

**PHA Plans**  
**Streamlined 5-Year/Annual**  
**Version**

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

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

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## **Clay County HRA**

### **Streamlined 5-Year Plan for Fiscal Years** **2005 – 2009**

### **Streamlined Annual Plan for Fiscal Year** **2005**

**NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.**

## Streamlined Five-Year PHA Plan Agency Identification

**PHA Name:** Clay County HRA

**PHA Number:** MN164

**PHA Fiscal Year Beginning:** (01/2005)

**PHA Programs Administered:**

- Public Housing and Section 8**    
  **Section 8 Only**    
  **Public Housing Only**  
 Number of public housing units: 24    
 Number of S8 units:    
 Number of public housing units:  
 Number of S8 units: 360

**PHA Consortia:** (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

### 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 and attachments (if any) 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)

# Streamlined Five-Year PHA Plan

## PHA FISCAL YEARS 2005 - 2009

[24 CFR Part 903.12]

### 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: *It is the mission of the Clay County Housing Authority to assist low-income families with decent, safe and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical and professional manner and will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.*

### 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:
    - *CCHRA will apply whenever vouchers are available that fit our programs.*
  - Reduce public housing vacancies:
    - *The CCHRA vacancy baseline for vacancies is 14 Unit Months of vacancies for calendar year 2003. CCHRA will reduce vacancies by 1 Unit Month per year over the next 5 years.*
  - Leverage private or other public funds to create additional housing opportunities:
    - *CCHRA will lever \$1,000,000 over the next five years to create additional housing opportunities*
  - Acquire or build units or developments
    - *CCHRA will build 8 new supportive housing units within the next 5 years.*
  - Other (list below)

- *CCHRA will continue to work with area school districts, cities and the Lakes and Prairie Community Action Agency to create single family homeownership opportunities for low-income families.*

PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score) 89 in 2002
  - *CCHRA will attain a PHAS score of 95 or more within the next 5 years.*
- Improve voucher management: (SEMAP score) 100% in 2003
  - *CCHRA will work to maintain its 100% SEMAP score over the next 5 years.*
- Increase customer satisfaction:
  - *CCHRA will seek to establish ZERO complaints on the resident satisfaction survey done by HUD over the next 5 years.*
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
  - *CCHRA will spend 100% of its capital funding in the year it is allocated over the next 5 years.*
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
  - *CCHRA will continue provide mobility counseling as per its Administrative Plan.*
- Conduct outreach efforts to potential voucher landlords:
  - *CCHRA will continue to provide information and materials to any landlord who is interested in having Housing Voucher tenants in his rentals.*
- 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)
  - *CCHRA will create a Permanent Supportive Housing Project in its*

*jurisdiction for homeless and disabled families within the next 5 years.*

- *CCHRA will continue to work with area school districts, cities and the Lakes and Prairie Community Action Agency to create homeownership opportunities for low-income families.*
- *CCHRA will continue to participate in the Tenant Education program in conjunction with other area housing authorities to train low-income families about their responsibilities as a tenant, the landlord's responsibilities, and "how to be a better tenant".*
- *CCHRA will to maintain its "assisted living" contract with a service provider over the next 5 years to maintain such services for our frail and elderly population in our New Construction Section 8 known as Houge Estates.*

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - *CCHRA has a vacancy problem in its Scattered Site Public Housing in the communities of Hawley and Ulen. For this reason, we will rent to non-TANF low-income families if we experience a vacancy longer than 60 days*
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
  - *CCHRA will continue to provide family self-sufficiency opportunities for our Housing Choice Voucher participants. During 2004 our enrolled FSS HV families totaled 24 families. We will maintain our FSS HV program at or above 15 families over the next 5 years.*
- Provide or attract supportive services to improve assistance recipients' employability:
  - *CCHRA will create a Supportive Housing Project that will offer the above services with the next 5 years.*

- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
  - *CCHRA will continue to maintain its “assisted living” contract over the next 5 years with a service provider to provide such services for our frail elderly population in our new construction Section 8 known as Houge Estates.*
- Other: (list below)
  - *CCHRA will continue to participate in the Village Family Service “Tenant Education program” over the next 5 years in conjunction with other area housing authorities to train low-income families about their responsibilities as a tenant, the landlord’s responsibilities, and “how to be a better tenant”.*

