

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

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# PHA Plans

5 Year Plan for Fiscal Years 2004 - 2008  
Annual Plan for Fiscal Year 2004

The Housing and Redevelopment Authority  
of Hibbing, Minnesota

## PHA Plan Agency Identification

**PHA Name:** Hibbing HRA

**PHA Number:** MN 004

**PHA Fiscal Year Beginning:** 10/2004

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
  - Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management
  - Improve voucher management
  - 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: (FY2004)

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

- PHA Goal: Increase assisted housing choices

Objectives:

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

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

- x 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:
- x Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

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

Objectives:

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

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

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

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

**Annual PHA Plan**  
**PHA Fiscal Year 2004**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The 2004 Annual Plan includes an updated Five Year Plan. In response to the Resident Satisfaction Survey, a number of communication issues will continue to be addressed including producing the Dwelling Lease on video and DVD, creation of two more video tours with comprehensive apartment information for tenants, and production of a resident guidebook which will be presented to the resident when the lease is executed. In response to continuing occupancy problems at Jefferson Apartments, MN 004-004, an Application for Demolition of 14 apartment units will be submitted with this Plan. The HRA web site will be updated to include more supportive service information and virtual apartment tours for two more apartment complexes.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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**Attachments**

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

**Required Attachments:**

- Admissions Policy for Deconcentration
- FY 2004 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

- PHA Management Organizational Chart
- FY 2004 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (attached)
- Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
x	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
x	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
x	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
x	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
x	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
x	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
NA	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
x	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
NA	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
x	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
x	Public housing grievance procedures X check here if included in the public housing	Annual Plan: Grievance Procedures



<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	A & O Policy	
NA	Section 8 informal review and hearing procedures <input 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 the active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
x	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	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
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
NA	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
NA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
x	The most recent fiscal year audit of the PHA conducted 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
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
NA	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2720	5	1	1	NA	1	1
Income >30% but <=50% of AMI	1638	4	1	1	NA	1	1
Income >50% but <80% of AMI	1356	3	1	1	NA	1	1
Elderly	2505	4	1	1	NA	1	1
Families with Disabilities	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	8	4	1	1	NA	1	1
Race/Ethnicity	19	4	1	1	NA	1	1
Race/Ethnicity	124	4	1	1	NA	1	1
Race/Ethnicity	8	4	1	1	NA	1	1

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

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

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

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	13		
Extremely low income <=30% AMI	13	100	
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families with children	0	0	
Elderly families	13	100	
Families with Disabilities			
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	18	100	
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

## Housing Needs of Families on the Waiting List

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

If yes:

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

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

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes

### C. Strategy for Addressing Needs

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

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

- x Employ effective maintenance and management policies to minimize the number of public housing units off-line
- x Reduce turnover time for vacated public housing units
- x Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing

- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

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

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available

- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- x Funding constraint
- x Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- x Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- x Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	544,486	Operations
b) Public Housing Capital Fund	447,956	Mod
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	595,800	Operations
<b>4. Other income (list below)</b>		
Local Tax Levy	50,000	Non-HUD Programs
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	1,638,242	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- x Other: (describe): After receipt of completed application and verification of all credit, landlord, and criminal history checks.

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

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

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

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

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

##### **(2) Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- x Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- x PHA main administrative office
- PHA development site management office
- Other (list below)



c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously?  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

### **(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One\*
- Two
- Three or More

b.  Yes  No: Is this policy consistent across all waiting list types?

\* A short waiting list and high vacancy problem allows the HA to satisfy the location request for all applicants.

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

### **(4) Admissions Preferences**

a. Income targeting:

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

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

c. Preferences

1.  Yes x No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

### **(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- x The PHA-resident lease
- x The PHA's Admissions and (Continued) Occupancy policy
- x PHA briefing seminars or written materials
- Other source (list)

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

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

### **(6) Deconcentration and Income Mixing**

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

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

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

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

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

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

Other (list policies and developments targeted below)

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

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

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

Other (list below)

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

x Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

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

x Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

### (1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
  - Criminal and drug-related activity, more extensively than required by law or regulation
  - More general screening than criminal and drug-related activity (list factors below)
  - Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
  - Other (describe below)

### (2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
  - Federal public housing
  - Federal moderate rehabilitation
  - Federal project-based certificate program
  - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
  - Other (list below)

**(3) Search Time**

- a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

**(4) Admissions Preferences**

- a. Income targeting

- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second

priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

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

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

**(5) Special Purpose Section 8 Assistance Programs**

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

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

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

- Through published notices
- Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing**

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

##### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

- \$0
- \$1-\$25
- x \$26-\$50



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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

X Yes for all developments

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

X For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

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

- X Market comparability study
- X Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- x Other (list below): Any time family composition changes or when income changes would result in a reduction of tenant rent.

