

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 2000 - 2004  
Annual Plan for Fiscal Year 2000

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan  
Agency Identification**

**PHA Name:** Ramsey County Housing Authority

**PHA Number:** ND013001

**PHA Fiscal Year Beginning: (07/2000)**

**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.
- X The PHA's mission is: (state mission here)

Ramsey County Housing Authority's mission is to provide safe, affordable housing for the low income and moderate income residents of Ramsey County and to promote the economic self-sufficiency of the families being served in an environment without discrimination.

**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.**

- X PHA Goal: Expand the supply of assisted housing  
Reach 95% occupancy in all Public Housing stock.
- Objectives:
- Apply for additional rental vouchers:
- X Reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
- X Other (list below)
- a) Establish and monitor the flat rents for each project.
- b) Establish and maintain partnerships with local groups, agencies and businesses to promote the use of our public housing.
- c) Amend Admissions and Occupancy Policy to accommodate uses of Public Housing units.

- X PHA Goal: Improve the quality of assisted housing  
Objectives:
- X Improve public housing management: (PHAS score) Maintain High Performer status
  - X Improve voucher management: (SEMAP score)
  - X Increase customer satisfaction:
    - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
    - Renovate or modernize public housing units:
    - Demolish or dispose of obsolete public housing:
    - Provide replacement public housing:
    - Provide replacement vouchers:
    - Other: (list below)
- X PHA Goal: Increase assisted housing choices  
RCHA will monitor the HAP payments monthly to ensure that 95% of all anticipated ACC is utilized.  
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:
  - X Other: (list below)
    - a) Monitor HAP payments monthly to ensure that all anticipated ACC is spent.
    - b) RCHA will provide rental assistance program throughout its jurisdiction by providing assistance to families at or below 80% of area median income while targeting 75% of all new admissions to families with exceptionally low income of less than 30% of median.  
140 households x 5 years = 700 households
    - c) Conduct a housing survey annually to use in the setting of the Payment Standards in the 90 – 110% range of the Fair Market Rents.

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

- X PHA Goal: Provide an improved living environment  
Develop and support safe and crime-free housing.  
Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- X Other: (list below)
  - a) Work with Public Housing residents and Section 8 landlords and residents for their support and input.
  - b) Continue the partnership with local law enforcement agencies to promote safe, crime-free housing.
  - c) Amend Admissions and Occupancy Policy (AOP) to promote crime-free housing.
  - d) Amend Lease to reflect changes in AOP.
  - e) Amend Administrative Plan to allow for screening of applicants for drug and criminal activity.

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

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

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing
  - Objectives:
    - X 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:
- X Other: (list below)
  - a) Attend 100% of the North Dakota NAHRO quarterly round tables.
  - b) Attend state housing workshops and conferences.

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

- X **Assess modernization needs of the PHA**
  - a) **Establish a five-year plan for replacement of equipment.**
  - b) **Establish a five-year plan for modernization of public housing.**

**Ramsey County Housing Authority will carry out all activities and items listed in the Plan in compliance with all applicable civil rights requirements and that the Housing Authority will affirmatively further fair housing.**

**Annual PHA Plan**  
**PHA Fiscal Year 2000**  
[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.

# EXECUTIVE SUMMARY



**Ramsey County Housing Authority Board of Commissioners, administrative staff and residents have engaged in a serious self-evaluation in preparing this Agency Plan. This Plan is in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements. We have studied the housing needs of residents of Ramsey County and evaluated our success in providing assistance toward meeting these needs. RCHA's mission is to provide safe, affordable housing for the low income and moderate income residents of Ramsey County and to promote the economic self-sufficiency of the families being served in an environment without discrimination. Our Agency Plan goes hand-in-hand with our mission statement wherein it is intended to improve the level of service we provide so our clients can achieve a higher quality of life through better housing. It is our goal to stay abreast of change and to prepare for the future in a positive manner.**