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
    - *CCHRA has placed fair housing wording in its leases, letters, advertising and posted documents in its offices that offer assistance to any person who claims they have been discriminated against in the CCHRA jurisdiction. CCHRA will assist at least 1 family per year over the next five years with counseling and advice if the family feels they have been unfairly discriminated against in any of the above categories.*
  - 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)**

- PHA Goal: Create homeownership opportunities for low and moderate-income families on Clay County.  
Objectives
  - CCHRA will meeting with 1 local community per year over the next 5 years to assist them in creating low and moderate-income housing opportunities.*
  - CCHRA will partner with at least 1 new agency in its jurisdiction to enhance their programs that contribute to low and moderate-income family home ownership opportunities. These agencies could include such entities as the Lakes and Prairies Community Action Agency, local cities and school districts, Habitat for*

*Humanity, etc.*

- CCHRA will create or participate in the development of at least 1 new homeownership opportunity each year for a low or moderate-income family.

## **Streamlined Annual PHA Plan PHA Fiscal Year 2005**

[24 CFR Part 903.12(b)]

### **Table of Contents**

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

<b>A.</b>	<b>ANNUAL STREAMLINED PHA PLAN COMPONENTS</b>	<b>Page #</b>
<input checked="" type="checkbox"/>	1. Housing Needs	8
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<input checked="" type="checkbox"/>	8. Civil Rights Certifications (included with PHA Certifications of Compliance)	29
<input checked="" type="checkbox"/>	9. Additional Information	
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<input checked="" type="checkbox"/>	13. Capital Fund Program 5-Year Action Plan	44
<input checked="" type="checkbox"/>	14. Other (List below, providing name for each item)	
<b>B.</b>	<b>SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE</b>	

**Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and**

Streamlined Five-Year/Annual Plans; Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.

For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:  
**Form HUD-50070, Certification for a Drug-Free Workplace;**  
**Form HUD-50071, Certification of Payments to Influence Federal Transactions;**  
**Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.**

**Executive Summary (optional)**

[903.7(r)]. If desired, provide a brief overview of the contents of the streamlined 5-Year/Annual Plan.

NOT APPLICABLE

**1. Statement of Housing Needs** [24 CFR Part 903.12 (b), 903.7(a)]

**A. 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 PHA Section 8 Tenant-Based Waiting List – 06/15/04</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input 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	456		257
Extremely low income <=30% AMI	409	89%	
Very low income (>30% but <=50% AMI)	45	10%	
Low income (>50% but <80% AMI)	2	.04%	
Families with children	193	42%	
Elderly families	18	4%	
Families with Disabilities	82	18%	
Race/ethnicity (Black)	15	3%	
Race/ethnicity (Native American)		7%	

<b>Housing Needs of Families on the PHA Section 8 Tenant-Based Waiting List – 06/15/04</b>			
	32		
Race/ethnicity (Asian)	7	2%	
Race/ethnicity (Hispanic)	42	9%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

<b>Housing Needs of Families on the PHA Scattered Site Public Housing Waiting List 06/15/04</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	3		4
Extremely low income <=30% AMI	3	100%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	3	100%	
Elderly families	0	0%	
Families with Disabilities	0	0%	
Race/ethnicity (Black)	0	0%	
Race/ethnicity (Native American)	0	0%	
Race/ethnicity (Asian)	0	0%	
Race/ethnicity (Hispanic)	0	0%	
Characteristics by Bedroom			

<b>Housing Needs of Families on the PHA Scattered Site Public Housing Waiting List 06/15/04</b>			
Size (Public Housing Only)			
1BR	0	0%	
2 BR	0	0%	
3 BR	3	100%	
4 BR	0	0%	
5 BR	0	0%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

## **B. Strategy for Addressing Needs**

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **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

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- 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) *Continue to partner with area school districts, city councils and our local Community Action Agency to create single family housing opportunities for low income families in our jurisdiction.*

**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. *CCHRA has no elderly public housing units.*
- 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) *CCHRA is in the process of creating a supportive housing project targeted to house homeless and disabled families.*

**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:

- Funding constraints
- 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

- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- 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 903.12 (b), 903.7 (c)]