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

## **(2) Flat Rents**

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

- The section 8 rent reasonableness study of comparable housing
  - Survey of rents listed in local newspaper
  - X Survey of similar unassisted units in the neighborhood
- Note: The PHA is using ceiling rents for flat rents.  
Other (list/describe below): FMR

## B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

- \$0  
 \$1-\$25  
 \$26-\$50

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- x A brief description of the management structure and organization of the PHA follows: The Mayor appoints the members of the Board of Commissioners. The Board of Commissioners hires the Executive Director. The Executive Director is responsible to the Board of Commissioners. The Office Manager, Office Clerk, Maintenance Staff, Caretakers, Senior Service Coordinator and Family Investment Coordinator all are responsible to the Executive Director.

### **B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	310	100
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		

Other Federal Programs(list individually)		

**C. Management and Maintenance Policies**

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

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

- ACOP
- Blood Borne Disease Policy
- Capitalization Policy
- Check Signing Authority
- Criminal Records Management Policy
- Deconcentration Policy
- Disposition Policy
- Drug Free Workplace Policy
- Equal Housing Opportunity Policy
- Ethics Policy
- Facilities Use Policy
- Funds Transfer Policy
- Hazardous Materials Policy
- Investments Policy
- Maintenance Policy
- Natural Disaster Policy
- Pest Control Policy
- Procurement Policy
- Public Housing Lease

(2) Section 8 Management: (list below)

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
  - PHA development management offices
  - Other (list below)

**B. Section 8 Tenant-Based Assistance**

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

If yes, list additions to federal requirements below:

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

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

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

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

Select one:

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

-or-

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

## **(2) Optional 5-Year Action Plan**

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development  
 Revitalization Plan submitted, pending approval  
 Revitalization Plan approved

Activities pursuant to an approved Revitalization Plan underway

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

\* The HA intends to submit a Disposition Application Project MN 004-004, Jefferson Apartments in Year One of the Five Year Plan (2004) to begin in FY2005.

### 2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Jefferson Apartments 1b. Development (project) number: MN 004-004
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>

form HUD 50075 (03/2003)



4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: 60
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> X Total development
7. Timeline for activity: a. Actual or projected start date of activity: Jan05 b. Projected end date of activity: Sep05

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

[24 CFR Part 903.7 9 (i)]

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

1.  Yes x No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>

form HUD 50075 (03/2003)

<p>5. If approved, will this designation constitute a (select one)</p> <p><input type="checkbox"/> New Designation Plan</p> <p><input type="checkbox"/> Revision of a previously-approved Designation Plan?</p>
<p>6. Number of units affected:</p> <p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset

Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description</b> <b>(Complete one for each development affected)</b>	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
<input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected:	
6. Coverage of action: (select one)	
<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

Yes  No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (1)]

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

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? DD/MM/YY

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

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

x Client referrals

x Information sharing regarding mutual clients (for rent determinations and otherwise)

x Coordinate the provision of specific social and self-sufficiency services and programs to eligible families

Jointly administer programs

Partner to administer a HUD Welfare-to-Work voucher program

Joint administration of other demonstration program

x Other (describe): Family programs

### **B. Services and programs offered to residents and participants**

#### **(1) General**

a. Self-Sufficiency Policies

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

Public housing rent determination policies

- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below): Serve as a GED Program Provider.

b. Economic and Social self-sufficiency programs

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

Note: See Attachment mn004b06. Brochure for FIC indicates programs accessible to residents.

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>GED Training</i>	26	<i>Tenant Requested</i>	<i>All at FIC Office Bldg.</i>	<i>Both</i>
<i>Computer Training</i>	15	<i>Tenant Requested</i>	<i>All at FIC Office Bldg</i>	<i>Both</i>
<i>On-Site Work Experience</i>	7	<i>State Employment Agency</i>	<i>All at FIC Office Bldg</i>	<i>Both</i>
<i>Starting Your Own Business</i>	2	<i>By Application</i>	<i>All at FIC Office Bldg</i>	<i>Both</i>
<i>Family Literacy</i>	38	<i>By Application</i>	<i>All at FIC Office Bldg</i>	<i>Both</i>
<i>Parenting Classes</i>	20	<i>By Application</i>	<i>All at FIC Office Bldg</i>	<i>Both</i>
<i>Youth Development</i>	28	<i>By Application</i>	<i>All at FIC Office Bldg</i>	<i>Both</i>

