

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: 2003

**WASHINGTON COUNTY HOUSING  
AND REDEVELOPMENT AUTHORITY**

**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:** Washington County Housing and Redevelopment Authority

**PHA Number:** MN212

**PHA Fiscal Year Beginning: (mm/yyyy)** 01/2003

### 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:  
(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 2003**  
 [24 CFR Part 903.7]

**i. Table of Contents**

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

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**ii. Executive Summary**

[24 CFR Part 903.7 9 (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 2002 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 is one program changes that will be implemented in 2003:

- A private developer will be adding five units in the City of Woodbury under the Metropolitan Housing Opportunities Program.

**2. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

B. What is the amount of the PHA’s estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 131,568

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. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

#### 2. Activity Description

| <b>Demolition/Disposition Activity Description<br/>(Not including Activities Associated with HOPE VI or Conversion Activities)</b>  |
|---|
| 1a. Development name:<br>1b. Development (project) number:  |
| 2. Activity type: Demolition <input type="checkbox"/><br>Disposition <input type="checkbox"/>   |
| 3. Application status (select one)<br>Approved <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>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)<br><input type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development  |
| 7. Relocation resources (select all that apply)<br><input type="checkbox"/> Section 8 for units<br><input type="checkbox"/> Public housing for units<br><input type="checkbox"/> Preference for admission to other public housing or section 8<br><input type="checkbox"/> Other housing for units (describe below) |
| 8. Timeline for activity:<br>a. Actual or projected start date of activity:<br>b. Actual or projected start date of relocation activities:<br>c. Projected end date of activity:  |

#### **4. Voucher Homeownership Program**

[24 CFR Part 903.7 9 (k)]

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

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

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

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

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

[24 CFR Part 903.7 (m)]

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

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

N/A

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

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

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

**6. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident  Advisory Board/s?
  
2. If yes, the comments are Attached at Attachment (File name)
  
3. In what manner did the PHA address those comments? (select all that apply)
  - The PHA changed portions of the PHA Plan in response to comments  
 A list of these changes is included  
 Yes  No: below or  
 Yes  No: at the end of the RAB Comments in Attachment \_\_\_\_\_.
  - Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the end of the RAB Comments in Attachment F.
  - 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. PHA Requests for support from the Consolidated Plan Agency

Yes  No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

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

- Identifies the need for affordable housing throughout the County in all areas (rental, move-up and special needs).
- Full utilization of current programs.

**C. Criteria for Substantial Deviation and Significant Amendments**

**1. Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

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

**A. Substantial Deviation from the 5-year Plan:**

The Washington County Housing and Redevelopment Authority defines a substantial deviation of the 5-year Plan as follows:

- Any changes to the PHA overall mission
- Any changes to the goals or objectives that affect services to the residents, or significant changes to the PHA's financial positions
- A complete revision or abandonment of one or more of the components of a PHA's five year plan.

**B. Significant Amendment or Modification to the Annual Plan:**

The Washington County Housing and Redevelopment Authority defines a significant amendment or modification to the Annual Plan as a change in the plans or policies of the PHA that require formal approval by the Washington County Housing and Redevelopment Authority Board of Commissioners. It is understood that the Washington County housing and Redevelopment Authority may not adopt the amendment or modification until the PHA has duly called a meeting of its Board of Director and the meetings, at which the amendment or modification is adopted, is open to the public. Further, the HRA understand that it may not implement the amendment or modification until notification of f 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 jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement. | Consolidated Plan for Washington County                              |
| 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  | Capital Improvement Plan   |
| X  | Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]   | Administrative Plan Eligibility, Selection, and Admissions Policies  |
| X  | Any policy governing occupancy of Police Officers in Public Housing<br><input type="checkbox"/> check here if included in the public housing A&O Policy   | Administrative Plan: Eligibility, Selection, and Admissions Policies |
| X  | Section 8 Administrative Plan   | Administrative Plan: Eligibility, Selection, and Admissions Policies |
| X  | Public housing rent determination policies, including the method for setting public housing flat rents<br><input checked="" type="checkbox"/> check here if included in the public housing A & O Policy   | Administrative Plan: Rent Determination                              |
| X  | Schedule of flat rents offered at each public housing development<br><input checked="" type="checkbox"/> check here if included in the public housing A & O Policy  | Administrative Plan: Rent Determination                              |
| X  | Section 8 rent determination (payment standard) policies<br><input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan   | Administrative Plan: Rent Determination                              |
| X  | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)  | Administrative Plan: Operations and Maintenance                      |