List on the following table 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 FY-2004</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2004 grants)</b>		
a) Public Housing Operating Fund	13,000	
b) Public Housing Capital Fund	46,722	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,495,754	
f) Resident Opportunity and Self-Sufficiency Grants	36,200	
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
	0	
<b>3. Public Housing Dwelling Rental Income</b>	<b>68,640</b>	<b>Maintenance &amp; Operations</b>
<b>4. Other income (list below)</b>		

<b>Financial Resources: Planned Sources and Uses FY-2004</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
Flora Lake Apartment Dwelling Rent	18,400	Maintenance & Operations
USDA Subsidy	3,310	
Agassiz Apartments Dwelling Rent	22,000	Maintenance & Operations
Section 8 Subsidy	31,000	
<b>4. Non-federal sources</b> (list below)		
<b>Total resources</b>	<b>1,735,026</b>	

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

[24 CFR Part 903.12 (b), 903.7 (b)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) *CCHRA initially screens all public housing applicants for their criminal and rental history and makes a preliminary determination as to the applicant being "apparently" eligible prior to placing any family on its public housing waiting list. When a vacancy occurs, the applicant at the top of the list is contacted and their full eligibility is verified at that time.*

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

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

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

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

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

**(2)Waiting List Organization**

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

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe) *All our public housing units are 3 and 4 bedroom scattered site duplex houses located in 3 small communities. We maintain our waiting list as a community-wide list.*

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

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

c. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? *NO*
2. If yes, complete the following table; if not skip to d.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time?

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?

4.  Yes  No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the

order, agreement or complaint below:

d. Site-Based Waiting Lists – Coming Year

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? *We do not plan to operate any site-based waiting lists.*
2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?
3.  Yes  No: May families be on more than one list simultaneously?  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
  - PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

**(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
  - One
  - Two
  - Three or More
- b.  Yes  No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

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

b. Transfer policies:

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

- Emergencies
- Over-housed
- Under-housed
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below) *When a family no longer qualifies for a 3 or 4 bedroom scattered site rental due to a reduced family size, they will be transferred to the Section 8 tenant-based program if eligible.*

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

### **(5) Occupancy**

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

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list) *The CCHRA Scattered Site "Tenant Handbook". This booklet is given to all tenants at initial lease-up.*

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

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

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

- a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

*All CCHRA public housing units are scattered site units in 3 different towns. As such, they are already de-concentrated.*

- b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete. If yes, list these developments on the following table:

Deconcentration Policy for Covered Developments			
Development Name	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

## 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):
  - 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) *CCHRA operates a small homeless voucher program of 22 slots.*

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: *CCHRA allows 1 extension when the family can demonstrate that they have had a hardship such as a family illness, that made it impossible for them to locate suitable rental housing within the 60-day period.*

**(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) *Families, due a reduced family size, that are no longer eligible for one of our 3 or 4 bedroom Scattered Site Public Housing rentals, are given a preference to transfer to Section 8 tenant-based assistance.*

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) *Families, due a reduced family size, that are no longer eligible for one of our 3 or 4 bedroom Scattered Site Public Housing rentals, are given preference to transfer to Section 8 tenant-based assistance.*

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) *CCHRA is seeking to create a Permanent Supportive Housing project for homeless and disabled families under the HUD Continuum of Care NOFA. We will work closely with a local homeless shelter and the area YWCA as these agencies will be providing some of the supportive services. Upon completion of this project, we plan to project-base eight (8) of our housing vouchers to the project to provide stability in the project’s revenue generating capacity and allow for sufficient rental income to maintain the project.*

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

- Through published notices
- Other (list below) *Notification of area homeless shelters of the availability of special purpose “homeless vouchers” and the Supportive Housing project we are planning.*

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

[24 CFR Part 903.12(b), 903.7(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 of the following two)

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

b. Minimum Rent

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

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

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

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

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

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

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below: *CCHRA has established flat rents for all 24 of its Scattered Site units. When a family's TTP minus the UA exceeds the flat rent, the family is given the choice of paying the flat rent or continuing to pay 30% of MAI. Our flat rents are listed below:*

<u>Location</u>	<u>Flat Rent Amount</u>
<i>Dilworth 3 BR</i>	<i>\$400 / mo</i>
<i>Dilworth 4 BR</i>	<i>\$450 / mo</i>
<i>Hawley 3 BR</i>	<i>\$350 / mo</i>

Hawley 4 BR	\$400 / mo
Ulen 3 BR	\$300 / mo
Ulen 4 BR	\$350 / mo

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:

*When a tenant first enters our public housing, CCHRA will disregard earned income for a twelve-month period for families whose only previous income was TANF income.*

- Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments
- No

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

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

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

- Market comparability study

- Fair market rents (FMR)
- 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 a change in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)

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

**(2) Flat Rents**

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

**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. Capital Improvement Needs**

[24 CFR Part 903.12(b), 903.7 (g)]

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

## A. Capital Fund Activities

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

### (1) Capital Fund Program

- a.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.
- b.  Yes  No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability of sub-component 5B: 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.