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants	Actual Number of Participants

	(start of FY 2000 Estimate)	(As of: DD/MM/YY)
Public Housing		
Section 8		

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

### C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - Informing residents of new policy on admission and reexamination
  - Actively notifying residents of new policy at times in addition to admission and reexamination.
  - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - Establishing a protocol for exchange of information with all appropriate TANF agencies
  - Other: (list below)

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

#### Note: Community Service Requirement

Please see attachment mn004b07. This attachment is the Notice To Residents of the pending HRA Community Service Changes to the Lease and ACOP.

### 13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

3. Which developments are most affected? (list below):

MN 004-003, First Avenue Apartments  
 MN 004-004, Jefferson Aparmtents

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

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

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

2. Which developments are most affected? (list below)

MN 004-003, First Avenue Apartments  
 MN 004-001, Haven Court Apartments  
 MN 004-004, Jefferson Apartments



### C. Coordination between PHA and the police

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

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

2. Which developments are most affected? (list below)

MN 004-001, Haven Court Apartments

MN 004-003, First Avenue Apartments

MN 004-004, Jefferson Apartments

### D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

- 1. x Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
- 2. x Yes  No: Was the most recent fiscal audit submitted to HUD?

3.  Yes x No: Were there any findings as the result of that audit?
4.  Yes x No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes x No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- x Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)
3.  Yes x No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1. x Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name) mn004a03
- Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
- x The PHA changed portions of the PHA Plan in response to comments

List changes below:

Modified the plan for re-roofing the building to include phasing of work.

Other: (list below)

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

1.  Yes x No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. x Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

### 3. Description of Resident Election Process

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

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

#### b. Eligible candidates: (select one)

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

#### c. Eligible voters: (select all that apply)

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

## **C. Statement of Consistency with the Consolidated Plan**

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

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

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

Other: (list below)

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

No comments or actions other than certification.

#### **D. Other Information Required by HUD**

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

## Attachments

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

mn004b01	2004-2008 Capital Fund Tables (Revised in Plan)
mn004b02	2004 Physical/Mgmt Needs Assessment (Revised in Plan)
mn004b03	2003 CFP P&E
mn004b04	2003-2 CFP P&E
mn004a05	Pet Policy and Lease Addendum
mn004a06	Community Service Policy and Lease Addendum
mn004a07	Resident Membership on Governing Board
mn004a08	Resident Advisory Board/Resident Comments on Annual Plan
mn004a09	Resident Program List
mn004a10	HRA Organizational Chart

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

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	81,700			
3	1408 Management Improvements				
4	1410 Administration	46,176			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	26,700			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	307,191			
11	1465.1 Dwelling Equipment—Nonexpendable				
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	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	461,767			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Hibbing Housing and Redevelopment Authority		Grant Type and Number Capital Fund Program Grant No: MN46P00450104			Federal FY of Grant: FY 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Salary and Benefit Package for Family Investment Center Staff and Coordinator	1406	Lump Sum	81,700				
HA-Wide	Admin Fees	1410	Lump Sum	46,176				
HA-Wide	A&E Fees	1430	Lump Sum	26,700				
MN 004-001 Haven Court Apts.	Replace Furnaces	1460	101	210,00				
MN 004-006 Seventh Avenue Apartments	Replace Roof	1460	Lump Sum	97,191				

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

### Part III: Implementation Schedule

PHA Name: <b>Hibbing Housing and Redevelopment Authority</b>		Grant Type and Number Capital Fund Program No: : <b>MN46P00450104</b>					Federal FY of Grant: <b>2004</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
HA-Wide Management Improvements	30Sep06			30Sep08				
HA-Wide Administration Fees	3Sep06			30Sep08				
Architectural/ Engineering Fees	30Sep06			30Sep08				
MN 004-001 Haven Court Apts Replace Furnaces	30Sep06			30Sep08				
MN 004-006 Seventh Avenue Apts Replace Roof	30Mar05			31Dec05				