| <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  | Results of latest binding Public Housing Assessment System (PHAS) Assessment   |   |
| N/A  | Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)  |   |
| X  | Results of latest Section 8 Management Assessment System (SEMAP)   | Administrative Plan: Management and Operations            |
| X  | Any required policies governing any Section 8 special housing types<br><input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan   | Administrative Plan: Operations and Maintenance           |
| X  | Public housing grievance procedures<br><input checked="" type="checkbox"/> check here if included in the public housing A & O Policy   | Administrative Plan: Grievance Procedures                 |
| X  | Section 8 informal review and hearing procedures<br><input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan  | Administrative Plan: Grievance Procedures                 |
| X  | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year   |   |
| N/A  | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants   |   |
| 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   |   |
| X  | 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).  |   |
| N/A  | Approved or submitted applications for demolition and/or disposition of public housing   |   |
| N/A  | Approved or submitted applications for designation of public housing (Designated Housing Plans)  |   |
| 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 |   |
| N/A  | Approved or submitted public housing homeownership programs/plans  |   |
| N/A  | Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)  |   |
| N/A  | Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies   |   |
| X  | FSS Action Plan/s for public housing and/or Section 8  | Administrative Plan: Community Service & Self-Sufficiency |
| X  | Section 3 documentation required by 24 CFR Part 135, Subpart E   |   |
| N/A  | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports   |   |

| <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  | The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report  |                                 |
| N/A  | PHDEP-related documentation: <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> |                                 |
| X  | Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G)<br><input checked="" type="checkbox"/> check here if included in the public housing A & O Policy   | Administrative Plan: Pet Policy |
|  | The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings  | Annual Plan: Annual Audit       |
| N/A  | Troubled PHAs: MOA/Recovery Plan   |                                 |
| N/A  | Other supporting documents (optional)<br>(list individually; use as many lines as necessary)<br>Voluntary Conversion Analysis  |                                 |

| <b>ATTACHMENT B</b>  |   |   |         |                   |                                     |
|--|---|---|---------|-------------------|-------------------------------------|
| <b>Annual Statement/Performance and Evaluation Report</b>  |   |   |         |                   |                                     |
| <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>   |   |   |         |                   |                                     |
| <b>PHA Name: Washington County housing and Redevelopment Authority</b>   |   | <b>Grant Type and Number</b><br>Capital Fund Program: MN46P21250103<br>Capital Fund Program<br>Replacement Housing Factor Grant No: |         |                   | <b>Federal FY of Grant:</b><br>2003 |
| <input checked="" type="checkbox"/> <b>Original Annual Statement</b> <span style="margin-left: 200px;"><input type="checkbox"/> Reserve for Disasters/ Emergencies</span> <span style="margin-left: 20px;"><input type="checkbox"/> Revised Annual Statement (revision no: )</span><br><input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending</b> <span style="margin-left: 100px;"><input type="checkbox"/> Final Performance and Evaluation Report</span> |   |   |         |                   |                                     |
| Line No.   | Summary by Development Account              | Total Estimated Cost  |         | Total Actual Cost |                                     |
|  |   | Original  | Revised | Obligated         | Expended                            |
| 1  | Total non-CFP Funds                         |   |         |                   |                                     |
| 2  | 1406 Operations                             | 73,570  |         |                   |                                     |
| 3  | 1408 Management Improvements                | 3,000   |         |                   |                                     |
| 4  | 1410 Administration                         |   |         |                   |                                     |
| 5  | 1411 Audit                                  |   |         |                   |                                     |
| 6  | 1415 liquidated Damages                     |   |         |                   |                                     |
| 7  | 1430 Fees and Costs                         |   |         |                   |                                     |
| 8  | 1440 Site Acquisition                       |   |         |                   |                                     |
| 9  | 1450 Site Improvement                       | 6,000   |         |                   |                                     |
| 0  | 1460 Dwelling Structures                    | 38,430  |         |                   |                                     |
| 11   | 1465.1 Dwelling Equipment—Nonexpendable     | 10,568  |         |                   |                                     |
| 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   |         |                   |                                     |