### (1) Hope VI Revitalization

- a.  Yes  No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below 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)  
Development name:  
Development (project) number:  
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
- c.  Yes  No: Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:

d.  Yes  No: 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:

e.  Yes  No: 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:

**6. Demolition and Disposition**

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

a.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If “No”, skip to component 7; if “yes”, complete one activity description for each development on the following chart.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

**7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

(1)  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24

CFR part 982 ? (If “No”, skip to the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

## **(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, what is the maximum number of participants this fiscal year?

### 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:

c. What actions will the PHA undertake to implement the program this year (list)?

## **(3) Capacity of the PHA to Administer a Section 8 Homeownership Program**

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

- a.  Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family’s resources.
- b.  Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- c.  Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).
- d.  Demonstrating that it has other relevant experience (list experience below).

## **8. Civil Rights Certifications**

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans, which is submitted to the Field Office in hard copy—see Table of Contents.

## **9. Additional Information**

## **A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan**

*(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 2000 – 2004.)*

### **Goals**

#### **Increase the availability of decent, safe, and affordable housing.**

##### **PHA Goal: Expand the supply of assisted housing**

##### **Objectives:**

##### **1. Apply for additional rental vouchers.**

CCHRA has made several applications over the past five years but due to low availability and HUD funds being targeted towards disabled families, the only successful application was in 2001 when CCHRA was awarded 25 housing vouchers. Our other applications have not received a high enough ranking to be funded.

##### **2. Reduce public housing vacancies.**

In its Scattered Site Public Housing units, CCHRA has the potential of having 8,760 days of occupancy (24 units X 365 days per year). In FY-2000 we had 208 vacancy days and 8,552 occupied days. This equals a vacancy rate of 2.4%. During 2003 (our last full year) we had 214 vacancy days and 8,546 occupied days. This equals a vacancy rate of 2.4% that means we have maintained a very high occupancy rate of 97.6%.

##### **3. Leverage private or other public funds to create additional housing opportunities.**

Each year CCHRA contributes \$1,500 to the Single Family Home program. CCHRA is partnered in this program with Lakes & Prairies Community Action Agency, Dilworth-Glyndon-Felton and Hawley School Districts, the City Councils of Dilworth, Glyndon and Hawley. The program uses high school Construction Skills classes to build a single family home on school property. Following construction, the home is sold to a low-income family and moved to their building site using Minnesota Housing Finance Agency "first time homebuyer" or other appropriate mortgage financing. To qualify, families must be eligible for "MHFA First-Time Home Buyers" financing, have school age children, and locate the new home within the Clay County. Since its inception in 2001, the program has created 4 homes for low-income families. In 2004, 2 homes were constructed and are in the process of being sold to low-income families.

##### **4. Acquire or build units or developments.**

CCHRA is also working on development of an 8 unit supportive housing project. This effort is part of a larger public housing replacement project with the Moorhead PHA. The 8 unit supportive housing portion of the project will be for families who are homeless and have disabilities. The HUD Continuum of Care has provided \$500,000 towards this

effort and our developer expects to begin construction in the spring of 2005. Total cost of the project will be over \$4,000,000.

**PHA Goal: Improve the quality of assisted housing**

**Objectives:**

**1. Improve public housing management.**

CCHRA was first rated under the HUD Public Housing Assessment System (PHAS) in FY-2000 and our score was a “standard performer” at 82%. Our most recent score was from August of 2003. CCHRA received another “standard performer” rating but has increased its rating score to 89%.

**2. Improve voucher management.**

CCHRA’s Section 8 Housing Voucher Program is rated under HUD’s Section 8 Management Assessment Program or SEMAP. Our initial rating was in 2002 and we received a “high performer” score of 92%. Our most recent SEMAP scoring was April 2004 where CCHRA received a “high performer” rating with a score of 100%. An improvement rating of 8 points.