**The Consolidated Plan for North Dakota indicates a continued need for quality, affordable housing, particularly for young families with below median income. We feel that this is particularly true in Region 3 due to a combination of years of flooding and a depressed agricultural economy. Economic growth lags behind much of the state keeping wages too low to provide market rate housing for many families. Thus, our emphasis is to maintain a high level of quality in our family housing and to improve that quality when funds for capital improvement become available. We must continue to promote the availability of our units by participating in local and regional housing associations. Our efforts to maintain safe, appealing housing also extend to our elderly, disabled/handicapped units where we try to continually update decor and provide extra services where possible. We feel that our location provides some unique benefits to our residents. Building on these qualities and continuing capital updates will allow us to meet the challenge of the future. We will also continue to utilize our policies of minimum rents and flat rents to provide housing at costs our tenants can afford.**

**Our Housing Assistance Program continues to provide assistance to families who choose to live in privately owned rental housing. Through this program, we can provide financial help in obtaining affordable housing in a variety of housing types and neighborhoods. Our Agency encourages the participation of owners of rental housing units in the Section 8 Program to increase the availability of safe and decent housing. Effort will be made to ensure that participants take advantage of the freedom of housing choice and expansion of housing opportunities made possible by the Section 8 Program. We will continue to utilize this program to the extent that availability of suitable units and funds permit.**

**Overall, RCHA believes that the changes which began with our major updates in 1992-94 have provided a strong momentum in meeting the housing needs of our area. Our Annual Plan is intended to continue this momentum with efforts toward continual upgrades and expanded services, as always, with the best interests and needs of the residents of Ramsey County in mind.**



**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.

# TABLE OF CONTENTS



**Executive Summary**

**Progress Report**

- A) Meeting the Mission**
- B) Achieving the Goals & Objectives of the 5 Year Plan**

**1. Statement of Housing Needs**

- A) Compliance with Consolidated Housing Assistance Strategy**

**2. Statement of Financial Resources**

- A) Estimated Financial Resources Available**
- B) Planned Use of Resources**

**3. Statement of PHA's Policies**

- A) Admission & Occupancy Administrative Plan**
  - 1) Income Limits**
  - 2) Rent Collection Policy**
  - 3) Schedule of Excess Utilities**
  - 4) Pet Policy**
  - 5) Fire Policy for Resident Caused Fire Damage & Damages Due to Negligence**
  - 6) Admission of Minors Policy**
  - 7) Electrical Modifications Policy**

- 8) **Parking Policy**
- 9) **Resident Maintenance Policy:  
Lawn Care & Snow Removal**
- 10) **Waterbed Policy**
- 11) **Satellite Dish Policy**
- 12) **Security Deposit Policy & Non-Refundable Holding  
Fee**
- 13) **Maintenance Policy**
- 14) **Resident Chargeable Items Price List**

**B) Section 8 Administrative Plan**

4. **Statement of Rent Determination**
5. **Statement of Operations & Management**
6. **Grievance Procedure Policy**
7. **Statement of Capital Improvements**
8. **Statement of any Demolition and/or Disposition**
9. **Statement of Designation of Public Housing for Occupancy by  
Elderly Families or Families with Disabilities or Elderly  
Families and Families with Disabilities**
10. **Statement of the Conversion of Public Housing to Tenant-Based  
Assistance**
11. **Statement of Homeownership Programs**
12. **Statement of Community Service and Self-Sufficiency  
Programs**
13. **Statement of Safety and Crime Prevention Measures**
14. **Pet Policy**
15. **Civil Rights Certification**

**16. Financial Audit**

**17. Statement of Asset Management**

**18. Attachments:**

- 1) Application**
- 2) Authorization for the Release of Information**
- 3) Police Record Verification**
- 4) Landlord Reference Check Form**
- 5) Credit Information**
- 6) Lease**
- 7) Declaration of Section 214 Status**
- 8) Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards**
- 9) Notice of Rent Adjustment**
- 10) Section 8: Application for Occupancy**
- 11) Section 8: Request for Lease Approval**
- 12) Section 8: Lease Addendum for Drug-Free Housing**
- 13) Section 8: Indemnity Agreement**
- 14) Section 8: Smoke Detector Lease Addendum**

**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 2000 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 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan  
Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- 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.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	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

<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	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 <input 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 type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	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
	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
	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	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) 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.	Annual Plan: Annual Audit

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	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.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1,372	5	1	4	3	3	2
Income >30% but <=50% of AMI	959	5	1	4	3	3	2
Income >50% but <80% of AMI	1,042	5	1	4	3	3	2
Elderly	1,004	5	1	3	4	3	4
Families with Disabilities	Unavail-able						
Race/Ethnicity White	13,294	5	1	3	3	3	3
Race/Ethnicity Black	0						
Race/Ethnicity Hispanic	8	5	1	3	3	3	3
Race/Ethnicity Native American	3,312	5	1	3	3	3	3

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.)

