

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

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Small PHA Plan Update  
Annual Plan for Fiscal Year: 2002

**WASHINGTON COUNTY HOUSING  
AND REDEVELOPMENT AUTHORITY**

**NOTE: THIS PHA PLAN TEMPLATE (HUD50075) IS TO BE COMPLETED IN ACCORDANCE WITH  
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

## PHA Plan Agency Identification

**PHAName:** Washington County Housing and Redevelopment Authority

**PHANumber:** MN212

**PHAFiscalYearBeginning:(mm/yyyy)** 01/2002

### PHA Plan Contact Information:

Name: Barbara Dacy

Phone: 651 -458-6556

TDD:

Email (if available): bdacy@wchra.com

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

- Main administrative office of the PHA
- PHA development management offices
- Main administrative office of the local, county or State government
- Public library
- PHA website
- Other (list below)

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

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

### PHA Programs Administered :

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

## Annual PHA Plan Fiscal Year 2002

[24CFR Part 903.7]

### i. Table of Contents

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

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**ii. Executive Summary**

[24CFR Part 903.79(r)]

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

The HRA Board of Commissioners will be completing a Strategic Planning Process by the end of 2001. In the meantime, the HRA continues to implement the five general goals which were identified in the 2001 plan and which are also discussed in this plan. The five goals are:

- Stabilize and enhance the Agency's financial condition.
- Provide adequate affordable housing in the County
- Enhance communication and collaboration with other jurisdictions.
- Facilitate new development opportunities.
- Enhance the Agency's public image and credibility.

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

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

There are two program changes that will be implemented in 2002:

- The HRA will be adding 10 public housing units effective April 1, 2002, so the number of units would increase from 46 to 56.
- A private developer will be adding five units in the City of Woodbury under the Metropolitan Housing Opportunities Program.
- The HRA has authorized the creation of a Resident Advocate position to assist public housing tenants with self-sufficiency needs.

**2. Capital Improvement Needs**

[24CFR Part 903.79(g)]

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

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

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 84,000

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

D. Capital Fund Program Grant Submissions

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

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

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

The Capital Fund Program Annual Statement is provided as Attachment B

**3.D Demolition and Disposition**

[24 CFR Part 903.79(h)]

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

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

2. Activity Description

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

c. Projected end date of activity:

**4. Voucher Homeownership Program**

[24CFR Part 903.79(k)]

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

**B. Capacity of the PHA to Administer a Section 8 Homeownership Program** N/A

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

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

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

[24CFR Part 903.7(m)]

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

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

N/A

B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ \_\_\_\_\_

C.  Yes  No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.

D.  Yes  No: The PHDEP Plan is attached at Attachment \_\_\_\_\_

**6. Other Information**

[24CFR Part 903.79(r)]

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

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

2. If yes, the comments are Attached at Attachment (Filename)

3. In what manner did the PHA address those comments? (select all that apply)

- The PHA changed portions of the PHA Plan in response to comments. A list of these changes is included
  - Yes  No: below
  - Yes  No: at the end of the RAB Comments in Attachment \_\_\_\_.
- Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the end of the RAB Comments in Attachment \_\_\_\_.
- Other: (list below)

**B. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: (provide name here)

Washington, Dakota, Ramsey, and Anoka Consortium

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)
  - Increase the supply of affordable housing by adding more public housing units
  - Full utilization of tenant based programs
- Other: (list below)

3. PHAR equestsforsupportfromtheConsolidatedPlanAgency

Yes  No:DoesthePHArequestfinancialorothersupportfromtheStateorlocal governmentagencyinordertomeettheneedsofitspublichousingresidentsor inventory?Ifyes,pleaselistthe5mostimportantrequestsbelow:

4. TheConsolidatedPlanofthejurisdictionssupportsthePHAPlanwiththefollowingactions andcommitments:(describebelow)

- Increasingthesupplyofaffordablehousingunitsbyincreasingpublichousing unitsfrom46ownedbytheHRAto71.
- TheHRAalsoassistsprivatedeveloperswithapplicationsforavarietyoffederal fundingtocreateaffordablehousing.Nineunitsintwoprivatedevelopments havebeencreated.
- Identifyingsitesinjurisdictionswhichcanbedevelopedintoseniorandfamily housing.
- Fullutilizationoftenantbasedprograms.