**3. Increase customer satisfaction.**

Each year HUD does a “Customer Satisfaction Survey” by randomly selecting a sampling of tenants residing in our Scattered Site units. We have received no notification of any of the results of these HUD surveys. Based on this, it would appear that we have received no serious “Customer Satisfaction” complaints.

**4. Concentrate on efforts to improve specific management functions.**

CCHRA continues to up-grade its computer systems and has had no correctable findings from any of its annual audits.

**5. Renovate or modernize public housing units.**

CCHRA continues to renovate and modernize its Scattered Site Public Housing through the use of HUD’s Capital Fund and Operating Subsidy programs. In 2000 we were authorized and expended \$53,176 in modernization funds. In 2001 we received and expended \$54,042. In 2002 we received and expended \$51,428. In 2003 we received and expended \$48,361. We have not yet received 2004 Capital Fund Program money. All these funds were used to upgrade such items as deteriorating siding on the Hawley Scattered Site homes and garages, repainting all Dilworth and Ulen units, replacing cracked concrete driveways and sidewalks, replacing oil furnaces with natural gas furnaces, replacing kitchen cabinets, installing air exchangers in our Hawley units, installing new overhead garage doors, etc. There are still a number of things to be done such as continuing to replacing furnaces and kitchen cabinets, rehabbing bathrooms, etc. We hope to complete these things over the next 5 years.

**PHA Goal: Increase assisted housing choices**

**Objectives:**

**1. Provide voucher mobility counseling.**

Our Section 8 Housing Voucher staff continues to provide this counseling as an on-going part of their services to Housing Voucher clients, just as we have in years past. We have amended our Section 8 Administrative Plan to include counseling to alert clients concerning areas of high minority concentration and the client's right to locate in other areas if they so desire.

**3. Conduct outreach efforts to potential voucher landlords.**

Section 8 Housing Voucher staff provides this outreach on an "as needed" basis. Our Section 8 program has operated in Clay County for the past 26 years and most area landlords know about our program. When a new landlord makes inquiries, we have a package of informational brochures and materials that is provided to the landlord. Detailed explanations are given to any landlord who requests more information.

**PHA Goal: Improve community quality of life and economic vitality**

**Objectives:**

**1. The Clay County HRA shall create and implement a "Preventive Maintenance Plan" by December 31, 2004.**

CCHRA has a preventive maintenance routine it follows but there is no formally written procedures. Our staff will continue to work on the preparation of this plan into the new 5-Year Plan period.

**2. The Clay County HRA shall achieve and maintain an average of 3 days in responding to routine work orders by December 31, 2004.**

In 2001 our response time to complete routine work orders was 5 days. Each year since we have reduced that time. During 2004 we were at or under 3 days from the date of receiving a routine work order to completion of that work order.

**2. The Clay County HRA shall create an "assisted living services" program for elderly and disabled residents in its Houge Estates project in Dilworth by June 1, 2002.**

This objective has been successfully completed in April of 2002 when our New Construction Section 8 project known as Houge Estates began offering 24 hour, 7 day per week "assisted living" services to the frail and elderly residents of the building. A licensed home care/nursing provider offers the services. These services are affordable as residents pay a share of the cost based a sliding scale according to income. The balance is paid through Clay County Social Services through several different federally sponsored assistance programs.

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

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

## **Objectives:**

- 1. Increase the number and percentage of employed persons in assisted families.**  
At the end of our 2003 fiscal year, the CCHRA 24 units of Scattered Site Housing Project housed twenty-four families. Seventeen of these families had at least one family member working full time. Two of the twenty-four families have disabilities that prohibit the head-of-household from working. Three of the families were temporarily unemployed for the winter months. The State of Minnesota requires that all able-bodied TANF recipients work with local "job readiness" programs and seek employment. CCHRA has a Cooperation Agreement" with County Social Services to share information concerning joint clients. These arrangements have worked well in pointing our TANF families towards self-sufficiency.
- 2. Provide or attract supportive services to improve household employability.**  
CCHRA is also working on the creation of an 8 unit supportive housing project as part of a larger public housing replacement project with the Moorhead PHA. The Supportive Housing portion of the project will be for families who are homeless and have disabilities. The HUD Continuum of Care has contributed \$500,000 towards this effort and our developer expects to use begin construction in the spring of 2005. Total cost of the project will be over \$4,000,000. The project will use project-based Section HAP for rent subsidy and all tenants will received assistance in job counseling, work readiness, and other services through area service providers and CCHRA's Family Self-Sufficiency Coordinator.
- 3. Provide or attract supportive services to increase independence for the elderly or families with disabilities.** (See paragraph 2 above)