- X 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 type="checkbox"/> Public Housing			
X 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	33		100 +
Extremely low Income 30% AMI	18	54.6	
Very low income (>30% but <=50% AMI)	14	42.4	
Low income (>50% but <80% AMI)	1	3	
Families with	30	90.9	

<b>Housing Needs of Families on the Waiting List</b>			
children			
Elderly families	2	6.1	
Families with Disabilities	1	3	
Race/ethnicity White	11	33.4	
Race/ethnicity Black	0	0	
Race/ethnicity American Indian	21	63.6	
Race/ethnicity Hispanic	1	3	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	7	21.2	
2 BR	13	39.5	
3 BR	11	33.3	
4 BR	1	3	
5 BR	0	0	
5+ BR	1	3	
Is the waiting list closed (select one)? X 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			

**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.

# COMPONENT 1:

## Statement of Housing Needs



## **C. Strategy for Addressing Needs**

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**RCHA will continue to strive to meet the housing needs of families in Ramsey County with a three-pronged effort. First, we will pursue an information campaign to increase awareness of housing opportunities in the area for families who are cost-burdened or have a housing problem. This will be done through participation in local and regional industry programs aimed at education and promotion of housing opportunities. We are also active in events that reach out to the elderly and families. RCHA will ensure through its administration of the Section 8 program that participants will be aware of the wide variety of housing types and neighborhoods available to them. Steps will be taken to encourage the participation of owners of rental housing units. All efforts will be made to ensure that participants take advantage of the freedom of housing choice and expansion of housing opportunities made possible by the Section 8 program.**

**Second, we will continue to work toward maintaining and improving the family-friendly character of our programs. The minimum-rent policy whereby a family can be housed for as little as \$50 per month (utilities included) if their income is very low and the minimum rent hardship exemption which will allow a family to pay no rent if certain circumstances are experienced are examples of these policies. On the other end of the scale, we have a flat rent policy under which a family's rent will never go above the reasonable market value regardless of income.**

**Finally, we will engage all of our resources to serve families with housing needs as rapidly and as effortlessly as possible. We will attempt to utilize our multi-bedroom family units as efficiently as possible and to return the vacant units to the market as soon as practical. In this way, we hope to reduce time on waiting lists and improve service to families in need of housing. Families of the Section**

**8 waiting list will also be processed as quickly as possible and will be kept informed of the status of their application.**

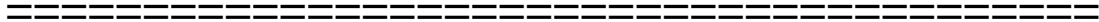
**It is our firm conviction that by following this plan, we will be able to meet the housing needs of our County.**

Ramsey County Housing Authority Needs Assessment Table:

	EXTREMELY LOW, LOW & MODERATE INCOME FAMILIES	ELDERLY, DISABLED	RACIAL/ETHNIC GROUP
Affordability Issues	We expect a continued demand for this category, given the direction of the local economy.	There is a good supply of affordable, quality housing in Ramsey County.	None determined.
Supply of Housing	In the Section 8 Program, we see a need for larger 2 BR units and more 3 BR units and larger.	Sufficient for the next 2 – 5 years in all income levels.	None determined.
Quality of Housing	In the Section 8 Program, we see a need for improvement in the quality of single family dwellings and mobile homes.	Existing Public Housing units are of good quality; however, need to be continually updated to remain marketable.	None determined.
Accessibility	As units are renovated, accessibility is a considered factor. It is	The number of accessible units in Public Housing appears to meet the needs	None determined.

	EXTREMELY LOW, LOW & MODERATE INCOME FAMILIES	ELDERLY, DISABLED	RACIAL/ETHNIC GROUP
	more difficult for clients in the Section 8 Program to find accessible units.	of this community.	
Size 3 BR or larger	Short supply in affordability range.	Not applicable.	None determined.
Location of Housing	Affordable units are scattered throughout Ramsey County.	Located mostly in the City of Devils Lake near medical facilities, churches and other institutions that serve this population.	None determined.

