1%)																						

<p>9.1</p>	<p>Strategy for Addressing Housing 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. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>SCMMCHRA has chosen the strategies listed below, because they believe in providing safe and affordable housing, promoting self-sufficiency, employability and homeownership:</p> <p>MAXIMIZE THE NUMBER OF AFFORDABLE UNITS AVAILABLE TO SCMMCHRA WITHIN ITS CURRENT RESOURCES:</p> <ul style="list-style-type: none"> ▪ 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. ▪ Maintain or increase Section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program. <p>INCREASE THE NUMBER OF AFFORDABLE HOUSING UNITS:</p> <ul style="list-style-type: none"> ▪ Pursue housing resources other than public housing or Section 8 tenant-based assistance. ▪ Provide tenant-based assistance to tenants who are affected by housing conversion actions. <p>TARGET AVAILABLE ASSISTANCE TO FAMILIES AT OR BELOW 50% OF AMI:</p> <ul style="list-style-type: none"> ▪ Adopt rent policies to support and encourage work. <p>TARGET AVAILABLE ASSISTANCE TO THE ELDERLY:</p> <ul style="list-style-type: none"> ▪ Market to other organizations that assist with the elderly population to increase the percentage of elderly families served by the Section 8 Program. <p>TARGET AVAILABLE ASSISTANCE TO FAMILIES WITH DISABILITIES:</p> <ul style="list-style-type: none"> ▪ Affirmatively market to local non-profit agencies that assist families with disabilities. <p>INCREASE AWARENESS OF PHA RESOURCES AMONG FAMILIES OF RACES AND ETHNICITIES WITH DISPROPORTIONATE NEEDS:</p> <ul style="list-style-type: none"> ▪ Affirmatively market to races/ethnicities shown to have disproportionate housing needs. <p>CONDUCT ACTIVITIES TO AFFIRMATIVELY FURTHER FAIR HOUSING:</p> <ul style="list-style-type: none"> ▪ 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. <p>All of the strategies listed above will be influenced by funding and staffing constraints; limited availability of sites for assisted housing; the 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 SCMMCHRA; the influence of the housing market on SCMMCHRA programs; community priorities regarding housing assistance; results of consultation with local, state government, advocacy groups and the Resident Advisory Board.</p>
<p>10.0</p>	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>On an ongoing basis, SCMMCHRA continues to strive for excellence in improving the quality of assistance provided to clients with the administration of the Housing Choice Voucher Program in a professional, efficient, and productive manner. SCMMCHRA accomplishes its mission and goals proficiently to improve the quality of assisted housing, the administration and promotion of self-sufficiency through the Family Self Sufficiency and Section 8 Homeownership Programs to improve the quality of life for residents and the coordination with all local service agencies allowing for a broad spectrum of services to ensure that resident needs are being met to the greatest extent possible.</p> <p>In addition, SCMMCHRA has a commitment to assist those who are victims of domestic violence. SCMMCHRA may not discriminate against a VAWA victim by denying admission to the Housing Choice Voucher Program or terminate rental assistance for a participant of the Program just because they are a VAWA victim. The complete VAWA policy is available to the public at the SCMMCHRA office located at 360 Pierce Avenue, Suite 106, North Mankato, MN 56003 during regular business hours.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p>Significant Amendment:</p> <ul style="list-style-type: none"> ▪ Changes to rent or admissions policies or organization of the waiting list ▪ Any change with regard to homeownership programs or conversion activities. <p>Substantial Deviation/Modification:</p> <ul style="list-style-type: none"> ▪ Additions of new activities not already included in the Plan.