**C.CriteriaforSubstantialDeviationandSignificantAmendments**

**1. AmendmentandDeviationDefinitions**

24CFRPart903.7(r)

PHAsarerequiredtodefineandadopttheirownstandardsosubstantialdeviationfromthe5-yearPlanand SignificantAmendmenttotheAnnualPlan.Thedefinitionofsignificantamendmentisimportantbecauseitdefines whenthePHAwillsubjectachangetothepoliciesoractivitiesdescribedintheAnnualPlantofullpublichearing andHUDreviewbeforeimplementation.

**A.SubstantialDeviationfromthe5-yearPlan:**

TheWashingtonCountyHousingandRedevelopmentAuthoritydefinesasubstantialdeviation ofthe5-year Planasfollows:

- AnychangestothePHAoverallmission
- Anychangestothegoalsorobjectivesthataffectservicestotheresidents,orsignificant changestothePHA’sfinancialpositions
- AcompleterevisionorabandonmentofoneormoreofthecomponentsofaPHA’sfive yearplan.

**B.SignificantAmendmentorModificationtotheAnnualPlan:**

TheWashingtonCountyHousingandRedevelopmentAuthoritydefinesasignificantamendment ormodificationtotheAnnualPlanasachangeintheplansorpolicies ofthePHAthatrequire formalapprovalbytheWashingtonCountyHousingandRedevelopmentAuthorityBoardof Commissioners.ItisunderstoodthattheWashingtonCountyhousingandRedevelopment Autho4iytmaynotadopttheamendmentormodificationuntilthePHAhasdulycalledameeting



of its Board of Directors and the meetings, at which the amendment or modification is adopted, is open to the public. Further, the HRA understands that it may not implement the amendment or modification until notification of the amendment or modification is provided to HUD and approved by HUD in accordance with HUD's plan review procedures, as provided in Statute 903.23.

**Attachment A**  
**Supporting Documents Available for Review**

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

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	AnypolicygoverningoccupancyofPoliceOfficersinPublic Housing <input type="checkbox"/> checkhereifincludedinthepublichousing A&OPoli cy	AnnualPlan: Eligibility,Selection, andAdmissions Policies
X	Section8AdministrativePlan	AnnualPlan: Eligibility,Selection, andAdmissions Policies
X	Publichousingrentdeterminationpolicies,includingthethod forsettingpublichousingflatrents <input checked="" type="checkbox"/> checkhereifincludedinthepublichousing A&OPolicy	AnnualPlan:Rent Determination
X	Scheduleofflatrentsofferedeachpublichousingdevelopment <input checked="" type="checkbox"/> checkhereifincludedinthepublichou sing A&OPolicy	AnnualPlan:Rent Determination
X	Section8rentdetermination(paymentstandard)policies <input type="checkbox"/> checkhereifincludedinSection8Administrative Plan	AnnualPlan:Rent Determination
X	Publichousingmanagementandmaintenancepolicydocuments, includingpoliciesforthe preventionoreradicationofpest infestation(includingcockroachinfestation)	AnnualPlan: Operationsand Maintenance
N/A	ResultsoflatestbindingPublicHousingAssessmentSystem (PHAS)Assessm ent	AnnualPlan: Managementand Operations
N/A	Follow-upPlantoResultsofthePHASResidentSatisfaction Survey(ifnecessary)	AnnualPlan: Operationsand Maintenanceand CommunityService& Self-Sufficiency

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any required policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52 825) for any active CIAP grants	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99 -52 (HA).	Annual Plan: Capital Needs
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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
N/A	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Section 3 documentation required by 24 CFR Part 135, Subpart E	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	Annual Plan: Safety and Crime Prevention