## Capital Fund Program Five-Year Action Plan

### Part I: Summary

Hibbing Housing and Redevelopment Authority		Original 5-Year Plan			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 3 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 4 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 5 FFY Grant: 2008 PHA FY: 2008
HA-Wide 1406	Annual Statement	81,700	81,700	81,700	81,700
HA-Wide 1408		13,040			
HA-Wide 1410		46,176	46,176	46,176	46,176
HA-Wide 1430		19,450	26,700	23,140	23,500
HA-Wide 1475		32,700			
MN 004-001 Haven Court Apts.		125,980	110,191	115,751	
MN 004-002 Park Terrace Manor				65,000	
MN 004-003 First Avenue Apts.					270,391
MN 004-004 Jefferson Apartments					
MN 004-006 Seventh Ave. Apts.		142,721	197,000	130,000	40,000
CFP Funds Listed for 5-year planning		461,767	461,767	461,767	461,767
Replacement Housing Factor Funds					





<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
MN 004	PHA Wide Management Improvements	HRA Wide	% HRA Wide
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
FIC Coordinator and Staff Salary and Benefit Package @\$55,000/yr		220,000	2004-2008
Replace plow truck		32,700	2005
Replace computers		13,040	2005
New Storage Building		35,000	2005
Operations		133,500	2004-2008
<b>Total estimated cost over next 5 years</b>		\$434,240	

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MN 004-001	Haven Court Apartments Physical Improvements		%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Landscaping for surface water runoff			35,000	2007
Sidewalk and curb/gutter replacement			25,000	2007
Refloor 1 <sup>st</sup> floor of family apartments			126,761	2006
Change Door Locks			6,000	2005
New Ranges			44,600	2007
New Refrigerators			45,000	2005
Replace Furnaces			210,584	2004
New Parking Lot/Pave Alley			30,000	2005
Repair Porch Stoops			25,000	2007
Replace Storm Doors			17,000	2005
Total Estimated Cost of the next 5 Years			564,945	

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MN 004-002	Park Terrace Manor Physical Needs		%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Laundry Room Renovation Remodel Caretaker Unit New Site Lighting			25,000	2007
			30,000	2007
			10,000	2007
<b>Total estimated cost over next 5 years</b>			\$65,000	

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MN 004-003	First Avenue Apartments Physical Improvements		%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
New Kitchen Cabinets (Three Year Phased Work)			210,000	2008
New Bathrooms (Three Year Phased Work)			210,000	2008
New Flooring (Three Year Phased Work)			240,000	2008
Site Lighting and Landscaping			20,000	2009
Apartment Painting (Three Year Phased Work)			30,000	2008
New Kitchen Appliances (Three Year Phased Work)			<del>70,000</del>	2008
			780,000	
<b>Total estimated cost over next 5 years</b>			\$550,000	

<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
MN 004-0004	Jefferson Apartments Physical Improvements		%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Fix Sidewalks/Curbs/Gutters			35,000	2004
Create new parking lot			40,000	2004
New Windows			182,000	2007
Re-landscape Site			30,000	2004
Replace Community Room			120,000	2007
Replace Appliances			60,000	
Demo 14 Apartments			70,000	2004
New Site Lighting			40,000	2004
New Storm Doors/Door Hardware			36,970	
New Storage Building			39,970	
New Siding			150,000	2005
New Apartment Entries			82,573	2005
<b>Total estimated cost over next 5 years</b>			749,753	



<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
MN 004-0006	Seventh Avenue Apartments Physical Improvements		%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	
			<b>Planned Start Date (HA Fiscal Year)</b>	
New Living Room Light Fixtures			10,000	2006
Re-Roof Building			110,000	2004
New Bathroom Light Fixtures			18,000	2006
New Closet Doors			28,000	2006
A/C Sleeves			25,000	2006
Additional Phone Jacks in Bedrooms			5,000	2006
New Covered Entry at Front of Building			40,000	2006
Enlarge Community Room			60,000	2007
Carpet Hallway/Common areas			40,000	2005
Refinish Cabinets			15,000	2006
Replace Toilet Fixtures			70,000	2007
New Ceiling Tile throughout Building Common Areas			15,000	2005
Paint Common Areas			15,000	2005
New Hallway Lighting /Common Areas			50,000	2005
Additional Plug Ins for Resident Vehicles			6,000	2006
Replace Community/Lobby Furniture			22,721	2005
Replace Elevator Controller			40,000	2008
Add New Elevator			300,000	2009
New Sidewalks			10,000	2006
Replace Domestic Hot Water Tank			<u>40,000</u>	2006
			919,721	
<b>Total estimated cost over next 5 years</b>			619,721	