11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)
-------------	---

ATTACHMENT A

Section 8 Waiting List Data	# of Families	% of Total Families
Waiting List Total	519	100%
Extremely low income (<= 30% AMI)	410	79%
Very low income (>30% but <=50% AMI)	109	21%
Low income (>50% but <80% AMI)	0	0%
Families with children	336	64.74%
Elderly families	8	1.54%
Families with disabilities	72	13.87%
Race/ethnicity (white)	235	45.28%
Race/ethnicity (African American)	248	47.78%
Race/ethnicity (Hispanic)	28	5.39%
1 bedroom vouchers	176	
2 bedroom vouchers	167	
3 bedroom vouchers	117	
4 bedroom vouchers	45	
5+ bedroom vouchers	13	

2000 CHAS Data – Martin County

Housing Units by Affordability	0-1 bedroom units	2 bedroom units	3+ bedroom units	Total
Rent affordable with income <=30% AMI				
# occupied units	320	315	325	960
% occupants <=30% AMI	45.3	39.7	15.4	33.3
# vacant for rent	90	30	20	140
Rent affordable with income >30% to <=50% AMI				
# occupied units	259	385	240	884
% occupants <=50% AMI	42.5	31.2	39.6	36.8
# vacant for rent	10	15	15	40
Rent affordable with income >50% to <=80% AMI				
# occupied units	49	63	33	145
% occupants <=80% AMI	91.8	54	24.2	60
# vacant for rent	4	0	0	4

2000 CHAS Data – Nicollet County

Housing Units by Affordability	0-1 bedroom units	2 bedroom units	3+ bedroom units	Total
Rent affordable with income <=30% AMI				
# occupied units	259	195	270	724
% occupants <=30% AMI	56	38.5	13	35.2
# vacant for rent	50	30	10	90
Rent affordable with income >30% to <=50% AMI				
# occupied units	395	740	224	1359
% occupants <=50% AMI	44.3	35.1	21.9	35.6
# vacant for rent	45	25	10	80
Rent affordable with income >50% to <=80% AMI				
# occupied units	124	215	123	462
% occupants <=80% AMI	96.8	53.5	52	64.7
# vacant for rent	0	0	4	4

2000 CHAS Data – Sibley County

Housing Units by Affordability	0-1 bedroom units	2 bedroom units	3+ bedroom units	Total
Rent affordable with income <=30% AMI				
# occupied units	104	90	195	389
% occupants <=30% AMI	52.9	38.9	12.8	29.6
# vacant for rent	10	4	10	24
Rent affordable with income >30% to <=50% AMI				
# occupied units	110	250	174	534
% occupants <=50% AMI	40.9	36	28.7	34.6
# vacant for rent	15	15	4	34
Rent affordable with income >50% to <=80% AMI				
# occupied units	58	74	37	169
% occupants <=80% AMI	58.6	59.5	48.6	56.8
# vacant for rent	4	4	0	8

2000 CHAS Data – Waseca County

Housing Units by Affordability	0-1 bedroom units	2 bedroom units	3+ bedroom units	Total
Rent affordable with income <=30% AMI				
# occupied units	204	145	145	494
% occupants <=30% AMI	51.5	44.8	20.7	40.5
# vacant for rent	15	4	15	34
Rent affordable with income >30% to <=50% AMI				
# occupied units	260	310	150	720
% occupants <=50% AMI	40.4	33.9	36.7	36.8
# vacant for rent	40	4	0	44
Rent affordable with income >50% to <=80% AMI				
# occupied units	28	129	39	196
% occupants <=80% AMI	71.4	30.2	35.9	37.2
# vacant for rent	0	4	10	14

2000 CHAS Data – Watonwan County

Housing Units by Affordability	0-1 bedroom units	2 bedroom units	3+ bedroom units	Total
Rent affordable with income <=30% AMI				
# occupied units	155	120	194	469
% occupants <=30% AMI	48.4	20.8	12.9	26.7
# vacant for rent	10	25	60	95
Rent affordable with income >30% to <=50% AMI				
# occupied units	135	200	114	449
% occupants <=50% AMI	51.9	35	35.1	40.1
# vacant for rent	30	25	10	65
Rent affordable with income >50% to <=80% AMI				
# occupied units	45	64	18	127
% occupants <=80% AMI	66.7	53.1	44.4	56.7
# vacant for rent	4	4	4	12