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
N/A	<p>PHDEP-related documentation:</p> <ul style="list-style-type: none"> <li>· Baseline law enforcement services for public housing developments assisted under the PHDEP plan;</li> <li>· Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);</li> <li>· Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;</li> <li>· Coordination with other law enforcement efforts;</li> <li>· Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and</li> <li>· All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.</li> </ul>	Annual Plan: Safety and Crime Prevention
X	<p>Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G)</p> <p><input checked="" type="checkbox"/> check here if included in the public housing A&amp;O Policy</p>	Pet Policy
	<p>The result of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the result of that audit and the PHA's response to any findings</p>	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	<p>Other supporting documents (optional) (list individually; use as many lines as necessary)</p> <p>Voluntary Conversion Analysis</p>	Annual Plan

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

<b>PHA Name:</b> Washington County housing and Redevelopment Authority	<b>Grant Type and Number</b> Capital Fund Program: MN46P21250102 Capital Fund Program Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2002
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Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual Statement (revision no:      )  
 Performance and Evaluation Report for Period Ending:     
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non -CFP Funds				
2	1406 Operations	52,162			
3	1408 Management Improvements	3,000			
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	15,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	8,700			
10	1460 Dwelling Structures	52,601			
11	1465.1 Dwelling Equipment — Nonexpendable	1,105			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2 - 19)	131,568			
21	Amount of line 20 Related to LBP Activities	0			

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

<b>PHA Name:</b> Washington County housing and Redevelopment Authority	<b>Grant Type and Number</b> Capital Fund Program: MN46P21250102 Capital Fund Program Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2002
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Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual Statement (revision no:      )  
 Performance and Evaluation Report for Period Ending:     
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
22	Amount of line 20 Related to Section 504 Compliance	0			
23	Amount of line 20 Related to Security	0			
24	Amount of line 20 Related to Energy Conservation Measures	0			



## ATTACHMENT B

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: Washington County Housing Redevelopment Authority			<b>Grant Type and Number</b> Capital Fund Program#: MN46P21250102 Capital Fund Program Replacement Housing Factor#:			<b>Federal FY of Grant:</b> 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
MN212002	Handicap ramps, sidewalks and grounds	1450	2 sites	8,700				
MN212002	Carpet, vinyl, paint, heating, A/C, plumbing	1460	20 sites	52,601				
MN212002	Range, refrigerators, hoods, washers, etc.	1465	3 sites	1,105				
HA-Wide	HUD computer reporting system, client property follow up system	1408	2 sites	3,000				
MN212002	Operations Maintenance	1406	46 each	52,162				
MN212002	Consulting fees for Davis Bacon monitoring	1430	23 sites	15,000				

# ATTACHMENT B

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
PHAName: Washington County housing and Redevelopment Authority		<b>Grant Type and Number</b> Capital Fund Program#: MN46P21250102 Capital Fund Program Replacement Housing Factor#:				Federal FY of Grant: 2002	
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	
MN212-002	12/31/03			06/30/05			
HA-Wide	12/31/03			06/30/05			

# ATTACHMENT C

## Capital Fund Program 5 -Year Action Plan

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

<b>CFP5 -Year Action Plan</b>		
<input checked="" type="checkbox"/> <b>Original statement</b> <input type="checkbox"/> <b>Revised statement</b>		
Development Number	Development Name (or indicate PHA wide)	
MN46P212502	Washington County Housing and Redevelopment Authority	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
1) <b>Physical Improvements</b> See Below	<b>\$627,840</b>	<b>2002</b>
2) <b>Management Improvements</b> See Below	<b>\$30,000</b>	<b>2002</b>
<b>Total estimated cost over next 5 years</b>	<b>\$627,840</b>	

1) Physical Improvements

Physical improvements to the property for the next five years include the following:

- a) Site improvement work –landscaping replacement excavation and drainage correction, installation of privacy fences, driveway replacement, and a garage construction expansion. \$50,000
  - b) Dwelling improvements –Cabinet replacement, window and door replacement, improvements to mechanical systems, carpet and vinyl replacements, roof replacement and additional layers, siding replacement, or code -required improvements from local rental inspection processes. \$582,840
  - c) Dwelling equipment –Appliance replacement \$25,000
- Total Physical Improvements \$627,840