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

PHA Name: Hibbing Housing and Redevelopment Authority	Grant Type and Number Capital Fund Program Grant No: <b>MN46P00450103</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2003</b>
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Original Annual Statement    Reserve for Disasters/ Emergencies    Revised Annual Statement (revision no:    )      
 Performance and Evaluation Report for Period Ending:    **3/31/04**     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	81,700		81,700	81,000
3	1408 Management Improvements				
4	1410 Administration	39,460		39,460	14,078.36
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	20,255		20,255	5,466.76
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	108,456			
11	1465.1 Dwelling Equipment—Nonexpendable	144,740			
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	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	394,611		141,415	100,545.12
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				





# Annual Statement/Performance and Evaluation Report

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

PHA Name: Hibbing Housing and Redevelopment Authority	Grant Type and Number Capital Fund Program Grant No: MN46P00450203 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement 
  Reserve for Disasters/ Emergencies 
  Revised Annual Statement (revision no: ) 
  Performance and Evaluation Report for Period Ending: 3/31/04 
  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				
3	1408 Management Improvements				
4	1410 Administration	8,330		8,330	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	75,015		75,015	0
11	1465.1 Dwelling Equipment—Nonexpendable				
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	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	83,345		83,345	0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				





## **ATTACHMENT NO. 3 TO LEASE**

### **PET POLICY AND LEASE ADDENDUM**

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

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

1. Permitted Pets: The following types of common household pets are permitted: dogs, cats small caged mammals, and aquarium fish. Dogs will be limited in size to no more than twenty (20) pounds. In any event, only one (1) cat or one (1) dog may be kept in the apartments of an eligible resident.
2. Prohibited Pets: Wild, undomesticated, vicious, destructive or uncontrollable animals of any type shall not be permitted to be kept as pets.

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

- a. The names, addresses and telephone numbers of no less than two (2) people who shall be responsible for housing and caring of the owner's pet during vacations or in the event of an emergency, hospitalization, or death of the pet owner. The names, addresses, and telephone number of the two (2) people shall be given to the Caretaker if applicable for that Project, and posted on the back of the pet owner's apartment door; and
- b. If the pet is a dog or a cat, proof of valid license and inoculations as well as verifications of spaying and neutering signed by a licensed veterinarian.

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

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

10. Pet-related Use of Corridors or Lobby(ies): An escorted dog or cat shall be allowed in the building corridors and lobby only for the purpose of passing through.
11. Disturbances Caused by Pets: A pet owner shall not permit any disturbances by his/her pet which interferes with the peace of other residents, visitors, HRA staff or agents of the HRA, whether by barking, howling, growling, chirping, biting, chewing, scratching or other such activities which threaten to disturb others.
12. Unattended Pets: Residents who own pets shall be, or shall arrange for others to be responsible for their pets at all times. If any pet is left unattended and it is determined by the HRA that the pet is in distress or is suffering from lack of care, or if the pet is causing a disturbance to other's apartments, the HRA will have the pet removed and delivered to the proper authorities. The HRA accepts no responsibility for the pet under such circumstances.
13. Improperly Cared for Pets: If it is determined by the HRA that a pet owner is no longer capable of caring for a pet, the HRA may, at its sole discretion, require that pet to be removed from the owner's immediate possession and control.
14. Pet Waste Disposal Requirements: Each pet owner shall be responsible for promptly cleaning up pet wastes deposited within his/her apartment, within public areas of the building or on the building grounds, and disposing of the wastes in a tied plastic bag in containers that shall be provided by the HRA; i.e. City of Hibbing garbage dumpsters. Entrance areas, walkways, and parking lots are to be avoided as places for pets to deposit wastes.

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

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

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

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

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

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

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

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

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

Pet Name: \_\_\_\_\_

License Tag Number: \_\_\_\_\_

Veterinarians Certification for Immunizations attached?

\_\_\_\_\_      \_\_\_\_\_  
Yes              No

Veterinarians Certification for spaying or neutering attached?