U.S. Census Bureau 2005-2007 (M, N); 2000 (S, W, Wt)

County	Total Housing Units	Renter-Occupied Housing Units	Vacant Housing Units
Martin	10,031	2,162	806 (8.0%)
Nicollet	12,591	3,168	582 (4.6%)
Sibley	6,024	1,100	252 (4.2%)
Waseca	7,427	1,405	368 (5.0%)
Watonwan	5,036	1,061	409 (8.1%)

Changes to Administrative Plan are in Bold Print:

THE WAITING LIST

TAKING APPLICATIONS

Families wishing to apply for the Section 8 Program will be required to complete an application for housing assistance. Applications will be accepted during regular business hours at:

South Central MN Multi-County H.R.A., 360 Pierce Avenue, Suite 106, North Mankato, MN 56003.

Requests for applications may be made by phone, by mail, or in person to the South Central MN Multi-County H.R.A. office at 360 Pierce Avenue, Suite 106, North Mankato, MN 56003 on Monday through Friday from 8:00 A.M. to 4:30 P.M. **In addition, applications are available on the HRA website.** Applications will be mailed approximately two times per week to interested families upon request.

PREFERENCES

The South Central MN Multi-County H.R.A. will select families based on the following preference:

- ❖ **Residency Preference:**
At the time of application, the applicant(s) must live, work, or be hired to work in the South Central MN Multi-County H.R.A. service area. To determine preference, South Central MN Multi-County H.R.A. requires documentation from the applicant(s). Some examples of preference documentation include: a driver's license, ID card or copy of a lease showing a permanent address within the residency preference area or current pay stubs for employment in the residency preference area.

Use of the Residency Preference will not have the purpose or effect of delaying or otherwise denying admission to the program based on the race, color, ethnic origin, gender, religion, disability, or age of any member of an applicant family.

The waiting list ranking used by the South Central MN Multi-County H.R.A. is as follows:

First Ranking (Residency Preference)

Second Ranking (No Preference) Ranked according to date and time of receipt of application only.

A household may be placed on the waiting list with no preference, but later receive a preference that causes their position on the waiting list to change. When this occurs, the original date of application will not change.

SELECTION FROM THE WAITING LIST

Based on the above preference, all families with the first ranking will be offered housing before any families with the second ranking.

The date and time the application is received in the H.R.A. office will be utilized to determine the sequence within the above-prescribed preference.

Notwithstanding the above, if necessary to meet the statutory requirement that 75% of newly admitted families in any fiscal year be families who are extremely low-income, the South Central MN Multi-County H.R.A. retains the right to skip higher income families on the waiting list to reach extremely low-income families. This measure will only be taken if it appears the goal will not otherwise be met. To ensure this goal is met, the Housing Authority will monitor incomes of newly admitted families and the income of the families on the waiting list.

If there are not enough extremely low-income families on the waiting list South Central MN Multi-County H.R.A. will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

OPENING AND CLOSING THE WAITING LIST

If the waiting list is closed, opening of the waiting list will be announced via public notice that applications for Section 8 will again be accepted. The public notice will state where, when, and how to apply. The notice will be published in a local newspaper of general circulation, and also by any available minority media. The public notice will state any limitations to whom may apply.

The notice will state that applicants already on waiting lists for other housing programs must apply separately for this program, and that such applicants will not lose their place on other waiting lists when they apply for Section 8. The notice will include the Fair Housing logo and slogan and otherwise be in compliance with Fair Housing requirements.

If South Central MN Multi-County HRA determines that the existing waiting list contains an adequate pool for use of available program funding, South Central MN Multi-County HRA may stop accepting new applications, or may accept only applications meeting criteria adopted by the PHA.

ELIGIBILITY FOR ADMISSION

SOCIAL SECURITY NUMBER DOCUMENTATION

To be eligible, all family members must provide proof of a Social Security Number. Acceptable evidence of a person's assigned Social Security Number is their Social Security Card.