1) Management Improvements

The PHA uses Goldminetracking software to maintain and track property and tenant issues. The original cost for software updates and licensing is \$3,000 per year. \$15,000

The PHA also intends to purchase work order tracking software for PHA’s compliance as well as annual licensing and update costs. \$15,000

Total Management Improvements \$30,000

### Required Attachment D: Resident Member on the PHA Governing Board

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

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

Bharat Tanden

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

Elected

Appointed

C. The term of appointment is (include the date term expires): Three years; 9/1/2004

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

the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full-time basis

the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

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

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

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

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

Bharat Tanden  
Marsha Dabney  
Yvonne Norris  
Apostolos Kontos  
Richard Larson  
Demita Lindbloom

**ATTACHMENT F**

**VOLUNTARY CONVERSION ANALYSIS**

**Component 10(B) Voluntary Conversion Initial Assessments**

- *How many of the PHA developments are subject to the Required Initial Assessments?* **One**
- *How many of the PHA developments are not subject to the Required Initial Assessments based on exemptions (e.g. elderly and/or disabled development, no general occupancy projects)?* **None**
- *How many assessments were re-conducted for the PHA covered developments?* **One**
- *Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments.* **None**
- *If the PHA has completed the Required Initial Assessments, describe the status of these assessments.* **Not applicable**

**ATTACHMENT G****STATEMENT OF PROGRESS IN MEETING THE MISSION AND GOALS  
OF THE 5 - YEAR PLAN****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)

**STATEMENT OF PROGRESS :**

- Apply for additional rental vouchers

The WCHRA has applied for the Mainstream Voucher twice, one in 2000 and in 2001. Both times the WCHRA's application was denied. The WCHRA will be agreeing to accept additional project based vouchers for developments where the owner prepays the mortgage. It is anticipated that 60 units will be added in 2002.

- Leverage private or other public funds to create additional housing opportunities

The WCHRA has worked with a developer to develop two affordable housing projects, one completed and the second, now being approved, using layers of public and private financing. The Lakeside Townhomes were reconstructed and occupied in 2001 and provide 32 units of affordable housing. The WCHRA assisted with the tax credit allocation, HOME funds, and Public Housing funds. The second development will utilize a similar mixture of financing and the size of the proposed development will be 40 affordable rental units. This project is known as the Tamarack Village. Both of these developments are located in the City of Woodbury.

- Acquire or build units or developments

Aside from the 46 -unit acquisition project, the WCHRA in 2001 accomplished the necessary approvals to acquire 10 more units, all located in the City of Woodbury. These will be conveyed to the WCHRA ownership on March 31, 2002.

**STATEMENT OF PROGRESS IN MEETING THE MISSION AND GOALS  
OF THE 5 -YEAR PLAN (con't)**

- PHA Goal: Improve the quality of assisted housing.  
Objectives:
- Improve public housing management (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate effort 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)

**STATEMENT OF PROGRESS :**

• Increase customer satisfaction

A survey of Section 8 recipients and landlords was completed in 2000 to determine the effectiveness and efficiency of WCHRA's rental subsidy administration. Survey respondents also commented on their level of satisfaction with services provided. 85% of respondents rated the level of service as excellent. The survey was conducted by an independent housing professional from the local area.

• Concentrate effort to improve specific management functions

The WCHRA adopted an Administrative Plan in July 2001, which sets out the required policies for proper administration of the public housing units.

The WCHRA also completed a RFP process in 2001 for its private management company. As part of that process, the successful responder was required to obtain training in the Public Housing Assessment Subsystems and to work with WCHRA staff to comply with PHAS requirements.

- PHA Goal: Increase assisted housing choices.  
Objectives:
- Provide voucher mobility counseling:
  - Conduct outreach effort 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)



**STATEMENT OF PROGRESS IN MEETING THE MISSION AND GOALS  
OF THE 5 -YEAR PLAN (con't )**

**STATEMENT OF PROGRESS :**

- Implement public housing or other homeownership programs

The WCHRA staff investigated the Section 8 homeownership program in 2001; however, the conclusion of the analysis was that the program could not be administered in the County cost effectively. In the alternative, the WCHRA Board has decided to sponsor first time home buying education and counseling classes for 2002. Residents of public housing units will receive notification of these classes should they wish to attend and pursue homeownership. Further, information about the Minnesota City Participation Program for first time home buyers and the WCHRA's down payment assistance program will also be provided.