## ANALYSIS OF THE PUBLIC HOUSING WAITING LIST



**Total Number of Families on the Waiting List** \_\_\_\_\_ **8** \_\_\_\_\_

**Bedroom Breakdown:**

One Bedroom Applicants	_____ <b>2</b> _____
Two Bedroom Applicants	_____ <b>3</b> _____
Three Bedroom Applicants	_____ <b>3</b> _____
Four Bedroom Applicants	_____ <b>0</b> _____
Five Bedroom Applicants	_____ <b>0</b> _____
Six Bedroom Applicants	_____ <b>0</b> _____

<b>Income Distribution of applicants:</b>	
Applicants between 50% and 80% of Median	<u>1</u>
Applicants between 30% and 49.9% of Median	<u>4</u>
Applicants at less than 30% of Median	<u>3</u>
<b>Number of applicant families headed by an elderly person</b>	<u>2</u>
<b>Number of applicant families with a person with a disability</b>	<u>0</u>
<b>Racial/Ethnic Breakdown:</b>	
White (Non-Hispanic)	<u>4</u>
Black (Non-Hispanic)	<u>0</u>
American Indian/Native Alaskan	<u>4</u>
Asian or Pacific Islander	<u>0</u>
Hispanic	<u>0</u>
Other	<u>0</u>
<b>Average length of time to receive housing (in months)</b>	<u>1 - 3</u>
<b>If waiting list is closed, date it closed</b>	<u>N/A</u>

## ANALYSIS OF THE SECTION 8 WAITING LIST

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<b>Total Number of Families on the Waiting List</b>	<u>25</u>
<b>Bedroom Breakdown:</b>	
One Bedroom Applicants	<u>7</u>
Two Bedroom Applicants	<u>10</u>
Three Bedroom Applicants	<u>5</u>
Four Bedroom Applicants	<u>2</u>
Five Bedroom applicants	<u>0</u>
Six or more Bedroom Applicants	<u>1</u>

**Income Distribution of Applicants:**

Applicants between 50% and 80% of Median	<u>0</u>
Applicants between 30% and 49.9% of Median	<u>10</u>
Applicants at less than 30% of Median	<u>15</u>
<b>Number of applicant families headed by an elderly person</b>	<u>0</u>
<b>Number of applicant families with a person with a disability</b>	<u>1</u>
<b>Racial/Ethnic Breakdown:</b>	
White (Non-Hispanic)	<u>7</u>
Black (Non-Hispanic)	<u>0</u>
American Indian/Native Alaskan	<u>17</u>
Asian or Pacific Islander	<u>0</u>
Hispanic	<u>1</u>
Other	<u>0</u>
<b>Average length of time to receive housing (in months)</b>	<u>1.5 - 2</u>
<b>If waiting list is closed, date it closed</b>	<u>N/A</u>

**(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
- X 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
- X Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction

- X Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- X 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
- X 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

- X Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- X 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 constraints
- X Staffing constraints
- Limited availability of sites for assisted housing
- X Extent to which particular housing needs are met by other organizations in the community
- X 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
- X 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	22,462	Operating Subsidy
b) Public Housing Capital Fund	268,000	Reserves/Investments
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	437,011	Admin Fees – 57,200 HAP – 379,811
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		



<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
'99 CIAP	143,828	Operations/Capital Improvements
'98 CIAP	78,280	Boilers/Generator
<b>3. Public Housing Dwelling Rental Income</b>	185,481	Public Housing Management & Maintenance
<b>4. Other income (list below)</b>		
Acct # 3690	3,311	
<b>4. Non-federal sources (list below)</b>		
<b>Section 8 Operating Reserves</b>	92,252	
<b>Total resources</b>	1,008,517	

### **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)

When a 'Notice of Intent to Vacate' has been received which will open up a unit. Our lease requires a 30 day notice of intent to vacate.