ELIGIBILITY CRITERIA

Family Status

South Central MN Multi-County H.R.A. may approve a temporary guardianship situation in which an individual resides in the assisted household, but is not counted as a permanent household member as they should be part of a permanent household elsewhere. The temporary member could potentially leave the assisted household at any time. In the case of a minor who is residing in an assisted household, a signed statement by the minor's parent indicating the duration that the minor will be a temporary household member will be required. The maximum length of time that a person could reside in an assisted household as a temporary household member is one year.

VERIFICATION

Verification of Social Security Numbers

Prior to admission, each family member who has a Social Security Number must provide proof of his or her Social Security Number. New family members must provide this verification prior to being added to the lease.

Acceptable verification of the Social Security Number is the original Social Security card. If the card is not available, the South Central MN Multi-County H.R.A. will accept letters from Social Security that establish and state the number along with the family member's name.

If an individual states that they do not have a Social Security Number they will be required to sign the Non-Contending form stating that they are a non-citizen. The South Central MN Multi-County H.R.A. will not require any individual who does not have a Social Security Number to obtain a Social Security Number.

If a member of an applicant family indicates they have a Social Security Number, but cannot readily verify it, the family cannot be placed on the Housing Choice Voucher waiting list until verification is provided or they have completed the SS-5 Form to prove that they applied for a Social Security card.

FREQUENCY OF OBTAINING VERIFICATION

For each family member, verification of Social Security Number will be obtained only once. This verification will be accomplished prior to admission. Any family member who is currently being assisted by the Housing Choice Voucher Program who has not provided proof of their Social Security Number must do so at the next regular reexamination (this applies to families who were assisted prior to the 2009 HUD rule change which specifies new regulations regarding providing proof of Social Security Numbers for household members under age 6).

TYPES OF VERIFICATION

Savings (current balance) and checking accounts (up to a 12 month average balance, if available)

COMPLAINTS, INFORMAL REVIEWS AND INFORMAL HEARINGS

Informal Reviews for the Applicant

The South Central MN Multi-County H.R.A. will give an applicant for participation in the Section 8 Housing Choice Voucher Program prompt notice of a decision denying assistance to the applicant. The notice will contain a brief statement of the reasons for the South Central MN Multi-County H.R.A. decision. The notice will state that the applicant **may make a written request** for an informal review within 10 business days of the denial and will describe how to obtain the informal review.

Informal Hearings for Participants

Notice to the Family

In the cases described in paragraphs 16.3(A)(1)(d), (e), and (f), of this Section, the South Central MN Multi-County H.R.A. will give the family prompt written notice that the family **may make a written request** for a hearing within 10 business days of the notification.

Procedures for Denial of Assistance on the Basis of Ineligible Immigration Status

The participant family may request that the South Central MN Multi-County H.R.A. provide for an informal hearing after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. The participant family must make a **written** request within 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or within 30 days of receipt of the INS appeal decision.

INSPECTION POLICIES

FOOD PREPARATION AND REFUSE DISPOSAL

Acceptability Criteria

The dwelling unit must have a kitchen sink in proper operating condition, with a sink trap and hot and cold running water. The sink must drain **properly** into an approvable public or private system.

SPACE AND SECURITY

Acceptability Criteria

The exterior doors of the dwelling unit must **have a secure lock**. Exterior doors are doors by which someone can enter or exit the dwelling unit.

STRUCTURE AND MATERIALS

Acceptability Criteria

The condition and equipment of interior and exterior stairs, halls, porches, walkways, etc., must not present a danger of tripping and falling. For example, broken or missing steps or loose boards are unacceptable. **Handrails are required where there are four or more risers the length of the steps.**

EMERGENCY FAIL ITEMS

Broken windows **or glass** that unduly allow weather elements into the unit **or cause a safety hazard**.