The Minneapolis Public Housing Authority (MPHA) received a grant to implement the "Hobbs and Housing Choice Program" for all residents of public housing in the Twin City metropolitan area. The program provides one time funding for education expenses, job preparation, job training, or other issues, which are necessary for self-sufficiency. Down payments for homeownership is an eligible expense under the program. The program will be implemented during calendar year 2002.

**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)

**STATEMENT OF PROGRESS :**

- Implement measures to promote income mixing in public housing by insuring access for lower income families into higher income developments

The WCHRA public housing units are scattered site locations, so great care was taken during the acquisition process to locate units in mixed income neighborhoods.

**STATEMENT OF PROGRESS IN MEETING THE MISSION AND GOALS  
OF THE 5 - YEAR PLAN (con't)**

**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 support services to improve assistances recipients' employability:
  - Provide or attract support services to increase independence for the elderly or families with disabilities:
  - Other: (list below)

**STATEMENT OF PROGRESS :**

- Increase the number and percentage of employed persons in assisted families
- Provide or attract support services to improve assistances recipients' employability
- Provide or attract support services to increase independence for the elderly or families with disabilities

The Minneapolis Public Housing Authority (MPHA) received a grant to implement the "Hobbs and Housing Choice Program" for all residents of public housing in the Twin City metropolitan area. The program provides one-time funding for education expenses, job preparation, job training, or other issues, which are necessary for self -sufficiency. Down payments for homeownership is an eligible expense under the program. The program will be implemented during calendar year 2002.

The WCHRA Board will also be evaluating hiring a "Resident Advocate" position whose mission will be in part to assist residents of public housing with these goals.

**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)

**STATEMENT OF PROGRESS IN MEETING THE MISSION AND GOALS  
OF THE 5 -YEAR PLAN (con't)**

**STATEMENT OF PROGRESS :**

- 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 varieties of disabilities regardless of unit size required

The WCHRA has and will continue to undertake appropriate measures to insure that housing is accessible to all persons.

**Other PHA Goals and Objectives: (list below)**

The following goals and objectives have been adopted for the next five years:

- Stabilize and enhance the Agency's financial condition.
- Provide adequate affordable housing within Washington County.
- Enhance communication and collaboration with other agencies and jurisdictions.
- "Spark" new development opportunities within Washington County.
- Enhance the Agency's public image and credibility.

**STATEMENT OF PROGRESS :**

The Board of Commissioners has successfully stabilized the financial condition of the WCHRA. For the year 2000, the balance of revenues over expenditures totaled \$1,195,530.

The WCHRA completed the following activities toward providing "adequate affordable housing":

- Completed ten year market study for county
- Allocated tax credits for three mixed income developments in 2000 and 2001 totaling 93 units
- Acquired ten additional public housing units to be occupied April 1, 2002.

In 2001, the Board sponsored two interactive strategic planning sessions with County stakeholders including representatives of cities, non-profit agencies, federal and state agencies, and other persons interested in affordable housing. The results of these meetings were reviewed with the Board for their goal setting exercise for 2002.

The WCHRA acts as a resource for developers and local jurisdiction to find out information pertaining to all aspects of affordable housing. The amount of work that the WCHRA staff has, is hard to track since phone calls and contacts happen on a daily basis.

**STATEMENT OF PROGRESS IN MEETING THE MISSION AND GOALS  
OF THE 5 -YEAR PLAN (con't)**

The WCHRA's image and credibility has been restored by stabilizing the financial status of the agency and improved management operations. Examples of improved operations include the adoption of an Administrative plan for the public housing units, completion of a RFP process and contract for property management, consideration of supportives services to residents, and rectifying and resolving issues regarding compliance with Davis Bacon reporting requirements.