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  
 Rental history  
 Housekeeping  
X Other (describe)

Landlord References, Credit Bureau Report

- c. X Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?  
d.  Yes X No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?  
e.  Yes X 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  
X Site-based waiting lists - Skyview Apartments  
X Other (describe) - Family units by bedroom sizes

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?  
1 – Skyview Apartments (elderly, disabled/handicapped)

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? 2 – Public Housing & Sec 8
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
  - Overhoused
  - Underhoused
  - 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.X 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)

- X 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)
- X 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.

1. Date and Time

Former Federal preferences:

4 Involuntary Displacement (Disaster, Government Action, Action of Housing

- 4 Owner, Inaccessibility, Property Disposition)
- 4 Victims of domestic violence
- 4 Substandard housing
- 4 Homelessness
- 4 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)

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

Brochure  
Policy Information booklet  
Resident Handbook

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: 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  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  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)

- 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)

- 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)  
None

### **(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)

- X PHA main administrative office
- X Other (list below)
  - Benson County HA
  - Lake Region Human Service Center
  - Social Service Office

**(3) Search Time**

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

If yes, state circumstances below:

Extensions:

Housing Choice Voucher will only be extended under the following circumstances:

1. If the family can verify extenuating circumstances or is a hard-to-house family and through their contact with the office staff can clearly demonstrate that they have made every effort to secure a suitable unit, and
2. The family has not refused a suitable unit without good cause, and
3. There is a reasonable possibility that an extension of the Housing Choice Voucher will result in an approvable lease and the execution of a Housing Assistance Payments Contract.

**(4) Admissions Preferences**

a. Income targeting

Yes X 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 X 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))

## **RCHA RENT OPTIONS**

Flat rents are intended as an incentive for residents to remain in public housing after they have attained a level of self-sufficiency. The Quality Housing and Work Responsibility Act of 1998 (QHWRA) requires flat rent be set at "rental value," which HUD interprets to be reasonable market value. RCHA surveyed rent of comparable units in the community.

The 1998 Act requires RCHA to give families a choice of paying either the flat rent or an income-based rent. This choice must be given to each family annually.

**CHOICE # 1:**

**FLAT RENT**

Studio Apartment - - - - - \$ 225.00

One-bedroom Apartment - - - \$ 320.00  
 Two-bedroom Apartment - - - \$ 420.00  
 Three-bedroom Apartment - - \$ 495.00  
 Four-bedroom Apartment - - - \$ 570.00

Flat rent includes all utilities except telephone and TV cable.  
 At Skyview Apartments, cable is \$21.00/month (to be paid with rent).

Excess Utilities: Air Conditioner - - - - - \$ 10.00/month  
 Car Plug-in - - - - - \$ 12.00/month

**CHOICE # 2:**

**INCOME-BASED RENT**


The Total Tenant Payment (RENT) will be the greatest of:

- (a) 30% of family monthly adjusted income
- (b) 10% of family monthly gross income
- (c) \$50.00 minimum monthly rent

Income-based rent includes all utilities except telephone and TV cable. At Skyview Apartments, cable is \$21.00/month (to be paid with rent).

Excess Utilities: Air Conditioner - - - - - \$ 10.00/month  
 Car plug-in - - - - - \$ 12.00/month

\*\*\*11/09/99\*\*\*

---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
- \$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% than 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:

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)

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 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)\_\_\_\_\_
- 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**

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
- 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. 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.
- A brief description of the management structure and organization of the PHA follows:

**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		
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)

(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)

X PHA main administrative office

- PHA development management offices
- Other (list below)

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

1.  Yes X 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)
- X 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)

-or-

- X The Capital Fund Program Annual Statement is provided below:

**Table Library**

**Component 7  
Capital Fund Program Annual Statement  
Parts I, II, and II**

**Annual Statement  
Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number ND06P013903-99 FFY of Grant Approval: (12/1999)

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	143,828
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	
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	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	143,828
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	2,500
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

# COMPONENT 7:

## Capital Improvement Needs

=====

In order to assure the long-term physical and social viability of the low-income public housing owned and operated by Ramsey County Housing Authority, the RCHA has planned to do the following capital improvement projects over the next five years:

Capital Improvement	Project #	Estimated Cost	Completion Date
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=====