| <b>ATTACHMENT B</b>  |   |  |  |                   |   |
|--|---|--|--|-------------------|---|
| <b>Annual Statement/Performance and Evaluation Report</b>  |   |  |  |                   |   |
| <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b> |   |  |  |                   |   |
| PHA Name: Washington County housing and Redevelopment Authority  |   | Grant Type and Number<br>Capital Fund Program: MN46P21250103<br>Capital Fund Program<br>Replacement Housing Factor Grant No: |  |                   | Federal FY of Grant:<br>2003                                      |
| <input checked="" type="checkbox"/> Original Annual Statement  |   | <input type="checkbox"/> Reserve for Disasters/ Emergencies  |  |                   | <input type="checkbox"/> Revised Annual Statement (revision no: ) |
| <input type="checkbox"/> Performance and Evaluation Report for Period Ending:                                |   | <input type="checkbox"/> Final Performance and Evaluation Report   |  |                   |   |
| Line No.   | Summary by Development Account                            | Total Estimated Cost   |  | Total Actual Cost |   |
| 21   | Amount of line 20 Related to LBP Activities               | 0  |  |                   |   |
| 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

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

| PHA Name: Washington County Housing<br>Redevelopment Authority |  | Grant Type and Number<br>Capital Fund Program #: MN46P21250103<br>Capital Fund Program<br>Replacement Housing Factor #: |          |                      |         | Federal FY of Grant: 2003 |                   |                               |
|--|--|---|----------|----------------------|---------|---------------------------|-------------------|-------------------------------|
| Development<br>Number<br>Name/HA-Wide<br>Activities            | General Description of Major Work<br>Categories                            | Dev. Acct No.   | Quantity | Total Estimated Cost |         | Total Actual Cost         |                   | Status of<br>Proposed<br>Work |
|  |  |   |          | Original             | Revised | Funds<br>Obligated        | Funds<br>Expended |                               |
| MN212002   | Landscaping, grounds, garages, fencing<br>and driveways                    | 1450  | 2 each   | 6,000                |         |                           |                   |                               |
| MN212002   | Carpet, vinyl, paint, heating, A/C, roofs,<br>doors, cabinets and plumbing | 1460  | 7 each   | 38,430               |         |                           |                   |                               |
| MN212002   | Range, refrigerators, hoods, washers, etc.                                 | 1465  | 3 each   | 10,568               |         |                           |                   |                               |
| HA-Wide  | Annual computer software licensing and<br>upgrades                         | 1408  | 2 each   | 3,000                |         |                           |                   |                               |
| HA-Wide  | Operations Maintenance   | 1406  | Lump Sum | 73,570               |         |                           |                   |                               |
|  |  |   |          |                      |         |                           |                   |                               |
|  |  |   |          |                      |         |                           |                   |                               |
|  |  |   |          |                      |         |                           |                   |                               |
|  |  |   |          |                      |         |                           |                   |                               |
|  |  |   |          |                      |         |                           |                   |                               |
|  |  |   |          |                      |         |                           |                   |                               |
|  |  |   |          |                      |         |                           |                   |                               |
|  |  |   |          |                      |         |                           |                   |                               |
|  |  |   |          |                      |         |                           |                   |                               |
|  |  |   |          |                      |         |                           |                   |                               |
|  |  |   |          |                      |         |                           |                   |                               |
|  |  |   |          |                      |         |                           |                   |                               |
|  |  |   |          |                      |         |                           |                   |                               |
|  |  |   |          |                      |         |                           |                   |                               |
|  |  |   |          |                      |         |                           |                   |                               |
|  |  |   |          |                      |         |                           |                   |                               |