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

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

- 1. Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability.**  
CCHRA policies include all required federal equal opportunity regarding the above objective. These policies are periodically reviewed by staff and any necessary amendments are added to assure compliance.
- 3. 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.**  
CCHRA rental units are inspected at least once per year to assure that all units are decent, safe and sanitary.

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

**PHA Goal: Create Home Ownership Opportunities for Low & Moderate-Income Families**

**Objectives:**

- 1. Meet with local communities to discuss creating low and moderate-income homeownership opportunities in their cities and how to accomplish it.**  
CCHRA staff continues to coordinate with local communities and agencies to provide a information and availability of such home ownership opportunities.
  
- 3. Partner with other agencies in the area to enhance their programs that contribute to low and moderate income family home ownership.**  
Each year CCHRA contributes \$1,500 to the Single Family Home program. CCHRA is partnered in this program with Lakes & Prairies Community Action Agency, Dilworth-Glyndon-Felton and Hawley School Districts, the City Councils of Dilworth, Glyndon and Hawley. The program uses high school Construction Skills classes to build a single family home on school property. Following construction, the home is sold to a low-income family and moved to their building site using Minnesota Housing Finance Agency “first time homebuyer” or other appropriate mortgage financing. To qualify, families must be eligible for “First-Time Home Buyers” financing, have school age children, and locate the new home in the community. Since its inception in 2001, the program has created 4 homes for low-income families. In 2004, 2 homes were constructed and are in the process of being sold to low-income families.
  
- 3. Create or participate in the development of at least one (1) new home ownership opportunity by December 31, 2001.**  
CCHRA participates in the Single Family Home Ownership project. (See #2 above). Since 2001 the group has expanded to include the City of Hawley and the Hawley School District. The group has been responsible for the building and sale of 4 new single family homes for low-income residents of the County since 2001 and we expect this program to continue in years to come.

**B. Criteria for Substantial Deviations and Significant Amendments**

**(1) Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

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

- a.. Substantial Deviation from the 5-Year Plan. *CCHRA has not deviated from its 5-Year Plan*
  
- b. Significant Amendment or Modification to the Annual Plan. *There have been no*

Significant amendments or modifications to the Annual Plan.

**C. Other Information**

[24 CFR Part 903.13, 903.15]

**(1) Resident Advisory Board Recommendations**

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

If yes, provide the comments below:

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

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments  
List changes below:

Other: (list below)

**(2) Resident Membership on PHA Governing Board**

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

- a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

Yes  No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board: *Karen Vlam*

Method of Selection:

Appointment

**The term of appointment is (include the date term expires):** *September 1, 2005*

Election by Residents (if checked, complete next section--Description of Resident Election Process)

**Description of Resident Election Process**

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on

- ballot
- Other: (describe)

*All 24 Public Housing tenants and 300+ Section 8 participants were sent a letter asking if they would consider being appointed to the HRA Board by the Clay County Board of County Commissioners. Three responded. The HRA Board submitted the names to the Clay County Board of County Commissioners and recommended one name for appointment. That person was appointed. The appointee is a Section 8 participant.*

Eligible candidates: (select one)

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

Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list) *Because all our tenants live in scattered site rentals or are Section 8 participants, we do not have a vote. We ask that any interested tenant or participant nominate themselves by coming to the HRA offices and filling out an informational sheet about their background. Minnesota Law requires that the Board of County Commissioners appoint Directors to the HRA Board. We forward the self-nominated persons and information to the Board of County Commissioners with a recommendation from the HRA Board. The Board of County Commissioners makes the determination and appointment of the tenant representative.*

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

- The PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- The PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

Date of next term expiration of a governing board member:

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position):

**(3) PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

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

**Consolidated Plan jurisdiction:** *State of Minnesota and the City of Moorhead, Minnesota*

a. 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 on its waiting list 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)

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

**(4) (Reserved)**

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

**10. Project-Based Voucher Program**

- a.  Yes  No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.
- b.  Yes  No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

- Low utilization rate for vouchers due to lack of suitable rental units
- Access to neighborhoods outside of high poverty areas
- Other (describe below:) *There is a great need in Moorhead and Clay County, Minnesota for permanent supportive housing for homeless families with disabilities. These families have a great difficult time securing housing. Their homelessness and disabilities severely limit their access to rental units through the use of a “tenant-based” voucher. We feel that “project-basing” is the only*

way these families can access decent, safe and sanitary rental housing.