\_\_\_\_\_      \_\_\_\_\_  
Yes              No

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HRA Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **14.0 COMMUNITY SERVICE POLICY**

### **14.1 GENERAL**

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

### **14.2 EXEMPTIONS**

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

- A. Family members who are 62 or older.
- B. Family members who are blind or disabled as defined under 216(I)(1) or 1614 of the Social Security Act (42 U.S.C. 416(I)(1) and who certifies that because of this disability she or he is unable to comply with the community service requirements.
- C. Family members who are the primary care giver for someone who is blind or disabled as set forth in Paragraph B above.
- D. Family members engaged in work activity as defined in section 407(d) of the Social Security Act, specified below.
  1. Unsubsidized employment;
  2. Subsidized private-sector employment;
  3. Subsidized public-sector employment;
  4. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
  5. On-the-job-training;
  6. Job-search and job-readiness assistance;
  7. Community service programs;
  8. Vocational educational training (not to exceed 12 months with respect to any individual);

9. Job-skills training directly related to employment;
  10. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
  11. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate; and
  12. The provision of childcare services to an individual who is participating in a community service program.
- E. Family members who are or would be exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program.
- F. Family members receiving assistance, benefits or services under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program.

### ***14.3 NOTIFICATION OF THE REQUIREMENT***

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

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

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

### ***14.4 VOLUNTEER OPPORTUNITIES***

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

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

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

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

#### **14.5 THE PROCESS**

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

- A. Provide a list of volunteer opportunities to the family members.
- B. Provide information about obtaining suitable volunteer positions.
- C. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.
- D. Assign family members to a volunteer coordinator who will assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities. The volunteer coordinator will track the family member's progress monthly and will meet with the family member as needed to best encourage compliance.
- E. At least thirty (30) calendar days before the family's next lease anniversary date, the volunteer coordinator will advise the Hibbing Housing Authority whether each applicable adult family member is in compliance with the community service requirement.

**14.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT**

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

- A. The family member(s) has been determined to be in noncompliance;
- B. That the determination is subject to the grievance procedure; and
- C. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated;

**14.7 OPPORTUNITY FOR CURE**

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

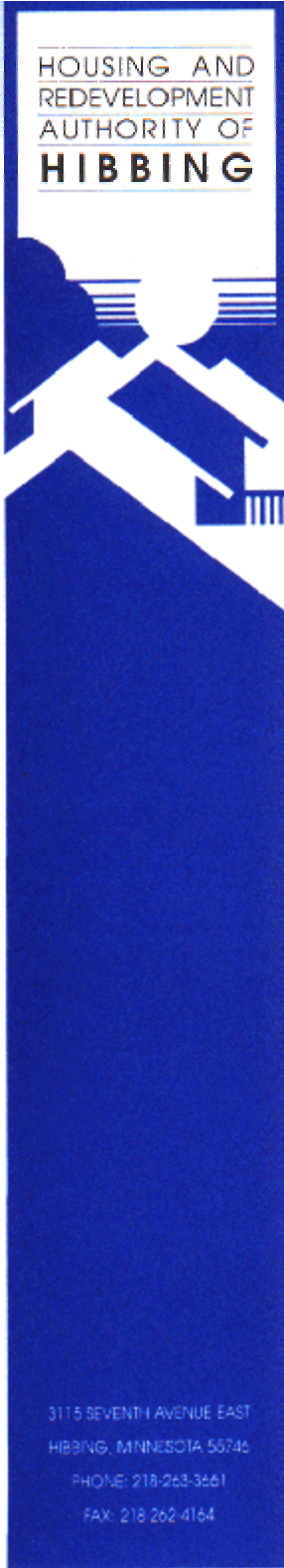
The volunteer coordinator will assist the family member in identifying volunteer opportunities and will track compliance on a monthly basis.

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

**14.8 PROHIBITION AGAINST REPLACEMENT OF AGENCY EMPLOYEES**

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





## RESIDENT MEMBERSHIP ON THE GOVERNING BOARD

The Haven Court Jefferson Tenant Organization conducted an election in 2001 for the resident representative seat on the Hibbing HRA Board of Commissioners.

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

Diane Myrum was elected by the residents. She resides at Park Terrace Manor and has served on the Board since December of 2001. An election will be conducted this fall to replace her position on the Board.

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RESIDENT COMMENTS REGARDING  
THE 2004 HOUSING AUTHORITY PLAN  
AND 2004 CAPITAL FUND PROGRAM ANNUAL STATEMENT

Meetings with residents comprising the Advisory Board were held on the 11<sup>th</sup> of June, 2004. The purpose of these meetings was to receive information and suggestions regarding the submission of the 2004 Housing Authority Plan and accompanying 2004 Capital Fund Program and Annual Statement. At the same time, input into the revised Five Year Action Plan was also reviewed with the groups.

A letter from the Haven Court Jefferson Tenant Organization was reviewed for necessary action steps and is included, herewith. Afterwards, another letter from the Tenant Organization was received supporting the HA Plan and was included along with the Plan Certifications and forwarded to the HUD Field Office.