## ATTACHMENT B

| <b>Annual Statement/Performance and Evaluation Report</b><br><b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b><br><b>Part III: Implementation Schedule</b> |   |   |        |   |         |                           |                                  |
|---|---|---|--------|---|---------|---------------------------|----------------------------------|
| PHA Name: Washington County housing and Redevelopment Authority   |   | <b>Grant Type and Number</b><br>Capital Fund Program #: MN46P21250103<br>Capital Fund Program Replacement Housing Factor #: |        |   |         | Federal FY of Grant: 2003 |                                  |
| Development Number<br>Name/HA-Wide<br>Activities  | All Fund Obligated<br>(Quart Ending Date) |   |        | All Funds Expended<br>(Quarter Ending Date) |         |                           | Reasons for Revised Target Dates |
|   | Original                                  | Revised   | Actual | Original                                    | Revised | Actual                    |                                  |
| MN212-002   | 12/31/04                                  |   |        | 06/30/06                                    |         |                           |                                  |
| HA-Wide   | 12/31/04                                  |   |        | 06/30/06                                    |         |                           |                                  |
|   |   |   |        |   |         |                           |                                  |
|   |   |   |        |   |         |                           |                                  |
|   |   |   |        |   |         |                           |                                  |
|   |   |   |        |   |         |                           |                                  |
|   |   |   |        |   |         |                           |                                  |
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| <b>ATTACHMENT B</b><br><b>Annual Statement/Performance and Evaluation Report</b><br><b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b> |   |   |         |                   |   |
|--|---|---|---------|-------------------|---|
| <b>PHA Name: Washington County housing and Redevelopment Authority</b>   |   | <b>Grant Type and Number</b><br>Capital Fund Program: MN46P21250102<br>Capital Fund Program<br>Replacement Housing Factor Grant No: |         |                   | <b>Federal FY of Grant: 2002</b>                                  |
| <input type="checkbox"/> Original Annual Statement   |   | <input type="checkbox"/> Reserve for Disasters/ Emergencies   |         |                   | <input type="checkbox"/> Revised Annual Statement (revision no: ) |
| <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06/30/02  |   | <input type="checkbox"/> Final Performance and Evaluation Report  |         |                   |   |
| Line No.   | Summary by Development Account              | Total Estimated Cost  |         | Total Actual Cost |   |
|  |   | Original  | Revised | Obligated         | Expended  |
| 1  | Total non-CFP Funds                         |   |         |                   |   |
| 2  | 1406 Operations                             | 52,162  |         | 0                 | 0   |
| 3  | 1408 Management Improvements                | 3,000   |         | 0                 | 0   |
| 4  | 1410 Administration                         |   |         |                   |   |
| 5  | 1411 Audit                                  |   |         |                   |   |
| 6  | 1415 liquidated Damages                     |   |         |                   |   |
| 7  | 1430 Fees and Costs                         | 15,000  |         | 0                 | 0   |
| 8  | 1440 Site Acquisition                       |   |         |                   |   |
| 9  | 1450 Site Improvement                       | 8,700   |         | 0                 | 0   |
| 10   | 1460 Dwelling Structures                    | 52,601  |         | 0                 | 0   |
| 11   | 1465.1 Dwelling Equipment—Nonexpendable     | 1,105   |         | 0                 | 0   |
| 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   |         | 0                 | 0   |