<b>7/1/00 to 6/30/01</b>
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3 Washers & 3 Dryers	002	\$ 2,250	7/1/00 to 6/30/01
Automatic Handicap Door Opener	002	\$ 2,500	7/1/00 to 6/30/01
Carpet LR & BR's in 10 family units	001	\$ 13,500	7/1/00 to 6/30/01
Lobby Directory & Bulletin Board	002	\$ 1,500	7/1/00 to 6/30/01
Air Conditioning in Common Area - SV	002	\$ 10,000	7/1/00 to 6/30/01
Outdoor ash/trash units Outdoor bench	002	\$ 800	7/1/00 to 6/30/01

<b>7/1/01 to 6/30/02</b>
--------------------------

Carpet LR & BR's in 10 family units	001	\$ 13,500	7/1/01 to 6/30/02
-------------------------------------	-----	-----------	-------------------

<b>Lobby Carpet &amp; Furniture</b>	<b>002</b>	<b>\$10,000</b>	<b>7/1/01 to 6/30/02</b>
<b>Paint Common Areas</b>	<b>002</b>	<b>\$ 3,500</b>	<b>7/1/01 to 6/30/02</b>
<b>Kitchen Cabinets in 10</b>			
<b>Skyview units</b>	<b>002</b>	<b>\$ 30,000</b>	<b>7/1/01 to 6/30/02</b>
<b>Bathroom Vanities &amp; Mirrors w/lights - 10 units</b>	<b>001 &amp; 002</b>	<b>\$ 4,500</b>	<b>7/1/01 to 6/30/02</b>

<b>7/1/02 to 6/30/03</b>
--------------------------

<b>Carpet LR &amp; BR's in 10 family units</b>	<b>001</b>	<b>\$ 13,500</b>	<b>7/1/02 to 6/30/03</b>
<b>New windows - Skyview</b>	<b>002</b>	<b>\$150,000</b>	<b>7/1/02 to 6/30/03</b>
<b>Kitchen Cabinets in 10</b>			
<b>Skyview units</b>	<b>002</b>	<b>\$ 30,000</b>	<b>7/1/02 to 6/30/03</b>
<b>Bathroom Vanities &amp; Mirrors w/lights - 10 units</b>	<b>001 &amp; 002</b>	<b>\$ 4,500</b>	<b>7/1/02 to 6/30/03</b>

<b>7/1/03 to 6/30/04</b>
--------------------------

<b>Carpet LR &amp; BR's in 10 family units</b>	<b>001</b>	<b>\$ 13,500</b>	<b>7/1/03 to 6/30/04</b>
<b>Kitchen Cabinets in 10</b>			
<b>Skyview units</b>	<b>002</b>	<b>\$ 30,000</b>	<b>7/1/03 to 6/30/04</b>
<b>Bathroom Vanities &amp; Mirrors w/lights - 10 units</b>	<b>001 &amp; 002</b>	<b>\$ 4,500</b>	<b>7/1/03 to 6/30/04</b>
<b>Refrigerators (40)</b>	<b>001</b>	<b>\$ 18,000</b>	<b>7/1/03 to 6/30/04</b>

Stoves (40)                      001                      \$ 18,000                      7/1/03 to 6/30/04

<b>7/1/04 to 6/30/05</b>
--------------------------

**Kitchen Cabinets in 10 Skyview units**                      002                      \$ 30,000                      7/1/04 to 6/30/05

**Bathroom Vanities & Mirrors w/lights - 10 units**                      001 & 002                      \$ 4,500                      7/1/04 to 6/30/05

**Refrigerators (47)**                      002                      \$ 21,150                      7/1/04 to 6/30/05

**Stoves (47)**                      002                      \$ 14,100                      7/1/04 to 6/30/05

**(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. X 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

-or-

X 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)

**I inserted RCHA's 5 year Capital Improvement Plan in the section above.**

**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.)

### 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:	
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: <u>(DD/MM/YY)</u>	
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:	

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

**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>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
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.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> 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)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> 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 X 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 (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  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 (l)]

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 X 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

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)  
 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  
 Other (describe)

**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)

b. Economic and Social self-sufficiency programs

- Yes X 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. )

<b>Services and Programs</b>				
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)

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (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**

**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
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- 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).