- c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts): *We plan to construct 8 units of supportive housing located at the intersection of Belsly Boulevard and 18<sup>th</sup> Street South in Moorhead, Minnesota.*

## 11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. <input checked="" 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 checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" 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	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
X	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	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
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
X	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
X	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy
	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit	Annual Plan: Annual Audit

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	and the PHA's response to any findings.	
	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
	Other supporting documents (optional). List individually.	(Specify as needed)

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

<b>PHA Name:</b>  Clay County HRA	<b>Grant Type and Number</b> Capital Fund Program: MN46P16450105 Capital Fund Program Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b>  2005
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**Original Annual Statement**
 **Reserve for Disasters/ Emergencies**
 **Revised Annual Statement (revision no: )**  
 **Performance and Evaluation Report for Period Ending:**
 **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$12,600			
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$33,400			
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	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	\$46,000			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				





## Capital Fund Program 5-Year Action Plan

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

<b>CFP 5-Year Action Plan</b>		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	
<b>MN46P-164-001</b>	<b>Clay County HRA Hawley Scattered Sites</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>Convert Fuel Oil to Natural Gas Furnace 3 units</b>	<b>7,500</b>	<b>2005</b>
<b>Install New Kitchen Cabinets &amp; Countertop 3 units</b>	<b>13,500</b>	<b>2005</b>
<b>Install New Bathroom Cabinets &amp; Countertop 2 units</b>	<b>4,200</b>	<b>2005</b>
<b>Convert Fuel Oil to Natural Gas Furnace 3 units</b>	<b>7,500</b>	<b>2006</b>
<b>Install New Kitchen Cabinets &amp; Countertop 3 units</b>	<b>13,500</b>	<b>2006</b>
<b>Install New Bathroom Cabinets &amp; Countertop 3 units</b>	<b>4,200</b>	<b>2006</b>
<b>Convert Fuel Oil to Natural Gas Furnace 3 units</b>	<b>7,500</b>	<b>2007</b>
<b>Install New Kitchen Cabinets &amp; Countertop 3 units</b>	<b>13,500</b>	<b>2007</b>
<b>Install New Bathroom Cabinets &amp; Countertop 3 units</b>	<b>4,200</b>	<b>2007</b>
<b>Convert Fuel Oil to Natural Gas Furnace 2 units</b>	<b>5,000</b>	<b>2008</b>
<b>Install New Kitchen Cabinets &amp; Countertop 2 units</b>	<b>9,000</b>	<b>2008</b>
<b>Install New Bathroom Cabinets &amp; Countertop 2 units</b>	<b>2,800</b>	<b>2008</b>
<b>Purchase and install new drapes/curtains for 12 units</b>	<b>12,000</b>	<b>2009</b>
<b>Total estimated cost over next 5 years</b>	<b>104,400</b>	

## Capital Fund Program 5-Year Action Plan

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

<b>CFP 5-Year Action Plan</b>		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	
MN46P-164-002	Clay County HRA Dilworth/Ulen Scattered Sites	
<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Install new bathroom cabinet countertop 3 units	4,200	2005
Refinish kitchen cabinets and install new countertop 3 units	4,000	2005
Install new bathroom cabinet countertop 3 units	4,200	2006
Refinish kitchen cabinets and install new countertop 3 units	4,000	
Install new bathroom cabinet countertop 3 units	4,200	2007
Refinish kitchen cabinets and install new countertop 3 units	4,000	
Install new bathroom cabinet countertop 3 units	4,200	2008
Refinish kitchen cabinets and install new countertop 3 units	4,000	
Install new mailbox and post 12 units	2,400	2009
Purchase & install new drapes/curtains 12 units	12,000	
<b>Total estimated cost over next 5 years</b>	<b>47,200</b>	