The following memo's constitute the topics and items discussed at the meetings.

11 June, 2004

MEMO

RESIDENT MEETING - 2004 HA PLAN/ANNUAL PLAN  
1<sup>ST</sup> AVENUE APARTMENTS

A meeting was held in the Community Room of 1<sup>ST</sup> Avenue Apartments, MN 004-003, 2315 1<sup>ST</sup> Avenue, Hibbing, Minnesota at 12 o'clock, noon, on the 11<sup>th</sup> of June, 2004. The purpose of the meeting was to receive resident input into development of the Annual Plan.

Those in attendance were:

Lois Hooker, Apartment 1-A, 2315 1<sup>ST</sup> Avenue  
Mildred Martin, Apartment 1-C, 2315 1<sup>ST</sup> Avenue  
Gertrude Niemi, Apartment 2-X, 2315 1<sup>ST</sup> Avenue  
Lance Sundquist

Residents observed that many people in the complex were watching the funeral of former President Ronald Reagan and not in attendance.

The following item was discussed:

- The old refrigerators should be replaced. They are not 'frost-free' and pose a nuisance to the residents of the building.

It was noted that replacement of both refrigerators and electric stoves were included in the Five Year Plan. Although it may be possible to move up the replacement of these items within the Plan time frame, it may also be best to wait until the new kitchen design is finalized before purchasing these items.

Lance Sundquist  
Executive Director 11 June, 2004





11 June, 2004

MEMO

RESIDENT MEETING - 2004 HA PLAN/ANNUAL PLAN  
SEVENTH AVENUE APARTMENTS

A meeting was held in the Community Room of 7th Avenue Apartments, MN 004-006, 3230 East 7th Avenue, Hibbing, Minnesota at 1 PM on the 11<sup>th</sup> of June, 2004. The purpose of the meeting was to receive resident input into development of the Annual Plan.

Those in attendance were

Wendy O'Neil, Apartment 2-D, 3230 7<sup>th</sup> Avenue East  
Ida Saari, Apartment 3-R, 3230 7<sup>th</sup> Avenue East  
Iris Sherman, Apartment 1-X, 3230 7<sup>th</sup> Avenue East  
Angie Calugui, Apartment 2-K, 3230 7<sup>th</sup> Avenue East  
Marione Seline, Apartment 2-T, 7<sup>th</sup> Avenue East  
Anna Berthold, Apartment 3-M, 3230 Seventh Avenue East  
Lance Sundquist

The following item was discussed:

- The cracks in the floor of the lobbies of the 2<sup>nd</sup> and 3<sup>rd</sup> Floor were becoming more dangerous.
- Requirements for moving window coverings for the new windows were questioned.
- Repair of the leak in the roof was noted as a priority.
- Removal of the door lever handles from the plan was suggested.
- The drainage in the front of the building, especially during very heavy rains was a priority.

- New lobby furniture was requested, especially for 2<sup>nd</sup> Floor.
- An additional elevator for the building was discussed.

Reponse to the above items is as follows:

- A temporary cure to the cracks in the flooring has already begun and the architect is contacting a structural engineer to review the problem.
- The contractor replacing the building windows will be responsible for removal and replacement of the resident's window coverings.
- The leak in the roof has been repaired. The architect is currently drawing plans and preparing specifications for replacement of the wing of the building where the leak has occurred in the past.

The work will be done through revision of the 2003 CFP. The additional roof replacement will be accomplished with the 2004 CFP.

- The installation of new lever door handles will be removed from the Five Year Plan.
- The drainage issue has been reviewed by the City Engineer and a possible solution has been suggested. The architect and a contractor have reviewed the City Engineer's plan and do not see how water would be able to drain due to the very low change in surface elevations noted on the Engineer's Plan. Further review is necessary to insure proper 'overflow' drainage. Funding for the project is present coming from the local HRA Levy.
- Replacement of some of the lobby furniture was requested. This item is included in the 5 Year Plan. If sufficient dollars are available after scheduled work items are addressed, a revision may be made to replace some of the furniture ahead of the original planned replacement date.
- Some of the residents requested that an additional elevator be constructed in the building. Location of the new elevator would probably result in the loss of three apartments. We have not experienced major elevator problems for quite some time, although updating of the controller should be addressed soon.

After the meeting, Sundquist provided those in attendance with a look at the new window installation in Apartment 2-G.