- 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
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

**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
- Crime Prevention Through Environmental Design
- 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)

**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
- 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)
- Police regularly testify in and otherwise support eviction cases
- 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)



**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)]

**ADDENDUM TO LEASE**  
***PET POLICY***



Resident's Name, Address and Phone #

Type of Pet:

Age: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

City License No. \_\_\_\_\_ Vet Vaccination Date \_\_\_\_/\_\_\_\_/\_\_\_\_

The following rules are established to govern the keeping of pets in and on properties owned and operated by Ramsey County Housing Authority (RCHA). **This policy does not apply to animals that assist the handicapped.**

Residents only are permitted to have a pet in their possession in or on Ramsey County Housing Authority property. **NO GUEST PETS ARE ALLOWED.**

All pets must be registered with Ramsey County Housing Authority. Residents must complete a Pet Permit Addendum and meet all requirements therein before they bring or keep any animal on or about the premises owned by RCHA. The privilege to keep a pet may be revoked at any time if the animal becomes destructive or a nuisance to others, or if the resident fails to comply with the following requirements:

- 1) Permitted pets are: domesticated dogs, cats, birds and fish.  
**NO VICIOUS OR INTIMIDATING DOGS OR CATS ARE TO BE KEPT. (Pitbull, Rottweiler, Doberman, etc.)**
- 2) Only one pet per apartment is allowed.
- 3) Dogs and cats must weigh 25 pounds or less at full maturity. Weight of pet to be verified by veterinarian if requested by RCHA.
- 4) Dogs are to be licensed yearly with the proper authorities. Residents must show proof of yearly distemper and rabies boosters for dogs, and yearly distemper boosters for cats, in compliance with city code.
- 5) All female cats and dogs are to be spayed. Cats must have their front paws declawed. If such animals are not spayed and have offspring, the resident is in violation of this Pet Permit requirement and must remove the pet and the offspring from RCHA premises within 48 hours of birth. All male cats and dogs must be neutered.
- 6) No pet may be kept in violation of humane or health laws.
- 7) Dogs and cats shall remain inside a resident's unit unless they are on a leash. All pets must be confined to a cage at all times when the resident is absent from the unit. Chaining pet outside is not allowed.

- 8) Cats are to use litter boxes kept in resident's premises. Resident is not allowed to let waste accumulate. Waste must be contained within plastic bags or similar wrappings before being disposed of in the proper receptacles and in a sanitary manner in the garbage room at Skyview or in the dumpsters at our family unit complexes. At Skyview, these bags must not be dropped down the garbage chute.
- 9) Residents are required to promptly remove and dispose of, in a sanitary manner, ALL removable pet waste outside of the unit. This includes lawn and parking lot areas.
- 10) Resident shall take adequate precautions to eliminate any pet odors within or around unit and maintain unit in a sanitary condition at all times.
- 11) Resident shall not permit any disturbance by their pet which would interfere with the peaceful enjoyment of accommodations by other residents; whether by loud barking, howling, biting, scratching, chirping or other such activities.
- 12) If pets are left unattended for twenty-four (24) hours or more, the Housing Authority may enter to remove the pet and transfer it to the proper authorities. RCHA accepts no responsibility for the pet under such circumstances.
- 13) Residents shall not alter their unit or unit area to create an enclosure for an animal.
- 14) Resident is responsible for all damages caused by their pet.
- 15) Residents are prohibited from feeding stray animals. The feeding of stray animals shall constitute having a pet without permission of the RCHA.
- 16) Resident shall pay a damage deposit for each pet as follows: \$350.00 for a dog or cat; \$0.00 for fish or birds. This deposit shall be paid in advance, prior to the pet residing in the unit. This deposit will be placed in an interest-bearing account. Any unused portion of the pet deposit plus any accrued interest will be refunded

to the tenant after an inspection is made and the amount due RCHA for pet-caused damage, if any, has been assessed. Deposit shall be refunded within 30 days after move-out or after date tenant disposes of the pet.

- 17) A separate waste removal charge of \$5.00 per occurrence will be imposed on pet owners that fail to remove pet waste in accordance with the prescribed rules in this pet policy.
  