| <b>ATTACHMENT B</b>  |   |  |         |                   |   |
|--|---|--|---------|-------------------|---|
| <b>Annual Statement/Performance and Evaluation Report</b>  |   |  |         |                   |   |
| <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b> |   |  |         |                   |   |
| PHA Name: Washington County housing and Redevelopment Authority  |   | Grant Type and Number<br>Capital Fund Program: MN46P21250102<br>Capital Fund Program<br>Replacement Housing Factor Grant No: |         |                   | Federal FY of Grant:<br>2002                                      |
| <input type="checkbox"/> Original Annual Statement   |   | <input type="checkbox"/> Reserve for Disasters/ Emergencies  |         |                   | <input type="checkbox"/> Revised Annual Statement (revision no: ) |
| <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06/30/02            |   | <input type="checkbox"/> Final Performance and Evaluation Report   |         |                   |   |
| Line No.   | Summary by Development Account                            | Total Estimated Cost   |         | Total Actual Cost |   |
|  |   | Original   | Revised | Obligated         | Expended  |
| 21   | Amount of line 20 Related to LBP Activities               | 0  |         |                   |   |
| 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><br><b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b><br><b>Part II: Supporting Pages</b> |  |               |  |                      |         |                           |                   |                               |
|---|--|---------------|--|----------------------|---------|---------------------------|-------------------|-------------------------------|
| PHA Name: Washington County Housing<br>Redevelopment Authority  |  |               | <b>Grant Type and Number</b><br>Capital Fund Program #: MN46P21250102<br>Capital Fund Program<br>Replacement Housing Factor #: |                      |         | Federal FY of Grant: 2002 |                   |                               |
| Development<br>Number<br>Name/HA-Wide<br>Activities   | General Description of Major Work<br>Categories                    | Dev. Acct No. | Quantity   | Total Estimated Cost |         | Total Actual Cost         |                   | Status of<br>Proposed<br>Work |
|   |  |               |  | Original             | Revised | Funds<br>Obligated        | Funds<br>Expended |                               |
| MN212002  | Handicap ramps, sidewalks and grounds                              | 1450          | 2 sites  | 8,700                |         | 0                         | 0                 |                               |
| MN212002  | Carpet, vinyl, paint, heating, A/C,<br>plumbing                    | 1460          | 20 sites   | 52,601               |         | 0                         | 0                 |                               |
| MN212002  | Range, refrigerators, hoods, washers, etc.                         | 1465          | 3 sites  | 1,105                |         | 0                         | 0                 |                               |
| HA-Wide   | HUD computer reporting system, client<br>property follow up system | 1408          | 2 sites  | 3,000                |         | 0                         | 0                 |                               |
| MN212002  | Operations Maintenance   | 1406          | 46 each  | 52,162               |         | 0                         | 0                 |                               |
| MN212002  | Consulting fees for Davis Bacon<br>monitoring                      | 1430          | 23 sites   | 15,000               |         | 0                         | 0                 |                               |
|   |  |               |  |                      |         |                           |                   |                               |
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## ATTACHMENT B

| <b>Annual Statement/Performance and Evaluation Report</b><br><b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b><br><b>Part III: Implementation Schedule</b> |   |   |        |   |         |                                  |                                  |
|---|---|---|--------|---|---------|----------------------------------|----------------------------------|
| PHA Name: Washington County housing and Redevelopment Authority   |   | <b>Grant Type and Number</b><br>Capital Fund Program #: MN46P21250102<br>Capital Fund Program Replacement Housing Factor #: |        |   |         | <b>Federal FY of Grant: 2002</b> |                                  |
| Development Number<br>Name/HA-Wide<br>Activities  | All Fund Obligated<br>(Quart Ending Date) |   |        | All Funds Expended<br>(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                                    |         |                                  |                                  |
|   |   |   |        |   |         |                                  |                                  |
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**Attachment B**