Lance Sundquist  
Executive Director





9 June, 2004

Jefferson Haven Tenant Organization

Stanley Dow  
President

#### RESPONSE TO LETTER OF CONCERN

Dear President Dow and Organization Officers,

In response to your undated Letter of Concern, I have reviewed the six items listed in the letter and will address them as follows:

1. **Lighting:** The Maintenance Staff recently reset timers for the porch lights on the one bedroom buildings. These timers are 'astrological timers' which means that they turn on and off following the months of the year change in increasing and diminishing sunset times. I believe we have to replace one of the timers and that one has been ordered.

The family unit porch timers have to be reset. We will be sending a notice to the residents of the apartments in which the timers are installed notifying the resident that we will be entering their apartment to do so, shortly. We also are aware that there are some lights out over the porches that require replacing. Maintenance Staff has decided that it is probably best to replace all of them as a measure of preventive maintenance.

The Fire Lane lighting and other site lighting fixtures also will have their

light bulbs changed and photo electric cells replaced as needed.

2. **Dumpsters:** I placed a large dumpster in the parkinglot next to the FIC Center one year as a pilot project. There was very little usage and the costs were very high. If residents have objects they need to get rid of that will not fit into the City's Blue Bags, they can take them to the landfill site or purchase a pickup ticket from the City Clerk's Office for about \$5 and the City will pick up those items.  
Residents shall not place discarded items next to the dumpsters with the hope that the City or the HRA will pick up and dispose of those items for them. This is an issue of following the City Ordinance regarding trash removal. Failure to follow the Ordinance places the offender in jeopardy of a fine imposed by the Courts. The HRA is obligated to inform the Sanitation Department of instances where a known resident has not been following the Ordinance for action on their part.
3. **Mailboxes:** The Maintenance Staff will review the mail box sites and evaluate the need for concrete pads around each site. We will probably do this work at the same time we put in some additional walking area around the fire lane gates. (See below #6.)
4. **Sandboxes:** Any timber forms remaining around the old sand box sites will be removed and the area filled to conform to existing landscape. Sod will be used to cover the former sites.
5. **Park/Playground:** Maintenance Staff will inspect the equipment at the park and order new parts or components as needed. Destruction of playground equipment is a lease violation. Residents who's children damage HRA property are subject to paying replacement costs for the broken items and/or lease termination. Playground equipment is quite costly.  
  
I am requesting that the Organization create a 'Playground Rules' list that can be posted on site. All residents should take part in keeping the playground safe and enjoyable for our kids.
6. **Fire Lanes:** I will review the areas next to the gates for additional walking areas. We should be able to take care of this at the same time we do the Mail Box pads.

All of the items mentioned in your letter will be addressed within the constraints of scheduling and part availability, and priority. (The playground equipment shipping may take some time.)

I will include the Organization's Letter along with this response in the Annual Plan. Please review the Five Year Action Plan for further comments and suggestions.

Very truly yours,

Lance Sundquist  
Executive Director

11 June, 2004

MEMO

RESIDENT MEETING - 2004 HA PLAN/ANNUAL PLAN  
PARK TERRACE MANOR

A meeting was held in the Community Room of Park Terrace Manor, MN 004-002, 301 East 18<sup>th</sup> Street, Hibbing, Minnesota on 10AM on the 11<sup>th</sup> of June, 2004. The purpose of the meeting was to receive resident input into development of the Annual Plan.

Those in attendance were:

Diane Myrum  
Jack Fleming  
Donna King  
Margaret Andrican  
George Zorich  
Thelma Santeramo  
George Kubena  
Lance Sundquist

The following items were discussed:

- The lock on the entry door of 301 /2 B is sticking and her heat won't shut off in her bathroom.
- Margaret Andrican stated that the faucet handle in the bathroom is too long and hits her head when she washes her hair.
- Some residents still need 'key's to shut off the water lines in their apartment in case of an emergency.
- The carpets in the elevator and laundry room should be replaced.
- Several lawn care and landscape issues were brought up.
- The screen house had not been set up, yet.
- A lint catcher could be placed on each of the washers in the laundry

HOUSING AND  
REDEVELOPMENT  
AUTHORITY OF  
**HIBBING**

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room.

The above items will be reviewed by the Maintenance Department and handled accordingly. None of the items require any action through the Capital Fund Grant Program.

Lance Sundquist  
Executive Director

**Family Investment Center  
Jefferson – Haven Tenant Organization**

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

**LIST OF PROGRAMS**

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

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

# Hibbing HRA Organizational Chart