No operating smoke detectors

ATTACHMENT C

Resident Advisory Board Comments and Recommendations

All participants of the Section 8 Program were mailed a postcard notifying them of their opportunity to review the Plan and become members of the Resident Advisory Council. The PHA received the following comments on the PHA Plan from two participants:

Participant #1: "I am satisfied with the Section 8 Program – or would not have been able to afford living in this apartment since 1986. Thankful of rental assistance. Have been good – but unhappy with items not repaired or done in a timely manner. Still no soft water; same carpet; painting and plumbing issues. I don't know much about the HRA, but have appreciated the help I have received with lowering my rent so I could stay in my apartment all these years."

Analysis of the Recommendations Made by Participant #1 and the Decisions Made on These Recommendations:

Because this tenant has a Housing Choice Voucher, South Central HRA cannot control when a landlord replaces carpet or if they provide soft water, paint, etc, unless these items cause the Housing Choice Voucher inspection to fail. Our agency can only enforce minimum housing quality standards. South Central HRA will be contacting this tenant to discuss the plumbing issues and if necessary, dispatch our inspector to the rental unit for an inspection.

Participant #2:

Regarding Homeownership Program:

"The removal of the credit score requirement was wise. More people should be part of this."

Regarding Changes to the Section 8 Administrative Plan:

"Appears straight-forward. There could be more emergency fail items in my opinion. I think landlords spend less time and little effort in units that are Section 8."

Regarding Other Changes in Policies and Plan Components that Have Been Revised Since Submission of the Last Annual PHA Plan:

"More emphasis on disabilities and the elderly and concentration on improving your lot in life so that you can move beyond government assistance (a coordinated effort amongst different agencies)."

This resident indicated that her experience with the Section 8 Program, in general has been poor. She stated that, "Customer service tends to be non-existent. Like many government programs, Section 8 is a labyrinth, a maze of policies and regulations, that no one is willing (or wanting) to help you get through. No wonder there is so much frustration." In addition, "A centralized system in the state would be helpful rather than having to call or visit the appropriate HRA. More advocacy on the part of the HRA would be great. Someone to speak to landlords on our behalf, for instance."

Lastly, regarding the PHA Plan, in general, she stated, "Objectives must contain the 'how.' How will the objective be accomplished? This is lacking. For example, an objective is: Increase customer satisfaction. Well, what steps will you take to do that? Where are the details? If objectives are to be met, they must be spelled out: task, date, person in charge, etc. "

Analysis of the Recommendations Made by Participant #2 and the Decisions Made on These Recommendations:

Regarding "Changes to the Section 8 Administrative Plan," Participant #2 remarked that there could be more emergency fail items. The complete Section 8 Administrative Plan contains a comprehensive list of emergency fail items. The item that is listed in the "Changes" section is an addition to that list.

Regarding "Other Changes in Policies," Participant #2 commented that more emphasis should be placed on disabilities and the elderly. A substantial number of clients served by South Central HRA's program are disabled and elderly. Since South Central HRA serves such a high volume of disabled and elderly clients, the agency is very sensitive to the issues of disabled and elderly clients. South Central HRA gives a residency preference to all families (i.e. disabled, elderly, non-elderly, single, veteran, etc) on the Housing Choice Voucher Waiting List. In addition, South Central HRA administers the Family Self-Sufficiency Program to assist clients in moving beyond government assistance.

South Central HRA staff does their best to interpret the complex policies and regulations of the Housing Choice Voucher Program for their clients and advocate with landlords on behalf of clients on a regular basis.

South Central HRA will consider this participant's recommendation regarding expanding the agency objectives to indicate how the objectives will be accomplished.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for

maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, and; 5) the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: (1) Any programs relating to services and amenities provided or offered to assisted families; (2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; (3) How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. (**Note: applies to only public housing.**)
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities

conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.** **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: **(1)** A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and **(2)** A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm

Note: This statement must be submitted to the extent that

approved and/or pending demolition and/or disposition has changed.

- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: **1)** A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or that the public housing agency plans to voluntarily convert; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>
- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a 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. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition

of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.