| <b>Annual Statement/Performance and Evaluation Report</b>  |   |   |  |                          |   |
|--|---|---|--|--------------------------|---|
| <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b> |   |   |  |                          |   |
| <b>PHA Name:</b> Washington County Housing and Redevelopment Authority                                       |   | <b>Grant Type and Number</b><br>Capital Fund Program: MN46P21250101<br>Capital Fund Program<br>Replacement Housing Factor Grant No: |  |                          | <b>Federal FY of Grant:</b><br><br>2001 |
| <input type="checkbox"/> <b>Original Annual Statement</b>  |   | <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b>  | <input type="checkbox"/> <b>Revised Annual Statement (revision no: )</b> |                          |   |
| <input checked="" type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> 06/30/02     |   | <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>   |  |                          |   |
| <b>Line No.</b>  | <b>Summary by Development Account</b>       | <b>Total Estimated Cost</b>   |  | <b>Total Actual Cost</b> |   |
|  |   | <b>Original</b>   | <b>Revised</b>   | <b>Obligated</b>         | <b>Expended</b>                         |
| 1  | Total non-CFP Funds                         |   |  |                          |   |
| 2  | 1406 Operations                             |   |  |                          |   |
| 3  | 1408 Management Improvements                | 12,162  |  | 5,500                    | 5,500                                   |
| 4  | 1410 Administration                         |   |  |                          |   |
| 5  | 1411 Audit                                  |   |  |                          |   |
| 6  | 1415 liquidated Damages                     |   |  |                          |   |
| 7  | 1430 Fees and Costs                         |   |  |                          |   |
| 8  | 1440 Site Acquisition                       |   |  |                          |   |
| 9  | 1450 Site Improvement                       | 14,500  |  | 6,150                    | 6,150                                   |
| 10   | 1460 Dwelling Structures                    | 43,000  |  | 60,412                   | 53,199                                  |
| 11   | 1465.1 Dwelling Equipment—Nonexpendable     | 15,000  |  | 10,854                   | 10,854                                  |
| 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) | 84,662  |  | 82,916                   | 75,703                                  |
| 21   | Amount of line 20 Related to LBP Activities |   |  |                          |   |