- 18) RCHA shall refuse to register a pet if:
  - (a) The pet is not a common household pet.
  - (b) The keeping of the pet would violate any portion of the RCHA's pet policy.
  - (c) The pet owner fails to provide complete pet registration information or fails to annually update the pet registration.
  - (d) RCHA reasonably determines, based on the pet owner's habits and practices, that the pet owner will be unable to keep the pet in compliance with the pet rules and other lease obligations.
  
- 19) Residents who violate these rules are subject to:
  - (a) A requirement to get rid of the pet within a time specified by the PHA; and/or,
  - (b) Eviction

A decision by Ramsey County Housing Authority to revoke this Pet Permit is subject to the Housing Authority's Grievance Procedure.

In case of emergency, illness, or am otherwise unable to care for this pet; the following person will remove my pet from my apartment and be responsible for its care:

---

Name and Relationship

---

Phone # (home)

---

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone # (work)

\_\_\_\_\_  
Responsible Person's Signature

**Resident's Certification:**

I have read and understand the above requirements as set out in this Pet Permit and agree to conform to same. I also understand that failure to comply with this Pet Permit is a violation of my Housing Lease.

\_\_\_\_\_  
Head Resident's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Head Resident's Signature

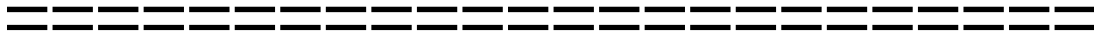
\_\_\_\_\_  
Date

\_\_\_\_\_  
RCHA Signature

\_\_\_\_\_  
Date

Resolution No. 190  
Adopted: February 8, 2000

**PHOTO OF  
REGISTERED PET**



## **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  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  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)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

3.  Yes  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)
  - X Provided below:

# **COMPONENT 18: OTHER INFORMATION**

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

---

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### **2. Resident Advisory Board Recommendations**

**At the December 10, 1999 meeting of the Resident Advisory Board, members were asked to share their concerns and provide input into the PHA plan. Items of concern were Y2K problems, washers and dryers, and a desire for a bench on the north side of the Skyview Apartment building where they wait for the Devils Lake Transit bus. At that time, PHA staff had been preparing for Y2K by following HUD guidelines, in identifying and preparing for potential problems, by testing standby electrical equipment, and by advising residents to obtain flashlights, etc. The PHA is in the process of purchasing new laundry appliances and will continue to provide them without coin mechanisms, as requested by residents. The request for a bench will be addressed in the spring by purchasing one which will be both safe and secure.**

**One request which was noted; but, will be very difficult to provide, was for larger apartments with more closet space.**

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.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- X Other: (list below)



Same as # 2 above.

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

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

# COMPONENT 18: OTHER INFORMATION SUB-COMPONENT C

=====

**C. Eligible voters:**

**One component of RCHA's program to obtain resident input into the operation of our programs is the establishment of a Resident Advisory Board. On December 1, 1999 an invitation was sent to all recipients of Authority services. This group consists of 202 individuals and families in both the PHA and HAP programs. All were invited to attend a Resident Advisory Board meeting on December 10, 1999. The nine (9) individuals who responded became our Resident Advisory Board. This Board was informed of the opportunity for residents to serve on the RCHA Board of Directors and were advised that any of them could select a board member from among themselves or choose another resident if they so desired. There was no one from the Resident Advisory Board that wished to become a RCHA Board member. The group felt that board membership was not required in that they were able to provide input and receive feedback from PHA staff. The Resident Advisory Board was told they could have 30 days in which to think about whether or not they would like to serve on the Board of Directors and if they did to just advise the Executive Director of their desire to do so. No one has come forth stating their desire to serve on the RCHA Board of Directors.**

**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: (provide name here)

1999 Region 3 State of North Dakota

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)

- X 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.
- X 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)

**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.

# PHA Plan Table Library

## Component 7 Capital Fund Program Annual Statement Parts I, II, and II

### Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number ND06P013903-99 FFY of Grant Approval: (12/1999)

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	143,828
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	
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	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	143,828
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	2,500
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

**Annual Statement**  
**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

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.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total estimated cost over next 5 years</b>				



## Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

<b>Public Housing Asset Management</b>								
<b>Development Identification</b>		<b>Activity Description</b>						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>