| <b>Annual Statement/Performance and Evaluation Report</b><br><b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b> |   |                      |  |   |  |
|---|---|----------------------|--|---|--|
| <b>PHA Name:</b> Washington County Housing and Redevelopment Authority  | <b>Grant Type and Number</b><br>Capital Fund Program: MN46P21250101<br>Capital Fund Program<br>Replacement Housing Factor Grant No: |                      |  | <b>Federal FY of Grant:</b><br><br>2001 |  |
| <input type="checkbox"/> <b>Original Annual Statement</b>   |   |                      |  |   |  |
| <input checked="" type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> 06/30/02  |   |                      |  |   |  |
| <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b>  |   |                      |  |   |  |
| <input type="checkbox"/> <b>Revised Annual Statement (revision no: )</b>  |   |                      |  |   |  |
| <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>   |   |                      |  |   |  |
| 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><br><b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b><br><b>Part II: Supporting Pages</b> |  |               |  |                      |         |                                  |                   |                               |
|---|--|---------------|--|----------------------|---------|----------------------------------|-------------------|-------------------------------|
| PHA Name: Washington County Housing and<br>Redevelopment Authority  |  |               | <b>Grant Type and Number</b><br>Capital Fund Program #: MN46P21250101<br>Capital Fund Program<br>Replacement Housing Factor #: |                      |         | <b>Federal FY of Grant: 2001</b> |                   |                               |
| Development<br>Number<br>Name/HA-Wide<br>Activities   | General Description of Major Work<br>Categories                                | Dev. Acct No. | Quantity   | Total Estimated Cost |         | Total Actual Cost                |                   | Status of<br>Proposed<br>Work |
|   |  |               |  | Original             | Revised | Funds<br>Obligated               | Funds<br>Expended |                               |
| HA-Wide   | HUD computer reporting system, client property follow-up system                | 1408          | 2 each   | 12,162               |         | 5,500                            | 5,500             |                               |
| MN212-002   | Handicap ramps, sidewalks, grounds, garages, driveways                         | 1450          | 15 each  | 14,500               |         | 6,150                            | 6,150             |                               |
| MN212-002   | Carpet, vinyl, paint, heating, A/C, roofs, siding, windows, facia and plumbing | 1460          | 40 each  | 43,000               |         | 60,412                           | 53,199            |                               |
| MN212-002   | Range, refrigerators, hoods, washers, etc.                                     | 1465          | 30 each  | 15,000               |         | 10,854                           | 10,854            |                               |
|   |  |               |  |                      |         |                                  |                   |                               |
|   |  |               |  |                      |         |                                  |                   |                               |
|   |  |               |  |                      |         |                                  |                   |                               |
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**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>   |   |         |   |   |         |                           |   |
| PHA Name: Washington County Housing and Redevelopment Authority                              |   |         | <b>Grant Type and Number</b><br>Capital Fund Program #: MN46P21250101<br>Capital Fund Program Replacement Housing Factor #: |   |         | Federal FY of Grant: 2001 |   |
| Development Number<br>Name/HA-Wide<br>Activities   | All Fund Obligated<br>(Quart Ending Date) |         |   | All Funds Expended<br>(Quarter Ending Date) |         |                           | Reasons for Revised Target Dates  |
|  | Original                                  | Revised | Actual  | Original                                    | Revised | Actual                    |   |
| MN212-002  | 09/30/03                                  | 6/30/03 |   | 09/30/04                                    |         |                           | The changes were made to correspond with the latest possible dates in eLOCCS. |
| HA-Wide  | 09/30/03                                  | 6/30/03 |   | 09/30/04                                    |         |                           |   |
|  |   |         |   |   |         |                           |   |
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# 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>CFP 5-Year Action Plan</b>   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> <b>Original statement</b> <input type="checkbox"/> <b>Revised statement</b> |   |  |
| Development Number  | Development Name<br>(or indicate PHA wide)            |  |
| MN46P212503   | Washington County Housing and Redevelopment Authority |  |
| Description of Needed Physical Improvements or Management Improvements  | Estimated Cost  | Planned Start Date<br>(HA Fiscal Year) |
| 1) <b>Physical Improvements</b> (See Below)   | <b>\$272,150</b>                                      | <b>2003</b>                            |
| 2) <b>Management Improvements</b> (See Below)   | <b>\$30,000</b>                                       | <b>2003</b>                            |
| 3) <b>Maintenance Expense</b> (See Below)   | <b>\$352,850</b>                                      | <b>2003</b>                            |
| <b>Total estimated cost over next 5 years</b>   | <b>\$655,000</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. \$30,000
  
  - 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. \$192,150
  
  - c)    Dwelling equipment – Appliance replacement \$50,000
- Total Physical Improvements \$272,150

2)    Management Improvements

The PHA uses Goldmine tracking software to maintain and track property and tenant issues. The original cost for software updates and licensing is \$6,000 per year. \$30,000

Total Management Improvements \$30,000

3)    Maintenance Expense

Routine maintenance expense of the public housing units \$352,850

Total Maintenance Expenses \$352,850



**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 a governing board member: 9/1/2004
- 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 Tandan  
Yvonne Norris  
Apostolos Kontos  
Domita Lindbloom

## **ATTACHMENT F**

On August 21, 2002, the Washington County Housing and Redevelopment Authority (“HRA”) Resident Advisory Board met to review the proposed 2003 PHA Plan. The Board also reviewed the 2002 PHA Plan. The Resident Advisory Board did not leave any specific comments on the 2003 plan language itself; however, the Board decided that it wanted to be in close communication with the HRA Board, and for example, receive the minutes of the HRA meetings in a regular manner.

Response: The HRA now provides copies to each RAB member.

The Resident Advisory Board also wanted to assist with relationship building with landlords and management companies about the Section 8 Program.

Response: It was decided that the RAB could work with the HRA’s Section 8 Department and participate in its annual programming for county landlords.

The RAB also requested assistance with finding job-training programs for residents and education for Section 8 households on how to be a responsible tenant.

Response: The HRA’s Resident Resource Coordinator was assigned to assist the RAB with finding these resources.

Finally, the RAB felt that there was a need for more maintenance employees.

Response: The HRA/PHA determined that their issue problem/issue had to be further researched and defined with the residents prior to requesting additional staffing.

## ATTACHMENT G

### 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 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 H**

**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:
  - 75 Mainstream Vouchers on July 22, 2002. No response has been received as of yet.
  - 25 reallocated Vouchers on August 1, 2002. No response has been received as of yet.
  - 24 Housing Choice Vouchers on March 25<sup>th</sup>. This request was denied.
  - Continuation of Funding for Family Self Sufficiency Program. Response will not be received until November.

The WCHRA has agreed to accept additional project based vouchers for developments where the owner prepays the mortgage. It is anticipated that 60 units will be added in 2003.

- Leverage private or other public funds to create additional housing opportunities  
The WCHRA has worked with the cities of Woodbury, Hugo, Newport, and Mahtomedi to increase the supply of affordable housing. The WCHRA provided ongoing assistance including participation in meetings, review and comment on policy/documents, assistance with grant applications, identifying developers and connecting with funding sources. Specifically the WCHRA
  - Assisted the City of Woodbury with Housing Action Plan Analysis
  - Assisted the City of Hugo with affordable housing planning
  - Assisted the City of Newport with the redevelopment planning for senior housing
  - Assisted the City of Mahtomedi with the redevelopment planning for affordable housing
  - Participated in County Continuum of Care planning process
  - Worked with area churches and other affordable housing organizations

- Acquire or build units or developments

The WCHRA accomplished the necessary approvals to acquire 10 more public housing units, all located in the City of Woodbury.

The WCHRA plans to initiate legislation that would enable the HRA to have additional powers, similar to an Economic Development Authority. Specifically the agency could then become a partner in a tax credit development.

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)

**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. 85% of respondents rated the level of service as excellent. The Section 8 program continues to strive for continuous quality improvement.

- Concentrate on efforts to improve specific management functions

The WCHRA has contracted with HBS Consulting to provide community liaison/ Resident Resource Coordination services. As part of the contract, HBS will be evaluating management and operations systems and make recommendations for improvement. In addition, residents will be providing input into recommendations through the Resident Advisory Board.

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)

**STATEMENT OF PROGRESS:**

- Implement public housing or other homeownership programs

The WCHRA staff sponsored first time home buying education and counseling classes. Residents of public housing units received notifications of these classes. In total 40 residents participated in the program. Additional information about the Minnesota City Participation Program for first time homebuyers and the WCHRA's down payment assistance program was also made available.

The Minneapolis Public Housing Authority (MPHA) received a grant to implement the "Jobs and Housing Choice Program" The program provided one time funding for education expenses, job preparation, job training, or other issues, which are necessary for self-sufficiency. Approximately 10 WCHRA MHOP residents participated in the program, which concluded August 31, 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.

**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)

**STATEMENT OF PROGRESS:**

- 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

WCHRA contracted services of a Community Liaison/ Resident Resource Coordinator (Resident Advocate) who assists residents of public housing with these goals. This service became available July 1, 2002. Benchmarks and quantitative results will be measured during 2003.

**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:**

- 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 2001, the balance of revenues over expenditures totaled \$1,197,940.

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

- Allocated tax credits for a mixed income development 2001 for 40 units
- Acquired ten additional public housing units
- The WCHRA acts as a resource for developers and local jurisdictions to find out information pertaining to all aspects of affordable housing. The WCHRA is currently working with the cities Woodbury, Hugo, Newport and Mahtomedi

Stabilizing the financial status of the agency and improved management operations has restored the WCHRA's image and credibility. Examples of improved operations include the hiring of a Community Liaison/ Resident Resource Coordinator to work with communities that have public housing units. Through this position, relationships have been created with each city's police department and governmental agencies and communication with Townhome associations and neighborhoods has been strengthened. An additional function of the Community Liaison/Resident Resource Coordinator is to provide resources to residents regarding housing and social service issues.